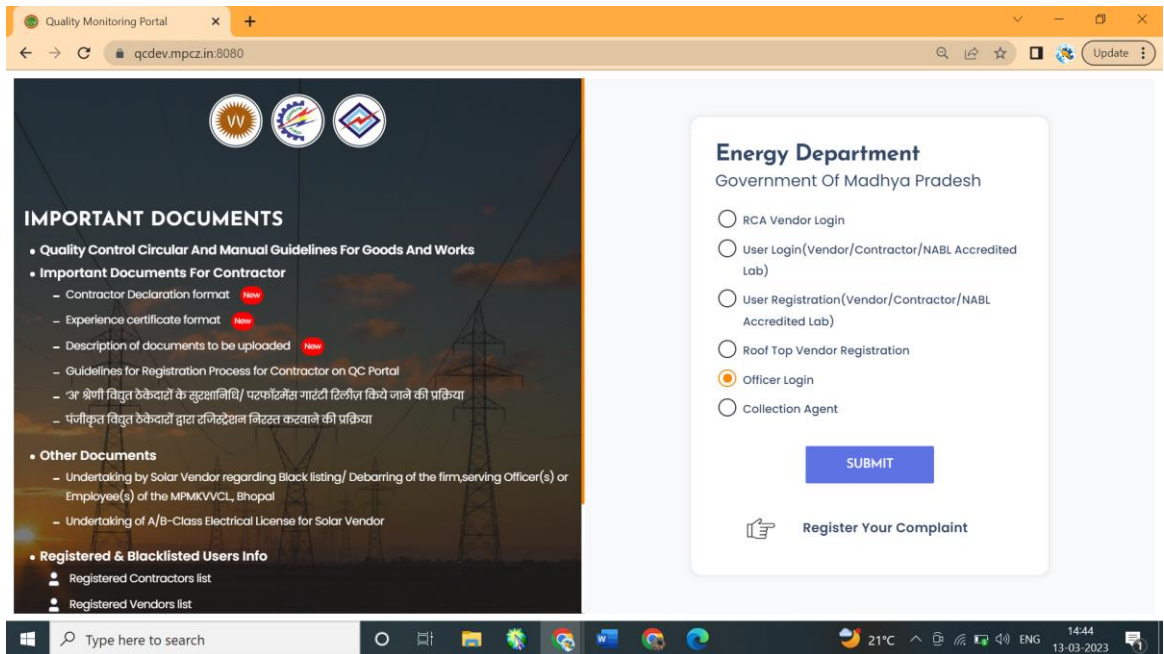
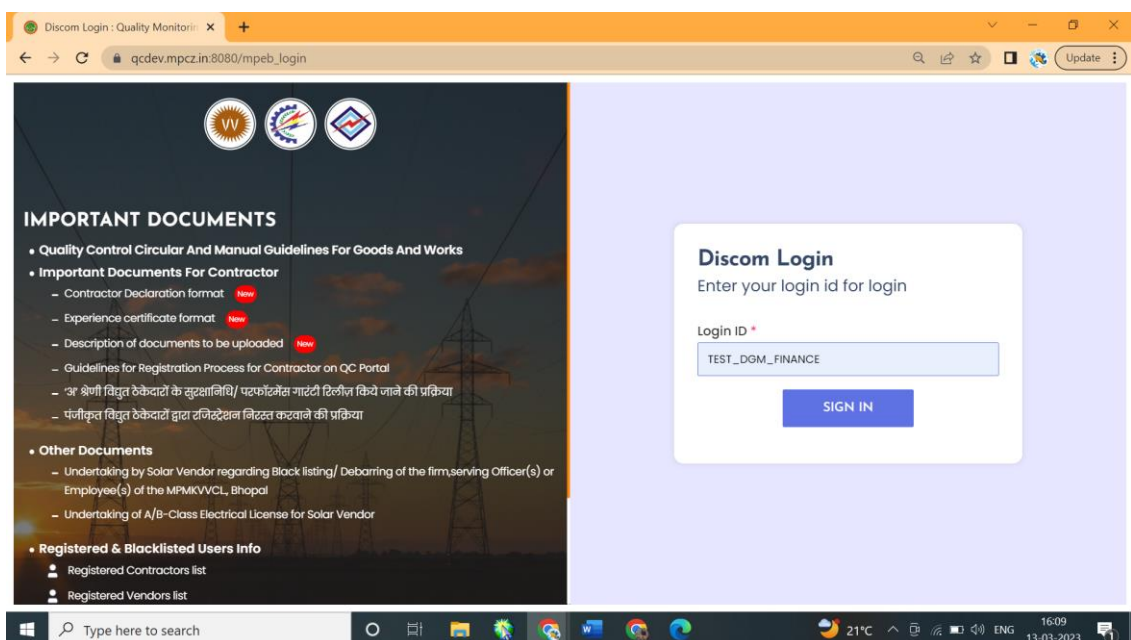


