

SwachhGram

User Manual

<http://Swachhgram.nic.in>

(User_Manual_V1.2)

Amendment Log

Version no.	Date	Brief Description	Section Change
V1.0	08/09/17	Newly Created	All
V1.1	08/09/17	Registration Section	Registration Process for Nodal Officer
V1.2	15/09/17	Home page, Registration of nodal officer	Screens added, sections updated.

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1.0 Introduction

1.1 Audience

Gram Samridhi and **Swachhata Pakwada** from 1- 15 October 2017 is an effort to make the local communities active partners in their own well being. It has two distinct components. The Swachhata Pakhwada would be celebrated in all Gram Panchayats across the country. The second component of Gram Samridhi would be organized under the overall framework of the Mission Antyodaya and would be implemented across 50,000 Gram Panchayats / 5000 Clusters selected by the State Governments for Mission Antyodaya Programme.

1.2 Conventions

The document follows the font settings for Chapter Heading, Sub-Headings at various levels and text as indicated below:

Chapter Heading – Arial Black, 12 pt

Body Text – Arial, 10 pt

The labels related to text fields, buttons, icons etc. have been indicated in bold in the document text.

2.0 Brief Overview

2.1 Introduction

Ministry of Rural Development would be celebrating Gram Samridhi Evam Swachhta Pakhwada from 1st October to 15th October, 2017 in partnership with States/ UTs. Ministry of Rural Development takes up programmes that seek to create an environment for clean villages, participation of people in Gram Sabha meetings, development livelihoods plans for households etc. One of the major objectives of the Pakhwada is also to encourage people in the village, to participate in Gram Sabha Meetings and take up issues for development of the villages. The Pakhwada would have two distinct components. The first component which centres on Gram Sabha Meetings, cleanliness campaigns and public information on different schemes of the Government would be implemented across all Gram Panchayats. The second component of the Pakhwada would be implemented across 50,000 Gram Panchayats / 5000 Clusters selected by the State Governments for Mission Antyodaya Programme.

2.2 Features

The main activities that are to be taken up are the following –

1. **Cleanliness campaigns** are to be conducted in every Gram Panchayat covering all aspects of sanitation – water, use of toilets, solid and liquid resource management, waste to waste through composting and recycling of non- biodegradable waste, cleaning of choked drains, system of liquid waste management, ban on use of plastics, and a thrust on water conservation.
2. **Gram Sabhas** are to be organized in each of the 2.62 lakh gram panchayats of the country on **Gandhi Jayanthi, 2nd October 2017**, with film show, cultural programmes, etc. in the evening. The state Governments should also use intensive IEC to ensure maximum participation of villagers in the Gram Sabhas. The States should ensure that meetings of all committees of elected representatives of the panchayati raj institutions are also held during this period.
3. **Comprehensive Public Information System** for informing public about all Government programmes of all departments, displaying the list of beneficiaries, through wall writing, posters, cell phone based app, public records in the Gram Panchayat office.

2.3 Target Users

GSSP users include Nodal Officers of the respective level ie. State, District, Block, GP etc.

3.0 Annexure - IV

The user is at the home page of the site.



The user clicks on **Login** button and the login screen is displayed.

