

Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals
Statistics and Monitoring Division

ChemIndia - Chemicals Inventory of India User Manual



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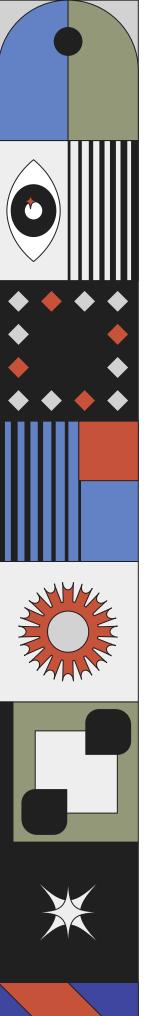
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01

Introduction



1.1 Purpose

The "ChemIndia" portal is a comprehensive web-based data management system designed for the Department of Chemicals and Petrochemicals. Its purpose is to streamline the collection, storage, analysis, and reporting of chemical and petrochemical-related data to facilitate informed decision-making and compliance with regulatory guidelines.

1.2 System Overview

The ChemIndia portal provides a user-friendly interface for managing chemical and petrochemical data. It offers tools for data entry, editing, searching, reporting, and compliance monitoring, ensuring efficient data management and regulatory adherence.

1.3 Key Features

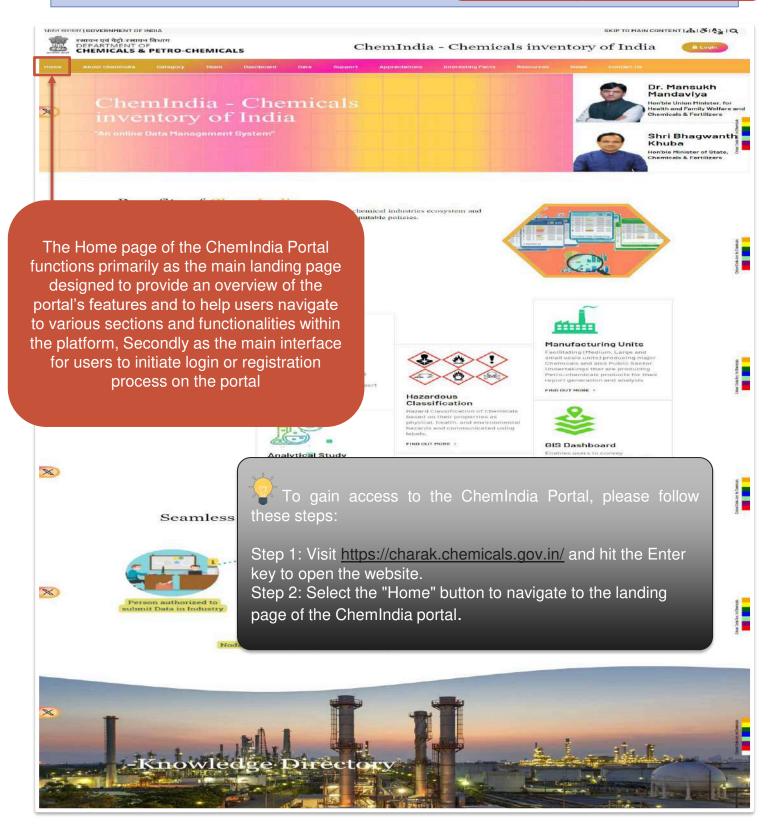
- **1. Data Entry and Management**: Easily input and manage chemical and petrochemical data, including details of various products, quantities, suppliers, and more.
- **2. Analytics and Reports**: Generate custom reports and visualize data through graphs and charts to gain insights into trends and patterns.
- **3. Regulatory Compliance**: Stay up-to-date with regulatory guidelines and monitor compliance to ensure adherence to industry standards.
- **4. User Roles and Permissions**: Assign different roles (e.g., administrator, data entry, viewer) with specific permissions to control access and data manipulation.
- **5. Document Management**: Store and manage regulatory documents.
- **6. User-Friendly Interface**: Intuitive design and navigation for easy use by both technical and non-technical users.

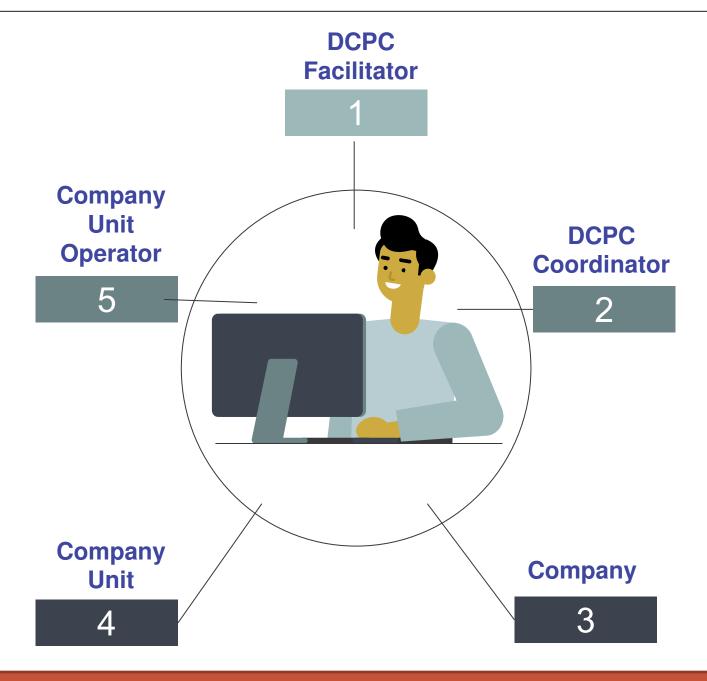
Getting Started

Open a web browser and navigate to the ChemIndia Portal URL provided by the Department of Chemicals and Petrochemicals.

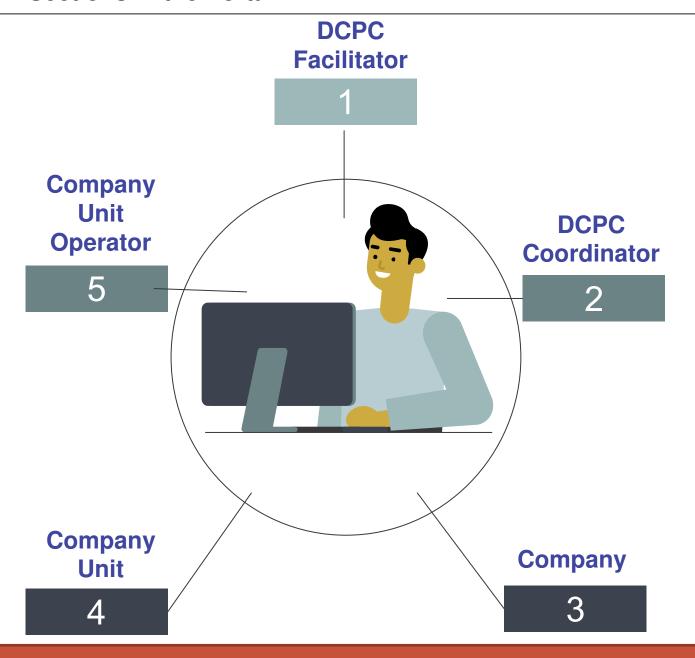
URL: https://charak.chemicals.gov.in/

Click on this link to reach the homepage of the ChemIndia portal.



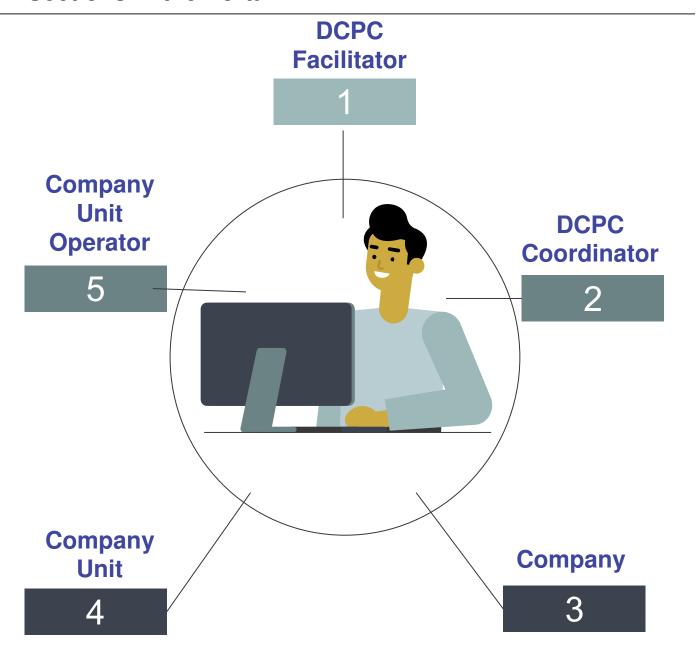


- **1. DCPC Facilitator** capabilities include:
- ✓ Dashboard Access: Access to a comprehensive dashboard for data and insights.
- ✓ GIS Dashboard Access: Ability to utilize a Geographic Information System (GIS) dashboard.
- ✓ **Product Management:** The option to add new products to the system.
- ✓ **Environmental Exposure Options:** The ability to configure and manage environmental exposure options, especially for hazardous substances.
- ✓ Classification Management: Managing the classification of substances.
- ✓ Company and Product Lists: Access to lists of registered companies and products.
- ✓ Reports: Viewing a wide range of reports, including those related to company and unit registration, chemical descriptions, monthly and yearly purchase, sales, and production reports, and tracking raised tickets by units or companies.



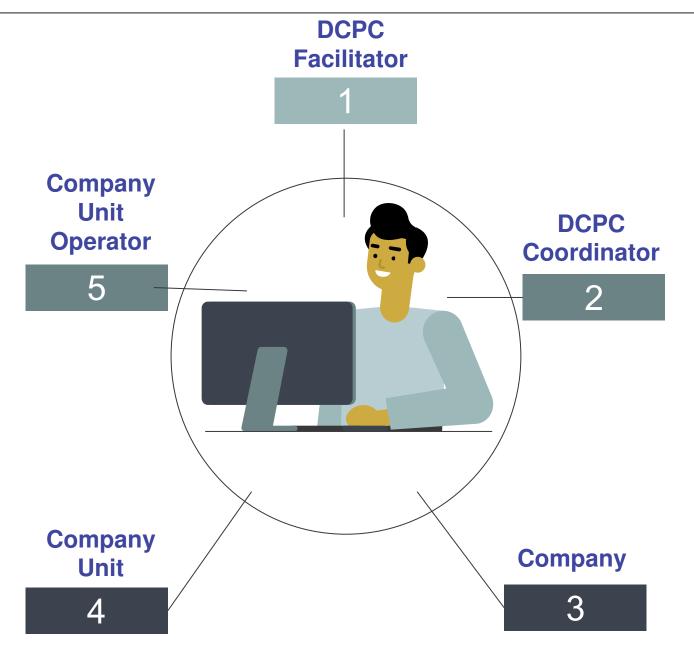
2. DCPC Coordinator capabilities include:

- ✓ Dashboard Viewing: Access to view the dashboard for data and insights.
- ✓ GIS Dashboard Access: The ability to access the Geographic Information System (GIS) dashboard.
- ✓ Chemical and Petrochemical Approvals: Authority to approve chemicals and petrochemicals.
- ✓ **Production Monitoring:** Access to monitor yearly and monthly production of chemicals and petrochemicals.
- ✓ Report Access: Viewing reports related to company registration, unit registration, chemical and petrochemical descriptions, purchase, sales, and production of chemicals and petrochemicals on both yearly and monthly bases.
- ✓ Best Practices Reports: Access to reports highlighting best practices followed by companies.
- ✓ **Ticket Viewing:** Ability to view raised tickets submitted by both companies and units.

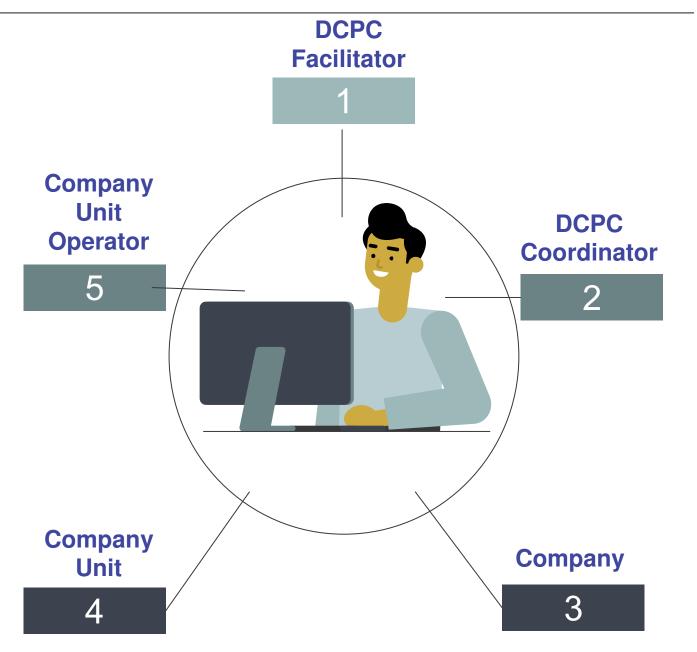


3. Company has the following privileges:

- ✓ Dashboard Access: Viewing the dashboard for data and insights.
- ✓ Company Registration: Entering company registration details.
- ✓ Unit Tagging: The ability to tag its units within the system.
- ✓ Report Viewing: Accessing reports for Chemicals and Petrochemicals on a yearly and monthly basis.
- ✓ Ticket Management: The capability to raise tickets and check the status of raised tickets.



- 4. The Unit possesses the following privileges:
- ✓ Dashboard Access: Ability to access the dashboard for data and insights.
- ✓ Unit Registration: Entering unit registration details.
- ✓ Company Tagging: Tagging the associated company within the system.
- ✓ User Profile Creation: Creating user profiles for unit operators.
- ✓ Chemical and Petrochemical Approvals: Approving Chemicals and Petrochemicals data provided by unit operators on a yearly and monthly basis.
- ✓ Report Viewing: Accessing reports for Chemicals and Petrochemicals on a yearly and monthly basis.
- ✓ Best Practices Entry: Entering details of best practices within the unit.
- ✓ Ticket Management: Raising tickets and checking the status of raised tickets.



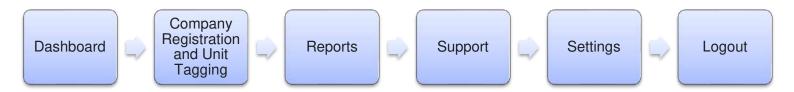
- 5. The **Unit operator** is granted the following privileges:
- ✓ Dashboard Access: Access to view the dashboard for data and insights.
- ✓ Data Entry: The capability to enter details of Chemicals and Petrochemicals on a yearly and monthly basis.
- ✓ Data Approval: Approving Chemicals and Petrochemicals details on a yearly and monthly basis.
- ✓ Report Viewing: Accessing reports for Chemicals and Petrochemicals on a yearly and monthly basis.
- ✓ Ticket Management: Raising tickets and checking the status of raised tickets within the system.

2.3 Portal Flow (for Industries/Company)

This description outlines the flow for accessing and utilizing the portal, particularly for companies, company units, and unit operators.

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COMPANY



COMPANY UNIT



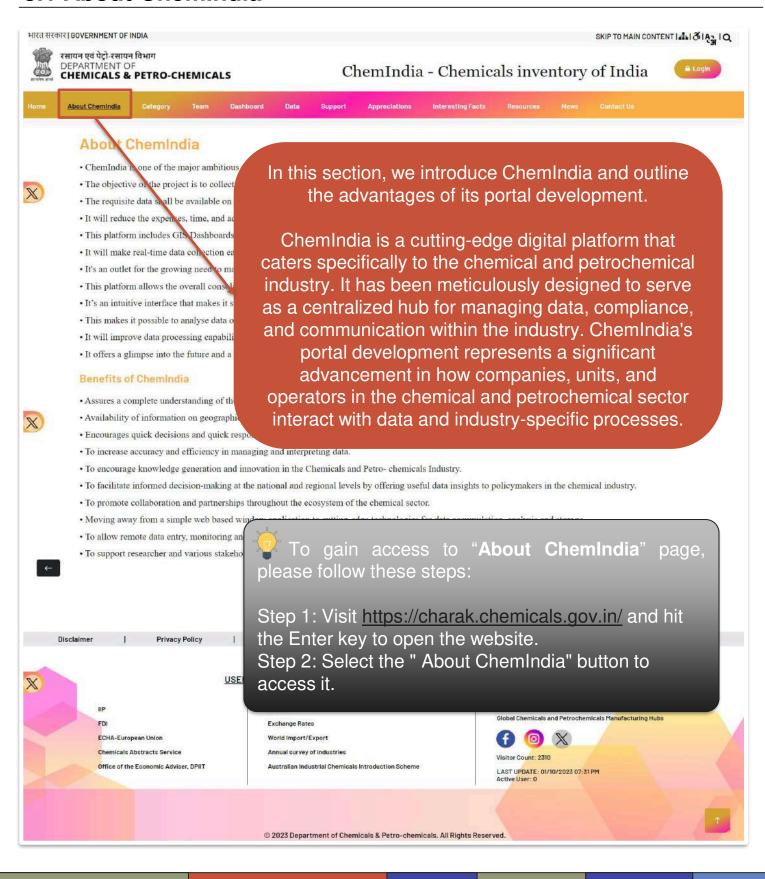
UNIT OPERATOR



03

Overview of ChemIndia Portal

3.1 About ChemIndia



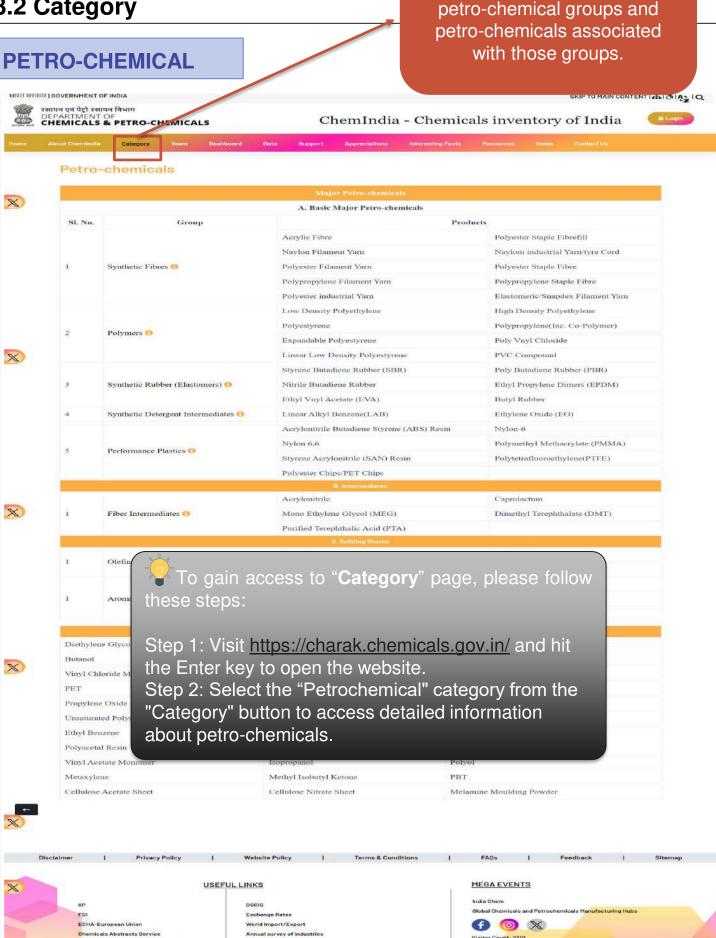
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This section of the ChemIndia portal houses data related to

3.2 Category

Office of the Economic Adviser, DPIIT

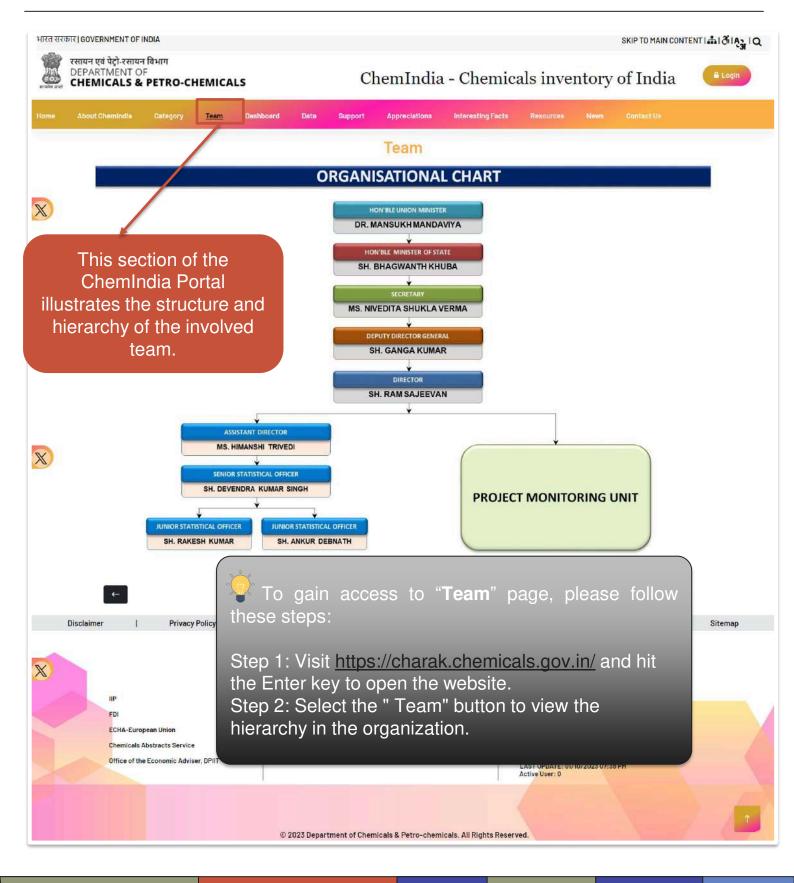


Australian Industrial Chemicals Introduction Scheme

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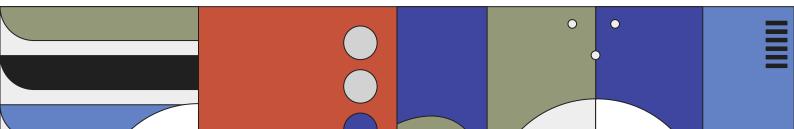
3.3 Team



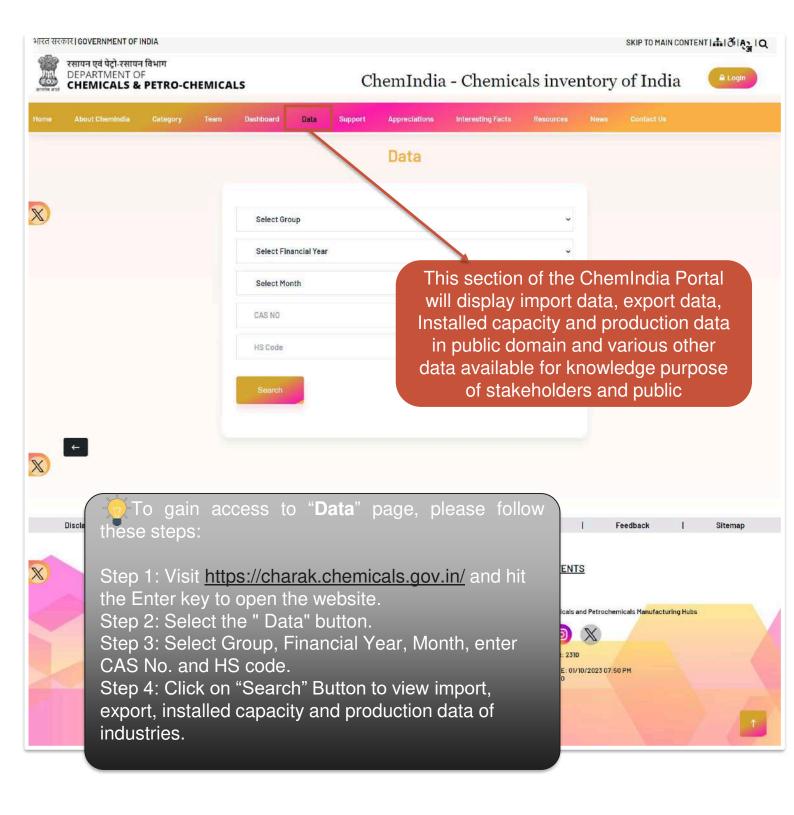
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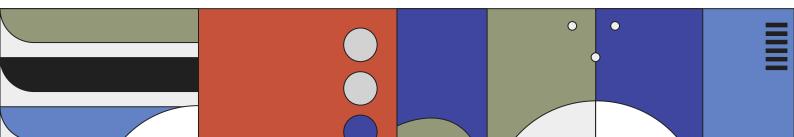
3.4 GIS Dashboard



