

User Manual – SMART-Infra CBIC

Pre-requisites – Computer with internet connection.

Install / Update latest version of Google Chrome or Mozilla Firefox Browser.

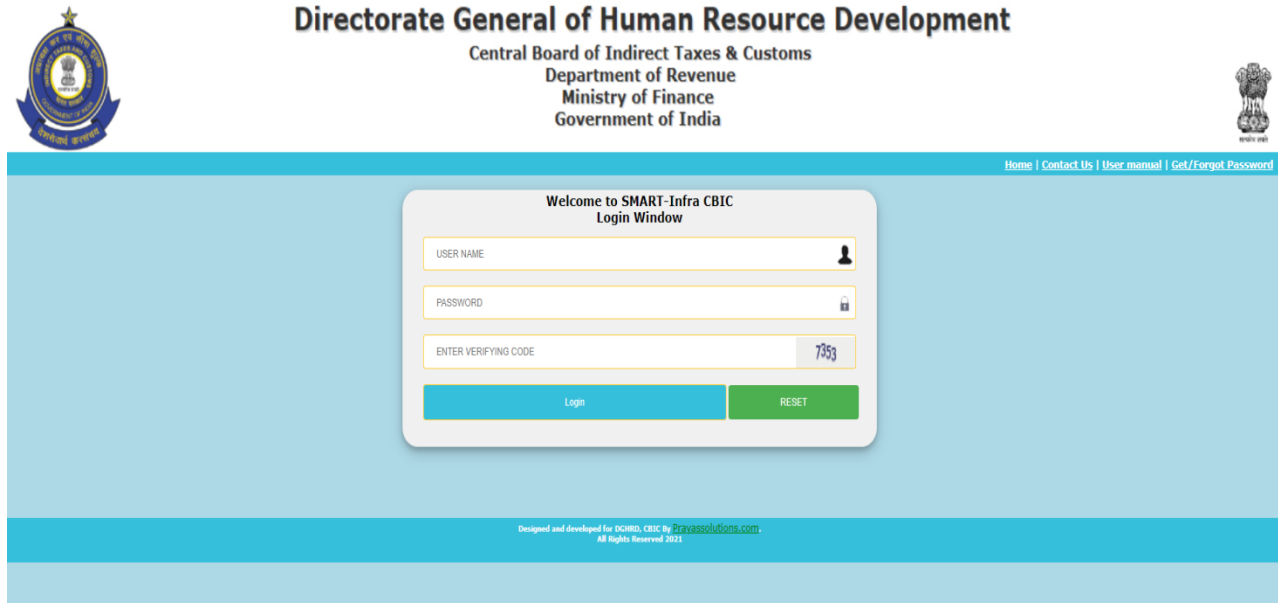
How to open SMART-Infra CBIC

1. Open the web browser.
2. Go to DGHRD Website and click on “SMART-Infra CBIC” tab at the right side of the screen as shown below.

The screenshot displays the homepage of the Directorate General of Human Resource Development (DGHRD). The header includes the organization's name and logo. A navigation menu is visible at the top. A central banner contains a diagram illustrating the process for handling APAR-ID flags: 'Action to be performed' leads to 'For Red flagged APAR-ID' and 'For blue flagged APAR-ID', which then lead to 'Give remarks (Optional) in letter II box under letter section tab'. A 'CLICK on' button is shown, leading to 'Submit (Send to competent authority)' and 'Submit (Close)'. On the right side of the page, a vertical list of application links is provided, with 'SMART-Infra CBIC' circled in red. Other links include 'e-Pratinyakti (Online Deputation Module)', 'Upload Reports', 'Access to Online DPC Module by CCAs', 'Upload Asset register', 'BHUGTAAN', 'Update Annual Vehicle Reports', 'Cadre Restructuring', and 'SPARROW-IRS'.

