User Manual

(Coal Mine Opening/Re-opening Permission)

Coal Mine Opening/Re-opening Permission

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User Manual

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Coal Mine Opening/Re-opening Permission

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Amendment Log

Version No.	Date	Change No.	Brief Description	Sections Changed
1.0	01/10/2016	-	First Release	-

Abbreviations:

CCO	**Coal Controller's Organisation**
NIC	**National Informatics Centre**
HQ	**Head Quarter**
RO	**Regional Office**
OSD	**Officer on Special Duty**

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INTRODUCTION

1.1 Purpose

The purpose of this document is to provide an interface between the users and Coal Mine Opening/Re-opening Permission system for online application by users and approval. This will assist the users to understand various features of the software and will enable them to operate the software independently on their computers. It will also help to impart training to new users and to clarify doubts and answer queries posed by the users.

1.2 Scope

This user manual is meant for all Coal mines owners who are required to apply for Mine opening/re-opening permission and submit to the Coal Controller's Organisation (CCO) and are expected to use the system for the permission and the officials of CCO from Headquarters and Regional Offices who will scrutinize and examine those applications filed by the users and grant / reject the permission on case to case basis based on observations.

1.3 Brief Overview

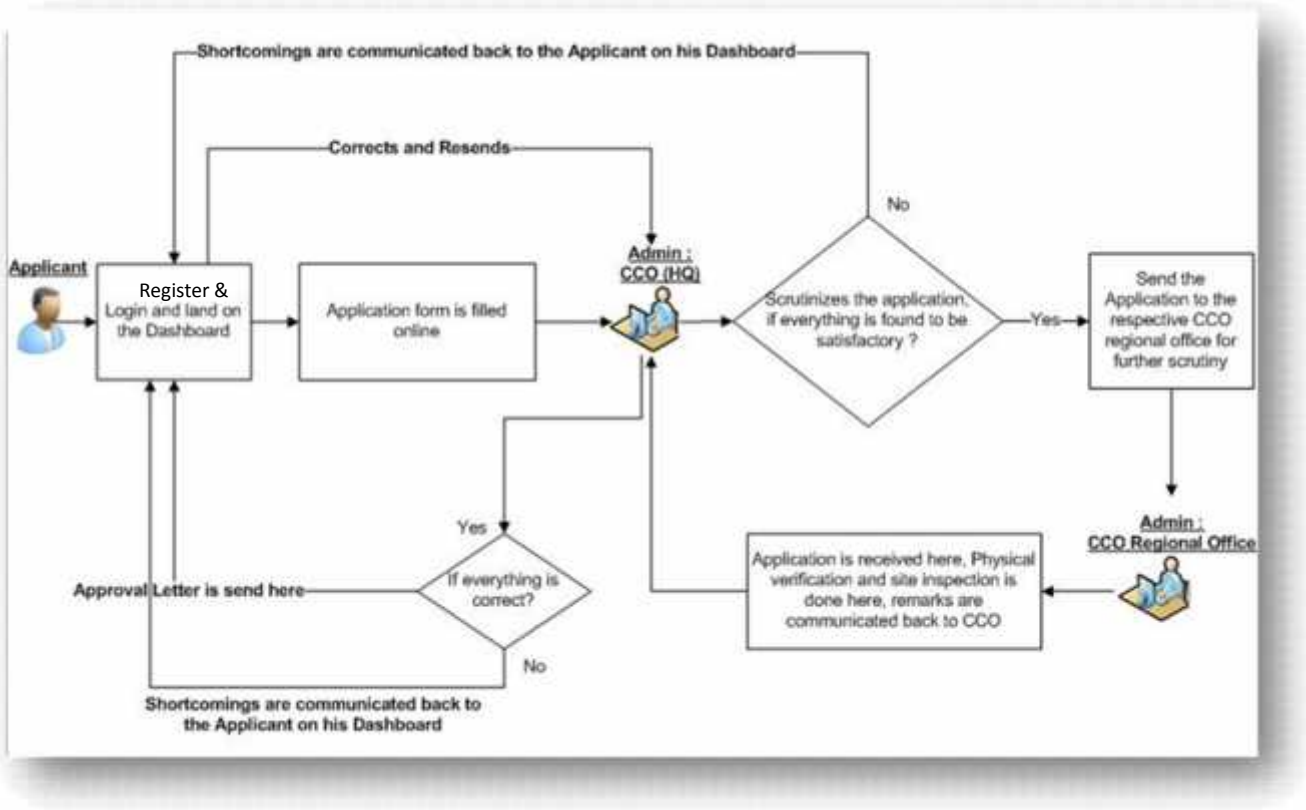
Mine Opening/Re-opening Permission is required by the mine owners to initiate mining operations in the said mine. Mine may have multiple seams and permissions for opening may be sought for single seam or for multiple seams or a section of seam by the owner of the mine.

There may be requests where mine had been closed due to some reason and now re-opening is required by the mine owner, they need to apply for the mine re-opening permission as well, no mine operations can be started until the permission has been obtained from CCO, for the minute scrutiny and site inspection reports CCO send it further from its headquarters to its the regional offices. Based on the physical verification by regional officers and their observations, CCO grant /reject the permission to the user.

Following are the stakeholders for the process:

1) Applicant mine owners seeking permission
2) CCO Headquarters
3) CCO Regional offices (at 7 coal bearing States)

1.4 Summary of Flow



Description of Workflow:

New Users are required to register into the system and generate login credentials. After successful registration, one activation link is sent on the registrant's given email ID in the registration form. User has to activate the link to use the login credentials to login into the system.

Once user is logged in into the system, new application for permission can be filled by him and submitted. The filled application is received by CCO Hqrs who examines the application and if not found in order, can revert to the applicant for correction and re-submission. The accepted applications are forwarded by CCO Hqrs to concerned Regional Officers for verification, physical examination and observations. Regional officers may submit report to CCO Hqrs as many times and CCO HQrs can revert to regional officers multiple times until CCO Hqrs takes a decision to grant / reject the permission. CCO Hqrs would upload the permission letter in the online system which could be viewed / downloaded by all stakeholders.

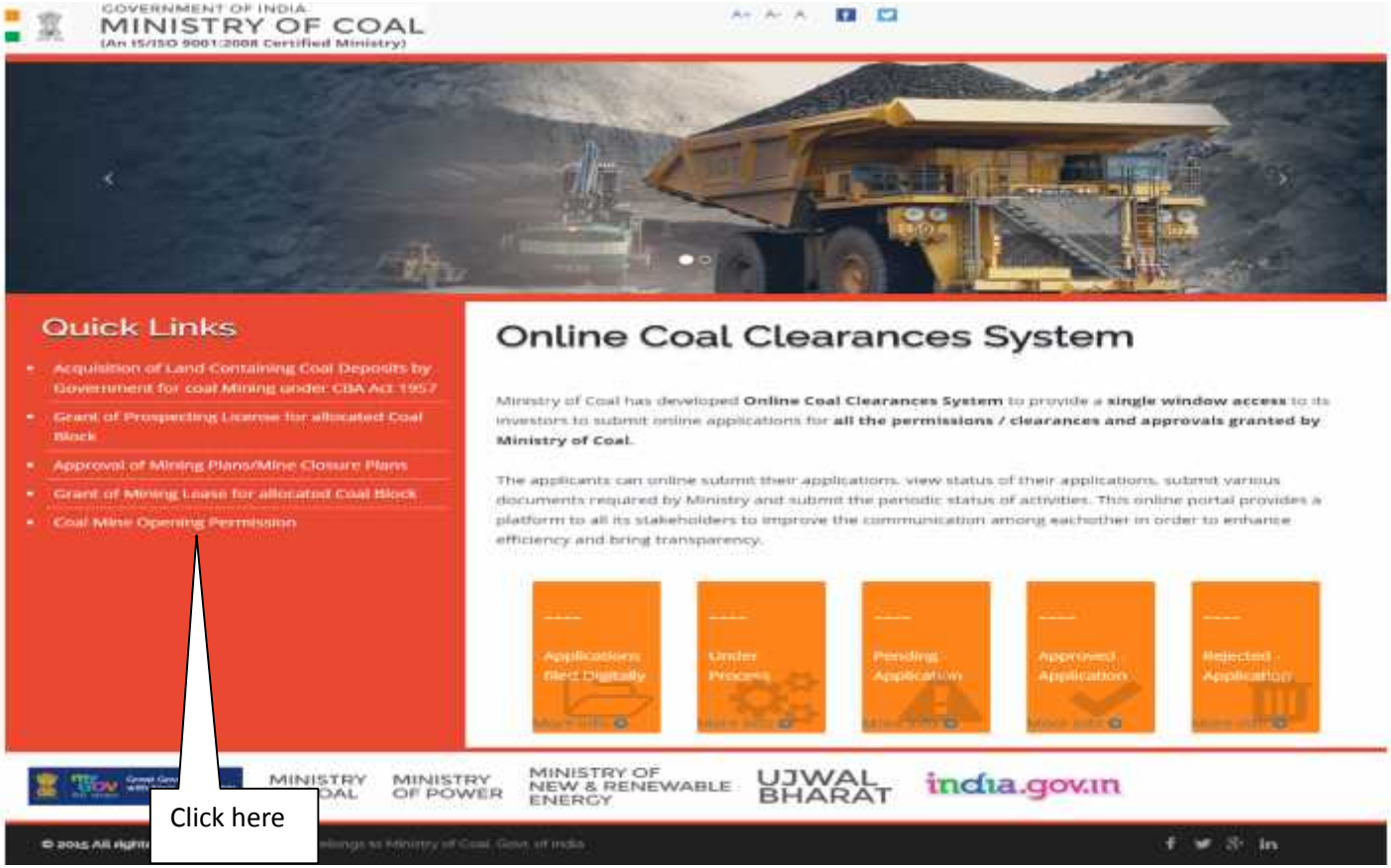
The applicants may note that the whole application is divided into 8 parts. Before proceeding to next part of the application form, they must save the application. Once saved, they can come back again and resume the same application from Saved application option. Users can also see the status of their submitted applications. The applications sent back by CCO Hqrs to applicants will show up in View Application Status link on their home page.

1.5 Contact Details / Problem Reporting

Dr. Sujoy Majumdar
OSD (Mines)
Coal Controller's Organisation
KolKata
Email: coalcont-wb@nic.in

2.0 **HOW TO USE THE SYSTEM?**

Users must have Internet connectivity of reasonable speed to use this web application. To access the system, users are required to open the following web address **(http://coalclearances.gov.in)** and click on **Coal Mine Opening Permission** link (shown below).

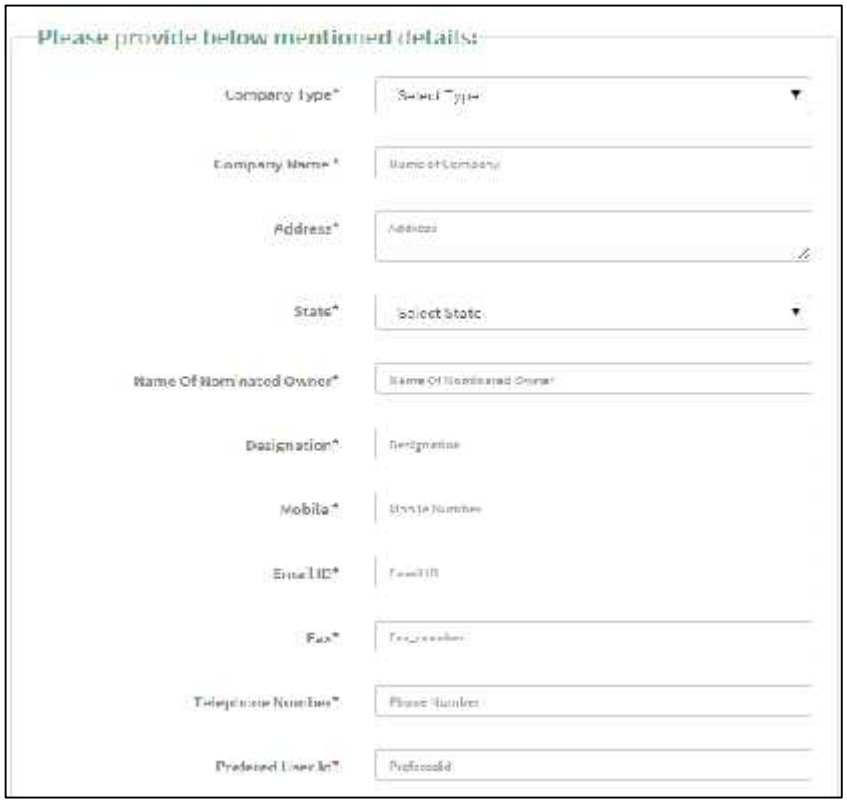


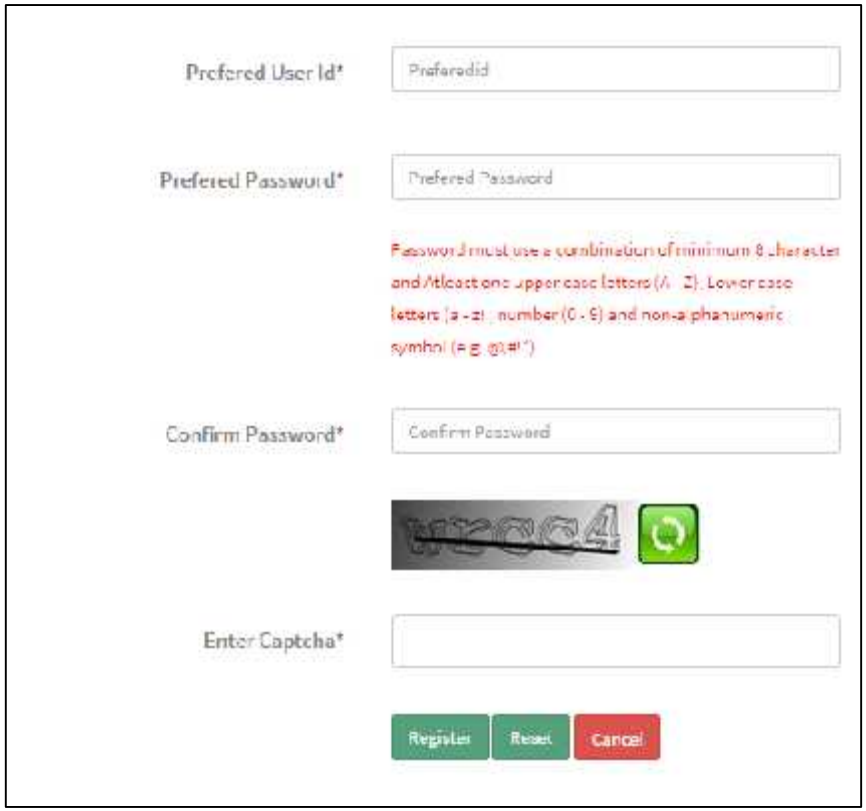
(Screen 1)

This page has the following options:

i. New Register
ii. Login

New Registration – User will be entering a username [this username will be verified in the database to avoid duplicity] and some additional Information to register, once the registration is done the username and password will be saved in the database for future use and Applicant will be navigated to his dashboard.



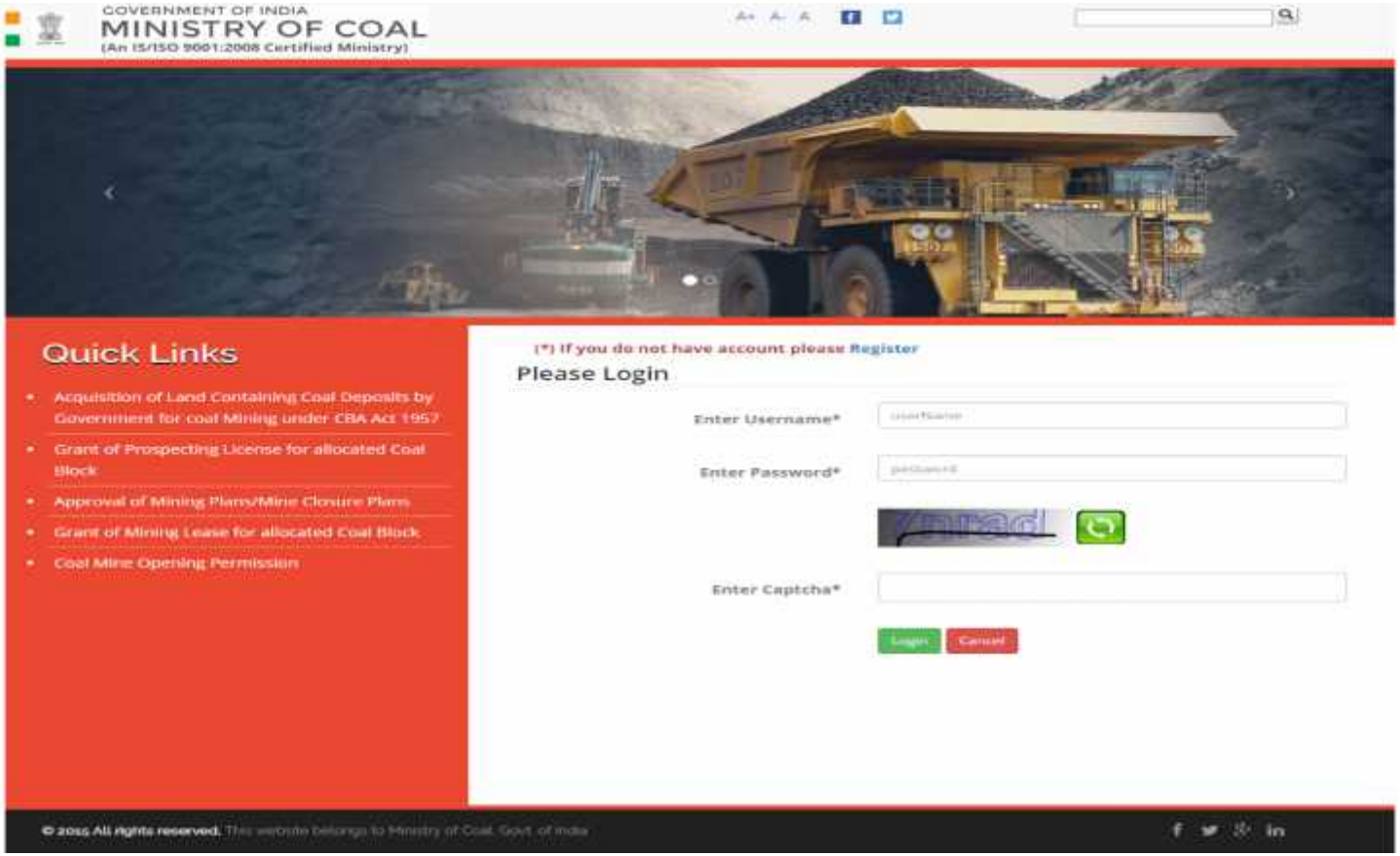

Prefered User Id*
Preferedid
Prefered Password*
Prefered Password
Password must use a combination of minimum 8 character and Atleast one upper case letters (A - Z), Lower case letters (a - z), number (0 - 9) and non-a phanumeric symbol (e.g. @#$*)
Confirm Password*
Confirm Password
Enter Captcha*
Register
Reset
Cancel

(Screen 2)

Guidelines for filling in the register form :-

1. **Company Type**: Applicant will select his *Company type* here, which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory**.
2. **Company Name:** Applicant will enter his *Company Name* here, which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
3. **Address:** Applicant will enter his *Address* here, which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
4. **State**: Applicant will select his *State* here, which is mandatory and should not exceed 50 characters**. Entry to this field is mandatory.**
5. **Name of Nominated Owner**: Applicant will enter his *Name of Nominated Owner* here, which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
6. **Designation:** Applicant will enter his *Designation* here, which is mandatory and should not exceed 50 characters. Entry to this field is mandatory.
7. **Mobile**: Applicant will enter his *Mobile No*. here, which is mandatory and should not exceed 10 characters. Entry to this field is mandatory.
8. **Email ID**: Applicant will enter his *Email ID* here, which is mandatory, should not exceed 200 characters and should have (@) symbol. Entry to this field is mandatory.
9. **Fax:** Applicant will enter his *fax* here, which is mandatory, should not exceed 12 characters. Entry to this field is mandatory.
10. **Telephone Number:** Applicant will enter his Phone No., which is mandatory and should not exceed 12 characters. Entry to this field is mandatory.
11. **Preferred User Id:** Applicant will enter Preferred User Id, which is mandatory and should not exceed 50 characters. Entry to this field is mandatory.
12. **Preferred Password:** Applicant will enter the *Preferred Password* shown next to this text field. Entry to this field is mandatory.
13. **Confirm Password:** Applicant will enter the *Confirm Password* shown next to this text field. Entry to this field is mandatory.
14. **Enter Captcha:** Applicant will enter the *Captcha* code shown next to this text field. Entry to this field is mandatory.
15. **Register:** Selecting this button will register the applicant and save the details in the database, also an email will be send to the applicant after successful registration.
16. **Reset:** Selecting this button will reset all fields.
17. **Cancel:** Selecting this button will navigate to the login screen.

Login – User will enter the login credentials to login. If Applicant is landing here for the first time, he can register using the register link present on the top of the page.



(Screen 3)

***New Users not having Login Credential Code will have to register into the system to generate their login and password . In this Sign-up form (Screen 2) they will be required to submit various details like email, telephone number, mobile number, address, Preferred User Id and *Preferred Password* details etc.

Email Address should be valid and provided carefully as all communication by the Department will take place at the email address furnished.

Once users fill the Sign-up form and press the **Submit** button , an email will be send to email address which they have given during sign up process. Now they can login and will be navigated to his dashboard.

Guidelines for filling in the login form :-

1. **Enter Username**: Applicant will enter Username he has entered during registration; this is a mandatory field in which maximum 30 characters can be entered. **Entry to this field is mandatory**.
2. **Enter Password:** Applicant will enter Password provided to him on Registration, this is a mandatory field. **Entry to this field is mandatory.**
3. **Enter Captcha:** Applicant will enter the Captcha code shown next to this text field, each time the applicant lands on this screen a different Captcha code will be generated, this is a mandatory field. **Entry to this field is mandatory.**
4. **Login**: Navigate user to his Dashboard.

