

Project Information Management

User Manual For Proponent

Version 1.1



Revision History

Revision No.	Revision Date	Author	Approved Date	Approved By	Description
0.1	27-July-2022	Pranav Rana	27-July-2022	Jayoti Jain Syamala Sharma	Draft Version
1.0	27-July-2022	Pranav Rana	28-July-2022	Jyoti Jain Syamala Sharma	Initial copy
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	/:+: :::VAUCHVII	



1 Introduction



2 Intended Audience

This User Help Guide is exclusively developed for the use of Proponent. It explains the process of managing Project Information Management, PIMS agreement, PGB details, amendment/corrigendums details, vested clearances, daily and monthly production report, upform, showcase notice, relaxation letter, precommencement report, monthly premium report, production target form, and production target report. Care is taken to explain each function in detail!



3 Registration

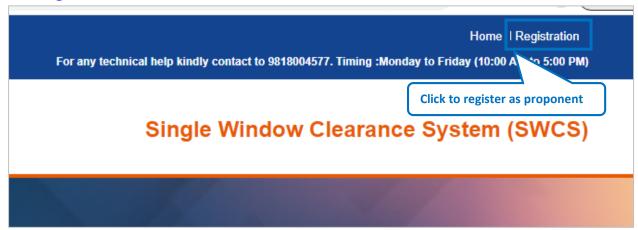


Figure 3-1

Click Registration to register as proponent



Figure 3-2

Click to fill registration form

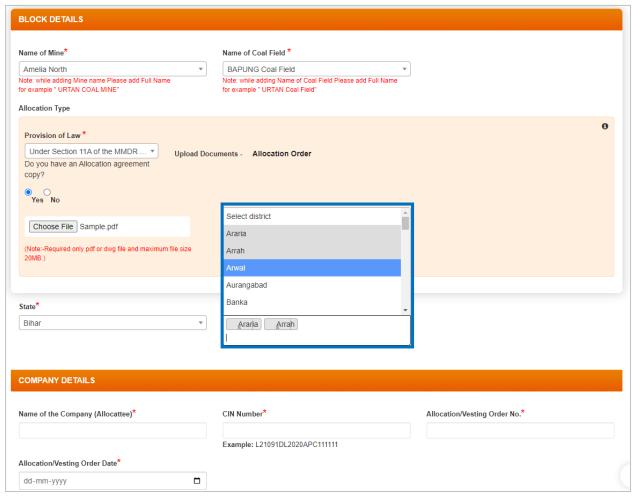


Figure 3-3

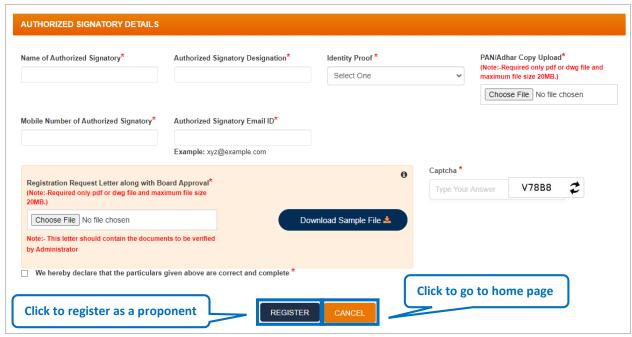


Figure 3-4

Enter following details

- Block Details:
- Name of Mine: Select name of mine from dropdown
- Name of Coal Field: Select name of coal field from dropdown
- Provision of Law: Select provision of law from dropdown
- State: Select State from dropdown
- District: Select district from multiple select box, once you select district, you can again click on it to select another district
- Company Details:
 - O Name of the Company (Allocattee): Enter name of company
 - o CIN Number: Enter Corporate Identification Number number
 - Allocation/Vesting Order No.: Enter allocation/vesting order No.
 - Allocation/Vesting Order Date: Enter allocation allocation/vesting order date
- Authorized Signatory Details:
 - Name of Authorized Signatory: Enter name of authorized signatory
 - o Authorized Signatory Designation: Enter authorized signatory designation
 - o Identity Proof: Select identity proof from dropdown

 - Mobile Number of Authorized Signatory: Enter mobile number of authorized signatory



- o Authorized Signatory Email ID: Enter authorized signatory email ID
- Registration Request Letter along with Board Approval: Click to upload to registration request letter along with board approval
- Click Download Sample File to download sample file
- o Captcha: Enter captcha as displayed
- Check We hereby declare that the particulars given above are correct and complete *agreement checkbox
- Click REGISTER to register as a proponent
- Click cancel to go to home page



Proponent Login

Enter administrator URL in the address bar of your browser and press Enter key. Login screen will be displayed.



Enter following details:

- Enter User Name and Password
- Sign In Enter CAPTCHA Code as displayed and click button
- Click to get new CAPTCHA code
- Click Forgot Password? to request for reset password link



5 Logout

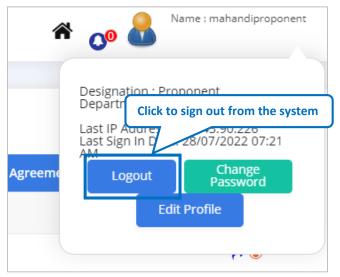


Figure 5-1





6 Change Password

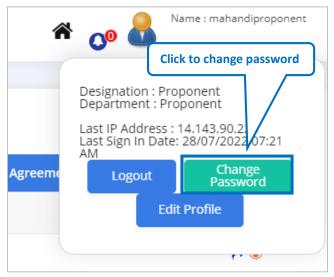


Figure 6-1





7 Edit Profile

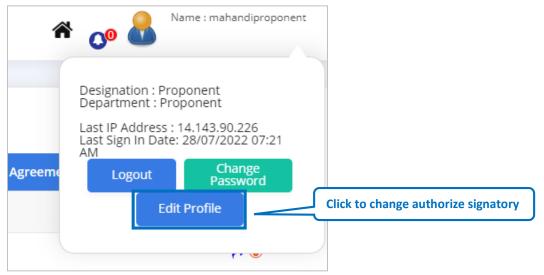
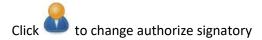


Figure 7-1



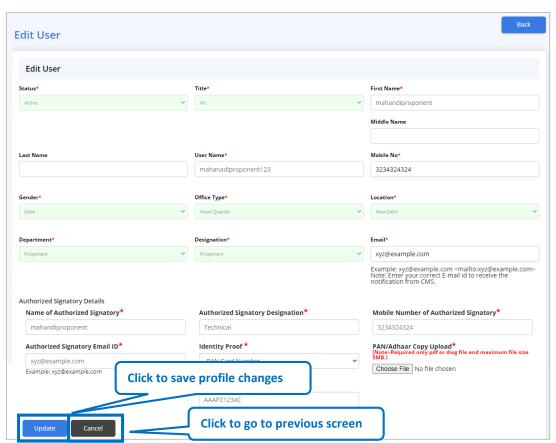


Figure 7-2



Make required changes;

- Click Update to save profile changes.

