FAQ

Preface

Policy for Indigenization of components and spares used in defence Platforms for DPSUs /OFB have been issued vide Department of Defence Production notification no. 01(18)/02/. The Indigenization Portal is mentioned in the clause 3.6 of the policy. The portal as per the policy provides following services:-

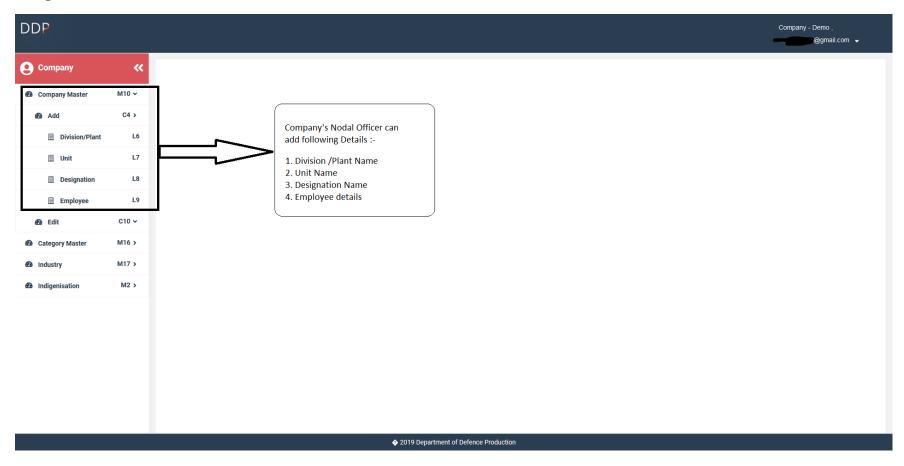
- 1. List of Items to be indigenized The portal vide Indigenization tab allows DPSUs/OFB to add Items through add product functionality.
- 2. Details of Items The portal display all the relevant information added by the DPSUs/OFB in the view product functionality.
- 3. Registration of Vendors The portal vide Industry tab allows Admin to add vendors through add industry functionality.
- 4. Enabling Defence PSUs and Ordnance Factories to search if similar component have been indigenized earlier The description column of Add Product category contain provision for addition of above information
- 5. Providing details of Facilitation Centres to be Done
- 6. Identifying & Listing Test Centres to be Done

Table of Contents

- 1. Company Master
 - a. ADD DIVISION / PLANT
 - b. ADD UNIT
 - c. ADD DESIGNATION
 - d. ADD EMPLOYEE
 - e. EDIT COMPANY
 - i. EDIT COMPANY
 - ii. EDIT DIVISIONS/PLANTS
 - iii. EDIT UNIT
 - f. EDIT DESIGNATION
 - g. EDIT EMPLOYEE
- 2. Category Master
- 3. Indigenisation

1. COMPANY MASTER

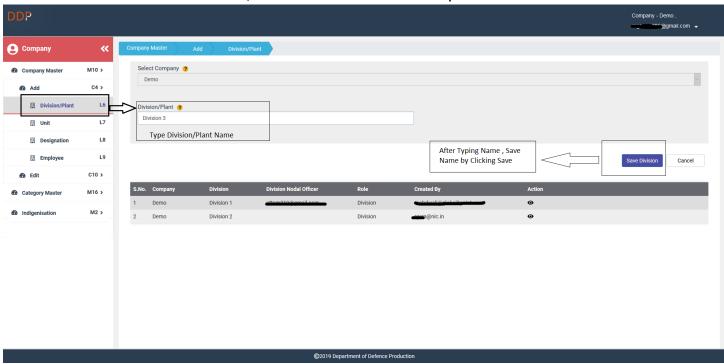
The Indenisation portal will have the functionality where a company Nodal Officer is able to add division and units along with designation and employee .The steps for adding division and units along with designation and employee are given below:-



