



User Manual

For

Change the Name of Establishment

Submitted to:
Export Inspection Council, Govt. of India
(EIC)

Submitted By:





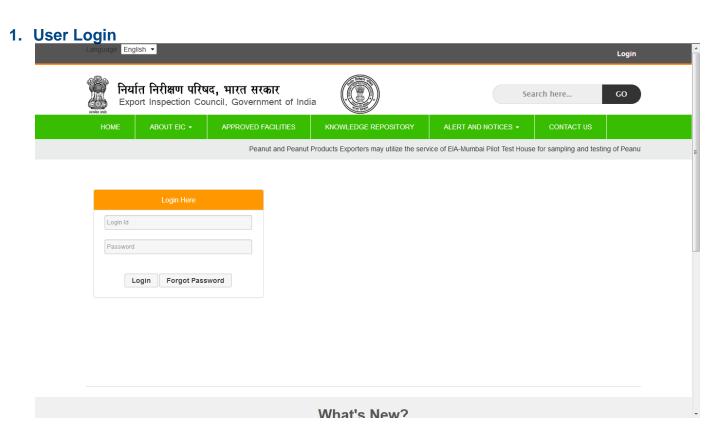


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Module -Change of Name of Establishment



- Login with valid user credentials (Establishment User).
- Click on Login button.



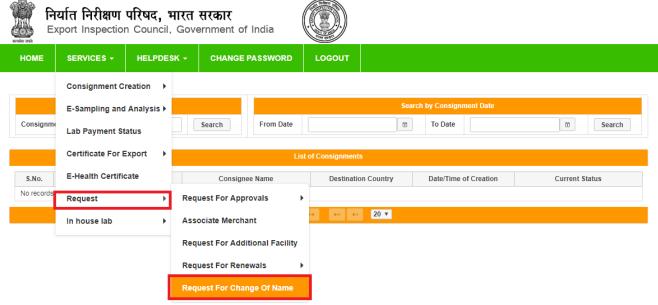
• Home page displayed.

2. Change of Name of Plant Request

• Go to Services>Request>Request for Change of Name



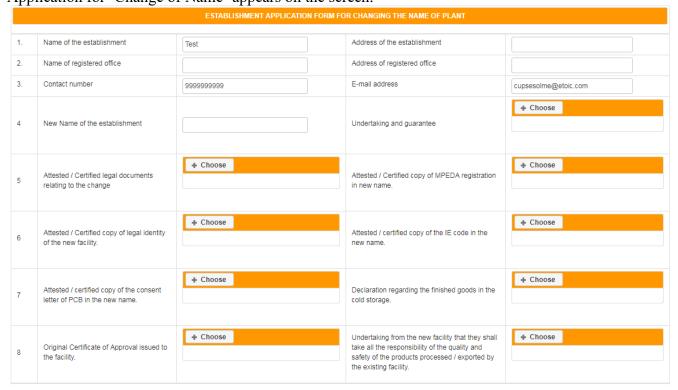




- Click on Request for Change of Name.
- Dashboard of 'Type of List' is displayed.



• Click on '+' icon link to apply for Change of Name request Application for 'Change of Name' appears on the screen.