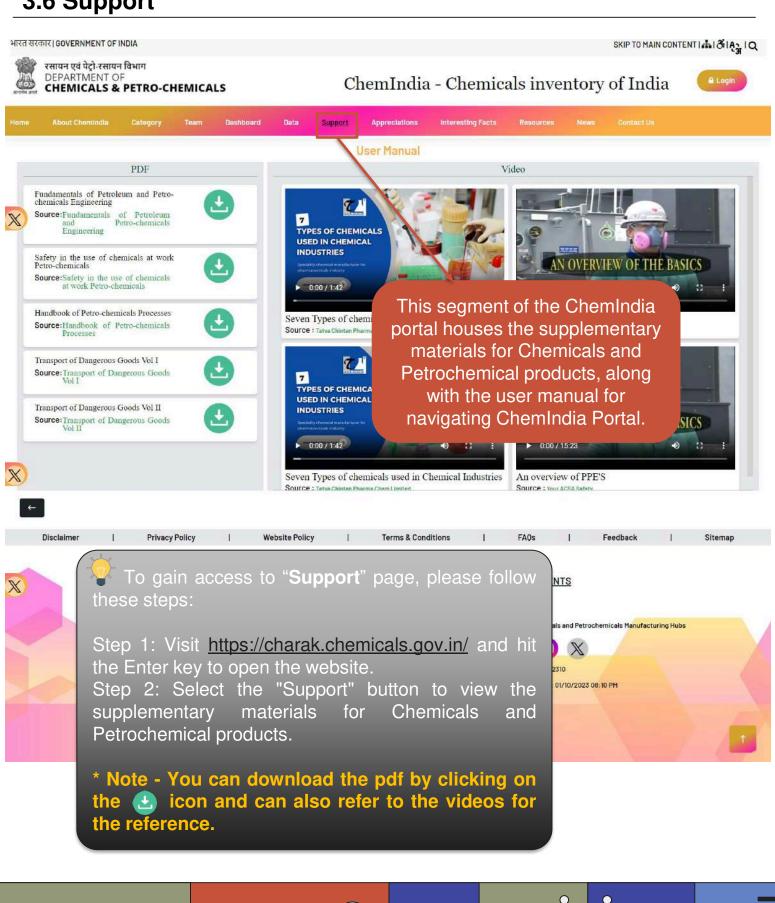


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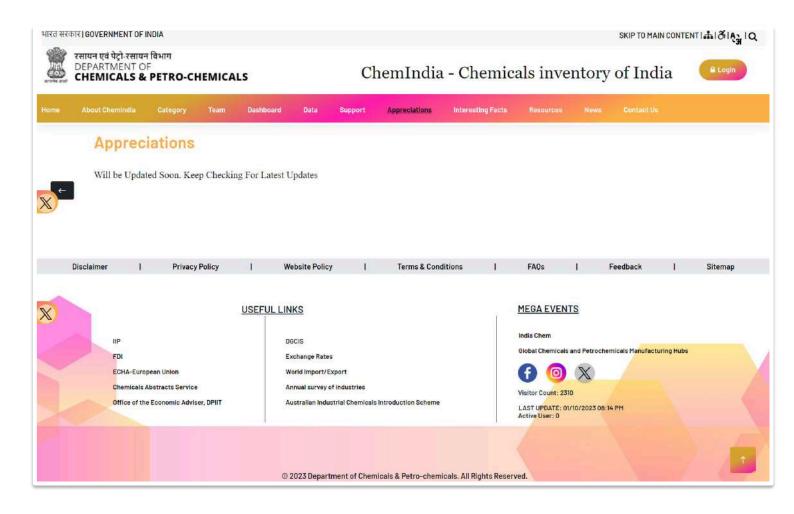


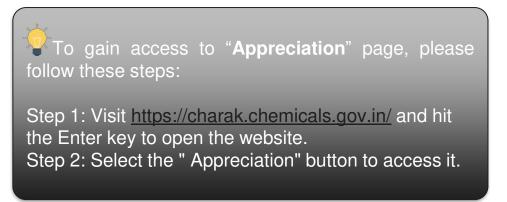


3.6 Support

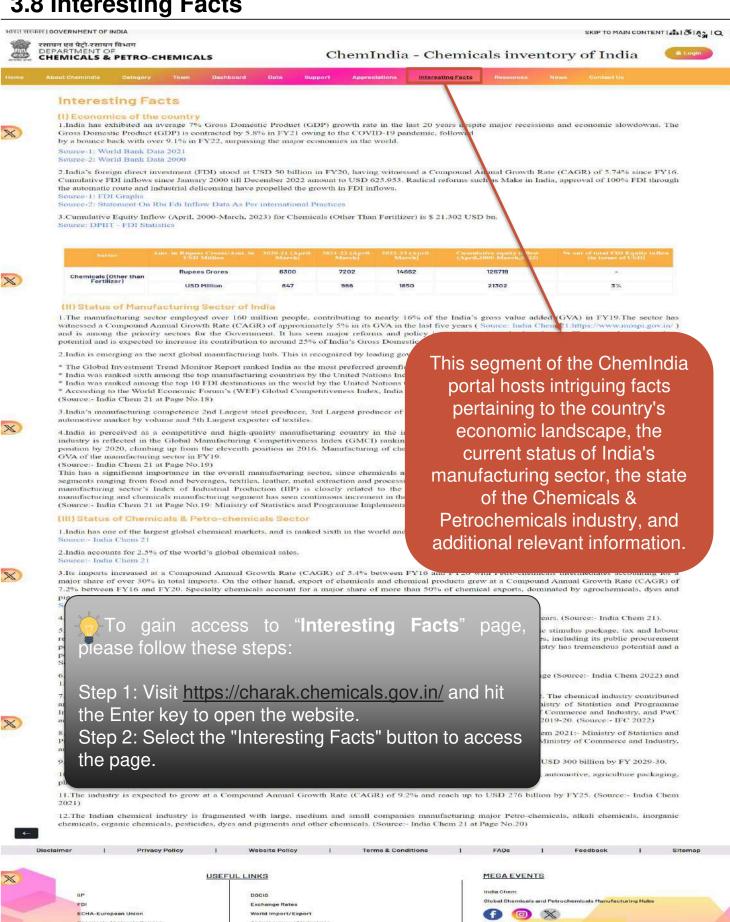


3.7 Appreciation





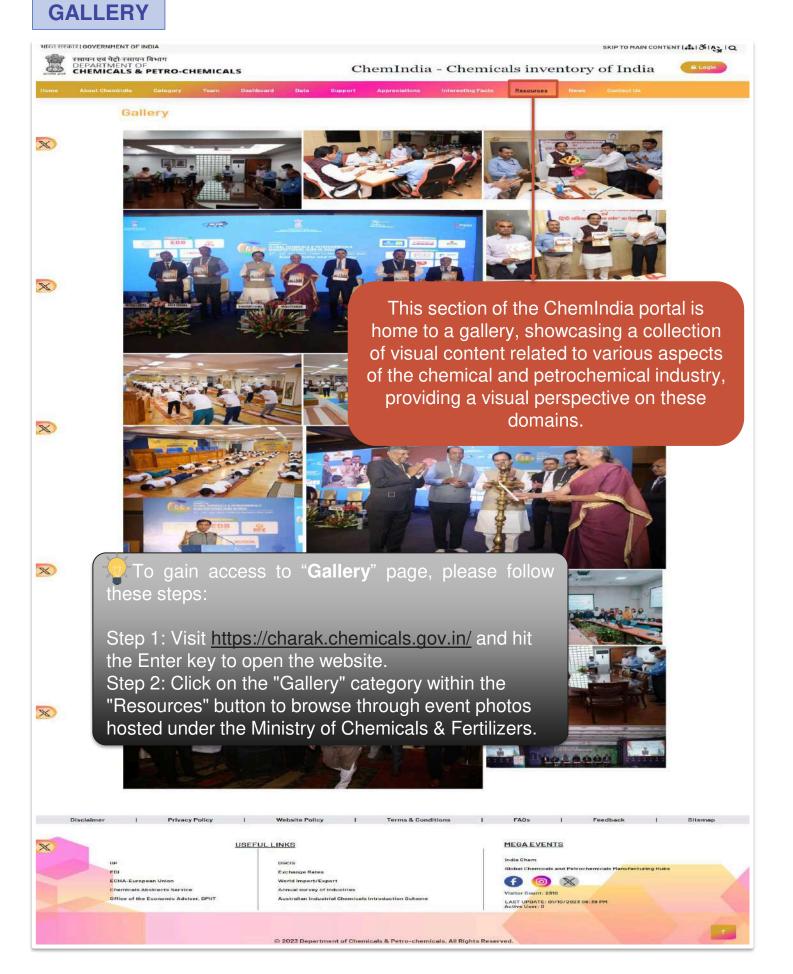
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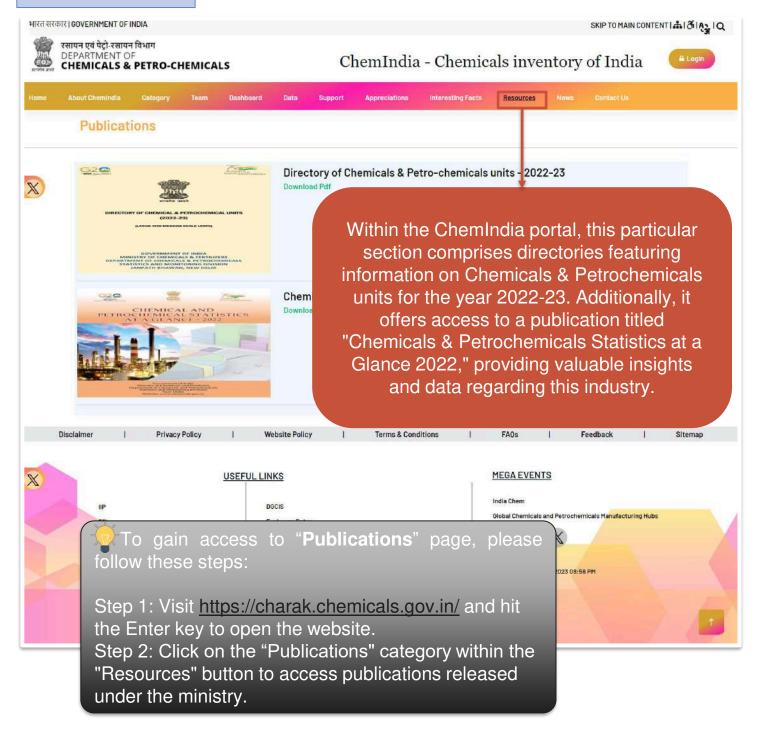
3.9 Resources





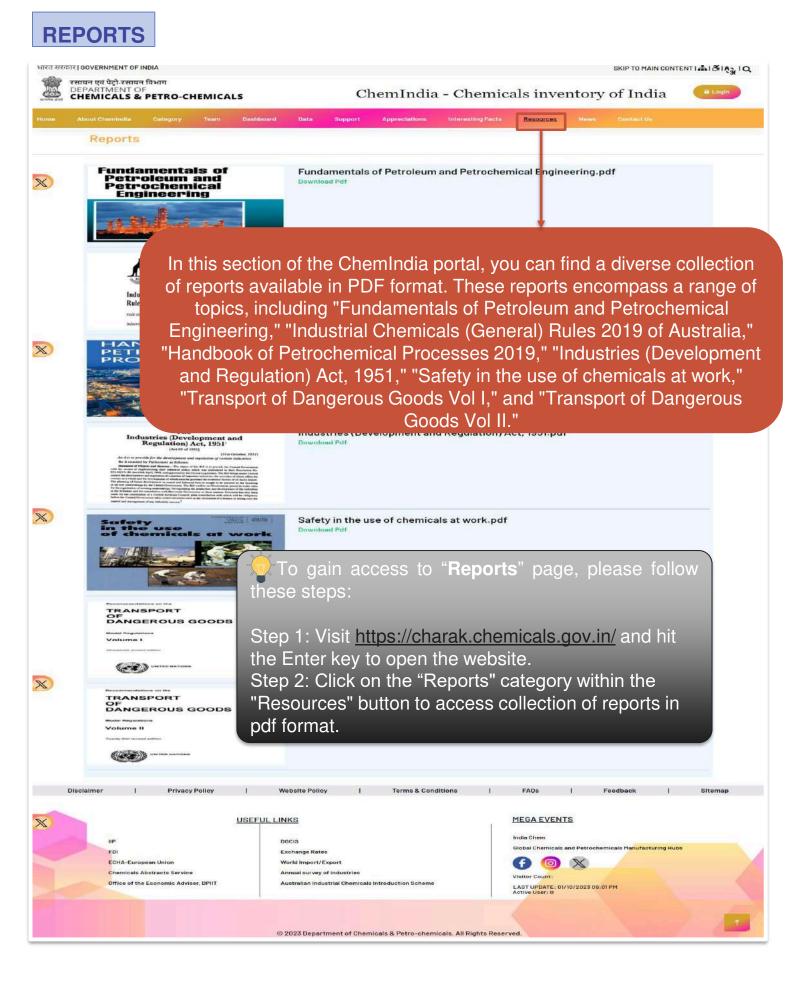
3.9 Resources





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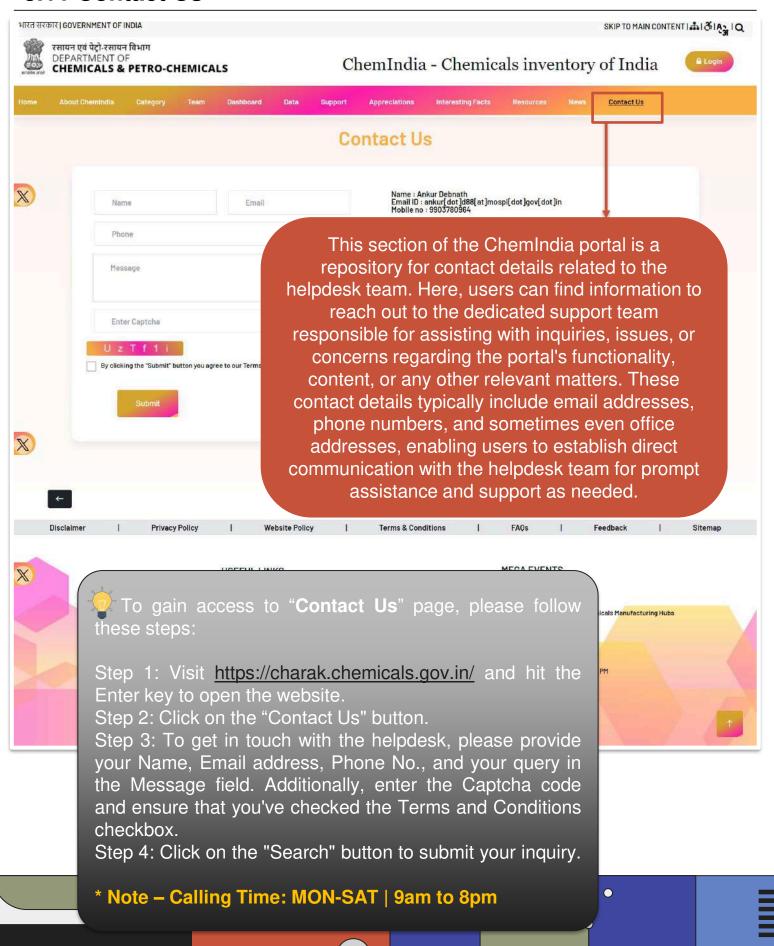


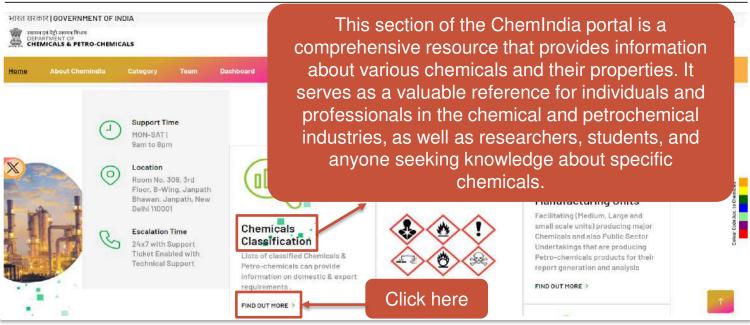


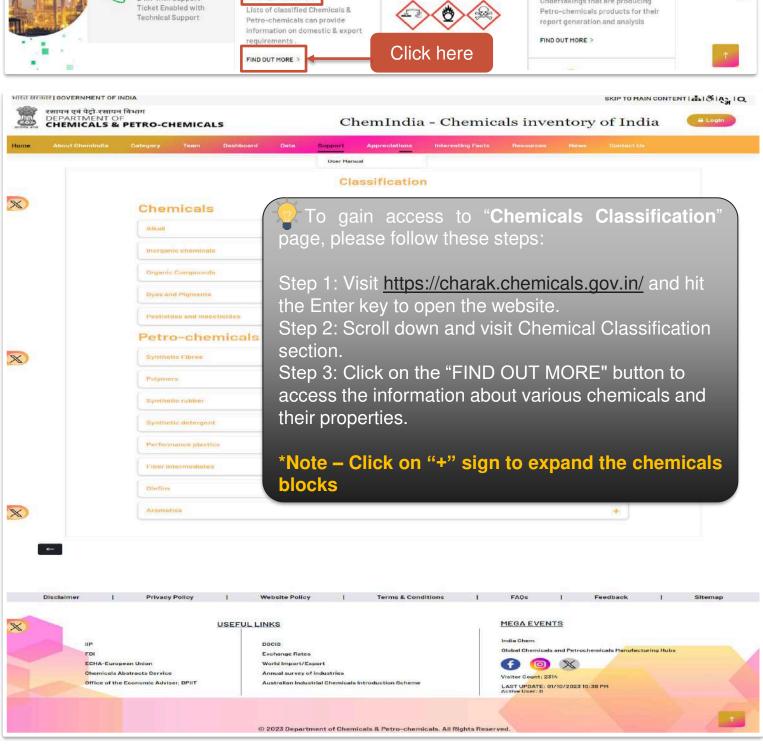
3.10 News



3.11 Contact Us

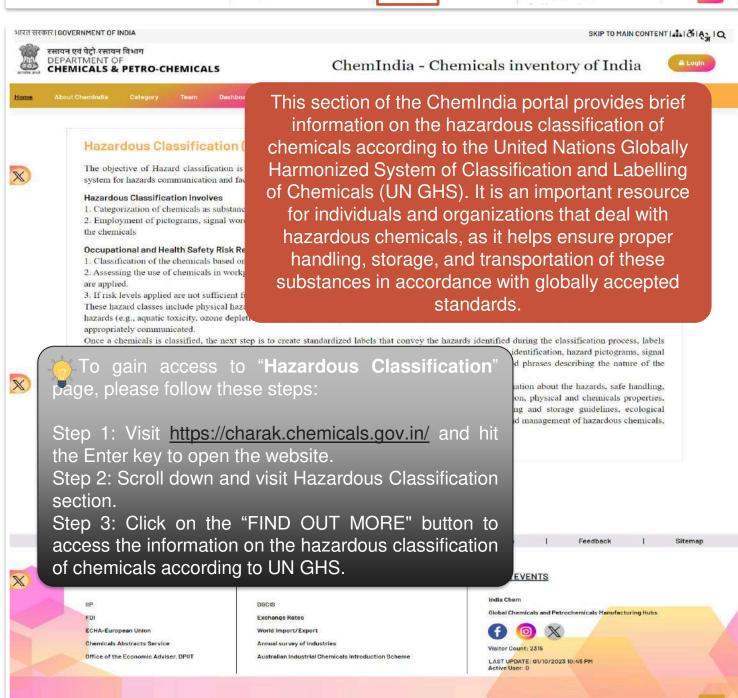






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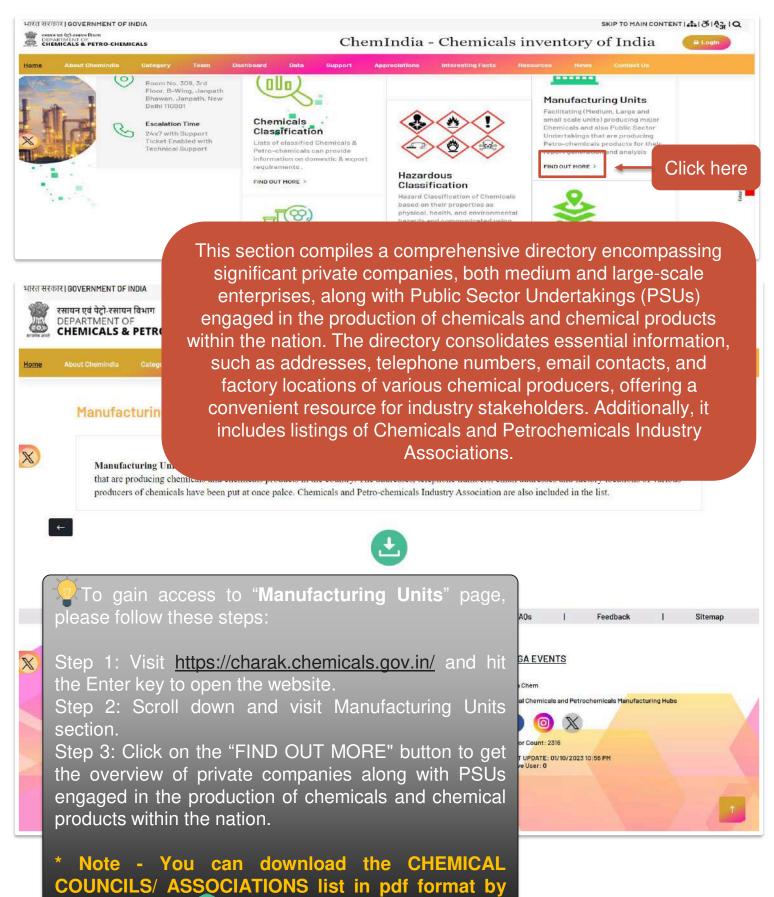