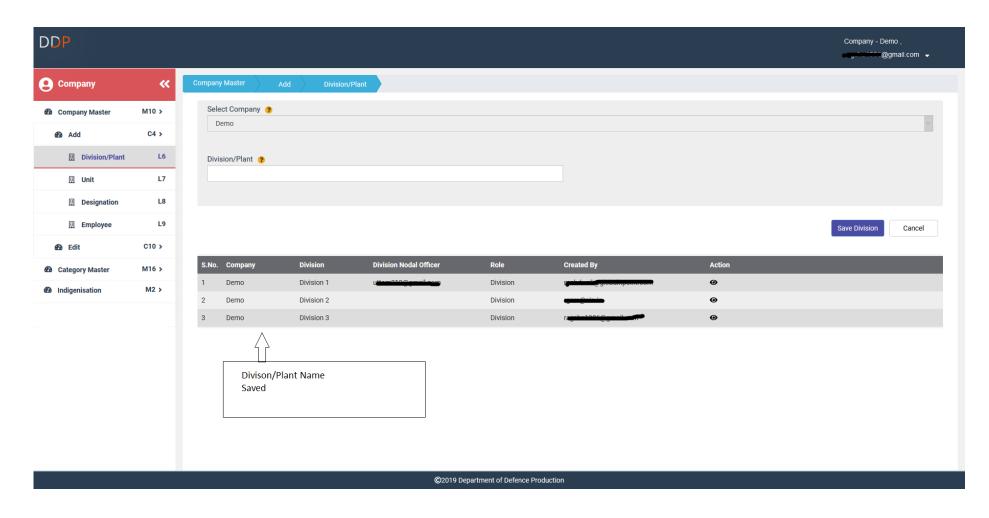
1.1 ADD DIVISION / PLANT

Steps to Add Division /Plant Name:-

- 1. Click on Company Master Tab at the left hand corner of the portal after login.
- 2. Select Add tab
- 3. Select Division /Plant tab
- 4. Enter name of Division / Plant on Space given below Division / Plant
- 5. Press save for the Division /Plant Name to add in the portal.



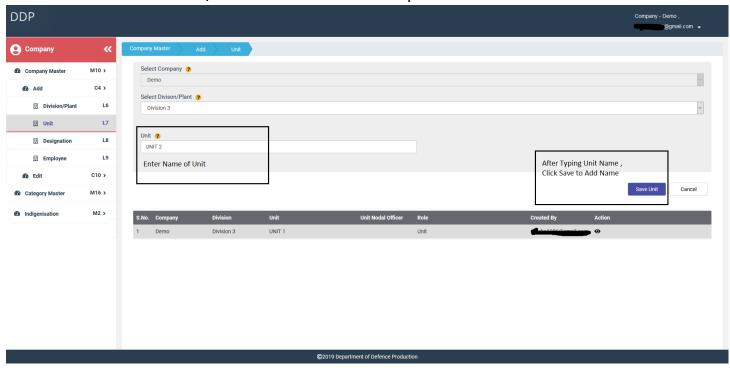
6. The Name will be Displayed in the Matrix after save button is clicked.