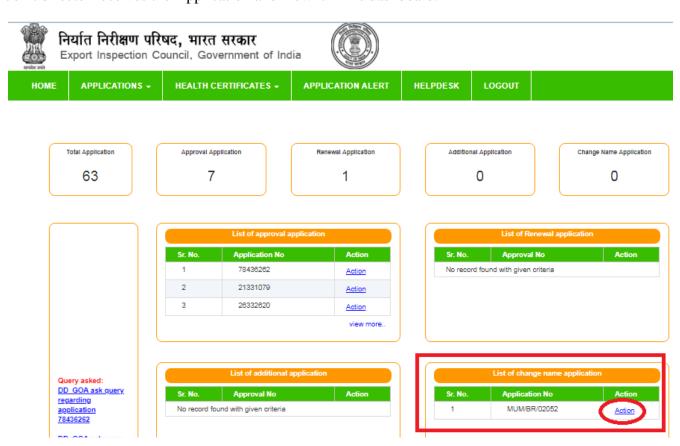




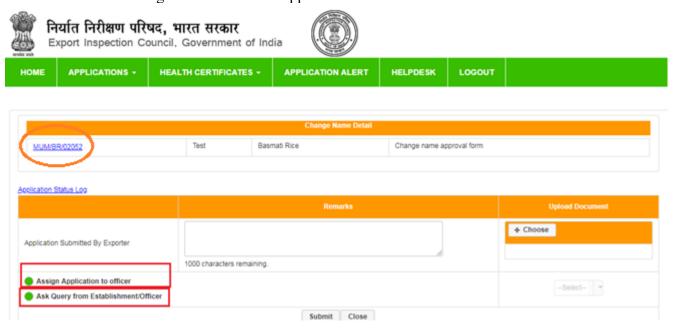
• Fill the application and click on 'Submit to EIA'.

3. Joint Director receives application for 'Change of Name request'

• Joint director receives the Application and view it in his dashboard.



- User clicks on the Action link
- Dashboard of the 'Change in Name Detail' appears on the screen.



- User opens the Application by clicking on the given link 'MUM/BR/02052'.
- User writes in the remarks field and clicks on the assign application to officer for scrutiny
- User can also ask the query from Establishment/officer

4. 'Assigned Officer for Scrutiny' receives application for 'Change of Name request'

• Assigned officer receives the Application and view it in his dashboard.

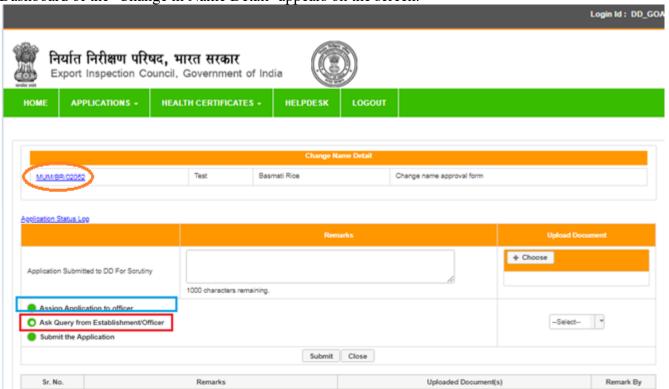






• User clicks on the Action link

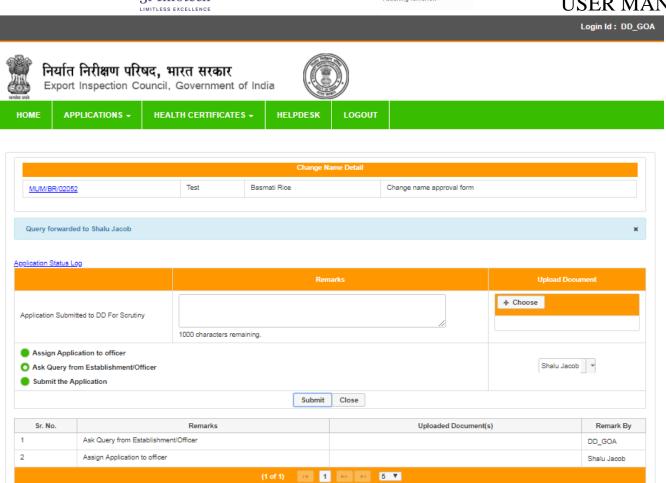
• Dashboard of the 'Change in Name Detail' appears on the screen.