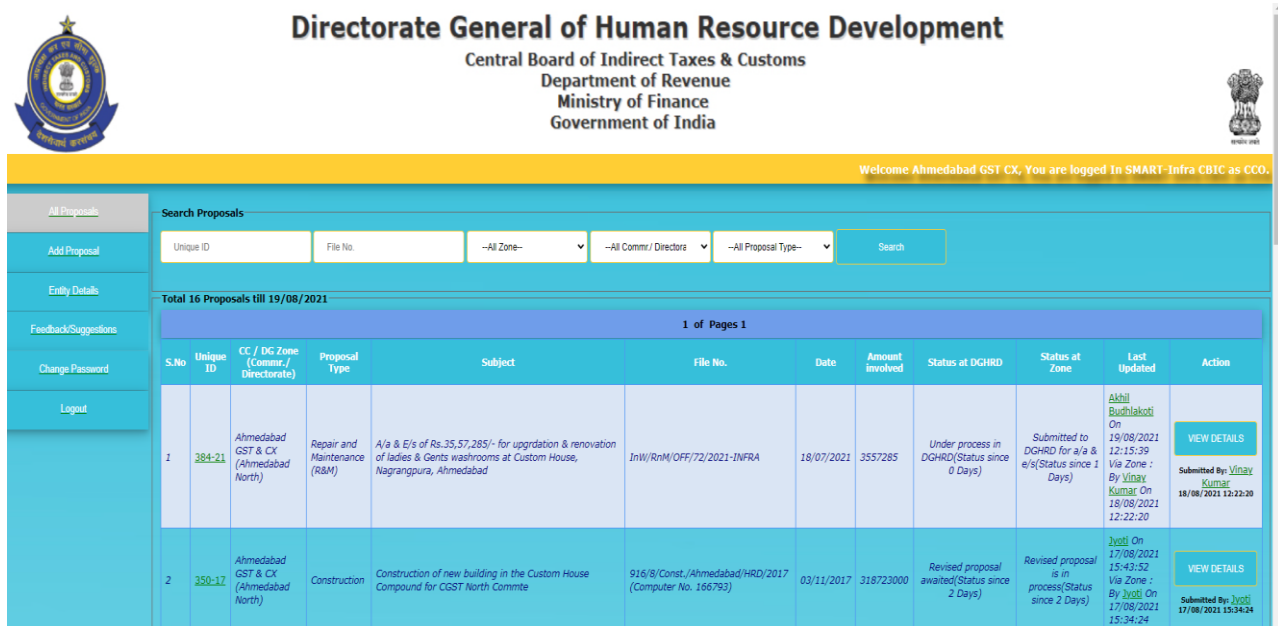
3. Alternatively, enter the URL – <https://dghrdcbic.gov.in/infra> in the address bar of the browser to go directly on the log-in webpage of “SMART-Infra CBIC” application.

- The below log-in webpage appears which is also the Home page of the module.



- Enter the existing login id and password provided for “e-Disposition List” Module.

- The below dashboard page shall get displayed.



How to navigate through SMART-Infra CBIC

1. Adding New Infrastructure Proposal Details

- (i) Click on “Add Proposal” button on the box at the left of the screen.

Directorate General of Human Resource Development
 Central Board of Indirect Taxes & Customs
 Department of Revenue
 Ministry of Finance
 Government of India

Welcome Ahmedabad GST CX, You are logged In SMART-Infra CBIC as CCO.

All Proposals

Add Proposal

Entity Details

Feedback/Suggestions

Change Password

Logout

Search Proposals

Unique ID: File No.: --All Zone-- --All Commr./ Directorate-- --All Proposal Type-- Search

Total 16 Proposals till 19/08/2021

1 of Pages 1

S.No	Unique ID	CC / DG Zone (Commr./ Directorate)	Proposal Type	Subject	File No.	Date	Amount Involved	Status at DGHDR	Status at Zone	Last Updated	Action
1	384-21	Ahmedabad GST & CX (Ahmedabad North)	Repair and Maintenance (RAM)	A/a & E/s of Rs.35,57,285/- for upgradation & renovation of ladies & Gents washrooms at Custom House, Nagrangpura, Ahmedabad	InW/RnM/OFF/72/2021-INFRA	18/07/2021	3557285	Under process in DGHDR (Status since 0 Days)	Submitted to DGHDR for a/a & e/s (Status since 1 Days)	Vinay Kumar On 19/08/2021 16:09:22 Via Zone : By Vinay Kumar On 18/08/2021 12:22:20	VIEW DETAILS
2	350-17	Ahmedabad GST & CX (Ahmedabad North)	Construction	Construction of new building in the Custom House Compound for CGST North Commite	916/8/Const./Ahmedabad/HRD/2017 (Computer No. 166793)	03/11/2017	318723000	Revised proposal awaited (Status since 2 Days)	Revised proposal is in process (Status since 2 Days)	Jyoti On 17/08/2021 15:43:52 Via Zone : By Jyoti On 17/08/2021 15:34:24	VIEW DETAILS

