



भारत सरकार
कोयला मंत्रालय
कोयला नियंत्रककार्यालय
1, काउंसिलहाउसस्ट्रीट, कोलकाता - 1



CC/Tech/Misc/Website-matter/2016-17
Government of India
Ministry of Coal
Office of the Coal Controller
1, Council House Street, Kolkata - 700 001

टेलीफोन /Ph: 033 22489612-16; Fax: 22482459;

ई-मेल/ E-mail: coalcont-wb@nic.in

Dated, the 27th November, 2017.

सेवामें,

The Nominated Owners of all Coal & Lignite Mines.

Subject: Online application for Annual Declaration of Grades / GCV bands for coal/lignite seams / sidings for the FY 2018-19.

Sir,

With reference to above subjected, I am directed to inform that henceforth the application for Annual Declaration of Grades / GCV bands for coal/lignite seams/sidings for the FY 2018-19 under Rule 4(1) of the Colliery Control Rules, 2004 and Rule 18(B) of the Coal Mines (Conservation & Development) Amendment Rules, 2011, will be accepted through **ONLINE**. Application with relevant documents shall be submitted directly through Grade Declaration portal of CCO i.e. <http://portal.coalcontroller.gov.in/> or through the link provided in the website of CCO www.coalcontroller.gov.in.

User Manual for Grade Declaration (soft copy) can be downloaded from the official website of CCO i.e. www.coalcontroller.gov.in or from Application Procedure menu in <http://portal.coalcontroller.gov.in>. **Last date of submission of the grade proposal for FY 2018-19 is 15.12.2017.**

A certificate from the Nominated Owner declaring the grade applied for should be uploaded with every application.

भवदीय,

(अनुपम लाहिरी)

(AnupamLahiri)

निदेशक, सी सी ओ,

कोलकाता

Copy to:-

1. Addl. Secretary (Coal), Ministry of Coal, Shastri Bhawan, New Delhi – 110001
2. Joint Secretary (Coal), Ministry of Coal, Shastri Bhawan, New Delhi - 110001
3. Advisor (Project), Ministry of Coal, Shastri Bhawan, New Delhi - 110001
4. Director (technical), Ministry of Coal, Shastri Bhawan, New Delhi – 110001
5. All Officers, CCO Hq
6. All OSDs, CCO, Regional Offices
7. All Section Head, CCO Hq

Coal Controller's Application Portal **Ministry of Coal , Govt. of India**

(User Manual for Grade Declaration)

INTRODUCTION

1.1 Purpose

The purpose of this document is to provide an interface for Grade Declaration of Coal/Lignite through online application between the users and approving authority. This will assist the users to understand various features of the software and will enable them to operate the software independently on their computers. It will also help to impart training to new users and to clarify doubts and answer queries posed by the users.

1.2 Scope

This user manual is meant for all Coal/Lignite mines owners who are required to apply for Coal/Lignite Grade approval and submit to the Coal Controller's Organisation (CCO) and are expected to use the system for the approval. The officials of CCO from Headquarters and Regional Offices (OSDs) will scrutinize and examine those applications filed by the users and Coal Controller shall grant the approval on case to case basis, based on observations and recommendations.

1.3 How to Use this Web Portal (Step by Step)

1. Mine/Block Registration

Step1.

This is Web portal Home Page URL Link <http://portal.coalcontroller.gov.in/>

The screenshot shows a web browser window displaying the Coal Controller's Application Portal. The browser's address bar shows the URL portal.coalcontroller.gov.in. The page header includes the text "Coal Controller's Application Portal" and "Ministry of Coal, Govt. of India". A navigation menu is visible with options: Home, About Us, Orders & GOs, Forms, Application Procedure, and Company. The "Company" menu is expanded, showing "Mines/Blocks Registration" and "Block/Mine L...". The main content area features a "Welcome to Coal Controller's Application Portal" message and a description: "This website is one stop online presence for various Online Application and Data Upload." Below this, there are several promotional banners: "Minister Speaks", "Message to Company", "Important Dates", "Reports", "Online Services for VOTERS" (with links to www.eci.nic.in and www.nvsp.in), "Digital India Power To Empower", and "The national portal of India india.gov.in". The browser's taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the date and time (15:23, 23-10-2017).

Go to menu →Company →Mine / Block Registration.Click Mine / Block Registration.

Step 2.

