

Administrator functions in Present CMS:

- I. **Employee Profile Master:** Contains Fields to be selected in the dropdown menu of employee profile. Ex: Designation options can be added/Removed such as DGM(P), etc..
- II. **Approve users:** Access provision to CMS portal/module, also deactivate users, reject application, etc.
- III. **Update User Details:** Below mentioned field of users can be update.
 - I. Name:
 - II. CPF No:
 - III. Designation:
 - IV. Gender:
 - V. DOB:
 - VI. Department:
 - VII. Mobile No:
 - VIII. Extn. No.
 - IX. ONGC Mail ID:
 - X. Email ID 2:
 - XI. Blood Group:
 - XII. Work Location:
 - XIII. Address Line 1:
 - XIV. Address Line 2:
 - XV. City:
 - XVI. State:
 - XVII. Pin Code:
 - XVIII. Office Phone No:
 - XIX. Residence No.:
 - XX. GSM Phone No:
 - XXI. IS Phone No:
 - XXII. Controlling Officer Name:
- IV. **Authorization of various modules** to various users: User with access to roles of modules and export of reports.
 - **Near Miss Incident Management:**
 - I. Masters
 - II. Near Miss/Incident Reporting
 - III. Detailed Reports
 - **Complaint Management:**
 - I. Register Complaint
 - II. Complaint Closure(Telephone)
 - III. Complaint Closure(Electrical-AC)
 - IV. Complaint Closure(Civil)
 - V. Complaint Closure(House Keeping)
 - VI. Complaint Closure(Mechanical)
 - VII. Complaint Closure(PA Paging)
 - **Women Connect:**
 - I. Manager- Women connect.

Functionalities of Modules in Uran Online Reporting System

1. Near Miss Incident Management:

4 Nos. of fields are available for reporting.

- I. Location
- II. Safety
- III. Incident Type
- IV. Category

A. Incident Master:

Please select type

LOCATIONSAFETYINCIDENT TYPECATEGORY

Please select an option

Has an option to maintain master data of 4 fields required for Reporting: Location, Safety, Incident Type, and Category.

B. Incident Reporting:

Incident Details

NEAR MISSINCIDENTP I REPORTD O REPORTCLOSED

Date20-10-2023GO

Sr.No	Name	Designation	Type	Date	Time	Description
1	Laxman Bolake	SE (P)	NEARMISS	19-10-2023	23:00	During draining of IHI-B 1st stage separator, observed Oil leakage from OWS line near BPCL Compressor. Draining stopped. Spillage oil was going to nearby Storm water channel was stopped by pouring Soil.
2	Sachin R. Ambadkar	SR.EA (ELEX)	NEARMISS	19-10-2023	05:00	Test
3	KAMLESH L. SAHARE	AT (P)	NEARMISS	19-10-2023	01:48	1) CONDENSATE LEAKAGE AT v-118: Todys I found a condensate leakage at 1 1/2 " line tapping on 8" b/d line goes to V-118 and immediately inform to my GPG head Shri. Venketesh sir and also my controller
4	RAVINDRAM GULWE	SE (P)	NEARMISS	17-10-2023	16:45	One 24 meter (12m + 12m) 48" dia pipe slipped from support at Bay no-6 during erection activity of slug catcher revamp Project at 16:45 hrs on 17.10.2023. No injury or operational damage occurred, scaffolding
5	admin	CE (E)	NEARMISS	16-10-2023	10:17	test

Near Miss and Incident Reporting options are only used the Incident reporting module (categorized based on hospitalization).

These are two types of reporting in Incident Reporting.

I. Near Miss Form: (category: Rushed to Hospital: No)

Report New Near Miss * Mandatory Fields

Reporter Name CPF No

Design

Rushed to Hospital ☐ Yes ☒ No

Current Date* Current Time*

Near Miss Date & Time(24-hour)*

Area* Location*

Near Miss Description*

SAVE **CLOSE**

II. Incident Form: (category: Rushed to Hospital: Yes)

Report New Incident * Mandatory Fields

Reporter Name CPF No

Design

Rushed to Hospital ☒ Yes ☐ No

Current Date* Current Time*

Incident Date and Time(24-hour)*

Area* Location*

Type of Damage

Property	Process
Environment	Personal Injury

Brief Description of the Accident*

Apparent Cause of the Accident*

Immediate Remedial Action

Detail of Injured Person(s)*

Name of Person	Designation	CPF No	Nature of Injury
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD +

SAVE **CLOSE**

Upon submission of forms, the data will be available for export in Detailed Reports.

