

SwachhGram

User Manual

<http://Swachhgram.nic.in>

(User_Manual_V1.1)

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

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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.

1.4 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

3.1 Registration Module for Nodal Officer

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

The screenshot shows a web form titled "Registration of Nodal Officers For Swachhata Pakhwada". The form is set to "State : Punjab". Below this, there are radio buttons for "State", "District", "Block", and "Panchayat", with "State" selected. A "Select Nodal Officer" dropdown menu is open, showing options: "State Nodal Officer", "State Nodal Officer For Survey", and "State Nodal Officer For Higher Education". The "Enter Name" field is empty. To the right, the "Designation" field is labeled "Enter Designation". Below these, there is a red warning message: "** Please enter valid mobile number, because mobile number will be used for generate user id and password for swachhata pakhwada." The "Mobile Number" field is labeled "Enter 10 digits valid Mobile Number". The "Email Address" field is labeled "Enter valid email address". At the bottom, there is an "Upload Action Plan (only pdf format and file size is 4MB)" section with a "Choose File" button (showing "No file chosen") and an "Upload" button (with a tooltip: "(Click Upload button to upload Action plan.)"). A green "Submit" button is at the bottom left.

1. First of all, the user selects the specific level i.e. State, District, Block or GP.
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 **Enter Name** section.
4. The user then enters his designation, mobile number, email address 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. On clicking on the **Send Password** option, the password is sent to the registered mobile number.

10.249.126.80 says:
×

Swachhata Pakhwada Action Plan uploaded successfully !!

State : DemoStateCHANDIGARH

Select Nodal Officer

State Nodal Officer For Higher Education

Name of Nodal Officer (Mr/Mrs/Ms)

State Test Data

Designation

Testing Manager

*** Please enter valid mobile number, because mobile number will be used for generate user id and password for swachhata pakhwada.

Mobile Number

9582008121

Email Address

statetest@gmail.com

Upload Action Plan (only pdf format and file size is 4MB)

9015394767.pdf (Click Upload button to upload Action plan.)

Name of Nodal Officer	Designation	Mobile Number	Email Address	Designation of Nodal Officer	
Disha	SSD	9910132989	bisht.disha.db@gmail.com	State Nodal Officer	<input type="button" value="Send Password"/>
s k suman	SSD	9015394767	bisht.disha.db@gmail.com	District Nodal Officer	<input type="button" value="Send Password"/>
Rajeev Ranjan	CEO	7011518551	rajeevranjan@gmail.com	Block Nodal Officer	<input type="button" value="Send Password"/>
Test Data	XYZ	9956896325	abc@gmail.com	District Nodal Officer For Higher Education	<input type="button" value="Send Password"/>

Processing request...

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	Mandatory/Optional – This is a mandatory field.
3	Name	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. 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

		<p>alphabetic and numeric characters.</p> <p>Mandatory/Optional – This is a mandatory field except at Gram Panchayat level.</p>
7	Upload Action Plan	<p>Description – This includes a button to upload action plan document.</p> <p>Validations- It should include only a single pdf file and the file should not exceed 4MB.</p> <p>Mandatory/Optional – This is a mandatory field.</p>

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.



GRAM SABHA

Data Entry for Gram Sabha (Form 4a)

State	District	Block	Gram Panchayat	Attendance In Gram Sabha			Geo tagged Photo of Gram Sabha	Geo tagged Photo of IEC Material Display Board/ Wall writings
				Male	Female	Total		
Bihar	Patna	Phulwari	Dhibra Panchayat	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Date of Krishi Sabha				<input type="text" value="02-10-201"/> <input type="button" value="Calendar"/>				
								<input type="button" value="Submit"/>

- KRISHI SABHA
- GRAM SABHA MGNREGA
- SANITATION ACTIVITY
- DAY NRLM
- RURBAN MISSION
- PMAY-G
- MGNREGA
- SKILLS
- YOUTH REGISTRATION
- MOBILIZATION CAMP
- JOB FAIR
- PLACEMENT BY JOB

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 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 should accept only one photo.</p> <p>Mandatory/Optional – This is an optional field.</p>
4	Photo of IEC Material Display/ Wall wrtings	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field should accept only one photo.</p> <p>Mandatory/Optional – This is an optional field.</p>

Flow

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

- 1) The corresponding **State, District, Block** and **Gram Panchayat** is 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 one photo each of the activity.
- 7) The user then clicks the **Submit** button to submit the details.