Registration Form

The screenshot shows a web browser window displaying the Coal Controller's Application Portal. The browser's address bar shows the URL `portal.coalcontroller.gov.in/mine_masters`. The page header includes the Ministry of Coal, Govt. of India logo and navigation links for Home and Sitemap. A green navigation bar contains links for Home, About Us, Orders & GOs, Forms, Application Procedure, and Company. The main content area is titled "Mine/Block Registration" and contains a form with the following fields:

- Company Code/Name(if any): ECL.....MCL.....WCL.....Any Company Name
- Mine or Block: A dropdown menu with "Select Mine or Block" as the current selection. The dropdown list shows "MINE" and "BLOCK".
- Mine or Block Name: A text input field.
- Mine/Block Address: A large text area.
- Mine/Block Phone: A text input field with examples: 0xxxx-xxxxxx, 0xxxx xxxxx, 0xxxxxxxxxxxx.
- Mine/Block Fax: A text input field with examples: 0xxxx-xxxxxx, 0xxxx xxxxx, 0xxxxxxxxxxxx.
- Mine/Block Email: A text input field.

On the left side of the page, there are several utility links: Minister Speaks, Message to Company, Important Dates, Reports, Online Services for VOTERS (www.eci.nic.in www.nvsp.in), Digital India (Power To Empower), and india.gov.in (The national portal of India). The Windows taskbar at the bottom shows the system tray with the date 23-10-2017 and time 15:25.

Select Mine / Block

Step 3.

The screenshot shows a web browser window with the following elements:

- Browser menu: File, Edit, View, History, Bookmarks, Tools, Help
- Page title: Coal Controller's Application Page
- Address bar: portal.coalcontroller.gov.in/mine_masters
- Form fields:
 - Name of the designated owner: [Text input]
 - Designated Owner Address: [Text area]
 - Designated Owner Phone: [Text input] Examples: 0xxxx-xxxxxx, 0xxxx xxxxx, 0xxxxxxxxxxxx
 - Designated Owner Mobile No: [Text input] Examples: xxxxxxxxxxxx, 0 xxxxxxxxxxxx, 0-xxxxxxxxxxxx, +91 xxxxxxxxxxxx, 91 xxxxxxxxxxxx, 91xxxxxxxxxxxx
 - Designated Owner Fax: [Text input] Examples: 0xxxx-xxxxxx, 0xxxx xxxxx, 0xxxxxxxxxxxx
 - Designated Owner Email: [Text input]
 - Mine Type: [Dropdown menu] Select Mine Type
 - Method of Mining: [Dropdown menu] Select Mining Method
 - EU Type: [Dropdown menu] Select EU type Method
 - Vested or Allotted?:
 - Vested:
 - Allotted:
 - Not Applicable:
 - Reference Letter Number: [Text input]
 - Reference Letter Date: [Month dropdown: October] [Day dropdown: 23] [Year dropdown: 2017]

The Windows taskbar at the bottom shows the time as 15:26 on 23-10-2017, with the language set to ENG.

Fill all the relevant boxes. At some places dropdown is given. Where the mine is not vested / allotted, Not Applicable shall be clicked.

Step 4.

File Edit View History Bookmarks Tools Help

Coal Controller's Application Portal X +

portal.coalcontroller.gov.in/mine_masters

EU Type Select EU type Method

Vested

Allotted

Vested or Allotted?

Reference Letter Number WCL/HQ/GM/QC 2017-18

Reference Letter Date October 23 2017

Username Bankola
This username has already been taken.

Password

1. Length must be within 8 to 32 characters
2. Any **English lowercase and uppercase (a-z and A-Z)** characters
3. Any numbers between 0-9
4. Any special characters from the bracket [!@#\$%]

Confirm Password
Confirm password does not match with password policy ! please try again

Type the characters you see in the picture
k4mpr k4mpr

Submit

Windows Taskbar: 15:32 23-10-2017

Create Username and password. The password should have 8-32 characters, at least one lower case, one upper case, one number and one special character.

2. Block/Mine Login

1.4 Description

New Users are required to register into the system and generate login credentials. After successful registration use the login credentials to login into the system.

1.5 Contact Details / Problem Reporting

Dr. Sujoy Majumdar, OSD (Mines& QM) (9883419618) and
Sri KingshukMukhopadhyay OSD (MC&P) (8420662441)
Coal Controller's Organisation
Kolkata
Email: coalcont-wb@nic.in

User Login

Step1.

