



सत्यमेव जयते



## 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 step-by-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.

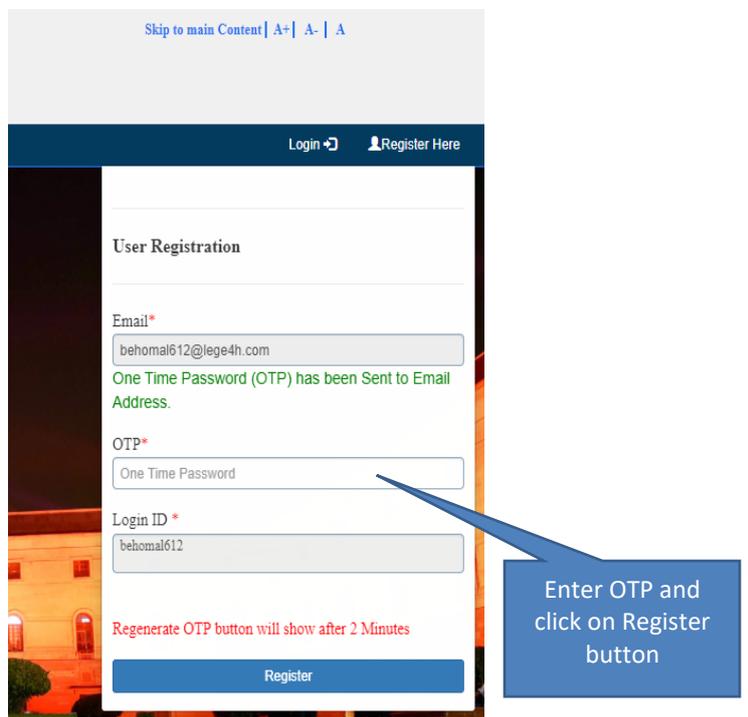
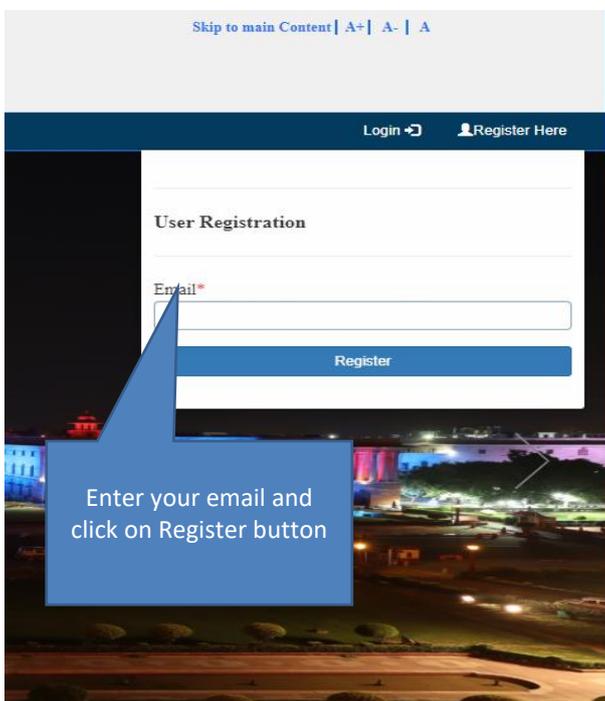
**Step 5.** Click on Register Button

**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)
  - Enter Telephone with STD Code
  - Enter Address1 (Mandatory)
  - Enter Address2
  - Enter Address3
  - Enter Mobile
  - Enter Password
  - Enter Confirm Password
  - Enter Captcha
  - Click Submit to proceed
  - Click Refresh to reset the screen

**Step 7.** Please send your confirmation details to [sanjeevm@nic.in](mailto:sanjeevm@nic.in) 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 on system.

to login



**User Registration** (\* indicates mandatory fields)

Ministries / Departments / States / MDB / PSE \*  
 -----Select-----

Select Department \*  
 -----Select-----

Designation \*  
 -----Select-----

Email \*  
 jiber84653@smlmail.com

User Id \*  
 jiber84653

Name \*  
 \_\_\_\_\_

Telephone \*  
 with STD code  
 \_\_\_\_\_

Address1 \*  
 \_\_\_\_\_

Address2  
 \_\_\_\_\_

Address3  
 \_\_\_\_\_

Mobile  
 nicadmin

Password \*  
 .....

Confirm Password \*  
 Password  
 \_\_\_\_\_

Enter Captcha:  
 14314

Submit Close

Fill the details and click on Submit button

## 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

Login

**Sign in with your User Name & Password**

Username \*  
 admin

Password \*  
 .....

81299

Enter Captcha:  
 81299

Login

Forgot password?

Click here after entering the valid user name and password

\*\*\*\*\* If user enters five times wrong user name/password, account is locked. If your account is locked, user will send email to [sanjeevm@nic.in](mailto:sanjeevm@nic.in) to unlock account or user can reset account using forgot password option to unlock it, In case of user forgot the password, user can reset password using forgot password 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.

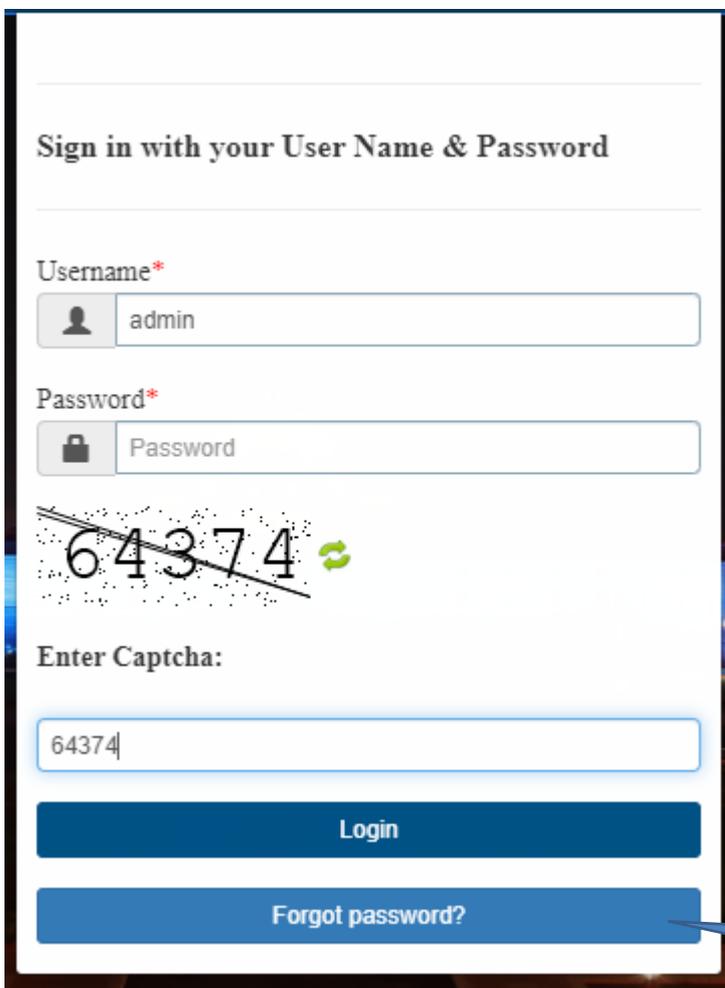
**Step 3:** Enter captcha code.

**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



The screenshot shows a login form titled "Sign in with your User Name & Password". It includes fields for "Username\*" (containing "admin") and "Password\*" (containing "Password"). Below these is a captcha image showing the numbers "64374" with a green checkmark. An "Enter Captcha:" label is above a text box containing "64374". At the bottom are two buttons: "Login" and "Forgot password?". The "Forgot password?" button is highlighted with a blue callout box.

Click on Forgot Password Button after entering the username and captcha



## PPR Management Portal

One Time Password Is:- 8N5W46

Received OTP on email

[Click Here To Check PPR Portal](#)

This is a system generated mail. Please do not reply to this email ID. Mail sent to this address cannot be answered.

(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

### Reset Password

OTP has been sent on your registered Mail

OTP\*

8N5W46

New Password\*

\*\*\*\*\*

Confirm Password\*

\*\*\*\*\*

Submit

Time left (in mm:ss) 2:32

Click on Submit button after entering the OTP, New Password and 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**.
- ii. 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 signing-in 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 first 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)

- i. 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.**



PPR Details Up to 31 Dec 2018 155

PPR Details From 01 Jan 2019 310

List of Received PPR 5

No. of PPR uploaded on portal  
310

PPR uploaded but not placed for Screening Committee  
32

PPR placed for Screening Committee  
278

Approved  
138

Inprinciple Approval  
42

Deferred  
13

Rejected  
85

Posed  
174

Pending for Posing  
6

Pending for Meeting Minutes  
0

No. of Screening Committee  
19

No. of MoM Issued  
19

No. of MoM not issued  
0

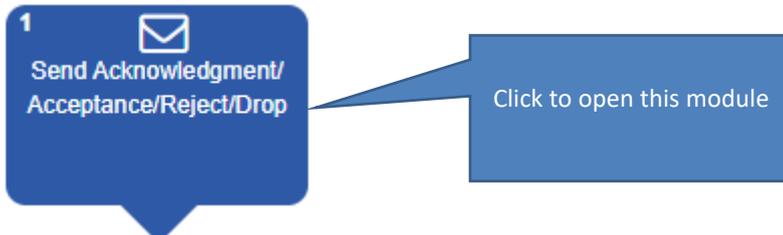


## 4. Inbox – Project Process Cycle

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

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

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

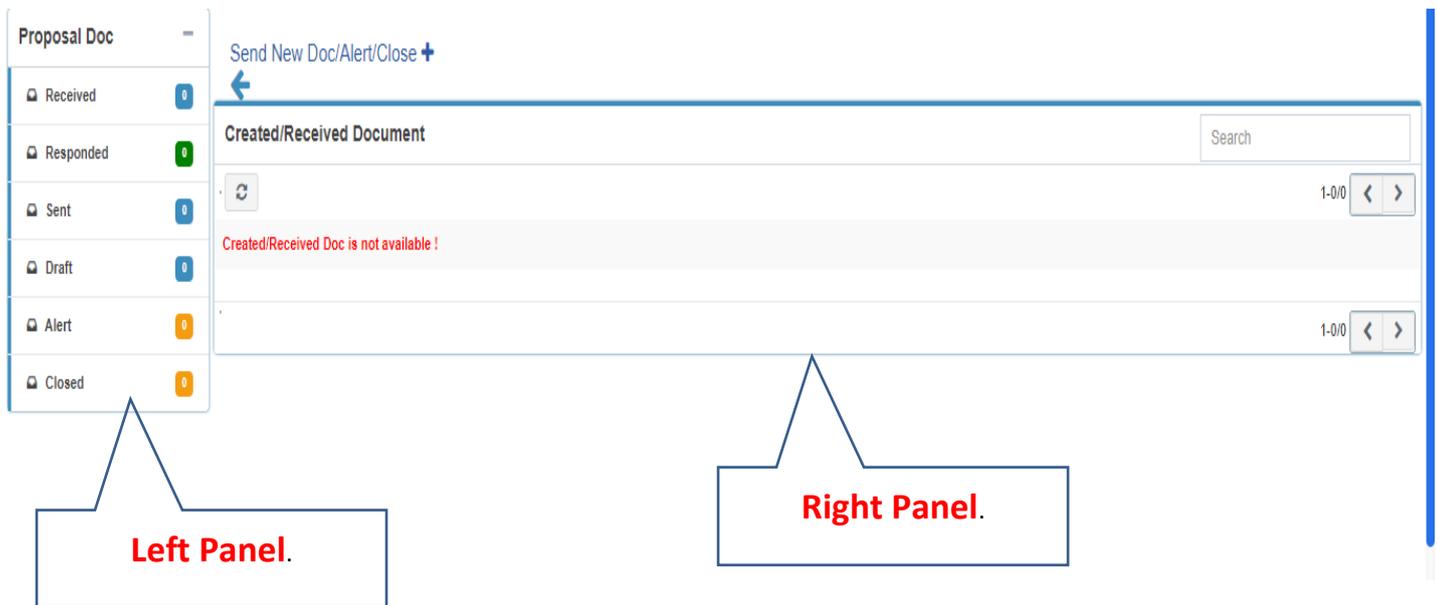


### Module screen details

The screenshot shows the 'Proposal Doc' module interface. On the left is a list of document statuses with counts:

Status	Count
Received	8
Responded	12
Sent	0
Draft	0
Alert	17
Closed	1

At the top right of the main content area is a button labeled "Send New Doc/Alert/Close +". A callout box points to this button with the text "Click here to show options for new actions". A blue arrow points from the button to the left, with a callout box that says "Back button to got to the Project process cycle". Below the main content area, a modal window is open, showing a list of actions: "Pose New PPR", "Send Alert/Reminder message", "Created/Received Document", and "Close PPR". The modal window has a red 'X' in the top right corner. At the bottom of the modal, the text "1 Kamva Singh. DEA" is visible.



#### 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.



## Posed PPR Documents Details



ACKNOWLEDGEMENT/ACCEPTANCE

**PPR details**  
10441 - Borpani Middle Hydro Electric Project (3 x 8.0 MW = 24.0 MW)  
[View Comments](#) | [View MoM](#) | [View PosedDocument](#)

**Select Action**  
Select Action  
----Select Posing Action----

**Select Attachment if any**  
Select If Any Attachment  
 No file chosen  
(Only PDF, Max Size of 5MB)

**Enter remarks**  
Remarks

**Project Related Officer list for mail alert**

DEA Officer	Project Authority	Bank/Agency Officer
<input checked="" type="checkbox"/> Rishikesh Singh-Director-	<input checked="" type="checkbox"/> Rajiv-Additional Chief Secretary-	<input checked="" type="checkbox"/> ADB-Admin-
<input checked="" type="checkbox"/> Prakash-Assistant Section Officer-	<input checked="" type="checkbox"/> KALYANI BARUAH-Managing Director-	
<input checked="" type="checkbox"/> Chandra Kishore-Assistant Section Officer-		
<input checked="" type="checkbox"/> Mr. Shakil Alam-Director-		
<input checked="" type="checkbox"/> Mr. Rohit Chawla-Assistant Director-		
<input checked="" type="checkbox"/> Mr. Madahv Kumar Jha-Assistant Section Officer-		
<input checked="" type="checkbox"/> Kamyra Singh-Assistant Section Officer-		
<input checked="" type="checkbox"/> Rajeev-Under Secretary-		
<input checked="" type="checkbox"/> Basudev Tudu-Under Secretary-		
<input checked="" type="checkbox"/> HIMANSHU GANDHI-Under Secretary-		
<input checked="" type="checkbox"/> Kamlesh Kumar-Section Officer-		

**Submit the action**

### 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

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 - rwenwere..	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 - xzxcvcxcvcxcv..	Aknowledgement/Acceptance	24 Apr 2020
5	ADB, ADB	10111 - Tripura Power Generation Upgradation & Distri...	23 - vv..	Reject/Drop	23 Apr 2020

Click to view

## Responded action details on Posed PPR

Acknowledgment/Acceptance/Reject/Drop Details - 2	
10007-"Supporting Civil Service Training Under DoPT" Project	
<a href="#">View Comments</a>	<a href="#">View MoM</a>
Posed Details	
Posed Attachment -	<a href="#">View Posed Document</a>
Posed by -	
Posed on -	02 Jan 2019
Acknowledgment/Acceptance/Reject Drop Details	
Bank/Agency Decision -	Aknowledgement/Acceptance
Bank/Agency Remarks -	ok
Attachment	<a href="#">View Attachment</a>
Submitted by -	ADB, ADB
Submitted on -	05 May 2020
<a href="#">Back</a>	

Responded Details

### 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

- Received 4
- Responded 0
- Sent 21
- Draft 0
- Alert 14
- Closed 1

Send New Doc/Alert/Close +

Sent Document

1	Kamya Singh, DEA	10637 - Jamrani Drinking Water Multipurpose Project...	94 - vvvvvvvv...	Reject/Drop		13 Jan 2020
2	Kamya Singh, DEA	10120 - Advanced Biofuels Development Program...	25 - dddddd...	Aknowledgement/Acceptance		09 Jan 2020
3	Prakash, DEA	10459 - Investment Facilitation in Tamil Nadu...	83 - fggggggggg...	Aknowledgement/Acceptance		13 Dec 2019
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 - rververe...	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
8	Kamya Singh, DEA	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 Anriculture in Andhra 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.

Alert Document

1	Rishikesh Singh, DEA	10409 - Assam Skill University Project...	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...	xcvcxzvxvcxvc...	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 fsd 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 fsd f..	Sent Alert		4/23/2020 1:33:41 PM
7	Rishikesh Singh, DEA	10327 - Strengthening MSME Cluster Ecosystem through inst...	sd fsd sdgsd fsdgsd f sd fsd..	Sent Alert		4/23/2020 12:39:49 AM
8	Rishikesh Singh, DEA	10327 - Strengthening MSME Cluster Ecosystem through inst...	sdaS ASD ASDASD SAD SDF SD FSD F SD F SD FSD F..	Sent Alert		4/23/2020 12:35:35 AM

### Alert Details

Posed Alert/Reminder

Back

Select PPR/Project 10409--Assam Skill University Project

Alert Details send by ADB

Messages

ADB, ADB  
ok just require some clarification  
5/4/2020 3:11:08 PM

Responded by DEA

Rishikesh Singh, DEA  
ok  
5/4/2020 3:12:17 PM

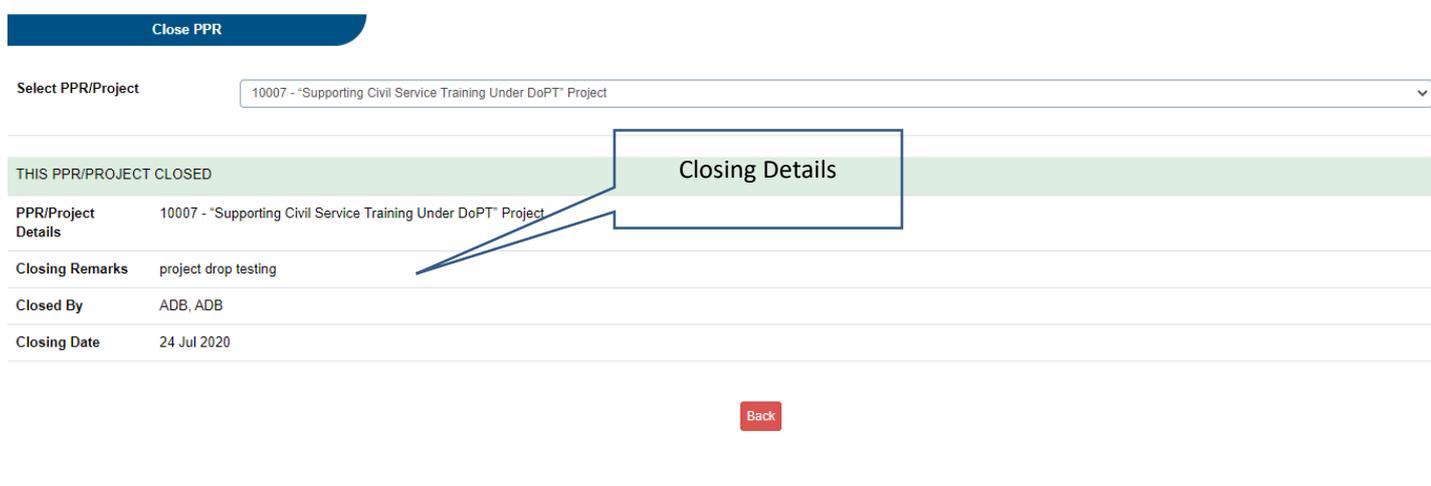
**\*\*\*\*\*Alert functioning is common for all module; Alert Document will show basis of module. E.g. If user click on Alert tab in Acceptance/Acknowledgement/Reject/Drop section, user will see alert only related to this. \*\*\*\*\***

#### 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.



#### Closed PPR Details



**\*\*\*\*\*Closing functioning is common for all module\*\*\*\*\***

#### 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

Click on Pose New PPR

Select PPR

Enter Posing Date

Select Type (Loan/Grant/Both-Laon & grant/TA)

Select PPR

Select MDB's/BA's

Select Posing documents

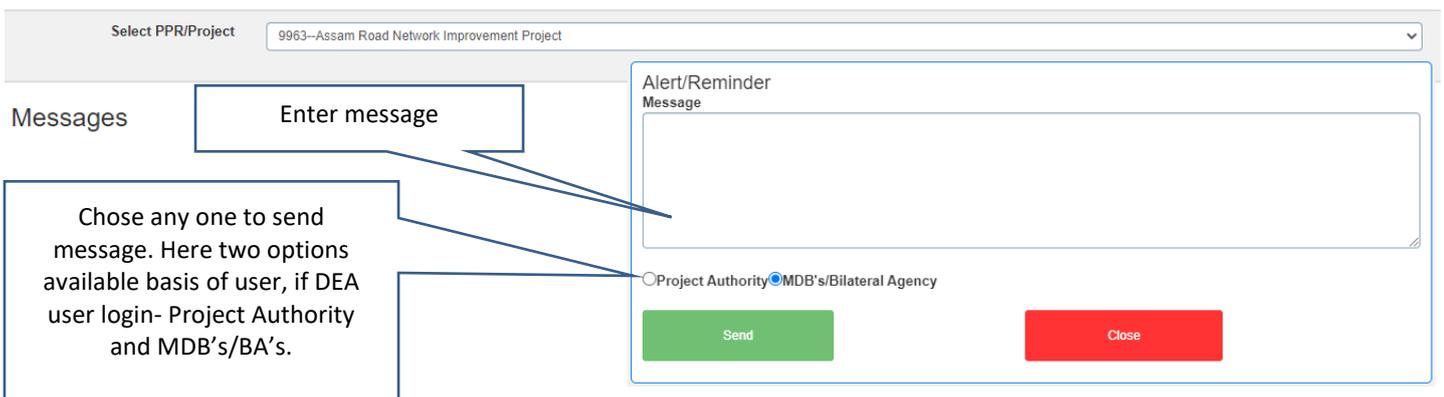
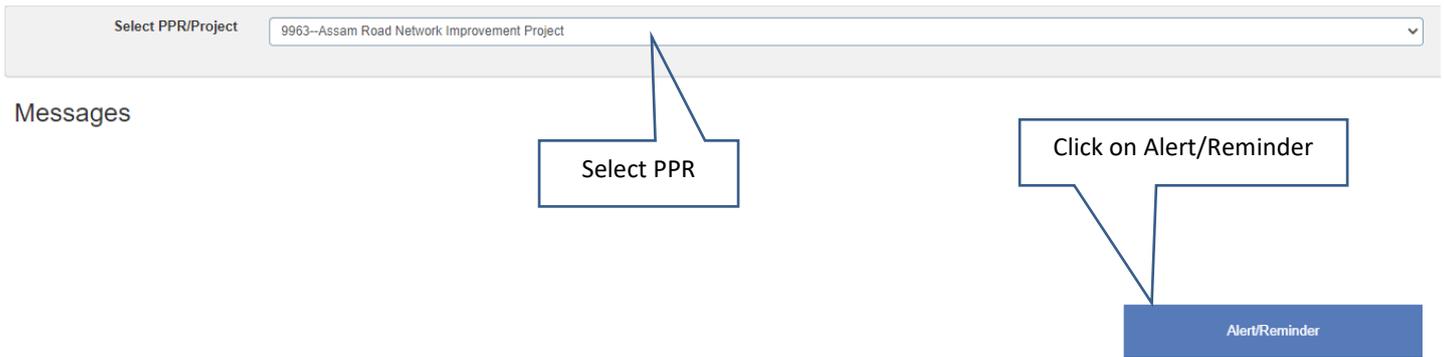
PPR	Decision	Type	External Funding Agency	Posed Date	Decision Attachment
10035 - West Bengal Public Finance Management Reforms Programme	Posed	--Select--	Asian Development Bank	DD/MM/YYYY	Choose File No file chosen Only .PDF under 5 MB