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.



GRAM SABHA	Data Entry for Krishi Sabha (Form 4b)						
	State	District	Block	Gram Panchayat	Attendance in Gram Sabha		
KRISHI SABHA					Male	Female	Total
GRAM SABHA MGNREGA	Bihar	Patna	Phulwari	Dhibra Panchayat	<input type="text"/>	<input type="text"/>	<input type="text"/>
SANITATION ACTIVITY	Date of Krishi Sabha				02-10-2017		
DAY NRLM	<input type="button" value="Submit"/>						
RURBAN MISSION							
PMAY-G							
MGNREGA							
SKILLS							
YOUTH REGISTRATION							
MOBILIZATION CAMP							
JOB FAIR							
PLACEMENT BY JOB							

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>

		Mandatory/Optional – This is a mandatory field.
3	Photo of Krishi Sabha	Description – The user should have the provision to upload photo. Validations- This field should accept only one photo. Mandatory/Optional – This is an optional field.

Flow

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

- 1) The corresponding **State, District, Block** and **Gram Panchayat** is 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 Krishi Sabha** label allows the user to upload only one photo each.
- 7) The user then clicks the **Submit** button to submit the details.

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.



GRAM SABHA	Data Entry for Discussing MNREGA Action Plan (Form 4c) <table border="1"> <thead> <tr> <th rowspan="2">State</th> <th rowspan="2">District</th> <th rowspan="2">Block</th> <th rowspan="2">Gram Panchayat</th> <th colspan="3">Attendance In Gram Sabha</th> <th rowspan="2">Photos of Gram Sabha</th> </tr> <tr> <th>Male</th> <th>Female</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Bihar</td> <td>Patna</td> <td>Phulwari</td> <td>Dhibra Panchayat</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> </tr> <tr> <td colspan="4">Date of Sanitation Activity</td> <td colspan="3"><input type="text" value="02-10-2017"/></td> <td></td> </tr> <tr> <td colspan="7"></td> <td><input type="button" value="Submit"/></td> </tr> </tbody> </table>	State	District	Block	Gram Panchayat	Attendance In Gram Sabha			Photos of Gram Sabha	Male	Female	Total	Bihar	Patna	Phulwari	Dhibra Panchayat	<input type="text"/>	<input type="text"/>	<input type="text"/>		Date of Sanitation Activity				<input type="text" value="02-10-2017"/>											<input type="button" value="Submit"/>
State						District	Block	Gram Panchayat		Attendance In Gram Sabha			Photos of Gram Sabha																							
		Male	Female	Total																																
Bihar		Patna	Phulwari	Dhibra Panchayat	<input type="text"/>	<input type="text"/>	<input type="text"/>																													
Date of Sanitation Activity				<input type="text" value="02-10-2017"/>																																
							<input type="button" value="Submit"/>																													
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GRAM SABHA MGNREGA																																				
SANITATION ACTIVITY																																				
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SKILLS																																				
YOUTH REGISTRATION																																				
MOBILIZATION CAMP																																				
JOB FAIR																																				
PLACEMENT BY JOB																																				

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 should accept only one photo.</p>

		Mandatory/Optional – This is an optional field.
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Flow

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

- 1) The corresponding **State, District, Block** and **Gram Panchayat** is 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** allows the user to upload only one photo each.
- 7) The user then clicks the **Submit** button to submit the details.

3.5 Data Entry for Sanitation Activities



GRAM SAMRIDHI EVAM SWACHHATA PAKHWADA
 ग्राम समृद्धि एवं स्वच्छता पखवाड़ा
 Ministry of Rural Development
 Government of India