File Edit View History Bookmarks Tools Help

Admin Login

portal.coalcontroller.gov.in/auth/mineadmin/ Search

Company Panel

Welcome To Company Panel

USERNAME: Bankola

PASSWORD:

TYPE THE CHARACTERS YOU SEE IN THE PICTURE cjasv

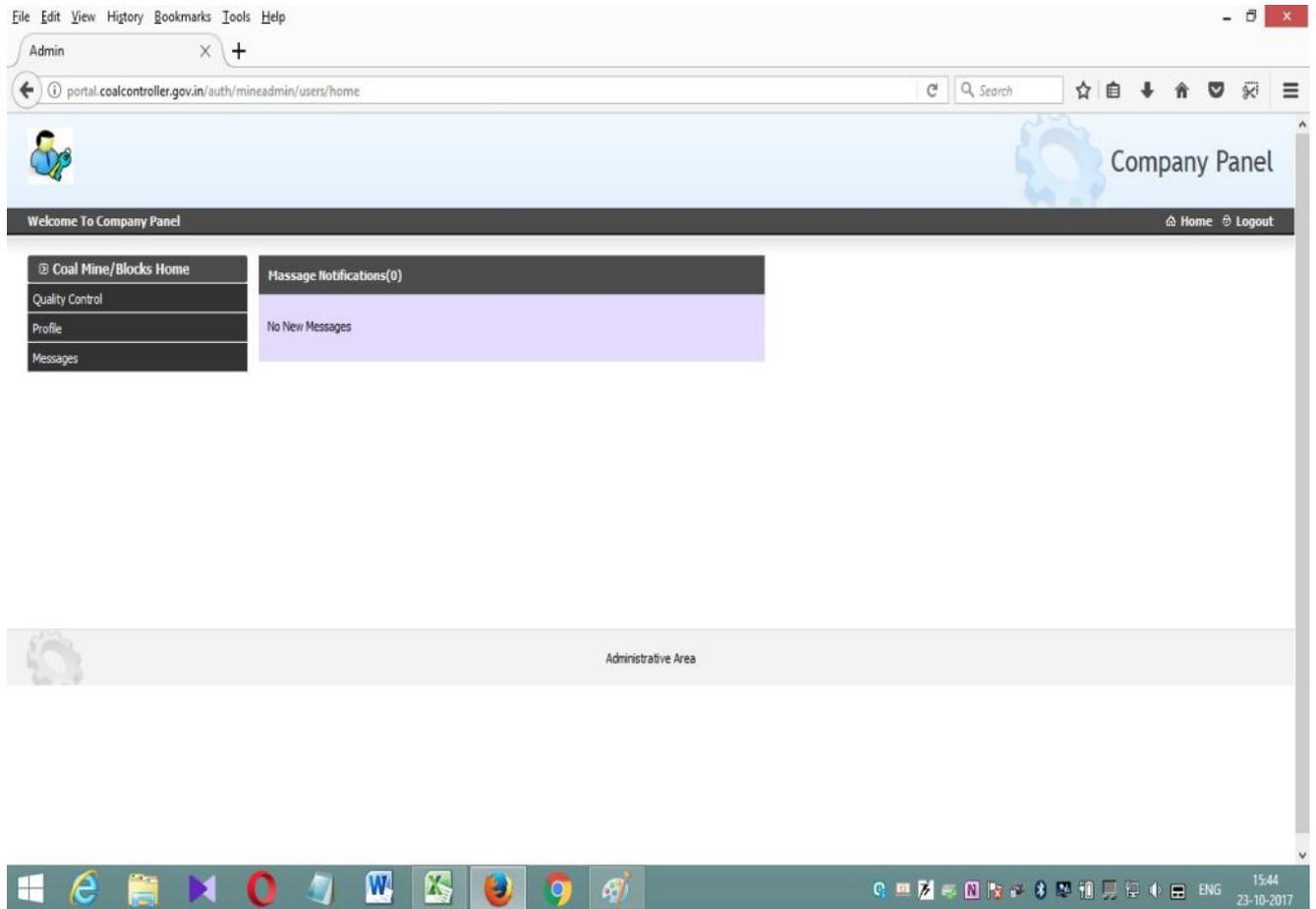
SIGN IN

FORGOT PASSWORD

Administrative Area

15:43 23-10-2017

Step2.



Click Quality Control menu → click List All.

