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1. **Introduction**

1.1 **Purpose**

The **Steel & Mines Department** is one of the important Departments of Government of Orissa. It works for the development of the mineral resources of the State while enjoining regulatory powers. The main functions and activities of the Department of Steel and Mines are systematic survey and assessment of the mineral deposits of the State, their exploitation, administration of mines and mineral concession, enforcement measures for prevention of illegal mining and smuggling of minerals, assessment and collection of mining revenue, study of the impact of mining operation on environment, formulation of appropriate environmental control measures and research and exploitation of areas and minerals for meeting the needs of mineral based industries in the State and Country. The Steel and Mines Department is the administrative Department of the Directorate of Mines, the Directorate of Geology and Orissa Mining Corporation Ltd.

There are a total of 14 Circles and 6 Chemical Labs present throughout the state. Among 14 Circles, 7 Circles are under Deputy Director Mines and the rest 7 Circles have separate Mining officers. The Circles under Deputy Director of Mines are Joda, Koida, Rourkela, Sambalpur, Talcher, Jajpur Road and Koraput. The Circles under Mines Officer are Cuttack, Berhampur, Baripada, Bhawanipatna, Keonjhar, Phulbani and Bolangir. The 6 chemical labs are Jajpur Road, Bolangir, Sambalpur, Joda, Berhampur and Bhubaneswar.

In Keonjhar District there are 2 Mines Circles, one is Joda which is coming under DDM (Deputy Director Mines) and another is Keonjhar which is coming under Mines Officer. There are 100 Mines under Joda Circle out of which 30 Mines are functioning and 70 mines are defunct. Similarly there are 15 mines are coming under Keonjhar Circle out of which 3-4 are functioning.

Any person who wishes mineral transaction for any purpose from mines shall avail a certificate from the concerned Authority. The certificate is known as M.D.C.C. (Mining Due Clearance Certificate). The M.D.C.C. is mandatory for any mineral transaction. The Certificate for M.D.C.C. is issued from the Directorate of mines to various Lessee & Licensee for any type of mining activity.
1.2 Getting Started

To start with the application, enter the website url in the browser to display the following Home Page:
The list of mineral stakeholders in the State are displayed according to the circle name indicating the no. of lessee and licensee.

There are three types of users-

- **Existing Lessee**
- **Exiting Licensee**
- **New User**

## 2. MDCC

The Certificate for M.D.C.C. is issued from the Directorate of mines to various Lessee & Licensee for doing any mining activity. This certificate is being submitted by the lessee and licensee in the concerned circle where the mining activity is to be done in order to get a license and permission to do the mining activity. The TP M.D.C.C. is valid for six month. The Lessee and licensee have to Issue a new M.D.C.C. after six month in order to continue the mining activity.

Application is made with an affidavit and documents at Dir. of Mines. The application is processed by the Dealing Assistant (Royalty Section) to verify and report about the authenticity of the documents and suggest for submission of wanting documents if any. The verified documents are forwarded to the Section Officer of Royalty section for further examination & is endorsed to the Accounts officer. The Account Officer again verifies all the documents; endorses the file to DDM (HQ). In case of Lessee, views of the audit section are obtained regarding outstanding dues if any. Then DDM does the final verification and forwards it to the Director of mines for final approval.

An applicant has to apply for new license online by registering himself in I3ms portal. Then it goes for several approval processes.

### 2.1 Issue of MDCC by New User

To start applying for MDCC, click the **Apply Online** button:
In the Online Registration screen, click the **M.D.C.C Registration** link for entering into the registration screen:

The user is redirected to the Apply for New License registration screen.