GRAM SABHA	Data Entry for Sanitation Activity (Form 4d) <table border="1" style="width: 100%;"> <thead> <tr style="background-color: #0070c0; color: white;"> <th>State</th> <th>District</th> <th>Block</th> <th>Gram Panchayat</th> </tr> </thead> <tbody> <tr> <td>Bihar</td> <td>Patna</td> <td>Phulwari</td> <td>Dhibra Panchayat</td> </tr> <tr> <td colspan="2">Date of Sanitation Activity</td> <td colspan="2">02-10-2017</td> </tr> <tr> <td colspan="2">No. of Villages in the GP</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="2" rowspan="2">No. of works commenced vis-a-vis number of works approved in ICAPs.</td> <td>No. Approved</td> <td><input type="text"/></td> </tr> <tr> <td>No. Commenced</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">Number of villages in the GP declared ODF during the campaign</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="2">Whether of villages in the GP declared ODF during the campaign</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="2">No. of soak pits taken for construction during the campaign</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="2">No. of vermicomposting projects started during the campaign</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td colspan="4" style="text-align: right;"><input type="button" value="Submit"/></td> </tr> </tbody> </table>	State	District	Block	Gram Panchayat	Bihar	Patna	Phulwari	Dhibra Panchayat	Date of Sanitation Activity		02-10-2017		No. of Villages in the GP		<input type="text"/>		No. of works commenced vis-a-vis number of works approved in ICAPs.		No. Approved	<input type="text"/>	No. Commenced	<input type="text"/>	Number of villages in the GP declared ODF during the campaign		<input type="text"/>		Whether of villages in the GP declared ODF during the campaign		<input type="text"/>		No. of soak pits taken for construction during the campaign		<input type="text"/>		No. of vermicomposting projects started during the campaign		<input type="text"/>		<input type="button" value="Submit"/>			
State		District	Block	Gram Panchayat																																							
Bihar		Patna	Phulwari	Dhibra Panchayat																																							
Date of Sanitation Activity		02-10-2017																																									
No. of Villages in the GP		<input type="text"/>																																									
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MOBILIZATION CAMP																																											
JOB FAIR																																											
PLACEMENT BY JOB																																											

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> <p>Mandatory/Optional – This is a mandatory field.</p>
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 SLWM plan was made for the GP	<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>

Flow

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

- 1) The corresponding **State, District, Block** and **Gram Panchayat** is already displayed in the screen as soon as 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 swaksh 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 not exceed the **No. of Villages in the GP.**
- 6) After entering values in all the fields, the user clicks the **Submit** button to submit details.

3.6 Data Entry for DAY – NRLM



GRAM SAMRIDHI EVAM SWACHHATA PAKHWADA
 ग्राम समृद्धि एवं स्वच्छता पखवाड़ा
 Ministry of Rural Development
 Government of India

GRAM SABHA	Data Entry for Day- NRLM (Form 4e)		
KRISHI SABHA	State	District	Block
GRAM SABHA MGNREGA	Bihar	Patna	Phulwari
SANITATION ACTIVITY	Gram Panchayat		
DAY NRLM	Dhibra Panchayat		
RURBAN MISSION	Date of Activity	From	To
PMAY-G		02-10-2017	02-10-2017
MGNREGA	Number of SHG members Participated in		
SKILLS	1. Cleanliness drive		
YOUTH REGISTRATION	Number of SHG members Started		
MOBILIZATION CAMP	1. Using Toilets		
JOB FAIR	Number of poster related to various activities to Swachhata Pakhwada in the village as awareness campaign		
PLACEMENT BY JOB			Submit

Fields Description

The Fields present on screen are-

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 in both selection.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
2	Number of SHG members Participated in 1. Cleanliness drive	<p>Description – This field specifies the number of SHG members participated in Cleanliness drive.</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	Number of SHG members Started 1. Using Toilets	<p>Description – This field specifies the number of SHG members started using 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 poster related to various activities to Swachhata Pakhwada in the village as awareness campaign	<p>Description – This field specifies the number of poster displayed related to various activities to Swachhata Pakhwada in the village as awareness 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>

Flow

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

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

3.7 Data Entry for RURBAN Mission



GRAM SABHA	Data Entry for RURBAN Mission (Form 4f)			
KRISHI SABHA	State	District	Block	Gram Panchayat
GRAM SABHA MGNREGA	Bihar	Patna	Phulwari	Dhibra Panchayat
SANITATION ACTIVITY	No. of works commenced vis-a-vis number of works approved in ICAPs.		No. Approved	No. Commenced
DAY NRLM			<input type="text"/>	<input type="text"/>
RURBAN MISSION				<input type="button" value="Submit"/>
PMAY-G				
MGNREGA				
SKILLS				
YOUTH REGISTRATION				
MOBILIZATION CAMP				
JOB FAIR				
PLACEMENT BY JOB				

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** is 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.

