

## HOW TO REGISTER MINE USER AND APPLY FOR NATIONAL SAFETY AWARDS(MINES)

Registration of Mine User is very important for applying online for National Safety Awards(Mines).

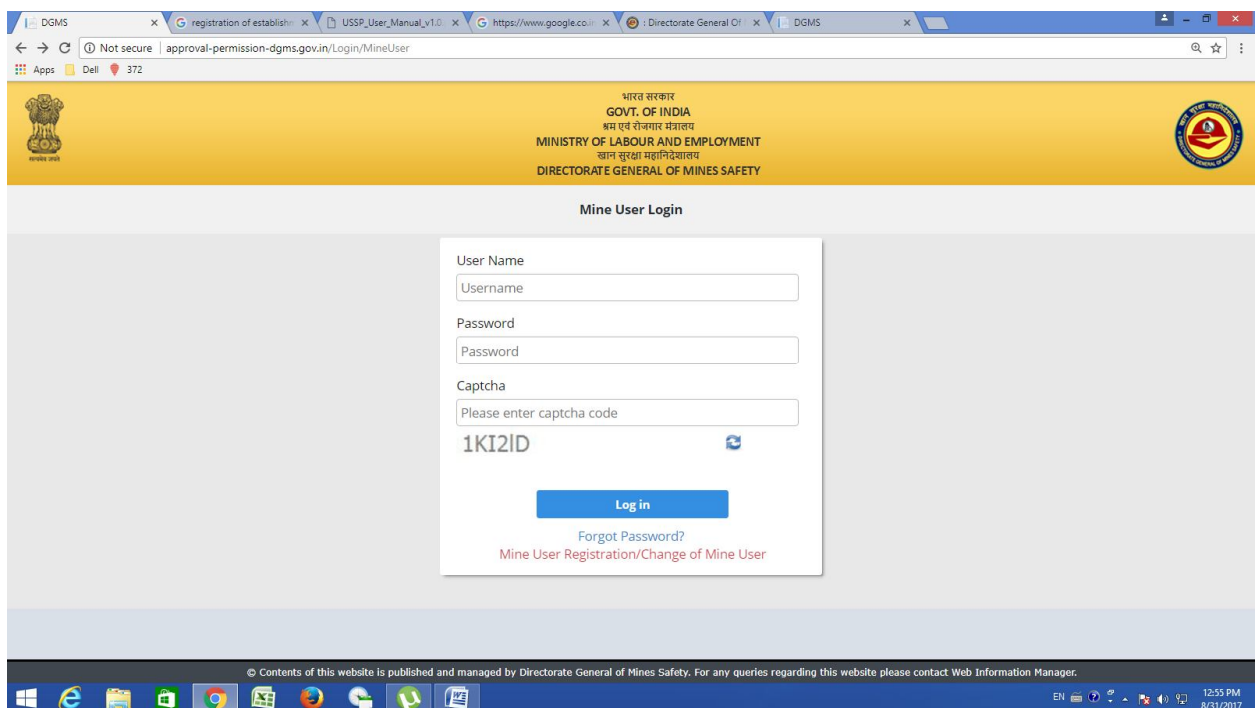
To Register for National Safety Awards(Mines) module and to become representative of mine, you need to be registered either at National Safety Awards(Mines) module or at permission/Relaxation/exemption module. The registration process is a one time task, the user need not to register each time for applying for National Safety Awards(Mines) / permission/Relaxation/ exemption every year. The same login credentials can be used for applying permission/Relaxation/exemption under Mines Act, 1952. You can view/download the video of mine user registration by clicking on <https://www.youtube.com/watch?v=cAI-yEuYSi8>. Please follow the following steps to register/change mine user:

1. Open your internet browser and go to Directorate General of Mines Safety's official website [www.dgms.gov.in](http://www.dgms.gov.in). Click on menu NATIONAL SAFETY AWARD (MINES) and then select "Register/Apply Online for NSA(Mines)-2016".

