

Local Government Directory (LGD)

User Manual (Land Regions) (NICSI-LGD-USER MANUAL V6.0)

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Ministry of Communications & Information Technology
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Introduction

Audience

Local Government Directory is one of the core application area identified under Panchayat Mission Mode Project (e-Panchayat MMP). It has been developed by National Informatics Centre, Ministry of Information Technology, and Govt. of India for Ministry of Panchayat Raj for effective maintenance of information about local governments of all types and regions by including urban local governments and local governments for Sixth Schedule Areas.

Local Government Directory will be used by the Central and state departments who are responsible for forming and managing new states/UTs, new districts, new sub-districts, new villages and new Local Government bodies as well as changing their status , name and formation. The officials of these departments are with no technical skills or with basic technical skills.

Purpose of this document

This document attempts to describe the operational aspects of **Local Government Directory (LGD)** with a view to assist all those who will be using LGD. The document provides step-wise instructions for handling various aspects of the software with visual screens for easy and better understanding. It also describes the error messages encountered while working with the software with appropriate remedial actions required to be taken by you.

Document Organization

The document is divided in to four chapters.

Chapter 1: Introduction – This Chapter provides an Introduction to the document describing the intended audience, purpose of the document, conventions adopted in the document, references and contact address for reporting the problems, encountered, if any while using the software or related with this document.

Chapter 2: Brief Overview – This Chapter gives an overview of the software with a broad list of features offered by it.

Chapter 3: Minimum System Requirements – This chapter provides information about the minimum system requirement.

Chapter 4: General/Common Operating Instructions – This chapter provides instruction on how to invoke the package.

Chapter 5: Specific Operating Instructions – This Chapter provides specific operating instructions for each of the features offered by the software. The feature description includes a general description of the feature, screen description wherever applicable, step-wise instructions for carrying out the operation, what happens after the operation is successfully executed, what more can be done from the current screen and a list of messages that you might encounter while carrying out the operation.

Conventions

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

Chapter Heading – Style h1

Sub-Heading Level 1 – Style H2

Sub Heading Level 2 – Arial Black, 10 pt

Sub Heading Level 3 – Arial, 10 pt, Bold

Body Text – Arial, 10 pt

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

References

1. User Manual Template (NIC-TPL-004 version 1.1) prescribed as per NIC Quality Standards.
2. Software Requirements Specifications Document for LGD (Local Government Directory_SRSv1_1_5)

Definitions/Glossary

This section gives a glossary of terms used in the rest of the document.

Term	Description
Actor	Is a role assumed by a user while using the use case. A role defines what activities the actor can perform in Local Government Directory.
Assembly Constituency	The body of voters of an area represented by Member of Legislative Assembly.
Category of Local Government Body	Local government bodies can broadly be categorized into Rural or Urban i.e. the local government body can be for rural areas or for urban areas.
Contributing State	A State that is giving away some or all of its part for the creation of another state. Same definition applies for District/ Sub-district/Village/Local Body
Coverage Type	Whether the covered area is fully covered under an entity or partially covered.
Covered Area	The area that is covered by an entity like Local Body. The covered area of village panchayat is defined in terms of villages.
Delimitation	The covered area of a local body, Parliament constituency or Assembly constituency.
Gazette	A directory which keeps record of all the government orders.
Gazette Publication Date	The date on which a Government order is published in the Gazette.
Land Region Entity	A geographic area with a well-defined boundary.
LGD	Local Government Directory

Term	Description
Local Government Body	Also called as Local Body is the government of local area like a district, sub-district or of a village
Local Government Type	Depending upon the way they are setup, the size of electoral and other factors, the local government bodies are segregated into different types. Some of the types are Municipal Corporation, District Panchayat, Village Panchayat and Village Development Councils etc. Each type will fall into either Rural or Urban category.
Nodes of GIS map	A node is a point with a latitude and longitude value. Any land region entity (State, District, Sub-district, and village) is a collection of nodes forming a polygon defining the boundary of the land region entity.
Nomenclature of Local Bodies	The name with which a type of local government body is called as in a state
Government order	Government Order issued to declare any changes made in land region setup or local government setup.
Government order Template	The template or model used to prepare a government order.
Panchayati Raj Institution or Panchayat	It means an institution of self-Government established under Part IX of Constitution of India for Rural areas, whether at the level of a village or of a block or district
Parliament Constituency	The body of voters of an area represented by Member of Parliament.
Parent of Local Government Body	Local Government Body of the immediate higher tier under whose purview or covered area the mentioned local government body comes in.
Part IX of Constitution of India	Defines all terms related to Panchayati Raj Institutions.
Part IXA of Constitution of	Defines all terms related to urban local bodies such as

Term	Description
India	municipalities.
Publish Government order	Make the government order public, so that the changes mentioned in the government order become effective.
RLB	Rural Local Body , a category of local bodies for rural areas.
Role	A role defines what activities the actor can perform in Local Government Directory. Roles provided in Local Government Directory include Central Administrator, state Administrator, Land Region Manager, Local Government Directory Manager, Constituency Manager, Registered User and Citizen.
Shift Districts	Shifting/transferring districts from covered area of one state to another state.
Shift Sub-districts	Shifting/transferring of sub-districts from one district to another district of the same state or of different state.
Shift Villages	Shifting/transferring of villages from one sub-district to another sub-district of the same district or of different district of the same state or of different state.
Sub type/Grade	Name of Subtype/Grade of local government body
TLB	Traditional Local Body
ULB	Urban Local Body , a category of local bodies for urban Areas
Ward	Constituency of a local government body

Problem Reporting

In case of any problem related to the software or to this document, please contact nicmopr@nic.in.

Brief Overview

Introduction

Local Government Directory of e-panchayat has been developed by National Informatics Centre, Ministry of Information Technology, and Govt. of India for Ministry of Panchayat Raj for effective maintenance of information about local governments of all types and regions by including urban local governments and local governments for Sixth Schedule Areas. The Local Government Directory will also help in maintaining the versions of local government units.

The LGD will allow the system to maintain list and relationship among the land region entities as well as local government entities and provide them a unique standard code. It provides the customization feature by which you can configure the local Government setup of the state and configure government order generation and source of GIS maps. It also provides a feature to generate the government order whenever there is any change in the land region entities or local government bodies. The LGD incorporates the feature to maintain the changes in the local bodies' formation by providing the versioning facility. The LGD also allows downloading the directory.

Features

The features that will be offered by Local Government Directory can be broadly divided as follows:

1. **Provide Unique Code** - The system allows you to maintain list and relationships among land region entities as well as local government bodies and provide them a unique standard code.
2. **Customization** - The users can configure the Local Government Setup of the state and configure government order generation and source of GIS maps.
3. **Government Order Generation** - This is the feature to generate government order whenever there is any change in the land region entities or in local government bodies. You can define the templates for each type of operation and then use the template to generate the government orders.
4. **Versioning** - Whenever there is any change in a local body either in the formation or in name, a new version gets generated and previous status will be maintained, so the users can navigate to the history of local bodies.

Sections

LGD is divided into various section and these modules are assigned on basis of user role. The LGD is divided into the following section.

Configure System – The configure system allows you to configure the Local government directory. It includes define Local Government Setup, Configure Maps, Configure Government order Generation, Nomenclature of Sub District and manage already configured system.

Government Order Template- This section allows you to create new government template and to manage the existing government order templates.

State – In this section you can create a new state, in which you can enter the general details, GIS node, Headquarter of state, Contributing land Region etc. This section also allows you to manage an existing state.

District- In this section you can create a new district, in which you can enter the general details, GIS node, Headquarter of New district, Contributing land Region etc. This module allows you to manage an existing district.

Sub District- In this section you can create a new sub district, in which you can enter the general details, GIS node, Headquarter of New sub district, Contributing land Region etc. This section also allows you to manage an existing Sub district.

Block- In this section you can create a new block, in which you can enter the general details, GIS node, Headquarter of New block, Contributing land Region etc. This section also allows you to manage an existing block.

Village- In this section you can create a new village, in which you can enter the general details, GIS node etc. This section also allows you to manage an existing village.

Shift- This section allows you to shift the district, sub district, block and village from one state, district, Sub district and block to another.

Ward-This section allows you to create new ward under a local government body and manage the existing ward.

Invalidate -This section allows you to delete an existing village, sub district, District, block, local government body. The village can lose its identity because of two reasons either it gets merged with another village or because of some natural calamity. An existing sub-district can be merged with another sub-district of the same district or different villages of the sub-district can be merged with different sub-districts of the same district. An existing district can be merged with another district of the same state or different sub-districts of the district can be merged with different sub-districts of different districts of the same state.

Local Government Type – This section allows you to create new local government type and also allows you to maintain the existing government type.

Local Government Body- This section allows you to create, manage, shift and modify local government body. This section also allows you to convert a RLB into ULB, TLB into RLB, ULB into RLB and ULB into TLB.

Constituency- This section allows you to create new parliament constituency, assembly constituency and manage the parliament constituency and assembly constituency. This section also allows you to map a constituency to local bodies.

Wards- *This section allows you to create and manage wards of localbodies (PRI, Urban and Traditional Local bodies) . This section also allows you to publish or delete localbody wards changes.*

Freeze/Unfreeze – *This section allows you to update status of Land Regions and Local bodies(PRI, Urban and Traditional Local Bodies) as freeze.*

Ministry- This allows you to create new ministry by entering the general details and specify location of ministry. This also allows you to manage existing ministry details.

Department- This section allows you to create new department by entering the general details and specify location of department. This also allows you to manage existing department.

Organization-This section allows you to create new organization type and organization. This section also allows you to manage the organization. In this section you can create a new designation and add a reporting structure.

Un-resolved Entity-This section allows you to view/Resolve entities in disturbed state.

Reports- This section provides the various reports generated by LGD.

Citizen-this section allows the citizen to view the state, district, sub district, village and local government body. This section also allows you to perform the search and download directory and Register for email/sms notifications.

Target Users

LGD software application target following users:

- Central level officials
- State level Officials
- District level officials
- Citizen

A detailed description of the complete functionality of the software is provided under **Specific Operating Instructions** as part of Chapter 5

Minimum System Requirements

Local Government Directory is a web based application, the minimum system requirements for accessing the website are:

- 1) Internet Explorer 8.0 + or Mozilla Firefox
- 2) Internet Connection

General/Common Operating Instructions

Local Government Directory is web based software, which allows you to maintain list and relationship among the land region entities as well as local government entities. It provides several features, such as unique standard code, customization, government order generation, versioning which are discussed in the above section in details.

Getting Started

General Description

You can open the **Home** page of the LGD application by typing the **http://www.lgdirectory.gov.in** in the **Address** bar of the browser window and press the **ENTER** key form the keyboard. The **Home** page of the LGD application is shown in Fig. 4.1.1:

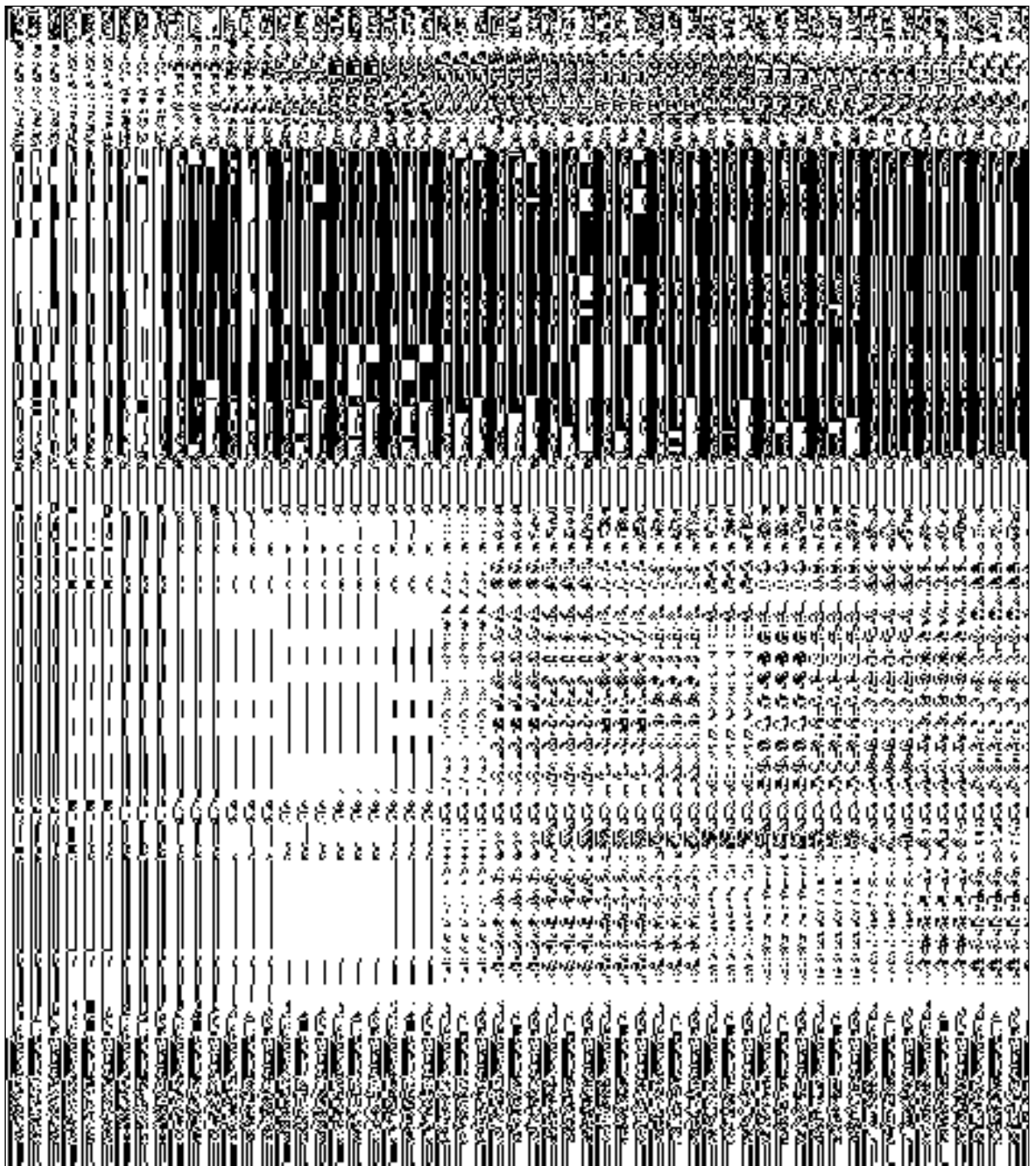


Fig. 4.1.1

To login on **Local Government Directory (LGD)**, you need to click the **Login** link provided on the **Home** page of **LGD** application. The screen which enables you to login on **LGD** is shown in Fig. 4.1.2:

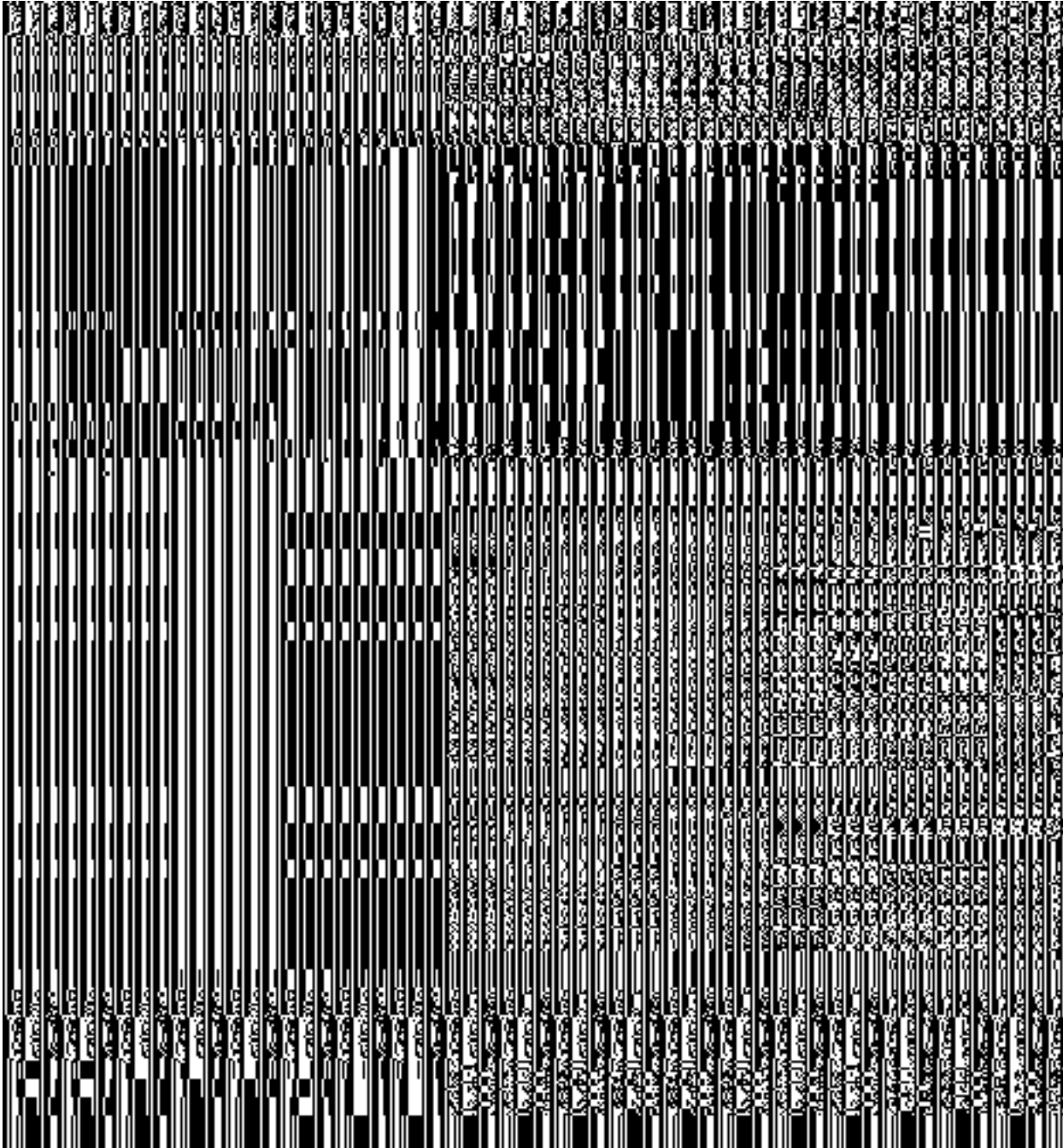


Fig. 4.1.2

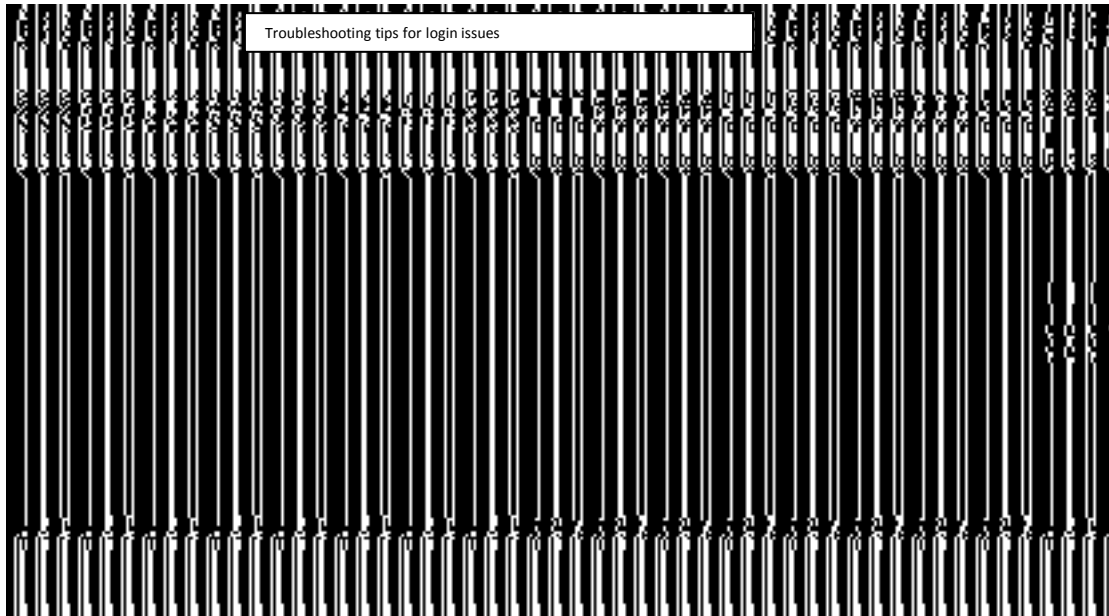


Fig. 4.1.3

The **Login** page consists of text boxes, for the fields **UserID**, **Password**, and **Captcha**, and buttons named as '**LOGIN**' and '**CLEAR**'. The **LOGIN** and **CLEAR** buttons are explained below:

- **LOGIN button:** This button allows you to login into **LGD** portal.
- **CLEAR button:** This button allows you to clear the text entered in the **UserID** and **Password** fields.

The Login page consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	User ID	<p>Description: This field is used to specify the valid User Id that enables you to login to LGD application.</p> <p>Validation: This field must contain the valid user id.</p> <p>Mandatory/Optional: It is a Mandatory field</p>
2	Password	<p>Description: This field is used to specify valid password for the entered user id.</p> <p>Validation: This field must contain the valid password, which is assigned for</p>

		<p>the mentioned user id.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Captcha	<p>Description: This field is used to specify the text mentioned just above. The Captcha text is used for verification and helps in verifying the human intervention on the application.</p> <p>Validation: This field must contain the text mentioned as above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The Log-in screen also contains a link for help of the user. The user can click on the link “Having trouble while login? Check out these troubleshooting tips”, to open the pop-up window which contains the help instructions related to issues that may occur during the log-in process as shown in the figure 4.1.3.

When you click on the ‘**LOGIN**’ button (screen shown in figure 4.1.2), the main page of LGD application is displayed on the screen, as shown in Fig. 4.1.4:

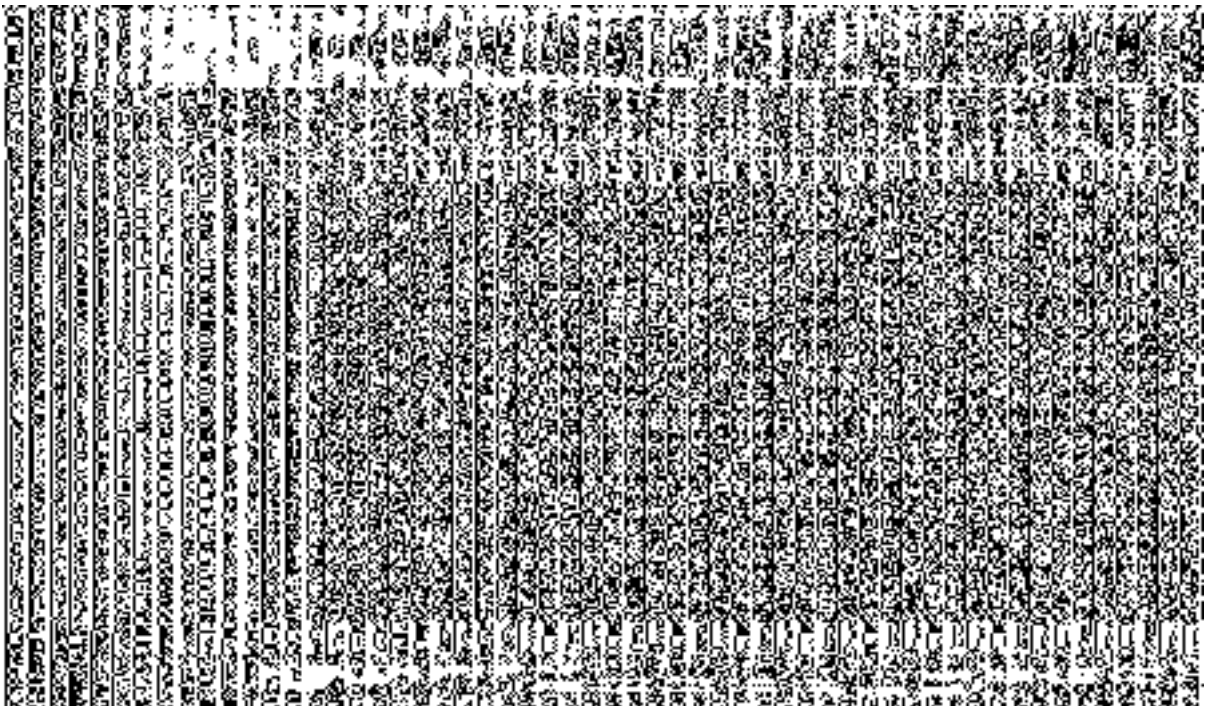


Fig. 4.1.4

In the main page (Fig. 4.1.4), you can see the menu options as per the privileges assigned to you. You can work on any of the Menu options available to you, if required you can switch in-between your Assigned Units

using the Switch Unit link available on the header. When you click one of the options in the left menu, its related form gets opened. Additionally, you can also change the theme of the entire page by selecting the desired option from the **Choose Theme** list box provided on the left side of the header of the main page.

How to Login

To login on LGD application, you need to follow the steps given below:

- 1 Type the **http://www.lgdirectory.gov.in** URL of LGD application in the **Address** bar of the browser window and press the **ENTER** key from the keyboard. The LGD application home page is displayed on the screen.
- 2 Click the **Login** link. The Login page is displayed
- 3 Click inside the **UserID** text box and type the valid user id in it.
- 4 Similarly, click inside the **Password** text box and type valid password for the mentioned user id.
- 5 Click inside the **Captcha** text box and type the same characters given just above.
- 6 Click the '**LOGIN**' button to submit your login details. If the login is successful, you will be able to proceed with the application. In case of an error, an appropriate message is prompted to you providing you the reason for unsuccessful login. You can take action as per the suggestive message appeared on the screen.

What happens when you Login?

As you login successfully, privileges as per your role assigned to are set and you are allowed to proceed with the application.

Messages

As you proceed, it may possible that you are encountered with one of the following messages or errors.

S. No.	Message	Reason	Expected Action
1	Username is a required field.	This message is displayed when you did not enter the user id.	Enter a valid user Id in the text box provided for the field User Id.
2	The credentials you provided cannot be determined to be	This message is displayed when you enter the credentials (username and password) that don't match	Select the field again and provides the valid user id and password.

S. No.	Message	Reason	Expected Action
	authentic.	and determined to be authentic.	
3	You have entered wrong Captcha.	This message is displayed when you enter the word which is not similar to the word given in the Captcha image.	Click inside the text box provided for Captcha field and enter the correct word as provided in the captcha image.
4	Captcha should not be blank	This message is displayed when you forget to enter any text in the Captcha field and clicked on ' LOGIN ' button.	Enter the text appeared as Captcha image in the text box and then click on the ' LOGIN ' button.

After successfully login to LGD, You can switch to another assigned unit by using the link **Switch Unit**, as shown in the Fig. 4.1.5:

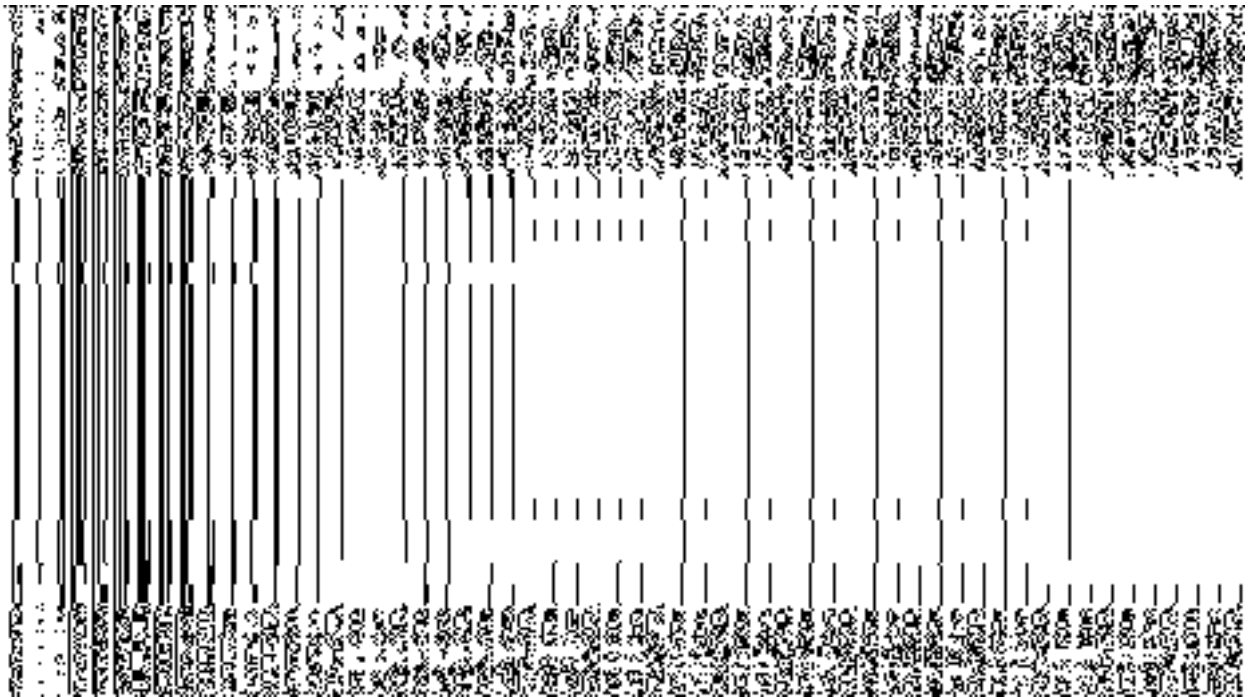
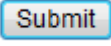



Fig. 4.1.5

The **Switch Unit** page consist list boxes, such as **Year**, **Select Entity**, **Assigned Unit**, **State** and buttons namely '**Submit**' and '**Clear**'. In **Switch Unit** page, you can also see that some fields are marked with the * symbol. This symbol indicates that these fields are mandatory to fill. You cannot ignore these fields at all.

1. To switch to another unit, you have to select the values for the fields provided in **Assigned Unit** form.
2. Select the year from the **Year** list box.
3. Select the entity type from the **Select Entity** list box, in which you want to work.
4. Based on the **Year** and **Entity**, the drop down list for **Assigned Unit** gets populated. You may have to navigate through the hierarchy of various entities to select the required Assigned Unit on which you wish to work.
5. Select the desired option in the **Assigned Unit** list box that is populated on the basis of the selected entity type.
6. Select the **State** from the **State** list box.
7. When you click the **Submit** button (), the main page of the LGD application is displayed but if you want to clear the values of the field then click on **Clear** button  .

The Switch Unit page contains following fields as described below:

S.No	Field Name	Explanation
1	Year	<p>Description: This field is used to select the year from the provided options.</p> <p>Validation: Select the year from the available options.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Select Entity	<p>Description: This field is used to select entity type from the list of entities which have been assigned to you.</p> <p>Validation: Select an entity type from the available options.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Assigned Unit	<p>Description: This field is used to select assigned unit from the list provided that has been populated on the basis of entity type.</p> <p>Validation: Select an assigned unit from the available options.</p>

		Mandatory/Optional: It is a Mandatory field
4	State	<p>Description: This field is used to select the state for which you have a valid user id.</p> <p>Validation: Select a state from the available options provided in the list.</p> <p>Mandatory/Optional: It is a Mandatory field</p>

Specific Operating Instruction(Land Regions Entities)

This section describes the each module and its related forms in details. It also explains fields, buttons, and flow to fill or handle the particular form in the application.

Configure System

General Description

The configure system allows you to configure the Local Government Directory. It includes the operations related to configuration of the following:

1. Configuration of Land Region Setup in your state
 - a. Configure Government Order (Land Region)
 - b. Configure Map (Land Region)
 - c. Nomenclature of Sub District

Configure Government Order (Land Region)

Configure Government Order (Land Region)

Brief Description

The main purpose of this form is to allow you to configure the Government order generation for all operations related to land region entities such as state, district, sub district, and village. You can configure Government order for land region entities by clicking the **Configure Government Order (Land Region)** option in the **Configuration System** section. The **Configure Government Order (Land Region)** form is displayed on the screen. This form shows the list of operations performed on all land regions. Before you want to perform any operation related to land region entities, for each operation, you have to decide either to upload Government order or to generate Government order through the software.

A screen shown in Fig. 5.1.3.1.1 displays a sample screen shot of the **Configure Government Order (Land Region)** form that appears when you logged in as **Land Region Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Land Region)** form is shown in Fig. 5.1.3.1.1:

Fig 5.1.3.1.1

Pre-Condition

You should login into the application as **Land Region Manager** (State Level User) and have the privilege to configure Government order for land region entities.

The Configure Government Order (Land Region) form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create New District is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to land region entities. From these Options, you need to select the desired option. The Upload Government Order option is used to upload Government order for an operation performed on any land region entities. On the other hand, the Generate Government Order option is used to generate a government order template for an operation performed on any land</p>

		<p>region entities.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/optional: It is a Mandatory field.</p>
--	--	--

The **Configure Government Order (Land Region)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the configuration settings made by you for the selected land region entities. After clicking this button, the next screen appears. This screen displays the Government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure Government order for land region entities, you need to follow the steps given below:

1. You should login into the application as **Land Region Manager** (State Level User) and have the privilege to configure Government order for all land region entities.
2. Click the **Configure System → Configure Government Order (Land Region)** option available on the left menu. The **Configure Government Order (Land Region)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. This screen displays the list of **operations** whose Government order settings you can make. Adjacent to the **Operation** field, there is the **Options** field that consist the **Upload Government Order** and **Generate Government Order** radio buttons in front of each operation. Select the **Upload Government Order** or **Generate Government Order** option of an operation, whose setting you want to save.
4. Click the **Save** button to save the mentioned settings of the given operations. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the configuration details get saved and displayed on the screen. This screen displays the Government order configuration details of all land region entities, as shown in Fig. 5.1.3.1.2. On this screen, you can see the list of operations and the selected options for each operation. In case, you have chosen the **Upload Government Order** option for any operation then while performing that operation, you will have an option to **upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

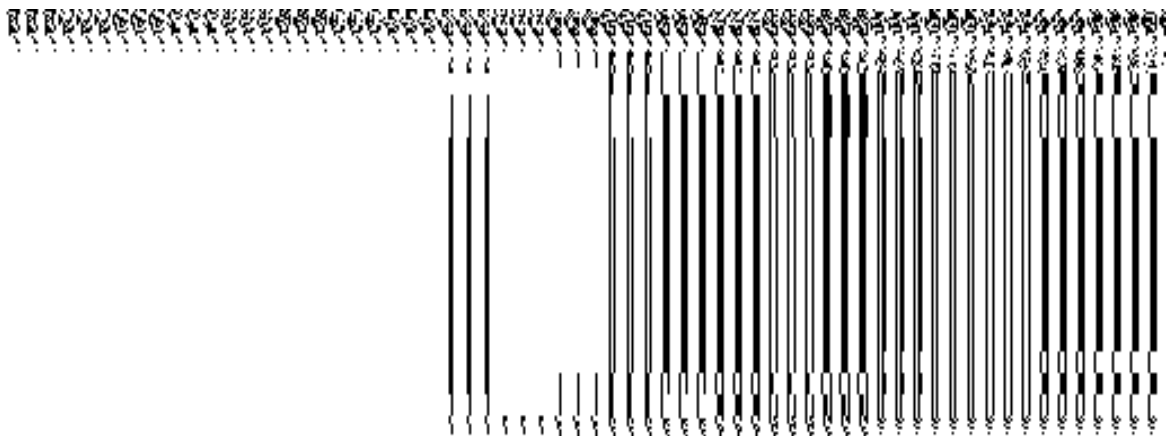


Fig. 5.1.3.1.2

Modify Configure Government Order (Land Region)

Brief Description

This form enables you to modify the already configured Government order for all the operations related to land region entities. To modify the configuration settings of the Government order for land region entities, the Government order should be configured earlier. After this, login into the application as **Land Region Manager** (State Level User) and then click the **Configure Government Order (Land Region)** option in the **Configuration System** section. The **Configuration Government Order (Land Region)** form is displayed on the screen. This form shows the list of operations performed on all land region entities and the selected options for each operation.

A screen shown in Fig. 5.1.3.2.1 displays a sample screen shot of the **Configure Government Order (Land Region)** form that appears when you logged in as **Land Region Manager** (State Level User).

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Land Region)** form is shown in Fig. 5.1.3.2.1:

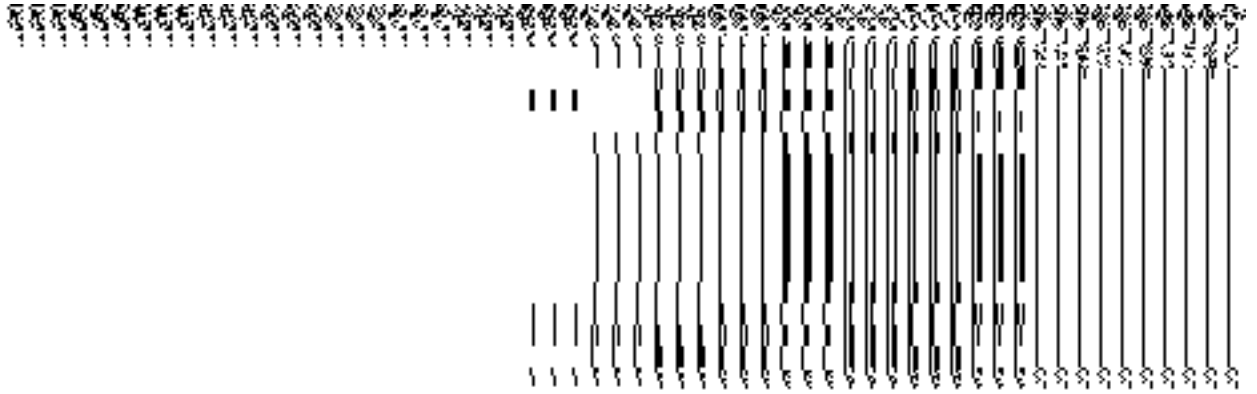


Fig. 5.1.3.2.1

Pre-Condition

You should login into the application as **Land Region Manager** (State Level User) and have privilege to modify Government order of land region entities. In addition, an existing configured Government order for land region entities should be available for further modification.

The Configure Government Order (Land Region) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create New District is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the selected Options, such as Upload Government Order and Generate Government Order, for a particular operation related to land region entities.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>

The **Configure Government Order (Land Region)** form contains the following buttons as indicated below:

- **Modify button:** This button allows you to modify the configuration details of the already configured government order of all land region entities.
- **Close button:** This button allows you to abort the modify Government order operation and will take you back to the main screen.

Flow of Form

To modify government order for land region entities, you need to follow the steps given below:

1. You should login into the application as **Land Region Manager** (State Level User) and have privilege to modify Government order of all land region entities.
2. Click the **Configure System** → **Configure Government Order (Land Region)** option available on the left menu. The **Configure Government Order (Land Region)** form appears and having to buttons namely **Modify** and **Close**.
3. Click the **Modify** button to modify details. On this screen, you can see the list of **operations** whose Government order settings you can make. Adjacent to the **Operation** field, there is the **Options** field that consist the **Upload Government Order** and **Generate Government Order** radio buttons in front of each operation. You can select any one radio button in the **Options** field in front of each operation.

What happens when you click on the Modify button?

When you click the **Modify** button, the **Modify Configure Government Order** form for land region entities is visible and now you can make the desired changes.

A screen in Fig. 5.1.3.2.2 displays a sample screen shot of the **Modify Configure Government Order** form for land region entities that appears when you logged in as **Land Region Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Government Order** form for land region entities is shown in Fig. 5.1.3.2.2:

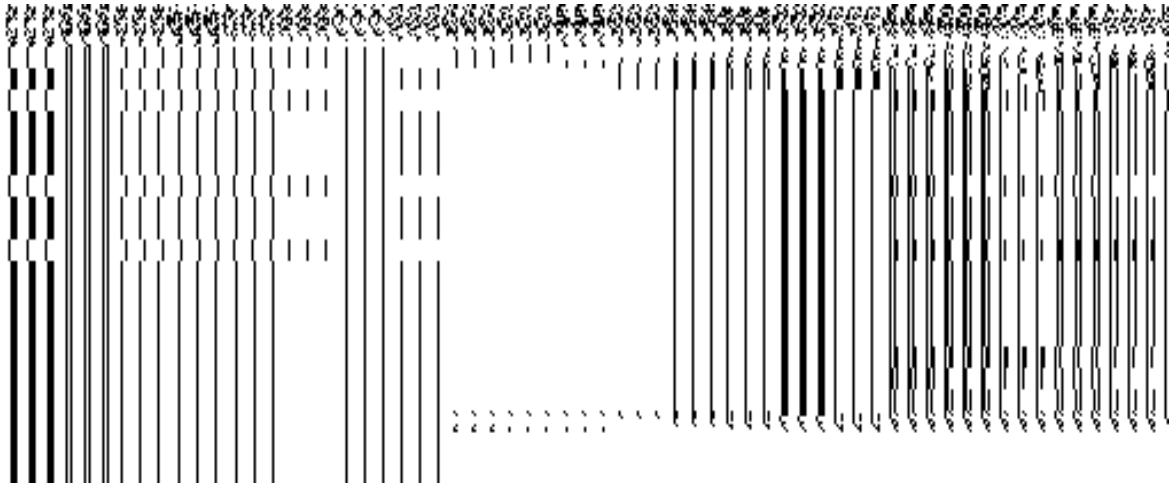


Fig 5.1.3.2.2

Pre-Condition

You should login into the application as **Land Region Manager** (State Level User) and have the privilege to modify configure Government order for land region entities. To open the **Modify Configure Government Order** form for land region entities, click the option **Configure System→Configure Government Order (Land Region)** available on the left menu. The **Configure Government Order (Land Region)** form is displayed on the screen with the **Modify** and **Close** buttons. On this form, click the **Modify** button to modify the configuration details.

The **Modify Configure Government Order** form for land region entities consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure again. For example, Create New District is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to land region entities. From these Options, you need to select the desired option. The Upload Government Order option is used to upload government order</p>

		<p>for an operation performed on any land region entities. On the other hand, the Generate Government Order option is used to generate a government order template for an operation performed on any land region entities.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/optional: It is a Mandatory field.</p>
--	--	--

The **Modify Configure Government Order** form for land region entities contains the following button as indicated below:

- **Update button:** This button allow you to update the configuration settings of government order for all land region entities. After clicking this button, the next screen appears. This screen displays the government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify configure government order for land region entities; you need to follow the steps given below:

1. After clicking the **Modify** button, the **Modify Configure Government Order** form for land region entities is displayed again on the screen in editable form.
2. This screen displays the list of **operations** whose Government order settings you can make. Adjacent to the **Operation** field, there is the **Options** field, which consist the **Upload Government Order** and **Generate Government Order** radio buttons in front of each operation. Select the **Upload Government Order** or **Generate Government Order** radio button of an operation, whose settings you want to update.
3. Click the **Update** button to modify the settings of the selected operations. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Update** button, the configuration details get modified and displayed on the screen. This screen displays the government order configuration details of land region entities, as shown in Fig. 5.1.3.2.3. On this screen, you can see the list of operations and the

selected options for each operation. In case, you have chosen the **Upload Government Order** option for any operation then while performing that operation, you will have an option to **Upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

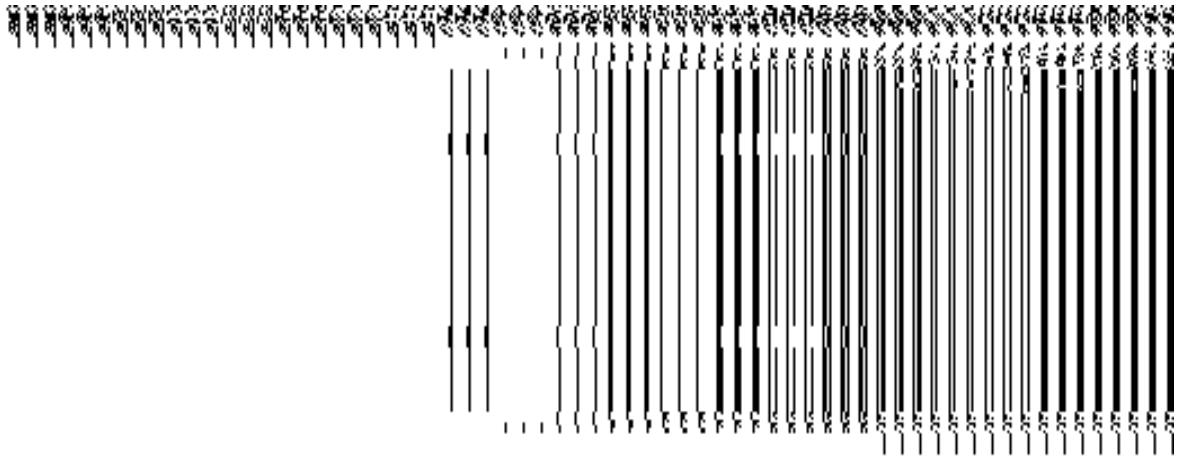


Fig. 5.1.3.2.3

Configure Map (Land Region)

Configure Map (Land Region)

Brief Description

The main purpose of this form is to allow you to configure the source Maps of all land region entities, such as state, district, sub district, and village. You can configure Map for land region entities by clicking on the **Configure Map (Land Region)** option in the **Configure System** section. The **Configure Maps (Land Region)** form is displayed on the screen. In this form, you can see the list of land regions entities and options, such as **Upload Map** and **Separate Map Server**, for each land region entity. These two options help you in deciding either to upload Map or to show the base url of the Map server (by using the **Separate Map Server** option) while performing any operation in any land region entity.

A screen shown in Fig. 5.1.8.1.1 display's a sample screen shot of the **Configure Maps (Land Region)** form, which is appeared when the user is logged as **Land Region Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Land Region)** form is shown in Fig. 5.1.8.1.1:

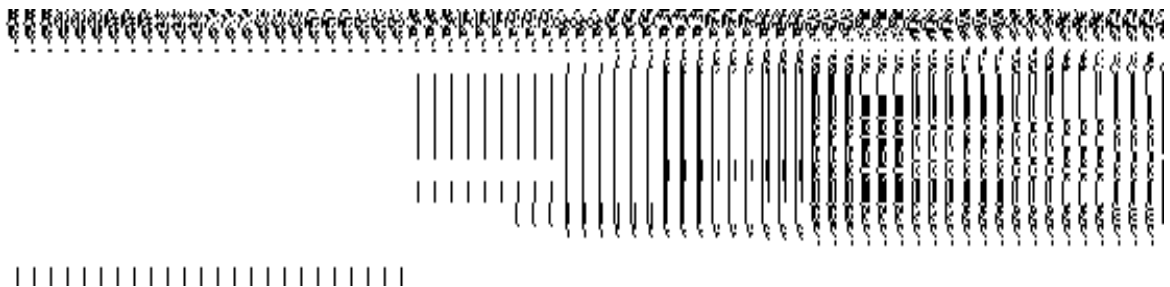


Fig 5.1.8.1.1

Pre-Condition

You should login into the application as **Land Region Manager** (State Level User) and have the privilege to configure map for land region entities.

The Configure Maps (Land Region) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Type of Land Region Entities	Description: This field shows the list of land region entities, whose Map configuration settings, you can configure. For example, State is a type of land region entity.

		<p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Map and Separate Map Server, for each land region entity. The Options are explained as follows:</p> <p>a). If you select the Upload Map option then whenever you perform any operations related to any land region entity then you will have an option to upload map.</p> <p>b). If you select the Separate Map Server option then, the system should prompt you to enter the base url of the map server for each land region entity. Thus, you will see this base url, whenever you performed any operation on that land region entity.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Configure Maps (Land Region)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the Map configuration settings for land region entities. After clicking this button, the next screen appears. This screen displays the map setting made by you.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure map for land region entities, you need to follow the steps given below:

1. You should login into the application as **Land Region Manager** (State Level User) and have the privilege to configure Map for land region entities.
2. Click the **Configure System → Configure Map (Land Region)** option available on the left menu. The **Configure Maps (Land Region)** form is displayed on the screen. This screen displays the list of **land region entities** whose map configuration settings, you can make. Adjacent to each **type of land region entity** field, there is an **Upload Map** and **Separate Map Server** radio buttons are available. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the **Upload Map** or **Separate Map Server** radio button in front of each land region entity, whose Map configuration settings, you want to save. If you select the

Upload Map option then whenever you perform any operations related to any land region entity then you will have an option to upload map. If you select the **Separate Map Server** option, a text box field is appeared, where you need to specify the base url of the map server. Now, whenever, you perform any operation on the land region entity, and then you will see the base url of the Map server.

4. Click the **Save** button to save the settings for the given land region entities. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the Map configuration settings get saved and a new screen is displayed. On this screen, you can see the list of land region entities and the selected options for each land region entity. In case, you have chosen the **Upload Map** option for any land region entity then while performing any operation on that land region entity, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option and specified the base url of the Map server for any land region entity then while performing any operation on that land region entity, you will see the specified base url of the Map server.

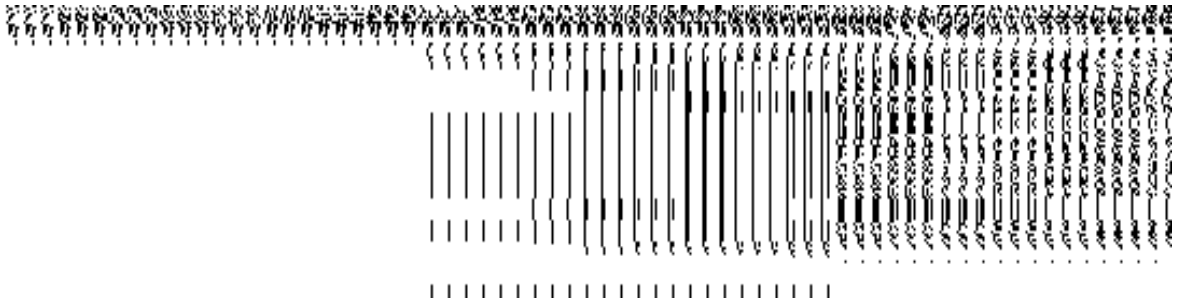


Fig. 5.1.8.1.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of	Select the field and specify the base url for the selected land region entity.

		the map server is not entered.	
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

5.1.8.2 Modify Configure Map (Land Region)

Brief Description

This form enables you to modify the already configured Map for all land region entities. To modify Map configuration settings for land region entities, the Map should be configured earlier. You can modify the Map configuration details by clicking the **Configure Map (Land Region)** option in the **Configure System** section. The **Configure Maps (Land Region)** form is displayed on the screen with the **Modify** and **Close** buttons. This form shows the list of land region entities and the already selected options for each land region entity.

A screen shown in Fig. 5.1.8.2.1 display's a sample screen shot of the **Configure Maps (Land Region)** form that appears when logged in as **Land Region Manager** (State Level User).

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Land Region)** form is shown in Fig. 5.1.8.2.1:

Fig 5.1.8.2.1

Pre-Condition

You should login into the application as **Land Region Manager** (State Level User) and have the privilege to modify Map configuration settings for land region entities. An existing configured Map for land region entities should be available for further modification.

The **Configure Maps (Land Region)** form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Land Region Entities	<p>Description: This field shows the list of land region entities, whose Map configuration settings, you can perform. For example, State is a type of land region entity.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the selected Options, such as Upload Map or Separate Map Server, for each land region entity.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Base URL	<p>Description: This field shows the base url of the Map server. This field is appeared when we select the Separate Map Server option.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Configure Maps (Land Region)** form contains buttons as indicated below:

- **Modify button:** This button allows you to modify the Map Configuration settings for land region entities.
- **Close button:** This button allows you to abort the Modify configure map operation and will take you back to the main screen.

Flow of Form

To modify Map configuration settings for land region entities, you need to follow the steps given below:

1. You should login into the application as **Land Region Manager** (State Level User) and have privilege to modify Map configuration settings of land region entities.
2. Click the **Configuration System→Configure Map (Land Region)** option available on the left menu. The **Configure Maps (Land Region)** form is displayed on the screen. This form shows the Map configuration details for land region with two

buttons namely **Modify** and **Close**. In other word, this screen displays the list of **land region entities** whose map configuration settings you can make. Adjacent to each **type of land region entity** field, there is an **Upload Map** and **Separate Map Server** radio buttons are.

3. Click the **Modify** button to modify Map configuration details.

What happens when you click on the modify button?

When you click the **Modify** button, the **Modify Configure Maps (Land Region)** form is visible on the screen and now you can make the desired changes.

A screen shown in Fig. 5.1.8.2.2 display's a sample screen shot of the **Modify Configure Maps (Land Region)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Maps (Land Region)** form is shown in Fig. 5.1.8.2.2:

Fig 5.1.8.2.2

Pre-Condition

You should login into the application as **Land Region Manager** (State Level User) and have the privilege to modify Map configuration settings of land region entity. To open the Modify Configure Maps (Land Region) form, click the option **Configure System**→**Configure Map (Land Region)** available on the left menu. The **Configure Maps (Land Region)** form is displayed on the screen with the **Modify** and **Close** buttons. Click the **Modify** button to modify Map configuration details.

The Modify Configure Maps (Land Region) form consist the following fields as indicated below:

S.No	Field Name	Explanation
1	Type of Land Region Entities	Description: This field shows the list of land region entities, whose Map configuration settings, you can configure. For example, State is a type of

		land region entity. Validation: NA Mandatory/Optional: NA
2	Options	Description: This field is used to select the Options, such as Upload Map and Separate Map Server , for each land region entity. The Options are explained as follows: a). If you select the Upload Map option then whenever you perform any operations related to the land region entity then you will have an option to upload map. b). If you select the Separate Map Server option then, the system should prompt you to enter the base url of the map server for the selected land region entity. Thus, you will see this base url, whenever you performed any operation on that land region entity. Validation: Click one radio button. Mandatory/Optional: It is a Mandatory field.

The **Modify Configure Maps (Land Region)** form contains the following button as indicated below:

- **Save button:** This button allows you to update the Map configuration settings for land region entities. After clicking this button, the next screen appears. This screen displays the configure map setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify Map configuration settings for land region entities, you need to follow the steps given below:

1. After clicking the **Modify** button, the **Modify Configure Maps (Land Region)** form is displayed again in the screen. This screen displays the list of **land region entities** whose map configuration settings, you can make. Adjacent to the **type of land region entities** field, there is an **Upload Map** and **Separate Map Server** radio

buttons are available. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

2. Select the **Upload Map** or **Separate Map Server** radio button of land region entity, whose settings, you want to save. If you select the **Upload Map** option for the land region entity then whenever you perform any operations related to that land region entity then you have to upload a map. If you select the **Separate Map Server** option for the land region entity, a text box field is appeared, where you need to specify the base url of the map server. This base url is visible, whenever you performed any operation related to that land region entity.
3. Click the **Save** button to save the settings for the given land region entities. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the Map configuration settings get saved and a new screen is displayed. On this screen, you can see the list of land region entities and the selected options for each land region entity. In case, you have chosen the **Upload Map** option for any land region entity then while performing any operation on that land region entity, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option and specified the base url of the Map server for any land region entity then while performing any operation on that land region entity, you will see the specified base url of the Map server.

Fig. 5.1.8.2.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
------	---------	--------	-----------------

1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of the map server is not entered.	Select the field and specify the base url for the selected land region entity.
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

Nomenclature of Sub District

5.1.17.1 Create Nomenclature of Sub District

Brief Description

The main purpose of this form is to allow you to specify the name by which a sub-district within his state is called or view the nomenclature if it is already defined. You can create nomenclature of sub district by clicking the **Nomenclature of Sub District** option in **Configure System** section. The **Nomenclature of Sub-district** form is displayed on the screen. In this form, you have to specify the nomenclature of sub district in English and local language. You also need to select the **Yes** or **No** radio button of the **Is Block Exist** option to specify whether block in the selected state is existed or not. In case, you select the **Yes** button, then the **Is definition of the block and sub-district is same?** Option gets highlighted. You have to select the **Yes** radio button, if the block and sub district is same otherwise select the **No** radio button. After specifying all details, click the **Save** button to save the settings.

A screen shown in Fig. 5.1.17.1.1 display's a sample screen shot of the **Nomenclature of Sub-district** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Nomenclature of Sub-district** form is shown in Fig. 5.1.17.1.1:

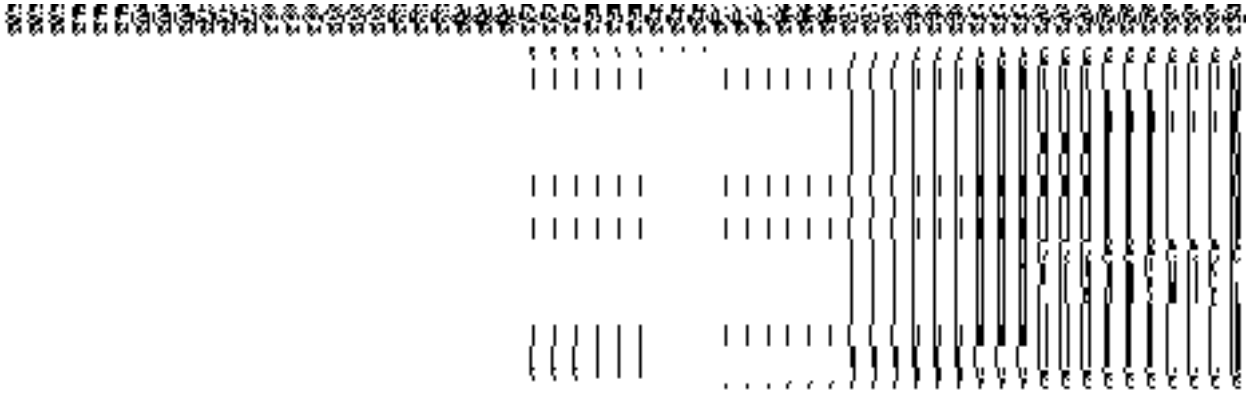


Fig 5.1.17.1.1

Pre-Condition

You should login into the system as **Land Region Manager** (State Level User) and have the privilege to specify the nomenclature of sub district.

The Nomenclature of Sub-district form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Nomenclature of Sub-District (In English)	<p>Description: This field is used to specify the name with which the sub district is called in that particular state in English. Example- Sub district in some state is called Tehsil in English.</p> <p>Validation: This field accepts text in alphabets.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Nomenclature of Sub-District (In Local Language)	<p>Description: This field is used to specify the name with which the sub district is called in that particular state in local language. Example - Sub district in some state is called तहसील in local language in Rajasthan.</p> <p>Validation: This field accepts data in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
3	Is Block Exist	<p>Description: This field is used to specify that in the particular state, whether the block is existed or not by using the Yes and No radio buttons. The buttons are defined as follows:</p> <ul style="list-style-type: none"> No radio button: This means the block in the selected state does not

		<p>exist. If you select this button then you cannot create block for your state.</p> <ul style="list-style-type: none"> • Yes radio button: This means that the block in the selected state is existed. If yes then new field named Is definition of the block and sub-district is same? appears. <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is an Optional field, but clicking one radio button is mandatory.</p>
4	Is definition of the block and sub-district is same?	<p>Description: This field asks you whether definition of block is same as sub district or not. If the sub district and block is same then select Yes radio button otherwise select the No button.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is an Optional field, but clicking one radio buttons is mandatory.</p>

The **Nomenclature of Sub-district** form contains the following button as indicated below:

- **Save button:** This button allow you to save the defined nomenclature of sub district. After clicking this button, the next screen appears. This screen displays the nomenclature of sub-district made by you.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To define nomenclature of sub district, you need to follow the steps given below:

1. You should login into the application as **Land Region Manager** (State Level User) and have the privilege to specify the nomenclature of sub district.
2. Click the option **Configure System → Nomenclature of Sub District** available on the left menu to open the form. The **Nomenclature of Sub-district** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Specify the nomenclature of sub district in English and local language in the **Nomenclature of Sub-District (In English)** and **Nomenclature of Sub-District (In Local Language)** text box fields.

4. **Is Block Exist** is radio button field, it specifies whether the block in the particular state is existed or not. Select the **Yes** radio button if the block exists or else select the **No** radio button. If you select the **Yes** radio button then specify whether the definition of the block and sub-district is same or not by selecting the **Yes** or **No** radio button of the “**Is definition of the block and sub-district is same?**” field.
5. Click the **Save** button to save nomenclature or else click the **Close** to abort the operation.

What happens when the form is saved?

On clicking the **Save** button, a new screen is displayed with the details about nomenclature of sub district. In this screen, you can see the nomenclature of sub district in English and local language, the status of sub district, and also the information whether the block and sub district is same. After clicking the **Save** button, you are able to create a block if you select the **Yes** radio button for the **Is Block Exist** option. Further, if you select the **No** radio button for the **Is definition of the block and sub district is same?** Option then you can perform operation separately on the block and sub district otherwise block and sub district is treated as one.

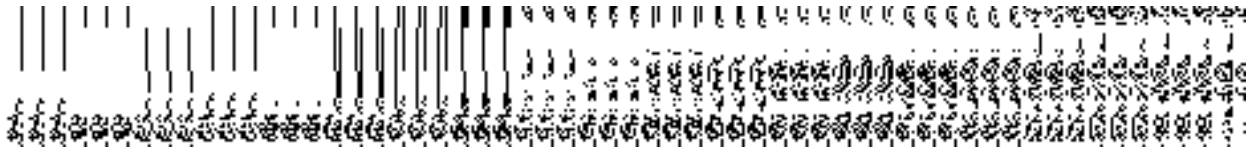


Fig. 5.1.17.1.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Please enter nomenclature in English.	This message is displayed when you try to save with blank nomenclature.	Select the field and specify the required details.
2	Nomenclature should contain only alphabets and ‘.	This message is displayed when you try to enters nomenclature with some characters other than alphabetic and “.”.	Select the field and enters only textual data.

5.1.17.2 Modify Nomenclature of Sub District

Brief Description

This form enables you to modify the already created nomenclature of sub district details, such as Nomenclature of sub district in English and in local language, etc. To modify the nomenclature of sub district details, click the **Nomenclature of Sub District** option in the **Configure System** section. The **Nomenclature of Sub-district** form is appeared on the screen. This form shows the nomenclature of sub district details, such as nomenclature of sub district in English and local language, etc.

A screen shown in Fig. 5.1.17.2.1 display's a sample screen shot of the **Nomenclature of Sub-district** form.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Nomenclature of Sub-district** form is shown in Fig. 5.1.17.2.1:



Fig 5.1.17.2.1

Pre-Condition

You should login into the system as **Land Region Manager** (State Level User) and have privilege to modify nomenclature details of Sub District. An existing nomenclature of sub-district should be available for further modification.

The **Nomenclature of Sub-district** form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Nomenclature Sub-District English	Description: This field shows the name with which the sub district is called in that particular state in English. Example- Sub district in some state is called Tehsil in English. Validation: NA Mandatory/Optional: NA
2	Nomenclature Sub-District Local	Description: This field shows the name with which the sub district is called in that particular state in local language. Example - Sub district in some state is called तहसील in local language in Rajasthan. Validation: NA

		Mandatory/Optional: NA
3	Is Active	<p>Description: This field shows whether the status of the sub district is active or not. In case of not active, false is displayed.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	Is Block District Same	<p>Description: This fields shows whether definition of block is same as district or not.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Nomenclature of Sub-district** form contains buttons as indicated below:

- **Modify button:** This button allows you to modify the Nomenclature details of sub District.
- **Close button:** This button allows you to abort the Modify Nomenclature of Sub District operation and will take you back to the main screen.

Flow of Form

To modify nomenclature of sub district, you need to follow the steps given below:

1. You should be logged in to the application as **Land Region Manager** (State Level User) and have privileges to modify nomenclature of sub district.
2. Click the option **Configure System → Nomenclature of Sub District** available on the left menu to open the form. The **Nomenclature of Sub-district** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Click on the **Modify** button to modify details.

What happens when you click on the modify button?

On clicking the **Modify** button, the **Modify Nomenclature of Sub-district** form is displayed on the screen. This form allows you to modify the nomenclature of sub district.

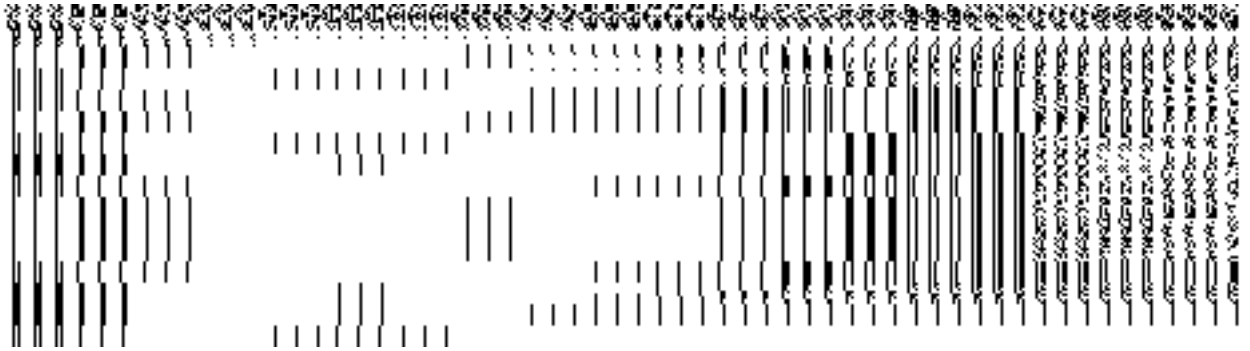


Fig 5.1.17.2.2

Pre-Condition

You should login into the system as **Land Region Manager** (State Level User) and have the privilege to modify the nomenclature of sub district. You can open the **Modify Nomenclature of Sub-district** form by clicking the option **Configure System**→**Nomenclature of Sub District** available on the left menu. The **Nomenclature of Sub-district** form is displayed on the screen with the **Modify** and **Cancel** buttons. Click the **Modify** button to modify the details.

The Modify Nomenclature of Sub-district form consists following fields as indicated below:

S.No	Field Name	Explanation
1	Nomenclature of Sub-District (In English)	<p>Description: This field is used to specify the name with which the sub district is called in that particular state in English. Example- Sub district in some state is called Tehsil in English.</p> <p>Validation: This field accepts text in alphabets.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Nomenclature of Sub-District (Local Language)	<p>Description: This field is used to specify the name with which the sub district is called in that particular state in local language. Example - Sub district in some state is called तहसील in local language in Rajasthan.</p> <p>Validation: This field accepts data in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
3	Is Block Exist	<p>Description: This field is used to specify that in the particular state, whether the block is existed or not. The Yes and No radio buttons are defined as follows:</p> <ul style="list-style-type: none"> No radio button: This means the block in the selected state does not

		<p>exist. If you select this button then you cannot create block for your state.</p> <ul style="list-style-type: none"> • Yes radio button: This means that the block in the selected state is existed. If yes then new field named Is definition of the block and sub-district is same? appears. <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is an Optional field, but clicking one radio button is mandatory.</p>
4	Is definition of block and sub district is same?	<p>Description: This field asks whether the definition of block is same as sub district or not. If the sub district and block is same then select Yes radio button otherwise select the No button.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is an Optional field, but clicking one radio buttons is mandatory.</p>

The **Modify Nomenclature of Sub-district** form contains the following buttons as indicated below:

- **Update button:** This button allow you to update the defined nomenclature of sub district. After clicking this button, the next screen appears. This screen displays the nomenclature of sub district made by you.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify nomenclature of sub district, follow the steps given below:

1. After clicking the **Modify** button, the **Modify Nomenclature of Sub-district** form is displayed on the screen.
2. Specify the nomenclature of sub district in English and in local language in the **Nomenclature of Sub-District (In English)** and **Nomenclature of Sub-District (Local Language)** text box fields.
3. **Is Block Exist** is radio button field, it specifies whether the block exist or not. Select the **Yes** radio button if the block exist or else select the **No** radio button. If you select the **Yes** radio button then specify whether the definition of the block and sub-

district is same or not by selecting the **Yes** or **No** radio button of the “**Is definition of the block and sub-district is same?**” field.

4. Click the **Update** button to update the nomenclature or else click the **Close** to abort the operation.

What happens when you click the Update button?

On clicking the **Update** button, the nomenclature of sub-district details get updated and displayed on the screen. In this screen, you can see the nomenclature of sub district in English and local language, the status of sub district, and also the information whether the block and sub district is same. After clicking the **Save** button, you are able to create a block if you select the **Yes** radio button for the **Is Block Exist** option. Further, if you select the **No** radio button for the **Is definition of the block and sub district is same?** Option then you can perform operation separately on the block and sub district otherwise block and sub district is treated as one.

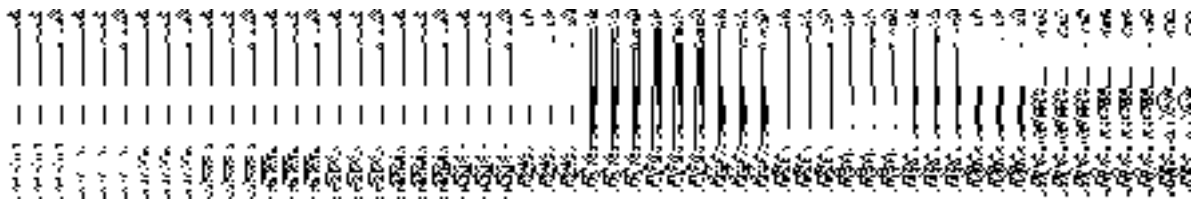


Fig. 5.1.17.2.3

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Please enter nomenclature in English.	This message is displayed when you try to save with blank nomenclature.	Select the field and specify the required details.
2	Nomenclature should contain only alphabets and ‘.	This message is displayed when you try to enters nomenclature with some characters other than alphabetic and “.”.	Select the field and enters only textual data.

State

General Description

This section allows you to create a new state, in which you can enter the general details, GIS nodes, Headquarter of a new state, contributing land region etc. This section also allows you to manage an existing state. This section is accessed by the center level user.

Create State

Brief Description

This form enables you to create a new state. A new state is created by taking portion from one state, the contributing state retains its name and new entities acquire new names. For example - Jharkand was formed by taking portion from Bihar. One portion retained the name Bihar other part acquired Jharkand name. Similarly, a new state can also be created by taking portions from 2 or more states. For example - Bundelkhand is in proposal to be formed from UP and MP. A state splits into 2 or more and all parts acquire new names. The Central Administrator should be able to create a new state. Before creating a state, the government order for center should be configured earlier. You can create a new state by clicking the **Create State** option in the **State** section. The **Create State** form is displayed on the screen. This form is used to define the details about the new state, such as general details, GIS nodes, Headquarter details, and the contributing land region area.

A screen shown in Fig. 5.3.2.1 display's a sample screen shot of the **Create State** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create State** form is shown in Fig. 5.3.2.1:

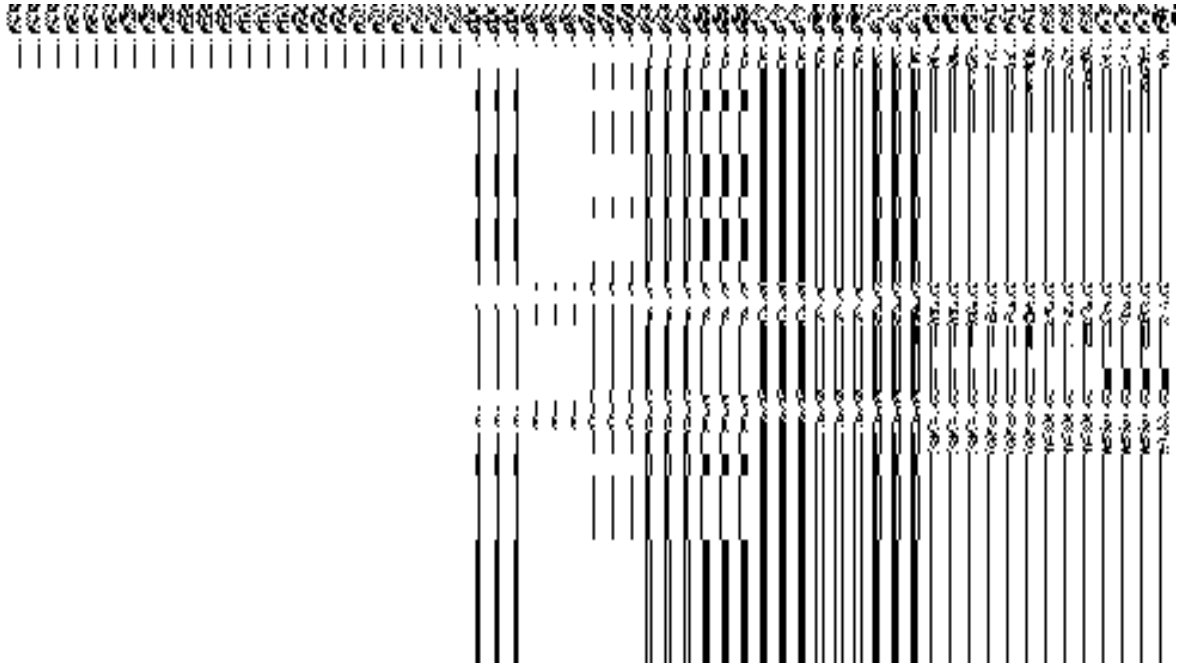


Fig. 5.3.2.1

Precondition

You should be logged in to the application as Central Administrator and have privilege to create state information. To create a new state, the government order for center and Map should be configured earlier.

The Create State form consists of the following fields as indicated below:

S. No	Field Name	Explanation
1	General Detail of New State: Name of New State (In English)	Description: This field is used to specify the name of new state in English. Validation: Enter data in alphabetic format.

		Mandatory/Optional: It is a Mandatory field.
2	General Detail of New State: Short Name (In English)	Description: This field is used to specify the short name of the state in English. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.
3	General Details of New State: Census 2011 code	Description: This field is used to specify the census code of state in 2011. Validation: Enter Census 2011 code in numeric format without spaces. Mandatory/Optional: It is an Optional field.
4	Headquarter: Name of Headquarter (In English)	Description: This field is used to specify the name of headquarter of the state in English. Validation: Enter name in alphabetic format. Mandatory/Optional: It is an Optional field.
5	Headquarter: Name of Headquarter (In Local Language)	Description: This field is used to specify the name of headquarter of the state in local language. Validation: Enter name in alphabetic format. Mandatory/Optional: It is an Optional field.
6	GIS Nodes: Latitude	Description: This field is used to specify the latitude of the GIS node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is an Optional field.
7	GIS Nodes: Longitude	Description: This field is used to specify the longitude of the GIS node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is an Optional field.

8	GIS Nodes: Upload Map	<p>Description: This field is used to upload map for the create state operation. This field is only visible when you have selected the Upload Map option while configuring the Map for land region entities.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	Contributing Land Region	<p>Description: This field is used to specify the contributing land region area in which you have to select the contributing state and districts that helps in creating a new state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Create State** form contains the following buttons as indicated below:

- **Whole button:** This button allows you to add the complete land region area covered of the state or district to create a new state.
- **< Button:** This button allows you to remove a state or a district name from the contributing list and transferred to the available list of state or district.
- **<< Button:** This button allows you to remove all state or a district names from the contributing list and transferred to the available list of states or districts.
- **Part button:** This button allows you to add the part of the land region of the state or district to create a new state.
- **Get District List button:** This button allows you to get the list of the districts of the selected state.
- **Next button:** This button allows you to move the next step of the Create State operation.
- **Close button:** This button allows you to abort the Create State operation and will return back to the previous screen.

Flow of Form

To create a new state, you need to follow the steps as indicated below:

1. You should login into the application as **Central Administrator** and have the privilege to create new state.
2. Click on the option **State** → **Create State** available on the left menu. The **Create State** form is displayed on the screen.
3. Specify the new state name in English and local language in the **Name of State (In English)**.
4. Specify the census 2011 code in the **Census 2011 Code** field.
5. Specify the headquarter name in English and local language of the new state in the **Name of Headquarter (In English)** and **Name of Headquarter (In Local Language)** fields.
6. Specify the latitude and longitude of the GIS nodes in the **Latitude** and **Longitude** fields.
7. Click the **Browse** button to browse the path of the file or map that you want to upload. The **Upload Map** option is visible on the screen because you have selected the **Upload Map** option while configuring the Map for land region entities.
8. Select the state whose area you want utilize to create new state from the **State List** field. You can select full state or part of state by selecting the state and then clicking the **Whole>>** and **Part >>** buttons.
9. In case, you select the part state then you should click the **Get District List** button to get districts list of the selected state.
10. Select the district whose area you want utilize to create new state form the **District List** field. You can select full district or part of district by selecting the district and then clicking the **Whole>>** and **Part >>** buttons.
11. Click the **Next** button to move to the next step of creation of the state. In case you want to close the form, click the **Close** button and the system takes you back to the Main Screen without creating the state.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter state name.	This indicates that you didn't enter the state name.	Click "OK" to resume and enter state.
2.	State already exists with the entered name,	This indicates that state	Click "OK" to resume and specify

S. No.	Message	Reason	Expected Action
	Please enter a different name.	name is not unique.	the unique state name.
3.	State name should contain [A-Z], [a-z] and space only.	This indicates that state name contains characters other than [A-Z], [a-z] and space.	Click “ OK ” to resume and specify the state again.
4.	Short Name of the state should contain [A-Z],[a-z] only	This indicates that alias of the state name contains restricted characters.	Click “ OK ” to resume and specify the alias state again.
5.	Census 2011 Code can contain characters [0-9] only.	This indicates that census 2011 code contains restricted characters.	Click “ OK ” to resume and specify the Census 2011 Code again.
6.	The new state should contain at least one district.	This indicates that the new state does not contain district.	Click “ OK ” to resume and specify at least one district.
7.	Please configure government order generation before creating new state.	This indicates that you try to create state without the Configuration for government order generation.	Click “ OK ” to resume and specify the configuration for government order generation.

What happens when the Next button is clicked?

On clicking the **Next** button, the **Upload Government Order** form is displayed. This form allows you to upload government order. In this form, the **Upload Government Order** field is displayed when you selected the **Upload Government Order** option for the Create State operation while configuring Government order for center. In case, you have selected the **Generate Government Order** option for the Create State operation while configuring the government order then the **Select Government Order Template** field is displayed on the screen and allows you to select the government order template from the given list and edit the selected template format if required.

A screen shown in Fig. 5.3.2.2 display's a sample screen shot of the **Upload Government Order** form. All field marked with * are mandatory.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.3.2.2:

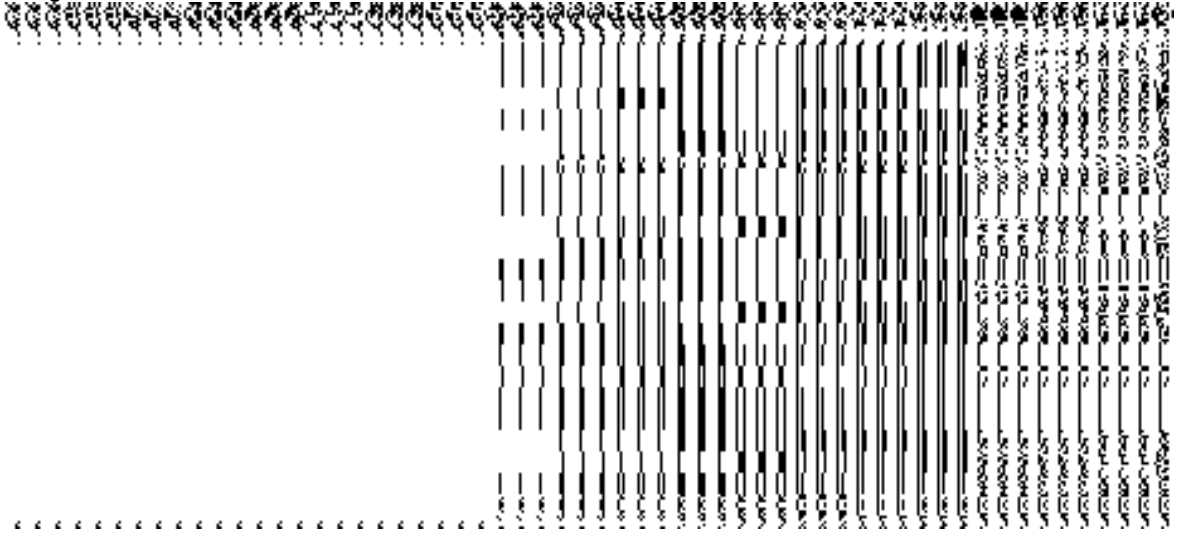


Fig. 5.3.2.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.3.2.3:

Fig. 5.3.2.3

After selecting the government order template and click the **Save** button then the **Government Order Template** form is displayed on the screen and allows you to edit the government order template details, as shown in Fig. 5.3.2.4:

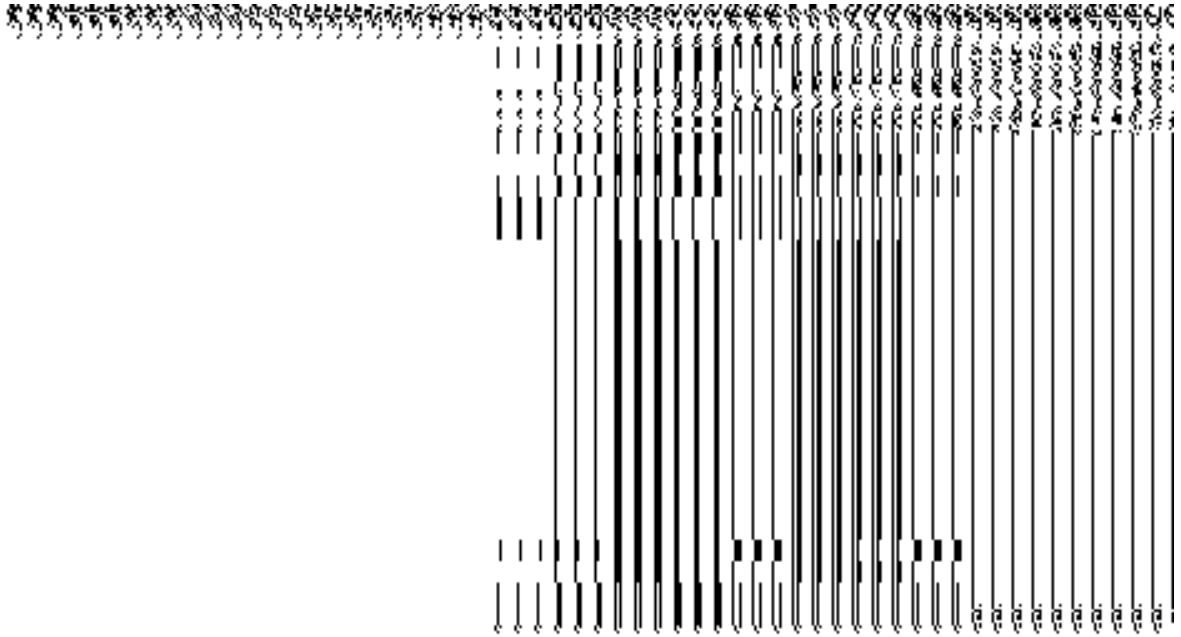


Fig. 5.3.2.4

Pre-Condition

The Create state details should be filled and you should have privilege to upload government order.

The Upload Government Order form contains following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	<p>Description: This field is used to specify the order number. Example - order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example – 12-12-2011</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

3	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example – 12-12-2011</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example – 12-12-2011.</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the create state operation while configuring the government order for center.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select the Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the create state operation while configuring the government order for center.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file location to upload.
- **Remove button:** This button allows you to remove all the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to the home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Next** button in the **Create State** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with ***** sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in **Gazette publication date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create State operation while configuring Government order for center. After upload the government order file and click the **Save** button. On clicking the **Save** button, a message "**Congratulations, New State Details Have Been Saved!**" is displayed on the screen.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create State operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in

editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.

Validations/Error Messages:-

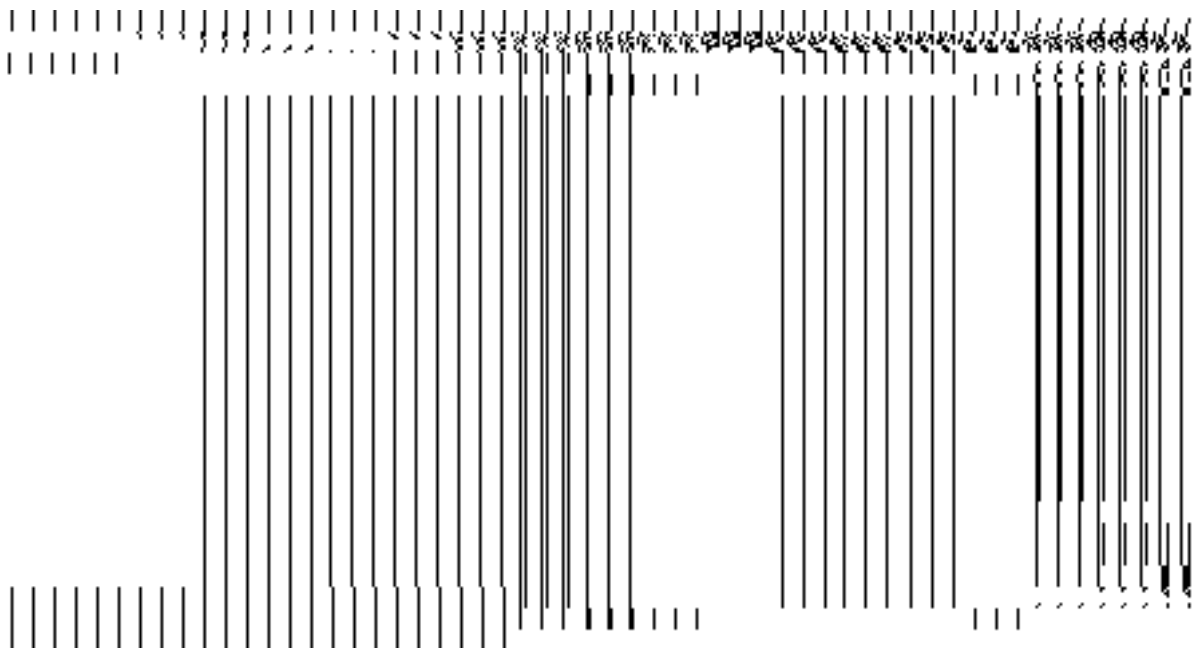
As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Order No is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order Number.
2	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the Effective date.
4	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6	Select Government Order Template	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form, a message **“New State Details Have Been Saved!”** is displayed on the screen. Now, the details about the new state are stored in the database and you can use the state to create a district, sub district or village. You can view the state by using the **View States** link in the **Citizen Section** on the home page. The newly created state is available for the modify state, download directory, register, search, reports, etc operations.

- On clicking **Save** button on the **Government Order Template** form, a new screen is displayed. This screen displays the government order template details and its format.



Manage State

Brief Description

This form enables you to manage an existing state and its details. A state level land region manager can be able to manage his state. You can manage an existing state by clicking the **Manage State** option in the **State** section. The **Manage State** form is displayed on the screen. This form shows the details about the state, such as State Code and State Name (In English). In this form, you can also see that there are two icons namely **Correction** and **Change**. The **Correction** icon enables you to correct the government order details whereas the **Change** icon enables you to modify the name of the state and also fill the government order details after modifying the state name.

A screen shown in Fig. 5.3.2.1 display's a sample screen shot of the **Manage State** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage State** form is shown in Fig. 5.3.2.1:

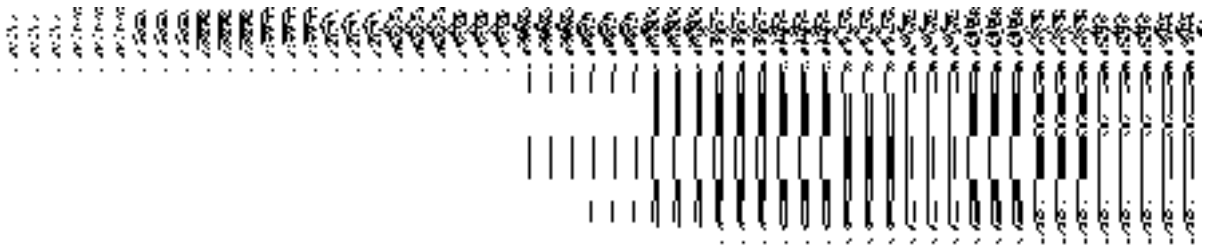


Fig. 5.3.2.1

Pre-Condition

You should be logged in to the application and have privilege to view and manage an existing state details. You can open the **Manage State** form by clicking the option **State→ Manage State** is available to you from the left menu.

The **Manage State** form contains the following fields as indicated below:

S.N	Field Name	Explanation
1	State Code	<p>Description: This field shows the state code of the listed state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	State Name (In English)	<p>Description: This field shows the state name in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	State Name (In Local Language)	<p>Description: This field shows the state name in local Language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Manage State** form consists of the following icons as indicated below:

- **Change icon:** This icon allows you to modify the State Name, State Name (In Local Language) and Short Name of the state.

- **Correction icon:** This icon allows you to make changes to short name and other details. Also, government order details can be added if they have not been added at the time of creation.

Flow of Form

To manage state, you need to follow the steps given below:

1. You should be logged in to the application and has privilege to view or manage state.
2. Click on the option **State→ Manage State** available from the left menu to open the form. The **Manage State** form is displayed on the screen. This form displays the general state details, such as State Code, State Name (In English), State Name (In Local Language), Change icon, and Correction icon.

Correction

Brief Description

This form enables you to modify the headquarter name of the state, census 2011 code, government order details and GIS nodes details of the selected state. You can modify these details by clicking the **Correction** icon in front of the state name in the **Manage State** form. The **Modify State (Correction)** form is displayed on the screen. This form consists of the several fields, such as Correction, Government Order Details, and GIS Nodes. Some of the fields named State Name (In English), State Name (In Local Language) is in read only mode. This means that you cannot modify these fields. On the other hand, by using the **Modify State Correction** form, you can modify the headquarter name of the state, census 2011 code, government order details and GIS nodes details.

A screen shown in Fig. 5.4.3.3.1 display's a sample screen shot of the **Modify State (Correction)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify State (Correction)** form is shown in Fig. 5.4.3.3.1:

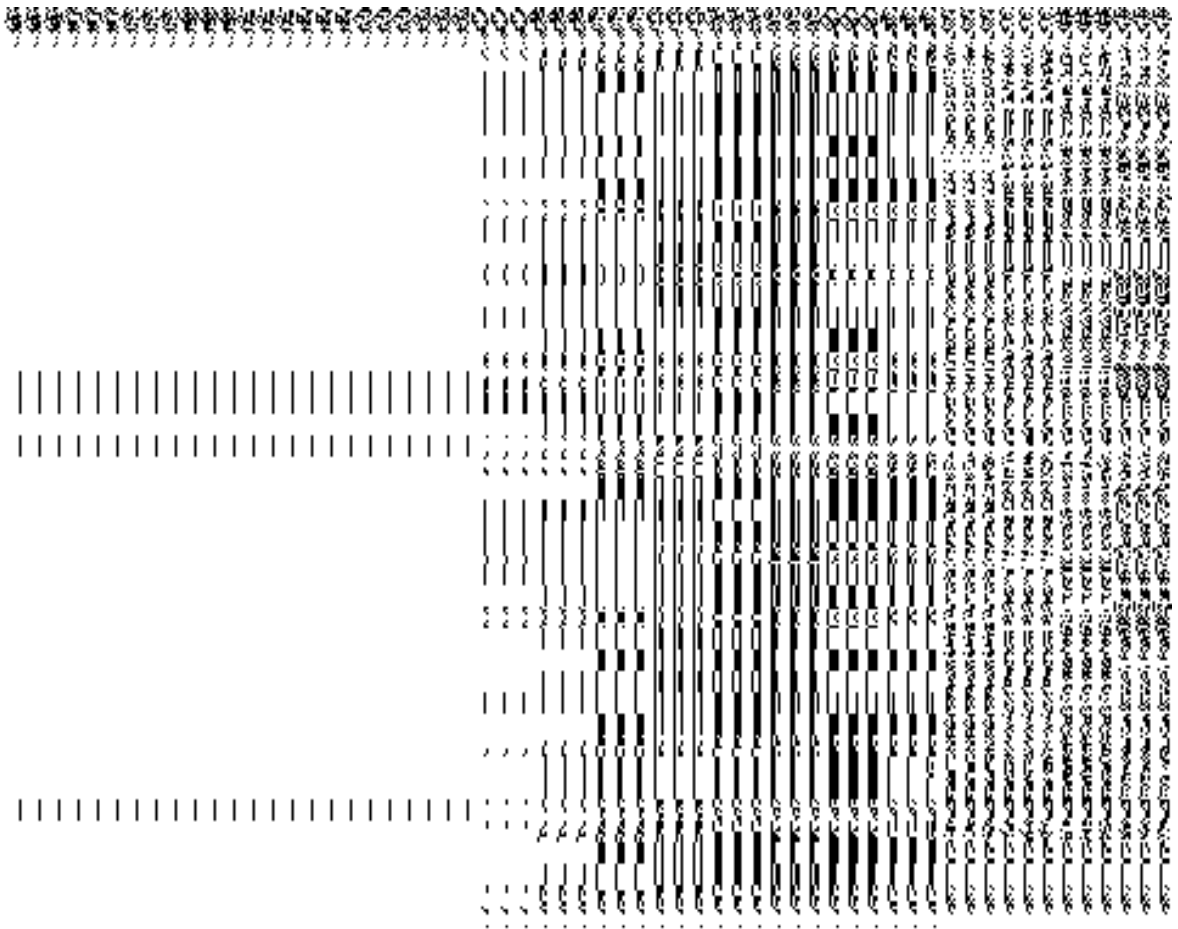


Fig 5.4.2.3.1

Pre-condition

You should be logged in to the application as **Land Region Manager** (State Level User) and have privilege to correct the state government order details and GIS nodes details. The Map and government order should be configured earlier. In addition, the government order details should be entered at the time of state creation. In case, you forget to enter the government order details at the time of state creation then fill these details by using the **Change** option.

The Modify State (Correction) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	State Name (In English)	<p>Description: This field shows the name of state in English. This field is in read only mode that means you can't edit the state name.</p> <p>Validation: NA</p>

		Mandatory/Optional: NA
2	State Name (In Local Language)	Description: This field shows the state name in local language. This field is in read only mode that means you can't edit the state name. Validation: NA Mandatory/Optional: NA
3	Short name (In English)	Description: This field shows a short name of the state in English. Validation: NA Mandatory/Optional: NA
5	Headquarters of the selected sub district(In English)	Description: This field is used to specify the headquarter name of state in English. Validation: Enter name in alphabets. Mandatory/Optional: It is an Optional field.
6	Headquarters of the selected sub district(In Local Language)	Description: This field is used to specify the headquarter name of state in local language. Validation: Enter name in alphabets. Mandatory/Optional: It is an Optional field.
7	Census 2011 code	Description: This field is used to specify the census code of state in 2011. Validation: Enter Census 2011 code in numeric format without spaces. Mandatory/Optional: It is an Optional field.
8	Order No	Description: This field is used to specify the order number. Example - order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
9	Order Date	Description: This field is used to specify the order date on which the order was given. Example - 12-12-2011.

		<p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Effective Date	<p>Description: This field is used to specify the Effective Date. An Effective Date is the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
11	Gazette Publication Date	<p>Description: This field is used to specify the Gazette Publication Date. The Gazette Publication Date is the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. orders generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
12	Upload Government Order	<p>Description: This field is used to upload government order for the Modify State operation. This option is visible when you select the Upload Government Order option for the Modify State operation while configuring the government order for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
13	GIS Nodes:	<p>Description: This field is used to specify the latitude of the Node.</p>

	Latitude	<p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is Optional field.</p>
14	<p>GIS Nodes:</p> <p>Longitude</p>	<p>Description: This field is used to specify the longitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is Optional field.</p>

The **Modify State (Correction)** form contains the following buttons as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Browse button:** This button allow you to browse a file to upload.
- **Remove button:** This button allows you to remove the file attachments.
- **Save button:** This button allows you to save the change made by you in the State details.
- **Clear button:** This button allows you to clear the text entered in all the fields.
- **Close button:** This button allows you to return to home screen.

Flow of Form

To make correction in state details, you need to follow the steps given below:

1. After getting search result in the **Manage State** form, click on the **Correction** icon in front of the state code. The **Modify State (Correction)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the headquarter name of the state in English and local language in the **Headquarter Name of the State (In English)** and **Headquarter Name of the State (In Local Language)** fields.
3. The government order details fields are not necessary to fill. But, if you click on any of the field of the government order than it is necessary to fill all other fields of the government order.
4. Specify the census code in the **Census 2011 Code** field.
5. Specify the government order number in the **Order No** field.
6. Specify the government order date in the **Order Date** field.
7. Specify the Effective order date in the **Effective Date** field.

8. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
9. To upload the government order, click the **Browse** button to upload the file.
10. Specify the GIS nodes details in the **Latitude** and **Longitude** fields.
11. To update details, click the **Save** button or else click the **Close** button to abort the operation.
12. In case you chose to update the form then a screen is displayed that shows the updated state details.

What happens when the form is modified?

Once you click on the **Save** button, the system validates the form for all mandatory fields and business validations and updates the record in the database. The updated records are still available for further modifications. On clicking the **Save** button, the complete details of the state is displayed on the screen. You can also see the state details by using the **View States** link in the **Citizen Section** on the home page. The **View States** form is displayed on the screen. In this form, you can click the **View Government Order** icon to view the government order details of the selected state.

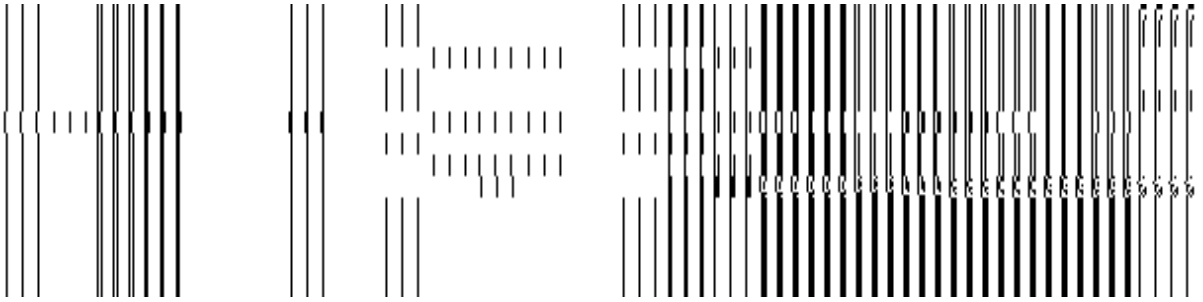


Fig. 5.4.3.3.2

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Census 2011 Code can contain characters [0-9] only.	This message is displayed when you enter the Census 2011 code that contains restricted characters.	Select the field and specify the details in the correct format.
2.	Please configure government order generation before modifying state.	This message is displayed when the configuration for government order generation is not defined.	Click the OK button and specify the defined the government order.
3.	Please enter all the details of the government order.	This indicates that in case of correction if there are no government order details, user enters partial details of the government order.	Select the field and specify all the government order details.
4.	Order no is required.	This indicates that you did not enter the order number	Enter the order number.
5.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Enter the order date.

S. No.	Message	Reason	Expected Action
6.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Enter the effective date.
7.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Enter the date in correct format.

Change

Brief Description

This form enables you to modify the state general details, such as state name and status

A screen shown in Fig. 5.3.3.2.1 display's a sample screen shot of the **Modify State (Change)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify State (Change)** form is displayed on the screen, as shown in Fig. 5.3.3.2.1:

Fig. 5.3.3.2.1

Pre-condition

You should be logged in to the application as **Land Region Manager** (State Level User) and have privilege to change state details. The Map and government order should be configured earlier.

The **Modify State (Change)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	State Name (In English)	Description: This field is used to specify the name of state in English. Validation: Enter data in alphabetic format. Mandatory/Optional: It is a Mandatory field.
2	State Name (In Local Language)	Description: This field is used to specify the state name in local language. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.
3	Short Name (In English)	Description: This field is used to specify a short name of the state in English. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an optional field.
4	Status (State/ UT)	Description: This field is used to specify whether it is a state or UT. Mandatory/Optional: It is a Mandatory field.

The **Modify State (Change)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the changes made in the mandatory fields of the **Modify State (Change)** form.
- **Clear button:** This button allows you to clear the text entered in all the fields.
- **Close button:** This button allows you to abort the Modify State operation and will return to the home screen.

Flow of Form

To make changes in state details, you need to follow the steps given below:

1. After getting search result in the **Manage State** form, click on **Change** icon in front of the state code. The **Modify State (Change)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

2. Specify the name of state in English and local language in the **State Name (In English)** and **State Name (In Local)** fields.
3. Specify the short name of state in English
4. Specify whether it is a State or UT.
5. To update form click the **Save** button or else click the **Close** button to abort the operation.
6. In case you chose to update the form then a screen is displayed that displays the new details of state.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter state name.	This indicates that you did not enter the state name in English.	Click “OK” to resume and enter the state name in English.

What happens when the form is modified?

On clicking the **Save** Button, the state name details get saved and a new screen named **Upload Government Order** is displayed on the screen. This form enables you to specify the government order details to upload it. In the **Upload Government Order** form, the **Upload Government Order** field is displayed when you selected the **Upload Government Order** option for the Modify State operation, while configuring government order for land region entities. In case, you select the **Generate Government Order** option for the Modify State operation, while that operation is perform then you will have an option to generate the government order by using the template created through the software.

A screen shown in Fig. 5.4.3.3.3 display’s a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with an option to upload government order is shown in Fig. 5.4.3.3.3:

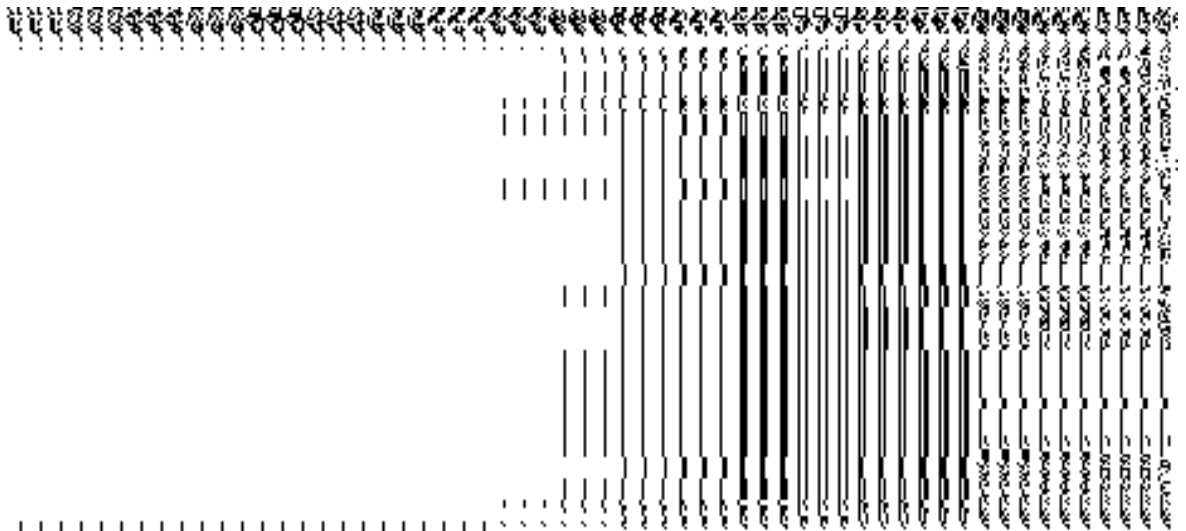


Fig 5.4.3.3.3

The **Upload Government Order** form with an option to **Select Government Order Template** is shown in Fig 5.4.3.3.4:

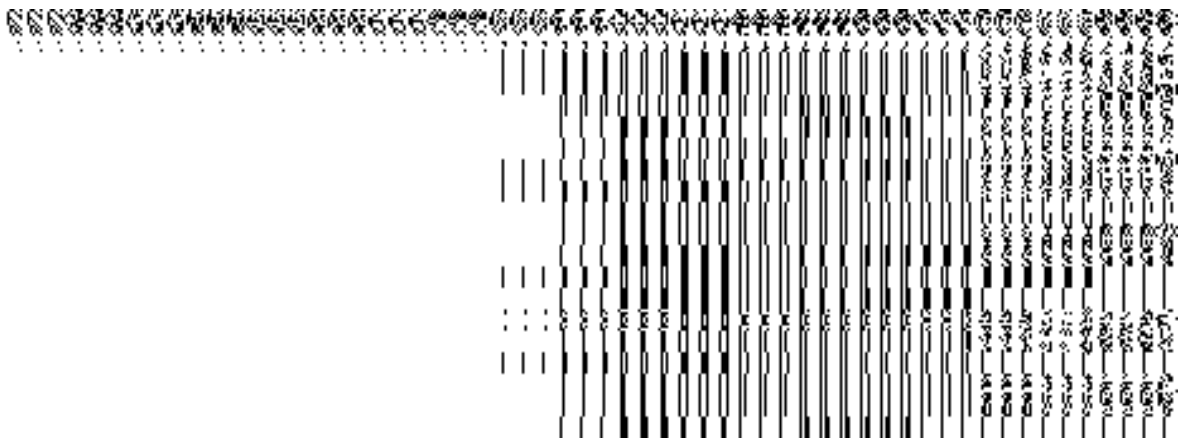


Fig 5.4.3.3.4

On clicking the **Save** button, a new screen is displayed. This screen enables you to define the template of the government order.

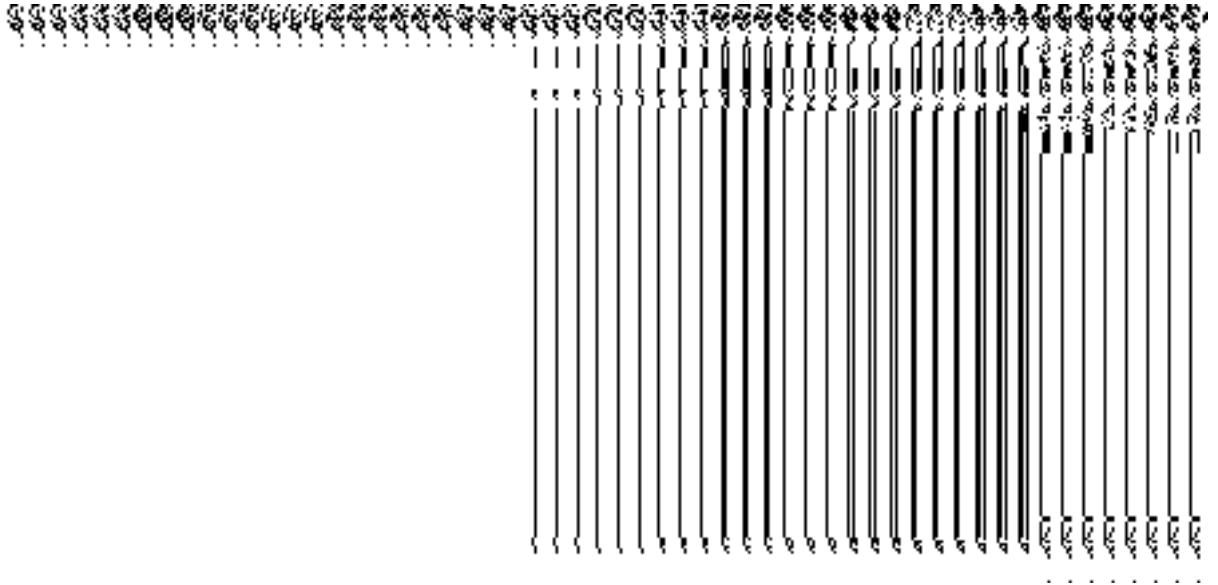


Fig 5.4.3.3.5

Pre-Condition

The modify state details, such as state name and state alias name in English and local language should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number which state that is modified. Example - order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details:	Description: This field is used to specify an Effective Date. An Effective date is the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the

	Effective Date	<p>effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the Gazette Publication Date, which is the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is displayed when you select the Upload Government Order option for the Modify State option while configuring the government order for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select the Government Order Template	<p>Description: This field is used to select the government order template. This field is displayed when you select the Generate Government Order option for the Modify State option while configuring the government order for land region entities.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a mandatory field.</p>

The **Upload Government Order** form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload the government order.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button to abort the operation and will return to the home screen.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected **Upload Government Order** option while configuring government order.
- **Save button:** This button allows you to save the updated details of the state. In case, the **Select Government Order Template** field is displayed because you have selected the **Generate Government Order** option for the Modify State operation while configuring government order.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Save** button in the **Modify State (Change)** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Modify State details operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **View States** form is visible on the screen with the updated state details.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option while configuring Government order. Now should select the template and click the **Save** button. After clicking the **Save** button, the template details is available in editable format

in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.

Validations/Error Messages:-

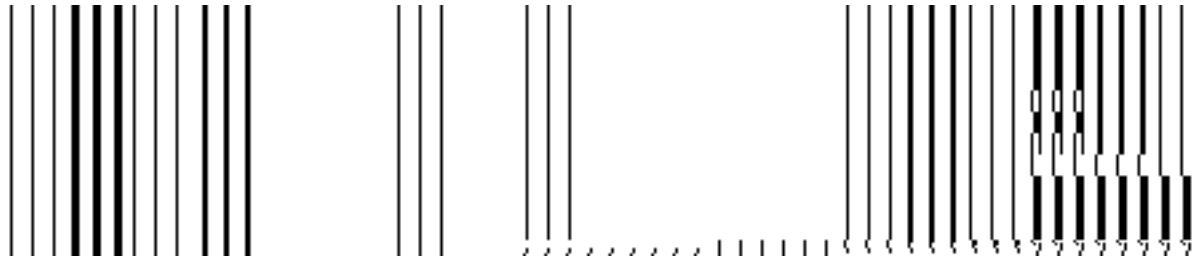
As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order No is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload the Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select the Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

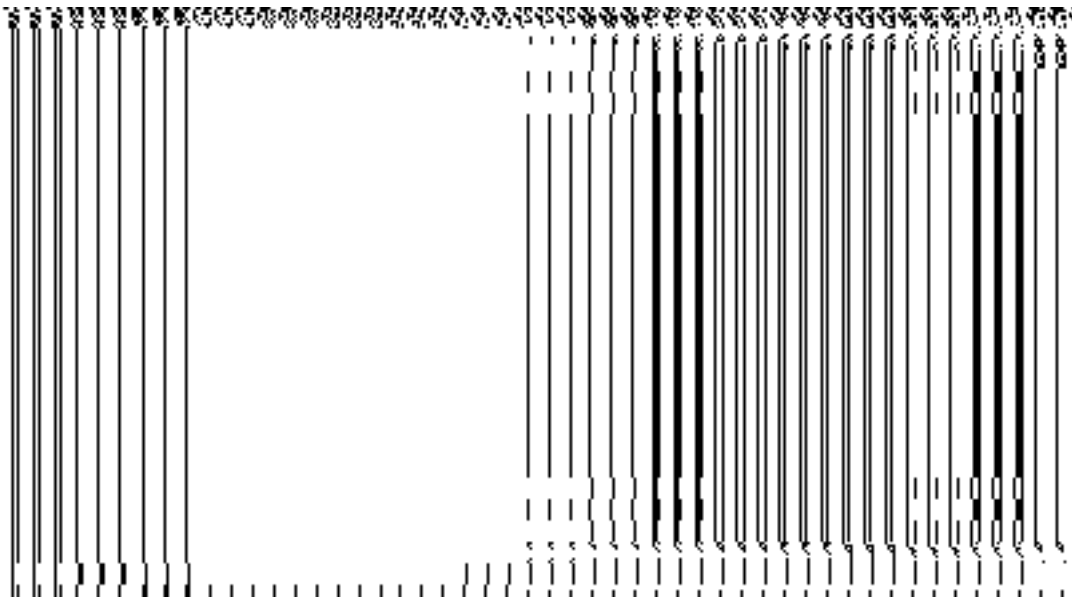
What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form, the **View States** screen is displayed with the updated details of the state. Now, all the changes are recorded in the system and a new version of the state should be recorded, starting from the effective date. You can view the state details by clicking the **Manage State** option in the **State** section while you logged as state level user. The **Manage State** form is displayed where you can see the State Code, State Name (In English) and

State Name (In Local Language). You can also view the state details by using the **View States** link in the **Reports** section on the home page.



- On clicking **Save** button on the **Government Order Template** form, a new screen is displayed. This screen displays the government order template details and its format.



District

General Description

This sections allows you to create a new district, in which you can enter the general details, GIS nodes, Headquarter of new district, Contributing land region etc. This section also allows you to manage an existing district. In addition, this section is accessed at center and state level.

Create District

Brief Description

This form enables you to create a new district. A Land Region Manager (State Level User) can create a new district. You can create a new district by clicking the **Create District** option in the **District** section. The **Create District** form is displayed on the screen. This form is used to define the details about the new district, such as general details, GIS nodes, Headquarter details, and the contributing land region area. In addition, this form enables you to merge the selected villages into the selected sub district and also allows you to create new sub district from the selected villages.

A screen shown in Fig. 5.4.2.1 display's a sample screen shot of the **Create District** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create District** form is shown in Fig. 5.4.2.1:

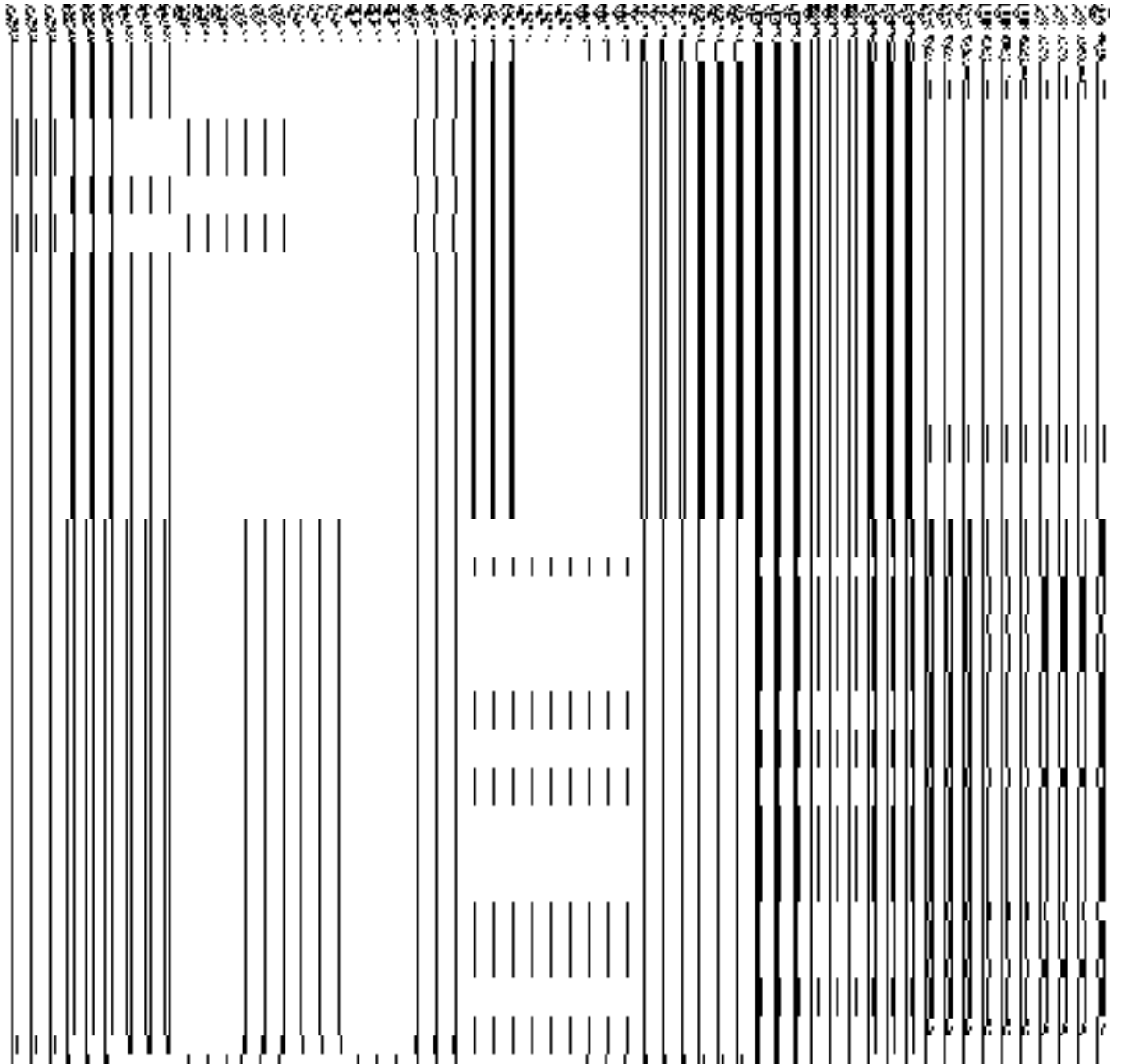


Fig. 5.4.2.1

Precondition

You should be logged in to the application and have privilege to create district information. To create a new district, you should configure the Map and government order for land region entities. Further, if you are at center level, you can create the district only when you are creating it as a part of new state. In case, you are at state level, then you can create a new district of your state.

The Create District form consists of the following fields as indicated below:

S.	Field Name	Explanation
----	------------	-------------

No		
1	General Detail of New District: Name of District (In English)	Description: This field is used to specify the name of new district in English. Validation: Enter data in alphabetic format. Mandatory/Optional: It is a Mandatory field.
2	General Detail of New District: Name of District (In Local Language)	Description: This field is used to specify the name of the district in local language. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.
3	General Detail of New District: Alias of the District (In English)	Description: This field is used to specify an alternative name of the district in English. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.
4	General Detail of New District: Alias of the District (In Local Language)	Description: This field is used to specify an alternative name of district in local language. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.
5	General Details of New District: Census 2011 code	Description: This field is used to specify the census code of district in 2011. Validation: Enter Census 2011 code in numeric format without spaces. Mandatory/Optional: It is an Optional field.
6	State Specific Code	Description: This field is used to specify the state specific code Validation: Enter State Specific Code in alphanumeric format. Mandatory/Optional: It is an Optional field.
7	GIS Nodes: Latitude	Description: This field is used to specify the latitude of the GIS node. Validation: Enter data in alphanumeric format.

		Mandatory/Optional: It is an Optional field.
8	GIS Nodes: Longitude	Description: This field is used to specify the longitude of the GIS node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is an Optional field.
9	GIS Nodes: Upload Map	Description: This field is used to upload map for the Create District operation. This field is only visible when you have selected the Upload Map option while configuring the Map for land region entities. Validation: NA Mandatory/Optional: It is an Optional field.
10	Headquarter: Name of Headquarter (In English)	Description: This field is used to specify the name of headquarter of the District in English. Validation: Enter name in alphabetic format. Mandatory/Optional: It is an Optional field.
11	Headquarter: Name of Headquarter (In Local Language)	Description: This field is used to specify the name of headquarter of the District in local language. Validation: Enter name in alphabetic format. Mandatory/Optional: It is an Optional field.
12	Contributing Land Region: District List	Description: This field is used to display the list of districts that are available for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.
13	Contributing Land Region: Contributing	Description: This field is used to specify the list of selected districts for creating a new district. Validation: NA

	Districts List	Mandatory/Optional: It is a Mandatory field.
14	Contributing Land Region: Sub District List	Description: This field is used to display the list of sub districts that are available for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.(If part district has been selected)
14	Contributing Land Region: Contributing Sub Districts List	Description: This field is used to specify the list of selected sub districts for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.
15	Contributing Land Region: Village List	Description: This field is used to display the list of villages that are available for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.(If part sub district has been selected)
16	Contributing Land Region: Contributing Village List	Description: This field is used to specify the list of selected villages for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.
17	Reorganize Villages	Description: This field is used to reorganize the villages selected to create a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.

The **Create District** form contains the following buttons as indicated below:

- **Whole button:** This button allows you to add the complete land region area covered by the district (includes all sub districts and its villages) or sub district (includes its all villages) to create a new district.
- **Part button:** This button allows you to add the part of the land region of the district or sub district to create a new district.
- **Get Sub-district List button:** This button allows you to get the list of the sub districts of the selected district.
- **Get Village List button:** This button allows you to get the list of the villages of the selected sub-district.
- **Merge into Subdistricts button:** This button allows you to reorganize the villages by merging them into another subdistrict.
- **Create new Subdistrict button:** This button allows you to reorganize the villages by creating a new subdistrict.
- **Add Another button:** This button allows you to add another district from the remaining list of districts.
- **Next button:** This button allows you to save the form and move to the next step of the Create District operation.
- **Clear button:** This button allows you to remove data from all the fields of the **Create District** form.
- **Close button:** This button allows you to abort the Create District operation and will return back to the previous screen.

Flow of Form

To create a new district, you need to follow the steps as indicated below:

1. You should login into the application as **Land Region Manager** (State Level User) and have the privilege to create new district.
2. Click on the option **District** → **Create District** available on the left menu. The **Create District** form is displayed on the screen.
3. Specify the new district name in English and local language in the **Name of District (In English)** and **Name of District (In Local Language)** fields.
4. Specify the alias district name in English and local language in the **Alias of the District (In English)** and **Alias of the District (In Local Language)** fields.
5. Specify the census 2011 code in the **Census 2011 Code** field.
6. Specify the state specific code in **State Specific Code** field.

7. Specify the latitude and longitude of the GIS nodes in the **Latitude** and **Longitude** fields.
8. Click the **Browse** button to browse the path of the file or map that you want to upload. The **Upload Map** option is visible on the screen because you have selected the **Upload Map** option while configuring the Map for land region entities.
9. Specify the headquarter name in English and local language of the new district in the **Name of Headquarter (In English)** and **Name of Headquarter (In Local Language)** fields.
10. Select the district whose area you want utilize to create new district from the **District** field. You can select full district or part of district by selecting the district and then clicking the **Whole>>** and **Part >>** buttons.
11. In case you select the part district then you should click the **Get Sub-district List** button to get sub districts list of the selected district.
12. Select the sub district whose area you want utilize to create new district form the **Sub District List** field. You can select full sub district or part of sub district by selecting the sub district and then clicking the **Whole>>** and **Part >>** buttons.
13. In case you select part sub district the you should click the **Get Village List** button to get the list of villages of the selected sub district.
14. Select the villages you want to utilize to create new district.
15. In case you want to merge the villages into sub-districts then you should click on **Merge into Sub districts** button else you can create a new sub district from the villages by clicking in **Create new sub districts** button.
16. Click on **Add Another** button to add another district from the remaining list of districts.
17. Else click on **Next** button to move to the next step of creation of the district. In case you want to close the form, click the **Close** button and the system takes you back to the Main Screen without creating the district.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter district name.	This indicates that you didn't enter the district name.	Click " OK " to resume and enter district.
2.	District already exists	This indicates that district	Click " OK " to resume and specify

S. No.	Message	Reason	Expected Action
	with the entered name, Please enter a different name.	name is not unique in the state.	the unique district name.
3.	District name should contain [A-Z], [a-z] , [0-9] and space only.	This indicates that district name contains characters other than [A-Z],[a-z] , [0-9] and space.	Click “ OK ” to resume and specify the district again.
4.	Alias of the district name should contain [A-Z],[a-z] , [0-9] and space only	This indicates that alias of the district name contains restricted characters.	Click “ OK ” to resume and specify the alias district again.
5.	Census 2011 Code can contain characters [0-9] only.	This indicates that census 2011 code contains restricted characters.	Click “ OK ” to resume and specify the Census 2011 Code again.
6.	The new district should contain at least one sub district.	This indicates that the new district does not contain sub district.	Click “ OK ” to resume and specify at least one sub district.
7.	Effective Date should not be later than current date.	This message is displayed when you enter the Effective Date, which is later than current date.	Click “ OK ” to resume and specify the Effective Date again.
8.	Please configure government order generation before creating new district.	This indicates that you try to create district without the Configuration for government order generation.	Click “ OK ” to resume and specify the configuration for government order generation.

What happens when the user clicks on Merge Into Subdistricts button?

On clicking the **Merge Into Subdistricts** button, the Merge Into Subdistricts form is displayed. In this form, you can select the villages to be merged into a sub district. Also, you can select the sub district to which you want to merge the selected villages.

A screen shown in Fig. 5.4.2.2 display's a sample screen shot of the **Merge Into Subdistricts** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Merge Into Sub-Districts** form is shown in Fig. 5.4.2.2:

Pre-Condition

The details in the create district form should be filled and there should be villages available in the contributing village list.

The Merge Into Sub-Districts form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Select villages that need to merge	<p>Description: This field allows the user to select villages from the list of villages that are available to be merged.</p> <p>Validation: N/A</p>

		Mandatory/Optional: It is a Mandatory field.
2	Select sub district in which the selected villages need to merge	<p>Description: This field allows the user to select the sub district to which the selected villages need to be merged.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Merge Into Sub District** form contains following buttons as indicated below:

- **Merge button:** This button allows you to merge the selected villages into the selected sub district.
- **Clear button:** This button allows you to clear all the entered details.
- **Done button:** This button allows you to save the selected details.

Flow of Form

To **Merge Into Sub district**, you need to follow the steps given below:

1. After clicking the **Merge Into Sub district** button in the **Create District** form, the **Merge Into Sub District** form is displayed on the screen.
2. Select the villages that you want to merge and click on >> button.
3. Select the sub district to which you want to merge the selected villages by clicking on the >> button.
4. Click on the **Merge** button to merge the selected villages to the selected sub district
5. Click on **Done** button when there are no more villages remaining to be merged..

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select Sub-District in which you	This indicates that sub-district has not been	Click “Cancel” to resume and select a sub-district.

S. No.	Message	Reason	Expected Action
	want to merge villages	selected.	
2.	Please select villages that you want to merge	This indicates that no village has been selected.	Click “Cancel” to resume and select villages(s)

What happens when the user clicks on Create New Subdistrict button?

On clicking the **Create new Subdistrict** button, the **Create new Subdistrict** form is displayed. In this form, you can select the villages that will move to the newly created sub district. Also, you can enter the name of the new sub-district to which the selected villages will be moved.

A screen shown in Fig. 5.4.2.3 display's a sample screen shot of the **Create New Subdistrict** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create New Subdistrict** form is shown in Fig. 5.4.2.3:

Pre-Condition

The details in the create district form should be filled and there should be villages available in the contributing village list.

The Create New Sub-Districts form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Select villages that need to add into new sub district	<p>Description: This field allows the user to select villages from the list of villages that are available to be added to the new sub district.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Select sub district in which the selected villages need to merge	<p>Description: This field allows the user to select the sub district to which the selected villages need to be merged.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Create New Sub-Districts** form contains following buttons as indicated below:

- **Create Sub District button:** This button allows you to create new sub district by adding the selected villages to it.
- **Clear button:** This button allows you to clear all the entered details.
- **Done button:** This button allows you to save the selected details.

Flow of Form

To **Create New Sub-Districts**, you need to follow the steps given below:

1. After clicking the **Create New Sub-Districts** button in the **Create District** form, the **Create New Sub-Districts** form is displayed on the screen.

2. Select the villages that you want to add into new sub district.
3. Enter the name of the new sub-district (In English)
4. Click on the **Create Sub district** button to add the selected villages to the newly created sub district
5. Click on **Done** button when there are no more villages remaining to be added to a new sub district.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	You have not entered Sub-District name	This indicates that sub-district name has not been entered.	Click “Cancel” to resume and enter the name of the sub-district.
2.	Please select villages that you want to add	This indicates that no village has been selected.	Click “Cancel” to resume and select villages(s)

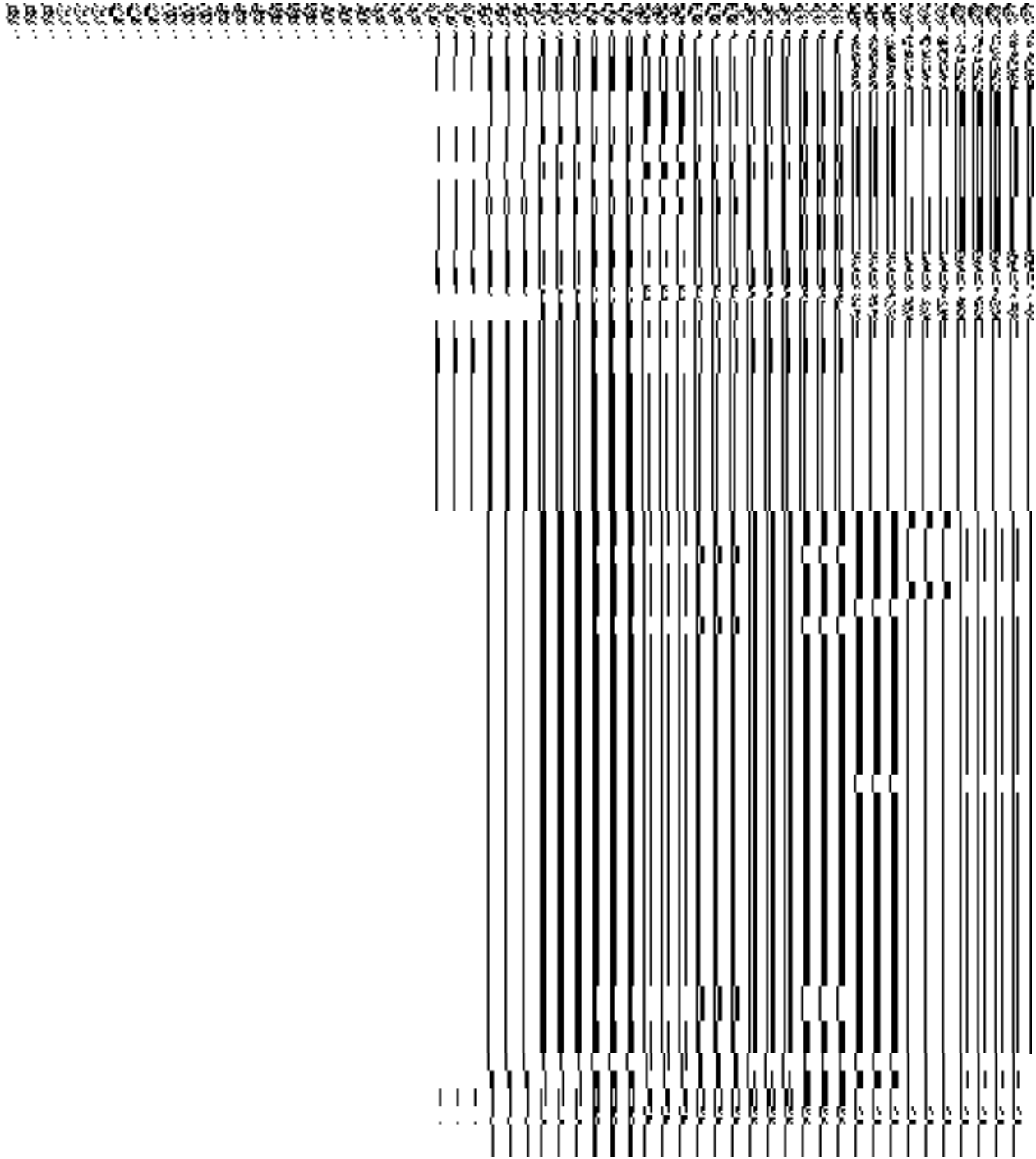
What happens when Add Another button is clicked?

On clicking the **Add Another** button, a message box with a message **“Are you confirm to add another district?”** is displayed on the screen. If you want to add another district from the selected districts, click the **Yes** button. On clicking the **Yes** button, the **Create District** form is displayed on the screen. This form allows you to create another district from the remaining districts. This form shows the details of the created district, such as contributing district, contributing sub-districts and contributing villages list and also the new sub districts, if created.

A screen shown in Fig. 5.4.2.4 display's a sample screen shot of the **Create District** form after you click the Add Another button. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create District** form is shown in Fig. 5.4.2.4:



Precondition

You should have already created a district by entering all the details and there should be available districts to create another district.

The Create District form consists of the following fields as indicated below:

S. No	Field Name	Explanation
1	General Detail of New District: Name of District (In English)	Description: This field is used to specify the name of new district in English. Validation: Enter data in alphabetic format. Mandatory/Optional: It is a Mandatory field.
2	General Detail of New District: Name of District (In Local Language)	Description: This field is used to specify the name of the district in local language. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.
3	General Detail of New District: Alias of the District (In English)	Description: This field is used to specify an alternative name of the district in English. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.
4	General Detail of New District: Alias of the District (In Local Language)	Description: This field is used to specify an alternative name of district in local language. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.
5	General Details of New District: Census 2011 code	Description: This field is used to specify the census code of district in 2011. Validation: Enter Census 2011 code in numeric format without spaces. Mandatory/Optional: It is an Optional field.

6	State Specific Code	<p>Description: This field is used to specify the state specific code</p> <p>Validation: Enter State Specific Code in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
7	GIS Nodes: Latitude	<p>Description: This field is used to specify the latitude of the GIS node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	GIS Nodes: Longitude	<p>Description: This field is used to specify the longitude of the GIS node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	GIS Nodes: Upload Map	<p>Description: This field is used to upload map for the Create District operation. This field is only visible when you have selected the Upload Map option while configuring the Map for land region entities.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
10	Headquarter: Name of Headquarter (In English)	<p>Description: This field is used to specify the name of headquarter of the District in English.</p> <p>Validation: Enter name in alphabetic format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
11	Headquarter: Name of Headquarter (In Local Language)	<p>Description: This field is used to specify the name of headquarter of the District in local language.</p> <p>Validation: Enter name in alphabetic format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
12	Contributing Land	<p>Description: This field is used to display the list of districts that are available</p>

	Region: District List	for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.
13	Contributing Land Region: Contributing Districts List	Description: This field is used to specify the list of selected districts for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.
14	Contributing Land Region: Sub District List	Description: This field is used to display the list of sub districts that are available for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.(If part district has been selected)
14	Contributing Land Region: Contributing Sub Districts List	Description: This field is used to specify the list of selected sub districts for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.
15	Contributing Land Region: Village List	Description: This field is used to display the list of villages that are available for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.(If part sub district has been selected)
16	Contributing Land Region: Contributing Village List	Description: This field is used to specify the list of selected villages for creating a new district. Validation: NA Mandatory/Optional: It is a Mandatory field.
17	Reorganize Villages	Description: This field is used to reorganize the villages selected to create a new district.

		Validation: NA Mandatory/Optional: It is a Mandatory field.
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The **Create District** form contains the following buttons as indicated below:

- **Whole button:** This button allows you to add the complete land region area covered by the district (includes all sub districts and its villages) or sub district (includes its all villages) to create a new district.
- **Part button:** This button allows you to add the part of the land region of the district or sub district to create a new district.
- **Get Sub-district List button:** This button allows you to get the list of the sub districts of the selected district.
- **Get Village List button:** This button allows you to get the list of the villages of the selected sub-district.
- **Merge into Subdistricts button:** This button allows you to reorganize the villages by merging them into another subdistrict.
- **Create new Subdistrict button:** This button allows you to reorganize the villages by creating a new subdistrict.
- **Add Another button:** This button allows you to add another district from the remaining list of districts.
- **Next button:** This button allows you to save the form and move to the next step of the Create District operation.
- **Clear button:** This button allows you to remove data from all the fields of the **Create District** form.
- **Close button:** This button allows you to abort the Create District operation and will return back to the previous screen.

Flow of Form

To create a new district, you need to follow the steps as indicated below:

1. In the **Create District** form, if you want to add another district, click the **Add Another** button.

2. On clicking the **Add Another** button, a message box with a message “**Are you confirm to add another district?**” is displayed on the screen.
3. If you want to create another district from the remaining districts then click the **Yes** button or click the **Cancel** button.
4. On clicking the **Yes** button, the **Create District** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
5. Specify the new district name in English and local language in the **Name of District (In English)** and **Name of District (In Local Language)** fields.
6. Specify the alias district name in English and local language in the **Alias of the District (In English)** and **Alias of the District (In Local Language)** fields.
7. Specify the census 2011 code in the **Census 2011 Code** field.
8. Specify the state specific code in **State Specific Code** field.
9. Specify the latitude and longitude of the GIS nodes in the **Latitude** and **Longitude** fields.
10. Click the **Browse** button to browse the path of the file or map that you want to upload.
The **Upload Map** option is visible on the screen because you have selected the **Upload Map** option while configuring the Map for land region entities.
11. Specify the headquarter name in English and local language of the new district in the **Name of Headquarter (In English)** and **Name of Headquarter (In Local Language)** fields.
12. Select the district whose area you want utilize to create new district from the **District** field. You can select full district or part of district by selecting the district and then clicking the **Whole>>** and **Part >>** buttons.
13. In case you select the part district then you should click the **Get Sub-district List** button to get sub districts list of the selected district.
14. Select the sub district whose area you want utilize to create new district form the **Sub District List** field. You can select full sub district or part of sub district by selecting the sub district and then clicking the **Whole>>** and **Part >>** buttons.
15. In case you select part sub district the you should click the **Get Village List** button to get the list of villages of the selected sub district.
16. Select the villages you want to utilize to create new district.
17. In case you want to merge the villages into sub-districts then you should click on **Merge into Sub districts** button else you can create a new sub district from the villages by clicking in **Create new sub districts** button.
18. Click on **Add Another** button to add another district from the remaining list of districts.

19. Else click on **Next** button to move to the next step of creation of the district. In case you want to close the form, click the **Close** button and the system takes you back to the Main Screen without creating the district.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter district name.	This indicates that you didn't enter the district name.	Click "OK" to resume and enter district.
2.	District already exists with the entered name, Please enter a different name.	This indicates that district name is not unique in the state.	Click "OK" to resume and specify the unique district name.
3.	District name should contain [A-Z], [a-z] , [0-9] and space only.	This indicates that district name contains characters other than [A-Z],[a-z] , [0-9] and space.	Click "OK" to resume and specify the district again.
4.	Alias of the district name should contain [A-Z],[a-z] , [0-9] and space only	This indicates that alias of the district name contains restricted characters.	Click "OK" to resume and specify the alias district again.
5.	Census 2011 Code can contain characters [0-9] only.	This indicates that census 2011 code contains restricted characters.	Click "OK" to resume and specify the Census 2011 Code again.
6.	The new district should contain at least one sub district.	This indicates that the new district does not contain sub district.	Click "OK" to resume and specify at least one sub district.
7.	Effective Date should not be later than current date.	This message is displayed when you enter the Effective Date, which is later than current date.	Click "OK" to resume and specify the Effective Date again.

S. No.	Message	Reason	Expected Action
9.	Please configure government order generation before creating new district.	This indicates that you try to create district without the Configuration for government order generation.	Click “OK” to resume and specify the configuration for government order generation.

What happens when the Next button is clicked?

On clicking the **Next** button, the **Upload Government Order** form is displayed. This form allows you to upload government order. In this form, the **Upload Government Order** field is displayed when you selected the **Upload Government Order** option for the Create District operation while configuring Government order for the land region entities. In case, you have selected the **Generate Government Order** option for the Create District operation while configuring the government order then the **Select Government Order Template** field is displayed on the screen and allows you to select the government order template from the given list and edit the selected template format if required.

A screen shown in Fig. 5.4.2.5 display’s a sample screen shot of the **Upload Government Order** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.4.2.5:

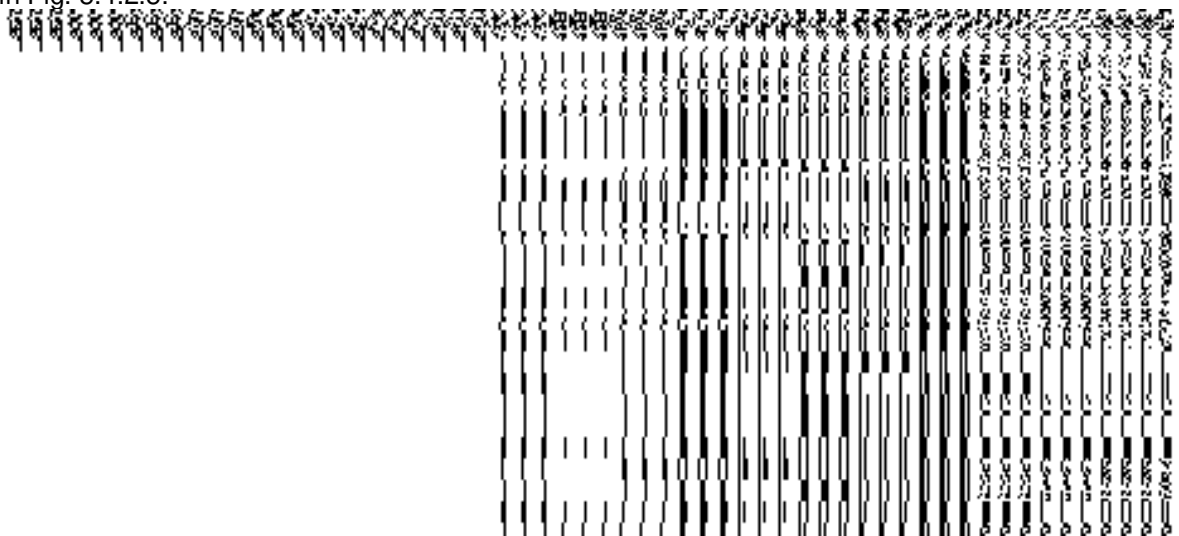


Fig. 5.4.2.5

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.4.2.6:

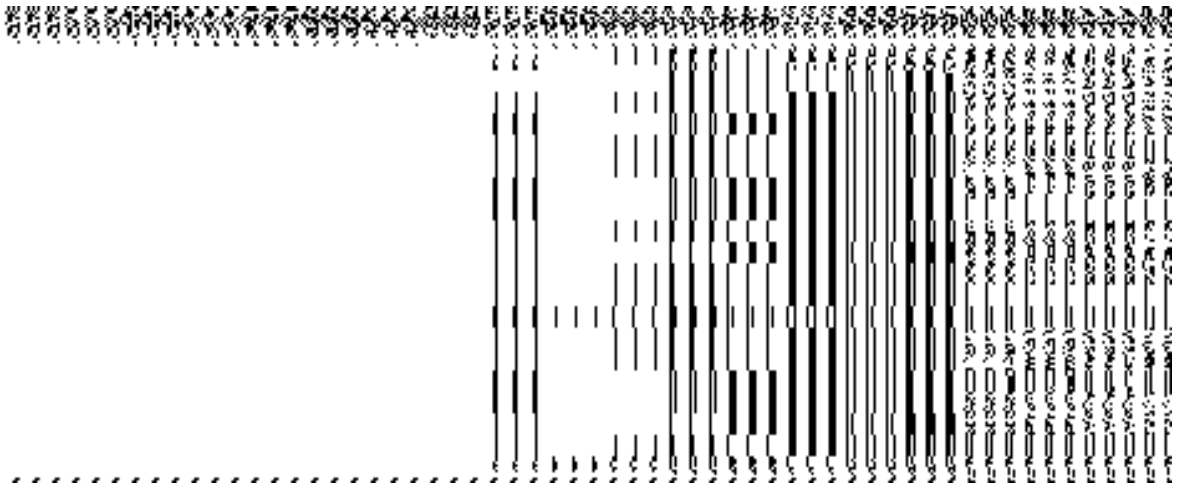


Fig. 5.4.2.6

After selecting the government order template and click the **Save** button then the **Government Order Template** form is displayed on the screen and allows you to edit the government order template details, as shown in Fig. 5.4.2.6:

Pre-Condition

The create district details should be filled and you should have privilege to upload government. The government order should be configure earlier.

The Upload Government Order form contains following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number. Example - order123 Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011 Validation: This field accepts the date in given format DD-MM-YYYY and it

		cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011 Validation: This field accepts the date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
4	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011. This field may or may not be present. Validation: This field accepts the date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
5	Government Order Details: Upload Government Order	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the create district operation while configuring the government order for land region entity. Validation: Upload at least one file. Mandatory/Optional: It is a Mandatory field.
6	Government Order Details: Select the	Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Shift District operation while configuring the government order

	Government Order Template	<p>for land region entities.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
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The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file location to upload.
- **Remove button:** This button allows you to remove all the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to the home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Next** button in the **Create District** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in **Gazette publication date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create District operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button; a message "**Congratulations, New District Details Have Been Saved!**" is displayed on the screen.

- The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create District operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.

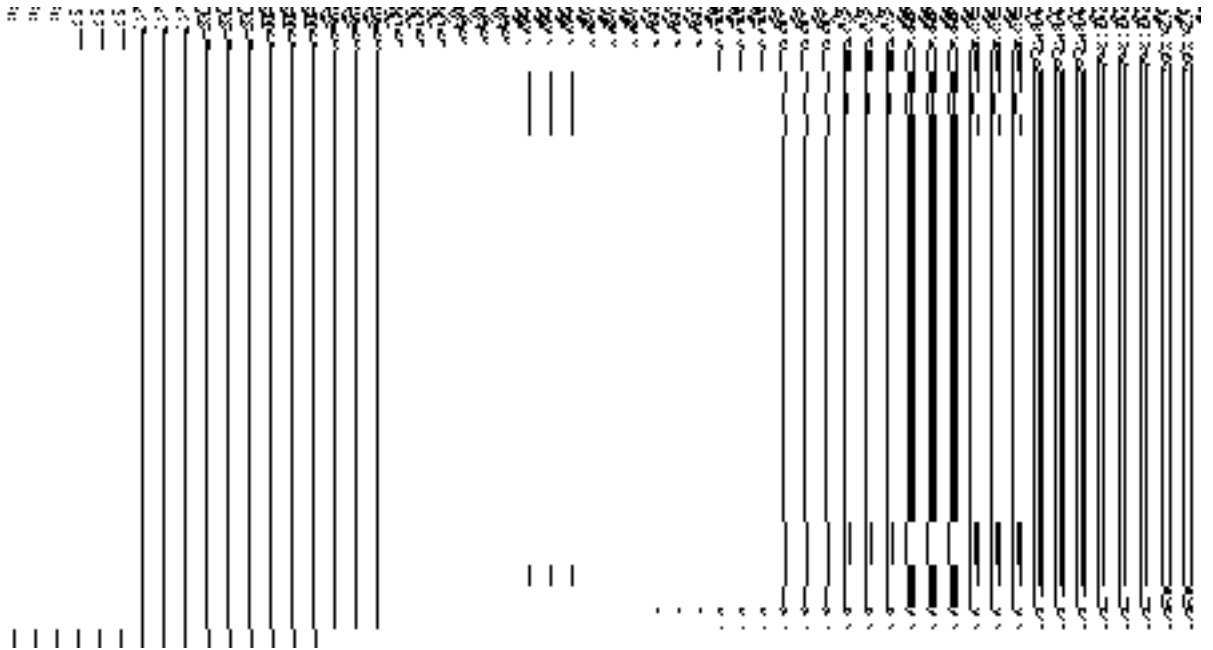
Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Order No is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6	Select Government Order Template	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form; a message “**The new District is created successfully**” is displayed on the screen. Now, the new district is created and available for further modification. You can view the district details by using the **View Districts** link in the **Reports** section on home page. You can also view the district and its details by using the **Manage District** option in the **District** section, which is discussed in details in upcoming section.
- On clicking **Save** button on the **Government Order Template** form, a new screen is displayed. This screen displays the government order template details and its format.



Manage District

Brief Description

This form enables you to manage all existing districts of your state. To manage an existing district of your state, login the application as **Land Region Manager (State Level User)** and click the **Manage District** option in the **District** section. The **Manage Districts** form appears with the District Code, District Name(In English), District Name (In Local Language), a link to view details, a link to view history, a link for change and a link for correction.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

Pre-Condition

You should be logged in to the application as **Land Region Manager (State Level User)** and have privilege to manage all existing districts information.

The Manage Districts form contains the following fields as indicated below:

Fig 5.4.3.

Validations/Error Messages:

No messages

**5.4.3.1 View District
Brief Description**

This form enables you to view an existing district details. You can view an existing district details by clicking the **View** icon in front of the district code in the **Manage Districts** form. The **View District** form is displayed on the screen. This form displays you the complete district details, such as district code, district version, district name in English and local language, alias name in English and local language, headquarter, etc.

A screen shown in Fig. 5.4.3.1 display's a sample screen shot of the **View District** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View District** form is shown in Fig. 5.4.3.1:

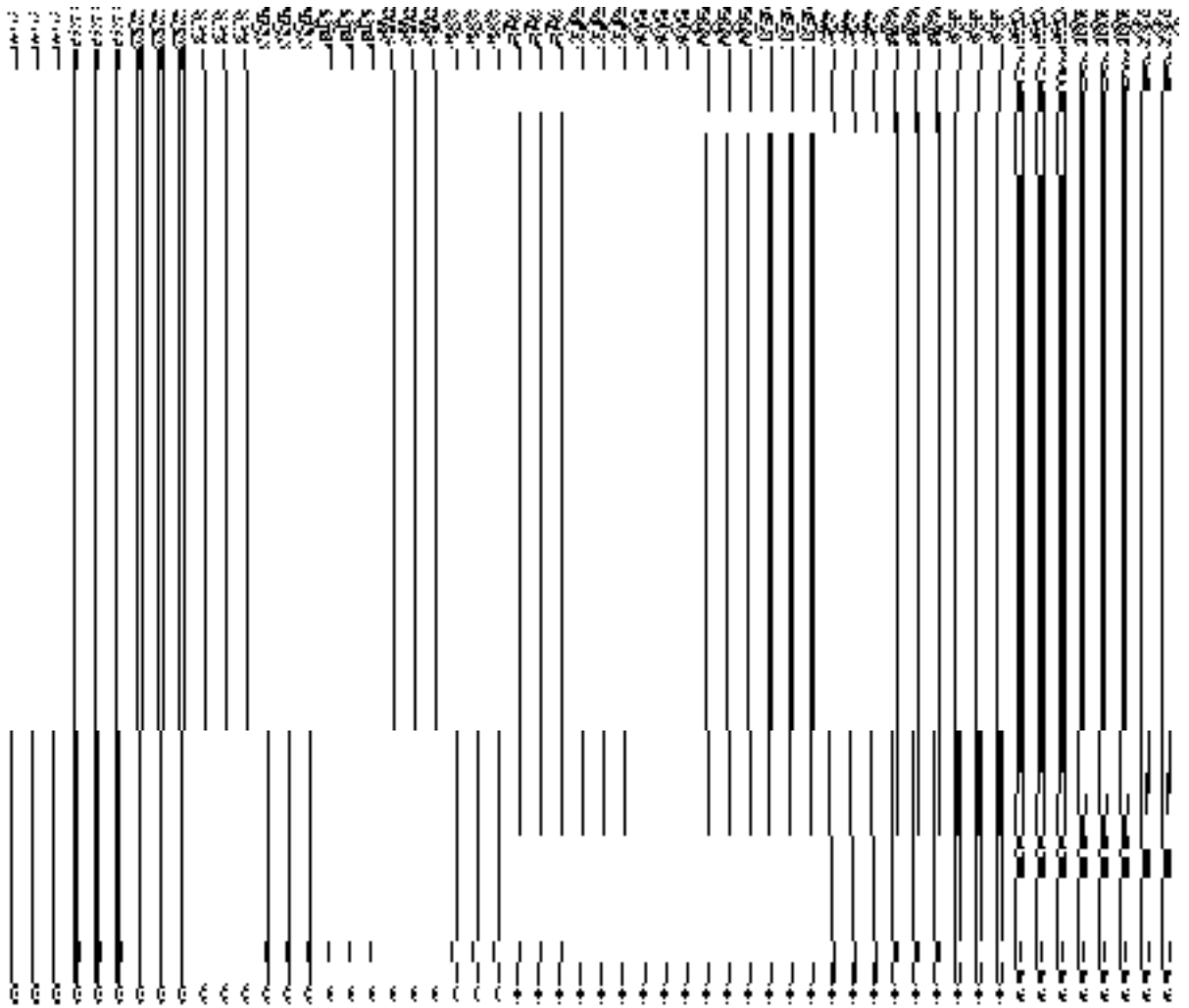


Fig 5.4.2.1.1

Pre-condition

You should be logged in to the application as **Land Region Manager** (State Level User) and have privilege to view an existing district details. You can open the **View District** form by clicking the **View** icon in front of the district code in the **Manage Districts** form.

The View District form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	District Details: District Code	<p>Description: This field shows the district code of selected district.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

2	District Details: District Version	Description: This field shows the version of the district. It tells how many times the district details have been modified. Validation: NA Mandatory/Optional: NA
3	District Details: Name of District (In English)	Description: This field shows the district name in English. Validation: NA Mandatory/Optional: NA
4	District Details: Name of District (In Local Language)	Description: This field shows the district name in local Language. Validation: NA Mandatory/Optional: NA
5	District Details: Alias of the District (In English)	Description: This field shows an alternative name of the district in English. Example - dalar alias name is daalpur. Validation: NA Mandatory/Optional: NA
6	District Details: Alias of the District (In Local Language)	Description: This field shows an alternative name of district in local language. Example दालपुर Validation: NA Mandatory/Optional: NA
7	District Details: Headquarters Name (In English)	Description: This field shows headquarter name of district in English. Validation: NA Mandatory/Optional: NA
8	District Details: Census 2001 Code	Description: This field shows the census code of district in 2001. Validation: NA Mandatory/Optional: NA

9	District Details: Census 2011 Code	Description: This field shows the census code of district in 2011. Validation: NA Mandatory/Optional: NA
10	District Details: State Specific Code	Description: This field shows the state specific code. Validation: NA Mandatory/Optional: NA
11	District Details: Order No	Description: This field shows an order number of the selected district. Validation: NA Mandatory/Optional: NA
12	District Details: Order Date	Description: This field shows the date on which the order was given. Validation: NA Mandatory/Optional: NA
13	District Details: Effective Date	Description: This field shows an Effective Date. It is the date on which the order was made effective. Validation: NA Mandatory/Optional: NA
14	District Details: Gazette Publication Date	Description: This field shows the Gazette Publication Date. It is the date on which the order was published. Validation: NA Mandatory/Optional: NA
15	GIS Node	Description: This field shows the GIS node details, such as latitude and Longitude. Validation: NA Mandatory/Optional: NA

The **View District** form contains the following buttons as indicated below:

- **Close button:** This button allows you to close the district details and will return to the home screen.

Flow of Form

To view district, you need to follow the steps given below:

1. After getting search result in the **Manage District** form, click on the **View** icon in front of the district code. The **View District** form is displayed on the screen.
2. This form shows you the complete details about the selected district with the **Close** action button.
3. Click the **Close** button to close the details.

What happens when you click on View icon?

When you will click on the **View** icon in front of the district code in the **Manage District** form then you will get the **View District** form. This form displays you the complete details about the selected district.

5.4.3.2 View History Brief Description

This form enables you to view the district history. You can view the district history by clicking the **History** icon in front of the district code in the **Manage District** form. The **View District History** form is displayed on the screen. This form displays the details about the district, such as District Code, District Name in English, District Version, Active District, etc. The **District Version** field shows that how many times the modification in the district details is done. On the other hand, the **Active District** field shows the district version which is active or inactive. The old version automatically become inactive when new version is created.

A screen shown in Fig. 5.4.3.2.1 display's a sample screen shot of the **View District History** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View District History** form is shown in Fig.5.4.3.2.1:

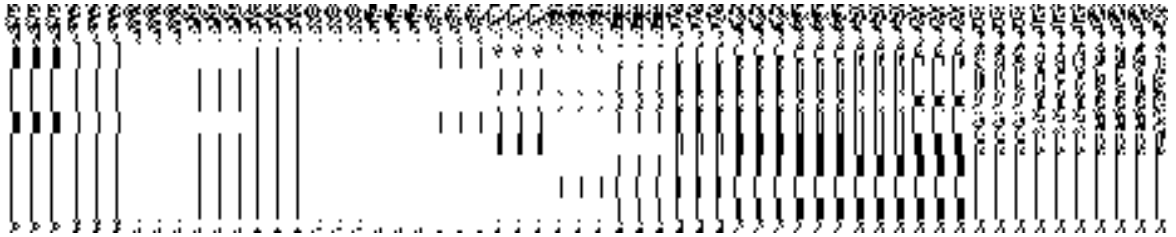


Fig 5.4.2.2.1

Pre-condition

You should be logged in to the application as **Land Region Manager** (State Level User) and have privilege to view history of district. You can open the **View District History** form by clicking the **History** icon in front of the district code in the **Manage District** form.

The **View District History** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	District Code	<p>Description: This field shows the district code of the listed districts.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	District name(in English)	<p>Description: This field shows the district name in English</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	District Version	<p>Description: This field shows the versions of the district.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	Active District	<p>Description: This field shows the list the versions which are active or inactive. The old version automatically become inactive when new version is created.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

5	Created From	<p>Description: This field shows the name of the districts from which it is created.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
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The **View District** form contains the following buttons as indicated below:

- **Close button:** This button allows you to close the details and return back to the home screen.

Flow of Form

To view district history, you need to follow the steps given below:

1. After getting search result in the **Manage District** form, click on the **View** icon in front of the district code. The **View District** form is displayed on the screen. This form shows you the complete details with the **Close** action button.
2. Click the **Close** button to close the details.

What happens when you click on History icon?

When you will click on the **History** icon then you will get the **View District History** form. This form displays the district history details, such as District Code, District Versions, District Name (In English), Active District, etc.

5.4.3.3 Modify District

5.4.3.3.1 General Description

You can modify an existing district details by using two options namely **Correction** and **Change**. The **Correction** option is used to modify the headquarter name of the district, census 2011 code, state specific code, government order details and GIS nodes details. On the other hand, the **Change** option is used to modify the district general details, such as district name and district alias name in English and local language, and also the government order details. Before using the **Correction** option to modify the district details, you must specify the government order details at the time of district creation. In case, you forget to

enter the government order details at the creation time then you can use the **Change** option to enter these details.

5.4.3.3.2 Correction

Brief Description

This form enables you to modify the headquarter name of the district, census 2011 code, state specific code, government order details and GIS nodes details of the selected district. You can modify these details by clicking the **Correction** icon in front of the district name in the **Manage Districts** form. The **Modify District (Correction)** form is displayed on the screen. This form consists of the several fields, such as Correction, Government Order Details, and GIS Nodes. Some of the fields named District Name (In English), District Name (In Local Language), Alias of the District (In English), and Alias of the District (In Local Language), is in read only mode. This means that you cannot modify these fields. On the other hand, by using the **Modify District Correction** form, you can modify the headquarter name of the district, census 2011 code, state specific code, Government Order Details and GIS Nodes details. Before modifying these details, the government order details should be entered at time of district creation or you can entered these details by using the **Change** option.

A screen shown in Fig. 5.4.3.3.2 display's a sample screen shot of the **Modify District (Correction)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify District (Correction)** form is shown in Fig. 5.4.3.3.2:

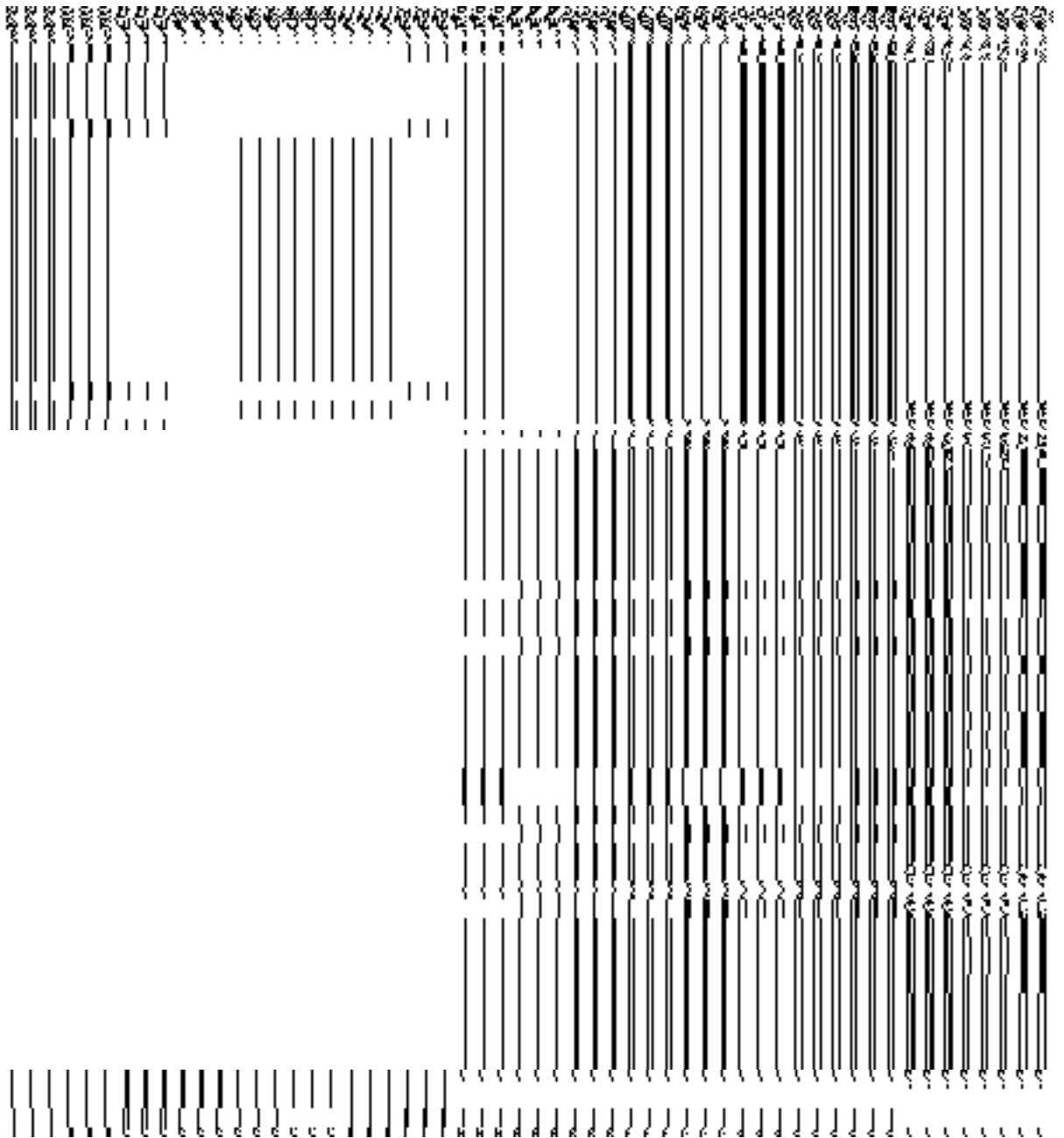


Fig 5.4.3.3.2

Pre-condition

You should be logged in to the application as **Land Region Manager** (State Level User) and have privilege to correct the district government order details and GIS nodes details. The Map and government order should be configured earlier. In addition, the government order details should be entered at the time of district creation. In case, you forget to enter the government order details at the time of district creation then fill these details by using the **Change** option.

The Modify District (Correction) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	District Name (In English)	Description: This field shows the name of district in English. This field is in read only mode that means you can't edit the district name. Validation: NA Mandatory/Optional: NA
2	District Name (In Local Language)	Description: This field shows the district name in local language. This field is in read only mode that means you can't edit the district name. Validation: NA Mandatory/Optional: NA
3	Alias of the District (In English)	Description: This field shows an alternative name of the district in English. This field is in read only mode that means you can't edit the alias name of the district. Validation: NA Mandatory/Optional: NA
4	Alias of the District (In Local Language)	Description: This field shows an alternative name of district in local language. This field is in read only mode that means you can't edit the alias name of the district. Validation: NA Mandatory/Optional: NA
5	Headquarters	Description: This field is used to specify the headquarter name of district. Validation: Enter name in alphabets. Mandatory/Optional: It is an Optional field.
6	Census 2011 code	Description: This field is used to specify the census code of district in 2011 Validation: Enter Census 2011 code in numeric format without spaces. Mandatory/Optional: It is an Optional field.

7	State Specific Code	<p>Description: This field is used to specify the state code given to a particular state.</p> <p>Validation: Enter State code in alphanumeric format without spaces.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	Order No	<p>Description: This field is used to specify the order number. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.] , slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Order Date	<p>Description: This field is used to specify the order date on which the order was given. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Effective Date	<p>Description: This field is used to specify the Effective Date. An Effective Date is the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
11	Gazette Publication Date	<p>Description: This field is used to specify the Gazette Publication Date. The Gazette Publication Date is the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p>

		<p>Validation: Enter date in given format DD-MM-YYYY</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. orders generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
12	Upload Government Order	<p>Description: This field is used to upload government order for the Modify District operation. This option is visible when you select the Upload Government Order option for the Modify District operation while Configuring the Government Order for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
13	Already Attached Map Meta information	<p>Description: This field shows the details about the already uploaded file, such as file name, file size, current type, etc.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
14	GIS Nodes: Latitude	<p>Description: This field is used to specify the latitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is Optional field.</p>
15	GIS Nodes: Longitude	<p>Description: This field is used to specify the longitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is Optional field.</p>
16	Upload Map	<p>Description: This field is used to upload Map. This field is only visible when you have selected the upload map option while configuring the map for land region entities.</p> <p>Validation: Enter in alphanumeric format.</p>

		Mandatory/Optional: It is Optional field.
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The **Modify District (Correction)** form contains the following buttons as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Browse button:** This button allow you to browse a file to upload.
- **Remove button:** This button allows you to remove all the file attachments.
- **Save button:** This button allows you to save the change made by you in the District details.
- **Clear button:** This button allows you to clear the text entered in all the fields.
- **Close button:** This button allows you to return to home screen.

Flow of Form

To make correction in district details, you need to follow the steps given below:

1. After getting search result in the **Manage District** form, click on the **Correction** icon in front of the district code. The **Modify District (Correction)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the headquarter name of the district in the **Headquarters** field.
3. Specify the census code and state code in the **Census 2011 Code** and **State Specific Code** fields.
4. Specify the government order number in the **Order No** field.
5. Specify the government order date in the **Order Date** field.
6. Specify the Effective order date in the **Effective Date** field.
7. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
8. Specify the GIS nodes details in the **Latitude** and **Longitude** fields.
9. To update details, click the **Save** button or else click the **Close** button to abort the operation.
10. In case you chose to update the form then a screen is displayed that shows the updated district details.

What happens when the form is modified?

Once you click on the **Save** button, the system validates the form for all mandatory fields and business validations and updates the record in the database. The updated record is still available

for further modifications. On clicking the **Save** button, the complete details of the district is displayed on the screen, as shown in Fig. 5.4.3.3.3:

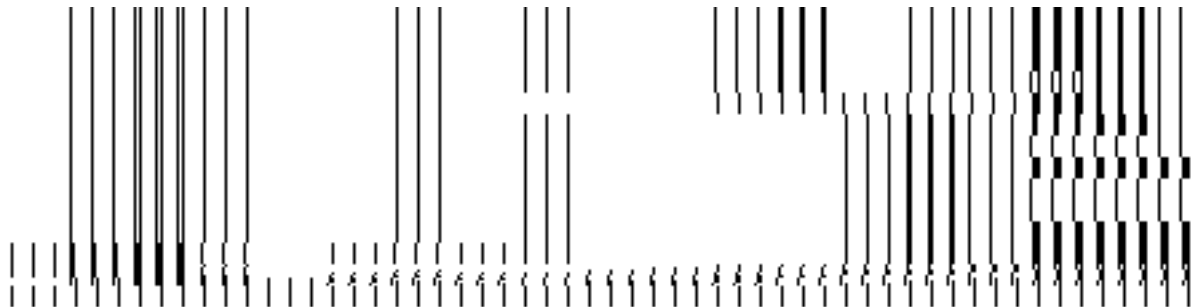


Fig. 5.4.3.3.3

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Census 2011 Code can contain characters [0-9]	This message is displayed when you enter the Census 2011 code that contains	Select the field and specify the details in the correct format.

S. No.	Message	Reason	Expected Action
	only.	restricted characters.	
2.	Please configure government order generation before modifying district.	This message is displayed when the configuration for government order generation is not defined.	Click the OK button and specify the defined the government order.
3.	Please enter all the details of the government order.	This indicates that in case of correction if there are no government order details, user enter partial details of the government order.	Select the field and specify all the government order details.
4.	Order no is required.	This indicates that you did not enter the order number	Enter the order number.
5.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Enter the order date.
6.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Enter the effective date.
7.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Enter the date in correct format.

5.4.3.3.3 Change

Brief Description

This form enables you to modify the district general details, such as district name and district alias name in English and local language. This form also enables you to modify or fill the government order details. You will notice that when you click the **Correction** option in the **Manage Districts** form, an error message “**Please Enter Govt Order Detail at Creation Time Then Modify**” is appeared on the screen. For this, you need to fill the government order details at district creation time. But, in case, you forget to enter then, you can use the **Change** option to fill these details. On clicking the **Change** icon in front of the district name in

the **Manage Districts** form, the **Modify District (Change)** form is appeared on the screen. This form enables you to modify the district name and district alias name in English and local language. After specifying these details and click the **Save** button, the **Upload Government Order** form is displayed on the screen. In this form, you have to specify the government order details, if you forget to enter these details at the time of district creation. After specifying all these details, click the **Save** button to modify the details. Now, you are able to use the **Correction** option to modify the other details, such as government order details and GIS nodes details.

A screen shown in Fig. 5.4.3.3 display's a sample screen shot of the **Modify District (Change)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify District (Change)** form is displayed on the screen, as shown in Fig. 5.4.3.3:

Fig 5.4.3.3

Pre-condition

You should be logged in to the application as **Land Region Manager** (State Level User) and have privilege to change district details. The Map and government order should be configured earlier.

The Modify District (Change) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	District Name (In English)	Description: This field is used to specify the name of district in English. Validation: Enter data in alphabetic format.

		Mandatory/Optional: It is a Mandatory field.
2	District Name (In Local Language)	Description: This field is used to specify the district name in local language. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.
3	Alias of the District (In English)	Description: This field is used to specify an alternative name of the district in English. Validation: Enter data in alphabetic format. Mandatory/Optional- It is an optional field.
4	Alias of the District (In Local Language)	Description: This field is used to specify an alternative name of district in local language. Validation: Enter data in alphabetic format. Mandatory/Optional: It is an Optional field.

The **Modify District (Change)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the changes made in the **Modify District (Change)** form.
- **Clear button:** This button allows you to clear the text entered in all the fields.
- **Close button:** This button allows you to abort the Modify District operation and will return to the home screen.

Flow of Form

To make changes in district details, you need to follow the steps given below:

1. After getting search result in the **Manage Districts** form, click on **Change** icon in front of the district code. The **Modify District (Change)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the name of district in English and local language in the **District Name (In English)** and **District Name (In Local)** fields.

3. Specify the alternate name of district in English and Local language in **Alias of the District (In English)** and **Alias of the District (In Local Language)** fields.
4. To update form click the **Save** button or else click the **Close** button to abort the operation.
5. In case you chose to update the form then a screen is displayed that displays the new details of district.

Validations/Error Messages:-

As you proceed, one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	Please enter district name	This indicates that you did not enter the district name in English.	Click “OK” to resume and enter the district name in English.

What happens when the form is modified?

On clicking the **Save** Button, the district name details get saved and a new screen named **Upload Government Order** is displayed on the screen. This form enables you to specify the government order details to upload it. In the **Upload Government Order** form, the **Upload Government Order** field is displayed when you selected the **Upload Government Order** option for the Modify District operation, while configuring government order for land region entities. In case, you select the **Generate Government Order** option for the Modify District operation, while that operation is perform then you will have an option to generate the government order by using the template created through the software.

A screen shown in Fig. 5.4.3.3.4 display’s a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with an option to upload government order is shown in Fig. 5.4.3.3.4:

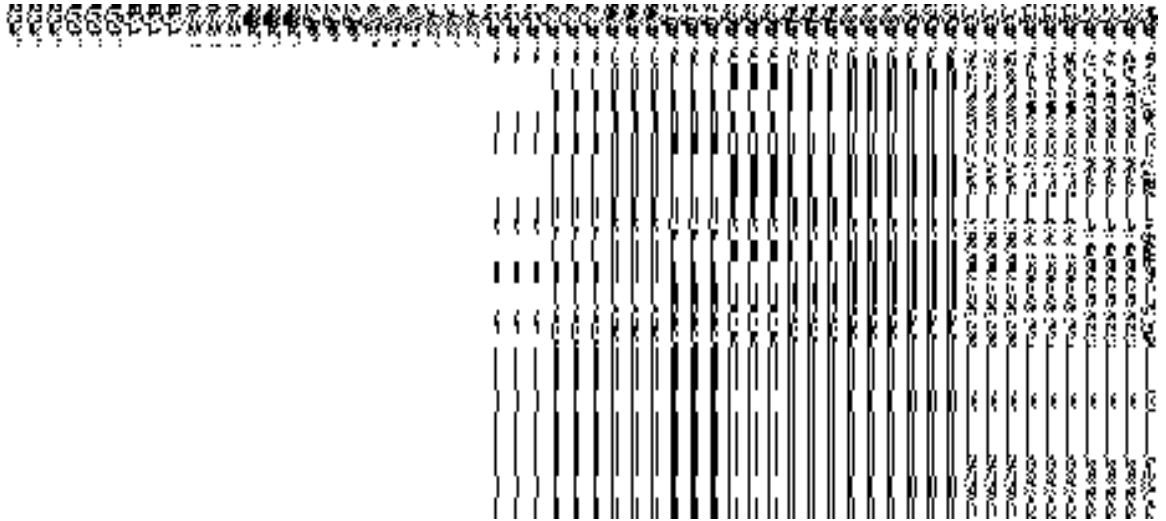


Fig. 5.4.3.3.4

The **Upload Government Order** form with an option to **Select Government Order Template** is shown in Fig. 5.4.3.3.5:

Fig. 5.4.3.3.5

On clicking the **Save** button, a new screen is displayed. This screen enables you to define the template of the government order.

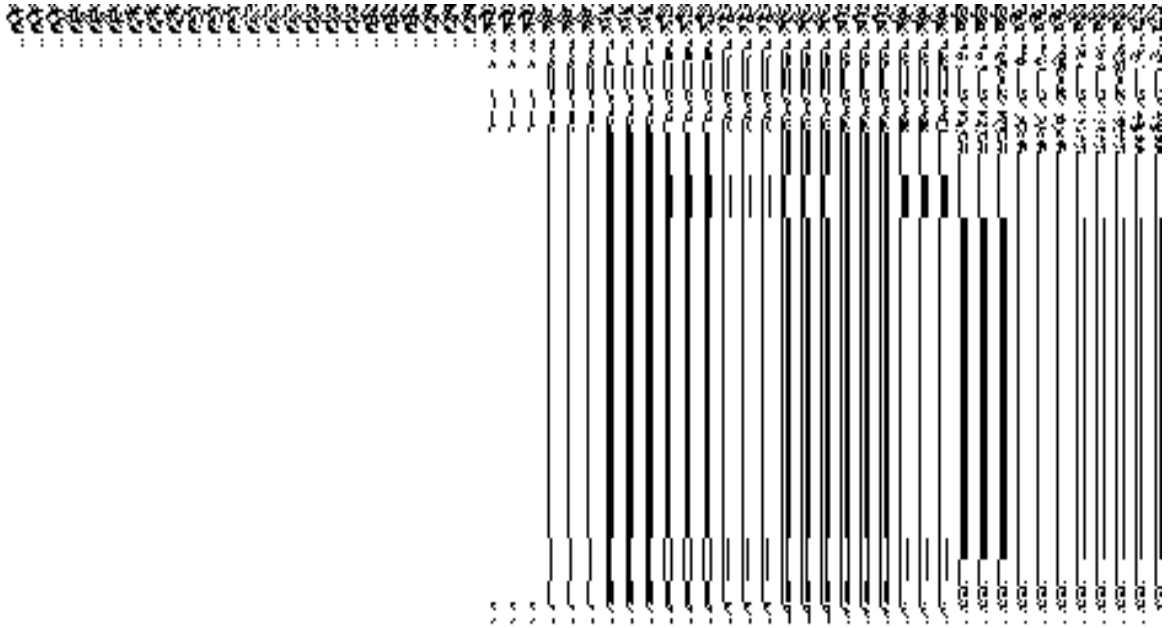


Fig. 5.4.3.3.6

Pre-Condition

The modify district details, such as district name and district alias name in English and local language should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number which states that a district is modified. Example order123 Validation: Enter the order number in alphabet or alphanumeric format. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details:	Description: This field is used to specify an Effective Date. An Effective date is the date on which the order was made effective. The system by

	Effective Date	<p>default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1.In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the Gazette Publication Date, which is the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. This field may or may not be present.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1.In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is displayed when you select the Upload Government Order option for the Modify District option while configuring the government order for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select the Government Order Template	<p>Description: This field is used to select the government order template. This field is displayed when you select the Generate Government Order option for the Modify District option while configuring the government order for land region entities.</p> <p>Validation: Upload at least one template.</p>

		Mandatory/Optional: It is a mandatory field.
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The **Upload Government Order** form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload the government order.
- **Cancel button:** In case you don't want to proceed further, you should click the **Cancel** button to abort the operation and will return to the home screen.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected **Upload Government Order** option while configuring government order.
- **Save button:** This button allows you to create new local body type. In case, the **Select Government Order Template** field is displayed because you have selected the **Generate Government Order** option while configuring Government order.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Save** button in the **Modify District (Change)** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Modify District Details operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button; the **View District** form is visible on the screen with the district details.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option while configuring

Government order. Now should select the template and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.

Validations/Error Messages:-

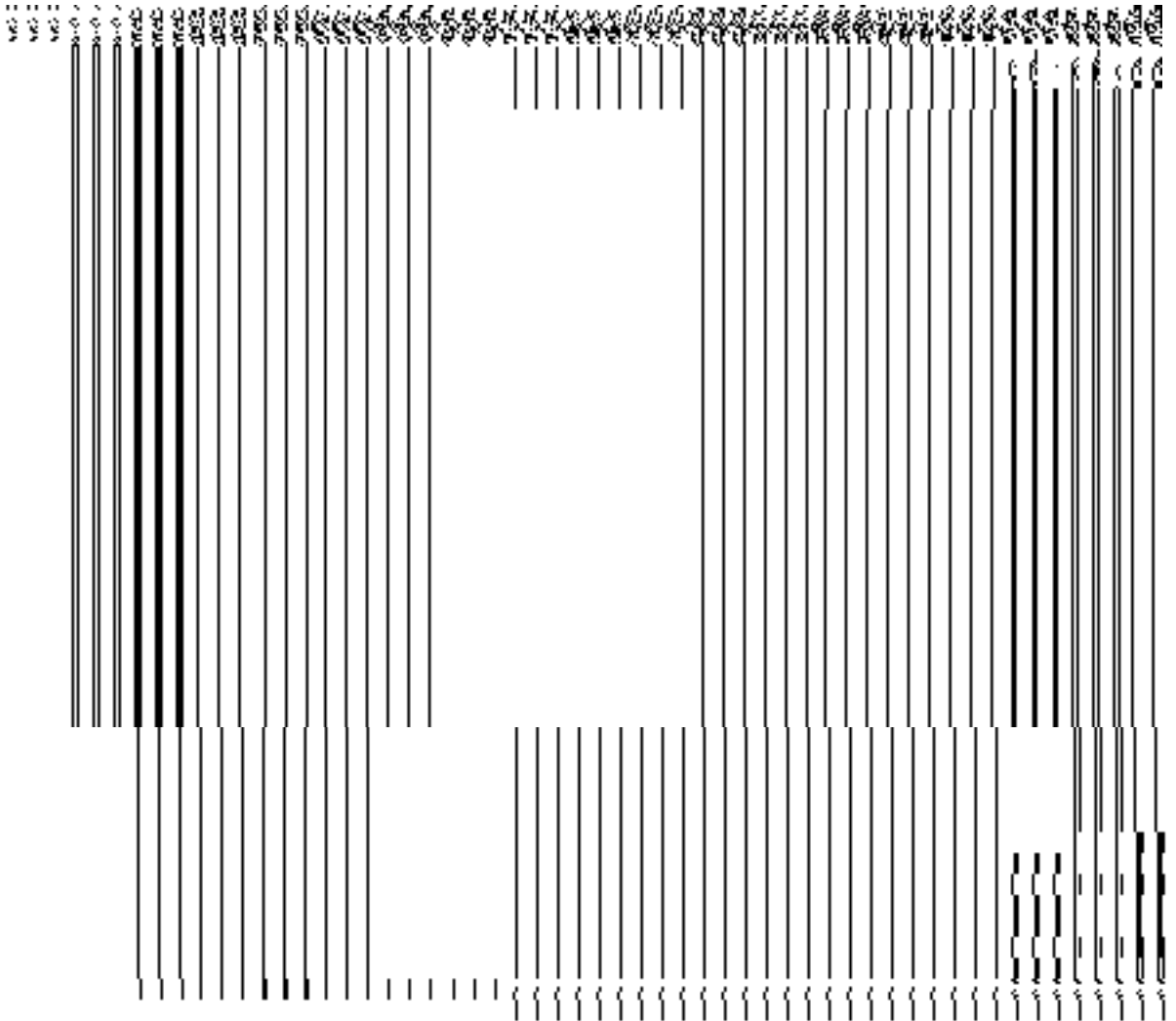
As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order No is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the Effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload the Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select the Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

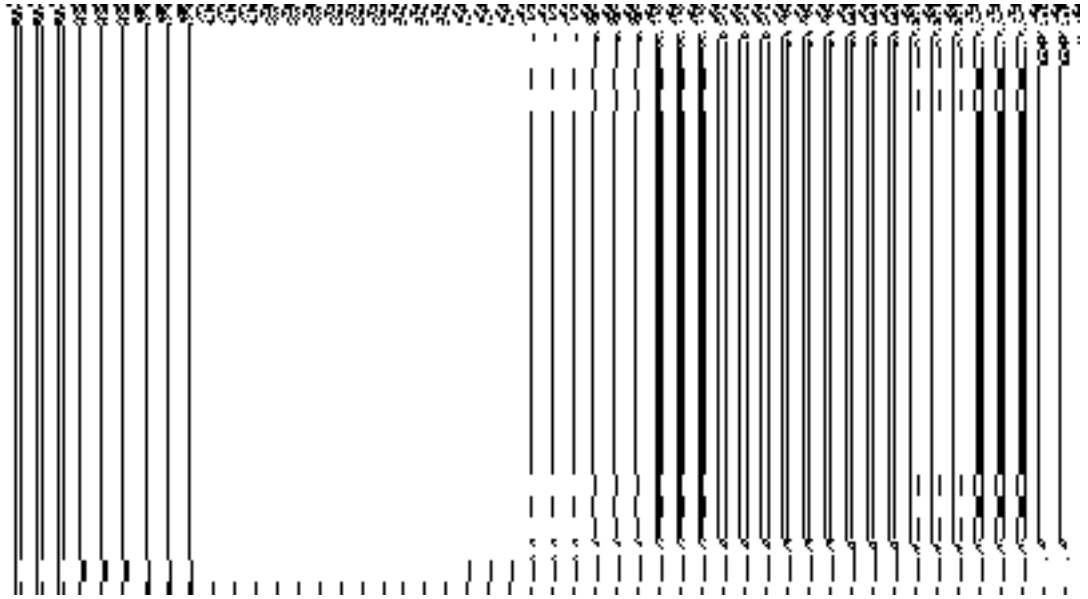
What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form, a new screen is displayed with the updated details of the district. Now, all the changes are recorded in

the system and a new version of the district should be recorded, starting from the effective date. You can view the district details by clicking the **View** icon in front of the district name in the **Manage Districts** form. The **View Districts** link in the **Reports** section on the home page also enables you to view the district details.



- On clicking **Save & Publish** button on the **Government Order Template** form, a new screen is displayed. This screen displays the government order template details and its format.



Mark PESA Land Regions

The main purpose of this form is to mark PESA status for land regions. You can mark PESA status for the land regions by clicking the **Mark PESA Land Regions** option in the District section. The **Mark PESA Land Regions** form is displayed on the screen.

A screen shown in Fig 1.1 displays a sample screen shot of the **Mark PESA Land Regions** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Mark PESA Land Regions** form is shown in Fig. 1.1:

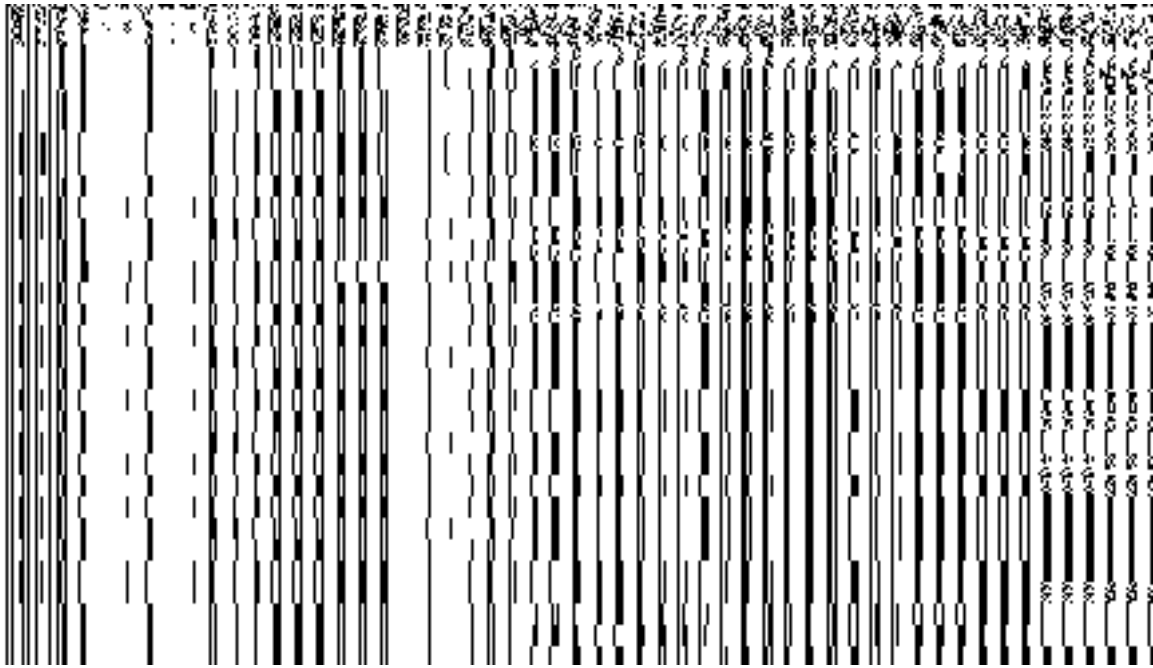


Fig 1.1

Pre-Condition

You should login into the application as State user and have privilege to mark PESA status for the land regions.

The Mark PESA Land Regions form contains the following fields as indicated below:

S.N	Field Name	Explanation
0		
1.	Available Districts	<p>Description: This field displays the available district list.</p> <p>Validation: Select districts from the drop down list..</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2.	Selected Disricts	<p>Description: This field is used to displays the selected districts partly or wholly..</p>

		Validation: NA Mandatory/Optional: NA
3.	Available Sub-Districts list	Description: This field displays the available sub-district list. Validation: Select sub-districts from the drop down list.. Mandatory/Optional: It is a Mandatory field.
4.	Selected Sub-Districts	Description: This field is used to displays the selected sub-districts partly or wholly.. Validation: NA Mandatory/Optional: NA
5.	Available Villages	Description: This field displays the available villages list. Validation: Select village from the drop down list.. Mandatory/Optional: It is a Mandatory field.
6.	Selected Villages	Description: This field is used to displays the selected villages wholly. Validation: NA Mandatory/Optional: NA

The **Mark PESA Land Regions** form contains the following button as indicated below:

- **Whole:** This button allows you to select whole districts, sub-districts and villages for contributing to selected list.
- **Part:** This button allows you to select part districts, sub-districts and villages for contributing to selected list.
- **Get Sub-district List:** This button allows you to get sub-district list for the partly selected districts.
- **Get Village List:** This button allows you to get village list for the partly selected sub-districts.

- **Save:** This button allows you to save the changes in the database..
- **Clear:** This button allows you to clear the details entered in the fields.
- **Close:** This button allows you to abort the mark PESA land regions operation and will return back to the home screen without saving the details.

Flow of Form

To mark PESA for land regions, you need to follow the steps given below:

1. You should login into the application and have privileges to mark PESA for land regions.
2. Click the option **District** → **Mark PESA Land Regions** available on the left menu to open the form. The **Mark PESA Land Regions** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select districts partly or wholly in the **Available Districts** text box field which you want to contribute to the **Selected Districts** list.
4. The partly and wholly selected district will appear in **Selected Districts** list. Now select partly selected districts whose you want to get sub-districts list.
5. Select sub-districts partly or wholly in the **Available Sub-Districts** text box field which you want to contribute to the selected **Sub-Districts** list.
6. The partly and wholly selected sub-district will appear in **Selected Sub-Districts** list. Now select partly selected sub-districts whose you want to get village list.
7. Select villages wholly in the **Available Villages** text box field which you want to contribute to the **Selected Villages** list.
8. After making all selection, click the **Save** button to save the details or click the **Close** button to abort.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select at least one part District to get Sub-Districts list	This indicates that you didn't select part of the district in order to get sub-district list.	Select part of the district.
2.	Please select at least one part Sub-District to get Sub-Districts list	This indicates that you didn't select part of the sub-district in order to get village list..	Select part of the sub-district.

What happens when you click the Save button?

When the **Save** button is clicked then the mark PESA land regions details get saved in the database.

Sub District

General Description

This section allows you to create a new sub district, in which you can enter the General details, GIS node, Headquarter of ne sub-district, Contributing land region etc. This section also allows you to manage an existing sub-district. This section is accessed at center, state and district level.

Create Sub District

Brief Description

The main purpose of this form is to allow you to create a new sub district in your district. This form is used by the privilege user at center level, state level and district level. You can create a new sub-district by clicking the **Create Sub district** option in the **Sub District** section. The **Create Sub District** form is displayed on the screen. This form allows you to create a new sub district of your district. The **Select District** option is visible to you only when you logged as **State Level Land Region Manager**. If you will login as **District Level Land Region Manager** then you can directly create a new sub-district in your district. In the **Create Sub**

District form, you have to specify the general details, headquarter details, GIS nodes details, and contributing land region area details of the new sub-district. In this form, you can also notice that there is the **Upload Map** option. This option is visible to you when you select the **Upload Map** option while configuring Map for land region entities.

A screen shown in Fig. 5.5.1 display's a sample screen shot of the **Create Sub District** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create Sub District** form is shown in Fig. 5.5.1:

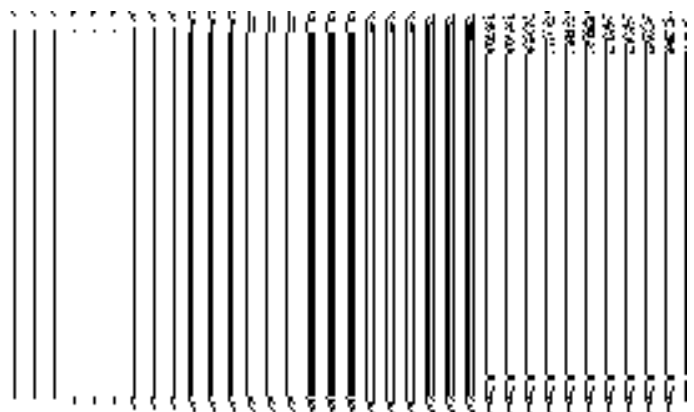


Fig 5.5.1

Pre-Condition

You should login into the application and have the privilege to create a new sub district. The option **Sub District → Create Sub District** is available to you from the left menu to open the form. If you are at district level then you can create a new sub district in your district only and at center level you can create the sub district only when you are creating it as a part of new state. In case, you are at state level, then you can create a new sub district for any district of your state.

The Create Sub District form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select District : Select District	Description: This field is used to select the district whose new sub district you want to create. In case you are logged in as district level user then this field is not visible to you. Validation: Select one of the district from given option. Mandatory/Optional: It is a Mandatory to select a district.
2	General Details of New Sub District: Name of New Sub District (In English)	Description: This field is used to specify the name of new sub district in English. Example - dalar Validation: This field accepts the new name in alphabets. Mandatory/Optional: It is a Mandatory field.
3	General Details of New Sub District: Name of New Sub District (In Local)	Description: This field is used to specify the name of the new sub district in local language. Validation: This field accepts the new name in local language. Example- डालर Mandatory/Optional: It is an Optional field.
4	General Details of New Sub District: Alias (In English)	Description: This field is used to specify an alternative name of the sub district in English. Example - dalar alias name is daalpur. Validation: This field accepts the new name in alphabets and can use some special character [-, ., space] Mandatory/Optional: It is an Optional field.

5	General Details of New Sub District: Alias (In Local)	Description: This field is used to specify alternative name of sub district in local language. Example - दालपुर Validation: This field accepts the alternative name of sub district in local language. Mandatory/Optional: It is an Optional field.
6	General Details of New Sub District: Census 2011 code	Description: This field is used to specify the census code of sub district in 2011 Validation: This field accepts the Census 2011 code in numeric format without spaces. Mandatory/Optional: It is a Mandatory field.
7	General Details of New Sub District: State Specific Code	Description: This field is used to specify the state code given to a particular state. Validation: This field accepts the state code in alphanumeric format without spaces. Mandatory/Optional: It is an Optional field.
8	Headquarter: Name of Headquarter (In English)	Description: This field is used to specify the name of headquarter in English. Validation: This field accepts the new name in alphabets and can use some special character [-, ., space] Mandatory/Optional: It is an Optional field.
9	Headquarter: Name of Headquarter (In Local)	Description: This field is used to specify the name of headquarter in local language. Validation: This field accepts the new name in local language Mandatory/Optional: It is an Optional field.
10	GIS Nodes: Latitude	Description: This field is used to specify the latitude of the node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is an Optional field.

11	GIS Nodes: Longitude	Description: This field is used to specify the longitude of the node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is an Optional field.
12	GIS Nodes: Upload Map	Description: This field is used to upload the Map. This field is only visible when you have selected the Upload Map option while configuring the map for land region entities. Validation: NA Mandatory/Optional: It is an Optional field.
13	Contributing Land Region: Sub District	Description: This field is used to select the sub district whose land region will be used to create new sub district. Validation: NA Mandatory/Optional: It is a Mandatory field.
14	Contributing Land Region: List of Contributing Sub Districts	Description: This field displays the list of the sub districts that contributed to create new village for new sub district. Validation: It cannot be empty. Mandatory/Optional: It is a Mandatory field.
15	Contributing Land Region: Villages	Description: This field displays the list of the villages that can contribute to create new sub district. Validation: It cannot be empty. Mandatory/Optional: It is an Optional field. But in case you selected the sub district part, then this field can't be empty.
16	Contributing Land Region: List of Contributing Villages	Description: This field displays the list of the villages that contributed to create new village for new sub district. Validation: It cannot be empty. Mandatory/Optional: It is a Mandatory field.

The **Create Sub District** form contains the following buttons as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Browse button:** This button allows you to browse the location where the map is stored.
- **Remove button:** This button allows you to remove the uploaded map.
- **Select Full Sub Districts button:** This button allows you to add all the land regions of selected sub district to create a new sub district.
- **Select Part Sub Districts button:** This button allows you to add the part of the selected sub district to create a new sub district.
- **Get Village Part of Sub Districts button** This button allows you to get the list of villages of selected sub district.
- **Select Village >> button:** This button allows you to add the full village that contributes in creating the new sub district. That means, you can add the complete village and its land region area to create a new sub district.
- **Add Another button:** This button allows you to add another sub district in the selected district.
- **Next button:** This button allows you to save the current details and move to the next step.
- **Clear button:** This button allows you to clear the entered details
- **Close button:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.

Flow of Form

To create sub district, you need to follow the steps given below:

1. You should login into the application and have the privilege to create sub district.
2. Click the option **Sub District → Create Sub District** available on the left menu to open the form. The **Create Sub District** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district in which you want to create new sub district from the **Select District** drop down menu. This field is visible when you logged as State Level Land Region Manager.
4. Specify the name of the new sub district in English and local language in the **Name of New Sub District (In English)** and **Name of New Sub District (In Local)** fields.

5. Specify the alternate name of the new sub district in English and local language in the **Alias (In English)** and **Alias (In Local)** fields.
6. Specify the census 2011 code and state code given to the state in **Census 2011 Code** and **State Specific Code** fields.
7. Specify the name of headquarter in English and in local language in the **Name of Headquarter (In English)** and **Name of Headquarter (In Local)** fields.
8. Specify the GIS nodes details in the **Latitude** and **Longitude** fields.
9. Select the sub district whose area you want utilize to create new sub district form the **Sub District** field. You can select full sub district or part of sub district by selecting the sub district and then clicking the **Select Full Sub Districts** and **Select Part Sub Districts** buttons.
10. In case you select the part sub district then you should click the **Get Village Part of Sub Districts** button to get village list in the **Villages** field. Select the villages from village list and click **Select Villages >>** button.
11. Click the **Next** button to move to the next step of creation of the sub district. In case you want to close the form, click the **Close** button and the system takes you back to the Main Screen without creating the sub district.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select the district name.	This indicates that you didn't select the name of district.	Click "OK" to resume and select the district name.
2.	Please enter sub district name.	This indicates that you didn't enter the sub district name.	Click "OK" to resume and enter sub district.
3.	Sub-district already exists with the entered name, Please enter a different name.	This indicates that sub-district name is not unique in the district.	Click "OK" to resume and specify the unique sub district name.
4.	Sub district name should contain [A-Z] , [a-z] ,[0-9], [-,.] and space only.	This indicates that sub-district name contains characters other than [A-Z],[a-z], [0-9] , [-,.] and space.	Click "OK" to resume and specify the sub district again.

S. No.	Message	Reason	Expected Action
5.	Alias of the sub-district name should contain [A-Z],[a-z] , [0-9], [-,.] and space only	This indicates that alias of the sub-district name contains restricted characters.	Click “ OK ” to resume and specify the alias sub district again.
6.	Census 2011 Code can contain characters [0-9] only.	This indicates that census 2011 code contains restricted characters.	Click “ OK ” to resume and specify the Census 2011 Code again.
7.	The new sub-district should contain at least one village.	This indicates that the new sub-district does not contain villages.	Click “ OK ” to resume and specify at least one village.
8.	Please configure government order generation before creating new sub-district.	This indicates that you try to create sub district without the Configuration for government order generation.	Click “ OK ” to resume and specify the configuration for government order generation.

What happens when the Add Another button is clicked?

On clicking the **Add Another** button, a message box with a message “**Are you confirm to add another sub district?**” is displayed on the screen. If you want to add another sub district in the selected district, click the **Yes** button. On clicking the **Yes** button, the **Create Sub District 2** form is displayed on the screen. This form allows you to create another sub district in the same district. This form shows the details of the created sub district, such as contributing sub district and villages list and sub district status. In the **Create Sub District 2** form, you cannot modify the district name under which the sub district is created and contributing list of sub district.

A screen shown in Fig. 5.5.2 display’s a sample screen shot of the **Create Sub District 2** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create Sub District 2** form is shown in Fig. 5.5.2:

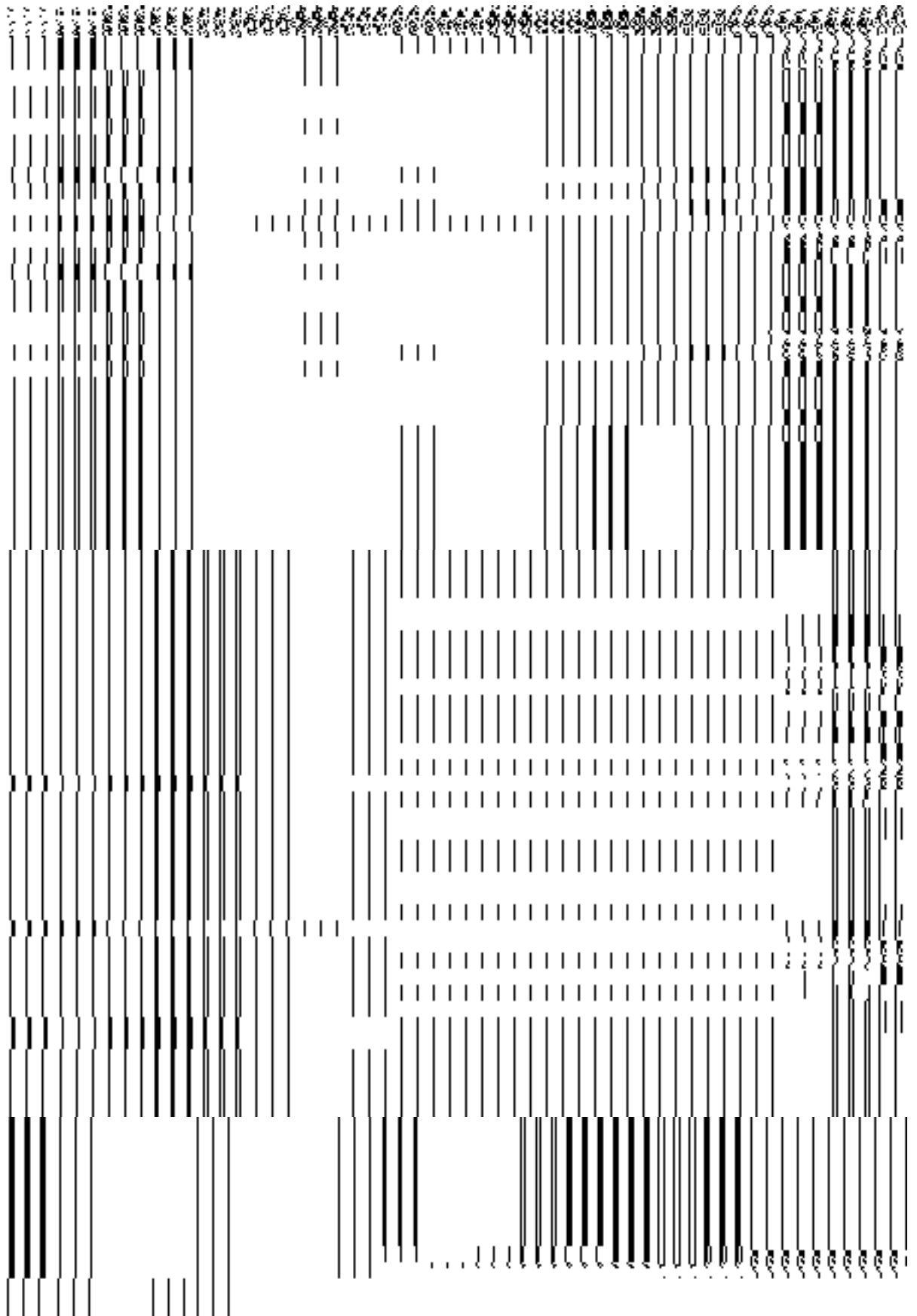


Fig. 5.5.2

Pre-Condition

The first sub district details should be filled and have the privileges to create another sub district in the same district.

The Create Sub District 2 form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Detail of Created Sub Districts	Description: This field shows the details about the created sub district, such as sub district name, contributing villages list, contributing sub district list, and sub district status. Validation: NA Mandatory/Optional: NA
2	Select District : Select District	Description: This field shows the district name whose new sub district you want to create. You cannot edit this field as the new other sub district is created under the same district. In addition, if you logged in as district level user then this field is not visible to you. Validation: NA Mandatory/Optional: NA
3	General Details of New Sub District: Name of New Sub District (In English)	Description: This field is used to specify the name of new sub district in English. Example – dalar. Validation: This field accepts the new name in alphabets. Mandatory/Optional: It is a Mandatory field.
4	General Details of New Sub District: Name of New Sub District (In Local)	Description: This field is used to specify the name of the new sub district in local language. Validation: This field accepts the new name in local language. Example- डालर Mandatory/Optional: It is an Optional field.
5	General Details of New Sub District:	Description: This field is used to specify an alternative name of the sub district in English. Example - dalar alias name is daalpur.

	Alias (In English)	<p>Validation: This field accepts the new name in alphabets and can use some special character [-, ., space]</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	<p>General Details of New Sub District:</p> <p>Alias (In Local)</p>	<p>Description: This field is used to specify alternative name of sub district in local language. Example - दालपुर</p> <p>Validation: This field accepts the alternative name of sub district in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
7	<p>General Details of New Sub District:</p> <p>Census 2011 code</p>	<p>Description: This field is used to specify the census code of sub district in 2011</p> <p>Validation: This field accepts the Census 2011 code in numeric format without spaces.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	<p>General Details of New Sub District:</p> <p>State Specific Code</p>	<p>Description: This field is used to specify the state code given to a particular state.</p> <p>Validation: This field accepts the state code in alphanumeric format without spaces.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	<p>Headquarter:</p> <p>Name of Headquarter (In English)</p>	<p>Description: This field is used to specify the name of headquarter in English.</p> <p>Validation: This field accepts the new name in alphabets and can use some special character [-, ., space]</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	<p>Headquarter:</p> <p>Name of Headquarter (In Local)</p>	<p>Description: This field is used to specify the name of headquarter in local language.</p> <p>Validation: This field accepts the new name in local language</p> <p>Mandatory/Optional: It is an Optional field.</p>

10	GIS Nodes: Latitude	<p>Description: This field is used to specify the latitude of the node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
11	GIS Nodes: Longitude	<p>Description: This field is used to specify the longitude of the node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
12	GIS Nodes: Upload Map	<p>Description: This field is used to upload the Map. This field is only visible when you have selected the Upload Map option while configuring the map for land region entities.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
13	Contributing Land Region: Sub District	<p>Description: This field shows the sub district whose land region will be used to create new sub district. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
14	Contributing Land Region: List of Contributing Sub Districts	<p>Description: This field displays the list of the sub districts that contributed to create new village for new sub district.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
15	Contributing Land Region: Villages	<p>Description: This field displays the list of the villages that can contribute to create new sub district.</p> <p>Validation: It cannot be empty.</p> <p>Mandatory/Optional: It is an Optional field. But in case you selected the sub district part, then this field can't be empty.</p>
16	Contributing Land	<p>Description: This field displays the list of the villages that contributed to</p>

	Region: List of Contributing Villages	create new village for new sub district. Validation: It cannot be empty. Mandatory/Optional: It is a Mandatory field.
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The **Create Sub District 2** form contains the following buttons as indicated below:

- **Modify button:** This button allows you to modify the general details of the already created sub district but the details are not saved.
- **Add More Nodes button:** This button allows you to add more nodes.
- **Browse button:** This button allows you to browse the location where the map is stored.
- **Remove button:** This button allows you to remove all the uploaded maps.
- **Select Full Sub Districts button:** This button allows you to add all the land regions of selected sub district to create a new sub district.
- **Select Part Sub Districts >> button:** This button allows you to add the part of the selected sub district to create a new sub district.
- **Get Village Part of Sub Districts button** This button allows you to get the list of villages of selected sub district.
- **Select Village >> button:** This button allows you to add the full village that contributes in creating the new sub district. That means, you can add the complete village and its land region area to create a new sub district.
- **Add Another button:** This button allows you to add another sub district in the selected district.
- **Next button:** This button allows you to save the current details and move to the next step.
- **Clear button:** This button allows you to clear all the entered fields.
- **Close button:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.

Flow of Form

To create another sub district, you need to follow the steps given below:

1. In the **Create Sub District** form, if you want to add another sub district in the same or selected district, click the **Add Another** button.
2. On clicking the **Add Another** button, a message box with a message "**Are you confirm to add another sub district?**" is displayed on the screen.

3. If you want to create another sub district in the same district then click the **Yes** button or click the **Cancel** button.
4. On clicking the **Yes** button, the **Create Sub District 2** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
5. Specify the name of the new sub district in English and local language in the **Name of New Sub District (In English)** and **Name of New Sub District (In Local)** fields.
6. Specify the alternate name of the new sub district in English and local language in the **Alias (In English)** and **Alias (In Local)** fields.
7. Specify the census 2011 code and state code given to the state in **Census 2011 Code** and **State Specific Code** fields.
8. Specify the name of headquarter in English and in local language in the **Name of Headquarter (In English)** and **Name of Headquarter (In Local)** fields.
9. Specify the GIS nodes details in the **Latitude** and **Longitude** fields.
10. Select the village name from the Villages field and click **Select Villages >>** button to add the villages in the new sub district.
11. Click the **Next** button to move to the next step of creation of the sub district. In case you want to close the form, click the **Close** button and the system takes you back to the Main Screen without creating the sub district.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Are you confirmed to add another sub district?	This message is displayed when you click the Add Another button to add another sub district in the same district.	Click the Yes button and add details for new sub district.
2.	Please enter sub district name.	This indicates that you didn't enter the sub district name.	Click "OK" to resume and enter sub district.
3.	Sub-district already exists with the entered name, Please enter a different name.	This indicates that sub-district name is not unique in the district.	Click "OK" to resume and specify the unique sub district name.

S. No.	Message	Reason	Expected Action
4.	Sub district name should contain [A-Z] , [a-z] , [0-9], [-,.] and space only.	This indicates that sub-district name contains characters other than [A-Z],[a-z] , [0-9], [-,.] and space.	Click “ OK ” to resume and specify the sub district again.
5.	Alias of the sub-district name should contain [A-Z],[a-z] , [0-9], [-,.] and space only	This indicates that alias of the sub-district name contains restricted characters.	Click “ OK ” to resume and specify the alias sub district again.
6.	Census 2011 Code can contain characters [0-9] only.	This indicates that census 2011 code contains restricted characters.	Click “ OK ” to resume and specify the Census 2011 Code again.
7.	The new sub-district should contain at least one village.	This indicates that the new sub-district does not contain villages.	Click “ OK ” to resume and specify at least one village.
8.	Please configure government order generation before creating new sub-district.	This indicates that you try to create sub district without the Configuration for government order generation.	Click “ OK ” to resume and specify the configuration for government order generation.

What happen when you click the Modify button in the Create Sub District 2 form?

On clicking the **Modify** button, the **Update Sub District** form is displayed on the screen. This form allows you to modify the general details of the new sub district, such as Name of New Sub District (In English), Name of New Sub District (In Local), Alias (In English), Alias (In Local), Census 2011 Code, and State Specific Code.

A screen shown in Fig. 5.5.3 display’s a sample screen shot of the **Update Sub District** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Update Sub District** form is shown in Fig. 5.5.3:

Fig. 5.5.3

Pre-Condition

The create sub district details should be filled and you should have privilege to update sub district details.

The Update Sub District form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Name of New Sub District (In English)	<p>Description: This field is used to specify the name of new sub district in English. Example - dalar</p> <p>Validation: This field accepts the new name in alphabets.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

2	Name of New Sub District (In Local)	<p>Description: This field is used to specify the name of the new sub district in local language.</p> <p>Validation: This field accepts the new name in local language. Example- डालर</p> <p>Mandatory/Optional: It is an Optional field.</p>
3	Alias (In English)	<p>Description: This field is used to specify an alternative name of the sub district in English. Example - dalar alias name is daalpur.</p> <p>Validation: This field accepts the new name in alphabets and can use some special character [-, ., space]</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Alias (In Local)	<p>Description: This field is used to specify alternative name of sub district in local language. Example - दालपुर</p> <p>Validation: This field accepts the alternative name of sub district in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Census 2011 code	<p>Description: This field is used to specify the census code of sub district in 2011</p> <p>Validation: This field accepts the Census 2011 code in numeric format without spaces.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	State Specific Code	<p>Description: This field is used to specify the state code given to a particular state.</p> <p>Validation: This field accepts the state code in alphanumeric format without spaces.</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Update Sub District** form contains following buttons as indicated below:

- **Save button:** This button allows you to save the updated details about the new sub district.
- **Cancel button:** In case you don't want to proceed further, you should click the **Cancel** button and return to the home screen.

Flow of Form

To update sub district, you need to follow the steps given below:

6. After clicking the **Modify** button in the **Create Sub District 2** form, the **Update Sub District** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
7. Specify the name of the new sub district in English and local language in the **Name of New Sub District (In English)** and **Name of New Sub District (In Local)** fields.
8. Specify the alternate name of the new sub district in English and local language in the **Alias (In English)** and **Alias (In Local)** fields.
9. Specify the census 2011 code and state code given to the state in **Census 2011 Code** and **State Specific Code** fields.
10. After specifying new sub district details, click the **Save** button to save the updated details or click the **Cancel** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Sub-district already exists with the entered name, Please enter a different name.	This indicates that sub-district name is not unique in the district.	Click “OK” to resume and specify the unique sub district name.
2.	Sub district name should contain [A-Z] , [a-z] ,[0-9], [-,.] and space only.	This indicates that sub-district name contains characters other than [A-Z],[a-z] ,[0-9], [-,.] and	Click “OK” to resume and specify the sub district again.