3.8 Data Entry for PMAY-G



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GRAM SABHA	Data Entry for PMAY-G (Form 4g) <table border="1" style="width: 100%; text-align: center;"> <tr style="background-color: #0056b3; color: white;"> <th>State</th> <th>District</th> <th>Block</th> <th>Gram Panchayat</th> </tr> <tr> <td>Bihar</td> <td>Patna</td> <td>Phulwari</td> <td>Dhbra Panchayat</td> </tr> </table> <p style="text-align: center;">ACTIVITY UNDERTAKEN DURING THE CELEBRATION</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">S.no.</th> <th rowspan="2">Activities</th> <th rowspan="2">No. of Units</th> <th rowspan="2">Details</th> <th colspan="2">Date of Activity</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>No. of houses for which Bhoomipujan was conducted</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>02-10-201</td> <td>02-10-201</td> </tr> <tr> <td>2</td> <td>No. of houses for which Grihapraves(house warning) celebration was conducted</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>02-10-201</td> <td>02-10-201</td> </tr> <tr> <td>3</td> <td>If mason traning programme launched in the village, number of candidates enrolled</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>02-10-201</td> <td>02-10-201</td> </tr> <tr> <td>4</td> <td>No. of mason traning certificates distributed</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>02-10-201</td> <td>02-10-201</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Submit"/></p>	State	District	Block	Gram Panchayat	Bihar	Patna	Phulwari	Dhbra Panchayat	S.no.	Activities	No. of Units	Details	Date of Activity		From	To	1	No. of houses for which Bhoomipujan was conducted	<input type="text"/>	<input type="text"/>	02-10-201	02-10-201	2	No. of houses for which Grihapraves(house warning) celebration was conducted	<input type="text"/>	<input type="text"/>	02-10-201	02-10-201	3	If mason traning programme launched in the village, number of candidates enrolled	<input type="text"/>	<input type="text"/>	02-10-201	02-10-201	4	No. of mason traning certificates distributed	<input type="text"/>	<input type="text"/>	02-10-201	02-10-201
State		District	Block	Gram Panchayat																																					
Bihar		Patna	Phulwari	Dhbra Panchayat																																					
S.no.		Activities	No. of Units	Details	Date of Activity																																				
					From	To																																			
1		No. of houses for which Bhoomipujan was conducted	<input type="text"/>	<input type="text"/>	02-10-201	02-10-201																																			
2		No. of houses for which Grihapraves(house warning) celebration was conducted	<input type="text"/>	<input type="text"/>	02-10-201	02-10-201																																			
3		If mason traning programme launched in the village, number of candidates enrolled	<input type="text"/>	<input type="text"/>	02-10-201	02-10-201																																			
4		No. of mason traning certificates distributed	<input type="text"/>	<input type="text"/>	02-10-201	02-10-201																																			
KRISHI SABHA																																									
GRAM SABHA MGNREGA																																									
SANITATION ACTIVITY																																									
DAY NRLM																																									
RURBAN MISSION																																									
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MGNREGA																																									
SKILLS																																									
YOUTH REGISTRATION																																									
MOBILIZATION CAMP																																									
JOB FAIR																																									
PLACEMENT BY JOB																																									

Field Description

S.No	Field Name	Description
1	No. of Units	Description – This field specifies the number of units. 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.
2	Details	Description – This field specifies the details of the activities. Validation – This field is a text box field and accepts alphabetic characters. Mandatory/Optional – This is a mandatory field.
3	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 Mandatory/Optional – This is a mandatory field.
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Flow

To enter the data, follow the steps given below:

- 1) The corresponding **State, District, Block** and **Gram Panchayat** is 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.

