CENTRAL INSPECTION SYSTEM

User Manual

Table of Content

1. Introduction

The need for a central inspection system is to address the common complaints about ambiguity, duplication and overlapping mandates between inspection authorities, and a general lack of cooperation and coordination. Currently, industrial establishments are receiving multiple visits from different bodies often checking on the same things, and, on some occasions, contradicting each other.

As part of "Ease of Doing Business" system, improving the inspection system has become a critical parameter in ensuring clarity on inspections, frequency of inspections, and reducing duplications. This Inspection System aims to achieve the objective of simplifying business regulations and bring in transparency and accountability in inspections
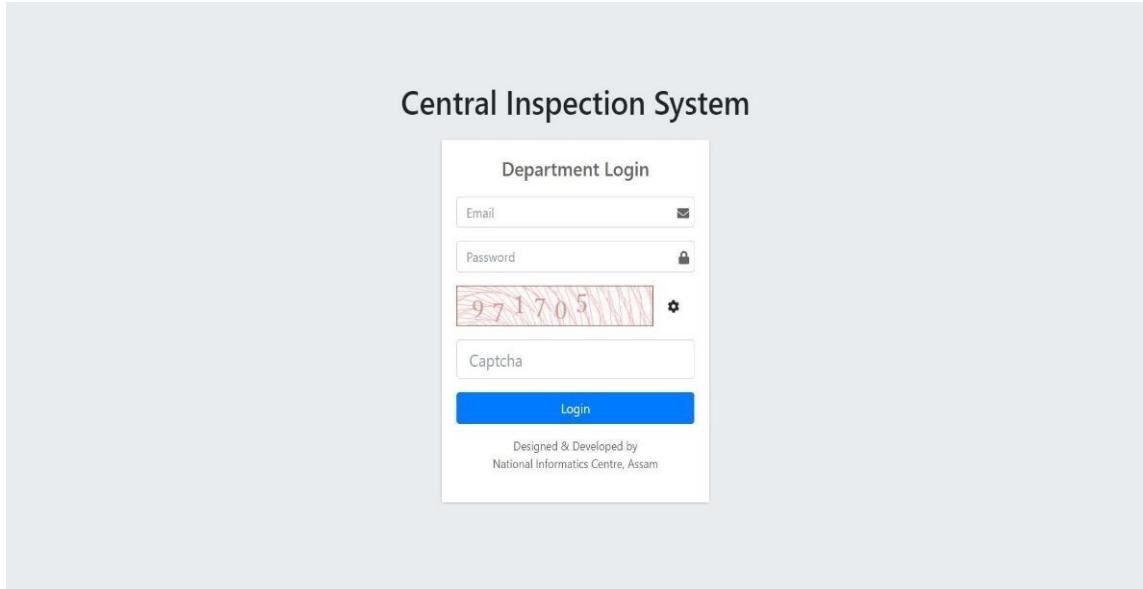
The functions of CIS are as follows

- Develop transparent checklists and procedures.
- Ensure synchronized inspections of Labour Welfare, Home and Political, Urban Development and Assam Food, Civil Supplies and Consumer Affairs.
- Establish the system for risk-based inspections.
- Develop modalities for conducting surprise inspections.
- Empanel third party inspector, wherever applicable.
- Undertake capacity building initiatives.