7.1 Project Information Management

Select "Project Information Management" to manage project information.

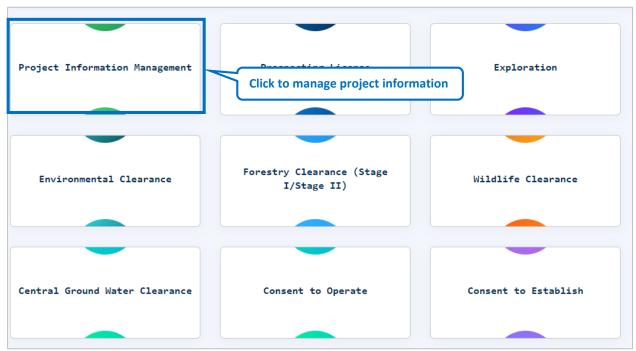


Figure 7-3



7.1.1 Add Project Information Management System Block Agreement Form Details

When proponent visit this portal for the first time, proponent need to add project information management system block agreement form details by clicking

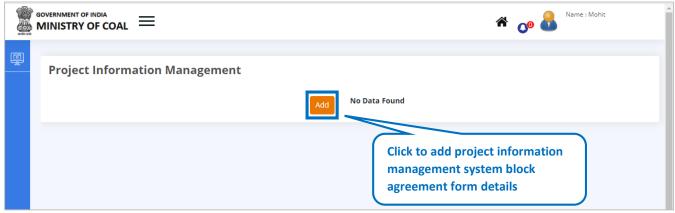


Figure 7-4

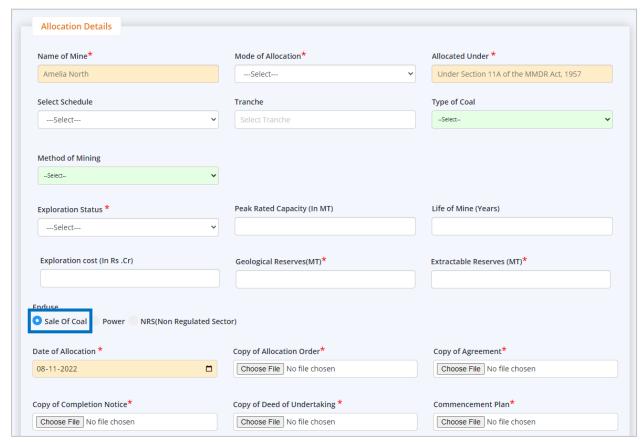


Figure 7-5



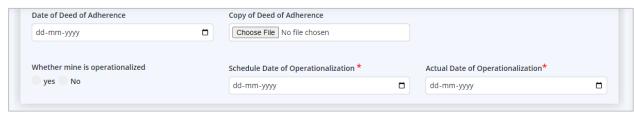


Figure 7-6

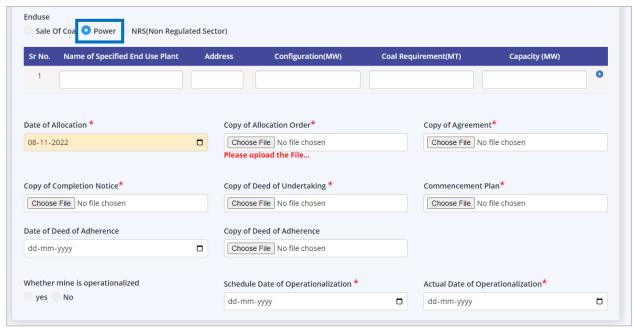


Figure 7-7

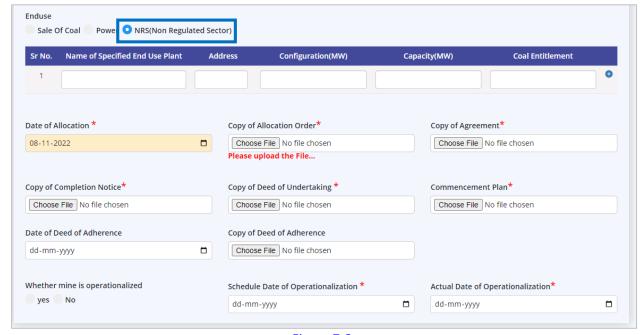
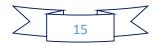


Figure 7-8



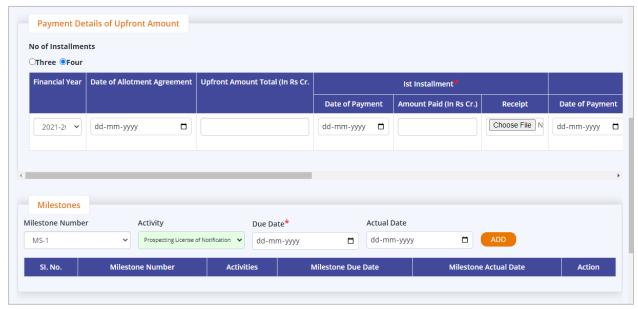


Figure 7-9

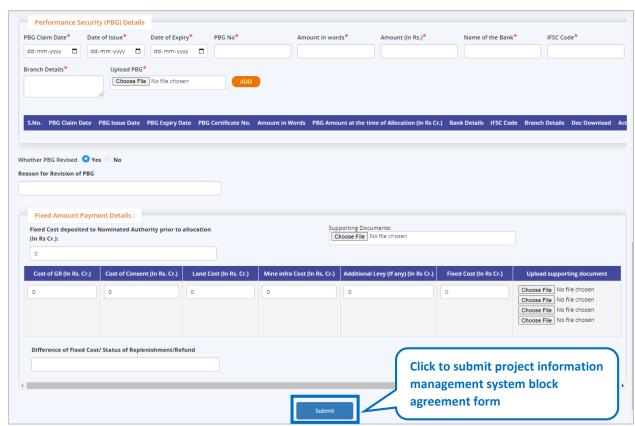


Figure 7-10



Enter following details:

- Allocation details
- Payment details of upfront amount
- Milestones details
 - Click ADD to add milestones details
- Performance Security (PBG) Details
 - Click ADD to add Performance security details
- Whether PBG Revised: Click Pradio button Yes/No
- Reason for Revision of PBG: Enter reason for revision of PGB
- Fixed Amount Payment Details

Note:

- New proponent only needs to fill 1st installment under payment details of upfront amount, old proponent needs to fill 2nd installment, 3rd installment, and 4th installment.
- Details written in Yellow color textbox will be displayed automatically at the time when proponent has registered.
- In Fixed Amount Payment Details section, the first supporting document you need to upload is of GR, Consent, Land and Mine infra. You do not have to upload any supporting document for Additional Levy.