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



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GRAM SABHA	State	District	Block	Gram Panchayat
KRISHI SABHA	Bihar	Patna	Phulwari	Dhibra Panchayat
GRAM SABHA MGNREGA	Date		Activity	
SANITATION ACTIVITY	Day1 : 02-10-2011		1. No. of MGNREGA workers participated in Gram Sabha. <input type="text"/>	
DAY NRLM			Women: <input type="text"/>	
RURBAN MISSION			SHG Members <input type="text"/>	
PMAY-G			2. Reading out of report on the last year's progress of MGNREGS implementation: (Comprehensive/Satisfactory / Poor)	
MGNREGA			2.1 Was Social Audit conducted in the last FY? <input type="radio"/> Yes <input type="radio"/> No	
SKILLS			Please Select Finacial year <input type="text" value="2015-16"/>	
YOUTH REGISTRATION			2.2 Was the observation/compliance of the Soical Audit read out? <input type="radio"/> Yes <input type="radio"/> No	
MOBILIZATION CAMP			2.3 Was discussion held on the report? <input type="radio"/> Yes <input type="radio"/> No	
JOB FAIR			2.4 Were objections/feedbacks/differences of opinion noted down by the concern official/functionary? <input type="radio"/> Yes <input type="radio"/> No	
PLACEMENT BY JOB			2.5 List the suggested areas of improvement/important points raised <input type="text"/>	
			Selection of Two Women:-	
	Age :-	<input type="text"/>	Age :-	<input type="text"/>
	Job Cart No. :-	<input type="text"/>	Job Cart No. :-	<input type="text"/>
	Applicant Number :-	<input type="text"/>	Applicant Number :-	<input type="text"/>
	Mobile No. :-	<input type="text"/>	Mobile No. :-	<input type="text"/>
	Date of Selection :-	<input type="text"/>	Date of Selection :-	<input type="text"/>
	<input type="button" value="Submit"/>			

S.No	Field Name	Description
1	No. of MGNREGA workers participated in Gram Sabha - Men - Women - SHG members	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.
2	Reading out of report on the last year's progress of MGNREGS	Description – This field specifies the report on last

	implementation:(Comprehensive/Satisfactory / Poor)	years progress of MGNREGA. Validations- This is radio button field with buttons Yes/No. Mandatory/Optional – This is a mandatory field.
2.1	Was Social Audit conducted in the last FY?	Validations- This is radio button field with buttons Yes/No. Mandatory/Optional – This is a mandatory field.
2.2	Was the observation/compliance of the Social Audit read out?	Validations- This is radio button field with buttons Yes/No. Mandatory/Optional – This is a mandatory field.
2.3	Was discussion held on the report?	Validations- This is radio button field with buttons Yes/No. Mandatory/Optional – This is a mandatory field.
2.4	Were objections/feedbacks/differences of opinion noted down by the concern official/functionary?	Validations- This is radio button field with buttons Yes/No. Mandatory/Optional – This is a mandatory field.
2.5	List the suggested areas of improvement/important points raised	Description – This field provides the suggested areas of improvement/important points raised. Validation – This field is a text box field and accepts only alphanumeric values. Mandatory/Optional – This is a mandatory field.
3.	Selection of Two Women- Name of the Woman	Description – This field specifies the name of the

		<p>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>
	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 is a mandatory 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>
	MNREGA Applicant No.	<p>Description – This field specifies the MNREGA Applicant 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>
	Mobile No.	<p>Description – This field specifies the mobile number of</p>

		<p>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>
	Date of selection in Gram Sabha	<p>Description – This field specifies the date of selection in 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>
	Was selection done in Gram Sabha ?	<p>Description – This field specifies whether the selection of the women was done in Gram Sabha</p> <p>Validations- This is radio button field with buttons Yes/No.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
	Photo	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field should accept only one photo.</p> <p>Mandatory/Optional – This is an optional field.</p>

Day 2 : 11th October, 2017



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swachhgram.nic.in
Entry Formats