- User opens the Application by clicking on the given link 'MUM/BR/02052'.
- User writes in the remarks field and clicks on the ask the query from Establishment/officer
- User can also assign the application to another officer.
- User has the option to submit the Application



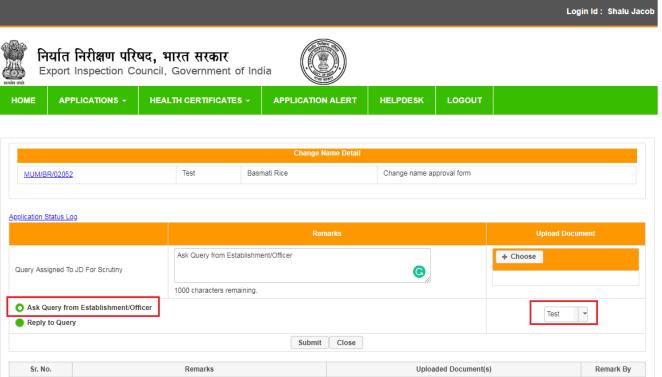




• Asked Query is forwarded to the Joint Director.

5. Joint Director receives Query from 'Assigned Officer'

Joint director receives the query and forward it to the Establishment.

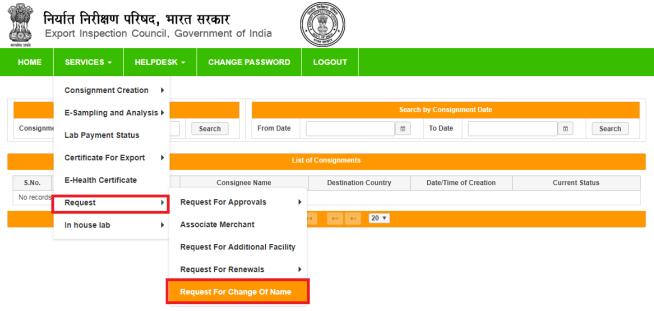


6. Establishment receives Query from 'Joint Director'

- Establishment gets the alert for asked query and view the asked query in the given screenshot.
- Go to Services>Request>Request for Change of Name







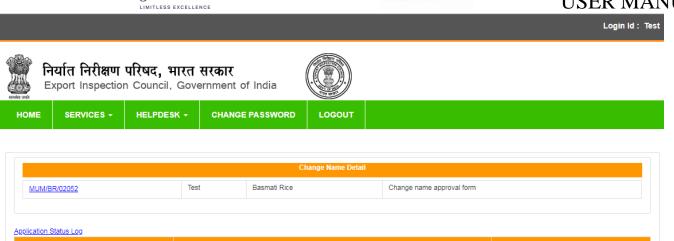
- Click on Request for Change of Name.
- Dashboard of 'Type of List' is displayed.
- Select the radio button of View list of Name change request and click on Proceed button.

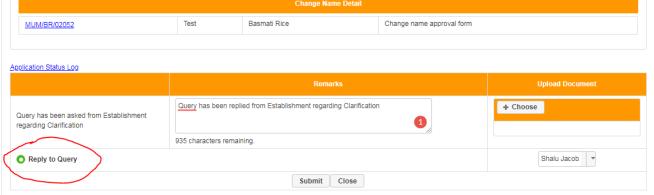
Previously Created Dashboard appears on the screen. Login Id: Test निर्यात निरीक्षण परिषद, भारत सरकार Export Inspection Council, Government of India CHANGE PASSWORD SERVICES -HELPDESK + iew list of Name change request Request for change name Proceed Approval No. Created Date Action Name of Establishment Type of Facility Status Processing Establishmen MUM/BR/02052 Basmati Rice 17/09/2018 1 20 ▼

• Click on the reply icon as mentioned in the above screen shot.





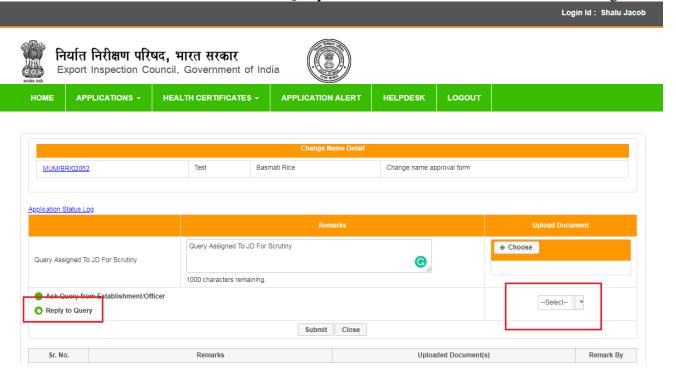




- Establishment receives the query and reply to the query by writing in the Remarks dialog box.
- Establishment clicks on the Submit button. Query has been replied back to the Join Director.