- Enter the **Applicant Name** in the textbox provided.
- Enter the **Applicant Address** for communication.
- Provide the name of the **District** where the applicant resides.
• Select the applicant’s **State** name from the drop down list.
• Enter the **Pin Code** of the locality.
• Enter the **PAN Card Number** of the applicant.
• Click the Browse button to search and **Upload PAN Card**.
• Enter the applicant’s **Mobile Number** in the textbox provided.
• Enter the applicant’s **Mail ID** for mail conversation.
• From the secrecy point of view select the **Security Question** from the drop down list.
• Enter the **Answer** to the security question selected.
• Re-write the answer to the question for confirmation in the **Confirm Question** textbox.
• Enter the displayed characters in the textbox provided.
• Click the **Register** button to finish the registration process.

After completion of the registration process, the user receives a Registration Acknowledgement screen wherein the person receives a confirmation that he has successfully registered into the application and his user name and password are intimated to him through his mail:

![Registration Acknowledgement](image)

The Registration No is noted down by the user for login.

For receiving the login information, click the **Get Login Information** button:
Enter the **Registration Number** received in the textbox provided and click the **Show** button:

For confirmation, the user has to enter the **Answer** of the Security Question selected at the time of registration in the space provided and click the **Get Login Info** button:

The User Name and Password of the new user is displayed in the Login Information column using which the person can login and carry the further the procedures.

On choosing the **Click Here To Login** button the user is redirected to the following screen:
The user has to click the Government button for entering the details:

In the above displayed login screen enter the User ID and Passwords of the applicant as received.

On submitting the user name and password, the user can update its personal information in the screen displayed below:
A confirmation screen is displayed wherein the user can enter his/her personal details and change the password.

- The User ID is auto-generated.
• Enter the New Password in the textbox provided.
• Re-enter the new password to Confirm New Password.
• Enter the personal details of the lessee or licensee in the respective textboxes provided like the applicant's Name and Designation.
• For communication enter the Email address and Mobile Number.
• Enter the name of the place where the lessee or licensee is stationed.
• In case the applicant wishes to mark a copy of communication to any additional person, then re-enter the same details.
• Click the Submit button.

After submitting, the user is redirected to the welcome screen of Odisha mines:

In the above displayed screen, the user can click the MDCC global link to expand the same wherein he/she can fill the necessary information.

Click on Apply MDCC primary link:
For the new user, select the **Purpose** of applying for the MDCC certificate from the drop down list.

Select the name for which MDCC is applied, i.e. either for individual or company.

Select the **Name of Applicant/Firm/Company** where the user is working.

Enter the **Address** of the applicant.

Enter the **Email ID** of the user along with the Mobile Number.

Select the name of the **Mineral for Deal** from the right column.

Click the **Next** button.
The next screen is displayed for uploading the affidavit in case of new user.

- In case the applicant has any pending case against him, then choose the Yes radio button and enter Reason for the same.
- Browse and Upload Affidavit of the user for applying for MDCC.
- Enter the user’s PAN Card Number in the textbox provided.
- Browse and Upload the PAN Card either of the user or firm.
- Click the Browse button to Upload Voter ID of the new user.
- Browse and Upload VAT Clearance Certificate of the user.
- Browse and Upload the IT Return certificate of the user.
- For saving the information in the draft form, click the Save As Draft button.
- For forwarding the user information to the Director of Mines, click the Save & Forward button.

The status of the new application can be checked on clicking the View Status button.
Section Officer

On forwarding, the Section Officer receives the request for MDCC certificate of the new user. To view the request, visit the i3ms help desk.

Click the Government button to move to the login page.

Enter the User ID and Password of the Director of Mines in the displayed login screen.
After login into the Director of Mines system, various related global links are displayed on the right column. Click the plus mark against MDCC to expand the global link:

Click the New Request primary link to view the details of the new user application:
The lists of requests received by the section officer are displayed along with the application no. and status.

The screen displays the MDCC requests received for the current month. In order to view the previous month requests, select the From Date and To Date accordingly and click the Search button.

For request details, click the **View Details** button for the respective application no.:

The details of the affidavit uploaded can be viewed on clicking the **View** hyperlink.

To accept or reject the requests received, click the **Forward** button:

Enter Remarks and Specific activity in the given space either for or against the request and accordingly click the **Accept** or **Reject** button. On accepting, the request is forwarded to the **section officer** for final verification.
In case the request is rejected, the request is sent back to the applicant.