- (ii) The following screen will appear where the concerned Zone/Directorate is required to fill the details in respect of any new/fresh proposal before sending the proposal through normal communication.

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 Ministry of Finance
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All Proposals

Add Proposal

Entity Details

Feedback/Suggestions

Change Password

Logout

Details

Zone / Directorate General:
 --Select--

Commissionerate/ Zonal Unit:
 --Select Commissionerate/ Zonal Unit--

Proposal Type:
 --Proposal Type--

File No.:

Date of sending Proposal:
 mm / dd / yyyy

Subject of Proposal:
 Please fill out this field.

Total Amount involved (Rs. in Actual):

DGHDR e-mail on which proposal has been forwarded:

- (iii) After filling the requisite details, click on “Save Details” button at the bottom of the screen to submit the data.

Subject of Proposal:

Total Amount Involved (Rs. in Actual):

DGHRD e-mail on which proposal has been forwarded:

Contact Details of officers (from the level of Inspector / Superintendent and upto Joint Commissioner / Additional Commissioner may be provided)

Dealing Officer (1)	Dealing Officer (2)	Dealing Officer (3)
Name:	Name:	Name:
Designation:	Designation:	Designation:
Contact Number of dealing officer(s):	Contact Number of dealing officer(s):	Contact Number of dealing officer(s):
Official E-mail id of Zone/Directorate:	Official E-mail id of Commissionerate/Zonal Unit:	


Additional Information / Remarks:

Save Details Cancel


All fields are mandatory
Note:

2. Submitting Infrastructure Proposal Details

- (i) Once the information is successfully saved, the corresponding proposal entry will be displayed on dashboard and can be observed by clicking on “All Proposals” box at the left side of the screen where the list of all the ongoing infrastructure proposals is displayed.



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Welcome Naresh Sharma, You are logged In e-INFRA CBIC as Admin.

All Proposals

Add Proposal

Entity Details

Reports

DGHRD Users

All Zones / Directorates

Change Password

Logout

Search Proposals

--All Proposals-- Unique ID File No. Bengaluru GST & CX --All Commr / Directori Land Search

[CLICK HERE TO DOWNLOAD STATUS REPORT](#)

Proposals List Total 1 Proposals till 09/08/2021.

S.No	Unique ID	Priority	CC / DC Zone (Commr./ Directorate)	Proposal Type	Subject	File No.	Date	Amount involved	Status at DGHRD	Status at Zone	Last Updated	Action
1		SET	Bengaluru GST & CX (Bengaluru)	Land	Construction of range office building and residential quarters at Bidar		19/03/2019	198547	Not Submitted Yet	Not Submitted Yet	On Via Zone : By Naresh Sharma On 09/08/2021 11:54:47	Submit to DGHRD EDIT DELETE

- (ii) The proposal will be submitted to DGHRD after clicking on “Submit to DGHRD” box at the right side of the list under “Action” column. However, before submission to DGHRD, the proposal can be edited or deleted, if required.

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Welcome Naresh Sharma, You are logged In e-INFRA CBIC as Admin.

Search Proposals

--All Proposals-- Unique ID File No. Bengaluru GST & CX --All Commr/ Director-- Land Search

CLICK HERE TO DOWNLOAD STATUS REPORT

Proposals List

1 of Pages 1 Total 1 Proposals till 09/08/2021.