# DGM Finance Officers SOP For Contractor

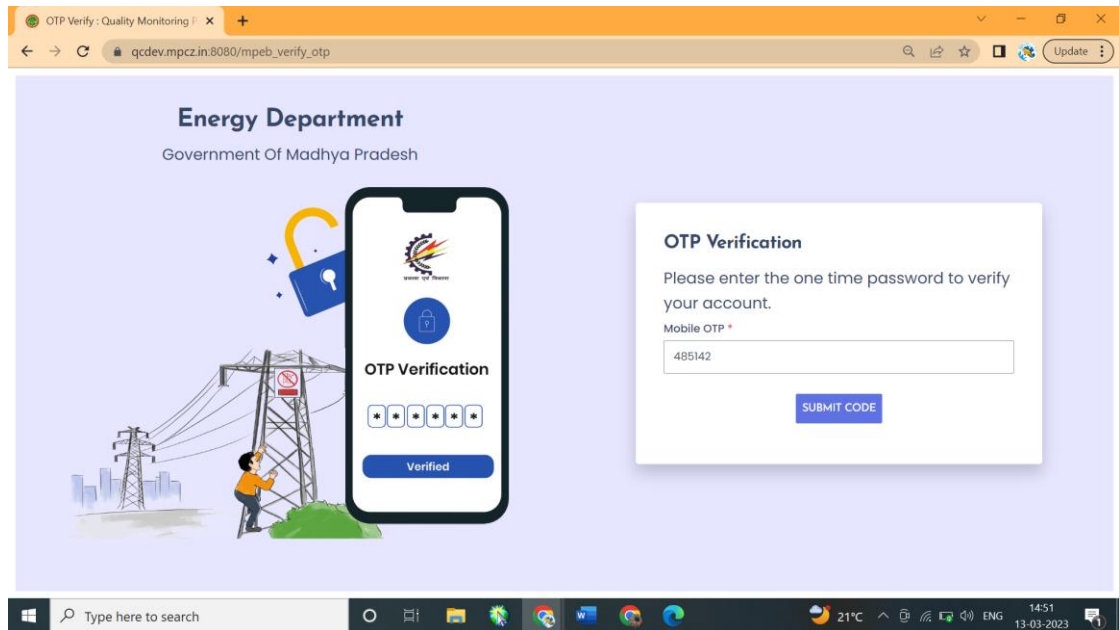
- 1 Open Website <https://qcportal.mpcz.in>-> **Officer Login**  
-> Submit



