CONTESSA

User Manual
For
Visitor Management System
Visitors Only

প্রধান বিদ্যুৎ পরিদর্শকের দপ্তর
বিদ্যুৎ বিভাগ, বিদ্যুৎ জ্বালানি ও খনিজ সম্পদ মন্ত্রণালয়

Office of The Chief Electric Inspector
Government of The People's Republic of Bangladesh
Ministry of Power Energy and Mineral Resources
25 New Eskaton Road, Dhaka-1000
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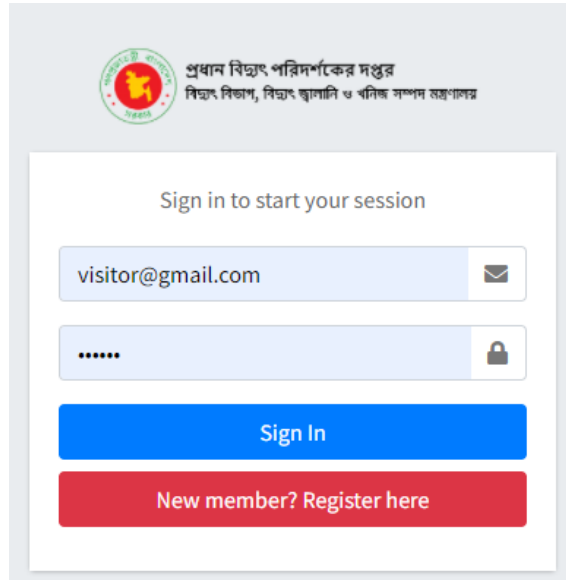
How to Login:

Please go to the Visitor Management System link below:

https://visitor.ocei.gov.bd/

How to Register:

1. If you are not registered please click on Register here. after clicking on Register here, you will find a visitor Registration Form.

a) All the Visitor have to fill up all the mandatory fields highlighted below, to complete a successful registration.

b) After fill up all the mandatory fields User have to click on 'Submit' button to complete the registration showing on the picture below.