Submit

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

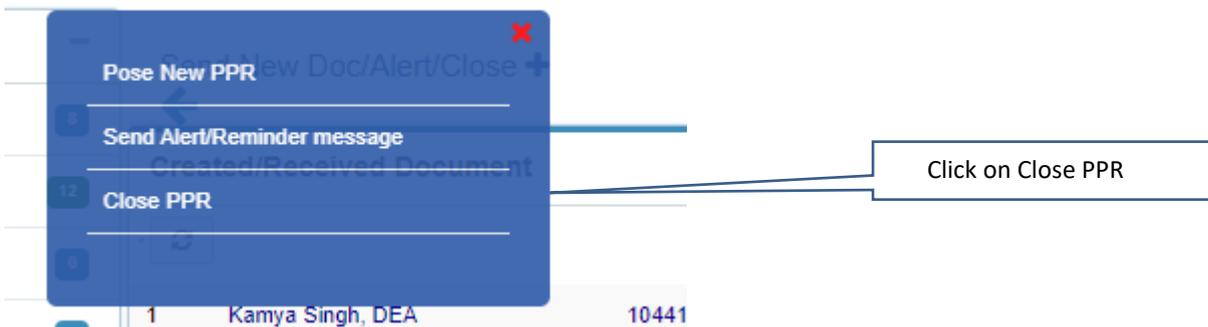
- Step 1** Click on Send/Acknowledgement/Reject/Drop box
- Step 2** Click on Send New Doc/Alert/Close
- Step 3** Click on Send Alert/Reminder message
- Step 4** Select PPR
- Step 5** Click on Alert/Reminder on tab on right bottom side of screen.
- Step 6** Enter your message
- Step 7** Select User (User 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.

Click on Send Alert/Reminder Message



#### 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

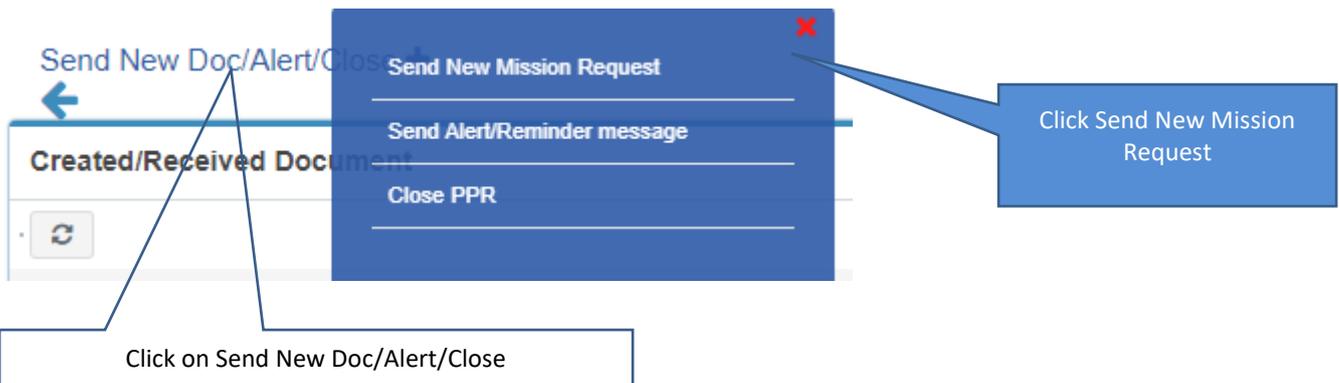
This module provides the facilities to send mission visits request against project number, loan number, TA, and Seminar or any others points.

Some of the Icons used in this module are:

	→ View document detail
	→ New Message
	→ Send Reminder to user for sent document
	→ Close document
	→ Add user to recipient list

### 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



Mission Clearance Request

Request Code/Name*	<input type="text" value="Enter request name"/>		
From*	<input type="text" value="ADBMC ADBMC"/> <small>Senior Project Asst. , Asian Development Bank</small>		
To*	<input type="text" value="-----SELECT-----"/> <small>DEA-MOF</small>		
<b>Sl No</b>	<b>Items</b>		
1	Mission For*	<input type="radio"/> Loan/Project <input type="radio"/> TA-PPTA, CDTA, PATA <input type="radio"/> Seminar/Conference/Workshop/Others <input type="radio"/> Others	
2	Loan/Project No.	:	
	Loan/Project Name	:	
	Loan Size	:	
	Loan/Project Closing Date	:	
	PPR/PFR Number *	<input type="text" value="---Select ---"/>	
3	Mission Type*	<input type="text" value="-----SELECT-----"/>	
4	Mission Duration and Location*	From Date : <input type="text" value="Select Date"/> To Date : <input type="text" value="Select Date"/> Location : <input type="text" value="Enter Location"/>	
5	Mission Purpose and expected outcomes from the mission output*	<input style="width: 100%; height: 30px;" type="text"/>	
6	Has convenience of Project Authorities been obtained for the proposed mission*	<input type="text" value="Yes"/>	
7	Mission Composition Members*	<input type="text" value="Select"/>	<a href="#">Add New Member</a>
8	Indian officials to be met during the Mission*	<input type="text" value="Select Agency"/>	<a href="#">Add New Member</a>
9	Dates(s) Of Wrap up meeting with Executing Agency	<input style="width: 100%; height: 20px;" type="text"/>	
10	Proposed Date for Wrap up with DEA	<input type="text" value="Select Date"/>	Time : <input type="text" value="Enter Time"/>
11	<b>Details of last Mission</b>		
	Dates	From : <input type="text" value="Select Date"/>	To : <input type="text" value="Select Date"/>
	Date of Wrap up in DEA	<input type="text" value="Select Date"/>	
	Date of Aide Memoire	<input type="text" value="Select Date"/>	
<input type="button" value="See Preview"/> <input type="button" value="Save as Draft"/> <input type="button" value="Back to Inbox"/>			

Click See preview details

Click to save details in Draft

## Mission Request Preview



Mission Clearance Request

MISSION CLEARANCE REQUEST									
			Date: 26 Jul 2020						
From:	Balaji K , Operations Coordinator , Asian Development Bank								
To:	Sameer Kumar Khare--JS(MI) DEA-MOF								
SNO.	Item	Details							
1.	Mission For :1002 - testing								
	Loan Details :	3223 - INFRASTRUCTURE DEVELOPMENT PROGRAM FOR TOURISM - PROJECT 3 (M0046)							
2.	Loan Details :								
	Loan No.	3223							
	Loan Name.	INFRASTRUCTURE DEVELOPMENT PROGRAM FOR TOURISM - PROJECT 3 (M0046)							
	Size	105.46							
	Loan Closing Date.	30 Jun 2020							
	PPR/PFR	9977--Uttar Pradesh Power Sector Improvement Project							
3.	Mission Type(Consultation/Review/Appraisal/Fact Finding/Others)	Appraisal							
4.	Mission Duration and Location	15 Jul 2020 To 30 Jul 2020 , New Delhi							
5.	Mission Purpose and expected outcomes from the Mission	testing purpose							
6.	Has Convenience of Project Authorities been obtained for the proposed mission	Yes							
7.	Mission Composition(Name and Designation of the members of the mission)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 50%;">Designation</th> </tr> </thead> <tbody> <tr> <td>H.K. Varma</td> <td>Senior Project Implementation Officer, INRM</td> </tr> </tbody> </table>		Name	Designation	H.K. Varma	Senior Project Implementation Officer, INRM		
Name	Designation								
H.K. Varma	Senior Project Implementation Officer, INRM								
8.	Indian Officials to be met during the Mission	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Agency</th> <th style="width: 30%;">Name</th> <th style="width: 40%;">Designation</th> </tr> </thead> <tbody> <tr> <td>AACP - Project Coordination Unit(PCU) ARIAS Society</td> <td>Awanish Kumar Awasthi</td> <td>Additional Chief Secretary and Director General</td> </tr> </tbody> </table>		Agency	Name	Designation	AACP - Project Coordination Unit(PCU) ARIAS Society	Awanish Kumar Awasthi	Additional Chief Secretary and Director General
Agency	Name	Designation							
AACP - Project Coordination Unit(PCU) ARIAS Society	Awanish Kumar Awasthi	Additional Chief Secretary 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 To 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						
		<a href="#">Transfer to Document Log for Sending =&gt;</a> <a href="#">Back</a>							

Mission Preview Details

Click to submit mission with document log features

Click to Back to Mission clearance page for editing details

## Mission Request Document Details

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

Skip to main Content | A+ | A- | A

DashBoard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Document Details

Draft Saved at 26 Jul 2020 14:07:19

Document Type: Mission Clearance

Loan: Loan

No. / Name: 3223-INFRASTRUCTURE DEVELOPMENT PROGRAM FOR TOURISM - PROJECT 3

Sector: Urban

Subject: 1002-testing

Due Date: 02 Aug 2020

Sender Name: Balaji K

Receiver Name: Sameer Kumar Khare

Send To: Agency: DEA - Department of Economic... Email: -----SELECT----- Group: -----SELECT-----

Selected User: Shantanu Thakur (State Project Director - AACP), pramodkp7@gmail.com

Send CC: Agency: -----SELECT----- Email: -----SELECT----- Group: -----SELECT-----

Remove All Selected User

Attach File: MissionClearanceRequest1002.pdf Choose File No file chosen

Message: A mission clearance request has been submitted to you for review and approval by Balaji K, Operations Coordinator Asian Development Bank on 26 Jul 2020. Request No: 1002 Name: testing We await your response to this request. Regards Balaji K Operations Coordinator Asian Development Bank

Send Save as Draft

### 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.

Send New Doc/Alert/Close +

Proposed Doc

- Received 1
- Sent 7
- Draft 1
- Alert 17
- Closed 1

Created/Received Document

Search

1-1/1 < >

Rishikesh Singh 4 - 4-testing mission approval... 4 - TA-7073 Mission Clearance 09 Jul 2020

1-1/1 < >

Click on received tab

Click to see details of received approval

Mission approval details

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

to main Content | A+ | A- | A

Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Document Details View All Print

Subject	4-testing mission approval							
Document Type	Mission Clearance	Sector	Others	Loan	TA No	7073		
Document ID	6	Parent Document ID	4	File Tracking ID	Due Date	16 Jul 2020	Project	
Sender Name	Rishikesh Singh	Agency	DEA					

Send To: Balaji K, Asian Development Bank

CC To:

Attached File

- MissionClearanceApproval4.pdf
- MissionClearanceRequest4.pdf

Message

We wish to notify that the mission clearance

Reference No: 4

Request name: Mission Request 4 - testing mission approval (7073 - DEV PWR SYSTM MSTR)

submitted to the Department of Economic Affairs, Government of India on 09 Jul 2020 has been approved.  
The relevant approval documents have been attached herewith.

Best regards,

Forward Reply to all Reply Back No Action

### 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)

The screenshot shows a software interface for document management. On the left, a sidebar titled 'Proposal Doc' has several tabs: 'Received' (25 items), 'Sent' (1), 'Draft' (0), 'Alert' (14), and another 'Alert' (2). The 'Received' tab is highlighted with a blue callout that says 'Click on received tab'. The main area is titled 'Send New Doc/Alert/Close +' and contains a table labeled 'Created/Received Document'. The table has columns for document ID, name, details, status, and date. A blue callout points to the first row of the table, saying 'Click on any pending request'. The table data is as follows:

ID	Name	Details	Status	Date
1	Balaji K	5 - 5-ok Ion project...	Mission Clearance	09 Jul 2020
2	Balaji K	4 - 4-testing mission approval...	Mission Clearance	09 Jul 2020
3	Balaji K	2 - 2-testing two...	Mission Clearance	09 Jul 2020
4	Aiib aiib	1063 - 1063-gffd...	Mission Clearance	05 Jul 2020
5	Aiib aiib	1062 - 1062-pppppppppppppppppppppp...	Mission Clearance	05 Jul 2020
6	Aiib aiib	1049 - 1049-mm...	Mission Clearance	04 Jul 2020
7	Mohan Chauhan	1043 - 1043-ok...	Mission Clearance	10 May 2020
8	Aiib aiib	12 - 12-pramod...	Mission Clearance	02 Aug 2019
9	Aiib aiib	12 - 12-pramod...	Mission Clearance	02 Aug 2019
10	Aiib aiib	3 - 3-testginvq...	Mission Clearance	16 Jul 2019
11	Aiib aiib	4 - 4-final test...	Mission Clearance	16 Jul 2019
12	Aiib aiib	4 - 4-final test...	Mission Clearance	16 Jul 2019

# Mission Request Details



## Document Details

View All

Subject	12-pramod		
Document Type	Mission Clearance	Sector	Human Resource
Pipeline	P121190		
Document ID	36		
Due Date	09 Aug 2019		
Sender Name	Aiib aiib	Agency	AIIB
Send To	Rishikesh Singh, Department of Eco	CC To:	
Attached File	<a href="#">MissionClearanceRequest12.pdf</a>		
Message	<p>A mission clearance request has been submitted to you for review and approval by Aiib aiib, director Asian Infrastructure Investment Bank on 28 Jun 2019.</p> <p>Request No: 12 Name: pramod</p> <p>We await your response to this request.</p> <p>Regards Aiib aiib director Asian Infrastructure Investment Bank</p> <p><a href="#">Open mission clearance request</a></p>		
<p> <a href="#">Forward</a> <a href="#">Reply to all</a> <a href="#">Reply</a> <a href="#">Back</a> <a href="#">No Action</a> </p>			

Click here to download Details

Click here to submit request

## Mission Request Filled Details



### MISSION CLEARANCE REQUEST

From Aiiib aiiib,director,Asian Infrastructure Investment Bank  
 To Rishikesh Singh,Director,Department of Economic Affairs

Date 26 July 2020

#### Mission Details

SN.	Item	Details						
<b>Mission Request Code : 12</b>								
1.	a. Pipeline <input checked="" type="checkbox"/>	P121190-Eastern Dedicated Freight Corridor - II						
	b. Portfolio <input type="checkbox"/>							
	c. AAA <input type="checkbox"/>							
	d. Seminar/Conference/Workshop/Others <input type="checkbox"/>							
2	<b>Project/Loan Details</b>							
	a. Name	Eastern Dedicated Freight Corridor - II						
	b. No.	P121190						
	c. Size/Amount in USD Million	879						
	d. Date of Closing	12 Apr 2019						
3	Mission Type(Consultation,Review,Appraisal,Fact Finding,Others)	Consultation						
4	Mission Duration and Location	From : 19 Jun 2019 To : 03 Jul 2019 At sdf						
5	Mission Purpose and expected outcomes from the Mission	sdf						
6	Has Convenience of Project Authorities been obtained for the proposed mission	No						
7	Mission Composition(Name and Designation of the members of the mission)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Name</th> <th style="width: 40%;">Designation</th> </tr> </thead> <tbody> <tr> <td>pramod pramod</td> <td>sdfikjsdf</td> </tr> </tbody> </table>	Name	Designation	pramod pramod	sdfikjsdf		
Name	Designation							
pramod pramod	sdfikjsdf							
8	Indian Officials to be met during the Mission	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Agency</th> <th style="width: 20%;">Name</th> <th style="width: 20%;">Designation</th> </tr> </thead> <tbody> <tr> <td>AACP - Project Coordination Unit(PCU) ARIAS Society</td> <td>dfgdf dfgdf</td> <td>dfg</td> </tr> </tbody> </table>	Agency	Name	Designation	AACP - Project Coordination Unit(PCU) ARIAS Society	dfgdf dfgdf	dfg
Agency	Name	Designation						
AACP - Project Coordination Unit(PCU) ARIAS Society	dfgdf dfgdf	dfg						
9	Date(s) for wrap up meeting with Executing Agency							
10	Proposed date for wrap up with DEA	20 Jun 2019 sdf						
11	Details of last mission							
	a. Dates	From 14 Jun 2019 To 20 Jun 2019						
	b. Dates of wrap up in DEA	20 Jun 2019						
	c. Date of Aide Memoire	18 Jun 2019						

[Back to Dashboard](#)



Aiiib aiiib  
 director  
 Asian Infrastructure Investment Bank

- Approve
- Reject
- Clarification Request

Click to Approve/Reject/Clarification request

## Mission Request Approval Details



Ministry of Finance  
Department of Economic Affairs  
Multilateral Institutions Division  
\*\*\*  
Communication of Mission clearance

Department of Economic Affairs conveys approval for the Mission Request 12 - pramod (Eastern Dedicated Freight Corridor - II - P121190) from 19 Jun 2019 to 03 Jul 2019 as per details attached.

(a) The Date of wrap up in DEA

Is tentatively fixed on  at  In

would be decided on a mutually convenient date.

(b) The DEA will attend the wrap up of the Mission with Executing Agency

Scheduled on

XXXXX

DEA File No.  Dated:

Rishikesh Singh  
Finance and Administration Assistant  
Tel: 01123093542  
Email: pramodkp7@gmail.com

**Enter DEA file no.**

Enclosed - Mission Request letter

Please enter additional e-mails here. For example someone@address.com

DEA File No.  Dated:

**User can see preview, save & Download or save and send to initial**

Email

### 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.



**Proposal Doc**

- Received 1
- Sent 5
- Draft 1
- Alert 17
- Closed 1

Send New Doc/Alert/Close +

Sent Document

ID	Subject	Sender	Document Type	Date	Actions
1	5-ok lon project	Shantanu Thakur	5-Loan-3073- NORTH EASTERN STATE ROADS INVESTMENT PROGRAM - PROJECT 2	09 Jul 2020	
2	5-ok lon project	Rishikesh Singh	5-Loan-3073- NORTH EASTERN STATE ROADS INVESTMENT PROGRAM - PROJECT 2	Mission Clearance 09 Jul 2020	
3	4-testing mission approval	Rishikesh Singh	4-TA-7073-DEV PWR SYSTM MSTR	Mission Clearance 09 Jul 2020	
4	2-testing two	Rishikesh Singh	3-Loan-3573-HIMACHAL PRADESH SKILLS DEVELOPMENT PROJECT	09 Jul 2020	
5	1-testing mission	Ajay S Singh	2-Loan-2794-HIMACHAL PRADESH CLEAN ENERGY TRANSMISSION INVESTMENT PROGRAM	09 Jul 2020	

Click on any one to view details

Click here to send reminder

Click here close the document

Click on Sent tab



Document Details

View All

**Sent document details**

Subject	5-ok lon project								
Document Type	Mission Clearance	Sector	Transport	Loan	3073	TA No			
Document ID	5	Parent Document ID		File Tracking ID		Due Date	16 Jul 2020	Project	
Sender Name	Balaji K	Agency	ADB						

Send To: Rishikesh Singh, Department of Economic Affairs  
Shantanu Thakur, Project Coordination Unit(PCU) ARIAS Society

CC To:

Attached File: MissionClearanceRequest5.pdf

Message: A mission clearance request has been submitted to you for review and approval by Balaji K, Operations Coordinator Asian Development Bank on 09 Jul 2020.  
Request No: 5  
Name: ok lon project  
We await your response to this request.  
Regards  
Balaji K  
Operations Coordinator  
Asian Development Bank

- Forward
- Reply to all
- Reply
- Reminder
- Close
- Back
- No Action

### 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.

#### 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.



## All Mission Request Details with various filter



Filter Reports

All Document

Status:  Type:  Project No-Name:

Send From:  Send To:  World Bank Sector:

Agency:  IIND Officer:  Mission Officer:

Wrap-up Date with DEA(From Date):  To Date:  Sector:

Subject	Type	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				<a href="#">Addition</a>	<a href="#">Close</a>
6-ddd	Loan	3396-BIHAR NEW GANGA BRIDGE PROJECT	Consultation	Ajay S Singh	09 Jul 2020	17 Jul 2020	21 Jul 2020	Pending				<a href="#">Addition</a>	<a href="#">Close</a>
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				<a href="#">Addition</a>	<a href="#">Close</a>
4-testing mission approval	TA	7073-DEV PWR SYSTM MSTR	Review	Rishikesh Singh	09 Jul 2020	21 Jul 2020	08 Aug 2020	Approved				<a href="#">Addition</a>	<a href="#">Close</a>
2-testing two	Loan	3573-HIMACHAL PRADESH SKILLS DEVELOPMENT PROJECT	Review	Rishikesh Singh	09 Jul 2020	02 Jul 2020	14 Jul 2020	Pending				<a href="#">Addition</a>	<a href="#">Close</a>
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				<a href="#">Addition</a>	<a href="#">Close</a>
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				<a href="#">Addition</a>	<a href="#">Close</a>
6-ddd	Loan	3396-BIHAR NEW GANGA BRIDGE PROJECT	Consultation	Ajay S Singh	09 Jul 2020	17 Jul 2020	21 Jul 2020	Pending				<a href="#">Addition</a>	<a href="#">Close</a>
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				<a href="#">Addition</a>	<a href="#">Close</a>
4-testing mission approval	TA	7073-DEV PWR SYSTM MSTR	Review	Rishikesh Singh	09 Jul 2020	21 Jul 2020	08 Aug 2020	Approved				<a href="#">Addition</a>	<a href="#">Close</a>
2-testing two	Loan	3573-HIMACHAL PRADESH SKILLS DEVELOPMENT PROJECT	Review	Rishikesh Singh	09 Jul 2020	02 Jul 2020	14 Jul 2020	Pending				<a href="#">Addition</a>	<a href="#">Close</a>
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				<a href="#">Addition</a>	<a href="#">Close</a>

### 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.



Dashboard Mission Clearance Document Log MIS Reports User Manual Change Password Contact Us Logout

Create Mission Request  
Draft Mission Request  
All Mission Request  
No Action taken by DEA

PRID FOR PRC  
Select PPR  
Click here  
----- Select -----

### No Action taken by DEA details



Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Mission Clearance Request

Mission Clearance No Action taken by DEA

MC Code	Type	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	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.