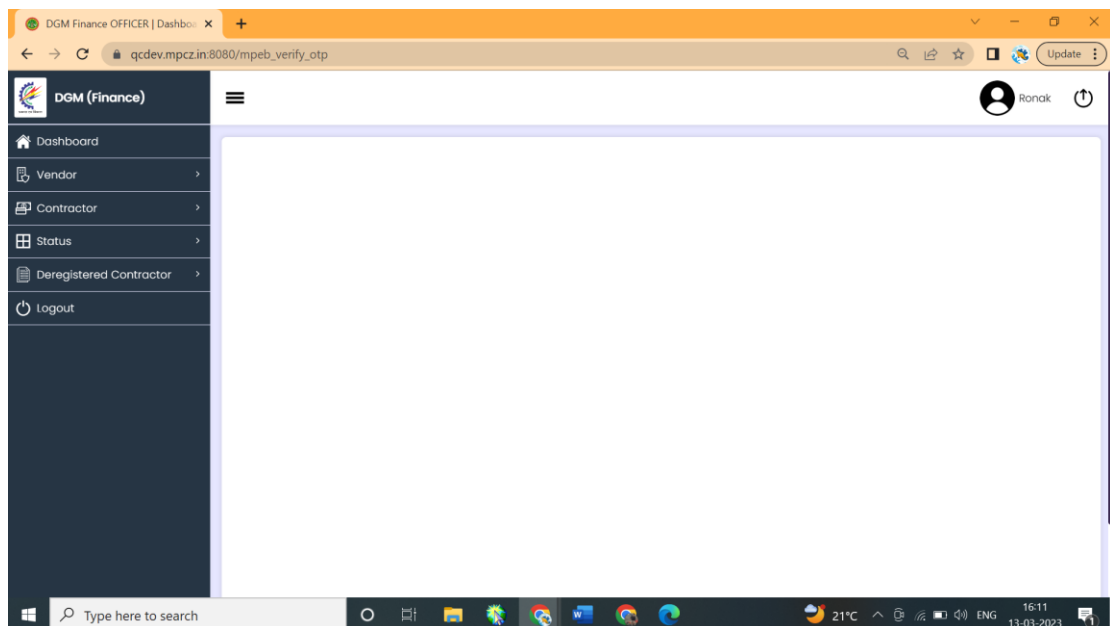
- 2 Login Using Officer ID-> Submit



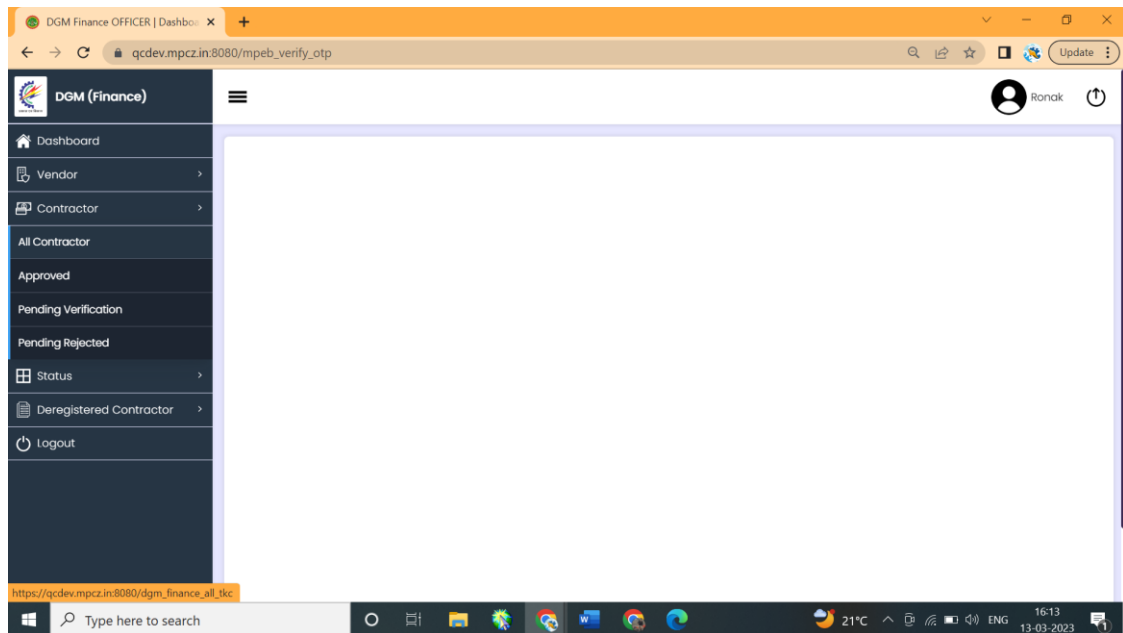
### 3 Enter OTP Received on Registered Mobile ->Submit Code



