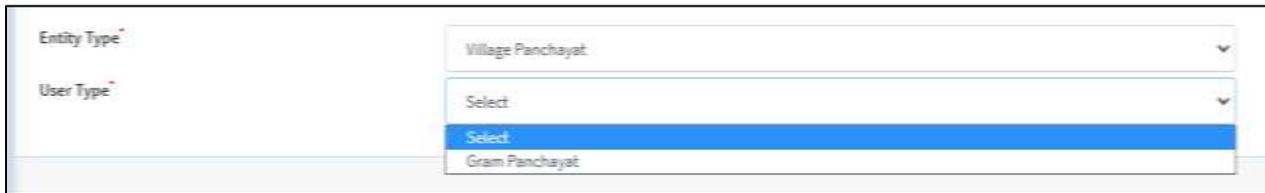


## Standard Operative Procedure: Regarding Panchayat Award Users

1. All type of users (All roles) created as per the LGD count available for the said appraisal year.
2. The created users of all roles are visible under **Stateadmin login**.
3. After login, in left side of menu panel. Click on **Reports→User details**.
4. Select the role wise hierarchy, '**Entity type**' (See Image 1 below) and '**User type**'(see Image 1 below)



The screenshot shows a form with two dropdown menus. The first dropdown, labeled 'Entity Type', is open and displays a list of options: 'Select', 'State', 'District Panchayat', 'Intermediate Panchayat', and 'Village Panchayat'. The second dropdown, labeled 'User Type', is currently closed and shows 'Select'.



The screenshot shows the same form as above. In the 'Entity Type' dropdown, 'Village Panchayat' is selected. In the 'User Type' dropdown, 'Gram Panchayat' is selected.

5. Download user list using '**Export to excel**' option on right hand (As shown in the image)



6. The default passwords are already shared with the states.
7. Once the user login in to portal, corresponding user hierarchy will be displayed as per below screen



The screenshot shows a form titled 'Assigned Unit'. It has three dropdown menus: 'State' with 'MADHYA PRADESH' selected, 'Select Entity' with 'StateDepartment' selected, and 'Assigned Unit' with 'DEPARTMENT OF PANCHAYATI RAJ AND RD' selected. At the bottom right, there are two buttons: 'Submit' (green) and 'Clear' (blue).

8. User needs to view and verify it. If hierarchy is NOT correct then user should not proceed further and should approach to state officials for the correct credentials / User login id.
9. If hierarchy is correct, the user will be prompted for set the new password on first login attempt with default password. **New password** must have minimum 8 characters, one upper, one lower, one special character.  
**Note: User must keep this password in safe custody and should not be share with anyone.**
10. For **resetting the password**, user needs to contact the corresponding higher tier.
11. In case of **forget the password**, user have to again contact state admin to generate new password.

## How to create the Committee User for themes assessment at Block/District and State Level

Respective user have to login at <http://panchayataward.gov.in> with appropriate login credentials of BPPAC/DPPAC/SPPAC.

1. On the left hand side, two menu option appear, **Committee member** and **Committee Team**.
2. Click **Committee member → Add**, fill in the details as 'first name', 'last name', 'mobile number', and 'Committee member department', and click on **Save**.
3. After entry of committee members, constitute committee using **Committee team →Add**. Fill in all the details, add committee members one by one and save the details.

**Note: At-least two members should be in a Team. And one will be treated as Head of Committee.**

4. Now Click **Committee team→ Manage**, on the right hand side, Click on **Create user** will create the user for that specific theme.
5. Enter the password as per the need. Password can be reset as per usual process.

**Note : Facility is given to constitute one team for all the themes or separate team for separate theme.**

6. Created user details can be view using **Committee team → Manage** click on **View**
7. If the user is created then View/Modify/Delete) options are available in **Committee team →Manage** .