c) After clicking on 'Submit' button user have to verify his/her email address. after completing email verification user will get a confirmation message shown below.
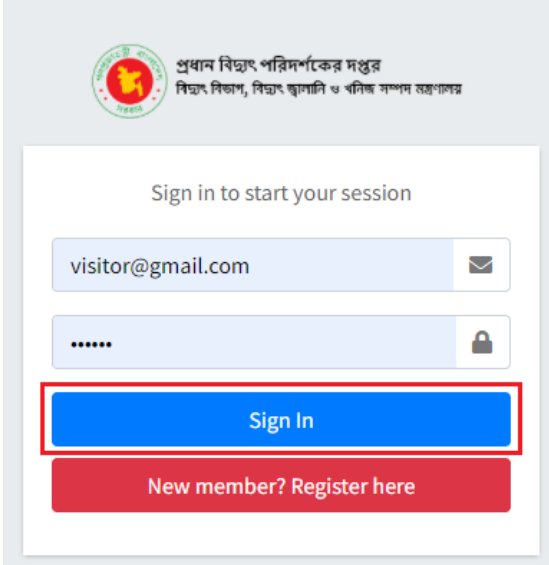
How to Login as a Visitor:
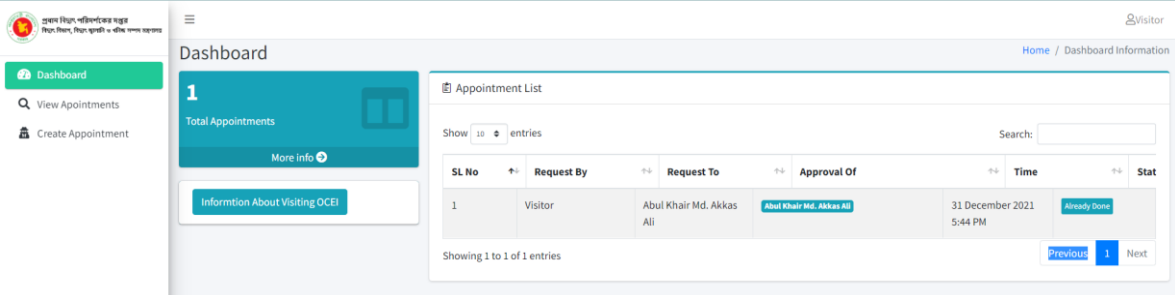
3. If you are already registered, please type your User ID/Email address and Password. Then click Sign in.
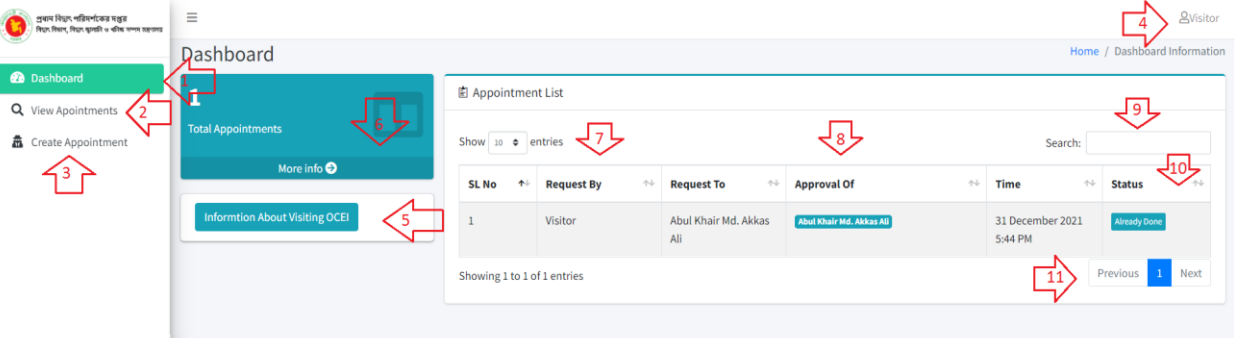
a) User will redirect to His/her Visitor Management System Home Page/Dashboard. Picture is shown below:

Visitor - Introducing Visitor Management System
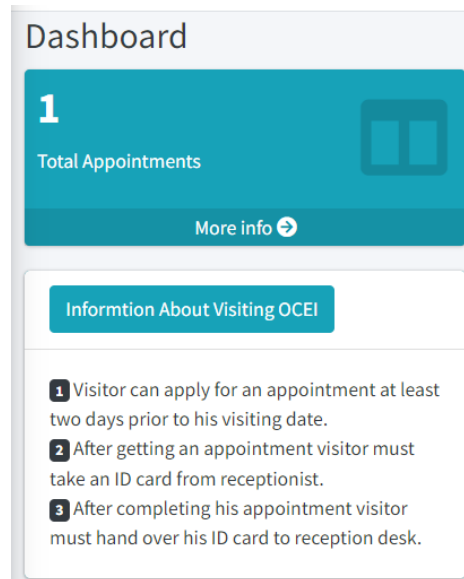
- ## Dashboard:

1. Click here to view individuals Dashboard.

2. Click here to Search & View all Appointments including Pending, Approved, Rejected and past completed appointments.

3. Click here to create a fresh/new appointment.

4. Click here to log out/log in into individual user's account.

5. Click here to see more information/rules about visiting OCEI office.

6. User can see his/her all appointments.

7. To see who is applying for an appointment.

8. To see with whom you want to get an appointment.

9. User can search for any previous appointment.

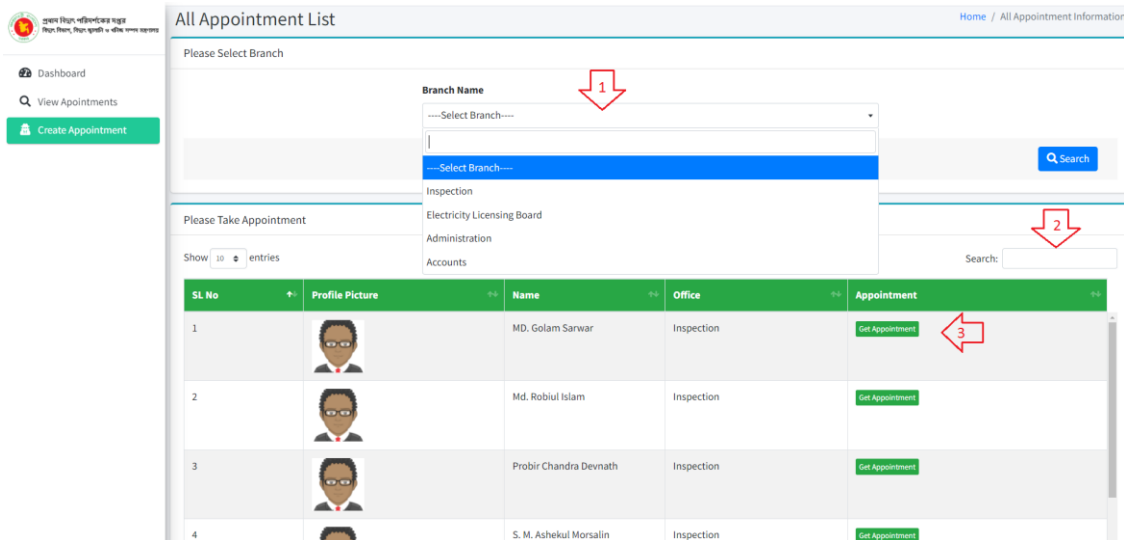10. User can see his application Status.

11. View/Change page.

- ## View Appointments:
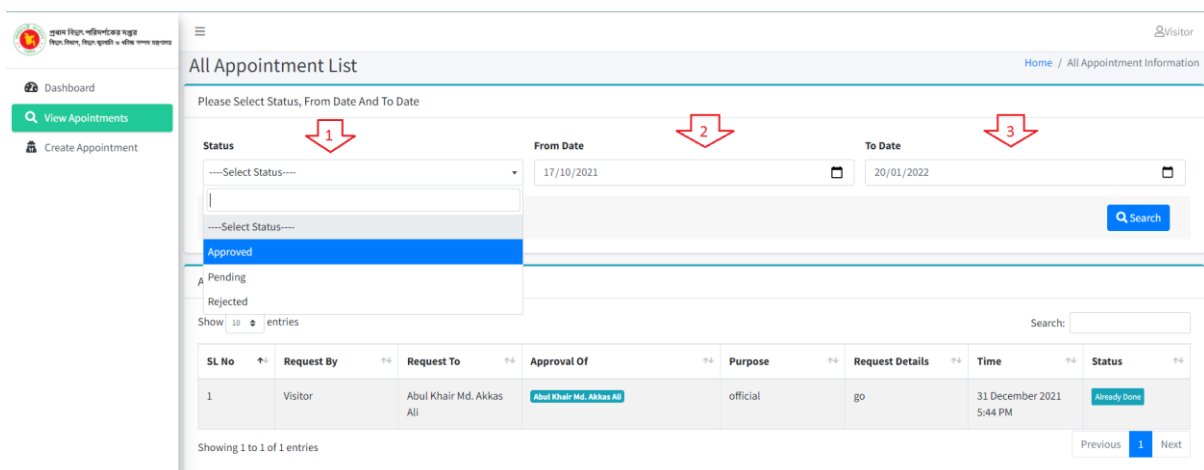
1. Click here to search with individual appointment status.