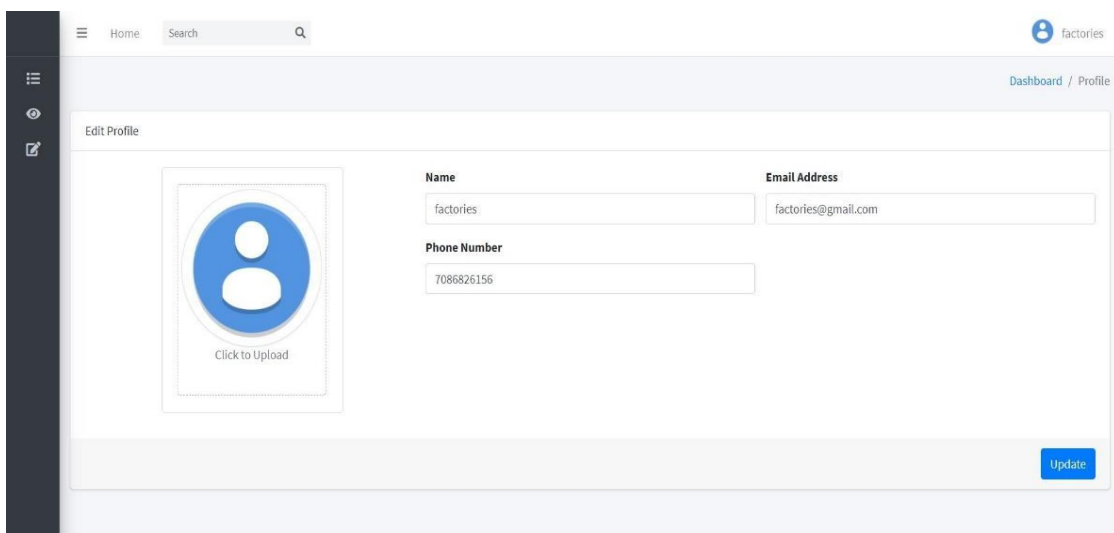# 2. Department functionalities

2.1 Login

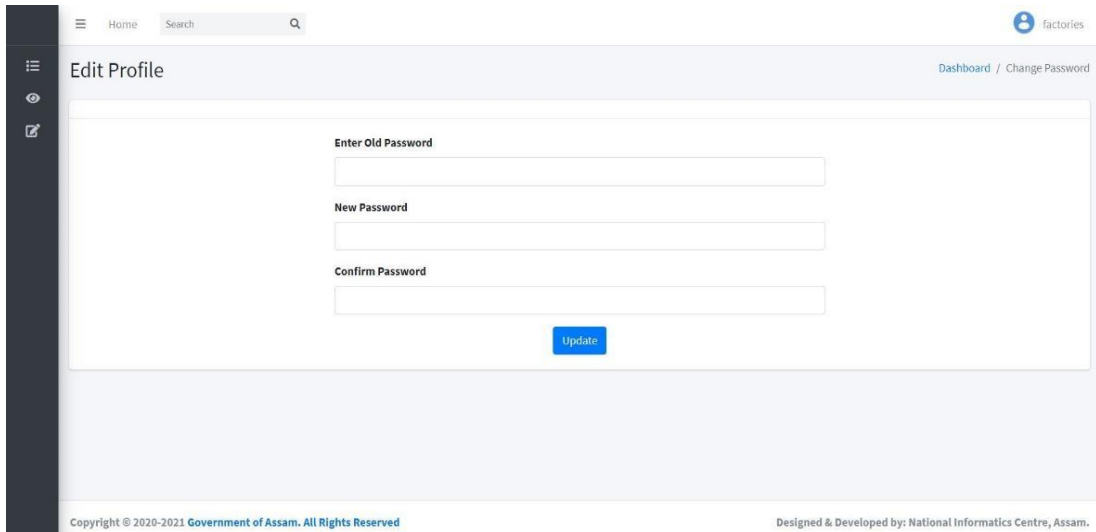Visit https://eodbmis.assam.gov.in/CIS/login and enter the credentials and click on the Login button.

2.2 Profile

User Details will be shown as below. Users can update their profile details by providing data and clicking on the update button.

2.3 Change Password

For changing password, enter the required details and click on the update button.

2.4 Dashboard

Count of Total number of applications, Pending Inspections, Assigned Inspections, Opted Out Inspections will be shown along with some additional details.

2.5 Assign Inspection

List of Applications Pending for Inspection will be shown.

2.6 Roll Out Inspection

Enter the required details and click on the submit button for rolling out inspections.

2.7 View Inspection

Applications which are assigned for inspection will be shown here.

2.8 View History

For checking the previous inspection details of the application, click on the View History button and the following modal will pop up with all the details.

2.9 View Opt-Out inspection

Details of Inspectors who have opted out from their assigned inspections will be shown here.

