

भारत सरकार  
वाणिज्य और उद्योग मंत्रालय  
विकास आयुक्त का कार्यालय  
सीज़ विशेष आर्थिक क्षेत्र  
अंधेरी (पूर्व), मुंबई - 400096.



Government of India  
Ministry of Commerce & Industry,  
Office of the Development Commissioner,  
SEEPZ-Special Economic Zone,  
Andheri (E), Mumbai - 400096.

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F. No. SEEPZ-SEZ/E-OPT-11/76/2022-IT/COMP/12887

Date: 14/11/2024

**Executive Order No 386/2024**

This is to inform all the stakeholders of SEEPZ SEZ Zone that henceforth all processes related to Approval Committee will be processed through the RISE ERP portal (<https://rise.seepz.gov.in>) being implemented for SEEPZ SEZ. This includes scheduling meeting, adding agenda, forwarding the agenda for approval, adding the action taken, capturing minutes of the meeting, preparing the meeting minutes and forwarding the minutes for approval.

The module has been released and the user role has been enabled for the respective stakeholders in August, 2024.

It is mandatory for all stakeholders that they shall submit their proposal before approval Committee through above mentioned portal only.

From 13/11/2024 onwards the Agenda and Minutes will be approved and digitally signed in RISE ERP portal (<https://rise.seepz.gov.in>) and there is no need to submit the approved agenda/ minutes in eOffice again for approval. Digitally signed Agenda/ Minutes through above mentioned RISE ERP portal will be an authentic document for all the stakeholders.

In case stakeholders face any difficulty than they should send email to the Deputy Development Commissioner ([ddcseepz-mah@nic.in](mailto:ddcseepz-mah@nic.in)).

The roles of Users are available in Annexure-A.

A detailed user manual is enclosed with this order. There is a dedicated support unit set up to manage any technical queries or training requirements. The details of the same are available in user manual.

This issues with the approval of the Development Commissioner.

(Dr. Prasad Varwantkar)  
Deputy Development Commissioner  
SEEPZ SEZ, Mumbai

Copy to:

1. DCO/ JDCCO/ DDCO
2. ADC (Estate/ Finance/ Security/ Labour Division)
3. Estate/ Estate/ Finance/ Security/ Labour Division
4. Service Provider
5. ADC (SEEPZ/ New SEZ /EOU)
6. Unitholders

**Roles of Users in Approval Committee Module**

<b>User</b>	<b>Roles in Module</b>
<b>Development Commissioner</b>	<ul style="list-style-type: none"> <li>• Approve the Agenda/ Minutes.</li> <li>• View, edit or sent-back for correction in Agenda/ Minutes.</li> <li>• Delegate any privilege to any officer.</li> </ul>
<b>Joint Development Commissioner</b>	<ul style="list-style-type: none"> <li>• Forward agenda/ Minutes for approval.</li> <li>• Approve the Agenda/ Minutes.</li> <li>• View, edit or sent-back for correction in Agenda/ Minutes.</li> </ul>
<b>Deputy Development Commissioner</b>	<ul style="list-style-type: none"> <li>• Add, view, edit and Sent-back for correction in Agenda/ Minutes.</li> <li>• Forward Agenda/Minutes for approval.</li> </ul>
<b>Assistant Development Commissioner (Nodal Officer)</b>	<ul style="list-style-type: none"> <li>• Initiating and scheduling Approval Committee meeting.</li> <li>• Add participants in the meeting.</li> <li>• Arrange Meeting in Conference Room.</li> </ul>
<b>Assistant Development Commissioner</b>	<ul style="list-style-type: none"> <li>• Verification and correction of Agenda/Meeting forwarded by concerned LDC/UDC.</li> <li>• Forwarding the verified Agenda/Minutes for approval.</li> </ul>
<b>UDC/ LDC/ Support staff</b>	<ul style="list-style-type: none"> <li>• Add agenda/ minutes.</li> <li>• Add necessary attachment of agenda.</li> <li>• Add noting to Agenda/ Minutes.</li> <li>• Forward the agenda/ Minutes for approval.</li> </ul>

**Note: Till Unit Management Module is not been live and NSDL is not integrated with RISE ERP platform, concerned section shall upload the application and other related documents received on SEZ-Online or SEEOZ Inward Section.**



**RISe ERP for SEEPZ SEZ**

# **USER MANUAL**

for

**APPROVAL COMMITTEE**

Submitted to

**SEEPZ SPECIAL ECONOMIC ZONE**

Office of Zonal Development Commissioner  
(Maharashtra, Goa, Union Territory of Daman,  
Diu & Dadra Nagar Haveli)

# Table of Contents

1	VERSION HISTORY	7
2	INTRODUCTION	8
2.1	PRODUCT FUNCTION	8
2.2	INTENDED AUDIENCE	8
3	SCHEDULE MEETING	10
3.1	LOGIN-PRIVILEGE USER	10
3.1.1	SCHEDULE NEW MEETING	13
3.1.2	CREATE NEW MEETING	13
3.1.3	INITIATE NEW MEETING	14
4	AGENDA PREPARATION & SUBMISSION	17
4.1	AGENDA PREPARATION	17
4.2	VIEW & FORWARD AGENDA	18
4.2.1	REQUEST FROM UNIT	20
4.2.2	CHECKLIST	21
4.2.3	AGENDA DETAILS	22
4.2.4	NOTES	23
4.2.5	PREVIEW	24
5	APPROVE AGENDA	25
5.1	LOGIN-DC	25
5.1.1	AGENDA APPROVAL	26
6	FINALIZE MEETING	30
6.1	LOGIN-PRIVILEGED USER	30
6.1.1	ADD PARTICIPANTS	30

7 MINUTES OF MEETING	33
7.1 DRAFT MINUTES	33
7.2 MINUTES FOR APPROVAL	34
7.2.1 MINUTES	35
7.2.2 NOTES	37
8 APPROVE MINUTES	39
8.1 LOGIN – DC	39
9 AGENDA ACTION TAKEN	41
9.1 ADD AGENDA ACTION TAKEN	41
10 SETUP	44
10.1 PARTICIPANT SETUP	44

## Table of Figures

Figure 1 - Login Page .....	10
Figure 2 - Login Details.....	11
Figure 3 - Select Seat.....	11
Figure 4 - Modules List.....	12
Figure 5 - Meeting Schedule .....	13
Figure 6 - Schedule New Meeting .....	13
Figure 7 - New Meeting Schedule Details .....	13
Figure 8 - Newly Schedule Meeting Status .....	14
Figure 9 - Initiate new Meeting.....	14
Figure 10 - View Initiated Meeting .....	15
Figure 11 - New Meeting Details.....	15
Figure 12 - Initiated Meeting .....	16
Figure 13 - Prepare Agenda .....	17
Figure 14 - Agenda Submission .....	17
Figure 15 - Saved Agenda Status.....	18
Figure 16 - View Agenda .....	18
Figure 17 - Forward Agenda.....	19
Figure 18 - View Agenda .....	20
Figure 19 - Request From Unit .....	20
Figure 20 - Checklist.....	21
Figure 21 - Check List Attachments.....	22
Figure 22 - Agenda Details .....	22
Figure 23 - Notings.....	23
Figure 24 - Added Notes .....	23
Figure 25 - Preview & Forward Agenda .....	24
Figure 26 - Login Details.....	25

Figure 27 - Modules List ..... 25

Figure 28 - Select Office ..... 26

Figure 29 - Agenda For Approval ..... 26

Figure 30 - Approve Agenda Details..... 27

Figure 31 - View Agenda for Approval ..... 27

Figure 32 - Approve Agenda ..... 28

Figure 33 - View Approved Agenda ..... 28

Figure 34 - View Approved Agenda ..... 29

Figure 35 - Approved Agenda ..... 29

Figure 36 - View Approved Agenda ..... 30

Figure 37 - Add Participants..... 30

Figure 38 - Add Participants Details..... 31

Figure 39 - View Finalized Agenda ..... 32

Figure 40 - Add Minutes..... 33

Figure 41 - Agenda Details ..... 33

Figure 42 - Verify Minutes..... 34

Figure 43 - Minutes For Approval ..... 34

Figure 44 - Minutes ..... 35

Figure 45 - View Agenda,Attachment,checklist ..... 35

Figure 46 - Minutes For Approval ..... 36

Figure 47 - Add Notes ..... 37

Figure 48 - Forward Minutes For Approval ..... 38

Figure 49 - Minutes for Approval ..... 39

Figure 50 - Approve Minutes ..... 39

Figure 51 - Approved Minutes ..... 40

Figure 52 - View Approved Minutes ..... 40

Figure 53 - Approved Minutes (1) ..... 40

Figure 54 - Agenda Action Taken ..... 41

Figure 55 - Add action Taken (1) ..... 41

Figure 56 - Action Taken Details ..... 42

Figure 57 – View Added Action Taken Details ..... 42

Figure 58 - Finalized Action Taken Details ..... 43

Figure 59 - Participant Setup..... 44

Figure 60 - Add Participants Details ..... 44

Figure 61 - Edit/Delete Participant Setup ..... 45

# 1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	28/08/2024	Nishmitha KV	Muhammed Muhsin	Sooraj S

## 2 INTRODUCTION

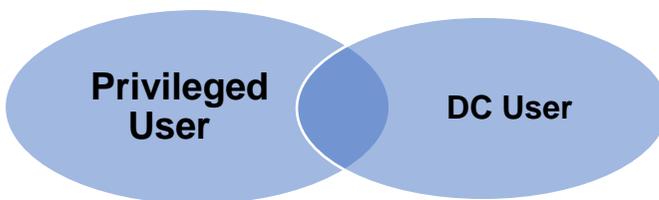
### 2.1 *PRODUCT FUNCTION*

The AC (Approval Committee) module captures the details of the agenda and decisions made by the concerned members during the AC meeting. It deals with the critical function of capturing the decisions regarding the approval of units in the SEEPZ SEZ and other related areas.