### 4 DGM Finance Dashboard Open -> Side Bar Showing in Left Side



## 5 Click On Contractor For Showing All Contractor Data, Approved Status, Pending Verification , Pending Rejected List.



## 6 All Contractor -> Contractor All Details And Information

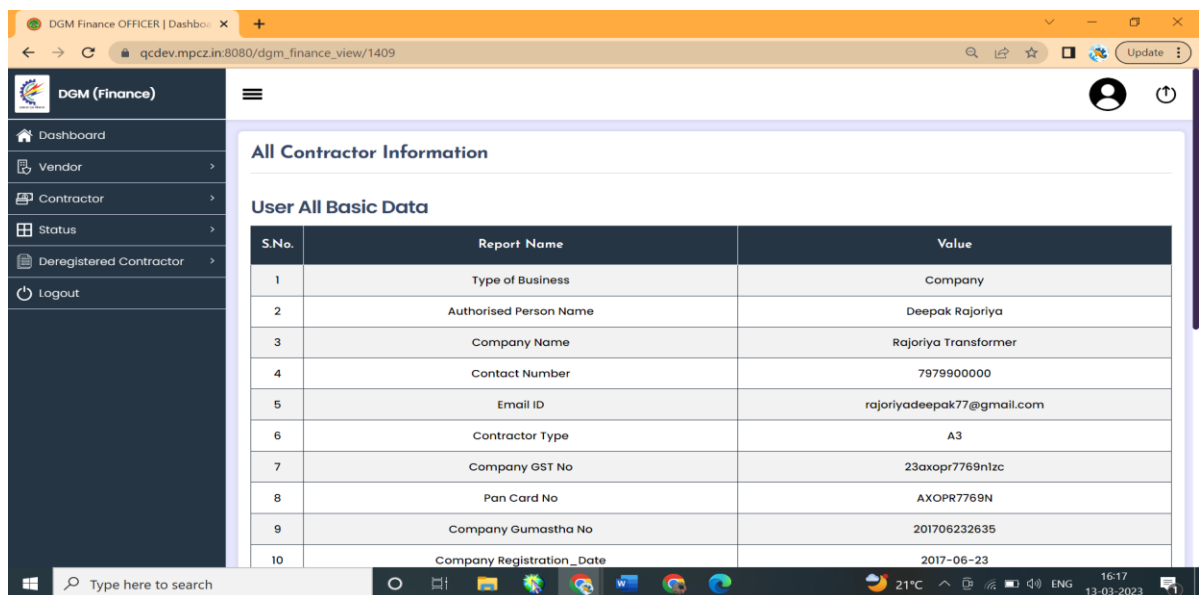
- Action -> View Details -> Contractor All Basic Data and Company Address
- Status -> Approved or Rejected Contractor Status

The screenshot shows the DGM Finance Officer Dashboard with the 'All Contractor' table displayed. The table has 6 columns: S.No, Name Of Company, Name Of Authorized Person, Registration Date, Action, and Status. The table contains 9 rows of data. The 'Action' column contains a 'View Details' link for each row. The 'Status' column shows 'Approved' for most rows and 'Rejected' for one row (S.No 7).

S.No	Name Of Company	Name Of Authorized Person	Registration Date	Action	Status
1	Rajoriya Transformer	Deepak Rajoriya	13-Jun-2022	<a href="#">View Details</a>	Approved
2	RANVEER SINGH YADAV CONTRACTOR	RANVEER SINGH YADAV	13-Jun-2022	<a href="#">View Details</a>	Approved
3	SHRI SAI ASSOCIATES	MR ASHISH LITORIYA	13-Jun-2022	<a href="#">View Details</a>	Approved
4	AKASH ELECTRICALS	GANESHARAM	16-May-2022	<a href="#">View Details</a>	Approved
5	ADITYA STEEL INDUSTRIES	UMESH SINGH RAGHUWANSHI	13-Jun-2022	<a href="#">View Details</a>	Approved
6	ROOP KISHOR JAIN	ROOP KISHOR JAIN	13-Jun-2022	<a href="#">View Details</a>	Approved
7	Aadi Electricals	Mahesh Kumar Gupta	25-May-2022	<a href="#">View Details</a>	Rejected
8	SHIVA ENTERPRISES	SATYANARAYAN GURJAR	13-Jun-2022	<a href="#">View Details</a>	Approved
9	DEVI SINGH SARAWAT	DEVI SINGH SARAWAT	13-Jun-2022	<a href="#">View Details</a>	Approved

## 7 Approved -> All Approved Contractor Detail

- Action -> Contractor All Basic Data and Company Address



The screenshot shows the DGM Finance Officer Dashboard. The left sidebar contains navigation links: Dashboard, Vendor, Contractor, Status, Deregistered Contractor, and Logout. The main content area is titled 'All Contractor Information' and displays a table 'User All Basic Data' with 10 rows of contractor details.


