



National Transit Pass System (NTPS)

Inter-State/Intra State Movement of Timber, Bamboo and other Forest Produce



State Administrator Manual



National Transit Pass System (NTPS)

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National Transit Pass System (NTPS)

About MoEFCC

The Ministry of Environment, Forest and Climate Change (MoEFCC) is the nodal agency in the administrative structure of the Central Government for the planning, promotion, co-ordination and overseeing the implementation of India's environmental and forestry policies and programmes.

The primary concerns of the Ministry are implementation of policies and programmes relating to conservation of the country's natural resources including its lakes and rivers, its biodiversity, forests and wildlife, ensuring the welfare of animals, and the prevention and abatement of pollution. While implementing these policies and programmes, the Ministry is guided by the principle of sustainable development and enhancement of human well-being.

The Ministry also serves as the nodal agency in the country for the United Nations Environment Programme (UNEP), South Asia Co-operative Environment Programme (SACEP), and International Centre for Integrated Mountain Development (ICIMOD) and for the follow-up of the United Nations Conference on Environment and Development (UNCED). The Ministry is also entrusted with issues relating to multilateral bodies such as the Commission on Sustainable Development (CSD), Global Environment Facility (GEF) and of regional bodies like Economic and Social Council for Asia and Pacific (ESCAP) and South Asian Association for Regional Co-operation (SAARC) on matters pertaining to the environment.

The broad objectives of the Ministry are:

- Conservation and survey of flora, fauna, forests and wildlife
- Prevention and control of pollution
- Afforestation and regeneration of degraded areas
- Protection of the environment and
- Ensuring the welfare of animals

2.0 About Inter-State/Intra State Movement of Timber Bamboo and Other Forest Produce

2.1 Introduction

Inter-State/Intra State Movement of Timber, Bamboo and other Forest Produce is a web based role based and workflow application. It is designed to issue transit permit or NOC for Pan India movement of bamboo and agro-forestry produce. The need is felt to replace manual paper based transit system by online transit system for ease of doing business. Since every state have state specific acts and rules regarding transit passes, there is need to standardize them so a single TP can be utilized for intra state movement.



National Transit Pass System (NTPS)

2.2 Objectives

The following are the main objectives of the system:

- Enhance efficiency, transparency and accountability in the management process of issuing Transit Pass/NOC for Inter-State/Intra State Movement of Timber, Bamboo and other Forest Produce.
- Reduction in turnaround time for activity.
- Enhance ease and convenience of all the stakeholders.

