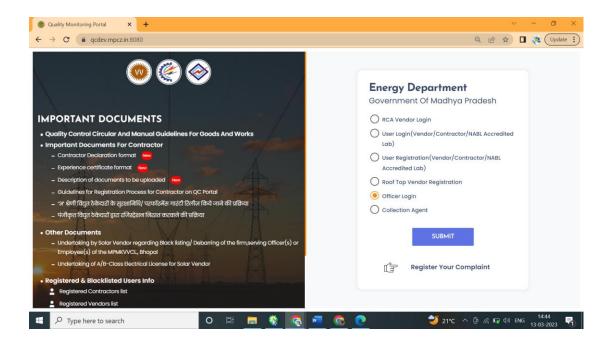
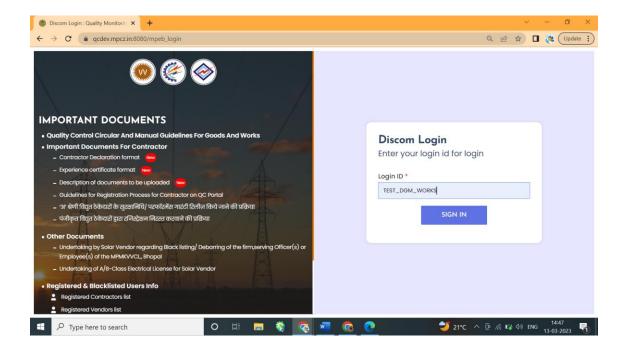
DGM (Works) Officers SOP For Contractor

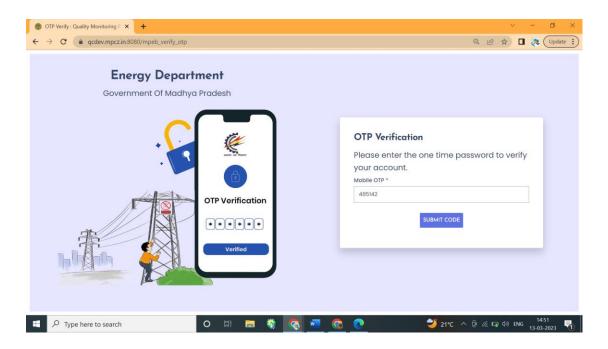
1 Open Website https://qcportal.mpcz.in- Officer Login -> Submit



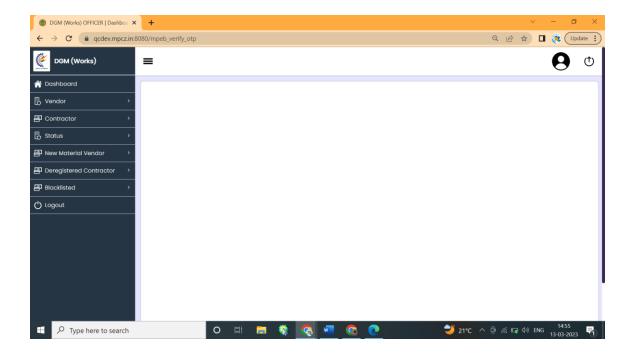
2 Login Using Officer ID-> Submit



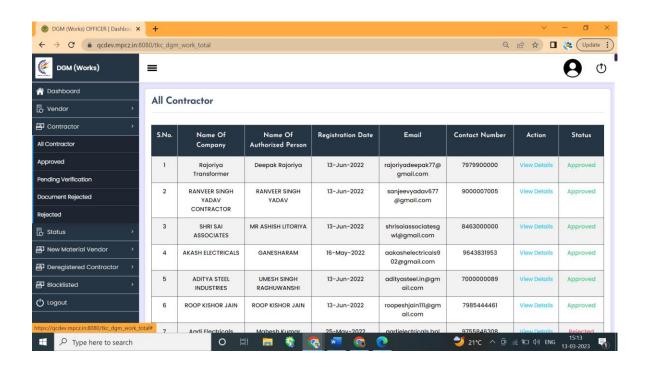
3 Enter OTP Received on Registered Mobile ->Submit Code