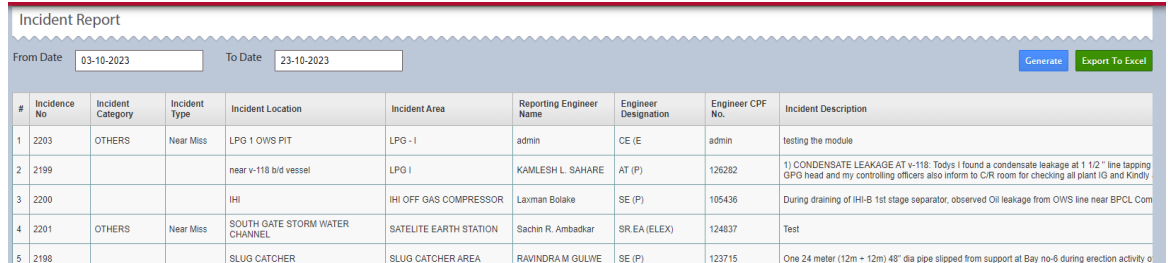
III. Reports



Incident Report

From Date: To Date: Generate

Upon selection of date and submission, Below screen appears and Export to excel option appears.

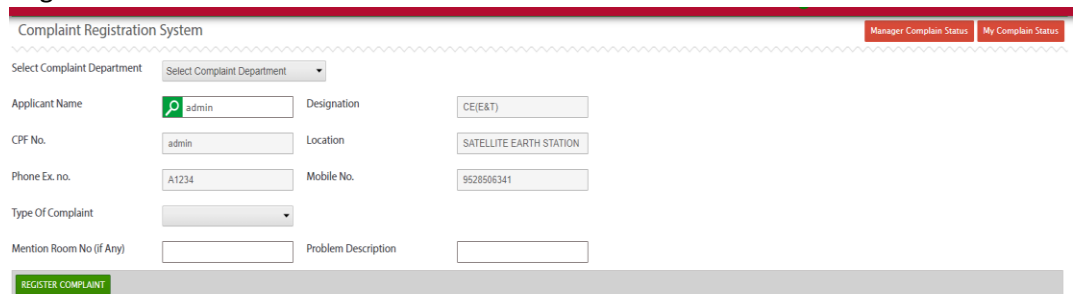


#	Incidence No	Incident Category	Incident Type	Incident Location	Incident Area	Reporting Engineer Name	Engineer Designation	Engineer CPF No.	Incident Description
1	2203	OTHERS	Near Miss	LPG 1 OWS PIT	LPG - I	admin	CE (E	admin	testing the module
2	2199			near v-118 b/d vessel	LPG I	KAMLESH L. SAHARE	AT (P)	126282	1) CONDENSATE LEAKAGE AT v-118: Todys I found a condensate leakage at 1 1/2" line tapping GPG head and my controlling officers also inform to C/R room for checking all plant IG and Kindly
3	2200			IHI	IHI OFF GAS COMPRESSOR	Laxman Bolake	SE (P)	105436	During draining of IHI-B 1st stage separator, observed Oil leakage from OWS line near BPCL Com
4	2201	OTHERS	Near Miss	SOUTH GATE STORM WATER CHANNEL	SATELITE EARTH STATION	Sachin R. Ambadkar	SR.EA (ELEX)	124837	Test
5	2198			SLUG CATCHER	SLUG CATCHER AREA	RAVINDRAM GULWE	SE (P)	123715	One 24 meter (12m + 12m) 48" dia pipe slipped from support at Bay no-6 during erection activity o

Generate Export To Excel

2. Complaint Management:

i. Registration:



Complaint Registration System Manager Complain Status My Complain Status

Select Complaint Department:

Applicant Name: Designation:

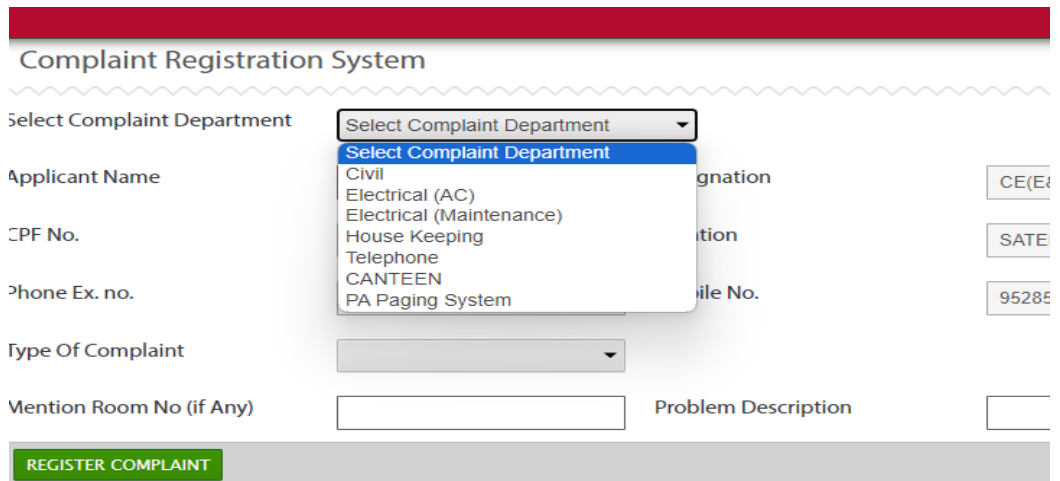
CPF No.: Location:

Phone Ex. no.: Mobile No.:

Type Of Complaint:

Mention Room No (if Any): Problem Description:

REGISTER COMPLAINT



Complaint Registration System

Select Complaint Department:

Applicant Name: Designation:

CPF No.: Location:

Phone Ex. no.: Mobile No.:

Type Of Complaint:

Mention Room No (if Any): Problem Description:

REGISTER COMPLAINT

ii. Complaint Manager (Telephone): Same is the format for all other modules.

Complaint Closure(TELEPHONE)

Select Status Type

From Date To Date

Sr.No.	Applicant	Designation	Phone Extension No.	Location	Problem	Room No.	Complaint Type	Complaint Date	Action
1	JAYESH PATEL	CE(P)	4117		Phone 4631 not working. No dial tone. pl rectify urgently	Guest House Room No 03 (RE/Marketing)	TELEPHONE	19-10-2023	ASSIGNED
2	S.SWAMINATHAN	GM(MECH)	4514	NGL GATE	phone dead	1 ST floor	TELEPHONE	18-10-2023	RESOLVED
3	JAYESH PATEL	CE(P)	4117		Phone 4631 not working. No dial tone. pl rectify urgently.	Guest House Room NO- 03	TELEPHONE	17-10-2023	RESOLVED
4	Aparna Kolte		4579	C2-C3 BUILDING	4543 Not working	C2C3 INSTRUMENTATION LAB	TELEPHONE	17-10-2023	RESOLVED
5	RAHUL RAMESH IYER	EE(M)	4540	OLD PM BUILDING	Ph with extn 4510 dead. Location OLD PM bldg.	1	TELEPHONE	17-10-2023	RESOLVED
6	laxman maruti kolekar	JT(P)	4075	OLD CONTROL ROOM	phone sound not clear	old control room,room no-2	TELEPHONE	16-10-2023	ASSIGNED
7	Balaji porkar	AT(CIVIL)	4288	DRONAGIRI BHAVAN	Extension is not working properly. Call gets disconnected midway during conversation.	7(A)	TELEPHONE	13-10-2023	ASSIGNED

Upon selection of status type:

Complaint Closure(TELEPHONE)

Select Status Type

From Date To Date

Sr.No.	Applicant	Designation	Phone Extension No.	Location	Problem	Room No.	Complaint Type	Complaint Date	Action
1	JAYESH PATEL	CE(P)	4117		Phone 4631 not working. No dial tone. pl rectify urgently	Guest House Room No 03 (RE/Marketing)	TELEPHONE	19-10-2023	ASSIGNED
2	laxman maruti kolekar	JT(P)	4075	OLD CONTROL ROOM	phone sound not clear	old control room,room no-2	TELEPHONE	16-10-2023	ASSIGNED
3	Balaji porkar	AT(CIVIL)	4288	DRONAGIRI BHAVAN	Extension is not working properly. Call gets disconnected midway during conversation.	7(A)	TELEPHONE	13-10-2023	ASSIGNED
4	Rishabh Gupta	AEE(P)	4103	C2-C3 BUILDING	4801 and 4812 extension in IHI not working	IHI Area	TELEPHONE	08-10-2023	ASSIGNED
5	ARVIND KUMAR	GM(PRODUCTION)	4112	C2-C3 BUILDING	Bathroom emergency telephone extension not working	Room No. 101, Guest House (NNG-1) room	TELEPHONE	21-09-2023	ASSIGNED

iii. Reports.