Dashboard Mission Clearance Document Log MIS Reports User Manual Change Password Contact Us Logout

Document Sent  
Document Received  
Draft

Mission Clearance Request

Mission Clearance No Action taken by DEA

Click here

## Sent Document details with various filter option



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Add New

Type:

Subject:

Agency:

Send To:

From Date:

To Date:

Filter List Older Than:  1 week  2 Week  3 Week  > Month  All

Filter

Project No-Name:

Document Type:

State:

DEA Sector:

Due Date:

Send Date:

Document ID	Document Type	Subject	Sector	Type	Project Name	Send To	Project No	Sent date	Forward	Remind/Close
11880	Mission Clearance	4036-mail test	Others	N/A	N/A	Test MC Approver				
11879	Mission Clearance	4035-sss	Others	N/A	N/A	Test User DEA Wordbank , Test MC Approver	23 Aug 2019	338	16 Aug 2019	
11878	Mission Clearance	4034-mail	Others	N/A	N/A	Test User DEA Wordbank , Test MC Approver			16 Aug 2019	
11877	Mission Clearance	4033-email testing	Others	N/A	N/A	Test User DEA Wordbank , Test MC Approver			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	
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.



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Add New

Type:

Subject:

Agency:

Send To:

From Date:

To Date:

Filter List Older Than:  1 week  2 Week  3 Week  > Month  All

Filter

Project No-Name:

Document Type:

State:

DEA Sector:

Due Date:

Send Date:

Document ID	Document Type	Subject	Sector	Type	Project Name	Send To	Project No	Sent date	Forward	Remind/Close
11880	Mission Clearance	4036-mail test	Others	N/A	N/A	Test MC Approver				
11879	Mission Clearance	4035-sss	Others	N/A	N/A	Test User DEA Wordbank , Test MC Approver	23 Aug 2019	338	16 Aug 2019	
11878	Mission Clearance	4034-mail	Others	N/A	N/A	Test User DEA Wordbank , Test MC Approver			16 Aug 2019	
11877	Mission Clearance	4033-email testing	Others	N/A	N/A	Test User DEA Wordbank , Test MC Approver			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	
11231	Mission Clearance	3723-programme1	Others	N/A	N/A	Test User DEA Wordbank	31 Dec 2018	573	24 Dec 2018	

## Received document Details with various filter



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**Ministry of Finance.**  
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[Add New](#) +

**Document Received**

Type:

Subject:  IDEA Sector:

Sender Name:  Document Type:

Agency:  State:

Due Date:  Received Date:

From Date:  To Date:

Filter List For Older Than:  1 week  2 Week  3 Week  > Month  All

Click here to view details

Click here to send reply

Document ID	FileTrackingNo.	Document Type	Subject	Sector	Type	Project Name	Sent By	Due Date	Delays From Due Date	Received Date	View/Reply
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.



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Mission Clearance Request

Mission Clearance No Action taken by DEA

Document Sent

Document Received

Draft

Click here

## Draft Document Details

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New Document +

Draft Document

#	Document Name	Loan / TA	Project	Sender Name	Message	Draft Saved	View
1	4169- testing by pramod	4836-URBN TRNSPRT STRTGY		ADBMC ADBMC	A mission clearance request has been submitted to you for review and approval by ADBMC ADBMC, Senior Project Asst. Asian Bank 2019. Request No: 4169 Name: testing by pramod We await your response to this request. Regards ADBMC ADBMC Senior Pro	01 Nov 2019	View

Click here to view

Click here to delete draft

### 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

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Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Send New Doc/Alert/Close

- Send Project Preparation concept
- Send Alert/Reminder message
- Close PPR

Created/Received Document

1 ADB. ADB

7 - ok done...

Confirmation sent by DEA

04 May 2020

## Project Preparation & Concept form

The screenshot shows the 'Project Preparation & Concept form' interface. At the top left is the Government of India logo and the text 'Department of Economic Affairs, Ministry of Finance, Government of India.' To the right, there are links for 'Skip to main Content', 'A+', 'A-', and 'A'. Below this is a navigation bar with 'DashBoard', 'Mission Clearance', 'Select PPR No', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. The main content area is titled 'Project Concept preparation and clearance'. It contains a form with the following elements: 'Select PPR/Project' (dropdown menu showing '10327--Strengthening MSME'), 'Select Supporting Document' (file upload button 'Choose File' with text 'No file chosen' and '(Only PDF, Max Size of 10MB)'), and 'Remarks/Comments' (a rich text editor with a toolbar). Below the form is a section titled 'Project Related Officer list for mail alert' with three columns: 'DEA Officer', 'Project Authority', and 'Bank/Agency Officer'. Each column contains a list of officers with checkboxes. At the bottom, there are 'Submit' and 'Back' buttons. Blue callout boxes point to various elements: 'Select PPR No' points to the dropdown menu; 'Select Attachment' points to the file upload button; 'Enter Remarks, If required' points to the text editor; 'Check/uncheck mail notification' points to the officer list; and 'Click to submit the record' points to the 'Submit' button.

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DashBoard Mission Clearance **Select PPR No** User Manual Change Password Contact Us Logout

Project Concept preparation and clearance

Select PPR/Project: 10327--Strengthening MSME

Select Supporting Document: Choose File No file chosen (Only PDF, Max Size of 10MB)

Remarks/Comments

Project Related Officer list for mail alert

DEA Officer

- Rishikesh Singh-Director-
- Prakash-Assistant Section Officer-
- Chandra Kishore-Assistant Section Officer-
- Mr. Shakil Alam-Director-
- Mr. Rohit Chawla-Assistant Director-
- Mr. Madahv Kumar Jha-Assistant Section Officer-
- Kamy Singh-Assistant Section Officer-
- Rajeev-Under Secretary-
- Basudev Tudu-Under Secretary-
- HIMANSHU GANDHI-Under Secretary-
- Kamlesh Kumar-Section Officer-

Project Authority

- SANJEEV CHAWLA-Director-
- ANIL TRIPATHI-Director-

Bank/Agency Officer

- ADB-Admin-

Submit Back

### 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.



Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Proposal Doc

- Received 2
- Responded 9
- Sent 8
- Draft 9
- Alert 9
- Close 2

Send New Doc/Alert/Close +

Sent Document

S.No	Doc No	Doc Title	Doc No	Status	Date
1	ADB, ADB	9960 - Meghalaya Power Sector Improvement Project...	8 -	Submitted	23 Jun 2020
2	ADB, ADB	10327 - Strengthening MSME Cluster Ecosystem through inst...	7 - ok done...	Confirmation sent by DEA	04 May 2020
3	ADB, ADB	10327 - Strengthening MSME Cluster Ecosystem through inst...	6 - ok done...	Submitted	04 May 2020
4	ADB, ADB	10085 - Bangalore Smart Energy Efficient Power Distributi...	5 -	Submitted	24 Apr 2020
5	ADB, ADB	10111 - Tripura Power Generation Upgradation & Distri...	4 - sdfsdf	Submitted	23 Apr 2020
6	ADB, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	3 - fdssadfsdfs...	Submitted	22 Apr 2020
7	ADB, ADB	10107 - Protection of Vulnerable catchment areas in Megha...	2 - ddfsdf...	Confirmation sent by DEA	12 Apr 2020
8	ADB, ADB	10020 - Andhra Pradesh Climate Resilient 'Zero-Budget' Na...	1 - rtereb retr...	Submitted	12 Apr 2020

Click to show sent record

Click to anyone to see details

### Project Preparation & Concept Sent details

Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Project Concept preparation and clearance - 6

Submitted details

10327 - Strengthening MSME Cluster Ecosystem through institutional network of EDCs

View Comments View MoM View PosedDocument

SUBMITTED DETAILS

Project Concept preparation and clearance -	<a href="#">View Attachment</a>
Remarks -	ok done
Submitted by -	ADB, ADB
Submitted on -	04 May 2020

Back

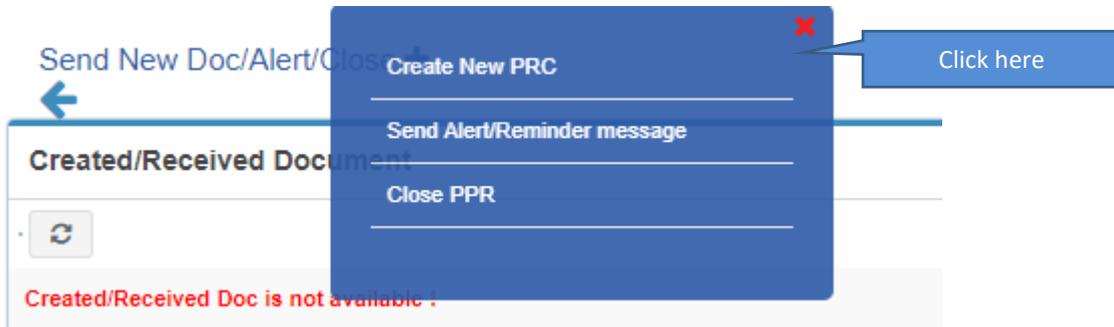
## 4.4. Fact Finding PRC

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.

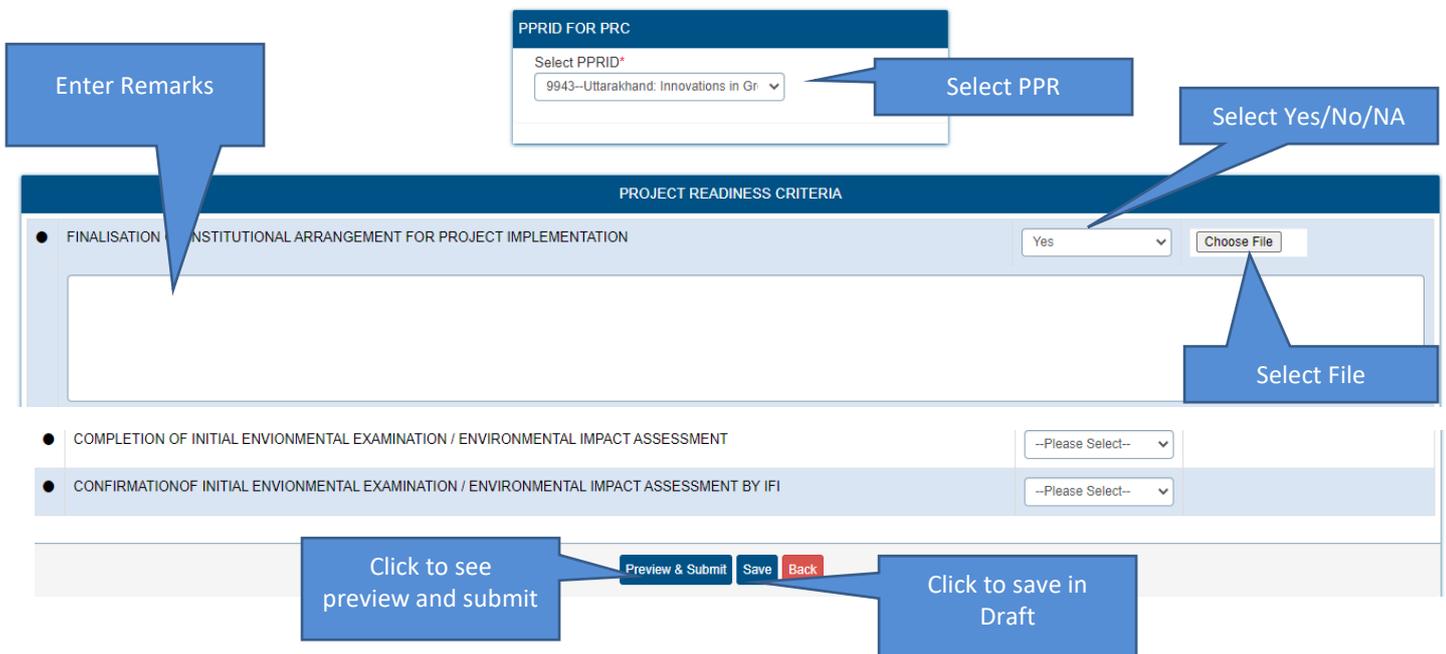
### 4.4.1. How to submit new PRC?

- 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



#### 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.



- Proposal Doc
- Received 2
- Responded 3
- Sent 3
- Draft 1
- Alert 4
- Closed 2

Send New Doc/Alert/Close +

Created/Received Document

1	ADB, ADB	10111 - Tripura Power Generation Upgradation & Distri...	4 - ...	Approved	04 May 2020
2	ADB, ADB	10004 - Himachal Pradesh Flood and River Management Proje...	1 - ...	Approved	13 Apr 2020

Click to view & take required action

**Fact Finding PRC received details for Approve/Reject**



### 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.



Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Proposal Doc

- Received 2
- Responded 3
- Sent 3
- Draft 1
- Alert 4
- Closed 2

Send New Doc/Alert/Close +

#### Responded Document

1	ADB, ADB	10111 - Tripura Power Generation Upgradation & Distri...	4 - ...	Approved	04 May 2020
2	ADB, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	7 - tt...	Submitted	25 Apr 2020
3	ADB, ADB	10004 - Himachal Pradesh Flood and River Management Proje...	1 - ...	Approved	13 Apr 2020

## Fact Finding PRC Responded Details



PROJECT READINESS CRITERIA		
PRC	REQUIRED ACTION/ACTION TAKEN	VIEW DOCUMENT
● FINALISATION OF INSTITUTIONAL ARRANGEMENT FOR PROJECT IMPLEMENTATION	Approved	<a href="#">View Attachment</a>
● FINALISATION OF FUND FLOW ARRANGEMENT	Approved	<a href="#">View Attachment</a>
● SETTING UP OF PROJECT MANAGEMENT UNIT	Approved	<a href="#">View Attachment</a>
● ISSUE OF POSTING ORDERS OF KEY PROJECT STAFF+	Approved	<a href="#">View Attachment</a>
● JOINING REPORTS OF KEY PROJECT STAFF+	Approved	<a href="#">View Attachment</a>
● FINALISATION OF PROCUREMENT STRATEGY	Approved	<a href="#">View Attachment</a>
● FINALISATION OF PROCUREMENT PLAN FOR GOODS & SERVICES	Approved	<a href="#">View Attachment</a>
● FINALISATION OF TORs FOR CONSULTANCY CONTRACTS+	Approved	<a href="#">View Attachment</a>
● FINALISATION OF TORs FOR INDEPENDENT VERIFICATION AGENCIES+	Approved	<a href="#">View Attachment</a>
● FINALISATION OF DOCUMENTS FOR PREQUALIFICATION OF CONTRACTORS+	Approved	<a href="#">View Attachment</a>
● FINALISATION OF RFPs FOR CONSULTANCY CONTRACTS+	Approved	<a href="#">View Attachment</a>
● FINALISATION OF RFPs FOR INDEPENDENT VERIFICATION AGENCIES+	Approved	<a href="#">View Attachment</a>
● FINALISATION OF DPRs OF CONTRACTS+	Approved	<a href="#">View Attachment</a>
● FINALISATION OF BID DOCUMENTS OF CONTRACTS+	Approved	<a href="#">View Attachment</a>
● FINALISATION OF THE CAPACITY BUILDING CALENDER UNDER THE PROJECT	Approved	<a href="#">View Attachment</a>
● CONFIRMATION OF THE CAPACITY BUILDING CALENDER UNDER THE PROJECT BY DEA	Approved	<a href="#">View Attachment</a>
● PROCUREMENT TRAINING OF THE PROJECT STAFF	Approved	<a href="#">View Attachment</a>
● FINALISATION OF LAND ACQUISITION PLAN	Approved	<a href="#">View Attachment</a>
● FINALISATION OF RELIEF & RESETTLEMENT PLAN	Approved	<a href="#">View Attachment</a>
● BUDGET PROVISION FOR ATLEAST 50% OF THE LAND ACQUISITION COSTS	Approved	<a href="#">View Attachment</a>
● CONFIRMATION OF RELIEF & RESETTLEMENT PLAN BY IFI	Approved	<a href="#">View Attachment</a>
● FINALISATION OF ENVIRONMENTAL MANAGEMENT PLAN	Approved	<a href="#">View Attachment</a>
● CONFIRMATION OF ENVIRONMENTAL MANAGEMENT PLAN	Approved	<a href="#">View Attachment</a>
● COMPLETION OF INITIAL ENVIRONMENTAL EXAMINATION / ENVIRONMENTAL IMPACT ASSESSMENT	Approved	<a href="#">View Attachment</a>
● CONFIRMATION OF INITIAL ENVIRONMENTAL EXAMINATION / ENVIRONMENTAL IMPACT ASSESSMENT BY IFI	Approved	<a href="#">View Attachment</a>

[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.



Proposal Doc

- Received 2
- Responded 3
- Sent 3
- Draft 1
- Alert 4
- Closed 2

Send New Doc/Alert/Close +

Sent Document

Search					
1-3/3					
1	ADB, ADB	10111 - Tripura Power Generation Upgradation & Distri...	4 - ...	Approved	04 May 2020
2	ADB, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	7 - tt...	Submitted	25 Apr 2020
3	ADB, ADB	10004 - Himachal Pradesh Flood and River Management Proje...	1 - ...	Approved	13 Apr 2020
1-3/3					

#### 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.



Proposal Doc

- Received 2
- Responded 3
- Sent 3
- Draft 1
- Alert 4
- Closed 2

Send New Doc/Alert/Close +

Created/Received Document

Search					
1-2/2					
1	ADB, ADB	10111 - Tripura Power Generation Upgradation & Distri...	4 - ...	Approved	04 May 2020
2	ADB, ADB	10004 - Himachal Pradesh Flood and River Management Proje...	1 - ...	Approved	13 Apr 2020
1-2/2					

## Fact Finding PRC Resubmission details



**PPRID FOR PRC**

Select PPRID\*

10009--Supporting Civil Service Traini ▾

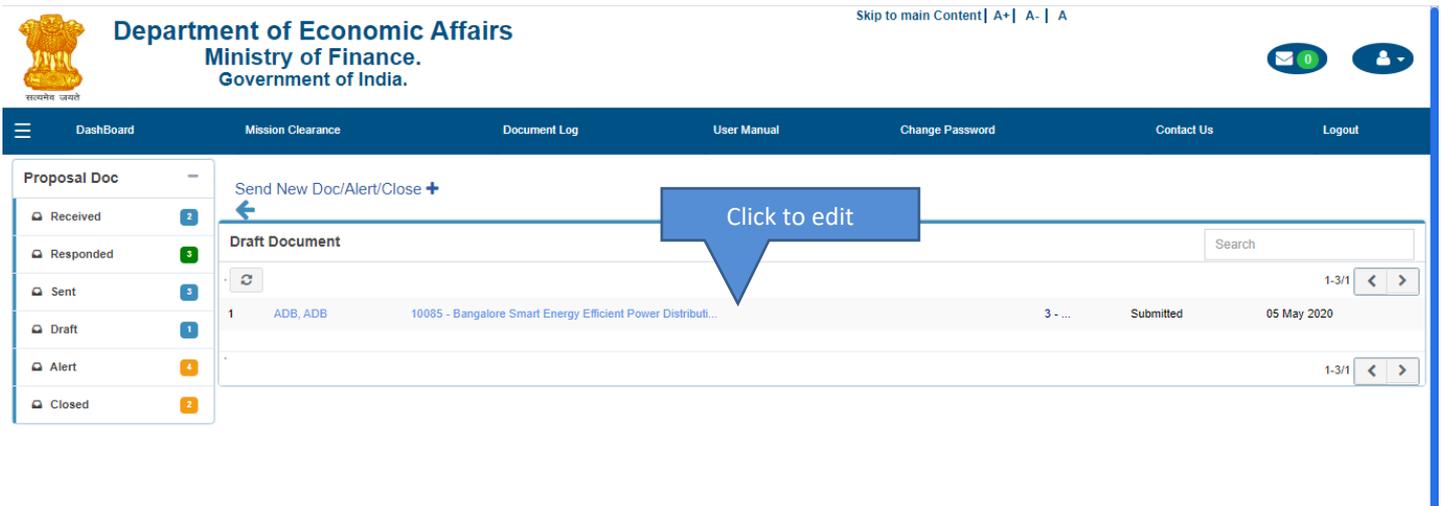
PROJECT READINESS CRITERIA ID - 4		
<input type="checkbox"/> FINALISATION OF INSTITUTIONAL ARRANGEMENT FOR PROJECT IMPLEMENTATION	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF FUND FLOW ARRANGEMENT	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> SETTING UP OF PROJECT MANAGEMENT UNIT	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> ISSUE OF POSTING ORDERS OF KEY PROJECT STAFF+	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> JOINING REPORTS OF KEY PROJECT STAFF+	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF PROCUREMENT STRATEGY	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF PROCUREMENT PLAN FOR GOODS & SERVICES	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF TORs FOR CONSULTANCY CONTRACTS+	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF TORs FOR INDEPENDENT VERIFICATION AGENCIES+	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF DOCUMENTS FOR PREQUALIFICATION OF CONTRACTORS+	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF RFPs FOR CONSULTANCY CONTRACTS+	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF RFPs FOR INDEPENDENT VERIFICATION AGENCIES+	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF DPRs OF CONTRACTS+	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF BID DOCUMENTS OF CONTRACTS+	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF THE CAPACITY BUILDING CALENDER UNDER THE PROJECT	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> CONFIRMATION OF THE CAPACITY BUILDING CALENDER UNDER THE PROJECT BY DEA	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> PROCUREMENT TRAINING OF THE PROJECT STAFF	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF LAND ACQUISITION PLAN	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF RELIEF & RESETTLEMENT PLAN	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> BUDGET PROVISION FOR ATLEAST 50% OF THE LAND ACQUISITION COSTS	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> CONFIRMATION OF RELIEF & RESETTLEMENT PLAN BY IFI	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> FINALISATION OF ENVIRONMENTAL MANAGEMENT PLAN	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> CONFIRMATION OF ENVIRONMENTAL MANAGEMENT PLAN	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> COMPLETION OF INITIAL ENVIRONMENTAL EXAMINATION / ENVIRONMENTAL IMPACT ASSESSMENT	<input type="text" value="--Please Select--"/>	
<input type="checkbox"/> CONFIRMATION OF INITIAL ENVIRONMENTAL EXAMINATION / ENVIRONMENTAL IMPACT ASSESSMENT BY IFI	<input type="text" value="--Please Select--"/>	

