

SOP for inspecting officer list (Add, Update , Delete)

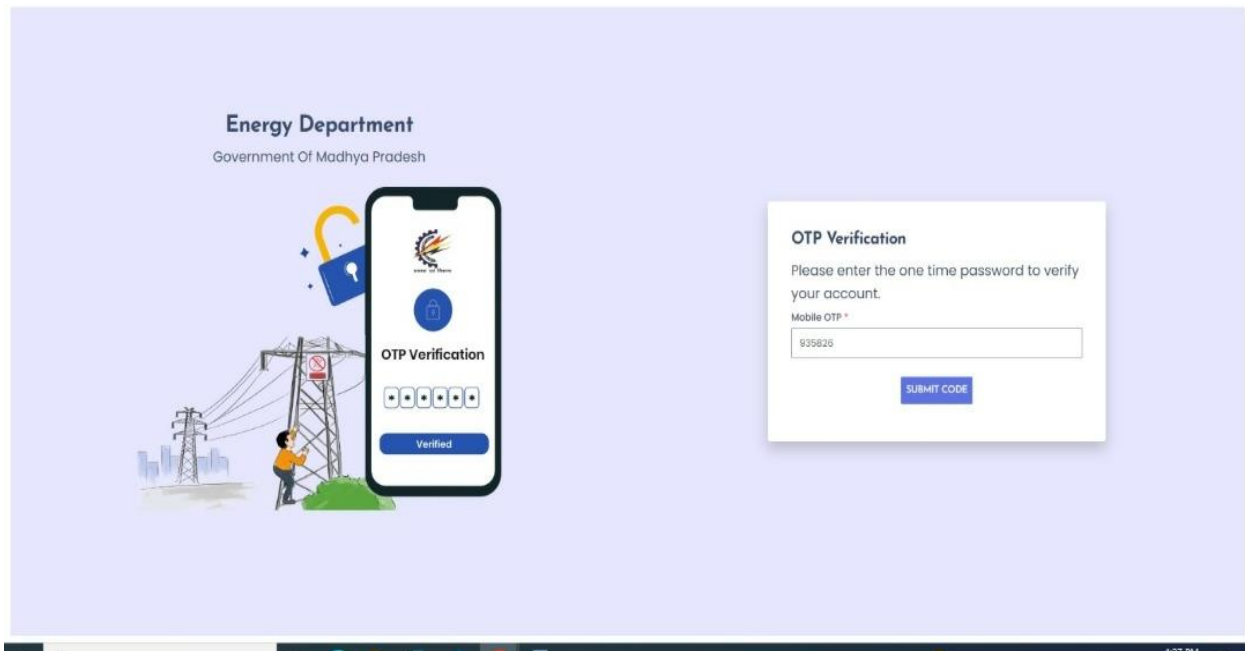
1.CGM QCmm Login.

Go to **Qcportal.mpcz.in** and click on “officer login” radio button.