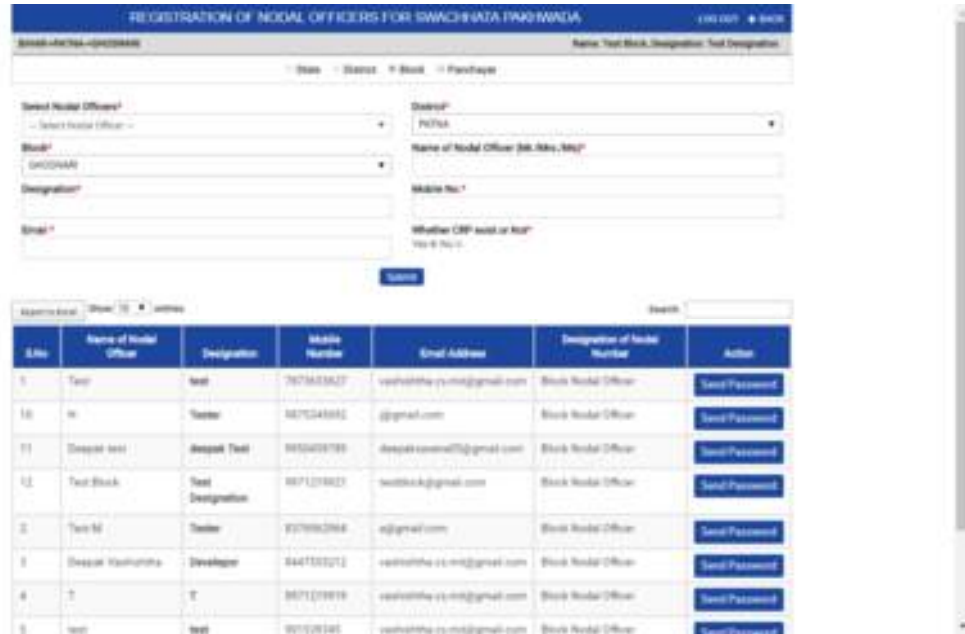


Once the user enters the credentials i.e. (mobile number and password), he is logged into the screen. It is to be noted that **the ministry will register the account of the nodal officer at the State Level and send the credentials to the registered mobile number.**

During his initial login, the user will have the provision to reset his password.

3.1 Registration Module for Nodal Officer

For registration of Nodal officer, the user enters the following details as displayed in the screen –



1. First of all, the user selects the specific level i.e. **State, District, Block or GP**. Once the user is logged in as a particular level i.e. State, District, Block or GP officer, the radio buttons of the level above will be disabled i.e. If the user is logged in as Panchayat level officer, radio buttons of the rest of the hierarchy i.e. State, District, Block will be disabled.
2. Once the level is selected, the user selects the specific option from the **Select Nodal Officer** dropdown corresponding to the level selected earlier i.e. State / District/ Block or GP.
3. Then the name of the officer is entered in the **Name of Nodal Officer** section.
4. The user then enters his designation, mobile number, email address, whether CRP exists or not and uploads the action plan.
5. Once the user enters the details and clicks on **Submit** button, the list of nodal officers is displayed as shown in the screen below.
6. The user can view the data of all the levels of the particular state registered by any user in this page. On clicking on the **Send Password** option, the password is sent to the registered mobile number.

S.No	Field Name	Description
1	Hierarchy level of Nodal Officer i.e. State/ District/ Block/ GP	Description – This field specifies the hierarchy level of the nodal officer i.e. State, District, Block or GP. Validations- It is a radio button field. Mandatory/Optional – This is a mandatory field.
2	Select Nodal Officer	Description – Only the designation corresponding to the particular level of officer will be displayed. Mandatory/Optional – This is a mandatory field.
3	Name of Nodal Officer	Description – This is a text box field Validations- It should include alphabetic characters. Mandatory/Optional – This is a mandatory field.
4	Designation	Description – This is a text box field Validations- It should include alphabetic characters. Mandatory/Optional – This is a mandatory field.
5	Mobile Number	Description – This field specifies the mobile number of the officer. It should be unique. Validation – This field is a text box field and accepts only 10 digit numeric values. Mandatory/Optional – This is a mandatory field.
6	Email Address	Description – This field specifies the email address of the officer. Validation – This field is a text box field and accepts both alphabetic and numeric characters. Mandatory/Optional – This is a mandatory field except at Gram Panchayat level.
7	Upload Action Plan	Description – This includes a button to upload action plan document only by state level user. Once uploaded it cannot be uploaded again. Validations- It should include only a single pdf file and the file should not exceed 4MB. Mandatory/Optional – This is a mandatory field.