Dashboard :

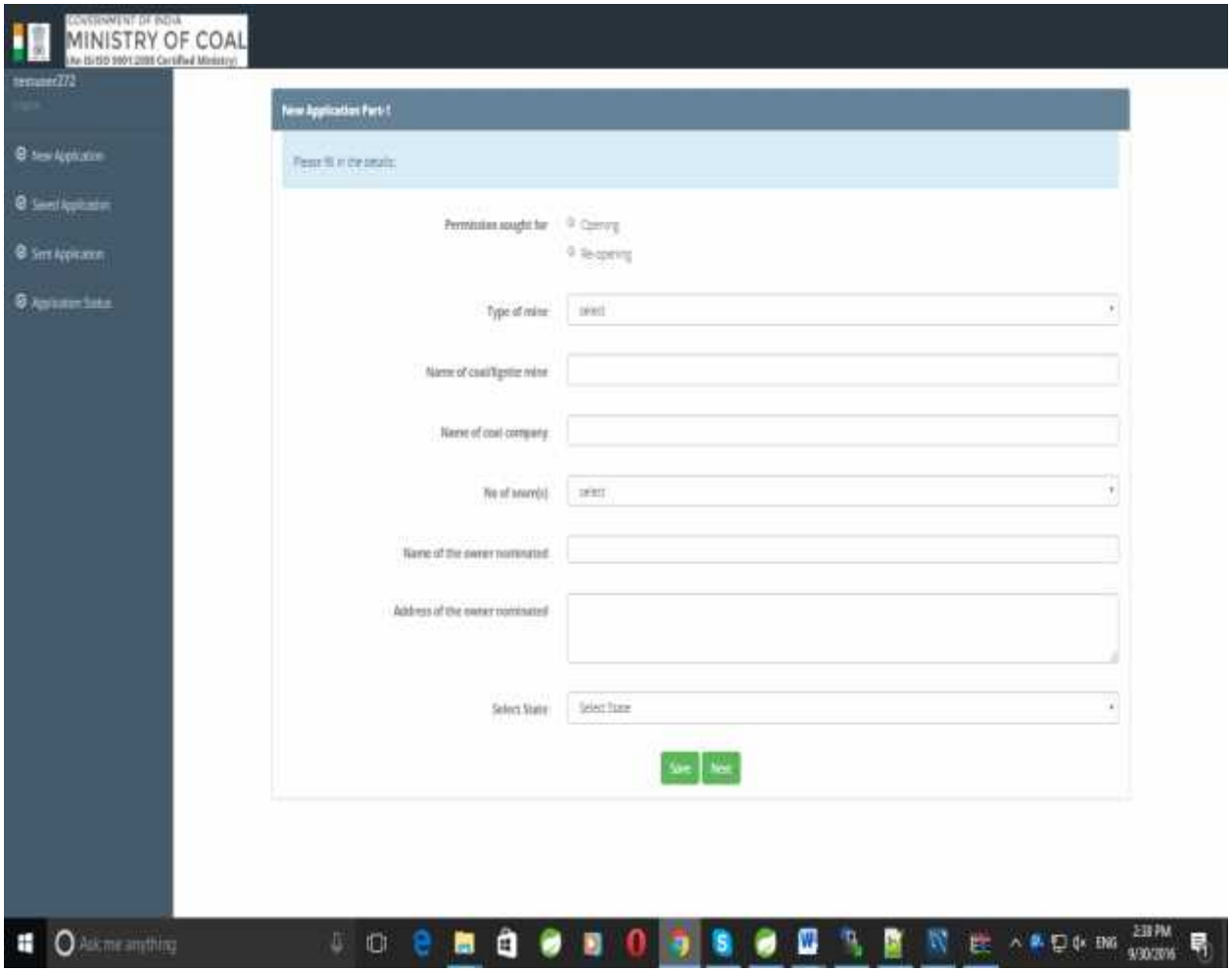
(Screen 4)

Following will be included in the Dashboard:

1) **New Application:** Selecting this button will open the new application screen as shown in the below screenshot.
2) **Saved Application:** Selecting this button will open the saved application screen as shown in the below screenshot.
3) **Sent Application:** Selecting this button will open the sent application screen as shown in the below screenshot.
4) **Application Status:** Selecting this button will open the application status screen as shown in the below screenshot
5) **Log Out:** Selecting this button will Logout the applicant from his Dashboard.

1. **New Application tab:**

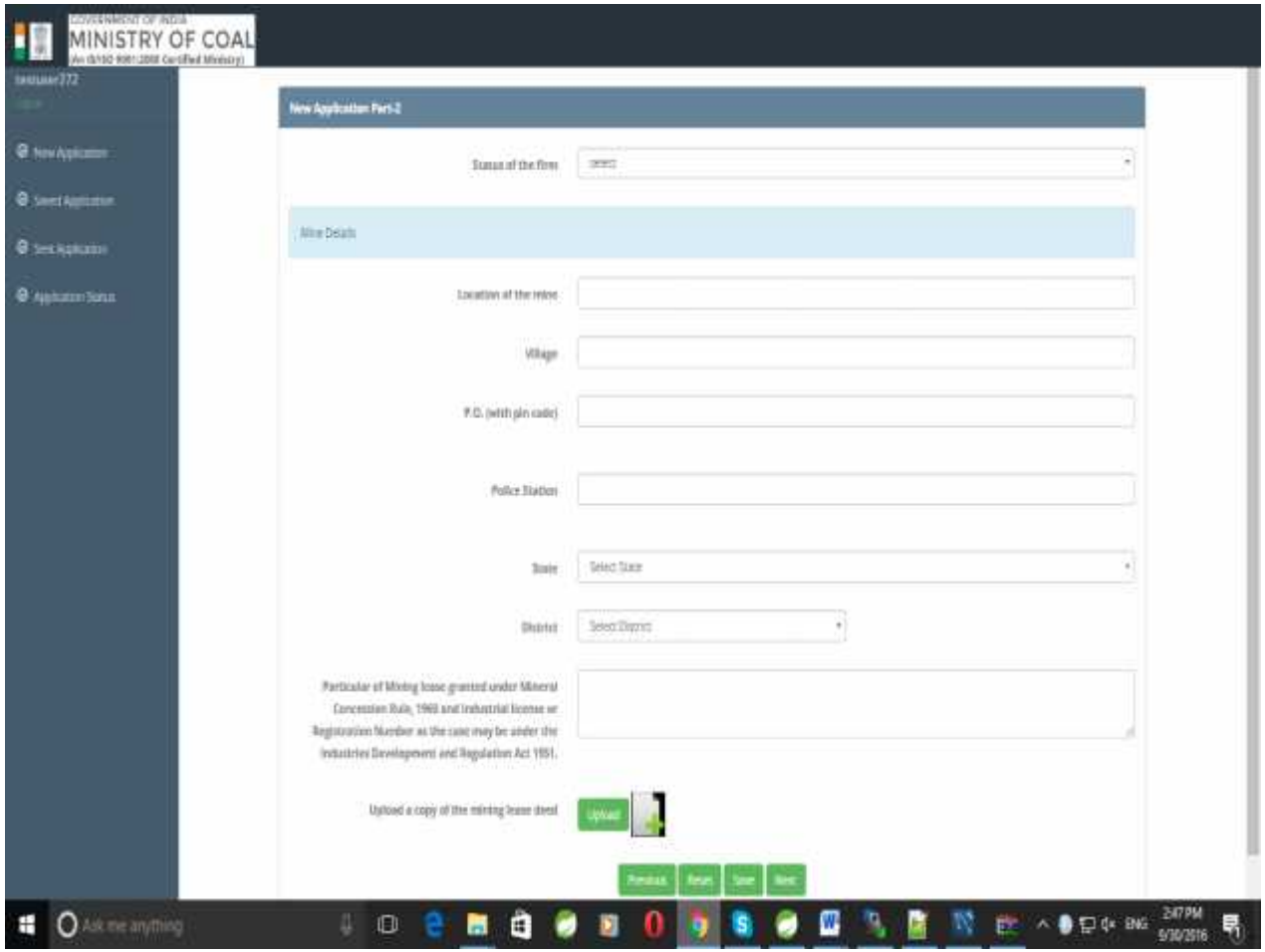
Applicants can apply for Mine Opening or re-opening Permission. Selecting New Application tab will navigate Applicant to the Mine Opening new Application Screen. This will display the application form which will be filled by the Applicant and submit it. He can save the application before submitting it and then submit later on.


MINISTRY OF COAL
New Application
Saved Application
Sent Application
Application Status
Permission sought for
Opening
Re-opening
Type of mine
Name of coal/lignite mine
Name of coal company
Name of the owner nominated
Address of the owner nominated
Select State
Save
Next

(Screen 5)

Guidelines for filling in the form part one :-

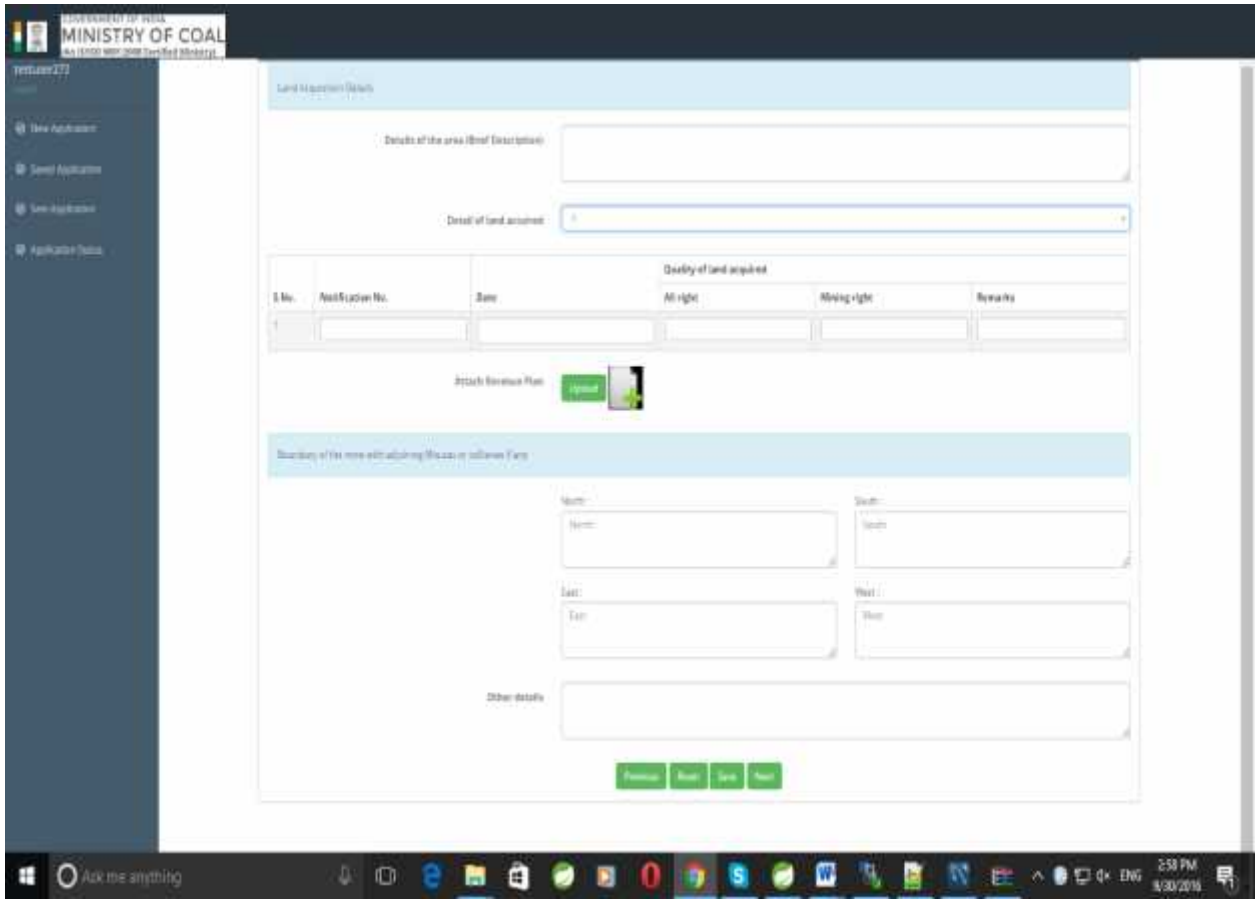
5. **Permission sought for**: Applicant will select one of the options. **Entry to this field is mandatory**.
6. **Type of mine:** Applicant will select one of the options. **Entry to this field is mandatory.**
7. **Name of coal/lignite mine:** Applicant will enter *Name of coal/lignite mine* which is mandatory and should not exceed 200 characters. **Entry to this field is mandatory.**
8. **Name of Coal Company**: Applicant will enter *Name of Coal Company* which is mandatory and should not exceed 200 characters**. Entry to this field is mandatory.**
9. **No of seam(s)**: Applicant will select (no of seam) one of the options. **Entry to this field is mandatory.**
10. **Name of the owner nominated:** Applicant will enter *Name of the owner nominated* which is mandatory and should not exceed 50 characters. Entry to this field is mandatory.
11. **Address of the owner nominated: :** Applicant will enter *Address of the owner nominated* which is mandatory and should not exceed 50 characters. Entry to this field is mandatory.
12. **Select State**: Applicant will select (State) one of the options. Entry to this field is mandatory.


MINISTRY OF COAL
New Application Part-2
Status of the firm
Mine Details
Location of the mine
Village
P.O. (with pin code)
Police Station
State
Select State
District
Select District
Particular of Mining lease granted under Mineral Concession Rule, 1960 and Industrial license or Registration Number as the case may be under the Industries Development and Regulation Act 1951.
Upload a copy of the mining lease deed
Upload
Previous
Reset
Save
Next
Ask me anything
ENG
2:47 PM
9/30/2016

(Screen 6)

Guidelines for filling in the form part two :-

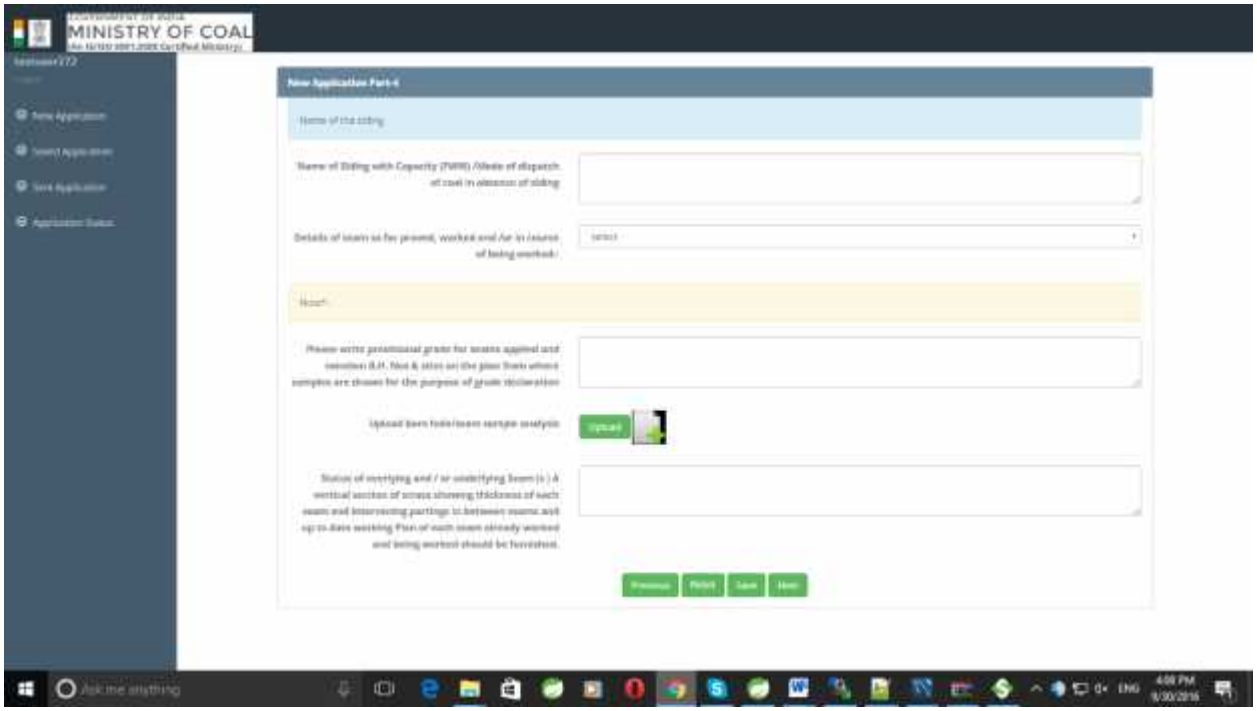
1. **Status of the firm**: Applicant will select one of the options. **Entry to this field is mandatory**.
2. **Location of the mine:** Applicant will enter *Location of the mine* is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
3. **Village:** Applicant will enter *Village* which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
4. **P.O. (with pin code)**: Applicant will enter *P.O. (with pin code)* which is mandatory and should not exceed**. Entry to this field is mandatory.**
5. **Police Station**: Applicant will enter *Police Station* which is mandatory and should not exceed 50. **Entry to this field is mandatory.**
6. **State:** Applicant will select (State) one of the options. Entry to this field is mandatory.
7. **District**: Applicant will select (District) one of the options. Entry to this field is mandatory.
8. **Particular of Mining lease granted under Mineral Concession Rule, 1960 and Industrial license or Registration Number as the case may be under the Industries Development and Regulation Act 1951**: Applicant will enter *Particular of Mining lease granted under Mineral Concession Rule, 1960 and Industrial license or Registration Number as the case may be under the Industries Development and Regulation Act 1951*which is mandatory and should not exceed 50 characters. Entry to this field is mandatory.
9. **Upload a copy of the mining lease deed**: Applicant will *upload a copy of the mining lease deed* which is mandatory and should not exceed 50 characters. Entry to this field is mandatory.



(Screen 7)

Guidelines for filling in the form part three :-

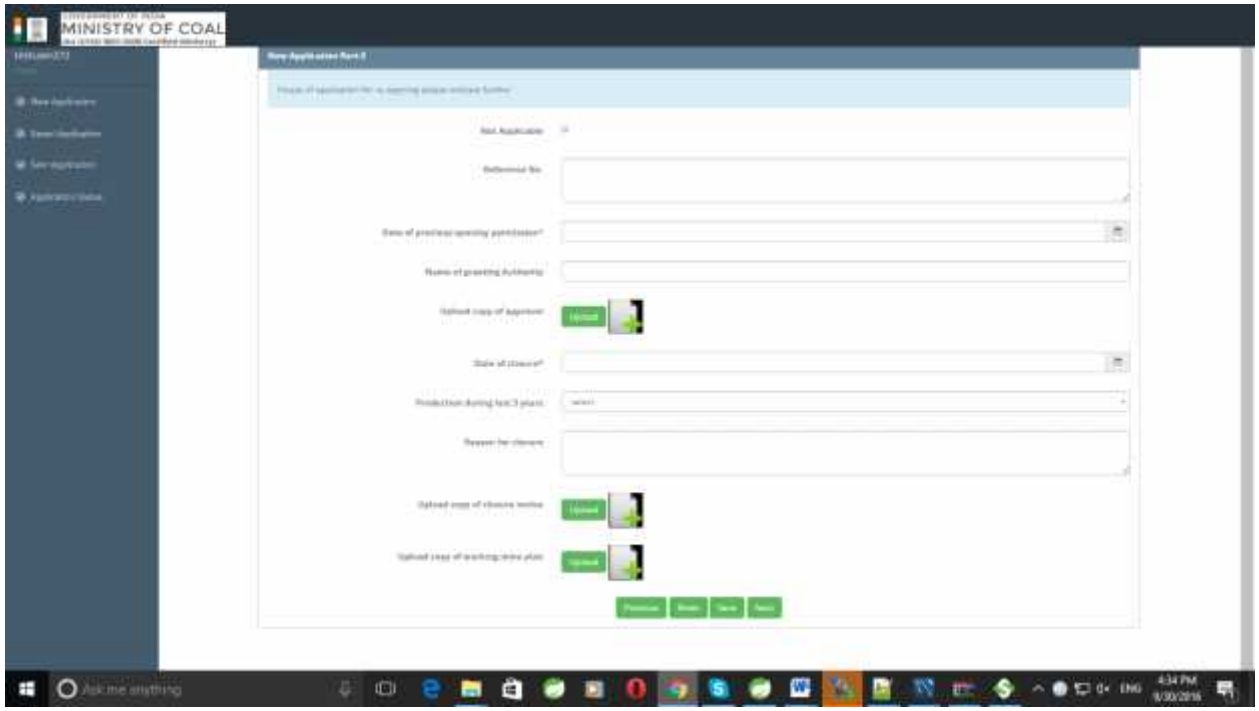
1. **Details of the area (Brief Description)**: Applicant will enter *Details of the area* which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory**.
2. **Detail of land acquired:** Applicant will select one of the options. **Entry to this field is mandatory.**
3. **Attach Revenue Plan:** Applicant will upload file which should not be more than 5 MB, it should be in .pdf format. **Entry to this field is mandatory.**
   Boundary of the mine with adjoining Mouzas or collieries if any
4. **North**: Applicant will enter *North* which is mandatory and should not exceed 200 characters. **Entry to this field is mandatory.**
5. **South**: Applicant will enter *South* which is mandatory and should not exceed 200 characters. **Entry to this field is mandatory.**
6. **East:** Applicant will enter *East* which is mandatory and should not exceed 200 characters. Entry to this field is mandatory.
7. **West**: Applicant will enter *West* which is mandatory and should not exceed 200 characters. Entry to this field is mandatory.
8. **Other detail**: Applicant will enter other detail. Entry to this field is mandatory.