The Approval Committee meeting addresses unit-related matters, including performance monitoring. A privileged user schedules the meeting, and notifications are sent to designated privileged users. Each assigned user creates and submits an agenda specific to their division. Once all agendas, notes, and attachments are submitted, they are forwarded to the SEEPZ user for approval. After approval, the privileged user initiates the meeting, displaying all created agendas, with the first item being the minutes from the previous meeting. Upon finalizing the meeting and adding participants, the meeting is completed. The assigned privileged user then adds the meeting decisions and forwards them to the SEEPZ user for approval. Once the minutes are approved, action taken details for each agenda must be added.

### 2.2 *INTENDED AUDIENCE*

This manual is designed for two main user groups:



- **Privileged User:** The privileged user schedules and initiates the meeting, creates the agenda, and submits it for approval. Once approved, the privileged user finalizes the meeting and adds participants. By default, the first agenda item is the minutes from the previous meeting. Afterward, the meeting minutes are recorded and forwarded for approval. Upon approval of the minutes, action taken details need to be added to complete the process.
  
- **DC User:** The DC user has the authority to approve the finalized agenda and meeting minutes.

# 3 SCHEDULE MEETING

## 3.1 LOGIN-PRIVILEGE USER

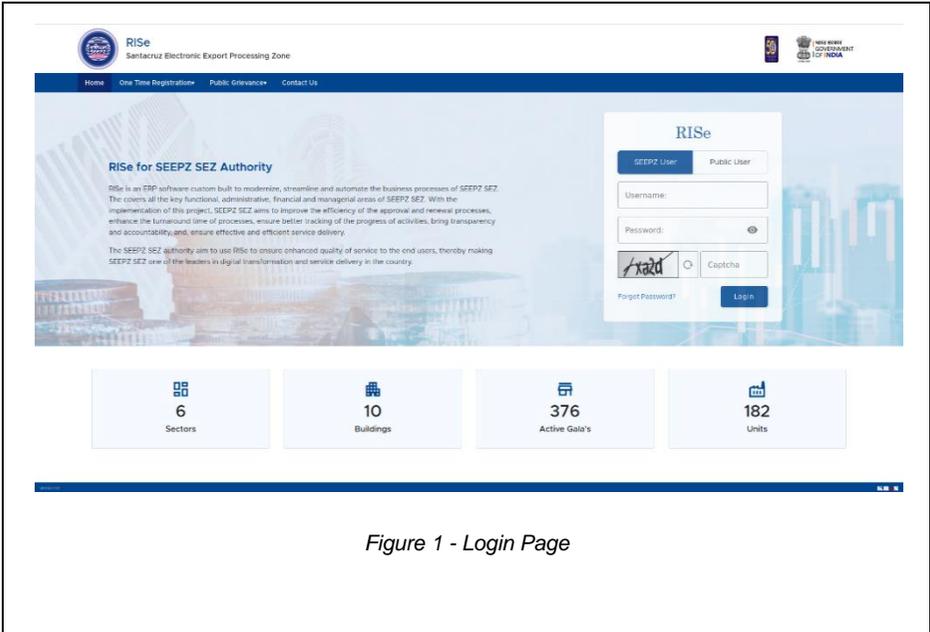


Figure 1 - Login Page

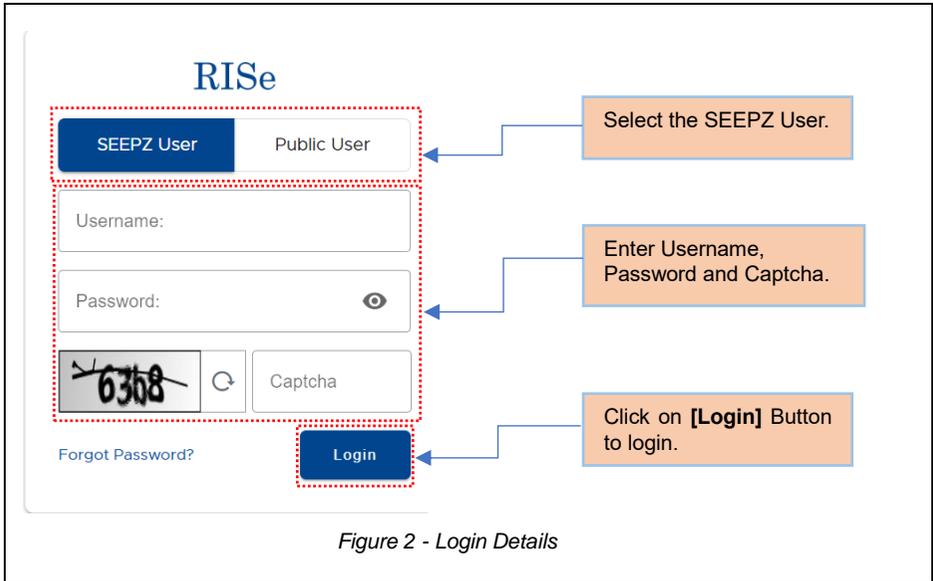


Figure 2 - Login Details

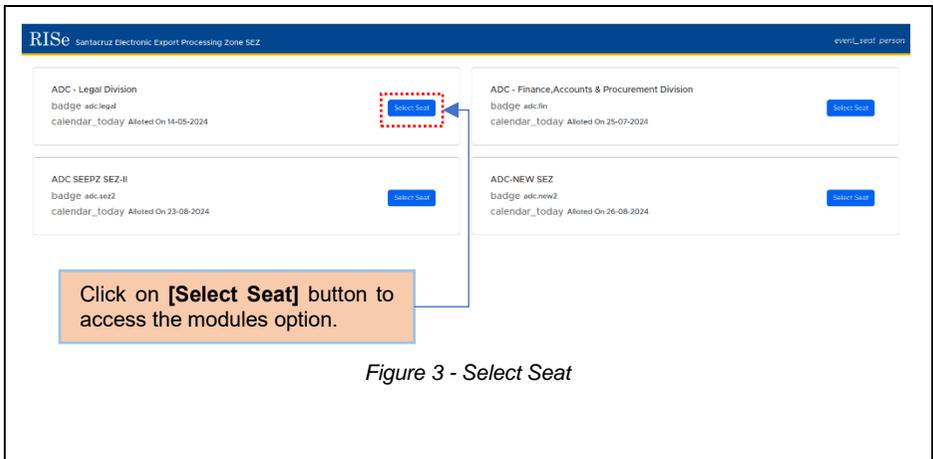


Figure 3 - Select Seat

Upon clicking the **[Select Seat]** button, the respective user can enter into modules list page.

The screenshot displays the RISE system interface for the Santacruz Electronic Export Processing Zone SEZ. The interface includes a header with the RISE logo and user profile icons. A left sidebar contains a 'Notifications' section with the text '--- No notifications found ---'. The main content area is divided into two sections: 'Functional Modules' and 'General Modules'. The 'Functional Modules' section contains buttons for Estate Management, Financial Accounting, Rate, Rent & Bills, Land & Building, Waste Disposal, ECU, UAC (highlighted with a red dashed box), Contract Performance, Conference Room, Guest House, and Create. The 'General Modules' section contains buttons for HRMS, Contractual Employee, Security Contract, Court Case, Grievance, Inventory, Communication Suite, and MIS Dashboards & Data Analytics. A callout box with an orange background and black border contains the text: 'Click on [Unit Approval Committee] button to enter the home page.'

Figure 4 - Modules List

### 3.1.1 SCHEDULE NEW MEETING

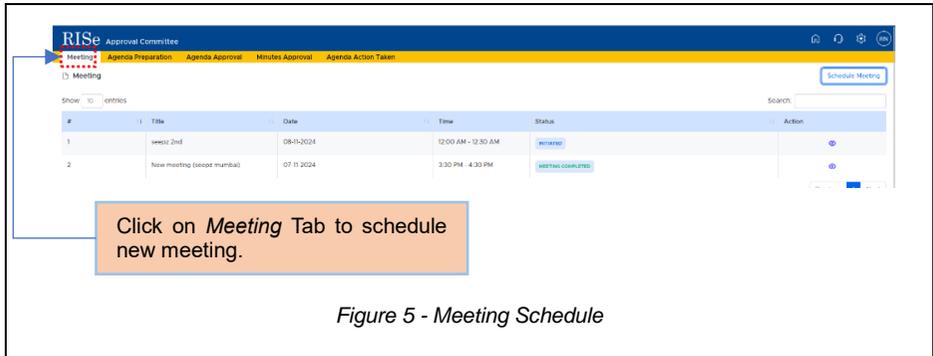


Figure 5 - Meeting Schedule

### 3.1.2 CREATE NEW MEETING

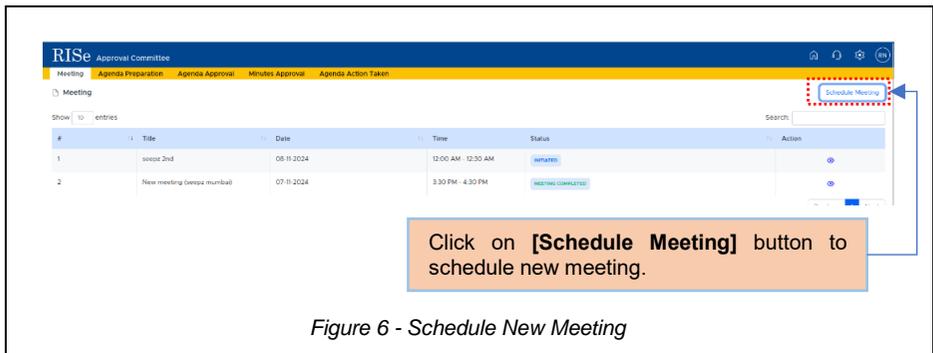


Figure 6 - Schedule New Meeting

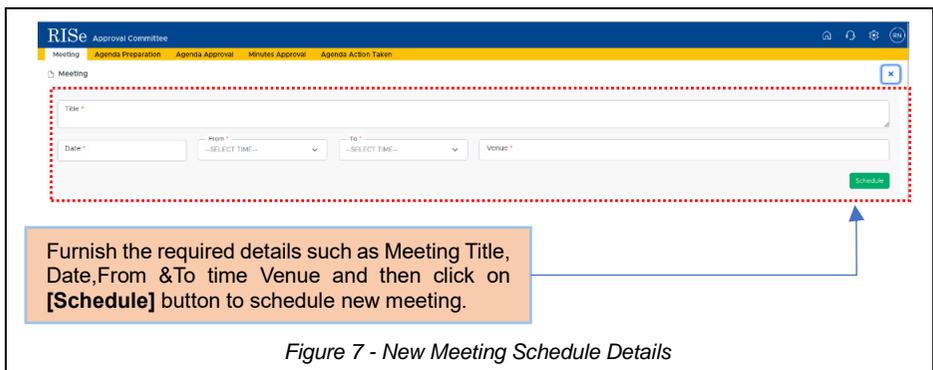


Figure 7 - New Meeting Schedule Details

The scheduled new meeting will be listed under the *Meeting* Tab.