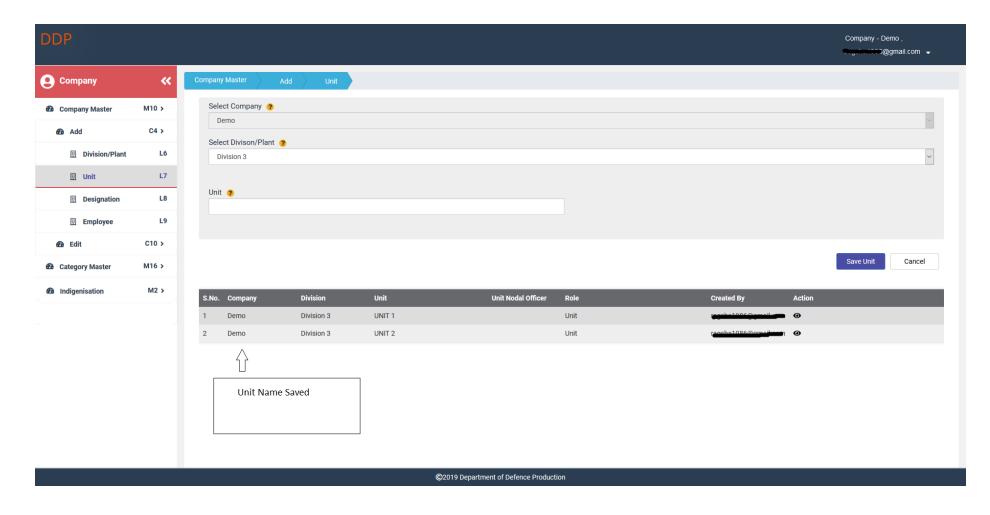
1.2ADD UNIT

Steps to Add Unit Name:-

- 1. Click on Company Master Tab at the left hand corner of the portal after login.
- 2. Select Add tab
- 3. Select Unit tab
- 4. Enter name of Division / Plant on Scroll Down bar given below Division / Plant
- 5. Enter name of Unit on Space given below Unit,
- 6. Press save for the Division /Plant Name to add in the portal.



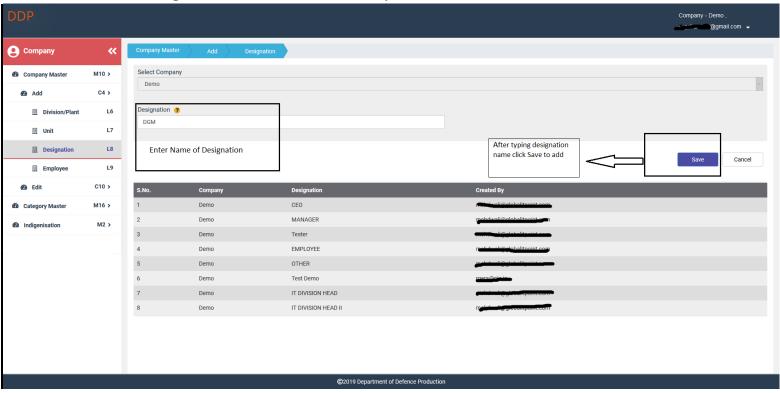
7. The Name will be Displayed in the Matrix after save button is clicked.



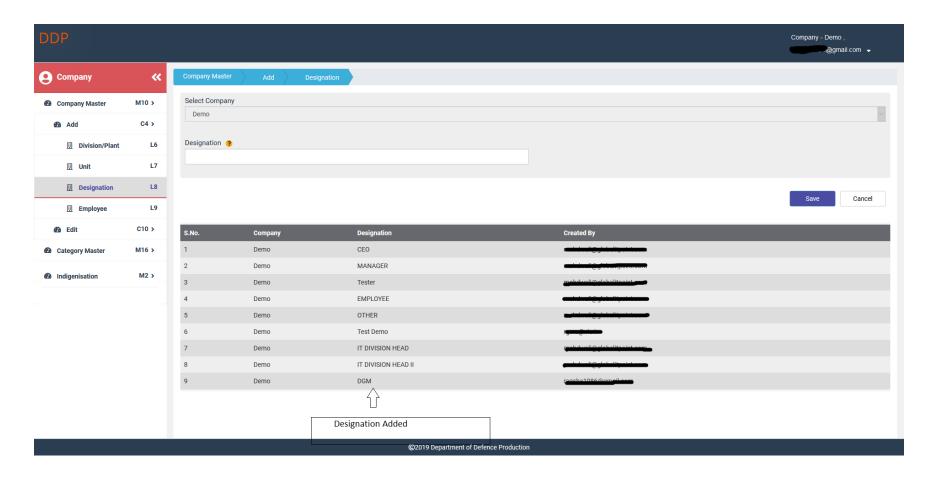
1.3 ADD DESIGNATION

Steps to Add Designation:-

- 1. Click on Company Master Tab at the left hand corner of the portal after login.
- 2. Select Add tab
- 3. Select Designation tab
- 4. Enter name of Designation on Space given below Designation,
- 5. Press save for the Designation Name to add in the portal.



