Project Monitoring Group

Manual : Project Proponent (Private)

Project Monitoring Group
Pragati se Unnati



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Introduction

Cabinet Secretariat	Project Monitoring Group (PMG) was set up as a special cell in Cabinet Secretariat, Government of India in 2013
Prime Minister's Office	Prime Minister's Office took the administrative control of PMG in September 2015
Invest India	PMG was merged with Invest India, DPIIT, Ministry of Commerce and Industry in February 2019
Prime Minister's Office	Prime Minister's Office appointed PMG as a Secretariat to Monitoring Group, PMO in August 2021

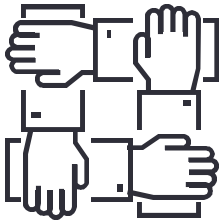
About Project Monitoring Group (PMG)

The Project Monitoring Group (https://pmg.dpiit.gov.in/) is an institutional mechanism for **milestone-based monitoring of projects** and for expediting **issue resolution** and fast-tracking of approvals/clearances for projects with an anticipated investment of **Rs. 500 cr. and above**

Different Stakeholders Involved and Their Roles

Stakeholder's Definition

Project Proponent (PP)	• Implementing agency/organisation facing issues in the execution of their project(s)
Sponsoring Ministry (SM)	• Central Ministry that verifies and validates given project details
Recipient Ministry/ State (RM/RS)	• **Recipient Ministry:** Central Ministry where issue is pending • **Recipient State:** State Govt. where issue is pending
Project Monitoring Group (PMG)	• PMG Invest India Team monitors national projects and facilitates resolution of their issues



STAKEHOLDERS GROUP

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- Project Proponent (PP)
  - **Private Agency**
  - Government Agency e.g. Central Railways, NHAI RO
  - Public Sector Undertakings (PSU)
- Sponsoring Ministry (SM): Central Ministries
- Recipient Ministry/State (RM/RS)
  - Recipient Ministry (RM): Central Ministries
    - Recipient Ministry Department
  - Recipient State (RS): States and UTs
    - Recipient State District
    - Recipient State Department
- Project Monitoring Group (PMG)
  - PMG Invest India Team

This manual discusses roles & functions of Project Proponent – Private Agency

Project Proponent Roles & Functions

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Functions: Project Proponent

- User can create multiple Projects and related issues on PMG portal for getting their issues resolved through PMG mechanism
- User may regularly update the latest status corresponding their issues pertaining to Central Ministry or State Government

Life Cycle of Project

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Implementing Agency



Project Proponent
Create project with issue(s)
Public/PPP/Private

Central Ministry/ State Govt.



Sponsoring Ministry/State
Verify project/issue
Central Sponsored Scheme & State Sponsored Scheme

District Admin / Department



Issue Recipient State/Ministry or District/Department
Take necessary actions to resolve the issues of Project

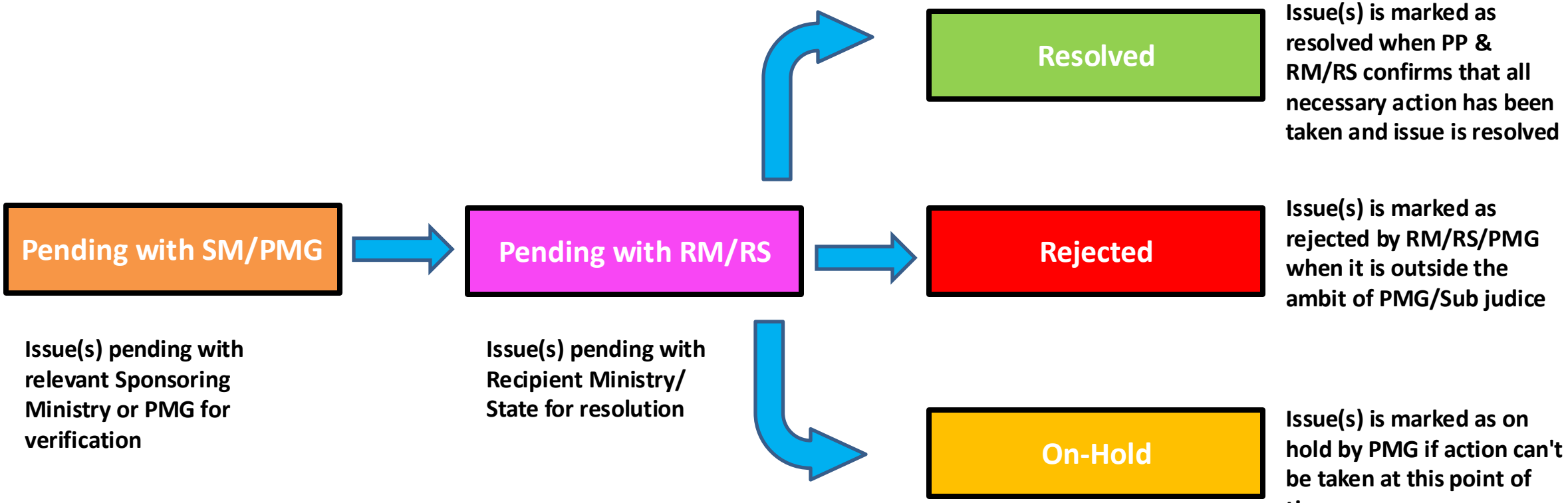
Review Meetings



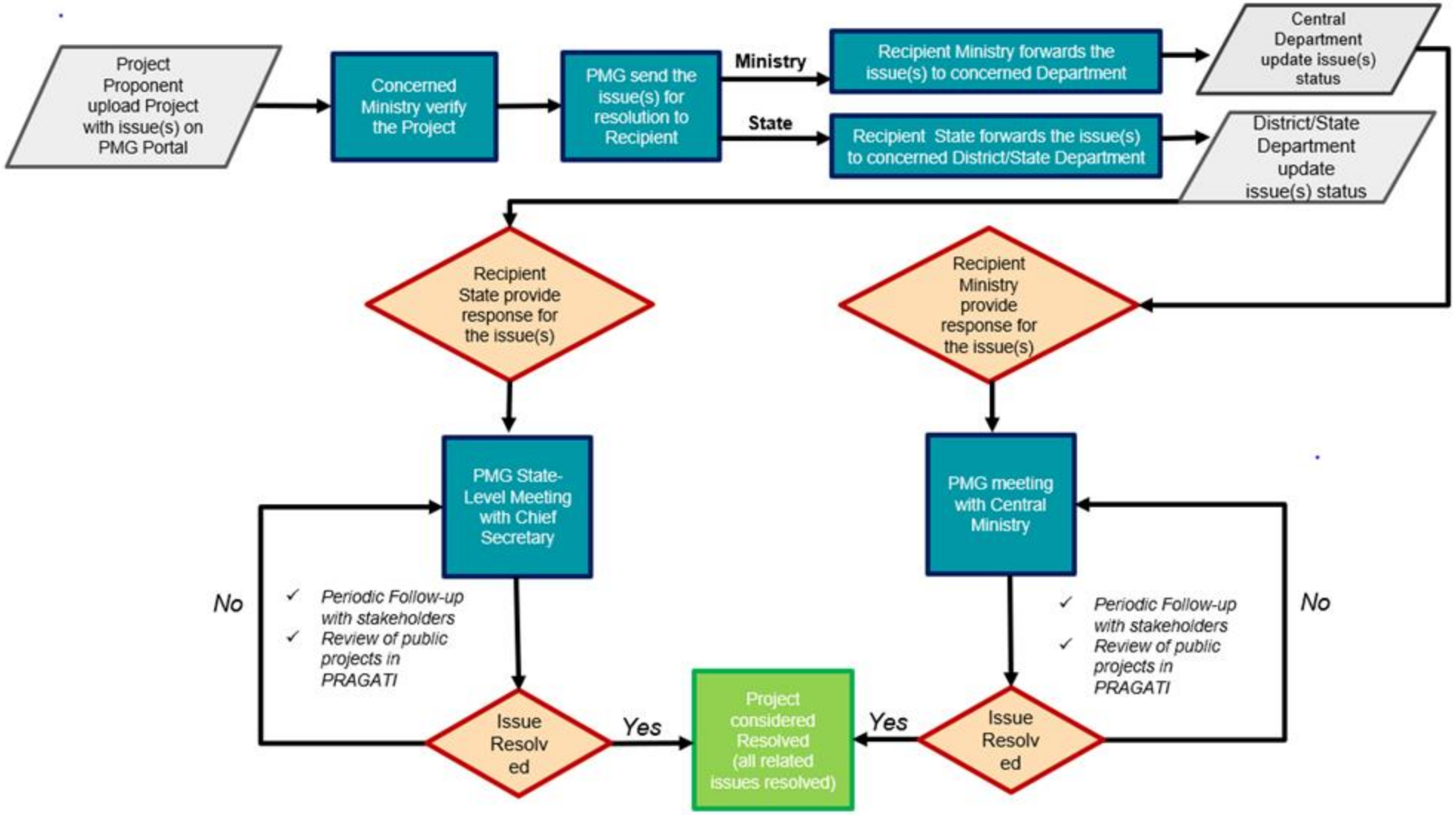
Issue Addressal Meetings
Ministry Secretaries/ State Chief Secretaries with all Stakeholders

Targeted Date of Completion shared by the recipient State /Ministry Department

Issue Stages



PMG Mechanism

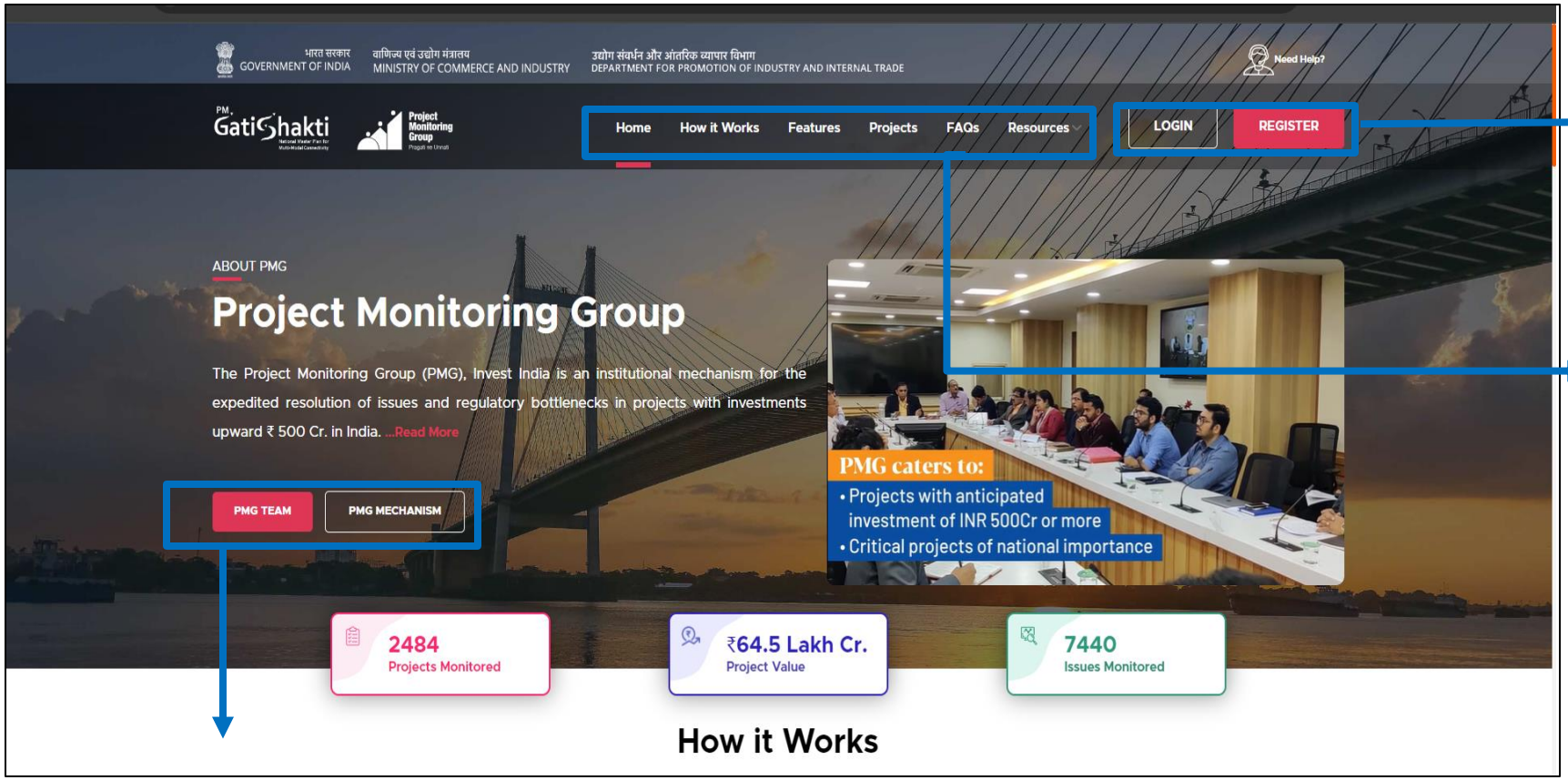


URL for PMG Portal

https://pmg.dpiit.gov.in/

Landing Page

Landing Page



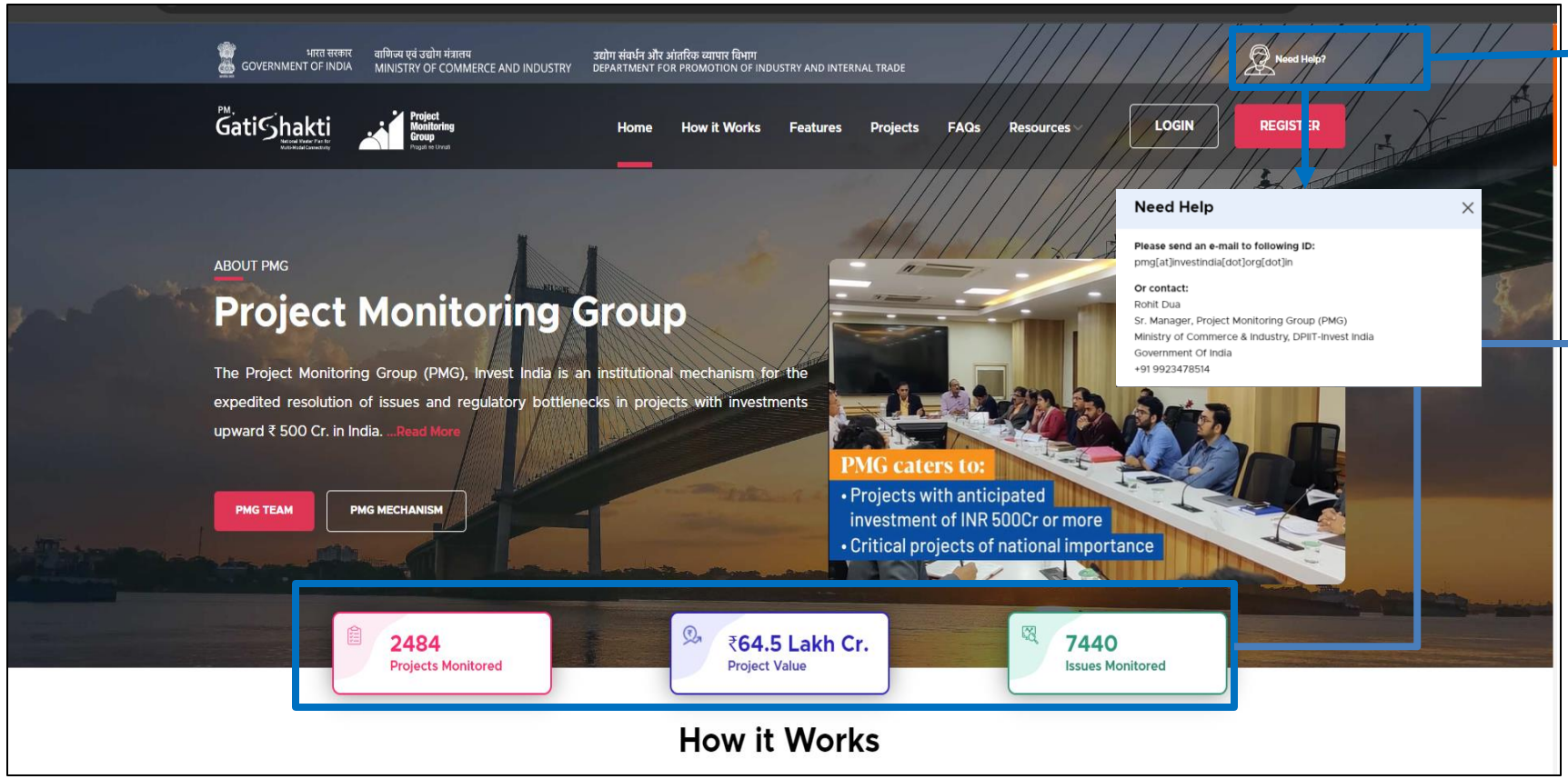
- **Register** in case of Private Proponent, this is not applicable for PMG users
- Click on the **Login** button to enter the Login page

Key elements: Landing Page

- **How it works:** Work flow of PMG
- **Features:** Dashboard, Track Issue Status, Follow-up, Feedback & Notifications
- **Projects:** Sector wise and State wise distribution of PMG Monitored Projects/Issues
- **FAQs:** Frequently asked questions
- **Resources:** Best practices, Notifications from various government offices.

