

## HOW TO FILL “NOMINATION FORM” IN NATIONAL SAFETY AWARDS(MINES) SOFTWARE MODULE

A nomination form is required to be filled by the mine(s) provisionally selected for National Safety Awards(Mines), before award function. The mine(s) is required to nominate two persons in the prescribed form; one representing the mine management and other representing the workmen, who will receive the award on behalf of the mine.

As the award is given by Hon'ble President of India, utmost care should be taken in filling the nomination form. The mine(s) is/are required to fill this form only after approval of nominees by the competent authority/owner.

A stepwise guide to fill the nomination details in NSA software module is given below :

Step – 1 : Go to DGMS official website [www.dgms.gov.in](http://www.dgms.gov.in)

Step – 2 : Click National Safety Awards(Mines) Menu



The screenshot displays the official website of the Directorate General of Mines Safety (DGMS), Government of India. The header includes the Government of India logo, the Ministry of Labour and Employment, and the Directorate General of Mines Safety. A search bar is located in the top right corner. The main navigation menu includes links for Home, Site Map, FAQs, DGMS Forms, and Contact Us. Below the navigation menu, there is a section for "Highlights" with a red arrow pointing to the "NSA(Mines)-2017 Notification" link. The "In Focus" section features a banner with the text "स्वच्छता हमारा संकल्प" (Swachhata Hamara Sankalp) and a photo of a group of people. The "From DG's Desk" section contains a text block about the mining sector's contribution to the Indian economy and a photo of a man in a suit. The "Hindi Translation Service" section offers a dropdown menu to translate content from English to Hindi or other languages.

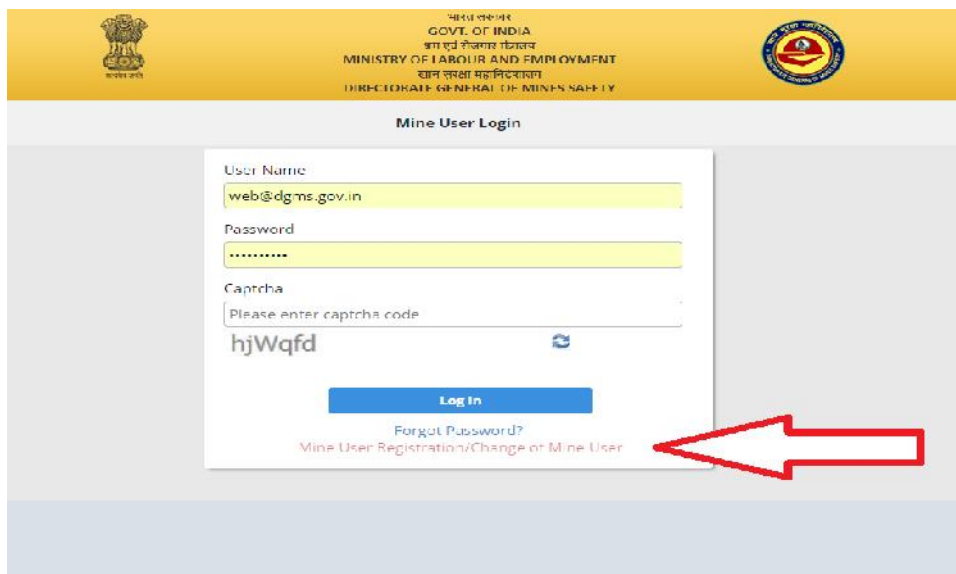
Step – 3 : Select “REGISTER/APPLY ONLINE FOR NATIONAL SAFETY AWARDS(MINES)”



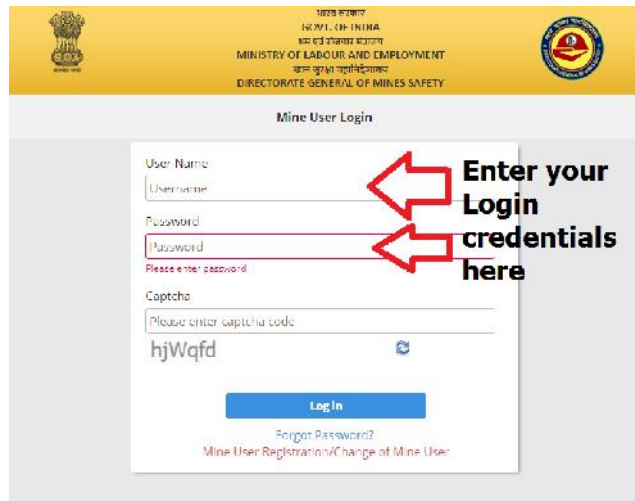
Step – 4 : To fill “Nomination Form” for National Safety Awards(Mines) module and to become representative of mine, you need to be registered either at National Safety Awards(Mines) module or at permission/Relaxation/ exemption module.

However, if user is not registered on NATIONAL SAFETY AWARDS(MINES) software module, he must have to register himself on the said module(s) to fill the “Nomination Form”(especially for NSA, 2015 applicants, who have submitted application in hard copy).

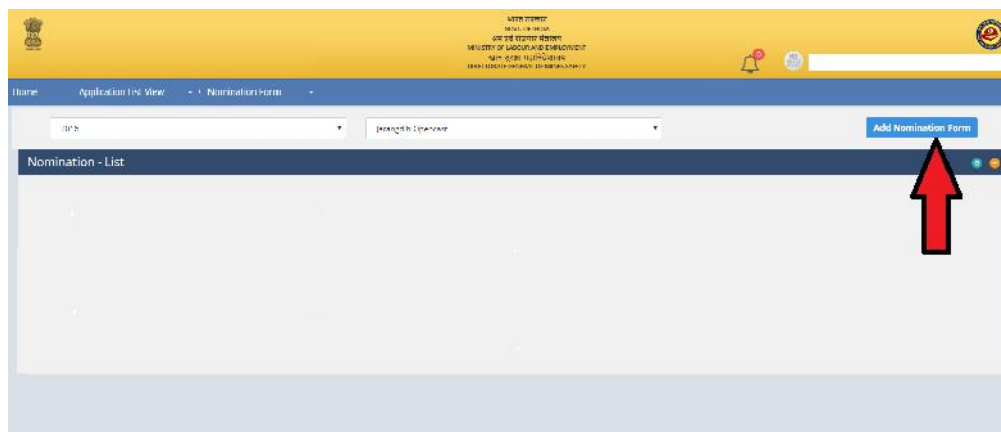
If the user is already registered on the module, he should login using the credentials provided at the time of submission of NSA(Mines) application form.



Step – 5 : Login using your credentials



Step – 5 : After login go to "Nomination Form" Menu



Step – 6 : Fill all the details in "Nomination Form" as all the fields are mandatory.

Step – 7 : Click "Save" after filling all the details.