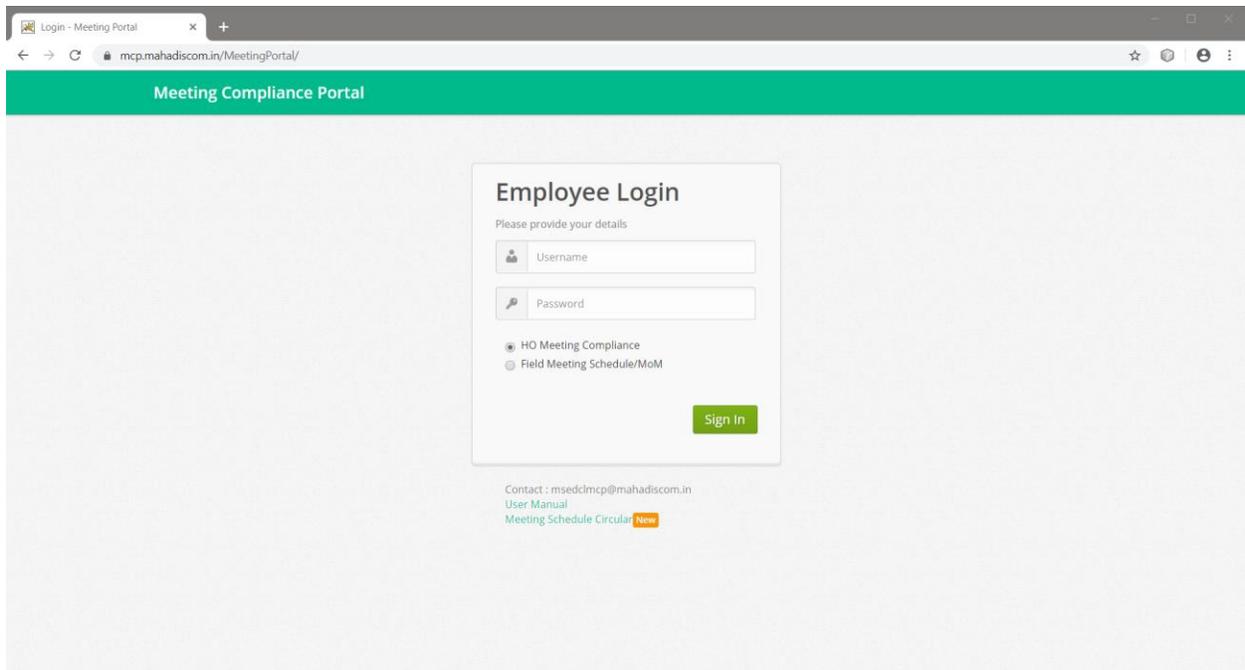


## Meeting Compliance Portal

### Login:

1. Enter your username and password.
2. Select portal type
  - A. HO Meeting Compliance – For Meetings conducted by CMD sir
  - B. Field Meeting Schedule/MoM – For entering meeting schedule for RD/CE/SE
3. Please change your password after first login.



The screenshot shows a web browser window with the address bar displaying "mcp.mahadiscom.in/MeetingPortal/". The page has a green header with the text "Meeting Compliance Portal". The main content area features a white box titled "Employee Login" with the instruction "Please provide your details". Inside this box, there are two input fields: "Username" and "Password". Below the fields are two radio buttons: "HO Meeting Compliance" (which is selected) and "Field Meeting Schedule/MoM". A green "Sign In" button is located at the bottom right of the login box. Below the login box, there is a contact email "msedcmcp@mahadiscom.in", a link to "User Manual", and a link to "Meeting Schedule Circular" with a "New" badge.

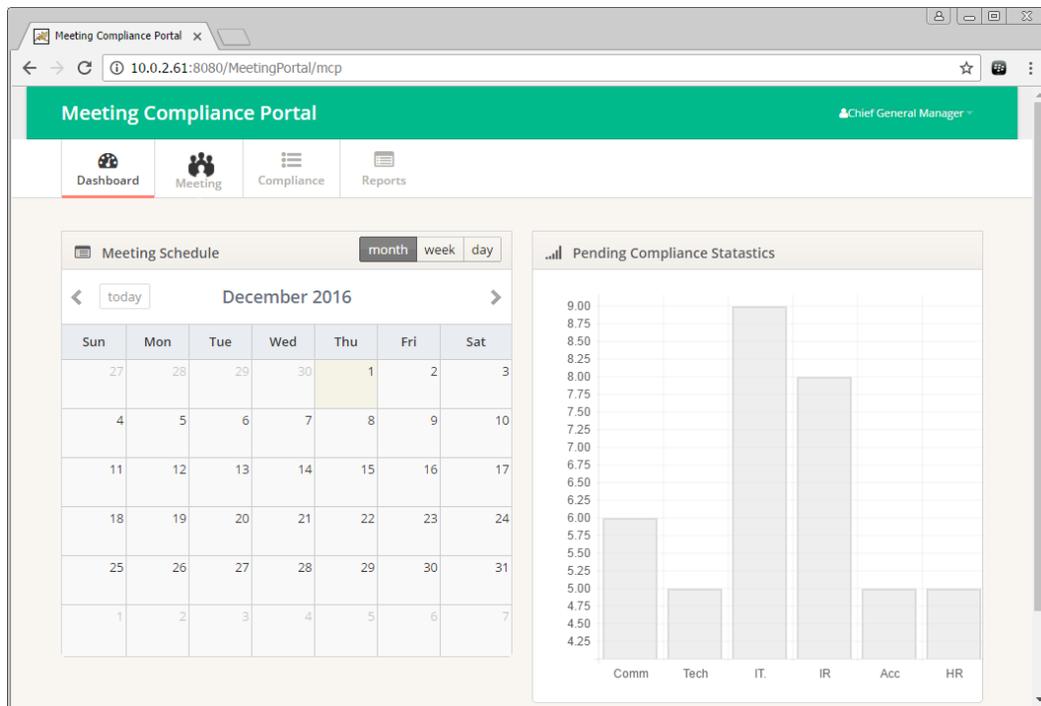
## A. HO Meeting Compliance

**Dashboard:** Dashboard displays Calendar and Pending Compliance Statistics. Calendar displays Meeting Schedules.

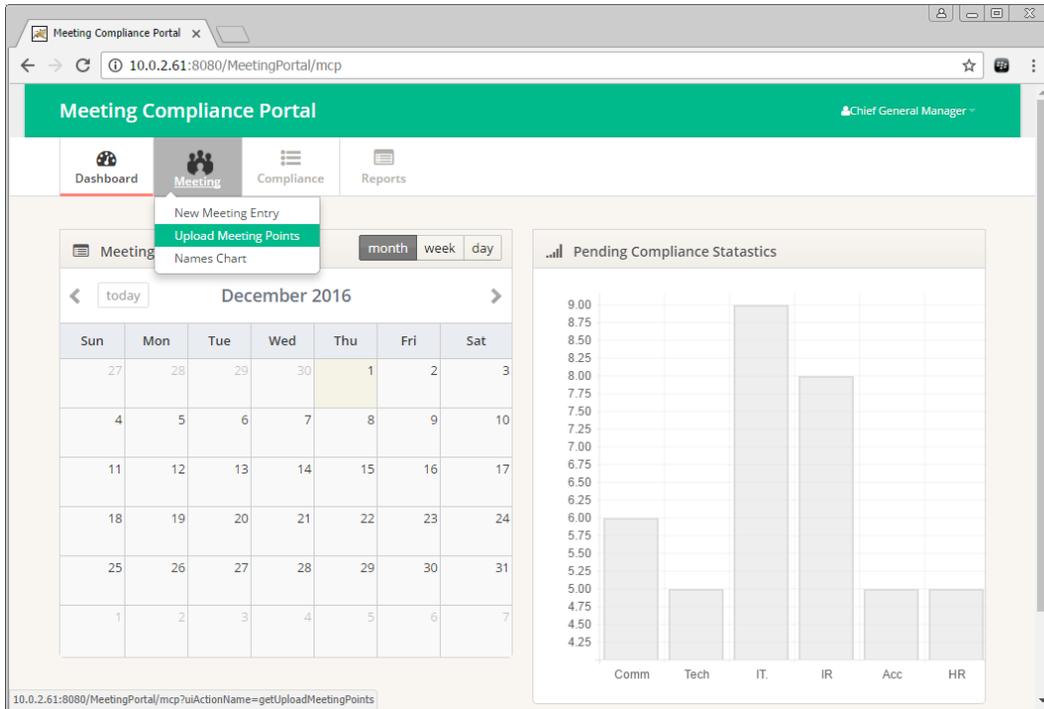
- Meeting Dates will have a Blue Mark.
- Hovering Mouse over the Blue Mark will display Meeting Titles.
- Clicking on Blue Mark will redirect to Meetings List for the Date.

Pending Compliance Statistics displays Department-wise Pending ATR count.