State	District	Block	Gram Panchayat
Bihar	Patna	Phulwari	Dhriba Panchayat

GRAM SABHA KRISHI SABHA GRAM SABHA MGNREGA SANITATION ACTIVITY DAY NRLM RURBAN MISSION PMAY-G MGNREGA SKILLS YOUTH REGISTRATION MOBILIZATION CAMP JOB FAIR PLACEMENT BY JOB	Day2: 10/11/2017	1. Number of people participated in Gram Sabha <input type="text"/> 1.1 Women: <input type="text"/> 1.2 SHG Members <input type="text"/> Was the plan discussed in Gram Sabha? (Yes/No) 3. Has the pre-planning exercise been carried out? 3.1 If no, mentions reason/s..... 3.2 Did the technical Resource Person support the preparation of plan? <input type="radio"/> Yes <input type="radio"/> No 3.3 Were there facilitators from village utilized for the preparation of draft plan? <input type="radio"/> Yes <input type="radio"/> No 3.4 Reading out of the draft plan prepared by the GP (with the help of Technical Resource Person and facilitators from the village) for the FY 2018-19 (Comprehensive/Satisfactory / Poor) 3.5 Discussion on the proposal for the FY 2018-19, in presence of all Stakeholder? <input type="radio"/> Yes <input type="radio"/> No 3.6 Was there enough time provided for an open discussion with all the stakeholders? <input type="radio"/> Yes <input type="radio"/> No
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3.7 Was the discussion interactive? <input type="radio"/> Yes <input type="radio"/> No 3.8 Was the Plan Approved by the Gram sabha? <input type="radio"/> Yes <input type="radio"/> No 3.9 Was a list of specific works approved by the Gram Sabha? <input type="radio"/> Yes <input type="radio"/> No 4. Were various activities and awareness programme on Mission Wate Conversation jand Natural Resource Management conducted? <input type="radio"/> Yes <input type="radio"/> No 5. Any other observation and suggestion. 6. photographs of the day's progress to be uploaded. <input type="text"/> Selection of Two Women:- Age :- <input type="text"/> Age :- <input type="text"/> Job Cart No. :- <input type="text"/> Job Cart No. :- <input type="text"/> Applicant Number :- <input type="text"/> Applicant Number :- <input type="text"/> Mobile No. :- <input type="text"/> Mobile No. :- <input type="text"/> Date of Selection :- <input type="text"/> Date of Selection :- <input type="text"/> Submit
--

S.No	Field Name	Description
1	No. of people	Description – This field specifies the number of people

	<p>participated in Gram Sabha</p> <ul style="list-style-type: none"> - Men - Women - SHG members 	<p>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	<p>Was the plan discussed in Gram Sabha> (Yes/No)</p>	<p>Description – This field specifies whether the plan was discussed in Gram Sabha</p> <p>Validations- This is radio button field with buttons Yes/ No.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
3	<p>Has the pre-planning exercise been carried out? If no. mentions reason/s</p>	<p>Description – This field provides the reasons for not carrying out the planning exercise.</p> <p>Validation – This field is a text box field and accepts only alphanumeric values.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
	<p>Did the technical Resource Person support the preparation of plan?</p>	<p>Description – This field specifies whether the technical Resource Person is supportive of the preparation of plan?</p> <p>Validations- This is radio button field with buttons Yes/ No.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
	<p>Were there facilitators from village utilized for the preparation of draft plan?</p>	<p>Validations- This is radio button field with buttons Yes/ No.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
	<p>Discussion on the proposal for the FY 2018-19, in presence of all Stakeholder?</p>	<p>Validations- This is radio button field with buttons Yes/ No.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
	<p>Was there enough time provided for an open discussion with all the stakeholders?</p>	<p>Validations- This is radio button field with buttons Yes/ No.</p> <p>Mandatory/Optional – This is a mandatory field.</p>
	<p>Was the</p>	<p>Validations- This is radio button field with buttons Yes/ No.</p>

	discussion interactive?	Mandatory/Optional – This is a mandatory field.
	Was the Plan Approved by the Gram sabha?	Validations- This is radio button field with buttons Yes/ No. Mandatory/Optional – This is a mandatory field.
	Was a list of specific works approved by the Gram Sabha	Validations- This is radio button field with buttons Yes/ No. Mandatory/Optional – This is a mandatory field.
	Were various activities and awareness programme on Mission Waste Conversation and Natural Resource Management conducted?	Validations- This is radio button field with buttons Yes/ No. Mandatory/Optional – This is a mandatory field.
	Any other observation and suggestion.	Description – This field provides space for other observations and suggestions. Validation – This field is a text box field and accepts only alphanumeric values. Mandatory/Optional – This is an optional field.
	Photographs of the day's progress to be uploaded.	Description – The user should have the provision to upload photo. Validations- This field should accept only one photo. Mandatory/Optional – This is an optional field.
	Selection of Two Women- Name of the Woman	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 – <i>This is a mandatory field.</i>
	Age	Description – This field specifies the age of the selected woman. 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.

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>
MNREGA Applicant No.	<p>Description – This field specifies the MNREGA Applicant 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>
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>
Date of selection in Gram Sabha	<p>Description – This field specifies the date of selection in 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>
Was selection done in Gram Sabha ?	<p>Description – This field specifies whether the selection of the women was done in Gram Sabha</p> <p>Validations- This is radio button field with buttons Yes/ No.</p> <p>Mandatory/Optional – This is a mandatory 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.