S. No.	Message	Reason	Expected Action
		space.	
3.	Alias of the sub-district name should contain [A-Z],[a-z],[0-9], [-,.] and space only	This indicates that alias of the sub-district name contains restricted characters.	Click “ OK ” to resume and specify the alias sub district again.
4.	Census 2011 Code can contain characters [0-9] only.	This indicates that census 2011 code contains restricted characters.	Click “ OK ” to resume and specify the Census 2011 Code again.

What happens when the Next button is clicked?

On clicking the **Next** button, the **Upload Government Order** form is displayed. This form allows you to upload government order. In the **Upload Government Order** form, there is an option to upload government order. This option is visible when you select the **Upload Government Order** option for the Create Sub District operation while configuring the government order for land region entities. In case, you have selected the **Generate Government Order** option for Create Sub District operation while configuring Government Order for land region entities. In such case, the **Select Government Order Template** option is visible on the screen and allows you to select the government order template from the given list. You can edit the selected template details, if required.

A screen shown in Fig. 5.5.2 display’s a sample screen shot of the **Upload Government Order** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.5.2:

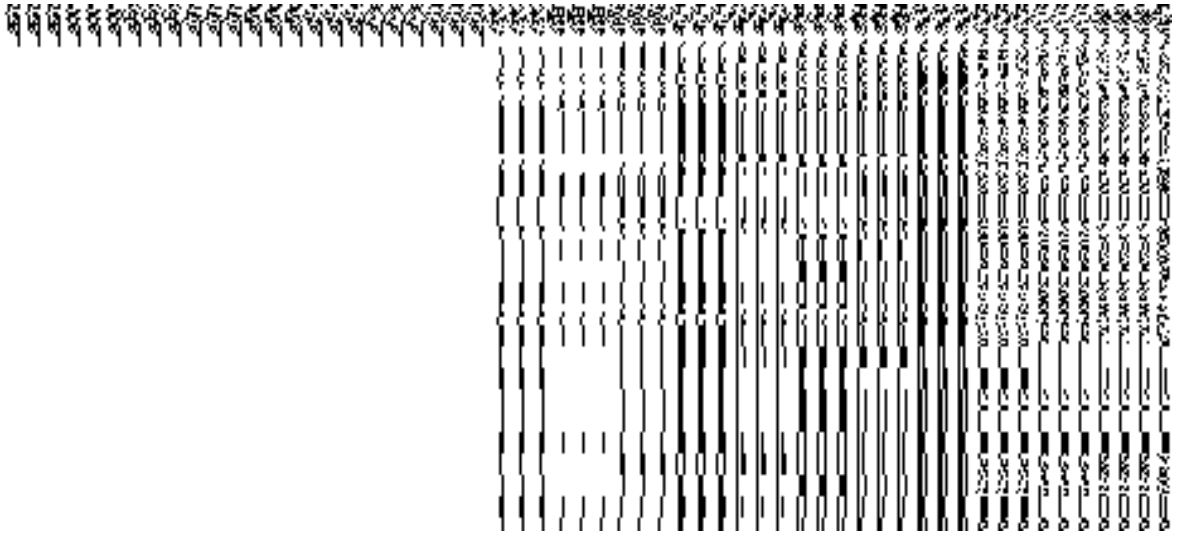


Fig. 5.5.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.5.3:

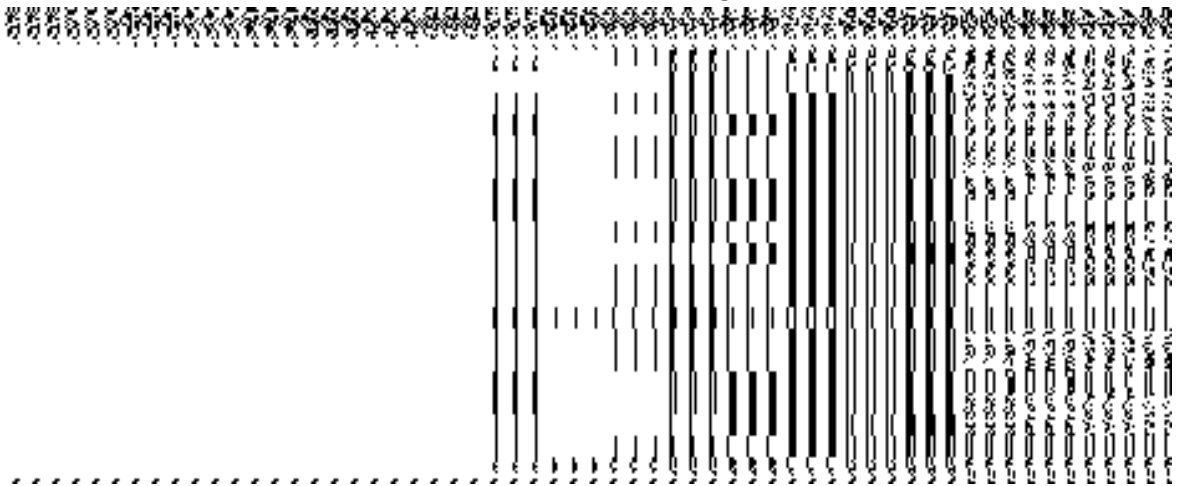


Fig. 5.5.3

After select the government order template from the available list and click the **Save** button, the **Government Order Template** form is displayed on the screen in the editable format, as shown in Fig. 5.5.4

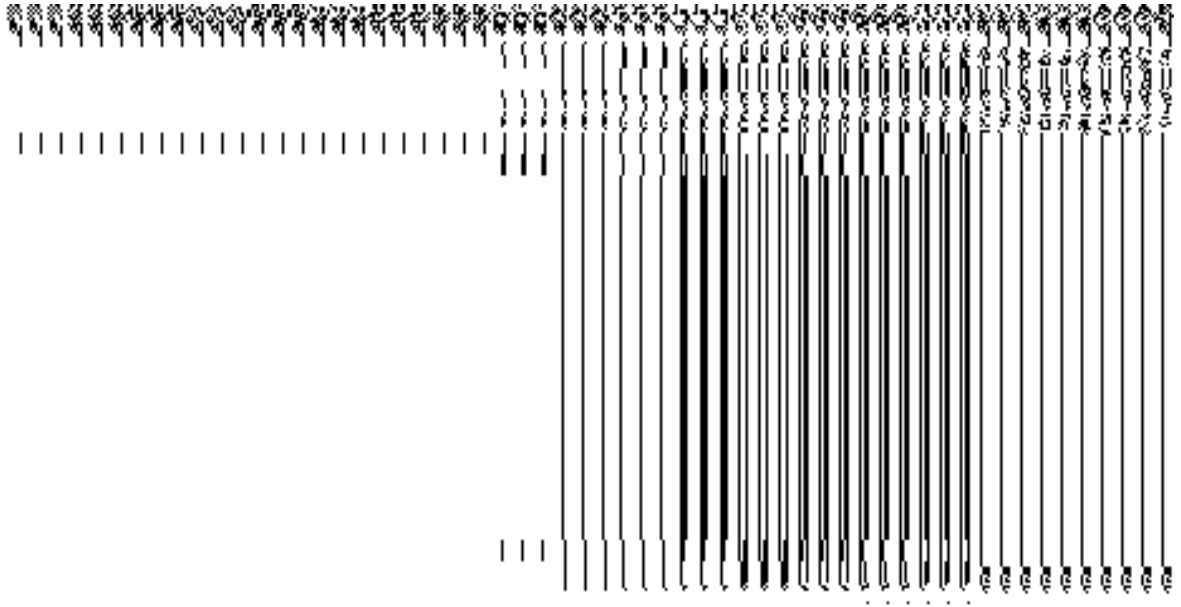


Fig. 5.5.4

Pre-Condition

The create sub district details should be filled and you should have privilege to upload government. The government order should be configure earlier.

The Upload Government Order form contains following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a sub district is created. Example - order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example – 12-12-2011</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY and it cannot be more than the present date.</p>

		Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011. This field may or may not be present.</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY. 1.In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the create sub district operation while configuring the government order for land region entity.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select the Government	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Shift District operation while configuring the government order for land region entities.</p>

	Order Template	<p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
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The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file location to upload.
- **Remove button:** This button allows you to remove all the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to the home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Next** button in the **Create Sub District** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in **Gazette publication date** field.
6. Specify the file local in the **Upload Government Order** field by clicking the **Browse** button and select the file location.
7. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create Sub District operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button; a message **"New Sub District Details Has Been Created Successfully"** is displayed on the screen.

- The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create Sub District operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.

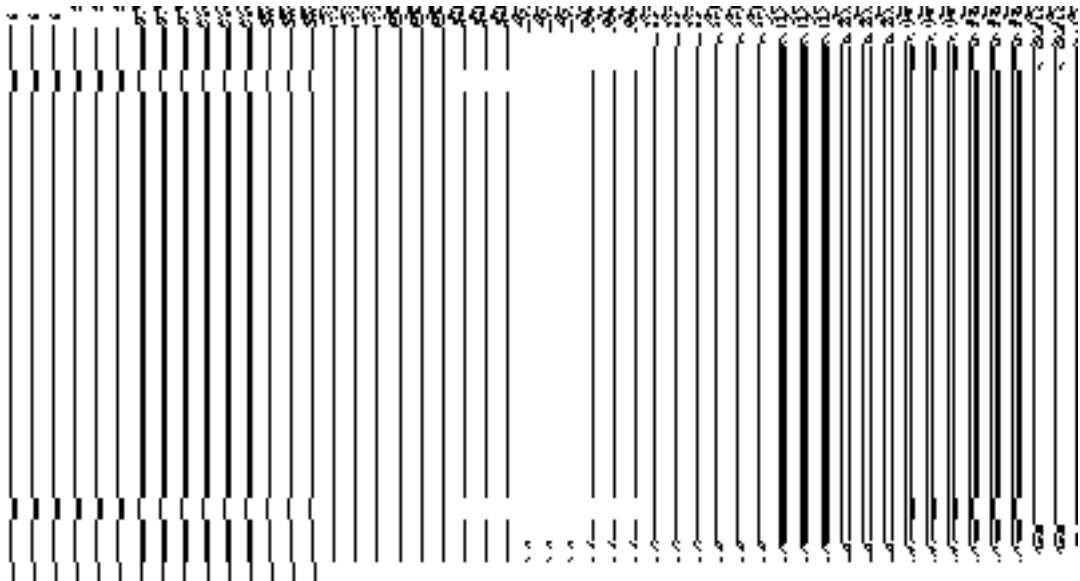
Validations/Error Messages:-

As you proceed, one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1	Order No is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6	Select Government Order Template	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form; a message “**New Sub District had been created successfully**” is displayed on the screen. Now, the new sub district is created and available for further modification. You can view the sub district details by using the **View Sub Districts** link in the **Reports** section on home page. You can also view the district and its details by using the **Manage Sub District** option in the **Sub District** section, which is discussed in details in upcoming section.
- On clicking **Save** button on the **Government Order Template** form, a new screen is displayed. This screen displays the government order template details and its format.



Manage Sub District

Brief Description

This form enables you to manage all existing sub districts details. You can manage an existing sub district details by clicking the **Manage Sub District** option in the **Sub District** section. The **Manage Sub Districts** form is displayed on the screen. This form allows you to search the sub district details by using the search parameters, **Select District** option, which is visible on the screen. This option is mandatory to fill. Once you will select the required parameters and clicks on the **Get** button, you will get the required details.

A screen shown in Fig. 5.5.3 display's a sample screen shot of the **Manage Sub Districts** form. All field marked with * are mandatory.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Sub Districts** form is shown in Fig. 5.5.3:

Fig 5.5.3

Fig. 5.5.4

Now enter the search criteria i.e. **Select District** whose sub district details you want to manage, as shown in Fig. 5.5.5:

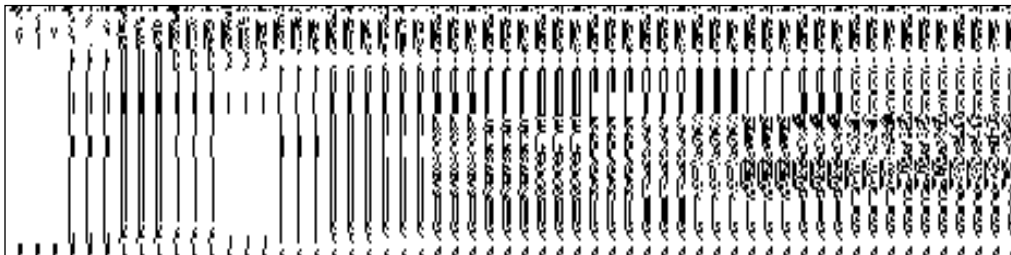


Fig. 5.5.5

Pre-Condition

You should be logged in to the application and have privilege to manage sub district information. The option **Sub District** → **Manage Sub District** is available to you from the left menu to open the form.

The Manage Sub District form contains the following fields as indicated below:

S.No	Field Name	Explanation

1	: Select District	<p>Description: This field is used to select the district who's Sub District you want to view.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Manage Sub Districts** form contains following buttons as indicated below:

- **Get button:** This button allows you to view the list of sub districts. On clicking this button sub districts list is displayed.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to abort the Manage Sub District operation and will return to the home page without viewing the sub districts list.

Flow of Form

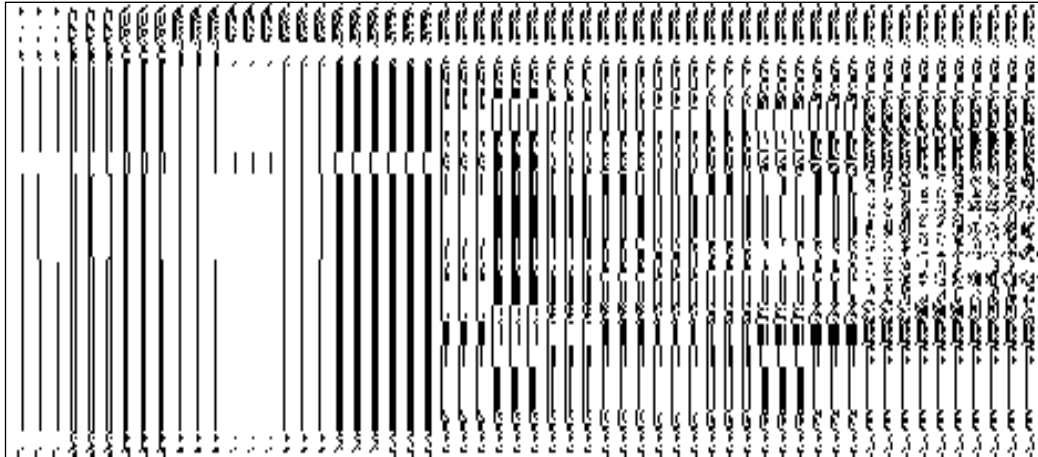
To manage sub district, you need to follow the steps given below:

1. You should be logged in to the application and have privileges to manage sub district.
2. Click on the option **Sub District** → **Manage Sub District** available from the left menu to open the form. The **Manage Sub Districts** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in. The **Select District** field is visible on the screen. This field is necessary to fill. After selecting the district name and click the **Get** button then the list of sub districts in the selected district is displayed on the screen.
3. The searched result also displays on the same screen with the four icons **View**, **History**, **Correction**, and **Change**.

What happens when you click on Get button?

Once you click on **Get** button, you will get the list of sub districts in the selected district or you can get the list of sub districts in your state.

The **Select District** field is displayed on the screen. It is a mandatory field and you must select a district name whose sub districts you want to see. After selecting the district name, click the **Get** button. The list of sub districts of the selected district is visible on the screen.



View Sub District

Brief Description

This form enables you to view the selected sub district details. You can view the sub district details by clicking the **View** icon in front of the sub district name in the **Manage Sub Districts** form. The **View Sub District** form is displayed on the screen. This form shows the complete details of the selected sub district.

A screen shown in Fig. 5.5.3.1 display's a sample screen shot of the **View Sub District** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Sub District** form is shown in Fig. 5.5.3.1:

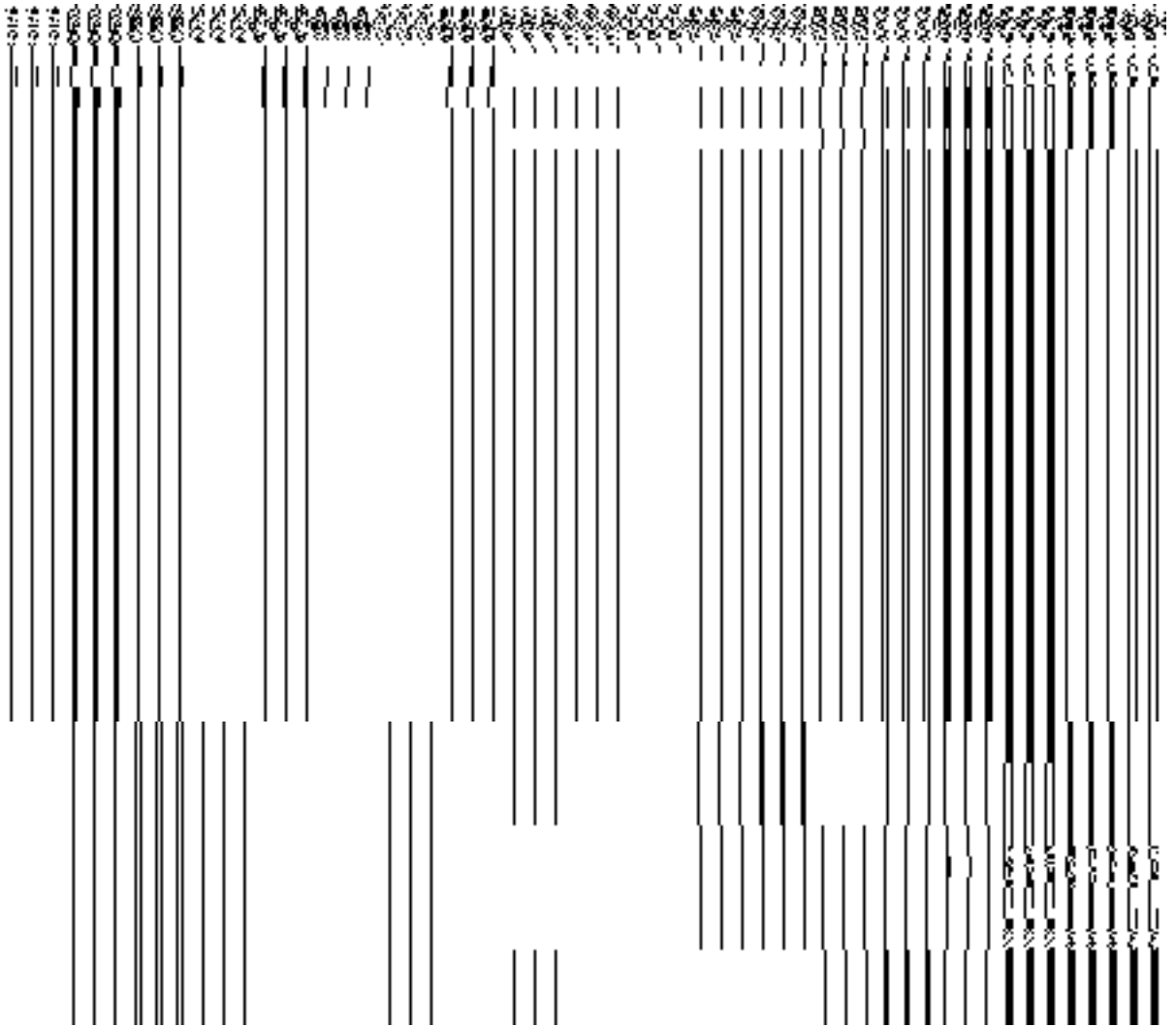


Fig 5.5.3.1

Pre-condition

You should be logged in to the application and have privilege to view sub district. You can open the **View Sub District** form by clicking the **View** icon in front of the sub district name in the **Manage Sub District** form.

The View Sub District form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Sub District Details : Sub District Code	Description: This field displays the sub district code of selected sub district. Validation: NA Mandatory/Optional: NA

2	Sub District Details: Sub District Version	Description: This field displays the version of the sub district. It tells how many times the sub district details have been modified. Validation: NA Mandatory/Optional: NA
3	Sub District Details: Sub District Name (In English)	Description: This field displays the sub district name in English. Validation: NA Mandatory/Optional: NA
4	Sub District Details: Sub District Name (In Local)	Description: This field displays the sub district name in local language. Validation: NA Mandatory/Optional: NA
5	Sub District Details: Alias of sub- district (In English)	Description: This field displays an alternative name of the sub district in English. Validation: NA Mandatory/Optional: NA
6	Sub District Details: Alias of sub- district (In Local)	Description: This field displays an alternative name of sub district in local language. Validation: NA Mandatory/Optional: NA
7	Sub District Details: Headquarter	Description: This field displays the sub district headquarter name. Validation: NA Mandatory/Optional: NA
8	Sub District Details: Census 2001 Code	Description: This field displays the census code of sub district in 2001 Validation: NA Mandatory/Optional: NA

9	Sub District Details: Census 2011 Code	Description: This field displays the census code of sub district in 2011 Validation: NA Mandatory/Optional: NA
10	Sub District Details: State Specific Code	Description: This field displays the state specific code. Validation: NA Mandatory/Optional: NA
11	Sub District Details: Order No	Description: This field displays an order number. Validation: NA Mandatory/Optional: NA
12	Sub District Details: Order Date	Description: This field displays the date on which the order was given. Example - 12-12-2011 Validation: NA Mandatory/Optional: NA
12	Sub District Details: Effective Date	Description: This field displays the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011 Validation: NA Mandatory/Optional: NA
14	Sub District Details: Gazette Publication Date	Description: This field displays the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011. Validation: NA Mandatory/Optional: NA

The **View Sub District** form contains following buttons as indicated below:

- **Close button:** This button allows you to close the details and will return to the home screen.

Flow of Form

To view sub district, you need to follow the steps given below:

1. After getting search result in the **Manage Sub Districts** form, click on the **View** icon in front of the selected sub district, the **View Sub District** form is displayed on the screen. This form shows you the complete details of the selected sub district with the **Close** button.
2. Click the **Close** button to close the details and will return to the home page.

What happens when you click on View icon?

When you will click on the **View** icon then you will get the **View Sub District** form. This form shows the complete details about the selected sub district, such as sub district name in English and local language, alias name of the sub district, census 2001 code, census 2011 code, order no, order date, etc.

View History

Brief Description

This form enables you to view the sub district history. You can view the sub district history by clicking the **History** icon in front of the sub district name in the **Manage Sub Districts** form. The **View Sub District History** form is displayed on the screen. This form displays the details about the sub district, such as Sub District Code, Sub District Name (In English), Sub District Version, Active Sub district, etc. The **Sub District Version** field shows that how many times the modification in the sub district details is done. On the other hand, the **Active Sub district** field shows the sub district version which is active or inactive. The old version automatically become inactive when new version is created.

A screen shown in Fig. 5.5.3.2 display's a sample screen shot of the **View Sub District History** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Sub District History** form is shown in Fig. 5.5.3.2:

Fig 5.5.3.2

Pre-condition

You should be logged in to the application and have privilege to view history of sub district. You can open the **View Sub District History** form by clicking the **History** icon in front of the sub district name in the **Manage Sub Districts** form.

The View Sub District History form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Sub District Code	<p>Description: This field displays the sub district code of the listed sub districts.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Sub District Version	<p>Description: This field displays the versions of the sub district.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Sub District Name(In English)	<p>Description: This field displays the sub district name in English</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	Active Sub district	<p>Description: This field displays the list the versions which is active or inactive. The old version automatically become inactive when new version is created.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

5	Created From	<p>Description: This field displays the name of the sub districts from which it is created.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
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The **View Sub District History** form contains following button as indicated below:

- **Close button:** This button allows you to close the sub district history details and will return to the home screen.

Flow of Form

To view sub district history, you need to follow the steps given below:

1. After getting search result in the **Manage Sub Districts** form, click on the **History** icon in front of the sub district name. The **View Sub District History** form is displayed on the screen. This form shows you the complete details with **Close** action button.
2. Click the **Close** button to close the details.

What happens when you click on History icon?

When you click on the **History** icon in front of the sub district name then you will get the **View Sub District History** form. This form displays the sub district history, such as sub district name in English, sub district code, version, active sub district, etc.

Modify Sub District

General Description

You can modify an existing sub district details by using two options namely **Correction** and **Change**. The **Correction** option is used to modify the headquarter name of the sub district, census 2011 code, state specific code, government order details and GIS nodes details. On the other hand, the **Change** option is used to modify the sub district general details, such as sub district name and sub district alias name in English and local language, and also the government order details. Before using the **Correction** option to modify the sub district details, you must specify the government order details at the time of sub district creation. In

case, you forgot to enter government order details then you can use the **Change** option to enter these details.

Correction

Brief Description

This form enables you to modify the headquarter name of the sub district in English and local language, census 2011 code, state specific code, government order details and GIS nodes details of the selected district. You can modify these details by clicking the **Correction** icon in front of the sub district name in the **Manage Sub Districts** form. The **Modify Sub District (Correction)** form is displayed on the screen. This form consists of the several fields, such as Correction, Government Order Details, and GIS Nodes. Some of the fields named Sub District Name (In English), Sub District Name (In Local Language), Alias of the Sub District (In English), and Alias of the Sub District (In Local Language), is in read only mode. This means that you cannot modify these fields. On the other hand, by using the **Modify Sub District Correction** form, you can modify the headquarter name of the sub district in English and local language, census 2011 code, state specific code, Government Order Details and GIS Nodes details. Before modifying these details, the government order details should be entered at time of district creation or you can entered these details at the modification time when modification is done by using the **Change** option.

A screen shown in Fig. 5.5.4.2 display's a sample screen shot of the **Modify Sub District (Correction)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Sub District (Correction)** form is shown in Fig. 5.5.4.2:

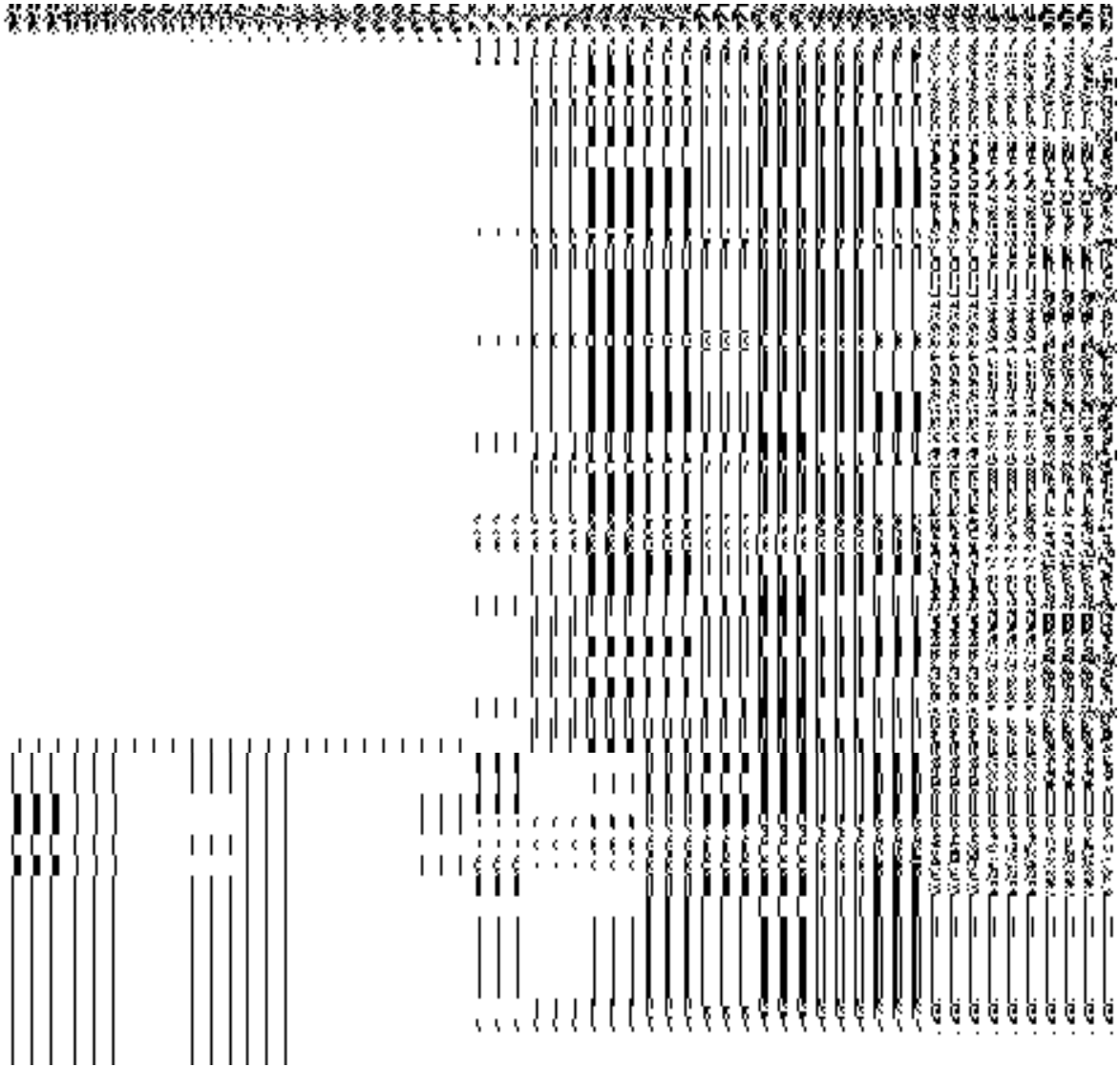


Fig. 5.5.4.2

Pre-condition

You should be logged in to the application and have privilege to correct sub district details. Before making correction in sub district details, the government order and Map should be configured earlier. In addition, the government order details should be added at the time of sub district creation. In case, you forget to add government order details at the creation time then you can add these details by using the **Change** option at the modification time.

The Modify Sub District (Correction) form contains following fields as indicated below:

S.No	Field Name	Explanation

1	Sub District Name (In English)	<p>Description: This field shows the name of new sub district in English. This field is in read only mode that means you can't edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Sub District Name (In Local)	<p>Description: This field shows the sub district name in local language. This field is in read only mode that means you can't edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
3	Alias of sub-district(In English)	<p>Description: This field shows an alternative name of the sub district in English. This field is in read only mode that means you can't edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Alias of sub-district(In Local)	<p>Description: This field shows an alternative name of sub district in local language. This field is in read only mode that means you can't edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Headquarters of the selected sub-district(In English)	<p>Description: This field is used to specify the headquarter name of sub district in English.</p> <p>Validation: This field accepts the name in alphabets</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Headquarters of the selected sub-district(In Local)	<p>Description: This field is used to specify the headquarter name of sub district in local language</p> <p>Validation: This field accepts the name in alphabets</p> <p>Mandatory/Optional: It is an Optional field.</p>
7	Census 2011 Code	<p>Description: This field is used to specify the census code of sub district in 2011</p>

		<p>Validation: This field accepts the Census 2011 code in numeric format without spaces.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	State Specific Code	<p>Description: This field is used to specify the state code given to a particular state.</p> <p>Validation: This field accepts the state code in alphanumeric format without spaces.</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	Order No	<p>Description: This field is used to specify an order number. Example - order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Order Date	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
11	Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

12	Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. orders generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
13	Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Modify Sub District operation while configuring the government order for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
14	GIS Nodes: Latitude	<p>Description: This field is used to specify the latitude of the node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
15	GIS Nodes: Longitude	<p>Description: This field is used to specify the longitude of the node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
16	GIS Nodes: Upload Map	<p>Description: This field is used to upload the government order Map. This field is only visible when you have selected the Upload Map option while configuring the map for land region entities.</p> <p>Validation: This field accepts the data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Modify Sub District (Correction)** form contains following buttons as indicated below:

- **Remove button:** This button allows you to remove the file attachments of the government order.
- **Add More Nodes button:** This button allows you to add more nodes.
- **Remove button:** This button allows you to remove a single node.
- **Browse button:** This button allows you to browse the file location that you want to upload.
- **Save button:** This button allows you to save the correction made in the **Modify Sub District Correction** form.
- **Close button:** This button allows you to abort the operation and will return to the home screen.

Flow of Form

To make correction in sub district details, you need to follow the steps given below:

1. After getting search result in the **Manage Sub Districts** form, click on the **Correction** icon in front of the sub district name. The **Modify Sub District (Correction)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the headquarter name in English and local language in the **Headquarters of the selected sub district (In English)** and **Headquarters of the selected sub district (In Local)** fields.
3. Specify the census code and state code in the **Census 2011 Code** and **State Specific Code** fields.
4. Specify the government order number in the **Order No** field.
5. Specify the government order date in the **Order Date** field.
6. Specify the effective order date in the **Effective Date** field.
7. Specify the gazette publication date in the **Gazette Publication Date** field.
8. Specify the GIS nodes details in the **Latitude** and **Longitude** fields.
9. To update form, click the **Save** button or else click the **Close** button to abort operation. In case you chose to update the form then a screen is displayed that displays the new details of sub district.

What happens when the form is modified?

Once you click on the **Save** button, the system validates the form for all mandatory fields and business validations and updates the record in the database. The updated record is still available for further modifications. On clicking the **Save** button; the complete sub district details are displayed on the screen, as shown in Fig. 5.5.4.3:

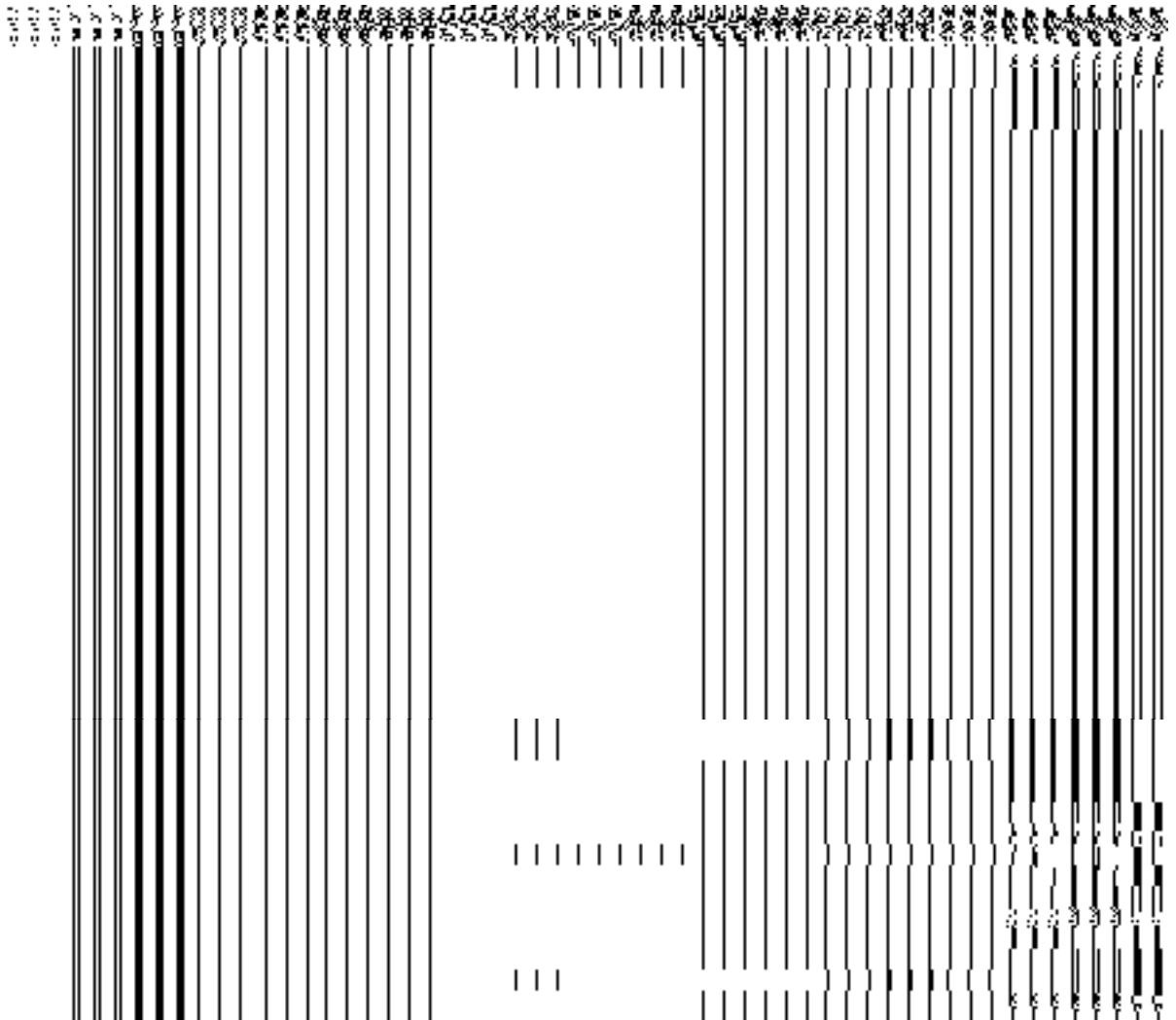


Fig. 5.5.4.3

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter Sub-district name in	If the sub-district name in English is made empty.	

S. No.	Message	Reason	Expected Action
	English.		
2.	Sub district name should contain [A-Z], [a-z], [0-9], [-,.] and space only.	This indicates that sub-district name contains characters other than [A-Z],[a-z] , [0-9],[-,.] and space.	Click “OK” to resume and specify the sub district again.
3.	Alias of the sub-district name should contain [A-Z], [a-z] ,[0-9], [-,.] and space only	This indicates that alias of the sub-district name contains restricted characters.	Click “OK” to resume and specify the alias sub district again.
4.	Census 2011 Code can contain characters [0-9] only.	This indicates that census 2011 code contains restricted characters.	Click “OK” to resume and specify the Census 2011 Code again.
5.	The new sub-district should contain at least one village.	This indicates that the new sub-district does not contain villages.	Click “OK” to resume and specify at least one village.
6.	Please configure government order generation before modifying new sub-district.	This indicates that you try to create sub district without the Configuration for government order generation.	Click “OK” to resume and specify the configuration for government order generation.
7.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
8.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
9.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.

**Change
Brief Description**

This form enables you to modify the sub district general details, such as sub district name and sub district alias name in English and local language. This form also enables you to modify or fill the government order details. You will notice that when you click the **Correction** icon in front of the sub district name in the **Manage Sub Districts** form, an error message “**Please Enter Govt Order Detail at the Change Time Then Do Correction**” is appeared on the screen. For this, you need to fill the government order details at sub district creation time. But, in case, you forget to enter then, you can use the **Change** option to fill these details. On clicking the **Change** icon in front of the sub district name in the **Manage Sub District** form, the **Modify Sub District (Change)** form is appeared on the screen. This form enables you to modify the sub district name and sub district alias name in English and local language. After specifying these details and click the **Save** button, the **Upload Government Order** form is displayed on the screen. In this form, you have to specify the government order details; if you forget to enter these details at the time of sub district creation then you can fill all these details at that time. After specifying all details, click the **Save** button to modify it. Now, you are able to use the **Correction** option to modify the other details, such as government order details and GIS nodes details.

A screen shown in Fig. 5.5.4.3 display's a sample screen shot of the **Modify Sub District (Change)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Sub District (Change)** form is shown in Fig. 5.5.4.3:

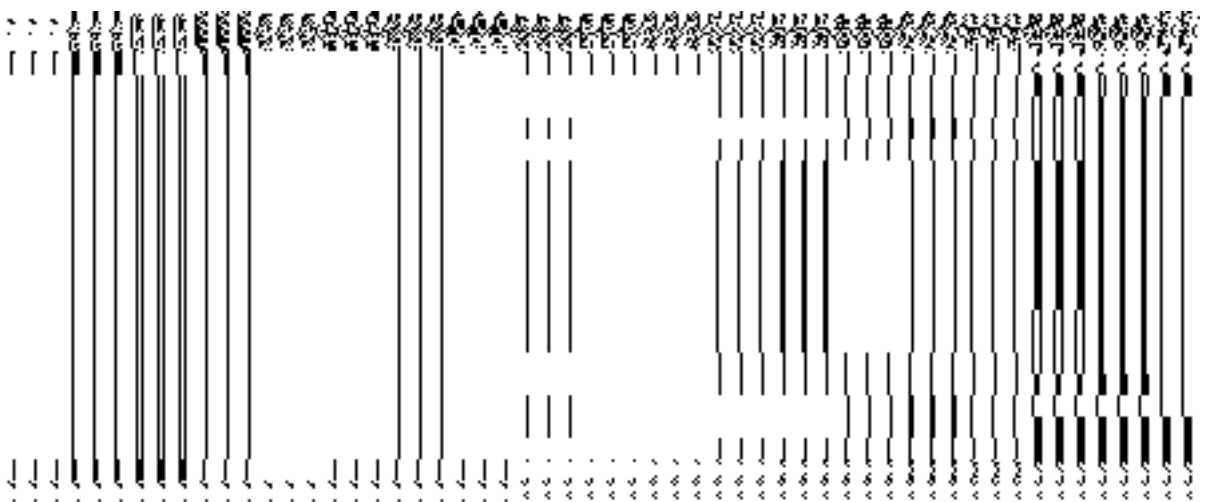


Fig. 5.5.4.3

Pre-condition

You should be logged in to the application and have privilege to change sub district details. You can open the **Modify Sub District (Change)** form by clicking the **Change** icon in front of the sub district name in the **Manage Sub Districts** form.

The Modify Sub District (Change) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Sub District Name (In English)	Description: This field is used to specify the name of sub district in English. Validation: This field accepts the new name in alphabets. Mandatory/Optional: It is a Mandatory field.
2	Sub District Name (In Local)	Description: This field is used to specify the sub district name in local language. Validation: This field accepts the new name in local language. Example- डालर Mandatory/Optional: It is an Optional field.
3	Alias of sub-district (In English)	Description: This field is used to specify an alternative name of the sub district in English. Validation: This field accepts the new name in alphabets and can use some special character [-, ., space] Mandatory/Optional: It is an Optional field.
4	Alias of sub-district(In Local)	Description: This field is used to specify an alternative name of sub district in local language. Validation: This field accepts the alternative name of sub district in local language. Mandatory/Optional: It is an Optional field.

The **Modify Sub District (Change)** form contains following buttons as indicated below:

- **Save button:** This button allows you to save the changes made in the **Modify Sub District (Change)** form.
- **Clear button:** This button allows you to clear the text entered in all the fields.

- **Close button:** This button allows you to abort the operation and will return to the home screen.

Flow of Form

To make changes in sub district details, you need to follow the steps given below:

1. After getting search result in the **Manage Sub Districts** form, click on the **Change** icon in front of the sub district name. The **Modify Sub District (Change)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the name of sub district in English and local language in the **Sub District Name (In English)** and **Sub District Name (In Local)** Field.
3. Specify an alternate name of sub district in English and local language in the **Alias of sub-district (In English)** and **Alias of sub-district (In Local)** fields.
4. To update form, click the **Save** button or else click the **Close** button to abort the operation. In case you chose to update the form then a screen is displayed that displays the new details of sub district.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select the district name.	This indicates that you didn't select the name of district.	Click "OK" to resume and select the district name.
2.	Please enter sub district name.	This indicates that you didn't enter the sub district name.	Click "OK" to resume and enter sub district.
3.	Sub-district already exists with the entered name, Please enter a different name.	This indicates that sub-district name is not unique in the district.	Click "OK" to resume and specify the unique sub district name.
4.	Sub district name should contain [A-Z] , [a-z] , [0-9], [-,.] and	This indicates that sub-district name contains characters other than [A-Z],[a-z] ,[0-9], [-,.] and	Click "OK" to resume and specify the sub district again.

S. No.	Message	Reason	Expected Action
	space only.	space.	
5.	Alias of the sub-district name should contain [A-Z],[a-z],[0-9], [-,.] and space only	This indicates that alias of the sub-district name contains restricted characters.	Click “OK” to resume and specify the alias sub district again.

What happens when the form is modified?

On clicking the **Save** Button, a new screen name **Upload Government Order** is displayed. This screen allows you to upload government order. This form enables you to specify the government order details to upload it. In the **Upload Government Order** form, the **Upload Government Order** field is displayed when you selected the **Upload Government Order** option for the Modify District operation, while configuring government order for land region entities.

A screen shown in Fig. 5.5.4.4 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** field is shown in Fig. 5.5.4.4:

Fig 5.5.4.4

Pre-Condition

The modify sub district details, such as sub district name and sub district alias name in English and local language should be filled and you should have privilege to upload government order.

The Upload Government Order form contains following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number. Example - order123 Validation: This field accepts the order number in alphabet or alphanumeric format. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011 Validation: This field accepts the date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011 Validation: This field accepts the date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
4	Government Order Details: Gazette publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011. This field may or may not be present. Validation: This field accepts the date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date

		<p>or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Modify Sub District operation while configuring the government order for land region entity.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order Details:</p> <p>Select the Government Order Template</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Modify Sub District operation while configuring the government order for land region entities.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse the file location that you want to upload.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and will return to the home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Save** button in the **Modify Sub District (Change)** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are

certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in **Gazette publication date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Modify Sub District Details operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **View Sub District** form is visible on the screen with the district details.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option while configuring Government order. Now should select the template and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.

Validations/Error Messages:-

As you proceed, one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4	Enter valid date (dd-	This indicates that you did not enter the date in correct	Click “OK” to resume and enter

S. No.	Message	Reason	Expected Action
	mm-yyyy) format.	format.	the date in correct format.
5	Upload Government Order.	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
6	Select Government Order Template	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the Save button is clicked?

- When you clicked the **Save** button, a new screen is displayed with the updated details of the sub districts. Now, all the changes are recorded in the system and a new version of the sub district should be recorded, starting from the effective date. You can view the sub district details by clicking the **View** icon in the **Manage Sub Districts** form. You can also use the **View Sub Districts** link in the **Reports** section on the home page.

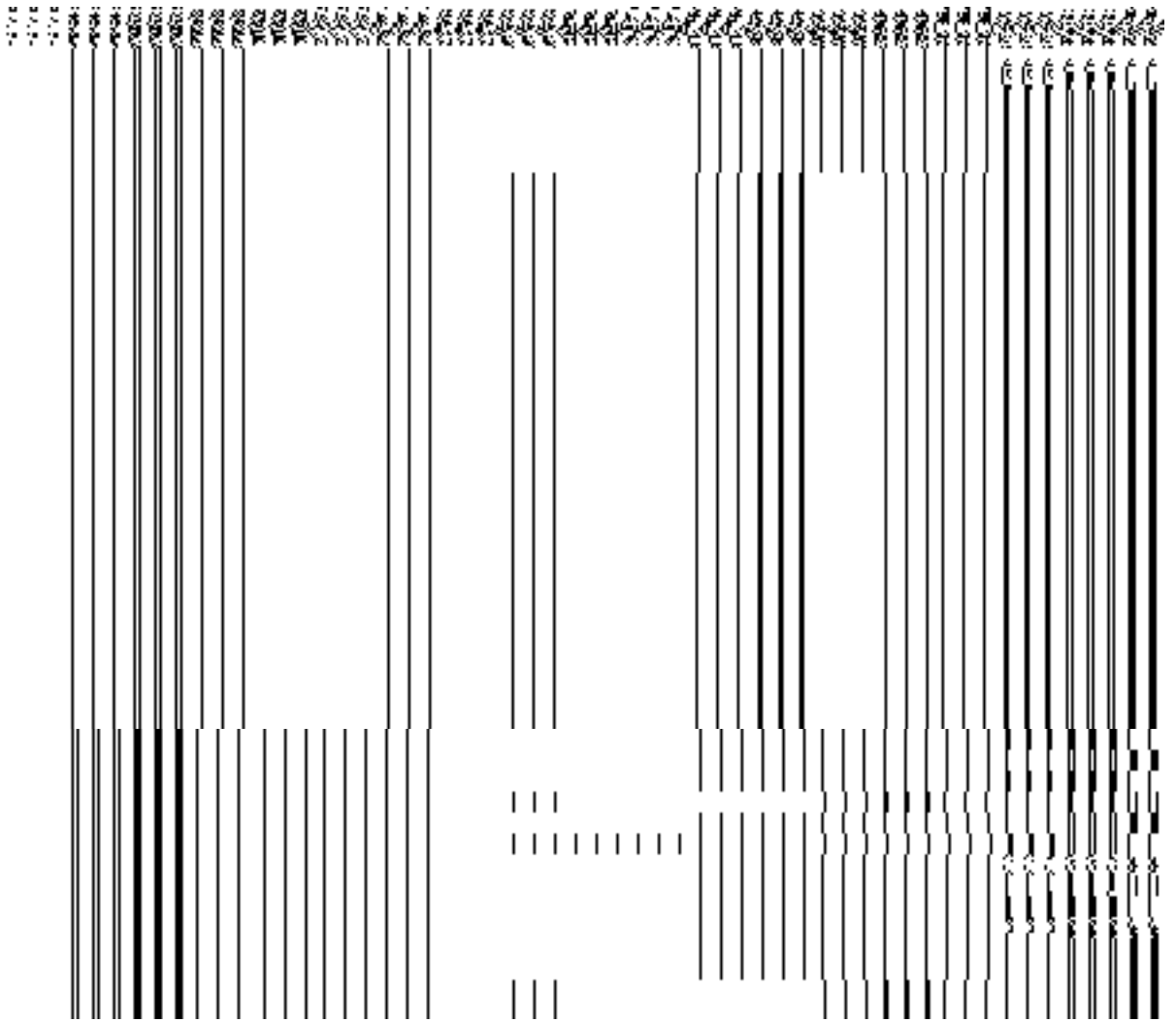


Fig. 5.5.4.5

- On clicking **Save** button on the **Government Order Template** form, a new screen is displayed. This screen displays the government order template details and its format.

Village

General Description

This section allows you to create a new village, in which you can enter the general details like name of village, census code, GIS node etc. This section also allows you to manage all the existing villages. This section is accessed at state level, and district level.

Create Village

Brief Description

The main purpose of this form is to allow you to create a new village. A Land Region Manager at State Level and District Level can create a new village. If you are logged in as State Level Land Region Manager then you can create a new village in any district or sub district. On the other hand, if you logged as District Level Land Region Manager then you can create a new village in your district only. You can create a new village by clicking the **Create Village** option in the **Village** section. The **Create Village** form is displayed on the screen. This form helps you in defining the general details of the new village, such as district of the new village, sub district of the new village, new village name, GIS nodes, How the village is formed, etc. The **How the Village is Formed** field has three options, such as **Existing Village**, **New Land**, and **ULBs**. On clicking one of any option, its relevant sub options are visible on the screen. For example, if you select the **Existing Village** option then the **Contributing Land Region** field with more options is visible on the screen. Similarly, if you click the **ULBs** option then the list of covered land region area by the **ULBs** is shown. From this list, you have to select the **ULBs** land region that helps in creating a new village. In case, you click the **New Land** option then the new village is created without using any existing village.

A screen shown in Fig. 5.7.1 display's a sample screen shot of the **Create Village** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create Village** form is shown in Fig. 5.7.1:

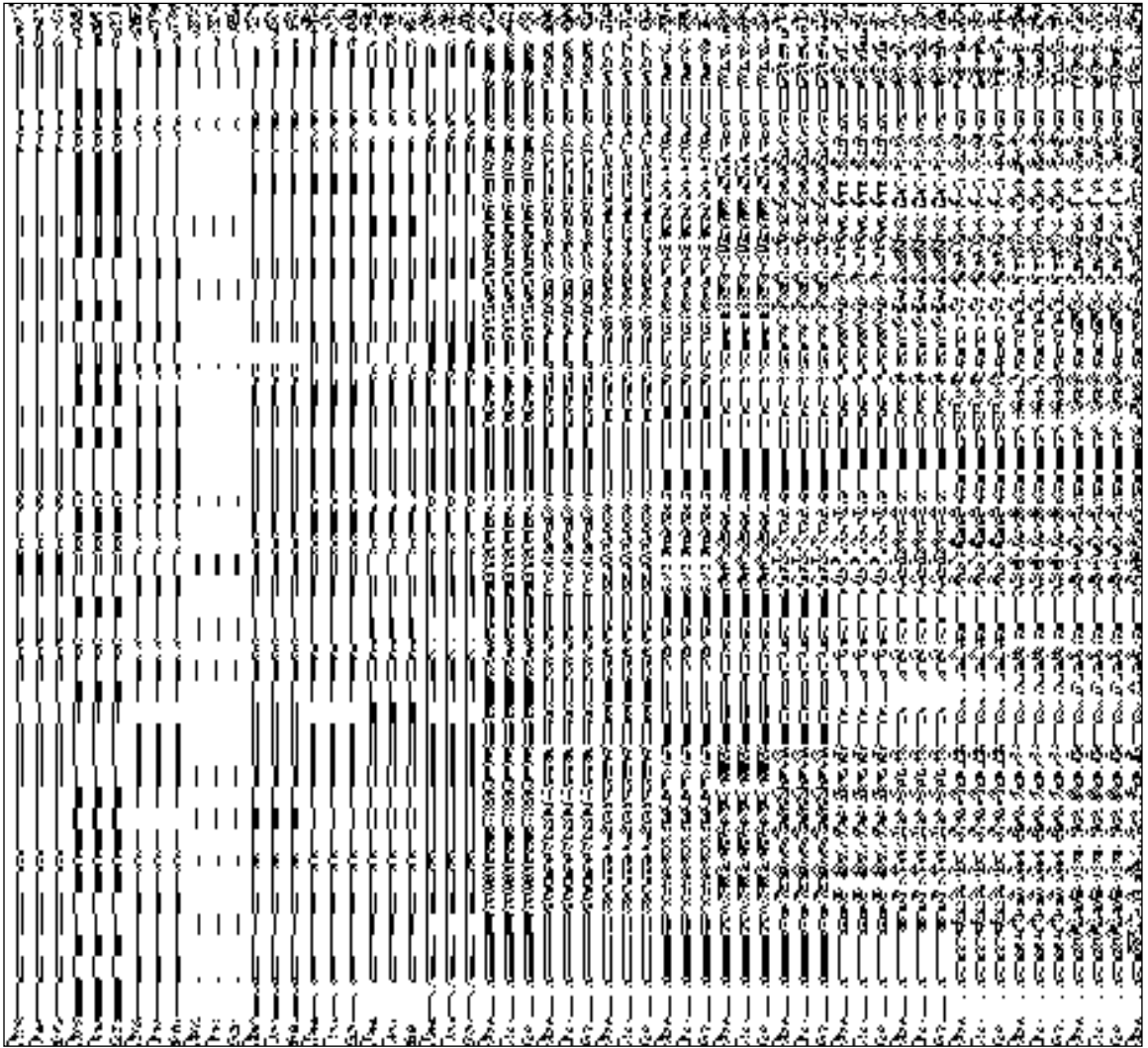


Fig. 5.7.1

If you select the **ULBs** radio button of the **How the Village is Formed** option? Then the **ULB of the Selected District** field is visible on the screen, as shown in Fig. 5.7.1:

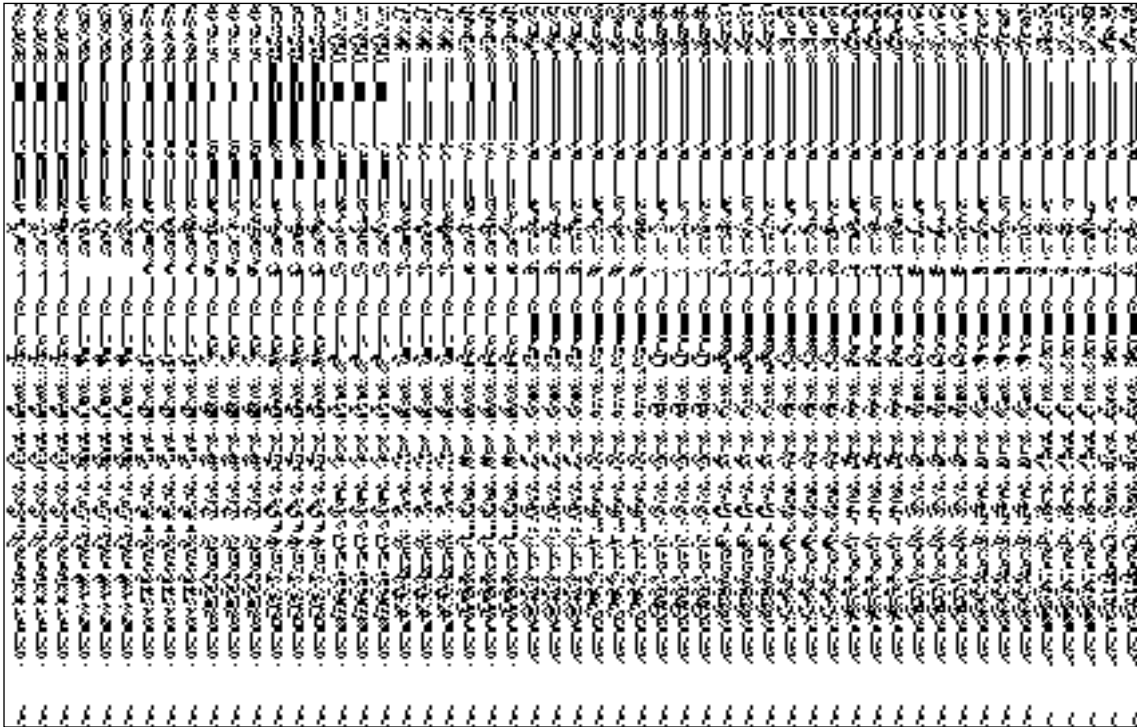


Fig 5.7.1

Pre-Condition

You should login into the system and have privilege to create village. A new village is created by the Land Region Manager of the State Level or District Level. If you logged as State Level Land Region Manager then you can create a new village in any district or sub district. On the other hand, if you are District Level Land Region Manager then you can create a new village only for your district. Before creating a new village, the Map and government order for land region entity should be configured earlier. You can open the **Create Village** form by clicking the option **Village** → **Create village** is available to you from the left menu.

The Create Village form contains the following fields as indicated below:

S.No	Field Name	Explanation
1.	Select Sub District :Select District	<p>Description: This field is used to select the district whose new village you want to create.</p> <p>Validation: Select one of the district from given option.</p> <p>Mandatory/Optional: It is a Mandatory to select a district.</p>

2.	Select Sub District : Select Sub-District	<p>Description: This field is used to select the sub district whose new village you want to create.</p> <p>Validation: Select one of the sub district from given option.</p> <p>Mandatory/Optional: It is a Mandatory.</p>
3.	General Details of New Village: Name of New Village (In English)	<p>Description: This field is used to specify the name of new village in English. Example -. dalar</p> <p>Validation: Enter the new name in alphabets.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4.	General Details of New Village: Name of New Village (In Local language)	<p>Description: This field is used to specify the name of the new village in local language.</p> <p>Validation: Enter the new name in local language. Example- डालर</p> <p>Mandatory/Optional: It is an Optional field.</p>
5.	General Details of New Village: Alias Name (In English)	<p>Description: This field is used to specify an alternative name of the Village in English. Example dalar alias name is daalpur.</p> <p>Validation: Enter the new name in alphabets and can use some special character [-, ., space]</p> <p>Mandatory/Optional: It is an Optional field.</p>
6.	General Details of New Village: Alias Name (In Local language)	<p>Description: This field is used to specify an alternative name of village in local language. Example दालपुर</p> <p>Validation: Enter the alternative name of village in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
7.	General Details of New Village: Village Status	<p>Description: This field shows the status of the village according to the MDDS of Land Region entities. Example-Forest Village.</p> <p>Validation: Select at least one option.</p> <p>Mandatory/Optional: It is an Optional field.</p>

8.	General Details of New Village: Census2011 code	<p>Description: This field is used to specify the census code of village in 2011</p> <p>Validation: Enter Census 2011 code in numeric format without spaces.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9.	General Details of New Village: State Specific Code	<p>Description: This field is used to specify the State code given to a particular state.</p> <p>Validation: Enter State code in alphanumeric format without spaces.</p> <p>Mandatory/Optional: It is an Optional field.</p>
10.	General Details of New Village: Enter the Survey No. for new Village	<p>Description: This field is used to specify the survey number for the village.</p> <p>Validation: Enter in alphanumeric format with special character-, /</p> <p>Mandatory/Optional: It is an Optional field.</p>
11.	GIS Nodes: Latitude	<p>Description: This field is used to specify the latitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
12.	GIS Nodes: Longitude	<p>Description: This field is used to specify the longitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
13.	GIS Nodes: Upload Map	<p>Description: This field is used to upload map. This field is only visible when you have selected the Upload Map option while configuring the map for land region entities.</p> <p>Validation: Select one file to upload.</p> <p>Mandatory/Optional: It is an Optional field.</p>

14.	How the Village is Formed?	<p>Description: This field is used to specify that What contributes to the formation of Village that is, whether it is created from existing village, from new land region, or ULB.</p> <p>Validation: Select one of the options.</p> <p>Mandatory/Optional: It is Optional field. But selecting one of the options is mandatory.</p>
15.	Contributing Land Region: Villages	<p>Description: This field is visible when you select the Existing Village option in the village formation. This field shows the list of the villages whose land can be used to create a new village.</p> <p>Validation: Select at least one of the villages from the given list.</p> <p>Mandatory/Optional: It is an Optional field, but selecting one region is mandatory.</p>
16.	Contributing Land Region: Contributing List For New Village	<p>Description: This field is visible when you select the Existing Village option in the village formation. This field shows the list of the villages that contributed to create new village.</p> <p>Validation: It cannot be empty. In case only village is selected, then you can only select a part of that village not the complete village.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
17.	Contributing Land Region: Survey Number of Selected Villages	<p>Description: This field is visible when you select the Existing Village option in the village formation .The survey numbers of villages that contribute to form New village. The survey number may or may not be visible.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
18.	Contributing Land Region: Contributing List of Survey Number For New Village	<p>Description: This field is visible when you select the Existing Village option in the village formation. This field shows the list of the survey number of villages that are selected to create new village.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

19.	Rename Contributing Villages	<p>Description: This field is used to specify that whether the existing villages would be renamed or not. The available options to select are: YES, NO</p> <p>Validation: Select one of the options.</p> <p>Mandatory/Optional: It is an Optional field. But selecting one of the options is mandatory.</p>
20.	Rename Contributing Villages: Contributing Villages	<p>Description: This field is available only once you select the Option YES from Rename Contributing Villages</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
21.	Rename Contributing Villages: Current Village Name	<p>Description: This field is used to display the current village name</p> <p>Validation: NA.</p> <p>Mandatory/Optional: NA</p>
22.	Rename Contributing Villages: Rename Village	<p>Description: This field is used to specify the new name for the existing village selected as PART.</p> <p>Validation: NA.</p> <p>Mandatory/Optional: NA</p>
23.	ULB Of Selected District: Covered land region by the ULB	<p>Description: This field is visible when you select the ULBs option in the village formation. This field shows the covered land region by the urban local body.</p> <p>Validation: Select at least one ULB.</p> <p>Mandatory/Optional: It is an Optional field, but selecting one ULB is necessary.</p>
24.	ULB Of Selected District: ULB List	<p>Description: This field is visible when you select the ULBs option in the village formation. This field shows the list of the selected ULBs.</p> <p>Validation: Select at least one ULB.</p>

		Mandatory/Optional: It is an Optional field.
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The **Create village** form contains the following buttons as indicated below:

- **Add Survey Number button:** This button allows you to add survey number for new village. You can add any number of survey numbers.
- **Remove button:** This button allows you to remove the added survey number
- **Add More Nodes button:** This button allows you to add more nodes.
- **Remove button:** This button allows you to remove all the uploaded files.
- **Choose File:** This button allows you to Upload the map.
- **Select Full Villages >> button:** This button allows you to select the complete land region of selected village that helps in creating a new village. This button is visible when you select the Existing Village option in the village formation.
- **< Button:** This button allows you to unselect the village/survey number of village from the contributing village/Contributing List of Survey Number For New Village. This button is visible when you select the Existing Village option in the village formation.
- **<< Button:** This button allows you to remove the complete list of the villages/survey number of villages from the contributing village/Contributing List of Survey Number For New Village. This button is visible when you select the Existing Village option in the village formation.
- **Select Part Villages >> button:** This button allows you to select the part of land region of selected village that helps in creating a new village. This button is visible when you select the Existing Village option in the village formation.
- **Get Survey Numbers of Part Village button:** This button allows you to get the list of the survey number of villages whose part is taken. This button is visible when you select the Existing Village option in the village formation.
- **Select Survey Numbers >> button:** This button allows you to select the survey number of villages. This button is visible when you select the Existing Village option in the village formation.
- **Check All:** This button is visible when you select the option YES from the Rename Contributing Villages option. This button allows you to select all the villages selected to be renamed.
- **Uncheck All:** This button is visible when you select the option YES from the Rename Contributing Villages option. This button allows you to de-select all the villages selected to be renamed.



Flow of Form

To create village, you need to follow the steps given below:

1. You should login into the application and have the privilege to create village.
2. Click the option **Village → Create Village** available on the left menu to open the form. The **Create Village** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the sub district and districts in which you want to create new village from the **Select District** and **Select Sub District** drop down menu.
4. Specify the name of new village in English and local language in **Name of New Village (In English)** and **Name of New Village (In Local)** fields.
5. Specify the alternate name of village in English and Local language in **Alias (In English)** and **Alias (In Local)** fields.
6. Select the status of village that is whether it is reserve forest, un-inhabitant or Inhabitant from the **Village Status** drop down.
7. Specify the census code and state code given to the state in **Census 2011 code** and **State Specific Code** fields.
8. Specify the survey number for a new village in the **Enter Survey No. for new Village** field. You can add more than one survey number by clicking **Add Survey number** button and also remove the survey number by clicking **Remove** button.
9. Specify the GIS nodes details in **Latitude** and **Longitude** fields.
10. Specify the how the village is formed by selecting from the given Existing Village, New Land, and ULB sub options of the **How the Village is Formed?** Option.
11. If you select the **Existing Village** radio button then perform the following steps:
 - a. Select the village whose area you want utilize to create new village from the **Villages** field. You can select full village or part of village by selecting the villages and then clicking **Select Full Villages** or **Select part Villages** button.
 - b. In case you want to select full village then you have to select at least two full villages.
 - c. In case you select the part villages then you should click the **Get Survey Number of Part Village** button to get survey numbers of selected part village list in **Survey Number of Selected Villages** field. Select the survey number from Survey Number of Selected Villages field and click **Select Survey Number >>** button.
12. If you select the ULBs radio button then perform the following steps:

- α. Select the ULB land region area from the **Covered land region by the ULB** list drop down menu.
 - β. Select the land region from the **Covered land region by the ULB** field and click the **Full ULB** or **Part ULB** button to add the ULB area in the contributing list.
13. If you select new land radio button, you can directly go to **Government** Order Details section of the screen

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select district.	This indicates that you did not Select the district from the list.	Click “OK” to resume and select district.
2.	Please select sub-district.	This indicates that you did not Select the sub district from the list.	Click “OK” to resume and select the sub District.
3.	Please enter name of village.	This indicates that you did not enter the village name in English.	Click “OK” to resume and enter village name.
4.	Please choose an option to create village.	This indicates that you did not select any option for village formation.	Click “OK” to resume and select one option.
5.	Please choose contributing village.	This indicated that you did not select any village whose land region can be used to create new village.	Click “OK” to resume and select at least one village.
6.	New village cannot be constructed by full contribution of a single village.	This indicates that you cannot create a new village from one full village.	Click “OK” to resume and select at least two full villages.

Government Order Details. This section allows you to upload government order Or to select from the existing government order You are required to select the **Upload Government Order** option for **Create Village** operation while configuring government order for the land region entities. In case, you selected the **Generate Government Order** option for the Create Village operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

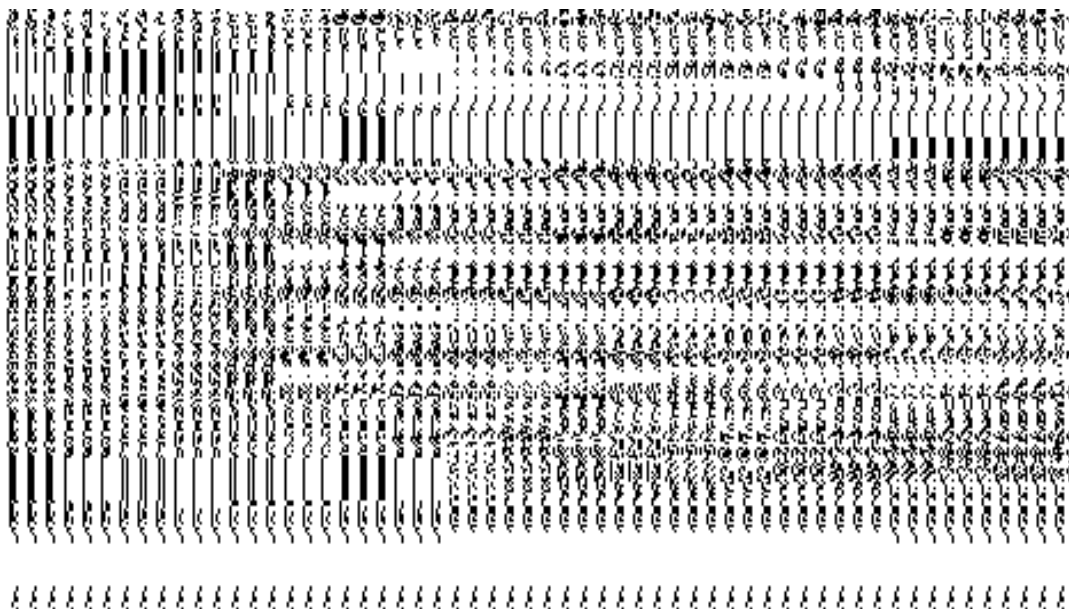


Fig. 5.7.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.7.3:

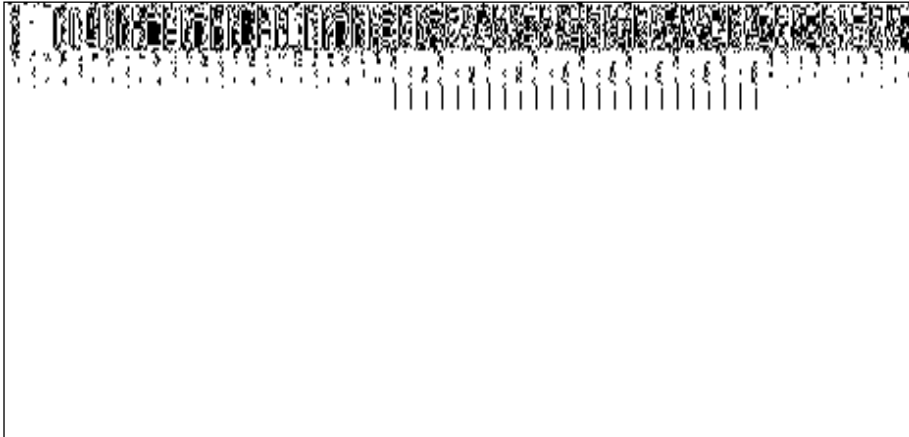
The image shows a screenshot of a web form with a light gray background. It contains four input fields arranged vertically. The first field is labeled "Order No *" and is an empty text box. The second field is labeled "Order Date *" and is an empty text box. The third field is labeled "Effective Date *" and is an empty text box. The fourth field is labeled "Select Government Order Template *" and is a dropdown menu with the text "Please Select Template" and a downward-pointing arrow on the right side.

Fig 5.7.3

When you select the government order template from the **Select Government Order Template** drop down list box and click the Save button then the Government Order Template form is displayed on the screen. This form opens the government order template in the editable format.

Fig 5.7.4

When you select the option,Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the from and to date.

Pre-Condition

The create village detail should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details.You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details:	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p>

	Order No	<p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.] , slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Government Order Details:	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the</p>

	Upload Government Order	Create Village operation while configuring the government order. Validation: Upload at least one file. Mandatory/Optional: It is a Mandatory field.
7	Government Order Details: Select Government Order Template	Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order. Validation: Upload at least one template. Mandatory/Optional: It is a Mandatory field.
8	Find Existing Government Order(s): Order Number	Description: This field is used to specify the order number to be searched Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.] , slash [/]. Mandatory/Optional: It is a Mandatory field.
9	Find Existing Government : From Date	Description: This field is used to specify the starting range for the order date for the existing order to be selected Validation: Enter date in given format DD-MM-YYYY. Mandatory/Optional: It is a Mandatory field.
10	Find Existing Government : To Date	Description: This field is used to specify the end range for the order date for the existing order to be selected Validation: Enter date in given format DD-MM-YYYY. Mandatory/Optional: It is a Mandatory field.

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Governemnt Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
-
- **Save button:** This button allows you to save the village created.
- **Publish button:** This button allows you to publish the village created

- **Close button:** In case you don't want to save the changes, you should click the cancel button and return to home screen.

-

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you enter the General Details of the village, and specify how the village is formed, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create Village operation while configuring Government order for land region entities. After upload the government order file and click the **Save or Publish** button. On clicking the **Save** button; a message "**Draft Village created successfully**" is displayed on the screen.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create Village operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “ OK ” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved or Published?

- On clicking the **Save** button in the form; a message “**Draft Village created successfully**” is displayed on the screen. Now, the new village is created and available for further modification. You can view the village details by using the

Manage Village option in the **Village** section, which is discussed in details in upcoming section.

- When you clicked the **Publish** button in the form then the message “**Village Published Successfully**” is displayed on the screen.

Manage Village

Brief Description

This form enables you to manage the list of all existing villages. You can manage the villages by clicking the **Manage Village** option in the **Village** section. The **Manage Village** form is displayed on the screen. This form consists of search parameters **Select Parent** of the village. These search parameters help in searching the desired village and villages list. The **Select District** and **Select Sub District** fields are displayed on the screen and these are mandatory field. After selecting the search parameter and specifying data in its relevant fields, click the **Get** button. The list of villages of the selected district and sub district is appeared on the screen.

A screen shown in Fig. 5.7.5 display's a sample screen shot of the **Manage Village** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Village** form is shown in Fig. 5.7.5:

Pre-Condition

You should be logged in to the application as **State Level Land Region Manager** and have privilege to manage village information. You can open the **Manage Village** form by clicking the option **Village**→ **Manage Village** is available to you from the left menu.

The Manage Village form contains the following fields as indicated below:

S.No	Field Name	Explanation
5	Select Parent: Select District	Description: This field is used to select the district whose village you want to view. Validation: NA Mandatory/Optional: It is a Mandatory field.
6	Select Parent: Select Sub District	Description: This field is used to select the sub district whose village you want to view. Validation: NA Mandatory/Optional: It is a Mandatory field.

The **Manage Village** form contains the following buttons as indicated below:

- **Clear button:** This button allows you to clear the text entered in all the search fields.
- **Close button:** This button allows you to return to the home page without viewing the village list.
- **Get button:** This button allows you to view the list of village. On clicking this button village list is displayed.

Flow of Form

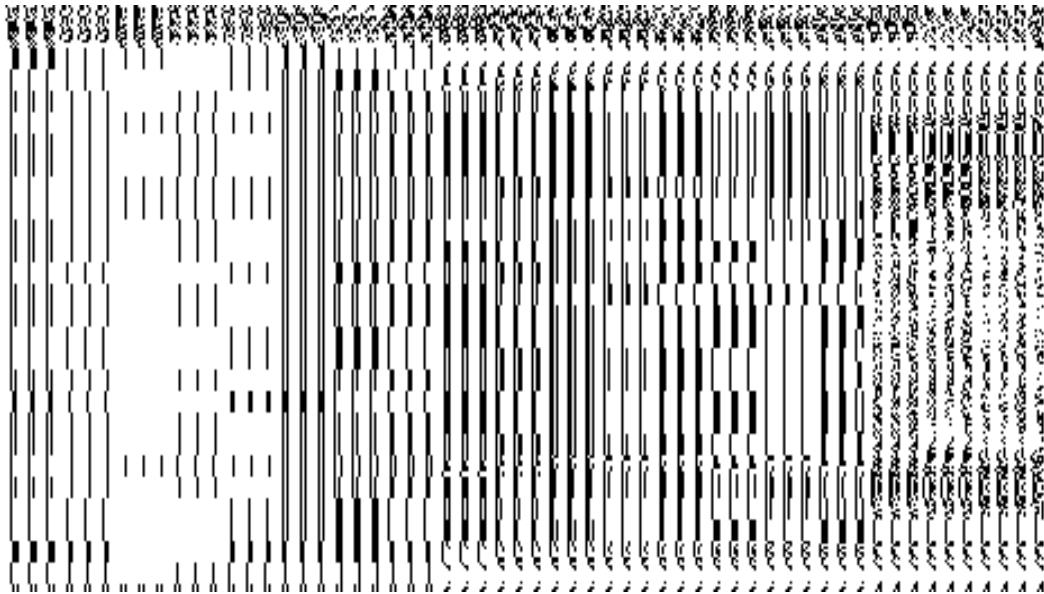
To manage village, you need to follow the steps given below:

1. You should be logged in to the application and has privilege to manage village.
2. Click on the option **Village**→ **Manage Village** available from the left menu to open the form. The **Manage Village** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select District and Select Sub District drop down list boxes are appeared. These fields are Mandatory to fill.

- After specifying the required details, click the Get button. The list of villages is displayed on the same screen with four icons namely **View**, **History**, **Correction** and **Change** options.

What happens when you click on Get button?

Once you click on **Get** button after selecting search parameter, you will get the village list. Now you can view, modify or view history of the selected village.



Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please Select District	This indicates that you did not select the district from the drop down menu.	Click OK to resume and select the district.
2	Please Select SubDistrict	This indicates that you did not select the subdistrict from the drop down menu.	Click OK to resume and select the subdistrict.

View Village

Brief Description

This form enables you to view the complete details of an existing village. You can view the selected village details by clicking the **View** icon in front of the village name in the **Manage Village** form. The **View Village Details** form is displayed on the screen. This form shows the complete village details with the **Close** button.

A screen shown in Fig. 5.7.3.1 display's a sample screen shot of the **View Village Details** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Village Details** form is shown in Fig. 5.7.3.1:

Fig. 5.7.3.1

Pre-condition

You should be logged in to the application and have privilege to view village. You can open the **View Village Details** form by clicking the **View** icon in front of the village name in the **Manage Village** form.

The View Village Details form contains the following fields as indicated below:

S.No	Field Name	Explanation
1.	Village Details :	Description: This field shows the village Code of the selected village.

	Village Code	Validation: NA Mandatory/Optional: NA
2.	Village Details: Village Version	Description: This field shows the version of the village. It tells how many times the village details have been modified. Validation: NA Mandatory/Optional: NA
3.	Village Details: Village Name (In English)	Description: This field shows the village name in English. Validation: NA Mandatory/Optional: NA
4.	Village Details: Village Name (In Local)	Description: This field shows the village name in local Language. Validation: NA Mandatory/Optional: NA
5.	Village Details: Alias (In English)	Description: This field shows an alternative name of the Village in English. Example dalar alias name is daalpur. Validation: NA Mandatory/Optional: NA
6.	Village Details: Alias (In Local)	Description: This field shows an Alternative name of village in local language. Example दालपुर Validation: NA Mandatory/Optional: NA
7.	Village Details: Census2001 Code	Description: This field shows the census code of village in 2001 Validation: NA Mandatory/Optional: NA
8.	Village Details: Census2011	Description: This field shows the census code of village in 2011

	Code	Validation: NA Mandatory/Optional: NA
9.	Village Details: State Specific Code	Description: This field shows the state specific code. Validation: NA Mandatory/Optional: NA
10.	Government Order Details: Order No	Description: This field shows an order number of which village was created. Validation: NA Mandatory/Optional: NA
11.	Government Order Details: Order Date	Description: This field shows the date on which the order was given. Example 12-12-2011 Validation: NA Mandatory/Optional: NA
12.	Government Order Details: Effective Date	Description: This field shows the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: NA Mandatory/Optional: NA
13.	Government Order Details: Gazette Publication Date	Description: This field shows the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: NA Mandatory/Optional: NA
14.	GIS Nodes: Latitude	Description: This field shows the latitude of the Node. Validation: NA

		Mandatory/Optional: NA
15.	GIS Nodes: Longitude	Description: This field shows the longitude of the Node. Validation: NA Mandatory/Optional: NA

The **View Village Details** form contains the following buttons as indicated below:

- **Close button:** This button allows you to close the details and return to the home screen.

Flow of Form

To View village, you need to follow the steps given below:

1. After getting search result in the **Manage Village** form, click on the **View** icon in front of the village name. The **View Village Details** form is displayed on the screen. This form shows the complete details about the selected village with the **Close** action buttons.
2. Click the **Close** button to close the details.

What happens when you click on View icon?

When you will click on the **View** icon then you will get the **View Village Details** form with the complete details about the selected village.

View History

Brief Description

This form enables you to view the village history. You can view the village history by clicking the **History** icon in front of the village name in the **Manage Village** form. The **View Village History** form is displayed on the screen. This form displays the details about the village, such as Village Code, Village Name (In English), Village Version, Active Village, etc. The **Village Version** field shows that how many times the modification in the village details is done. On the other hand, the **Active** Village field shows the village version which is active or inactive. The old version automatically become inactive when new version is created.

A screen shown in Fig. 5.7.3.2 display's a sample screen shot of the **View Village History** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Village History** form is shown in Fig. 5.7.3.2:

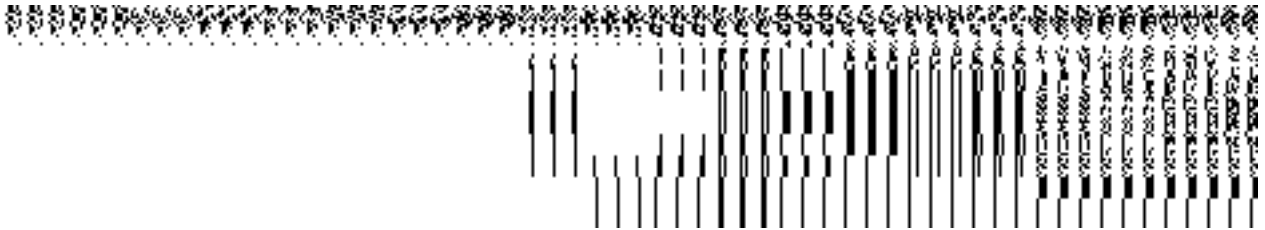


Fig 5.7.3.2

Pre-condition

You should be logged in to the application and have privilege to view history of village. You can open the **View Village History** form by clicking the **History** icon in front of the village name in the **Manage Village** form.

The **View Village History** form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Village Code	Description: This field shows the Village code of the listed village. Validation: NA Mandatory/Optional: NA
2	Village Version	Description: This field shows the version of the Village. Validation: NA Mandatory/Optional: NA
3	Village (In English)	Description: This field shows the village name in English Validation: NA Mandatory/Optional: NA
4	Active Village	Description: This field shows the list of version which is active or inactive. The old version automatically become inactive when new version is created.

		Validation: NA Mandatory/Optional: NA
5	Created From	Description: This field shows the name of villages from which it is created. Validation: NA Mandatory/Optional: NA

The **View Village History** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to the home screen.

Flow of Form

To view village history, you need to follow the steps given below:

1. After getting search result in the **Manage Village** form, click the **View** icon. The View Village History form is displayed on the screen. This form shows you the complete village details with the **Close** action button.
2. Click the **Close** button to close the details.

What happens when you click on History icon?

When you will click on the **History** icon then you will get the View Village History form that displays the complete village details, such as village code, village name in English, version, active village, etc.

Modify village

General Details

You can modify an existing village details by using two options namely **Correction** and **Change**. The **Correction** option is used to modify the Census 2011 Code, State Specific Code, government order details, GIS nodes details, and also allows you to upload Map. On the other hand, the **Change** option is used to modify the village general details, such as village name and village alias name in English and local language, and also the government order details. Before using the **Correction** option to modify the village details, you must specify the

government order details at the time of village creation. In case, you forgot to enter government order details then you can use the **Change** option to enter these details.

Correction

Brief Description

This form enables you to modify the Census 2011 Code, State Specific Code, government order details, GIS nodes details, and also allows you to upload Map of the selected village. You can modify these details by clicking the **Correction** icon in front of the village name in the **Manage Village** form. The **Modify Village (Correction)** form is displayed on the screen. This form consists of the several fields, such as Correction, Government Order Details, GIS Nodes, and Upload Map. Some of the fields named Village Name (In English), Village Name (In Local), Alias (In English), and Alias (In Local), is in read only mode. This means that you cannot modify these fields. On the other hand, by using the **Modify Village (Correction)** form, you can modify Census 2011 Code, State Specific Code, government order details, GIS nodes details, and also allows you to upload Map. Before modifying these details, the government order details should be entered at time of village creation or you can entered these details at the modification time when modification is done by using the **Change** option.

A screen shown in Fig. 5.7.3.3.1 display's a sample screen shot of the **Modify Village (Correction)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Village (Correction)** form is shown in Fig. 5.7.3.3.1:

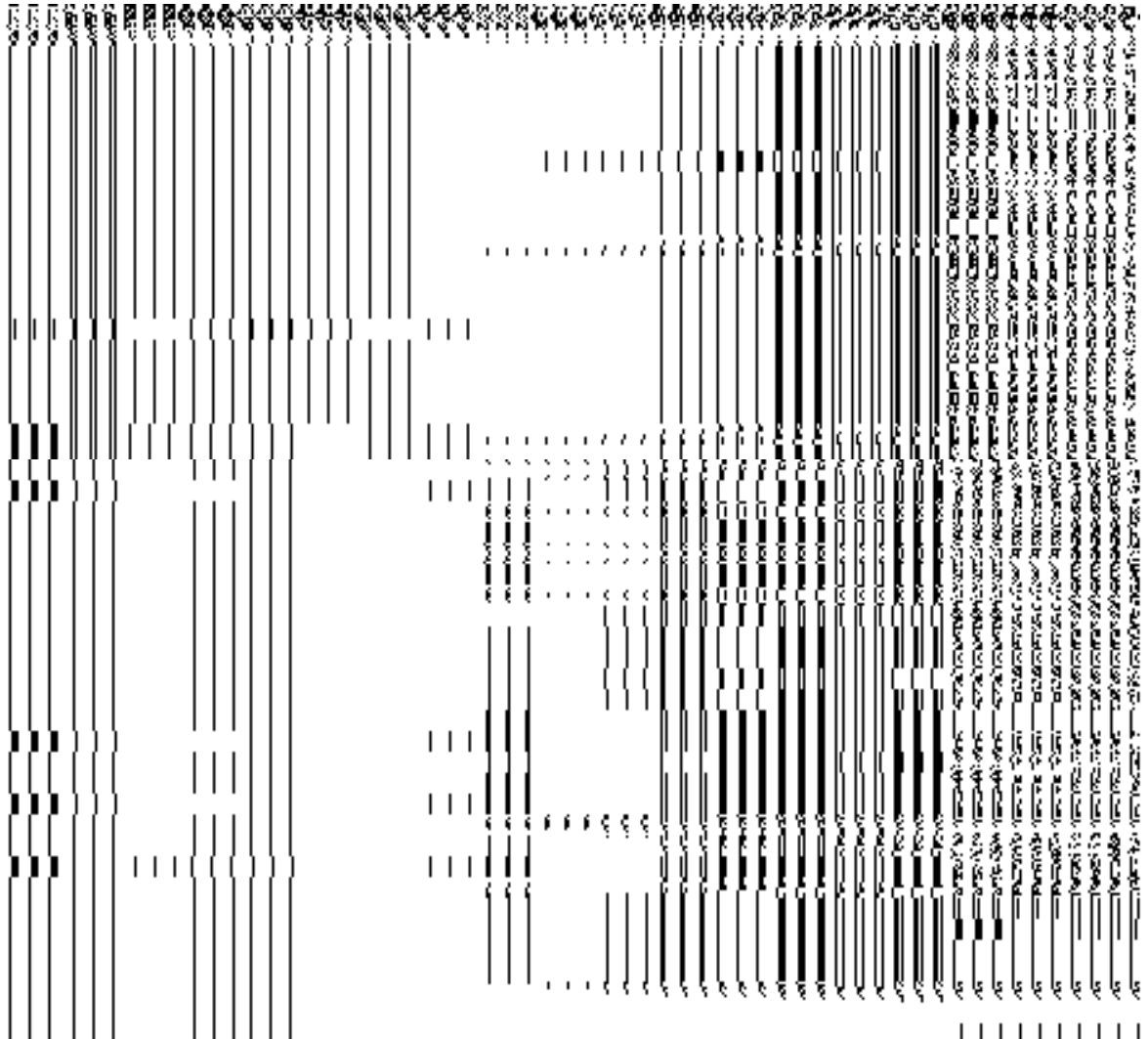


Fig 5.5.3.3.1

Pre-condition

You should be logged in to the application and have privilege to correct village details. Before making correction in village details, the government order and Map should be configured earlier. In addition, the government order details should be added at the time of village creation. In case, you forget to add government order details at the creation time then you can add these details by using the **Change** option at the modification time

The Modify Village (Correction) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Village Name	Description: This field shows the name of new village in English. The

	(In English)	Village name can't be edited. Validation: NA Mandatory/Optional: NA
2	Village Name (In Local)	Description: This field shows the village name in local language. The Village name can't be edited. Validation: NA Mandatory/Optional: NA
3	Alias (In English)	Description: This field shows an alternative name of the Village in English. It can't be edited. Example - dalar alias name is daalpur. Validation: NA Mandatory/Optional: NA
4	Alias (In Local)	Description: This field shows an alternative name of village in local language. It can't be edited. Example दालपुर Validation: NA Mandatory/Optional: NA
5	Census2011 code	Description: This field is used to specify the census code of village in 2011 Validation: Enter Census 2011 code in numeric format without spaces. Mandatory/Optional: It is a Mandatory field.
6	State Specific Code	Description: This field is used to specify the State code given to a particular state. Validation: Enter State code in alphanumeric format without spaces. Mandatory/Optional: It is an Optional field.
7	Village Status	Description: This field is used to specify the State code given to a particular state. Specify the Village Status, whether the village is 'Inhabitant'

		<p>or 'Un-inhabitant' or 'Forest Village'.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	Order No	<p>Description: This field is used to specify the order number which states that a new village is to be created. Example order123</p> <p>Validation: Enter the order number in alphabet or alphanumeric format.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Order Date	<p>Description: This field is used to specify the date on which the order was given. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. orders generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
11	Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. This field may or may not be present</p>

		<p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field</p>
12	Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the modify village operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
13	GIS Nodes: Latitude	<p>Description: This field is used to specify the latitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is Optional field.</p>
14	GIS Nodes: Longitude	<p>Description: This field is used to specify the longitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
15	GIS Nodes: Upload Map	<p>Description: This field is used to upload map. This field is only visible when you have selected the Upload Map option while configuring the map for land region entities.</p> <p>Validation: Select one file to upload.</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Modify Village (Correction)** form contains the following buttons as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Browse button:** This button allow you to browse a file to upload.
- **Remove button:** This button allows you to remove the file attachments.
- **Save button:** This button allows you to save the correction made in **Modify Village**.

- **Clear button:** This button allows you to clear the text entered in field.
- **Close button:** This button allows you to return to home screen.

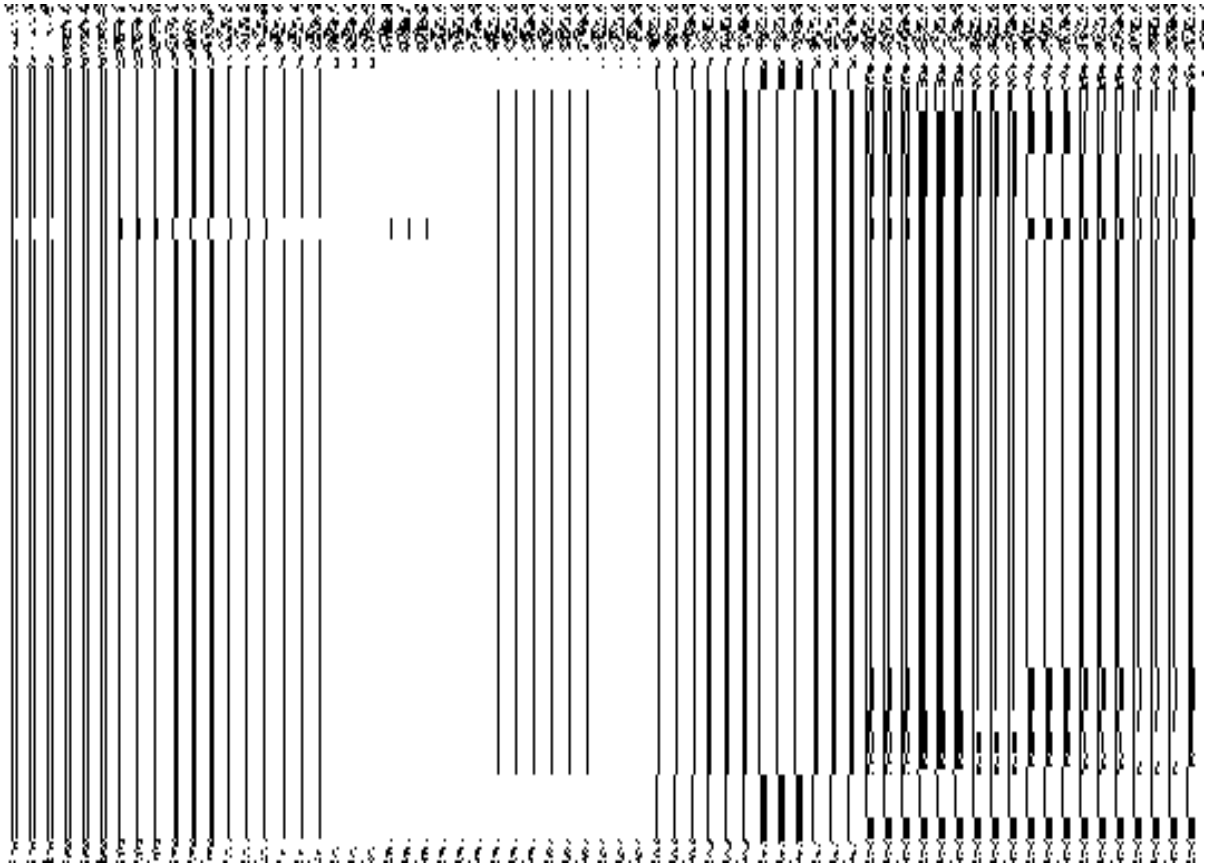
Flow of Form

To make correction in village details, you need to follow the steps given below:

1. After getting search result in the **Manage Village** form, the **Modify Village** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the census code and state specific code in the **Census 2011 code** and **State Specific Code** fields.
3. Specify the **Village Status**, whether the village is 'Inhabitant' or 'Un-inhabitant' or 'Reserve Forest'.
4. Specify the government order number in the **Order No** field.
5. Specify the government order date in the **Order Date** field.
6. Specify the Effective order date in the **Effective Date** field.
7. Specify the Gazette Publish publication date in the **Gazette publication date** field.
8. Specify the GIS nodes details in the **Latitude** and **Longitude** fields.
9. To update details, click the **Save** button or else click the **Close** button to abort

What happens when the form is modified?

Once you click on the **Save** button, the system validates the form for all mandatory fields and business validations and updates the record in the database. The updated record is still available for further modifications. After viewing the updated village details, click the **Close** button to close the details and returns to the home page.



Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number.	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date (dd-	This indicates that you did not enter the date in correct	Click “OK” to resume and enter

S. No.	Message	Reason	Expected Action
	mm-yyyy) format.	format.	the date in correct format.

Change

Brief Description

This form enables you to modify the village general details, such as village name and village alias name in English and local language. This form also enables you to modify or fill the government order details. You will notice that when you click the **Correction** icon in front of the village name in the **Manage Village** form, an error message “**Please Enter Govt Order Detail at the Change Time Then Do Correction**” is appeared on the screen. For this, you need to fill the government order details at village creation time. But, in case, you forget to enter then, you can use the **Change** option to fill these details. On clicking the **Change** icon in front of the village name in the **Manage Village** form, the **Modify Village (Change)** form is appeared on the screen. This form enables you to modify the village name and village alias name in English and local language. After specifying these details and click the **Save** button, the **Upload Government Order** form is displayed on the screen. In this form, you have to specify the government order details; if you forget to enter these details at the time of village creation then you can fill all these details at that time. After specifying all details, click the **Save** button to modify it. Now, you are able to use the **Correction** option to modify the other details, such as government order details and GIS nodes details.

A screen shown in Fig. 5.7.3.3.2 display’s a sample screen shot of the **Modify Village (Change)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Village (Change)** form is shown in Fig. 5.7.3.3.2:

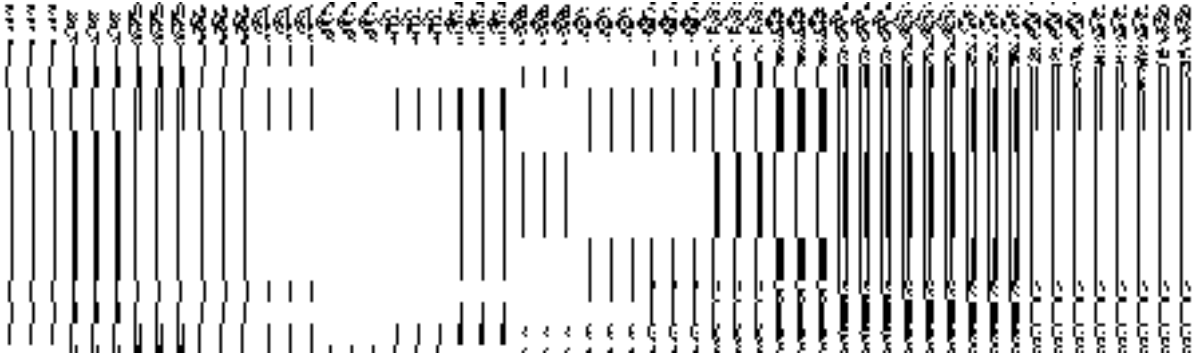


Fig 5.7.3.3.2

Pre-condition

You should be logged in to the application and have privilege to change village detail. You can open the **Modify Village (Change)** form by clicking the **Change** icon in front of the village name in the **Manage Village** form.

The Modify Village (Change) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Village Name (In English)	Description: This field is used to specify the name of new Village in English. Validation: NA Mandatory/Optional: It is a Mandatory field.
2	Village Name (In Local)	Description: This field is used to specify the village name in local language. Validation: NA Mandatory/Optional: It is an Optional field.
3	Alias (In English)	Description: This field is used to specify an alternative name of the Village in English. Validation: NA Mandatory/Optional: It is an Optional field.
4	Alias (In Local)	Description: This field is used to specify an alternative name of Village in local language.

		Validation: NA Mandatory/Optional: It is an Optional field.
--	--	--

The **Modify Village (Change)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the changes made in **Modify Village**.
- **Clear button:** This button allows you to clear the text entered in field.
- **Close button:** This button allows you to return to home screen.

Flow of Form

To make changes in village details, you need to follow the steps given below:

1. After getting search result in the **Manage Village** form, click on the **Change** icon in front of the village name. The **Modify Village (Change)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the name of Village in English and local language in the **Village Name (In English)** and **Village Name (In Local)** fields.
3. Specify the alternate name of Village in English and Local language in the **Alias (In English)** and **Alias (In Local)** fields.
4. To update details, click the **Save** button or else click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter village Name	This indicates that you did not enter the village name in English.	Click “OK” to resume and enter the village name in English.

What happens when the form is modified?

On clicking the **Save** button, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. In this form, you can notice that the **Upload Government Order** field. This field is displayed on screen when you selected the **Upload Government Order** option for modify village operation while configuring government order for land region entities. In case, you have selected the **Generate Government Order** option for Modify Village operation while configuring the government order for land region entities then the **Select Government Order Template** option is displayed on the screen. You can select the government order template from the available list and edit the selected template.

When **upload Government Order** field is displayed, then upload the government order and click the **Save button**.

A screen shown in Fig. 5.7.3.3 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.7.3.3:

Fig 5.7.3.3

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.7.3.4:

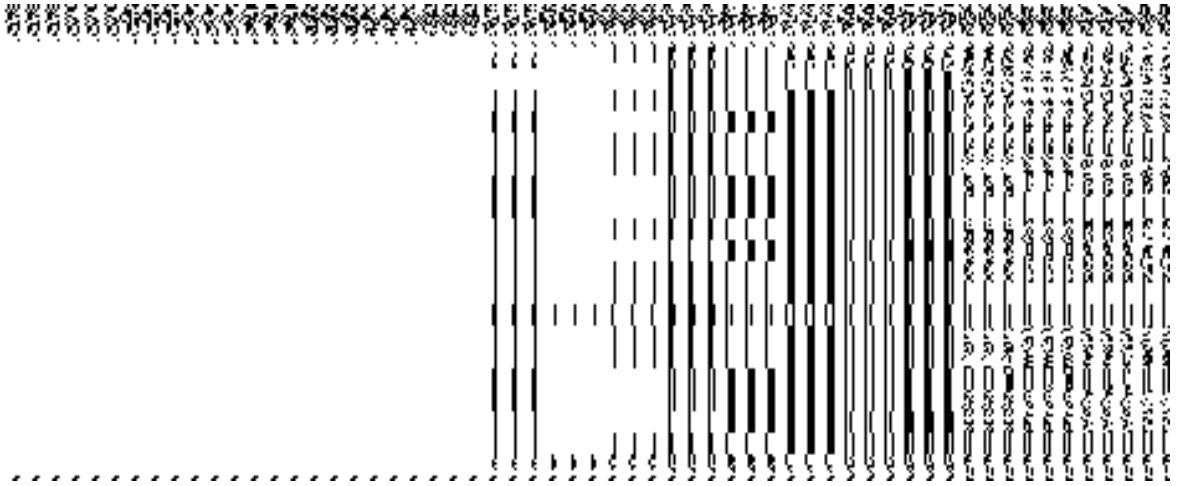


Fig 5.7.3.3.4

When you select the government order template from the **Select Government Order Template** drop down list and click the **Save** button, the Government Order Template form is displayed on the screen. This form enables you to modify the selected government order template, as shown in Fig 5.7.3.3.5:

Fig 5.7.3.3.5

Pre-Condition

The modify village details, such as village name and village alias name in English and local language should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number which states that a village detail is to be modified. Example order123 Validation: Enter the order number in alphabet or alphanumeric format. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
4	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. This field may or may not be present. Validation: Enter date in given format DD-MM-YYYY. 1.In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date

		Mandatory/Optional: It is an Optional field.
5	Government Order Details: Upload Government Order	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Modify Village operation while configuring the government order for land region entity. Validation: Upload at least one file. Mandatory/Optional: It is a Mandatory field.
6	Government Order Details: Select Government Order Template	Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Modify Village operation while configuring the government order for land region entities. Validation: Upload at least one template. Mandatory/Optional: It is a Mandatory field.

The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Cancel button:** In case you don't want to proceed further, you should click the Cancel button and return to home screen.
- **Remove button :** This button allows you to remove all the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type. In case **Select Government Order Template** is displayed when you selected Generate Government order option while configuring Government order then a new screen is displayed. Now click the **Save & Publish** button.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you click **Save** button, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.

3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette publication date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Modify Village Details operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button; the **View Village** form is visible on the screen with the updated village details.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option while configuring Government order for land region entities. Now should select the template and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.

Validations/Error Messages:-

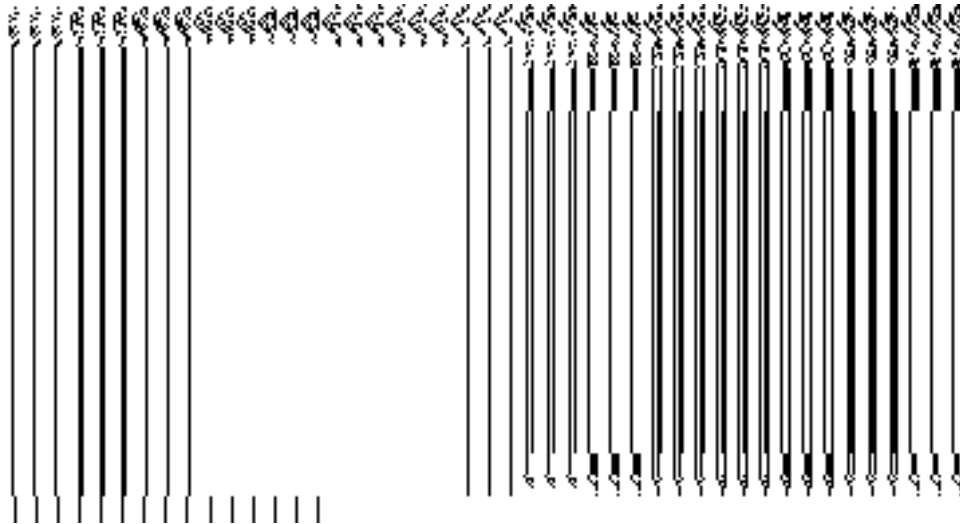
As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government	This indicates that you did not upload the government	Click “OK” to resume and upload

S. No.	Message	Reason	Expected Action
	Order	order document.	the order document.
6.	Select Government Order Template	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form then, the **View Village Details** form is displayed on the screen with the updated village details. Now, all the changes are recorded in the system and a new version of the village should be recorded, starting from the effective date. You can view the selected village details by clicking the **View** icon in front of the village name in the **Manage Villages** form. You can also view the village details by clicking the **View Villages** link in the **Reports** section on the home page.
- When you clicked the **Save & Publish** button in the **Government Order Template** form then the government template is displayed in the PDF format with the government order details and also certifies that the village details are modified.



Manage Draft Village

Brief Description

This form enables you to manage all existing villages saved in draft mode. You can manage an existing village by clicking the **Manage Draft Village** option in the **Village** section. The **Manage Draft Village** form is displayed on the screen. The manage draft village form allows you to manage and publish existing draft village.

A screen shown in Fig. 5.17.4.1 display's a sample screen shot of the **Manage Draft Village** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Draft Village** form is shown in Fig. 5.17.4.1:

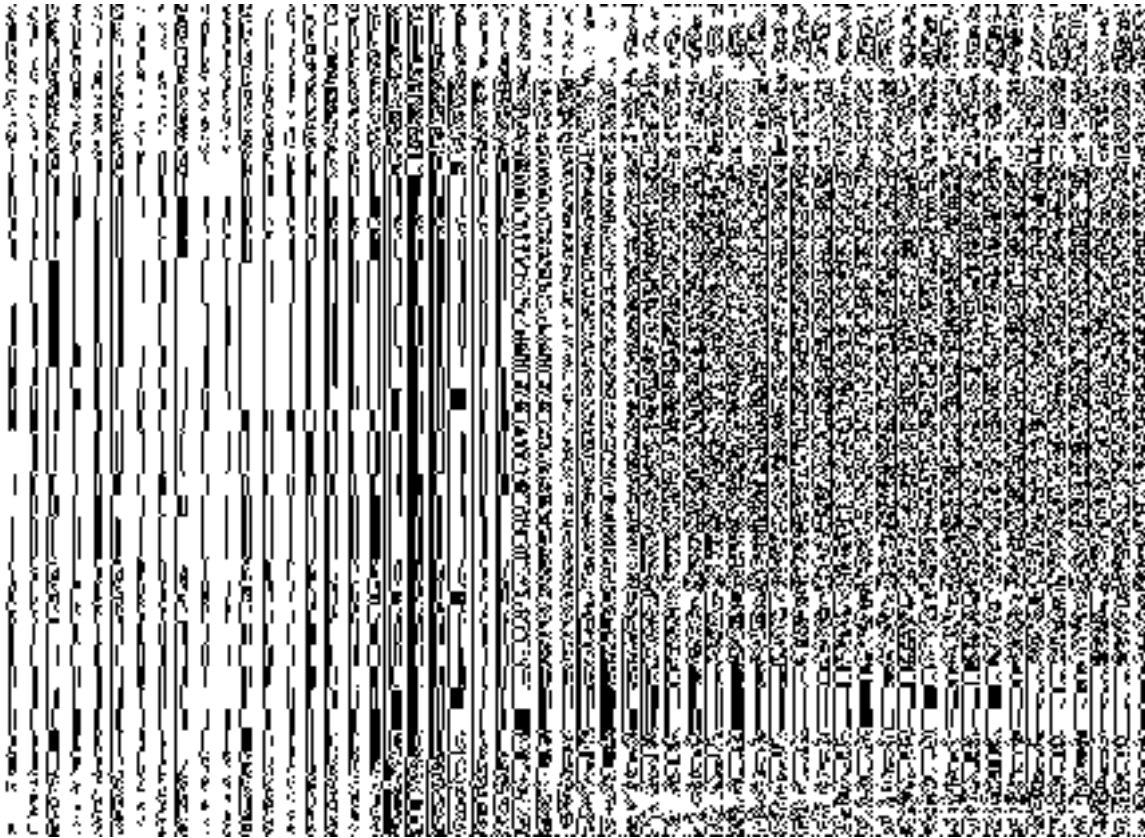


Fig 5.17.4.1

Pre-Condition

You should be logged in to the application as **State** user and have privilege to manage draft village information. You can open the Manage Draft Village form by clicking the option **Village→ Manage Draft Village** is available to you from the left menu.

The Manage Draft Village form contains the following fields as indicated below:

S.No	Field Name	Explanation
1.	Village Code	<p>Description: This field displays the code of the existing villages.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2.	Village Name (In English)	<p>Description: This field displays the list of existing villages name in English.</p>

		Validation: NA Mandatory/Optional: NA
3.	Operation	Description: This field displays the operation performed on villages. Validation: NA Mandatory/Optional: NA

The **Manage Draft Village** form contains the following buttons as indicated below:

- **Save:** This button allows you to save the changes in the database.
- **Publish:** This button allows you to publish the villages saved in draft mode.

Flow of Form

To manage draft village information, you need to follow the steps given below:

1. You should be logged in to the application as **State** user and has privilege to manage an existing villages saved in draft mode.
2. Click on the option **Village**→ **Manage Draft Village** available from the left menu to open the form. The **Manage Draft Village** form is displayed on the screen.
3. You can modify, publish and delete the selected village from the village list.

Edit

Brief Description

This form enables you to edit all existing villages. You can edit an existing village details by clicking the **Edit** icon in front of the village name in the **Manage Draft Village** form. The **View n Manage Draft Entities** form is displayed on the screen. This form allows you to edit the required details of the selected village.

A screen shown in Fig. 1.1 display's a sample screen shot of the **Modify Draft Village** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View n Manage Draft Entities** form is shown in Fig. 5.17.4.2.1:

Fig 5.17.4.2.1

Pre-condition

You should be logged in to the application as **State** user and have privilege to edit village details.

The manage draft village form contains the following fields as indicated below:

S.N	Field Name	Explanation
1.	Village Code	Description: This field displays the code of the existing villages. Validation: NA Mandatory/Optional: NA
2.	Village Name (In English)	Description: This field displays the list of existing villages name in English. Validation: NA Mandatory/Optional: NA

The **View n Manage Draft Entities** form contains following buttons as indicated below:

- **Save:** This button allows you to save the changes in the database.
- **Publish:** This button allows you to publish the changes in the database.

Flow of Form

To make changes in village information, you need to follow the steps given below:

1. After getting search result in the **Manage Draft Village** form, click on **Edit** icon in front of the village. The **View n Manage Draft Entities** form is displayed on

the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

2. Here you can edit the changes as per the operation performed on as create village, rename village and invalidate villaage.
3. To edit village details, click the **Save** button which again save the village in draft mode or else click the **Publish** button to directly publish the village.

What happens when the form is modified?

On clicking the **Save** button, the modified details get saved in database and again the modified village will save in draft mode or for further modification.

Publish

Brief Description

This form enables you to publish an existing village. You can publish an existing village by clicking the **Publish** icon in front of the village name in the **Manage Draft Village** form.

A screen shown in Fig. 5.17.4.3.1 display's a sample screen shot of the **Publish Village** form.

All fields marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Publish Village** form is shown in Fig. 5.17.4.3.1:

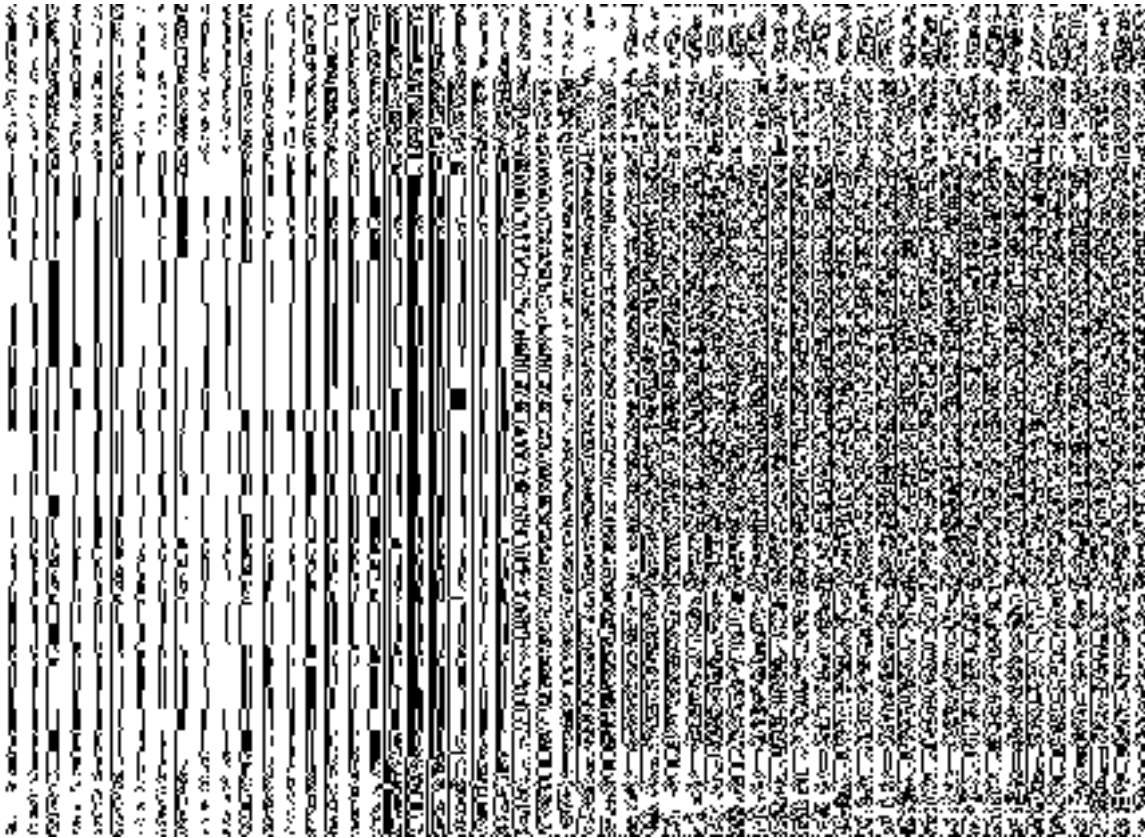


Fig. 5.17.4.3.1

Pre-condition

You should be logged in to the application as **State** user and have privilege to publish the selected village.

The Delete Head form contains the following fields as indicated below:

S.N	Field Name	Description
0		
1.	Village Code	<p>Description: This field displays the code of the existing villages.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2.	Village Name (In English)	<p>Description: This field displays the list of existing villages name in English.</p> <p>Validation: NA</p>

		Mandatory/Optional: NA
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The **Publish Village** form contains the following buttons as indicated below:

- **Close button:** This button allows you to abort the operation.

Flow of Form

To publish the selected village, you need to follow the steps given below:

1. After getting search result in the **Manage Draft Village** form, click on **Publish** icon in front of the village.
2. A dialogue window will appear which ask for confirmation of publish process.
3. Click OK for the conformation.

What happens when you click the Publish button?

On clicking the **Publish icon** in the Manage Draft Village form, a dialogue window will appear which ask for the conformation then the selected village details get published with the message "**Draft Village Published Successfully.**".

Delete

Brief Description

This form enables you to delete an existing village. You can delete an existing village by clicking the **Delete** icon in front of the village name in the **Manage Draft Village** form.

A screen shown in Fig. 5.17.4.3.1 display's a sample screen shot of the **Delete Village** form.

All fields marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Delete Village** form is shown in Fig. 5.17.4.3.1:

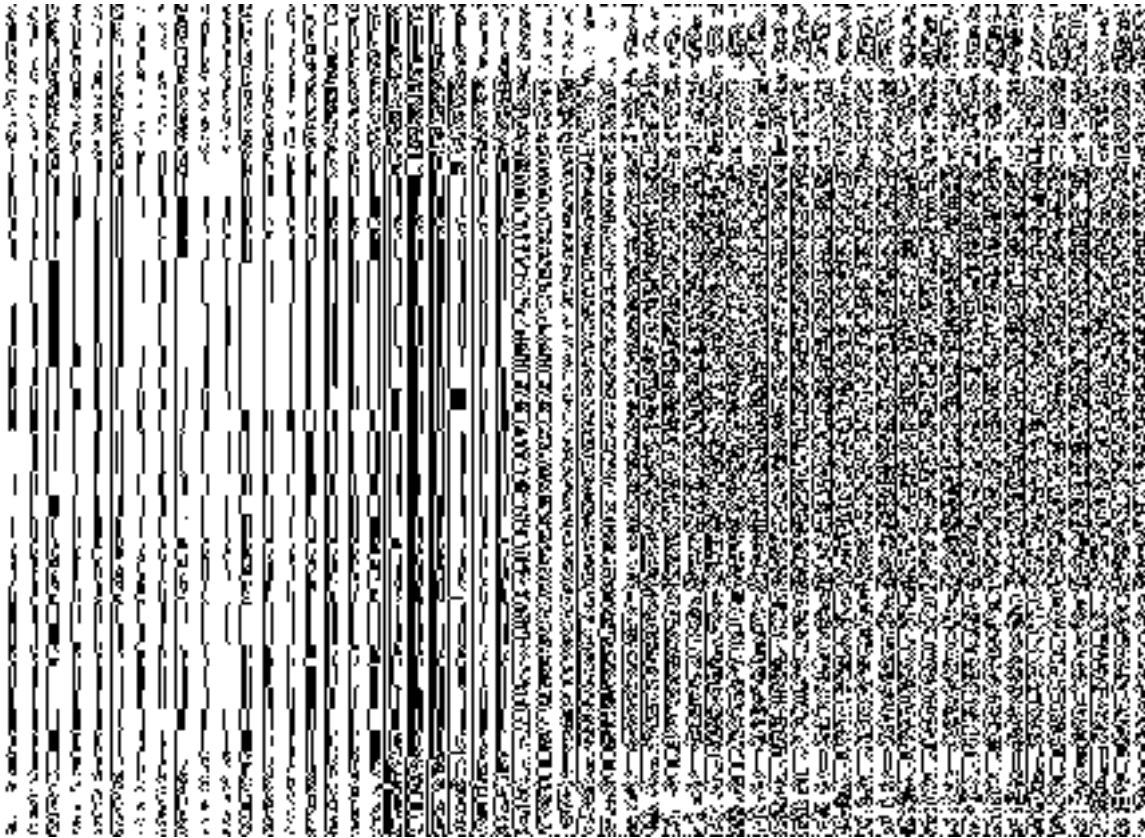


Fig. 5.17.4.3.1

Pre-condition

You should be logged in to the application as **State** user and have privilege to delete the selected village.

The Delete Head form contains the following fields as indicated below:

S.N	Field Name	Description
0		
3.	Village Code	<p>Description: This field displays the code of the existing villages.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4.	Village Name (In	<p>Description: This field displays the list of existing villages name in</p>

	English)	English. Validation: NA Mandatory/Optional: NA
--	----------	--

The **Delete Village** form contains the following buttons as indicated below:

- **Close button:** This button allows you to abort the operation.

Flow of Form

To publish the selected village, you need to follow the steps given below:

4. After getting search result in the **Manage Draft Village** form, click on **Delete** icon in front of the village.
5. A dialogue window will appear which ask for conformation publish process.
6. Click OK for the conformation.

What happens when you click the Delete button?

On clicking the **Delete icon** in the Manage Draft Village form, a dialogue window will appear which ask for the conformation then the selected village details get deleted with the message "**Draft Village Deleted Successfully.**".

Create Habitation

General Description

This section allows you to create new habitation.

Create Habitation

Brief Description

The main purpose of this form is to allow you to create a new habitation. You can create a new habitation by clicking the **Create Habitation** option in the **Village** section. The **Create Habitation** form is displayed on the screen.

A screen shown in Fig. 5.7.5.1 display's a sample screen shot of the **Create Habitation** form. All field marked with * are mandatory.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create Habitation** form is shown in Fig. 5.7.5.1:

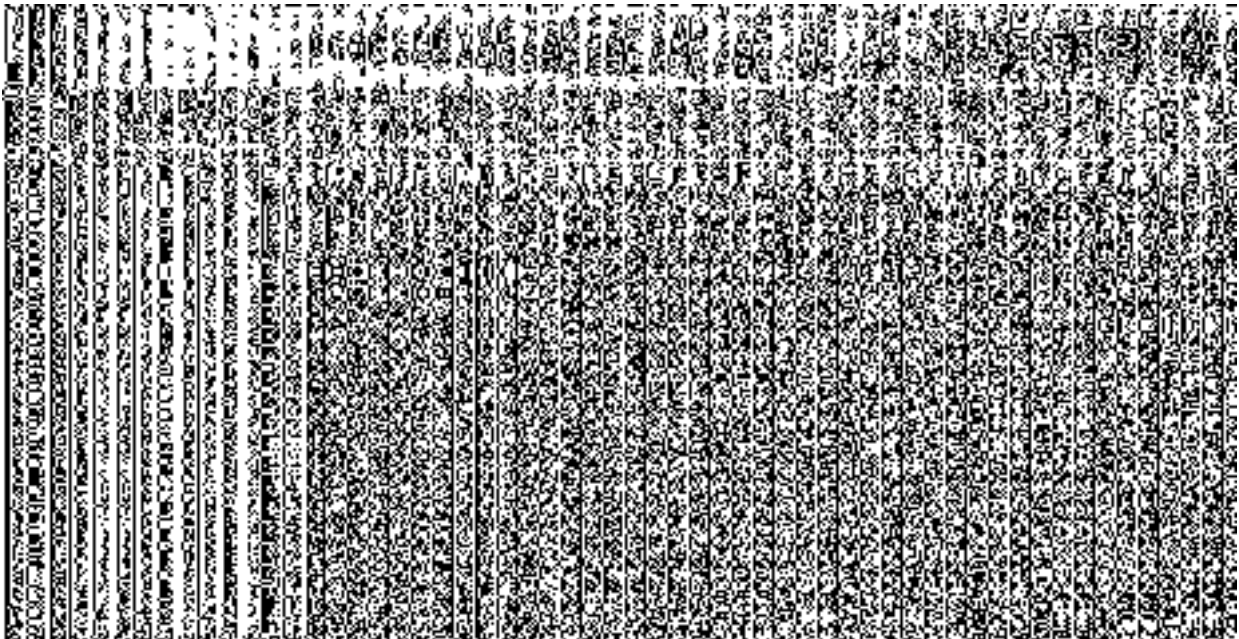


Fig 5.7.5.1

Pre-Condition

You should login into the application as Land Region Manager (State or District Level) user and have privilege to create a new habitation.

The **Create Habitation** form contains the following fields as indicated below:

S.N	Field Name	Explanation
o		
1.	Name of new	Description: This field is used to specify the name of a new

	Habitation (In English)	<p>habitation in English language.</p> <p>Validation: Enter data in alphabetic format.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2.	Name of new Habitation (In Local language)	<p>Description: This field is used to specify the name of a new habitation in local language..</p> <p>Validation: Enter data in alphabetic format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
3.	Effective Date	<p>Description: This field is used to specify the date on which the habitation was made effective.</p> <p>Validation: This field accepts the date in given format DD-MM-YYYY. 1.</p> <p>Mandatory/Optional: It is an Mandatory field</p>
4.	State Specific Code	<p>Description: This field is used to specify the specific code of state.</p> <p>Validation: Enter state specific code in numeric format without spaces.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5.	Select Parent Type	<p>Description: This field is used to select the parent type from the available options, such as Village, Gram Panchayat.</p> <p>Validation: Select one parent type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Create Habitation** form contains the following button as indicated below:

- **Save:** This button allows you to save the new habitation.
- **Close:** This button allows you to abort the habitation creation operation and will return back to the home screen without saving the habitation.

Flow of Form

To create habitation, you need to follow the steps given below:

1. You should login into the application and have privileges to create habitation.
2. Click the option **Village** → **Create Habitation** available on the left menu to open the form. The **Create Habitation** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Specify the habitation name in English in the **Name of new Habitation (In English)** text box field.
4. Specify the habitation name in English in the **Name of new Habitation (In Local language)** text box field.
5. Select effective date from the **Effective Date** calendar.
6. Specify the state specific code in the **State Specific Code** text box field.
7. Select the parent type from the **Select Parent Type** drop down list. This drop down list consists of options as Village, Gram Panchayat. For example, if you select the **Gram Panchayat** parent type then you have to select panchayat namely **Select District Panchayat**, **Select Intermediate Panchayat** and **Select Gram Panchayat**. If you select the **Village** parent type then you have to select local body corresponding to selected parent type namely **Select District**, **Select Sub District** and **Select Village**.
8. After making all selection, click the **Save** button to save habitation or click the **Close** button to abort.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Habitation Name in English is Required	This indicates that you did not enter habitation name in the field.	Click “OK” to resume and specify name of habitation in English.
2.	Please Select an	This indicates that you didn't select effective	Select effective date.

S. No.	Message	Reason	Expected Action
	Effective date	date.	
3.	Please select a parent Type.	This indicates that you didn't select the parent type.	Select parent type.
4.	Please select a District.	This indicates that you didn't select the district.	Select district.
5.	Please select a Sub-District.	This indicates that you didn't select the sub-district.	Select sub-district.
6.	Please select a Village.	This indicates that you didn't select the village.	Select village.
7.	Please select a intermediate Panchayat.	This indicates that you didn't select the intermediate panchayat.	Select intermediate panchayat.
8.	Please select a Gram Panchayat.	This indicates that you didn't select the gram panchayat.	Select gram panchayat.

What happens when you click the Save button?

When the **Save** button is clicked then the habitation details get saved in the database. On clicking the **Save** button, a dialogue message box is displayed on the screen. This dialogue box screen shows the message "**Habitation Creation Successfully!**".

Shift

General Description

This section allows you to shift the district, sub district, block, village between blocks, and also village between sub districts. This section is accessed by different level of users, such as district can be shifted by the center level user, sub district by the central and state level users, block by the state and district level users, etc.

Shift District

Brief Description

This form allows you to shift one or more districts from one state to another. This form is accessed by the **Central Administrator** (Center Level User). You can shift districts from one state to another by clicking the **Shift District** option in the **Shift** section. The **Shift District** form is displayed on the screen. In this form, you have to select the state name whose district you want to shift, from the **Select Source State** list box and again, you have to select the state name where you want to shift the selected district or districts, from the **Select Target State** list box. When you select the state name from the **Select Source State** list box then districts in the selected state are visible in the **Available Districts** field. You can add the district in the **Select District** field by clicking the **>> (Add)** button, which you want to shift to another state. After selecting the districts, click the **Save & Publish** button to shift the selected district.

A screen shown in Fig. 5.8.2.1 display's a sample screen shot of the **Shift District** form that appears when you logged as **Center Level User**. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Shift District** form is shown in Fig. 5.8.2.1:

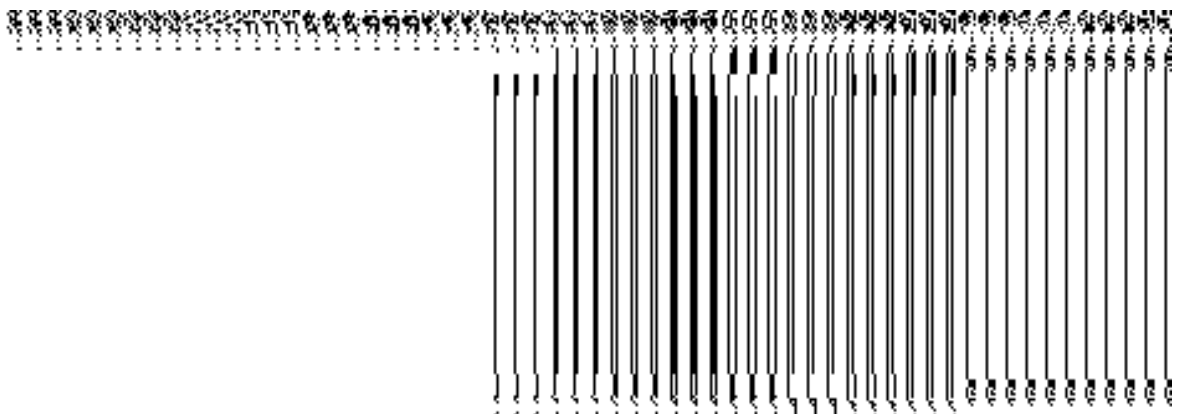


Fig 5.8.4.1

Pre-Condition

You should login into the application as **Center Level User** and have privilege to shift district. The government order should be configured earlier for land region entities. You can open the **Shift District** form by clicking the option **Shift → Shift District** is available to you from the left menu.

The **Shift District** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Source State	Description: This field is used to select the state whose district is going to be shifted to another state. Validation: Select one state from the list. Mandatory/Optional: It is a Mandatory to select a State.
2	Select Target State	Description: This field is used to select the state that will have the shifted district. Validation: Select one state from the list. Mandatory/Optional: It is a Mandatory to select a State.
3	Available Districts	Description: This field displays the districts that can be shifted to target State. Validation: It can't be empty Mandatory/Optional: It is a Mandatory field.
4	Select Districts	Description: This field displays the districts that are selected for shifting to target State. Validation: It can't be empty Mandatory/Optional: It is a Mandatory field.

The **Shift District** form contains the following buttons as indicated below:

- **>> Button:** This button allows you to transfer the District from the **Available District** to **Select District** field.

- **<< Button:** This button allows you to remove the complete list of the district from the **Select District** field.
- **Save button:** This button allows you to save and publish the change made.
- **Close button:** In case you don't want to save the changes, you should click the close button and return to home screen.
- **Clear button:** This button allows you clear the selection made.

Flow of Form

To shift district, you need to follow the steps given below:

1. You should login into the application as **Center Level User** and have the privilege to shift district.
2. Click the option **Shift→ Shift District** available on the left menu to open the form. The **Shift District** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the state from which the district is going to be shifted from **Select Source State** drop down list.
4. Select the state in which the district is going to be shifted from the **Select Target State** drop down list.
5. Select the district that you want to shift in the **Available District** field and click the >> button to add the district name in the **Select District** field.
6. After making all selection, click the **Save** button to shift the selected district or else click the **Close** button to abort operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter the required field.	This indicates that you did not select the mandatory field.	Click “OK” to resume and select mandatory field.
2.	Please select source	This indicate you did not select the state from which	Select the source state.

S. No.	Message	Reason	Expected Action
	state.	district is going to be shifted	
3.	Please select target state.	This indicate you did not select the state to which block of shifted state is assigned.	Select the target state.
4.	Please select at least one district before shifted.	This indicates that you didn't select any district for shifting.	Select the district.

What happens when the Save & Publish button is clicked?

On clicking the **Save & Publish** button, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. The **Upload Government Order** field is displayed when you selected the **Upload Government Order** option for the Shift District operation while configuring Government order for the land region entities. If you select the **Generate Government Order** option for the Shift District operation then the **Select Government Order Template** field is displayed on the screen and this field allows you to select the government order template from the given list.

A screen shown in Fig. 5.8.2.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.8.2.2:

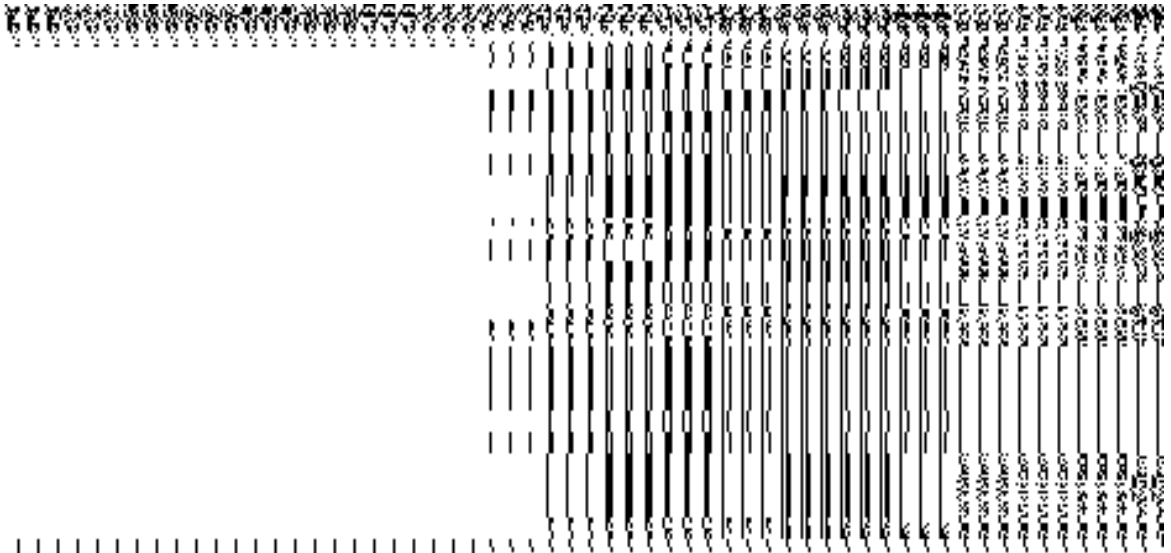


Fig 5.8.2.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig 5.8.2.3:

Fig 5.8.2.3

After filling the details in the **Upload Government Order** form, select the government order template in the **Select Government Order Template** list box and click the **Save** button. On clicking the **Save** button, the **Government Order Template** form is displayed on the screen. You can modify the template details, as shown in Fig. 5.8.2.4:

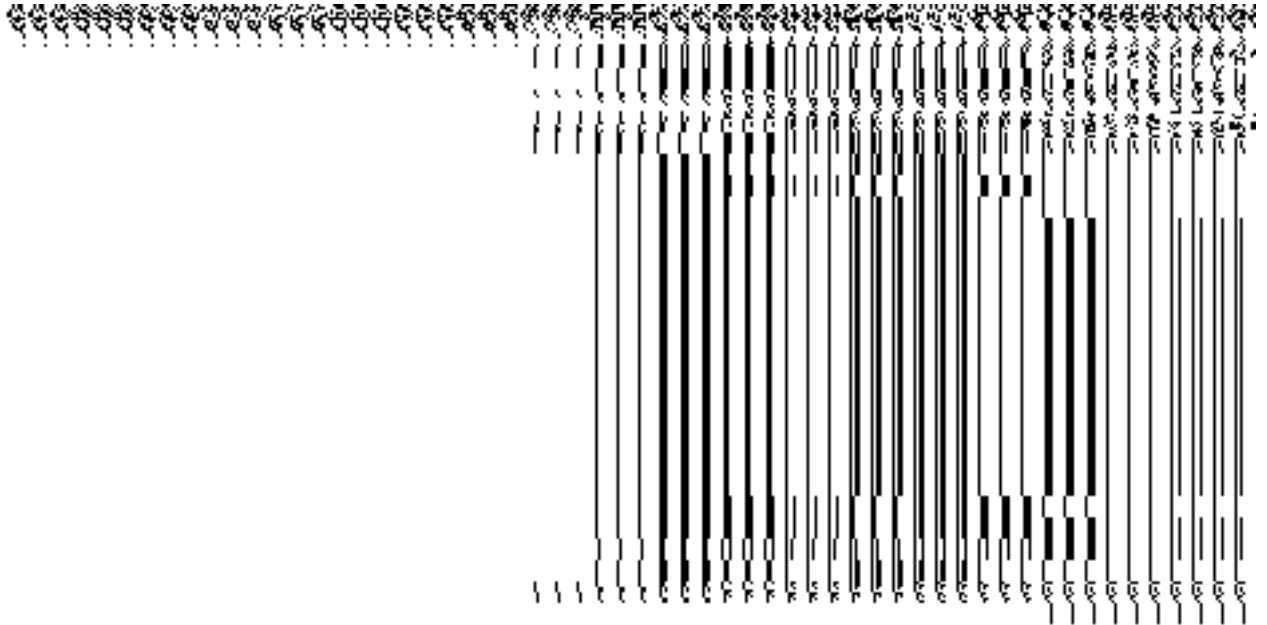


Fig 5.8.2.4

Pre-Condition

The shift district details should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number. Example order123 Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more

		<p>than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	<p>Government Order Details: Effective Date</p>	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1.In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	<p>Government Order Details: Gazette publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1.In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional- It is an Optional field.</p>
5	<p>Government Order Details: Upload Government order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Shift District operation while configuring the government order for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order Details:</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order</p>

	Select the Government Order Template	<p>option for the Shift District operation while configuring the government order for land region entities.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
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The **Upload Government Order** form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Cancel button:** In case you don't want to proceed further, you should click the cancel button and return to home screen.
- **Remove button:** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type. In case **Select Government order Template** is displayed when you selected **Generate Government Order** option while configuring Government order then a new screen is displayed. Now click the **Save & Publish** button.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you click **Save & Publish** button, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number **Order No** Field.
3. Specify the government order date in **Order Date** Field.
4. Specify the Effective order date in **Effective Date** Field.
5. Specify the Gazette Publish publication date in **Gazette publication date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two option to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the **Shift District** operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **View District History** form is visible on the screen with the district details.

- The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Shift District operation while configuring Government order. Now should select the template and click the **Save** button. After clicking the save button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.

7. Now, the selected district gets shifted.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

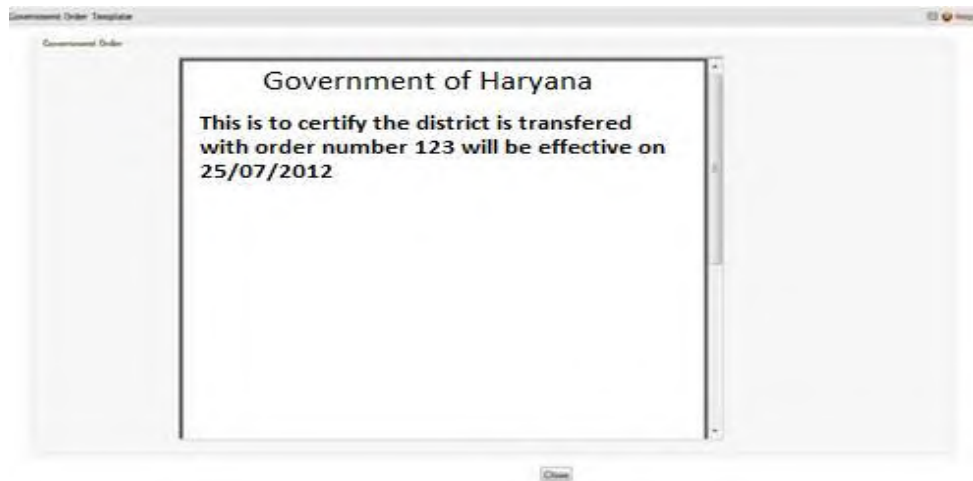
S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form then it displays the details of district shifted in the **View District History** form. This form shows you the complete details about the shifted district, such as district code, district version, district name, active district, etc. If you don't want to view the details, click the **Close** button.



- When you **Save & Publish** button on the **Government Order Template** form then the updated government template is displayed in the PDF format.



Shift Sub District

Brief Description

This form allows you to shift one or more sub-districts to another district of the same state or of different state. The sub district is shifted by the **Central Administrator** and **State Level Land Region Manager**. A **Central Administrator** should be able to shift sub-district from one state to another while **State Administrator** should be able to shift sub-district within a state only. You can shift sub district by using the **Shift Subdistrict** option in the **Shift** section. The **Shift Sub District** form is displayed on the screen. This form consists of the several options, such as Select Source, Select Target, and Shift Sub District. These options helps in specifying that the selected sub district of one district is shifted to where. Before shifting sub district, the government order for land region entities should be configured earlier.

A screen shown in Fig. 5.8.3.1 display's a sample screen shot of the **Shift Sub District** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Shift Sub District (Central Administrator)** form is shown in Fig. 5.8.3.1:

Fig 5.8.3.1

The **Shift Sub District (State Level Land Region Manager)** form is shown in Fig. 5.8.3.2:

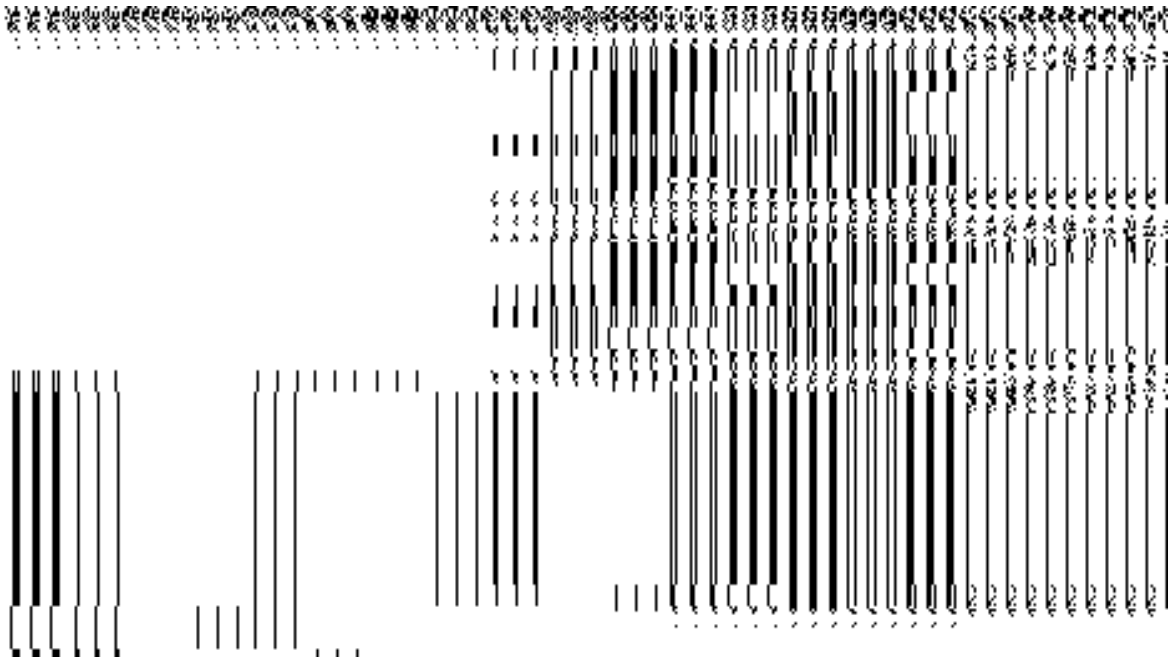


Fig. 5.8.3.2

Pre-Condition

You should login into the system and have privilege to shift sub district. At center level, you can shift sub-district from one state to another while at state level, you can shift sub district

within a state only. You can open the shift sub district by clicking the option **Shift → Shift Sub District** is available to you from the left menu. Before shifting sub district, the government order of land region entities should be configured earlier.

The Shift Sub District form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Source : Select Source State	Description: This field is used to select the state whose sub district is going to be shifted to another district of same state or another state. This field is not visible when you logged as State Level Land Region Manager . Validation: Select one state from the list. Mandatory/Optional: It is Mandatory to select a State.
2	Select Source: Select Source District	Description: This field is used to select the district whose sub district is going to be shifted to another district of same state or another state. Validation: Select one district from given option. Mandatory/Optional: It is mandatory to select a district.
3	Select Target : Select Target State	Description: This field is used to select the state in which sub district is shifted. This field is not visible when you logged as State Level Land Region Manager.. Validation: Select one state from the list. Mandatory/Optional: It is mandatory to select a State.
4	Select Target: Select Target District	Description: This is used to select the district of target state that will have the shifted sub district Validation: Select one district from given option. Mandatory/Optional: It is mandatory to select a district.
5	Shift Sub District: Available Sub District List	Description: This field displays the list of sub districts of the selected district that can be shifted to target district. Validation: This field can't be empty

		Mandatory/Optional: It is a Mandatory field.
6	Shift Sub District: Contributing Sub District List	<p>Description: This field displays the list of sub districts of the selected district that are shifted to selected target district.</p> <p>Validation: This field can't be empty</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Shift Sub District** form contains the following buttons as indicated below:

- **>> button:** This button allows you to transfer the selected sub district from the Available District list to Contributing Sub District list field.
- **<< button:** This button allows you to remove the selected sub district from the Contributing Sub District list field.
- **Save button:** This button allows you to save and publish the change made.
- **Close button:** In case you don't want to save the changes, you should click the close button and return to home screen.
- **Clear button:** This button allows you clear the selection made.

Flow of Form

To shift sub district, you need to follow the steps given below:

1. You should login into the application and have the privilege to shift sub district.
2. Click the option **Shift→ Shift Sub District** available on the left menu to open the form. The **Shift Sub District** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the state and district from which sub district is shifted from the **Select Source State** and **Select Source District** drop down list. If you login as the Central Administrator, then the **Select Source State** and **Select Source District** options are visible on the form. On other hand, if you login as the State Level Land Region Manager then only the **Select Source District** option is visible on the screen.
4. Select the state and district in which the sub district is going to be shifted from the **Select Target State** and **Select Target District** drop down list. Similarly, if you login as the Central Administrator, then the **Select Target State** and **Select Target District** options are visible on the form. On other hand, if you login as the State Level Land Region Manager then only the **Select Target District** option is visible on the screen.

5. Select the sub district that you want to shift in the **Available Sub District list** field and click the **>>** button to transfer the selected sub district to the Contributing Sub District list field.
6. After making all selection, click the **Save & Publish** button or else click the **Cancel** button to abort operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter the required field.	This indicates that you did not Select the mandatory field.	Click “OK” to resume and select mandatory field.
2.	Please select source state.	This indicates that you didn't select the source state from which the sub district is to be shifted.	Click “OK” to resume and select source state.
3.	Please select source district.	This indicates that you didn't select the source district from which the sub district is to be shifted.	Click “OK” to resume and select source district.
4.	Please select target state.	This indicates that you didn't select the target State in which the sub district is shifted.	Click “OK” to resume and select target State.
5.	Please select target district.	This indicates that you didn't select the target district in which the sub district is shifted.	Click “OK” to resume and select target district.
6.	Please select at least one sub district before shifted.	This indicates that you didn't select any sub district for shifting.	Click “OK” to resume and select Sub district.

What happens when the Save & Publish button is clicked?

On clicking the **Save & Publish** button, a new screen named **Upload Government Order** is displayed on the screen. This screen allows you to upload government order. In this form, you can see the **Upload Government Order** option. This option is visible when you select the **Upload Government Order** option for the Shift Sub District option while configuring the government order for land region entities. In case, if you select the **Generate Government Order** option while configuring government order for land region entities then the **Select Government Order Template** field is displayed. In such case, you have to select the government order template from the given list and you can edit the template, if required.

A screen shown in Fig. 5.8.3.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with an **Upload Government Order** option is shown in Fig. 5.8.3.2:

Fig 5.8.3.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.8.3.3:

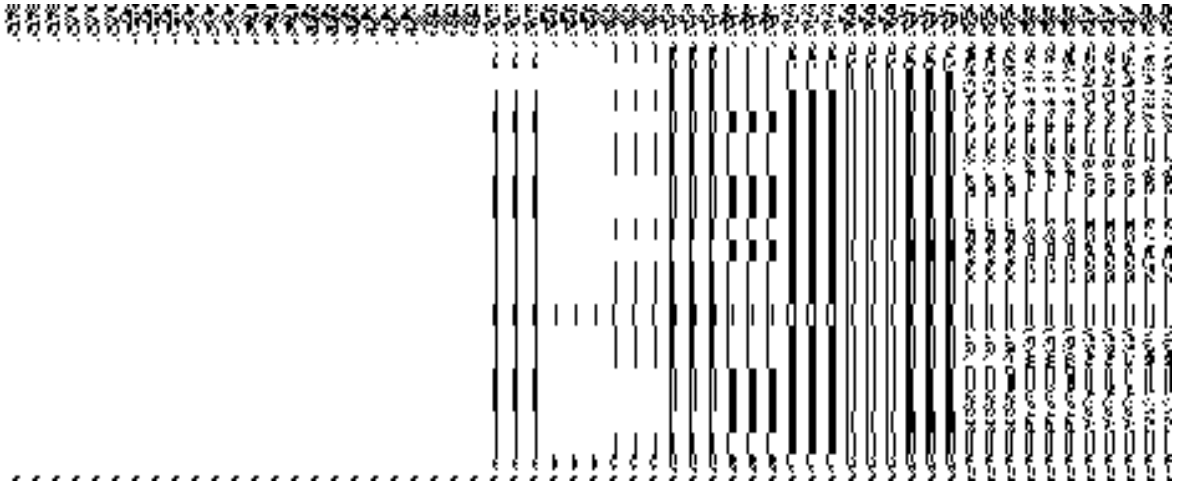


Fig 5.8.3.3

After filling the required details and clicking the **Save** button, the **Government Order Template** screen is displayed, as shown in Fig. 5.8.3.4:

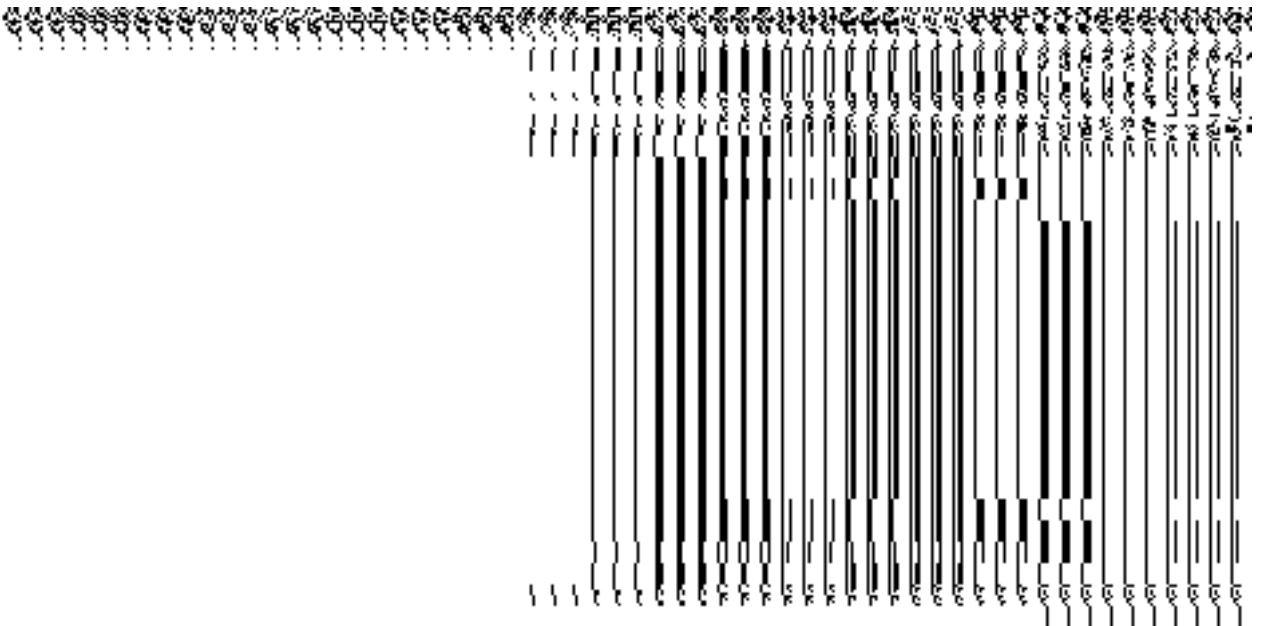


Fig 5.8.3.4

Pre-Condition

The shift sub district details should be filled and you should have privilege to upload government order.

The Upload Government Order form contains following fields as indicated below:

S.No	Field Name	Description
------	------------	-------------

1	Government Order Details: Order No	<p>Description: This field is used to specify the order number of the state that a sub district is to be shifted. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.(This field may or may not be present.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an optional field.</p>

5	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Shift Sub District operation while configuring the government order for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. . This field is visible when you select the Generate Government Order option for the Shift Sub District operation while configuring the government order for land region entities.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse the file location to upload.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type. In case **Select Government Order Template** is displayed when you selected Generate Government Order option while configuring Government order then a new screen is displayed. Now click the **Save** button.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and will return to the home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you click **Save** button, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.

3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette publication date in the **Gazette publication date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two option to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the **Shift Sub District** operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **View District History** form is visible on the screen with the sub district details.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Shift Sub District operation while configuring Government order. Now should select the template and click the **Save** button. After clicking the save button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.
7. Now, the selected sub district gets shifted.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct	Click “OK” to resume and enter the date in correct format.

S. No.	Message	Reason	Expected Action
		format.	
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved?

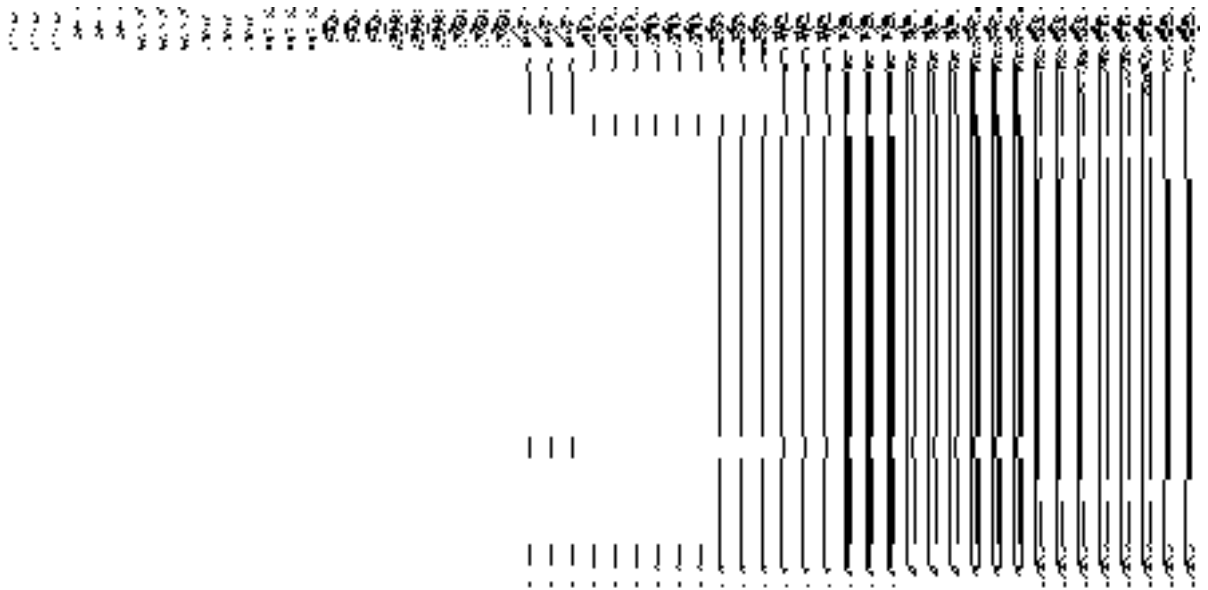
- On clicking the **Save** button in the **Upload Government Order** form then the details provided by you gets saved and the selected sub districts are shifted to the targeted district. On clicking the **Save** button, the **View Sub District History** form is displayed on the screen. This form displays the sub district history details, such as Sub District Code, Sub District Version, Active Sub District, etc. If you don't want to view the shifted sub district details, click the **Close** button.

View SubDistrict History

Sl. No.	SubDistrict Code	SubDistrict Version	SubDistrict Name (In English)	Active Subdistrict
1	1537	1	Islamnagar Aliganj	Active

Close

- When you click the **Save & Publish** button on the Government Order Template form then the government template is displayed in the PDF format.



Shift Block

Brief Description

The main purpose of this form is to allow you to shift one or more block from one district to another district. This form is accessible at the **State** and **District** Level Users. If you login as State Level Land Region Manager then you can shift block of one district to another. On the other hand, at the district level, you can shift block in your district only. You can shift blocks by using the **Shift Block** option in the **Shift** section. The **Shift Block** form is visible on the screen. In this form, you have to specify that which district block is shifted in which district. Thus, you can use the **Select Source District** and **Select Target District** fields for this purpose. When you select the district name in the **Select Source District** field then the list of block in the selected district is visible on the **Available Block list** field. You can select the block or blocks which you want to shift in another district by transferring the selected block in the **Contributing Block list** field. In this way, the blocks are shifted.

A screen shown in Fig. 5.8.4.1 display's a sample screen shot of the **Shift Block** form that appears when you logged as **State Level Land Region Manager**. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Shift Block** form is shown in Fig. 5.8.4:

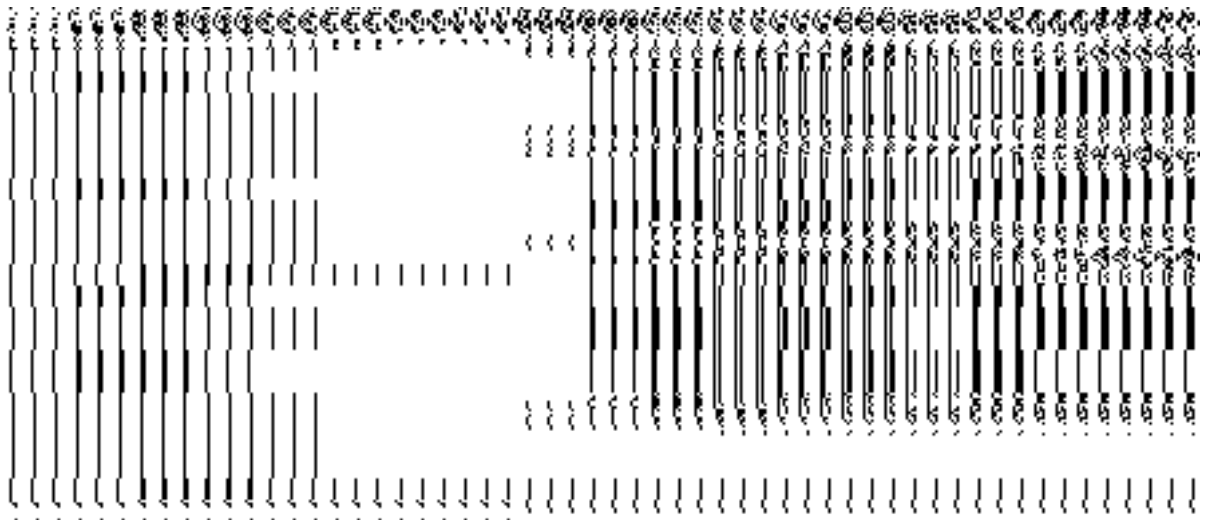


Fig 5.8.4.1

Pre-Condition

You should login into the application as **State Level Land Region Manager** and have privilege to shift block. At State Level User, you can shift block from one district to another whereas at the district level you can shift block in your district only. Before shifting block, the government order of land region entities should be configured earlier. The option **Shift → Shift Block** is available to you from the left menu to open the form.

The Shift Block form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Select Source: Select Source District	<p>Description: This field is used to select the district who's Block is going to be shifted to same district or another district. This option is not visible in case of district level user.</p> <p>Validation: Select one district from given option.</p> <p>Mandatory/Optional: It is a Mandatory to select a district in case of state level user.</p>
2	Select Target: Select Target District	<p>Description: This field is used to select the district that will have the shifted Block. This option is not visible in case of district level user.</p> <p>Validation: Select one district from given option.</p> <p>Mandatory/Optional: It is a Mandatory to select a district.</p>

3	Shift Block: Available Block List	<p>Description: This field displays the Block that can be shifted.</p> <p>Validation: It can't be empty</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Shift Block: Contributing Block List	<p>Description: This field displays the contributing Block.</p> <p>Validation: It can't be empty</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Shift Block** form contains the following buttons as indicated below:

- **>> Button:** This button allows you to transfer the complete list of the Block from the Available Block list to Contributing Block list field.
- **<< Button:** This button allows you to remove the complete list of the Block from the Contributing Block list field.
- **Save & Publish button:** This button allows you to save and publish the change made.
- **Close button:** In case you don't want to save the changes, you should click the close button and return to home screen.
- **Clear button:** This button allows you clear the selection made.

Flow of Form

To shift block, you need to follow the steps given below:

1. You should login into the application as **State Level Land Region Manager** and have the privilege to shift block.
2. Click the option **Shift→ Shift Block** available on the left menu to open the form. The **Shift Block** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district whose block or blocks you want to shift from the **Select Source District** drop down list.
4. Select the target district in which the block is going to be shifted from the **Select target District** drop down list.
5. Select the blocks that you want to shift in the **Available Block list** field and click the **>>** button to transfer the selected block or blocks in the **Contributing Block list** field.
6. After making all selection, click the **Save & Publish** button or else click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may be possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter the required field.	This indicates that you did not Select the mandatory field.	Click “OK” to resume and select mandatory field.
2.	Please select source district.	This indicate you did not select the district from which block is going to be shifted	Click “OK” to resume and select district.
3.	Please select target district.	This indicate you did not select the district to which block of shifted district is assigned.	Click “OK” to resume and select district.
4.	Please select at least one block before shifting.	This indicates you did not select any block to be shifted so contributing block list is not empty.	Click “OK” to resume and select block.

What happens when the save & Publish button is clicked?

On clicking the **Save and Publish** button, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. In this form, you can see that the **Upload Government Order** option is visible on the screen. The **Upload Government Order** field is displayed when you selected the **Upload Government Order** option for the Shift Block operation while configuring Government order. Otherwise, the **Select Government Order Template** option is displayed when you have selected **Generate Government Order** option while configuring Government order.

A screen shown in Fig. 5.8.4.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.8.4.2:

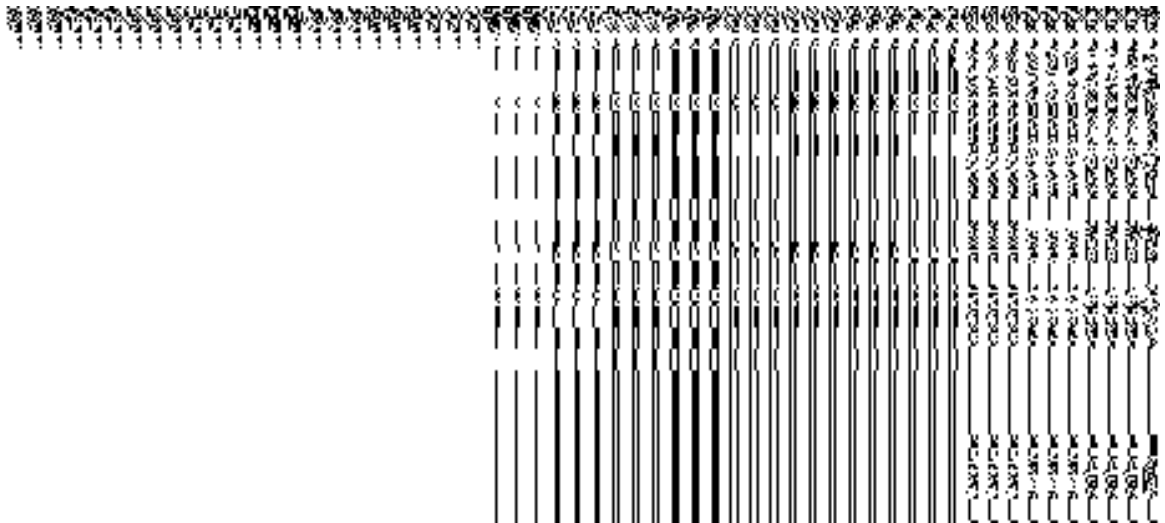


Fig 5.8.4.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.8.4.3:

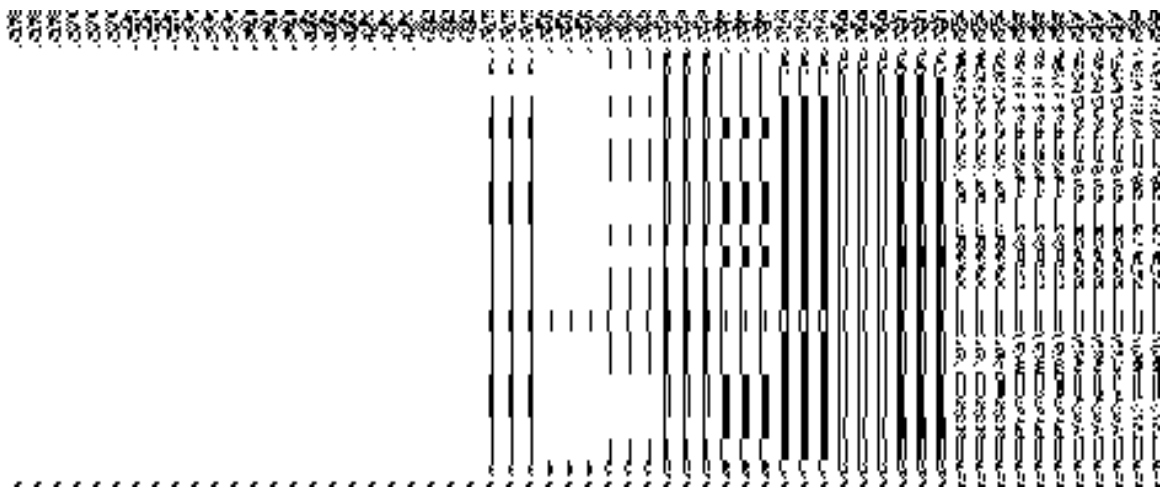


Fig 5.4.2.3

When you select the government order template from the **Select Government Order Template** drop down list and clicks the **Save** button then a new screen is displayed. This screen named as **Government Order Template** and the selected template is open in editable format. You can edit the template details, if required (**Fig 5.8.4.4**).

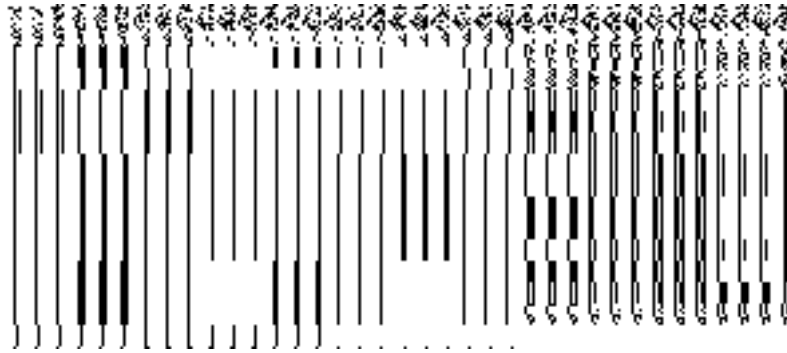


Fig 5.4.2.4

Pre-Condition

The shift block details should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number which states that a block is to be shifted. Example order123 Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or

		<p>greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	<p>Government Order Details:</p> <p>Gazette Publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Upload Government order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Shift Block operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order Details:</p> <p>Select the government Order Template</p>	<p>Description: This field is used to select the government Order template. This field is visible when you select the Generate Government Order option for the Shift Block operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Clear button:** In case you don't want to proceed further, you should click the **Clear** button and return to the home screen.

- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type. In case **Select Government Order Template** is displayed when you selected Generate Government order option while configuring Government order then a new screen is displayed. Now click the **Save & Publish** button.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you click **Save & Publish** button a new screen is displayed. The **Upload Government Order form** is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the **Shift Block** operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **View Block History** form is visible on the screen with the block details. The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Shift Block operation while configuring Government order. Now should select the template and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.
7. Now, the selected block gets shifted

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “ OK ” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
5.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
6.	Select Government Order Template	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form then it displays the details of the shift block. If you want to close the details, click the **Close** button.
- When you clicked the **Save & Publish** button on the **Government Order Template** form then the government template is displayed on the PDF format. If you want to close the details, click the **Close** button.



Shift Village between Sub Districts

Brief Description

The main purpose of this form is to allow you to shift villages from one Sub District to another Sub District of the same State. This form is accessed at Center, State and District level. At District level, you can shift a village from one sub-district to another sub district of the same district, at state level you can shift a village from a sub-district to another sub-district of any district within your state and at Central level you can shift villages between two different states. You can shift villages between sub districts by clicking the **Shift Village Between Subdistricts** option in the **Shift** section. The **Shift Villages from one Sub district to another** form is displayed on the screen. This form allows you to specifying the details for shifting villages as per the user level.

A screen shown in Fig. 5.8.6.1 display's a sample screen shot of the **Shift Villages from one Sub district to another** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Shift Villages from one Sub district to another (Center Level User)** form is shown in Fig. 5.8.6.1:

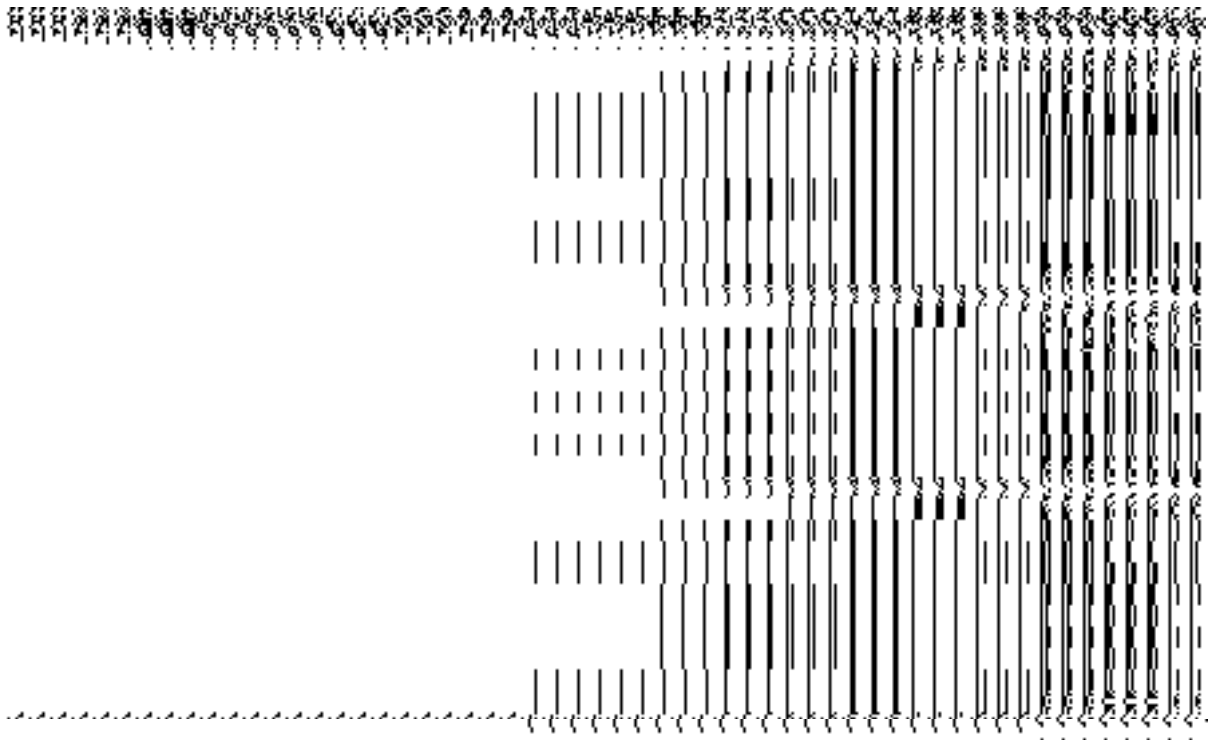


Fig. 5.8.6.1

The **Shift Villages from one Sub district to another (State Level User)** form is shown in Fig. 5.8.6.2:

Fig. 5.8.6.2

Pre-Condition

You should login into the application and have privilege to shift village from one Sub District to another Sub District of the same State. At District level you can shift a village from one sub-district to another sub district of the same district, at state level you can shift a village from a sub-district to another sub-district of any district within your state and at Central level you can shift villages between two different states. In addition, the government order for land region entities should be configured earlier. The option **Shift → Shift Village Between Subdistricts** is available to you from the left menu to open the form.

The Shift Villages from one Sub district to another form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Select Source: Select State	Description: This field is used to select the state whose village is going to be shifted to another sub district. This option is not available in case of state and district level user. Validation: Select one state from given option. Mandatory/Optional: It is a Mandatory to select a state in case of center level user.
2	Select Source: Select Source District	Description: This field is used to select the district whose village is going to be shifted to another sub district. This option is not available in case of district level user. Validation: Select one district from given option. Mandatory/Optional: It is a Mandatory to select a district in case of state level user.
3	Select Source: Select Source Sub District	Description: This field is used to select the sub district whose village is going to be shifted to another sub district. Validation: Select one sub district from given option. Mandatory/Optional: It is a Mandatory to select a block.
4	Select Target: Select Target District	Description: This field is used to select the district that will have the shifted village. This option is not available in case of district level user.

		<p>Validation: Select one block from given option.</p> <p>Mandatory/Optional: It is a Mandatory to select a block.</p>
5	Select Target: Select Target Sub District	<p>Description: This field is used to select the Sub District that will have the shifted village.</p> <p>Validation: Select one Sub District from given option.</p> <p>Mandatory/Optional: It is a Mandatory to select a Sub District.</p>
6	Shift Village: Available Village List	<p>Description: This field displays the Village that can be shifted to target Sub District.</p> <p>Validation: It can't be empty</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Shift Village: Contributing Village List	<p>Description: This field displays the Villages that are shifted to selected target Sub District.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is a mandatory field.</p>

The **Shift Villages from one Subdistrict to another** form contains the following buttons as indicated below:

- **>> Button:** This button allows you to transfer the complete list of the Village from the Available Village list to Contributing Village list field.
- **<< Button:** This button allows you to remove the complete list of the Village from the Contributing Village list field.
- **Save & Publish button:** This button allows you to save and publish the change made.
- **Close button:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.
- **Clear button:** This button allows you clear the selection made.

Flow of Form

To shift villages from one sub district to another, you need to follow the steps given below:

1. You should login into the application have the privilege to shift villages from one sub district to another.
2. Click the option **Shift→ Shift village sub district** available on the left menu to open the form. The **Shift Villages from one Sub district to another** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the state whose village you want to shift from the **Select State** drop down list. This field is visible when you logged as Center Level User.
4. Select the district and sub district whose village you want to shift from the **Select Source District** and **Select Source Sub-District** drop down menus. The Select Source District list box is visible when you logged as State Level User.
5. Select the target district and sub district in which the village is going to be shifted from the **Select Target District** and **Select Target Sub District** drop down list.
6. Select the villages that you want to shift in the **Available Village list** field and click the >> button to transfer the selected villages in the **Contributing Village list** field to shift.
7. After making all selection, click the **Save & Publish** button or else click the **Cancel** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter the required field.	This indicates that you did not select the mandatory field.	Click “OK” to resume and select mandatory field.
2.	Please select source state.	This indicates you did not select the state whose village is going to be shifted.	Click “OK” to resume and select state.
3.	Please select source district.	This indicate you did not select the district from which village is going to be shifted.	Click “OK” to resume and select district.
4.	Please select source sub-district.	This indicate you did not select the sub-district from	Click “OK” to resume and select district.

S. No.	Message	Reason	Expected Action
		which village is going to be shifted.	
5.	Please select target district.	This indicate you did not select the district to which village will be assigned.	Click “ OK ” to resume and select district.
6.	Please select target sub-district.	This indicate you did not select the sub-district to which village will be assigned.	Click “ OK ” to resume and select sub-district.
7.	Please select at least one village before shifting.	This indicates you did not select any village to be shifted so contributing village list is not empty.	Click “ OK ” to resume and select village.

What happens when the save & Publish button is clicked?

On clicking the **Save and Publish** button, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. In this form, you can notice that the **Upload Government Order** field. This field is displayed when you selected the **Upload Government Order** option while configuring government order. In case, you selected the **Generate Government Order** option while configuring the government order then, the **Select Government Order Template** field is displayed that allows you select the government order template from the available list and you can edit the selected template.

When **Upload Government Order** field is displayed, then upload the government order and click the **Save button**.

A screen shown in Fig. 5.8.6.2 display’s a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.8.6.2:

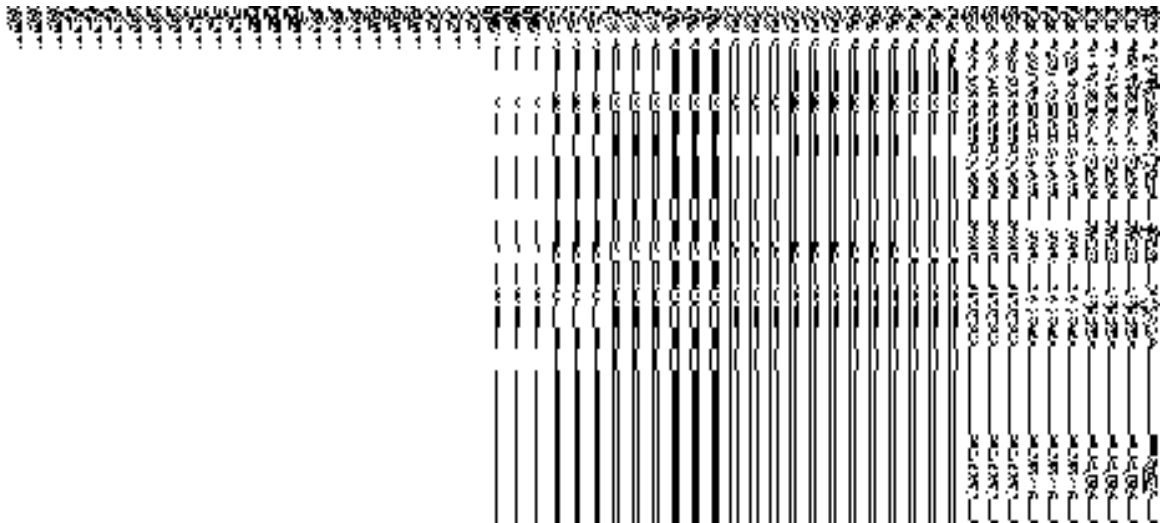


Fig 5.8.6.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.8.6.3:

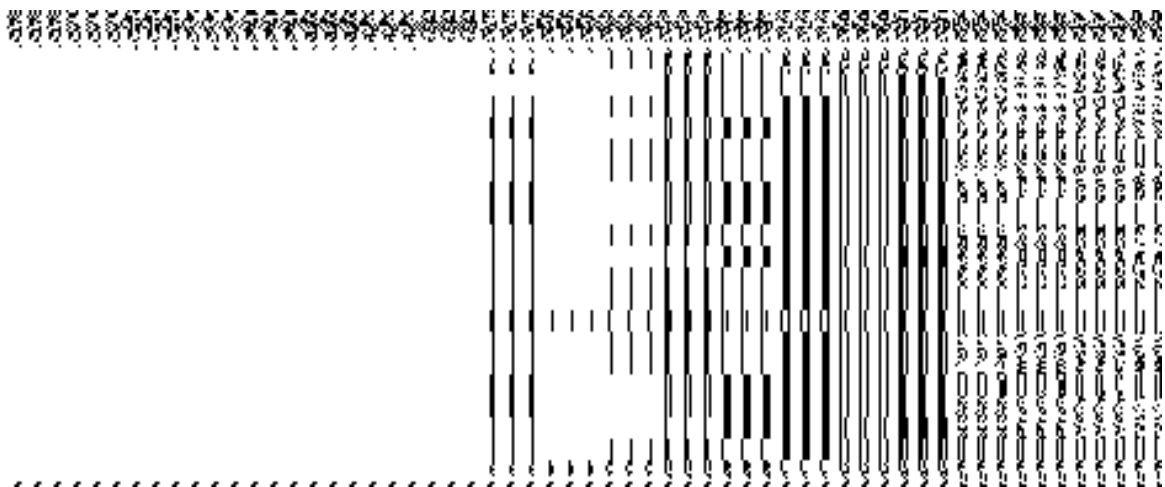


Fig 5.8.6.3

When you select the government order template from the **Select Government Order Template** drop down list box and clicks the **Save** button then the **Government Order Template** form is displayed on the screen in the editable format. You can edit the selected template details.

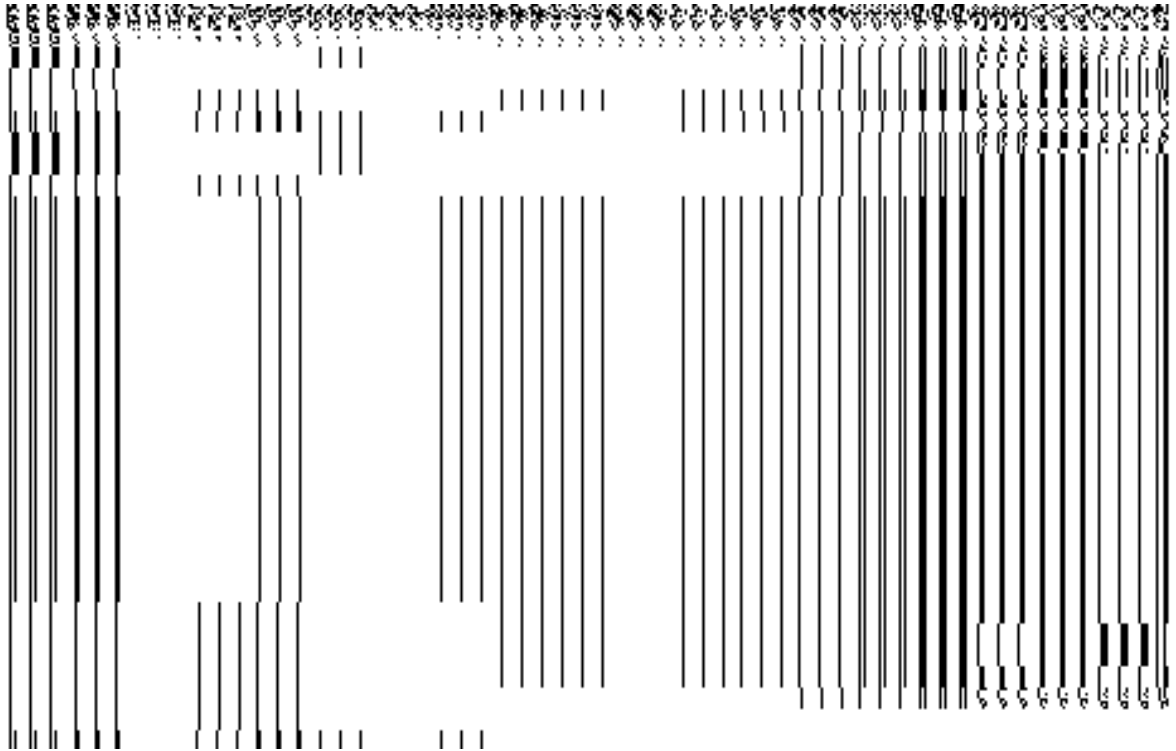


Fig 5.8.6.4

Pre-Condition

The shift village from one sub district to another detail should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village from one sub district to another is to be shifted. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p>

		Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date in which an order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring government for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select Government	<p>Description: This field is used to select the government Order template. This field is visible when you select the Generate Government Order option while configuring government for land region entities.</p> <p>Validation: Upload at least one template.</p>

	Order Template	Mandatory/Optional: It is a Mandatory field.
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The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to the home screen.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type. In case **Select Government order Template** is displayed when you selected Generate Government Order option while configuring Government order then a new screen is displayed. Now click the **Save & Publish** button.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you click **Save & Publish** button. The **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the shift village operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **View Village History** form is visible on the screen with the shifted village details.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the shift village operation while configuring Government order. Now should select the template and click

the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.

7. Now, the selected villages get shifted.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in upload government form then it displays the details of the village history is shown. If you don't want to view the village history, click the **Close** button.

Invalidate

General Description

This section allows you to delete an existing village, sub district and district. The village can lose its identity because of two reason either it gets merged with another village or because of some natural calamity. An existing sub-district can be merged with another sub-district of the same district or different villages of the sub-district can be merged with different sub-districts of the same district. An existing district can be merged with another district of the same state or different sub-districts of the district can be merged with different sub-districts of different districts of the same state.

Invalidate Village (Merge ULB)

Brief Description

The main purpose of this form is to allow you to invalidate/delete an existing village and merge the village to an existing ULB. This form is accessed by the state and district level users. You can invalidate an existing village and merge the village to a urban local body by clicking the **Invalidate Village (Merge ULB)** option in the **Village** section. The **Invalidate Village (Merge ULB)** form is displayed on the screen. This form allows you to delete the selected village and merge it to an existing ULB.

A screen shown in Fig. 5.7.4.1 display's a sample screen shot of the **Invalidate Village (Merge ULB)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Invalidate Village (Merge ULB)** form is shown in Fig. 5.7.4.1:

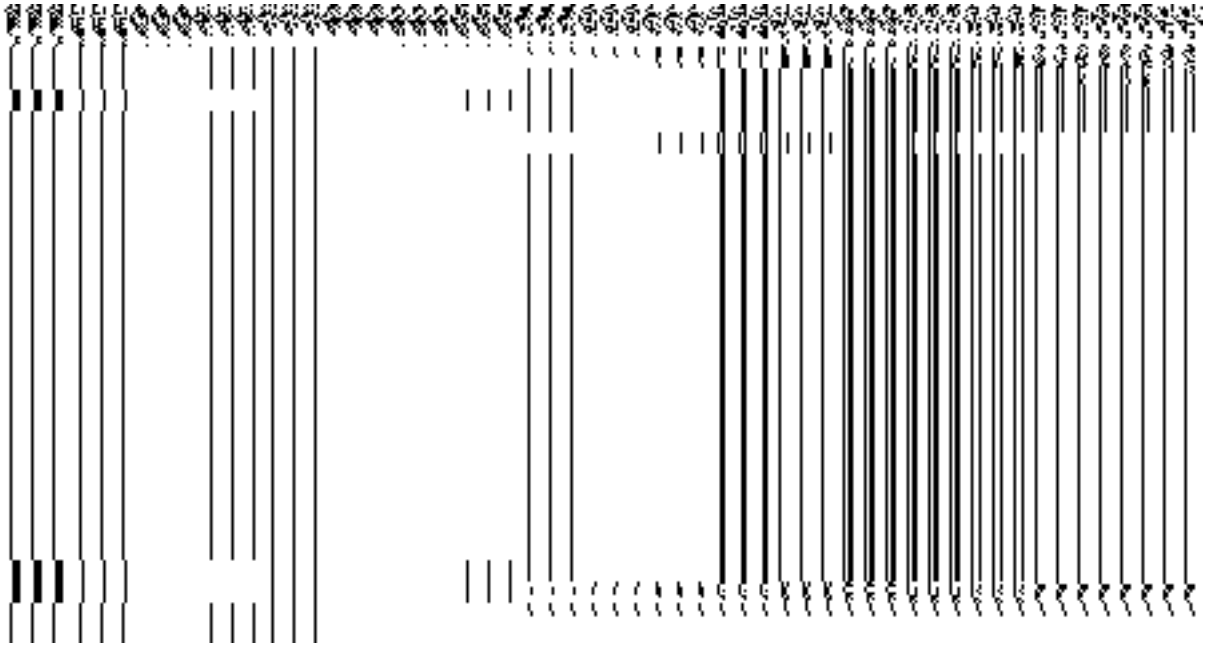


Fig 5.7.4.1

Pre-Condition

You should login into the application and have privilege to invalidate village and merge it to ULB. Before invalidate an existing village, the government order and Map should be configured. You can open the **Invalidate Village (Merge ULB)** form by clicking the option **Invalidate** → **Invalidate Village (Merge ULB)** is available to you from the left menu.

The **Invalidate Village (Merge to ULB)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select District : District	Description: This field is used to select the district whose village you want to delete. Validation: Select one of the district from given option. Mandatory/Optional: It is Mandatory to select a district.
2	Select Sub District : : Sub District	Description: This field is used to select the sub district whose village you want to delete. Validation: Select one of the sub district from given option.

		Mandatory/Optional: It is Mandatory to select sub district.
3	Select from UnMapped Villages: Available Village List	Description: This field is used to select from Unmapped Villages, the villages you want to delete. Validation: NA Mandatory/Optional: It is Mandatory field.
4	Select from UnMapped Villages : Selected Village List	Description: This field displays the list of the villages that are selected to be deleted. Validation: NA Mandatory/Optional: It is a Mandatory field.
5	Select Local Body Type	Description: This field is used to select the Urban Local Body Type to which the invalidated village would be merged. Validation: NA Mandatory/Optional: It is a Mandatory field.
6	Available Urban Local Body	Description: This field is used to select the Urban Local Body from the available urban local bodies. Validation: NA Mandatory/Optional: It is a Mandatory field.
7	Selected ULB	Description: This field is used to select the Urban Local Body from the available urban local bodies. Validation: NA Mandatory/Optional: It is a Mandatory field.

The **Invalidate Village (Merge ULB)** form contains the following buttons as indicated below:

- **Select Villages >> button:** This button allows you to transfer the selected villages from available village list to selected village list.
- **< Button:** This button allows you to unselect the selected village from the **Selected Village List** and transfers the selected village from the **Selected Village List** field to **Available Village list**.

- **<< Button:** This button allows you to remove the complete list of the villages from the **Selected Village List** back to the **Available Village List**.
- **Select ULB >> button:** This button allows you to transfer the ULB from **Available Local Body List** to **Selected ULB**
- **<Button:** This button allows you to unselect the selected urban local body and transfers the **Selected ULB** to the **Available Urban Local Body List**.
- **Save button:** This button allows you to save the change made.
- **Close button:** *In case you don't want to save the changes, you should click the close button and return to home screen.*

Flow of Form

To Invalidate Village (Merge ULB), you need to follow the steps given below:

1. You should login into the application and have the privilege to Invalidate village.
2. Click the option **Invalidate → Invalidate Village (Merge ULB)** available on the left menu to open the form. The **Invalidate Village (Merge ULB)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district and sub district whose village you want to delete from the **District** and **SubDistrict** fields.
4. Select from the list of **Unmapped Villages**.
5. Select the village which you want to invalidate from **Available Village List** field and click the **Select villages>>** button to transfer villages to the **Selected Village list** field.
6. Select the **Local Body Type**.
7. Select from the list of **Urban Local Body** and click **Select ULB>>** button to transfer the Urban Local Body to the list of **Selected ULB**.
8. After making all the selection, click the **Save** button to save details.

Validations/Error Messages:-

As you proceed, one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	Please enter the required field.	This indicates that you did not select the mandatory field.	Click “OK” to resume and select mandatory field.

S. No.	Message	Reason	Expected Action
2.	Please select the district name.	This indicates that you didn't select the district name whose villages you want to delete.	Click the OK button to resume and select the district name.
3.	Please select the sub district name.	This indicates that you didn't select the sub district name whose villages you want to delete.	Click the OK button to resume and select the sub district name.
4.	Please select the village to be invalidated.	This indicates that you didn't select the village names that you want to delete or the Selected Village List field is empty.	Click the OK button to resume and add village names in the Selected Village List field as it can't be empty.
5.	Please select the local body type.	This indicates that you didn't select the local body type.	Click the OK button to resume and select the local body type.
6.	Please select ULB	This indicates that you didn't select the urban local body to which the invalidated village would be merged,	Click the OK button to resume and select the local body to add local body to the selected ULB list as it can't be empty.

What happens when the save button is clicked?

On clicking the **Save** button in the **Invalidate Village (Merge ULB)** form the **Upload Government Order** form is displayed. This form allows you to upload government order. In the **Upload Government Order** form, there is an option to upload government order. This option is visible when you select the **Upload Government Order** option for invalidate village (mere ulb) operation while configuring the government order. In case, you have selected the **Generate Government Order** option for the invalidate village operation while configuring Government Order. In such case, the **Select Government Order Template** option is visible on the screen and allows you to select the government order template from the given list. You can edit the selected template details, if required.

A screen shown in Fig. 5.7.4.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** field is shown in Fig. 5.7.4.2:

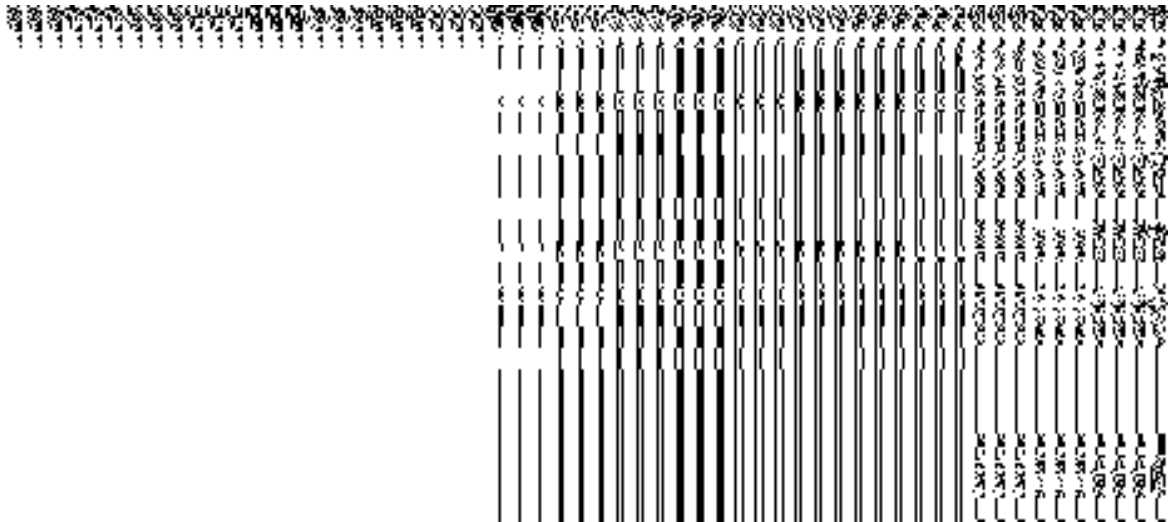


Fig 5.7.4.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in *Fig 5.7.4.3*:

Fig 5.7.4.3

After select the government order template from the available list and click the **Save** button, the **Government Order Template** form is displayed on the screen in the editable format, as shown in Fig. 5.7.4.4:

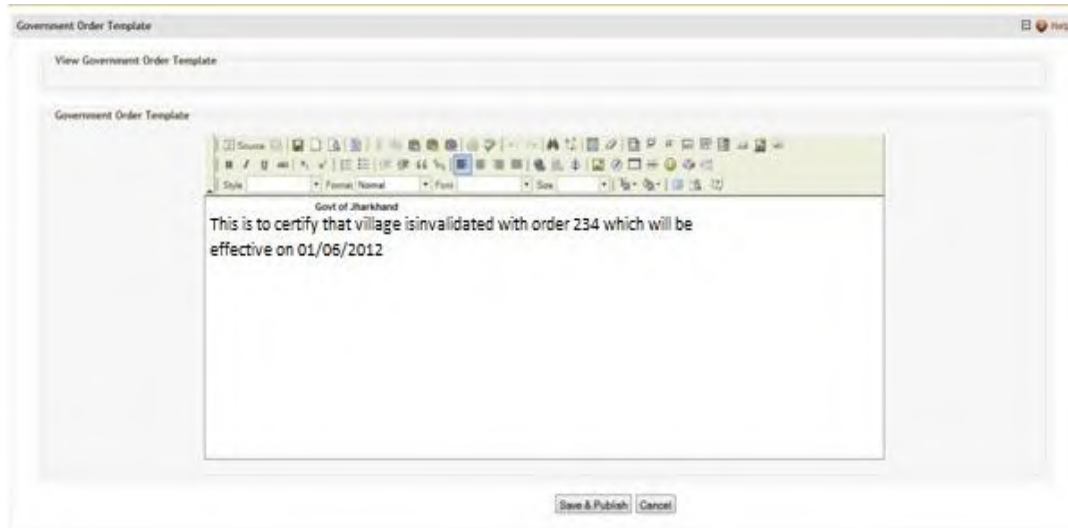


Fig 5.7.4.4

Pre-Condition

The Invalidate Village (Merge ULB)detail should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	<p>Description: This field is used to specify the order number of the state whose village is to be invalidated. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

3	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the invalidate village operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the invalidate village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p>

		Mandatory/Optional: It is a Mandatory field.
--	--	---

The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.
- **Close button:** In case you don't want to proceed further, you should click the Close button and return to home screen.
- **Remove button:** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to save the details. In case, the **Select Government Order Template** option is displayed when you selected **Generate Government Order** option for the invalidate village operation while configuring government order. After selecting the government order template then the selected template is open in the editable format. Edit it and click the **Save & Publish** button to save the settings.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Save** button in the **Invalidate Village (Merge ULB) form**, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the invalidate village operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **Invalidate Village (Merge ULB)** form is displayed on the screen with the details about the invalidated village, such as Village Code, Village Version, Village Name (In English), and Village Status.

- The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the invalidate village operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.

Validations/Error Messages:-

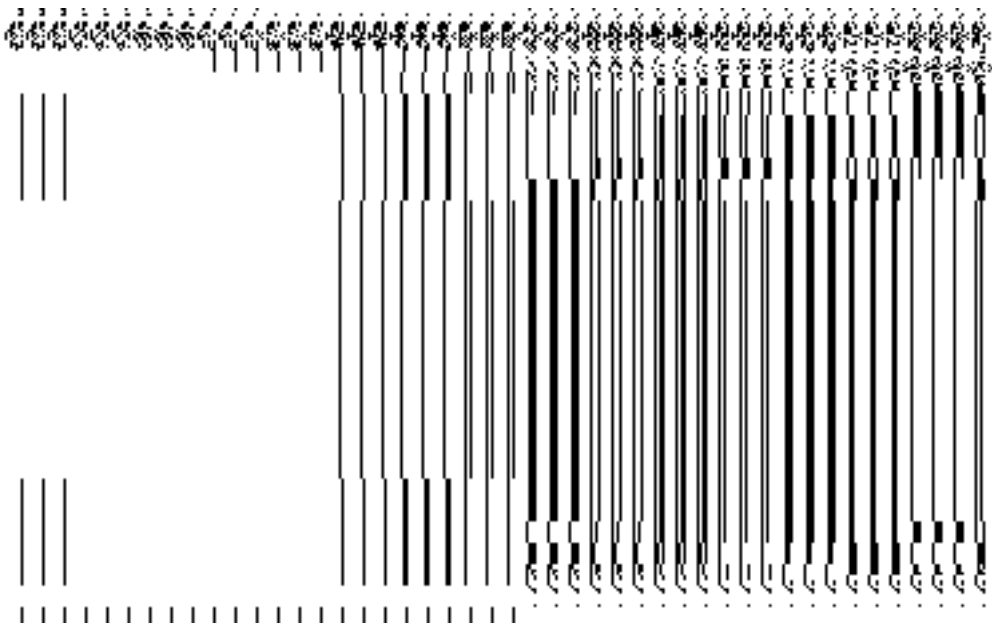
As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the Effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button, the **Invalidate Village** form is displayed on the screen with the details about the invalidated village, such as Village Code, Village Version, Village Name (In English), and Village Status. After viewing the details, click the **Close** button to close the details. You can verify that the invalidated village is removed from the list of villages by using the **Manage Village** option in the **Village** section. The **Manage Villages** form is displayed on the screen and you need to fill the village code and name in the relevant fields. After this, click the **Get** button to get the information. On clicking the **Get** button a message “**No villages found**” is displayed on the same screen.

- When you click the **Save & Publish** button on the **Government Order Template** form then the government template is displayed. This screen displays the government order template details in PDF format.



Invalidate Village

Brief Description

The main purpose of this form is to allow you to delete an existing village. The village can lose its identity because of two reasons either it gets merged with another village or because of some natural calamity. This form is accessed by the state and district level users. You can invalidate an existing village by clicking the **Invalidate Village** option in the **Invalidate** section. The **Invalidate Village** form is displayed on the screen. This form allows you to delete the selected village.

A screen shown in Fig. 5.9.2.1 displays a sample screen shot of the **Invalidate Village** form. All fields marked with * are mandatory.

(There is a Help option available on the top of each form. The user can use this link to learn about how to specify details in the respective form).

The **Invalidate Village** form is shown in Fig. 5.9.2.1:

Fig 5.9.2.1

Pre-Condition

You should login into the application and have privilege to invalidate village. Before invalidating an existing village, the government order and Map should be configured. You can open the **Invalidate Village** form by clicking the option **Invalidate** → **Invalidate Village** is available to you from the left menu.

The Invalidate Village form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Sub District : District	Description: This field is used to select the district whose village you want to delete. Validation: Select one of the district from given option. Mandatory/Optional: It is Mandatory to select a district.
2	Select Sub District : Sub District	Description: This field is used to select the sub district whose village you want to delete. Validation: Select one of the sub district from given option. Mandatory/Optional: It is Mandatory to select sub district.
3	Select Sub District : Select from	Description: This field is used to select from mapped Regions (Villages),

	Mapped Regions (Villages)	the villages you want to delete. Validation: NA Mandatory/Optional: It is an optional field.
4	Select Sub District : Select from Unmapped Regions (Villages)	Description: : This field is used to select from Unmapped Regions (Villages), the villages you want to delete. Validation: NA Mandatory/Optional: It is an optional field.
5	Select Sub District: Villages	Description: This field displays the list of the villages which you can delete in the selected sub district. Validation: Select at least one of the villages from the given list. Mandatory/Optional: It is a Mandatory field.
6	Select Sub District: Selected Village List	Description: This field displays the list of the villages that are selected to be deleted. Validation: NA Mandatory/Optional: It is a Mandatory field.

The **Invalidate Village** form contains the following buttons as indicated below:

- **Select Villages >> button:** This button allows you to transfer the selected villages from village field to selected village list.
- **< Button:** This button allows you to unselect the selected village from the **Selected Village List** and transfers the selected village from the **Selected Village List** field to **Villages** field.
- **<< Button:** This button allows you to remove the complete list of the villages from the **Selected Village List**.
- **Close button:** In case you don't want to save the changes, you should click the close button and return to home screen.

Flow of Form

To invalidate village, you need to follow the steps given below:

1. You should login into the application and have the privilege to Invalidate village.
2. Click the option **Invalidate** → **Invalidate Village** available on the left menu to open the form. The **Invalidate Village** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district and sub district whose village you want to delete from the **District** and **SubDistrict** fields.
4. Select whether you want to delete the villages from **unmapped regions(villages)** or **mapped regions(villages)**.
5. A list would be displayed based on the selection made above.
6. Select the village which you want to invalidate from **Villages** field and click the **Select villages>>** button to transfer villages to be delete list to **Select Village list** field.

Validations/Error Messages:-

As you proceed, one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	Please enter the required field.	This indicates that you did not select the mandatory field.	Click “OK” to resume and select mandatory field.
2.	Please select the district name.	This indicates that you didn't select the district name whose villages you want to delete.	Click the OK button to resume and select the district name.
3.	Please select the sub district name.	This indicates that you didn't select the sub district name whose villages you want to delete.	Click the OK button to resume and select the sub district name.
4.	Please select the village names.	This indicates that you didn't select the village names that you want to delete or the Selected Village List field is empty.	Click the OK button to resume and add village names in the Selected Village List field as it can't be empty.

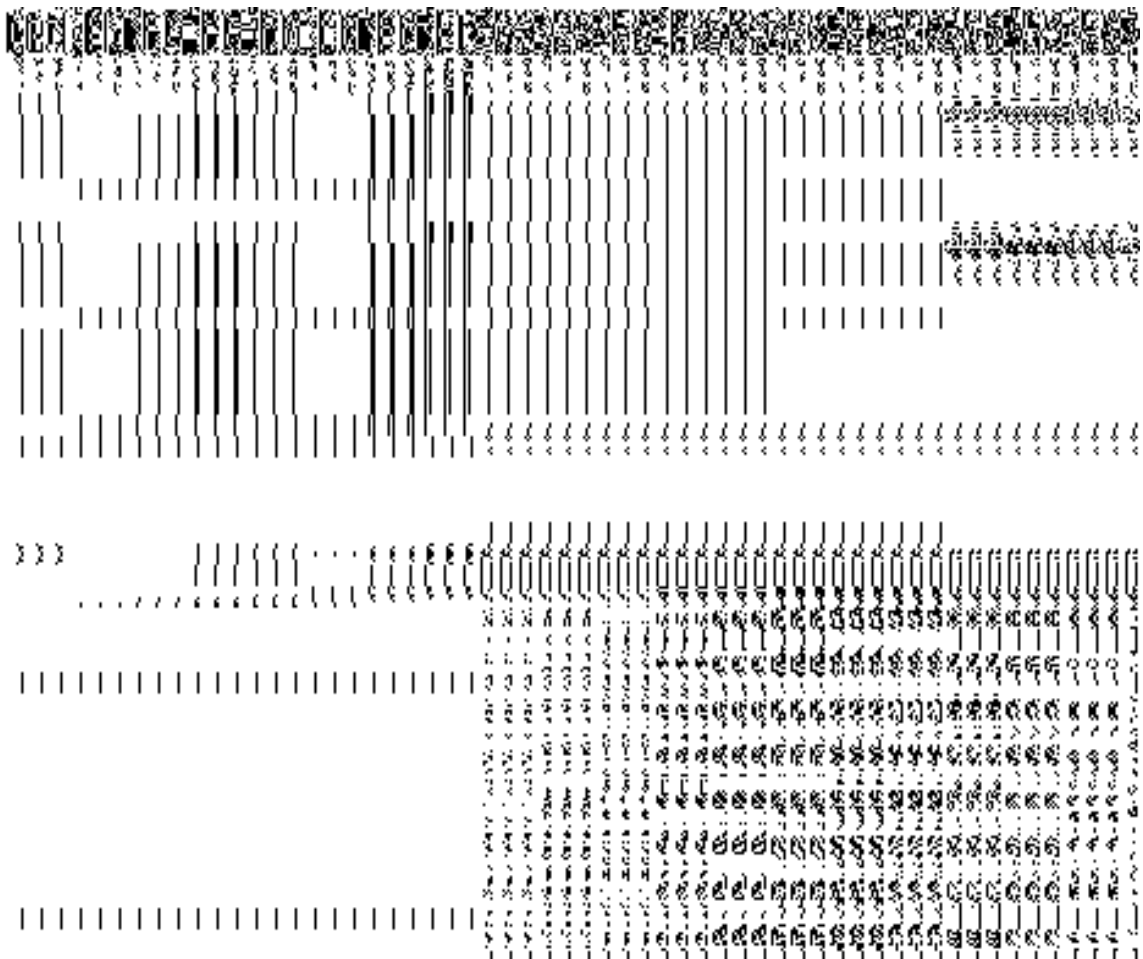
Governement Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government**

Order option for **Invalidate Village** operation while configuring government order for the Landregions Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details.You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1.In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to</p>

		<p>order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Gazette Publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	<p>Government Order Details:</p> <p>Select Government Order Template</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	<p>Find Existing Government Order(s): Order Number</p>	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	<p>Find Existing Government Order(s):</p>	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p>

	From Date	<p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.
- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** In case you don't want to save the changes, you should click the Close button and return to home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

- After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
- Specify the government order number in the **Order No** field.
- Specify the government order date in the **Order Date** field.
- Specify the Effective order date in the **Effective Date** field.
- Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
- In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Invalidate Village operation while

configuring Government order for land region entities. After upload the government order file and click the **Save or Publish** button.

- The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Invalidate Village operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct	Click “OK” to resume and enter the date in correct format.

S. No.	Message	Reason	Expected Action
		format.	
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Village Details has been Drafted Successfully” is displayed on the screen. You can view the Draft Invalidated Villages details by using the **Manage Draft Entities (Land regions)** option in the **draft** section, which is discussed in details in upcoming section.
- When you clicked the **Publish** button in the form then the message “Village(s) is invalidated successfully” is displayed on the screen.

Invalidate Sub District

Brief Description

The main purpose of this form is to allow you to delete an existing sub district or to invalidate all the villages of the sub-district. An existing sub-district can be merged with another sub-district of the same district or different villages of the Sub district can be merged with different sub-districts of the same district. You can invalidate an existing sub district by clicking the **Invalidate Subdistrict** option in the **Invalidate** section. The **Invalidate Sub-District** form is appeared on the screen. This form allows you to specify the details of the sub district that you want to delete and also specify whether the selected sub district is merged with another sub district or not.

A screen shown in Fig. 5.9.3.1 display’s a sample screen shot of the **Invalidate Sub–District** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Invalidate Sub-District** form is shown in Fig. 5.9.3.1:

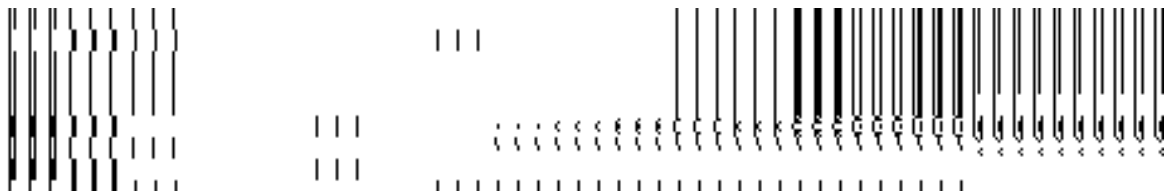


Fig 5.9.3.1

Pre-Condition

You should login into the application and have privilege to invalidate sub district. Before invalidating sub district, the government order and Map should be defined earlier. You can open the **Invalidate Sub-District** form by clicking the option **Invalidate** → **Invalidate Subdistrict** is available to you from the left menu.

The Invalidate Sub-District form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Invalidate Sub District: Select Source District	<p>Description: This field is used to select the district from which the sub district is to be deleted.</p> <p>Validation: Select one district.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Invalidate Sub District: Select Source Sub-	<p>Description: This field is used to select the sub district which is to be deleted.</p>

	District	<p>Validation: Select one sub district.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Whether the entire Sub-District is merged with another sub-district (Yes, No)?	<p>Description: This field is used to select whether the entire sub district is going to be merged with another sub district or not.</p> <ul style="list-style-type: none"> When you select Yes option then you have to select the sub district in which invalidated sub district villages are going to be merged. When you select the No option then you select the sub districts in which selected villages of invalidated sub district are going to be merged. <p>Validation: Select one radio button.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Selected Sub-District List: Select Target Sub District	<p>Description: This field is used to select the sub district in which the source sub district is going too merged.</p> <p>Validation: Select one of the sub district from given option.</p> <p>Mandatory/Optional: It is Mandatory to select a district.</p>
5	Selected Sub-District List: Select Villages to merger with above Sub-District	<p>Description: This field is only visible when you select No option in the Whether the entire Sub-District is merged with another sub-district (Yes, No) field. This field is used to display the list of villages that can be merged to the target sub district.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Selected Sub-District List: Selected Village List	<p>Description: This field is only visible when you select No option in the Whether the entire Sub-District is merged with another sub-district (Yes, No) field. This field displays the list of the villages that are merged in new sub district.</p> <p>Validation: It can't be empty when only selected village of sub district are merged.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Invalidate Sub-District** form contains the following buttons as indicated below:

- **Select Villages >> button:** This button is only visible when you select **No** option in the **Whether the entire Sub-District is merged with another sub-district (Yes, No)** field. This button allows you to move the list of villages that can be merged to the target sub district.
- **< Button:** This button is only visible when you select **No** option in the **Whether the entire Sub-District is merged with another sub-district (Yes, No)** field. This button allows you to unselect the selected village from the **Selected Village List** field.
- **<< Button:** This button is only visible when you select **No** option in Whether the entire Sub-District is merged with another sub-district (Yes, No) field. This button allows you to remove the complete list of the villages from the selected village list.
- **Choose more Sub-District button:** This button is only visible when you select **No** option in the **Whether the entire Sub-District is merged with another sub-district (Yes, No)** field. This button allows you to choose more sub district in which remaining villages of the sub district are going to be merged.
- **Save button:** This button allows you to save the change made.
- **Close button:** In case you don't want to save the changes, you should click the close button and return to home screen.

