### **Help-Operational Guidelines**

### Step – 1 : Open URL from website Go to→http://peso.gov.in/index.aspx →Click on Link1 or Link2

	http://peso.gov.in/Index.aspx			Google	<u>ــــــــــــــــــــــــــــــــــــ</u>
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	চিঁকী মামকাৰতা Public I	Domain FAQs Contact Us	Feedback Accident Reporting Expl	osives Returns Link-1   Link-2	
	PESD > Objectives > Roles & Responsibilities > Activities > Organisation > Testing Station > FRDC, Sivakasi > Grievance Redressal > Posting of Officers	×	The Petroleum and Explosives Safety Organisation (PESO) formerly Department of Explosives, with its Head Office at Nagpur had completed its hundred years on 9 <sup>th</sup> September 1998. This Organisation comes under, Ministry of Commerce and Industry, Department of Industrial Policy & Promotion, Government of India.	CCE'S DESK > Message > Vision Statement > Mission Statement > Citizen Charter > CCE's Calendar > Former CCEs > CCE's office-a journey > Guest Book > Angreciation Letters	
	Work Manuals     E-News Letter     Annual Report     e-Governance     Tenders     Right to Information     Feedback     Contact Us     Related Links     B F Documents	At > Explosives Act 1884 > Explosives Rules, 2008. > Gas Cylinders Rules, 2004. > Static & Mobile Pressure Vessels (Unfired) Rules, 1981. > Notification No.GSR 625(E) dated 07.08.1983 regarding > Petroleum Act 1934 > Petroleum Rules, 2002. > Calcium Cathid Rules, 1987	a Glance Area Jurisdiction of PESO Offices Where to make application ? Application Status General Status (Public Domain) Fee Calculator Forms and Certificates Recognised Competent Persons/Inspectors Approved Fabricators Fixulosives Manufacturers	• Appreciation Letters • Quote of The Day When we come to the end of ourselves, god has a chance to step in and show what he can do. He's ready, willing and able, but he waits for us to humbly ask for his help.	
	The opening the	1 COMPANY CONTRACT STORES, 1707	1		A 1000/ -

Step – 2: For new registration click on "Sign-up (Create New Account)" link marked in red colour.



If you already have a User Id go to Step-8 for login into the System.

#### Step – 3: New registration page will open



1. \*Valid Doc key No. (E##) \*
Note : Doc Key No is printed on your licence after the Licence No within bracket and starts with E.
For example Licence No.: E/\_/\_/21/67(E123)
Here Doc Key No. : E123
And Press "Get Doc Key Details" button

🖉 Registration : OnLine F36 & 31 - Windows Internet Explorer		_ 7 🛛
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*Valid Doc key No. (E##)	E10006 Get Doc Key No Details	
Please Enter following de	etails and then Press Register Doc Key No button	
	* - INDICATES COMPULSORY FIELDS	
*Licensee Name (As Printed on Licence)	SHRI RAMESH CHHATRAPATI PATIL M/S RAILE STONE CRUSHING CO	
*Licence Form No	Select Any Value	
*Premises State And District	Select Any Value	
	Register Doc Key No Re-Enter Doc Key No	
Please Select criterio	a and then Press Register Doc Key No Button	
Done	🐻 🖌 Trusted sites 🔍 1	00% -

1. Licensee Name: Now Licencee name will appear automatically.

**2.** Select the Licence Form No from the list.

3. Select the Premises state and District where the Magazine is located.

### **Step – 4: Fill all the information in this registration page.**

C Registration : Onl	Line F36 & 31 - Windows Internet Explorer	
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	Public Domain Note : Doc Key No is printed on your licence aft For example Licence No.: E/_/_/21/67( *Valid Doc key No. (E##) Please Enter following d	Application Status       Peso Web Site       Sign In         Registration Form         ter the Licence No within braket and starts with E.         (£123) Here Doc Key No. : E123         E10006       Get Doc Key No Details         Stetails and then Press Register Doc Key No button         * - INDICATES COMPULSORY FIELDS
	*Licensee Name (As Printed on Licence)	SHRI RAMESH CHHATRAPATI PATIL M/S RAILE STONE CRUSHING C
	*Licence Form No	LE-3 (Form 22)
	*Premises State And District	Maharashtra Y THANE Y
		Register Doc Key No Re-Enter Doc Key No
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#### Step – 5: Fill all the information in registration form and click on "Register New Doc No" button marked in red circle as shown below.