3.2 Data Entry for Gram Sabha

You are on the site and are logged in as nodal officer user and the following screen is displayed.



Fields Description

The Fields present on screen are-

S.No	Field Name	Description
1	Date of Gram Sabha	Description – This field specifies the date of Gram Sabha. Validations- This field is a date picker field. It should include a calendar with date between 1 st Oct. 2017- 15 th Oct 2017 Mandatory/Optional – This is a mandatory field.
2	Attendance in Gram Sabha	Description – This field specifies the number of attendees in Gram Sabha. The fields are - Male – This field is a text box field and accepts only numeric values. It should not accept negative values. Female – This field is a text box field and accepts only numeric values. It should not accept negative values. Total – It should automatically calculate and display the total number of females and males. Mandatory/Optional – This is a mandatory field.
3	Photo of Gram Sabha	Description – The user should have the provision to upload photo. Validations- This field can accept a maximum of 4 photos.

		Mandatory/Optional – This is an optional field.
4	Photo of IEC Material Display/ Wall wrtings	Description – The user should have the provision to upload photo. Validations- This field can accept a maximum of 4 photos. Mandatory/Optional – This is an optional field.

Flow

To enter the data for Gram Sabha activity, follow the steps given below:

- 1) The corresponding **State, District, Block** and **Gram Panchayat** are already displayed in the screen as soon as the respective nodal officer logs in.
- 2) The user needs to select the **date of gram sabha** from the calendar.
- 3) The **Male** label should include the number of Male attendees.
- 4) The **Female** label should include the number of Female attendees.
- 5) The **Total** field would automatically display the total number of attendees i.e. the sum of male and female attendees as per the data entered in the previous two fields.
- 6) **Photo of Gram Sabha** and **Photo of IEC Material Display/ Wall wrtings** allows the user to upload only a maximum of 4 photos of the activity.
- 7) The user then clicks the **Submit** button to submit the details and **Reset** button to reset the fields.
- 8) Also, the already submitted data is displayed at the bottom of the screen.

3.3 Data Entry for Krishi Sabha

You are on the site and are logged in as nodal officer user and the following screen is displayed.



Fields Description

The Fields present on screen are-

S.No	Field Name	Description
1	Date of Krishi Sabha	<p>Description – This field specifies the date of Krishi Sabha.</p> <p>Validations- This field is a date picker field. It should include a calendar with date selection between 1st Oct. 2017- 15th Oct 2017</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	Attendance in Gram Sabha	<p>Description – This field specifies the number of attendees in Gram Sabha. The fields are -</p> <p>Male – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Female – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Total - It should automatically calculate and display the total number of females and males.</p> <p>Mandatory/Optional – This is a mandatory field.</p>

3	Photos of Krishi Sabha	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field can accept a maximum of 4 photos.</p> <p>Mandatory/Optional – This is an optional field.</p>
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Flow

To enter the data for Krishi Sabha activity, follow the steps given below:

- 1) The corresponding **State, District, Block** and **Gram Panchayat** are already displayed in the screen as soon as the respective nodal officer logs in.
- 2) The user needs to select the **date of Krishi sabha** from the calendar.
- 3) The **Male** label should include the number of Male attendees.
- 4) The **Female** label should include the number of Female attendees.
- 5) The **Total** field would automatically display the total number of attendees i.e. the sum of male and female attendees as per the data entered in the previous two fields.
- 6) **Photo of Gram Sabha** allows the user to upload only a maximum of 4 photos of the activity.
- 7) The user then clicks the **Submit** button to submit the details and **Reset** button resets the fields.
- 8) Also, the already submitted data is displayed at the bottom of the screen.

3.4 Data Entry for Gram Sabha MGNREGA

You are on the site and are logged in as nodal officer user and the following screen is displayed.