2. Search your past appointments by date.
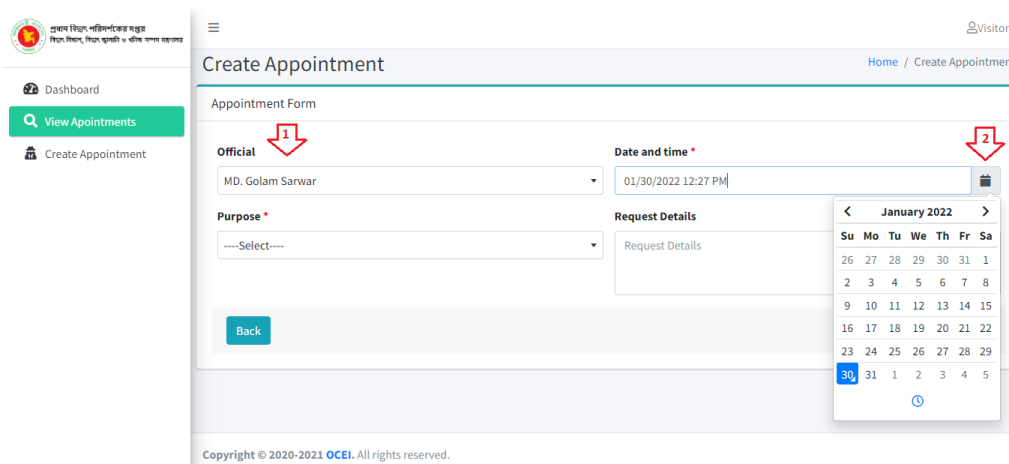
3. Search your past appointments by date.
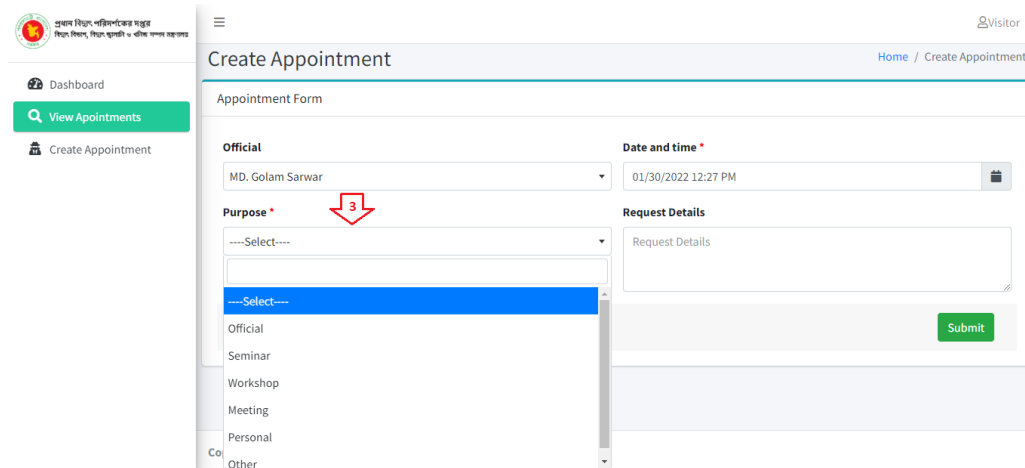
- Create Appointments:

1. When user want to get an appointment he/she have to select a Branch from the drop down menu. Then he/she can find all the individual persons working in that specific branch.

2. User can search any individual persons by typing his/her name in this search menu.

3. When user finds desired individual person to get an appointment, he/she need to click on 'Get Appointment'.

How to Create Appointments:

After click on 'Get Appointment' user will see a new appointment form showing below step by step.