S.No	Unique ID	Priority	CC / DG Zone (Commr/ Directorate)	Proposal Type	Subject	File No.	Date	Amount involved	Status at DGHRD	Status at zone	Last Updated	Action
1		SET	Bengaluru GST & CX (Belagavi)	Land	Construction of range office building and residential quarters at Bidar		19/03/2019	198547	Not Submitted Yet	Not Submitted Yet	On Via Zone : By Naresh Sharma On 09/08/2021 11:54:47	Submit to DGHRD EDIT DELETE

- (iii) A unique ID will be generated in the specified field once the proposal is submitted to DGHRD.

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Welcome Ahmedabad GST CX, You are logged In SMART-Infra CBIC as COO.

Search Proposals

Unique ID File No. --All Zone-- --All Commr/ Director-- --All Proposal Type-- Search

Total 16 Proposals till 19/08/2021


1 of Pages 1

S.No	Unique ID	CC / DG Zone (Commr/ Directorate)	Proposal Type	Subject	File No.	Date	Amount involved	Status at DGHRD	Status at Zone	Last Updated	Action
1	884-21	Ahmedabad GST & CX (Ahmedabad North)	Repair and Maintenance (R&M)	A/a & E/s of Rs.35,57,285/- for upgradation & renovation of ladies & Gents washrooms at Custom House, Nagrangpura, Ahmedabad	InW/RnM/OFF/72/2021-INFRA	18/07/2021	3557285	Under process in DGHRD (Status since 0 Days)	Submitted to DGHRD for a/a & e/s (Status since 1 Days)	Vinay Kumar On 19/08/2021 16:23:59 Via Zone : By Vinay Kumar On 18/08/2021 12:22:20	VIEW DETAILS
2	350-17	Ahmedabad GST & CX (Ahmedabad North)	Construction	Construction of new building in the Custom House Compound for CGST North Commte	916/8/Const./Ahmedabad/HRD/2017 (Computer No. 166793)	03/11/2017	318723000	Revised proposal awaited (Status since 2 Days)	Revised proposal is in process (Status since 2 Days)	Vinay Kumar On 17/08/2021 15:43:52 Via Zone : By Vinay Kumar On 17/08/2021 15:34:24	VIEW DETAILS


- (iv) While sending the proposal through e-office or normal communication, this unique ID is required to be mentioned in the letter.

3. Viewing Infrastructure Proposal details

- (i) The details of any particular infrastructure proposal can be viewed by clicking on “View Details” tab shown under “Action” Column or by clicking on Unique ID assigned to the proposal.



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Search Proposals											
	Unique ID	File No.	--All Zone--	--All Commr./ Directorate	--All Proposal Type--		Search				
Total 16 Proposals till 19/08/2021											
1 of Pages 1											
S.No	Unique ID	CC / DG Zone (Commr./ Directorate)	Proposal Type	Subject	File No.	Date	Amount involved	Status at DGHRD	Status at Zone	Last Updated	Action
1	384-21	Ahmedabad GST & CX (Ahmedabad North)	Repair and Maintenance (R&M)	A/a & E/s of Rs.35,57,285/- for upgradation & renovation of ladies & Gents washrooms at Custom House, Nagrangpura, Ahmedabad	InW/RnM/OFF/72/2021-INFRA	18/07/2021	3557285	Under process in DGHRD (Status since 0 Days)	Submitted to DGHRD for a/a & e/s (Status since 1 Days)	Vinay Kumar On 19/08/2021 16:23:59 Via Zone : By Vinay Kumar On 18/08/2021 12:22:20	VIEW DETAILS
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- (ii) The proposal details will be shown under two tabs as shown in the screenshots placed on next page –

“SUBMISSION OF FRESH PROPOSAL (To be entered by Zone / Directorate)”

“PROPOSAL DETAILS (To be entered by DGHRD / Zone / Directorate)”



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All Proposals	SUBMISSION OF FRESH PROPOSAL (To be entered by Zone/Directorates)	PROPOSAL DETAILS (To be entered by DGHRD/Zone/Directorates)
Add Proposal	Details	
Entity Details	Zone / Directorate General: Ahmedabad GST & CX	
Feedback/Suggestions	Commissionerate/ Zonal Unit: Audit (Ahmedabad)	
Change Password	Proposal Type: Hiring	
Logout	File No.: I/04-04/CCO/2019/3123	
	Date of sending Proposal: 05/17/2019	
	Subject of Proposal: Proposal for renewal of lease agreement for office of CGST Audit, Ahmedabad (HQ & 10 Circle offices) at Infotower Building, Ahmedabad owned by M/s GNFC Ltd.	