Preview & Submit
Save
Back

### 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.



## 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.

Some of the Icons used in this module are:

-  → View document detail
-  → New Message
-  → Send Reminder to user for sent document
-  → Close document
-  → Add user to recipient list

### 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/Close

Send Aide Memoire

Send Alert/Reminder message

Close PPR

Created/Received Document

## Aide Memoire Entry form Details



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DashBoard
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Document Log
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Contact Us
Logout

**Document Details** View All

Document Type:	Aide Memoire		
Project/Loan/TA :	Project		
No. / Name:	47083-002 - Accelerating Infrastructure Investmer		
DEA Sector:	Multisector		
*Document ID:		File Tracking ID of DEA:	
Subject:			
Due Date:	05 Aug 2020	Sender Name:	Balaji K

Agency: DEA - Department of Economic Affairs All User 58

Send To: Email Group: -----SELECT-----

CC To: Agency: -----SELECT-----

CC To: Email Group: -----SELECT-----

Previous Attach File :

Attach File: Choose File No file chosen. Only doc, docx, pdf, PDF, xls, xlsx

Selected User

Abhay Sharan (Under Secretary - DEA),pramodkp7@gmail.com

Message:

Back Send Cancel Save as Draft

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

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

**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.

Send New Doc/Alert/Close +

Created/Received Document

S.No	Sender Name	Document Title	Document Type	Date
1	Balaji K	aide memoire...	Aide Memoire	29 Jul 2020
2	Aiib aiib	FWD: sadfasdfas...	Aide Memoire	18 Jul 2019

### View Aide memoire details & send reply if required

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

Skip to main Content | A+ | A- | A

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

Document Details

Subject	aide memoire								
Document Type	Aide Memoire	Sector	Transport	Loan		TA No			
Document ID	1002	Parent Document ID		File Tracking ID	123	Due Date	05 Aug 2020	Project	43166-25
Sender Name	Balaji K	Agency	ADB						

Send To: Rishikesh Singh, Department of Economic Affairs

CC To:

Attached File: GFR25\_28\_07\_2020\_10\_41.pdf

Message: aide memoire testing

Forward Reply to all Reply Back No Action

## Aide memoire reply details.

Document Name	aide memoire							
Document Type	Aide Memoire	Category	Transport	Loan		TA No		
Project	43166-25	File Tracking ID	123	Sender Name	Balaji K	Document ID	1002	
Due Date	05 Aug 2020							

Attached Document

GFR25\_28\_07\_2020\_10\_41.pdf

No file chosen

Reply Message

aide memoire testing

ok done

Back
Send
Close

### 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.



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

[Skip to main Content](#) | [A+](#) | [A-](#) | [A](#)

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User

Dashboard
Master
PPR Details
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User Creation/Details
Mission Clearance
Document Log
GFR - 25
User Log
User Manual
Change Password
Contact Us
Logout

Proposal Doc

- Received 1
- Sent 0
- Draft 0
- Alert 14
- Closed 1

Send New Document
Click on Received

Created/Received Document

1-1/1

EVID: sadfasfas...	Aide Memoire	18 Jul 2019
--------------------	--------------	-------------

## Replied/forwarded Details.



Document Details

View All

Subject	FWD: sadfasdfas		
Document Type	Aide Memoire	Sector	Energy
Pipeline	P12119045		
Document ID	34	Parent Document ID	33
File Tracking ID	sdfasdf	Due Date	25 Jul 2019
Sender Name	Aiib aiib	Agency	AIIB
Send To	<input type="text" value="Rishikesh Singh, Department of Economic Affairs"/>	CC To:	<input type="text"/>
Attached File	<input type="button" value="Choose File"/> No file chosen <small>Only doc, docx, pdf, PDF, xls, xlsx, ppt, pptx File are allowed.</small>		
Message	<pre> pramod  ----- Forward Message-----  ----- message -----  From: AIIB, director, AIIB  Date: 18 Jul 2019  Message: sdfasf sdf sdf                     </pre>		
Reply Details	<pre> Date: 7/18/2019 11:45:44 AM To: Aiib aiib, director, AIIB From: RishikeshSingh, Director, DEA Reply: pramod pramod  ----- Forward Message-----  ----- message -----  From: AIIB, director, AIIB  Date: 18 Jul 2019  Message: sdfasf sdf sdf  Date: 7/18/2019 11:45:44 AM To: Aiib aiib, director, AIIB From: RishikeshSingh, Director, DEA Reply: pramod pramod                     </pre>		
<input type="button" value="Forward"/> <input style="margin-left: 100px;" type="button" value="Reply to all"/> <input style="margin-left: 100px;" type="button" value="Reply"/> <input style="margin-left: 100px;" type="button" value="Back"/> <input style="margin-left: 100px;" type="button" value="No Action"/>			

### 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.

The screenshot shows the web interface of the Department of Economic Affairs, Ministry of Finance, Government of India. The top navigation bar includes links for Dashboard, Mission Clearance, Document Log, User Manual, Change Password, Contact Us, and Logout. The left sidebar, titled 'Proposal Doc', has tabs for Received (6), Sent (3), Draft (1), and another category (17). The 'Sent' tab is highlighted with a blue callout box that says 'Click on sent Tab'. The main content area displays a 'Sent Document' table with a search bar and pagination (1-3/3). The table contains three entries:

S.No.	Document Type	Author	Project Name	Document Type	Date	Actions
1	aide memore	Rishikesh Singh	1002-Proj-43166-25-Advanced Project Preparedness for Poverty Reduction - West Bengal Haldia Port Connectivity	Aide Memoire	29 Jul 2020	Download, Delete
2	aide memore	Rishikesh Singh	1002-Proj-43166-25-Advanced Project Preparedness for Poverty Reduction - West Bengal Haldia Port Connectivity	Aide Memoire	29 Jul 2020	Download, Delete
3	testing pramod	Shantanu Thakur	1-Proj-47083-002-Accelerating Infrastructure Investment Facility in India - Tranch 1	Aide Memoire	06 Jul 2020	Download, Delete

A blue callout box points to the first document entry in the table, with the text 'Click to view Details'.

## Sent Details



### Document Details



Subject	aide memore								
Document Type	Aide Memoire	Sector	Transport	Loan		TA No			
Document ID	1002	Parent Document ID		File Tracking ID	123	Due Date	05 Aug 2020	Project	43166-25
Sender Name	Balaji K	Agency	ADB						

Send To: Rishikesh Singh, Department of Economic Affairs

CC To:

Attached File: GFR25\_28\_07\_2020\_10\_41.pdf

Message: aide memoire testing

Reply Details: Date: 7/29/2020 11:10:13 AM  
To: Balaji K, Operations Coordinator, ADB  
From: RishikeshSingh, Director, DEA  
Reply: aide memoire testing  
ok done

Forward Reply to all Reply Reminder Close Back No Action

### 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.



- Proposal Doc -
- Received 9
- Sent 3
- Draft 1
- Alert 17
- Closed 0

Send New Doc/Alert/Close +

Draft Document				Search
<div style="display: flex; justify-content: space-between;"> <span>1-3/1</span> <span>&lt; &gt;</span> </div>				
1	Balaji K	3-testing draft - 3394-CLIMATE ADAPTATION IN VENNAR SUB-BASIN IN CAUVERY DELTA PROJECT	LOAN	09 Jul 2020
<div style="display: flex; justify-content: space-between;"> <span>1-3/1</span> <span>&lt; &gt;</span> </div>				

Click on Draft Tab

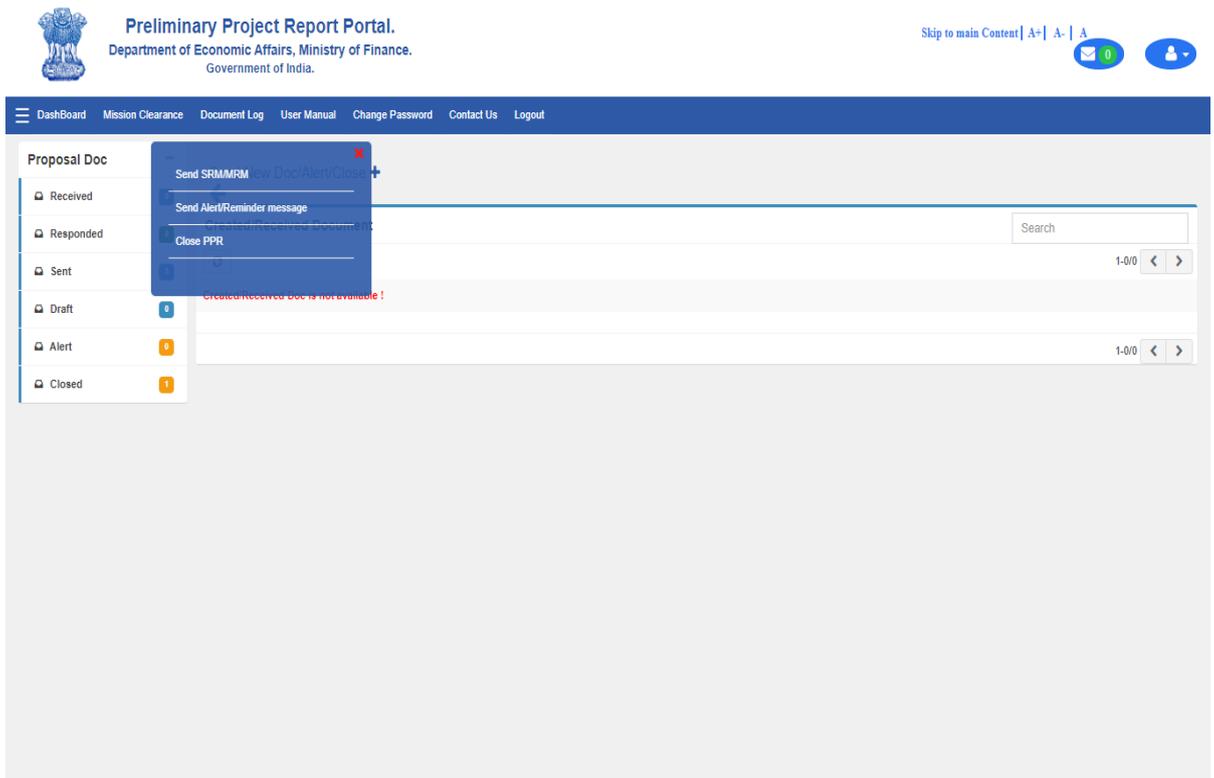
Click here to edit details

## 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.



# MRM/SRM Entry Details



## MRM/SRM Confirmation

Select PPR

Select Date

Select Attachment

Select PPR/Project \* 10004 -- Himachal Pradesh

Select Date \* DD/MM/YYYY

Attachment \* Choose File No file chosen  
(Only PDF. Max Size of 5MB)

Project Status \* -- Select Status --

Remarks/Comments, if any \*

Add  
Remarks/  
Comment

Rich text editor area for adding remarks and comments.

### Project Deleted Officers (if available)

#### DEA Officer

- Rishikesh Singh-Director-
- Prakash-Assistant Section Officer-
- Chandra Kishore-Assistant Section Officer-
- Mr. Shakil Alam-Director-
- Mr. Rohit Chawla-Assistant Director-
- Mr. Madahv Kumar Jha-Assistant Section Officer-
- Kanya Singh-Assistant Section Officer-
- Rajeev-Under Secretary-
- Basudev Tudu-Under Secretary-
- HIMANSHU GANDHI-Under Secretary-
- Kamlesh Kumar-Section Officer-

#### Project Authority

- Dr. Basu Sood-Adviser -
- S.K. Dhiman-Chief Engineer-

#### Bank/Agency Officer

- ADB-Admin-

Click here  
to submit  
Record

Submit Back

## 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.



The screenshot displays the 'Sent Document' section of the portal. The left sidebar shows the 'Sent' tab selected. The main content area shows a table of documents with columns for ID, Agency, Project Name, SRM/MRM ID, Status, and Date. A callout box points to the 'Sent' tab in the sidebar, and another callout box points to the 'Edit' icon in the table header.

ID	Agency	Project Name	SRM/MRM ID	Status	Date
1	ADB, Admin, ADB	10004 - Himachal Pradesh Flood and River Management Proje...	4 - guyygugu...	Ongoing	31 Jul 2020
2	ADB, Admin, ADB	10111 - Tri...ra Power Generation Upgradation & Distri...	3 - srm/ ok updated...	Ongoing	18 May 2020
3	ADB, Admin, ADB	10009 - S...rting Civil Service Training Under DoPT...	2 -		24 Mar 2020
4	ADB, Admin, ADB	10007 - S...rting Civil Service Training Under DoPT* Pr...	1 - jkhjkh	Completed	18 May 2020

Click here to view sent document

Click here to Edit or update SRM/MRM

# MRM/SRM submitted details



## MRM/SRM Confirmation - 3

10111 - Tripura Power Generation Upgradation & Distribution Reliability Improvement Project

[View Comments](#)

[View MoM](#)

[View PosedDocument](#)

**SRMMRM** - [View SRMMRM](#)

Remarks/Comments - srm/ ok updated

Project Status - Ongoing

Sent by - ADB, Admin, ADB

Sent on - 18 May 2020

[Update Details](#) [Back](#)

Click Update details button to Edit the record



## 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.



The screenshot displays the 'Proposal Doc' section of the portal. A table lists documents with columns for status, title, and date. A modal dialog box is open over the table, containing three buttons: 'Send PAD/PAM after Aide Memoire', 'Send PAD/PAM after Aide Memoire', and 'Close PPR'. A callout box points to the first button with the text 'Click here to send PAD/PAM after Aide Memoire'. The table below shows a document with ID '10111 - Tripura Power Generation Upgradation & Distri...', status '2 - Acknowledgment Received', and date '04 May 2020'.

Status	Title	Count	Action	Date
1-1/1			< >	
2 -	Acknowledgment Received	10111 - Tripura Power Generation Upgradation & Distri...		04 May 2020
1-1/1			< >	

# PAD/PAM confirmation entry form details



## Send PAD/PAM after Aide Memoire

10004 - - Himachal Pradesh Flood and River Management

[View Comments](#)

Select PPR

[View MoM](#)

Add Pad/PAM Document

[View PosedDocument](#)

Add Pad/PAM Date

Select PPR/Project

10004 - - Himachal Pradesh

Select PAD/PAM Document

Choose File No file chosen  
(Only PDF, Max Size of 10MB)

PAD/PAM Date

DD/MM/YYYY

Remarks/Comments

Rich text editor with toolbar (Bold, Italic, Underline, etc.) and a large text area for entering remarks.

Add Remarks/Comments

## Project Related Officer list for mail alert

DEA Officer

- Rishikesh Singh-Director-
- Prakash-Assistant Section Officer-
- Chandra Kishore-Assistant Section Officer-
- Mr. Shakil Alam-Director-
- Mr. Rohit Chawla-Assistant Director-
- Mr. Madahv Kumar Jha-Assistant Section Officer-
- Kamyra Singh-Assistant Section Officer-
- Rajeev-Under Secretary-
- Basudev Tudu-Under Secretary-
- HIMANSHU GANDHI-Under Secretary-
- Kamlesh Kumar-Section Officer-

Project Authority

- Dr. Basu Sood-Adviser -
- S.K. Dhiman-Chief Engineer-

Bank/Agency Officer

- ADB-Admin-

Click here to send PAD/PAM to DEA

[Submit to DEA](#) [Back](#)

## 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.

The screenshot displays the 'Preliminary Project Report Portal' interface. At the top, it identifies the 'Department of Economic Affairs, Ministry of Finance, Government of India'. The navigation menu includes 'Dashboard', 'Mission Clearance', 'Document Log', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. On the left, a 'Proposal Doc' sidebar shows various document statuses: Received, Responded, Sent, Draft, Alert, and Closed. The 'Received' tab is active. A modal window is overlaid on the main content area, containing the text 'Send PAD/PAM after Aide Memoire' and 'Close PPR'. A blue callout box with a white border points to a document entry in the list, with the text 'Click here to view received PAD/PAM'.

Document ID	Document Title	Status	Date
10111	Tripura Power Generation Upgradation & Distri...	Acknowledgment Received	04 May 2020

## PAD/PAM submitted Details

 **Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

Skip to main Content | A+ | A- | A

 0 

[DashBoard](#) [Mission Clearance](#) [Document Log](#) [User Manual](#) [Change Password](#) [Contact Us](#) [Logout](#)

Send PAD/PAM after Aide Memoire - 2

[Click here to view PPR Details](#)

10111 - Tripura Power Generation Upgradation & Distribution Reliability Improvement Project

[View Comments](#) [View MoM](#) [View PosedDocument](#)

[Click here to view comments against PPR](#)

[Click here to view MoM Document of PPR](#)

[Click here to view Posing Document of PPR](#)

Submitted Details	
PAD/PAM Date	04 May 2020
Remarks/Comments	pad/pam
Submitted By	ADB, Admin, ADB
Submitted on	04 May 2020

Confirmation Details	
Remarks/Comments	ok
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.



Proposal Doc

- Received 1
- Responded 9
- Sent 2
- Alert 9
- Alert 9
- Closed 1

Send New Doc/Alert/Close +

Sent Document

1	ADB, Admin, ADB	10111 - Tripura Power Generation Upgradation & Distri...	2 -	Acknowledgment Received	04 May 2020
2	ADB, Admin, ADB	10007 - 'Supporting Civil Service Training Un...S&PT' Pr...	1 - fdgsdgastds	Submitted	29 Apr 2020

Click on sent to view list of sent PAD/PAM confirmation

Click on link to view details of PAD/PAM

### Submitted details of PAD/PAM



Send PAD/PAM after Aide Memoire - 2

Click here to view PPR details

10111 - Tripura Power Generation Upgradation & Distribution Reliability Improvement Project

View Comments View MoM View Posed Document

Sub Details

View PAD/PAM after Aide Memoire

pad/pam

ADB, Admin, ADB

Submitted on 04 May 2020

Click here to view Comments

Click here to view MoM Document

Click here to view Posed Document

Confirmation Details

Remarks/Comments ok

Submitted By Rishikesh Singh, Director, DEA

Submitted on 04 May 2020

Back

## 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.



The screenshot displays the 'Proposal Doc' section of the Preliminary Project Report Portal. A dropdown menu is open, showing three options: 'Send PRC Before Loan Negotiation', 'Send Alert/Reminder message', and 'Close PPR'. A blue callout box with a white border and a blue arrow points to the 'Send PRC Before Loan Negotiation' option, containing the text 'Click here to send PRC before Loan Negotiation'. The interface includes a navigation menu at the top with items like 'Dashboard', 'Master', 'PPR Details', 'Comments', 'Meeting Details', 'MIS Reports', 'User Creation/Details', 'Mission Clearance', 'Document Log', 'User Log', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. On the right side, there is a search bar and a notification icon with the number '0'. The main content area shows a list of documents with columns for status (Received, Responded, Sent, Draft, Alert, Closed) and a search bar.

## PRC entry form details.



**PRC Before Loan Negotiation**

**PPRID FOR FACT FINDING MISSION**

Select PPRID\*

--Select--

Select PPR

Select Yes/No/NA

**FACT FINDING MISSION**

● BUDGET PROVISION FOR EAP MADE	Yes	Choose File	No chosen File
● FINALIZATION OF PROJECT IMPLEMENTATION PLAN	--Please Select--		
● FINALIZATION OF ADMINISTRATION MANUAL	--Please Select--		
● FINALIZATION OF MEMORANDUM COVERING SCOPE, ORGANIZATION AND ITS TOR, DELEGATION OF POWERS, CONTRACT PROCUREMENT STRATEGY, BUDGETING, DISBURSEMENT, REPORTING AND AUDITING ARRANGEMENTS	--Please Select--		
● FINALIZATION OF FINANCIAL MANAGEMENT ARRANGEMENTS INCLUDING YEARLY BUDGETING, FINANCIAL REPORTING, EXTERNAL AND INTERNAL AUDITING ARRANGEMENT, STAFFING & DISBURSEMENT ARRANGEMENTS	--Please Select--		
● PLACEMENT OF PROJECT MANAGEMENT CONSULTANT	--Please Select--		
● AT LEAST 50% OF LAND ACQUISITION (IF REQUIRED) HAS BEEN COMPLETED & LAND POSSESSION OBTAINED FREE FROM ALL ENCUMBRANCES	--Please Select--		
● ADMINISTRATIVE CLEARANCE FOR TEMPORARY USE OF LAND I.E. RIGHT OF WAY HAS BEEN TAKEN	--Please Select--		
● ADMINISTRATIVE APPROVAL FOR SHIFTING OF UTILITIES HAS BEEN TAKEN	--Please Select--		
● ALL ENVIRONMENTAL CLEARANCES IN PLACE	--Please Select--		
● ALL FOREST CLEARANCES IN PLACE	--Please Select--		
● EFC (CENTRAL MINISTRIES OR DEPARTMENTS) / PIB (CENTRAL PSUS) / BOARD APPROVALS (FOR OTHER CENTRAL ENTITIES ENGAGED IN ON-LENDING) / CCEA (CENTRAL GOVERNMENT LOANS) / STATE CABINET (STATE GOVT LOANS) ARE IN PLACE	--Please Select--		
● BIDS FOR CONTRACTS FOR GOODS AND SERVICES WORTH AT LEAST 30% OF PROJECT COST (OR OF THE FIRST PHASE IN CASE OF A MULTI-PHASE PROGRAMMATIC APPROACH) ARE READY FOR AWARD+	--Please Select--		
● PLAN / TIMELINE FOR FLOATING OF BIDS FOR CONTRACTS FOR REMAINING GOODS AND SERVICES IS READY	--Please Select--		
● BIDS FOR ALL KEY CONSULTANT CONTRACTS ARE READY FOR AWARD+	--Please Select--		
● BID FOR IVA IS READY FOR AWARD IN CASE OF P FOR R+	--Please Select--		
● COMPLETION OF PRIOR ACTIONS IN CASE OF DPL+	--Please Select--		

Select document

Add Remarks/Comments

**Project Related Officer list for mail alert**

DEA Officer	Project Authority	Bank/Agency Officer
-------------	-------------------	---------------------

Save Reset Back

Click here to submit Record

## 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.

The screenshot displays the Preliminary Project Report Portal interface. At the top, the portal's name and the Department of Economic Affairs, Ministry of Finance, Government of India, are shown. A navigation menu includes options like Dashboard, Master, PPR Details, Comments, Meeting Details, MIS Reports, User Creation/Details, Mission Clearance, Document Log, User Log, User Manual, Change Password, Contact Us, and Logout. On the left, a 'Proposal Doc' sidebar lists various document statuses: Received (1), Responded (3), Sent, Draft (1), Alert (0), and Closed (1). The 'Received' tab is selected. The main content area shows a table with a search bar and a red error message: 'Received Doc is not available!'. A blue callout box with the text 'Click here to view Received/Pending PRC' points to the 'Received' tab in the sidebar.