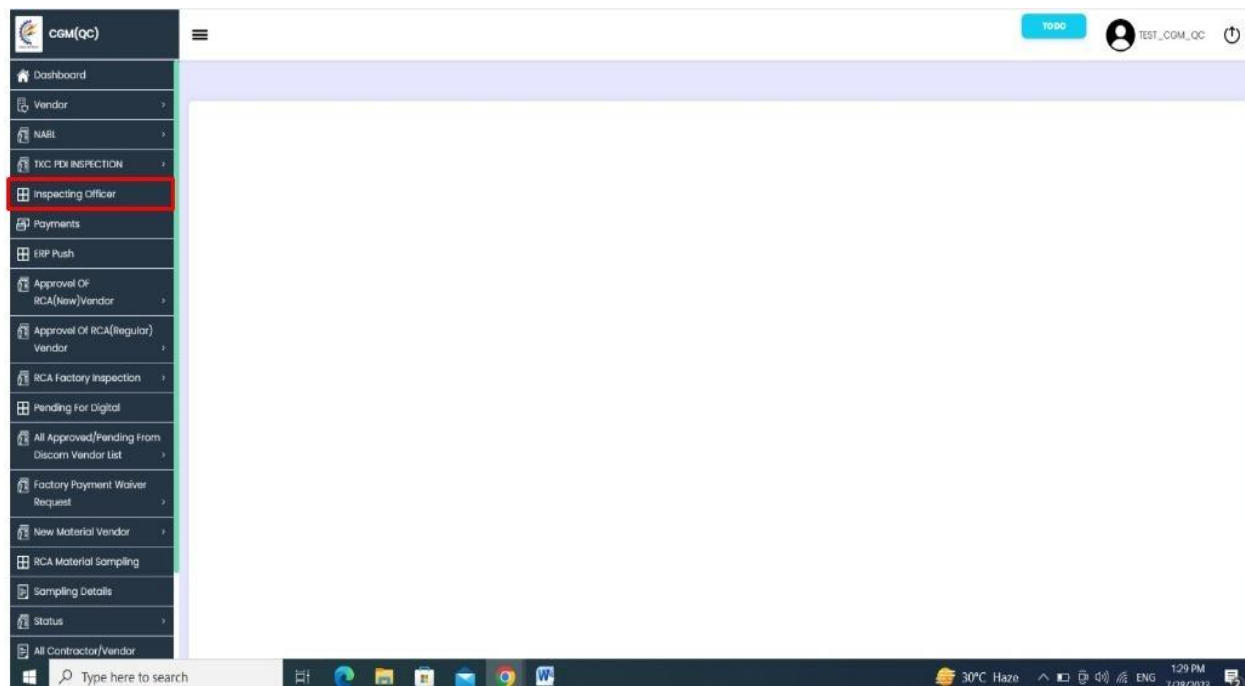
The screenshot shows the 'Energy Department' login page for the Government of Madhya Pradesh. On the left, there is a sidebar with 'IMPORTANT DOCUMENTS' including Quality Control Circulars, Contractor documents, and Registered & Blacklisted Users Info. The main content area has a list of login options with radio buttons: RCA Vendor Login, Vendor Login, Contractor Login, NABL Accredited Lab Login, Site Store Login, User Login Creation (Vendor/Contractor/NABL Accredited Lab), Roof Top Vendor Registration, **Officer Login** (selected), and Collection Agent. A 'SUBMIT' button is at the bottom. Below the button, there is a link to 'Register Your Complaint' and a note: 'or more than 1 Discom and he has any issue to login, f'.

2. User of respective CGMQC can login with their credentials (eg. CGMQC_CZ) in the screen shot and fill otp in the further steps.

The screenshot shows the 'Discom Login' form on the same website. The sidebar is identical to the previous screenshot. The main content area has a 'Discom Login' section with the instruction 'Enter your login id for login'. There is a text input field for 'Login ID *' containing the value '6232814203'. Below the input field is a 'SIGN IN' button.



3. After enter valid otp, user(CGMQC) will be login in dashboard successfully, We need to click on Inspecting officer option which is on left side on dashboard.



4. After clicking on inspecting officer option, a list of Inspecting officer of respective Discom will open along with the “Update” & “Delete” inspecting officers button and also show “Add Inspecting officer” button through which New Inspecting officer can be added under respective Discom.

CGM(QC)

Dashboard

Vendor

NABL

TQC PDI INSPECTION

Inspecting Officer

Payments

ERP Push

Approval Of RCA(New)Vendor

Approval Of RCA(Regular) Vendor

RCA Factory Inspection

Pending For Digital

All Approved/Pending From Discom Vendor List

Factory Payment Waiver Request

New Material Vendor

RCA Material Sampling

Sampling Details

Status

All Contractor/Vendor

Inspecting Officer List

Add Inspecting Officer

need to click here

SR. NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	EMAIL	OFFICER DESIGNATION	OFFICER ADDRESS	OFFICER REGION	OFFICER ZONE	ACTION
1	6232613223	RitubajpayeeChou bey	6232913223	ritubajpayee10@gmail.co m	Manager	BICelCityCircleBho pal	Bhopal Region	CZ	Update Delete
2	722581208	NKhlTest	722581208	None	Android Develop er	Corporate Office M PMKVCL	None	CZ	Update Delete
3	6232914001	Sumit Agrawal	6232914001	simplysumit84@gmail.co m	DGM	O&M Circle Narma dapuram	Bhopal Region	CZ	Update Delete
4	9406913563	DeepD SinghThakur	9406913563	citynorthpl@gmail.com	Manager	O/O&M(North)City CircleBhopal	Bhopal Region	CZ	Update Delete
5	9406913347	Amit Francis	9406913347	ata2monkings@gmail.co m	DGM	Commercial Corpo rate office Bhopal	NA	CZ	Update Delete
6	7869805554	PradeepPatel	7869805554	pp00ee35@rediffmail.co m	DGM	BI Cell O&M Gwalior	Gwalior Region	CZ	Update

5. A inspecting officer registration page will be open, here we need to enter valid data of inspection officer then enter save button. Inspecting officer registration will be done successfully and showing information in list.