(Screen 8)

Guidelines for filling in the form part four :-

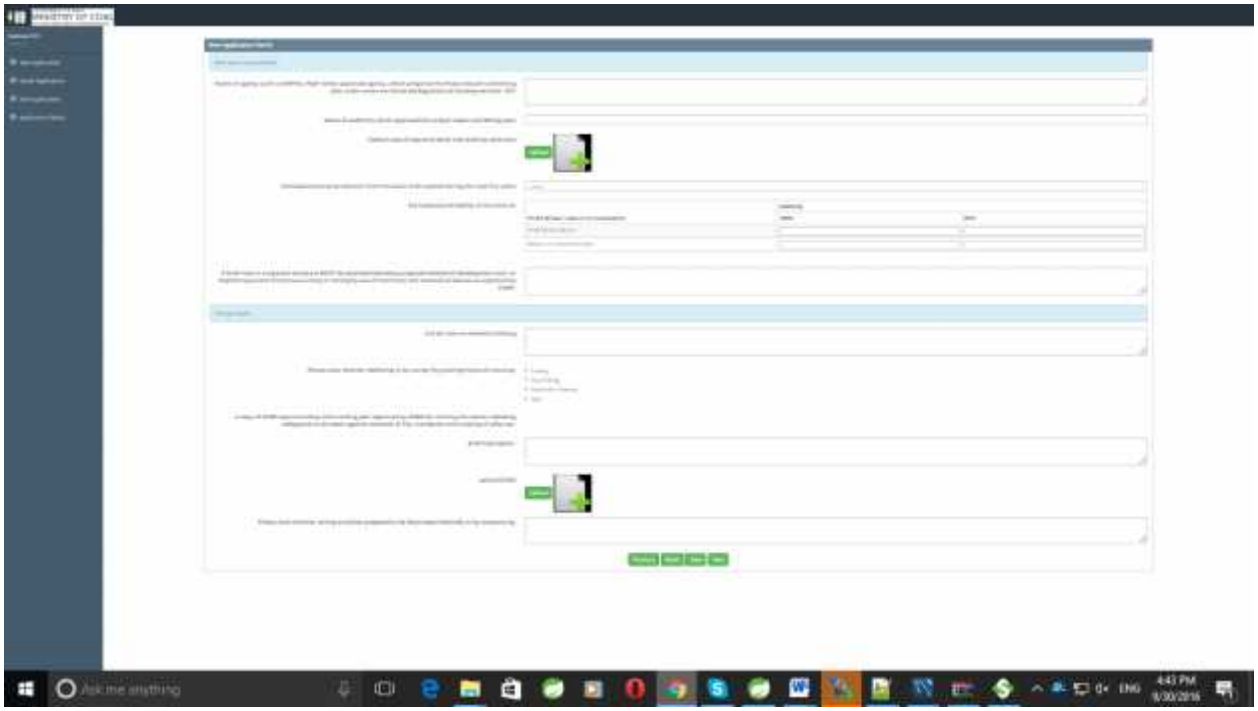
1. **Name of Siding with Capacity (FWW) /Mode of dispatch of coal in absence of siding**: Applicant will enter the *Range* which is mandatory and should not exceed 200 characters. **Entry to this field is mandatory**.
2. **Details of seam so far proved, worked and /or in course of being worked:** Applicant will select one of the options. **Entry to this field is mandatory.**
3. **Please write provisional grade for seams applied and mention B.H. Nos & sites on the plan from where samples are drawn for the purpose of grade declaration:** Applicant will enter '*Please write provisional grade for seams applied and mention B.H. Nos & sites on the plan from where samples are drawn for the purpose of grade declaratio*n' which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
4. **Upload bore hole/seam sample analysis**: Applicant will enter the *Upload bore hole/seam sample analysis* which is mandatory and should not exceed 50 characters**. Entry to this field is mandatory.**
5. **Status of overlying and / or underlying Seam (s) A vertical section of strata showing thickness of each seam and intervening partings in between seams and up to date working Plan of each seam already worked and being worked should be furnished.**: Applicant will enter the *Status of overlying and / or underlying Seam (s) A vertical section of strata showing thickness of each seam and intervening partings in between seams and up to date working Plan of each seam already worked and being worked should be furnished,* which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**



(Screen 9)

Guidelines for filling in the form part five :-

1. **Not Applicable**: If Applicant will select this checkbox then the screen will be disabled. **Entry to this field is mandatory**.
2. **Reference No.:** Applicant will enter the *Reference No.* which is mandatory and should not exceed 200 characters. **Entry to this field is mandatory.**
3. **Date of previous opening permission:** Applicant will select the date from the field. **Entry to this field is mandatory.**
4. **Name of granting Authority**: Applicant will enter the *Name of granting Authority* which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
5. **Upload copy of approval:** Applicant will select file in .pdf form which should not exceed 5 MB file size . **Entry to this field is mandatory.**
6. **Date of closure**: Applicant will select the date from the field . **Entry to this field is mandatory.**
7. **Production during last 3 years**: Applicant will select one option from the drop down . **Entry to this field is mandatory.**
8. **Reason for closure**: Reason of closure should be written by Applicant which is mandatory and should not exceed 200 characters. **Entry to this field is mandatory.**
9. **Upload copy of closure notice**: Applicant will select file in .pdf form which should not exceed 5 MB file size. **Entry to this field is mandatory.**
10. **Upload copy of working mine plan**: Applicant will select file in .pdf form which should not exceed 5 MB file size. **Entry to this field is mandatory.**



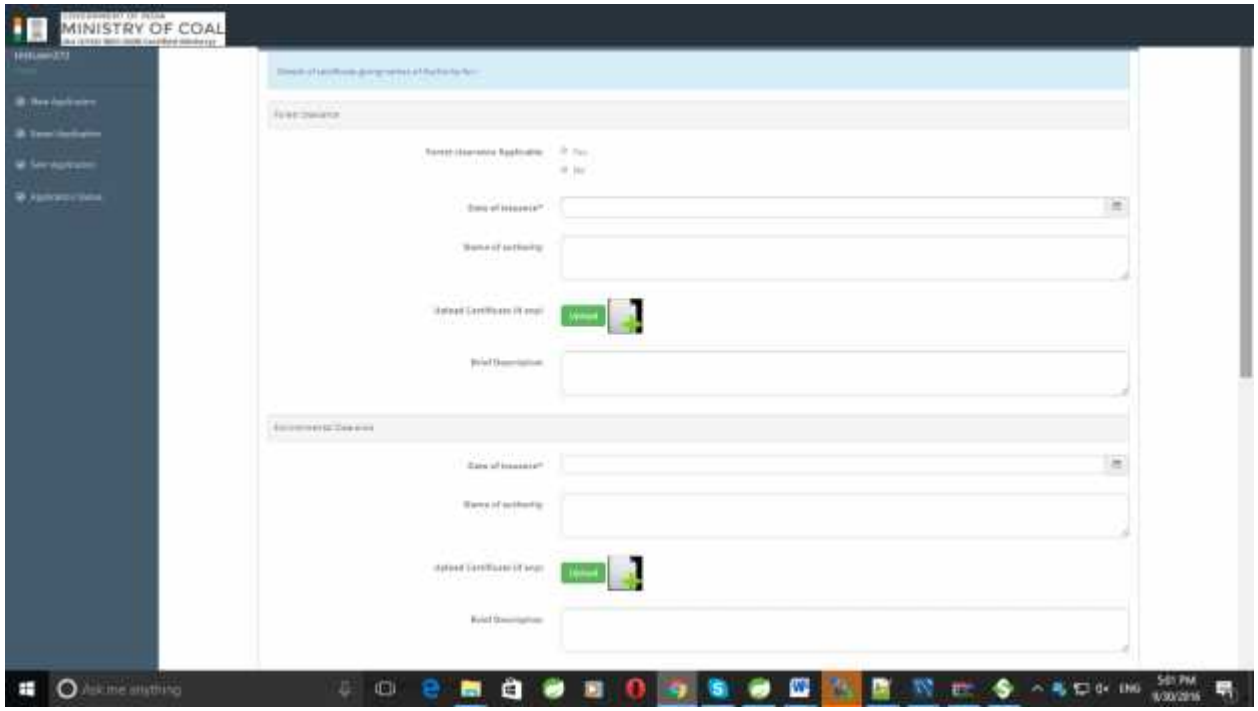
(Screen 10)

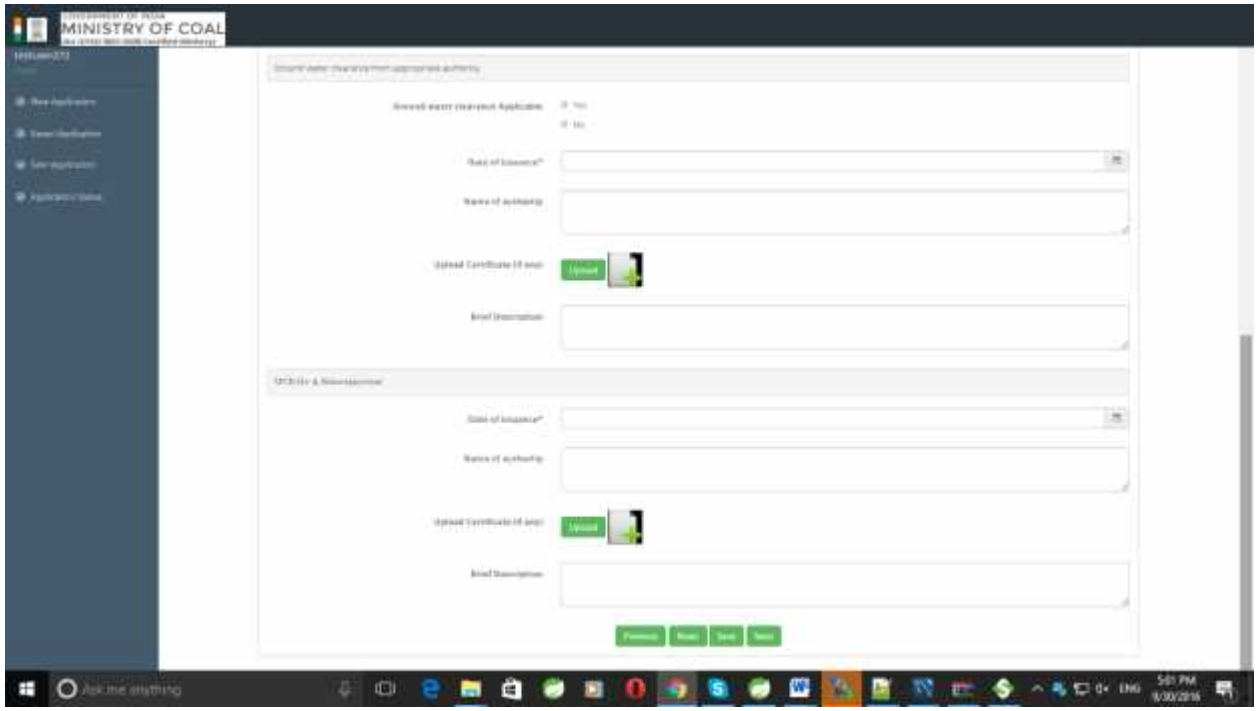
Guidelines for filling in the form part six :-

1. **Name of agency such as CMPDIL/ RQP/ Other approved agency, which prepared the Project Report and Mining plan under mines and Minerals (Regulation & Development) Act 1957**: Applicant will enter the *Name of agency which prepared the Project Report and Mining plan under mines and Minerals(Regulation & Development)Act 1957*which is mandatory and should not exceed 200 characters. **Entry to this field is mandatory**.
2. **Name of authority which approved the project report and Mining plan:** Applicant will enter the *Name of authority which approved the project report and Mining plan* which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
3. **Upload copy of approval letter and working mine plan:** Applicant will select file in .pdf form which should not exceed 5 MB file size . **Entry to this field is mandatory.**
4. **Anticipated annual production from the seam to be opened during the next five years:** Applicant will choose one of the options. **Entry to this field is mandatory.**
5. **Anticipated profitability of the mine at: (Capacity)**
   a. Profit & loss (Rs./T) : Applicant will enter the***100%*** which is mandatory and should not exceed 50 characters.

   b. Profit & loss (Rs./T) : Applicant will enter the***85%***which is mandatory and should not exceed 200 characters.
6. **A brief note in a separate annexure MUST be attached indicating proposed method of development and / or Depillaring extent of manual mining or mining by use of machinery and mechanical devices as approved by DGMS.**: Applicant will enter the*A brief note in a separate annexure MUST be attached indicating proposed method of development and / or Drilling extent of manual mining or mining by use of machinery and mechanical devices as approved by DGMS* which is mandatory and should not exceed 200 characters**. Entry to this field is mandatory.**
7. **A brief note on method of Mining**: Applicant will enter a brief note **. Entry to this field is mandatory.**
8. **Please state whether depillaring is by caving/ dry packing/hydraulic stowing**: Applicant will choose one of the options**. Entry to this field is mandatory.**

9. **A copy of DGMS approval along with working plan approved by DGMS for working the seams indicating safeguards to be taken against outbreak of fire, inundation and crushing of pillar etc**
10. **Brief Description**: Applicant will enter brief description. **Entry to this field is mandatory.**
11. **Upload DGMS**: Applicant will select file in .pdf form which should not exceed 5 MB file size**. Entry to this field is mandatory.**
12. **Please state whether mining activities proposed to be done departmentally or by outsourcing:** Applicant will enter mining activities **Entry to this field is mandatory.**


MINISTRY OF COAL



(Screen 11)

Guidelines for filling in the form part seven :-

Details of certificate giving names of Authority for:-

Forest clearance

1. **Forest clearance Applicable**: Applicant will choose one of the option. **Entry to this field is mandatory**.
2. **Date of issuance:** Applicant will choose one of the option. **Entry to this field is mandatory.**
3. **Name of authority:** Applicant will enter the *Name of authority* which is mandatory and should not exceed 200 characters. **Entry to this field is mandatory.**
4. **Upload Certificate (if any):** Applicant will select file in .pdf which should not exceed 5 MB file form size. **Entry to this field is mandatory.**
5. **Brief Description:** Applicant will enter brief description. **Entry to this field is mandatory.**

Environmental Clearance

6. **Date of issuance:** Applicant will choose one of the. **Entry to this field is mandatory.**
7. **Name of authority:** Applicant will enter the *Name of authority* which is mandatory and should not exceed 200 characters. **Entry to this field is mandatory.**
8. **Upload Certificate (if any):** Applicant will select file in .pdf which should not exceed 5 MB file form size. **Entry to this field is mandatory.**
9. **Brief Description:** Applicant will enter brief description. **Entry to this field is mandatory.**

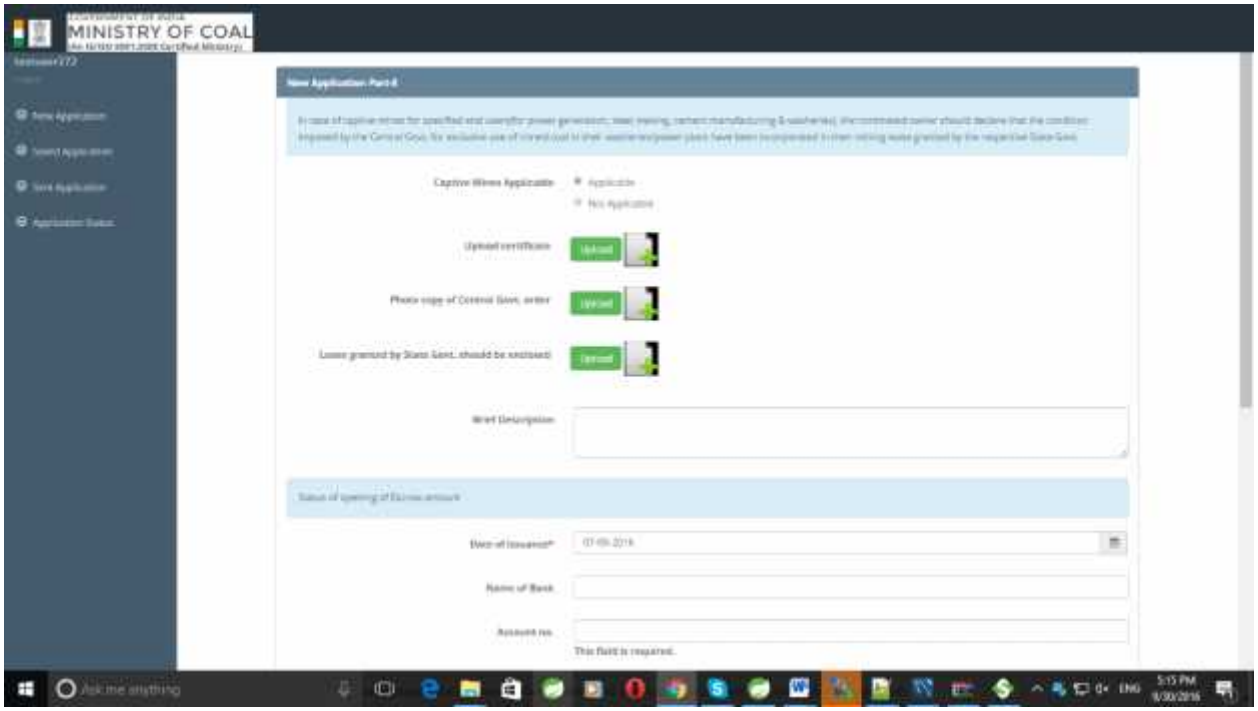
Ground water clearance from appropriate authority.

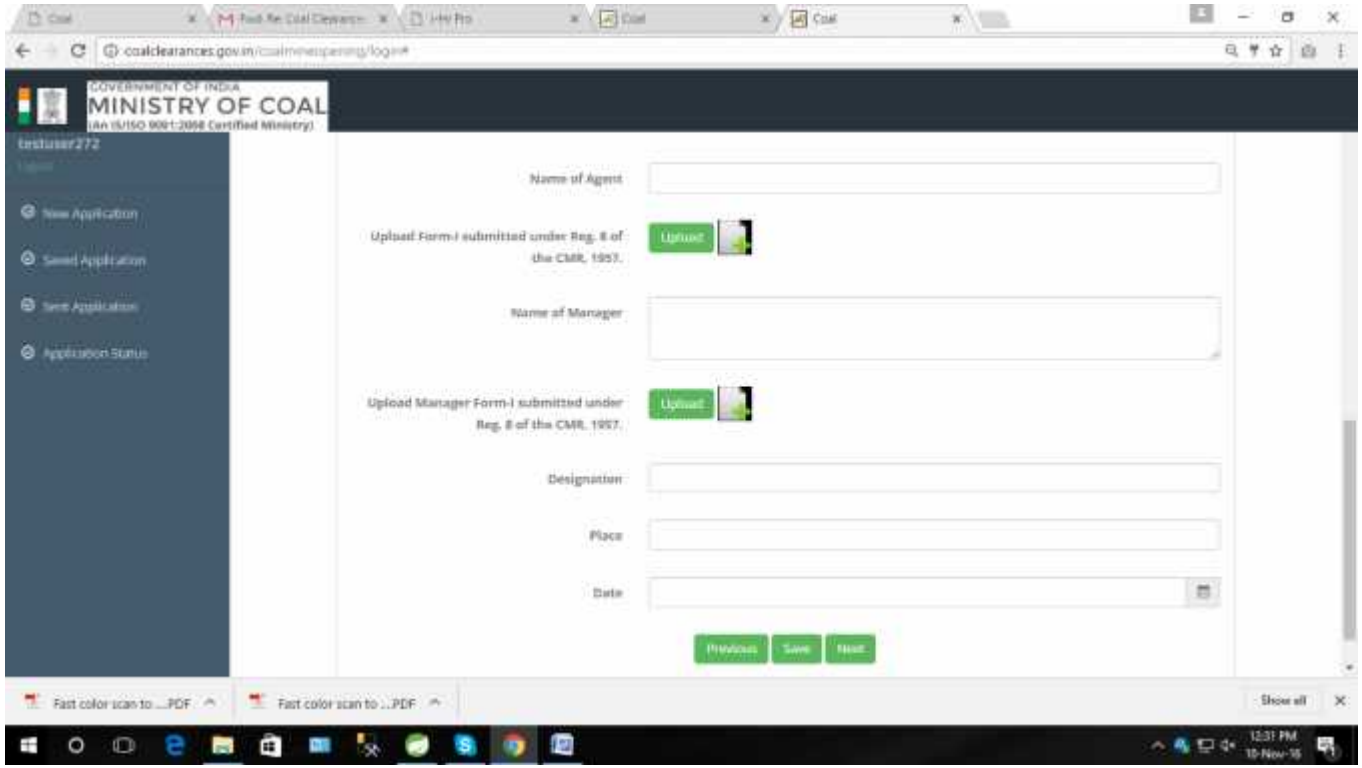
10. **Ground water clearance Applicable:** Applicant will choose one of the options. **Entry to this field is mandatory**.

11. **Date of issuance**: Applicant will choose one of the options**. Entry to this field is mandatory.**
12. **Name of authority**: Applicant will enter the *Name of authority* which is mandatory and should not exceed 200 characters **. Entry to this field is mandatory.**
13. **Upload Certificate (if any)**: Applicant will select file in .pdf which should not exceed 5 MB file form size**. Entry to this field is mandatory.**
14. **Brief Description**: Applicant will enter brief description. **Entry to this field is mandatory.**

SPCB (Air & Water) approval

15. **Date of issuance**: Applicant will select file in .pdf form which should not exceed 5 MB file size**. Entry to this field is mandatory.**
16. **Name of authority:** Applicant will enter the *Name of authority* which is mandatory and should not exceed 200 characters **Entry to this field is mandatory.**
17. **Upload Certificate (if any) :** Applicant will select file in .pdf which should not exceed 5 MB file form size. **Entry to this field is mandatory.**
18. **Brief Description:** Applicant will enter brief description. **Entry to this field is mandatory.**


MINISTRY OF COAL
New Application- Part-II
Captive Mines Applicable
Upload certificate
Upload
Photo copy of Central Govt. order
Lease granted by State Govt. should be enclosed
Brief Description
Status of opening of Escrow account
Date of Issuance*
Name of Bank
Account no
This field is required.
Ask me anything
ENG
5:15 PM


coalclearances.gov.in
GOVERNMENT OF INDIA
MINISTRY OF COAL
testuser272
New Application
Saved Application
Sent Application
Application Status
Name of Agent
Upload Form-I submitted under Reg. 8 of the CMR, 1957.
Upload
Name of Manager
Upload Manager Form-I submitted under Reg. 8 of the CMR, 1957.
Upload
Designation
Place
Date
Previous
Save
Next
Fast color scan to ...PDF
Fast color scan to ...PDF
Show all

(Screen 12)

Guidelines for filling in the form part eight :-

In case of captive mines for specified end users(for power generation, steel making, cement manufacturing & washeries), the nominated owner should declare that the condition imposed by the Central Govt. for exclusive use of mined coal in their washeries/power plant have been incorporated in their mining lease granted by the respective State Govt.

1. **Captive Mines Applicable**: Applicant will select this checkbox for captive mines applicable or not applicable. **Entry to this field is mandatory**.
2. **Upload certificate:** Applicant will select file in .pdf form which should not exceed 5 MB file size. **Entry to this field is mandatory.**
3. **Photo copy of Central Govt. order:** Applicant will select file in .pdf form which should not exceed 5 MB file size. **Entry to this field is mandatory.**
4. **Lease granted by State Govt. should be enclosed:** Applicant will select file in .pdf form which should not exceed 5 MB file size. **Entry to this field is mandatory.**
5. **Brief Description:** Applicant will enter brief description. **Entry to this field is mandatory.**

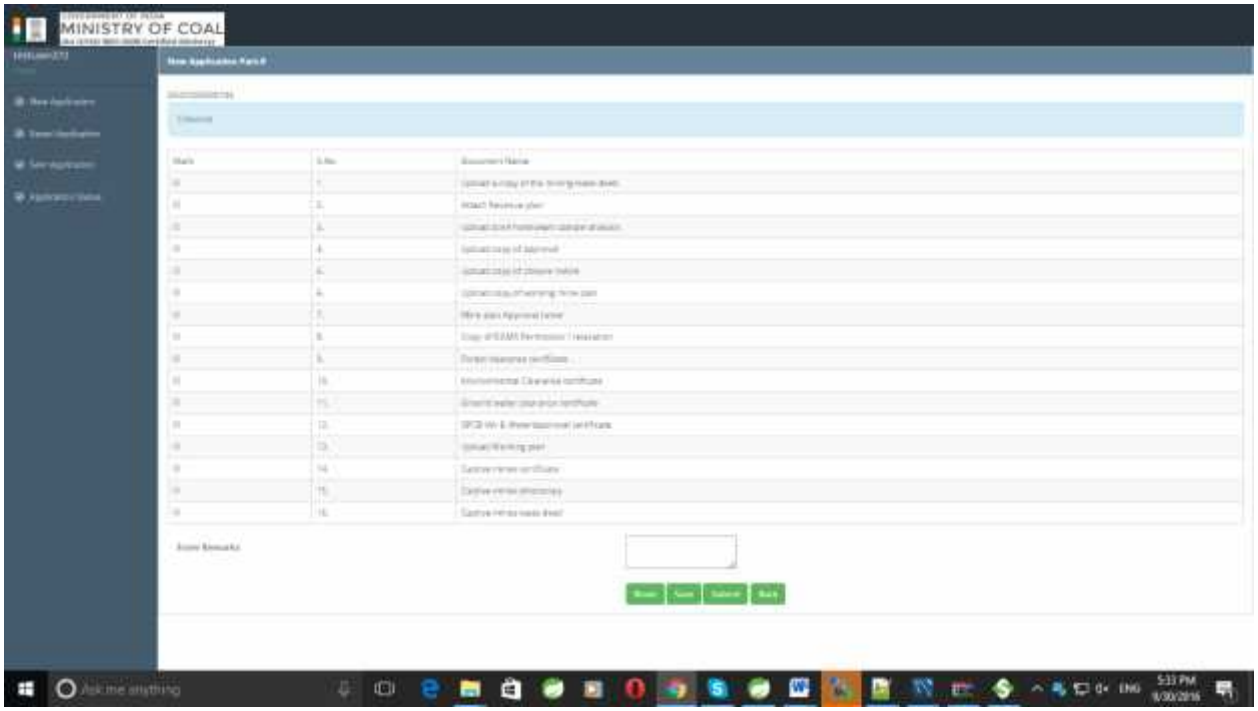
Status of opening of Escrow amount

6. **Date of issuance**: Applicant will choose one of the. **Entry to this field is mandatory.**
7. **Name of Bank**: Applicant will enter the Bank Name which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
8. **Account no**: Applicant will enter the *Account number* which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**

Declaration: We declare that apart from the above mentioned provisions, all other statutory provisions in force shall be strictly complied with.