Flow of Form

To invalidate sub district, you need to follow the steps given below:

1. You should login into the application and have the privilege to invalidate sub district.
2. Click the option **Invalidate → Invalidate Subdistrict** available on the left menu to open the form. The **Invalidate Sub-District** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district from the **Select Source District** drop down menu whose sub district you want to invalidate.
4. Select the sub district from the **Select Source Sub-district** drop down menu that you want to invalidate.
5. If the villages of the sub-district are saved in draft mode then you can not invalidate the sub-district.

6. If the villages of the sub-district are not saved in draft mode then a confirmation message will be displayed which asks for your confirmation to invalidate all the villages of the sub-district.
If you select **Yes** option then all the villages of the selected sub-district will get invalidated.
If you select **No** option then you can merge the villages of the deleted sub-district with others sub-district.
7. **Whether the entire Sub-District is merged with another sub-district (Yes, No)?** is a radio button field. It specifies whether the deleted sub district villages are going to merged with a single sub district or not.
 - α. When you select **Yes** option then select the target sub district from the **Select Target Sub-District** drop down list.
 - β. When you select **No** option then perform following steps.
 - I. Select the sub district in which you to merge some villages of the invalidated sub district from the **Select Target Sub-District** drop down list.
 - II. Select the village to be merged with selected sub district from **Select Villages to merger with above Sub-District** field and click the **Select Villages>>** button to transfer villages list to **Select Village List** field.
 - III. Now, click the **Choose more Sub District** button to choose more sub district in which remaining villages of the sub district are going to be merged and repeat step I and step II till all villages of invalidated sub district are assigned to other sub district.
8. Now click the **Save** to save the details or else click the **Close** button to abort invalidate sub district operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select district.	This indicates that you did not Select the district form which the sub district is to deleted	Click “OK” to resume and select district.
2.	Please select the sub district to be invalidated.	This indicates that you did not select the sub district to be invalidated.	Click “OK” to resume and select sub district.

S. No.	Message	Reason	Expected Action
3.	Please select the target sub district.	This indicates that you did not select the target sub district.	Click “ OK ” to resume and select the target sub district.
4.	Please select the village names that you want to merge.	This indicates that you didn't select the village names that you want to delete or the Selected Village List field is empty.	Click the OK button to resume and add village names in the Selected Village List field as it can't be empty.
5.	Please merge remaining village.	This indicates that some villages are not assigned to other sub district.	Click “ OK ” to resume and select villages.

What happens when the Save button is clicked?

On clicking the **Save** button in the **Invalidate Sub-District** form, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. In the **Upload Government Order** form, there is an option to upload government order. This option is visible when you select the **Upload Government Order** option for invalidate sub district operation while configuring the government order. In case, you have selected the **Generate Government Order** option for invalidate sub district operation while configuring government order. In such case, the **Select Government Order Template** option is visible on the screen and allows you to select the government order template from the given list. You can edit the selected template details, if required.

A screen shown in Fig. 5.9.3.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** field is shown in Fig. 5.9.3.2:

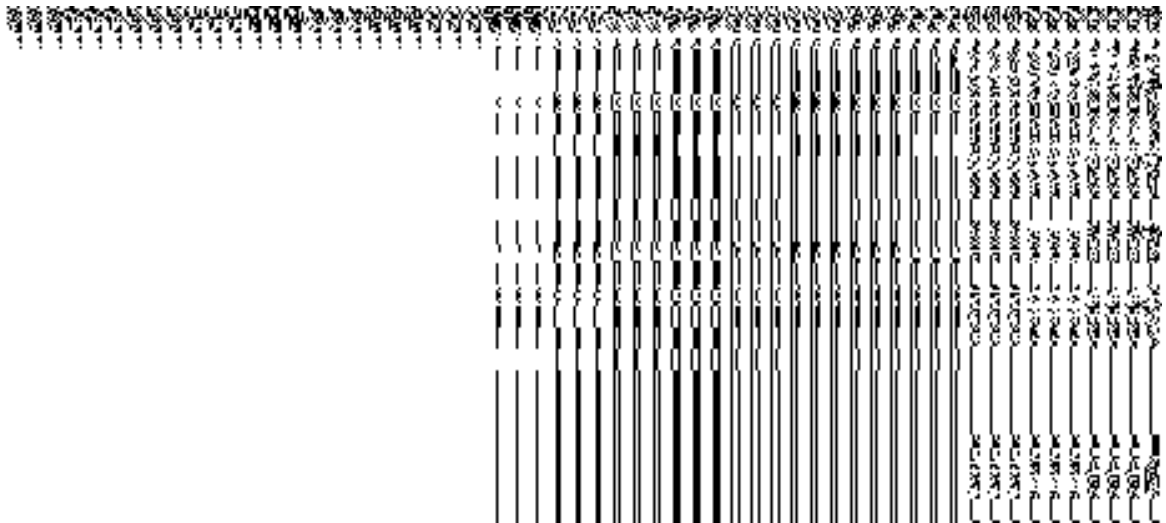


Fig 5.9.3.2

Fig 5.9.3.3

After select the government order template from the available list and click the **Save** button.

Fig 5.9.3.4

Pre-Condition

The invalidate sub district detail should be filled and you should have privilege to upload government order.

The **Upload Government Order** form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	<p>Description: This field is used to specify order number of the state whose sub district is to be deleted. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

2	<p>Government Order Details:</p> <p>Order Date</p>	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	<p>Government Order Details:</p> <p>Effective Date</p>	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation-Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	<p>Government Order Details:</p> <p>Gazette Publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example -12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for invalidate sub district operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

6	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the invalidate sub district operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
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The **Upload Government Order** form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to home screen.
- **Remove button:** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to save the details. In case, the **Select Government Order Template** option is displayed when you selected **Generate Government Order** option while configuring government order. After selecting the government order template then the selected template is open in the editable format. Edit it and click the **Save** button to save the settings.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Save** button in the **Invalidate Sub-District** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette publication date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the invalidate sub district operation while

configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **Invalidate Sub-District** form is displayed on the screen with the details about the invalidated sub district.

- The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the invalidate sub district operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number.	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the Effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form then the **Invalidate Sub-District** form is displayed on the screen with the details of invalidated sub district. Now, you can verify that the invalidated sub district is deleted by using the **Manage Subdistrict** option in the **Sub District** section. The **Manage Sub District** form is displayed. In this form, specify the details of the invalidated sub district, such as sub district code or name and click the **Get** button. The message “**No sub district found**” is displayed on the same screen.

-

Invalidate District

Brief Description

The main purpose of this form is to allow you to delete an existing district. An existing district can be merged with another district of the same state or different sub-districts of the district can be merged with different sub-districts of different districts of the same state. A state level user can invalidate a district. You can invalidate an existing district by clicking the **Invalidate District** option in the **Invalidate** section. The **Invalidate District** form is appeared on the screen. This form allows you to specify the details of the district that you want to delete and also specify whether the selected district is merged with another district or not.

A screen shown in Fig. 5.9.4.1 display's a sample screen shot of the **Invalidate District** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Invalidate District** form is shown in Fig. 5.9.4.1:

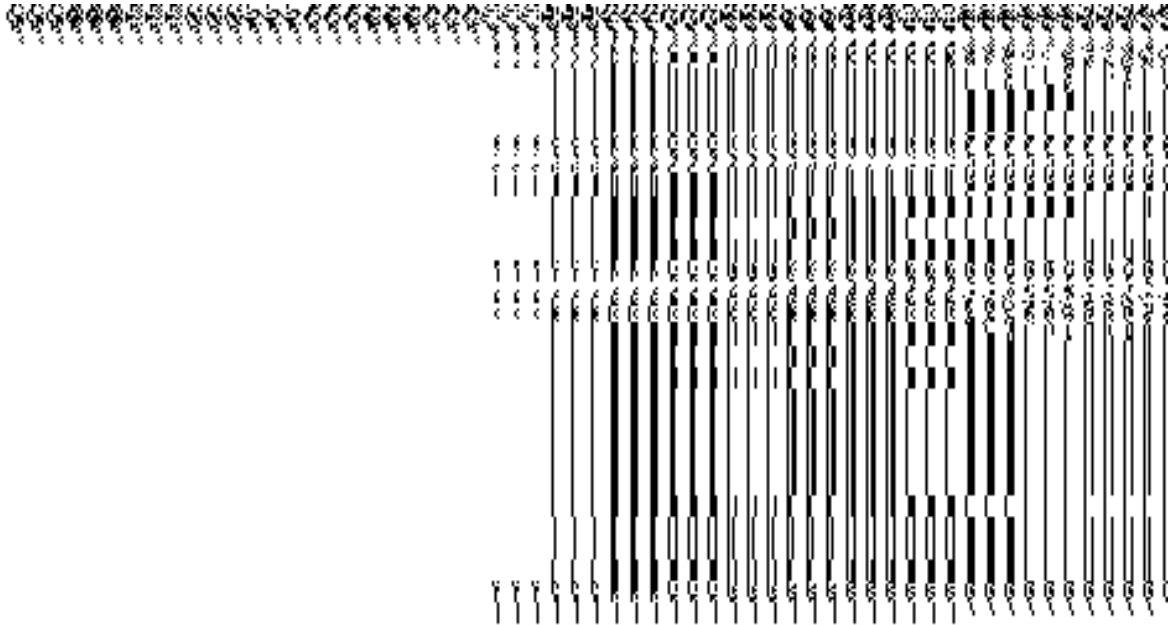


Fig 5.9.3.1

Pre-Condition

You should login into the application as Land Region Manager of state level and have privilege to invalidate district. Before invalidating a district, the government order and Map should be configured earlier. You can open the Invalidate District form by clicking the option **Invalidate** → **Invalidate District** is available to you from the left menu.

The Invalidate District form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Invalidate District : Select Source District	<p>Description: This field is used to select the district name that you want to delete.</p> <p>Validation: Select one district.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Whether the entire District is merged with another district (Yes, No)?	<p>Description: This field is used to select whether the entire district is going to be merged with another district or not.</p> <ul style="list-style-type: none"> When you select the Yes option then you have to only select the district with which the district is going to be merged.

		<ul style="list-style-type: none"> When you select the No option then you have to select the districts in which selected sub district of invalidated district are going to be merged. <p>Validation: Select one radio button.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Target District: Select District to be merged with	<p>Description: This field is used to select the district in which the source district is going too merged.</p> <p>Validation: Select one of the district from given option.</p> <p>Mandatory/Optional: It is Mandatory to select a district.</p>
4	Target District: Select Sub-District	<p>Description: This field is only visible when you select the No option in the Whether the entire District is merged with another district (Yes, No) field. This field displays the list of sub district that can be merged to the target district.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is Mandatory field.</p>
5	Target District: Selected Sub District List	<p>Description: This field is only visible when you select the No option in the Whether the entire District is merged with another district (Yes, No) field. This field displays the list of the sub district that are merged in new district.</p> <p>Validation: It can't be empty</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Invalidate District** form contains the following buttons as indicated below:

- **Select Sub-District button:** This button is only visible when you select **No** option in the **Whether the entire District is merged with another District (Yes, No)** field. This button allows you to move the list of sub district that can be merged to the target sub district.
- **< button:** This button is only visible when you select **No** option in the **Whether the entire District is merged with another District (Yes, No)** field. This button allows you to unselect the selected sub district from the **Selected Sub-District List** field.

- **<< button:** This button is only visible when you select **No** option in the **Whether the entire District is merged with another District (Yes, No)** field. This button allows you to remove the complete list of the sub district from the selected sub district list.
- **Choose more District button:** This button is only visible when you select **No** option in the **Whether the entire District is merged with another District (Yes, No)** field. This button allows you to choose more district in which remaining sub district of the district are going to be merged.
- **Save button:** This button allows you to save the change made.
- **Close button:** In case you don't want to save the changes, you should click the Close button and return to home screen.

Flow of Form

To invalidate district, you need to follow the steps given below:

1. You should login into the application as state level Land Region Manager and have the privilege to invalidate district.
2. Click the option **Invalidate** → **Invalidate District** available on the left menu to open the form. The **Invalidate District** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district from the **Select Source District** drop down menu that you want to invalidate.
4. **Whether the entire District is merged with another District (Yes, No)?** Is a radio button field. It specifies whether the deleted district's sub districts are going to be merged with a single district or not.

α. When you select the **Yes** option then select the target district from the **Select Target District** drop down list.

β. When you select the **No** option then perform the following steps.

I. Select the district in which you want to merge some sub district of invalidated district from the **Select the District to be merged with** drop down list.

II. Select the sub district to be merged with selected district from **Select Sub-District** field and click the **Select Sub Districts** button to transfer sub district list to **Selected Sub District List** field.

III. Now click the **Choose more District** button to choose more district in which remaining sub districts of the district are going to be merged and

repeat step I and step II till all sub district of invalidated district are assigned to other district.

- Now, click the **Save** button to save the details or else click the Close button to abort invalidate district operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select district.	This indicates that you did not select the district that you want to delete.	Click “OK” to resume and select the district.
2.	Please select target district.	This indicates that you did not select the target district in which the invalidated district is going to be merged.	Click “OK” to resume and select target district.
3.	Please select the sub district that you want to merge.	This indicates that you did not select the sub district that you want to delete or the Selected Sub District List field is empty.	Click “OK” to resume and select district.
4.	Please select all sub districts to merge with target district.	This indicates that some sub districts are not assigned to other district.	Click “OK” to resume and select sub districts.

What happens when the Save button is clicked?

On clicking the **Save** button in the **Invalidate District** form, the **Upload Government Order** form is displayed. This form allows you to upload government order. In the **Upload Government Order** form, there is an option to upload government order. This option is visible when you select the **Upload Government Order** option for invalidate district operation while configuring the government order. In case, you have selected the **Generate Government Order** option for invalidate district operation while configuring government

order. In such case, the **Select Government Order Template** option is visible on the screen and allows you to select the government order template from the given list. You can edit the selected template details, if required.

A screen shown in Fig. 5.9.4.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** field is shown in Fig. 5.9.4.2:

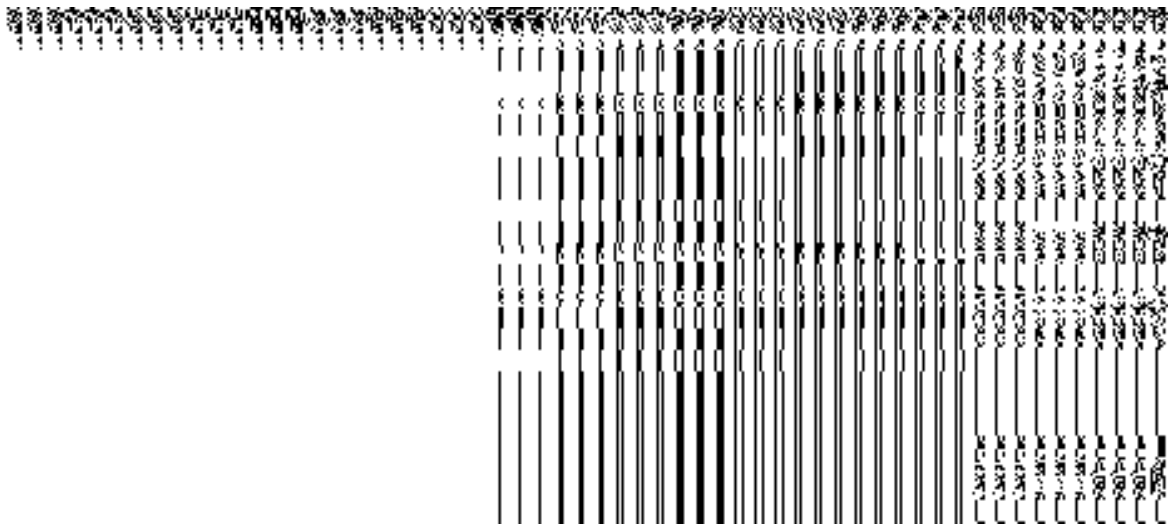


Fig 5.9.4.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.9.4.3:

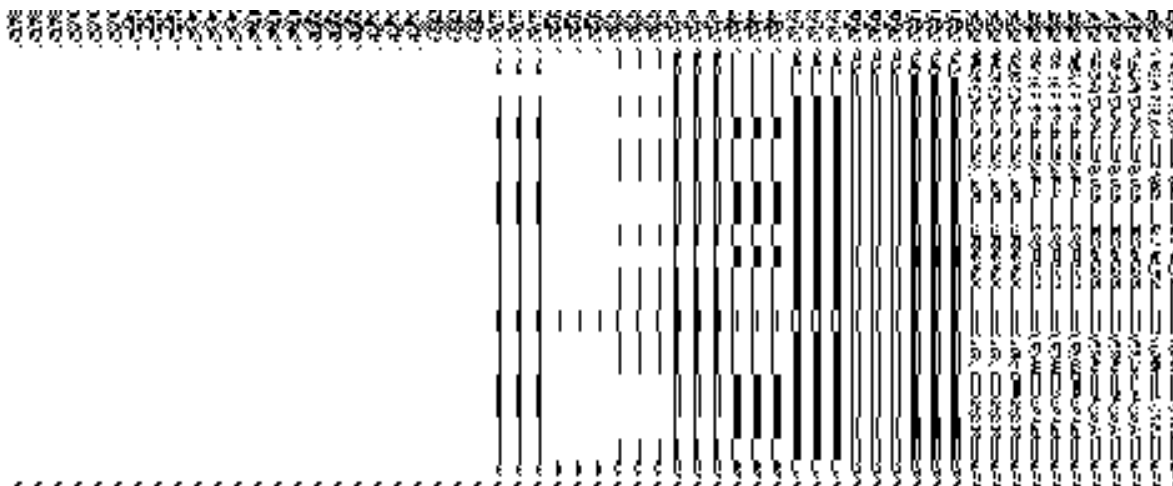


Fig 5.9.4.3

After select the government order template from the available list and click the **Save** button, the **Government Order Template** form is displayed on the screen in the editable format, as shown in Fig. 5.9.4.4:



Fig 5.9.4.4

Pre-Condition

The invalidate district detail should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number which states that a district is to be deleted. Example - order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date.

		<p>Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	<p>Government Order Details:</p> <p>Gazette Publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for invalidate district operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order Details:</p> <p>Select Government Order Template</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the invalidate district operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to the home screen.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to save the details. In case, the **Select Government Order Template** option is displayed when you selected **Generate Government Order** option while configuring government order. After selecting the government order template then the selected template is open in the editable format. Edit it and click the **Save** button to save the settings.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Save** button in the **Invalidate District** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the invalidate district operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **Invalidate District** form is displayed on the screen with the details about the invalidated district.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the invalidate district operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the

Save button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

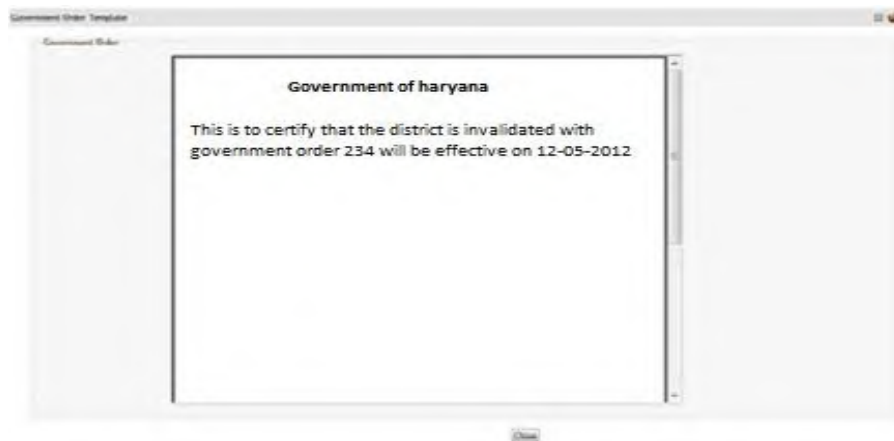
S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the Effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form then the **Invalidate District** form with invalidated district details is displayed on the screen. Now, you can verify that the invalidated district is deleted by using the **Manage District** option in the **District** section. The **Manage District** form is displayed. In this form, specify the details of the invalidated district, such as district code or name and

click the **Get** button. The message “**No district found**” is displayed on the same screen.

- When you **Save & Publish** button on the **Government Order Template** form then the government template is displayed. This screen displays the government order template details in PDF format.



Freeze/Unfreeze Land Regions (State)

Brief Description

The main purpose of this form is to allow you to **update the status of Land regions of a state as Freeze when data updation is gets completed. You can also change the status of a land region (District/State) as unfreeze in case any further modifications is required afterwards.**

A screen shown in Fig. 5.22.2.1 display's a sample screen shot of the **Freeze/Unfreeze Land Regions (State)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Freeze/Unfreeze Land Regions (State)** form is shown in Fig. 9.1.1.1:

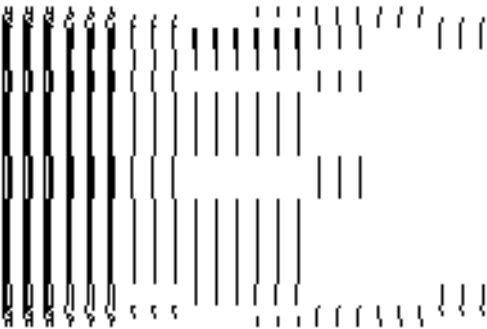
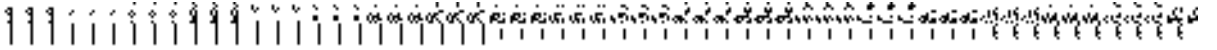


Fig 5.22.2.1

Un-Resolved Entity

General Description

This section allows you to add villages to block and also add Gazette publication date. In this section, you can also manage un-resolved land regions.

Manage Un-Resolved Entities (Land Region)

Brief Description

The main purpose of this form is to allow you to manage all existing land region entities. You can manage existing land region entities by clicking the **Manage Un-Resolved Entities (Land Region)** option in the **Un-Resolved Entity** section. The **Manage Un-Resolved Entities (Land Region)** form is displayed on the screen. In this form, there are two radio buttons namely

Warning State and **Disturb State**. On clicking any one of the radio button, the list of state as per the selection is displayed on the screen. Now, you can modify the details.

A screen shown in Fig. 5.20.4.1 display's a sample screen shot of the **Manage Un-Resolved Entities (Land Region)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Un-Resolved Entities (Land Region)** form is shown in Fig. 5.20.4.1:

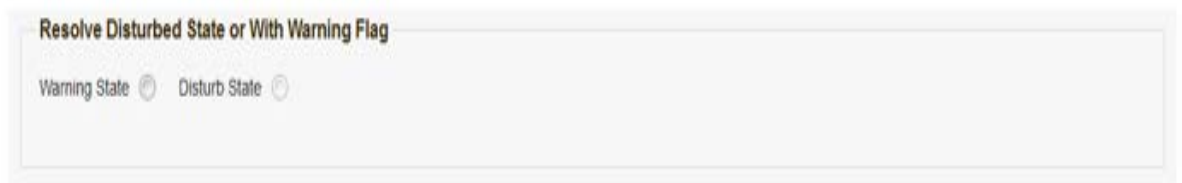


Fig 5.20.4.1

Pre-Condition

You should login into the system and have privilege to manage un-resolved land region entities. You can open the **Manage Un-Resolved Entities (Land Region)** form by clicking the option **Un-Resolved Entity → Manage Un-Resolved Entities (Land Region)** is available to you from the left menu.

The **Manage Un-Resolved Entities (Land Region)** form contains the following buttons as indicated below:

- **Warning State:** On clicking this button, the list of warning state is displayed on the screen.

Flow of Form

To manage unresolved land region entities, you need to follow the steps given below:

1. You should login into the application and have the privilege to manage un-resolved land region entity.
2. Click on the option **Un-Resolved Entity → Manage Un-Resolved Entities (Land Region)** available on the left menu to open the form.
3. The **Manage Un-Resolved Entities (Land Region)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
4. Select the check box adjacent to the warning state.
5. On selecting the radio button the list of states is displayed on the same screen. You can now modify the details.

What happens when you select the Warning State radio button?

When you select the **Warning State** radio button then the list of warning states entities is displayed on the screen, as shown in Fig. 5.20.4.2. This screen shows the **Action** icon. You can modify the details of the selected warning state.



Fig. 5.19.3.2:

What happens when the Action icon is clicked?

Once you click on the **Action icon** the screen will be redirected to the modification related land region entity form, where you can modify the details and remove the disturbed flag for the selected land region entity.

Miscellaneous Entity

General Description

This section allows you to update the standard code of the villages, such as Village Name (In Local), Census Code, and State Specific Code of the selected district and sub district.

Update Local Names, Other Standard Codes

Brief Description

The main purpose of this form is to allow you to update the local names and other standard codes, such as Census Code, and State Specific code, of the land region entities/ local bodies. You can also update the name in local language of the land region entities/ local bodies. You can change the local names, standard codes by clicking the **Update Local Names, Other Standard Codes** option in the **Miscellaneous Entity** section. The **Update Local Names, Other Standard Codes** form is displayed on the screen. In this screen, you have to select the district and sub district whose village standard codes you want to change. After selecting the district and sub districts, click the **Get Data** button to get list of villages whose local names /standard codes you can change.

A screen shown in Fig. 5.22.2.1 display's a sample screen shot of the **Update Local Names, Other Standard Codes** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Update Local Names, Other Standard Codes** form is shown in Fig. 5.22.2.1:



Fig 5.22.2.1

Pre-Condition

You should login into the application and have privilege to update other standard codes of the villages. You can open the **Update Local Names, Other Standard Codes** form by clicking the option **Miscellaneous Entity** → **Update Local Names, Other Standard Codes** is available to you from the left menu.

The **Update Local Names, Other Standard Codes** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Update Local Names, Other Standard Codes: Select District	Description: This field is used to select the district whose local name, standard codes you want to change. Validation: Select one district. Mandatory/Optional: It is a Mandatory field.
2	Update Other Standard Codes: Select Sub District	Description: This field is used to select the sub district whose local name, standard codes you want to change. Validation: Select one sub district. Mandatory/Optional: It is a Mandatory field.
3	Update Other Standard Codes: Select Village	Description: This field is used to select the village whose local names, standard codes you want to change. Validation: Select one village. Mandatory/Optional: It is a Mandatory field.
4	Update Other Standard Codes: Select Local Body Type	Description: This field is used to select the local body type whose local body you want to update. Validation: Select one local body type. Mandatory/Optional: It is a Mandatory field.

The **Update Local Names, Other Standard Codes** form contains the following buttons as indicated below:

- **Get Data button:** This button allow you to get the list of villages of the selected district and sub district.
- **Clear button:** This button allows you to remove or clear the selections of all fields.
- **Close button:** This button allows you return to the home page or abort the operation.

Flow of Form

To update local names, other standard codes, you need to follow the steps given below:

1. You should login into the application and have the privilege to update other standard codes.
2. Click the option **Miscellaneous Entity → Update Local Names, Other Standard Codes** available on the left menu to open the form.
3. The **Update Local Names, Other Standard Codes** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
4. Select the district from the **Select District** drop down list.
5. Select the sub district whose villages list you want to get from the **Select District** drop down list.
6. Select the Local Body Type from the drop down list, if you wish to update a local body.
7. After making the required selection, click the **Get Data** button to get the list of land region entities/local bodies whose local names, standard codes you want to change or click the **Cancel** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	Please select the district from the list.	This indicates that you did not select any district from the list.	Click OK button to resume and select the district.
2.	Please select the sub district from the list.	This indicates that you did not select any sub district from the list whose village	Click OK button to resume and select the sub district.

S. No.	Message	Reason	Expected Action
		list you want to get.	
3.	Please select District Panchayat	This indicates that you did not select a district panchayat for the intermediate panchayat whose local body you want to update.	Click OK button to resume and select the District Panchayat.
4.	Please select Intermediate Panchayat	This indicates that you did not select an intermediate panchayat.	Click OK button to resume and select the Intermediate Panchayat.

What happens when the Get Data button is clicked?

When you clicked the **Get Data** button, the new screen named **Update Local Names, Other Standard Codes** is again displayed on the screen. This screen displays the list of land region entity/ local body based on the selection made. Now, you can update the name in local language, census code and state specific code.

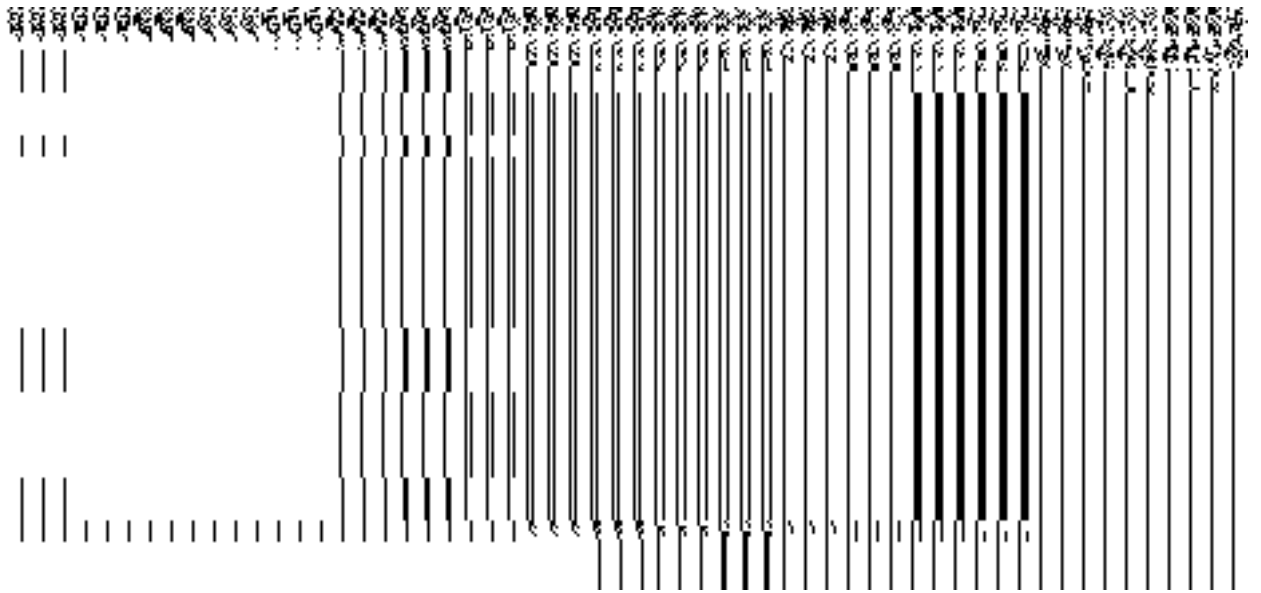


Fig. 5.22.2.2

Pre-Condition

The **Update Local Names, Other Standard Codes** form detail should be submitted.

The **Update Local Names, Other Standard Codes** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	District/ Sub-District/ Village Code Local Body Code in case of Local Bodies	Description: This field shows the district/sub-district/village code. You cannot edit this field. Validation: NA Mandatory/Optional: NA
2	District/ Sub-District/ Village Name(In English) Local Body Name in case of Local	Description: This field shows the district/sub-district/village name in English. You cannot edit this field. Validation: NA Mandatory/Optional: NA

	Bodies	
3	District/ Sub-District/ Village Name (In Local) Local Body Name (In Local Language) in case of Local Bodies	Description: This field is used to specify the name of the district/sub-district/village in local language. Validation: Enter data in local language Mandatory/Optional: It is an Optional field.
4	Census Code	Description: This field is used to specify the census code. Validation: Enter Census code in numeric format without spaces. Mandatory/Optional: It is an Optional field.
5	State Specific Code	Description: This field is used to specify the state code given to a particular state. Validation: Enter state code in alphanumeric format without spaces. Mandatory/Optional: It is an Optional field.

The **Update Local Names, Other Standard Codes** form contains the following buttons as indicated below:

- **Save & Update button:** This button allows you to save and update the changes made by you in the village standard code.
- **Close button:** This button allows you return to the home page or abort the operation.

Flow of Form

To update other standard codes of the villages, you need to follow the steps given below:

1. After clicking the Get Data button in the **Update Local Names, Other Standard Codes** form, the list of land region entities/ local bodies is displayed based on the selection made in the **Update Local Names, Other Standard Codes** form.

2. Specify the census code and state specific code in the **Census Code** and **State Specific Code** fields.
3. If you want to update the local language name then specify the name in local language in the **Name (In Local)** field.
4. After making all selections, click the **Save & Update** button to update the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please enter census code which should contain only characters [0-9].	This indicates that you entered the census code which contains the restricted characters.	Click “OK” to resume and specify the census code again.
3.	Please enter the State Specific Code should contain characters [A-Z],[a-z] and [0-9] only.	This indicates that you entered the state specific code which contains the restricted characters.	Click “OK” to resume and specify the state specific code again.
4.	Please enter the name in local language. Only brackets(), comma and dot are allowed from special characters list.	This indicates that you entered the name in local language which contains the restricted characters.	Click “OK” to resume and specify the name in local language again.

What happens when you click the Save & Update button?

When you click the Save & Update button then the local names, standard codes should be saved in the system and are available for modification.

Specific Operating Instruction(Blocks)

This section describes the each module and its related forms in details. It also explains fields, buttons, and flow to fill or handle the particular form in the application.

Configure System

General Description

The configure system allows you to configure the Local Government Directory. It includes the operations related to configuration of the following:

2. Configuration of Blocks setup in your state
 - a. Configure Government Order (Block)
 - b. Configure Map (Block)

Configure Government Order (Block)

Configure Government Order (Block)

Brief Description

The main purpose of this form is to allow you to configure the Government order generation for all operations related to block. You can configure Government order by clicking the **Configure Government Order (Block)** option in the **Configuration System** section. The **Configure Government Order (Block)** form is appeared on the screen. This form shows the list of operations performed on block. Before you want to perform any operation related to block, for each operation, you have to decide either to upload Government order or to generate Government order through the software.

A screen shown in Fig. 5.1.4.1 displays a sample screen shot of the **Configure Government Order (Block)** form that appears when you logged into the application as the **Block Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Block)** form is shown in Fig. 5.1.4.1.1:

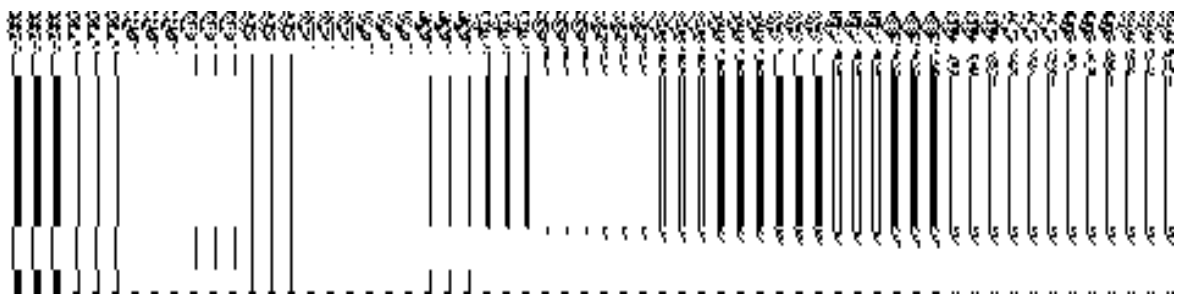


Fig 5.1.4.1.1

Pre-Condition

You should login into the application as **Block Manager** (State Level User) and have the privilege to configure Government order for block.

The **Configure Government Order (Block)** form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create New Block is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to block. From these options, you need to select the desired one. The Upload Government Order option is used to upload government order for an operation performed on the block. On the other hand, the Generate Government Order option is used to generate a government order template for an operation performed on the block.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/optional: It is a Mandatory field.</p>

The **Configure Government Order (Block)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the configuration settings made by you to configure Government order for block. After clicking this button, the next screen appears. This screen displays the government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure government order for block, you need to follow the steps given below:

1. You should login into the application as **Block Manager** (State Level User) and have the privilege to configure government order for block.
2. Click the **Configure System** → **Configure Government Order (Block)** option available on the left menu. The **Configure Government Order (Block)** form is displayed on the screen. You notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. This screen displays the list of **operations** whose Government order setting you can make. Adjacent to the **Operation** field, there is the **Options** field that consist the **Upload Government Order** and **Generate Government Order** radio button in front of each operation. Select the **Upload Government Order** or **Generate Government Order** option of an operation, whose settings you want to save.
4. Click the **Save** button to save the configuration settings of the Government order. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the configuration details get saved and displayed on the screen. This screen displays the government order configuration details of block, as shown in Fig. 5.1.4.1.2. On this screen, you can see the list of operations and the selected options for each operation. In case, you have chosen the **Upload Government Order** option for any operation then while performing that operation, you will have an option to **Upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

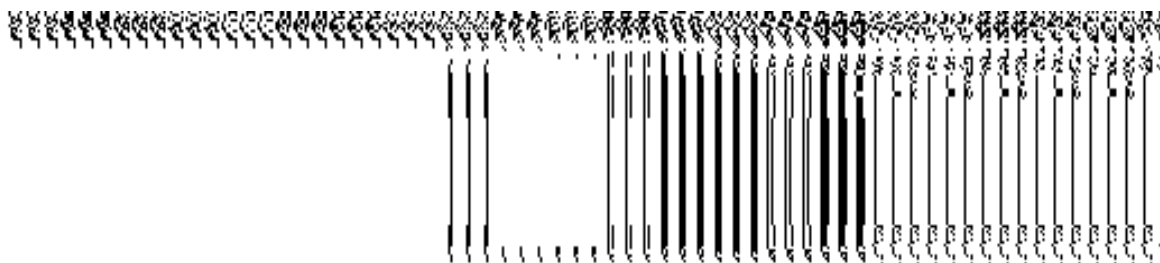


Fig. 5.1.4.1.2

Modify Configure Government Order (Block)

Brief Description

This form enables you to modify the already configured Government order for all operations related to block. To modify the configuration settings of the Government order for block, the Government order should be configured earlier. You can modify the configuration details by clicking the **Configure Government Order (Block)** option in the **Configure System** section. The **Configure Government Order (Block)** form is displayed on the screen, which shows the list of operations performed on block and the selected options for each operation.

A screen shown in Fig. 5.2.4.2 display's a sample screen shot of the **Configure Government Order** form that appears when you logged in as **Block Manager** (State Level User).

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Block)** form is shown in Fig. 5.1.4.2.1:

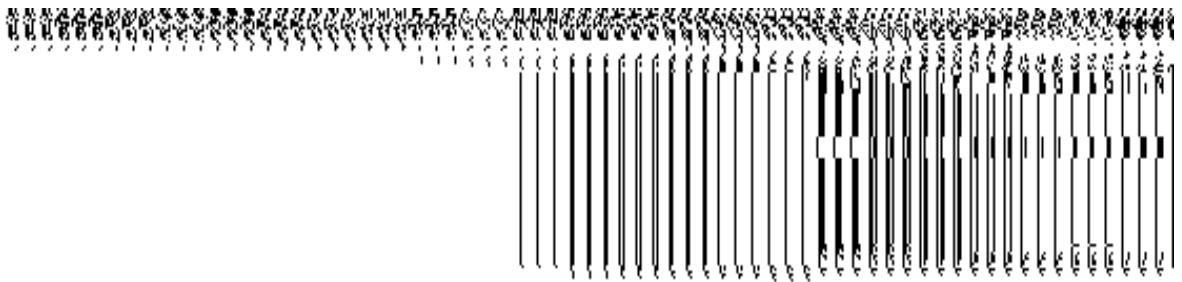


Fig 5.1.4.2.1

Pre-Condition

You should login into the application as **Block Manager** (State Level User) and have privilege to modify Government order for block. An existing configured Government order for block should be available for further modification.

The Configure Government Order (Block) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create New Block is an operation. Validation: NA

		Mandatory/optional: NA
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to block.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>

The **Configure Government Order (Block)** form contains buttons as indicated below:

- **Modify button:** This button allows you to modify the already configured details of the Government order for block.
- **Close button:** This button allows you to abort the modify Government order operation and will take you back to the main screen.

Flow of Form

To modify government order for block, you need to follow the steps given below:

1. You should login into the application as **Block Manager** (State Level User) and have the privilege to modify Government order for block.
2. Click the **Configure System**→**Configure Government Order (Block)** option available on the left menu. The **Configure Government Order (Block)** form appears and having to buttons namely **Modify** and **Close**..
3. Click the **Modify** button to modify details. On this screen, you can see the list of **operations** whose Government order settings you can make. Adjacent to the **Operation** field, there is the **Options** field that consists of the **Upload Government Order** and **Generate Government Order** radio buttons in front of each operation.

What happens when you click on the Modify button?

When you click the **Modify** button, the **Modify Configure Government Order** form for block is visible on the screen and now you can make the desired changes.

A screen shown in Fig. 5.1.4.2.2, display's a sample screen shot of the **Modify Configure Government Order** form for block that appears when you logged as **Block Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Government Order** form for block is shown in Fig. 5.1.4.2.2:

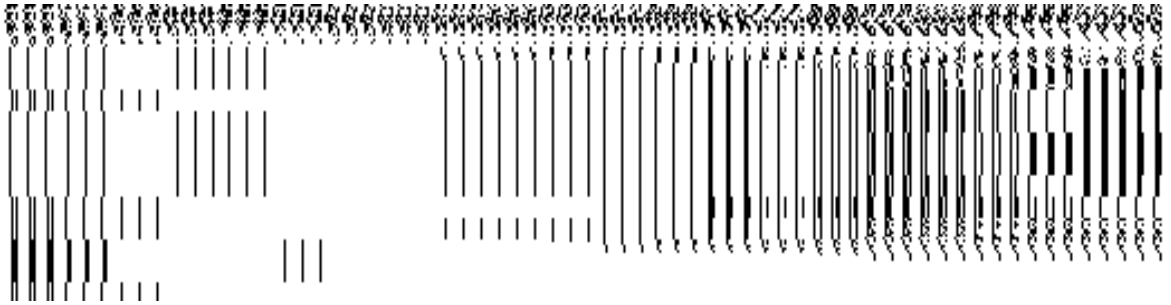


Fig 5.1.4.2.2

Pre-Condition

You should login into the application as **Block Manager** (State Level User) and have the privilege to modify configure Government order for block. To open the **Modify Configure Government Order** form for block, you need to click the option **Configure System**→**Configure Government Order (Block)** available on the left menu. The **Configure Government Order (Block)** form is displayed on the screen. On this form, click the **Modify** button to modify the configuration details.

The Modify Configure Government Order form for block consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create New Block is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to block. The Upload Government Order option is used to upload government order for each</p>

		<p>operation performed on block. On the other hand, the Generate Government Order option is used to generate a government order template through the software for each operation performed on block.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/optional: It is a Mandatory field.</p>
--	--	--

The **Modify Configure Government Order** form for block contains the following buttons as indicated below:

- **Update button:** This button allows you to update the configuration settings of Government order for block. After clicking this button, the next screen appears. This screen displays the government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to the home screen.

Flow of Form

To modify configure government order for block; you need to follow the steps given below:

1. After clicking the **Modify** button, the **Modify Configure Government Order** form for block is displayed in the screen in editable format.
2. This screen displays the list of **operations** whose Government order setting, you can make. Adjacent to the **Operation** field, there is the **Options** field that consist the **Upload Government Order** and **Generate Government Order** radio button in front of each operation. Select the **Upload Government Order** or **Generate Government Order** radio button of an operation, whose settings, you want to update.
3. Click the **Update** button to modify the settings for the given operations. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Update** button, the configuration details get modified and displayed on the screen. This screen displays the government order configuration details for block, as shown in Fig. 5.1.4.2.3. On this screen, you can see the list of operations and the selected options for each operation. In case, you have chosen the **Upload Government Order** option for any operation performed on block then while performing that operation, you will have an option

to **Upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

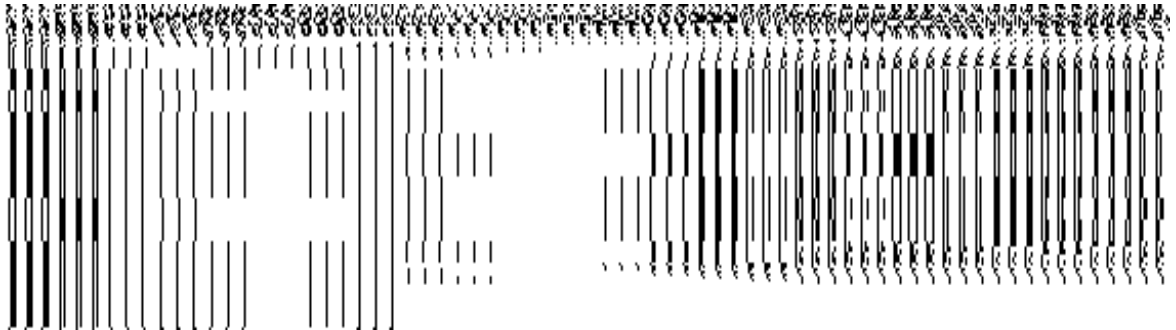


Fig. 5.1.4.2.3

Configure Map (Block)

5.1.9.1 Configure Map (Block)

Brief Description

The main purpose of this form is to allow you to configure the source of maps of the block. You can configure Map for block by clicking the option **Configure Map (Block)** option in the **Configure System** section. The **Configure Maps (Block)** form is displayed on the screen. In this form, you can see the land region entity as **Block** and options, such as **Upload Map** and **Separate Map Server**, for the block. These two options help in deciding either to upload Map, or to show the base url of the Map server (by using the Separate Map Server option), if any operation performed on block.

A screen shown in Fig. 5.1.9.1.1 display's a sample screen shot of the **Configure Maps** form for block which is appeared when you logged as **Block Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Block)** form is shown in Fig. 5.1.9.1.1:

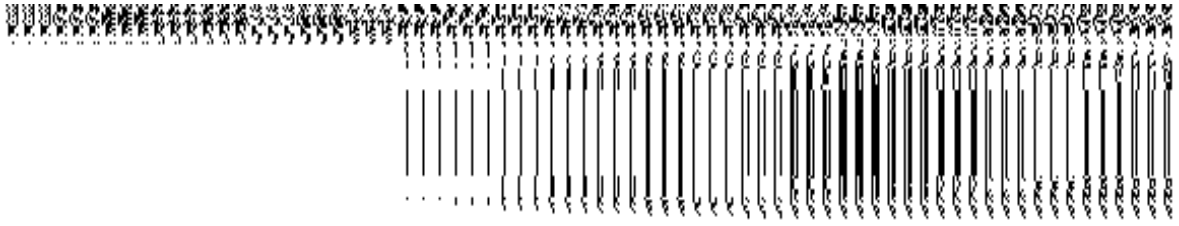


Fig 5.1.9.1.1

Pre-Condition

You should login into the application as **Block Manager** (State Level User) and have privileges to configure Map for block.

The **Configure Maps (Block)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Type of Land Region	<p>Description: This field shows the land region entity named Block, whose Map configuration settings, you can perform.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Map and Separate Map Server, for block. The Options are explained as follows:</p> <p>a). If you select the Upload Map option then whenever you perform any operations related to the Block then you will have an option to upload map.</p> <p>b). If you select the Separate Map Server option then, the system should prompt you to enter the base url of the map server for Block. Thus, you will see the base url of the Map server whenever any operation is performed on block.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Configure Maps (Block)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the Map configuration settings for block made by you. After clicking this button, the next screen appears. This screen displays the map setting made by you.

- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure map for block, you need to follow the steps given below:

1. You should login into the application as Block Manager (State Level User) and have the privilege to configure Map for block.
2. Click the **Configure System → Configure Map (Block)** option available on the left menu. The **Configure Maps (Block)** form is displayed on the screen. This screen displays the **land region entity (Block)** whose map configuration settings you can make. Adjacent to the **land region entity** field, there is an **Upload Map** and **Separate Map Server** radio buttons are available. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the **Upload Map** or **Separate Map Server** radio button of the land region entity (**Block**), whose settings, you want to save. If you select the **Upload Map** option then whenever you perform any operations related to Block then you have to upload a map. If you select the **Separate Map Server** option, a text box field is appeared, where you need to specify the base url of the map server. Thus, you can see the base url of the Map Server whenever any operation is performed on block.
4. Click the **Save** button to save the Map configuration settings for block. In case you don't want to configure the updates made by you, then press the close button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the Map configuration settings get saved and a new screen is displayed. On this screen, you can see the land region entity (Block) and the selected options for block. In case, you have chosen the **Upload Map** option for block then while performing any operation on that block, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option for block then you have to specify the base url of the Map server and while performing any operation on that block, you can the mentioned base url of the Map server.

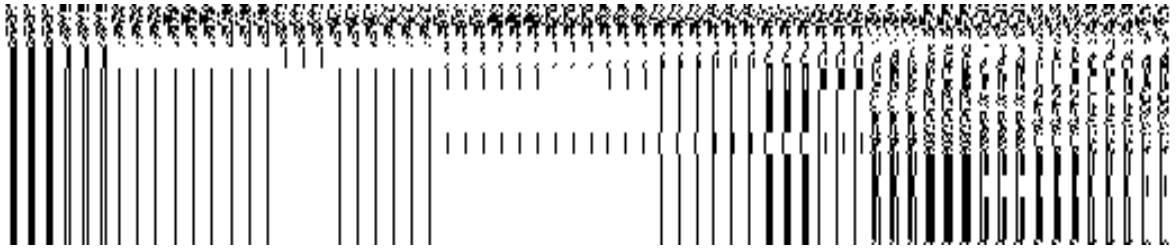


Fig. 1.9.1.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of the map server is not entered.	Select the field and specify the base url for the selected block.
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

5.1.9.2 Modify Configure Map (Block)

Brief Description

This form enables you to modify the already configured Map settings for block. To modify the Map configuration settings for block, the Map should be configured earlier. After this, you can modify the Map configuration for block by clicking the **Configure Map (Block)** option in the **Configure System** section. The **Configure Maps (Block)** form is displayed on the screen. This form shows the land region entity named as block and the selected options, such as **Upload Map** and **Separate Map Server**, for the block.

A screen shown in Fig. 5.1.9.2.1 display's a sample screen shot of the **Configure Maps (Block)** form that is appeared when you logged as **Block Manager** (State Level User). All the fields marked with * symbol indicates that these are mandatory field.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Block)** form is shown in Fig. 5.1.9.2.1:

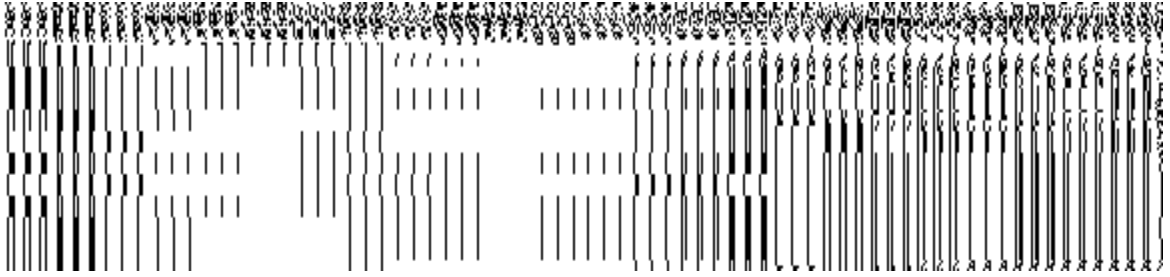


Fig 5.1.9.2.1

Pre-Condition

You should login into the application as **Block Manager** (State Level User) and have privilege to modify Map configuration for block. An existing configured Map for block should be available then you can modify Map configuration settings.

The Configure Maps (Block) form contains the following fields as indicated below:

Sno	Field Name	Explanation
1	Land Region Name	<p>Description: This field shows the Block, whose Map configuration settings, you can modify.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Map or Separate Map Server, related to land region entity (Block).</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Base URL	<p>Description: This field shows the base url of the Map server. This field is shown when you select the Separate Map Server option and specify the base url of the Map server.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Configure Maps (Block)** form contains the following buttons as indicated below:

- **Modify button:** This button allows you to modify the Map configuration settings for block.
- **Close button:** This button allows you to abort the Modify Configure Map operation and will take you back to the main screen.

Flow of Form

To modify Map configuration details of the block, you need to follow the steps given below:

1. You should be logged in to the application as **Block Manager** (State Level User) and have privileges to modify Map configuration details for block.
2. Click the **Configure System** → **Configure Map (Block)** option available on the left menu. The **Configure Maps (Block)** form is displayed on the screen. This form displays the list of **land region entity (as Block)** whose map configuration settings you can modify. Adjacent to the **type of land region entity** field, there is an **Upload Map** and **Separate Map Server** radio buttons are available in front of each entity type.
3. Click the **Modify** button to modify Map configuration details for block.

What happens when you click on the modify button?

When you click the **Modify** button, the **Modify Configure Maps (Block)** form is visible and now you can make the desired changes.

A screen shown in Fig. 5.1.9.2.2 displays a sample screen shot of the **Modify Configure Maps (Block)** form that appears when you logged as **Block Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Maps (Block)** form is shown in Fig. 5.1.9.2.2:

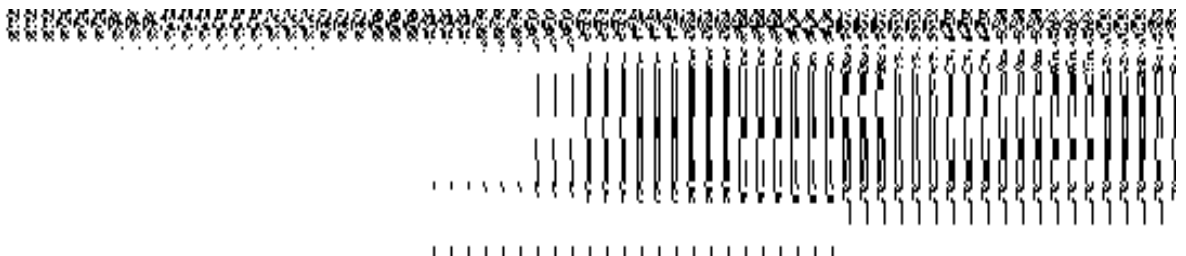


Fig. 5.1.9.2.2

Pre-Condition

You should login into the application as **Block Manager** (State Level User) and have the privilege to modify Map configuration settings for block. To open the **Modify Configure Maps (Block)** form, click the option **Configure System**→ **Configure Map (Block)** available on the left menu. The **Configure Maps (Block)** form is displayed on the screen. Click the **Modify** button to modify the Map configuration details.

The **Modify Configure Maps (Block)** form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Type of Land Region	Description: This field shows the land region entity named as Block, whose Map configuration settings, you want to modify. Validation: NA Mandatory/Optional: NA
2	Options	Description: This field shows the Options, such as Upload Map and Separate Map Server , related to block. The Options are described as follows: a) If you select the Upload Map option then whenever you perform any operations related to the Block then you will have an option to upload map. b) If you select the Separate Map Server option then, the system should prompt you to enter the base url of the map server for Block. Thus, you will see the base url of the Map server whenever you perform any operation on Block. Validation: Click one radio button. Mandatory/Optional: It is a Mandatory field.

The **Modify Configure Maps (Block)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to update the Map configurations settings for block made by you. After clicking this button, the next screen appears. This screen displays the map setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify Map configuration settings for block, you need to follow the steps given below:

1. After click the **Modify** button, the **Modify Configure Maps (Block)** form is displayed again in the screen. This screen displays the list of **land region entity (as Block)** whose map configuration setting you can make. Adjacent to the **type of land region entity** field, there is an **Upload Map** and **Separate Map Server** radio buttons are available in front of the Block entity. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the **Upload Map** or **Separate Map Server** radio button of the land region entity (**Block**), whose settings, you want to save. If you select the **Upload Map** option then whenever you perform any operations related to block then you have to upload a map. If you select the **Separate Map Server** option, a text box field is appeared, where you need to specify the base url of the map server. Thus, you will see the base url of the Map Server whenever you perform any operation on block.
3. Click the **Save** button to save the Map configuration settings for block. In case you don't want to configure the updates made by you, then press the Close button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the Map configuration settings get modified and a new screen is displayed. On this screen, you can see the land region entity (Block) and options related to block. In case, you have chosen the **Upload Map** option for block then while performing any operation on that block, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option for block and specified the base url of the Map server then while performing any operation on that block, you will see the base url of the Map server.

Fig. 5.1.9.2.3

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of the map server is not entered.	Select the field and specify the base url for the selected block.
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

Block

General Description

This section allows you to create a new block, in this you can enter the general details, GIS node, headquarter of new block, contributing land region etc. This section also allows you to manage an existing block. This section is accessed at state and district level.

Create Block

Brief Description

The main purpose of this form is to allow you to create a new block. A new block is created by the **Block Manager** of the state or district. A State Level Block Manager can create blocks that span across more than one district. On the other hand, a District Level Block Manager

can create blocks for districts which are assigned to him. You can create a block by using the **Create Block** option in the **Block** section. The **Create Block** form is displayed on the screen. This form is used to add the block details, such as general details, headquarter details, GIS nodes details, and contributing land region details. In this form, you can see the **Upload Map** option. This option is visible when you select the **Upload Map** option while configuring Map for block. Before creating a new block, the map, government order and nomenclature of sub district should be configured. In addition, you have to remember that the definition of block and sub district should be different. These settings can be made while defining Nomenclature of Sub District. If the definition of sub district and block is same then you cannot create block as the block and sub district both are treated as same.

A screen shown in Fig. 5.6.2 display's a sample screen shot of the **Create Block** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create Block** form is shown in Fig. 5.6.2:

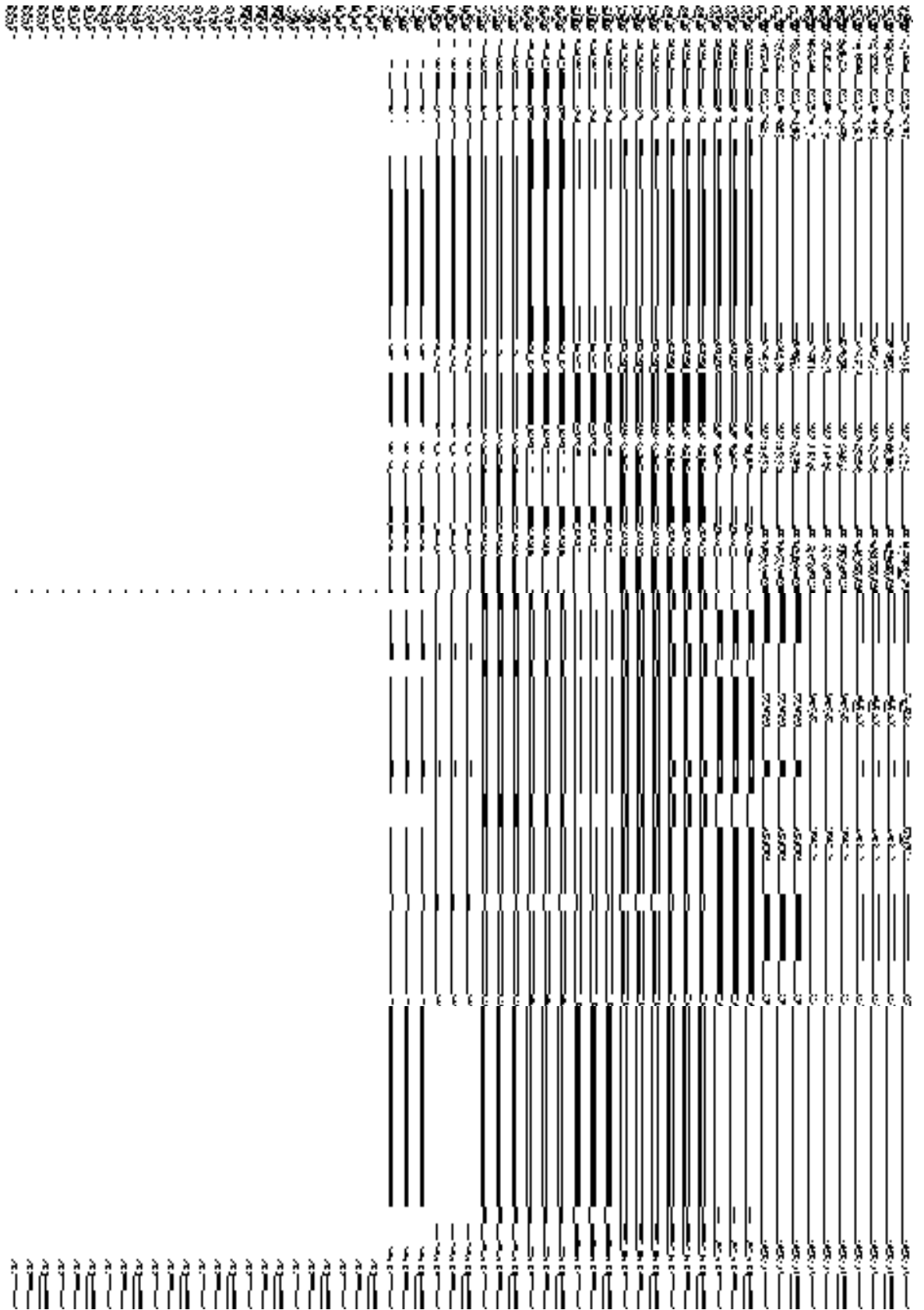


Fig 5.6.2

Pre-Condition

You should login into the application and have privilege to create a new block. If you are State Level Block Manager then you can create blocks that span across more than one district. On the other hand, if you are District Level Block Manager then you can create blocks for districts which are assigned to him. Before creating block, you have to configure the Map and government order for block and also defined the nomenclature of sub district. While defining nomenclature of sub district, you need to remember that you have to select the option so that the definition of block and sub district should be different. You can open the **Create Block** form by clicking the option **Block → Create Block** is available to you from the left menu to open the form.

The Create Block form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select District :Select District	Description: This field is used to select the districts in which the block is to be created. This field is not visible in case you logged as a State Level User. Validation: Select one district from given list. Mandatory/Optional: It is a Mandatory to select a district.
2	General Details for New Block: Name of New Block (In English)	Description: This field is used to specify the name of a new block in English. For example - dalar. Validation: Enter the new name in alphabets. Mandatory/Optional: It is a Mandatory field.
3	General Details for New Block: Name of Block (In Local)	Description: This field is used to specify the name of the new block in local language. For example – डालर. Validation: Enter the new name in local language. Mandatory/Optional: It is an Optional field.
4	General Details for New Block: Alias (In English)	Description: This field is used to specify an alternative name of the Block in English. For example - dalar alias name is daalpur. Validation: Enter the new name in alphabets and can use some special

		<p>character [-, ., space].</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>General Details for New Block:</p> <p>Alias (In Local Language)</p>	<p>Description: This field is used to specify an alternative name of Block in local language. For example – दालपुर.</p> <p>Validation: Enter the alternative name of Block in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	<p>General Details for New Block:</p> <p>State Specific Code</p>	<p>Description: This field is used to specify the state specific code given to a particular state.</p> <p>Validation: Enter State code in alphanumeric format without spaces.</p> <p>Mandatory/Optional: It is an Optional field.</p>
7	<p>Headquarter:</p> <p>Name of Headquarter (In English)</p>	<p>Description: This field is used to specify the name of new Block in English. For example - Dalar head quarter.</p> <p>Validation: Enter the new name in alphabets.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	<p>Headquarter:</p> <p>Name of Headquarter (In Local)</p>	<p>Description: This field is used to specify the name of new Block in local language. For example - Dalar head quarter.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	<p>GIS Nodes:</p> <p>Latitude</p>	<p>Description: This field is used to specify the latitude of the GIS node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is Optional field.</p>
10	<p>GIS Nodes:</p> <p>Longitude</p>	<p>Description: This field is used to specify the longitude of the GIS node.</p> <p>Validation: Enter data in alphanumeric format.</p>

		Mandatory/Optional: It is Optional field.
11	GIS Nodes: Upload Map	Description: This field is used to upload the map. This field is only visible when you have selected the Upload Map option while configuring the map for block. Validation: NA Mandatory/Optional: It is an Optional field.
13	Contributing Land Region: Select from Unmapped Regions (Villages)	Description: This field is used to select the unmapped regions to create a new block. Validation: NA Mandatory/Optional: It is an Optional field. But in case you selected the unmapped regions, then this field can't be empty.
18	Contributing Land Region: Select from ULB's	Description: This field is used to displays the list of ULB's to create a new block. Validation: NA Mandatory/Optional: It is an Optional field. But in case you selected from ULB's, then this field can't be empty.
20	Contributing Land Region: Select from Existing Blocks	Description: This field is used to displays the existing blocks to create a new block. Validation: It cannot be empty. Mandatory/Optional: It is an Optional field. But in case you selected from existing blocks, then this field can't be empty.

The **Create Block** form contains the following buttons as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Browse button:** This button allows you to browse the location of the Map.
- **Remove button:** This button allows you to remove all the attachments of the map.
- **Select Full Block button:** This button allows you to add the complete land region area of the selected block to create a new block.
- **Select Part Block button:** This button allows you to add some part of the land region area of the selected block to create a new block.

- **Get ULB, Villages Part of Blocks button:** This button allows you to get the list of villages of the selected block that's some part of land region you want to add to create a new block.
- **Select full Village button:** This button allows you to add complete land region area of the selected village to create a new block.
- **Select Part Village button:** This button allows you to add some part of the land region area of the selected village to create a new block.
- **Save & Publish button:** This button allows you to save and publish the block created.
- **Close button:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.

Flow of Form

To create a new block, you need to follow the steps given below:

1. You should login into the application and have the privilege to create a new block.
2. Click the option **Block → Create Block** available on the left menu to open the form. The **Create Block** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district in which you want to create a new block from the **Select District** drop down menu.
4. Specify the name of new block in English and local language in the **Name of New Block (In English)** and **Name of New Block (In Local)** fields.
5. Specify the alternate name of block in English and Local language in the **Alias (In English)** and **Alias (In Local)** fields.
6. Specify the state code given to the state in the **State Specific Code** field.
7. Specify the name of headquarter of block in English and in local language in the **Name of Headquarter (In English)** and **Name of Headquarter (In Local)** fields.
8. Specify the GIS nodes details in the **Latitude** and **Longitude** fields.
9. You can upload the Map by clicking the **Browse** button. On clicking this button, the **File Upload** screen is displayed and you have to select the location of the Map.
10. Select the block whose area you want utilize to create a new block from the **Blocks** field. You can select full block or part of block by selecting the block from the **Blocks** field and then clicking the **Select Full Block** or **Select Part Block** button. In case you want to select full block then you have to select at least two full blocks. In case you select the part block then you should click the **Get Village Part of Blocks** button to get village list in the **Villages** field.
11. Select the villages from the Villages field and click **Select Full village** button or **Select Part village** button.

12. After specifying all the details, click the **Save** button to save the details or click the **Close** button to abort the operation and will return to the home screen.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly select the district from the list	This indicates that you didn't select the district from the list.	Click "OK" to resume and select district.
2.	Please enter block name.	This indicates that you didn't specify the block name in English and try to save the details.	Click "OK" to resume and specify the block name in English.
3.	Block already exists with the entered name, Please enter a different name.	This indicates that you didn't specify unique name to the block.	Click "OK" to resume and specify unique name to the block.
4.	Block name should contain [A-Z] , [a-z] , [- ,.] and space only.	This indicates that you specified the block name which contains characters other than [A-Z],[a-z] , [-,.] and space.	Click "OK" to resume and specify the block name as per the mentioned criteria.
5.	Alias of the block name should contain [A-Z],[a-z] , [-,.] and space only.	This indicates that you used the restricted characters to specify the alias of the block name.	Click "OK" to resume and specify the alias block name as per the mentioned criteria.
6.	Kindly Select one or more contributing blocks	This indicates that you didn't selected any contributing block for creating new block.	Click "OK" to resume and select the blocks.
7.	You can't make the new block by shifting only one full block. Kindly select one more	This indicates that you select only one full block to create new block but you cannot create a block from	Click "OK" to resume and select the block.

S. No.	Message	Reason	Expected Action
	contributing block	one full block. You should select a part block or one more full or part block.	
8.	Kindly select part block from the list	This indicates that did not select part block and clicked get villages part of block.	Click “OK” to resume and select the part block.
9.	The new block should contain at least one village.	This indicates that you didn't select at least one village under the new block.	Click “OK” to resume and select at least one village under the new block.

What happens when the Save & Publish button is clicked?

On clicking the **Save & Publish** button, the **Upload Government Order** form is displayed. This form allows you to upload government order. In the **Upload Government Order** form, there is an option to upload government order. This option is visible when you select the **Upload Government Order** option for the create block operation while configuring the government order for block. In case, you have selected the **Generate Government Order** option for create block operation while configuring Government Order for block. In such case, the **Select Government Order Template** option is visible on the screen and allows you to select the government order template from the given list. You can edit the selected template details, if required.

A screen shown in Fig. 5.6.3 display's a sample screen shot of the **Upload Government Order** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.6.3:

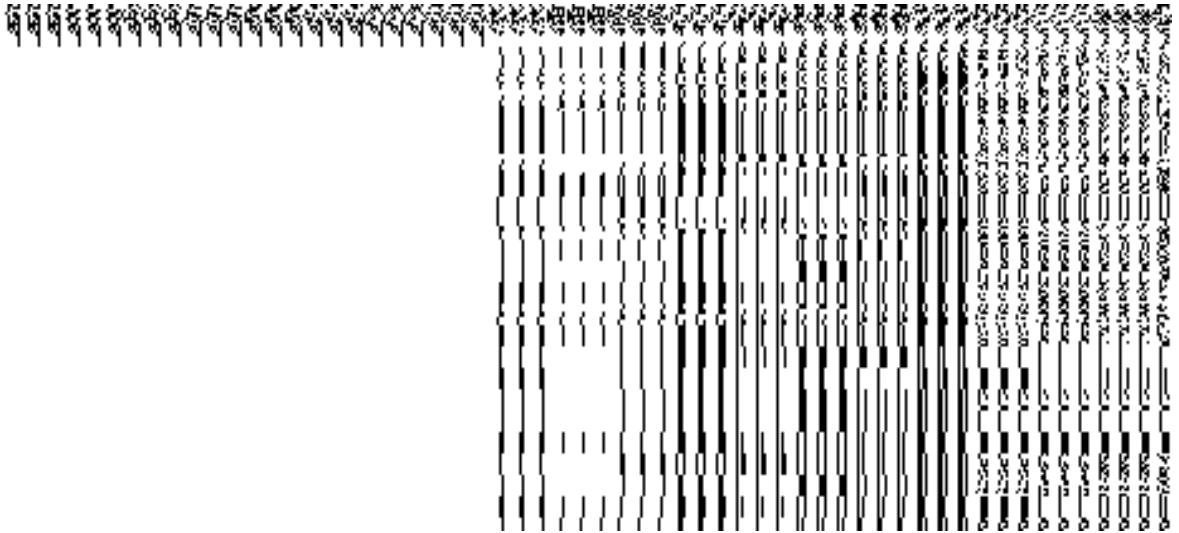


Fig 5.6.3

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.6.4:

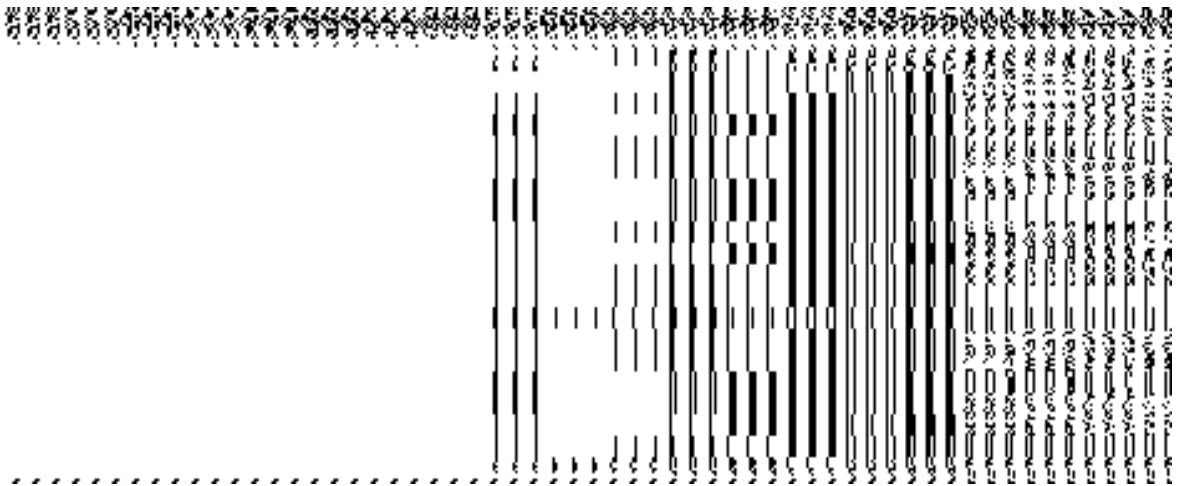


Fig 5.6.4

After select the government order template from the available list and click the **Save** button, the **Government Order Template** form is displayed on the screen in the editable format, as shown in Fig. 5.6.5:

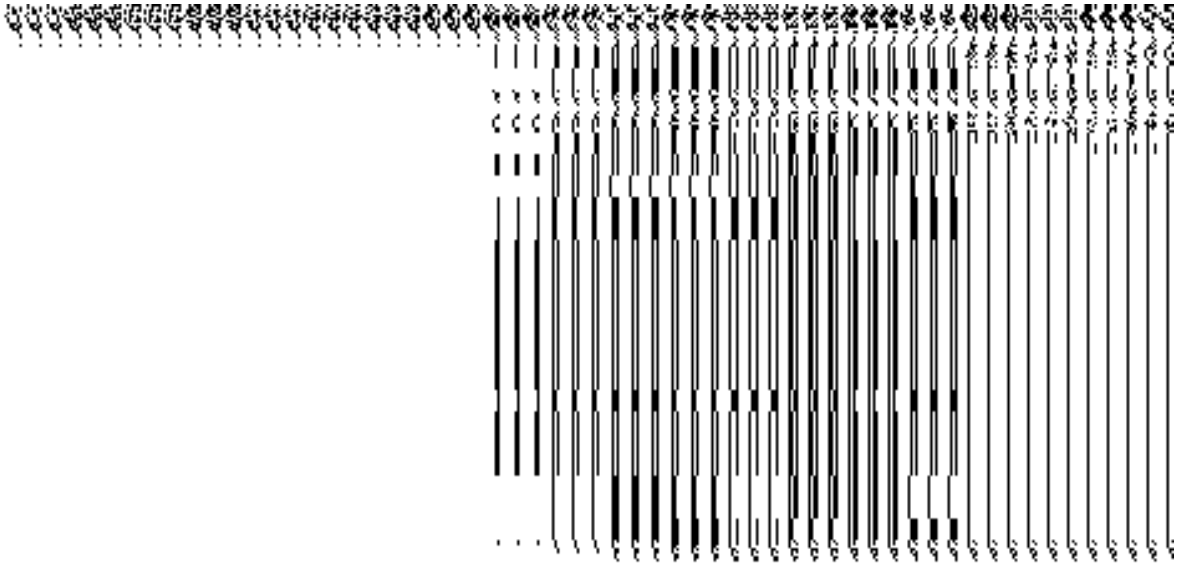


Fig. 5.6.5

Pre-Condition

The create block detail should be filled and you should have privilege to upload government.

The Upload Government Order form contains following fields as indicated below:

Sno	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number which states that a block is created. For example - order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details:	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date.

	Effective Date	<p>Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. For example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. orders generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Upload Government order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the create block operation while configuring the government order for block.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select the government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Shift District operation while configuring the government order for land region entities.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected **Upload Government Order** option while configuring government order.
- **Save button:** This button allows you to create new local body type. In case, the **Select Government Order Template** field is displayed when you selected **Generate Government Order** option while configuring Government order then a new screen is displayed. Now, click the **Save & Publish** button.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to the home screen.

Flow of Form

To upload government order, follow the steps given below:

1. When you click **Save & Publish** button, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the gazette publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create Block operation while configuring Government order for block. After upload the government order file and click the **Save** button. On clicking the **Save** button; a message "**Congratulations, New Block Details Have Been Saved!**" is displayed on the screen.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create Block operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in

editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.

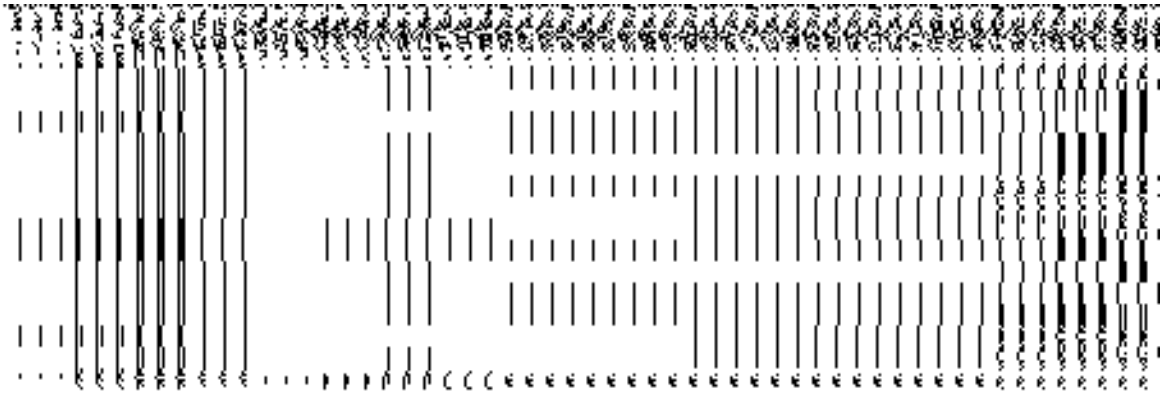
Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form; a message **“New Block is created successfully”** is displayed on the screen. Now, the new block is created and available for further modification. You can view the block details by using the **Manage Block** option in the **Block** section, which is discussed in details in upcoming section.



- On clicking **Save & Publish** button on the **Government Order Template** form, a new screen is displayed. This screen displays the government order template details and its format.

Manage Block

Brief Description

This form enables you to manage all existing blocks details. You can manage an existing block details by clicking the **Manage Block** option in the **Block** section. The **Manage Blocks** form is displayed on the screen. This form allows you to search the block details by using the search parameters, the **Select District** option is visible on the screen. This option is mandatory to fill. Once you will select the required parameters and clicks on the **Get** button, you will get the required details.

A screen shown in Fig. 5.6.3 display's a sample screen shot of the **Manage Blocks** form. All field marked with * are mandatory.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Blocks** form is shown in Fig. 5.6.3:

Fig. 5.6.3

Fig 5.6.4

Now enter the search criteria i.e. **Select District** whose block details you want to manage, as shown in Fig. 5.6.5:

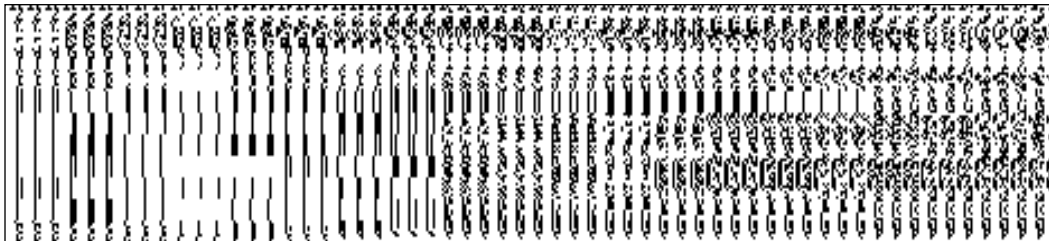


Fig 5.6.5

Pre-Condition

You should be logged in to the application and have privilege to manage block information. You can open the **Manage Blocks** form by clicking the option **Block**→ **Manage Block** is available to you from the left menu.

The Manage Blocks form contains the following fields as indicated below:

S.No	Field Name	Explanation
------	------------	-------------

1.	Select District	<p>Description: This field is used to select the district whose blocks list you want to view.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Manage Blocks** form contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of block. On clicking this button block list is displayed.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to the home page without viewing the block list.

Flow of Form

To manage block, you need to follow the steps given below:

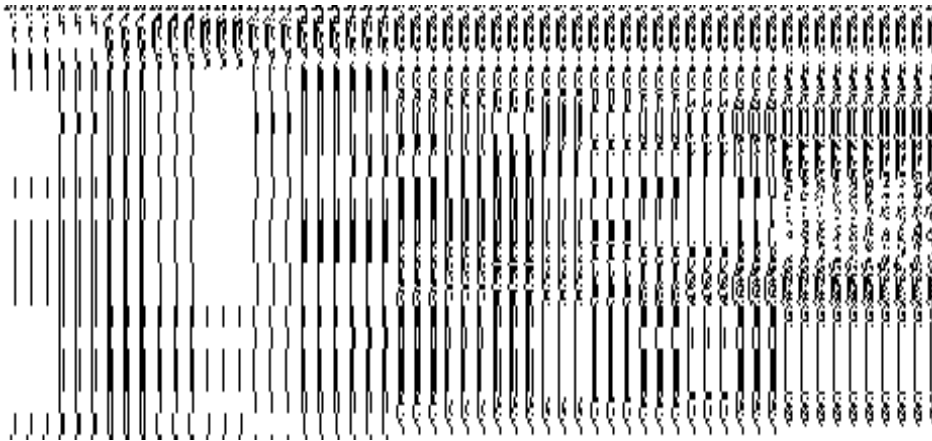
1. You should be logged in to the application and has privilege to manage block.
2. Click on the option **Block→ Manage Block** available from the left menu to open the form. The **Manage Blocks** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in. Select the desired **search parameter to search** the block. The **Select District field is visible on the screen. This field is necessary to fill.** After selecting the district name and click the **Get** button then the list of **blocks** in the selected district is displayed on the screen.
3. The searched result **also displays on the** same screen with the **four icons View, History, Correction, and Change.**

What happens when you click on Get button?

Once you click on **Get** button, you **will** get the list of blocks in the selected district or you can get the list of blocks in your state. The list

Fig. 5.6.6

The **Select District** field is displayed on the screen. It is a mandatory field and you must select a district name whose blocks you want to see. After selecting the district name, click the **Get** button. The list of blocks of the selected district is visible on the screen.



View Block

Brief Description

This form enables you to view the selected block details. You can view the block details by clicking the **View** icon in front of the block name in the **Manage Blocks** form. The **View Block Detail** form is displayed on the screen. This form shows the complete details of the selected block.

A screen shown in Fig. 5.6.3.1 display's a sample screen shot of the **View Block Detail** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Block Detail** form is shown in Fig. 5.6.3.1:

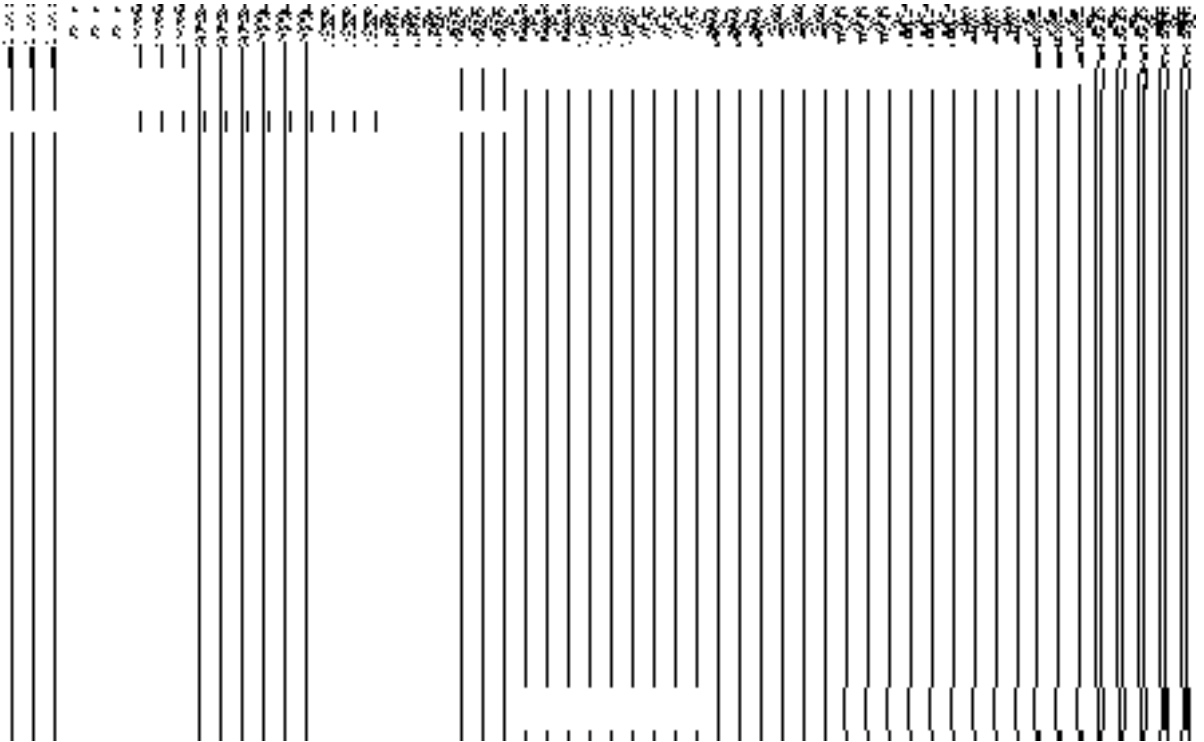


Fig 5.6.3.1

Pre-condition

You should be logged in to the application and have privilege to view an existing block details.

The View Block Detail form contains the following fields as indicated below:

Sno	Field Name	Explanation
1	Block Details : Block Code	Description: This field displays the block code of selected block. Validation: NA Mandatory/Optional: NA
2	Block Details : Block Version	Description: This field displays the version of the block. It tells how many times the block details have been modified. Validation: NA Mandatory/Optional: NA
3	Block Details : Block Name (in	Description: This field displays the block name in English.

	English)	Validation: NA Mandatory/Optional: NA
4	Block Details : Block Name (in local Language)	Description: This field displays the block name in local language. Validation: NA Mandatory/Optional: NA
5	Block Details : Block Alias (in English)	Description: This field displays an alternative name of the block in English. Validation: NA Mandatory/Optional: NA
6	Block Details : Block Alias (in Local Language)	Description: This field displays an alternative name of block in local language. Validation: NA Mandatory/Optional: NA
7	Block Details : State Specific Code	Description: This field displays the state specific code. Validation: NA Mandatory/Optional: NA
8	Block Details :: Order No	Description: This field displays an order number of order because of which block was created. Validation: NA Mandatory/Optional: NA
9	Block Details : Details: Order Date	Description: This field displays the date on which the order was given. Example - 12-12-2011. Validation: NA Mandatory/Optional: NA
10	Block Details :	Description: This field displays the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date.

	Effective Date	Example - 12-12-2011. Validation: NA Mandatory/Optional: NA
11	Block Details : Gazette Publication Date	Description: This field displays the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011. Validation: NA Mandatory/Optional: NA

The **View Block Detail** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to the home screen.

Flow of Form

To view block, you need to follow the steps given below:

1. After getting search result in the **Manage Blocks** form, click on **View** icon in front of the block name. The **View Block Detail** form is displayed on the screen. This form shows you the complete details with **Close** action buttons.
2. Click the **Close** button to close the details.

What happens when you click on View icon?

When you will click on the **View** icon then you will get the **View Block Detail** form. This form shows the complete details about the selected block, such as block name in English and local language, alias name of the block, census 2001 code, census 2011 code, order no, order date, etc.

View history

Brief Description

This form enables you to view the block history. You can view the block history by clicking the **History** icon in front of the block name in the **Manage Blocks** form. The **View Block History** form is displayed on the screen. This form displays the details about the block, such as Block Code, Block Name (In English), Block Version, Active Block, etc. The **Block Version** field shows that how many times the modification in the block details is done. On the other

hand, the **Active Block** field shows the block version which is active or inactive. The old version automatically become inactive when new version is created.

A screen shown in Fig. 5.6.3.2 display's a sample screen shot of the **View Block History** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Block History** form is shown in Fig. 5.6.3.2:

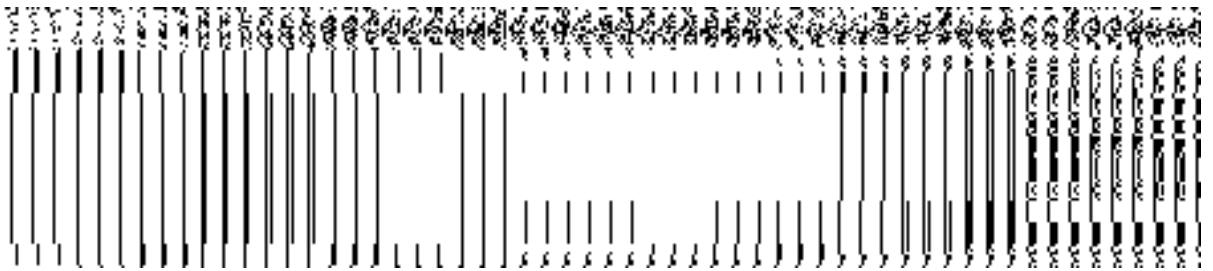


Fig 5.6.3.2

Pre-condition

You should be logged in to the application and have privilege to view history of block.

The View Block History form contains the following fields as indicated below:

Sno	Field Name	Explanation
1	Block Code	Description: This field displays the block code of the listed block. Validation: NA Mandatory/Optional: NA
2	Block Name(in English)	Description: This field displays the block name in English. Validation: NA Mandatory/Optional: NA
3	Block Version	Description: This field displays the version of the block. Validation: NA Mandatory/Optional: NA
4	Active Block	Description: This field displays the list the version which is active or inactive.

		The old version automatically become inactive when new version is created. Validation: NA Mandatory/Optional: NA
5	Created From	Description: This field displays the block from which it is created. Validation: NA Mandatory/Optional: NA
6	Created by	Description: This field displays the block from which it is created. Validation: NA Mandatory/Optional: NA

The **View Block History** form contains the following fields as indicated below:

- **Close button:** This button allows you to return to the home screen.

Flow of Form

To view block history, you need to follow the steps given below:

1. After getting search result in the **Manage Blocks** form, click on the **History** icon in front of the block name. The **View Block History** form is displayed on the screen. This form shows you the complete details with **Close** action buttons.
2. Click the **Close** button to close the details.

What happens when you click on History icon?

When you click on the **History** icon in front of the block name then you will get the **View Block History** form. This form displays the block history, such as block name in English, block code, version, active block, etc.

Correction

Brief Description

This form describes the **Correctin of Block**. The correction screen is displayed when you select correction option in the manage block. This option is used to edit the data entry

mistakes in the block details. When you select the correction option then the form is displayed and allows you to make desired correction.

A screen shown in Fig. 5.6.3.3.1 display's a sample screen shot of Correction of Block. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

Fig 5.6.3.3.1

Pre-condition

You should be logged in to the application and have privilege to correct detail.

Correction of Block form contains following **fields** as indicated below.

Sno	Field Name	Explanation
1	Block Name (in English)	Description- Name of new Block in English. The Block name can't be edited. Validation- NA Mandatory/Optional- NA.

2	Block Name (in Language) Local	Description- Block name in local language. The Block name can't be edited. Validation- NA Mandatory/Optional- NA.
3	Alias (in English)	Description- Alternative name of the Block in English. It can't be edited. Validation- NA Mandatory/Optional- NA.
4	Alias (in local language)	Description- Alternative name of Block in local language. It can't be edited. Validation- NA. Mandatory/Optional- NA.
5	Headquarters	Description- the headquarters of Block Validation- NA Mandatory/Optional- NA.
6	State specific code	Description- the State code given to a particular state. Validation- Enter State code in alphanumeric format without spaces. Mandatory/Optional- It is an Optional field.
7	GIS Nodes: Latitude(28° 4' N)	Description- The latitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional- It is Optional field.
8	GIS Nodes: Longitude(77° 2' E)	Description- The longitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional- It is Optional field.

9	Order No	<p>Description -The order number which states that a Block is to be modify. Example order123</p> <p>Validation- Enter the order number in alphabet or alphanumeric format.</p> <p>Mandatory/Optional- It is a mandatory field.</p>
10	Order date	<p>Description -The date on which the order was given. Example 12-12-2011</p> <p>Validation-Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional- It is a mandatory field.</p>
11	Effective Date	<p>Description -It is the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation-Enter date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional- It is a mandatory field.</p>
14	Gazette publication Date	<p>Description -It is the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p> <p>Validation-Enter date in given format DD-MM-YYYY. 1.In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. orders generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional- It is a mandatory field.</p>
15	Upload Government order	<p>Description -To upload government order.</p> <p>Validation-Upload at least one files.</p> <p>Mandatory/Optional- It is a mandatory field.</p>

Correction of Block form contains following **Buttons** as indicated below.

Add More Nodes Button- This button allows you to add more nodes.

Browse Button –This button allow you to browse a file to upload.

Save Button – This button allows you to save the correction made in **Block**.

Clear Button- This button allows you to clear the text entered in field.

Close Button- This button allows you to return to home screen.

Flow of Form

To make correction in Block detail, follow the steps given below:

1. Select the correction option in **Modify Block Option** Field.
2. Specify the state code in **State Specific Code** field.
3. Specify the GIS nodes details in **Latitude (28° 4' N)** and **Longitude (77° 2' E)** field
4. Specify the government order number **Order No** Field.
5. Specify the government order date in **Order Date** Field.
6. Specify the Effective order date in **Effective Date** Field.
7. Specify the Gazette Publish publication date in **Gazette publication date** field.
8. Upload the government order.
9. To Update form click save button or else click close to abort
10. In case you chose to update the form then a screen is displayed that displays the new details of block.

What happens when the form is modified?

Once you click on update button, the system validates the form for all mandatory fields and business validations and updates the record in the database. The updated record is still available for further modifications.

Validations/Error Messages:-

As you proceed, one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “ OK ” to resume and enter the order Number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.

Change

Brief Description

This form describes the **Change Block**. The change screen is displayed when you select change option. This option is used to change the block details. When you select the change option then the form is displayed and allows you to make desired changes.

A screen shown in Fig. 5.6.3.3.2 displays a sample screen shot of Change Block. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

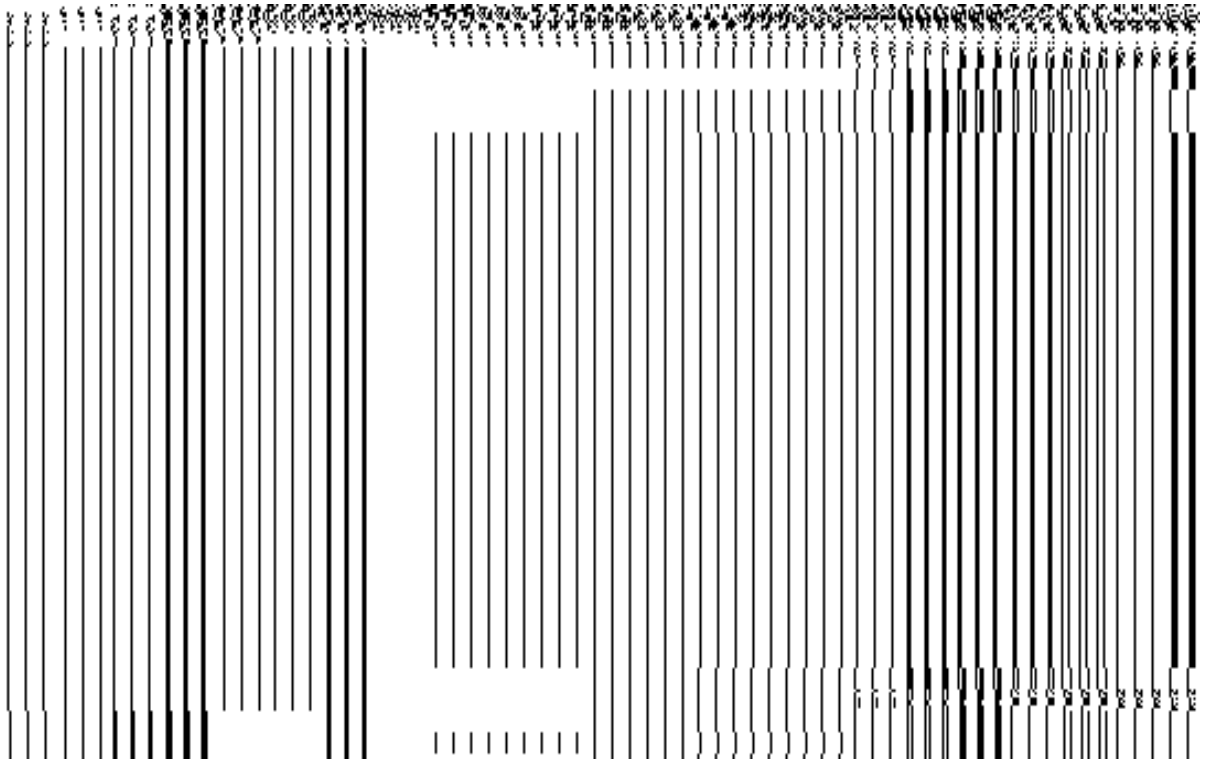


Fig 5.6.3.3.2

Pre-condition

You should be logged in to the application and have privilege to change Block detail.

Change of Block form contains following **fields** as indicated below.

Sno	Field Name	Explanation
1	Block Name (in English)	Description- Name of new Block in English. Validation- NA Mandatory/Optional- It is a mandatory field.
2	Block Name (in Language) Local	Description- Block name in local language. Validation- NA Mandatory/Optional- It is an optional field.
3	Alias (in English)	Description- Alternative name of the Block in English. Example dalar alias name is daalpur. Validation- NA

		Mandatory/Optional- It is an optional field.
4	Alias (in local language)	Description- Alternative name of Block in local language. Example दालपुर Validation- NA. Mandatory/Optional- It is an optional field.
5	State specific code	Description- the State code given to a particular state. Validation- Enter State code in alphanumeric format without spaces. Mandatory/Optional- It is an Optional field.
6	GIS Nodes: Latitude(28° 4' N)	Description- The latitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional- It is Optional field.
7	GIS Nodes: Longitude(77° 2' E)	Description- The longitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional- It is Optional field.
8	Order No	Description -The order number which states that a Block should be modified. Example order123 Validation- Enter the order number in alphabet or alphanumeric format. Mandatory/Optional- It is a mandatory field.
9	Order Date	Description -The date on which the order was given. Example 12-12-2011 Validation- Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional- It is a mandatory field.
10	Effective Date	Description -It is the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit

		<p>the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation-Enter date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional- It is a mandatory field.</p>
11	Gazette publication Date	<p>Description -It is the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p> <p>Validation-Enter date in given format DD-MM-YYYY. 1.In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. orders generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional- It is a mandatory field.</p>
11	Upload Government order	<p>Description -To upload government order.</p> <p>Validation-Upload at least one files.</p> <p>Mandatory/Optional- It is a mandatory field.</p>

Change Block form contains following **Buttons** as indicated below.

Save Button – This button allows you to save the changes made in **Modify Block**.

Clear Button- This button allows you to clear the text entered in field.

Close Button- This button allows you to return to home screen.

Flow of Form

To make changes in Block detail, follow the steps given below:

1. Select the Change option in **Manage Block Option** Field.
2. Specify the Block name in English and local language in **Block Name (In English)** and **Block Name (In Local)** Field.
3. Specify the alternate name of block in English and Local language in **Alias (In English)** and **Alias (In Local)** field.
4. Specify the government order number **Order No** Field.
5. Specify the government order date in **Order Date** Field.
6. Specify the Effective order date in **Effective Date** Field.
7. Specify the Gazette Publish publication date in **Gazette publication date** field.
8. Upload the government order
9. To Update form click save button or else click close to abort
10. In case you chose to update the form then a screen is displayed that displays the new details of block.

What happens when the form is modified?

Once you click on update button, all the changes are recorded in the system and a new version of the block should be recorded, starting from the effective date. The updated record is still available for further modifications.

Validations/Error Messages:-

As you proceed, one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	Please enter block name.	This indicates that you did not enter the block name in English.	Click "OK" to resume and enter the Block name in English.
2.	Order no is required.	This indicates that you did not enter the order number	Click "OK" to resume and enter the order Number.
3.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click "OK" to resume and enter the order date.

S. No.	Message	Reason	Expected Action
4.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
5.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.

5.6.1 Map Block wise Villages

Brief Description

The main purpose of this form is to allow you to map unmapped villages to a block. This form is accessed at the state and district level.

A screen shown in Fig. 5.6.4.1 display's a sample screen shot of **Map Block wise Villages**.

All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

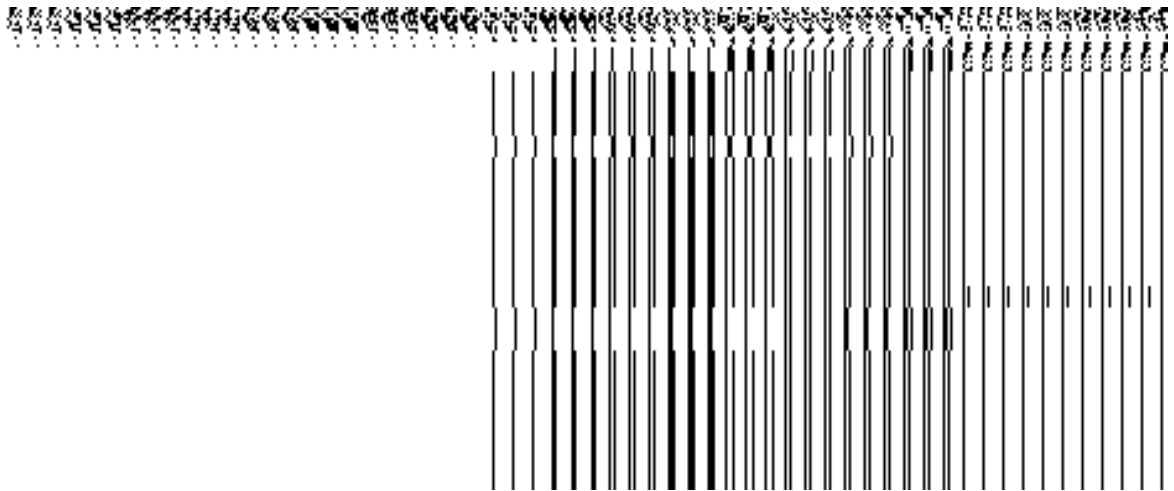


Fig 5.6.4.1

Pre-Condition

You should login into the system and have privilege to map unmapped villages. The option **Block → Map Block wise Villages** is available to you from the left menu to open the form.

Map Block wise Villages contains following fields as indicated below

Sn o	Field Name	Explanation
1	Select Target: Select Target Block	Description- The block to which the village would be mapped. Validation- Select one block Mandatory/Optional- It is a mandatory field.
2	Select source: Select Village	Description- displays the list of villages not mapped to any block. Validation- Select at least one village. Mandatory/Optional- It is a mandatory field.
3	Select Target: Selected Village List	Description- displays the list of selected villages that would be mapped to the block. Validation- At least one village selected. Mandatory/Optional- It is a mandatory field.

Map Block wise Villages form contains the following button as indicated below:

Close Button- This button allows you return to home screen without mapping villages to block.

Save Button- This button allows you to save and map villages to block.

Flow of Form

To map block wise villages, follow the steps given below:

1. You should login into the application have the privilege to map block wise villages.
2. Click option **Block → Map Block wise Villages** available on the left menu to open the form.
3. **Map Block wise Villages** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
4. Specify the target block to which the unmapped village will be mapped from **Select Target Block** field.
5. Select the villages that need to be mapped to block from the **Select Village** field. After selecting click >> Button to transfer village list to **selected village list** field.

6. Click the save button to save the mapping of the villages to the selected block.
7. In case you want to close the form, click the close button.

Validations/Error Messages:-

As you proceed, one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	Please enter required field.	This indicates that the mandatory field is left blank.	Click “OK” to resume and specify mandatory field.

What happens when the Save Button is clicked?

On clicking the **Save** button, the mapping of the villages to block is saved and is available to users for further reference.

Shift Village between Blocks

Brief Description

The main purpose of this form is to allow you to shift villages from one block to another block of the same district. This form is accessed at State and District level. If you logged as State Level User then you can shift villages from one block to another of the same district but you can shift the villages of any district. On the other hand, at district level user, you can shift villages of one block to another of his district only. You can shift villages between blocks by clicking the **Shift Village Between Blocks** option in the **Shift** section. The **Shift Villages from one Block to another** form is displayed on the screen. This form allows you to shift the villages from one block to another of the same district. When you logged as **State Level Land Region Manager** then the **Select Source District** field is visible to you and allows you to select the district whose villages you want to shift to another block. After this, you have to select the block name form the **Select Source Block** field. On selecting the block, the list of

villages in this block is visible on the **Available Village list** field. This field shows the list of villages that you can shift to another block by adding them in the **Contributing Village list** field. After making all the selection, you can click the **Save & Publish** button to save the details.

A screen shown in Fig. 5.8.5.1 display's a sample screen shot of the **Shift Villages from one Block to another** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Shift Villages from one Block to another** form is shown in Fig. 5.8.5.1:

Fig 5.8.5.1

Pre-Condition

You should login into the application and have privilege to shift villages from one block to another block of the same district. The villages of one block to another of the same district can be shifted by the state and district level users. At State Level User, you can shift villages from one block to another of the same district but you can shift the villages of any district. On the other hand, at district level user, you can shift villages of one block to another of his district only. In addition, the government order should be configured earlier. The option **Shift → Shift Village Block** is available to you from the left menu to open the form.

The Shift Villages from one Block to another form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Source: Select Source District	Description: This field is used to select the district whose village is going to be shifted. This option is not available at district level. Validation: Select one district from given option. Mandatory/Optional: It is a Mandatory to select a district, when you are logged in as state level user.
2	Select Source: Select Source Block	Description: This field is used to select the Block whose village is going to be shifted to another Block. Validation: Select one Block from given option. Mandatory/Optional: It is a Mandatory to select a block.
3	Select Target: Select Target Block	Description: This field is used to select the Block that will have the shifted village. Validation: Select one Block from given option. Mandatory/Optional: It is a Mandatory to select a Block.
4	Shift Villages: Available Village List	Description: This field displays the Village that can be shifted to target Block. Validation: It can't be empty Mandatory/Optional: It is a Mandatory field.
5	Shift Village: Contributing Village List	Description: This field displays the Villages that are shifted to selected target Block. Validation: It can't be empty. Mandatory/Optional: It is a Mandatory field.

The **Shift Villages from one Block to another** form contains the following buttons as indicated below:

- **>> Button:** This button allows you to transfer the complete list of the Village from the Available Village list to Contributing Village list field.
- **<< Button:** This button allows you to remove the complete list of the Village from the Contributing Village list field.
- **Save & Publish button:** This button allows you to save and publish the change made.
- **Close button:** In case you don't want to save the changes, you should click the Close button and return to the home screen.
- **Clear button:** This button allows you clear the selection made.

Flow of Form

To Shift villages from one block to another, you need to follow the steps given below:

1. You should login into the application and have the privilege to Shift village from one block to another.
2. Click the option **Shift→ Shift Village Between Blocks** available on the left menu to open the form. The **Shift Villages from one Block to another** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district and block whose villages you want to shift other block from the **Select Source District** and **Select Source Block** drop down list. In case, you logged as district level user then the **Select Source District** field is not visible to you.
4. Select the target block in which the selected village or villages is going to be shifted from the **Select Target Block** drop down list.
5. Select the village that you want to shift in the **Available Village list** field and click the **>>** button to transfer the selected village in the **Contributing Village list** field to shift the village in another target block.
6. After making all selection, click the **Save & Publish** button or else click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter the	This indicates that you did	Click "OK" to resume and select

S. No.	Message	Reason	Expected Action
	required fields.	not select the mandatory field.	mandatory field.
2.	Please select source district.	This indicate you did not select the district from which village is going to be shifted	Click “ OK ” to resume and select district.
3.	Please select source block.	This indicate you did not select the block from which village is going to be shifted	Click “ OK ” to resume and select Block.
4.	Please select target block.	This indicates you did not select the block to which village of shifted.	Click “ OK ” to resume and select block.
5.	Please select at least one village before shifting.	This indicates you did not select any village to be shifted so contributing village list is empty.	Click “ OK ” to resume and select village.

What happens when the save & Publish button is clicked?

On clicking the **Save and Publish** button, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. In this form, the **Upload Government Order** field is visible. The **Upload government Order** field is displayed when you selected the **Upload Government Order** option while configuring government order for land region entities. In case, you have selected the **Generate Government Order** option while configuring government order then the **Select Government Order Template** field is displayed. This field allows you to use the government order template and edit it if required.

A screen shown in Fig. 5.8.5.2 display’s a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.8.5.2:

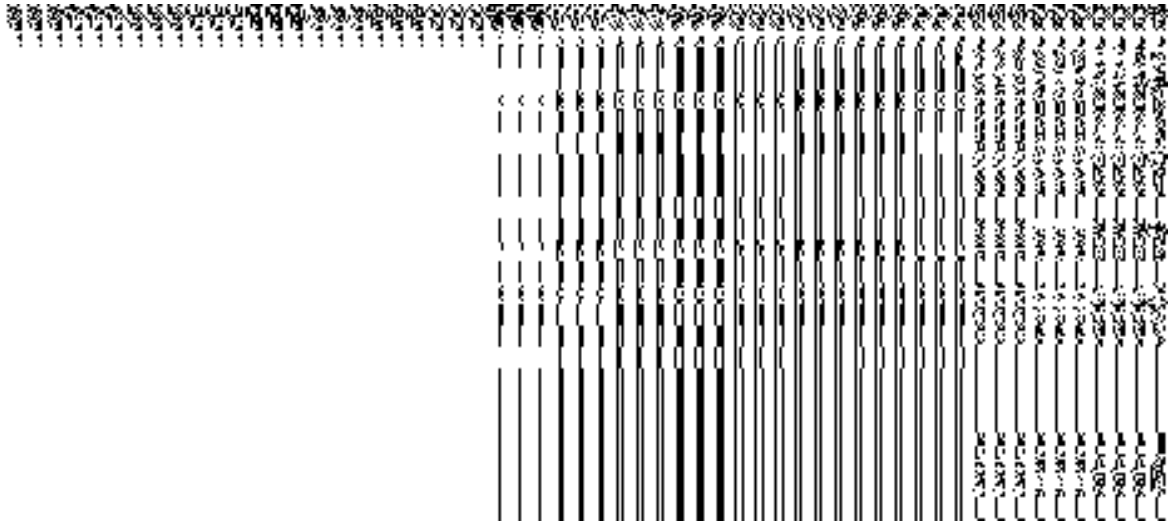


Fig 5.8.5.2

The **Upload Government Order** form with the **Generate Government Order** option is shown in Fig. 5.8.5.3:

Fig 5.8.5.3

When you select the government order template from the **Select Government Order Template** drop down list and clicks the **Save** button then the **Government Order Template** form is displayed on the screen. This form allows you to edit the selected template and makes it as per the requirement.

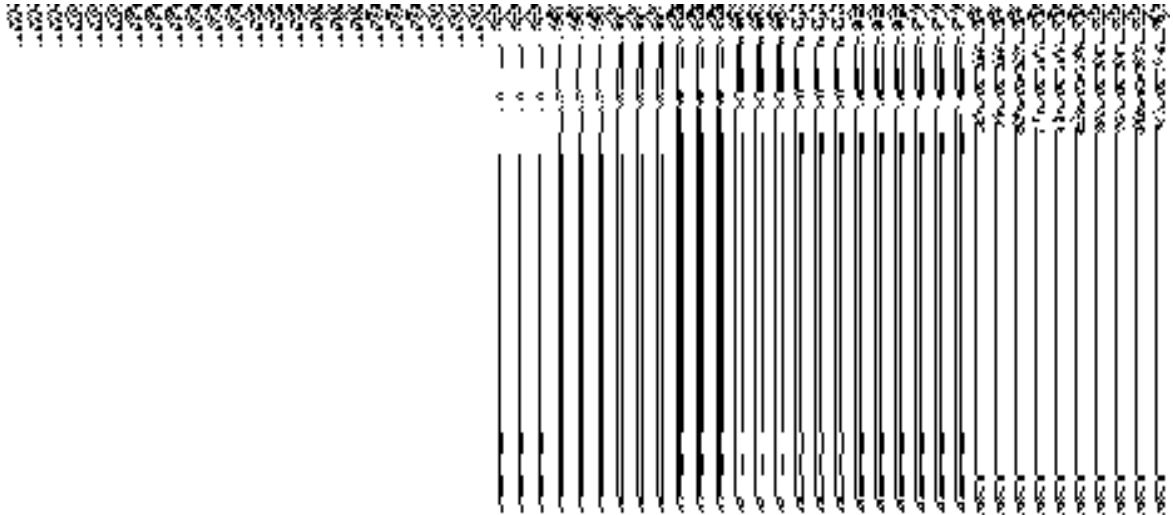


Fig 5.8.5.4

Pre-Condition

The shift villages from one block to another detail should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number which states that a village of block is to be shifted to another block. Example - order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details:	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date.

	Effective Date	<p>Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an optional field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. orders generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring the government order for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option while configuring the government order for land region entities.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Close button-**In case you don't want to proceed further, you should click the **Close** button and return to the home screen.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type. In case **Select Government order Template** is displayed when you selected the Generate Government Order option while configuring Government order then a new screen is displayed. Now click the **Save & Publish** button.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you click the **Save & Publish** button, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette publication date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the shift village operation while configuring Government order for land region entities. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **View Village History** form is visible on the screen with the shifted village details.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the shift village operation while configuring Government order. Now should select the template and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save & Publish** button to save the details.
7. Now, the selected villages get shifted.

Validations/Error Messages:-

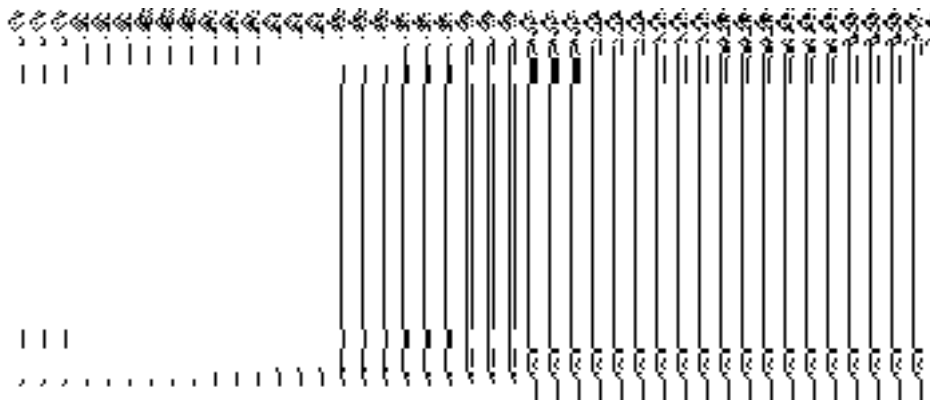
As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form then it displays the details of village history that is being shifted. If you want to close the village history details, click the **Close** button.

- When you clicked the **Save & Publish** button in the **government Order Template** form then the government template is displayed in the PDF format. If you want to close the village history details, click the **Close** button.



Invalidate Block

Brief Description

The main purpose of this form is to allow you to delete an existing block. An existing block can be merged with another block of the same or different district or different villages of the block can be merged with different blocks of the same or different district. A state level and district level users can invalidate an existing block. At state level, the block of one district can be merged with block of another district but at district level, the block can be merged with another block of same district. You can invalidate an existing block by clicking the **Invalidate Block** option in the **Invalidate** section. The **Invalidate Block** form is appeared on the screen. This form allows you to specify the details of the block that you want to delete and also specify whether the selected block is merged with another block or not.

A screen shown in Fig. 5.9.6.1 display's a sample screen shot of the **Invalidate Block** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Invalidate Block** form is shown in Fig. 5.9.6.1:

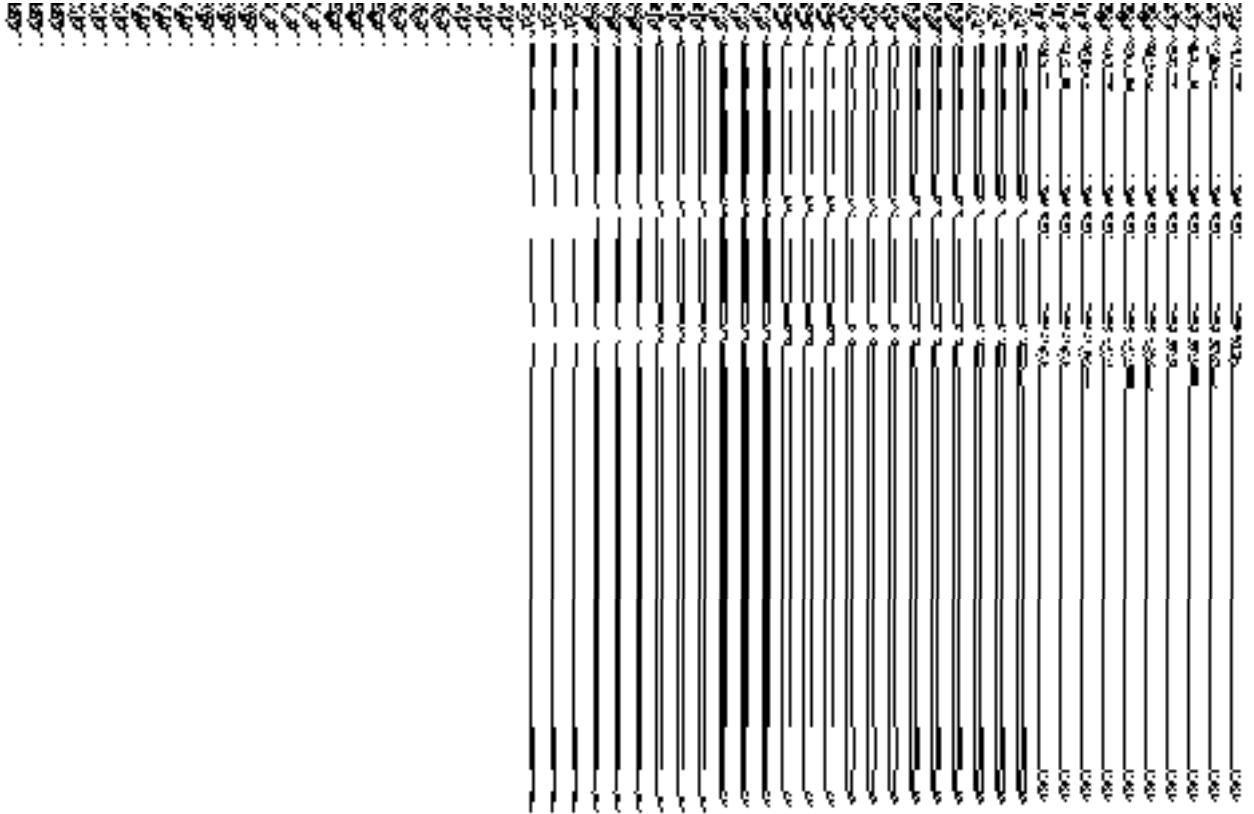


Fig 5.9.6.1

Pre-Condition

You should login into the application and have privilege to invalidate block. Before invalidating block, the government order and Map should be defined earlier. You can open the **Invalidate Block** form by clicking the option **Invalidate** → **Invalidate Block** is available to you from the left menu.

The **Invalidate Block** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Invalidate	Description: This field is used to select the district from which the block is

	Block: Select Source District	to be deleted. Validation: Select one district. Mandatory/Optional: It is a Mandatory field.
2	Invalidate Block: Select Source Block	Description: This field is used to select the block which is to be deleted. Validation: Select one block. Mandatory/Optional: It is a Mandatory field.
3	Whether the entire Block is merged with another Block (Yes, No)?	Description: This field is used to select whether the entire block is going to be merged with another block or not. <ul style="list-style-type: none">• When you select the Yes option then you have to select the district and target block in which invalidated block is going to be merged.• When you select the No option then you select the district and block in which selected villages of invalidated block are going to be merged. Validation: Select one radio button. Mandatory/Optional: It is a Mandatory field.
4	Selected the District to be merged with: Select Target District	Description: This field is used to select the district in which the source (invalidated) block is going too merged. Validation: Select district from given list. Mandatory/Optional: It is Mandatory field.
5	Selected the District to be merged with: Select the Block to be merged with	Description: This field is used to select the block in which the source (invalidated) block is going too merged. Validation: Select one of the block from given option. Mandatory/Optional: It is Mandatory field.
6	Selected the District to be merged with: Villages of	Description: This field is only visible when you select the No option in the Whether the entire Block is merged with another Block (Yes, No) field. This field displays the list of villages that can be merged to the target block.

	Block	<p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is Mandatory field.</p>
10	Selected the District to be merged with: Selected Villages of Block	<p>Description: This field is only visible when you select the No option in the Whether the entire Block is merged with another Block (Yes, No) field. This field displays the list of the villages that are merged in new block.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is an Optional field.</p>
11	Select ULB of Block	<p>Description: This field is only visible when you select the No option in the Whether the entire Block is merged with another Block (Yes, No) field. This field displays the ULBs of the Block to be merged in new block.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is an Optional field.</p>
12	Selected ULB of Block	<p>Description: This field is only visible when you select the No option in the Whether the entire Block is merged with another Block (Yes, No) field. This field displays the selected ULBs of the Block to be merged in new block.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Invalidate Block** form contains the following buttons as indicated below:

- **Select Villages button:** This button is only visible when you select the **No** option in the **Whether the entire Block is merged with another Block (Yes, No)** field. This button allows you to move the list of villages that can be merged to the target block.
- **Select ULB of Block button:** This button is only visible when you select the **No** option in the **Whether the entire Block is merged with another Block (Yes, No)** field. This button allows you to select ULBs of Block that can be merged to the target block.
- **< Button:** This button is only visible when you select the **No** option in the **Whether the entire Block is merged with another Block (Yes, No)** field. This button allows you to unselect the selected village from the selected village list.

- **<< Button:** This button is only visible when you select the **No** option in the **Whether the entire Block is merged with another Block (Yes, No)** field. This button allows you to remove the complete list of the villages from the selected village list.
- **Choose more Block button:** This button is only visible when you select the **No** option in the **Whether the entire Block is merged with another Block (Yes, No)** field. This button allows you to choose more Block in which remaining villages of the block are going to be merged.
- **Save button:** This button allows you to save the change made.
- **Close button:** In case you don't want to save the changes, you should click the **Close** button and return to home screen.

Flow of Form

To invalidate block, you need to follow the steps given below:

1. You should login into the application and have the privilege to Invalidate Block.
2. Click the option **Invalidate → Invalidate Block** available on the left menu to open the form. The **Invalidate Block** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district from the **Select Source District** drop down menu whose block you want to invalidate.
4. Select the block from the **Select Source Block** drop down menu that you want to invalidate.
5. **Whether the entire Block is merged with another Block (Yes, No)?** Is a radio button field. It specifies whether the deleted block villages are going to merge with a single block or not.
 - α. When you select the **Yes** option then select the target district and block from the **Select Target District** and **Select the Block to be merged with** drop down list.
 - β. When you select the **No** option then perform following steps.
 - I. Select the district and block in which you to merge some villages of the invalidated block from the **Select Target District** and **Select the Block to be merged with** drop down list.
 - II. Select the village to be merged with selected block from **Villages of Block** field and click the **Select villages** button to transfer villages list to **Selected Village of Block** field.

III. Select the **ULBs of Block** to be merged with the selected block from ULBs of Block field and click the **Select ULB of Block** button to transfer the ULBs to the **Selected ULB of Block** List.

Iç. Now, click the **Choose more Block** button to choose more Block in which remaining villages of the block are going to be merged and repeat step I and step II till all villages of invalidated block are assigned to other block.

6. Now click the **Save** to save the details or else click the **Close** button to abort the invalidate block operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select district.	This indicates that you did not select the district form which the block is to deleted.	Click “OK” to resume and select district.
2.	Please select the block to be invalidate	This indicates that you did not select the block to be invalidated.	Click “OK” to resume and select Block.
3.	Please select target district.	This indicates that you did not select the target district in which the invalidated block id going to be merged.	Click “OK” to resume and select district.
4.	Please select the block to merge with.	This indicates that you did not select the block with which the invalidated block is going to be merged.	Click “OK” to resume and select Block.
5.	Please select all villages to merge with target district.	This indicates that some villages are not assigned to other block.	Click “OK” to resume and select villages.

What happens when the Save button is clicked?

On clicking the **Save** button in the **Invalidate Block** form, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. In the **Upload Government Order** form, there is an option to upload government order. This option is visible when you select the **Upload Government Order** option for invalidate block operation while configuring the government order. In case, you have selected the **Generate Government Order** option for invalidate block operation while configuring government order. In such case, the **Select Government Order Template** option is visible on the screen and allows you to select the government order template from the given list. You can edit the selected template details, if required.

A screen shown in Fig. 5.9.6.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** field is shown in Fig. 5.9.6.2:

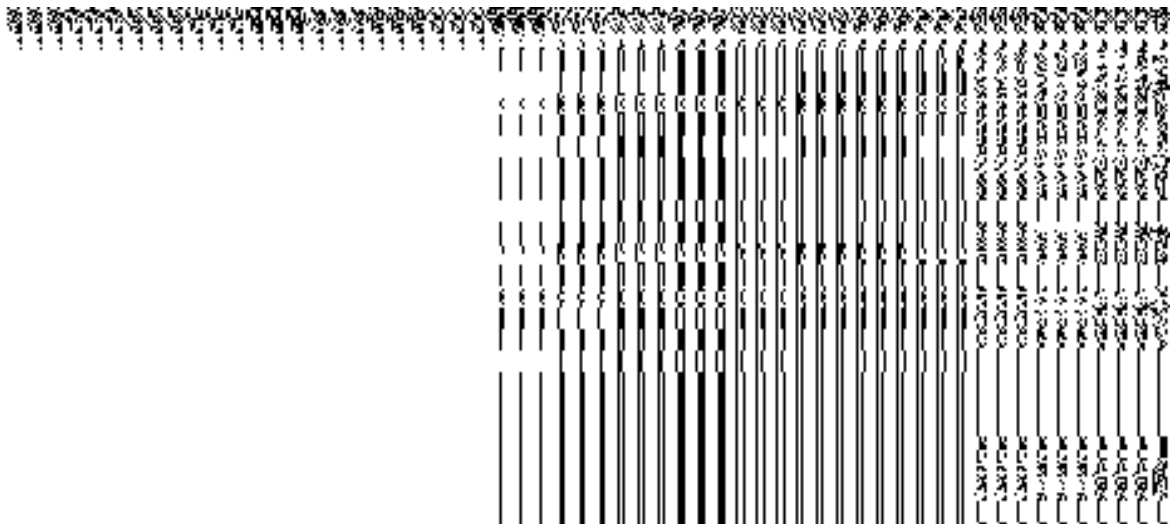


Fig 5.9.6.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig 5.9.6.3:

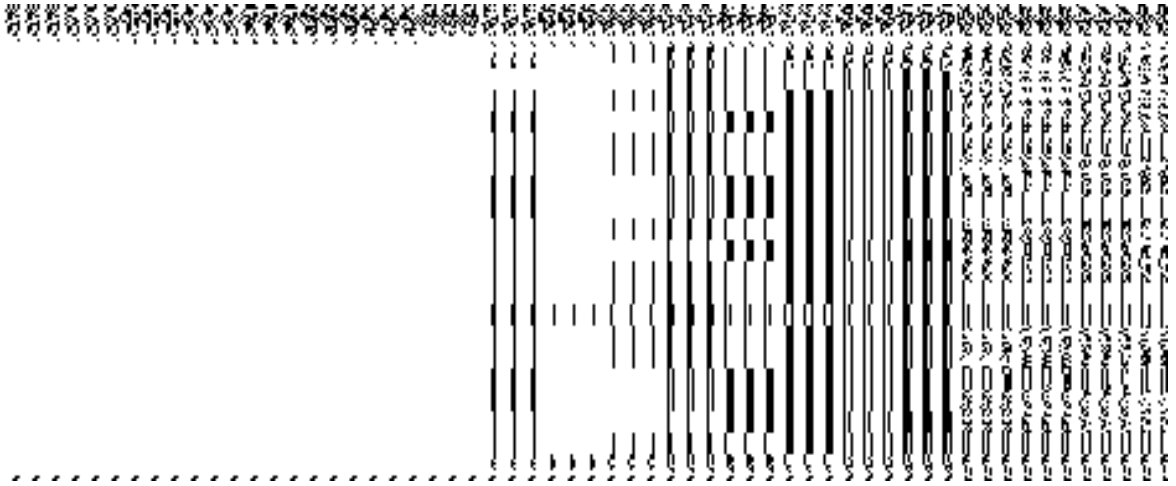


Fig. 5.9.6.3

After select the government order template from the available list and click the **Save** button, the **Government Order Template** form is displayed on the screen in the editable format, as shown in Fig. 5.9.6.4:



Fig 5.9.5.4

Pre-Condition

The invalidate block detail should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number which states that a block is to be deleted. Example - order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].

		Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
4	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
5	Government Order Details: Upload Government	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for invalidate block operation while configuring the government order. Validation: Upload at least one file.

	Order	Mandatory/Optional: It is a Mandatory field.
6	Government Order Details: Select Government Order Template	Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the invalidate block operation while configuring the government order. Validation: Upload at least one template. Mandatory/Optional: It is a Mandatory field.

The **Upload Government Order** form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Close button-**In case you don't want to proceed further, you should click the **Close** button and return to the home screen.
- **Remove button:** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to save the details. In case, the **Select Government Order Template** option is displayed when you selected **Generate Government Order** option while configuring government order. After selecting the government order template then the selected template is open in the editable format. Edit it and click the **Save** button to save the settings.

Flow of Form

To upload government order, follow the steps given below:

1. After clicking the **Save** button in the **Invalidate Block** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.

6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:

- The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the invalidate block operation while configuring Government order for block. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **Invalidate Block** form is displayed on the screen with the details about the invalidated block.
- The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the invalidate block operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.

Validations/Error Messages:-

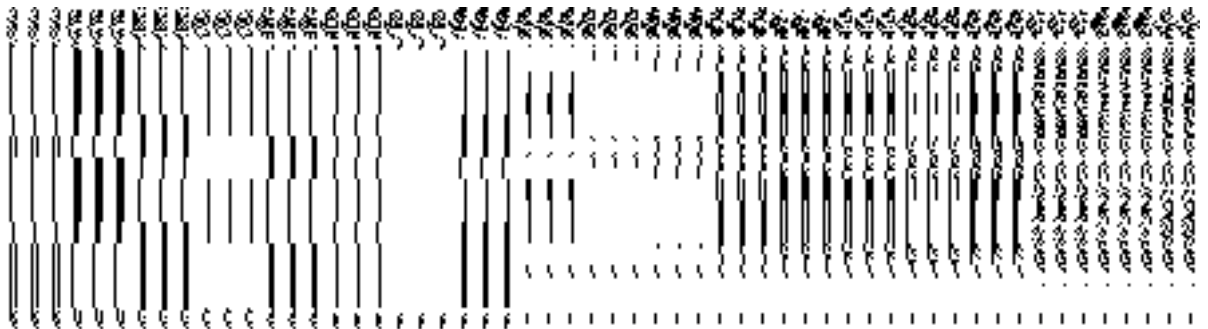
As you proceed, it may possible that you are encountered with one of the messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number.	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the Effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.

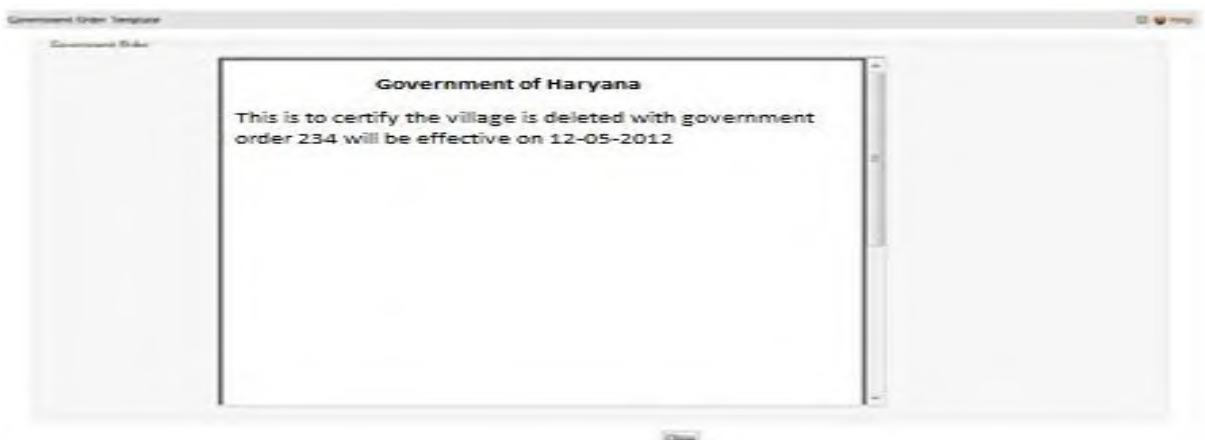
S. No.	Message	Reason	Expected Action
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button in the **Upload Government Order** form then the **Invalidate Block** form is displayed on the screen with the details of invalidated block. Now, you can verify that the invalidated block is deleted by using the **Manage Block** option in the **Block** section. The **Manage Block** form is displayed. In this form, specify the details of the invalidated block, such as block code or name and click the **Get** button. The message “**No block found**” is displayed on the same screen.



- When you **Save & Publish** button on the **Government Order Template** form then the government template is displayed. This screen displays the government order template details in PDF format.



Specific Operating Instruction(PRI)

This section describes the each module and its related forms in details. It also explains fields, buttons, and flow to fill or handle the particular form in the application.

Configure System

General Description

The configure system allows you to configure the Local Government Directory. It includes the operations related to configuration of the following:

3. Configuration of Panchayat Local Governments Setup in your state
 - a. Define Panchayat Local Government Setup
 - b. Configure Government Order (Panchayat)
 - c. Configure Map (Panchayat)

Define Panchayat Local Government Setup

5.1.11.1 Create Panchayat Local Government Setup

Brief Description

The main purpose of this form is to allow you to select the panchayat local government types that are operational in your state and also to specify the name by which a selected panchayat local government type will be called and also to define the hierarchy of selected local government types. You can define the panchayat local government setup by clicking the **Define Panchayat Local Government Setup** option in the **Configure System** section. The **Local Government Setup (Panchayat)** form is displayed on the screen. This form is used to define the panchayat local body types operational in your state and nomenclature in English and local language.

A screen shown in Fig. 5.1.11.1.1 display's a sample screen shot of the **Local Government Setup** form for panchayat that appears when you logged in as **Local Government Directory Manager PRI** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Local Government Setup (Panchayat)** form is shown in Fig. 5.1.11.1.1:



Fig 5.1.11.1.1

Pre-Condition

You should login into the application as **Local Government Directory Manager PRI** (State Level User).

The Local Government Setup (Panchayat) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field displays the list of panchayat local government types, such as District Panchayat, Intermediate Panchayat, Village Panchayat, and Local BB. You need to select the panchayat local body types from the list, if it is operational in your state.</p> <p>Validation: Select atleast one of the local government body types.</p> <p>Mandatory/Optional: It is an optional field as you need not to select all the available options. But selecting one of the local Government type is necessary.</p>
2	Nomenclature (in English)	<p>Description: This field is used to specify the name of panchayat local government type in English that are operation in your state. Example- District panchayat is called Zilla Panchayat in English.</p> <p>Validation: Enter nomenclature in alphabets.</p> <p>Mandatory/Optional: It is a mandatory field.</p>

3	Nomenclature (in Local Language)	<p>Description: This field is used to specify the name of panchayat local government bodies in local language that are operational in your state. Example- District Panchayat is called Zilla Panchayat in local language</p> <p>Validation: Enter nomenclature in local language.</p> <p>Mandatory/Optional: It is an optional field.</p>
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The **Local Government Setup (Panchayat)** form contains the following buttons as indicated below:

- **Next button:** This button is available at the left bottom of the screen. This button allows you to move to the next step of defining the local government setup.

Flow of Form

To define panchayat local government setup, you need to follow the steps given below:

1. You should login into the application as Local Government Directory Manager (State Level User) and have the privileges to define panchayat local government setup.
2. Click the option **Configure System → Define Panchayat Local Government Setup** available on the left menu to open the form. The **Local Government Setup (Panchayat)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the check boxes adjacent to each **Local Body Type**, if the selected panchayat local government body is operational in your state.
4. Specify the name of the selected panchayat local government body in English and local language in the **Nomenclature (In English)** and **Nomenclature (In Local Language)** fields.
5. Click the **Next** button to move the next steps of defining the panchayat local government body structure.

Validations/Error Messages:-

As you proceed, it may possible that you are encounter with one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to	Select/Specify the required details and try again.

S. No.	Message	Reason	Expected Action
		enter the required field. This message is displayed when you click Save button without entering the data in the required field.	
2.	Select one local body type.	This indicates that it is mandatory for you to select the required field. This message is displayed when you click Save button without entering the data in the required field.	Select/Specify the required details and try again.
3.	Please define the nomenclature for all selected Local Government Types.	This message is displayed when a Local Government type is included (selected) but the nomenclature in English is left blank for that type and clicks the Save button.	Select/Specify the required details and try again.
4.	Please define the nomenclature only if that Local Government Type is included in the setup.	This message is displayed when the nomenclature of a Local Government type is defined but it is not included in the Local Government Setup and clicks the Save button.	Select/Specify the required details and try again.
5.	Nomenclature in English can contain only alphabets and	This message is displayed when the	Select/Specify the required details and try again.

S. No.	Message	Reason	Expected Action
	space	nomenclature in English is entered with some characters other than alphabets and space, and clicks the Save button.	
6.	Please include all the selected local government types in hierarchy.	This message is displayed when a Local Government type is selected in the setup, but not included in hierarchy and the local government type belongs to either Rural or Traditional category.	Select/Specify the required details and try again.
7.	Please configure government order generation before defining local government setup.	This message is displayed when configuration for government order generation is not defined.	Select/Specify the required details and try again.

What happens when the Next button is clicked?

On clicking the **Next** button, the **Local Government Grade Setup (Panchayat)** form is displayed. This form allows you to create grades for any panchayat local government body. Each panchayat local government body has 'n' number of grades.

A screen shown in Fig. 5.1.11.1.2 display's a sample screen shot of the **Local Government Grade Setup (Panchayat)** form that appears when you logged in as **Local Government Directory Manager PRI** (State Level User).

The **Local Government Grade Setup (Panchayat)** form is shown in Fig. 5.1.11.1.2:

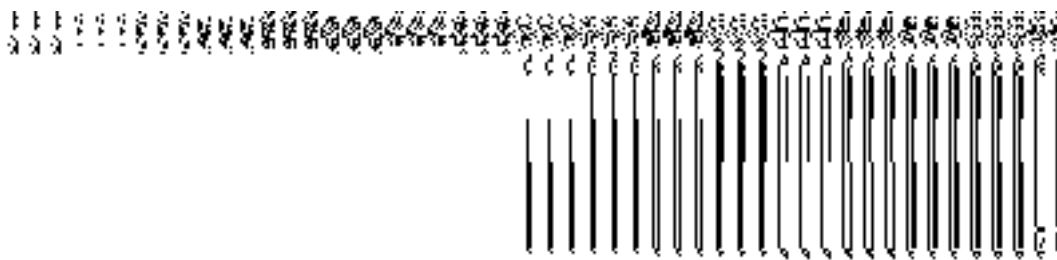


Fig 5.1.11.1.2

Pre-Condition

The panchayat local government setup details should be entered.

The Local Government Grade Setup (Panchayat) form contains following fields as indicated below:

Sno	Field Name	Explanation
1	Grade(English)	<p>Description: This field is used to specify the name of Grade of panchayat local government body in English. Example-Grade 1.</p> <p>Validation: Enter Grade in alphanumeric format.</p> <p>Mandatory or Optional: It is a mandatory field.</p>
2	Grade(Local)	<p>Description: This field is used to specify the name of Grade of panchayat local government body in local language. Example- गराडे (grade in local language Marathi)</p> <p>Validation: Enter Grade name in local language.</p> <p>Mandatory or Optional: It is an optional field.</p>

The **Local Government Grade Setup (Panchayat)** form contains the following buttons as indicated below:

- **Add Grade button:** This button allows you to add grade in the selected local government type.
- **Remove button:** By clicking this icon you can remove the already existing Grade.
- **Save button:** This button allow you to save the local Government setup details.

Flow of Form

To define panchayat local government setup, you need to follow the steps given below:

1. When you click the **Next** button, the **Local Government Grade Setup (Panchayat)** form is displayed on the screen.

2. To add grade in any panchayat local body is not necessary. If grading system is applicable in your state then you can add grades in the selected panchayat local body by clicking the **Add Grade** button.
3. Specify the grade name in English and local language in the **Grade (English) and Grade (Local)** fields.
4. Click the **Save** button to save the grade details.

What happens when the Save button is clicked?

On clicking the **Save** button, the panchayat local government setup details get saved and a new screen is displayed on the screen. This screen shows the panchayat local body types operational in your state and their name in English and local language. In addition, you can also see that there is an icon named **View Grades**. This icon helps in viewing the grades setup in the selected local body type. After saving the panchayat local government setup details, if you perform any operation (such as Configure Map (Panchayat)) on panchayat local government body, then you have only the local body types that you defined in the setup.



Fig. 5.1.11.1.3

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to	Select/Specify the required details and try again.

S. No.	Message	Reason	Expected Action
		enter required field. This message is displayed when you click Save button without entering the data in the required field.	

5.1.11.2 Modify/Correct Local Government Setup (Panchayat)

Brief Description

This form enables you to correct the nomenclature of the already defined panchayat local government setup. To correct the panchayat local government setup, the setup should be defined earlier. After this, click the **Define Panchayat Local Government Setup** option in the **Configure System** section. The **Local Government Setup** form is displayed on your screen. In this form, you can view the details of the already defined local government setup. This form shows the local body types that are operational in your state, nomenclature in English and local language, parent local body types, and the **View Grades** icon. When you click the **View Grades** icon then the grade details of the selected local body type are visible on the screen.

A screen shown in Fig. 5.1.11.2.1 display's a sample screen shot of the **Local Government Setup (Panchayat)** form that appears when you logged in as **Local Government Directory Manager PRI** (State Level User).

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Local Government Setup (Panchayat)** form is shown in Fig. 5.1.11.2.1:



Fig 5.1.11.2.1

Pre-Condition

You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have privilege to modify the panchayat local government setup. An existing Local Government Setup (Panchayat) should be available for further modification.

The Local Government Setup (Panchayat) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field shows the panchayat local body types that are operational in your state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Nomenclature (in English)	<p>Description: This field shows the name of the panchayat local government body in English that are operation in your state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Nomenclature (in Local Language)	<p>Description: This field shows the name of the panchayat local government body in local language that is operation in your state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	Parent Local Body Type	<p>Description: This field shows the local body type that is present above the given local body.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	View Grades	<p>Description: This icon is used to view the grade details of the selected panchayat local body type.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Local Government Setup (Panchayat)** form contains the following buttons as indicated below:

- **Correction button:** This button allows you to correct the nomenclature of the existing panchayat local government setup details.
- **Close button:** This button allows you to abort the Modify Local Government Setup Panchayat operation and will take you back to the main screen.

Flow of Form

To modify panchayat local government setup, you need to follow the steps given below:

1. You should be logged in to the application as **Local Government Directory Manager PRI** (State Level User) and have the privilege to modify panchayat local government setup.
2. Click the option **Configure System → Define Panchayat Local Government Setup** available on the left menu to open the form. The **Local Government Setup (Panchayat)** form is displayed on the screen. This form displays the panchayat local government setup details with **Correction** and **Close** button
3. Click on the **Correction** button to correct the nomenclature details.

What happens when you click on the Correction button?

When you click the **Correction** button, the **Modify Local Government Setup (Panchayat)** form is visible and now you can make the desired changes.

A screen shown in Fig. 5.1.11.2.2 display's a sample screen shot of the **Modify Local Government Setup** form that appears when you logged in as **Local Government Directory Manager PRI** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Local Government Setup (Panchayat)** form is shown in Fig. 5.1.11.2.2:

Fig 5.1.11.2.2

Pre-Condition

You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have the privilege to modify panchayat local government setup details. You can open the **Modify Local Government Setup (Panchayat)** form by clicking the option **Configure System** → **Defined Panchayat Local Government Setup** available on the left menu. The **Local Government Setup (Panchayat)** form is displayed on the screen with the **Correction** and **Close** buttons. After this, click the **Correction** button to correct the details.

The Modify Local Government Setup (Panchayat) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field displays the list of panchayat local government types, such as District Panchayat, Intermediate Panchayat, Village Panchayat, and Local BB. You cannot unselect the panchayat local government type from the list, if it is operational in your state.</p> <p>Validation: NA.</p> <p>Mandatory/Optional: It will be displayed as read only field. You cannot select/unselect from the local government types.</p>
2	Nomenclature (in English)	<p>Description: This field is used to specify the name of the panchayat local government body in English that are operational in your state. Example- District panchayat is called Zilla Panchayat in English.</p> <p>Validation: Enter nomenclature in alphabets.</p> <p>Mandatory/Optional: It is a mandatory field.</p>
3	Nomenclature (in Local Language)	<p>Description: This field is used to specify the name of the panchayat local government bodies in the local language that are operational in your state. Example- District Panchayat is called Zilla Panchayat in local language</p> <p>Validation: Enter nomenclature in local language.</p> <p>Mandatory/Optional: It is an optional field.</p>

The **Modify Local Government Setup (Panchayat)** form contains the following buttons as indicated below:

- **Apply Correction button:** This button is available at the center bottom of the screen. This button allows you to move to the next step of the local government setup.

Flow of Form

To modify panchayat local government setup, you need to follow the steps given below:

1. After clicking the **Correction** button, the **Modify Local Government Setup (Panchayat)** form is displayed on the screen.
2. Correct the name in English language and local language in the **Nomenclature (In English) and Nomenclature (In Local Language)** text box fields given adjacent to selected local body type.
3. Click the **Apply Correction** button to move to the next step.

Validations/Error Messages:-

As you proceed, it may possible that you are encounter with one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to enter the required field. This message is displayed when you click Apply Correction button without entering the data in the required field.	Select/Specify the required details and try again.
2.	Please define the nomenclature for all selected Local Government Types.	This message is displayed when a Local Government type is included (selected) but the nomenclature in English is left blank for	Select/Specify the required details and try again.

S. No.	Message	Reason	Expected Action
		that type and clicks the Apply Correction button.	
3.	Nomenclature in English can contain only alphabets, space and ‘-’.	This message is displayed when the nomenclature in English is entered with some characters other than alphabets, space and “-” , and clicks the Apply Correction button.	Select/Specify the required details and try again.

What happens when the Apply Correction button is clicked?

On clicking the **Save** button, the local government setup details get modified and a new screen is displayed. This screen shows the panchayat local body types operational in your state and their name in English and local language. In addition, you can also see that there is an icon named **View Grades**. This icon helps in viewing the grades setup in the selected local body type. After saving the panchayat local government setup details, if you perform any operation (such as Configure Map (Panchayat)) on panchayat local government body, then you have only the local body types that you defined in the setup.

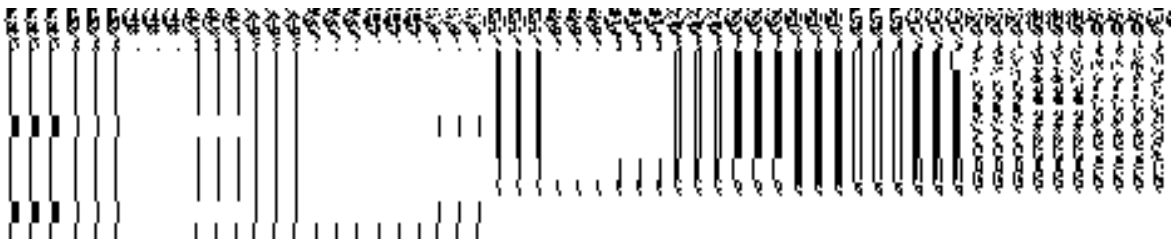


Fig. 5.1.11.2.4

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to enter the required field. This message is displayed when you click Apply Correction button without entering the data in the required field.	Select/Specify the required details and try again.

Configure Government Order (Panchayat)

5.1.6.1 Configure Government Order (Panchayat)

Brief Description

The main purpose of this form is to allow you to configure the Government order generation for all operations related to panchayat local government body. You can configure the Government order for panchayat local government body by clicking the **Configure Government Order (Panchayat)** option in the **Configure System** section. The **Configure Government Order (Panchayat)** form is displayed on the screen. This form shows the list of operations performed on panchayat local government body. Before you want to perform any operation related to panchayat local government body, for each operation you have to decide either to upload Government order or to generate Government order through the software.

A screen shown in Fig. 5.1.6.1.1 displays a sample screen shot of the **Configure Government Order (Panchayat)** form that appears when you logged in as **Local Government Directory Manager PRI** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Panchayat)** form is shown in Fig. 5.1.6.1.1:

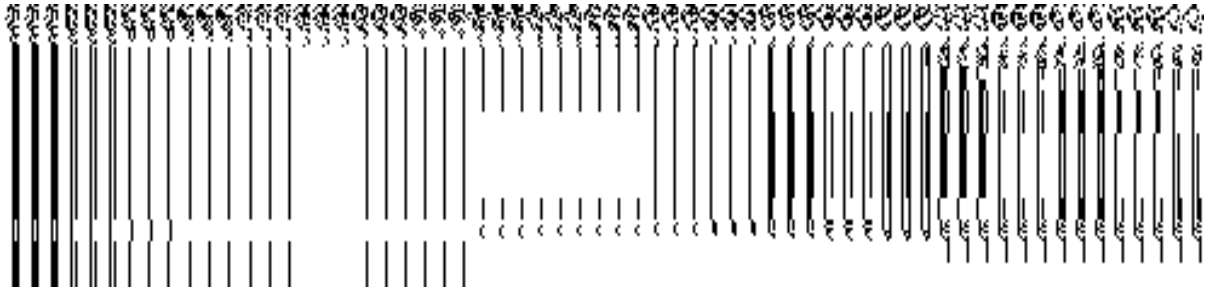


Fig 5.1.6.1.1

Pre-Condition

You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have the privilege to configure Government order for panchayat local government body.

The Configure Government Order (Panchayat) form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create PRI Local Government Body is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Option	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation. The Upload Government Order option is used to upload government order for each operation performed on panchayat local government body. On the other hand, the Generate Government Order option is used to generate a government order template through software for each operation performed on panchayat local government body.</p> <p>Validation: Click one radio button.</p>

		Mandatory/optional: It is a Mandatory field.
--	--	---

The **Configure Government Order (Panchayat)** form contains the following button as indicated below:

- **Save button:** This button allows you to save the configuration settings of the Government order for panchayat local government body. After clicking this button, the next screen appears. This screen displays the government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure government order for panchayat local government body, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have the privilege to configure government order for panchayat local government body.
2. Click the **Configure System → Configure Government Order (Panchayat)** option available on the left menu. The **Configure Government Order (Panchayat)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. This screen displays the list of **operations** whose Government order settings you can make. Adjacent to the **Operation** field, there is the **Options** field, which consist the **Upload Government Order** and **Generate Government Order** radio buttons in front of each operation. Select the **Upload Government Order** or **Generate Government Order** radio button of an operation, whose setting you want to save.
4. Click the **Save** button to save the settings made by you for the given operations. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the configuration details get saved and a new screen is displayed. This screen displays the government order configuration details for panchayat

local government body, as shown in Fig. 5.1.6.1.2. On this screen, you can see the list of operations and the selected option for each operation. In case, you have chosen the **Upload Government Order** option for any operation then while performing that operation, you will have an option to **Upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

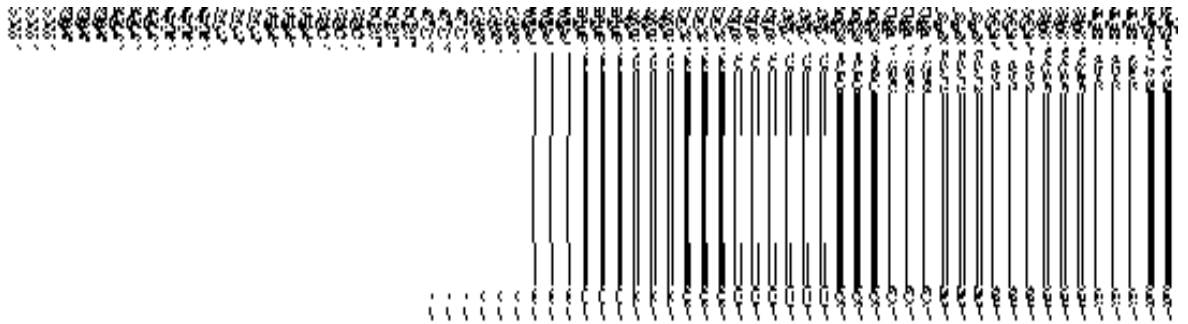


Fig. 5.1.6.1.2

Modify Configure Government Order (Panchayat)

Brief Description

This form enables you to modify the already configured Government order for all operations related to panchayat local government body. To modify the configure details of the Government order for panchayat local government body, the Government order should be configured earlier. You can modify the configuration details by clicking the **Configure Government Order (Panchayat)** option in the **Configure System** section. The **Configure Government Order** form is displayed on the screen. This form contains the list of operations performed by panchayat local government body and options for the given operations.

A screen shown in Fig. 5.1.6.2.1 displays a sample screen shot of the **Configure Government Order** form that appears when you logged in as **Local Government Directory Manager PRI** (State Level User).

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Panchayat)** form is shown in Fig. 5.1.6.2.1:

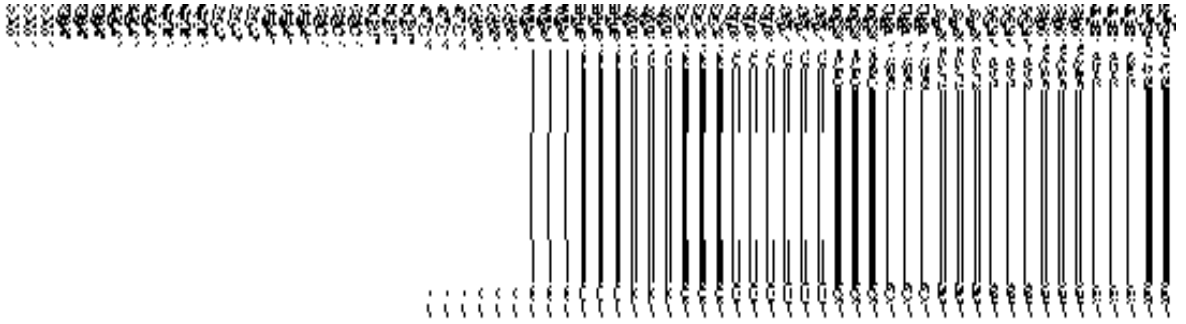


Fig 5.1.6.2.1

Pre-Condition

You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have privilege to modify Government order for panchayat local government body. An existing configured Government order for panchayat local government body should be available for further modification.

The Configure Government Order (Panchayat) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create PRI Local Government Body is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to panchayat local government body.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>

The **Configure Government Order (Panchayat)** form contains buttons as indicated below:

- **Modify button:** This button allows you to modify the configuration details of the Government order for panchayat local government body.
- **Close button:** This button allows you to abort the modify Government order operation and will take you back to the main screen.

Flow of Form

To modify Government order for panchayat local government body, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have the privilege to modify Government order for panchayat local government body.
2. Click the **Configure System** → **Configure Government Order (Panchayat)** option available on the left menu. The **Configure Government Order (Panchayat)** form appears and having to buttons namely **Modify** and **Close**.
3. Click the **Modify** button to modify details. On this screen, you can see the list of **operations** whose Government order settings, you can make. Adjacent to the **Operation** field, there is the **Options** field that consists of the **Upload Government Order** and **Generate Government Order** radio buttons in front of each operation.

What happens when you click on the Modify button?

When you click the **Modify** button, the **Modify Configure Government Order (Panchayat)** form is visible on the screen and now you can make the desired changes.

A screen shown in Fig. 5.1.6.2.2 displays a sample screen shot of the **Modify Configure Government Order** form with the **Update** and **Close** buttons. This form is appeared when you logged in as **Local Government Directory Manager PRI** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Government Order (Panchayat)** form is shown in Fig. 5.1.6.2.2:

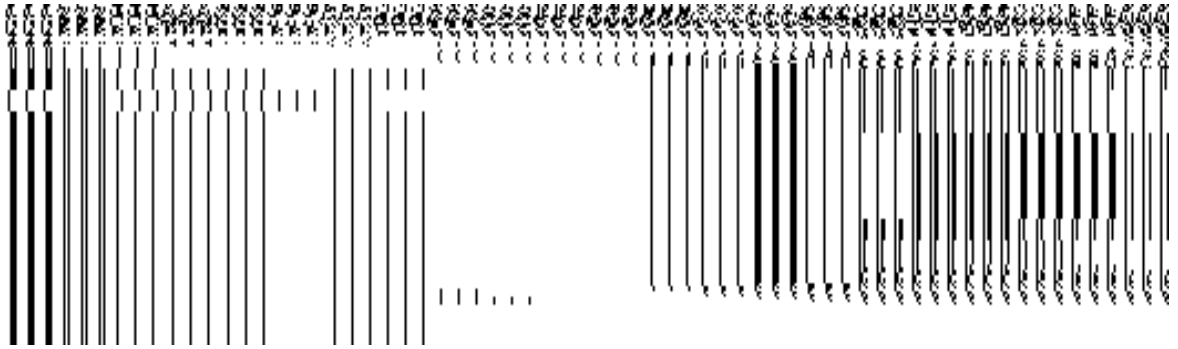


Fig 5.1.6.2.2

Pre-Condition

You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have the privilege to modify configure Government order for panchayat local government body. To open the **Modify Configure Government Order (Panchayat)** form, click the option **Configure System**→**Configure Government Order (Panchayat)** available on the left menu. The **Configure Government Order (Panchayat)** form is displayed on the screen. On this form, click the **Modify** button to modify configuration details.

The **Modify Configure Government Order (Panchayat)** form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create PRI Local Government Body is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to panchayat local government body. The Upload Government Order option is used to upload government order for each operation performed on panchayat local government body. On the other hand, the Generate Government Order option is used to generate a government</p>

		<p>order template for each operation performed on panchayat local government body.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/optional: It is a Mandatory field.</p>
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The **Modify Configure Government Order (Panchayat)** form contains the following buttons as indicated below:

- **Update button:** This button allows you to update the configuration settings of the Government order for panchayat local government body. After clicking this button, the next screen appears. This screen displays the government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify configure government order for panchayat local government body; you need to follow the steps given below:

1. After clicking the **Modify** button, the **Modify Configure Government Order (Panchayat)** form is displayed on the screen.
2. This screen displays the list of **operations** whose Government order setting you can make. Adjacent to the **Operation** field, there is the **Options** field, which consist the **Upload Government Order** and **Generate Government Order** radio buttons in front of each operation. Select the **Upload Government Order** or **Generate Government Order** radio button of an operation, whose setting you want to update.
3. Click the **Update** button to modify the settings for the given operations. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Update** button, the configuration details get modified and a new screen is displayed. This screen displays the Government order configuration details for panchayat local government body, as shown in Fig. 5.1.6.2.3. On this screen, you can see the list of operations and the selected option for the operation. In case, you have chosen the **Upload Government Order** option for any operation then while performing that operation, you will

have an option to **Upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

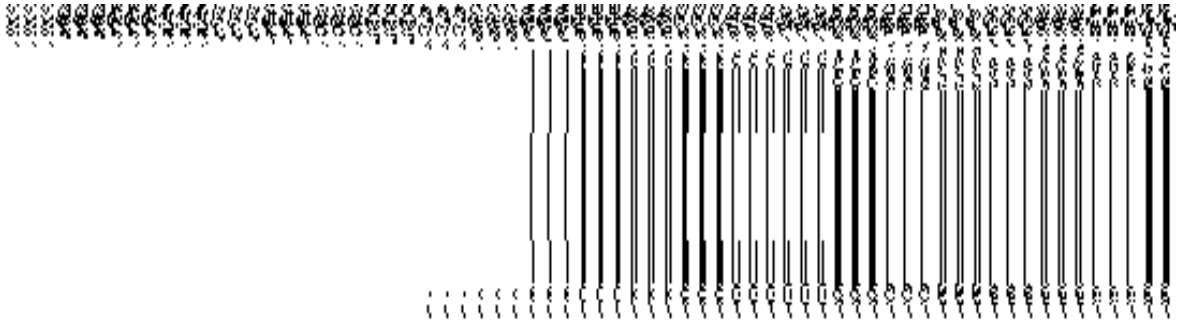


Fig. 5.1.6.2.3

Configure Map (Panchayat)

5.1.15.1 Configure Map (Panchayat)

Brief Description

The main purpose of this form is to allow you to configure the source of maps of all the panchayat local government bodies operational in your state. Before configuring Map for panchayat local government body, the panchayat local government setup should be defined earlier. After this, you can configure map for all panchayat local government bodies by clicking the **Configure Map (Panchayat)** option in the **Configure System** section. The **Configure Maps (Panchayat)** form is appeared on the screen. This form shows the list of panchayat local government body types and Options, such as **Upload Map** and **Separate Map Server**, related to each panchayat local government body. These options help in deciding either to upload Map, or to show the base url of the Map server (by using the Separate Map Server option), if any operation performed on any urban local government body.

A screen shown in Fig. 5.1.15.1.1 display's a sample screen shot of the **Configure Maps (Panchayat)** form that appears when you logged as **Local Government Directory Manager PRI** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Panchayat)** form is shown in Fig. 5.1.15.1.1:



Fig 5.1.15.1.1

Pre-Condition

You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have the privileges to configure map. Before configuring Map for panchayat local government, you have to define the panchayat local government setup. In case, the panchayat local government setup is already defined then you can use the existing setup details.

The Configure Maps (Panchayat) form consist the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field shows the list of panchayat local bodies whose Map configuration settings, you can perform. Example - District Panchayat.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Map and Separate Map Server, related to each panchayat local government body. The Options are explained as follows:</p> <p>a). If you select the Upload Map option then whenever you perform any operations related to the panchayat local body then you have to upload a map.</p> <p>b). If you select the Separate Map Server option then, the system should prompt you to enter the base URL of the map server for each panchayat local body. Thus, you will see the base url of the Map server whenever performed any operation on panchayat local government body.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Configure Maps (Panchayat)** form contains the following button as indicated below:

- **Save button:** This button allows you to save the Map configuration settings for panchayat local government body. After clicking this button, the next screen appears. This screen displays the Map settings made by you.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure Map for panchayat local government body, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have the privilege to configure Map for panchayat local government body.
2. Click the option **Configure System → Configure Map (Panchayat)** available on the left menu to open the form. The **Configure Maps (Panchayat)** form is displayed on the screen. This screen displays the list of **panchayat local government bodies** whose map configuration setting you can make. Adjacent to the **panchayat government local bodies** field, there is an **Upload Map** and **Separate Map Server** radio button in front of each panchayat local government body. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the **Upload Map** or **Separate Map Server** radio button in front of the each panchayat local government body, whose setting you want to save. If you select the **Upload Map** option then whenever you perform any operations related to the panchayat local government body then you have to upload a map. If you select the **Separate Map Server** option, a text box field in front of the name of each panchayat local government body is appeared, where you need to specify the base URL of the map server.
4. Click the **Save** button. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the Map configuration details get saved and displayed on the screen. On this screen, you can see the list of panchayat local government bodies and options related to each panchayat local government body. In case, you have chosen the

Upload Map option for any panchayat local government body then while performing any operation on that panchayat local government body, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option for any panchayat local government body then while performing any operation on that panchayat local government body, you will see the base url of the Map server.

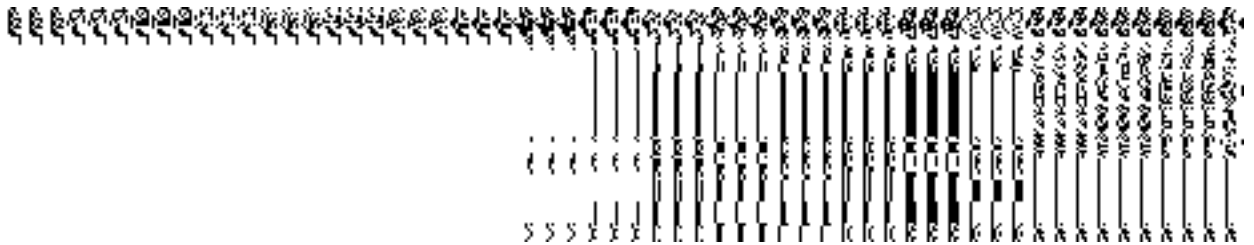


Fig. 5.1.15.1.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of the map server is not entered.	Select the field and specify the base url for the selected panchayat local government body.
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

5.1.15.2 Modify Configure Map (Panchayat)

Brief Description

This form enables you to modify the already configured Map settings for panchayat local government body. To modify the Map Configuration settings, the configure Map for panchayat local government body should be available. After this, click the **Configure Map (Panchayat)** option in the **Configure System** section. The **Configure Maps (Panchayat)** form is displayed on the screen. This form shows the list of panchayat local government body types and the selected option for each panchayat local government bodies.

A screen shown in Fig. 5.1.15.2.1 display's a sample screen shot of the **Configure Maps (Panchayat)** form.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Panchayat)** form is shown in Fig. 5.1.15.2.1:



Fig. 5.1.15.2.1

Pre-Condition

You should login into the application as **Local Government Directory Manager PRI** (State Level User) and have the privilege to modify map configuration settings for panchayat local government body. An existing configured Map for panchayat local government body should be available for further modification.

The Configure Maps (Panchayat) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local body Type	<p>Description: This field shows the list of panchayat local bodies, whose Map configuration settings, you can perform. Example - District Panchayat.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the options, such as Upload Map and Separate Map Server, related to each panchayat local government body.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Base Url	<p>Description: This field shows the base URL of the Map server, where Map is located. This field is visible when you select the Separate Map Server option and specified the base url of the Map server.</p> <p>Validation: NA</p>

		Mandatory/Optional: NA
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The **Configure Maps (Panchayat)** form contains the following buttons as indicated below:

- **Modify button:** This button allows you to modify the Map configuration settings for panchayat local government body.
- **Close button:** This button allows you to abort the modify configure Map operation and will take you back to the main screen.

Flow of Form

To modify Map configuration for panchayat local government body, you need to follow the steps given below:

1. You should be logged in to the application as **Local Government Directory Manager PRI** (State Level User) and have the privilege to modify Map configuration for panchayat local government body.
2. Click the option **Configure System → Configure Map (Panchayat)** available on the left menu to open the form. The **Configure Maps (Panchayat)** form is displayed on the screen. This screen displays the list of **panchayat local government bodies** whose map configuration settings you can make. Adjacent to the **panchayat local government bodies'** field, there is an **Upload Map** and **Separate Map Server** radio buttons are available in front of each panchayat local government body.
3. Click on the **Modify** button to modify details.

What happens when you click on the Modify button?

When you click the **Modify** button, the **Modify Configure Maps (Panchayat)** form appears and now you can make the desired changes.

A screen shown in Fig. 5.1.15.2.2 display's a sample screen shot of the **Modify Configure Maps (Panchayat)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Maps (Panchayat)** form is shown in Fig. 5.1.15.2.2:

Fig 5.1.15.2.2

Pre-Condition

You should login into the system as **Local Government Directory Manager PRI** (State Level User) and have the privilege to modify Map configuration settings for panchayat local government body. You can open the **Modify Configure Maps (Panchayat)** form by clicking the option **Configure System** → **Configure Map (Panchayat)** available on the left menu. The **Configure Maps (Panchayat)** form is displayed on the screen with the **Modify** and **Close** buttons. Click the **Modify** button to modify the configuration details.

The **Modify Configure Maps (Panchayat)** form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field shows the list of panchayat local bodies, whose Map configuration settings, you want to modify. Example - District Panchayat.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Map and Separate Map Server, related to each panchayat local government body. The Options are explained as follows:</p> <p>a). If you select the Upload Map option then whenever you perform any operations related to the panchayat local bodies then you have to upload a map.</p> <p>b). If you select the Separate Map Server option then, the system should prompt you to enter the base url of the map server for each panchayat local body. Thus, if any operation performed on any panchayat local government body then you will see the base url of the Map server.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Modify Configure Maps (Panchayat)** form contains the following buttons as indicated below:

- **Update button:** This button allows you to update the Map configuration settings for panchayat local government body. After clicking this button, the next screen appears. This screen displays the configure map settings made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify Map configuration settings of panchayat local government body, you need to follow the steps given below:

1. After click the **Modify** button, the **Modify Configure Maps (Panchayat)** form is displayed on the screen. This form displays the list of **panchayat local bodies** whose map configuration setting you can make. Adjacent to the **panchayat local bodies** field, there is an **Upload Map** and **Separate Map Server** radio buttons. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the **Upload Map** or **Separate Map Server** radio button in front of the each panchayat local government body, whose setting you want to save. If you select the **Upload Map** option then whenever you perform any operations related to the panchayat local government body then you have to upload a map. If you select the **Separate Map Server** option, a text box field in front of the name of the panchayat local government body is appeared, where you need to specify the base url of the Map server.
3. Click the **Update** button. In case you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Update** button, the Map configuration settings get modified and displayed on the screen. On this screen, you can see the list of panchayat local government bodies and options related to each panchayat local government body. In case, you have chosen the **Upload Map** option for any panchayat local government body then while performing any operation on that panchayat local government body, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option for any panchayat local government body then while performing any operation on that panchayat local government body, you will see the bas url of the Map server.

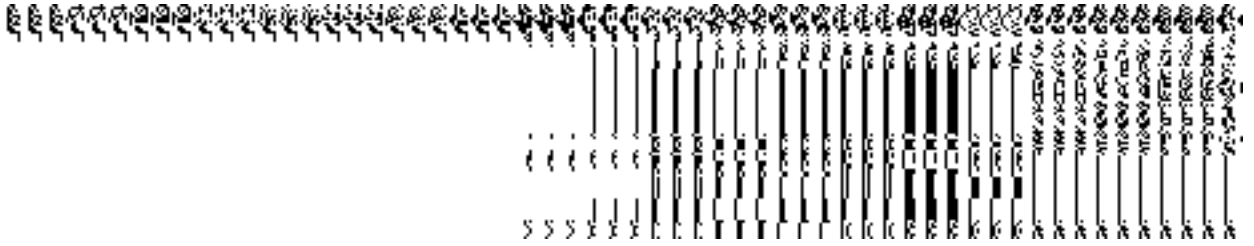


Fig. 5.1.15.2.3

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of the map server is not entered.	Select the field and specify the base url for the selected panchayat local government body.
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

Local Government Body

General Description

This section allows you to create and modify local government body. This section also allows you to create designation hierarchy and define the reporting structure.

Create PRI Local Body

Brief Description

The main purpose of this form is to allow you to create a new panchayat local government body. This form is accessed at state level and district level users. Before creating a new

panchayat local government body, the local government setup, Map, and government order should be defined for panchayat local body. You can create a new panchayat local government body by clicking the **Create PRI Local Body** option in the **Local Body** section. The **Create New Local Body (PRI)** form is displayed on the screen. In this form, you have to define the new local body name, its type, GIS nodes details, and covered land region area details. The **Covered Area of New Local Body** field has two options namely **Select From Existing Local Bodies** and **Select From Un-Mapped /Partially Mapped Land Regions**. The **Select From Existing Local Bodies** option allows you to create a new PRI local body by using the land region of an existing local bodies. On the other hand, the **Select From Un-Mapped /Partially Mapped Land Regions** option allows you to create a new PRI local body by using the un-mapped or partially mapped land regions.

A screen shown in Fig. 5.10.2.1 display's a sample screen shot of the **Create Local Body (PRI)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create Local Body (PRI)** form is shown in Fig. 5.10.2.1:

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Fig 5.10.2.1

Pre-Condition

You should login into the system and have privilege to create PRI Local Body. Before creating PRI local government body, the government setup, Map and government order should be defined earlier. You can open the **Create New Local Body (PRI)** form by clicking the option **Local Body → Create PRI Local Body** is available to you from the left menu.

The Create New Local Body (PRI) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	General Details for New Local Body: Name of new local body (In English)	Description: This field is used to specify the name of new local body in English. Example -. ALIPUR BAJRA Validation: Name of new local body (In English) can contain alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space. And it can contain up to 200 characters. Mandatory/Optional: It is a mandatory field.
2	General Details for New Local Body: Name of new local body (In Local Language)	Description: This field is used to specify the name of the new local body in local language. Validation: Enter the new name in local language. And it can contain up to 200 characters. Mandatory/Optional: It is an Optional field.
3	General Details for New Local Body: Alias of the local body (In English)	Description: This field is used to specify an alternative name of the local body in English. Validation: Enter the new name in alphabets and can use some special character [-, ., space] Mandatory/Optional: It is an Optional field.
4	General Details for New Local Body: Alias of the local body (In Local Language)	Description: This field is used to specify an alternative name of local body in local language. Validation: Enter the alternative name of local body in local language. Mandatory/Optional: It is an Optional field.
5	General Details for New Local Body: State Specific	Description: This field is used to specify the state code given to each state. Validation: State specific code field can contain up to 7 characters

	Code	<p>only.And it should be alphanumeric.</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Type of New Local Body: Select Local Body Type	<p>Description: This field is used to select the local body types that exist in particular state.</p> <ul style="list-style-type: none"> • When you select Village level local body type, then you have to select the Zilla Parishad (District level) and Intermediate level under which you want to create local body in three tier structure. If its two tier structure then you should select the Zilla Parishad only. • When you select the Panchayat Samiti (Intermediate level), then you have to select the Zilla Parishad(District level) under which it falls. • When you select the Gram Panchayat (Village panchayat level) then you have to select the Zilla Parishad and Panchayat Samiti. <p>Validation: Selecting one local body type is mandatory</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	GIS Nodes: Latitude	<p>Description: This form is used to specify the latitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	GIS Nodes: Longitude	<p>Description: This field is used to specify the longitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	GIS Nodes: Upload Map	<p>Description: This field is used to upload map of land region under local body. This field is only visible when select Upload Map option while configuring Map.</p> <p>Validation: NA</p>

		Mandatory/Optional: It is an Optional field.
10	Covered Area of new local body: Select From Existing Local Bodies	Description: If you want to create a new local body from the existing local body then you have to select this check box. Validation: NA Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.
11	Covered Area of new local body: Select From Existing Local Bodies Available List	Description: This field will display the land regions that are available to be included under the new local body. This field is only visible when you selected the Select From Existing Local Bodies check box. <ul style="list-style-type: none"> •When you select the Zilla Parishad (District panchayat) in local body type then the Available List field will display the Zilla parishad list. •When you select the Panchayat Samiti (Intermediate panchayat) in local body type then the Available List field will display the Panchayat Samiti list and Sub District list. •When you select the Gram Panchayat (Village panchayat) in local body type then the Available List field will display the Gram Panchayat list and Village list Validation: NA Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.
12	Covered Area of new local body: Select From Existing Local Bodies Contributing List	Description: This field will display the land regions that are selected for including under the new local body. You can transfer zilla parishad, panchayat samiti, village name from the Available List field to Contributing List field. This field is only visible when you selected the Select From Existing Local Bodies check box. <ul style="list-style-type: none"> •When you select the Zilla Parishad (District panchayat) in local body type then the Contributing List field will display the selected Zilla Parishad list. •When you select the Panchayat Samiti (Intermediate panchayat) in local body type then the Contributing List field will display the

		<p>selected Panchayat samiti and Sub District list.</p> <ul style="list-style-type: none"> •When you select the Gram Panchayat (Village panchayat) in local body type then the Contributing List field will display the Gram Panchayat and Village list <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
13	<p>Covered Area of new local body: Select From Un-Mapped/Partially Mapped Local Body</p>	<p>Description: If you want to create a new local body from the unmapped/partially mapped local body then selects this check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
14	<p>Covered Area of new local body: Select From Un-Mapped/Partially Mapped Local Body Available List</p>	<p>Description: This field will display the land regions that are available to be included under the new local body. This field is only visible when you selected the Select From Un-Mapped/Partially Mapped Local Body check box.</p> <ul style="list-style-type: none"> •When you select the Zilla Parishad (District panchayat) in local body type then the Available List field will display the available district, sub-district and village list. •When you select the Panchayat Samiti (Intermediate panchayat) in local body type then the Available List field will display the sub district list and available village list. •When you select the Gram Panchayat (village panchayat) in local body type then the Available List field will display the available village list <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
15	<p>Covered Area of new local body:</p>	<p>Description: This field will display the land regions that are selected for including under the new local body. This field is only visible when you selected the Select from unmapped/partially mapped local body check</p>

	Select From Un-Mapped/Partially Mapped Local Body Contributing List	box. <ul style="list-style-type: none"> •When you select the Zilla Parishad (district panchayat) in local body type then the Contributing List field will display the selected district, sub-district and village list. •When you select the Panchayat Samiti (Intermediate panchayat) in local body type then the Contributing List field will display the selected sub district and village list. •When you select the Gram Panchayat (village panchayat) in local body type then the Contributing List field will display the selected gram panchayat and village list <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
16	Headquarter	<p>Description: This field allows you to select the headquarter name for the new PRI local body.</p> <p>Validation: Selecting at least one option.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Create Local Body (PRI)** form contains the following buttons as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Browse button:** This button allows you to browse a file to upload.
- **Remove button :** This button allows you to remove the attachment made and it only visible when you selected upload government order option in configure government order.
- **Whole button:** This button allows you to select the whole land region of selected district or sub district or village region in available list field.
- **Part button:** This button allows you to select the part of land region of selected district, sub district or village region in available list field.
- **Reset button:** This button allows you to reset the values.
- **Back button:** This button allows you to unselect the land region from the contributing list.

- **Get Covered Area of Local Body button:** This button allows you to get the list of land region that comes under the part of selected local body.
- **Get Sub District List button:** This button allows you to get the name of sub district of selected District, whose part is taken to create new local body.
- **Get Village List button:** This button allows you to get the name of village of selected sub district, whose part is taken to create new local body.
- **Save as Draft button:** This button allows you to save the PRI Local body created.
- **Publish button:** This button allows you to publish the PRI Local body created
- **Close button:** In case you don't want to save the changes, you should click the Close button and return to home screen.

Flow of Form

To create local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to create PRI local body.
2. Click on the option **Local Body → Create PRI Local Body** available on the left menu to open the form. The **Create Local Body** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Specify the name of the local body in English and local language in the **Name of new local body (In English)** and **Name of New local body (In Local Language)** fields.
4. Specify the alternate name of the local body in English and local language in the **Alias of the local body (In English)** and **Alias of the local body (In Local Language)** fields.
5. Specify the state specific code in the **State Specific Code** field.
6. Specify the GIS nodes details in the **Latitude** and **Longitude** fields.
7. To upload map, click the **Browse** button to upload file and specify the path of the file in the **Upload Map** field.
8. Select the local body type in which you want to create a new PRI local body from the **Select Local Body Type** drop down list. When you select the local body type then the available subtypes list appears on the screen, which are explained as follows:
 - If you select local body type as Zilla Parishad, then you have to select the Zilla Parishad (District level) and Intermediate level under which you want to create PRI local body in three tier structure. If its two tier structure then you should select the Zilla Parishad only.

- If you select the Panchayat Samiti (Intermediate level), then you have to select the Zilla Parishad(District level) from the **Select Zilla Parishad** drop down list, under which it falls.
 - If you select the Gram Panchayat (Village Panchayat level) then you have to select the Zilla Parishad and Panchayat Samiti from the **Select Zilla Parishad** and **Select Panchayat Samiti** list boxes, under which the new PRI local body is created.
9. Specify the area covered by new local body. You can use the land region from the existing from the local bodies or use land region of unmapped/partially mapped local body.
10. If you select the **Select From Existing Local Bodies** checkbox then the Available and Contributing Lists of the Zilla Parishad, Panchayat Samiti, Gram Panchayat, districts, sub districts, villages, are appeared as per the selected local body type. The following options are visible in the Available List:
- When you select the local body type as **Zilla Panchayat** then the Available List of Zilla Panchayat, District, Sub District, and Village is appeared on the screen. To select an existing land region area that includes in new PRI local body, you need to follow the steps given below:
 1. Select the Zilla Panchayat from the available list and click the **Whole** or **Part** button to add the name in the **Contributing Zilla Panchayat list** field. If you want to include whole land region area of the Zilla Panchayat then, you need to add atleast two whole zilla panchayats.
 2. To get the list of districts under the selected Zilla Parishad then click the **Get Covered Area of Local Body** button. The list of districts is shown in the **Available District list** field. Select the district name from the **Available District list** field and click the **Whole** or **Part** button to add the district in the **Contributing District List** field.
 3. To get the list of sub district under the selected district then click the **Get Sub District List** button. The list of sub districts is shown in the **Available Sub District list** field. Select the sub districts from the **Available Sub District list** field and click the

Whole or **Part** button to add the sub district in the **Contributing Sub District List**.

4. Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.

- When you select the local body type as **Panchayat Smiti** then the Available List of Panchayat Samiti, Sub District, and Village is displayed on the screen. To select an existing land region area that includes in new PRI local body, you need to follow the steps given below:

- I. Select the Panchayat Smiti from the available list and click the **Whole** or **Part** button to add the name in the **Contributing Panchayat Smiti List**. If you want to include whole land region area of the Panchayat Samiti then, you need to add at least two whole Panchayat Smities.

- II. To get the list of sub district under the selected district then click the **Get Covered Area of Local Body** button. The list of sub districts is shown in the **Available Sub District list** field. Select the sub districts from the **Available Sub District list** field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**.

- III. Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.

- When you select the local body as **Gram Panchayat** then the Available List of gram panchayat and Village is displayed on the screen. To select an existing land region area that includes in new PRI local body, you need to follow the steps given below:

- I. Select the gram panchayat from the available list and click the **Whole** or **Part** button to add the name in the **Contributing Gram Panchayat List**. If you want to include whole land region area of the gram panchayat then, you need to add atleast two whole gram panchayats.

- II. To get the list of village under the selected local body then click the **Get Covered Area of Local Body** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.

11. If you select the **Select From Un-Mapped/Partially Mapped Land Region** checkbox then you have to perform the following steps:
 - α) When you select the Zilla Parishad (District panchayat) in local body type then the Available List of district, sub-district and village, is displayed on the screen. To select the un-mapped/partially mapped land region to create a new PRI local body, you need to follow the steps given below:
 - I. Select the district from the available list and click the **Whole** or **Part** button to add the district name in the **Contributing District list** field. If you want to include whole land region area of the district then, you need to add atleast two whole districts.
 - II. To get the list of sub district under the selected district then click the **Get Sub District List** button. The list of sub districts is shown in the **Available Sub District list** field. Select the sub districts from the **Available Sub District list** field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**.
 - III. Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.
 - β) When you select the panchayat samiti (Intermediate panchayat) in local body type then the available field will display the sub district list and available village list.
 - I. Select the sub districts from the **Available Sub District list** field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**. If you want to include whole land region area of the sub district then you have to add at least two whole sub districts.
 - II. Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.

- χ) When you select the gram panchayat (village panchayat) in local body type then the available field will display the available village list.
- I. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**. If you want to include whole land region area of the village then you have to add at least two whole villages.

12. After selecting the covered area of the new local body, the list of available headquarters of the selected local body is displayed under the **Headquarter** option. Select the radio button of the head quarter that you want to use as the headquarter of the new PRI local body.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please enter the name of local body (in English).	This indicates you did not enter the name of the local body.	Enter the name of the new local body.
3.	Please Enter alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space in the local body name.	This indicates you did not enter the name of the local body in alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space.	Enter the name of the local body (In English) in the given format.
5.	Please select type of new local body type.	This indicates you did not select the type of local body you want to create.	Select local body type.
6.	Please select a parent local body.	This indicates you did not select the parent local body.	Select the parent local body.

S. No.	Message	Reason	Expected Action
1.	Please select parent of village panchayat.	This indicates you did not select the parent or upper level panchayat of village panchayat	Select the parent panchayat
2.	Field is required.	This indicates you did not enter the mandatory field.	Select the values for contributing list of land region.

Government Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Create PRI Localbody** operation while configuring government order for the PRI Local bodies. In case, you selected the **Generate Government Order** option for the Create PRI Localbody operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.


A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.


The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:


Government Order Details

Select Existing Government Order Select New Government Order

Order No *

Order Date *
 

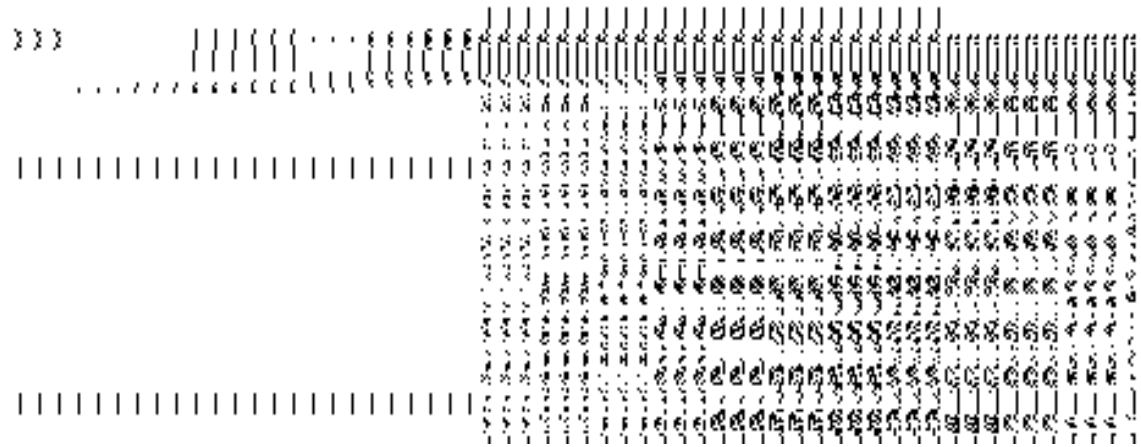
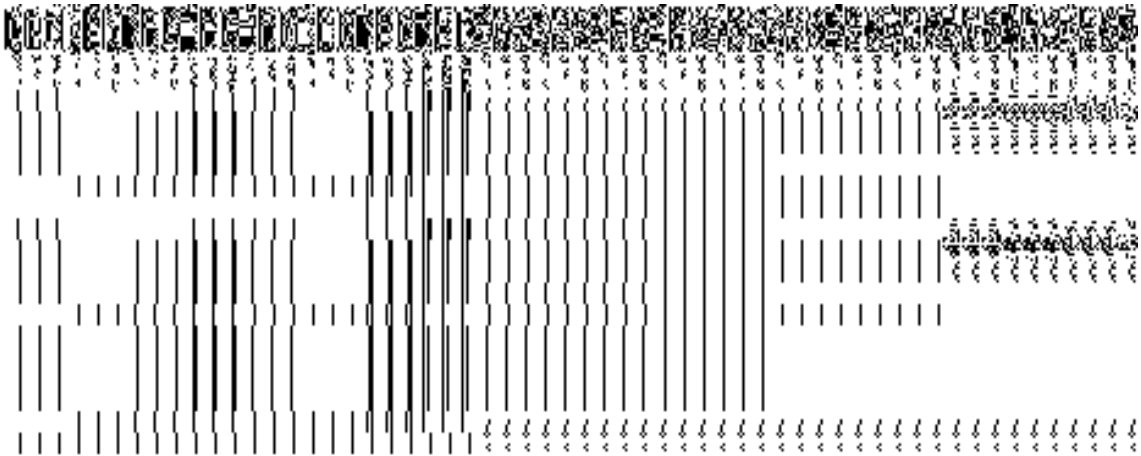
Effective Date *
 

Gazette Publication Date
 

Upload Govt. Order (Allowed File Extensions[.gif,.jpg,.pdf,.png,.jpeg] Max File Size[5 MB]) *
 No file selected.

Save as Draft Publish Close

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
------	------------	-------------

1	Government Order Details	<p>Description: This field is used to specify the order details.You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/] and brackets ().</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1.In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1.In Case of upload Govt. order: It should be equal or greater than order</p>

		<p>date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	<p>Government Order Details:</p> <p>Select Government Order Template</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	<p>Find Existing Government Order(s): Order Number</p>	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.] , slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	<p>Find Existing Government : From Date</p>	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	<p>Find Existing Government : To Date</p>	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
-
- **Save button:** This button allows you to save the PRI Local body created.
- **Publish button:** This button allows you to publish the PRI Local body created
- **Close button:** In case you don't want to save the changes, you should click the Close button and return to home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you enter the General Details of the PRI Localbody, and specify how the PRI Localbody is formed, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create Village operation while configuring Government order for land region entities. After upload the government order file and click the **Save or Publish** button. On clicking the **Save** button; a message "**Draft PRI Localbody created successfully**" is displayed on the screen.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create Village operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the

Save or Publish button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

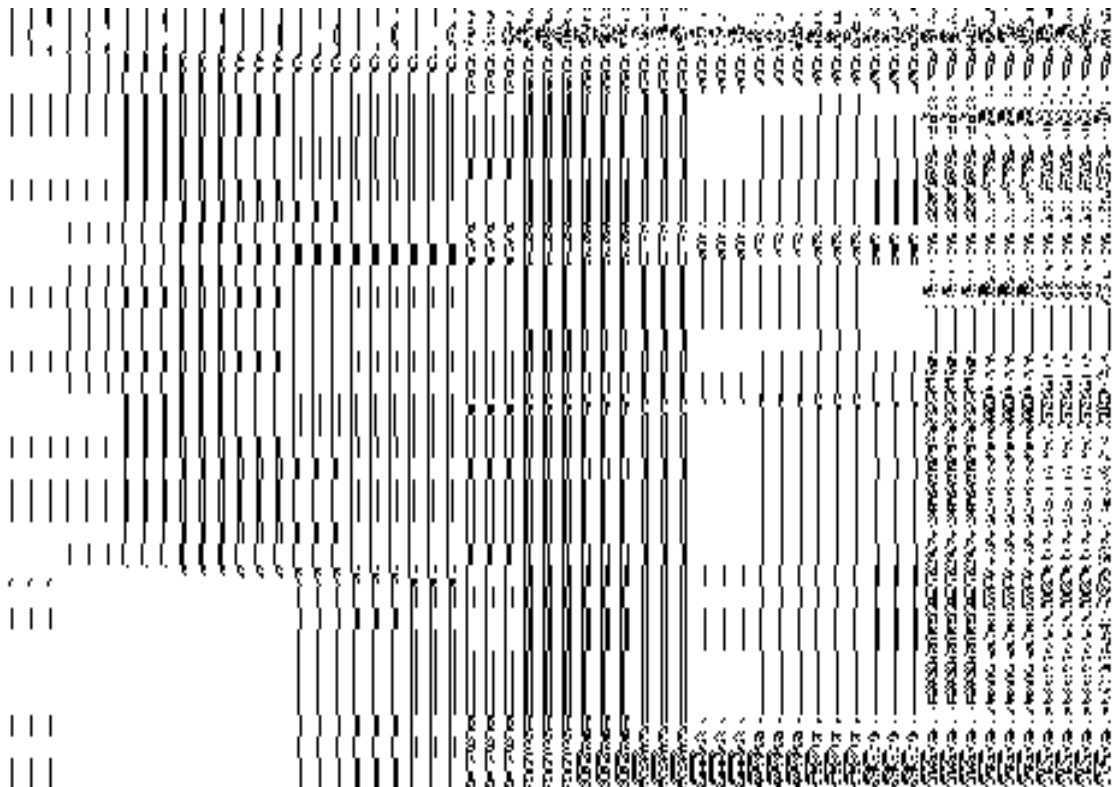
As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
8.	Government Order	This indicates that you did	Click “OK” to resume and select

S. No.	Message	Reason	Expected Action
	Template Required	not select the government order template.	the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “**Draft PRI Localbody created successfully**” is displayed on the screen. Now, the new PRI Localbody is created and available for further modification. You can view the Draft PRI localbody details by using the **Manage Draft Entities (PRI Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.
- When you clicked the **Publish** button in the form then the message “**PRI Localbody Published Successfully**” is displayed on the screen.



Manage PRI Local Body

Brief Description

This form enables you to manage all existing PRI local body. You can manage an existing PRI local body by clicking the **Manage PRI Local Body** option in the **Local Body** section. The **Manage Local Government Body (PRI)** form is displayed on the screen. This form consists of the search parameter name **Select Local Body Type**. This parameter allows you to search the details of the PRI local government body. Once you will select the required parameters and clicks on the **Get** button, the details about the selected panchayat local body will display on the screen. You can view and modify the details.

A screen shown in Fig. 5.10.5.1 display's a sample screen shot of the **Manage Local Government Body (PRI)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Local Government Body (PRI)** form is shown in Fig. 5.10.5.1:

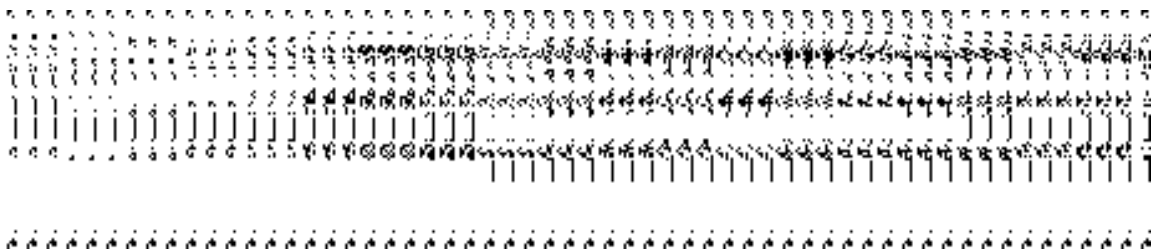


Fig 5.10.5.1

Pre-Condition

You should be logged in to the application and have privilege to manage all existing PRI local body details. You can open the **Manage Local Government Body (PRI)** form by clicking the option **Local Government body** → **Manage PRI Local Body** is available to you from the left menu to open the form.

The Manage Local Government Body (PRI) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Search Criteria : Select Local Body	<p>Description: This field is used to select the local body type from given list.</p> <ul style="list-style-type: none"> When you select gram Panchayat (Village level) local body type, then

	Type	<p>you have to also select the Zilla Parishad (District Panchayat) and Panchayat Samiti (Intermediate panchayat) under which it fall in three tier structure. In two tier structure you only select the Zilla Parishad (District Panchayat).</p> <ul style="list-style-type: none"> When you select Panchayat Samiti (Intermediate panchayat) local body type then you to select the Zilla Parishad (District pancayat) under which it falls. <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	No. of records per page	<p>Description: This field allows you to view a finite number of local government bodies per page. Example - 5,10.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Manage Local Government Body (PRI)** form contains the following **buttons** as indicated below:

- Fetch Local Bodies button:** This button allows you to view the list of local body.
- Close button:** This button allows you to return to home page without viewing the local body list.

Flow of Form

To manage an existing PRI local government body, you need to follow the steps given below:

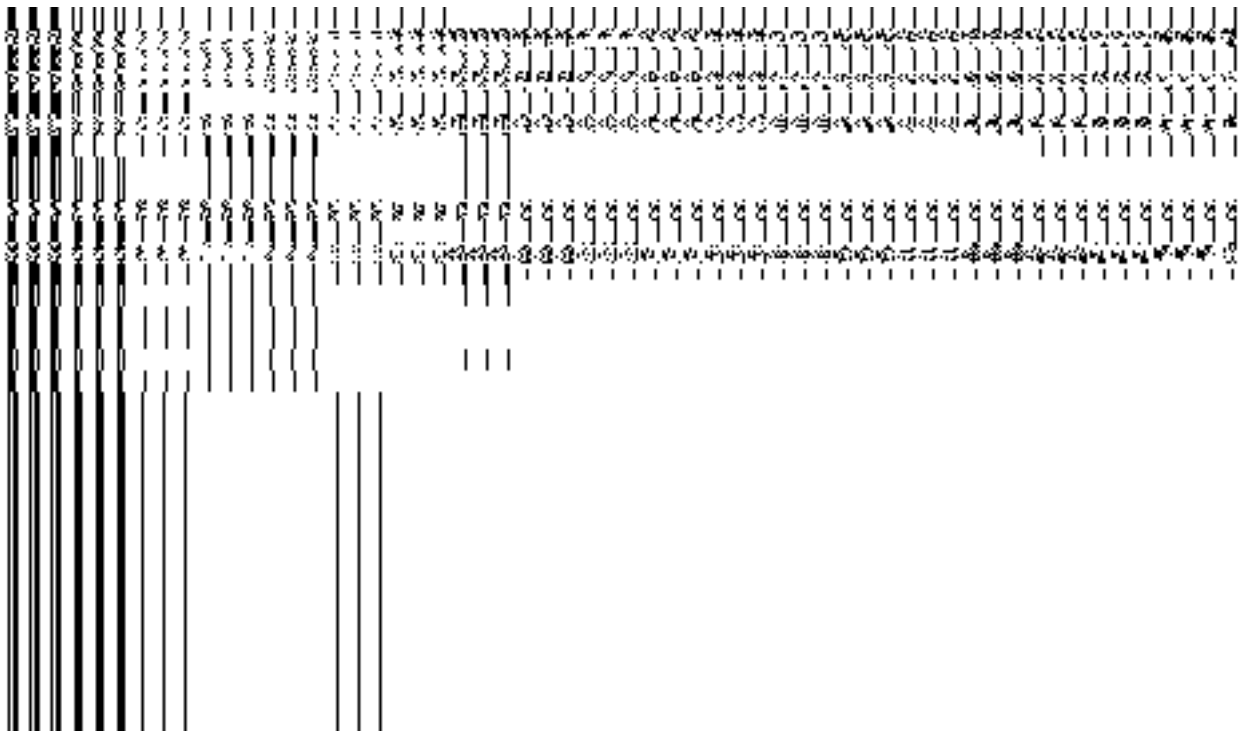
- You should be logged in to the application and has privilege to manage local government body.
- Click on the option **Local Government body** → **Manage PRI Local Body** available from the left menu to open the form. The **Manage Local Government Body (PRI)** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
- Select the local body type from the **Select Local Body** drop down list.
 - When you select Gram Panchayat (Village level) local body type, then you have to also select the Zilla Parishad (District panchayat) and Panchayat

Samiti (Intermediate panchayat) under which it fall in three tier structure. In two tier structure you only select the Zilla Parishad (District panchayat).

- When you select Panchayat Samiti (Intermediate panchayat) local body type then you to select the Zilla Parishad (District pancayat) under which it falls
4. After select the local body type, click on the **Fetch Local Bodies** button to get the details about the selected PRI local body. The searched result displays on the screen. You can view and modify details.

What happens when you click on Get button?

Once you click on the **Get** button after selecting search parameter, you will get the PRI local body list which shows the local body details such as local body code and local body name. Now you can view, modify government order and name of the selected local body, change and correct the covered area, and also modify Parent details.



View Local Body Details

Brief Description

This form enables you to view an existing PRI local body details. You can view the selected PRI local body details by clicking the **View** icon in front of the local body name in the **Manage Local Government Body (PRI)** form. The **View Local Govt Body Details (PRI)** form is displayed on the screen. This form shows the complete details of the selected PRI local body with the **Close** button.

A screen shown in Fig. 5.10.5.1 display's a sample screen shot of the **View Local Govt Body Details (PRI)** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Local Govt Body Details (PRI)** form is shown in Fig. 5.10.5.1:

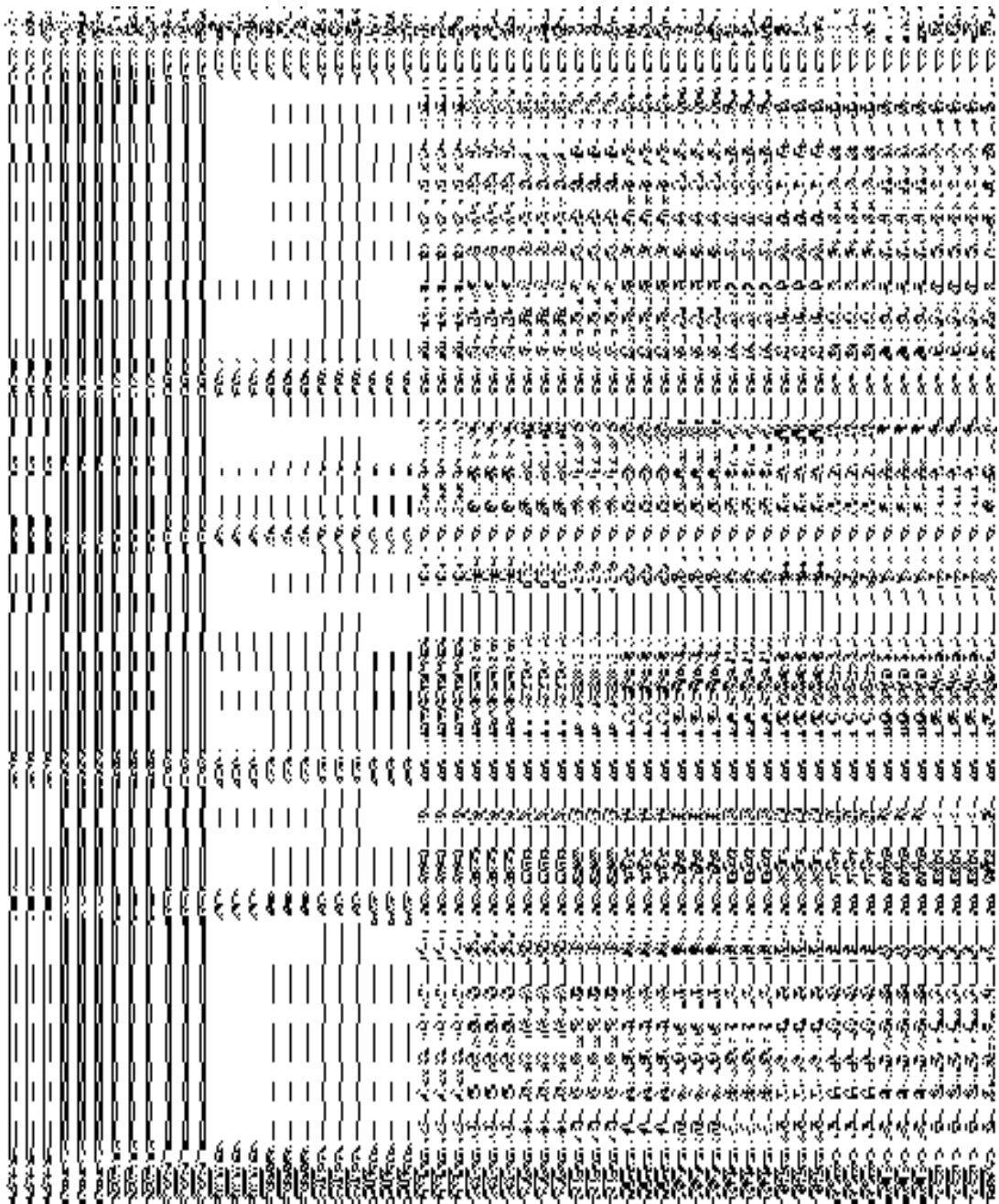


Fig. 5.10.5.1

Pre-condition

You should be logged in to the application and have privilege to view an existing PRI local body details. You can open the **View Local Govt Body Details (PRI)** form by clicking the **View** icon in front of the selected PRI local body name in the **Manage Local Government Body (PRI)** form.

The View Local Govt Body Details (PRI) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Local Govt Body Details: Local Body Code	Description: This field displays the code of selected PRI local. Validation: NA Mandatory/Optional: NA
2	General Local Govt Body Details: Local Body Name (In English)	Description: This field displays the name of the PRI local body in English. Validation: NA Mandatory/Optional: NA
3	General Local Govt Body Details: Name of local body (In Local Language)	Description: This field displays the name of the PRI local body in local language. Validation: NA Mandatory/Optional: NA
4	General Local Govt Body Details: Alias of the local body (In English)	Description: This field displays an alternative name of the PRI local body in English. Validation: NA Mandatory/Optional: NA
5	General Local Govt Body Details: Alias of the local body (In Local Language)	Description: This field displays an alternative name of the PRI local body in local language. Validation: NA Mandatory/Optional: NA
6	General Local Govt Body Details: State Specific Code	Description: This field displays the state specific code of the local body. Validation: NA Mandatory/Optional: NA
7	Government	Description: This field displays an order code.

	Order Details: Order Code	Validation: NA Mandatory/Optional: NA
8	Government Order Details: Order No	Description: This field displays an order number. Validation: NA Mandatory/Optional: NA
9	Government Order Details: Order Date	Description: This field displays the date on which the order was given. Validation: NA Mandatory/Optional: NA
10	Government Order Details: Effective Date	Description: This field displays the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Validation: NA Mandatory/Optional: NA
11	Government Order Details: Gazette Publication Date	Description: This field displays the date on which the order was published. This date should be equal to or more than the order date. Validation: NA Mandatory/Optional: NA
12	GIS Nodes: Latitude	Description: This field displays the latitude of the GIS node. Validation: NA Mandatory/Optional: NA
13	GIS Nodes: Longitude	Description: This field displays the longitude of the GIS node. Validation: NA Mandatory/Optional: NA

The **View Local Govt Body Details (PRI)** form contains the following buttons as indicated below:

- **Close button:** This button allows you to close the details and will return to the home screen.

Flow of Form

To view local govt body details, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (PRI)** form, click on the **View** icon in front of the selected PRI local government body, the **View Local Govt Body Details (PRI)** form is displayed on the screen. This form shows you the complete details of the selected PRI local body with the **Close** button.
3. Click the **Close** button to close the details and will return to the home page.

What happens when you click on View icon?

When you will click on the **View** icon then you will get the **View Local Govt Body Details (PRI)** form. This form shows the complete details about the selected PRI local government body, such as local body name in English and local language, alias name of the local body, order no, order date, etc.

Government Order Correction

Brief Description

This form enables you to correct the government order details of an existing PRI local government body. There are two cases where we can use this form. In first case, the government order details are not present in the application. In other case, you find that there are some mistakes in the government order details provided by you at the time of the PRI local body creation or change. In both the situations, you need to fill the correct government order details by using the **Government Order Correction** icon in the **Manage Local Government Body (PRI)** form. On clicking this icon, the **Modify Local Body (Government Order) PRI** form is displayed on the screen. This form allows you to add the correct government order details.

A screen shown in Fig. 5.10.5.2 display's a sample screen shot of the **Modify Local Body (Government Order) PRI** form.

The **Modify Local Body (Government Order) PRI** form is shown in Fig. 5.10.5.2:

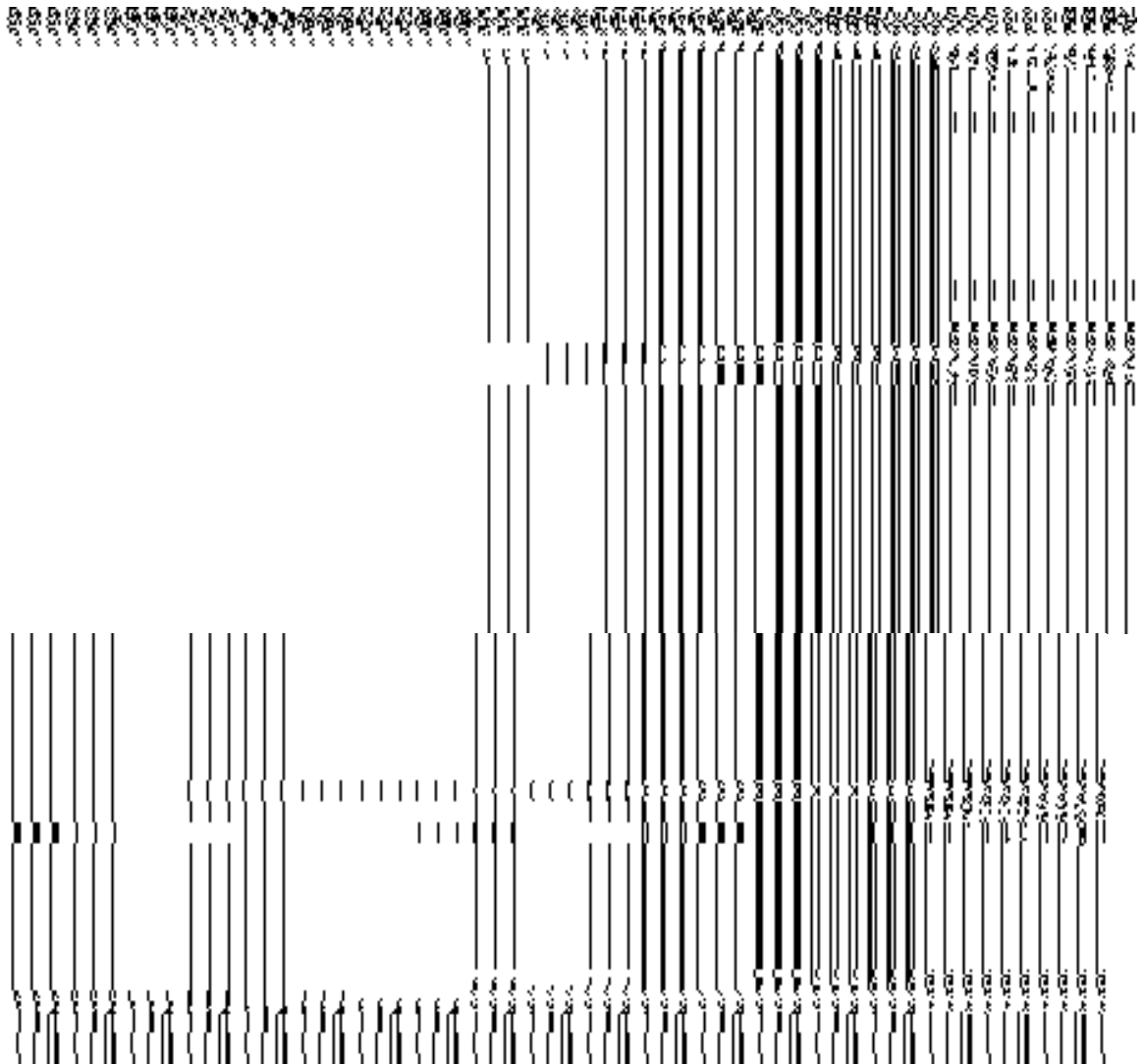


Fig. 5.10.5.2

Pre-Condition

You should login the application and have privilege to upload government order details. Before modifying the government order details, the government order and Map should be configured earlier.

The Modify Local Body (Government Order) PRI form contains the following fields as indicated below:

S.No	Field Name	Description
1	Local body	Description: This field displays the name of the PRI local body in English.

	<p>Details:</p> <p>Name of the local body (In English)</p>	<p>You cannot edit the details in this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	<p>Local body</p> <p>Details:</p> <p>Name of the local body (In Local Language)</p>	<p>Description: This field displays the name of the PRI local body in local language. You cannot edit the details in this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	<p>Local body</p> <p>Details:</p> <p>Alias of the local body (In English)</p>	<p>Description: This field displays an alternative name of the PRI local body in English. You cannot edit the details in this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	<p>Local body</p> <p>Details:</p> <p>Alias of the local body (In Local Language)</p>	<p>Description: This field displays an alternative name of the PRI local body in local language. You cannot edit the details in this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	<p>Government Order</p> <p>Details:</p> <p>Order No</p>	<p>Description: This field is used to specify the order number. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.] , slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order</p> <p>Details:</p> <p>Order Date</p>	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	<p>Government</p>	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective</p>

	Order Details: Effective Date	<p>date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. orders generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	GIS Node: Latitude	<p>Description: This field is used to specify the latitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
11	GIS Node: Longitude	<p>Description: This field is used to specify the longitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p>

		Mandatory/Optional: It is an Optional field.
12	GIS Node: Upload Map	Description: This field is used to upload map of land region under local body. This field is only visible when select Upload Map while configuring map. Validation: NA Mandatory/Optional: It is an Optional field.

The **Modify Local Body (Government Order) PRI** form contains the following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.
- **Remove button:** This button allows you to remove the attachments made and it only visible when you selected **Upload Government Order** option in configure government order.
- **Add More Nodes** button: This button allows you to add more nodes.
- **Save button:** This button allows you to save the modification made by you.
- **Close button:** In case you don't want to proceed further, you should click the Close button and return to the home screen.

Flow of Form

To modify government order details, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (PRI)** form, click the **Government Order Correction** icon in front of the PRI local body name. The **Modify Local Body (Government Order) PRI** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in **Gazette Publication Date** field.
6. To upload government order, click the **Browse** button and select the file location. The **Upload Government Order** field is only visible when you selected the **Upload**

Government Order option while configuring Government order. Otherwise, the **Select Government Order Template** option is visible because you have selected the **Generate Government Order** option while configuring Government order.

