

Important Instruction for CAPEX

- **Imp : Financial figures are rupees in Crore (rounded to nearest crores) .**
1. If your Login Fails for **more than 5 times** consecutively (attempting wrong username/password) , your Login/Account will be **Locked**.
 2. To re-activate your Locked Login/Account again -
 - a. The Account will be re-activated after **24 hrs automatically** (OR)
 - b. EMail to pseurvey@nic.in for **immediate re-activation**
 3. Do not use the **Browser Back Button** for going back to Previous Page
 4. Kindly **change your Password** immediately after login in the first time.
 5. **In case of No information for a particular field, fill 0 ('Zero').**
 6. Press '**Temprory Save**' **Button for saving** the information and you can **update/edit** the data before '**Final Submission**'.
 7. Press '**Final Submission**' **Button for locking** the information and you can only view the data.
 8. If you want to change the data after '**Final Submission**', please contact your ministry to **update/edit** the data.
 9. If ministry pressing '**Final Submission**' and want to edit the data, please contact to MoU Division to **update/edit** the data.
 10. For receiving Emails as an acknowledgement after successfully data submitted you should **regularly update/edit** the [Master Data For \(CPSEs/Administrative Ministry\)](#).