

सत्यमेव जयते



## User Manual for PPR Project Process Cycle



**National  
Informatics  
Centre**

# 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.

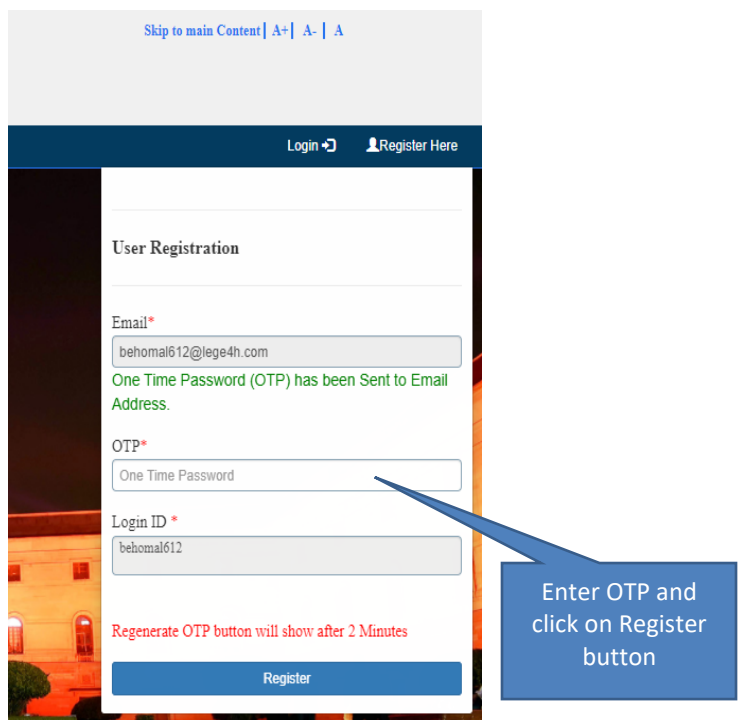
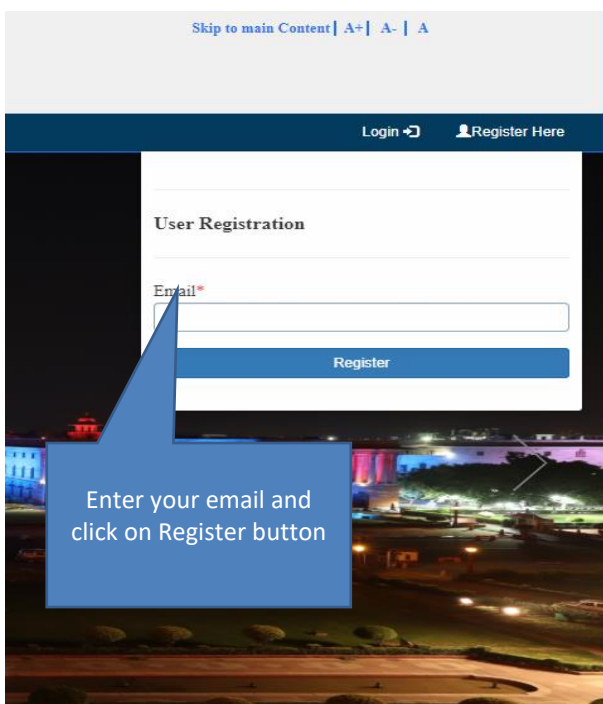
**Step 5.** Click on Register Button

**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.

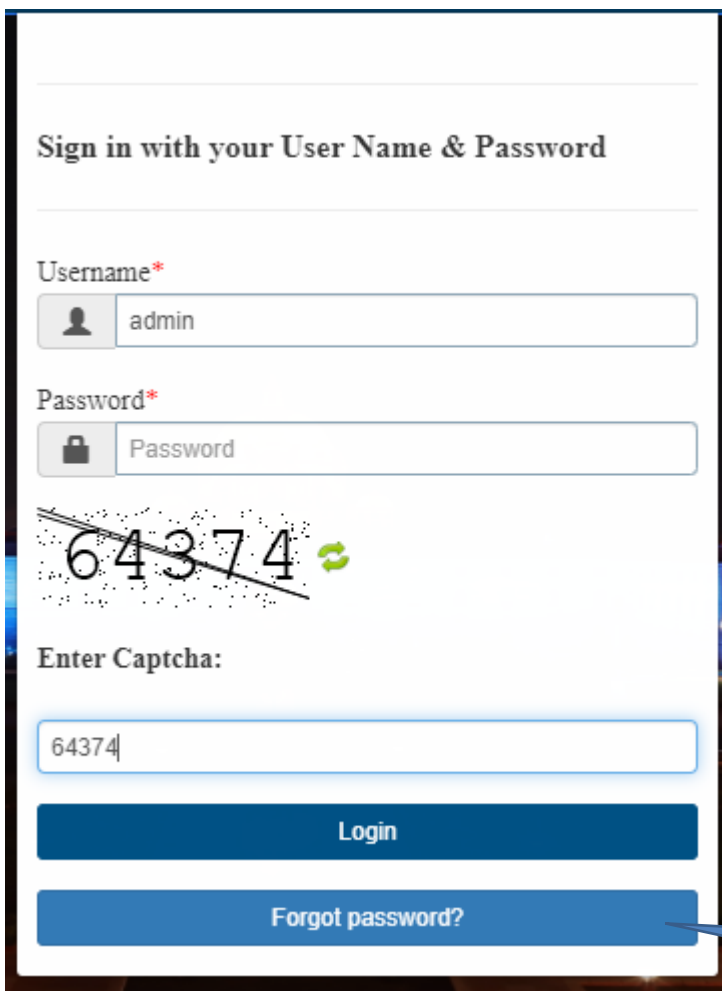
**Step 3:** Enter captcha code.

**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. A text input field below the captcha contains "64374". At the bottom of the form 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