There are different types of role in accident module:-

- 1. Power Admin (DG)
- 2. Super Admin (DDG)
- 3. Admin (Director)
- 4. Sub Admin (Dy. Director)
- 5. Mine User
- 6. Enquiry Officer (DG, DDG, DIR, Dy. Dir)
- 7. External User other than mine user.

- Power Admin (DG):- In the accident module power admin has different type of functions.
- a) Power admin has right to assign a group of an enquiry committee for enquiry of a disastrous accident or an enquiry officer for a fatal accident for enquiry. He can also be a member part of this enquiry committee.
- b) Power admin has right to direct enquiry into any accident.
- c) Power admin has powers to approve prosecution against persons held responsible for an accident.
- d) Right of final approval of all accident enquiry reports.

- Super Admin (DDG):- In the accident module, super admin has different types of function.
- a) Super admin has right to assign an enquiry officer for a fatal/Serious/Dangerous occurrence accident . He can also assign himself as an enquiry officer.
- b) Super admin has right to take decision for conducting an enquiry against any accident in his zonal area.
- c) Super admin has right of final approval of all accident enquiry reports of his zonal area and can send accident files back to regional director to which the accident belongs, if he is not an enquiry officer of that particular accident.
- d) Super admin has powers to send accident files to HQ.

- Admin (Dir.):- In the accident module admin has different type of functions.
- Admin has right to assign an enquiry officer for a fatal/Serious/Dangerous occurrence accident. He can also assign himself as an enquiry officer.
- b) Admin has right to take decision to conduct an enquiry into any accident in his regional area.
- c) On submission of enquiry report by the enquiry officer to Admin, he can either forward it to super admin (DDG) or send back for necessary modifications as suggested, to be done by the enquiry officer, if he is not an enquiry officer of that particular accident.

- Sub Admin (Dy. Dir.):- In the accident module,
- a) Sub admin will act only as an enquiry officer.
- b) Sub admin fills all accident enquiry reports which are assigned to him and send back to Director i.e. his reporting officer.

- Enquiry Officer:- In the accident module an enquiry officer has different type of functions.
- a) Sub admin(Dy. Dir), Admin (Director) or Super Admin (DDG) can act as an enquiry officer.
- b) Enquiry Officer has right of filling of all accident enquiry reports which are assigned to him and send back the files to his reporting officer.
- c) Enquiry Officer has right to communicate with mine management through email.
- d) Enquiry Officer has right to communicate with his reporting officer through note sheet message.

#### Who will assign an enquiry officer for an accident:-

- 1. Generally DDG of a Zone will assign an enquiry officer. DDG can assign any Director, Dy. Director or himself as an enquiry officer.
- 2. Director also has the right to assign an enquiry officer. He can assign himself or a Dy. Director as an enquiry officer.
- 3. In the assign enquiry page there is option for selecting an assistant officer also.

#### How to access the accident module.

- Accident module can be opened in the following ways.
- a) By directly typing this url www. <u>http://accident-</u> <u>statistics.dgms.gov.in/Login/EALogin</u>, in the chrome, Firefox etc. browser.
- b) through the DGMS website (<u>www.dgms.gov.in</u>), by clicking online tool menu & then External Login Statistics & Accident Module submenu.

After typing the above URL, below login page will open



existing users of permission/approval module need not register again and can use the same login credentials here also.

#### How to Open the accident module.

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	Module Accident			
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#### How to assign an enquiry officer for an accident enquiry:-

After login from the above login page, a dashboard will open with a tab AssignEnquiryOfficer.



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#### How to assign an enquiry officer for an accident:-

- 1. On the above dashboard page, there is menu "Assign Enquiry Officer".
- 2. After clicking on this menu the above page will open.
- 3. There are many accident files show in the grid with an "Action Button" option.
- 4. Clicking on the Action Button the below Screen page will open.

# User (Internal) Manual of Accident Module How to assign a enquiry officer for an accident:-



# User (Internal) Manual of Accident Module How to assign an enquiry officer for an accident:-

In the above page there is an option for selecting an enquiry officer.
 There is also an option for selecting the assistant officer.