7. Specify the latitude of the GIS node in the **Latitude** field.
8. Specify the longitude of the GIS node in the **Longitude** field.
9. Click the **Browse** button to specify the Map file location in the **Upload Map** field. This field is visible only when the Upload Map option is selected while configuring Map.
10. Click the **Save** button to save the government order details or click the **Close** button to abort the operation.
11. Now, the government order details get filled.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template	This indicates that you did not select the government	Click “OK” to resume and select the template.

S. No.	Message	Reason	Expected Action
		order template.	

What happens when the form is saved?

On clicking the **Save** button in the **Modify Local Body (Government Order) PRI** form, all the details get updated with a successful message “**Modify Local Govt. Body is successfully updated**”. Click the **Ok** button to complete the process and will return you to the home page.

Modify Name

Brief Description

This form enables you to modify all existing PRI local body name details and also to add the government order details if any. You can modify an existing PRI local government body name by clicking the **Modify Name** icon in front of the PRI local body name in the **Manage Local Government Body (PRI)** form. The **Modify Local Body Name (PRI)** form is displayed on the screen. This form consists of the several fields which are in read only mode. That means you cannot modify these fields details. By using this form, you can modify the PRI local body name and add the government order details.

A screen shown in Fig. 5.10.5.3 display's a sample screen shot of the **Modify Local Body Name (PRI)** form.

The **Modify Local Body Name (PRI)** form is shown in Fig. 5.10.5.3:

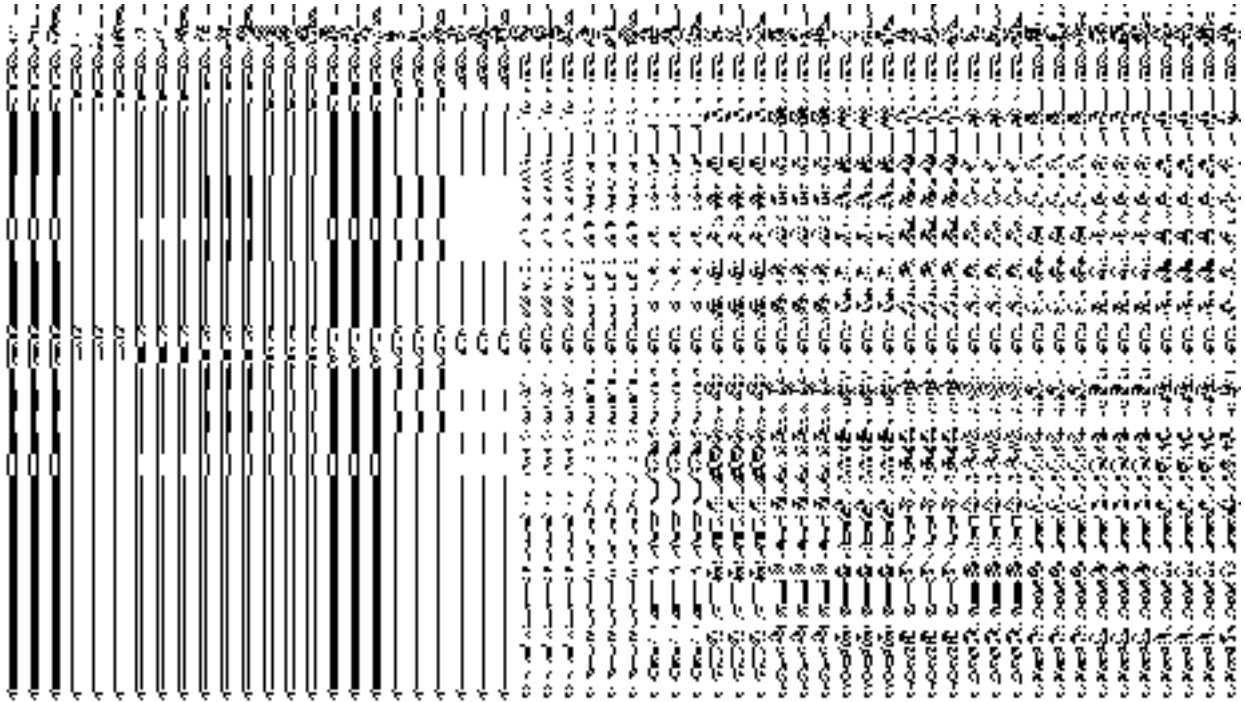


Fig. 5.10.5.3

Pre-Condition

You should login into the application and have privilege to modify an existing PRI local body name. Before modifying the local body name, the government order should be configured earlier.

The Modify Local Body Name (PRI) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of the PRI local body in English. You cannot edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body Details:	Description: This field shows the name of the PRI local body in local language. You cannot edit this field.

	Name of the local body (In Local Language)	Validation: NA Mandatory/Optional: NA
3	Local Body Details: Alias of the local body (In English)	Description: This field shows an alternative name of the PRI local body in English. You cannot edit this field. Validation: NA Mandatory/Optional: NA
4	Local Body Details: Alias of the local body (In Local Language)	Description: This field shows an alternative name of the PRI local body in local language. You cannot edit this field. Validation: NA Mandatory/Optional: NA
5	Local Body Details: New Name of new local body (In English)	Description: This field is used to specify the new name of the PRI local body in English. Example – dalar. Validation: Enter the new name in alphabets. Mandatory/Optional: It is a mandatory field.
6	Local Body Details: New Name of local body (In Local Language)	Description: This field is used to specify the new name of the PRI local body in local language. Validation: Enter the new name in local language. Mandatory/Optional: It is an Optional field.
7	Local Body Details: Alias of the local body (In English)	Description: This field is used to specify a new alternative name of the local body in English. Validation: Enter the new name in alphabets and can use some special character [-, ., space] . Mandatory/Optional: It is an Optional field.
8	Local Body Details:	Description: This field is used to specify a new alternative name of the PRI local body in local language.

	Alias of the local body (In Local Language)	Validation: Enter the alternative name of local body in local language. Mandatory/Optional: It is an Optional field.
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The **Modify Local Body Name (PRI)** form contains the following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.
- **Remove button :** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.

Flow of Form

To modify PRI local body name, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (PRI)** form, click the **Modify Name** icon in front of the PRI local body name. The **Modify Local Body Name (PRI)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the new name of the PRI local body in English and local language in the **New Name of the local body (In English)** and **New Name of the local body (In Local Language)** fields.
3. Specify the alternate name of the local body in English and local language in the **Alias of the local body (In English)** and **Alias of the local body (In Local Language)** fields.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please enter the new name of local body (in	This indicates you did not enter the name of the local	Enter the name of the new local body.

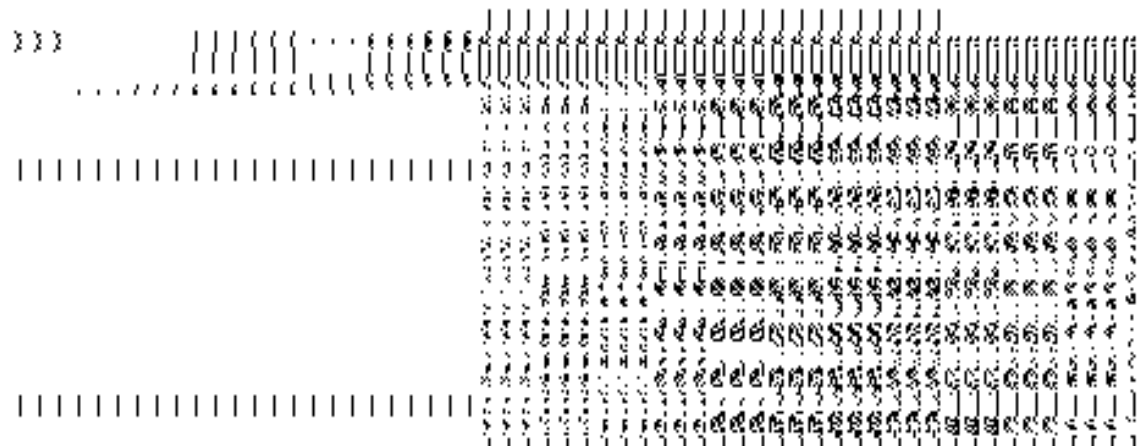
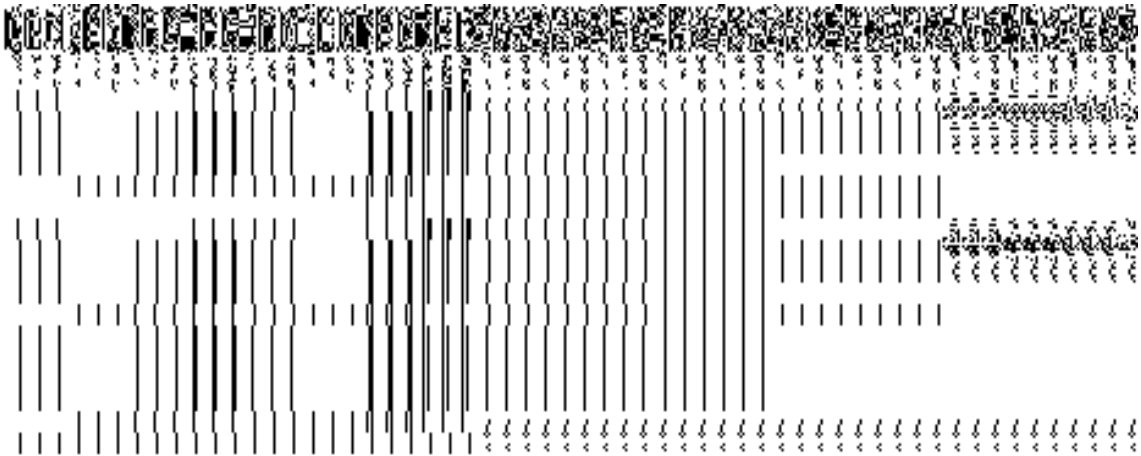
S. No.	Message	Reason	Expected Action
	English).	body.	
3.	Please Enter alphabets [a-z] [A-Z], numbers [0-9], dot [.] Hyphen (“-“) and space in name.	This indicates you did not enter the name of the local body in alphabets [a-z] [A-Z], numbers [0-9], dot [.] Hyphen (“-“) and space	Enter the name of the local body in given format.

Government Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Change Coverage Area of PRI Localbody** operation while configuring government order for the PRI Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details. You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-</p>

], dot [.), slash [/] and brackets. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
4	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
5	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
6	Government Order Details: Upload	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.

	Government Order	<p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Find Existing Government Order(s): Order Number	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.), slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Find Existing Government : From Date	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.
- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** In case you don't want to save the changes, you should click the Close button and return to home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create Village operation while configuring Government order for land region entities. After upload the government order file and click the **Save or Publish** button
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create Village operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.

S. No.	Message	Reason	Expected Action
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Modify Name Details of localbody has been Drafted Successfully” is displayed on the screen. You can view the Drafted PRI localbody details by using the **Manage Draft Entities (PRI Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.
- When you clicked the **Publish** button in the form then the message “Local Body is renamed successfully” is displayed on the screen.

Change Covered Area

Brief Description

The main purpose of this form is to change the current covered area details of an existing PRI local body. In this form, you have to enter the government order details if there is any change occurred. You can change the covered area details by clicking the **Change Covered Area** option in front of the PRI local body name in the **Manage Local Government Body (PRI)** form. The **Change Covered Area** form is displayed on the screen. This form shows the general details of the selected local body, current covered area, and government order details. Now, you can change the current covered area of the selected PRI local government body. In the **Manage Local Government Body (PRI)** form, there are two options **Change Covered Area** and **Map covered Area**. The **Change Covered Area** option is used when you want to change already existing covered area details of the selected PRI local body. On the other hand, the **Map covered Area** option is used when you want to map the covered area for the first time.

A screen shown in Fig. 5.10.5.4 display's a sample screen shot of the **Change Covered Area** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Change Covered Area** form is shown in Fig. 5.10.5.4:

Fig 5.10.5.4

Pre-Condition

You should login into the application and have privilege to modify local body covered area details. Before modify local body covered area details, you need to remember that the covered area details should be available for modification and also the government order should be configured earlier.

The Change Covered Area form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body Details: Name of the local body (In Local Language)	Description: This field shows the name of the local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA
3	Local Body Details: Alias of the local body (In English)	Description: This field shows an alternative name of the local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
4	Local Body Details:	Description: This field shows an alternative name of local body in local language. You can't edit this field.

	Alias of the local body (In Local Language)	<p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	Current Covered Area	<p>Description: This field shows the current covered area of the selected PRI local government body, such as current covered districts, sub districts, and villages.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
6	Covered Area of New Local Body: Select From Existing Local Bodies	<p>Description: If you want to change the current covered area and the new covered area is selected from the existing local body then you have to select this check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to either remove from current covered area or select either existing local body or unmapped/partially mapped local body.</p>
7	Covered Area of new local body: Select From Existing Local Bodies Available List	<p>Description: This field will display the land regions that are available to be included under an existing PRI local body. This field is only visible when you selected the Select From Existing Local Bodies check box. This field shows the Available List of district panchayat, districts, sub districts, and villages as per the local body type. For example – if the local body type is Zilla Parishad (District panchayat) then the Available List field will display the Zilla parishad list.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	Covered Area of new local body: Select From Existing Local Bodies Contributing List	<p>Description: This field will display the land regions that are selected for including under the new local body. You can transfer zilla parishad, panchayat samiti, village name from the Available List field to Contributing List field. This field is only visible when you selected the Select From Existing Local Bodies check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

9	Covered Area of new local body: Select From Un-Mapped/Partially Mapped Local Body	Description: If you want to create a new local body from the unmapped/partially mapped local body then selects this check box. Validation: NA Mandatory/Optional: It is an Optional field.
10	Covered Area of new local body: Select From Un-Mapped/Partially Mapped Local Body Available List	Description: This field will display the land regions that are available to be included under the existing PRI local body as per the local body type. This field is only visible when you selected the Select From Un-Mapped/Partially Mapped Local Body check box. For example – if you select the Zilla Parishad (District panchayat) in local body type then the Available List field will display the available district, sub-district and village list. Validation: NA Mandatory/Optional: It is an Optional field.
11	Covered Area of new local body: Select From Un-Mapped/Partially Mapped Local Body Contributing List	Description: This field will display the land regions that are selected for including under the existing PRI local body. This field is only visible when you selected the Select from unmapped/partially mapped local body check box. For example – If you select the Zilla Parishad (district panchayat) in local body type then the Contributing List field will display the selected district, sub-district and village list. Validation: NA Mandatory/Optional: It is an Optional field.

The **Modify Local Body Covered Area Details (Change)** form contains the following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.
- **Remove button :** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Whole button:** This button allows you to select the whole land region of selected district or sub district or village region in available list field.
- **Part button:** This button allows you to select the part of land region of selected district, sub district or village region in available list field.

- **Reset button:** This button allows you to reset the values.
- **Back button:** This button allows you to unselect the land region from the contributing list.
- **Get Covered Area of Local Body button:** This button allows you to get the list of land region that comes under the part of selected local body.
- **Get Sub District List button:** This button allows you to get the name of sub district of selected District, whose part is taken to create new local body.
- **Get Village List button:** This button allows you to get the name of village of selected sub district, whose part is taken to create new local body.

Flow of Form

To modify local body covered area details, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body** form, click the **Change Covered Area** icon in front of the PRI local body name. The **Change Covered Area** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. This current covered area field shows the list of land region entities for the selected PRI local government body, such as current covered districts, sub districts, and villages.
3. Select the covered district, sub districts or village and click on the remove button if you want to remove the selected covered areas from the current coverage of the PRI local government body.
4. Specify the area covered for an existing PRI local body. You can use the land region from the existing from the local bodies or use land region of unmapped/partially mapped local body.
5. If you select the **Select From Existing Local Bodies** checkbox then the Available and Contributing Lists of the Zilla Parishad, Panchayat Samiti, Gram Panchayat, districts, sub districts, villages, are appeared as per the selected local body type. The following options are visible in the Available List:
 - When the local body type is **Zilla Panchayat** then the Available List of Zilla Panchayat, District, Sub District, and Village is appeared on the screen. To select an existing land region area that includes in new PRI local body, you need to follow the steps given below:
 - b) Select the Zilla Panchayat from the available list and click the **Whole** or **Part** button to add the name in the **Contributing Zilla Panchayat list** field. If you want to include whole land region area of the Zilla Panchayat then, you need to add atleast two whole zilla panchayats.

- c) To get the list of districts under the selected Zilla Parishad then click the **Get Covered Area of Local Body** button. The list of districts is shown in the **Available District list** field. Select the district name from the **Available District list** field and click the **Whole** or **Part** button to add the district in the **Contributing District List** field.
 - d) To get the list of sub district under the selected district then click the **Get Sub District List** button. The list of sub districts is shown in the **Available Sub District list** field. Select the sub districts from the **Available Sub District list** field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**.
 - e) Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.
- When the local body type is **Panchayat Smiti** then the Available List of Panchayat Samiti, Sub District, and Village is displayed on the screen. To select an existing land region area that includes in new PRI local body, you need to follow the steps given below:
 - a) Select the Panchayat Smiti from the available list and click the **Whole** or **Part** button to add the name in the **Contributing Panchayat Smiti List**. If you want to include whole land region area of the Panchayat Samiti then, you need to add atleast two whole Panchayat Samities.
 - b) To get the list of sub district under the selected district then click the **Get Covered Area of Local Body** button. The list of sub districts is shown in the **Available Sub District list** field. Select the sub districts from the **Available Sub District list** field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**.
 - c) Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.

- When the local body is **Gram Panchayat** then the Available List of gram panchayat and Village is displayed on the screen. To select an existing land region area that includes in new PRI local body, you need to follow the steps given below:
 - a) Select the gram panchayat from the available list and click the **Whole** or **Part** button to add the name in the **Contributing Gram Panchayat List**. If you want to include whole land region area of the gram panchayat then, you need to add atleast two whole gram panchayats.
 - b) To get the list of village under the selected local body then click the **Get Covered Area of Local Body** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.
6. If you select the **Select From Un-Mapped/Partially Mapped Land Region** checkbox then you have to perform the following steps:
- a. When the local body type is Zilla Parishad (District panchayat) then the Available List of district, sub-district and village, is displayed on the screen. To select the un-mapped/partially mapped land region to create a new PRI local body, you need to follow the steps given below:
 1. Select the district from the available list and click the **Whole** or **Part** button to add the district name in the **Contributing District list** field. If you want to include whole land region area of the district then, you need to add at least two whole districts.
 2. To get the list of sub district under the selected district then click the **Get Sub District List** button. The list of sub districts is shown in the **Available Sub District list** field. Select the sub districts from the **Available Sub District list** field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**.
 3. Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.
 - b. When the local body type is Panchayat Samiti (Intermediate panchayat) then the available field will display the sub district list and available village list.
 1. Select the sub districts from the **Available Sub District list** field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**. If you want to include whole land region area of the sub district then you have to add at least two whole sub districts.

2. Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.
- c. When the local body type is Gram Panchayat (Village panchayat) then the available field will display the available village list.
 1. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**. If you want to include whole land region area of the village then you have to add at least two whole villages.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

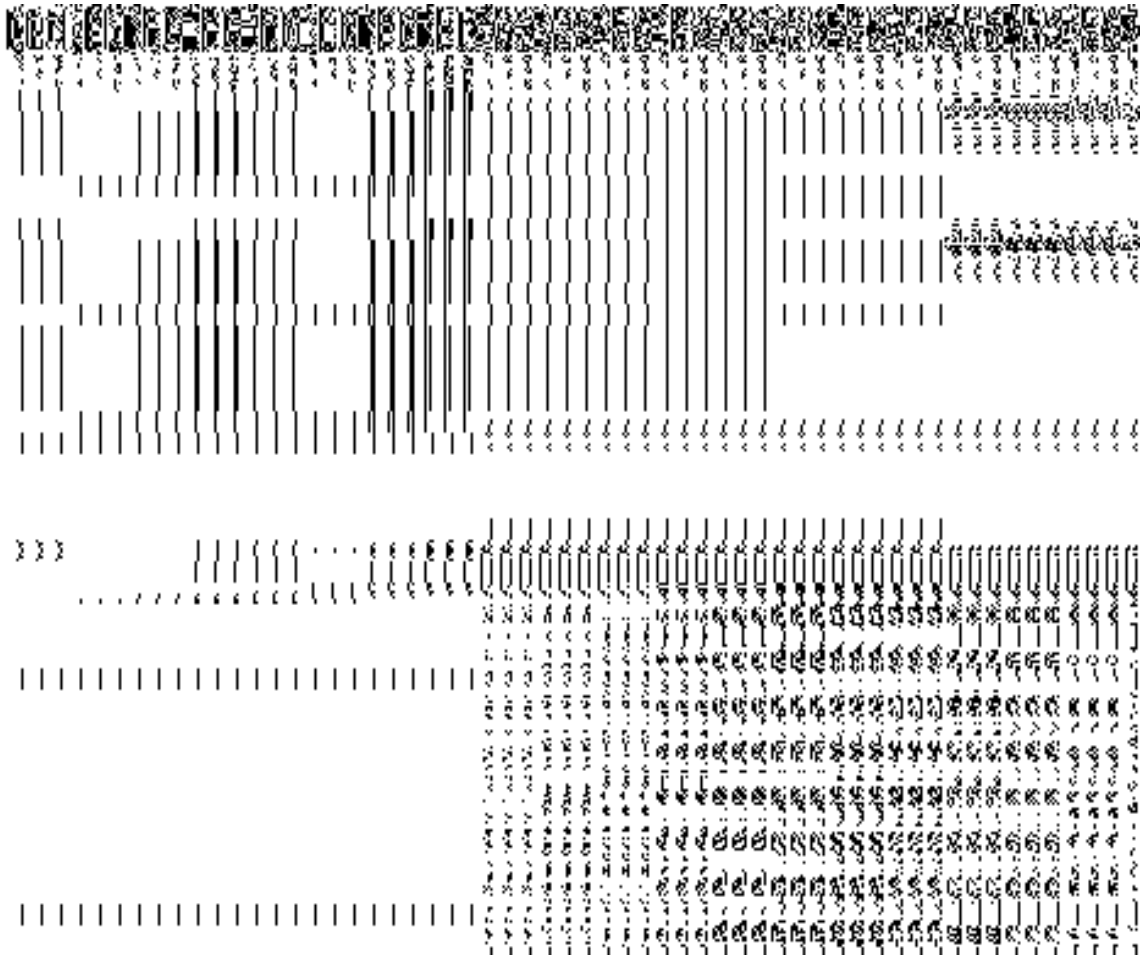
S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.

Governeemnt Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Change Coverage Area of PRI Localbody** operation while configuring government order for the PRI Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display’s a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details.You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government	<p>Description: This field is used to specify the order number which states that</p>

	Order Details: Order No	a village is created. Example order123 Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/] and brackets. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
4	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
5	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.

6	Government Order Details: Upload Government Order	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order. Validation: Upload at least one file. Mandatory/Optional: It is a Mandatory field.
7	Government Order Details: Select Government Order Template	Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order. Validation: Upload at least one template. Mandatory/Optional: It is a Mandatory field.
8	Find Existing Government Order(s): Order Number	Description: This field is used to specify the order number to be searched Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
9	Find Existing Government : From Date	Description: This field is used to specify the starting range for the order date for the existing order to be selected Validation: Enter date in given format DD-MM-YYYY. Mandatory/Optional: It is a Mandatory field.
10	Find Existing Government : To Date	Description: This field is used to specify the end range for the order date for the existing order to be selected Validation: Enter date in given format DD-MM-YYYY. Mandatory/Optional: It is a Mandatory field.

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.

- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** In case you don't want to save the changes, you should click the Close button and return to home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create Village operation while configuring Government order for land region entities. After upload the government order file and click the **Save or Publish** button
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create Village operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
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S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “ OK ” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Changed Coverage Details has been Drafted Successfully” is displayed on the screen. You can view the Draft PRI localbody details by using the **Manage Draft Entities (PRI Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.

- When you clicked the **Publish** button in the form then the message “Covered area of Local Body is updated successfully ” is displayed on the screen.

Map Covered Area

Brief Description

The main purpose of this form is to allow you to map the covered area details of an existing PRI local body. You can correct the covered area details of the select local body by using the **Change Covered Area** option in the **Manage Local Government Body (PRI)** form. This option is used when you map the land region entities to the local body for the first time in the application. Also, Map Covered Area form can be used to change the current coverage type of the land region entity. You can change the existing coverage of the land region entity from part to full and vice versa. Before mapping the covered area details, the Local government setup should be defined and also the government order and map should be configured.

A screen shown in Fig. 5.10.5.5 display's a sample screen shot of the **Map Covered Area (PRI)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Map Covered Area (PRI)** form is shown in Fig. 5.10.5.5:

Fig. 5.10.5.5

Pre-Condition

You should login into the application and have privilege to map covered area details of the local body. You can map the local body covered area details, if the covered area details is not added. In addition, the government setup, Map, and government order should be configured.

The Map Covered Area (PRI) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body Details: Name of the local body (In Local Language)	Description: This field shows the name of the local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA
3	Local Body Details: Alias of the local body (In English)	Description: This field shows an alternative name of the local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
4	Local Body Details: Alias of the local body (In Local Language)	Description: This field shows an alternative name of local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA

5	Covered Area of New Local Body: Current Covered Area	Description: This field shows the current coverage details of the local body. Validation: NA Mandatory/Optional: NA
6	Covered Area of New Local Body: Do you want to change the current coverage type	Description: This field allows to to change the current coverage type i.e. from part to full and vice versa. Validation: If the village is partly mapped to any other Gram Panchayat, then you will not be allowed to change its coverage from part to full. Mandatory/Optional: NA
7	Covered Area of New Local Body: Select from Un-Mapped/Partially Mapped Land Regions	Description: If you want to add local body covered area from the unmapped/partially mapped. Validation: NA Mandatory/Optional: NA
6	Covered Area of New Local Body: Select from Un-Mapped/Partially Mapped Land Regions Available List	Description: This field will display the land regions that are available to be included under the existing PRI local body as per the local body type. This field is only visible when you selected the Select from Un-Mapped/Partially Mapped Land Regions check box. For example – if you select the Zilla Parishad (District panchayat) in local body type then the Available List field will display the available district, sub-district and village list. Validation: NA Mandatory/Optional: It is an Optional field. But it is mandatory to select unmapped/partially mapped local body.
7	Covered Area of New Local Body: Select from Un-Mapped/Partially Mapped Land Region	Description: This field will display the land regions that are selected for including under the existing PRI local body. This field is only visible when you selected the Select from Unmapped/Partially Mapped Land Regions check box. For example – If you select the Zilla Parishad (district panchayat) in local body type then the Contributing List field will display the selected district, sub-district and village list.

	Contributing List	<p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select unmapped/partially mapped local body.</p>
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The **Correct Govt Local Body (PRI)** form contains the following buttons as indicated below:

- **Whole button:** This button allows you to select the whole land region of selected district or sub district or village region in available list field.
- **Part >> button:** This button allows you to select the part of land region of selected district, sub district or village region in available list field.
- **Reset << button:** This button allows you to reset the values.
- **Back < button:** This button allows you to unselect the land region from the contributing list.
- **Get Sub District List button:** This button allows you to get the name of sub district of selected district, whose part is taken to create new local body.
- **Get Village List button:** This button allows you to get the name of village of selected sub district, whose part is taken to create new local body.
- **Update button:** This button allows you to save the mentioned details.
- **Close button:** This button allows you to abort the current operation and returns to the home screen.

Flow of Form

To modify local body covered area details, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (PRI)** form, click the **Map covered Area** icon in front of the PRI local body name. The **Map Covered Area (PRI)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. You will notice that you have the option to change the existing coverage type of the selected local body. For e.g. If the selected local body is of Zilla Parishad type, then the system will allow you to change the coverage type of the currently covered districts. You can change the coverage of the districts from 'Part' to 'Full' and

vice versa. However, the system will not allow you to change the coverage type from 'Part' to 'Full' if the part of the district is covered by another local body.

3. Select the **Select from Un-Mapped/Partially Mapped Land Regions** checkbox then you have to perform the following steps:

- a) Select the district from the available list and click the **Whole** or **Part** button to add the district name in the **Contributing District list** field. If you want to include whole land region area of the district then, you need to add at least two whole districts.
- b) To get the list of sub district under the selected district then click the **Get Sub District List** button. The list of sub districts is shown in the **Available Sub District list** field. Select the sub districts from the **Available Sub District list** field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**.
- c) Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.

4. After making all selections, click the **Save** button to save the covered area details of the local body or click the **Cancel** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click "OK" to resume and select/specify mandatory field.

What happens when the form is saved?

On clicking the **Update** button in the **Map Covered Area (PRI)** form, all the details get updated with a successful message **"The covered area of Local Government Body was mapped successfully"**. Click the **OK** button to complete the process and will return you to the home page.

Modify Parent

Brief Description

The main purpose of this form is to change the top level hierarchy of the selected PRI local government body. You can change the parent of the selected local body by clicking the **Modify Parent** icon in front of the local body name in the **Manage Local Government Body (PRI)** form. The **Modify Local Body Parent (PRI)** form is displayed on the screen. This form shows the general details of the selected local body, the top level of the selected local body, and government order details. This form allows you to change the top level hierarchy details of the selected local body. For example, if the selected local body type is Gram Panchayat then you can change its immediate local body named Panchayat Samiti. The local government body structure can either be of two tiers or three tiers. If it is a two tier structure then you can change its immediate local body named Zilla Panchayat of the selected local body. If it is three tiers then you can change the Panchayat Samiti of the selected local body.

A screen shown in Fig. 5.10.5.6 display's a sample screen shot of the **Modify Local Body Parent (PRI)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Local Body Parent (PRI)** form is shown in Fig. 5.10.5.6:

|||||

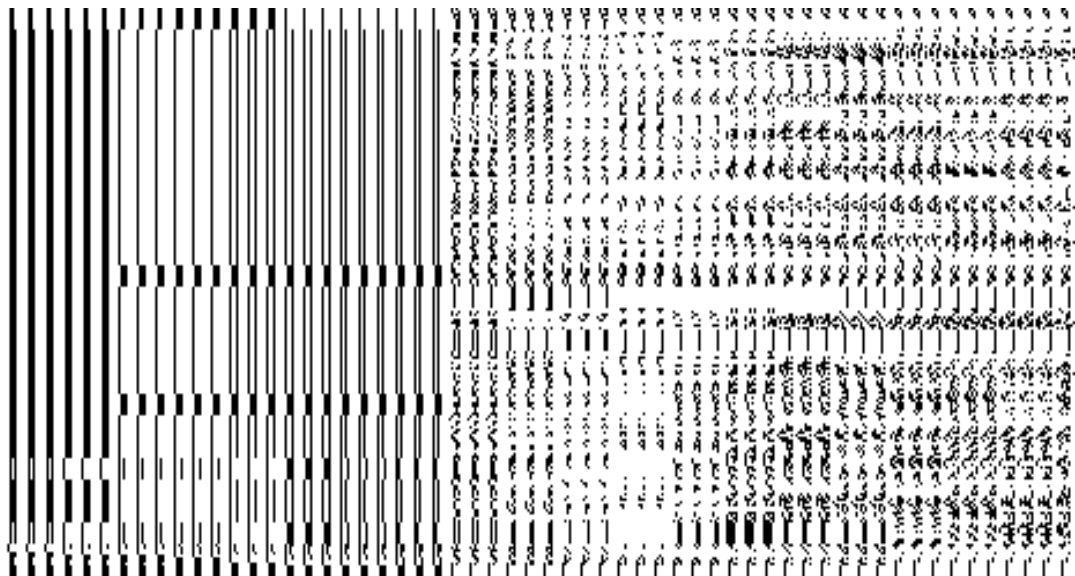


Fig 5.10.5.6

Pre-Condition

You should login into the application and have privilege to change the parent of the selected local body. Before modifying local body top level structure, the government order should be configured earlier.

The Modify Local Body Parent(PRI) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of new local body in English. You cannot edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body Details: Name of the local body (In Local Language)	Description: This field shows the name of the new local body in local language. You cannot edit this field. Validation: NA Mandatory/Optional: NA
3	Local Body Details: Alias of the local body (In English)	Description: This field shows an alternative name of the local body in English. You cannot edit this field. Validation: NA Mandatory/Optional: NA
4	Local Body Details: Alias of the local body (In Local Language)	Description: This field shows an alternative name of local body in local language. You cannot edit this field. Validation: NA Mandatory/Optional: NA
5	Modify the Parent of the Local Body: Type of Local Body	Description: This field shows the type of the selected local body. You can't edit this field. Validation: NA Mandatory/Optional: NA

6	Modify the Parent of the Local Body: Parent of Local Body	Description: This field shows the name of the parent local body. You can't edit this field. Validation: NA Mandatory/Optional: NA
7	Modify the Parent of the Local Body: Select New Parent of [Local Body Name]	Description: This field allows you to select the new parent of the selected local body. Validation: NA Mandatory/Optional: It is an Optional field.

The **Modify Local Body Parent (PRI)** form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Remove button :** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.

Flow of Form

To change local body top level, you need to follow the steps given below:

1. After getting the search result in the **Manage Local Government Body** form, click the **Modify Parent** icon in front of the local body name. The **Modify Local Body Parent (PRI)** form is displayed on the screen.
2. Select the new parent of the selected local body from the **Select New Parent of [Local body name]** field.

After selecting the new parent for the selected local body, specify the government order details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

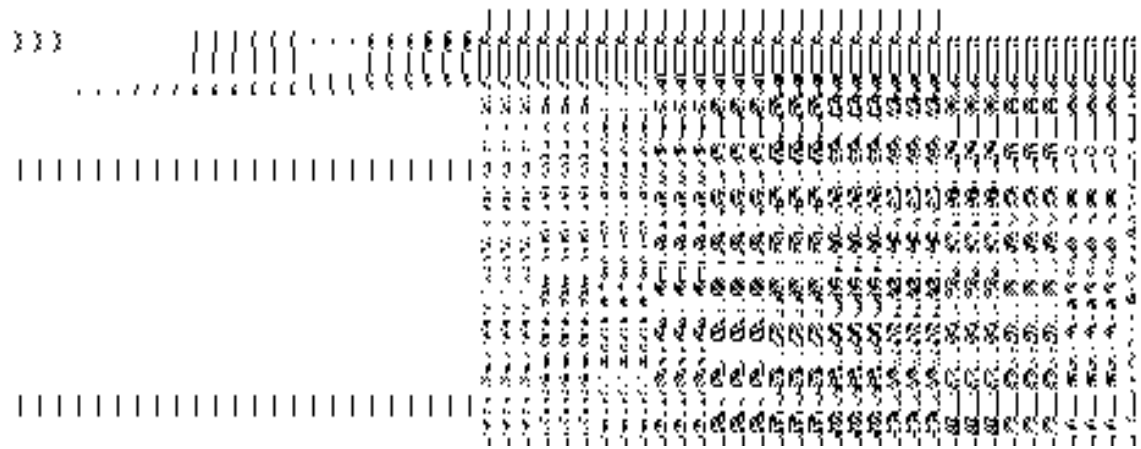
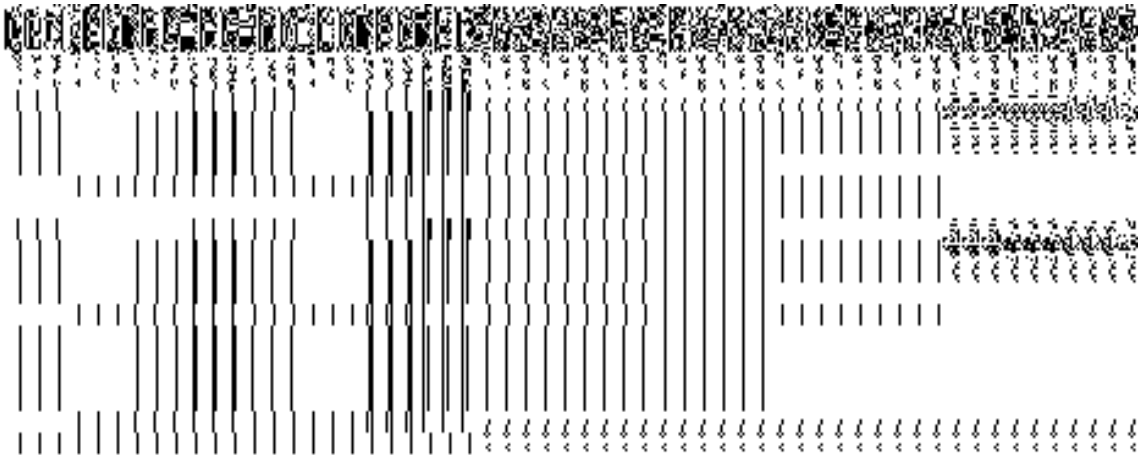
S. No.	Message	Reason	Expected Action
1.	Please select the new parent for the selected local body.	This indicates that you did not select the new parent for the selected local body.	Click “OK” to resume and select/specify mandatory field.

Government Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Modify Parent of PRI Localbody** operation while configuring government order for the PRI Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
2.	Government Order Details	<p>Description: This field is used to specify the order details. You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-</p>

], dot [.), slash [/]. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
4	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
5	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1.In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
6	Government Order Details: Upload	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.

	Government Order	<p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Find Existing Government Order(s): Order Number	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.), slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Find Existing Government : From Date	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.
- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** In case you don't want to save the changes, you should click the Close button and return to home screen.

Flow of Form

To upload government order, you need to follow the steps given below:

7. After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
8. Specify the government order number in the **Order No** field.
9. Specify the government order date in the **Order Date** field.
10. Specify the Effective order date in the **Effective Date** field.
11. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
12. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create Village operation while configuring Government order for land region entities. After upload the government order file and click the **Save or Publish** button.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create Village operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.

S. No.	Message	Reason	Expected Action
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Changed Parent Details has been Drafted Successfully” is displayed on the screen. You can view the Draft PRI localbody details by using the **Manage Draft Entities (PRI Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.
- When you clicked the **Publish** button in the form then the message “Parent of localbody is updated successfully” is displayed on the screen.

Manage Draft Local bodies (PRI)

Brief Description

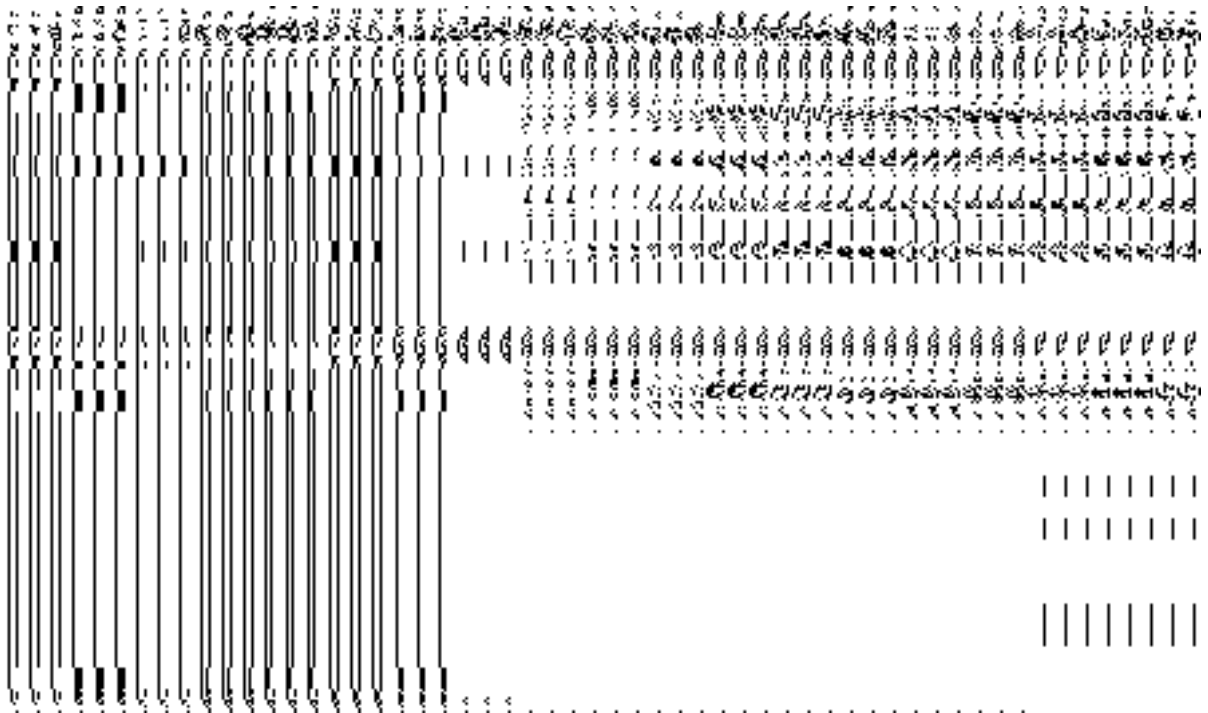
This form enables you to manage all existing PRI Localbodies saved in the draft mode. You can manage an existing PRI local body by clicking the **Manage Draft Local bodies (PRI)** option in the **Draft** section. The **Manage Draft Local bodies (PRI)** form is displayed on the screen. The Manage Draft Local bodies (PRI) form allows you to manage and publish existing draft PRI Local body.

A screen shown in Fig. 5.17.4.1 display's a sample screen shot of the **Manage Draft Local bodies (PRI)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Draft Local bodies (PRI)** form is shown in Fig. 5.17.4.1:

Fig 5.17.4.29



Pre-Condition

You should be logged in to the application as **State/District** user and have privilege to manage draft PRI Local bodies information. You can open the View and Manage Draft Entities (PRI) form by clicking the option View and Manage Draft Entities → **Manage Draft Local bodies (PRI)** is available to you from the left menu.

The Manage Draft Local bodies (PRI) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1.	Local body Name (In English)	Description: This field displays the list of existing PRI Local bodies name in English. Validation: NA Mandatory/Optional: NA
2.	Local body Name (In Local)	Description: This field displays the list of existing PRI Local bodies name in Local. Validation: NA Mandatory/Optional: NA
3.	Local body Type	Description: Description: This field displays the list of existing PRI Local bodies Type. Validation: NA Mandatory/Optional: NA
4.	View	Description: Description: This field displays the Link to View/Delete existing Draft PRI Local bodies Details. Validation: NA

		Mandatory/Optional: NA
5.	Modify	<p>Description: Description: This field displays the Link to Modify/Publish existing Draft PRI Local bodies Details.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Manage Draft Local bodies (PRI)** form contains the following buttons as indicated below:

- **View:** This button allows you to View and or Delete the PRI Local bodies saved in draft mode.
- **Modify:** This button allows you to Modify and or publish the PRI Local bodies saved in draft mode.
- **Fetch Draft Local Bodies** –To get the list of PRI Local bodies saved in the draft mode.
- **Close** –To redirect to the home page.

Flow of Form

To manage draft PRI Local bodies information, you need to follow the steps given below:

4. You should be logged in to the application as **State/District** user and has privilege to manage existing PRI Local bodies saved in the draft mode.
5. Click on the option **View and Manage Draft Entities**→ **Manage Draft Local bodies (PRI)** available from the left menu to open the form. **Manage Draft Local bodies (PRI) form** is displayed on the screen.
6. You can view, modify, publish and delete the selected Local bodies from the Draft PRI Local bodies list.

Create ER Designation (Panchayat)

Brief Description

The main purpose of this form is to allow you to create designation for elective representatives of panchayat local body. You can create the ER designation of panchayat local body by clicking the **Create ER Designation (Panchayat)** option in the **Local Body** section. The **Designation Hierarchy – Elected Representatives (Panchayat)** form is

displayed on the screen. This form allows you to create the designation hierarchy, such as top designation and other designations. In any panchayat local body, there is only one top designation, such as a Pradhan. It may possible that there are many other members under the one level. You can add other members by selecting the **Can multiple officials share this designation** check box and then click the **Add** button. Also, you can specify if the designation is a regular post or contract based. You can click on the check box **Is it Regular Post** if the entered designation is a regular post.

A screen shown in Fig. 5.10.8.1 display's a sample screen shot of the **Designation Hierarchy – Elected Representatives (Panchayat)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Designation Hierarchy – Elected Representatives (Panchayat)** form is shown in Fig. 5.10.8.1:

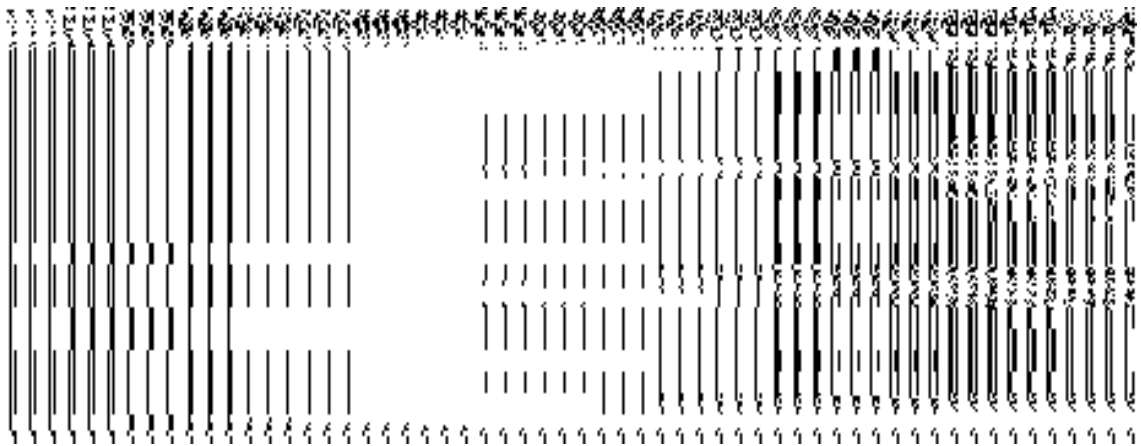


Fig 5.10.8.1

Pre-Condition

You should login into the application and have privilege to create designation hierarchy for Elective Representative of panchayat local body. The government setup details should be defined earlier. You can open the **Designation Hierarchy – Elected Representatives (Panchayat)** form by clicking the option **Local Government Body → Create ER Designation (Panchayat)** is available to you from the left menu.

The Designation Hierarchy – Elected Representatives (Panchayat) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government Type	Description: This field is used to select the Local Government Type under which you want to create designation for Elective Representatives.

		<p>Validation: Select one Local Government Type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Top Designation: Name (English)	<p>Description: This field is used to specify the name of the top designation in English.</p> <p>Validation: Enter the name of designation using alphanumeric and you can use some special character [space,/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Top Designation: Name (Local)	<p>Description: This field is used to specify the name of the top designation in local language.</p> <p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Designation (Others): Name (English)	<p>Description: This field is used to specify the name of the other designations in English</p> <p>Validation: Enter the name of designation using alphanumeric and space.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
5	Designation (Others): Name (Local)	<p>Description: This field is used to specify the name of the other designations in local language.</p> <p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Designation (Others): Can multiple officials share this designation?	<p>Description: This field allows you select if the entered designation can be held by multiple persons.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
7	Designation (Others): Is it Regular Post?	<p>Description: This field allows you specify whether the entered designation is a regular post.</p> <p>Validation: NA</p>

		Mandatory/Optional: It is an Optional field.
--	--	---

The **Designation Hierarchy – Elected Representatives (Panchayat)** form contains the following buttons as indicated below:

- **Add button:** This button allows you to add more designations in the selected panchayat local body. When you click this new text boxes are displayed. Enter the new designation name in English and local language.
- **Delete icon:** When you click the **Delete** icon, then the **Name (English)** and **Name (Local)** field adjacent to it are deleted.
- **Clear button:** This button allows you to clear the details entered.
- **Save button:** This button allows you to save the details entered.

Flow of Form

To create ER Designation for panchayat local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to create designation hierarchy for elected representatives of the panchayat local body.
2. Click the option **Local Government Body → Create ER Designation (Panchayat)** available on the left menu to open the form. The **Designation Hierarchy – Elected Representatives (Panchayat)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local government type under which you want to create your ER designation from the **Local Government Type** drop down menu.
4. Specify the name of top designation in English and in local language in the **Name (English)** and **Name (in Local)** fields of the **Top Designation** panel. You can have only one designation at the top level.
5. Specify the name of other designations in English and in local Language in the **Name (English)** and **Name (Local)** fields of the **Designation (Others)** panel.
6. If there are multiple designations in one level in the selected local body then select the **Can multiple officials share this designation?** check box and clicks the **Add** button to add more designations. Repeat step 6 to add more designations.
7. If the entered designation for the selected local body is a regular post then click on the check box **Is it Regular post**.
8. After creating the designation hierarchy, click the **Save** button to save details or click the **Clear** button to re-enter details. Similarly, you can create designation of other local body type by repeating step 5 to step 8.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select the local government type.	This indicates that you did not select local Government type.	Click “OK” to resume and select the local government type.
3.	Please enter the top designation name in English.	This indicates that you did not enter the top designation name in English.	Click “OK” to resume and enter the top designation name.
4.	Please enter the other designation name in English.	This indicates that you did not enter the other designation name in English.	Click “OK” to resume and enter the other designation name.

What happens when the Save Button is clicked?

On clicking the **Save** button, the designation details are saved. If you want to view the existing ER designations then, click the **Create ER Designation (Panchayat)** option in the **Local Body** section. The **Designation Hierarchy - Elected Representatives (Panchayat)** form is displayed on the screen. In this form, select the local government type whose ER designation details you want to view from the **Local Government Type** form the drop down. All the designations that are created for the elected representative are visible. You can clear the designation details entered, by clicking the **Clear** button and enter the new details. You can also delete the other designations **Name (English)** and **Name (Local)** by clicking the **Delete** icon, but you cannot delete /modify the designations if they are being used by other PES applications or included in any reporting structure.

Create Official Designation (Panchayat)

Brief Description

The main purpose of this form is to allow you to create designation for official of the panchayat local body. You can create the official designation of panchayat local body by clicking the **Create Official Designation (Panchayat)** option in the **Local Body** section. The **Designation Hierarchy – Officials (Panchayat)** form is displayed on the screen. This form allows you to create the official designation hierarchy, such as top designation and other designations. In any panchayat local body, there is only one top designation, such as a Pradhan. It may possible that there are many other members under the one level. You can add other members by selecting the '**Can multiple officials share this designation**' check box and then click the **Add** button. Also, you can specify if the designation is a regular post or contract based. You can click on the check box **Is it Regular Post** if the entered designation is a regular post.

A screen shown in Fig. 5.10.11.1 display's a sample screen shot of the **Designation Hierarchy – Officials (Panchayat)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Designation Hierarchy – Officials (Panchayat)** form is shown in Fig. 10.11.1:

Fig 5.10.11.1

Pre-Condition

You should login into the application and have privilege to create designation hierarchy for official of panchayat local body. The government setup should be defined earlier. You can open the **Designation Hierarchy – Officials (Panchayat)** form by clicking the option **Local Government Body → Create Official Designation (Panchayat)** is available to you from the left menu.

The Designation Hierarchy – Officials (Panchayat) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government Type	<p>Description: This field is used to select the local government type under which you want to create official designation.</p> <p>Validation: Select one local government type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Top Designation: Name (English)	<p>Description: This field is used to specify the name of the top designation in English.</p> <p>Validation: Enter the name of designation using alphanumeric and space.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Top Designation: Name (Local)	<p>Description: This field is used to specify the name of the top designation in local language.</p> <p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Designation (Others): Name (English)	<p>Description: This field is used to specify the name of the designation in English.</p> <p>Validation- Enter the name of designation using alphanumeric and space.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
5	Designation (Others): Name (Local)	<p>Description: This field is used to specify the name of the designation in local language.</p> <p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Designation (Others): Can multiple officials share this designation	<p>Description: This field allows you select if the entered designation can be hold by multiple persons.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
7	Designation	<p>Description: This field allows you specify whether the entered designation</p>

	(Others): Is it Regular Post?	<p>is a regular post.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
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The **Designation Hierarchy – Officials (Panchayat)** form contains the following buttons as indicated below:

- **Add button:** This button allows you to add more designations. When you click this button then new text boxes are displayed. Enter the new designation name in English and local language.
- **Delete icon:** When you click the **Delete** icon, then the **Name (English)** and **Name (Local)** field adjacent to it are deleted.
- **Clear button:** This button allows you to clear the details entered.
- **Save button:** This button allows you to save the details entered.
- **Close button:** This button allows you to go to the homepage without saving the details.

Flow of Form

To create designation for officials of panchayat local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to create official designation hierarchy of the panchayat local body.
2. Click on the option **Local Government Body → Create Official Designation (Panchayat)** available on the left menu to open the form. The **Designation Hierarchy – Officials (Panchayat)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

3. Select the local government type under which you want to create your designation from the **Local Government Type** drop down menu.
4. Specify the name of top designation in English and in local Language in the **Name(English)** and **Name (Local)** fields of the **Top Designation** panel. You can have only one designation at the top level.
5. Specify the name of other designations in English and in local Language in the **Name (English)** and **Name(Local)** fields of the **Designation (Others)** panel.
6. If you want to create multiples designation in one level, select the **Can multiple officials share this designation** check box and click the **Add** button to add more designation. Repeat step 6 to add more designations.
7. If the entered designation for the selected local body is a regular post then click on the check box **Is it Regular post**.
8. After creating the official designation hierarchy, click the **Save** button to save details or click the **Clear** button to re-enter details. To create designation of other local body type repeat step 5 to step 8.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select the local government type.	This indicates that you did not select local government type.	Click “OK” to resume and select the local government type.
3.	Please enter the top designation name in English.	This indicates that you did not enter the top designation name in English.	Click “OK” to resume and enter the top designation name.
4.	Please enter the other designation name in English.	This indicates that you did not enter the other designation name in English.	Click “OK” to resume and enter the other designation name.

What happens when the Save Button is clicked?

On clicking the **Save** button, the designation details are saved. If you want to view the existing ER designations then, click the **Create Official Designation (Panchayat)** option in the **Local Body** section. The **Designation Hierarchy - Officials (Panchayat)** form is displayed on the screen. In this form, select the local government type whose official designation details you want to view from the **Local Government Type** form the drop down. All the designations that are created for the official representative are visible. You can clear the designation details entered, by clicking the **Clear** button and enter the new details. You can also delete the other designations **Name (English)** and **Name (Local)** by clicking the **Delete** icon, but you cannot delete /modify the designations if they are being used by other PES applications or included in any reporting structure.

Create Official Reporting (Panchayat)

Brief Description

The main purpose of this form is to allow you to define the reporting structure of the official designations of panchayat local body. Before defining the reporting structure, the ER designation and Official designations should be created. You can define the reporting structure of the panchayat local body by clicking the **Create Official Reporting (Panchayat)** option in the **Local Body** section. The **Add Reporting Structure (Panchayat)** form is displayed on the screen. This form allows you to define the reporting structure of the official designations, such as Member 1 is reporting to the CEO. In other words, you can also say that this form helps in defining who is reporting to whom. The **Top Designation, Report To, and Local Government Type** fields are in read only mode. That means you cannot edit these fields because the person on the top designation is the head of the selected panchayat local body and not responsible to report to anyone. The other members of the panchayat local body will report the head of the panchayat local body (top designation).

A screen shown in Fig. 5.10.14.1 display's a sample screen shot of the **Add Reporting Structure (Panchayat)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Add Reporting Structure (Panchayat)** form is shown in Fig. 10.14.1:

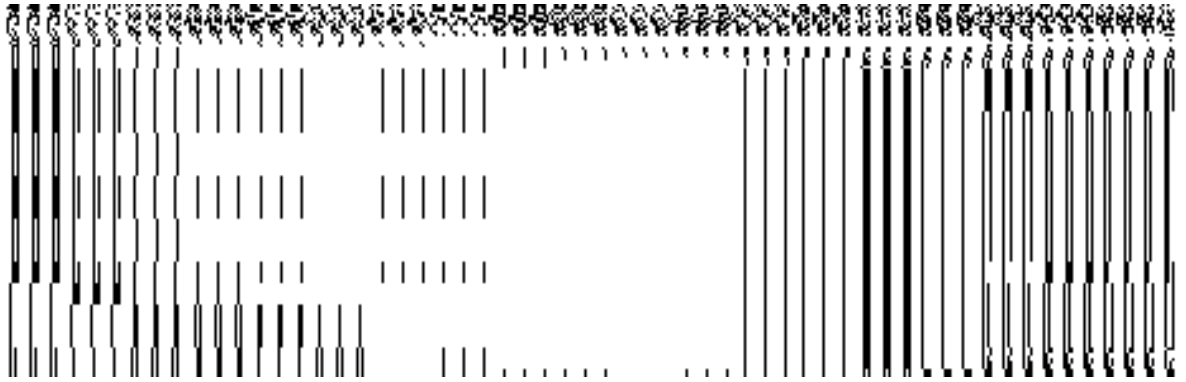


Fig 5.10.11.1

Pre-Condition

You should login into the application and have privilege to define the reporting structure of official designation of the panchayat local body. Before creating the reporting structure of official designation of panchayat local body, the ER designation and Official designations should be created earlier. You can open the **Adding Reporting Structure (Panchayat)** form by clicking the option **Local Government Body → Create Official Reporting (Panchayat)** is available to you from the left menu.

The Adding Reporting Structure (Panchayat) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government Type	<p>Description: This field is used to select the local government type under which you want to define the reporting structure of official designation.</p> <p>Validation: Select one local government type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Top Designation: Name	<p>Description: This field shows the top designation under the selected panchayat local body. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Top Designation: Report To	<p>Description: This field shows that the top designation person is reported to whom. This field shows nothing as the top designation person is the head of the panchayat local body and not responsible to report to anyone. You</p>

		cannot edit this field. Validation: NA Mandatory/Optional: It is an Optional field.
4	Top Designation: Local Government Type	Description: This field shows the local government type of the top designation. You cannot edit this field. Validation: NA Mandatory/Optional: NA
5	Designation (Others): Name	Description: This field consists of the name of other designations and allows you to select the designation whose reporting details you want to add under the mentioned top designation. Validation: Select one designation. Mandatory/Optional: It is a Mandatory field.
6	Designation: Report To	Description: This field consists of the other designations and allows you to select the other designation name to which the selected designation in the Designation field is reporting. Validation: Select one official designation. Mandatory/Optional: It is a Mandatory field.

The **Add Reporting Structure (Panchayat)** form contains the following buttons as indicated below:

- **Add button:** This button allows you to add the reporting structure of the other members.
- **Delete icon:** When you click the **Delete** icon, then the **Designation** and **Report To** fields adjacent to it are deleted.
- **Close button:** This button allows you to go to homepage without saving the details.
- **Save button:** This button allows you to save the details entered.

Flow of Form

To add the reporting structure of the selected panchayat local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to add the reporting structure of the selected panchayat local body.
2. Click on the option **Local Government Body → Create Official Reporting (Panchayat)** available on the left menu to open the form. The **Add Reporting Structure (Panchayat)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local government type under which you want to define the reporting structure from the **Local Government Type** drop down menu.
4. Select the designation whose reporting structure you want to define from the **Designation** field. The **Top Designation, Report To,** and **Local Government Type** fields are in read only mode as the top designation person is the head of the panchayat local body and also not responsible to report to anyone
5. Select the designation name from the **Report To** field to define that the selected designation is reported to which designation.
6. If you want to define other designations reporting structure then click the **Add** button.
7. After adding the reporting structure, click the **Save** button to save details or click the **Close** button to go to the homepage without saving the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select the local government type.	This indicates that you didn't selected local government type.	Click “OK” to resume and select the local government type.
3.	Please enter the designation name whose reporting structure you want to	This indicates that you didn't select the designation whose reporting structure you want to define.	Click “OK” to resume and select the designation.

S. No.	Message	Reason	Expected Action
	define.		
4	Kindly setup the Designation Hierarchy for all the Local Body Types. !	This indicates that you didn't create the ER designation and Officials designation for all the panchayat local body types.	Click " OK " to resume and create the designation hierarchy.

What happens when the Save Button is clicked?

On clicking the **Save** button, the View Reporting form is displayed on the screen. This form displays the reporting details of official designation of the panchayat local body. If you want to view the existing official reporting details then, click the **Create Official Reporting (Panchayat)** option in the **Local Body** section. The **Add Reporting Structure (Panchayat)** form is displayed on the screen. In this form, select the local government type whose official reporting details you want to view from the **Local Government Type** form the drop down. All the reporting details that are created for the official are visible. You can clear the reporting details entered, by clicking the **Clear** button and enter the new details. You can also delete the other reporting details **Name (English)** and **Name (Local)** by clicking the **Delete** icon.



Ward

General Description

This section allows you to create a new ward under the selected local government body, in which you can enter the general details, such as Name of New Ward, Ward Number, and Ward Name in Local Language. This section also allows you to manage an existing ward details. This section is accessed at state and district level.

Create n Manage PRI Ward

Brief Description

The main purpose of this form is to allow you to create ward for panchayat local government body. This form is accessed at state level and district level. A state level user can create wards in his state and also in all other districts of his state. On the other hand, a district level user can create wards in his district only. You can create a ward under a selected panchayat local body by clicking the **Create n Manage PRI Ward** option in the **Ward** section. The **Create n Manage PRI Ward** is displayed on the screen. This form allows you to add the new ward details.

A screen shown in Fig. 5.10.2.1 display's a sample screen shot of the **Create n Manage PRI Ward** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create Ward n Manage PRI Ward** form is shown in Fig. 5.10.2.1:

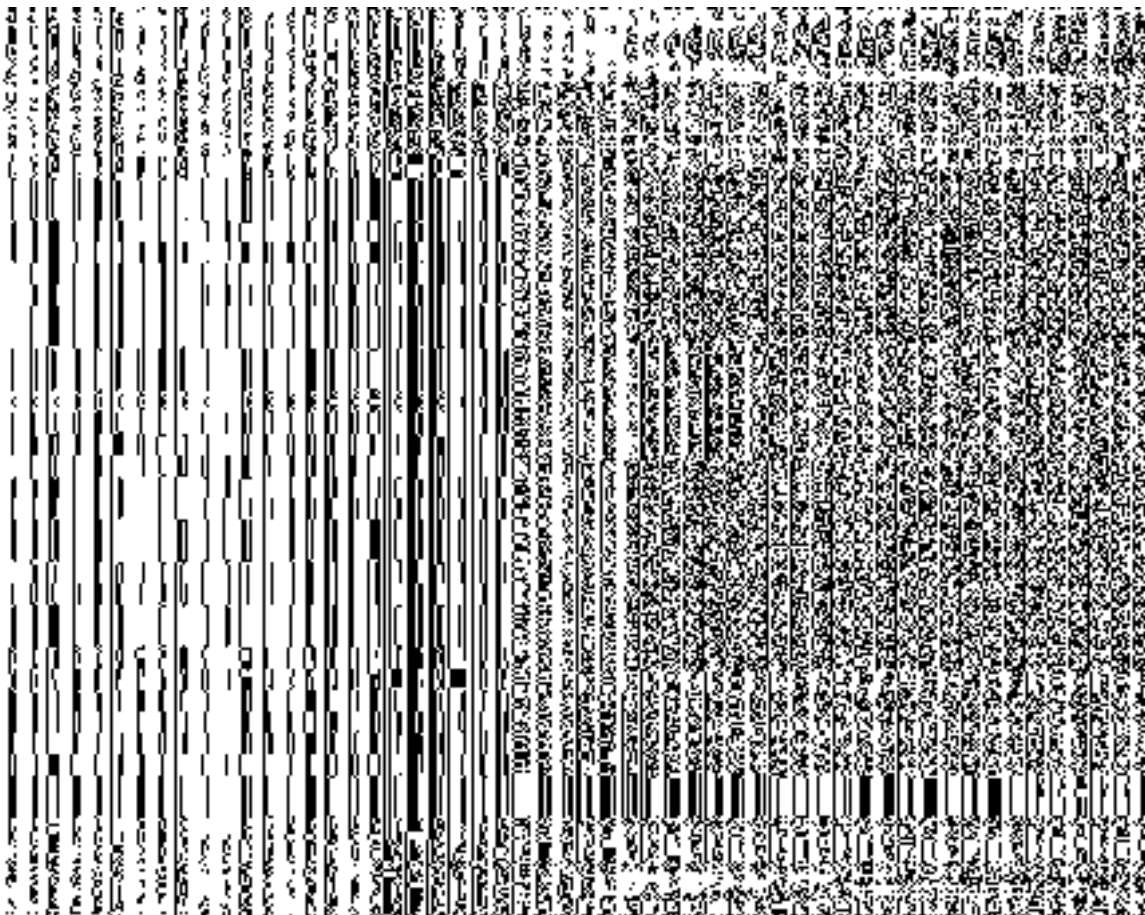


Fig 5.10.2.1

Pre-Condition

You should login into the application and have privilege to create Ward. A new ward can be created by the state and district level users. A state level user can create wards in his state and also in all other districts of his state. On the other hand, a district level user can create wards in his district only. You can open the **Create Ward n Manage PRI Ward** form by clicking the **Ward → Create n Manage PRI Ward** is available to you from the left menu.

The **Create Ward n Manage PRI Ward** form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Type of Local Body: Select Local Body Type	<p>Description: This field is used to select the local body type under which a new ward is created.</p> <ul style="list-style-type: none"> • When you select the Zilla Panchayat as local body type then the Select Zilla Panchayat drop down list box appears from where you have to select the zilla panchayat under which a new ward is created. On selecting the Zilla Panchayat local body then the covered area shows the Available and Contributing list of District, Sub District, and Village. • When you select Block Panchayat as local body type then Select Zilla Panchayat and Select Block Panchayat list boxes appear. From these list boxes, select the desired zilla panchayat and block panchayat under which the new ward is created. On select the block panchayat as local body type, the covered area shows the Available and Contributing list of Sub District and Village. • When you select Gram Panchayat as the local body type then Select Zilla Panchayat, Select Block Panchayat, and Select Gram Panchayat list boxes appear. From these list boxes, select the desired zilla panchayat, block panchayat, and gram panchayat under which you want to create ward in three tier structure. On select the gram panchayat as local body type, the covered area shows the Available and Contributing list Village. <p>Validation: Selecting one local body type</p> <p>Mandatory/Optional: It is Mandatory field.</p>
		Description: This field is used to specify the name of the new ward in

Ward Name(In English)	<p>English.</p> <p>Validation: This field accepts text in alphabets and can use some special character [-,/ ., space]</p> <p>Mandatory/Optional: It is a Mandatory field.</p>	
2.	Ward Number	<p>Description: This field is used to specify the ward number.</p> <p>Validation: This field accepts numeric data hyphen "-" and slash "/".</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
Ward Name in Local Language	<p>Description: This field is used to specify the name of the new ward in local language.</p> <p>Validation: This field accepts the new name in local language.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>	

The **Create Ward n Manage PRI Ward** form contains the following buttons as indicated below:

-
- **Get button:** This button allows you to get the ward details list.
- **Save button:** This button allows you to save ward details and creates the new ward.
- **Add Another Row:** This button allows you to add more rows for creating ward.
- **Clear button:** This button allows you to clear all the details entered in the fields.
- **Close button:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.

Flow of Form

To create n manage PRI ward, you need to follow the steps given below:

1. You should login into the application and have the privilege to create n manage PRI ward.
2. Click the option **Ward → Create n Manage PRI Ward** available on the left menu to open the form. The **Create n Manage PRI Ward** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

3. Select the local body type in which you want to create a new ward from the **Select Local Body Type** drop down list.
 - When you select the **Zilla Panchayat** as local body type then the **Select Zilla Panchayat** drop down list box appears from where you have to select the zilla panchayat under which a new ward is created.
 - When you select **Block Panchayat** as local body type then the **Select Zilla Panchayat** and **Select Block Panchayat** list boxes appear. From these list boxes, select the desired zilla panchayat and block panchayat under which the new ward is created.
 - When you select **Gram Panchayat** as the local body type then **Select Zilla Panchayat, Select Block Panchayat** , and **Select Gram Panchayat** list boxes appear. From these list boxes, select the desired zilla panchayat, block panchayat, and gram panchayat under which you want to create ward in three tier structure.
4. Click Get button to fetch the ward details list.
5. To create new ward enter no. of wards to be created in the **Enter No. of Wards** text box field.
6. To create new ward specify the general ward details, such as Ward name in English, Ward number, and Ward name in local language in their respective fields.
7. The new created ward which is not published in Publish PRI Ward Changes form does not have the "**Enable a Ward For Editing**" and "**Delete Ward**" radio buttons for editing and delete purpose. Only already published ward in Publish PRI Ward Changes form does have the "**Enable a Ward For Editing**" and "**Delete Ward**" radio buttons for editing and delete purpose.
8. After making all selections, click the **Save** button to save ward detail or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter data in required fields.	This indicates that you did not enter data in mandatory field.	Click " OK " to resume and select/specify mandatory field.
2.	Please select local	This indicates you did not select the local body type in	Click " OK " to resume and select

S. No.	Message	Reason	Expected Action
	body type.	which you want the ward to created	district panchayat.
3.	Please select zilla panchayat.	This indicate you did not select the zill panchayat in which you want to create ward	Select the zilla panchayat
4.	Please select block panchayati.	This indicate you did not select the block panchayat in which you want to create ward	Select the block panchayat.
5.	Please select gram panchayat.	This indicate you did not selected the gram panchayat in which you want to create ward	Select the gram panchayat.
6.	Please enter ward name.	This indicates that you didn't enter the ward name.	Specify ward name.
7.	Please enter ward number.	This indicates that you didn't enter the ward number.	Specify ward number.

What happens when the Save button is clicked?

On clicking the **Save** button, a message **“Panchayat Type Ward successfully created.”** is displayed.

Publish PRI Ward Changes

Brief Description

This form enables you to publish PRI ward details. You can publish ward details by clicking the **Publish PRI Ward Changes** option in the **Ward** section. The **Publish PRI Ward Changes** form is displayed on the screen. In this form, you need to select the local body type whose wards details you want to manage. Once you will select the required parameters (such as

local body type) and clicks on **Get** button, you will get PRI ward details in the same form. Now, you can publish and delete the selected PRI ward details.

A screen shown in Fig. 5.11.3.1 display's a sample screen shot of the **Publish PRI Ward Changes** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Publish PRI Ward Changes)** form is shown in Fig. 5.11.3.1:

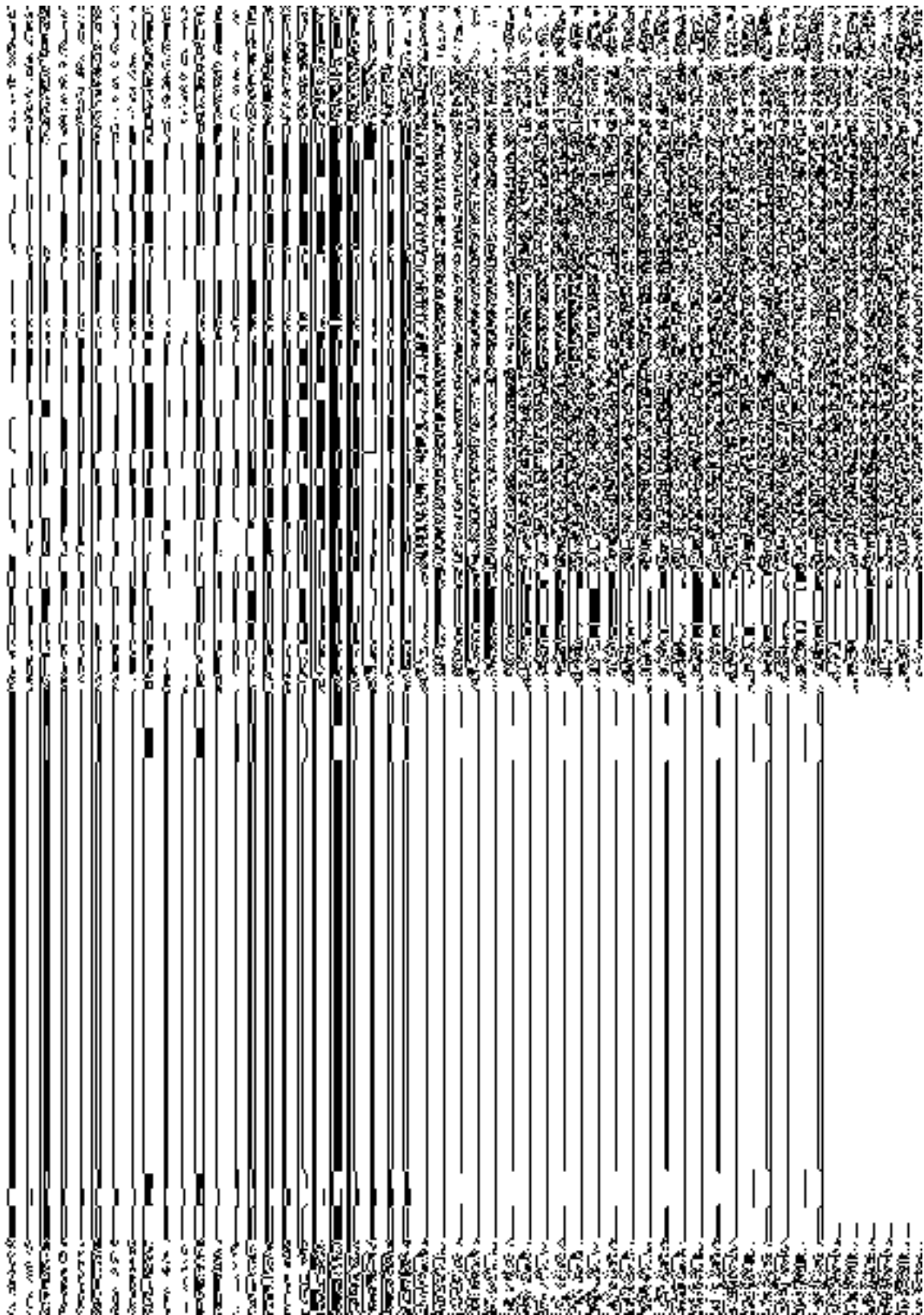


Fig 5.10.5.1

Pre-Condition

You should be logged in to the application and have privilege to publish PRI ward information. You can open the **Publish PRI Ward Changes** form by clicking the option **Ward** → **Publish PRI Ward Changes** is available to you from the left menu.

The **Publish PRI Ward Changes** form that enables you to publish ward details contains following fields as indicated below:

S.No	Field Name	Explanation
1.	Search Criteria : Select Local Body Type	<p>Description: This field is used to select the local body type from given list whose ward details you want to search.</p> <ul style="list-style-type: none">• If you select local body type as Zilla Panchayat then the Select District Panchayat List drop down list box appears. From which, you have to select the district panchayat whose ward details you want to view.• When you select Block Panchayat as local body type then Select Zilla Panchayat and Select Block Panchayat list boxes appear. From these list boxes, select the desired zilla panchayat and block panchayat under which the new ward is created. On select the block panchayat as local body type, the covered area shows the Available and Contributing list of Sub District and Village.• When you select Gram Panchayat as the local body type then Select Zilla Panchayat, Select Block Panchayat, and Select Gram Panchayat list boxes appear. From these list boxes, select the desired zilla panchayat, block panchayat, and gram panchayat under which you want to create ward in three tier structure. On select the gram panchayat as local body type, the covered area shows the Available and Contributing list Village. <p>Validation: Selecting one local body type</p> <p>Mandatory/Optional: It is Mandatory field.</p>
2.	Ward Name(In English)	<p>Description: This field is used to specify the name of the new ward in English.</p> <p>Validation: NA</p>

		Mandatory/Optional: NA
3.	Ward Number	Description: This field is used to specify the ward number. Validation: NA Mandatory/Optional: NA
4.	Ward Name in Local Language	Description: This field is used to specify the name of the new ward in local language. Validation: NA Mandatory/Optional: NA

The **Publish PRI Ward Changes** form that enables you to manage ward details contains following buttons as indicated below:

- **Get button:** This button allows you to view the list of wards in the selected PRI local body. On clicking this button ward list is displayed.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the ward list.

Flow of Form

To manage ward, you need to follow the steps given below:

1. You should be logged in to the application and have privileges to manage PRI ward.
2. Click on the option **Ward** → **Publish PRI Ward Changes** available from the left menu to open the form. The **Publish PRI Ward Changes** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in. The search option is available to find the list of details on the basis of selected parameters.
3. Select the local body type from in the **Select Local Body Type** drop down list.
 - If you select **Zilla Panchayat** as local body type then you have to select the district panchayat from the **Select District Panchayat List** drop down list whose ward you want to view.
 - When you select **Block Panchayat** as local body type then the **Select Zilla Panchayat** and **Select Block Panchayat** list boxes appear. From these list

boxes, select the desired zilla panchayat and block panchayat under which the new ward is created.

- When you select **Gram Panchayat** as the local body type then **Select Zilla Panchayat, Select Block Panchayat** , and **Select Gram Panchayat** list boxes appear. From these list boxes, select the desired zilla panchayat, block panchayat, and gram panchayat under which you want to create ward in three tier structure.
4. After selecting the local body type, click the **Ge** button to get the ward details.
 5. Now the **Published wards** list, **Unpublished ward** list and **Delete wards** is displayed on the screen. The **Unpublish ward** list contains New Ward in Green color, Update Ward in Yellow color and Delete Ward in Pink color.
 6. If you want to publish **new ward** or **update ward** then click on Publish button it will appear in **Published Wards** list. If you want to publish **delete ward** then click on Publish button it will appear in **Delete Wards** list. If you directly delete ward without publishing then it will disappear from Unpublished ward section.
 7. You can not publish and delete the same selected ward.
 8. You can publish or delete individual wards and also you can publish or delete all wards by clicking on **Publish All** and **Delete All** checkbox.

What happens when you click on Get button?

Once you click on **Get** button after selecting search parameter, you will get the ward list of the selected PRI local body in the same screen. Now you can publish or delete the selected ward.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select the local body type.	This indicates that you didn't select the local body type whose ward details you	Click the OK button to resume and select the local body type from the

S. No.	Message	Reason	Expected Action
		want to search.	given list.
2.	No Result found.	This indicates that there is no PRI ward created.	Specify the search parameters again.

Delete Ward

Brief Description

This option enables you to delete the selected PRI ward details. You can delete the ward details by clicking the **Delete** button in front of the ward number in the **Manage PRI Ward** form. The selected ward is deleted. The **Delete** button in the **Publish PRI Ward Changes** form is shown in Fig. 5.11.3.2:

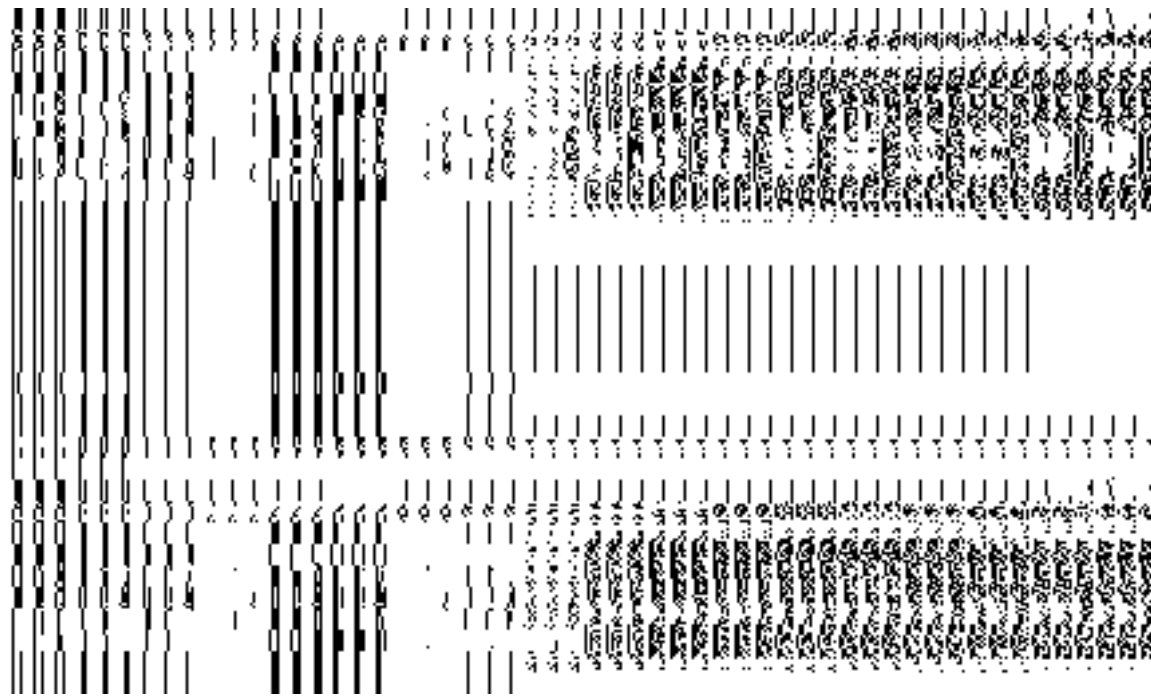
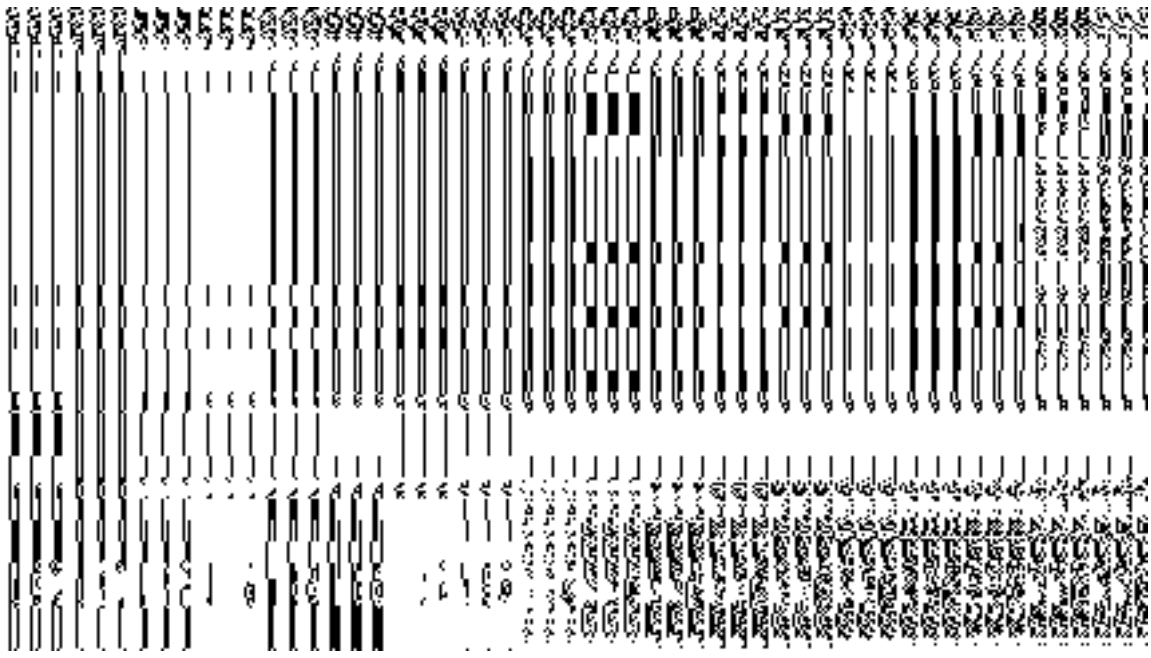


Fig. 5.11.3.2

Add n Manage Ward Coverage

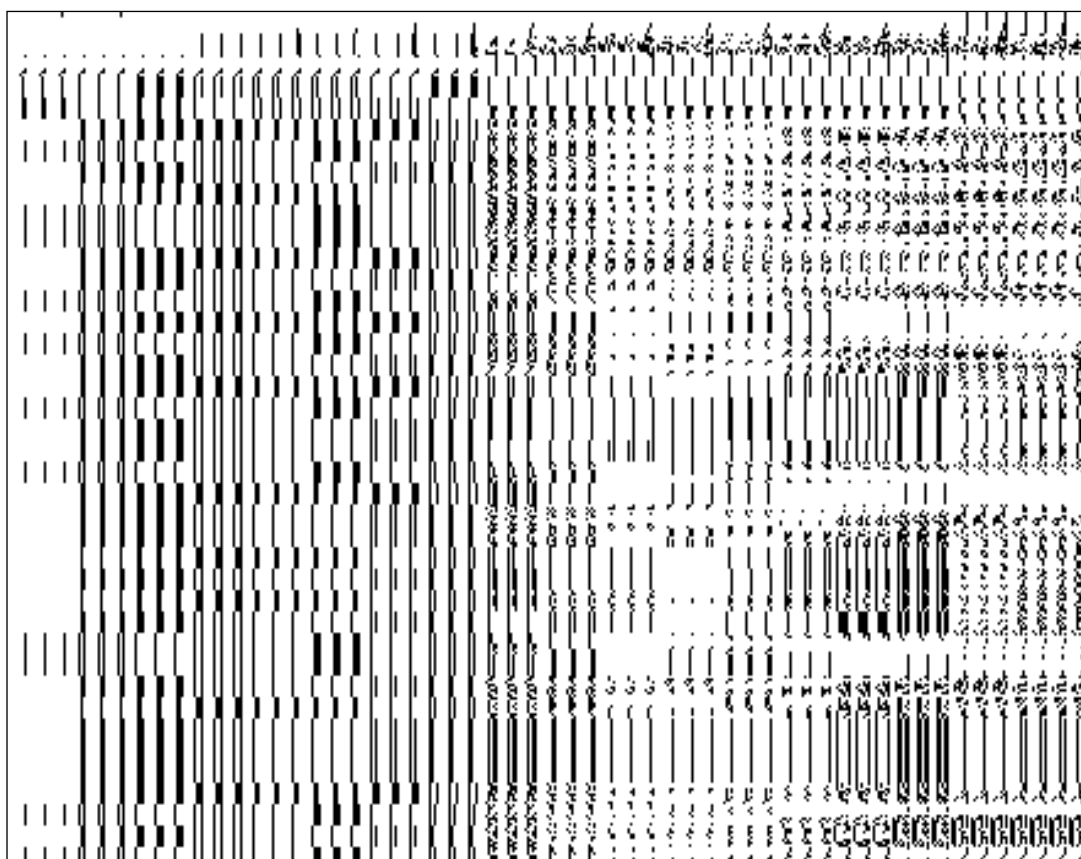
Brief Description:

This form enables you to view the selected ward and its coverage details. You can view the ward and its coverage details by clicking the **ADD AND MODIFY** icon in front of the ward name in the Add n Manage Ward Coverage form. The Add And Manage Ward Coverage form is displayed on the screen. This form shows the complete details of the selected ward along with its coverage.

A screen shown in Fig. 5.5.3.1 display's a sample screen shot of the Add n Manage Ward Coverage form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The Add n Manage Ward Coverage form is shown in Fig. 5.5.3.1:



Pre-condition:

You should login into the application and have privilege to add and manage ward coverage.

You can open the **Add n Manage Ward Coverage** form by clicking the **Add n Modify** icon in front of the ward name in the **Add n Manage Ward Coverage** form.

The Add n Manage Ward Coverage form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Ward Details : Ward Number	Description: This field displays the ward number of selected ward. Validation: NA Mandatory/Optional: NA
2	Ward Details : Ward Name (In English)	Description: This field displays the ward name in English Validation: NA Mandatory/Optional: NA
3	Ward Details : Ward Name (In Local language)	Description: This field displays the ward name in local language. Validation: NA Mandatory/Optional: NA
4	Available District List	Description: This field displays the available district list. Validation: Select districts from the drop down list.. Mandatory/Optional: It is a Mandatory field.
5	Contributing District list*	Description: This field displays the selected districts partially or wholly. Validation: Selected districts from the drop down list. Mandatory/Optional: It is a Mandatory field.
6	Available Sub-Districts list	Description: This field displays the available sub-district list. Validation: Select sub-districts from the drop down list.. Mandatory/Optional: NA
7	Contributing	Description: This field is used to display the selected sub-districts

	Sub-District list	partly or wholly.. Validation: NA Mandatory/Optional: NA
8	Available Village List	Description: This field displays the available villages list. Validation: Select village from the drop down list.. Mandatory/Optional: NA
9	Contributing Village List	Description: This field is used to display the selected villages wholly. Validation: NA Mandatory/Optional: NA

The **Add n Manage Ward Coverage** form contains the following button as indicated below:

- **Whole:** This button allows you to select whole districts, sub-districts and villages for contributing to selected list.
- **Part:** This button allows you to select part districts, sub-districts and villages for contributing to selected list.
- **Reset:** This button allows you to reset the entered data.
- **Get Sub-district List:** This button allows you to get sub-district list for the partly selected districts.
- **Get Village List:** This button allows you to get village list for the partly selected sub-districts.
- **Back:** This button allows you to leave the current form and redirects to the previous form for ward list and its details..
- **Save:** This button allows you to save the changes in the database..
- **Back:** This button allows you to clear the details entered in the fields.
- **Close:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.

Flow of Form

1. To add and manage ward coverage, you need to login to the application, and have the privileged to add and modify the ward coverage. Click on the **ADD AND MODIFY** icon in front of the ward name in the Add n Manage Ward Coverage form. The Add

and Manage Ward Coverage form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

2. Select districts partly or wholly in the **Available District list** text box field which you want to contribute to the **Contributing District list**.
 3. The partly and wholly selected district will appear in **Contributing District list**. Now select partly selected districts whose you want to get sub-districts list.
 4. Select sub-districts partly or wholly in the **Available Sub-District list** text box field which you want to contribute to the selected **Contributing Sub-District list**.
 5. The partly and wholly selected sub-district will appear in **Contributing Sub-District list** .Now select partly selected sub-districts whose you want to get village list.
 6. Select villages wholly in the **Available Village list** text box field which you want to contribute to the **Contributing Village list**.
 7. After making all selection, click the **Save** button to save the details or click the **Close** button to abort or **Back** button to go back to the previous form.
- 8.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select local body.	This indicate you did not selected the local body type or local body in which you want to create ward coverage	Select the local body.
2.	You cannot select FULL of partially Mapped Land Region	The land region which you are selecting is available as PART in the available list and you are selecting it as Whole.	Click OK and then select PART of that land region.

S. No.	Message	Reason	Expected Action
3.	Please Select PART to get Covered areas	This indicates that you didn't select part of the district or sub-district in order to get sub-district or village list.	Click OK and Select part of the district or the subdistrict.

What happens when the Save button is clicked?

On clicking the **Save** button, a message "**Ward Coverage Setup successfully**" is displayed on the screen.

Convert Local Body

General Description

This section allows you to convert one category of local to another. Here you can convert one rural local body to urban local body or one traditional local body to urban local body.

Convert PRI to ULB

Brief Description

This form allows you to convert whole or part of a Rural Local Body to Urban Local Body. Before converting RLB to ULB the Local Government setup, government order for panchayat and urban local government bodies should be configured earlier. The selected rural area can be merged into existing ULB or declared as new ULB. This form is accessed at state and district level urban local body. You can convert RLB to ULB by clicking the **Convert RLB to ULB** option in the **Convert Local Body** section. The **Convert Panchayat to Urban Local Body** form is displayed on the screen. This form allows you to convert the selected rural local body to urban local body.

A screen shown in Fig. 5.12.2.1 display's a sample screen shot of the **Convert Panchayat to Urban Local Body** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Convert Panchayat to Urban Local Body** form is shown in Fig. 5.12.2.1:

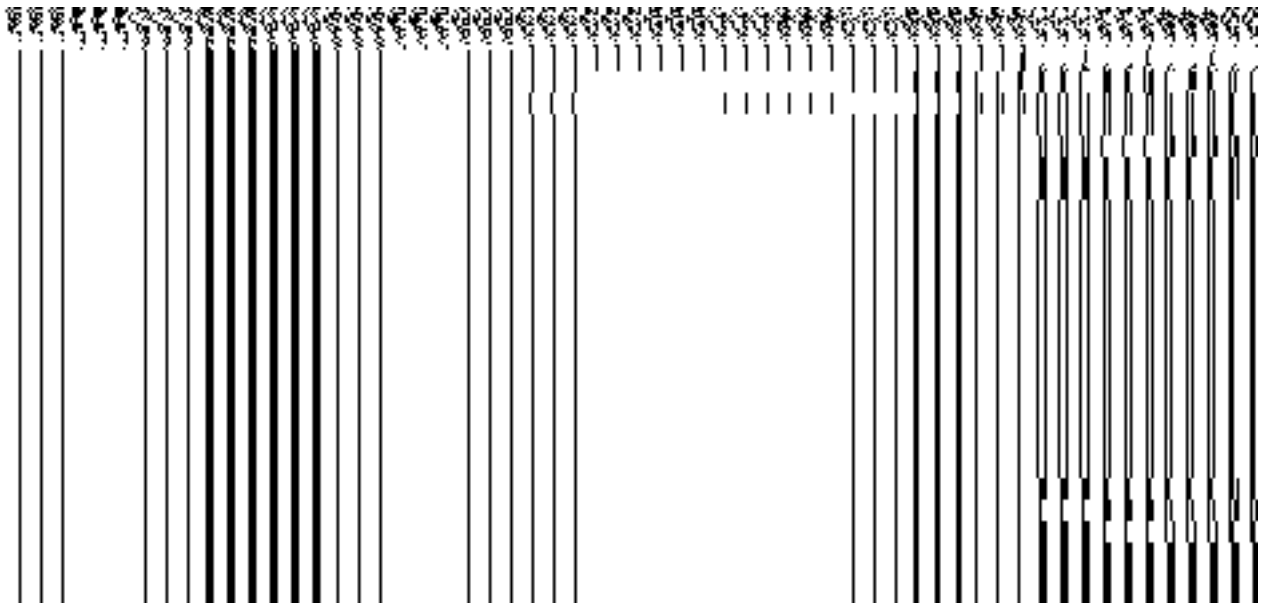


Fig 5.12.2.1

Pre-Condition

You should login into the application and have privilege to convert RLB to ULB. Before converting RLB to ULB the Local Government setup, government order for panchayat and urban local government bodies should be configured earlier. You can open the **Convert PRI to ULB** form by clicking the option **Convert Local Body** → **Convert PRI to ULB** is available to you from the left menu.

The Convert PRI to ULB form contains following fields as indicated below:

S.No	Field Name	Explanation

1	Select District Panchayat	<p>Description: This field is used to select the district panchayat that you under which the rural area exists.</p> <p>Validation: Select one district panchayat.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Select Intermediate Panchayat	<p>Description: This field is used to select intermediate panchayat of the selected district panchayat under which rural area exists.</p> <p>Validation: Select one intermediate panchayat.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Available Village Panchayat List	<p>Description: This field shows the available list of village panchayat that you want to convert into the urban local body.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Selected Village Panchayat List	<p>Description: This field displays the list of selected village panchayat that you want to convert into the urban local body.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
5	Available Covered Area of Panchayat	<p>Description: This field displays the available covered area of the selected panchayat that you want to convert into the urban local body.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Selected Covered Area of Panchayat	<p>Description: This field displays the list of selected panchayat that you want to convert into the urban local body.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Convert PRI to ULB** form contains the following buttons as indicated below:

- **Whole button:** This button allows you to add the whole land region of the village panchayat.
- **Part button:** This button allows you to add the part land region of the village panchayat.
- **Reset button:** This button allows you to reset the values.
- **Back button:** This button allows you to unselect the selected panchayat.
- **Get covered Area of Local Body button:** This button allows you to get the list of covered land regions that comes under the local body which is selected as part.

Flow of Form

To convert PRI to ULB, you need to follow the steps given below:

1. You should login into the application and have the privilege to Convert RLB to ULB.
2. Click the option **Convert Local Body → Convert PRI to ULB** available on the left menu to open the form. The **Convert PRI to ULB** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the district panchayat from **Select District Panchayat** drop down list.
4. Select the intermediate panchayat from **Select Intermediate Panchayat** drop down list.
5. Select the village panchayats whose local body you want to convert from **Available Village Panchayat List** field. Click the **whole** button to select whole land region of panchayat and transfer the list to **Selected Village Panchayat List** field. In case, you want to select part land region then click the **Part** button.
6. Click the **Get Covered Area of Local Body** button to get the list of village covered by selected panchayat.
7. Select the village from **Available Covered Area of Panchayat** field and click >> button to transfer the selected village to the **Selected Covered Area of Panchayat** field.
8. After making all selections, click the **Proceed to Next Step** button to move to the next step or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select district panchayat.	This indicates you did not select the district panchayat.	Select the district panchayat
3.	Please select intermediate panchayat.	This indicates you did not select the intermediate panchayat.	Select the intermediate panchayat
4.	Please select at least one village panchayat to convert into urban areas.	This indicates that the select village panchayat list field is empty.	Select the village panchayat from Available Village Panchayat List field.
5.	Please select minimum one PART/one FULL and one PART/Two FULL and Only one PART and more than one FULL.	This indicates you need to satisfy given validation.	Select one PART/one FULL and one PART/Two FULL and Only one PART and more than one FULL of village panchayats.

What happens when Proceed to Next Step button is clicked?

When the **Proceed to Next Step** button is clicked then a new screen is displayed. This screen allows you to merge the selected rural area into the existing ULB or to declare the selected rural area as new ULB, as shown in Fig. 5.12.2.2:



Fig 5.12.2.2

Pre Condition

All the mandatory fields of the **Convert PRI to ULB** form that enables you to fill the rural area details that you want to convert into urban local body. In the **Convert PRI to ULB** form, click the **Proceed to Next Step** button to open the next screen.

The **Convert PRI to ULB** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Urban Local Body: Merge the selected rural area into existing ULB	Description: This field is used to merge the selected rural areas into existing ULB. Validation: NA Mandatory/Optional: It is an optional field.
2	Select Urban Local Body: Declare the selected rural areas as new ULB	Description: This field is used to create new ULB for the selected rural area. Validation: NA Mandatory/Optional: It is an optional field.

The **Convert Panchayat to Urban Local Body** form contains the following buttons as indicated below:

- **Previous button:** This button allows you to return to the home screen.

Flow of Form

To merge the selected rural area into existing ULB or to create new ULB, you need to perform the following steps:

1. After click the **Proceed to Next Step** button, a new screen appears.
2. In this screen, select the **Merge the selected rural areas into existing ULB** or **Declare the selected rural area as new ULB** radio buttons. If you want to merge the selected rural areas into existing ULB then select the **Merge the selected rural areas into existing ULB** radio button. On the other hand, if you want to create a new ULB then select the **Declare the selected rural area as new ULB** radio button.
3. In case you want return to previous screen, click the **Previous** button.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select either Merge the selected rural areas into existing ULB or Declare the selected rural area as new ULB option one option	This indicates you did not select the option for converting RLB to ULB.	Select one option.

What happens when Merge the selected rural areas into existing ULB radio button is clicked?

When the **Merge the selected rural area into existing ULB** radio button is selected, then two new fields namely **Select Urban Local Body Type** and **Select Urban Local Body**, are displayed on the same screen. These fields help in selecting the urban local body type and urban local body in which you want to merge the selected rural areas. On selecting the **Merge the selected rural area into existing ULB** radio button, the following fields in the same screen is appeared, as shown in Fig. 5.12.2.3:

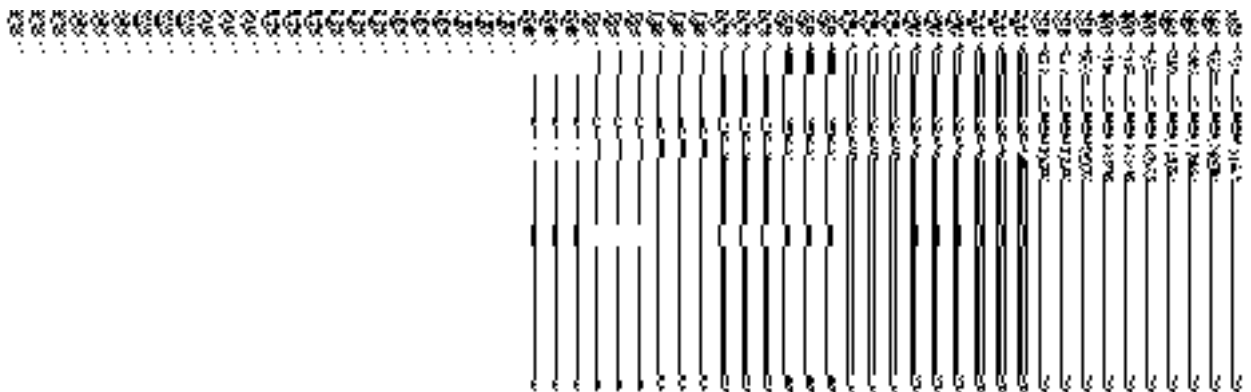


Fig 5.12.2.3

Pre Condition

The **Merge the selected rural areas into existing ULB** radio button should be clicked.

The **Convert Panchayat to Urban Local Body** form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Selected Existing Urban Local Body: Select Urban Local Body Type:	Description: This field is used to select the urban local body type under which the ULB is created. Validation: dNA Mandatory/Optional: It is a Mandatory field.
2	Selected Existing Urban Local Body: Select Urban Local Body:	Description: This field is used to select the urban local body in which you want to merge the panchayat area. Validation: NA Mandatory/Optional: It is a Mandatory field.

The **Convert Panchayat to Urban Local Body** form contains the following buttons as indicated below:

- **Previous button:** This button allows you to return to the previous screen.
- **Save button:** This button allows you to save the changes.
- **Close button:** This button allows you to return to the home screen.

Flow of Form

To merge the selected rural are into existing ULB, you need to perform the following step

1. After selecting the **Merge the selected rural areas into existing ULB** radio button, two fields are visible on the **Convert Panchayat to Urban Local Body** form.
2. Select the urban local body type under which the selected rural area is going to be merged from the **Select Urban Local Body Type** drop down list.
3. Select the urban local body in which panchayat area is going to be merged from **Select Urban Local Body** drop down list.

4. The system allows the user to upgrade the **Local Body Type**. The user can select from the drop down list to select the new urban local body type.
5. Click the **Save** button to save details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select urban local body type.	This indicates you did not select the urban local body type.	Click “OK” to resume and select urban local body type.
3.	Please select urban local body.	This indicates you did not select the urban local body in which the panchayat is going to be merged	Click “OK” to resume and select urban local body.

What happens when Declare the selected rural areas as new ULB radio button is clicked?

When the **Declare the selected rural areas as new ULB** radio button is clicked, then new fields namely **Name of new local body (In English)**, **Name of new local body (In Local Language)**, **Alias of new local body (In English)**, **Alias of new local body (In Local Language)**, and **Select Urban Local Body Type**, are displayed on the same screen. These fields help in specify the new ULB general details which are created by the selected rural areas. The **Create New Urban Local Body** section is shown in Fig. 5.12.2.4:

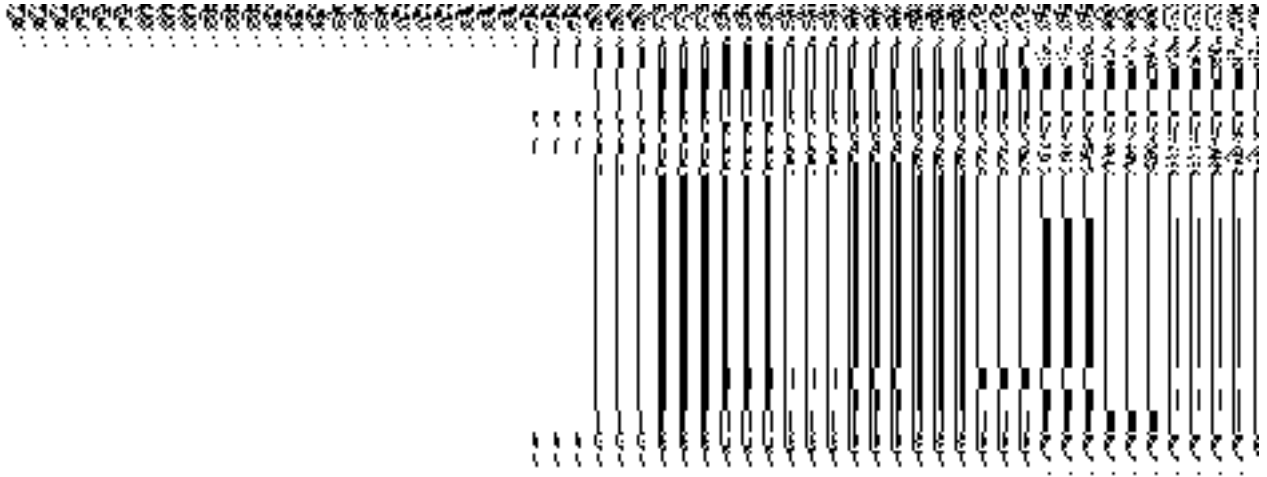


Fig. 5.12.2.4

Pre Condition

The **Declare the selected rural areas as new ULB** radio button should be clicked.

The **Convert Panchayat to Urban Local Body form** contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Name of new local body (In English)	Description: This field is used to specify the name of new local body in English. Example - Dalar. Validation: Enter the new name in alphabets. Mandatory/Optional: It is a Mandatory field.
2	Name of local body (In Local Language)	Description: This field is used to specify the name of the new local body in local language. Validation: Enter the new name in local language. Mandatory/Optional: It is an Optional field.
3	Alias of the local body(In English)	Description: This field is used to specify an alternative name of the local body in English. Validation: Enter the new name in alphabets and can use some special character [-, ., space] .

		Mandatory/Optional: It is an Optional field.
4	Alias of the local body (In Local Language)	<p>Description: This field is used to specify an alternative name of local body in local language.</p> <p>Validation: Enter the alternative name of local body in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Select Urban Local Body Type	<p>Description: This field is used to select urban local body type of the new ULB.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Convert Panchayat to Urban Local Body** form contains following button as indicated below:

- **Previous button:** This button allows you to return to the previous screen.
- **Save button:** This button allows you to save the changes.
- **Close button:** This button allows you to return to the home screen.

Flow of Form

To declare the selected rural area as new ULB, you need to perform the following steps:

1. After selecting the **Declare the selected rural areas as new ULB** radio button, some fields are displayed on the screen.
2. Specify the name of the new local body in English and local language in of the **Name of new local body (In English)** and **Name of new local body (In Local Language)** fields.
3. Specify the alternate name of the local body in English and local language in the **Alias of the local body (In English)** and **Alias of the local body (In Local Language)** fields.
4. Select the local body type from the **Select Urban Local Body Type** drop down list.
5. Click the **Save** button to save details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required	This indicates that you did	Click “OK” to resume and

S. No.	Message	Reason	Expected Action
	fields.	not enter data in mandatory field.	select/specify mandatory field.
2.	Please enter the name of local body (in English).	This indicates you did not enter the name of the local body.	Enter the name of the new local body.
3.	Please Enter [A-Z], [a-z], space, [.,-] in name.	This indicates you did not enter the name of the local body in [A-Z], [a-z], space, [.,-].	Enter the name of the local body in given format.
4.	Please select urban local body type.	This indicates you did not select the local body type.	Select local body type

What happens when the Save button is clicked?

On clicking the **Save** button, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. In this form, you can notice that the **Upload Government Order** field is displayed. This field is visible as you selected the **Upload Government Order** option while configuring government order. In case, you selected the **Generate Government Order** option while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template.

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.12.2.5:

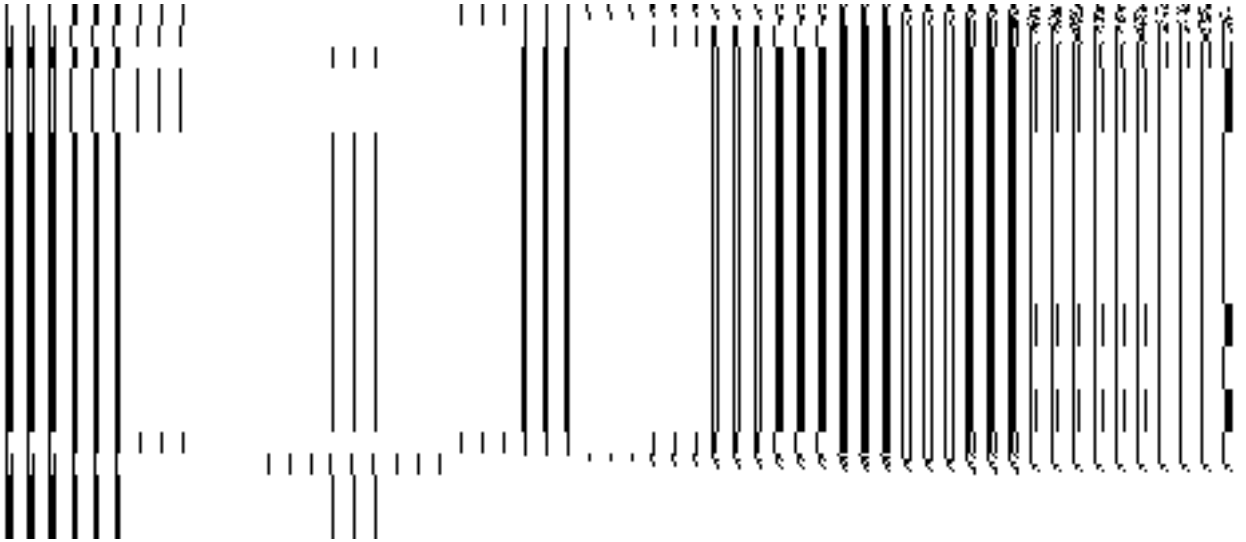


Fig. 5.12.2.5

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.12.2.6:

Fig 5.12.2.6

When you select the government order template from the **Select Government Order Template** drop down list box and click the **Save** button then the Government Order Template form is displayed on the screen. This form opens the government order template in the editable format.

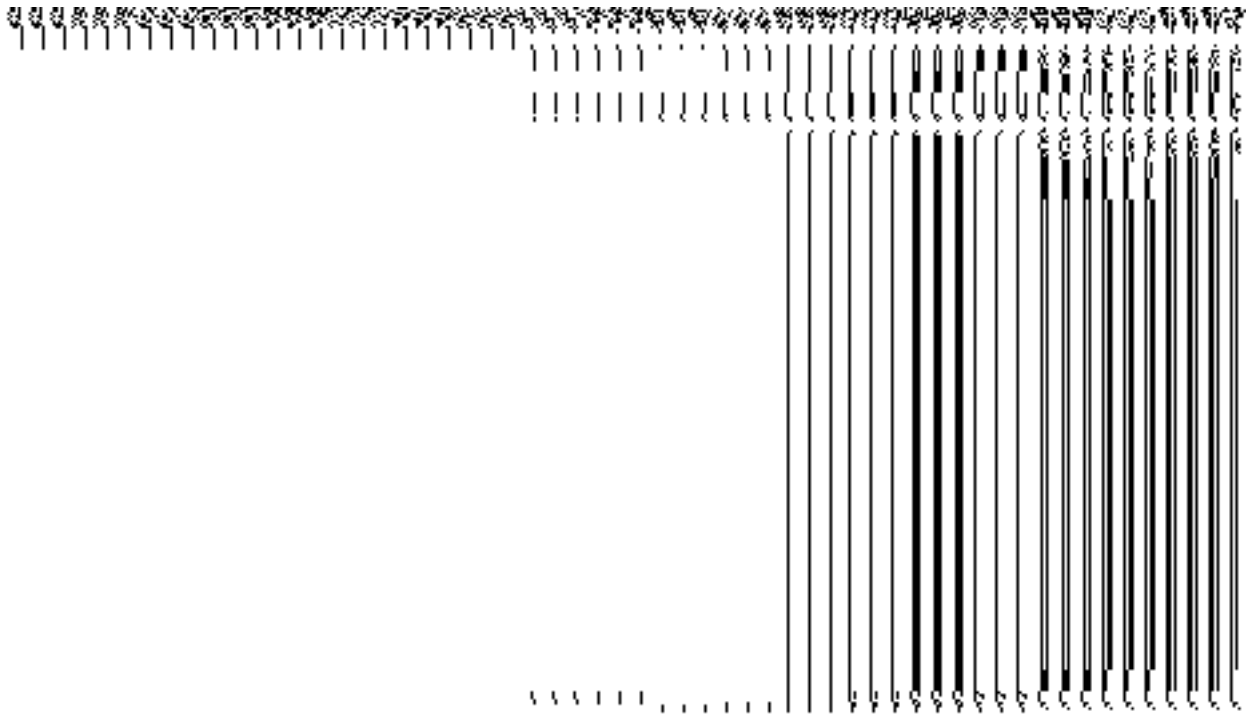


Fig 5.12.2.7

Pre-Condition

The **Merge the selected rural areas into existing ULB** or **Declare the selected rural areas as new ULB** related fields should be filled and you should have privilege to upload government order.

The Upload Government Order form contains following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a panchayat is to convert to urban local body. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be</p>

		<p>more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	<p>Government Order Details:</p> <p>Effective Date</p>	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	<p>Government Order Details:</p> <p>Gazette Publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example -12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order Details:</p> <p>Select the</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option while configuring the government order.</p>

	Government Order Template	Validation: Upload at least one template. Mandatory/Optional: It is a Mandatory field.
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The Upload Government Order form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to the home screen.
- **Remove button:** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type. In case **Select Government Order Template** field is displayed when you selected **Generate Government Order** option while configuring Government order then a new screen is displayed. Now click the **Save** button.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you click **Save** button, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the gazette publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option while configuring Government order.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the

Government Order Template form. Edit the template details, if required and click the **Save** button to save the details.

- After making all the selections, click the **Save** button to save the government order details or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number.	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

On clicking the Save button in the **Upload Government Order** form, a message box with a message **“Conversion has been done successfully.”** is displayed on the screen. Now, the selected rural areas are converted into ULB. Now, you can view the converted urban local body by using the **Manage Urban Local Body** option in the **Local Body** section.

De-notify GPS Merged/Declared as ULB

General Description

This section allows you to denotify the GPs which have been merged into ULB

De-notify GPs merged into ULB

Brief Description

The main purpose of this form is to allow you to de-notify the GPs which have been merged into ULB. You can denotify the GPs by clicking the **De-notify GPS Merged/Declared as ULB** option in the **Convert Local Body** section. The **De-notify GPS Merged/Declared as ULB** form is displayed on the screen.

A screen shown in Fig. 1.1 display's a sample screen shot of the **De-notify GPS Merged/Declared as ULB** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **De-notify GPS Merged/Declared as ULB** form is shown in Fig. 1.1:

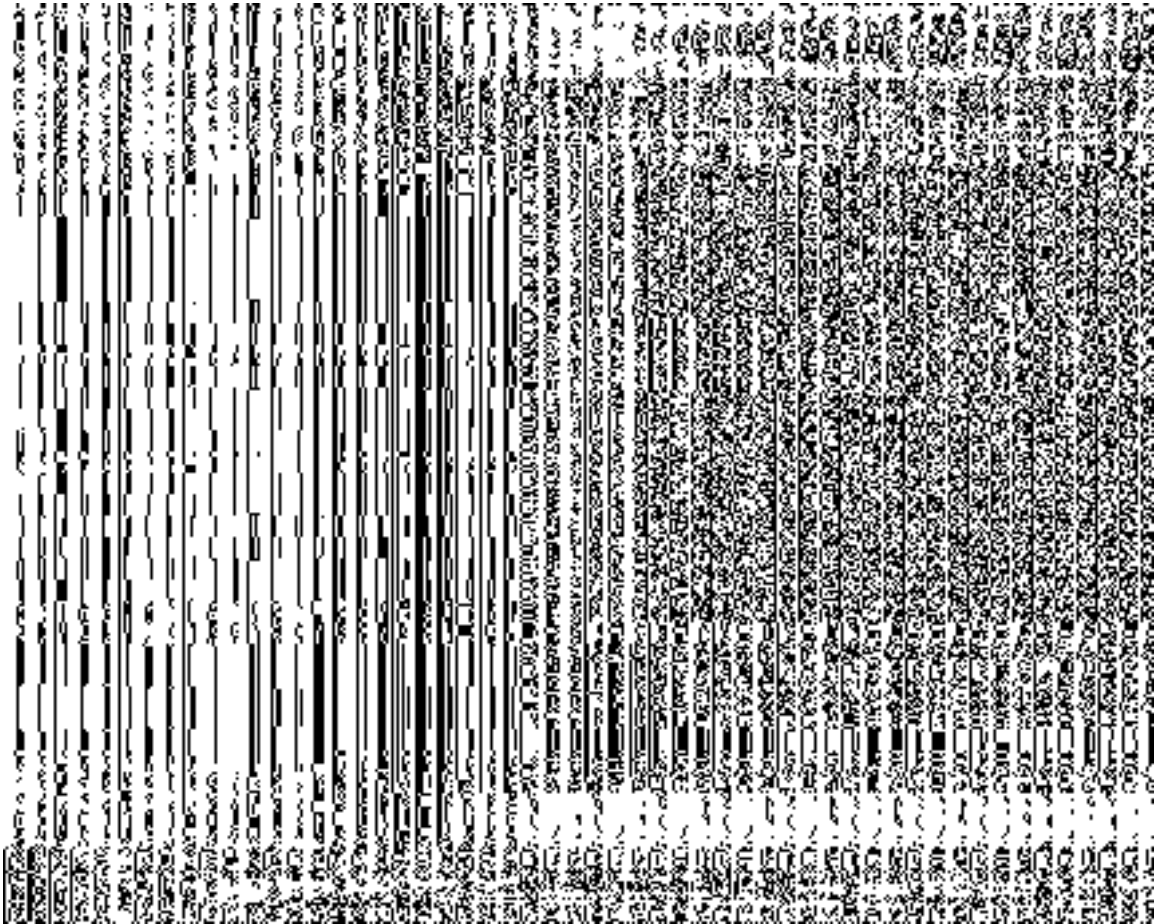


Fig 1.1

The **De-notify GPS Merged/Declared as ULB** form with ULB and RLB list is shown in Fig. 1.2:

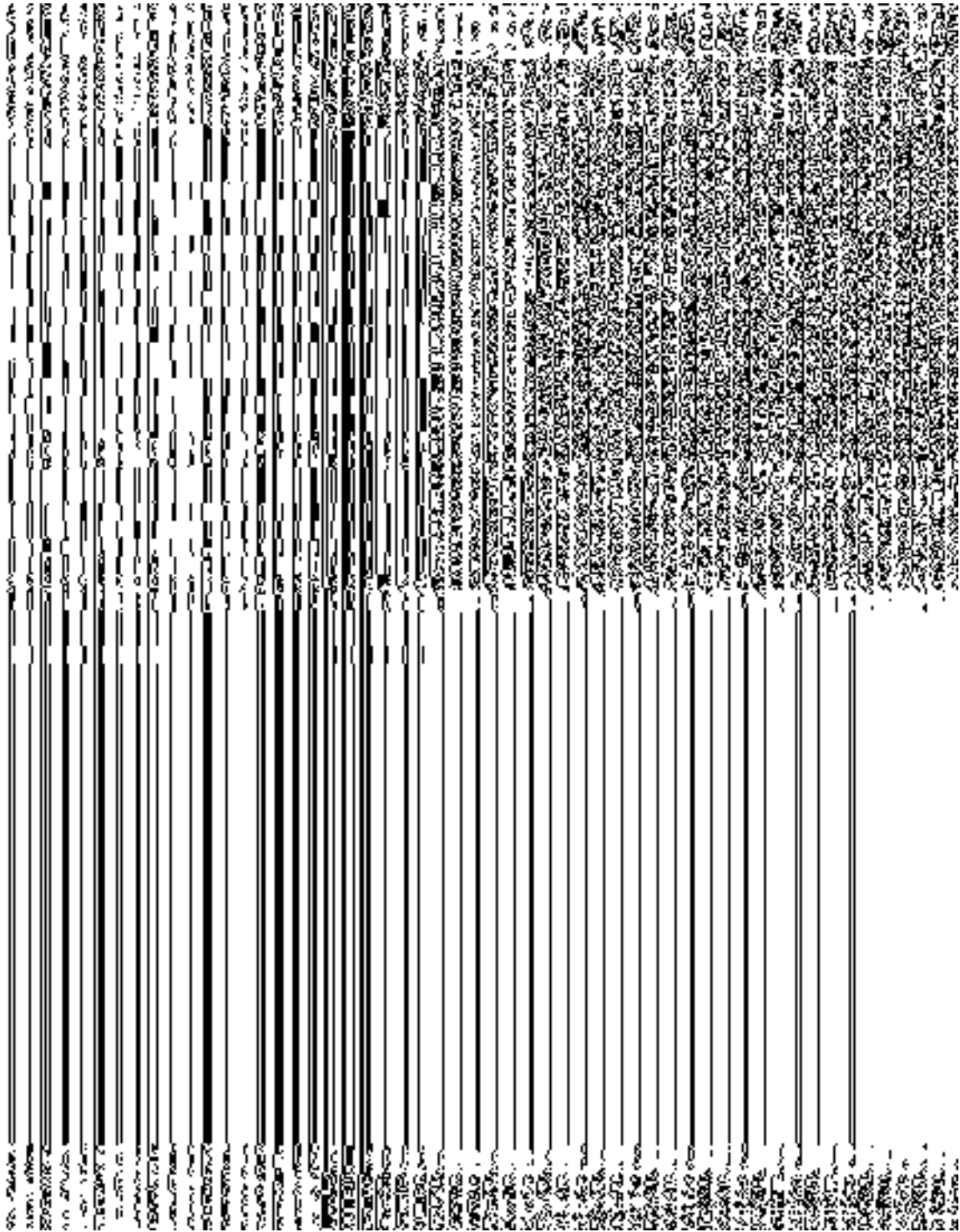


Fig 1.2

Pre-Condition

You should login into the application as State user and have privilege to denotify the GPs which have been merged into ULB.

The De-notify GPS Merged/Declared as ULB form contains the following fields as indicated below:

S.N	Field Name	Explanation
1.	District Level Panchayat	<p>Description: This field is used to select the district level panchayat from the drop down list.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2.	Intermediate Panchayats	<p>Description: This field is used to select the intermediate level panchayat from the drop down list.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The De-notify GPS Merged/Declared as ULB form contains the following button as indicated below:

- **Get Data:** This button allows you to fetch the list of invallidate village panchayat list.
- **De-Notify:** This button allows you to de-notify the Gps which have been merged into ULB.
- **Close:** This button allows you to abort the de-notify operation and will return back to the home screen without de-notifying the GPs.

Flow of Form

To de-notify GPS merged/declared as ULB, you need to follow the steps given below:

1. You should login into the application and have privileges to denotify GPs merged/declared as ULB.
2. Click the option **Convert Local Body** → **De-notify GPS Merged/Declared as ULB** available on the left menu to open the form. The **De-notify GPS Merged/Declared as ULB** form is displayed on the screen. You will notice

that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

3. Select the district level panchayat in the **District Level Panchayat** text box field.
4. Select the intermediate level panchayat in the **Intermediate Panchayat** text box field.
5. Click on **Get Data** button to fetch the list of inactivate village level panchayat. The list of inactivate village level panchayat will be displayed on the screen.
6. Select one of the inactivate level panchayat which you want to de-notify.
7. Now the list ULB in which the GPs were merged and list of RLBs which were invalidated related to the selected village level panchayat is displayed on the screen.
8. Select ULB from the merged ULB list in which the Gps were merged into. Then, select the RLBs from invalidated village panchayat list want to de-notify.
9. Specify government order details as Order No, Order Date, Effective Date, Gazette Publication Date and Upload government order or may upload new government order.
10. After making all selection, click the **De-Notify** button to save the changes in the database or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please Select District Level Panchayat !	This indicates that you did not select district level panchayat.	Select district level panchayat.
2.	Please Select Intermediate Level Panchayat !	This indicates you did not select intermediate level panchayat.	Select intermediate level panchayat.
3.	Please select at	This indicates you did not	Select at least 1 coverage to

S. No.	Message	Reason	Expected Action
	least 1 coverage to de-notify !	select any of the coverage to de-notify.	de-notify.
4.	Please select at least 1 Rural localbody to de-notify!	This indicates you did not select any of the rural localbody to de-notify.	Select at least 1 rural localbody to de-notify.
5.	Order No. is required.	This indicates that you did not enter order no.	Specify order no. in the text box field.
6.	Order Date is required.	This indicates that you did not specify order date.	Specify order date in the text box field.
7.	Effective Date is required.	This indicates that you did not specify effective date.	Specify effective date in the text box field.
8.	Please upload at least one file as Government Order	This indicate that you did not upload government order.	Upload government order.

What happens when you click the De-Notify button?

When the actor clicks on **De-notify** button, then the system shows the alert message “**Do you Want to De-Notify?** When the actor clicks on the **OK** button then the system will do the required operation and will show the message “**The merger of GPs into ULB has been de-notified successfully**”.

5.20.3 Manage Un-Resolved Entities (PRI)

Brief Description

The main purpose of this form is to allow you to manage all existing PRI entities. To manage existing PRI entities click on link **Manage Un-Resolved Entities (PRI)** in **Un-Resolved Entity** section in the left menu bar. The de-fault fields include, two radio buttons namely **Warning State** and **Disturb State**. Clicking any one of the radio button, populates list of required state as per the selected option. Now, you can modify the details.

A screen shown in Fig. 5.20.5.1 display's a sample screen shot of the **Manage Un-Resolved Entities (PRI)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Un-Resolved Entities (PRI)** form is shown in Fig. 5.20.4.1:

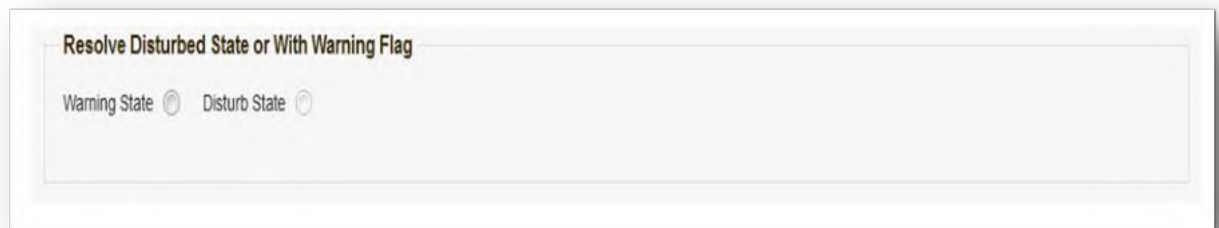


Fig 5.20.4.1

Pre-Condition

You should login into the system and have privilege to manage un-resolved PRI entities. You can access **Manage Un-Resolved Entities (PRI)** form by clicking on link **Un-Resolved Entity** → **Manage Un-Resolved Entities (PRI)** available in left menu bar of application.

The **Manage Un-Resolved Entities (PRI)** form contains the following buttons as indicated below:

- **Warning State:** On clicking this button, the list of warning state is displayed on the screen.
- **Disturb State:** On clicking this button, the list of disturb state is displayed on the screen.
- **Cancel:** On clicking this button, system will close the form and control would get transferred to main menu page of the application.

Flow of Form

To manage unresolved PRI entities, you need to follow the steps given below:

1. Login into application with required privilege to manage unresolved PRI entities.
2. Click on link **Un-Resolved Entity → Manage Un-Resolved Entities (PRI)** available on the left menu bar to access the form.

Note: Fields with * sign are mandatory field and you are required to enter details against those fields

3. Click on radio button against required option in between warning state or disturb state.

Note: List of State to get populated as per the option (Warning State / Disturb State) selected.

What happens when you select the Warning State radio button?

When you select the **Warning State** radio button then the list of warning states gets populated with options to Modify details using the Action link as shown in Fig. 5.20.4.2.

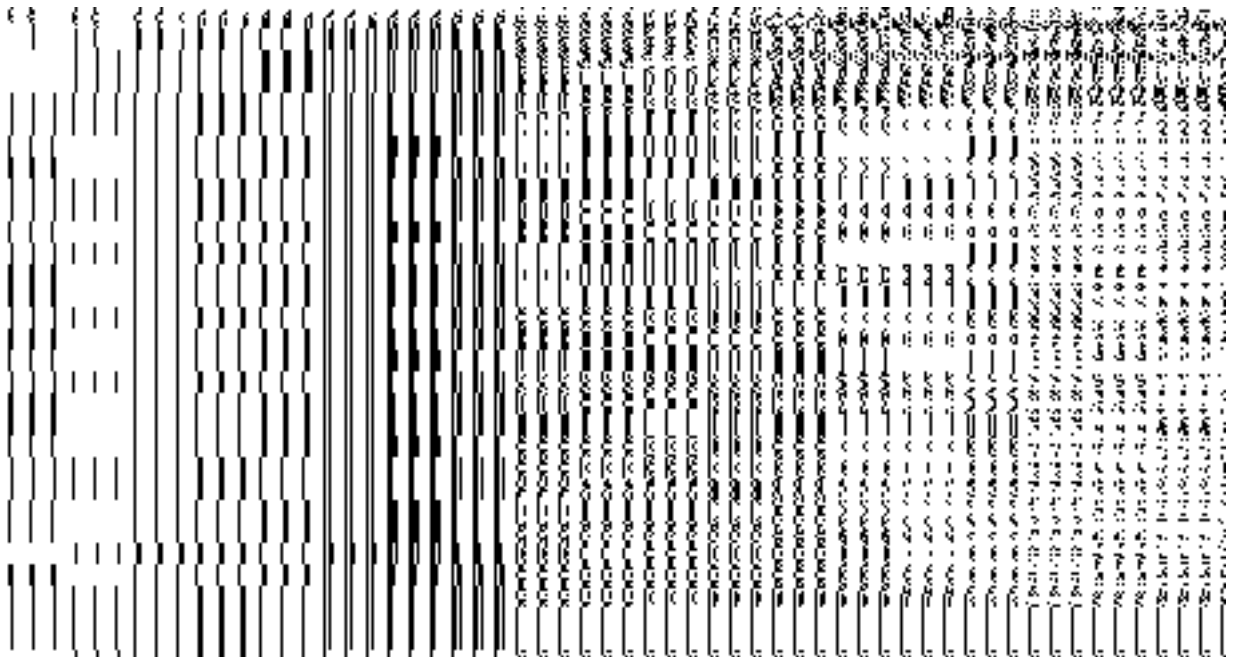


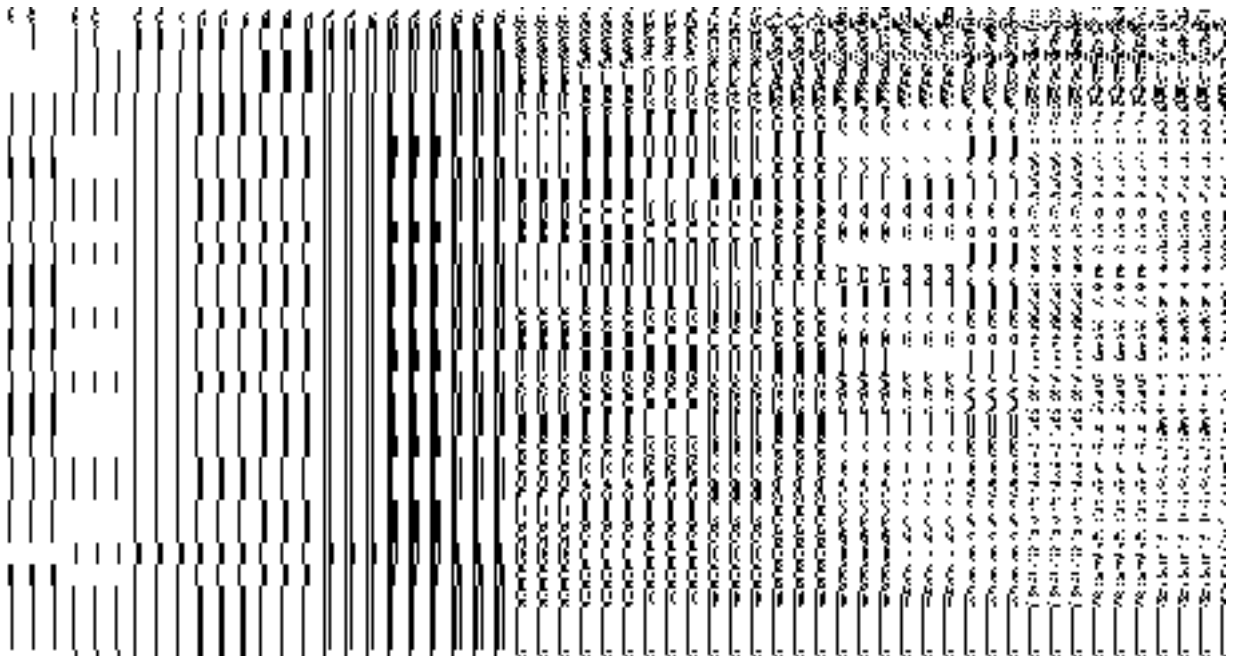
Fig. 5.20.4.2

What happens when the Action icon is clicked?

Once you click on the action icon the screen will be redirected to the modification related PRI entity form, where you can modify the details and remove the warning state for the selected PRI entity.

What happens when you select the Disturb State radio button?

Once you click on **Disturb State** radio button, all the entities which are in disturbed state are displayed. You can click on the Action link as shown in Fig.



General Description

This section allows you to delete an existing PRI local body.

Invalidate PRI Local Body

Brief Description

The main purpose of this form is to allow you to abolish an existing PRI local government body. The PRI local government body can lose its identity, if the covered area of a local body is submerged or converted into SEZ, it may lose identity. Sometimes the PRI local bodies may be reorganized, so that some of the local bodies may lose their identity and the covered

area is shifted to other local bodies. You can invalidate an existing PRI local body by clicking the **Invalidate PRI Local Body** option in the **Invalidate** section. The **Invalidate PRI Local Body** form is displayed on the screen. This form allows you to delete the selected PRI local body.

A screen shown in Fig. 5.9.6.1 display's a sample screen shot of the **Invalidate PRI Local Body** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Invalidate PRI Local Body** form is shown in Fig. 5.9.6.1:

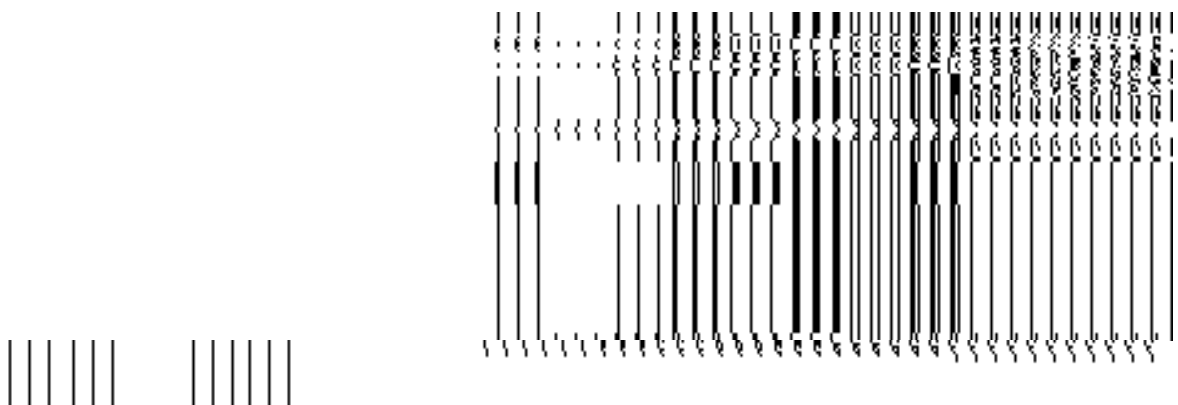


Fig 5.9.6.1

Pre-Condition

You should login into the application and have privilege to invalidate PRI local body. Before invalidate an existing PRI local body, the local government setup should be defined and also the government order and Map should be configured. You can open the **Invalidate PRI Local Body** form by clicking the option **Invalidate** → **Invalidate PRI Local Body** is available to you from the left menu.

The Invalidate PRI Local Body form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Local Body Type : Select Local Body Type	<p>Description: This field is used to select the type of the PRI local body which you want to delete.</p> <ul style="list-style-type: none"> If you select the Zilla Panchayat then the Select Zilla Panchayat drop down list box is displayed on the screen. From this drop down list, you have to select the zilla panchayta which you want to delete from the list. If you select the Panchayat Smiti then the Select Zilla Panchayat drop down list box is displayed and you have to select the zilla panchayat whose panchayat smiti you want to delete. On select the zilla panchayat, the Select Intermediate Panchyat drop down list box is appeared on the screen. Select the intermediate panchayta which you want to delete from the list. If you select the Gram Panchayat then the Select Zilla Panchayat and Select Panchayat Smiti drop down list boxes. On select the zilla panchayat and panchayat smiti, the Select Gram Panchyat drop down list box is appeared on the screen. Select the gram panchayta which you want to delete from the list. <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Do you want to shift the covered area or child local bodies to other local bodies?	<p>Description: This field is used to specify whether you want to shift the covered area or child local bodies to other local bodies.</p> <ul style="list-style-type: none"> If you select the Yes radio button then the Select the Gram Panchayat to be merged With drop down list box, Select Child Local Bodies and Selected Local Bodies fields are displayed on

		<p>the screen and you have to select the data on these field.</p> <ul style="list-style-type: none"> If you select the No radio button then you have specified that the selected PRI local body gets deleted. <p>Validation: Select one option from the given list.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
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The **Invalidate PRI Local Body** form contains the following buttons as indicated below:

- **Select Local Body button:** This button allows you to select the local body from the Select Local Bodies field.
- **< Button:** This button allows you to unselect the selected local body from the **Selected Local Bodies** and transfers the selected local body from the **Selected Local Bodies** field to **Select Child Local Bodies** field.
- **<< Button:** This button allows you to remove the complete list of the local bodies from the **Selected Local Bodies** field.
- **Choose More Local Bodies button:** This button allows you to choose more local bodies from the available list.
- **Save button:** This button allows you to save the changes made by you.
- **Close button:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.

Flow of Form

To invalidate PRI local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to Invalidate PRI local bodies.
2. Click the option **Invalidate → Invalidate PRI Local Body** available on the left menu to open the form. The **Invalidate PRI Local Body** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the PRI local body type whose local bodies you want to delete from the **Select Local Body Type** drop down list.
 - a) If you select local body type as **Zilla Panchayat** then you have to follow the given steps:

- i) On selecting the local body type as zilla panchayat, the **Select Zilla Panchayat** drop down list box is appeared on the screen. Select the zilla panchayat from the list which you want to delete.
 - b) If you select local body type as **Panchayat Smiti** then you have to follow the given steps:
 - i) On selecting the local body type as panchayat smiti, the **Select Zilla Panchayat** drop down list box is displayed on the screen. Select the zilla panchayat from the list whose panchayat smiti you want to delete.
 - ii) On selecting the zilla panchayat, the **Select Intermediate Panchayat** drop down list box is displayed on the screen. Select the desire intermediate panchayat from the list which you want to delete from the list.
 - c) If you select local body type as **Gram Panchayat** then you have to follow the given steps:
 - i) On selecting the local body type as gram panchayat, the **Select Zilla Panchayat** and **Select Panchayat Smiti** drop down list boxes are displayed on the screen. Select the zilla panchayat and panchayat smiti from the given list whose gram panchayat you want to delete.
 - ii) On selecting the panchayat smiti, the **Select Gram Panchayat** drop down list box is displayed on the screen. Select the gram panchayat which you want to delete from the given list.
4. The **Do you want to shift the covered area or child local bodies to other local bodies?** field has two radio button that helps in specifying that whether you want to shift or sub merged the covered area or local bodies to other or not. If you don't want to shift select the **No** radio button otherwise select the **Yes** radio button. If you select the **Yes** radio button then you have to follow the given steps:
 - i) On selecting the **Yes** button, the **Select the Gram Panchayat to Merged With** drop down list, **Select Child Local Bodies** and **Selected Local Bodies** fields are displayed on the screen.
 - ii) Select the gram panchayat in which you want to merge the child local bodies of the gram panchayat that you want to delete from the **Select the Gram Panchayat to Merged With** drop down list.
 - iii) On selecting the gram panchayat (in which you want to merge the child local bodies), the list of child local bodies of the selected gram panchayat which you want to delete is displayed. Select the child local bodies which you want to merge in the other gram panchayat from the **Select Child Local Bodies** field and click the **Select Local Body** button.
5. After making all the selections, click the **Save** button to save details of invalidated the selected PRI local body.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter the required field.	This indicates that you did not select the mandatory field.	Click “OK” to resume and select mandatory field.
2.	Please select the local body type.	This indicates that you didn't select the local body type which you want to delete.	Click the OK button to resume and select the local body type.
3.	Please select the zilla panchayat.	This indicates that you didn't select the zilla panchayat whose you want to delete.	Click the OK button to resume and select the zilla panchayat.
4.	Please select the panchayat smiti.	This indicates that you didn't select the panchayat smiti which you want to delete.	Click the OK button to resume and select the panchayat smiti.
5.	Please select the gram panchayat.	This indicates that you didn't select the gram panchayat which you want to delete.	Click the OK button to resume and select the gram panchayat.
6.	Please select the gram panchayat in which you want to merge the child local bodies of the deleted PRI local bodies.	This indicates that you didn't select the gram panchayat in which you want to merge the child local bodies of the deleted PRI local body.	Click the OK button to resume and select the gram panchayat from the list.

What happens when the Save button is clicked?

On clicking the **Save** button in the **Invalidate PRI Local Body** form then the **Upload Government Order** form is displayed. This form allows you to upload government order. In the **Upload Government Order** form, there is an option to upload government order. This option is visible when you select the **Upload Government Order** option for invalidate PRI local bodies operation while configuring the government order. In case, you have selected the **Generate Government Order** option for the invalidate PRI local bodies operation while

configuring Government Order. In such case, the **Select Government Order Template** option is visible on the screen and allows you to select the government order template from the given list. You can edit the selected template details, if required.

A screen shown in Fig. 5.9.6.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** field is shown in Fig. 5.9.6.2:

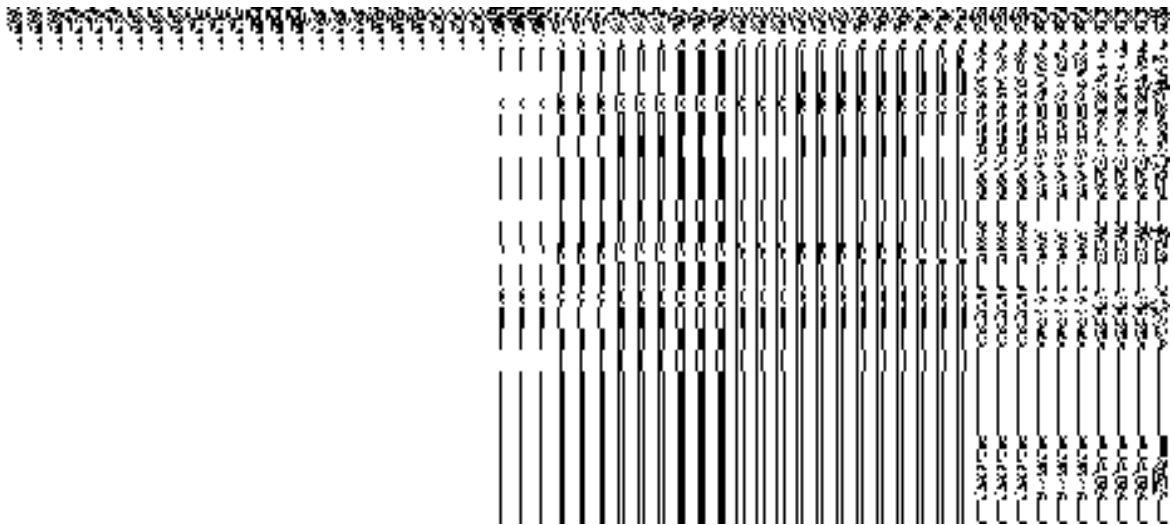


Fig 5.9.6.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig 5.9.6.3:

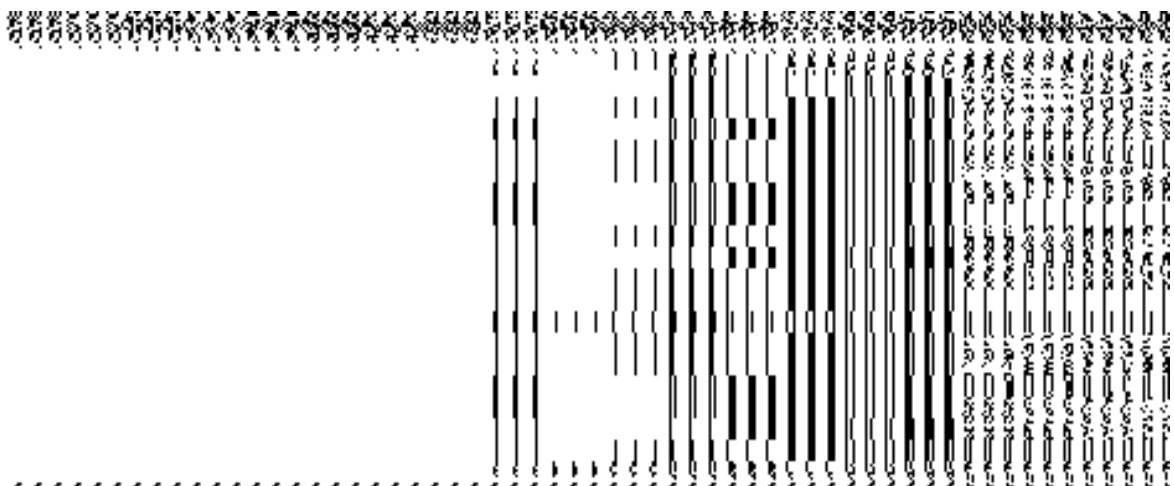


Fig 5.9.6.3

After select the government order template from the available list and click the **Save** button, the **Government Order Template** form is displayed on the screen in the editable format, as shown in Fig. 5.9.6.4:

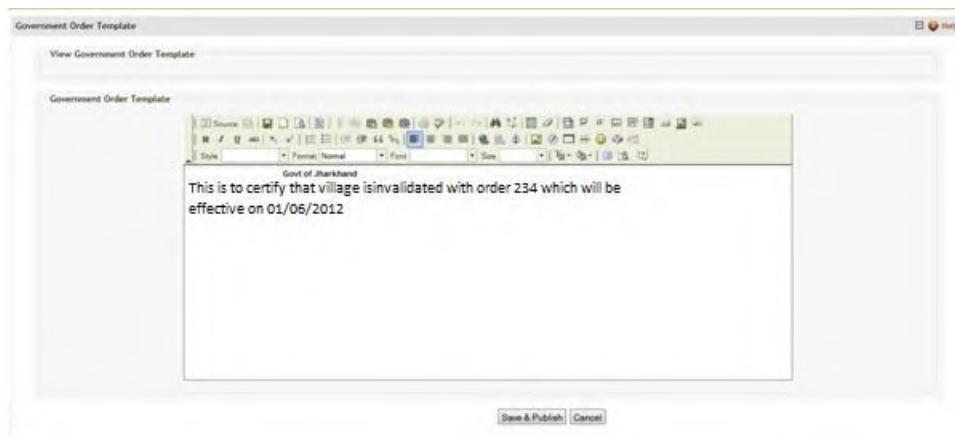


Fig 5.9.6.4

Pre-Condition

The invalidate PRI local body detail should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number of the state whose PRI local body is to be invalidated. Example - order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.

3	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the invalidate PRI local body operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the invalidate PRI local body operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p>

		Mandatory/Optional: It is a Mandatory field.
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The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to home screen.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected **Upload Government Order** option in configure government order.
- **Save button:** This button allows you to save the details. In case, the **Select Government Order Template** option is displayed when you selected **Generate Government Order** option for the invalidate PRI local body operation while configuring government order. After selecting the government order template then the selected template is open in the editable format. Edit it and click the **Save** button to save the settings.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Save** button in the **Invalidate PRI Local Body** form, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the invalidate PRI local body operation while configuring Government order. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **Invalidated Local Body Details** form is displayed on the screen with the details about the invalidated PRI local body, such as Invalidate Local Government Body Code, Local Body

Version, Name of the Local Body (In English) and Name of the Local Body (In Local Language).

- The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the invalidate PRI local body operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.

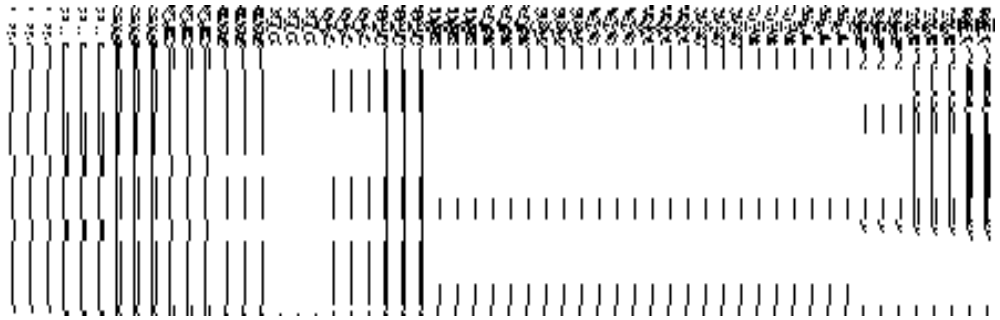
Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

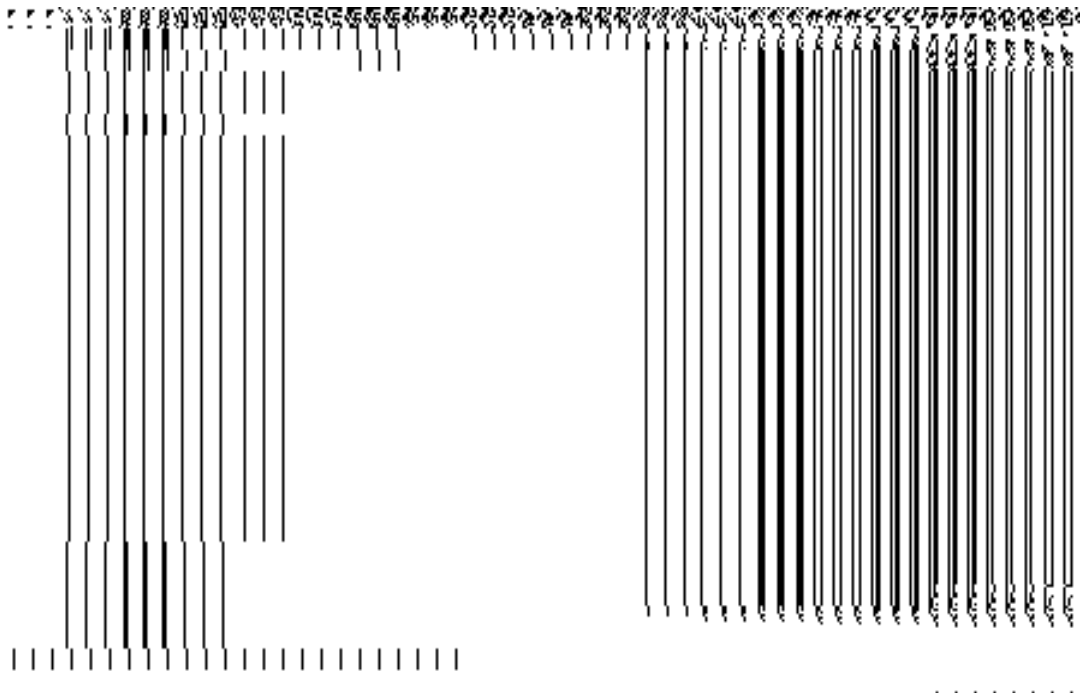
S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the Effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button, the **Invalidated Local Body Details** form is displayed on the screen with the details about the invalidated local bodies, such as Invalidate Local Government Body Code, Local Body Version, Name of the Local Body (In English) and Name of the Local Body (In Local Language). After viewing the details, click the **Close** button to close the details. You can verify that the invalidated local body is removed from the list of local bodies by using the **Manage PRI Local Body** option in the **Local Body** section. The **Manage PRI Local Body** form is displayed on the screen and you need to fill the local body type. After this, click the **Get** button to get the information. On clicking the **Get** button, the list of selected local body types is displayed on the same screen without the invalidated local body.



- When you click the **Save** button on the **Government Order Template** form then the government template is displayed. This screen displays the government order template details in PDF format.



Local body Population Details

Brief Description

The main purpose of this form is to allow you to enter the population of local bodies.

A screen shown in Fig. 1 display's a sample screen shot of the **Local body Populations Details** form. All field marked with * are mandatory.

This screenshot shows the top portion of a data entry form. It contains several rows of input fields, each with a corresponding label to its left. The labels include 'Local Body Name', 'District', 'Block', 'Ward', 'Population', and 'Year'. Some fields are marked with an asterisk (*), indicating they are mandatory. The form is designed for entering population data for different local bodies.

This screenshot shows a list of data entries for the 'Local body Populations Details' form. Each entry consists of a row of data points, including the local body name, district, block, ward, and population. The list is scrollable and contains many rows of data, demonstrating the form's capacity to store multiple records.

Fig 1

Pre-Condition

You should be logged in to the application and have privilege to access this from You can open the **Local Body Populations** form by clicking the option **Local Government body** → **Local Body Populations** is available to you from the left menu to open the form.

The Local Body Populations form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Search Criteria : Select Local Body Type	<p>Description: This field is used to select the local body type from given list.</p> <ul style="list-style-type: none">• When you select gram Panchayat (Village level) local body type, then you have to also select the Zilla Parishad (District Panchayat) and Panchayat Samiti (Intermediate Panchayat) under which it fall in three tier structure. In two tier structure you only select the Zilla Parishad (District Panchayat).• When you select Panchayat Samiti (Intermediate panchayat) local body type then you to select the Zilla Parishad (District pancayat) under which it falls. <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The Local Body Populations form contains the following buttons as indicated below:

- **Get Data button:** This button allows you to view the list of local body.

Flow of Form

To enter local body population details, you need to follow the steps given below:

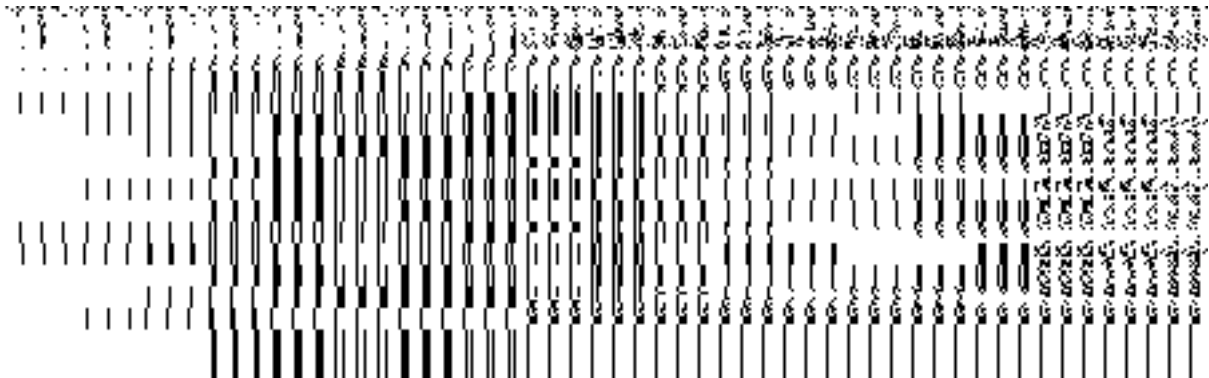
5. You should be logged in to the application and has privilege to access Local body population details form.
6. Click on the option **Local body** → **Local Body Populations** available from the left menu to open the form. The **Local Body Populations** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

7. Select the local body type from the **Select Local Body** drop down list.
 - When you select Gram Panchayat (Village level) local body type, then you have to also select the Zilla Parishad (District Panchayat) and Panchayat Samiti (Intermediate Panchayat) under which it fall in three tier structure. In two tier structure you only select the Zilla Parishad (District Panchayat).
 - When you select Panchayat Samiti (Intermediate Panchayat) local body type then you to select the Zilla Parishad (District Panchayat) under which it falls
8. After select the local body type, click on the **Get Data** button to get the list of local bodies of the selected type. The searched result displays on the screen. You can view and enter population of a local body.

What happens when you click on Get button?

Once you click on the Get button after selecting search parameter, you will get the local body list which shows the local body details such as local body code and local body name and the population.

9. Click on save button to save the local body population details.



Specific Operating Instruction (Traditional Local Bodies Entities)

This section describes the each module and its related forms in details. It also explains fields, buttons, and flow to fill or handle the particular form in the application.

Configure System

General Description

The configure system allows you to configure the Local Government Directory. It includes the operations related to configuration of the following:

4. Configuration of Constituency
 - a. Configure Map (Constituency)
5. Configuration of Panchayat Local Governments Setup in your state
 - a. Define Panchayat Local Government Setup
 - b. Configure Government Order (Panchayat)
 - c. Configure Map (Panchayat)
6. Configuration of Urban Local Governments Setup in your state
 - a. Define Urban Local Government Setup
 - b. Configure Government Order (Urban)
 - c. Configure Map (Urban)
7. Configuration of Traditional Local Governments Setup in your state
 - a. Define Traditional Local Government Setup
 - b. Configure Government Order (Traditional)
 - c. Configure Map (Traditional)

Define Traditional Local Government Setup

5.1.13.1 Create Traditional Local Government Setup

Brief Description

*The main purpose of this form is to allow you to select the traditional local government types that are operational in your state and also to specify the name by which a selected traditional local government type will be called and to define the hierarchy of selected traditional local government types. You can define the traditional local government setup by clicking the **Define Traditional Local Government Setup** option in the **Configure System** section. The **Local Government Setup (Traditional)** form is displayed on the screen. This form allows you to add the traditional local body types that are operational in your state and their name in English and local language.*

A screen shown in Fig. 5.1.13.1.1 displays a sample screen shot of the **Local Government Setup (Traditional)** form that appears when you logged in as **Local Government Directory Manager Traditional (State Level User)**. All field marked with * are mandatory. (There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Local Government Setup (Traditional)** form is shown in Fig. 5.1.13.1.1:

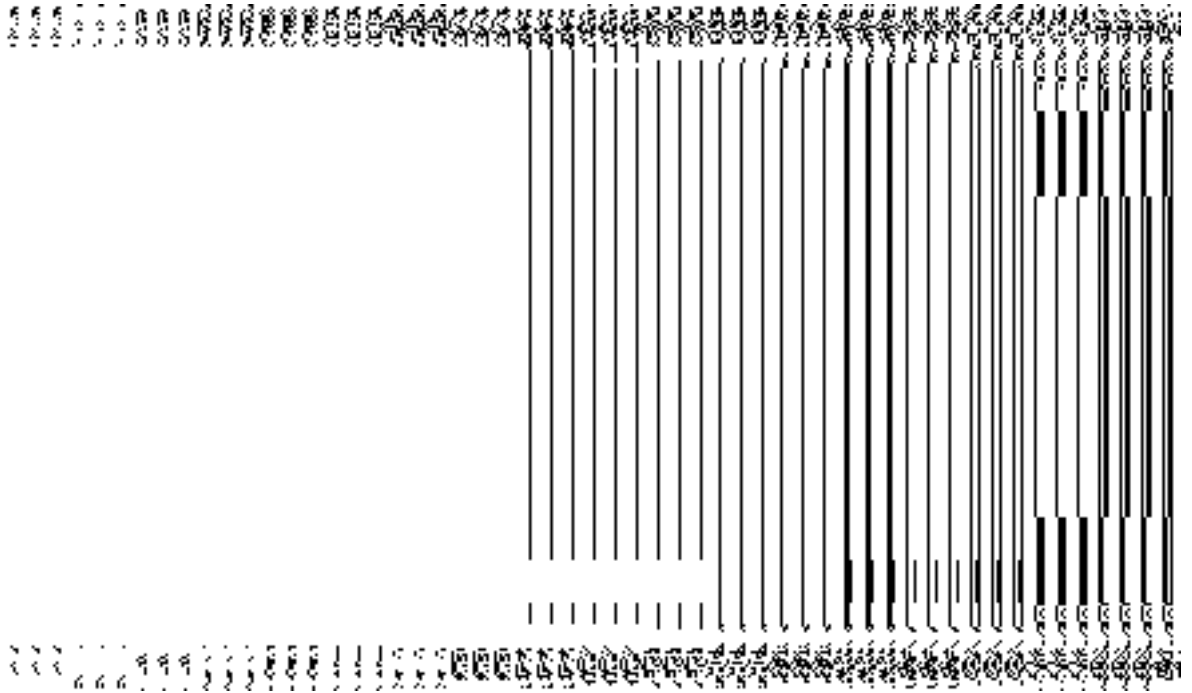


Fig 5.1.13.1.1

Pre-Condition

You should login into the application as **Local Government Directory Manager Traditional (State Level User)** and have the privilege to define the traditional local government setup details.

The Local Government Setup (Traditional) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field shows the list traditional local government bodies, such as Hill District Council, Autonomous District Council, Village Council, Block Advisory Council, etc. You need to select the traditional local government bodies that are operational in your state.</p> <p>Validation: Select at least one of the traditional local government types.</p> <p>Mandatory/Optional: It is an optional field as you need not to select all the</p>

		options. But selecting one of the local Government type is necessary.
2	Nomenclature (In English)	<p>Description: This field is used to specify the name of the traditional local government body in English. Example- Hill District Council is called Hill District Council in English.</p> <p>Validation: Enter nomenclature in alphabets.</p> <p>Mandatory/Optional: It is a mandatory field.</p>
3	Nomenclature (In Local Language)	<p>Description: This field is used to specify the name of the traditional local government body in local language. Example- Village council is called gram parishad in local language</p> <p>Validation: Enter nomenclature in local language.</p> <p>Mandatory/Optional: It is an optional field.</p>

The **Local Government Setup (Traditional)** form contains the following buttons as indicated below:

- *Next button: This button is available at the left bottom of the screen. This button allows you to move to the next step of the local government setup.*

Flow of Form

To define traditional local government setup, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager Traditional** (State Level User) and have the privilege to define traditional local government setup.
2. Click the option **Configure System → Define Traditional Local Government Setup** available on the left menu to open the form. The **Local Government Setup (Traditional)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the check boxes adjacent to the Local body Type that you want to be operational in your state.
4. Specify the name in English language and local language in the **Nomenclature (In English)** and **Nomenclature (In Local Language)** text boxes fields given adjacent to selected local body type.
5. Click the **Next** button to move to the next step.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to enter the required field. This message is displayed when you click the Save button without entering the data in the required field.	Select/Specify the required details and try again.
2.	Select one local body type.	This indicates that it is mandatory for you to select the required field. This message is displayed when you click the Save button without entering the data in the required field.	Select/Specify the required details and try again.
3.	Please define the nomenclature for all selected Local Government Types.	This message is displayed when a Local Government type is included (selected) but the nomenclature in English is left blank for that type and clicks the Save button.	Select/Specify the required details and try again.
4.	Please define the nomenclature only if that Local Government	This message is displayed when the nomenclature of a Local	Select/Specify the required details and try again.

S. No	Message	Reason	Expected Action
	Type is included in the setup.	Government type is defined but it is not included in the Local Government Setup and clicks the Save button.	
5.	Nomenclature in English can contain only alphabets, space and ‘-’.	This message is displayed when the nomenclature in English is entered with some characters other than alphabets, space and “-” , and clicks the Save button.	Select/Specify the required details and try again.
6.	Please include all the selected local government types in hierarchy.	This message is displayed when a Local Government type is selected in the setup, but not included in hierarchy and the local government type belongs to either Rural or Traditional category.	Select/Specify the required details and try again.
7.	Please configure government order generation before defining local government setup.	This message is displayed when configuration for government order generation is not defined.	Select/Specify the required details and try again.

What happens when the Next button is clicked?

On clicking the **Next** button, the **Local Government Tier Setup (Traditional)** form is displayed. This screen allows you to define hierarchy of the selected traditional local government body.

A screen shown in Fig. 5.1.13.1.2 display's a sample screen shot of the **Local Government Tier Setup (Traditional)** form that appears when you logged in as **Local Government Directory Manager Traditional (State Level User)** and defined traditional local government setup. The **Local Government Tier Setup (Traditional)** form is shown in Fig. 5.1.13.1.2:

Fig 5.1.13.1.2

Pre-Condition

The traditional local government setup details should be entered.

The Local Government Tier Setup (Traditional) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government Type	<p>Description: This field displays the list of the traditional local body types that you selected in local government setup. Select the type under which you want the other government type to exist</p> <p>Validation: Select one of the local government types.</p> <p>Mandatory/Optional: It is an optional field. But selecting one of the local Government type is necessary.</p>

The **Local Government Tier Setup (Traditional)** form contains the following buttons as indicated below:

- **Add Lower LG Type button:** This button allows you to add lower level traditional local government for the selected traditional local government type. On clicking the

Add Lower LG Type button, a new drop down menu appears. From this drop down menu, you have to select the traditional local government type from given list and add lower level LG to the top hierarchy. For example - When you select **Hill District Council** option (district level) as the parent local government body having a lower level local government block advisory council (intermediate level), now you can also add lower level LG to the block advisory.

- **Reset button:** This button allows you to reset the entered data.
- **Add Another Tier button:** This button allows you to add another or more tier to existing setup.
- **Save button:** This button allows you to save the tier structure and traditional local government setup details that you have created.

Flow of Form

To define local government tier setup for traditional, you need to follow the steps given below:

1. After clicking the **Next** button, the **Local Government Tier Setup (Traditional)** form is displayed on the screen.
2. Select the local government type from the drop down menu whose lower level local government hierarchy you want to define.
3. Click the **Add Lower LG Type** button to add lower level local government for the selected traditional local government type. (The district level can have an intermediate level and village level as lower level local government, but the intermediate or village can't have district level as their lower level local government). For example - When you select **Hill District Council** option (district level) as the parent local Government body having a lower level local government **Block Advisory Council** (intermediate level), now you can also add lower level LG to the block advisory.
4. In case, you want to add more tier then click the **Add Another Tier** button or else click the **Save** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please Choose Hierarchy.	This indicates that it is mandatory for you to create the tier setup. This message is displayed when you click the Save button without defining hierarchy.	Click OK to resume and define hierarchy.

What happens when the Save button is clicked?

On clicking the **Save** button, the **Local Government Grade Setup (Traditional)** form is displayed on the screen. This form allows you to create grades for the selected traditional local government body.

The **Local Government Grade Setup (Traditional)** form is shown in Fig. 5.1.13.1.3:

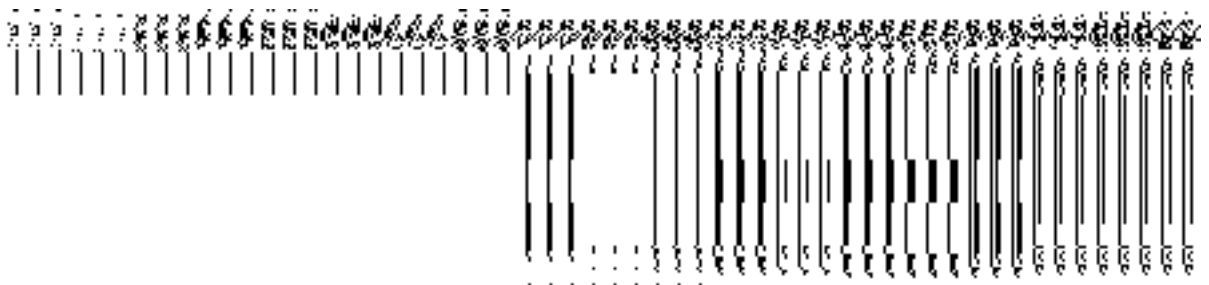


Fig 5.1.13.1.3

Pre-Condition

The traditional local government setup and local government tier setup details should be entered.

The **Local Government Grade Setup (Traditional)** form contains the following fields as indicated below:

S.No	Field Name	Explanation

1	Grade(English)	<p>Description: This field is used to specify the name of <i>grade</i> for traditional local government body in English. Example- grade 1.</p> <p>Validation: Enter <i>Grade</i> in alphanumeric format.</p> <p>Mandatory or Optional: It is a Mandatory field.</p>
2	Grade(Local Language)	<p>Description: This field is used to specify the name of <i>grade</i> for traditional local government body in local language. Example- गराडे (grade in local language Marathi).</p> <p>Validation: Enter <i>Grade</i> name in local language.</p> <p>Mandatory or Optional: It is an Optional field.</p>

The **Local Government Grade Setup (Traditional)** form contains the following buttons as indicated below:

- **Add Grade button:** This button allows you to add grades in the selected traditional local government body.
- **Save button:** *This button allow you to save the local Government setup details.*
- **Remove button:** *By clicking this icon, you can remove the already existing grade in the selected local government body.*

Flow of Form

To define local government grade setup, you need to follow the steps given below:

1. *After* clicking the **Next** button in the **Local Government Setup** form, the **Local Government Tier Setup (Traditional)** form is displayed.
2. To add grade in any traditional local body is not necessary. If grading system is applicable in your state then you can add grades in the selected traditional local body by clicking the **Add Grade** button.
3. Specify the **grade** name in English language and local language in the **Grade (English)** and **Grade (Local)** text boxes fields.
4. Click the **Save** button to save the grade details and traditional local government setup details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	The field is required.	This indicates that it is mandatory for you to enter the required field. This message is displayed when you click Save button without entering the data in the required field.	Select/Specify the required details and try again.

What happens when the Save button is clicked?

On clicking the **Save** button, a new screen is displayed. This screen shows the tier setup details of the traditional local body types that operational in your state and their name in English and local language. In addition, you can also see that there is an icon named **View Sub Type**. This icon helps in viewing the grades setup in the selected local body type. After saving the traditional local government setup details, if you perform any operation (such as Configure Map (Traditional)) on traditional local government body, then you have only the local body types that you defined in the setup.



Fig. 5.1.12.1.3

5.1.13.2 Modify Traditional Local Government Setup

Brief Description

This form enables you to modify the already defined traditional local government setup. To modify the traditional local government setup details, the setup should be defined earlier. After this, click the **Define Traditional Local Government Setup** option in the **Configure System** section. The **Local Government Setup (Traditional)** form with **Correction** and **Close**

buttons is displayed on the screen. This form allows you to modify the existing traditional local government setup details. In this form, you can also view the existing traditional local government body types that are operational in your state, nomenclature (In English), nomenclature (In Local Language), parent local body type, and the **View Grades** icon. When you click the **View Grades** icon, the grade details of the selected traditional local government is visible in the screen.

A screen shown in Fig. 5.1.13.2.1 display's a sample screen shot of the **Local Government Setup (Traditional)** form that appears when you logged in as **Local Government Directory Manager Traditional (State Level User)**. This form enables you to modify the traditional local government setup.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Local Government Setup (Traditional)** form is shown in Fig. 5.1.13.2.1:

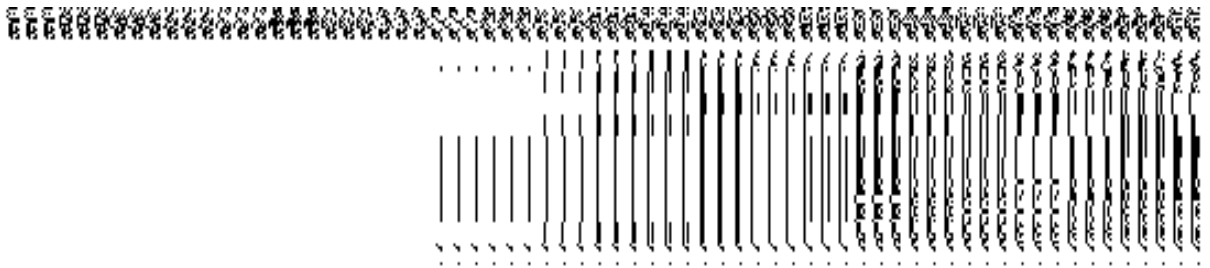


Fig 5.1.13.2.1

Pre-Condition

You should login into the application as **Local Government Directory Manager Traditional (State Level User)** and have the privilege to modify traditional local government setup. An existing traditional local government setup details should be available for further modification.

The **Local Government Setup (Traditional)** form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Local Government Type	<p>Description: This field displays the list of traditional local government body types that are operational in your state.</p> <p>Validation: NA</p>

		Mandatory/Optional: NA
2	Nomenclature (In English)	Description: This field shows the name of the traditional local government body in English. Validation: NA Mandatory/Optional: NA
3	Nomenclature (In Local Language)	Description: This field shows the name of the traditional local government body in local language. Validation: NA Mandatory/Optional: NA
4	Parent Local Body Type	Description: This field shows the traditional local body type that is present above the given local body. Validation: NA Mandatory/Optional: NA
5	View Grades	Description: This icon is used to view grade details in the selected traditional local government body. Validation: NA Mandatory/Optional: NA

The **Local Government Setup (Traditional)** form contains the following buttons as indicated below:

- *Correction button: This button allows you to correct the existing traditional local government setup details.*
- *Close button: This button allows you to abort the Modify Traditional Local Government Setup operation and will take you back to the main screen.*

Flow of Form

To modify traditional local government setup, you need to follow the steps given below:

1. You should be logged in to the application as **Local Government Directory Manager Traditional** (State Level User) and has privilege to *modify local government setup*.
2. Click the option **Configure System**→ **Define Traditional Local Government Setup** available on the left menu. The **Local Government Setup (Traditional)** form is displayed on the screen.
3. Click on the *Correction* button to modify setup details.

What happens when you click on the *Correction* button?

When you click the *Correction* button, the *Modify Local Government Setup (Traditional)* form is visible and now you can make the desired changes.

A screen shown in Fig. 5.1.13.2.2 display's a sample screen shot of the **Modify Local Government Setup (Traditional)** form that appears when you logged in as **Local Government Directory Manager** (*State Level User*). All field marked with * are mandatory. **(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).**

The **Modify Local Government Setup (Traditional)** form is shown in Fig. 5.1.13.2.2:

Fig 5.1.13.2.2

Pre-Condition

You should login into the application as **Local Government Directory Manager Traditional** (State Level User) and have the privilege to modify traditional local government setup. To open the **Modify Local Government Setup (Traditional)** form, click the option **Configure System** → **Define Traditional Local Government Setup** available on the left menu. The **Local Government Setup (Traditional)** form is displayed on the screen with the **Correction** and **Close** buttons. After this, click the **Correction** button to modify the setup details.

The **Modify Local Government Setup (Traditional)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field shows the list of traditional local government body types, such as Hill District Council, Autonomous District Council, Village Council, Block Advisory Council, etc. You need to select the traditional local government body type that is operational in your state.</p> <p>Validation: Select at least one of the local government types.</p> <p>Mandatory/Optional: It is a read only field. You cannot select unselected local government types.</p>
2	Nomenclature (In English)	<p>Description: This field is used to specify the name of the traditional local government body in English. Example- Hill District Council is called Hill District Council in English.</p> <p>Validation: Enter nomenclature in alphabets.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Nomenclature (In Local Language)	<p>Description: This field is used to specify the name of the traditional local government body in local language. Example- Village Council is called gram parishad in local language</p> <p>Validation: Enter nomenclature in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Modify Local Government Setup (Traditional)** form contains the following buttons as indicated below:

- *Apply Correction button: This button is available at the bottom of the screen. This button allows you to move to the next step of the local government setup.*

Flow of Form

To define traditional local government setup, you need to follow the steps given below:

1. After clicking the *Correction* button, the **Modify Local Government Setup (Traditional)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Correct the name in English language and local language in the **Nomenclature (In English)** and **Nomenclature (In Local Language)** text boxes fields given adjacent to selected local body type.
3. Click the *Apply Correction* button to move to the next step.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to enter the required field. This message is displayed when you click the <i>Apply Correction</i> button without entering the data in the required field.	Select/Specify the required details and try again.
2.	Please define the nomenclature for all selected Local Government Types.	This message is displayed when a Local Government type is included (selected) but the nomenclature in English is left blank for that type and clicks the <i>Apply Correction</i> button.	Select/Specify the required details and try again.
3.	Nomenclature in	This message is	Select/Specify the required details

S. No	Message	Reason	Expected Action
	English can contain only alphabets, space and ‘-’.	displayed when the nomenclature in English is entered with some characters other than alphabets, space and “-” , and clicks the Save button.	and try again.
4.	Please configure government order generation before defining local government setup.	This message is displayed when configuration for government order generation is not defined.	Select/Specify the required details and try again.

What happens when the *Apply Correction* button is clicked?

On clicking the *Apply Correction* button, the local government setup details get updated and the new screen is displayed. This screen shows the tier setup details of the traditional local body types that operational in your state and their name in English and local language. In addition, you can also see that there is an icon named **View Grades**. This icon helps in viewing the grades setup in the selected local body type. After updating the traditional local government setup details, if you perform any operation (such as Configure Map (Traditional)) on traditional local government body, then you have only the local body types that you defined in the setup.

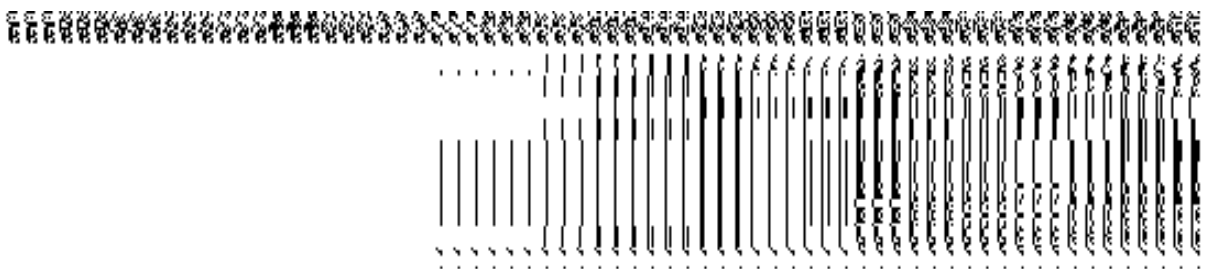


Fig. 5.1.13.2.5

Configure Government Order (Traditional)

Configure Government Order (Traditional) Brief Description

The main purpose of this form is to allow you to configure the Government order generation for all operations related to traditional local government body. To configure Government order for traditional local government body, login as the **Local Government Directory Manager Traditional** (State Level User) and click the **Configure Government Order (Traditional)** option in the **Configure System** section. The **Configure Government Order (Traditional)** form gets opened. This form shows the list of operations performed on traditional local government body. Before you want to perform any operation related to traditional local government body, for each operation, you have to decide either to upload Government order or to generate Government order through the software.

A screen shown in Fig. 5.1.5.1.1 displays a sample screen shot of the **Configure Government Order (Traditional)** form that appears when you logged in as **Local Government Directory Manager Traditional** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Traditional)** form is shown in Fig. 5.1.5.1.1:

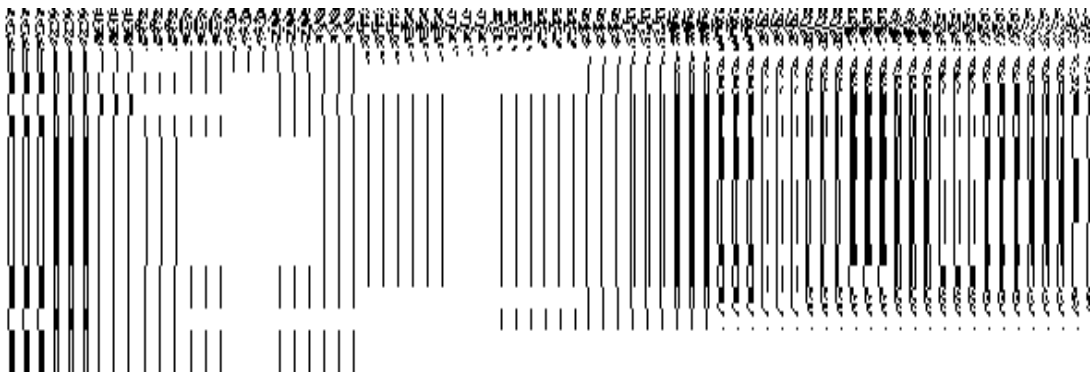


Fig 5.1.5.1.1

Pre-Condition

You should login into the application as **Local Government Directory Manager Traditional** (State Level User) and have the privilege to configure Government order for traditional local government body.

The Configure Government Order (Traditional) form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create Traditional Local Government Body is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to traditional local body. The Upload Government Order option is used to upload government order for each operation performed on traditional local government body. On the other hand, the Generate Government Order option is used to generate a government order template for each operation performed on traditional local government body.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/optional: It is a Mandatory field.</p>

The **Configure Government Order (Traditional)** form contains the following button as indicated below:

- **Save button:** This button allows you to save the configuration settings of the government order for traditional local government body. After clicking this button, the next screen appears. This screen displays the government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure government order for traditional *local government body*, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager Traditional** (State Level User) and have the privilege to configure government order for traditional local government body.

2. Click the **Configure System → Configure Government Order (Traditional)** option available on the left menu. The **Configure Government Order (Traditional)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. *This screen displays the list of operations whose Government order settings, you can make. Adjacent to the Operation field, there is the Options field that consist the Upload Government Order and Generate Government Order radio buttons in front of each operation. Select the Upload Government Order or Generate Government Order radio button of an operation, whose settings you want to save.*
4. *Click the Save button to save the settings made by you. In case you don't want to configure the updates made by you, then press the Close button to return to previous screen.*

What happens when the form is saved?

On clicking the **Save** button, the configuration details get saved and a new screen is displayed. This screen displays the Government order configuration details for traditional local government body, as shown in Fig. 5.1.5.1.2. On this screen, you can see the list of operations and the selected options for each operation. In case, you have chosen the **Upload Government Order** option for any operation then while performing that operation, you will have an option to **Upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

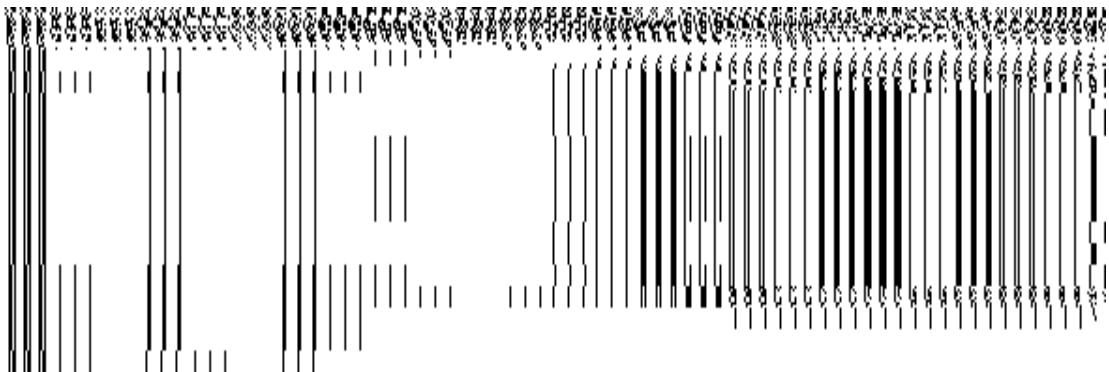


Fig. 5.1.5.1.2

5.1.5.2 Modify Configure Government Order (Traditional)

Brief Description

This form enables you to modify the already configured Government order for all the operation related to traditional *local government body*. To modify the configuration settings of the

Government order for traditional local government body, the Government order should be configured earlier. You can modify the configuration details by clicking the **Configure Government Order (Traditional)** option in the **Configure System** section from the left menu. The **Configure Government Order (Traditional)** form is displayed on your screen, which shows the list of operations performed on traditional local government body and Options for given operations.

A screen shown in Fig. 5.1.5.2.1 displays a sample screen shot of the **Configure Government Order** form that appears when you logged in as **Local Government Directory Manager Traditional** (State Level User).

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Traditional)** form is shown in Fig. 5.1.5.2.1:

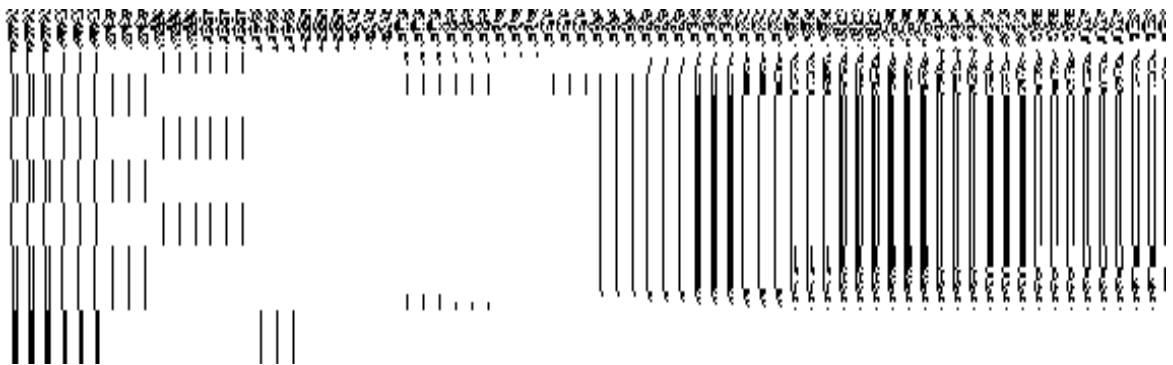


Fig 5.1.5.2.1

Pre-Condition

You should login into the application as **Local Government Directory Manager Traditional** (State Level User) and have privilege to modify Government order for traditional local government body. An existing configured Government order should be available for further modification.

The Configure Government Order (Traditional) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create Traditional Local Government Body is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>

2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to traditional local government body.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
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The **Configure Government Order (Traditional)** form contains the following buttons as indicated below:

- *Modify button: This button allows you to modify the configuration settings of the Government order for traditional local government body.*
- *Close button: This button allows you to abort the modify Government order operation and will take you back to the main screen.*

Flow of Form

To *modify government order for traditional local government body*, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager Traditional** (State Level User) and have privilege to *modify Government order*.
2. Click the **Configure System**→**Configure Government Order (Traditional)** option available on the left menu. The **Configure Government Order (Traditional)** form appears and having to buttons namely **Modify** and **Close**.
3. Click the **Modify** button to modify details. On this screen, you can see *the list of operations whose Government order settings you can make*. Adjacent to the *Operation field*, there is the *Options field that consists of the Upload Government Order and Generate Government Order radio buttons in front of each operation*. You can select any one radio button in the *Options field in front of each operation*.

What happens when you click on the Modify button?

When you click the **Modify** button, the **Modify Configure Government Order (Traditional)** form is visible on the screen and now you can make the desired changes.

A screen shown in Fig. 5.1.5.2.2 displays a sample screen shot of the **Modify Configure Government Order (Traditional)** form with the **Update** and **Close** buttons. This form is appeared when you logged in as **Local Government Directory Manager Traditional** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Government Order (Traditional)** form is shown in Fig. 5.1.5.2.2:

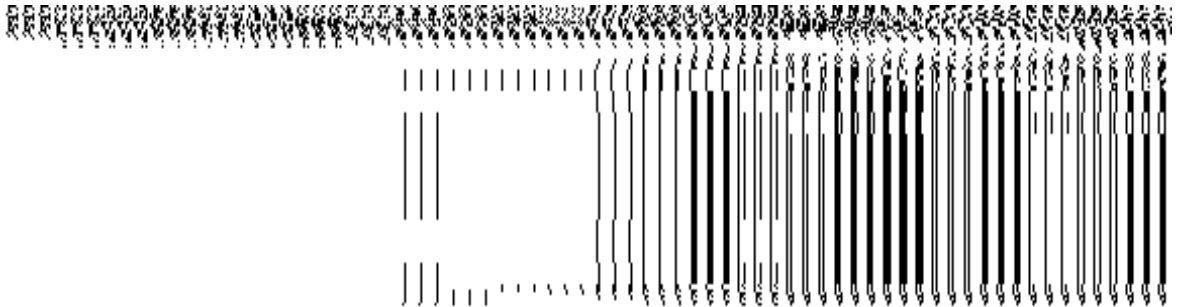


Fig 5.1.5.2.2

Pre-Condition

You should login into the application as **Local Government Directory Manager Traditional** (State Level User) and have the privilege to modify configure Government order for traditional local government body. To open the **Modify Configure Government (Tradition)** form, click on the option **Configure System**→**Configure Government Order (Traditional)** available on the left menu. The **Configure Government Order (Traditional)** form is displayed on the screen. On this form, click the **Modify** button to modify configuration details.

The Modify Configure Government Order (Traditional) form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	<p>Description: This form shows the list of the operations whose government order settings, you can configure. For example, Create Traditional Local Government Body is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>

2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to traditional local government body. The Upload Government Order option is used to upload government order for each operation performed on traditional local government body. On the other hand, the Generate Government Order option is used to generate a government order template for an operation performed on traditional local government body.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/optional: It is a Mandatory field.</p>
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The **Modify Configure Government Order (Traditional)** form contains the following button as indicated below:

- **Update button:** This button allow you to update the configuration settings of the Government order for traditional local government body. After clicking this button, the next screen appears. This screen displays the government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify configure government order for traditional local government body; you need to follow the steps given below:

1. After clicking the *Modify* button, the *Modify Configure Government Order (Traditional)* form is displayed on the screen in *editable* format.
2. This screen displays the list of operations whose Government order setting you can make. Adjacent to the *Operation* field, there is the *Options* field, which consist the *Upload Government Order* and *Generate Government Order* radio buttons in front of each operation. Select the *Upload Government Order* or *Generate Government Order* radio button of an operation, whose settings you want to update.
3. Click the *Update* button to modify the settings of the given operations. In case you don't want to configure the updates made by you, then press the *Close* button to return to previous screen.

What happens when the form is saved?

On clicking the **Update** button, the configuration details get modified and a new screen is displayed. This screen displays the government order configuration details for traditional local Government body, as shown in Fig. 5.1.5.2.2. On this screen, you can see the list of operations and the selected options for the operation. In case, you have chosen the **Upload Government Order** option for any operation then while performing that operation, you will have an option to **Upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

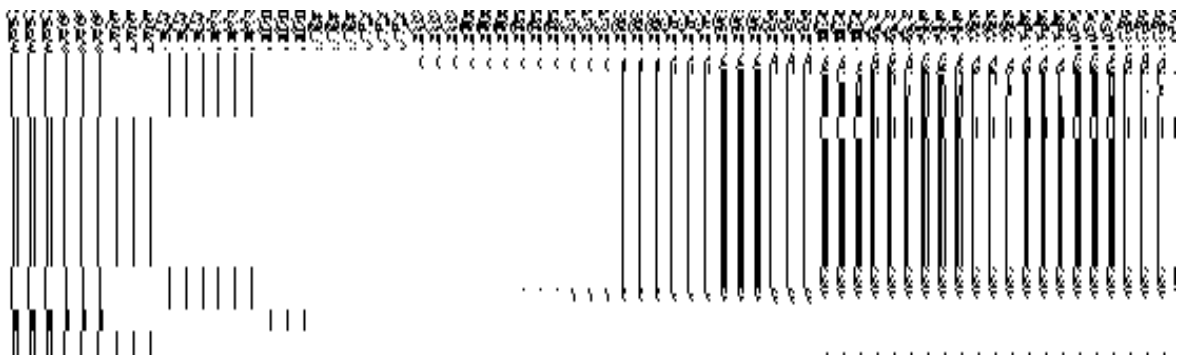


Fig. 5.1.5.2.2

Configure Map (Traditional)

5.1.16.1 Configure Map (Traditional)

Brief Description

The main purpose of this form is to allow you to configure the source of maps of all the traditional local government body operational in your state. Before configuring Map form traditional local government body, the traditional local government setup should be defined earlier. You can configure map for all traditional local government bodies by clicking the Configure Map (Traditional) option in the Configure System section. The Configure Maps (Traditional) form is appeared on the screen. This form shows the list of traditional local government body types and Options, such as Upload Map and Separate Map Server, related to each traditional local government body. These options help in deciding either to upload Map, or to show the base url of the Map server (by using the Separate Map Server option), if any operation performed on any urban local government body.

A screen shown in Fig. 5.1.16.1.1 display's a sample screen shot of the **Configure Maps (Traditional)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Traditional)** form is shown in Fig. 5.1.16.1.1:



Fig. 5.1.16.1.1

Pre-Condition

You should login into the system as **Local Government Directory Manager Traditional** (State Level User) and have the privilege to configure map for traditional local government body. Before configuring Map for traditional local government, you have to define the traditional local government setup. In case, the traditional local government setup is already defined then you can use the existing setup details.

The Configure Maps (Traditional) form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field shows the list of traditional local bodies, whose Map configuration settings, you can perform. Example - Village Council.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as <i>Upload Map and Separate Map Server</i>, related to each traditional local government body. The Options are explained as follows:</p> <p>a). If you select the <i>Upload Map</i> option then whenever you perform any operations related to the traditional local body then you have to upload a map.</p> <p>b). If you select the <i>Separate Map Server</i> option then, the system should prompt you to enter the base URL of the map server for each traditional local body. Thus, you will see the base url of the Map server whenever performed any operation on traditional local government body.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is a mandatory field.</p>

The **Configure Maps (Traditional)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the Map configuration settings for traditional local government body. After clicking this button, the next screen appears. This screen displays the map settings made by you.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure Map for traditional local government body, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager Traditional** (State Level User) and have the privileges to configure Map for traditional local government body.
2. Click the option **Configure System → Configure Map (Traditional)** available on the left menu to open the form. The **Configure Maps (Traditional)** form is displayed on the screen. *This screen displays the list of traditional local government bodies whose map configuration setting you can make. Adjacent to the traditional local government bodies field, there is an Upload Map and Separate Map Server radio buttons.* You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. *Select the Upload Map or Separate Map Server radio button in front of the each traditional local government body, whose setting you want to save. If you select the Upload Map option then whenever you perform any operations related to the traditional local government body then you have to upload a map. If you select the Separate Map Server option, a text box field in front of the name of each traditional government local body is appeared, where you need to specify the base URL of the map server.*
4. *Click the Save button to save the Map configuration settings for traditional local government body. In case you don't want to configure the updates made by you, then press the Cancel button to return to previous screen.*

What happens when the form is saved?

On clicking the **Save** button, the Map configuration details get saved and displayed on the screen. On this screen, you can see the list of traditional local government bodies and options related to each traditional local government body. In case, you have chosen the **Upload Map** option for any traditional local government body then while performing any operation on that traditional local government body, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option for any

traditional local government body then while performing any operation on that traditional local government body, you will see the base url of the Map server.

Fig. 5.1.16.1.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of the map server is not entered.	Select the field and specify the base url for the selected traditional local government body.
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

5.1.16.2 Modify Configure Map (Traditional)

Brief Description

This form enables you to modify the already configured Map details of traditional local government body. To modify the Map Configuration settings for traditional local government body, the Map configuration settings should be made earlier. After this, click the **Configure Map (Traditional)** option in the **Configure System** section. The **Configure Maps (Traditional)** form is displayed on the screen. This form shows the list of traditional local government bodies and the selected options for each traditional local government bodies.

A screen shown in Fig. 5.1.16.2.1 display's a sample screen shot of the **Configure Maps (Traditional)** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Traditional)** form is shown in Fig. 5.1.16.2.1:

Fig. 5.1.16.2.1

Pre-Condition

You should login into the application as **Local Government Directory Manager Traditional** (State Level User) and have privilege to modify Map configuration settings of traditional local government body. An existing configured Map for traditional local government body should be available for further modification.

The Configure Maps (Traditional) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local body type	<p>Description: This field shows the list of traditional local government body type, whose Map configuration settings, you can modify. Example - Village Council.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the two options, such as <i>Upload Map and Separate Map Server</i>, related to each traditional local government body.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Base Url	<p>Description: This field shows the base URL of the Map server, where map is located. <i>This field is displayed when you select the Separate Map Server option and specified the base url of the Map server.</i></p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Configure Maps (Traditional)** form contains the following buttons as indicated below:

- *Modify button: This button allows you to modify the Map configuration settings for traditional local government body.*
- *Close button: This button allows you to abort the Modify Configure Map operation and will take you back to the main screen.*

Flow of Form

To modify map configuration for traditional local government body, you need to follow the steps given below:

1. You should be logged in to the application as **Local Government Directory Manager Traditional** (State Level User) and have privileges to *modify Map configuration settings for traditional local government body*.
2. Click the option **Configure System → Configure Map (Traditional)** available on the left menu to open the form. The **Configure Maps (Traditional)** form is displayed on the screen. *This screen displays the list of traditional local government bodies whose map configuration setting you can make. Adjacent to the traditional local government bodies field, there is an Upload Map and Separate Map Server radio buttons.*
3. Click on the **Modify** button to modify details.

What happens when you click on the modify button?

When you click the *Modify button*, the *Modify Configure Maps (Traditional)* form is visible again and now you can make the desired changes.

A screen shown in Fig. 5.1.16.2.2 display's a sample screen shot of the **Modify Configure Maps (Traditional)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Maps (Traditional)** form is shown in Fig. 5.1.16.2.2:

Fig 5.1.16.2.2

Pre-Condition

You should login into the application as Local Government Directory Manager Traditional (State Level User) and have the privilege to modify Map configuration settings for traditional local government body. You can open the **Modify Configure Maps (Traditional)** form by clicking the option **Configure System**→**Configure Map (Traditional)** available on the left menu. The **Configure Maps (Traditional)** form is displayed on the screen with the **Modify** and **Cancel** button. Click the **Modify** button to modify the Map configuration details.

The Modify Configure Maps (Traditional) form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field shows the list of traditional local bodies, whose Map configuration settings, you can modify. Example - Village Council.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as <i>Upload Map and Separate Map Server, related to each traditional local government body. The Options are explained as follows:</i></p> <p><i>a). If you select the Upload Map option then whenever you perform any operations related to the traditional local government body then you have to upload a map.</i></p> <p><i>b). If you select the Separate Map Server option then, the system should prompt you to enter the base URL of the map server for each traditional local government body. Thus, you will see the base url of the Map server, if any operation is performed.</i></p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Modify Configure Maps (Traditional)** form contains the following buttons as indicated below:

- **Update button:** This button allow you to update the configuration settings for traditional local government body. After clicking this button, the next screen appears. This screen displays the configure map settings made.

- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify Map configuration settings for traditional, you need to follow the steps given below:

1. *After clicking the Modify button, the Modify Configure Maps (Traditional) form for traditional is displayed on screen. This screen displays the list of traditional local government bodies whose map configuration setting you can make. Adjacent to the traditional local government bodies field, there is an Upload Map and Separate Map Server radio button.*
2. *Select the Upload Map or Separate Map Server radio button in front of the each traditional local government body, whose setting you want to save. If you select the Upload Map option then whenever you perform any operations related to the traditional local government body then you have to upload a map. If you select the Separate Map Server option, a text box field in front of the name of each traditional government local body is appeared, where you need to specify the base URL of the map server.*
3. *Click the Update button to modify the details. In case you don't want to configure the updates made by you, then press the Close button to return to previous screen.*

What happens when the form is saved?

On clicking the **Update** button, the Map configuration details get updated and displayed on the screen. On this screen, you can see the list of traditional local government body types and options related to each traditional local government body. In case, you have chosen the **Upload Map** option for any traditional local government body then while performing any operation on that traditional local government body, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option for any traditional local government body then while performing any operation on that traditional local government body, you will see the base url of the Map server.



Fig. 5.1.16.2.3

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of the map server is not entered.	Select the field and specify the base url for the selected traditional local government body.
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

Create Traditional Local Body

Brief Description

The main purpose of this form is to allow you to create a new traditional local government body. This form is accessed at state level and district level users. Before creating a new traditional local government body, the local government setup, Map, and government order should be defined for traditional local body. You can create a new traditional local government body by clicking the Create Traditional Local Body option in the Local Body section. The Create New Local Body (Traditional) form is displayed on the screen. In this form, you have to define the new local body name, its type, GIS nodes details, and covered land region area details. The Covered Area of New Local Body field has two options namely Select From Existing Local Bodies and Select From Un-Mapped /Partially Mapped Land Regions. The Select From Existing Local Bodies option allows you to create a new traditional local body by using the land region of an existing local bodies. On the other hand, the Select From Un-

Mapped /Partially Mapped Land Regions option allows you to create a new traditional local body by using the un-mapped or partially mapped land regions.

A screen shown in Fig. 5.10.3.1 display's a sample screen shot of the **Create New Local Body (Traditional)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create New Local Body (Traditional)** form is shown in Fig. 5.10.3.1:

[The page contains a large amount of extremely faint and illegible text, likely a scan of a document with low contrast or significant noise. The text is organized into multiple columns and rows, but the individual characters and words are not discernible.]

Fig 5.10.3.1

Pre-Condition

You should login into the application and have privilege to create Traditional Local Body. Before creating traditional local government body, the government setup, Map, and government order should be defined earlier. You can open the **Create New Local Body (Traditional)** form by clicking the option **Local Body → Create Traditional Local Body** is available to you from the left menu.

The Create New Local Body (Traditional) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details for New Local Body: Name of new local body (In English)	Description: This field is used to specify the name of new local body in English. Example -Sukma Validation: Name of new local body (In English) can contain alphabets [a-z] [A-Z], numbers [0-9], dot [.], Hyphen (“-“) and space. And it can contain up to 200 characters. Mandatory/Optional: It is a mandatory field.
2	General Details for New Local Body: Name of new local body (In Local Language)	Description: This field is used to specify the name of the new local body in local language. Validation: Enter the new name in local language. And it can contain up to 200 characters. Mandatory/Optional: It is an optional field.
3	General Details for New Local Body: Alias of the local	Description: This field is used to specify an alternative name of the local body in English. Validation: Enter the new name in alphabets and can use some

	body (in English)	special character [-, ., space] Mandatory/Optional: It is an optional field.
4	General Details for New Local Body: Alias of the local body (In Local Language)	Description: This field is used to specify an alternative name of local body in local language. Validation: Enter the alternative name of local body in local language. Mandatory/Optional: It is an optional field.
5	General Details for New Local Body: State Specific Code	Description: This field is used to specify the state code given to each state. Validation: .It should be alphanumeric.And it can contain up to 7 characters. Mandatory/Optional: It is an optional field.
6	Type of New Local Body: Select Local Body Type	Description: This field is used to select the local body types that exist in particular state. <ul style="list-style-type: none"> • When you select village level local body type, then you have to select the Hill District Council (District level) and intermediate local body type under which you want to create local body in three tier structure. If its two tier structure then you should select the Hill District Council (district level) only. • When you select the Block Advisory Council (Intermediate level local body type), then you have to select the Hill District Council (District level under which it falls. Validation: Selecting one local body type is mandatory Mandatory/Optional: It is mandatory field.
7	GIS Nodes: Latitude	Description: This field is used to specify the latitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is Optional field.

8	GIS Nodes: Longitude	<p>Description: This field is used to specify the longitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is Optional field.</p>
9	GIS Nodes: Upload Map	<p>Description: This field is used to upload map of land region under local body. This field is only visible when select upload map while configuring map.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is Optional field.</p>
11	Covered Area of New Local Body: Select From Existing Local Bodies	<p>Description: If you want to create a new traditional local body from the existing local body then clicks this check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
12	Covered Area of New Local Body: Select From Existing Local Bodies Available List	<p>Description: This field will display the land regions that are available to be included under the new traditional local body. This field is only visible when you selected the Select From Existing Local Bodies check box.</p> <ul style="list-style-type: none"> •When you select the Hill District Council (district level) in local body type then the available field will display the Hill District council list and available district list. •When you select the Block Advisory Council (Intermediate panchayat) in local body type then the available field will display the Block advisory list and available sub district list. •When you select the Village Council (village level) in local body type then the available field will display the Village council list and available village list <p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
13	Covered Area of	<p>Description: This field will display the land regions that are selected for</p>

	<p>New Local Body: Select From Existing Local Bodies Contributing List</p>	<p>including under the new traditional local body. This field is only visible when you selected the Select From Existing Local Bodies check box.</p> <ul style="list-style-type: none"> •When you select the Hill District Council (district level) in local body type then the contributing field will display the hill district council list and a contributing district list. •When you select the Block Advisory Council (Intermediate level in local body type) then the contributing field will display the block advisory council list and contributing sub district list. •When you select the Village Council (village level) in local body type then the contributing field will display the village council list and contributing village list <p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
14	<p>Covered Area of New Local Body: Select From Un-Mapped/Partially Mapped Local Body</p>	<p>Description: If the new traditional local body is created from the unmapped/partially mapped local body then click this check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
15	<p>Covered Area of New Local Body: Select From Un-Mapped/Partially Mapped Local Body Available List</p>	<p>Description: This field will display the land regions that are available to be included under the new traditional local body. This field is only visible when you selected the Select From Un-Mapped/Partially Mapped Local Body check box.</p> <ul style="list-style-type: none"> •When you select the hill District Council (District level) in local body type then the available field will display the available district, sub-district and village list. •When you select the Block Advisory Council (Intermediate level) in local body type then the available field will display the sub district list and available village list. •When you select the Village Council (Village panchayat) in local body type then the available field will display the available

		<p>village list</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
16	<p>Covered Area of New Local Body:</p> <p>Select From Un-Mapped/Partially Mapped Local Body</p> <p>Contributing List</p>	<p>Description: This field will display the land regions that are selected for including under the new traditional local body. This field is only visible when you selected the Select From Un-Mapped/Partially Mapped Local Body check box.</p> <ul style="list-style-type: none"> •When you select the Hill District Council (District level) in local body type then the contributing field will display the district, sub-district and village list. •When you select the Block Advisory (Intermediate level) in local body type then the contributing field will display the sub district list and contributing village list. •When you select the Village Council (Village level) in local body type then the contributing field will display contributing village list <p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>

The **Create New Local Body (Traditional)** form contains the following buttons as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Browse button:** This button allows you to browse a file to upload.
- **Remove button :** This button allows you to remove the attachment made and it only visible when you selected upload government order option in configure government order.
- **Whole button:** This button allows you to select the whole land region of selected district or sub district or village region in available list field.
- **Part button:** This button allows you to select the part of land region of selected district, sub district or village region in available list field.
- **Reset button:** This button allows you to reset the values.

- **Back button:** This button allows you to unselect the land region from the contributing list.
- **Get Covered Area of Local Body button:** This button allows you to get the list of land region that comes under the part of selected local body.
- **Get Sub District List button:** This button allows you to get the name of sub district of selected District, whose part is taken to create new local body.
- **Get Village List button:** This button allows you to get the name of village of selected sub district, whose part is taken to create new local body.
- **Save button:** This button allows you to save the Traditional Local body created.
- **Publish button:** This button allows you to publish the Traditional Local body created
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to home screen.*

Flow of Form

To create traditional local body, you need to follow the steps given below:

1. You should login into the application have the privilege to create traditional local body.
2. Click option **Local Government Body → Create Traditional Local Body** available on the left menu. The **Create New Local Body (Traditional)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Specify the name of the local body in English and local language in the **Name of New Local Body (In English)** and **Name of New Local Body (In Local Language)** fields.
4. Specify the alternate name of the local body in English and local language in the **Alias of the local body (In English)** and **Alias of the local body (In Local Language)** field.
5. Specify the state specific code in **State Specific Code** field.
6. The GIS nodes detail in **Latitude** and **Longitude** fields. If upload map option present then click the **Browse** button to upload Map file.
7. Select the local body type in which you want to create new traditional local body from **Select Local Body Type** drop down list. When you select the local body type then the available subtype list appears.
 - When you select village level local body type, then you have to select the Hill District Council (District level local body) and intermediate level under which you want to create local body in three tier structure. If its two tier structure then you should select the Hill District Council (District level) only.

- When you select the Block Advisory Council (Intermediate panchayat) or Village Council(Village Level), then you have to select the Hill District Council (District level) under which it falls.
8. Specify the area covered by new local body. You can use the land region from the existing from the local bodies or use land region of un-mapped/partially mapped local body.
 9. When you select the Select From Existing Local Bodies checkbox then you have to perform the following steps:
 - a) When you select the Hill District Council (district level) in local body type then the Available List field will display the **Hill District Council list** and **District list**.
 - I. In this case you have to select the Hill District Council list from the **Available List** and click the **Whole** or **Part** button. You cannot select whole region of partially Mapped panchayat.
 - II. After selecting the panchayat and clicking the **Whole** or **Part** button then the **Contributing Hill District Council** list is populated. Now click the **Get Covered Area of Local Body** button.
 - III. Select the district from the **Available District List** field and click the **Whole** or **Part** button.
 - b) When you select the Block Advisory Council (Intermediate level) in local body type then the contributing field will display the Block Advisory Council list and contributing sub district list
 - I. In this case you have to select the Block advisory council from the **Available Block Advisory Council list** and click the **Whole** or **Part** button. You cannot select whole region of partially Mapped panchayat.
 - II. After selecting the panchayat and clicking the **Whole** or **Part** button the **Contributing Block Advisory Council list** field is populated. Now click the **Get Covered Area of Local Body** button.
 - III. Select the sub district from the **Available Sub District List** field and click the **Whole** or **Part** button.
 - c) When you select the Village Council (village level) in local body type then the contributing list field will display the **Village Council list** and **Contributing Village list**.
 - I. In this case you have to select the Village Council (village level) from the **Available Village Council list** and click the **Whole** or **Part** button. You cannot select whole region of partially Mapped panchayat.
 - II. After selecting the panchayat and clicking the **Whole** or **Part** button the **Contributing Village Council list** field is populated. Now click the **Get Village List** button.

- III. Select the village from the **Available Village List** field and click the **Whole** or **Part** button
10. When you select the **Select From Un-Mapped Mapped Land Region** checkbox then you have to perform the following steps:
- a. When you select the Hill District Council (district level) in local body type then the Available List field will display the **district, sub-district** and **village list**.
 - I. Now select the district and click the **Whole** or **Part** button.
 - II. On clicking **Whole** or **Part** button, the **Contributing District list** is populated with selected district and now you should click the **Get Sub District List** button to get the list of sub district.
 - III. On clicking **Get Sub District List** button the list of selected district's sub district are displayed. Now select the sub district and click the **Whole** or **Part** button.
 - IV. On clicking **Whole** or **Part** button, the **Contributing Sub District list** is populated with selected sub district and now you should click the **Get Village List** button to get the list of village.
 - V. Select the village from **Available Village list** and click the **Whole** or **Part** button.
 - b. When you select the Block Advisory Council (Intermediate level) in local body type then the Available List field will display the **sub district list** and **available village list**.
 - I. Now select the sub district and click the **Whole** or **Part** button.
 - II. On clicking **Whole** or **Part** button the **Contributing Sub District list** is populated with selected sub district and now you should click the **Get Village List** button to get the list of village.
Select the village from **Available Village List** and click the **Whole** or **Part** button.
 - c. When you select the Village Council (village level) in local body type then the available field will display the **Available Village list**.
 - I. Now select the village and click the **Whole** or **Part** button. On clicking **Whole** or **Part** button then the **Contributing Village List** is populated with selected villages
11. After selecting the covered land region area, select the headquarter for the new traditional local body from the available list of headquarters.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
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S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please enter the name of local body (in English).	This indicates you did not enter the name of the local body.	Enter the name of the new local body.
3.	Please Enter alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space. in the name of localbody.	This indicates you did not enter the name of the local body in alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space.	Enter the name of the local body in given format.
4.	Please use [A-Z], [a-z], space, numeric.	This indicates you did not enter the GIS nodes detail in given format [A-Z], [a-z], space, numeric.	Enter the latitude and longitude in given format.
5.	Please select type of new local body type.	This indicates you did not select the type of local body you want to create.	Select local body type.
6.	Please select a parent local body.	This indicates you did not select the parent local body.	Select the parent local body.
7.	Please select parent of village Panchayat.	This indicates you did not select the parent or upper level panchayat of village panchayat	Select the parent panchayat
8.	Field is required.	This indicates you did not enter the mandatory field.	Select the values for contributing list of land region.