Project information management system block agreement filled details will be displayed with following column headings:

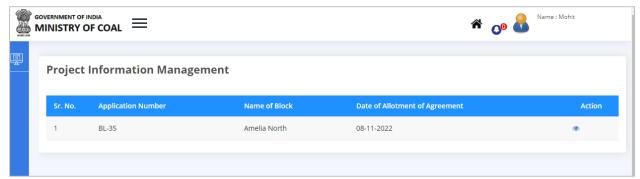


Figure 7-11

- Sr. No.
- Application Number
- Name of Block
- Date of Allotment of Agreement
- Action:
 - Click to view project information management details



7.1.2 View Project Information Management

In this section proponent will be able to view Allocation Details, Upfront Payable Details, Milestone Number, Performance Bank Guranatee Details, Compensation Payment Details, and Movement Trail. In movement trail, proponent will be able to view forwarded from user, forwarded to user, remarks, date & time of action.

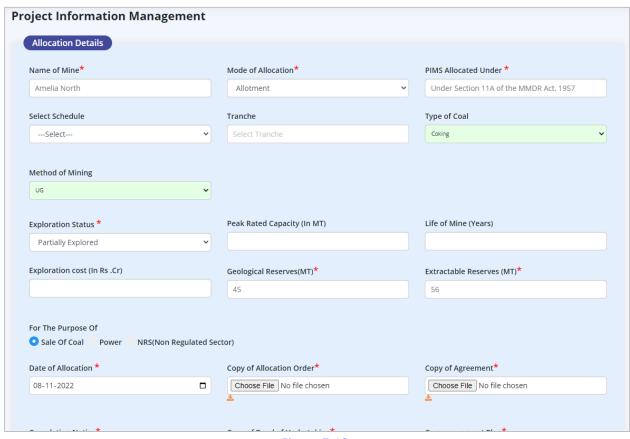


Figure 7-12

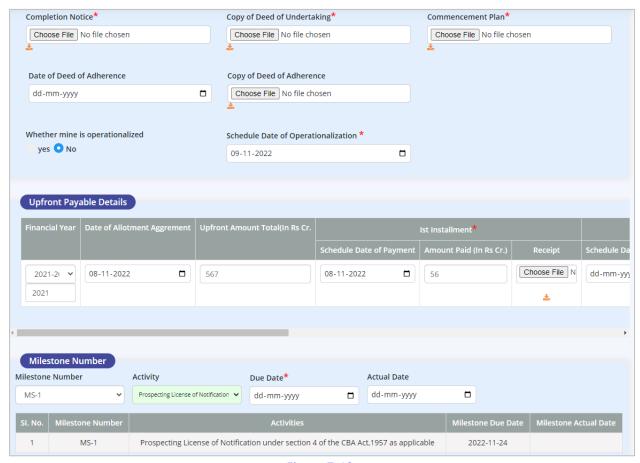


Figure 7-13

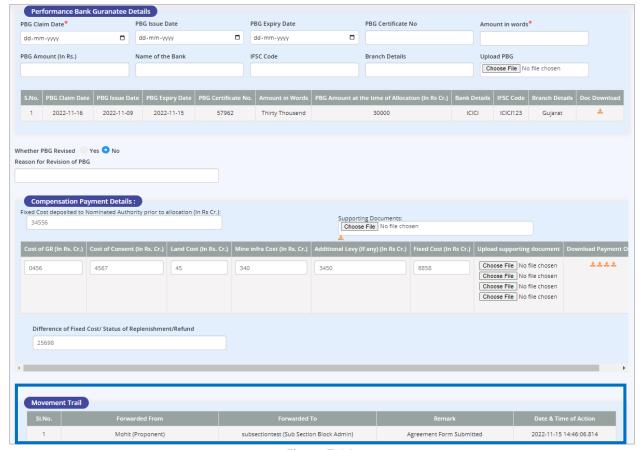


Figure 7-14

Note: Once proponent submit project information management system block agreement form initially it will be forwarded to sub section admin.



7.2 PIMS Agreement

In this module proponent can enter and submit allocation agreement details.

Hover mouse on icon and click "PIMS Agreement".

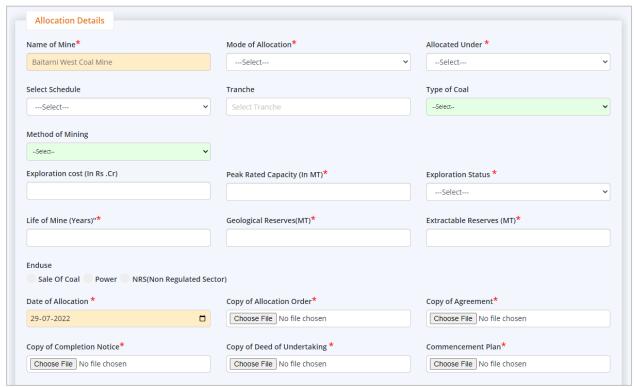


Figure 7-15

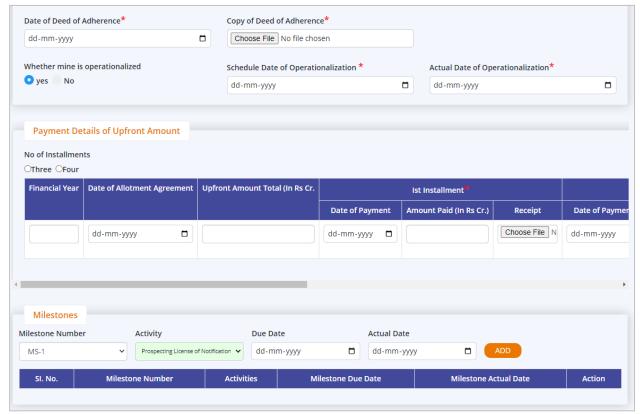


Figure 7-16

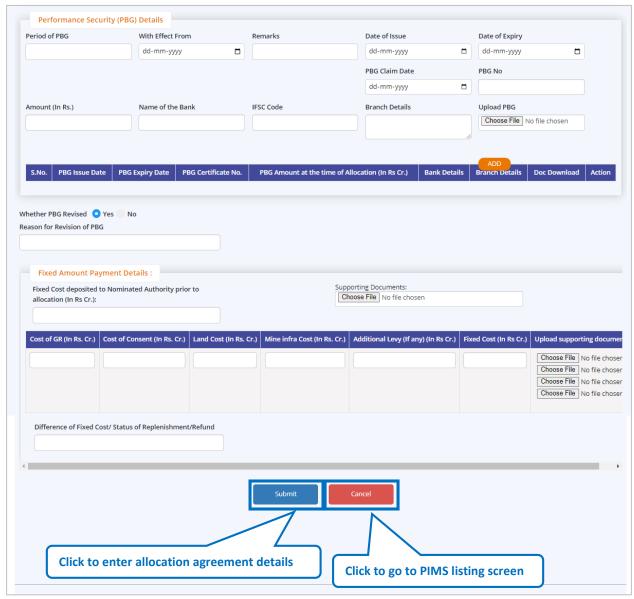


Figure 7-17

Enter following details:

- Allocation details
- Payment details of upfront amount
- Milestones details, milestone number, activity, due date, and actual date
 - Click ADD to add milestones details
- Performance Security (PBG) Details
 - Click ADD to add Performance security details
- Whether PBG Revised: Click radio button Yes/No



- Reason for Revision of PBG: Enter reason for revision of PGB
- Fixed Amount Payment Details
- Click Submit to enter allocation agreement details

Note: New proponent only needs to fill 1^{st} installment under payment details of upfront amount, old proponent needs to fill 2^{nd} installment, 3^{rd} installment, and 4^{th} installment.