9. **Name of Area General Manager:** Applicant will enter the Area General Manager Name which is mandatory and should not exceed 50 characters. **Entry to this field is mandatory.**
10. **Brief Description**: Applicant will enter brief description. **Entry to this field is mandatory.**
11. **Upload Form-I submitted under Reg. 8 of the CMR, 1957.** Applicant will select file in .pdf form which should not exceed 5 MB file size. **Entry to this field is mandatory.**
12. **Name of Agent:** Applicant will enter the Agent Name which is mandatory and should not exceed 50 characters Applicant will enter mining activities. **Entry to this field is mandatory.**

13. **Upload Form-I submitted under Reg. 8 of the CMR, 1957:** Applicant will select file in .pdf form which should not exceed 5 MB file size**. Entry to this field is mandatory.**
14. **Name of Manager:** Applicant will enter the Manager Name which is mandatory and should not exceed 50 characters Applicant will enter mining activities. **Entry to this field is mandatory.**
15. **Upload Form-1 for Manager submitted under Reg. 8 of the CMR, 1957:** Applicant will select file in .pdf form which should not exceed 5 MB file size**. Entry to this field is mandatory.**
16. **Designation:** Applicant will enter the designation which is mandatory and should not exceed 50 characters Applicant will enter mining activities. **Entry to this field is mandatory.**
17. **Place:** Applicant will enter the place which is mandatory and should not exceed 50 characters Applicant will enter mining activities. **Entry to this field is mandatory.**
18. **Date of issuance:** Applicant will choose one of the dates. **Entry to this field is mandatory.**

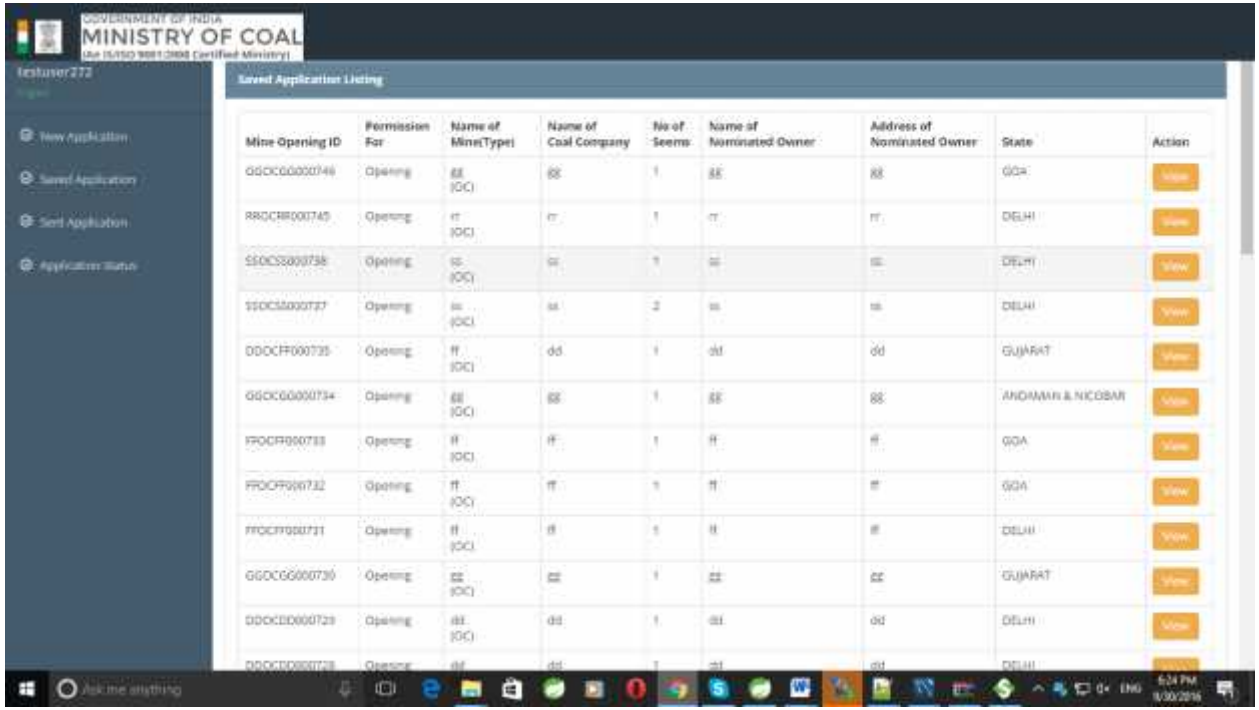


(Screen 13)

Guidelines for filling in the form part nine :-

1. **Checkbox**: Applicants will select the checkboxes to validate that they have uploaded the relevant document. **Entry to this field is mandatory**.
2. **Reset:** Applicant will reset all the fields.
3. **Save:** Selecting this button will save the details in the saved application tab.
4. **Submit:** Applicants will select this button then application will be submitted. Application will appear in *Sent Application.*
5. **Back:** Applicants will select this button then application will be navigated to the previous page of the application form.

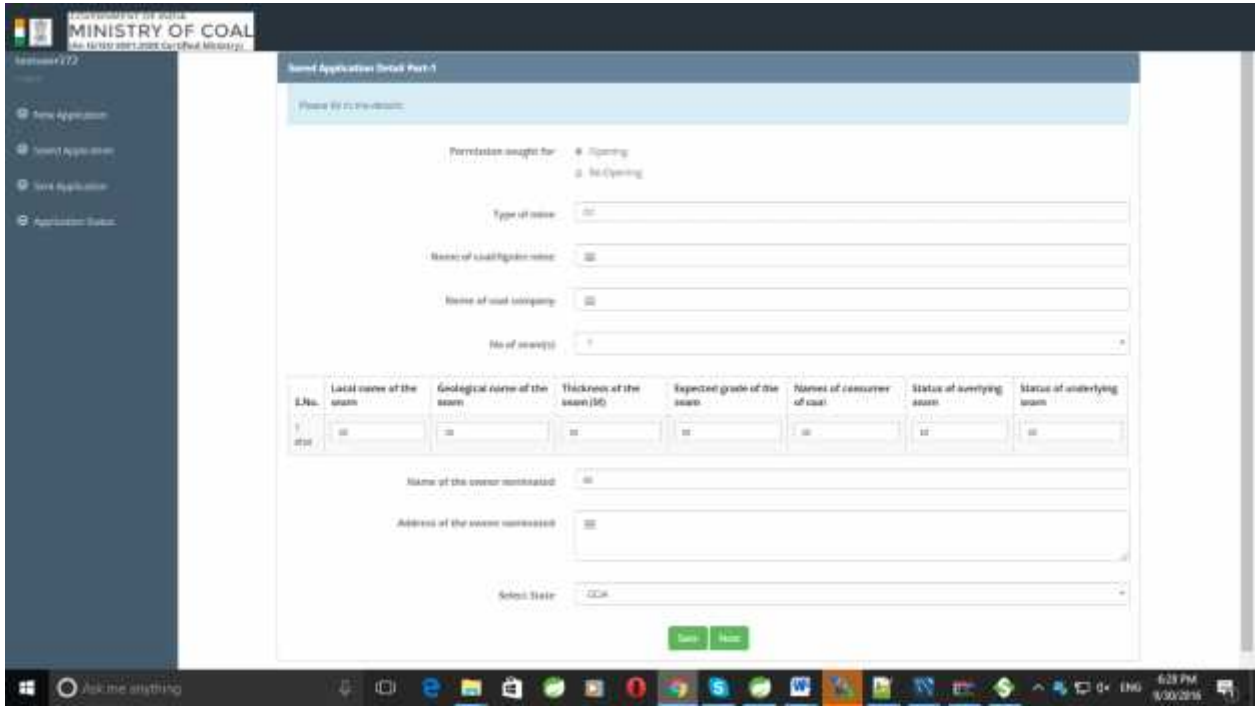
Saved Application : Applicant can save the application from the Mine Opening Permission application form, it will appear in Saved Application from where he can view the same application in read-write mode.



(Screen 14)

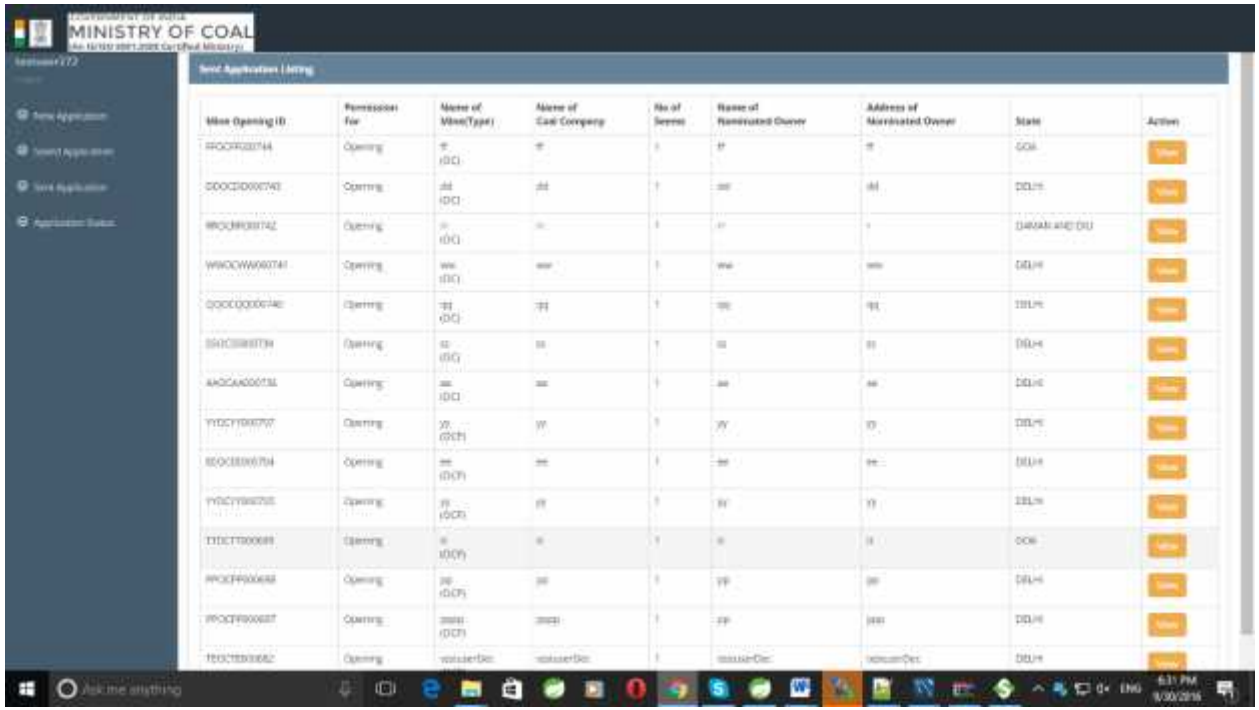
Guidelines :-

1. **View**: Applicants will select this button to navigate to all values fetched from the database in read-write mode as shown in the below.
2. This is the application form with all values fetched from the database in read-write mode.



(Screen 15)

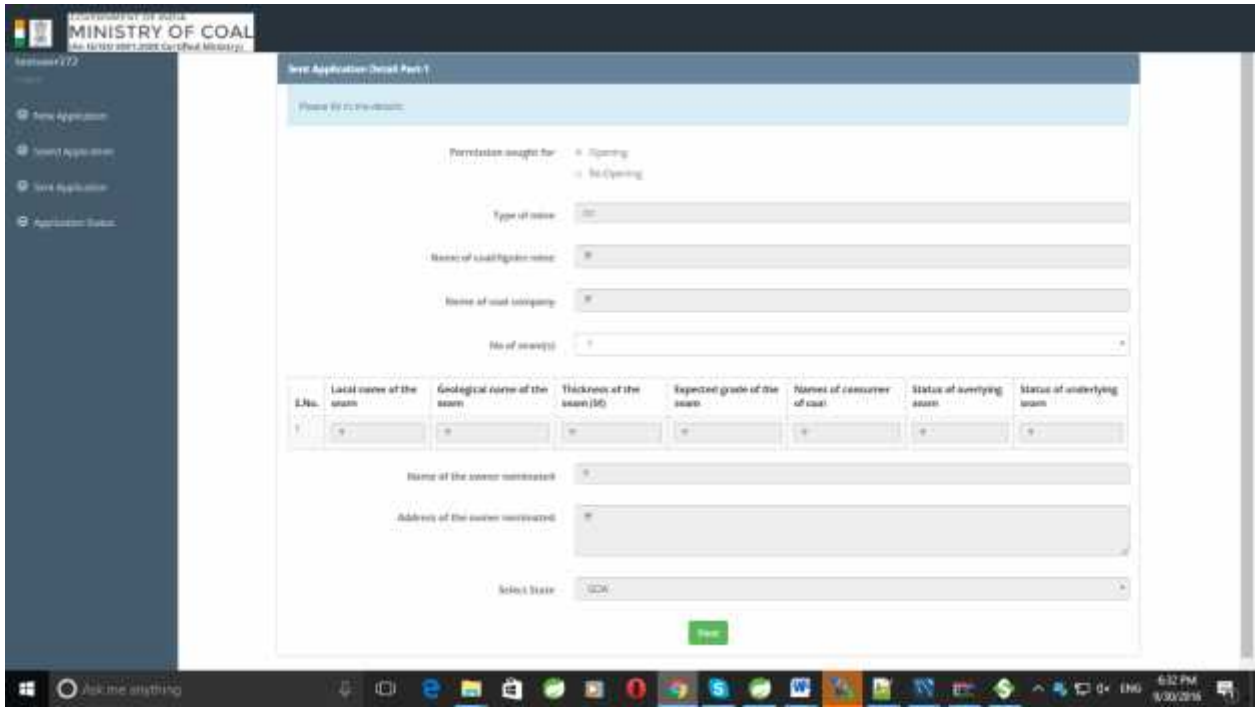
Sent Application: Applications submitted by the applicant will appear here, once submitted no changes can be done in the application.



(Screen 16)

Guidelines :-

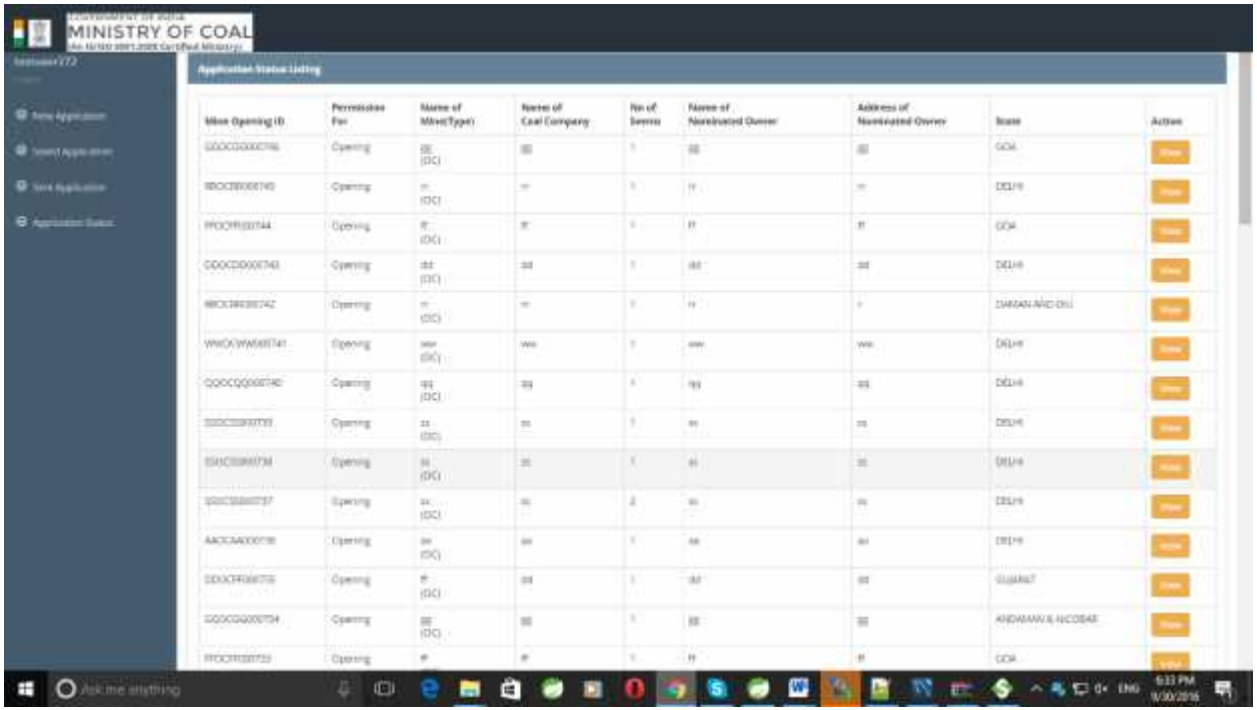
1. **View**: Applicants will select this button to navigate to all values fetched from the database in read-write mode as shown in the below screenshot.
2. This is the application form with all values fetched from the database in read-write mode.



(Screen 17)

Application Status:

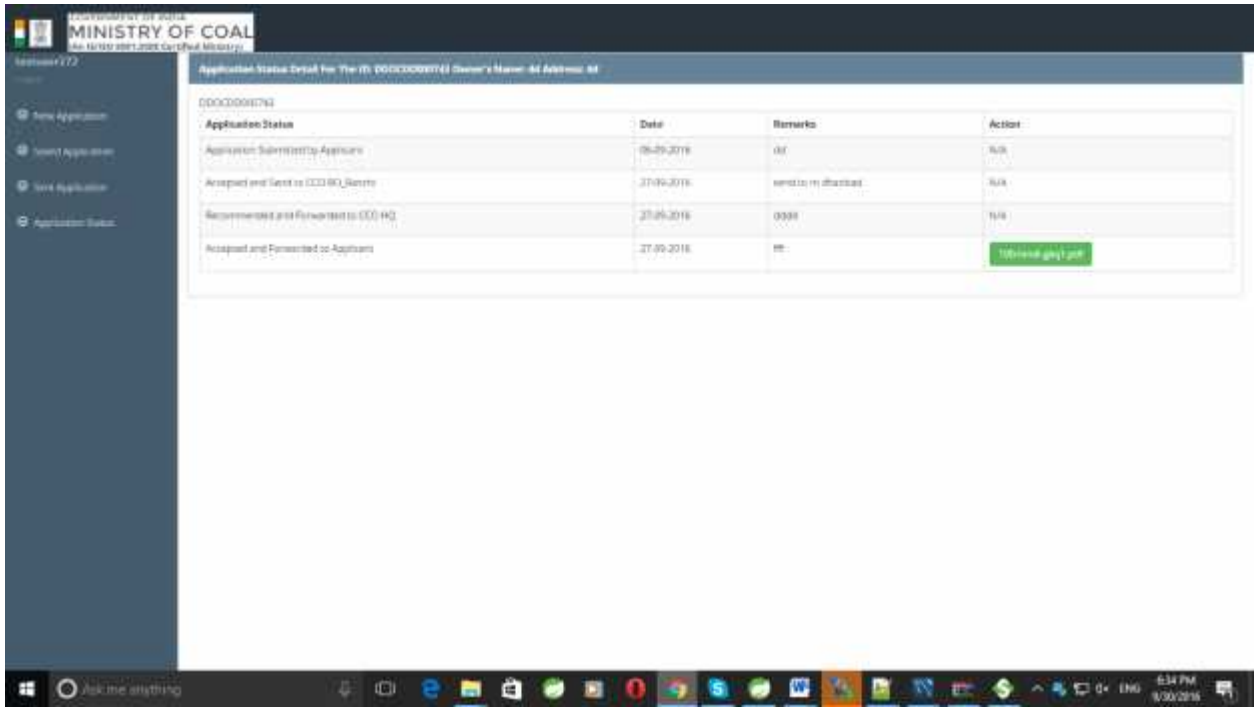
Applicants can check their application status online through this option ,view remarks, reply in case of rejecton and download files send by the Admin



(Screen 18)

Guidelines :-

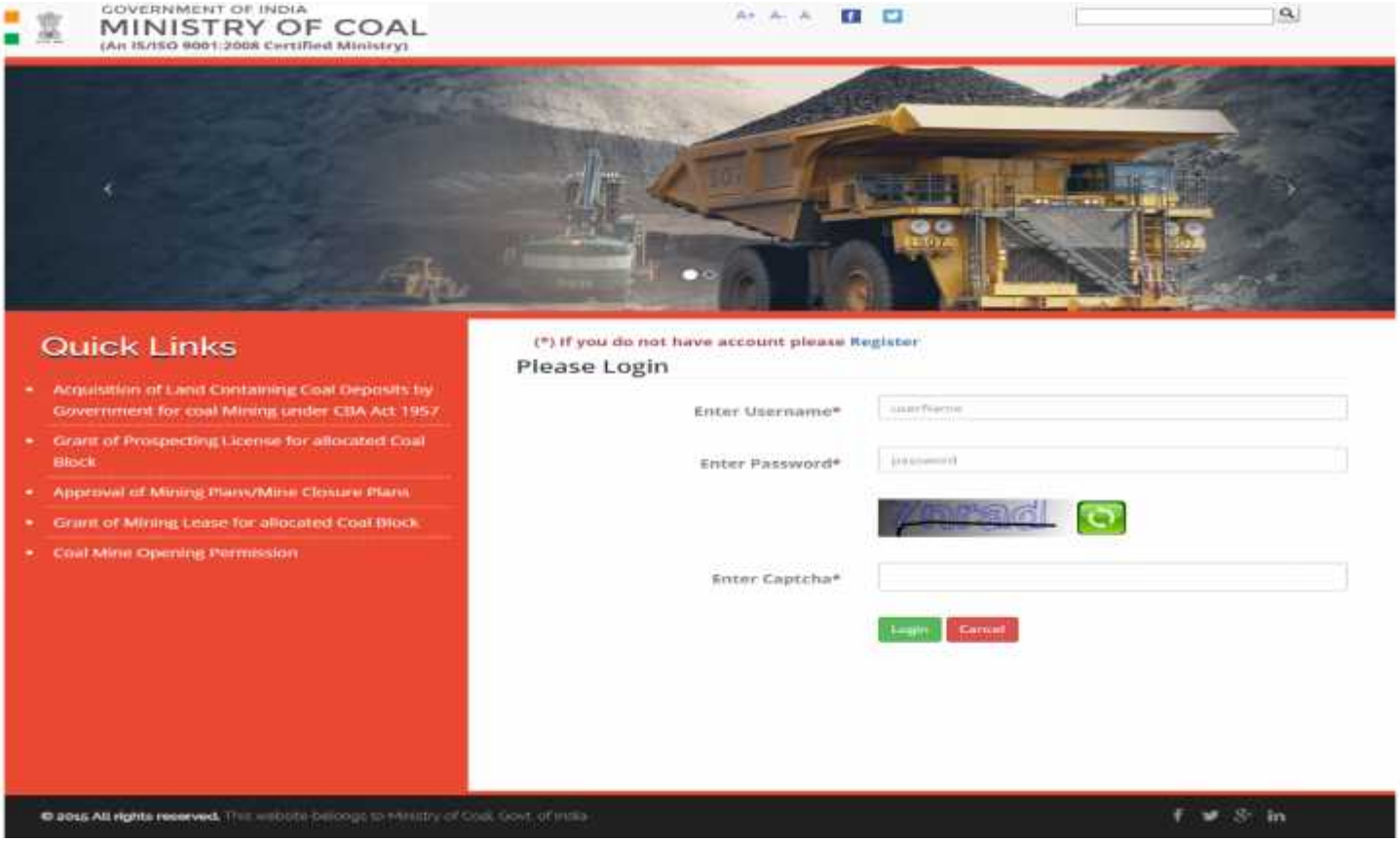
1. **View**: Applicants will select this button to navigate to all values fetched from the database in read-write mode as shown in the below screenshot.