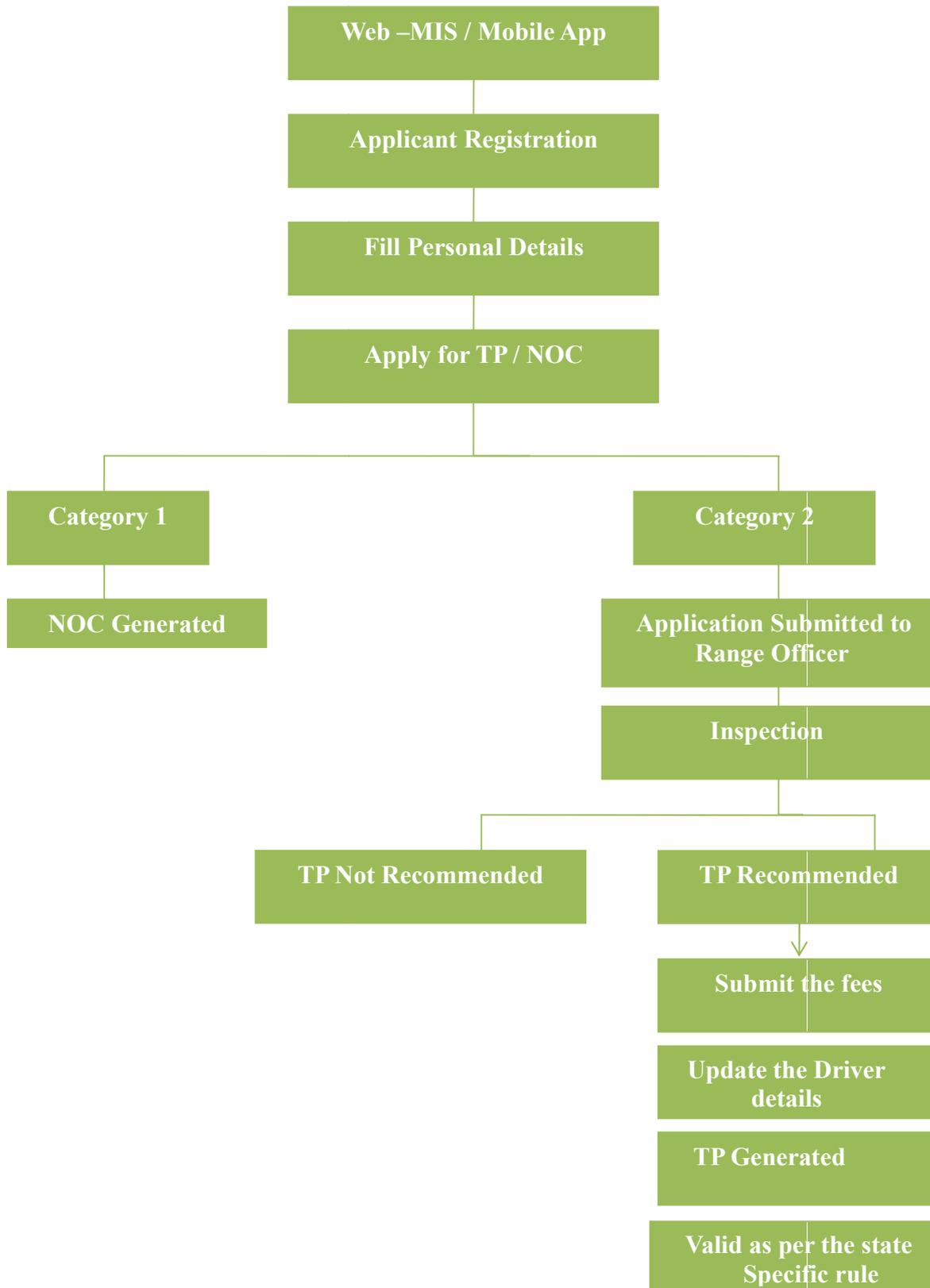
Key features of National Transit Pass System

- It is a role based and work flow based application available as desktop based web portal as well as mobile application.
- Online registration and submission of the applications for Transit Permit (TP) or No Objection Certificate (NOC) through web-portal and mobile app.
- Online application for species grown on private land which are exempted from transit pass regime and online application submission for species grown on private land which are not exempted from transit pass regime.
- Online generation of Transit Permit or NOC on the basis of category of species.
- E-payment system- Payment can be made online through mobile app/web portal before downloading T.P.
- Expedite issuance of transit permits for timber, bamboo and other minor forest produce without physically going to forest offices.
- Replace manual paper based transit system by online transit system.
- One permit for whole India for transit of timber, bamboo and other minor forest produce for ease of doing business.
- Seamless movement across state borders from origin to destination through help of Mobile App.
- Prevent hardships of timber and bamboo producers, farmers and transporters in obtaining permits and at forest check posts.
- Promotion of agro-forestry activities.
- Saving of transportation cost and time which will benefit farmers and traders and will in turn help in increasing farmer's income.



National Transit Pass System (NTPS)

Work Flow for obtaining Transit Permit





National Transit Pass System (NTPS)

Support Assistance provided for the operation of the Portal





National Transit Pass System (NTPS)

Homepage

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Currently under pilot testing in Madhya Pradesh and Telangana

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State Administrator



National Transit Pass System (NTPS)

Welcome Page for State Administrator: This page is designed for state admin, any changes, related to various master databases, made here will be reflected in various data entry forms being used at different level. The state admin will have access to add/update list of Circle, Division, and Range etc which will reflect in all relevant data entry forms being used at different level. User will also have access to add list of exempted and non-exempted species. He will have access to map the Designation which is used for the flow of the movement of the application for approval at different levels. Dashboard and Report can be selected to view the details at different levels. User can also add a Local Language, only once through this option. The TP will have the local language added in here along with English.

The State Admin Panel provides following Tabs to perform different task.