S.No.	Report Name	Value
1	Type of Business	Company
2	Authorised Person Name	Deepak Rajoriya
3	Company Name	Rajoriya Transformer
4	Contact Number	7979900000
5	Email ID	rajoriyadeepak77@gmail.com
6	Contractor Type	A3
7	Company GST No	23axopr7769nlzc
8	Pan Card No	AXOPR7769N
9	Company Gumastha No	201706232635
10	Company Registration_Date	2017-06-23

## 8 Pending Verification -> Showing All Pending Verification Contractor Details for Approved.

- Action -> View Details -> User All Basic Details , Showing Documents Uploaded By Contractor for Approval .
- View Documents -> After Check Document Decision Accepted or Rejected , Write Remark for Contractor Understanding of Rejected Documents.
  - a. Active GST No. with latest paid challan and receipts
  - b. EPF with Challan.
  - c. ESIC with Challan.
  - d. Last Three Year ITR

DGM Finance OFFICER | Dashboard

← → ↺ 🔒 qcdev.mpcz.in:8080/dgm\_finance\_evaluate/753 🔍 📄 ☆ 🛡️ 🔄 Update

 DGM (Finance)

Dashboard

Vendor

Contractor

Status

Deregistered Contractor

Logout

</

## 9. After Check All Documents and Accepted-> Submit

The screenshot shows the DGM (Finance) dashboard. The left sidebar contains navigation links: Dashboard, Vendor, Contractor, All Contractor, Approved, Pending Verification, Pending Rejected, Status, Deregistered Contractor, and Logout. The main content area displays a table titled 'Document Uploaded By Contractor' with columns: Type, Financial Year, and Income In Rs. Below this, a table lists documents with columns: Document Name, Document Number, Issued Date, Expire Date, View Document, Status, Action, and Remark. The table contains four rows of data, all with a 'Pending' status. At the bottom right of the table are 'RESET' and 'SUBMIT' buttons.

Type	Financial Year	Income In Rs					
<b>Document Uploaded By Contractor</b>							
Document Name	Document Number	Issued Date	Expire Date	View Document	Status	Action	Remark
GST With Challan	238MBPK6818G2 Z7	24-Jul-2017	31-Mar-2025	<a href="#">View</a>	Pending	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	<input type="text" value="Write Remark"/>
ITR Of Last Three Year	139283030080121	24-Jul-2017	31-Mar-2025	<a href="#">View</a>	Pending	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	<input type="text" value="Write Remark"/>
EPF With Challan	2200795235MPB PL	01-Oct-2014	31-Dec-2024	<a href="#">View</a>	Pending	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	<input type="text" value="Write Remark"/>
ESIC Registration With Challan	42001281400006 99	16-Dec-2020	31-Dec-2025	<a href="#">View</a>	Pending	<input checked="" type="radio"/> Accept <input type="radio"/> Reject	<input type="text" value="Write Remark"/>

RESET SUBMIT

## 10 Pending Rejected -> Showing All Rejected Contractor Details

- Action -> View Details -> User Basic Data and Documents Pending Status

The screenshot shows the DGM (Works) dashboard. The left sidebar contains navigation links: Dashboard, Vendor, Contractor, All Contractor, Approved, Pending Verification, Document Rejected, Rejected, Status, New Material Vendor, Deregistered Contractor, Blacklisted, and Logout. The main content area displays a table titled 'All Pending Rejected Vendor' with columns: S.No., Name Of Company, Name Of Authorized Person, Registration Date, Email, Contact Number, and Action. The table contains six rows of data. At the bottom of the table is a 'View Details' link for each row.

S.No.	Name Of Company	Name Of Authorized Person	Registration Date	Email	Contact Number	Action
1	M/s. Vishwajeet lomte	Mr Ashok Kumar Kar	12-Oct-2022	ashokekar.vicap@gmail.com	9552578110	<a href="#">View Details</a>
2	Ms Chandresh Cables Ltd	Mr Himanshu Balar	06-Oct-2022	himanshu@avocab.com	9624300000	<a href="#">View Details</a>
3	TEST_VENDOR_PVT_LTD	NAGESH TIWARI	09-Mar-2023	sonu.mpcz@gmail.com	7415511217	<a href="#">View Details</a>
4	TESTVENDORPVT LTD	vendor	07-Mar-2023	sonu.raghuwanshi05@gmail.com	9644701022	<a href="#">View Details</a>
5	MAHIMA TECH INTRA PVT.LTD	Shubhendra	10-Mar-2023	shubhamvishwa.mpcz@gmail.com	7987901846	<a href="#">View Details</a>
6	AWNISH TECH INTRA PVT.LTD	Awnish	10-Mar-2023	shubhamvishwa.mpcz@gmail.com	7987506546	<a href="#">View Details</a>