Fields Description

The Fields present on screen are-

S.No	Field Name	Description
1	Date of Gram Sabha	<p>Description – This field specifies the date of Gram Sabha.</p> <p>Validations- This field is a date picker field. It should include a calendar with date selection between 1st Oct. 2017- 15th Oct 2017</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	Attendance in Gram Sabha	<p>Description – This field specifies the number of attendees in Gram Sabha. The fields are -</p> <p>Male – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Female – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Total - It should automatically calculate and display the total number of females and males.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
3	Photo of Gram Sabha	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field can accept a maximum of 4 photos.</p> <p>Mandatory/Optional – This is an optional field.</p>

Flow

To enter the data for the activity, follow the steps given below:

- 1) The corresponding **State, District, Block** and **Gram Panchayat** are already displayed in the screen for the respective nodal officer.
- 2) The user needs to select the **date of Gram sabha** from the calendar.
- 3) The **Male** label should include the number of Male attendees.
- 4) The **Female** label should include the number of Female attendees.
- 5) The **Total** field would automatically display the total number of attendees i.e. the sum of male and female attendees as per the data entered in the previous two fields.
- 6) **Photo of Gram Sabha** allows the user to upload only a maximum of 4 photos of the activity.
- 7) The user then clicks the **Submit** button to submit the details and **Reset** button resets the fields.
- 8) Also, the already submitted data is displayed at the bottom of the screen. There will be a provision to **edit** the already submitted data by the officer.

3.5 Data Entry for Sanitation Activities

Fields Description

The Fields present on screen are-

S.No	Field Name	Description
1	Date of Sanitation Activity	<p>Description – This field specifies the date of Sanitation Activity.</p> <p>Validations- This field is a date picker field. It should include a calendar with date between 1st Oct. 2017- 15th Oct 2017</p>

		Mandatory/Optional – This is a mandatory field.
2	Number of Villages in the GP	<p>Description – This field specifies the number of Villages in the GP.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
3	No. of toilets for which construction started during the campaign	<p>Description – This field specifies the number of toilets constructed – IHHL and Community toilets.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
4	Number of Villages in the GP declared ODF during the campaign	<p>Description – This field specifies the number of villages in the GP declared ODF during the campaign.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field</p>
5	Whether of villages in the GP declared ODF during the campaign	<p>Description – This field specifies whether SLWM plan was made for the GP.</p> <p>Validation – It will consist of radio buttons with fields Yes/No.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
6	No. of soak pits taken up for construction during the campaign	<p>Description – This field specifies the no. of soak pits taken up for construction during the campaign.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field</p>
7	No. of vermicomposting projects started during the campaign	<p>Description – This field specifies the no. of vermicomposting projects started during the campaign.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field</p>
8	Photographs of the sanitation activity	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field can accept a maximum of 4 photos.</p> <p>Mandatory/Optional – This is an optional field.</p>

Flow

To enter the data for Sanitation activity, follow the steps given below:

- 1) The corresponding **State, District, Block** and **Gram Panchayat** are already displayed in the screen for the respective nodal officer.
- 2) The user needs to select the **date of sanitation activity** from the calendar.
- 3) The user needs to enter the **No. of Villages in the GP**.
- 4) Then the user needs to specify **the number of toilets for which construction started during the campaign**. This is further subdivided into **IHHL** and **Community Toilets**. Ministry of Urban Development, Government of India launched **INDIVIDUAL HOUSEHOLD LATRINE (IHHL)** scheme for construction Toilet /Latrine. All Indian citizens can fill application form online for IHHL scheme. This scheme is launched by center central government under the swachh bharat mission. Under the IHHL yojana 25% expenditure will be paid by the applicant and 75% fund will be provided by the central government and state government.
- 5) The **Number of villages in the GP declared ODF during the campaign** should be less than or equal to the **No. of Villages in the GP**.
- 6) After entering values in all the fields, the user clicks the **Submit** button to submit details and **Reset** button to reset the fields.
- 7) Also, the already submitted data is displayed at the bottom of the screen. There will be a provision to **edit** the already submitted data by the officer.