Note:- If DDG assigns Director as Enquiry officer, there is an option to Director, who can further assign an enquiry to Dy. Director in place of himself.

#### Enquiry Officer's dashboard view page:-

After login from the above login page a dashboard page will open. There is a menu option "My Enquiry Dashboard".

If any accident has been assigned to you, then the accident will show up in the grid as shown below.



#### After clicking on the "Action Button" on above page the below page will open.

ard Add First Intimation Repo	ort My Enquiry Dashboard					
t Intimation of Accident View	v					
rst Intimation of Accident						
Mine Name	testing	Mine Code	10101	Accident Date	17/03/2020	
Accident Time	10:30	Mine Owner Name	asdf	Type of Accident	Fatal Accident	
Status	Enquiry under Process	First Intimation Report Sent By	Mine Manager			
Select Form	-Select Status-	•		Date	View	
- WINDOW I MANAGEMENT						
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#### **Enquiry Officer's Accident Enquiry Report view page :-**

From the above page enquiry officer will fill accident report writing page, CIM 30 form etc.
Enquiry Officer Can View Form IV-A , IV-B, IV-C , J and K etc.
Enquiry Officer can communicate with mine management through sending email.
Enquiry Officer can communicate through note-sheet message to his reporting officer.
After filling reports & forms, Enquiry Officer can send it to reporting officer for checking.
Enquiry Officer can make changes in reports & forms as per the suggestions from reporting officer.

# User (Internal) Manual of Accident Module Accident Report Writing view page.

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	(i) Date of Ac	cident: 17/03	/2020										
View Ac	(ii) Time of A	ccident: 10:30	MA										
Recom	(iii) Person(s	s) involved/inju	red										
Send/R					Fatally I	njured							
	SI. No	Name	DX	Designation			Age	Fath	her's Name				
REVIEW C		binod Kumar u	Jet	Driller		*	20	SILI	Mukui Chandra Dey				
Enquery					Seriously	Injured							
otapa Naidu	SI. No	Name	Designatio	л			Age	•	Father's Name				
Statemer	1		Select Des	ignation									
wanish Mish	Investigatio	n carreid out b	у:										
Please se	Appal Naidu	u	Dy. Director			Ŧ							
	Investigation	report by :				Appal Naidu							
	A. <u>FIRST INT</u>	IMATION OF AC	CCIDENT :			1.1 On 30.09.20 Manager of Chai telephone that a PM in East Quar ISP in which Shri	3 at abou mala Colli fatal acci y Section	it 11:50 ery infe dent ha of Cha	0 PM, Shri Sanjay Kumar, ormed the undersigned on ad occurred at about 10:30 Isnalla Colliery of M/s SAL-				
	How the infe				to and an other former								

# User (Internal) Manual of Accident Module **CIM 30 - Accident Report view page**.

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Reason :	CIM 30 Ad	ccident Rep	ort						@ C	•		
				REPORT OF	N FATAL ACCIE	DENT						-
	Region : Date :	Koderm 18/03/20	a Region 020		Pin :			380004				
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Deerer	By Cause	: Fall of pe	erson from height/int	o depth	Caus	se Code :		0881				
Send/R	Date of Accident	: 17/03/20	020		Time	e of Accident :		10:30 AM				
	Hours at work :	7.30			Mine	e Name :		testing				
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Awanish Mish	Mine Ado :	dress asdf			Ager	nt Name :		Shri J.K. Bhov	wmick			
	Manager	: Appoint	ed		Man	ager Name :		Shri Sanjay K	lumar			
Kotana Naidu	Status	of Accident		Victrim Name		Age	Sex	Occupation				
Statemer	Killed			Binod kumar Dey		38	Male	Drill Operato	or			
Awanish Mish	SI. No. P	lame(s) of lerson(s) leid	Designation		Responsibili	ity Code		Nature ( violatio	of Regulation ns Rule contravened			
	1 5	hri Raju	Under Manager	Ŧ	Managemer	nt		Failed to	Regulations			
	K	umar						ensure that the drill machine was allowed move alo	42(1) and Regulation 190 of the Coal Mines Regulations, to 1957			
	2 5	hri Upendra	Sirdar	<b>v</b>	Managemen	nt		<ul> <li>Failed to</li> </ul>	Regulation			

