



OFFICE OF MANAGING DIRECTOR
MADHYA PRADESH MADHYA KSHETRA
VIDYUT VITARAN COMPANY LIMITED

(Govt. of M.P. Undertaking)
Regd. Office - BIJLI NAGAR COLONY,
NISHTHA PARISAR, GOVINDPURA, BHOPAL - 462023
☎-0755 2602033-34 FAX: 2589821



Website: <https://portal.mpcz.in>

HUMAN RESOURCE DEPARTMENT(ISO 9001:2008 CERTIFIED)

No. MD/MK/Rec/2022/ 6330
/2022

Bhopal Dated: - 20/01/2022

CIRCULAR

To facilitate and enable the citizens to have a smooth and simple process of making an appointment to meet Company's officers posted in Corporate office, an initiative has been taken by Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited to introduce Swagatam Portal. The system will be live from 17 Jan 2022. SOP for the Visitor, Officers and Receptionist is enclosed herewith and the link for Swagatam Portal :- "<https://mpcz.swagatam.gov.in/public/Home.aspx>"

Enclosed :- SOPs as above.

Chief General Manager (HR & A)

No. MD/MK/Rec/2022/ 6331
/2022

Bhopal Dated: - 20/01/2022

Copy to: -

1. The Chief Financial Officer, O/o MD(CZ), MPMKVVCL, Bhopal
2. The Chief General Manager (Commercial)/ (M&BM)/ (SM&O)/ (W&P)/ (UP)/ (RP)/ (Procurement)/ (ROC)/ (IT), O/o MD (CZ), MPMKVVCL, Bhopal.
3. The Director (PDTIC), O/o PDTIC, Bhopal
4. The Chief General Manager (BR/ GR), MPMKVVCL, Bhopal/ Gwalior.
5. The GM (Rec/Civil & A & PGR), O/o MD (CZ), MPMKVVCL, Bhopal
6. The General Manager (O&M/ CC), MPMKVVCL, _____
7. The Deputy General Manager (O&M/ CC/ _____), MPMKVVCL, _____.
8. The Webmaster/ Sr. PO, O/o MD (CZ), MPMKVVCL, Bhopal
9. The Manager HR(_____), MPMKVVCL, _____
10. The Accounts Officer(_____),MPMKVVCL, _____
11. PS to MD, O/o MD(CZ), Bhopal
12. Office File.

Chief General Manager (HR & A)

Digitally signed by Dilip Kumar

Capse

Date:Wed Jan 19 18:02:20 IST 2022

Reason:Approved

Click REJECT button to reject visit request, at the time of rejection , officer needs to give some remark reason of rejection.

No of visits are - 2

Enter any Keyword

Visit No	Visit Name	Mobile	Appr. order	Requested Date	Visit Date	STATUS	Action
110120323/146/2019	DEMO USER	7992181718	34 / M	02/08/2019		Pending..	Approve Reject Forward To
110120323/138/2019	DEMO USER	7992181718	34 / M	31/07/2019		Pending..	Approve Reep Forward To

Close

Remark :

Max 100 Character.

OK



Introduction

Swagatam is an initiative by the Government of India to facilitate the common man. Swagatam facility enables the citizens to have a smooth and simple process of making an appointment. It will bridge the gap between the Government and the common man and will enhance the opportunity of a common man to meet a government officer, hassle free.

It is a cloud based application software developed by NIC with an easy to use graphical interface and embedded with comprehensive security features. This is a unified and centralized application and can be easily implemented in any Government offices / Ministries / Bhawans with some configuration efforts. It assists in maintaining all-relevant information about the visitor, which is automatically saved in a database.

Website - <http://mpcz.swagatam.gov.in>

Officer Login

swagatam.gov.in/MIS/Secure/Login.aspx




SWAGATAM

Instruction

- ✓ Login can be done using Email id with password or Mobile with OTP.
- ✓ For LDAP users please use your LDAP credentials to login.
- ✓ Select new onboarding request for onboarding a new department.
- ✓ For officers having multiple locations, requests will be visible individually for each location.
- ✓ Please select pass type from the option provided.
- ✓ Please select appropriate action from the dashboard for pending requests, upcoming visits etc.
- ✓ If multiple roles are assigned to a user like Reception officer or Admin then same can be accessed from the roles option.

Login

Mobile Number User Id Parichay Login



UserID/Email Id

Password

Login

[Forgot Password](#)

- First time Officer login with mobile number/OTP and create his password.
- Once password created then officer can login using his user-id and password.

Dashboard - Officer Login


Building / Bhawan (6TH FLOOR, A2B7) (NIC) National Informatics Cer... * Daily visit pass Periodic visit pass New Visit Registration

Pending Request 2 Click to approve	Upcoming Visitors 2 Click to view	Total visits 54 Click to view
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All Pending Visit Requests will be displayed in "Pending Request".
Officer can Approve/Reject/Forward

Building / Bhawan: (6TH FLOOR, A2B7) (NIC) National Informatics Cen. Daily visit pass Periodic visit pass [+ New Visit Registration](#)

Pending Request: 2 [Click for approve](#) Upcoming Visitors: 2 [Click for View](#) Total visits: 54 [Click for view](#)



No of visits are: 2

NO	Visitor Name	Mobile	Age	Gender	Registered Date	Visit Type	Status	Action
10012012311402019	DEMO USER	7902101710	34	M	02/08/2019		Pending..	Approve Reject Forward
10012012311382019	DEMO USER	7902101710	34	M	31/07/2019		Pending..	Approve Reject Forward