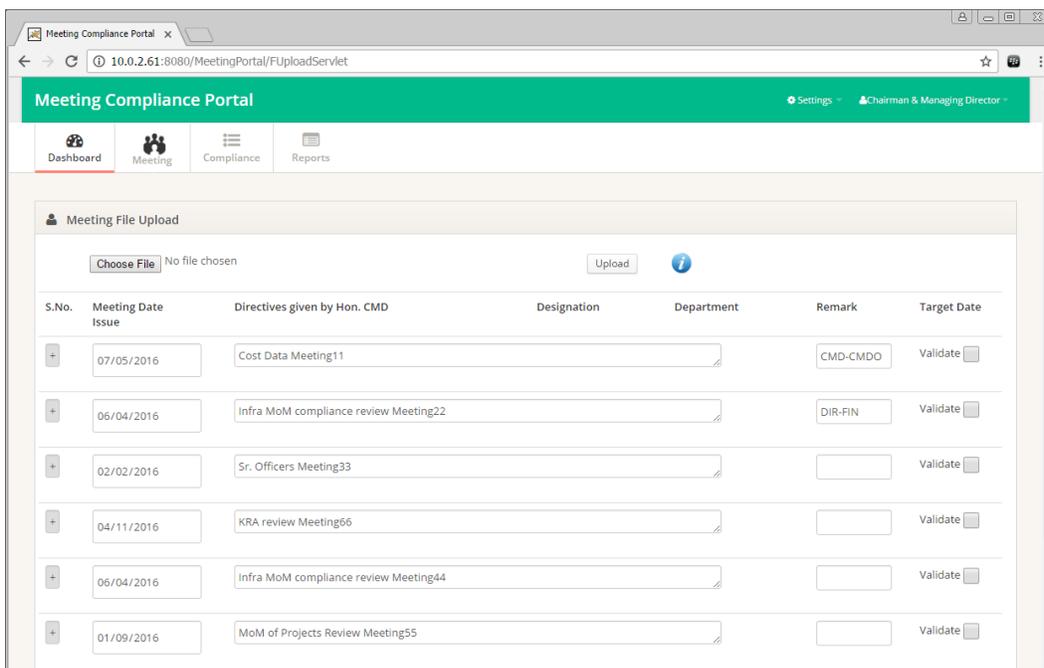
- The bar graph shows Department-wise Pending ATR count for the meetings conducted by the logged in authority.



**Upload Meeting (Excel Format):** Meeting Details can be uploaded into the system in pre-decided excel sheet format.



Select a file to upload: Meeting details file (in pre-decided Excel Format) can be uploaded using this screen.



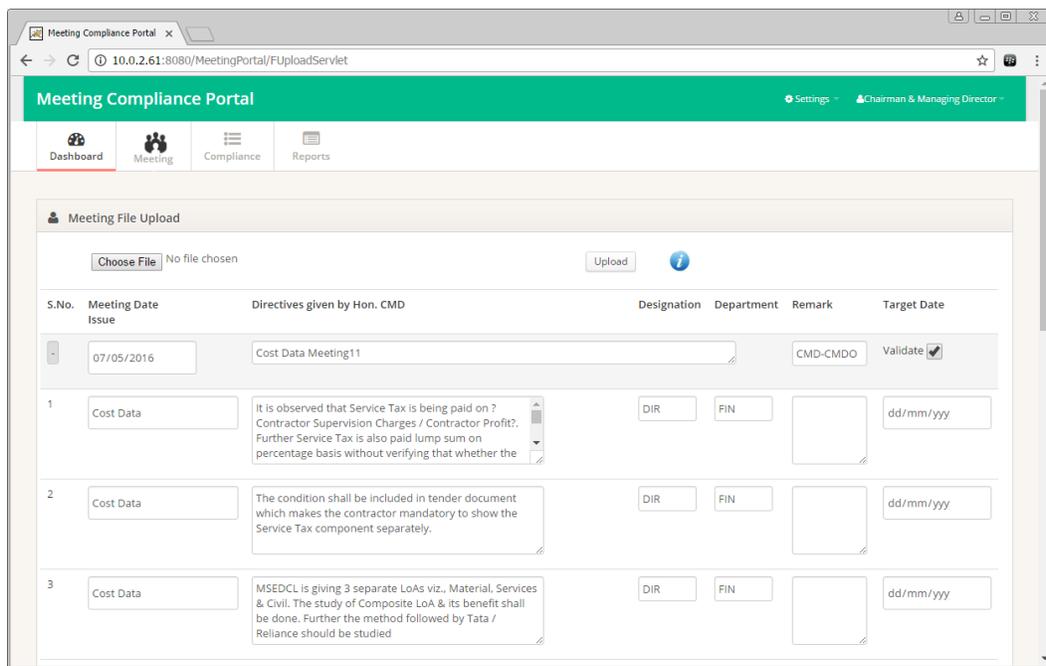
Uploaded data will be displayed on the screen, with collapsed meeting details. Clicking on the [+] icon in **Sr. No** column will display details of all the Directives given by the Meeting Conducting Authority. Corrections can be done before confirming the upload of the data.

Validate the data displayed on the screen by selecting the check box on the extreme right side of the Meeting Title.

Department and Designation short names should be keyed in the excel file, information regarding the short names is displayed under the small icon (i). Proper short names will ensure proper assignment of the directives.

Once ensured that the data is correct, the upload can be confirmed. e-Mails will be sent to all the Concerned HOD's, from whom the ATR is expected, after the meeting details are uploaded.

**Data displayed on confirmation screen:**



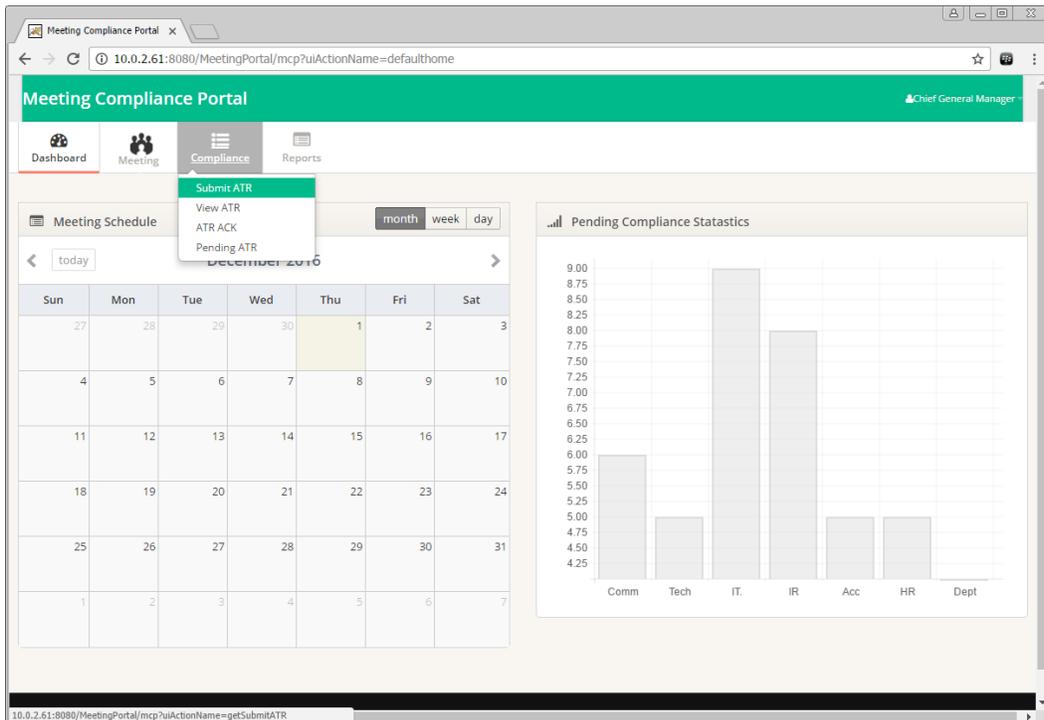
## Department and Designation Abbreviations:

Names Chart page contains Department and Designation abbreviations, which are to be used in Excel file for uploading Meeting Points.

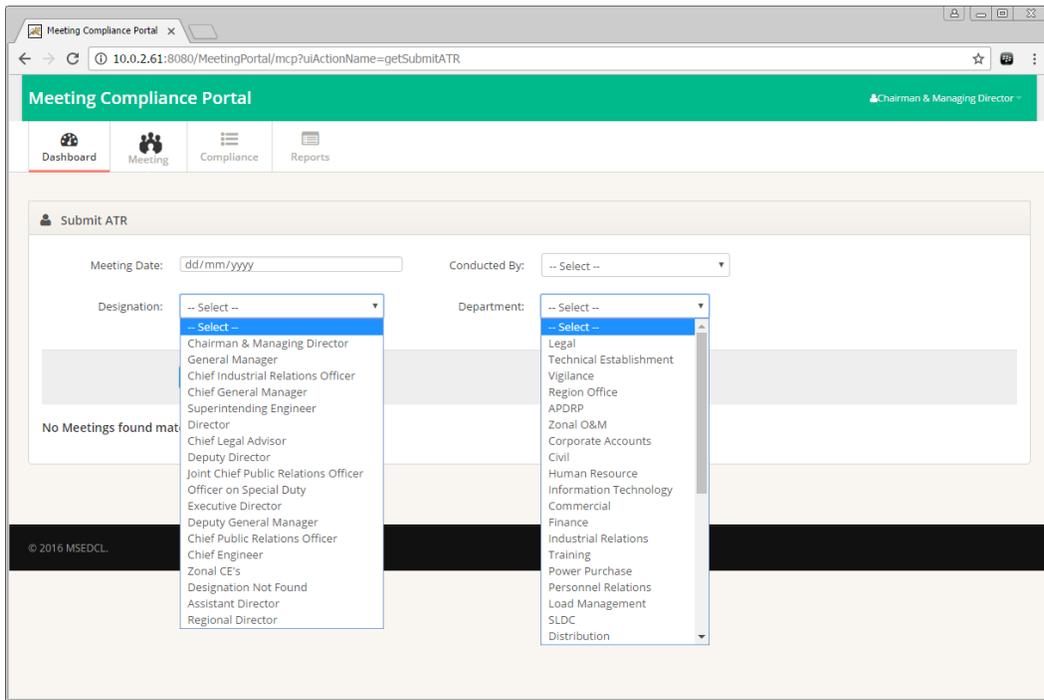
The screenshot shows the Meeting Compliance Portal interface. The top navigation bar includes 'Dashboard', 'Meeting', 'Compliance', and 'Reports'. The main content area is titled 'Department & Designation Names Chart' and contains two tables. The first table lists Department Abbreviations and Names, and the second table lists Designation Abbreviations and Names.

