

## **Important Instruction to Change Password**


1. Previous (last year) password is invalid.
2. Existing login-id is same for all application.
3. Only the "Nodal Officer" of the concerned application needs to generate new password for his/her application.
4. New default password has been sent to the CMD by email.
5. **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.
6. OTP will be sent to the provided email-id (Nodal officer) for generation of new password.
7. Confirmation email will also be sent to the CMD having details of Nodal officer of concerned application generated the new password.
8. **PI note:** Password will be different for different applications i.e. PE Survey, Charity, CSR, Periodical Review under 56j, CRR & Misc. Information.

## **Important Instruction to submit PE Survey data**

1. PE Survey datasheet is divided in "Seven Parts".
2. Submission of data in the Company Profile is mandatory for proceeding to other parts.
3. Company Profile is auto populated with previous year information. Nodal officer is requested to verify/edit data.
4. Financial figures are in Rupees in Lakhs. **Figure after decimal is NOT PERMITTED.**
5. After five consecutive failed login attempts **"Account" gets Locked**.
6. To activate account, kindly send email to .
7. **Browser Back Navigation Button** is disabled. PI use application provided "Back Button".
8. In case of No/NIL information for a particular, either fill **'Zero'** or **"Nil"** as **applicable** depends upon the nature of the entry.
9. Press **'Submit' Button** to **save data**.
10. Data is editable until confirmed.
11. In Part-7, the upto 1000 character information can be provided.

12. Special characters like & - @ # \$ ! % ^ - \* ~ { } [ ] ( ) are not allowed.
13. In case text based information is more than this limit kindly e-mail information at [psurvey@nic.in](mailto:psurvey@nic.in)
14. Use '**Confirming Data Completion**' button/link for final submission.
15. **No update/edit allowed after 'Confirmation'**.

<i>Welcome DEMO TEST</i>		<a href="#">Back</a> <a href="#">Logout</a>
		<b>2016-17</b>

- ⊖ Home
  - Company Profile (Mandatory)
  - ⊖ Part I -Balance Sheet
    - Balance Sheet Data(Form1 :Code 1000 to 1020)
    - Balance Sheet Data(Form2 :Code 1101 to 1099)
    - Balance Sheet Data(Form3 :Code 1055 to 1245)
    - Balance Sheet Data(Form4 :Code 1271 to 1300)
  - ⊖ Part II-Profit & Loss Account
    - Profit & Loss A/c Data(Form1 :Code 1401 to 1600)
    - Profit & Loss A/c Data(Form2 :Code 1501 to 2067)
  - Part III-Other Financial Data (Code 2001 to 2063)
  - Part IV-Statewise Fixed Asset and Employment
  - Part V-Salary & Wages (Code 4000 to 5020)
  - ⊖ Part VI-Employment & Social Overhead
    - Employment & Social Overheads(Form1:Code 3061 to 3534)
    - Employment & Social Overheads(Form2:Code 3536 to 3345)
    - Employment & Social Overheads(Form3:Code 3346 to 1500)
  - Confirming Data Completion (Part I to Part VI) 
  - Part VII
  - Confirming Data Completion (Part VII)
  - Printing Report on Confirmed Data in Data Sheet format
  - Change Password
  - LogFile