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All Proposals	SUBMISSION OF FRESH PROPOSAL (To be entered by Zone/Directorates)	PROPOSAL DETAILS (To be entered by DGHRD/Zone/Directorates)
Add Proposal	Last Updated By: Puneet Kumar On 19/08/2021 15:46:17 & Via Zone : By Puneet Kumar On 04/08/2021 14:29:40	
Entity Details	<p>Note: 1- After making entries/ changes in "General Details by DGHRD", Click on "Change Details" button. 2- Click on "Save Details" button at the bottom of the screen, after making any change.</p> <p>BACK</p>	
Feedback/Suggestions	General Details By DGHRD	
Change Password	Whether proposal received: Yes	Date of Receipt: 05/31/2019
Logout	File No. allotted: InW/RP/CGST/21/2020	Allotted to Section: Hiring
	Date of opening file: 10/14/2019	
	Details of dealing officer(s)	
	Name: Puneet Kumar	Designation: Inspector
		Contact Number: 7291003933
	Name: Madhu	Designation: Superintendent
		Contact Number: 9818254040

4. Adding Proposal details

- (i) After submitting the proposal to DGHRD as explained at Para 2 (ii) above, Zones / Directorates are required to enter the details of proposals under the tab “PROPOSAL DETAILS”.

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PROPOSAL DETAILS (To be entered by DGHRD/Zone/Directorate)

Last Updated By: **Puneet Kumar** On 19/08/2021 15:46:17 & Via Zone : By **Puneet Kumar** On 04/08/2021 14:29:40

Note: 1- After making entries/ changes in "General Details by DGHRD", Click on "Change Details" button.
2- Click on "Save Details" button at the bottom of the screen, after making any change.

General Details By DGHRD

Whether proposal received: Yes | Date of Receipt: 05 / 31 / 2019 | Allotted to Section: Hing

File No. allotted: In/IRP/CGST/21/2020 | Date of opening file: 19 / 14 / 2020

Details of dealing officer(s)

Name:	Designation:	Contact Number:
Puneet Kumar	Inspector	7291003933
Madhu	Superintendent	9818254040

- (ii) The fields that are required to be filled / entered by field formations under the tab “Proposal Details” have been marked in yellow colour in the respective templates. Such fields vary with type of proposal.

Sanction / Post-Sanction details

Sanction Order Details

Sanction Order No.: 4 | Sanction Order Date: 06 / 04 / 2021 | Sanction Order Amount (Rs. in Actual): 9306167

Details of Fund released:

SNo.	Order No.:	Date	Amount (Rs. in Actual)	Last Action By
1	4	04/06/2021	9306167	Vinay Kumar

LoA Details:

SNo.	LoA Issued	LoA Amount (Rs. in Actual)	LoA Date	Action	Last Action By

Fund Utilized in Current Financial Year:

Date: mm / dd / yyyy | Amount (Rs. in Actual): 0

Revalidation of Sanction Order:

Whether revalidation in current financial year is required: No | Amount to be revalidated (Rs. in Actual): 0

Details:

SNo.	Revalidation of Sanction Order No.	Amount (Rs. in Actual)	Date of Sanction Order	Released Amount (Rs. in Actual)	Date of Release of funds	Action	Last Action By

Any other relevant information:

(iii) After entering every field, the user is required to click on “Save Details” button at the bottom of the screen.

Revalidation of Sanction Order ([Click here to update details](#))

Whether revalidation in current financial year is required: Amount to be revalidated (Rs. in Actual):

Details:

SNo.	Revalidation of Sanction Order No.	Amount (Rs. in Actual)	Date of Sanction Order	Released Amount (Rs. in Actual)	Date of Release of funds	Action	Last Action By
Any other relevant information (Click here to Update relevant information)							

Status of proposal

Status of proposal at DGHRO:

SNo.	Status	Remarks	Date	Last Action By
1	Sanctioned		04/06/2021	Vinay Kumar

Status of proposal at Zone/Directorate: ([Click here to Reply](#))

SNo.	Status	Remarks	Date	Last Action By
1	Funds Received		06/08/2021	Vinay Kumar

Click on below "Save Details" button to save data

(iv) The provision has been made for making entries regarding phasing of funds in respect of Construction and Ready Built Accommodation proposals for upto five years. In case of projects involving phasing for more than five years, the entries for the sixth and subsequent years can be made by selecting fifth (Vth) year from the drop-down box and entering the details thereon.