Department Abbreviation	Department Name	Designation Abbreviation	Designation Name
CMD	CMD Office	CMD	Chairman & Managing Director
LEGAL	Legal	GM	General Manager
TE	Technical Establishment	CIRO	Chief Industrial Relations Officer
VIG	Vigilance	CGM	Chief General Manager
RO	Region Office	SE	Superintending Engineer
APDRP	APDRP	DIR	Director
ZONE O&M	Zonal O&M	CLA	Chief Legal Advisor
CA	Corporate Accounts	DD	Deputy Director
CIVIL	Civil	JT-CPRO	Joint Chief Public Relations Officer
HR	Human Resource		
IT	Information Technology		
COMM	Commercial		

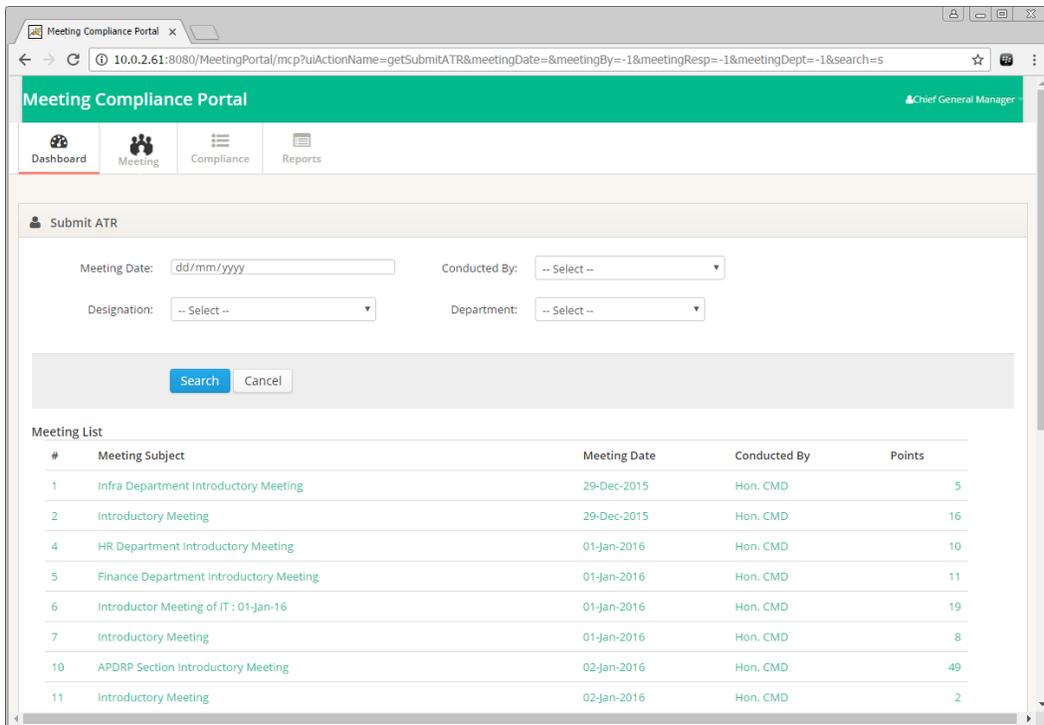
## Submit Action Taken Report:



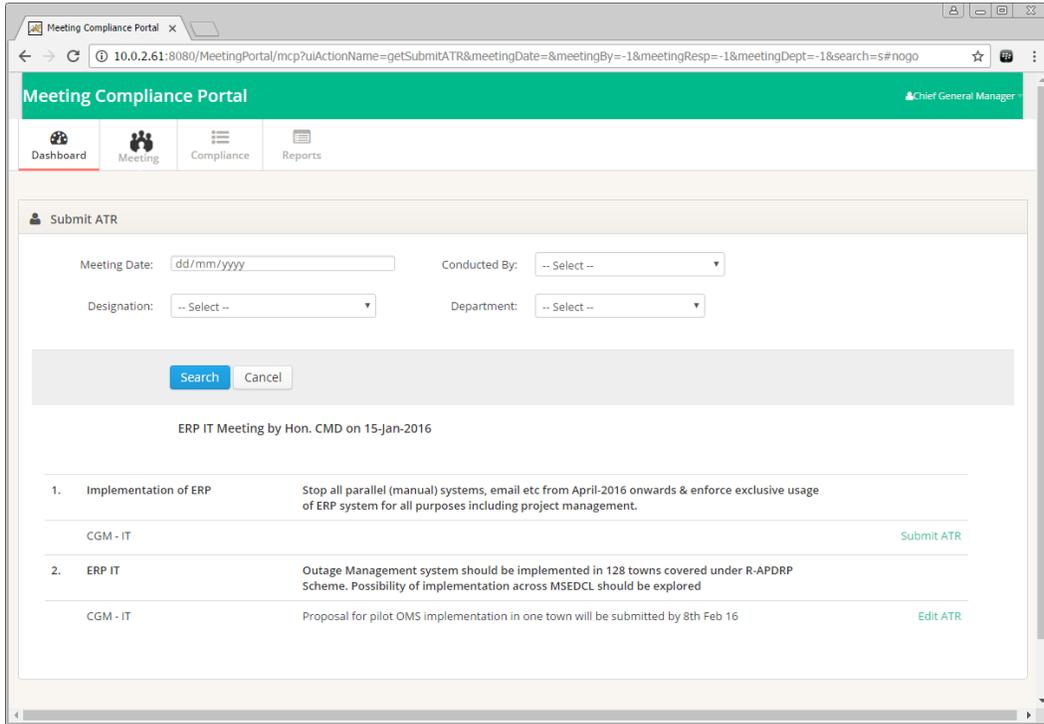
Search can be performed by Meeting Date, Department, Designation and Conducted By.



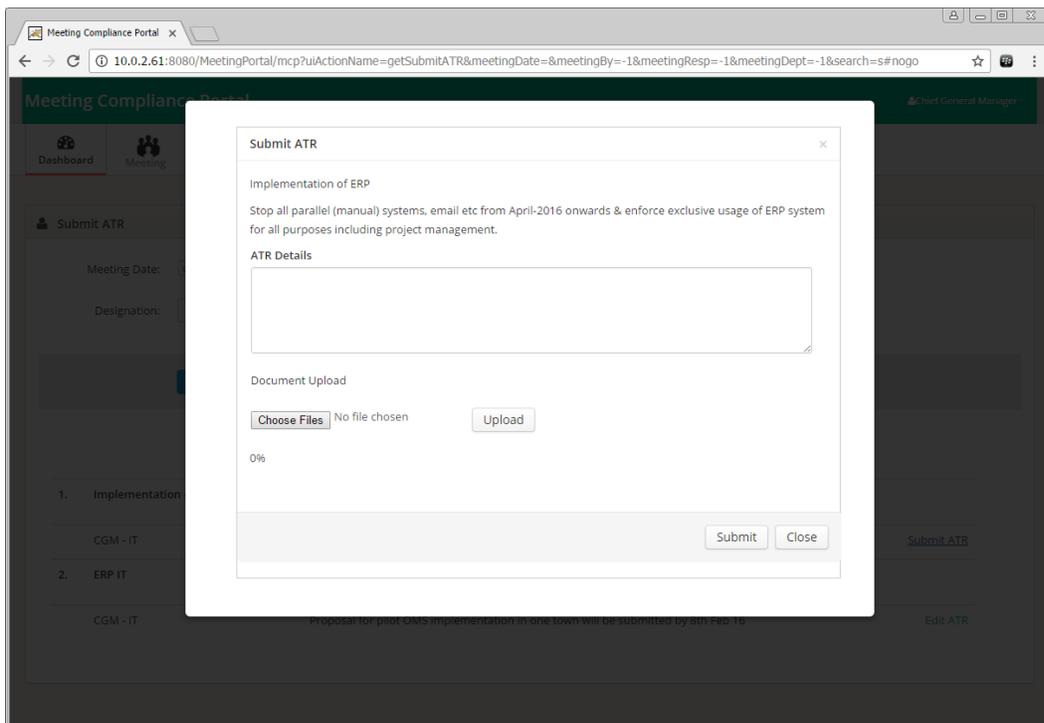
Meeting List will be displayed as per the search criteria.



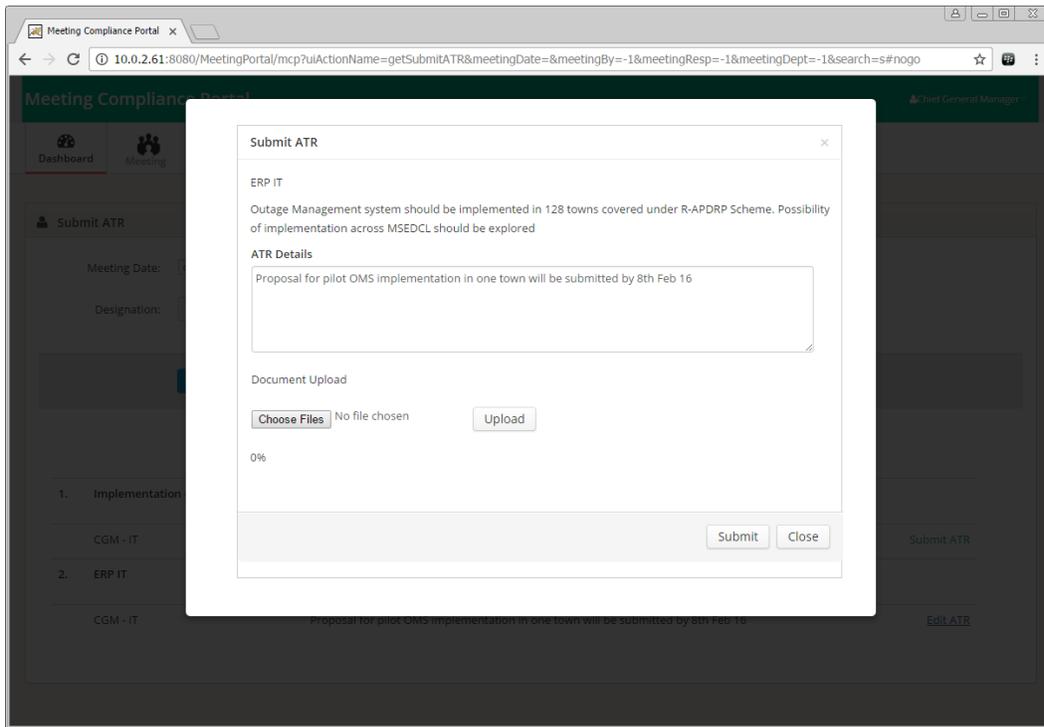
Click on a Meeting to view the Meeting Details.