- **PMG Team:** Details about PMG team members
- **PMG Mechanism:** Requisite Conditions to 'upload a project' and 'stages of issue resolution'

Landing Page



Email details of PMG team, for any assistance required

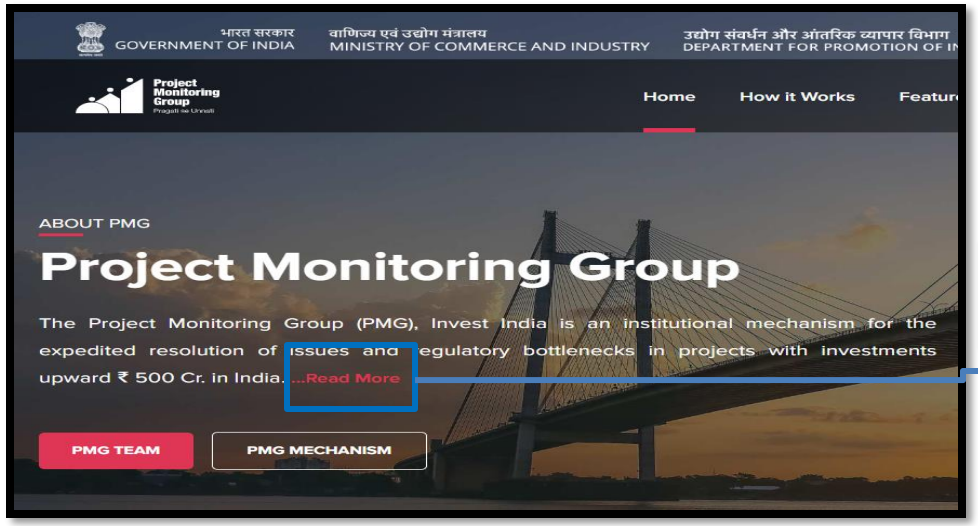
Data Tile

PMG monitored total project with their issues and total investment cost

Point to Note:

Detailed information about project will remain with stakeholders (Ministry/State/PMG) only

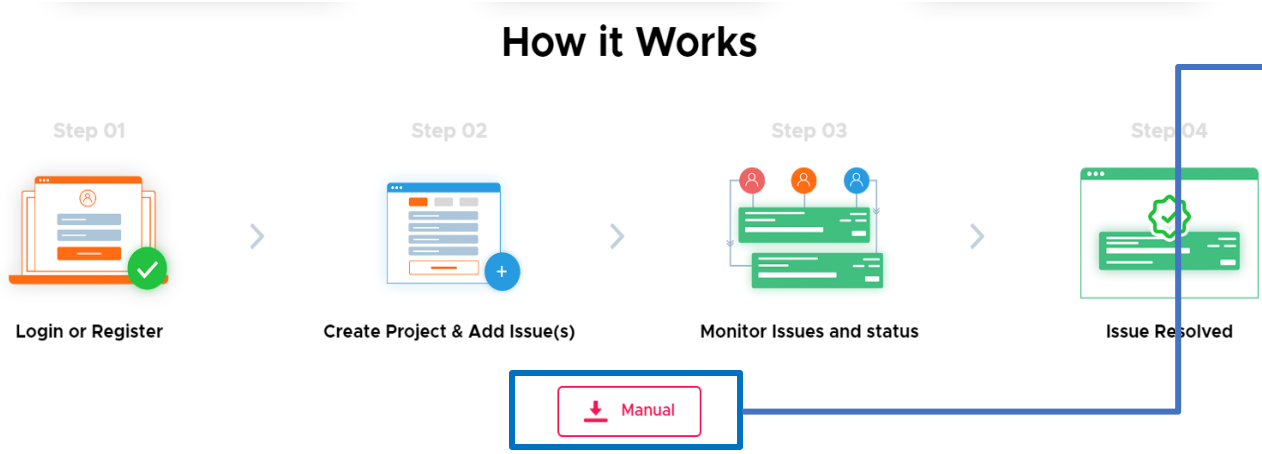
Landing Page



Click **Read More** to get access to PMG Brochure

User can download or share the link for **Brochure**





User can download or share the link for Private **Project Proponent Manual**

Landing Page

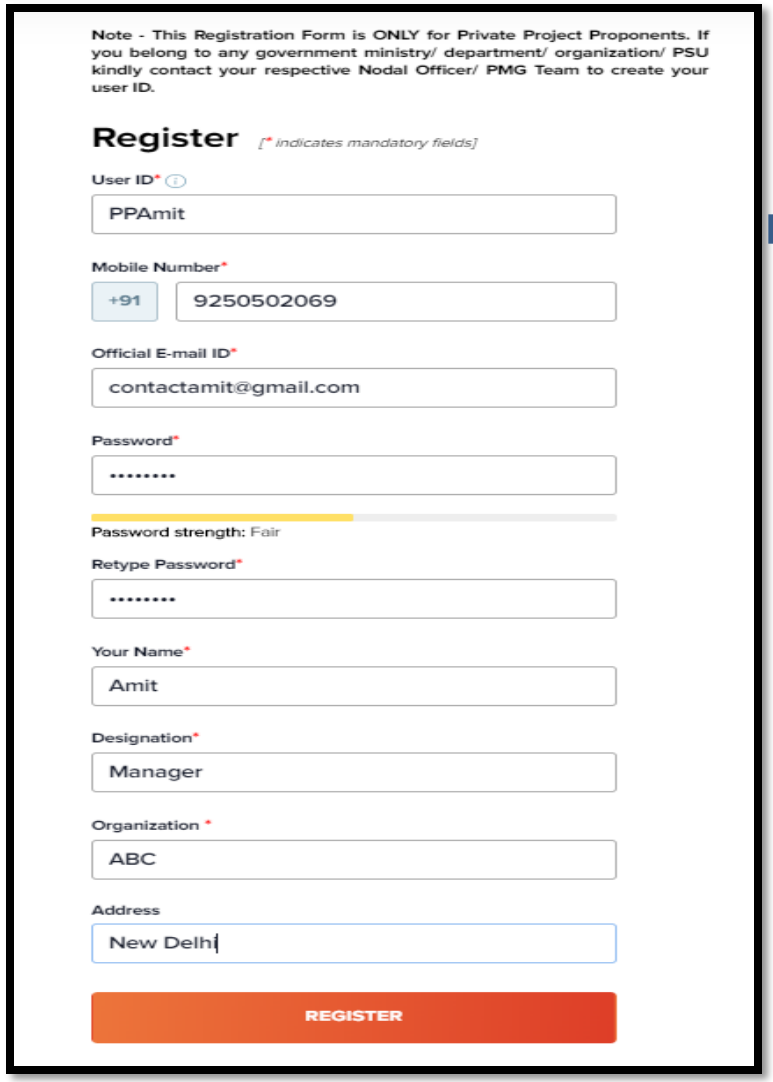


Latest update about PMG work and all major Projects/Achievements

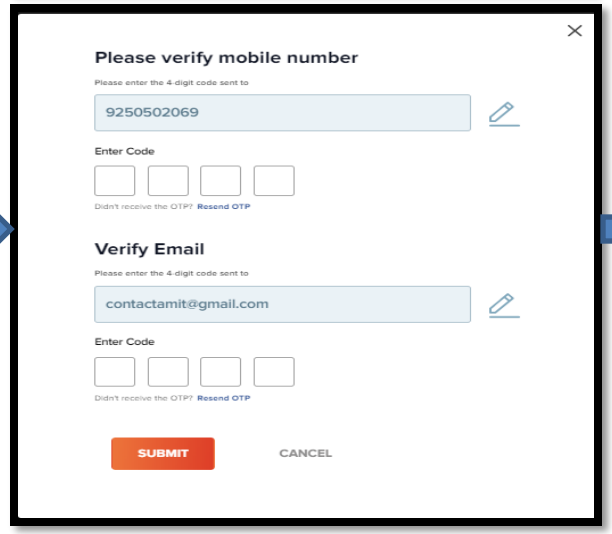
Registration

Registration Process

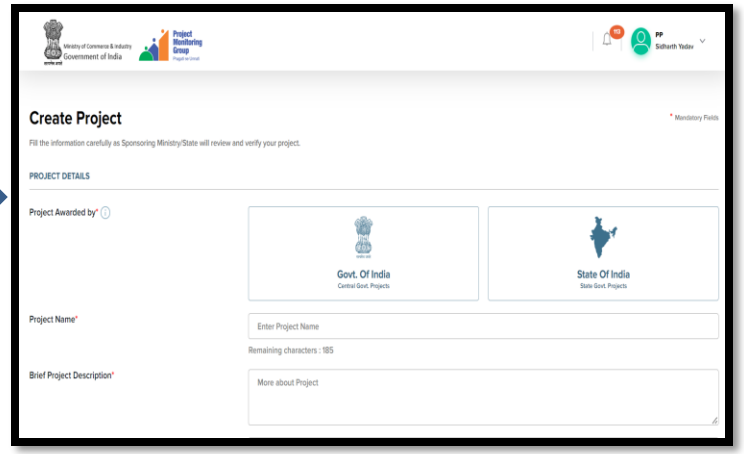
Registration Window



Verification Window



Directed to Create Project after logging in successfully



- **User ID** is a unique sequence of characters (e.g. vpapollo, PPAmit)
- **Mobile number** of user (verified through OTP)
- **Email id** of user (verified through OTP)
- **Password** is 8 or more characters with one upper case letter, one lower case letter, one number and one symbol (e.g. Test@123)
- **Your Name is** full name of user
- **Designation** of the Project Proponent
- **Organisation** name of the company
- **Address** official address of the company

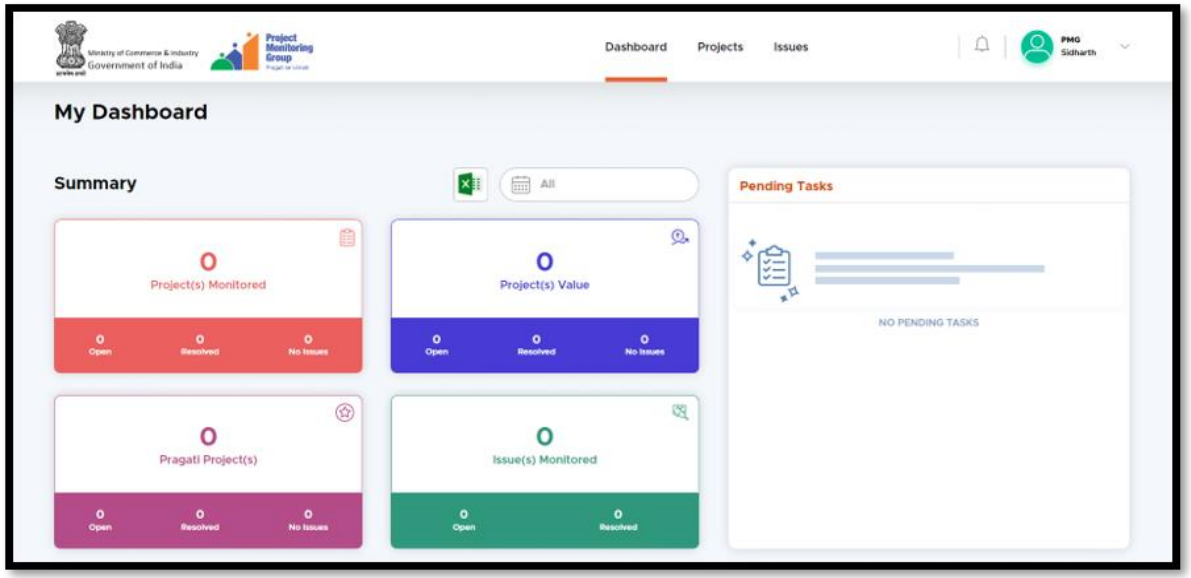
Login

Login page

Login Window



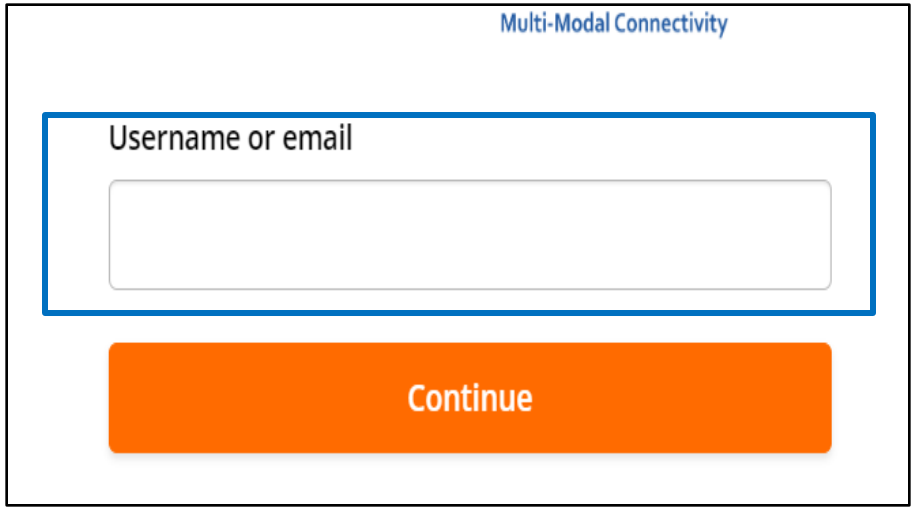
Directed to Main Dashboard

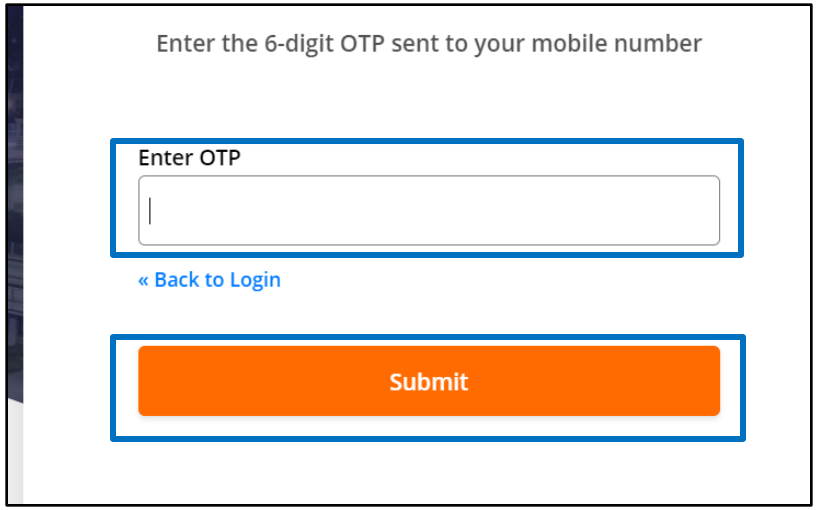


Points to Note:

- PMG user can be on boarded by PMG Super Admin user
- User can log-in through username/email id
- User can login via OTP in case of forgotten password

Login with OTP



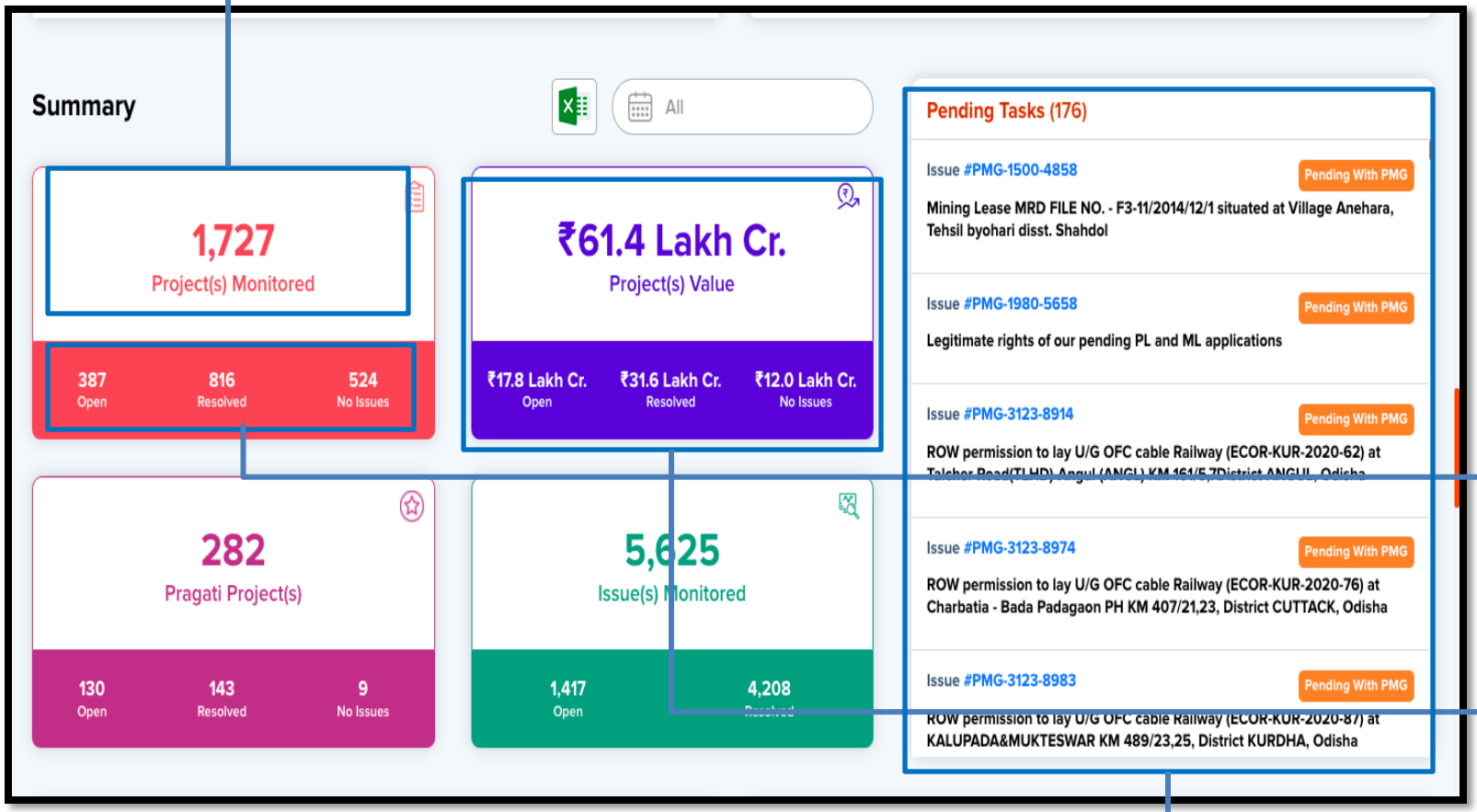


Enter your User ID/Email/Mobile number > click Get OTP

Enter your OTP > click Submit

Dashboard (Features & Functionalities)

Dashboard: Summary



Total number of projects onboarded by the user

Open Projects are count of those projects whose one or more issues are Pending with RM/RS or under PMG decision

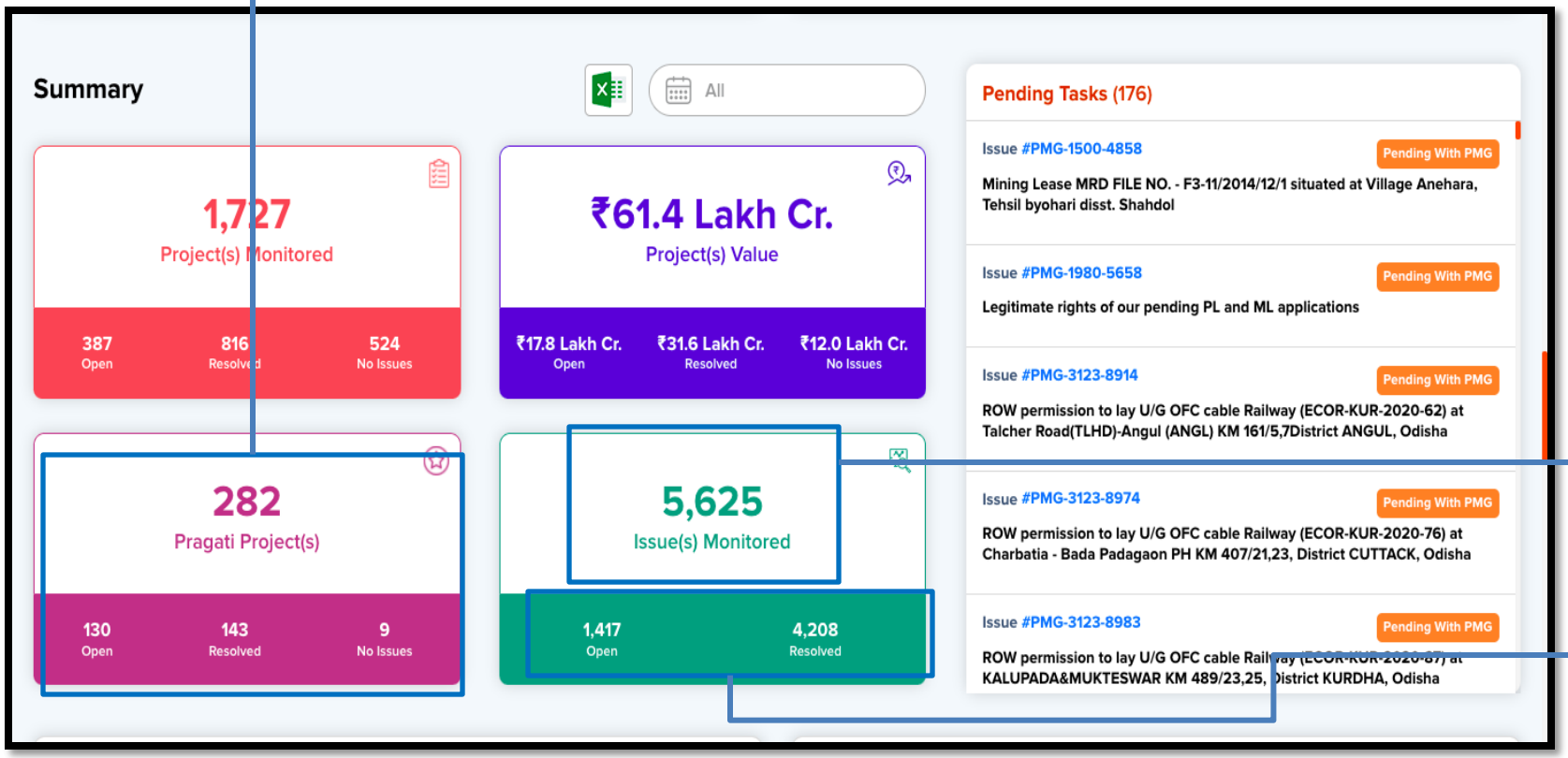
Resolved Projects are count of those projects whose all issues are closed (i.e. resolved or rejected)