# User (Internal) Manual of Accident Module Mine Accident Report (Examination) view page.



### User (Internal) Manual of Accident Module Note for VT section view page.

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shboard Add First Intim	ation Report My Enquiry Dashboard
NOTE FOR VT SECTION	
Name of Mine	testing
Name of the Owner	asdf asdf
Date of Accident	01/01/0001
Brief description of Cause	While a drill operator, after tramming, engaged himself for positioning the drill bit/rod by standing left side as operating levers were left side only and in this process drill machine toppled aside towards the edge of the OB bench giving no space to escape the drill operator who fell on to lower bench and got serious bodily injury and died on the spot.
VT Details	The accident occurred at about 10.30PM on 30-09-2013 on 5th overburden bench from top downwards on extreme eastern location south-east face in East Quarry Section of Chasnala Colliery belonging to <i>Wis</i> . SAIL(ISP), in which a contractor worker working as drill operator was killed. 2.0 The enquiry into the accident revealed that while a drill operator, while a drill operator, after tramming, engaged himself for positioning the drill bit/rod by standing left side as operating levers were left side only and in this process drill machine toppled aside towards the edge of the OB bench giving no space to escape the drill operator who fell on to lower bench and got serious bodily injury and died on the spot. 3.0 The enquiry further revealed that had the drill machine not been allowed to move along the edge of a bench and the safe operating procedures (SOP) framed by the manager been strictly followed by keeping the mast/boom in lowered position before positioning the anchoring jacks firmly on the ground, thus not negligently endangering the life of drill operator, as required under Regulation 190 of the Coal Mines Regulations, 1957, this accident, because while on duty at the drilling site, they failed to ensure that the drill machine was allowed to move along the edge of the bench by the drill operator during shifting and also failed to ensure that the safe operating procedures (SOP) framed by the manager was strictly followed by keeping the mast/boom in lowered position before positioning the anchoring jacks firmly on the regulations and orders made thereunder by the drill operator under his charge thereby negligently endangered the life of a drill operator contravening the provisions of Regulation 44(1)(b) and Regulation 190 of the Coal Mines Regulations, 1957. 5.0 Though the drill operator imself was experienced and having been trained in drilling, such enders of his superior officials by following the safe practices to implement safe operating procedures. He was also flund responsible for the accident but he paid
Suggestions	A special training and awareness programme shall be arranged to train the officers and supervisors of the mine including contractor's workers for making them aware of the provisions of the statute with special emphasis on Safe Operating Procedures so that they cannot dare to disregard it while working in the mine.
Remarks	A special training and awareness programme shall be arranged to train the officers and supervisors of the mine including contractor's workers for making them aware of the provisions of the statute with special emphasis on Safe Operating Procedures so that they cannot dare to disregard it while working in the mine.
Enquiry Officer Signature	er and the second se