1. **Home:** The home page of the NTPS portal after logging in
2. **Dashboard:** Provides a pictographic summary of all the applications received for Transit pass and No Objection Certificate
3. **Reports:** Provides list of applications as per their status with option to download them in excel format
4. **Designation Mapping:** Provides option to map the level of designation.
5. **Master Creation:** Provides option to create master record of Circle, Division, Range, and check post of the state.
6. **Language:** Provides option to set the dual language along with English for the TP.
7. **Species Exempted:** Provides option to categorize the species under exempted/non exempted categories.
8. **Transit Rule:** Provides option to add Transit Rule number.
9. **Assistance:** Provides option to raise query
10. **Update Profile:** Provides option to update profile details
11. **Update Mobile:** Provides option to update mobile number
12. **User Manual:** Provides detailed instructions to operate the NTPS
13. **Change Password:** Provides option to change the current password



National Transit Pass System (NTPS)

1. Home Page



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Welcome to

NATIONAL TRANSIT PASS SYSTEM

(NATIONAL PORTAL FOR INTER-STATE / INTRA-STATE MOVEMENT OF TIMBER, BAMBOO AND OTHER FOREST PRODUCE)



2. **Dashboard:** The dashboard provide an overall view of the status of applications received and TP/NOCs issued so far in the state.

Following information are displayed on the Dashboard tile

TPs Processing -

- Total TPs received will appear in the first tile for the entire state
- TPs issued will appear in second tile for the entire state.
- TPs pending will appear in third tile for the entire state.
- TPs rejected will appear in 4th tile showing the total no. of TPs rejected in different state.
- Total NOC issued will appear in the last tile.

TPs Tracking -

- Total TPs generated by the state will appear in the first tile.
- TPs completed will appear in the second tile represent total TPs which have crossed all the barriers and reached at destination in the valid period.
- TPs incomplete will appear in the third tile represent total TPs which have not crossed all the barriers specified in the TP.
- TPs expired represent the total no. of TPs where the validity period has expired.



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- Home
- Dashboard
- Reports
- Designation Mapping
- Master Creation
- Language
- Species Exempted
- Transit Rule
- Assistance
- Update Profile
- Update Mobile
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From : To : [Search](#)

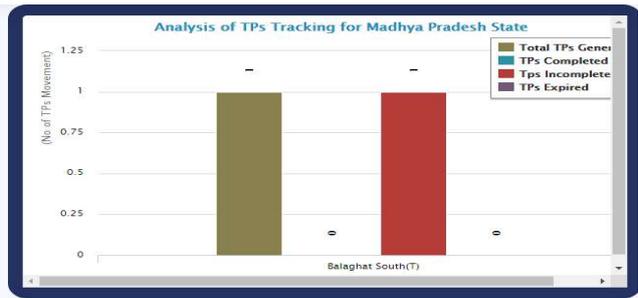
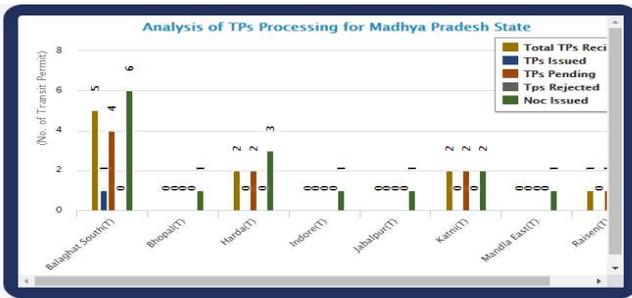
Analysis of Transit Permit (TPs) for Madhya Pradesh State

TPs Processing

- Total TPs Received: 10
- TPs Issued: 1
- TPs Pending: 9
- TPs Rejected: 0
- Total NOC Issued: 16

TPs Tracking

- Total TPs Generated: 1
- TPs Completed: 0
- TPs Incomplete: 1
- TPs Expired: 0



S.No.	Division Name	All TPs Received	TPs Issued	TPs Rejected	TPs Pending	NOC Issued
1	Balaghat South(T)	5	1	0	4	6
2	Bhopal(T)	0	0	0	0	1
3	Harda(T)	2	0	0	2	3
4	Indore(T)	0	0	0	0	1
5	Jabalpur(T)	0	0	0	0	1
6	Katni(T)	2	0	0	2	2
7	Mandla East(T)	0	0	0	0	1
8	Raisen(T)	1	0	0	1	1

S.No.	Division Name	Total Tps Generated	TPs Completed	TPs Incomplete	TPs Expired
1	Balaghat South(T)	1	0	1	0



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3. Reports: This tab provides detailed report of all the TP/NoC application received. The reports are generated in nine different ways.