## 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.



**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance,  
Government of India.

Ministry of Finance | A+ | A- | A

0 0

Dashboard Master PPR Details Comments Meeting Details MIS Reports User Creation/Details GFR - 25 Document Log U Contact Us Logout

**PRC Before Loan Negotiation Approve/Reject**

Note: Final action will be submitted on after click of Submit button

PRC	REQUIRED ACTION/ACTION TAKEN	DOCUMENT
<ul style="list-style-type: none"> <li>● BUDGET PROVISION FOR EAP MADE</li> </ul>	✔	<a href="#" style="color: blue; text-decoration: none;">View Attachment</a>
<ul style="list-style-type: none"> <li>● FINALIZATION OF PROJECT IMPLEMENTATION PLAN</li> </ul>	No	
<ul style="list-style-type: none"> <li>● FINALIZATION OF ADMINISTRATION MANUAL</li> </ul>	NA	
<ul style="list-style-type: none"> <li>● FINALIZATION OF MEMORANDUM COVERING SCOPE, ORGANIZATION AND ITS TOR, DELEGATION OF POWERS, PROJECT PROCUREMENT STRATEGY, BUDGETING, DISBURSEMENT, REPORTING AND AUDITING ARRANGEMENTS</li> </ul>	NA	
<ul style="list-style-type: none"> <li>● FINALIZATION OF FINANCIAL MANAGEMENT ARRANGEMENTS INCLUDING YEARLY BUDGET REQUIREMENTS, FUND FLOW, ACCOUNTING SYSTEMS AND PROCESS, FINANCIAL REPORTING, EXTERNAL AND INTERNAL AUDITING ARRANGEMENT, STAFFING &amp; DISBURSEMENT ARRANGEMENTS</li> </ul>	No	
<ul style="list-style-type: none"> <li>● PLACEMENT OF PROJECT MANAGEMENT CONSULTANT</li> </ul>	No	
<ul style="list-style-type: none"> <li>● AT LEAST 50% OF LAND ACQUISITION (IF REQUIRED) HAS BEEN COMPLETED &amp; LAND POSSESSION OBTAINED FREE FROM ALL ENCUMBRANCES</li> </ul>	No	
<ul style="list-style-type: none"> <li>● ADMINISTRATIVE CLEARANCE FOR TEMPORARY USE OF LAND I.E. RIGHT OF WAY HAS BEEN TAKEN</li> </ul>	No	
<ul style="list-style-type: none"> <li>● ADMINISTRATIVE APPROVAL FOR SHIFTING OF UTILITIES HAS BEEN TAKEN</li> </ul>	No	
<ul style="list-style-type: none"> <li>● ALL ENVIRONMENTAL CLEARANCES IN PLACE</li> </ul>	NA	
<ul style="list-style-type: none"> <li>● ALL FOREST CLEARANCES IN PLACE</li> </ul>	No	
<ul style="list-style-type: none"> <li>● EFC (CENTRAL MINISTRIES OR DEPARTMENTS) / PIB (CENTRAL PSUs) / BOARD APPROVALS (FOR OTHER CENTRAL ENTITIES ENGAGED IN ON-LENDING) / CCEA (CENTRAL GOVERNMENT LOANS) / STATE CABINET (STATE GOVT LOANS) ARE IN PLACE</li> </ul>	No	
<ul style="list-style-type: none"> <li>● BIDS FOR CONTRACTS FOR GOODS AND SERVICES WORTH AT LEAST 30% OF PROJECT COST (OR OF THE FIRST PHASE IN CASE OF A MULTI-PHASE PROGRAMMATIC APPROACH) ARE READY FOR AWARD+</li> </ul>	No	
<ul style="list-style-type: none"> <li>● PLAN / TIMELINE FOR FLOATING OF BIDS FOR CONTRACTS FOR REMAINING GOODS AND SERVICES IS READY</li> </ul>	No	
<ul style="list-style-type: none"> <li>● BIDS FOR ALL KEY CONSULTANT CONTRACTS ARE READY FOR AWARD+</li> </ul>	NA	
<ul style="list-style-type: none"> <li>● BID FOR IVA IS READY FOR AWARD IN CASE OF P FOR R+</li> </ul>	NA	
<ul style="list-style-type: none"> <li>● COMPLETION OF PRIOR ACTIONS IN CASE OF DPL+</li> </ul>	No	

Submit

Block

Click here to submit record

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

The screenshot shows the Preliminary Project Report Portal interface. The header includes the Government of India logo, the portal name, and navigation links. The main content area is titled 'Responded Document' and contains a table of documents. A left sidebar shows document status filters. Two callout boxes point to specific document entries in the table.

Doc No	Document Title	Author	Count	Status	Date
10020	Andhra Pradesh Climate Resilient 'Zero-Budget Na...	Rajeev, Under Secretary, MOF	4	Rejected	04 May 2020
10007	'Supporting Civil Service Training Under DoPT' Pr...	Additional Secretary, MOPPGP	1	Approved	27 Apr 2020
10009	Supporting Civil Service Training Under DoPT		2	Rejected	14 Apr 2020

Callout 1: Click here to view Responded PRC (points to the first document row)

Callout 2: Click here to view Responded PRC Details (points to the second document row)

# PRC responded Details.



**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

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PRC Before Loan Negotiation Approve/Reject

Note: Final action will be submitted on after click of Submit button

PRC BEFORE LOAN NEGOTIATION			
PRC	REQUIRED ACTION/ACTION TAKEN	VIEW DOCUMENT	
<ul style="list-style-type: none"> <li>● BUDGET PROVISION FOR EAP MADE</li> </ul>	Rejected	<a href="#">View Attachment</a>	
OR			
<ul style="list-style-type: none"> <li>● FINALIZATION OF PROJECT IMPLEMENTATION PLAN</li> </ul>	NA		
<ul style="list-style-type: none"> <li>● FINALIZATION OF ADMINISTRATION MANUAL</li> </ul>	No		
<ul style="list-style-type: none"> <li>● FINALIZATION OF MEMORANDUM COVERING SCOPE, ORGANIZATION AND ITS TOR, DELEGATION OF POWERS, PROJECT PROCUREMENT STRATEGY, BUDGETING, DISBURSEMENT, REPORTING AND AUDITING ARRANGEMENTS</li> </ul>	No		
<ul style="list-style-type: none"> <li>● FINALIZATION OF FINANCIAL MANAGEMENT ARRANGEMENTS INCLUDING YEARLY BUDGET REQUIREMENTS, FUND FLOW, ACCOUNTING SYSTEMS AND PROCESS, FINANCIAL REPORTING, EXTERNAL AND INTERNAL AUDITING ARRANGEMENT, STAFFING &amp; DISBURSEMENT ARRANGEMENTS</li> </ul>	No		
<ul style="list-style-type: none"> <li>● PLACEMENT OF PROJECT MANAGEMENT CONSULTANT</li> </ul>	No		
<ul style="list-style-type: none"> <li>● AT LEAST 50% OF LAND ACQUISITION (IF REQUIRED) HAS BEEN COMPLETED &amp; LAND POSSESSION OBTAINED FREE FROM ALL ENCUMBRANCES</li> </ul>	No		
<ul style="list-style-type: none"> <li>● ADMINISTRATIVE CLEARANCE FOR TEMPORARY USE OF LAND I.E. RIGHT OF WAY HAS BEEN TAKEN</li> </ul>	No		
<ul style="list-style-type: none"> <li>● ADMINISTRATIVE APPROVAL FOR SHIFTING OF UTILITIES HAS BEEN TAKEN</li> </ul>	No		
<ul style="list-style-type: none"> <li>● ALL ENVIRONMENTAL CLEARANCES IN PLACE</li> </ul>	No		
<ul style="list-style-type: none"> <li>● ALL FOREST CLEARANCES IN PLACE</li> </ul>	Approved	<a href="#">View Attachment</a>	
<ul style="list-style-type: none"> <li>● EFC (CENTRAL MINISTRIES OR DEPARTMENTS) / PIB (CENTRAL PSUS) / BOARD APPROVALS (FOR OTHER CENTRAL ENTITIES ENGAGED IN ON-LENDING) / CCEA (CENTRAL GOVERNMENT LOANS) / STATE CABINET (STATE GOVT LOANS) ARE IN PLACE</li> </ul>	No		
OR			
<ul style="list-style-type: none"> <li>● BIDS FOR CONTRACTS FOR GOODS AND SERVICES WORTH AT LEAST 30% OF PROJECT COST (OR OF THE FIRST PHASE IN CASE OF A MULTI-PHASE PROGRAMMATIC APPROACH) ARE READY FOR AWARD+</li> </ul>	No		
<ul style="list-style-type: none"> <li>● PLAN / TIMELINE FOR FLOATING OF BIDS FOR CONTRACTS FOR REMAINING GOODS AND SERVICES IS READY</li> </ul>	Approved	<a href="#">View Attachment</a>	
<ul style="list-style-type: none"> <li>● BIDS FOR ALL KEY CONSULTANT CONTRACTS ARE READY FOR AWARD+</li> </ul>	Approved	<a href="#">View Attachment</a>	
<ul style="list-style-type: none"> <li>● BID FOR IVA IS READY FOR AWARD IN CASE OF P FOR R+</li> </ul>	NA		
<ul style="list-style-type: none"> <li>● COMPLETION OF PRIOR ACTIONS IN CASE OF DPL+</li> </ul>	Approved	<a href="#">View Attachment</a>	

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.

The screenshot shows the Preliminary Project Report Portal interface. At the top, there is a header with the Government of India logo, the portal name, and navigation links. Below the header is a blue navigation bar with various menu items. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Proposal Doc' section with tabs for Received, Responder, Sent, Draft, Alert, and Closed. The main panel shows a 'Responded Document' table with a search bar and a list of documents. A callout box points to the 'Received' tab in the sidebar, another points to the 'Responded Document' table, and a third points to the 'Rejected' status in the table.

**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

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Dashboard Master PPR Details Comments Meeting Details MIS Reports User Creation/Details GFR - 25 Document Log User Log User Manual Change Password Contact Us Logout

Send New Doc/Alert/Close +

Received 8

Responder 1

Sent 6

Draft 8

Alert 8

Closed 8

Responded Document

Search

1-1/1 < >

1	Richa Sharma, ENVFOR	10300 - Sustainable and Environment-friendly Industrial P...	1 - bdkfsbdkfsf bdkfsbdkfsf bdkfsbdkfsf bdk...	Rejected	11 Aug 2020
---	----------------------	--	--	----------	-------------

1-1/1 < >

Click here to view Received PRC Details

List of Rejected PRC Show here

PRC Status Display here

## PRC Resubmission details.



**PRC Before Loan Negotiation**



**FACT FINDING MISSION**

● BUDGET PROVISION FOR EAP MADE	--Please Select--	
● FINALIZATION OF PROJECT IMPLEMENTATION PLAN	--Please Select--	
● FINALIZATION OF ADMINISTRATION MANUAL	--Please Select--	
● FINALIZATION OF MEMORANDUM COVERING SCOPE, ORGANIZATION AND ITS TOR, DELEGATION OF POWERS, PROJECT PROCUREMENT STRATEGY, BUDGETING, DISBURSEMENT, REPORTING AND AUDITING ARRANGEMENTS	--Please Select--	
● FINALIZATION OF FINANCIAL MANAGEMENT ARRANGEMENTS INCLUDING YEARLY BUDGET REQUIREMENTS, FUND FLOW, ACCOUNTING SYSTEMS AND PROCESS, FINANCIAL REPORTING, EXTERNAL AND INTERNAL AUDITING ARRANGEMENT, STAFFING & DISBURSEMENT ARRANGEMENTS	--Please Select--	
● PLACEMENT OF PROJECT MANAGEMENT CONSULTANT	--Please Select--	
● ADMINISTRATIVE CLEARANCE FOR TEMPORARY USE OF LAND I.E. RIGHT OF WAY HAS BEEN TAKEN	--Please Select--	
● ADMINISTRATIVE APPROVAL FOR SHIFTING OF UTILITIES HAS BEEN TAKEN	--Please Select--	
● ALL ENVIRONMENTAL CLEARANCES IN PLACE	--Please Select--	
● ALL FOREST CLEARANCES IN PLACE	--Please Select--	
● EFC (CENTRAL MINISTRIES OR DEPARTMENTS) / PIB (CENTRAL PSUS) / BOARD APPROVALS (FOR OTHER CENTRAL ENTITIES ENGAGED IN ON-LENDING) / CCEA (CENTRAL GOVERNMENT LOANS) / STATE CABINET (STATE GOVT LOANS) ARE IN PLACE	--Please Select--	
● BIDS FOR CONTRACTS FOR GOODS AND SERVICES WORTH AT LEAST 30% OF PROJECT COST (OR OF THE FIRST PHASE IN CASE OF A MULTI-PHASE PROGRAMMATIC APPROACH) ARE READY FOR AWARD+	--Please Select--	
● PLAN / TIMELINE FOR FLOATING OF BIDS FOR CONTRACTS FOR REMAINING GOODS AND SERVICES IS READY	--Please Select--	
● BIDS FOR ALL KEY CONSULTANT CONTRACTS ARE READY FOR AWARD+	--Please Select--	
● BID FOR IVA IS READY FOR AWARD IN CASE OF P FOR R+	--Please Select--	
● COMPLETION OF PRIOR ACTIONS IN CASE OF DPL+	--Please Select--	

**Project Related Officer list for mail alert**

DEA Officer

Project Authority

Bank/Agency Officer

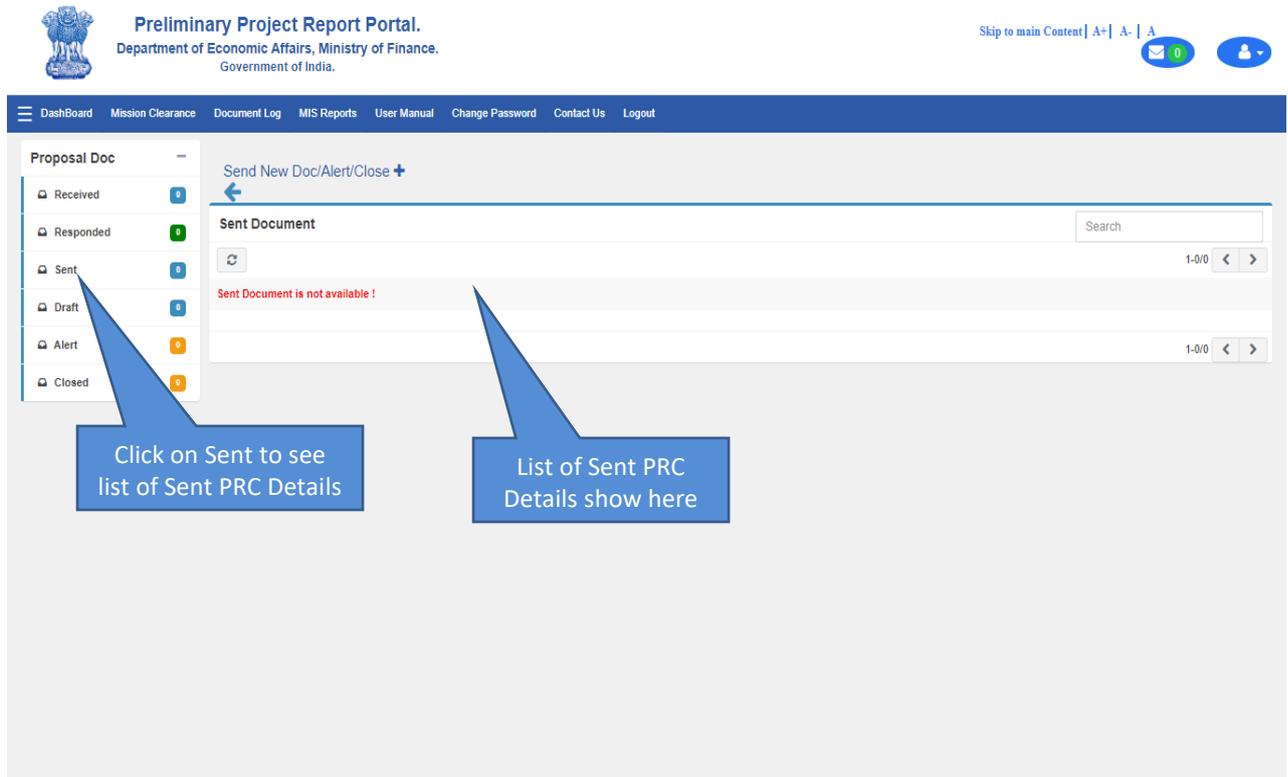
Submit Save Reset Back

Click here to submit Record

Click here to save page data

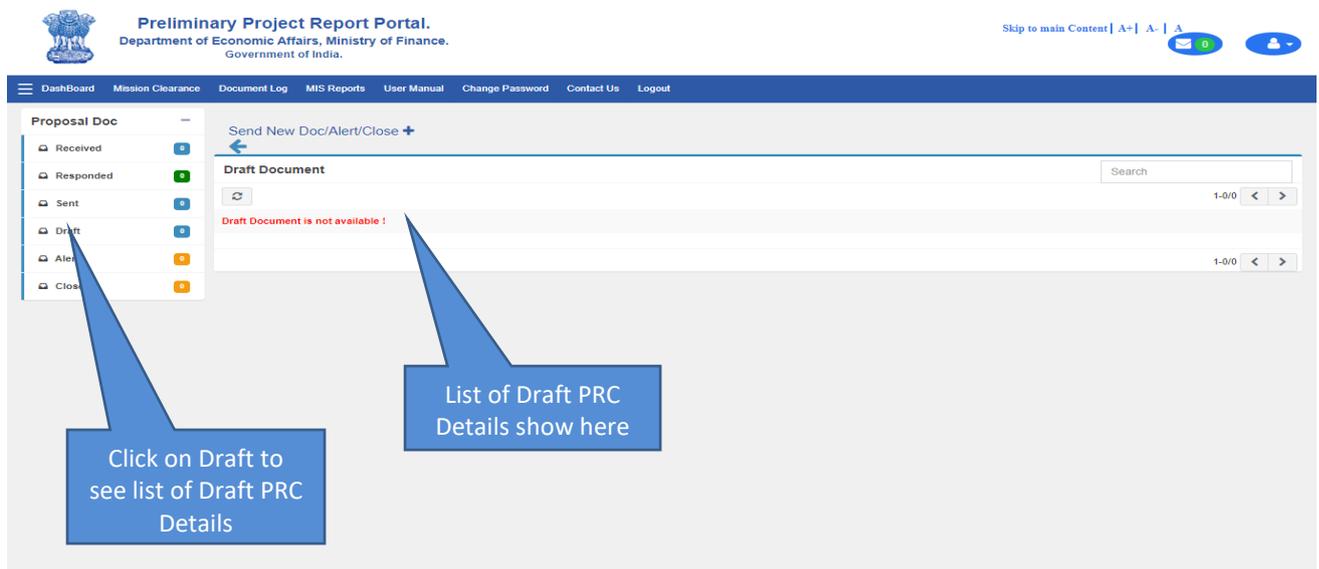
#### 4.8.6. How to see sent PRC?

- 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.

The screenshot displays the Preliminary Project Report Portal interface. At the top, the logo of the Government of India is visible on the left, and the text 'Preliminary Project Report Portal. Department of Economic Affairs, Ministry of Finance. Government of India.' is centered. On the right, there are links for 'Skip to main Content | A+ | A- | A' and icons for a notification (0) and a user profile. Below the header is a navigation bar with links: 'DashBoard', 'Mission Clearance', 'Document Log', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. The main content area shows a 'Proposal Doc' section with a sidebar on the left containing filters: 'Received', 'Responded', 'Sent', 'Draft' (0), 'Alert' (2), and 'Closed' (1). A dropdown menu is open over the 'Send Loan Document' button, listing options: 'Send Loan Document', 'Send Alert/Reminder message', and 'Close PPR'. A blue callout box with an arrow points to the 'Send Loan Document' option, containing the text 'Click here to send Loan Document'. A red error message 'Closed/Received Doc is not available!' is visible below the dropdown menu. The main content area also features a search bar and pagination controls (1-0/0 < >).