3.6 Data Entry for DAY – NRLM

Sr. No.	Date of NRLM	State	District	Block	Gram Panchayat	Number of SHG members Participated in(Cleanliness drive)	Number of SHG members Started(Using Toilets)	Number of poster related to various activities to Swachhata Pakhwada in the village as awareness campaign	Action
1	10/02/2017	Bihar	Patna	GHOSWAN	GOSW GAON	4	5	6	<input type="button" value="Edit"/>
2	10/02/2017	Bihar	Patna	GHOSWAN	GOSW GAON	3	3		<input type="button" value="Edit"/>
3	10/02/2017	Bihar	Patna	GHOSWAN	GOSW GAON	4	5	6	<input type="button" value="Edit"/>
4	10/02/2017	Bihar	Patna	GHOSWAN	GOSW	4	5	6	<input type="button" value="Edit"/>

Fields Description

The Fields present on screen are-

S.No	Field Name	Description
1	Date of Activity	Description – This field specifies the date of Activity. Validations- This field is To and From field. It should include a calendar with date selection between 1 st Oct. 2017- 15 th Oct 2017 in both selection. Mandatory/Optional – This is a mandatory field.
2	Number of SHG members Participated in 1. Cleanliness drive	Description – This field specifies the number of SHG members participated in Cleanliness drive. Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.

		Mandatory/Optional – This is a mandatory field.
3	Number of SHG members Started 1. Using Toilets	Description – This field specifies the number of SHG members started using toilets. Validation – This field is a text box field and accepts only numeric values. It should not accept negative values. Mandatory/Optional – This is a mandatory field.
4	Number of poster related to various activities to Swachhata Pakhwada in the village as awareness campaign	Description – This field specifies the number of poster displayed related to various activities to Swachhata Pakhwada in the village as awareness campaign. Validation – This field is a text box field and accepts only numeric values. It should not accept negative values. Mandatory/Optional – This is a mandatory field
5	Photographs of the NRLM activity	Description – The user should have the provision to upload photo. Validations- This field can accept a maximum of 4 photos. Mandatory/Optional – This is an optional field.

Flow

To enter the data for Sanitation activity, follow the steps given below:

- 1) The corresponding **State, District, Block** and **Gram Panchayat** are already displayed in the screen for the respective nodal officer.
- 2) After entering values in all the fields, the user clicks the **Submit** button to submit details and **Reset** button to reset the fields.

3.7 Data Entry for RURBAN Mission



Field Description –

S.No	Field Name	Description
1	No. of Approved	<p>Description – This field specifies the number of works approved.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	No. of Commenced	<p>Description – This field specifies the number of works commenced.</p> <p>Validation – This field is a text box field and accepts alphabetic characters.</p> <p>Mandatory/Optional – This is a mandatory field.</p>

Flow

To enter the data, follow the steps given below:

- 1) The corresponding **State, District, Block** and **Gram Panchayat** are already displayed in the screen for the respective nodal officer.
- 2) The **No. of works commenced vis-a-vis number of works approved in ICAPs** will consist of **Number of Approved** and **Number of Commenced**.

- 3) The **number of commenced** should be less than or equal to the **number of approved** works.
- 4) After entering values in all the fields, the user clicks the **Submit** button to submit details and **Reset** button to reset the fields. Also, the already submitted data is displayed at the bottom of the screen.

There will be a provision for the user to **edit** the action of the already submitted activities by the officer.

3.8 Data Entry for PMAY-G

The screenshots show the PMAY-G web application interface. The top screenshot displays the 'Activity Under-taken During the Calibration' table with the following data:

Sr. No.	Description	No. of works	Value	No. of works	Value
1	No. of houses for land acquisition and construction				
2	No. of houses for land acquisition and construction (including construction of common facilities)				
3	No. of houses for land acquisition and construction (including construction of common facilities) (including construction of common facilities)				
4	No. of houses for land acquisition and construction (including construction of common facilities) (including construction of common facilities) (including construction of common facilities)				

The bottom screenshot shows the same table with all fields empty, ready for data entry.