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Home Dashboard Reports Designation Mapping Master Creation Language Species Exempted Transit Rule Assistance Update Profile Update Mobile User Manual Change Password Logout

- Total Applications Received
- TPs Issued
- TPs Pending Status
- TPs Not Recommended
- NOC Issued
- Destination Wise
- Source Wise
- Species Wise
- Inter/Intra State issued TP/NOC

Welcome to
NATIONAL TRANSIT PASS SYSTEM
NATIONAL PORTAL FOR INTER-STATE / INTRA-STATE MOVEMENT OF TIMBER, BAMBOO AND OTHER FOREST PRODUCE

3.1. Total Applications Received: It displays division wise, and range wise total numbers of TPs received. Search option is provided for searching applications based on applicant name, date of submission, Applicant ID, Division or range wise details.

To check the application received based on the Application ID/Applicant Name/ Division/ Range, enter the value in the search box and click on search.

The details will be displayed as below:

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Total Applications Received

Enter the Value for Search*: Enter Application ID/ Applicant Name / Division / Range OR Enter the Date of Submission*: (DD/MM/YYYY)

Search Refresh

S.No.	Division	Range	Name of Applicant	View Application	Photo of Forest Produced	Date of Submission	Inspection Report	Remarks	Status
1	Adilabad	Adilabad	Mr. Amar Nath Choudhary	VIEW	VIEW	08/10/2020	NA		Submitted to Range officer
2				VIEW	VIEW	07/10/2020	NA		NOC Issued
3			Mr. sreekanth	VIEW	VIEW	03/10/2020	NA		NOC Issued

3.2. Total TPs Issued: It displays division wise, and range wise total numbers of TPs issued in the state. Search is provided for searching the TPs based on applicant name, date of issue, range.

To check the TP issued based on the Application ID/Applicant Name/ Division/ Range, enter the value in the search box and click on search.



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The details will be displayed as below:

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TPs Issued

Enter the Value for Search*: Enter Application ID/ Applicant Name / Division / Range OR Enter the Date of Last Decision*: (DD/MM/YYYY)

Search Refresh

S.No.	Division	Range	Name of Applicant	View Application	Photo of Forest Produced	Date of Submission	Date of Issue	Inspection Report	Remarks	Issued by
1	Warangal Rural	Warangal Rural	Mr. Abhi	VIEW	VIEW	26/10/2020	31/10/2020	VIEW		rfo.WarangalRural.TS
2			Mr. Bansi	VIEW	VIEW	30/09/2020	30/09/2020	VIEW		rfo.WarangalRural.TS
3				VIEW	VIEW	28/09/2020	29/09/2020	VIEW		rfo.WarangalRural.TS
4				VIEW	VIEW	28/09/2020	29/09/2020	VIEW		div.WarangalRural.TS

3.3. Total TPs Pending status: It displays division wise and range wise total numbers of TPs which are pending. Search is provided to search the TPs based on applicant ID, applicant name, Division, range or date of last decision.

To check the TP pending based on the Application ID/Applicant Name/ Division/ Range, enter the value in the search box and click on search.

The details will be displayed as below:

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TPs Pending Status

Enter the Value for Search*: Enter Application ID/ Applicant Name / Division / Range OR Enter the Date of Last Decision*: (DD/MM/YYYY)

Search Refresh

S.No.	Division	Range	Name of Applicant	View Application	Photo of Forest Produced	Date of Submission	Pending Since	Inspection Report	Remarks	Officer Details
1	Adilabad	Adilabad	Mr. Amar Nath Choudhary	VIEW	VIEW	08/10/2020	08/10/2020	NA		rfo.Adilabad.TS
2			Mrs. Balakrishana	VIEW	VIEW	03/10/2020	03/10/2020	NA		rfo.Adilabad.TS
3	Hyderabad	Hyderabad East	Ms. kiran bisht.	VIEW	VIEW	01/12/2020	01/12/2020	NA		rfo.HyderabadEast.TS
4			Mr. M S R Prasad	VIEW	VIEW	03/10/2020	03/10/2020	NA		rfo.HyderabadEast.TS

3.4. Total TPs not recommended: It displays division wise and range wise total numbers of application which are not recommended for TPs. Search is provided for searching the



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application based on the Application ID/Applicant Name/ Division/ Range or date of last decision.

To check the TP pending based on the Application ID/Applicant Name/ Division/Range, enter the value in the search box and click on search.