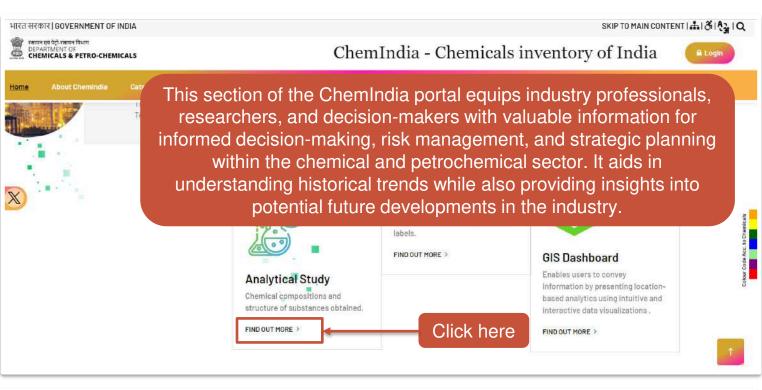
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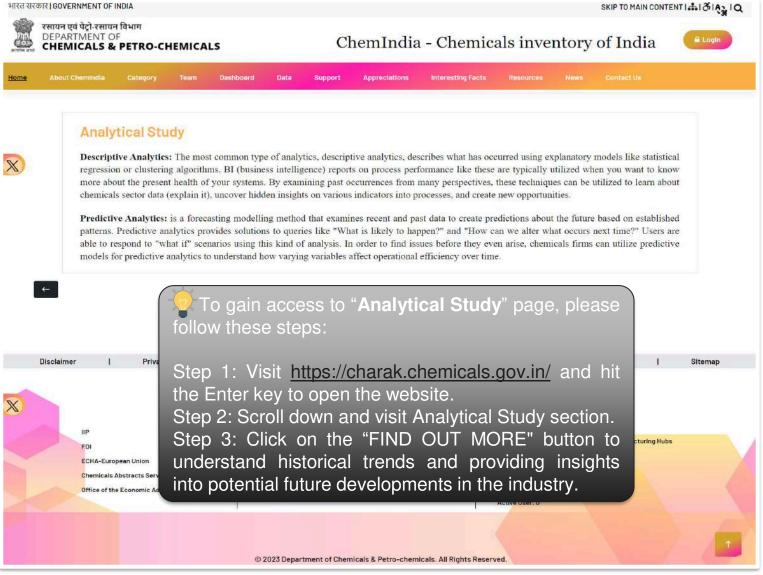
3.14 Manufacturing Units

clicking on the Licon

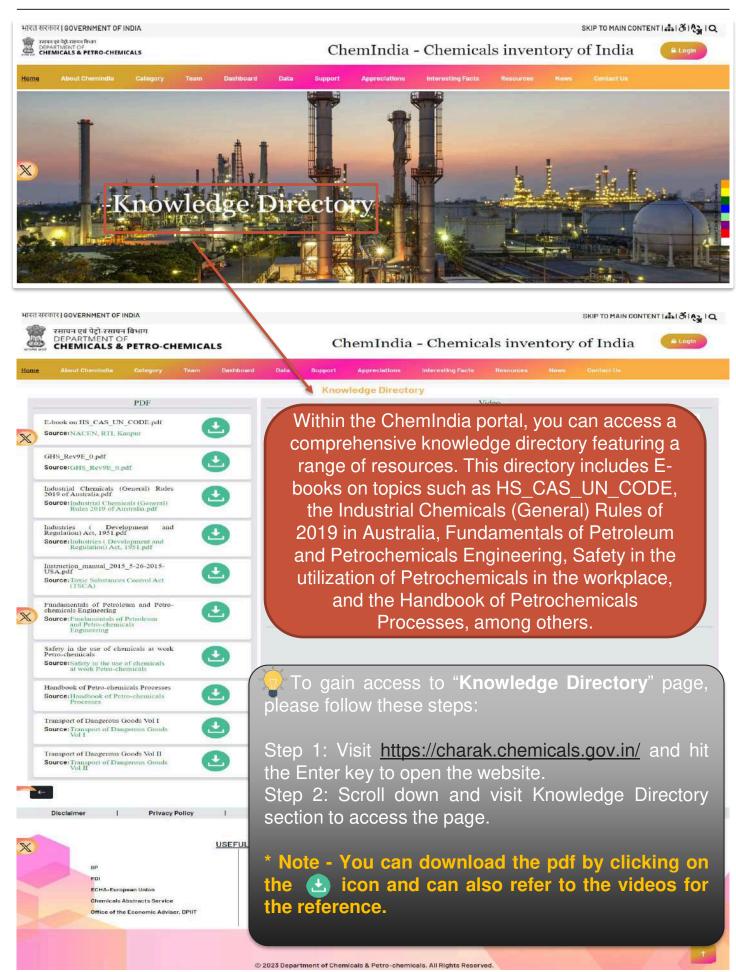


3.15 Analytical Study

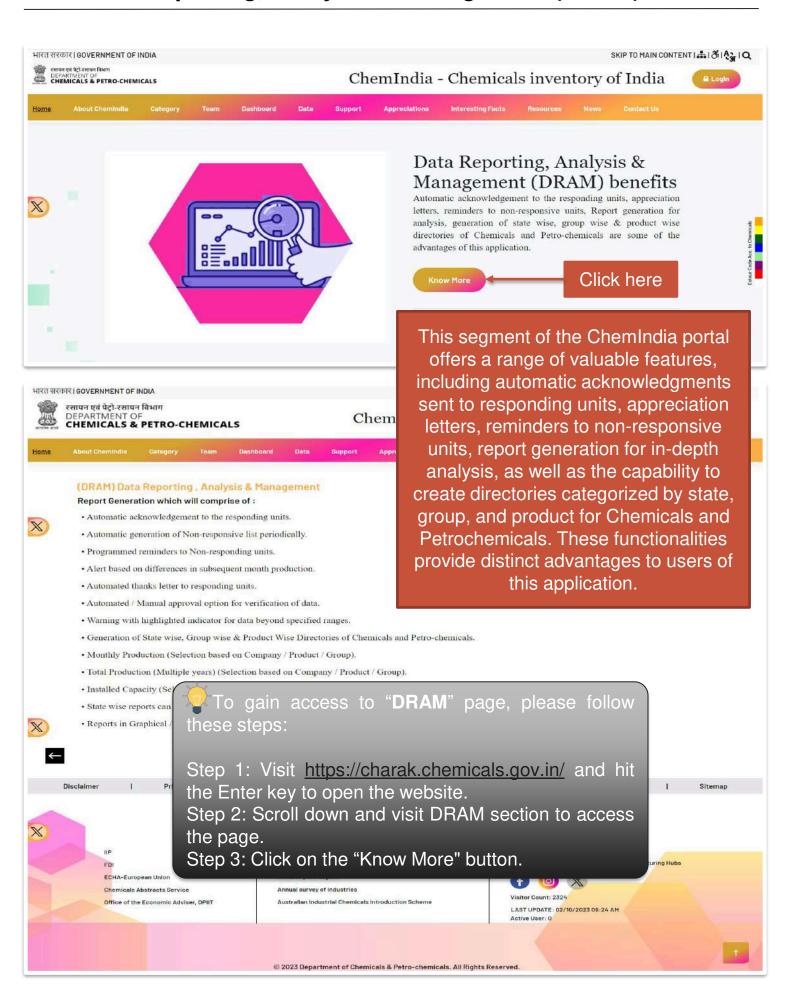




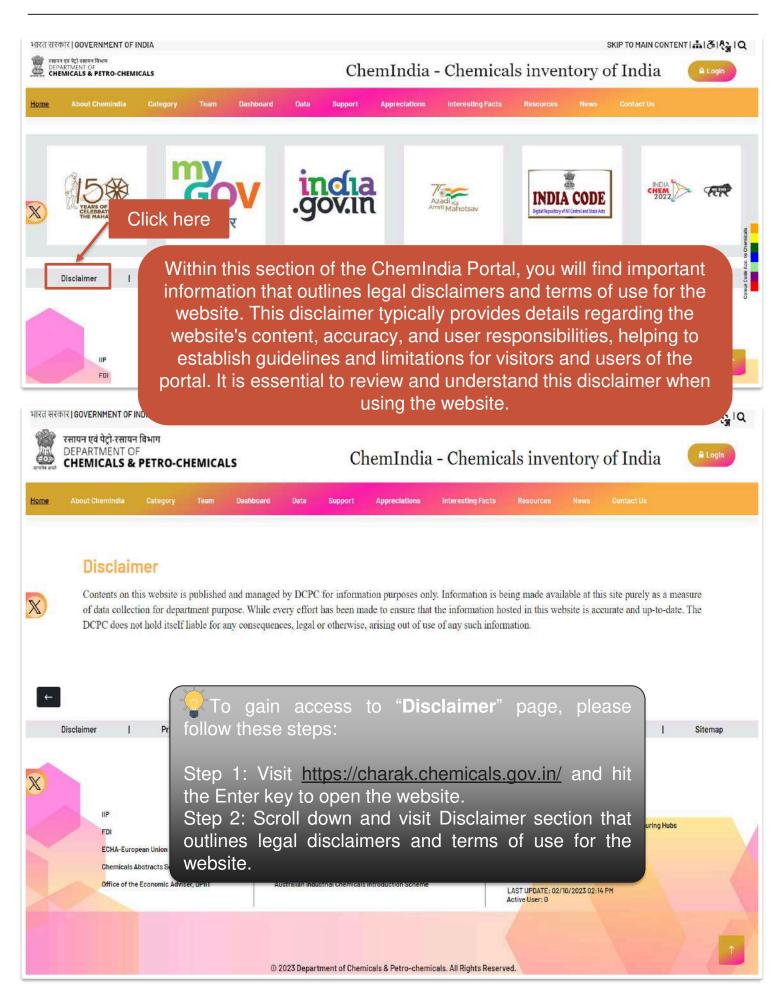
3.16 Knowledge Directory



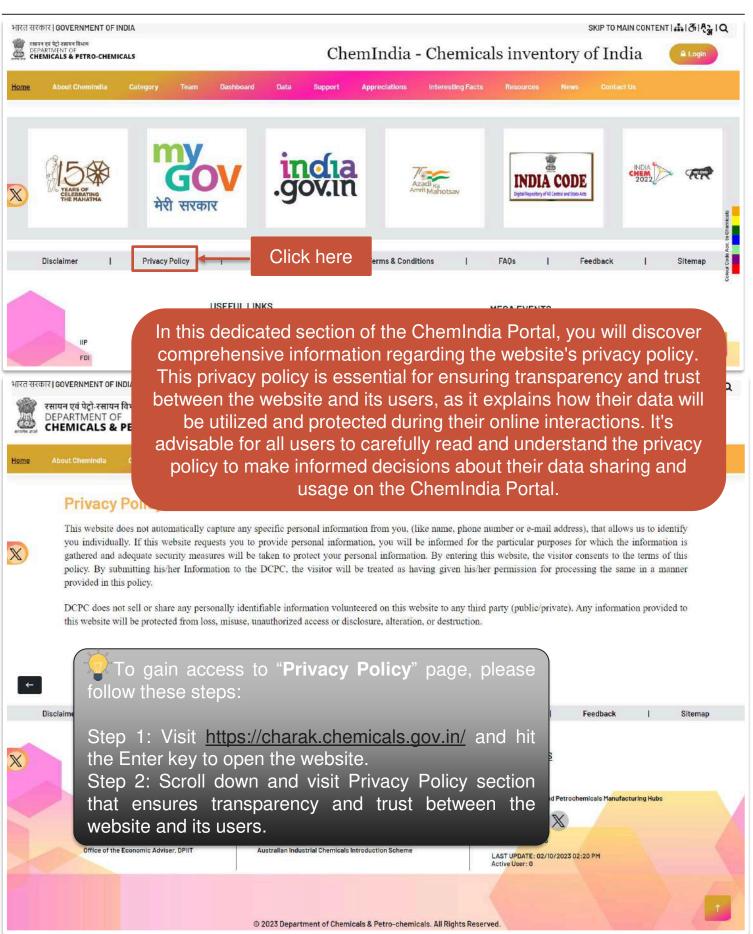
3.17 Data Reporting, Analysis & Management (DRAM) Benefits



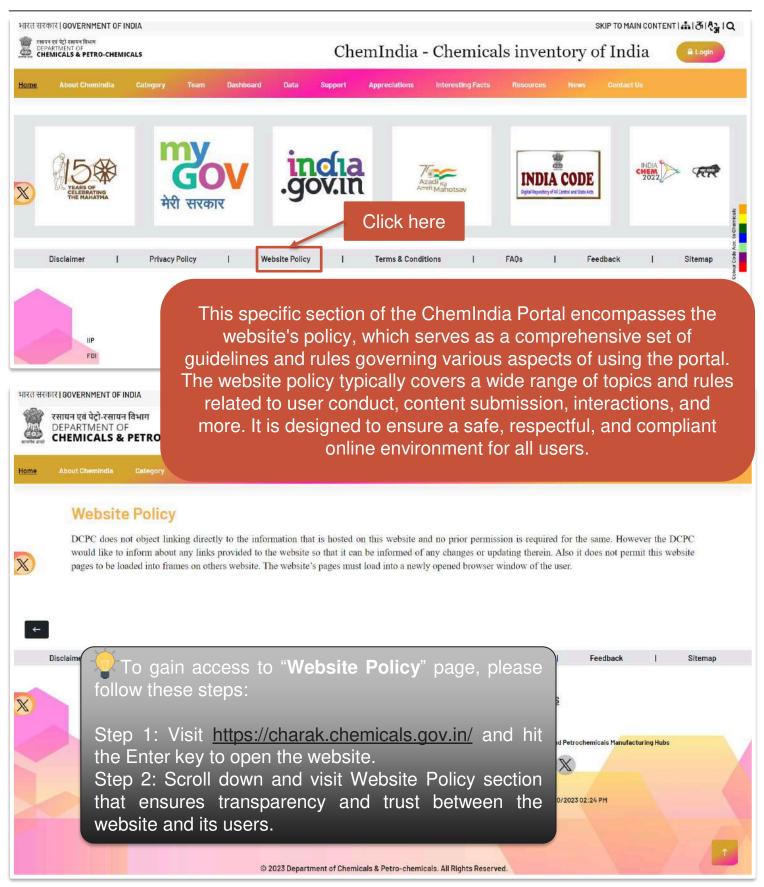
3.18 Disclaimer



3.19 Privacy Policy



3.20 Website Policy

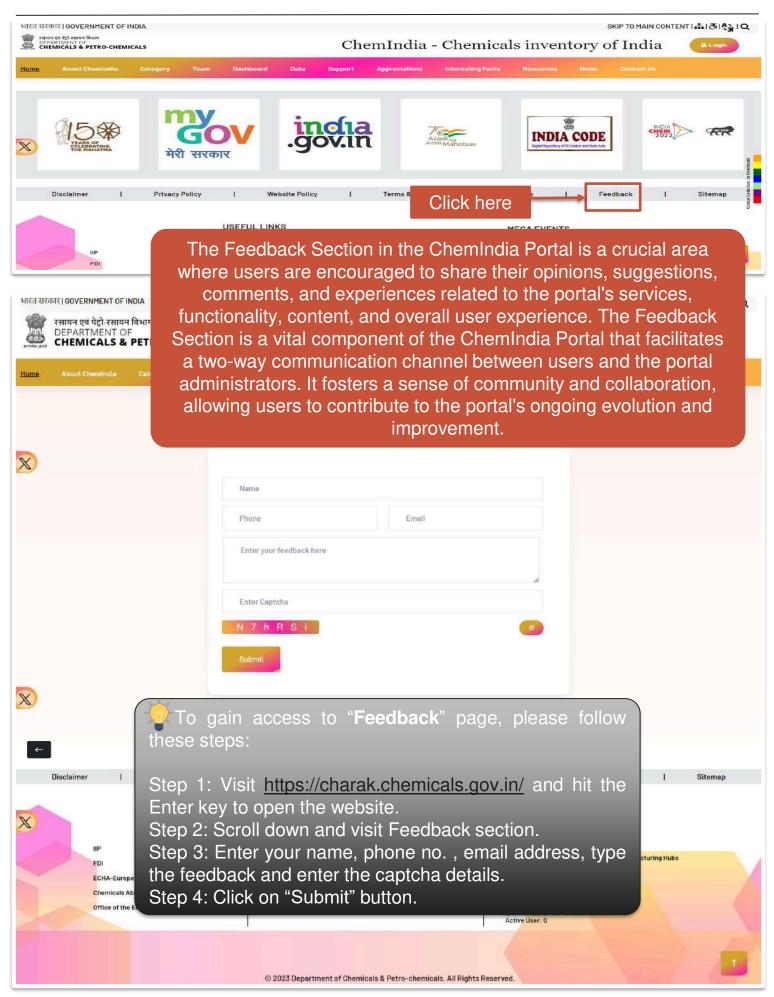


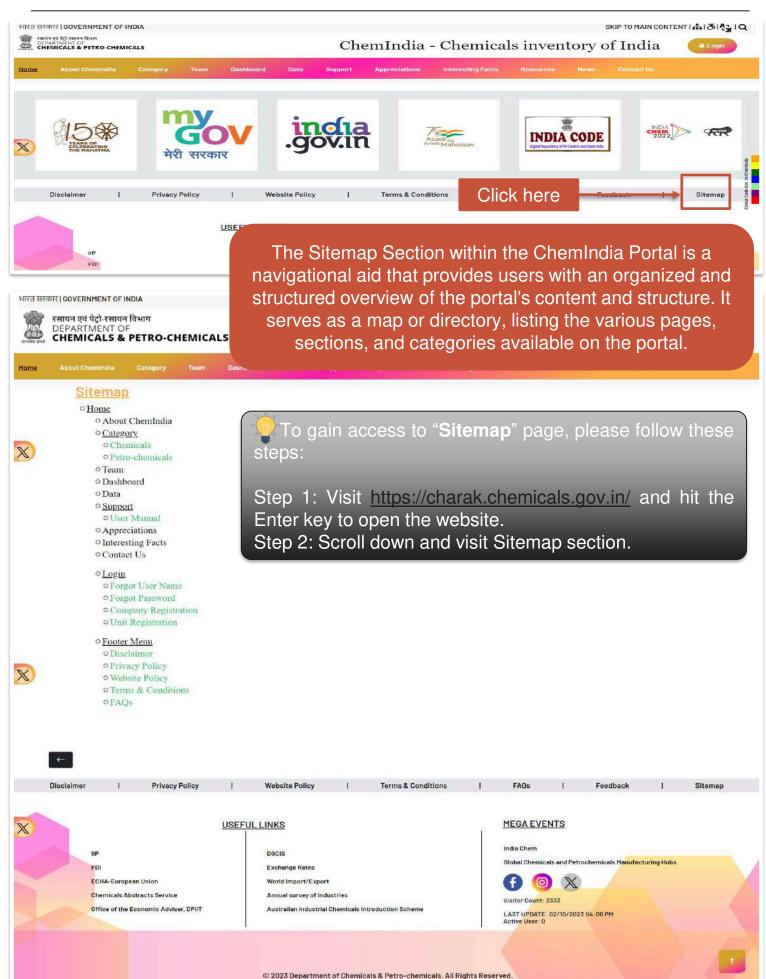




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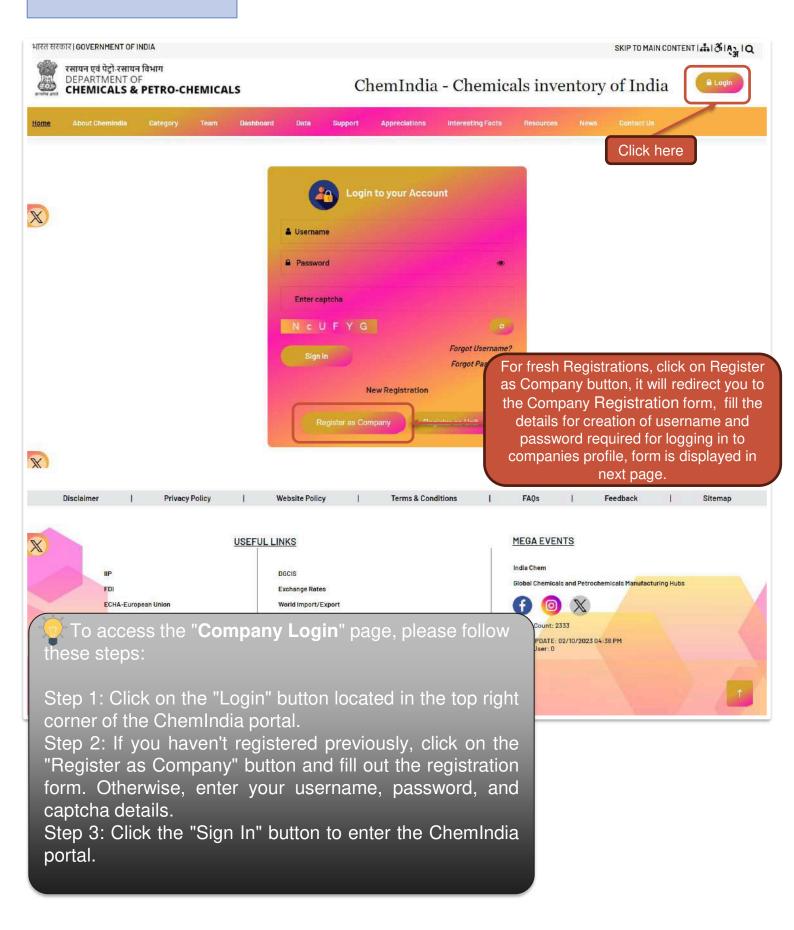
3.23 Feedback