# Loan Negotiation Entry Details.



## Loan Documents

### PPR Details

10004 - Himachal Pradesh Flood and River Management Project, Himachal Pradesh

[View Comments](#)

[View MoM](#)

Select PPR

[View PosedDocument](#)

Select PPR/Project	10004 - - Himachal Pradesh Flood and River Management Project
Draft Loan Agreement	--- Select ---
Draft Project Agreement	--- Select ---
Project Appraisal Documents	--- Select ---
Others (if any)	--- Select ---

Remarks/Comments



Add Remarks

Ministry list for Comments

Ministry of Water Resources, River Development and Ganga Rejuvenation

### Project Related Officer list for mail alert

DEA Officer

- Rishikesh Singh-Director-
- Prakash-Assistant Section Officer-
- 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-

Project Authority

- Dr. Basu Sood-Adviser -
- S.K. Dhiman-Chief Engineer-

Bank/Agency Officer

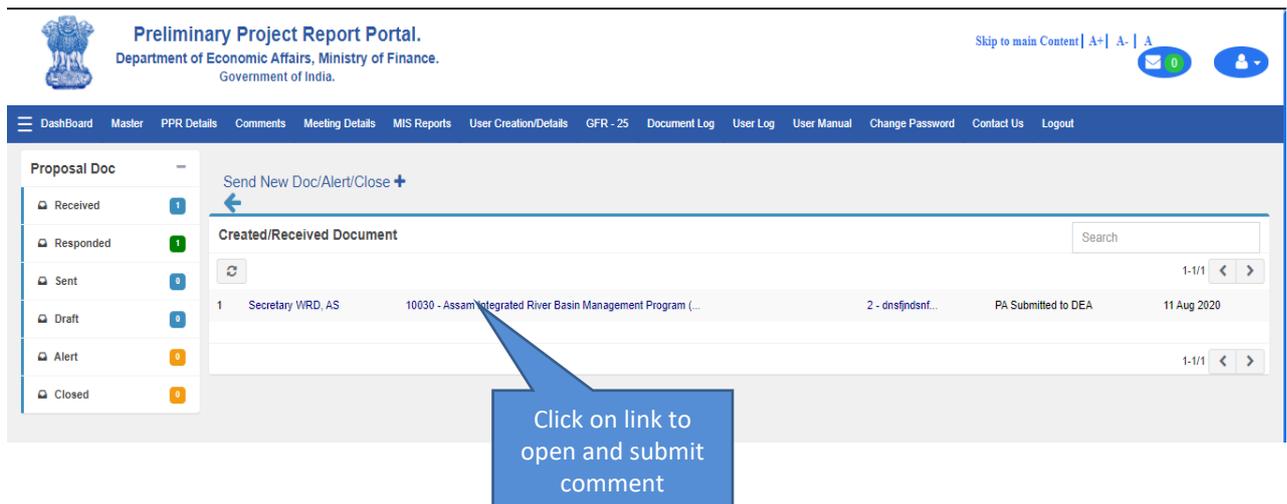
- ADB-Admin-

Click here to Submit record

#### 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?



The screenshot displays the 'Preliminary Project Report Portal' interface. The header includes the Government of India logo, the portal name, and navigation links. A top navigation bar contains various menu items. On the left, a 'Proposal Doc' sidebar lists document statuses: Received (1), Responded (1), Sent (8), Draft (8), Alert (8), and Closed (8). The main content area shows a 'Created/Received Document' table with a search bar and pagination. A callout box points to a document entry with the following details:

Doc ID	Created By	Document Title	Document ID	Status	Date
1	Secretary WRD, AS	10030 - Assam Integrated River Basin Management Program (...)	2 - drnsfjndsrf...	PA Submitted to DEA	11 Aug 2020

Click on link to open and submit comment

## Loan negotiation details to submit comments.

The screenshot displays the 'Preliminary Project Report Portal' interface. At the top, it identifies the 'Department of Economic Affairs, Ministry of Finance, Government of India'. The main navigation bar includes options like 'Dashboard', 'PPR Details', 'Comments', and 'Meeting Details'. The current page is titled 'Loan Documents - 2' and shows details for '10030 - Assam Integrated River Basin Management Program (AIRBMP), Assam'.

The 'Submitted Details' section includes a table for document uploads:

Document Type	Status	Action
Draft Loan Agreement	Yes	[Choose File] No file chosen (Only PDF, Max Size of 5MB) File uploaded View Draft Loan Agreement
Draft Project Agreement	Yes	[Choose File] No file chosen (Only PDF, Max Size of 5MB) File uploaded View Project Agreement
Disbursement Letter	Yes	[Choose File] No file chosen (Only PDF, Max Size of 5MB) File uploaded View Disbursement Letter
Others (if any)	Yes	[Choose File] No file chosen (Only PDF, Max Size of 5MB) File uploaded View Other Document

Below this, there are sections for 'Reply Attachment, if any' and 'Remarks/Comments, if any'. The 'COMMENTS DETAILS' section shows two entries:

- MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION COMMENT:** Sent for comment by Balaji K. ADB, Sent on 11 Aug 2020, Forwarded Attachment, Comments not received.
- MINISTRY OF WATER RESOURCES, RIVER DEVELOPMENT AND G...**: Sent for comment by Balaji K. ADB, Sent on 11 Aug 2020, Forwarded Attachment, Comments not received.

The bottom section, 'Project Related Officer list for mail alert', lists various officers under three categories: DEA Officer, Project Authority, and Bank/Agency Officer. At the bottom right, there are 'Submit Reply' and 'Back' buttons.

Blue callout boxes highlight key features: 'Select Attachment' points to the file upload area; 'Add Remarks/Comments' points to the comment input field; 'List of Other Ministry Comments' points to the comments list; and 'Click on Submit reply' points to the 'Submit Reply' button.

### 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.



Proposal Doc

- Received 1
- Responded 1
- Sent 0
- Draft 0
- Alert 0
- Closed 0

Send New Doc/Alert/Close +

Created/Received Document

		Search		1-1/1 < >	
1	Balaji K, ADB	10030 - Assam Integrated River Basin Management Program (...)	2 - ...	Submitted	11 Aug 2020
				1-1/1 < >	

## Loan Negotiation Details



Loan Documents - 2

Submitted Details

Select PPR/Project		---Select---	
Draft Loan Agreement	Yes	Choose File	No file chosen <small>(Only PDF, Max. Size of 5MB) File uploaded</small>
Draft Project Agreement	Yes	Choose File	No file chosen <small>(Only PDF, Max. Size of 5MB) File uploaded View Project Agreement</small>
Project Appraisal Documents	--- Select ---		
Disbursement Letter	Yes	Choose File	No file chosen <small>(Only PDF, Max. Size of 5MB) File uploaded View Disbursement Letter</small>
Remarks/Comments	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Source.</p> </div>		
Sent by	Balaji K, ADB	Sent on	11 Aug 2020
Forward to PA/EA Details			
Forward Remarks/Comments			
Forward by	Balaji K, ADB	Forward on	11 Aug 2020
Ministry list for Comments			
Project Related Officer list for mail alert			
DEA Officer	Project Authority	Bank/Agency Officer	
<span style="background-color: #e91e63; color: white; padding: 2px 10px; border-radius: 5px; cursor: pointer;">Back</span>			

## 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

The screenshot displays the 'Preliminary Project Report Portal' interface. At the top, it includes the Government of India logo, the portal name, and navigation links. A blue navigation bar contains menu items like 'Dashboard', 'Mission Clearance', and 'Document Log'. On the left, a 'Proposal Doc' sidebar lists categories: Received (0), Responded (0), Sent (1), Draft (0), Alert (0), and Closed (1). The main area is titled 'Sent Document' and features a search bar and a table of documents. A blue callout box points to the 'Sent' category in the sidebar with the text 'Click here to see sent Loan Negotiation Details'. Another blue callout box points to a document entry in the table with the text 'Click here to view complete details.'.

**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

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Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Proposal Doc

- Received 0
- Responded 0
- Sent 1
- Draft 0
- Alert 0
- Closed 1

Send New Doc/Alert/Close +

Sent Document

Search

		1-1/1			
1	ADB, Admin, ADB	10007 - 'Supporting Civil Service Training Under DoPT' P	1 -	Submitted	18 May 2020

Click here to see sent Loan Negotiation Details

Click here to view complete details.

## 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.



**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

[Skip to main Content](#) | [A+](#) | [A-](#) | [A](#)



Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Proposal Doc

- Received
- Responded
- Sent
- Draft 0
- Alert 0
- Closed 1

Send SE(Approval) Confirmation

Send Alert/Reminder message

Close PPR

Click here to Send SE(Approval) Confirmation

Created/Received Doc is not available!

Search

1-0/0 < >

1-0/0 < >

# DEA Secretary Approval Entry Details

30/10/2018 10:00 AM | A+ | A- | A



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



- Dashboard
- Master
- PPR Details
- Comments
- Meeting Details
- MIS Reports
- User Creation/Details
- GFR - 25
- Document Log
- User Log
- User Manual
- Change Password
- Contact Us
- Logout

**Send Secretary Approval**

Select PPR/Project:

Select approval Date:

Approval Attachment:  No file chosen  
(Only PDF, Max Size of 5MB)

Remarks/Comments: 

**Add Remarks/Comments**

*(Rich text editor toolbar visible)*

**Project Related Officer list for mail alert**

DEA Officer	Project Authority	Bank/Agency Officer
-------------	-------------------	---------------------

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

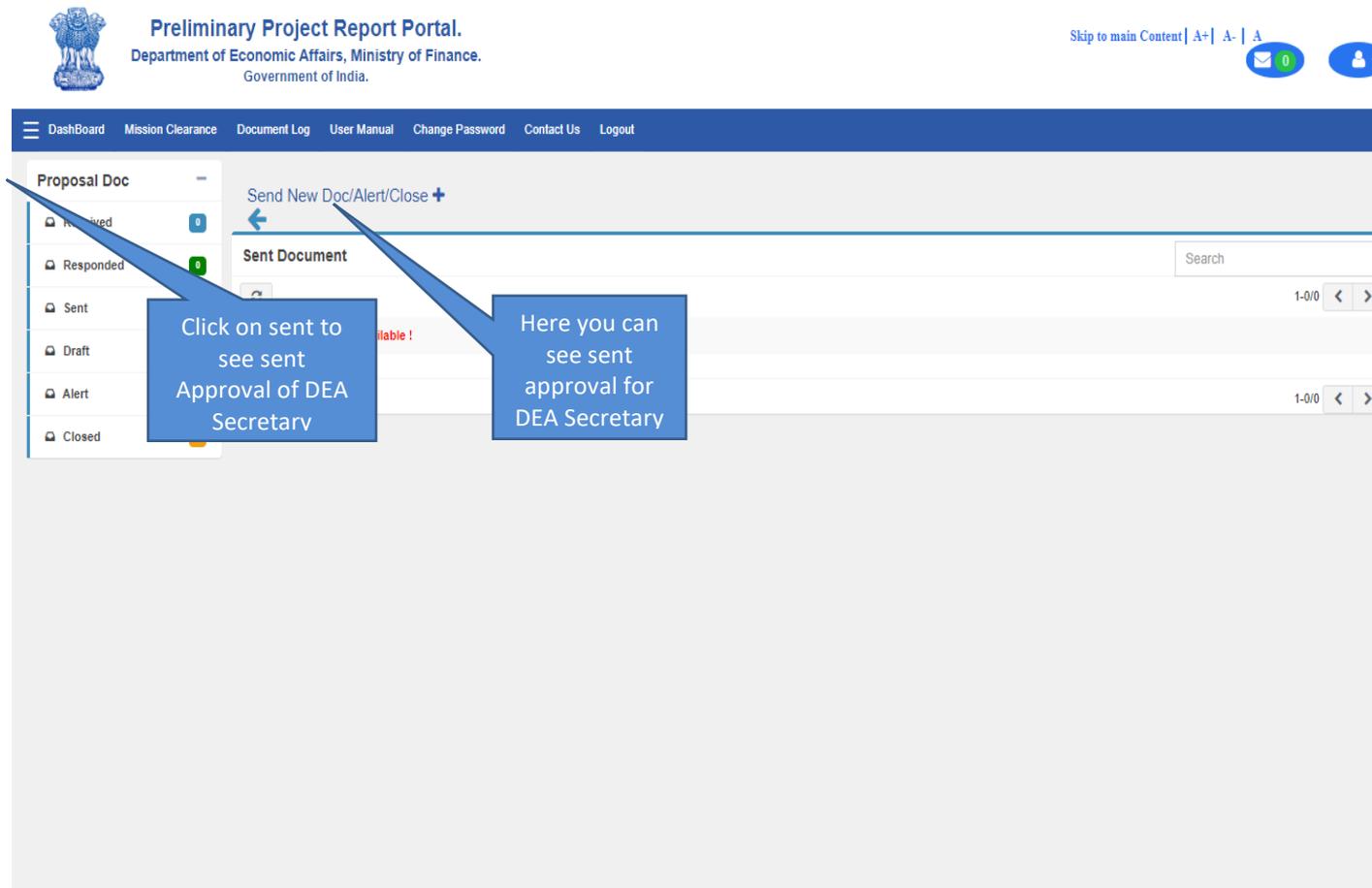
- Step 1** Click on Approval of DEA Secretary Box.
- Step 2** Click on Received tab on left side, in right side panel, all received details will appear.
- Step 3** Click on any one to view complete details.



The screenshot displays the 'Preliminary Project Report Portal' interface. On the left, a 'Proposal Doc' sidebar lists various document statuses: Received (4), Responded (2), Sent (1), Draft (0), Alert (0), and Closed (0). The 'Received' tab is selected. The main content area shows a 'Created/Received Document' table with a search bar and pagination controls. A message in the table reads: 'Received Doc is not available!'. Two callout boxes are present: one pointing to the 'Received' tab in the sidebar with the text 'Click on Received to see received Approval of DEA Secretary', and another pointing to the table area with the text 'Here you can see received approval for DEA Secretary'.

### 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.

The screenshot displays the 'Preliminary Project Report Portal' interface. At the top, the portal's name and affiliation with the Department of Economic Affairs, Ministry of Finance, Government of India, are shown. A navigation menu includes 'Dashboard', 'Mission Clearance', 'Document Log', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. On the right, there are links for 'Skip to main Content', font size controls, and a notification icon with a '0' badge.

The main content area is titled 'Proposal Doc' and features a sidebar with document status filters: 'Received', 'Responded', 'Sent', 'Draft', 'Alert', and 'Closed'. The 'Alert' and 'Closed' filters show counts of 1. The main area displays a list of documents, with one document selected. A context menu is open over this document, listing three actions: 'Send Loan Negotiation Confirmation', 'Send Alert/Reminder message', and 'Close PPR'. A blue callout box with the text 'Click here to Send Confirmation' points to the 'Send Loan Negotiation Confirmation' option. The document list shows a document with ID '10007' and a date of '18 May 2020'.

# Loan Negotiated Document Entry Details



## Loan Negotiation Date Confirmation

Select PPR/Project here

Select Negotiation Date

Add Negotiation Document

Select PPR/Project 10009 -- Supporting Civil Se

Select Negotiation Date \* DD/MM/YYYY

Attachment if any Choose File No file chosen  
(Only PDF, Max Size of 5MB)

Remarks/Comments, if any

Add Remarks/Comments

## Project Related Officer list for mail alert

### DEA Officer

- Rishikesh Singh-Director-
- Prakash-Assistant Section Officer-
- 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-

### Project Authority

- Rizwana Bano-Assistant Section Officer-
- K. Srinivas-Additional Secretary-

### Bank/Agency Officer

- ADB-Admin-

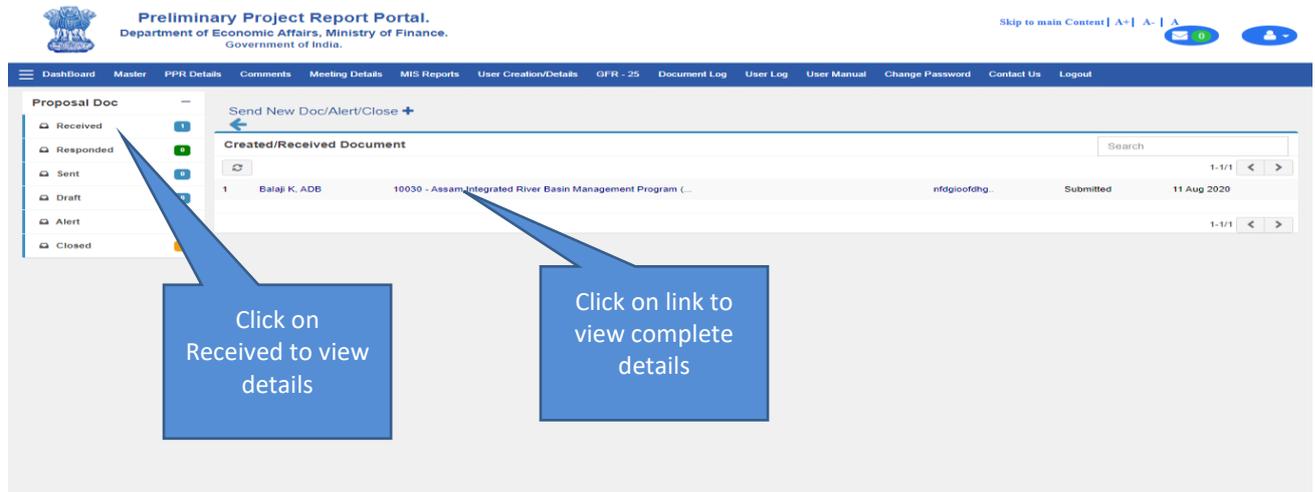
Submit Back

Click here to Submit Record

### 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.



# Loan Negotiated Document Nomination

**10300 - Sustainable and Environment-friendly Industrial Production (SEIP) Phase-II**

**Loan Negotiation Date - 04 Sep 2020**

**Forwarded/mark to Project Authority Details**

**Attachment -** [View Attachment](#)

**Forwarded Comments/Remarks -**

**Forwarded by -** Balaji K. ADB  
**Forwarded on -** 11 Aug 2020

**Project Authority Submit Details**

**Attachment -**  bioData.pdf  
(Only PDF, Max Size of 5MB)

**Forwarded Remarks/Comments -**

**File**

Name	Designation	Add Row	Delete Row
cbjkoncn	vckvntknvnd	<input type="checkbox"/>	<input type="checkbox"/>
nkkjfbk	jjknkn	<input type="checkbox"/>	<input type="checkbox"/>
csb	kjbj	<input type="checkbox"/>	<input type="checkbox"/>
infqgfr	bbp	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**DEA Replied Details**

**Attachment -**

**Replied Comments/Remarks -**

**Replied by -** DEA, DEA  
**Replied on -** 11 Aug 2020

## 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,
- Step 3** Click on any one to view details
- Step 4** With submitted and nominated details, comments box will also appear to submit comments/reply if reply.



Proposal Doc

- Received
- Responded
- Sent
- Draft
- Alert
- Closed

Send New Doc/Alert/Close +

Created/Received Document

1	Bataj K. ADB	10030	Assam Integrated River Basin Management Program (...)	nfdgloofdhg...	Submitted 11 Aug 2020

Click on Received to view Legal Opinion Submitted

Click on link to view Legal Opinion Submitted





#### 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.

**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

Skip to main Content | A+ | A- | A

0

Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

**Proposal Doc**

- Received 1
- Responded 1
- Sent 1**
- Draft 0
- Alert 1
- Closed 0

Send New Doc/Alert/Close +

**Sent Document**

Search

1	ADB, Admin, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	10 - ok now send by mdb...	DEA Replied	18 May 2020
---	-----------------	--	----------------------------	-------------	-------------

1-1/1 < >

1-1/1 < >

Click on sent to see sent Negotiation Doc

Here list of sent Negotiation Doc

## Loan Negotiated Document Submitted Details

Government of India.

DashBoard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Loan Negotiation Date Confirmation - 10

**FINAL NEGOTIATION DECISION DOCUMENT IS NOT UPLOADED TILL DATE**

10007 - "Supporting Civil Service Training Under DoPT" Project

[View Comments](#) [View MoM](#) [View PosedDocument](#)

Loan Negotiation Date - 06 Jun 2020

Loan Negotiation Attachment- [View Attachment](#)

Remarks/Comments - ok now send by mdb

Sent by - ADB, Admin, ADB

Sent on - 06 Jun 2020

**Forwarded/mark to Project Authority Details**

Attachment - [View Attachment](#)

Forwarded by - ADB, Admin, ADB

Forwarded on - 18 May 2020

**DEA Replied Details**

Attachment - [View Attachment](#)

Replied Comments/Remarks - dea reply

Replied by - Rishikesh Singh, Director, DEA

Replied on - 18 May 2020

[Send new again](#) [Back](#)

**NIC** National Informatics Centre

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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.



Proposal Doc

- Received 2
- Response 1
- Sent 3
- Draft 0
- Alert
- Closed

Send New Doc/Alert/Close +

Created/Received Document

1	Balaji K, ADB	10300 - Sustainable and Environment-friendly Industrial P...	2 -	Replied by PA	11 Aug 2020
2	Balaji K, ADB	10030 - Assam Integrated River Basin Management Program (...)	1 - disfs...	DEA Replied	11 Aug 2020

Click on Received to see list negotiation document Details

Click link to open for upload final negotiation document



## 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.



**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

[Skip to main Content](#) | [A+](#) | [A-](#) | [A](#)



The screenshot displays the 'Preliminary Project Report Portal' interface. At the top, there is a navigation bar with links: Dashboard, Mission Clearance, Document Log, User Manual, Change Password, Contact Us, and Logout. Below this, a 'Proposal Doc' sidebar menu is visible with categories: Received, Responded, Sent, Draft (0), Alert (0), and Closed (1). A context menu is open over the 'Received' category, showing options: 'Send SE(Approval) Confirmation', 'Send Alert/Reminder message', and 'Close PPR'. A blue callout box points to the 'Send SE(Approval) Confirmation' option with the text 'Click here to Send SE(Approval) Confirmation'. The main content area shows a search bar and pagination controls (1-0/0) for the 'Received' and 'Alert' sections. A red error message 'Created/received Doc is not available!' is visible below the 'Received' section.