7.3 Performance Security (PBG) Details

In this module, proponent can view coal mine details, bank branch details, and download revised PBG (If Any), and appropriation/ revision order copy. Proponent needs to enter PBG payment details and PBG additional details for the submission.

Hover mouse on icon and click "Performance Security (PBG) Details".

• Name of Coal Mine: Name of coal mine will be displayed automatically

Performance Security (PBG) Details will be displayed with following column headings:

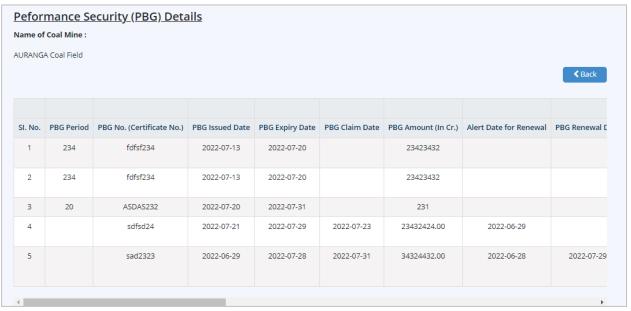


Figure 7-18

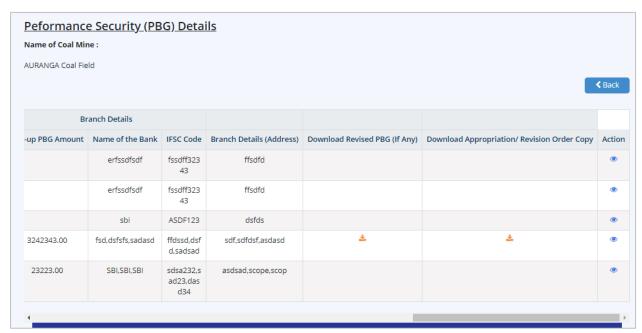


Figure 7-19

- SI. No.
- PBG Period
- PBG No. (Certificate No.)
- PBG Issued Date
- PBG Expiry Date
- PBG Claim Date
- PBG Amount (In Cr.)
- Alert Date for Renewal
- PBG Renewal Date
- PBG Revision Amount (If any)
- · Reason for revision of PBG
- PBG Appropriated Amount (If any)
- Reason For PBG Appropriation
- Top-up PBG Amount
- Name of the Bank IFSC Code
- Branch Details (Address)
- Download Revised PBG (If Any)
 - Click to download revised PBG
- Download Appropriation/ Revision Order Copy
 - Click ★ to download appropriation/ revision order copy
- Action:
 - Click to view Performance security details

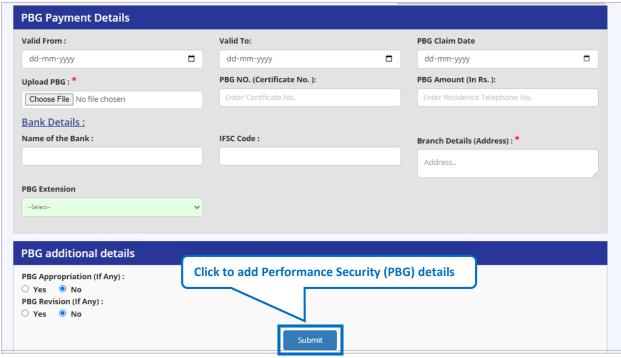


Figure 7-20

Enter following details:

- Valid From: Enter valid from date
- Valid To: Enter valid to date
- PBG Claim Date: enter claim date
- Upload PBG:
 - o Click Choose File to upload PBG
- PBG NO. (Certificate No.): Enter PBG NO.
- PBG Amount (In Rs.): Enter PBG Amount
- Bank Details:
 - o Name of the Bank: Enter name of bank
 - IFSC Code: Enter IFSC code
 - o Branch Details (Address): Enter branch details
 - PBG Extension: Select PGB extension renewal/substitution from dropdown, if you select renewal, you need to add Validity Extended upto date to extend period.



If you select substitution from dropdown, you need to enter following details:

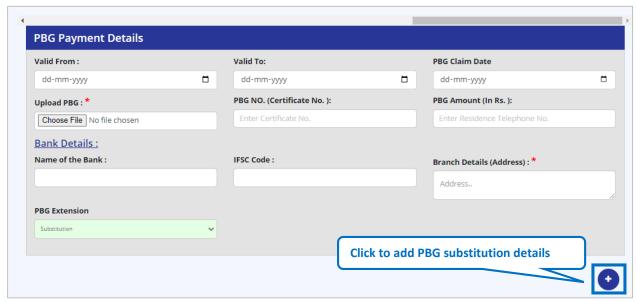


Figure 7-21

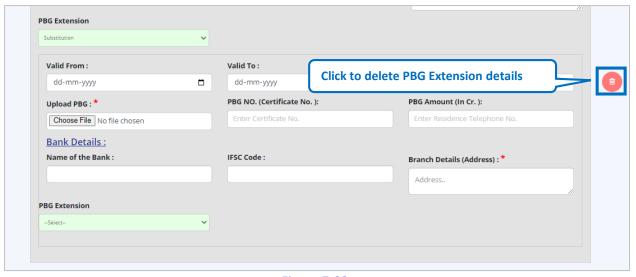


Figure 7-22

- Click to add PBG substitution details
- Valid From: Enter valid from date
- Valid To: Enter valid to date
- PBG Claim Date: Enter OBG claim date
- Upload PBG:
 - Click Choose File to upload PBG
- PBG NO. (Certificate No.): Enter PBG NO. (Certificate No.)