#### Show-Cause letter generation page.

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Show Cause Letter					• •
Fiel No: N-11021/2/90303/76/2020	From Dy. Director Mines Safety, Koderma Region KODERMA REGION, CENTRAL ZONE, JHUMRITILAIYA, PO. : KARMA, DIST. KODERMA, JHARKHAND - 825409, STD CODE : 06534 Website : www.dgms.gov.in	1		20-04	2020
	То				
	Through:	Manager, testing, asdf asdf, , asfd			
	Content 1				
	Cause	While a drill operator, after transming, engaged himself for positioning the drill bit/rod by standing left side as operating levers were only and in this process drill machine toppled aside towards the edge of the OB bench giving no space to escape the drill operator w to lower bench and got serious bodily injury and died on the spot.	left side to fell on		
	Had	the drill machine not been allowed to move along the edge of a bench and the safe operating procedures (SOP) framed by the mana been strictly followed by keeping the mast/boom in lowered position before positioning the archoring jacks firmly on the ground, th not negligently endangering the life of drill operator, as required under Regulation 190 of the Coal Mines Regulations, 1957,	ger 📥		
	Content 2				
		You are therefore asked to show-cause in writing in triplicate within 15 days from the date of issue of this letter action as provided under the law not be taken against you for the above contraventions.	as to why		
		In case your reply is not received in this office within the stipulated period, it shall be deemed that you have no explanation to offer and actions as per law shall be taken against you without any further reference.			
		Please acknowledge receipt of this letter immediately.			
	Your's Faithfully Kotana Naiduu (Dy. Director )				
	Back to Pi	rocess Submit Show Cause Letter List			
	Contents of this website is published and managed by Directorate General	I of Minca Safety. For any queries regarding this website please contact Web Information Manager.		1:2	27 PM

# User (Internal) Manual of Accident Module Show-Cause letter to other responsible persons.

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Shri Raju Kuma	r, Andan Manager, Shift Incharge	2	Enquiry	/ into the Fatal Accident t	o Binod Kumar Dey			٩		Edit	
Shri Upendra pa	andey, Mining Sirdar		Enquiry	into the Fatal Accident t	o Binod Kumar Day			•	2	Edit	
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### User (Internal) Manual of Accident Module Show-Cause letter sending page.

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Show Cause Letter		000	
	Ministry of Labour & Employment Directorate General of Mines Safety		
	Fiel No: N-11021/2/90303/76/2020 20-04-2020		
	From Dy: Director Mines Safety, Koderma Region KODERMA REGION, CENTRAL ZONE, JHUMRITILAIYA, PO. : KARMA, DIST. KODERMA, JHARKHAND - 825409, STD CODE : 06534 Website : www.dgms.gov.in KODERMA REGION, CENTRAL ZONE, JHUMRITILAIYA, PO. : KARMA, DIST. KODERMA, JHARKHAND - 825409, STD CODE : 06534 Website : www.dgms.gov.in To Shi Basia Kumar, Andan Manager, Shih Incharer		
	C/o: Manager, testing, asdf asdf, , asfd		
	Subject: Enquiry into the Fatal Accident to Binod Kumar Dey		
	Please refer to the enquiry into the above mentioned fatal accident made by the undersigned accompanying Stri Altaf Hussain, Dy.Director of Mines Safety, Region No.2, Dhanbad on 1st, 3rd, 4th & 7th October,2013. The enquiry revealed that while a drill operator, after tramming, engaged himself for positioning the drill bit/rod by standing left side as operating levers were left side only and in this process drill machine toppled aside towards the edge of the OB bench giving no space to escape the drill operator who fell on to lower bench and got serious bodily injury and died on the spot. The enquiry further revealed that had the drill machine not been allowed to move along the edge of a bench and the safe operating procedures (SOP) framed by the manager been strictly followed by keeping the mastboom in lowered position before positioning lacks firmly on the ground, thus not negligently endangering the life of drill operator, as required under Regulation 190 of the Coal Mines Regulations, 1957, this accident could have been averted.		
	While a drill operator, after tramming, engaged himself for positioning the drill bit/rod by standing left side as operating levers were left side only and in this process drill machine toppled aside towards the edge of the OB bench giving no space to escape the drill operator who fell on to lower bench and got serious bodily injury and died on the spot.		
	the drill machine not been allowed to move along the edge of a bench and the safe operating procedures (SOP) framed by the manager been strictly followed by keeping the mast/boom in lowered position before positioning the anchoring jacks firmly on the ground, thus not negligerely endangering the life of drill operator, as required under Regulation 190 of the Coal Mines Regulations, 1957, this accident could have been averted.		
	You were the Under Manager & Shift In-Charge of the mine on duxy in 2nd shift on 30.09,2013, failed to ensure that the drill machine was allowed to move along the edge of the bench by the drill operator during shifting and also failed to ensure that the safe operating procedures (SOP) framed by the manager was strictly followed by keeping the mast/boom in lowered position before positioning the activity of the proving the safe operating the to carry out the duties assigned to you by the manager thereby negligently endagered the life of a drill operator in contravention the provisions of Regulation 42(1) and Regulation 190 of the Coal Mines Regulations, 1957. Hence you are held responsible for the accident. You are hereby requested to submit your considered explanation within 15 days from the date of issue of this letter as to why action, as provided under the law, shall not be taken against you for the above mentioned lapses on your part, failing which action as provided under the will be taken against you without any further correspondence.		
	You are therefore asked to show-cause in writing in triplicate within 15 days from the date of issue of this letter as to why action as provided under the law not be taken against you for the above contraventions.		
	In case your reply is not received in this office within the stipulated period, it shall be deemed that you have no explanation to offer and actions as per law shall be taken against you without any further reference.		
	Please acknowledge receipt of this letter immediately.		
	Your's Faithfully		
	Kotana Nalidau (Dx. Director.)		
			-
	Send mail to ministry		
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# User (Internal) Manual of Accident Module Proforma for Recommendation for Prosecution.