No issue projects are those projects that have no issue in them

Sum total of corresponding monitored project's anticipated investment

Tasks that need action to be taken by the user

Dashboard: Summary

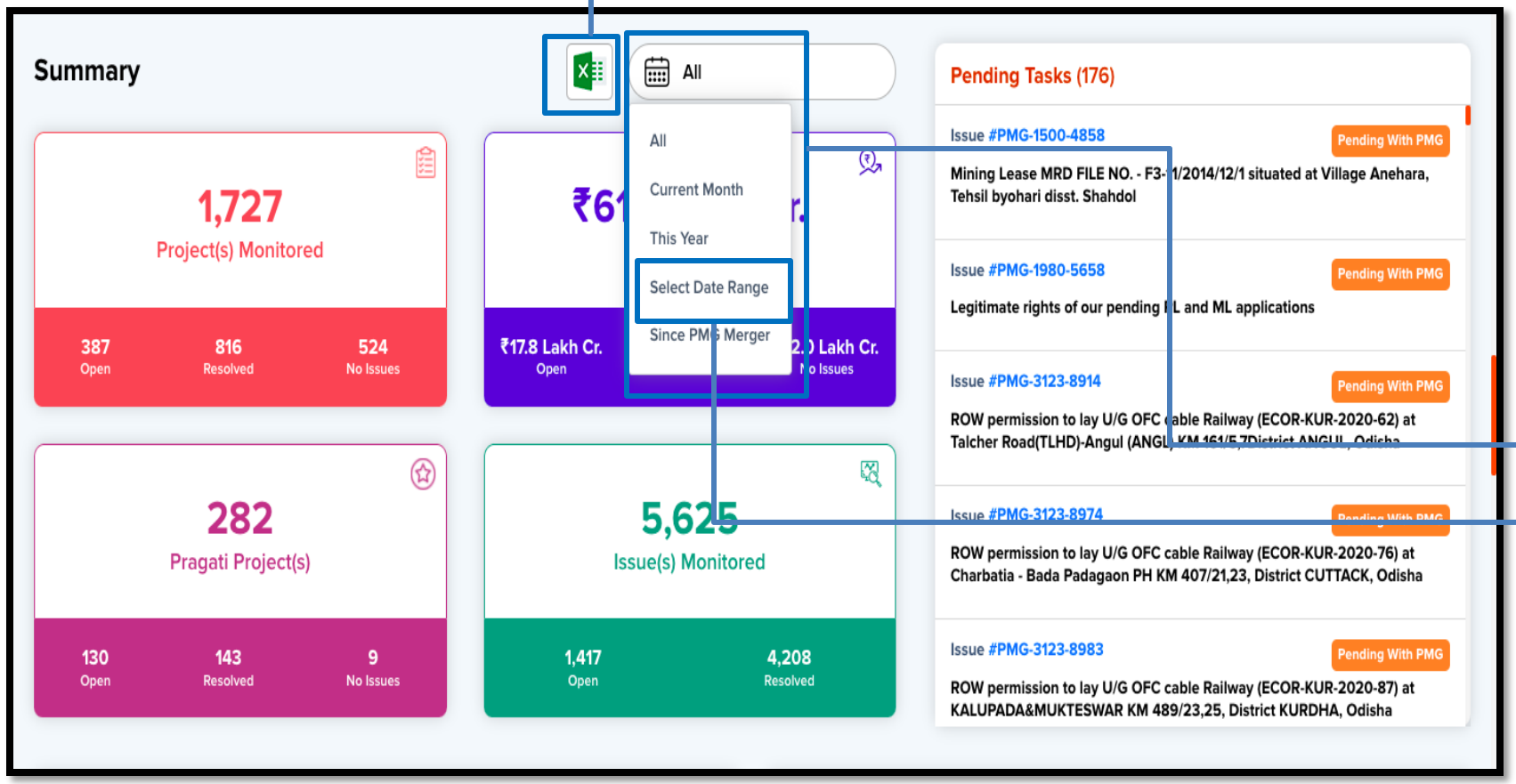


Count of total verified Pragati Projects (Open, Resolved, and No issues)

Issue(s) Monitored are the count of open and resolved issues

Open issues are the count of those issues whose status is either Pending with RM/RS or Under PMG Decision
Resolved issues are the count of those issues whose status is marked resolved

Dashboard: Summary



User may download list of filtered projects and issues in an excel file

Please note: *Project Data is related to verified projects.*

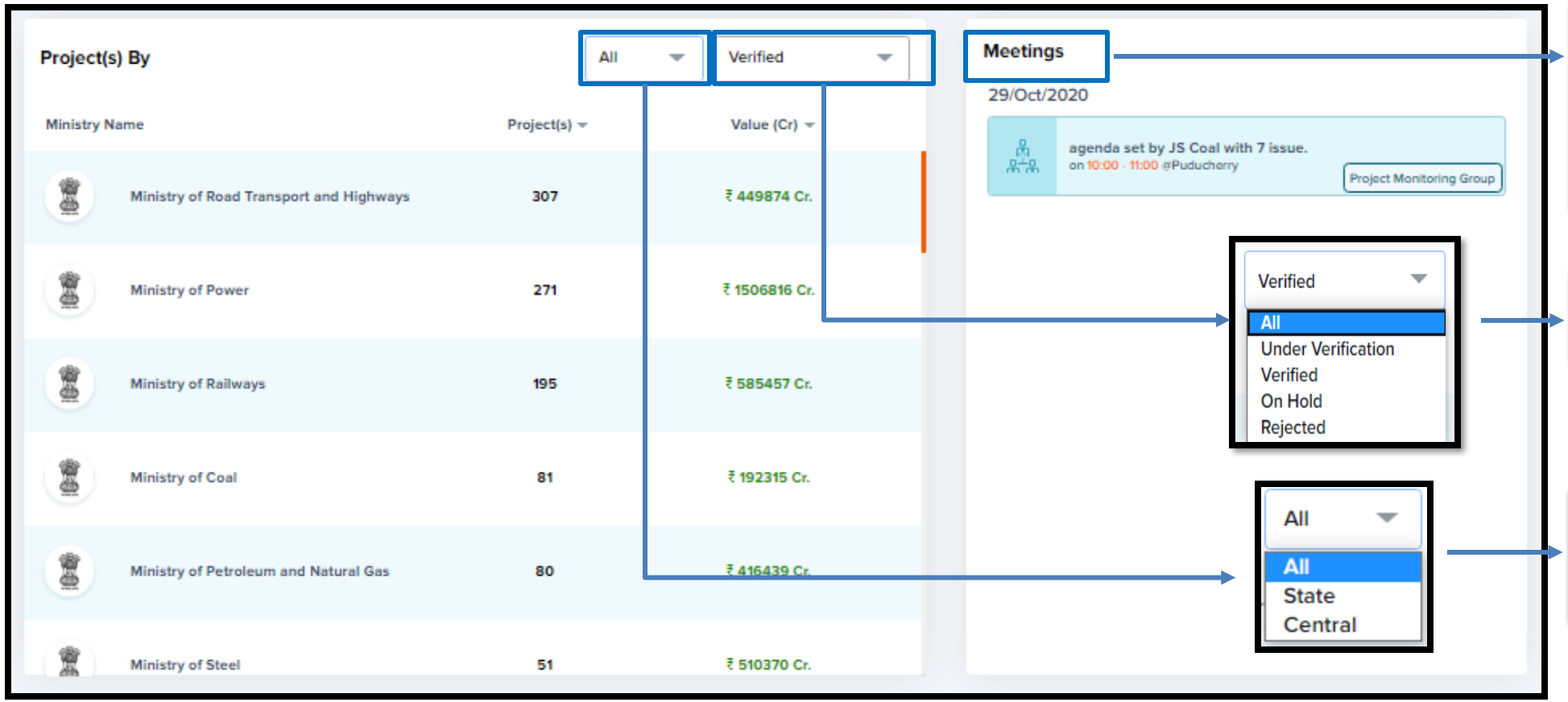
Issue data is related to resolved & open issues (i.e. pending with PMG & pending with RM/RS)

Various date filters available for desired data

User may choose custom date range to filter the required data

Dashboard: Features

Sponsoring Ministry/State wise projects and their anticipated investment



Upcoming meeting calendar notification(s) for both State and Central PMG meetings

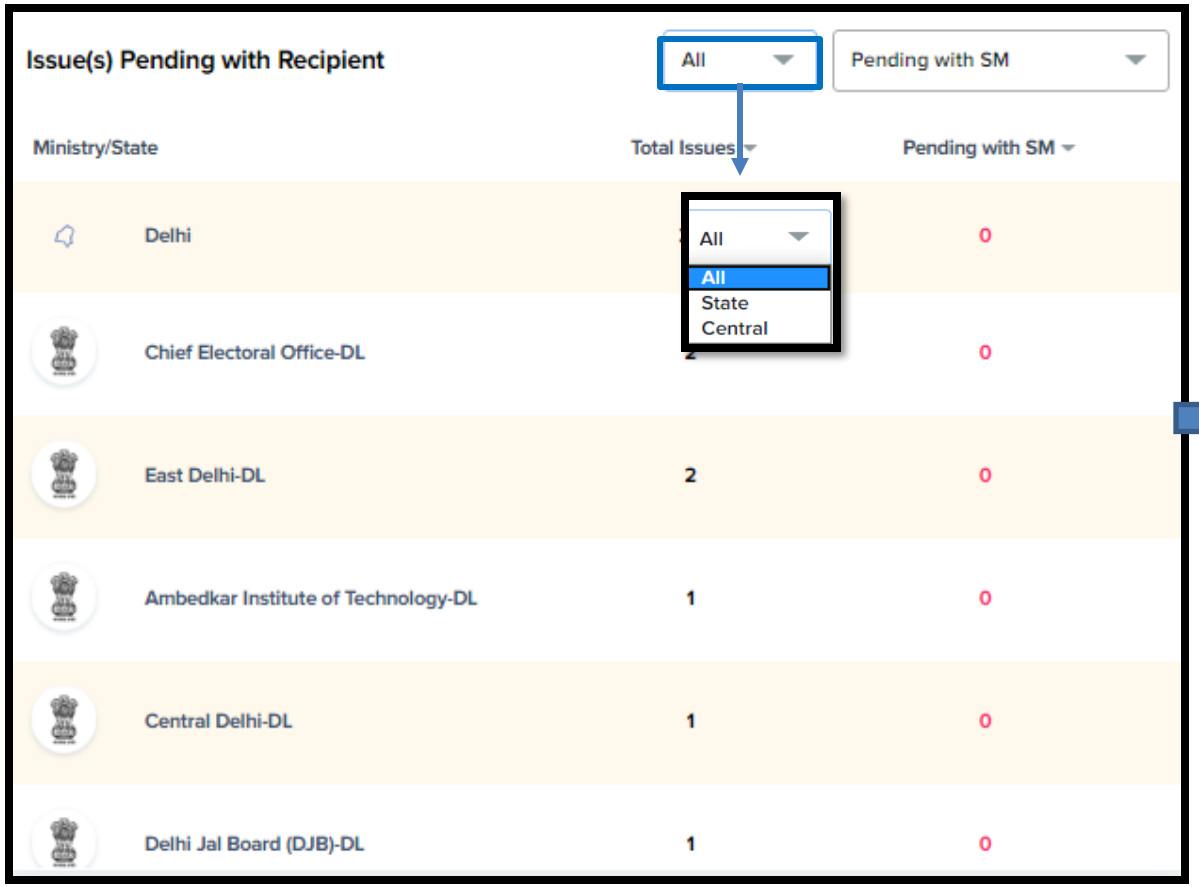
Filters for different **Project stages**

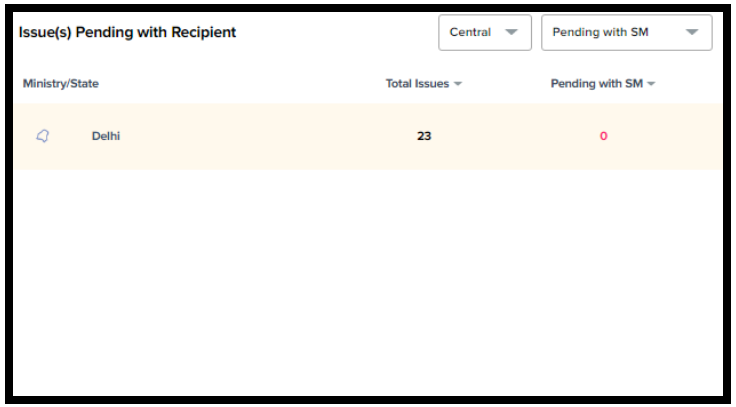
Filter for Sponsoring Ministry/ Sponsoring State

Dashboard: Features

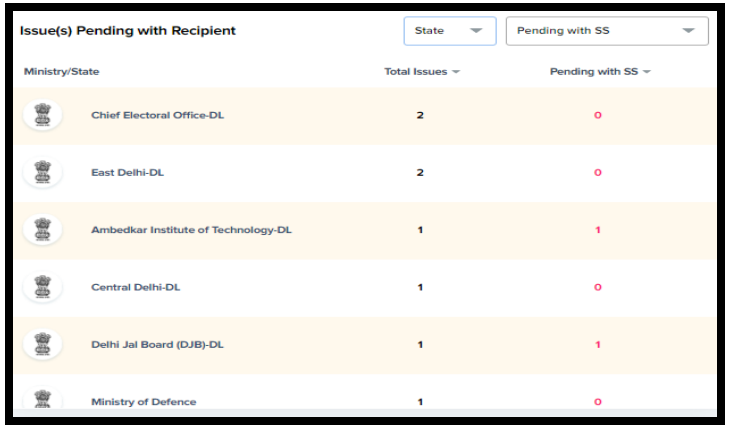
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Count of issues assigned to the particular State/District/ Department and number of pending issues at different stages





Central: Number of Issues and Pending Status of Central projects associated with the State as recipient e.g. Delhi



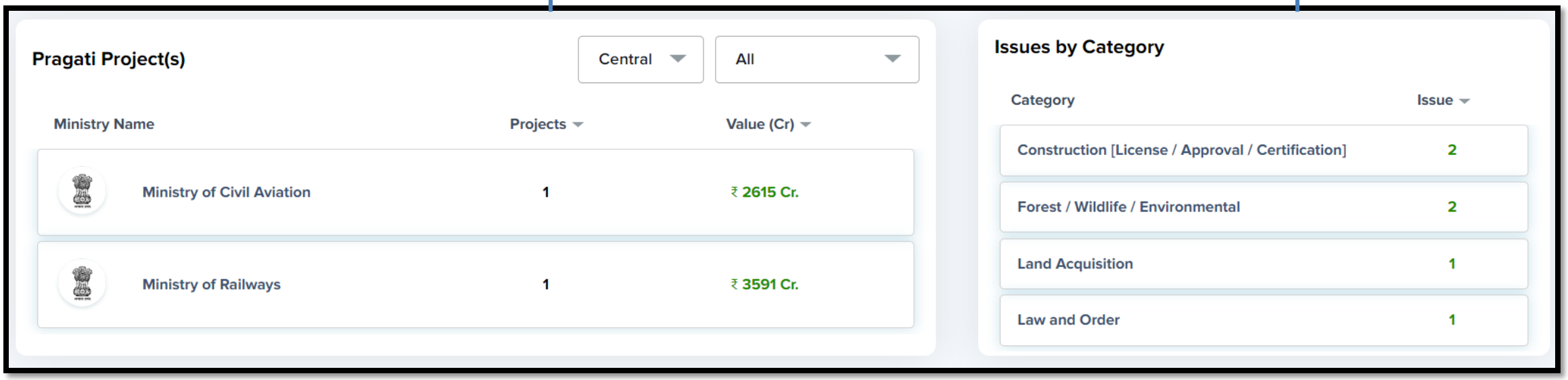
State: Number of Issues and Pending Status of State projects at Recipient District/ Department

Dashboard: Features

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Pragati Projects under different sponsoring ministries

Issues under different categories



Pragati Project(s)

Central | All

Ministry Name	Projects	Value (Cr)
Ministry of Civil Aviation	1	₹ 2615 Cr.
Ministry of Railways	1	₹ 3591 Cr.

Issues by Category

Category	Issue
Construction [License / Approval / Certification]	2
Forest / Wildlife / Environmental	2
Land Acquisition	1
Law and Order	1

Dashboard: Features

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Notifications tab to keep track of all updates on the portal in terms of addition and modifications in projects/issues

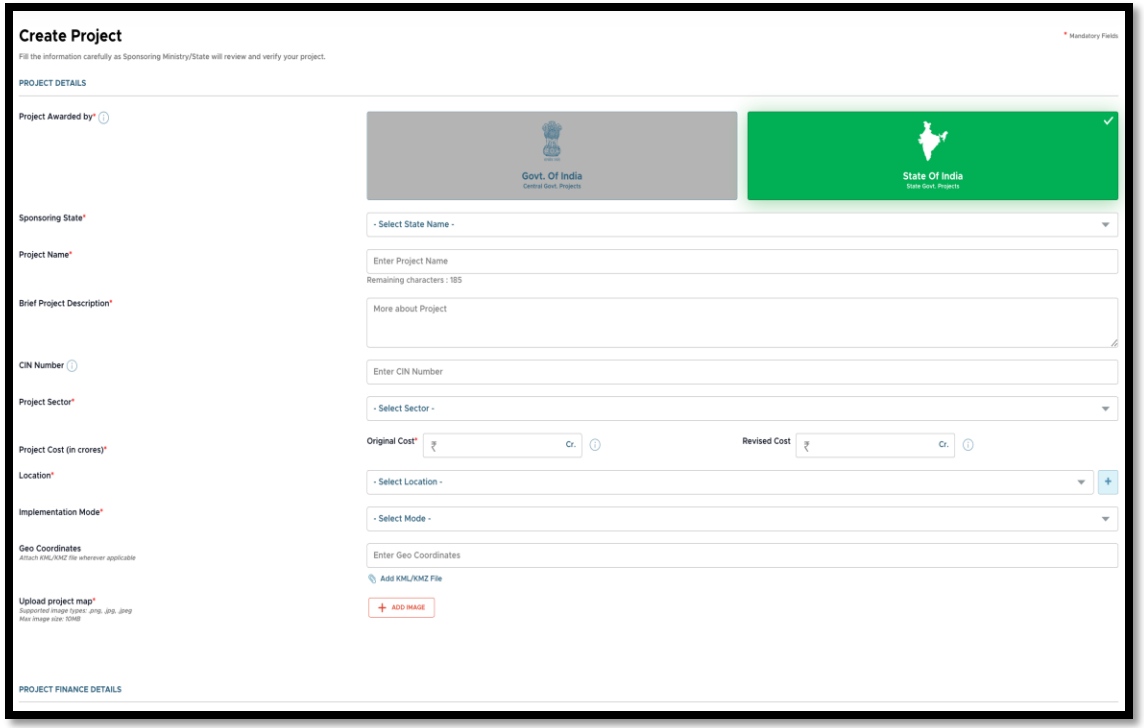


How to create Project & add Issue(s) ?

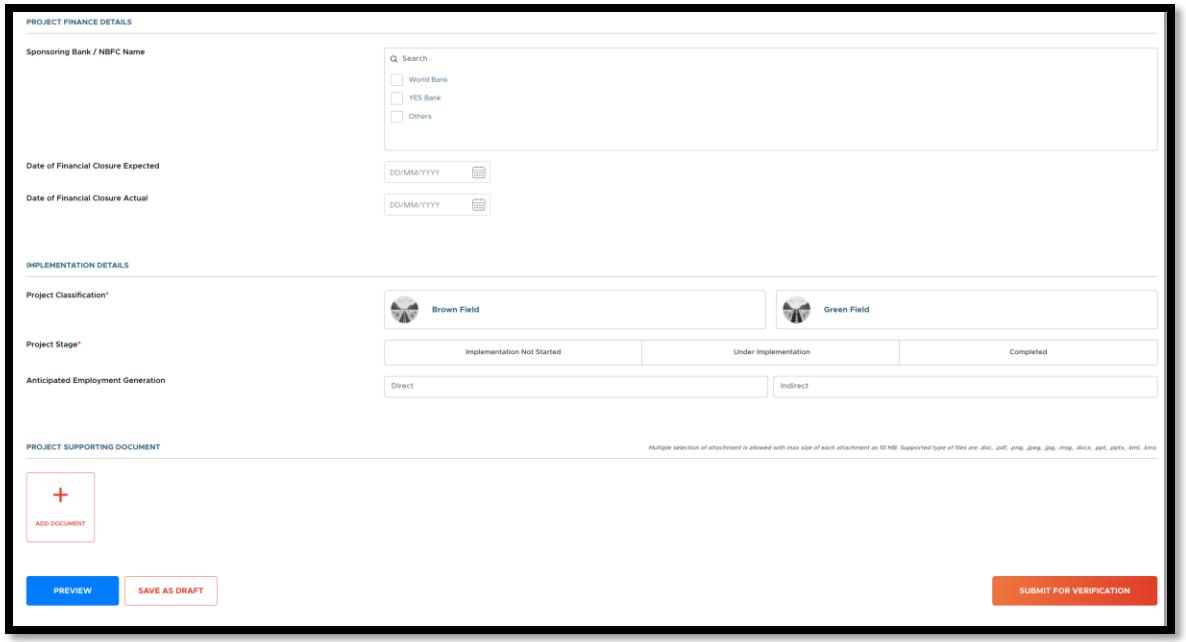
How to Create Project ?