- PBG Amount (In Cr.): Enter PBG amount
- Name of the Bank: Enter name of the bank
- IFSC Code: Enter IFSC code
- Branch Details (Address): enter branch details Address
- Click to delete PBG Extension details
- PBG additional details:
 - PBG Appropriation (If Any) : Click radio button Yes/No
- If you click Yes radio button, the you need to enter following details:
 - o PBG Appropriation Amount: Enter PBG appropriation amount
 - o Reason for PBG Appropriation: Enter reason for PBG appropriation:
 - o Upload Appropriation Order Copy:
 - Click Choose File to upload appropriation order copy
 - o PBG Top-Up Amount: Enter PBG Top-Up Amount:
 - O Upload Top-up PBG:
 - Click Choose File to upload top-up PBG
- Bank Details:
 - Name of the Bank: Enter name of the bank
 - IFSC Code: Enter bank IFSC code
 - o Branch Details (Address): Enter branch details address
- PBG Revision (If Any) : Click Padio button Yes/No
- If you click Yes radio button, the you need to enter following details:
 - o Revision Appropriation Amount: Enter revision appropriation amount
 - o Reason for Revision of PBG: Enter reason for revision of PBG
 - Upload Revised PBG:
 - Click Choose File to upload revised PBG
- Bank Details:
 - Name of the Bank: Enter name of the bank
 - o IFSC Code: Enter bank IFSC code
 - Branch Details (Address): Enter branch details address



7.4 Details of Amendment/ Corrigendums

In this module, proponent can view amendment details of agreement and corrigendum details of vesting order, and add amendment or corrigendums details.

Hover mouse on icon and click "Details of Amendment/ Corrigendums".

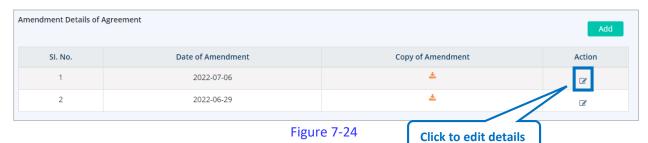
Details of amendment/ corrigendums wil be displayed with following column headings:

etails of Amendment/	Corrigendums			
Name of Mine	Coal Field	State	Date of Allocation	Alottee /Company Name
Baitarni West Coal Mine	AURANGA Coal Field	Andhra Pradesh		asdsadasddadsadas

Figure 7-23

- Name of Mine
- Coal Field
- State
- Date of Allocation
- Allottee/Company Name

Amendment details of agreement details will be displayed with following column headings:



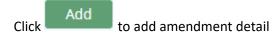
- SI. No.
- Date of Amendment
- Copy of Amendment
 - Click **to download copy of amendment
- Action
 - Click to edit details



7.4.1 Add Amendment Details of Agreement



Figure 7-25



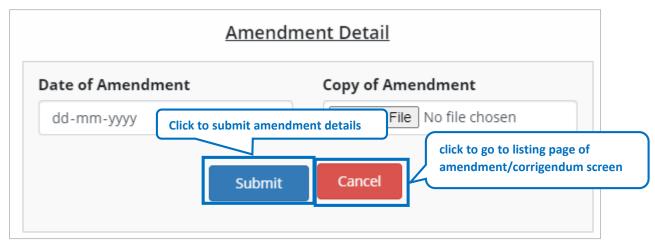


Figure 7-26

Enter following details:

- Date of Amendment: Enter date of amendment
- Copy of Amendment:
 - Click Choose File to upload copy of amendment
- Click to submit amendment details
- Click
 to go to listing page of amendment/corrigendum screen



Corrigendum details of vesting order will be displayed with the following column headings:



Figure 7-27

- SI. No.
- Date of Corrigendum to the Vesting Order (If any)
- Copy of Corrigendum (If any)
 - Click *to download copy of corrigendum
- Action
 - Click to edit details

7.4.1.1 Add corrigendum details of vesting order

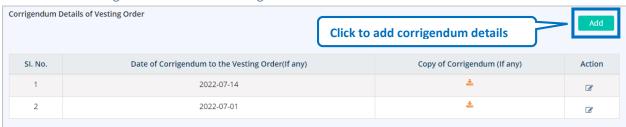
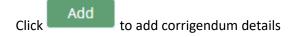


Figure 7-28



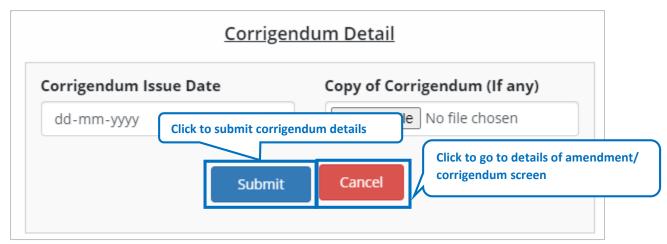


Figure 7-29



Enter following details:

- Corrigendum Issue Date: Enter corrigendum issue date
- Copy of Corrigendum:
 - O Click Choose File to upload copy of corrigendum
- Click
 to go to details of amendment/ corrigendum screen



7.5 Details of vested Clearances

In this module, proponent can view statutory clearances name with ministry agency name, letter number, date, and can download issuance letter.

Hover mouse on icon and click "Details of vested Clearances".

Vesting Order details will be displayed with following column headings:

Name of Mine Baitarni West Coal Mine		Coal Field Name		State Date of Allo		llocation	Allottee/Compa	Allottee/Company Name	
		AURANGA Coal Field	URANGA Coal Field Andhra Pradesh				asdsadasddad	dsadas	
SI. No.	Name of Mine	Name of Statutory Clea	arances	Ministry Agency Name		Letter Numb	per Date	Action	
1	Baitarni West Coal Mine	sefsdf	sefsdf		sdfds		2022-07-20	± ♂ •	
2	Baitarni West Coal Mine	abcd		al	abcd		2022-07-29	±	

Figure 7-30

- Name of Mine
- Coal Field Name
- State
- Date of Allocation
- Allottee/Company Name
- SI. No.
- Name of Mine
- Name of Statutory Clearances
- Ministry Agency Name
- Letter Number
- Date
- Action
 - Click ≥ to download issuance letter
 - Click to edit vesting order details
 - Click to add vesting order details



7.5.1 Add Vesting Order Details



Figure 7-31

Click to add vesting order details

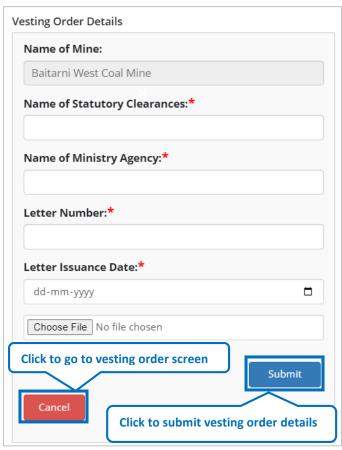


Figure 7-32



- Name of Mine: Name of mine will be displayed automatically
- Name of Statutory Clearances: Enter name of statutory clearances
- Name of Ministry Agency: Enter name of ministry agency
- Letter Number: Enter letter number
- Letter Issuance Date: Enter letter issuance date
- Click Choose File to upload letter issuance
- Click Submit to submit vesting order details
- Click to Cancel to go to vesting order screen

7.6 Daily Production Report

In this module proponent can view as well as enter production details on a daily basis.