1. Visitor will see his desired OCEI Officials here to create an appointment.

2. Then Visitor has to select a specific time and date to visit OCEI Officials.
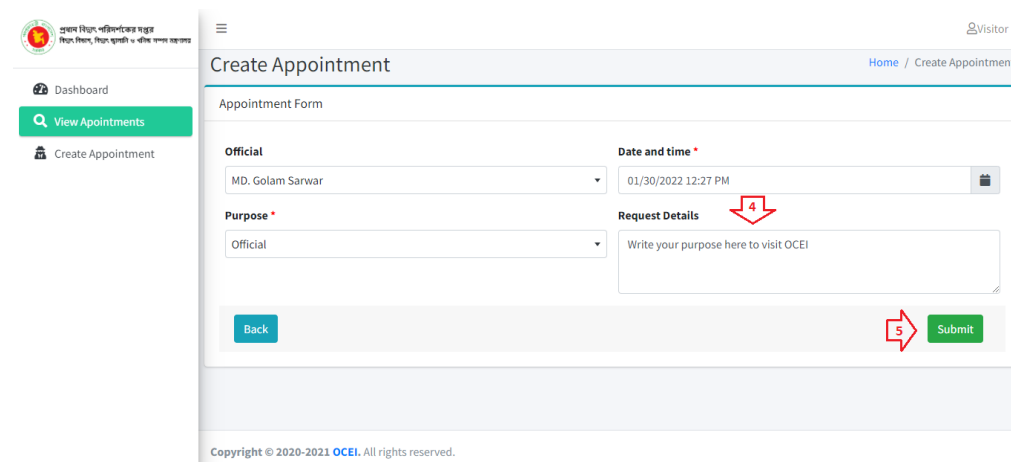
3. Now select your purpose to visit OCEI. You can select any purpose from the list.
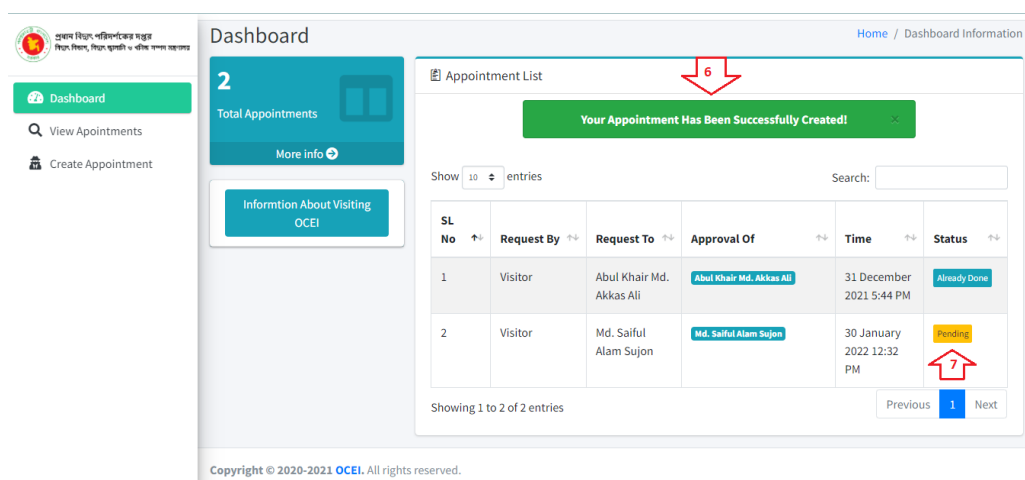
4. Now write your request details here, why you want to visit OCEI officials.

5. After fill up the appointment form, user should click on submit button to finish an appointment.

6. After clicking on submit button user will see a notification shown on the picture.

7. After creating a successful appointment, user can find his/her appointment status as pending showing on the picture here. After approving/rejecting visitor request by the OCEI officials, appointment status will change immediately.

What To Do, When Your Appointment Is Approved:

When your appointment is approved by the OCEI office, please go to OCEI office in the specific date and half an hour prior to your appointment time. Then please go to the reception desk and ask him/her to arrange a visitor appointment with the specific OCEI Official. Then the Receptionist will provide a visitor ID card and arrange an appointment.

If You have any query about visiting OCEI, please contact OCEI New Eskaton Road office, Dhaka.