Governement Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government**

Order option for **Create Traditional Localbody** operation while configuring government order for the Traditional Local bodies. In case, you selected the **Generate Government Order** option for the Create Traditional Localbody operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

Government Order Details

Select Existing Government Order Select New Government Order

Order No *

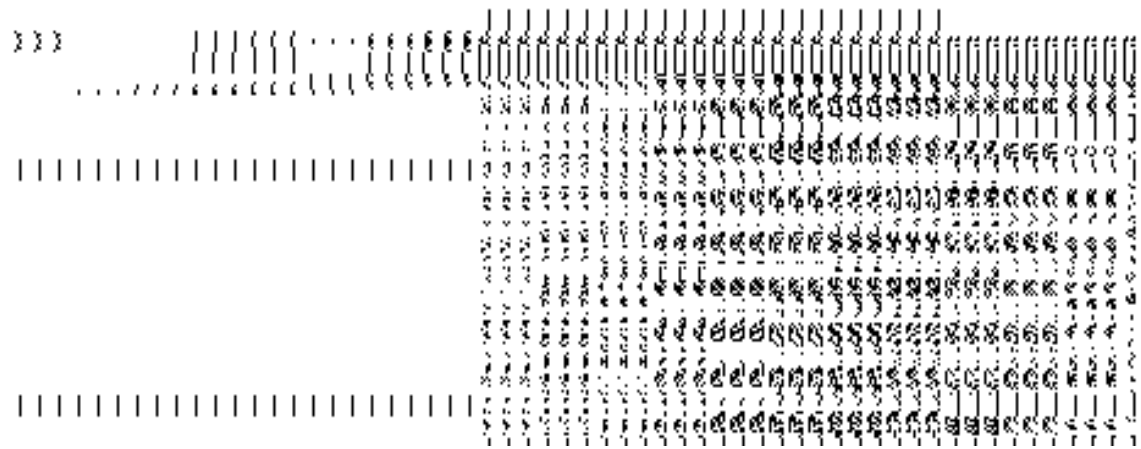
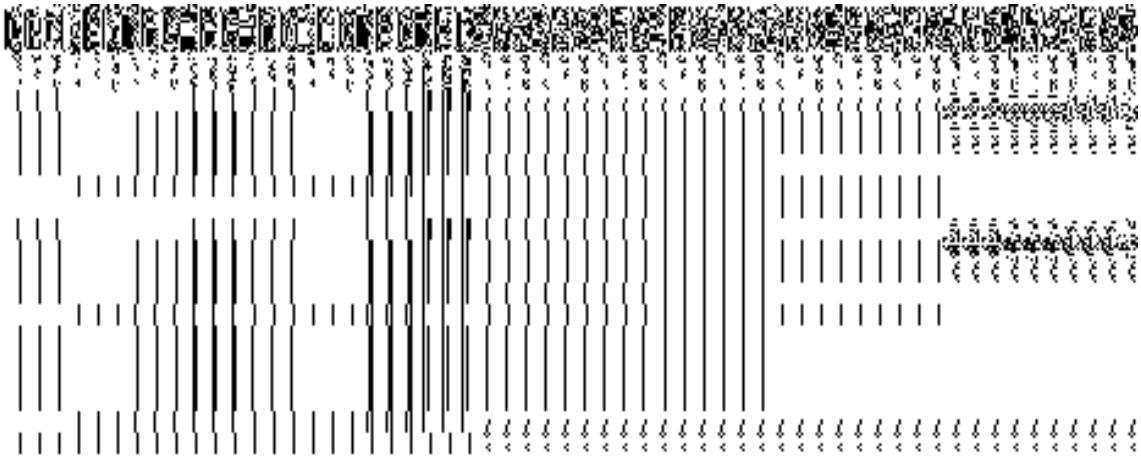
Order Date *

Effective Date *

Gazette Publication Date

Upload Govt. Order (Allowed File Extensions[gif,jpg,pdf,png,jpeg] Max File Size[5 MB]) *
 No file selected.

When you select the option,Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details. You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-</p>

], dot [.), slash [/] and brackets (). Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
4	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
5	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
6	Government Order Details: Upload	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.

	Government Order	<p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Find Existing Government Order(s): Order Number	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.), slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Find Existing Government : From Date	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
-
- **Save button:** This button allows you to save the Traditional Localbody created.
- **Publish button:** This button allows you to publish the Traditional Localbody created

- **Close button:** *In case you don't want to save the changes, you should click the close button and return to home screen.*

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you enter the General Details of the Traditional Local body, and specify how it is formed, the **Government Order Details** are required to be entered on the screen before Save or publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create Traditional Localbody operation while configuring Government order for land region entities. After upload the government order file and click the **Save or Publish** button. On clicking the **Save** button; a message “**Draft Traditional Local body created successfully**” is displayed on the screen.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create Village operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
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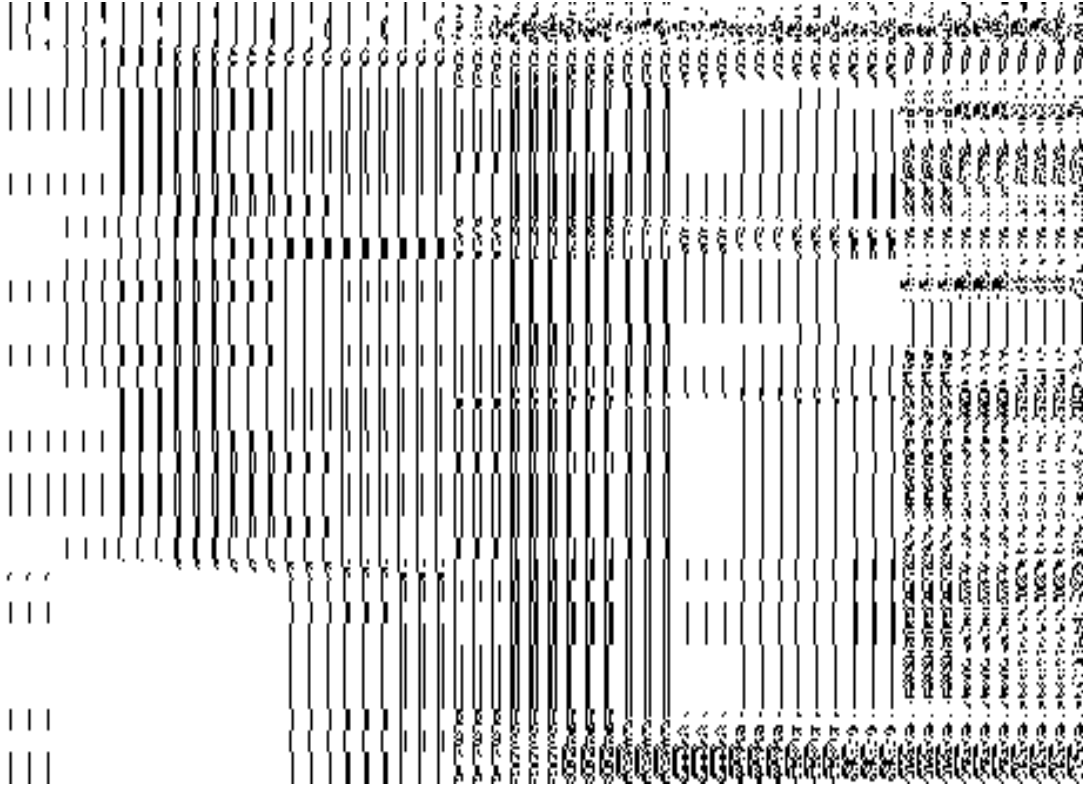
S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message **“Draft Traditional Localbody created successfully”** is displayed on the screen. Now, the new Traditional Localbody is created and available for further modification. You can view the Draft Traditional localbody details by using the **Manage Draft Entities (Traditional**

Localbodies) option in the **draft** section, which is discussed in details in upcoming section.

- *When you clicked the Publish button in the form then the message “Traditional Local body Published successfully” is displayed on the screen.*



Manage Traditional Local Body

Brief Description

This form enables you to manage all existing traditional local body details. You can manage an existing traditional local body by clicking the **Manage Traditional Local Body** option in the **Local Body** section. The **Manage Local Government Body (Traditional)** form is displayed on the screen. This form consists of the search parameter name **Select Local Body Type**. This parameter allows you to search the details of the traditional local government body. Once you will select the required parameters and clicks on the **Get** button, the details about the selected traditional local body will display on the screen. You can view and modify the details.

A screen shown in Fig. 5.10.7.1 display's a sample screen shot of the **Manage Local Government Body (Traditional)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Local Government Body (Traditional)** form is shown in Fig. 5.10.7.1:

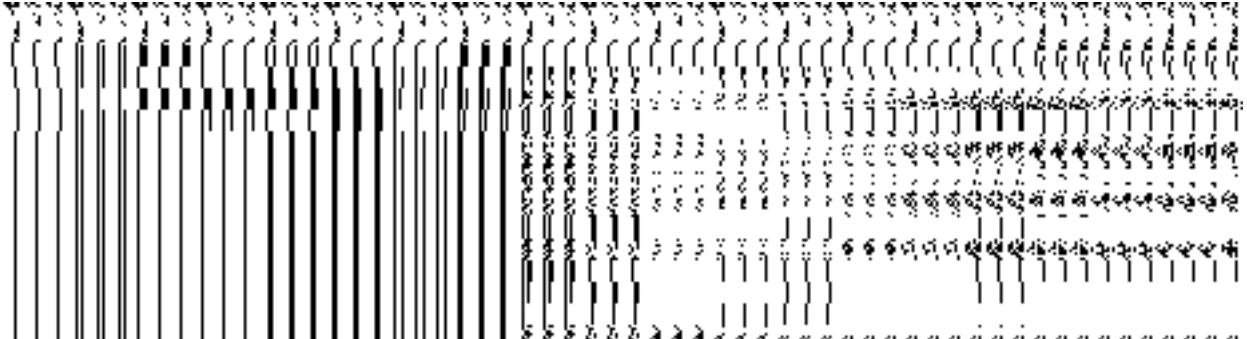


Fig 5.10.7.1

Pre-Condition

You should be logged in to the application and have privilege to manage traditional local body details. You can open the **Manage Local Government Body (Traditional)** form by clicking the option **Local Body** → **Manage Traditional Local Body** is available to you from the left menu.

The Manage Local Government Body (Traditional) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Search Criteria : Select Local Body Type	<p>Description: This field is used to select the traditional local body type from given list.</p> <ul style="list-style-type: none"> • When you select Village Council (Village Level) local body types, then you have to select Hill District Council (District level) and Block Advisory Council (Intermediate level) under which it fall in three tiers structure. In two tier structure you only select the Hill District Council (District level). • When you select Block Advisory Council (Intermediate level) local body type then you to select the Hill District Council (District level) under which it falls.

		<p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	No. of records per page	<p>Description: This field is used to view a finite number of local government bodies per page. Example - 5,10</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Manage Local Government Body (Traditional) form** contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of traditional local body.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the local body list.

Flow of Form

To manage traditional local government body, you need to follow the steps given below:

1. You should be logged in to the application and has privilege to manage traditional local government body.
2. Click on the option **Local Body → Manage Traditional Local Body** available from the left menu to open the form. The **Manage Local Government Body (Traditional)** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the traditional local body type from the **Select Local Body Type** drop down list. The search option is available to find the list of details on the basis of selected parameters.
 - When you select Village Council (Village level) local body types, then you have to select Hill District Council (District level) and Block Advisory Council (Intermediate level) under which it fall in three tiers structure. In two tier structure you only select the Hill District Council (District level).
 - When you select Block Advisory Council (Intermediate level) local body type then you to select the Hill Council District (District level) under which it falls.
4. After select the local body type, click the **Get** button to get the details about the selected traditional local body. The searched result displays on the screen. You can view and modify details.

What happens when you click on Get button?

Once you click on the Get button after selecting search parameter, you will get the traditional local body list which shows the local body details such as local body code, local body name and number of tier it have. Now you can view and modify the selected traditional local body details.



View Local Body Details

Brief Description

This form enables you to view an existing traditional local body details. You can view the selected traditional local body details by clicking the **View** icon in front of the local body name in the **Manage Local Government Body (Traditional)** form. The **View Local Govt Body Details (Traditional)** form is displayed on the screen. This form shows the complete details of the selected traditional local body with the **Close** button.

A screen shown in Fig. 5.10.7.1 display's a sample screen shot of the **View Local Govt Body Details (Traditional)** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Local Govt Body Details (Traditional)** form is shown in Fig. 5.10.7.1:

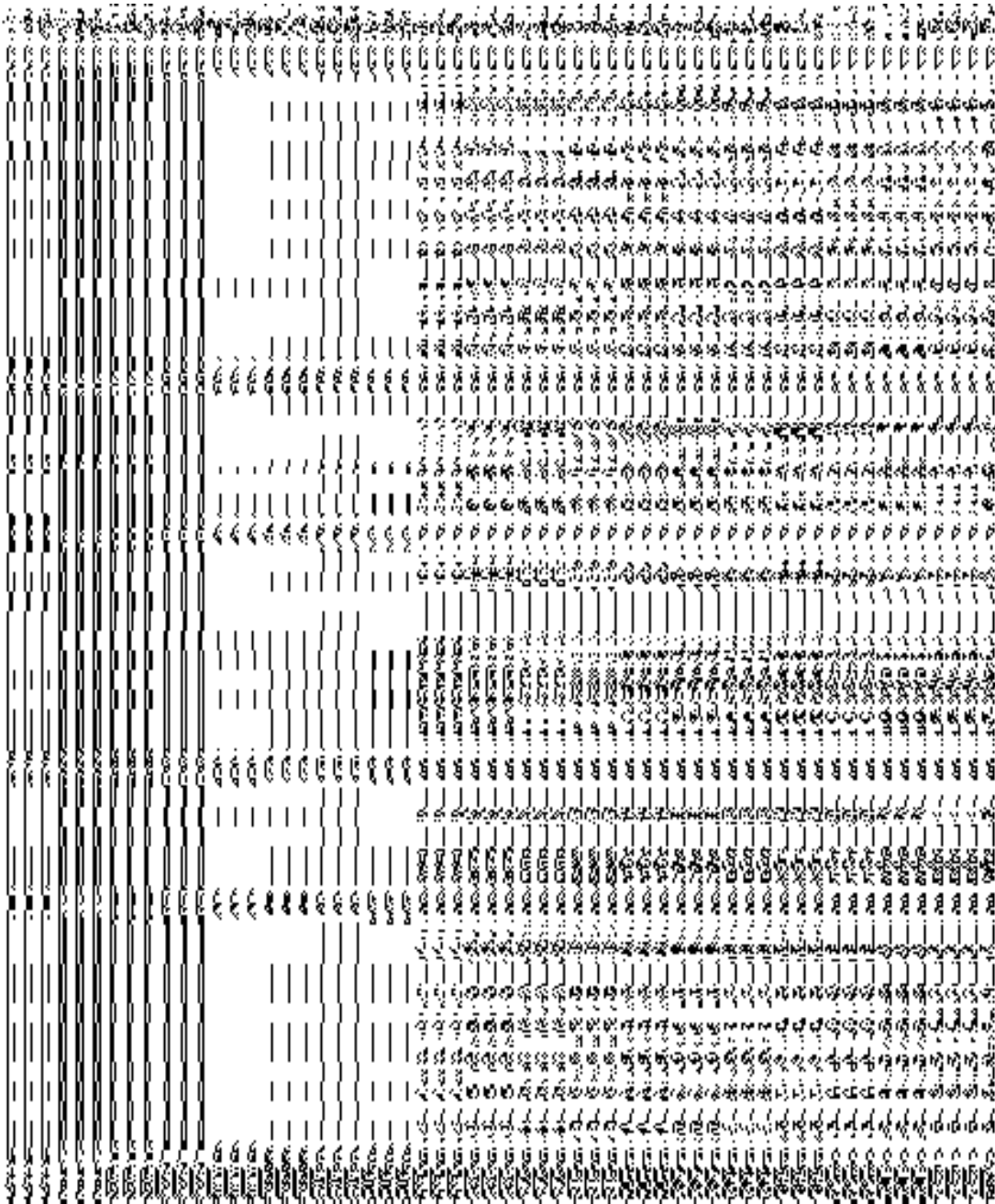


Fig. 5.10.6.1

Pre-condition

You should be logged in to the application and have privilege to view an existing traditional local government body details. You can open the **View Local Govt Body Details (Traditional)** form by clicking the **View** icon in front of the local body name in the **Manage Local Government Body (Traditional)** form.

The View Local Govt Body Details (Traditional) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Local Govt Body Details: Local Body Code	Description: This field displays the code of selected traditional local body. Validation: NA Mandatory/Optional: NA
2	General Local Govt Body Details: Local Body Name (In English)	Description: This field displays the name of the traditional local body in English. Validation: NA Mandatory/Optional: NA
3	General Local Govt Body Details: Name of local body (In Local Language)	Description: This field displays the name of the traditional local body in local language. Validation: NA Mandatory/Optional: NA
4	General Local Govt Body Details: Alias of the local body (In English)	Description: This field displays an alternative name of the traditional local body in English. Validation: NA Mandatory/Optional: NA
5	General Local Govt Body Details: Alias of the local body (In Local Language)	Description: This field displays an alternative name of the traditional local body in local language. Validation: NA Mandatory/Optional: NA
6	General Local Govt Body Details: State Specific Code	Description: This field displays the state specific code of the local body. Validation: NA Mandatory/Optional: NA
7	Government	Description: This field displays an order code.

	Order Details: Order Code	Validation: NA Mandatory/Optional: NA
8	Government Order Details: Order No	Description: This field displays an order number. Validation: NA Mandatory/Optional: NA
9	Government Order Details: Order Date	Description: This field displays the date on which the order was given. Validation: NA Mandatory/Optional: NA
10	Government Order Details: Effective Date	Description: This field displays the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Validation: NA Mandatory/Optional: NA
11	Government Order Details: Gazette Publication Date	Description: This field displays the date on which the order was published. This date should be equal to or more than the order date. Validation: NA Mandatory/Optional: NA
12	GIS Nodes: Latitude	Description: This field displays the latitude of the GIS node. Validation: NA Mandatory/Optional: NA
13	GIS Nodes: Longitude	Description: This field displays the longitude of the GIS node. Validation: NA Mandatory/Optional: NA

The **View Local Govt Body Details (Traditional)** form contains the following buttons as indicated below:

- **Close button:** This button allows you to close the details and will return to the home screen.

Flow of Form

To view traditional local govt body details, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (Traditional)** form, click on the **View** icon in front of the selected local government body, the **View Local Govt Body Details (Traditional)** form is displayed on the screen. This form shows you the complete details of the selected traditional local body with the **Close** button.
2. Click the **Close** button to close the details and will return to the home page.

What happens when you click on View icon?

*When you will click on the View icon then you will get the View **Local Govt Body Details (Traditional)** form. This form shows the complete details about the selected traditional local government body, such as local body name in English and local language, alias name of the local body, order no, order date, etc.*

Government Order Correction

Brief Description

This form enables you to correct the government order details of an existing traditional local government body. There are two cases where we can use this form. In first case, the government order details are not available in the application. In other case, you find that there are some mistakes in the government order details provided by you at the time of the traditional local body creation. In both the situations, you can fill the correct government order details by using the **Government Order Correction** icon in the **Manage Local Government Body (Traditional)** form. On clicking this icon, the **Modify Local Body (Government Order) Traditional** form is displayed on the screen. This form allows you to add the correct government order details.

A screen shown in Fig. 5.10.7.2 displays a sample screen shot of the **Modify Local Body (Government Order) Traditional** form.

The **Modify Local Body (Government Order) Traditional** form is shown in Fig. 5.10.7.2:

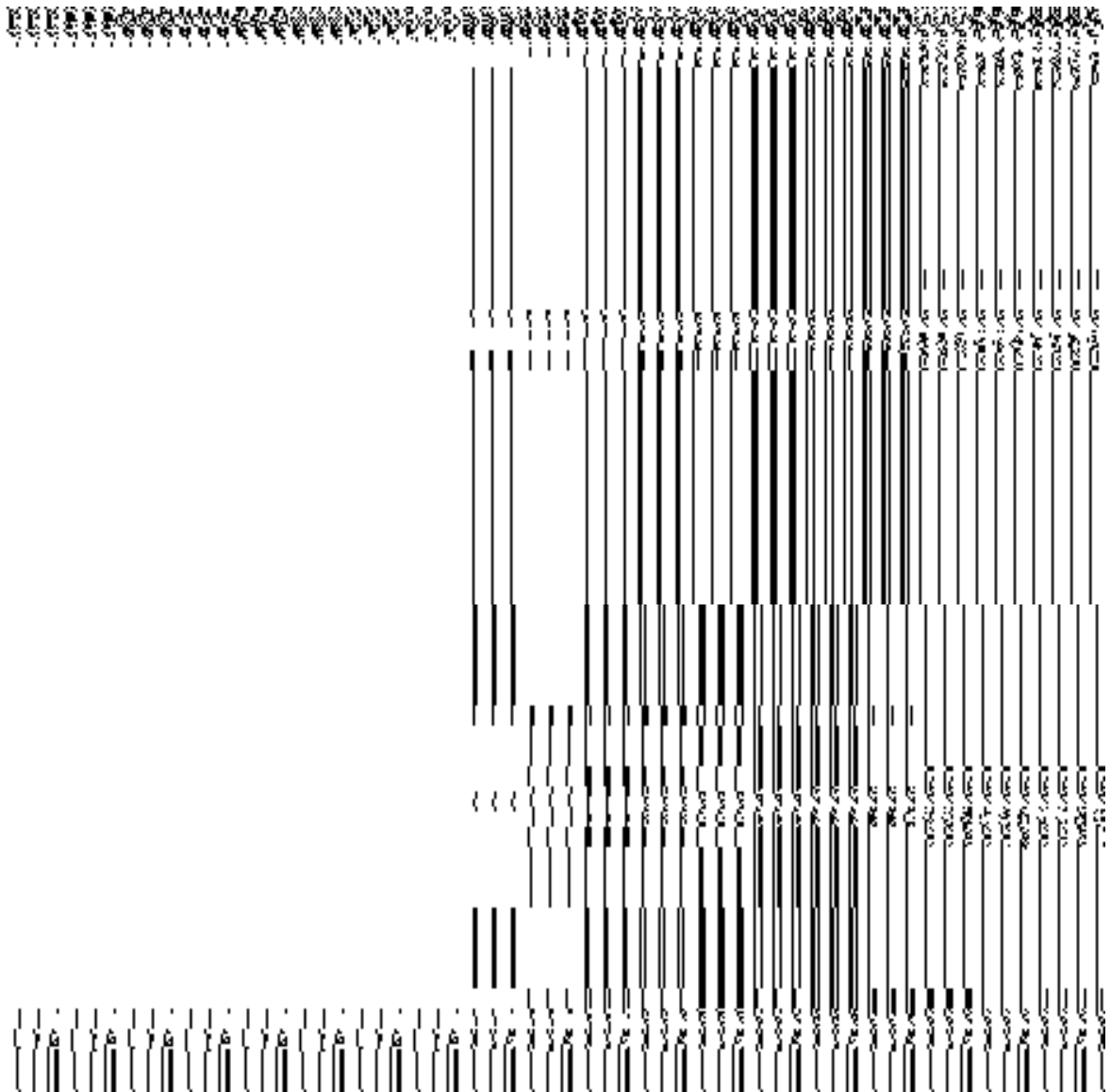


Fig. 5.10.7.2

Pre-Condition

You should login the application and have privilege to upload government order details. Before modifying the government order details, the government order and Map should be configured earlier.

The Modify Local Body (Government Order) Traditional form contains the following fields as indicated below:

S.No	Field Name	Description
1	Local body	Description: This field displays the name of the local body in English. You

	<p>Details:</p> <p>Name of the local body (In English)</p>	<p>cannot edit the details in this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	<p>Local body</p> <p>Details:</p> <p>Name of the local body (In Local Language)</p>	<p>Description: This field displays the name of the local body in local language. You cannot edit the details in this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	<p>Local body</p> <p>Details:</p> <p>Alias of the local body (In English)</p>	<p>Description: This field displays an alternative name of the local body in English. You cannot edit the details in this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	<p>Local body</p> <p>Details:</p> <p>Alias of the local body (In Local Language)</p>	<p>Description: This field displays an alternative name of the local body in local language. You cannot edit the details in this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	<p>Government Order</p> <p>Details:</p> <p>Order No</p>	<p>Description: This field is used to specify the order number. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/] and brackets ().</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order</p> <p>Details:</p> <p>Order Date</p>	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	<p>Government</p>	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective</p>

	Order Details: Effective Date	<p>date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Government Order Details: Already Attached Map Meta Information	<p>Description: This field shows the details of the uploaded file, such as file name, file size, and content type. You can also delete the attached file by using the Mark For Delete File icon.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
10	GIS Node:	<p>Description: This field is used to specify the latitude of the Node.</p>

	Latitude	<p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
11	GIS Node: Longitude	<p>Description: This field is used to specify the longitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
12	GIS Node: Upload Map	<p>Description: This field is used to upload map of land region under local body. This field is only visible when select Upload Map option while configuring map.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Modify Local Body (Government Order) Traditional** form contains the following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected upload government order option in configure government order.
- **Add More Nodes** button: This button allows you to add more nodes.
- **Save button:** This button allows you to save the modification made by you.
- **Close button:** In case you don't want to proceed further, you should click the Close button and return to the home screen.

Flow of Form

To modify government order details, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (Traditional)** form, click the **Government Order Correction** icon in front of the local body name. The **Modify Local Body (Government Order) Traditional** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in **Gazette Publication Date** field.
6. To upload government order, click the **Browse** button and select the file location. The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option while configuring Government order. Otherwise, the **Select Government Order Template** option is visible because you have selected the **Generate Government Order** option while configuring Government order.
7. Specify the latitude of the GIS node in the **Latitude** field.
8. Specify the longitude of the GIS node in the **Longitude** field.
9. Click the **Browse** button to specify the Map file location in the **Upload Map** field. This field is visible only when the Upload Map option is selected while configuring Map.
10. Click the **Save** button to save the government order details or click the **Close** button to abort the operation.
11. Now, the government order details get filled.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct	Click “OK” to resume and enter the date in correct format.

S. No.	Message	Reason	Expected Action
		format.	
5.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
6.	Select Government Order Template	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved?

On clicking the Save button in the Modify Local Body (Government Order) Traditional form, all the details get updated with a successful message “Modify Local Govt. Body is successfully updated”. Click the Ok button to complete the process and will return you to the home page.

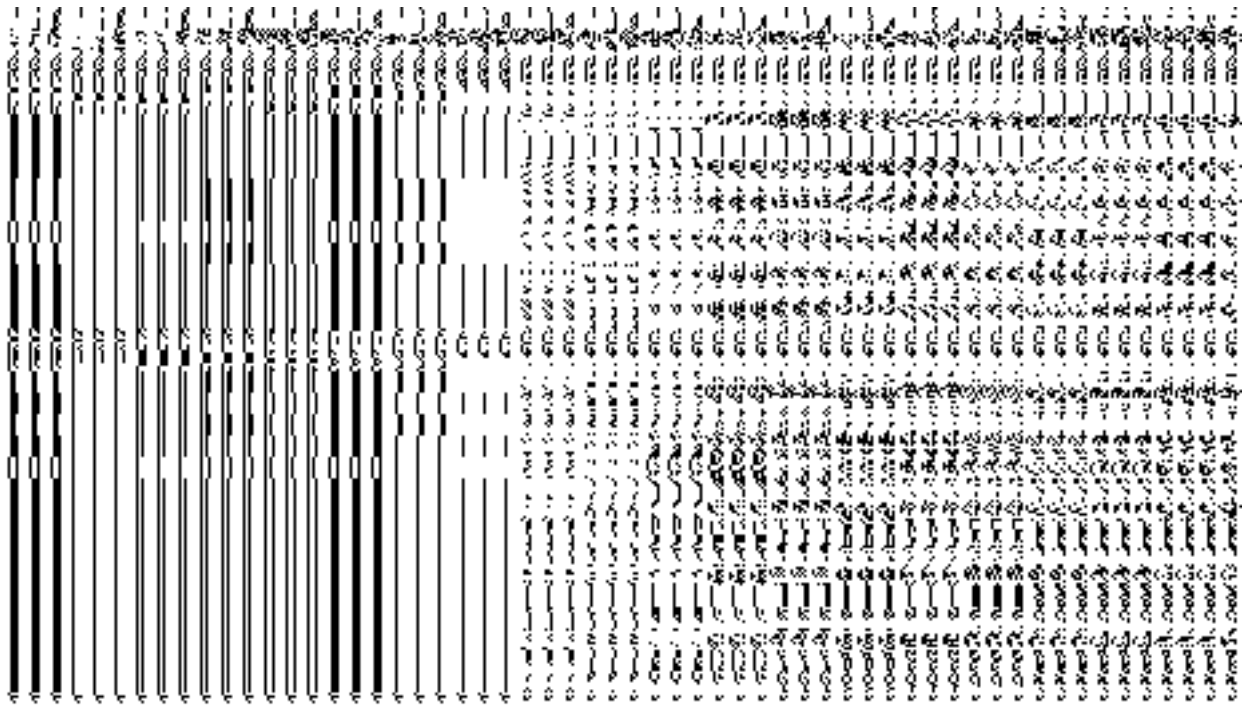
Modify Name

Brief Description

This form enables you to modify all existing traditional local body name details and also to add the government order details if any. You can modify an existing traditional local government body name by clicking the **Modify Name** icon in front of the traditional local body name in the **Manage Local Government Body (Traditional)** form. The **Modify Local Body Name (Traditional)** form is displayed on the screen. This form consists of the several fields which are in read only mode. That means you cannot modify these fields details. By using this form, you can modify the traditional local body name and add the government order details if any.

A screen shown in Fig. 5.10.5.3 display’s a sample screen shot of the **Modify Local Body Name (Traditional) form**.

The **Modify Local Body Name (Traditional) form** is shown in Fig. 5.10.5.3:



Pre-Condition

You should login into the system and have privilege to modify traditional local body name. Before modifying traditional local body name, the government order and Map should be configured earlier.

The **Modify Local Body Name (Traditional)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of traditional local body in English. Validation: Name of local body (In English) can contain alphabets [a-z] [A-Z], numbers [0-9], dot [.], Hyphen (“-”) and space. And it can contain up to 200 characters.

			Mandatory/Optional: Mandatory
2	Local Body Details: Name of the local body (In Local Language)		Description: This field shows the name of the traditional local body in local language. You cannot edit this field. Validation: NA Mandatory/Optional: NA
3	Local Body Details: Alias of the local body (In English)		Description: This field shows an alternative name of the traditional local body in English. You cannot edit this field. Validation: NA Mandatory/Optional: NA
4	Local Body Details: Alias of the local body (In Local Language)		Description: This field shows an alternative name of the traditional local body in local language. You cannot edit this field. Validation: NA Mandatory/Optional: NA
5	Local Body Details: New Name of new local body (In English)		Description: This field is used to specify the new name of the traditional local body in English. Example - dalar Validation: Enter the new name in alphabets. Mandatory/Optional: It is a mandatory field.
6	Local Body Details: New Name of local body (In Local Language)		Description: This field is used to specify the new name of the traditional local body in local language. Validation: Enter the new name in local language. Mandatory/Optional: It is an Optional field.
7	Local Body Details: Alias of the local body (In English)		Description: This field is used to specify a new alternative name of the traditional local body in English. Validation: Enter the new name in alphabets and can use some special character [-, ., space]

		Mandatory/Optional: It is an Optional field.
8	Local Body Details: Alias of the local body (In Local Language)	Description: This field is used to specify a new alternative name of the traditional local body in local language. Validation: Enter the alternative name of local body in local language. Mandatory/Optional: It is an Optional field.

The **Modify Local Body Name (Traditional)** form contains the following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.
- **Close button:** This button allows you to abort the current operation and returns to the home screen.

Flow of Form

To modify traditional local body name, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (Traditional)** form, click the **Modify Name** icon in front of the traditional local body name. The **Modify Local Body Name (Traditional)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the new name of the traditional local body in English and local language in the **New Name of the local body (In English)** and **New Name of the local body (In Local Language)** fields.
3. Specify the alternate name of the local body in English and local language in the **Alias of the local body (In English)** and **Alias of the local body (In Local Language)** fields.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
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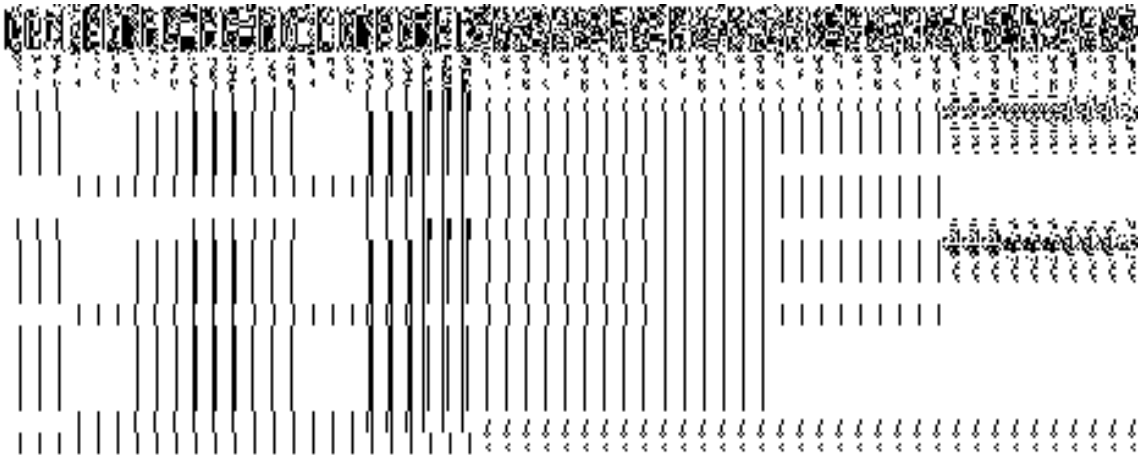
S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please enter the new name of local body (in English).	This indicates you did not enter the name of the local body.	Enter the name of the new local body.
3.	Please Enter alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space in name.	This indicates you did not enter the name of the local body in alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space.	Enter the name of the local body in given format.

Government Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Modify Name of Traditional Localbody** operation while configuring government order for the Traditional Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display’s a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details. You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-</p>

], dot [., slash [/] and brackets()). Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
4	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1.In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
5	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1.In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
6	Government Order Details: Upload	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.

	Government Order	<p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Find Existing Government Order(s): Order Number	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.), slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Find Existing Government : From Date	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.
- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to home screen.*

Flow of Form

To upload government order, you need to follow the steps given below:

1. After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Rename Localbody operation while configuring Government order for Traditional Localbodies. After upload the government order file and click the **Save or Publish** button
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Rename Localbody operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.

S. No.	Message	Reason	Expected Action
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Modify Name Details of localbody has been Drafted Successfully” is displayed on the screen. You can view the Drafted Traditional localbody details by using the **Manage Draft Entities (Traditional Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.
- *When you clicked the Publish button in the form then the message “Local Body is renamed successfully” is displayed on the screen.*

Change Covered Area

Brief Description

The main purpose of this form is to change the current covered area details of an existing traditional local body. In this form, you can also specify the government order details if there is any change occurred. You can change the covered area details by clicking the Change Covered Area option in front of the traditional local body name in the Manage Local Government Body (Traditional) form. The Change Covered Area form is displayed on the screen. This form shows the general details of the selected traditional local body, current covered area, and government order details. Now, you can change the current covered area of the selected traditional local government body. In the Manage Local Government Body (Traditional) form, there are two options Change Covered Area and Map covered Area. The Change Covered Area option is used when you want to change already existing covered area details of the selected traditional local body. On the other hand, the Map covered Area option is used when you didn't enter the covered area details at the time of the traditional local body creation.

A screen shown in Fig. 5.10.5.4 display's a sample screen shot of the *Modify Local Body Covered Area Details (Change)* form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Modify Local Body Covered Area Details (Change)* form is shown in Fig. 5.10.5.4:

Fig 5.10.5.4

Pre-Condition

You should login into the application and have privilege to *modify an existing traditional local body covered area details*. Before change *covered area details*, you need to remember that the covered area details should be available for modification and also the government order should be configured earlier.

The Change Covered Area Details (Traditional) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of the traditional local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body Details: Name of the local body (In Local Language)	Description: This field shows the name of the traditional local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA
3	Local Body Details: Alias of the local body (In English)	Description: This field shows an alternative name of the traditional local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
4	Local Body Details: Alias of the local body (In Local Language)	Description: This field shows an alternative name of traditional local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA
5	Current Covered Area	Description: This field shows the current covered area of the selected traditional local government body, such as current covered districts, sub districts, and villages.

		<p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
6	<p>Covered Area of New Local Body: Select From Existing Local Bodies</p>	<p>Description: If you want to change the current covered area and the new covered area is selected from the existing local body then you have to select this check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
7	<p>Covered Area of new local body: Select From Existing Local Bodies Available List</p>	<p>Description: This field will display the land regions that are available to be included under the other selected traditional local body. This field is only visible when you selected the Select From Existing Local Bodies check box. This field shows the Available List of districts, sub districts, and villages as per the selected traditional local body type.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to either remove from the current covered area or select either existing local body or un-mapped/partially mapped local body.</p>
8	<p>Covered Area of new local body: Select From Existing Local Bodies Contributing List</p>	<p>Description: This field will display the land regions that are selected for including under the other selected traditional local body.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	<p>Covered Area of new local body: Select From Un-Mapped/Partially Mapped Local Body</p>	<p>Description: If you want to change the covered area of the selected traditional local body and also want the selected traditional local body used the land regions of the un-mapped/partially mapped local body then selects this check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

10	<p>Covered Area of new local body:</p> <p>Select From Un-Mapped/Partially Mapped Local Body Available List</p>	<p>Description: This field will display the land regions that are available to be included under the existing traditional local body as per the selected traditional local body type. This field is only visible when you selected the Select From Un-Mapped/Partially Mapped Local Body check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
11	<p>Covered Area of new local body:</p> <p>Select From Un-Mapped/Partially Mapped Local Body Contributing List</p>	<p>Description: This field will display the land regions that are selected for including under the existing traditional local body. This field is only visible when you selected the Select From Un-Mapped/Partially Mapped Local Body check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The *Modify Local Body Covered Area Details (Change)* form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Add More button:** This button allows you to add more attachments of the order and it only visible when you selected **Upload Government Order** option while configuring government order. You can upload 5 files, whose total size cannot be more than 5 MB and each file can be of 1 MB. You can upload file in png, jpg and pdf.
- **Whole button:** This button allows you to select the whole land region of selected district or sub district or village region in available list field.
- **Part button:** This button allows you to select the part of land region of selected district, sub district or village region in available list field.
- **Reset button:** This button allows you to reset the values.
- **Back button:** This button allows you to unselect the land region from the contributing list.
- **Get Covered Area of Local Body button:** This button allows you to get the list of land region that comes under the part of selected local body.

- **Get Sub District List button:** This button allows you to get the name of sub district of selected District, whose part is taken to create new local body.
- **Get Village List button:** This button allows you to get the name of village of selected sub district, whose part is taken to create new local body.
- **Clear button:** This button allows you to remove all the data from all the fields.
- **Close button:** This button allows you to abort the current operation and returns to the home screen.

Flow of Form

To *modify local body covered area details*, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (Traditional)** form, click the **Change Covered Area** icon in front of the traditional local body name. The **Change Covered Area** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the area covered for an existing traditional local body. You can use the land region from the existing from the local bodies or use land region of un-mapped/partially mapped local body.
3. When you select the **Select From Existing Local Bodies** checkbox then you have to perform the following steps:
 - α) When the local body type is Hill District Council (district level) then the Available List field will display the **Hill District Council list** and **District list**.
 - I) In this case, you have to select the Hill District Council list from the **Available** List and click the **Whole** or **Part** button. You cannot select whole region of partially Mapped panchayat.
 - II) After selecting the panchayat and clicking the **Whole** or **Part** button then the **Contributing Hill District Council** list is populated. Now click the **Get Covered Area of Local Body** button.
 - III) Select the district from the **Available District List** field and click the **Whole** or **Part** button.
 - β) When the local body type is Block Advisory Council (Intermediate level) then the contributing field will display the Block Advisory Council list and contributing sub district list
 - I) In this case, you have to select the Block advisory council from the **Available Block Advisory Council list** and click the **Whole** or **Part** button. You cannot select whole region of partially Mapped panchayat.

II) After selecting the panchayat and clicking the **Whole** or **Part** button the **Contributing Block Advisory Council list** field is populated. Now click the **Get Covered Area of Local Body** button.

III) Select the sub district from the **Available Sub District List** field and click the **Whole** or **Part** button.

a) When the local body type is Village Council (village level) then the contributing list field will display the **Village Council list** and **Contributing Village list**.

1. In this case, you have to select the Village Council (village level) from the **Available Village Council list** and click the **Whole** or **Part** button. You cannot select whole region of partially Mapped panchayat.
2. After selecting the panchayat and clicking the **Whole** or **Part** button the **Contributing Village Council list** field is populated. Now click the **Get Village List** button.
3. Select the village from the **Available Village List** field and click the **Whole** or **Part** button

4. When you select the **Select From Un-Mapped Mapped Land Region** checkbox then you have to perform the following steps:

α) When the local body type is Hill District Council (district level) then the Available List field will display the **district, sub-district** and **village list**.

I) Now select the district and click the **Whole** or **Part** button.

II) On clicking **Whole** or **Part** button, the **Contributing District list** is populated with selected district and now you should click the **Get Sub District List** button to get the list of sub district.

III) On clicking **Get Sub District List** button the list of selected district's sub district are displayed. Now select the sub district and click the **Whole** or **Part** button.

IV) On clicking **Whole** or **Part** button, the **Contributing Sub District list** is populated with selected sub district and now you should click the **Get Village List** button to get the list of village.

V) Select the village from **Available Village list** and click the **Whole** or **Part** button.

β) When the local body type is Block Advisory Council (Intermediate level) then the Available List field will display the **sub district list** and **available village list**.

I) Now select the sub district and click the **Whole** or **Part** button.

II) On clicking **Whole** or **Part** button the **Contributing Sub District list** is populated with selected sub district and now you should click the **Get Village List** button to get the list of village.

III) Select the village from **Available Village List** and click the **Whole** or **Part** button.

χ) When the local body type is Village Council (village level) in local body type then the available field will display the **Available Village list**.

I) Now select the village and click the **Whole** or **Part** button. On clicking **Whole** or **Part** button then the **Contributing Village List** is populated with selected villages

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

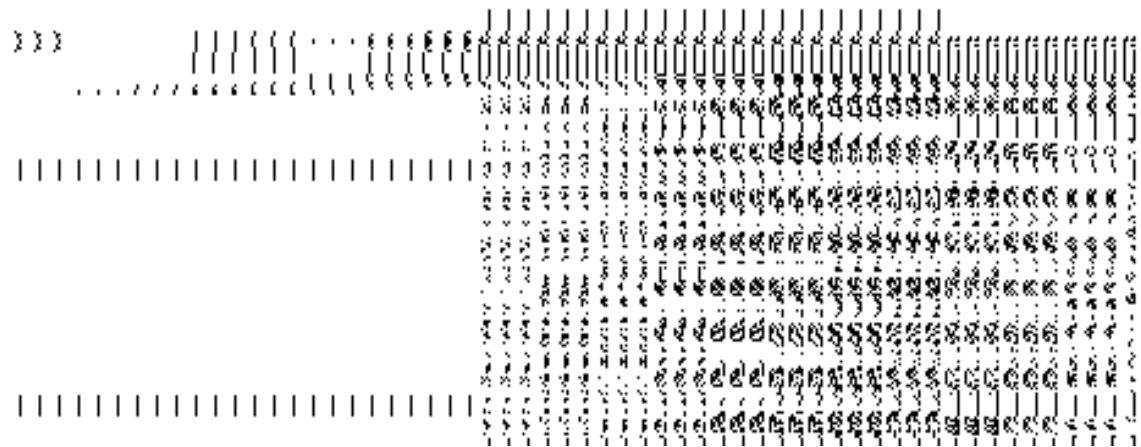
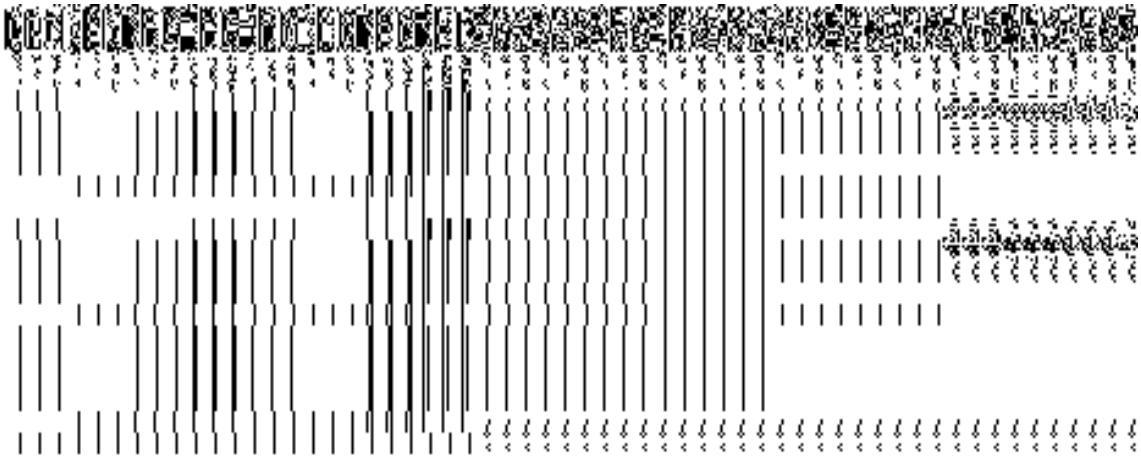
S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.

Governeemnt Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Change Coverage Area of Traditional Localbody** operation while configuring government order for the Traditional Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details. You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-</p>

], dot [.), slash [/] and brackets. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
4	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
5	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
6	Government Order Details: Upload	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.

	Government Order	<p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Find Existing Government Order(s): Order Number	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.), slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Find Existing Government : From Date	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.
- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to home screen.*

Flow of Form

To upload government order, you need to follow the steps given below:

1. After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Change Coverage area operation while configuring Government order for Traditional Localbodies. After upload the government order file and click the **Save or Publish** button
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Change Coverage area operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.

S. No.	Message	Reason	Expected Action
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Changed Coverage Details has been Drafted Successfully” is displayed on the screen. You can view the Draft Traditional localbody details by using the **Manage Draft Entities (Traditional Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.
- *When you clicked the Publish button in the form then the message “Covered area of Local Body is updated successfully” is displayed on the screen.*

Map covered Area

Brief Description

The main purpose of this form is to allow you to map covered area details of an existing traditional local body. You can correct the covered area details of the select local body by using the Change covered Area option in the Manage Local Government Body (Traditional) form. This option is used when you didn't enter the covered area details at the time of the traditional local body creation. Before correcting the covered area details, the government setup should be defined and also the government order and map should be configured.

A screen shown in Fig. 5.10.7.5 display's a sample screen shot of the *Map Covered Area (Traditional)* form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Map Covered Area (Traditional)* form is shown in Fig. 5.10.7.5:

Fig. 5.10.5.5

Pre-Condition

You should login into the application and have privilege to *map covered area details of the local body*. In addition, the government setup, Map, and government order should be configured.

The Map Covered Area (*Traditional*) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body Details: Name of the local body (In Local Language)	Description: This field shows the name of the local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA
3	Local Body Details: Alias of the local body (In English)	Description: This field shows an alternative name of the local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
4	Local Body Details:	Description: This field shows an alternative name of local body in local language. You can't edit this field.

	Alias of the local body (In Local Language)	Validation: NA Mandatory/Optional: NA
5	Current Covered Area of Local Body: Current Covered Area	Description: This field shows the current coverage details of the local body. Validation: NA Mandatory/Optional: NA
6	Covered Area of New Local Body: Select from Un-Mapped/Partially Mapped Land Regions	Description: If you want to add local body covered area from the unmapped/partially mapped then selects this check box. Validation: NA Mandatory/Optional: It is an Optional field.
6	Covered Area of New Local Body: Select from Un-Mapped/Partially Mapped Land Regions Available List	Description: This field will display the land regions that are available to be included under the existing traditional local body as per the local body type. This field is only visible when you selected the Select from Un-Mapped/Partially Mapped Land Regions check box. For example – if you select the Hill District Council in local body type then the Available List field will display the available district, sub-district and village list. Validation: NA Mandatory/Optional: It is an Optional field. But it is mandatory to select unmapped/partially mapped local body.
7	Covered Area of New Local Body: Select from Un-Mapped/Partially Mapped Land Region Contributing List	Description: This field will display the land regions that are selected for including under the existing traditional local body. This field is only visible when you selected the Select from Unmapped/Partially Mapped Land Regions check box. For example – If you select the Hill District Council in local body type then the Contributing List field will display the selected district, sub-district and village list. Validation: NA Mandatory/Optional: It is an Optional field. But it is mandatory to select unmapped/partially mapped local body.

The *Correct Govt Local Body (Traditional)* form contains the following buttons as indicated below:

- **Whole button:** This button allows you to select the whole land region of selected district or sub district or village region in available list field.
- **Part >> button:** This button allows you to select the part of land region of selected district, sub district or village region in available list field.
- **Reset << button:** This button allows you to reset the values.
- **Back < button:** This button allows you to unselect the land region from the contributing list.
- **Get Sub District List button:** This button allows you to get the name of sub district of selected district, whose part is taken to create new local body.
- **Get Village List button:** This button allows you to get the name of village of selected sub district, whose part is taken to create new local body.
- **Save button:** This button allows you to save the mentioned details.
- **Clear button:** This button allows you to remove all the data from all the fields.
- **Close button:** This button allows you to abort the current operation and returns to the home screen.

Flow of Form

To *modify local body covered area details*, you need to follow the steps given below:

3. After getting search result in the **Manage Local Government Body (Traditional)** form, click the **Map covered Area** icon in front of the traditional local body name. The *Correct Govt Local Body (Traditional)* form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
4. Select the **Select from Un-Mapped/Partially Mapped Land Regions** checkbox then you have to perform the following steps:
 - a) Select the district from the available list and click the **Whole** or **Part** button to add the district name in the **Contributing District list** field. If you want to include whole land region area of the district then, you need to add at least two whole districts.
 - b) To get the list of sub district under the selected district then click the **Get Sub District List** button. The list of sub districts is shown in the **Available Sub District list** field. Select the sub districts from the

Available Sub District list field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**.

- c) Similarly, to get the list of village under the selected sub district then click the **Get Village List** button. The list of villages is shown in the **Available Village list** field. Select the villages from the **Available Village list** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List**.

5. After making all selections, click the **Save** button to save the covered area details of the local body or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.

What happens when the form is saved?

*On clicking the Save button in the **Map covered Area (Traditional)** form, all the details get updated with a successful message **“The covered area of Local Government Body was mapped successfully.”** Click the OK button to complete the process and will return you to the home page.*

Modify Parent

*The main purpose of this form is to change the top level hierarchy of the selected traditional local government body. You can change the Parent structure of the selected local body by clicking the Modify Parent icon in front of the selected traditional local body name in the **Manage Local Government Body (Traditional)** form. The **Modify Local Body Parent (Traditional)** form is displayed on the screen. This form shows the general details of the selected local body, the top level of the selected local body, and government order details. This form allows you to change the top level hierarchy details of the selected local body. For example, if the selected local body type is Village Council then you can change its immediate local body named Hill District Council.*

A screen shown in Fig. 5.10.7.6 display's a sample screen shot of the *Modify Local Body Parent (Traditional)* form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Modify Local Body Parent (Traditional)* form is shown in Fig. 5.10.7.6:

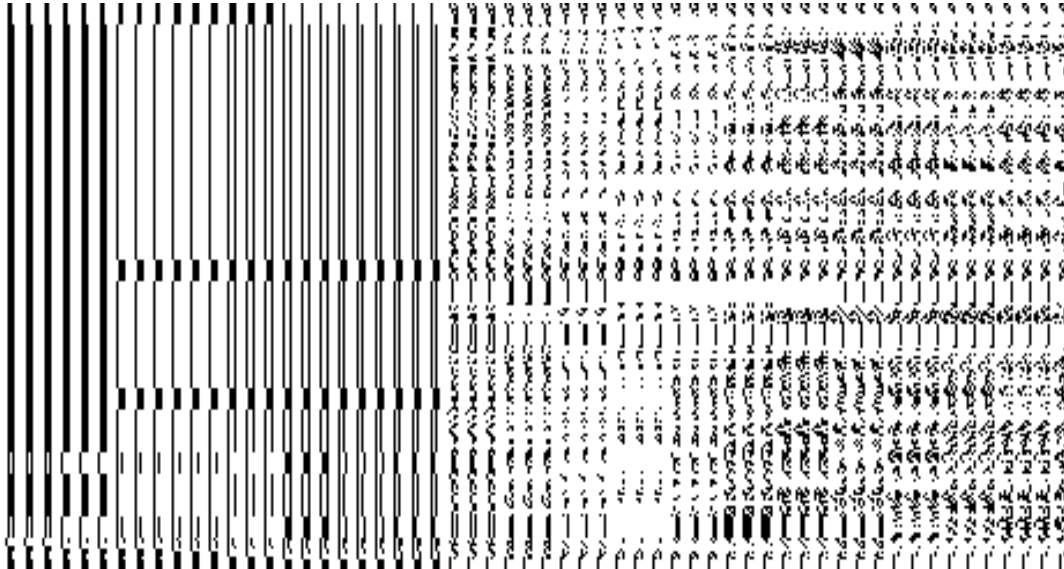


Fig. 5.10.7.6

Pre-Condition

You should login into the application and have privilege to *change the top level of the selected traditional local body*. Before modifying top level structure of the traditional local body, the government order should be configured earlier.

The *Modify Local Body Parent (Traditional)* form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of traditional local body in English. You cannot edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body	Description: This field shows the name of traditional local body in local

	<p>Details:</p> <p>Name of the local body (In Local Language)</p>	<p>language. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	<p>Local Body Details:</p> <p>Alias of the local body (In English)</p>	<p>Description: This field shows an alternative name of the traditional local body in English. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	<p>Local Body Details:</p> <p>Alias of the local body (In Local Language)</p>	<p>Description: This field shows an alternative name of the traditional local body in local language. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	<p>Modify the Parent of the Local Body: Type of Local Body</p>	<p>Description: This field shows the type of the selected traditional local body. You can't edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
6	<p>Modify the Parent of the Local Body: Parent of Local Body</p>	<p>Description: This field shows the name of the parent local body. You can't edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
7	<p>Modify the Parent of the Local Body: Select New Parent of [Local Body Name]</p>	<p>Description: This field allows you to select the new parent of the selected traditional local body.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The *Modify Local Body Parent (Traditional)* form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Close button:** This button allows you to abort the current operation and returns to the home screen.

Flow of Form

To change traditional local body top level, you need to follow the steps given below:

1. After getting the search result in the **Manage Local Government Body (Traditional)** form, click the **Modify Parent** icon in front of the selected local body name. The *Modify Local Body Parent (Traditional)* form is displayed on the screen.
2. Select the new parent of the selected traditional local body from the **Select New Parent of [Local body name]** field.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

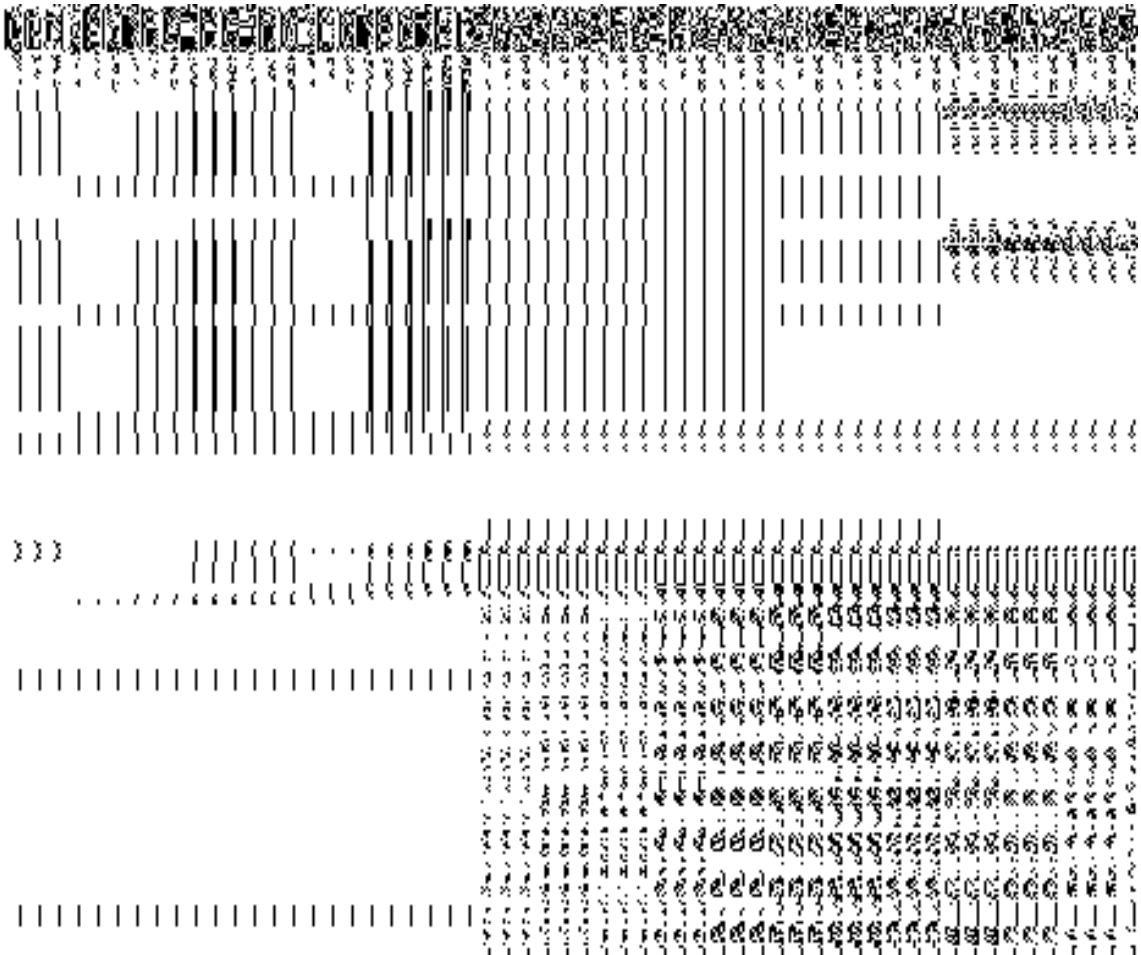
S. No.	Message	Reason	Expected Action
1.	Please select the new parent for the selected local body.	This indicates that you did not select the new parent for the selected local body.	Click “OK” to resume and select/specify mandatory field.

Governeemnt Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Modify Parent of Traditional Localbody** operation while configuring government order for the Traditional Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The **Upload Government Order** form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	Description: This field is used to specify the order details. You can either select the existing order or upload a new government order

		<p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	<p>Government Order Details:</p> <p>Order No</p>	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/] and brackets.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	<p>Government Order Details:</p> <p>Order Date</p>	<p>Description: This field is used to specify the date on which the order was given. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	<p>Government Order Details:</p> <p>Effective Date</p>	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Gazette Publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to</p>

		<p>order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	<p>Government Order Details:</p> <p>Select Government Order Template</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	<p>Find Existing Government Order(s): Order Number</p>	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	<p>Find Existing Government : From Date</p>	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	<p>Find Existing Government : To Date</p>	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.
- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to home screen.*

Flow of Form

To upload government order, you need to follow the steps given below:

1. After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Modify Parent operation while configuring Government order for Traditional entities. After upload the government order file and click the **Save or Publish** button.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Modify Parent operation on while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Changed Parent Details has been Drafted Successfully” is displayed on the screen. You can view the Draft Traditional localbody details by using the **Manage Draft Entities (Traditional Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.
- *When you clicked the Publish button in the form then the message “Parent of localbody is updated successfully” is displayed on the screen.*

Manage Draft Local bodies (TLBs)

Brief Description

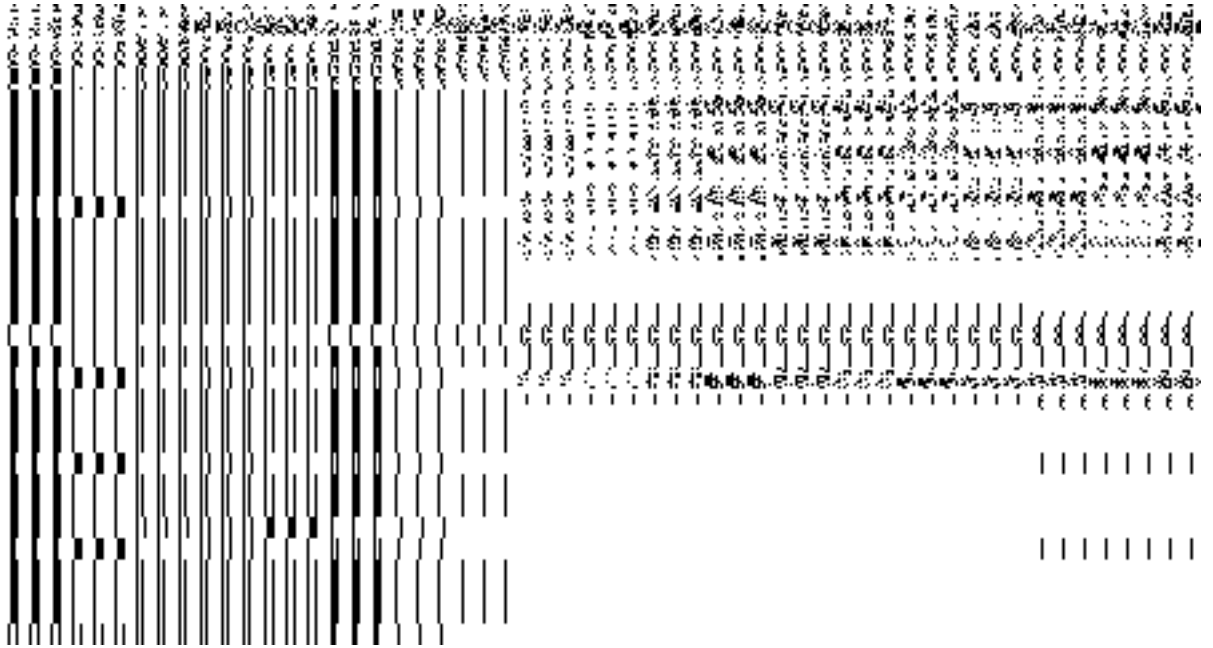
This form enables you to manage all existing traditional Localbodies saved in the draft mode. You can manage an existing traditional local body by clicking the **Manage Draft Local bodies (TLBs)** option in the **Draft** section. The **Manage Draft Local bodies (TLBs)** form is displayed on the screen. The Manage Draft Local bodies (TLBs) form allows you to manage and publish existing draft traditional Local body.

A screen shown in Fig. 5.17.4.1 display’s a sample screen shot of the **Manage Draft Local bodies (TLBs)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Draft Local bodies (TLBs)** form is shown in Fig. 5.17.4.1:

Fig 5.17.4.29



Pre-Condition

You should be logged in to the application as **State/District** user and have privilege to manage draft traditional Local bodies information. You can open the View and Manage Draft Entities (TLBs) form by clicking the option View and Manage Draft Entities → **Manage Draft Local bodies (TLBs)** is available to you from the left menu.

The **Manage Draft Local bodies (TLBs)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1.	Local body Name (In English)	<p>Description: This field displays the list of existing traditional Local bodies name in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2.	Local body	<p>Description: This field displays the list of existing traditional</p>

	Name (In Local)	Local bodies name in Local. Validation: NA Mandatory/Optional: NA
3.	Local body Type	Description: Description: This field displays the list of existing traditional Local bodies Type. Validation: NA Mandatory/Optional: NA
4.	View	Description: Description: This field displays the Link to View/Delete existing Draft traditional Local bodies Details. Validation: NA Mandatory/Optional: NA
5.	Modify	Description: Description: This field displays the Link to Modify/Publish existing Draft traditional Local bodies Details. Validation: NA Mandatory/Optional: NA

The **Manage Draft Local bodies (TLB)** form contains the following buttons as indicated below:

- **View:** This button allows you to View and or Delete the traditional Local bodies saved in draft mode.
- **Modify:** This button allows you to Modify and or publish the traditional Local bodies saved in draft mode.
- **Fetch Draft Local Bodies** –To get the list of traditional Local bodies saved in the draft mode.
- **Close** –To redirect to the home page.

Flow of Form

To manage draft traditional Local bodies information, you need to follow the steps given below:

1. You should be logged in to the application as **State/District** user and has privilege to manage existing traditional Local bodies saved in the draft mode.
2. Click on the option **View and Manage Draft Entities**→ Manage **Draft Local bodies (TLBs)** available from the left menu to open the form. **Manage Draft Local bodies (TLBs) form** is displayed on the screen.
3. You can view, modify, publish and delete the selected Local bodies from the Draft traditional Local bodies list.

Create ER Designation (Traditional)

Brief Description

*The main purpose of this form is to allow you to create designation for elective representatives of the traditional local body. You can create the ER designation of traditional local body by clicking the Create ER Designation (Traditional) option in the Local Body section. The Designation Hierarchy – Elected Representatives (Traditional) form is displayed on the screen. This form allows you to create the designation hierarchy, such as top designation and other designations. In any traditional local body, there is only one top designation, such as a Mukhiya. It may possible that there are many other members under the one level. You can add other members by selecting the **Can multiple officials share this designation?** check box and then click the Add button. Also, you can specify if the designation is a regular post or contract based. You can click on the check box **Is it Regular Post** if the entered designation is a regular post.*

A screen shown in Fig. 5.10.9.1 display's a sample screen shot of the *Designation Hierarchy – Elected Representatives (Traditional) form*. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Designation Hierarchy – Elected Representatives (Traditional) form* is shown in Fig. 5.10.9.1:

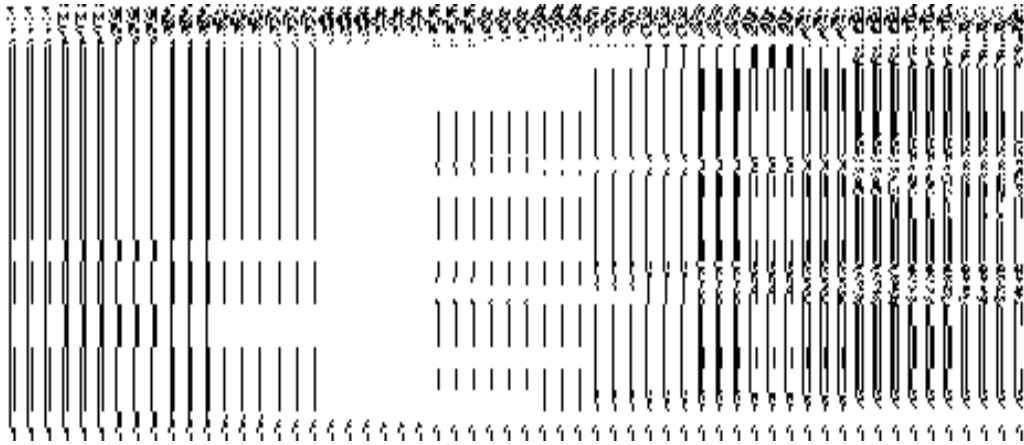


Fig 5.10.9.1

Pre-Condition

You should login into the system and have privilege to create designation hierarchy for Elective Representatives. The government setup for traditional local body should be defined earlier. You can open the *Designation Hierarchy – Elected Representatives (Traditional) form* by clicking the option **Local Government Body → Create ER Designation (Traditional)** is available to you from the left menu.

The Designation Hierarchy – Elected Representatives (Traditional) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government Type	<p>Description: This field is used to select the traditional local government type under which you want to create designation for Elective Representatives.</p> <p>Validation: Select one local government type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Top Designation: Name (English)	<p>Description: This field is used to specify the name of the top designation in English</p> <p>Validation: Enter the name of designation using alphanumeric and space.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Top Designation: Name (Local)	<p>Description: This field is used to specify the name of the top designation in local language.</p>

		<p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Designation (Others): Name (English)	<p>Description: This field is used to specify the name of the designation in English.</p> <p>Validation: Enter the name of designation using alphanumeric and space.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
5	Designation other: Name (Local)	<p>Description: This field is used to specify the name of the designation in local language.</p> <p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Designation (Others): Can multiple officials share this designation??	<p>Description: This field allows you select if the entered designation can be hold by multiple persons.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
7	Designation (Others): Is it Regular Post?	<p>Description: This field allows you specify whether the entered designation is a regular post.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Designation Hierarchy – Elected Representatives (Traditional)** form contains the following buttons as indicated below:

- **Add button:** This button allows you to add more designations. When you click this button then new text boxes are displayed. Enter the new designation name in English and local language.
- **Delete icon:** When you click the **Delete** icon, then the **Name (English)** and **Name (Local)** field adjacent to it are deleted.
- **Clear button:** This button allows you to clear the details entered.
- **Save button:** This button allows you to save the details entered.
- **Close button:** This button allows you to return to the homepage without saving details.

Flow of Form

To create designation for elected representatives of the traditional local body, you need to follow the steps given below:

1. You should login into the application have the privilege to create designation hierarchy for elected representatives.
2. Click on the option **Local Government Body → Create ER Designation (Traditional)** available on the left menu to open the form. The **Designation Hierarchy – Elected Representatives (Traditional)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the traditional local government type under which you want to create your designation from the **Local Government Type** drop down menu.
4. Specify the name of top designation in English and in local Language in the **Name (English)** and **Name (Local)** fields of the **Top Designation** panel. You can have only one designation at the top level.
5. Specify the name of other designations in English and in local language in the **Name (English)** and **Name (Local)** fields of the **Designation (Others)** panel.
6. If you want to add multiple designations in one level then select the **Can multiple officials share this designation** check box and clicks the **Add** button to add more designations. Repeat step 6 to add more designations.
7. If the entered designation for the selected local body is a regular post then click on the check box **Is it Regular post**.
8. After creating the designation hierarchy, click the **Save** button to save detail or click the **Clear** button to re-enter details. To create designation of other traditional local body type the repeat step 5 to step 8.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.

S. No.	Message	Reason	Expected Action
2.	Please select the local government type.	This indicates that you didn't selected local government type.	Click " OK " to resume and select the local government type.
3.	Please enter the top designation name in English.	This indicates that you didn't entered the top designation name in English	Click " OK " to resume and enter the top designation name.
4.	Please enter the other designation name in English.	This indicates that you didn't entered the other designation name in English	Click " OK " to resume and enter the top designation name.

What happens when the Save Button is clicked?

On clicking the **Save** button, the designation details are saved. If you want to view the existing ER designations then, click the **Create ER Designation (Traditional)** option in the **Local Body** section. The **Designation Hierarchy - Elected Representatives (Traditional)** form is displayed on the screen. In this form, select the local government type whose ER designation details you want to view from the **Local Government Type** form the drop down. All the designations that are created for the elected representative are visible. You can clear the designation details entered, by clicking the **Clear** button and enter the new details. You can also delete the other designations **Name (English)** and **Name (Local)** by clicking the **Delete** icon, but you cannot delete /modify the designations if they are being used by other PES applications or included in any reporting structure.

Create Official Designation (Traditional)

Brief Description

*The main purpose of this form is to allow you to create designation for official of traditional local body. You can create the official designation of traditional local body by clicking the Create Official Designation (Traditional) option in the Local Body section. The Designation Hierarchy – Officials (Traditional) form is displayed on the screen. This form allows you to create the official designation hierarchy, such as top designation and other designations. In any panchayat local body, there is only one top designation, such as a Mukhiya. It may possible that there are many other members under the one level. You can add other members by selecting the **Can multiple officials share this designation** check box and then click the **Add** button. Also, you can specify if the designation is a regular post or contract based. You can click on the check box **Is it Regular Post** if the entered designation is a regular post.*

A screen shown in Fig. 5.10.12.1 display's a sample screen shot of the *Designation Hierarchy – Officials (Traditional) form*. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Designation Hierarchy – Officials (Traditional) form* is shown in Fig. 5.10.12.1:

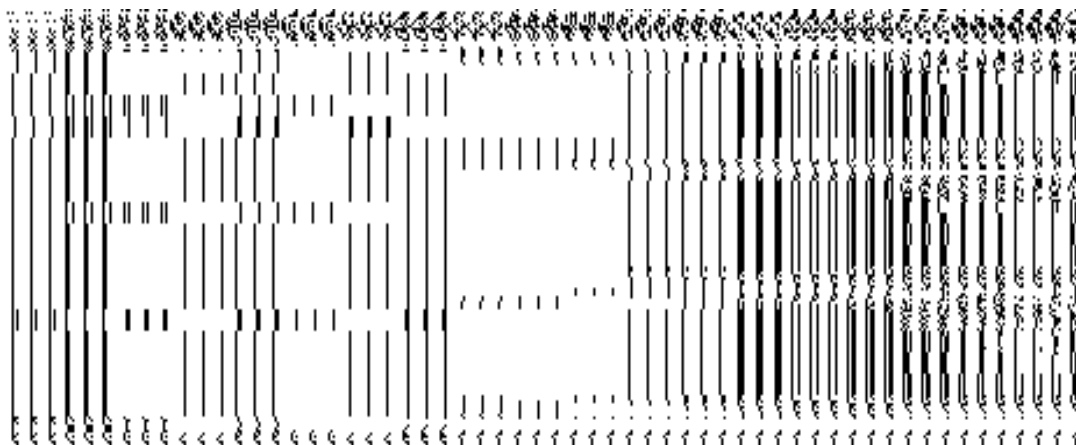


Fig 5.10.12.1

Pre-Condition

You should login into the application and have privilege to create designation hierarchy for official of traditional local body. The government setup for traditional local body should be defined earlier. You can open the *Designation Hierarchy – Officials (Traditional) form* by clicking the option **Local Government Body → Create Official Designation (Traditional)** is available to you from the left menu.

The Designation Hierarchy – Official (Traditional) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government Type	<p>Description: This field is used to select the local government type under which you want to create official designation.</p> <p>Validation: Select one local government type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Top Designation: Name (English)	<p>Description: This field is used to specify the name of the top designation in English.</p>

		<p>Validation: Enter the name of designation using alphanumeric and space.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Top Designation: Name (Local)	<p>Description: This field is used to specify the name of the top designation in local language.</p> <p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Designation (Others): Name (English)	<p>Description: This field is used to specify the name of the designation in English.</p> <p>Validation: Enter the name of designation using alphanumeric and space.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
5	Designation (Others): Name (Local)	<p>Description: This field is used to specify the name of the designation in local language.</p> <p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Designation (Others): Can multiple officials share this designation	<p>Description: This field allows you select if the entered designation can be hold by multiple persons.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Designation (Others): Is it Regular Post?	<p>Description: This field allows you specify whether the entered designation is a regular post.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Designation Hierarchy – Official (Traditional)** form contains the following buttons as indicated below:

- **Add button:** This button allows you to add more designations. When you click this button then the new text boxes are displayed. Enter the new designation name in English and local language.

- **Delete icon:** When you click the **Delete** icon, then the **Name (English)** and **Name (Local)** field adjacent to it are deleted.
- **Clear button:** This button allows you to clear the details entered.
- **Save button:** This button allows you to save the details entered.
- **Close button:** This button allows you to go to the homepage without saving the details.

Flow of Form

To create designation for official of traditional local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to create official designation hierarchy.
2. Click on the option **Local Government Body → Create Official Designation (Traditional)** available on the left menu to open the form. The **Designation Hierarchy – Official (Traditional)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local government type under which you want to create your designation from the **Local Government Type** drop down menu.
4. Specify the name of top designation in English and in local language in the **Name (English)** and **Name (Local)** fields of the **Top Designation** panel. You can have only one designation at the top level.
5. Specify the name of other designations in English and in local language in the **Name (English)** and **Name (Local)** fields of the **Designation (Others)** panel.
6. If you want to create multiple designations in one level, click the **Can multiple officials share this designation** Check box and clicks the **Add** button to add more designations. Repeat step 6 to create more designations.
7. If the entered designation for the selected local body is a regular post then click on the check box **Is it Regular post**.
8. After creating the designation hierarchy, click the **Save** button to save detail or click the **Clear** button to re-enter details. To create designation of other local body type repeat step 5 to step 6.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select the local government type.	This indicates that you did not select local Government type.	Click “OK” to resume and select the local government type.
3.	Please enter the top designation name in English.	This indicates that you did not enter the top designation name in English.	Click “OK” to resume and enter the top designation name.
4.	Please enter the other designation name in English.	This indicates that you did not enter the other designation name in English.	Click “OK” to resume and enter the other designation name.

What happens when the Save Button is clicked?

On clicking the **Save** button, the designation details are saved. If you want to view the existing ER designations then, click the **Create Official Designation (Traditional)** option in the **Local Body** section. The **Designation Hierarchy - Officials (Traditional)** form is displayed on the screen. In this form, select the local government type whose official designation details you want to view from the **Local Government Type** form the drop down. All the designations that are created for the official representative are visible. You can clear the designation details entered, by clicking the **Clear** button and enter the new details. You can also delete the other designations **Name (English)** and **Name (Local)** by clicking the **Delete** icon, but you cannot delete /modify the designations if they are being used by other PES applications or included in any reporting structure.

Create Official Reporting (Traditional)

Brief Description

The main purpose of this form is to allow you to define the reporting structure of the official designations of traditional local body. Before defining the reporting structure, the ER designation and Official designations should be created. You can define the reporting structure of the traditional local body by clicking the Create Official Reporting (Traditional) option in the Local Body section. The Add Reporting Structure (Traditional) form is displayed

on the screen. This form allows you to define the reporting structure of the official designations, such as Member 1 is reporting to the CEO. In other words, you can also say that this form helps in defining who is reporting to whom. The Top Designation, Report To, and Local Government Type fields are in read only mode. That means you cannot edit these fields because the person on the top designation is the head of the selected traditional local body and not responsible to report to anyone. The other members of the traditional local body will report the head of the traditional local body (top designation).

A screen shown in Fig. 5.10.14.1 display's a sample screen shot of the *Add Reporting Structure (Traditional)* form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Add Reporting Structure (Traditional)* form is shown in Fig. 10.14.1:

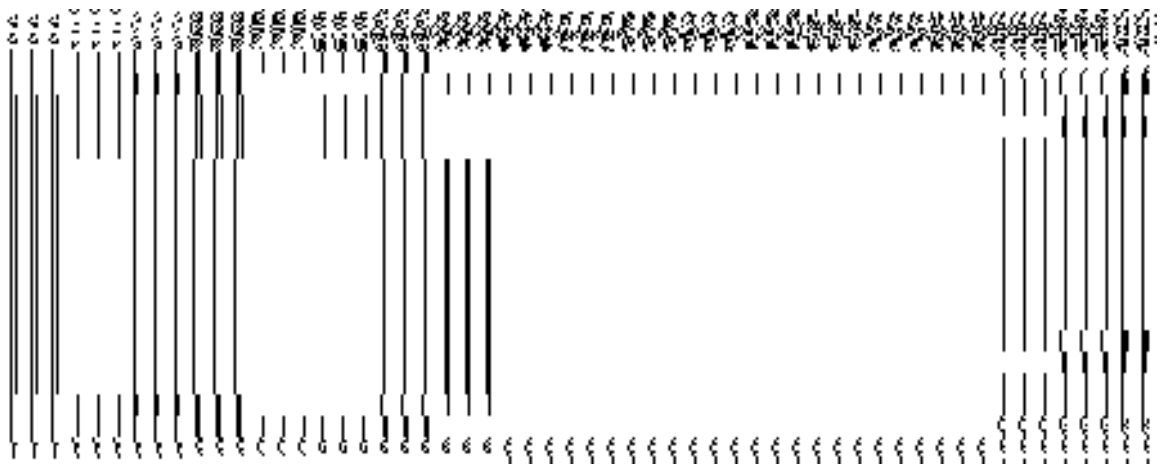


Fig 5.10.11.1

Pre-Condition

You should login into the application and have privilege to define the reporting structure of official designation of the traditional local body. Before creating the reporting structure of official designation of traditional local body, the ER designation and Official designations should be created earlier. You can open the **Adding Reporting Structure (Traditional)** form by clicking the option **Local Government Body → Create Official Reporting (Traditional)** is available to you from the left menu.

The Adding Reporting Structure (Traditional) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government	Description: This field is used to select the traditional local government type

	Type	<p>under which you want to define the reporting structure of official designation.</p> <p>Validation: Select one local government type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Top Designation: Name	<p>Description: This field shows the top designation under the selected traditional local body. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Top Designation: Report To	<p>Description: This field shows that the top designation person is reported to whom. This field shows nothing as the top designation person is the head of the traditional local body and not responsible to report to anyone. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Top Designation: Local Government Type	<p>Description: This field shows the local government type of the top designation. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	Designation (Others): Name	<p>Description: This field consists of the name of other designations and allows you to select the designation whose reporting details you want to add under the mentioned top designation.</p> <p>Validation: Select one designation.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Designation: Report To	<p>Description: This field consists of the other designations and allows you to select the other designation name to which the selected designation in the Designation field is reporting.</p> <p>Validation: Select one official designation.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Add Reporting Structure (Traditional)** form contains the following buttons as indicated below:

- **Add button:** This button allows you to add the reporting structure of the other members.
- **Delete icon:** When you click the **Delete** icon, then the **Designation** and **Report To** fields adjacent to it are deleted.
- **Close button:** This button allows you to go to the homepage without saving the details.
- **Save button:** This button allows you to save the details entered.

Flow of Form

To add the reporting structure of the selected traditional local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to add the reporting structure of the selected traditional local body.
2. Click on the option **Local Government Body → Create Official Reporting (Traditional)** available on the left menu to open the form. The **Add Reporting Structure (Traditional)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local government type under which you want to define the reporting structure from the **Local Government Type** drop down menu.
4. Select the designation whose reporting structure you want to define from the **Designation** field. The **Top Designation**, **Report To**, and **Local Government Type** fields are in read only mode as the top designation person is the head of the traditional local body and also not responsible to report to anyone
5. Select the designation name from the **Report To** field to define that the selected designation is reported to which designation.
6. If you want to define other designations reporting structure then click the **Add** button.
7. After adding the reporting structure, click the **Save** button to save details or click the **Clear** button to re-enter details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “ OK ” to resume and select/specify mandatory field.
2.	Please select the local government type.	This indicates that you did not select local government type.	Click “ OK ” to resume and select the local government type.
3.	Please enter the designation name whose reporting structure you want to define.	This indicates that you did not select the designation whose reporting structure you want to define.	Click “ OK ” to resume and select the designation.
4	Kindly setup the Designation Hierarchy for all the Local Body Types. !	This indicates that you did not create the ER designation and Officials designation for all the traditional local body types.	Click “ OK ” to resume and create the designation hierarchy.

What happens when the Save Button is clicked?

On clicking the **Save** button, the **View Reporting** form is displayed on the screen. This form displays the reporting details of official designation of the traditional local body. If you want to view the existing official reporting details then, click the **Create Official Reporting (Traditional)** option in the **Local Body** section. The **Add Reporting Structure (Traditional)** form is displayed on the screen. In this form, select the local government type whose official reporting details you want to view from the **Local Government Type** form the drop down. All the reporting details that are created for the official are visible. You can clear the reporting details entered, by clicking the **Clear** button and enter the new details. You can also delete the other reporting details **Name (English)** and **Name (Local)** by clicking the **Delete** icon.



Create n Manage Traditional Ward

Brief Description

The main purpose of this form is to allow you to create ward for traditional local government body. This form is accessed at state level and district level. A state level user can create wards in his state and also in all other districts of his state. On the other hand, a district level user can create wards in his district only. You can create a ward under a selected traditional local body by clicking the Create Traditional Ward option in the Ward section. The Create n Manage Traditional Ward is displayed on the screen. This form allows you to add the new ward details.

A screen shown in Fig. 5.11.6.1 display's a sample screen shot of the **Create n Manage Traditional Ward** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create n Manage Traditional Ward** form is shown in Fig. 5.11.6.1:

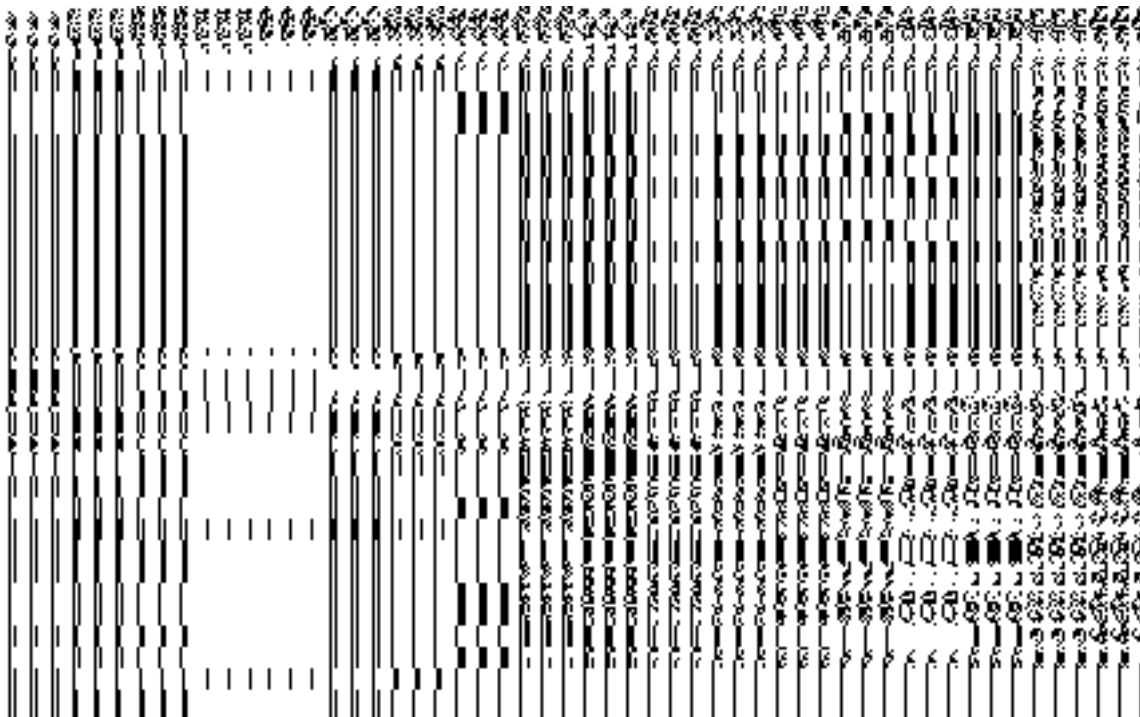


Fig 5.11.6.1

Pre-Condition

You should login into the application and have privilege to create ward. A new ward can be created by the state and district level users. *A state level user can create wards in his state and also in all other districts of his state. On the other hand, a district level user can create wards in his district only.* You can open the *Create n Manage Traditional Ward form* by clicking the **Ward → Create n Manage Traditional Ward** is available to you from the left menu.

The Create n Manage Traditional Ward form contains the following fields as indicated below:

S.No	Field Name	Description
1	Type of Local Body: Select Local Body Type	<p>Description: This field is used to select the local body type under which a new ward is created.</p> <ul style="list-style-type: none"> • When you select the Tripura tribal areas autonomous District Council as local body type then the Select Tripura tribal areas autonomous District Council drop down list box appears from where you have to select the Tripura tribal areas autonomous District Council under which a new ward is created. • When you select Block Advisory Council as local body type then Select Tripura tribal areas autonomous District Council and Select Block Advisory Council list boxes appear. From these list boxes, select the desired Select Tripura tribal areas autonomous District Council and block advisory council under which the new ward is created. • When you select Village Council as local body type then Select Tripura tribal areas autonomous District Council, Select Block Advisory Council and Select Village Council list boxes appear. From these list boxes, select the desired Select Tripura tribal areas autonomous District Council, block advisory council and Village Council under which the new ward is created. <p>Validation: Selecting one local body type</p> <p>Mandatory/Optional: It is Mandatory field.</p>

2	General Details of New Ward: Name of New Ward	Description: This field is used to specify the name of the new ward. Validation: This field accepts text in alphabets and can use some special character [-, /, ., space] Mandatory/Optional: It is a Mandatory field.
3	General Details of New Ward: Ward Number	Description: This field is used to specify the ward number. Validation: This field accepts textual as well as numerical data. Mandatory/Optional: It is a Mandatory field.
4	General Details of New Ward: Ward Name in Local Language	Description: This field is used to specify the name of the new ward in local language. Validation: This field accepts the new name in local language. Mandatory/Optional: It is a Mandatory field.

The **Create n Manage Traditional Ward** form contains the following buttons as indicated below:

-
- **Get button:** This button allows you to get the ward details list.
- **Save button:** This button allows you to save ward details and creates the new ward.
- **Add Another Row:** This button allows you to add more rows for creating ward.
- **Clear button:** This button allows you to clear all the details entered in the fields.
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to the home screen.*

Flow of Form

To create traditional ward, you need to follow the steps given below:

1. You should login into the application and have the privilege to create traditional ward.
2. Click the option **Ward → Create n Manage Traditional Ward** available on the left menu to open the form. The **Create n Manage Traditional Ward** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

3. Select the local body type in which you want to create a new ward from the **Select Local Body Type** drop down list. When you select the **Tripura tribal areas autonomous District Council** as local body type then the **Select Tripura tribal areas autonomous District Council** drop down list box appears from where you have to select the Tripura tribal areas autonomous District Council under which a new ward is created. When you select **Block Advisory Council** as local body type then **Select Tripura tribal areas autonomous District Council** and **Select Block Advisory Council** list boxes appear. From these list boxes, select the desired **Select Tripura tribal areas autonomous District Council** and **block advisory council** under which the new ward is created.

- When you select **Village Council** as local body type then **Select Tripura tribal areas autonomous District Council**, **Select Block Advisory Council** and **Select Village Council** list boxes appear. From these list boxes, select the desired **Select Tripura tribal areas autonomous District Council**, **block advisory council** and **Village Council** under which the new ward is created.

4. To create new ward enter no. of wards to be created in the **Enter No. of Wards** textbox field.

5. Specify the general ward details, such as Ward name, Ward number, and Ward name in local language in their respective fields.

6. The new created ward which is not published in Publish PRI Ward Changes form does not have the **"Enable a Ward For Editing"** and **"Delete Ward"** radio buttons for editing and delete purpose. Only already published ward in Publish PRI Ward Changes form does have the **"Enable a Ward For Editing"** and **"Delete Ward"** radio buttons for editing and delete purpose.

7. After making all selections, click the **Save** button to save ward detail or click the **Cancel** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter data in	This indicates that you did	Click "OK" to resume and

S. No.	Message	Reason	Expected Action
	required fields.	not enter data in mandatory field.	select/specify mandatory field.
2.	Please select local body type.	This indicates you did not select the local body type in which you want the ward to created	Click “ OK ” to resume and select local body type.
5.	Please enter ward name.	This indicates that you didn't enter the ward name.	Specify ward name.
6.	Please enter ward number.	This indicates that you didn't enter the ward number.	Specify ward number.

What happens when the Save button is clicked?

On clicking the **Save** button, a message “**Traditional Type Ward successfully created.**” is displayed.

Publish Traditional Ward Changes

Brief Description

This form enables you to manage traditional ward details. You can manage ward details by clicking the **Publish Traditional Ward Changes** option in the **Ward** section. The **Publish Traditional Ward Changes** form is displayed on the screen. In this form, you need to select the local body type whose wards details you want to manage. Once you will select the required parameters (such as local body type) and clicks on **Get** button, you will get traditional ward details in the same form. Now, you can view and delete the selected traditional ward details.

A screen shown in Fig. 5.11.3.1 display's a sample screen shot of the **Publish Traditional Ward Changes** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Publish Traditional Ward Changes** form is shown in Fig. 5.11.3.1:



Fig 5.10.5.1

Pre-Condition

You should be logged in to the application and have privilege to publish traditional ward information. You can open the **Publish Traditional Ward Changes** form by clicking the option **Ward** → **Publish Traditional Ward Changes** is available to you from the left menu.

The Publish Traditional Ward Changes form that enables you to manage ward details contains following fields as indicated below:

S.No	Field Name	Explanation
1.	Search Criteria : Select Local Body Type	<p>Description: This field is used to select the local body type from given list whose ward details you want to search.If you select the Tripura tribal areas autonomous District Council as local body type then the Select Tripura tribal areas autonomous District Council drop down list box appears from where you have to select the Tripura tribal areas autonomous District Council under which a new ward is created.If you select Block Advisory Council as local body type then Select Tripura tribal areas autonomous District Council and Select Block Advisory Council list boxes appear. From these list boxes, select the desired Select Tripura tribal areas autonomous District Council and block advisory council under which the new ward is created.</p> <ul style="list-style-type: none"> When you select Village Council as local body type then Select Tripura tribal areas autonomous District Council, Select Block Advisory Council and Select Village Council list boxes appear. From these list boxes, select the desired Select Tripura tribal areas autonomous District Council, block advisory council and Village Council under which the new ward is created. <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2.	Ward Name(In English)	<p>Description: This field is used to specify the name of the new ward in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3.	Ward Number	<p>Description: This field is used to specify the ward number.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4.	Ward Name in	<p>Description: This field is used to specify the name of the new ward in local language.</p>

	Local Language	Validation: NA Mandatory/Optional: NA
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The **Publish Traditional Ward Changes** form that enables you to publish ward details contains following buttons as indicated below:

- **Get Data button:** This button allows you to view the list of wards in the selected traditional local body. On clicking this button ward list is displayed.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the ward list.

Flow of Form

To publish ward, you need to follow the steps given below:

You should be logged in to the application and have privileges to Publish Traditional Ward Changes

1. Click on the option **Ward → Publish Traditional Ward Changes** available from the left menu to open the form. The **Publish Traditional Ward Changes** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in. The search option is available to find the list of details on the basis of selected parameters.
2. Select the local body type from in the **Select Local Body Type** drop down list. If you select the **Tripura tribal areas autonomous District Council** as local body type then the **Select Tripura tribal areas autonomous District Council** drop down list box appears from where you have to select the Tripura tribal areas autonomous District Council under which a new ward is created. If you select **Block Advisory Council** as local body type then **Select Tripura tribal areas autonomous District Council** and **Select Block Advisory Council** list boxes appear. From these list boxes, select the desired **Select Tripura tribal areas autonomous District Council** and **block advisory council** under which the new ward is created.
 - When you select **Village Council** as local body type then **Select Tripura tribal areas autonomous District Council**, **Select Block Advisory Council** and **Select Village Council** list boxes appear. From these list boxes, select the desired **Select Tripura tribal areas autonomous District Council**, **block advisory council** and **Village Council** under which the new ward is created.
3. After selecting the local body type, click the **Get Data** button to get the ward details.

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5. Now the **Published wards** list, **Unpublished ward** list and **Delete wards** is displayed the screen. The **Unpublish ward** list contains New Ward in Green color, Update Ward Yellow color and Delete Ward in Pink color.

6. If you want to publish **new ward** or **update ward** then click on Publish button it will appear in **Published Wards** list. If you want to publish **delete ward** then click on Publish button it will appear in **Delete Wards** list. If you directly delete ward without publishing then it will disappear from Unpublished ward section.

7. *You can not publish and delete the same selected ward.*

What happens when you click on Get button?

Once you click on Get button after selecting search parameter, you will get the ward list of the selected traditional local body in the same screen. Now you can publish or delete the selected ward.

Validations/Error Messages:-

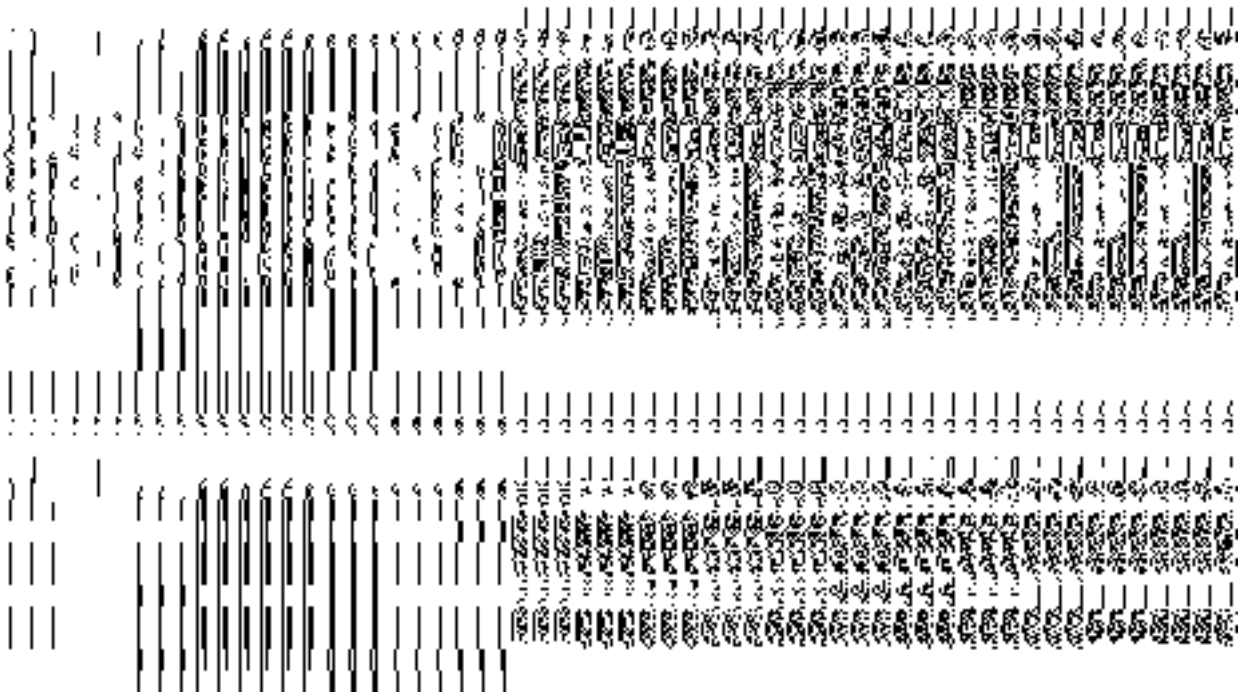
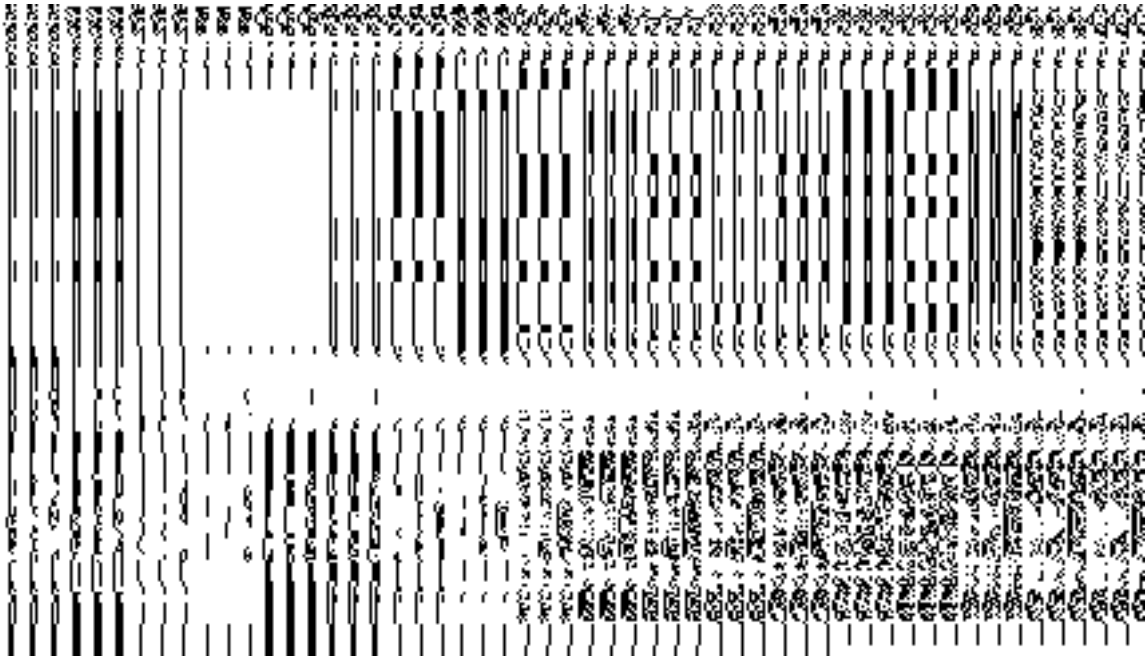
As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select the local body type.	This indicates that you didn't select the local body type whose ward details you want to search.	Click the OK button to resume and select the local body type from the given list.
2.	No Result found.	This indicates that there is no traditional ward created.	Specify the search parameters again.

Delete Ward

Brief Description

This option enables you to delete the selected traditional ward details. You can delete the ward details by clicking the **Delete** icon in front of the ward number in the **PublishTraditional Ward Changes** form. The selected ward is deleted. The **Delete** icon in the



PublishTraditional Ward Changes form is shown in Fig. 5.7.2.1:

Fig. 5.7.2.1

Add n Manage Ward Coverage

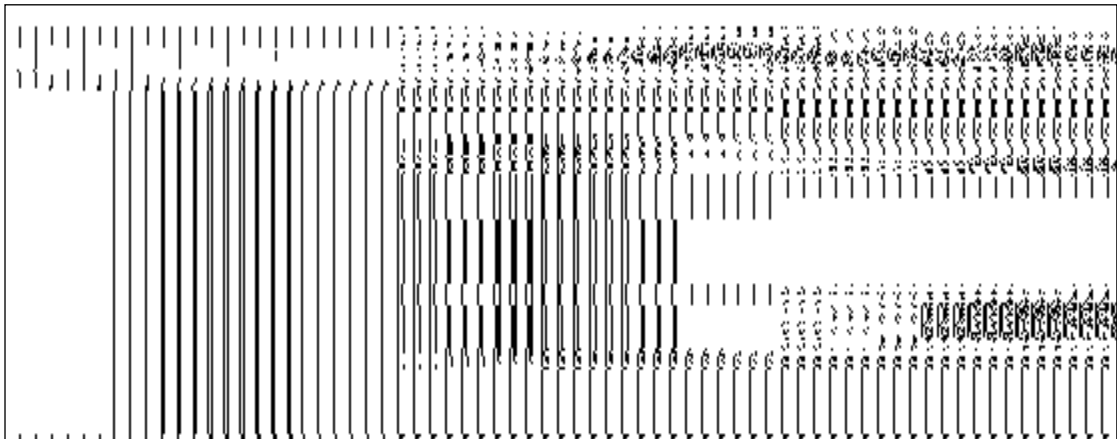
Brief Description

The main purpose of this form is to allow you to add and modify the coverage of the ward of any localbody. This form is accessed at state level and district level. A state level user can create and manage ward coverage in his state and also in all other districts of his state. On the other hand, a district level user can create ward coverage for the wards existing in his district only. You can create a ward coverage under a selected local body by clicking the Add n Manage Ward Coverage option in the Ward section. The Add n Manage Ward Coverage is displayed on the screen. This form allows you to search the wards by the localbody type and the localbody. The coverage would be then added to the wards selected ward based on the above search criteria..

A screen shown in Fig. 5.11.4.1 display's a sample screen shot of the **Create n Manage Ward** form for urban *local government body*. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create n Manage Ward** form is shown in Fig. 5.11.4.1:



When you select a localbody type from the available options, then a new drop down box is displayed to select the localbody from the available options as shown in Fig.

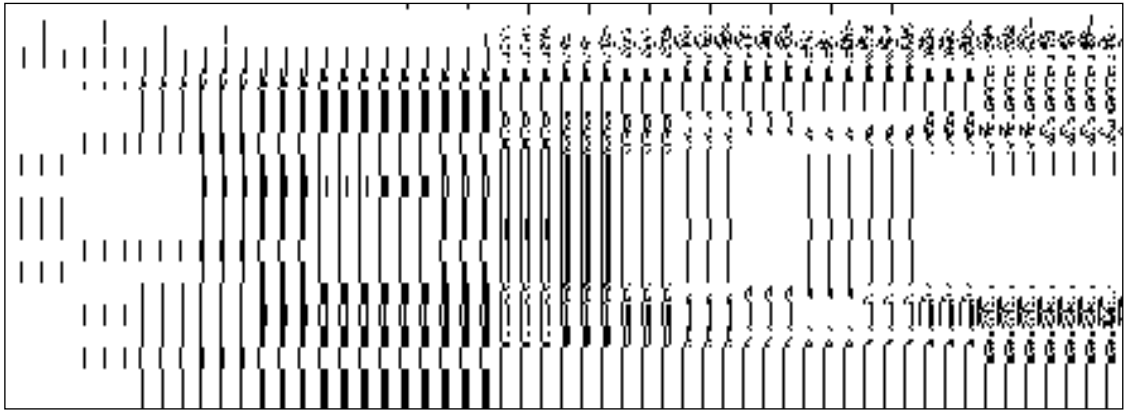


Fig 5.11.4.1

Pre-Condition

You should login into the application and have privilege to add and manage ward coverage. A ward coverage can be created and managed by the state and district level users. A *state level user can create and manage ward coverage in his state and also in all other districts of his state. On the other hand, a district level user can create and manage wards in his district only.* You can open the **Add n Manage Ward Coverage** form by clicking the option **Ward → Add n Manage Ward Coverage** is available to you from the left menu.

The Add n Manage Ward Coverage form contains following fields as indicated below:

S.No	Field Name	Description
1	Search Criteria for Ward Coverage :Select Local Body Type	<p>Description: This field is used to select the local body types under which you want to create or manage the ward coverage.</p> <p>Validation: Selecting one local body type is mandatory</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Search Criteria for Ward Coverage:Select Local Body	<p>Description: This field is used to select local body in which a ward is to be created.</p> <p>Validation :Selecting one local body type is mandatory</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Add n Manage Ward Coverage** form contains the following button as indicated below:

- **Get button:** This button allows you to get the ward details list..
- *Close button: In case you don't want to save the changes, you should click the Close button and return to the home screen.*

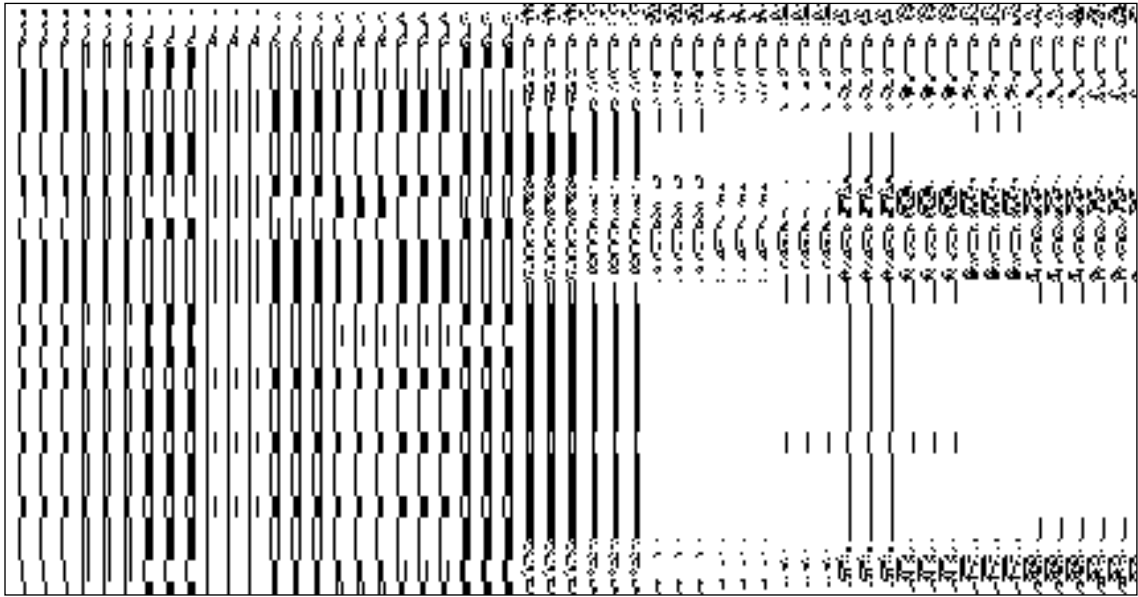
Flow of Form

To add or manage the coverage of wards , you need to follow the steps given below:

1. You should login into the application have the privilege to add and manage ward coverage.
2. Click the option **Ward → Create n Manage Ward Coverage** available on the left menu to open the form. The **Create n Manage Ward Coverage** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local body type in which you want to add or manage the coverage of the ward from the **Select Local Body Type** drop down list.
4. On selected the local body type, the list of local bodies of the selected local body type is displayed on the **Local Body Type Name** drop down list. Select the local body from the **Local Body Type Name** drop down list.
5. Click Get button to fetch the ward details list.
6. The searched result also displays on the same screen with the icon to **ADD AND MODIFY**

What happens when you click on Get button?

Once you click on Get button, you will get the list of wards for the selected localbody. The fields named Ward Number, Ward Name(In English), Ward Name(In Local Language) is displayed on the screen.



Add n Manage Ward Coverage

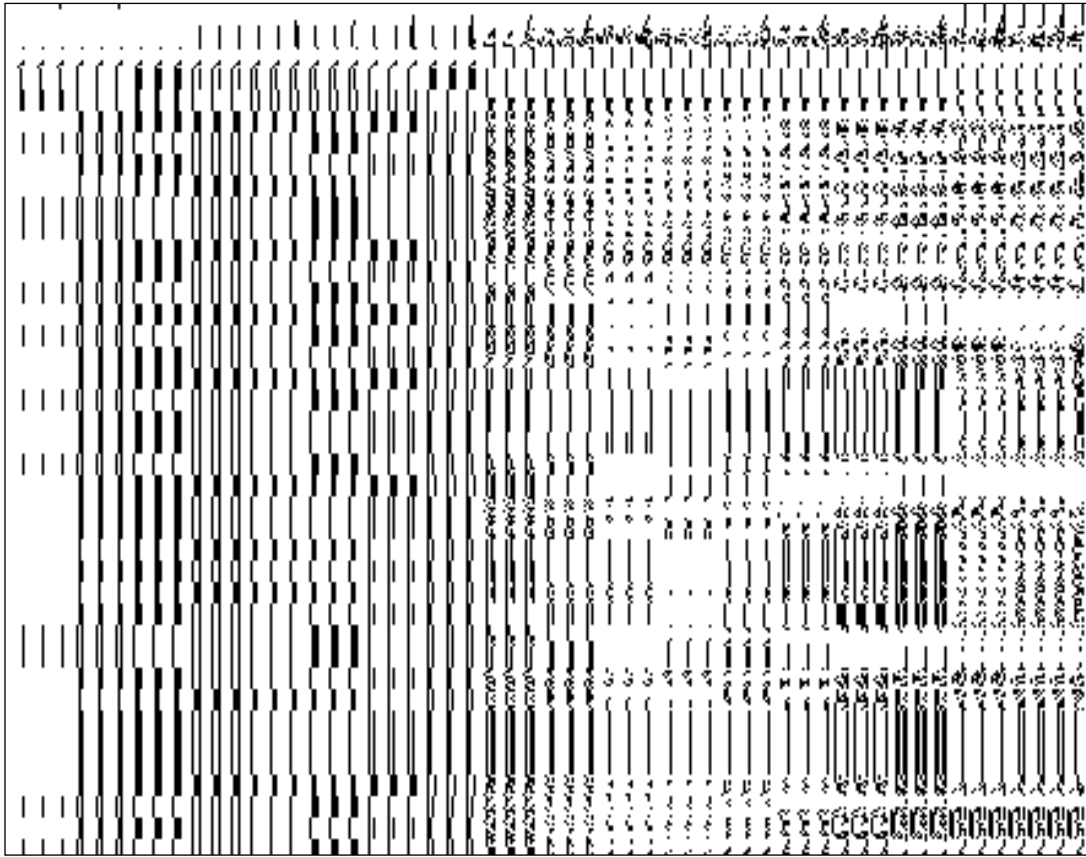
Brief Description:

This form enables you to view the selected ward and its coverage details. You can view the ward and its coverage details by clicking the **ADD AND MODIFY** icon in front of the ward name in the Add n Manage Ward Coverage form. The Add And Manage Ward Coverage form is displayed on the screen. This form shows the complete details of the selected ward along with its coverage.

A screen shown in Fig. 5.5.3.1 display's a sample screen shot of the Add n Manage Ward Coverage form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The Add n Manage Ward Coverage form is shown in Fig. 5.5.3.1:



Pre-condition:

You should login into the application and have privilege to add and manage ward coverage.
 You can open the **Add n Manage Ward Coverage** form by clicking the **Add n Modify** icon in front of the ward name in the **Add n Manage Ward Coverage** form.

The Add n Manage Ward Coverage form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Ward Details : Ward Number	Description: This field displays the ward number of selected ward. Validation: NA Mandatory/Optional: NA
2	Ward Details : Ward Name (In English)	Description: This field displays the ward name in English Validation: NA Mandatory/Optional: NA

3	Ward Details : Ward Name (In Local language)	Description: This field displays the ward name in local language. Validation: NA Mandatory/Optional: NA
4	Available District List	Description: This field displays the available district list. Validation: Select districts from the drop down list.. Mandatory/Optional: It is a Mandatory field.
5	Contributing District list*	Description: This field displays the selected districts partially or wholly. Validation: Selected districts from the drop down list. Mandatory/Optional: It is a Mandatory field.
6	Available Sub-Districts list	Description: This field displays the available sub-district list. Validation: Select sub-districts from the drop down list.. Mandatory/Optional: NA
7	Contributing Sub-District list	Description: This field is used to display the selected sub-districts partly or wholly.. Validation: NA Mandatory/Optional: NA
8	Available Village List	Description: This field displays the available villages list. Validation: Select village from the drop down list.. Mandatory/Optional: NA
9	Contributing Village List	Description: This field is used to display the selected villages wholly. Validation: NA Mandatory/Optional: NA

The **Add n Manage Ward Coverage** form contains the following button as indicated below:

- **Whole:** This button allows you to select whole districts, sub-districts and villages for contributing to selected list.
- **Part:** This button allows you to select part districts, sub-districts and villages for contributing to selected list.
- **Reset:** This button allows you to reset the entered data.
- **Get Sub-district List:** This button allows you to get sub-district list for the partly selected districts.
- **Get Village List:** This button allows you to get village list for the partly selected sub-districts.
- **Back:** This button allows you to leave the current form and redirects to the previous form for ward list and its details..
- **Save:** This button allows you to save the changes in the database..
- **Back:** *This button allows you to clear the details entered in the fields.*
- **Close:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.

Flow of Form

9. *To add and manage ward coverage, you need to login to the application, and have the privilege to add and modify the ward coverage.* Click on the **ADD AND MODIFY** icon in front of the ward name in the Add n Manage Ward Coverage form. The Add And Manage Ward Coverage form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
10. Select districts partly or wholly in the **Available District list** text box field which you want to contribute to the **Contributing District list**.
11. The partly and wholly selected district will appear in **Contributing District list**. Now select partly selected districts whose you want to get sub-districts list.
12. Select sub-districts partly or wholly in the **Available Sub-District list** text box field which you want to contribute to the selected **Contributing Sub-District list**.
13. The partly and wholly selected sub-district will appear in **Contributing Sub-District list** . Now select partly selected sub-districts whose you want to get village list.
14. Select villages wholly in the **Available Village list** text box field which you want to contribute to the **Contributing Village list**.

15. After making all selection, click the **Save** button to save the details or click the **Close** button to abort or **Back** button to go back to the previous form.
- 16.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
4.	Please select local body.	This indicate you did not selected the local body type or local body in which you want to create ward coverage	Select the local body.
5.	You cannot select FULL of partially Mapped Land Region	The land region which you are selecting is available as PART in the available list and you are selecting it as Whole.	Click OK and then select PART of that land region.
6.	Please Select PART to get Covered areas	This indicates that you didn't select part of the district or sub-district in order to get sub-district or village list.	Click OK and Select part of the district or the subdistrict.

What happens when the Save button is clicked?

On clicking the **Save** button, a message “**Ward Coverage Setup successfully**” is displayed on the screen.

Convert TLB to ULB

Brief Description

This form allows you to convert whole or part of a Traditional Local Body to Urban Local Body. Before converting TLB to ULB, the government setup, govern order and Map for traditional and urban local government bodies should be configured earlier. The selected traditional area can be merged into existing ULB or declared the selected traditional area as new ULB. This form is accessed at state and district level urban local body. You can convert TLB to ULB by clicking the **Convert TLB to ULB** option in the **Convert Local Body** section. The **Convert Traditional Local Body to Urban Local Body** form is displayed on the screen. This form allows you to convert the selected traditional local body to urban local body.

A screen shown in Fig. 5.12.3.1 display's a sample screen shot of the **Convert Traditional Local Body to Urban Local Body** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Convert Traditional Local Body to Urban Local Body** form is shown in Fig. 5.12.3.1:

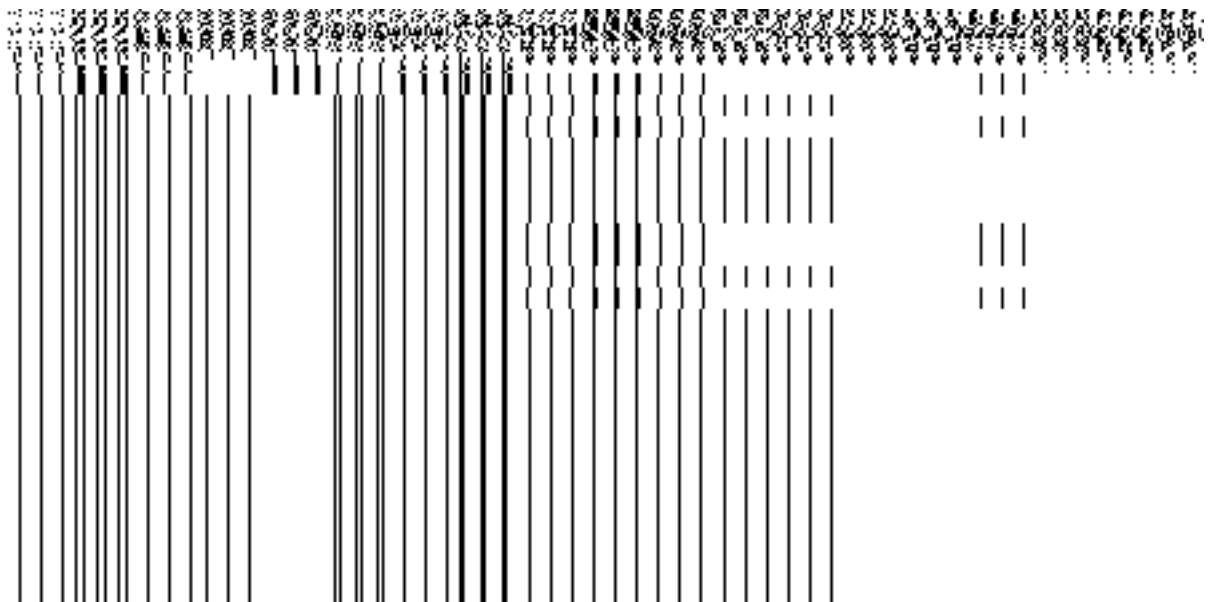


Fig 5.12.3.1

Pre-Condition

You should login into the application and have privilege to convert TLB to ULB. Before conerting TLB to ULB, the government setup, government order and Map for traditional and urban local government bodies should be configured earlier. You can open the **Convert Traditional Local Body to Urban Local Body** form by clicking the option **Convert Local Body**→ **Convert TLB to ULB** is available to you from the left menu.

The Convert Traditional Local Body to Urban Local Body form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Select District Panchayat	Description: This field is used to select the district panchayat that you want to convert into the urban local body. Validation: Select one district panchayat. Mandatory/Optional: It is a Mandatory field.
2	Select Intermediate Panchayat	Description: This field is used to select intermediate panchayat of the selected district panchayat that you want to convert into the urban local body. Validation: Select one intermediate panchayat. Mandatory/Optional: It is a Mandatory field.
3	Available Village Panchayat List	Description: This field shows the available list of village panchayat that you want to convert into the urban local body. Validation: It can't be empty. Mandatory/Optional: It is a Mandatory field.
4	Selected Village Panchayat List	Description: This field displays the list of selected village panchayat that you want to convert into the urban local body. Validation: It can't be empty. Mandatory/Optional: It is a Mandatory field.
5	Available Covered	Description: This field displays the available covered area of the selected

	Area of Panchayat	<p>panchayat that you want to convert into the urban local body.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Selected Covered Area of Panchayat	<p>Description: This field displays the list of selected panchayat that you want to convert into the urban local body.</p> <p>Validation: It can't be empty.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Convert Traditional Local Body to Urban Local Body** form contains the following buttons as indicated below:

- **Whole button:** This button allows you to add the whole land region of the village panchayat.
- **Part button:** This button allows you to add the part land region of the village panchayat.
- **Reset button:** This button allows you to reset the values.
- **Back button:** This button allows you to unselect the selected panchayat.
- **Get covered Area of Local Body button:** This button allows you to get the list of land region that comes under the part of selected local body.

Flow of Form

To convert TLB to ULB, you need to follow the steps given below:

2. You should login into the application and have the privilege to Convert TLB to ULB.
3. Click the option **Convert Local Body → Convert TLB to ULB** available on the left menu to open the form. The **Convert Traditional Local Body to Urban Local Body** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
4. Select the district panchayat from **Select District Panchayat** drop down list.
5. Select the intermediate panchayat from **Select Intermediate Panchayat** drop down list.
6. Select the village panchayats whose local body you want to convert from **Available Village Panchayat List** field. Click the **whole** button to select whole land region of panchayat and transfer the list to **Selected Village Panchayat List** field. In case, you want to select part land region then click the **Part** button.

7. Click the **Get Covered Area of Local Body** button to get the list of village covered by selected panchayat.
8. Select the village from **Available Covered Area of Panchayat** field and click **>>** button to transfer the selected village to the **Selected Covered Area of Panchayat** field.
9. After making all selections, click the **Proceed to Next Step** button to move to the next step or click the **Cancel** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select district panchayat.	This indicates you did not select the district panchayat.	Select the district panchayat
3.	Please select intermediate panchayat.	This indicates you did not select the intermediate panchayat.	Select the intermediate panchayat
4.	Please select at least one village panchayat to convert into urban areas.	This indicates that the select village panchayat list field is empty.	Select the village panchayat from Available Village Panchayat List field.
5.	Please select minimum one PART/one FULL and one PART/Two FULL and Only one PART and more than one FULL.	This indicates you need to satisfy given validation.	Select one PART/one FULL and one PART/Two FULL and Only one PART and more than one FULL of village panchayats.

What happens when Proceed to Next Step button is clicked?

When the **Proceed to Next Step** button is clicked then a new screen is displayed. This screen allows you to merge the selected traditional area into the existing ULB or to declare the selected traditional area as new ULB, as shown in Fig. 5.12.3.2:



Fig 5.12.3.2

Pre Condition

All the mandatory fields of the **Convert Traditional Local Body to Urban Local Body** form that enables you to fill the traditional area details that you want to convert into urban local body. In the **Convert Traditional Local Body to Urban Local Body** form, click the **Proceed to Next Step** button to open the next screen.

The Convert Traditional Local Body to ULB form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Urban Local Body: Merge the selected traditional area into existing ULB	<p>Description: This field is used to merge the selected traditional areas into existing ULB.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
2	Select Urban Local Body: Declare the selected traditional areas as new ULB	<p>Description: This field is used to create new ULB for the selected traditional area.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Convert Traditional Local Body to Urban Local Body** form contains the following buttons as indicated below:

- **Previous button:** This button allows you to return to the home screen.

Flow of Form

To merge the selected traditional local bodies into existing ULB or to create new ULB, you need to perform the following steps:

1. After click the **Proceed to Next Step** button, a new screen appears.
2. In this screen, select the **Merge the selected traditional areas into existing ULB** or **Declare the selected traditional area as new ULB** radio buttons. If you want to merge the selected traditional areas into existing ULB then select the **Merge the selected traditional areas into existing ULB** radio button. On the other hand, if you want to create a new ULB then select the **Declare the selected traditional area as new ULB** radio button.
3. In case you want return to previous screen, click the **Previous** button.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select either Merge the selected traditional areas into existing ULB or Declare the selected traditional area as new ULB option one option	This indicates you did not select the option for converting TLB to ULB.	Select one option.

What happens when Merge the selected rural areas into existing ULB radio button is clicked?

When the **Merge the selected traditional area into existing ULB** radio button is selected, then two new fields namely **Select Urban Local Body Type** and **Select Urban Local Body**,

are displayed on the same screen. These fields help in selecting the urban local body type and urban local body in which you want to merge the selected traditional areas. On selecting the **Merge the selected traditional area into existing ULB** radio button, the following fields in the same screen is appeared, as shown in Fig. 5.12.3.3:

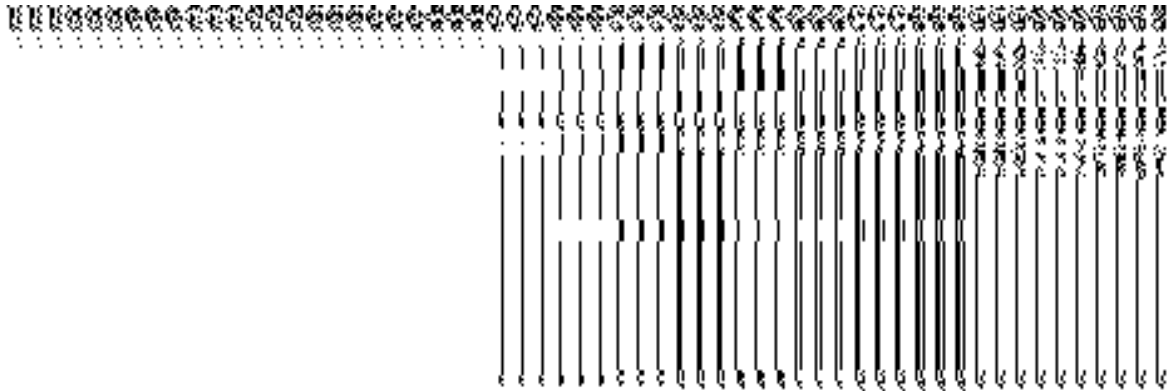


Fig 5.12.2.3

Pre Condition

The **Merge the selected traditional areas into existing ULB** radio button should be clicked.

The **Convert Traditional Local Body to Urban Local Body** form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Selected Existing Urban Local Body: Select Urban Local Body Type:	Description: This field is used to select the urban local body type under which the ULB is created. Validation: NA Mandatory/Optional: It is a Mandatory field.
2	Selected Existing Urban Local Body: Select Urban Local Body:	Description: This field is used to select the urban local body in which you want to merge the traditional area. Validation: NA Mandatory/Optional: It is a Mandatory field.

The **Convert Traditional Local Body to Urban Local Body** form contains the following buttons as indicated below:

- **Previous button:** This button allows you to return to the previous screen.
- **Save button:** This button allows you to save the changes.
- **Close button:** This button allows you to return to the home screen.

Flow of Form

To merge the selected traditional areas into existing ULB, you need to perform the following step

1. After selecting the Merge the selected traditional areas into existing ULB radio button, two fields are visible on the Convert Traditional to Urban Local Body form.
2. Select the urban local body type under which the selected traditional area is going to be merged from the **Select Urban Local Body Type** drop down list.
3. Select the urban local body in which traditional area is going to be merged from **Select Urban Local Body** drop down list.
4. The system allows the user to change the **Local Body Type**. The user can select from the drop down list to select the new urban local body type.
5. Click the **Save** button to save details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select urban local body type.	This indicates you did not select the urban local body type.	Click “OK” to resume and select local body type.
3.	Please select urban local body.	This indicates you did not select the urban local body in which the traditional local body is going to be merged	Click “OK” to resume and select urban local body.

What happens when Declare the selected traditional areas as new ULB radio button is clicked?

When the **Declare the selected traditional areas as new ULB** radio button is clicked, then new fields namely **Name of new local body (In English)**, **Name of new local body (In Local Language)**, **Alias of new local body (In English)**, **Alias of new local body (In Local Language)**, and **Select Urban Local Body Type**, are displayed on the same screen. These fields help in specify the new ULB general details which are created by the selected traditional areas. The **Create New Urban Local Body** section is shown in Fig. 5.12.3.4:

Fig. 5.12.3.4

Pre Condition

The **Declare the selected traditional areas as new ULB** radio button should be clicked.

The Convert Traditional Local Body to Urban Local Body form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Name of new local body (In English)	Description: This field is used to specify the name of new local body in English. Example - Dalar. Validation: Enter the new name in alphabets. Mandatory/Optional: It is a Mandatory field.
2	Name of local body (In Local Language)	Description: This field is used to specify the name of the new local body in local language.

		<p>Validation: Enter the new name in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
3	Alias of the local body(In English)	<p>Description: This field is used to specify an alternative name of the local body in English.</p> <p>Validation: Enter the new name in alphabets and can use some special character [-, ., space] .</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Alias of the local body (In Local Language)	<p>Description: This field is used to specify an alternative name of local body in local language.</p> <p>Validation: Enter the alternative name of local body in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Select Urban Local Body Type	<p>Description: This field is used to select urban local body type of the new ULB.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Convert Traditional Local Body to Urban Local Body** form contains following button as indicated below:

- **Previous button:** This button allows you to return to the previous screen.
- **Save button:** This button allows you to save the changes.
- **Close button:** This button allows you to return to the home screen.

Flow of Form

To declare the selected traditional area as new ULB, you need to perform the following steps:

1. After selecting the **Declare the selected traditional areas as new ULB** radio button, some fields are displayed on the screen.
2. Specify the name of the new urban local body in English and local language in of the **Name of new local body (In English)** and **Name of new local body (In Local Language)** fields.

6. Specify the alternate name of the urban local body in English and local language in the **Alias of the local body (In English)** and **Alias of the local body (In Local Language)** fields.
7. Select the urban local body type from the **Select Urban Local Body Type** drop down list.
8. Click the **Save & Publish** button to save details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please enter the name of local body (in English).	This indicates you did not enter the name of the local body.	Enter the name of the new local body.
3.	Please Enter [A-Z], [a-z], space, [.,-] in name.	This indicates you did not enter the name of the local body in [A-Z], [a-z], space, [.,-].	Enter the name of the local body in given format.
4.	Please select urban local body type.	This indicates you did not select the local body type.	Select local body type

What happens when the Save & Publish button is clicked?

On clicking the **Save & Publish** button, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. In this form, you can notice that the **Upload Government Order** field is displayed. This field is visible as you selected the **Upload Government Order** option while configuring government order. In case, you selected the **Generate Government Order** option while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template.

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.12.3.5:

Fig. 5.12.3.5

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.12.3.6:

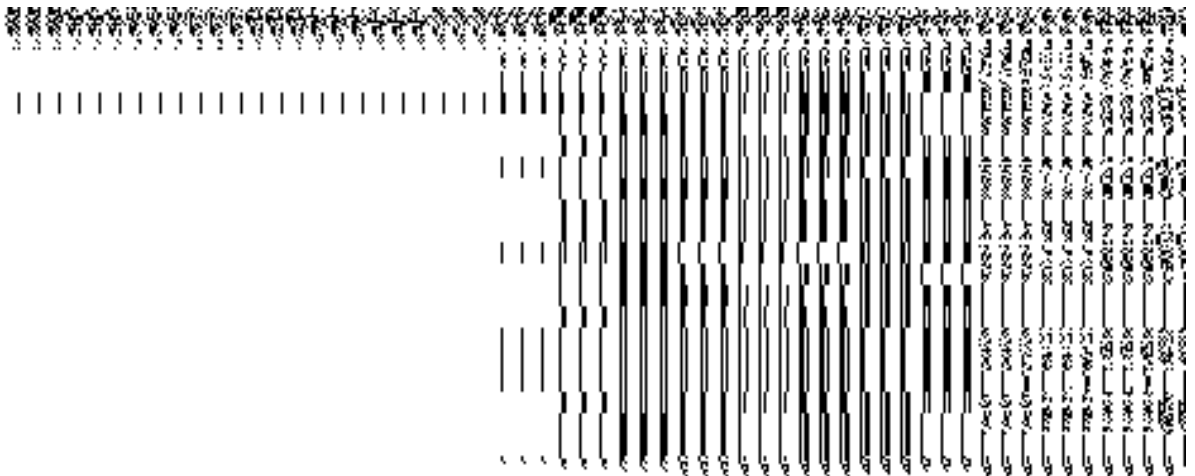


Fig 5.12.3.6

When you select the government order template from the **Select Government Order Template** drop down list box and click the **Save** button then the Government Order Template form is displayed on the screen. This form opens the government order template in the editable format.

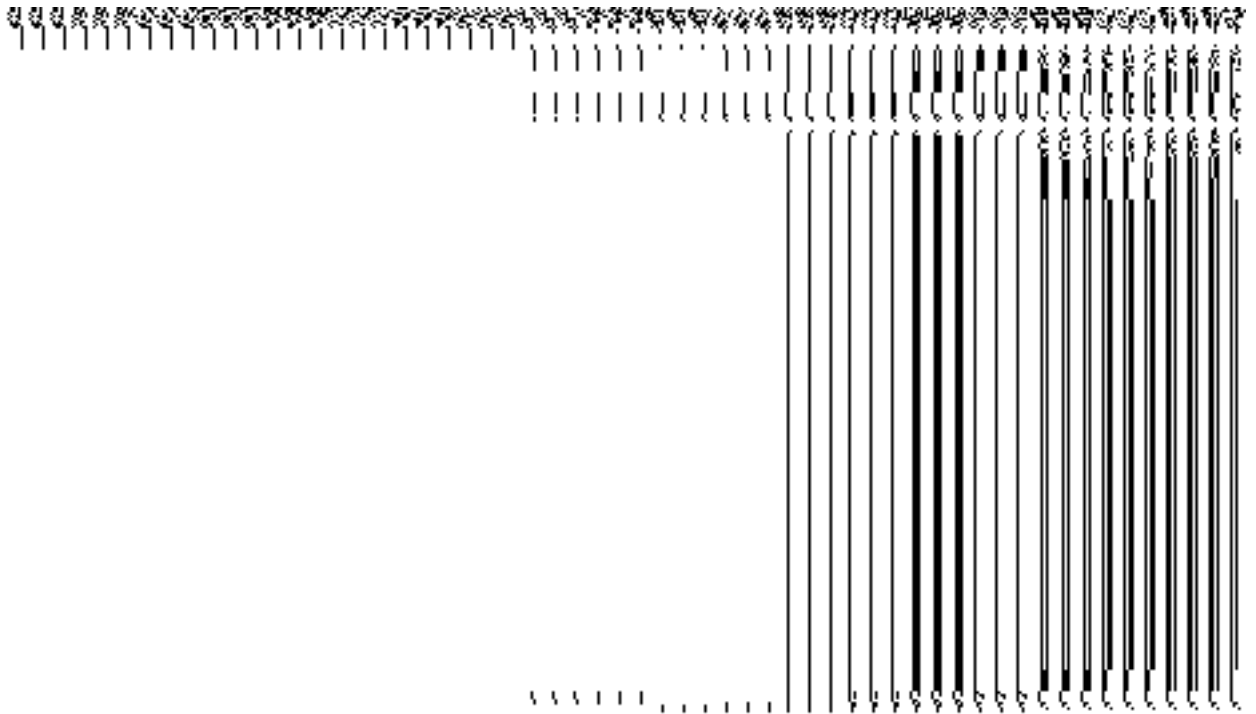


Fig 5.12.3.7

Pre-Condition

The **Merge the selected traditional areas into existing ULB** or **Declare the selected traditional areas as new ULB** related fields should be filled and you should have privilege to upload government order.

The Upload Government Order form contains following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a traditional local body is to convert to urban local body. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be</p>

		<p>more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	<p>Government Order Details:</p> <p>Effective Date</p>	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	<p>Government Order Details:</p> <p>Gazette Publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example -12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order Details:</p> <p>Select the</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option while configuring the government order.</p>

	Government Order Template	Validation: Upload at least one template. Mandatory/Optional: It is a Mandatory field.
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The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to the home screen.
- **Remove button:** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type. In case **Select Government Order Template** field is displayed when you selected **Generate Government Order** option while configuring Government order then a new screen is displayed. Now click the **Save** button.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you click **Save** button, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the gazette publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option while configuring Government order.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking

the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.

7. After making all the selections, click the **Save** button to save the government order details or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number.	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

On clicking the Save button in the Upload Government Order form, a message box with a message “Conversion has been done successfully.” is displayed on the screen. Now, the

selected traditional areas are converted into ULB. Now, you can view the converted urban local body by using the Manage Urban Local Body option in the Local Body section.

5.20.4 Manage Un-Resolved Entities (Traditional)

Brief Description

The main purpose of this form is to allow you to manage all existing Traditional entities. To manage existing Traditional entities click on link **Manage Un-Resolved Entities (Traditional)** in **Un-Resolved Entity** section in the left menu bar. The de-fault fields include, two radio buttons namely **Warning State** and **Disturb State**. Clicking any one of the radio button, populates list of required state as per the selected option. Now, you can modify the details.

A screen shown in Fig. 5.20.5.1 display's a sample screen shot of the **Manage Un-Resolved Entities (Traditional)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Un-Resolved Entities (Traditional)** form is shown in Fig. 5.20.5.1:

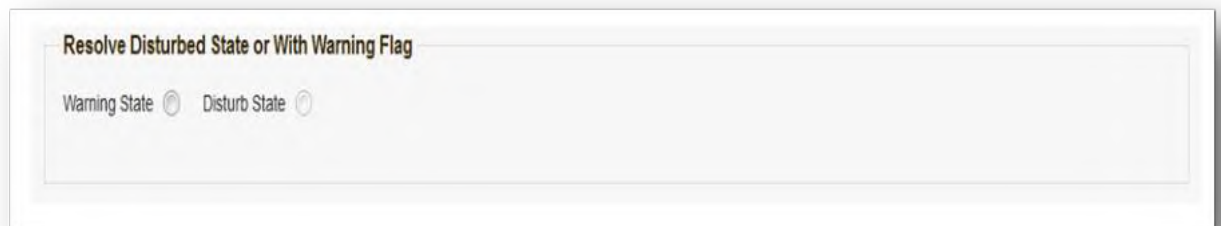
The image shows a screenshot of a web form. At the top of the form, there is a title "Resolve Disturbed State or With Warning Flag". Below the title, there are two radio button options: "Warning State" and "Disturb State". Both radio buttons are currently unselected. The form has a light gray background and a thin border.

Fig 5.20.5.1

Pre-Condition

You should login into the system and have privilege to manage un-resolved Traditional entities. You can access **Manage Un-Resolved Entities (Traditional)** form by clicking on link **Un-**

Resolved Entity → Manage Un-Resolved Entities (Traditional) available in left menu bar of application.

The **Manage Un-Resolved Entities (Traditional)** form contains the following buttons as indicated below:

- *Warning State: On clicking this button, the list of warning state is displayed on the screen.*
- *Disturb State: On clicking this button, the list of disturb state is displayed on the screen.*
- *Cancel: On clicking this button, system will close the form and control would get transferred to main menu page of the application.*

Flow of Form

To manage unresolved Traditional entities, you need to follow the steps given below:

1. Login into application with required privilege to manage unresolved Traditional entities.
2. Click on link **Un-Resolved Entity → Manage Un-Resolved Entities (Traditional)** available on the left menu bar to access the form.

Note: Fields with * sign are mandatory field and you are required to enter details against those fields

3. Click on radio button against required option in between warning state or disturb state.

Note: List of State to get populated as per the option (Warning State / Disturb State) selected.

What happens when you select the Warning State radio button?

When you select the **Warning State** radio button then the list of warning states gets populated with options to either Modify details or Resolve Warning, as shown in Fig. 5.20.5.2.

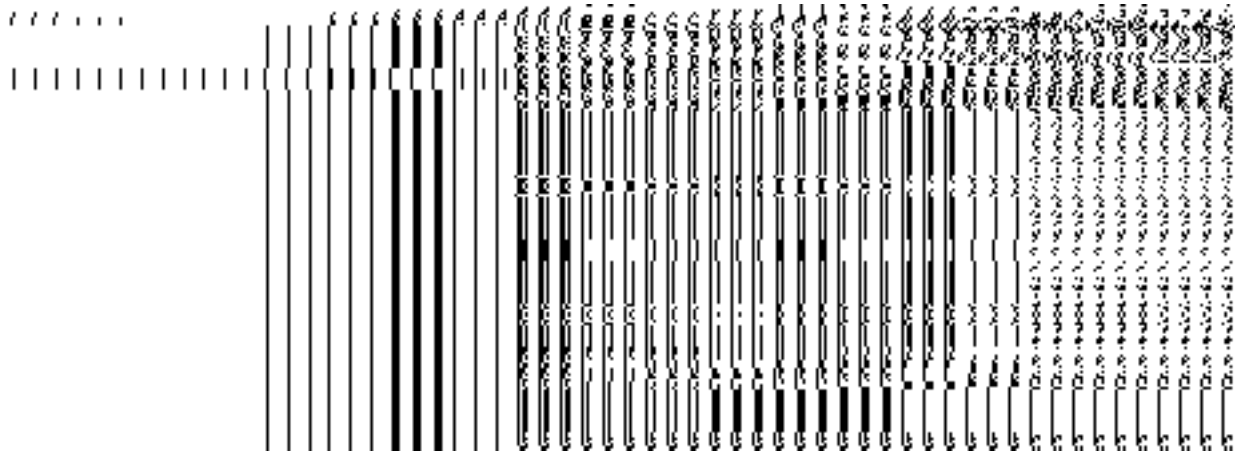


Fig. 5.19.6.2:

What happens when the Action icon is clicked?

Once you click on the action icon the screen will be redirected to the modification related traditional entity form, where you can modify the details and remove the disturbed flag for the selected traditional entity.

What happens when you select the Disturb State radio button?

Once you click on disturb state radio button, all the entities which are in disturbed state are displayed.

Invalidate

General Description

This section allows you to delete an existing Traditional local body.

Invalidate Traditional Local Body

Brief Description

The main purpose of this form is to allow you to abolish an existing traditional local government body. The traditional local government body can lose its identity, if the covered

area of a local body is submerged or converted into SEZ, it may lose identity. Sometimes the traditional local bodies may be reorganized, so that some of the local bodies may lose their identity and the covered area is shifted to other local bodies. You can invalidate an existing traditional local body by clicking the *Invalidate Traditional Local Body* option in the *Invalidate* section. The *Invalidate Traditional Local Body* form is displayed on the screen. This form allows you to delete the selected traditional local body.

A screen shown in Fig. 5.9.8.1 displays a sample screen shot of the *Invalidate Traditional Local Body* form. All fields marked with * are mandatory.

(There is a Help option available on the top of each form. The user can use this link to learn about how to specify details in the respective form).

The *Invalidate Traditional Local Body* form is shown in Fig. 5.9.8.1:

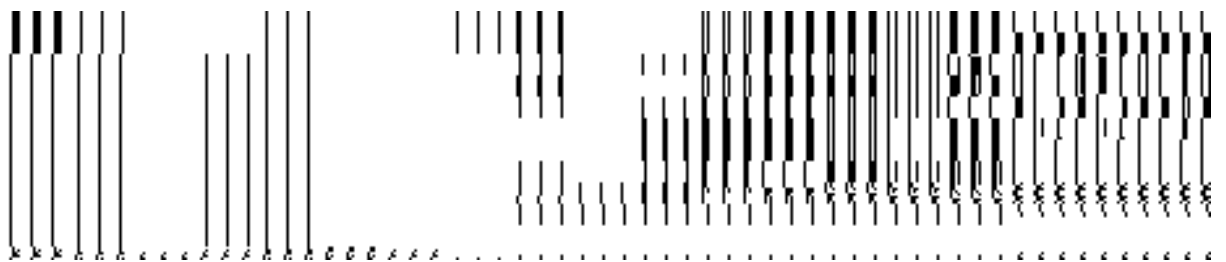


Fig 5.9.8.1

Pre-Condition

You should login into the application and have privilege to invalidate *traditional* local body. Before invalidate an existing *traditional* local body, the local government setup should be defined and also the government order and Map should be configured. You can open the **Invalidate**

Traditional Local Body form by clicking the option **Invalidate** → **Invalidate Traditional Local Body** is available to you from the left menu.

The **Invalidate Traditional Local Body** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Local Body Type : Select Local Body Type	<p>Description: This field is used to select the type of the <i>traditional</i> local body which you want to delete.</p> <ul style="list-style-type: none"> If you select the Hill District Council then the Select Local Type drop down list box is displayed on the screen. This drop down list consists of the list of hill district council from which you have to select the hill district that you want to delete. If you select the Block Advisory Council then the Select Hill District Council drop down list box is displayed and you have to select the hill district whose block advisory council you want to delete. On selecting the hill district council, the Select Local Body drop down list box is appeared on the screen. Select the block advisory council from the list which you want to delete. <p>Validation: Select one option from the list</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Do you want to shift the covered area or child local bodies to other local bodies?	<p>Description: This field is used to specify whether you want to shift the covered area or child local bodies to other local bodies.</p> <ul style="list-style-type: none"> If you select the Yes radio button then the Select the Local Body to be Merged With drop down list box, Select Child Local Bodies and Selected Local Bodies fields are displayed on the screen and you have to select the data on these field. If you select the No radio button then you have specified that the selected <i>traditional</i> local body gets deleted. <p>Validation: Select one option from the given list.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Invalidate Traditional Local Body** form contains the following buttons as indicated below:

- **Select Local Body button:** This button allows you to select the local body from the **Select Local Bodies** field.
- **< Button:** This button allows you to unselect the selected local body from the **Selected Local Bodies** and transfers the selected local body from the **Selected Local Bodies** field to **Select Child Local Bodies** field.
- **<< Button:** This button allows you to remove the complete list of the local bodies from the **Selected Local Bodies** field.
- **Choose More Local Bodies button:** This button allows you to choose more local bodies from the available list.
- **Save button:** This button allows you to save the changes made by you.
- **Clear button:** This button allows you to clear all the entered fields.
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to the home screen.*

Flow of Form

To invalidate *traditional* local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to invalidate traditional local bodies.
2. Click the option **Invalidate → Invalidate Traditional Local Body** available on the left menu to open the form. The **Invalidate Traditional Local Body** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the *traditional* local body type whose local bodies you want to delete from the **Select Local Body Type** drop down list.
 - α) If you select local body type as **Hill District Council** then you have to follow the given steps:
 - ii) On selecting the local body type as Hill District Council, the **Select Local Body** drop down list box is appeared on the screen. Select the hill district council from the list which you want to delete.
 - β) If you select local body type as **Block Advisory Council** then you have to follow the given steps:

- 11) On selecting the local body type as block advisory council, the **Select Hill District Council** drop down list box is displayed on the screen. Select the hill district council from the list whose block advisory council you want to delete.
- 111) On selecting the hill district council, the **Select Local Body** drop down list box is displayed on the screen. Select the desire block advisory council from the list which you want to delete from the list.
4. The **Do you want to shift the covered area or child local bodies to other local bodies?** field has two radio button that helps in specifying that whether you want to shift or sub merged the covered area or local bodies to other or not. If you don't want to shift select the **No** radio button otherwise select the **Yes** radio button. If you select the **Yes** radio button then you have to follow the given steps:
- i) On selecting the **Yes** button, the **Select the Local to Merged With** drop down list, **Select Child Local Bodies** and **Selected Local Bodies** fields are displayed on the screen.
 - ii) Select the local body in which you want to merge the child local bodies of the local that you want to delete from the **Select the Local Body to Merged With** drop down list.
 - iii) On selecting the local body (in which you want to merge the child local bodies), the list of child local bodies of the selected local body which you want to delete is displayed. Select the child local bodies which you want to merge in the other local body from the **Select Child Local Bodies** field and click the **Select Local Body** button.
5. After making all the selections, click the **Save** button to save details of invalidated the selected *traditional* local body.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter the required field.	This indicates that you did not select the mandatory field.	Click "OK" to resume and select mandatory field.
2.	Please select the local body type.	This indicates that you didn't select the local body type which you want to delete.	Click the OK button to resume and select the local body type.
3.	Please select the local	This indicates that you didn't	Click the OK button to resume and

S. No.	Message	Reason	Expected Action
	body in which you want to merge the child local bodies of the deleted <i>traditional</i> local bodies.	select the local body in which you want to merge the child local bodies of the deleted <i>traditional</i> local body.	select the local body from the list.

What happens when the Save button is clicked?

On clicking the **Save** button in the **Invalidate Traditional Local Body** form then the **Upload Government Order** form is displayed. This form allows you to upload government order. In the **Upload Government Order** form, there is an option to upload government order. This option is visible when you select the **Upload Government Order** option for invalidate *traditional* local bodies operation while configuring the government order. In case, you have selected the **Generate Government Order** option for the invalidate *traditional* local bodies operation while configuring Government Order. In such case, the **Select Government Order Template** option is visible on the screen and allows you to select the government order template from the given list. You can edit the selected template details, if required.

A screen shown in Fig. 5.9.8.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** field is shown in Fig. 5.9.8.2:

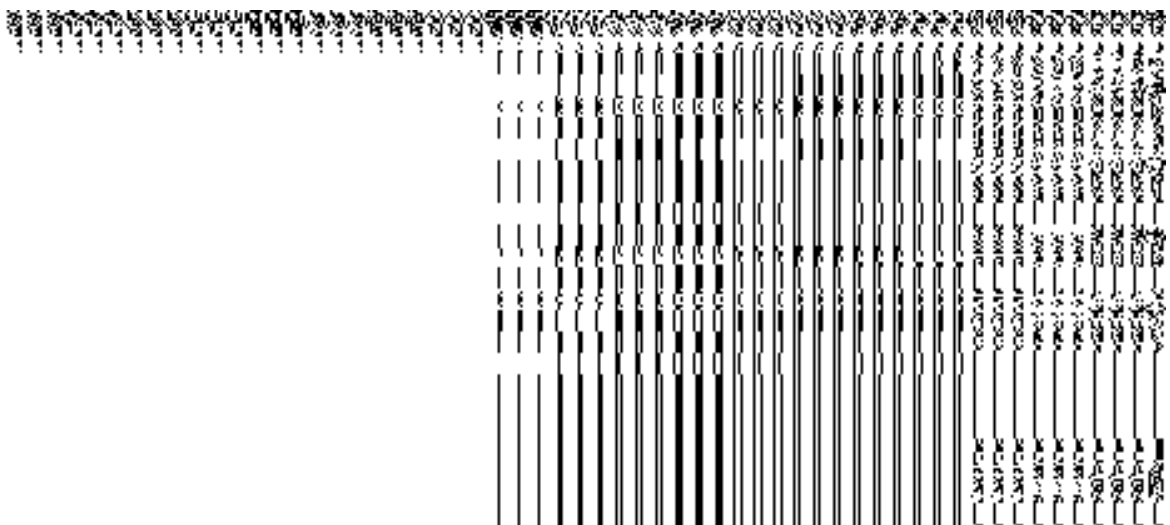


Fig 5.9.8.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in *Fig 5.9.8.3*:

Fig 5.9.8.3

After select the government order template from the available list and click the **Save** button, the **Government Order Template** form is displayed on the screen in the editable format, as shown in *Fig. 5.9.8.4*:

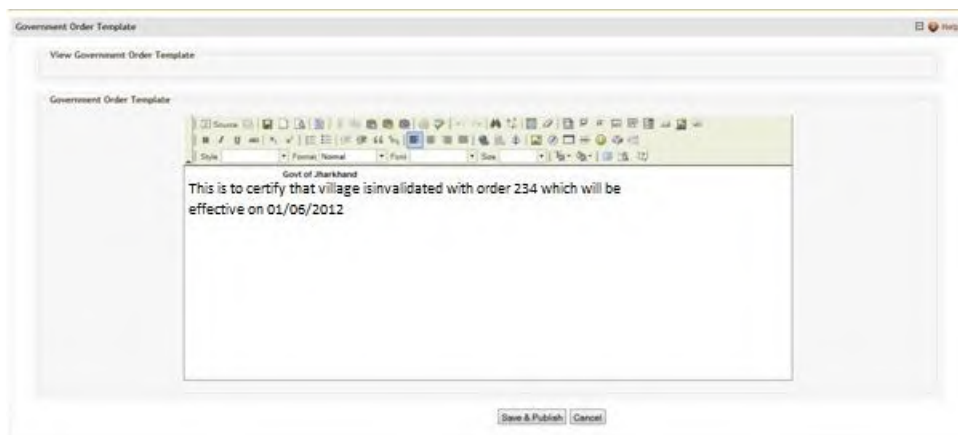


Fig 5.9.8.4

Pre-Condition

The invalidate *traditional* local body detail should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	<p>Description: This field is used to specify the order number of the state whose <i>traditional</i> local body is to be invalidated. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p>

		Mandatory/Optional: It is an Optional field.
5	Government Order Details: Upload Government Order	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for invalidate <i>traditional</i> local body operation while configuring the government order. Validation: Upload at least one file. Mandatory/Optional: It is a Mandatory field.
6	Government Order Details: Select Government Order Template	Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for invalidate <i>traditional</i> local body operation while configuring the government order. Validation: Upload at least one template. Mandatory/Optional: It is a Mandatory field.

The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to home screen.
- **Remove button:** This button allows you to remove all the attachments made and it only visible when you selected **Upload Government Order** option in configure government order.
- **Save button:** This button allows you to save the details. In case, the **Select Government Order Template** option is displayed when you selected **Generate Government Order** option for invalidate *traditional* local body operation while configuring government order. After selecting the government order template then the selected template is open in the editable format. Edit it and click the **Save** button to save the settings.

Flow of Form

To upload government order, you need to follow the steps given below:

1. *After clicking the Save button in the Invalidate Traditional Local Body form, the **Upload Government Order** form is displayed on the screen. You will notice that there are*

certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for invalidate *traditional* local body operation while configuring Government order. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **Invalidated Local Body Details** form is displayed on the screen with the details about the invalidated *traditional* local body, such as Invalidate Local Government Body Code, Local Body Version, Name of the Local Body (In English) and Name of the Local Body (In Local Language).
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for invalidate *traditional* local body operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

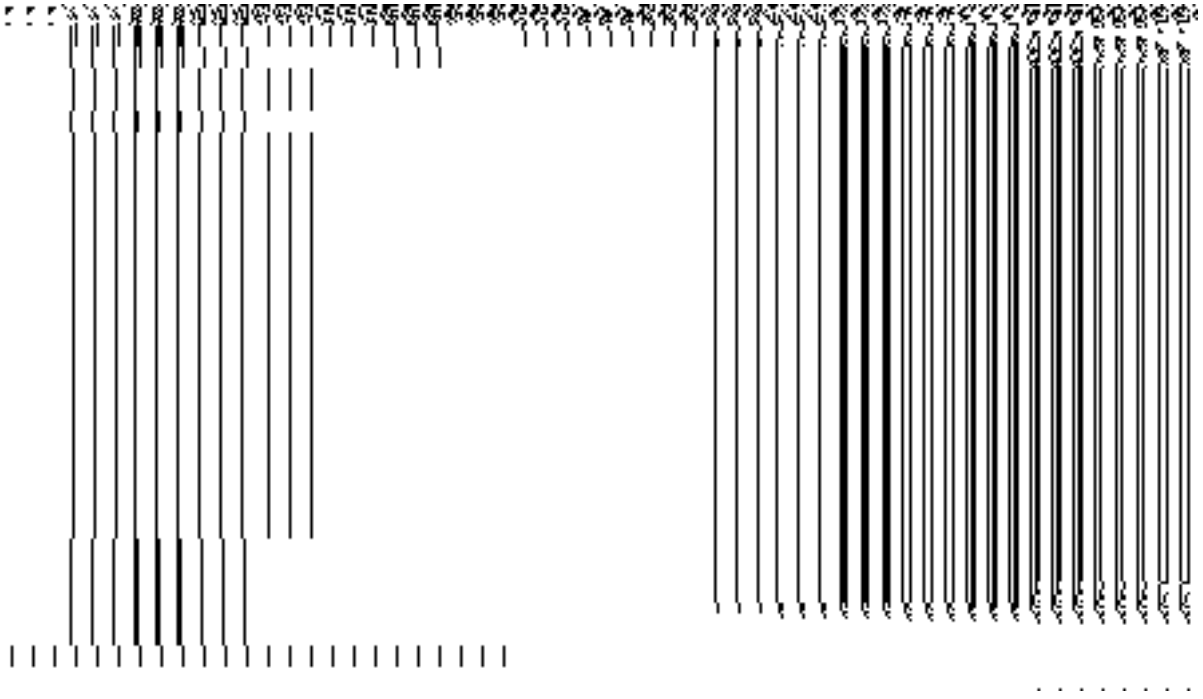
S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is	This indicates that you did	Click “OK” to resume and enter

S. No.	Message	Reason	Expected Action
	required.	not enter the date on which order was made effective.	the Effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button, the **Invalidated Local Body Details** form is displayed on the screen with the details about the invalidated local bodies, such as Invalidate Local Government Body Code, Local Body Version, Name of the Local Body (In English) and Name of the Local Body (In Local Language). *After viewing the details, click the Close button to close the details. You can verify that the invalidated local body is removed from the list of local bodies by using the Manage Traditional Local Body option in the Local Body section. The Manage Traditional Local Body form is displayed on the screen and you need to select the local body type. After this, click the Get button to get the information. On clicking the Get button, the list of selected local body types is displayed on the same screen without the invalidated local body.*

- When you click the Save button on the Government Order Template form then the government template is displayed. This screen displays the government order template details in PDF format.*



Specific Operating Instruction(Urban Local bodies)

This section describes the each module and its related forms in details. It also explains fields, buttons, and flow to fill or handle the particular form in the application.

Configure System

General Description

The configure system allows you to configure the Local Government Directory. It includes the operations related to configuration of the following:

8. Configuration of Urban Local Governments Setup in your state
 - a. Define Urban Local Government Setup
 - b. Configure Government Order (Urban)
 - c. Configure Map (Urban)

Define Urban Local Government Setup

5.1.12.1 Create Urban Local Government Setup

Brief Description

*The main purpose of this form is to allow you to select the urban local government types that are operational in your state and also to specify their name by which a selected urban local government type will be called and to define the hierarchy of selected local government types. You can define the urban local government setup by clicking the **Define Urban local Government Setup** option in the **Configure System** section. The **Local Government Setup (Urban)** form is displayed on the screen. This form is used to define the urban local body types that are operational in your state and their name in English and local language.*

A screen shown in Fig. 5.1.12.1.1 display's a sample screen shot of the **Local Government Setup (Urban)** form that appears when you logged in as **Local Government Directory Manager Urban (State Level User)**. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Local Government Setup (Urban)** form is shown in Fig. 5.1.12.1.1:

Local Body Type	Nomenclature(In English)	Nomenclature(In Local Language)
<input checked="" type="checkbox"/> Municipal Corporations	Nagar Nigam	Nagar Nigam
<input checked="" type="checkbox"/> Municipality	Nagar Palika	Nagar Palika
<input checked="" type="checkbox"/> Notified Area Council	Notified Area Council	Notified Area Council
<input checked="" type="checkbox"/> Town Panchayat	Town Panchayat	Town Panchayat
<input type="checkbox"/> Carlonment Board		

Next >>

Fig 5.1.12.1.1

Pre-Condition

You should login into the application as **Local Government Directory Manager Urban (State Level User)** and have the privileges to define the urban local government setup details.

The Local Government Setup (Urban) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field displays the list of urban local government types, such as Municipal Corporation, Municipality, Town Panchayat, Notified Area Council, etc. You need to select the urban local government type from the list, if it is operational in your state.</p> <p>Validation: Select at least one of the local government types.</p> <p>Mandatory/Optional: It is an optional field as you need not to select all the options. But selecting one of the local Government type is necessary.</p>
2	Nomenclature (in English)	<p>Description: This field is used to specify the name of the urban local government body in English that are operation in your state. Example- Municipal corporation is called Municipal corporation in English.</p> <p>Validation: Enter nomenclature in alphabets.</p> <p>Mandatory/Optional: It is a mandatory field.</p>

3	Nomenclature (in Local Language)	<p>Description: This field is used to specify the name of the urban local government bodies in local language that are operation in your state. Example- Municipal corporation is called Nagar Nigam in local language</p> <p>Validation: Enter nomenclature in local language.</p> <p>Mandatory/Optional: It is an optional field.</p>
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The **Local Government Setup (Urban)** form contains the following buttons as indicated below:

- *Next button: This button is available at the left bottom of the screen. This button allows you to move to the next step of the local government setup.*

Flow of Form

To define urban local government setup, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager** (State Level User) and have the privilege to define urban local government setup.
2. Click the option **Configure System → Define Urban Local Government Setup** available on the left menu to open the form. The **Local Government Setup (Urban)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the check boxes adjacent to the Local body Type that you want to be operational in your state.
4. Specify the name in English language and local language in the **Nomenclature (In English)** and **Nomenclature (In Local Language)** text boxes fields given adjacent to selected local body type.
5. Click the **Next** button to move to the next step.

Validations/Error Messages:-

As you proceed, it may possible that you are encounter with one of the following messages or errors may be prompted:

S. No.	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to enter the required field. This message is displayed when you	Select/Specify the required details and try again.

S. No.	Message	Reason	Expected Action
		click Save button without entering the data in the required field.	
2.	Select one local body type.	This indicates that it is mandatory for you to select the required field. This message is displayed when you click Save button without entering the data in the required field.	Select/Specify the required details and try again.
3.	Please define the nomenclature for all selected Local Government Types.	This message is displayed when a Local Government type is included (selected) but the nomenclature in English is left blank for that type and clicks the Save button.	Select/Specify the required details and try again.
4.	Please define the nomenclature only if that Local Government Type is included in the setup.	This message is displayed when the nomenclature of a Local Government type is defined but it is not included in the Local Government Setup and clicks the Save button.	Select/Specify the required details and try again.
5.	Nomenclature in English can contain only alphabets, space and ‘-’.	This message is displayed when the nomenclature in English is entered with some characters other than	Select/Specify the required details and try again.

S. No.	Message	Reason	Expected Action
		alphabets, space and “-” , and clicks the Save button.	
6.	Please include all the selected local government types in hierarchy.	This message is displayed when a Local Government type is selected in the setup, but not included in hierarchy and the local government type belongs to either Rural or Traditional category.	Select/Specify the required details and try again.
7.	Please configure government order generation before defining local government setup.	This message is displayed when configuration for government order generation is not defined.	Select/Specify the required details and try again.

What happens when the Next button is clicked?

On clicking the **Next** button, the **Local Government Grade Setup** form is displayed on the screen. This form allows you to create grades for the selected local government body types.

A screen shown in Fig. 5.1.12.1.2 display's a sample screen shot of the **Local Government Grade Setup (Urban)** form that appears when you logged in as **Local Government Directory Manager (State Level User)** and defined local government setup.

The **Local Government Grade Setup (Urban)** form is shown in Fig. 5.1.12.1.2:

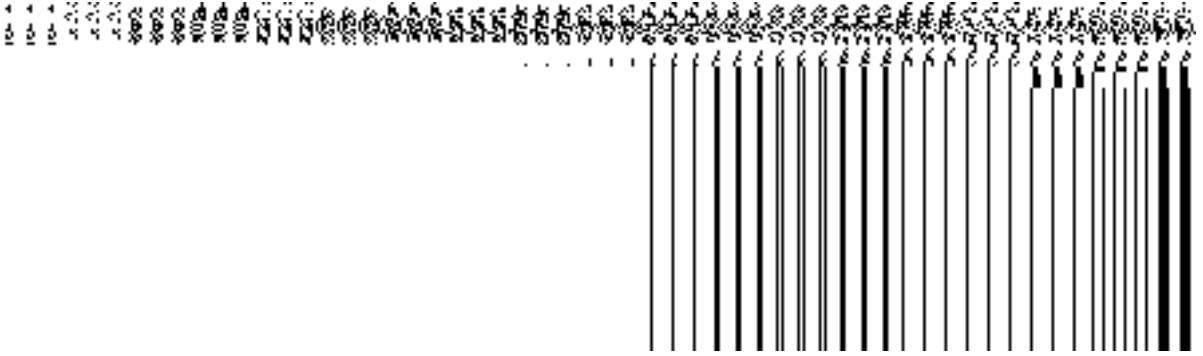


Fig 5.1.12.1.2

Pre-Condition

The urban local government setup details should be entered.

The Local Government Grade Setup (Urban) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Grade(English)	<p>Description: This field is used to specify the name of <i>Grade</i> for the urban local government body in English. Example-grade 1.</p> <p>Validation: Enter <i>Grade</i> in alphanumeric format.</p> <p>Mandatory or Optional: It is a mandatory field.</p>
2	Grade(Local)	<p>Description: This field is used to specify the name of <i>Grade</i> for the urban local government body in local language. Example- गराडे (grade in local language Marathi)</p> <p>Validation: Enter <i>Grade</i> name in local language.</p> <p>Mandatory or Optional: It is an optional field.</p>

The **Local Government Grade Setup (Urban)** form contains the following buttons as indicated below:

- **Add Grade button:** This button is used to add grade for the selected local government type.
- **Remove button:** *By clicking this icon you can remove the already existing Grade*
- **Save button:** *This button allow you to save the urban local Government setup details.*

Flow of Form

To define urban local government grade setup, you need to follow the steps given below:

1. After clicking the **Next** button, the **Local Government Grade Setup** form is displayed on the screen.
2. To add grade in any urban local government body is not necessary. If grading system is applicable in your state then you can add grades in the selected urban local government body by clicking the **Add Grade** button.
3. Specify the **grade** name in English language and local language in the **Grade (English)** and **Grade (Local)** text boxes fields.
4. Click the **Save** button to save the grade details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to enter the required field. This message is displayed when you click Save button without entering the data in the required field.	Select/Specify the required details and try again.

What happens when the Save button is clicked?

On clicking the **Save** button, a new screen is displayed. This screen shows the urban local body types operational in your state and their name in English and local language. In addition, you can also see that there is an icon named **View Grades**. This icon helps in viewing the grades setup in the selected local body type. After saving the urban local government setup details, if you perform any operation (such as Configure Map (Urban)) on urban local government body, then you have only the local body types that you defined in the setup.

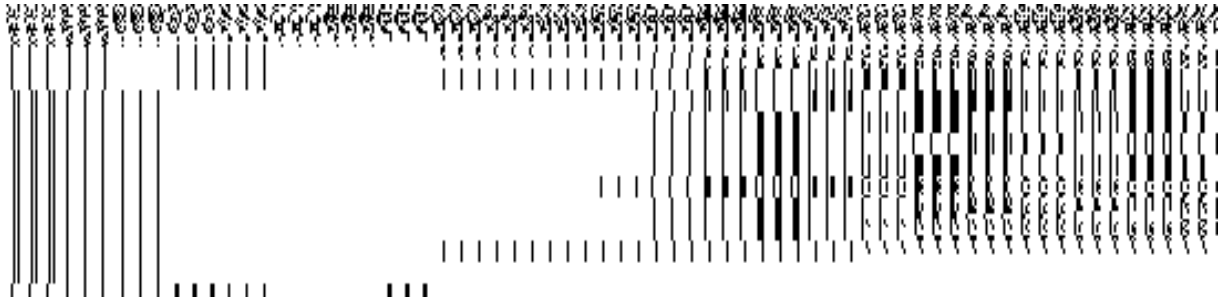


Fig. 5.1.12.1.3

5.1.12.2 Modify Urban Local Government Setup

Brief Description

This form enables you to modify the already defined urban local government setup. To modify the urban local government setup details, the setup should be defined earlier. After this, click the **Define Urban Local Government Setup** option in the **Configure System** section. The **Local Government Setup (Urban)** form is displayed on the screen. This form shows the already defined urban local government body types that are operational in your state, their name in English and local language, parent local body type, and **View Grades** icon. When you click the **View Grades** icon, the grade details of the selected urban local government body is displayed on the screen.

A screen shown in Fig. 5.1.12.2.1 display's a sample screen shot of the **Local Government Setup (Urban)** form that appears when you logged in as **Local Government Directory Manager (State Level User)**.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Local Government Setup (Urban)** form is shown in Fig. 5.1.12.2.1:

Fig 5.1.12.2.1

Pre-Condition

You should login into the application as **Local Government Directory Manager (State Level User)** and have the privilege to modify the urban local government setup. An existing urban local government setup should be available for further modification.

The Local Government Setup (Urban) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field shows the urban local body types that are operational in your state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Nomenclature (in English)	<p>Description: This field shows the name of the urban local government body in English that is operational in your state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Nomenclature (in Local Language)	<p>Description: This field shows the name of the urban local government body in local language that is operational in your state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	Parent Local Body Type	<p>Description: This field shows the local body type that is present above the given local body.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	View Grades	<p>Description: This icon is used to show the grade setup details of the selected urban local body type.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The Local Government Setup (Urban) form contains the following buttons as indicated below:

- *Correction button: This button allows you to modify/correct the existing urban local government setup details.*

- *Close button: This button allows you to abort the Modify Urban Local Government Setup operation and will take you back to the main screen.*

Flow of Form

To modify urban local government setup, you need to follow the steps given below:

1. You should be logged in to the application as **Local Government Directory Manager Urban** (State Level User) and have the privilege to *modify urban local government setup*.
2. Click the option **Configure System → Define Urban Local Government Setup** available on the left menu to open the form. The **Local Government Setup (Urban)** form is displayed on the screen. This form displays the urban local government setup details with **Correction** and **Close** button
3. Click on the **Correction** button to modify details.

What happens when you click on the Correction button?

When you click the **Correction** button, the *Modify Local Government Setup (Urban)* form is visible on the screen and now you can make the desired changes.

A screen shown in Fig. 5.1.12.2.2 display's a sample screen shot of the **Modify Local Government Setup (Urban)** form that appears when you logged in as **Local Government Directory Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Local Government Setup (Urban)** form is shown in Fig. 5.1.12.2.2:

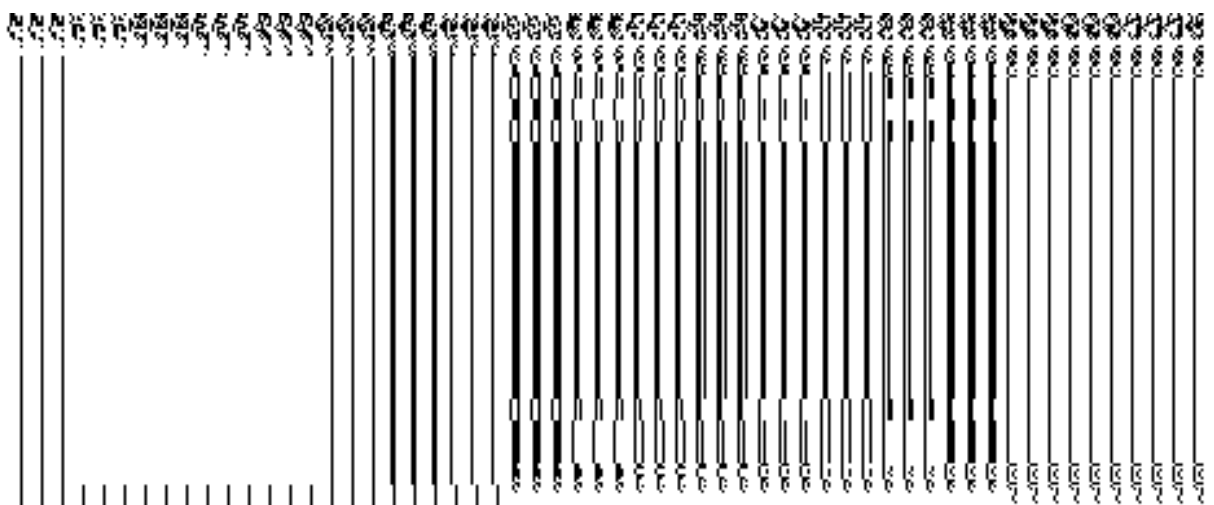


Fig 5.1.12.2.2

Pre-Condition

You should login into the application as **Local Government Directory Manager** (State Level User) and have the privilege to modify urban local government setup. To open the '**Modify Local Government Setup (Urban)**' form, click the option **Configure System**→**Define Urban Local Government Setup** available on the left menu. The **Local Government Setup (Urban)** form is displayed on the screen. After this, click the **Correction** button to modify the setup details.

The **Modify Local Government Setup (Urban)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field displays the list of urban local government body types, such as Municipal Corporation, Municipality, Town Panchayat, Notified Area Council, etc. You need to select the urban local government type from the list, if it is operational in the selected state.</p> <p>Validation: Select one of the unselected local government types. However, you cannot unselect already selected local government types.</p> <p>Mandatory/Optional: It is an optional field. But selecting one of the local Government type is necessary.</p>
2	Nomenclature (in English)	<p>Description: This field is used to specify the name of the urban local government body in English. Example- Municipal corporation is called Municipal corporation in English.</p> <p>Validation: Enter nomenclature in alphabets.</p> <p>Mandatory/Optional: It is a mandatory field.</p>
3	Nomenclature (in Local Language)	<p>Description: This field is used to specify the name of the urban local government body in local language. Example- Municipal corporation is called Nagar Nigam in local language</p> <p>Validation: Enter nomenclature in local language.</p> <p>Mandatory/Optional: It is an optional field.</p>

The **Modify Local Government Setup (Urban)** form contains the following buttons as indicated below:

- *Apply Correction button: This button is available at the left bottom of the screen. This button allows you to move to the next step of the local government setup.*

Flow of Form

To modify urban local government setup, you need to follow the steps given below:

1. After clicking the **Correction** button, the **Modify Local Government Setup (Urban)** form is displayed on the screen.
2. Select the check boxes adjacent to the Local body Type that you want to be operational in your state.
3. Specify the name in English language and local language in the **Nomenclature (In English)** and **Nomenclature (In Local Language)** text boxes fields given adjacent to selected local body type.
4. Also, you can correct the **Nomenclature (In English)** and **Nomenclature (In Local Language)** of the existing local government types operational in your state.
5. Click the **Next** button to move to the next step.

Validations/Error Messages:-

As you proceed, it may possible that you are encounter with one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to enter the required field. This message is displayed when you click <i>Apply Correction</i> button without entering the data in the required field.	Select/Specify the required details and try again.
2.	Please define the nomenclature for all selected Local Government Types.	This message is displayed when a Local Government type is included (selected) but the nomenclature in English is left blank for	Select/Specify the required details and try again.

S. No.	Message	Reason	Expected Action
		that type and clicks the <i>Apply Correction</i> button.	
3.	Please define the nomenclature only if that Local Government Type is included in the setup.	This message is displayed when the nomenclature of a Local Government type is defined but it is not included in the Local Government Setup and clicks the <i>Apply Correction</i> button.	Select/Specify the required details and try again.
4.	Nomenclature in English can contain only alphabets, space and ‘-’.	This message is displayed when the nomenclature in English is entered with some characters other than alphabets, space and “-” , and clicks the <i>Apply Correction</i> button.	Select/Specify the required details and try again.
5.	Please configure government order generation before defining local government setup.	This message is displayed when configuration for government order generation is not defined.	Select/Specify the required details and try again.

What happens when the *Apply Correction* button is clicked?

On clicking the *Apply Correction* button, a new screen is displayed. This screen shows the urban local body types operational in your state and their name in English and local language. In addition, you can also see that there is an icon named **View Grades**. This icon

helps in viewing the grades setup in the selected local body type. After saving the urban local government setup details, if you perform any operation (such as Configure Map (Urban)) on urban local government body, then you have only the local body types that you defined in the setup.

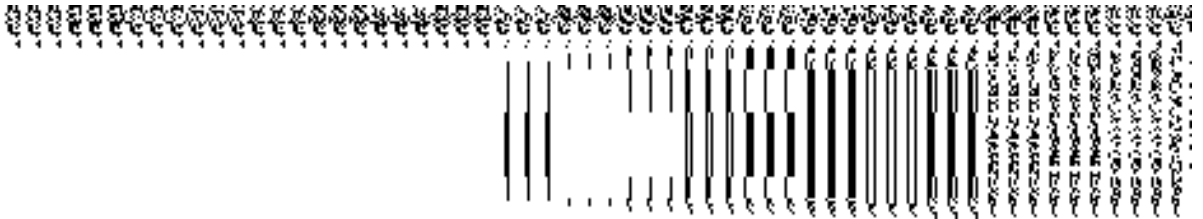


Fig. 5.1.12.2.4

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	The field is required.	This indicates that it is mandatory for you to enter the required field. This message is displayed when you click Apply Correction button without entering the data in the required field.	Select/Specify the required details and try again.

Configure Map (Urban)

5.1.14.1 Configure Map (Urban)

Brief Description

The main purpose of this form is to allow you to configure the source of Maps of all urban local government bodies. Before configuring map for urban local government body, the urban local government setup should be defined earlier. After this, you can configure map for all urban local government bodies by clicking the Configure Map (Urban) option in the Configure System section. The Configure Maps (Urban) form is appeared on the screen. This form shows the list of urban local government bodies and Options, such as Upload Map or Separate Map Server related to each urban local government body. These two options help in deciding either to upload Map, or to show the base URL of the Map server (by using the Separate Map Server option), if any operation performed on any urban local government body.

A screen shown in Fig. 5.1.14.1.1 display's a sample screen shot of the **Configure Maps (Urban)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Urban)** form is shown in Fig. 5.1.14.1.1:



Fig. 5.1.14.1.1

Pre-Condition

You should login into the application as **Local Government Directory Manager Urban** (State Level User) and have the privilege to configure map for urban local government body. Before configuring Map for urban local government, you have to define the urban local government setup. In case, the urban local government setup is already defined then you can use the existing setup details.

The Configure Maps form for urban local government body following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	Description: This field shows the list of urban local body types, whose Map configuration settings, you can perform. Example- Municipality.

		<p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the list of Options, such as <i>Upload Map and Separate Map Server</i>, related to each urban local government body. The Options are explained as follows:</p> <p>a). If you select the <i>Upload Map</i> option then whenever you perform any operations related to the urban local government body then you have to upload a map.</p> <p>b). If you select the <i>Separate Map Server</i> option then, the system should prompt you to enter the base URL of the map server for each urban local government body. Thus, you will see the base url of the Map server whenever any operation is performed on any urban local body.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Configure Maps (Urban)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the Map configuration settings for urban local government body. After clicking this button, the next screen appears. This screen displays the map setting made by you.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure Map for urban local government body, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager Urban** (State Level User) and have the privilege to configure Map for urban local government body.
2. Click the option **Configure System → Configure Map (Urban)** available on the left menu to open the form. The **Configure Maps (Urban)** form is displayed on the screen. *This screen displays the list of urban local government bodies whose Map configuration settings you can make. Adjacent to the urban local government bodies field, there is an Upload Map and Separate Map Server radio buttons in front of each urban local government body.* You will notice that there are certain fields

marked with * sign, which means that they are mandatory for you and required to be filled in.

3. *Select the Upload Map or Separate Map Server radio button in front of the each urban local government body, whose setting you want to save. If you select the Upload Map option then whenever you perform any operations related to the urban local body then you have to upload a map. If you select the Separate Map Server option, a text box field in front of the name of the urban local government body is appeared, where you need to specify the base url of the Map server.*
4. *Click the Save button. In case you don't want to configure the updates made by you, then press the Close button to return to previous screen.*

What happens when the form is saved?

On clicking the **Save** button, the Configure Maps (Urban) form is displayed on the screen with the Map configuration details. On this screen, you can see the list of urban local government bodies and the selected Options related to each urban local government body. In case, you have chosen the **Upload Map** option for any urban local government body then while performing any operation on that urban local government body, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option for any urban local government body then while performing any operation on that urban local government body, you will see the base url of the Map server.

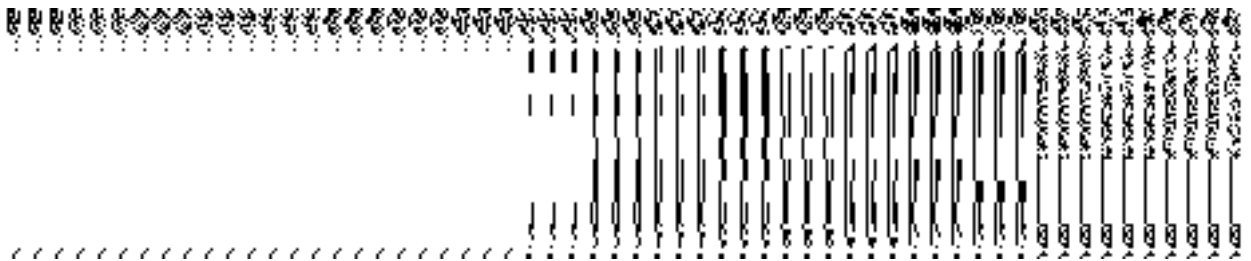


Fig. 5.1.14.1.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server, but the base url of the map server is not	Select the field and specify the base url for the selected urban local government body.

		entered.	
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

5.1.14.2 Modify Configure Map (Urban)

Brief Description

This form enables you to modify the already configured Map of all urban local government bodies. To modify the Map Configuration settings of the urban local government body, the Map configuration details should be available. After this, click the **Configure Map (Urban)** option in the **Configure System** section. The **Configure Maps (Urban)** form is displayed on the screen with the **Modify** and **Cancel** buttons. This form shows the list of urban local government bodies and the select options for each urban local government bodies.

A screen shown in Fig. 5.1.14.2.1 display's a sample screen shot of the **Configure Maps (Urban)** form that appears when you logged as **Local Government Directory Manager Urban** (State Level User).

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Urban)** form is shown in Fig. 5.1.14.2.1:

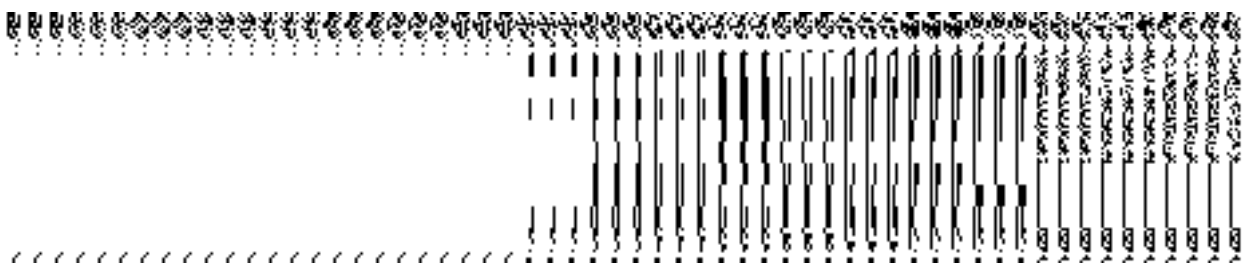


Fig 5.1.14.2.1

Pre-Condition

You should login into the application as **Local Government Directory Manager Urban** (State Level User) and have privilege to modify Map configuration details of the urban local government body. An existing configured Map for urban local government body should be available for further modification.

The **Configure Maps (Urban)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	<p>Description: This field shows the list of urban local bodies, whose Map configuration settings, you can perform. Example - Municipality.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the options, such as <i>Upload Map and Separate Map Server, related to each urban local government body.</i></p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Base Url	<p>Description: This field shows the base URL of the Map server, where map is located. <i>This field is shown when you select the Separate Map Server option and specify the base url of the Map server.</i></p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Configure Maps (Urban)** form contains the following buttons as indicated below:

- *Modify button: This button allows you to modify the Map configurations settings for all urban local government bodies.*
- *Close button: This button allows you to abort the Modify Configure Map (Urban) operation and will take you back to the main screen.*

Flow of Form

To modify Map configuration settings for urban local government body, you need to follow the steps given below:

1. You should be logged in to the application as **Local Government Directory Manager Urban** (State Level User) and have privilege to *modify map configuration settings for urban local government body.*
2. Click the option **Configure System → Configure Map (Urban)** available on the left menu to open the form. The **Configure Maps (Urban)** form is displayed on the

screen. This screen displays the list of urban local bodies whose map configuration settings you can make. Adjacent to the urban local bodies field, there is an Upload Map and Separate Map Server radio buttons are available in front of each urban local government body.

3. Click on the **Modify** button to modify Map configuration details.

What happens when you click on the Modify button?

When you click the *Modify button*, the *Modify Configure Maps (Urban) form* is visible on the screen and now you can make the desired changes.

A screen shown in Fig. 5.1.14.2.2 display's a sample screen shot of the **Modify Configure Maps (Urban)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Maps (Urban)** form is shown in Fig. 5.1.14.2.2:

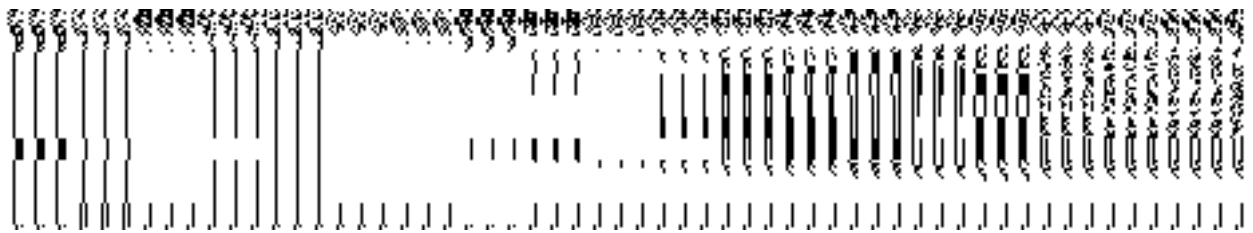


Fig. 5.1.14.2.2

Pre-Condition

You should login into the system as **Local Government Directory Manager Urban** (State Level User) and have the privilege to modify Map configuration settings for urban local government body. You can open the Modify Configure Map (Urban) form by clicking the option **Configure System → Configure Map (Urban)** available on the left menu. The **Configure Maps (Urban)** form with **Modify** and **Close** buttons is displayed on the screen. Click the **Modify** button to modify the Map configuration details.

The Modify Configure Maps (Urban) form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Type	Description: This field shows the list of urban local bodies, whose Map configuration settings, you can perform. Example - Municipality.

		<p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as <i>Upload Map and Separate Map Server</i>, related to each urban local government body. The Options are explained as follows:</p> <p>a). If you select the <i>Upload Map</i> option then whenever you perform any operations related to the urban local government body then you have to upload a map.</p> <p>b). If you select the <i>Separate Map Server</i> option then, the system should prompt you to enter the base URL of the map server for each urban local government body. Thus, when you perform any operation in any urban local government body then you will see the base url of the Map server.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is a mandatory field.</p>

The **Modify Configure Maps (Urban)** form contains the following buttons as indicated below:

- **Update button:** This button allow you to update the Map configuration settings for urban local government body. After clicking this button, the next screen appears. This screen displays the configure map setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify map configuration setting, you need to follow the steps given below:

1. *After clicking the Modify button, the Modify Configure Maps (Urban) form is displayed in the screen. This screen displays the list of urban local government bodies whose map configuration setting you can make. Adjacent to the urban local government bodies field, there is an Upload Map and Separate Map Server radio buttons in front of each urban local government body.*
2. *Select the Upload Map or Separate Map Server radio button in front of the each urban local government body, whose setting you want to save. If you select the Upload Map option then whenever you perform any operations related to the urban local government body then you have to upload a map. If you select the Separate*

Map Server option, a text box field in front of the name of the urban local government body is appeared, where you need to specify the base url of the map server.

3. *Click the Update button. In case you don't want to configure the updates made by you, then press the Close button to return to previous screen.*

What happens when the form is saved?

On clicking the **Update** button, the Map configuration details of the urban local government body get saved and displayed on the screen. On this screen, you can see the list of urban local government bodies and the selected options for each urban local government body. In case, you have chosen the **Upload Map** option for any urban local government body then while performing any operation on that urban local government body, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option for any urban local government body then while performing any operation on that urban local government body, you will see the base url of the Map server.



Fig.5.1.14.2.3

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of the map server is not entered.	Select the field and specify the base url for the selected urban local government body.
2	Please define Local Government Setup first and then configure the	This message is displayed when the user is Local Government Directory Manager and the Local Government	You first need to define the local government setup.

	maps.	Setup is not yet defined.	
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Configure Government Order (Urban)

5.1.7.1 Configure Government Order (Urban) Brief Description

The main purpose of this form is to allow you to configure the Government order generation for all operations related to urban local government body. You can configure Government order for urban local government body by clicking the Configure Government Order (Urban) option in the Configure System section. The Configure Government Order (Urban) form is displayed on the screen. This form consists of the list of operations performed on urban local government body. Before you want to perform any operation related to urban local government body, for each operation, you have to decide either to upload Government order or to generate Government order through the software.

A screen shown in Fig. 5.1.7.1.1 displays a sample screen shot of the **Configure Government Order (Urban)** form that appears when you logged in as **Local Government directory Manager Urban** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Urban)** form is shown in Fig. 5.1.7.1.1:

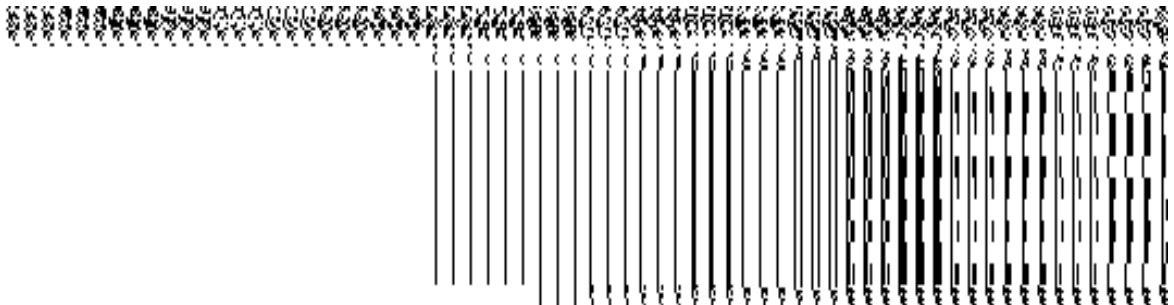


Fig 5.1.7.1.1

Pre-Condition

You should login into the application as **Local Government directory Manager Urban** (State Level User) and have the privilege to configure Government order for urban local government body.

The Configure Government Order form for urban local government body consists of the following fields as indicated below:

S.No	Field Name	Explanation
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1	Operation	<p>Description: This field shows the list of the operations whose government order settings, you can configure. For example, Create Urban Local Government Body is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to urban local government body. The Upload Government Order option to upload government order for each operation performed on urban local government body. On the other hand, the Generate Government Order option means to generate a government order template for each operation performed on urban local government body.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/optional: It is a Mandatory field.</p>

The **Configure Government Order (Urban)** form contains the following button as indicated below:

- **Save button:** This button allows you to save the configuration settings of the Government order for urban local government body. After clicking this button, the next screen appears. This screen displays the government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure government order for urban local government body, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager** (State Level User) *and* have the privilege to configure government order for urban local government body.

2. Click the **Configure System** → **Configure Government Order (Urban)** option available on the left menu. The **Configure Government Order (Urban)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. *This screen displays the list of operations whose Government order setting you can make. Adjacent to the Operation field, there is the Options field that consist the Upload Government Order and Generate Government Order radio buttons in front of each operation. Select the Upload Government Order or Generate Government Order radio button of an operation, whose setting you want to save.*
4. *Click the Save button to save the settings made by you in the given operations. In case you don't want to configure the updates made by you, then press the Close button to return to previous screen.*

What happens when the form is saved?

On clicking the **Save** button, the configuration details get saved and a new screen is displayed. This screen displays the government order configuration details for urban local government body, as shown in Fig. 5.1.7.1.2. On this screen, you can see the list of operations and the selected option for each operation. In case, you have chosen the **Upload Government Order** option for any operation then while performing that operation, you will have an option to **Upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

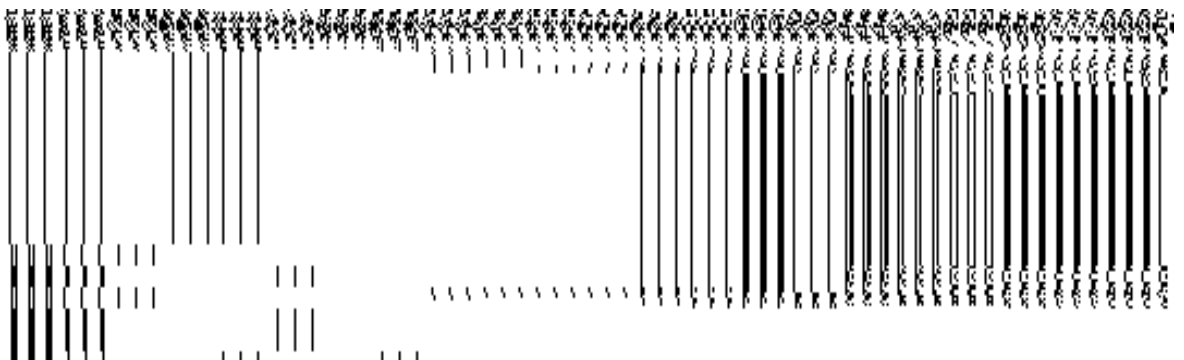


Fig. 5.1.7.1.2

5.1.7.2 Modify Configure Government Order (Urban) Brief Description

This form enables you to modify the already configured Government order for all the operations related to urban local government body. To modify the configuration details of the Government order for urban local government body, the Government order should be configured earlier. After this, you can modify the Government order for urban local government body by clicking the **Configure Government Order (Urban)** option in the **Configure System** section. The **Configure Government Order (Urban)** form is displayed on the screen. This form shows the list of operations performed by the urban local government and options for given operations.

A screen shown in Fig. 5.1.7.2.1 displays a sample screen shot of the **Configure Government Order** form that appears when you logged in as **Local Government Directory Manager Urban (State Level User)**.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Government Order (Urban)** form is shown in Fig. 5.1.7.2.1:

Fig 5.1.7.2.1

Pre-Condition

You should login into the application as **Local Government Directory Manager Urban (State Level User)** and have privilege to modify Government order for urban. An existing configured Government order for urban local government body should be available then you can modify the details.

The Configure Government Order (Urban) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Operation	Description: This field shows the list of the operation whose government order settings, you can configure. For example,

		<p>Create Urban Local Government Body is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to urban local government body.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>

The **Configure Government Order (Urban)** form contains buttons as indicated below:

- *Modify button: This button allows you to modify the configuration details of the Government order for urban local government body.*
- *Close button: This button allows you to abort the modify Government order operation and will take you back to the main screen.*

Flow of Form

To *modify government order for urban local government body*, you need to follow the steps given below:

1. You should login into the application as **Local Government Directory Manager Urban** (State Level User) and has privilege to *modify Government order details for urban local Government order*.
2. Click on the **Configure System** → **Configure Government Order (Urban)** option available on the left menu. The **Configure Government Order (Urban)** form appears and having to buttons namely **Modify** and **Close**.
3. Click the **Modify** button to modify details. On this screen, you can see *the list of operations whose Government order settings, you can make. Adjacent to the Operation field, there is the Options field that consists of the Upload Government Order and*

Generate Government Order radio buttons in front of each operation. You can select any one radio button in the Options field in front of each operation.

What happens when you click on the Modify button?

When you click the **Modify** button, the **Modify Configure Government Order (Urban)** form is visible on the screen and now you can make the desired changes.

A screen shown in Fig. 5.1.7.2.2 displays a sample screen shot of the **Modify Configure Government Order** form with the **Update** and **Close** buttons. This form is appeared when you logged in as **Local Government Directory Manager Urban (State Level User)**. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Government Order (Urban)** form is shown in Fig. 5.1.7.2.2:

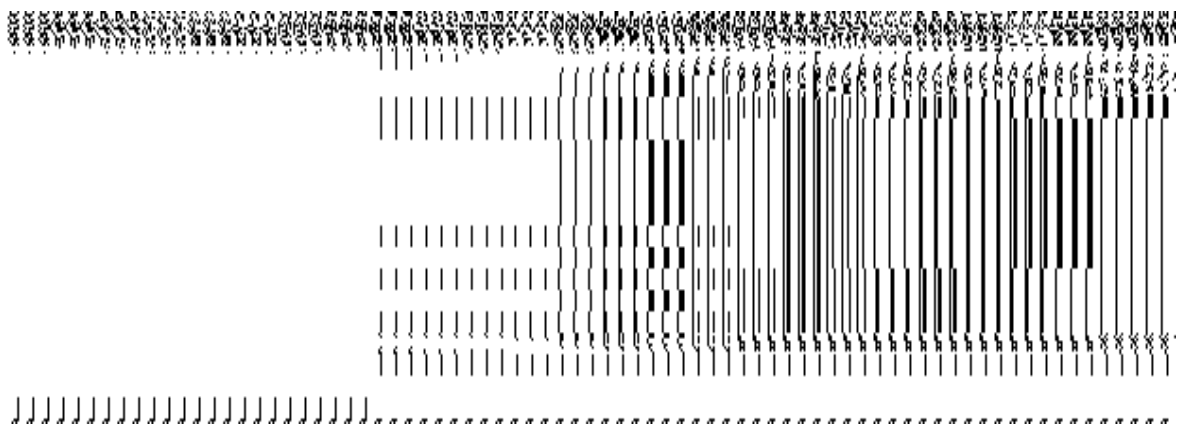


Fig 5.1.7.2.2

Pre-Condition

You should login into the application as **Local Government Directory Manager Urban (State Level User)** and have the privilege to modify configure Government order for urban local government body. To open the **Modify Configure Government Order (Urban)** form, click option **Configure System → Configure Government Order (Urban)** available on the left menu. The **Configure Government Order (Urban)** form is displayed on the screen with the **Modify** and **Close** buttons. Click the **Modify** button to modify configuration details.

The Modify Configure Government Order (Urban) form consists of the following fields as indicated below:

S.No	Field Name	Explanation
------	------------	-------------

1	Operation	<p>Description: This field shows the list of the operation whose government order settings, you can configure. For example, Create Urban Local Government Body is an operation.</p> <p>Validation: NA</p> <p>Mandatory/optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Government Order and Generate Government Order, for a particular operation related to urban local government body. The Upload Government Order option to upload government order for each operation performed on urban local government body. On the other hand, the Generate Government Order option means to generate a government order template for an operation performed on urban local government body.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/optional: It is a Mandatory field.</p>

The **Modify Configure Government Order (Urban)** form contains the following button as indicated below:

- **Update button:** This button allow you to update the configuration settings of the Government order for urban local government body. After clicking this button, the next screen appears. This screen displays the government order setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify configure government order for urban local government body; you need to follow the steps given below:

1. After clicking the *Modify* button, the *Modify Configure Government Order (Urban)* form is displayed on the screen. This screen displays the list of operations whose Government order settings you can make. Adjacent to the *Operation* field, there is the *Options* field,

which consists of the Upload Government Order and Generate Government Order radio buttons in front of each operation.

2. Select the Upload Government Order or Generate Government Order radio button of an operation, whose settings, you want to update.
3. Click the Update button to modify the settings for the given operation. In case you don't want to configure the updates made by you, then press the Close button to return to previous screen.

What happens when the form is saved?

On clicking the **Update** button, the configuration details get modified and a new screen is displayed. This screen displays the government order configuration details for urban local government order, as shown in Fig. 5.1.7.2.3. On this screen, you can see the list of operations and the selected option for each operation. In case, you have chosen the **Upload Government Order** option for any operation then while performing that operation, you will have an option to **Upload the Government Order**. On the other hand, in case, you have chosen the **Generate Government Order** option then while performing that operation, you will have an option to **Generate Government Order** through the software.

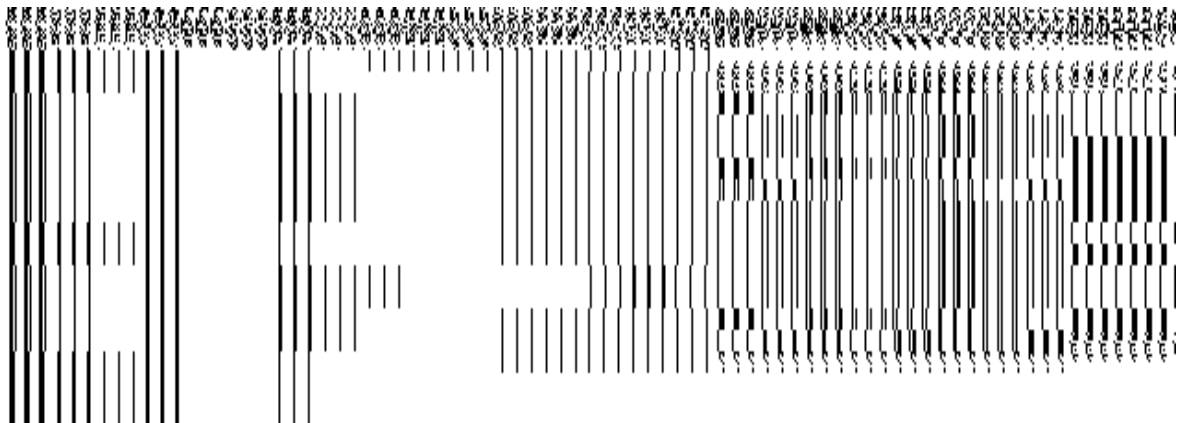


Fig. 5.1.7.2.3

Create Urban Local Body

Brief Description

The main purpose of this form is to allow you to create a new urban local government body. This form is accessed at state level and district level users. Before creating a new urban local

government body, the local government setup, Map, and government order should be defined for urban local body. You can create a new urban local government body by clicking the **Create Urban Local Body** option in the **Local Body** section. The **Create New Local Body (Urban)** form is displayed on the screen. In this form, you have to define the new local body name, its type, GIS nodes details, and covered land region area details. The **Covered Area of New Local Body** field has two options namely **Select From Existing Local Bodies** and **Select From Un-Mapped /Partially Mapped Land Regions**. The **Select From Existing Local Bodies** option allows you to create a new urban local body by using the land region of an existing local bodies. On the other hand, the **Select From Un-Mapped /Partially Mapped Land Regions** option allows you to create a new urban local body by using the un-mapped or partially mapped land regions.

A screen shown in Fig. 5.10.4.1 display's a sample screen shot of the **Create New Local Body (Urban)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create New Local Body (Urban)** form is shown in Fig. 5.10.4.1:

Fig 5.10.2.1

Pre-Condition

You should login into the application and have privilege to create urban local body. Before creating urban local government body, the government setup, Map, government order should be defined earlier. You can open the **Create New Local Body (Urban)** form by clicking the option **Local Body → Create Urban Local Body** is available to you from the left menu to open the form.

The Create New Local Body (Urban) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details for New Local Body: Name of new local body (In English)	Description: This field is used to specify the name of new local body in English. Example – East Delhi MCD Validation: Name of new local body (In English) can contain alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space. And it can contain up to 200 characters.

		Mandatory/Optional: It is a mandatory field.
2	<p>General Details for New Local Body:</p> <p>Name of new local body (In Local Language)</p>	<p>Description: This field is used to specify the name of the new local body in local language.</p> <p>Validation: Enter the new name in local language.</p> <p>Mandatory/Optional: It is an optional field.</p>
3	<p>General Details for New Local Body:</p> <p>Alias of the local body (In English)</p>	<p>Description: This field is used to specify an alternative name of the local body in English.</p> <p>Validation: Enter the new name in alphabets and can use some special character [-, ., space]</p> <p>Mandatory/Optional: It is an optional field.</p>
4	<p>General Details for New Local Body:</p> <p>Alias of the local body (In Local Language)</p>	<p>Description: This field is used to specify an alternative name of local body in local language.</p> <p>Validation: Enter the alternative name of local body in local language.</p> <p>Mandatory/Optional: It is an optional field.</p>
5	<p>General Details for New Local Body:</p> <p>State Specific Code</p>	<p>Description: This field is used to specify the state code given to each state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an optional field.</p>
6	<p>Type of New Local Body: Select Body Type</p>	<p>Description: This field is used to specify the local body types that exist in particular state.</p> <p>Validation: Selecting one local body type is mandatory</p> <p>Mandatory/Optional: It is mandatory field.</p>
7	<p>GIS Nodes:</p> <p>Latitude</p>	<p>Description: This field is used to specify the latitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is Optional field.</p>

8	GIS Nodes: Longitude	Description: This field is used to specify the longitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is Optional field.
9	GIS Nodes: Upload Map	Description: This field is used to upload map of land region under local body. This field is only visible when select Upload Map while configuring map. Validation: NA Mandatory/Optional: It is Optional field.
10	Covered Area of New Local Body: Select From Existing Local Bodies	Description: If the local body is created from the existing local body then click this check box. Validation: NA Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.
11	Covered Area of New Local Body: Select From Existing Local Bodies Available List	Description: This field will display the land regions that are available to be included under the new local body. This field is only visible when you selected the Select From Existing Local Bodies check box. <ul style="list-style-type: none"> • It will display the list of local bodies of selected urban local body type in available urban local body list and available sub district field. Validation: NA Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.
12	Covered Area of New Local Body: Select From Existing Local Bodies	Description: This field will display the land regions that are selected for including under the new local body. This field is only visible when you selected the Select From Existing Local Bodies check box. <ul style="list-style-type: none"> • It will display the list of local bodies that are selected in contributing urban local body list and contributing sub district field.

	Contributing List	<p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
13	Covered Area of New Local Body: Select From Un-Mapped/Partially Mapped Local Body	<p>Description: If the local body is created from the un-mapped/partially mapped local body then click this check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
14	Covered Area of New Local Body: Select From Un-Mapped/Partially Mapped Local Body Available List	<p>Description: This field will display the land regions that are available to be included under the new local body are unmapped land region. This field is only visible when you selected the Select from unmapped/partially mapped local body check box.</p> <ul style="list-style-type: none"> It will display the list of sub district in available sub District list and list of villages in available village list. <p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
15	Covered Area of New Local Body: Select From Un-Mapped/Partially Mapped Local Body Contributing List	<p>Description: This field will display the land regions that are selected for including under the new local body. This field is only visible when you selected the Select from unmapped/partially mapped local body check box.</p> <ul style="list-style-type: none"> It will display the list of selected sub district in contributing sub District list and list of selected villages in contributing village list. <p>Validation: NA</p> <p>Mandatory/Optional: It is optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>

The **Create New Local Body (Urban)** form contains the following buttons as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Browse button:** This button allow you to browse a file to upload.

- **Remove button** : This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Whole button**: This button allows you to select the whole land region of selected district or sub district or village region in available list field.
- **Part button**: This button allows you to select the part of land region of selected district, sub district or village region in available list field.
- **Reset button**: This button allows you to reset the values.
- **Back button**: This button allows you to unselect the land region from the contributing list.
- **Get Covered Area of Local Body button**: This button allows you to get the list of land region that comes under the part of selected local body.
- **Get Sub District List button**: This button allows you to get the name of sub district of selected District, whose part is taken to create new local body.
- **Get Village List button**: This button allows you to get the name of village of selected sub district, whose part is taken to create new local body.

Flow of Form

To create urban local body, you need to follow the steps given below:

1. You should login into the application have the privilege to create Urban local body.
2. Click option **Local Government Body → Create Urban Local Body** available on the left menu to open the form. The **Create Local Body (Urban)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Specify the name of the local body in English and local language in **Name of New Local Body (In English)** and **Name of New Local Body (In Local Language)** fields.
4. Specify the alternate name of the local body in English and local language in **Alias of the local body (In English)** and **Alias of the local body (In Local Language)** fields.
5. Specify the state specific code in **State Specific Code** field.
6. The GIS nodes detail in **Latitude and Longitude** fields. If upload map option present then click the **Browse** button to upload Map file
7. Select the local body type in which you want to create new local body from **Select Local Body Type** drop down list.
8. Specify the area covered by new local body. You can use the land region from the existing from the local bodies or use land region of unmapped/partially mapped local body.

9. When you select the **Select From Existing Local Bodies** checkbox then you have to perform the following steps:
 - α) Select the local bodies from the **Available Urban Local Body list** and click the **Whole** or **Part** button to transfer the values to **contributing Urban Local body List** field. Click the **Get Covered Area of Local Body** button.
 - β) Select the available sub district from **Available Sub District list** and click the **Whole** or **Part** button to transfer the values to **Contributing Sub District List**.
10. When you select the **Select From Un-Mapped Mapped Land Region** checkbox then you have to perform the following steps:
 - a) When you select the sub district from the **Available Sub District list** and click the **Whole** or **Part** button to the **Contributing Sub District List** field. Click the **Get Village List** button.
 - b) Select the available village from **Available Village list** and click the **Whole** or **Part** button to transfer the values to the **Contributing Village List** field.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please enter the name of local body (in English).	This indicates you did not enter the name of the local body.	Enter the name of the new local body.
3.	Please Enter alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space in name.	This indicates you did not enter the name of the local body in alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and space	Enter the name of the local body in given format.
4.	Please use [A-Z], [a-z], space, numeric.	This indicates you did not enter the GIS nodes detail in given format [A-Z], [a-z], space, numeric.	Enter the latitude and longitude in given format.

S. No.	Message	Reason	Expected Action
5.	Please select type of new local body type.	This indicates you did not select the type of local body you want to create.	Select local body type.
6.	Please select at least one urban local body to create. Please select minimum one PART/one FULL and one PART/Two FULL and Only one PART and more than one FULL.	This indicates that the contributing urban local body list is empty.	Select the local body.
7.	Field is required.	This indicates you did not enter the mandatory field.	Select the values for contributing list of land region.

Government Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Create Urban Localbody** operation while configuring government order for the Urban Local bodies. In case, you selected the **Generate Government Order** option for the Create Urban Localbody operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.


A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.


The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:


Government Order Details

Select Existing Government Order Select New Government Order

Order No *

Order Date *
 

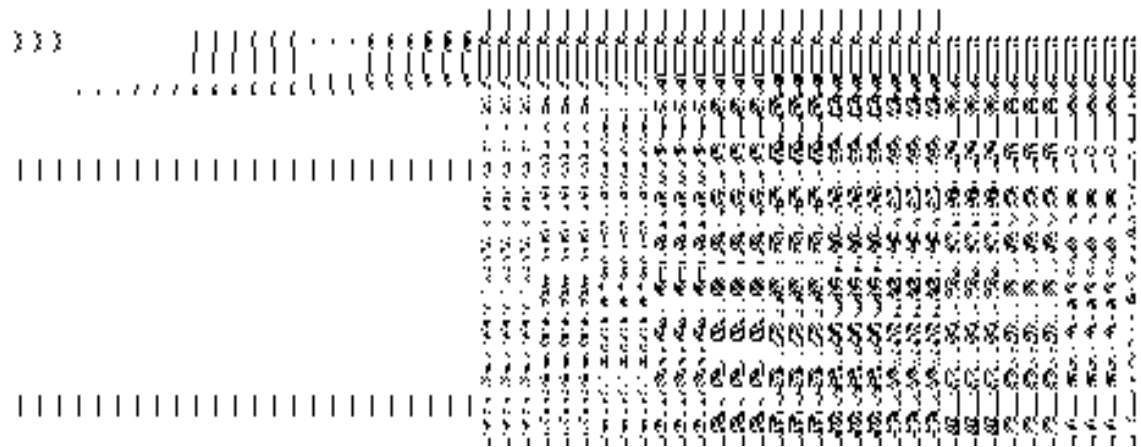
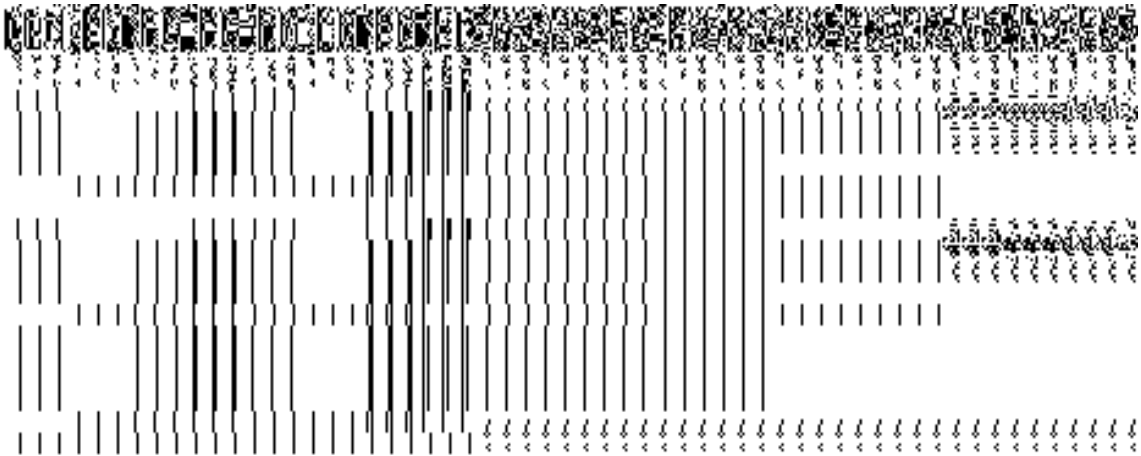
Effective Date *
 

Gazette Publication Date
 

Upload Govt. Order (Allowed File Extensions[gif,jpg,pdf,png,jpeg] Max File Size[5 MB]) *
 No file selected.