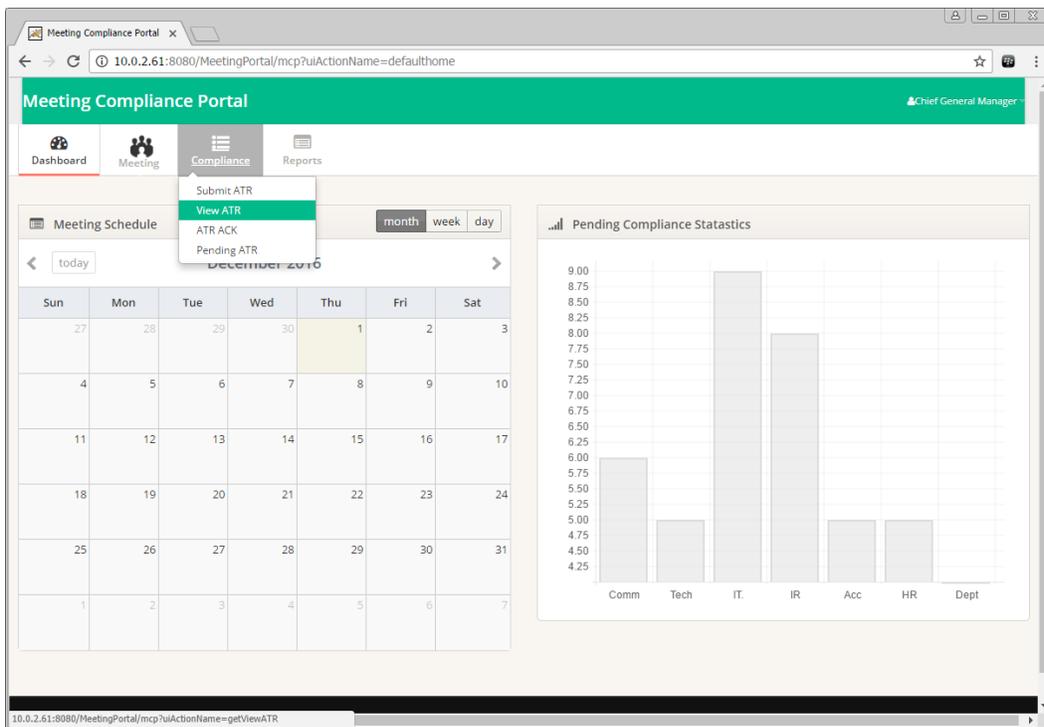
Click Submit ATR to submit Action Taken Report. Pop-Up is shown as below. Enter ATR Details and Upload any Files pertaining to the description. After Entering Details and Uploading Files, click on Submit to save the Action Taken Report.



Edit ATR where ATR is already submitted.



View Action Taken Report:



Meeting List will be displayed as per the search criteria.

The screenshot shows the Meeting Compliance Portal interface. At the top, there is a navigation bar with 'Dashboard', 'Meeting', 'Compliance', and 'Reports' tabs. Below this is a 'View ATR' section with search filters: Meeting Date (dd/mm/yyyy), Conducted By (dropdown), Designation (dropdown), and Department (dropdown). A 'Search' button is present. Below the filters is a 'Meeting List' table with the following data:

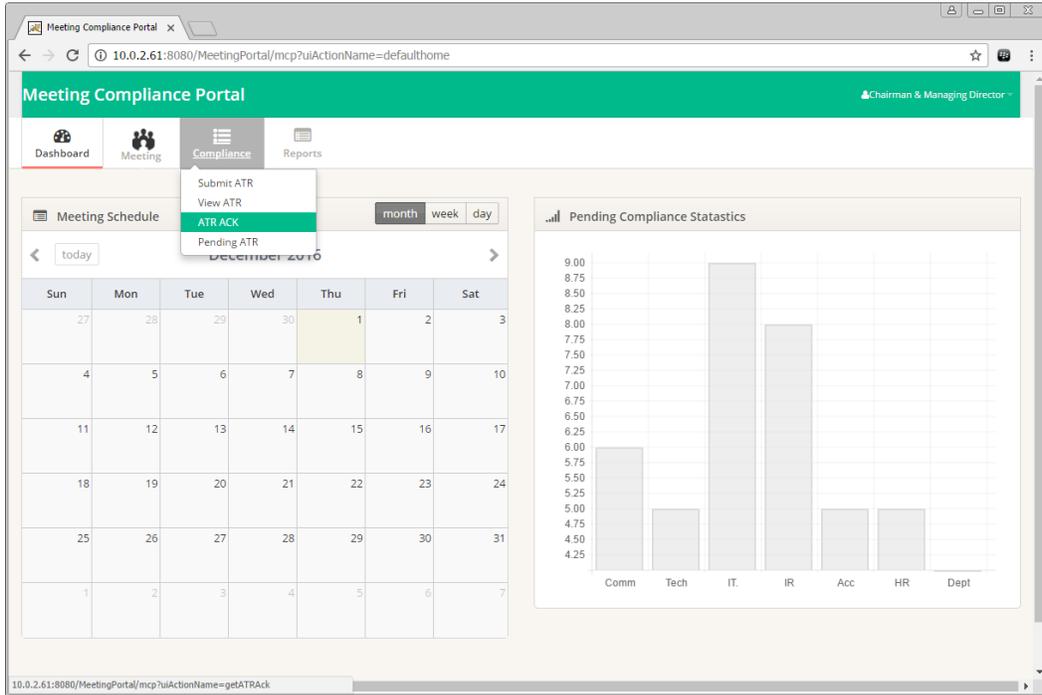
#	Meeting Subject	Meeting Date	Conducted By	Points
1	Infra Department Introductory Meeting	29-Dec-2015	Hon. CMD	5
2	Introductory Meeting	29-Dec-2015	Hon. CMD	16
3	HR Department Introductory Meeting	31-Dec-2015	Hon. CMD	3
4	HR Department Introductory Meeting	01-Jan-2016	Hon. CMD	10
5	Finance Department Introductory Meeting	01-Jan-2016	Hon. CMD	11
6	Introducer Meeting of IT : 01-Jan-16	01-Jan-2016	Hon. CMD	19
7	Introductory Meeting	01-Jan-2016	Hon. CMD	8
8	HR Department Introductory Meeting	02-Jan-2016	Hon. CMD	32

Click on a Meeting to view the Meeting Details.

The screenshot shows the Meeting Compliance Portal interface with the 'Meeting Details' view. The search filters are the same as in the previous screenshot. Below the filters, the meeting details are displayed for 'Consumer Representatives Meeting by Hon. CMD on 01-Feb-2016'. The details are organized into three numbered sections:

- Cost Data**: Prevaling cost data pertains to FY 2012-13, the same to be updated within one month by Dir-Proj in coordination with Dir-Fin.
  - DIR - FIN: Updated cost data prepared and ready for appraisal
  - DIR - PROJ: Updated cost data prepared and ready for appraisal
- Consumer**: All Zonal CE to interact with consumer representatives in their jurisdiction compulsorily on quarterly basis and report to be submitted accordingly. Such sessions should be conducted down the line up to sub-division level for which frequency to be decided.
  - DIR - OPER: Directives has have been issued
- Consumer**: Explore the possibilities of ToD tariff to be made applicable for industries (specifically powerlooms)

**Acknowledge for Action Taken Report:** ATR can be "Accepted" or "ReAssigned" by the Meeting Conducting Authority.

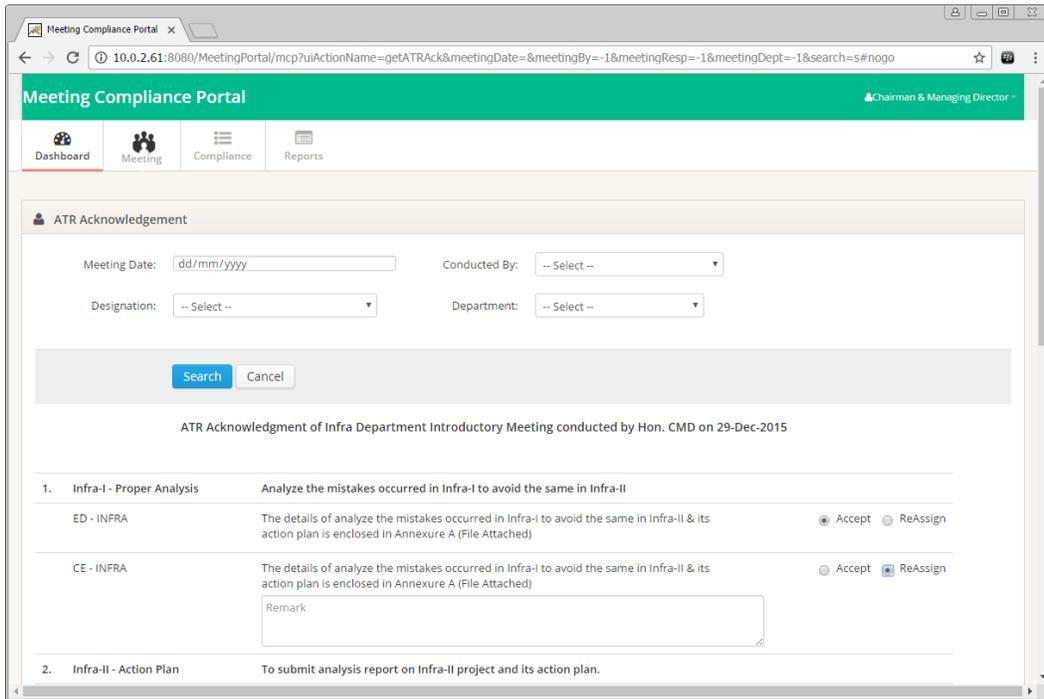


Meeting List will be displayed as per the search criteria.

