



# Frequently Asked Questions (FAQs)

**APT**

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For

**Establishment Data Entry  
(Approving Officer)**



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### **DISCLAIMER:**

The Operational procedure provided in this Operational Guide is just an illustration for the user for using the IT 2.0 Software in an effective manner. If the Reader is having any doubt in the department Rulings and guidelines, he/she should refer to the respective manuals and volumes only. The IT 2.0 Operational Guide should not be sighted as Rulings.



## Frequently Asked Questions (FAQ)

### Establishment Review online portal – Approving Officer

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**1: What is the purpose of the Establishment Review Module?**

**A:** The Establishment Review Module automates data collection from the CSI module, reducing manual data entry by drastically. Users only need to input the remaining data manually. The system facilitates submission of data, verification, approval, and automatic generation of calculation sheet.

**2: What is the role of the Approving Authority in the Establishment Review process?**

**A:** The Approving Authority is responsible for verifying, approving, or rejecting the Establishment Data entered into the system. Once approved, calculation sheets and reports are generated automatically, and no further modifications are allowed.

**3: How do I log in to the system?**

**A:** Visit the login URL: <https://prod.cept.gov.in/employeeportal>. User need to enter Employee ID as Login ID and the default password "Est@1234" (which must be changed upon first login). After changing the password user can subsequently login into the application with new password.

**4: What should I do if I forget my password?**

**A:** You can reset your password using the 'Forgot Password' link on the login page. Ensure your mobile number is updated for OTP verification.

**5: What are the main components of the Establishment Review module?**

**A:** The module consists of the following sub-cards:

- Establishment Master Data
- Establishment Data Entry
- Calculation Sheets
- Reports

**6: How do I approve or reject Establishment Data?**

**A:**

1. Click on the 'Establishment Data Entry' sub-card.
2. Click on the "Approve" option.
3. Select the Office and Form Type (e.g., Est-2, MTS-Establishment, Delivery Establishment, Est-5).
4. Click on "Fetch Details" to display verified data forwarded by Verifying officer.



5. Approver may download the data in Excel format for verification, if required.
6. If correct, click "Approve"; if incorrect, click "Reject" and provide a reason.
7. Once approved, no further modifications can be made at approver level.

For more details, please refer Operational Guide.

### 7: What happens if I reject a form?

**A:** The form will be sent back to the verifying or data entry authority, as chosen by the Approving Officer, along with a rejection reason. The respective authority can then make the necessary corrections and resubmit it for approval.

### 8: How do I access Calculation Sheets?

**A:**

1. After Approval of the respective form data, click on the 'Calculation Sheets' sub-card.
2. Select the Office and Report Type (e.g., Est-2, MTS-Establishment, Delivery Establishment, Est-5).
3. Click on 'View Calculation Sheet' pertaining to the approved form.
4. The generated reports can be downloaded in Excel format.

### 9: What reports are available under the Reports section?

**A:** Two types of reports are available:

- **Pending Report:** Displays pending offices with details such as Office ID, Name, Type, and status of each form.
- **Consolidated Review Report:** Shows calculated staff hours, work hours, total income, total cost, and profit/loss for each office of the division.

### 10: Can Approving Officer can modify approved data?

**A:** No. Once data is approved, it is freezes, and calculation sheets are generated. Any errors must be corrected before approval.

### 11: Whom should I contact for technical assistance?

**A:** For technical support, contact your Service Desk or IT support team.

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This FAQ provides a quick reference for Approving Authorities in the Establishment Review process. For further details, refer to the full operational guide.