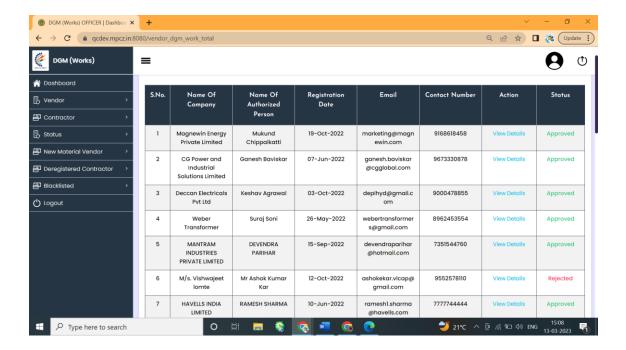
4 DGM (Works) Dashboard Open -> Side Bar Showing in Left Side



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

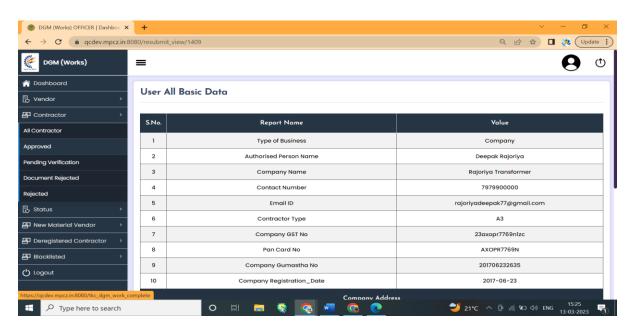


- 6 All Contractor -> Contractor All Details And Information
 - Action -> View Details -> Contractor All Basic Data and Company Address
 - Status -> Approved or Rejected Contractor Status



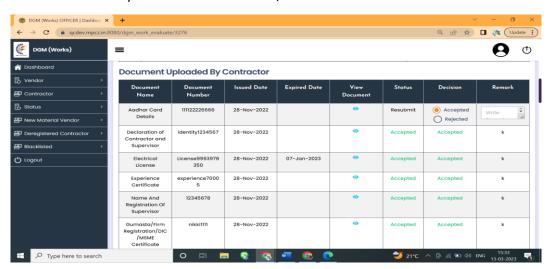
7 Approved -> All Approved Contractor Detail

Action -> Contractor All Basic Data and Company Address



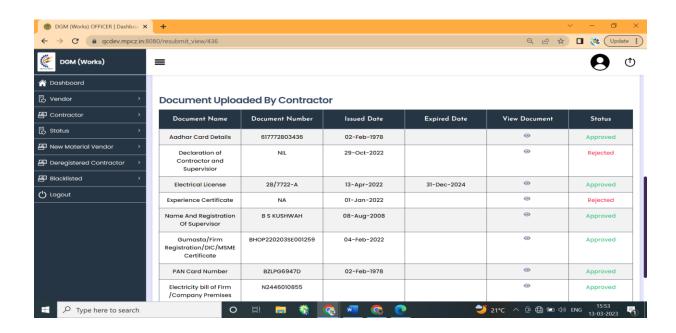
8 Pending Verification -> Showing All Pending Verification Contractor Details for Approved.

- Action -> View Details -> User All Basic Details , Showing Documents Upload By Contractor for Approvel
- View Documents -> After Check Document Decision Accepted or Rejected,
 Write Remark for Contractor Understanding of Rejected Documents.
- a. AADHAR CARD DETAILS
- b. PAN Card
- c. Electrical License.
- d. Experience Certificate.
- e. Name and Registration of Supervisor.
- f. Gumasta/Firm Registration/DIC/Udyam
- g. Declaration of supervisor and contractor regarding ex-employee of DISCOMs of MP.
- h. Electricity Bill of Contractor's Firm/ Premise



9. Document Rejected -> All Pending Contractor Details

- Action -> User All Basic Data and Documents Approvel Status
- Rejected and approved Documents Status



9 Rejected -> Showing All Rejected Contractor Details