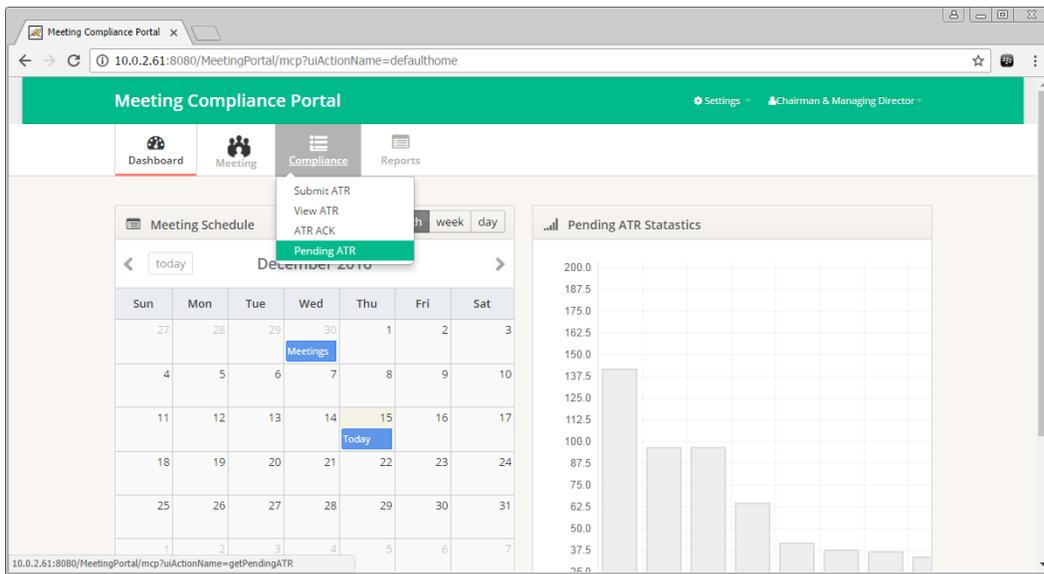
The screenshot shows the Meeting Compliance Portal interface with search criteria for ATR Acknowledgement. The search criteria include Meeting Date, Conducted By, Designation, and Department. Below the search criteria is a Meeting List table.

#	Meeting Subject	Meeting Date	Conducted By	Points
1	Infra Department Introductory Meeting	29-Dec-2015	Hon. CMD	5
2	Introductory Meeting	29-Dec-2015	Hon. CMD	16
3	HR Department Introductory Meeting	31-Dec-2015	Hon. CMD	3
4	HR Department Introductory Meeting	01-Jan-2016	Hon. CMD	10
5	Finance Department Introductory Meeting	01-Jan-2016	Hon. CMD	11
6	Introducer Meeting of IT : 01-Jan-16	01-Jan-2016	Hon. CMD	19
7	Introductory Meeting	01-Jan-2016	Hon. CMD	8

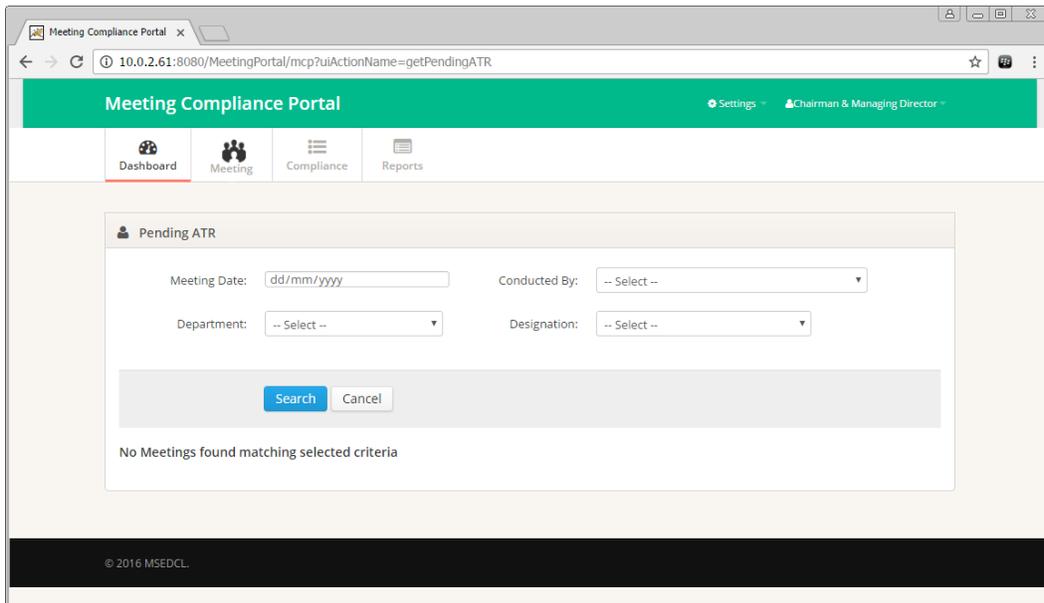
Click on a Meeting to view the Meeting Details. Option to Accept or Reassign ATR can be seen against each directive given. Remark is required for Reassigning an ATR.



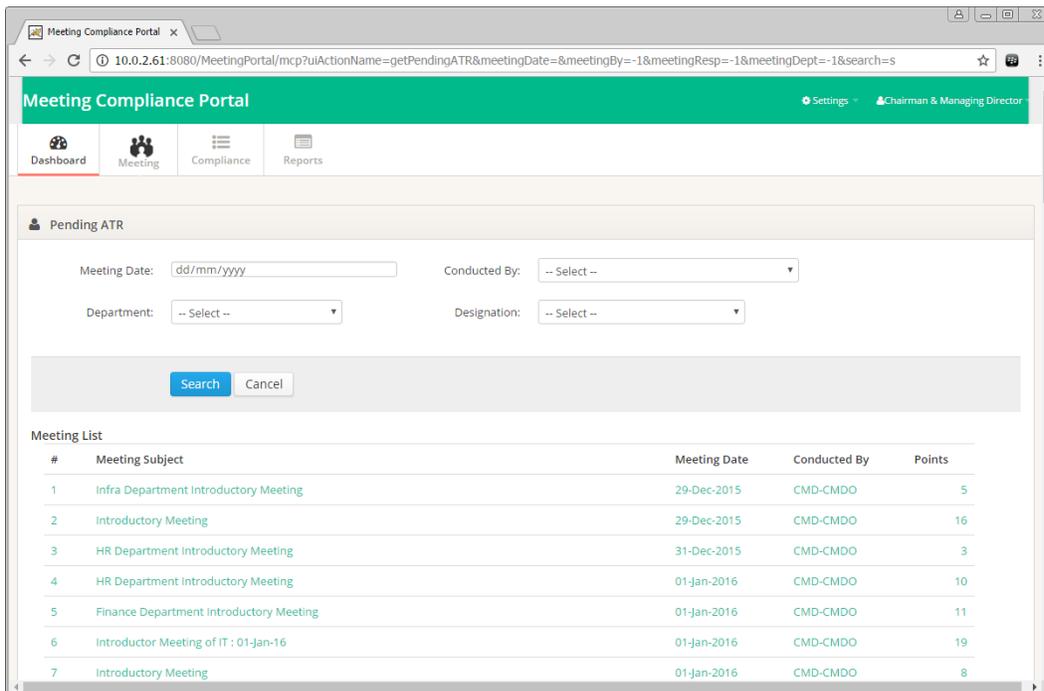
## Pending ATR:



Meeting List will be displayed as per the search criteria.



Click on a Meeting to view the Meeting Details.



Click on Send Reminder link to send a Reminder e-mail to the Concerned Authority.

The screenshot shows the 'Meeting Compliance Portal' interface. The top navigation bar includes 'Dashboard', 'Meeting', 'Compliance', and 'Reports'. The main content area is titled 'Pending ATR' and contains search filters for Meeting Date, Department, Conducted By, and Designation. Below the filters are 'Search' and 'Cancel' buttons. A search result is displayed for ID 53, detailing a meeting on 14-Jun-2016. The results are shown in a table with columns for item number, subject, and points.

#	Meeting Subject	Meeting Date	Conducted By	Points
1.	Ag pump	1.yy District wise HT LT ratio to be appraised by CE-Dist.		
	NODISIG - NODEPT			<a href="#">Send Reminder</a>
2.	Ag pump	2.yy District wise Strategy to be discussed with MSETCL Considering the system overloading constraints. ED-Dist. to give district wise details in respect of overloading.		
	NODISIG - NODEPT			<a href="#">Send Reminder</a>
3.	Ag pump	3.yy Presentation on transformer repair pilot project work out by M/s. BVG to be shown on 22-06-2016.		
	NODISIG - NODEPT			<a href="#">Send Reminder</a>

**Reports:**  
Meeting List will be displayed as per the search criteria.

The screenshot shows the 'Meeting Compliance Portal' interface with the 'Reports' section selected. It features the same search filters as the previous screenshot. Below the filters are 'Search' and 'Cancel' buttons. The results are displayed in a table titled 'Meeting List' with columns for item number, meeting subject, meeting date, conducted by, and points.

#	Meeting Subject	Meeting Date	Conducted By	Points
1	Infra Department Introductory Meeting	29-Dec-2015	CMD-CMDO	5
2	Introductory Meeting	29-Dec-2015	CMD-CMDO	16
3	HR Department Introductory Meeting	31-Dec-2015	CMD-CMDO	3
4	HR Department Introductory Meeting	01-Jan-2016	CMD-CMDO	10
5	Finance Department Introductory Meeting	01-Jan-2016	CMD-CMDO	11
6	Introducor Meeting of IT : 01-Jan-16	01-Jan-2016	CMD-CMDO	19
7	Introductory Meeting	01-Jan-2016	CMD-CMDO	8

Click on a Meeting to view the Meeting Details.