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*Valid Doc key No. (E##)	E10006	Get Doc Key No Details	
Please Enter following	details and then Press R	egister Doc Key No button	
		* - INDICATES COMPULSORY FIELDS	
*Licensee Name (As Printed on Licence)	SHRI RAMESH CHHAIRAPA	TI PATIL M/S RAILE STONE CRUSHING C	
*Licence Form No	LE-3 (Form 22)		
*Premises State And District	Maharashtra	✓ THANE	
	Register Doc Ke	ey No Re-Enter Doc Key No	
Please Select crite	ria and then Press Regis	ter Doc Key No Button	
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Problems:

1. Invalid Licence Details: Check Licence Form No. and State and District where the Magazine is located Selected by you OR Check that your licence is 'Valid' in terms of expiry date.

# Step – 6: After clicking on "Register New Doc No", following details will appear.

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	*Licensee Name (As Printed on Licence)	SHRI RAMESH CHHATRAPATI PATIL M/S RAILE STOP	NE CRUSHING C
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	*Premises State And District	Maharashtra 😽 THANE	×
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	If following informatio	n is correct then Please enter User ID & Passwo	ord for
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Lice Lice Lice Lice Gra Gra	If following information	E/WC/MH/22/189 08/03/2002 31/03/2003 31/03/2011 Electric Detonators(Class 6 Div 3) Qty=2500.00 Nitrate Mixture(Class 6 Div 3) Qty=100.00 Ordinary Detonator(Class 6 Div 3) Qty=10000 Ordinary Detonator(Class 6 Div 3) Qty=100000 Safety Fuse(Class 6 Div 1) Qty=1500.00	ord for

Step – 7: If all the information is correct enter your desired User Id and Password with your E-Mail and Phone Nos.

Password Note: Must be at least 6 characters, Must contain at least one Capital letter, one small letter, one digit (1-9) and one special character, Examples of Valid special characters are @# % ^ & + =

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	Licence First Expiry Date(DD/MM/YYYY)	31/03/2003		
	Licence Current Expiry Date(DD/MM/YYYY)	31/03/2011		
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	Login Details : If above information is correct then Ple	ase enter User ID & Passwo	rd for Registration OR Cancel	
	*User ID (Min. 6 Char. of Alphabats & Digits)			
	*Password (Min. 6 Char. of Alphabats & Digits) (Note : Must be at least 6 characters, Must contain at least one lower case letter, one upper case letter, one digit and one special character, Valid special characters (which are configurable) are - @#\$% $^{A_{0,+}}$		Password Strength:	
	*Confirm Password (Same as Password)			
	*E-Mail			
	*Phone Nos.			
	*Varification Text	D Type the charact	Q9hay ters seen in the picture	
		Send me to Main Page	1	
		Cancel Details	l a pt. Create my account.	

Click on "I accept. Create my account".

Please note that there is no confirmation email sent. The registration is instantaneous.

**Problems:** If nothing is happening after you click "I accept create my account" – Please check the Password you have given. The password Must be at least 6 characters, Must contain at least one Capital letter, one small letter, one digit (1-9) and one special character, Examples of Valid special characters are  $@# \% ^ & +=$ 

Step – 8: Now you have successfully registered and following is your home page. In this page all links are available for submitting RE-3,4,5(Form 36) for Explosives Users and Dealers (Form 21 and Form 22 licensees)



If you have more then one licenses in form 21 or form 22 and they are located in the same state and district then you need not to register again. You can add your other form 21 and form 22 licences in this same user to add them.

If you have only one license in form 21 or form 22 skip steps 9, 10 and 11

# Step-9: Click on "Add Doc Key No" link for adding LE-3 (Form-21/22) Doc Nos.



#### Step – 10: Following screen will be used for attaching LE-3(21/22) licenses in your user id. Select Form No and enter valid Doc No and click on "Get Details"

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WelCome ! Mr. Kvenkat3963		<u>Ноте</u>	SignOut
Doc Key No: E4236(LE-3(F21))	M/S. M/S BALAJI IRADERS Approval No : NA	Licence No : E/HO/M	P/21/87
Fill QR Show/Print QR Upload QR	Add Doc Key No Search Doc Key	Change Password	User Details
	New Doc Key Registration Form		
Licence Form No	LE-3 (Form 21)		
Valid Doc key No. (E##)			
	Get Details		
Please Selec	t criteria and then Press Get Details Butto	n	
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Step – 11: Following screen displays all details related to Doc No of LE-3(21/22). Enter Verification text and click on "Add New Doc Key No".