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Page 1



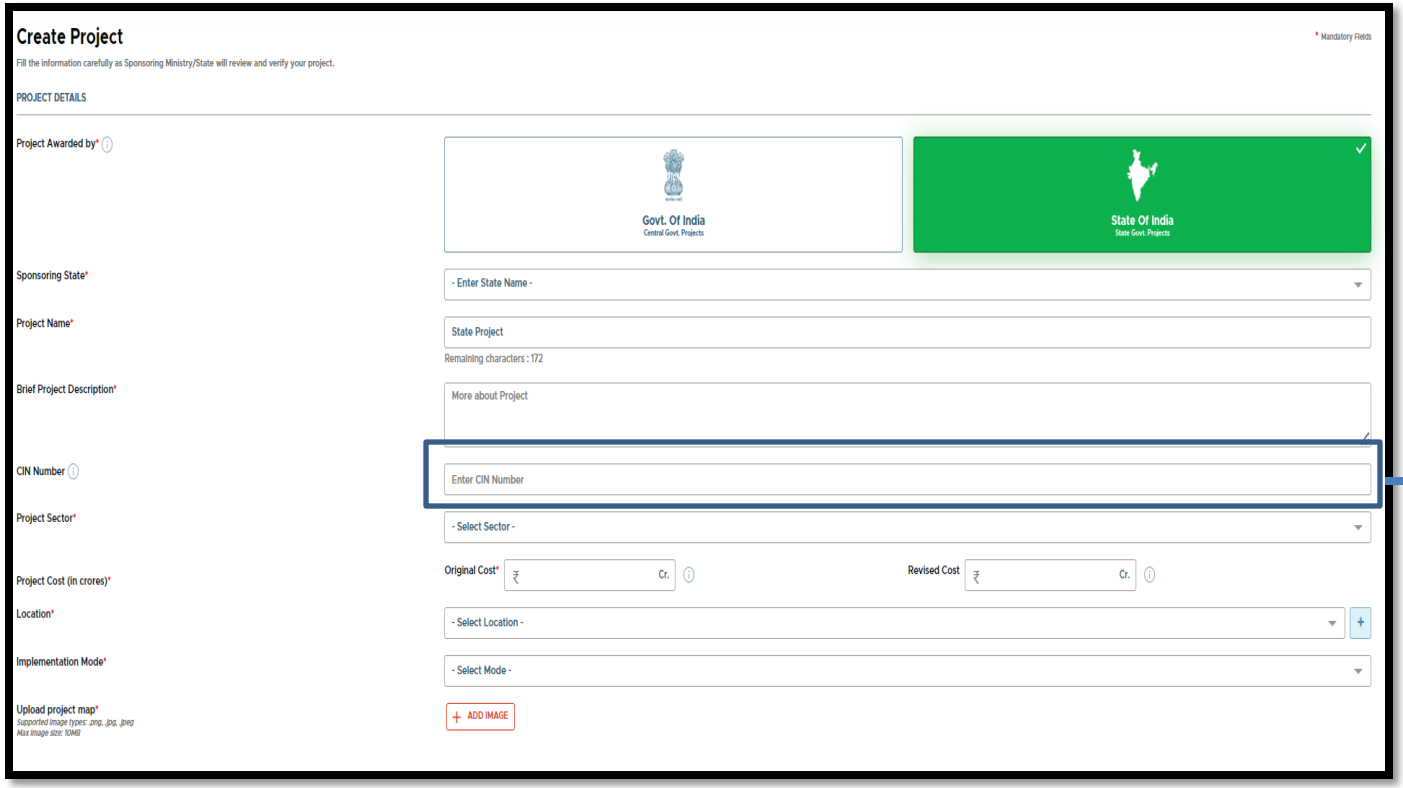
Page 2



How to Create Project ?

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Step 1: Fill all the mandatory fields (Project details)



Project Details

- **Project Awarded by:** Select State as the project is Awarded/sponsored by a State.
- **Sponsoring State:** Select the State to which the project belongs to (e.g. Jharkhand etc.)
- **Project Name:** Complete name of the Project
- **Brief Project Description:** All relevant details of the project
- **CIN:** Fill Company Identification Number (a unique 21 digit alpha-numeric number given to all Private Limited Company by Ministry of Corporate Affairs). This is not mandatory for Government Agency/PSU



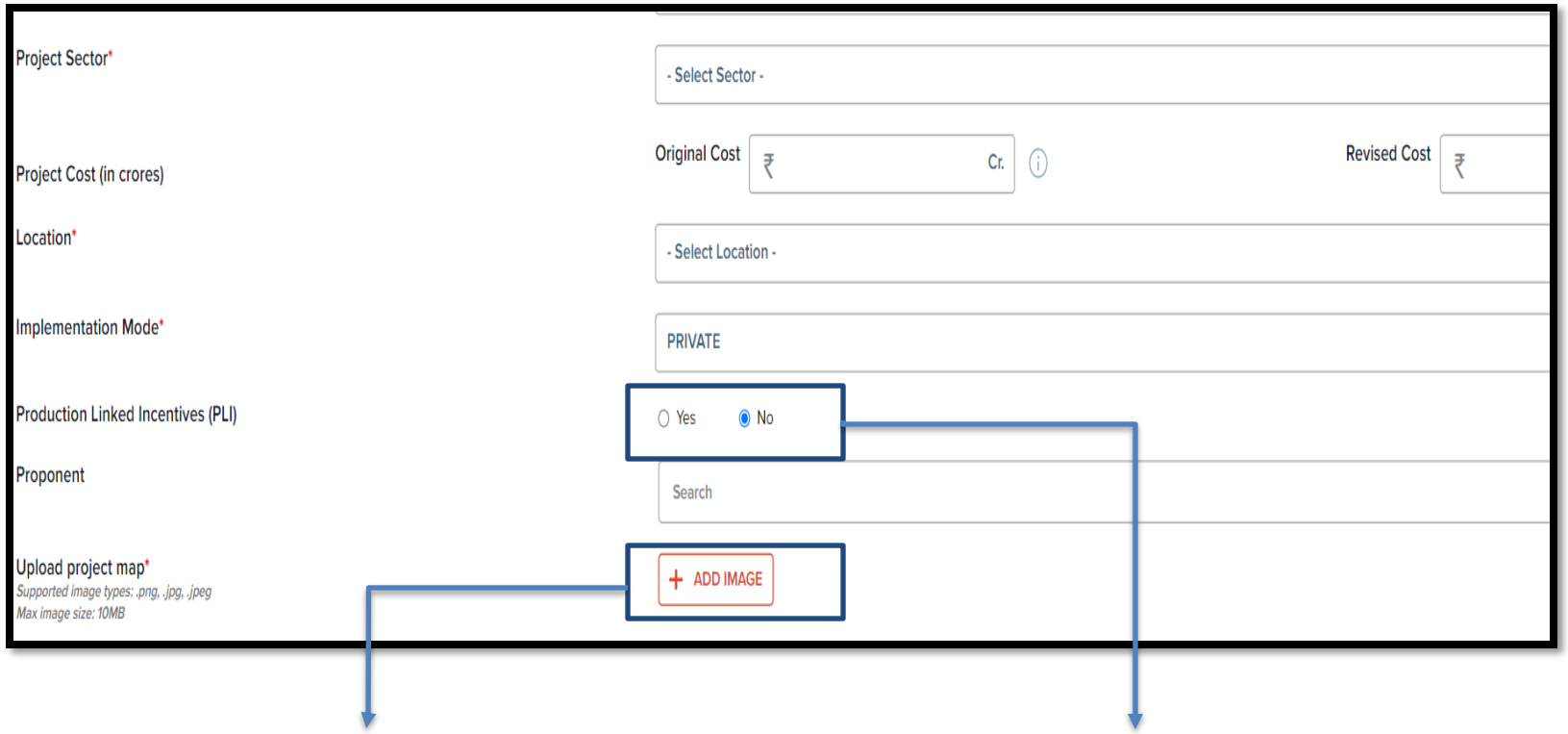
Example (CIN)

General Points to Note:

- User need to Validate the CIN number after filling up the same
- Duplicated Projects cannot be created on Portal

How to Create Project ?

Step 1: Fill all the mandatory fields (Project details)



Upload **Project Map** image file (png, .jpg, .jpeg)

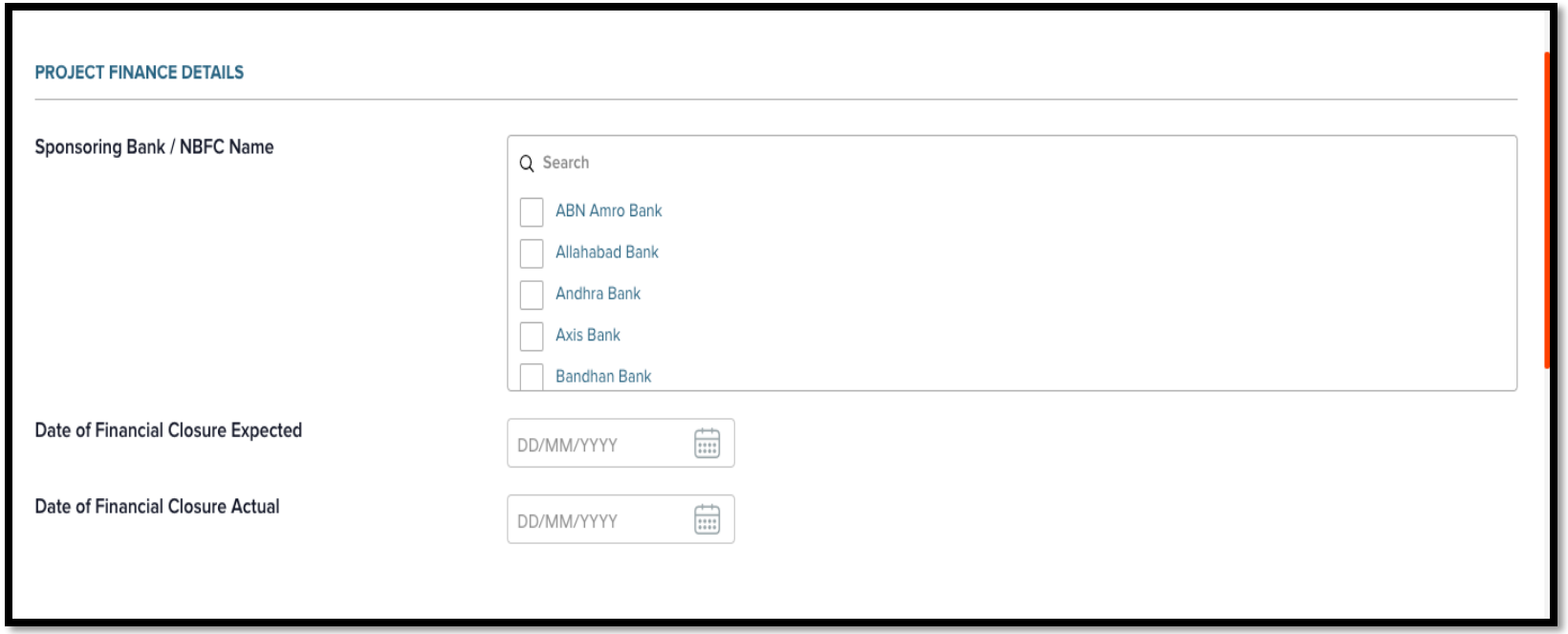
Select **Yes** in case of PLI project

Project Details

- **Project Sector & Sub sector :** Select sector (e.g. Roads & Highways/Railways/Defence/Agriculture) and sub sector of the project
- **Project Cost (in crores):** Fill anticipated investment for the Project (500 crore and above)
- **Location:** Fill location of the project. Add multiple locations in case of linear Project (if required)
- **Implementation Mode:** Fill Private/Public/PPP depends upon the project

How to Create Project ?

Step 1: Fill all the mandatory fields (Project details)

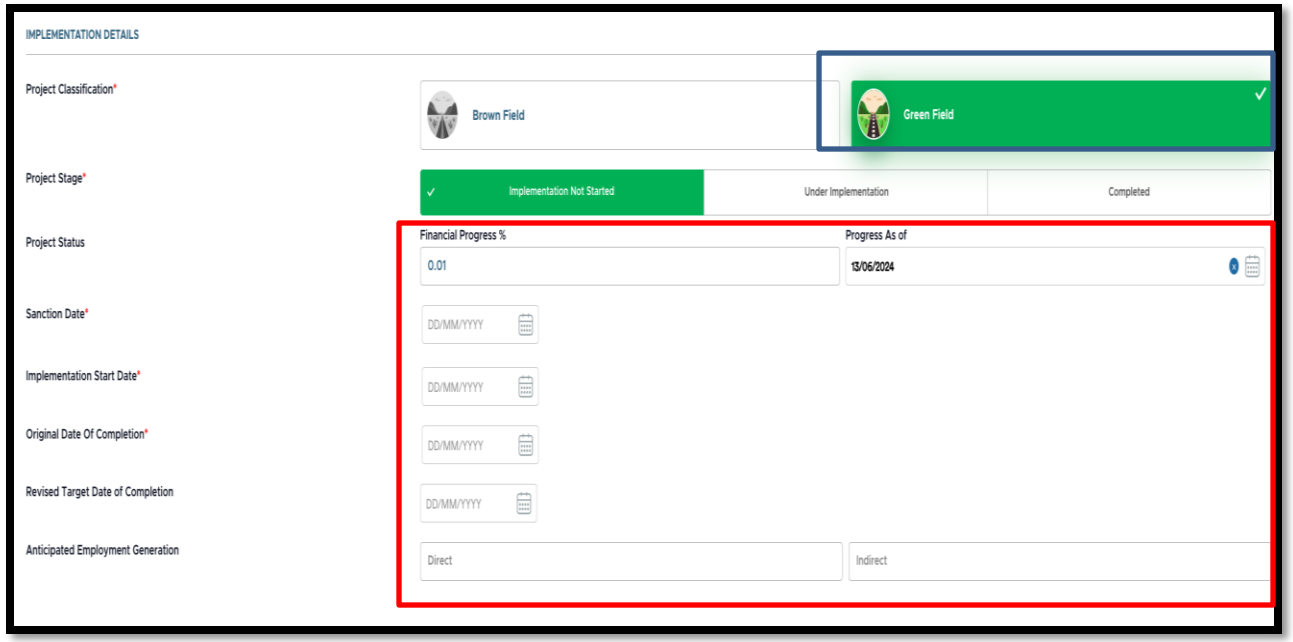


Project finance details

- **Sponsoring bank :** Select the bank name (e g: Axis bank)
- **Date of Financial closure expected:** Fill anticipated date of closure
- **Date of financial closure actual :** Fill the actual date of closure

How to Create Project ?

Step 2: Fill all the mandatory fields (Implementation details)



Points to Note:

- The **projects** on the unused lands where there is no need to remodel or demolish an existing structure are called **Green Field Projects**
- The **projects** which are modified or upgraded are called **Brown Field projects**



Implementation Details

- **Project Classification:** Select Brown Field/Green Field
- **Project Stage:**
  - i) **Implementation Not Started:** If work on the Project has not started
  - ii) **Under Implementation:** If work on the Project has started
  - iii) **COMPLETED:** If the project is completed
- **Project Status:**
  - i) Select **Under Construction**, if project is under implementation
  - ii) Select **Provisionally Commissioned**, if the project is provisionally commissioned
- **Sanction Date:** Enter sanction date of the project
- **Implementation Start Date** – Enter implementation start date for the project
- **Original Date of Completion** – Enter original/anticipated date of completion for the project
- **Revised Target Date of Completion** – Enter (if any) revised target date of completion
- **Anticipated Employment Generation :** Direct and Indirect employment
- **Secretary Review Date:** Enter dates on which the project was reviewed at the Secretary level of the Sponsoring Ministry

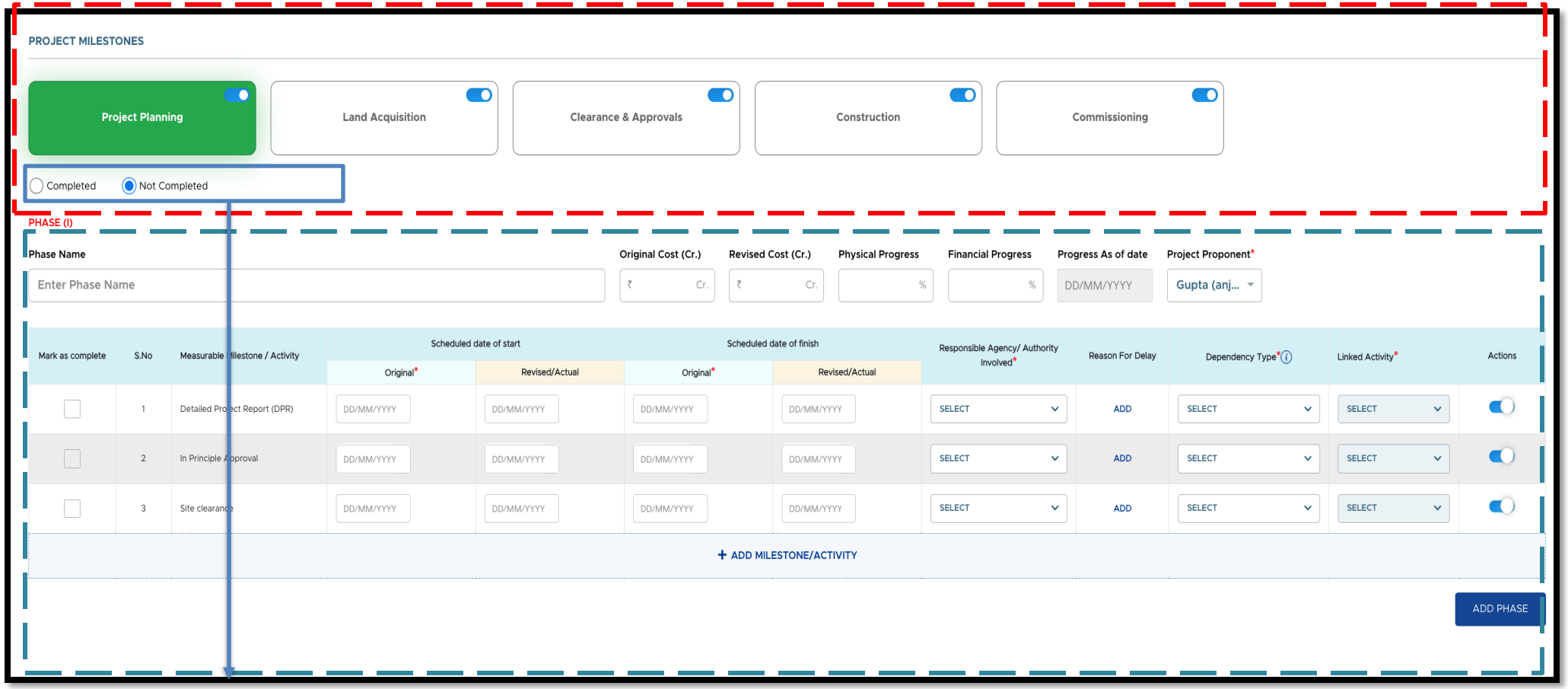
How to Create Project ?

