

North Central Railway

Office of Chief Manager(IT)
 HQ office, Subedarganj, Allahabad
 Dt. 26.10.2016

CMIT/Misc

All P/CHODs, CAO/C, CAO/NCRPU
 All DRMs,
 NCR

Sub: Inspection Monitoring & Management System.

Ref: This office of letter of even no Dt. 05.07.2016.

The subject IT application wherein inspection note shall be generated, forwarded, replied back, monitored and closed online is available at NCR's official website i.e ncr.indianrailways.gov.in >IR Personnel >E Office Applications and website on railnet at <http://10.102.0.23/imms/> since 5th July 2016. The application is in use by many senior officers including General Manager.

Some common observations are noted and advise/clarification is issued as under:

1. Officers are uploading scanned copy of inspection note without marking to any action to be taken by officer. As a result, they (action to be taken by officer) do not get updated by system about inspection note so generated by inspecting officer. Now this field has been made mandatory to fill.

2. Every inspection note should be assigned to action to be taken by officer(s). If the officer is not appearing in the list box of action to be taken by officer, there is a provision to create his user ID and password by filling certain information like mobile no. email etc. Please fill correct mobile number of action to be taken by officer at the time of creation. A welcome SMS message regarding user ID & PW and intimation for inspection note is delivered to the concerned officer by system.

2. Please ensure that the uploaded file of inspection note is virus free, scan your PC on daily basis & also update the antivirus. System may not accept infected file.

General Manager has directed that every officer should start using the application. Copy of Inspection note should come to him online through the application itself.

Please direct your PS/steno and officers down below accordingly. The user manual is enclosed for ready assistance for those who have not gone through in past. Please feel free to contact for any assistance and suggest any modification/correction.

Helpline- Sri Manish Rungta- 9450405669, 7388965669, Sri Krishna Kant- 9794835777.

DA: As Above


 (Ashish Kumar Agarwal)
 Chief Manager (IT)

C/- Secy to GM – for kind information of GM please.
 Secy to AGM – for kind information of AGM please.

Steps to use the Inspection Monitoring & Management System

For Inspecting officer

1. Open web browser (Chrome)
2. Write NCR RAILNET website url as <http://10.102.2.19>
3. Click on Application Menu > **Inspection Monitoring & Management System** & you will get the login Page
4. Please fill the **User Name & Password** (User Id- your designation in lower case, PW- same) & click on Submit button
5. Now you will get the working page of **Inspection Monitoring & Management System**
6. **Entry of Inspection Note** : click on this link you will get the entry page of Inspection Note ,
 - a. fill date by clicking on date textbox,
 - b. write observations during Inspection on text area,
 - c. if you have document file / pdf file or other file to upload then click on choose file button & select file
 - d. now you have to allocate the Inspection Note to the Action taking officer(s) for that you just have to select the officer name (if the officer name is not in the list then click on CREATION OF ACTION TAKEN USER & fill the form. You can choose multiple officers by pressing ctrl key.
 - e. now you have to select the grades of inspection
 - f. finally click on submit button, you will get the confirmation message also, now click on back button
7. **Reports**: click no report link to view the Inspection Note
 - a. if we click on view all we will get all Inspection Note & click on submit button
 - b. if we click on view by date then by clicking on textbox we can select date & get all Inspection Note of specific date only & click on submit button
 - c. if we want to view Inspection Note that has been posted by specific officer then click on view by officer & select office name & click on submit button
 - d. if you want to view all pending inspection notes then click on view all pending inspection note & click on submit button
 - e. if you want to view all inspection notes that reply has been made by the action taking officer then just click on View Inspection Notes Replied by Look After Officer & click on submit button
 - f. if you want to view all closed inspection notes then click on view all closed inspection notes option & click on submit button
8. **Change Password**: If login user wants to change the password then click on change password & write new password two times & click on submit button

For Action Taking Officer

1. Open web browser (Chrome)
2. Write NCR RAILNET website url as <http://10.102.2.19>
3. Click on Application Menu > **Inspection Monitoring & Management System** & you will get the login Page
4. Please create the User Name & Password you want to give (PI follow the same policy i.e. User Id- your designation in lower case, PW- same) & click on Submit button
5. Now you will get the working page of Inspection Monitoring & Management System
6. **Reports:** click on report link to view the Inspection Note
 - a. if we click on view all we will get all Inspection Note & click on submit button
 - b. if we click on view by date then by clicking on textbox we can select date & get all Inspection Note of specific date only & click on submit button
 - c. if you want to view all pending inspection notes then click on view all pending inspection note & click on submit button
 - d. if you want to view all inspection notes that reply has been made then click on View all Replied Inspection Notes option & click on submit button
 - e. if you want to view all closed inspection notes then click on view all closed inspection notes option & click on submit button
7. **Now click on Reply Button** : you will get window for Report (for Grades D,E,F,G) you have to click on reply button
 - a. select reply date, reply message & if we have reply document in file then click on select file button & click on submit button & then back to the working page

Note: in the Report Segment there is Status Column that shows you the working status of Inspection Note as,

If grade A,B,C then it shows FOR INFORMATION ONLY, you can see it only, you do not have to reply it

If you have submitted reply of Inspection note then the status is Replied by action taking officer

Re-forwarding of Inspection Note by inspecting officer to other officer at next Level

Same as step 1-7 as above for inspecting officer.

1. **Now click on Re-forward Button** :if the officer get the reply of inspection note at first level & wants to send it at next officer & then click on Re-forward & choose the date of forward & select officer & click on submit button.

Note: for any kind of assistance Please contact to following :-

Sri Manish Rungta- 9450405669, 7388965669

Sri Krishna Kant- 9794835777