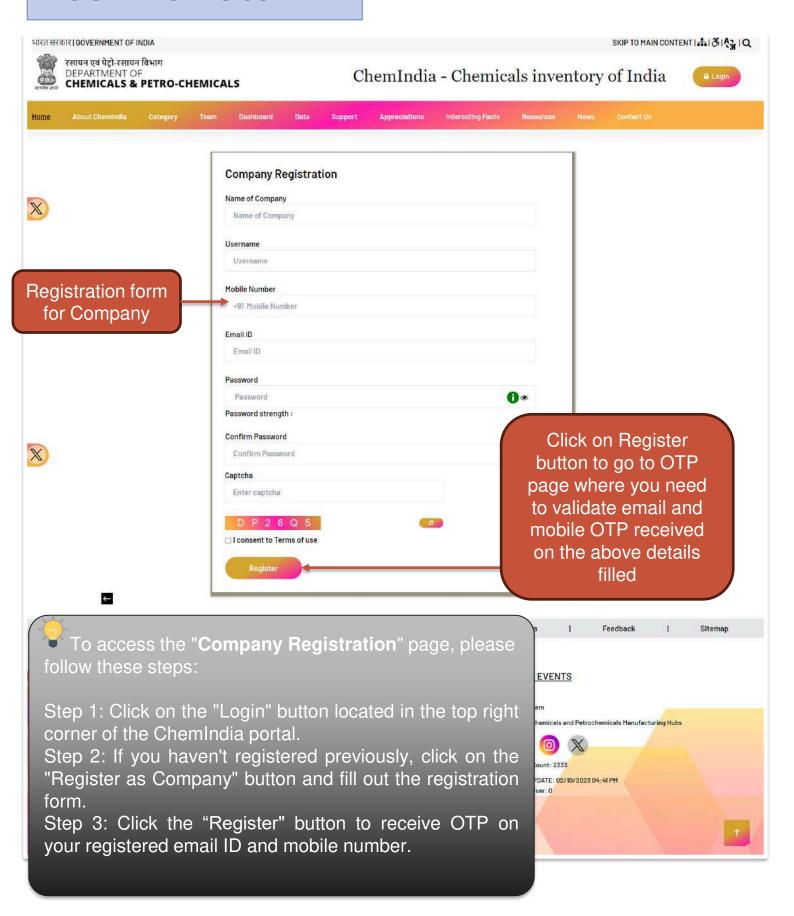


Company

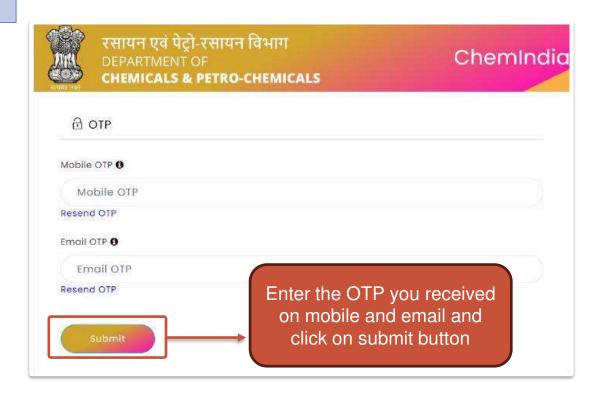
COMPANY LOGIN

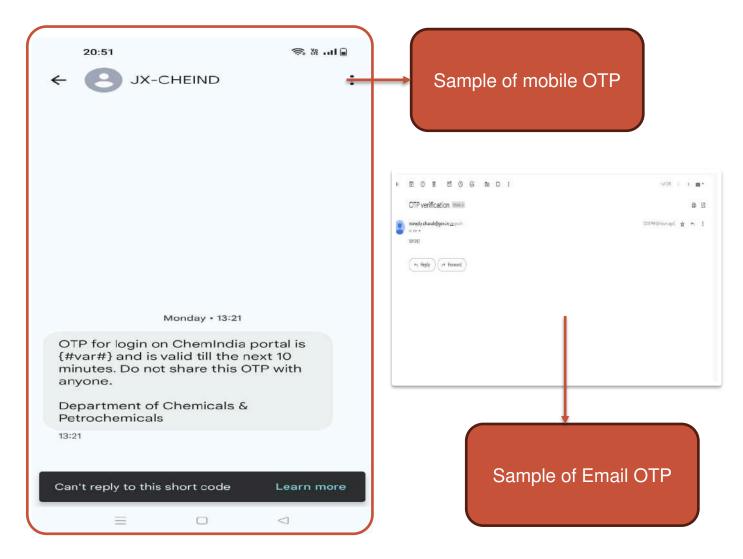


REGISTRATION AS COMPANY

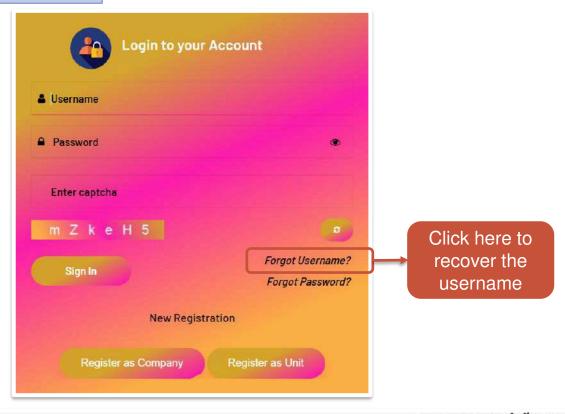


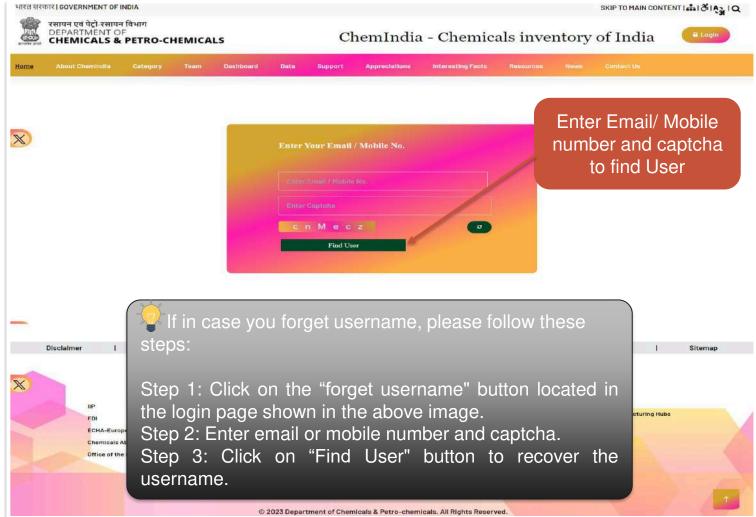




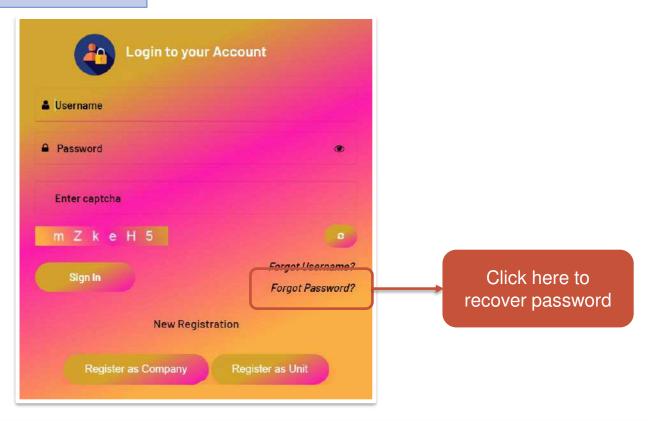


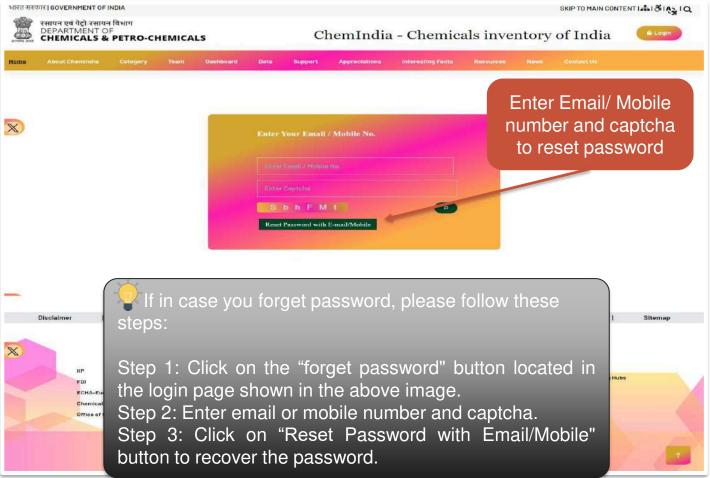
FORGOT USERNAME





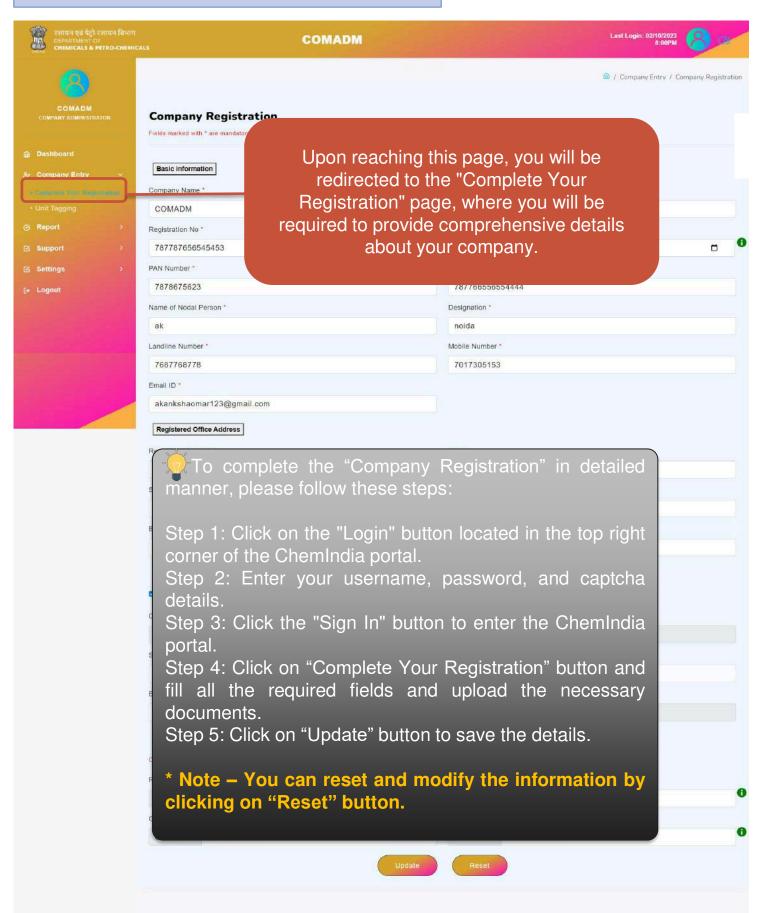
RESET PASSWORD





4.2 Company Entry

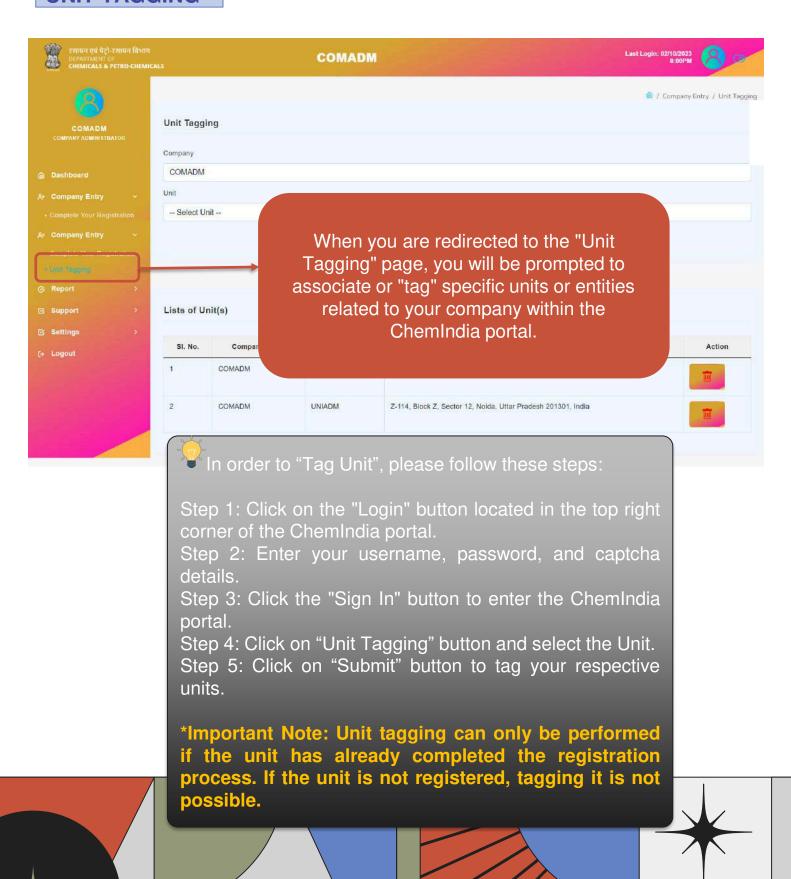
COMPLETE COMPANY REGISTRATION



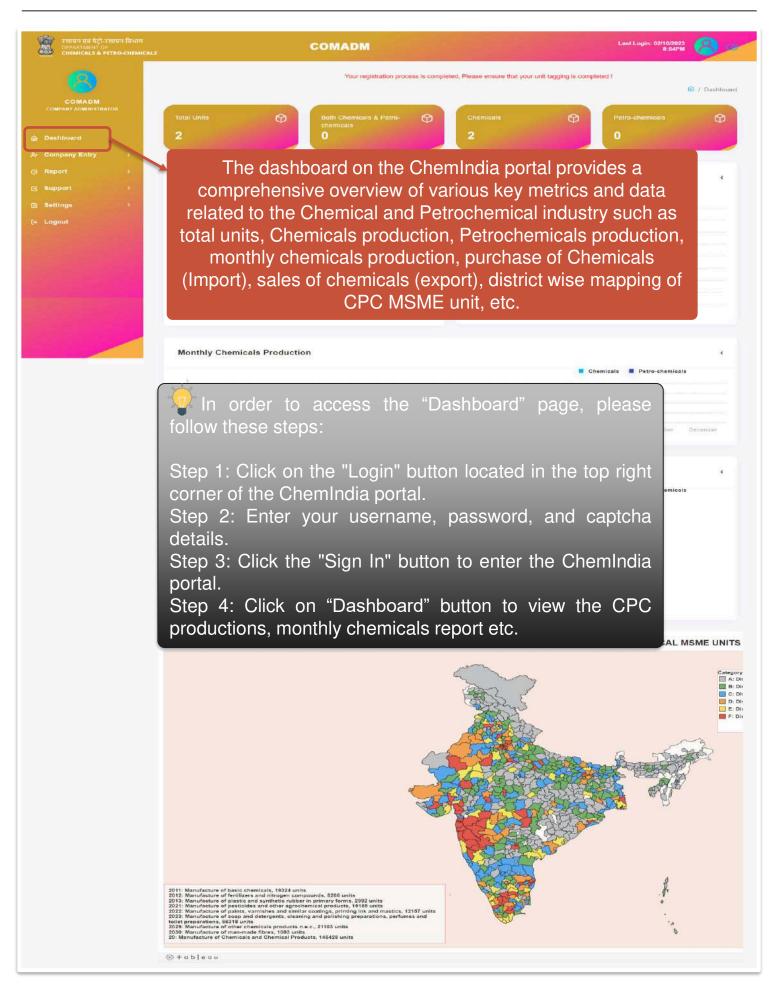


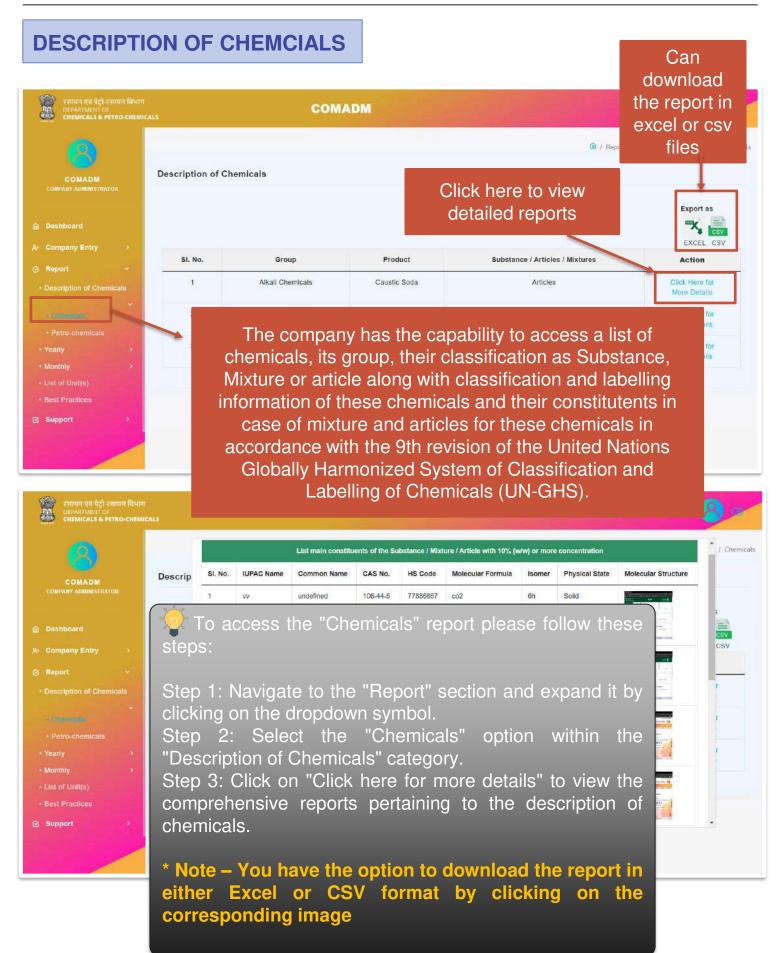
4.2 Company Entry

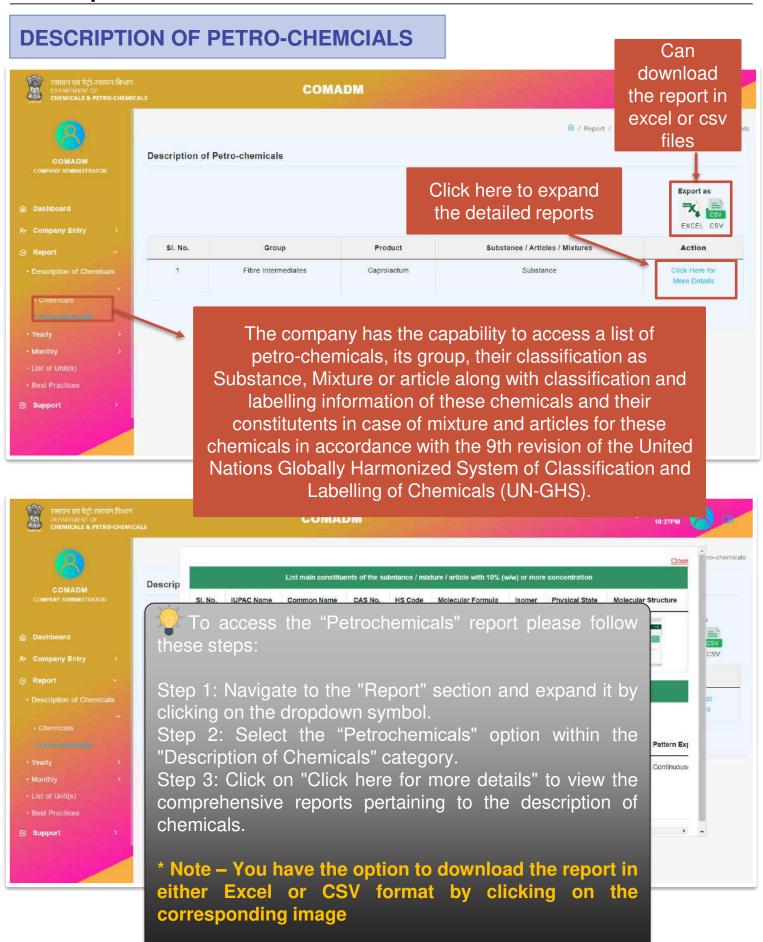
UNIT TAGGING

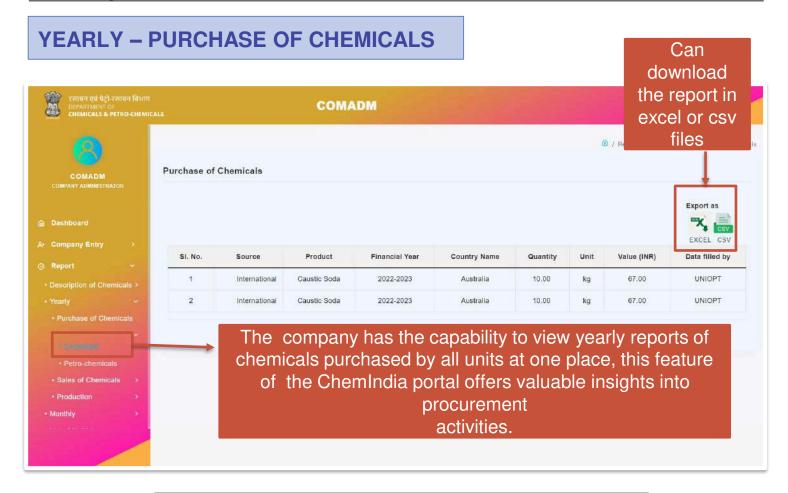


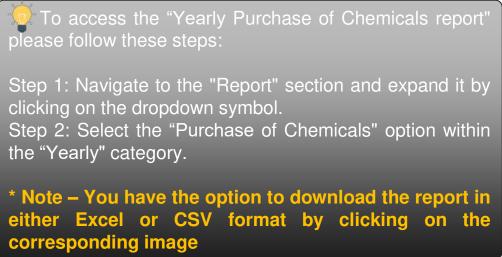
4.3 Dashboard

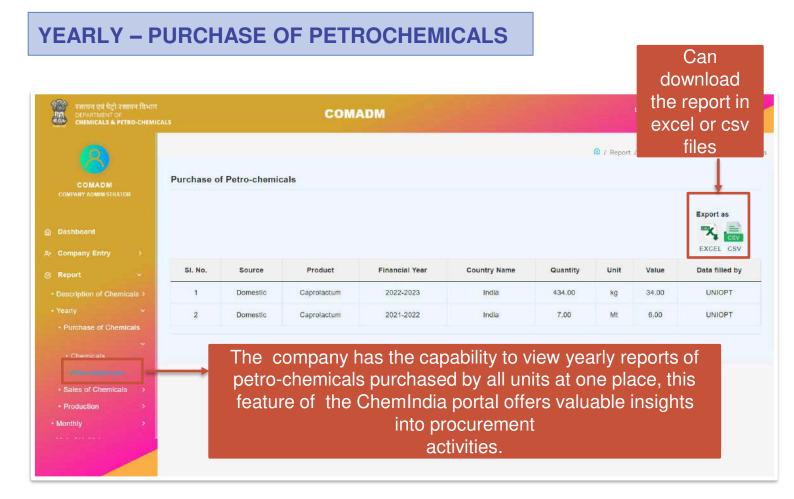










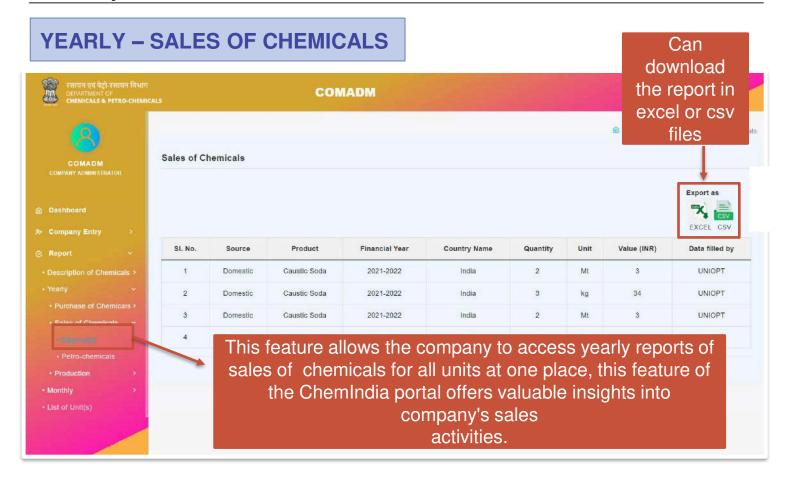


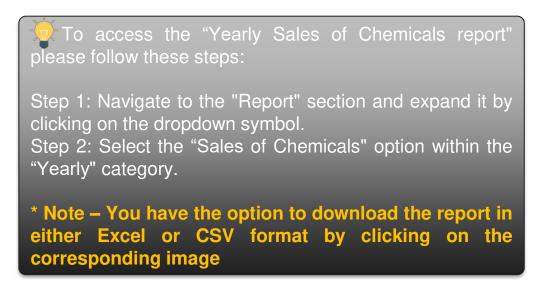
To access the "Yearly Purchase of Petrochemicals report" please follow these steps:

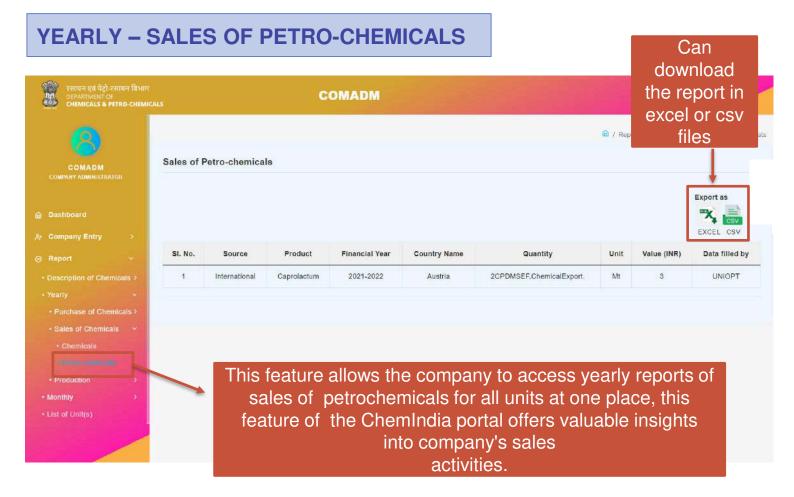
Step 1: Navigate to the "Report" section and expand it by clicking on the dropdown symbol.

Step 2: Select the "Purchase of Petrochemicals" option within the "Yearly" category.

* Note – You have the option to download the report in either Excel or CSV format by clicking on the corresponding image







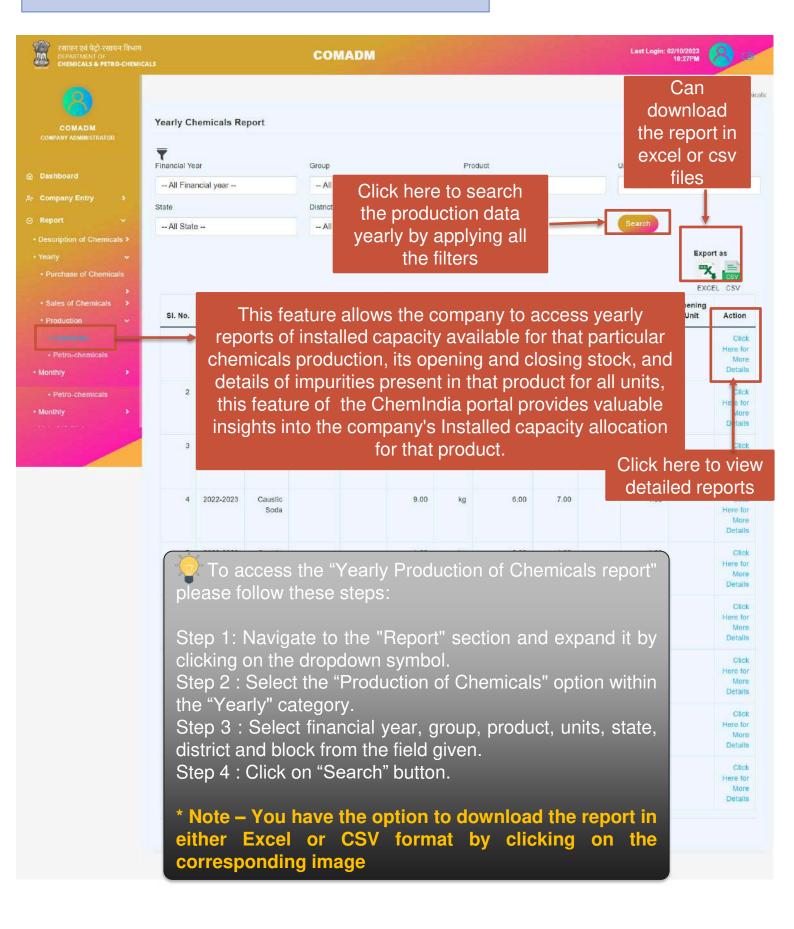
To access the "Yearly Sales of Petrochemicals report" please follow these steps:

Step 1: Navigate to the "Report" section and expand it by clicking on the dropdown symbol.