Add Phasing - Google Chrome

Registration Fee: Stamp Duty:

Miscellaneous charges (to be specified alongwith amount): Validity of offer:

Circle rate of land: Valuation of the building done by:

Estimate: ([Click here to Add Phasing Details](#))

SNo.	Year	Amount (Rs. in Actual)	Action	Last Action By
1	I Year	91000000		Akhil Budhlokoti
2	II Year	410463366		Akhil Budhlokoti
3	III Year	182428163		Akhil Budhlokoti
4	IV Year	91200000		Akhil Budhlokoti
5	V Year	117628104		Akhil Budhlokoti
6	V Year	48880273		Akhil Budhlokoti

Budgetary Details

Source of fund: Major Head: 15-digit code:

Fund Details: ([Click here to Add Fund Details](#))

SNo.	Year	Amount provisioned in DOC (R.B.E.) (Rs. in Actual)	Funds Requirement in current financial year (R.B.E.) (Rs. in Actual)	Amount committed by EMC (B.E.) (if lumpsum) (Rs. in Actual)	Amount provisioned in DOC (R.B.E.) (Rs. in Actual)	Funds Requirement in current financial year (R.B.E.) (Rs. in Actual)	Amount committed by EMC (R.B.E.) (if lumpsum) (Rs. in Actual)	Amount Released in current financial year (Rs. in Actual)	Amount Utilized in current financial year till now (Rs. in Actual)	Total Cumulative Fund utilization till last FY (Rs. in Actual)	Funds requirement in next financial year (Rs. in Actual)	Action	Last Action By
Previous Years Fund Position: (Click here to Add Year-wise Amount)													
SNo.	Year	Amount Released (Rs. in Actual)	Amount Released Date	Amount Utilized (Rs. in Actual)	Action	Last Action By							

5. Edit Entity Details

- (i) This feature provides facility to edit the contact details of the user viz. Pr.CC, CC, JC, AC, etc. using “Entity Details” button on the left side of the screen.

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Entity Details

Username : AhdGST_CCO
Designation* : Principal Chief Commissioner
Full Name* : Ahmedabad GST CX
Email* : jain.ajay@nic.in
Mobile No./Office Number* : 9650266500

Update Details

* Use only a-z characters and 0-9 digits. No special character allowed (Only . , - are allowed ,Except these special character system will replace all special characters automatically).

- (ii) Press on “Update Details” button after modifying the contact details under “Entity Details”.