**Section Officer**

To view the details of the requests, login with the user name and password of the circle **Section Officer**.

Expand the MDCC global link and click the **New Request** primary link:

The screen displays the list of new MDCC requests forwarded by the Circle DDM.

To forward the particular request, click the forward button to take action. The following screen will display.
Enter Remarks and Specific activity in the given space either for or against the request and accordingly click the **recommended or objection** button. On recommended, the request is forwarded to the **Account officer** for account verification. On objection the request forward to the applicant.

Click the **View Details** button to display the request details:

![Application Details](image)

The application details along with that of the affidavit can be viewed in the above pop-up screen.

Click the **Back** button against the desired application no. to back the application to the desirer officer.
Select application back to whom. Click the **back** button to back the application.

**Account Officer**

For account verification, login with the user id and password of the *Account Officer*.

To view the MDCC requests, expand the MDCC global link and click the **New Request** primary link:
The accounts officer can view the list of new MDCC requests received from the section officer for the current year.

To view the request details, click the View Details button against the respective application no.

For taking any action against the received requests, click the Forward or Back button. To back the application, click the back button.
Select the Application Back to whom. And click the Back button to back application.

To take action against the requests click the Forward button. The following screen will appear.

The accounts officer can view the list of officer names who have taken action and given their remarks in the take action screen.

After verification, enter the account officer Remarks, Outstanding and Specific Activity in the space provided and accordingly click the Recommended or Objection button.

Followed by account verification, the MDCC request is recommended to the Deputy Director of Mines at the headquarter.
If the account officer objection the request, then the request forward to the applicant for necessary action.

**DDM Headquarter**

For the headquarter **DDM**, login with the user name and password of the officer.

![Welcome to Odisha Mines Portal](image)

Click the plus mark against MDCC to expand the same. Click the New Request primary link under MDCC:

![New Request](image)

In the DDM headquarter login, the user can view the list of MDCC requests recommended by the accounts officer.
The application no. along with the company name is displayed.

Click the View Details button to display the details of the request:

<table>
<thead>
<tr>
<th>Application Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MDCC Application No.</strong></td>
</tr>
<tr>
<td><strong>Application Type</strong></td>
</tr>
<tr>
<td><strong>Applicant Name</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Mobile Number</strong></td>
</tr>
<tr>
<td><strong>Email ID</strong></td>
</tr>
<tr>
<td><strong>Mineral For Deal</strong></td>
</tr>
<tr>
<td><strong>Applied On</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Name</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affidavit</td>
<td>View</td>
</tr>
</tbody>
</table>

The application details of the new user are displayed along with the affidavit.

Back to the New Request screen, click the Forward button against the respective Application No.:

Enter the remarks of DDM headquarter in the space provided. For recommending the MDCC request to the Director of Mines for final approval, click the Recommended button else click for the Objection button.

Once recommended the request forward to Director of mines for Approval. On objection the application forward to applicant for necessary action.
Back to the New Request screen; click the **Back** button against the respective Application No.:

- Select the application back to whom.
- Enter the remark.
- Click the **back** button to back the application.

**Director of Mines**

To view the requests forwarded to the **Director of Mines** for approval, login with the user name and password of the respective officer:

Expand the MDCC global link in the right column and click the **New Request** primary link under the same:
The list of new MDCC requests recommended to the Director of Mines for final approval is displayed in the New Request screen for the current month.

To view the request details, click the View Request button against the respective application No.

For taking action, click the Forward or Back button against the respective application no.

For back the application, Click Back Button. The below screen will display.
Select the application back to whom.

Enter the remark.

Click the **back** button to back the application.

For taking action, click the **Forward** button against the respective application no.

The remarks given by the approving officers are displayed along with their names.

Enter the Remark of the Director of Mines in **Give your Remark** column and accordingly click the Approve, Reject or Objection button.