Field Description

S.No	Field Name	Description
1	No. of Units	<p>Description – This field specifies the number of units.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	Details	<p>Description – This field specifies the details of the activities.</p> <p>Validation – This field is a text box field and accepts alphabetic characters.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
3	Date of Activity	<p>Description – This field specifies the date of Activity.</p> <p>Validations- This field is To and From field. It should include a calendar with date selection between 1st Oct. 2017- 15th Oct 2017</p> <p>Mandatory/Optional – This is a mandatory field.</p>
4	Photographs of the activity	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field can accept a maximum of 4 photos.</p> <p>Mandatory/Optional – This is an optional field.</p>

Flow

To enter the data, follow the steps given below:

- 1) The corresponding **State, District, Block** and **Gram Panchayat** are already displayed in the screen for the respective nodal officer.
- 2) An additional row maybe provided for the user to add any other activity in addition to the one given.
- 3) The user can also have the provision to select a single date for the activity in the **Date of Activity** field.
- 4) After entering values in all the fields, the user clicks the **Submit** button to submit details and **Reset** button to resets the fields.

3.9 Data Entry for MGNREGA

The user will have the provision to select either of the date i.e. 2nd October 2017 and 11th October 2017. On selecting the particular date the respective screen is displayed.



Field Description

Day 1 : 2nd October, 2017

S.No	Field Name	Description
1	Activity 1: No. of MGNREGA workers participated in Gram Sabha - Men - Women - Total	Description – This field specifies the number of MGNREGA workers participated in Gram Sabha. Validation – This field is a text box field and accepts only numeric values. It should not accept negative values. Mandatory/Optional – This is a mandatory field.
3.	Activity 2: Selection of Three Self Help Group(SHG) as Village Resource Person(VRP) for Social Audit Name of Self Help Group Member	Description – This field specifies the name of the selected woman Validation – This field is a text box field and accepts only alphabetic characters. Mandatory/Optional – This

		is a mandatory field.
	Name of the Self Help Group	<p>Description – This field specifies the name of the selected woman</p> <p>Validation – This field is a text box field and accepts only alphabetic characters.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
	Mobile No.	<p>Description – This field specifies the mobile number of selected woman.</p> <p>Validation – This field is a text box field and accepts only 10 digit numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is an optional field.</p>
	MNREGA Job Card No.	<p>Description – This field specifies the MNREGA Job Card No. of the selected woman.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is an optional field.</p>
	Age	<p>Description – This field specifies the age of the selected woman.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This</p>

		is a mandatory field.
	Community (SC/ST/OBC/Other)	<p>Description – This field specifies whether the community is SC/ST/OBC/Other</p> <p>Validations- This is drop down list</p> <p>Mandatory/Optional – This is a mandatory field.</p>
	Activity 3: Photo	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field can accept a maximum of 4 photos.</p> <p>Mandatory/Optional – This is an optional field.</p>

Day 2 : 11th October, 2017

S.No	Field Name	Description
1	No. of people participated in Gram Sabha <ul style="list-style-type: none"> - Men - Women - SHG members - Total 	<p>Description – This field specifies the number of people participated in Gram Sabha.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	Are the planning activities being conducted in accordance with the provision of MGNREGAAct	<p>Validations- This is radio button field with buttons Yes/ No.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
3	Are the people present aware of	<p>Validations- This is radio button field with buttons Yes/ No.</p> <p>Mandatory/Optional – This is a mandatory field.</p>

	Mission Water Conservation and Natural Resource Management conducted?	
4	Any observations and suggestions	<p>Description – This field specifies the name of the selected woman</p> <p>Validation – This field is a text box field and accepts only alphabetic characters.</p> <p>Mandatory/Optional – <i>This is a mandatory field.</i></p>
5	Activity 2: Photos of the Gram Sabha	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field can accept a maximum of 4 photos.</p> <p>Mandatory/Optional – This is an optional field.</p>

3.10 Data Entry for Rural Skills

It consist of –

3.10.1 Data to be collected at the state level

This specifies the number of various activities for **Swachhata Pakhwada**. The data to be displayed will be at the state level.