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		PROFORMA FOR	R RECOMMENDATION	FOR PROSECUTION			ANNEXURE P	ROSEC-1	1
					Case will become time barred on	18/03/2020	o		
	1.1 Name Of Mine	testing							
	1.2 Name Of Owner	Kulbir Singh							
	1.3 Type Of Company	Public Sector	•						
	2.1 Summary of the case	Summary of the case							
	2.2 Brief reference to the contravention of law for which prosecution is recommended	rief reference to the contravention of law fo	or which prosecution is recommer	nded					
	2.3 Persons against whom pr	osecution is recommended							
	Click here to add more rows								
	Des	signation	Name						
	Assistant Manager	•	Shri Upendra kumar	<u></u>					
	Winding Enginedriver	T	Shri Suresh Kumar	圓					
	3.0 Special considerations about the case if any	Special considerations about the case if any	r						
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### User (Internal) Manual of Accident Module Draft Statement case of Prosecution editing page.

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The State (Gout of India) rep	recented by Shri Ibarkhand	Inspector of Miner, designated as DDG	lbackband	Pagion Region	
Zone.	pharkhana j	inspector of Milles, designated as bot	, prankrana	Region: Region	
				Jharkhand	Complainant
1) Shci Shci1		VS.			
2) Shri Shri1	4				
				Accused	Accused
Complaint petition filed by ar	nd on behalf of the above complainant, a p	public servant, under section 200(a) of th	e Code of Criminal Procedure, 1973 for	trial of offences under Section(s	)
I. Name(s) other particula	he Mines Act 1952, ars and address of the accused :				
Click here to add more ro	ws				
1 Shri Shri	. (Designation), of Designatio	n) mine, M/s. M/s	Tah & PO : PO	District:	m
District	, State Jharkhand		r		
II. Name and situation of	the mine :				
(a) Name of the mine Madhu	band				
(b) Village Dhanba	ad				
(c) Post Office Dhanba	ad				
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# User (Internal) Manual of Accident Module Draft Statement case of Prosecution view page.



### User (Internal) Manual of Accident Module Check list editing page.



### User (Internal) Manual of Accident Module Final Action Proforma editing page.

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		FINAL ACT [To be submitte	ION PROFORMA ed in duplicate to HQ]				
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	Is Prosecution launched ?  If Prosecution is not launched, reason(s) thereof:  If departmental action is asked for, justification why this is considered sufficient and adequate:  Enclose copies of correspondence indicating final action taken (e.g statement of letters of warning issued, managements's letter indicating departmental action taken, etc.)  13. Case Closed on				•
	Copy of Correspondence indicating Final Action Taken         1. Statement of Case Filed         2. Warning Letter Issued         3. Management's letter indicating departmental action taken etc.         4. Other Attachments         Signature Of Enquiry Officer				ļ
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# User (Internal) Manual of Accident Module Accident Enquiry Report sent to reporting officer.

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