The details will be displayed as below:

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TPs Not Recommended

Enter the Value for Search*: Enter Application ID/ Applicant Name / Division / Range OR Enter the Date of Last Decision*: (DD/MM/YYYY)

Search Refresh

S.No.	Division	Range	Name of Applicant	View Application	Photo of Forest Produced	Date of Submission	Date of Not Recommendation	Inspection Report	Remarks	Not Recommended by
1	Warangal Rural	Warangal Rural	Ms. kiran bisht	VIEW	VIEW	03/12/2020	03/12/2020	VIEW 03/12/2020		rfo.WarangalRural.TS
2			Mr. Bansj	VIEW	VIEW	21/08/2020	02/11/2020	VIEW 21/08/2020		div.WarangalRural.TS
3				VIEW	VIEW	21/08/2020	02/11/2020	VIEW 21/08/2020		div.WarangalRural.TS
4				VIEW	VIEW	17/10/2020	28/10/2020	VIEW 17/10/2020		rfo.WarangalRural.TS

3.5. NOC Issued: It displays division wise and range wise total numbers of NOCs issued. Search is provided for searching the application based on the Application ID/Applicant Name/ Division/ Range or date of last decision.

To check the NOC issued based on the Application ID/Applicant Name/ Division/Range/date of last decision, enter the value in the search box and click on search.

The details will be displayed as below:

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NOC Issued

Enter the Value for Search*: Enter Application ID/ Applicant Name / Division / Range OR Enter the Date of Last Decision*: (DD/MM/YYYY)

Search Refresh

S.No.	Division	Range	Name of Applicant	View Application	Photo of Forest Produced	Date of Issue
1	Adilabad	Adilabad	Mr. Amar Nath Choudhary	VIEW	VIEW	07/10/2020
2			Mr. sreekanth	VIEW	VIEW	03/10/2020
3			Mrs. Balakrishana	VIEW	VIEW	03/10/2020
4			Mr. sreekanth	VIEW	VIEW	03/10/2020



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3.6. Destination wise: It provides destination circle wise summary of all the application received. It provides summary of No. of TP issued, Nos. of TP Pending, No. of TP Not Recommended, and No. of NOC issued. It also provides option to search for summary of any particular circle. The summary is displayed as below:

S.No.	Destination Circle	No. of Application Received for	No. of TP Issued for	No. of TP Pending for	No. of TP Not Recommended for	No. of NOC Issued for
1	Adilabad	7	1	4	0	2
2	Hyderabad	2	0	0	0	2
3	Kawal TR	1	0	1	0	0
4	Warangal	35	6	15	2	15
	Total	45	7	20	2	19

To see the list of application under each category click on the summary number mentioned below each categories, a new window containing the list of application will pop-up as below.

S.No.	Division	Range	Name of Applicant	Application ID	Date of Submission	View Application	Inspection Report	Remarks
1	Adilabad	Adilabad	Mr.Avinash	MP00093	08/09/2020	VIEW	VIEW	

3.7. Source wise: It provides source circle wise and depot & private land wise summary of all the application received. It provides summary of No. of TP issued, Nos. of TP Pending, No. of TP Not Recommended, and No. of NOC issued. It also provides option to search for application between two dates or for a particular circle.

To search for the summary based on any particular circle or between two dates, enter the values and click on search button.



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The summary is displayed as below:

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Source Wise Report

Government Depot Private Depot Private Land

Enter Circle*

OR

Date from* Date to*

S.No.	Source Circle	No. of Application Received	No. of TP Issued	No. of TP Pending	No. of TP Not Recommended	No. of NOC Issued
1	Adilabad	2	0	0	0	0

3.8. Species wise: It provides a summary of all the application received and the total quantity, categorised by Circle, type of forest produce, and species.

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Species wise Report

Enter the Value for Search*: OR Date From*: Date To*:

S.No.	Circle	Forest Produce	Species	No. of Application Received	Quantity	Volumn (cum)
1	Adilabad	Sawn Timber	Acacia catechu (Sandra, khair cutch tree)	1	NA	6.00
2			Anthocephalus Kadamba (Kadamb)	1	NA	2.00
3			Artocarpus integrifolia (Panasa Jack fruit)	1	NA	2.00
4	Hyderabad	Minor Forest Produce	Azadirachta indica (Neem, vepa)	1	1331.00 Kg	NA
5	Kothagudem		Acacia chundra (Sandra, Red cutch)	1	140.00 Liter	NA
6			Acacia ferruginea (Acacia ferruginea)	2	26.00 Kg	NA

To see the list of application click on the summary number mentioned below **No. of Application Received**, a new window containing the list of application will pop-up as below

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Species wise Report for Adilabad Circle.