The screenshot shows the 'Meeting' tab in the RISE system. A table lists two meeting entries:

#	Title	Date	Time	Status	Action
1	sepsa 2nd	08-18-2024	12:00 AM - 12:30 AM	SCHEDULED	[Edit] [Delete]
2	New meeting (sepsa marital)	07-18-2024	3:30 PM - 4:30 PM	MEETING COMPLETED	[Action]

Callout boxes indicate: 'Newly scheduled meeting status.' (pointing to the 'SCHEDULED' status) and 'Click here to **Edit / Delete** newly scheduled meeting details.' (pointing to the edit and delete icons in the 'Action' column).

Figure 8 - Newly Schedule Meeting Status

Click the **[Edit]** button to update or initiate the meeting.

### 3.1.3 INITIATE NEW MEETING

The screenshot shows the 'Meeting' form in the RISE system. The form includes fields for Title, Date, From, To, and Venue. At the bottom right, there are three buttons: 'Clear', 'Modify Schedule', and 'Initiate'. The 'Initiate' button is highlighted with a red dashed box and a callout box that says: 'Click on **[Initiate]** button to initiate new meeting.'

Figure 9 - Initiate new Meeting

Once the meeting is initiated, the status will change to **Initiated**.

The screenshot shows the 'Meeting' tab in the RISE Approval Committee system. A table lists two meetings:

#	Title	Date	Time	Status	Action
1	seepz 2nd	08-11-2024	12:00 AM - 12:30 AM	INITIATED	[Eye Icon]
2	New meeting (seepz number)	07-18-2024	3:30 PM - 4:30 PM	MEETING COMPLETED	[Eye Icon]

A callout box with the text "Click on [Eye Icon] button to view the initiated meeting details." points to the eye icon in the 'Action' column of the first meeting row.

Figure 10 - View Initiated Meeting

The screenshot shows the 'Meetings Details' page for the meeting 'seepz 2nd'. The meeting details are as follows:

- Time: 12:00 AM - 12:30 AM
- Date: 08-11-2024
- Venue: sc

Below the details is a table of agenda items:

#	Item No	Agenda	Unit Name	Action
1	02	Application for Addition of Location	Advice Power Display Systems, Ltd	[Eye Icon]

Two callout boxes are present:

- One points to the first agenda item with the text: "The minutes from the last meeting will always be displayed as first agenda item."
- Another points to the eye icon in the 'Action' column of the first agenda item with the text: "Click here to view the initiated meeting."

Figure 11 - New Meeting Details

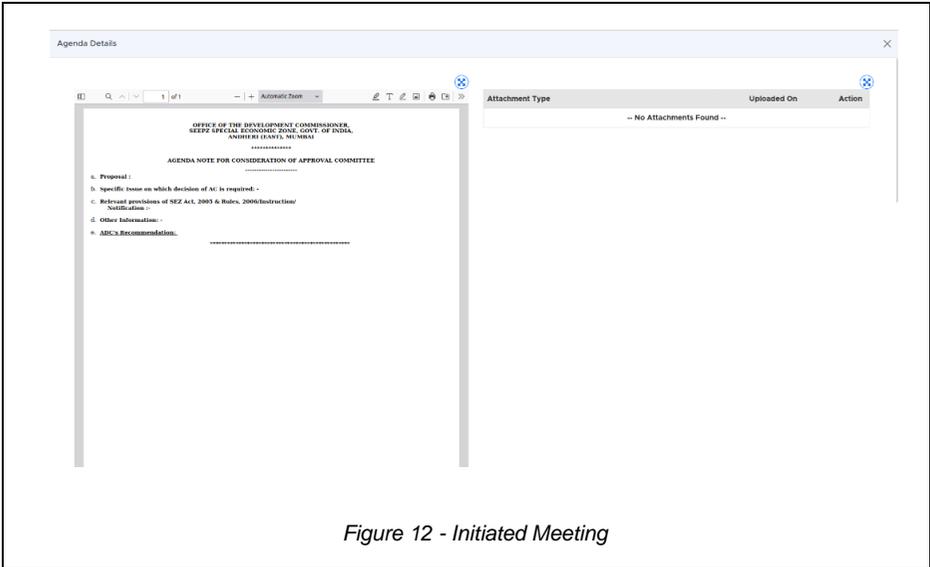


Figure 12 - Initiated Meeting

Once the meeting is initiated, the privileged user will receive a prompt to prepare the agenda.

## 4 AGENDA PREPARATION & SUBMISSION

The privileged User have the authority to formulate the meeting agenda.

### 4.1 AGENDA PREPARATION

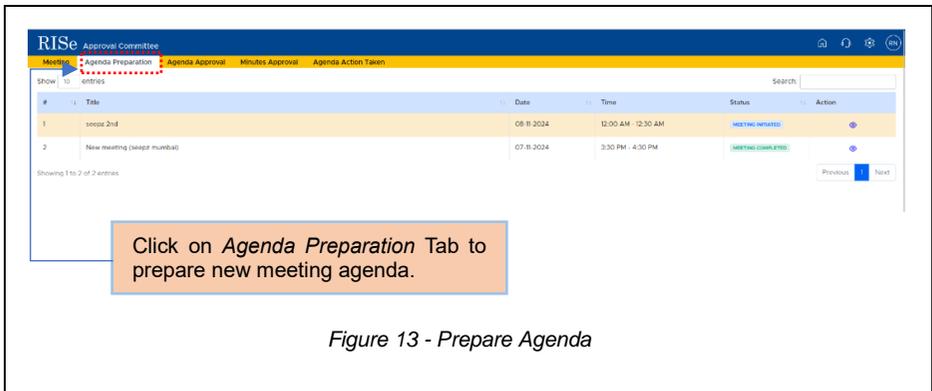


Figure 13 - Prepare Agenda

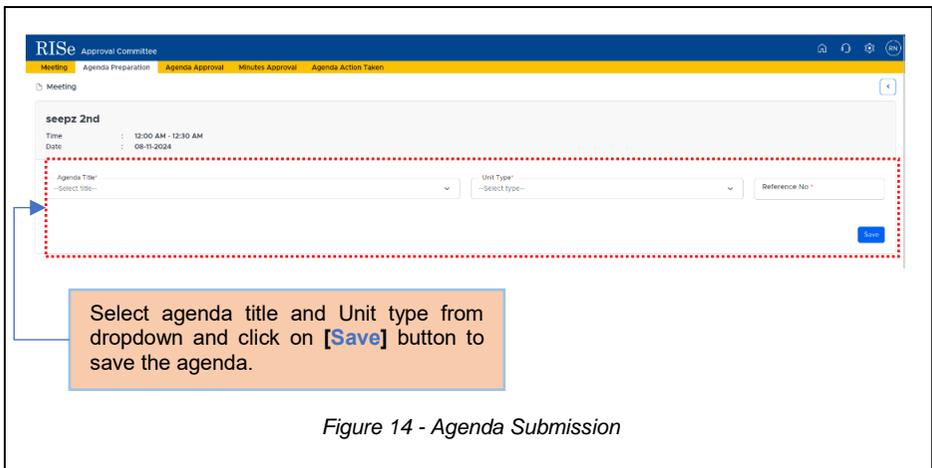


Figure 14 - Agenda Submission

The saved agenda will be listed under the *Agenda Preparation* Tab.

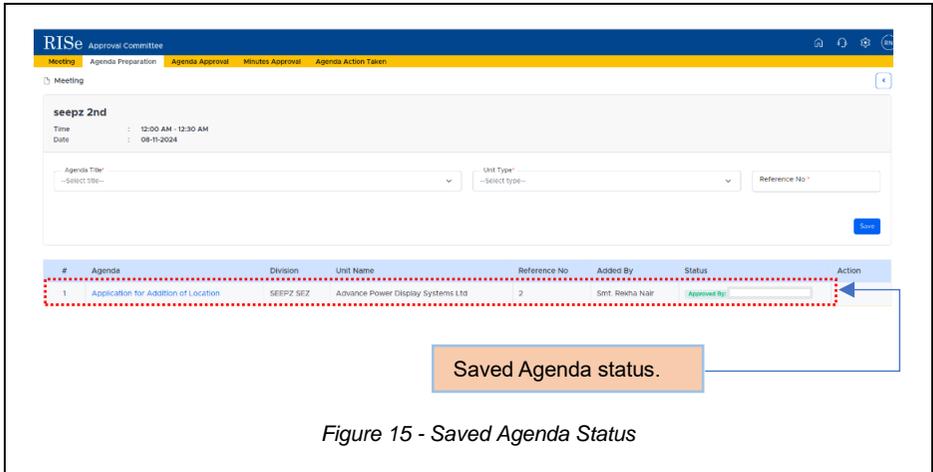


Figure 15 - Saved Agenda Status

Once the agenda is submitted, it can be viewed by privileged users by login and navigating to the *Agenda for UAC* sub-tab under the *Agenda Approval* main Tab.