Complaint Management Report										
Select Type <input type="button" value="Date wise"/>		From Date <input type="text" value="01-10-2023"/>		To Date <input type="text" value="23-10-2023"/>		<input type="button" value="generate"/>				
SR.NO.	Applicant	Designation	Phone Extension No.	Location	Problem	Room No.	Complaint Type	Complaint Date	Resolved Date	Status
1	Rishabh Khandelwal/136195	AEE(P)	4127	OLD CONTROL ROOM	Grass Cutting required inside dyke area of T-202-E	T-202-E	CIVIL	22-10-2023 01:48:41		NEW
2	Viraj/127950	JUNIORASSISTANT(STENO)	4312	DRONAGIRI BHAVAN	2 out of 3 ACs are not working in Canteen Dining Hall	Canteen AC Hall	ELECTRICAL(AC)	21-10-2023 13:47:11		NEW
3	Mohit Dhohe/137440	AEE(P)	4123	C2-C3 BUILDING	A VENOMOUS SANKHE IS HIDING IN THE FLOORING GAP IN LPG AIR COMPRESSOR HOUSE. IT HAS MADE THE	LPG-II COMPRESSOR HOUSES	CIVIL	20-10-2023 15:10:47	23-10-2023 12:49:37	RESOLVED

For Complaint wise:

Complaint Management Report										
Select Type <input type="button" value="Complaint Type"/>		From Date <input type="text" value="01-10-2023"/>		To Date <input type="text" value="23-10-2023"/>		<input type="button" value="generate"/>				
SR.NO.	Applicant	Designation	Phone Extension No.	Location	Problem	Room No.	Complaint Type	Complaint Date	Resolved Date	Status
1	Rishabh Khandelwal/136195	AEE(P)	4127	OLD CONTROL ROOM	Grass Cutting required inside dyke area of T-202-E	T-202-E	CIVIL	22-10-2023 01:48:41		NEW
2	Viraj/127950	JUNIORASSISTANT(STENO)	4312	DRONAGIRI BHAVAN	2 out of 3 ACs are not working in Canteen Dining Hall	Canteen AC Hall	ELECTRICAL(AC)	21-10-2023 13:47:11		NEW
3	Mohit Dhohe/137440	AEE(P)	4123	C2-C3 BUILDING	A VENOMOUS SANKHE IS HIDING IN THE FLOORING GAP IN LPG AIR COMPRESSOR HOUSE. IT HAS MADE THE	LPG-II COMPRESSOR HOUSES	CIVIL	20-10-2023 15:10:47	23-10-2023 12:49:37	RESOLVED

3. Women Connect

i. Complaint Registration:

Women Connect Registration System

Manager Complain Status My Request Status

Applicant Name admin Designation CE(E&T)

CPF No. admin Location SATELLITE EARTH STATION

Extn. no. A1234 Mobile No. 9528506341

Submit as Anonymous ☐ Problem Description

SUBMIT

WOMENCONNECT COMPLAINT MANAGER:

Shivprasad Patil Subhojit Bose

User can submit as anonymous and they can check the status of their complaint.

Anonymous form:

Women Connect Registration System

Manager Complain Status My Request Status

Applicant Name Designation

CPF No. Location

Extn. no. Mobile No.

Submit as Anonymous ☒ Problem Description

SUBMIT

WOMENCONNECT COMPLAINT MANAGER:

Shivprasad Patil Subhojit Bose

Only the below managers will be able to see the complaints and can take action.

4. Feedback:

User can post their feedbacks in public, no manager will be available.

Feedback Details

Start Date 2023-10-23 End Date 2023-10-23 Category Select Category Search

Post Message My Posts View Unreopend Posts Reset

Sr No	Post ID	Subject	Category	Created By	Last Comment By	No of Replies
1	6	test	Infocom	admin on Aug 30 2023 3:29PM	admin on Aug 30 2023 3:30PM	1
2	5	Damaged Tiffin boxes and leaky food.	Canteen	SUDARSAN SVVVVB on Jul 28 2023 12:23PM	Sachin R. Ambadkar on Jul 28 2023 1:03PM	1
3	3	About menu	Canteen	Prashant Ramesh Mahajan on Jul 21 2023 12:35PM	Sandeep B Shirke on Jul 21 2023 3:34PM	2

howing 1 to 3 of 3 entries Previous 1 Next

Any user can comment:

Last Comments

[Prashant Ramesh Mahajan \(140472\)](#), 2023-07-21 12:35:33

Subject: About menu

Menu for canteen is shuffled not changed.
MEDU VADA IS REPEATED IN TWICE IN A WEEK

1.[Hemant Bharat Patil \(140265\)](#)

Commented On:2023-07-21 12:40:17

Comment:

I strongly support this comment about menu and Medu vada issue.
Kindly do the needful.

2.[Sandeep B Shirke \(121430\)](#)

Commented On:2023-07-21 15:34:06

Give your Comment

Close