7. Joint Director receives answer of Query from 'Establishment'

• Joint director receives the answer of the Query and forward it to the officer who was dealing with it.

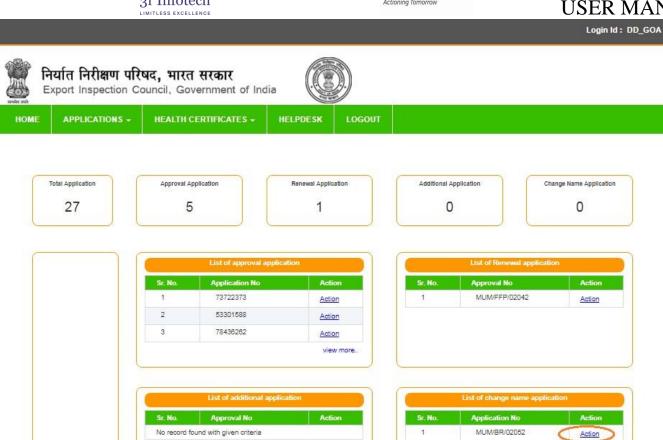


8. 'Assigned Officer for Scrutiny' receives answer of Query forwarded by Joint Director

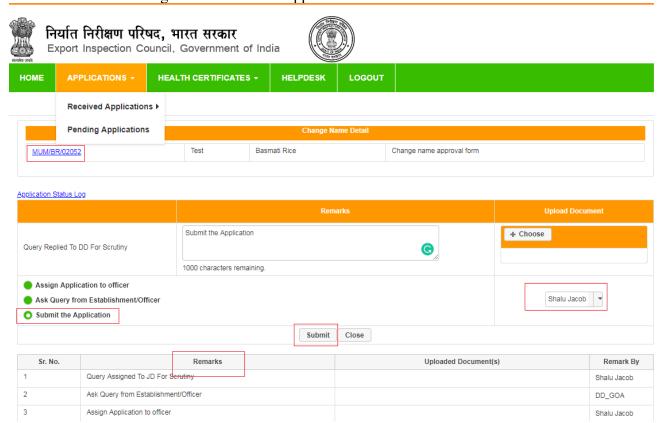
• Assigned officer receives the answer of the Query and view it in his dashboard.







- User clicks on the Action link
- Dashboard of the 'Change in Name Detail' appears on the screen.



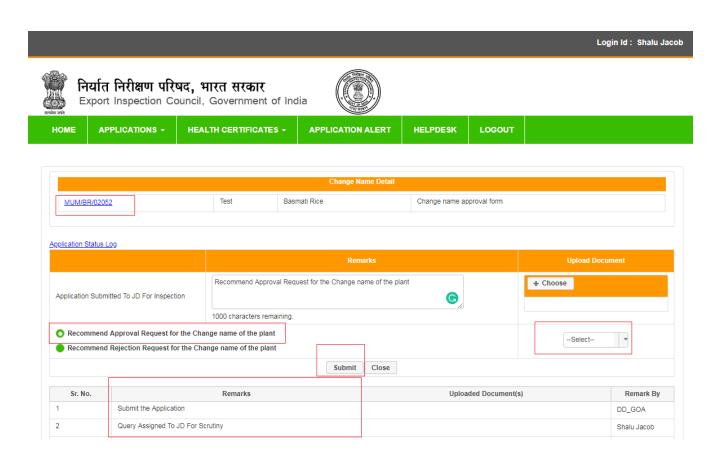
- User views the remarks in the remarks field and clicks on 'Ask the query from Establishment/officer' again, if he wants to ask query again.
- User can submit the Application, if all the queries is cleared to him.
- Application will be submitted to the Joint Director.