Save as Draft Publish Close

When you select the option,Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details. You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-</p>

], dot [.), slash [/] and brackets(]. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
4	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
5	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
6	Government Order Details: Upload	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.

	Government Order	<p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Find Existing Government Order(s): Order Number	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.), slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Find Existing Government : From Date	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save button:** This button allows you to save the PRI Local body created.
- **Publish button:** This button allows you to publish the PRI Local body created

- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to home screen.*

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you enter the General Details of the Urban Localbody, and specify how the Urban Localbody is formed, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Create Village operation while configuring Government order for land region entities. After upload the government order file and click the **Save or Publish** button. On clicking the **Save** button; a message **"Draft Urban Local body created successfully"** is displayed on the screen.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Create Village operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
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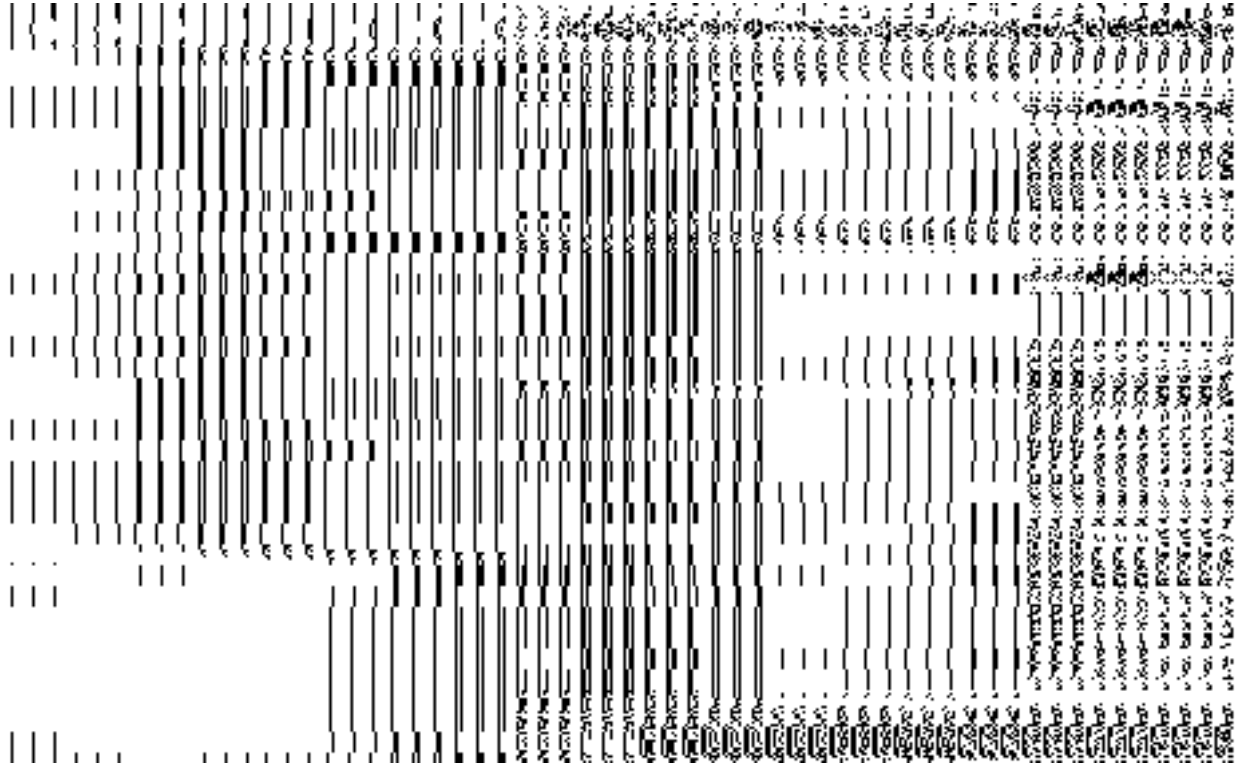
S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message **“Draft Urban Localbody created successfully”** is displayed on the screen. Now, the new Urban Localbody is created and available for further modification. You can view the Draft Urban local body details

by using the **Manage Draft Entities (Urban Local bodies)** option in the **draft** section, which is discussed in details in upcoming section.

- When you clicked the **Publish** button in the form then the message **“Urban Localbody Published Successfully”** is displayed on the screen.



Manage Urban Local Body

Brief Description

This form enables you to manage Urban local body. You can manage Urban local body by clicking the **Manage Urban Local Body** option in the **Local Body** section. The **Manage Local Government Body (Urban)** form is displayed on the screen. This form consists of the search parameter name **Select Local Body Type**. This parameter allows you to search the details of the Urban local government body. Once you will select the required parameters and clicks on the **Get** button, the details about the selected urban local body will display on the screen. You can view and modify the details.

A screen shown in Fig. 5.10.6.1 display's a sample screen shot of the **Manage Local Government Body (Urban)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Local Government Body (Urban)** form is shown in Fig. 5.10.6.1:

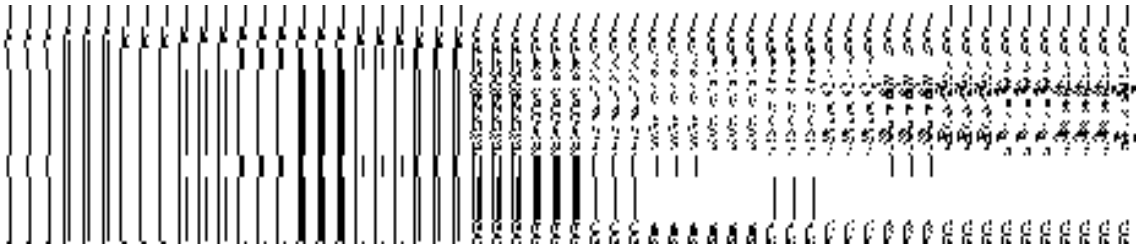


Fig 5.10.6.1

Pre-Condition

You should be logged in to the application and have privilege to manage existing urban local body details. You can open the **Manage Local Government Body (Urban)** form by clicking the option **Local Government body** → **Manage Urban Local Body** is available to you from the left menu.

The **Manage Local Government Body (Urban)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Search Criteria : Select Local Body Type	Description: This field is used to select the local body type from given list. Validation: NA Mandatory/Optional: It is a Mandatory field.
2	No. of records per page	Description: This field allows you to view a finite number of local government bodies per page. Example - 5,10 Validation: NA Mandatory/Optional: It is an Optional field.

The **Manage Local Government Body (Urban)** form contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of local body.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the local body list.

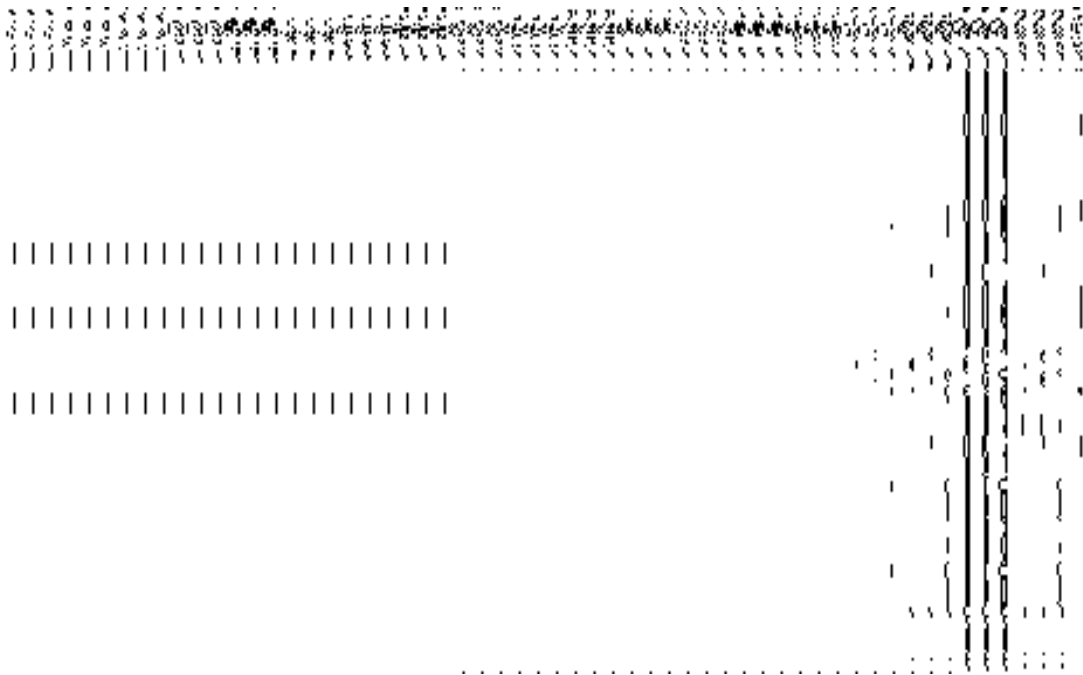
Flow of Form

To manage urban local government body, you need to follow the steps given below:

1. You should be logged in to the application and have the privilege to manage urban local government body.
2. Click on the option **Local Government body** → **Manage Urban Local Body** available from the left menu to open the form. The **Manage Local Government Body (Urban)** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local body type from the **Select Local Body** drop down list.
4. After select the local body type, click the **Get** button to get the details about the selected Urban local body. The searched result displays on the screen. You can view and modify details.

What happens when you click on Get button?

Once you click on Get button after selecting search parameter, you will get the urban local body list which shows the local body details such as local body code, local body name. Now you can view, modify government order and name of the selected local body, change and correct the covered area, and also modify Parent details.



View Local Body Details

Brief Description

This form enables you to view an existing Urban local body details. You can view the selected Urban local body details by clicking the **View** icon in front of the local body name in the **Manage Local Government Body (Urban)** form. The **View Local Govt Body Details (Urban)** form is displayed on the screen. This form shows the complete details of the selected Urban local body with the **Close** button.

A screen shown in Fig. 5.10.6.1 display's a sample screen shot of the **View Local Govt Body Details (Urban)** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Local Govt Body Details (Urban)** form is shown in Fig. 5.10.6.1:

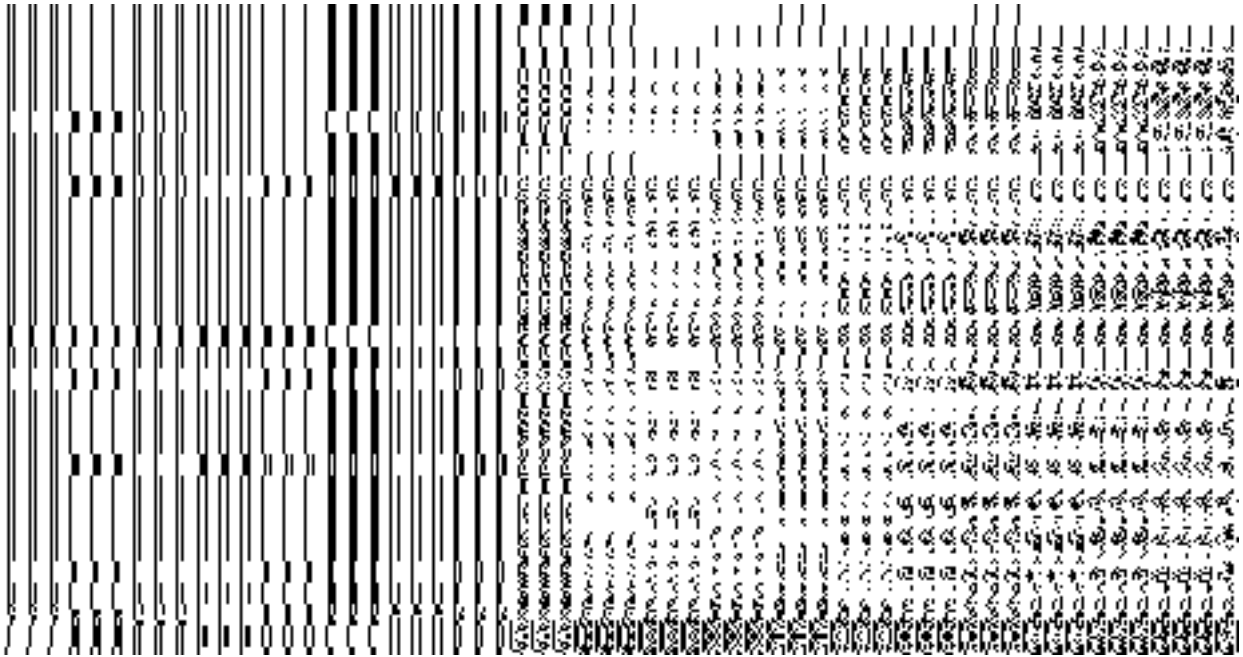


Fig. 5.10.6.1

Pre-condition

You should be logged in to the application and have privilege to view an existing local government details. You can open the **View Local Govt Body Details (Urban)** form by clicking the **View** icon in front of the local body name in the **Manage Local Government Body (Urban)** form.

The **View Local Govt Body Details (Urban)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Local Govt Body Details: Local Body Code	Description: This field displays the code of selected Urban local body. Validation: NA Mandatory/Optional: NA
2	General Local Govt Body Details: Local Body Name (In English)	Description: This field displays the name of the Urban local body in English. Validation: NA Mandatory/Optional: NA

3	General Local Govt Body Details: Name of local body (In Local Language)	Description: This field displays the name of the Urban local body in local language. Validation: NA Mandatory/Optional: NA
4	General Local Govt Body Details: Alias of the local body (In English)	Description: This field displays an alternative name of the Urban local body in English. Validation: NA Mandatory/Optional: NA
5	General Local Govt Body Details: Alias of the local body (In Local Language)	Description: This field displays an alternative name of the Urban local body in local language. Validation: NA Mandatory/Optional: NA
6	General Local Govt Body Details: State Specific Code	Description: This field displays the state specific code of the local body. Validation: NA Mandatory/Optional: NA
7	Government Order Details: Order Code	Description: This field displays an order code. Validation: NA Mandatory/Optional: NA
8	Government Order Details: Order No	Description: This field displays an order number. Validation: NA Mandatory/Optional: NA
9	Government Order Details: Order Date	Description: This field displays the date on which the order was given. Validation: NA Mandatory/Optional: NA

10	Government Order Details: Effective Date	Description: This field displays the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Validation: NA Mandatory/Optional: NA
11	Government Order Details: Gazette Publication Date	Description: This field displays the date on which the order was published. This date should be equal to or more than the order date. Validation: NA Mandatory/Optional: NA
12	GIS Nodes: Latitude	Description: This field displays the latitude of the GIS node. Validation: NA Mandatory/Optional: NA
13	GIS Nodes: Longitude	Description: This field displays the longitude of the GIS node. Validation: NA Mandatory/Optional: NA

The **View Local Govt Body Details (Urban)** form contains the following buttons as indicated below:

- **Close button:** This button allows you to close the details and will return to the home screen.

Flow of Form

To view local govt body details, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (Urban)** form, click on the **View** icon in front of the selected local government body, the **View Local Govt Body Details (Urban)** form is displayed on the screen. This form shows you the complete details of the selected Urban local body with the **Close** button.
2. Click the **Close** button to close the details and will return to the home page.

What happens when you click on View icon?

*When you will click on the View icon then you will get the View **Local Govt Body Details (Urban)** form. This form shows the complete details about the selected local government body, such as local body name in English and local language, alias name of the local body, order no, order date, etc.*

Government Order Correction

Brief Description

This form enables you to correct the government order details of an existing Urban local government body. There are two cases where we can use this form. In first case, the government order details are not available in the application. In other case, you find that there are some mistakes in the government order details provided by you at the time of the Urban local body creation. In both the situations, you can fill the correct government order details by using the **Government Order Correction** icon in the **Manage Local Government Body (Urban)** form. On clicking this icon, the **Modify Local Body (Government Order) Urban** form is displayed on the screen. This form allows you to add the correct government order details.

A screen shown in Fig. 5.10.5.2 display's a sample screen shot of the **Modify Local Body (Government Order) Urban form**.

The **Modify Local Body (Government Order) Urban form** is shown in Fig. 5.10.5.2:

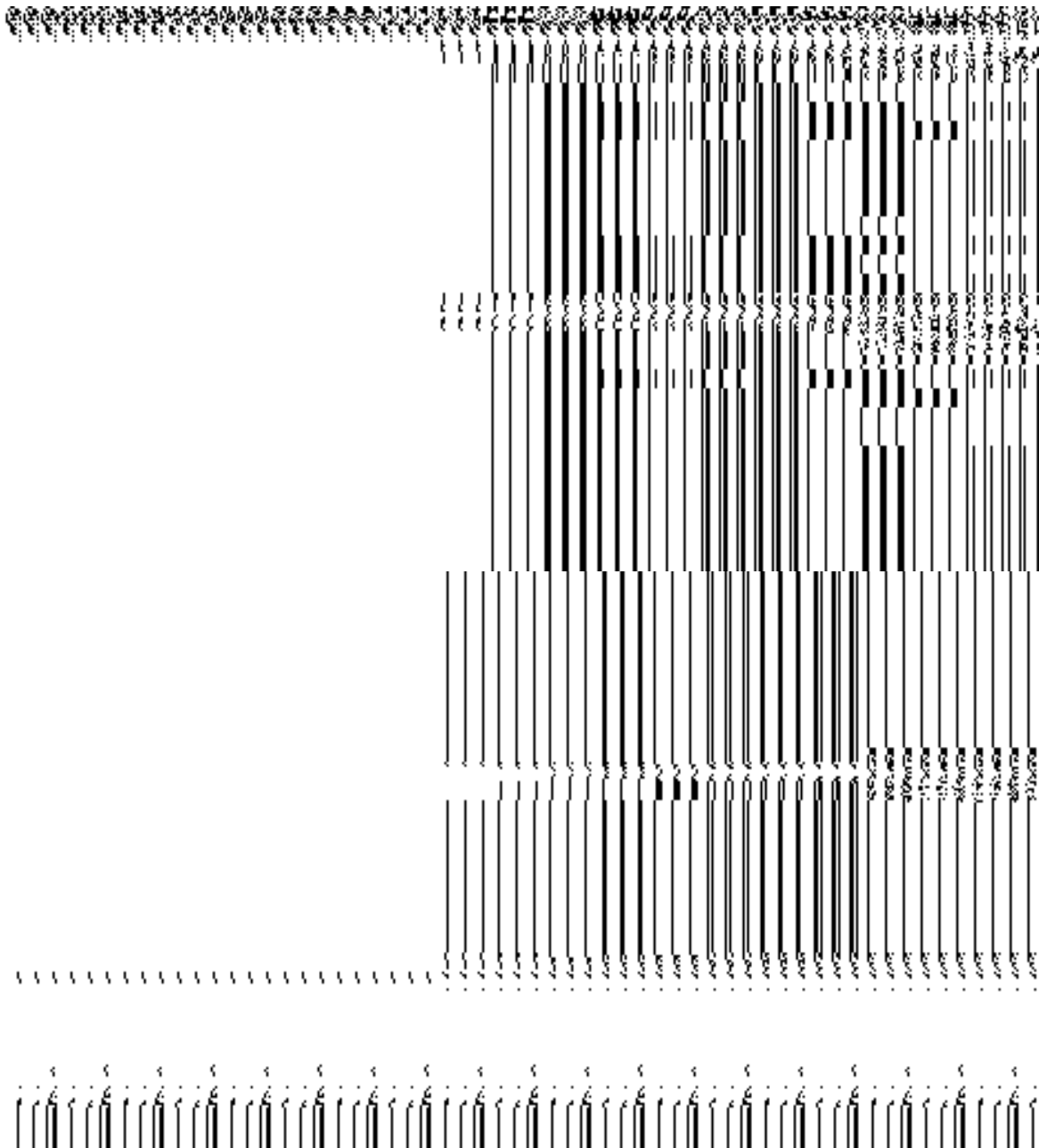


Fig. 5.10.5.2

Pre-Condition

You should login the application and have privilege to upload government order details. Before modifying the government order details, the government order and Map should be configured earlier.

The Modify Local Body (Government Order) Urban form contains the following fields as indicated below:

S.No	Field Name	Description

1	Local body Details: Name of the local body (In English)	Description: This field displays the name of the local body in English. You cannot edit the details in this field. Validation: NA Mandatory/Optional: NA
2	Local body Details: Name of the local body (In Local Language)	Description: This field displays the name of the local body in local language. You cannot edit the details in this field. Validation: NA Mandatory/Optional: NA
3	Local body Details: Alias of the local body (In English)	Description: This field displays an alternative name of the local body in English. You cannot edit the details in this field. Validation: NA Mandatory/Optional: NA
4	Local body Details: Alias of the local body (In Local Language)	Description: This field displays an alternative name of the local body in local language. You cannot edit the details in this field. Validation: NA Mandatory/Optional: NA
5	Government Order Details: Order No	Description: This field is used to specify the order number. Example order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
6	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.

8	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring the government order for land region entities.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	GIS Node: Latitude	<p>Description: This field is used to specify the latitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
11	GIS Node: Longitude	<p>Description: This field is used to specify the longitude of the Node.</p> <p>Validation: Enter data in alphanumeric format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
12	GIS Node: Upload Map	<p>Description: This field is used to upload map of land region under local body. This field is only visible when select Upload Map while configuring map.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Modify Local Body (Government Order) Urban** form contains the following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.
- **Remove button:** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Add More Nodes** button: This button allows you to add more nodes.
- **Save button:** This button allows you to save the modification made by you.
- **Close button:** In case you don't want to proceed further, you should click the Close button and return to the home screen.

Flow of Form

To modify government order details, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body** form, click the **Government Order Correction** icon in front of the local body name. The **Modify Local Body (Government Order) Urban** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in **Gazette Publication Date** field.
6. To upload government order, click the **Browse** button and select the file location. The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option while configuring Government order. Otherwise, the **Select Government Order Template** option is visible because you have selected the **Generate Government Order** option while configuring Government order.
7. Specify the latitude of the GIS node in the **Latitude** field.
8. Specify the longitude of the GIS node in the **Longitude** field.
9. Click the **Browse** button to specify the Map file location in the **Upload Map** field. This field is visible only when the Upload Map option is selected while configuring Map.

10. Click the **Save** button to save the government order details or click the **Close** button to abort the operation.

11. Now, the government order details get filled.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date(dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

On clicking the Save button in the Modify Local Body (Government Order) Urban form, all the details get updated with a successful message “Local Govt. Body is successfully updated ”. Click the Ok button to complete the process and will return you to the home page.

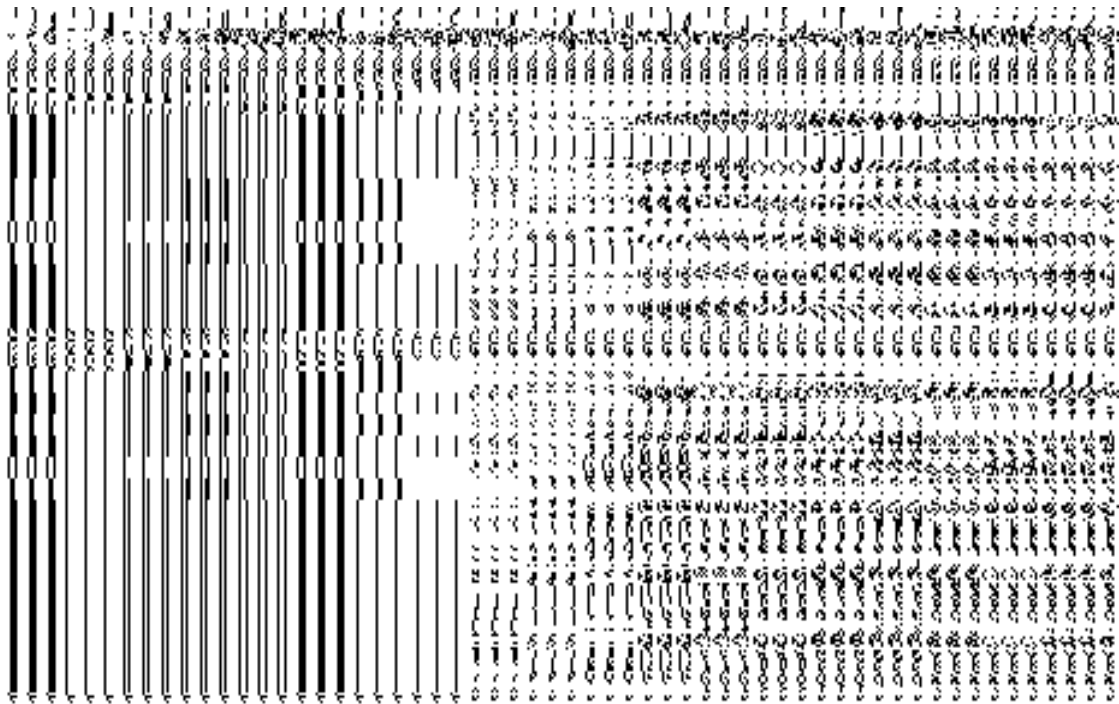
Modify Name

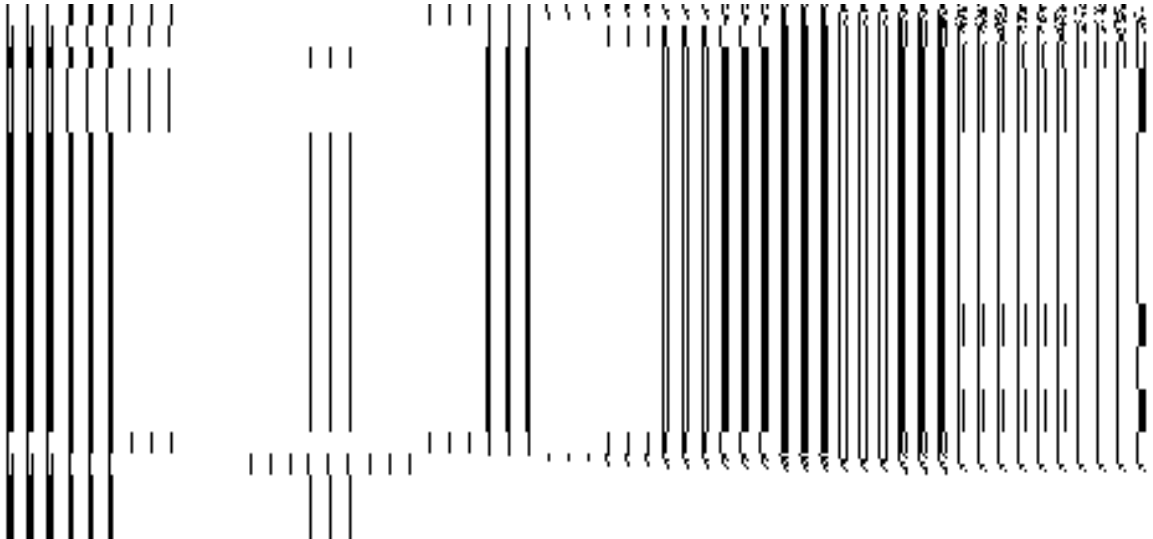
Brief Description

This form enables you to modify all existing Urban local body name details and also to add the government order details if any. You can modify an existing Urban local government body name by clicking the **Modify Name** icon in front of the Urban local body name in the **Manage Local Government Body (Urban)** form. The **Modify Local Body Name (Urban)** form is displayed on the screen. This form consists of the several fields which are in read only mode. That means you cannot modify these fields details. By using this form, you can modify the Urban local body name and add the government order details if any.

A screen shown in Fig. 5.10.5.3 display's a sample screen shot of the **Modify Local Body Name (Urban)** form.

The **Modify Local Body Name (Urban)** form is shown in Fig. 5.10.5.3:





Pre-Condition

You should login into the system and have privilege to modify Urban local body name. Before modifying the urban local body name, the government order should be configured earlier.

The Modify Local Body Name (Urban) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of Urban local body in English. You cannot edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body Details: Name of the local body (In Local Language)	Description: This field shows the name of the Urban local body in local language. You cannot edit this field. Validation: NA Mandatory/Optional: NA
3	Local Body Details:	Description: This field shows an alternative name of the Urban local body in English. You cannot edit this field.

	Alias of the local body (In English)	Validation: NA Mandatory/Optional: NA
4	Local Body Details: Alias of the local body (In Local Language)	Description: This field shows an alternative name of the Urban local body in local language. You cannot edit this field. Validation: NA Mandatory/Optional: NA
5	Local Body Details: New Name of new local body (In English)	Description: This field is used to specify the new name of the Urban local body in English. Example - dalar Validation: Enter the new name in alphabets. Mandatory/Optional: It is a mandatory field.
6	Local Body Details: New Name of local body (In Local Language)	Description: This field is used to specify the new name of the Urban local body in local language. Validation: Enter the new name in local language. Mandatory/Optional: It is an Optional field.
7	Local Body Details: Alias of the local body (In English)	Description: This field is used to specify a new alternative name of the Urban local body in English. Validation: Enter the new name in alphabets and can use some special character [-, ., space] Mandatory/Optional: It is an Optional field.
8	Local Body Details: Alias of the local body (In Local Language)	Description: This field is used to specify a new alternative name of the Urban local body in local language. Validation: Enter the alternative name of local body in local language. Mandatory/Optional: It is an Optional field.

The **Modify Local Body Name (Urban)** form contains the following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.

Remove button : This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government

Flow of Form

To modify urban local body name, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (Urban)** form, click the **Modify Name** icon in front of the urban local body name. The **Modify Local Body Name (Urban)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the new name of the Urban local body in English and local language in the **New Name of the local body (In English)** and **New Name of the local body (In Local Language)** fields.
3. Specify the alternate name of the local body in English and local language in the **Alias of the local body (In English)** and **Alias of the local body (In Local Language)** fields.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please enter the new name of local body (in English).	This indicates you did not enter the name of the local body.	Enter the name of the new local body.
3.	Please Enter alphabets [a-z] [A-Z], numbers [0-9], dot [.] , Hyphen (“-“) and	This indicates you did not enter the name of the local body in alphabets [a-z] [A-Z], numbers [0-9], dot [.] ,	Enter the name of the local body in given format.

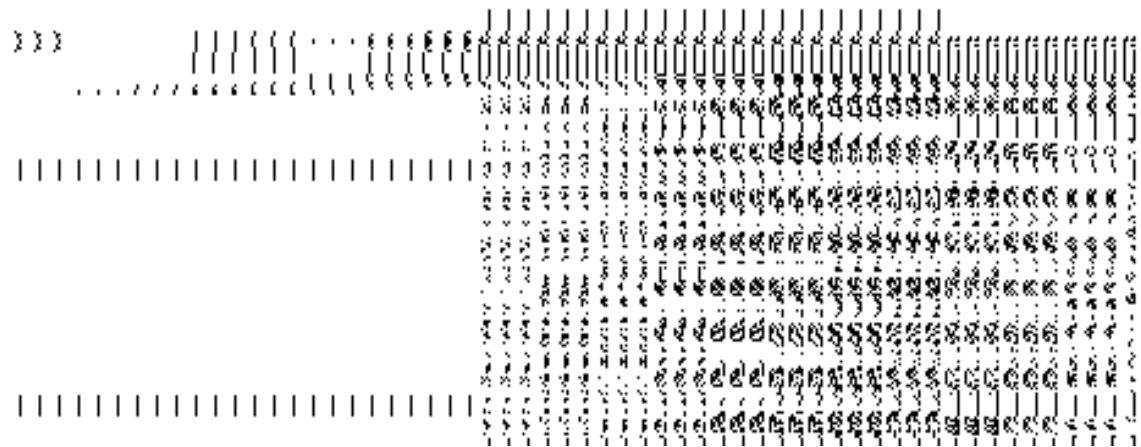
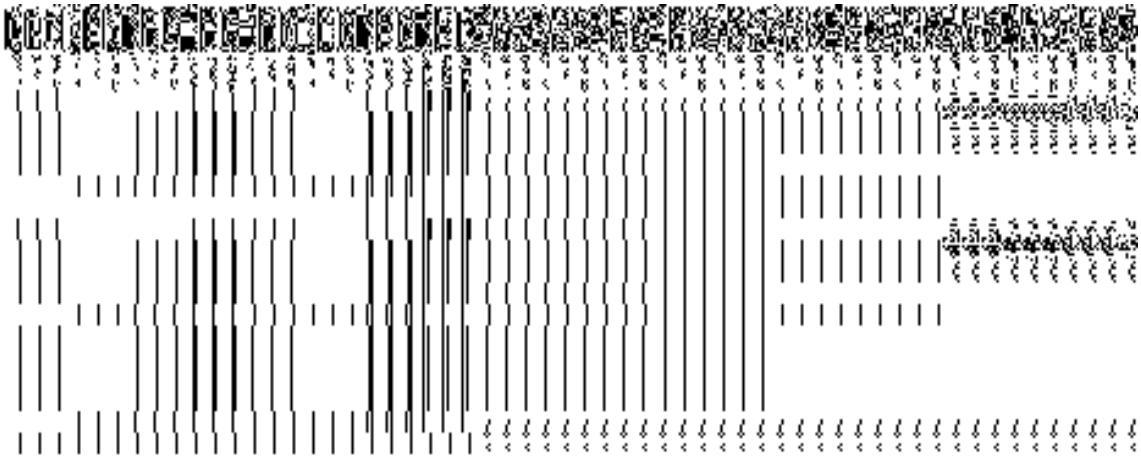
S. No.	Message	Reason	Expected Action
	space in name.	Hyphen ("-") and space	

Governeemt Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Modify Name Of Urban Localbody** operation while configuring government order for the Urban Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details. You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-</p>

], dot [.), slash [/] and brackets(). Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
4	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
5	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
6	Government Order Details: Upload	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.

	Government Order	<p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Find Existing Government Order(s): Order Number	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.] , slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Find Existing Government : From Date	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.
- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to home screen.*

Flow of Form

To upload government order, you need to follow the steps given below:

1. After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Rename Urban Localbodies operation while configuring Government order for Urban Localbodies. After upload the government order file and click the **Save or Publish** button
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Rename Urban Localbodies operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.

S. No.	Message	Reason	Expected Action
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Modify Name Details of localbody has been Drafted Successfully” is displayed on the screen. You can view the Drafted Urban localbody details by using the **Manage Draft Entities (Urban Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.
- *When you clicked the Publish button in the form then the message “Local Body is renamed successfully” is displayed on the screen.*

Change Covered Area

Brief Description

The main purpose of this form is to change the current covered area details of an existing urban local body. In this form, you can also specify the government order details if there is any change occurred. You can change the covered area details by clicking the Change Covered Area option in front of the Urban local body name in the Change Covered Area (Urban) form. The Change Covered Area form is displayed on the screen. This form shows the general details of the selected Urban local body, current covered area, and government order details. Now, you can change the current covered area of the selected Urban local government body. In the Manage Local Government Body (Urban) form, there are two options Change Covered Area and Map covered Area. The Change Covered Area option is used when you want to change already existing covered area details of the selected Urban local body. On the other hand, the Map covered Area option is used when you want to add coverage details to the local body for the first time.

A screen shown in Fig. 5.10.5.4 display's a sample screen shot of the *Change Covered Area* form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Change Covered Area* form is shown in Fig. 5.10.5.4:

Fig 5.10.5.4

Pre-Condition

You should login into the application and have privilege to *Change Covered Area details*. Before change *covered area details*, you need to remember that the covered area details should be available for modification and also the government order should be configured earlier.

The *Change Covered Area Details (Change)* form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body Details: Name of the local body (In Local Language)	Description: This field shows the name of the local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA
3	Local Body Details: Alias of the local body (In English)	Description: This field shows an alternative name of the local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
4	Local Body Details: Alias of the local body (In Local Language)	Description: This field shows an alternative name of local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA

5	Current Covered Area	<p>Description: This field shows the current covered area of the selected Urban local government body, such as current covered sub districts.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
6	Covered Area of New Local Body: Select From Existing Local Bodies	<p>Description: If you want to change the current covered area and the new covered area is selected from the existing local body then you have to select this check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to either remove from the current covered area or select either existing local body or unmapped/partially mapped local body.</p>
7	Covered Area of new local body: Select From Existing Local Bodies Available List	<p>Description: This field will display the land regions that are available to be included under the other selected Urban local body. This field is only visible when you selected the Select From Existing Local Bodies check box. This field shows the Available List sub districts as per the selected Urban local body type.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	Covered Area of new local body: Select From Existing Local Bodies Contributing List	<p>Description: This field will display the land regions that are selected for including under the other selected Urban local body.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
9	Covered Area of new local body: Select From Un-Mapped/Partially Mapped Local Body	<p>Description: If you want to change the covered area of the selected Urban local body and also want the selected Urban local body used the land regions of the un-mapped/partially mapped local body then selects this check box.</p> <p>Validation: NA</p>

		Mandatory/Optional: It is an Optional field.
10	Covered Area of new local body: Select From Un-Mapped/Partially Mapped Local Body Available List	Description: This field will display the land regions that are available to be included under the existing Urban local body as per the selected Urban local body type. This field is only visible when you selected the Select From Un-Mapped/Partially Mapped Local Body check box. Validation: NA Mandatory/Optional: It is an Optional field.
11	Covered Area of new local body: Select From Un-Mapped/Partially Mapped Local Body Contributing List	Description: This field will display the land regions that are selected for including under the existing Urban local body. This field is only visible when you selected the Select From Un-Mapped/Partially Mapped Local Body check box. Validation: NA Mandatory/Optional: It is an Optional field.

The *Modify Local Body Covered Area Details (Change)* form contains the following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Remove button :** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Whole button:** This button allows you to select the whole land region of selected district or sub district or village region in available list field.
- **Part button:** This button allows you to select the part of land region of selected district, sub district or village region in available list field.
- **Reset button:** This button allows you to reset the values.
- **Back button:** This button allows you to unselect the land region from the contributing list.
- **Get Covered Area of Local Body button:** This button allows you to get the list of land region that comes under the part of selected local body.

Flow of Form

To change *covered area details*, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (Urban)** form, click the **Change Covered Area** icon in front of the Urban local body name. The **Change Covered Area (Urban)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. You can remove from the current covered area of the urban local body by selecting the sub-district to be removed and clicking on the remove button.
3. Specify the area covered for an existing Urban local body. You can use the land region from the existing local bodies or use land region of un-mapped/partially mapped local body.
4. When you select the **Select From Existing Local Bodies** checkbox then you have to perform the following steps:
 - d. Select the local bodies from the **Available Urban Local Body list** and click the **Whole** or **Part** button to transfer the values to **contributing Urban Local body List** field. Click the **Get Covered Area of Local Body** button.
 - e. Select the available sub district from **Available Sub District list** and click the **Whole** or **Part** button to transfer the values to **Contributing Sub District List**.
5. When you select the **Select From Un-Mapped Mapped Land Region** checkbox then you have to perform the following steps:
 - b) Select the sub district from the **Available Sub District list** and click the **Whole** or **Part** button to get the **Contributing Sub District List** field.

After modifying the covered area of an existing Urban local body, specify the government order details in the Order Number, Order Date, Effective Date, and Gazette Publication Date fields.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

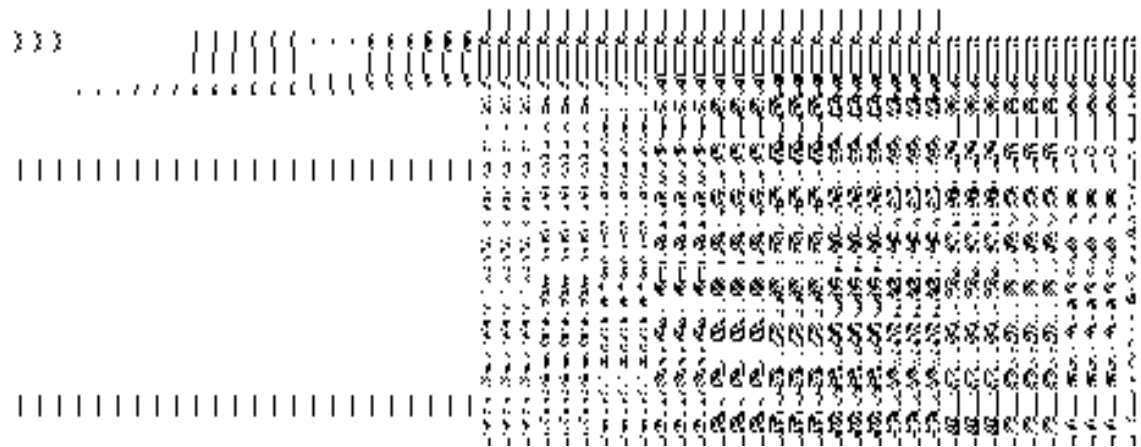
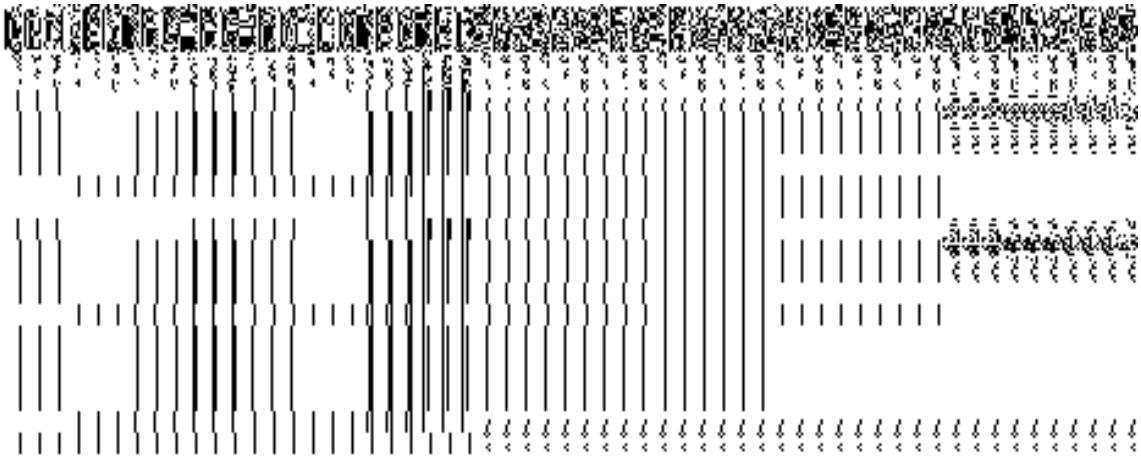
S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click "OK" to resume and select/specify mandatory field.

Government Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Changed Coverage Area of Urban Localbody** operation while configuring government order for the Urban Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details. You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-</p>

], dot [.), slash [/] and brackets(]. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
4	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011 Validation: Enter date in given format DD-MM-YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
5	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011. Validation: Enter date in given format DD-MM-YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date 2. In Case of Govt. order generation: It should be greater than or equal to order date Mandatory/Optional: It is an Optional field.
6	Government Order Details: Upload	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.

	Government Order	<p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Find Existing Government Order(s): Order Number	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.), slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Find Existing Government : From Date	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.
- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to home screen.*

Flow of Form

To upload government order, you need to follow the steps given below:

1. After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Change Coverage Area operation while configuring Government order for Traditional Localbodies. After upload the government order file and click the **Save or Publish** button
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Change Coverage Area operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.

S. No.	Message	Reason	Expected Action
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Changed Coverage Area Details of localbody has been Drafted Successfully” is displayed on the screen. You can view the Drafted Urban localbody details by using the **Manage Draft Entities (Urban Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.
- *When you clicked the Publish button in the form then the message “Local Body coverage details is updated successfully” is displayed on the screen.*

Map covered Area

Brief Description

The main purpose of this form is to allow you to map the covered area details of an existing urban local body. You can correct the covered area details of the select local body by using the Change covered Area option in the Manage Urban Local Body form. This option is used when you didn't enter the covered area details at the time of the urban local body creation. Before using the map covered area form, the government setup should be defined and also the government order and map should be configured.

A screen shown in Fig. 5.10.6.5 display's a sample screen shot of the **Map Covered Area (Urban)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Map Covered Area (Urban)* form is shown in Fig. 5.10.6.5:

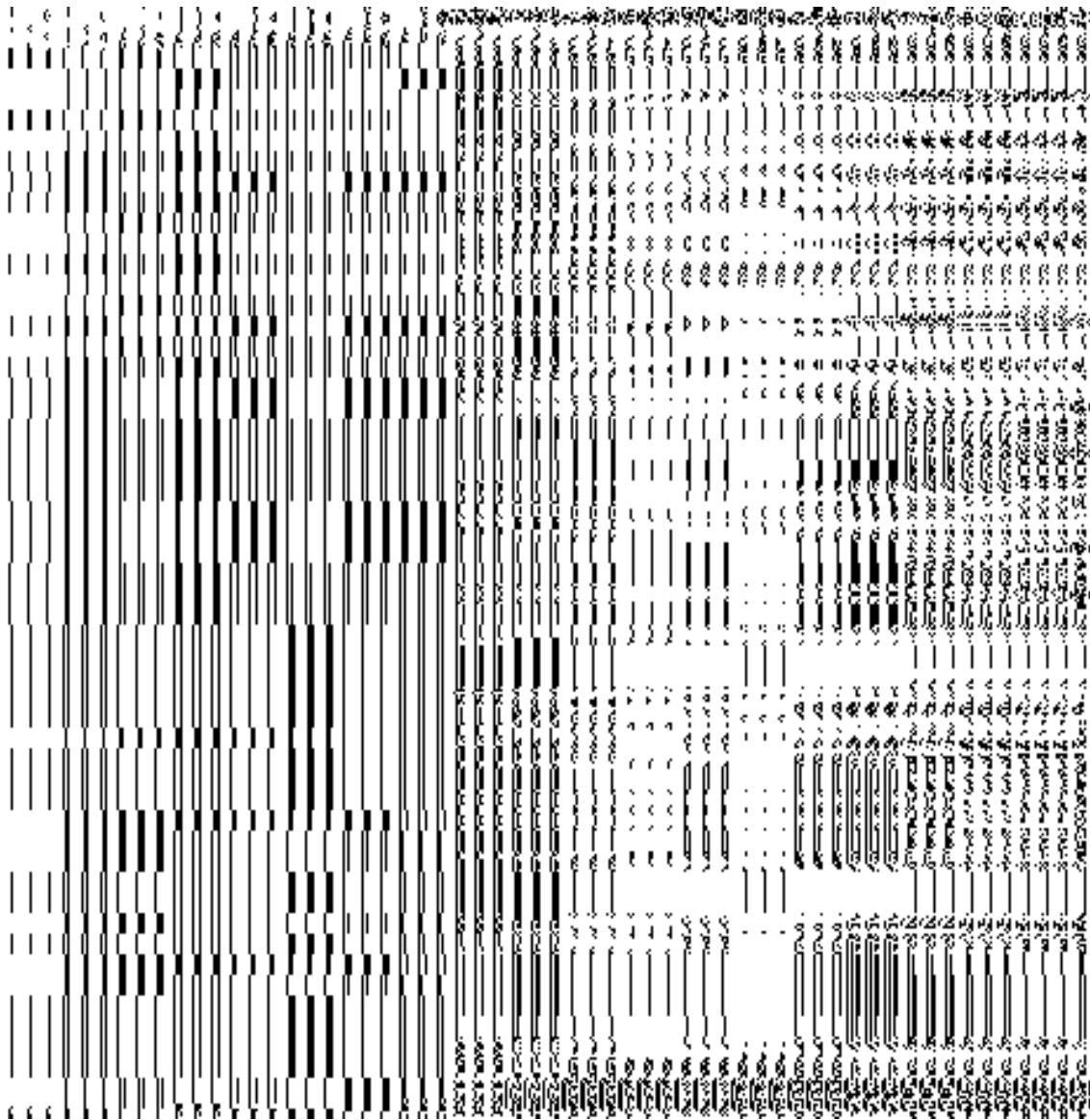


Fig. 5.10.6.5

Pre-Condition

You should login into the application and have privilege to *map covered area details of the local body*. In addition, the government setup, Map, and government order should be configured.

The Map Covered Area (Urban) form contains following fields as indicated below:

S.No	Field Name	Explanation
------	------------	-------------

1	Local Body Details: Name of the local body (In English)	Description: This field shows the name of local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
2	Local Body Details: Name of the local body (In Local Language)	Description: This field shows the name of the local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA
3	Local Body Details: Alias of the local body (In English)	Description: This field shows an alternative name of the local body in English. You can't edit this field. Validation: NA Mandatory/Optional: NA
4	Local Body Details: Alias of the local body (In Local Language)	Description: This field shows an alternative name of local body in local language. You can't edit this field. Validation: NA Mandatory/Optional: NA
5	Current Covered Area of Local Body: Current Covered Area	Description: This field shows the current coverage details of the local body. Validation: NA Mandatory/Optional: NA
5	Covered Area of New Local Body: Select from Un- Mapped/Partially Mapped Land Regions	Description: If you want to add local body covered area from the unmapped/partially mapped then selects this check box. Validation: NA Mandatory/Optional: It is an Optional field.
6	Covered Area of	Description: This field will display the land regions that are available to be

	<p>New Local Body:</p> <p>Select from Un-Mapped/Partially Mapped Land Regions</p> <p>Available List</p>	<p>included under the existing urban local body as per the local body type. This field is only visible when you selected the Select from Un-Mapped/Partially Mapped Land Regions check box. For example – if you select the Nagar Nigam in local body type then the Available List field will display the available sub-district list.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select unmapped/partially mapped local body.</p>
7	<p>Covered Area of New Local Body:</p> <p>Select from Un-Mapped/Partially Mapped Land Regions</p> <p>Contributing List</p>	<p>Description: This field will display the land regions that are selected for including under the existing urban local body. This field is only visible when you selected the Select from Unmapped/Partially Mapped Land Regions check box. For example – If you select the Nagar Nigam in local body type then the Contributing List field will display the selected sub-district list.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select unmapped/partially mapped local body.</p>

The *Correct Govt Local Body (Urban) form* contains the following buttons as indicated below:

- **Whole button:** This button allows you to select the whole land region of selected sub district or village region in available list field.
- **Part >> button:** This button allows you to select the part of land region of selected sub district or village region in available list field.
- **Reset << button:** This button allows you to reset the values.
- **Back < button:** This button allows you to unselect the land region from the contributing list.
- **Update button:** This button allows you to save the mentioned details.
- **Close button:** This button allows you to abort the current operation and returns to the home screen.

Flow of Form

To modify local body covered area details, you need to follow the steps given below:

1. After getting search result in the **Manage Local Government Body (Urban)** form, click the **Map covered Area** icon in front of the urban local body name. The **Map covered Area form** is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the **Select from Un-Mapped/Partially Mapped Land Regions** checkbox then you have to perform the following steps:
 - i) Select the sub district from the available list and click the **Whole** or **Part** button to add the sub district name in the **Contributing Sub District list** field. If you want to include whole land region area of the sub district then, you need to add at least two whole sub districts.
6. After making all selections, click the **Save** button to save the covered area details of the local body or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.

What happens when the form is saved?

*On clicking the Update button in the **Map covered Area (Urban)** form, all the details get updated with a successful message “**The covered area of Local Government Body was mapped successfully.**” Click the OK button to complete the process and will return you to the home page.*

Modify Type

Brief Description

The main purpose of this form is to change the Urban local government body type of the selected local body. You can change the Urban local body type of the selected local body by

clicking the *Modify Type* icon in front of the *Urban local body* name in the *Manage Local Government Body (Urban)* form. The *Modify Local Body Type (Urban)* form is displayed on the screen. This form shows the general details of the selected *Urban local body*, *Urban local body type*, and *government order details*. This form allows you to change the local body of the selected *Urban local body*. For example – if the selected *Urban local body type* is *Nigar Nigam* then you can change the *Nigar Nigam Urban local body* to another *Urban local body*, such as *Municipality, Nagar Palika, etc.*

A screen shown in Fig. 5.10.5.6 display's a sample screen shot of the *Modify Local Body Type (Urban)* form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Modify Local Body Type (Urban)* form is shown in Fig. 5.10.5.6:

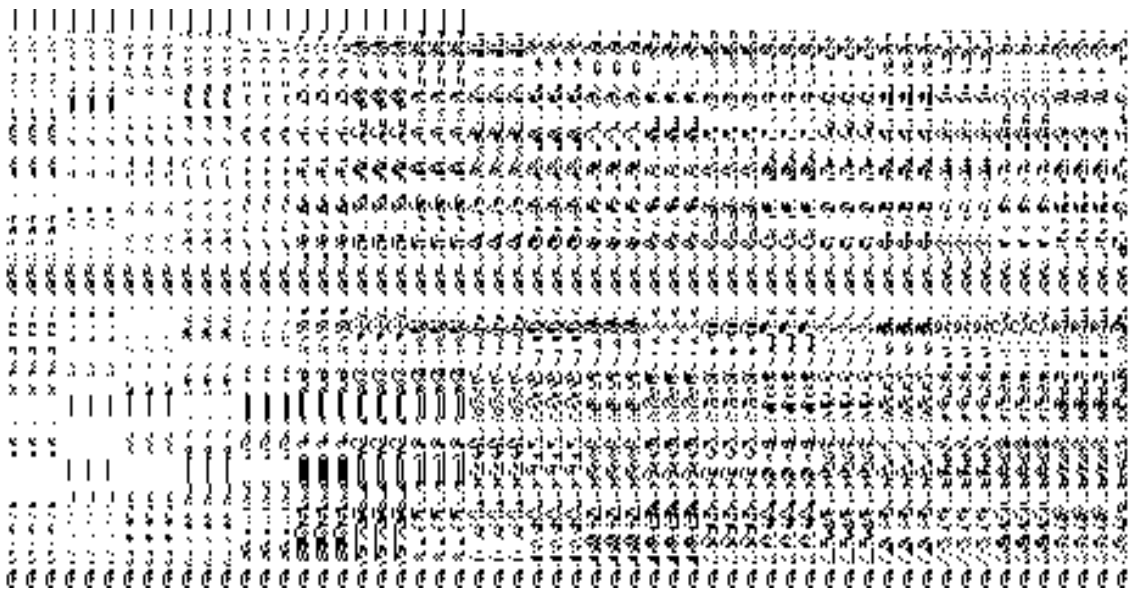


Fig 5.10.5.6

Pre-Condition

You should login into the application and have privilege to *change the urban local body of the selected local body*. Before modifying the urban local body type, the government order should be configured earlier.

The *Modify Local Body Type (Urban)* form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Body	Description: This field shows the name of Urban local body in English.

	<p>Details:</p> <p>Name of the local body (In English)</p>	<p>You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	<p>Local Body Details:</p> <p>Name of the local body (In Local Language)</p>	<p>Description: This field shows the name of the Urban local body in local language. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	<p>Local Body Details:</p> <p>Alias of the local body (In English)</p>	<p>Description: This field shows an alternative name of the Urban local body in English. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	<p>Local Body Details:</p> <p>Alias of the local body (In Local Language)</p>	<p>Description: This field shows an alternative name of the Urban local body in local language. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	<p>Modify the Parent of the Local Body:</p> <p>Type of Local Body</p>	<p>Description: This field shows the local body type of the selected local body. You can't edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
6	<p>Modify the Parent of the Local Body:</p> <p>New Type of the Local Body</p>	<p>Description: This field shows the name of the local body. You can't edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
7	<p>Modify the Parent of the Local Body:</p>	<p>Description: This field allows you to select the new local body type of the selected local body.</p>

	Select Local Body Type	Validation: NA Mandatory/Optional: It is an Optional field.
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Flow of Form

To change local body type, you need to follow the steps given below:

1. After getting the search result in the **Manage Local Government Body (Urban)** form, click the **Modify Type** icon in front of the Urban local body name. The *Modify Local Body Type (Urban)* form is displayed on the screen.
2. Select the new local body type of the selected local body from the **Select Local Body Type** field.

After selecting the new local body type for the selected local body, specify the government order details in the Order No, Order Date, Effective Date, and Gazette Publication Date fields.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select the new local body type	This indicate that you did not selected the new local body type for the body	Select the local body type.

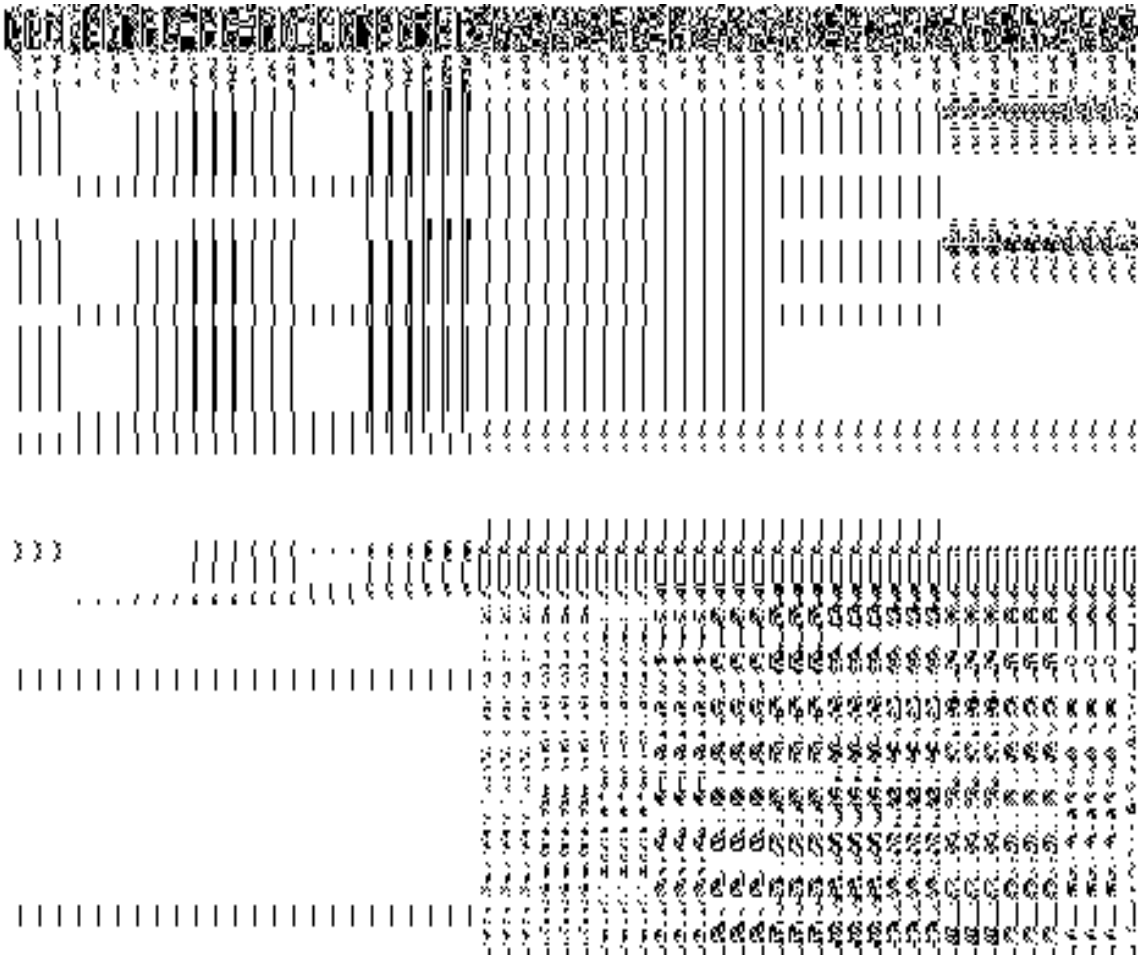
Governeemnt Order Details. This section allows you to upload government order or to select from the existing government order. You are required to select the **Upload Government Order** option for **Changed Coverage Area of Urban Localbody** operation while configuring government order for the Urban Local bodies. In case, you selected the **Generate Government Order** option for this operation while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template. Here you have

the 2 options to select from, you may either select from existing government order or you may upload a new government order.

A screen shown in Fig. 5.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Government Order Details** section with the **Upload Government Order** option is shown in Fig. 5.7.2:

When you select the option, Select from existing government order, then the following screen is displayed:



In this form you can search for the existing order based on the order number and (or) the From Date and To date.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1.	Government Order Details	<p>Description: This field is used to specify the order details.You can either select the existing order or upload a new government order</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a village is created. Example order123</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/] and brackets</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example 12-12-2011</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1.In Case of Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. Order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Government Order Details: Gazette	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example 12-12-2011.</p>

	Publication Date	<p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Government Order Details: Upload Government Order	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Government Order Details: Select Government Order Template	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the Create Village operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Find Existing Government Order(s): Order Number	<p>Description: This field is used to specify the order number to be searched</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Find Existing Government : From Date	<p>Description: This field is used to specify the starting range for the order date for the existing order to be selected</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Find Existing Government : To Date	<p>Description: This field is used to specify the end range for the order date for the existing order to be selected</p>

		<p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
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The **Upload Government Order** form contains following buttons as indicated below:

- **Fetch Government Order:** This button allow you to fetch the available Government Order based on the search criteria specified above.
- **Save as Draft button:** This button allows you to save the modified details of local body.
- **Publish button:** This button allows you to publish the modified details of the local body
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to home screen.*

Flow of Form

To upload government order, you need to follow the steps given below:

1. After doing all required modifications, the **Government Order Details** are required to be entered on the screen before Save or Publish those details. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the Modify Type operation while configuring Government order for Urban Localbodies. After upload the government order file and click the **Save or Publish** button
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the Modify Type operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save or Publish** button. After clicking the **Save** button, the template details is available in

editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save or Publish** button to save the details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order Date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective Date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Please Select From Date	This indicates that you did not enter the From date to search the existing Government Order	Select the From Date.
5.	Please Select To Date	This indicates that you did not enter the To date to search the existing Government Order	Select the To Date.
6.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
7.	Upload Government Order	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
8.	Government Order Template Required	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved or published?

- On clicking the **Save** button in the form; a message “Modified Type Details of Urban localbody has been Drafted Successfully” is displayed on the screen. You can view the Drafted Urban localbody details by using the **Manage Draft Entities (Urban Localbodies)** option in the **draft** section, which is discussed in details in upcoming section.
- *When you clicked the Publish button in the form then the message “Local Body Type is updated successfully” is displayed on the screen.*

Manage Draft Local bodies (ULBs)

Brief Description

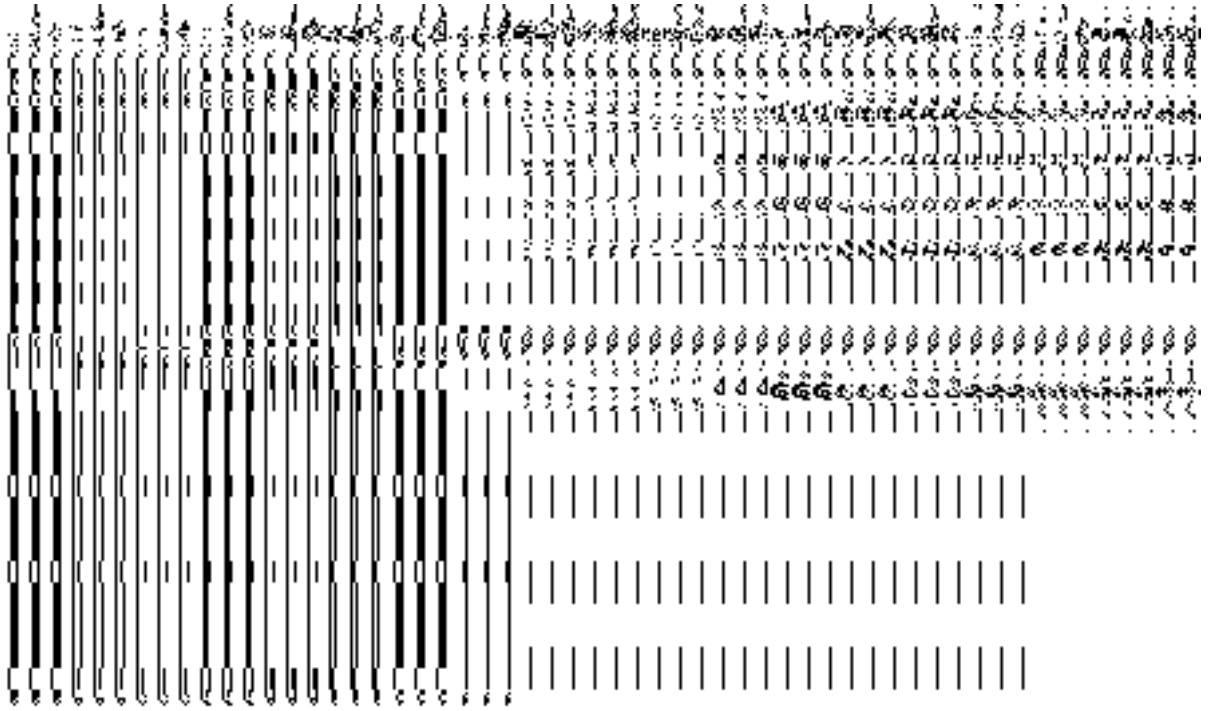
This form enables you to manage all existing urban Localbodies saved in the draft mode. You can manage an existing urban local body by clicking the **Manage Draft Local bodies (ULBs)** option in the **Draft** section. The **Manage Draft Local bodies (ULBs)** form is displayed on the screen. The Manage Draft Local bodies (ULBs) form allows you to manage and publish existing draft urban Local body.

A screen shown in Fig. 5.17.4.1 display's a sample screen shot of the **Manage Draft Local bodies (ULBs)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Draft Local bodies (ULBs)** form is shown in Fig. 5.17.4.1:

Fig 5.17.4.29



Pre-Condition

You should be logged in to the application as **State/District** user and have privilege to manage draft urban Local bodies information. You can open the View and Manage Draft Entities (ULBs) form by clicking the option View and Manage Draft Entities → **Manage Draft Local bodies (ULBs)** is available to you from the left menu.

The Manage Draft Local bodies (ULBs) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1.	Local body Name (In English)	<p>Description: This field displays the list of existing urban Local bodies name in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

2.	Local body Name (In Local)	<p>Description: This field displays the list of existing urban Local bodies name in Local.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3.	Local body Type	<p>Description: Description: This field displays the list of existing urban Local bodies Type.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4.	View	<p>Description: Description: This field displays the Link to View/Delete existing Draft urban Local bodies Details.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5.	Modify	<p>Description: Description: This field displays the Link to Modify/Publish existing Draft urban Local bodies Details.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Manage Draft Local bodies (ULB)** form contains the following buttons as indicated below:

- **View:** This button allows you to View and or Delete the urban Local bodies saved in draft mode.
- **Modify:** This button allows you to Modify and or publish the urban Local bodies saved in draft mode.
- **Fetch Draft Local Bodies** –To get the list of urban Local bodies saved in the draft mode.
- **Close** –To redirect to the home page.

Flow of Form

To manage draft urban Local bodies information, you need to follow the steps given below:

1. You should be logged in to the application as **State/District** user and has privilege to manage existing urban Local bodies saved in the draft mode.
2. Click on the option **View and Manage Draft Entities**→ Manage **Draft Local bodies (ULBs)** available from the left menu to open the form. **Manage Draft Local bodies (ULBs) form** is displayed on the screen.
3. You can view, modify, publish and delete the selected Local bodies from the Draft urban Local bodies list.

Create ER Designation Elected (Urban)

Brief Description

The main purpose of this form is to allow you to create designation for elective representatives for urban local body. You can create the ER designation of urban local body by clicking the Create ER Designation (Urban) option in the Local Body section. The Designation Hierarchy – Elected Representatives (Urban) form is displayed on the screen. This form allows you to create the designation hierarchy, such as top designation and other designations. In any urban local body, there is only one top designation, such as a Chairman. It may possible that there are many other members under the one level. You can add other members by selecting the 'Can multiple officials share this designation' check box and then click the Add button. . Also, you can specify if the designation is a regular post or contract based. You can click on the check box Is it Regular Post if the entered designation is a regular post.

A screen shown in Fig. 5.10.10.1 display's a sample screen shot of the *Designation Hierarchy – Elected Representatives (Urban) form*. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Designation Hierarchy – Elected Representatives (Urban) form* is shown in Fig. 5.10.10.1:

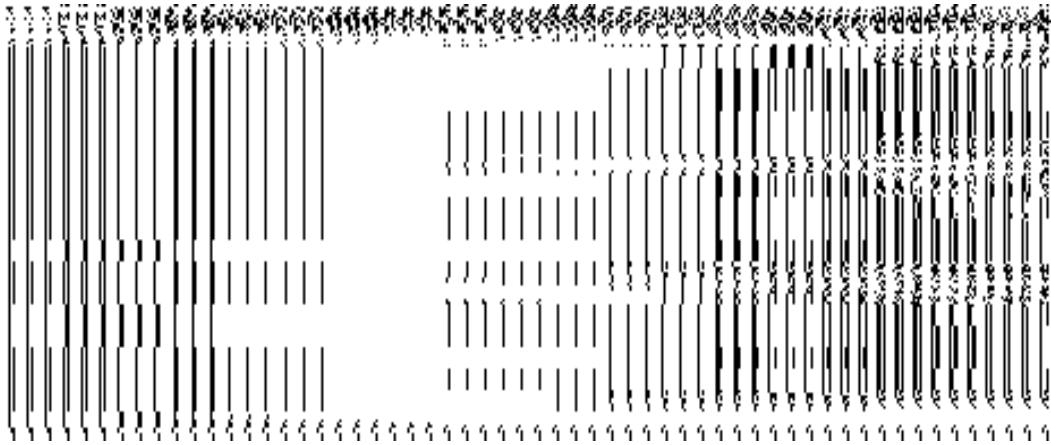


Fig 5.10.10.1

Pre-Condition

You should login into the application and have privilege to create ER designation hierarchy for urban local body. The government setup for urban local body should be defined earlier. You can open the *Designation Hierarchy – Elected Representatives (Urban)* form by clicking the option **Local Government Body → Create ER Designation Elected (Urban)** is available to you from the left menu.

The Designation Hierarchy – Elected Representatives (Urban) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government Type	<p>Description: This field is used to select the local government type under which you want to create designation for elective representatives.</p> <p>Validation: Select one local government type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Top Designation: Name (English)	<p>Description: This field is used to specify the name of the top designation in English.</p> <p>Validation: Enter the name of designation using alphanumeric and space.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Top Designation: Name (Local)	<p>Description: This field is used to specify the name of the top designation in local language.</p>

		<p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Designation (Others): Name (English)	<p>Description: This field is used to specify the name of the designation in English.</p> <p>Validation: Enter the name of designation using alphanumeric and space.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
5	Designation (Others): Name (Local)	<p>Description: This field is used to specify the name of the designation in local language.</p> <p>Validation: Enter the name of designation in local language.</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Designation (Others): Can multiple officials share this designation	<p>Description: This field allows you select if the entered designation can be hold by multiple persons.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
7	Designation (Others): Is it Regular Post?	<p>Description: This field allows you specify whether the entered designation is a regular post.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Designation Hierarchy – Elected Representatives (Urban)** form contains the following buttons as indicated below:

- **Add button:** This button allows you to add more designations. When you click this button then new text boxes are displayed. Enter the new designation name in English and local language.
- **Delete icon:** When you click the **Delete** icon, then the **Name (English)** and **Name (Local)** field adjacent to it are deleted.
- **Clear button:** This button allows you to clear the details entered.
- **Save button:** This button allows you to save the details entered.
- **Close button:** This button allows you to go to the homepage without saving the details.

Flow of Form

To create ER Designation for urban local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to create ER designation hierarchy for urban local body.
2. Click on the option **Local Government Body → Create ER Designation (Urban)** available on the left menu to open the form. The **Designation Hierarchy – Elected Representatives (Urban)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local government type under which you want to create your designation from the **Local Government Type** drop down menu.
4. Specify the name of top designation in English and in local Language in the **Name(English)** and **Name (Local)** fields of the **Top Designation** panel. You can have only one designation at the top level.
5. Specify the name of other designations in English and in local language in the **Name (English)** and **Name (Local)** fields of the **Designation (Others)** panel.
6. If you want to add multiple designations in one level, click the **‘Can multiple officials share this designation check box’** and then click the **Add** button to add more designations. Repeat step 6 to add more designations.
7. If the entered designation for the selected local body is a regular post then click on the check box **Is it Regular post**.
8. After creating the designation hierarchy, click the **Save** button to save details or click the **Clear** button to re-enter detail. To create designation of other urban local body type repeat step 5 to step 8.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.

S. No.	Message	Reason	Expected Action
2.	Please select the local government type.	This indicates that you did not select local Government type.	Click “ OK ” to resume and select the local government type.
3.	Please enter the top designation name in English.	This indicates that you did not enter the top designation name in English	Click “ OK ” to resume and enter the top designation name.
4.	Please enter the other designation name in English.	This indicates that you did not enter the other designation name in English.	Click “ OK ” to resume and enter the other designation name.

What happens when the Save Button is clicked?

On clicking the **Save** button, the designation details are saved. If you want to view the existing ER designations then, click the **Create ER Designation (Urban)** option in the **Local Body** section. The **Designation Hierarchy - Elected Representatives (Urban)** form is displayed on the screen. In this form, select the local government type whose ER designation details you want to view from the **Local Government Type** form the drop down. All the designations that are created for the elected representative are visible. You can clear the designation details entered, by clicking the **Clear** button and enter the new details. You can also delete the other designations **Name (English)** and **Name (Local)** by clicking the **Delete** icon, but you cannot delete /modify the designations if they are being used by other PES applications or included in any reporting structure.

Create Official Designation (Urban)

Brief Description

*The main purpose of this form is to allow you to create designation for official of urban local body. You can create the official designation of urban local body by clicking the Create Official Designation (Urban) option in the Local Body section. The Designation Hierarchy – Officials (Urban) form is displayed on the screen. This form allows you to create the official designation hierarchy, such as top designation and other designations. In any urban local body, there is only one top designation, such as a Chairman. It may possible that there are many other members under the one level. You can add other members by selecting the **Can multiple***

officials share this designation check box and then click the Add button. Also, you can specify if the designation is a regular post or contract based. You can click on the check box *Is it Regular Post* if the entered designation is a regular post.

A screen shown in Fig. 5.10.12.1 display's a sample screen shot of the **Designation Hierarchy – Official (Urban)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Designation Hierarchy – Official (Urban)** form is shown in Fig. 5.10.12.1:

Fig 5.10.12.1

Pre-Condition

You should login into the application and have privilege to create designation hierarchy for official of urban local body. The government setup for urban local body should be defined earlier. You can open the **Designation Hierarchy – Official (Urban)** form by clicking the option **Local Government Body → Create Official Designation (Urban)** is available to you from the left menu.

The Designation Hierarchy – Officials (Urban) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government Type	<p>Description: This field is used to select the Local Government Type under which you want to create official designation.</p> <p>Validation: Select one Local Government Type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

2	Top Designation: Name (English)	Description: This field is used to specify the name of the top designation in English. Validation: Enter the name of designation using alphanumeric and space. Mandatory/Optional: It is a Mandatory field.
3	Top Designation: Name (Local)	Description: This field is used to specify the name of the top designation in Local language. Validation: Enter the name of designation in local language. Mandatory/Optional: It is an Optional field.
4	Designation (Others): Name (English)	Description: This field is used to specify the name of the designation in English Validation: Enter the name of designation using alphanumeric and space. Mandatory/Optional: It is a Mandatory field.
5	Designation (Others): Name (Local)	Description: This field is used to specify the name of the designation in Local language. Validation: Enter the name of designation in local language. Mandatory/Optional: It is an Optional field.
6	Designation (Others): Can multiple officials share this designation	Description: This field allows you select if the entered designation can be hold by multiple persons. Validation: NA Mandatory/Optional: It is an Optional field.
7	Designation (Others): Is it Regular Post?	Description: This field allows you specify whether the entered designation is a regular post. Validation: NA Mandatory/Optional: It is an Optional field.

The **Designation Hierarchy – Officials (Urban)** form contains the following buttons as indicated below:

- **Add button:** This button allows you to add more designations. When you click this button then new text boxes are displayed on the screen. Enter the new designation name in English and local language and click the **Save** button.
- **Delete icon:** When you click the **Delete** icon, then the **Name (English)** and **Name (Local)** field adjacent to it are deleted.
- **Clear button:** This button allows you to clear the details entered.
- **Save button:** This button allows you to save the details entered.
- **Close button:** This button allows you to go to the homepage without saving the details.

Flow of Form

To create designation for official of urban local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to create official designation hierarchy.
2. Click on the option **Local Government Body → Create Official Designation (Urban)** available on the left menu to open the form. The **Designation Hierarchy – Official (Urban)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local government type under which you want to create your designation from the **Local Government Type** drop down menu.
4. Specify the name of top designation in English and in local language in the **Name (English)** and **Name (Local)** fields of the **Top Designation** panel. You can have only one designation at the top level.
5. Specify the name of other designations in English and in local language in the **Name (English)** and **Name (Local)** fields of the **Designation (Others)** panel.
6. If you want to add multiple designations in one level, click the **Can multiple officials share this designation** Check box and click the **Add** button to add more designations. Repeat step 6 to add more designations.
7. If the entered designation for the selected local body is a regular post then click on the check box **is it Regular post**.
8. After creating the designation hierarchy, click the **Save** button to save detail or click the **Clear** button to re-enter details. To create official designation of other urban local body type repeat step 5 to step 8.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “ OK ” to resume and select/specify mandatory field.
2.	Please select the local government type.	This indicates that you did not select local Government type.	Click “ OK ” to resume and select the local government type.
3.	Please enter the top designation name in English.	This indicates that you did not enter the top designation name in English.	Click “ OK ” to resume and enter the top designation name.
4.	Please enter the other designation name in English.	This indicates that you did not enter the other designation name in English.	Click “ OK ” to resume and enter the other designation name.

What happens when the Save Button is clicked?

On clicking the **Save** button, the designation details are saved. If you want to view the existing ER designations then, click the **Create Official Designation (Traditional)** option in the **Local Body** section. The **Designation Hierarchy - Officials (Traditional)** form is displayed on the screen. In this form, select the local government type whose official designation details you want to view from the **Local Government Type** form the drop down. All the designations that are created for the official representative are visible. You can clear the designation details entered, by clicking the **Clear** button and enter the new details. You can also delete the other designations **Name (English)** and **Name (Local)** by clicking the **Delete** icon, but you cannot delete /modify the designations if they are being used by other PES applications or included in any reporting structure.

Create Official Reporting (Urban)

Brief Description

The main purpose of this form is to allow you to define the reporting structure of the official designations of urban local body. Before defining the reporting structure, the ER designation and Official designations should be created. You can define the reporting structure of the urban local body by clicking the **Create Official Reporting (Urban)** option in the **Local Body** section. The **Add Reporting Structure (Urban)** form is displayed on the screen. This form allows you to define the reporting structure of the official designations, such as Member 1 is reporting to the CEO. In other words, you can also say that this form helps in defining who is reporting to whom. The **Top Designation**, **Report To**, and **Local Government Type** fields are in read only mode. That means you cannot edit these fields because the person on the top designation is the head of the selected urban local body and not responsible to report to anyone. The other members of the urban local body will report the head of the urban local body (top designation).

A screen shown in Fig. 5.10.14.1 display's a sample screen shot of the **Add Reporting Structure (Urban)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Add Reporting Structure (Urban)** form is shown in Fig. 10.14.1:

Fig 5.10.11.1

Pre-Condition

You should login into the application and have privilege to define the reporting structure of official designation of the urban local body. Before creating the reporting structure of official designation of urban local body, the ER designation and Official designations should be created earlier. You can open the **Adding Reporting Structure (Urban)** form by clicking the option **Local Government Body → Create Official Reporting (Urban)** is available to you from the left menu.

The Adding Reporting Structure (Urban) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Local Government Type	<p>Description: This field is used to select the urban local government type under which you want to define the reporting structure of official designation.</p> <p>Validation: Select one local government type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Top Designation: Name	<p>Description: This field shows the top designation under the selected urban local body. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Top Designation: Report To	<p>Description: This field shows that the top designation person is reported to whom. This field shows nothing as the top designation person is the head of the urban local body and not responsible to report to anyone. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Top Designation: Local Government Type	<p>Description: This field shows the local government type of the top designation. You cannot edit this field.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	Designation (Others): Name	<p>Description: This field consists of the name of other designations and allows you to select the designation whose reporting details you want to add under the mentioned top designation.</p> <p>Validation: Select one designation.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Designation: Report To	<p>Description: This field consists of the other designations and allows you to select the other designation name to which the selected designation in the</p>

		<p>Designation field is reporting.</p> <p>Validation: Select one official designation.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
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The **Add Reporting Structure (Urban)** form contains the following buttons as indicated below:

- **Add button:** This button allows you to add the reporting structure of the other members.
- **Delete icon:** When you click the **Delete** icon, then the **Designation** and **Report To** fields adjacent to it are deleted.
- **Close button:** This button allows you to go to the homepage without saving the details.
- **Save button:** This button allows you to save the details entered.

Flow of Form

To add the reporting structure of the selected urban local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to add the reporting structure of the selected urban local body.
2. Click on the option **Local Government Body → Create Official Reporting (Urban)** available on the left menu to open the form. The **Add Reporting Structure (Urban)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local government type under which you want to define the reporting structure from the **Local Government Type** drop down menu.
4. Select the designation whose reporting structure you want to define from the **Designation** field. The **Top Designation**, **Report To**, and **Local Government Type** fields are in read only mode as the top designation person is the head of the urban local body and also not responsible to report to anyone
5. Select the designation name from the **Report To** field to define that the selected designation is reported to which designation.
6. If you want to define other designations reporting structure then click the **Add** button.
7. After adding the reporting structure, click the **Save** button to save details or click the **Clear** button to re-enter details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select the local government type.	This indicates that you did not select local government type.	Click “OK” to resume and select the local government type.
3.	Please enter the designation name whose reporting structure you want to define.	This indicates that you did not select the designation whose reporting structure you want to define.	Click “OK” to resume and select the designation.
4	Kindly setup the Designation Hierarchy for all the Local Body Types.	This indicates that you did not create the ER designation and Officials designation for all the urban local body types.	Click “OK” to resume and create the designation hierarchy.

What happens when the Save Button is clicked?

On clicking the **Save** button, the **View Reporting** form is displayed on the screen. This form displays the reporting details of official designation of the urban local body. If you want to view the existing official reporting details then, click the **Create Official Reporting (Urban)** option in the **Local Body** section. The **Add Reporting Structure (Urban)** form is displayed on the screen. In this form, select the local government type whose official reporting details you want to view from the **Local Government Type** form the drop down. All the reporting details that are created for the official are visible. You can clear the reporting details entered, by clicking the **Clear** button and enter the new details. You can also delete the other reporting details **Name (English)** and **Name (Local)** by clicking the **Delete** icon.



Create n Manage Urban Ward

Brief Description

The main purpose of this form is to allow you to create ward for urban local government body. This form is accessed at state level and district level. A state level user can create wards in his state and also in all other districts of his state. On the other hand, a district level user can create wards in his district only. You can create a ward under a selected urban local body by clicking the Create n Manage Urban Ward option in the Ward section. The Create n Manage Urban Ward is displayed on the screen. This form allows you to add the new ward details.

A screen shown in Fig. 5.11.4.1 display's a sample screen shot of the **Create n Manage Ward** form for urban *local government body*. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create n Manage Ward** form is shown in Fig. 5.11.4.1:

Fig 5.11.4.1

Pre-Condition

You should login into the application and have privilege to create and manage ward. A new ward can be created by the state and district level users. *A state level user can create wards in his state and also in all other districts of his state. On the other hand, a district level user can create wards in his district only.* You can open the **View Ward (Urban)** form by clicking the option **Ward → Create n Manage Urban Ward** is available to you from the left menu.

The Create n Manage Urban Ward form for urban local government body contains following fields as indicated below:

S.No	Field Name	Description
1	Local Body: Select Local Body Type	Description: This field is used to select the local body types under which you want to create a new ward. Validation: Selecting one local body type is mandatory Mandatory/Optional: It is a Mandatory field.
2	Local Body: Select Local Body	Description: This field is used to select local body in which a ward is to be created. Validation : Selecting one local body type is mandatory Mandatory/Optional: It is a Mandatory field.
3	General Details of New Ward: Ward Name	Description: This field is used to specify the name of the new ward in English. Validation: This field accepts the new ward name in alphabets and can use some special character [-,/ ,. space] Mandatory/Optional: It is a Mandatory field.
4	General Details of New Ward: Ward Number	Description: This field is used to specify the ward number. Validation: This field accepts the new ward number in alpha numeric format.

		Mandatory/Optional: It is a Mandatory field.
5	General Details of New Ward: Ward Name in Local Language	Description: This field is used to specify the name of the new ward in local language. Validation: This field accepts the new name in local language. Mandatory/Optional: It is a Mandatory field.

The **Create n Manage Urban Ward** form contains the following button as indicated below:

- **Get button:** This button allows you to get the ward details list.
- **Save button:** This button allows you to save ward details and creates the new ward.
- **Add Another Row:** This button allows you to add more rows for creating ward.
- **Clear button:** This button allows you to clear all the details entered in the fields.
- *Close button: In case you don't want to save the changes, you should click the Close button and return to the home screen.*

Flow of Form

To create ward of urban *local government body*, you need to follow the steps given below:

1. You should login into the application have the privilege to create urban ward.
2. Click the option **Ward → Create n Manage Urban Ward** available on the left menu to open the form. The **Create n Manage Ward** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the local body type in which you want to create new ward from the **Select Local Body Type** drop down list.
4. On selected the local body type, the list of local bodies of the selected local body type is displayed on the **Select Local Body** drop down list. Select the local body from the **Select Local Body** drop down list.
5. Click Get button to fetch the ward details list.
6. To create new ward enter no. of wards to be created in the **Enter No. of Wards** text box field.
7. Specify the ward name in English in the **Ward Name** field.
8. Specify the ward number in the **Ward Number** field.

9. Specify the ward name in local language in the **Ward Name in Local Language** field.
10. The new created ward which is not published in Publish Urban Ward Changes form does not have the "**Enable a Ward For Editing**" and "**Delete Ward**" radio buttons for editing and delete purpose. Only already published ward in Manage Urban Ward form does have the "**Enable a Ward For Editing**" and "**Delete Ward**" radio buttons for editing and delete purpose.
11. After making all selection, click the **Save** button to save ward detail or click the **Close** button to abort.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select local body type.	This indicate you did not selected the local body type	Click the Ok button to resume and select the local body typ.
2.	Please select local body.	This indicate you did not selected the local body in which you want to create ward	Select the local body.
3.	Please enter Ward Name.	This indicates that you didn't enter the ward name.	Specify ward name.
4.	Please enter Ward number.	This indicates that you didn't enter the ward number.	Specify ward number.

What happens when the Save button is clicked?

On clicking the **Save** button, a message "**Urban Type Ward successfully created**" is displayed on the screen.

Publish Urban Ward Changes

Brief Description

This form enables you to manage and publish all existing urban ward details. You can publish urban ward details by clicking the **Publish Urban Ward** option in the **Ward** section. The **Publish Urban Ward Changes** form with search criteria is displayed on the screen. After specifying the search parameters, clicking on the **Get** button, you will get urban ward details in the same form. Now, you can view and delete the selected urban ward details.

A screen shown in Fig. 5.11.5.1 displays a sample screen shot of the **Publish Urban Ward Changes** form. All fields marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Publish Urban Ward Changes** form is shown in Fig. 5.11.5.1:

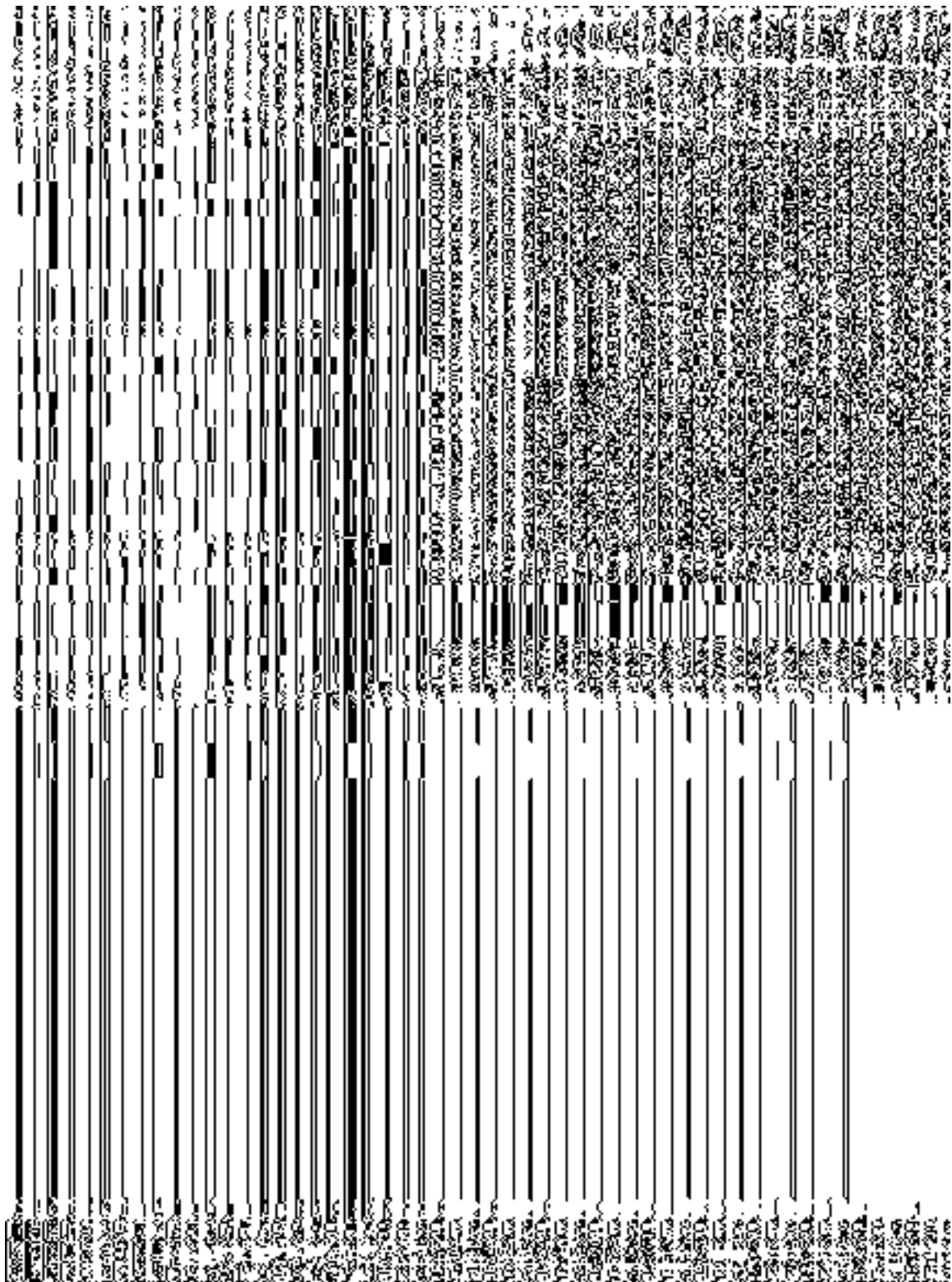


Fig 5.11.5.1

Pre-Condition

You should be logged in to the application and have privilege to manage urban ward information. You can open the **Publish Urban Ward Changes** form by clicking the option **Ward**→ **Publish Urban Ward Changes** is available to you from the left menu to open the form.

The **Publish Urban Ward Changes** form that enables you to manage ward details contains following fields as indicated below:

S.No	Field Name	Explanation
1	Search Criteria : Select Local Body Type	Description: This field is used to select the local body type from given list whose ward details you want to manage. Validation: NA Mandatory/Optional: It is a Mandatory field.
2	Select Local Body	Description: This field is used to select the local body from given list whose ward details you want to view. Validation: NA Mandatory/Optional: It is a Mandatory field.

The **Publish Urban Ward Changes** form contains following buttons as indicated below:

- **Get button:** This button allows you to view the list of wards in the selected urban local bodies. On clicking this button, a ward list is displayed on the screen.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the ward list.

Flow of Form

To manage ward, you need to follow the steps given below:

1. You should be logged in to the application and have privileges to manage ward.
2. Click on the option **Ward**→ **Publish Urban Ward Changes** available from the left menu to open the form. The **Publish Urban Ward Changes** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which

means that they are mandatory for you and required to be filled in. The search option is available to find the list of details on the basis of selected parameters.

3. Select the local body type from in the **Select Local Body Type** drop down list.
4. On selected the local body type, select the local government body from the **Select local Govt Body** list drop down menu whose ward list you want to view.
5. After specifying the search parameters, click the **Get** button to get the list of ward of the selected local body. The searched result is also displayed on the same screen with two icons **Publish** and **Delete**.
6. Now the **Published wards** list, **Unpublished ward** list and **Delete wards** is displayed on the screen. The **Unpublish ward** list contains New Ward in Green color, Update Ward in Yellow color and Delete Ward in Pink color.
7. If you want to publish **new ward** or **update ward** then click on Publish button it will appear in **Published Wards** list. If you want to publish **delete ward** then click on Publish button it will appear in **Delete Wards** list. If you directly delete ward without publishing then it will disappear from Unpublished ward section.
8. You can not publish and delete the same selected ward.
9. *You can also publish or delete individual wards or all wards from the list by clicking on Publish All or Delete All checkboxes respectively.*

What happens when you click on Get button?

Once you click on Get button after selecting search parameter, you will get the ward list of the selected urban local body. Now you can publish or delete ward details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select the local body type.	This indicates that you didn't select the local body type whose ward details you want to search.	Click the OK button to resume and select the local body type from the given list.

S. No.	Message	Reason	Expected Action
2.	Please select the local body.	This indicates that you didn't select the local body whose ward details you want to search.	Click the OK button to resume and select the local body from the given list.
3.	No Result found.	This indicates that there is no Urban ward created.	Specify the search parameters again.

Delete Ward

Brief Description

This option enables you to delete the selected urban ward details. You can delete the urban ward details by clicking the **Delete** icon in front of the ward name in the **Publish Urban Ward Changes** form. The selected urban ward details get deleted. The **Delete** icon in the **Manage Urban Ward** form is shown in Fig. 5.11.5.2:

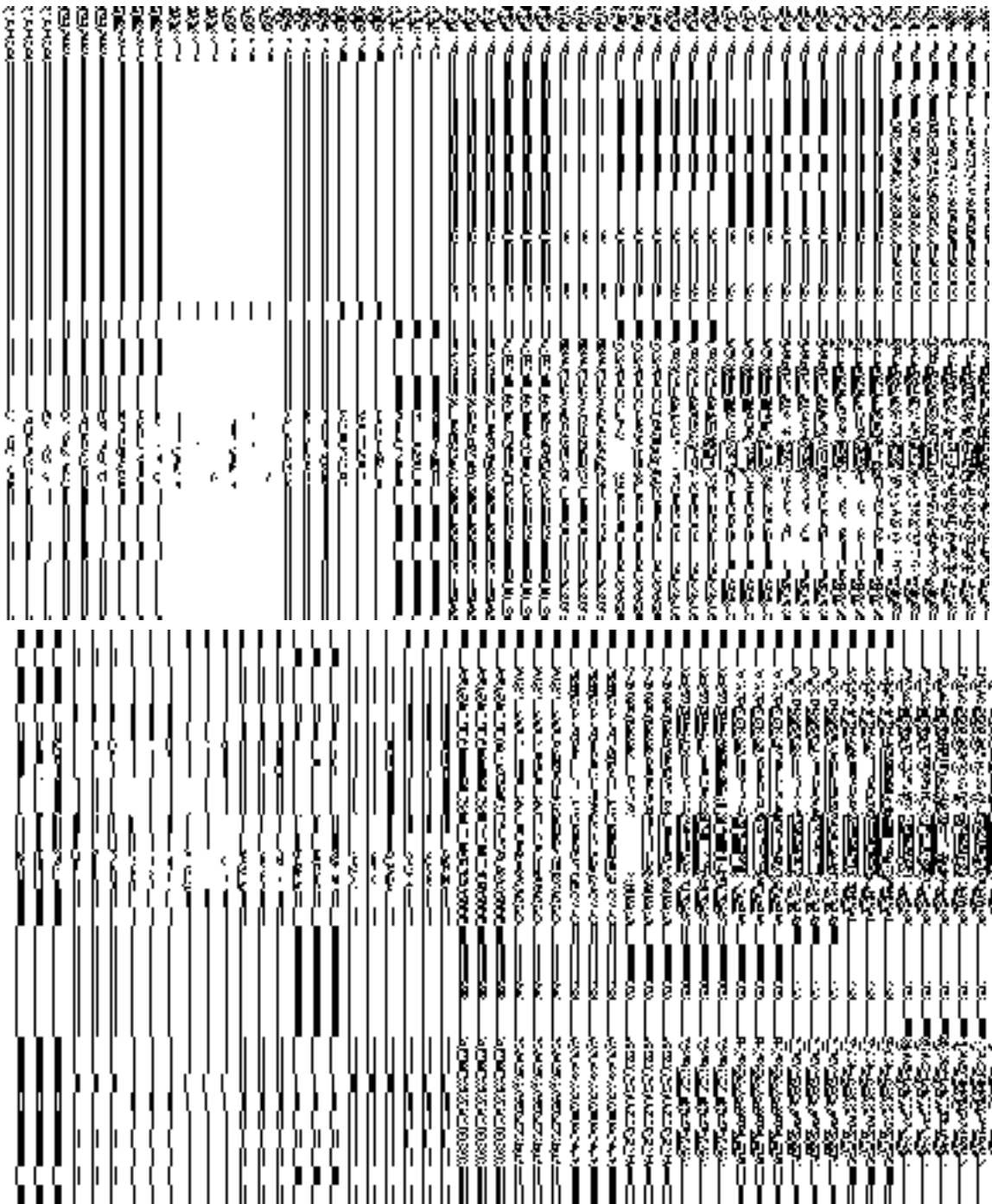


Fig. 5.11.5.2

Add n Manage Ward Coverage

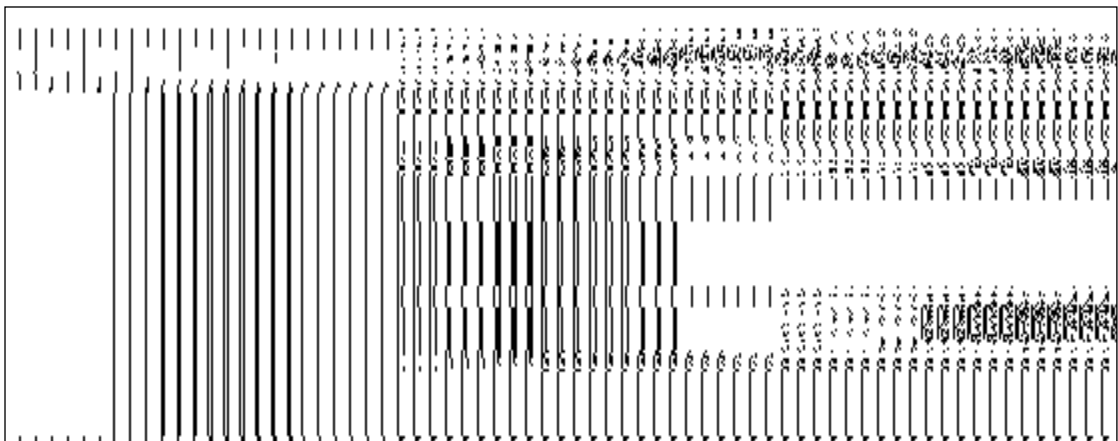
Brief Description

The main purpose of this form is to allow you to add and modify the coverage of the ward of any localbody. This form is accessed at state level and district level. A state level user can create and manage ward coverage in his state and also in all other districts of his state. On the other hand, a district level user can create ward coverage for the wards existing in his district only. You can create a ward coverage under a selected local body by clicking the Add n Manage Ward Coverage option in the Ward section. The Add n Manage Ward Coverage is displayed on the screen. This form allows you to search the wards by the localbody type and the localbody. The coverage would be then added to the wards selected ward based on the above search criteria..

A screen shown in Fig. 5.11.4.1 display's a sample screen shot of the **Create n Manage Ward** form for urban *local government body*. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create n Manage Ward** form is shown in Fig. 5.11.4.1:



When you select a localbody type from the available options, then a new drop down box is displayed to select the localbody from the available options as shown in Fig.

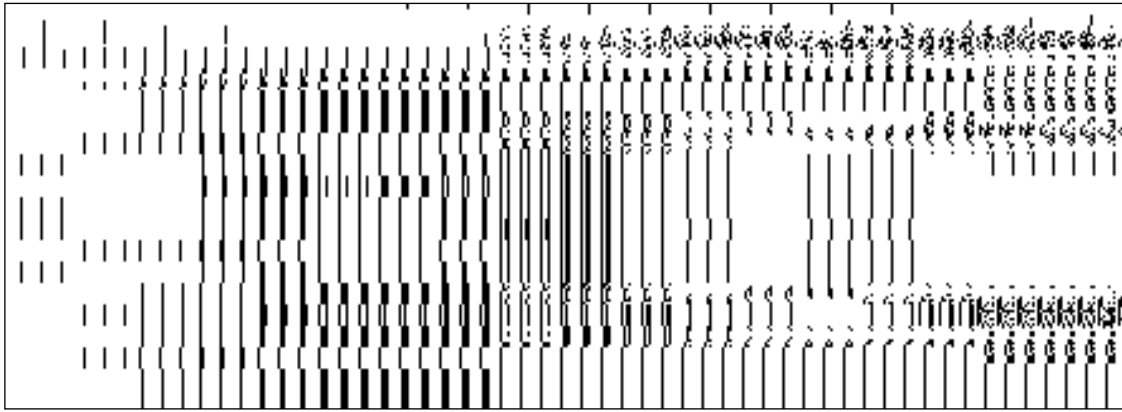


Fig 5.11.4.1

Pre-Condition

You should login into the application and have privilege to add and manage ward coverage. A ward coverage can be created and managed by the state and district level users. A *state level user can create and manage ward coverage in his state and also in all other districts of his state. On the other hand, a district level user can create and manage wards in his district only.* You can open the **Add n Manage Ward Coverage** form by clicking the option **Ward → Add n Manage Ward Coverage** is available to you from the left menu.

The Add n Manage Ward Coverage form contains following fields as indicated below:

S.No	Field Name	Description
1	Search Criteria for Ward Coverage :Select Local Body Type	<p>Description: This field is used to select the local body types under which you want to create or manage the ward coverage.</p> <p>Validation: Selecting one local body type is mandatory</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Search Criteria for Ward Coverage:Select Local Body	<p>Description: This field is used to select local body in which a ward is to be created.</p> <p>Validation :Selecting one local body type is mandatory</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Add n Manage Ward Coverage** form contains the following button as indicated below:

- **Get button:** This button allows you to get the ward details list..
- *Close button: In case you don't want to save the changes, you should click the Close button and return to the home screen.*

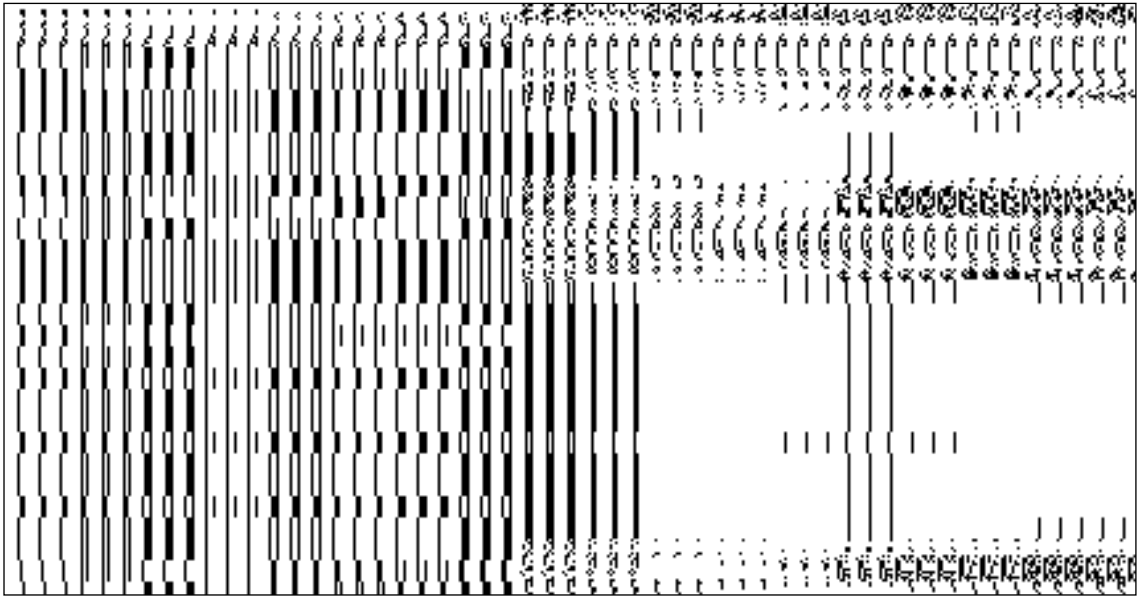
Flow of Form

To add or manage the coverage of wards , you need to follow the steps given below:

7. You should login into the application have the privilege to add and manage ward coverage.
8. Click the option **Ward → Create n Manage Ward Coverage** available on the left menu to open the form. The **Create n Manage Ward Coverage** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
9. Select the local body type in which you want to add or manage the coverage of the ward from the **Select Local Body Type** drop down list.
10. On selected the local body type, the list of local bodies of the selected local body type is displayed on the **Local Body Type Name** drop down list. Select the local body from the **Local Body Type Name** drop down list.
11. Click Get button to fetch the ward details list.
12. The searched result also displays on the same screen with the icon to **ADD AND MODIFY**

What happens when you click on Get button?

Once you click on Get button, you will get the list of wards for the selected localbody. The fields named Ward Number, Ward Name(In English), Ward Name(In Local Language) is displayed on the screen.



Add n Manage Ward Coverage

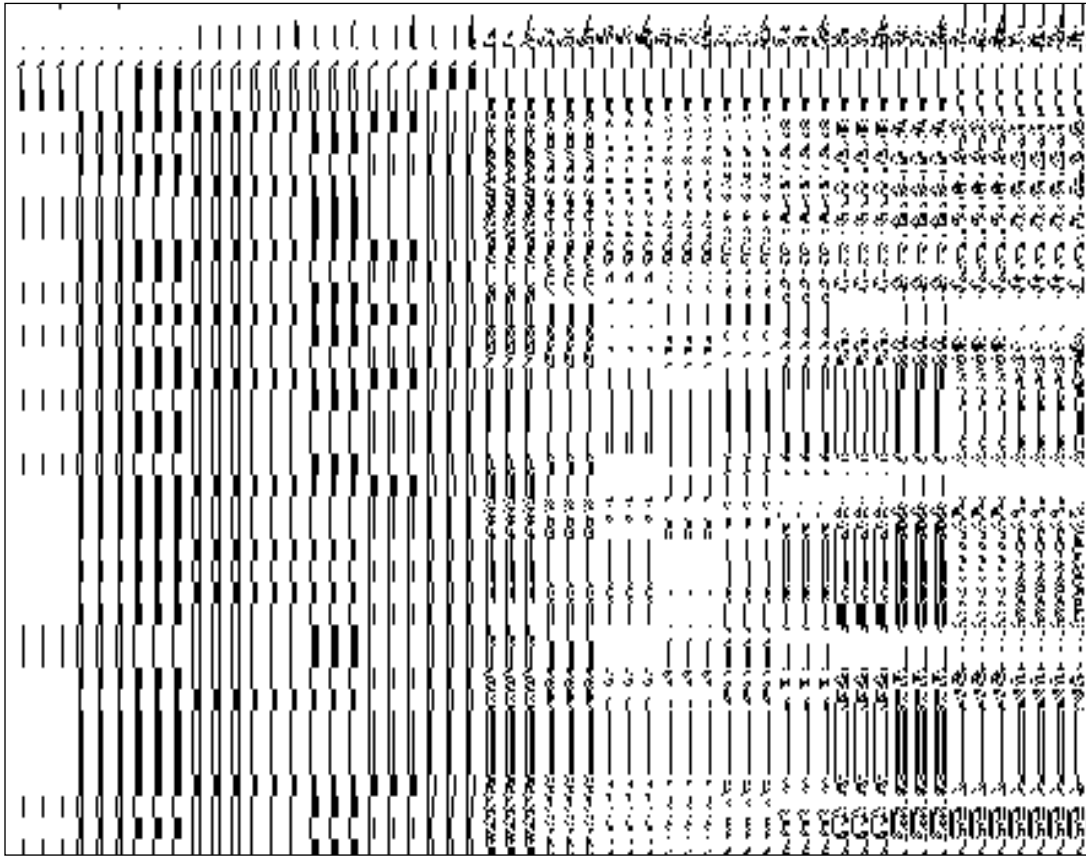
Brief Description:

This form enables you to view the selected ward and its coverage details. You can view the ward and its coverage details by clicking the **ADD AND MODIFY** icon in front of the ward name in the Add n Manage Ward Coverage form. The Add And Manage Ward Coverage form is displayed on the screen. This form shows the complete details of the selected ward along with its coverage.

A screen shown in Fig. 5.5.3.1 display's a sample screen shot of the Add n Manage Ward Coverage form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The Add n Manage Ward Coverage form is shown in Fig. 5.5.3.1:



Pre-condition:

You should login into the application and have privilege to add and manage ward coverage. You can open the **Add n Manage Ward Coverage** form by clicking the **Add n Modify** icon in front of the ward name in the **Add n Manage Ward Coverage** form.

The Add n Manage Ward Coverage form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Ward Details : Ward Number	Description: This field displays the ward number of selected ward. Validation: NA Mandatory/Optional: NA
2	Ward Details : Ward Name (In English)	Description: This field displays the ward name in English Validation: NA Mandatory/Optional: NA

3	Ward Details : Ward Name (In Local language)	Description: This field displays the ward name in local language. Validation: NA Mandatory/Optional: NA
4	Available District List	Description: This field displays the available district list. Validation: Select districts from the drop down list.. Mandatory/Optional: It is a Mandatory field.
5	Contributing District list*	Description: This field displays the selected districts partially or wholly. Validation: Selected districts from the drop down list. Mandatory/Optional: It is a Mandatory field.
6	Available Sub-Districts list	Description: This field displays the available sub-district list. Validation: Select sub-districts from the drop down list.. Mandatory/Optional: NA
7	Contributing Sub-Disrict list	Description: This field is used to display the selected sub-districts partly or wholly.. Validation: NA Mandatory/Optional: NA
8	Available Village List	Description: This field displays the available villages list. Validation: Select village from the drop down list.. Mandatory/Optional: NA
9	Contributing Village List	Description: This field is used to display the selected villages wholly. Validation: NA Mandatory/Optional: NA

The **Add n Manage Ward Coverage** form contains the following button as indicated below:

- **Whole:** This button allows you to select whole districts, sub-districts and villages for contributing to selected list.
- **Part:** This button allows you to select part districts, sub-districts and villages for contributing to selected list.
- **Reset:** This button allows you to reset the entered data.
- **Get Sub-district List:** This button allows you to get sub-district list for the partly selected districts.
- **Get Village List:** This button allows you to get village list for the partly selected sub-districts.
- **Back:** This button allows you to leave the current form and redirects to the previous form for ward list and its details..
- **Save:** This button allows you to save the changes in the database..
- **Back:** *This button allows you to clear the details entered in the fields.*
- **Close:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.

Flow of Form

17. To add and manage ward coverage, you need to login to the application, and have the privilege to add and modify the ward coverage. Click on the **ADD AND MODIFY** icon in front of the ward name in the Add n Manage Ward Coverage form. The Add And Manage Ward Coverage form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
18. Select districts partly or wholly in the **Available District list** text box field which you want to contribute to the **Contributing District list**.
19. The partly and wholly selected district will appear in **Contributing District list**. Now select partly selected districts whose you want to get sub-districts list.
20. Select sub-districts partly or wholly in the **Available Sub-District list** text box field which you want to contribute to the selected **Contributing Sub-District list**.
21. The partly and wholly selected sub-district will appear in **Contributing Sub-District list** . Now select partly selected sub-districts whose you want to get village list.
22. Select villages wholly in the **Available Village list** text box field which you want to contribute to the **Contributing Village list**.

23. After making all selection, click the **Save** button to save the details or click the **Close** button to abort or **Back** button to go back to the previous form.

24.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
7.	Please select local body.	This indicate you did not selected the local body type or localbody in which you want to create ward coverage	Select the local body.
8.	You cannot select FULL of partially Mapped Land Region	The land region which you are selecting is available as PART in the available list and you are selecting it as Whole.	Click OK and then select PART of that land region.
9.	Please Select PART to get Covered areas	This indicates that you didn't select part of the district or sub-district in order to get sub-district or village list.	Click OK and Select part of the district or the subdistrict.

What happens when the Save button is clicked?

On clicking the **Save** button, a message **“Ward Coverage Setup successfully”** is displayed on the screen.

Merge ULBs

Brief Description

This form allows you to merge one or more urban local bodies with another urban local body. Before merging ULBs the Local Government setup, government order for urban local government bodies should be configured earlier. The selected urban local bodies can be merged only with existing ULB. This form is accessed at state and district level urban local body. You can merge ULBs by clicking the **Merge ULBs** option in the **Local Body** section. The **Merge ULBs** form is displayed on the screen.

A screen shown in Fig. 5.12.4.1 display's a sample screen shot of the **Merge ULBs** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Merge ULBs** form is shown in Fig. 5.12.4.1:

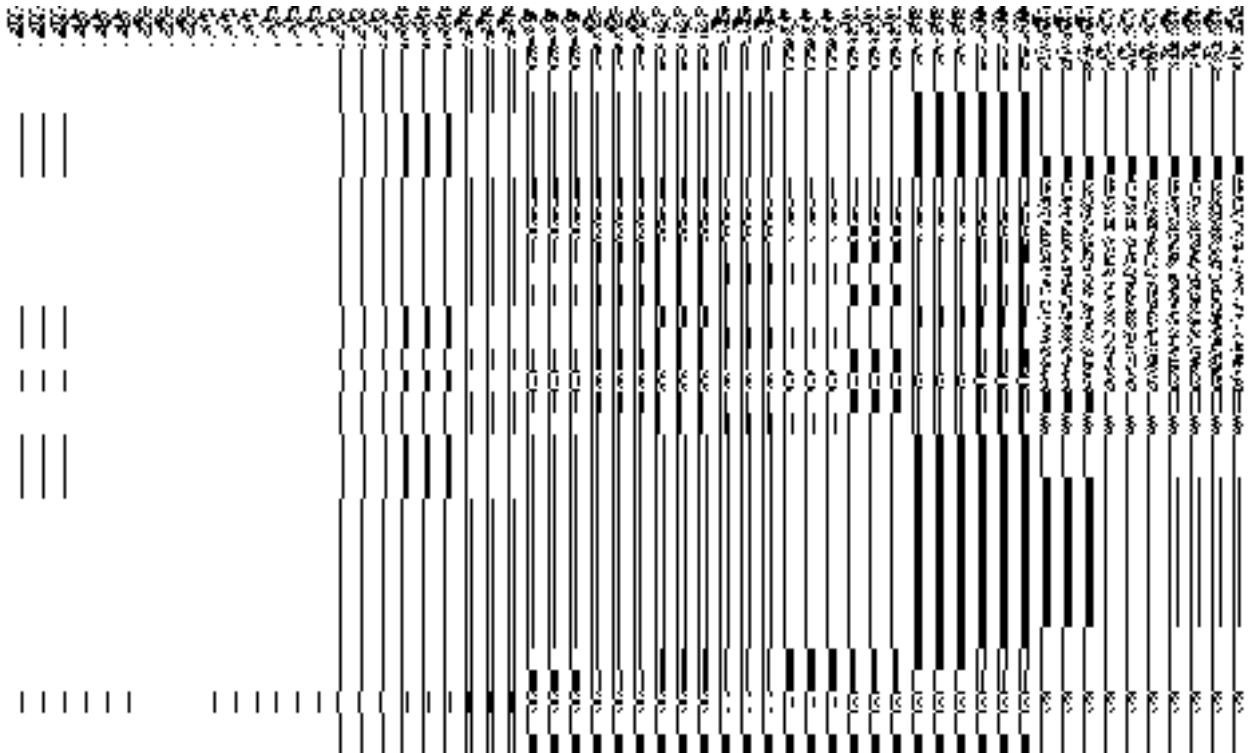


Fig 5.12.4.1

Pre-Condition

You should login into the application and have privilege to merge ULBs. Before using merge ULBs the Local Government setup, government order for urban local government bodies should be configured earlier. You can open the **Merge ULBs** form by clicking the option **Local Body** → **Merge ULBs** available to you from the left menu.

The Merge ULBs form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Select Local Body Type	<p>Description: This field is used to select the local body type/types.</p> <p>Validation: Select one or more local body types.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Select Existing Urban Local Body : Available Urban Local Body	<p>Description: This field is used to select urban local bodies from the list..</p> <p>Validation: Select one or more Urban Local Bodies Mandatory/Optional: It is a Mandatory field.</p>
3	Select the ULB to be merged with : Select Urban Local Body Type	<p>Description: This field shows the list of urban local bodies existing in that state.</p> <p>Validation: Select one local body type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	Selected Urban Local Body	<p>Description: This field displays the list of urban local bodies of the selected urban local body type.</p> <p>Validation: Select one Urban Local Body</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Merge ULBs** form contains the following buttons as indicated below:

- **Select Button:** This button allows you to select the urban local bodies and transfer them from the **Available Local Body List** to the **Contributing Local Body List**.
- **< Button:** This button allows you to unselect the selected panchayat.
- **<<Button:** This button allows you to reset the values.

Flow of Form

To **Merge ULBs**, you need to follow the steps given below:

1. You should login into the application and have the privilege to **Merge ULBs**.
2. Click the option **Local Body → Merge ULBs** available on the left menu to open the form. The **Merge ULBs** form is displayed on the screen. You will notice that there are

certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

3. Select the urban local body type from **Select Local Body Type** drop down list. You can also select multiple local body types.
4. Select the urban local body/ bodies from the list of urban local bodies in the **Available Urban Local Body** list.
5. Select the **Urban Local Body Type** to be which the above selected urban local bodies would be merged.
6. Select the **Urban Local Body** to which the urban local bodies would be merged.
7. The system will prompt you, **“Do you want to upgrade”**.
8. Click **‘YES’** if you wish to upgrade else click **‘NO’**. If **Yes** is selected, the system will prompt you to select the **Urban Local Body Type** to which you want to upgrade.
9. If **‘NO’** is selected, you can save the form by clicking on the **‘Save’** button or click **Close** to abort the operation

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter required fields.	This indicates that you did not enter data in mandatory field.	Click “OK” to resume and select/specify mandatory field.
2.	Please select local body type	This indicates you did not select the local body type.	Select the local body type
3.	Please select contributing local body.	This indicates you did not select the local body from the urban local body list.	Select the contributing local body.
4	Please select ULB to be merged with.	This indicates that you did not select the ULB to which the selected urban local bodies would be merged.	Select the urban local body from the list of the urban local bodies available in the drop down list.
5	Please select the upgrade option	This indicates you did not select an option	Select an option to proceed further.

What happens when the Save button is clicked?

On clicking the **Save** button, the **Upload Government Order** form is displayed on the screen. This form allows you to upload government order. In this form, you can notice that the **Upload Government Order** field is displayed. This field is visible as you selected the **Upload Government Order** option while configuring government order. In case, you selected the **Generate Government Order** option while configuring government order then the **Select Government Order Template** field is visible on the screen. This field allows you to select the government order template and also to edit the selected template.

The **Upload Government Order** form with the **Upload Government Order** option is shown in Fig. 5.12.2.5:

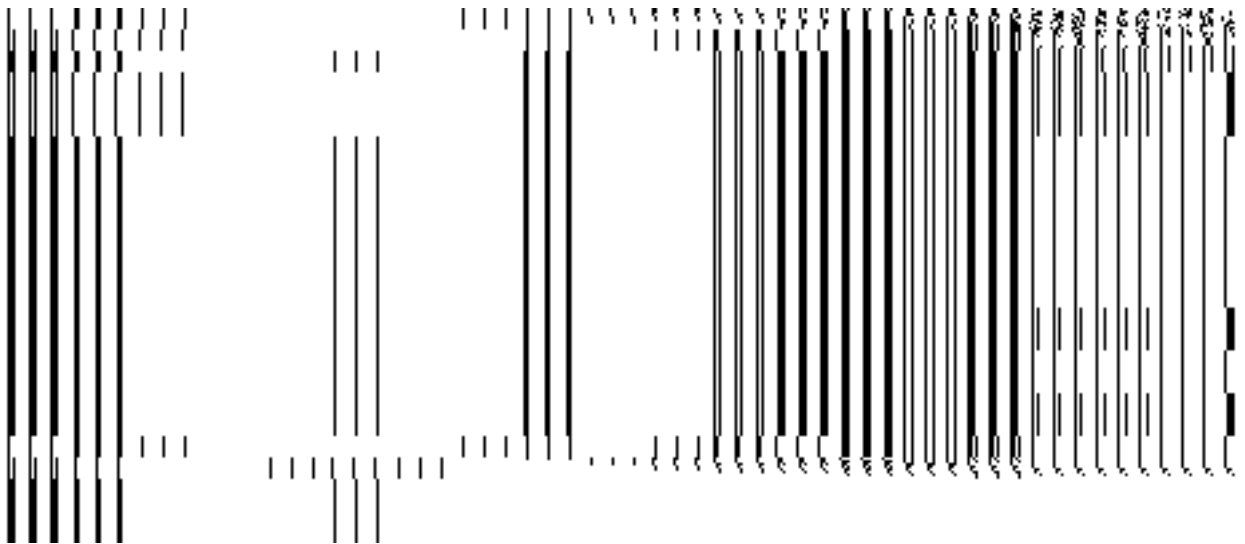


Fig. 5.12.4.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in Fig. 5.12.4.3

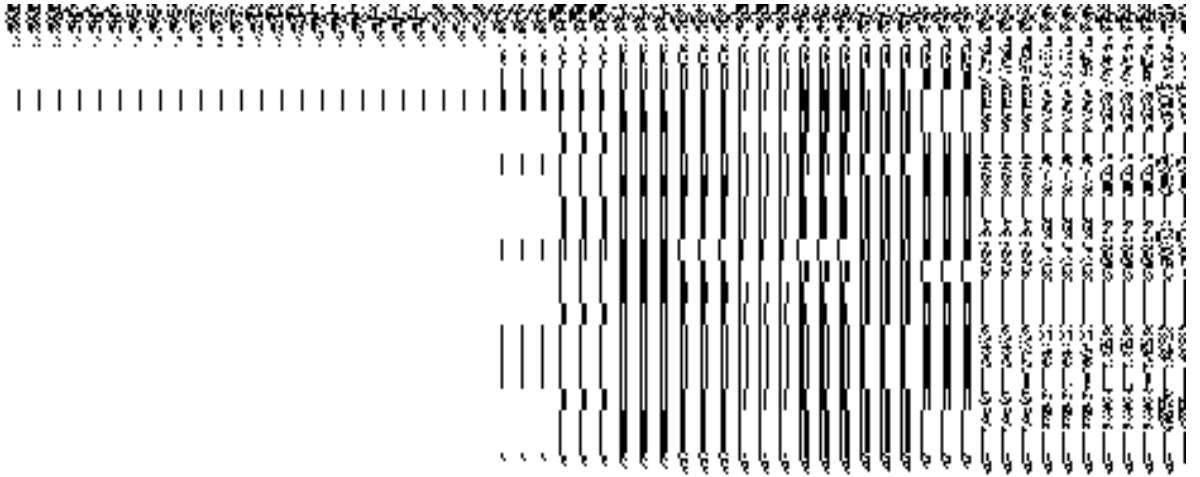


Fig 5.12.4.3

When you select the government order template from the **Select Government Order Template** drop down list box and click the **Save** button then the Government Order Template form is displayed on the screen. This form opens the government order template in the editable format.

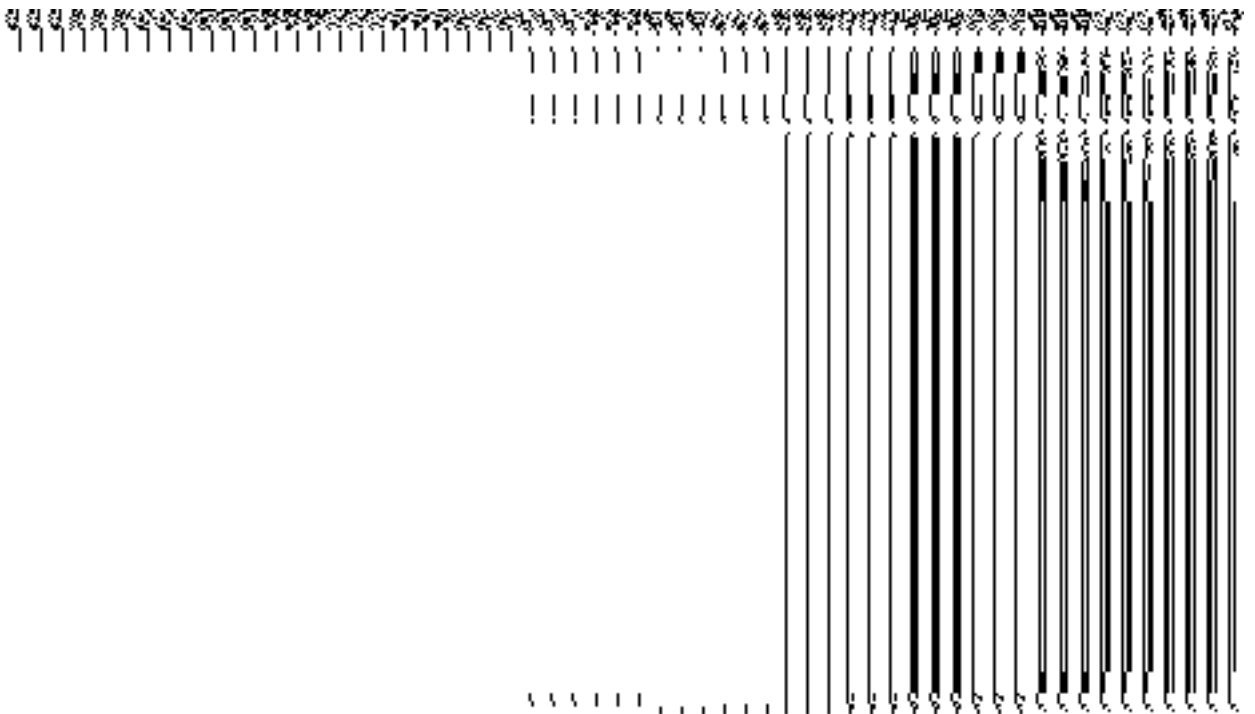


Fig 5.12.4.4

Pre-Condition

The **Merge ULBs** related fields should be filled and you should have privilege to upload government order.

The **Upload Government Order** form contains following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	<p>Description: This field is used to specify the order number which states that a panchayat is to convert to urban local body. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Government Order Details: Order Date	<p>Description: This field is used to specify the date on which the order was given. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Government Order Details: Effective Date	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Government Order Details: Gazette Publication Date	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example -12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than</p>

		<p>order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order Details:</p> <p>Select the Government Order Template</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The Upload Government Order form contains following buttons as indicated below:

- **Browse button:** This button allow you to browse a file to upload.
- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to the home screen.
- **Remove button:** This button allows you to remove the attachments made and it only visible when you selected upload government order option in configure government order.
- **Save button:** This button allows you to create new local body type. In case **Select Government Order Template** field is displayed when you selected **Generate Government Order** option while configuring Government order then a new screen is displayed. Now click the **Save** button.

Flow of Form

To upload government order, you need to follow the steps given below:

1. When you click **Save** button, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the gazette publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option while configuring Government order.
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the **Save** button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.
7. After making all the selections, click the **Save** button to save the government order details or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number.	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date(dd-	This indicates that you did	Click “OK” to resume and enter

S. No.	Message	Reason	Expected Action
	mm-yyyy) format.	not enter the date in correct format.	the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “ OK ” to resume and select the template.

What happens when the form is saved?

On clicking the Save button in the Upload Government Order form, a message box with a message “ULBs have been merged successfully” is displayed on the screen. Now, the selected urban local bodies have been merged into another ULB.

5.20.5 Manage Un-Resolved Entities (Urban)

Brief Description

The main purpose of this form is to allow you to manage all existing urban entities. To manage existing Urban entities click on link **Manage Un-Resolved Entities (Urban)** in **Un-Resolved Entity** section in the left menu bar. The de-fault fields include, two radio buttons namely **Warning State** and **Disturb State**. Clicking any one of the radio button, populates list of required state as per the selected option. Now, you can modify the details.

A screen shown in Fig. 5.20.6.1 display’s a sample screen shot of the **Manage Un-Resolved Entities (Urban)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Un-Resolved Entities (Urban)** form is shown in Fig. 5.20.6.1:

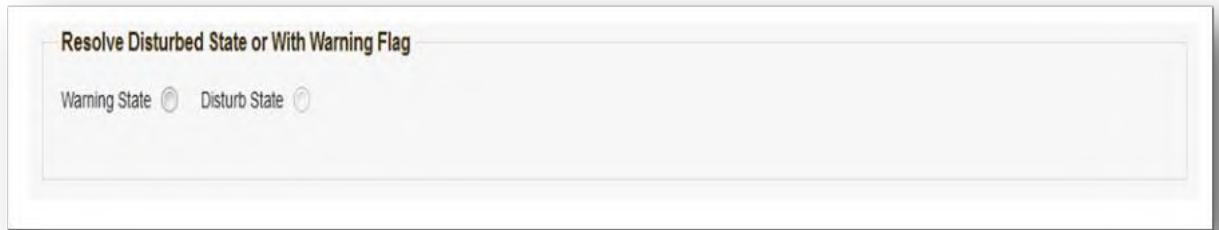


Fig 5.20.6.1

Pre-Condition

You should login into the system and have privilege to manage un-resolved Traditional entities. You can access **Manage Un-Resolved Entities (Urban)** form by clicking on link **Un-Resolved Entity → Manage Un-Resolved Entities (Urban)** available in left menu bar of application.

The **Manage Un-Resolved Entities (Urban)** form contains the following buttons as indicated below:

- *Warning State: On clicking this button, the list of warning state is displayed on the screen.*
- *Disturb State: On clicking this button, the list of disturb state is displayed on the screen.*
- *Cancel: On clicking this button, system will close the form and control would get transferred to main menu page of the application.*

Flow of Form

To manage unresolved Traditional entities, you need to follow the steps given below:

1. Login into application with required privilege to manage unresolved Traditional entities.
2. Click on link **Un-Resolved Entity → Manage Un-Resolved Entities (Urban)** available on the left menu bar to access the form.

Note: Fields with * sign are mandatory field and you are required to enter details against those fields

3. Click on radio button against required option in between warning state or disturb state.

Note: List of State to get populated as per the option (Warning State / Disturb State) selected.

What happens when you select the Warning State radio button?

When you select the **Warning State** radio button then the list of warning states gets populated with options to either Modify details or Resolve Warning, as shown in Fig. 5.20.6.2.

Fig. 5.19.7.2:

What happens when the Action icon is clicked?

Once you click on the action icon the screen will be redirected to the modification related PRI entity form, where you can modify the details and remove the disturbed flag for the selected PRI entity.

What happens when you select the Disturb State radio button?

Once you click on disturb state radio button, all the entities which are in disturbed state are displayed.

General Description

This section allows you to delete an existing urban local body.

Invalidate Urban Local Body

Brief Description

The main purpose of this form is to allow you to abolish an existing urban local government body. The urban local government body can lose its identity, if the covered area of a local body is submerged or converted into SEZ, it may lose identity. Sometimes the urban local bodies may be reorganized, so that some of the local bodies may lose their identity and the covered area is shifted to other local bodies. You can invalidate an existing urban local body by clicking the Invalidate Urban Local Body option in the Invalidate section. The Invalidate Urban Local Body form is displayed on the screen. This form allows you to delete the selected urban local body.

A screen shown in Fig. 5.9.7.1 displays a sample screen shot of the *Invalidate Urban Local Body* form. All fields marked with * are mandatory.

(There is a Help option available on the top of each form. The user can use this link to learn about how to specify details in the respective form).

The *Invalidate Urban Local Body* form is shown in Fig. 5.9.7.1:

Fig 5.9.7.1

Pre-Condition

You should login into the application and have privilege to invalidate urban local body. Before invalidate an existing urban local body, the local government setup should be defined and also the government order and Map should be configured. You can open the **Invalidate Urban Local Body** form by clicking the option **Invalidate** → **Invalidate Urban Local Body** is available to you from the left menu.

The Invalidate Urban Local Body form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Local Body Type : Select Local Body Type	<p>Description: This field is used to select the type of the urban local body which you want to delete. If you select any urban local body type then the drop down list box of the selected urban local body is displayed on the screen. For example, if you select the Municipal Corporation then the Select Municipal Corporation You Want to Delete field with the drop down list box of municipal corporation is displayed and you have to select the municipal corporation which you want to delete from the list.</p> <p>Validation: Selecting one urban local body type.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Select	<p>Description: This field is used to select the urban local body which you want to delete. For example, if you select the urban local body type as Municipal Corporation then the Select drop down list box consists of the list of municipal corporations. Similarly, for other type of urban local bodies</p> <p>Validation: Select one option from the given list.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Invalidate Urban Local Body** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save and publish the changes made by you.
- **Clear button :** This button allows you to clear the entered fields.
- **Close button:** *In case you don't want to save the changes, you should click the Close button and return to the home screen.*

Flow of Form

To invalidate urban local body, you need to follow the steps given below:

1. You should login into the application and have the privilege to Invalidate urban local bodies.
2. Click the option **Invalidate → Invalidate Urban Local Body** available on the left menu to open the form. The **Invalidate Urban Local Body** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

3. Select the urban local body type whose local bodies you want to delete from the **Select Local Body Type** drop down list.
4. On selecting the urban local body type, the **Select** drop down list with the list of selected urban local body type is displayed on the screen. Select the urban local body from the list which you want to delete from the list.
5. After making all the selections, click the **Save** button to save details of invalidated the selected urban local body.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter the required field.	This indicates that you did not select the mandatory field.	Click “OK” to resume and select mandatory field.
2.	Please select the local body type.	This indicates that you didn't select the local body type which you want to delete.	Click the OK button to resume and select the local body type.
3.	Please select the urban local body which you want to delete.	This indicates that you didn't select the urban local body which you want to delete.	Click the OK button to resume and select the urban local body.

What happens when the Save button is clicked?

On clicking the **Save** button in the **Invalidate Urban Local Body** form then the **Upload Government Order** form is displayed. This form allows you to upload government order. In the **Upload Government Order** form, there is an option to upload government order. This option is visible when you select the **Upload Government Order** option for invalidate urban local bodies operation while configuring the government order. In case, you have selected the **Generate Government Order** option for the invalidate urban local bodies operation while configuring Government order. In such case, the **Select Government Order Template** option is visible on the screen and allows you to select the government order template from the given list. You can edit the selected template details, if required.

A screen shown in Fig. 5.9.7.2 display's a sample screen shot of the **Upload Government Order** form.

The **Upload Government Order** form with the **Upload Government Order** field is shown in Fig. 5.9.7.2:

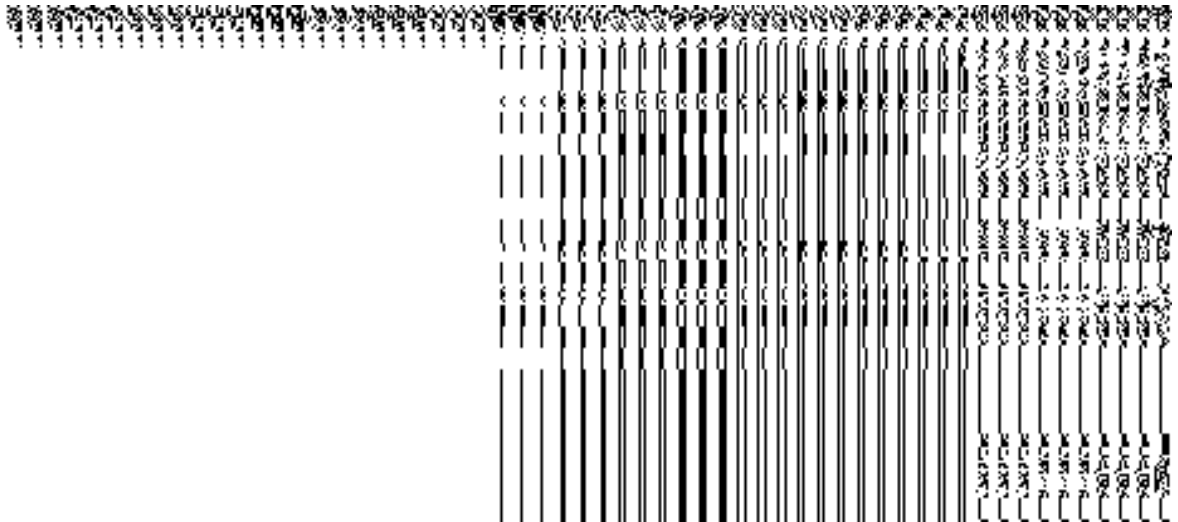


Fig 5.9.7.2

The **Upload Government Order** form with the **Select Government Order Template** option is shown in *Fig 5.9.7.3*:

Fig 5.9.7.3

After select the government order template from the available list and click the **Save** button, the **Government Order Template** form is displayed on the screen in the editable format, as shown in Fig. 5.9.7.4:

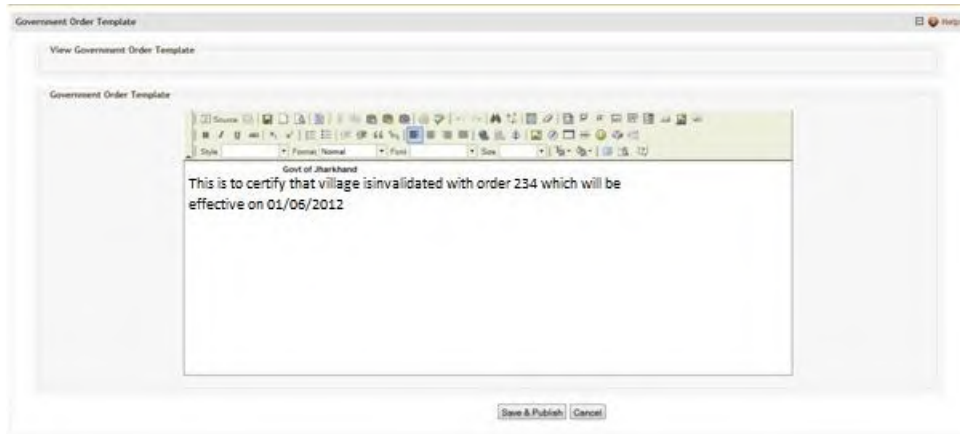


Fig 5.9.7.4

Pre-Condition

The invalidate urban local body detail should be filled and you should have privilege to upload government order.

The Upload Government Order form contains the following fields as indicated below:

S.No	Field Name	Description
1	Government Order Details: Order No	Description: This field is used to specify the order number of the state whose urban local body is to be invalidated. Example - order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/]. Mandatory/Optional: It is a Mandatory field.
2	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
3	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12-12-2011. Validation: Enter date in given format DD-MM-YYYY.

		<p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
4	<p>Government Order Details:</p> <p>Gazette Publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12-12-2011.</p> <p>Validation: Enter date in given format DD-MM-YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Government Order Details:</p> <p>Upload Government Order</p>	<p>Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option for the invalidate urban local body operation while configuring the government order.</p> <p>Validation: Upload at least one file.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order Details:</p> <p>Select Government Order Template</p>	<p>Description: This field is used to select the government order template. This field is visible when you select the Generate Government Order option for the invalidate urban local body operation while configuring the government order.</p> <p>Validation: Upload at least one template.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Upload Government Order** form contains following buttons as indicated below:

- **Browse button:** This button allows you to browse a file to upload.

- **Close button:** In case you don't want to proceed further, you should click the **Close** button and return to home screen.
- **Remove button:** This button allows you to remove the attachment made and it only visible when you selected **Upload Government Order** option in configure government order.
- **Save button:** This button allows you to save the details. In case, the **Select Government Order Template** option is displayed when you selected **Generate Government Order** option for the invalidate urban local body operation while configuring government order. After selecting the government order template then the selected template is open in the editable format. Edit it and click the **Save** button to save the settings.

Flow of Form

To upload government order, you need to follow the steps given below:

1. After clicking the **Save** button in the *Invalidate Urban Local Body form*, the **Upload Government Order** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the Effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. In this step, you have to select either **Upload Government Order** or **Select Government Order Template**. There are two options to upload government order, which are explained as follows:
 - The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option for the invalidate urban local body operation while configuring Government order. After upload the government order file and click the **Save** button. On clicking the **Save** button, the **Invalidate Local Body Details** form is displayed on the screen with the details about the invalidated urban local body, such as Invalidate Local Government Body Code, Local Body Version, Name of the Local Body (In English) and Name of the Local Body (In Local Language).
 - The **Select Government Order Template** option is visible when you have selected the **Generate Government Order** option for the invalidate urban local body operation while configuring Government order. Now, you should select the template from the **Select Government Order Template** list box and click the

Save button. After clicking the **Save** button, the template details is available in editable format in the **Government Order Template** form. Edit the template details, if required and click the **Save** button to save the details.

Validations/Error Messages:-

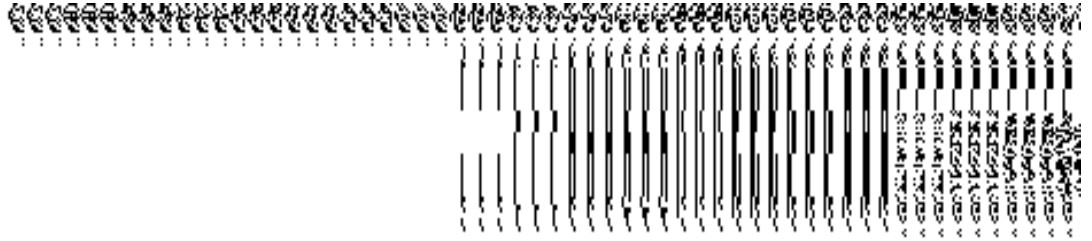
As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the Effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload Government Order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.
6.	Select Government Order Template.	This indicates that you did not select the government order template.	Click “OK” to resume and select the template.

What happens when the form is saved?

- On clicking the **Save** button, the **Upload Government Order** form is displayed on the screen with the details about the invalidated local bodies, such as Invalidate Local Government Body Code, Local Body Version, Name of the Local Body (In English) and Name of the Local Body (In Local Language). *After viewing the details, click the Close button to close the details. You can verify that the invalidated local body is*

removed from the list of local bodies by using the Manage Urban Local Body option in the Local Body section. The Manage Urban Local Body form is displayed on the screen and you need to select the local body type. After this, click the Get button to get the information. On clicking the Get button, the list of selected local body types is displayed on the same screen without the invalidated local body.



- When you click the Save button on the Government Order Template form then the government template is displayed. This screen displays the government order template details in PDF format.

Specific Operating Instruction (Constituency)

This section describes the each module and its related forms in details. It also explains fields, buttons, and flow to fill or handle the particular form in the application.

Configure System

General Description

The configure system allows you to configure the Local Government Directory. It includes the operations related to configuration of the following:

9. Configuration of Constituency
 - a. Configure Map (Constituency)

5.1.1 Configure Map (Constituency)

5.1.10.1 Configure Map (Constituency)

Brief Description

The main purpose of this form is to allow you to configure the source maps for all constituencies namely Parliament and Assembly. You can configure Map for constituencies by clicking the **Configure Map(Constituency)** option in the **Configure System** section. The **Configure Maps (Constituency)** form is appears on the screen. This form shows the type of constituency for which you want to configure Map and Options related to each type of constituency. These options help in deciding either to upload Map or show the base url of the Map server (by using the Separate Map Server option), if any operation is performed on any constituency.

A screen shown in Fig. 5.1.10.1.1 display's a sample screen shot of the **Configure Maps (Constituency)** form, which appears when you logged as **Constituency Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Constituency)** form is shown in Fig. 5.1.10.1.1:

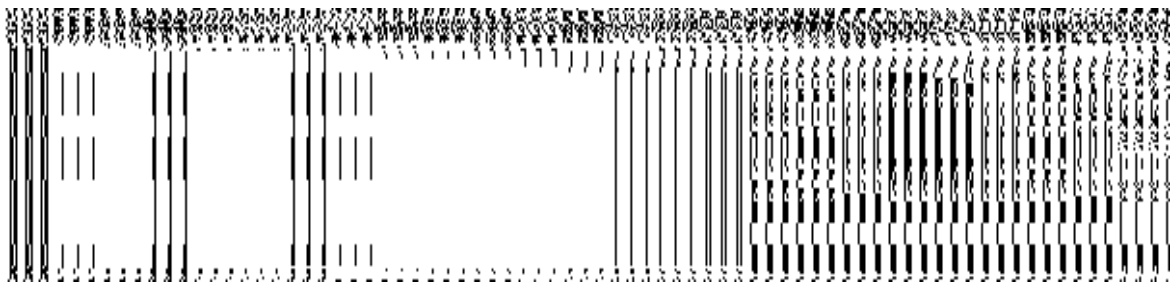


Fig 5.1.10.1.1

Pre-Condition

You should login into the application as **Constituency Manager** (State Level User) and have the privilege to configure map for constituencies.

The **Configure Maps** form for constituency following fields as indicated below:

S.No	Field Name	Explanation
1	Type of Constituency	Description: This field shows the list of constituencies, whose Map configuration settings, you can make. Validation: NA Mandatory/Optional: NA
2	Options	Description: This field shows the Options, such as Upload Map and Separate Map Server , for constituencies. The Options are explained as follows: a) If you select the Upload Map option then whenever you perform any operations related to the constituency then you will have an option to upload map. b) If you select the Separate Map Server option then, the system should prompt you to enter the base url of the map server for each constituency. Thus, you will see the base url of the Map server whenever any operation is performed on any constituency. Validation: Click one radio button. Mandatory/Optional: It is a Mandatory field.

The **Configure Maps (Constituency)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the Map configuration settings for constituency made by you. After clicking this button, the next screen appears. This screen displays the map settings made by you.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To configure Map for constituency, you need to follow the steps given below:

1. You should login into the application as **Constituency Manager** (State Level User) and have the privilege to configure Map for constituency.
2. Click the option **Configure System → Configure Map (Constituency)** available on the left menu to open the form. The **Configure Maps (Constituency)** form is displayed on the screen. This screen displays the **Type of Constituency (Parliament and Assembly)** whose Map configuration settings, you can make. Adjacent to the **Type of Constituency** field, there is an **Upload Map** and **Separate Map Server** radio buttons are available. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the **Upload Map** or **Separate Map Server** radio button in front of the each constituency name, whose settings, you want to save. If you select the **Upload Map** option then whenever you perform any operations related to the constituency then you have to upload a map. If you select the **Separate Map Server** option, a text box field is appeared, where you need to specify the base url of the Map server. Thus, you will see the base url of the Map server whenever any operation is performed.
4. Click the **Save** button to save the Map configuration settings for constituency. In case, you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the Map configuration settings get saved and a new screen is displayed. On this screen, you can see the types of constituency and the selected options related to constituencies. In case, you have chosen the **Upload Map** option for any constituency then while performing any operation on that constituency, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option for constituency then while performing any operation on that constituency, you will see the base url of the Map server.

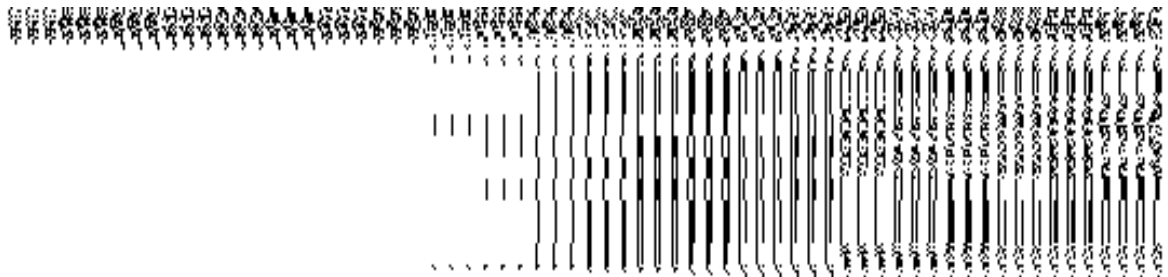


Fig 5.1.10.1.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose the Separate Map Server option, but the base url of the map server is not entered.	Select the field and specify the base url for the selected constituency.
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

5.1.10.2 Modify Configure Map (Constituency)

Brief Description

This form enables you to modify the already configured Map for constituency. To modify the Map configuration settings for constituency, the Map should be configured earlier. After this, you can modify details by clicking the **Configure Map (Constituency)** option in the **Configure System** section. The **Configure Maps (Constituency)** form is displayed on the screen with the **Modify** and **Close** buttons. This form shows the list of constituencies and the selected options for each constituency.

A screen shown in Fig. 5.1.10.2.1 display's a sample screen shot of the **Configure Maps** form, which appears when you logged as **Constituency Manager** (State Level User).

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Configure Maps (Constituency)** form is shown in Fig. 5.1.10.2.1:

Fig 5.1.10.2.1

Pre-Condition

You should login into the application as **Constituency Manager** (State Level User) and have privilege to modify Map configuration details for constituency. An existing configured Map for constituency should be available then you can modify details.

The Configure Maps (Constituency) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Constituency Name	<p>Description: This field shows the list of constituencies, whose Map configuration settings, you can perform.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Map and Separate Map Server, for the selected constituency.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Base Url	<p>Description: This field shows the base URL where map is located. This field is displayed when you select the Separate Map Server option.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Configure Maps (Constituency) form contains the following buttons as indicated below:**

- **Modify button:** This button allows you to modify the Map configuration settings for constituency.
- **Close button:** This button allows you to abort the modify configure Map operation and will take you back to the main screen.

Flow of Form

To modify Map configuration for constituency, you need to follow the steps given below:

1. You should be logged in to the application as **Constituency Manager** (State Level User) and have privileges to modify map configuration for constituency.
2. Click the option **Configure System → Configure Map (Constituency)** available on the left menu to open the form. The **Configure Maps (Constituency)** form is displayed on the screen. This screen displays the **Type of Constituency (Parliament and Assembly)** whose map configuration settings, you can make. Adjacent to the **Type of Constituency** field, there is an **Upload Map** and **Separate Map Server** options are available in front of each constituency type.
3. Click the **Modify** button to modify the Map configuration details for constituencies.

What happens when you click on the modify button?

When you click the **Modify** button, the **Modify Configure Maps (Constituency)** form is visible and now you can make the desired changes.

A screen shown in Fig. 5.1.10.2.2 display's a sample screen shot of the **Modify Configure Maps (Constituency)** form that appears when you logged in as **Constituency Manager** (State Level User). All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Configure Maps (Constituency)** form is shown in Fig. 5.1.10.2.2:

Fig 5.1.10.2.2

Pre-Condition

You should login into the application as **Constituency Manager** (State Level User) and have privileges to modify configure Map. To open the **Modify Configure Maps (Constituency)** form, click the option **Configure System→Configure Map (Constituency)** available on the left menu. The **Configure Maps (Constituency)** form is displayed on the screen with the **Modify** and **Close** buttons. After this, click the **Modify** button to modify the Map configuration details.

The **Modify Configure Maps (Constituency)** form consists of the following fields as indicated below:

S.No	Field Name	Explanation
1	Type of Constituency	<p>Description: This field shows the list of constituencies whose Map configuration settings, you can perform.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Options	<p>Description: This field shows the Options, such as Upload Map and Separate Map Server, related to the constituency. The Options are explained as below:</p> <p>a) If you select the Upload Map option then whenever you perform any operations related to the constituency then you will have an option to upload map.</p> <p>b) If you select the Separate Map Server option then, the system should prompt you to enter the base url of the map server for each constituency. Thus, you will see the base url of the Map server while performing any operation on any constituency.</p> <p>Validation: Click one radio button.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Modify Configure Maps (Constituency)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to update the Map configuration settings for constituency made by you. After clicking this button, the next screen appears. This screen displays the map setting made.
- **Close button:** When you click this button, then the changes made by you are not saved and you return to your home screen.

Flow of Form

To modify map configuration settings for constituency, you need to follow the steps given below:

1. After click the **Modify** button, the **Modify Configure Maps (Constituency)** form is displayed again in the screen. This screen displays the **Type of Constituency (Parliament and Assembly)** whose map configuration settings you can make. Adjacent to the **Type of Constituency** field, there is an **Upload Map** and **Separate Map Server** radio buttons are available in front of each constituency type. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the **Upload Map** or **Separate Map Server** radio button in front of the each constituency name, whose setting you want to save. If you select the **Upload Map** option then whenever you perform any operations related to the constituency entity then you have to upload a map. If you select the **Separate Map Server** option, a text box field in front of the name of the constituency entity is appeared, where you need to specify the base url of the map server.
3. Click the **Save** button to save the Map configuration settings for constituency. In case, you don't want to configure the updates made by you, then press the **Close** button to return to previous screen.

What happens when the form is saved?

On clicking the **Save** button, the Map configuration settings get saved and a new screen is displayed. On this screen, you can see the types of constituency and the selected options for these constituencies. In case, you have chosen the **Upload Map** option for any constituency then while performing any operation on that constituency, you will have an option to **Upload Map**. On the other hand, in case, you have chosen the **Separate Map Server** option and specify base url for Map server then while performing any operation on that constituency, you will see the base url of the Map Server.

Fig. 5.1.10.2.3

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages and errors:

S.No	Message	Reason	Expected Action
1	Base url is required, please enter mandatory fields.	This message is displayed when you choose a separate map server, but the base url of the map server is not entered.	Select the field and specify the base url for the selected constituency.
2	Please define Local Government Setup first and then configure the maps.	This message is displayed when the user is Local Government Directory Manager and the Local Government Setup is not yet defined.	You first need to define the local government setup.

Constituency

General Description

This section allows you to create new parliament constituency, assembly constituency and manage the parliament constituency and assembly constituency. This section also allows you to map a constituency to local bodies.

Parliament Constituency

Brief Description

The main purpose of this form is to allow you to create a new Parliament constituency. This form is accessed at state level and district level. Before creating a parliament constituency, the Map should be configured earlier. You can create a new parliament constituency by clicking the **Parliament Constituency** option in the **Constituency** section. The **Create Parliament Constituency** form is displayed on the screen. This form allows you to add the general details of the new parliament constituency, GIS Nodes, and contributing list of parliament constituency.

A screen shown in Fig. 5.13.2.1 display's a sample screen shot of the **Create Parliament Constituency** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create Parliament Constituency** form is shown in Fig. 5.13.2.1:

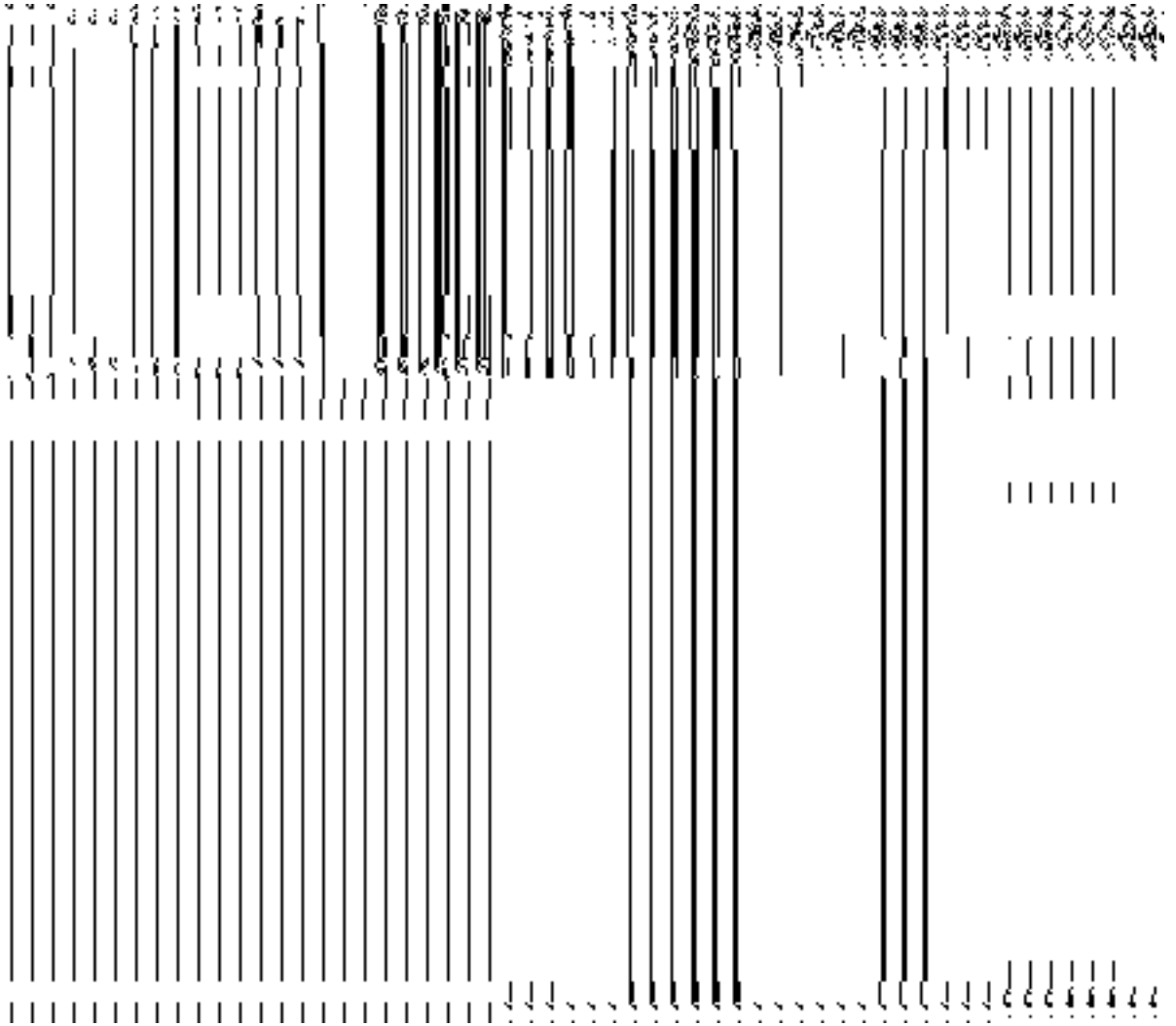


Fig 5.13.2.1

Pre-Condition

You should login into the application and have privilege to create parliament constituency. Before creating a new parliament constituency, the Map should be configured earlier. You can open the **Create Parliament Constituency** form by clicking the option **Constituency** → **Parliament Constituency** is available to you from the left menu.

The Create Parliament Constituency form contains the following fields as indicated below:

S.No	Field Name	Description
1	Create New Parliament Constituency: Name of New Parliament Constituency (In English)	Description: This field is used to specify the name of new Parliament Constituency in English. Validation: Enter the new name in character format. Mandatory/Optional: It is a Mandatory field.
2	Create Parliament Constituency: Name of New Parliament Constituency (In Local Language)	Description: This field is used to specify the name of the new Parliament Constituency in local language. Validation: Enter the new name in local language. Mandatory/Optional: It is an Optional field.
3	Create Parliament Constituency: ECI Code	Description: This field is used to specify the Commission of India for the new parliament constituency. Validation: Enter the ECI code in alphabets and number. It should be unique. Mandatory/Optional: It is a Mandatory field.
4	GIS Nodes: Latitude	Description: This field is used to specify the latitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is Optional field.
5	GIS Nodes: Longitude	Description: This field is used to specify the longitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is Optional field.
6	GIS Nodes: Upload Map	Description: This field is used to upload the Map. This field is only visible when you have selected the upload map option while configuring the map.

		<p>Validation: Select one file to upload.</p> <p>Mandatory/Optional: It is Optional field.</p>
7	<p>Contributing List of Parliament Constituency:</p> <p>Available Parliament List</p>	<p>Description: This field shows the list of the Parliament Constituency that can be used to create a new Parliament Constituency.</p> <p>Validation: Select at least one part of a Parliament Constituency from the given list.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	<p>Contributing List of Parliament Constituency:</p> <p>Contributing List of Parliament constituency</p>	<p>Description: This field displays the list of the Parliament Constituency that is contributing to create new Parliament Constituency.</p> <p>Validation: It cannot be empty. In case, only one Parliament Constituency is selected, then you should select a part of that Parliament Constituency, not the complete state.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	<p>Contributing List of Parliament Constituency:</p> <p>Available Assembly List</p>	<p>Description: This field displays the list of the Assembly Constituency that can be used to create a new Parliament Constituency.</p> <p>Validation: Select at least one Assembly Constituency from the given list.</p> <p>Mandatory/Optional: It is an Optional field</p>
10	<p>Contributing List of Parliament Constituency:</p> <p>Contributing List of Assembly Constituency</p>	<p>Description: This field displays the list of the Parliament Constituency that contributing to create new Parliament Constituency.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Create Parliament Constituency** form contains the following buttons as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Choose File button:** This button allows you to browse a file to upload.
- **Remove button:** This button allows you to remove the uploaded files.
- **Full PC >> button:** This button allows you to add the complete region of selected Parliament Constituency.

- **Back<< button:** This button allows you to remove the complete list of Parliament Constituency from the contributing Parliament Constituency.
- **Part PC >> button:** This button allows you to add a part region of selected Parliament Constituency.
- **Get Assembly List button:** This button allows to get list of assembly of selected Parliament Constituency.
- **Full AC>> button:** This button allows you to add the complete region of selected Assembly Constituency.
- **Back<< button:** This button allows you to remove the complete list of Assembly Constituency from the contributing Assembly Constituency.
- **Clear button:** This button allows you to remove the details entered.
- **Save button:** This button allows you to save the newly created parliament constituency.
- **Close button:** In case you don't want to save the changes, you should click the Close button and return to the home screen.

Flow of Form

To create parliament constituency, you need to follow :

1. You should login into the application and have the privilege to create parliament constituency.
2. Click the option **Constituency → Parliament Constituency** available on the left menu to open the form. The **Create Parliament Constituency** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Specify the name of parliament constituency you want to create in English and local language in the **Name of New Parliament Constituency (In English)** and **Name of New Parliament Constituency (In Local Language)** fields.
4. Election commission of India code in **ECI Code** field.

Select the parliament constituency new parliament constituency from the **Available Parliament List** field click **Full PC** or **Part PC** button to **Get Assembly List** button to get the list of assembly

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please fill mandatory field.	This indicates you need to fill the mandatory details.	Click the OK button to resume and fill mandatory field.
2.	Please enter the name of new parliament constituency.	This indicates you did not specify the name of new parliament constituency in English.	Click the OK button to resume and enter the name of constituency.
3.	A parliament constituency already exists with the entered name.	This indicates that you have entered the name of the parliament constituency which is not unique within a state.	Click the OK button to resume and enter unique name of constituency.
4.	Name of Parliament Constituency should contain characters [A-Z], [a-z] and space only.	This indicates that you entered the name of the parliament constituency that contains the restricted characters.	Click the OK button to resume and enter the valid name of constituency.
5.	ECl Code should contain alphanumeric characters only.	This indicates that you have entered the ECl Code that contains the restricted characters	Click the OK button to resume and enter the valid ECl code.
6.	The entered ECl Code was given to some other Parliament Constituency.	This indicates that you did not enter the unique ECl Code.	Click the OK button to resume and enter the unique ECl code.

What happens when the Save button is clicked?

On clicking the **Save** button in the **Create Parliament Constituency** form, a message “**Congratulations, New Parliament Details Have Been Saved.!**” is displayed on the screen. Now, a parliament constituency is created and you can view its details and also modify it.

Assembly Constituency

Brief Description

The main purpose of this form is to allow you to create a new assembly constituency. This form is accessed at state level and district level. Before creating a new assembly constituency, the Map should be configured earlier and also the list of parliament constituencies is . You can create a new assembly constituency by clicking the **Assembly Constituency** option in the **Constituency** section. This form allows you to add the general details of the new assembly constituency, GIS Nodes, and contributing list of assembly constituency.

A screen shown in Fig. 5.13.3.1 display's screen shot of the **Create Assembly Constituency** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create Assembly Constituency** form is shown in Fig. 5.13.3.1:

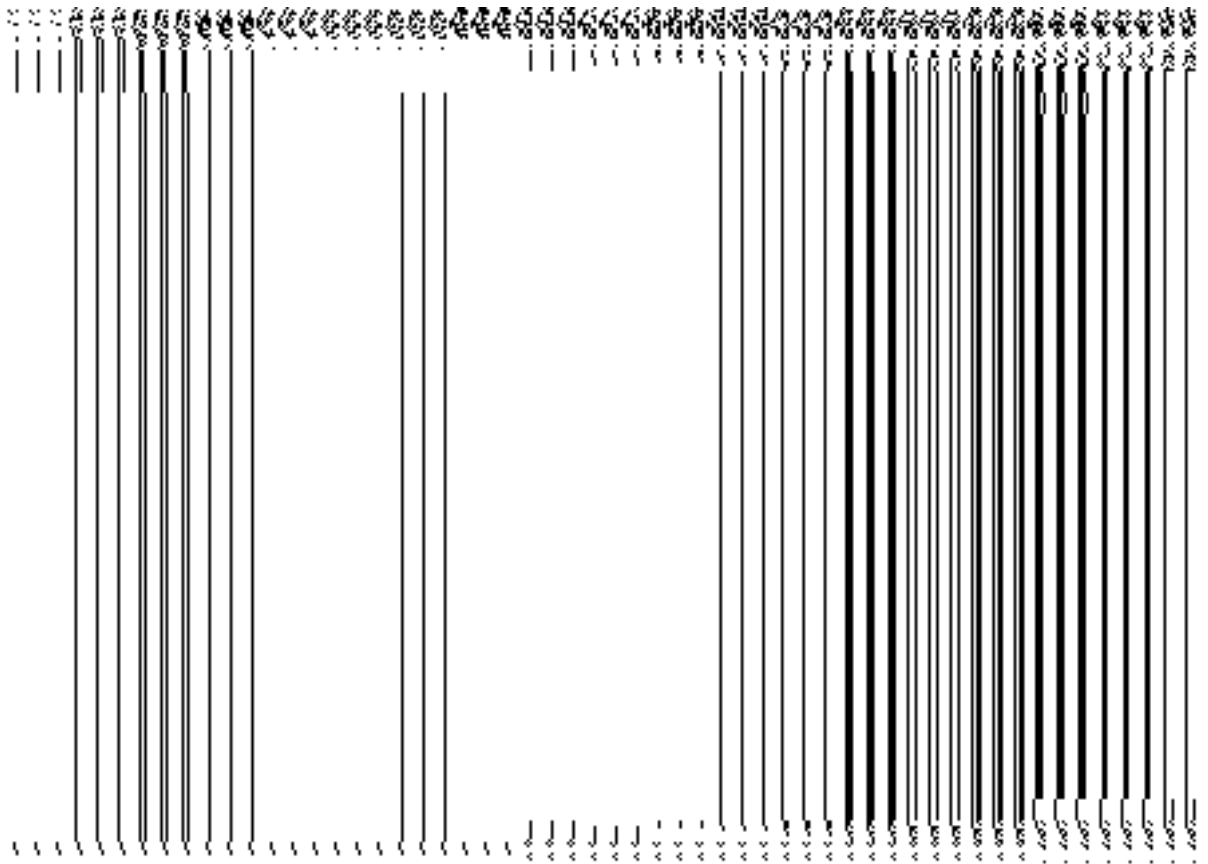


Fig 5.13.3.1

Pre-Condition

You should login into the application and have privilege to create a new assembly constituency. Before creating assembly constituency, the Map should be configured and also the list of parliament constituencies is available. You can open the **Create Assembly Constituency** form by clicking the option **Constituency → Assembly Constituency** is available to you from the left menu.

The Create Assembly Constituency form contains the following fields as indicated below:

S.No	Field Name	Description
1	Create Assembly Constituency:	Description: This field displays the list of parliament constituency in your state and under which you can create new assembly constituency and

	Select PC	allows you to select the parliament constituency. Validation: Select of parliament constituency. Mandatory/Optional: It is a Mandatory field.
2	Create assembly Constituency: Name of New Assembly Constituency (In English)	Description: This field is used to specify the name of new assembly constituency in English. Validation: Enter the new name in character format. Mandatory/Optional: It is a Mandatory field.
3	Create Assembly Constituency: Name of New Assembly Constituency (In Local Language)	Description: This field is used to specify the name of the new assembly constituency in local language. Validation: Enter the new name in local language. Mandatory/Optional: It is an Optional field.
4	Create Assembly Constituency: ECI Code	Description: This field is used to specify the Election Commission of India code of the new assembly constituency. Validation: Enter the ECI code in alphabets and number. It should be unique. Mandatory/Optional: It is a Mandatory field.
5	GIS Nodes: Latitude	Description: This field is used to specify the latitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is Optional field.
6	GIS Nodes: Longitude	Description: This field is used to specify the longitude of the Node. Validation: Enter data in alphanumeric format. Mandatory/Optional: It is an Optional field.

7	GIS Nodes: Upload Map	<p>Description: This field is used to upload the Map. This field is only visible when you have selected the Upload Map option while configuring the map.</p> <p>Validation: Select one file to upload.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	Contributing List of Assembly Constituency: Available Assembly List	<p>Description: This field displays the list of the assembly constituency that are under selected parliament constituency and whose area can be used to create a new Assembly Constituency.</p> <p>Validation: Select at least one Assembly Constituency from the given list.</p> <p>Mandatory/Optional: It is an Optional field, but selecting one part Assembly Constituency is mandatory.</p>
9	Contributing List of Assembly Constituency: Contributing List of Assembly Constituency	<p>Description: This field displays the list of the Assembly Constituency that is contributing to create new Assembly Constituency.</p> <p>Validation: It cannot be empty.</p> <p>Mandatory/Optional: It is a mandatory field.</p>

The **Create Assembly Constituency** form contains the following button as indicated below:

- **Add More Nodes button:** This button allows you to add more nodes.
- **Choose File button:** This button allows you to browse a file to upload.
- **Remove button:** This button allows you to remove the uploaded files.
- **Full Assembly>> button:** This button allows you to add the complete region of selected Assembly Constituency.
- **Part Assembly>> button:** This button allows you to part region of selected Assembly Constituency.
- **Back<< button:** This button allows you to remove the complete list of Assembly Constituency from the Contributing Assembly Constituency.
- **Clear button:** This button allows you to clear the details entered.
- **Save button:** This button allows you to save the newly created assembly constituency.
- **Close button:** In case you don't want to save the changes, you should click the **Close** button and return to the home screen.

Flow of Form

To create assembly constituency, you need to follow the steps given below:

1. You should login into the application and have the privilege to create assembly constituency.
2. Click the option **Constituency → Assembly Constituency** available on the left menu to open the form. The **Create Assembly Constituency** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select parliament constituency in which you want to create new assembly constituency from the **Select PC** drop down list.
4. Specify the name of assembly constituency you want to create in English and local language in **Name of New Assembly Constituency (In English)** and **Name of Assembly Constituency (In Local Language)** fields.
5. Specify the Election commission of India code in the **ECI Code** field.
6. Select the assembly constituency whose area you want to use to create new Assembly constituency from **Available Assembly List** field and click **Full Assembly** or **Part Assembly** button to transfer the list to **Contributing List of Assembly Constituency**.

After making all selections, click the **Save** button to save assembly constituency detail or click the **Close** button to abort.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please fill mandatory field.	This indicates you need to fill the mandatory details.	Click the OK button to resume and fill mandatory field.
2.	Please select the parliament constituency under which you want to create a new assembly	This indicates that you did not select the parliament constituency under which new assembly constituency is created.	Click the OK button to resume and select the parliament constituency.

	constituency.		
3.	Please enter the name of new assembly constituency.	This indicates you did not specify the name of new assembly constituency in English.	Click the OK button to resume and enter the name of constituency.
4.	Assembly constituency already exists with the entered name.	This indicates that you have entered the name of the assembly constituency which is not unique within a state.	Click the OK button to resume and enter unique name of constituency.
5.	Name of assembly Constituency should contain characters [A-Z], [a-z] and space only.	This indicates that you entered the name of the assembly constituency that contains the restricted characters.	Click the OK button to resume and enter the valid name of constituency.
6.	ECI Code should contain alphanumeric characters only.	This indicates that you have entered the ECI Code that contains the restricted characters	Click the OK button to resume and enter the valid ECI code.
7.	The entered ECI Code was given to some other Parliament Constituency.	This indicates that you did not enter the unique ECI Code.	Click the OK button to resume and enter the unique ECI code.

What happens when the Save button is clicked?

On clicking the **Save** button in the **Create Assembly Constituency** form; a message “**New Assembly Details Have Been Saved.!**” is displayed on the screen. Now, a new assembly constituency is created and you can view its details and also modify it.

Map Parliament Constituency

This form allows you to map the parliament/assembly constituency to local government. This form is accessed at State and District levels. You can map the parliament/assembly constituency to local governments by clicking the **Map Parliament Constituency** option in the **Constituency** section. The **Map Parliament/Assembly Constituency to Local Government** form is displayed on the screen. Before mapping parliament/assembly constituency to local government, the list of parliament constituency and assembly constituency should be available.

A screen shown in Fig. 5.13.4.1 display's a sample screen shot of the **Map Parliament/Assembly Constituency to Local Government** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Map Parliament/Assembly Constituency to Local Government** form is shown in Fig. 5.13.4.1:

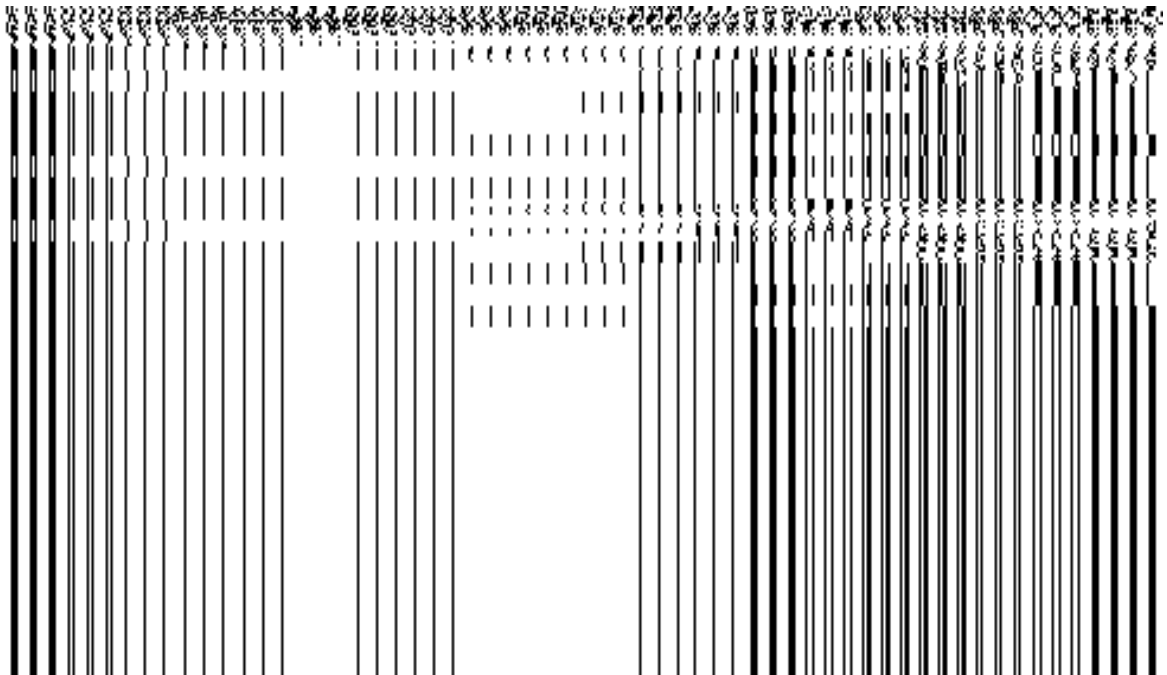


Fig 5.13.4.1

Pre-Condition

You should login into the application and have privilege to map parliament/assembly constituency to local government. Before mapping parliament/assembly constituency to local government, the list of parliament constituency and assembly constituency should be available. You can open the **Map Parliament/Assembly Constituency to Local Government**

form by clicking the option **Constituency → Map of Parliament Constituency** is available to you from the left menu.

The Map Parliament/Assembly Constituency to Local Government form contains the following fields as indicated below:

S.No	Field Name	Description
1	Map Parliament/Assembly Constituency to Local Government: Select Parliament Constituency	Description: This field displays the list of parliament constituency which you can map with the available local government bodies. Validation: Select one parliament constituency. Mandatory/Optional: It is a Mandatory field.
2	Map Parliament/Assembly Constituency to Local Government: Select Assembly Constituency	Description: This field displays the list of assembly constituency which you can map with the available local government bodies. Validation: Select one assembly constituency. Mandatory/Optional: It is a Mandatory field.
3	Covered Local Body: Select Local Body Type	Description: This field displays the list of local type defined in your state. <ul style="list-style-type: none"> • When you select Zila Panchayat (District Panchayat), then the available and contributing fields will contain the Zilla Panchayat List. • When you select the Panchayat Smiti (Intermediate Panchayat) then the Available Zilla Panchayat List drop down list is appeared. From this list box, you have to select the desire Zilla Panchayat in which it fall. The available and contributing fields will display the Panchayat Smiti List fields. • When you select Gram Panchayat (Village Panchayat) then you have to select the zilla panchayat and panchayat smiti in which they fall in three tier structure from the Select Zilla Panchayat List and Select Panchayat Smiti List fields. In two tier structure, you should select the zilla panchayat only. The available and contributing fields will display the Gram Panchayat and Village List fields. • When you select the urban local type then the available and

		<p>contributing list will contain the urban body (like municipal corporation, municipality) and Ward List.</p> <ul style="list-style-type: none"> • When you select Town Panchayat then the available and contributing list will display the Town Panchayat and Ward List. <p>Validation: Select the local body type with which you want to map the constituency.</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	<p>Covered Local Body: Available List</p>	<p>Description: On the basis of local body type selection, the available list field will display the land region that can be covered.</p> <ul style="list-style-type: none"> • When you select local body type as Zilla Panchayat (District Panchayat), then the available list field will contain the Zilla Panchayat List. • When you select local body type as the Panchayat Smiti (Intermediate Panchayat) then the available list field will display the Panchayat Smiti List. • When you select local body type as Gram Panchayat (Village Panchayat) then the available list field will display the Gram Panchayat and Village List fields. • When you select the urban local type then the available list will contain the urban body (like municipal corporation, municipality) and Ward List. • When you select Town Panchayat then the available list will display the Town Panchayat and Ward List. <p>Validation: This field can't be empty</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
5	<p>Covered Local Body: Contributing List</p>	<p>Description: On the basis of local body type selection, the contributing list field will display the land region that is covered.</p> <ul style="list-style-type: none"> • When you select local body type as Zila Panchayat (District Panchayat), then the contributing list field will contain the Zilla

		<p>Panchayat List .</p> <ul style="list-style-type: none"> • When you select local body type as the Panchayat Smiti (Intermediate Panchayat) then the contributing list field will display the Panchayat Smiti List fields. • When you select local body type as Gram Panchayat (Village Panchayat) then the contributing list field will display the Gram Panchayat and Village List fields. • When you select the urban local type then the contributing list will contain the urban body (like municipal corporation, municipality) and Ward List. • When you select Town Panchayat then the contributing list will display the Town Panchayat and Ward List. <p>Validation: This field can't be empty</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
--	--	--

The **Map Parliament/Assembly Constituency to Local Government** form contains the following button as indicated below:

- **Whole button:** This button allows you to select the whole land region of selected district panchayat, intermediate panchayat or village region in the Available List field.
- **Part button:** This button allows you to select the part of land region of selected district panchayat, intermediate panchayat or village region in the Available List field.
- **Reset button:** This button allows you to reset the values in all the field.
- **Back button:** This button allows you to remove the local government body from contributing list field and transfers the selected local body in to the available list field.
- **Add Covered Area button:** This button allows you to display the selected local body type and the local body names.
- **Get Ward List button:** This button allows you to get the list of the ward in the selected urban local body.
- **Get Village List button:** This button allows you to get the list of villages in the selected local body.
- **Clear button:** This button allows you to clear the details entered.

- **Save button:** This button allows you to save the newly created parliament constituency.
- **Close button:** In case you don't want to save the changes, you should click the **Close** button and return to home screen.

Flow of Form

To map parliament/assembly constituency to local government, you need to follow the steps given below:

1. You should login into the application and have the privilege to map parliament/assembly constituency to local government.
2. Click the option **Constituency → Map of Parliament Constituency** available on the left menu to open the form. The **Map Parliament/Assembly Constituency to Local Government** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select parliament constituency which you want to map to local government from the **Select Parliament Constituency** drop down list.
4. Select assembly constituency which you want to map to local government from the **Select Assembly Constituency** drop down list.
5. Select the local government type from the **Select Local Body Type** drop down list.
 - a) When you select **Zilla Panchayat** (District Panchayat) as local body type, then the available and contributing fields will contain the Zilla Panchayat List fields. To map the local body covered land region area with the parliament/assembly constituency, you need to follow the steps given below:
 - a. Select the Zilla Panchayat from the **Available Zilla Panchayat List** and click the **Whole** button to add the name in the **Contributing Zilla Panchayat List** field.
 - b) When you select the **Panchayat Smiti** (Intermediate Panchayat) as local body type then the **Select Zilla Panchayat List** drop down list is appeared. From this list box, you have to select the desire Zilla Panchayat in which it fall. The available and contributing fields will display the Panchayat Smiti List fields. To map the local body covered land region area with the parliament/assembly constituency, you need to follow the steps given below:

b. Select the panchayat smiti from the Available Panchayat Smiti List field and click the Whole button to add the panchayat smiti in the Contributing Panchayat Smiti List field.

c) When you select **Gram Panchayat** (Village Panchayat) as the local body type then you have to select the zilla panchayat and panchayat smiti in which they fall in three tier structure from the **Select Zilla Panchayat List** and **Select Panchayat Smiti List** fields. In two tier structure, you should select the zilla panchayat only. The available and contributing fields will display the Gram Panchayat and Village List fields. To map the local body covered land region area with the parliament/assembly constituency, you need to follow the steps given below:

- I. Select the gram panchayat from the **Available Gram Panchayat List** field and click the **Whole** or **Part** button to add the gram panchayat in the **Contributing Gram Panchayat List** field.
- II. To get the list of village under the selected gram panchayat then click the **Get Village List** button. The list of villages is shown in the **Available Village List** field. Select the villages from the **Available Village List** field and click the **Whole** or **Part** button to add the village in the **Contributing Village List** field.

d) When you select the urban local type then the available and contributing list will contain the urban body (like municipal corporation, municipality) and Ward List field. To map the local body covered land region area with the parliament/assembly constituency, you need to follow the steps given below:

- I. Select the urban local body from the **Available List** field and click the **Whole** or **Part** button to add the urban local body in the **Contributing List** field.
- II. To get the list of wards in the selected urban local body then click the **Get Ward List** button. The list of wards is shown in the **Available Ward List** field. Select the ward from the **Available Ward List** field and click the **Whole** or **Part** button to add the village in the **Contributing Ward List** field.

e) When you select **Town Panchayat** as the local body type then the available and contributing list will display the Town Panchayat and Ward List. To map the local body covered land region area with the parliament/assembly constituency, you need to follow the steps given below:

- I. Select the town panchayat from the **Available Town Panchayat List** field and click the **Whole** or **Part** button to add the urban local body in the **Contributing Town Panchayat List** field.
 - II. To get the list of wards in the selected town panchayat then click the **Get Ward List** button. The list of wards is shown in the **Available Ward List** field. Select the ward from the **Available Ward List** field and click the **Whole** or **Part** button to add the village in the **Contributing Ward List** field.
- f) After making all the selections, click **Add Covered Area** button to get the list of the selections made above.
- g) Click the **Save** button to save mapping detail or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please fill mandatory field	This indicates you need to fill the mandatory detail.	Click ok to resume and fill mandatory field
2.	Select parliament constituency.	This indicates you did not select the parliament constituency you want to map with local government.	Select parliament constituency
3.	Select assembly constituency.	This indicates you did not select the assembly constituency you want to map with local government.	Select assembly constituency.
4.	Select the local body.	This indicates you did not select the local body type	Select local body type.

What happens when the Save button is clicked?

On clicking the **Save** button in the **Map Parliament/Assembly Constituency to Local Government** form, a message “**Mapping of Parliament and Assembly constituency saved successfully**” is displayed on the

Modify Parliament Constituency

Brief Description

The main purpose of the form is to manage all existing parliament constituencies. You can manage an existing parliament constituency by clicking the **Modify Parliament Constituency** option in the **Constituency** section. On clicking this option, the **Modify Parliament Constituency** form is displayed on the screen. This form shows the list of parliament constituency in your state with the **View** and **Modify** icons. Now, you can view the selected parliament constituency details and also modify the name and ECI code of the selected parliament constituency.

A screen shown in Fig. 5.13.5.1 display's a sample screen shot of the **Modify Parliament Constituency** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Parliament Constituency** form is shown in Fig. 5.13.5.1:

Fig 5.13.5.1

Pre-Condition

You should be logged in to the application and have privilege to modify parliament constituency information. You can open the **Modify Parliament Constituency** form by clicking the option **Constituency** → **Modify Parliament Constituency** is available to you from the left menu.

The Modify Parliament Constituency form contains the following fields as indicated below:

S.No	Field Name	Description
------	------------	-------------

1	Parliament Constituency Name (In English)	Description: This field displays the name parliament constituency in English Validation: NA Mandatory/Optional: NA
2	Parliament Constituency Name (In Local Language)	Description: This field displays the name of parliament constituency in local language. Validation: NA Mandatory/Optional: NA
3	ECI Code	Description: This field displays the Election Commission of India code. Validation: NA Mandatory/Optional: NA

The **Modify Parliament constituency** form contains the following buttons as indicated below:

- **Previous button:** This button allows you to return to previous page.
- **Next button:** This button allows you to move next page.

Flow of Form

To modify parliament constituency detail, you need to follow the steps given below:

1. You should be logged in to the application and has privilege to modify parliament constituency.
2. Click on the option **Constituency**→ **Modify Parliament Constituency** available from the left menu to open the form. The **Modify Parliament Constituency** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. The **Modify Parliament Constituency** form shows the list of parliament constituencies with two icons **View**, and **Modify**. Now, you can view and modify the selected parliament constituency details.

View Parliament Constituency

Brief Description

This form enables you to view details of the selected parliament constituency. You can view an existing parliament constituency detail by clicking the **View** icon available in front of parliament constituency name in the **Modify Parliament Constituency** form. The **Parliament Constituency Detail** form is displayed on the screen. This form shows you the complete details of the selected parliament constituency with the **Close** action button.

A screen shown in Fig. 5.13.5.1.1 display's a sample screen shot of the **Parliament Constituency Detail** form.

The **Parliament Constituency Detail** form is shown in Fig. 5.13.5.1.1:

Fig 13.5.1.1

Pre-Condition

You should be logged in to the application and have privilege to view parliament constituency information.

The Parliament Constituency Detail form contains the following fields as indicated below:

S.No	Field Name	Description
1	Parliament Constituency Detail: Parliament Constituency Name (In English)	Description: This field displays the name parliament constituency in English Validation: NA Mandatory/Optional: NA
2	Parliament Constituency Detail: Parliament Constituency Name (In Local Language)	Description: This field displays the name of parliament constituency in local language. Validation: NA Mandatory/Optional: NA
3	Parliament Constituency Detail: ECI Code	Description: This field displays the Election Commission of India code. Validation: NA Mandatory/Optional: NA

The **Parliament Constituency Detail** form contains the following buttons as indicated below:

- **Close button:** This button allows you to close the detail and return to the home page.

Flow of Form

To view parliament constituency, you need to follow the steps given below:

1. After getting search result in the **Modify Parliament Constituency** form, click on the **View** icon in front of the parliament constituency name. The **Parliament Constituency Detail** form is displayed on the screen. This form shows you the complete details of the selected parliament constituency, such as parliament constituency name in English and local language and ECI code, with **Close** action button.
2. Click the **Close** button after viewing detail.

Modify

Brief Description

The main purpose of the form is to modify an existing parliament constituency. You can modify an existing parliament constituency by clicking the **Modify** icon in front of the parliament constituency in the **Modify Parliament Constituency** form. On clicking this option, the **Modify Parliament Constituency** form is displayed on the screen. This form allows you to modify the parliament constituency name in English and local language. You can also modify the ECI code of the selected parliament constituency.

A screen shown in Fig. 5.13.5.2.1 display's a sample screen shot of the **Modify Parliament Constituency** form. The **Modify Parliament Constituency** form is shown in Fig. 5.13.5.2.1:

Fig 13.5.2.1

Pre-Condition

You should be logged in to the application and have privilege to modify existing parliament constituency information.

The Modify Parliament Constituency form contains the following fields as indicated below:

S.No	Field Name	Description
1	Parliament Constituency Name (In English)	Description: This field is used to specify the name parliament constituency in English.

		<p>Validation: Enter the name in alphabets.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Parliament Constituency Name (In Local Language)	<p>Description: This field is used to specify the name of parliament constituency in local language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
3	ECI Code	<p>Description: This field is used to specify the Election Commission of India code.</p> <p>Validation: Enter the ECI code in number.</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Modify Parliament constituency** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the changes made. On clicking this button a new screen is displayed.
- **Clear button:** This button allows you to clear the details entered by you.
- **Close button:** On clicking this button you return to home page without making changes.

Flow of Form

To modify parliament constituency, you need to follow the steps given below:

After getting search result in the **Modify Parliament Constituency** form, click on the **Modify** icon. **Note:** This form allows you to modify the selected parliament constituency details, such as parliament constituency name in English and local language and ECI code, with **Close** action button.

1. Specify the name of parliament constituency you want to create in English and local language in the **Parliament Constituency Name (In English)** and **Parliament Constituency Name (In Local Language)**.
3. Specify the Election commission of India code in the **ECI Code** field.
4. After specifying all changes, click the **Save** button to save the detail or click the **Cancel** button to abort the operation.

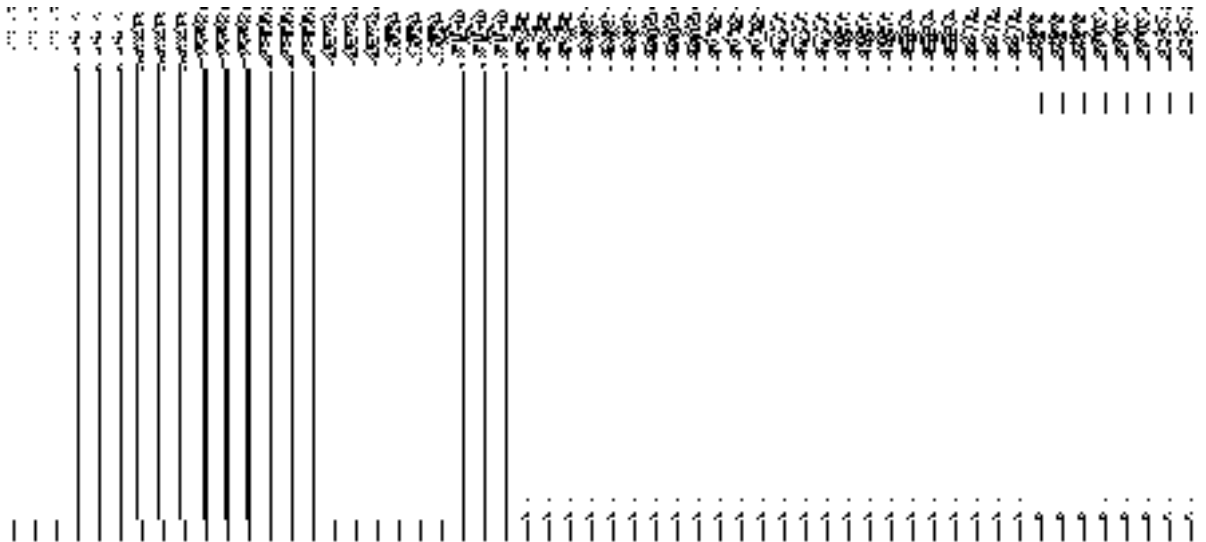
Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please fill mandatory field.	This indicates you need to fill the mandatory detail.	Click OK to resume and fill mandatory field.
2.	Please enter the new name of the parliament constituency.	This indicates you did not specify the new name of parliament constituency in English.	Enter the name of constituency.

What happens when the Save button is clicked?

On clicking the **Save** button, a new screen with the updated details of the selected parliament constituency is shown on the screen. Now, thhe details of the selected parliament constituency get saved and the system updated the records in the database.



Modify Assembly Constituency

Brief Description

The main purpose of the form is to manage all existing assembly constituencies. You can manage an existing assembly constituency by clicking the **Modify Assembly Constituency** option in the **Constituency** section. On clicking this option, the **Modify Assembly Constituency** form is displayed on the screen. This form allows you to manage the list of assembly constituencies by using the **Select PC** drop down list. On selecting the parliament constituency, click the Get button then the list of assembly constituencies in the selected parliament constituency is displayed on the screen. Now, you can view and modify the details.

A screen shown in Fig. 5.13.6.1 display's a sample screen shot of the **Modify Assembly Constituency** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Assembly Constituency** form is shown in Fig. 5.13.6.1:

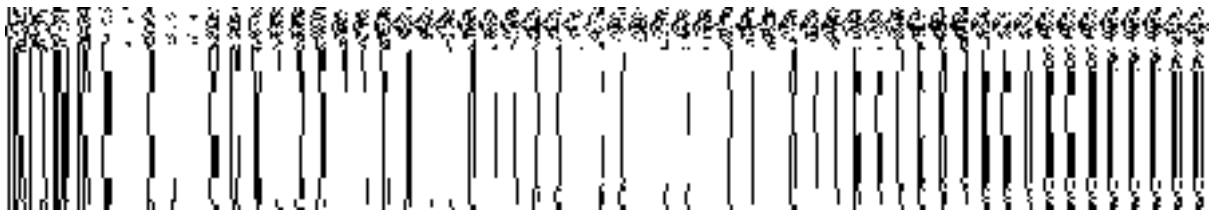


Fig 5.13.6.1

Pre-Condition

You should be logged in to the application and have privilege to modify existing assembly constituency information. You can open the Modify Assembly Constituency form by clicking the option **Constituency** → **Modify Assembly Constituency** is available to you from the left menu.

The Modify Assembly Constituency form contains following fields as indicated below:

Sno	Field Name	Description
-----	------------	-------------

1	Select PC	<p>Description: This field allows you to select parliament constituency whose assembly constituencies you want to view.</p> <p>Validation: Select at least one option.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
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The **Modify Assembly Constituency** form contains the following buttons as indicated below:

- **Get button:** This button allows you to retrieve the list of assembly constituencies that come under the selected parliament constituency. On clicking this button a new screen is displayed.
- **Clear button:** This button allows you to remove the details entered by you in all the fields.
- **Close button:** On clicking this button you return to home page without making changes.

Flow of Form

To modify assembly constituency detail, you need to follow the steps given below:

1. You should be logged in to the application and has privilege to modify assembly constituency.
2. Click on the option **Constituency** → **Modify Assembly Constituency** available from the left menu to open the form. The **Modify Assembly Constituency** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select parliament constituency whose assembly constituency you want to view from the **Select PC** drop down list.
4. Click the **Get** button to get the details about the assembly constituencies under the selected parliament constituency.
5. The search result is shown on the screen with the two icons **View** and **Modify**.

What happens when you click on Get button?

When you clicked the **Get** button then the list of assembly constituencies is displayed on the screen. Now, you can view and modify the details of the selected assembly constituency by using the **View** and **Modify** icon in front of the constituency name.

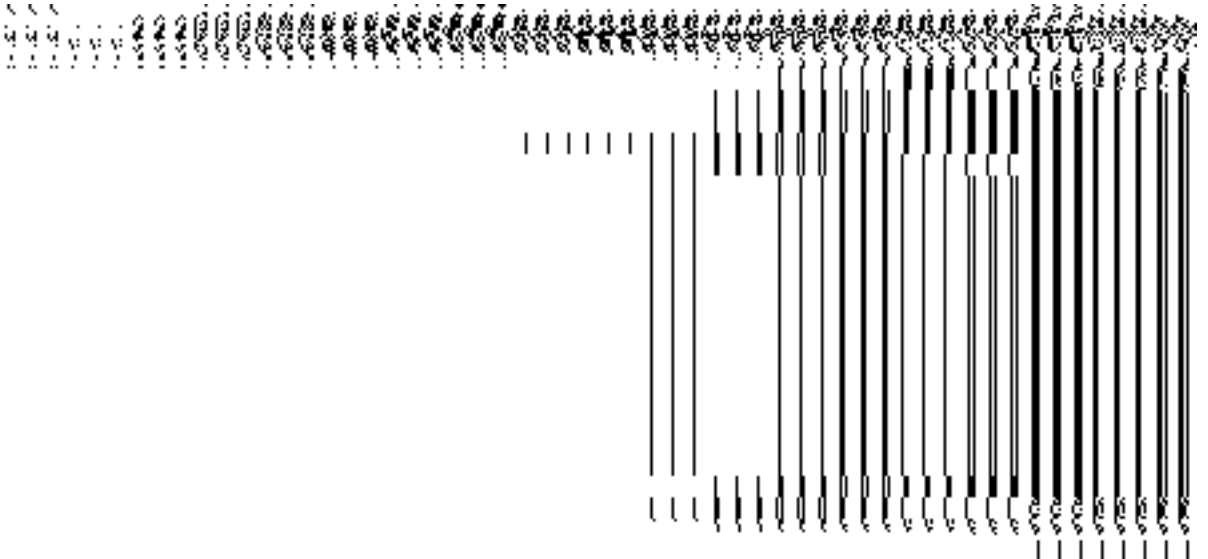


Fig. 5.13.6.2

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please select the parliament constituency.	This indicates that you did not select the parliament constituency whose assembly constituencies you want to view.	Click the OK button to resume and select the parliament constituency.

5.13.6.1 View Assembly constituency

Brief Description

This form enables you to view details of the selected assembly constituency. You can view an existing assembly constituency detail by clicking the **View** icon available in front of assembly constituency name in the **Modify Assembly Constituency** form. The **Assembly Constituency**

Detail form is displayed on the screen. This form shows you the complete details of the selected assembly constituency with the **Close** action button.

A screen shown in Fig. 5.13.6.1.1 display's a sample screen shot of the **Assembly Constituency Detail** form.

The **Assembly Constituency Detail** form is shown in Fig. 5.13.6.1.1:

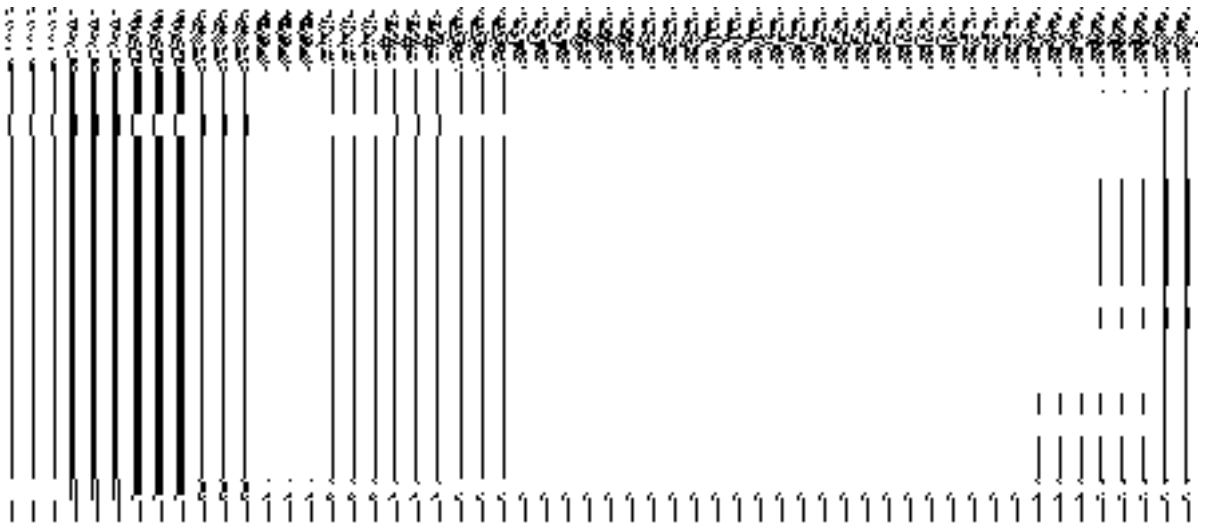


Fig 5.13.6.1.1

Pre-Condition

You should be logged in to the application and have privilege to view assembly constituency information.

The **Assembly Constituency Detail** form contains following fields as indicated below:

S.No	Field Name	Description
------	------------	-------------

1	Assembly Constituency Detail: Assembly Constituency Name (In English)	Description: This field displays the name assembly constituency in English Validation: NA Mandatory/Optional: NA
2	Assembly Constituency Detail: Assembly Constituency Name (In Local Language)	Description: This field displays the name of assembly constituency in local language. Validation: NA Mandatory/Optional: NA
3	Assembly Constituency Detail: ECI Code	Description: This field displays the Election Commission of India code. Validation: NA Mandatory/Optional: NA

The **Assembly Constituency Detail** form contains following buttons as indicated below:

- **Close button:** This button allows you to close the detail and return to the home page.

Flow of Form

To view assembly constituency detail, you need to follow the steps given below:

1. After getting search result in the **Modify Assembly Constituency** form, click on the **View** icon in front of the assembly constituency name. The **Assembly Constituency Detail** form is displayed on the screen. This form shows you the complete details of the selected assembly constituency, such as assembly constituency name in English and local language and ECI code, with **Close** action button.
2. Click the **Close** button after viewing detail.

Modify

Brief Description

The main purpose of the form is to modify an existing assembly constituency detail. You can modify an existing assembly constituency by clicking the **Modify** icon in front of the assembly constituency in the **Modify Assembly Constituency** form. On clicking this option, the **Assembly Constituency Detail** form is displayed on the screen. This form allows you to modify the assembly constituency name in English and local language. You can also modify the ECI code of the selected assembly constituency.

A screen shown in Fig. 5.13.6.2.1 display's a sample screen shot of the **Assembly Constituency Detail** form.

The **Assembly Constituency Detail** form is shown in Fig. 5.13.6.2.1:

Fig 13.6.2.1

The **Assembly Constituency Detail** form contains following fields as indicated below:

Sno	Field Name	Description
1	Assembly Constituency Name (In English)	<p>Description: This field is used to specify the name of assembly constituency in English.</p> <p>Validation: Enter the name in alphabets.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

2	Assembly Constituency Name (In Local Language)	Description: This field is used to specify the name of assembly constituency in local language. Validation: NA Mandatory/Optional: It is an Optional field.
3	ECI Code	Description: This field is used to specify the Election Commission of India code. Validation: Enter the eci code in number. Mandatory/Optional: It is an Optional field.

The **Assembly Constituency Detail** form contains following buttons as indicated below:

- **Save button:** This button allows you to save the changes made. On clicking this button, a new screen is displayed.
- **Clear button:** This button allows you to remove the details entered by you in all fields.
- **Close button:** On clicking this button, you return to home page without making changes.

Flow of Form

To modify assembly constituency, you need to follow the steps given below:

1. After getting search result in the **Modify Assembly Constituency** form, click on the **Modify** icon in front of the assembly constituency name. The **Assembly Constituency Detail** form is displayed on the screen. This form allows you to modify the selected assembly constituency details, such as assembly constituency name in English and local language and ECI code, with **Close** action button.
2. Specify the name of assembly constituency you want to create in English and local language in the **Assembly Constituency Name (In English)** and **Assembly Constituency Name (In Local Language)** fields.
3. Specify the Election Commission of India code in the **ECI** code field.
4. After making all changes, click the **Save** button to save the changes.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please fill mandatory field	This indicates you need to fill the mandatory detail.	Click ok to resume and fill mandatory field
2.	Please enter the name of assembly constituency.	This indicates you did not specify the name of new assembly constituency in English.	Enter the name of constituency

What happens when the Save button is clicked?

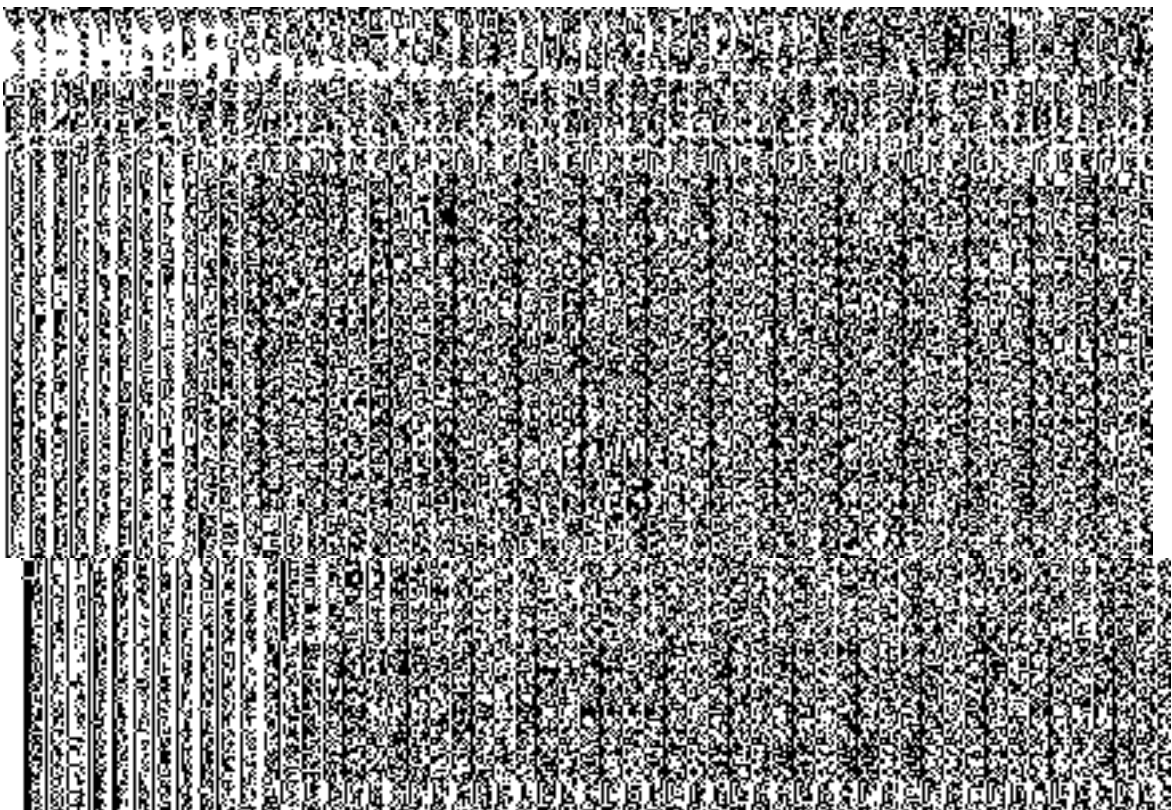
On clicking the **Save** button, a new screen with the updated details of the selected assembly constituency is shown on the screen. Now, the details of the selected assembly constituency get saved and the system updated the records in the database.

Map ZP Constituency

The main purpose of this form is to map zilla panchayat constituency. You can map zilla panchayat constituency by clicking the **Map ZP Constituency** option in the Constituency section. The **Map ZP Constituency** form is displayed on the screen.

A screen shown in Fig 1.1 displays a sample screen shot of the **Map ZP Constituency** form. All field marked with * are mandatory.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).



The **Map ZP Constituency** form is shown in Fig. 1.1:

Fig 1.1

Pre-Condition

You should login into the application as State user and have privilege to map zp constituency.

The Map ZP Constituency form contains the following fields as indicated below:

S.N	Field Name	Explanation
o		
	Select Zilla Panchayat	Description: This field allows you to select zilla panchayat from the drop down list. Validation: Select zilla panhayat from the drop down list.. Mandatory/Optional: It is a Mandatory field.
	Select Ward Name	Description: This field allows you to select ward name from the drop down list. Validation: Select ward name from the drop down list.. Mandatory/Optional: It is a Mandatory field.
	Block Panchayat	Description: This field allows you to specify block panchayat. Validation: Select block panchyat from the drop down list.. Mandatory/Optional: It is a Mandatory field.
	Available Gram panchayat List	Description: This field displays the available gram panchayat list that can be used to for mapping zp constituency. Validation: NA Mandatory/Optional: It is a Mandatory field.
	Selected DisRICTS	Description: This field is used to displays the selected districts

		<p>partly or wholly.</p> <p>Validation: This field consists of at least one district.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
	Available Sub-Districts list	<p>Description: This field displays the available sub-district list.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
	Selected Sub-Districts	<p>Description: This field is used to display the selected sub-districts partly or wholly.</p> <p>Validation: This field consists of at least one sub-district.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
	Available Villages	<p>Description: This field displays the available villages list.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
	Selected Villages	<p>Description: This field is used to display the selected villages wholly.</p> <p>Validation: This field consists of at least one village.</p> <p>Mandatory/Optional: NA</p>

The **Map ZP Constituency** form contains the following buttons as indicated below:

- **Whole:** This button allows you to select whole gram panchayat for contributing to contributing gram panchayat list.
- **Part:** This button allows you to select part gram panchayat for contributing to contributing gram panchayat list.
- **Get Village List:** This button allows you to get village list for the partly selected gram panchayat.
- **Save:** This button allows you to save the changes in the database.

- **Close:** This button allows you to abort the map zp constituency operation and will return back to the home screen without saving the details.

Flow of Form

To map ZP constituency, you need to follow the steps given below:

1. You should login into the application and have privileges to map zp constituency.
2. Click the option **Constituency** → **Map ZP Constituency** available on the left menu to open the form. The **Map ZP Constituency** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select zilla panchayat in the **Select Zilla Panchayat** text box field.
4. Specify ward name in the **Select Ward Name** text box field.
5. Select block panchayat in the **Block Panchayat** text box field.
6. Select gram panchayat partly or wholly in the **Available Gram panchayat List** text box field which you want to contribute to the **Contributing Gram panchayat List**.
7. The partly and wholly selected gram panchayat will appear in **Contributing Gram panchayat List**. Now select partly selected gram panchayat whose you want to get village list.
8. Select whole of the villages in the **Available Village list** text box field which you want to contribute to the selected **Contributing Village list**.
9. After making all selection, click the **Save** button to save the details or click the **Close** button to abort.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action

S. No.	Message	Reason	Expected Action
1.	Please select zilla panchayat	This indicates that you didn't select zilla panchayat.	Select zilla panchayat.
2.	Please select ward name	This indicates that you didn't select name of the ward.	Select ward name.
3.	Please select block panchayat.	This indicates that you didn't select block panchayat.	Select block panchayat.
4.	Please select at least one part gram panchayat to get Village list	This indicates that you didn't select part of the gram panchayat in order to get village list.	Select part of the gram panchayat.

What happens when you click the Save button?

When the **Save** button is clicked then the mapping of the zilla panchayat constituency is done and details get saved in the database.

Create Department (State)

Brief Description

The main purpose of this form is to allow you to create department at state. It includes information like name and location of department etc. You need to build a dynamic hierarchy before creating the Department. You can create a department by clicking the **Create Department (State)** option in the **Department** section. The form to create a dynamic department before proceeding to create a department is displayed. Please refer to **Fig 5.17.3.1.1 for the screen shot of the form.** After creating the dynamic hierarchy for the department, click on Create Department button. Then, **Create Department (State)** form is displayed on the screen. This form consists of the several fields that help in creating a new department at state. In the **Create Department (State)** form, Specific locations(selected at the time of creation of dynamic hierarchy for the department) is the location where you want to create a new department. You can create a department in any district, sub district, block , village or administrative unit level. If you want to create a department in a district then you have to select the district level while creating the dynamic hierarchy, then the **District Level** Option is checked in the **Specific Locations** field. But in case, you want create a new department in a sub district then the sub-district level is selected while creating the dynamic hierarchy and Sub **District Level Option is selected in the Specific Locations** fields in the **Create Department (State)** form. Similarly, if you want to create a department in a block then **Block Level** fields is selected in the Specific Locations and on the other hand, if you want to create a department in village then **Village is selected** in the **Specific Locations**field. If you want to create a department in an administrative unit level, then the administrative unit is selected in the Specific location.