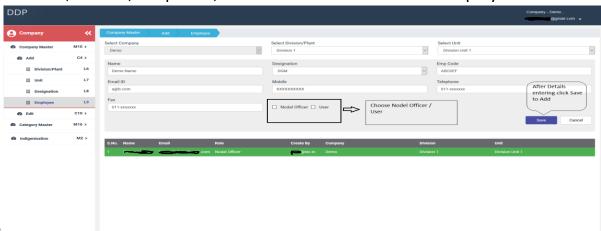
6. The Name will be Displayed in the Matrix after save button is clicked.



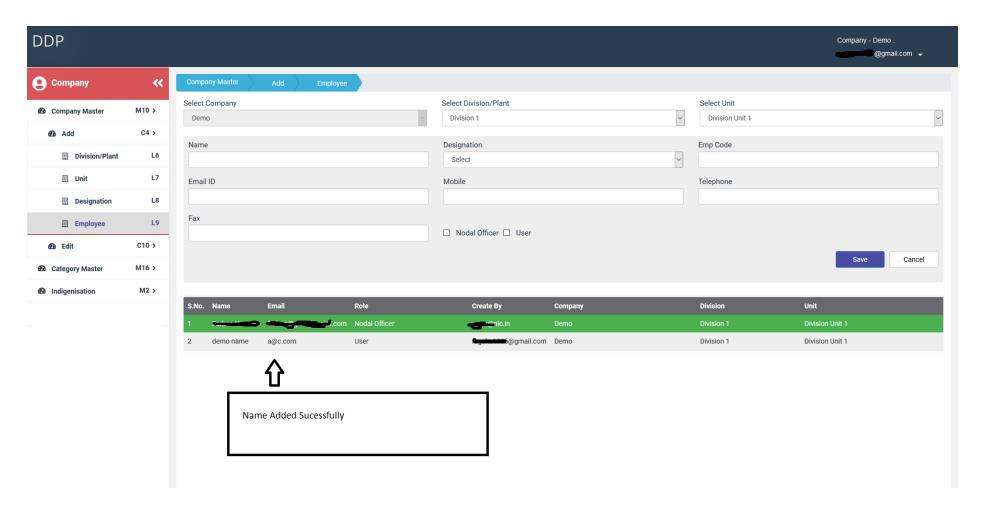
1.4ADD Employee

Steps to Add Employee:-

- 1. Click on Company Master Tab at the left hand corner of the portal after login.
- 2. Select Add tab
- 3. Select Employee tab
- 4. To Add Employee in Company, fill details Name, Designation, Employee Code, Email Id, Mobile, Telephone, and Fax and choose whether the employee is Nodal officer or User.
- 5. To Add Employee in Division/Plant select Division/plant from drop down toolbar below "Select Division/plant", then fill details Name, Designation, Employee Code, Email Id, Mobile, Telephone, Fax and choose whether the employee is Nodal officer or User.
- 6. To Add Employee in Unit first select Division/plant from drop down toolbar below "Select Division/plant", next select Unit from drop down toolbar below "Select Unit", then fill details Name, Designation, Employee Code, Email Id, Mobile, Telephone, Fax and choose whether the employee is Nodal officer or User



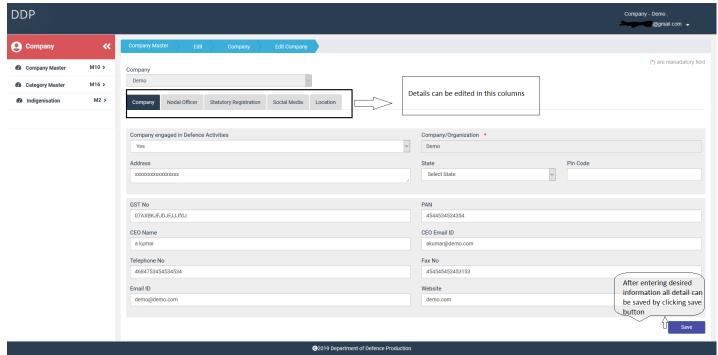
7. Press save for the Employee Name to add in the portal.