Field Description

S.No	Field Name	Description
1	No. of "Skills Raths" launched in the state.	<p>Description – This field specifies the number of "Skills Raths" launched in the state.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	No. of GPs covered by "Skills Raths" during the campaign	<p>Description – This field specifies the No. of GPs covered by "Skills Raths" during the campaign.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
3	Photos of Skill Raths	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field can accept a maximum of 4 photos.</p> <p>Mandatory/Optional – This is an optional field.</p>

3.10.2 Youth Registration – Skilling (Data to be collected at the GP level)



Field Description

S.No	Field Name	Description
1	Date of Activity	<p>Description – This field specifies the date of Activity.</p> <p>Validations- This field is To and From field. It should include a calendar with date selection between 1st Oct. 2017- 15th Oct 2017</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	No. of Youth Registered	<p>Description – This field specifies the No. of Youths registered during the activity.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>

Flow

To enter the data, follow the steps given below:

1. The corresponding **State, District, Block** and **Gram Panchayat** are already displayed in the screen for the respective nodal officer.
2. After filling the details the user clicks on **Submit** and the details are submitted and **Reset** button resets the fields.
3. Also, the already submitted data is displayed at the bottom of the screen.

3.10.3 Mobilization Camp (Data to be collected at the GP level)



Field Description -

S.No	Field Name	Description
1	Date of Mobilization Camp	<p>Description – This field specifies the date of Activity.</p> <p>Validations- This field is To and From field. It should include a calendar with date selection between 1st Oct. 2017- 15th Oct 2017.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	PIA Name	<p>Description – This field specifies the Name of the PIA.</p> <p>Validation – This field is a text box field and accepts only Alphabetic values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
3	Training Center Name	<p>Description – This field specifies the Name of the PIA.</p> <p>Validation – This field is a text box field and accepts only Alphabetic values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
4	No. of	<p>Description – This field specifies the No. of Mobilization</p>

	<p>Mobilization</p> <p>Camp organized</p>	<p>Camp organized.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
5	<p>Photo Evidence</p>	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field can accept a maximum of 4 photos.</p> <p>Mandatory/Optional – This is an optional field.</p>

Flow

To enter the data, follow the steps given below:

1. The corresponding **State, District, Block** and **Gram Panchayat** are already displayed in the screen for the respective nodal officer.
2. The system should automatically populate the **PIA Name** and **Training Center Name**.
3. After filling the details the user clicks on **Submit** and the details are submitted and **Reset** button resets the fields.

3.10.4 Job Fair (Data to be collected at the Block level)



Field Description

S.No	Field Name	Description
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1	Date of Job Fair	<p>Description – This field specifies the date of Gram Sabha.</p> <p>Validations- This field is a date picker field. It should include a calendar with date selection between 1st Oct. 2017- 15th Oct 2017.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	No. of Job fair organised	<p>Description – This field specifies the No. of job fairs organised</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
3	No. of Employers Mobilised	<p>Description – This field specifies the No. of employers mobilised.</p> <p>Validation – This field is a text box field and accepts only numeric values. It should not accept negative values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
4	Photo Evidence	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field can accept a maximum of 4 photos.</p> <p>Mandatory/Optional – This is an optional field.</p>

Flow

To enter the data, follow the steps given below:

1. The corresponding **State, District, Block** are already displayed in the screen for the respective nodal officer.
2. After filling the details the user clicks on **Submit** and the details are submitted.