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Step 3: Fill the Milestone Monitoring form

Project Stages (Common for all sectors)

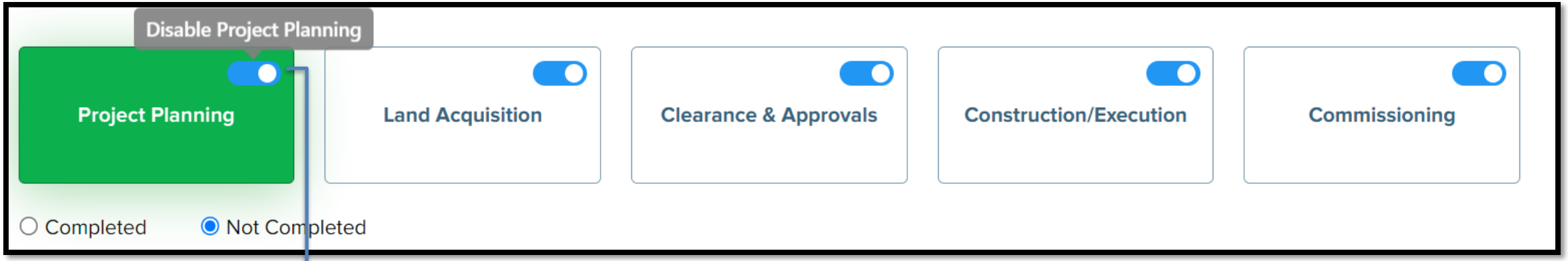
Project Milestones Section (Sector specific)



If the project stage is in progress: All stages are by default marked as 'Not completed'. Select the stage and enter the milestone related information in Project milestone section below

How to Create Project ?

Step 3: Fill the Milestone Monitoring form



If the project stage is not applicable: If the project stage is not valid/applicable in any specific project, only then the stage should be disabled by clicking the slider on top right of the stage and entering the reason for disabling

How to Create Project ?

Step 3: Fill the Milestone Monitoring form

1. **Mark as complete:** Check this box if a milestone is already completed or as and when it gets completed in future. Entering the scheduled date of start and finish is mandatory even if the milestone is complete
   - If all milestones in a Project Stage are marked as complete, then that project stage will automatically be marked as complete

2. **Measurable Milestone/Activity:** Standardized list of milestones shared by the Ministries. Additional milestones (if any) can also be added.
   - To change the order of any milestone, click on the name, hold and drag it to its correct position

3. **Scheduled Date of Start:** Enter the *Original date of start* and *Revised date of start*. Please note, the original date of start can not be changed once entered. Only the revised date of start can be periodically updated

4. **Scheduled Date of Finish:** Enter the *Original date of finish* and *Revised date of finish* Please note, the original date of finish can not be changed once entered. Only revised date of finish can be periodically updated

5. **Responsible Agency/Authority Involved:** Select the authority/agency responsible for completion/execution of the milestone from the dropdown menu. Select 'Others' in case the authority is not available in the dropdown

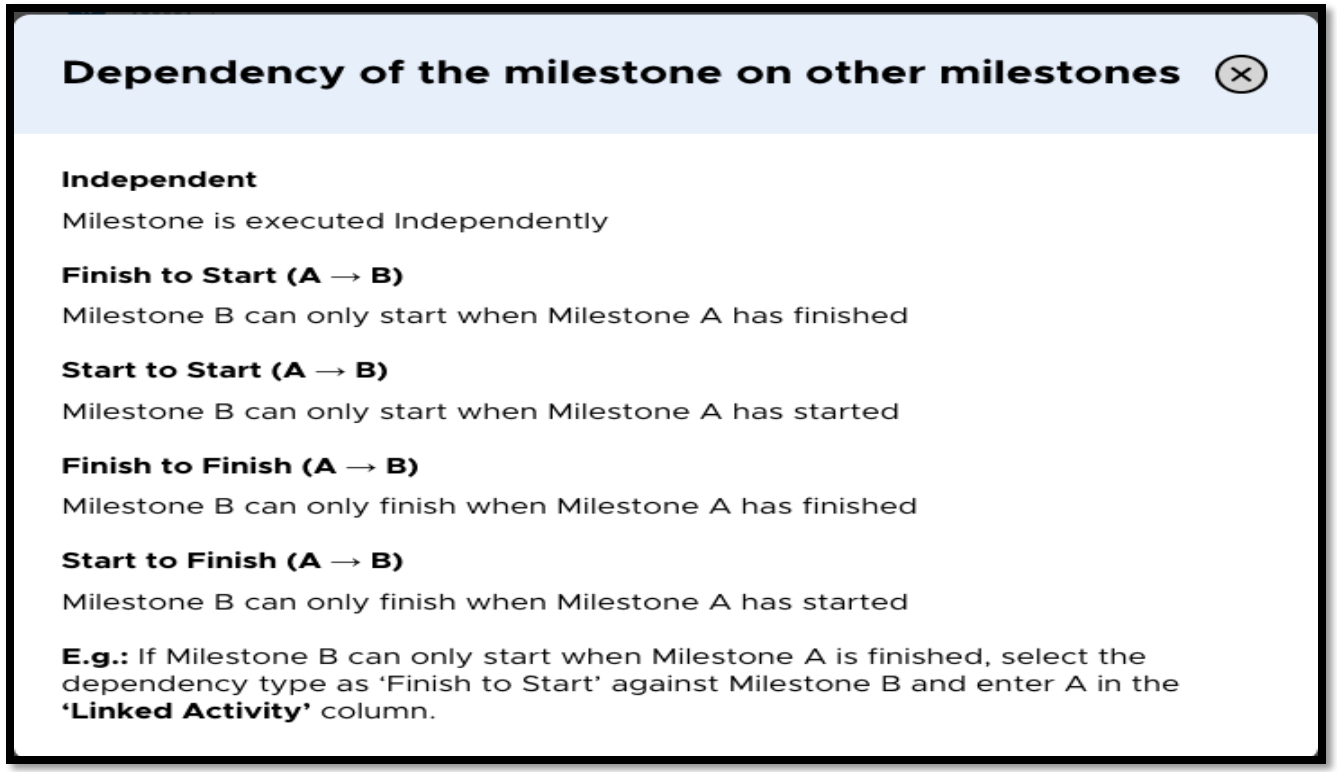
6. **Reasons for delay**: Click on 'Add' and enter the detailed reasons for delay in the milestone (if any)

How to Create Project ?

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Step 3: Fill the Milestone Monitoring form

7. **Dependency Type:** Mark if the milestone is dependent on any other milestone. From the dropdown menu:
   a. Select 'Independent' if the milestone is executed independently
   b. Select the dependency type if the milestone is dependent on any other milestone using the chart below



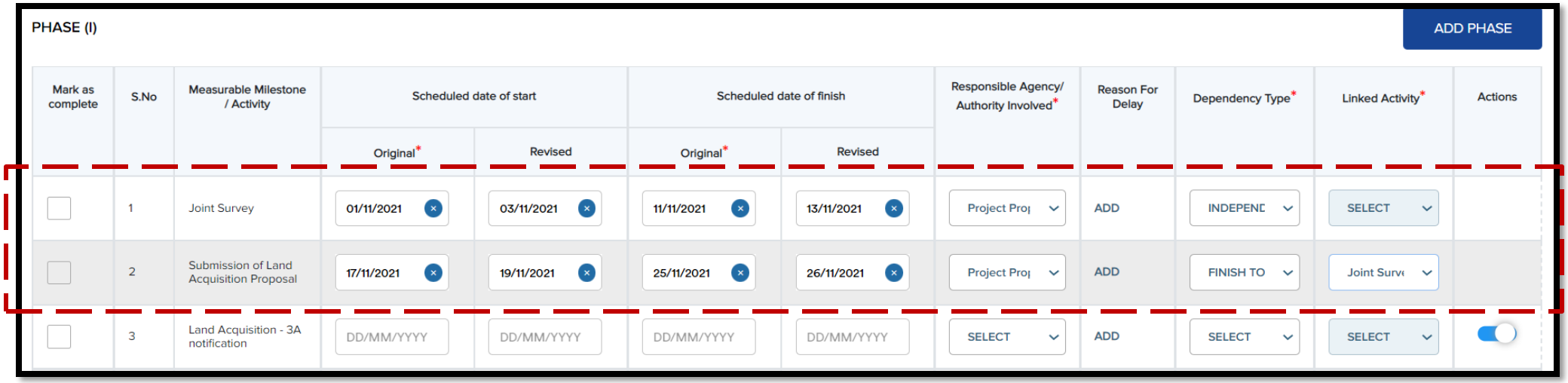
How to Create Project ?

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Step 3: Fill the Milestone Monitoring form

8. **Linked Activity:** Select the Milestone/Activity on which that milestone is dependent after selecting the Dependency Type from the dropdown

E.g.: If Milestone 'Submission of Land Acquisition Proposal' can only be started after the Milestone 'Joint Survey' has finished, select Dependency Type as 'Finish to Start (FS)' and select the Milestone 'Joint Survey' in the 'Linked Activity' from the dropdown as highlighted below:



How to Create Project ?

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Step 3: Fill the Milestone Monitoring form

9. **Actions:** Click the slider to disable the milestone if it is not applicable/valid in any specific project with reason for disabling

10. **Add Milestone/Activity:** Click on 'Add Milestone/Activity' at the bottom if you want to add any milestone which is not already listed. Click the 'delete' icon in the 'Actions' column if you have mistakenly added a new milestone



Mark as complete	S.No	Measurable Milestone / Activity	Scheduled date of start		Scheduled date of finish		Responsible Agency/ Authority Involved*	Reason For Delay	Dependency Type*	Linked Activity*	Actions
			Original*	Revised	Original*	Revised					
☐	1	Detailed Project Report (DPR)	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	SELECT	ADD	SELECT	SELECT	
☐	2	Project Sanction	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	SELECT	ADD	SELECT	SELECT	
☐	3	SFC appraisal	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	SELECT	ADD	SELECT	SELECT	
☐	4	Ministry approval	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	SELECT	ADD	SELECT	SELECT	
☐	5	New Milestone	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY	SELECT	ADD	SELECT	SELECT	

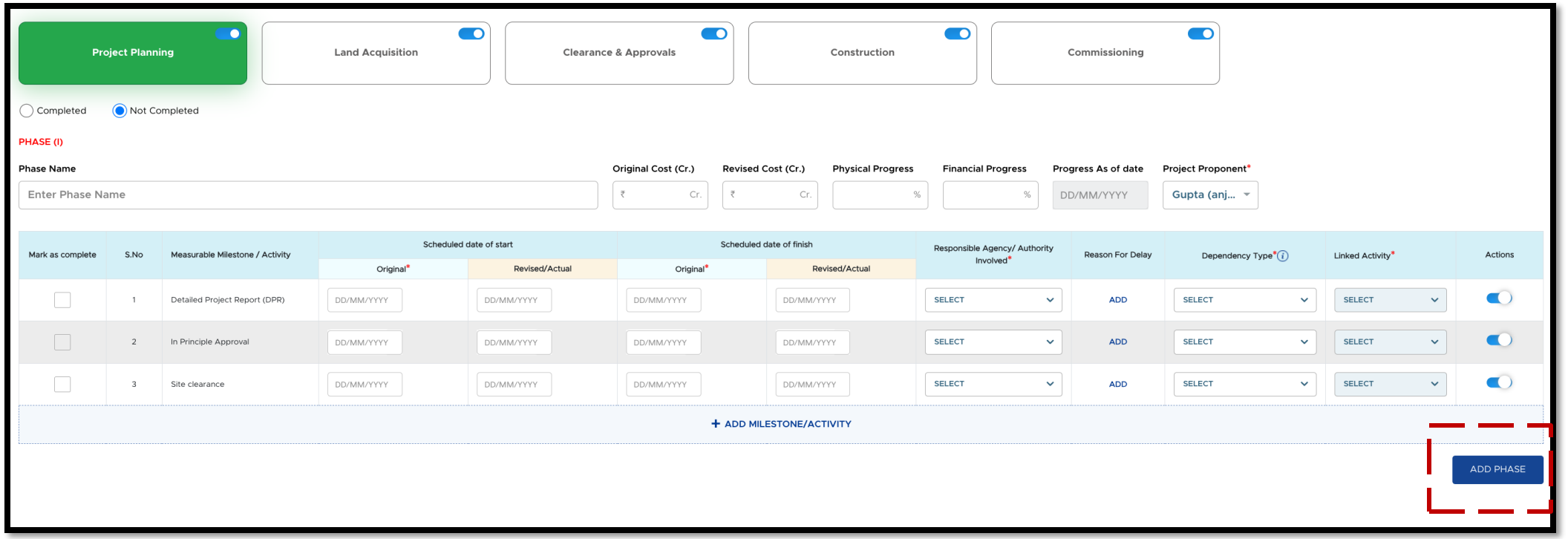
ADD MILESTONE/ACTIVITY

How to Create Project ?

Project Monitoring Group
Pragati se Unnati

Step 3: Fill the Milestone Monitoring form

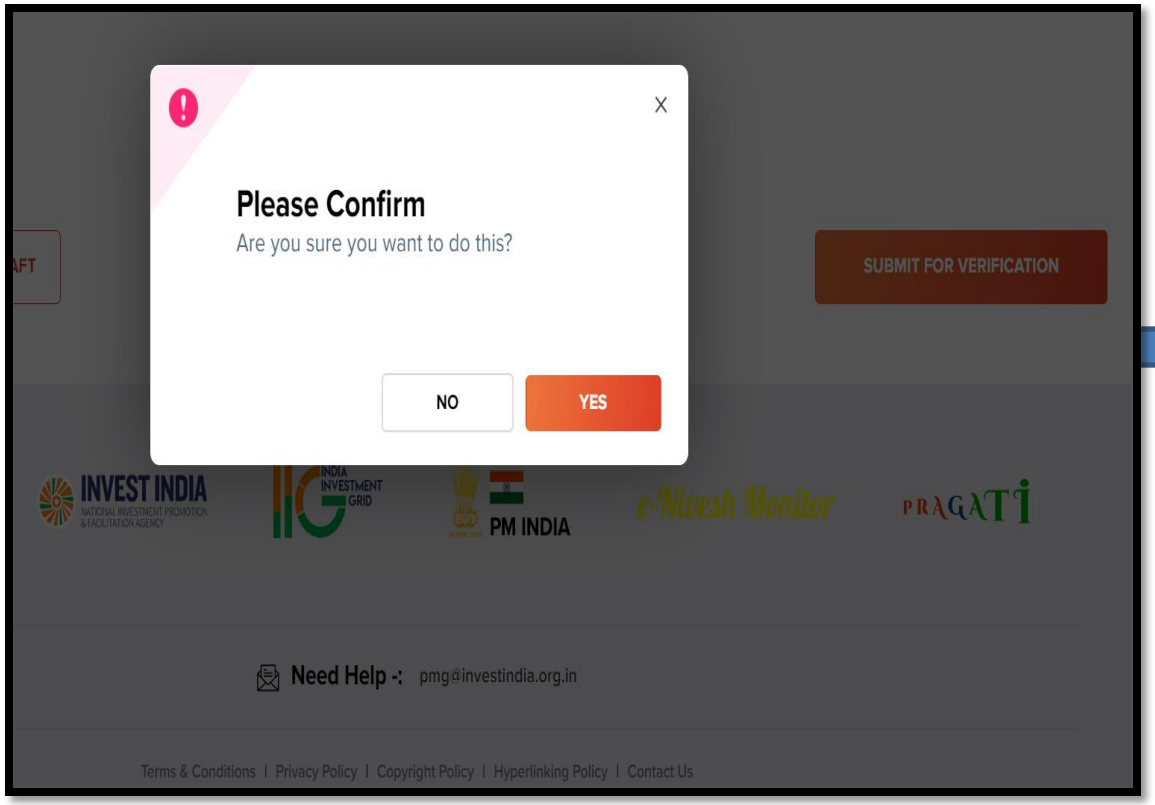
11. **Add Phase:** Click on 'Add Phase' if the Project is executed in different phases, sections or packages. By adding another phase, the same list of milestone will be repeated in the next phase as well. However, new milestones can be added if required.



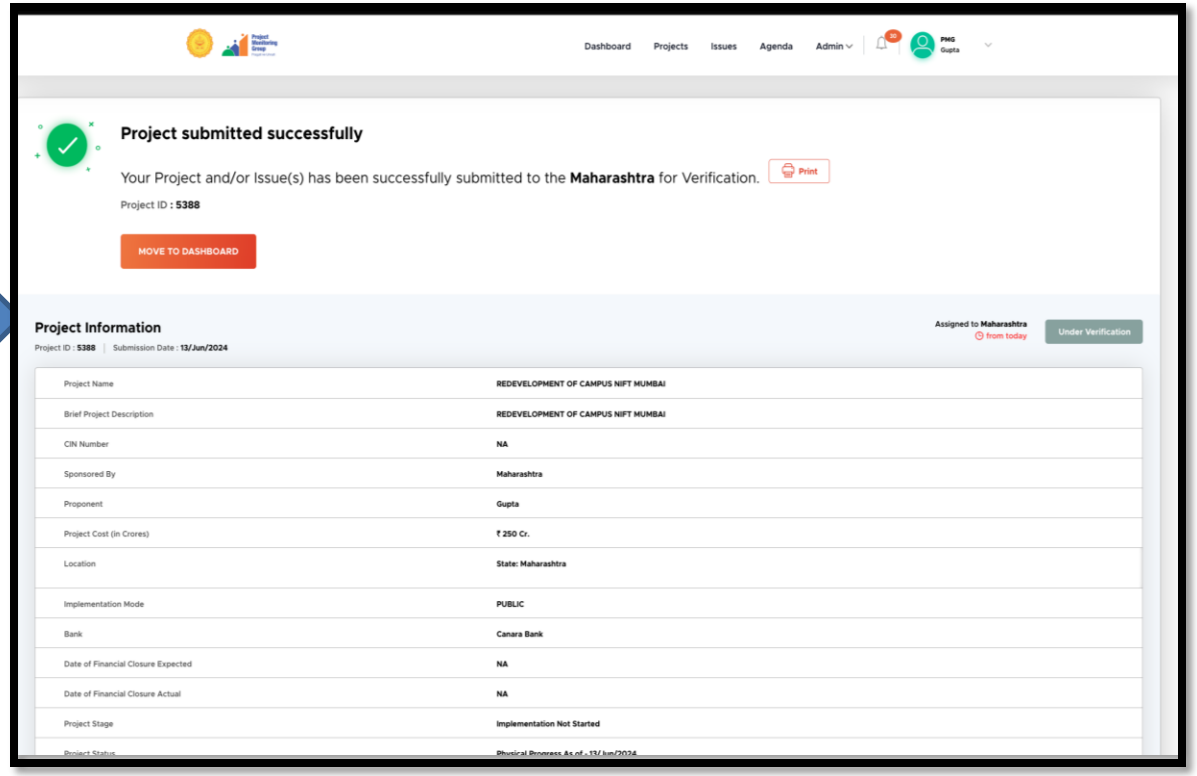
How to Create Project ?