Report can be downloaded in PDF or Excel formats.

The screenshot shows a web browser window titled "Meeting Compliance Portal". The address bar contains the URL: 10.0.2.61:8080/MeetingPortal/mcp?uiActionName=getReports&meetingDate=&meetingBy=-1&meetingResp=-1&meetingDept=-1&search=s#nogo. The main content area displays a table of meeting reports. The table has three columns: a department code, a meeting title, and a status. Below the table are two buttons: "Download PDF" and "Download Excel".

Department	Meeting Title	Status
ED - INFRA	Multiple agencies to be deployed if required.	Complied
3. Infrastructure / Vidarbha-Marathwada Special Packa	Ag. Portion (Scope) covered in Infra-II to be geared up for achieving the target.	
ED - INFRA	Matter is being followed with Infra Agencies regularly	
4. Infrastructure / Vidarbha-Marathwada Special Packa	Basic presentation on DDUGJY to be apprised to Board	
ED - INFRA	Complied	
5. Infrastructure / Vidarbha-Marathwada Special Packa	Four Years prospective plan (District wise) for Infra development as per load growth to be prepared. Consulting Agency to be deputed if required.	
ED - INFRA	Discussion with with M/s. Medhaj is under process	
6. Finance	Balance sheet for the period April-2015 to December-2015	
NODISIG - NODEPT		Pending
7. Finance	Cash flow statement for month on month and cumulative basis upto Dec-2015 for FY 2015-16.	
NODISIG - NODEPT		Pending

Download PDF      Download Excel

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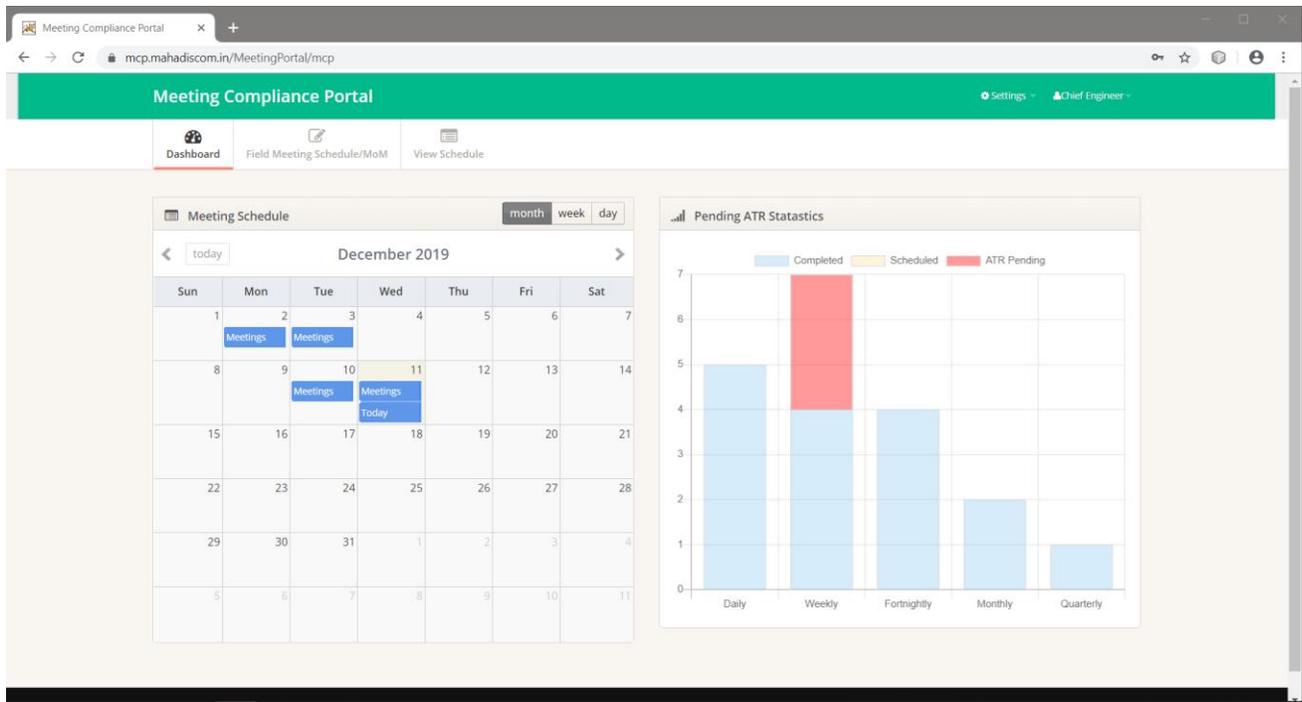
## B. Field Meeting Schedule/MoM

**Dashboard:** Dashboard displays Calendar and Pending Compliance Statistics. Calendar displays Meeting Schedules.

- Meeting Dates will have a Blue Mark.
- Hovering Mouse over the Blue Mark will display Meeting Titles.
- Clicking on Blue Mark will redirect to Meetings List for the Date.

Pending Compliance Statistics displays frequency-wise Completed, Scheduled and Pending ATR count.

- The bar graph shows Department-wise count for the meetings scheduled by the logged in authority.
  - **Completed:** Past meetings whose MoM/Remark is submitted.
  - **Scheduled:** Upcoming scheduled meetings.
  - **ATR Pending:** Past meetings whose MoM/Remark is not yet submitted.



**Upload Meeting Schedule:** Meetings schedule can be uploaded using this menu.

The screenshot shows the Meeting Compliance Portal interface. The top navigation bar is green with the text 'Meeting Compliance Portal' and 'Settings' and 'Chief Engineer'. Below the navigation bar, there are three tabs: 'Dashboard', 'Field Meeting Schedule/MoM', and 'View Schedule'. The 'Field Meeting Schedule/MoM' tab is active, and a dropdown menu is open, showing 'Upload Meeting Schedule' (highlighted in green), 'Add Custom Schedule', and 'Submit ATR / MoM'. Below the menu, there is a calendar for December 2019. The calendar shows meetings scheduled for various days, with some days marked 'Meetings Today'. To the right of the calendar is a 'Pending ATR Statistics' bar chart. The chart has a legend with three categories: 'Completed' (blue), 'Scheduled' (yellow), and 'ATR Pending' (red). The x-axis shows frequencies: Daily, Weekly, Fortnightly, Monthly, and Quarterly. The y-axis ranges from 0 to 7. The 'Weekly' bar is the tallest, reaching 7, and is composed of 4 blue segments (Completed) and 3 red segments (ATR Pending). Other bars are: Daily (5 blue), Fortnightly (4 blue), Monthly (2 blue), and Quarterly (1 blue).

- Select Frequency and search to enter predefined meetings.

The screenshot shows the Meeting Compliance Portal interface. The top navigation bar is green with the text 'Meeting Compliance Portal' and 'Settings' and 'Chief Engineer'. Below the navigation bar, there are three tabs: 'Dashboard', 'Field Meeting Schedule/MoM', and 'View Schedule'. The 'Field Meeting Schedule/MoM' tab is active. Below the tabs, there is a 'New Schedule Entry' form. The form has a 'Frequency' dropdown menu with the text '--Select--' and a 'Search' button. Below the dropdown and button, there is the text 'OR' and a link 'Add My Custom Schedule'. At the bottom of the page, there is a footer with the text '© 2019 MSEDCL'.

- Select Meeting Mode, Scheduled Date and Review to be taken upto
- If Meeting Mode is physical then enter meeting venue
- Select Meeting participants
- Then Save the meeting schedule

The screenshot shows the Meeting Compliance Portal interface. The browser address bar displays the URL: `mcp.mahadiscom.in/MeetingPortal/mcp?uiActionName=getNewActivity`. The page title is "Meeting Compliance Portal" and the user is logged in as "Chief Engineer".

The main navigation menu includes "Dashboard", "Field Meeting Schedule/MoM" (which is the active page), and "View Schedule".

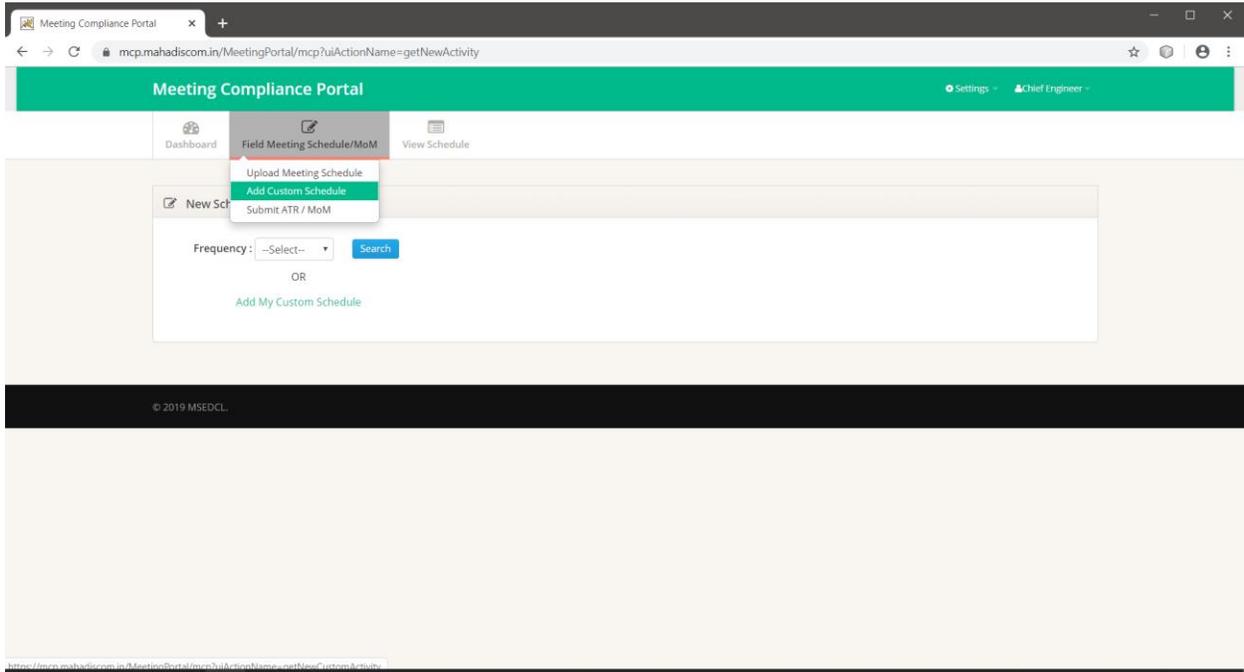
The "New Schedule Entry" form contains the following table:

Selection	Title	Meeting Mode	Scheduled Date	Review To Be Taken Upto	Participants
<input checked="" type="checkbox"/> 1	EHV co-ordination meeting	--Select--	dd-mm-yyy *Last Dt: 19-Nov-2019	--Select--	Select Participants
<input checked="" type="checkbox"/> 2	Review of substation overloading	--Select--	dd-mm-yyy *Last Dt: null	--Select--	Select Participants
<input checked="" type="checkbox"/> 3	Interaction with industrial association	--Select--	dd-mm-yyy *Last Dt: null	--Select--	Select Participants

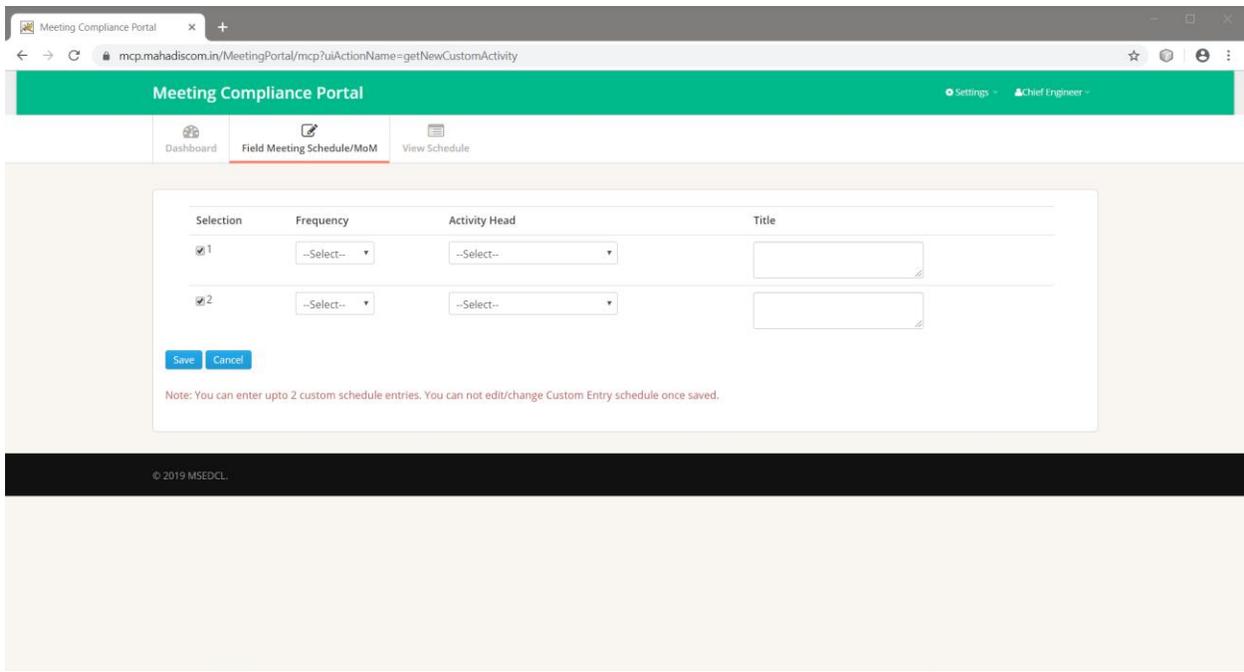
Below the table are "Save" and "Cancel" buttons. A note at the bottom of the form states: "\*Meeting upto this date is already scheduled."

The footer of the page contains the copyright information: "© 2019 MSEDCL".

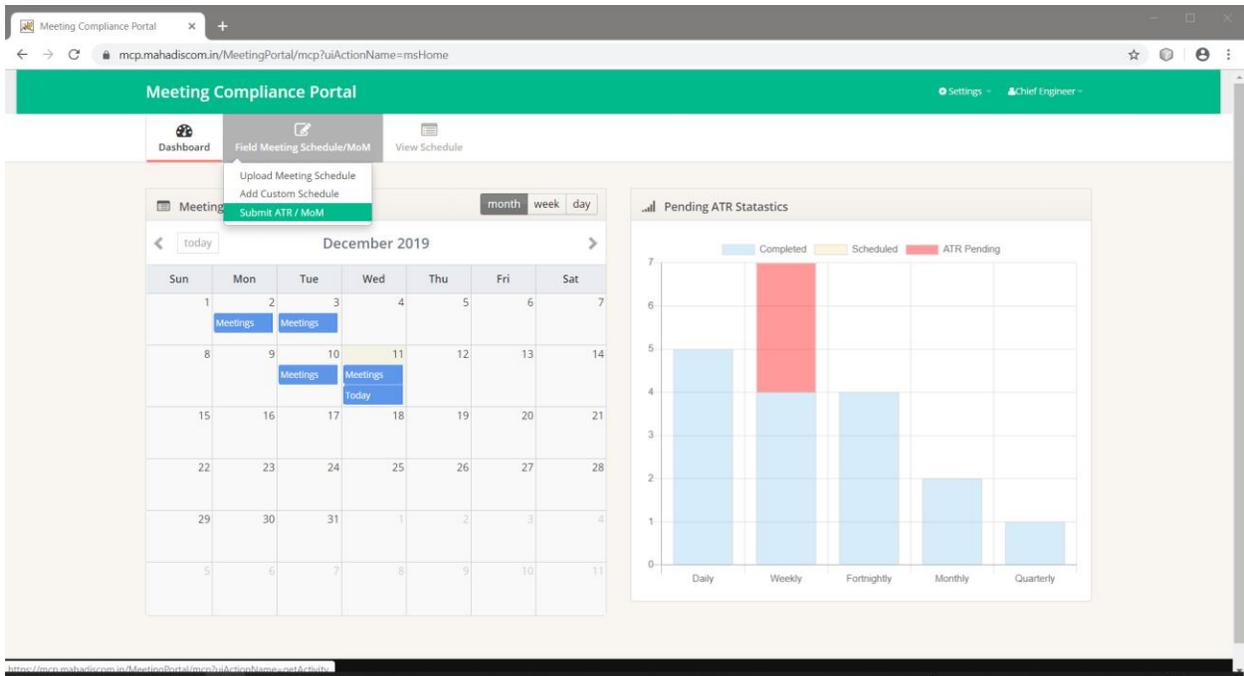
**Add Custom Schedule:** Up to two custom meeting schedules can be enter using this menu.



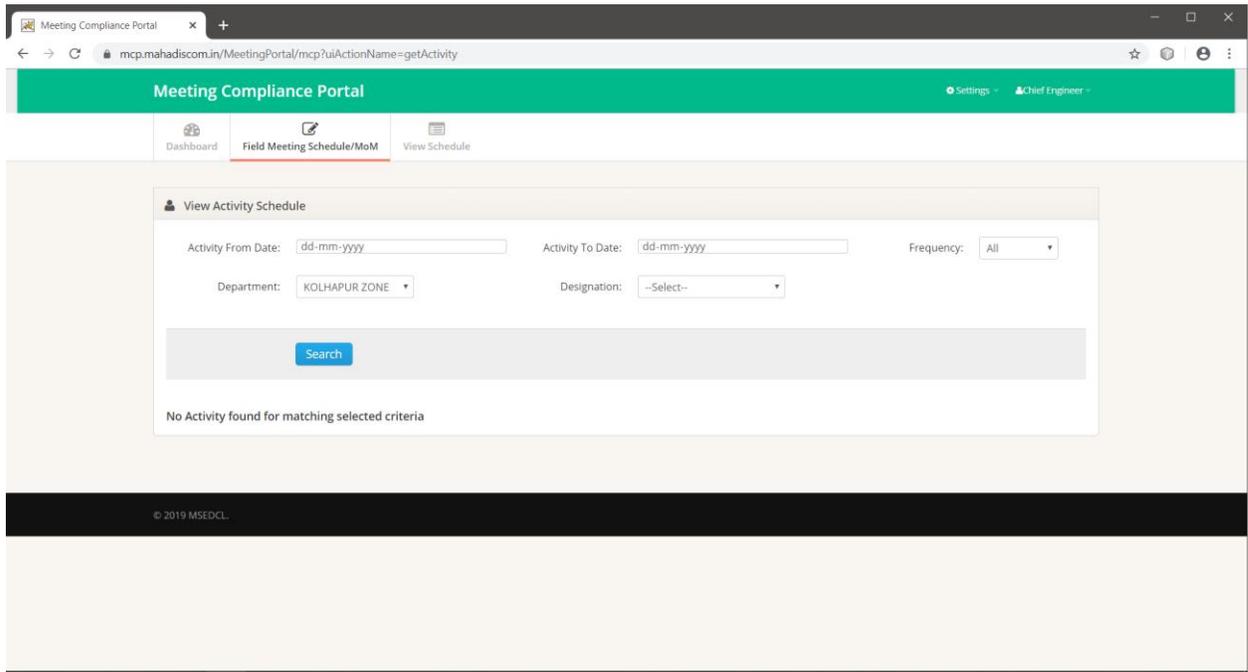
- Enter Frequency, Activity Head and title for custom schedule.
- After saving, custom schedule will appear under respective frequency for scheduling meeting
- **Please note that you can enter up to 2 custom schedule entries. You cannot edit/change Custom Entry schedule once saved.**