On approval, mail is sent to all the officers as well as to the applicant informing of the request approval. To check the request status, the new user can login to his system providing his user name and password.

After login, click the **View Status** tab:
The list of requests already taken action and approved by the Director of mines is displayed. For taking a printout of the MDCC certificate duly signed by the Director of Mines, click the Print (_printer_icon_) button:

**DIRECTORATE OF MINES ODISHA**

**MDCC No.: MDCC/5**

**CERTIFICATE**

This is to certify that no mining dues is outstanding against Basant Kumar as on the date of affidavit / application i.e on 17-Aug-2012.

This certificate is valid for a period of 6 months with effect from 17-Aug-2012.

9000 Outstanding against the lessee/licensee which is stayed by the court/revisional authority/or any authority competent thereof under rule 22(d) of MC rule 1960.

Basant Kumar
Berhampur
Print Out Date: 17-Aug-2012 12:44:43

**DIRECTOR OF MINES, ODISHA**

The certificate has the digital signature of Director of mines, Odisha.

**2.2 Issue of MDCC by Existing Licensee**

The existing Licensee who has already received the licensee for dealing with mines but has still not updated his MDCC certificate can do the same through the i3ms portal.
The existing licensee already has his account in the portal with an unique user name and password created. To update MDCC Certificate, login with the User ID and Password of the licensee in the login screen:

On entering the requisite data, click the **Submit** button.

On submitting, the user enters the system of the existing licensee.

The details of the account, mines profile and permit status are displayed with the major global links at the right hand side column of the screen. Expand the MDCC global link and click the **Apply MDCC** primary link in order to apply for a new one:
The radio button for Licensee is chosen as the MDCC certificate for the existing licensee is to be updated.

- The Applicant Name remains default.
- Enter the MDCC Number in the textbox provided as it appears in the certificate.
- Select the date on which the MDCC certificate is issued from the MDCC Issued on calendar control.
- Select the expiry date of the certificate from the MDCC Valid Upto calendar control.
- Click the Browse button to search and Upload MDCC Certificate.
- Click the Save button to finish uploading and save the certificate.

On saving the data successfully, the licensee is redirected to the screen wherein the licensee has to fill in the personal details:
• Enter the Mobile Number of the existing licensee updating the MDCC certificate.
• Choose the name of the minerals dealing with.
• Click the **Next** button to finish saving the personal information.

On doing so, the application no. of the licensee is created. In the following screen, the user has to fill in the MDCC application details:
## MDCC Application

**Your Application No. is:** MDCC/161

### Apply [Other Information]

- **Whether the company was ever convicted in any court of law or any case pending in Police Station or any case pending with the Govt.**
  - Yes [ ]
  - No [x]

  - [ ]
  - [ ]
  - [ ]
  - [ ]
  - [ ]
  - [ ]

### Project Report If Any

- [ ]

### OSPCB Clearance Certificate

- [ ]

### Article of Memorandum

- [ ]

### DIC Registration Certificate

- [ ]

### Document as proof of Applicant Status

- [ ]

### Director Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Mobile Number</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Email Id</td>
<td></td>
</tr>
<tr>
<td>PAN Card Number</td>
<td></td>
</tr>
<tr>
<td>Upload PAN Card</td>
<td></td>
</tr>
<tr>
<td>Upload Voter ID</td>
<td></td>
</tr>
</tbody>
</table>

[Back] [Save & Forward] [Save As Draft]
• In case the company has ever been involved in any police case lying pending with the police station or government, then choose the Yes radio button and enter Reason for the same.
• Click the Browse button to Upload Affidavit of the director.
• Enter the PAN Card Number of the company in the given textbox.
• Browse and upload the company PAN card, VAT Clearance certificate, IT Return of the company, Board of Resolution of the Director and Power of Attorney of the Director in the respective textbox provided.
• Browse and Upload the following documents in the respective textbox which is mandatory like Surface Rent, Dead Rent and Royalty.
• In addition to the above mentioned reports, upload the Project Report if any, OSPCB Clearance Certificate, Article of Memorandum, DIC Registration Certificate and document as a proof of Applicant Status.
• In the Director Details column:
  o Enter the director’s Name and Mobile Number for communication in the respective textbox.
  o Enter the director’s PAN Card Number and Upload the same.
  o Enter the Director’s Address and Email Id for communication.
  o Upload the Voter ID card of the director for identification proof.
• In order save the application in the draft form, click the Save As Draft button.
• For forwarding the application to the director of mines, click the Save & Forward button.