Project Monitoring Group
Pragati se Unnati

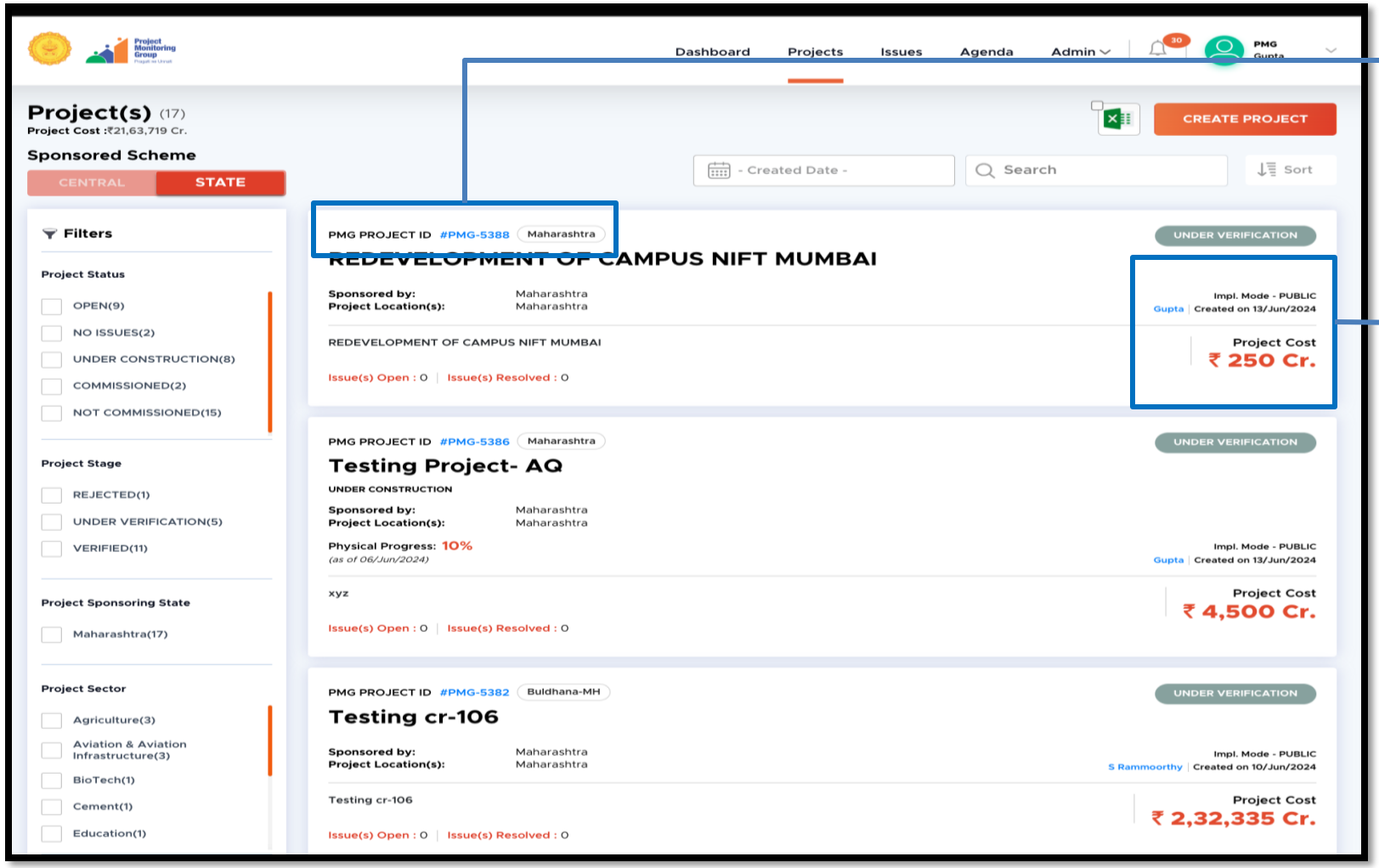
Step 3: Submit for verification > Confirm Yes



Project is successfully created if data is filled correctly



How to Create Project ? : New Project moved to Project Tab



Unique ID is allotted to the project after its creation. This helps the user to search required project

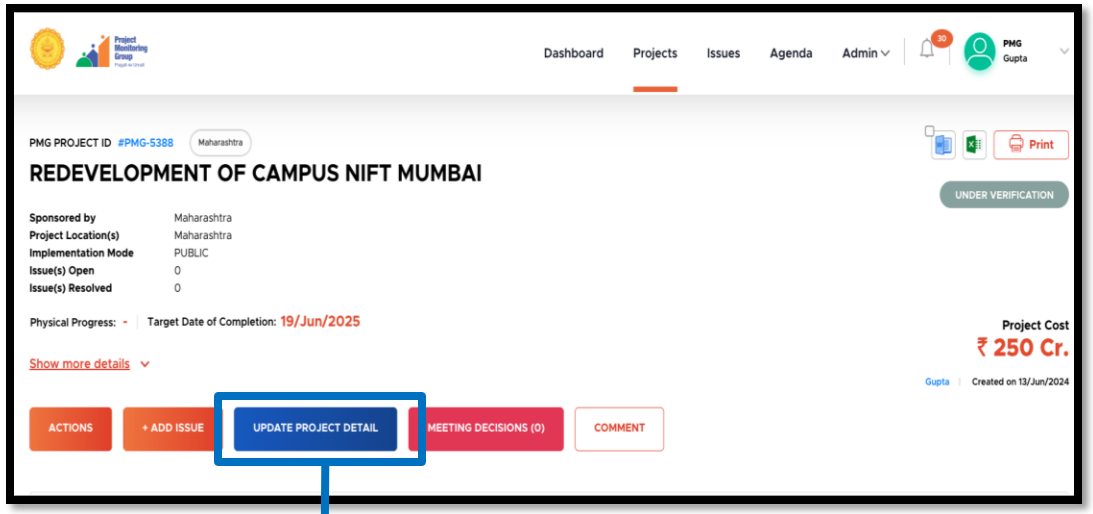
Status of Project is **Under Verification** as it is pending for verification with the relevant **Sponsoring State**

How to Edit Project Details ?

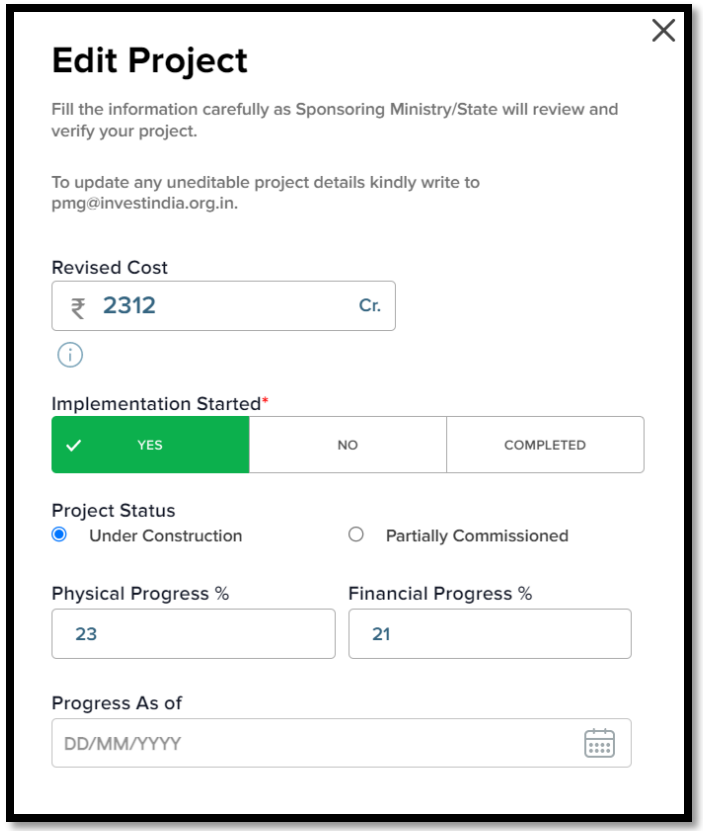
How to Edit Project Details

Project Monitoring Group
Pragati se Unnati

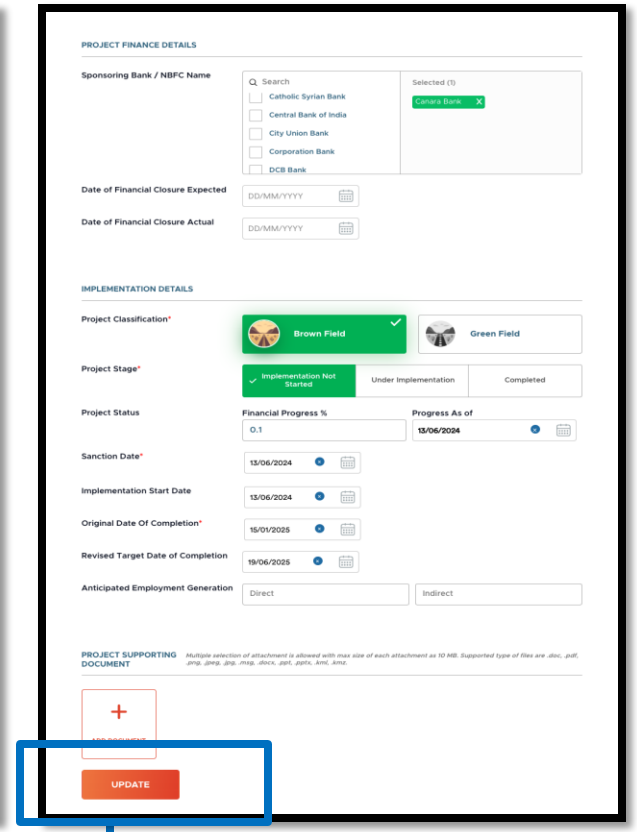
Edit Project Details – Page 1



Select the project ID whose details needs to be edited then click on **Update Project Detail**



Edit Project Details – Page 2



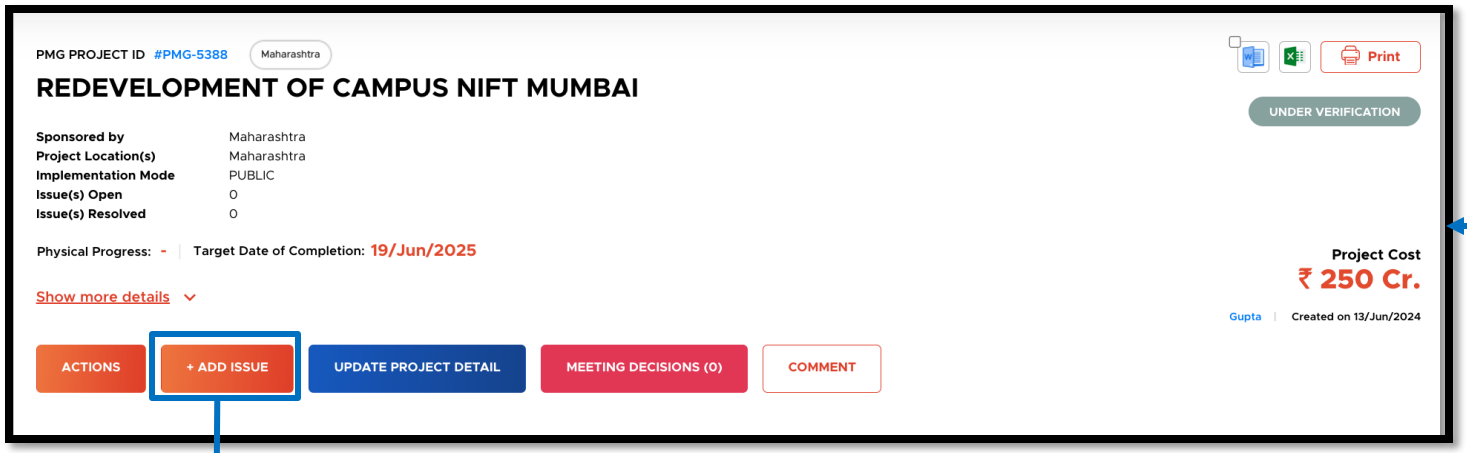
After making necessary changes click on **Update**

Points to Note:

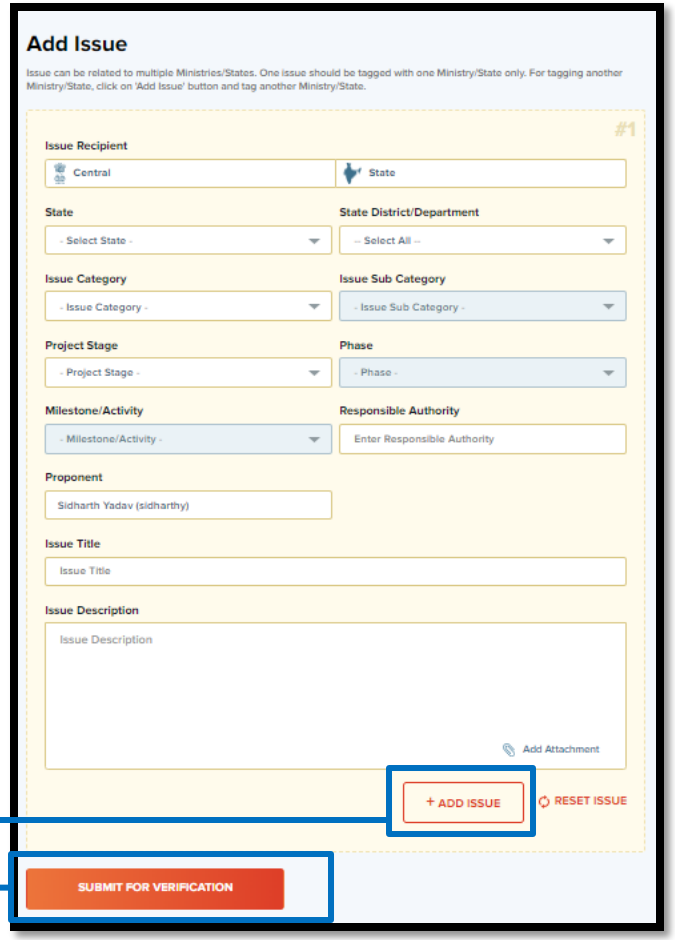
User can edit all the project details of **Under Verified** projects.
For **Verified** Projects, user can edit only limited details (refer to images)

How to Add Issue(s)?

How to Add Issue(s) ?



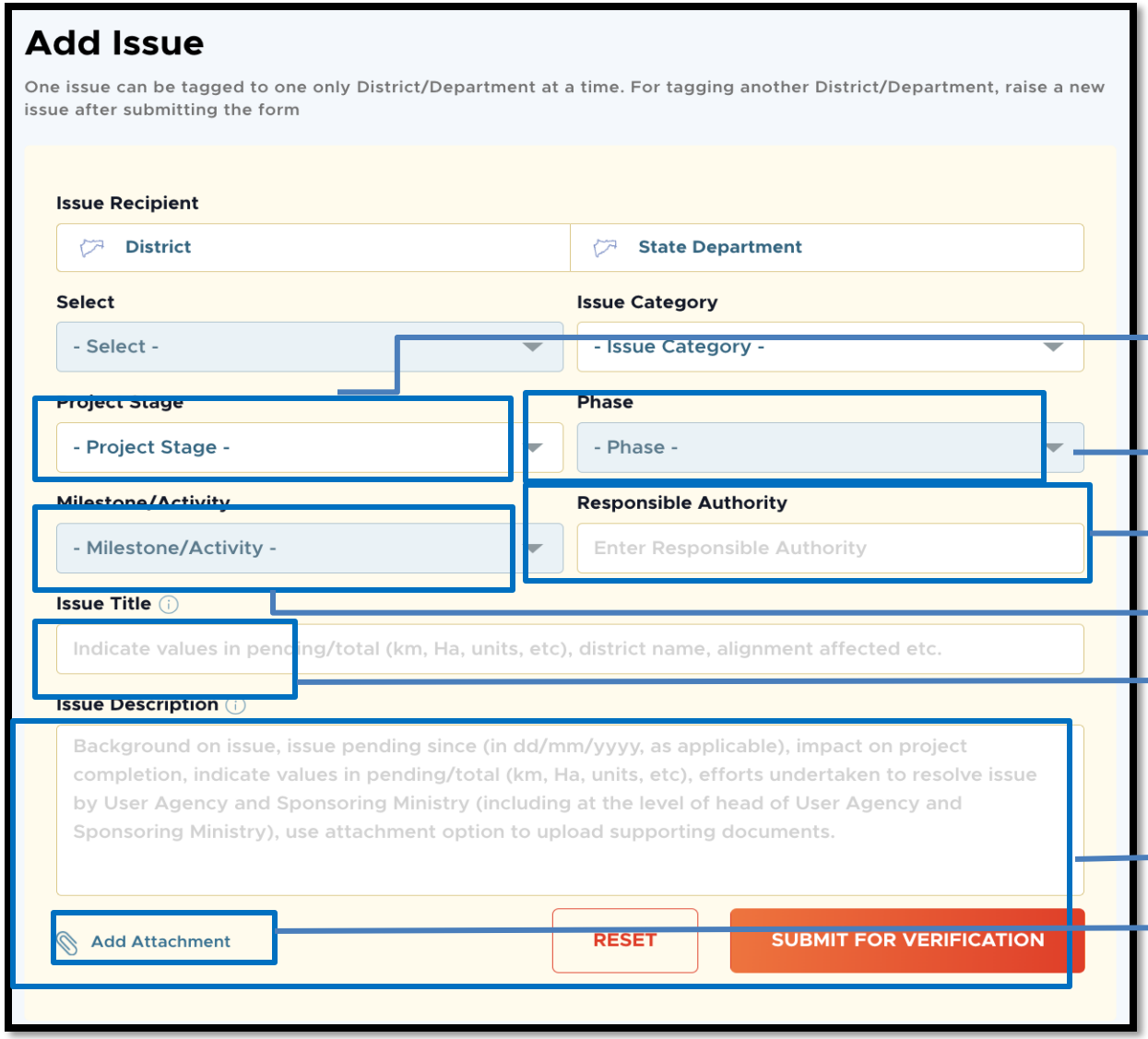
Click on **+Add Issue** button



Fill all the relevant data to create issue and the click on **Submit for verification**

Click to add more issues

How to Add Issue(s)



Add Issue(s)

- Select **District/State Department** depending where the issue is pending
- Select relevant District from the list
- Select appropriate **Issue category**

Select the **execution stage** of the project affected.