## 4.2 VIEW & FORWARD AGENDA

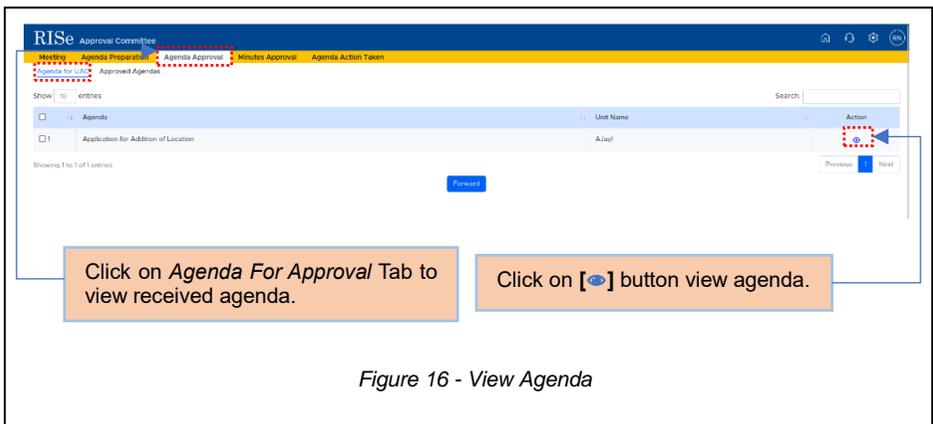


Figure 16 - View Agenda

**Note:** In this section ,also includes an option to forward the agenda for approval directly from the main view.

The screenshot shows the RISE Approval Committee interface. At the top, there are navigation tabs: Meetings, Agenda Preparation, Agenda Approval, Minutes Approval, and Agenda Action Taken. Below this, there's a table of agendas. One agenda, 'Application for Addition of Location', is selected. A red dashed box highlights a check box and a 'Forward' button. An arrow points from a text box to this button.

Click the check box to select the agenda and proceed to click the **[Forward]** button to forward the agenda for approval.

Below the table, there's an 'Add Note' dialog box with a text area for notes and a 'Forward' button. An arrow points from a text box to this button.

Enter the notes and click on **[Forward]** button to forward the agenda.

Below the dialog, there are two 'Forward Window' dialogs. The first dialog shows a list of sections and seats under each section. A red dashed box highlights the 'Forward' button at the bottom. An arrow points from a text box to this button.

Click on **[Forward]** button to forward the agenda.

The second 'Forward Window' dialog shows a list of seats under a specific division, with a red dashed box highlighting the 'Forward' button at the bottom.

Figure 17 - Forward Agenda

**Note:** The names of forward windows will be shown under the corresponding division user names.

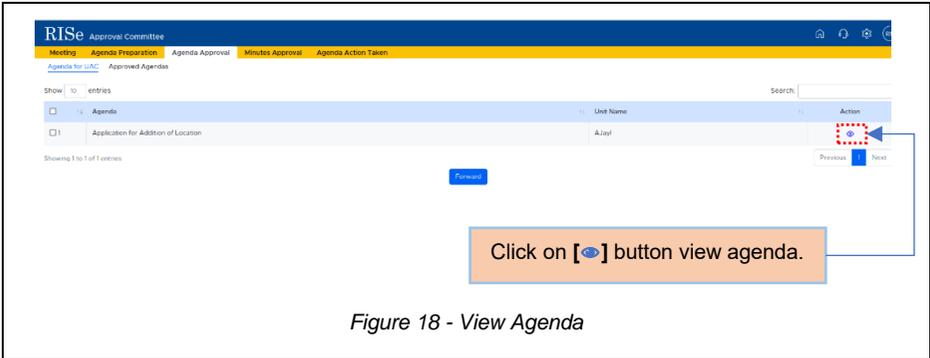


Figure 18 - View Agenda

### 4.2.1 REQUEST FROM UNIT

In this section, users can add notes.

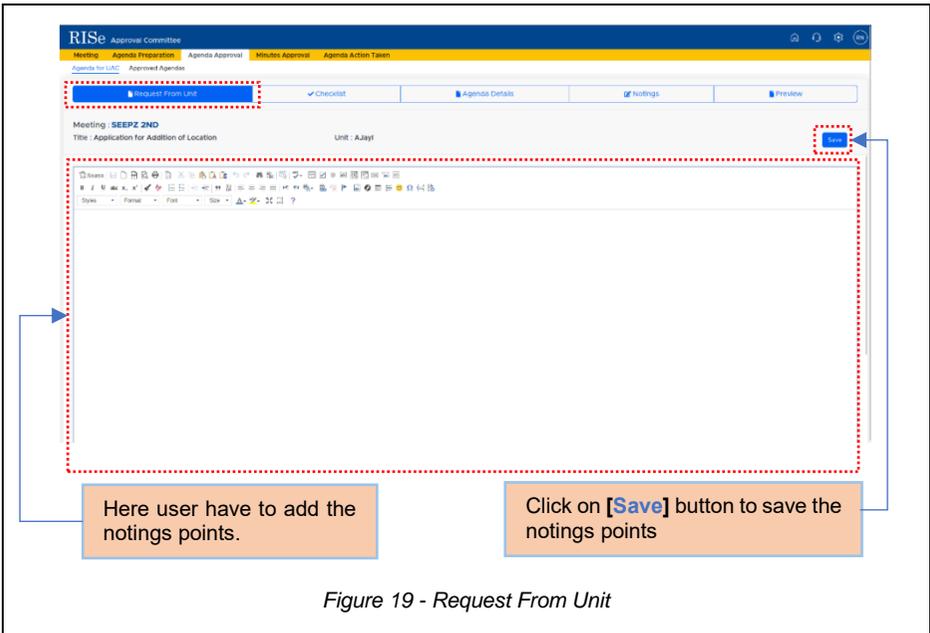


Figure 19 - Request From Unit

## 4.2.2 CHECKLIST

Here, user can add checklists and attachments.

Meeting : SEEPZ 2ND  
 Title : Application for Addition of Location  
 Unit : A Jayi

Checklist

Attachments: No Files Selected [Upload]

Allowed types: pdf, png, jpg, jpeg (Max size: 2MB)

-- No Records Found --

**CHECK LIST FOR ADDITIONAL LOCATION**

Name of the unit							
Present location							
Area	<table border="1"> <tr> <td>Existing</td> <td></td> </tr> <tr> <td>Additional</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>	Existing		Additional		Total	
Existing							
Additional							
Total							
LCM No. Date							

Enter the checklist points, attach the relevant document and click on **[Upload]** button to add the attachments.

Figure 20 - Checklist

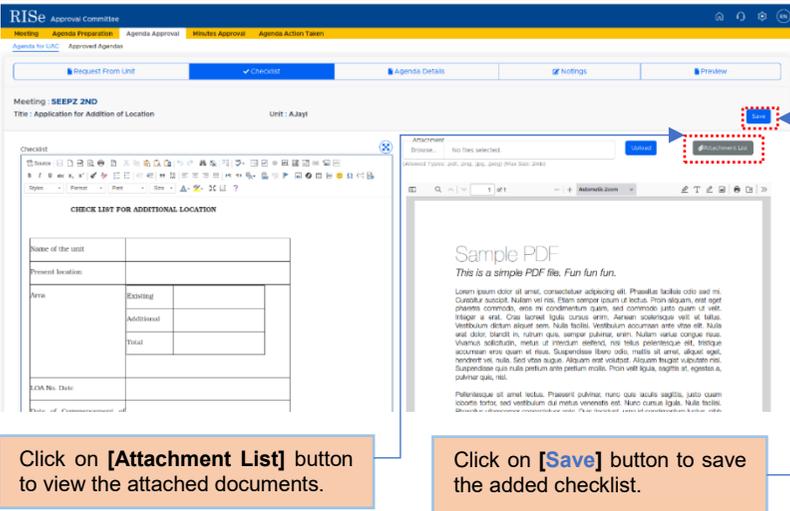


Figure 21 - Check List Attachments

### 4.2.3 AGENDA DETAILS

In this section, users can view all the submitted agenda details.

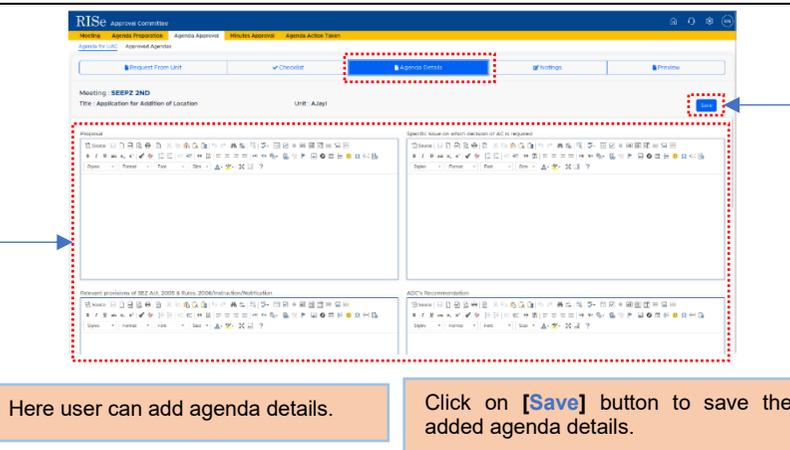
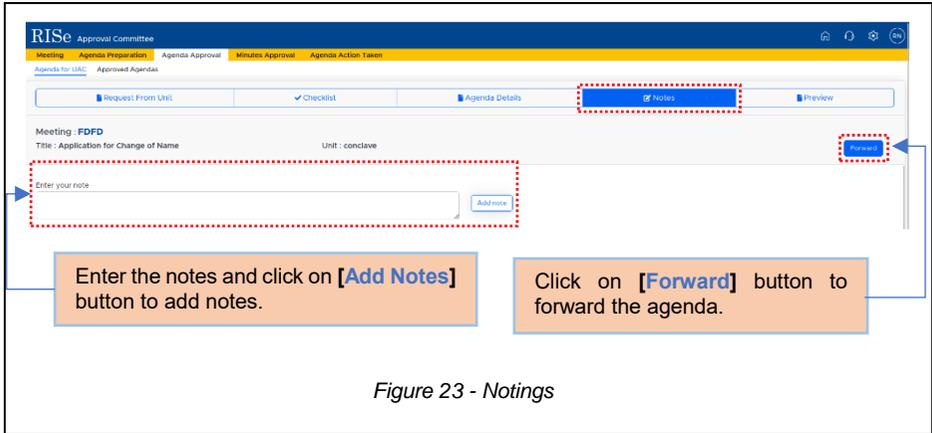
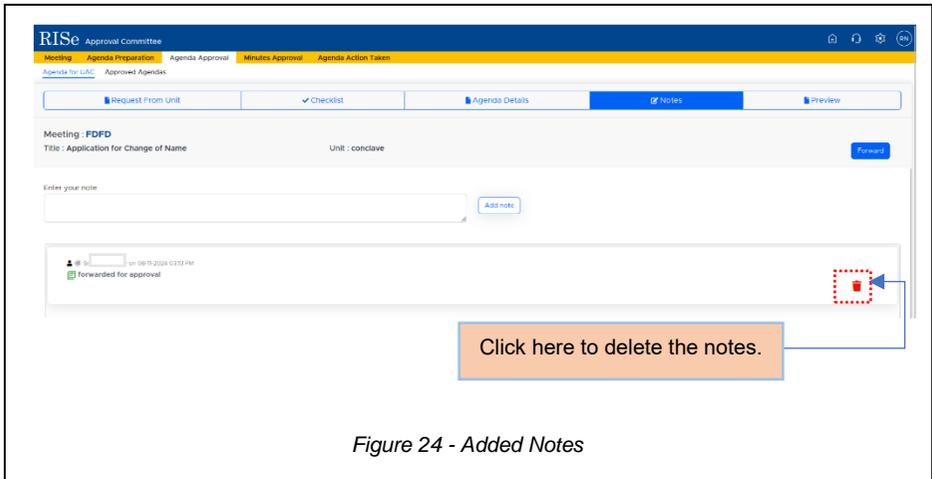