2.10 Roll Out Opt-Out Inspections

Click on the roll out button to reassign opt-out Inspections. A modal window will pop up and upon entering the required details, one can click on the submit button.
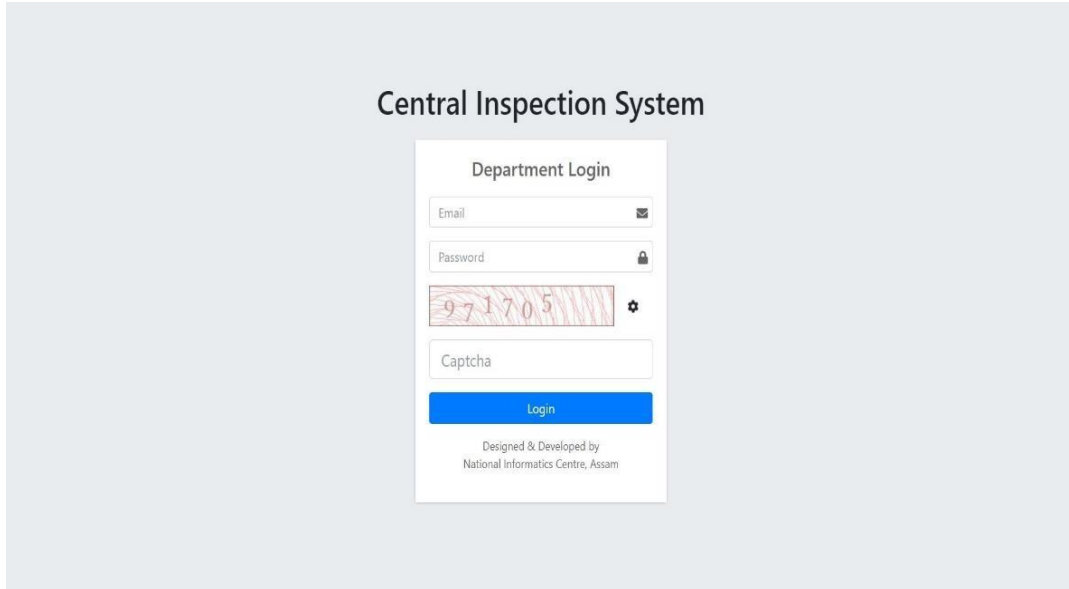
3. Inspector Functionalities

3.1 Login

Visit https://eodbmis.assam.gov.in/CIS/login and enter the credentials and click on the Login button.

3.2 Profile

User Details will be shown as below. Users can update their profile details by providing data and clicking on the update button.

3.3 Change Password

For changing password, enter the required details and click on the update button.