On forwarding, a copy of the same is sent to all the recipients.

Section Officer

On forwarding, the Section Officer receives the request for MDCC certificate of the new user. To view the request, visit the i3ms help desk.
Click the **Government** button to move to the login page.

Enter the User ID and Password of the Director of Mines in the displayed login screen.
After login into the Director of Mines system, various related global links are displayed on the right column. Click the plus mark against MDCC to expand the global link:

Click the **New Request** primary link to view the details of the new user application:
The lists of requests received by the section officer are displayed along with the application no. and status.

The screen displays the MDCC requests received for the current month. In order to view the previous month requests, select the From Date and To Date accordingly and click the Search button.

For request details, click the View Details button for the respective application no.:

![Application Details](Image)

The details of the affidavit uploaded can be viewed on clicking the View hyperlink.

To accept or reject the requests received, click the Forward button:

![Forward Button](Image)

Enter Remarks and Specific activity in the given space either for or against the request and accordingly click the Accept or Reject button. On accepting, the request is forwarded to the section officer for final verification.
In case the request is rejected, the request is sent back to the applicant.

**Section Officer**

To view the details of the requests, login with the user name and password of the circle **Section Officer**.

Expand the MDCC global link and click the **New Request** primary link:

The screen displays the list of new MDCC requests forwarded by the Circle DDM.

To forward the particular request, click the forward button to take action. The following screen will display.
Enter Remarks and Specific activity in the given space either for or against the request and accordingly click the **recommended or objection** button. On recommended, the request is forwarded to the **Account officer** for account verification. On objection the request forward to the applicant.

Click the **View Details** button to display the request details:

The application details along with that of the affidavit can be viewed in the above pop-up screen.

Click the **Back** button against the desired application no. to back the application to the desirer officer.
Select application back to whom. Click the **back** button to back the application.

*Account Officer*

For account verification, login with the user id and password of the *Account Officer*.

To view the MDCC requests, expand the MDCC global link and click the **New Request** primary link:
The accounts officer can view the list of new MDCC requests received from the section officer for the current year.

To view the request details, click the View Details button against the respective application no.

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Application Type</th>
<th>Applicant Name</th>
<th>Request On</th>
<th>User Type</th>
<th>Application Type</th>
<th>Status</th>
<th>View Details</th>
<th>Take Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCC/139</td>
<td>Individual</td>
<td>Madhu</td>
<td>13-Aug-2012</td>
<td>New User</td>
<td>Recommended By Section Officer</td>
<td></td>
<td></td>
<td>Forward</td>
</tr>
<tr>
<td>MDCC/135</td>
<td>Individual</td>
<td>Basant Kumar</td>
<td>12-Jun-2012</td>
<td>New User</td>
<td>Recommended By Section Officer</td>
<td></td>
<td></td>
<td>Back</td>
</tr>
</tbody>
</table>

For taking any action against the received requests, click the Forward or Back button. To back the application, click the back button.
Select the Application Back to whom. And click the Back button to back application.

To take action against the requests click the **Forward** button. The following screen will appear.

The accounts officer can view the list of officer names who have taken action and given their remarks in the take action screen.

After verification, enter the account officer Remarks, Outstanding and Specific Activity in the space provided and accordingly click the **Recommended** or **Objection** button.

Followed by account verification, the MDCC request is recommended to the **Deputy Director of Mines** at the headquarter.
If the account officer objection the request, then the request forward to the applicant for necessary action.