A screen shown in Fig. 5.17.3.1 display's a sample screen shot of the **Create Department (State)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The Create dynamic hierarchy form is shown below in **Fig 5.17.3.1.1**

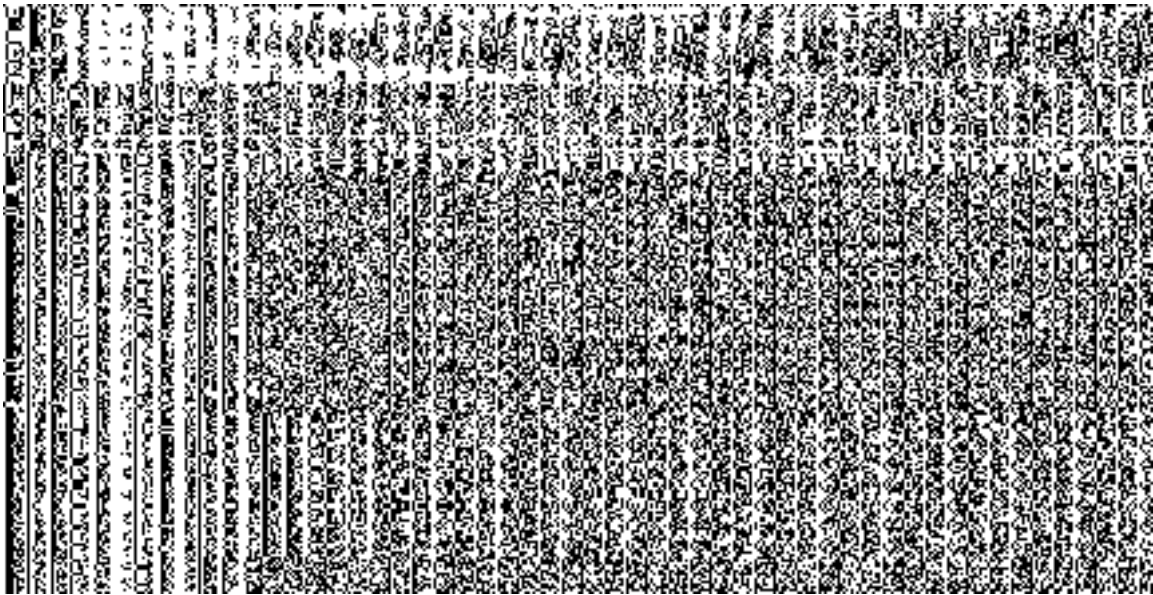


Fig 5.17.3.1.1

The **Create Department (State)** form is shown in Fig. 5.17.3.1:

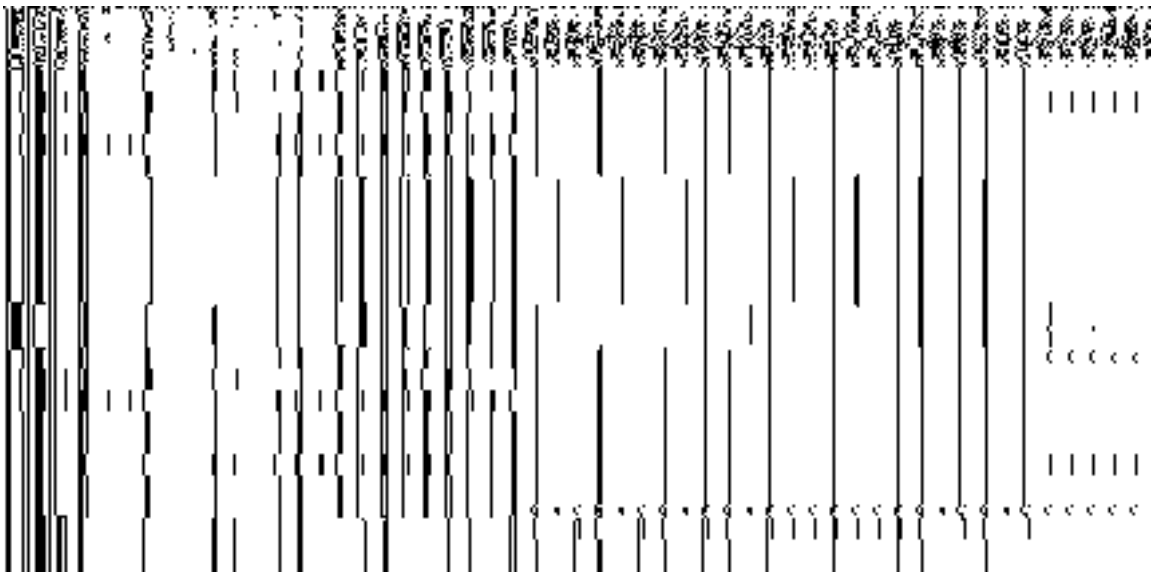


Fig 5.17.3.1

Pre-Condition

You should login into the application as State Level User and have privilege to create department at state. You can open the **Create Department (State)** form by clicking the option **Department → Create Department (State)** is available to you from the left menu.

The Create Department (State) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details: Name of Department	<p>Description: This field is used to specify the name of new department. For example - Department of Information Technology.</p> <p>Validation: Enter the new name of Department in alphabets and you can use some special character [-, ., space,(,),comma,/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details: Name in Local Language	<p>Description: This field is used to specify the name of the department in local language. For example - Department of Information Technology in Hindi is called Suchana Praudyogiki Vibhag.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
3	General Details: Short Name of Department	<p>Description: This field is used to specify the short name of new department. For example - The short name of Department of Information Technology is DIT.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Specify Locations of Branch Offices	<p>Description: This field is used to specify the location at which the department should work. You can choose multiple locations. For example - at administrative unit,district, sub district, block or village level.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The Create Department (State) form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the department details.
- **Close button:** This button takes you back to the home page without saving.

- **Next button:** When you check the specific location of department check box then a new button **Next** is displayed. This button allows you to move to next screen.

Flow of Form

To create department at state, you need to follow the steps given below:

1. You should login into the application as state level user and have the privilege to create department.
2. Click the option **Department → Create Department (State)** available on the left menu to open the form. The **Create Department (State)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. The Select Department section has two radio button fields that it specifies whether the department is Line Department or Local Bodies Department.
4. When you select the Line Department then perform the given steps.
 - a) Specify department name in English in the **Name of Department** field.
 - b) Specify department name in local language in the **Name in Local Language** field.
 - c) Specify short name of department in the **Short Name of Department** field. The level at which you want the department to be present other than state level is selected at the time of creating the dynamic hierarchy for that department and those selected levels are displayed in the **Specify Locations of Branch Offices** field.
5. Click the **Save** button to save the details or click the **Cancel** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly fill the	This indicates that you didn't	Click "OK" to resume and enter

S. No.	Message	Reason	Expected Action
	department name.	enter the department name.	the department name.
2.	Kindly use [A-Z], [a-z], space , [-],(,), comma(,), /, & in name of department.	This indicates that the name of new department contains restricted characters.	Click “ OK ” to resume and enter the department name.
3.	Kindly enter the unique department.	This indicates that you have enter the name of the department which is already existing.	Click “ OK ” to resume and enter the department name.

What happen when the levels are selected in specific location of department?

This means the department may be present at administrative unit,district, sub district, Block or village level.

For example, if you want that the new department is present in the district then you have to select the **District Level** option **at the time of dynamic hierarchy creation** . On clicking the **Create Department** button, the **District Level Unit Detail** form is displayed on the screen. This form allows you to create a district level unit of a department. Similarly, you can create a new department in any sub district, administrative unit,block and village by using the **Sub District Level**, Administrative unit level,**Block Level**, and **Village Level** options while creating dynamic hierarchy and filling details in their relatives form.

What happens when you select the District level option during dynamic hierarchy creation?

*The **District Level** option allows you to create a new department in all the districts or the selected districts of your state. The **District Level** option is presented in the dynamic hierarchy form of **Create Department (State)** . When you click the **Create Department (State)** button, the **Create Department form for District Level Unit** form is displayed on the screen. This form allows you to create a district level unit of a new department. In the **District Level Unit** form,*

you have to specify the general details of the district level unit and also to select the district under which you want to create a district level unit. Before creating a district level unit, a new department details should be filled earlier. In the **Create Department form for District Level Unit** , there are two options namely **All Districts of State** and **Specific Districts**. The **All Districts of State** option allows you to create a district level unit in all districts of your state whereas the **Specific Districts** option allows you to create a district level unit in the selected districts of your state.

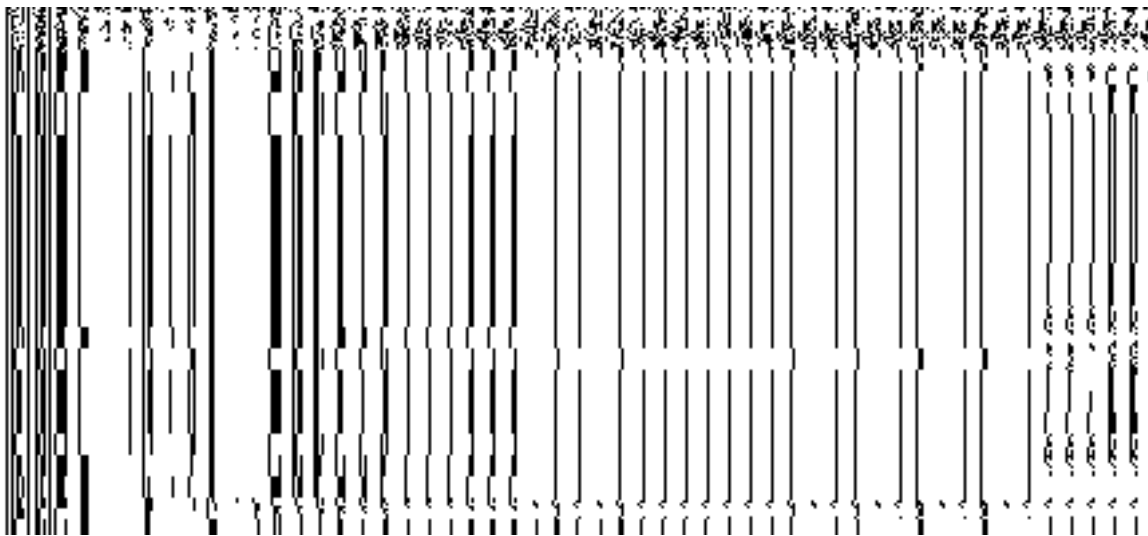


Fig 5.17.3.4

When you select the **Specific Districts** radio button, then the **District List** and **Selected Districts** drop down list fields are displayed on the screen. The **Specific Districts** field allows you to create a new department in the selected districts of your state. The **District List** field displayed the list of districts in which you can create a district level unit of a new department. The **Selected Districts** field shows the list of districts in which the district level unit of a new department is created.

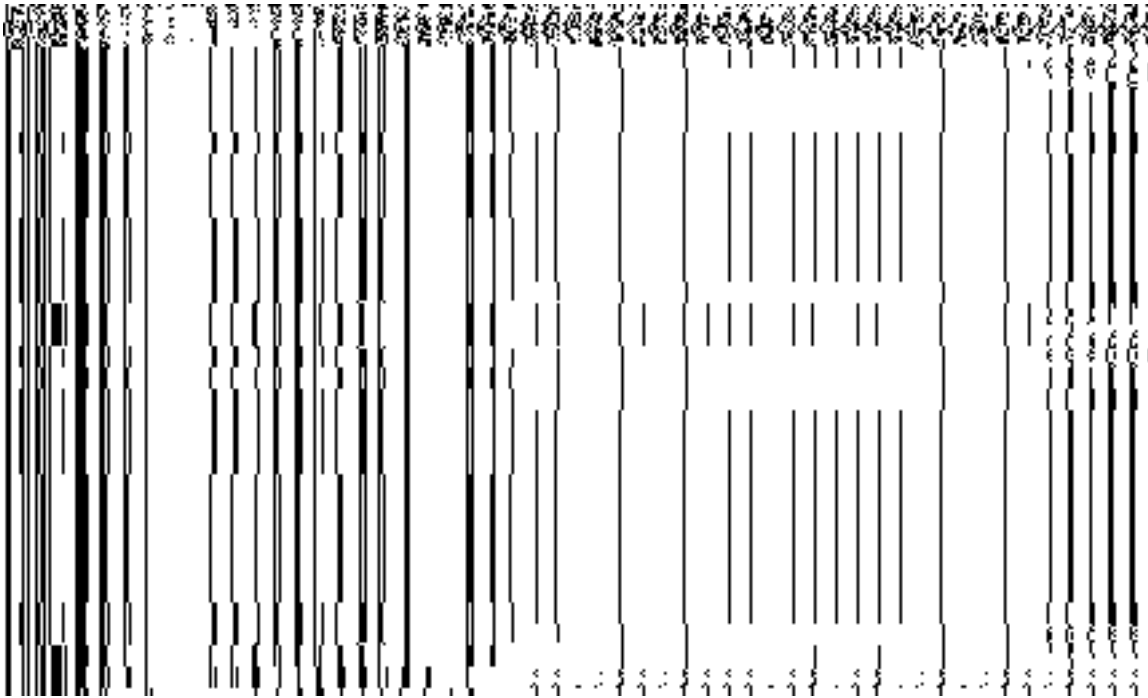


Fig 5.17.3.5

Pre-Condition

You should have filled the state level department detail and selected **District Level** option in the dynamic hierarchy creation form for **Create Department (State)**.

The District Level Unit Detail form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details: Select Parent	<p>Description: This field shows the list of the state level unit from which you select your parent. For example- select Information Unit as the state level unit under which you want to create district level unit.</p> <p>Validation: Select one parent.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details:	<p>Description: This field is used to specify the name of the department for district level unit. For example - Information Unit</p>

	Department Name	<p>Validation: Enter the new name of Unit in alphabets and you can use some special character [-, ., space], -, (,), comma(,), /, &.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	General Details: Name in Local Language	<p>Description: This field is used to specify the name of the department for district level unit in local language. For example- Information Unit in Hindi is called Suchana Khand.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	General Details: Short Name in English	<p>Description: This field is used to specify the short name of department for district unit. For example- The short name of Information Unit is IU.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	District Level	<p>Description: This field is used to specify whether all the district have this unit or some specific district have this unit</p> <p>Validation: Select one of the radio button.</p> <p>Mandatory/Optional: It is an optional field, but selecting one of the radio buttons is mandatory.</p>
6	Specific District: District List	<p>Description: This field displays the list of all the districts in which you can create a district level unit.</p> <p>Validation: Select at least one district.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Specific District: Selected State	<p>Description: This field displays the list of select districts that will have the district unit.</p> <p>Validation: At least one district should be selected.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **District Level Unit Detail** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the district unit details. This button won't be visible to you in case there are more levels selected after the district level and multiple check boxes are selected in **Specific Location of Branch Offices**.
- **Close button:** This button takes you back to the home page without saving.
- **Next button:** This button allows you to go to next screen. This button is only visible, when there are more levels selected after the district level and multiple checkboxes are selected in the **Specific Location of Branch Offices** field.

Flow of Form

To create district unit, you need to follow the steps given below:

1. You should fill the State level department detail and click the **Next** button in the **Create Department (State)** form. The **Create Department form for District Level t** is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the department name in the **Department Name** field.
3. Specify department unit name in local language in the **Department Name (in Local Language)** field
4. Specify short name of department unit in the **Short Name** of Department field
5. The **District Level** has two radio button fields that specifies whether you want the unit to create in all districts or specific districts. The **All Districts of State** radio button means that you want to create a district unit in all the district of your state. The **Specific District** radio button means that the district level unit is created in selected districts.
6. When you select the **All Districts of State** option then directly click the **Next** or **Save** button.
7. When you select **Specific Districts** option then follow the given steps.
 - a) Select the district in which you want the unit to exist from the **District List** field and click the '>>' button to add these to the **Selected District** field.
 - b) Click the **Next** or **Save** button to proceed further

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly fill the department name for district level unit.	This indicates that you did not enter the new department name for district unit.	Click “OK” to resume and specify the name.
2.	Kindly select the parent of the district level unit.	This indicates that you did not select the parent of the district level unit name.	Click “OK” to resume and select the parent name of the district level unit.
3.	Kindly select district from the list.	This indicates that you did not select the district in which unit is created.	Click “OK” to resume and select district.

What happens when you select the Administration unit level option during hierarchy creation?

The **Administration unit Level** option allows you to create a new department in all the Administration units or the selected Administration units of the state. The **Administration unit Level** option is present in the dynamic hierarchy form of **Create Administrative Department (State)**. When you click the **Create Department or Next(present in the form for the parent of Administration level selected)** button, the **Create Department for Administration unit Level** form is displayed on the screen. This form allows you to create an administration unit level of a new department. In the **Administration Unit Level** form, you have to specify the general details of the administration unit level and also to select the parent under which you want to create a administration unit level. Before creating administration unit level, a new department details should be filled earlier. In the **Create Department for administration Unit Level Detail** form, there are two options namely **All administration units of State** and **Specific administration units**. The **All administration units of State** option allows you to create an administration unit level in all administration units of your state whereas the **Specific Administration Units** option allows you to create an administration unit level in the selected administration units of your state.

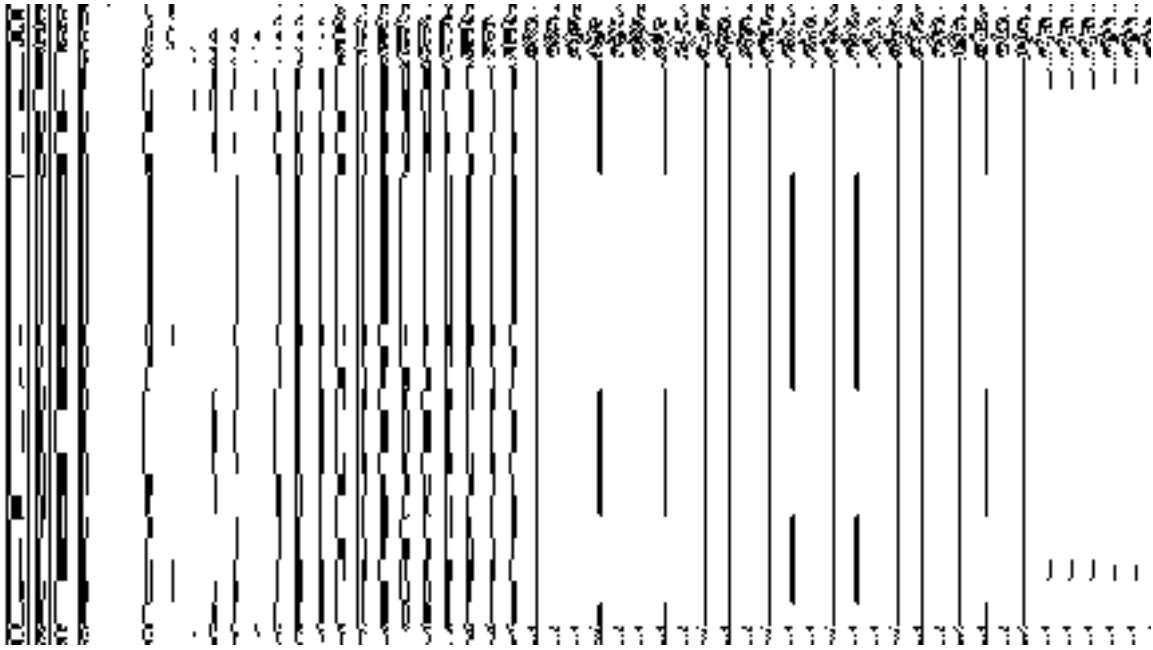


Fig 5.17.3.4

When you select the **Specific Administration units** radio button, then the **Administration units List** and **Selected Administration units** drop down list fields are displayed on the screen. The **Specific Administration units** field allows you to create a new department in the selected Administration units of your state. The **Administration unit List** field displayed the list of **Administration units** in which you can create administration level unit of a new department. The **Selected Administration Units** field shows the list of administration units in which the Administration level unit of a new department is created.

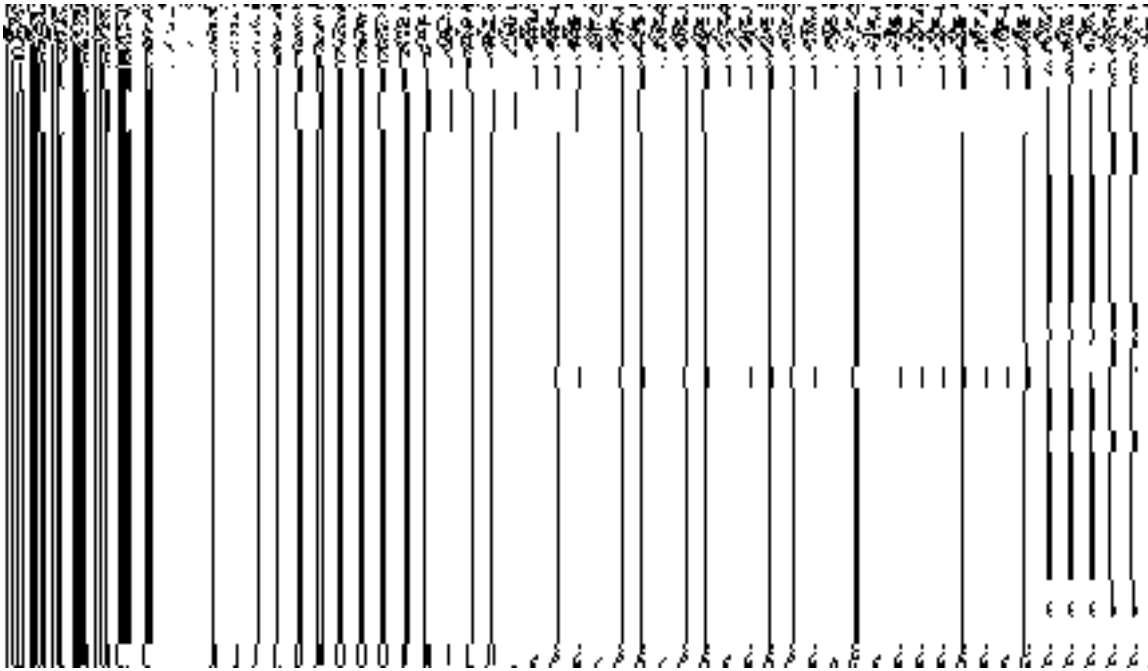


Fig 5.17.3.5

Pre-Condition

You should have filled the state level department detail and selected **Administration Level** option in the **dynamic hierarchy** form.

The **Administration Unit Level Detail** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details: Select Parent	Description: This field shows the list of level unit from which you select your parent. This field populates as per the dynamic hierarchy build for the

		<p>department</p> <p>Validation: Select one parent.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	<p>General Details:</p> <p>Department Name</p>	<p>Description: This field is used to specify the name of the department for administration unit level.</p> <p>Validation: Enter the new name of Unit in alphabets and you can use some special character [-, ., space],-(,), comma(,), /, &.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	<p>General Details:</p> <p>Department Name (in Local Language)</p>	<p>Description: This field is used to specify the name of the department for administration level unit in local language. For example- Information Unit in Hindi is called Suchana Khand.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	<p>General Details:</p> <p>Short Name of Department</p>	<p>Description: This field is used to specify the short name of department for administration unit. For example- The short name of Information Unit is IU.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	<p>Administration Level</p>	<p>Description: This field is used to specify whether all the administration units have this unit or some specific administration units have this unit</p> <p>Validation: Select one of the radio button.</p> <p>Mandatory/Optional: It is an optional field, but selecting one of the radio buttons is mandatory.</p>
6	<p>Specific administration units:</p> <p>Administration units list</p>	<p>Description: This field displays the list of all the administration units in which you can create administration level unit.</p> <p>Validation: Select at least one administration unit.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

7	Specific Administration units: Selected Administration units	<p>Description: This field displays the list of select Administration units that will have the Administration unit</p> <p>Validation: At least one Administration unit should be selected.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Administration Unit Level Detail** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the Administration unit details. This button won't be visible to you in case you have selected more levels below this level in the dynamic hierarchy creation.
- **Close button:** This button takes you back to the home page without saving.
- **Next button:** This button allows you to go to next screen. This button is only visible, when you you have selected more levels below this level in the dynamic hierarchy creation and multiple check boxes are checked in the **Specific Location of Branch Offices** field.

Flow of Form

To create Administration unit level, you need to follow the steps given below:

1. You should fill the State level department detail and click the **Next** button in the **Create Department (State)** form. The **Create Department for Administration Level Unit Detail** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the department name in the **Administration Level Unit Name** field.
3. Specify department unit name in local language in the **Department Name (in Local Language)** field

4. Specify short name of department unit in the **Short Name of Department** field
5. The **Administration Level** has two radio button fields that specifies whether you want the unit to create in all Administration units or specific Administration units. The **All Administration Units of State** radio button means that you want to create an Administration unit in all the Administration units of your state. The **Specific Administration units** radio button means that the Administration level unit is created in selected Administration units.
6. When you select the **All Administration units of State** option then directly click the **Next** or **Save** button.
7. When you select **Specific Administration units** option then follow the given steps.
 - c) Select the district in which you want the unit to exist from the **Administration units List** field and click the '>>' button to add these to the **Selected Administration unit** field.
 - d) Click the **Next** or **Save** button to proceed further

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
4.	Kindly fill the department name.	This indicates that you did not enter the new department name for administration unit .	Click “OK” to resume and specify the name.
5.	Kindly select the parent of the Administration unit.	This indicates that you did not select the parent of the Administration unit	Click “OK” to resume and select the parent name of the administration level unit.
6.	Kindly select Administration unit from the list.	This indicates that you did not select the Administration unit in which unit is created.	Click “OK” to resume and select district.

What happens when you select the Sub District Level in the Specific Location of Branch Offices field during dynamic hierarchy creation?

The **Sub District Level** option is present in the **Create Department (State)** form. This option allows you to create a new department in all the sub districts or the selected sub district. The **Create Department for Sub District Level Unit Detail** form is displayed on the screen. This form allows you to create a sub district level unit. In the **Sub District Level Unit** form, you have to specify the general details of the sub district level unit and also to select the parent under which you want to create a sub district level unit of a new department. Before creating a sub district level unit, a new department details at state and parent level unit details(if any) should be filled earlier. In the **Sub District Level Unit** form, there are two options namely **All Subdistricts of State** and **Specific Subdistricts**. The **All Subdistricts of State** option allows you to create a sub district level unit in all the sub districts of your state whereas the **Specific Subdistricts** option allows you to create a sub district level unit in the selected sub districts of you state.

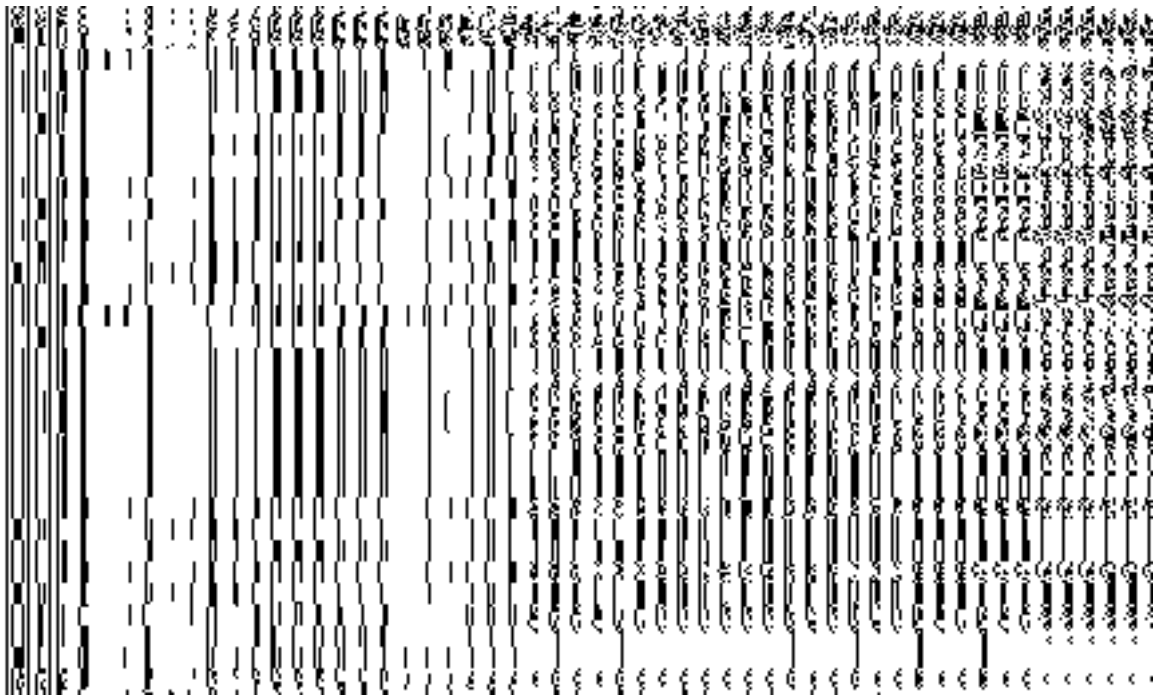


Fig 5.17.3.6

When you click the **Specific Subdistricts** radio button, then **Select District with Full Coverage** and **Select District with Partial Coverage** check boxes are displayed. When you select the **Select District with Full Coverage** check box then two new fields **District List** and **Selected Districts** are displayed on the screen. Select the district whose all subdistricts will have this

unit from the **District List** field and click the '>>' button to add these to the **Selected District** field. In case you want to remove the list, click the << button.

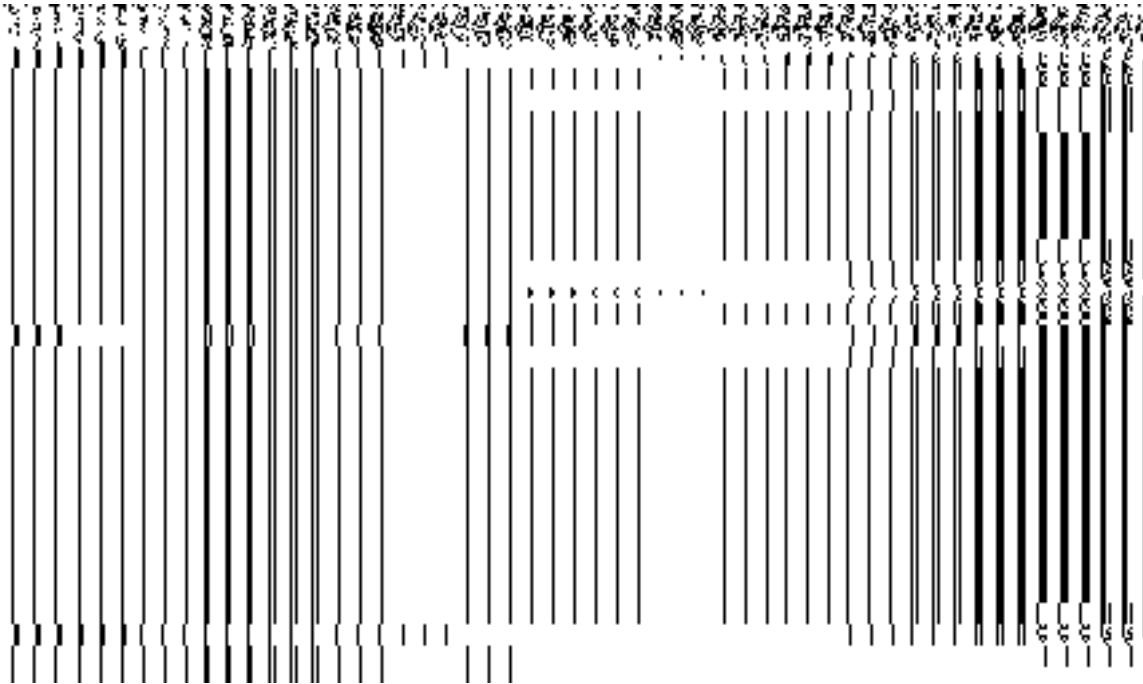


Fig 5.17.3.7

When you click the **Select District with Partial Coverage** check box the **Select District, Sub District List**, and **Selected Sub Districts** fields are displayed on the screen. Select the district whose specific sub districts will have sub district level unit. On selecting district then the list of the sub districts is displayed on the **Sub District List** field. Now select the sub district and click >> button to add them to the **Selected Sub Districts** field. After making all selections, click **Save** or **Next** button. In case you want to remove the list, click the << button.

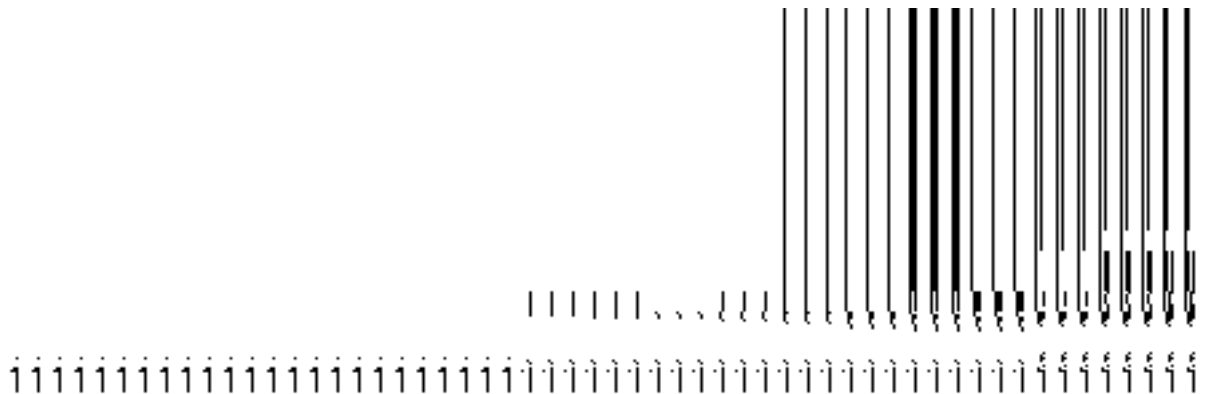
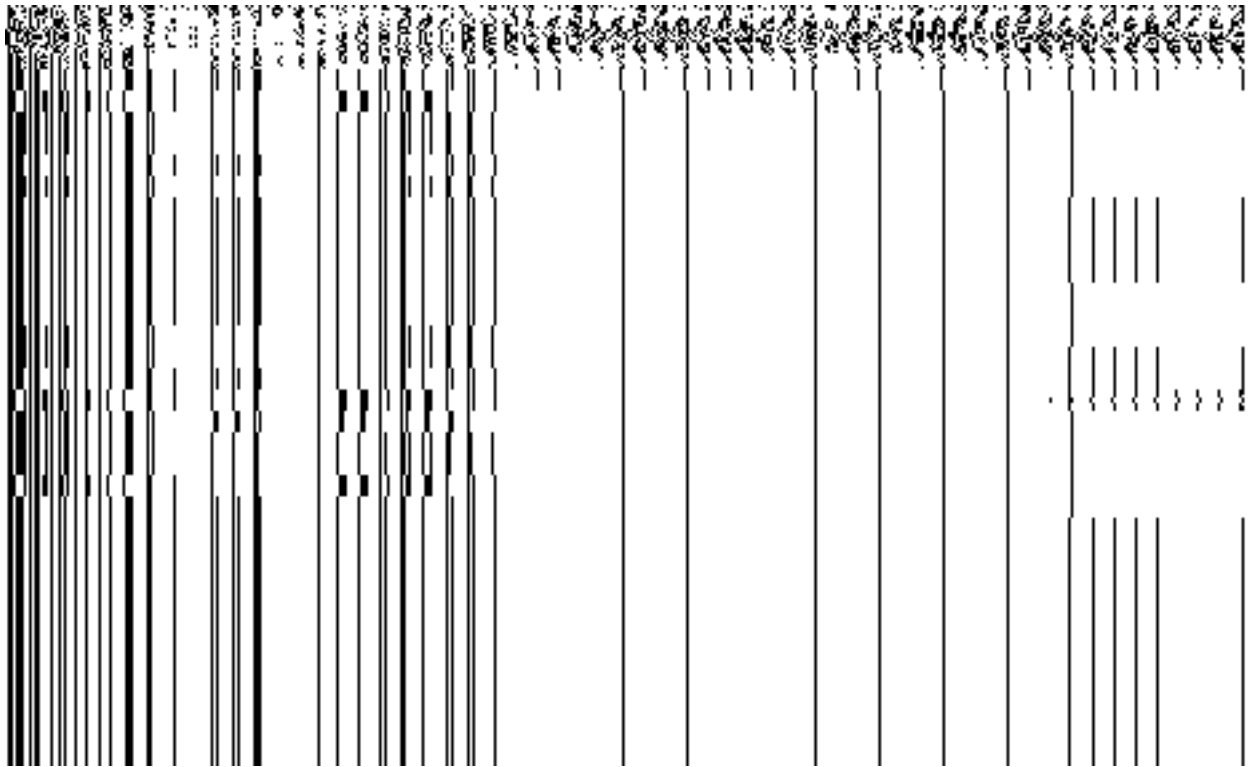


Fig 5.17.3.8

Pre-Condition

You should have filled the state level department detail and parent level unit (if any)detail.

The Sub District Level Unit Detail form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details: Select Parent	<p>Description: this field displays the list of the parent level unit from which you select your parent. For example- select Information Unit as the district unit under which you want to create district level unit.</p> <p>Validation: Select one parent.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details: department Name	<p>Description: This field is used to specify the name of the department for sub district level unit. For example - Sub District Information Unit.</p> <p>Validation: Enter the new name of Unit in alphabets and you can use some special character [-, ., space].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details: Name in Local Language	<p>Description: This field is used to specify the name of the department for sub district level unit in local language. For example- District Information Unit in Hindi is called Shetriye Suchana Khand.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	General Details: Short Name in English	<p>Description: This field is used to specify the short name of department for sub district unit. For example- The short name of Sub District Information Unit is DIU.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Sub District Level	<p>Description: This field is used to specify whether all the sub district or some specific sub district have this unit.</p> <ul style="list-style-type: none"> All Sub Districts of State means you want to have unit in all sub

		<p>districts.</p> <ul style="list-style-type: none"> • Specific Sub Districts means you want to have sub district unit in specific section. <p>Validation: Select one of the radio button</p> <p>Mandatory/Optional: It is an Optional field, but selecting one of the radio buttons is Mandatory.</p>
6	<p>Specific District: Select District with Full Coverage</p>	<p>Description: This field is used to select district that's all sub districts will have unit.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	<p>Specific District: Select District with Partial Coverage</p>	<p>Description: This field is used to select district whose selected sub districts will have unit.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	<p>Specific District: District List</p>	<p>Description: This field displays the list of all the districts.</p> <p>Validation: Select at least one district.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	<p>Specific District: Selected Districts</p>	<p>Description: This field displays the list of all the districts whose full region is to be taken.</p> <p>Validation: At least one district should be selected to add to this field.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	<p>Specific District: Select District</p>	<p>Description: This field displays the list of all the districts except those states whose full region is covered.</p> <p>Validation: At least one district should be selected whose partial region is to be taken.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

11	Specific District: Sub District List	Sub	<p>Description: This field displays the list of all sub districts of selected district.</p> <p>Validation: Select at least one sub district.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
12	Specific District: Selected Sub Districts	Sub	<p>Description: This field displays the list of all the selected sub district.</p> <p>Validation: At least one sub district should be selected to add to this field.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Sub District Level Unit Detail** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the sub district unit details. This button won't be visible to you in case you have selected multiple levels below Sub-district level in the dynamic hierarchy creation and thus multiple check boxes appear checked in **Specific Location of Branch Offices** field.
- **Close button:** This button takes you back to the home page without saving.
- **Next button:** This button allows you to go to next screen. This button is only visible, when you have selected multiple levels below Sub-district level during the dynamic hierarchy creation and thus multiple check boxes appear checked in **Specific Location of Branch Offices** field.

Flow of Form

To create sub district unit, you need to follow the steps given below:

1. You should fill the details for parent unit (if any) of the Sub-district level and selected **Sub District Level** option in the dynamic hierarchy creation for **Create Department (State)** form. After filling the parent level unit details and click the **Next** button in the **Parent Level Unit Detail** form, the **Sub District Level Unit Detail** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the unit under which the sub district unit will be created from the **Select Parent** drop down.

3. Select the departmentname in the **DepartmentName** field.
4. Specify department unit name in local language in the **Department Name (in Local Language)** field
5. Specify short name of department unit in the **Short Nameof department** field
6. The **Sub District Level** field has radio button field that specifies whether you want the unit to create in all sub district or specific sub district. The **All Sub Districts of State** radio button means that you want to have sub district unit in all sub districts of your state. The **Specific Sub Districts** radio button means that the sub district level unit is created in the selected sub districts.
7. When you select the **All Sub Districts of State** option then directly click the **Next** or **Save** button.
8. When you select the **Specific Sub Districts** option then follow the given steps.
 - a) Select the **Select District with Full Coverage** check box.
 - I) Select the districts from the **District List** field whose full coverage you want and click the '>>' button to add these to the **Selected Districts** field. In case you want to remove the list, click the << button. After selecting click **Save** or **Next** button
 - b) Select the **Select District with Partial Coverage** check box.
 - I) Select the district from the **Select District** drop down list.
 - II) Select the sub district from the **Sub District List** and click >> button to add them to the **Selected Sub Districts** field. After selecting click **Save** or **Next** button. In case you want to remove the list, click the << button.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly select parent from the list.	This indicates that you didn't select any parent.	Click "OK" to resume and select the parent.
2.	Kindly fill the department name.	This indicates that you didn't enter the department name.	Click "OK" to resume and enter the department name.
3.	Kindly select the	This indicates that you didn't	Click "OK" to resume and enter

S. No.	Message	Reason	Expected Action
	specific details.	enter the specific details.	the specific details.
4.	Kindly select the district from list.	This indicates that you try to select district with partial coverage option without selecting the district with full coverage.	Click “ OK ” to resume and select the district with full coverage first.
5.	Kindly select the sub district from the list.	This indicates that you did not select the sub district list.	Click “ OK ” to resume and select the sub district.

What happens when you select the Block Level in the Specific Location of Branch Offices field during the hierarchy creation?

*The **Block Level** option is present at the time of dynamic hierarchy creation.. This option allows you to create a new department in all the blocks or the selected block. This option is selected with the **District Level** option (if those are selected)as it would be mandatory to first create unit at district/parent level defined during the hierarchy creation. After creating parent level unit and click the **Next** button, the **Create Department for Block Level Unit Detail** form is displayed on the screen. This form allows you to create a block level unit of a new department. In the **Block Level Unit Detail** form, you have to specify the general details of the block level unit and also to select the parent levels(selected at the time of hierarchy creation for the department) under which you want to create a block level unit of a new department. Before creating a block level unit, a new department details, parent level unit details should be filled earlier. In the **Block Level Unit Detail** form, there are two options namely **All Blocks of State** and **Specific Blocks**. The **All Blocks of State** option allows you to create a block level unit in all the districts of your state whereas the **Specific Blocks** option allows you to create a block level unit in the selected blocks.*

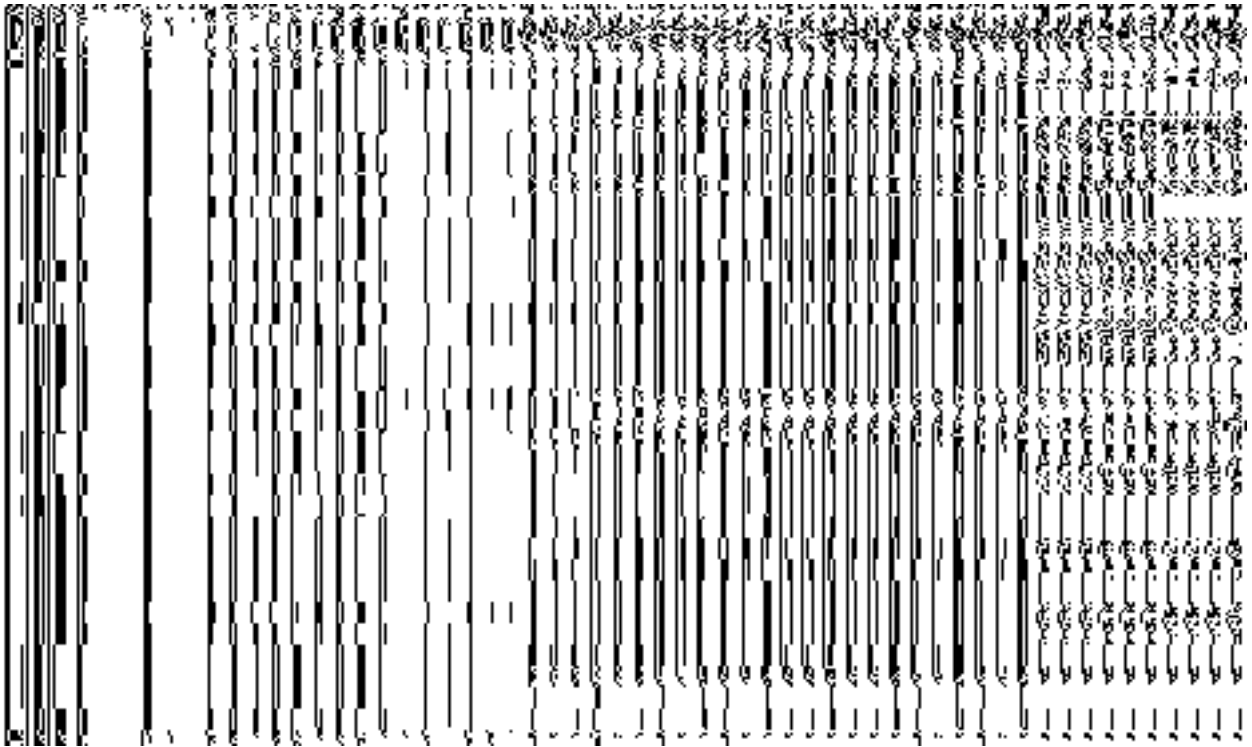


Fig 5.17.3.9

When you select the **Specific Blocks** radio button, then the **Select District with Full Coverage** and **Select District with Partial Coverage** check boxes are displayed on the screen. The **Select District with Full Coverage** option allows you to create a block level unit in all the districts of your state. When you click this option, the two new fields named **District List** and **Selected Districts** are displayed on the screen. The **District List** field displayed the list of districts in which you can create a block level unit. The **Selected Districts** field shows the list of districts in which the block level unit is created.

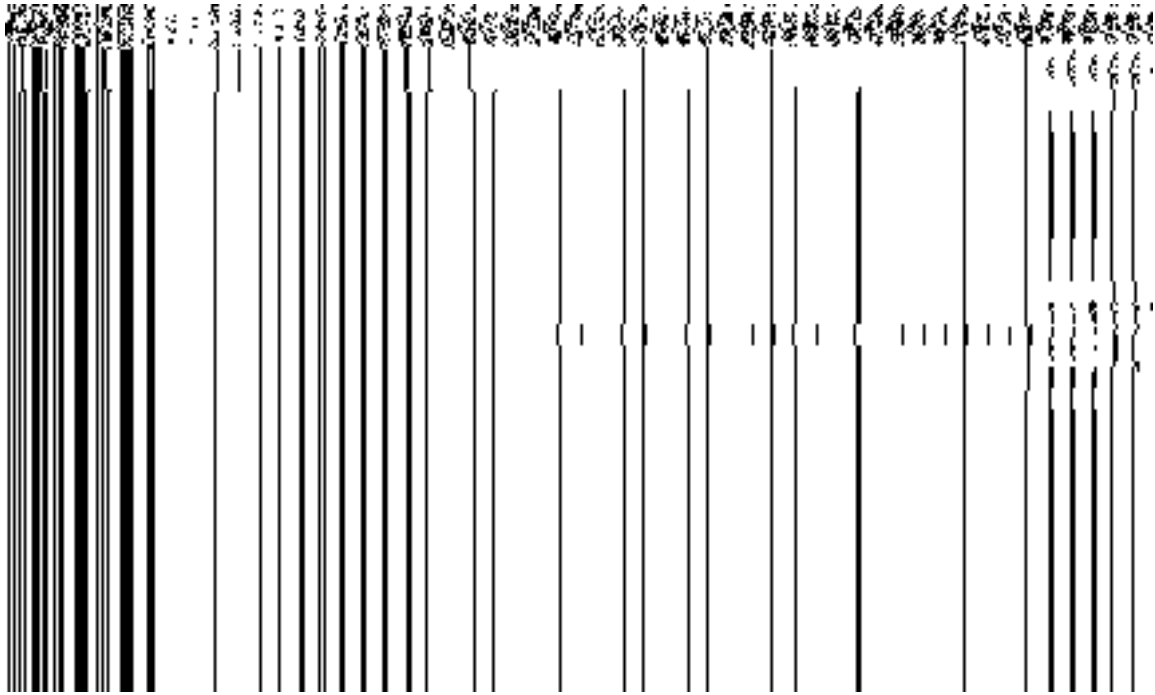


Fig 5.17.3.10

When you click the **Select District with Partial Coverage** check box the **Select District**, **List of Blocks**, and **Selected Blocks** fields are displayed on the screen. Select the district whose specific blocks will have block level unit. On selecting District then the list of blocks is displayed on the **List of Blocks** field. Now select the block from the list and click >> button to add them to the **Selected Blocks** field. After making all selections, click **Save** or **Next** button. In case you want to remove the list, click the << button.

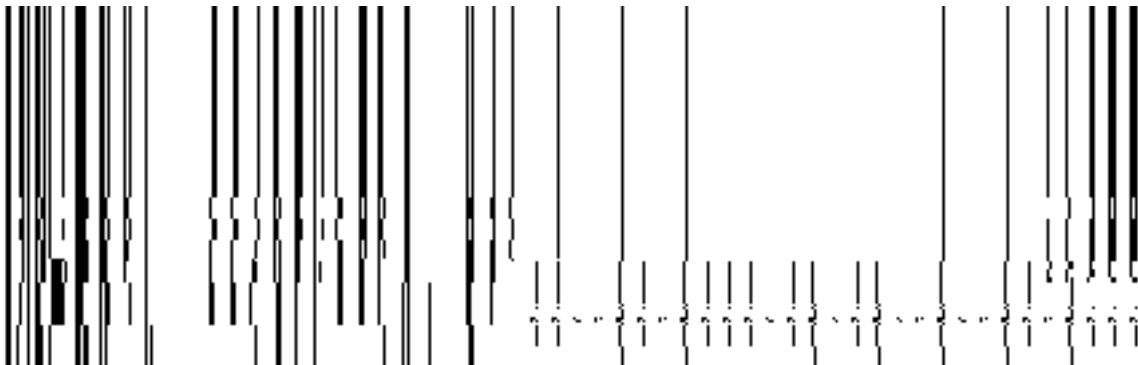
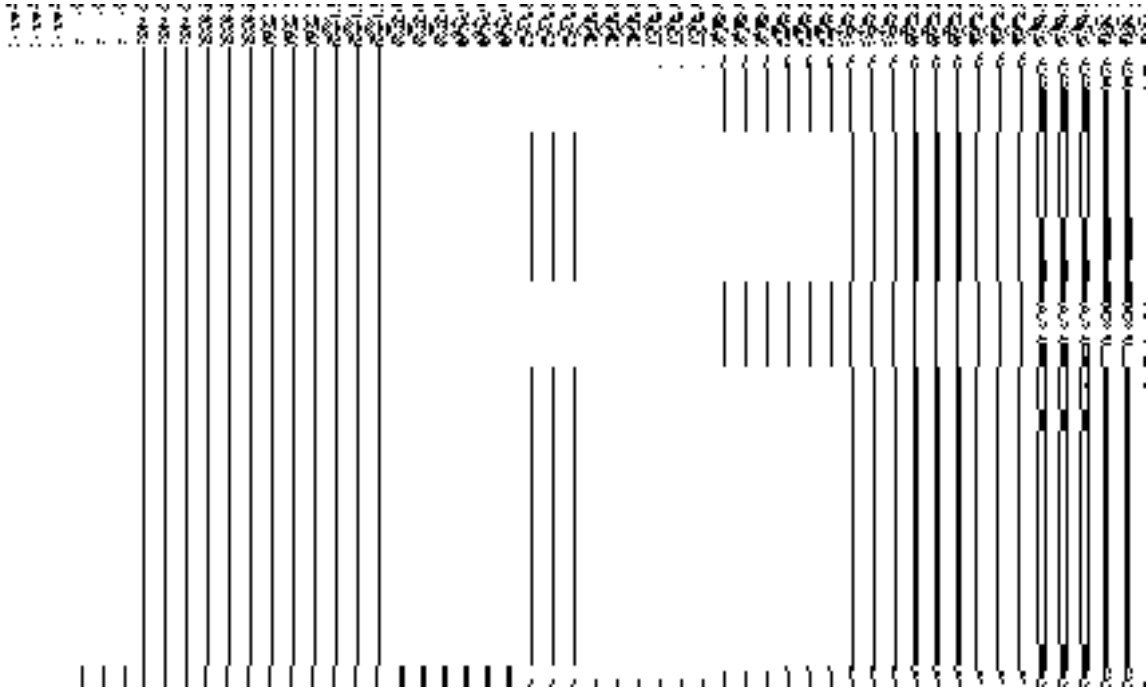


Fig 5.17.3.11

Pre-Condition

You should have filled the state level department detail, parent (as selected during the time of creating dynamic hierarchy) level unit detail.

The Block Level Unit Detail form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details: Select Parent	<p>Description: This field displays the list of the parent level unit from which you select your parent. For example- select Information Unit as the District unit under which you want to create district level unit.</p> <p>Validation: Select one parent.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details:department Name	<p>Description: This field is used to specify the name of the department for block level unit. For example - Block Information Unit.</p> <p>Validation: Enter the new name of unit in alphabets and you can use some special character [-, ., space],-(,), comma(,), /, &.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details: Department Name (in Local Language)	<p>Description: This field is used to specify the name of the department for block level unit in local language. For example- Block Information Unit in Hindi is called Shetriye Suchana Khand.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field</p>
4	General Details: Short Name of Department	<p>Description: This field is used to specify the short name of department for Block unit. For example - The short name of Block Information Unit is BIU.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Block Level	<p>Description: This field is used to specify whether all the block or some specific block have this unit</p> <ul style="list-style-type: none"> • All Blocks of State means you want to have unit in all blocks. • Specific Blocks means you want to have block unit in specific blocks. <p>Validation: Select one of the radio button.</p> <p>Mandatory/Optional: It is an Optional field, but selecting one of the radio</p>

		buttons is Mandatory.
6	Specific District: Select District with Full Coverage	Description: This field is used to select district that's all block will have unit. Validation: NA Mandatory/Optional: It is a Mandatory field.
7	Specific District: Select District with Partial Coverage	Description: This field is used to select district whose selected blocks will have unit. Validation: NA Mandatory/Optional: It is a Mandatory field.
8	Specific District: District List	Description: This field displays the list of all the districts. Validation: Select at least one district. Mandatory/Optional: It is a Mandatory field.
9	Specific District: Selected Districts	Description: This field displays the list of all the districts whose full region is to be taken. Validation: At least one district should be selected to add to this field. Mandatory/Optional: It is a Mandatory field.
10	Specific Block: Select District	Description: This field displays the list of all the districts except those states whose full region is covered. Validation: At least one district should be selected whose partial region is to be taken. Mandatory/Optional: It is a Mandatory field.
12	Specific Block: Selected Blocks	Description: This field displays the list of all the selected blocks in which the block level unit is created. Validation: At least one block should be selected to add to this field. Mandatory/Optional: It is a Mandatory field.

The **Block Level Unit Detail** form contains the following buttons as indicated below:

- **Save button(visible only if there are no child levels selected after Block level during dynamic hierarchy creation):** This button allows you to save the block unit details. This button won't be visible to you in case multiple check boxes are selected in the **Specific Location of Branch Offices** field.
- **Close button:** This button takes you back to the home page without saving.
- **Next button:** This button allows you to go to next screen. This button is only visible, when more levels are selected below Block level at the time of dynamic hierarchy creation and thus,multiple checkboxes are selected in the **Specific Location of Branch Offices** field.

Flow of Form

To create block unit, you need to follow the steps given below:

1. You should fill the state level department detail, and parent level unit detail. In the **Parent Level Unit Detail** form, click the **Next** button. The **Create Department for Block Level Unit Detail** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the unit under which the block unit will be created from the **Select Parent** drop down.
3. Select the department name in the **Department Name** field.
4. Specify department unit name in local language in the **Department Name (in Local Language)** field.
5. Specify short name of department unit in the **Short Nameof Department** field.
6. The Block Level field has two radio button fields that specifies whether you want the unit to create in all blocks or specific blocks. The **All Blocks of State** radio button means that you want to have block unit in all block of your state. The **Specific Blocks** radio button means that the block level unit is created in selected blocks.
7. When you select the **All Blocks of State** option then directly click the **Next** or **Save** button.
8. When you select the **Specific Blocks** option then follow the given steps.
 - a) Select the **Select District with Full Coverage** check box.
 - b) Select the districts from the **District List field** whose full coverage you want and click the '>>' Button to add these to the **Selected Districts** field.

In case you want to remove the list, click the << button. After selecting click **Save** or **Next** button.

c) Select the **Select District with Partial Coverage** check box.

d) Select the district from the **Select District** drop down list.

e) On selecting the district, the list of blocks in the selected district is displayed in the **Block List** field. Select the block from the **Block List** field and click >> button to add them to the **Selected Blocks** field. After selecting click **Save** or **Next** button. In case you want to remove the list, click the << button.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly select parent from the list.	This indicates that you didn't select any parent.	Click "OK" to resume and select the parent.
2.	Kindly fill the department name.	This indicates that you didn't enter the department name.	Click "OK" to resume and enter the block level unit name.
3.	Kindly select the specific details.	This indicates that you didn't enter the Specific details.	Click "OK" to resume and enter the specific details.
4.	Kindly select the district from list.	This indicates that you try to select district with partial coverage option without selecting the district with full coverage.	Click "OK" to resume and select the district with full coverage first.
5.	Kindly select the block from the list.	This indicates that you did not select the block list.	Click "OK" to resume and select the block.

What happens when you select Village level during dynamic hierarchy creation?

The **Village Level** option is presented in the dynamic hierarchy creation form. This option allows you to create a new department through **Create Department** button, in all the villages or the selected villages. This option is selected with the **Parent Level** options in the **Specific locations** field of the form. It is mandatory to first create parent levels defined in the dynamic hierarchy. After creating parent level unit and click the **Next** button, the **Create Department for Village Level Unit Detail** form is displayed on the screen. This form allows you to create a village level unit of a new department. In the **Village Level Unit** form, you have to specify the general details of the village level unit and also to select the parent level under which you want to create a village level unit. Before creating a village level unit, a new department details at state, and parent level unit detail should be filled earlier. In the **Village Level Unit Detail** form, there are two options namely **All Villages of State** and **Specific Villages**. The **All Village of State** option allows you to create a village level unit in all the villages of your state whereas the **Specific Villages** option allows you to create a village level unit in the selected villages.

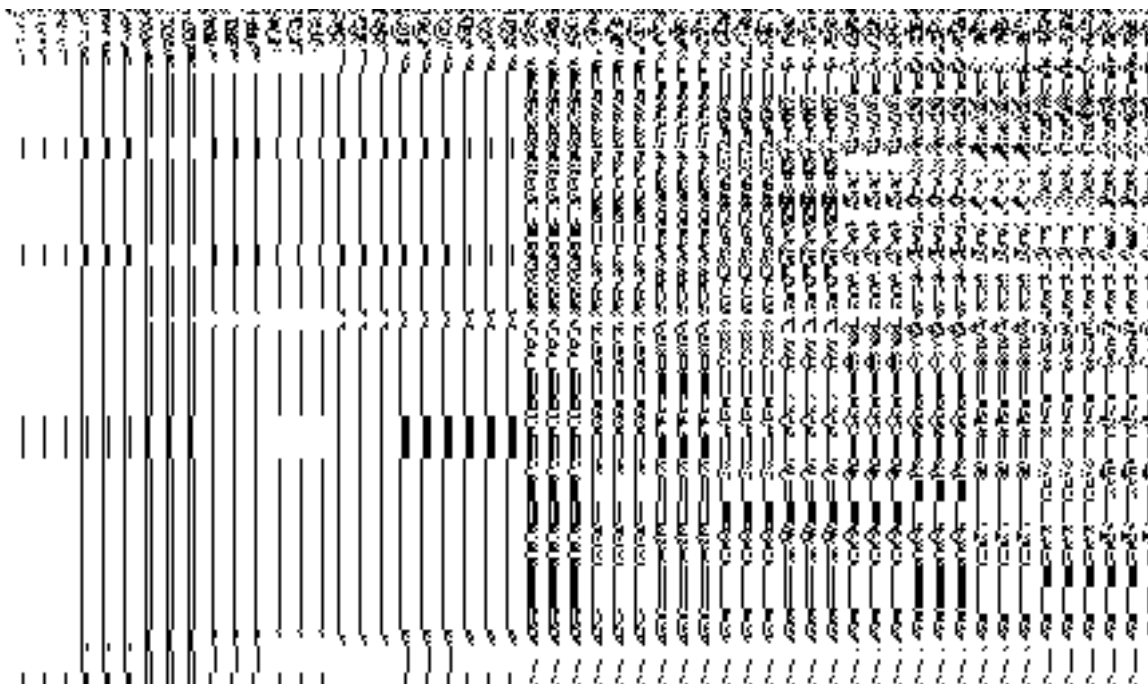


Fig 5.17.3.12

When you select the **Specific Villages** radio button, then the **District List and Selected Districts** fields are displayed on the screen. The **District List** field displayed the list of districts

in which you can create a village level unit. The **Selected States** field shows the list of districts in which the village level unit is created.

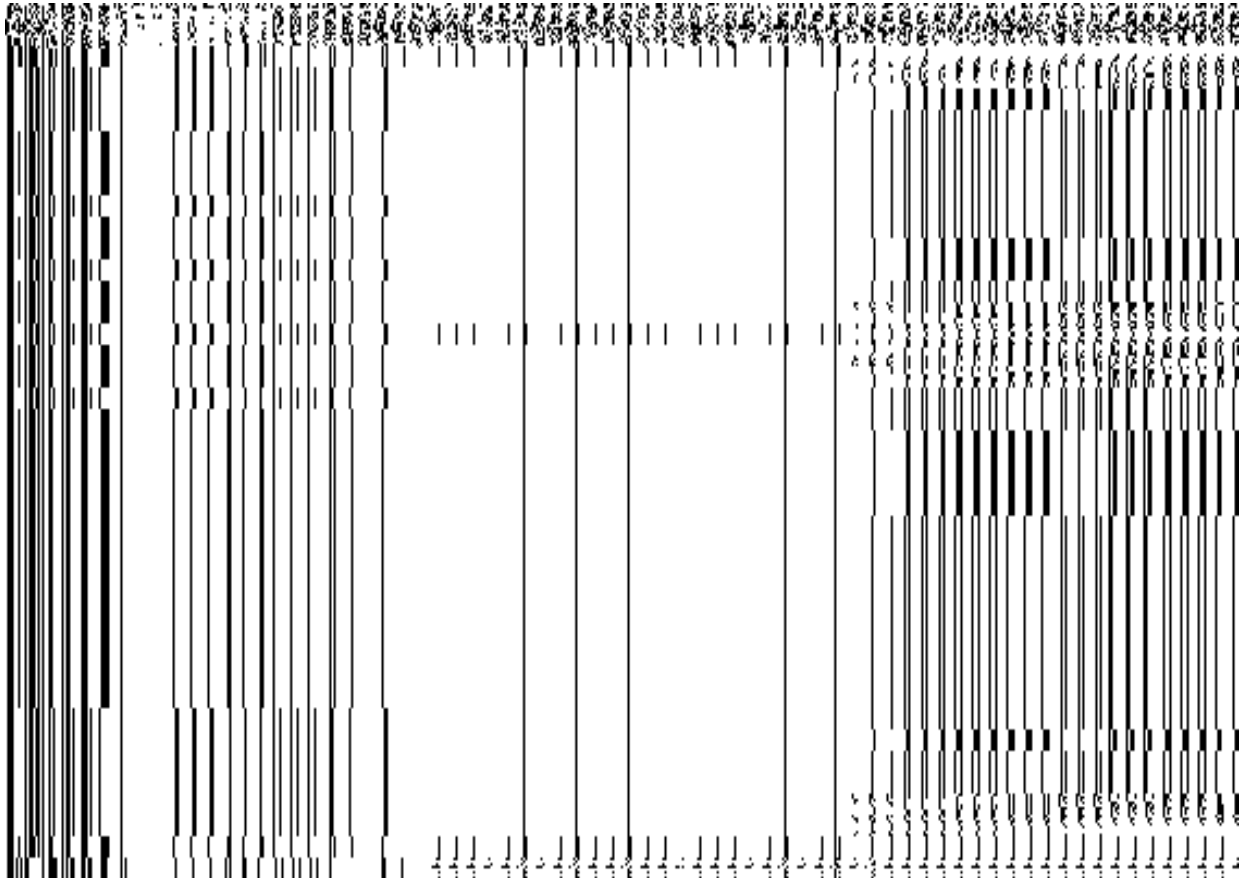


Fig 5.17.3.13

When you click the **Select Sub District with Full Coverage** check box then the **Select District** drop down menu, **Sub District List** and **Selected Sub Districts** are displayed. Select the district whose specific sub district will have village unit. On selecting the list of the district, the list of sub districts is displayed on the **Sub District List** field. Select the sub districts and click >> button to add them to the **Selected Sub Districts** field. After selecting click the **Save** button to save the details. In case you want to remove the list, click the << button.

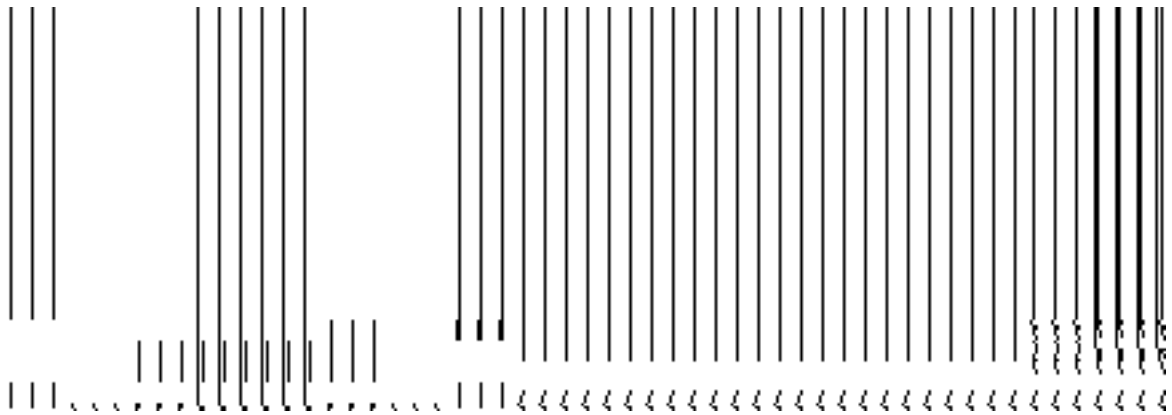
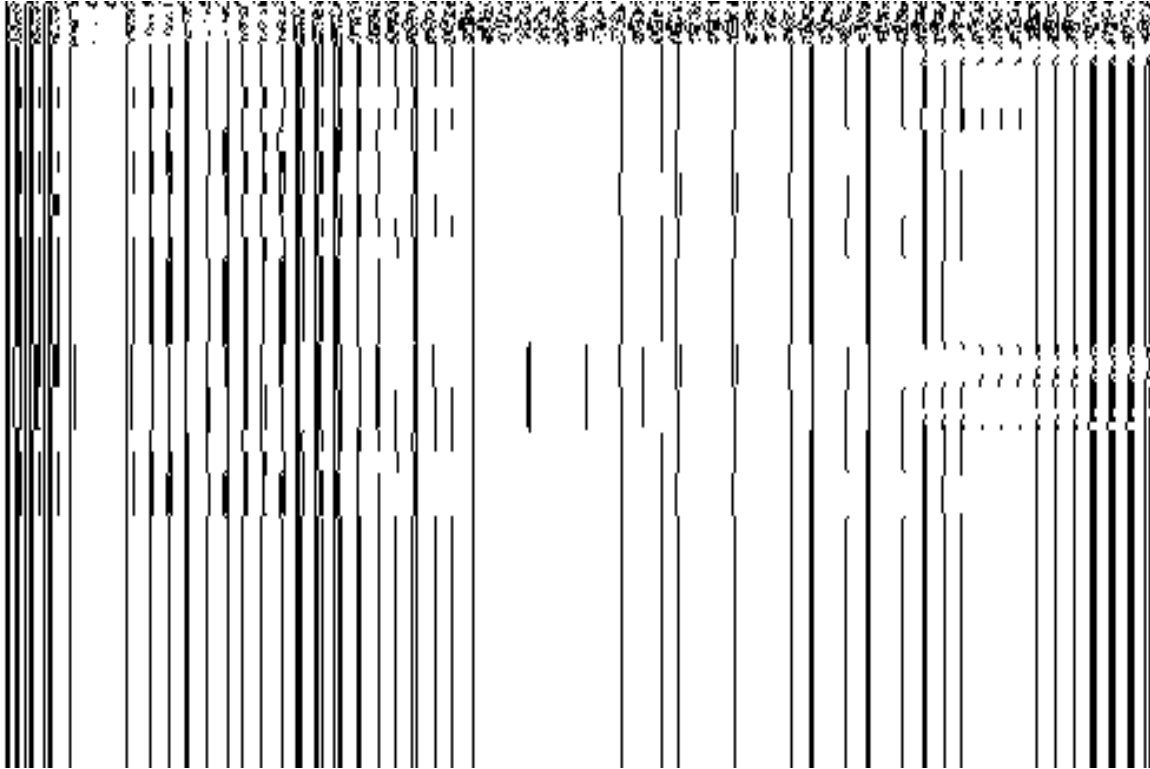


Fig 5.17.2.9

When you click the **Select Sub District with Partial Coverage** check box then the **Select District** drop down list, **Select Sub District** drop down list, **Village List** and **Selected Villages** fields are displayed on the screen. Select the district and sub district whose specific villages will have village level unit from the **Select District** and **Select Sub District** drop down menus. After selecting the district and sub district, select villages from the **Village List** field and click >> button to add them to the **Selected Villages** field. After selecting click **Save** button to save the details. In case you want to remove the list, click the << button.

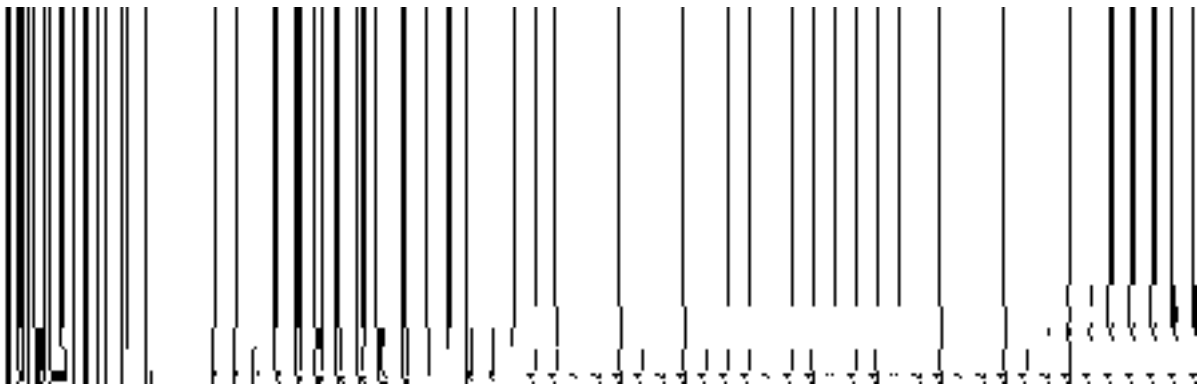


Fig 5.17.2.10

Pre-Condition

You should have filled the state level department details, district level unit detail, sub district level unit detail, and block level unit detail.

The Village Level Unit Detail form contains the following fields as indicated below:

S.N	Field Name	Explanation
0		
1	General Details: Select Parent	Description: This field displays the list of the upper level unit from which you select your parent. For example- select District Information Unit as the district unit under which you want to create sub district level unit. Validation: Select one parent.

		Mandatory/Optional: It is a Mandatory field.
2	General Details:department Name	<p>Description: This field is used to specify the name of the department for village level unit. For example Village Information Unit</p> <p>Validation: Enter the new name of unit in alphabets and you can use some special character [-, ., space],-(,), comma(,), /, &.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details: Department Name (in Local Language)	<p>Description: This field is used to specify the name of the department for village level unit in local language. For example- Information Unit in Hindi is called Suchana Khand.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field</p>
4	General Details: Short Name in English	<p>Description: This field is used to specify short name of village unit. For example- The short name of Sub District Information Unit is VIU.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Village Level	<p>Description: This field is used to specify whether all the village of or some specific village have this unit.</p> <ul style="list-style-type: none"> • All Villages of State means that all the villages of state will have this unit. • Specific Villages means that specific village of state will have unit. <p>Validation: Select one of the radio button.</p> <p>Mandatory/Optional: It is an Optional field, but selecting one of the radio buttons is Mandatory.</p>
6	Specific Detail: Select District with Full Coverage	<p>Description: This field is used to select the district that's all villages will have this unit.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

7	Specific Details: District List	Description: This field displays list of all the districts. Validation: Select at least one district. Mandatory/Optional: It is a Mandatory field.
8	Specific Details: Selected Districts	Description: This field displays list of all the district whose full region is to be taken. Validation: At least one district should be selected to add to this field. Mandatory/Optional: It is a Mandatory field.
9	Specific Detail: Select Sub District with Full Coverage	Description: This field is used to select the sub districts that's all villages will have this unit. Validation: NA Mandatory/Optional: It is a Mandatory field.
10	Specific Sub District: Select District	Description: This field displays list of all districts whose full coverage is not taken. Validation: At least one district should be selected whose partial region is to be taken. Mandatory/Optional: It is a Mandatory field.
11	Specific Sub District: Sub District List	Description: This field displays list of all the sub district of selected district. Validation: Select at least one sub district. Mandatory/Optional: It is a Mandatory field.
12	Specific District: Selected Sub Districts	Description: This field displays list of all the selected sub districts . Validation: at least one sub district should be selected to add to this field. Mandatory/Optional: It is a Mandatory field.
13	Specific Sub District: Select Sub District with Partial	Description: This field is used to select the sub districts whose selected village will have this unit. Validation: NA

	Coverage	Mandatory/Optional: It is a Mandatory field.
14	Specific Village: Select District	Description: This field displays list of all districts whose full region is not taken. Validation: At least one district should be selected whose partial region is to be taken. Mandatory/Optional: It is a Mandatory field.
15	Specific Village: Select Sub District	Description: This field displays list of all sub districts of selected district. Validation: At least one district should be selected whose partial region is to be taken. Mandatory/Optional: It is a Mandatory field.
16	Specific Village: Village List	Description: This field displays the list of all villages of selected sub district. Validation: Select at least one village. Mandatory/Optional: It is a Mandatory field.
17	Specific Village: Selected Villages	Description: This field displays the list of all the selected villages that have village level unit. Validation: At least one village should be selected to add to this field. Mandatory/Optional: It is a Mandatory field.

The **Village Level Unit Detail** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the village unit details. This button is only visible if there are no child levels selected at the time of dynamic hierarchy creation
- **Clear button:** This button allows you to clear the entered details without saving.
- **Close button:** This button takes you back to the home page without saving.
- **Next button:** This button takes you to the next level detail form which is selected during the time of dynamic hierarchy creation.

Flow of Form

To create village unit, you need to follow the steps given below:

1. You should fill the state level department detail, and parent level unit detail. In the **Parent Level Unit Detail** form, click the **Next** button, the **Village Level Unit Detail** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the unit under which the village unit will be created from the **Select Parent** drop down.
3. Specify the departmentname in the **Department Name** field.
4. Specify department unit name in local language in the **Department Name (in Local Language)** field
5. Specify short name of department unit in the **Short Name of Department** field
6. The **Village Level** field has two radio button fields that specifies whether you want the unit to create in all villages or specific villages. The **All Villages of State** radio button means that you want to have village unit in all villages. The Specific Villages radio button means that the village level unit is created in selected villages.
7. When you select the **All Village of State** option then directly click the **Save** button to save the details.
8. When you select the **Specific Village** option then follow the given steps.
 - α) Select the **Select District with Full Coverage** check box.
 - I. Select the district from the **District List** field whose full coverage you want and click the '>>' button to add these to the **Selected Districts** field. In case you want to remove the list, click the << button. After selecting click **Save** button.
 - β) Select the **Select Sub District with Full Coverage** check box.
 - I. Select the district from the **Select District** drop down list.
 - II. On selecting the district then the list of sub districts of the selected district is displayed on the screen. Select the sub district from the **Sub District List** field and click >> button to add them to the **Selected Sub District** field. After selecting click **Save** button. In case you want to remove the list, click the << button.
 - γ) Select the **Select Sub District with Partial Coverage** check box.
 - I. Select the district from the **Select District** drop down list.
 - II. On select the district, the list of sub district is displayed in the **Select Sub District** field. Select the sub district from the **Select Sub District** drop down list.

III. On selecting the sub district, the list of villages of the selected sub district is displayed in the **Village List** field. Select the village from **Village List** field and click **>>** button to add them to the **Selected Villages** field. After selecting click **Save** button. In case you want to remove the list, click the **<<** button.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly select parent from the list.	This indicates that you didn't select any parent.	Click "OK" to resume and select the parent.
2.	Kindly fill the departmentname.	This indicates that you didn't enter the department name.	Click "OK" to resume and enter the department name.
3.	Kindly select the specific details.	This indicates that you didn't enter the specific details.	Click "OK" to resume and enter the specific details.
4.	Kindly select the district form the list.	This indicates that you did not select any district from the list.	Click "OK" to resume and select the district.
5.	Kindly select the sub district from the list.	This indicates that you did not select the sub district list.	Click "OK" to resume and select the sub district.
6.	Kindly select the village from the list.	This indicates that you did not select the Village list.	Click "OK" to resume and select the Village.

What happens when the form is saved?

On clicking the Save button, a message **"The new department [department name] is created successfully!"** is displayed on the screen. Now, the newly created department is available for view and further modification. The created department also helps in creating

organization which is discuss in upcoming section. You can view the department by using the **Manage Department** option which is discussing in the next section.

Manage Department (State)

Brief Description

This form enables you to manage all existing departments at state. You can manage an existing department by clicking the **Manage Department** option in the **Department** section. The **Manage Department (State)** form is displayed on the screen. This form allows you to search list of departments at state. You can search department on the basis of department types, such as **Line** department and **Local Body Type** department. The **Manage Department (State)** form has the **Line Department List** and **Local Body Type Department List** search parameters according to which you can search the department details. After specifying the search parameter value, click the **Get** button to get the list of departments.

A screen shown in Fig. 5.17.5.1 display's a sample screen shot of the **Manage Department (State)** form. All field marked with * are mandatory.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Department (State)** form is shown in Fig. 5.17.5.1:

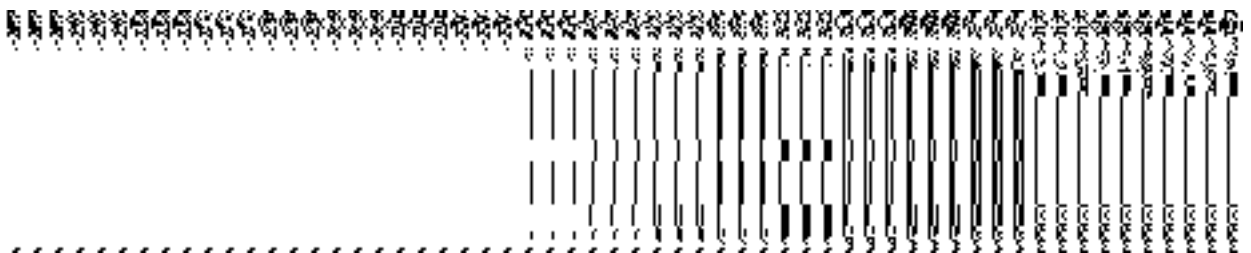


Fig 5.17.5.1

When you select the desire category then its relevant fields are displayed on the screen.

Fig 5.17.5.2

Pre-Condition

You should be logged in to the application as State Level User and have privilege to manage existing department information. You can open the **Manage Department (State)** form by clicking the option **Department** → **Manage Department (State)** is available to you from the left menu to open the form.

The Manage Department (State) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Search Criteria : Select Search Category	Description: This field is used to select the category in which the falls. Validation: NA Mandatory/Optional: It is an Optional field.
2	Select Search Criteria : Select Source District	Description: This field allows you to select district. Validation: NA Mandatory/Optional: It is a Mandatory field.
3	Select Search Criteria : Select Source Sub District	Description: This field allows you to select sub district. Validation: NA

		Mandatory/Optional: It is a Mandatory field.
4	Select Search Criteria : Select Source Block	Description: This field allows you to select block. Validation: NA Mandatory/Optional: It is a Mandatory field.
5	Select Search Criteria : Select Source Village	Description: This field allows you to select village. Validation: NA Mandatory/Optional: It is a Mandatory field.
6	Select Search Criteria : Select Admin Unit	Description: This field allows you to admin unit. Validation: NA Mandatory/Optional: It is a Mandatory field.

The **Manage Department (State)** form contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of department. On clicking this button department list is displayed.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the department list.

Flow of Form

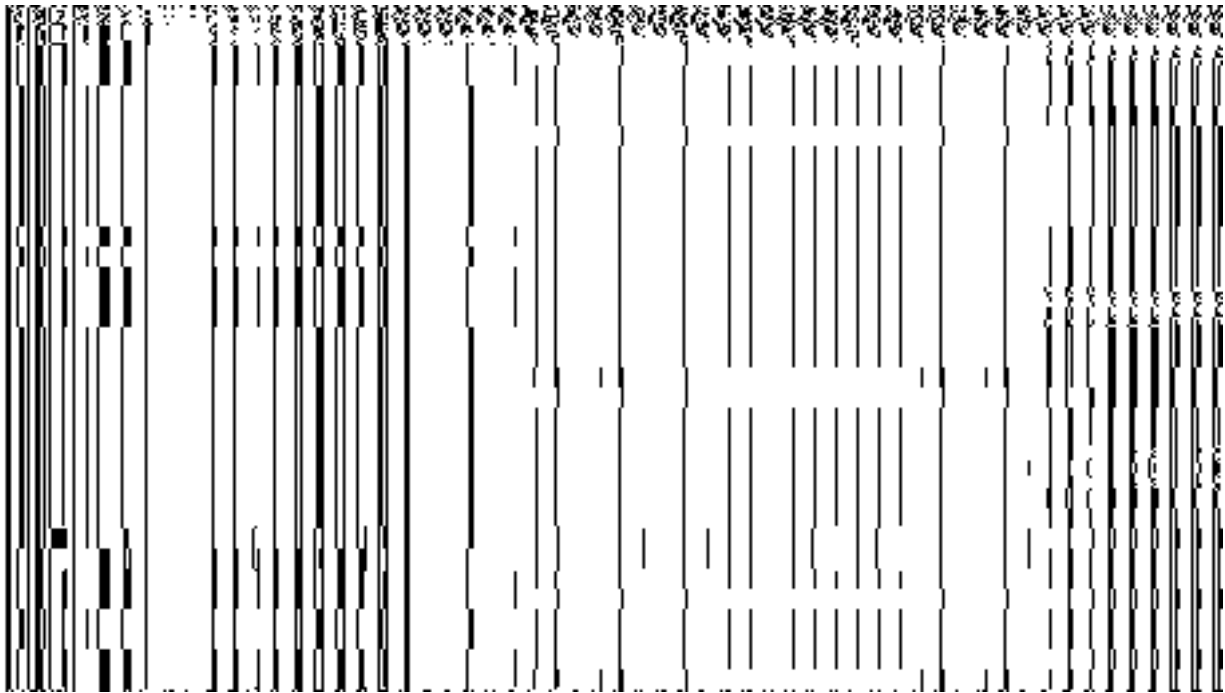
To manage department information for state level, you need to follow the steps given below:

1. You should be logged in to the application as state level and has privilege to manage department.
2. Click on the option **Manage** → **Manage Department (State)** available from the left menu to open the form. The **Manage Department (State)** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in. The search option is available to find the list of details on the basis of selected department list.

3. In order to manage the details of department added, you have to select the category from the **Select Search Category** drop down list and also select source district, sub district, block, village, and admin unit from **Select District, Select Sub District, Select Block, Select Village, Select Admin Unit** from drop down lists (if visible).
4. After specifying the details, click the Get button to get the list of departments. The searched result is displayed on the same screen and you can view, modify and delete of the selected department.

What happens when you click on Get button?

*Once you click on **Get** button after selecting search parameter, you will get the list of departments of the selected department type. Now you can view, modify or delete the department information.*



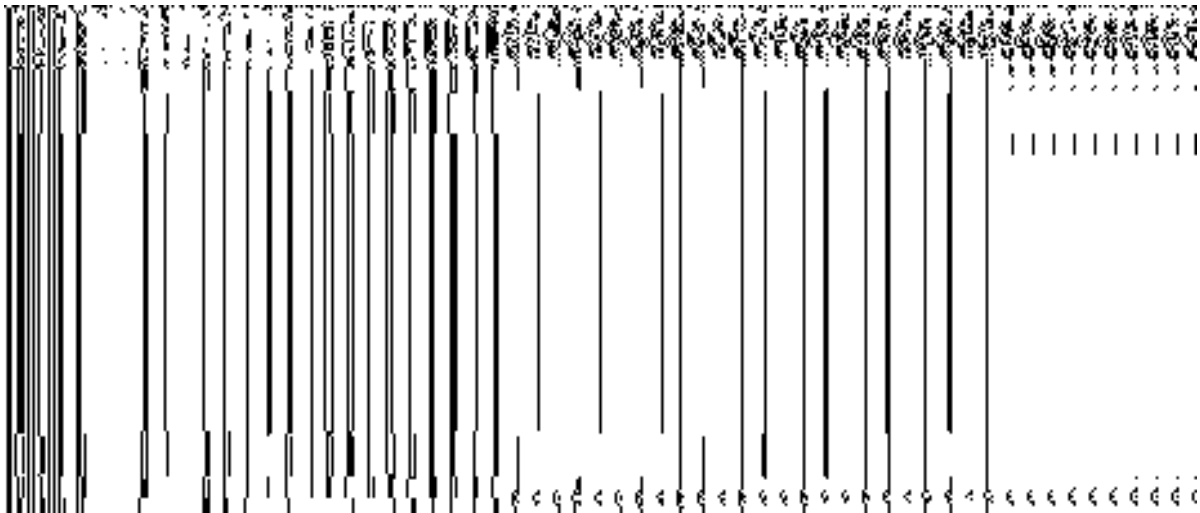
view

Brief Description

This form enables you to view the selected department details. You can view the department details by clicking the **View** icon in front of the department name in the **Manage Department** form. The **View Department Detail (State)** form is displayed on the screen. This form shows the complete details of the selected department with the **Close** action button.

A screen shown in Fig. 5.17.5.1.1 display's a sample screen shot of the **View Department Detail (State)** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).



The **View Department Detail (State)** form is shown in Fig. 5.17.5.1.1:

Fig 5.17.4.1.1

Pre-condition

You should be logged in to the application as **State Level User** and have privilege to view an existing department.

The **View Department Detail (State)** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Department Code	<p>Description: This field displays the department code of the listed department.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Department Name (In English)	<p>Description: This field displays the department name in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Department Name (In Local language)	<p>Description: This field displays the department name in local language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	Department Short Name (In English)	<p>Description: This field displays the short name of new department. Example- The short name of Department of Information Technology is DIT.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **View Department Detail (State)** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to the home screen.

Flow of Form

To view department detail, you need to follow the steps given below:

1. After getting search result in the **Manage Department (State)** form, click on **View** icon in front of the department name. The **View Department Detail (State)** form is

displayed on the screen. This form shows you the complete details with **Close** action button.

2. Click the **Close** button to close the details.

What happens when you click on View icon?

*When you will click on **View** icon in front of the department name then you will get view of the **View Department Detail (State)** form. This form shows the complete details of the selected department.*

Modify

Brief Description

This form enables you to modify all existing departments at state. You can modify an existing department details by clicking the **Modify** icon in front of the department name in the **Manage Department (State)** form. The **Modify Department (State)** form is displayed on the screen. This form allows you to modify the general details, such as department name in English and local language, of the selected department.

A screen shown in Fig. 5.17.5.2.1 display's a sample screen shot of the **Modify Department (State)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Department (State)** form is shown in Fig. 5.17.5.2.1:

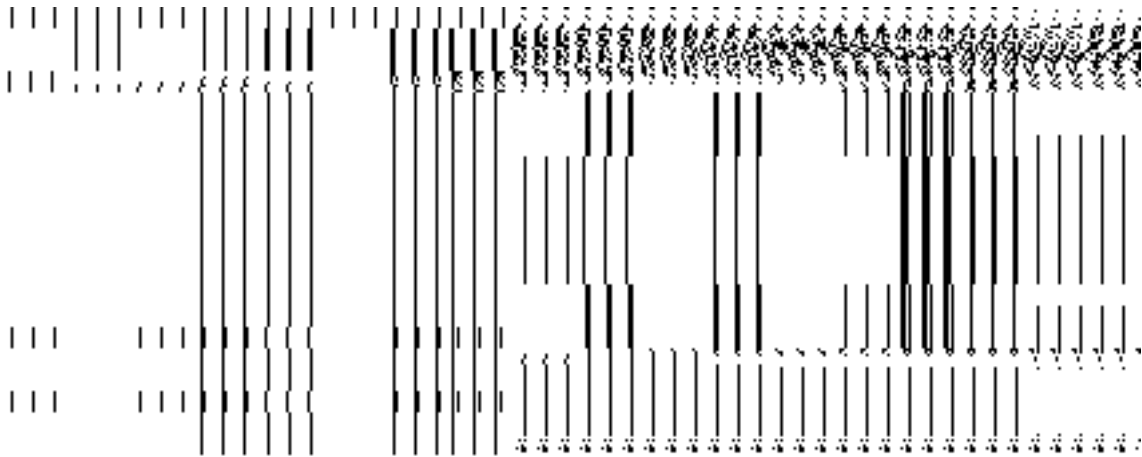


Fig 5.17.5.2.1

Pre-condition

You should be logged in to the application as State Level User and have privilege to change department detail.

The Modify Department (State) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Department Name (In English)	<p>Description: This field is used to specify the new name of department in English.</p> <p>Validation: Enter the new name of department in alphabets and you can use some special character [-, ., space].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Department Name (In English)	<p>Description: This field is used to specify the new name of department in local language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Department Short Name(In English)	<p>Description: This field is used to specify the name of department in short form.</p> <p>Validation: Enter the new name of department in alphabets and you can</p>

		use some special character [-, ., space]. Mandatory/Optional: It is an Optional field.
--	--	--

The **Modify Department (State)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the changes made in the **Modify Department (State)** form.
- **Clear button:** This button allows you to clear the text entered in field.
- **Close button:** This button allows you to return to the home screen.

Flow of Form

To make changes in department detail, you need to follow the steps given below:

1. After getting search result in the **Manage Department (State)** form, click on the **Modify** icon in front of the department name. The **Modify Department (State)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the name of department in English and local language in the **Department Name (In English)** and **Department Name (In Local)** fields.
3. Specify the short form for new department in the **Department Short Name (In English)** field.
4. To update the details, click the **Save** button or else click the **Close** button to abort the operation.

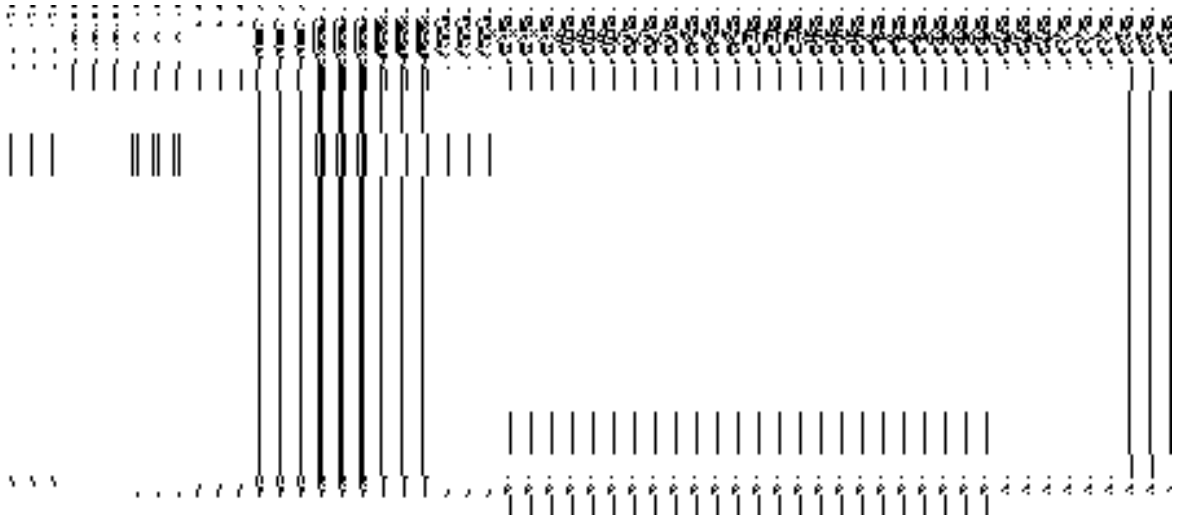
Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter department Name	This indicates that you did not enter the department name in English.	Click “OK” to resume and enter the Department name in English.

What happens when the form is modified?

On clicking the **Save** button, the **View Department Detail (State)** form is displayed on the screen. This form shows the updated details of the selected department. Now, the updated detail of the department is available for further modification.



Delete

Brief Description

This form enables you to abolish an existing department at state. You can abolish an existing department by clicking the **Delete** icon in front of the department name in the **Manage Department (State)** form. The **Delete Department (State)** form is displayed on the screen. This form shows the detail of the department that you want to abolish and also the government order fields. You have to fill all the government order fields to specify that you want to abolish this department.

A screen shown in Fig. 5.17.5.3.1 display's a sample screen shot of the **Delete Department (State)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The *Delete Department (State)* form is shown in Fig. 5.17.5.3.1:

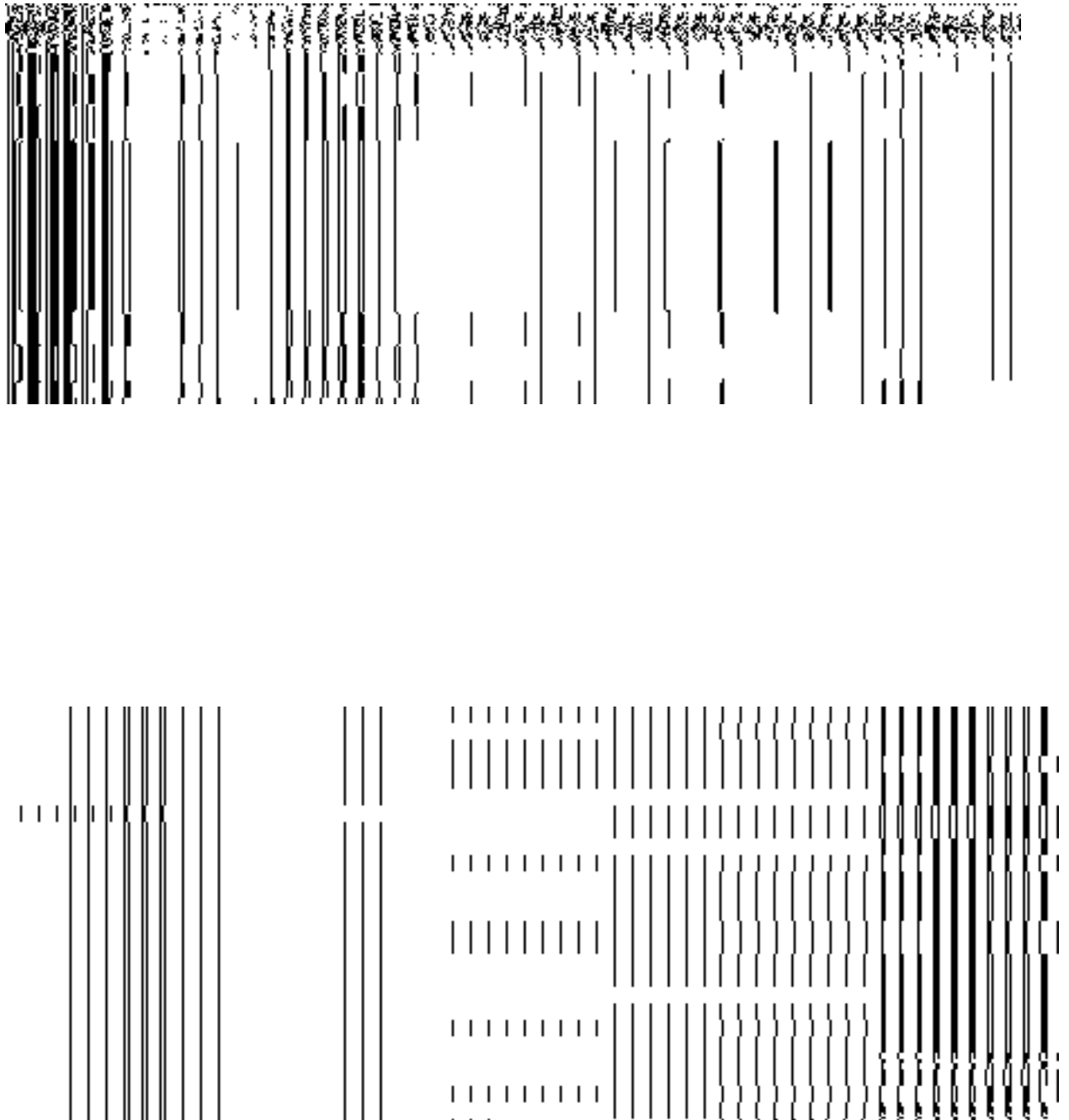


Fig. 5.17.4.3.1

Pre-condition

You should be logged in to the application as **State Level** and have privilege to the selected department detail.

The Delete Department (State) form contains the following fields as indicated below:

S.No	Field Name	Description
1	Department Code	Description: This field displays the department code of the listed department. Validation: NA Mandatory/Optional: NA
2	Department Name (In English)	Description: This field displays the department name in English. Validation: NA Mandatory/Optional: NA
3	Department Short Name (In English)	Description: This field displays the short name of new department. For example - The short name of Department of Information Technology is DIT. Validation: NA Mandatory/Optional: NA
4	Department Name (In Local)	Description: This field displays the department name in local language. Validation: NA Mandatory/Optional: NA
5	Organization Level	Description: This field displays the level of organization. Validation: NA Mandatory/Optional: NA
6	Organization Type	Description: This field displays the organization type.

		<p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	<p>Government Order Details:</p> <p>Order No</p>	<p>Description: This field is used to specify the order number. Example - order123.</p> <p>Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	<p>Government Order Details:</p> <p>Order Date</p>	<p>Description: This field is used to specify the date on which the order was given. Example - 12/12/2011.</p> <p>Validation: Enter date in given format DD/MM/YYYY and it cannot be more than the present date.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	<p>Government Order Details:</p> <p>Effective Date</p>	<p>Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12/12/2011.</p> <p>Validation: Enter date in given format DD/MM/YYYY.</p> <p>1. In Case of Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to order date.</p> <p>Mandatory/Optional: It is an Optional field.</p>
8	<p>Government Order Details:</p> <p>Gazette Publication Date</p>	<p>Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12/12/2011.</p> <p>Validation: Enter date in given format DD/MM/YYYY.</p> <p>1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date.</p> <p>2. In Case of Govt. order generation: It should be greater than or equal to</p>

		order date. Mandatory/Optional: It is an Optional field.
9	Government Order Details: Upload Government Order	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring the government order. Validation: Upload at least one file. Mandatory/Optional: It is a Mandatory field.

The **Delete Department (State)** form contains the following buttons as indicated below:

- **Choose File button:** This button allows you to browse a file to upload.
- **Delete button:** This button allows you to delete the selected department details.
- **Close button:** This button allows you to abort the operation.

Flow of Form

To modify government order details, you need to follow the steps given below:

1. After getting search result in the **Manage Department (State)** form, click the **Delete** icon in front of the department name. The **Delete Department (State)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in. You can directly click the delete button without specifying the government order details. If you click on any field then you have to fill all the government order details.
2. Specify the government order number in the **Order No** field.
3. Specify the government order date in the **Order Date** field.
4. Specify the effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in **Gazette Publication Date** field.
6. To upload government order, click the **Browse** button and select the file location. The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option while configuring Government order. Otherwise,

the **Select Government Order Template** option is visible because you have selected the **Generate Government Order** option while configuring Government order.

7. After specifying the details, click the **Delete** button to abolish the selected department or click the **Close** button to abort the operation.

8. Now, the selected department gets abolished.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “OK” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “OK” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “OK” to resume and enter the effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “OK” to resume and enter the date in correct format.
5.	Upload government order.	This indicates that you did not upload the government order document.	Click “OK” to resume and upload the order document.

What happens when you click the Delete button?

On clicking the **Delete** button in the **Delete Department (State)** form then the selected department details get deleted with the message **“The selected department has been deleted.”**

Extend Department (State)

Brief Description

This form enables you to extend all existing departments at state. You can extend an existing department by clicking the **Extend Department** option in the **Department** section. The **Extend Department (State)** form is displayed on the screen. This form allows you to search departments. The **Extend Department (State)** form has the **Select Department** and **Select Unit Level** search parameter according to which you can search the department details.

A screen shown in Fig. 2.1 display's a sample screen shot of the **Extend Department (State)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Extend Department (State)** form is shown in Fig. 2.1:

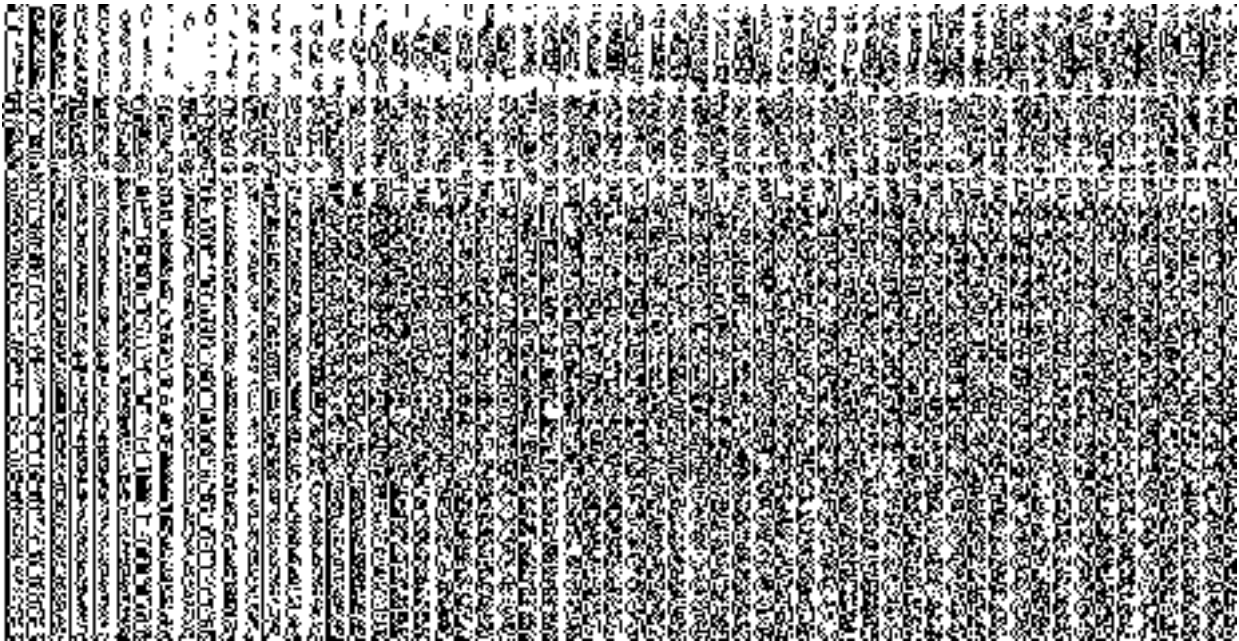


Fig 2.1

Pre-Condition

You should be logged in to the application as **State Administrator** and have privilege to extend department information. You can open the Extend Department form by clicking the option **Department → Extend Department** is available to you from the left menu.

The Extend Department (State) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Department	<p>Description: This field allows you to search name of department.</p> <p>Validation: Select at least one department.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Select Unit Level	<p>Description: This field allows you to search department, by the type of unit level under which they lie.</p>

		<p>Validation: Select at least one unit level for searching the department.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
--	--	---

The **Extend Department (State)** form contains the following buttons as indicated below:

Get: This button allows you to view the details of department. On clicking this button department details is displayed

Save: This button allows you to save the details in the database.

Close: This button allows you to return to home page without viewing the department.

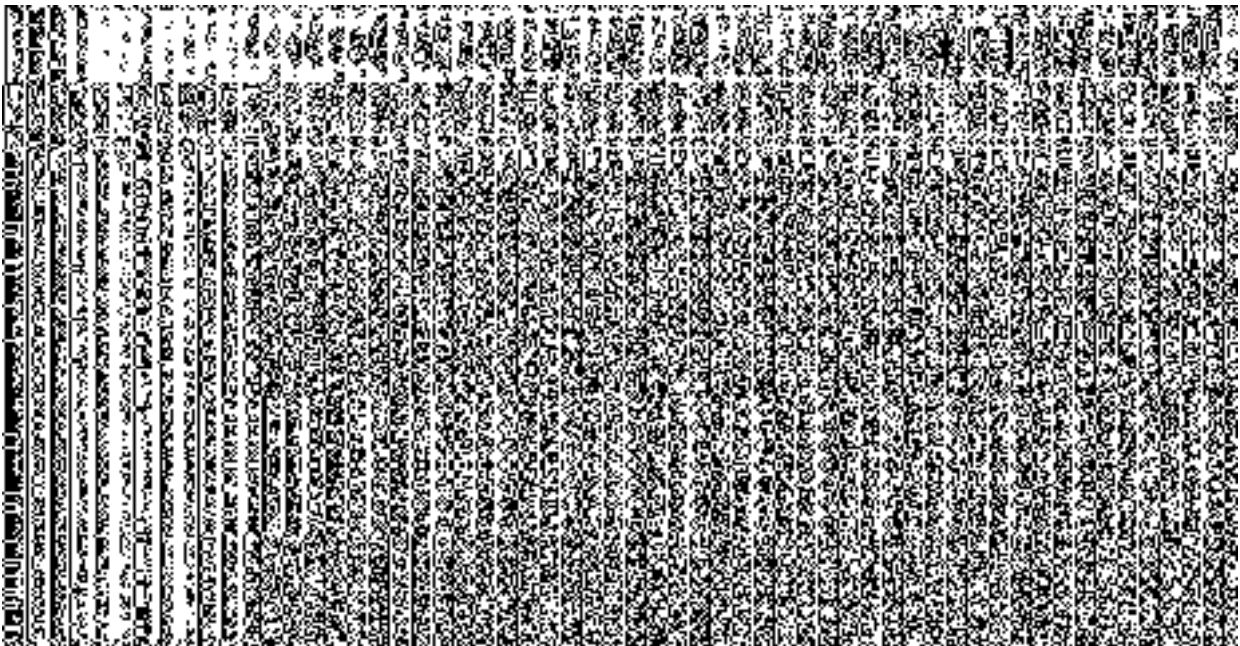
Flow of Form

To extend department information for state level, you need to follow the steps given below:

1. You should be logged in to the application as **State Administrator** and has privilege to extend an existing department.
2. Click on the option **Department → Extend Department (State)** available from the left menu to open the form. The **Extend Department (State)** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the name of the department whose unit details you want to extend from **Search Department**.
4. Select the level of unit of the department whose unit details you want to extend from **Search Unit Level**.
5. Click the **Get** button to get the department detail in the selected ministry. The search result is shown in the same screen. You may extend the units at all levels for the selected department from the selected ministry.

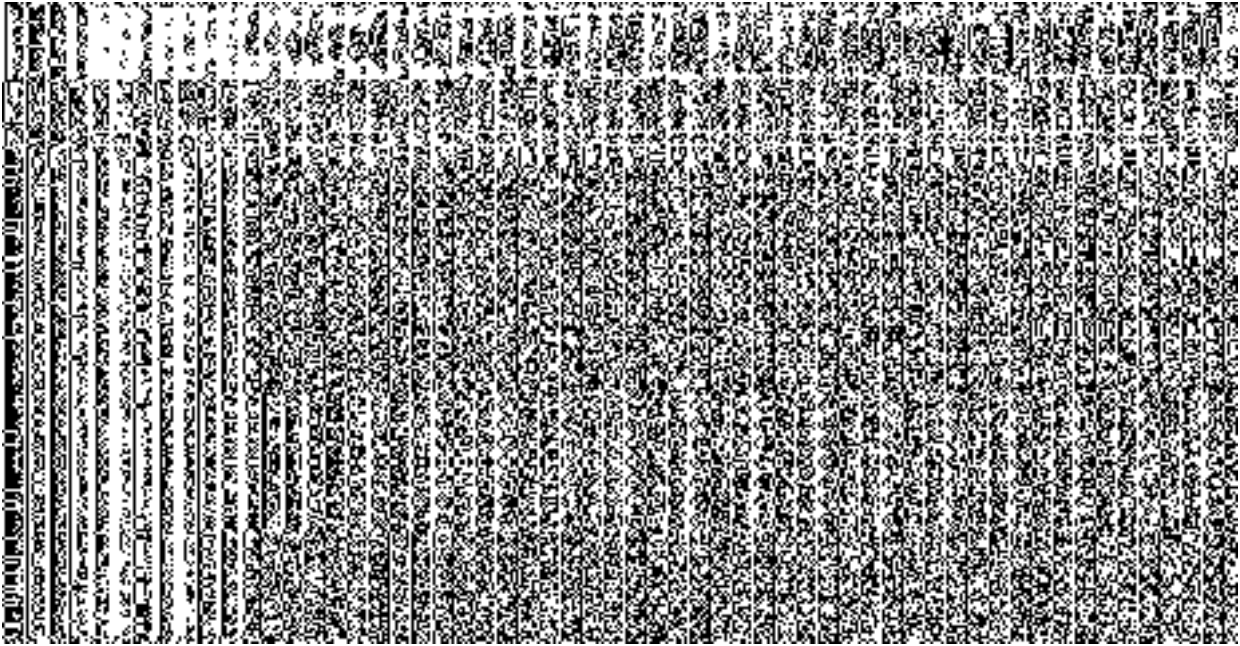
Post-Condition

Once you click on **Get** button after selecting search parameter, the **Extend Department** form is displayed. This form allows you to extend units in the department at all the levels present at the time of dynamic hierarchy creation for the new created department as district, Sub district, Block and Village level. In this form, general details of the department is displayed at different unit levels.



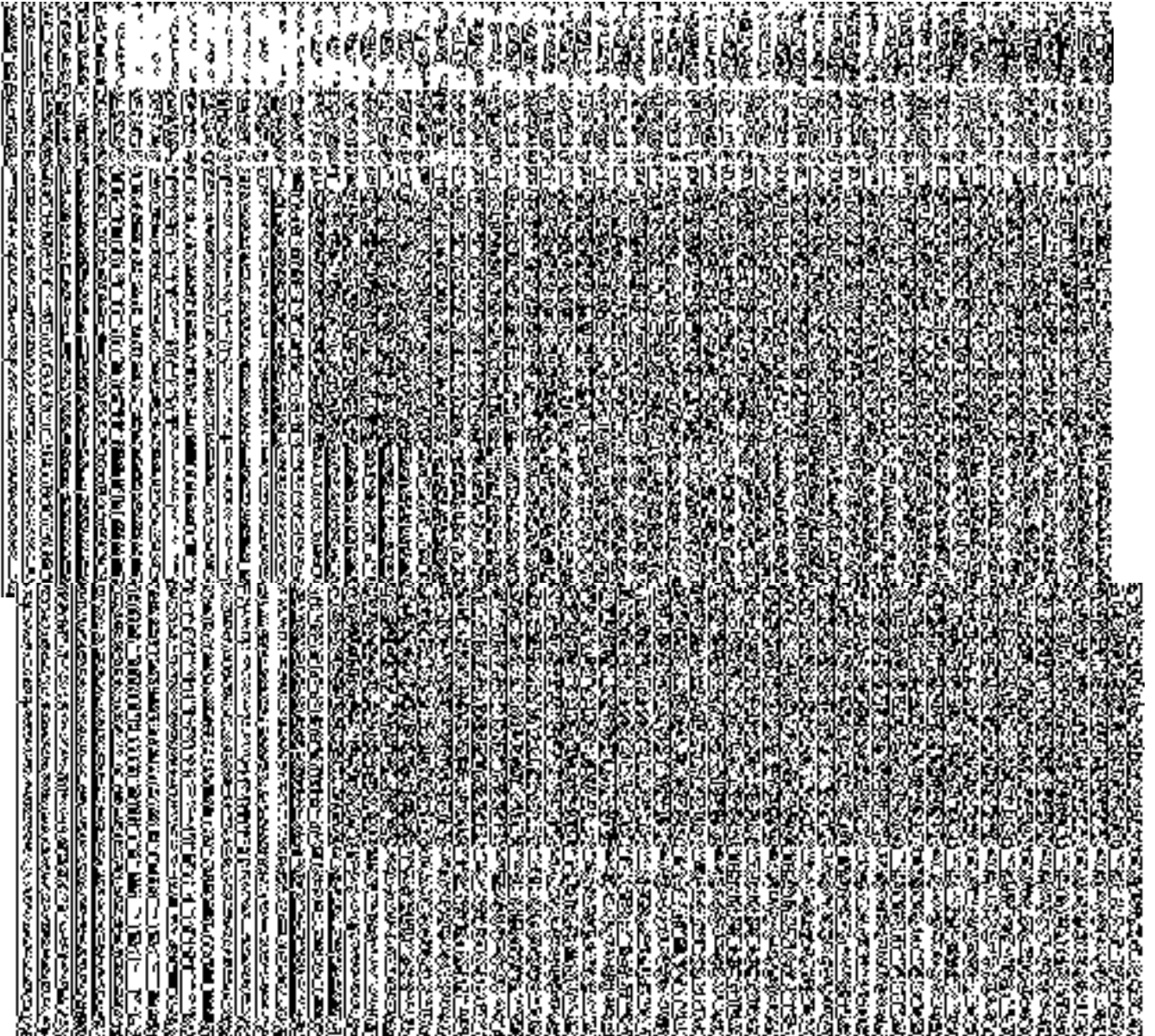
You may extend department units at all levels of department. For example, Department have district level then department form at district level is displayed on the screen and allows you to extend department units at district level by selecting either **All Districts of a State** or **Specific Districts**. The **All Districts of a State** option allows you to extend department by selecting all district level units whereas the **Specific Districts** option allows you to extend department by adding some districts form the Districts list to the Selected Districts.

If **All Districts of a State** and **Specific Districts** both the options are disabled due to the selection of **All Districts of a State** option while creating department then department can not be extended as the department already exist at all the districts.



When you select the **Specific Districts** radio button, then the two new fields named **Districts List** and **Selected Districts** fields are displayed on the screen. The **Districts List** field displayed the list of districts in which you may extend district level unit. The **Selected** field **Districts** shows the list of districts in which the district level unit is extended.

Now select the district and click >> button to add them to the **Selected Districts** field. After making all selections, click **Save** or **Next** button. Similarly you may extend department units at all levels of department.



Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action	
	Please	Select	This indicates that you did	Click OK to resume and select the

S. No.	Message	Reason	Expected Action
	Department	not select the department from the drop down menu.	department.
	Please Select Organization Unit Level	This indicates that you did not select the unit level from the drop down menu.	Click OK button to resume and select the unit level.

Administrative Unit Level

General Description

This section allows you to create a new administrative unit level by entering the general details and specify location of the new administrative unit level . This section also allows you to manage existing administrative unit level. *This section is accessed by the State Level users. A state level user can create and manage administrative unit level in districts, sub districts, blocks, and village of his state only.*

Create Administrative Unit Level

Brief Description

*The main purpose of this form is to allow you to create a new administrative unit level. It includes information like general details, such as administrative unit level name, and administrative unit level name in local language etc. You can create a new administrative unit level by clicking the **Define Administrative Unit Level** option in the **Administrative unit level** section. The **Create administrative unit level** form is displayed on the screen. This form consists of the several fields that help in creating a new administrative unit level. In the **Create administrative unit level** form, you have to specify the name of the administrative unit level. If you want to create new administrative unit level then you have to select **Parent Administrative Unit Level** for the new administrative unit level.*

A screen shown in Fig. 5.17.5.1 display's a sample screen shot of the **Create administrative unit level** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create administrative unit level** form is shown in Fig. 5.17.5.1:

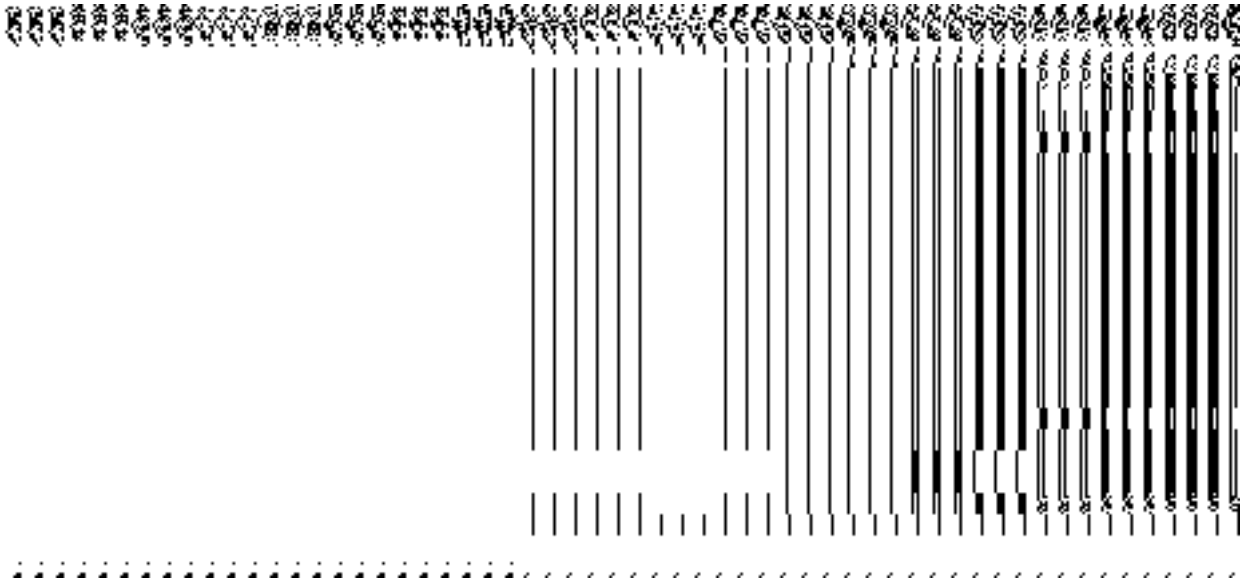


Fig 5.17.5.1

Pre-Condition

You should login into the application as **Administrative Unit Manager** and have privilege to create a new **administrative unit level**. You can open the **Create Administrative unit level** form by clicking the option **Administrative unit level → Define Administrative unit level** is available to you from the left menu.

The Create Administrative unit level form contains following fields as indicated below:

S.No	Field Name	Explanation

1	General Details: Name of Administrative Unit Level	Description: This field is used to specify the name of new administrative unit level. For example – Irrigation Department. Validation: Enter the new name of administrative unit level in alphabets and you can use some special character [-, ., space] Mandatory/Optional: It is a Mandatory field.
2	General Details: Name in Local Language	Description: This field is used to specify the name of new administrative unit level in local language. For example - Irrigation Department in Hindi is called Sichai Vibhag . Validation: NA Mandatory/Optional: It is an Optional field
3	General Details: Short Name of Administrative unit level	Description: This field is used to specify the short name of new administrative unit level. For example - The short name of Irrigation Department is sb . Validation: NA Mandatory/Optional: It is an Optional field.
4	Parent Administrative unit level: Specify Parent administrative unit level	Description: This field is used to specify the parent administrative unit level under which the administrative unit level should be present. Multiple levels can be selected. For example - State Level Validation: To create the administrative unit level at 'district level' you should select 'State level' first. Mandatory/Optional: It is a Mandatory field.

The Create administrative unit level form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the administrative unit level created.
- **Clear button:** This button allows you to clear the details entered in the form.
- **Close button:** This button takes you back to the home page without saving.

Flow of Form

To create administrative unit level, you need to follow the steps given below:

1. You should login into the application as **Administrator Unit Manager** and have the privilege to create administrative unit level.
2. Click the option **Administrative unit level → Define administrative unit level** available on the left menu to open the form. The **Create administrative unit level** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Specify administrative unit level name in English in the **Name of administrative unit level** field.
4. Specify administrative unit level name in local language in the **Name in Local Language** field.
5. Specify short name of administrative unit level in the **Short Name of administrative unit level** field.
6. Click the level in Parent Administrative Unit Level for the new administrative unit level.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly fill the administrative unit level name.	This indicates that you didn't enter the administrative unit level name.	Click “OK” to resume and enter the administrative unit level name.
2.	Kindly select the parent administrative unit level from the list	This indicates that you didn't select the parent administrative unit level in which he wants to create new administrative unit level.	Click “OK” to resume and select the administrative unit level name.

What happens when the form is saved?

On clicking the Save button, a message **“The new administrative unit level is created successfully!”** is displayed on the screen. Now, the newly created administrative unit level

is available for view and further modification. You can view the administrative unit level by using the **Manage administrative unit level** option which is discussing in the next section.

Manage Administrative Unit Level

Brief Description

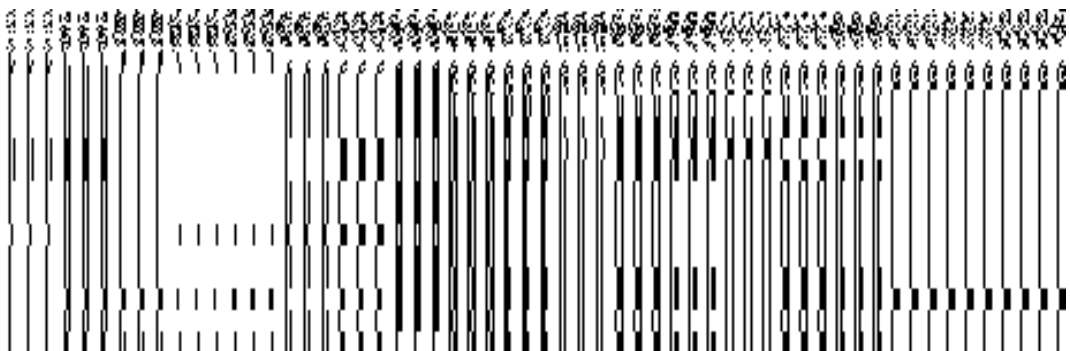
This form enables you to manage all existing administrative unit level. You can manage an existing administrative unit level by clicking the **Manage administrative unit level** option in the **Administrative Unit Level** section. The **Manage administrative unit level** form is displayed on the screen. This form allows you to search administrative unit level.

A screen shown in Fig. 5.17.5.2 display's a sample screen shot of the **Manage Administrative Unit Level** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Administrative Unit Level** form is shown in Fig. 5.17.5.2

Fig 5.17.5.2



Pre-Condition

You should be logged in to the application as **Administrative Unit Manager** and have privilege to manage administrative unit level information. You can open the Manage administrative unit level form by clicking the option **Administrative Unit Level** → **Manage Administrative Unit Level** is available to you from the left menu.

Flow of Form

To manage administrative unit level, you need to follow the steps given below:

7. You should be logged in to the application as **Administrative Unit Manager** and has privilege to manage an existing administrative unit level.
8. Click on the option **Manage** → **Manage Administrative Unit Level** available from the left menu to open the form. The **Manage Administrative Unit Level** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
9. The search result for managing administrative unit level is shown in the same screen. You can view, correct and delete the selected administrative unit level.

View

Brief Description

This form enables you to view the selected administrative unit level details. You can view the administrative unit level details by clicking the **View** icon in front of the administrative unit level name in the **Manage Administrative Unit Level** form. The **View Administrative Unit Level** detail form is displayed on the screen. This form shows the complete details of the selected administrative unit level with the **Close** action button.

A screen shown in Fig. 5.17.5.2.1 display's a sample screen shot of the **View Administrative Unit Level Detail** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Administrative Unit Level Detail** form is shown in Fig. 5.17.5.2.1:



Fig 5.17.5.2.1

Pre-condition

You should be logged in to the application and have privilege to view the selected administrative unit level.

The **View Administrative Unit Level Detail** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Administrative Unit Level Code	<p>Description: This field displays the administrative unit code of the listed Administrative Unit Level.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Administrative Unit Level Name (In English)	<p>Description: This field displays the administrative unit level name in English.</p> <p>Validation: NA</p>

		Mandatory/Optional: NA
3	Administrative Unit Level Name (In Local)	<p>Description: This field displays the administrative unit level name in local language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	Parent Administrative Unit Level	<p>Description: This field displays the parent level of administrative unit level.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **View Administrative Unit Level Detail** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to the home screen.

Flow of Form

To view administrative unit level detail, you need to follow the steps given below:

1. After getting search result in the **Manage Administrative Unit Level** form, click on the View icon in front of the administrative unit level name. The **View Administrative Unit Level Detail** form is displayed on the screen. This form shows you the complete details of the selected administrative unit level with the **Close** action button.
2. Click the **Close** button to close the details.

What happens when you click on View icon?

*When you will click on the **View** icon in front of the administrative unit level name then you will get view of the **View Administrative Unit Level Detail** form. This form shows the complete details of the selected administrative unit level.*

Correction

Brief Description

This form enables you to correct all existing administrative unit level. You can correct an existing administrative unit level details by clicking the **Correction** icon in front of the administrative unit level name in the **Manage Administrative Unit Level** form. The **Correction Administrative Unit Level** form is displayed on the screen. This form allows you to correct the general details, such as administrative unit level name in English and local language, of the selected administrative unit level.

A screen shown in Fig. 5.17.5.2.2 display's a sample screen shot of the **Correction Administrative Unit Level form**. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Correction administrative unit level form** is shown in Fig. 5.17.5.2.2:

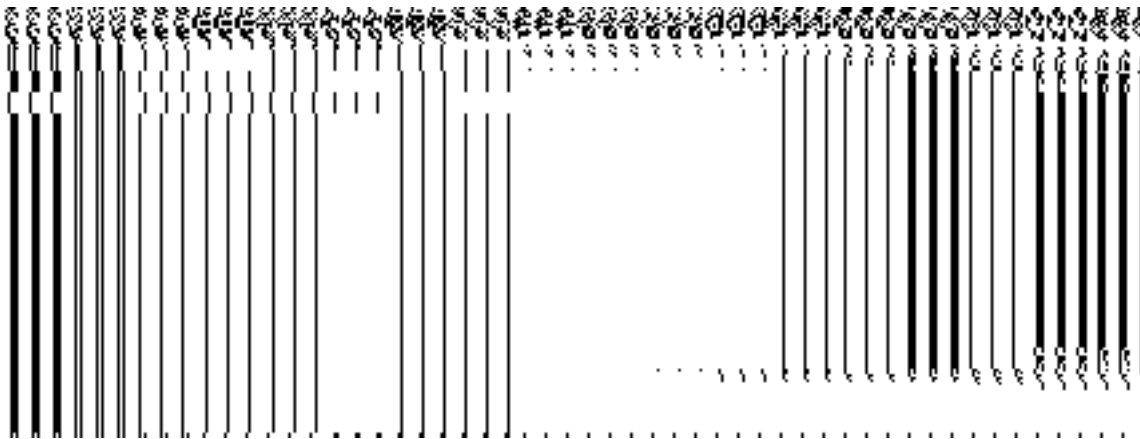


Fig 5.17.5.2.2

Pre-condition

You should be logged in to the application as **Administrative Unit Manager** and have privilege to change administrative unit level detail.

The Correction Administrative Unit Level form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Administrative unit level Name (In English)	Description: This field is used to specify the new name of administrative unit level in English. Validation: Enter the new name of administrative unit level in alphabets and you can use some special character [-, ., space]. Mandatory/Optional: It is a Mandatory field.
2	Administrative unit level Name (In Local)	Description: This field is used to specify the new name of administrative unit level in local language. Validation: NA Mandatory/Optional: It is a Optional field.
3	Parent Administrative Unit Level	Description: This field displays the parent level of administrative unit level. Validation: NA Mandatory/Optional: NA

The **Correction Administrative Unit Level** form contains following buttons as indicated below:

- **Save button:** This button allows you to save the changes made in the Correction Administrative Unit Level form.
- **Clear button:** This button allows you to clear the text entered in field.
- **Close button:** This button allows you to return to the home screen.

Flow of Form

To make changes in administrative unit level detail, you need to follow the steps given below:

4. After getting search result in the **Manage Administrative Unit Level** form, click on **Correction** icon in front of the administrative unit level name. The **Correction Administrative Unit Level** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.

5. Specify the name of administrative unit level in English and local language in the **Administrative Unit Level Name (In English)** and **Administrative Unit Level Name (In Local)** fields.
6. Specify the parent level for new administrative unit level in the **Parent Administrative Unit Level** field.
7. To update administrative unit level details, click the **Save** button or else click the **Close** button to abort the operation.

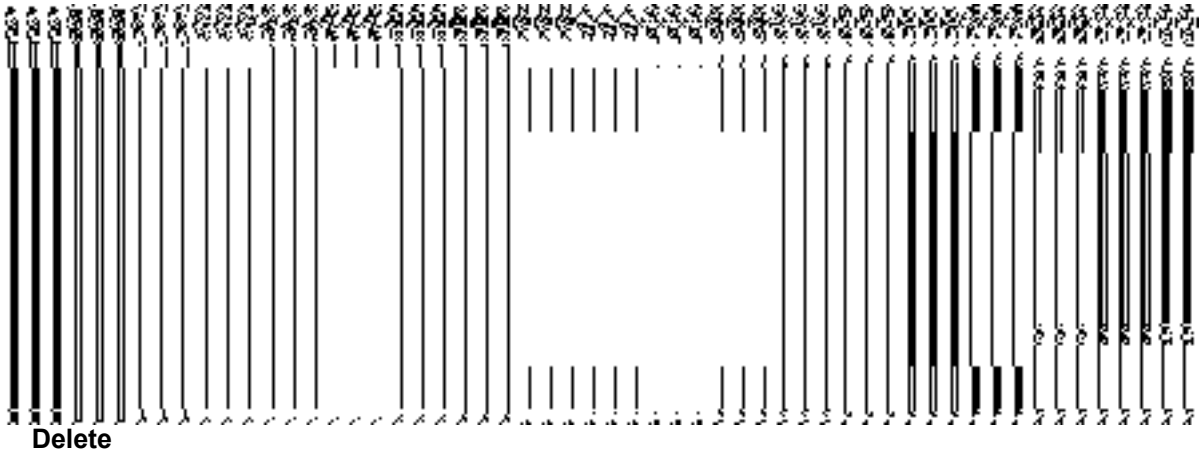
Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please enter administrative unit level name in English.	This indicates that you did not enter the administrative unit level name in English.	Click “OK” to resume and enter the administrative unit level name in English.

What happens when the form is corrected?

On clicking the **Save** button, the **View Administrative Unit Level Detail** form is displayed on the screen. This form shows the updated details of the selected administrative unit level. Now, the updated detail of the administrative unit level is available for further modification.



Brief Description

This form enables you to abolish an existing administrative unit level. You can abolish an existing administrative unit level by clicking the **Delete** icon in front of the administrative unit level name in the **Manage Administrative Unit Level** form. The **Delete** option abolish the selected administrative unit level.

Once the record is selected of administrative unit level, a dialogue box asking for conformation is displayed on the screen. A dialogue box shown in Fig. 5.17.5.2.3 display's a sample screen shot of the conformation message.

The Conformation Delete dialogue box *is shown in Fig. 5.17.5.2.3:*

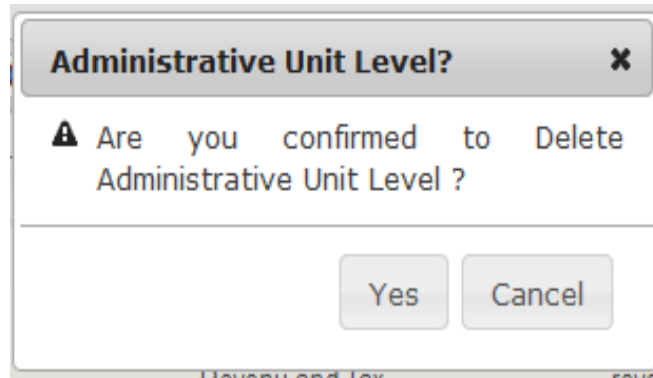


Fig. 5.17.5.2.3

Pre-condition

You should be logged in to the application as **Administrative Unit Manager** and have privilege to the selected administrative unit level detail.

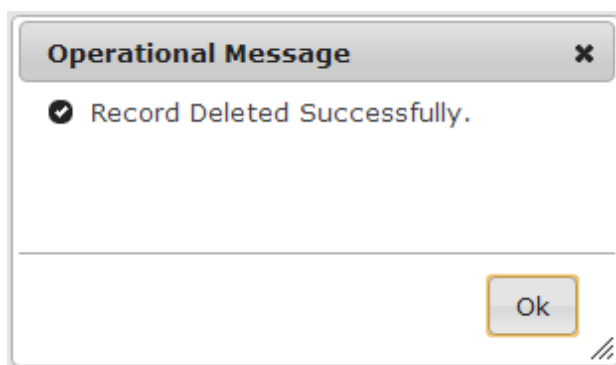
Flow of Form

To delete the selected administrative unit level record, you need to follow the steps given below:

1. After getting search result in the **Manage Administrative Unit Level** form, click the **Delete** icon in front of the administrative unit level record. You can directly click the delete button and delete the selected administrative unit level record.
2. Click the **Delete** button to abolish the selected administrative unit level record or click the **Close** button to abort the operation.
3. Now, the selected administrative unit level record gets abolished.

What happens when you click the Delete button?

On clicking the **Delete** button in the **Delete Administrative Unit Level** form then the selected administrative unit level record get deleted with the message **“Record deleted successfully.”**.



Administrative Unit Entity

General Description

This section allows you to create a new administrative unit entity by entering the general details and specify location of the new administrative unit entity. This section also allows you to manage existing administrative unit entity. *This section is accessed by the State Level users. A state level user can create and manage administrative unit entity in districts, sub districts, blocks, and village of his state only.*

Create Administrative Unit Entity

Brief Description

*The main purpose of this form is to allow you to create a new administrative unit entity. It includes information like general details, such as administrative unit entity name, and administrative unit entity name in local language etc. You can create a new administrative unit entity by clicking the **Define Administrative Unit Entity** option in the **Administrative unit Entity** section. The **Create administrative unit entity** form is displayed on the screen. This form consists of the several fields that help in creating a new administrative unit entity. In the **Create administrative unit entity** form, you have to specify the name of the administrative unit entity. If you want to create new administrative unit entity then you have to select **Parent Administrative Unit Entity** for the new administrative unit entity. You can also specify if you want to **define the coverage of the Administration Unit Entity**, with the help of the radio buttons.*

A screen shown in Fig. 5.17.5.3.1 display's a sample screen shot of the **Create administrative unit entity** form. All field marked with * are mandatory.
(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Create administrative unit entity** form is shown in Fig. 5.17.5.3.1:

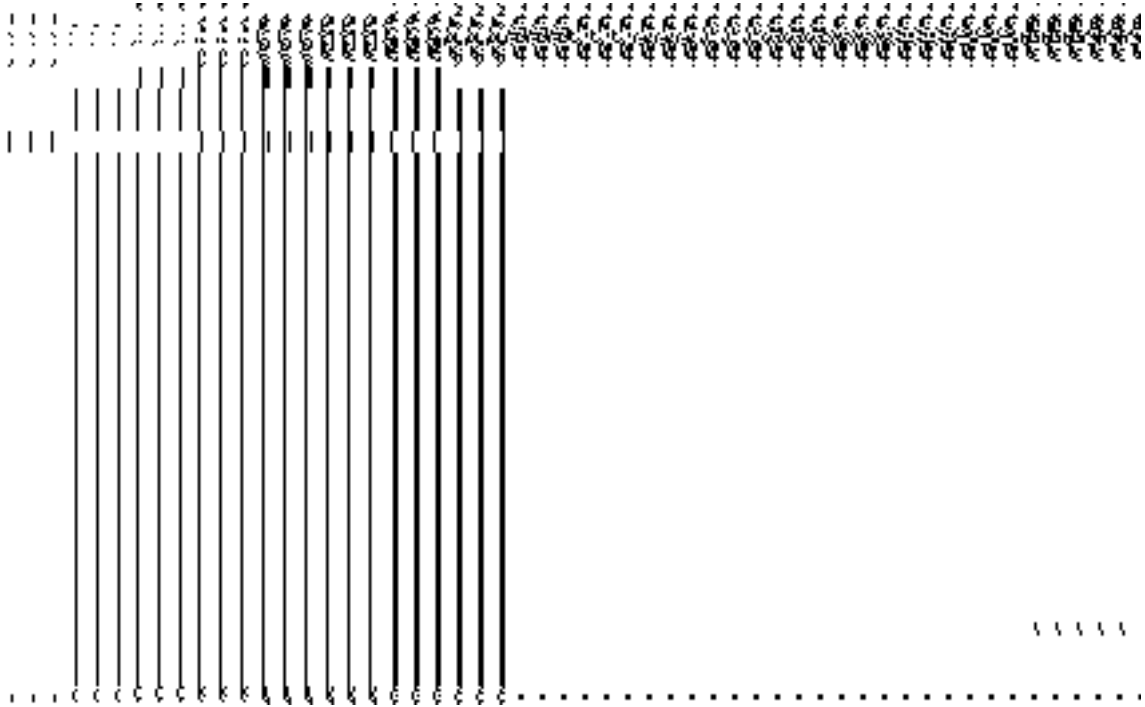


Fig 5.17.2.1

Pre-Condition

You should login into the application as **Administrative Unit Manager** and have privilege to create a new **administrative unit entity** . You can open the **Create Administrative unit entity** form by clicking the option **Administrative unit entity**→ **Define Administrative unit entity** is available to you from the left menu.

The Create Administrative unit level form contains following fields as indicated below:

S.No	Field Name	Explanation
1	General Details: Name of Administrative Unit Entity	Description: This field is used to specify the name of new administrative unit entity. For example – Blue Line Validation: Enter the new name of administrative unit entity in alphabets and you can use some special character [-, ., space] Mandatory/Optional: It is a Mandatory field.
2	General Details: Name in Local Language	Description: This field is used to specify the name of new administrative unit entity in local language. For example – Blue Line in Hindi is called BL Validation: NA Mandatory/Optional: It is an Optional field
3	General Details: Type of Administrative unit entity	Description: This field is used to specify the type of new administrative unit entity. Validation: NA Mandatory/Optional: It is an Mandatory field.
4	Parent Administrative unit entity: Specify Parent administrative unit entity	Description: This field is used to specify the parent level administrative unit entity under which the administrative unit entity should be present. . For example – List of States Validation: To create the administrative unit entity at ‘district level’ you should select ‘State level’ first. Mandatory/Optional: It is a Mandatory field.
5	Define the coverage of the Administration Unit	Description: This field is used to specify the parent administrative unit entity under which the administrative unit entity should be present. Multiple levels

	Entity: Define the coverage for the administration Unit Entity	can be selected. For example - State Level Validation: NA Mandatory/Optional: It is a Optional field.
6	Contributing Land Region : Select From Existing Local Bodies	Description: If you want to create a new administrative unit entity from the existing local body then you have to select this check box. Validation: NA Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or land region
7	Existing Local Bodies: Select Local Body Type	Description: If you want to create a new administrative unit entity from the existing local body then select the Local Body Type from the available list for the State. Multiple Local body Type may be selected using this field Validation: NA Mandatory/Optional: It is Mandatory field.
8	Existing Local Bodies: Available Urban Local Body	Description: This field will display the Urban local bodies that are available to be included under the new administration unit entity. This field is only visible when you selected the Select From Existing Local Bodies check box. Validation: NA Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or land region.
9	Existing Local Bodies: Contributing Urban Local Body	Description: This field will display the Urban Local Bodies that are selected for including under the new administration Unit entity. This field is only visible when you selected the Select From Existing Local Bodies check box. Validation: NA Mandatory/Optional: It is an Optional field. But it is mandatory to select

			either existing local body or unmapped/partially mapped local body.
10	Existing Local Bodies: Available Ward list	Local Ward	<p>Description: This field will display the Ward list that are available to be included under the new administration unit entity. This field is only visible when you selected the Select From Existing Local Bodies check box and select the Available Urban Local Body as Part..</p> <ul style="list-style-type: none"> • Validation: NA <p>Mandatory/Optional: It is an Optional field.</p>
11	Existing Local Bodies: Contribute Ward list	Local Ward	<p>Description: This field will display the Ward list that are selected to be included under the new administration unit entity. This field is only visible when you selected the Select From Existing Local Bodies check box and select the Available Urban Local Body as Part..</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
12	Contributing Land Region: Select From Existing Local Bodies	Land Select Existing	<p>Description: If you want to create a new administration unit entity from the existing land regions then you have to select this check box.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or land regions.</p>
13	Existing Land Regions : List	Land	<p>Description: This field will display the land regions that are available to be included under the new administration unit entity. This field is only visible when you selected the Select From Land Region check box.</p> <p>The list field will display the available district, sub-district and village list.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select either Select From Existing Local Bodies or Select From Land Region</p>
14	Existing Land	Land	<p>Description: This field will display the land regions that are selected for including under the new administration unit entity. This field is only visible</p>

	<p>Regions :</p> <p>Contributing List</p>	<p>when you selected the Select From Land Region check box.</p> <ul style="list-style-type: none"> •The Contributing List field will display the selected district, sub-district and village list. <p>Mandatory/Optional: It is an Optional field. But it is mandatory to select either existing local body or unmapped/partially mapped local body.</p>
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The **Create administrative unit entity** form contains the following buttons as indicated below:

- **Whole button:** This button allows you to select either the whole land region of selected district or sub district or village region, in available list field or the whole urban local body or ward in the in the available list.
- **Part button:** This button allows you to select the part of land region of selected district, sub district or village region in available list field or the urban local body in the available list.
- **Back button:** This button allows you to unselect the land region from the contributing list.
- **Reset button:** This button allows you to reset the values.
- **Get Ward List:** This button allows you to get the list of wards that comes under the part of selected Urban local body
- **Get Sub District List button:** This button allows you to get the name of sub district of selected District, whose part is taken to create new administration unit entity
- **Get Village List button:** This button allows you to get the name of village of selected sub district, whose part is taken to create new administration unit entity.
- **Save button:** This button allows you to save the administrative unit entity created.
- **Clear button:** This button allows you to clear the details entered in the form.
- **Close button:** This button takes you back to the home page without saving.

Flow of Form

To create administrative unit entity, you need to follow the steps given below:

1. You should login into the application as **Administrator Unit Manager** and have the privilege to create administrative unit entity.
2. Click the option **Administrative unit entity**→ **Define administrative unit entity** available on the left menu to open the form. The **Create administrative unit entity** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Specify the type of administrative unit entity in the **Type of administrative unit** field.
4. Click the level in **Parent Administrative Unit** for the new administrative unit entity.
5. Specify administrative unit entity name in English in the **Name of administrative unit entity** field.
6. Specify administrative unit entity name in local language in the **Name in Local Language** field.
7. Select the radio button to **Define the coverage of the Administration Unit Entity**. If you want to define the coverage then Select **Yes** otherwise select **No**.
8. **If Yes** is selected in step 7 then specify the Contributing Land region . You can use the Select From Existing Local Bodies checkbox or use Select From Land Region checkbox.
9. If you select the **Select From Existing Local Bodies** check box then in the Existing Localbodies, select the Local Body Type in the select list. You may select multiple local bodies.
 - The Available and Contributing Lists of the **Urban Local Body** , are appeared as per the selected local body type.
 - To select an existing **Urban Local Body** that includes in new administration unit, you need to follow the steps given below:
 - Select the Urban Local Body from the available list and click the **Whole** or **Part** button to add the name in the **Contributing Urban Local Body list** field.
 - To get the list of wards under the selected Urban Local Body(selected as part), click the **Get Ward List** button. The list of wards is shown in the **Available Ward list** field.
 - Select the ward name from the **Available Ward list** field and click the **Whole** button to add the ward in the **Contribute Ward list** field.
10. If you select the **Select From Land Region check box** then you have to perform the following steps:
 - The Available List of district, sub-district and village, is displayed on the screen. To select the existing land region to create a new administration unit entity, you need to follow the steps given below:

- Select the district from the available list and click the **Whole** or **Part** button to add the district name in the **Contributing District list** field.
- To get the list of sub district under the selected district(selected as a part) then click the **Get Sub District List** button. The list of sub districts is shown in the **Sub District list** field. Select the sub districts from the **Sub District list** field and click the **Whole** or **Part** button to add the sub district in the **Contributing Sub District List**.
- Similarly, to get the list of village under the selected sub district(selected as a part) then click the **Get Village List** button. The list of villages is shown in the **Village list** field. Select the villages from the **Village list** field and click the **Whole** button to add the village in the **Contributing Village List**.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
3.	Kindly fill the administrative unit entity name.	This indicates that you didn't enter the administrative unit entity name.	Click "OK" to resume and enter the administrative unit entity name.
4.	Kindly select the parent administrative unit entity from the list	This indicates that you didn't select the parent administrative unit entity in which he wants to create new administrative unit entity.	Click "OK" to resume and select the administrative unit entity name.

What happens when the form is saved?

On clicking the Save button, a message **"Record inserted successfully!."** is displayed on the screen. Now, the newly created administrative unit entity is available for view and further modification. You can view the administrative unit entity by using the **Manage administrative unit entity** option which is discussing in the next section.

Manage Administrative Unit Entity

Brief Description

This form enables you to manage all existing administrative unit entity. You can manage an existing administrative unit entity by clicking the **Manage administrative unit entity** option in the **Administrative Unit entity** section. The **Manage administrative entity** form is displayed on the screen. This form allows you to search administrative unit I entity.

A screen shown in Fig. 5.17.5.3.2 display's a sample screen shot of the **Manage Administrative Unit Entity** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Administrative Unit Entity** form is shown in Fig. 5.17.5.3.2:

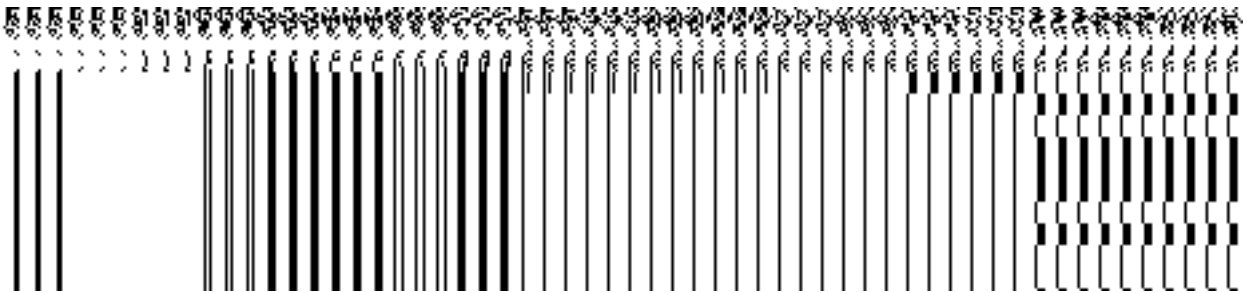


Fig 5.17.5.3.2

Pre-Condition

You should be logged in to the application as **Administrative Unit Manager** and have privilege to manage administrative unit entity information. You can open the Manage

administrative unit entity form by clicking the option **Administrative Entity**→ **Manage Administrative Unit Entity** is available to you from the left menu.

Flow of Form

To manage administrative unit entity, you need to follow the steps given below:

10. You should be logged in to the application as **Administrative Unit Manager** and has privilege to manage an existing administrative entity.
11. Click on the option **Manage**→ **Manage Administrative Unit Entity** available from the left menu to open the form. The **Manage Administrative Unit Entity** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
12. Select the administrative unit entity whose detail you want to search from **Select Administrative Unit Entity** field.
13. The search result is shown in the same screen. You can view, correct and delete the selected administrative unit entity.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select administrative unit entity from the drop down list.	This indicates that you did not select the administrative unit entity from the drop down menu.	Click OK to resume and select the administrative unit entity.
2	No result found.	This indicates that there is no administrative unit entity	Click OK button to resume and again select the administrative unit

S. No.	Message	Reason	Expected Action
		in the selected list.	entity.

View

Brief Description

This form enables you to view the selected administrative unit entity details. You can view the administrative unit entity details by clicking the **View** icon in front of the administrative unit entity name in the **Manage Administrative Unit Entity** form. The **View Administrative Unit Entity** detail form is displayed on the screen. This form shows the complete details of the selected administrative unit entity with the **Close** action button.

A screen shown in Fig. 5.17.5.3.3 displays a sample screen shot of the **View Administrative Unit Entity Detail** form.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Administrative Unit Entity Detail** form is shown in Fig. 5.17.4.1.1:

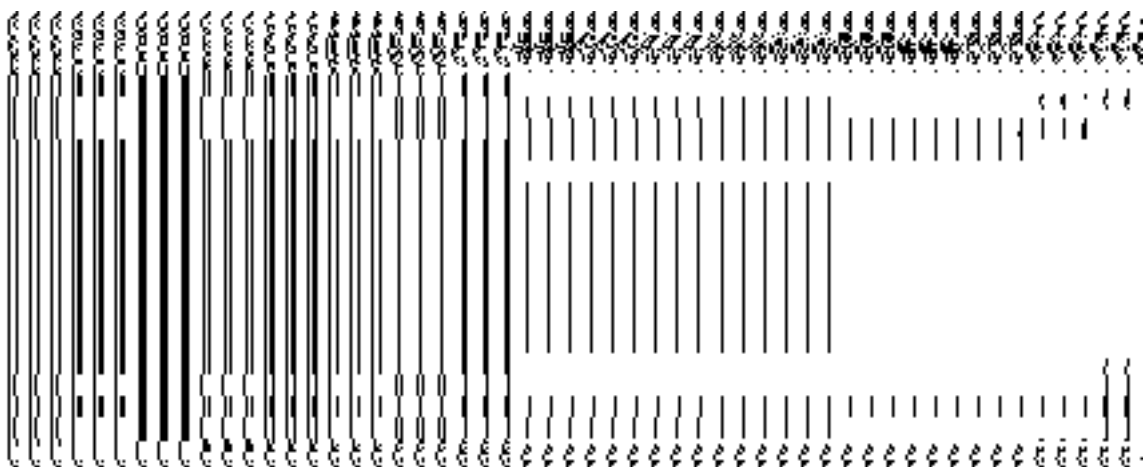


Fig 5.17.5.3.3

Pre-condition

You should be logged in to the application and have privilege to view the selected administrative unit entity.

The View Administrative Unit Entity Detail form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Administrative Unit Entity Code	<p>Description: This field displays the administrative unit entity code of the listed administrative unit entity.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Administrative Unit Entity Name (In English)	<p>Description: This field displays the administrative unit entity name in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Administrative Unit Entity Name (In Local)	<p>Description: This field displays the administrative unit entity name in local language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	Parent Administrative Unit Entity	<p>Description: This field displays the parent level of administrative unit entity.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **View Administrative Unit Entity Detail** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to the home screen.

Flow of Form

To view administrative unit entity detail, you need to follow the steps given below:

3. After getting search result in the **Manage Administrative Unit Entity** form, click on the View icon in front of the administrative unit entity name. The **View Administrative Unit Entity Detail** form is displayed on the screen. This form shows you the complete details of the selected administrative unit entity with the **Close** action button.
4. Click the **Close** button to close the details.

What happens when you click on View icon?

*When you will click on the **View** icon in front of the administrative unit entity name then you will get view of the **View Administrative Unit Entity Detail** form. This form shows the complete details of the selected administrative unit entity.*

Correction

Brief Description

This form enables you to modify all existing administrative unit entity. You can modify an existing administrative unit entity details by clicking the Correction icon in front of the administrative unit entity name in the **Manage Administrative Unit Entity** form. The Correction **Administrative Unit Entity** form is displayed on the screen. This form allows you to modify the general details, such as administrative unit entity name in English and local language, of the selected administrative unit entity.

A screen shown in Fig. 5.17.5.3.4 display's a sample screen shot of the Correction **Administrative Unit Entity** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify administrative unit entity** form is shown in Fig. 5.17.5.3.4:

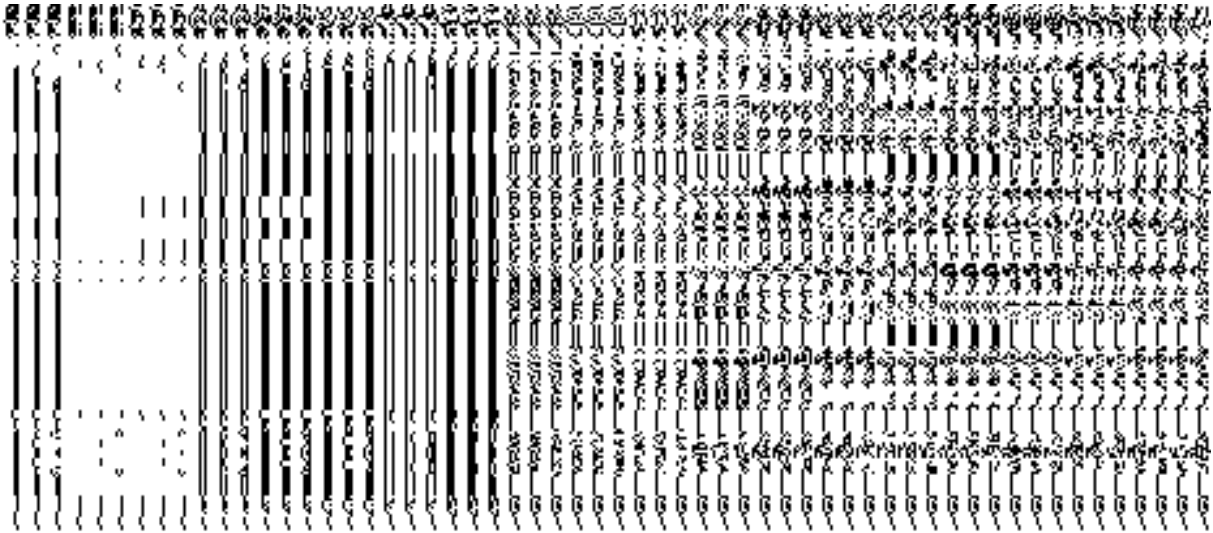


Fig 5.17.5.3.4

Pre-condition

You should be logged in to the application as **Administrative Unit Manager** and have privilege to change administrative unit entity detail.

The **Modify Administrative Unit Entity** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Administrative unit	Description: This field is used to specify the new name of administrative

	entity Name (In English)	unit entity in English. Validation: Enter the new name of administrative unit entity in alphabets and you can use some special character [-, ., space]. Mandatory/Optional: It is a Mandatory field.
2	Administrative unit entity Name (In Local)	Description: This field is used to specify the new name of administrative unit entity in local language. Validation: NA Mandatory/Optional: It is a Optional field.
3	Type of Administrative Unit Entity	Description: This field is used to specify the type of administrative unit entity. Validation: Enter the type of administrative unit entity. Mandatory/Optional: It is an Mandatory field.
4	Parent Administrative Unit Entity	Description: This field displays the parent level of administrative unit entity. Validation: NA Mandatory/Optional: NA

The **Modify Administrative Unit Entity** form contains following buttons as indicated below:

- **Save button:** This button allows you to save the changes made in the Modify Administrative Unit Entity form.
- **Clear button:** This button allows you to clear the text entered in field.
- **Close button:** This button allows you to return to the home screen.

Flow of Form

To make changes in administrative unit entity detail, you need to follow the steps given below:

1. After getting search result in the **Manage Administrative Unit Entity** form, click on **Modify** icon in front of the administrative unit entity name. The **Modify Administrative Unit Entity** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the name of administrative unit entity in English and local language in the **Administrative Unit Entity Name (In English)** and **Administrative Unit Entity Name (In Local)** fields.
3. To update administrative unit entity details, click the **Save** button or else click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please enter administrative unit entity name in English.	This indicates that you did not enter the administrative unit entity name in English.	Click “OK” to resume and enter the administrative unit entity name in English.

What happens when the form is modified?

On clicking the **Save** button, the **View Administrative Unit Entity Detail** form is displayed on the screen. This form shows the updated details of the selected administrative unit entity. Now, the updated detail of the administrative unit entity is available for further modification.

Delete

Brief Description

This form enables you to abolish an existing administrative unit entity. You can abolish an existing administrative unit entity by clicking the **Delete** icon in front of the administrative unit level entity in the **Manage Administrative Entity** form. The **Delete** option abolish the selected administrative unit entity.

Once the record is selected of administrative unit entity a dialogue box asking for conformation is displayed on the screen. A dialogue box shown in Fig. 5.17.5.3.5 display's a sample screen shot of the conformation message.

The Conformation Delete dialogue box *is shown in Fig. 5.17.5.3.5:*

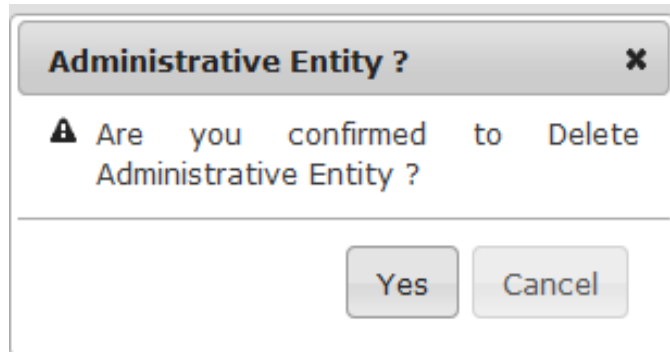


Fig. 5.17.5.3.5

Pre-condition

You should be logged in to the application as **Administrative Unit Manager** and have privilege to the selected administrative unit entity detail.

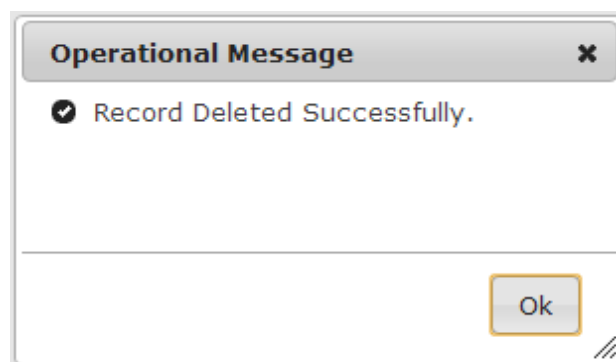
Flow of Form

To delete the selected administrative unit level record, you need to follow the steps given below:

4. After getting search result in the **Manage Administrative Unit Entity** form, click the **Delete** icon in front of the administrative unit entity record. You can directly click the delete button and delete the selected administrative unit entity record.
5. Click the **Delete** button to abolish the selected administrative unit entity record or click the **Close** button to abort the operation.
6. Now, the selected administrative unit entity record gets abolished.

What happens when you click the Delete button?

On clicking the **Delete** button in the **Delete Administrative Unit Entity** form then the selected administrative unit entity record get deleted with the message **“Record deleted successfully.”**.



Set Parent Of Org Unit

The main purpose of this form is to set parent of organization unit. You can set parent of org unit by clicking the **Set Parent Of Org Unit** option in the Department section. The **Set Parent Of Org Unit** form is displayed on the screen.

A screen shown in Fig 1.1 displays a sample screen shot of the **Set Parent Of Org Unit** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Set Parent Of Org Unit** form is shown in Fig. 1.1:

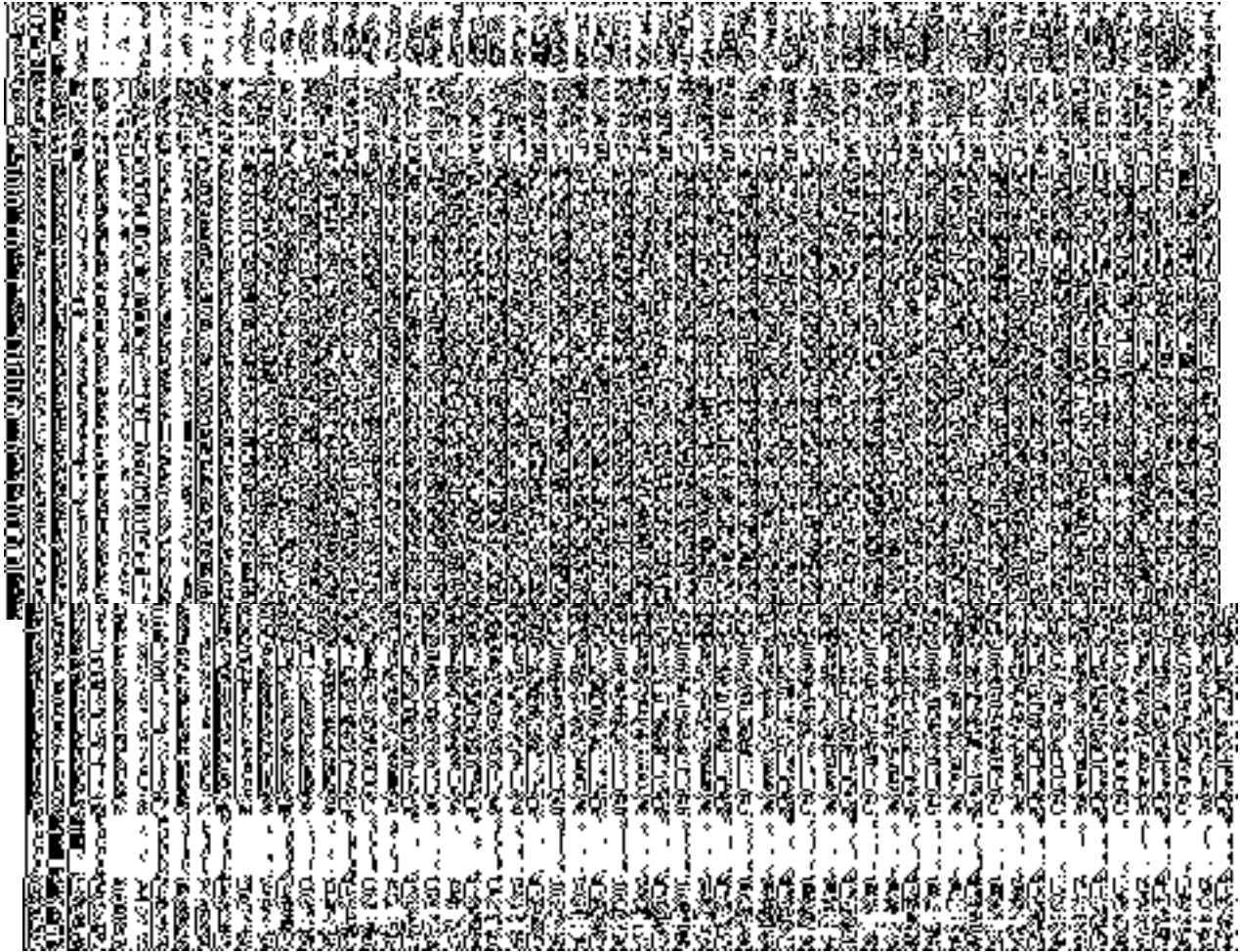


Fig 1.1

Pre-Condition

You should login into the application as State user and have privilege to set parent of org unit.

The Set Parent Of Org Unit form contains the following fields as indicated below:

S.N	Field Name	Explanation
o	Select Organization	Description: This field allows you to select type of the

Type	organization from the drop down list. Validation: Select organization from the drop down list.. Mandatory/Optional: It is a Mandatory field.
Select Organization	Description: This field allows you to select organization name from the drop down list. Validation: Select organization name from the drop down list.. Mandatory/Optional: It is a Mandatory field.
Select Level of Organization	Description: This field allows you to select level of organization from the drop down list. Validation: Select organization level from the drop down list.. Mandatory/Optional: It is a Mandatory field.
Select Organization Unit	Description: This field allows you to select organization unit from the available list. Validation: Select organization unit from the drop down list.. Mandatory/Optional: It is a Mandatory field.
Available Child level Organization Units	Description: This field displays the available child level units for the selected organization unit. Validation: NA Mandatory/Optional: It is a Mandatory field.
Selected Child level Organization Units	Description: This field displays the selected child level units for the selected organization unit. Validation: This field consists of at least one child level unit. Mandatory/Optional: NA

The **Set Parent Of Org Unit** form contains the following button as indicated below:

- **Get all child level Organization Units:** This button allows you to get all the child level organization units for the selected organization unit.
- **Shift suitable Child Org Units:** This button allows you to automatically shift the child level org units to selected child level organization units field if the hierarchy is already defined for the organization unit.
- **Save Mapping:** This button allows you to save mapping of the parent child organization unit.
- **Clear:** This button allows you to clear the details entered in the field.
- **Close:** This button allows you to abort the mapping operation of the organization unit and will return back to the home screen without saving the details.

Flow of Form

To set parent of org unit, you need to follow the steps given below:

1. You should login into the application and have privileges to set parent of org unit.
2. Click the option **Department** → **Set Parent Of Org Unit** available on the left menu to open the form. The **Set Parent Of Org Unit** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select type of the organization in the **Select OrganizationType** text box field.
4. Select organization name in the **Select Organization** text box field.
5. Select level of organization in the **Select Level of Organization** text box field.
6. As per the level of organization is selected the organization unit is displayed in the **Select Organization Unit** field.
7. Select organization unit in the **Select Organization Unit** text box field to get all child level organization units by clicking on **Get all child level Organization Units** button.
8. The available child level organization units for the selected organization unit will now appear in **Available Child level Organization Units** field. Select available child level organization units which you want to map with the parent organization.

9. If the hierarchy is already defined for selected organization unit then the child level organization units will automatically shift to **Selected Child Level Organization Units** by clicking on **Shift suitable Child Org Units** button.

10. The child level organizations already mapped with parent organization should not come in the list of available child level organization units instead of that they should be directly displayed in the list of "**Selected Child level Organization Units**".

11. After making all selection, click the **Save Mapping** button to save mapping details or click the **Close** button to abort.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please Select Organization Type	This indicates that you didn't select organization type.	Select organization type.
2.	Please Select an Organization	This indicates that you didn't select name of the organization.	Select organization name.
3.	Please Select Level Of Organization	This indicates that you didn't select level of organization.	Select level of organization.
4.	Please select a parent organization unit to view its child organization units	This indicates that you didn't select parent organization unit to view its child organization units.	Select organization unit.

S. No.	Message	Reason	Expected Action
5.	Please select child organization units to be mapped with parent organization unit.	This indicates that you didn't select parent organization unit to view its child organization units.	Select child organization units for mapping with parent organization.

What happens when you click the Save button?

When the **Save** button is clicked then the mapping of the parent organization unit with the child level organization units is done and details get saved in the database.

Create Organization (State)

Brief Description

The main purpose of this form is to allow you to create organization at state. It includes information like name and location of organization etc. You need to build a dynamic hierarchy before creating the Organization. Before creating an organization at state level, the department and organization type should be created earlier. You can create a new organization by clicking the **Create Organization (State)** option in the **Organization** section. The **Create Organization (State)** form is displayed on the screen. The form to create a dynamic organization before proceeding to create an organization is displayed. Please refer to **Fig 5.18.3.1 for the screen shot of the form.** After creating the dynamic hierarchy for the organization, click on Create Organization button. Then, **Create Organization(State)** form is displayed on the screen. This form consists of the several fields that help in creating a new organization at state. In the **Create Organization (State)** form, Specific locations(selected at the time of creation of dynamic hierarchy for the organization) is the location where you want to create a new organization. You can create an organization in any district, sub district, block , village or administrative unit level. If you want to create a new organization in a district then you have to select the district level while creating the dynamic hierarchy,then the **District**

Level Option is checked in the **Specific Locations** field. But in case, you want create a new organization in a sub district then the sub-district level is selected while creating the dynamic hierarchy and **Sub District Level** option is selected in the specific locations fields in the **Create Organization (State)** form. Similarly, if you want to create an organization in a block then **Block Level** fields is selected in the Specific Locations and on the other hand, if you want to create an organization in village then Village is selected in the **Specific Locations** field. If you want to create an organization in an administrative unit level, then the administrative unit is selected in the specific location.

A screen shown in Fig. 5.18.3.1 display's a sample screen shot of the **Create Organization (State)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The Create dynamic hierarchy form is shown in Fig. 5.18.3.1:

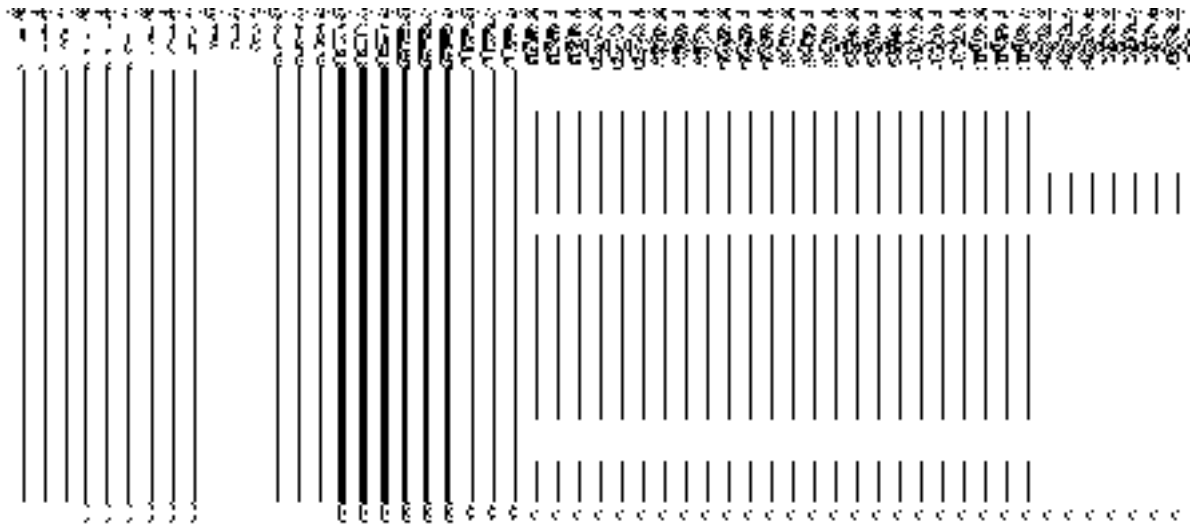


Fig 5.18.3.1

The **Create Organization(State)** form is shown in Fig. 5.18.3.1.1:

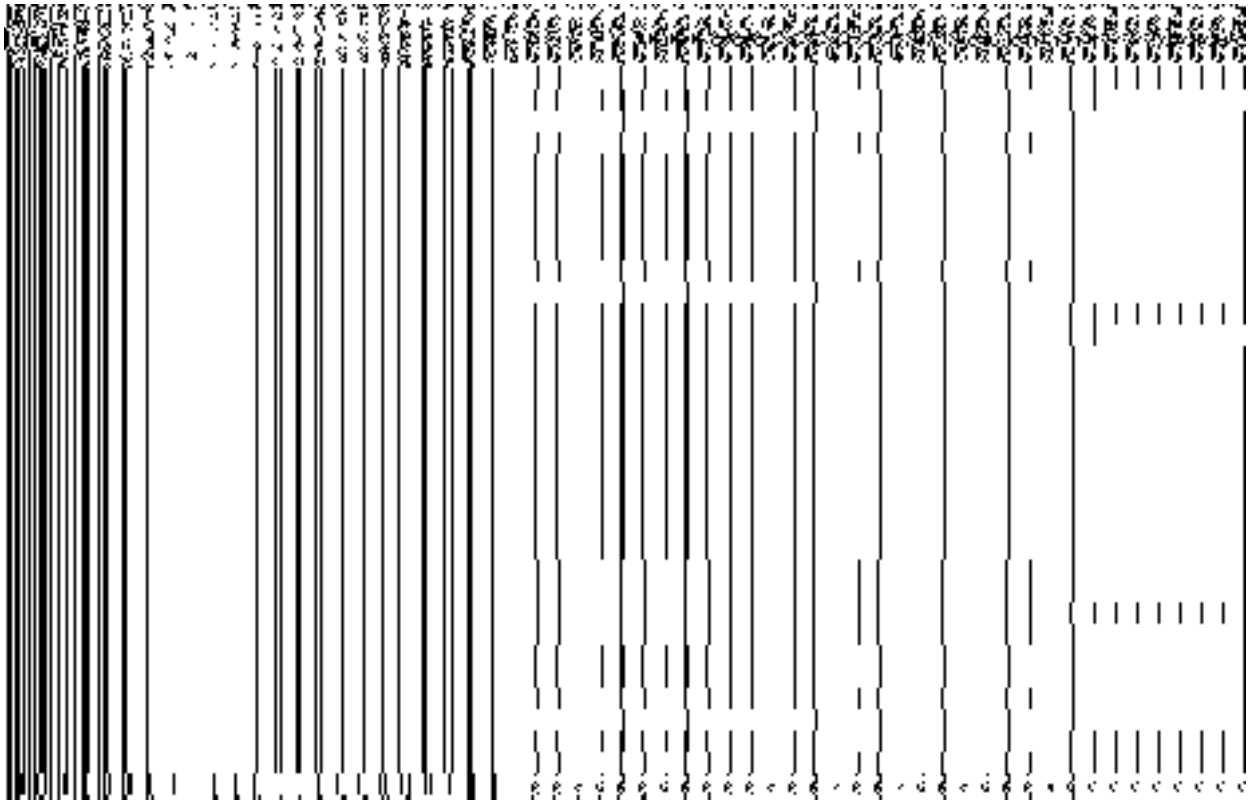


Fig 5.18.3.1

Pre-Condition

You should login into the application as State Level User and have privilege to create organization at state. Before creating an organization, the department and organization type should be created earlier. You can open the Create Organization (Sate) form by clicking the option **Organization → Create Organization (State)** is available to you from the left menu.

The Create Organization (State) form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Select State Level Department: List of Department	Description: This field shows the list of the department from which you have to select the department in which the organization is created. Validation: Select one department from the list.

		Mandatory/Optional: It is a Mandatory field.
2	General Details: List of Organization Type	Description: This field displays the list of organization type. Validation: Select one organization type from the list. Mandatory/Optional: It is a Mandatory field.
3	General Details: Name of Organization	Description: This field is used to specify the name of the organization. Example - Bharat Sanchar Nigam Limited. Validation: Enter the new name of Ministry in alphabets and you can use some special character [-, ., space]. Mandatory/Optional: It is a Mandatory field.
4	General Details: Name in Local Language	Description: This field is used to specify the name of new organization in local language. Example- Bharat Sanchar Nigam limited in Hindi is called भारत संचार निगम. Validation: NA Mandatory/Optional: It is an Optional field
5	General Details: Short Name of Organization	Description: This field is used to specify the short name of new organization. Example- The short name of Bharat Sanchar Nigam limited is BSNL. Validation: NA Mandatory/Optional: It is an Optional field.
6	Specify Location: Specify Locations of Branch Offices	Description: This field is used to specify the location where the organization should be present. Multiple levels can be selected. Example - district level. Validation: To create the organization at the 'sub district level' you should select 'district level first'. Mandatory/Optional: It is an Optional field.

The **Create Organization (State)** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the organization created.
- **Cancel button:** This button takes you back to the home page without saving.

- **Next button:** When you check the **Specific Location of Organization** checkbox then a new button **Next** is displayed. This button allows you to move to next screen.

Flow of Form

To create organization at state level, you need to follow the steps given below:

1. You should login into the application and have the privilege to create organization.
2. Click option **Organization → Create Organization (State)** available on the left menu to open the form. The **Create Organization (State)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the department from the **List of Department** drop down list.
4. Select the organization type from the **List of Organization Type** drop down list.
5. Specify organization name in English in the **Name of Organization** field.
6. Specify organization name in local language in the **Name in Local Language** field.
7. Specify short name of organization in the **Short Name of Organization** field.
8. The level at which you want the department to be present other than state level is selected at the time of creating the dynamic hierarchy for that department and those selected levels are displayed in the **Specify Locations of Organization** field.
9. If you want to create the organization in the state only, click the **Save** button to save the organization details.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly select the department from the list.	This indicates that you did not select the department under which you want to create new organization.	Click “OK” to resume and select the department.
2.	Kindly select the organization type from	This indicates that you did not select the organization	Click “OK” to resume and select

S. No.	Message	Reason	Expected Action
	the list.	type in which he wants to create new organization.	the organization type.
3.	Kindly fill the organization name.	This indicates that you didn't enter the organization name.	Click " OK " to resume and enter the organization name.

What happen when the levels are selected in the Specific Location of organization?

This means the organization may be present at administrative unit,district, sub district, block or village level.

For example, if you want that the new organization is present in the district then you have to select the **District Level** option **at the time of dynamic hierarchy creation** . On clicking the Create Organization button, the **District Level Unit Detail** form is displayed on the screen. This form allows you to create a district level unit of an organization. Similarly, you can create a new organization in any sub district, administrative unit,block and village by using the **Sub District Level, Administrative unit level, Block Level** and **Village Level** options while creating dynamic hierarchy and filling details in their relatives form.

What happens when you select the District level option during dynamic hierarchy creation?

*The **District Level** option allows you to create a new organization in all the districts or the selected districts. The **District Level** option is presented in the dynamic hierarchy form of **Create Organization (State)** . This organization (state level unit) is used as the parent for the district level unit. After creating the state level unit and click the **Create Organization(State)** button, the **Create Organization** form for District levelis displayed on the screen. This form allows you to create a district level unit of a new organization. In the **District Level Unit Detail** form, you have to specify the general details of the district level unit and also to select the district under which you want to create a district level unit of a new organization. Before creating a district level unit, a new organization details should be filled earlier. In the **Create***

*organization form for district level , there are two options namely **All Districts of India** and **Specific Districts**. The **All Districts of India** option allows you to create a district level unit of a new organization in all the districts whereas the **Specific Districts** option allows you to create a district level unit of an organization in the selected districts.*

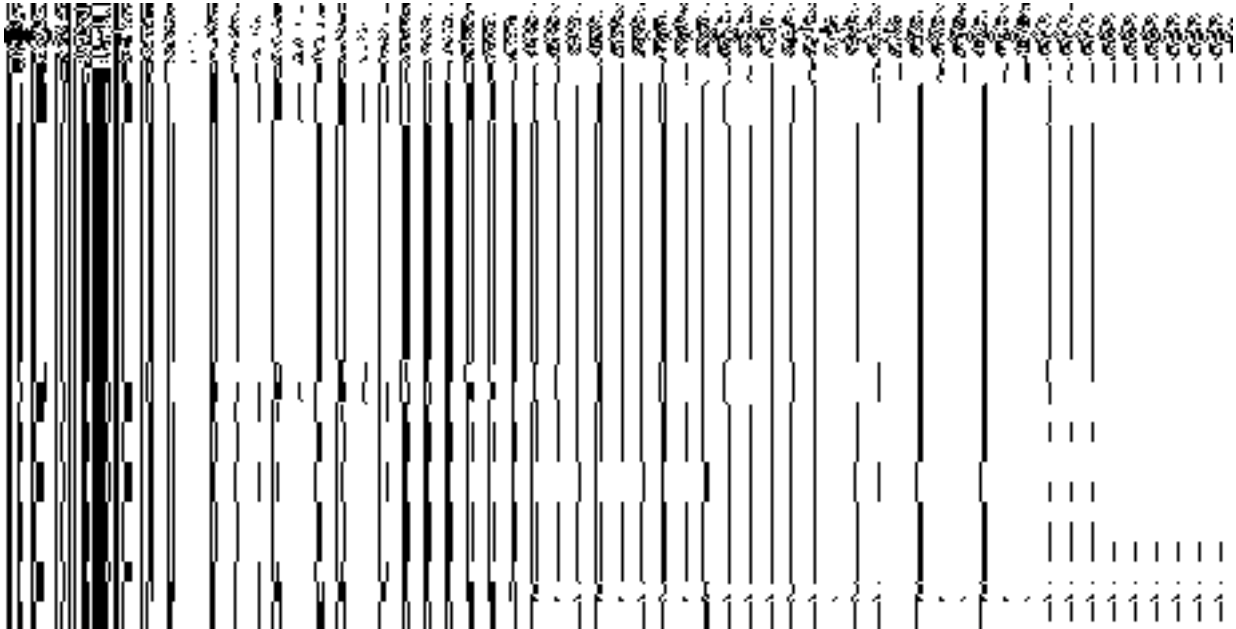


Fig 5.18.3.2

When you click the '**Specific Districts**' radio button, then state level unit are created in selected district by the user. After clicking '**Specific Districts**' button two new fields (shown in fig 5.18.3.3) are displayed **District List** and **Selected Districts**. You select the states from the **District List** and click the '>>' button to add these to the **Selected Districts** field. You can then click the **Next** or **Save** button to proceed further.

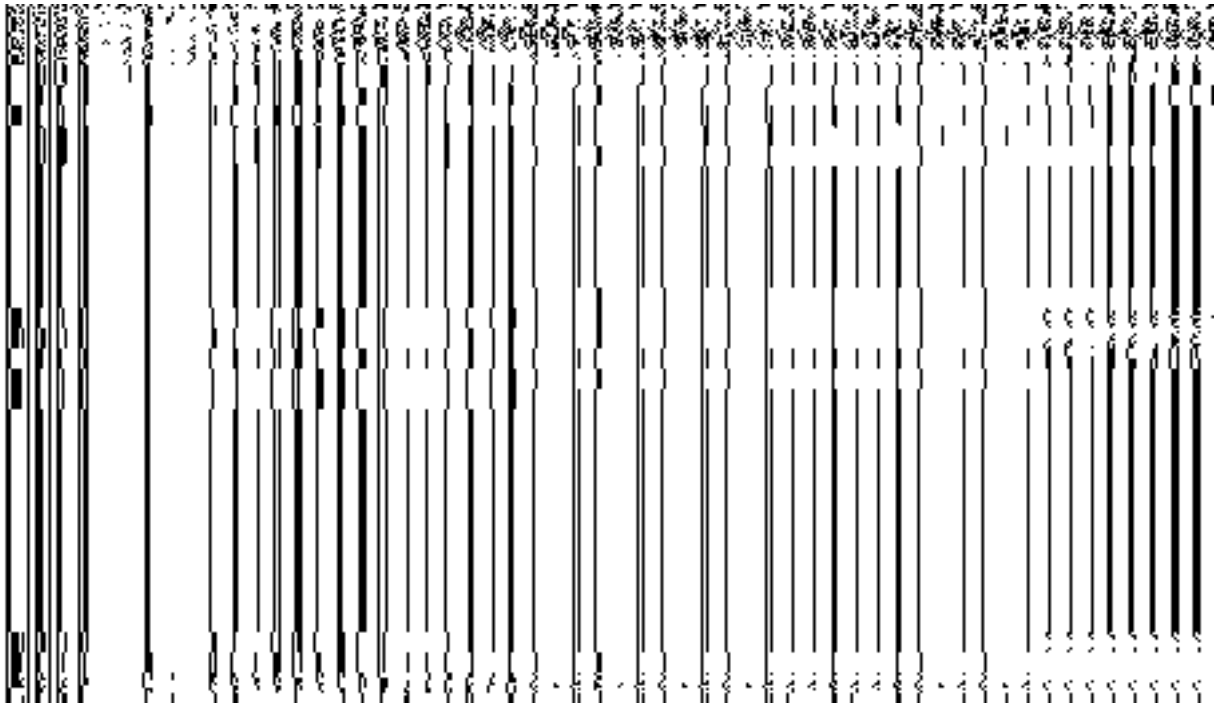


Fig 5.18.3.3

Pre-Condition

You should have filled the state level organization detail and selected the **District Level** option in in the dynamic hierarchy creation form for **Create Organization(State)**..

The District Level Unit Detail form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details: Select Parent	<p>Description: This field shows the list of the state level unit from which you select your parent. Example- select Information Unit as the state unit under which you want to create district level unit.</p> <p>Validation: Select one parent.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details: Organization	<p>Description: This field is used to specify the name of the organization. Example Information Unit</p>

	Name	<p>Validation: Enter the new name of unit in alphabets and you can use some special character [-, ., space]</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	<p>General Details:</p> <p>Name in Local Language</p>	<p>Description: This field is used to specify the name of the district level unit organization in local language. Example- Information Unit in Hindi is called suchana khand.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field</p>
4	<p>General Details:</p> <p>Short Name in English</p>	<p>Description: This field is used to specify the short name of organization. Example- The short name of Information Unit is IU.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	District Level	<p>Description: This field is used to specify the whether all the districts have this unit or some specific districts have this unit.</p> <p>Validation: Select one of the radio button</p> <p>Mandatory/Optional: It is an Optional field, but selecting one of the radio buttons is Mandatory.</p>
6	<p>Specific District:</p> <p>District List</p>	<p>Description: List of all the districts.</p> <p>Validation: Select at least one district.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	<p>Specific District:</p> <p>Selected Districts</p>	<p>Description: This field shows the list of select district that will have the district unit.</p> <p>Validation: At least one district should be selected.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **District Level Unit Detail Create Organization** form for district level contains the following buttons as indicated below:

- **Save button:** This button allows you to save the district unit details. This button won't be visible to you in case there are more levels selected after the district level and multiple check boxes are selected in the **Specific Locations of Branch Offices** field.
- **Close button:** This button takes you back to the home page without saving.
- **Next button:** This button allows you to go to next screen. This button is only visible, when there are more levels selected after the district level and multiple check boxes are selected in the **Specific Location of Branch Offices** field.

Flow of Form

1. To create district unit, you need to follow the steps given below: You should fill the new organization detail and the **District Level** option on the previous screen.
2. The Create Organization form for district level is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the organization name in the District Level in **Organization Name** field.
4. Specify organization unit name in local language in the **Organization Name (in Local Language)** field.
5. Specify short name of organization in **Short Name of Organization** field.
6. The District Level field has two radio button fields that specify whether you want the unit to create in all districts or specific districts. The **All Districts of India** radio button means that you want to have state unit in all states. The **Specific Districts** radio button means that the district level unit is created in selected district.
7. When you select the **All Districts of India** option then directly click the **Next** or **Save** button.
8. When you select the **Specific Districts** option then follow the given steps.
 - α) Select the states in which you want the unit to exist from the **District List** field and click the '>>' button to add these to the **Selected Districts** field.
 - β) click the **Next** or **Save** button to proceed further

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly fill the organization name.	This indicates that you did not enter the new organization name.	Click “OK” to resume and specify the name.
2.	Kindly select district from the list.	This indicates that you did not select the district in which unit is created.	Click “OK” to resume and select district.

What happens when you select the Administration unit level option during hierarchy creation?

The **Administration unit Level** option allows you to create a new organization in all the Administration units or the selected Administration units of the state. The **Administration unit Level** option is present in the dynamic hierarchy form of **Create Administrative Organization (State)** . When you click the **Create Organization or Next(present in the form for the parent of Administration level selected)** button, the **Administration unit Level Detail** form is displayed on the screen. This form allows you to create an administration unit level of a new organization. In the **Create Organization for Administration Unit Level** form, you have to specify the general details of the administration unit level and also to select the parent under which you want to create a administration unit level. Before creating administration unit level, a new organization details should be filled earlier. In the **administration Unit Level Detail** form, there are two options namely **All administration units of State** and **Specific administration units**. The **All administration units of State** option allows you to create an administration unit level in all administration units of your state whereas the **Specific Administration Units** option allows you to create an administration unit level in the selected administration units of your state.



Fig 5.17.3.4

When you select the **Specific Administration units** radio button, then the **Administration units List** and **Selected Administration units** drop down list fields are displayed on the screen. The **Specific Administration units** field allows you to create a new *organization* in the selected Administration units of your state. The **Administration unit List** field displayed the list of **Administration units** in which you can create administration level unit of a new *organization*. The **Selected Administration Units** field shows the list of administration units in which the Administration level unit of a new *organization* is created.

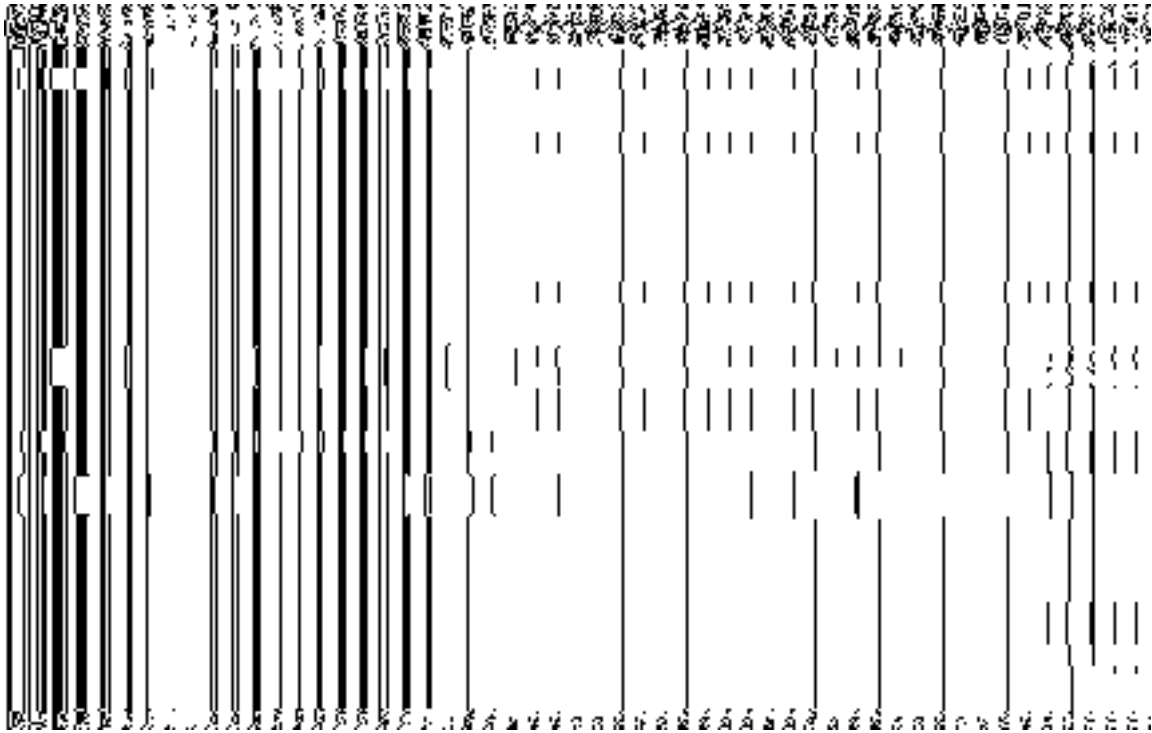


Fig 5.17.3.5

Pre-Condition

You should have filled the state level *organization* detail and selected **Administration Level** option in the **dynamic hierarchy** form.

The **Administration Unit Level Detail** form contains the following fields as indicated below:

S.No	Field Name	Explanation
------	------------	-------------

1	General Details: Select Parent	<p>Description: This field shows the list of level unit from which you select your parent. This field populates as per the dynamic hierarchy build for the department</p> <p>Validation: Select one parent.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details: Organization Name	<p>Description: This field is used to specify the name of the organization</p> <p>Validation: Enter the new name of Organization Unit in alphabets and you can use some special character [-, ., space],-(,), comma(,), /, &.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	General Details: Organization Name (in Local Language)	<p>Description: This field is used to specify the name of the administration level organization unit in local language. For example- Information Unit in Hindi is called Suchana Khand.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	General Details: Short Name of Organization	<p>Description: This field is used to specify the short name of administration level organization. For example- The short name of Information Unit is IU.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Administration Level	<p>Description: This field is used to specify whether all the administration units have this unit or some specific administration units have this unit</p> <p>Validation: Select one of the radio button.</p> <p>Mandatory/Optional: It is an optional field, but selecting one of the radio buttons is mandatory.</p>
6	Specific administration units: Administration units list	<p>Description: This field displays the list of all the administration units in which you can create administration level unit.</p> <p>Validation: Select at least one administration unit.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

7	Specific Administration units: Selected Administration units	<p>Description: This field displays the list of select Administration units that will have the Administration unit</p> <p>Validation: At least one Administration unit should be selected.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Administration Unit Level Detail** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the Administration unit details. This button won't be visible to you in case you have selected more levels below this level in the dynamic hierarchy creation.
- **Close button:** This button takes you back to the home page without saving.
- **Next button:** This button allows you to go to next screen. This button is only visible, when you you have selected more levels below this level in the dynamic hierarchy creation and multiple check boxes are checked in the **Specific Location of Branch Offices** field.

Flow of Form

To create Administration unit level, you need to follow the steps given below:

1. You should fill the State level department detail and click the **Next** button in the **Create Organization (State)** form. The **Create Organization for Administration Level Unit Detail** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Select the Organization name for Administration unit level in the **Organization Name** field.

3. Specify unit name in local language in the **Organization Name in Local Language** field
4. Specify short name of unit in the **Short Name of Organization** field
5. The **Administration Level** has two radio button fields that specifies whether you want the unit to create in all Administration units or specific Administration units. The **All Administration Units of State** radio button means that you want to create an Administration unit in all the Administration units of your state. The **Specific Administration units** radio button means that the Administration level unit is created in selected Administration units.
6. When you select the **All Administration units of State** option then directly click the **Next** or **Save** button.
7. When you select **Specific Administration units** option then follow the given steps.
 - e) Select the district in which you want the unit to exist from the **Administration units List** field and click the '>>' button to add these to the **Selected Administration unit** field.
 - f) Click the **Next** or **Save** button to proceed further

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
7.	Kindly fill the organization name.	This indicates that you did not enter the new organization name for administration level unit.	Click "OK" to resume and specify the name.
8.	Kindly select the parent of the Administration unit.	This indicates that you did not select the parent of the Administration unit	Click "OK" to resume and select the parent name of the administration level unit.
9.	Kindly select Administration unit from the list.	This indicates that you did not select the Administration unit in which unit is created.	Click "OK" to resume and select district.

What happens when you select the Sub District Level option in Specific Locations of Branch Offices field during hierarchy creation?

The **Sub District Level** option is present in the **Create Organization (State)** form. This option allows you to create a new organization in all the sub districts or the selected sub district., The **Create Organization form for Sub District Level** is displayed on the screen. This form allows you to create a sub district level unit of a new organization. In the **Create Organization form for Sub District Level** , you have to specify the general details of the sub district level unit and also to select the parent under which you want to create a sub district level unit of a new organization. Before creating a sub district level unit, a new organization details and parent level unit details (if any) should be filled earlier. In the **Sub District Level Unit Detail** form, there are two options namely **All Sub districts of India** and **Specific Sub districts**. The **All Sub districts of India** option allows you to create a sub district level unit in all the sub districts whereas the **Specific Sub districts** option allows you to create a sub district level unit in the selected sub districts.

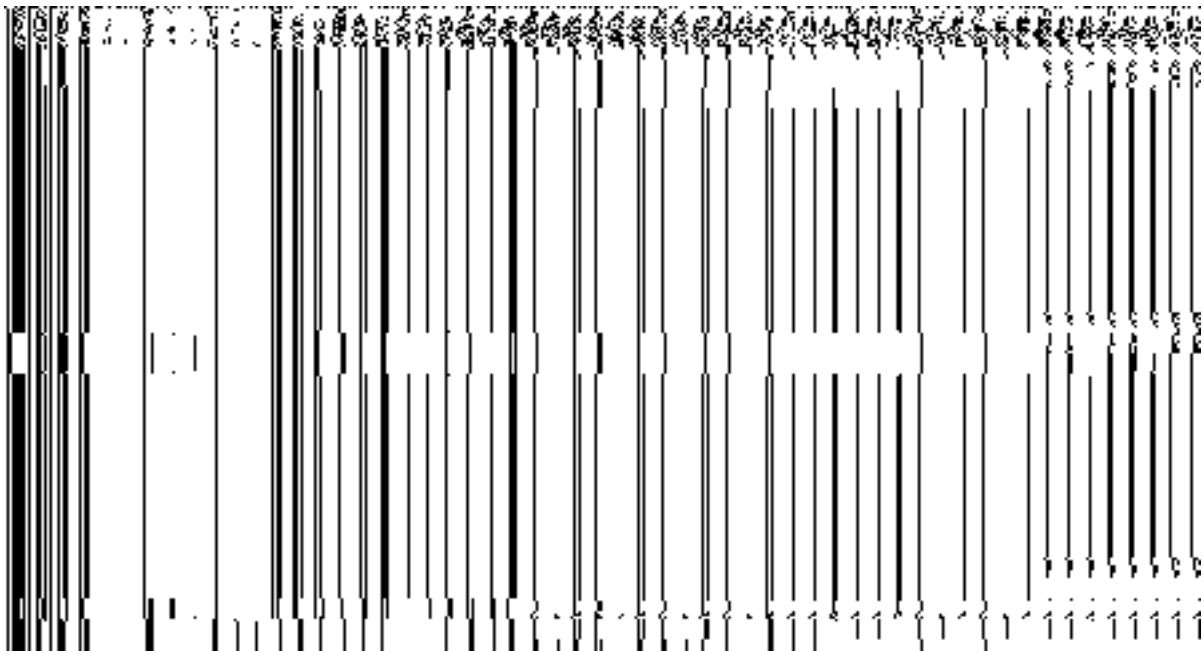


Fig 5.18.3.4

When you click the **Specific Sub districts** radio button, then a new **Select District with Full Coverage** check Box is displayed. On clicking the '**Select District with Full Coverage**' check box two new fields '**District List**' and '**Selected Districts**' are displayed. Select the district

from the **District List field** whose full coverage you want and click the '>>' button to add these to the **Selected Districts** field. In case you want to remove the list, click the '<<' button.

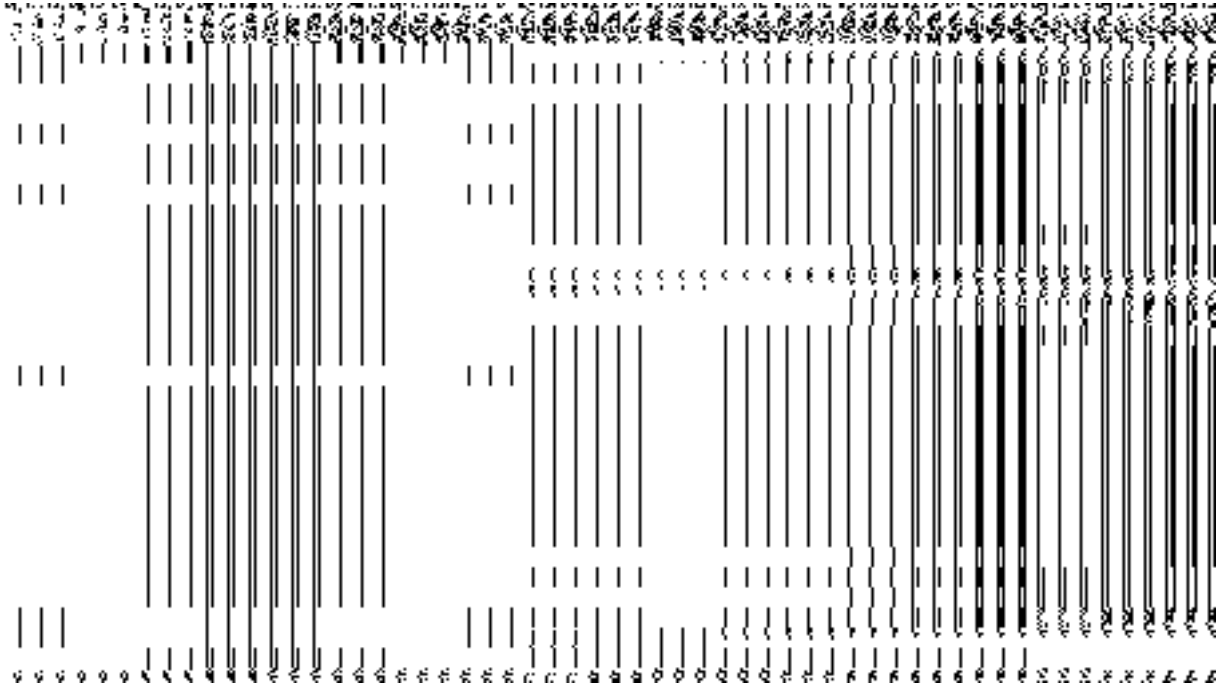


Fig 5.18.3.5

When you click the **Select District with Partial Coverage** check box new fields like **Select District** drop down menu, **Sub District List** and **Selected Sub Districts** are displayed. Select the specific sub district that will have sub district unit. Now select the sub district and click >> button to add them to the **Selected Sub Districts** field. After selecting click **Save** or **Next** button. In case you want to remove the list, click the '<<' button.

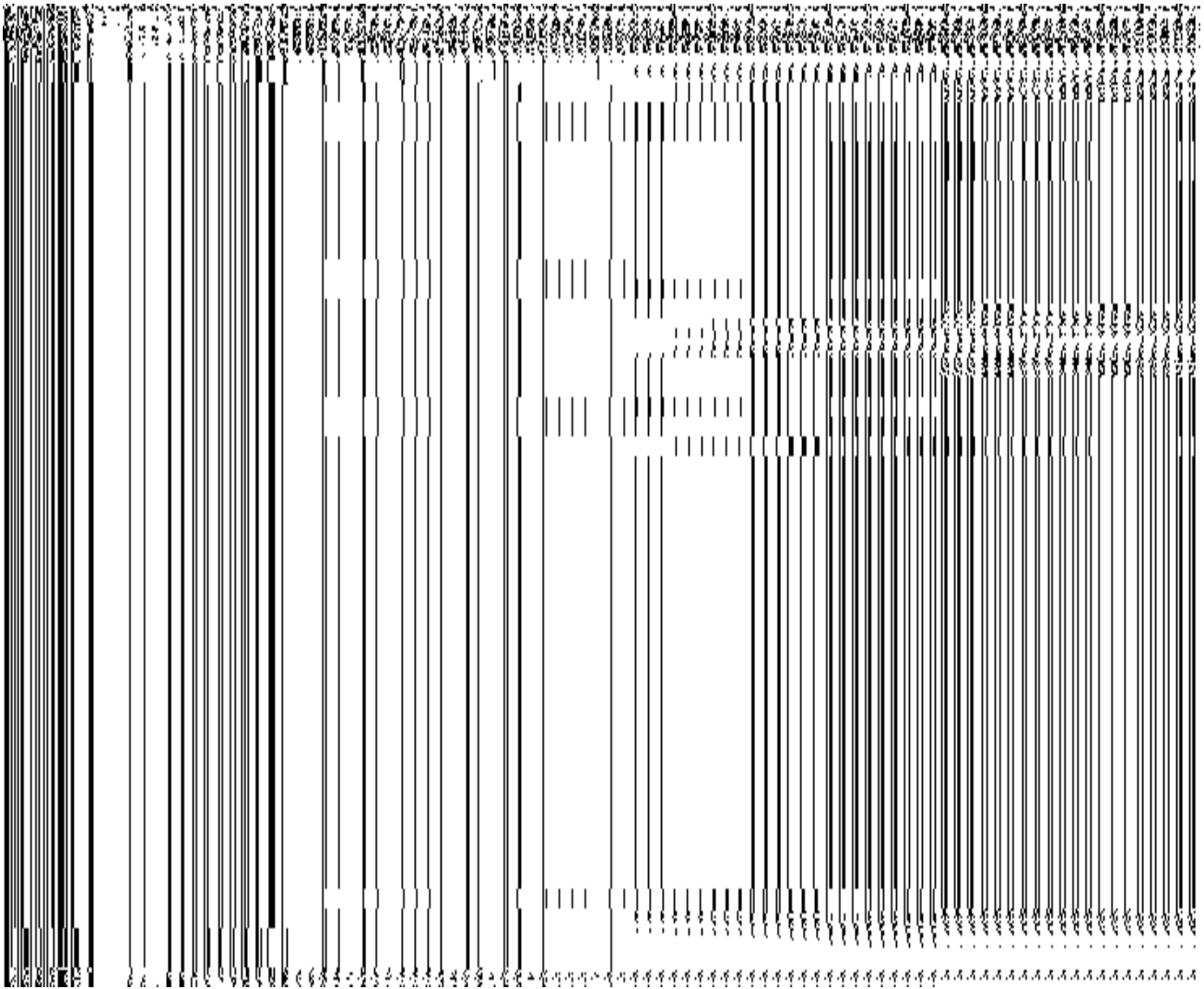


Fig 5.18.3.6

Pre-Condition

You should have filled the new organization and parent level unit details and also the **Sub District Level** option in the **Specific Location of Branch Offices** field.

The Sub District Level Unit Detail form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details:	Description: This field shows the list of the parent level unit from which you select your parent. Example- select Information Unit as the District unit under

	Select Parent	<p>which you want to create district level unit.</p> <p>Validation: Select one parent</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	<p>General Details:</p> <p>Organization Name</p>	<p>Description: This field is used to specify the name of the organization for sub district level . Example - Sub District Information Unit.</p> <p>Validation: Enter the new name of unit in alphabets and you can use some special character [-, ., space].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	<p>General Details:</p> <p>Name in Local Language</p>	<p>Description: This field is used to specify the name of the organization for sub district level in local language. Example- District Information Unit in Hindi is called Shetriye suchana khand.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field</p>
4	<p>General Details:</p> <p>Short Name in English</p>	<p>Description: This field is used to specify the short name of organization for sub district unit. Example - The short name of Sub District Information Unit is DIU.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Sub District Level	<p>Description: Specify whether all the sub districts or some specific sub districts have this unit.</p> <ul style="list-style-type: none"> • All sub districts means you want to have unit in all sub districts. • Specific sub districts means you want to have sub district unit in specific section. <p>Validation: Select one of the radio buttons.</p> <p>Mandatory/Optional: It is an Optional field, but selecting one of the radio buttons is Mandatory.</p>
6	Specific District:	<p>Description: This field is used to select district that's all sub district will have</p>

	Select District with Full Coverage	unit. Validation: NA Mandatory/Optional: It is a Mandatory field.
7	Specific District: Select District with Partial Coverage	Description: This field is used to select district whose selected sub district will have unit. Validation: NA Mandatory/Optional: It is a Mandatory field.
8	Specific District: District List	Description: This field shows the list of all the districts. Validation: Select at least one district Mandatory/Optional: It is a Mandatory field.
9	Specific District: Selected Districts	Description: This field shows the list of all the districts whose full region is to be taken. Validation: At least one district should be selected to add to this field. Mandatory/Optional: It is a Mandatory field.
10	Specific District: Select District	Description: This field shows the list of all the districts except those states whose full region is covered. Validation: At least one district should be selected whose partial region is to be taken. Mandatory/Optional: It is a Mandatory field.
11	Specific Sub District: Sub District List	Description: This field shows the list of all sub districts of selected district. Validation: Select at least one sub district. Mandatory/Optional: It is a Mandatory field.
12	Specific Sub District: Selected Sub Districts	Description: This field shows the list of all the selected sub districts. Validation: At least one sub district should be selected to add to this field. Mandatory/Optional: It is a Mandatory field.

The **Sub District Level Unit Detail** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the sub District unit details. This button won't be visible to you in case you have selected multiple levels below Sub-district level in the dynamic hierarchy creation and thus multiple check boxes appear checked in **Specific Location of Branch Offices** field.
- **Close button:** This button takes you back to the home page without saving.
- **Next button:** This button allows you to go to next screen. This button is only visible, when you have selected multiple levels below Sub-district level during the dynamic hierarchy creation and thus multiple check boxes appear checked in **Specific Location of Branch Offices** field.

Flow of Form

To create sub district unit, you need to follow the steps given below:

1. You should fill the details for parent unit (if any) of the Sub-district level and selected **Sub District Level** option in the dynamic hierarchy creation for **Create Organization (State)** form. After filling the parent level unit details and click the **Next** button in the **Parent Level Unit Detail** form, the **Sub District Level** option is selected on the **Create Organization (State)** form.
2. The **Sub District Level Unit Detail** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the unit under which the sub district unit will be created from the **Select Parent** drop down.
4. Select the organization in the **Organization Name** field.
5. Specify unit name in local language in the **Organization Name (in Local Language)** field.
6. Specify short name of unit in the **Short Name Of Organization** field.
7. The **Sub District Level** field has two radio button fields that specify whether you want the unit to create in all sub districts or specific sub districts. The **All Sub districts of India** radio button means that you want to have sub district unit in all sub districts. The **Specific Sub districts** radio button means that the sub district level unit is created in selected sub district.

8. When you select the **All Sub districts of India** option then directly click the **Next** or **Save** button.
9. When you select **Specific Sub districts** option then follow the given steps.
 - a) Select the **Select District with Full Coverage** check box.
 - I. Select the districts from the **Districts List** whose full coverage you want and click the '>>' button to add these to the **Selected Districts** field. In case you want to remove the list, click the << button. After selecting click **Save** or **Next** button
 - b) Select the **Select District with Partial Coverage** check box.
 - I. Select the state from the **Select District** drop down list.
 - II. Select the district from the **Sub District List** field and click >> button to add them to the **Selected Sub Districts** field. After selecting click **Save** or **Next** button. In case you want to remove the list, click the << button.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly select parent from the list.	This indicates that you didn't select any parent.	Click "OK" to resume and select the parent.
2.	Kindly fill the organization name.	This indicates that you didn't enter the organization name.	Click "OK" to resume and enter the organization name.
3.	Kindly select the specific details.	This indicates that you didn't enter the specific details.	Click "OK" to resume and enter the specific details.
4.	Kindly select the district from list.	This indicates that you try to select district with partial coverage option without selecting the district with full	Click "OK" to resume and select the district with full coverage first.

S. No.	Message	Reason	Expected Action
		coverage.	
5.	Kindly select the sub district from the list.	This indicates that you did not select the sub district list.	Click “OK” to resume and select the sub district.

What happens when you select the Block level in Specific location of Organization during the hierarchy creation?

*The **Block Level** option is present at the time of dynamic hierarchy creation in the **Create Organization (State)** form. This option allows you to create a new organization in all the blocks or the selected blocks. This option is selected with the **District Level** and option(if those are selected) as it would be mandatory to first create unit at district/parent level defined during the hierarchy creation. After creating parent level unit and click the **Next** button, the **Block Level Unit Detail** form is displayed on the screen. This form allows you to create a block level unit of a new organization. In the **Block Level Unit Detail** form, you have to specify the general details of the block level unit and also to select the parent levels(selected at the time of hierarchy creation for the department)under which you want to create a block level unit of a new organization. Before creating a block level unit, a new organization details, parent level unit details should be filled earlier. In the **Block Level Unit Detail** form, there are two options namely **All Blocks of State** and **Specific Blocks**. The **All Blocks of State** option allows you to create a block level unit in all the districts of your state whereas the **Specific Blocks** option allows you to create a block level unit in the selected blocks.*

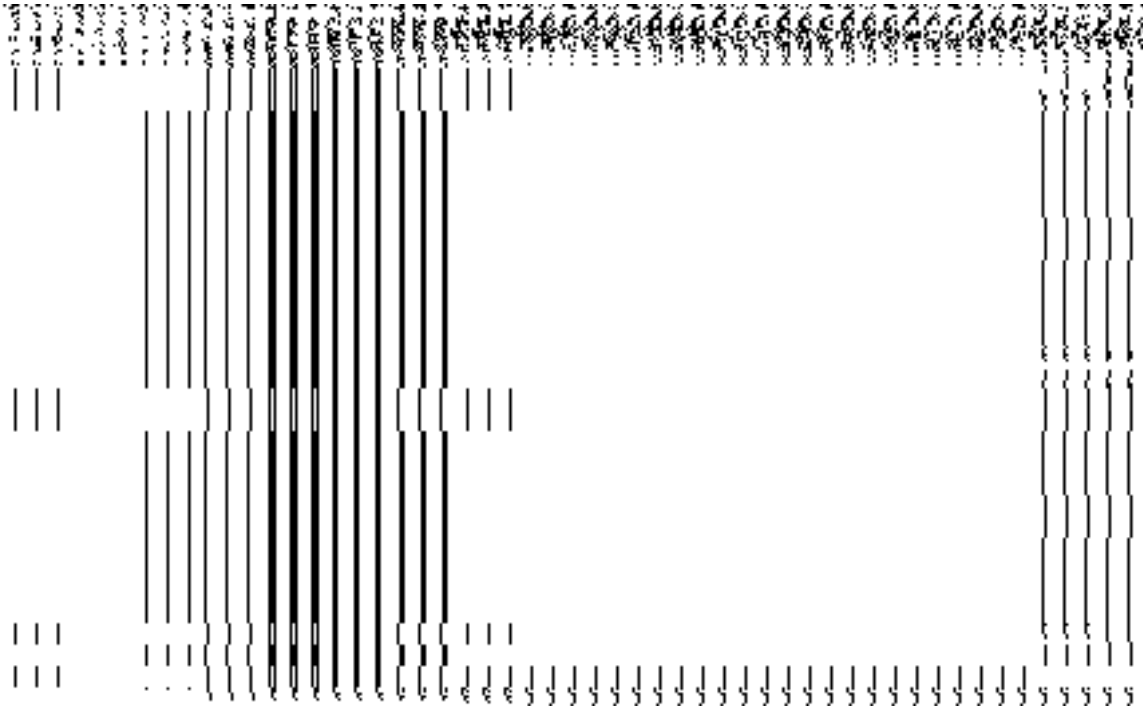


Fig 5.18.3.7

When you click the **Specific Blocks** radio button, then a new **Select District with Full Coverage** check box is displayed. On clicking the **Select District with Full Coverage** check box then two new fields **District List** and **Selected Districts** are displayed on the screen. Select the district from the **District List** whose full coverage you want and click the '>>' button to add these to the **Selected Districts** field. In case you want to remove the list, click the '<<' button.