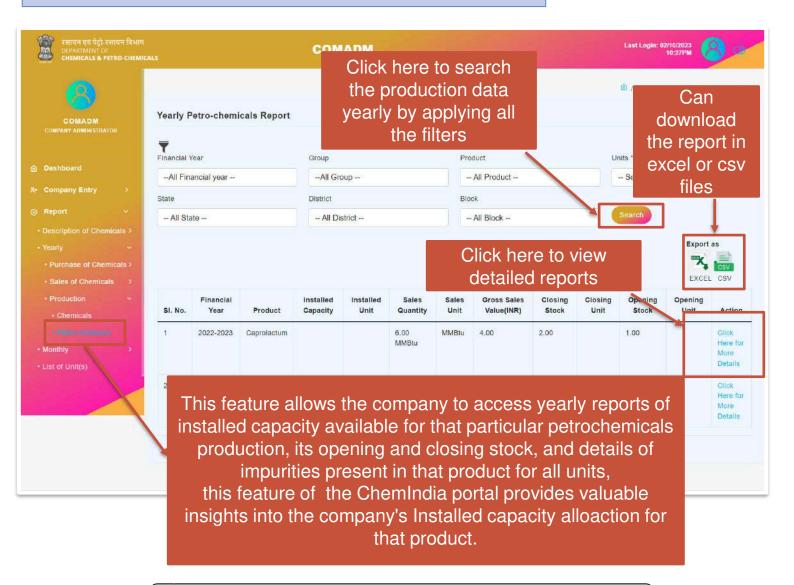
Step 2: Select the "Sales of Petrochemicals" option within the "Yearly" category.

* Note – You have the option to download the report in either Excel or CSV format by clicking on the corresponding image

YEARLY - PRODUCTION OF CHEMICALS



YEARLY - PRODUCTION OF PETRO-CHEMICALS



To access the "Yearly Production of Petrochemicals report" please follow these steps:

Step 1: Navigate to the "Report" section and expand it by clicking on the dropdown symbol.

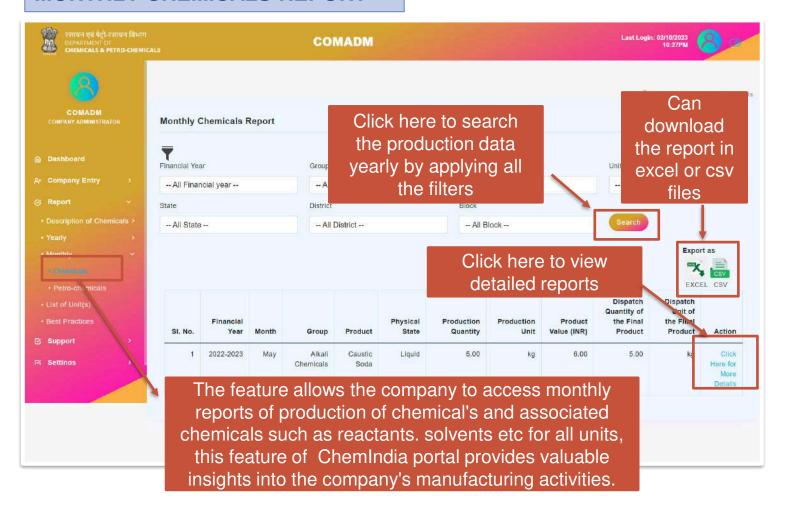
Step 2: Select the "Production of Petrochemicals" option within the "Yearly" category.

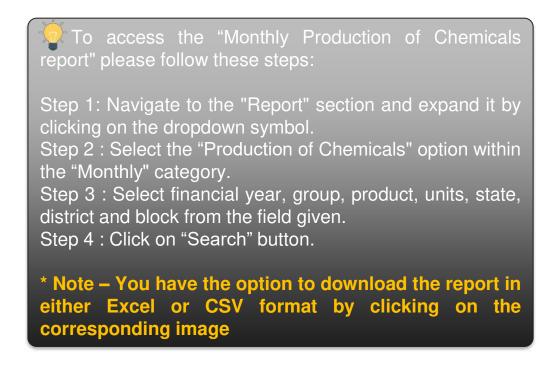
Step 3: Select financial year, group, product, units, state, district and block from the field given.

Step 4: Click on "Search" button.

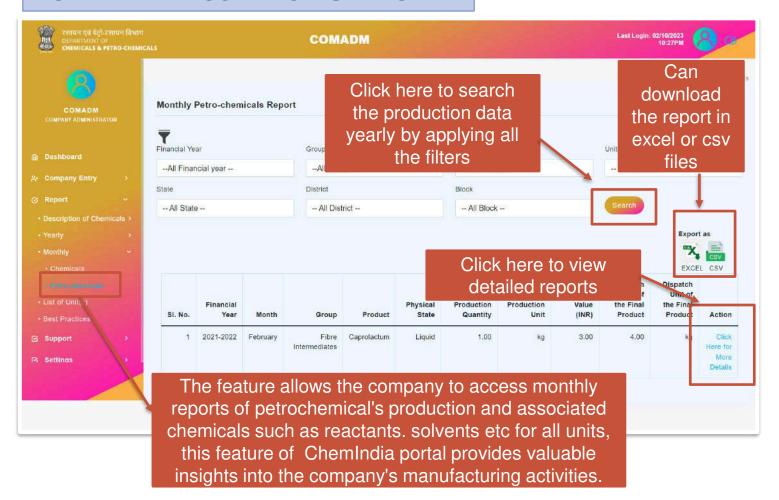
* Note – You have the option to download the report in either Excel or CSV format by clicking on the corresponding image

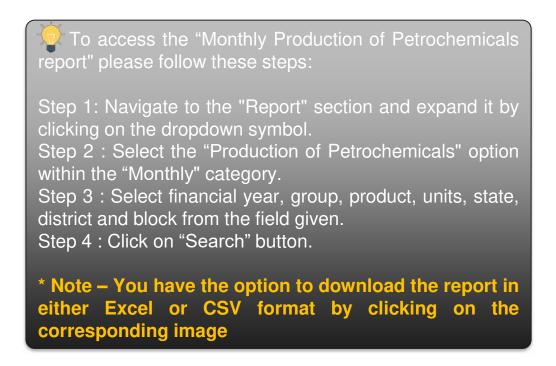
MONTHLY CHEMICALS REPORT

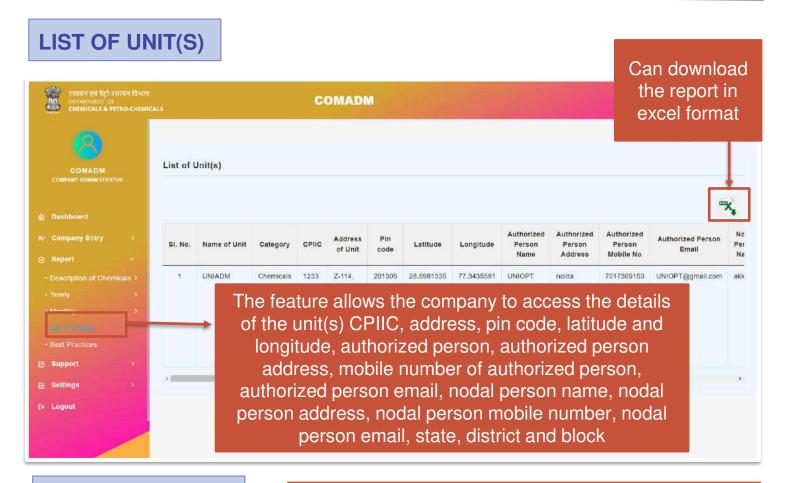


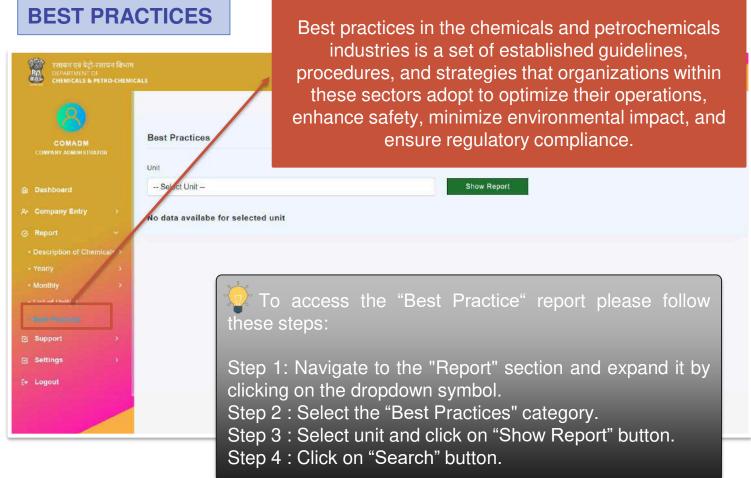


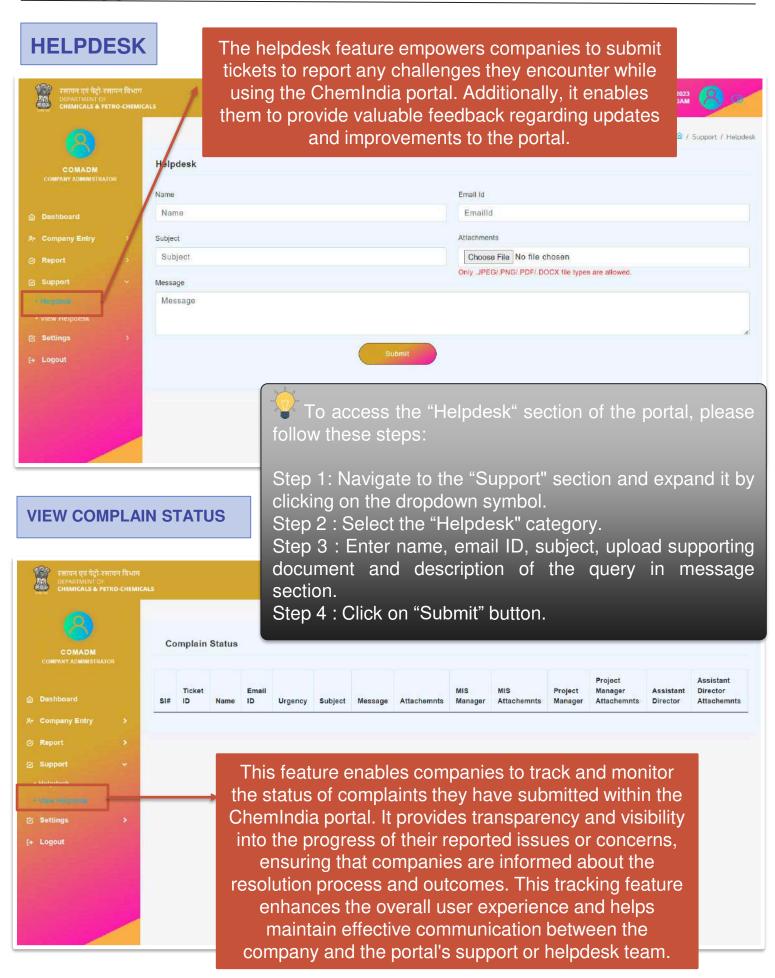
MONTHLY PETROCHEMICALS REPORT







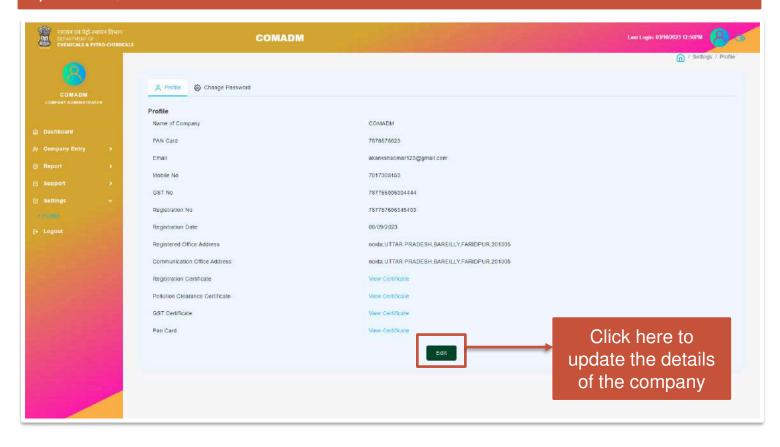




4.5 Settings

PROFILE

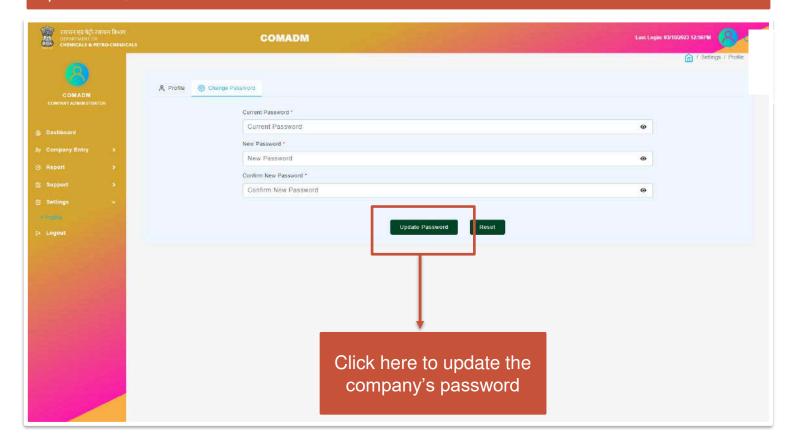
The Profile page of a company within the ChemIndia portal serves as a comprehensive repository of information, providing a detailed overview of the company's identity, operations, and relevant data.

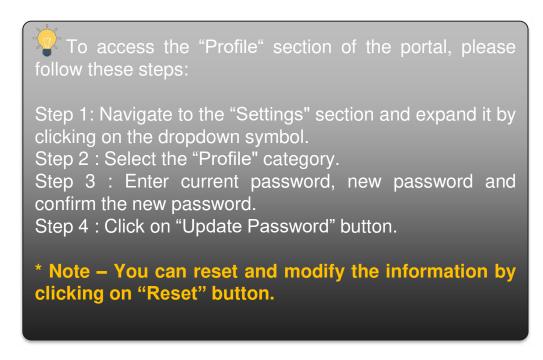


4.5 Settings

CHANGE PASSWORD

The Profile page of a company within the ChemIndia portal serves as a comprehensive repository of information, providing a detailed overview of the company's identity, operations, and relevant data.