**DDM Headquarter**

For the headquarter **DDM**, login with the user name and password of the officer.

Click the plus mark against MDCC to expand the same. Click the New Request primary link under MDCC:

In the DDM headquarter login, the user can view the list of MDCC requests recommended by the accounts officer.
The application no. along with the company name is displayed.

Click the View Details button to display the details of the request:

The application details of the new user are displayed along with the affidavit.

Back to the New Request screen; click the Forward button against the respective Application No.:

Enter the remarks of DDM headquarter in the space provided. For recommending the MDCC request to the Director of Mines for final approval, click the Recommended button else click for the Objection button.

Once recommended the request forward to Director of mines for Approval. On objection the application forward to applicant for necessary action.
Back to the New Request screen; click the Back button against the respective Application No.:

- Select the application back to whom.
- Enter the remark.
- Click the back button to back the application.

**Director of Mines**

To view the requests forwarded to the **Director of Mines** for approval, login with the user name and password of the respective officer:

Expand the MDCC global link in the right column and click the New Request primary link under the same:
The list of new MDCC requests recommended to the Director of Mines for final approval is displayed in the New Request screen for the current month.

To view the request details, click the View Request button against the respective application No.

For taking action, click the Forward or Back button against the respective application no.

For back the application, Click Back Button. The below screen will display.
Select the application back to whom.

Enter the remark.

Click the **back** button to back the application.

For taking action, click the **Forward** button against the respective application no.

The remarks given by the approving officers are displayed along with their names.

Enter the Remark of the Director of Mines in **Give your Remark** column and accordingly click the Approve, Reject or Objection button.

On approval, mail is sent to all the officers as well as to the applicant informing of the request approval. To check the request status, the new user can login to his system providing his user name and password.

After login, click the **View Status** tab:
The list of requests already taken action and approved by the Director of mines is displayed. For taking a printout of the MDCC certificate duly signed by the Director of Mines, click the Print (🖨️) button:

![Certificate Image]

The certificate has the digital signature of Director of mines, Odisha.

**2.3 Issue of MDCC by Existing Lessee**

The existing Lessee is the one who is already registered under the i3ms portal and bears user id and password of his own. If the lessee has not yet updated his MDCC certificate can do the same through the i3ms portal.
To update MDCC Certificate, login with the User ID and Password of the lessee in the login screen:

![Login Screen]

On entering the requisite data, click the **Submit** button.

On submitting, the user enters the system of the existing lessee.

For any IT related Assistance, please mail to i3ms@orissaminerals.gov.in
The details of the account, mines profile and permit status are displayed with the major global links at the right hand side column of the screen. Expand the MDCC global link and click the **Apply MDCC** primary link in order to apply for a new one:
The radio button for lessee is chosen as the MDCC certificate for the existing lessee is to be updated.

- **Applicant Name** remains default.
- Enter the **MDCC Number** in the textbox provided as it appears in the certificate.
- Select the date on which the MDCC certificate is issued from the **MDCC Issued on** calendar control.
- Select the expiry date of the certificate from the **MDCC Valid Upto** calendar control.
- Click the Browse button to search and **Upload MDCC Certificate**.
- Click the **Save** button to finish uploading and save the certificate.

On saving the data successfully, the lessee is redirected to the screen wherein the user has to fill in the personal details:

1. Enter the **Mobile Number** of the existing lessee updating the MDCC certificate.
2. Choose the name of the minerals dealing with.
3. Click the **Next** button to finish saving the personal information.

On doing so, the application no. of the lessee is created. In the following screen, the user has to fill in the MDCC application details:
MDCC Application

Apply [Other Information]

Whether the company was ever convicted in any court of law or any case pending in Police Station or any case pending with the Govt.  ☑ Yes  ☐ No

Upload Affidavit of the Director:

PAN Card Number of Company:

Upload PAN Card:

Upload VAT Clearance Certificate:

Upload IT Return of Company:

Upload Board Of Resolution of the Director:

Upload Power Of Attorney of the Director:

Upload Surface Rent:

Upload Dead Rent:

Upload Royalty:

Project Report If Any

Browse...