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	Get Details			^
If following information	is correct then Please enter Verification test for Add New Doc Key No OR Cancel			
Licence Details :				
Licensee Name (As Printed on Licence)	M/s. Gulf Oil Corporation Ltd.			
Premises State And District	ndhra Pradesh RANGAREDDY			127
Licence No. (E/HQ/WC/##/##)	E/A0/AP/21/183			
Licence Grant Date(DD/MM/YYYY)	16/11/1986			
Licence First Expiry Date(DD/MM/YYYY)	31/03/2004			
Licence Current Expiry Date(DD/MM/YYYY)	31/03/2010			
Granted Explosive Details :				
Granted Explosives	Detonating Fuge(Class 6 Div 2) Qty=1000000.00 Detonators(Class 6 Div 3) Qty=1375000.00			
Login Details : If above information is correct the	n Please enter Verification Text for Add New Doc Key No OR Cancel			
Varification Text	<b>GESVU</b> Type the character seen in the picture			
	Cancel Details Add New Doc Key No.			~

**Problems:** 

**1.While adding Doc Key No if you are getting "Licence name dose not matches" Then contact the PESO Office from where you have obtained the Licence.** 

2. While adding Doc Key No if you are getting "Doc key no already exist" Then contact the PESO Office from where you have obtained the Licence.

## Step – 12: LE-3 Doc No is now successfully registered. Repeat Steps 9 to 11 for adding other LE-3 (Form-21 and Form-22) doc key no you have.

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Step – 13: Now add Quarter for submitting Form 36(RE-7) Click on Fill QR link to open registered LE-3 Doc No and click on "Select" link.

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# **Step – 14: In this screen select appropriate Year and Quarter and Click on "Save QR Month"**

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E4236(LE-3(F21)) - E/HQ/MP/	21/87	M/s. M/S BALAJI	TRADERS	Add New QR	List the QR
	Select Year Select Month /Quarte Active MR/QR	2010 Select Yes Or Save QR Month	V V Reset		100%

Note:

To submit Quarterly Return please select Active MR/QR → Yes

In case you want to submit 'NIL' Quarterly Return you please select Active MR/QR  $\rightarrow$  No. (This will be selected in case of no transaction taking place for your license)

This option can be seen by clicking the link 'ADD NEW QR' you need to add new QR at the start of every Quarter, please note.

Step – 15: Now Quarter is successfully added for submitting RE-7(Form-36) details. Click on "Select" link of the quarter for which you want to do data entry.

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Fill QR	Show/Print QR	Upload QR	Add Doo	e Key No	Search Do. Key	Change Password	User Details
E4236(	LE-3(F21)) - E/HQ/MF	/21/87	M/s. M/S B	ALAJI TRA	DERS	Add New QR	List the QR
		Quarter	Year	Active	Uploaded	<u>tven Case</u>	
		Quarter-2(July-Sep)	2010	Y	N	Select	
		Quarter-3(Oct-Dec)	2010	Y	N	St. Ct	
		Please Clic	k on the Ope	n Case Link	to open the Case		
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# Step – 16 Opening Balance details screen is appearing. Here you can enter opening balance on the first day of the quarter.

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Fill OR Show/Print OR Uni	oad OR Add Doc Key No Search Doc Key	Change Password	User Details
E4236(LE-3(F21))-E/HO/MP/21/87	M/s. M/S BALAJI TRADERS	Add New OR	List the OR
Opening Balance Monthly Details Stolen/	Short Rec. Quantity   Destroyed Quantity   Sale/	Purchase Return Show/Prin	t QR Upload QR
Opening Balance Details Quarter/Year : Quar	ter-3(Oct-Dec)/2010	* - INDICATES COMP	JLSORY FIELDS
Brand ID Search Brand Name	Brand Name	Curr. Mon	th Qty
	Select Explosive Brand Name		
Previous Quarter Re	turn is Currently not Uploaded	Update Delete	
Super Plain Det	Brand Name Quantity Unit Sel onators (No 8 Strength)(CL6(3)) 4031 000 Nos	Select	
		Toternet	100% *
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To add a record select the brand name and enter the quantity and then click on add new button.

If you are having more then one Brands then you need to add one entry of opening balance for each brand you have. NOTE:

- 1. NO need to add entry for ZERO/NIL opening balance quantity.
- 2. Opening Balance entries are to be done once only at the start of the quarter.