# SE (Approval) Entry Details

30/10/2018 10:00 AM | A+ | A- | A



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



- DashBoard
- Master
- PPR Details
- Comments
- Meeting Details
- MIS Reports
- User Creation/Details
- GFR - 25
- Document Log
- User Log
- User Manual
- Change Password
- Contact Us
- Logout

**Send Secretary Approval**

Select PPR/Project

Select approval Date \*

Approval Attachment  No file chosen  
(Only PDF, Max Size of 5MB)

Remarks/Comments

**Add Remarks/Comments**

**Project Related Officer list for mail alert**

DEA Officer	Project Authority	Bank/Agency Officer
-------------	-------------------	---------------------

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

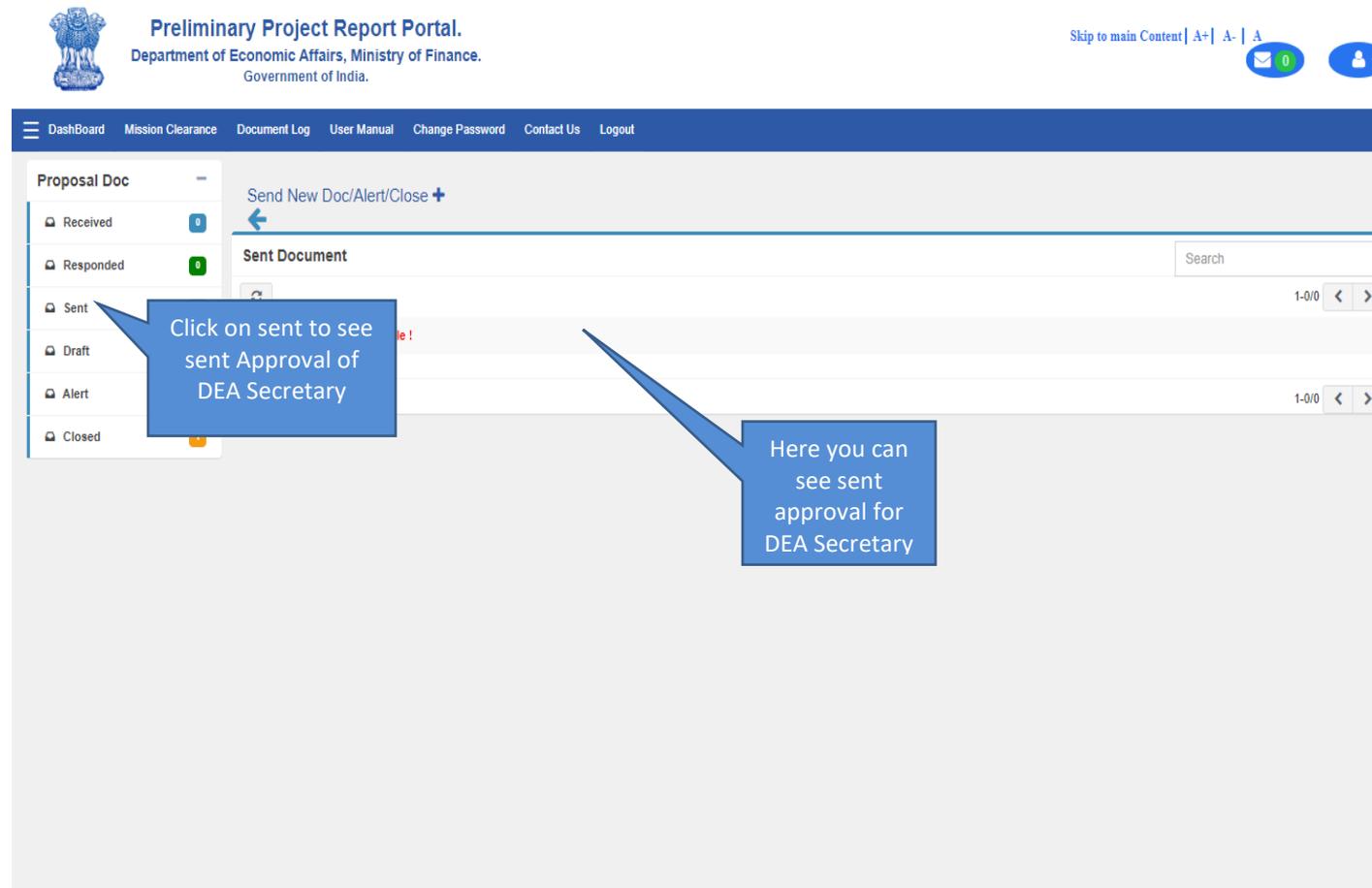
- Step 1** Click on DEA Secretary Approval Box.
- Step 2** Click on Received tab in left side panel, in right side panel, all details will appear.
- Step 3** Click on any one to view complete details like point 10.



The screenshot shows the 'Preliminary Project Report Portal' interface. On the left, there is a 'Proposal Doc' sidebar with tabs: Received (4), Responded (3), Sent (1), Draft (4), Alert (3), and Closed (3). The main content area is titled 'Created/Received Document' and contains a table with a search bar and pagination. A red message in the table reads: 'Received Doc is not available!'. Two blue callout boxes with arrows point to the 'Received' tab and the table area. The first callout box says: 'Click on Received to see received Approval of DEA Secretary'. The second callout box says: 'Here you can see received approval for DEA Secretary'.

### 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.



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

The screenshot displays the 'Preliminary Project Report Portal' interface. At the top, the logo of the Government of India is visible alongside the text 'Preliminary Project Report Portal. Department of Economic Affairs, Ministry of Finance. Government of India.' Navigation links include 'Skip to main Content', 'A+', 'A-', and 'A'. A notification icon shows '0' and a user profile icon is present.

The main content area features a 'Proposal Doc' section with a sidebar menu containing 'Received', 'Responded', 'Sent', 'Draft', 'Alert', and 'Closed'. A dropdown menu is open over the 'Received' section, listing 'Send Board Approval', 'Send Alert/Reminder message', and 'Close PPR'. A blue callout box with the text 'Click here to Send Board Approval' points to the 'Send Board Approval' option.

The main table displays a list of documents. The first row shows a document with ID '10009 - Supporting Civil Service Training Under DoPT...', status 'Acknowledgment Received', and date '16 Apr 2020'. The table includes search, pagination, and sorting controls.

# Board Approval Entry Details



## Board Approval

Select PPR/  
Project

Select Board  
Approval Document

Select Board  
Approval Date

10035 -- West Bengal Public Finance Management Reforms Progra

View Comments

View MoM

View Po... document

Select PPR/Project

10035 -- West Bengal Publi

Select Supporting Document

Choose File No file chosen  
(Only PDF, Max Size of 5MB)

Board Approval Date

DD/MM/YYYY

Remarks/Comments, if any



Add Remarks/  
Comments

### Project Related Officer list for mail alert

#### DEA Officer

- Rishikesh Singh-Director-
- Prakash-Assistant Section Officer-
- 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-

#### Project Authority

- Pawan Kadyan-Joint Secretary-
- Debal Ray-Principal Chief Conservator of Forests and Chief P.

#### Bank/Agency Officer

- ADB-Admin-

Submit to DEA Back

Click here to  
submit Record  
to DEA

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

To Submit acknowledgement 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.

The screenshot shows the 'Preliminary Project Report Portal' interface. The header includes the Government of India logo and the Department of Economic Affairs, Ministry of Finance. The main navigation bar contains various menu items like Dashboard, Master, PPR Details, etc. The left sidebar shows a 'Proposal Doc' menu with 'Received' selected. The main content area displays a table of 'Created/Received Document' with a search bar and a table containing document details. A callout box points to the 'Received' tab in the sidebar, and another callout box points to a document entry in the table.

Created/Received Document	Search
Balaji K. ADB	10030 - Assam Integrated River Basin Management Program (...)
difsdffundsinfid..	Submitted
	11 Aug 2020

## Board Approval Details and Comment Submission

The screenshot displays the 'Board Approval' section of the Preliminary Project Report Portal. At the top, the portal's name and the Department of Economic Affairs, Ministry of Finance, Government of India, are visible. A navigation menu includes options like Dashboard, Master, PPR Details, Comments, Meeting Details, MIS Reports, User Creation/Details, GFR - 25, Document Log, User Log, User Manual, Change Password, Contact Us, and Logout. The main content area shows details for '10030 - Assam Integrated River Basin Management Program (AIRBMP)'. Below this, there are links for 'View Comments', 'View MoM', and 'View PosedDocument'. A 'Submitted Details' table lists: Attachment (with a 'View Board Approval' link), Board Approval Date (22 Aug 2020), Remarks/Comments (difsdfundsinfid), Submitted By (Balaji K, ADB), and Submitted on (11 Aug 2020). A 'Submite Acknowledgement' section features a rich text editor for 'Remarks/Comments' with a callout box saying 'Add Remarks/Comments'. At the bottom, there are 'Submit Acknowledgment to Bank' and 'Back' buttons, with a callout box instructing to 'Click on submit button Acknowledgment to Bank'.

### 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.



**Proposal Doc**

- Received 1
- Responded 1
- Sent 2
- Draft 0
- Alert 0
- Close 0

Send New Doc/Alert/Close +

**Sent Document** Search

				1-2/2 < >	
1	ADB, Admin, ADB	10009 - Supporting Civil Service Training Under DoPT...	ZXZXZxZXZ...	Acknowledgment Received	16 Apr 2020
2	ADB, Admin, ADB	10007 - 'Supporting Civil Service Training Under DoPT' Pr...	gfghfdg.	Submitted	16 Apr 2020

Click on sent to see list of submitted board Approval

Click here to open submitted board approval request

## Board Approval Details



Board Approval

Data saved successfully

10009 - Supporting Civil Service Training Under DoPT

[View Comments](#)
[View MoM](#)
[View PosedDocument](#)

---

**Submitted Details**

<b>Attachment</b>	<a href="#">View Board Approval</a>
<b>Board Approval Date</b>	31 Mar 2020
<b>Remarks/Comments</b>	ZXZXZxZXZ
<b>Submitted By</b>	ADB, Admin, ADB
<b>Submitted on</b>	16 Apr 2020

---

**Acknowledgement Details**

<b>Remarks/Comments</b>	dfsdafsd
	sfd fsd f sdf sd f sdf sd
<b>Submitted By</b>	Rishikesh Singh, Director, DEA
<b>Submitted on</b>	16 Apr 2020

Back

## 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.



The screenshot displays the user interface of the Preliminary Project Report Portal. At the top, a navigation menu includes 'Dashboard', 'Mission Clearance', 'Document Log', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. On the left, a 'Proposal Doc' sidebar lists document statuses: 'Received', 'Responded', 'Sent', 'Draft', 'Alert', and 'Closed'. The main content area shows a table of documents. A blue callout box with a red 'X' icon is overlaid on the 'Send PRC Before Loan Agreement' button, with an arrow pointing to it and the text 'Click here to send PRC Before Loan Agreement'. The table below shows a document with ID '10007 - Supporting Civil Service Training Under DoPT' Pr...', status 'Approved', and date '27 Apr 2020'. A search bar and pagination controls are also visible.

# PRC Entry Details



Click here to  
Select  
YES/NO/NA

## BEFORE LOAN AGREEMENT

● APPROVAL BY BOARD OF DIRECTORS OF THE CONCERNED IFI	Yes	Choose File	No chosen File
● MULTI-PHASE PROGRAMME (C APPROACH) ARE AWARDED+			
● BIDS FOR CONTRACTS REMAINING GOODS AND SERVICES ARE READY FOR FLOATING	--Please Select--		
● CONTRACTS ARE AWARDED +	--Please Select--		
● REMAINING GOODS AND SERVICES ARE READY FOR FLOATING	--Please Select--		

Add Remarks  
/Comments

Select YES then  
Select  
Attachment

Project Related Officer list for mail alert		
DEA Officer	Project Authority	Bank/Agency Officer

Submit Save Back

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.

**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

Skip to main Content | A+ | A- | A

Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Proposal Doc

- Received 1
- Responded 0
- Sent 0
- Draft 0
- Alert 0
- Close 1

Send New Doc/Alert/Close +

Created/Received Document

		Search	1-1/1 < >	
1	K. Srinivas, Additional Secretary, MOPPGP	10007 - "Supporting Civil Service Training Under DoPT" Pr...	dd...	Approved 27 Apr 2020
			1-1/1 < >	

Click here to See Received/Pending PRC

Here list of Received/ Pending PRC

# PRC Details



**BEFORE LOAN AGREEMENT**

● LEGAL OPINION HAS BEEN FURNISHED TO IFI BY STATE GOVERNMENT			<a href="#">View Attachment</a>	Pending
nbjbjk				
Click here to Approved Document				
Click here to View Document				
● LEGAL OPINION HAS BEEN FURNISHED TO IFI BY GOVERNMENT OF INDIA			<a href="#">View Attachment</a>	Pending
Click here to Reject Document				
● LEGAL OPINION ACCEPTED BY IFI			<a href="#">View Attachment</a>	Pending
mvod gj 9 905j				
Here show the Status of PRC Points				

[Submit](#) [Back](#)

Click here to submit record

Click here to Save record in draft mode

### 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.

The screenshot shows the Preliminary Project Report Portal interface. The header includes the Government of India logo, the portal name, and navigation links. The main content area displays a list of documents under the 'Received' tab. Callouts provide instructions on how to interact with the interface:

- Click on Received to see the Received/ Pending PRC for Approved/ Reject**: Points to the 'Received' tab in the left sidebar.
- List of Received/ Pending PRC show here**: Points to the table listing received documents.
- Click link to open PRC for Approved / Reject**: Points to the document title in the table.
- Here see the status of PRC**: Points to the 'Submitted' status in the table.

Created/Received Document	Search	1-1/1
1 Richa Sharma, ENVFOR 10030 - Assam Integrated River Basin Management Program (...)		nbjbjk.. Submitted



BEFORE LOAN AGREEMENT

● LEGAL OPINION HAS BEEN FURNISHED TO IFI BY STATE GOVERNMENT		<a href="#">View Attachment</a>	Pending
<div data-bbox="236 405 1476 539">nbjbjk</div> <div data-bbox="667 421 866 544">Click here to Approved Document</div> <div data-bbox="1034 421 1233 544">Click here to View Document</div>			
● LEGAL OPINION HAS BEEN FURNISHED TO IFI BY GOVERNMENT OF INDIA		<a href="#">View Attachment</a>	Pending
<div data-bbox="236 562 1476 674"></div> <div data-bbox="715 611 914 734">Click here to Reject Document</div>			
● LEGAL OPINION ACCEPTED BY IFI		<a href="#">View Attachment</a>	Pending
<div data-bbox="236 730 1476 864">nvod gj 9 905j</div> <div data-bbox="1129 797 1329 920">Here show the Status of PRC Points</div>			

Click here to Submit Record

[Submit](#) [Back](#)

#### 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.

The screenshot displays the Preliminary Project Report Portal interface. At the top, the portal's name and the Department of Economic Affairs, Ministry of Finance, Government of India, are visible. A navigation menu on the left includes 'Proposal Doc' with sub-items like 'Received', 'Responded', 'Sent', 'Draft', 'Alert', and 'Cancel'. The 'Responded' tab is selected, showing a count of 9. The main content area is titled 'Responded Document' and contains a search bar and a message: 'Responded Doc is not available!'. Two callout boxes are present: one pointing to the 'Responded' tab with the text 'Click on Responded to see Responded PRC', and another pointing to the document list area with the text 'Here list of Responded PRC'.

#### 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.

The screenshot displays the 'Preliminary Project Report Portal' interface. At the top, it features the Government of India logo and the text 'Preliminary Project Report Portal. Department of Economic Affairs, Ministry of Finance. Government of India.' A navigation menu includes 'DashBoard', 'Mission Clearance', 'Document Log', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. A callout box points to a dropdown menu with the text 'Click here to Select YES/NO/NA'. The main content area is titled 'BEFORE LOAN AGREEMENT' and contains several sections:

- 'APPROVAL BY BOARD OF DIRECTORS OF THE CONCERNED IFI' with a 'Yes' dropdown and a 'Choose File' button (labeled 'No chosen File').
- 'MULTI-PHASE PROGRAM (MATIC APPROACH) ARE AWARDED+' with a dropdown menu.
- 'BIDS FOR CONTRACT OR REMAINING GOODS AND SERVICES ARE READY FOR FLOATING' with a '--Please Select--' dropdown.
- 'BIDS FOR ALL KINDS OF CONSULTANT CONTRACTS ARE AWARDED +' with a '--Please Select--' dropdown.
- 'REMAINING GOODS AND SERVICES ARE READY FOR FLOATING' with a '--Please Select--' dropdown.

A callout box points to the dropdown menus with the text 'Select YES then Select Attachment'. Below these sections is a 'Project Related Officer list for mail alert' table with columns for 'DEA Officer', 'Project Authority', and 'Bank/Agency Officer'. At the bottom, there are 'Submit', 'Save', and 'Back' buttons. Callout boxes point to these buttons with the text 'Click here to Resubmit' and 'Click here to Save record in draft mode'. A callout box also points to a text area with the text 'Add Remarks /Comments'.

#### 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.

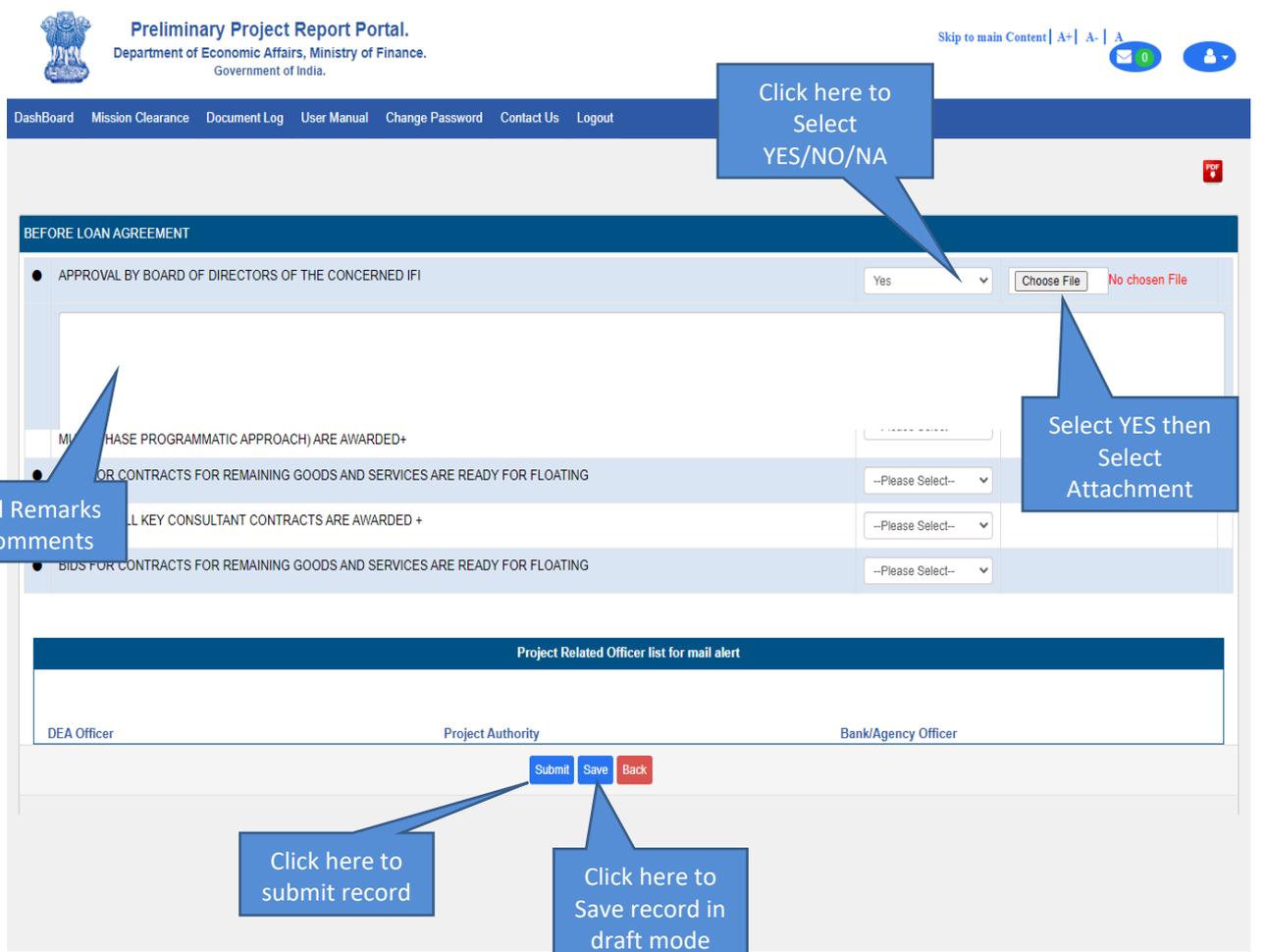
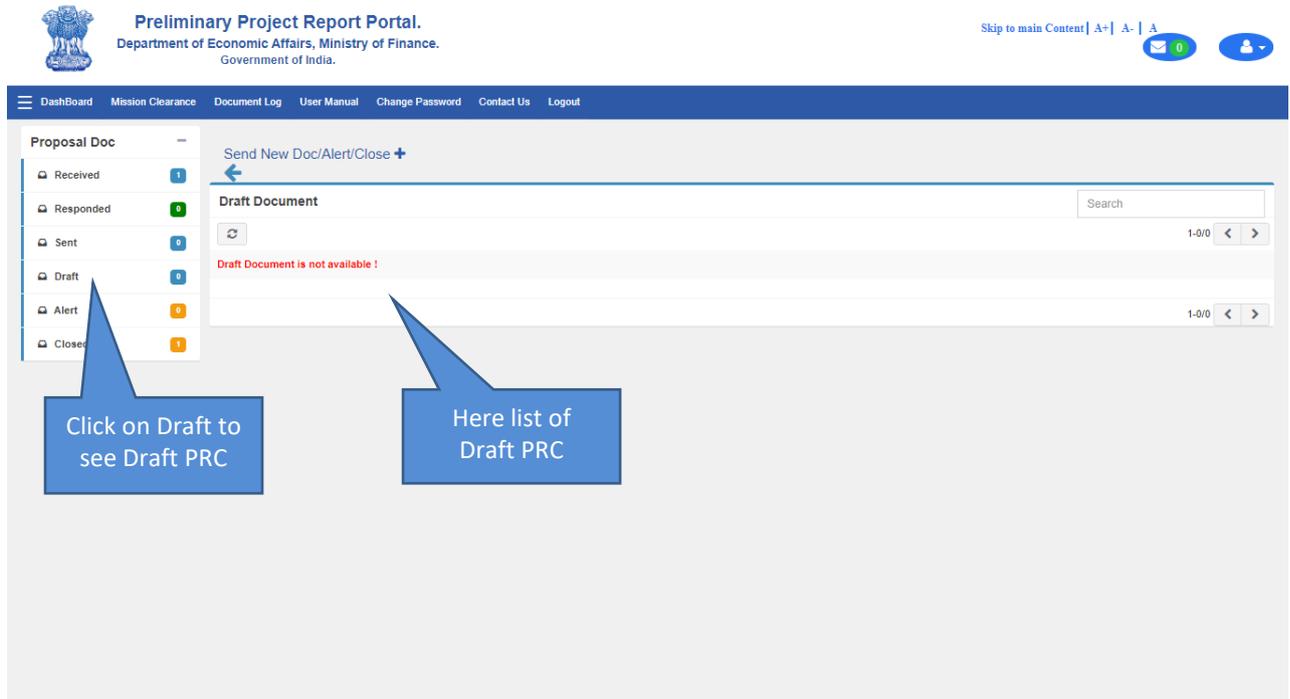
The screenshot displays the Preliminary Project Report Portal interface. At the top, the portal's name and the Department of Economic Affairs, Ministry of Finance, Government of India, are visible. A navigation menu includes options like Dashboard, Mission Clearance, Document Log, User Manual, Change Password, Contact Us, and Logout. The main content area is divided into a left sidebar for document management (Received, Responded, Sent, Draft, Alert, Closed) and a right pane for document details. The 'Sent' tab is active in the sidebar. The right pane shows a 'Sent Document' section with a search bar and a message: 'Sent Document is not available!'. Two blue callout boxes with arrows point to the 'Sent' menu item and the 'Sent Document' header.