9. Joint Director receives application submitted by 'Assigned Officer'

• Joint director receives the application. He can view in the remarks section about the scrutiny process and then forward it to the respective EIC officer. He can recommend the Approval Request or Rejection Request.



10. EIC Officer receives application forwarded by 'Joint Director'

• EIC officer receives the application. He can view the application in the given link and the remarks in the remarks section. He can ask the approval from the director for the clarification of the queries related to the application.

In case of no clarification he can recommend to approve or reject the request.



Recommend Rejection Request for the Change name of the plant

Remarks

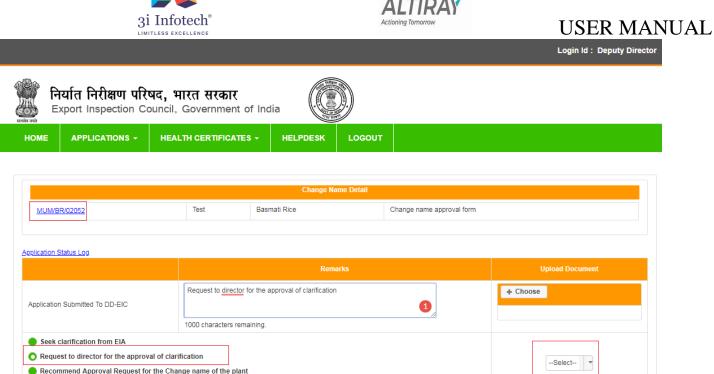
Recommend Approval Request for the Change name of the plant

Sr. No.



Remark By

Shalu Jacob

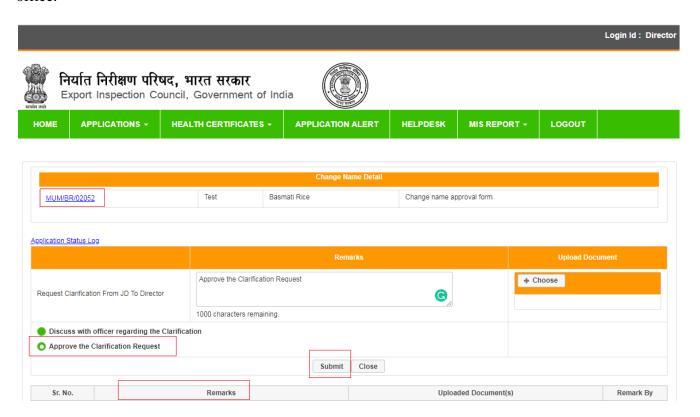


Close

11. Director receives approval request from EIC officer for Clarification to be asked from 'Joint Director

Director receives the application. He can view the application in the given link and the remarks in the remarks section. He can give the approval or can ask the officer to discuss the matter. Approving the clarification request will send the application to its respective EIA office.

Uploaded Document(s)



12. Joint Director receives Query forwarded by 'Director'

Joint director receives the application. He can view asked query in the remarks section and then reply the query by writing in the remarks section. The application will be forwarded to the respective EIC officer.



Request Clarification From EIA

Sr. No.

Reply to the Clarification asked by EIC

Approve the Clarification Request

Recommend Approval Request for the Change name of the plant



G

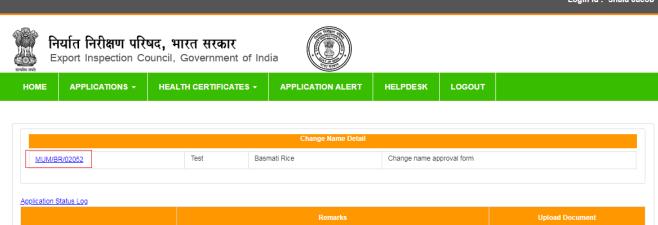
Uploaded Document(s)