Figure 22 - Agenda Details

### 4.2.4 NOTES



The notes added will be listed under the *Notes* sub- tab.



**Notes:** The forward option will be available in the *Notes* and *Preview* sub-tabs. Users can forward the agenda to anyone listed in these subtabs.

### 4.2.5 PREVIEW

In this section, privileged users can view all the added sections.

The screenshot displays the RISE Approval Committee interface. At the top, there are navigation tabs: Meeting, Agenda Preparation, Agenda Approval, Minutes Approval, and Agenda Action Taken. Below this, there are filters for 'Request From Unit', 'Checklist', 'Agenda Details', 'Notings', and 'Preview'. The main content area shows a meeting titled 'SEEPZ 2ND' with the unit 'A.Jayl'. A 'Forward' button is visible in the top right corner. The agenda content includes a 'CHECK LIST FOR ADDITIONAL LOCATION' table and an 'Attachment Type' section showing a PDF file named 'sample.pdf'. A callout box points to the agenda content, stating: 'In this section user can view all the added points, agenda& attachments.' Another callout box points to the 'Forward' button, stating: 'Click on [Forward] button to forward the agenda.' A third callout box points to a 'Forward Window' dialog, stating: 'Select the user and click on [Forward] button to forward the agenda.' The 'Forward Window' dialog shows a list of users under various sections, with a 'Forward' button at the bottom.

Figure 25 - Preview & Forward Agenda

**Note:** The agenda can be forwarded to anyone on the list, but the final approval authority lies with the DC.

# 5 APPROVE AGENDA

## 5.1 LOGIN-DC

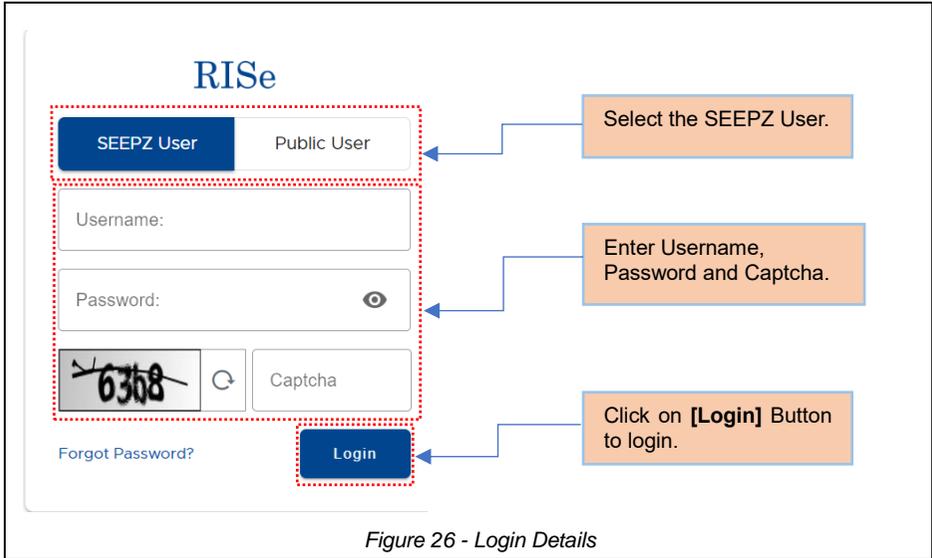


Figure 26 - Login Details

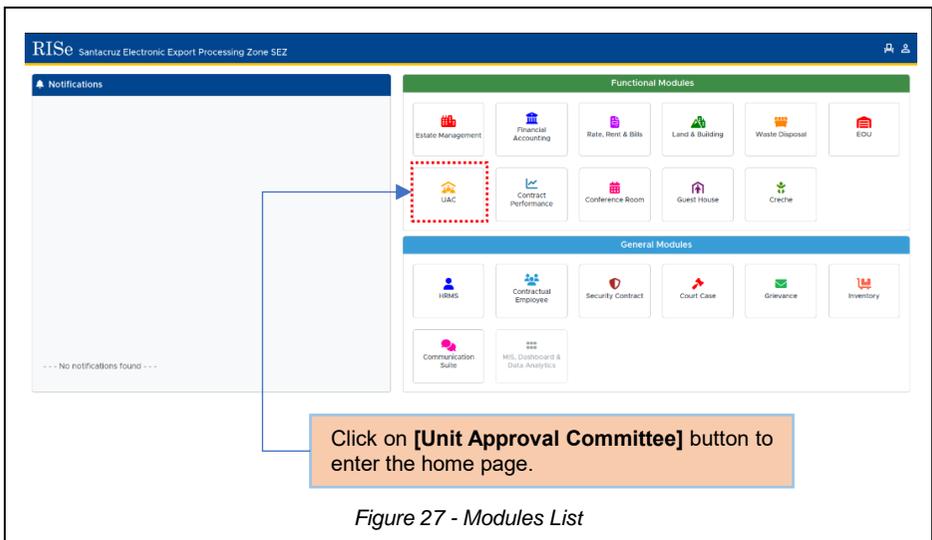


Figure 27 - Modules List

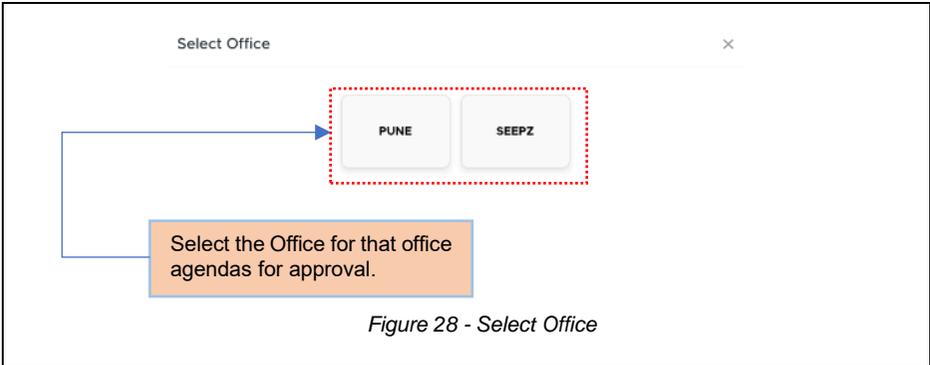


Figure 28 - Select Office

### 5.1.1 AGENDA APPROVAL



Figure 29 - Agenda For Approval

**Note:** To approve agendas, the user can select multiple agendas by checking the boxes and approving them together, or they can view and approve a single agenda individually.

### 5.1.1.1 AGENDA FOR UAC

The screenshot shows the 'RISE Approval Committee' interface. At the top, there are tabs for 'Agenda Approval', 'Minutes Approval', and 'Agenda Action Taken'. Below this is a table with columns for 'Agenda for UAC', 'Unit Name', and 'Action'. A table entry is visible with 'Application for Addition of Location' and 'A.Jay'. Below the table, there are 'Approve' and 'Forward' buttons. An 'Add Note' dialog box is open, showing a text area for 'Notes' and an 'Approve' button. Red dashed boxes highlight the 'Approve' button in the table, the 'Approve' button in the dialog, and the 'Add Note' dialog itself. Blue arrows point from the text boxes to these elements.

Click the check box to select the agenda and proceed to click the **[Approve]** button to approve the agenda.

Add the notes and click on **[Approve]** button to approve the agenda.

*Figure 30 - Approve Agenda Details*

The screenshot shows the 'RISE Approval Committee' interface. At the top, there are tabs for 'Agenda Approval', 'Minutes Approval', and 'Agenda Action Taken'. Below this is a table with columns for 'Agenda for UAC', 'Unit Name', and 'Action'. A table entry is visible with 'Application for Addition of Location' and 'A.Jay'. Below the table, there are 'Approve' and 'Forward' buttons. In the 'Action' column of the table, there is an eye icon. A red dashed box highlights the eye icon. A blue arrow points from the text box to this icon.

Click on **[👁️]** button to approve the agenda.