OR

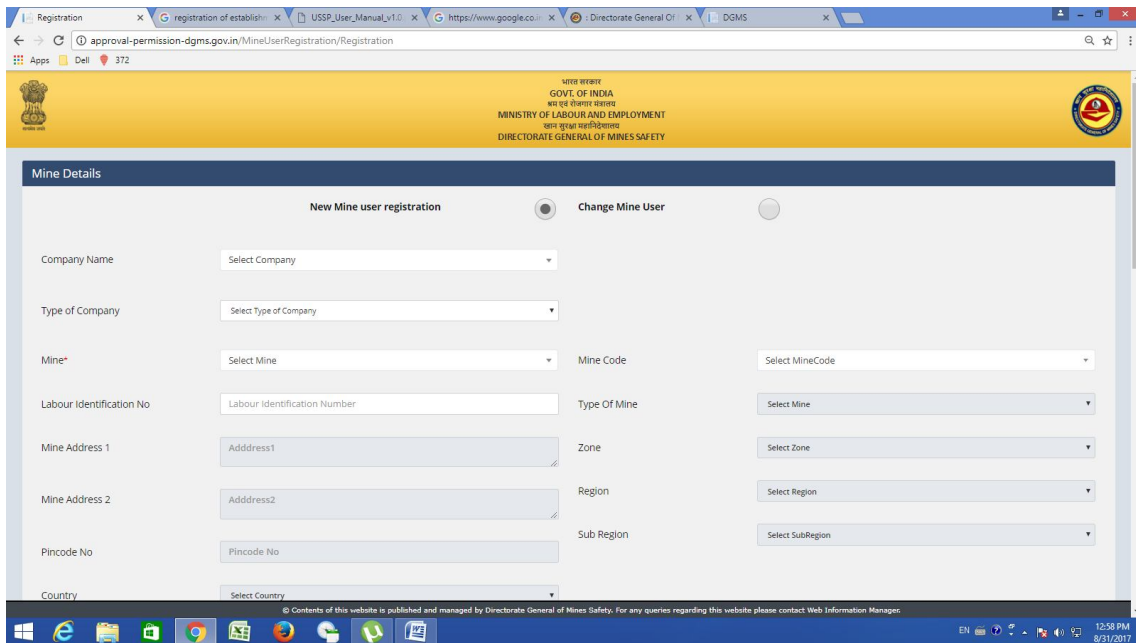
You can directly visit the page <http://approval-permission-dgms.gov.in/Login/MineUser>

2. A web page/form will open as shown below. Please click on "Mine User Registration/Change of Mine User" link in the bottom of the page/form.



The screenshot shows a web browser window displaying the "Mine User Login" page. The page header includes the Government of India logo and the text: "भारत सरकार GOVT. OF INDIA, भारत एवं लोकप्रिय मंत्रालय MINISTRY OF LABOUR AND EMPLOYMENT, श्रम सुरक्षा महापिठिकालय DIRECTORATE GENERAL OF MINES SAFETY". The login form contains the following fields: "User Name" (Username), "Password", and "Captcha" (Please enter captcha code). Below the captcha is a 1K12ID image. A blue "Log in" button is present, along with a "Forgot Password?" link and a "Mine User Registration/Change of Mine User" link. The footer contains the text: "© Contents of this website is published and managed by Directorate General of Mines Safety. For any queries regarding this website please contact Web Information Manager." and the system tray shows the date and time as 12:55 PM on 8/31/2017.

- The following page will appear. Here you need to choose "New Mine user registration". As you are registering for the first time you should choose "New Mine user registration", which is the default selection.

