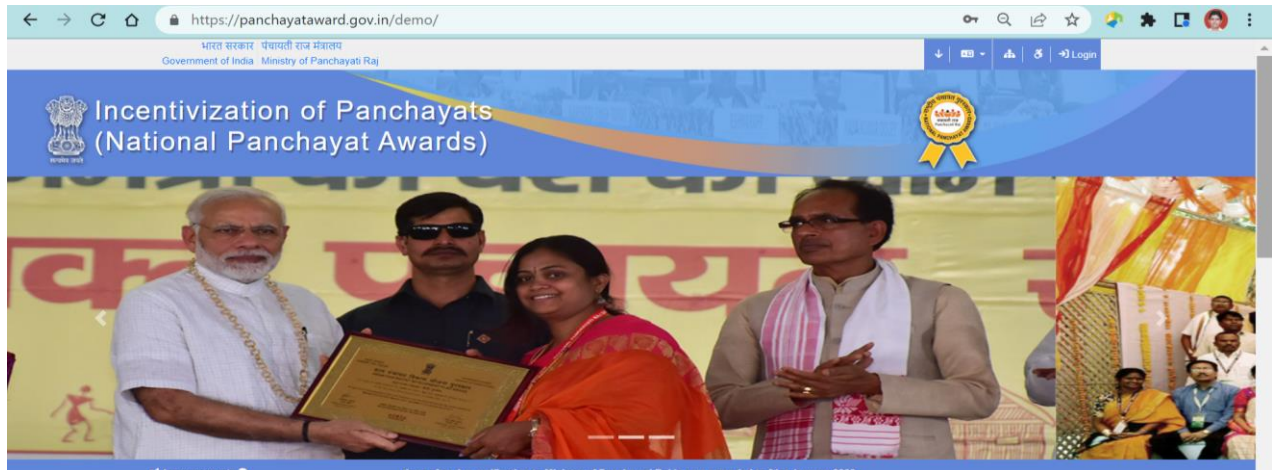


SoP -- Orientation Programme

1. Open the National Panchayat Award Portal : <https://panchayataward.gov.in/demo>



2. The Questionnaire prepared by Ministry (Center) will be frozen and published.

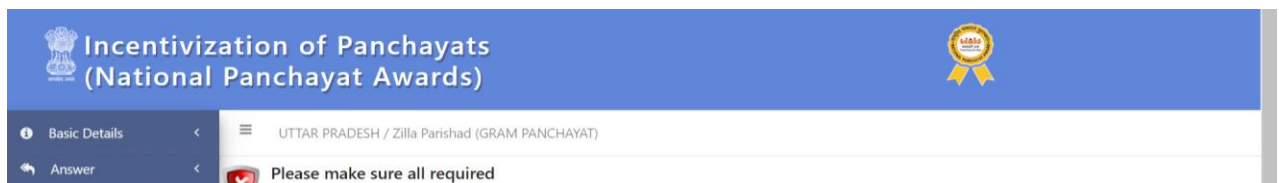
3. Now State Admin will login using their user ID eg. up-stateadmin, and state has to publish the questionnaire of all themes. And before publishing questionnaire, this year, state will not be allowed to configure their own workflow, as all GPs will be accessed at BPPAC, DPPAC and SPPAC level.

4. After publishing, panchayat user will be able to allow the answer. In following screen user will have to verify the user detail and Click **Submit** button to Confirm

5. On Confirming the user details, panchayat user will get following screen :

a. Basic Details

b. Answer Details



Basic Details →Add : It will display the basic details such as Sarpanch Name, Mobile No, Email ID, PinCode, No of House Hold, No of School, No of Anganwadi, PFMS map Bank Account details etc.

Basic Details →Manage : It will be used to modify the already stored basic details.

Answer → Add : Panchayat user has to select the Award Type and Theme Name(Both will be same), in the following screen:

Now the Answer details screen appeared, which will display all the questions Nos to be answered in the respective thematic award .

- Panchayat user can select **Previous or Next Button** to navigate OR Can go to any Questions directly by Click on specific number 1,2,3,...12,13,14 in left pan.
- Non Attempted or wrongly answered question no will be highlighted as Red

Save Answer : After answering all questions, to save them user have to Click on **Save** Button.

Modify Answer : User has to select left menu **Answer → Manage → Modify Option** (All saved questions will appear in same order)

File Upload/attachment as supportive documents: Before freezing , File upload is mandatory in few questions. Other validations are:

- Special Characters (!@#\$%^&*()),double dots .. filename..pdf)are not allowed in file title/name.
- Specified File size will 300 KB for each uploaded document.
- Scanning of document should be in PDF/JPG only and should NOT be done by any pirated software tools, due to cyber security concern.

Permanently freeze answers: If file upload is not done against earmarked questions,then freezing is NOT allowed.

- **Answer → Manage → Freeze -->** Allow to freeze the answered questionnaire permanently, after that user can not modified answer.
- User can download answered PDF using **Answer →Manage → Download PDF**

Important Note :

- User should save the answered questions one by one to avoid network connectivity or slow connectivity. The maximum session time 30 minutes is kept for the benefit of panchayat user
- Later on using Answer→Manage→Modify (User can modify the answer, till the final freezing of answer).
- To avoid last cut off date rush, user be advised to fill up their questionnaire and freeze them

- The respective shortlisted master trainer (trained on 16th to 18th @Delhi)will organise the training for panchayat level functionaries and line department officials .
- Orientation conducted on entry of Basic details and answer for each thematic award using State/District/Block users. **Orientation -> Add and Manage**

- State team will monitor the orientation programme on regular basis and take corrective actions for conducting orientation for more and more officials/resource persons.
- State can monitor till district level orientation conducted.
- **Orientation Report Format:**

Monitoring of Gram Panchayat Answer Nominations:

- [illegible]