S.No.	Division	Range	Name of Applicant	Application ID	Date of Submission	View Application	Inspection Report	Remarks
1	Adilabad	Adilabad	Mr.Amar Nath Choudhary	TS00229	08/10/2020	<input type="button" value="VIEW"/>	NA	

S.No.	Circle	Forest Produce	Species	No. of Application Received	Quantity	Volumn (cum)
1	Adilabad	Sawn Timber	Acacia catechu (Sandra, khair cutch tree)	1	NA	6.00
2			Anthocephalus Kadamba (Kadamb)	1	NA	2.00



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4. Designation Mapping: The, movement of the application depends on the hierarchy of the designations. These hierarchies are mapped using **Designation Mapping** tab. The application submitted by the applicant will reach to range officer, who can nominate officers under him for the inspection, and based on the observation he/she may wish to forward this application for approval from higher authority. The application will move on to the immediate officer in the hierarchy.



Designation Mapping

Order*

Designation*

Save & ContinueSave & End

S.No.	Order	Designation	Modify/Delete
1	1	Range Forest Officers	Modify ✖
2	2	Divisional Forest Officers	Modify ✖

Steps for Designation Mapping

Select an Order for the movement of the Transit Permit for issuing.

Select 1, 2... as the TP move from first officer to another. Higher number denotes the higher designation.

Select the designation accordingly.

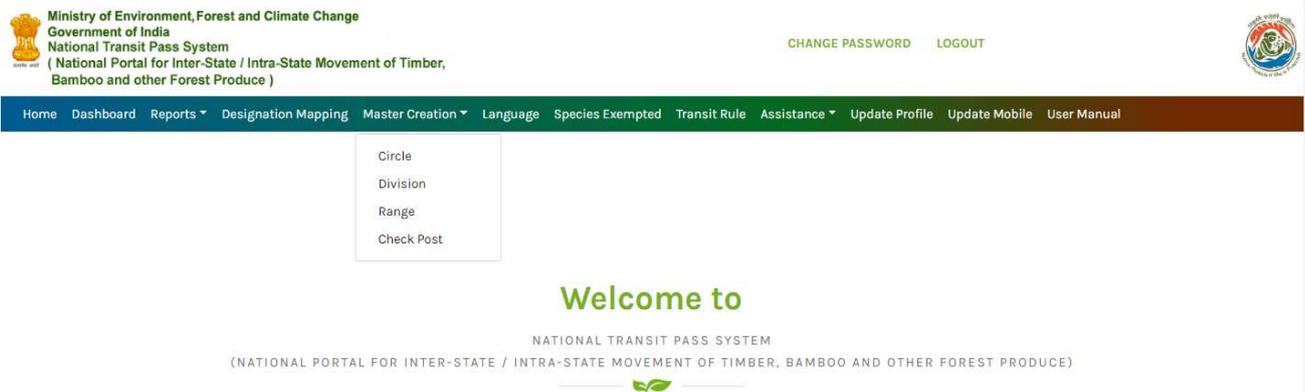
The selected order will appear in the table. It can be altered by selecting Modify or Delete.

“Click on Save & Continue to SAVE data”