CGM(QC)

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NABL

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Inspecting Officer

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Sampling Details

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All Contractor/Vendor

Inspecting Officer List

Add Inspecting Officer

Register Inspecting Officer

Employee id *

6232914590

Officer Name *

Ranjeetsingh

Contact No *

6232914590

Email *

ranjeetsingh@gmail.com

Designation *

DGM

Region *

Bhopal

Office Address *

MP&B OFFICE DOVINDPURA BHOPAL

need to click on save button

Cancel

Save

SR. NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	EMAIL	OFFICER DESIGNATION	OFFICER ADDRESS	OFFICER REGION	OFFICER ZONE	ACTION
1	6232613223	RitubajpayeeChou bey	6232913223	ritubajpayee10@gmail.co m	Manager	BICelCityCircleBho pal	Bhopal Region	CZ	Update Delete
2	722581208	NKhlTest	722581208	None	Android Develop er	Corporate Office M PMKVCL	None	CZ	Update Delete
3	6232914001	Sumit Agrawal	6232914001	simplysumit84@gmail.co m	DGM	O&M Circle Narma dapuram	Bhopal Region	CZ	Update Delete
4	9406913563	DeepD SinghThakur	9406913563	citynorthpl@gmail.com	Manager	O/O&M(North)City CircleBhopal	Bhopal Region	CZ	Update Delete
5	9406913347	Amit Francis	9406913347	ata2monkings@gmail.co m	DGM	Commercial Corpo rate office Bhopal	NA	CZ	Update Delete
6	7869805554	PradeepPatel	7869805554	pp00ee35@rediffmail.co m	DGM	BI Cell O&M Gwalior	Gwalior Region	CZ	Update

- Dashboard
- Vendor
- NABL
- TQC PDI INSPECTION
- Inspecting Officer
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- Approval Of RCA(New)Vendor
- Approval Of RCA(Regular) Vendor
- RCA Factory Inspection
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- All Approved/Pending From Discom Vendor List
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- New Material Vendor
- RCA Material Sampling
- Sampling Details
- Status
- All Contractor/Vendor

Show 10 entries

Search: ranjeet

SR. NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	EMAIL	OFFICER DESIGNATION	OFFICER ADDRESS	OFFICER REGION	OFFICER ZONE	ACTION
142	6232613161	RanjeetSingh	6232613161	cgmqcmm@gmail.com	DGM	QOMA,Bhopal	NA	CZ	<div>Update</div> <div>Delete</div>

Showing 1 to 1 entries (filtered from 148 total entries)

Previous 1 Next

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Developed and Maintained by IT Cell, Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. Nishtha Parisor Govindpura, Bhopal.

6. If the CGMQC needs to update officers information then click on update button.

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- Sampling Details
- Status
- All Contractor/Vendor

Inspecting Officer List

Add Inspecting Officer

Need to click on Upadte

Show 10 entries

Search:

SR. NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	EMAIL	OFFICER DESIGNATION	OFFICER ADDRESS	OFFICER REGION	OFFICER ZONE	ACTION
1	6232613223	RitubajpayeeChoube	6232613223	rituchoubey10@gmail.com	Manager	BICellCityCircleBhopal	Bhopal Region	CZ	<div>Update</div> <div>Delete</div>
2	7225812108	NikhilTest	7225812108	None	Android Developer	Corporate Office MP&VCL	None	CZ	<div>Update</div> <div>Delete</div>
3	6232914001	Sumit Agrawal	6232914001	simplysumit84@gmail.com	DGM	O&M Circle Narmadapuram	Bhopal Region	CZ	<div>Update</div> <div>Delete</div>
4	9406613563	DeepthiSinghThakur	6406613563	citynorthbpl@gmail.com	Manager	O/O&M(North)City CircleBhopal	Bhopal Region	CZ	<div>Update</div> <div>Delete</div>
5	9406613347	Amit Francis	9406613347	ala2monitoring@gmail.com	DGM	Commercial Corporate office Bhopal	NA	CZ	<div>Update</div> <div>Delete</div>
6	7869805554	PradeepPatel	7869805554	pp00ee35@rediffmail.com	DGM	BI Cell O&M Gwalior	Gwalior Region	CZ	<div>Update</div> <div>Delete</div>

7. After clicking on update button, a registered inspecting officer pop up page will be open and can change any information then need to click on save button.