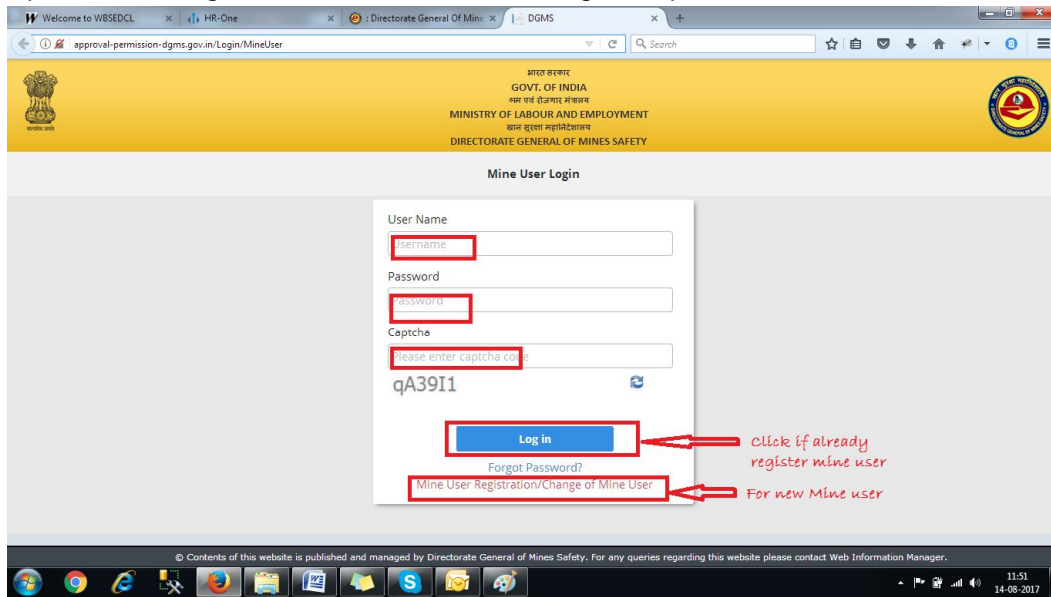


- After selection the task you want to perform. Further you have to fill at least all the mandatory fields (marked with \*) to proceed further.
- After filling all the details, you need to upload the following documents (documents marked with \* are mandatory to upload) in .jpg/.jpeg/.png/.bmp format only :

Sl.	Document required to be uploaded	Supported Format
1.	User's Photograph	.jpg/.jpeg/.png/.bmp
2.	User's Signature *	.jpg/.jpeg/.png/.bmp
3.	User's Aadhar Number	.jpg/.jpeg/.png/.bmp
4.	Company's Seal	.jpg/.jpeg/.png/.bmp
5.	Company's Logo (Letter Head)	.doc/.docx/.txt/.jpg/.jpeg/.gif/.png/.bmp/.pdf

- After filling all the details click "Submit" button.
- After successful submission, your form will be sent for "Approval" to the Director of Mines Safety of the concerned Region.
- Once your application is approved by the Director of Mines Safety of the concerned Region, The login credentials ( User Name & Password) will be mailed to your registered mail id. With these login credentials, you need to be login and apply for "National Safety Awards(Mines)".