Hover mouse on icon and click "Daily Production Report".

Daily production report details will be displayed with following column headings:



Figure 7-33



Figure 7-34

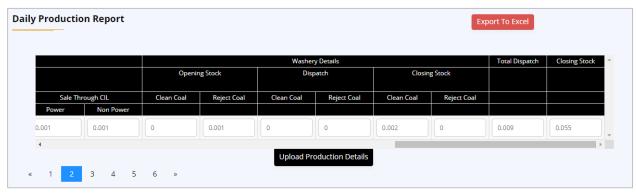


Figure 7-35

- Date
- Opening Stock
- Daily Production Target
- Actual Production
- Dispatch
- Washery Details
- Total Dispatch
- Closing Stock

7.6.1 Upload Daily Production Report

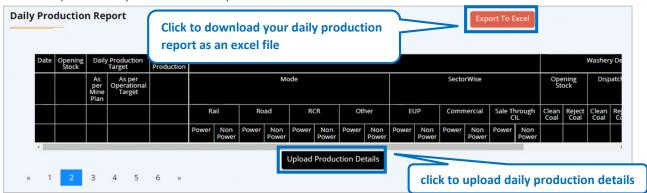
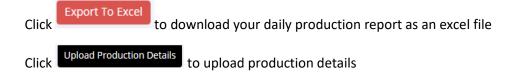
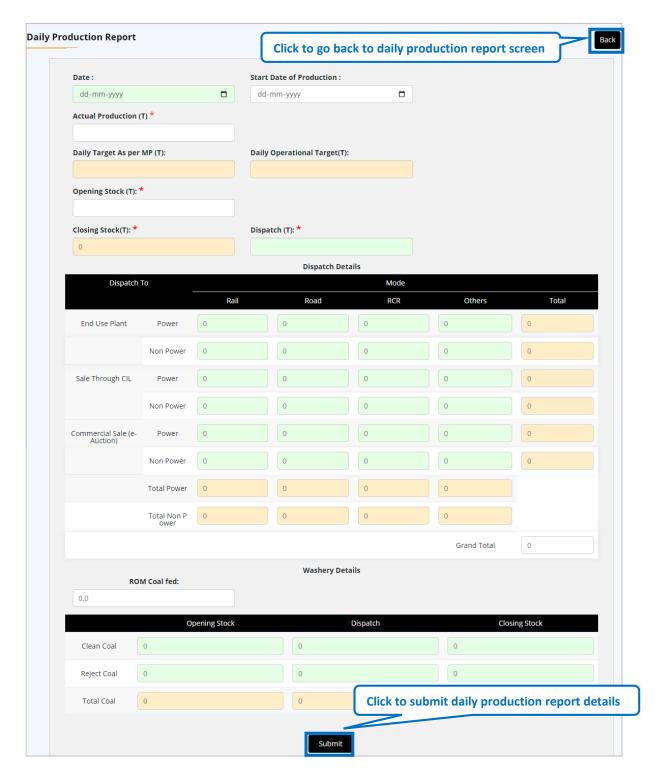


Figure 7-36









- Date: Select date from dropdown
- State Date of Production: Select state date of production
- Actual Production (T): Enter actual production
- Daily Target As per MP (T): Daily target as per MP (T) will be displayed automatically
- Daily Operational Target(T): Daily operational target(T) will be displayed automatically
- Opening Stock (T): Enter opening stock (LT)
- Opening Stock (T): Enter opening stock
- Closing Stock(T): Closing stock will be displayed automatically
- Dispatch(T) Enter dispatch amount
- Dispatch Details
 - o End Use Plant for power and non-power rail, road, RCR, and others
 - Total will be calculated automatically
 - Sale Through CIL for power and non-power rail, road, RCR, and others
 - Total will be calculated automatically
 - o Commercial Sale (e-Auction) for power and non-power rail, road, RCR, and others
 - Total will be calculated automatically
 - Grand total will be displayed automatically
- Washery Details
 - o ROM Coal fed: Enter ROM coal fed amount
- Clean Coal: Enter clean coal for opening stock, dispatch, and closing stock
- Reject Coal: Enter reject coal for opening stock, dispatch, and closing stock
- Total Coal: Total coal will be displayed automatically
- Click
 Submit to submit daily production report details
- Click to go back to daily production report screen

System will show following message:



- Figure 7-37
- Click Yes to submit daily production report details
- Click if you do not wish to submit daily production report details



Figure 7-38

7.7 Monthly Production Report

In this module, proponent can enter production detail on a monthly basis.

Hover mouse on icon and click "Monthly Production Report".

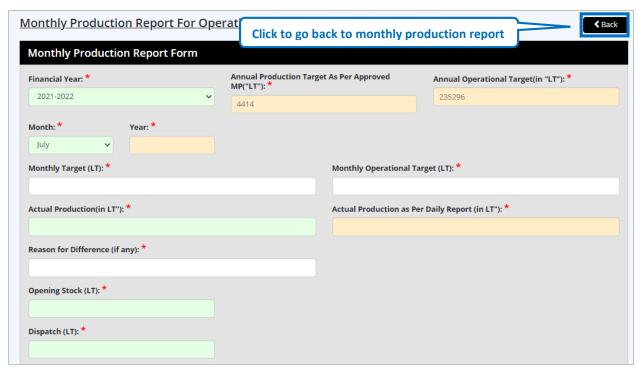


Figure 7-39

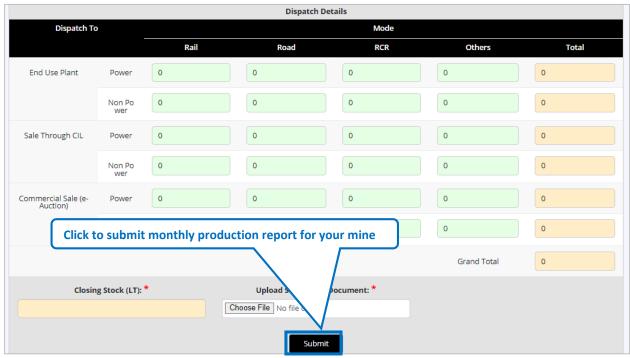


Figure 7-40

- Financial Year: enter financial year
- Annual Production Target As Per Approved MP("LT"): Enter annual production target as per approved mp("It")
- Annual Operational Target(in "LT"): Enter annual operational target(in "LT")
- Month: Select month from dropdown
- Year: Financial ending year will get populated automatically
- Monthly Target (LT): Enter monthly target
- Monthly Operational Target (LT): Enter monthly operational target (LT)
- Actual Production (in LT"): Enter actual production(in LT")
- Actual Production as Per Daily Report (in LT"): Enter actual production as per daily report (in It")
- Reason for Difference (if any): Enter reason for difference
- Opening Stock (LT): Enter opening stock (LT)
- Dispatch (LT): Enter dispatch (LT)
- Dispatch Details
 - o End Use Plant for power and non-power rail, road, RCR, and others
 - Total will be calculated automatically
 - Sale Through CIL for power and non-power rail, road, RCR, and others
 - Total will be calculated automatically
 - o Commercial Sale (e-Auction) for power and non-power rail, road, RCR, and others
 - Total will be calculated automatically