*Figure 31 - View Agenda for Approval*

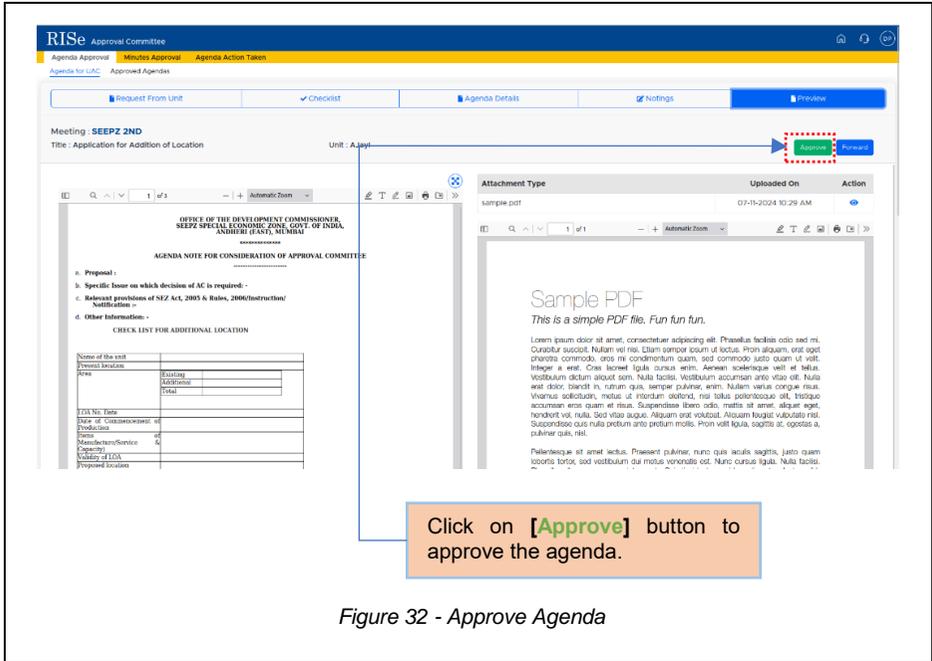


Figure 32 - Approve Agenda

Once the agenda is approved, it will appear under the *Approved Agenda* sub-tab.

### 5.1.1.2 APPROVED AGENDA

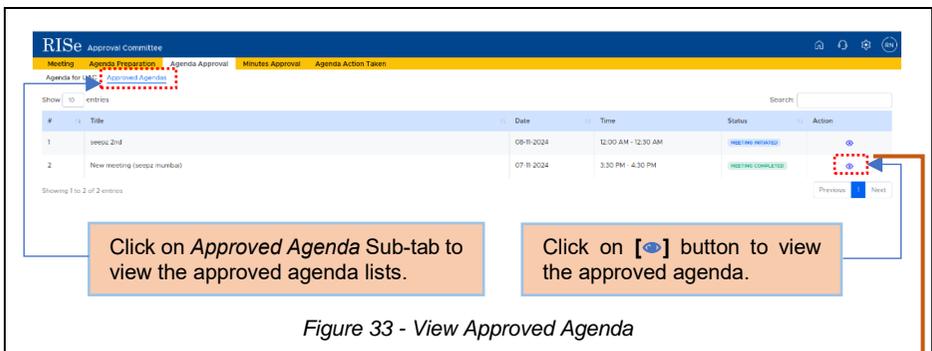


Figure 33 - View Approved Agenda

The screenshot shows the RISE Approval Committee interface. At the top, there are tabs for Meeting, Agenda Preparation, Agenda Approval, Minutes Approval, and Agenda Action Taken. Below this, there is a header for the meeting: "seepz 2nd" with a time of 12:00 AM - 12:30 AM and a date of 08-15-2024. A table lists agenda items:

#	Name of Unit	Subject	Action
1		Confirmation of the Minutes of the 1st Meeting held on 07-19-2024	
2	Advanced Power Display Systems Ltd	Application for Addition of Location	

A callout box with the text "Click here to view the approved agenda." points to a red dashed box containing a document icon in the 'Action' column of the second row.

Figure 34 - View Approved Agenda

The screenshot shows a PDF viewer window titled "Details". The main content area displays a document titled "AGENDA NOTE FOR CONSIDERATION OF APPROVAL COMMITTEE" from the "SEEPZ UNIT FOR DEVELOPMENTAL COMMISSIONER, SEEPZ UNIT FOR ADMINISTRATIVE, FINANCIAL AND PERSONNEL SERVICES". The document includes sections for "a. Proposed:", "b. Specific issue on which Division of AC is required:", "c. Relevant provisions of APZ Act, 2003 & Rules, 2003/Notification/Notification:", and "d. Other Information:". Below this is a "CHECK LIST FOR ADDITIONAL LOCATION" table with columns for "Status of the case", "Division/Section", "Date", and "Remarks".

On the right side, there is an "Attachment Type" section showing a file named "sample.pdf" uploaded on "07-19-2024 12:29 AM". The PDF content area shows a placeholder: "Sample PDF. This is a simple PDF file. Fun fun fun." followed by several paragraphs of dummy text.

Figure 35 - Approved Agenda

## 6 FINALIZE MEETING

### 6.1 LOGIN-PRIVILEGED USER

Once the agenda's is approved, proceed to finalize the meeting.

The screenshot shows the RISE Approval Committee web application. The 'Meeting' tab is selected in the top navigation bar. Below the navigation, the 'Meetings Details' section displays information for a meeting titled 'seepz 2nd', including its time (12:00 AM - 12:30 AM) and date (08-11-2024). A table below lists agenda items, such as 'Application for Addition of Location' for 'Advance Power Display Systems, Ltd'. In the top right corner of the main content area, a green 'Finish' button is highlighted with a red dashed box. Two callout boxes with arrows point to the 'Meeting' tab and the 'Finish' button, providing instructions on how to navigate and finalize the meeting.

Navigate to Meeting Tab to view the approved agenda and proceed to finalize the meeting.

Click on **[Finish]** button to finalize the meeting.

*Figure 36 - View Approved Agenda*

### 6.1.1 ADD PARTICIPANTS

The screenshot shows a modal dialog box titled 'Add Participants'. It contains several input fields: 'Title' (with a dropdown menu showing 'Shri.'), 'Full Name', 'Designation', 'Organization', and 'Participant Type' (with a dropdown menu showing 'Member Present'). There are 'Clear' and 'Add' buttons at the bottom right. A red dashed box highlights the entire form area. A callout box with an arrow points to the 'Add' button, providing instructions on how to add participants.

Provide the required details, select the participants' type and click on **[Add]** button to add participants.

*Figure 37 - Add Participants*

**Note:** In the Participants type section, users can select Members present and special invite options from the dropdown.

The screenshot displays the 'Add Participants' modal window. At the top, there is a form with fields for 'Title' (Shri.), 'Full Name', 'Designation', 'Organization', and 'Participant Type' (Member Present). A green notification bar indicates 'Successfully Saved'. Below the form is a table with the following data:

#	Name of Members	Designation	Organization	Type	Action
1	Shri. \	Daah	Kizhakatara	MEMBER PRESENT	[Edit/Delete] [Finalize]

Below the table, there is a 'Showing 1 to 1 of 1 entries' indicator and navigation buttons for 'Previous', '1', and 'Next'. A 'Finalize' button is located at the bottom right of the table area. Below the table, a confirmation message reads 'Successfully Finalized' with a green checkmark icon.

Callout boxes provide the following instructions:

- Click here to Edit/Delete the add participants details.
- Click on [Finalize] button to finalize the added participants.
- Here it displays agenda Confirmation notification that has been successfully saved.

Figure 38 - Add Participants Details

Once participants are added and the meeting is finalized, the details can be viewed.

The screenshot displays the 'RISE Approval Committee' interface. At the top, there is a navigation bar with tabs for 'Meetings', 'Agenda Preparation', 'Agenda Approval', 'Minutes Approval', and 'Agenda Action Taken'. The main content area is titled 'Meetings Details' and shows information for a meeting: '2nd meeting of pune seepz', 'Time: 6:00 PM - 7:00 PM', and 'Date: 08-11-2024'. The venue is listed as 'conference room'. Below this is a 'Members Present' table:

Sr No	Name of the Members	Designation	Organization
1	Sheri	JDC	SEEPZ
2	Sheri	ADC	SEEPZ

Below the members table is an 'Agenda' table with columns for '#', 'Item No.', 'Agenda', 'User Name', and 'Action'. It lists two items:

#	Item No.	Agenda	User Name	Action
1	Agenda Item No : 02	Application for Installation of Solar Panels	SOLARIS	
2	Agenda Item No : 03	Application for Installation of Solar Panels	Laxmi Das Jewell Pvt. Ltd	

At the bottom of the agenda table, it says 'Showing 1 to 2 of 2 entries' and includes 'Previous' and 'Next' buttons.

Figure 39 - View Finalized Agenda

Once the meeting is completed, the privileged User can submit the division wise minutes of meeting.

# 7 MINUTES OF MEETING

## 7.1 DRAFT MINUTES

Navigate to *Minutes Approval* Tab to add Minutes.

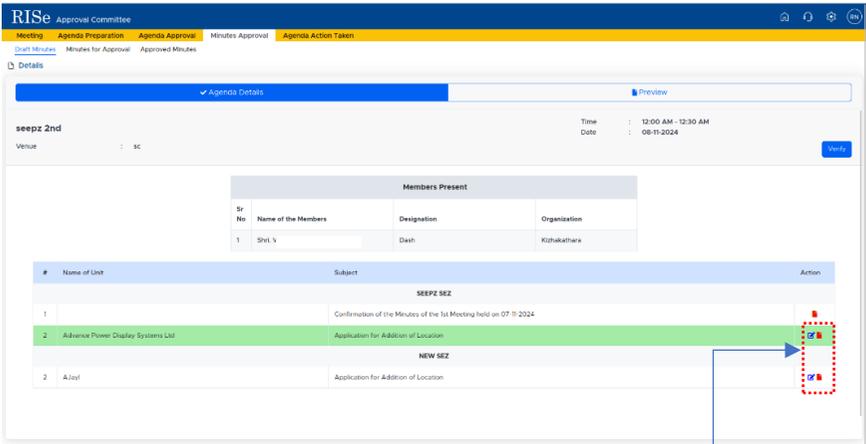
Click on [👁️] button to view finalized agenda details.

Figure 40 - Add Minutes

Click here to verify the minutes.

Enter the minutes and click on [Save] button to save the minute.

Figure 41 - Agenda Details



Click here to edit/ view the meeting.

Figure 42 - Verify Minutes

After the minutes are verified, it will be displayed in the *Minutes for Approval* sub-tab.