1.5 EDITCOMPANY

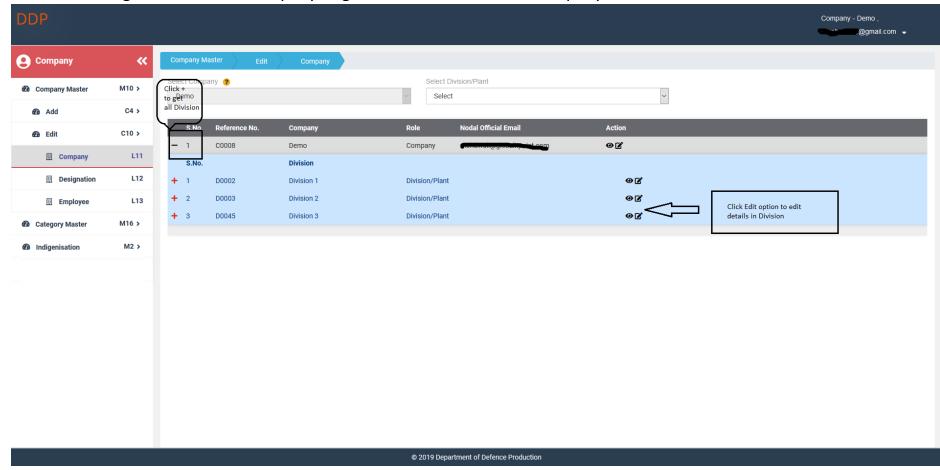
This functionality provides for editing Company, Division/Plant and Unit details.

- 1.5. A. Steps to Edit Company Details:-
 - 1. Click on Company Master Tab at the left hand corner of the portal after login.
 - 2. Select Edit tab
 - 3. Select Company tab.
 - 4. Click on Edit or update detail of company given under Action heading
 - 5. Edit desired headings via Address, CEO Name etc.
 - 6. Press save for adding edited details in the company.