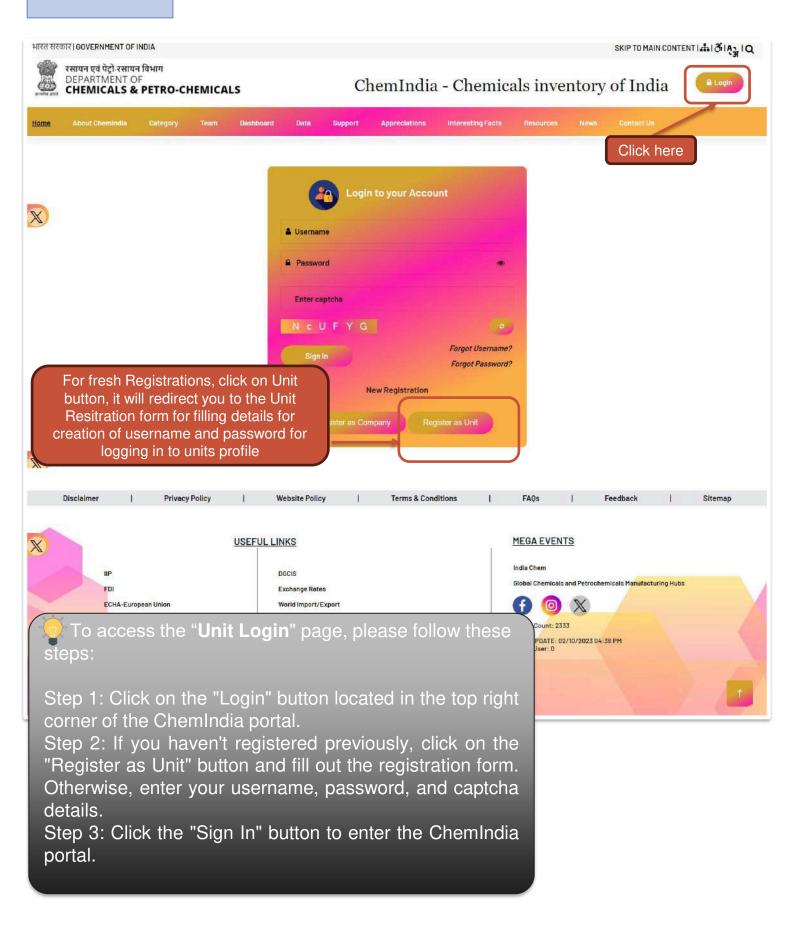




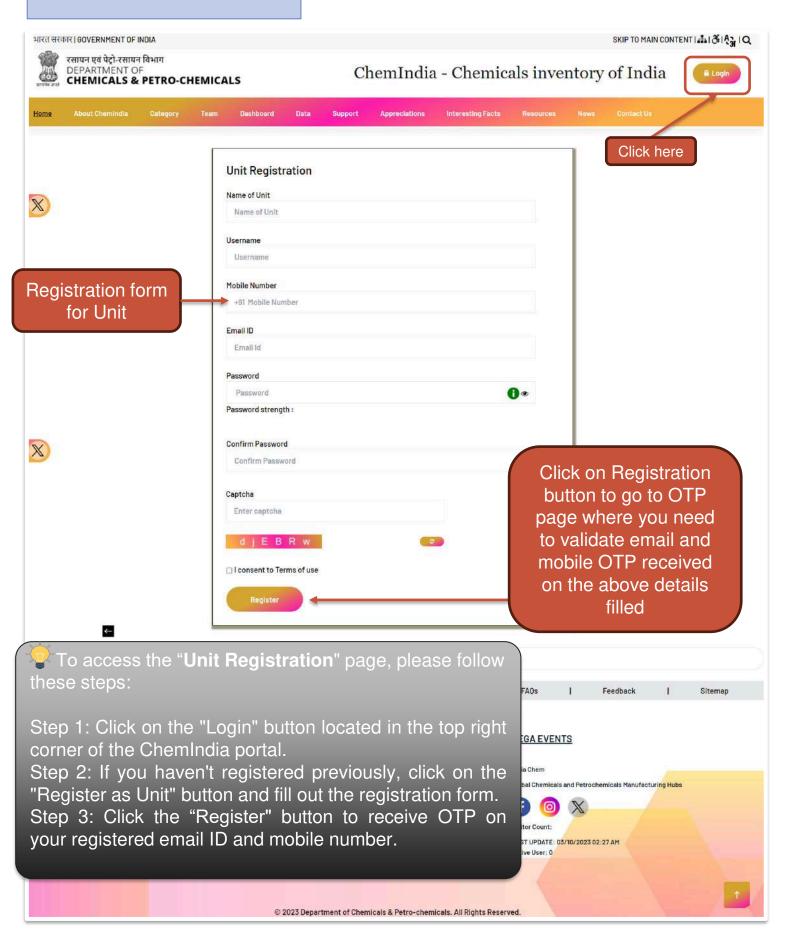
05

Company Unit

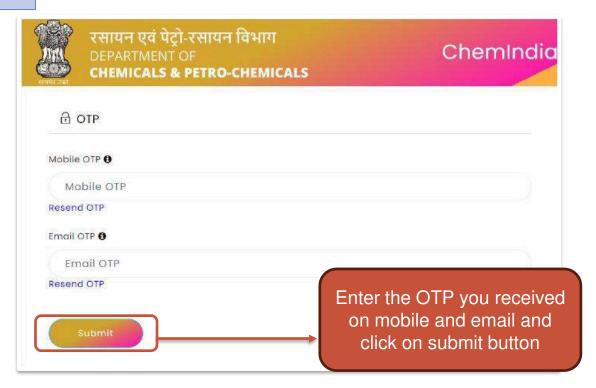
UNIT LOGIN

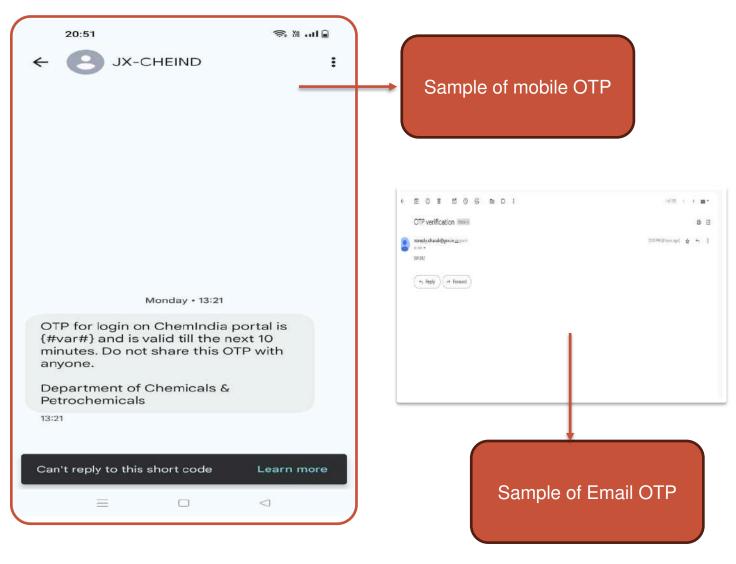


REGISTRATION AS UNIT

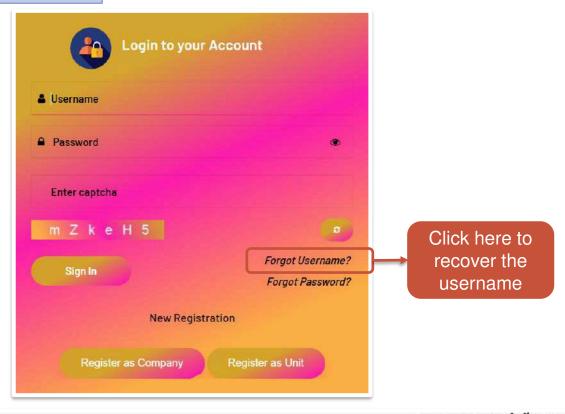


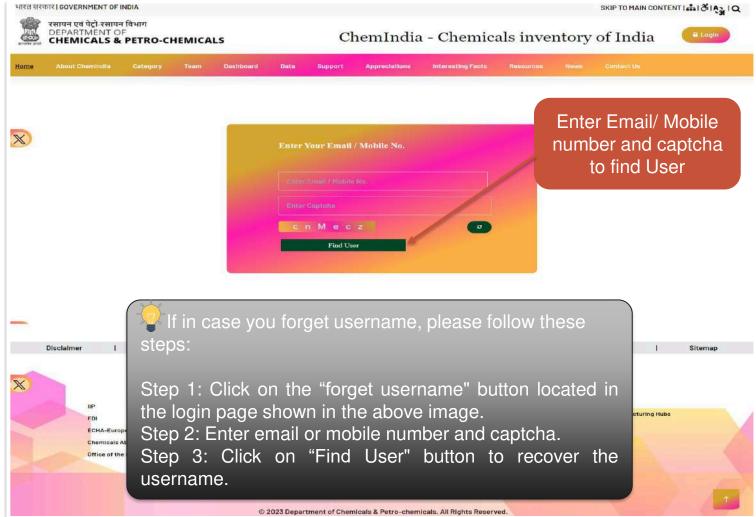




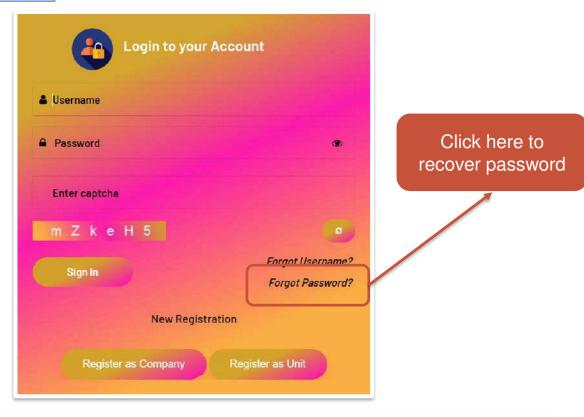


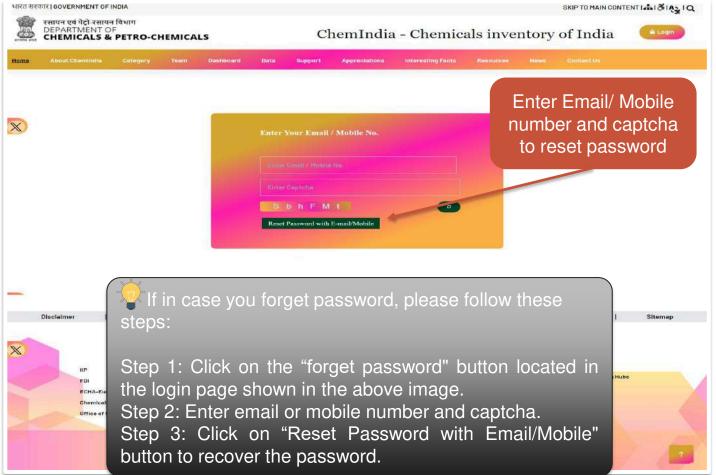
FORGOT USERNAME





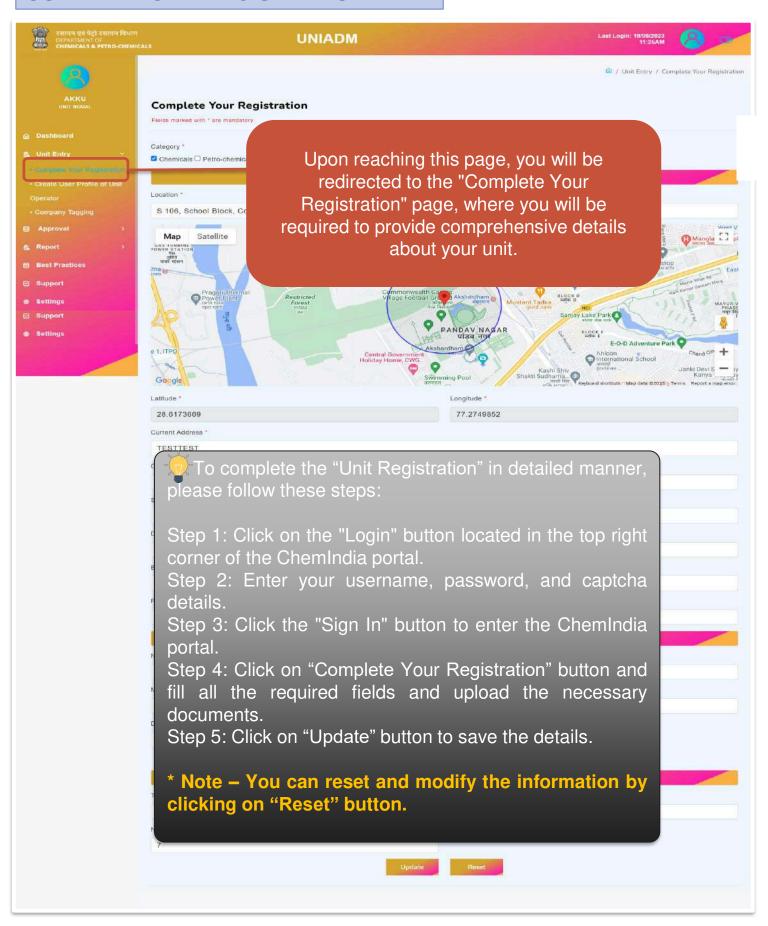
RESET PASSWORD





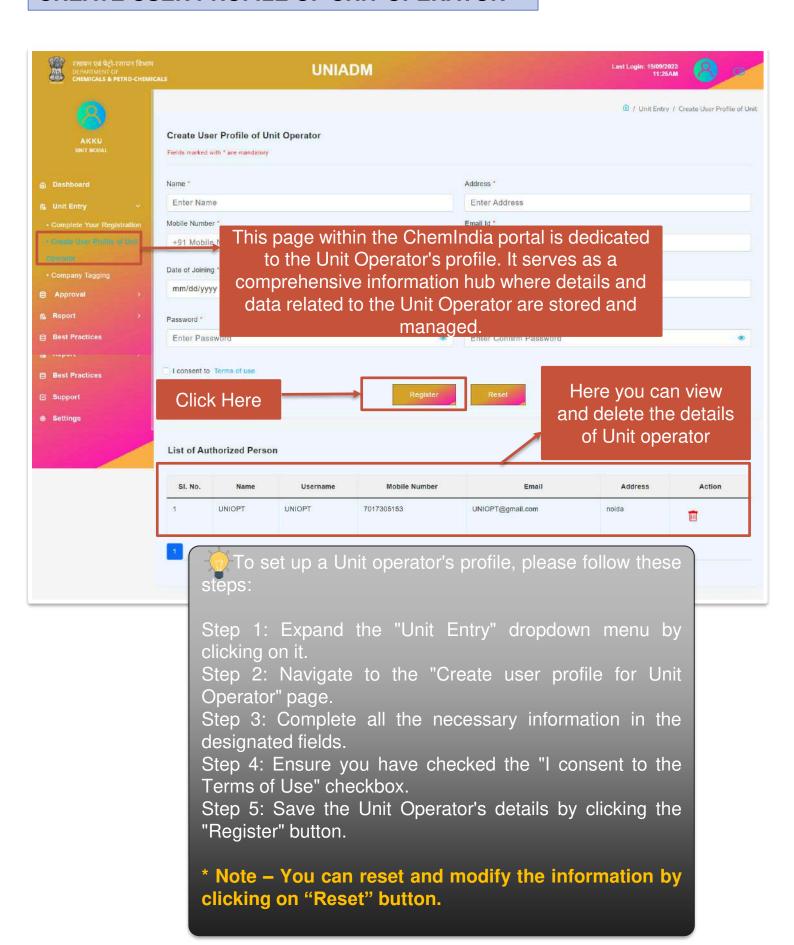
5.2 Unit Entry

COMPLETE UNIT REGISTRATION



5.2 Unit Entry

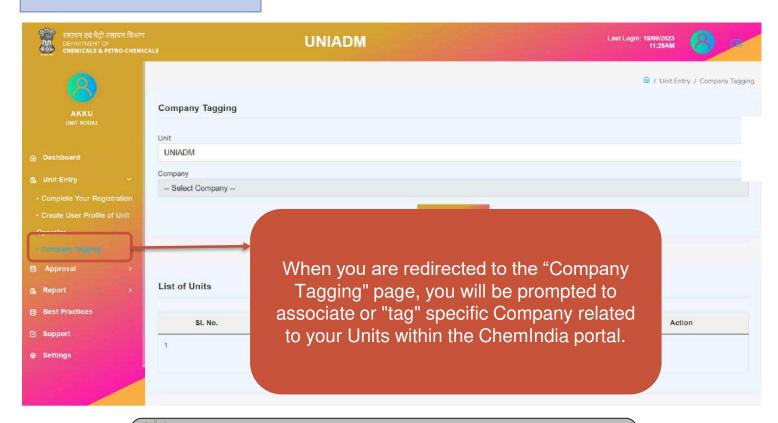
CREATE USER PROFILE OF UNIT OPERATOR





5.2 Unit Entry

COMPANY TAGGING



In order to "Tag Company", please follow these steps:

Step 1: Click on the "Login" button located in the top right corner of the ChemIndia portal.

Step 2: Enter your username, password, and captcha details.

Step 3: Click the "Sign In" button to enter the ChemIndia portal.

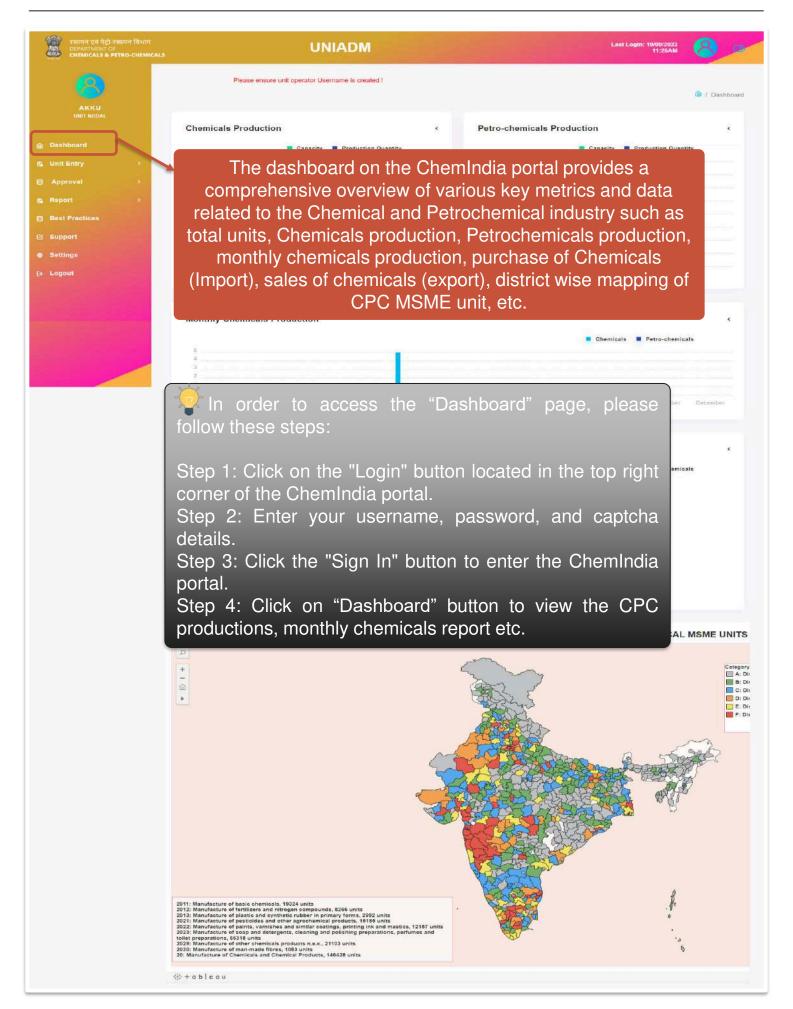
Step 4: Click on "Company Tagging" button and select the Company.

Step 5: Click on "Submit" button to tag your respective units.

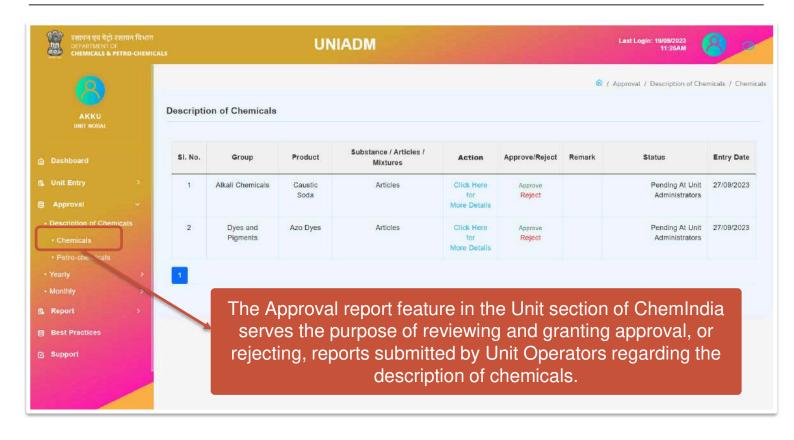
*Important Note: Company tagging can only be performed if the company has already completed the registration process. If the company is not registered, tagging it is not possible.



5.3 Dashboard



5.4 Approval



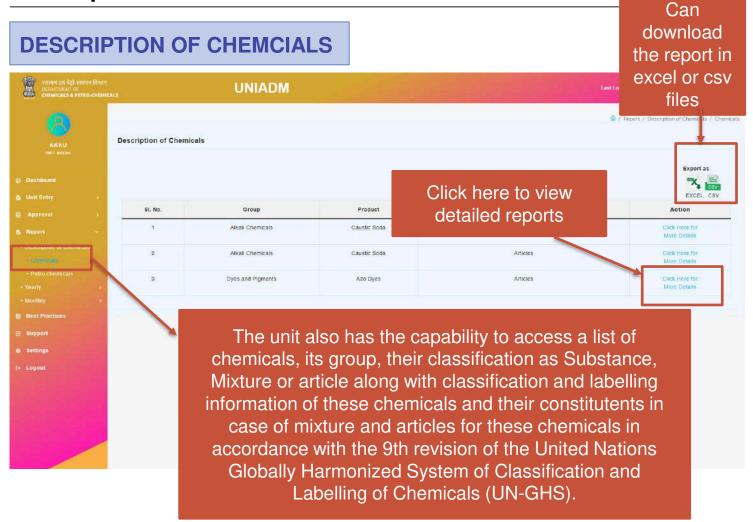
In order to access the "Approval" page, please follow these steps:

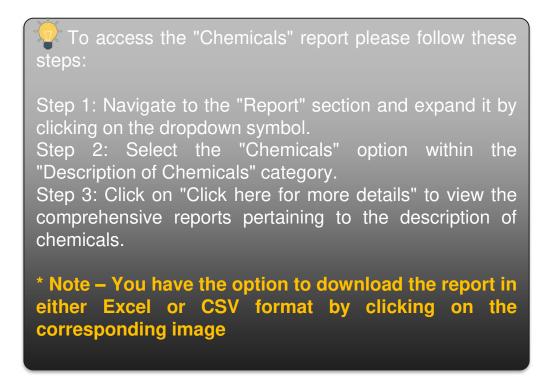
Step 1: Unit Operators submit reports related to the description of chemicals.

Step 2: The submitted report is initially reviewed by the Unit Nodal, who can either approve or reject it. If approved, the report proceeds to the next stage.

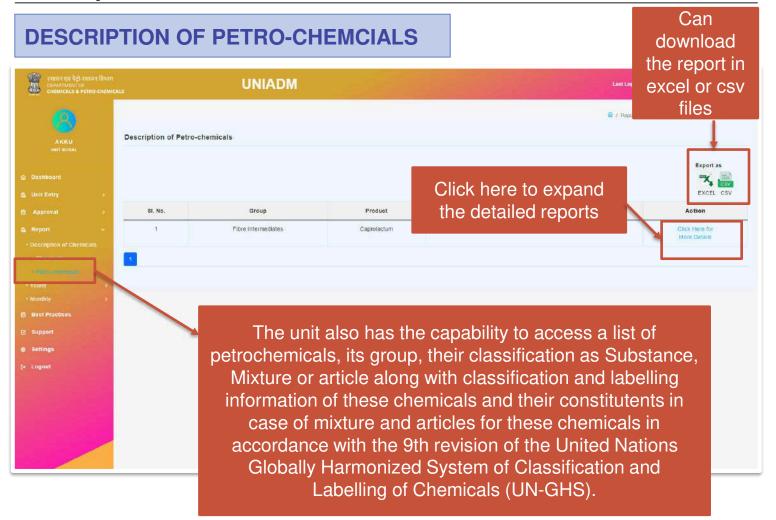
Step 3: Once approved by the Unit Nodal, the report is forwarded to the Department Coordinator for final approval. If the Unit Nodal rejects the report, the Unit Operator is notified of the rejection.

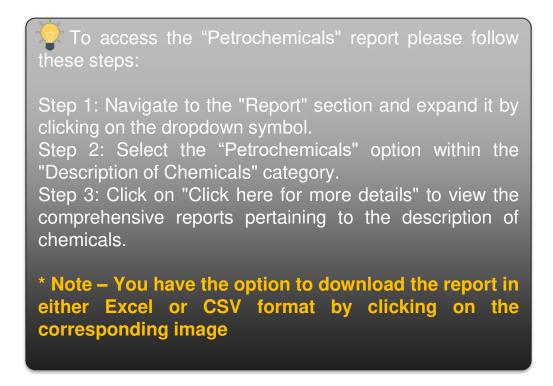


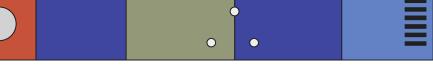




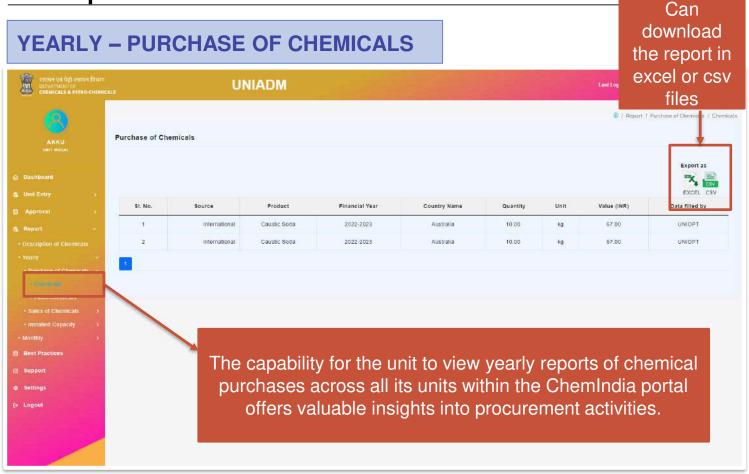
5.4 Reports











To access the "Yearly Purchase of Chemicals report" please follow these steps:

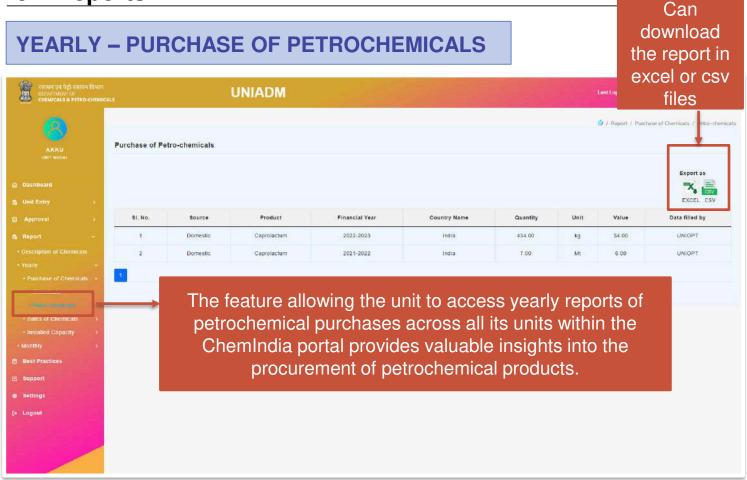
Step 1: Navigate to the "Report" section and expand it by clicking on the dropdown symbol.

Step 2: Select the "Purchase of Chemicals" option within the "Yearly" category.

* Note – You have the option to download the report in either Excel or CSV format by clicking on the corresponding image







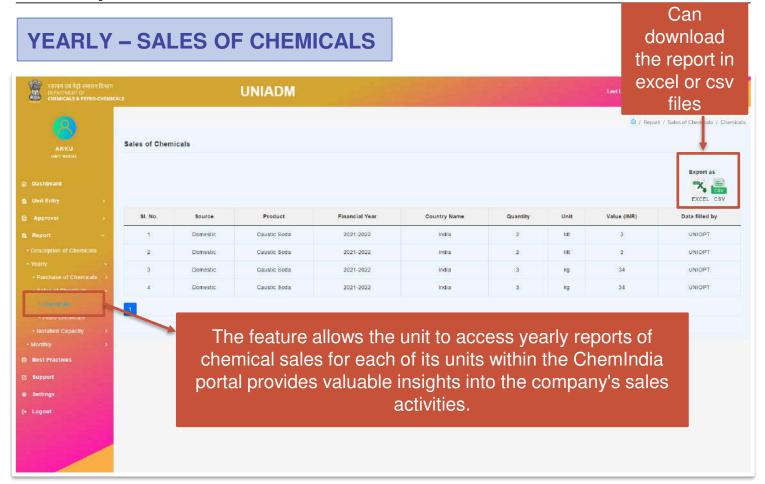
To access the "Yearly Purchase of Petrochemicals report" please follow these steps:

Step 1: Navigate to the "Report" section and expand it by clicking on the dropdown symbol.

Step 2: Select the "Purchase of Petrochemicals" option within the "Yearly" category.

* Note – You have the option to download the report in either Excel or CSV format by clicking on the corresponding image

5.4 Reports



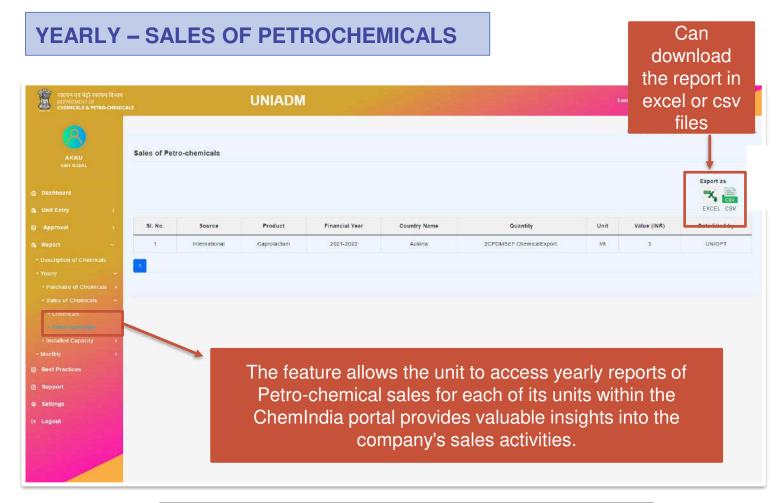
0

To access the "Yearly Sales of Chemicals report" please follow these steps:

Step 1: Navigate to the "Report" section and expand it by clicking on the dropdown symbol.

Step 2: Select the "Sales of Chemicals" option within the "Yearly" category.

* Note – You have the option to download the report in either Excel or CSV format by clicking on the corresponding image



To access the "Yearly Sales of Petrochemicals report" please follow these steps:

Step 1: Navigate to the "Report" section and expand it by clicking on the dropdown symbol.

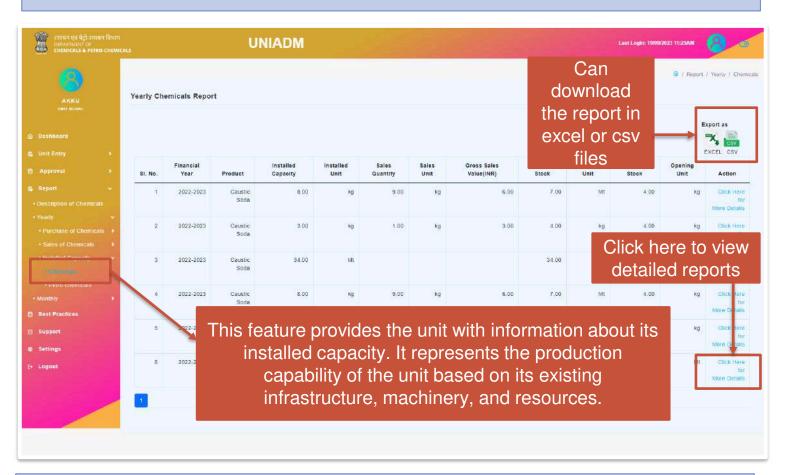
Step 2: Select the "Sales of Petrochemicals" option within the "Yearly" category.