Select the **phase** of the project affected

Fill the name of **Responsible Authority** (e.g. CALA)

Select the **activity/milestone** for the phase selected

Give Title for the issue (e.g. Land acquisition for 20 acres is pending)

Fill in brief detail of the issue and where it is pending

Add documents (images/word/ PDF) if required

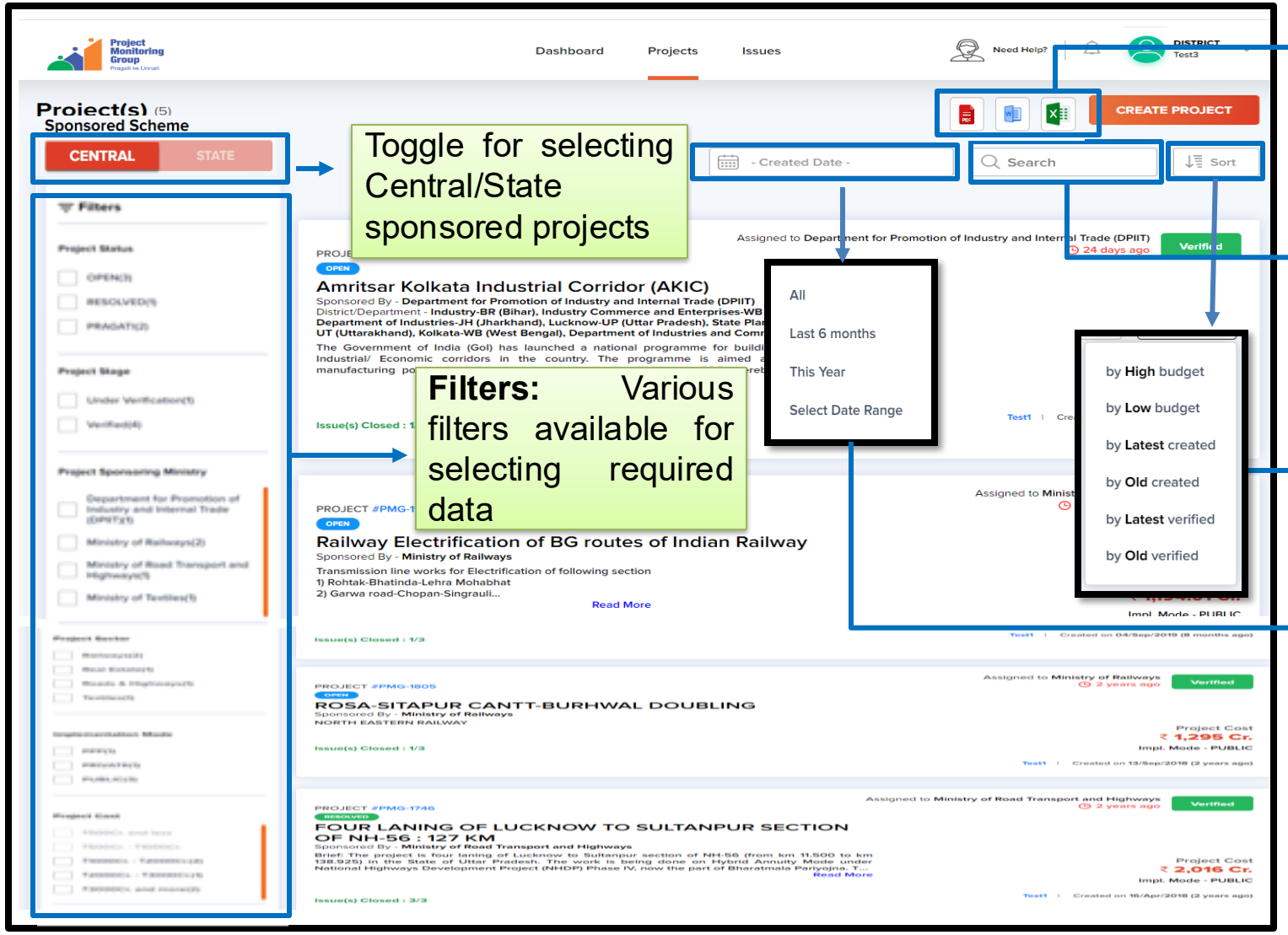
Issue Terminologies

Issue Status and Stages

1. ***Pending with SM:*** Issue awaited to be verified either by Sponsoring Ministry (SM) or PMG for further process
2. ***Pending with PMG:*** Issue reviewed by SM and assigned to PMG for further process
3. ***Pending with RM/RS:*** Issue reviewed by PMG and assigned to 'Recipient Ministry (RM)' or 'Recipient State (RS)' for its resolution. They can further assign the issue to their teams (state department/district or ministry department) for updates (as a child issue)
4. ***On-Hold:*** Issues which have been put On Hold either by the PMG Team or the Sponsoring Ministry
5. ***Rejected:*** Issue rejected by SM/PMG as it may not be valid or outside the ambit of PMG
6. **Under PMG Decision**: Issue assigned by RM/RS to PMG for final decision i.e. Resolve/Reject
7. ***Resolved***: Issue where all necessary actions have been taken and completed by Recipient State/Ministry/State department/District to resolve an issue

Features of Project Tab & Issue Tab

Project Tab: Basic Features



Toggle for selecting Central/State sponsored projects

Filters: Various filters available for selecting required data

Downloadable **Excel** file for Project data based on applied filters

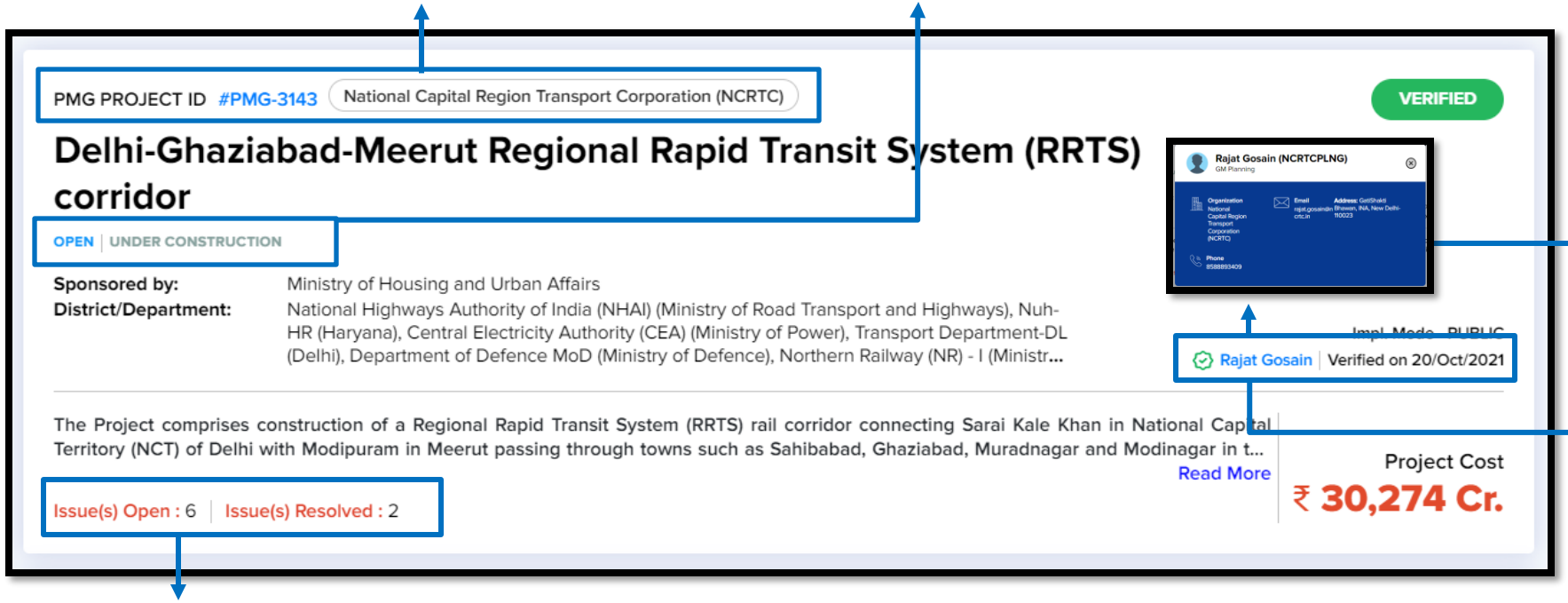
User can search the project by Project ID/Project Description

- **Sort:** Arrangement of projects based on project cost and project created date
- **Created Date filter**: User can choose custom date range to filter the required data

Project Tab: Basic Features

- By clicking on the **Project ID (e.g. 3143)**, user will be directed to project details page. This is a unique ID created for all projects
- In the example below, NCRTC is the implementing agency

- **Open** implies that project is still under consideration of PMG for issue resolution (i.e. either one or more issues pending for issue resolution)
- **Stage** of a project could be Under construction/Partially commissioned/Commissioned. This needs to be updated by Project Proponent to PMG

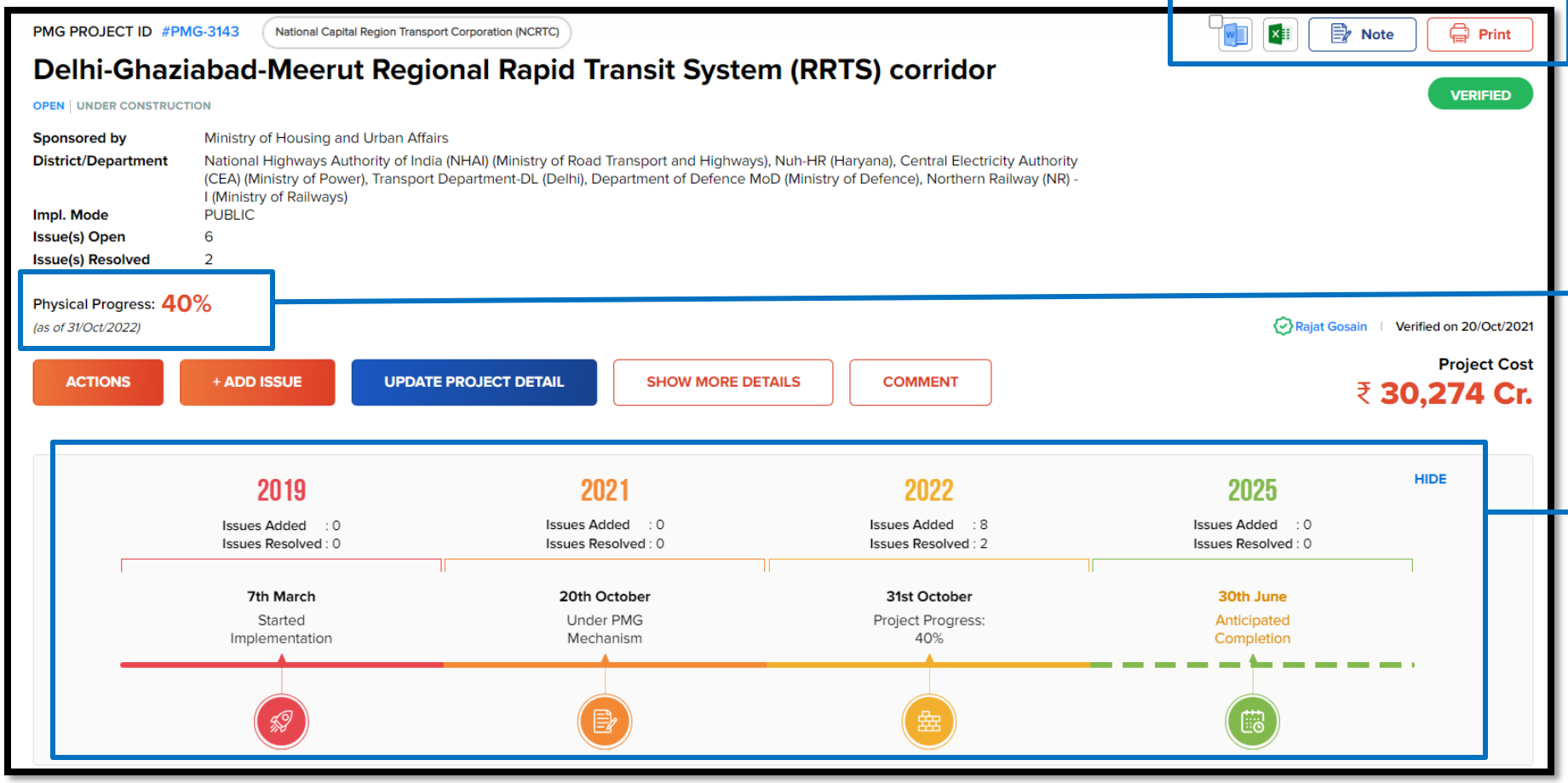


Project Proponent details pops up by clicking on name below

Project Proponent name and Project Verification date are visible here

Issue(s) open: number of issues that are open
Issue(s) resolved: number of issues resolved

Project Tab: Basic Features

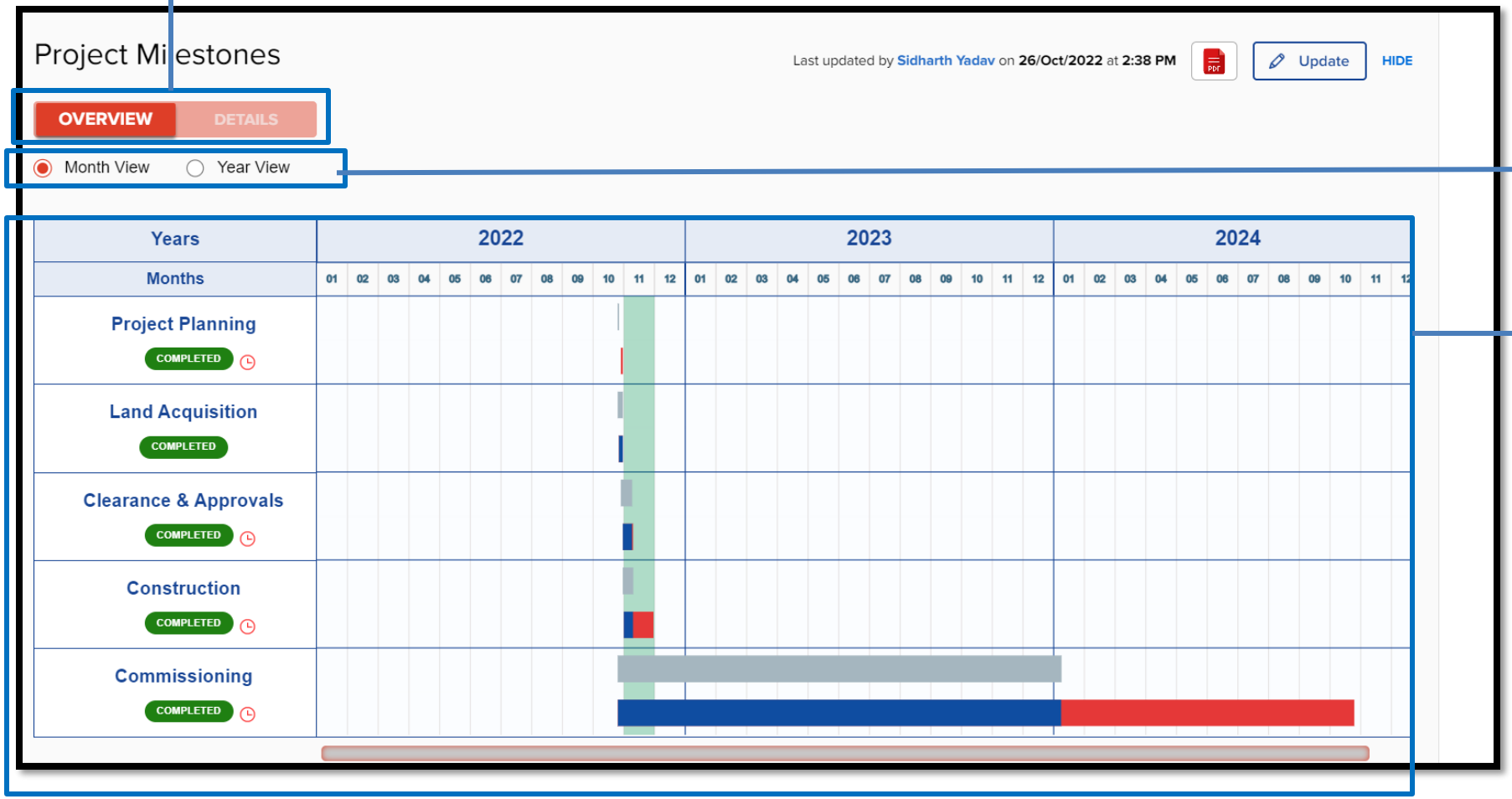


User can download reports in doc/excel format as per requirement

The physical progress of the project.

Timeline of the project

Project Tab: Basic Features

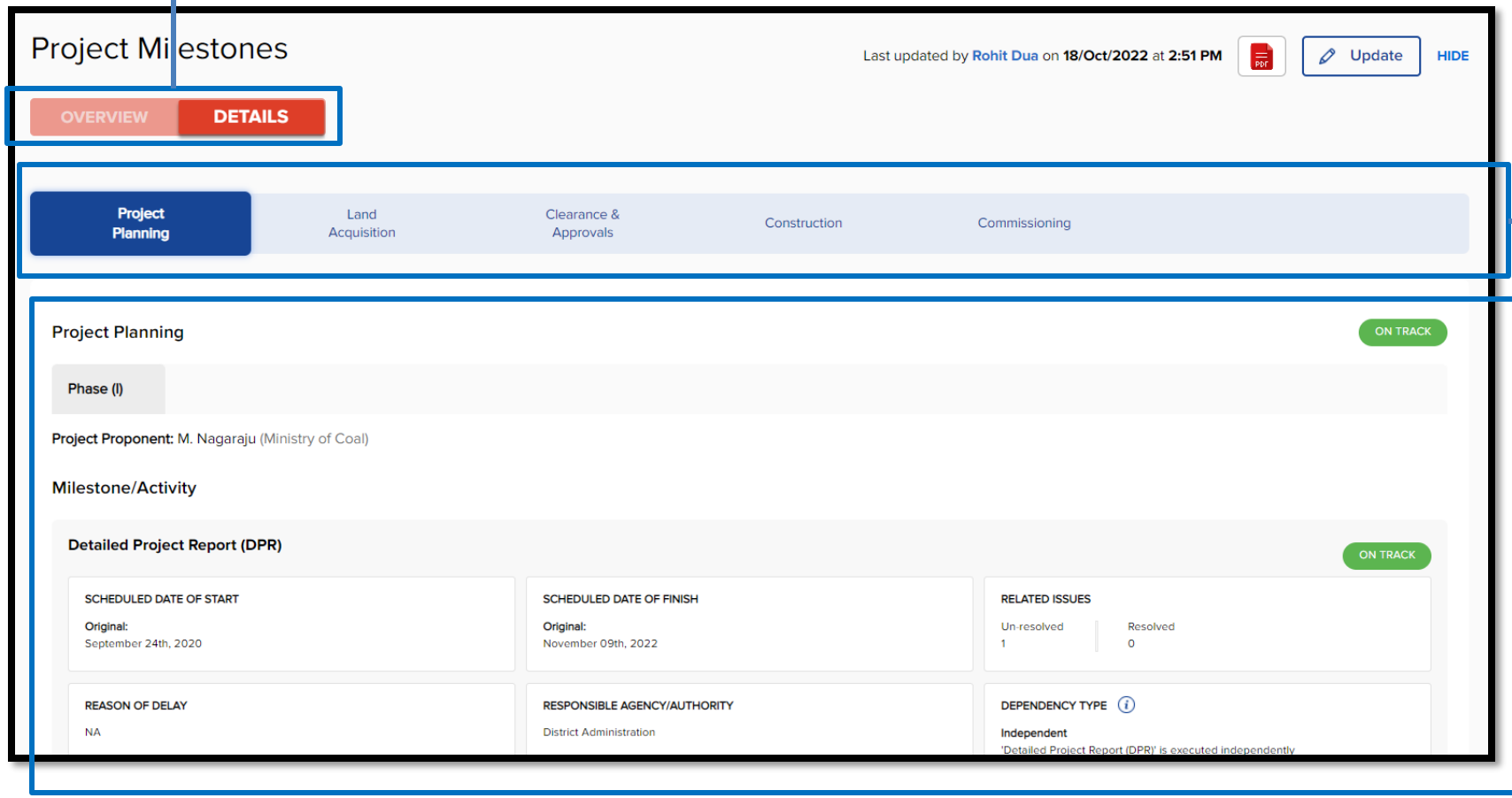


Select Overview to view Gantt chart for the project selected

Select view-type for Gantt Chart - Month view/Year view

Gantt chart showcasing planned and actual progress schedule of different project stages

Project Tab: Basic Features



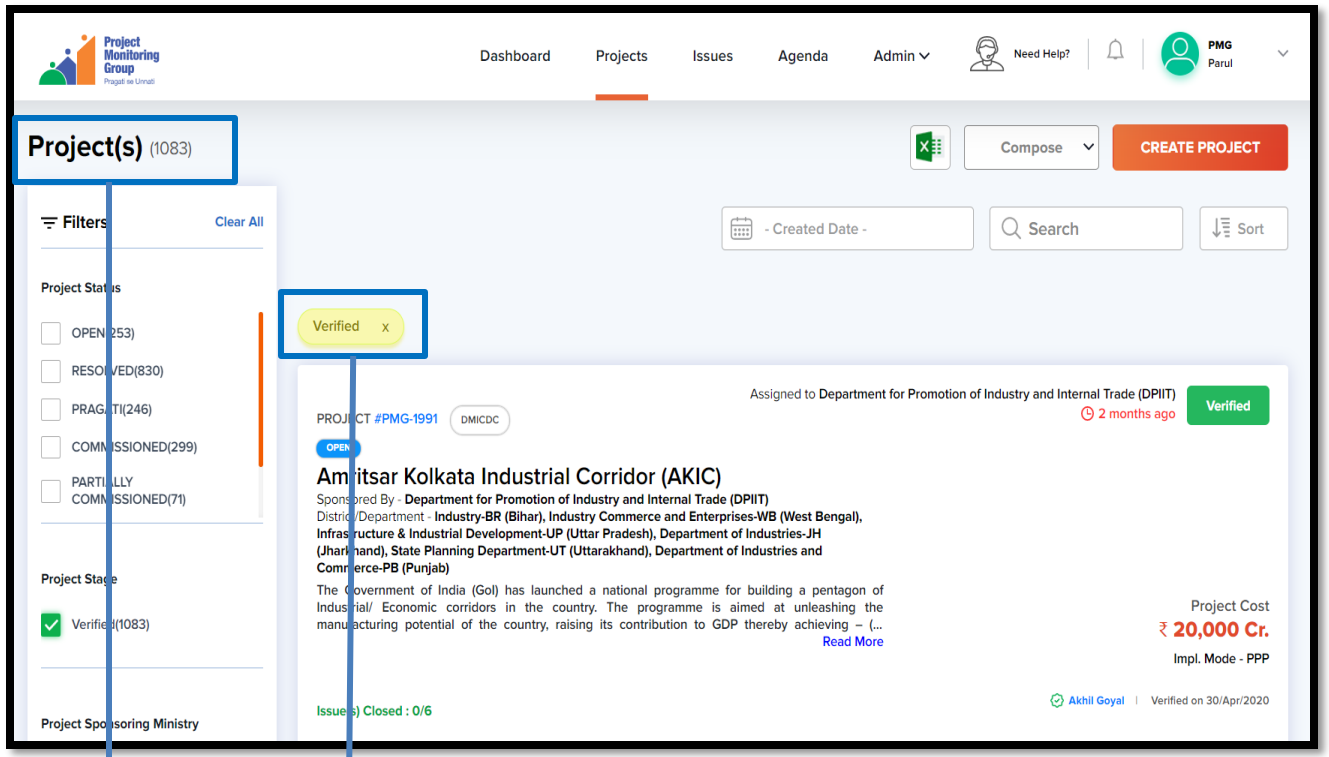
Select Details to access Milestone details of the project selected

Select Project stage

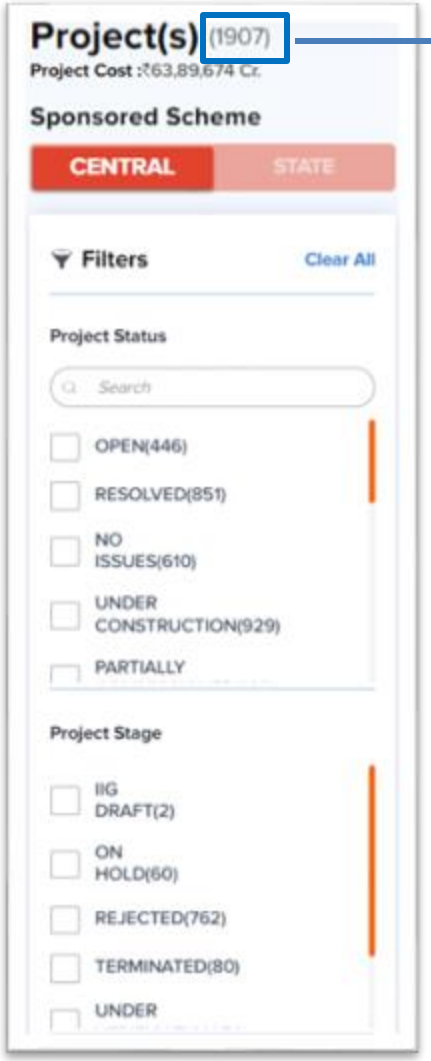
User can view milestone details for selected project stage

How to use filters of Project Tab ?