Step 3.

portal.coalcontroller.gov.in/auth/mineadmin/qd_masters

Welcome To Company Panel

Your quality declaration List and Details +Add New

Search On: Search Reset

Sl. No.	Name Colliery Siding Chp	Name Seam	Grading Type	Thickness Of Seam	Application Date	Latest Status	Actions
1	Nakrakonda OCP	R V	Interim	3.5m	2017-03-21 12:47:12	Approved	View Download Grade Certificate
2	Nakrakonda	R VI Samia & R V Samia	Interim	5.49m	2017-03-21 12:46:00	Approved	View Download Grade Certificate
3	Shankarpur	Jambad R VIII/ Bonbahal R VII R VII A	Interim	3.1m	2017-03-21 12:44:25	pending	View Edit Delete
4	Tilaboni	Jambad R VIII/ Bonbahal R VII R VII A	Interim	2.74m	2017-03-21 12:42:23	pending	View Edit Delete
5	Kumardhi B C&E PIT	R V	Interim	5.68m	2017-03-21 12:40:18	pending	View Edit Delete
6	Kumardhi B C PIT	Bonbahal R VI	Interim	4.85m	2017-03-21 12:38:30	pending	View Edit Delete
7	Kumardhi B G.KAJ A & B PIT	Bonbahal R VII	Interim	4.13m	2017-03-21 12:37:03	pending	View Edit Delete
8	Kumardhi B 5&6 PITS	Jambad top R VII A&B	Interim	4.42m	2017-03-21 12:34:45	pending	View Edit Delete
9	Kumardhi A	R VII B	Interim	1.82m	2017-03-21 12:32:45	pending	View Edit Delete
10	Kumardhi A North incline	Bonbahal R VII	Interim	4.57m	2017-03-21 12:30:45	pending	View Edit Delete
11	Kumardhi A 3&4 PIT	R VII A Local Bonbahal	Interim	2.74m	2017-03-21 12:28:17	pending	View Edit Delete
	Shyamsundarpur	Jambad R VIII T2&B1/Bankola R VII	Interim	4.88m	2017-03-21	pending	View Edit Delete

History of the previous records will be shown here (if any). Click **+Add New** at the top right corner of this screen to add a new declaration.

Step 4.

Add New

The screenshot shows a web browser window with the URL `portal.coalcontroller.gov.in/auth/mineadmin/qd_masters/add/`. The page is titled "Company Panel" and "Welcome To Company Panel". On the left, there is a navigation menu with options: "Coal Mine/Blocks Home", "Quality Control", "Profile", and "Messages". The main content area is titled "Enter Your Quality Declaration" and contains the following fields:

- Grading Type: A dropdown menu with "Interim" selected and "Annual" as an option.
- Name of Colliery/Siding/CHP: A text input field.
- Name of Seam: A text input field.
- Thickness of Seam: A text input field.
- Height of Working Section: A text input field.
- Analysis of seam samples (Equilibrated basis):
 - Including all bands: A table with columns for "Ash%", "Moist%", "VM%", and "GCV in Bomb Calorimeter K.Cal/kg (BIS approved)". Each row has a text input field and a "Delete" button.
 - Excluding pickable bands (of 10cm & above): A similar table structure.

The Windows taskbar at the bottom shows the time as 15:58 on 23-10-2017.

Grading type: select 'Annual' in general. In special case 'Interim' will be used. Fill all the relevant details and upload relevant files (drag and drop). Please remember that the pdf file shall have only one dot (.), example: abcde.pdf

If you are satisfied that all data is given, then press 'submit' button. Once it is submitted, data cannot be replaced / re-entered. It is to be noted that the file can be edited by the applicant before the same is taken under process at CCO. Background colour: Submitted application- **Yellow**, Under process – **Orange**, Approved – **Green** and Rejected – **Saffron**.

Frequently Asked Questions (FAQ)

Question: I am not able to sign-up, password is not being accepted by the system.

Answer: You have to enter a password which has minimum 8 characters. At least one of the characters has to be Upper Case letter (A-Z), atleast one character should be lower Case alphabet (a-z), at least one character should be a number (0-9) and it should contain at least onespecial character. The same has been indicated at “?” in the sign-up form also for reference.

Question: During sign-up, I do not have data to be entered against a mandatory field / item. How to proceed?

Answer: You can enter a hyphen (-) or “NA” in such cases.