* Note – You have the option to download the report in either Excel or CSV format by clicking on the corresponding image

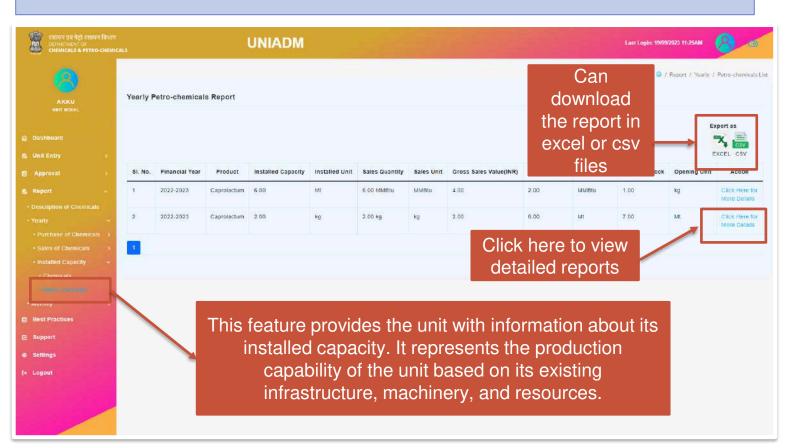
5.4 Reports

YEARLY - INSTALLED CAPACITY REPORT OF CHEMICAL PRODUCT

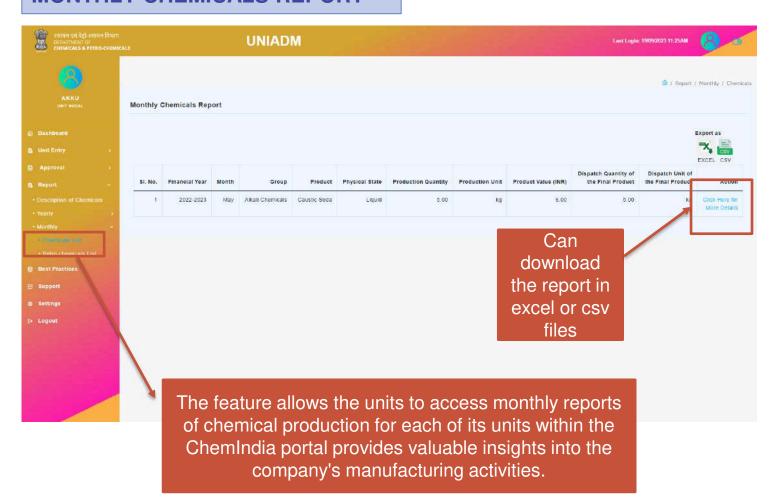
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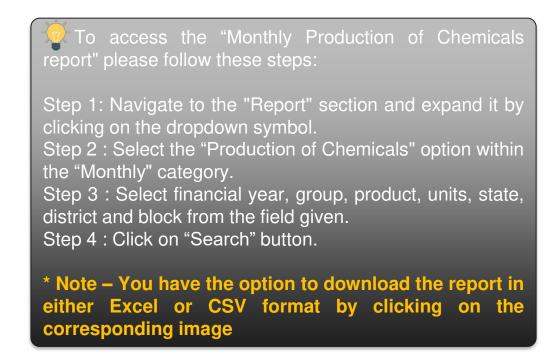


YEARLY - INSTALLED CAPACITY REPORT OF PETROCHEMICAL PRODUCT

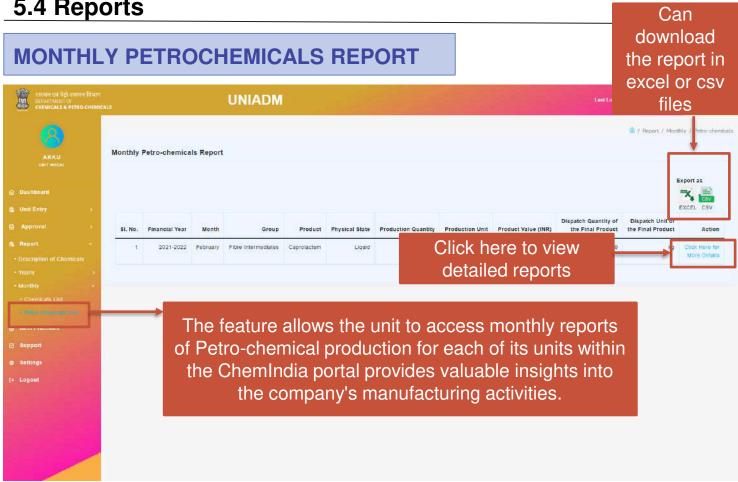


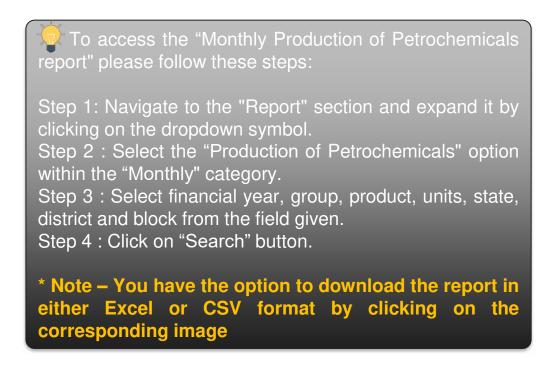
MONTHLY CHEMICALS REPORT





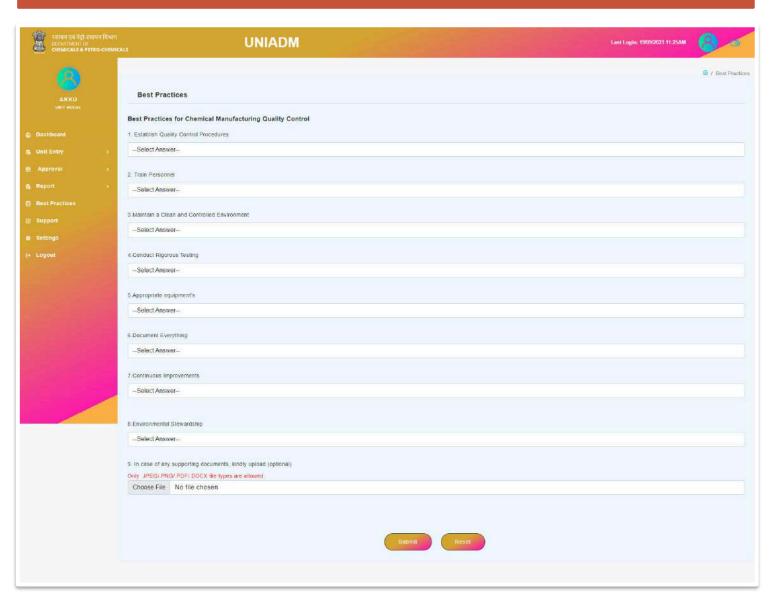






5.5 Best Practices

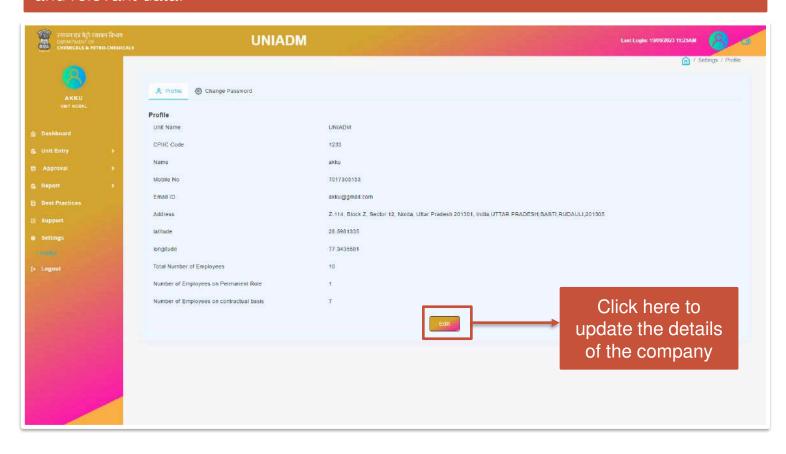
This page containing "Best Practices for Chemical Manufacturing Quality Control" typically offers a comprehensive set of guidelines and recommendations to ensure the highest standards of quality control in the chemical manufacturing industry. These best practices are designed to enhance product quality, safety, compliance, and overall operational efficiency.



5.5 Settings

PROFILE

The Profile page of a unit within the ChemIndia portal serves as a comprehensive repository of information, providing a detailed overview of the unit's identity, operations, and relevant data.



5.5 Settings

CHANGE PASSWORD

The Profile page of a unit within the ChemIndia portal serves as a comprehensive repository of information, providing a detailed overview of the unit's identity, operations, and relevant data.



To access the "Profile" section of the portal, please follow these steps:

Step 1: Navigate to the "Settings" section and expand it by clicking on the dropdown symbol.

Step 2: Select the "Profile" category.

Step 3: Enter current password, new password and confirm the new password.

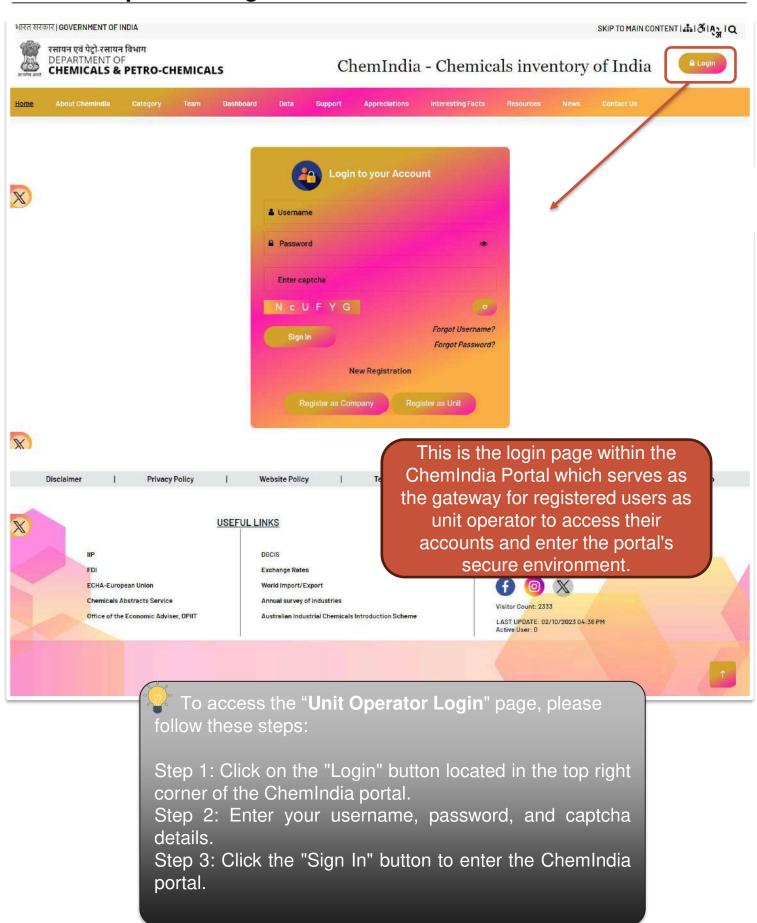
Step 4: Click on "Update Password" button.

* Note – You can reset and modify the information by clicking on "Reset" button.

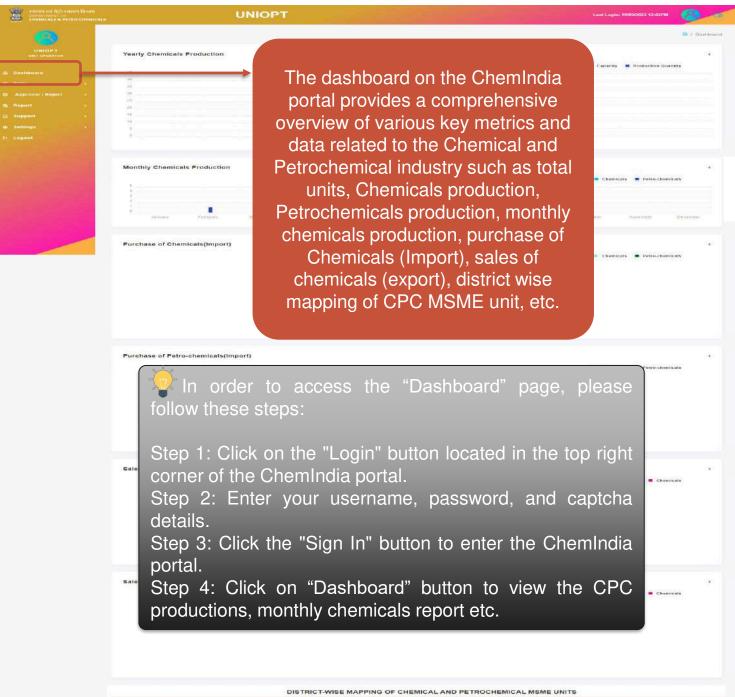
06

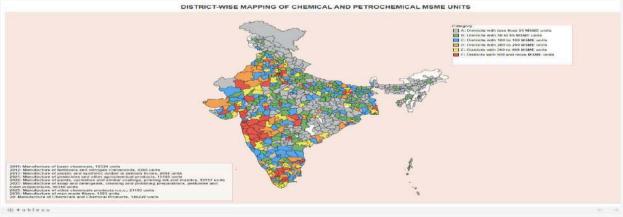
Unit Operator

6.1 Unit Operator Login

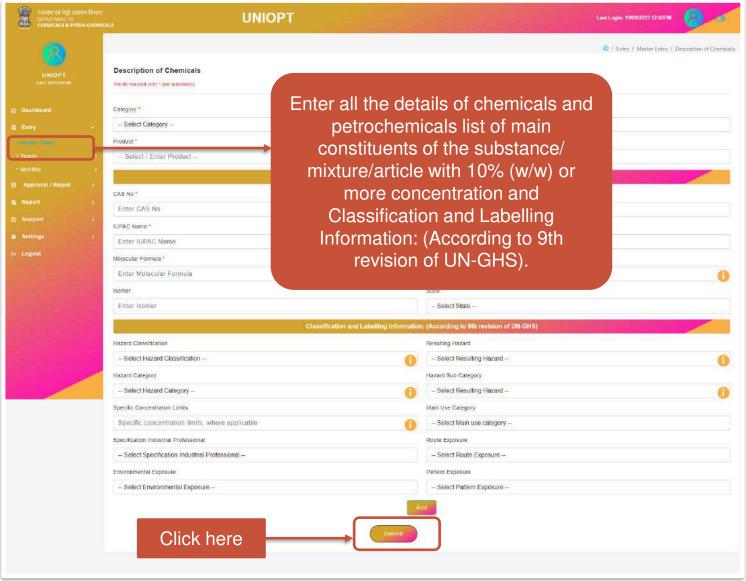


6.2 Dashboard





MASTER ENTRY



0

In order to enter the details in the "Master Entry" page, please follow these steps:

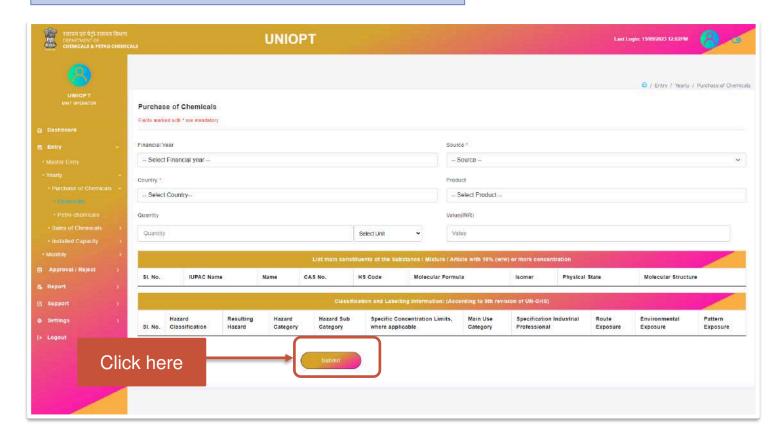
Step 1: Click on the "Master Entry" button in the ChemIndia portal.

Step 2: Enter all the details and upload the molecular structure (if you don't have the molecular structure, then google it)

Step 3: Click the "Submit" button to save the data successfully.

* Note – If in case you choose to enter the mixture you will be getting the "Add" option to add more than one substances.

YEARLY- PURCHASE OF CHEMICALS



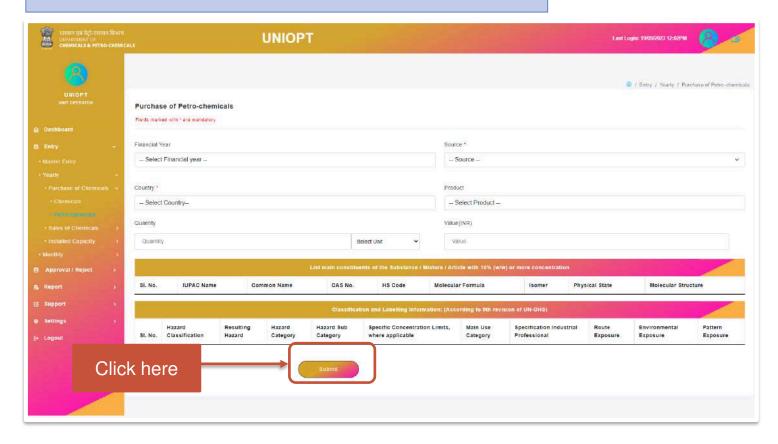
In order to enter the "Yearly Purchase of Chemicals" data, please follow these steps:

Step 1: Click on the "Purchase of Chemicals" button within yearly section in the ChemIndia portal.

Step 2: Select financial year, source, country, product, quantity and value in INR.

Step 3: Click the "Submit" button to save the data successfully.

YEARLY- PURCHASE OF PETRO-CHEMICALS



0

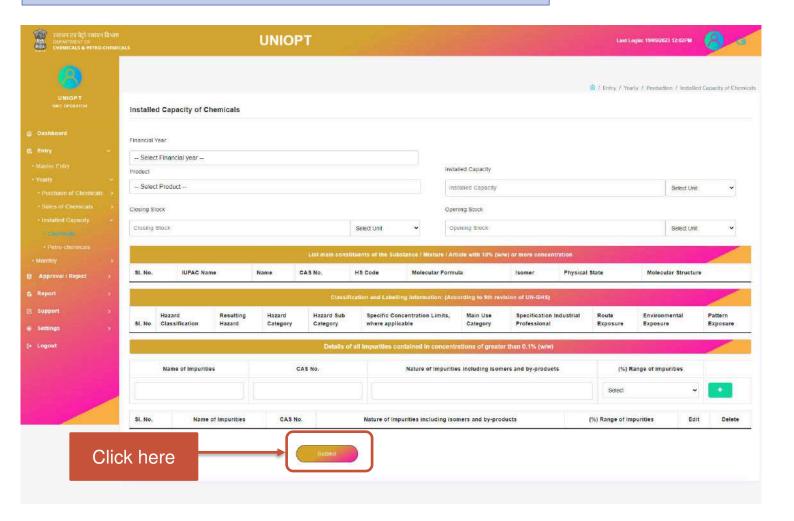
In order to enter the "Yearly Purchase of Petrochemicals" data, please follow these steps:

Step 1: Click on the "Purchase of Petrochemicals" button within yearly section in the ChemIndia portal.

Step 2: Select financial year, source, country, product, quantity and value in INR.

Step 3: Click the "Submit" button to save the data successfully.

YEARLY- INSTALLED CAPACITY OF CHEMICALS

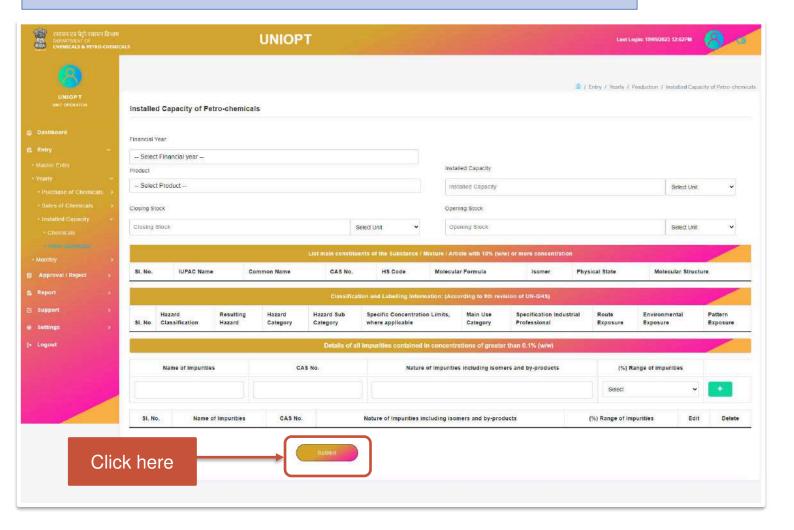


In order to enter the "Yearly Installed Capacity of Chemicals" data, please follow these steps:

Step 1: Click on the "Installed Capacity of Chemicals" button within yearly section in the ChemIndia portal.

Step 2: Select financial year, product, Installed Capacity, closing and opening stock, name of the impurities, CAS No., nature of impurities and Range of impurities in (%) Step 3: Click the "Submit" button to save the data successfully.

YEARLY- INSTALLED CAPACITY OF PETROCHEMICALS

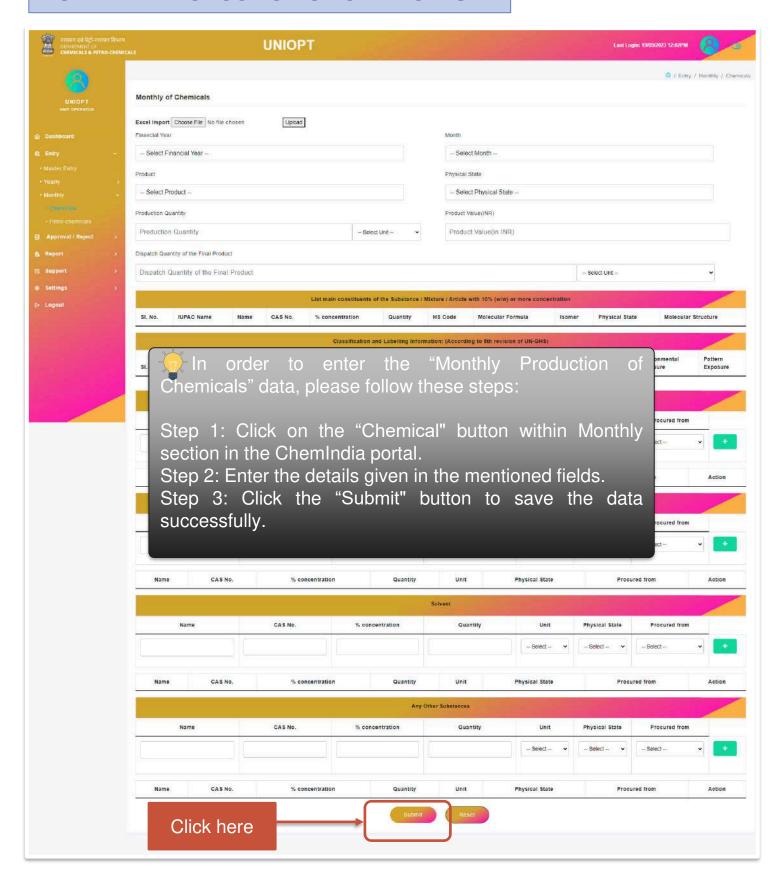


In order to enter the "Yearly Installed Capacity of Petrochemicals" data, please follow these steps:

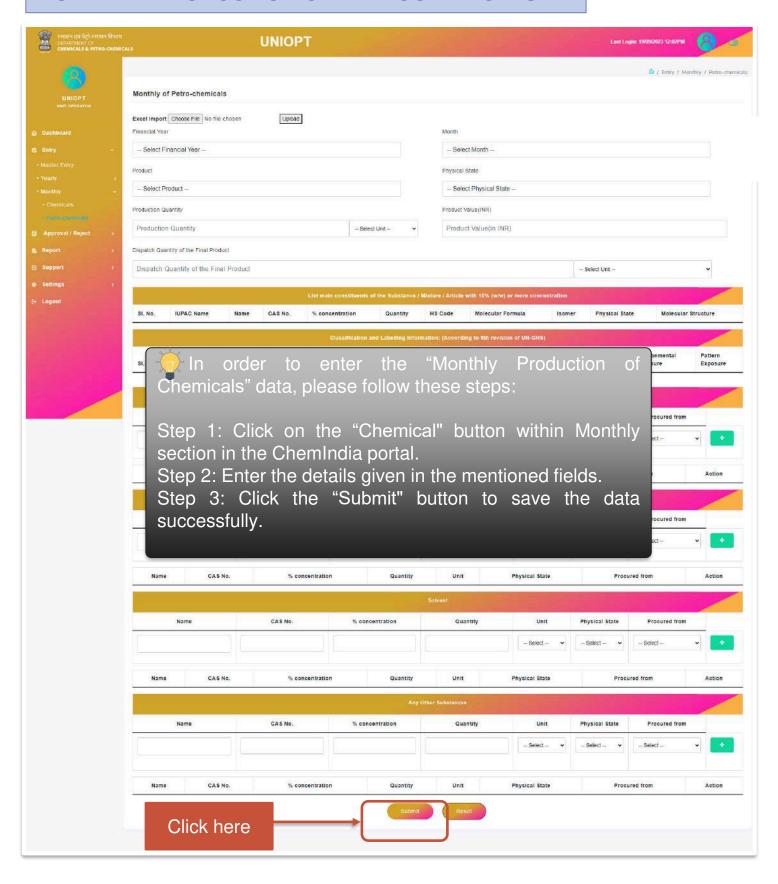
Step 1: Click on the "Installed Capacity of Petrochemicals" button within yearly section in the ChemIndia portal.

Step 2: Select financial year, product, Installed Capacity, closing and opening stock, name of the impurities, CAS No., nature of impurities and Range of impurities in (%) Step 3: Click the "Submit" button to save the data successfully.