## 7.2 MINUTES FOR APPROVAL

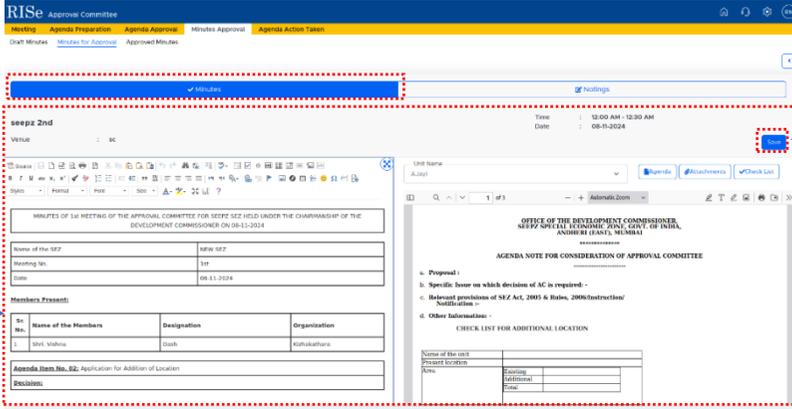


Click on *Minutes for Approval* Sub-tab to update division wise minutes.

Click on [🔄] button to update division wise minutes.

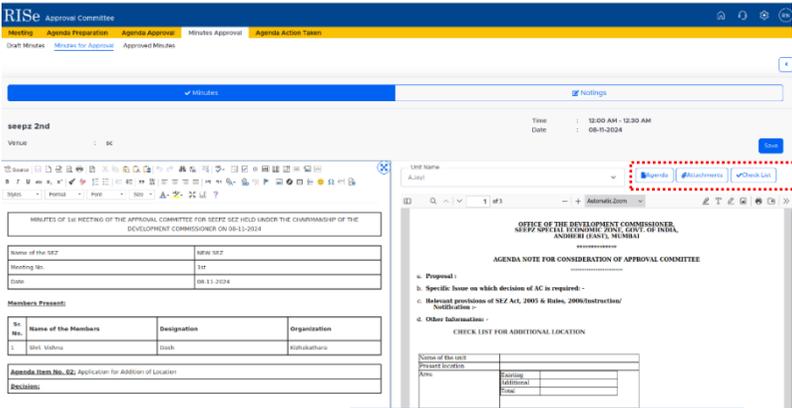
Figure 43 - Minutes For Approval

### 7.2.1 MINUTES



In this section, user can view the draft minutes and also user can update the minutes for approval and click [Save] button to save the minutes.

Figure 44 - Minutes



Click here to view division agenda, attachment and checklist.

Figure 45 - View Agenda, Attachment, Checklist

**Click the check box to select the minutes and proceed to click the [Forward] button to forward the minutes.**

**Add the notes and click on [Forward] button to forward the minutes for approval.**

**Select the user and click on [Forward] button to forward the minutes for approval.**

*Figure 46 - Minutes For Approval*

## 7.2.2 NOTES

The screenshot shows the RISE Approval Committee web application. The navigation bar includes 'Meeting', 'Agenda Preparation', 'Agenda Approval', 'Minutes Approval', and 'Agenda Action Taken'. The current page is 'Minutes for Approval'. The main content area has a 'Minutes' tab selected. Below the tabs, there is a 'Venue' dropdown set to 'Estf'. To the right, the meeting 'Time' is '12:00 AM - 12:30 AM' and the 'Date' is '09-19-2024'. A 'Forward' button is visible. The 'Add Notes' section is highlighted with a red dashed box, containing a text input field labeled 'Enter your note' and an 'Add note' button. A blue arrow points from a text box below to the input field.

Enter the notes and click on **[Add Notes]** button to save the notes.

*Figure 47 - Add Notes*

The added notes are listed under the notes section.

The screenshot shows the RISE Approval Committee interface. At the top, there are navigation tabs: Meeting, Agenda Preparation, Agenda Approval, Minutes Approval, and Agenda Action Taken. Below this, there are sub-tabs: This Meeting, Minutes For Approval, and Approved Minutes. The main content area shows a meeting titled 'fald' with a venue of 'N/A'. It includes a 'Notes' section with a 'Forward' button and an 'Add note' button. A note is visible with a 'Forward for approval' button. A 'Forward Window' is open, displaying a list of sections and seats under each section. The 'Forward' button at the bottom of this window is highlighted. Annotations with arrows point to the 'Forward' button in the main interface, the 'Forward for approval' button in the note, and the 'Forward' button in the 'Forward Window'.

Click on [Forward] button to forward the minutes.

Click here to delete the added notes.

Click here to forward the minutes for approval.

**Forward Window**

Sections	Seats under section
Administration Division	<input type="checkbox"/> Shri.   ADC - Administration
Disaster Management Division	<input type="checkbox"/> Shri.   (Record Keeper)
EOU-I	<input type="checkbox"/> Mrs.   (Junior Executive)
EOU-II	<input type="checkbox"/> Shri.   (LDC - Administration)
Estate Division	<input type="checkbox"/> Mr.   (Executive - Administration Division)
Finance,Accounts & Procurement Division(CEZ Authority Fund)	<input type="checkbox"/> Mrs.   (Junior Executive - Administration Division)
Hindi Division	<input type="checkbox"/> Shri.   LDC - Administration 2)
IT Division	<input type="checkbox"/> Smt.   (LDC - Administration 3)
Labour Division	<input type="checkbox"/> Shri.   (Authorised Officer (Customs Superintendent ))
Legal Division	<input type="checkbox"/> Shri.   (Authorised Officer)

Forward

Figure 48 - Forward Minutes For Approval

**Note:** The agenda can be forwarded to anyone on the list, but the final approval authority lies with the DC.

## 8 APPROVE MINUTES

### 8.1 LOGIN – DC

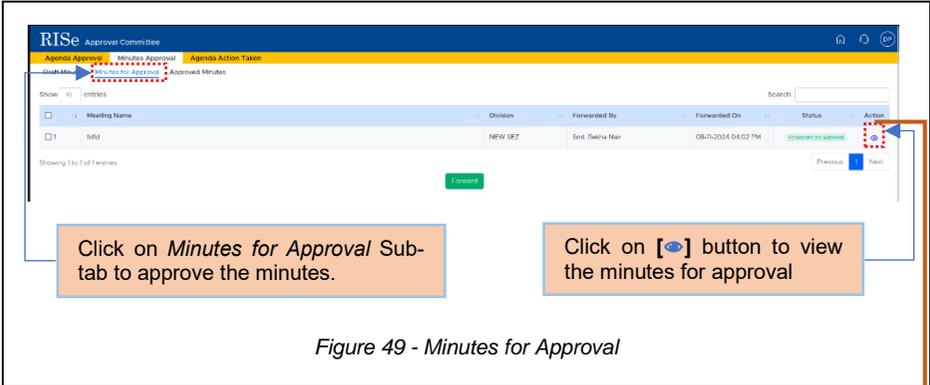


Figure 49 - Minutes for Approval

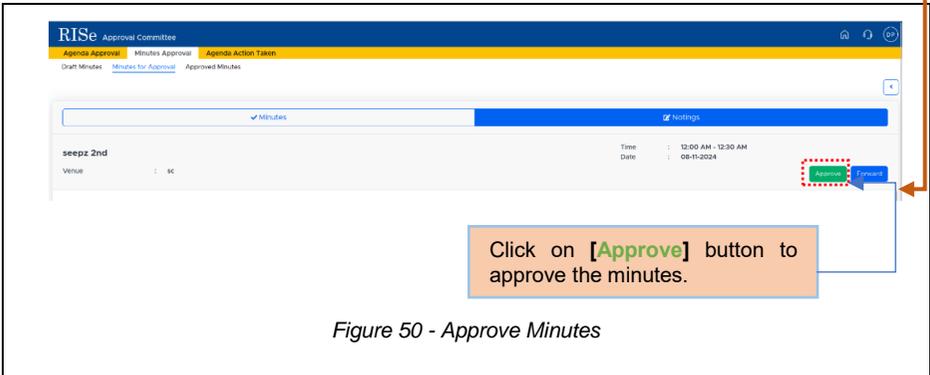


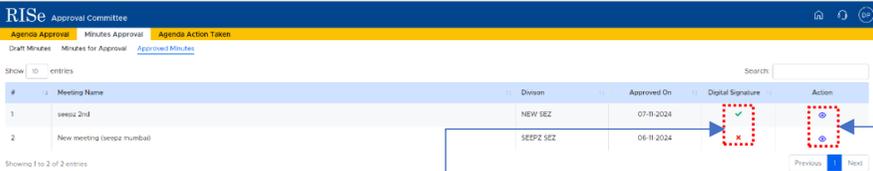
Figure 50 - Approve Minutes

Once the minutes are approved, they will be displayed under the *Approved Minutes* subtab.



Click on *Approved Minutes* Sub-tab to view approved minutes.

Figure 51 - Approved Minutes



In this section, [✓] indicates DS is updated and [✗] indicates DS is not updated.

Click on [👁️] button to view approved minutes.