Register Inspecting Officer

Employee ID *

Officer Name *

Contact No *

Email *

Designation *

Region *

Office Address *

Cancel Save

Inspecting Officer List

SR. NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	DESIGNATION	ADDRESS	REGION	OFFICER ZONE	ACTION
1	6232913223	Ritu Bajpayee Choudhary	8232914000	None	Corporate Office M PMKVVCL	Bhopal Region	CZ	Update Delete
2	722501208	Nikhil Test	8232914001	DGM	O&M Circle Narmada puram	Bhopal Region	CZ	Update Delete
3	6232914001	Sumit Agrawal	9406013563	Manager	O/o OGM (North) City Circle Bhopal	Bhopal Region	CZ	Update Delete
4	9406013563	Deepthi Singh Thakur	9406013347	DGM	Commercial Corporate office Bhopal	NA	CZ	Update Delete
5	9406013347	Amit Francis	7869805554	DGM	BI Cell O&M Gwalior	Gwalior Region	CZ	Update Delete
6	7869805554	Pradeep Patel	7999328528	Manager	STC Dn O&M Circle Datia	Gwalior Region	CZ	Update Delete

8. After updated information successfully, a pop up message will be displayed on the screen.

SUCCESS

Inspecting Officer Updated Successfully!

Inspecting Officer List

SR. NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	DESIGNATION	ADDRESS	REGION	OFFICER ZONE	ACTION
1	722501208	Nikhil Test	722501208	None	Corporate Office M PMKVVCL	None	CZ	Update Delete
2	6232914001	Sumit Agrawal	6232914001	DGM	O&M Circle Narmada puram	Bhopal Region	CZ	Update Delete
3	9406013563	Deepthi Singh Thakur	9406013563	Manager	O/o OGM (North) City Circle Bhopal	Bhopal Region	CZ	Update Delete
4	9406013347	Amit Francis	9406013347	DGM	Commercial Corporate office Bhopal	NA	CZ	Update Delete
5	7869805554	Pradeep Patel	7869805554	DGM	BI Cell O&M Gwalior	Gwalior Region	CZ	Update Delete
6	7999328528	Rohit Gupta	7999328528	Manager	STC Dn O&M Circle Datia	Gwalior Region	CZ	Update Delete

9. If the CGM-QCMM wants to delete officers information then need to click on delete button and after clicking "yes" on confirmation window, the respective inspecting officer data will be deleted.

CGM(qc)

Dashboard

Vendor

NABL

TQC PDI INSPECTION

Inspecting Officer

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Sampling Details

Status

All Contractor/Vendor

Inspecting Officer List

Add Inspecting Officer

Show 10 entries

SR NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	EMAIL	OFFICER DESIGNATION	OFFICER ADDRESS	OFFICER REGION	OFFICER ZONE	ACTION
1	722581208	NikhilTest	722581208	None	Android Developer	Corporate Office M PMKVCL	None	CZ	Update Delete
2	6232914001	Sumit Agrawal	6232914001	simplysumit84@gmail.com	DGM	O&M Circle Narmadapuram	Bhopal Region	CZ	Update Delete
3	9406913563	DeepthiSinghThakur	9406913563	citynorthbpl@gmail.com	Manager	O/oDGM(North)City CircleBhopal	Bhopal Region	CZ	Update Delete
4	9406913347	Amit Francis	9406913347	ala2monitoring@gmail.com	DGM	Commercial Corporate office Bhopal	NA	CZ	Update Delete
5	7869805554	PradeepPatel	7869805554	pp00ee35@rediffmail.com	DGM	BI Cell O&M Gwalior	Gwalior Region	CZ	Update Delete
6	7999328528	Rohitgupta	7999328528	guptarohit334@gmail.com	Manager	STC Dn O&M Circle Datia	Gwalior Region	CZ	Update Delete

After clicking on delete button then Confirmation pop up message getting Displayed on the screen

OK Cancel

Are you sure to delete this officer ?

30°C Haze 1:45 PM 7/28/2023

10. If the inspection officer is assign for pdi or factory inspection then will not be deleted of inspection officer information.