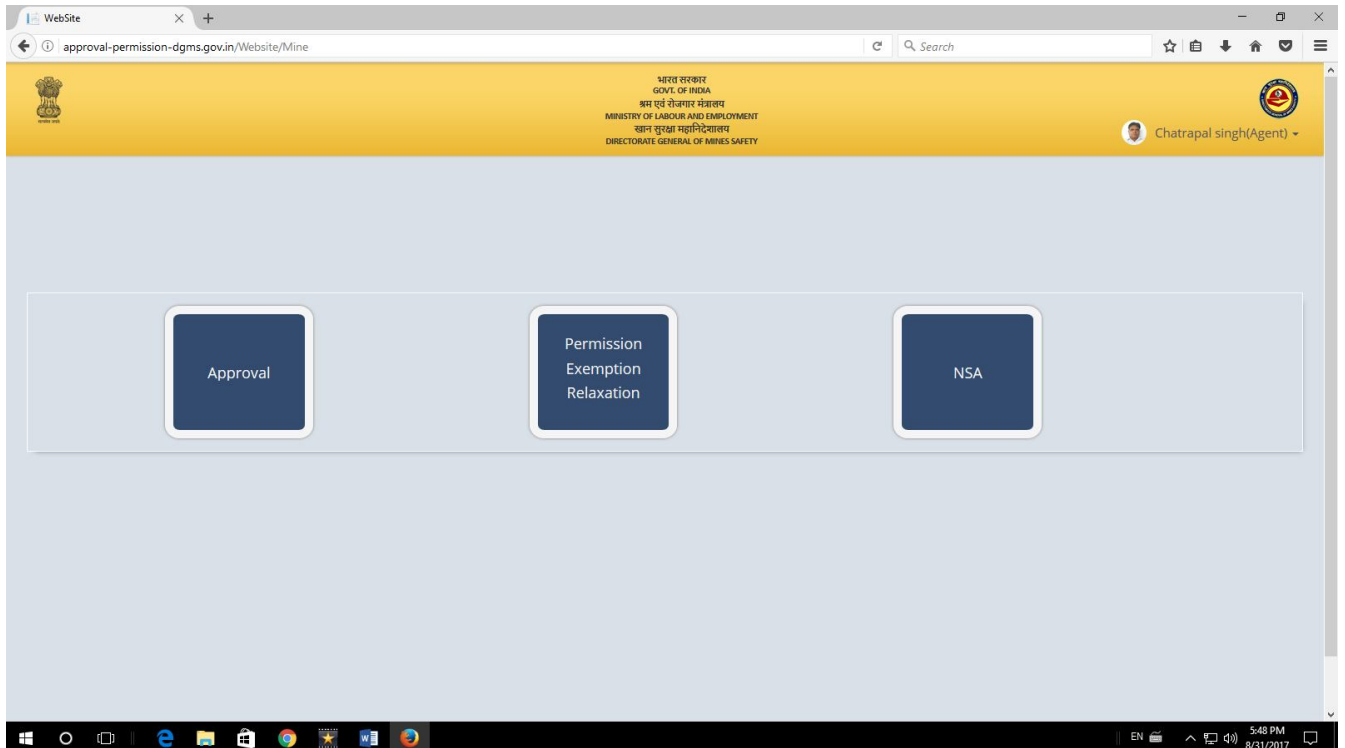
- 9. After entering User Name, Password & Captcha and clicked on "Log In " Tab, you will be prompted for Change Password. You must change the password.



From this page if mine is already registered himself then he/she can login in the system by clicking the login button after filling the user name /password and captcha.

If Mine User is not registered then he/she will click on the Mine User Registration/Change of Mine User link as per above screen.

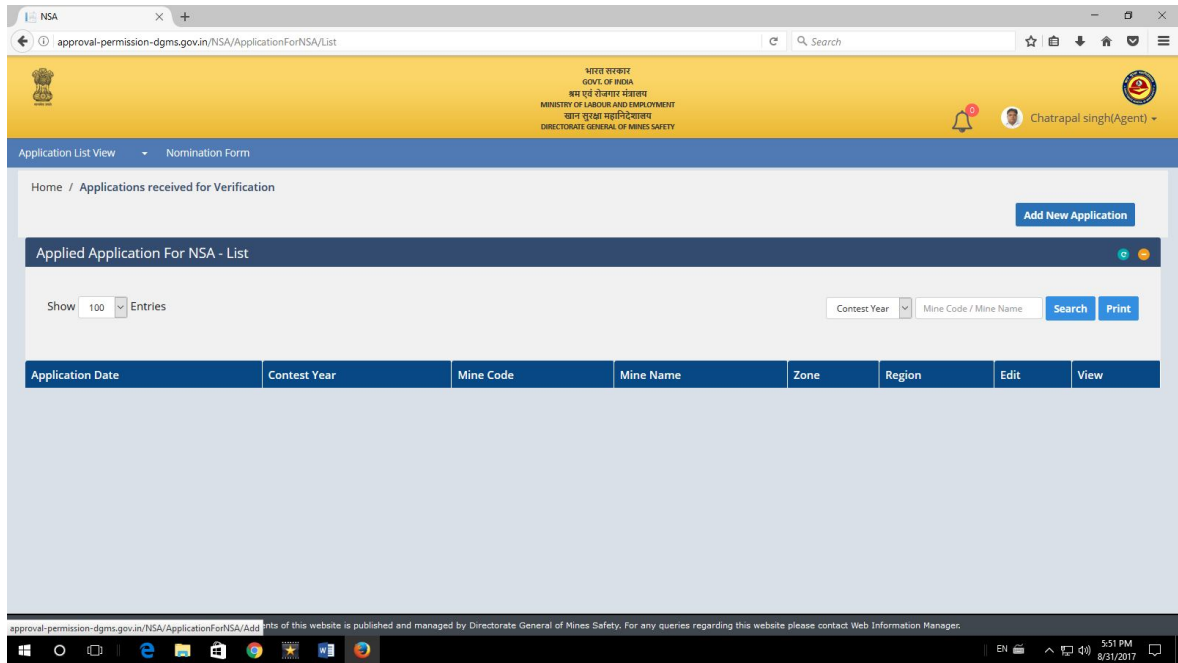
- 10. Then you need to click on the "NSA" Box.