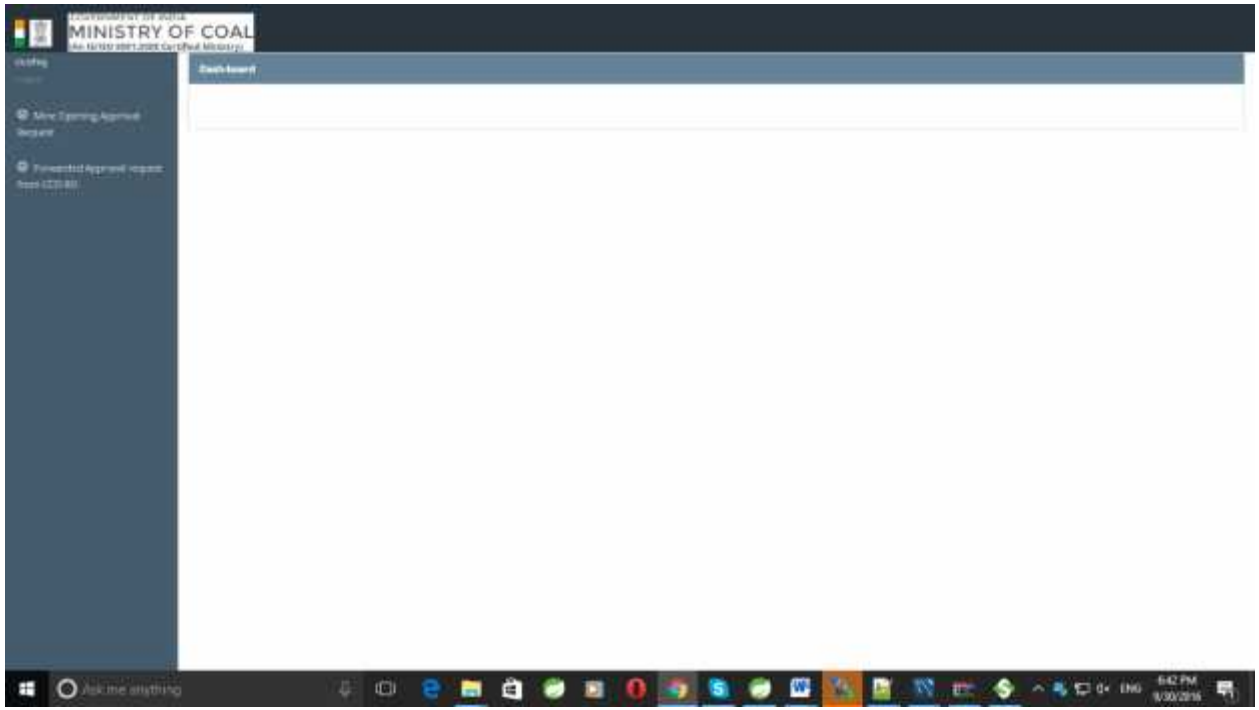
(Screen 18)

CCO Headquarters (Admin user): When the applicant submits the application successfully, it will be received here under *Mine Opening Approval Request* tab, he will scrutinize it and accordingly send suggestions to the applicant which he can incorporate in the Application and send back. Once the application is found to be correct in all respects it will be accepted by the User and send to the CCO regional office for minute scrutiny, Once He receives the comments from CCO regional office, he will add his comments and send it back to the Applicant.

Login into the system.



Dashboard :



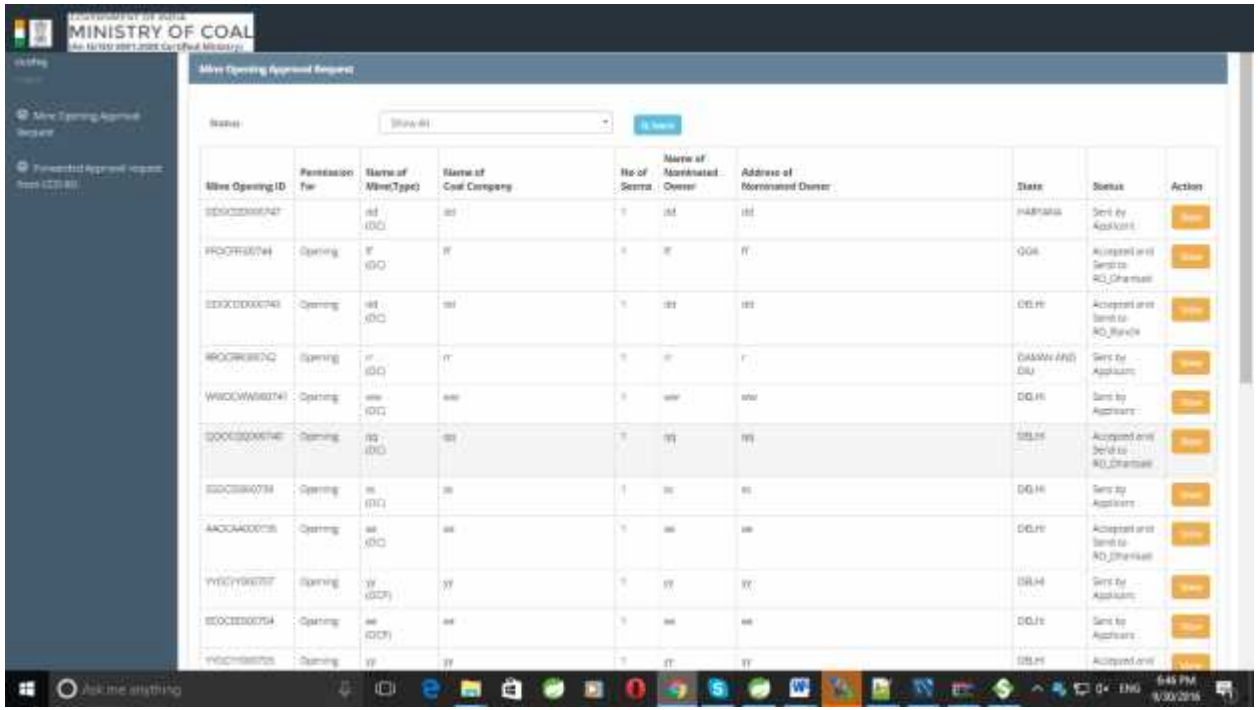
(Screen 19)

Following will be included in the Dashboard:

1. Mine Opening Approval Request: Selecting this button will open the mine opening approval screen as shown in the below screenshot.

2. Forwarded Approval request from CCO RO: Selecting this button will open the forwarded approval request from CCO RO screen as shown in the below screenshot.

Mine Opening Approval Request :

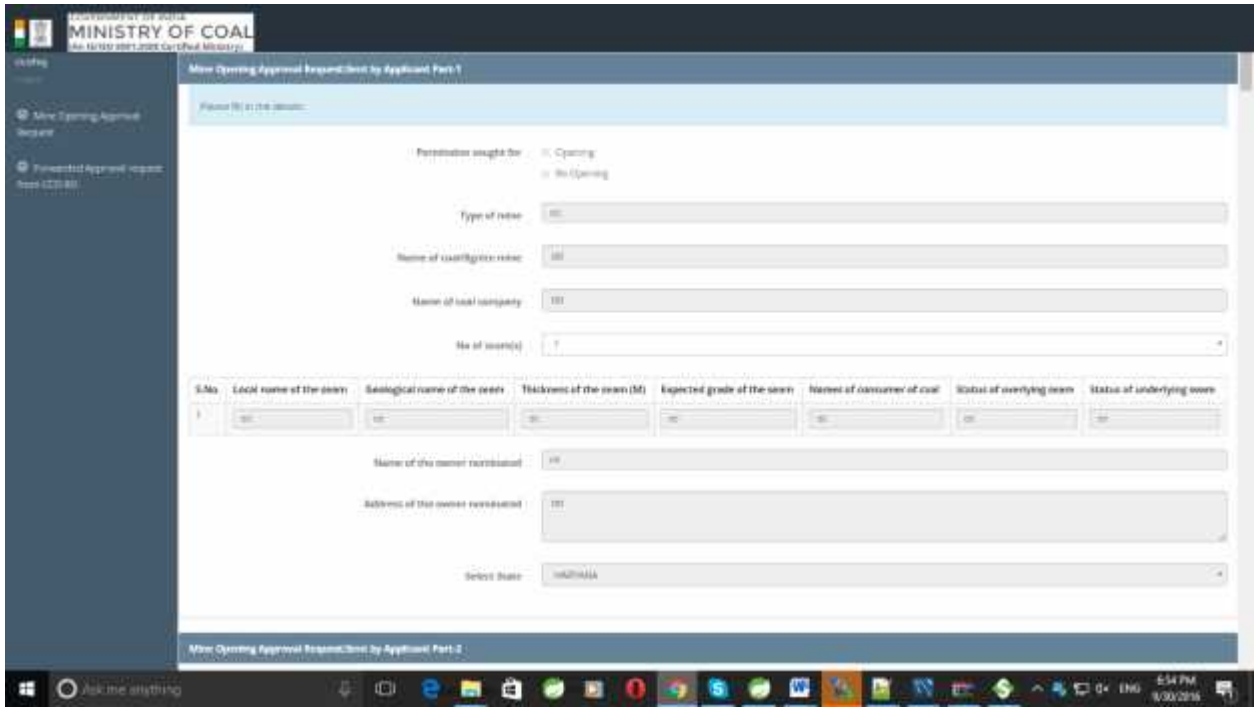


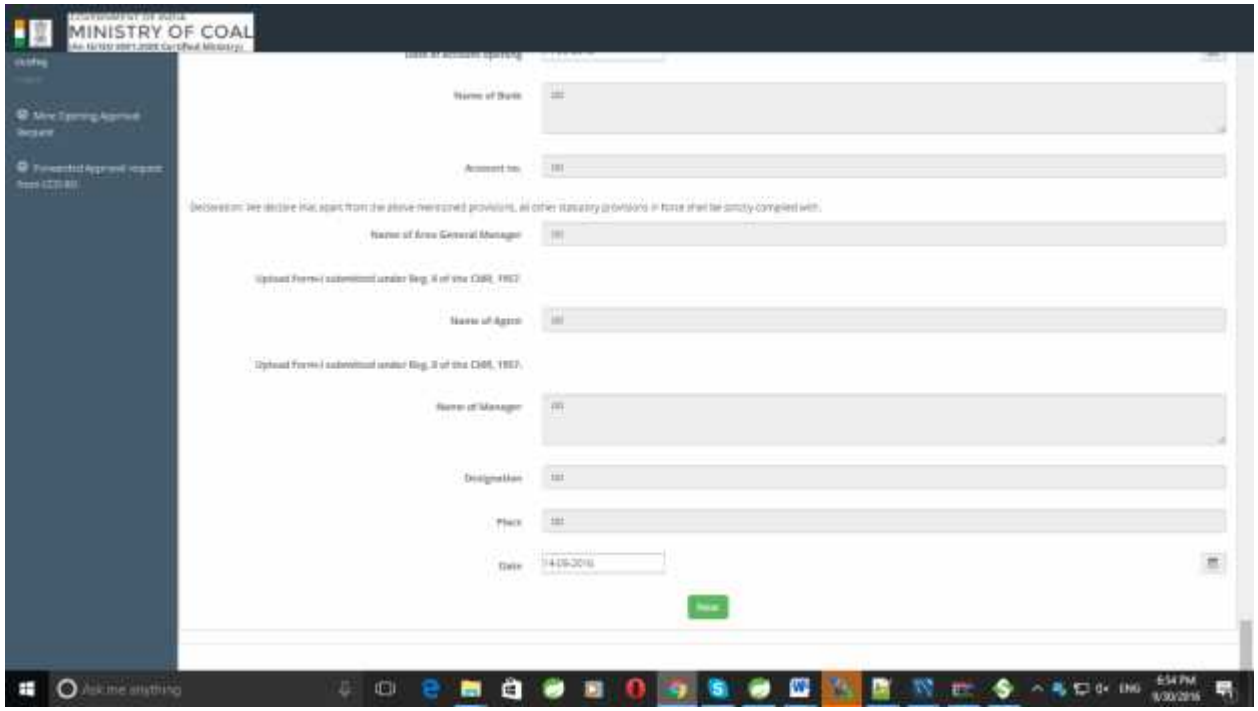
(Screen 20)

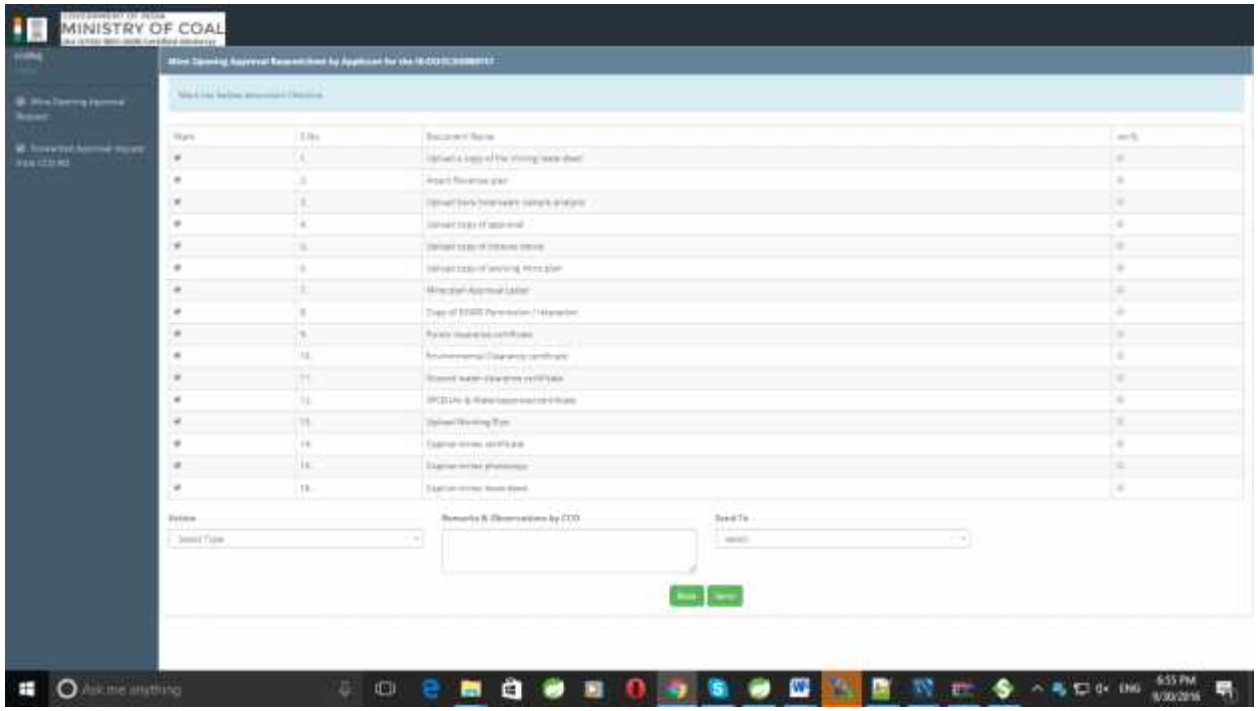
Guidelines :-

1. **Status**: User will select option form the drop down to filter applications in the table
2. **Search:** User will select '*search*' button to filter the table basis 'Status'.
3. **View:**
    - **a.** Status - Sent by Applicant : User will select this link to navigate to the detail screen as shown in the below screenshot.
    - **b.** Status - Accepted and send to RO : User will select this link to navigate to the detail screen as shown in the below screenshot.
    - **c.** Status - Rejected and send to Applicant: User will select this link to navigate to the detail screen as shown in the below screenshot.

Status - Sent by Applicant: This is the Application form submitted by the Applicant in read only mode.




MINISTRY OF COAL
Name of Bank
Account no.
Name of Area General Manager
Name of Agent
Name of Manager
Designation
Place
Date
Ask me anything

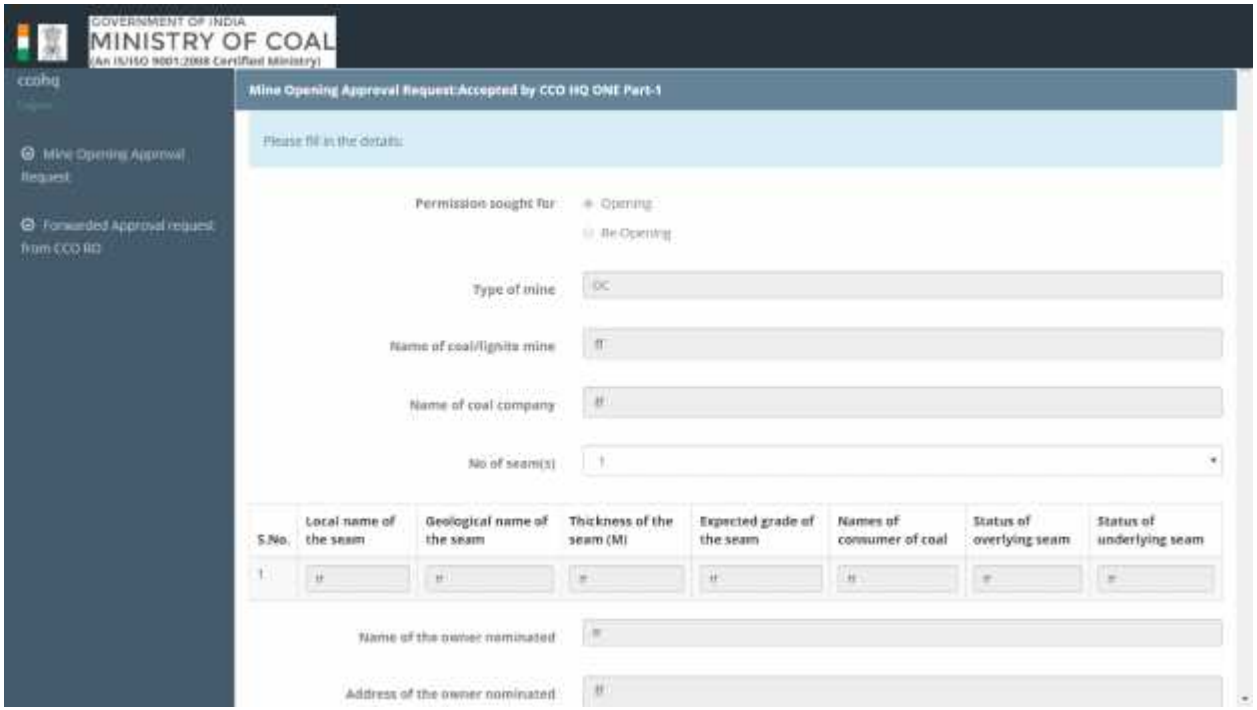


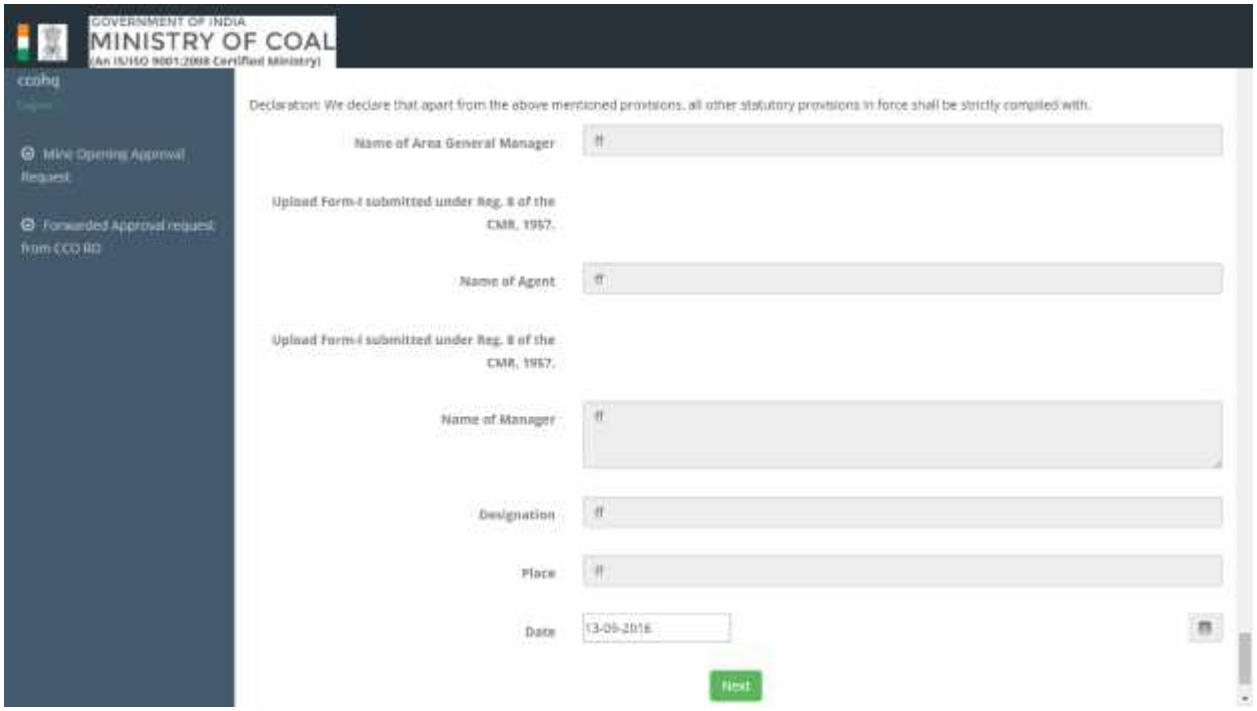
(Screen 21)

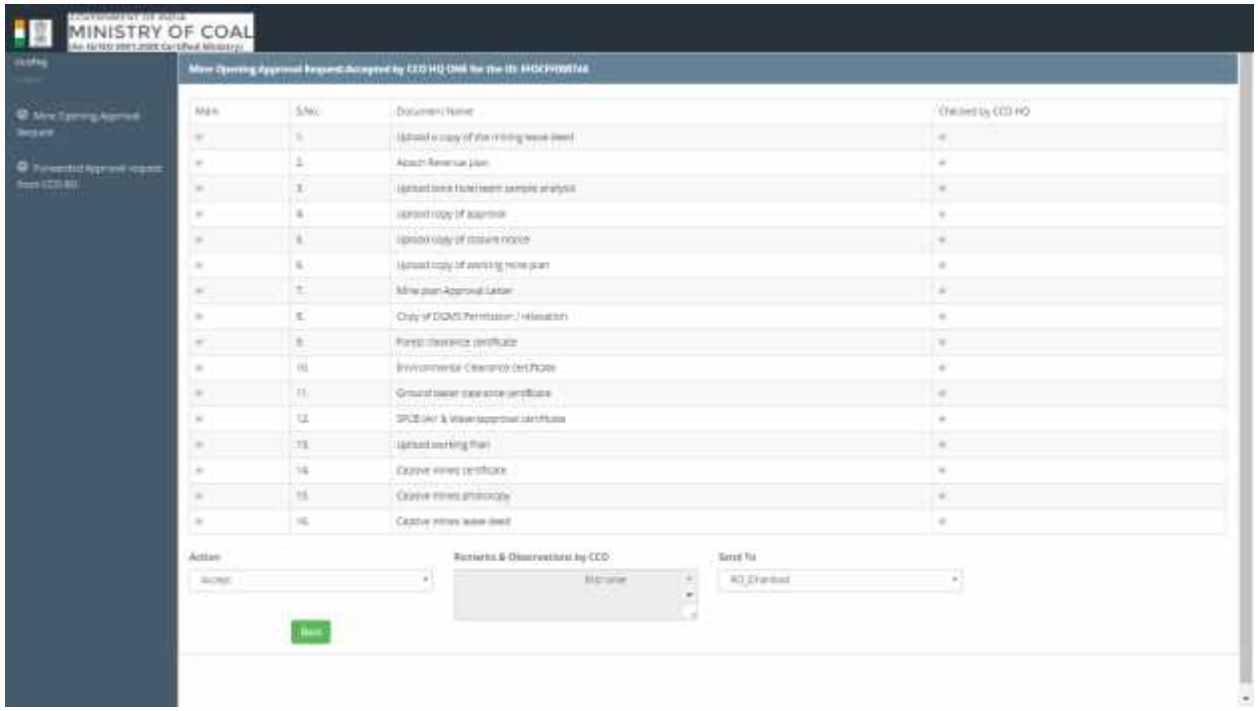
Guidelines :-

1. **Verify and Send:** User will scrutinize the Application and verify the docs from the checkboxes then will choose one of the actions from the drop down (Action) If he chooses *Accept* and enter his Remarks & Observations and send it to the further level (Regional office of CCO) by selecting the option from the drop down, the status will change from 'Sent by applicant' to 'Accepted and Send to RO'. If he chooses *Reject* and enter his Remarks & Observations and send it to the Applicant, the status will change from 'Sent by applicant' to 'Rejected and Send to Applicant'.
2. **Back:** Applicants will select this button then application will be navigated to the previous page of the application form.