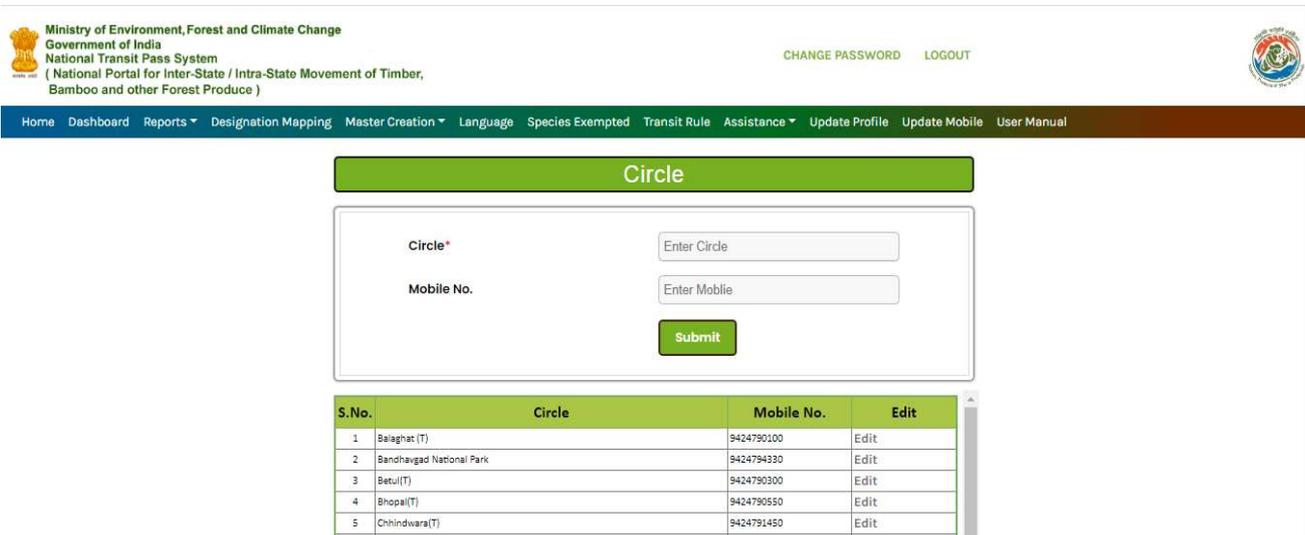
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5. Master Creation: The tab provides options to create master database of Circle, Division, Range, and check post.



5.1. Creating Master database for Circle.

- Select Circle option from Master Creation Tab, following screen will appear.
- Enter the Circle Name
- Enter Mobile Number of the officer of the circle, the mobile number will be used to activate the login id of the officer
- Click on Submit button
- Mobile Number can be edited from the table by clicking on Edit button



5.2. Creating Master database for Division:

- Select Division option from Master Creation Tab, following screen will appear
- Select Circle Name.
- Enter Division Name.
- Enter Officer Mobile Number, the mobile number will be used to activate the login id of the officer



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- Click on Submit button.



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Division

Circle*

Division*

Mobile No.

S.No.	Circle	Division	Mobile No.	Edit
1	Balaghat (T)	Balaghat South(T)	9424790200	Edit
2	Balaghat (T)	North Balaghat	9424790101	Edit
3	Bandhavgad National Park	Bandhavgad Tiger Reserve	9424794330	Edit

5.3. Creating Master database for Range:

- Select Range option from Master Creation Tab, following screen will appear
- Select Circle name
- Select Division name
- Enter Range name
- Enter Officer Mobile Number, the mobile number will be used to activate the login id of the officer
- Click on Submit button
- Mobile Number can be edited from the table by clicking on Edit button.



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Range

Circle*

Division*

Range*

Mobile No.

S.No.	Circle	Division	Range	Mobile No.	Edit
1	Balaghat (T)	Balaghat South(T)	Katangl	9424790206	Edit
2	Balaghat (T)	Balaghat South(T)	Lalburra	9424790205	Edit



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5.4. Creating Master database for Check Post Details: This form captures the details of all the check posts which fall under the state. The data filled in this form will be available during route finalization for issuing the TP.

- Select Check Post option from Master Creation Tab, following screen will appear
- State name
- Circle name
- Division name
- Range name
- Fill the Related check Post Name here.
- Click on Submit to save data.



Check Post

State*

Circle*

Division*

Range*

Check Post Name*

Mobile No.

S.No.	State	Circle	Division	Range	Check Post	Mobile No.	Edit
1	Telangana	Adilabad	Adilabad	Adilabad	Devapur		Edit



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6. Language: This form is used for saving the labels for Transit Permit in local language. It has to be filled as complete module. These labels are used to print the TP /NOC in bilingual mode i.e. English and the local language.



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Master Language

Language

Labels in English*:

Labels in

S.No.	English Label	Language Label	Edit
1	Forest Department	वन विभाग	Edit
2	Form	प्रपत्र	Edit
3	See Rule	नियम देखें	Edit
4	Transit Pass/Transit Permit/ Export Way permit	ट्रांसिट पास / ट्रांसिट परमिट / निर्यात रास्ता परमिट	Edit
5	For inter-state movement of tree species exempted from requirement of transit pass	अंतर-राज्यीय के लिए प्रकृतियों के पेड़ के आंदोलन परामर्श पास के आवश्यकता से छूट	Edit
6	Permit No.	परमिट नं	Edit
7	Details of the Person/ entity to whom permit is granted	स्वीकृत (स्वीकृत) इकाई का विवरण किसे अनुमति दी गई है	Edit
8	Name	नाम	Edit
9	Identity Card and Number	पहचान पत्र और संख्या	Edit
10	Address	पता	Edit
...

