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 लाहिड़ी)
(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 forGrade Declaration of Coal/Lignitethroughonline 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 theapproval 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/

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

Step 2.

Registration Form

Select Mine / Block

Step 3.

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.

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.

Step2.
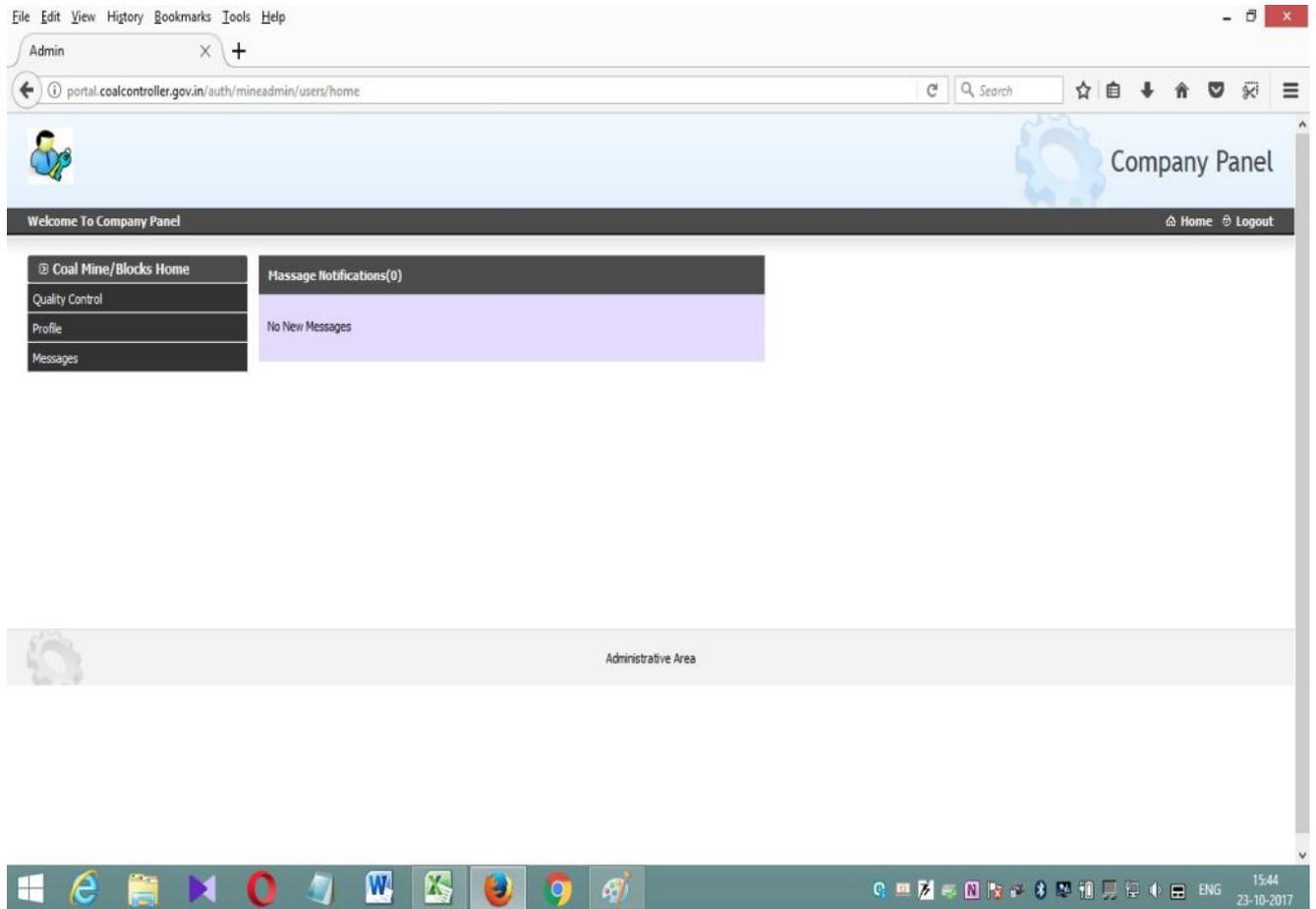
Click Quality Control menu→click List All.

Step 3.

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

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 applicantbefore 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), atlease 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.