Status - Accepted and send to RO




GOVERNMENT OF INDIA
MINISTRY OF COAL
ccohq
Mine Opening Approval Request
Forwarded Approval request from CCO RO
Declaration: We declare that apart from the above mentioned provisions, all other statutory provisions in force shall be strictly complied with.
Name of Area General Manager
Upload Form-I submitted under Reg. 8 of the CMR, 1957.
Name of Agent
Upload Form-I submitted under Reg. 8 of the CMR, 1957.
Name of Manager
Designation
Place
Date
13-09-2016
Next

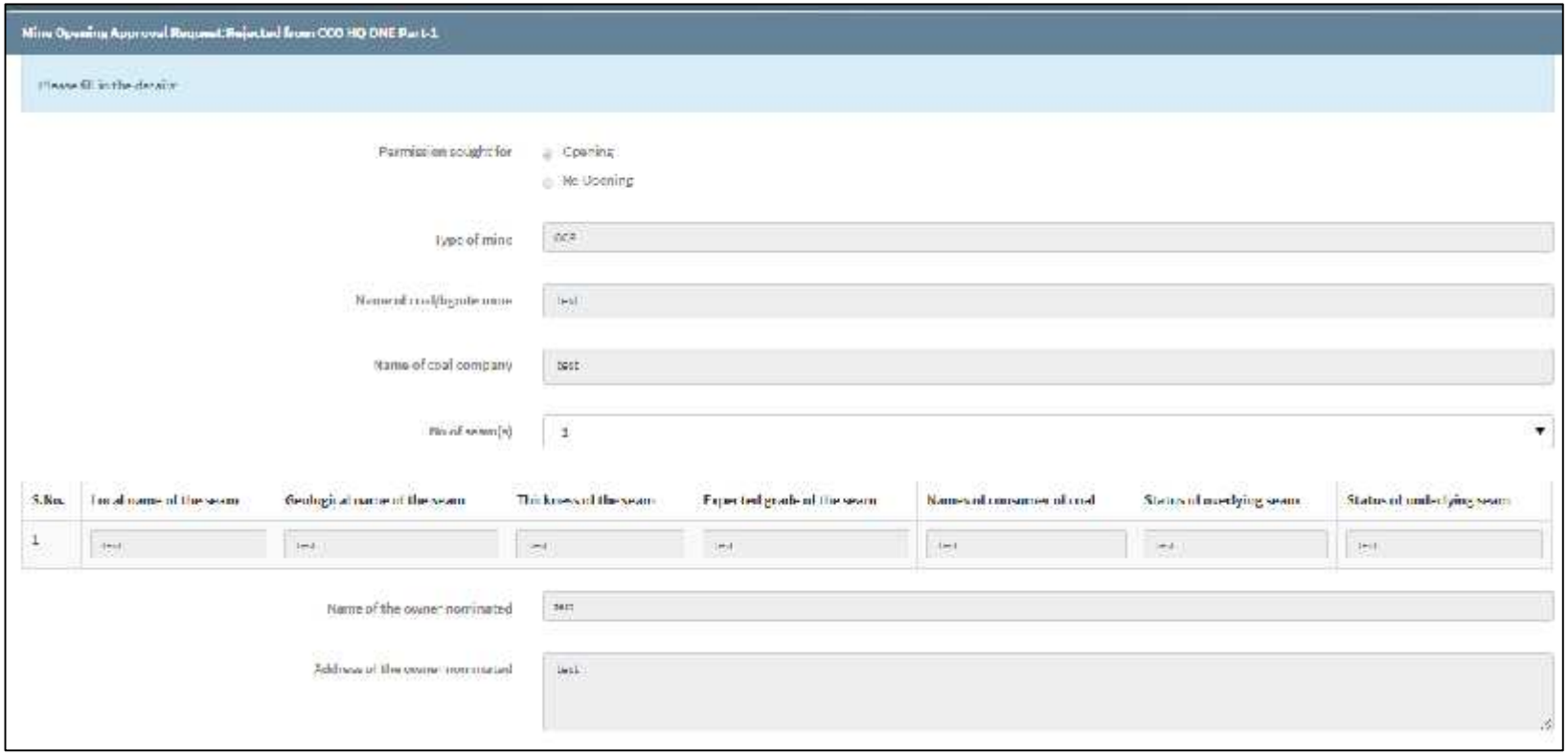


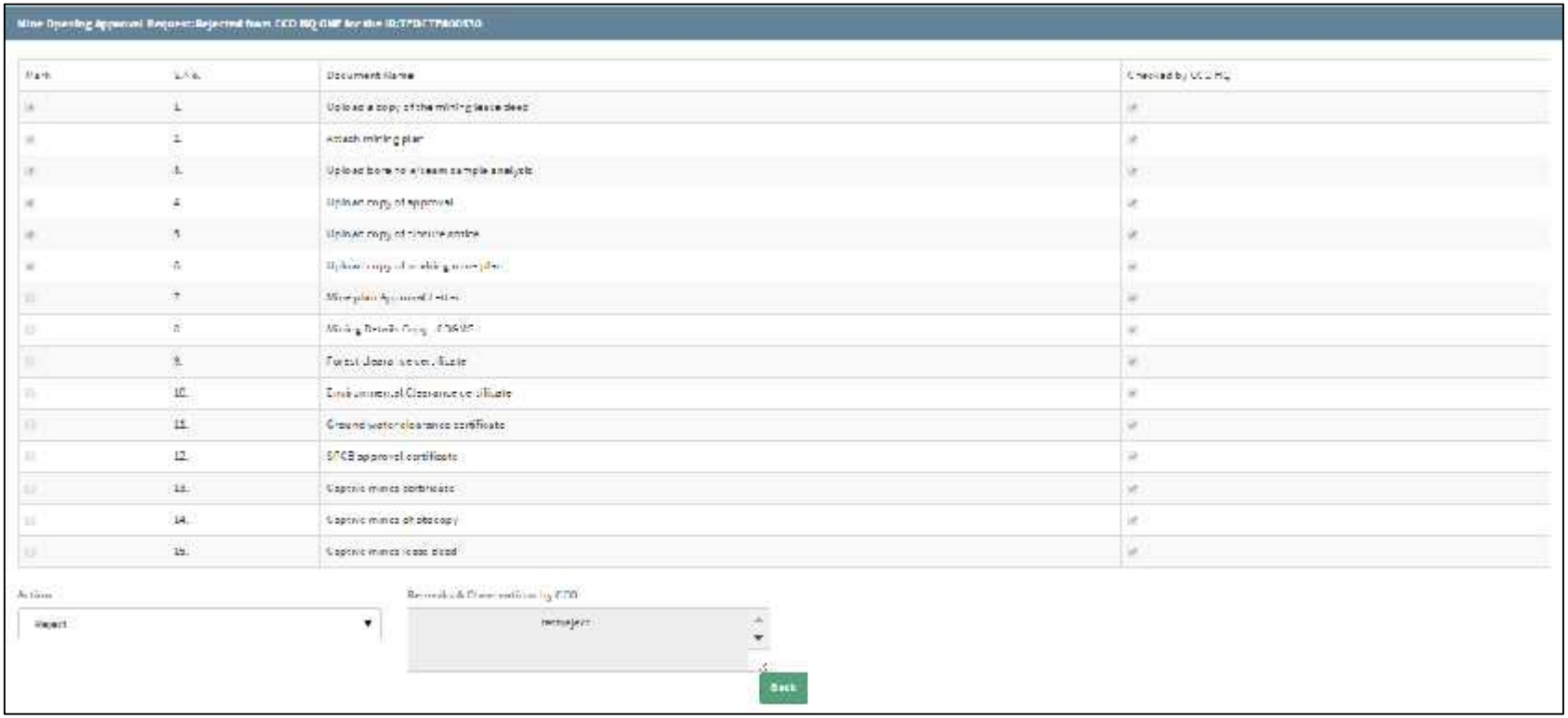
(Screen 22)

Guidelines :-

1. This is the Application form submitted by the Applicant in read only mode.
2. **Back:** Applicants will select this button then application will be navigated to the previous page of the application form.

Status- Rejected and send to Applicant:





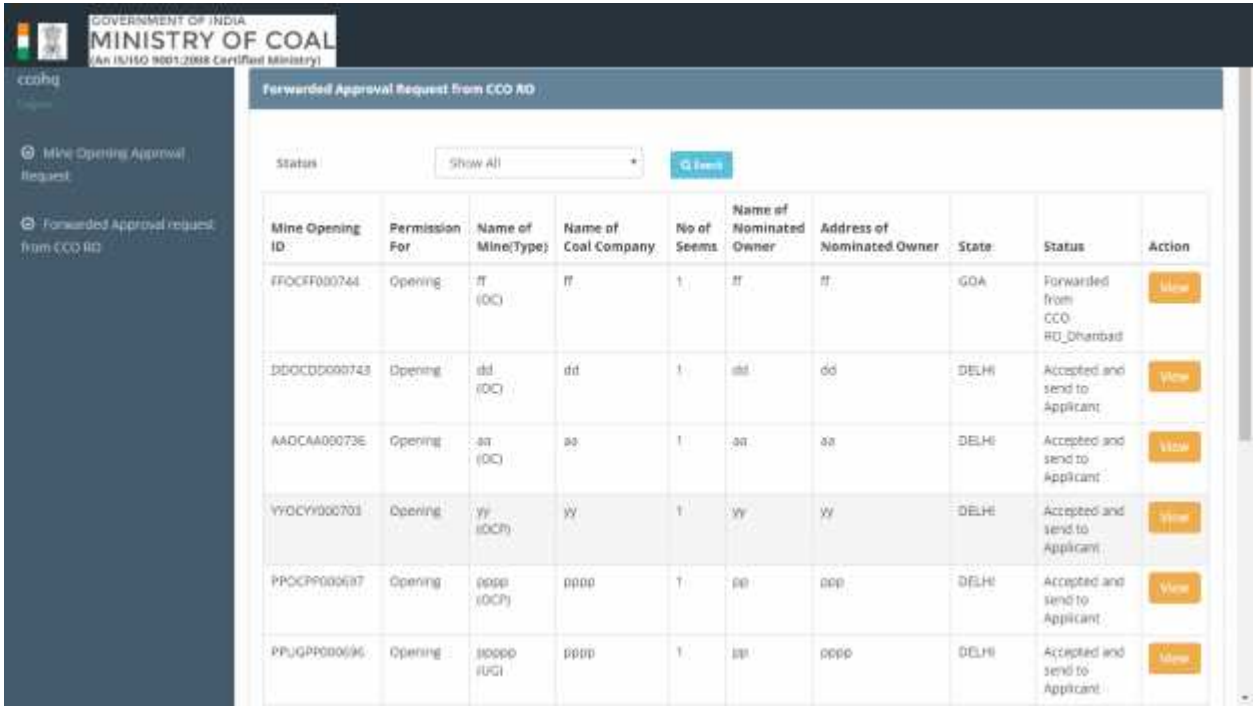
(Screen 23)

Guidelines :-

1. This is the Application form submitted by the Applicant in read only mode.

2. **Back:** Applicants will select this button then application will be navigated to the previous page of the application form.

Forwarded Approval Request from CCO RO tab:-

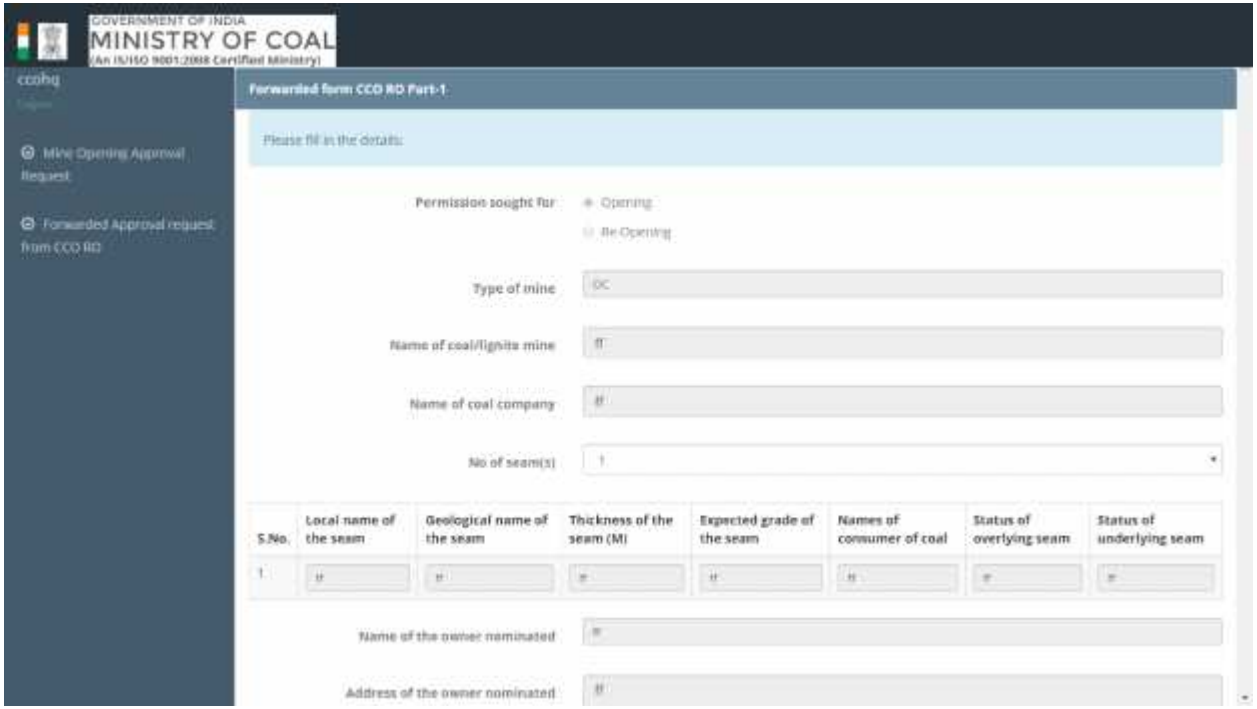


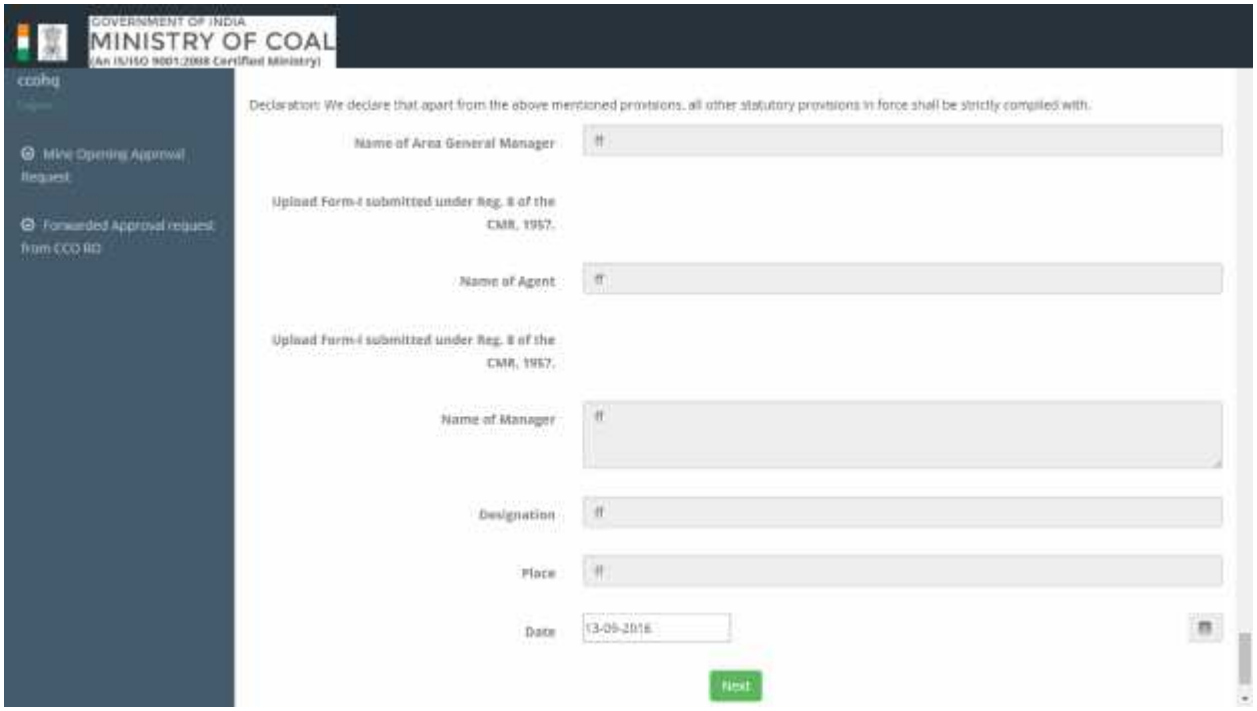
(Screen 24)

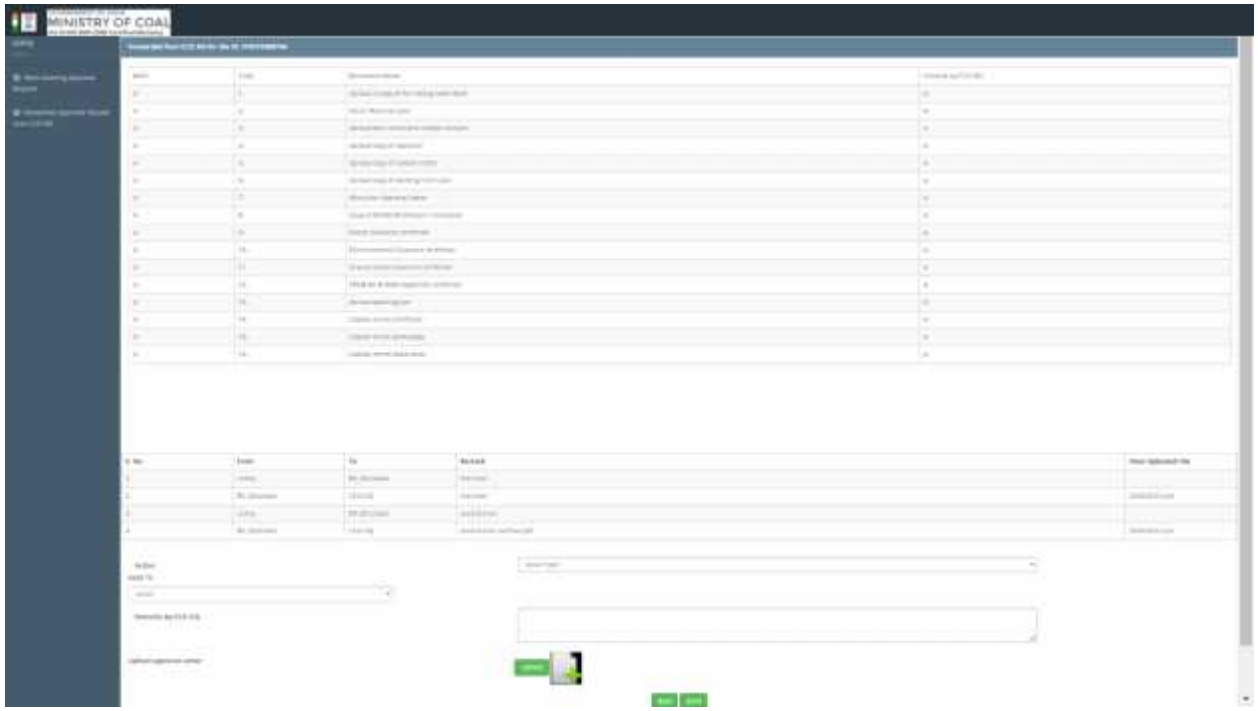
Guidelines :-

1. **Status**: User will select option form the drop down to filter applications in the table
2. **Search:** User will select '*search*' button to filter the table basis 'Status'.
3. **View:**
    a. **Status – Forwarded from CCO :** User will select this link to navigate to the detail screen as shown in the below screenshot.
    b. **Accepted and send to applicant :** User will select this link to navigate to the detail screen as shown in the below screenshot.
    c. **Rejected and Send to applicant:** User will select this link to navigate to the detail screen as shown in the below screenshot.

Status-Forwarded from CCO RO: This is the Application form submitted by the Applicant in read only mode.