CGM(qc)

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Inspecting Officer List

Add Inspecting Officer

Show 10 entries

SR NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	EMAIL	OFFICER DESIGNATION	OFFICER ADDRESS	OFFICER REGION	OFFICER ZONE	ACTION
1	6232914001	Sumit Agrawal	6232914001	simplysumit84@gmail.com	DGM	O&M Circle Narmadapuram	Bhopal Region	CZ	Update Delete
2	9406913563	DeepthiSinghThakur	9406913563	citynorthbpl@gmail.com	Manager	O/oDGM(North)City CircleBhopal	Bhopal Region	CZ	Update Delete
3	9406913347	Amit Francis	9406913347	ala2monitoring@gmail.com	DGM	Commercial Corporate office Bhopal	NA	CZ	Update Delete
4	7869805554	PradeepPatel	7869805554	pp00ee35@rediffmail.com	DGM	BI Cell O&M Gwalior	Gwalior Region	CZ	Update Delete
5	7999328528	Rohitgupta	7999328528	guptarohit334@gmail.com	Manager	STC Dn O&M Circle Datia	Gwalior Region	CZ	Update Delete
6	6232913703	Mr.Hemant Motiyani	6232913703	hemantmotiyani@gmail.com	DGM	STMDn O&M CircleS ihore	Bhopal Region	CZ	Update Delete

WARNING

This officer assigned for Pre Delivery Inspection Of Factory Inspection

12. If the inspecting officer not assign for pdi or factory inspection then will be deleted.

CGM(QC)

10:00

Inspecting Officer List [Add Inspecting Officer](#)

Show 10 entries Search: abcde

SR. NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	EMAIL	OFFICER DESIGNATION	OFFICER ADDRESS	OFFICER REGION	OFFICER ZONE	ACTION
214	62328f5603	abcdef	62328f5603	abcdef@gmail.com	Manager	abcaefghi bhopal	Bhopal	CZ	Update Delete

Showing 1 to 1 of 1 entries (filtered from 214 total entries)

Previous 1 Next

need to click delete

Gmail YouTube Maps Quality Monitoring... Quality Monitoring...

CGM(QC)

10:00

Inspecting Officer List [Add Inspecting Officer](#)

Show 10 entries Search: abcde

SR. NO.	OFFICER EMPLOYEE ID	OFFICER NAME	CONTACT NO.	EMAIL	OFFICER DESIGNATION	OFFICER ADDRESS	OFFICER REGION	OFFICER ZONE	ACTION
214	62328f5603	abcdef	62328f5603	abcdef@gmail.com	Manager	abcaefghi bhopal	Bhopal	CZ	Update Delete

Showing 1 to 1 of 1 entries (filtered from 214 total entries)

Previous 1 Next

Are you sure to delete this officer ?

OK Cancel

13. At last delete confirmation show on pop window.

CGM(QC)

Dashboard

Vendor

NABL

TKC PDI INSPECTION

Inspecting Officer

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New Material Vendor

RCA Material Sampling

Sampling Details

Status

All Contractor/Vendor

SUCCESS

Inspecting Officer Deleted Successfully!

Inspecting Officer List

Add Inspecting Officer

Show 10 entries

Search:

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1	6232913223	RituBajpayeeChoubey	6232913223	rituchoubey10@gmail.com	Manager	BilcelCityCirclethopol	Bhopal Region	CZ	<div>Update</div> <div>Delete</div>
2	7225812108	NikhilTest	7225812108	None	Android Developer	Corporate Office MPMKVCL	None	CZ	<div>Update</div> <div>Delete</div>
3	6232914001	Sumit Agrawal	6232914001	simplysumit84@gmail.com	DGM	O&M Circle Narmadapuram	Bhopal Region	CZ	<div>Update</div> <div>Delete</div>
4	9620032	James Jayant Lakrda	6232915384	dgmstcmorana@gmail.com	DGM	STC Morena	Gwalior Region	CZ	<div>Update</div> <div>Delete</div>
5	86391157	Manoj tiwari	6232915205	manoj0248@gmail.com	Manager	STM Dn Ashok nagar	Gwalior Region	CZ	<div>Update</div> <div>Delete</div>
6	230183	Miss. Tanu Mehta	6232914683	gimpurchasegw@gmail.com	AE (Cont)	Purchase RCA	Gwalior Region	CZ	<div>Update</div> <div>Delete</div>

Type here to search

26°C Haze

11:25 AM