USER MANUAL

Login Id: Shalu Jacob

Shalu Jacob

+ Choose



13. EIC officer receives answer of the Query form 'Joint Director'

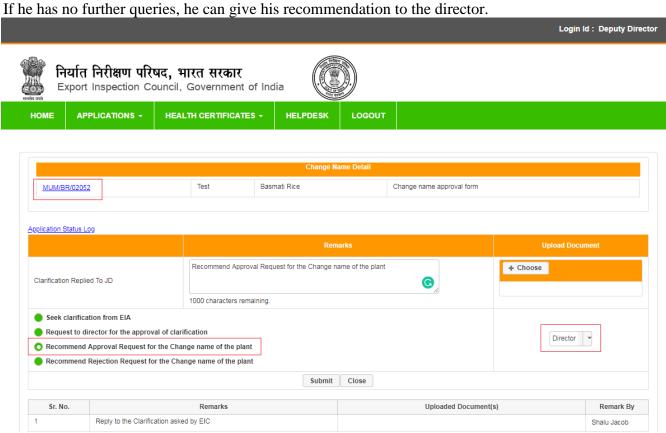
Reply to the Clarification asked by EIC

1000 characters remaining

EIC officer receives the application. He can view answer of asked query in the remarks section. In this way he can ask the more queries from the Joint Director with the approval of Director.

Submit

Close



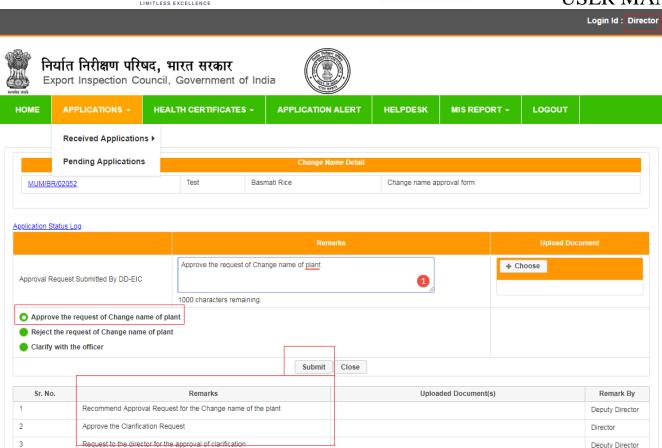
14. Director give the Approval/Rejection decision of the 'Change Name' request

Director receives the application. He can view the application in the given link and the remarks in the remarks section .Based on the recommendation of the EIC officer, he can give the approval or can clarify with EIC officer. Approving the request will change the name



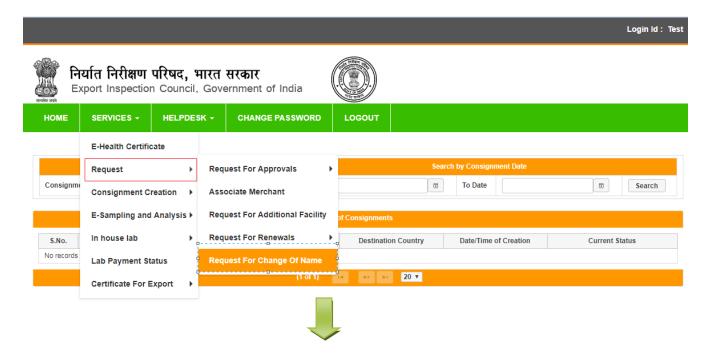


Deputy Director



15. Establishment views the status of the Application

Establishment can view the status of the Application. When the application is approved by EIC. The new name of the Establishment will be visible as New name(Old name).





Newname (Test)

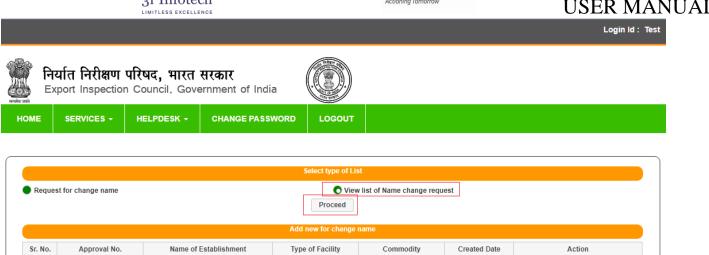
MUM/BR/02052



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31/08/2018

USER MANUAL



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Processing Establishment

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