Steps to follow:

- Enter the name of the language which has to be printed on Transit Permit along with English labels. Click Add button to add the language. .
- Select the English label from the combo and add the label in local language and click save button. The combo will show only remaining labels.
- The labels for this language will appear in the following table along with English language. The user can edit or complete the list by inserting the remaining labels.
- We can edit the labels from the table.



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7. **Species Exempted:** This form is used for entering the details of exempted and not exempted species in the state.

Click on the Species Exempted Tab, the following screen will appear.



Species Exempted

Forest Produce*:

Species*:

Select Category*: Exempted Not Exempted

S.No.	Forest Produce	Species	Category	Delete
1	Bamboo	Dendrocalamus Strictus (Bamboo)	Exempted	<input type="button" value="X"/>
2	Minor Forest Produce	Eucalyptus Species (Neelgiri)	Exempted	<input type="button" value="X"/>
3	Minor Forest Produce	Casuarina equisetifolia (Suru)	Exempted	<input type="button" value="X"/>
4	Minor Forest Produce	Populus Species (Poplar)	Exempted	<input type="button" value="X"/>
5	Minor Forest Produce	Leucaena Leucocephala (Subabul)	Exempted	<input type="button" value="X"/>
6	Minor Forest Produce	Acacia Tortilis (Israeli Babul)	Exempted	<input type="button" value="X"/>
7	Minor Forest Produce	Prosopis Juliflora (Vilayati Babul)	Exempted	<input type="button" value="X"/>
8	Minor Forest Produce	Acacia Auriculiformis (Australian Babul)	Exempted	<input type="button" value="X"/>

Steps to follow:

- Select forest produce from the list, the species will be populated as per the selection of forest produce.
- Select the Species from the list
- Select exempted or not exempted.
- Click on **Add** to save the data.



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8. Transit Rule: This form is used for entering the Transit Rule No. of the state.

- Click on the Transit Rule tab, following screen will appear
- Add the Transit Rule no. and click on Submit button.

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Transit Rule No.

Transit Rule No.*

Submit

9. Assistance: This tab is used for providing assistance.

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Query
Response

Welcome to

NATIONAL TRANSIT PASS SYSTEM
(NATIONAL PORTAL FOR INTER-STATE / INTRA-STATE MOVEMENT OF TIMBER, BAMBOO AND OTHER FOREST PRODUCE)

9.1. For Query: In case of any issue faced while using the system a query can be raised using this Tab

Click on the Query option under Assistance tab, the following screen will appear



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Send Query

Query*

Attachment No file chosen

- Enter Query
- Attach PDF for Query (It's not mandatory)
- Click on Send button, your query will be submitted to the central Admin team

9.2. For Response: This option provides response of your query .

- To check the response select Response option in Assistance Tab
- Following table will be appeared with response to your query.



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Response Details

Query				Response		
S.No.	Date	Query	Attachment	Date	Response	Attachment
NA						

10. Update Profile: Officer's personal details can be updated in this form.

Click on Update Profile Tab, the following screen will appear.



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Officer Personal Detail

Role*	<input type="text" value="State Administrator"/>
Designation*	<input type="text" value="Additional Principal Chief Conserva"/>
Email*	<input type="text" value="abhishekm108@gmail.com"/>
Address*(To be reflected in TP)	<input type="text" value="New Delhi"/>
Contact No*(To be reflected in TP)	<input type="text" value="8439899916"/>
<input type="button" value="Submit"/>	

- Role will be auto populated
- Select Designation.
- Enter Emailed
- Enter Address (To be reflected in TP).
- Enter Contact No.
- Click on Submit button for updating the record.

11. Update Mobile: This form is used to update the mobile number.



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Update Mobile No

Mobile No.*	<input type="text" value="8439899916"/>
<input type="button" value="Submit"/>	



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- Enter Mobile No.
- Click on Submit button.

12. User Manual: A document that provides detailed instructions to operate the NTPS. Click to download the document.

13. Change Password: Provides facility to change the existing password.

To change the password

- Enter the login Id
- Enter the old Password
- Provide new Password
- Confirm the Password
- Select the Captcha
- Click on Submit

The new Password will be updated in the system

*****END*****