OSPCB Clearance Certificate

Browse...

Article of Memorandum

Browse...

DIC Registration Certificate

Browse...

Document as proof of Applicant Status

Browse...

Director Details

Name:

PAN Card Number:

Mobile Number:

Upload PAN Card:

Address:

Upload Voter ID:

Email Id:

Back  Save & Forward  Save As Draft
• Incase the company has ever been involved in any police case lying pending with the police station or government, then choose the **Yes** radio button and enter **Reason** for the same.
• Click the Browse button to **Upload Affidavit** of the director.
• Enter the **PAN Card Number** of the company in the given textbox.
• Browse and upload the company **PAN card**, **VAT Clearance certificate**, **IT Return of the company**, **Board of Resolution of the Director** and **Power of Attorney** of the Director in the respective textbox provided.
• Browse and Upload the following documents in the respective textbox which is mandatory like **Surface Rent**, **Dead Rent** and **Royalty**.
• In addition to the above mentioned reports, upload the **Project Report** if any, **OSPCB Clearance Certificate**, **Article of Memorandum**, **DIC Registration Certificate** and document as a proof of **Applicant Status**.
• In the **Director Details** column:
  o Enter the director’s **Name** and **Mobile Number** for communication in the respective textbox.
  o Enter the director’s **PAN Card Number** and Upload the same.
  o Enter the Director’s **Address** and **Email Id** for communication.
  o Upload the **Voter ID card** of the director for identification proof.
• In order save the application in the draft form, click the **Save As Draft** button.
• For forwarding the application to the director of mines, click the **Save & Forward** button.

On forwarding, a copy of the same is sent to all the recipients.

**Section Officer**

On forwarding, the **Section Officer** receives the request for **MDCC certificate** of the new user. To view the request, visit the i3ms help desk.
Click the *Government* button to move to the login page.

Enter the User ID and Password of the Director of Mines in the displayed login screen.
After login into the Director of Mines system, various related global links are displayed on the right column. Click the plus mark against MDCC to expand the global link:

Click the **New Request** primary link to view the details of the new user application:
The lists of requests received by the section officer are displayed along with the application no. and status.

The screen displays the MDCC requests received for the current month. In order to view the previous month requests, select the From Date and To Date accordingly and click the Search button.

For request details, click the View Details button for the respective application no.:

The details of the affidavit uploaded can be viewed on clicking the View hyperlink.

To accept or reject the requests received, click the Forward button:

Enter Remarks and Specific activity in the given space either for or against the request and accordingly click the Accept or Reject button. On accepting, the request is forwarded to the Circle DDM for circle level verification.
In case the request is rejected, the request is sent back to the applicant.

**Circle DDM**

To view the details of the requests, login with the user name and password of the circle DDM.

Expand the MDCC global link and click the **New Request** primary link:

The screen displays the list of new MDCC requests forwarded by the Section officer.

To search for a particular request, enter the **Application No.** in the given textbox and click the Search button.

Click the **View Details** button to display the request details:
The application details along with that of the affidavit can be viewed in the above pop-up screen.

Click the Take Action button against the desired application no. to schedule a date for the physical verification:

Enter Remarks and Specific activity in the given space either for or against the request and accordingly click the Forward button. On forwarding, the request is forwarded to the section officer for final verification.

**Section Officer**

To view the details of the requests, login with the user name and password of the circle Section Officer.
Expand the MDCC global link and click the **New Request** primary link:

The screen displays the list of new MDCC requests forwarded by the Circle DDM.

To forward the particular request, click the forward button to take action. The following screen will display.
Enter Remarks and Specific activity in the given space either for or against the request and accordingly click the **recommended or objection** button. On recommended, the request is forwarded to the **Account officer** for account verification. On objection the request forward to the applicant.

