# COMPLIANCE PORTAL



NIMI (DGT)

**Manual for STATE** 







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- 1. View All Compliances cases received from ITI
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### 1. To view All Compliances cases received from ITI

State may see the compliance report received from ITIs in stipulated time by following the steps given below:

- 1. Click on SCAA meeting
- 2. Click on compliance case
- 3. All the compliance report received from ITIs in stipulated time will be visible on screen

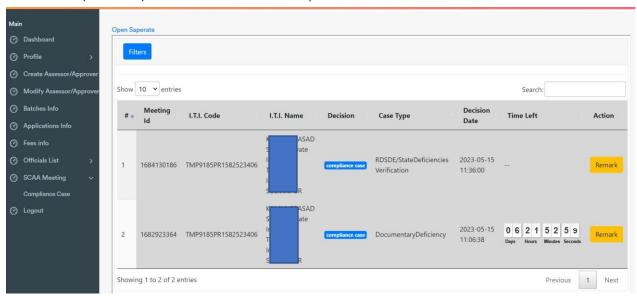


Figure 1: List of compliance report received from ITIs in stipulated time

### 2. To take action as per SCAA remarks on compliance case

## 2.1 Documentary Deficiencies: If ITI has submitted the documents as per SCAA remarks then, then follow the steps given below to submit the compliance report to DGT:

- 1. Click on "Remark" given in front of ITI name
- 2. Against each document uploaded by ITI, select whether document uploaded by ITI is as per norms (yes/no)
- 3. Against each document uploaded by ITI give the remark of State Director
- 4. Thereafter give collective remarks (trade shift-units wise recommendation/Reason of not recommendation) by State in row "State Remarks"
- 5. State Director may attach any document /covering letter etc. related to compliance case of this ITI
- 6. Thereafter click on save/Forward.
  - Note: State has to forward the compliance report within stipulated time as given by SCAA . If State doesn't forward the compliance report to DGT within stipulated time then action window will be closed and State will not be able to submit the compliance report

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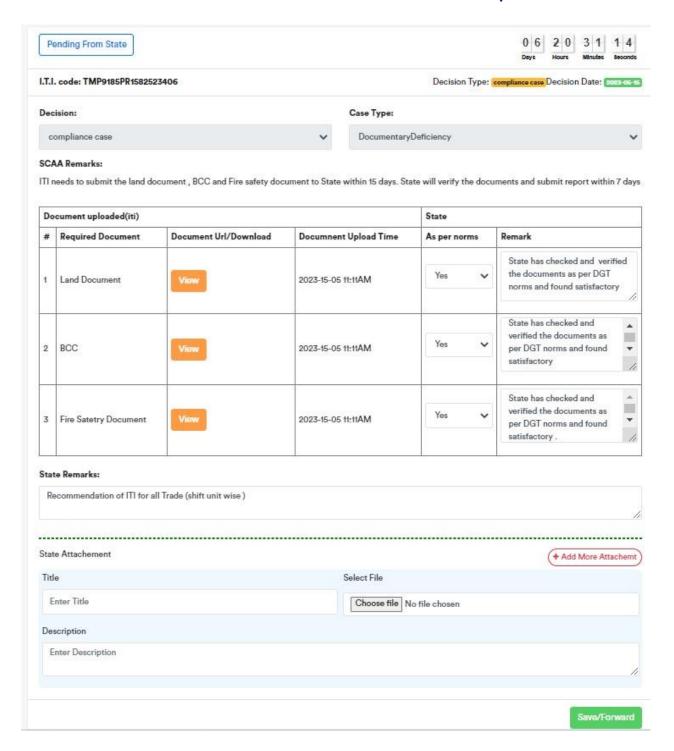


Figure 2.1 : Action by State for Compliance case, submitted by ITI

- 2.2 Action by State If ITI asked to remove the deficiencies and submit the compliance report to State /RDSDE, thereafter State/RDSDE will do joint verification and forward the report DGT. Then follow the steps given below to submit the compliance report to DGT:
- 1. Click on "Remark" given in front of ITI name
- 2. View the compliance report submitted by ITI by clicking on icon "View"
- 3. Upload the joint verification report
- 4. Give the State Remarks
- 5. Click on Save and Forward

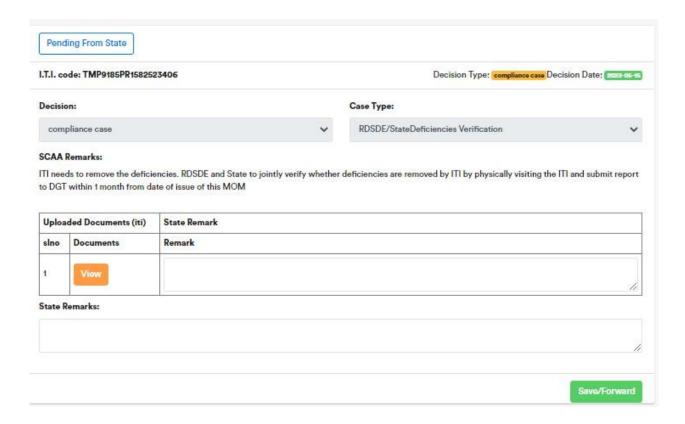


Figure 2.2 Case of Joint verification by RDSDE/State

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## Thank You