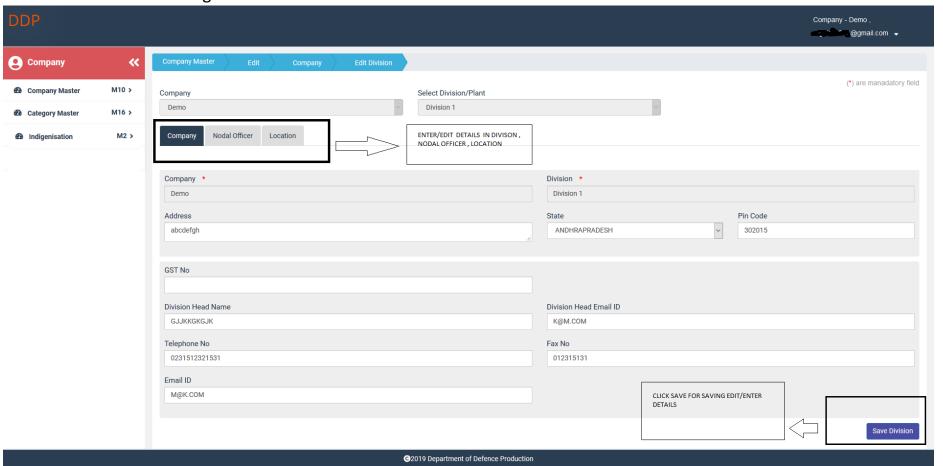


1.5. B.Steps to Edit Division Details:-

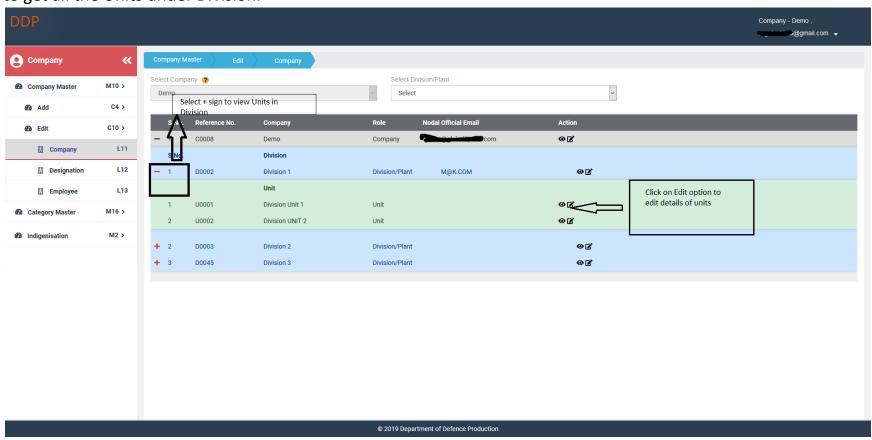
- 1. Click on Company Master Tab at the left hand corner of the portal after login.
- 2. Select Edit tab.
- 3. Select Company tab.
- 4. Select + given in front of company to get all the division under company.



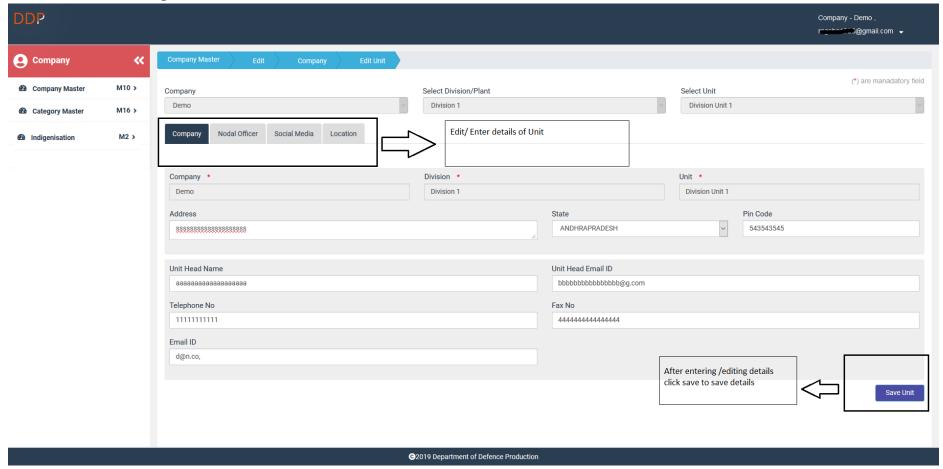
- 5. Click on Edit or update detail of Division given under Action heading
- 6. Edit desired headings viz Address, Division Head Name etc.
- 7. Press save for adding edited details in the Division.



- 1.5.C. Steps to Edit UNIT Details:-
- 1. Click on Company Master tab at the left hand corner of the portal after login.
- 2. Select Edit tab.
- 3. Select Company tab.
- 4. Select + given in front of company to get all the division under company. Then Select + given in front of Division to get all the Units under Division.



- 5. Click on Edit or update detail of Unit given under Action heading
- 6. Edit desired headings viz Address, Unit Head Name etc.
- 7. Press save for adding edited details in the Unit.