Click the **View Details** button to display the request details:

<table>
<thead>
<tr>
<th>Application Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDCC Application No. : MDCC/156</td>
</tr>
<tr>
<td>Application Type    : Individual</td>
</tr>
<tr>
<td>Applicant Name      : Essel Prt. Ltd.</td>
</tr>
<tr>
<td>Address             : BBSR</td>
</tr>
<tr>
<td>Mobile Number       : 9854231567</td>
</tr>
<tr>
<td>E mail ID           : <a href="mailto:sohag@csmpi.com">sohag@csmpi.com</a></td>
</tr>
<tr>
<td>Mineral For Deal    : Iron</td>
</tr>
<tr>
<td>Applied On          : 17 Nov 2011</td>
</tr>
<tr>
<td>Document Name       : View Document</td>
</tr>
<tr>
<td>Affidavit           : View</td>
</tr>
</tbody>
</table>

The application details along with that of the affidavit can be viewed in the above pop-up screen.

Click the **Back** button against the desired application no. to back the application to the desirer officer.
Select application back to whom. Click the back button to back the application.

**Account Officer**

For account verification, login with the user id and password of the *Account Officer*.

To view the MDCC requests, expand the MDCC global link and click the *New Request* primary link:
The accounts officer can view the list of new MDCC requests received from the section officer for the current year.

To view the request details, click the View Details button against the respective application no.

For taking any action against the received requests, click the Forward or Back button. To back the application, click the back button.
Select the Application Back to whom. And click the Back button to back application.

To take action against the requests click the Forward button. The following screen will appear.

The accounts officer can view the list of officer names who have taken action and given their remarks in the take action screen.

After verification, enter the account officer Remarks, Outstanding and Specific Activity in the space provided and accordingly click the Recommended or Objection button.

Followed by account verification, the MDCC request is recommended to the Deputy Director of Mines at the headquarter.
If the account officer objection the request, then the request forward to the applicant for necessary action.

**DDM Headquarter**

For the headquarter **DDM**, login with the user name and password of the officer.

![Welcome to Odisha Mines Portal](image)

Click the plus mark against MDCC to expand the same. Click the **New Request** primary link under MDCC:

![New Request](image)

In the DDM headquarter login, the user can view the list of MDCC requests recommended by the accounts officer.
The application no. along with the company name is displayed.

Click the View Details button to display the details of the request:

![Application Details](image)

The application details of the new user are displayed along with the affidavit.

Back to the New Request screen, click the Forward button against the respective Application No.:

![New Request Screen](image)

Enter the remarks of DDM headquarter in the space provided. For recommending the MDCC request to the Director of Mines for final approval, click the Recommended button else click for the Objection button.

Once recommended the request forward to Director of mines for Approval. On objection the application forward to applicant for necessary action.
Back to the New Request screen; click the Back button against the respective Application No.:

- Select the application back to whom.
- Enter the remark.
- Click the back button to back the application.

**Director of Mines**

To view the requests forwarded to the **Director of Mines** for approval, login with the user name and password of the respective officer:

Expand the MDCC global link in the right column and click the New Request primary link under the same:
The list of new MDCC requests recommended to the Director of Mines for final approval is displayed in the New Request screen for the current month.

To view the request details, click the View Request button against the respective application No.

For taking action, click the Forward or Back button against the respective application no.

For back the application, Click Back Button. The below screen will display.
Select the application back to whom.

Enter the remark.

Click the back button to back the application.

For taking action, click the Forward button against the respective application no.

The remarks given by the approving officers are displayed along with their names.

Enter the Remark of the Director of Mines in Give your Remark column and accordingly click the Approve, Reject or Objection button.

On approval, mail is sent to all the officers as well as to the applicant informing of the request approval. To check the request status, the new user can login to his system providing his user name and password.

After login, click the View Status tab:
The list of requests already taken action and approved by the Director of mines is displayed. For taking a printout of the MDCC certificate duly signed by the Director of Mines, click the Print ( ☑️ ) button:

![Certificate Image]

After approval, the MDCC certificate issued is duly signed by the Director of Mines.