Frequently Asked Questions (FAQs)

APT

For

Establishment Data Entry (Verifying 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 – Verifying Officer

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1. **How do Verifying Officer access the Establishment Portal?**

A: URL: https://prod.cept.gov.in/employeeportal

- **Login Details:**
    - o **Login ID:** Employee ID
    - o **Default Password:** Est@1234.

2: **What happens after the first login?**
A: You will be prompted to change your password. **Mobile** number updation is mandatory for resetting the password.

3. **What should Verifying Officer do after logging into the Establishment Portal?**
A: After logging into the Establishment Portal being a verifying authority need to verify the data submitted by the Data Entry User of offices mapped to the verifying officer.

4. **How does Verifying Officer access the Establishment Data Entry screen?**
A: After a successful login, you will be directed to the main dashboard. Click on the "Establishment Review" card to proceed to the Establishment Review screen. This screen contains sub cards "Establishment Data Entry" and "Reports." click on the "Establishment Data Entry" card to proceed to the data entry section where you can verify and forward establishment review forms.

5. **What options are available after clicking the "Establishment Data Entry" card?**
A: Upon clicking on Establishment Data Entry, you will have two options:
    Verify: To verify data entries made by the Data Entry user.
    Submit: To submit the verified data for approval and can also 'Reject' for resubmission.

6. **How does Verifying Officer verify the data entries?**
A: Click on the **Verify** option. You will be prompted with three dropdown options:
    Select Office
    Select Form Type
    Select Month/Date
For **"Delivery-Establishment"** form type, an additional dropdown for **Select Beat Number**   will appear.

7. **What is the process for verifying establishment data?**

A: Click on "Verify" under Establishment Data Entry. Then:

❖ Select the office from the dropdown menu.
❖ Choose the form type (Est-2, MTS-Establishment, Delivery-Establishment, Est-5).

For "Delivery-Establishment" form type, an additional dropdown for Select Beat Number will appear

❖ Select the Month/Date.
❖ Click "Fetch Details" to retrieve the data. The data will appear in expandable menu cards.

➢ **Green Cards:** All values filled.
➢ **Pink Cards:** Some values are still missing. Fill any missing data and submit.

8: Can Verifying officer edit the data during verification?

A: Yes, you can modify data if needed. Alternatively, you can reject the form with remarks for correction.

9: How do I submit verified data?

A: Click on the **"Submit"** button under Establishment Data Entry.
Select the **office** and **form type.**
Click **"Fetch Details."**
Verify the data and download the Excel file if needed.
Click **"Forward"** to submit the form or click Reject if there are errors.

10. What happens if Verifying officer reject the form?

A: If verifying officer rejects the form, it will be returned to the Data Entry user for editing or corrections.

11. How do know when all data is filled correctly?

A: Once all fields are filled correctly, the cards will turn green. Ensure all months, dates, and beats are completed before submission.

12. What if the form has been submitted already by the Data Entry officer?

A: If the form is already submitted, all menu cards will appear green for the Verifying Officer. However, the Verifying Officer can still edit the submitted values if necessary.

13: How the Verifying Officer generate a Form Status Report?

A:

- ❖ From the main dashboard, locate and click the "Reports" card. Select the Form Status Report option.
- ❖ Choose the appropriate office and click Fetch Details to generate the report.
- ❖ The report will display the status of each form and the respective authority's remarks, and can be downloaded in Excel format.

14. What should Verifying Officer do if the form is incomplete or has errors?
A: If any values are missing or incorrect, you can reject the form. This will allow the Data Entry user to make necessary corrections before submitting again.

15: What should Verifying Officer ensure before forwarding a form?
A: Verifying Officer shall ensure:
- ❖ All data fields must be filled.
- ❖ Verify correctness before forwarding.
- ❖ Once submitted, the form is locked for editing.

16. Can Verifying Officer make changes to the form after it is submitted?
A: No, once the form is submitted, the data will be forwarded to the approving officer and cannot be edited in the Verifying Officer login.

17. How can Verifying Officer analyse the Form Status Report?
A: The report can be downloaded in Excel format and filtered for analysis based on the form status and authority remarks.

This FAQ aims to streamline the process for Verifying Officers, ensuring accuracy and efficiency in Establishment Data Entry.