- Grand total will be displayed automatically
- Closing Stock (LT): Enter closing stock (LT)
- Upload Supportive Document:
 - Click Choose File to upload supportive document
- Click
 Submit to submit monthly production report for your mine
- Click to go back to monthly production report screen

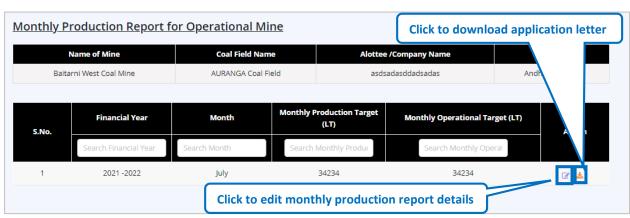


Figure 7-41

- Name of Mine
- Coal Field Name
- Alottee /Company Name
- State
- S.No.
- Financial Year
- Month
- Monthly Production Target (LT)
- Monthly Operational Target (LT)
- Action
 - Click to edit monthly production report details
 - Click * to download application letter



7.8 Upfront

In this module, proponent can view and edit agreement, upfront amount payable details, and download receipt.

Hover mouse on icon and click "Upfront".



Figure 7-42

- Name of Mine: Name of mine will be displayed automatically
- Agreement Date: Agreement date will be displayed automatically
- Total Upfront Amount Payable (In Rs.): Total upfront amount payable (in rs.) will be displayed automatically

Upfront Amount Payable details will be displayed with following column headings:



Figure 7-43

- Installment
- Total Upfront Amount
- Percent of Upfront Payable
- Description Of Payment
- Amount (In Rs Cr.)
- Revised Amount (INR)
- Difference Amount Of Revision
- Action
 - Click to edit upfront amount payable details



- Click to download receipt
- Click to view upfront amount payable details

7.9 Show Cause Notice

When proponent fails to complete a milestone on time government gives them a show cause notice. In this module, proponent can see this notice, download it, reply to the authority, and download the reply.

Hover mouse on icon and click "Show Cause Notice".

List of show cause notice will be displayed with following column headings:

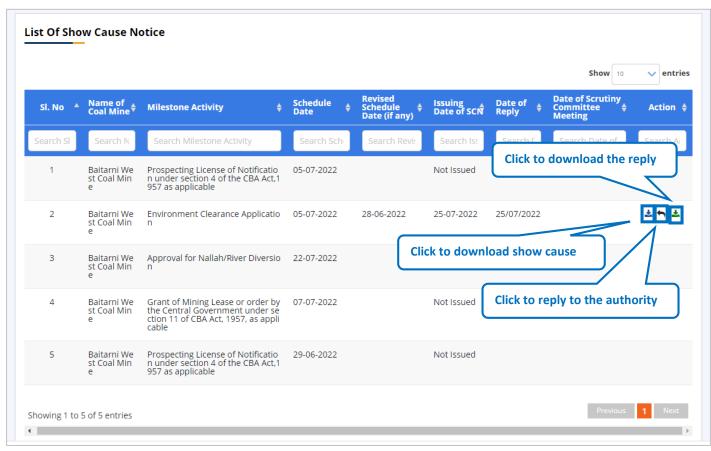


Figure 7-44

- SI No
- Name of coal mine
- Milestone Activity
- Schedule Date
- Revised Schedule Date (if any)
- Issuing Date of SCN



- Date of Reply
- Date of Scrutiny Committee Meeting
- Action
 - Click * to download show cause notice
 - Click to reply to the authority
 - Click to download reply

7.10 Relaxation Letter

In this module, proponent can ask for relaxation in terms of time for milestone of PBG.

Hover mouse on icon and click "Relaxation Letter".

Relaxation letter details will be displayed with following column headings:

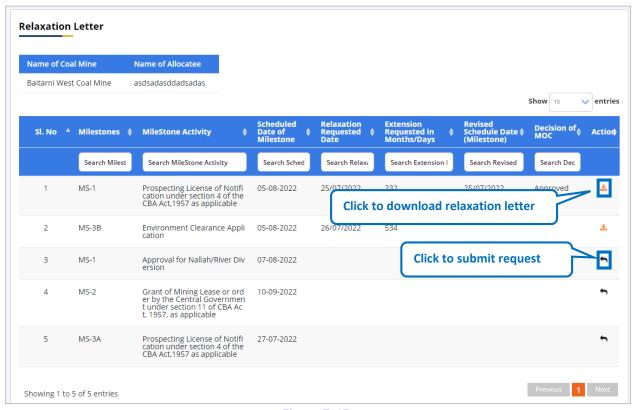


Figure 7-45

- Name of Coal Mine
- Name of Allocatee
- Sl. No
- Milestones
- MileStone Activity
- Scheduled Date of Milestone



- Relaxation Requested Date
- Extension Requested in Months/Days
- Revised Schedule Date (Milestone)
- Decision of MOC
- Action
 - Click to download relaxation letter
 - Click to submit request

7.10.1 Submit Relaxation Request

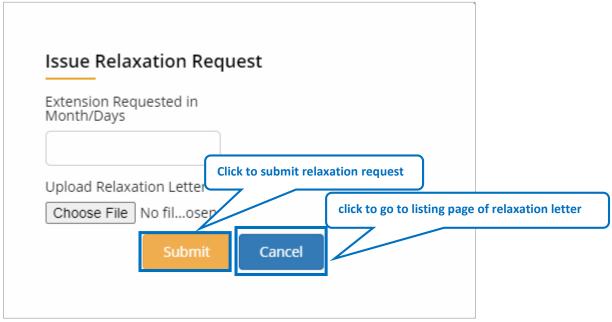


Figure 7-46

- Extension Requested in Month/Days: Enter extension requested in month/days
- Upload Relaxation Letter:
 - Click Choose File to upload relaxation request letter
- Click Submit to submit relaxation request
- Click
 Cancel to go to listing page of relaxation letter



7.11 PreCommencement Report

In this module, proponent can view precommencement report and edit milestone progress activity.

Hover mouse on icon and click "PreCommencement Report".