GOVERNMENT OF INDIA
MINISTRY OF COAL
ccohq
Mine Opening Approval Request
Forwarded Approval request from CCO RO
Declaration: We declare that apart from the above mentioned provisions, all other statutory provisions in force shall be strictly complied with.
Name of Area General Manager
Upload Form-I submitted under Reg. 8 of the CMR, 1957.
Name of Agent
Upload Form-I submitted under Reg. 8 of the CMR, 1957.
Name of Manager
Designation
Place
Date
13-09-2016
Next

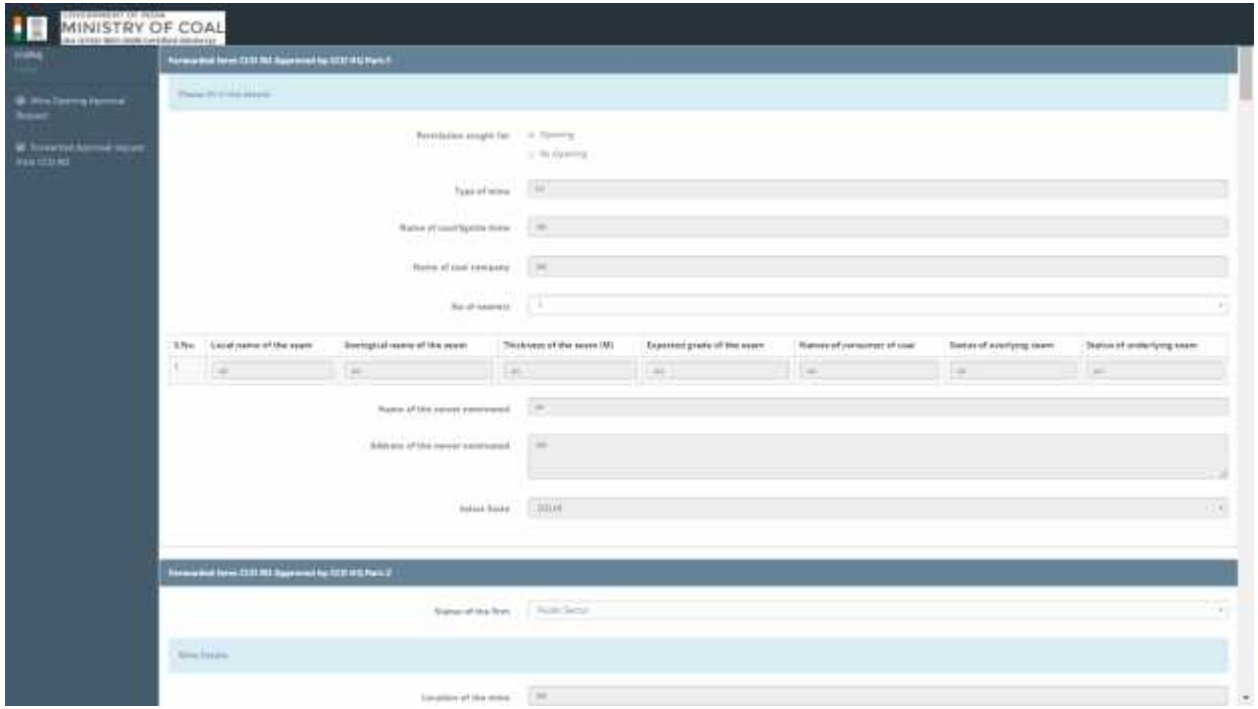


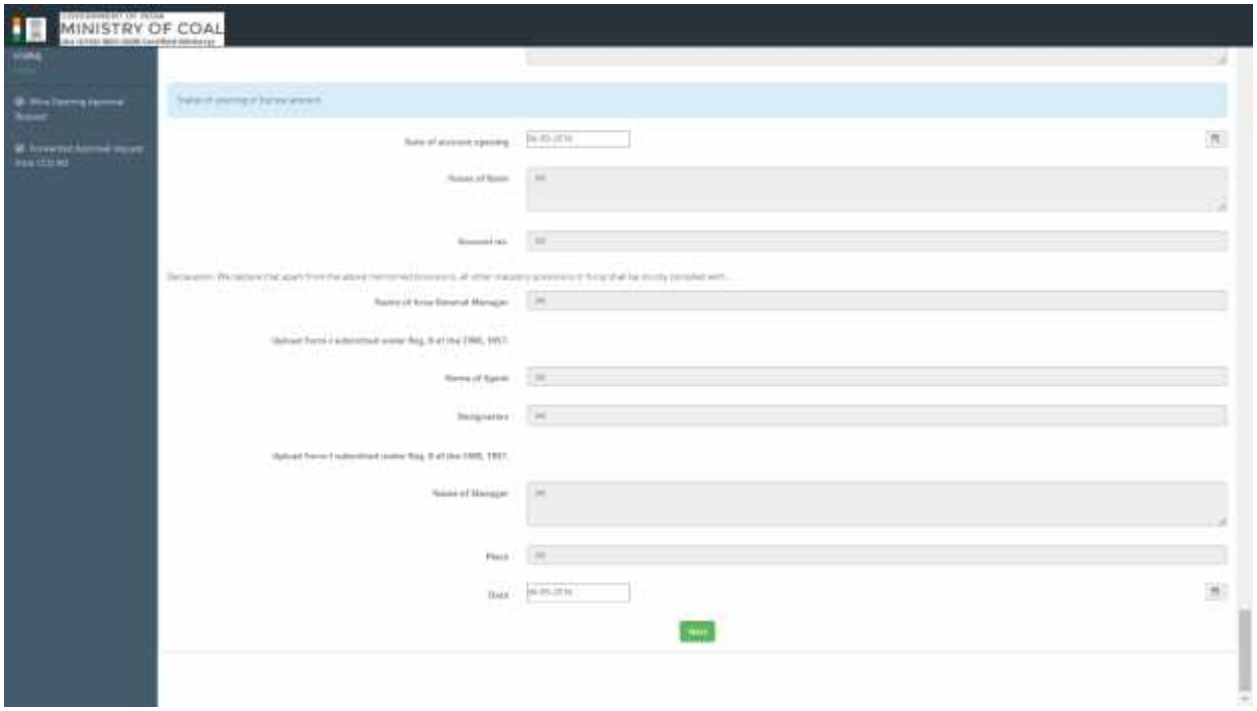
(Screen 25)

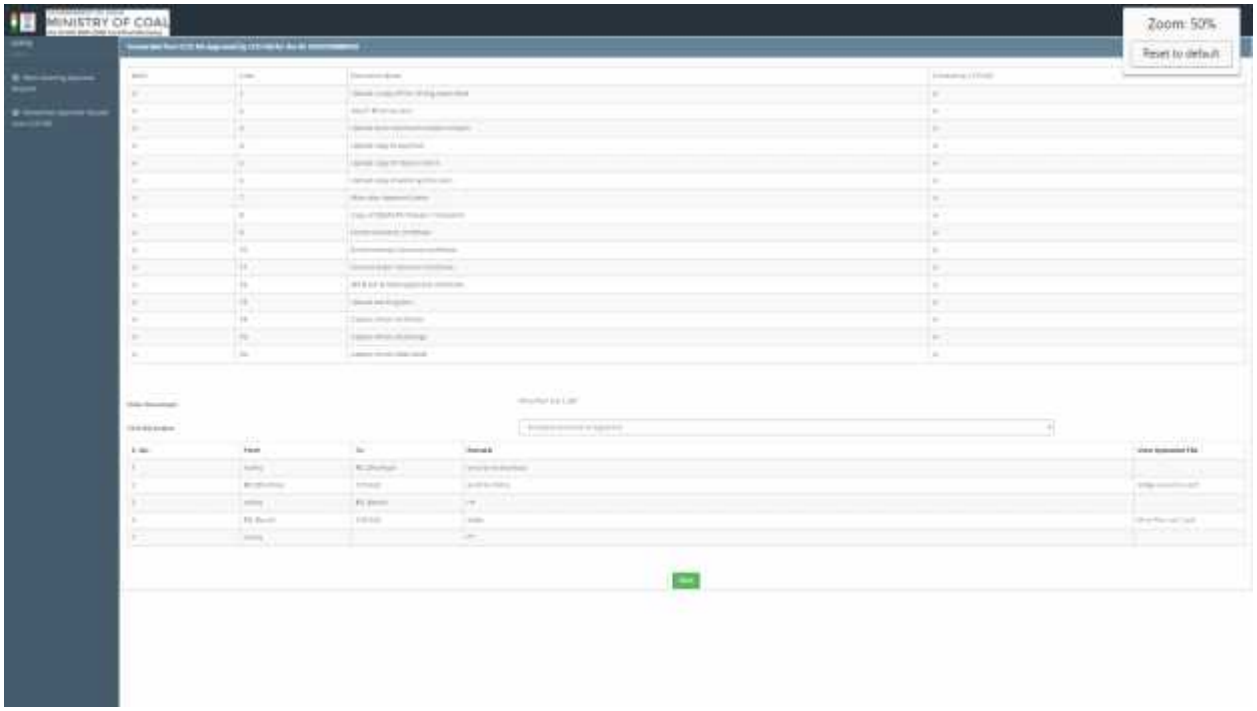
Guidelines :-

1. **Action:** User will view the attached docs by RO then will choose one of the actions from the drop down (Action). If he chooses *Accept* and enter his Remarks, upload the approval letter and send it to the applicant, the status will change from 'Forwarded from CCO RO' to 'Accepted and Send to Applicant'. If he chooses *Reject* and enter his Remarks and send it to the applicant, the status will change from 'Forwarded from CCO RO' to 'Rejected and send to Applicant. If he chooses *Rivert to Ro and* enter his Remarks and send it to the RO.
2. **Back:** Applicants will select this button then application will be navigated to the previous page of the application form.

Status- Accepted and send to Applicant : This is the Application form submitted by the Applicant in read only mode.




MINISTRY OF COAL

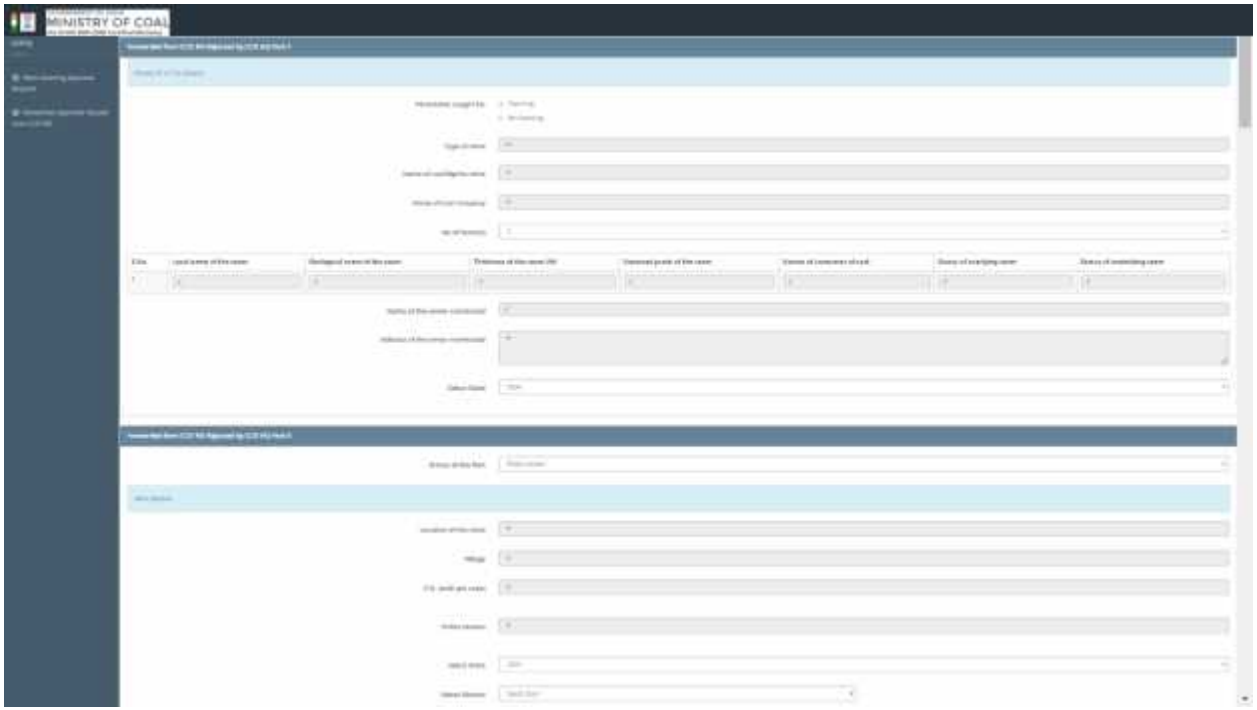


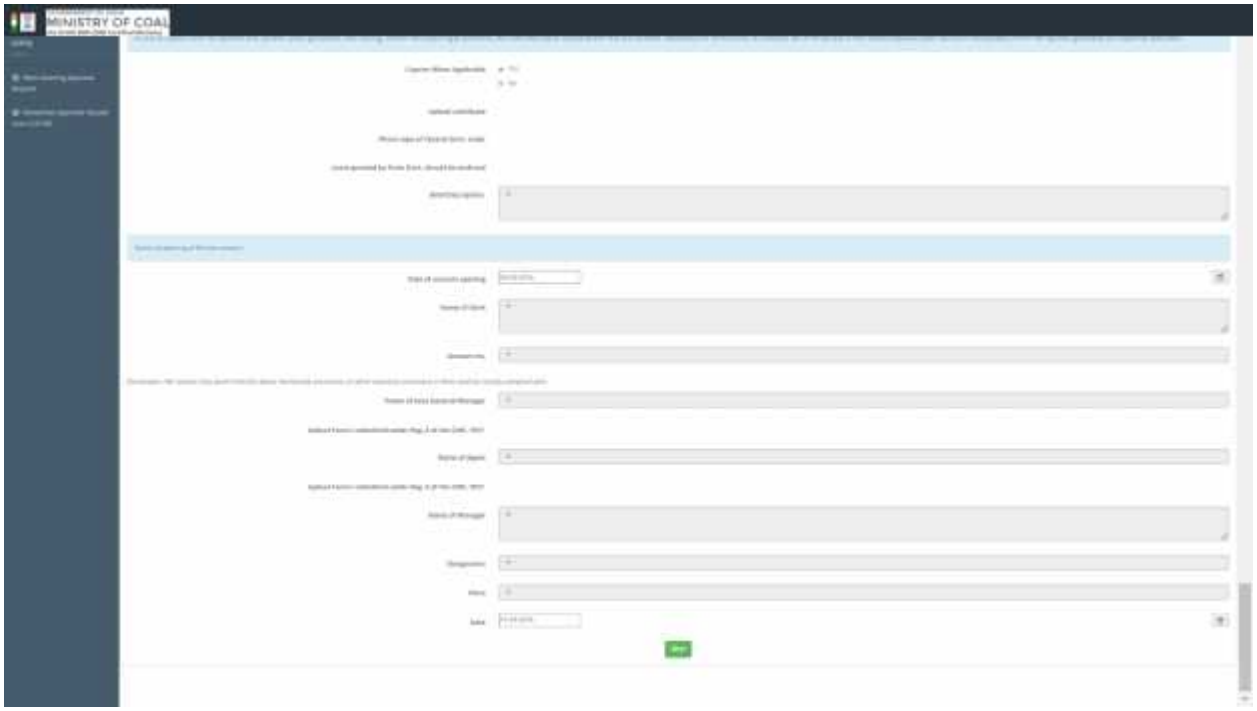
(Screen 26)

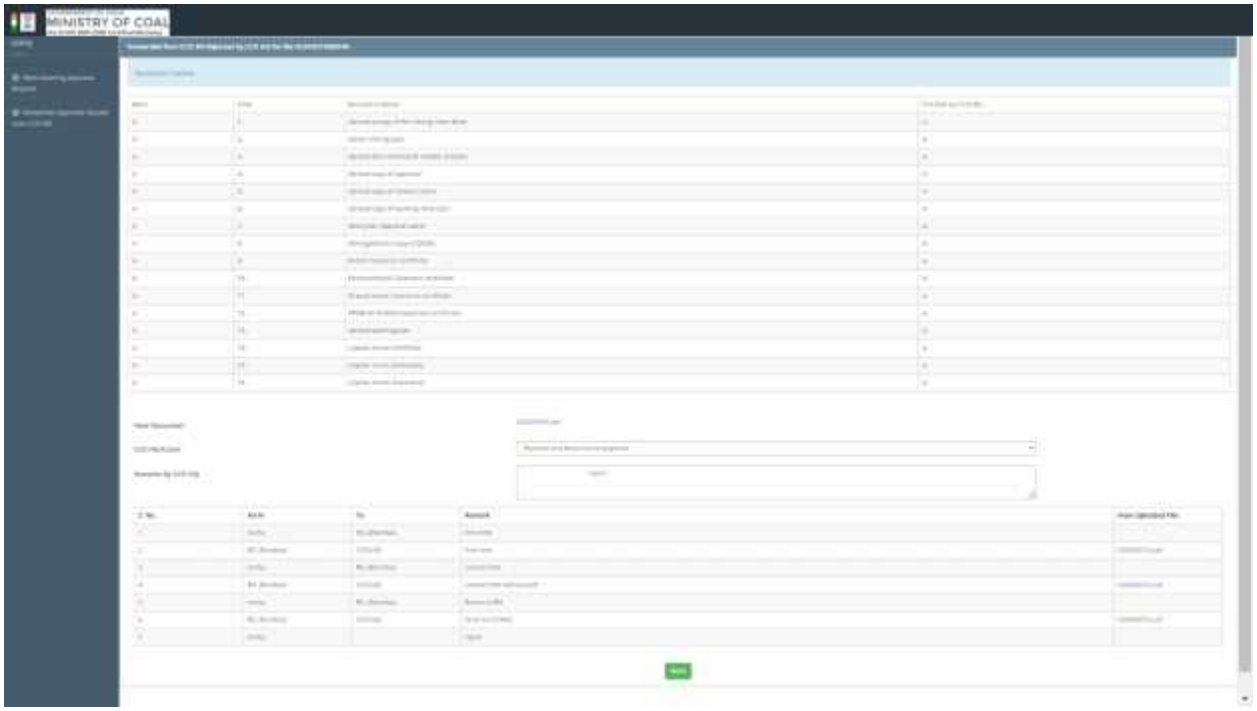
Guidelines :-

1. **Back:** Applicants will select this button then application will be navigated to the previous page of the application form.

1) Status- Rejected and send to Applicant : This is the Application form submitted by the Applicant in read only mode.




MINISTRY OF COAL



(Screen 27)

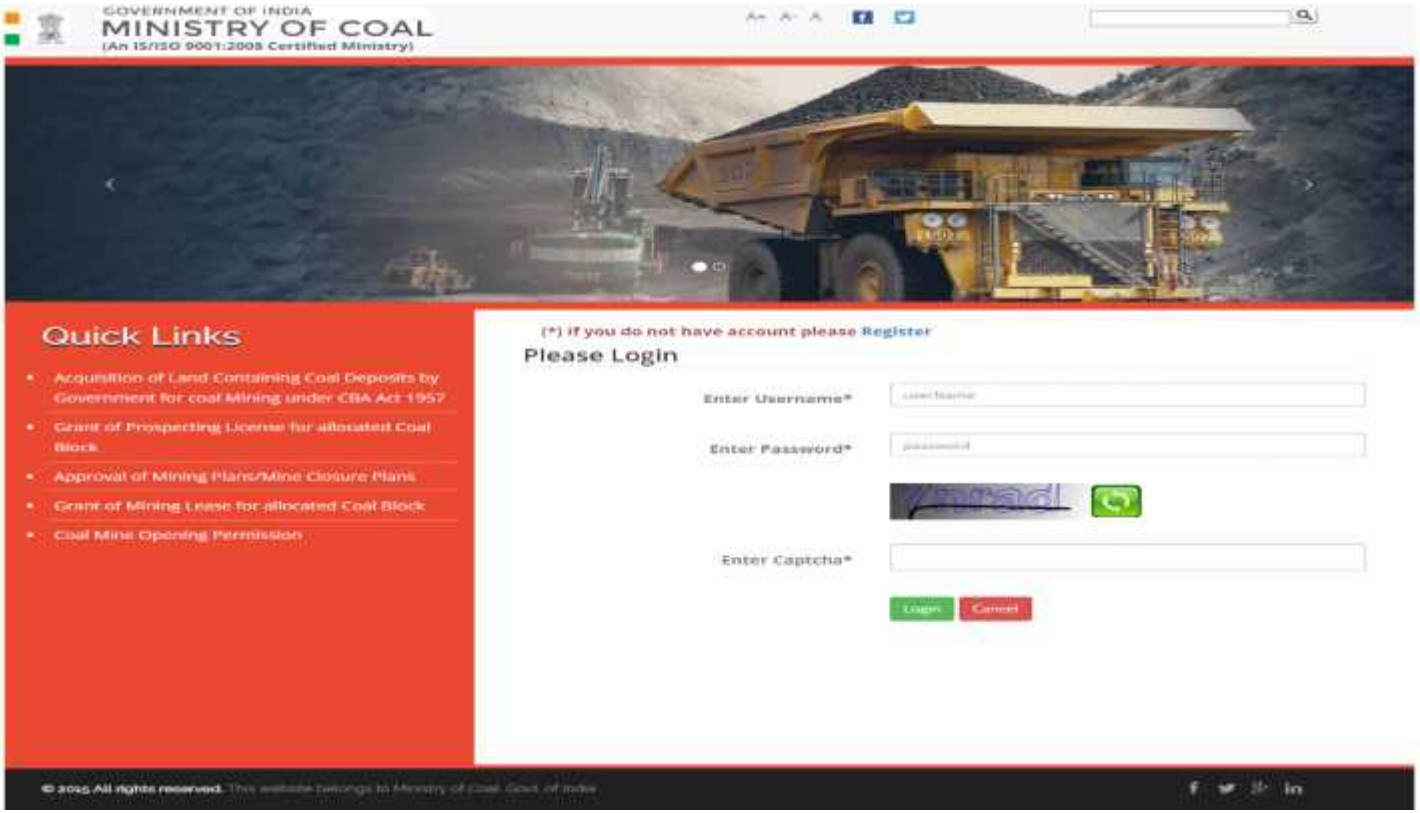
Guidelines :-

1. **Back:** Applicants will select this button then application will be navigated to the previous page of the application form.

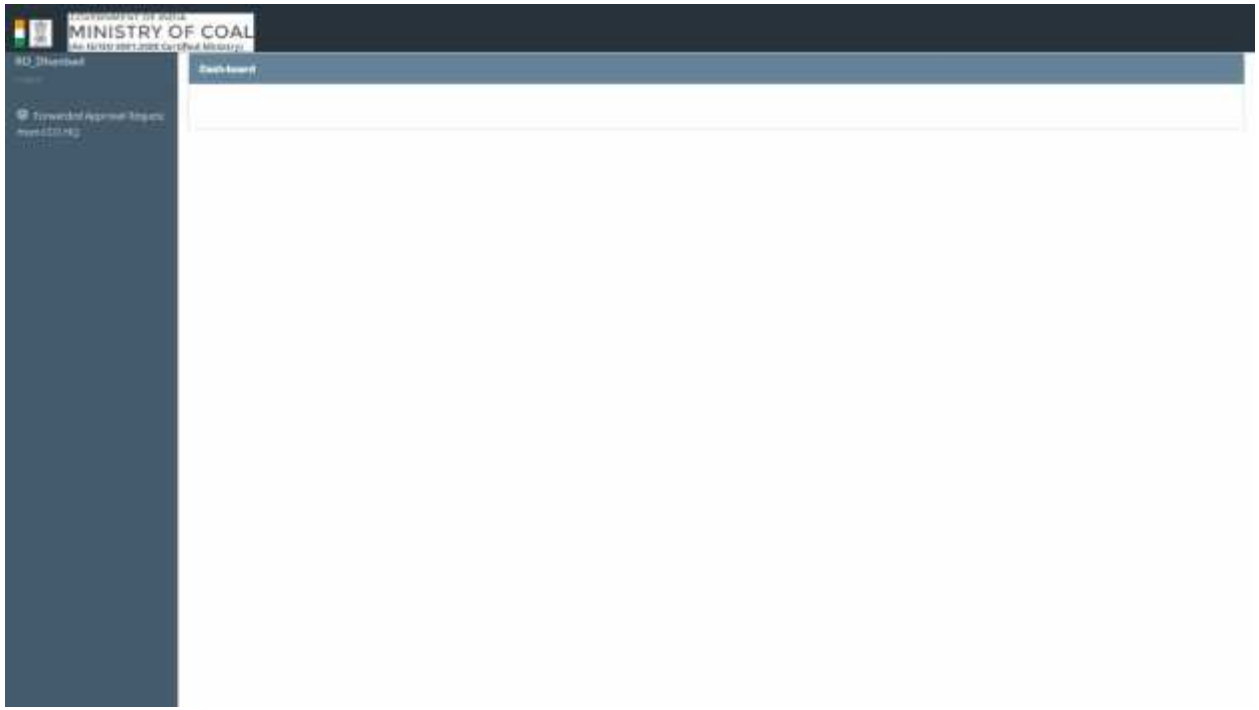
RO: When the application will be accepted by the CCO HQ it is send to the next level (User- RO) on his Dashboard.

He will login using his Username and Password and land on his dashboard where he will view the Received Applications send by the State Government (User). He will scrutinize it, enter his comments fill the checkpoints document and send them to the State Government.