## How to apply/Mine User Registration/Change of Mine User

## DIRECTORATE GENERAL OF MINES SAFETY

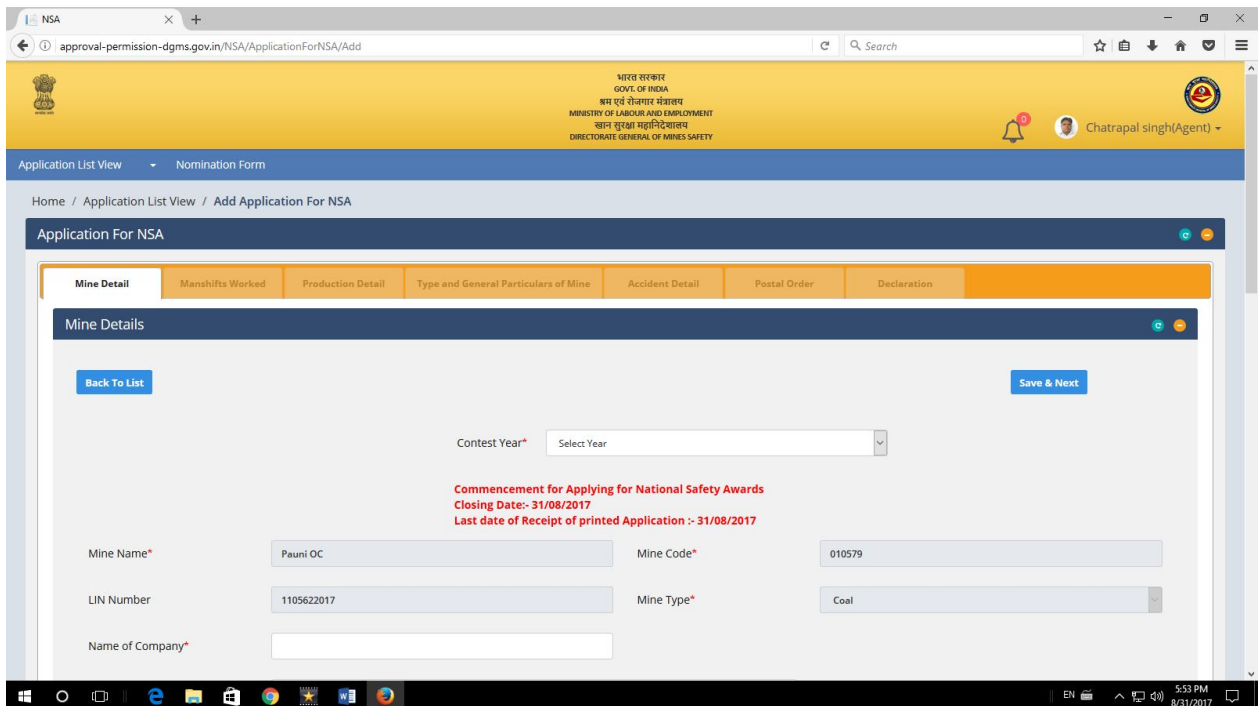
11. Then you need to click on the "Add New Application" Tab for applying NSA (Mines).



12. Then Select Contest year "2016" from dropdown and fill all the data and Click "Save & Next" till filling "Declaration".

13. In the postal Order tab, Select "NA" as this time, no postal order/IPO/DD is not required.

14. At the final stage, select "Preview "and click on "final submit" button.



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