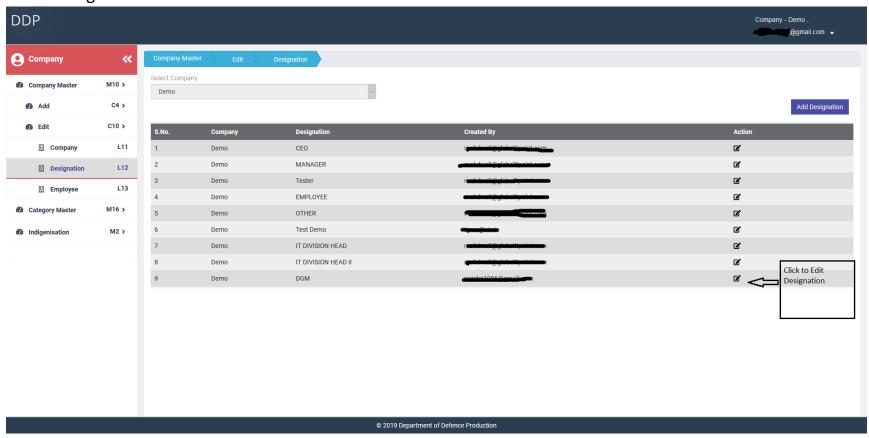


1.6 EDIT DESIGNATION

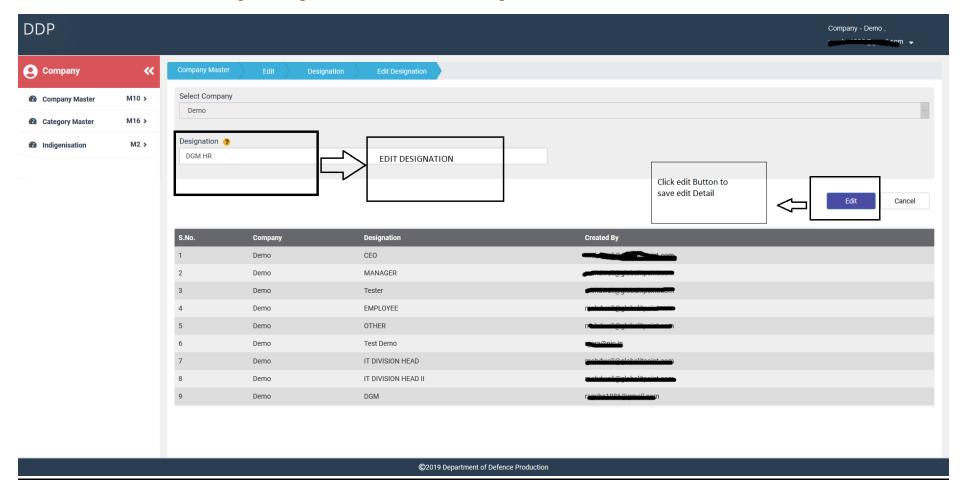
This functionality provides for editing Designation name.

Steps to Edit Designation Details:-

- 2. Click on Company Master Tab at the left hand corner of the portal after login.
- 3. Select Edit tab
- 4. Select Designation tab.