3.10.5 Placement by Job Fair (Data to be collected at the Block level)



Field Description

S.No	Field Name	Description
2	No. of Youth Placed	Description – This field specifies the No. of Youths placed. Validation – This field is a text box field and accepts only numeric values. It should not accept negative values. Mandatory/Optional – This is a mandatory field.
4	Photos	Description – The user should have the provision to upload photo. Validations- This field can accept a maximum of 4 photos. Mandatory/Optional – This is an optional field.

Flow

To enter the data, follow the steps given below:

1. The corresponding **State, District, Block** are already displayed in the screen for the respective nodal officer.
2. After filling the details the user clicks on **Submit** and the details are submitted.

4.0 Questionnaire

The registered user has the provision to download the questionnaire in pdf format in public domain. The user can submit the questionnaire entry form after logging into the system.

Questionnaire for Gram Panchayats for survey

Name of the Gram Panchayat				
Block		District		State

1. Please provide details of Gram Panchayat (GP) meetings held during 2016-17.

No. of GP meetings to be conducted annually as per State Panchayat Raj Act (pat number)
No. of GP meetings actually held during 2016-17 (Pat number)

2. Please provide details of Standing Committees meetings of Gram Panchayat during 2016-17.

Sl.No.	Name of Standing Committees at the GP level	No. of meetings to be held annually as per State Panchayat Raj Act	No. of Standing Committee meetings actually held during 2016-17	Major decisions taken
I.				
II.				
III.				
IV.				
V.				
VI.				

3. Gram Sabha:

No. of Gram Sabha to be held in a year as per Panchayati Raj Act (put number)					
No. of Gram Sabha Actually held during 2016-17 (Put number)					
Total number of Gram Sabha members (put number):					
Date on which Gram Sabha held	Percentage of attendance in Gram Sabha	Percentage of Women attendance	Major subjects discussed	Whether Gram Panchayat Development Plan was discussed	Whether signed minutes of the Gram Sabha available

4. Financial details:

Name of fund	Amount received during (Rs.)		Fund utilized	Three major activities undertaken (in terms of amount of expenditure)	Whether converged with other funds to undertake these activities	Whether payments are made online
	2016-16	2016-17				
FFC				I. II. III.	I. II. III.	
SFC				I. II. III.	I. II. III.	
Any other unfund fund				I. II. III.	I. II. III.	

5. Details of Own Source Revenue (OSR)

Year	Own Source of Revenue Mobilisation (OSR) of GP level				
	Tax revenue (e.g. Land & Building Tax/ House Tax/Property Tax etc.)	Non-tax revenue (e.g. user-charges, registration fee, rent etc.)	Others (e.g. Contribution, sponsorship)	Total OSR generated	Three major areas of revenue generation
2015-16					
2016-17					

6. Gram Panchayat Development Plan (GPDP) Details

Whether GPDP has been prepared for 2016-17	Whether approved by Gram Sabha	No. of works/projects approved	Source of funds (mention FFC, SFC, OSR, other fund sources)	No. of works		Whether GPDP uploaded online (Yes/No)
				Completed	Ongoing	

7. Accounts and Audit

	FY 2014-15 (Y/N)	FY 2015-16 (Y/N)	FY 2016-17 (Y/N)
Whether the GP has prepared its annual accounts			
Whether the GP has got audited its account			

8. Details of GP elected representatives and functionaries trained:

Total number of GP EAs	Number of GP EAs trained in 2015-16	Number of GP EAs trained in 2016-17	Training imparted by *(Dist code)	Training received at			
				GP	Block	District	State

Total number of GP functionaries	Number of GP functionaries trained in 2015-16	Number of GP functionaries trained in 2016-17	Training imparted by *(Dist code)	Training received at			
				GP	Block	District	State

9. Exposure visits:

No. of Elected Representatives participated in exposure visit programmes-

Number of visits inside the State and outside the State

10. Please provide information on major three achievements of the Gram Panchayat in last 3 years:

i.	
ii.	
iii.	