After you have entered opening balance you need to enter daily details of the transactions of explosives taking place in your magazine. To do this follow step 17 and 18

#### Step – 17 (A) Monthly Details screen allows you to enter daily sale/purchase transaction entries for your Form-21

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Fill QR	Show/I ris	nt QR	Upload QR	Add Doc Key N	o Search D	oc Key	Change Passwor	rd User Deta	ails
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Quarterly Trai	isaction Deta	ils Quarter,	Year : Quarter-	3(Oct-Dec)/2010		1	*- INDICATE:	S COMPULSORY FI	ELDS
Date	Brand ID <sup>®</sup>	Search ID	Brand	d Name <sup>® .</sup>	Qty Rec.	Qty Sold	Select V	Pass No. Road	Var 😽
01/10/2010		Q	Select Explosiv	e Brand Name	0	0			
01/10/2010		Brand	Name :	Plea	se Enter Bran	d ID			
	Sorry ! No O	uarterly Tr	ansaction Recor	d Found.Plaese Add	New Record	Add	New Update	Delete	
D	isplay Record from	m Date : 01/10	0/2010 to Da	ate: 31/12/2010	Show Red	cords			
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Trans Date		Brand Nan	ie	Rec. Qty Sold Qt	y Unit Cons. De	DCNO CONS.	Name Passno Roa	idvan Docno Select	Record
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To add a transaction select brand name then enter Qty REC ( Quantity Received) or Qty sold then enter the doc key no of the Consigner/consignee, pass number and the doc key no of the road van by which the explosives is transected. Consignee/Consignor doc key no is the doc key no of the Licensee from/to whom you have purchased/sold. Incase of transaction of safety fuse select safety fuse in road van column doc no will automatically appear. Incase of transaction of Micro cord select transfer/micro cord in road van column dc key no will automatically appear.

#### Step – 17 (B) Monthly Details screen allow you to enter daily Purchase/Use transaction entries for your Form-22

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Monthly Tra	insaction	Details Mo	nth/Year	: Quarter-3(Oct	-Dec)/2010				*-1	NDICATES	COMPULS	ORY FIELDS	
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01/10/2010	SULARCOR	(D-V(CI 0(2))			0	50.000	Jinus					Select	
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To add a transaction select brand name then enter Qty REC (Quantity Received) then enter the doc key no of the consignor, pass number and the doc key no of the road van by which the explosives is transected.

To add a transaction of explosive used you need to select the Brand name and enter the used quantity only.

Consignee/Consigner doc key no is the doc key no of the licensee from whom you have purchased.

Incase of purchase of safety fuse select safety fuse in road van column doc Key no will automatically appear.

Incase of purchase of Micro cord select transfer/micro cord in road van column dc key no will automatically appear.

# Step – 18: Stolen/Short Rec. Details data entry screen is as below.

Stolen/Short Received Quantity DataEntry - Wind ws Internet Explorer				E 2 🛛
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Stolen/Short Received Quantity Details Quarter/Year : Quarter-3(Oct	-Dec)/2010	* - INDICA	TES COMPU	LSORY FIELDS
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Stolen Date Brand Name S	tolen Qty Short Qty Unit Remark	Select Record		
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# Step – 19: Destroyed Details Data Entry screen is as below.

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		lestroyed Date	Brand Name	Quantity Unit Can	e Reman	k Select Record		
		lestroyed Date	Brand Name	Quantity Unit Can	e Remained	k Select Record		

Step – 20: Sale/Purchase return Details Data Entry screen is as below

This entry is needed only when

- 1. You have sold explosives and some quantity of that is returned by the purchaser.
- 2. You have purchased explosives and you want to return back some quantity to the seller.

🖉 Sale/Purchase Retu	urn Quantity De	tails - Windov	vs Internet Explo	rer					
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#### Step – 21: Upload Quarterly Return

This step has to be done only at the end of the quarter when you have completed all your entries and checked them. Once you use this option and upload QR the Quarterly return will be finalized and after that you cannot change any entry You will get an acknowledgement after you upload. Please print the same.



### Step 22: show/print MR/QR:

### Step 22: Show/Print MR/QR:

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Pl print your QR with this option and submit a signed copy along with the acknowledgement to PESO Office.

### **Change Password**

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ABOUT THE ORGANISATION The Petroleum and Explosives Safety Organisa Sub-circle offices and Central Testing Station has be subscience offices and Central Testing Station has be subsciences through comprehensive administration of and rules framed there under viz. Explosives Rules, 2 1981, Petroleum Rules, 2002, Calcium Carbide Rules, OUR MISSION : We dedicate ourselves to achieve excellence in ensus efficient services to public in proper installation and m OUR VALUES : • Care and Courtesy. • Integrity and Transparency. • Promptness and Perfection. • Promptness and Perfection.	ation (PESO) with its headquarter at Nagpur and a network of 5 Circle of ear continuing to serve the public and industry for over 100 years in all f Explosives act, 1984, Petroleum Act, 1934, Inflammable Substances A 2006, Gas Cylinders Rules, 2004, Static & Mobile Pressure Vessels (Unfire 1987 & Cinematographic Films Rules, 1948. ring and enhancing safety of public and property. We aim at providing pro naintenance of hazardous facilities by adopting modern technologies.	fices, 18 matters reations ct, 1952 d) Rules, mpt and
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