GRAM SABHA	Data Entry for Rural Skills (4i) <table border="1"> <thead> <tr> <th>State</th> <th>District</th> <th>Block</th> <th>Gram Panchayat</th> </tr> </thead> <tbody> <tr> <td>Bihar</td> <td>Patna</td> <td>Phulwari</td> <td>Dhibra Panchayat</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Activities of Swachhata Pakhwada</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>No. of "Skills Raths" launched in the state.</td> <td><input type="text"/></td> </tr> <tr> <td>2.</td> <td>No. of GPs covered by "Skills Raths" during the campaign</td> <td><input type="text"/></td> </tr> </tbody> </table> <div style="text-align: right;"><input type="button" value="Submit"/></div>	State	District	Block	Gram Panchayat	Bihar	Patna	Phulwari	Dhibra Panchayat	S.No.	Activities of Swachhata Pakhwada	Number	1.	No. of "Skills Raths" launched in the state.	<input type="text"/>	2.	No. of GPs covered by "Skills Raths" during the campaign	<input type="text"/>
State		District	Block	Gram Panchayat														
Bihar		Patna	Phulwari	Dhibra Panchayat														
S.No.		Activities of Swachhata Pakhwada	Number															
1.		No. of "Skills Raths" launched in the state.	<input type="text"/>															
2.		No. of GPs covered by "Skills Raths" during the campaign	<input type="text"/>															
KRISHI SABHA																		
GRAM SABHA MGNREGA																		
SANITATION ACTIVITY																		
DAY NRLM																		
RURBAN MISSION																		
PMAY-G																		
MGNREGA																		
SKILLS																		
YOUTH REGISTRATION																		
MOBILIZATION CAMP																		
JOB FAIR																		
PLACEMENT BY JOB																		

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>

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



GRAM SABHA	Data Entry for Youth Registration - Skilling			
KRISHI SABHA	State	District	Block	Gram Panchayat
GRAM SABHA MGNREGA	Bihar	Patna	Phulwari	Dhibra Panchayat
SANITATION ACTIVITY	Date of Activity		No. of youth registered	
DAY NRLM	From	To		
RURBAN MISSION	<input type="text" value="02-10-2017"/>	<input type="text" value="02-10-2017"/>	<input type="text"/>	
PMAY-G	<input type="button" value="Submit"/>			
MGNREGA				
SKILLS				
YOUTH REGISTRATION				
MOBILIZATION CAMP				
JOB FAIR				
PLACEMENT BY JOB				

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** is 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.

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



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GRAM SABHA	Data Entry for Mobilization Camp <table border="1"> <thead> <tr> <th>State</th> <th>District</th> <th>Block</th> <th colspan="3">Gram Panchayat</th> </tr> </thead> <tbody> <tr> <td>Bihar</td> <td>Patna</td> <td>Phulwari</td> <td colspan="3">Dhibra Panchayat</td> </tr> <tr> <th colspan="2">Date of Mobilization Camp</th> <th>PIA Name</th> <th>Traning Center Name</th> <th>No. of Mobilization Camp Organised</th> <th>Photo Evidence</th> </tr> <tr> <th>From</th> <th>To</th> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02-10-2017</td> <td>02-10-2017</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5"></td> <td align="right">Submit</td> </tr> </tbody> </table>	State	District	Block	Gram Panchayat			Bihar	Patna	Phulwari	Dhibra Panchayat			Date of Mobilization Camp		PIA Name	Traning Center Name	No. of Mobilization Camp Organised	Photo Evidence	From	To					02-10-2017	02-10-2017										Submit
State		District	Block	Gram Panchayat																																	
Bihar		Patna	Phulwari	Dhibra Panchayat																																	
Date of Mobilization Camp		PIA Name	Traning Center Name	No. of Mobilization Camp Organised	Photo Evidence																																
From		To																																			
02-10-2017		02-10-2017																																			
					Submit																																
KRISHI SABHA																																					
GRAM SABHA MGNREGA																																					
SANITATION ACTIVITY																																					
DAY NRLM																																					
RURBAN MISSION																																					
PMAY-G																																					
MGNREGA																																					
SKILLS																																					
YOUTH REGISTRATION																																					
MOBILIZATION CAMP																																					
JOB FAIR																																					
PLACEMENT BY JOB																																					

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 Mobilization Camp organized	<p>Description – This field specifies the No. of Mobilization Camp organized.</p> <p>Validation – This field is a text box field and accepts only</p>

		numeric values. It should not accept negative values. Mandatory/Optional – This is a mandatory field.
5	Photo Evidence	Description – The user should have the provision to upload photo. Validations- This field should accept only one photo. Mandatory/Optional – This is a mandatory field.