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Entity Details

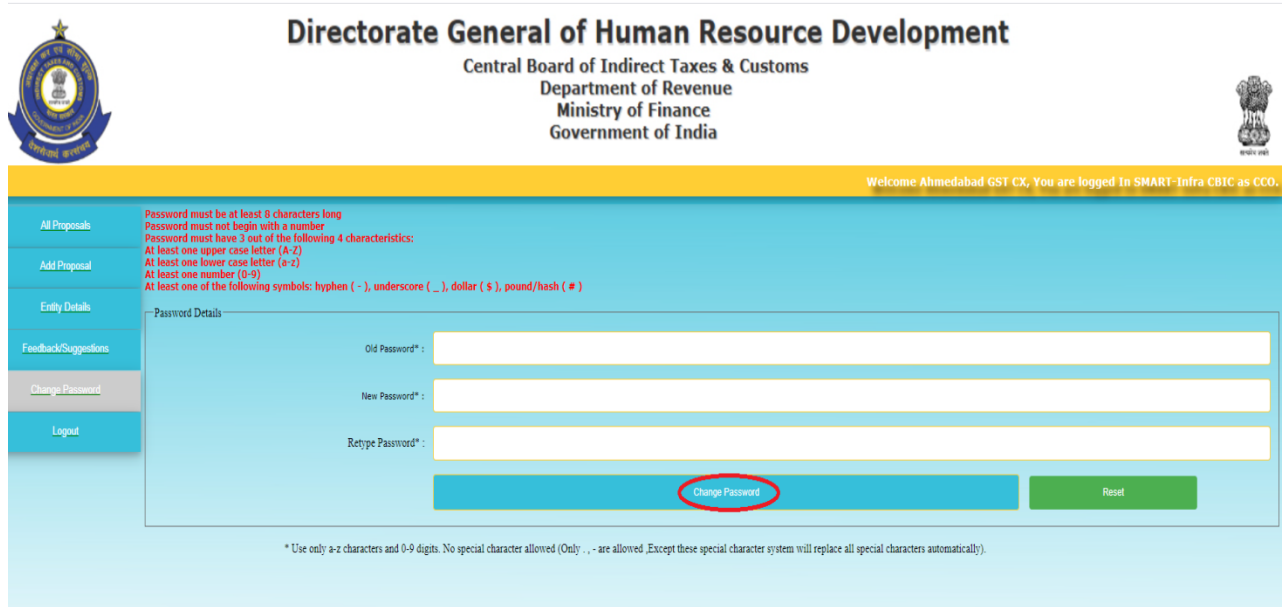
Username : AhdGST_CCO
Designation* : Principal Chief Commissioner
Full Name* : Ahmedabad GST CX
Email* : jain.ajay@nic.in
Mobile No./Office Number* : 9650266500

Update Details

* Use only a-z characters and 0-9 digits. No special character allowed (Only . , - are allowed ,Except these special character system will replace all special characters automatically).

6. Change Password Option

This feature provides facility to modify the existing password.



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Welcome Ahmedabad GST CX, You are logged In SMART-Infra CBIC as CCO.

All Proposals
Add Proposal
Entity Details
Feedback/Suggestions
Change Password
Logout

Password must be at least 8 characters long
Password must not begin with a number
Password must have 3 out of the following 4 characteristics:
At least one upper case letter (A-Z)
At least one lower case letter (a-z)
At least one number (0-9)
At least one of the following symbols: hyphen (-), underscore (_), dollar (\$), pound/hash (#)

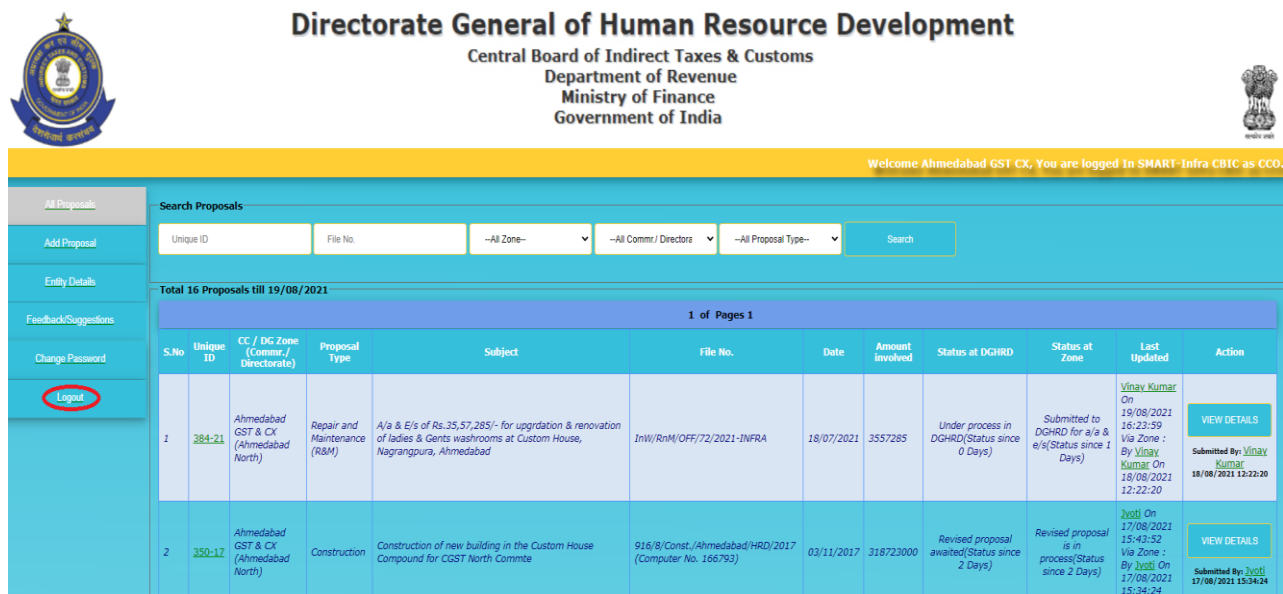
Old Password* :
New Password* :
Retype Password* :