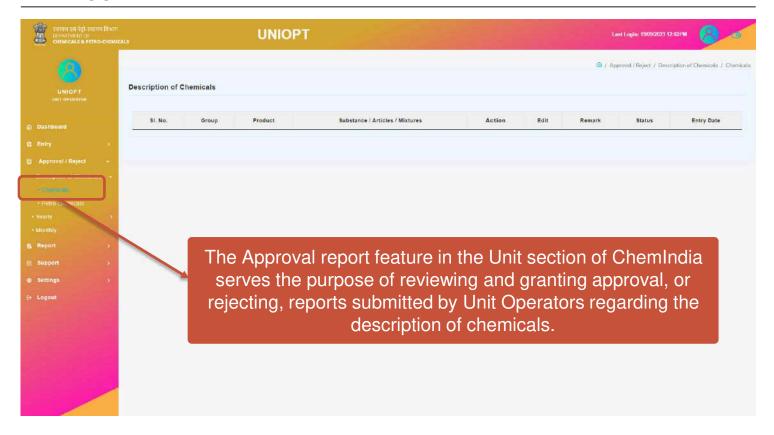
MONTHLY- PRODUCTION OF CHEMICALS



MONTHLY- PRODUCTION OF PETROCHEMICALS



6.4 Approval



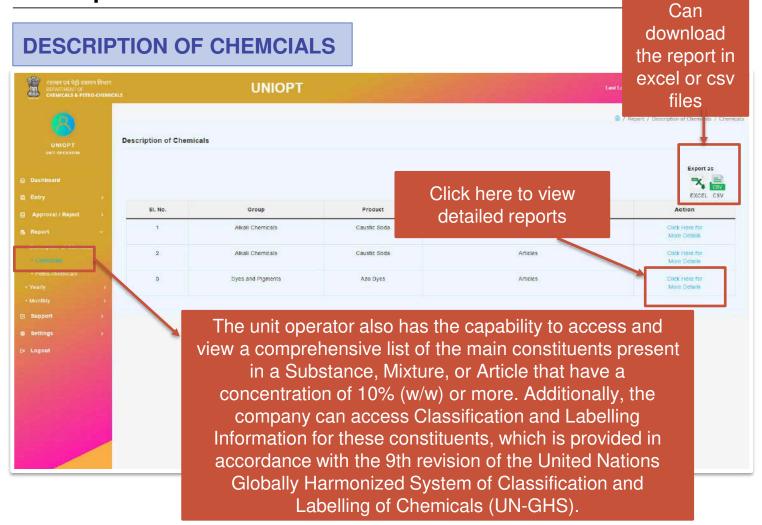
In order to access the "Approval" page, please follow these steps:

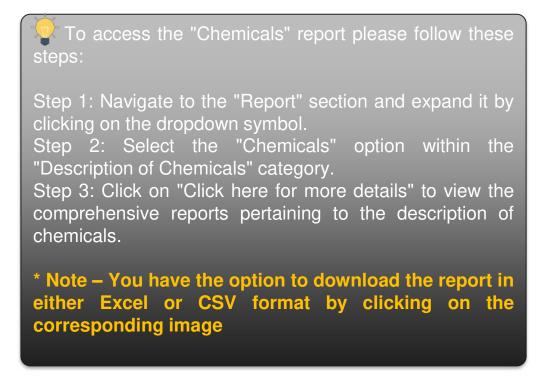
Step 1: Unit Operators submit reports related to the description of chemicals.

Step 2: The submitted report is initially reviewed by the Unit Nodal, who can either approve or reject it. If approved, the report proceeds to the next stage.

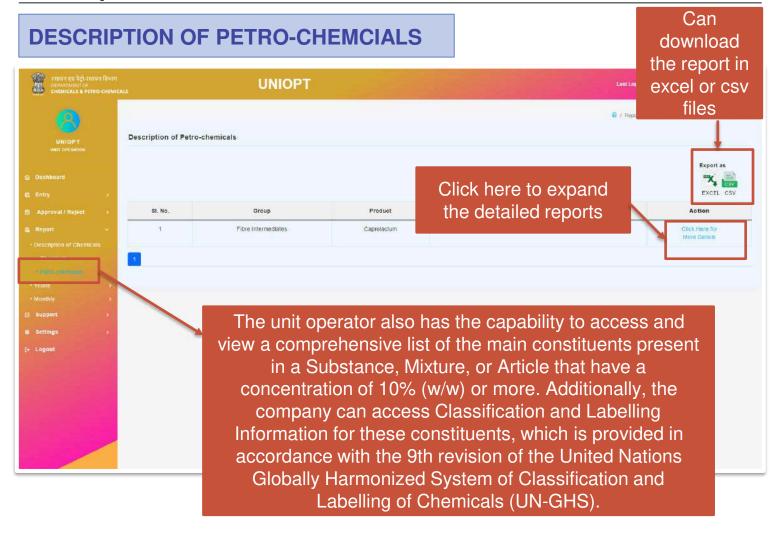
Step 3: Once approved by the Unit Nodal, the report is forwarded to the Department Coordinator for final approval. If the Unit Nodal rejects the report, the Unit Operator is notified of the rejection.

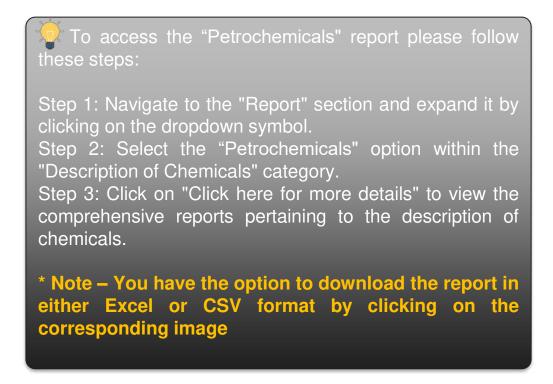




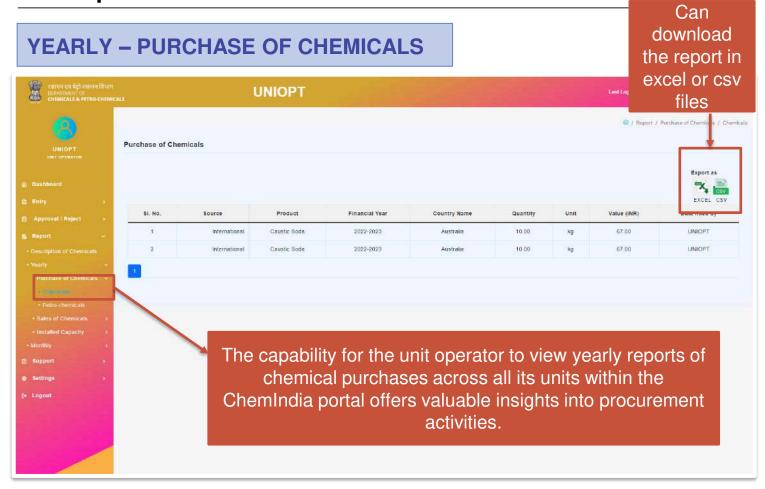


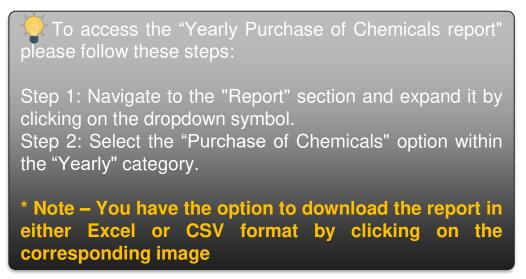
6.5 Reports





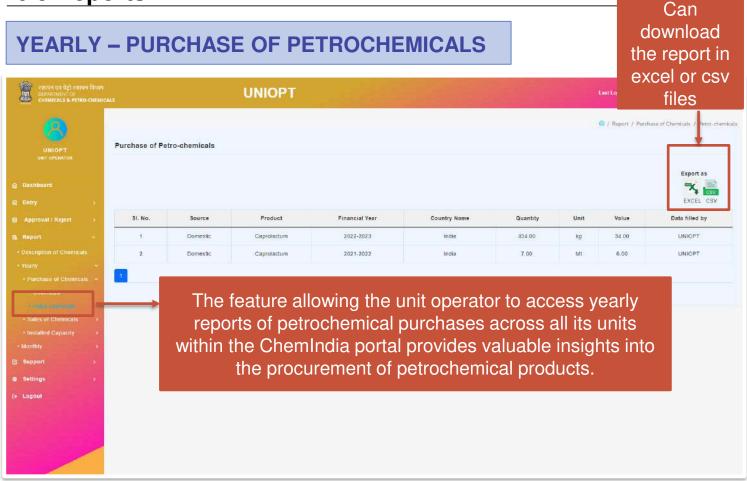
6.5 Reports











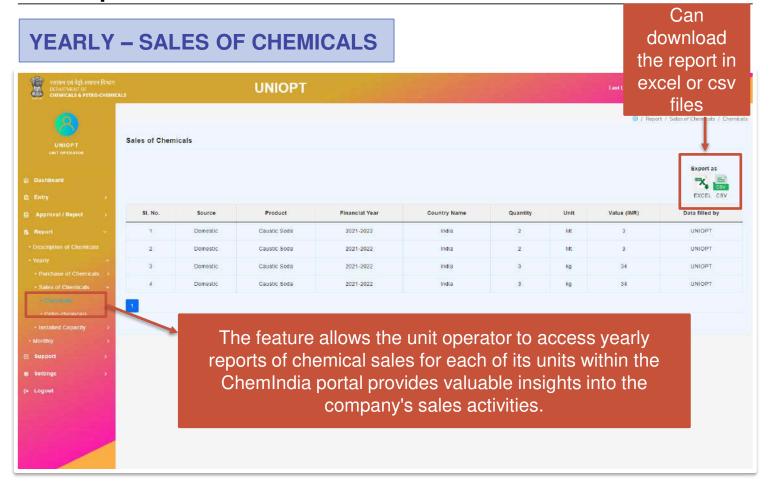
To access the "Yearly Purchase of Petrochemicals report" please follow these steps:

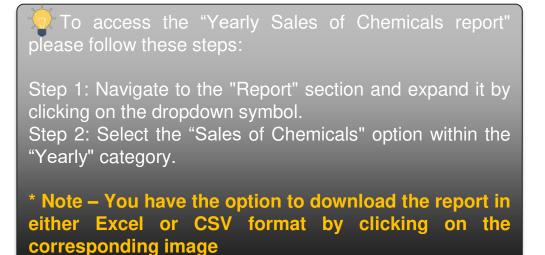
Step 1: Navigate to the "Report" section and expand it by clicking on the dropdown symbol.

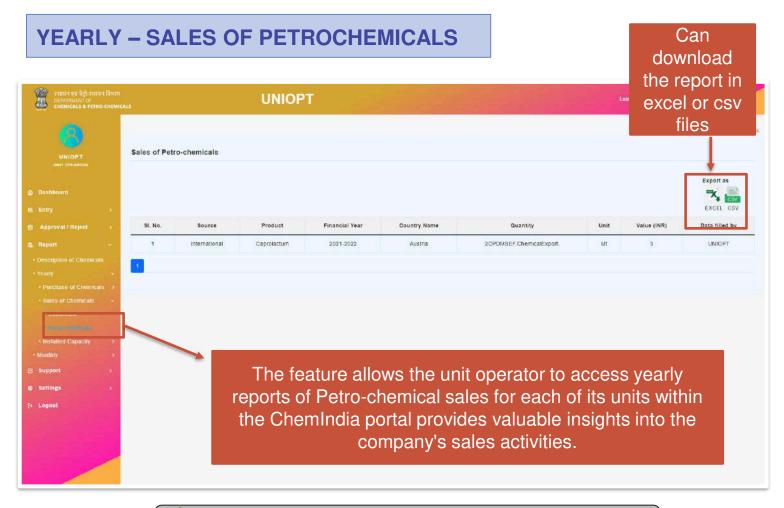
Step 2: Select the "Purchase of Petrochemicals" option within the "Yearly" category.

* Note – You have the option to download the report in either Excel or CSV format by clicking on the corresponding image

6.5 Reports







To access the "Yearly Sales of Petrochemicals report" please follow these steps:

Step 1: Navigate to the "Report" section and expand it by clicking on the dropdown symbol.

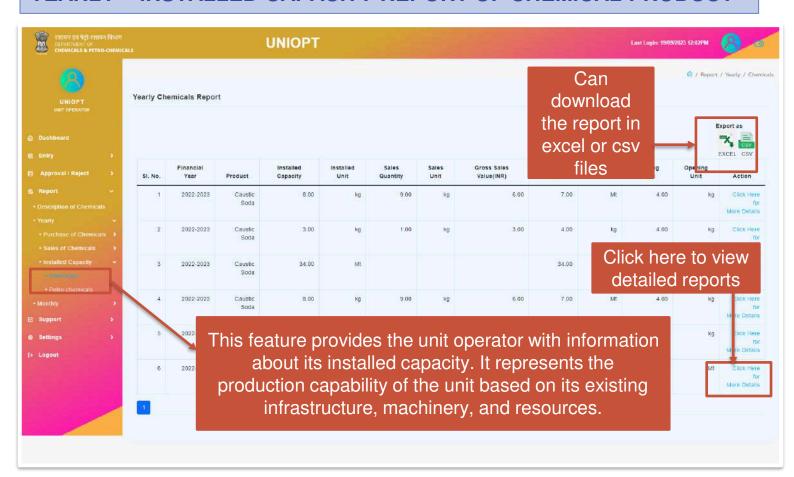
Step 2: Select the "Sales of Petrochemicals" option within the "Yearly" category.

* Note – You have the option to download the report in either Excel or CSV format by clicking on the corresponding image

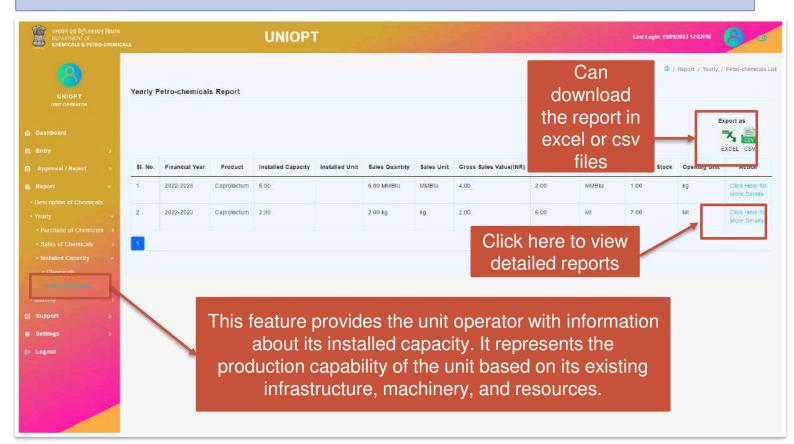
6.5 Reports

YEARLY - INSTALLED CAPACITY REPORT OF CHEMICAL PRODUCT

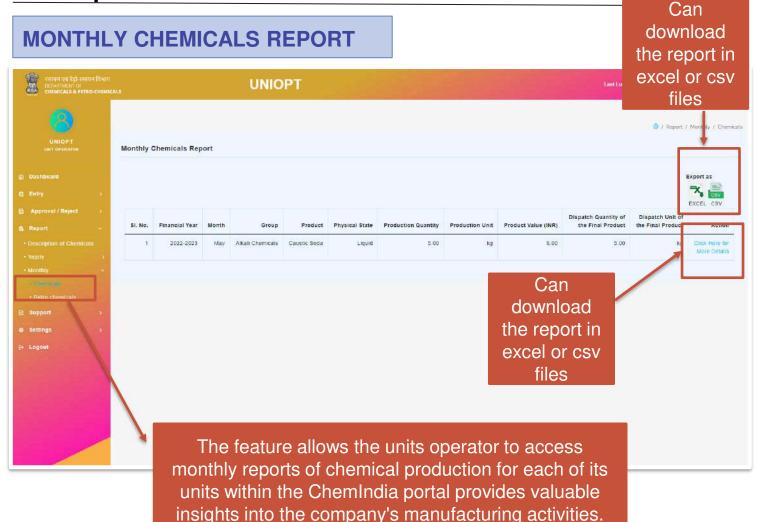
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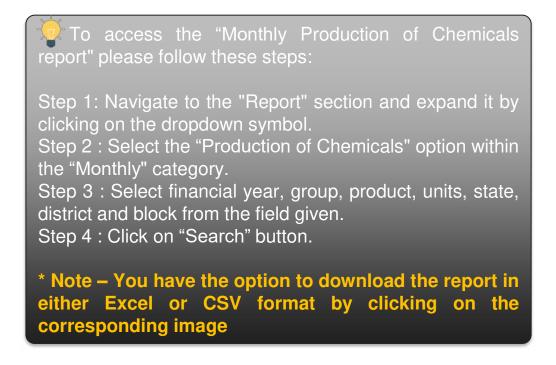


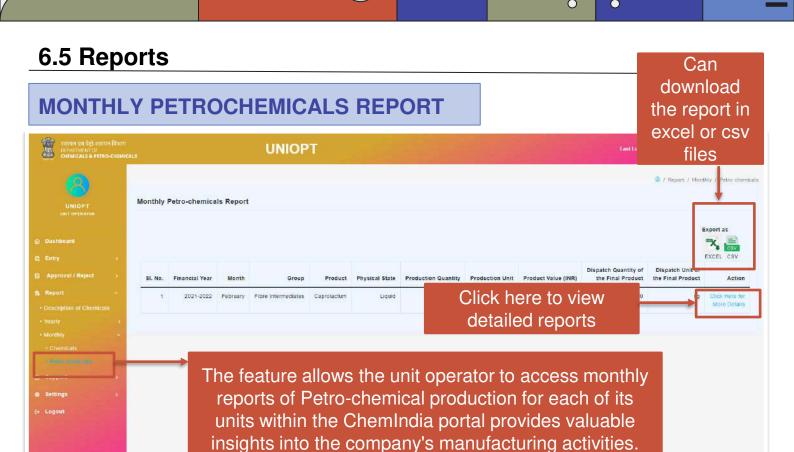
YEARLY - INSTALLED CAPACITY REPORT OF PETROCHEMICAL PRODUCT

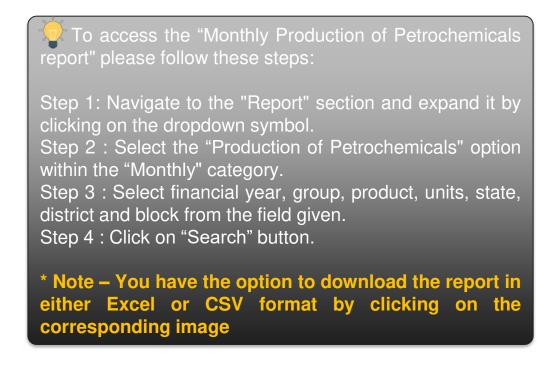


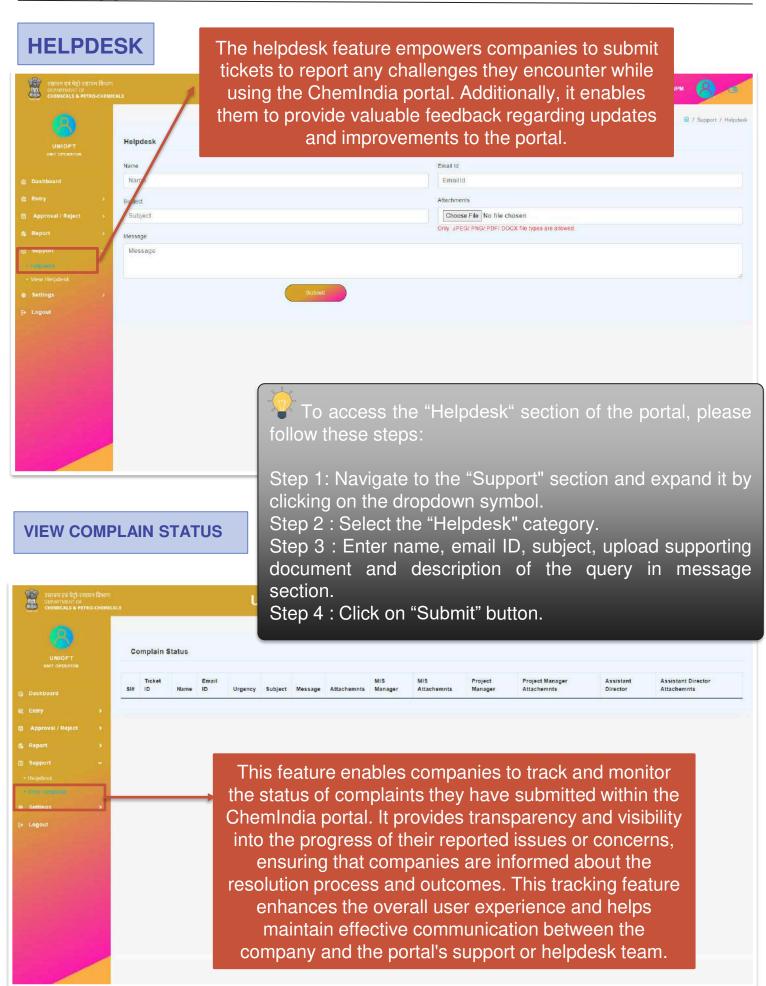
6.5 Reports







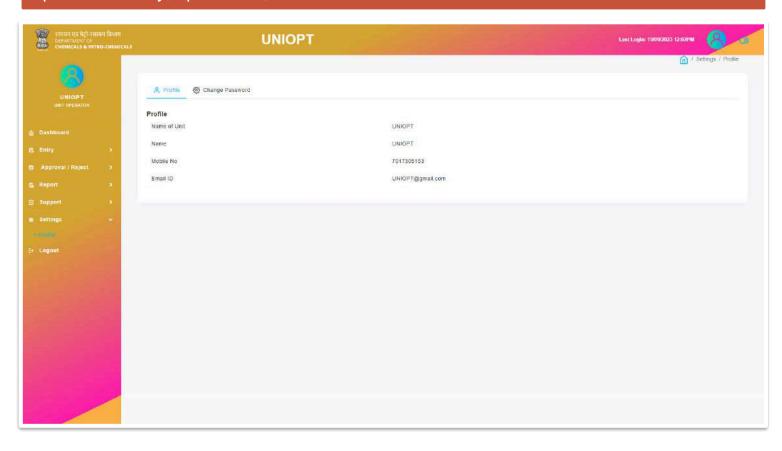




6.7 Settings

PROFILE

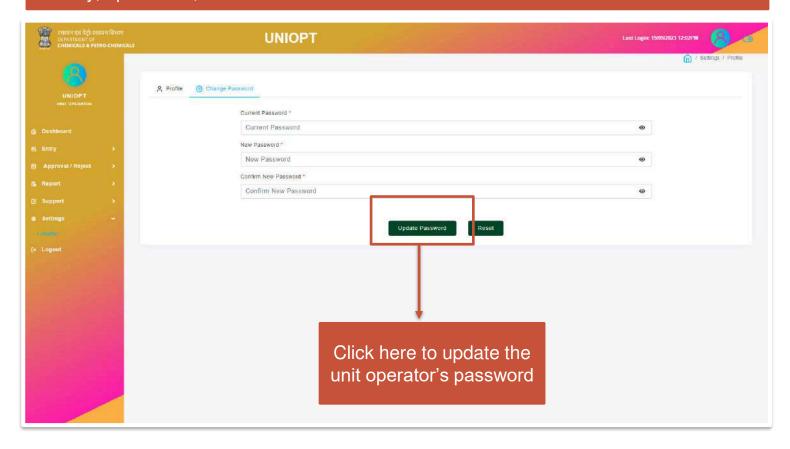
The Profile page of a unit operator within the ChemIndia portal serves as a comprehensive repository of information, providing a detailed overview of the unit's operator identity, operations, and relevant data.



6.7 Settings

CHANGE PASSWORD

The Profile page of a unit operator within the ChemIndia portal serves as a comprehensive repository of information, providing a detailed overview of the unit's identity, operations, and relevant data.



To access the "Profile" section of the portal, please follow these steps:

Step 1: Navigate to the "Settings" section and expand it by clicking on the dropdown symbol.

Step 2: Select the "Profile" category.

Step 3: Enter current password, new password and confirm the new password.

Step 4: Click on "Update Password" button.

* Note – You can reset and modify the information by clicking on "Reset" button.

