By default, Project Stage is selected as **Verified.** If the user wants to see the all the projects details then deselect **Verified** Project Stage or any other filter applied

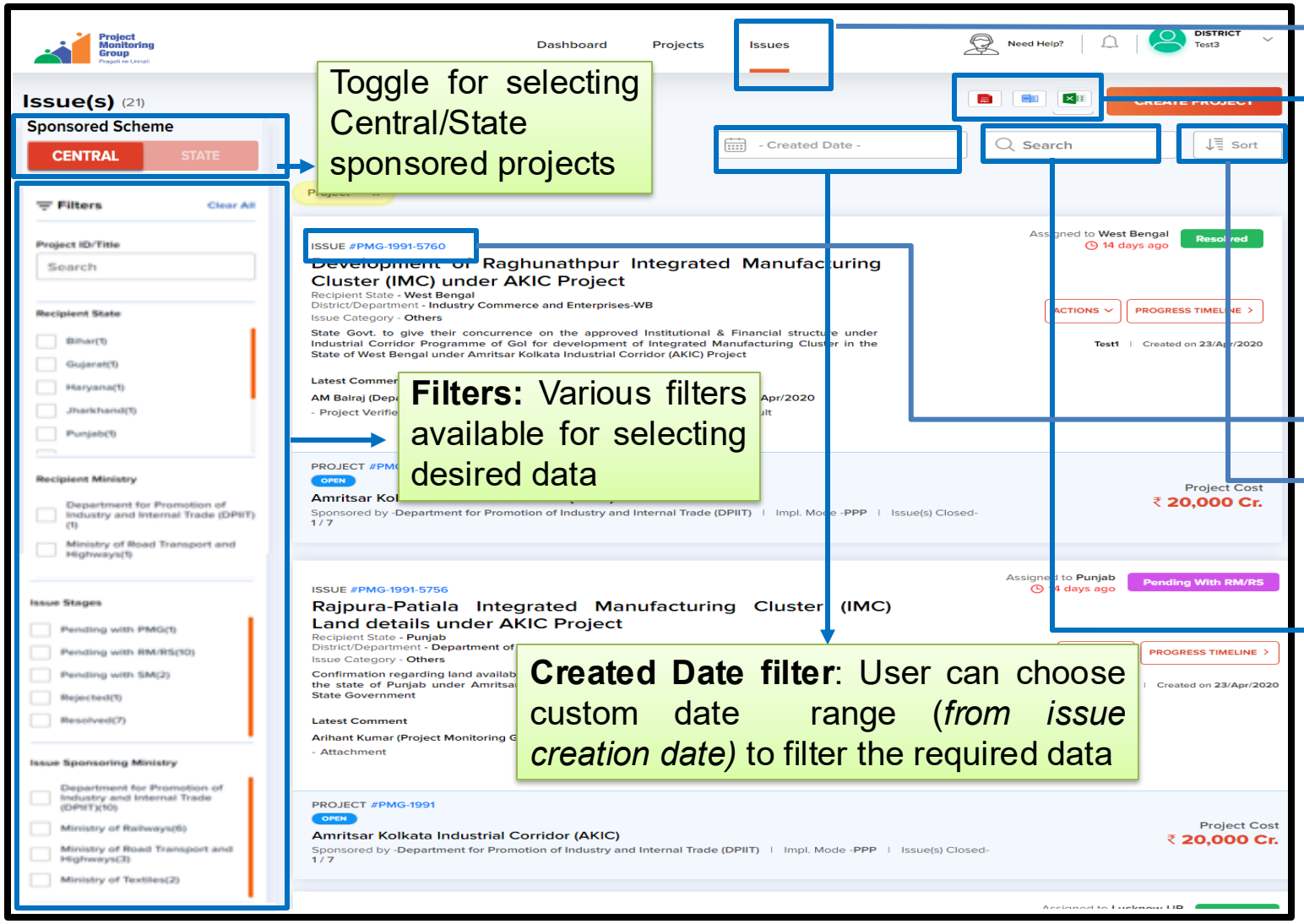


Total verified Projects **1083** (verified filter applied)



1907 number implies total number of projects on PMG whose stage could be **IIG Draft, On-Hold, Rejected, terminated Under Verification,** & **Verified**

Issue Tab: Basic Features



Click on the **Issue** tab to view the list of all the issues

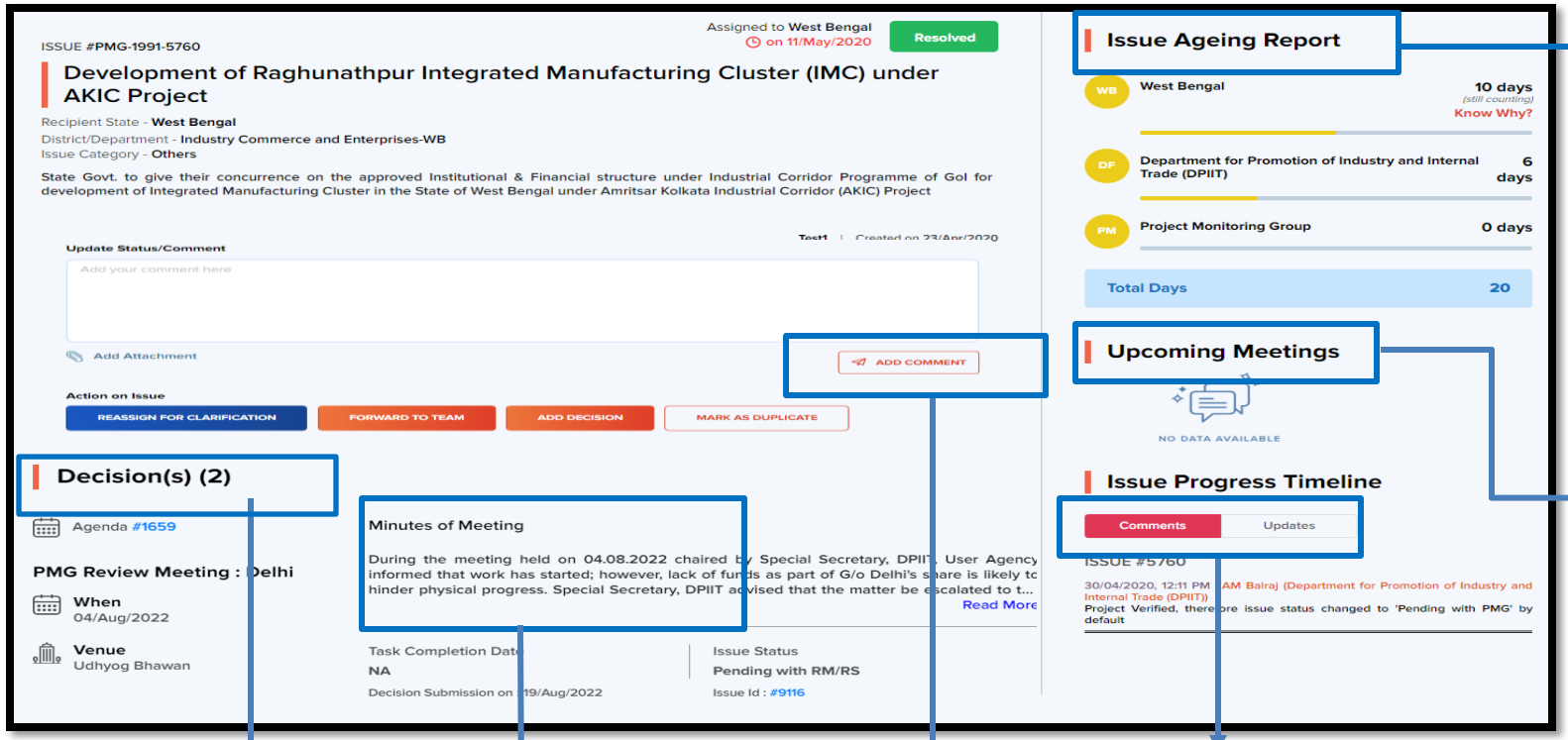
Downloadable **Excel** file for Project data based on applied filters. Reports are also available in pdf and word format

Click on issue ID (e.g.5760) to view complete issue details

Sort: Arrangement of issues based on project cost and issue created date

User can **search** the issue based on issue ID/issue description

Detailed Issue Page



Issue Ageing Report tells for how many days an issue has been pending at different stages (total 20 days) i.e.

- Pending with Sponsoring Ministry for 6 days
- Pending with Recipient State for 10 days
- Pending with PMG for 0 days

Upcoming meeting notification

- **Comments:** All comments by stakeholders with name and time stamp
- **Updates:** Audit trail of issues i.e. all action taken with time stamp

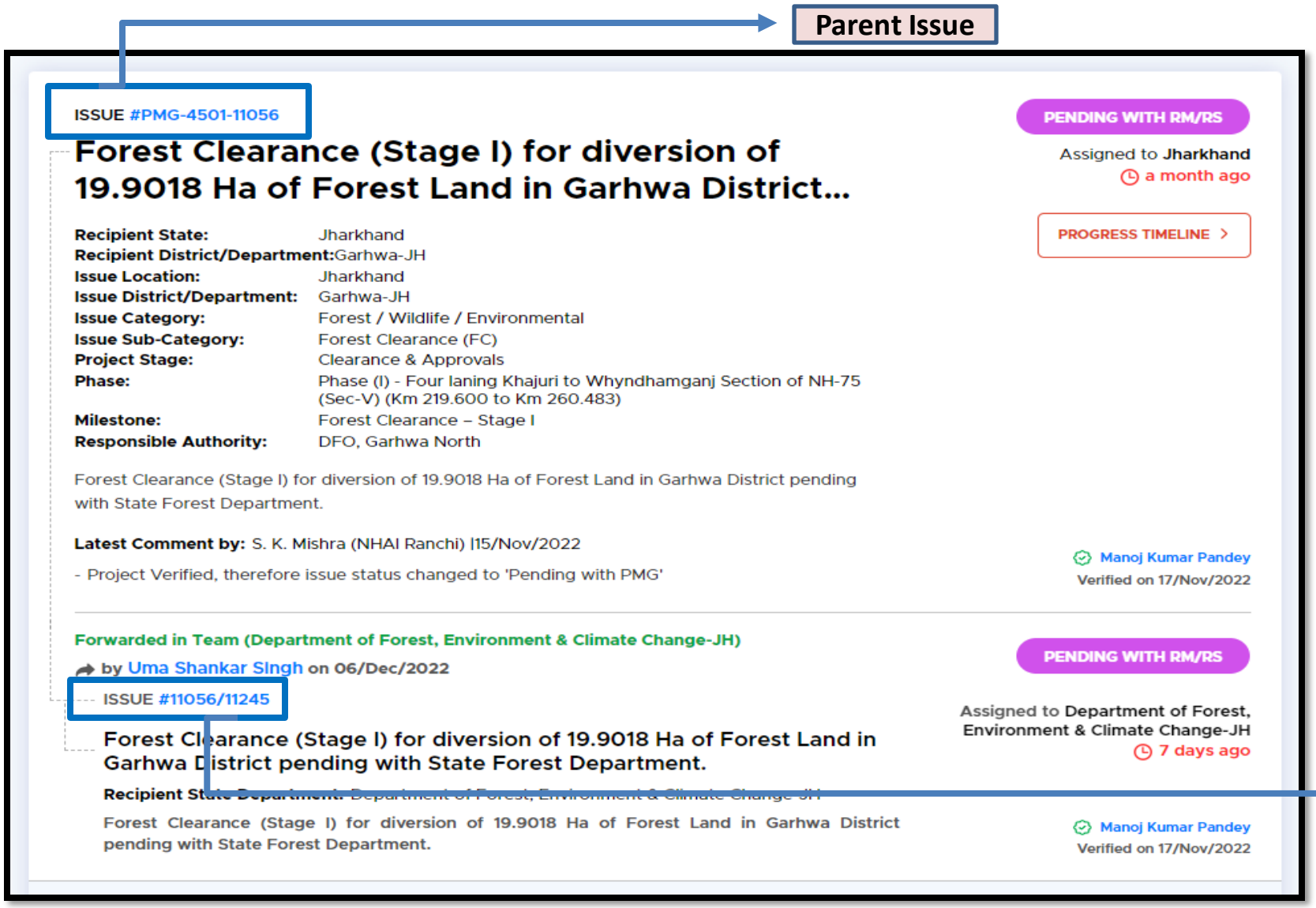
User can see decisions and minutes of the meeting

2 implies number of decisions taken on Issue

User can update Status/comments with/without attachment



Parent Issue/Child Issue



Parent Issue ID

Unique ID is assigned to an issue after creation

Child Issue ID

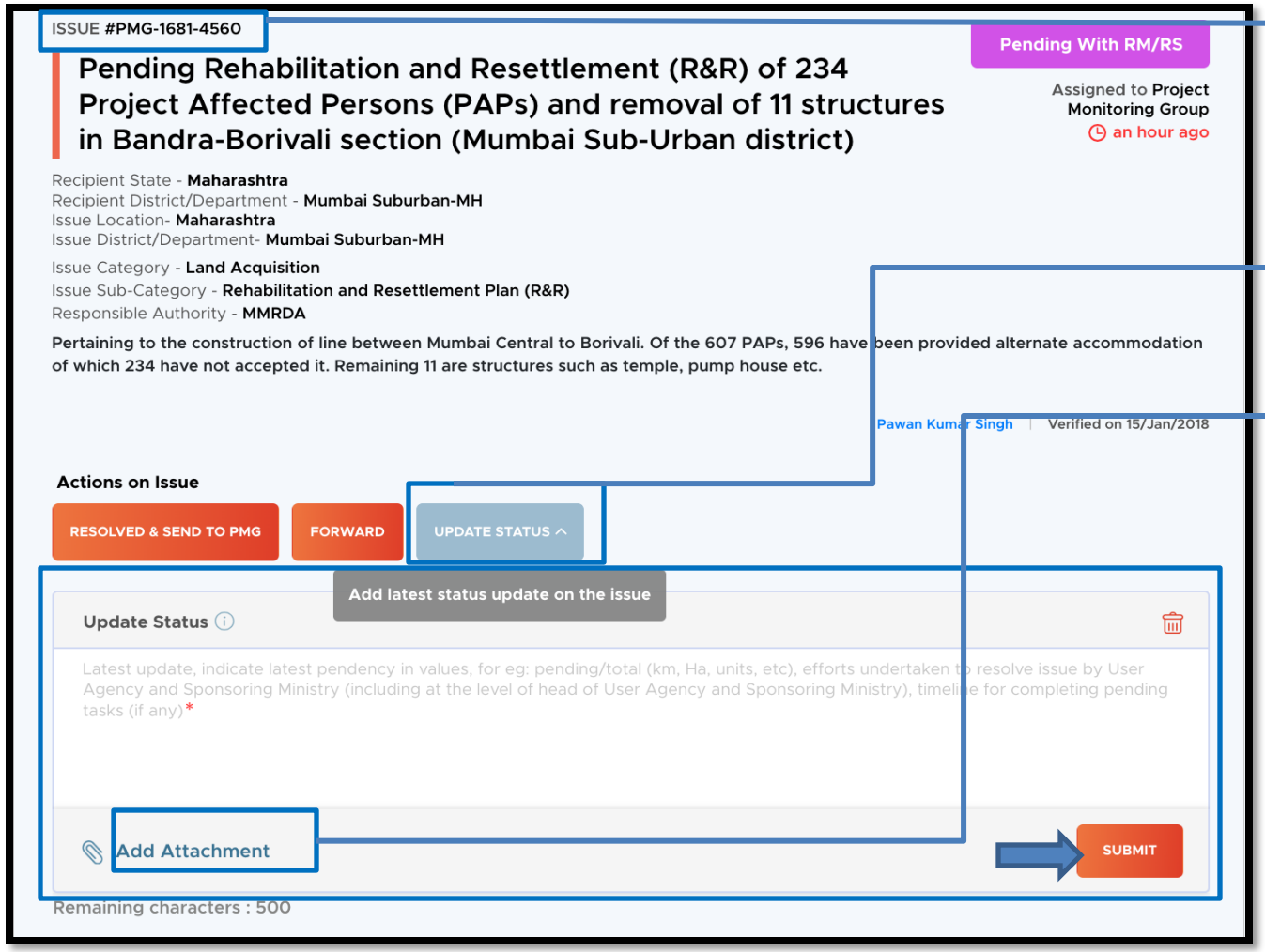
Recipient Ministry/State (RM/RS) further assigns the issue to its Recipient Department/District to take necessary action(s) and to provide an update. This creates a new child issue related to parent (main) issue

Example: 11056 is the parent issue ID, when Jharkhand (Recipient State) forwards the issue to Department of Forest, Environment & Climate Change – JH (Recipient Department) unique ID is created i.e. **11245** to 11056
(refer to image on left)

How to Update Status/Comment ?

How to Update Status/Comment ?

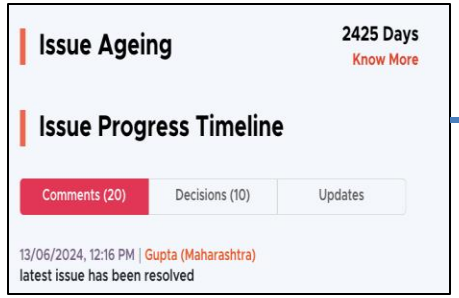
Login → Issue Tab → Select issue id → Actions → Update Status → Post comment



Step 1: Select issue ID on which user needs to update status/comment

Step 2: Click Update Status

Step 3: Add attachment, if required and click the **SUBMIT** button



Updated Status/Comment will be visible to all the stakeholders (Project Proponent/RM/RS/PMG Team) in **Issue Progress Timeline**

Contact Us

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