5. Click on Edit name of designation given under Action heading

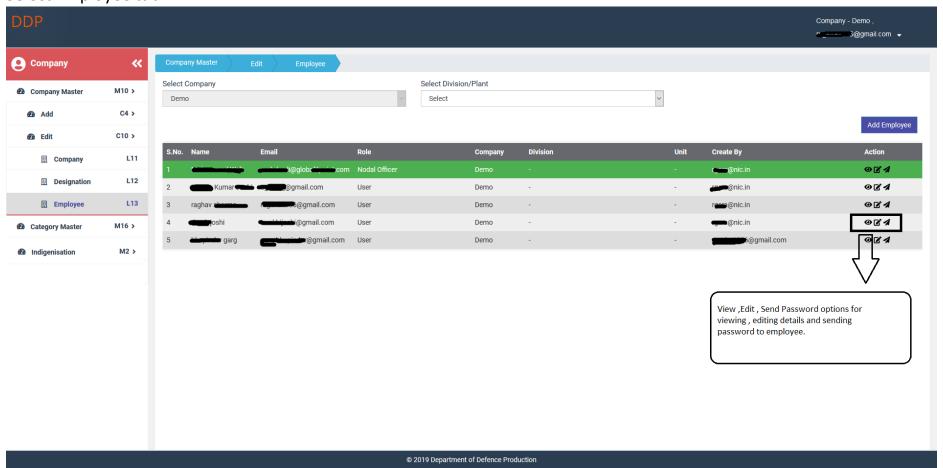


1.7EDIT EMPLOYEE

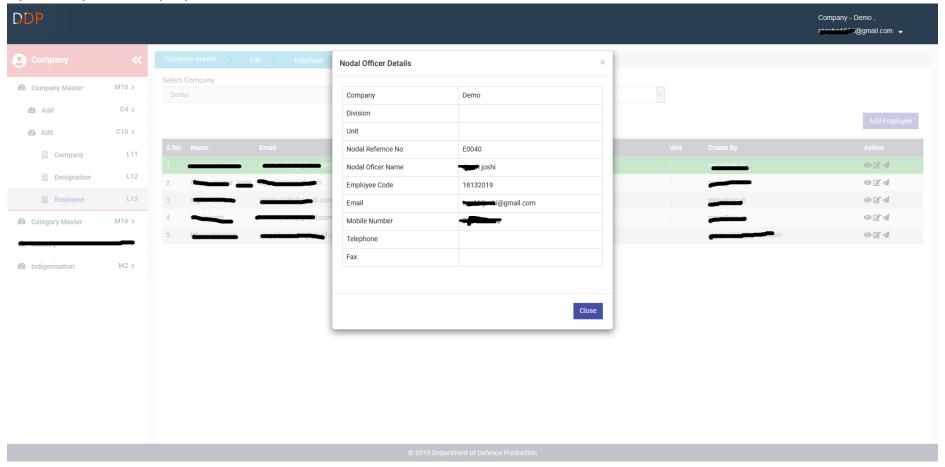
This functionality provides for editing Designation name.

Steps to Edit Employee Details :-

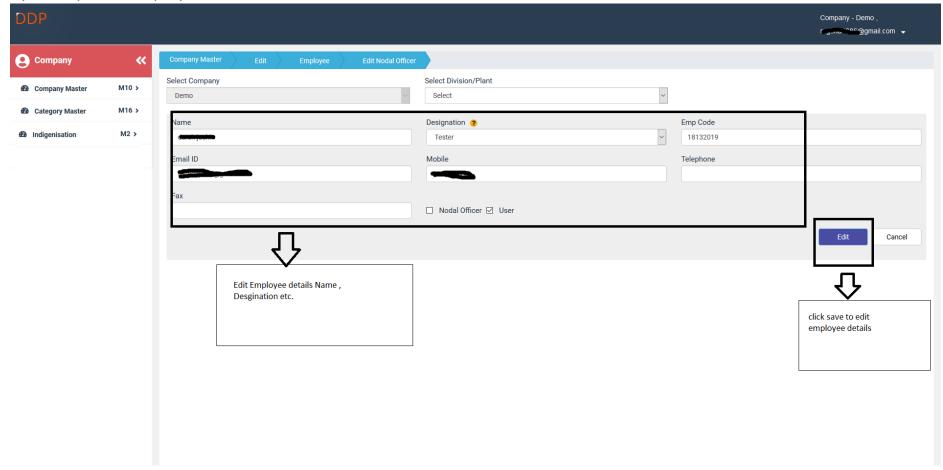
- 1. Click on Company Master tab at the left hand corner of the portal after login.
- 2. Select Edit tab
- 3. Select Employee tab.



4. By View option , employee details can be viewed .



5. By Edit option , Employee detail can be Edited



6. By Send Password Option, Password mail will be sent to employee registered Id.