Click on Sent to see Sent PRC

Here list of Sent PRC

#### 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.

The screenshot displays the 'Preliminary Project Report Portal' interface. At the top, it identifies the portal as belonging to the Department of Economic Affairs, Ministry of Finance, Government of India. A navigation menu includes 'Dashboard', 'Mission Clearance', 'Document Log', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. On the right, there are utility links for 'Skip to main Content', font size controls, and notification icons for messages (0) and users.

The main content area is titled 'Proposal Doc' and features a sidebar with document status filters: Received, Responded, Sent, Draft (8), Alert (0), and Closed (1). A context menu is open over a document entry, listing actions: 'Send Loan Signing Confirmation', 'Send Alert/Reminder message', and 'Close PPR'. A blue callout box with an arrow points to the 'Send Loan Signing Confirmation' option, with the text 'Click on Send Loan Signing Document'. The document entry itself shows a title '10007 - \*Supporting C...', a user 'jtkjki...', and a status 'Replied by PA' dated '17 Apr 2020'. A search bar and pagination controls (1-1/1) are also visible.

# Loan Signing Entry form



## Loan Sign Date Confirmation

Select PPR/  
Project

Select PPR/Project

--Select--

Select Signing  
Date

Select Signing Date \*

DD/MM/YYYY

Select Signing  
Attachment

Attachment if any

Choose File

No file chosen

(Only PDF, Max Size of 5MB)

Remarks/Comments, if any

Add  
Comments  
/ Remarks

### Project Related Officer list for mail alert

DEA Officer

Project Authority

Bank/Agency Officer

Back

## 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

The screenshot shows the Department of Economic Affairs portal interface. The top navigation bar includes the Department of Economic Affairs logo and name, along with utility links like 'Skip to main Content', 'A+', 'A-', and 'A'. Below this is a secondary navigation bar with menu items: Dashboard, PPR Details, Comments, Meeting Details, MIS Reports, User Creation/Details, GFR - 25, User Log, User Manual, Change Password, Contact Us, and Logout. The main content area is divided into a left sidebar for 'Proposal Doc' and a main panel for 'Created/Received Document'. The 'Proposal Doc' sidebar has tabs for Received (2), Responded (1), Sent (0), Draft (0), Alert, and Closed. The 'Created/Received Document' panel shows a table with columns for document ID, recipient, title, status, and date. Two blue callout boxes are present: one pointing to the 'Received' tab in the sidebar with the text 'Click on Received', and another pointing to the first document entry in the table with the text 'Click on any one'.

ID	ADB, ADB	10009 - Supporting Civil Service Training Under DoPT...	sending to both DEA and PA..	Submitted	24 Apr 2020
2	ADB, ADB	10007 - 'Supporting Civil Service Training Under DoPT' Pr...	send to both DEA and project authority..	Forwarded to PA	24 Apr 2020



Loan Sign Date Confirmation

FINAL LOAN SIGNING DOCUMENT IS NOT UPLOADED TILL DATE

10009 - Supporting Civil Service Training Under DoPT

[View Comments](#)

[View MoM](#)

[View PosedDocument](#)

Loan Signing Date - 30 Mar 2020

Loan Signing Attachment- [View Attachment](#)

Remarks/Comments - sending to both DEA and PA

Sent by - ADB, ADB

Sent on - 30 Mar 2020

Forward to Project Authority Details

Attachment - [View Attachment](#)

Forwarded Comments/Remarks - sending to both DEA and PA

Forwarded by - ADB, ADB

Forwarded on - 24 Apr 2020

Project Authority Submit Details

Attachment -  No file chosen  
(Only PDF, Max Size of 5MB)

Forwarded Remarks/Comments -

**B** *I* U **ab** **x** **x'** **T** **tt** **HI** **T**

Fill Nomination  
Details

File Nomination

Name	Designation	Add Row	Delete Row
<input type="text"/>	<input type="text"/>		

[Submit Details to DEA](#) [Back](#)

### 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.



**Proposal Doc**

- Received 2
- Responded 0
- Sent 13
- Draft 0
- Alert 0
- Closed 1

Send New Doc/Alert/Close +

Created/Received Document

						Search
						1-2/2 < >
1	ADB, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	send to both DEA and project authority..	Replied by PA	24 Apr 2020	
2	ADB, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	<a href="#">jklkiki</a>	Replied by PA	17 Apr 2020	
						1-2/2 < >

Click to See



#### 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.

**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

Skip to main Content | A+ | A- | A

Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Proposal Doc

- Received 1
- Responded 0
- Sent 12**
- Draft 0
- Alert 0
- Close 1

Send New Doc/Alert/Close +

Sent Document

				1-12/12 < >	
1	ADB, Admin, ADB	10073 - Bangalore Metro Rail Project (Phase-2A and Phase-2B)	sddfsdfsdfsdf..	Forwarded to PA	17 Apr 2020
2	ADB, Admin, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	jkjkjkl..	Replied by PA	17 Apr 2020
3	ADB, Admin, ADB	10073 - Bangalore Metro Rail Project (Phase-2A and Phase-2B)	sdadfsdaf sdfs..	Submitted	24 Apr 2020
4	ADB, Admin, ADB	10073 - Bangalore Metro Rail Project (Phase-2A and Phase-2B)	sdadfsdaf sdfs..	Submitted	24 Apr 2020
5	ADB, Admin, ADB	10073 - Bangalore Metro Rail Project (Phase-2A and Phase-2B)	demo text..	Submitted	24 Apr 2020
	ADB, Admin, ADB	10073 - Bangalore Metro Rail Project (Phase-2A and Phase-2B)	demo text..	Submitted	24 Apr 2020
	ADB, Admin, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	testing done..	Submitted	24 Apr 2020
	ADB, Admin, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	send to both DEA and project authority..	Forwarded to PA	24 Apr 2020
	ADB, Admin, ADB	10009 - Supporting Civil Service Training Under DoPT" Pr...	sending to both DEA and PA..	Submitted	24 Apr 2020
	ADB, Admin, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	vcdfsfsdf..	Submitted	24 Apr 2020
11	ADB, Admin, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	sddddddddddd..	Submitted	24 Apr 2020
12	ADB, Admin, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	dfgfdgfdgfd..	Submitted	24 Apr 2020

1-12/12 < >

#### Loan Signing Submitted Details

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

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Loan Sign Date Confirmation

**FINAL LOAN SIGNING DOCUMENT IS NOT UPLOADED TILL DATE**

10073 - Bangalore Metro Rail Project (Phase-2A and Phase-2B)

[View Comments](#) [View MoM](#) [View PosedDocument](#)

Loan Signing Date - 31 Mar 2020

Loan Signing Attachment- N/A

Remarks/Comments - sdadfsdaf sdfs

Sent by - ADB, ADB

Sent on - 31 Mar 2020

[Send new again](#) [Back](#)

#### 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.

**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

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Proposal Doc

- Received 1
- Response 0
- Sent 12
- Draft 0

Send New Doc/Alert/Close +

Created/Received Document

Created/Received Document	Search
1 ADB, Admin, ADB 10007 - 'Supporting Civil Service Training Under DoPT' Pr...	1-1/1

Click on Received to see the Received Loan Signing

Here see the list of Received Loan Signing Details

# Submit Loan Signing Final Document



## Loan Sign Date Confirmation

FINAL LOAN SIGNING DOCUMENT IS NOT UPLOADED TILL DATE

10007 - "Supporting Civil Service Training Under DoPT" Project

[View Comments](#)

[View MoM](#)

[View PosedDocument](#)

Loan Signing Date - 30 Mar 2020

Loan Signing Attachment- [View Attachment](#)

Remarks/Comments - send to both DEA and project authority

Sent by - ADB, ADB

Sent on - 30 Mar 2020

### Forward to Project Authority Details

Attachment -

[View Attachment](#)

Forwarded Comments/Remarks -

send to both DEA and project authority

Forwarded by -

ADB, ADB

Forwarded on -

24 Apr 2020

### Project Authority Submitted Details

Attachment -

[View Attachment](#)

Replied Comments/Remarks -

ok nominated

Replied by -

K. Srinivas, MOPPGP

Replied on -

12 Aug 2020

Nomina

Select Loan Signing Document

Name	Designation
Ajay singh	Director
Aman Rajput	Assistant

### Final Loan Signing Documents Details

Loan Signing Document -

[Choose File](#) | No file chosen  
Only PDF, Max Size of 5MB

Final Loan Signing Remarks/Comments -

Rich text editor toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and other editing functions.

Add Final Loan Signing Remarks/Comments

### Project Related Officer list for mail alert

DEA Officer

- Rishikesh Singh-Director-
- Prakash-Assistant Section Officer-
- 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-

Project Authority

- Rizwana Bano-Assistant Section Officer-
- K. Srinivas-Additional Secretary-

Bank/Agency Officer

- ADB-Admin-

Click here to send Final Sign Doc

Click here to send New Sign Doc

[Submit Final Sign Doc](#) [Send new again](#) [Back](#)

## 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.

The screenshot displays the 'Preliminary Project Report Portal' interface. At the top, it features the Government of India logo and the text 'Preliminary Project Report Portal. Department of Economic Affairs, Ministry of Finance. Government of India.' Navigation links include 'Dashboard', 'Mission Clearance', 'Document Log', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. A search bar and user profile icons are also present. The main content area is titled 'Proposal Doc' and contains a table with columns for 'Received', 'Responded', 'Sent', 'Draft', 'Alert', and 'Closed'. A blue callout box highlights the 'Send Legal Opinion' button in the 'Send' column of the table. The table also shows document details such as '10007 - Supporting Civil Service Training Under DoPT Pr...', 'kikjkj..', 'Acknowledgment Received', and '17 Apr 2020'.

# Legal Opinion Entry Details



## Legal Opinion

10009 - - Supporting Civil Ser

View Comments

Select PPR/  
Project

Select  
Supporting  
Document

Select Legal  
Opinion  
Date

Select PPR/Project

10009 - - Supporting Civil Se

Select Supporting Document

Choose File No file chosen

(Only PDF, Max Size of 10MB)

Legal Opinion Date

DD/MM/YYYY

Remarks/Comments, if any

Add  
Remarks/  
Comments

Rich text editor with toolbar containing Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, and Print icons.

### Project Related Officer list for mail alert

#### DEA Officer

- Rishikesh Singh-Director-
- Prakash-Assistant Section Officer-
- 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-

#### Project Authority

- Rizwana Bano-Assistant Section Officer-
- K. Srinivas-Additional Secretary-

#### Bank/Agency Officer

- ADB-Admin-

Click here to  
Submit  
Record to DEA

Submit to DEA Back

## 4.16.2. How to submit acknowledgement (if required) by MDB's/BA's?

**Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

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Dashboard PPR Details Comments Meeting Details MIS Reports User Creation/Details GFR - 25 User Log User Manual Change Password Contact Us Logout

Proposal Doc

Send New Doc/Alert/Close +

Created/Received Document

1	DEA, DEA	10300 - Sustainable and Environment-friendly Industrial P...	..	Submitted	11 Aug 2020
2	DEA, DEA	10300 - Sustainable and Environment-friendly Industrial P...	..	Submitted	11 Aug 2020
	Decha Sharma, ENVFOR	10300 - Sustainable and Environment-friendly Industrial P...	..	Submitted	11 Aug 2020
	EA, DEA	10300 - Sustainable and Environment-friendly Indos	foj Orjoj Orjeo..	Submitted	11 Aug 2020

Click on Received to see the list of Legal Opinion

List of Legal Opinion sent by DEA

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

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

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Dashboard Mission Clearance Document Log User Manual Change Password Contact Us Logout

Legal Opinion

10120 - Advanced Biofuels Development Program

[View Comments](#) [View MoM](#) [View PosedDocument](#)

**Submitted Details**

Attachment	<a href="#">View Legal Opinion</a>
Legal Opinion Date	04 Jan 2020
Remarks/Comments	ok
Submitted By	Rishikesh Singh, DEA
Submitted on	11 Aug 2020

**Submit Acknowledgement**

Remarks/Comments

Submit Acknowledgment if required

Submit Acknowledgment Back

### 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.

The screenshot shows the 'Preliminary Project Report Portal' interface. The header includes the Government of India logo, the portal name, and navigation links. The main content area is divided into a left sidebar and a main panel. The sidebar has a 'Proposal Doc' section with tabs for 'Received', 'Responded', 'Sent', 'Draft', 'Alert', and 'Close'. The 'Sent' tab is highlighted. The main panel shows a 'Sent Document' table with one entry: '1 ADB, Admin, ADB 10007 - Supporting Civil Service Training Under DoPT Pr...'. A blue callout box points to the 'Sent' tab in the sidebar with the text 'Click on Sent to see the list of Submitted Legal Opinion'. Another blue callout box points to the table entry with the text 'here to see the list of Submitted Legal Opinion'.



## 4.17. PRC Before Loan Effectiveness.

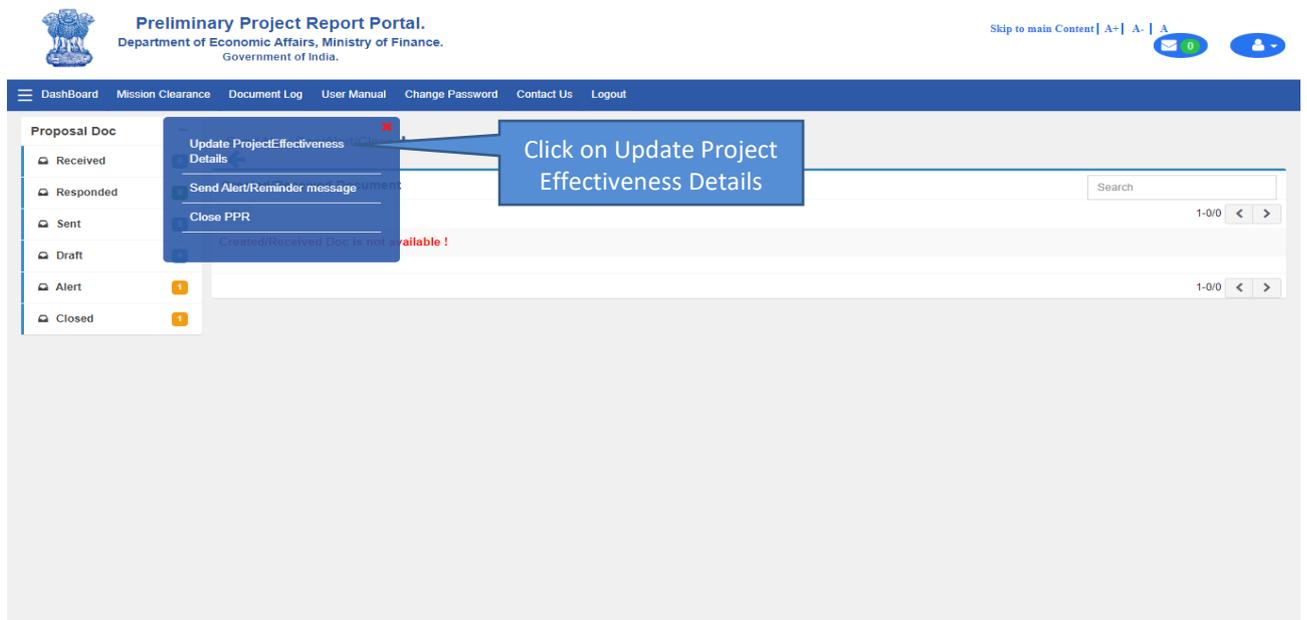
\*\*\*\*\*Function of this module is same as PRC before Loan Negotiation and PRC before Project Agreement. \*\*\*\*

## 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



## Project Effectiveness Entry Details form

 **Preliminary Project Report Portal.**  
Department of Economic Affairs, Ministry of Finance.  
Government of India.

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**Update Effectiveness Details**

Select PPR/Project Select Date Select Attachment

Select PPR/Project \*  Select Date \*  Attachment if any  No file chosen  
(Only PDF, Max Size of 5MB)

Loan Number \*

Add Loan Number

Add Remarks/  
Comments

**Project Related Officer list for mail alert**

DEA Officer	Project Authority	Bank/Agency Officer

### 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.



**Proposal Doc**

- Received 0
- Responded 0
- Sent** 1
- Draft 0
- Alert 1
- Closed 1

Send New Doc/Alert/Close +

Search

	To	Subject	Status	Date
1	ADB, Admin, ADB	10007 - "Supporting Civil Service Training Under DoPT" Pr...	vdsfsdf..	Project Effectiveness
			1-1/1	22 Apr 2020

Click on Sent to See the Updated Status of Project Effectiveness

Here you can see the Status of Project Effectiveness

### Project Effectiveness submitted details



[Update Effectiveness Details](#)

9960 - Meghalaya Power Sector Improvement Project
Project Effectiveness - <a href="#">View Project Effectiveness</a>
Loan Number - ff
Effective Date - 12 Jun 2020
Remarks/Comments - vvvvvvvvvvvvvvvvv
Sent by - Balaji K, ADB
Sent on - 24 Jun 2020

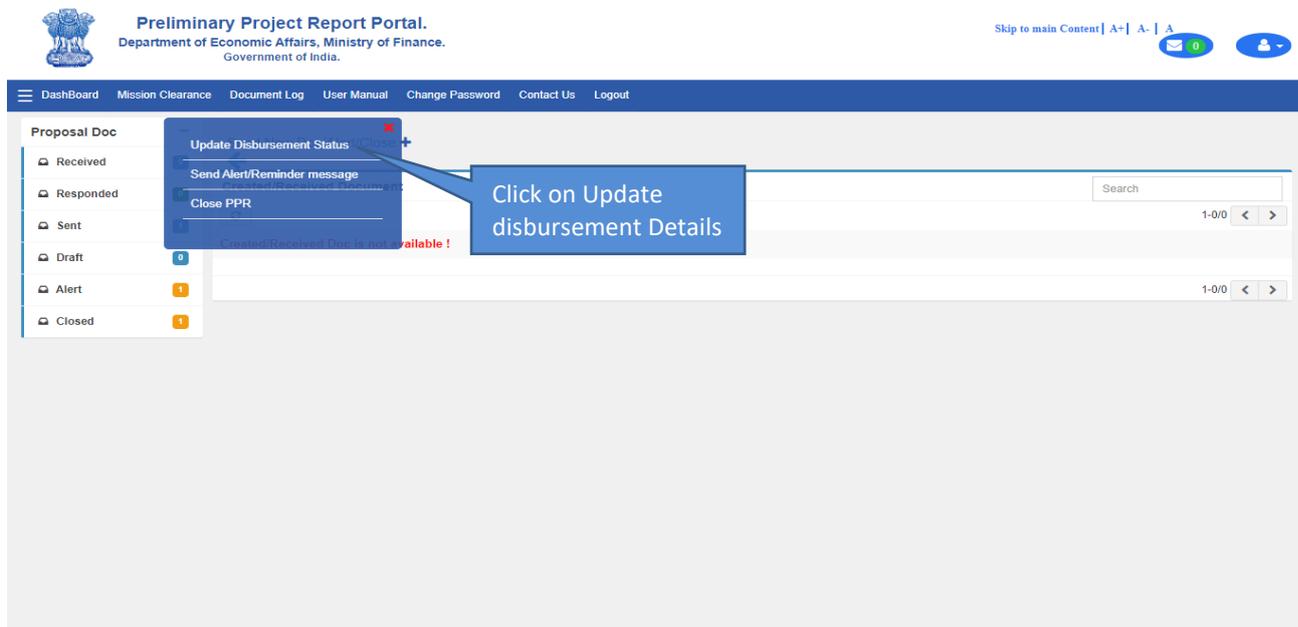
Back

## 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.



# Project Implementation and Loan Disbursement Entry Details



Project Implementation & Loan Disbursement Entry Details

Select PPR/Project  Disbursement Status  Disbursement Started Select Date

Add Remarks/  
Comments

Project Related Officer list for mail alert		
DEA Officer	Project Authority	Bank/Agency Officer

Back

## 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

The screenshot displays the user interface of the Department of Economic Affairs, Ministry of Finance, Government of India. The header includes the department name, logo, and navigation links such as 'Skip to main Content | A+ | A- | A'. A top navigation bar contains links for 'DashBoard', 'Mission Clearance', 'Document Log', 'User Manual', 'Change Password', 'Contact Us', and 'Logout'. The main content area is titled 'Project Implementation & Loan Disbursement' and shows a list of projects. A callout box points to a 'Sent' tab, stating 'Click on Sent to See the Updated Status of Project'. Another callout box points to a project entry, stating 'Here you can see the Status of Project'. The project entry shows details for '9960 - Me...', 'Remarks/...', 'Status - D...', 'Sent by - batrajn, ADB', and 'Sent on - 24 Jun 2020'. A 'Back' button is visible at the bottom of the page.