Precommencement report details will be displayed with following column headings:

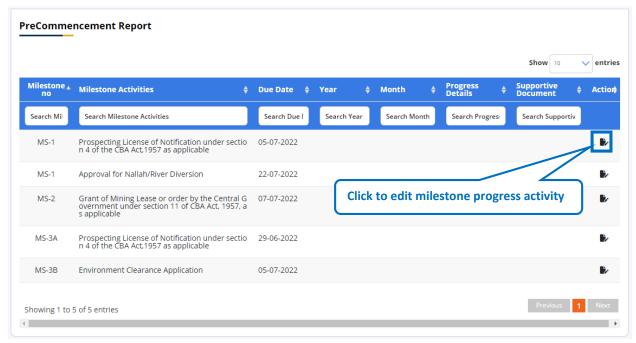


Figure 7-47

- Milestone no
- Milestone Activities
- Due Date
- Year
- Month
- Progress Details
- Supportive Document
- Action
 - Click to edit milestone progress activity



7.11.1 Edit Milestone Progress Activity

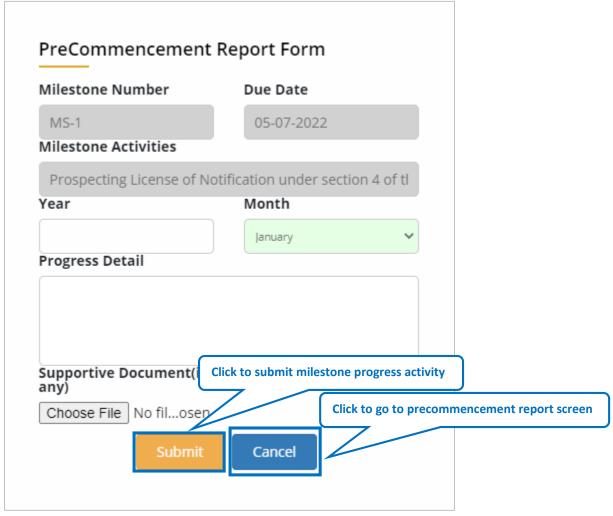


Figure 7-48

- Milestone Number: Milestone number will be displayed automatically
- Due Date: Due date will be displayed automatically
- Milestone Activities: Milestone activities will be displayed automatically
- Year: Enter year
- Month: Select month from dropdown
- Progress Detail
- Supportive Document(if any):
 - Click Choose File to upload supportive document
- Click Submit to submit milestone progress activity



Click
 Cancel to go to precommencement report screen

7.12 Monthly Premium Report

In this module, proponent can submit monthly payment sheet.

Hover mouse on icon and click "Monthly Premium Report".

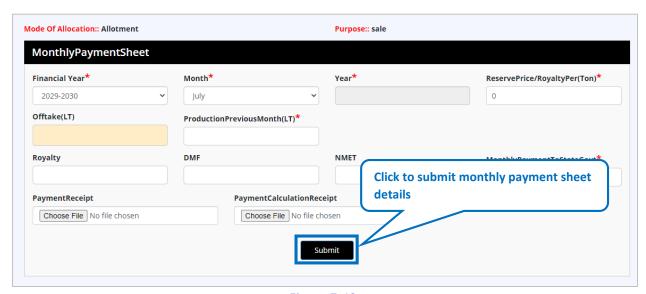


Figure 7-49

- Mode Of Allocation: Mode Of Allocation will be fetched from block agreement form
- Purpose: Purpose will be fetched from block agreement form
- Financial Year: Select financial year from dropdown
- Month: Select month from dropdown
- Year: Year will be automatically displayed
- ReservePrice/RoyaltyPer(Ton): Enter reservePrice/royaltyPer
- Offtake(LT): Offtake will be displayed automatically from dispatch column of monthly production sheet
- Production Previous Month(LT): production of previous month will be displayed automatically from monthly production sheet
- Royalty: Enter royalty
- DMF: Enter DMF
- NMET: Enter NMET
- Monthly Payment To State Govt: Enter monthly payment To state govt
- Payment Receipt:
 - O Click Choose File to upload payment receipt



- Payment calculation receipt
 - Click Choose File to upload payment calculation receipt
- Click
 Submit to submit monthly payment sheet details



7.13 Production Target Form

In this screen, proponent can submit production target form. Production target form has the same fields as <u>production target report</u>.

Hover mouse on icon and click "Production Target Form".

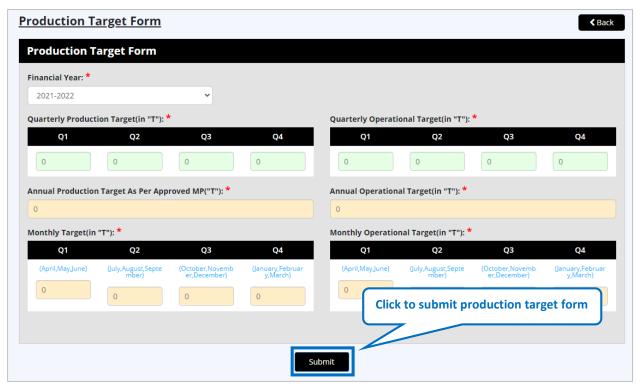


Figure 7-50



- Financial Year: Select financial year from dropdown
- Quarterly Production Target(in "T"): Enter quarter amount
- Quarterly Operational Target(in "T"): Enter quarter amount
- Annual Production Target As Per Approved MP("T"): Annual production target as per approved MP will be displayed automatically
- Annual Operational Target(in "T"): Annual operational target will be displayed automatically
- Click Submit to submit production target form details



7.14 Production Target Report

In this module, proponent can view production target report.

Hover mouse on icon and click "Production Target Report".

Production Target Report will be displayed with following details:

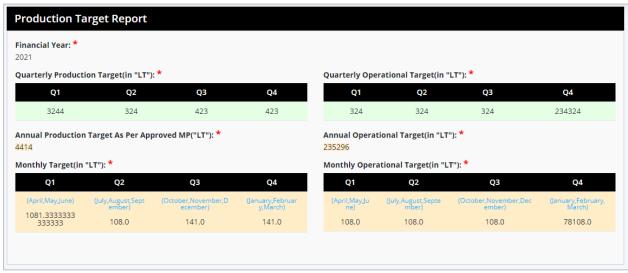


Figure 7-51

- Financial Year
- Quarterly Production Target(in "LT")
- Quarterly Operational Target(in "LT")
- Annual Production Target As Per Approved MP("LT")
- Annual Operational Target(in "LT")
- Monthly Target(in "LT")
 - o Q1
- (April, May, June)
- o Q2
- (July, August, September)
- o **Q3**
- (October, November, December)
- o **Q4**
- (January, February, March)
- Monthly Operational Target(in "LT")
 - o Q1
- (April, May, June)
- o Q2
- (July, August, September)
- o **Q3**



- (October, November, December)
- o Q4
- (January, February, March)