

## User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

### Highlights..... Key Points about MSW web application

- ❑ The user shall access the module through the login ID provided -----
- ❑ The user shall log daily activity
- ❑ The user can generate the monthly summary of work only after the completion of month.
- ❑ The MSW can be submitted to controlling officer
- ❑ If required the MSW can be returned by the controlling or Approving authority
- ❑ The MSW can be resent after correction
- ❑ The MSW after approval can not be modified or corrected
- ❑ The Submission window will remain open till 7<sup>th</sup> day of the subsequent Month
- ❑ The MSW can be retrieved, viewed or printed at any point of time after submission
- ❑ The daily activity log is enabled to capture detail of inspection, inquiries, Mock drills conducted etc.
- ❑ The daily activity log is enabled to capture detail of action taken like violations issued under different regulations, rules etc; stoppage of mine , notice or orders issued at mine etc.
- ❑ The system is enabled to capture promotional initiative details , like safety week celebration, safety week organisation, safety awareness campaign, Workshop and seminar conducted, Health survey conducted, Rescue competitions witnessed etc in respect of each officer.

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### Procedure for logging

- ▶ DGMS officer will first of all login in statistics module.
- ▶ Go to Activity Report menu.
- ▶ click on the “Add daily activity”
- ▶ Click the “Monthly Summary Work Menu.” to access MSW
- ▶ communicate MSW to the reporting officer through “Note sheet Menu”

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

The screenshot shows the homepage of the Directorate General of Mines Safety (DGMS) website. The header includes the Government of India logo, the Ministry of Labour and Employment, and the Directorate General of Mines Safety. A search bar is present on the right. Below the header, there is a navigation menu with links such as 'ABOUT US', 'APPROVAL', 'PERMISSION', 'EXAMINATION', 'NATIONAL SAFETY AWARD (MINES)', 'DGMS LIBRARY', 'DISCUSSION FORUM', 'CITIZEN'S CHARTER', 'RTI', 'ONLINE TOOLS', and 'DASHBOARD'. A blue callout box on the left points to the 'INTERNAL LOGIN ACCIDENT AND STATISTICS MANAGEMENT' link in the dashboard menu, with the text 'Click here for login window'. Another blue callout box on the left points to the 'USER MANUAL OF ACCIDENT AND STATISTICS MANAGEMENT (INTERNAL)' link in the dashboard menu, with the text 'Click for User Guide/Manual of Statistics Management (Internal)'. The main content area features a 'Highlights' section with a banner for 'and Surveyor Examinations under CMR 2017 & MMR 1961, Scheduled on 28th & 29th November 2020. Click for detail'. Below this is a large banner for 'समाचार' (Samaachar) with the text 'नई दिशाएं नए निर्माण नया भारत' and 'NOVEMBER 16-30, 2020'. The footer includes the text 'From the Desk of DG (Officiating) & CIM'.

Click here for login window

Click for User Guide/Manual of Statistics Management (Internal)

accident-statistics.dgms.gov.in

In Focus

From the Desk of DG (Officiating) & CIM

Type here to search

PPT DAILY AC... Directorate G... PowerPoint

19:24  
16-11-2020

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

## Login Page

भारत सरकार  
GOVT. OF INDIA  
श्रम एवं रोजगार मंत्रालय  
MINISTRY OF LABOUR AND EMPLOYMENT  
खान सुरक्षा महानिदेशालय  
DIRECTORATE GENERAL OF MINES SAFETY

Mine User Login (Statistics) Mine User Login (Accident)

Module  
Select

User Name  
Username

Password  
Password

5pWg0m  
Please enter captcha code

Log in  
Forgot Password?

Select Statistics

Enter User Name

Enter Password

Enter Captcha Code

Click for login

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW)to the reporting officer

## Menu for adding, viewing, Submission/Review/Approval of Activity Report

The screenshot shows a web browser window with the URL `accident-statistics.dgms.gov.in/Statistics/Dashboard/Dashboard`. The page header includes the Government of India logo and the text: भारत सरकार GOVT. OF INDIA, श्रम एवं रोजगार मंत्रालय MINISTRY OF LABOUR AND EMPLOYMENT, खान सुरक्षा महानिदेशालय DIRECTORATE GENERAL OF MINES SAFETY. The user's email address `nagendradgms@gmail.com` is visible in the top right. A navigation menu on the left contains the following items: Activity Report (with a dropdown arrow), RFD, and Annual Return. Below these are Add Daily Activity, Monthly Summary Work, and NoteSheet. Three blue callout boxes with arrows point to these items: 'Click for Add New activity' points to 'Add Daily Activity', 'Click for submission/View/Printing of MSW' points to 'Monthly Summary Work', and 'Click for Submission/Review/Approval of MSW' points to 'NoteSheet'.