Flow

To enter the data, follow the steps given below:

1. The corresponding **State, District, Block** and **Gram Panchayat** is 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.

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



GRAM SABHA	<p>Data Entry for Job Fair</p> <table border="1"> <thead> <tr> <th>State</th> <th>District</th> <th>Block</th> <th>Gram Panchayat</th> </tr> </thead> <tbody> <tr> <td>Bihar</td> <td>Patna</td> <td>Phulwari</td> <td>Dhibra Panchayat</td> </tr> <tr> <td>Date of Job Fair</td> <td>No. of Job Fair Organized</td> <td>No. of Employers Mobilised</td> <td>Photo Evidence</td> </tr> <tr> <td><input type="text" value="02-10-201"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="3"></td> <td align="right"><input type="button" value="Submit"/></td> </tr> </tbody> </table>	State	District	Block	Gram Panchayat	Bihar	Patna	Phulwari	Dhibra Panchayat	Date of Job Fair	No. of Job Fair Organized	No. of Employers Mobilised	Photo Evidence	<input type="text" value="02-10-201"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="button" value="Submit"/>
State		District	Block	Gram Panchayat																	
Bihar		Patna	Phulwari	Dhibra Panchayat																	
Date of Job Fair		No. of Job Fair Organized	No. of Employers Mobilised	Photo Evidence																	
<input type="text" value="02-10-201"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>																	
			<input type="button" value="Submit"/>																		
KRISHI SABHA																					
GRAM SABHA MGNREGA																					
SANITATION ACTIVITY																					
DAY NRLM																					
RURBAN MISSION																					
PMAY-G																					
MGNREGA																					
SKILLS																					
YOUTH REGISTRATION																					
MOBILIZATION CAMP																					
JOB FAIR																					
PLACEMENT BY JOB																					

Field Description

S.No	Field Name	Description
1	Date of Job Fair	Description – This field specifies the date of Gram Sabha. Validations- This field is a date picker field. It should include a

		calendar with date selection between 1 st Oct. 2017- 15 th Oct 2017. Mandatory/Optional – This is a mandatory field.
2	No. of Job fair organised	Description – This field specifies the No. of job fairs organised 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	No. of Employers Mobilised	Description – This field specifies the No. of jemployers Mobilised. 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	Photo Evidence	Description – The user should have the provision to upload photo. Validations- This field should accept only one photo. Mandatory/Optional – This is a mandatory field.

Flow

To enter the data, follow the steps given below:

1. The corresponding **State, District, Block** is 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)



GRAM SABHA	Data Entry for Placement By Job Fair		
KRISHI SABHA	State	District	Block
GRAM SABHA MGNREGA	Bihar	Patna	Phulwari
SANITATION ACTIVITY	No. of Youth Placed		Gram Panchayat
DAY NRLM	<input type="text"/>		<input type="text"/>
RURBAN MISSION	<input type="button" value="Submit"/>		
PMAY-G			
MGNREGA			
SKILLS			
YOUTH REGISTRATION			
MOBILIZATION CAMP			
JOB FAIR			
PLACEMENT BY JOB			

Field Description

S.No	Field Name	Description
2	No. of Youth Placed	<p>Description – This field specifies the No.of Youths placed.</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	Photos	<p>Description – The user should have the provision to upload photo.</p> <p>Validations- This field should accept only one photo.</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** is 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 the pdf format from the website. The user can fill the fields and enter it into the site.

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 Panchayati Raj Act (put number):
No. of GP meetings actually held during 2016-17 (Put 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 Panchayati 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
	2015-16	2016-17				
FFC				i. ii. iii.	i. ii. iii.	
SFC				i. ii. iii.	i. ii. iii.	
Any other untied fund				i. ii. iii.	i. ii. iii.	

5. Details of Own Source Revenue (OSR)

Year	Own Source of Revenue Mobilization (OSR) at 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 income 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 ERs	Number of GP ERs trained in 2015-16	Number of GP ERs trained in 2016-17	Training imparted by *(Use 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 *(Use code)	Training received at			
				GP	Block	District	State

9. Exposure visits:

No. of Elected Representatives participated in exposure visit programme-

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	