**Submit ATR/MoM:** Submit Meeting actual date and ATR/Minutes of Meeting



- Use search option to view meeting schedule



- Meeting schedule list will be displayed as per search criteria

Meeting Compliance Portal

Activity From Date: dd-mm-yyyy Activity To Date: dd-mm-yyyy Frequency: All

Department: KOLHAPUR ZONE Designation: --Select--

Search

#	Title	Conducted By	Meeting Mode	Scheduled Date	Review Upto	Actual Date	Remarks / MoM	Action
1	Demand, Collection and Repatriation (Circle / Division / Subdivision)	CE - KOLHAPUR ZONE	TELEPHONIC	15-Nov-2019	DIVISION View Participants	15-Nov-2019	Review of the shortfall in current demand is taken. All EEs are instructed to recover the balance demand by 22-11-2019. Also, all EEs are instructed to operate HO disconnection list and complete it within two days.	Edit
2	Review of DDUGJY, IPDS, HVDS etc schemes	CE - KOLHAPUR ZONE	PHYSICAL Venue: Zone Office	15-Nov-2019	CIRCLE View Participants	15-Nov-2019	During the meeting following issues were discussed. A. IPDS Part-II Scheme Tender No.IP-240 under Kolhapur Circle (M/s. Indian Cables and Electricals Pvt. Ltd.) B. DDUGJY Part-II Scheme Tender No.DD-135 under Kolhapur Circle (M/s. Prakash Steel Works) C. DDUGJY Part-II Scheme Tender No.DD-136 under Sangli Circle (M/s. Precaution Electricals JV with M/s. Firoj Electricals) --all A.E. (Infra Plan) to take necessary follow up with the agency for completion of work	Edit

Click **Edit** to submit Action Taken Report. Pop-Up is shown as below. Enter ATR Details and click on Submit to **Submit** the Action Taken Report.

Meeting Compliance Portal

Activity ID - 2

Demand, Collection and Repatriation (Circle / Division / Subdivision)

Scheduled Date: 15-Nov-2019

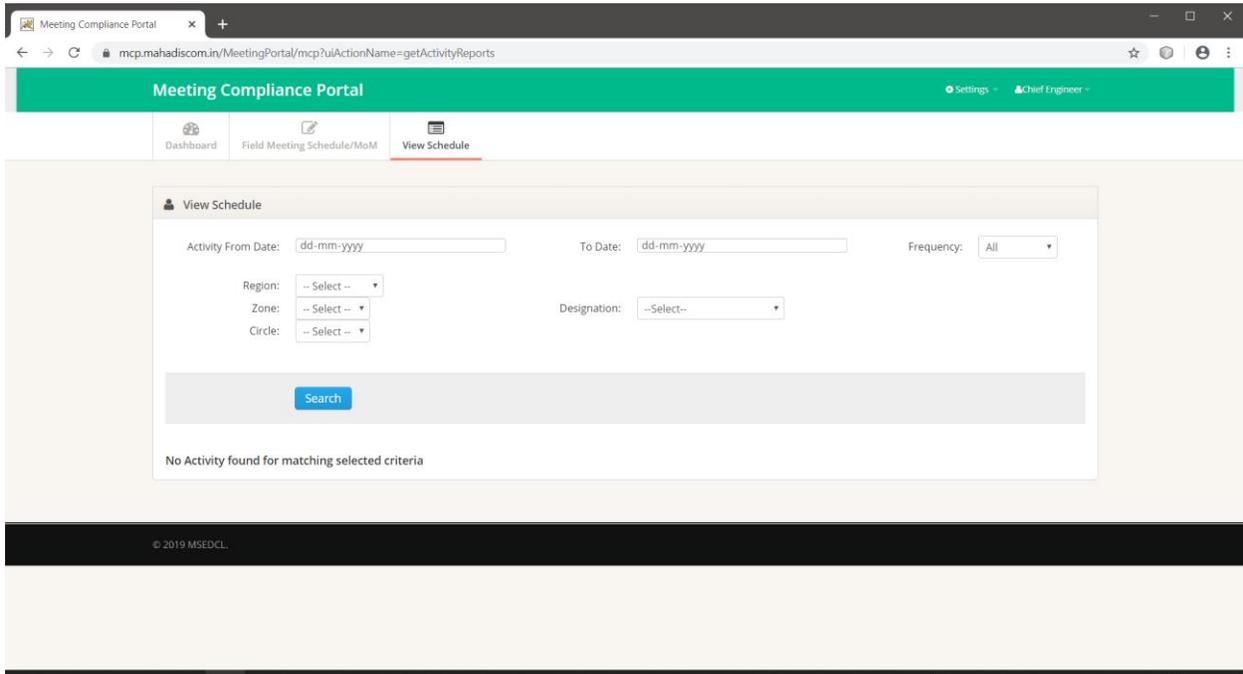
Review Upto: DIVISION

Actual Date: 15-11-2019

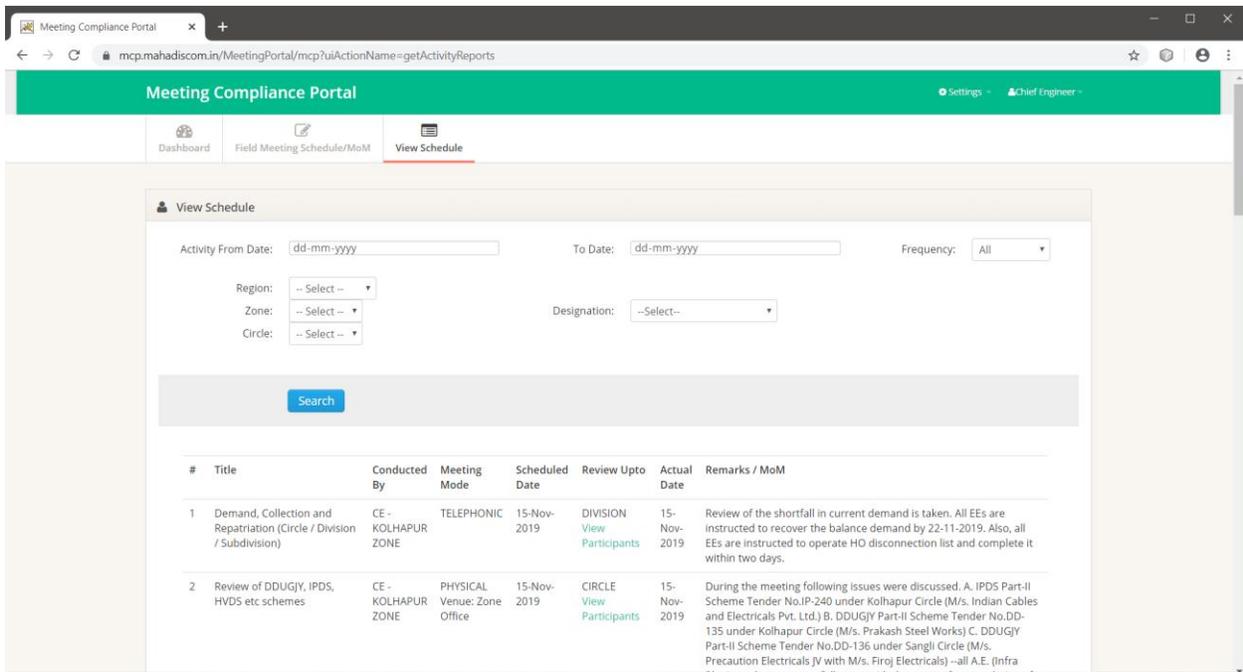
Remarks / MoM: Review of the shortfall in current demand is taken. All EEs are instructed to recover the balance demand by 22-11-2019. Also, all EEs are instructed to operate HO disconnection list and complete it within two days.

Submit Close

**View Schedule:** To view schedule and download in excel  
 Use search option to view meeting schedule list.



List will be displayed as per search criteria.



Click on **Download Excel** button to download report in excel.

The screenshot shows a web browser window titled "Meeting Compliance Portal" with the URL "mcp.mahadiscom.in/MeetingPortal/mcp?uiActionName=getActivityReports". The main content is a table with the following columns: ZONE, Office, Participants, 2019, and a description. Below the table is a blue button labeled "Download Excel".

	ZONE	Office	Participants	2019			
					2019. All agencies are asked to complete the given targets and instructed to complete the project up to the month of January 2020.		
16	Demand, Collection and Repatriation (Circle / Division / Subdivision)	CE - KOLHAPUR ZONE	TELEPHONIC	10-Dec-2019	CIRCLE View Participants	10-Dec-2019	Review of the shortfall in current demand is taken. All EEs are instructed to recover the balance demand. HO disconnection list should be attended on priority.
17	Release of new connections, Feeding of NSCs, meter replacements, outages etc through mobile app, review of age wise paid pending (LT and HT) in subdivision	CE - KOLHAPUR ZONE	PHYSICAL Venue: Zone Office	10-Dec-2019	CIRCLE View Participants	10-Dec-2019	Circle wise review of RCI paid pending, new connections released, meter replacement etc has been taken. All EEs particularly Kolhapur R-I, Kolhapur R-II, Islampur, Sangli R and Vita are lagging to release new only service RCI connections and instructed to release all new only service RCI connections on priority. In Sangli Circle, RCI only service connections are pending for more than two months. SE Sangli is instructed to look in personally in the matter.
18	Review of interruptions and outages (planned/forced) in the subdivision. Preventive maintenance planning and execution for substations, transformers (DTC), HT and LT lines, review of breakdown maintenance, SAIDI-SAIFI - Feeder, subdivision, division / circle.	CE - KOLHAPUR ZONE	TELEPHONIC	10-Dec-2019	CIRCLE View Participants	null	null
19	Field visits for quality checks in substations, DTCs, HT/LT lines executed under different schemes	CE - KOLHAPUR ZONE	PHYSICAL Venue: Sub Division	11-Dec-2019	SUBDIVISION View Participants	null	null

[Download Excel](#)

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