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

After clicking on the menu “Add Daily Activity” this page will open

भारत सरकार  
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MINISTRY OF LABOUR AND EMPLOYMENT  
खान सुरक्षा महाविभाग  
DIRECTORATE GENERAL OF MINES SAFETY

nagendradgms@gmail.com

Activity Report RFD Annual Re

Monthly Summary Detail List

Show 5 Entries

Search Name

Select Month Select Year Select Region

Add New

Click “Add New” to log the daily activity

Name	Designation Name	SubmissionDate	Diary No	Month Name	Year	Date	Item Of Work	Zone	Region	Edit	View
nagendradgms@gmail.com	Dy. Director	08/09/2020	HQ//9/2020/5416	August	2020	03/08/2020	OFFICE	Head Quarters, Dhanbad			
nagendradgms@gmail.com	Dy. Director	08/09/2020	HQ//9/2020/5417	August	2020	04/08/2020	OFFICE	Head Quarters, Dhanbad			
nagendradgms@gmail.com	Dy. Director	08/09/2020	HQ//9/2020/5419	August	2020	05/08/2020	OFFICE	Head Quarters, Dhanbad			
nagendradgms@gmail.com	Dy. Director	08/09/2020	HQ//9/2020/5421	August	2020	01/08/2020	SATURDAYS/SUNDAYS	Head Quarters, Dhanbad			
nagendradgms@gmail.com	Dy. Director	08/09/2020	HQ//9/2020/5423	August	2020	02/08/2020	SATURDAYS/SUNDAYS	Head Quarters, Dhanbad			

1 2 3 4 5 > >>

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

After clicking on the “Add New” in the previous slide, this page will open.

भारत सरकार  
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श्रम एवं रोजगार मंत्रालय  
MINISTRY OF LABOUR AND EMPLOYMENT  
खान सुरक्षा महानिदेशालय  
DIRECTORATE GENERAL OF MINES SAFETY

nagendradgms@gmail.com

Activity Report RFD Annual Return

### Monthly Summary Detail - Add

Employee Name\* nagendradgms@gmail.com

Region Select Region

Department Select Department

Year\* Select Year

Date of (Inspection/Enquiry/Activity)\*

Item Of Work\* Select

By Working Select

Mineral Name Select Mineral Name

SectorType\* Select Sector Type

By Time Select

Diary number of report submitted

Remarks/Details

Head Quarters, Dhanbad

Select Subregion

Activity No\* HQ//11/2020/5709

Month\* Select Month

Select Other Region

Mine/Establishment Name\*

Mineral Type Select

Degree Of Gassiness Select

Classification By Size Select

Inspection Type Select

Diary date of report submitted

Select/Enter the required input in all the fields.

Click “Add” to add the record

Add Reset

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

After clicking on the “Add” in the previous slide, refreshes the page and viewed as below.

The screenshot shows a web application interface for adding a new record. The form is titled "Monthly Summary Detail - Add" and contains various input fields and dropdown menus. A blue callout box points to a "Record Added successfully." message. Another blue callout box points to an "Edit" button in the table below. A third blue callout box points to a "Final Submit" button at the bottom of the page.

**Status of added record**

**Click here for editing the record**

**Click “Final Submit” for saving the added records.**

Date	SubmissionDate	Item Of Work	Zone	Region	Subregion	Diary No	Edit	Delete
02/11/2020		OFFICE	Head Quarters, Dhanbad			HQ//11/2020/5709		
		SUNDAYS	Head Quarters, Dhanbad			HQ//11/2020/5662		

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

After clicking on the menu “Monthly Summary Work” this page will open.

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MINISTRY OF LABOUR AND EMPLOYMENT  
खान सुरक्षा महाविद्यालय  
DIRECTORATE GENERAL OF MINES SAFETY

nagendradgms@gmail.com

Activity Report - RFD Annual Return

Designation Select Designation

ZoneID Select Zone

Region Select Region

Department Select Department

Employee Select Employee

Year Select Year

Month Select Month

Submit

Select the data

Click to view MSW

Go To Montly Actiity NoteSheet

Click for note sheet page for submitting MSW

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

After clicking on the “Submit” in the previous slide, refreshes the page and will appear as below.

The screenshot displays the DGMS web portal interface. At the top, there is a header with the Government of India logo, the text 'भारत सरकार GOVT. OF INDIA', 'श्रम एवं रोजगार मंत्रालय MINISTRY OF LABOUR AND EMPLOYMENT', 'खान सुरक्षा महाविभाग Directorate General of Mines Safety', and a user profile for 'nagendradgms@gmail.com'. Below the header, there are navigation tabs for 'Activity Report', 'RFD', and 'Annual Return'. The main content area contains a form with the following fields: Designation (Sub Admin), ZoneID (Head Quarters, Dhanbad), Region (Select Region), Department (SOMA), Employee (NAGENDRA KUMAR SRIRAM), Year (2020), and Month (October). A 'Submit' button is located below the form. To the right of the form is a button labeled 'Go To Monthly Activity NoteSheet'. Below the form, there is a navigation bar with a search box and a 'Find Next' button. A blue callout box with the text 'Click to view full Report' points to the search box. Another blue callout box with the text 'Click to download the MSW in pdf/excel/word format' points to the 'Find Next' button. Below the navigation bar, the text 'DIRECTORATE GENERAL OF MINES SAFETY' is displayed, followed by 'Particulars of Inspections/Enquiries made by' and 'Designation : Dy. Director, Section : SOMA'. A table with the following data is shown:

Name	TOTAL NUMBER OF DAYS		ADDITIONAL INJECTION DAYS		Remarks		
	DATES	In Current Month	Cum. Since April	Dates		Additional In Current Month	Additional In Current Cum
INSPECTIONS		0	0		0	0	
ENQUIRIES		0	0		0	0	
OTHER VISITS/DISCUSSIONS		0	1		0	0	

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

After clicking on the “Go to Monthly Note sheet” in the previous slide this page will open.

The screenshot shows a web application interface for creating a monthly activity notesheet. The header includes the Government of India logo and the Directorate General of Mines Safety. The page title is "Create Monthly Activity NoteSheet". The form contains several input fields: "Year" (dropdown), "Month" (dropdown), "Comment" (text area), "RoleID" (dropdown), and "Employee Name" (dropdown). Below these is an "Upload Files" section with a "Choose File" button and a file list table with columns "Name" and "File". At the bottom are "Submit" and "Back To Report" buttons. Instructional callouts in blue boxes point to these elements:

- Select/Enter the data**: Points to the Year, Month, Comment, RoleID, and Employee Name dropdowns.
- Click for uploading MSW. (Not mandatory)**: Points to the "Choose File" button.
- Click for submitting MSW**: Points to the "Submit" button.
- Click for MSW Report**: Points to the "Back To Report" button.

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

Note Sheet page will appear as below

Monthly Activity Communication

**PREVIEW OF NOTE SHEET**

Name	Role	Timestamp	Text
NIRAJ KUMAR(Director)		10/11/2020 15:36:33	tes
NAGENDRA SRIRAM(Dy. Director)		06/11/2020 11:16:24	corrected
NIRAJ KUMAR(Director)		06/11/2020 11:15:27	back
NAGENDRA SRIRAM(Dy. Director)		06/11/2020 10:51:58	correction made
NIRAJ KUMAR(Director)		06/11/2020 10:50:32	Please correct

Year: 2020  
Month: August  
Comment:   
RoleID: Select Role  
Employee Name: Select Employee

Upload Files  
Choose File No file chosen  
(Supported Files : .doc, .docx, .Pdf)

Name	File
------	------

Note Sheet area

# User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer

After clicking on the menu “Note sheet” this Page will Open (for review/approving officer)

Monthly Activity List

Year:  Select Year  Select Month

Year	Month	NootSheet Creator Name	SendByName	SendToName	Status	Action
2020	October	NAGENDRA SRIRAM(Dy. Director)	PRABHAT Kumar(Deputy Director General)	NIRAJ KUMAR(Director)	Completed	
2020	August	NAGENDRA SRIRAM(Dy. Director)	NIRAJ KUMAR(Director)	PRABHAT Kumar(Deputy Director General)	Pending	

Click for action (forward/revert back, or approve/revert back)

User Guide/Manual for logging, submitting, viewing Daily Activity, and generation of Monthly Summary of work (MSW) to the reporting officer  
After clicking on the “Action” in the previous page, this Page will open.

The screenshot shows the 'Monthly Activity Communication' page on the DGMS website. The page includes a header with the Government of India logo and the Directorate General of Mines Safety. The main content area is divided into two sections: a 'PREVIEW OF NOTE SHEET' on the left and a form on the right. The 'PREVIEW OF NOTE SHEET' displays a list of notes with columns for the user (e.g., NIRAJ KUMAR(Director)), the note content (e.g., 'tes', 'corrected'), and the timestamp. The form on the right contains fields for 'Year' (set to 2020), 'Month' (set to August), 'Comment', 'Employee Name' (with a dropdown menu), and an 'Approved monthly report' checkbox. Below the form is an 'Upload Files' section with a 'Choose File' button and a list of files. At the bottom of the form are 'Submit' and 'Back To List' buttons. Four callout boxes with arrows point to specific elements: 'Select/Enter data' points to the Year, Month, Comment, and Employee Name fields; 'Click for approving the MSW' points to the 'Approved monthly report' checkbox; 'Click for sending note' points to the 'Submit' button; and 'Click for previous page' points to the 'Back To List' button.

Year: 2020  
Month: August  
Comment: [Text Area]  
Employee Name: Select Employee  
Approved monthly report:   
Upload Files: Choose File | No file chosen  
(Supported Files : .doc, .docx, .Pdf)  
Name: [Text Field] | File: [Text Field]  
Submit | Back To List

Callout boxes:  
- Select/Enter data (points to Year, Month, Comment, Employee Name)  
- Click for approving the MSW (points to Approved monthly report checkbox)  
- Click for sending note (points to Submit button)  
- Click for previous page (points to Back To List button)