Login into the system



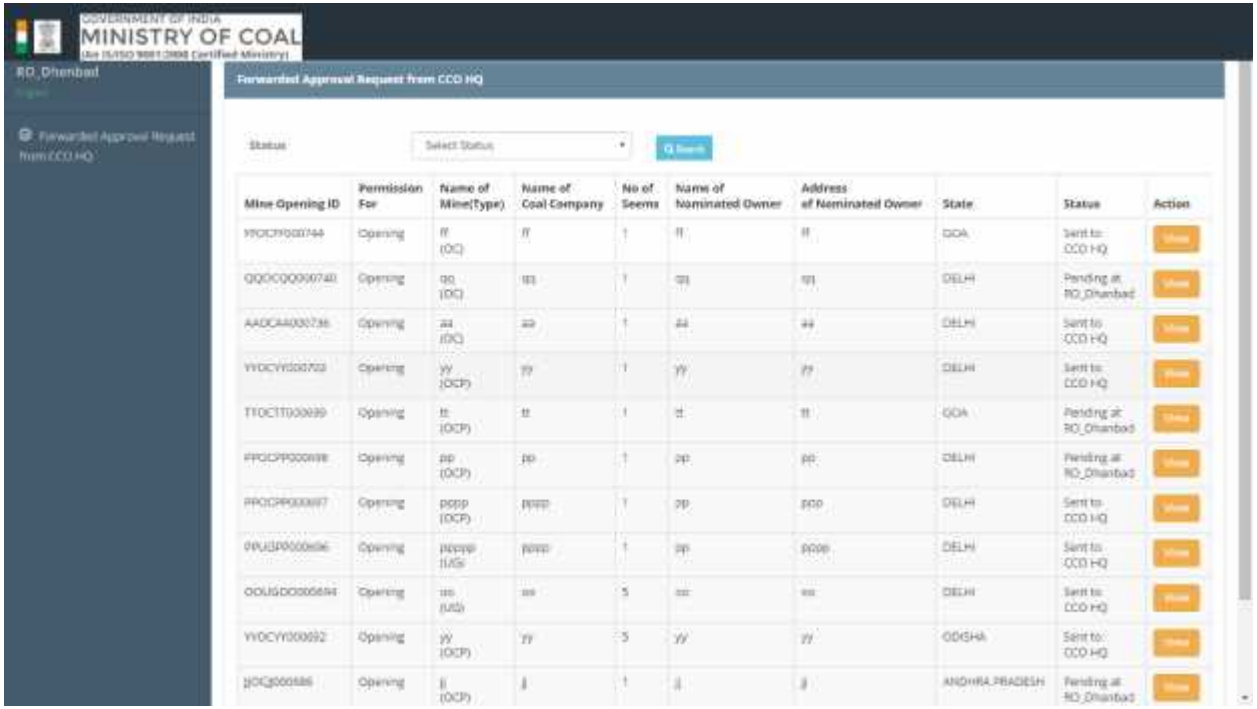
Dashboard :



(Screen 28)

Following will be included in the Dashboard:

1. **Forwarded Approval request from CCO HQ**: Selecting this button will open the forwarded approval request from CCO HQ screen as shown in the below screenshot.

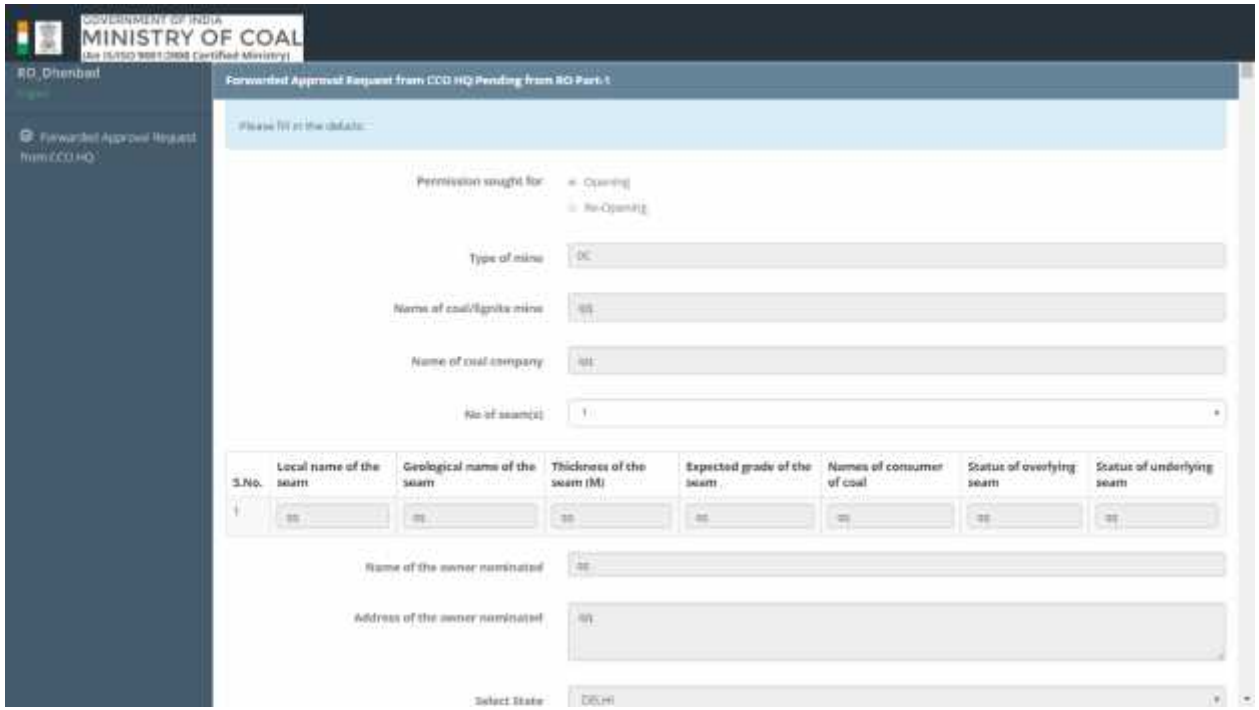


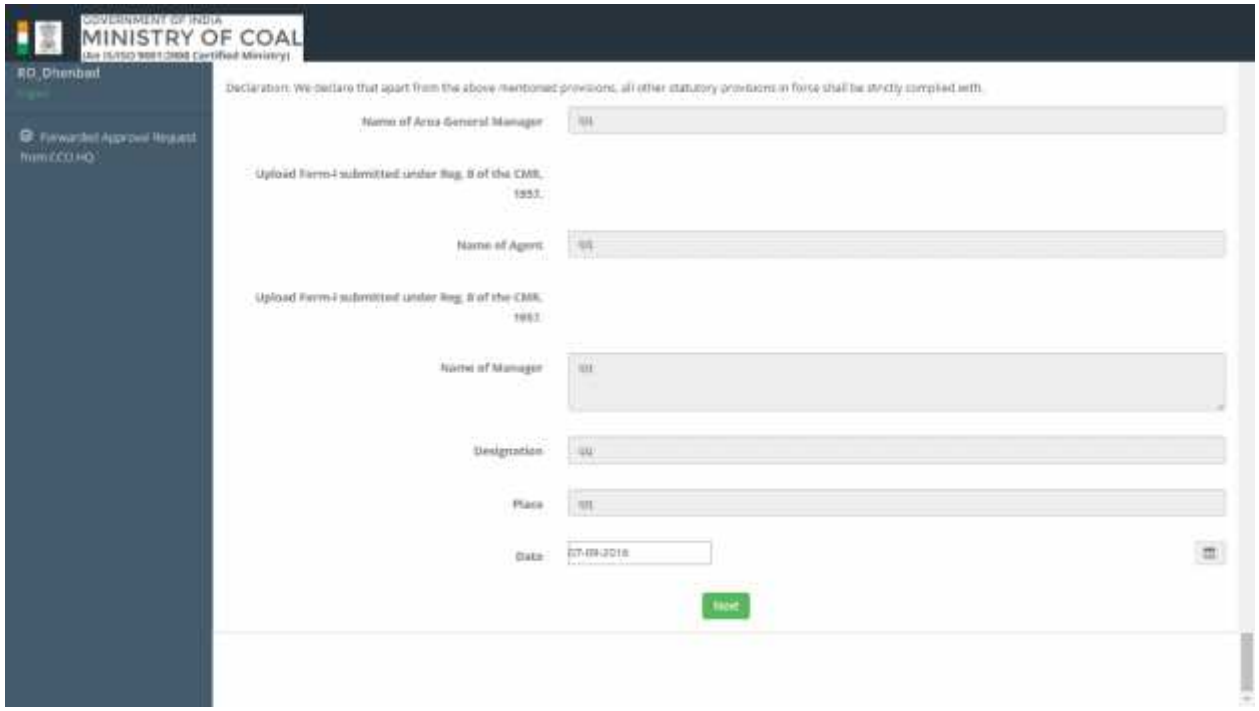
(Screen 29)

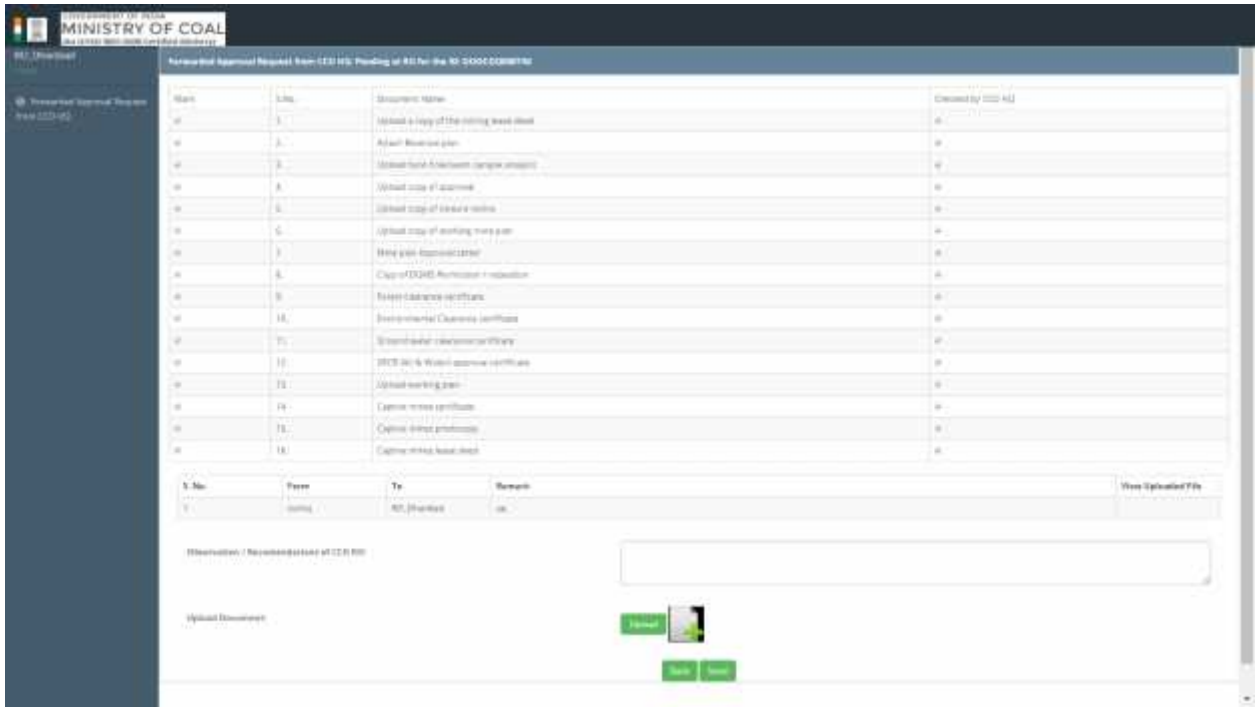
Guidelines :-

1. **Status**: User will select option form the drop down to filter applications in the table
2. **Search:** User will select '*search*' button to filter the table basis 'Status'.
3. **View:**
    a. **Status – Pending at RO :** User will select this link to navigate to the detail screen as shown in the below screenshot.
    b. **Send to CCO HQ :** User will select this link to navigate to the detail screen as shown in the below screenshot.

Status – Pending at RO: This is the Application form submitted by the Applicant in read only mode.




GOVERNMENT OF INDIA
MINISTRY OF COAL
RD_Dhanbad
Forwarded Approval Request from CCO HQ
Declaration: We declare that apart from the above mentioned provisions, all other statutory provisions in force shall be strictly complied with.
Name of Area General Manager
Upload Form-I submitted under Reg. 8 of the CMR, 1957.
Name of Agent
Upload Form-I submitted under Reg. 8 of the CMR, 1957.
Name of Manager
Designation
Place
Date
07-09-2016
Next

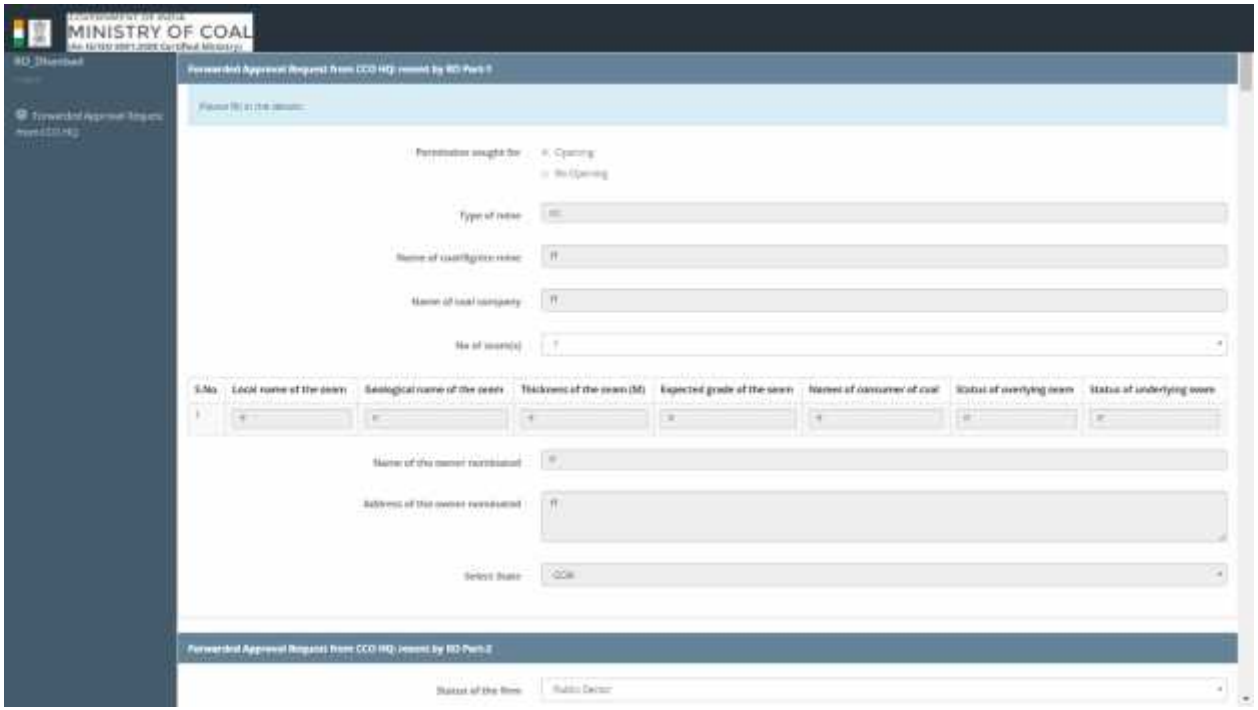


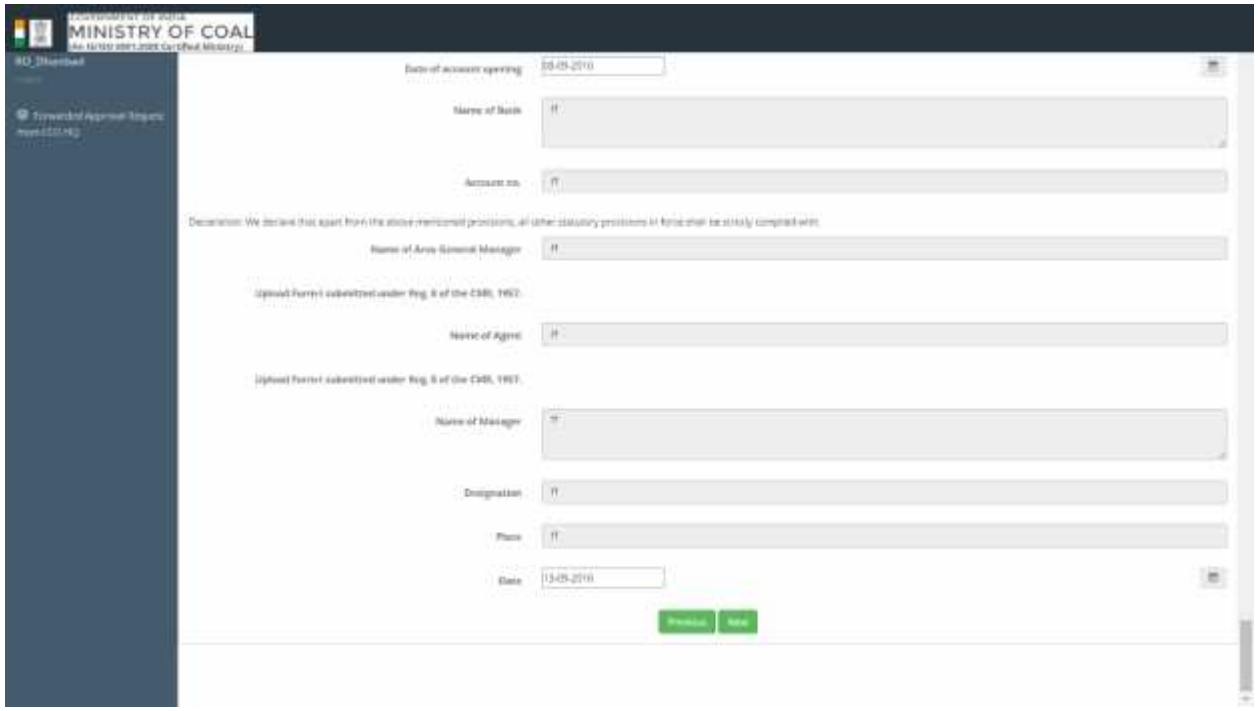
(Screen 30)

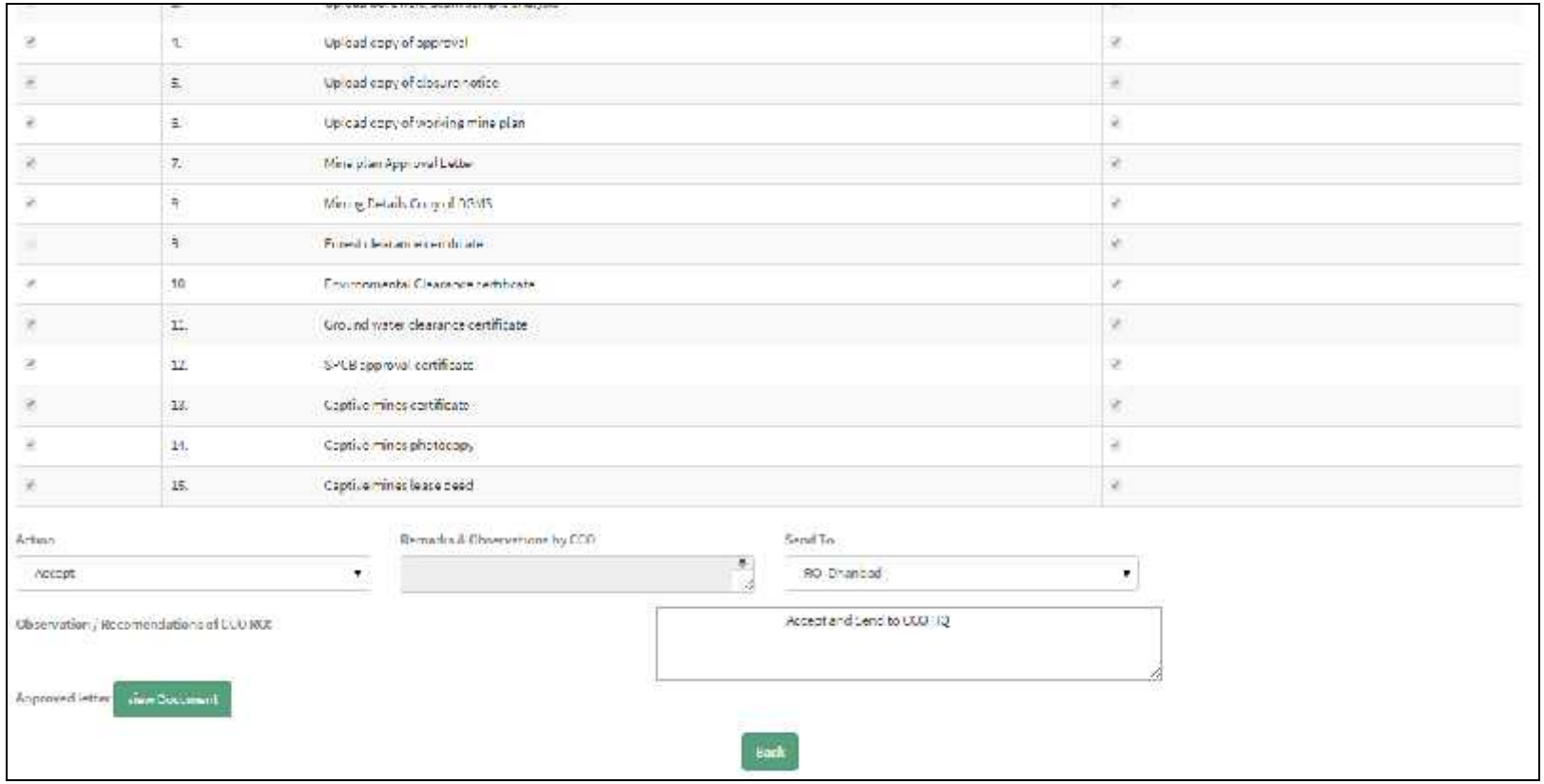
Guidelines :-

1. **Observation / Recommendations of CCO RO**: User will fill Observation / Recommendations of CCO RO here.
2. **Upload:** User will upload the supportive file here.
3. **Back:** Applicants will select this button then application will be navigated to the previous page of the application form.
4. **Send:** Applicants will select this button to send the comments and the file to CCO HQ.

Status: Send to CCO HQ: This is the Application form submitted by the Applicant in read only mode.




MINISTRY OF COAL
Declaration: We declare that apart from the above mentioned provisions, all other statutory provisions in force shall be strictly complied with.



(Screen 31)

Guidelines :-

1. **Approved Letter**: Applicants will select this button to open the uploaded doc in another window.
2. **Back:** Applicants will select this button then application will be navigated to the previous page of the application form.

5.0 **Frequently Asked Questions (FAQ)**

Question: I am not able to sign-up, password is not being accepted by the system.
Answer: You have to enter a password which has minimum 8 characters. At lease one of the characters has to be Upper Case letter (A-Z), at lease one character should be lower Case alphabet (a-z), at lease one character should be a number (0-9) and it should contain at least one special character. The same has been indicated at "?" in the sign-up form also for reference.

Question: During sign-up, I do not have data to be entered against a mandatory field / item. How to proceed?
Answer: You can enter a hyphen (-) or "NA" in such cases.

Question: I have sign-up successfully but still I am not able to login.
Answer: You have to activate your account before proceeding for login. For this, an activation link was sent at your email address (you provided in sign-up form) after sign-up was successful. You can open your email and click on the activation link first. You can login thereafter.

Question: I have not received activation email.
Answer: You may have entered an invalid email address. You have to sign-up again giving correct information.