3.4 Dashboard

Count of Total number of Inspections Assigned, Inspections under Processed, Inspections Completed, Opted Out Inspections will be shown.
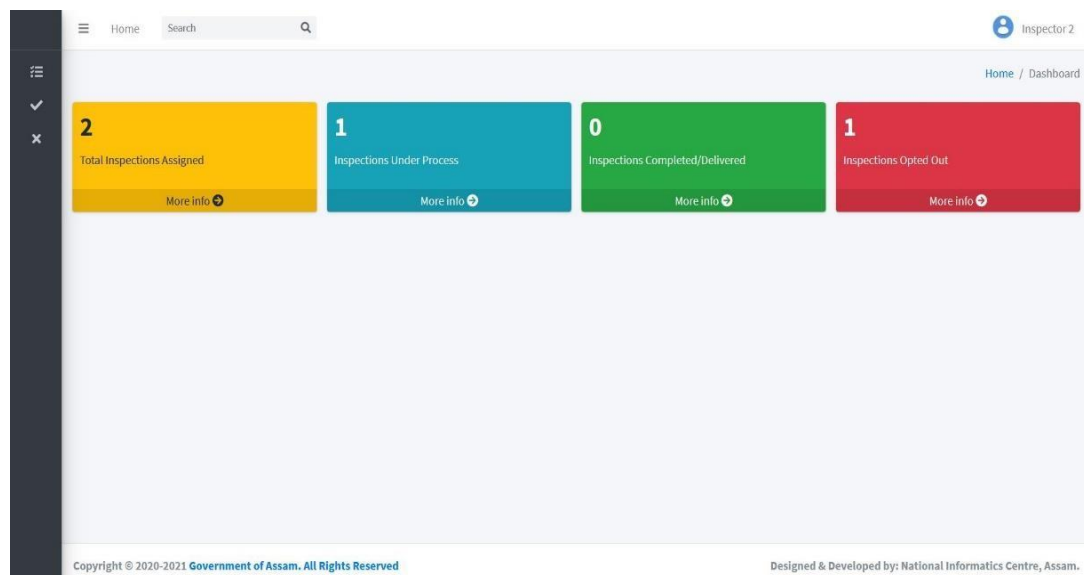
3.5 View Assigned Inspection
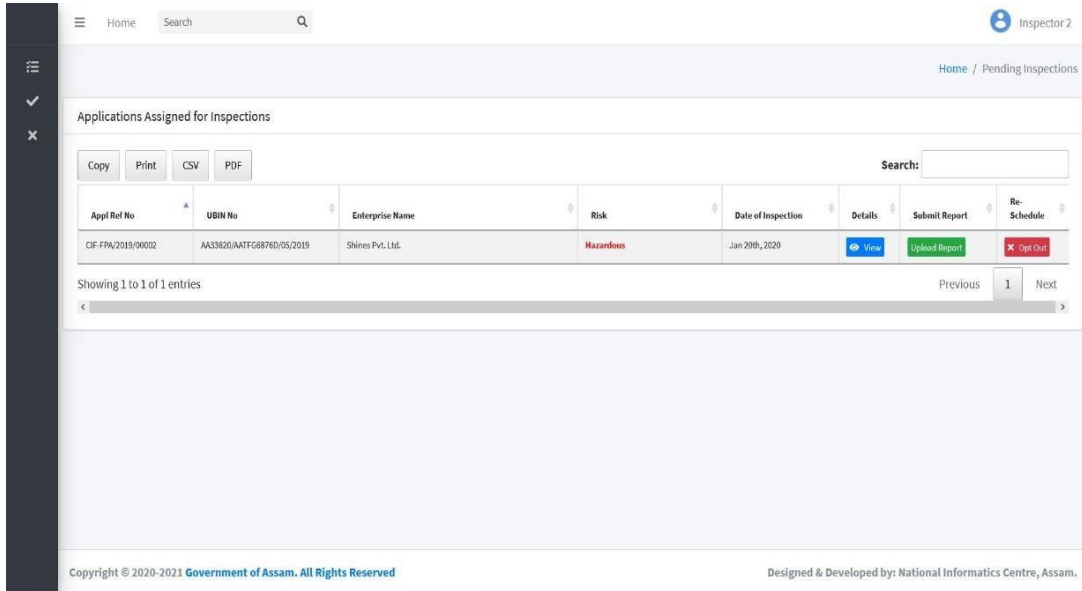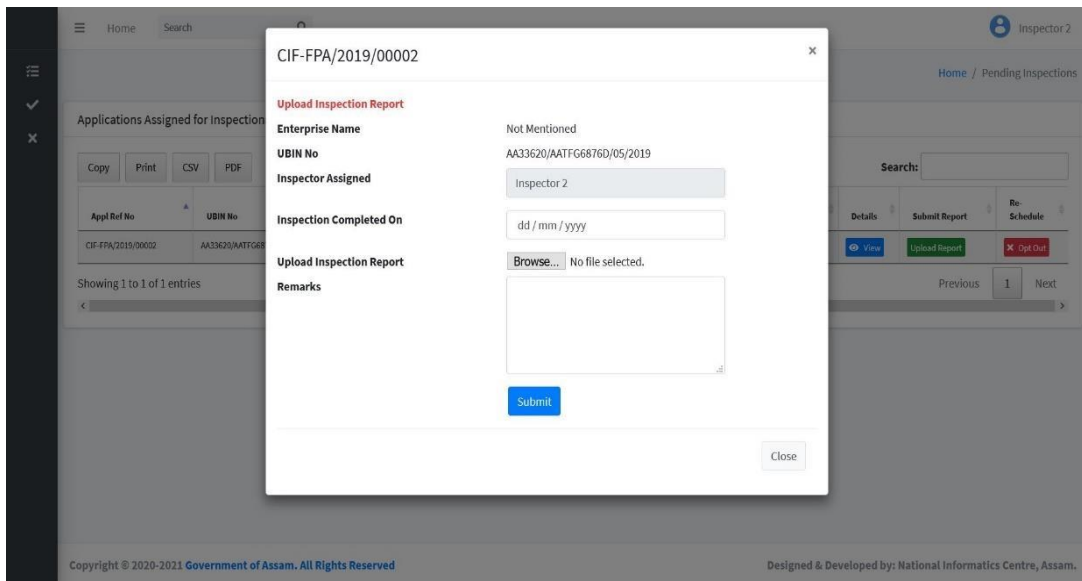
List of Inspections Assigned will be shown here. Inspectors can View Details of the Inspection by clicking on the 'View' button, Opt-Out from the inspection by clicking on the 'Opt-Out' button, and can Upload Report by clicking on the 'Upload Report' button.

3.6 Upload Report

Enter the required details and click on the Submit button.

3.7 View Completed Inspection

All the Completed Inspections along with the report will be shown here.

3.8 View Opt-Out Inspection

All the Opted Out Inspections will be shown here.