Change Password Reset

* Use only a-z characters and 0-9 digits. No special character allowed (Only ., - are allowed. Except these special character system will replace all special characters automatically).

7. Logout Option

The user may log out of the application using “Logout” button on the box at the left hand of the screen.



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All Proposals
Add Proposal
Entity Details
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Logout

Search Proposals

Unique ID File No. --All Zone-- --All Commr./ Directorate-- --All Proposal Type-- Search

Total 16 Proposals till 19/08/2021
1 of Pages 1

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2	350-17	Ahmedabad GST & CX (Ahmedabad North)	Construction	Construction of new building in the Custom House Compound for CGST North Commite	916/8/Const./Ahmedabad/HRD/2017 (Computer No. 166793)	03/11/2017	318723000	Revised proposal awarded (Status since 2 Days)	Revised proposal is in process (Status since 2 Days)	By Jyoti On 17/08/2021 15:43:52 Via Zone : By Jyoti On 17/08/2021 15:34:24	VIEW DETAILS Submitted By: Jyoti 17/08/2021 15:34:24

8. Get / Forgot Password Option

This feature provides facility to retrieve the password.

The screenshot shows the 'Get/Forgot Password' form on the Directorate General of Human Resource Development website. The form is titled 'Get/Forgot Password' and contains two input fields: 'User Name' and 'Verifying Code'. The 'Verifying Code' field contains the number '7416'. Below the input fields are two buttons: 'Submit' and 'BACK'. The website header includes the Directorate General of Human Resource Development logo and the text 'Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India'. The navigation menu includes 'Home | Contact Us | User manual | Get/Forgot Password'. The footer text reads 'Designed and developed for DCHRD, CBIC by Prayassolutions.com. All Rights Reserved 2021'.

9. Feedback / Suggestions

Although concerted efforts have been made to make the module user friendly and to cover all the relevant and important information/details yet users may give feedback/suggestions that will further enhance the application. The same can be done by clicking on “Feedback/Suggestions” button on the box at the left hand of the screen and then clicking on “Compose” tab as shown below.

The screenshot shows the 'Feedback/Suggestions' form on the Directorate General of Human Resource Development website. The form is titled 'Feedback/Suggestions' and contains a 'COMPOSE' button. Below the button is a table with columns 'S.No' and 'Subject'. The table is currently empty, displaying the text 'No Feedback/Suggestions.....'. The website header includes the Directorate General of Human Resource Development logo and the text 'Central Board of Indirect Taxes & Customs, Department of Revenue, Ministry of Finance, Government of India'. The navigation menu includes 'All Proposals', 'Add Proposal', 'Entity Details', 'Feedback/Suggestions', 'Change Password', and 'Logout'. The footer text reads 'Welcome Ahmedabad GST CX, You are logged In SMART-Infra CBIC as CCO'.



Directorate General of Human Resource Development

Central Board of Indirect Taxes & Customs
Department of Revenue
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Welcome Ahmedabad GST CX. You are logged In SMART-Infra CBIC as CCO.

All Proposals	Subject
Add Proposal	<input type="text"/>
Entity Details	Feedback/Suggestions
Feedback/Suggestions	<input type="text"/>
Change Password	
Logout	
	<input type="button" value="Send to DGHRD"/>

10. For any further queries/clarifications, contact on phone number [011-20861951](tel:011-20861951) or e-mail to "dginfra.cbic@gov.in".

- THANK YOU -

