IMPORTANT INSTRUCTIONS FOR PE SURVEY 2019-20

1. Previous (last year) User ID and password are valid.

2. To Change 'Password', nodal officer of the concerned application (i.e. PE Survey, Charity, CSR, Periodical   Review under 56j, CRR & Misc. Information) is required to provide his/her credentials.

    2.1. OTP will be sent to the provided email-id (Nodal officer) for generation of new password.

    2.2. Confirmation email will also be sent to the CMD having details of Nodal officer of concerned application generated the new password.

3. In case of 'Forgot 'Password', first select the application i.e. PE Survey and then give the login id. An OTP will be sent to the email id of nodal officer of PE Survey 2018-19 for generating new password.

4. PE Survey datasheet is divided in "Seven Parts".

5. Submission of data in the Company Profile is mandatory for proceeding into other parts.

6. Company Profile is auto populated with previous year information. Nodal officer is requested to verify and update the data.

7. Financial figures are in Rupees in Lakhs. **Figure in decimal is NOT PERMITTED**.

8. A Login Account **"get Locked"** if user attempted five consecutive failed login.

9. Browser Back Navigation Button is disabled. Please use application provided "Back Button".

10. In case of No/NIL information for a particular, either fill 'Zero' or "Nil" as applicable depends upon the nature of the entry.

11. Press '**Submit**' Button to '**save data'**.

12. Data is editable until the submission of **'Confirming data Completion'**.

13. In Part-7, the upto 1000 character information can be provided for the text portion.

14. Special characters like & - @ # $! % ^ - * ~ {} [] () are not allowed.

15. Use **'Confirming Data Completion (Part I to Part VI) with Submit for e-Signing'** button/link for final submission.

16. **No update/edit allowed after 'Confirmation'**.

17. For any technical assistance, call NIC-DPE at 011- 24361483.

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