Figure 52 - View Approved Minutes

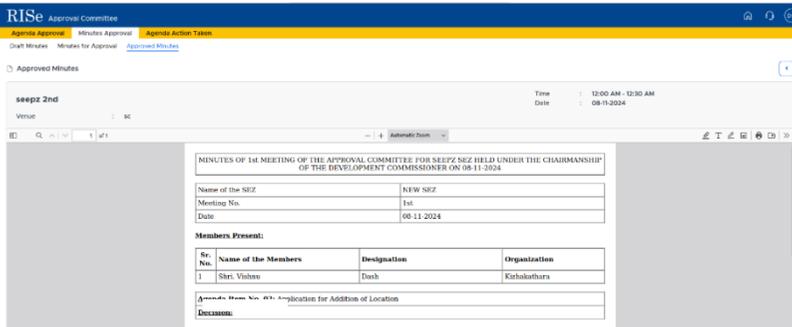


Figure 53 - Approved Minutes (1)

# 9 AGENDA ACTION TAKEN

## 9.1 ADD AGENDA ACTION TAKEN

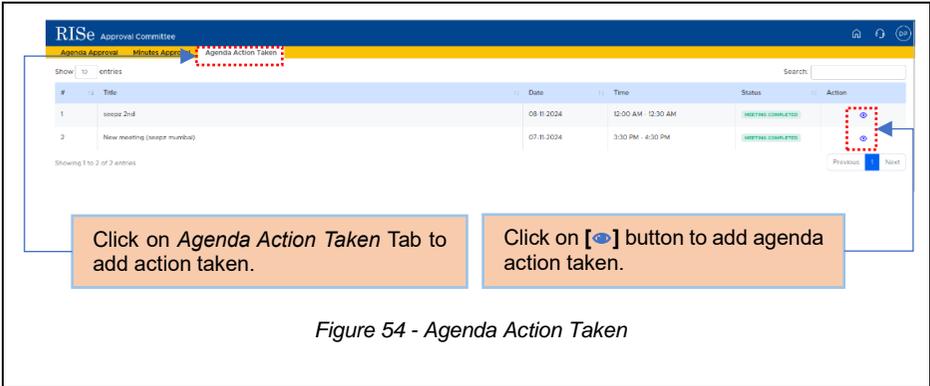


Figure 54 - Agenda Action Taken

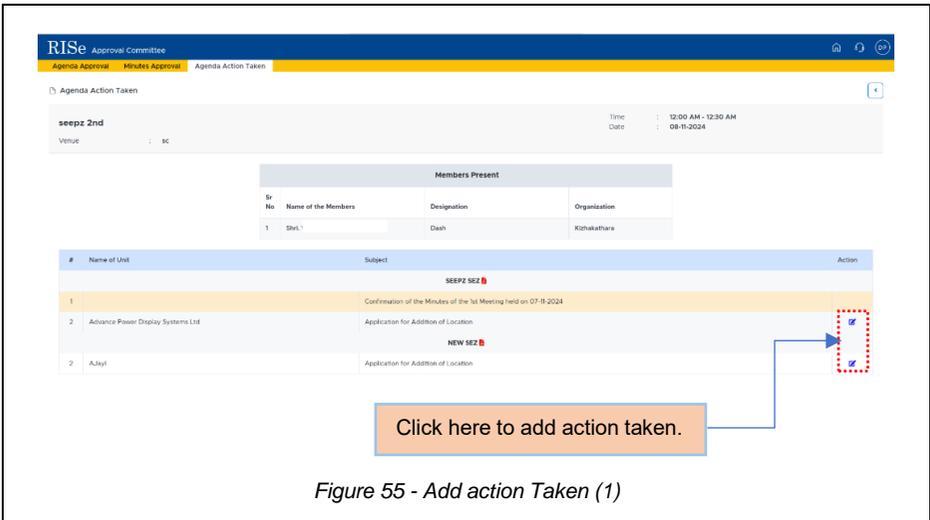


Figure 55 - Add action Taken (1)

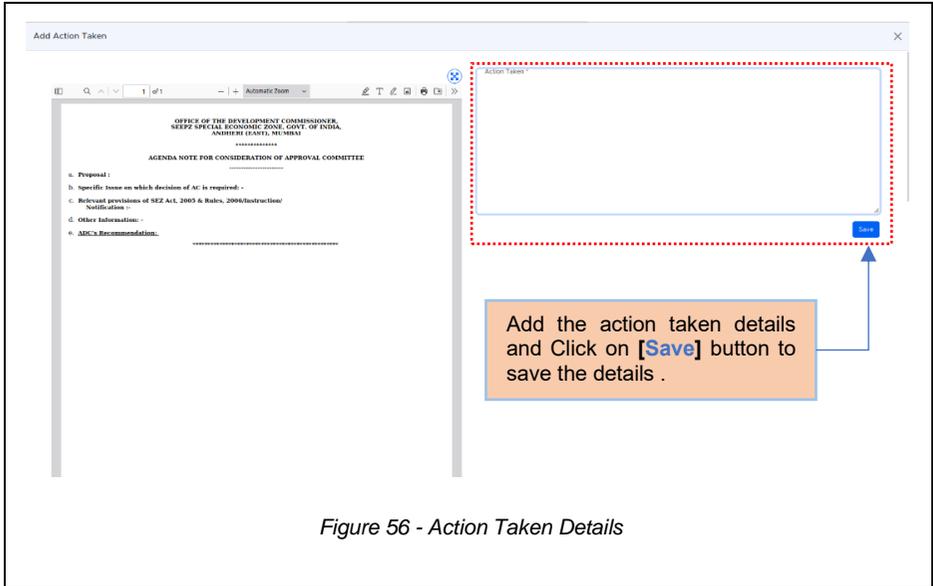


Figure 56 - Action Taken Details

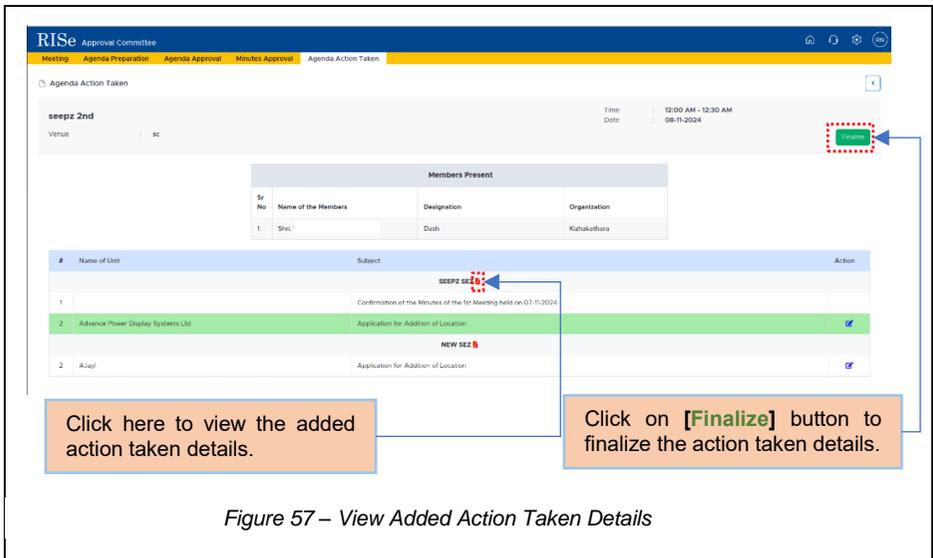


Figure 57 – View Added Action Taken Details

Once the action taken details are finalized, the action items can no longer be edited.

The screenshot displays the 'Agenda Action Taken' section of the RISE Approval Committee interface. At the top, there is a navigation bar with tabs for 'Meeting', 'Agenda Preparation', 'Agenda Approval', 'Minutes Approval', and 'Agenda Action Taken'. The main content area shows details for a meeting titled 'seepz 2nd' held on 08-11-2024 from 12:00 AM to 12:30 AM at venue 'SC'. Below this, a 'Members Present' table lists one member: Sr No 1, Name of the Members: Shri. [redacted], Designation: Dash, and Organization: Kothakothara. The main table below lists actions taken, categorized into 'SEEPZ SEZ' and 'NEW SEZ'.

Members Present			
Sr No	Name of the Members	Designation	Organization
1	Shri. [redacted]	Dash	Kothakothara

#	Name of Unit	Subject	Action
<b>SEEPZ SEZ</b>			
1		Confirmation of the Minutes of the 1st Meeting held on 07-11-2024	
2	Advance Power Display Systems Ltd	Application for Addition of Location	
<b>NEW SEZ</b>			
2	A.Jay	Application for Addition of Location	

Figure 58 - Finalized Action Taken Details

# 10 SETUP

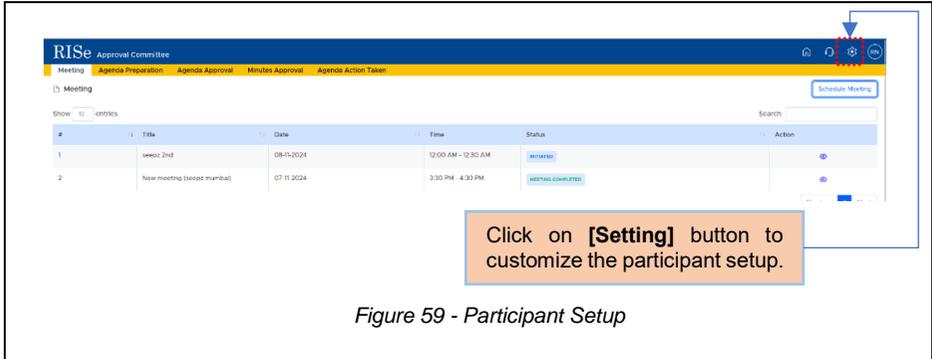


Figure 59 - Participant Setup

## 10.1 PARTICIPANT SETUP

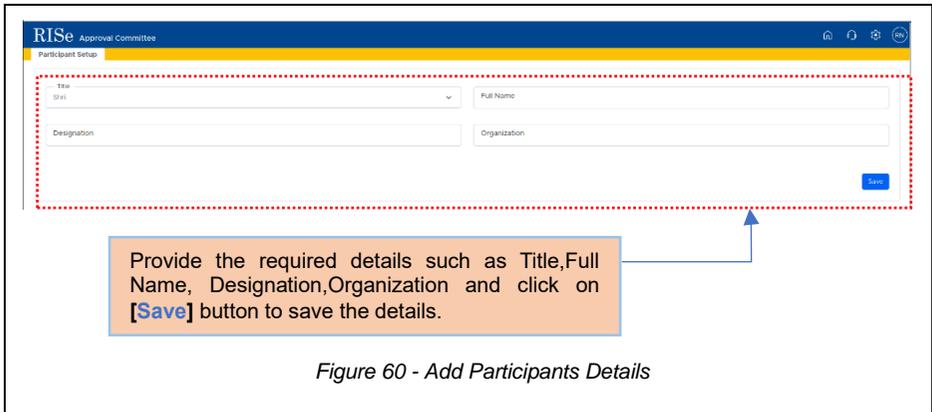


Figure 60 - Add Participants Details

After the details are added, they will appear in the Participants setup section.



Figure 61 - Edit/Delete Participant Setup

The participant setup will be displayed in the *Agenda Preparation* tab.

**\*\*End of the Module – RISE (Approval Committee) \*\***

*“Thank you for thoroughly exploring the features and information.”*