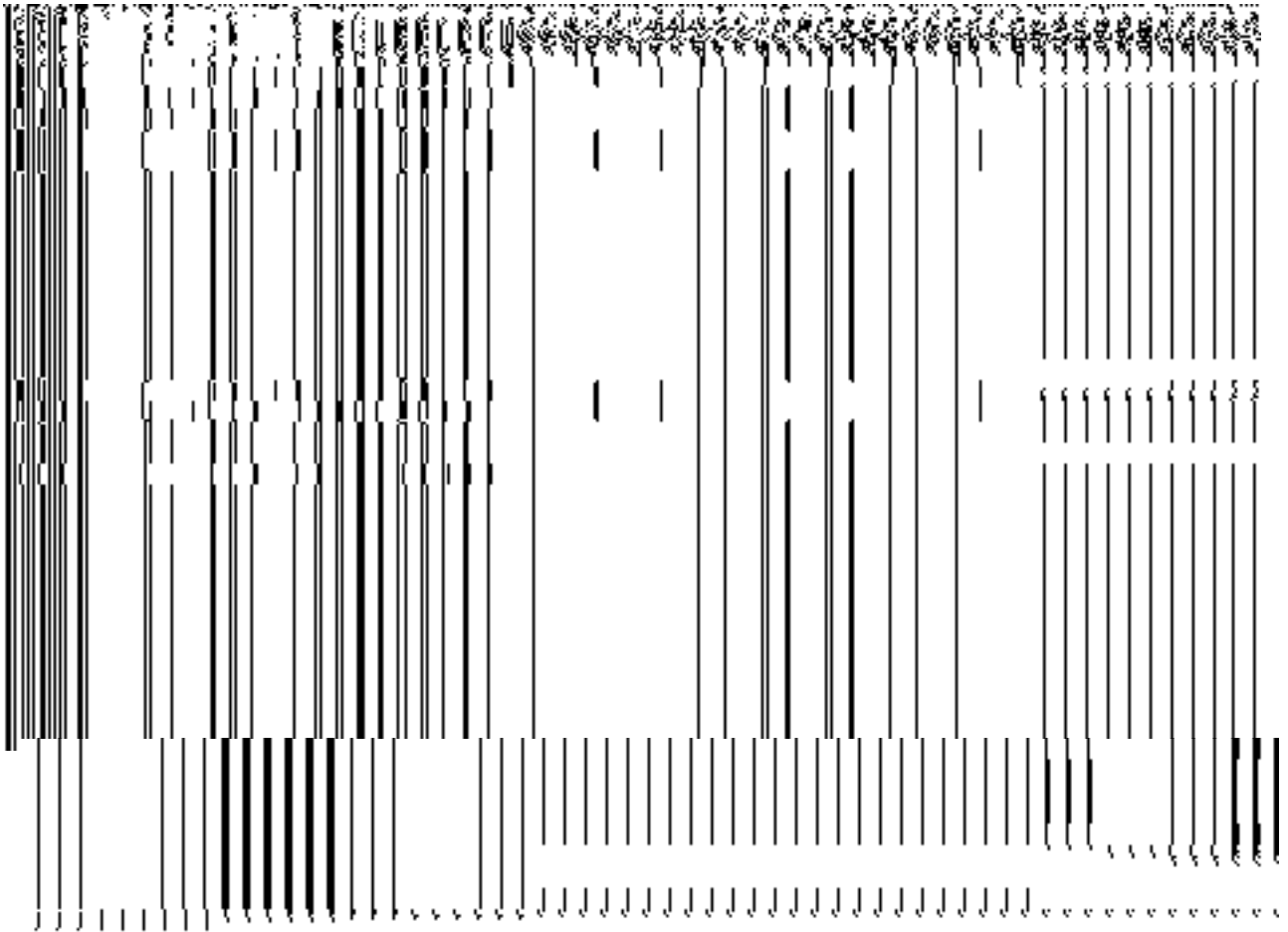


Fig 5.18.3.8

When you click the **Select District with Partial Coverage** check box new fields like **Select District** drop down menu, **List of Blocks** and **Selected Blocks** are displayed. Select the specific block that will have block unit. Now select the block and click >> button to add them to **Selected Blocks** field. After selecting click **Save** or **Next** button. In case you want to remove the list, click the << button.

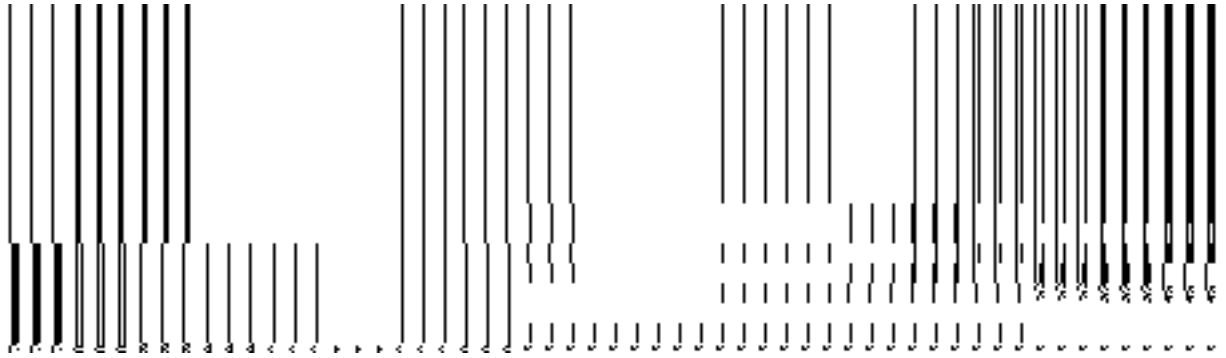


Fig 5.18.3.9

Pre-Condition

You should have filled the state level organization detail,parent (as selected during the time of creating dynamic hierarchy) level. The **Block Level** option is selected in the **Specific Location of Branch Offices** field.

The Block Level Unit Detail form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details: Select Parent	<p>Description: This field shows the list of the parentlevel unit from which you select your parent. Example - select Information Unit as the District unit under which you want to create district level unit.</p> <p>Validation: Select one parent.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details: Organization Name	<p>Description: This field is used to specify the name of the organization for block level . Example - Block Information Unit.</p> <p>Validation: Enter the new name of unit in alphabets and you can use some special character [-, ., space].</p>

		Mandatory/Optional: It is a Mandatory field.
2	General Details: Organization Name (in Local Language)	Description: This field is used to specify the name of the organization for block level unit in local language. Example- Block Information Unit in Hindi is called Shetriye suchana khand. Validation: NA Mandatory/Optional: It is an Optional field
4	General Details: Short Name of organization	Description: Short name of organization for Block unit. Example- The short name of Block Information Unit is BIU. Validation: NA Mandatory/Optional: It is an Optional field.
5	Block Level	Description: This field is used to specify whether all the blocks or some specific blocks have this unit. <ul style="list-style-type: none"> • All Blocks means you want to have unit in all blocks. • Specific Blocks means you want to have block unit in specific section Validation: Select one of the radio button Mandatory/Optional: It is an Optional field, but selecting one of the radio buttons is Mandatory.
6	Specific District: Select District with Full Coverage	Description: This field is used to select district that's all block will have unit. Validation: NA Mandatory/Optional: It is a Mandatory field.
7	Specific District: Select District with Partial Coverage	Description: This field is used to select district whose selected block will have unit. Validation: NA Mandatory/Optional: It is a Mandatory field.
8	Specific District:	Description: This field shows the list of all the districts.

	District List	<p>Validation: Select at least one District</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	<p>Specific District:</p> <p>Selected Districts</p>	<p>Description: This field shows the list of all the districts whose full region is to be taken.</p> <p>Validation: At least one district should be selected to add to this field.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	<p>Specific Block:</p> <p>Select District</p>	<p>Description: This field shows the list of all the districts except those states whose full region is covered.</p> <p>Validation: At least one district should be selected whose partial region is to be taken.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
12	<p>Specific Block:</p> <p>Selected Blocks</p>	<p>Description: This field shows the list of all the selected blocks.</p> <p>Validation: At least one block should be selected to add to this field.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Block Level Unit Detail** form contains the following button as indicated below:

- **Save button: (visible only if there are no child levels selected after Block level during dynamic hierarchy creation)** This button allows you to save the block unit details. This button won't be visible to you in case he has selected multiple check boxes in the **Specify Locations of Branch Offices** field.
- **Close button:** This button takes you back to the home page without saving.
- **Next button:** This button allows you to go to next screen. This button is only visible, when more levels are selected below Block level at the time of dynamic hierarchy

creation and thus, multiple check boxes are selected in the **Specific Location of Branch Offices** field.

Flow of Form

To create block unit, you need to follow the steps given below:

1. You should fill the new organization detail, and parent level unit details and also the Block Level option is selected in the **Create Organization (State)** form.
2. The **Block Level Unit Detail** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the unit under which the block unit will be created from the **Select Parent** drop down.
4. Select the organization name in the Organization **Name** field.
5. Specify organization name in local language in **Organization Name (in Local Language)** field.
6. Specify short name of organization in the **Short Name of Organization** field.
7. The Block Level field has two radio button fields that specify whether you want the unit to create in all blocks or specific blocks. The **All Blocks of State** radio button means that you want to have block unit in all blocks. The **Specific Blocks** radio button means that the block level unit is created in the selected blocks.
8. When you select the **All Blocks of State** option then directly click the **Next** or **Save** button.
9. When you select the **Specific Blocks** option then follow the given steps.
 - c) Select the district with full coverage check box.
 - I. Select the districts from the **Districts List** field whose full coverage you want and click the '>>' button to add these to the **Selected District** field. In case you want to remove the list, click the << button. After selecting click **Save** or **Next** button
 - d) Select the **Select District with Partial Coverage** check box.
 - I. Select the district from the **Select District** drop down list.
 - II. Select the block from **Block List** and click >> button to add them to the **Selected Blocks** field. After selecting click **Save** or **Next** button. In case you want to remove the list, click the << button.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly select parent from the list.	This indicates that you didn't select any parent.	Click “ OK ” to resume and select the parent.
2.	Kindly fill the Organization name.	This indicates that you didn't enter the organization name.	Click “ OK ” to resume and enter the organization name.
3.	Kindly select the specific details.	This indicates that you didn't enter the specific details.	Click “ OK ” to resume and enter the specific details.
4.	Kindly select the district from list.	This indicates that you try to select district with partial coverage option without selecting the district with full coverage.	Click “ OK ” to resume and select the district with full coverage first.
5.	Kindly select the block from the list.	This indicates that you did not select the block list.	Click “ OK ” to resume and select the block.

What happens when you select the Village Level field in the Specific Locations of Branch Offices field?

The **Village Level** option is presented in the dynamic hierarchy creation form . This option allows you to create a new organization through Create Organization button,in all the villages or the selected villages. This option is selected with the **Parent Level** options in the Specific locations field of the form. It is mandatory to first create parent levels defined in the dynamic hierarchy. After creating parent level unit and click the **Next** button, the **Create Organization for Village Level Unit Detail** form is displayed on the screen. This form allows you to create a village level unit of a new organization. In the **Village Level Unit Detail** form, you have to specify the general details of the village level unit and also to select the parent level under which you want to create a village level unit. Before creating a village level unit, a new organization details, and parent level unit detail should be filled earlier. In the **Village Level Unit Detail** form, there are two options namely **All Villages of India** and **Specific Villages**. The **All Villages of India** option allows you to create a village level unit in all the

villages whereas the **Specific Villages** option allows you to create a village level unit in the selected villages.

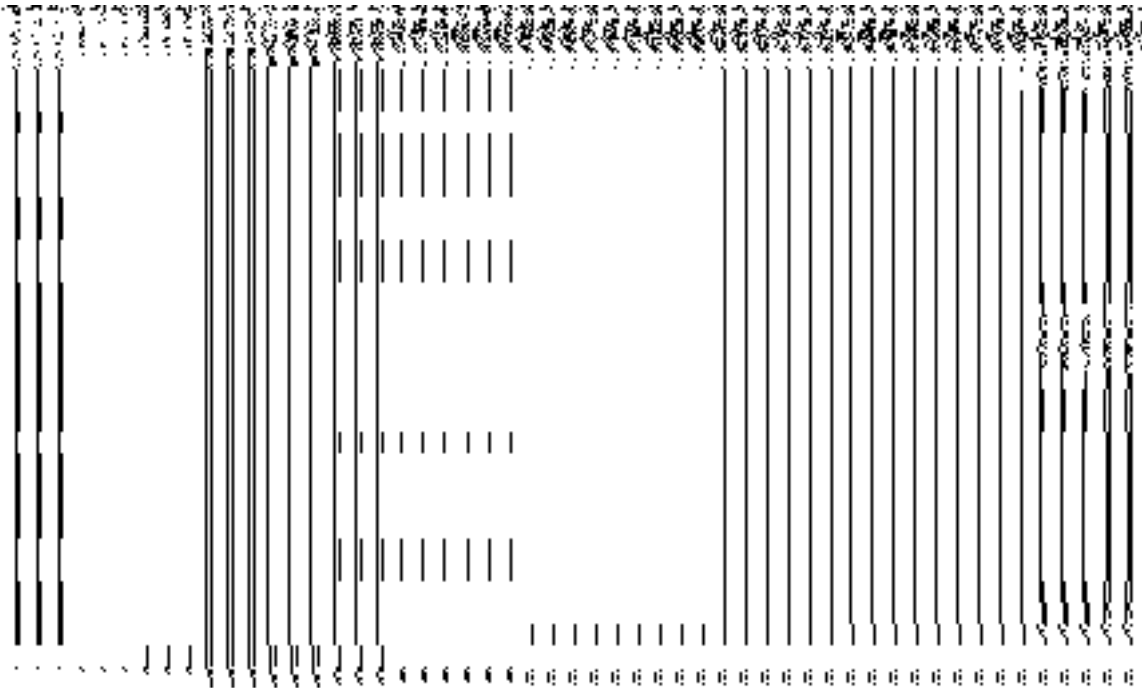


Fig 5.18.3.10

When you click the **Specific Villages** radio button, then a new field **Select District with Full Coverage** check box is displayed. On clicking the **Select District with Full Coverage** check box then two new fields **District List** and **Selected Districts** are displayed. Select the district from the **District List** whose full coverage you want and click the '>>' button to add these to the **Selected Districts** field. In case you want to remove the list, click the << button.

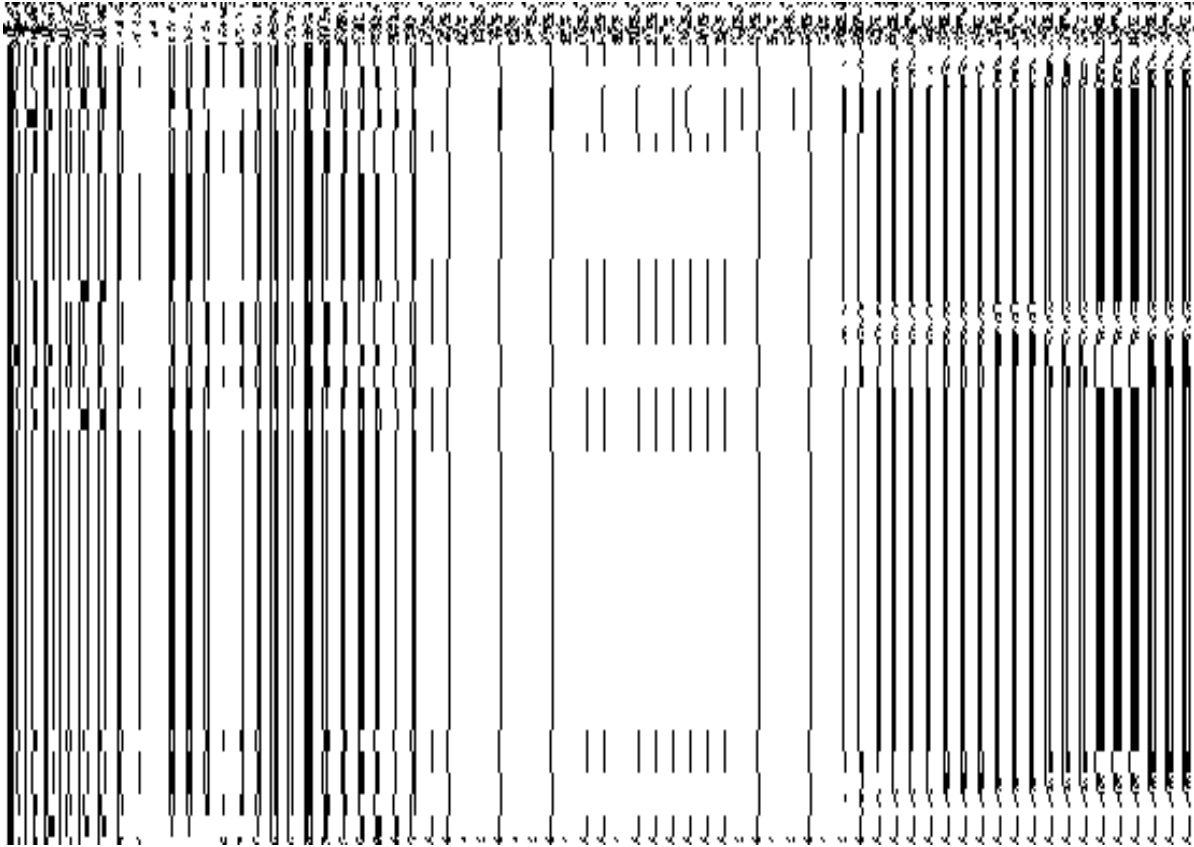


Fig 5.18.3.11

When you click the **Select Sub District with Full Coverage** check box then new fields like **Select District** drop down menu, **Sub District List** and **Selected Sub Districts** are displayed. Select the district whose specific sub district will have village unit. On selecting the district, the list of the sub districts is appeared on the **Sub District List** field and select the sub district from the list. After this, click >> button to add them to the **Selected Sub Districts** field. After selecting, click **Save** button. In case you want to remove the list, click the << button.

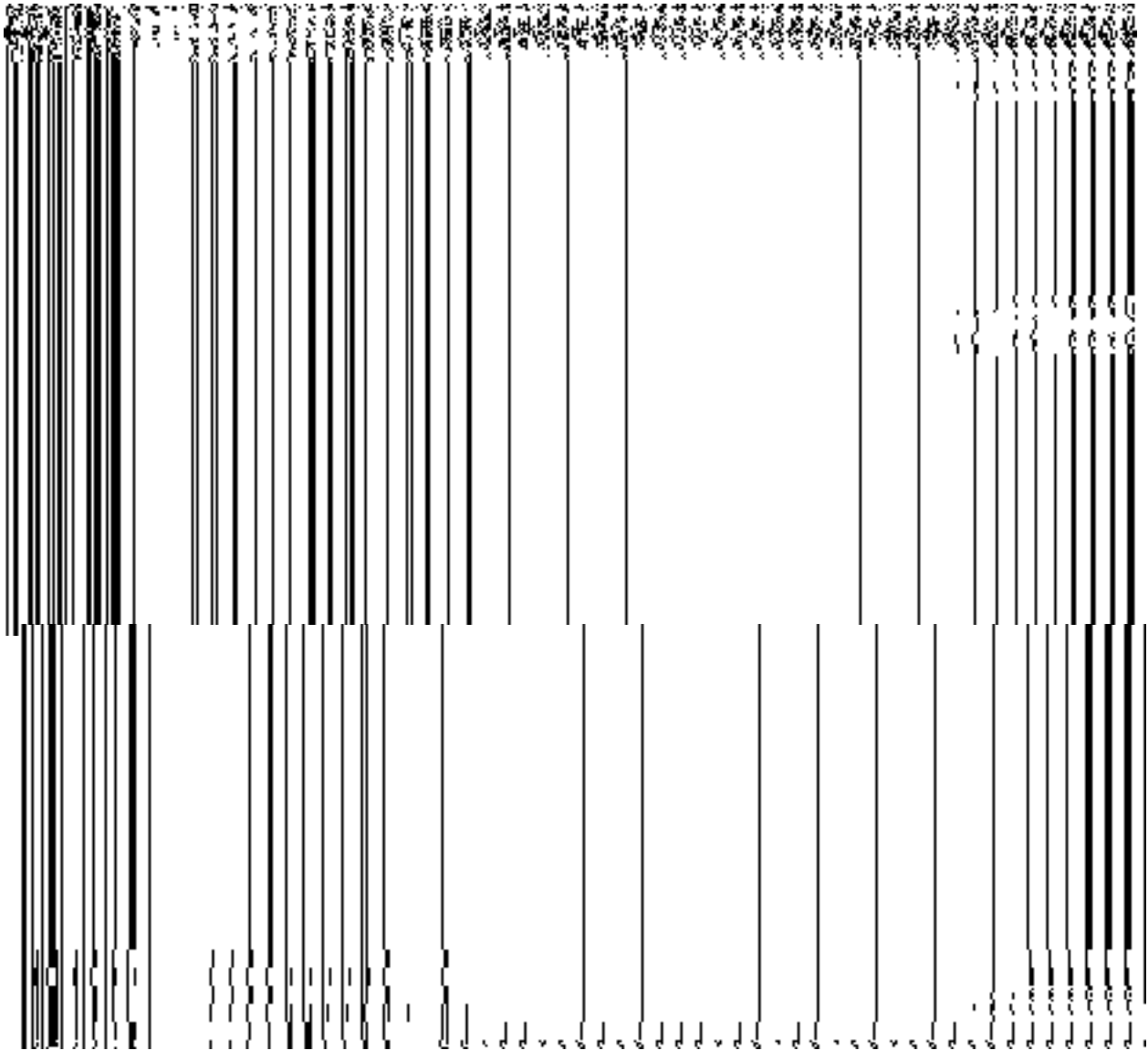


Fig 5.18.3.12

When you click the **Select Sub District with Partial Coverage** check box then new fields namely **Select District** and **Select Sub District** drop down lists, **Village List** and **Selected Villages** are displayed. Select the district and sub district whose specific sub district will have sub district unit from the **Select District** and **Select Sub District** drop down menus. Select the district and sub district. On selecting the district and sub district, the list of villages in the **Village List** field is displayed. Now select the village from the **Village List** field and click >> button to add them to the **Selected Sub Districts** field. After selecting, click **Save** button. In case you want to remove the list, click the << button.

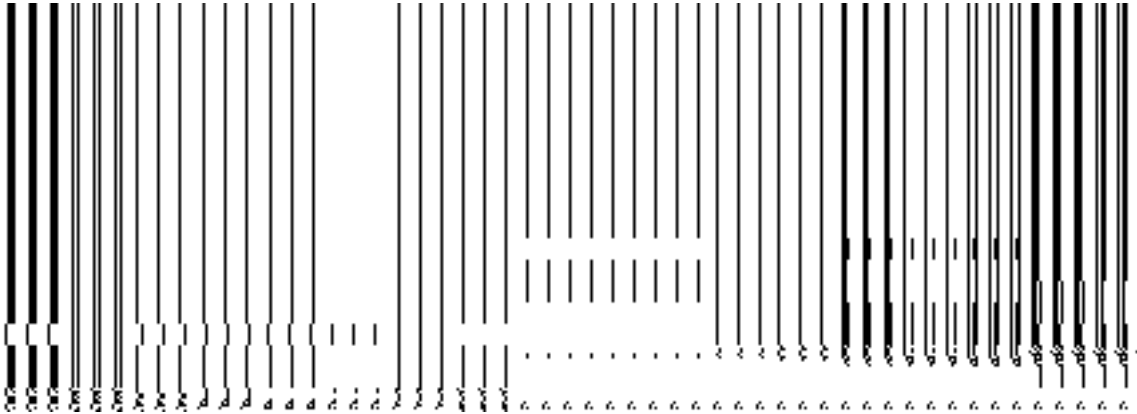


Fig 5.18.3.13

Pre-Condition

You should have filled the state level organization, district unit detail, sub district level details; block level details and selected the **Village Level** option in the **Specific Location of Branch Offices** field.

The Village Level Unit Detail form contains following fields as indicated below:

S.No	Field Name	Explanation
1	General Details: Select Parent	<p>Description: This field shows the list of the upper level unit from which you select your parent. Example- select District Information Unit as the district unit under which you want to create sub district level unit.</p> <p>Validation: Select one parent.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	General Details: Organization	<p>Description: This field is used to specify the name of the organization for village level unit. Example Village Information Unit</p>

	Name	<p>Validation: Enter the new name of unit in alphabets and you can use some special character [-, ., space].</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	<p>General Details:</p> <p>Organization Name (in Local Language)</p>	<p>Description: This field is used to specify the name of the organization for village level unit in local language. Example- Information Unit in Hindi is called suchana khand.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field</p>
4	<p>General Details:</p> <p>Short Name of organization</p>	<p>Description: This field is used to specify the short name of organization for village unit. Example- The short name of Sub District Information Unit is VIU.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Village Level	<p>Description: This field is used to specify the whether all the village of or some specific village have this unit.</p> <ul style="list-style-type: none"> • All Villages means that all the Villages of state will have this unit. • Specific Villages means that specific Village of state will have unit. <p>Validation: Select one of the radio button</p> <p>Mandatory/Optional: It is an Optional field, but selecting one of the radio buttons is Mandatory.</p>
6	<p>Specific Detail:</p> <p>Select District with Full Coverage</p>	<p>Description: This field is used to select the district that's all villages will have this unit.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	<p>Specific Details:</p> <p>District List</p>	<p>Description: This field shows the list of all the districts.</p> <p>Validation: Select at least one district</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

8	Specific Details: Selected Districts	<p>Description: This field shows the list of all the districts whose full region is to be taken.</p> <p>Validation: At least one district should be selected to add to this field.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Specific Detail: Select Sub District with Full Coverage	<p>Description: This field is used to select the sub districts that are all villages will have this unit.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
10	Specific Sub District: Select District	<p>Description: This field shows the list of all the districts whose full coverage is not taken.</p> <p>Validation: At least one district should be selected whose partial region is to be taken.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
11	Specific Sub District: Sub District List	<p>Description: List of all the sub district of selected district.</p> <p>Validation: Select at least one sub district</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
12	Specific District: Selected Sub Districts	<p>Description: This field shows the list of all the selected sub districts.</p> <p>Validation: At least one sub district should be selected to add to this field.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
13	Specific Sub District: Select Sub District with Partial Coverage	<p>Description: This field is used to select the sub districts whose selected village will have this unit.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
14	Specific Village: Select District	<p>Description: This field shows the list of all districts whose full region is not taken.</p> <p>Validation: At least one district should be selected whose partial region is to</p>

		<p>be taken.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
15	<p>Specific Village: Select Sub District</p>	<p>Description: This field shows the list of all sub districts of the selected district.</p> <p>Validation: At least one district should be selected whose partial region is to be taken.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
16	<p>Specific Village: Village List</p>	<p>Description: This field shows the list of all Villages of selected sub districts.</p> <p>Validation: Select at least one village.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
17	<p>Specific Village: Selected Sub Districts</p>	<p>Description: This field shows the list of all the selected villages.</p> <p>Validation: At least one village should be selected to add to this field.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Village Level Unit Detail** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the village unit details. This button is only visible if there are no child levels selected at the time of dynamic hierarchy creation
- **Close button:** This button takes you back to home page without saving.
- **Clear button:** This button takes you back to home page without saving.
- **Next button:** This button takes you to the next level detail form which is selected during the time of dynamic hierarchy creation.

Flow of Form

To create village unit, you need to follow the steps given below:

1. You should fill the state level organization detail, ,and parent level unit detail and the Village Level option is selected in the **Create Organization (State)** form.
2. The **Village Level Unit Detail** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select the unit under which the village unit will be created from the **Select Parent** drop down.
4. Specify the organizationname in the Organization **Name** field.
5. Specify organization name in local language in the **Organization Name (in Local Language)** field.
6. Specify short name of organization in the **Short Name** of Organization field.
7. The Village Level field has two radio button fields that specify whether you want the unit to create in all villages or specific villages. The **All Villages of State** radio button means that you want to have village unit in all villages. The **Specific Villages** radio button means that the village level unit is created in selected villages.
8. When you select the **All Villages of State** option then directly click the **Save** button to save the settings.
9. When you select the **Specific Villages** option then follow the given steps.
 - α) Select the **Select District with Full Coverage** check box.
 - I. Select the district from the **District List** field whose full coverage you want and click the '>>' button to add these to the **Selected Districts** field. In case you want to remove the list, click the << button. After selecting click **Save** button
 - β) Select the **Select Sub District with Full Coverage** check box.
 - I. Select the district from the **Select District** drop down list.
 - II. On selecting the district, the list of sub districts in the **Sub District List** field is displayed. Select the sub district from the **Sub District List** and click >> button to add them to the **Selected Sub Districts** field. After selecting click **Save** button. In case you want to remove the list, click the << button.
 - χ) Select the **Select Sub District with Partial Coverage** check box.
 - I. Select the district from the **Select District** drop down list.
 - II. Select the sub district from the **Select Sub District** drop down list.
 - III. Select the village from the **Village List** and click >> button to add them to the **Selected Villages** field. After selecting click **Save** button. In case you want to remove the list, click the << button.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Kindly select parent from the list.	This indicates that you didn't select any parent.	Click "OK" to resume and select the parent.
2.	Kindly fill the organization name.	This indicates that you didn't enter the organization name for village level .	Click "OK" to resume and enter the organization name.
3.	Kindly select the specific details.	This indicates that you didn't enter the specific details.	Click "OK" to resume and enter the specific details.
4.	Kindly select the district form the list.	This indicates that you did not select any district from the list.	Click "OK" to resume and select the district.
5.	Kindly select the sub district from the list.	This indicates that you did not select the sub district list.	Click "OK" to resume and select the sub district.
6.	Kindly select the village from the list.	This indicates that you did not select the village list.	Click "OK" to resume and select the Village.

What happens when the form is saved?

On clicking the **Save** button, a message **"The new organization [organization name] is created successfully"** is displayed on the screen. Now, the newly created state level organization is available for view and further modification.

Manage Organization (State)

Brief Description

This form enables you to manage all existing organizations at state. You can manage an existing organization by clicking the **Manage Organization (State)** option in the **Organization** section. The **Manage Organization (State)** form is displayed on the screen. This form allows you to search list of organizations at state. You can search organization on the basis of department types, such as state line department, district line department, sub district line department, block line department and village line department. After selecting the department types, click the **Get** button to get the list of organizations.

A screen shown in Fig. 5.18.5.1 display's a sample screen shot of the **Manage Organization (State)** form. All fields marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Manage Organization (State)** form is shown in Fig. 5.18.5.1:

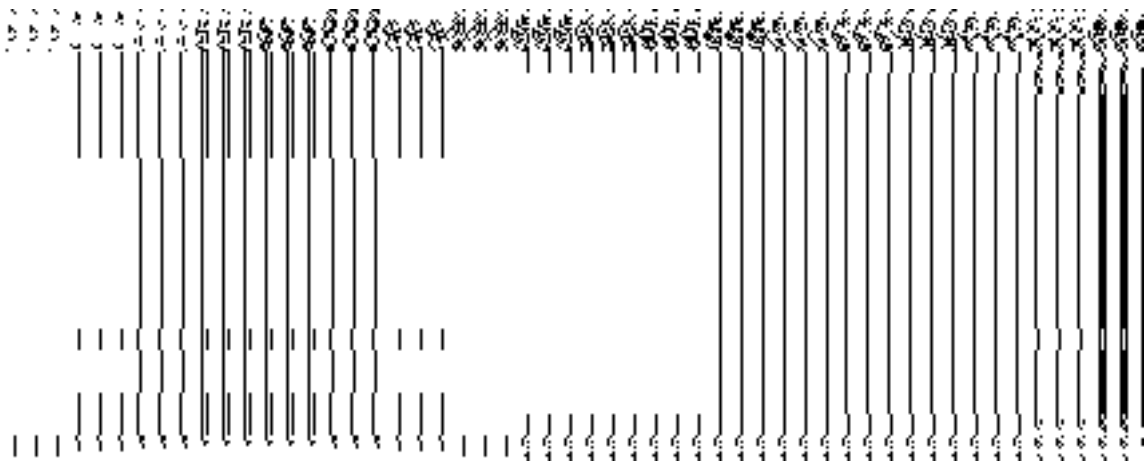


Fig 5.18.5.1

Pre-Condition

You should be logged in to the application as State Level User and have privilege to manage organization information. You can open the **Manage Organization (State)** form by clicking the option **Organization** → **Manage Organization (State)** is available to you from the left menu.

The Manage Organization (State) form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Select Search Criteria : Select Department	Description: This field allows you to select the department in which organization falls. Validation: NA Mandatory/Optional: It is a Mandatory field.
2	Select Search Criteria : Select Search Category	Description: This field allows you to select the category in which organization falls. Validation: NA Mandatory/Optional: It is a Mandatory field.
3	Select Search Criteria : Select Source District	Description: This field allows you to select district. Validation: NA Mandatory/Optional: It is a Mandatory field.
4	Select Search Criteria : Select Source Sub District	Description: This field allows you to select sub district. Validation: NA Mandatory/Optional: It is a Mandatory field.
5	Select Search Criteria : Select Source Block	Description: This field allows you to select block. Validation: NA Mandatory/Optional: It is a Mandatory field.
6	Select Search Criteria :	Description: This field allows you to select village.

	Select Source Village	Validation: NA Mandatory/Optional: It is a Mandatory field.
7	Select Search Criteria : Select Admin Unit	Description: This field allows you to select admin unit. Validation: NA Mandatory/Optional: It is a Mandatory field.

The **Manage Organization (State)** form contains following buttons as indicated below:

- **Get button:** This button allows you to view the list of organizations. On clicking this button organization list is displayed.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to the home page without viewing the organization list.

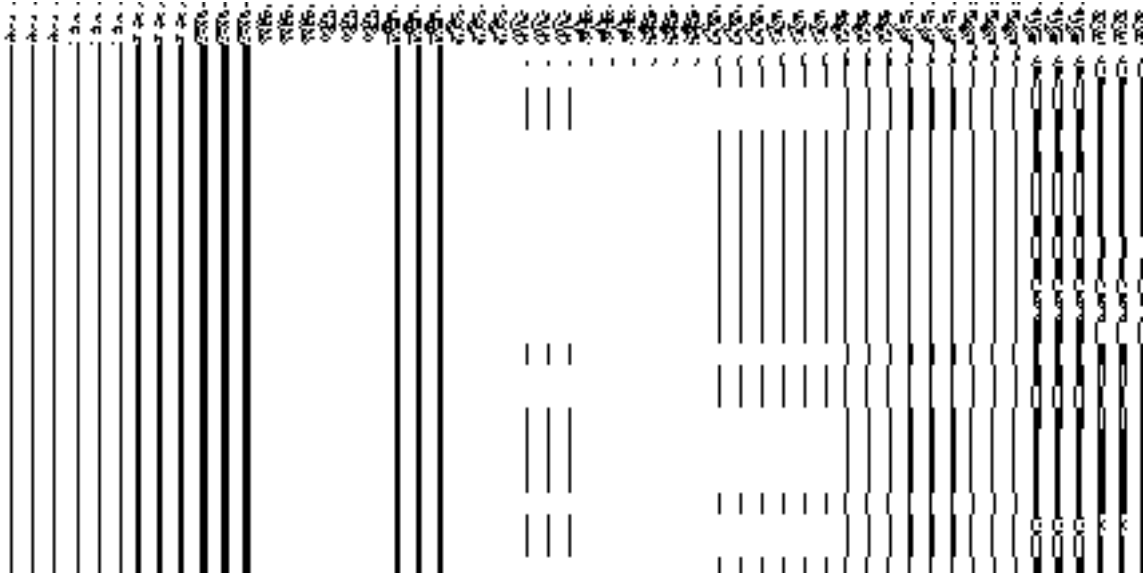
Flow of Form

To manage organization information for state level, you need to follow the steps given below:

1. You should be logged in to the application as **State Level User** and has privilege to manage organization.
2. Click on the option **Organization** → **Manage Organization (State)** available from the left menu to open the form. The **Manage Organization (State)** form is displayed on the screen. You will notice that there might be certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. First select department then select the category from the **Select Search Category** and also select source district, source sub district, source village, or source block from its relative drop down list (if visible).
4. Click the **Get** button to get the list of organizations. The searched result is shown in the same screen with the three icons **View**, **Modify** and **Delete**.

What happens when you click on Get button?

Once you click on the **Get** button after selecting search parameter, you will get the list of organizations as per the selected department level. Now you can view, modify or delete the organization information.



Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select search category.	This indicates that you did not select the category.	Click OK to resume and select the category.

View

Brief Description

This form enables you to view the selected organization details at state level. You can view the organization details by clicking the **View** icon in front of the organization name in the

Manage Organization (State) form. The **View Organization State** form is displayed on the screen. This form shows the complete details of the selected organization, such as organization name and type with the **Close** action button.

A screen shown in Fig. 5.18.5.1.1 display's a sample screen shot of the **View Organization (State)** form.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Organization (State)** form is shown in Fig. 5.18.5.1.1:

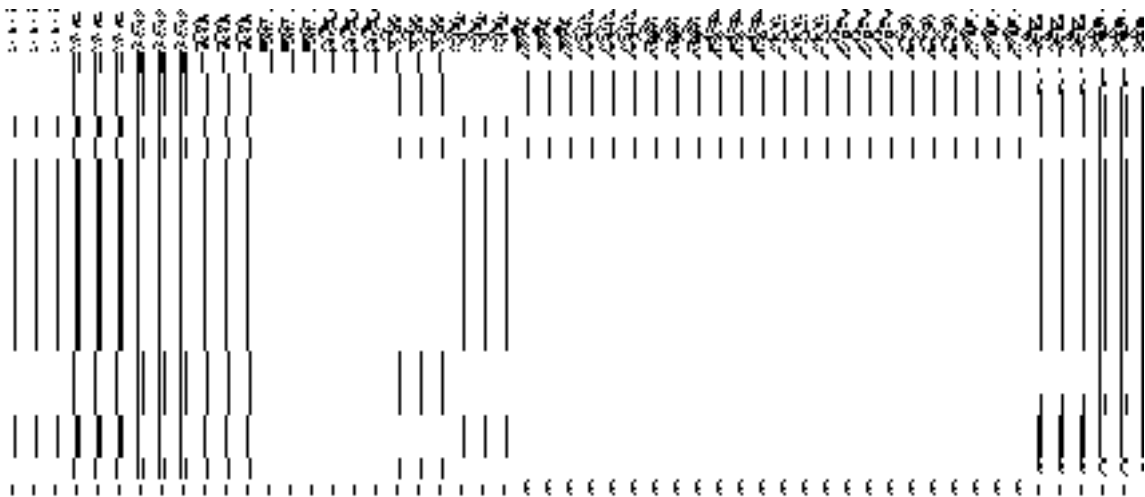


Fig 5.18.5.1.1

Pre-condition

You should be logged in to the application as State Level User and have privilege to view the selected organization details.

The **View Organization State** form contains the following fields as indicated below:

S.No	Field Name	Explanation

1	Name of Organization	<p>Description: This field displays the name of organization in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Name of Organization (In Local Language)	<p>Description: This field displays the name of organization in Local Language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Short Name of Organization	<p>Description: This field displays the short name of organization.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	Organization Type	<p>Description: This field displays the organization type.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **View Organization State** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to the home screen.

Flow of Form

To view organization detail, you need to follow the steps given below:

1. After getting search result in the **Manage Organization (State)** form, click on the **View** icon in front of the organization name. The **View Organization State** form is displayed on the screen. This form shows you the complete details with the Close action button.
2. Click the **Close** button to close the details.

What happens when you click on View icon?

When you will click on the **View** icon in front of the organization name then you will get view of the **View Organization State** form. This form shows the complete details of the selected organization.

Modify

Brief Description

This form enables you to modify all existing organizations at state level. You can modify an existing organization details by clicking the **Modify** icon in front of the organization name in the **Manage Organization (State)** form. The **Modify Organization State Level** form is displayed on the screen. This form allows you to modify the general details, such as organization name in English and local language, of the selected organization.

A screen shown in Fig. 5.18.5.2.1 display's a sample screen shot of the **Modify Organization State Level** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Modify Organization State Level** form is shown in Fig. 5.18.5.2.1:

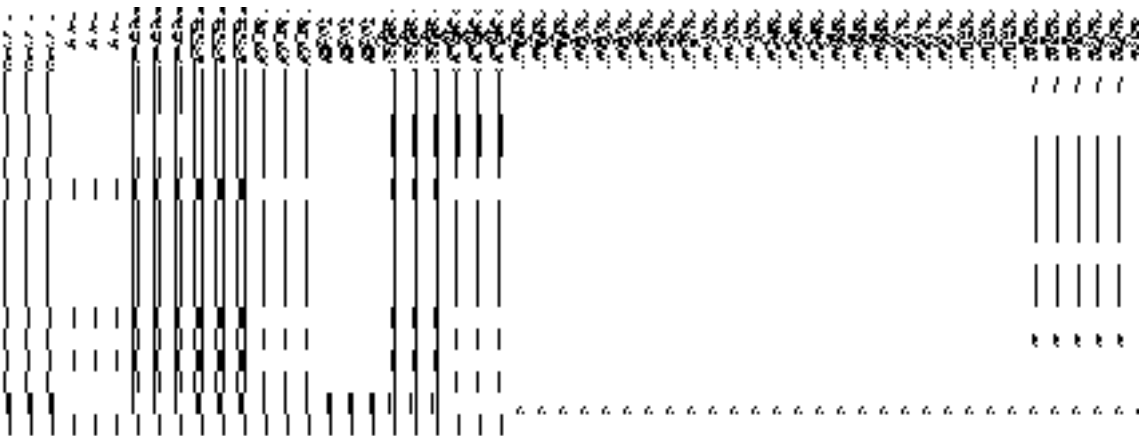


Fig 5.18.5.2.1

Pre-condition

You should be logged in to the application as State Level User and have privilege to change organization details.

The **Modify Organization State Level** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Name of Organization	<p>Description: This field is used to specify the new name of organization in English.</p> <p>Validation: Enter the new name of organization in alphabets and you can use some special character [-, ., space]</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Name in Local Language	<p>Description: This field is used to specify the new name of organization in local language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field</p>
3	Short Name of Organization	<p>Description: This field is used to specify the name of organization in short form.</p> <p>Validation: Enter the new name of Organization in alphabets and you can use some special character [-, ., space]</p> <p>Mandatory/Optional: It is an Optional field.</p>

The **Modify Organization State Level** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the changes made in the **Modify Organization State Level** form.
- **Clear button:** This button allows you to clear the text entered in field.
- **Close button:** This button allows you to return to home screen.

Flow of Form

To make changes in organization detail, you need to follow the steps given below:

1. After getting search result in the **Manage Organization (State)** form, click on the **Modify** icon in front of the organization name. The **Modify Organization State Level** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
2. Specify the name of organization in English and local language in the **Name of Organization** and **Name in Local Language** fields.
3. Specify the short form for new organization in the **Short Name of Organization** field.
4. To update the selected organization details, click the **Save** button or else click the **Close** button to abort the operation. In case you chose to update the form then a screen is displayed that displays the new details of organization.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter organization name.	This indicates that you did not enter the organization name in English.	Click “OK” to resume and enter the organization name in English.

What happens when the form is modified?

On clicking the **Save** button, the details about the organization get saved and a message **“Organization Modified Successfully!”** is displayed on the screen.

Delete

Brief Description

This form enables you to abolish an existing organization at state. You can abolish an existing organization by clicking the **Delete** icon in front of the organization name in the **Manage Organization (State)** form. The **Delete Organization (State)** form is displayed on the screen. This form shows the detail of the organization that you want to abolish and also the government order fields. You have to fill all the government order fields to specify that you want to abolish this organization.

A screen shown in Fig. 5.18.5.3.1 display's a sample screen shot of the **Delete Organization (State)** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Delete Organization (State)** form is shown in Fig. 5.18.5.3.1:

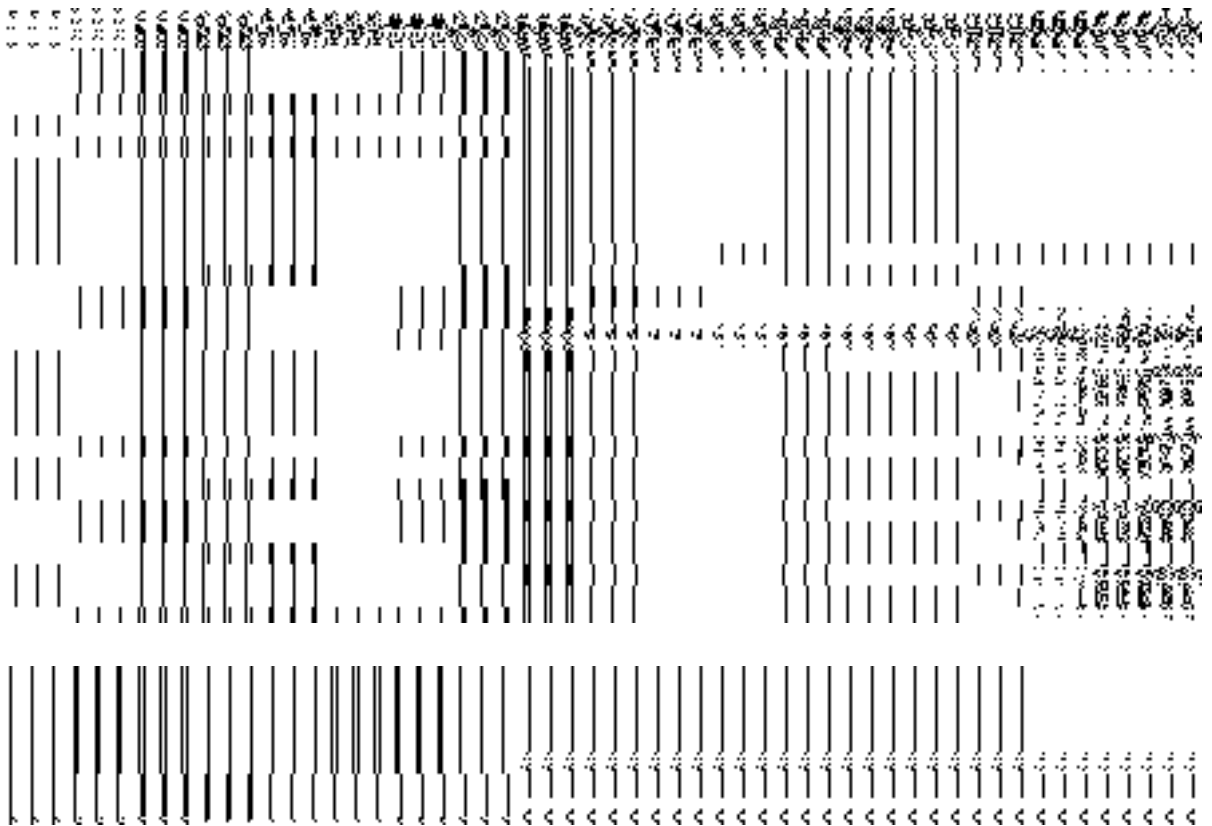


Fig. 5.18.5.3.1

Pre-condition

You should be logged in to the application as **State Level User** and have privilege to the selected organization detail.

The Delete Organization (State) form contains the following fields as indicated below:

S.No	Field Name	Description
1	Organization Code	Description: This field displays the organization code of the listed organization. Validation: NA Mandatory/Optional: NA
2	Name of Organization	Description: This field displays the organization name in English. Validation: NA Mandatory/Optional: NA
3	Short Name of Organization	Description: This field displays the short name of new organization. Validation: NA Mandatory/Optional: NA
6	Organization Type	Description: This field displays the organization type. Validation: NA Mandatory/Optional: NA
5	Government Order Details: Order No	Description: This field is used to specify the order number. Example - order123. Validation: Enter the order number using alphabet, alphanumeric, hyphen [-], dot [.], slash [/].

		Mandatory/Optional: It is a Mandatory field.
6	Government Order Details: Order Date	Description: This field is used to specify the date on which the order was given. Example - 12/12/2011. Validation: Enter date in given format DD/MM/YYYY and it cannot be more than the present date. Mandatory/Optional: It is a Mandatory field.
7	Government Order Details: Effective Date	Description: This field is used to specify the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12/12/2011. Validation: Enter date in given format DD/MM/YYYY. 1. In Case of Govt. order: It should be equal or greater than order date or greater than current date. 2. In Case of Govt. Order generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
8	Government Order Details: Gazette Publication Date	Description: This field is used to specify the date on which the order was published. This date should be equal to or more than the order date. Example - 12/12/2011. Validation: Enter date in given format DD/MM/YYYY. 1. In Case of upload Govt. order: It should be equal or greater than order date or greater than current date. 2. In Case of Govt. orders generation: It should be greater than or equal to order date. Mandatory/Optional: It is an Optional field.
9	Government Order Details: Upload Government	Description: This field is used to upload government order. This field is visible when you select the Upload Government Order option while configuring the government order. Validation: Upload at least one file.

	Order	Mandatory/Optional: It is a Mandatory field.
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The **Delete Organization (State)** form contains the following buttons as indicated below:

- **Choose File button:** This button allows you to browse a file to upload.
- **Delete button:** This button allows you to delete the selected organization details.
- **Close button:** This button allows you to abort the operation.

Flow of Form

To modify government order details, you need to follow the steps given below:

1. After getting search result in the **Manage Organization (State)** form, click the **Delete** icon in front of the organization name. The **Delete Organization (State)** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in. You can directly click the **Delete** button without specifying the government order details. If you click on any field then you have to fill all the government order details.
2. Specify the government order number in the field.
3. Specify the government order date in the **Order Date** field.
4. Specify the effective order date in the **Effective Date** field.
5. Specify the Gazette Publish publication date in the **Gazette Publication Date** field.
6. To upload government order, click the **Browse** button and select the file location. The **Upload Government Order** field is only visible when you selected the **Upload Government Order** option while configuring Government order. Otherwise, the **Select Government Order Template** option is visible because you have selected the **Generate Government Order** option while configuring Government order.
7. After specifying the details, click the **Delete** button to abolish the selected organization or click the **Close** button to abort the operation.
8. Now, the selected organization gets abolished.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Order no is required.	This indicates that you did not enter the order number	Click “ OK ” to resume and enter the order number.
2.	Order date is required.	This indicates that you did not enter the date on which order was given.	Click “ OK ” to resume and enter the order date.
3.	Effective date is required.	This indicates that you did not enter the date on which order was made effective.	Click “ OK ” to resume and enter the effective date.
4.	Enter valid date (dd-mm-yyyy) format.	This indicates that you did not enter the date in correct format.	Click “ OK ” to resume and enter the date in correct format.
5.	Upload government order.	This indicates that you did not upload the government order document.	Click “ OK ” to resume and upload the order document.

What happens when you click the Delete button?

On clicking the **Delete** button in the **Delete Organization (State)** form then the selected organization details get deleted with the message “**The selected organization [organization name] has been deleted**”.

Capture address of Org Unit

General Description

This section allows you to capture address of organization unit.

Capture address of Org Unit

Brief Description

The main purpose of this form is to allow you to capture address of organization unit. You can capture address of organization unit by clicking the **Capture address of**

Org Unit option in the **Organization** section. The **Capture address of Org Unit** form is displayed on the screen.

A screen shown in Fig.5.18.6.1 display's a sample screen shot of the **Capture address of Org Unit** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Capture address of Org Unit** form is shown in Fig. 5.18.6.1:

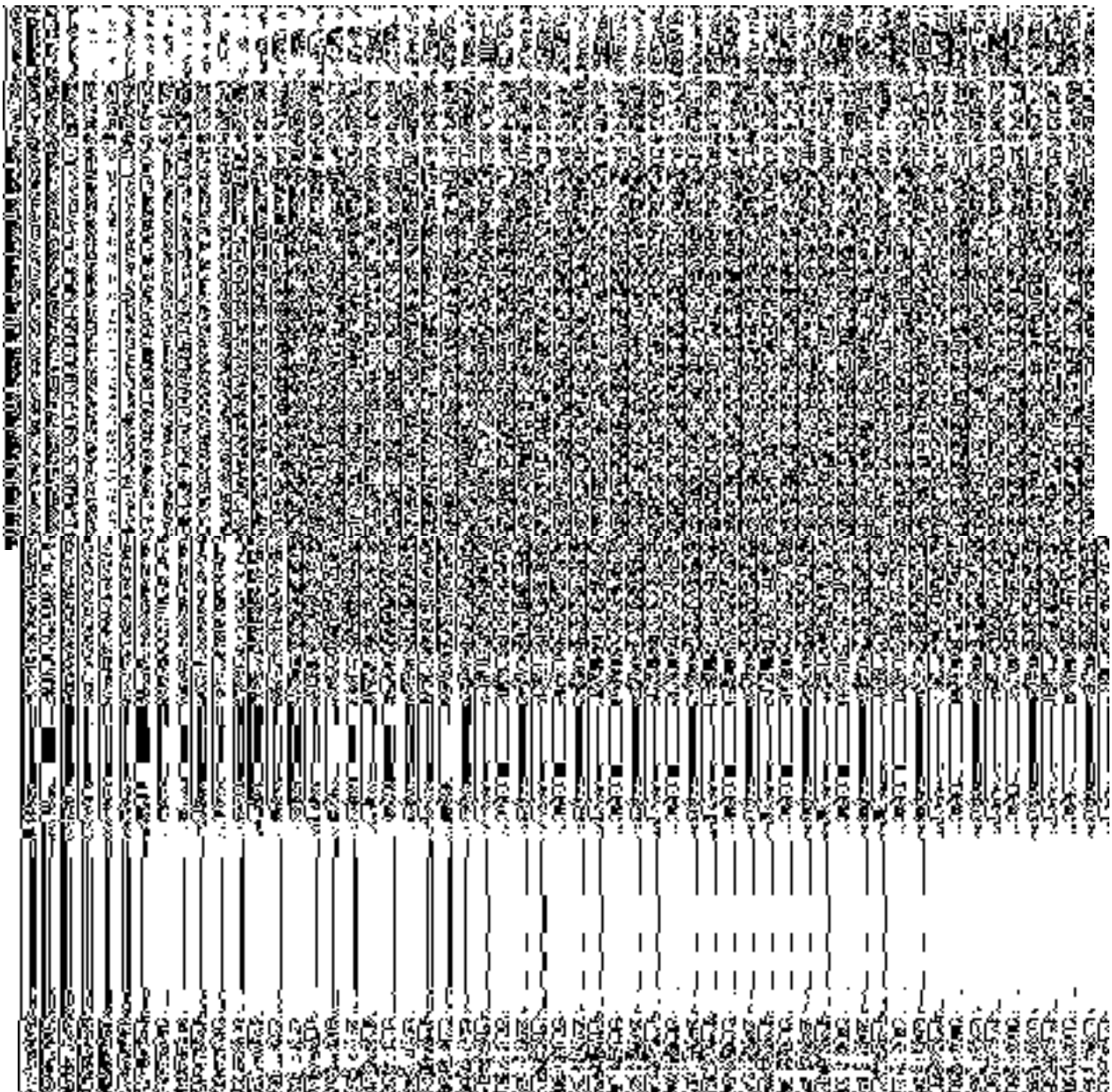


Fig 5.18.6.1

Pre-Condition

You should login into the application as Center or State Level user and have privilege to capture address of org unit..

The Capture address of Org Unit form contains the following fields as indicated below:

S.No	Field Name	Explanation
1.	Select Organization	Description: This field is used to select organization. Validation: Select at least one organization Mandatory/Optional: It is a Mandatory field.
2.	Select Organization level	Description: This field is used to select organization level. Validation: Select at least one organization level Mandatory/Optional: It is a Mandatory field.
3.	Select Org Units	Description: This field is used to select org units. Validation: Select at least one org units Mandatory/Optional: It is a Mandatory field.
4.	Organization/Campus location (either Urban local body or Rural local body)- ULB or RLB	Description: This field is used to select any radio button namely ULB or RLB. Validation: Select at least one radio button Mandatory/Optional: It is a Mandatory field.
5.	ULB	Description: This field is used to select ULB from the drop down list.

		<p>Validation: Select at least one ULB</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6.	District	<p>Description: This field is used to select district from the drop down list.</p> <p>Validation: Select at least one District</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7.	SubDistrict	<p>Description: This field is used to select sub-district from the drop down list.</p> <p>Validation: Select at least one Sub-District</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8.	Village	<p>Description: This field is used to select village from the drop down list.</p> <p>Validation: Select at least one village</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9.	Org Unit Name	<p>Description: This field is used to specify the org unit name in the text box field.</p> <p>Validation: Enter data in alphabetic format.</p> <p>Mandatory/Optional: It is an Optional field.</p>
10.	Org Unit Code	<p>Description: This field is used to specify the code of org unit.</p> <p>Validation: Enter org unit code in numeric format without spaces.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
11.	Org Specific Code	<p>Description: This field is used to specify the specific code of org unit.</p> <p>Validation: Enter org specific code in numeric format without</p>

		spaces. Mandatory/Optional: It is an Optional field.
12.	Email Id	Description: This field is used to specify the email id of org unit. Validation: Enter email id. Mandatory/Optional: It is an Optional field.
13.	Phone No	Description: This field is used to specify the phone number of org unit. Validation: Enter org phone number in numeric format. Mandatory/Optional: It is an Optional field.
14.	Address 1	Description: This field is used to specify the address of the org unit in address line 1. Validation: Enter address in alphanumeric format. Mandatory/Optional: It is a Mandatory field.
15.	Address 2	Description: This field is used to specify the address of the org unit in address line 2. Validation: Enter address in alphanumeric format. Mandatory/Optional: It is an Optional field.
16.	Address 3	Description: This field is used to specify the address of the org unit in address line 3. Validation: Enter address in alphanumeric format. Mandatory/Optional: It is an Optional field.
17.	Pin code	Description: This field is used to specify the pin code of the org unit.

		<p>Validation: Enter address in numeric format without spaces.</p> <p>Mandatory/Optional: It is an Optional field.</p>
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The **Capture address of Org Unit** form contains the following button as indicated below:

- **Save:** This button allows you to save the address details of org unit.

Flow of Form

To capture address of Org Unit, you need to follow the steps given below:

1. You should login into the application and have privileges to capture address of org unit.
2. Click the option **Organization** → **Capture address of Org Unit** available on the left menu to open the form. The **Capture address of Org Unit** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
3. Select organization in the **Select Organization** text box field.
4. Select organization level in the **Select Organization level** text box field.
5. Select org units in the **Select Org Units** text box field.
6. Select the organization/campus location from the **Organisation/ Campus location (either Urban local body or Rural local body)** radio button. This organisation/campus location consists of radio buttons as **ULB** or **RLB**. For example, if you select the **ULB** radio button then you have to select **ULB** from the drop down list. If you select the **RLB** radio button then you have to select hierarchy corresponding to selected RLB namely **District**, **SubDistrict** and **Village**.
7. Specify the organization unit details. Specify the Org Unit Name in the **Org Unit Name** text box field.
8. Specify the org unit code in the **Org Unit Code** text box field.
9. Specify the org specific code in the **Org Specific Code** text box field.
10. Specify the email id in the **Email Id** text box field.
11. Specify the phone number in the **Phone No** text box field.

12. Specify the address in the **Address 1**, **Address 2** and **Address 3** text box field.
13. Specify the pin code in the **Pin Code** in the text box field.
14. After making all selection, click the **Save** button to save address details of org unit.

Validations/Error Messages:-

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please Select Department	This indicates that you did not select department.	Click “ OK ” to resume and select department.
2.	Please Select Department Level	This indicates that you did not select department level.	Click “ OK ” to resume and select department level.
3.	Please Select Organization Unit	This indicates that you did not select organization unit.	Click “ OK ” to resume and select organization unit.
4.	Please select District.	This indicates that you didn't select the district.	Select district.
5.	Please select Sub-District.	This indicates that you didn't select the sub-district.	Select sub-district.
6.	Please select Village.	This indicates that you didn't select the village.	Select village.
7.	Please Enter the Address.	This indicates that you didn't enter the address.	Enter address of org unit.

What happens when you click the Save button?

When the **Save** button is clicked then the org unit address details get saved in the database and the message “Updated Successfully” is displayed on the screen.

Reports Section

Reports

General Description

This section allows you view the states, districts, sub districts, villages, local government bodies and wards details. This section also enables you to view the consolidated report of local bodies, panchayat and land region entities.

View States

Brief Description

This form enables you to view all the states of our country. You can view all the states by clicking the **View States** link in the **Reports** section on the home page. On clicking this link, the **View States** form is displayed on the screen with the Captcha field. To view states details, you need to specify the Captcha for verification and click the **Get** button. On clicking the **Get** button, you will get the list of all states. In the **View States** form, you can see the **State Code, State Name (In English), State Name (In Local), View** icon, **View Government Order** icon and **View Map** icon. The **View** icon allows you to view the details of the selected state, **View Government Order** icon displays the government order details of the selected state and **View Map** allows you to view the GIS map of the state.

A screen shown in Fig. 5.24.2.1 display's a sample screen shot of the **View States** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View States** form is shown in Fig. 5.24.2.1:

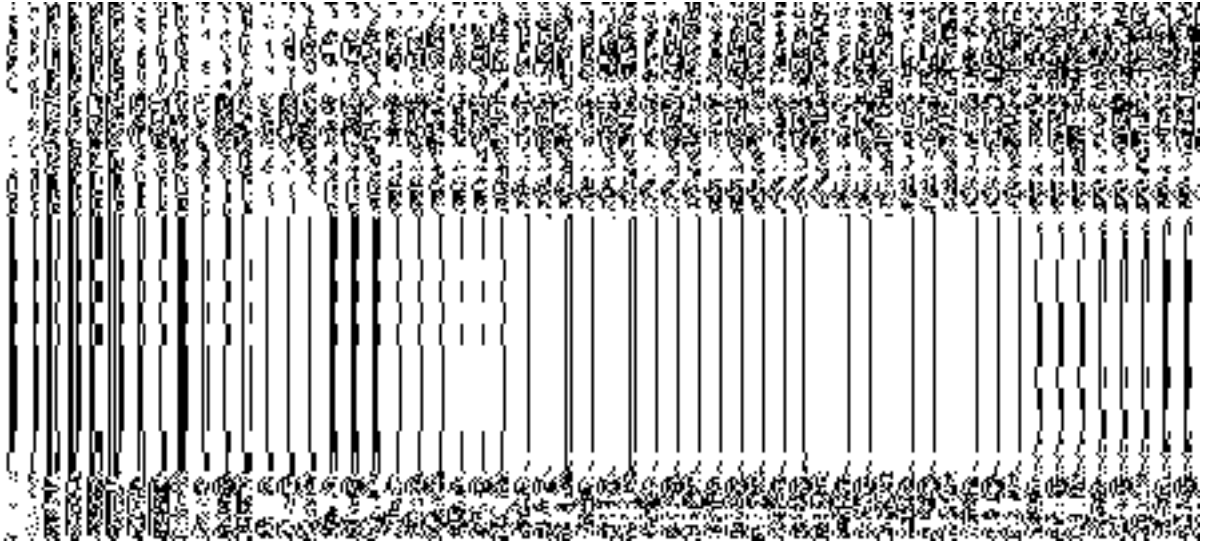


Fig 5.24.2.1

Pre-Condition

You should be on the home page. You can open the **View States** form by clicking the option **Reports → View States** is available on the home page.

The **View States** form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Enter CAPTCHA image code as shown above	<p>Description: This field is used to specify the captcha for verification.</p> <p>Validation: This field must contain the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **View States** form contains following buttons as indicated below:

- **Get button:** This button allows you to view the list of states. On clicking this button states list is displayed on the screen.
- **Clear button:** This button allows you to clear the text entered in the Captcha field.
- **Close button:** This button allows you to return to the home page without viewing the states list.

Flow of Form

To view state, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports** → **View States** is available on the home page. The **View States** form is displayed on the screen. This form consists of the Captcha field.
3. Specify the captcha for verification in the **Enter CAPTCHA image code as shown above** field.
4. Click the **Get** button to get the list of states. The searched result is shown in the screen, which consists of the State Code, State Name (In English), State Name (In Local), View icon, View Government Order icon and View Map icon.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please enter CAPTCHA code.	This indicates that you did not enter the text given for verification.	Enter the captcha for verification.

What happens when you click on Get button?

*Once you click the **Get** button after entering the Captcha text, then you can view the list of states. In this report, you can view the state code, state name in English and local language, View icon and View Government Order icon. On clicking the **View** icon in front of the state name, the selected state details are displayed on the screen. The details consist of the general state details, government order details, and Map details. On the other hand, if you click the **View Government Order** icon in front of the selected state name. The government order details of the selected state are displayed on the screen.*

Fig 5.24.2.2

What happens when you click View icon?

When you click **View** icon in front of any state name, the **State Detail** screen is displayed on the screen. This screen shows the general details, government order details and Map details of the selected state. After viewing the selected state details, click the **Close** button to close the details and will return to the home page.

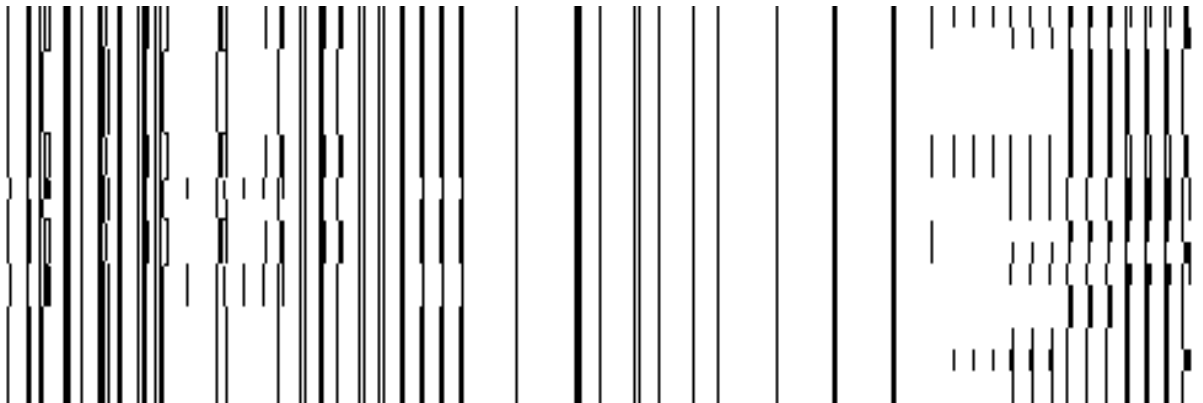


Fig 5.24.2.3

Pre-Condition

You should click on the **View** icon in front of the state name in the **View States** form to open the **State Detail** screen.

The State Detail form contains following fields as indicated below:

S.No	Field Name	Explanation
1	General Details : State Code	Description: This field shows the state code of the selected state. Validation: NA Mandatory/Optional: NA
2	General Details : State Version	Description: This field shows the version of the state. It tells how many times the state details have been modified. Validation: NA Mandatory/Optional: NA
3	General Details : State Name (In English)	Description: This field shows the state name in English. Validation: NA Mandatory/Optional: NA
4	General Details : State Name (In Local)	Description: This field shows the state name in local language. Validation: NA Mandatory/Optional: NA
5	General Details: State Alias (In English)	Description: This field shows an alternative name of the state in English. Example - dalar alias name is daalpur. Validation: NA Mandatory/Optional: NA
6	General Details: State Alias (In Local)	Description: This field shows an alternative name of state in local language. Example – दालपुर. Validation: NA Mandatory/Optional: NA
7	General Details: Census 2001 Code	Description: This field shows the census code of state in 2001. Validation: NA

		Mandatory/Optional: NA
8	General Details: Census 2011 Code	Description: This field shows the census code of state in 2011. Validation: NA Mandatory/Optional: NA
9	Government Order Details: Order No	Description: This field shows an order number of the selected state. Validation: NA Mandatory/Optional: NA
10	Government Order Details: Order Date	Description: This field shows the date on which the order was given. Example, 12/12/2011. Validation: NA Mandatory/Optional: NA
11	Government Order Details: Effective Date	Description: This field shows the date on which the order was made effective. Validation: NA Mandatory/Optional: NA
12	Government Order Details: Gazette Publication Date	Description: This field shows the date on which the order was published. Validation: NA Mandatory/Optional: NA
13	View Map	Description: This field shows the uploaded Map details, such as file name, file type, and file size, if any. Validation: NA Mandatory/Optional: NA

The **State Detail** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to home page after viewing the state details.

Flow of Form

To view the selected state details, you need to follow the steps given below:

1. After getting the search result in the **View States** form, click the **View** icon in front of the state name. The **State Detail** form is displayed on the screen.
2. After viewing the selected state details, click the **Close** button to return to the home page.

What happen when you click the View Government Order icon?

When you clicked the **View Government Order** icon then the government order details of the selected state will be appeared on the screen. In case, the government order is not uploaded then a message box with a message “**Government order is not uploaded**” is displayed on the screen.

What happen when you click the View Map icon?

When you clicked the **View Map** icon then the map of the selected state will appear on the screen. In case, the map is not uploaded then a message box with a message “**Map not uploaded**” is displayed on the screen.

Fig 5.24.2.4

View Districts

Brief Description

This form enables you to view districts of all the states or the selected state. You can view districts by clicking the **View Districts** link in the **Reports** section on the home page. On clicking this link, the **View Districts** form is displayed on the screen. This form allows you to search the districts by using the **Search By Name/Code** and **Search By Hierarchy** search parameters. On selecting any search parameter, its relative fields are displayed on the same form. In case, you select the **Search By Name/Code** parameter then the **District Code** and **District Name (In English)** fields are visible on the screen. Similarly, if you select the **Search By Hierarchy** parameter then the **Select State** field is visible on the screen. After specifying the search parameters, click the **Get** button then the list of districts is displayed on the screen as per the specification. Now, you can view the selected district details and its government order details.

A screen shown in Fig. 5.24.3.1 display's a sample screen shot of the **View Districts** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Districts** form is shown in Fig. 5.24.3.1:

Fig 5.24.3.1

When you select the **Search By Name/Code** radio button then new fields namely **District Code** and **District Name (In English)** and **Enter CAPTCHA image code as shown above** fields are displayed on the screen.

Fig 5.24.3.2

When you select the **Search By Hierarchy** radio button then a new fields namely **Select State** and **Enter CAPTCHA image code as shown above** are displayed on the screen.

□

Fig 5.24.3.3

Pre-Condition

You should be on the home page. You can open the **View Districts** form by clicking the option **Reports → View Districts** is available on the home page.

The View Districts form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Filter Options For View District : Search By Name/ Code	Description: This field enables you to view the districts list by their name. Validation: NA Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.
2	Filter Options For View District : Search By Hierarchy	Description: This field enables you to view the districts list by selecting their state. Validation: NA Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.
3	Filter Options For View District : No. of Records per page	Description: This enables you to select total number of records you want to see in per page. Validation: NA Mandatory/Optional: It is a Mandatory field.
4	Enter Search Criteria : District Code	Description: This field enables you to search the district, by their code. Example, when you enter district code as '123', then the district whose code is 123 is displayed. This field is visible when you select search by name option. Validation: NA Mandatory/Optional: It is an Optional field.
5	Enter Search Criteria : District Name(In English)	Description: This field enables you to search district, by their district name in English. Example, when you enter the letter 'd', then all the district whose English name starts with 'd' will be listed. This field is

		<p>visible when you select search by name option.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Select Search Criteria : Select State	<p>Description: This field enables you to select the state whose district you want to view.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Enter CAPTCHA image code as shown above	<p>Description: This field is used to specify the captcha word which is same as given above.</p> <p>Validation: This field accepts the same word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **View Districts** form contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of districts.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the district list.

Flow of Form

To search district, you need to follow the steps given below:

1. You should be on the home page.
2. Go the option **Reports** → **View Districts** is available on the home page. The **View Districts** form is displayed on the screen.
3. Select the option to search district by name or hierarchy by clicking the **Search By Name/Code** or **Search By Hierarchy** radio button.
4. When you select the **Search By Name/Code** radio button then specify the district code or name in the **District Name (In English)** and **District Code** fields and also specify the captcha text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.
5. When you select the **Search By Hierarchy** radio button then select the state in the **Select State** list box and specify the text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.

6. After specifying the details, click the **Get** button to get the districts details. The searched result displays on the same screen with the View, View Government Order and View Map icons.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please enter CAPTCHA in the given field.	This indicates that you did not enter the text given for verification.	Click the OK button to resume and specify the captcha for verification.
2	Please select the state whose district you want to view.	This indicates that you didn't select the state in the Select State drop down list as this field is mandatory.	Click the OK button to resume and select the state whose district you want to view.

What happens when you click on Get button?

*Once you click the **Get** button after selecting search parameters, you will get the list of districts. Now you can view the selected district details and also the government order details of the selected district by using the **View, View Government Order and View Map** icons.*

□

Fig 5.24.3.4

What happens when you click View icon?

When you click **View** icon in front of any district name, the **District Detail** screen is displayed on the screen. This screen shows the general details, government order details and Map details of the selected district. After viewing the selected district details, click the **Close** button to close the details and will return to the home page.

Fig 5.24.3.5

Pre-Condition

You should click on the **View** icon in front of the district name to open the **District Detail** screen.

The District Detail form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details : District Code	Description: This field shows the district code of selected district. Validation: NA Mandatory/Optional: NA
2	General Details : District Version	Description: This field shows version of the district. It tells how many times the district details have been modified. Validation: NA Mandatory/Optional: NA
3	General Details : Name of District (In English)	Description: This field shows the district name in English. Validation: NA Mandatory/Optional: NA
4	General Details : Name of District (In Local Language)	Description: This field shows the district name in local language. Validation: NA Mandatory/Optional: NA
5	General Details : Alias of the District (In English)	Description: This field shows alternative name of the district in English. Example - dalar alias name is daalpur. Validation: NA Mandatory/Optional: NA
6	General Details : Alias of the District (In Local Language)	Description: This field shows alternative name of district in local language. Example - दालपुर

	Language)	Validation: NA Mandatory/Optional: NA
7	General Details : Headquarter	Description: This field shows the head quarter of the selected district. Validation: NA Mandatory/Optional: NA
8	General Details : Census 2001 Code	Description: This field shows the census code of district in 2001. Validation: NA Mandatory/Optional: NA
9	General Details : Census 2011 Code	Description: This field shows the census code of district in 2011. Validation: NA Mandatory/Optional: NA
10	General Details : State Specific Code	Description: This field shows specifies the state specific code. Validation: NA Mandatory/Optional: NA
11	General Details : Order No	Description: This field shows order number of the selected district. Validation: NA Mandatory/Optional: NA
12	General Details : Order Date	Description: This field shows the date on which the order was given. Validation: NA Mandatory/Optional: NA
13	General Details : Effective Date	Description: This field shows the date on which the order was made effective. Validation: NA Mandatory/Optional: NA

14	General Details : Gazette Publication Date	Description: This field shows the date on which the order was published. Validation: NA Mandatory/Optional: NA
15	View Map	Description: This field shows the uploaded Map details, such as file name, file type, and file size, if any. Validation: NA Mandatory/Optional: NA

The **District Detail** form contains the following button as indicated below:

- **Close button:** This button allows you to return to the home page after viewing the district list.

Flow of Form

To view the selected district detail, you need to follow the steps given below:

1. After getting the search result in the **View Districts** form, click the **View** icon in front of the selected district name. The **District Detail** form is displayed on the screen.
2. After viewing district details, click the **Close** button to return to the home page.

What happens when you click the View Government Order icon?

When you clicked the **View Government Order** icon then the government order details of the selected district will be appeared on the screen. In case, the government order is not uploaded then a message box with a message “**Government order not uploaded**” is displayed on the screen.

What happens when you click the View Map icon?

When you clicked the **View Map** icon then the Map of the selected district will appear on the screen. In case, the map is not uploaded then a message box with a message “**Map not uploaded**” is displayed on the screen.

Fig 5.24.3.6

View Sub Districts

Brief Description

This form enables you to view sub districts of the selected district or all the districts. You can view sub districts by clicking the **View Sub Districts** link in the **Reports** section on the home page. On clicking this link, the **View Sub Districts** form is displayed on the screen. This form allows you to search the sub districts by using the **Search By Name/Code** and **Search By Hierarchy** search parameters. On selecting any search parameter, its relative fields are displayed on the same form. In case, you select the **Search By Name/Code** parameter then the **Sub District Code** and **Sub District Name (In English)** fields are visible on the screen. Similarly, if you select the **Search By Hierarchy** parameter then the **Select State** and **Select District** fields are visible on the screen. After specifying the search parameter, click the **Get** button then the list of sub districts is displayed on the screen as per the specification. Now, you can view the selected sub district details and its government order details.

A screen shown in Fig. 5.24.4.1 display's a sample screen shot of the **View Sub Districts** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Sub Districts** form is shown in Fig. 5.24.4.1:

□

Fig 5.24.4.1

When you select the **Search By Name/Code** radio button then a new fields are displayed. Now enter the search criteria i.e. in the **Sub District Code** or **Sub-District Name (In English)** fields and enter the captcha text for verification in the **Enter CAPTCHA image code as shown above** field, and then click the **Get** button. To view entire list of sub-districts directly enter the captcha text for verification in the **Enter CAPTCHA image code as shown above** field and click the **Get** button.

□

Fig 5.24.4.2

When you select the **Search By Hierarchy** radio button then a new panel is displayed. Now enter the search criteria i.e. in the **Select State, Select District** and enter the text for

verification in the **Enter CAPTCHA image code as shown above** field, and then click the **Get** button. To view entire list of sub-districts directly enter the captcha text for verification in the **Enter CAPTCHA image code as shown above** field and click the **Get** button.

▫

Fig 5.24.4.3

Pre-Condition

You should be on the home page. You can open the **View Sub District** form by clicking the option **Reports → View Sub District** is available on the home page.

The View Sub Districts form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Filter Options For View Sub District : Search By Name/Code	<p>Description: This field enables you to view the sub district list by their name.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.</p>
2	Filter Options For View Sub District : Search By Hierarchy	<p>Description: This field enables you to view the sub district list by selecting their state and district.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.</p>
3	Filter Options For View Sub District : No. of Records per page	<p>Description: This field enables you to search the sub district, by their Code. Example- when you enter sub district code –‘123’, then the sub district whose code is 123 is displayed. This field is visible when you select search by name option.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Enter Search Criteria : Sub	<p>Description: This field enables you to search the Sub district, by their Code. Example- when you enter sub district code –‘123’, then the sub district</p>

	District Code	whose code is 123 is displayed. This field is visible when you select search by name option. Validation: NA Mandatory/Optional: It is an Optional field.
5	Enter Search Criteria : Sub District Name(In English)	Description: This field enables you to search Sub district, by their district name in English. Example –When you enter the letter 'd', then all the d Sub district whose English name starts with 'd' will be listed. This field is visible when you select search by name option. Validation: NA Mandatory/Optional: It is an Optional field.
6	Select Search Criteria : Select State	Description: This field enables you to select the state whose sub district you want to view. Validation: NA Mandatory/Optional: It is a Mandatory field.
7	Select Search Criteria : Select District	Description: This field enables you to select the district whose sub district you want to view. Validation: NA Mandatory/Optional: It is a Mandatory field.
8	Enter CAPTCHA image code as shown above	Description: This field is used to specify the captcha text which is same as given above. Validation: This field accepts the captcha text as given above. Mandatory/Optional: It is a Mandatory field.

The **View Sub Districts** form contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of sub districts.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the sub district list.

Flow of Form

To search sub district, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports** → **View Sub District** is available on the home page. The **View Sub Districts** form is displayed on the screen.
3. Select the option to search sub district by name or hierarchy by clicking the **Search By Name/Code** or **Search By Hierarchy** radio button.
4. When you select the **Search By Name/Code** option then specify the sub district code or name in the **Sub District Name (In English)** and **Sub District Code** fields and also specify the captcha text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.
5. When you select the **Search By Hierarchy** radio button then select the state, district from the **Select State, Select District** drop down list and specify the captcha text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.
6. After specifying the details, click the **Get** button to get the sub districts details. The searched result displays on the same screen with the **View, View Government Order** and **View Map** icons.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please enter CAPTCHA in the given field.	This indicates that you did not enter the text given for verification.	Enter the captcha for verification.

What happens when you click on Get button?

Once you click the **Get** button after selecting search parameters, you will get the list of sub districts. Now you can view the selected sub district details and also the government order details of the selected Sub district by using the **View, View Government Order** and **View Map** icons.

What happens when you click view icon?

When you click **View** icon in front of any sub district name, the **Sub District Detail** screen is displayed on the screen. This screen shows the general details, government order details and Map details of the selected sub district. After viewing the selected sub district details, click the **Close** button to close the details and will return to the home page.

Fig 5.24.4.5

Pre-Condition

You should click on the **View** icon in front of the sub district name to open the **Sub District Detail** screen.

The Sub-District Detail page contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details : Sub District Code	<p>Description: This field shows the sub district code of selected sub district.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	General Details: Sub District Version	<p>Description: This field shows the version of the sub district. It tells how many times the sub district details have been modified.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
3	General Details: Sub District Name (In English)	<p>Description: This field shows the sub district name in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	General Details: Sub District Name (In Local)	<p>Description: This field shows the sub district name in local Language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
5	General Details: Alias of sub- district (In English)	<p>Description: This field shows an alternative name of the sub district in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
6	General Details: Alias of sub- district (In Local)	<p>Description: This field shows an alternative name of sub district in local language.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
7	General Details: Census 2001 Code	<p>Description: This field shows the census code of sub district in 2001.</p> <p>Validation: NA</p>

		Mandatory/Optional: NA
8	General Details: Census 2011 Code	Description: This field shows the census code of sub district in 2011. Validation: NA Mandatory/Optional: NA
9	General Details: State Specific Code	Description: This field shows the state specific code. Validation: NA Mandatory/Optional: NA
10	General Details: Order No	Description: This field shows an order number of order because of which sub district was created. Validation: NA Mandatory/Optional: NA
11	General Details: Order Date	Description: This field shows the date on which the order was given. Example, 12/12/2011. Validation: NA Mandatory/Optional: NA
12	General Details: Effective Date	Description: This field shows the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example, 12/12/2011. Validation: NA Mandatory/Optional: NA
13	General Details: Gazette Publication Date	Description: This field shows the date on which the order was published. This date should be equal to or more than the order date. Example, 12/12/2011. Validation: NA Mandatory/Optional: NA

14	View Map	<p>Description: This field shows the uploaded Map details, such as file name, file type, and file size, if any.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
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The **Sub-District Detail** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to home page after viewing the sub districts list.

Flow of Form

To view sub district details, you need to follow the steps given below:

1. After getting the search result in the **View Sub Districts** form, click the **View** icon adjacent to the sub district name. The **Sub-District Detail** form is displayed on the screen.
2. After viewing sub districts details, click the **Close** button to return to the home page.

What happen when you click the View Government Order icon?

When you clicked the **View Government Order** icon then the government order details of the selected sub district will be appeared on the screen. In case, the government order is not uploaded then a message box with a message “**Government order not uploaded**” is displayed on the screen.

View Villages

Brief Description

This form enables you to view all the villages of the selected sub district or all the sub districts. You can view all the villages by clicking the **View Villages** link in the **Reports** section on the home page. On clicking this link, the **View Villages** form is displayed on the screen. This form allows you to search the villages by using the **Search By Name/Code** and **Search By Hierarchy** search parameters. On selecting any search parameters, its relative fields are displayed on the same form. In case, you select the **Search By Name/Code** parameter then the **Village Code** and **Village Name (In English)** fields are visible on the screen. Similarly, if you select the **Search By Hierarchy** parameter then the **Select State, Select District,** and

Select Sub District fields are visible on the screen. After specifying the search parameter, click the **Get** button then the list of villages is displayed on the screen as per the specification. Now, you can view the selected village details and its government order details.

A screen shown in Fig. 5.24.5.1 display's a sample screen shot of the **View Villages** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Villages** form is shown in Fig. 5.24.5.1:

▫

Fig 5.24.5.1

When you select **Search By Name/Code** then a new fields are displayed. Now enter the search criteria i.e. in the **Village Code** or **Village Name (In English)** fields and enter the text for verification in the **Enter CAPTCHA image code as shown above** field, and then click the **Get** button. To view entire list of villages directly, enter the text for verification in the **Enter CAPTCHA image code as shown above** field and click the **Get** button.

▫

Fig 5.24.5.2

When you select **Search By Hierarchy** then a new panel is displayed. Now enter the search criteria i.e. in the **Select State, Select District, Select Sub District** and enter the text for verification in the **Enter CAPTCHA image code as shown above** field, and then click the **Get** button.

▫

Fig 5.24.5.3

Pre-Condition

You should be on the home page. You can open the **View Villages** form by clicking the option **Reports → View Village** is available on the home page.

The View Villages form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Filter Options For View Village : Search By name/code	<p>Description: This field is used to view the village list by their name.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.</p>
2	Filter Options For View Village: Search By Hierarchy	<p>Description: This field is used to view the village list by selecting their state, district and sub district.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.</p>
3	Enter Search Criteria : Village Code	<p>Description: This field is used to search the villages, by their Code. Example - when you enter Village code –‘123’, then the Village whose code is 123 is displayed. This field is visible when you select search by name option.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Enter Search Criteria : Village Name(In English)	<p>Description: This field is used to search villages, by their name in English. Example –When you enter the letter ‘d’, then all the d Village whose English name starts with ‘d’ will be listed. This field is visible when you select search by name option.</p> <p>Validation: NA</p>

			Mandatory/Optional: It is an Optional field.
5	Select Criteria: State	Search Select	Description: This field is used to select the state whose villages you want to view. Validation: Select one state from drop down menu. Mandatory/Optional: It is a Mandatory field.
6	Select Criteria: District	Search Select	Description: This field is used to select the district whose villages you want to view. Validation: Select one district from drop down menu. Mandatory/Optional: It is a Mandatory field.
7	Select Criteria: Sub District	Search Select	Description: This field is used to select the sub district whose villages you want to view. Validation: Select one sub District from drop down menu. Mandatory/Optional: It is a Mandatory field.
8	Enter CAPTCHA image code as shown above		Description: This field is used to specify the captcha word which is same as given above. Validation: This field accepts the same word as given above. Mandatory/Optional: It is a Mandatory field.

The **View Villages** form contains following buttons as indicated below.

- **Get button:** This button allows you to view the list of villages.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the Village list.

Flow of Form

To search villages, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports** → **View Villages** is available on the home page. The **View Villages** form is displayed on the screen.

3. Select the option to search village by name or hierarchy by clicking the **Search By Name/Code** or **Search By Hierarchy** radio button.
4. When you select the search by name option then specify the village code or name in **Village Name (In English)** and **Village Code** fields and also specify the captcha text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.
5. When you select the search by hierarchy option then select the state, district and sub district from **Select State, Select District, Select Sub District** drop down list and specify the captcha text shown in image for verification.
6. After specifying the details, click the **Get** button to get the villages details. The searched result displays on the same screen with the **View** and **View Government Order** icons.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please enter CAPTCHA in the given field.	This indicates that you did not enter the text given for verification.	Enter the captcha for verification.

What happens when you click on Get button?

Once you click the **Get** button after selecting search parameters, you will get the list of villages. Now you can view the selected village details and also the government order details of the selected village by using the **View** and **View Government Order** icons. If you want to view all the villages of your sub district then you have to select the **Search By Name** parameter. On selecting this parameter, its relative's fields namely **Village Code** and **Village Name (In English)** are appeared on the screen. These fields are not necessary to fill. Without filling details in these fields, you need to specify the captcha text for verification in it field and click the **Get** button then the list of all villages is displayed on the screen.

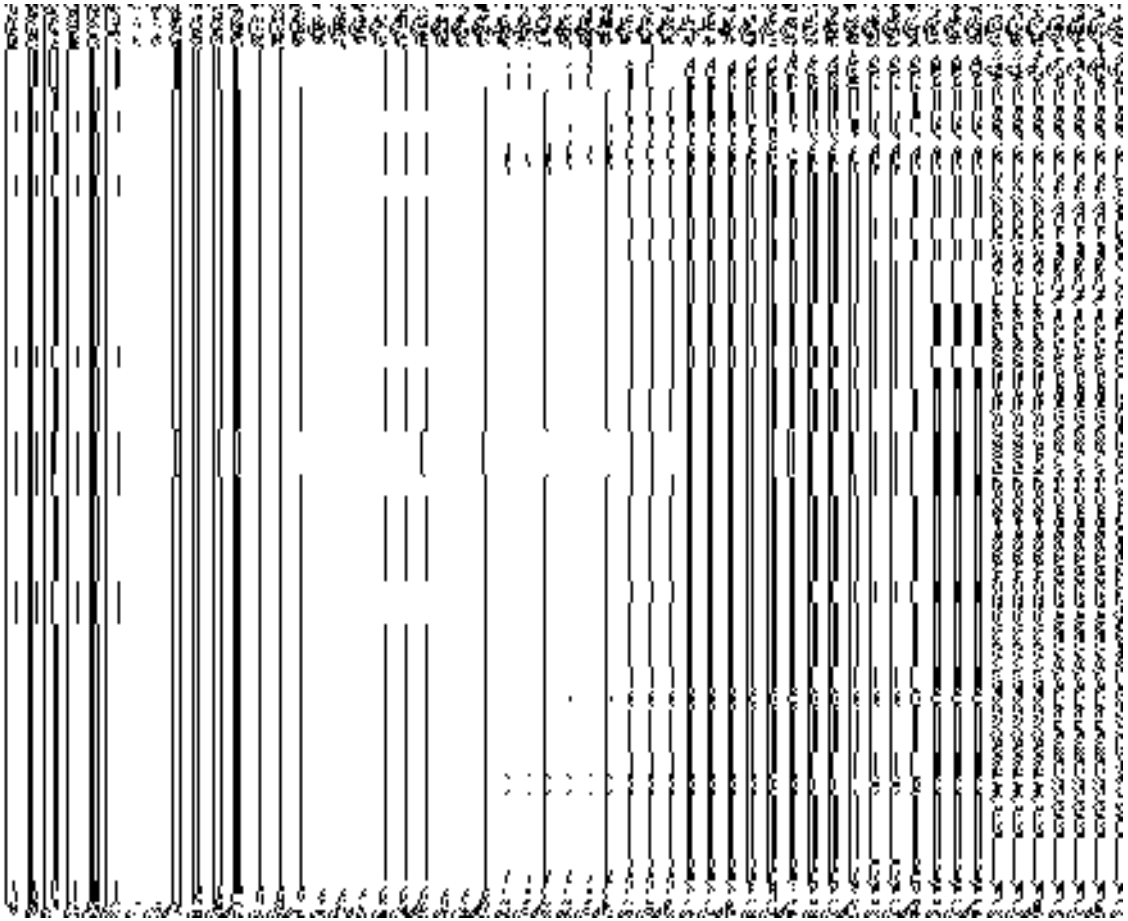


Fig 5.24.5.4

What happens when you click view icon?

When you click the **View** icon in front of the village name in the **View Villages** form, the **Village Detail** page is displayed. This form shows the complete details of the selected village. After viewing the selected village details, click the **Close** button to close the form.

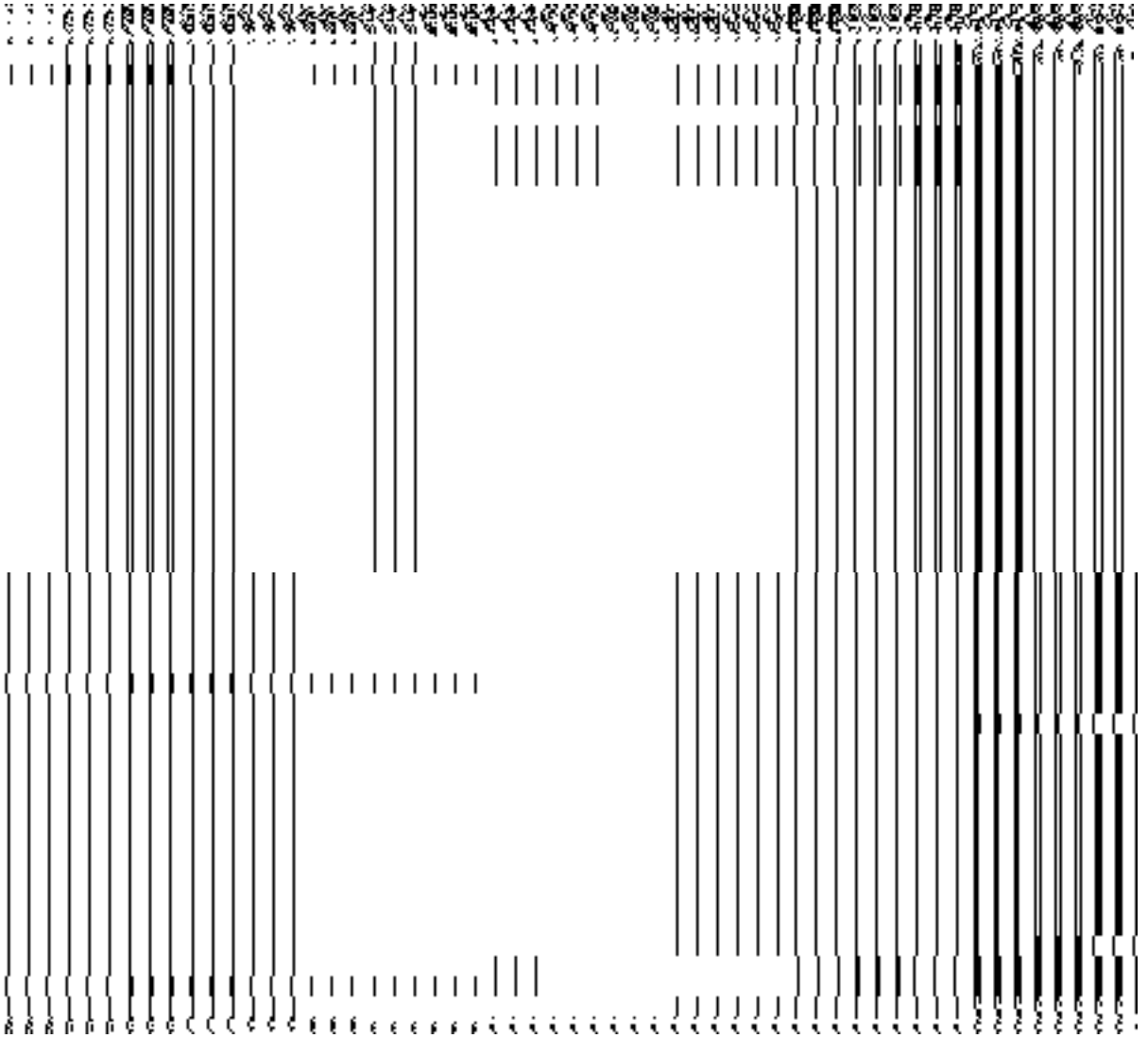


Fig 5.24.5.5

Pre-Condition

You should click on view icon in the **View Villages** form.

The Village Detail form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details : Village Code	Description: This field shows the village Code of selected village. Validation: NA Mandatory/Optional: NA
2	General Details :	Description: This field shows the version of the village. It tells how many

	Village Version	times the village details have been modified. Validation: NA Mandatory/Optional: NA
3	General Details : Village Name (In English)	Description: This field shows the village name in English. Validation: NA Mandatory/Optional: NA
4	General Details : Village Name(In Local)	Description: This field shows the village name in local Language. Validation: NA Mandatory/Optional: NA
5	General Details : Alias (In English)	Description: This field shows an alternative name of the village in English. Example dalar alias name is daalpur. Validation: NA Mandatory/Optional: NA
6	General Details : Alias (In Local)	Description: This field shows an alternative name of village in local language. Example - दालपुर. Validation: NA Mandatory/Optional: NA
7	General Details : Census 2001 Code	Description: This field shows the census code of village in 2001. Validation: NA Mandatory/Optional: NA
8	General Details : Census 2011 Code	Description: This field shows the census code of village in 2011. Validation: NA Mandatory/Optional: NA
9	General Details :	Description: This field shows the specific state code.

	State Specific Code	Validation: NA Mandatory/Optional: NA
10	General Details : Order No	Description: This field shows the order number of order because of which village was created. Validation: NA Mandatory/Optional: NA
11	General Details : Order Date	Description: This field shows the date on which the order was given. Example - 12/12/2011. Validation: NA Mandatory/Optional: NA
12	General Details: Effective Date	Description: This field shows the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example - 12/12/2011. Validation: NA Mandatory/Optional: NA
13	General Details: Gazette Publication Date	Description: This field shows the date on which the order was published. This date should be equal to or more than the order date. Example - 12/12/2011. Validation: NA Mandatory/Optional: NA

The **Village Detail** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to home page after viewing the village list.

Flow of Form

To view village detail, you need to follow the steps given below:

1. Click the **View** icon adjacent to the village name in the **View Villages** form. The **Village Detail** form is displayed on the screen.
2. After viewing the village details, click the **Close** button to return to the home page.

What happen when you click the View Government Order icon?

When you clicked the **View Government Order** icon then the government order details of the selected village will be appeared on the screen. In case, the government order is not uploaded then a message box with a message “**Government order not uploaded**” is displayed on the screen.

View Blocks

Brief Description

This form enables you to view Blocks of the selected district or all the districts. You can view Blocks by clicking the **View Blocks** link in the **Reports** section on the home page. On clicking this link, the **View Blocks** form is displayed on the screen. This form allows you to search the Blocks by using the **Search By Name** and **Search By Hierarchy** search parameters. On selecting any search parameter, its relative fields are displayed on the same form. In case, you select the **Search By Name** parameter then the **Block Code** and **Block Name (In English)** fields are visible on the screen. Similarly, if you select the **Search By Hierarchy** parameter then the **Select State** and **Select District** fields are visible on the screen. After specifying the search parameter, click the **Get** button then the list of Blocks is displayed on the screen as per the specification. Now, you can view the selected Block details and its government order details.

A screen shown in Fig. 5.30.1.1 displays a sample screen shot of the **View Blocks** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Blocks** form is shown in Fig. 5.30.1.1:

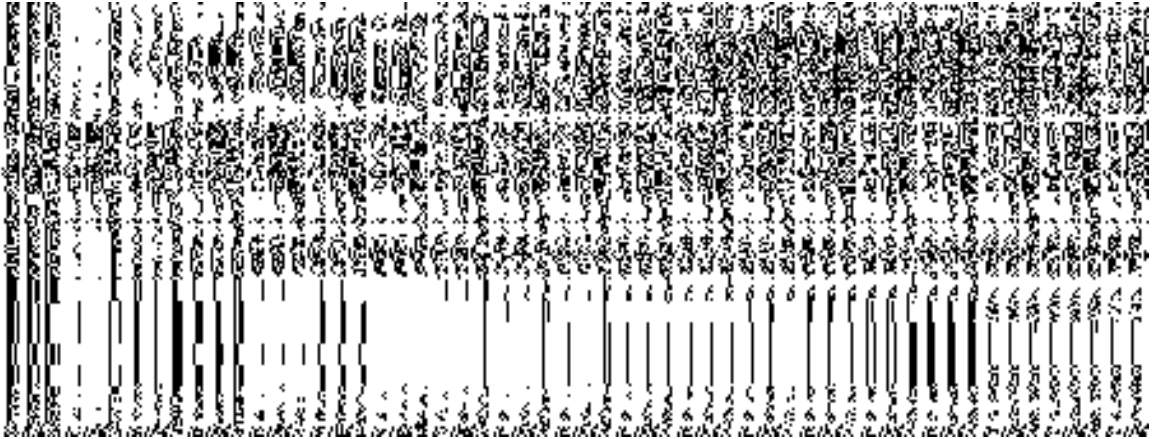


Fig 5.30.1.1

When you select the **Search By Name** radio button then a new fields are displayed. Now enter the search criteria i.e. in the **Block Code** or **Block Name (In English)** fields and enter the captcha text for verification in the **Enter CAPTCHA image code as shown above** field, and then click the **Get** button. To view entire list of Blocks directly enter the captcha text for verification in the **Enter CAPTCHA image code as shown above** field and click the **Get** button.

Fig 5.30.1.2

When you select the **Search By Hierarchy** radio button then a new panel is displayed. Now enter the search criteria i.e. in the **Select State, Select District** and enter the text for verification in the **Enter CAPTCHA image code as shown above** field, and then click the **Get**

button. To view entire list of Blocks directly enter the captcha text for verification in the **Enter CAPTCHA image code as shown above** field and click the **Get** button.

Fig 5.30.1.3

Pre-Condition

You should be on the home page. You can open the **View Blocks** form by clicking the option **Reports → View Blocks** is available on the home page.

The View Blocks form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Filter Options For View Blocks : Search By Name	<p>Description: This field enables you to view the sub district list by their name.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.</p>
2	Filter Options For View Block : Search By Hierarchy	<p>Description: This field enables you to view the Block list by selecting their state and district.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.</p>

3	Filter Options For View Blocks : No. of Records per page	<p>Description: This field enables you to search the Block, by their Code. Example- when you enter Block code –‘123’, then the Block whose code is 123 is displayed. This field is visible when you select search by name option.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Enter Search Criteria : Block Code	<p>Description: This field enables you to search the Block, by their Code. Example- when you enter Block code –‘123’, then the Block whose code is 123 is displayed. This field is visible when you select search by name option.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Enter Search Criteria : Block Name(In English)	<p>Description: This field enables you to search Block, by their district name in English. Example –When you enter the letter ‘d’, then all the d Block whose English name starts with ‘d’ will be listed. This field is visible when you select search by name option.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Select Search Criteria : Select State	<p>Description: This field enables you to select the state whose Block you want to view.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Select Search Criteria : Select District	<p>Description: This field enables you to select the district whose Block you want to view.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Enter CAPTCHA image code as shown above	<p>Description: This field is used to specify the captcha text which is same as given above.</p> <p>Validation: This field accepts the captcha text as given above.</p>

		Mandatory/Optional: It is a Mandatory field.
--	--	---

The **View Blocks** form contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of Blocks.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the Block list.

Flow of Form

To search Block, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports** → **View Blocks** is available on the home page. The **View Blocks** form is displayed on the screen.
3. Select the option to search Block by name or hierarchy by clicking the **Search By Name** or **Search By Hierarchy** radio button.
4. When you select the **Search By Name** option then specify the Block code or name in the **Block Name (In English)** and **Block Code** fields and also specify the captcha text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.
5. When you select the **Search By Hierarchy** radio button then select the state, district from the **Select State, Select District** drop down list and specify the captcha text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.
6. After specifying the details, click the **Get** button to get the Block details. The searched result displays on the same screen with the **View** and **View Government Order** icons.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please enter CAPTCHA in the given	This indicates that you did not enter the text given for	Enter the captcha for verification.

S. No.	Message	Reason	Expected Action
	field.	verification.	

What happens when you click on Get button?

Once you click the **Get** button after selecting search parameters, you will get the list of Blocks. Now you can view the selected Block details and also the government order details of the selected Block by using the **View** and **View Government Order** icons. If you want to view all the Blocks of your district or state then you have to select the **Search By Name** parameter. On selecting this parameter, its relative fields namely **Block Code** and **Block Name (In English)** are appeared on the screen. These fields are not necessary to fill. Without filling details in these fields, you need to specify the captcha text for verification in it field and click the **Get** button then the list of all Blocks is displayed on the screen.



Fig 5.30.1.4

What happens when you click view icon?

When you click **View** icon in front of any Block name, the **Block Detail** screen is displayed on the screen. This screen shows the general details, government order details and Map details of the selected Block. After viewing the selected Block details, click the **Close** button to close the details and will return to the home page.

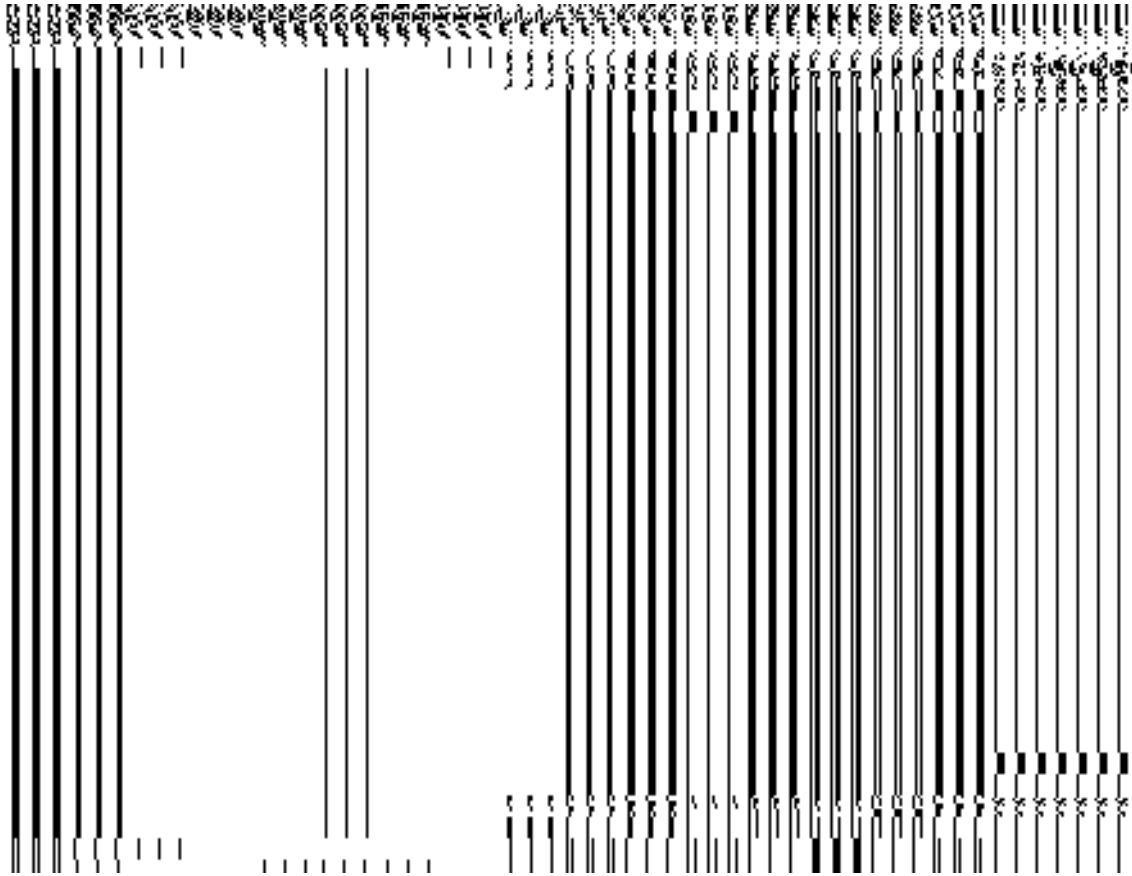


Fig 5.30.1.5

Pre-Condition

You should click on the **View** icon in front of the Block name to open the **Block Detail** screen.

The **Block Detail** page contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details : Block Code	Description: This field shows the Block code of selected Block. Validation: NA Mandatory/Optional: NA
2	General Details: Block Version	Description: This field shows the version of the Block. It tells how many times the sub district details have been modified. Validation: NA Mandatory/Optional: NA

3	General Details: Block Name (In English)	Description: This field shows the Block name in English. Validation: NA Mandatory/Optional: NA
4	General Details: Block Name (In Local)	Description: This field shows the Block name in local Language. Validation: NA Mandatory/Optional: NA
5	General Details: Alias of Block (In English)	Description: This field shows an alternative name of the Block in English. Validation: NA Mandatory/Optional: NA
6	General Details: Alias of Block (In Local)	Description: This field shows an alternative name of Block in local language. Validation: NA Mandatory/Optional: NA
7	General Details: State Specific Code	Description: This field shows the state specific code. Validation: NA Mandatory/Optional: NA
8	General Details: Order No	Description: This field shows an order number of order because of which Block was created. Validation: NA Mandatory/Optional: NA
11	General Details: Order Date	Description: This field shows the date on which the order was given. Example, 12/12/2011. Validation: NA Mandatory/Optional: NA

12	General Details: Effective Date	<p>Description: This field shows the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example, 12/12/2011.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
13	General Details: Gazette Publication Date	<p>Description: This field shows the date on which the order was published. This date should be equal to or more than the order date. Example, 12/12/2011.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Block Detail** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to home page after viewing the Block list.

Flow of Form

To view Block details, you need to follow the steps given below:

1. After getting the search result in the **View Blocks** form, click the **View** icon adjacent to the Block name. The **Block Detail** form is displayed on the screen.
2. After viewing Block details, click the **Close** button to return to the home page.

What happen when you click the View Government Order icon?

When you clicked the **View Government Order** icon then the government order details of the selected Block will be appeared on the screen. In case, the government order is not uploaded then a message box with a message "**Government order not uploaded**" is displayed on the screen.

View Block Wise Villages and ULBs

Brief Description

This form enables you to view Block wise villages and ULBs of the selected district and Block. You can view Block wise villages and ULBs by clicking the **View Block wise villages and ULBs** link in the **Reports** section on the home page. On clicking this link, the **View Block wise villages and ULBs** form is displayed on the screen. This form allows you to search the Block wise villages and ULBs filtering by State, District and Block. After specifying the search parameter, click the **Get** button then the list of Block wise villages and ULBs is displayed on the screen as per the specification. Now, you can view the selected Entity (Village or ULB) details and its government order details.

A screen shown in Fig. 5.31.1.1 displays a sample screen shot of the **View Block wise villages and ULBs** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Block wise villages and ULBs** form is shown in Fig. 5.31.1.1:

Fig 5.31.1.1

Pre-Condition

You should be on the home page. You can open the **View Block wise villages and ULBs** form by clicking the option **Reports → View Block wise villages and ULBs** is available on the home page.

The View Block wise villages and ULBs form contains following fields as indicated below:

S.No	Field Name	Explanation
1	Select Search Criteria : Select State	Description: This field enables you to select the state in which Block you want to view Block wise villages and ULBs. Validation: NA Mandatory/Optional: It is a Mandatory field.
2	Select Search Criteria : Select District	Description: This field enables you to select the district in which Block you want to view Block wise villages and ULBs. Validation: NA Mandatory/Optional: It is a Mandatory field.
	Select Search Criteria : Select Block	Description: This field enables you to select the Block in which you want to view Block wise villages and ULBs. Validation: NA Mandatory/Optional: It is a Mandatory field
3	Enter CAPTCHA image code as shown above	Description: This field is used to specify the captcha text which is same as given above. Validation: This field accepts the captcha text as given above. Mandatory/Optional: It is a Mandatory field.

The **View Blocks** form contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of view Block wise villages and ULBs.
- **Clear button:** This button allows you to clear the text entered in search field.
- **Close button:** This button allows you to return to home page without viewing the Block wise villages and ULBs.

Flow of Form

To search view Block wise villages and ULBs, you need to follow the steps given below:

1. You should be on the home page.

2. Click the option **Reports** → **View Block wise villages and ULBs** is available on the home page. The **View Block wise villages and ULBs** form is displayed on the screen.
3. Select a State, Select a District, Select a Block and also specify the captcha text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.
4. After specifying the details, click the **Get** button to get the Block wise village and ULB details. The searched result displays on the same screen with the **View** and **View Government Order** icons.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please Select State	This indicates that you did not select a State.	Select a State.
2	Please Select District	This indicates that you did not select a District.	Select a District.
3	Please Select Block	This indicates that you did not select Block	Select a Block.
4	Please enter CAPTCHA in the given field.	This indicates that you did not enter the text given for verification.	Enter the captcha for verification.

What happens when you click on Get button?

*Once you click the **Get** button after selecting search parameters, you will get the list of Block wise Villages and ULBs. Now you can view the selected Entity (Village or ULB) details and also the government order details of the selected Entity (Village or ULB) by using the **View** and **View Government Order** icons.*

Block Wise Villages or ULB of Block ADILABAD District ADILABAD (ANDHRA PRADESH)						
Sl. No.	Entity	Entity Code	Entity Name (In English)	Entity Name (In Local Language)	Action	
					View	View Government Order
1	Village	569005	Ankapoor			
2	Village	569001	Aniki			
3	Village	569993	Anukunta			
4	Village	569987	Ari (Buzurg)			
5	Village	569006	Asodathuri			
6	Village	569994	Balasaigraon			
7	Village	569009	Beluri			
8	Village	569982	Bheemari			
9	Village	569999	Boreur			
10	Village	569983	Chanda			
11	Village	569016	Chichaduri			
12	Village	569004	Chinchughat			
13	Village	569976	Dinna			
14	Village	569984	Ganeshpur			

Fig 5.31.1.2

What happens when you click view icon?

When you click **View** icon in front of any Entity (Village or ULB) name, the **Entity (Village or ULB) Detail** screen is displayed on the screen. This screen shows the general details, government order details and Map details of the selected Entity (Village or ULB). After viewing the selected Entity (Village or ULB) details, click the **Close** button to close the details and will return to the home page.

Village Detail

General Details

Village Code	669006
Village Version	1
Village Name(In English)	Ankapoor
Village Name(In Local)	
Alias(In English)	
Alias(In Local)	
Census 2001 Code	00006100
Census 2011 Code	669006
State Specific Code	

Fig 5.31.1.3

Pre-Condition

You should click on the **View** icon in front of the Entity (Village or ULB) name to open the **Entity (Village or ULB) Detail** screen.

The Entity (Village or ULB) Detail page contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details : Entity (Village or ULB) Code	Description: This field shows the Entity (Village or ULB) code of selected Entity (Village or ULB). Validation: NA Mandatory/Optional: NA
2	General Details: Entity (Village or ULB) Version	Description: This field shows the version of the Entity (Village or ULB). It tells how many times the sub district details have been modified. Validation: NA Mandatory/Optional: NA
3	General Details: Entity (Village or ULB) Name (In English)	Description: This field shows the Entity (Village or ULB) name in English. Validation: NA Mandatory/Optional: NA
4	General Details: Entity (Village or ULB) Name (In Local)	Description: This field shows the Entity (Village or ULB) name in local Language. Validation: NA Mandatory/Optional: NA
5	General Details: Alias of Entity (Village or ULB) (In English)	Description: This field shows an alternative name of the Entity (Village or ULB) in English. Validation: NA Mandatory/Optional: NA
6	General Details: Alias of Entity	Description: This field shows an alternative name of Entity (Village or ULB) in local language.

	(Village or ULB) (In Local)	Validation: NA Mandatory/Optional: NA
7	General Details: State Specific Code	Description: This field shows the state specific code. Validation: NA Mandatory/Optional: NA
8	General Details: Census 2001 Code	Description: This field shows the Census 2001 Code only for Village Entity Validation: NA Mandatory/Optional: NA
9	General Details: Census 2011 Code	Description: This field shows the Census 2011 Code only for Village Entity Validation: NA Mandatory/Optional: NA
10	General Details: Order No	Description: This field shows an order number of order because of which Entity (Village or ULB) was created. Validation: NA Mandatory/Optional: NA
11	General Details: Order Date	Description: This field shows the date on which the order was given. Example, 12/12/2011. Validation: NA Mandatory/Optional: NA
12	General Details: Effective Date	Description: This field shows the date on which the order was made effective. The system by default takes the order date as the effective date, but you can edit the effective date in case it is not same as order date. Example, 12/12/2011. Validation: NA

		Mandatory/Optional: NA
13	General Details: Gazette Publication Date	Description: This field shows the date on which the order was published. This date should be equal to or more than the order date. Example, 12/12/2011. Validation: NA Mandatory/Optional: NA

The **Entity (Village or ULB) Detail** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to home page after viewing the Entity (Village or ULB) list.

Flow of Form

To view Entity (Village or ULB) details, you need to follow the steps given below:

1. After getting the search result in the **View Blockwise Villages and ULBs** form, click the **View** icon adjacent to the Entity (Village or ULB) name. **The Entity (Village or ULB) Detail** form is displayed on the screen.
2. After viewing Entity (Village or ULB) details, click the **Close** button to return to the home page.

What happen when you click the View Government Order icon?

When you clicked the **View Government Order** icon then the government order details of the selected Entity (Village or ULB) will be appeared on the screen. In case, the government order is not uploaded then a message box with a message “**Government order not uploaded**” is displayed on the screen.

View Local Bodies

Brief Description

This form enables you to view the existing local bodies of all the states or the selected state. You can view local government bodies by clicking the **View Local Bodies** link in the **Reports** section on the home page. On clicking this link, the **View Local Bodies** form is displayed on the screen. This form allows you to search the local bodies by using the **Search By Name/Code** and **Search By Hierarchy** search parameters. On selecting any search

parameters, its relative fields are displayed on the same form. In case, you select the **Search By Name/Code** parameter then the **Local Body Code** and **Local Body Name (In English)** fields are visible on the screen. Similarly, if you select the **Search By Hierarchy** parameter then the **Select State** and **Select Local Body** fields are visible on the screen. After specifying the search parameters, click the **Get** button then the list of local bodies is displayed on the screen as per the specification. Now, you can view the selected local body details and its government order details.

A screen shown in Fig. 5.24.6.1 display's a sample screen shot of the **View Local Bodies** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Local Bodies** form is shown in Fig. 5.24.6.1:

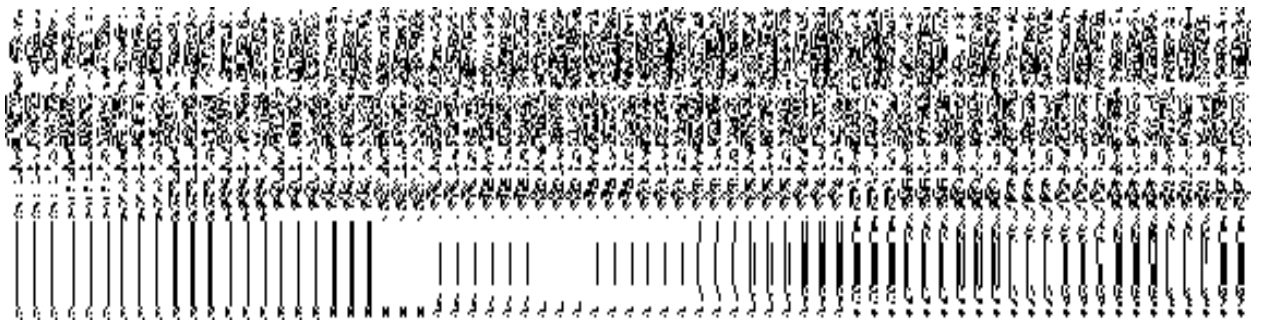


Fig 5.24.6.1

When you select the **Search By Name/Code** radio button then new fields namely **Local Body Code** and **Local Body Name (In English)** and **Enter CAPTCHA image code** as shown above fields are displayed on the screen.

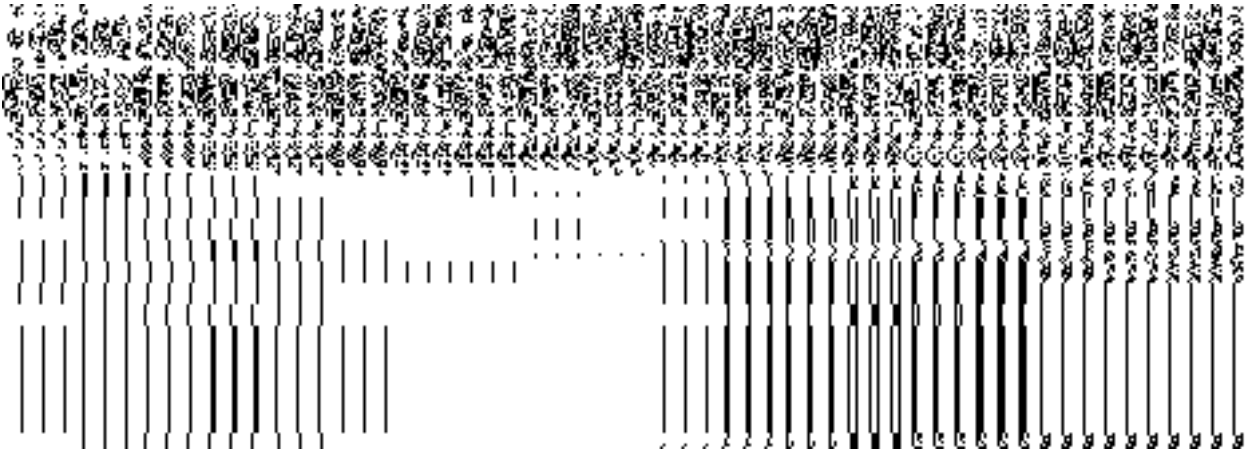


Fig 5.24.3.2

When you select the **Search By Hierarchy** radio button then a new fields namely **Select State, Select Local Body** and **Enter CAPTCHA image code as shown above** are displayed on the screen.

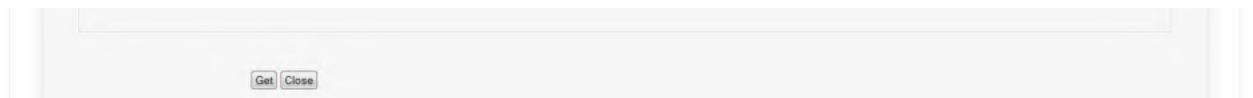


Fig 5.24.3.3

Pre-Condition

You should be on the home page. You can open the **View Local Bodies** form by clicking the option **Reports** → **View Local Bodies** is available on the home page.

The **View Local Bodies** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Filter Options For View District : Search By Name/Code	<p>Description: This field enables you to view the local bodies list by their name or code.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.</p>
2	Filter Options For View District :	<p>Description: This field enables you to view the local bodies list by selecting state and local body.</p>

	Search By Hierarchy	<p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field but selecting one option is Mandatory.</p>
3	Enter Search Criteria : Local Bodies Code	<p>Description: This field enables you to search the local body, by their code. Example, when you enter local body code as '123', then the local body whose code is 123 is displayed. This field is visible when you select Search By Name option.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
4	Enter Search Criteria : Local Bodies Name(In English)	<p>Description: This field enables you to search local body, by their local body name in English.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
5	Select Search Criteria : Select State	<p>Description: This field enables you to select the state whose local bodies you want to view.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
6	Select Search Criteria : Select Local Body	<p>Description: This field enables you to select the local body type whose local bodies you want to view in the particular state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
7	Enter CAPTCHA image code as shown above	<p>Description: This field is used to specify the captcha word which is same as given above.</p> <p>Validation: This field accepts the same word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **View Local Bodies** form contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of local bodies.
- **Clear button:** This button allows you to clear the text entered in search fields.
- **Close button:** This button allows you to return to the home page without viewing the local bodies list.

Flow of Form

To search local bodies, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports** → **View Local Bodies** is available on the home page. The **View Local Bodies** form is displayed on the screen.
3. Select the option to search local bodies by name or hierarchy by clicking the **Search By Name** or **Search By Hierarchy** radio button.
4. When you select the **Search By Name/Code** radio button then specify the local body code or name in the **Local Body Name (In English)** and **Local Body Code** fields and also specify the captcha text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.
5. When you select the **Search By Hierarchy** radio button then select the state and local body type from the **Select State** and **Select Local Body** drop down list boxes. In addition, specify the text shown in image for verification in the **Enter CAPTCHA image code as shown above** field.
6. After specifying the details, click the **Get** button to get the local bodies details. The searched result displays on the same screen with the **View** and **View Government Order** icons.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1.	Please enter CAPTCHA in the given field.	This indicates that you did not enter the text given for verification.	Click the OK button to resume and specify the captcha for verification.
2.	Please select the state and local body type whose local bodies you want to view.	This indicates that you didn't select the state and local body type in the Select State and Select Local Body drop down lists as this field is mandatory.	Click the OK button to resume and select the state and local body type whose local bodies you want to view.

What happens when you click on Get button?

Once you click the **Get** button after selecting search parameters, you will get the list of local bodies. Now you can view the selected local body details and also the government order details of the selected local body by using the **View** and **View Government Order** icons. If you want to view all the local bodies of your state then you have to select the **Search By Name/Code** parameter. On selecting this parameter, its relative's fields namely **Local Body Code** and **Local Body Name (In English)** are appeared on the screen. These fields are not necessary to fill. Without filling details in these fields, you need to specify the captcha text for verification in it field and click the **Get** button then the list of all local bodies is displayed on the screen.

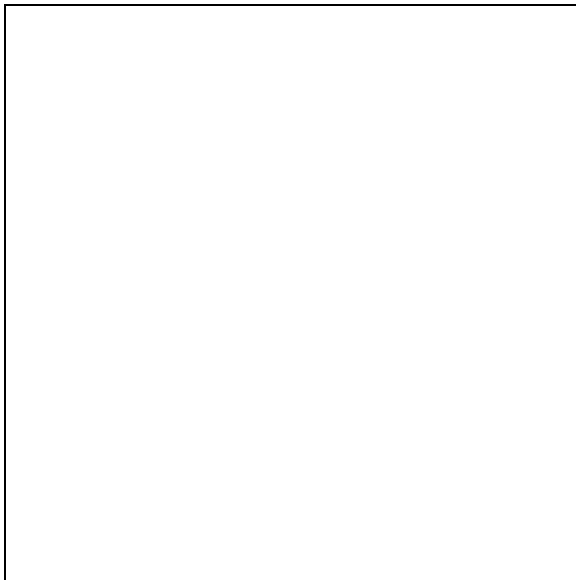


Fig 5.24.6.4

What happens when you click View icon?

When you click **View** icon in front of any local body name, the **Local Body Detail** screen is displayed on the screen. This screen shows the general details, government order details and Map details of the selected local body. After viewing the selected local body details, click the **Close** button to close the details and will return to the home page.



Fig 5.24.3.5

Pre-Condition

You should click on the **View** icon in front of the local body name to open the **Local Body Detail** screen.

The **Local Body Detail** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	General Details : Local Body Code	Description: This field shows the local body code of selected local body. Validation: NA Mandatory/Optional: NA
2	General Details : Local Body Version	Description: This field shows version of the local body. It tells how many times the local body details have been modified. Validation: NA Mandatory/Optional: NA
3	General Details : Name of New Local Body (In English)	Description: This field shows the local body name in English. Validation: NA Mandatory/Optional: NA
4	General Details : Name of New Local Body (In Local Language)	Description: This field shows the local body name in local language. Validation: NA Mandatory/Optional: NA

5	General Details : Alias of the Local Body (In English)	Description: This field shows alternative name of the local body in English. Validation: NA Mandatory/Optional: NA
6	General Details : Alias of the Local Body (In Local Language)	Description: This field shows alternative name of local body in local language. Validation: NA Mandatory/Optional: NA
7	General Details : Headquarter	Description: This field shows the head quarter of the selected local body. Validation: NA Mandatory/Optional: NA
8	General Details : State Specific Code	Description: This field shows specifies the state specific code. Validation: NA Mandatory/Optional: NA
9	General Details : Order No	Description: This field shows order number of the selected local body. Validation: NA Mandatory/Optional: NA
10	General Details : Order Date	Description: This field shows the date on which the order was given. Validation: NA Mandatory/Optional: NA
11	General Details : Effective Date	Description: This field shows the date on which the order was made effective. Validation: NA Mandatory/Optional: NA
12	General Details : Gazette	Description: This field shows the date on which the order was published.

	Publication Date	Validation: NA Mandatory/Optional: NA
13	View Map	Description: This field shows the uploaded Map details, such as file name, file type, and file size, if any. Validation: NA Mandatory/Optional: NA

The **Local Body Detail** form contains the following button as indicated below:

- **Close button:** This button allows you to return to the home page after viewing the local body details.

Flow of Form

To view the selected local body detail, you need to follow the steps given below:

1. After getting the search result in the **View Local Bodies** form, click the **View** icon in front of the selected local body name. The **Local Body Detail** form is displayed on the screen.
2. After viewing local body details, click the **Close** button to return to the home page.

What happen when you click the View Government Order icon?

When you clicked the **View Government Order** icon then the government order details of the selected local body will be appeared on the screen. In case, the government order is not uploaded then a message box with a message “**Government order not uploaded**” is displayed on the screen.

View Wards

Brief Description

This form enables you to view the existing wards of the selected state and local body type. You can view wards detail by clicking the **View Wards** link in the **Reports** section on the home page. On clicking this link, the **View Wards** form is displayed on the screen. This form has two search parameters namely the **Select State and Select Local Body Type**, according

to which you can search the wards list. After selecting these parameters, the **Get** button gets activated. On clicking the **Get** button, the list of wards is displayed on the screen.

A screen shown in Fig. 5.24.7.1 display's a sample screen shot of the **View Wards** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **View Wards** form is shown in Fig. 5.24.7.1:

Fig 5.24.7.1

Pre-Condition

You should be on the home page. You can open the **View Wards** form by clicking the option **Reports → View Wards** is available on the home page.

The View Wards form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Type of Local Body: Select State	<p>Description: This field is used to select the state whose wards list you want to view.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Type of Local Body: Select Local Body Type	<p>Description: This field is used to select the local body type. This field consists of the local bodies which are operational in the selected state. For example, you have selected Uttar Pradesh in the Select State field then the Select Local Body Type field has the local body types that are operational in your state, such as Hill District Council, District Panchayat, Town Panchayat, etc. When you select any of the local body type in the Select Local Body Type field then its relative fields are displayed in the same screen.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **View Wards** form contains the following buttons as indicated below:

- **Get button:** This button allows you to view the list of wards.
- **Close button:** This button allows you to return to the home page.

Flow of Form

To view wards detail, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports** → **View Wards** is available on the home page. The **View Wards** form is displayed on the screen.
3. Select the state whose ward list you want to view from the **Select State** field.
4. On selecting the state, the list of local body types which are operational in the selected state, are listed in the **Select Local Body Type** drop down list. Select the desired local body type from the **Select Local Body Type** drop down list. The relative fields of the selected local body type are displayed on the screen. Select the local body hierarchy from the given drop down menu.
5. After making all the selections, click the **Get** button to get the list of wards in the selected state.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select the state.	This indicates that you did not select the state name.	Click the OK button to resume and select the state name.
2	Please select the local body type.	This indicates that you didn't select the local body type from the given option.	Click the OK button to resume and select the local body type.

What happens when you click on Get button?

Once you click the **Get** button after selecting search parameters, you will get the list of wards in the selected state and local body type in the same screen.

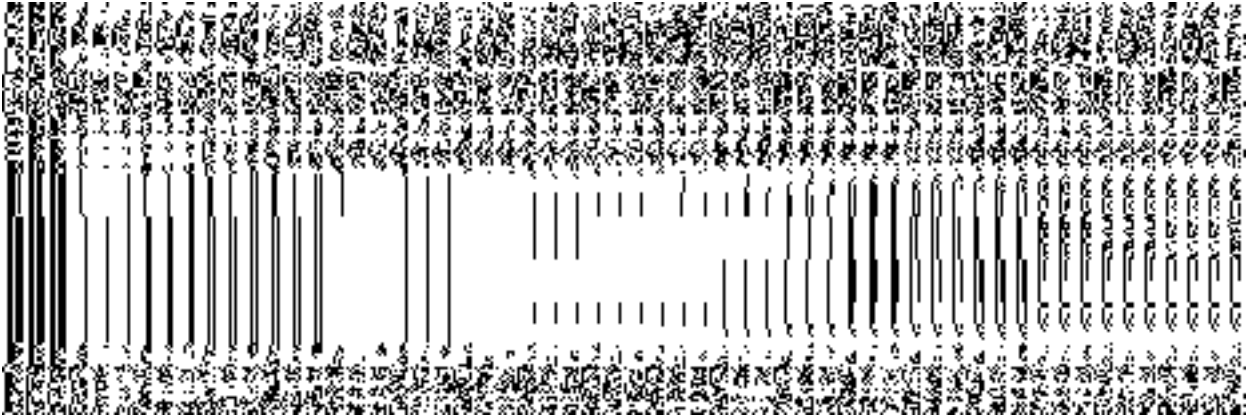


Fig 5.24.7.2

Consolidate Report of Local Bodies

Brief Description

This report enables you to view the consolidated report of all the local bodies, such as panchayat, traditional, and urban local government bodies of all the states in India. You can view the consolidate report of all local bodies by clicking the Consolidate Report of Local Body option in the Reports section. On clicking this option, the Consolidated Report form is displayed on the screen with Captcha field, Get Report and Close action buttons.

A screen shown in Fig. 5.24.8.1 display's a sample screen shot of the **Consolidated Report**.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Consolidated Report** is shown in Fig. 5.24.8.1:

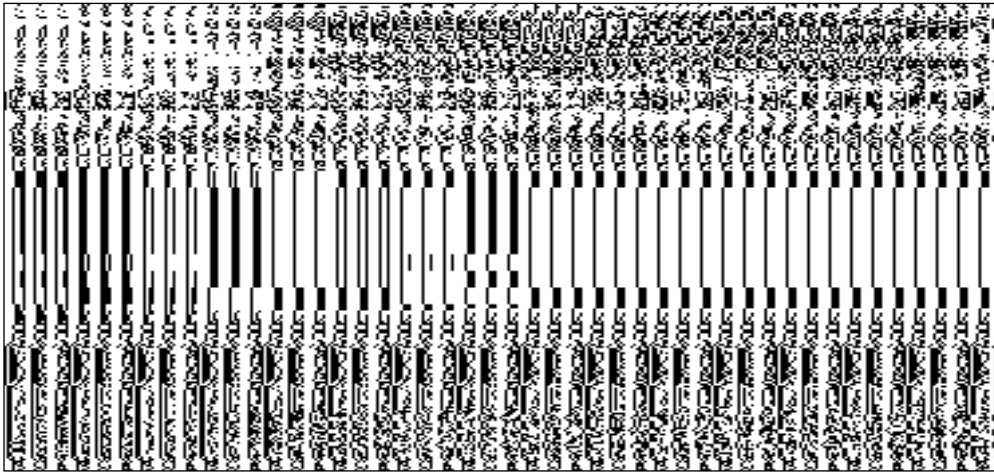


Fig 5.24.8.1

Pre-Condition

You should be on the home page. The option **Reports** → **Consolidate Report of Local Bodies** is available on home page.

The **Consolidated Report** contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Enter text as shown in this image	<p>Description: This field is used to specify the captcha text which is same as given above in the image.</p> <p>Validation: This field contains the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Consolidated Report** contains the following buttons as indicated below:

- **Get Report button:** This button allows you to generate the consolidated report of all local bodies.
- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate consolidate report of local bodies; you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports**→ **Consolidate Report of Local Bodies** is available on the home page. The **Consolidated Report** is displayed on the screen.
3. Specify the captcha text for verification in the **Enter text as shown in this image** field.
4. Click the **Get Report** button to generate a report.

What happens when you click the Get Report button?

When you click the **Get Report** button, the consolidate report of all local bodies is generated. This report consists of the state name and different local bodies, such as Rural Local Body(which consists of panchayat, traditional) and Urban Local Bodies. These Rural local bodies are further categorized into various levels i.e. District Level,Intermediate level and Village Level. This report shows the total number of local bodies in front of each state. The total number of local bodies is shown in number format in front of each state and these local bodies numbers are linked with the further details about these local bodies. The **Consolidated Report** is shown in Fig. 5.24.8.2:

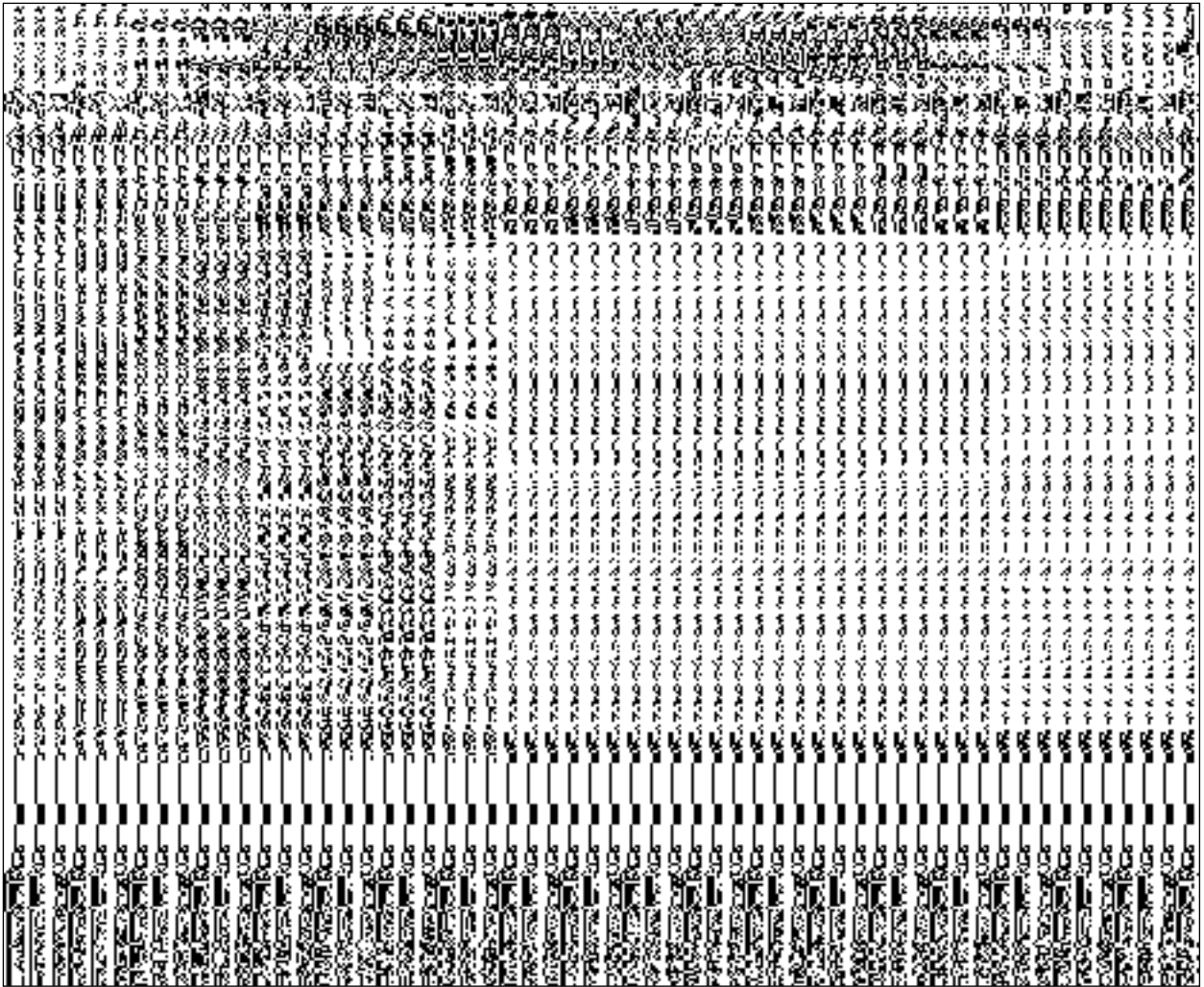


Fig. 5.24.8.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	The CAPTCHA image code was entered incorrectly. Enter the text shown above..	This indicates that you did not enter the captcha text given for verification.	Enter the captcha text for verification.

Consolidate Report of Panchayat

Brief Description

This report enables you to view the consolidated report of all panchayat local bodies, such as district panchayat, intermediate panchayat and village panchayat. You can view the consolidate report of all panchayat local bodies by clicking the **Consolidate Report of Panchayat** option in the **Reports** section. On clicking this option, the **Consolidated Report of Panchayat** form is displayed on the screen. This form shows the list of states and the panchayat local bodies which are operation in your state.

A screen shown in Fig. 5.24.9.1 display's a sample screen shot of the **Consolidated Report of Panchayat** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Consolidated Report of Panchayat** form is shown in Fig. 5.24.9.1:

Fig 5.24.9.1

Pre-Condition

You should be on the home page. You can open the **Consolidated Report of Panchayat** form by clicking the option **Reports → Consolidate Report of Panchayat** is available on home page.

The Consolidated Report contains the following fields as indicated below:

S.No	Field Name	Explanation
1	State Name	<p>Description: This field shows the list of states in which the panchayat local bodies are operational.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	District Panchayat	<p>Description: This field shows the total number of district panchayat is available in each state.</p> <p>Validation: NA</p>

		Mandatory/Optional: NA
3	Intermediate Panchayat	<p>Description: This field shows the total number of intermediate panchayat is available in each state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
4	Village Panchayat	<p>Description: This field shows the total number of village panchayat is available in each state.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Consolidated Report of Panchayat** form contains the following buttons as indicated below:

- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate consolidate report of panchayat local bodies; you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports** → **Consolidate Report of Panchayat** is available on the home page. The **Consolidated Report of Panchayat** form is displayed on the screen. This form shows the complete detail about the panchayat local body in each state.
3. Click the **Close** button to close the report.

Consolidate Report on Land Region Entities

Brief Description

This report enables you to view the consolidated report on all the land region entities, such as state, district, sub district, and villages. This report shows the total districts, sub districts, villages, census 2001 code, and census 2011 code of each state. You can open the

consolidated report of all land region entities by clicking the **Consolidate Report on Land Region Entities** option in the **Reports** section. The **Consolidated Report on Land Region Entities** is displayed on the screen. To view the report, enter the Captcha text in the Captcha field and click the **Get Report** button.

A screen shown in Fig. 5.24.10.1 display's a sample screen shot of the **Consolidated Report on Land Region Entities**.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Consolidated Report on Land Region Entities** is shown in Fig. 5.24.10.1:

Fig 5.24.10.1

Pre-Condition

You should be on the home page. You can open the **Consolidated Report on Land Region Entities** by clicking the option **Reports**→ **Consolidate Report on Land Region Entities** is available on home page.

The Consolidated Report on Land Region Entities contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Enter text as shown in this image	<p>Description: This field is used to specify the captcha text which is same as given above in the image.</p> <p>Validation: This field contains the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Consolidated Report on Land Region Entities** contains the following buttons as indicated below:

- **Get Report button:** This button allows you to generate the consolidated report of all land region entities.
- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate consolidate report of land region entities; you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports**→ **Consolidate Report on Land Region Entities** is available on the home page. The **Consolidated Report on Land Region Entities** is displayed on the screen.
3. Specify the captcha text for verification in the **Enter text as shown in this image** field.
4. Click the **Get Report** button to generate a report.

What happens when you click the Get Report button?

When you click the **Get Report** button, the consolidate report on land region entities is generated. This report consists of the state name and total number of districts, sub districts, and villages in each state. In this report, you can also see some fields show links in which when you click on these links, you are redirected for further details. The **Consolidated Report on Land Region Entities** is shown in Fig. 5.24.10.2:

Fig. 5.24.10.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha text for verification.

Report on District wise village and Mapped Gram Panchayats

Brief Description

This report enables you to view the district wise villages and their mapped gram panchayats details. You can view this report by clicking the **Report on District wise villages and Mapped Gram Panchayats** link in the **Reports** section. The **Report on District wise villages and Mapped Gram Panchayats** form is displayed on the screen. This form consists of the **Select State, Select District**, and Captcha fields according to which the report is generated. After specifying the parameters, click the **Get Report** button to generate the report.

A screen shown in Fig. 5.24.11.1 display's a sample screen shot of the **Report on District wise villages and Mapped Gram Panchayats** form.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Report on District wise villages and Mapped Gram Panchayats** form is shown in Fig. 5.24.11.1:

Fig 5.24.11.1

Pre-Condition

You should be on the home page. You can open the **Report on District wise villages and Mapped Gram Panchayats** form by clicking the option **Reports** → **Report on District wise villages and Mapped Gram Panchayats** is available on home page.

The **Report on District wise villages and Mapped Gram Panchayats** form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Select State	<p>Description: This field is used to select the state name whose district wise villages details and mapped gram panchayats you want to view.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Select District	<p>Description: This field is used to select the districts whose gram panchayats details you want to view.</p>

		<p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Enter text as shown in this image	<p>Description: This field is used to specify the captcha text which is same as given above in the image.</p> <p>Validation: This field contains the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Report on District wise villages and Mapped Gram Panchayats** form contains the following buttons as indicated below:

- **Get Report button:** This button allows you to generate report on district wise villages and their mapped gram panchayats.
- **Close button:** This button allows you to return to the home page.


Flow of Form

To generate report on district wise villages and their mapped gram panchayats, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports**→ **Report on District wise villages and Mapped Gram Panchayats** is available on the home page. The **Report on District wise villages and Mapped Gram Panchayats** form is displayed on the screen.
3. Select the state name from the **Select State** list box whose details you want to view.
4. Select the district name from the **Select District** list box whose details you want to view.
5. Specify the captcha text for verification in the **Enter text as shown in this image** field.
6. Click the **Get Report** button to generate a report.

What happens when you click the Get Report button?

When you click the **Get Report** button, the Report on District wise village and Mapped Gram Panchayats is generated. This report consists of the list of sub districts, village code, village name and also the gram panchayats in the selected state and district. You have an option to

print the report by clicking on the  link. The **Report on District wise villages and Mapped Gram Panchayats** is shown in Fig. 5.24.11.2:

Close

Fig. 5.24.11.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select state.	This indicates that you did not select the state from the list.	Select the state from the list box.
2	Please select district from list.	This indicates that you did not select the district from the list.	Select the district from the list box.
3	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

Report on District wise Blocks and Mapped Gram Panchayats

Brief Description

This report enables you to view the district wise Blocks and their mapped gram panchayats and village details. You can view this report by clicking the **Report on District wise Blocks and Mapped Gram Panchayats** link in the **Reports** section. The **Report on District wise Blocks and Mapped Gram Panchayats** form is displayed on the screen. This form consists of the **Select State**, **Select District**, and **Captcha** fields according to which the report is generated. After specifying the parameters, click the **Get Report** button to generate the report.

A screen shown in Fig. 5.24.12.1 displays a sample screen shot of the **Report on District wise Blocks and Mapped Gram Panchayats** form.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Report on District wise Blocks and Mapped Gram Panchayats** form is shown in Fig. 5.24.12.1:

Fig 5.24.12.1

Pre-Condition

You should be on the home page. You can open the **Report on District wise Blocks and Mapped Gram Panchayats** form by clicking the option **Reports**→ **Report on District wise Blocks and Mapped Gram Panchayats** is available on home page.

The **Report on District wise Blocks and Mapped Gram Panchayats** form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Select State	Description: This field is used to select the state name whose district wise Blocks details and mapped gram panchayats you want to view. Validation: NA

		Mandatory/Optional: It is a Mandatory field.
2	Select District	<p>Description: This field is used to select the districts whose Blocks and gram panchayats details you want to view.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Enter text as shown in this image	<p>Description: This field is used to specify the captcha text which is same as given above in the image.</p> <p>Validation: This field contains the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **Report on District wise Blocks and Mapped Gram Panchayats** form contains the following buttons as indicated below:

- **Get Report button:** This button allows you to generate report on district wise Blocks and their mapped gram panchayats.
- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate report on district wise Blocks and their mapped gram panchayats, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports** → **Report on District wise Blocks and Mapped Gram Panchayats** is available on the home page. The **Report on District wise Blocks and Mapped Gram Panchayats** form is displayed on the screen.
3. Select the state name from the **Select State** list box whose details you want to view.
4. Select the district name from the **Select District** list box whose details you want to view.
5. Specify the captcha text for verification in the **Enter text as shown in this image** field.
6. Click the **Get Report** button to generate a report.

What happens when you click the Get Report button?


When you click the **Get Report** button, the Report on District wise Blocks and Mapped Gram Panchayats is generated. This report displays the details of District Code, District Name, Block code, Block Name, village code, village name, gram panchayat code and gram panchayat name in tabular format in the selected state and district. You have an option to print the report by clicking on the  link. The **Report on District wise Blocks and Mapped Gram Panchayats** is shown in Fig. 5.24.12.2:

Fig. 5.24.12.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select state.	This indicates that you did not select the state from the list.	Select the state from the list box.
2	Please select district from list.	This indicates that you did not select the district from the list.	Select the district from the list box.
3	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

Report on State wise Panchayat Setup

Brief Description

This report enables you to view the State wise Panchayat Setup You can view this report by clicking the **Report on State wise Panchayat Setup** link in the **Reports** section. The **Report on State wise Panchayat Setup** form is displayed on the screen. This form consists of the Captcha fields according to which the report is generated. After specifying the parameters, click the **Get Report** button to generate the report.

A screen shown in Fig. 5.24.15.1 displays a sample screen shot of the **Report on State wise Panchayat Setup** form.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Report on State wise Panchayat Setup** form is shown in Fig. 5.24.15.1:

Fig 5.24.15.1

Pre-Condition

You should be on the home page. You can open the **Report on State wise Panchayat Setup** form by clicking the option **Reports**→ **R Report on State wise Panchayat Setup** is available on home page.

The **Report on Report on State wise Panchayat Setup** form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Enter text as shown in this image	Description: This field is used to specify the captcha text which is same as given above in the image. Validation: This field contains the similar word as given above. Mandatory/Optional: It is a Mandatory field.

The **Report on Report on State wise Panchayat Setup** form contains the following buttons as indicated below:

- **Get Report button:** This button allows you to generate report on Report on State wise Panchayat Setup.
- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate report on Report on State wise Panchayat Setup, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports** → **Report on State wise Panchayat Setup** is available on the home page. The **Report on State wise Panchayat Setup** form is displayed on the screen.
3. Specify the captcha text for verification in the **Enter text as shown in this image** field.
4. Click the **Get Report** button to generate a report.

What happens when you click the Get Report button?


When you click the **Get Report** button, the **Report on State wise Panchayat Setup** is generated. This report displays the details of State Name, District Panchayat Name, Intermediate Panchayat Name, and Village Panchayat Name in tabular format. You have an option to print the report by clicking on the  link. The **Report on State wise Panchayat Setup** is shown in Fig. 5.24.15.2:

Fig. 5.24.15.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
--------	---------	--------	-----------------

S. No.	Message	Reason	Expected Action
1	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

Report on State wise Unmapped Villages

Brief Description

This report enables you to view the State wise Unmapped Villages You can view this report by clicking the **State wise Unmapped Villages** link in the **Reports** section. The **State wise Unmapped Villages** form is displayed on the screen. This form consists of the Select State and Captcha fields according to which the report is generated. After specifying the parameters, click the **Get Report** button to generate the report.

A screen shown in Fig. 5.24.16.1 displays a sample screen shot of the **State wise Unmapped Villages** form.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **State wise Unmapped Villages** form is shown in Fig. 5.24.16.1:

Fig 5.24.15.1

Pre-Condition

You should be on the home page. You can open the **State wise Unmapped Villages** form by clicking the option **Reports** → **State wise Unmapped Villages** is available on home page.

The **Report on State wise Unmapped Villages** form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Select State	Description: This field is used to specify the State in which you want to view

		<p>Unmapped villages.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Enter text as shown in this image	<p>Description: This field is used to specify the captcha text which is same as given above in the image.</p> <p>Validation: This field contains the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The **State wise Unmapped Villages** form contains the following buttons as indicated below:

- **Get Report button:** This button allows you to generate report on **State wise Unmapped Villages**.
- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate report on **State wise Unmapped Villages**, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Reports**→ **State wise Unmapped Villages** is available on the home page. The **State wise Unmapped Villages** form is displayed on the screen.
3. Select a State from the display list of States.
4. Specify the captcha text for verification in the **Enter text as shown in this image** field.
5. Click the **Get Report** button to generate a report.

What happens when you click the Get Report button?

When you click the **Get Report** button, the **State wise Unmapped Villages** is generated. This report displays the details of District Code, District Name (In English), Sub District Code, Sub District name (In English), Village Code, Village Name (In English) and Village Status in tabular


format. You have an option to print the report by clicking on the  link. The **State wise Unmapped Villages** is shown in Fig. 5.24.16.2:

Fig. 5.24.16.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select State	This indicates that you did not select a State.	Select a State.
2	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

State wise GP to Village Mapping Status

Brief Description

This report enables you to view the State wise details of Number and Percentage of Mapped Villages out-of total number of villages in the State. To access mentioned report click on link – State wise GP to Village Mapping Status in the Reports section on the home page of the application. Enter Captcha details and click on **Get Report** button to generate State wise mapped villages details.

A screen shown in Fig. 5.24.17.1 displays a sample screen shot of the **State wise Unmapped Villages** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

Pre-Condition

You should be on the home page. Now to access the report, click on link – State Wise GP to Village Mapping Status available in Report section on the home page of the application.

The Report on “State Wise GP to Village Mapping Status” form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Enter text as shown in this image	<p>Description: This field is used to specify the captcha text which is same as given above in the image.</p> <p>Validation: This field contains the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The “State Wise GP to Village Mapping Status” form contains the following buttons as indicated below:

- **Get Report button:** This button allows you to generate report on **State wise Unmapped Villages**.
- **Clear Button:** This button allows you to clear details from entire fields in the form
- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate report on “State Wise GP to Village Mapping Status”, you need to follow the steps given below:

1. Click on link “State Wise GP to Village Mapping Status” in the Reports section on the home page of the application.

2. Enter captcha text for verification in the **Enter text as shown in this image** field.
3. Click the **Get Report** button to generate a report.

What happens when you click the Get Report button?

When you click the **Get Report** button, the **State wise Mapped Villages** is generated. This report displays the details of State, No. of Villages, No. of Village Mapped and Percentage Mapped Village in tabular format. You have an option to print the report by clicking on the



The “**State Wise GP to Village Mapping Status**” is shown in Fig. 5.24.17.2:

S No	State	No Of Villages	No. of Village Mapped	Percentage Mapped Village
1	ANDAMAN AND NICOBAR ISLANDS	563	173	31.0
2	ANDHRA PRADESH	27153	26333	97.0
3	ASSAM	29127	11631	40.0
4	BIHAR	45143	43190	96.0
5	CHHATTISGARH	26434	12955	53.0
6	DADRA AND NAGAR HAVELI	70	70	100.0
7	DAMAN AND DIU	25	24	96.0
8	GOA	406	158	39.0
9	GUJARAT	18002	18051	99.0
10	HARYANA	7295	6502	89.0
11	HIMACHAL PRADESH	20904	20589	98.0
12	JAMMU AND KASHMIR	6748	3321	49.0
13	JHARKHAND	32778	31434	96.0
14	KARNATAKA	29945	29298	98.0
15	KERALA	1532	1342	88.0
16	MADHYA PRADESH	65294	54653	89.0
17	MAHARASHTRA	44555	41053	92.0
18	MAHARASHTRA	2995	207	7.0
19	March	1523	1502	99.0
20	MEGHALAYA	7163	4095	57.0
21	MIZORAM	850	19	2.0
22	ODISHA	52022	49240	95.0
23	PONDICHERY	95	3	3.0
24	PUNJAB	13384	12856	96.0
25	RAJASTHAN	46716	43883	94.0
26	SIKKIM	463	405	87.0
27	TAMIL NADU	16371	7698	47.0
28	TRIPURA	908	193	21.0
29	UTTARAKHAND	17135	16382	96.0
30	UTTAR PRADESHA	108001	79188	72.0
31	WEST BENGAL	41016	32524	79.0

URL: <http://lgedirectory.gov.in/demo>
 Report Printed on 22/05/2013 02:38:33 PM
 Local Government Directory

Close

Fig. 5.24.17.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
2	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

State wise Gram Panchayat to Census village mapping Status Detailed

Brief Description

This report enables you to view the State wise Number of Gram Panchayat, Villages, Total Number of Villages mapped with GPs and Percentage of Village mapped with GP in a district. To access mentioned report click on link – **“State wise Gram Panchayat to Census village mapping Status Detailed”** in the Reports section on the home page of the application. Enter Captcha details and click on **Get Report** button to generate State wise details of district panchayat.

A screen shown in Fig. 5.24.18.1 displays a sample screen shot of the **“State wise Gram Panchayat to Census village mapping Status Detailed”** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **“State wise Gram Panchayat to Census village mapping Status Detailed”** form is shown in Fig. 5.24.18.1:

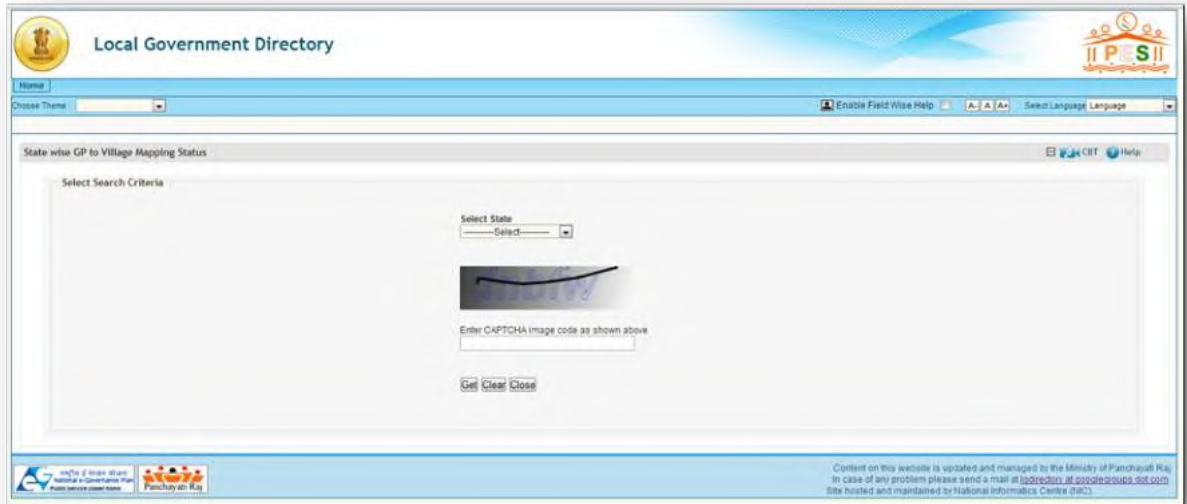


Fig 5.24.18.1

Pre-Condition

You should be on the home page. Now to access the report, click on link – **“State wise Gram Panchayat to Census village mapping Status Detailed”** available in Report section on the home page of the application.

The Report on **“State wise Gram Panchayat to Census village mapping Status Detailed”** form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Select State	<p>Description: This field is used to specify the State in which you want to view Mapped villages.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Enter text as shown in this	<p>Description: This field is used to specify the captcha text which is same as given above in the image.</p>

	image	<p>Validation: This field contains the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
--	-------	---

The “**State wise Gram Panchayat to Census village mapping Status Detailed**” form contains the following buttons as indicated below:

- **Get Report button:** This button allows you to generate report on **State wise Unmapped Villages**.
- **Clear Button:** This buttons allows you to clear details from entire fields in the form
- **Close button:** This button allows you to return to the home page.


Flow of Form

To generate report on “**State wise Gram Panchayat to Census village mapping Status Detailed**”, you need to follow the steps given below:

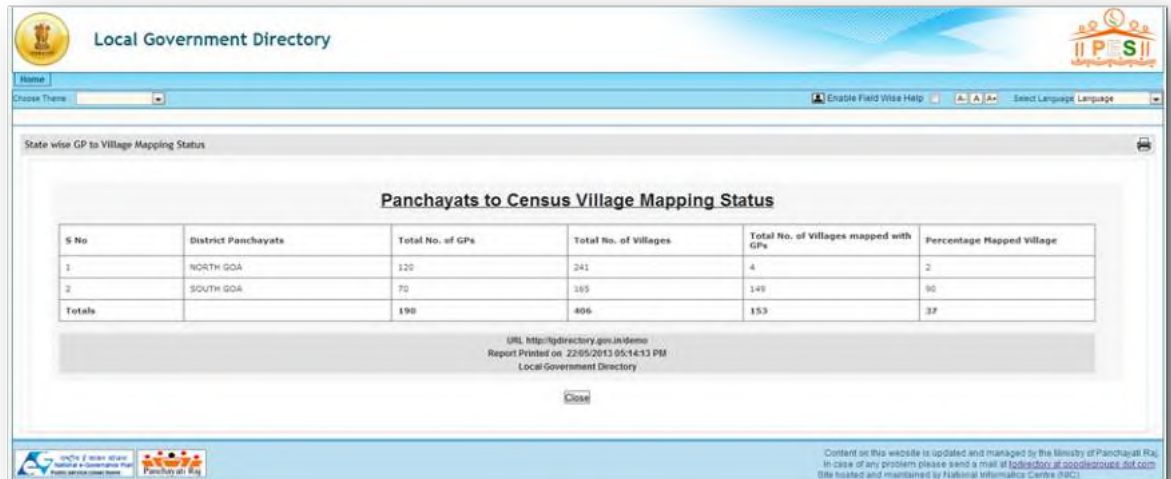
1. Click on link “**State wise Gram Panchayat to Census village mapping Status Detailed**” in the Reports section on the home page of the application.
2. Select a State from “**Select State**” drop down list.
3. Enter the captcha text for verification in the **Enter text as shown in this image** field.
4. Click the **Get Report** button to generate a report.

What happens when you click the Get Report button?

When you click the **Get Report** button, the **State wise Mapped Villages against a district Panchayat** is generated. This report displays the details of State, List of District Panchayat,

No. of Villages, No. of Village Mapped and Percentage Mapped Village in tabular format. You have an option to print the report by clicking on the  link.

The “State wise Gram Panchayat to Census village mapping Status Detailed” is shown in Fig. 5.24.18.2:



The screenshot shows a web browser window with the title 'Local Government Directory'. The main content area displays a report titled 'Panchayats to Census Village Mapping Status'. The report includes a table with the following data:

S No	District Panchayats	Total No. of GPs	Total No. of Villages	Total No. of Villages mapped with GPs	Percentage Mapped Village
1	NORTH GOA	120	341	4	2
2	SOUTH GOA	70	165	149	90
Totals		190	406	153	37

Below the table, the report includes the following text: URL: http://lgedirectory.gov.in/demo, Report Printed on 22/05/2013 05:14:13 PM, Local Government Directory. There is a 'Close' button below the text. At the bottom of the page, there is a footer with contact information and a disclaimer: 'Content on this website is updated and managed by the Ministry of Panchayat Raj. In case of any problem please send a mail at lgedirectory@soil.gov.in. Site hosted and maintained by National Informatics Centre (NIC)'.

Fig. 5.24.17.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
--------	---------	--------	-----------------

S. No.	Message	Reason	Expected Action
1	Please select State	This indicates that you did not select a State.	Select a State.
2	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

Unmapped Local Bodies/Wards for PC/AC

Brief Description

This report enables you to view the unmapped local bodies/wards for Parliament Constituency/ Assembly Constituency. To access mentioned report click on link – **“Unmapped Local Bodies/Wards for PC/AC”** in the Reports section on the home page of the application. The form consists of select state and captcha details. Select required state and Enter Captcha details and click on **Get** button to generate report **“Unmapped Local Bodies/Wards for PC/AC”**

A screen shown in Fig. 5.24.19.1 displays a sample screen shot of the **“Unmapped Local Bodies/Wards for PC/AC”** report form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **“Unmapped Local Bodies/Wards for PC/AC”** form is shown in Fig. 5.24.19.1:

Fig 5.24.19.1

Pre-Condition

You should be on the home page. Now to access the report, click on link – **“Unmapped Local Bodies/Wards for PC/AC”** available in Report section on the home page of the application.

The Report on **“Unmapped Local Bodies/Wards for PC/AC”** form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Select State	Description: This field is used to specify the State in which you want to view the unmapped local bodies/wards for PC/AC. Validation: N/A Mandatory/Optional: It is a Mandatory field.
2	Enter text as shown in this image	Description: This field is used to specify the captcha text which is same as given above in the image. Validation: This field contains the similar word as given above. Mandatory/Optional: It is a Mandatory field.

The **“Unmapped Local Bodies/Wards for PC/AC”** form contains the following buttons as indicated below:

- **Get Button:** This button allows you to generate report on **“Unmapped Local Bodies/Wards for PC/AC”**.


- **Clear Button:** This buttons allows you to clear details from entire fields in the form
- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate report on “**Unmapped Local Bodies/Wards for PC/AC**”, you need to follow the steps given below:

1. Click on link “**Unmapped Local Bodies/Wards for PC/AC**” in the Reports section on the home page of the application.
2. Select a State from “**Select State**” drop down list.
3. Enter the captcha text for verification in the **Enter text as shown in this image** field.
4. Click the **Get Report** button to generate a report.

What happens when you click the Get button?

When you click the **Get** button, the “**Unmapped Local Bodies/Wards for PC/AC**” report is generated. This report displays the following details: Local Body Code, Local Body Name, Local Body Type Name, Ward Number and Ward Name. You have an option to print the report by clicking on the  link.

The “**Unmapped Local Bodies/Wards for PC/AC**” is shown in Fig. 5.24.19.2:

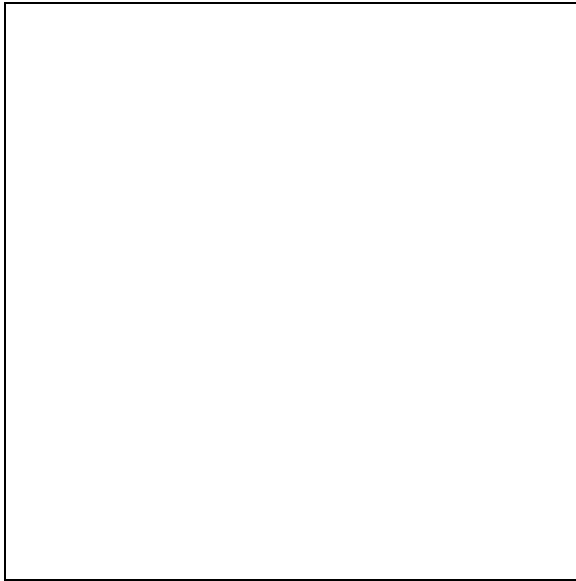


Fig. 5.24.19.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select State	This indicates that you did not select a State.	Select a State.
2	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

Report on District Wise Local Bodies

Brief Description

This report enables you to view the district wise local bodies along with the villages covered by the local body and the parent panchayat of the local body, if any. To access mentioned report click on link – **“Report on District Wise Local Bodies”** in the Reports section on the home page of the application. Select the required state, select district, enter captcha details and click on **Get Report** button to generate Report on District Wise Local Bodies.

A screen shown in Fig. 5.24.20.1 displays a sample screen shot of the **“Report on District Wise Local Bodies”** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **“Report on District Wise Local Bodies”** form is shown in Fig. 5.24.20.1:

Fig 5.24.20.1

Pre-Condition

You should be on the home page. Now to access the report, click on link – **“Report on District Wise Local Bodies”** available in Report section on the home page of the application.

The “Report on District Wise Local Bodies” form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Select State	Description: This field is used to specify the State in which you want to view the district wise local bodies. Validation: N/A

		Mandatory/Optional: It is a Mandatory field.
2	Select District	<p>Description: This field is used to specify the district in which you want to view the local bodies.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3.	Enter text as shown in this image	<p>Description: This field is used to specify the captcha text which is same as given above in the image.</p> <p>Validation: This field contains the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The “**Report on District Wise Local Bodies**” form contains the following buttons as indicated below:

- **Get Report button:** This button allows you to generate report on “**Report on District Wise Local Bodies**”
- **Clear Button:** This buttons allows you to clear details from entire fields in the form
- **Close button:** This button allows you to return to the home page.


Flow of Form

To generate report on “**Report on District Wise Local Bodies**”, you need to follow the steps given below:

1. Click on link “**Report on District Wise Local Bodies**” in the Reports section on the home page of the application.

2. Select a State from “**Select State**” drop down list.
3. Select a District from the “**Select District**” drop down list.
4. Enter the captcha text for verification in the **Enter text as shown in this image** field.
5. Click the **Get Report** button to generate a report.

What happens when you click the **Get Report** button?

When you click the **Get Report** button, the “**Report on District Wise Local Bodies**” is generated. This report displays the details of Local Body Code, Local Body Name, Local Body Type Name, Covered Villages and Parent Panchayat in tabular format. You have an option to print the report by clicking on the  link.

The “**Report on District Wise Local Bodies**” shown in Fig. 5.24.20.2:

Fig. 5.24.20.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select State	This indicates that you did not select a State.	Select a State.
2	Please select District	This indicates that you did	Select a District

S. No.	Message	Reason	Expected Action
		not select a District	
2	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

Report of Summary on Wards

Brief Description

This report enables you to view the summary on wards. To access mentioned report click on link – **“Report of Summary on Wards”** in the Reports section on the home page of the application. Select the required state, enter captcha details and click on **Get Data** button to generate Report of Summary on Wards.

A screen shown in Fig. 5.24.21.1 displays a sample screen shot of the **“Report of Summary on Wards”** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **“Report of Summary on Wards”** form is shown in Fig. 5.24.21.1:

Fig 5.24.21.1

Pre-Condition

You should be on the home page. Now to access the report, click on link – “**Report of Summary on Wards**” available in Report section on the home page of the application.

The “**Report of Summary on Wards**” form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Select State	Description: This field is used to specify the State in which you want to view the summary on wards. Validation: N/A Mandatory/Optional: It is a Mandatory field.
2.	Enter text as shown in this image	Description: This field is used to specify the captcha text which is same as given above in the image. Validation: This field contains the similar word as given above. Mandatory/Optional: It is a Mandatory field.

The “**Report of Summary on Wards**” form contains the following buttons as indicated below:


- **Get Data button:** This button allows you to generate report on “**Report of Summary on Wards**”
- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate report on **“Report of Summary on Wards”**, you need to follow the steps given below:

1. Click on link **“Report of Summary on Wards”** in the Reports section on the home page of the application.
2. Select a State from **“Select State”** drop down list.
3. Enter the captcha text for verification in the **Enter text as shown in this image** field.
4. Click the **Get Data** button to generate a report.

What happens when you click the Get Data button?

When you click the **Get Data** button, the **“Report of Summary on Wards”** is generated. This report displays the details of Local Govt. Type, Local Body Type Name (In English), Local Body Type Name (In Local Language) and Total no. of Wards in tabular format. You have an option to print the report by clicking on the  link.

The **“Report of Summary on Wards”** is shown in Fig. 5.24.21.2:

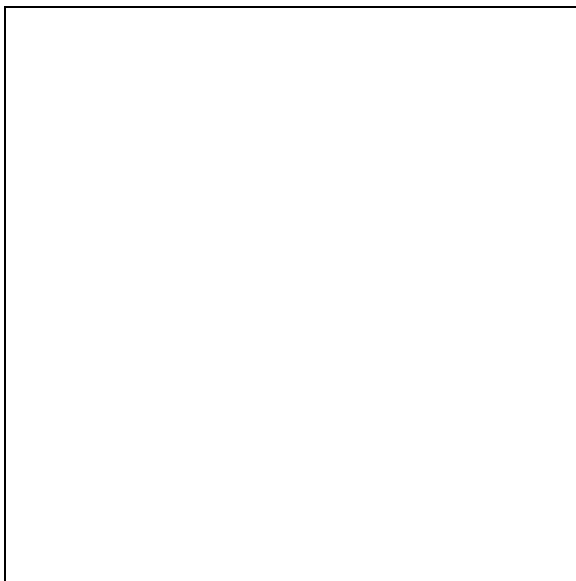


Fig. 5.24.21.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select State	This indicates that you did not select a State.	Select a State.
2	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

View Unmapped Local Bodies

Brief Description

This report enables you to view the unmapped local bodies. To access mentioned report click on link – **“View Unmapped Local Bodies”** in the Reports section on the home page of the application. Select the required state, select the local body type, enter captcha details and click on **Get** button to generate the report on unmapped local bodies.

A screen shown in Fig. 5.24.22.1 displays a sample screen shot of the **“View Unmapped Local Bodies”** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **“View Unmapped Local Bodies”** form is shown in Fig. 5.24.22.1:

Fig 5.24.22.1

Pre-Condition

You should be on the home page. Now to access the report, click on link – “**View Unmapped Local Bodies**” available in Report section on the home page of the application.

The “**View Unmapped Local Bodies**” form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Select State	<p>Description: This field is used to specify the State in which you want to view the unmapped local bodies.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Select Local Body Type	<p>Description: This field is used to specify the local body type whose unmapped local bodies you want to view.</p> <p>Validation: N/A</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
3	Enter text as shown in this image	<p>Description: This field is used to specify the captcha text which is same as given above in the image.</p> <p>Validation: This field contains the similar word as given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

The “**View Unmapped Local Bodies**” form contains the following buttons as indicated below:


- **Get button:** This button allows you to generate report on “**View Unmapped Local Bodies**”
- **Close button:** This button allows you to return to the home page.

Flow of Form

To generate report on “**View Unmapped Local Bodies**”, you need to follow the steps given below:

1. Click on link “**View Unmapped Local Bodies**” in the Reports section on the home page of the application.
2. Select a State from “**Select State**” drop down list.
3. Select a Local Body Type from “**Select Local Body Type**” drop down list.
4. Enter the captcha text for verification in the **Enter text as shown in this image** field.
5. Click the **Get** button to generate a report.

What happens when you click the Get button?

When you click the **Get** button, the “**View Unmapped Local Bodies**” report is generated. This report displays the details of Local Body Code, Local Body Name (In English), Local Body Type Name, Parent Local Body Name in tabular format. You have an option to print the report by clicking on the  link.

The “**View Unmapped Local Bodies**” is shown in Fig. 5.24.22.2:

Fig. 5.24.22.2

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select State	This indicates that you did not select a State.	Select a State.
2	Please select Local Body Type	This indicates that you did not select a Local Body Type.	Select a Local Body Type.
3	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

Citizen Section

Citizen Section

The Citizen Section contains the link for registering on LGD application to get E-mail/SMS notification. To register on LGD application, the user need to click on the link provided under the Citizen Section. A click on the link will redirect the user to the registration page of Panchayatonline.gov.in. The user can enter the details and submit the registration form to get regular Email/SMS notifications related to LGD application and other modules of PES (Panchayat Enterprise Suite).

Supporting Documentation

General Description

Open the home page of Local Government Directory (LGD) application through the URL <http://www.lgdirectory.gov.in>. You will see that there is a section named as Supporting Documentation on the left side. This section contains links, such as CBT (Play Online), CBT (Play Offline), Presentation, Brochure, User Manual and Data Register. You can use these links to open these supporting documents for better understanding of LGD application and take guidance about the working of different users on LGD application.

CBT (Play Online)

CBT: CBT stands for computer based training which is designed to give detailed view of LGD application with the help of graphics and voice combination. The CBT program facilitates user to have real time application experience which helps the user to easily understand the application. The advantage of using CBT is that;

1. Responses are recorded and stored electronically.
2. Demographic data collection and reporting.
3. Test administration via computer.
4. Step by step description of the topic and relevant module.

The difference between CBT (Play Online) and CBT (Play Off-line) is that in CBT (Play Online), the file is not required to download, it starts automatically when you click the link as the file is stored in the server. On the other hand, in CBT (Play Off-line), the file need to be downloaded on your computer system.

Flow:

On the home page of LGD application, click the CBT (online) link provided under Supporting Documentation section. A pop-up window opens which contains the detailed information about the aspects of CBT, as shown in the following figure:

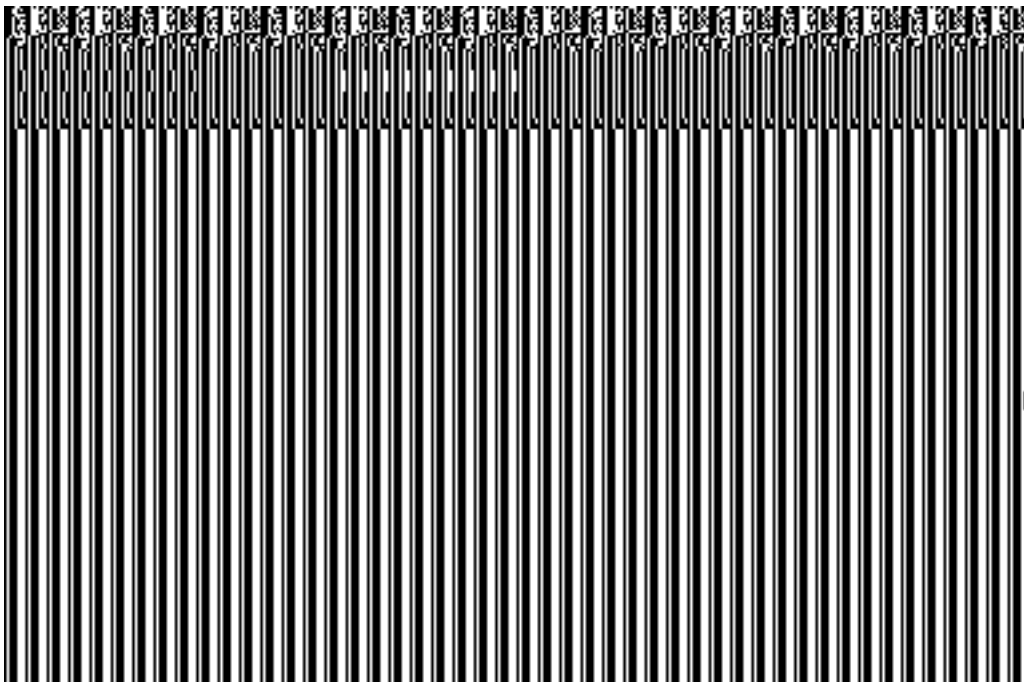
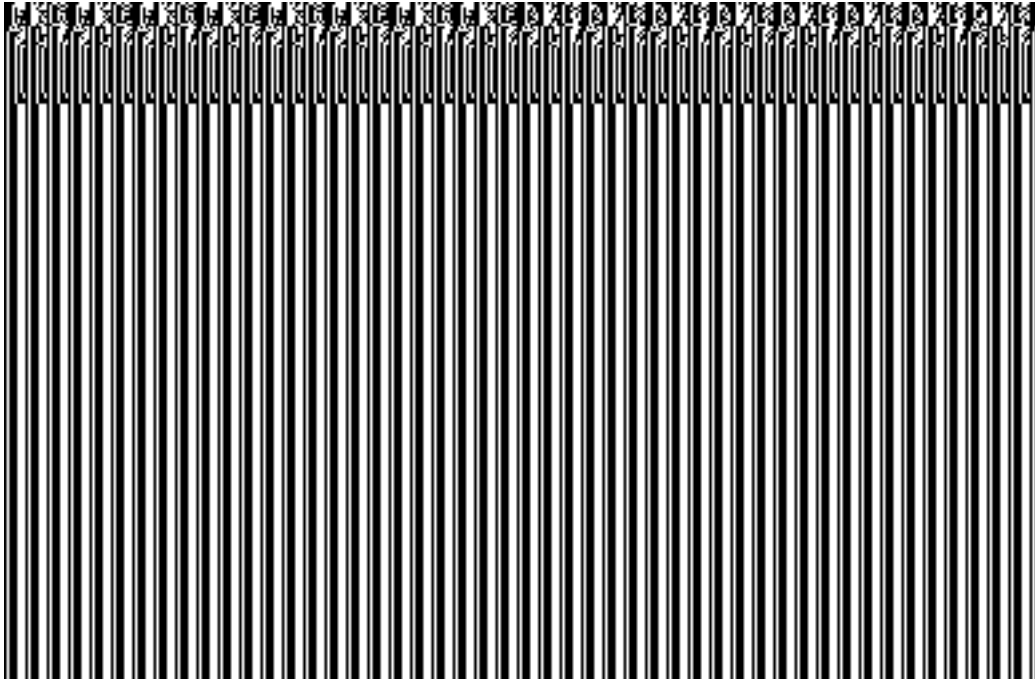


Fig. 1: CBT (Play Online)

Now click the Play icon displayed on the screen and a new screen is displayed that shows the first page of CBT of Local Government Directory (LGD) application. The table of content will also appear on the left side in the next screen. You can select a form from the table of content and view the details of that form, as shown in Fig. 2:

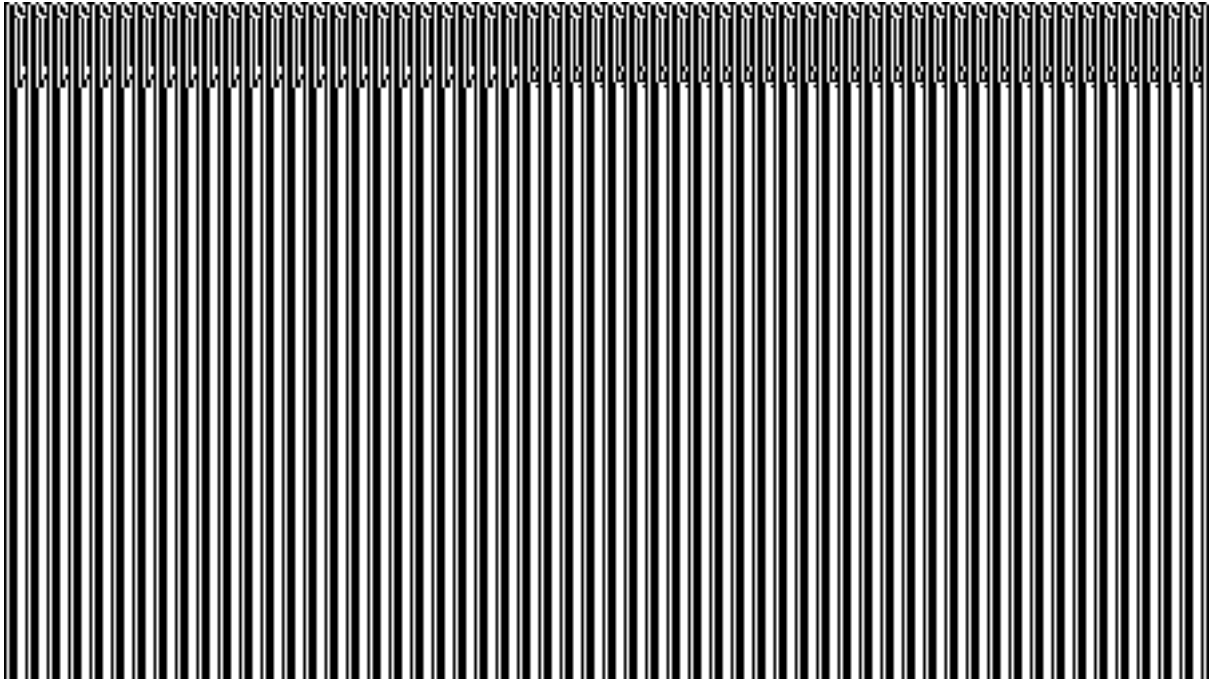
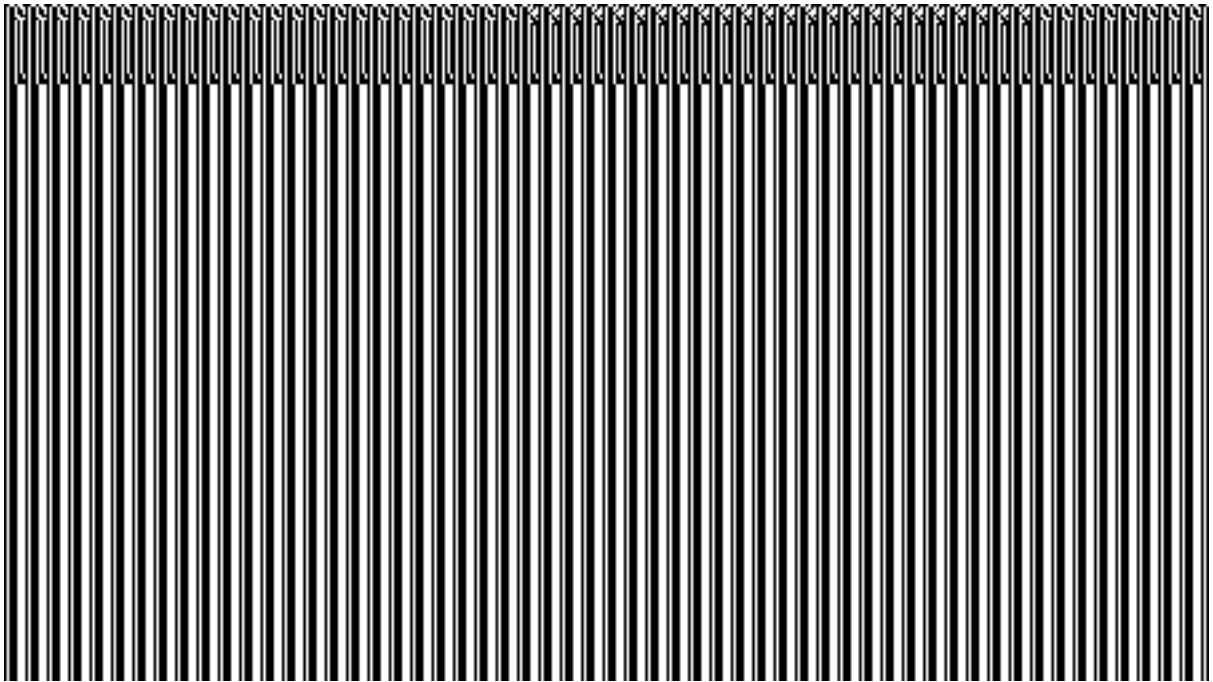
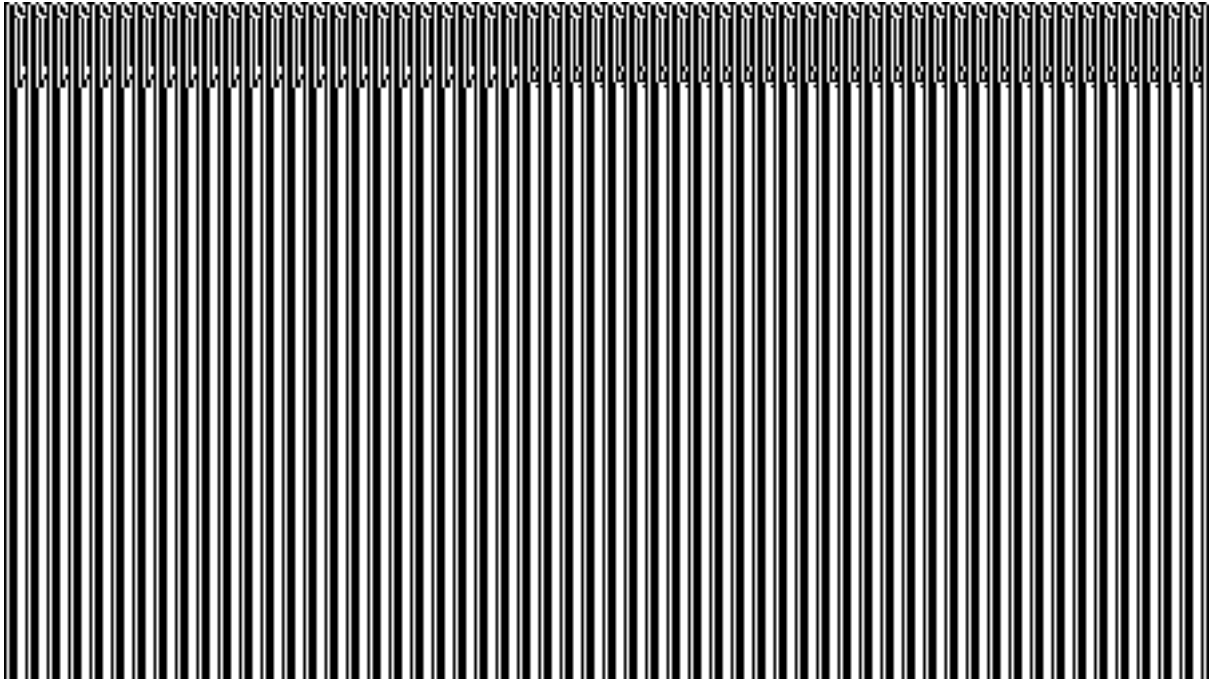


Fig. 2: CBT (Play Online)

CBT (Play Offline)



CBT (Play Offline) Download File



CBT (Play Offline) Download File-> Save File

CBT (Play Off-line): As the CBT (Play Off-line) stores an off-line file, thus you have to first download the file on your computer system. After that, you can use it.

Flow:

On the home page of the LGD application, click CBT (offline) link under Supporting Documentation section. A pop-up window opens, as shown in figure below:

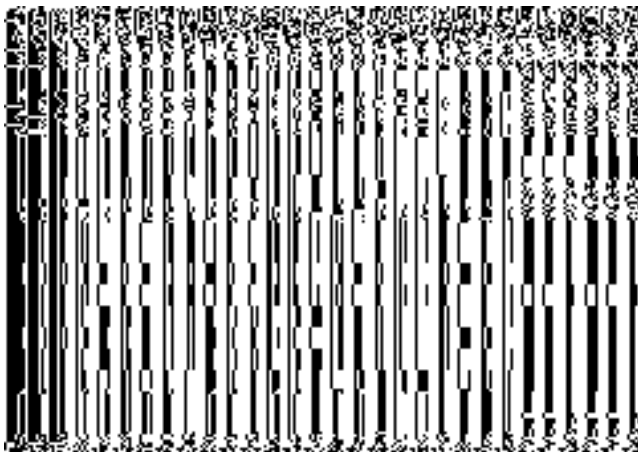


Fig. 3: CBT (Play Offline)

You are allowed to either Save the CBT program on your local system or open it with a suitable application.

After downloading the file on your local computer system or opening it with a suitable application, click the Play icon displayed on the screen and a new screen is displayed that shows the first page of

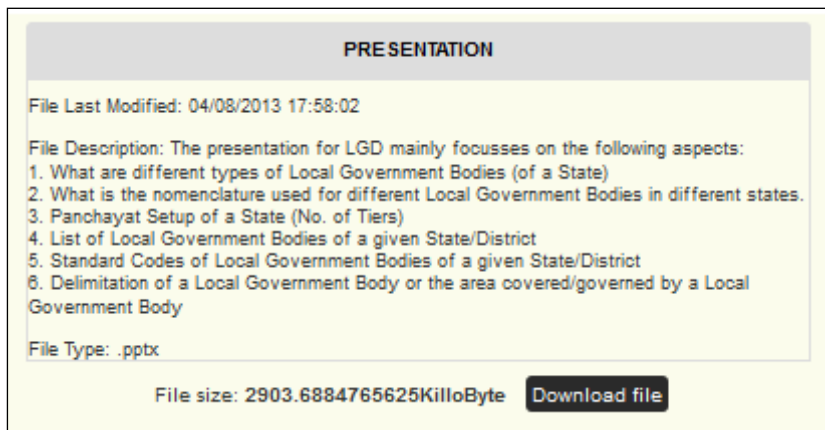
CBT of LGD application. The table of content will also appear on the left side in the next screen. You can select a form from the table of content and view the details of that form.

Presentation

Presentation: This section is designed to give you detailed view of application with the help of Power Point presentation. This section facilitates a user to understand step-by-step process about accessing various functionalities of LGD application.

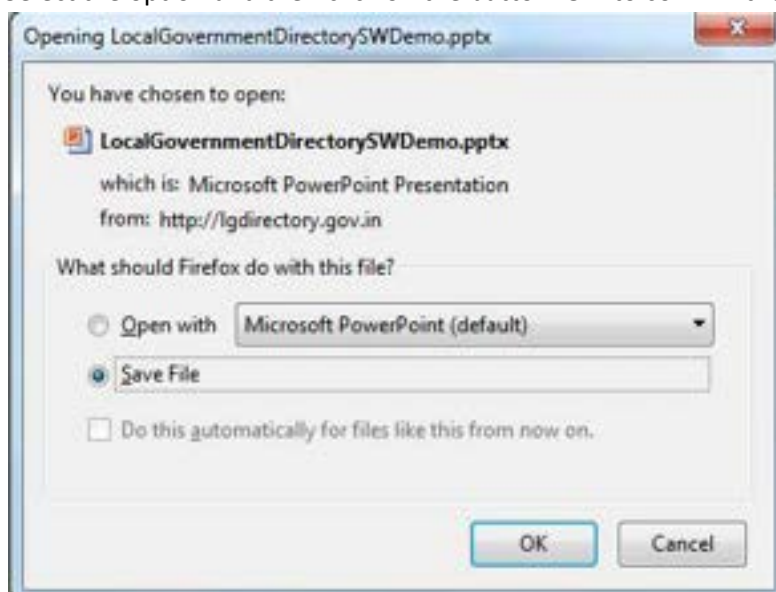
Flow:

Access the home page of LGD application, click the [Presentation](#) link provided under **Supporting Documentation** section. A pop-up window will open, as shown in the figure below:



Click on the button 'Download file' to download the Power point file. After clicking on the button 'Download file', a new pop-up window will open with the option for opening the file with a selected program or saving the file on the computer system. You are allowed to either Save PowerPoint Presentation on your local system or Open it with suitable application.

Select the option and then click on the button 'OK' to confirm the action.



You can use 'Cancel' button to cancel the process before confirming the action of downloading the file.

Brochure

Brochure: This link can be used to access the brochure of Local Government Directory application. The brochure contains all important information related to LGD application like Introduction, Feature, Target users and information about How to Access the application.

Flow:

On the home page of LGD application, click Brochure link provided under **Supporting Documentation** section. After clicking on the link Brochure, a new pop-up window will open with the option for opening the file with a selected program or saving the file on the computer system. You are allowed to either Save the file on your local computer system or Open it with suitable application.

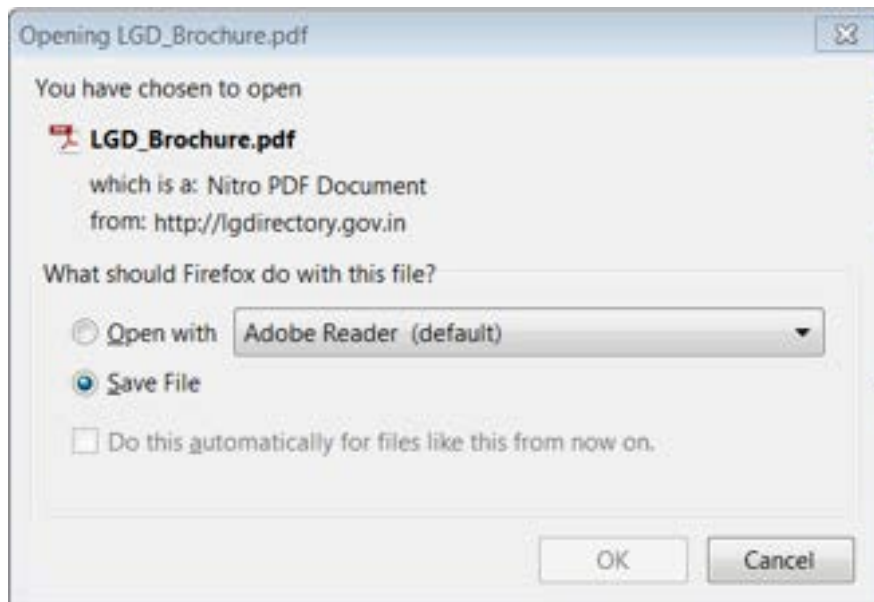


Fig. 5: Brochure

User Manual

User Manual: This link can be used to access the user manual of Local Government Directory (LGD) application which provides detailed description about LGD application.

Flow:

On the home page of LGD application, click the User Manual link provided under the **Supporting Documentation** section. A pop-up window will open, as shown in Figure below:

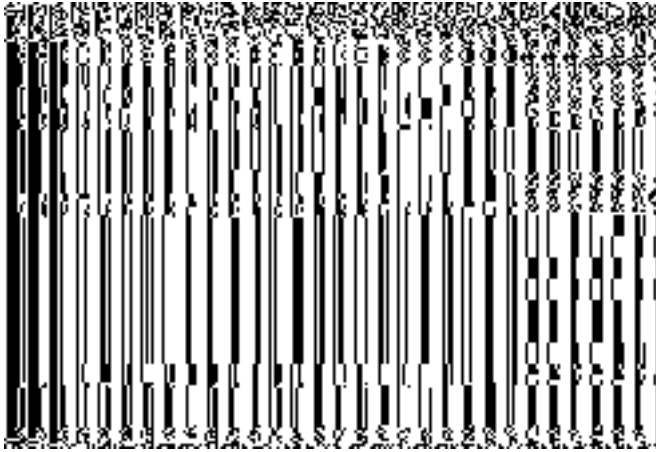


Fig. 6: User Manual

You are allowed to either Save the User Manual on your local system or Open it with suitable application. Click on the button 'OK' to confirm the selected action. You can use 'Cancel' button to cancel the process without confirmation.

Data Register

Data Register: This link can be used to access the Data Register of Local Government Directory application.

Register Here for E-mail/SMS Notifications

Brief Description

There are two types of users namely the registered user and general user. The registered user can directly login the application by clicking the **Login** link in the LGD home page. In case of general users, they first need to register then they are able to access the desired information as per the rights given. You can register yourself by clicking on the **Register here for E-mail/SMS Notifications** link in the **Citizen** section. On clicking the link, the **Self Registration** form is displayed and you need to fill all the required details in the given fields. After filling all the required fields, click the **Save** button to save the information. You need to submit the desired password. Now, you can login to the application submit the user credentials, you can subscribe to the desired entities for which you want e mail/sms notifications. If any change happens to any of the subscribed entities you will get notifications to your email/sms.

A screen shown in Fig. 5.25.1.1 display's a sample screen shot of the **Self Registration** form.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Self Registration** form is shown in Fig. 5.25.2.1:

Fig 5.25.2.1

Pre-Condition

You should be on the home page. You can open the **Self Registration** form by clicking the option **Citizen Section** → **Register Here for Email/SMS Notification** is available on the home page.

The Self Registration form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	UID	Description: This field is used to specify the UID. Validation: This field accepts only the numerical data. This data should be of 12 digits. Mandatory/Optional: It is an Optional field.
2	User Id	Description: This field is used to specify the user id. Validation: This field accepts textual as well as numerical data. But space between characters and number is not allowed. Mandatory/Optional: It is a Mandatory field.
3	First Name	Description: This field is used to specify the first name. Validation: This field accepts only textual data. Mandatory/Optional: It is a Mandatory field.
4	Last Name	Description: This field is used to specify the last name.

		<p>Validation: This field accepts only textual data.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
5	Email Id	<p>Description: This field is used to specify an email id.</p> <p>Validation: This field accepts textual as well as numerical data.</p> <p>Mandatory/Optional: It is an Optional field.</p>
6	Mobile No	<p>Description: This field is used to specify the mobile number.</p> <p>Validation: This field accepts only the numerical data. This data should be of 10 digits.</p> <p>Mandatory/Optional: It is an Optional field.</p>
7	Default Language	<p>Description: This field is used to select the default language from the available options.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
8	Gender	<p>Description: This field is used to select the gender from the available options.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
9	Marital Status	<p>Description: This field is used to specify the marital status of the user.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
10	Date of Birth(DD/MM/YYYY)	<p>Description: This field is used to specify the date of birth which you can select from the calendar.</p> <p>Validation: This field accepts only numerical data in the DD/MM/YYYY</p>

		<p>form.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
11	Address Line 1	<p>Description: This field is used to specify the address in which you can include building name and number.</p> <p>Validation: This field accepts textual as well as numerical data.</p> <p>Mandatory/Optional: It is an Optional field.</p>
12	Address Line 2	<p>Description: This field is used to specify the address in which you can include street number/Mohalla.</p> <p>Validation: This field accepts textual as well as numerical data.</p> <p>Mandatory/Optional: It is an Optional field.</p>
13	Address Line 3	<p>Description: This field is used to specify the address in which you can include area number and any other qualifier.</p> <p>Validation: This field accepts textual as well as numerical data.</p> <p>Mandatory/Optional: It is an Optional field.</p>
14	State	<p>Description: This field is used to select the name of the state from which you belongs.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
15	District	<p>Description: This field is used to select the name of the district from which you belongs.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is an Optional field.</p>
16	Pin Code	<p>Description: This field is used to specify the pin code for the given</p>

		<p>address.</p> <p>Validation: This field accepts only the numerical data. This data should be of 6 digits.</p> <p>Mandatory/Optional: It is an Optional field.</p>
17	Enter text as shown in this image	<p>Description: This field is used to specify the captcha text which is same to the work given above.</p> <p>Validation: This field contains the same text just given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>

In the **Self Registration** form, you can see that there are three options, **Subscribe to the list of Revenue Bodies**, **Register as Resource Person in 'Training' Module**, and **Register as Social Auditor in 'Social Audit and Meeting Management' Module**, which enables you to categorize your role. In addition to this, the **Self Registration** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the details provided by you to register yourself in the **Self Registration** form.
- **Clear button:** This button allows you to clear or reset the data provided by you in all the fields.
- **Cancel button:** This button allows you to abort the operation and return back to the home page.

Flow of Form

To register yourself in LGD application for email notification, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Citizen Section** → **Register here for Email/SMS Notification** available on the left menu. The **Self Registration** form is displayed on the screen.
3. Specify the UID, User ID, First Name, Last Name, Email Id, and Mobile No in their respective fields.

4. Select the default language that you (user) are very much familiar from the **Default Language** list box.
5. Select the gender and marital status of the user from the **Gender** and **Marital Status** list boxes.
6. Specify the Date of Birth, Address Line 1, Address Line 2, and Address Line 3 in their respective fields.
7. Select the state and district name where you live from the **State** and **District** drop down list boxes.
8. Specify the pin code of the address in the **Pin Code** text box field.
9. Select the any of the checkboxes namely Subscribe to the list of Revenue Bodies, Register as Resource Person in Training Module, and Register as Social Auditor in Social Audit and Meeting Management Module, as per your role.
10. Specify the captcha text in the **Enter text as shown in this image** text box field.
11. After specifying all the details, click the **Save** button to save the details or click the **Cancel** button to abort the operation.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	The field is required.	This indicates that you did not enter text in the Mandatory field.	Select the field and specify the required details.
2	Please first enter text as shown in this image.	This indicates that you did not enter the text given for verification.	Enter the captcha for verification.
3	Only numbers are allowed.	This indicates that only numbers are allowed in this field.	Select the field again and enter the details in numbers only.

S. No.	Message	Reason	Expected Action
4	Please specify the user id.	This indicates that you did not enter the user id in the given field.	Select the field and specify the required details.
5	Please specify the first name.	This indicates that you did not enter the first name in the given field.	Select the field and specify the required details.
6	Please specify the last name.	This indicates that you did not enter the last name in the given field.	Select the field and specify the required details.
7	Please select the default language.	This indicates that you did not select default language the given field.	Select the field and specify the required details.
8	Please specify the gender.	This indicates that you did not select the gender in the given field.	Select the field and specify the required details.
9	Please specify the date of birth.	This indicates that you did not specify the date of birth in the given field.	Select the field and specify the required details.
10	UID must be 12 digits.	This indicates that the value enters in this field is less than of 12 digits.	Select the field again and enter the correct UID of 12 digits.
11	Mobile no must be 10 digits.	This indicates that the value enters in this field is less than of 10 digits.	Select the field again and enter the correct mobile no of 10 digits.
12	Pin code must be 6 digits.	This indicates that the value enters in this field is less than of 6 digits.	Select the field again and enter the correct pin code of 6 digits.

What happens when you click the Save button in the Self Registration form?

When you click the **Save** button in the **Self Registration** form, the all the information provided by you get saved and the **Password** form is displayed on the screen. The **Password** form is used to specify the password so that you can access the information whenever required. The **Password** form is shown in Fig. 5.25.2.2:

Fig. 5.25.2.2

Pre-Condition

The Self Registration form details should be filled and click the Save button to move to the next step.

The Password form contains the following fields as indicated below:

S. No	Field Name	Explanation
1	Password	Description: This field is used to specify the password. Validation: This field accepts alphanumeric data. This data should be of 8 to12 digits. Mandatory/Optional: It is a Mandatory field.
2	Confirm Password	Description: This field is used to specify the password which is same as specified in the Password field. Validation: This field should consist of the same data as specified in the Password field. Mandatory/Optional: It is a Mandatory field.
3	Enter text as shown in this image	Description: This field is used to specify the captcha text which is same to the work given above.

		<p>Validation: This field contains the same text just given above.</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
--	--	--

The **Password** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the details provided by you.
- **Clear button:** This button allows you to clear or reset the data provided by you in all the fields.
- **Cancel button:** This button allows you to abort the operation and return back to the home page.

Flow of Form

To set password, you need to follow the steps given below:

1. After filling details in the **Self Registration** form and click the Save button, the **Password** form is displayed on the screen.
2. Specify the password in the **Password** and **Confirm Password** fields. The **Confirm Password** field contains the same password as the Password field has.
3. Specify the captcha text for verification in the **Enter text as shown in this image** text box field.
4. After specifying all the details, click the **Save** button to save the details or click the **Cancel** button to abort the operation.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please enter the password.	This indicates that you did not enter the password in the Password field.	Select the field and enter the password.

S. No.	Message	Reason	Expected Action
2	Please enter the password which is not less than of 8 digits.	This indicates that you did not enter the password whose length is less than 8 digits.	Select the field and enter the password of 8 digits.
3	Please specify the password in the Confirm Password field.	This indicates that you did not enter the password in the Confirm Password field.	Select the field and specify the password in the Confirm Password field.
4	Please enter the same password in the Confirm Password field as you specified in the Password field.	This indicates that the Password and Confirm Password fields consist of different password values.	Select the field and specify the same password in the Password and Confirm Password fields.
5	Please specify the captcha text.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

Download Directory

Brief Description

This form allows you to download the directory in different formats, such as HTML, PDF, XLS, CSV, and ODT. To download the desired entity details (State, District, Sub Districts, Villages, etc.), you need to select the **Download Directory** link at the **home page**. The **Download Directory** form is displayed on the screen. In this form, you have to select the entity from the **Download Entity** drop down list box whose details you want to download and select the format in which you want to download the report from the **Download Options** list box. After making all the selections, enter the captcha text for verification and click the **Generate Report** button to get the report.

A screen shown in Fig. 5.25.3.1 display's a sample screen shot of the **Download Directory** form.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Download Directory** form is shown in Fig. 5.25.3.1:

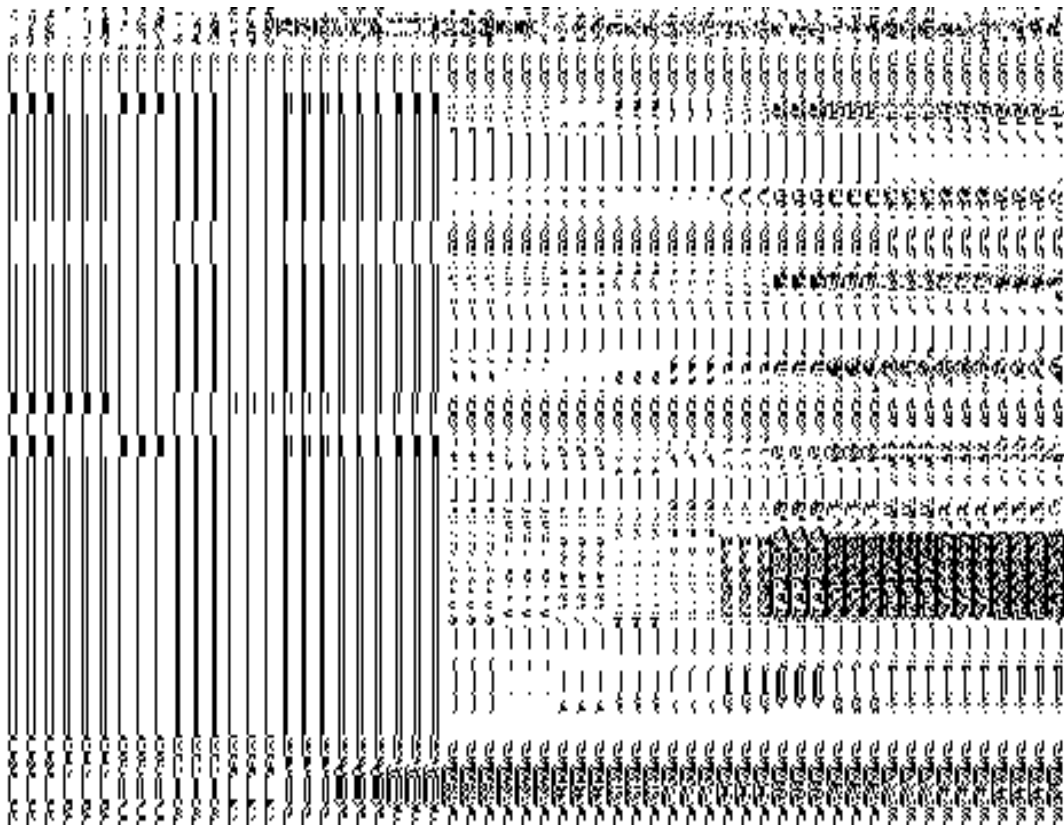


Fig 5.25.3.1

Pre-Condition

You should be on home page. You can access **Download Directory** form by clicking on link **Download Directory** available on the homepage of the application.

The Download Directory form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Download Entity	<p>Description: This field shows the list entities (such as state, district, sub district, etc) whose directory you want to download.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field.</p>
2	Download Criteria	<p>Description: This field provides options as Download Directory(One Entity at a Time) / Download all Entities a State to be selected by you as per the requirement</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field</p>
	Download Options	<p>Description: This field shows the list of formats in which you want to download the directory.</p> <p>Validation: NA</p> <p>Mandatory/Optional: It is a Mandatory field. By default PDF report is selected.</p>

The **Download Directory** form contains the following buttons as indicated below:

- **Generate Report button:** This button allows you to generate report for the selected entity in the selected format.
- **Clear button:** This button allows you to clear all fields.
- **Close button:** This button allows you to return to the home page.

Flow of Form

To download directory for the selected entity, you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Download Directory** available on the home page.
3. *Click on required radio button to select from the two provided options i.e. either Download Directory(One Entity at aTime) or Download all Entities of a State*

Flow: 1

In case you select Download Directory(One Entity at aTime) as required option

1. *Select the desired entity type from the **Download Entity** list box whose details you want to download.*
2. *Select the desired radio button in front of the specified formats (such as, Html report, Pdf report,ODT etc.) in which you want the report to be generated.*
3. *Click the **Generate Report** button to generate a report.*

Flow: 2

4. In case you select

5. Download all Entities of a State as required option

1. *Select entities you want to download(at least two entities) from the entities list.*
2. *Select the desired radio button in front of the specified formats (such as Html report, Pdf report,ODT report etc.) in which you want the report to be generated.*
3. *Click the **Generate Report** button to generate a report.*

What happens when you click the Generate Report button?



When you click the **Generate Report** button, the report of the selected entity type and in the selected format is generated. The system asks you to save or open the report. Select the desired option and click the **OK** button. If you select the **Save File** option, then you have to specify the location and name of the file to save. In case, you select **Open with** option then the report is generated and open in the specified format.

Validations/Error Messages:

As you proceed, it may possible that you are encountered with one of the following messages or errors:

S. No.	Message	Reason	Expected Action
1	Please select the entity.	This indicates that you did not select the entity from the list.	Select the entity from the list box.
2	Please select the download option.	This indicates that you did not select the download option from the available option.	Select the download option.
3	Please enter the captcha text as shown in this image.	This indicates that you did not enter the captcha text given for verification.	Enter the captcha for verification.

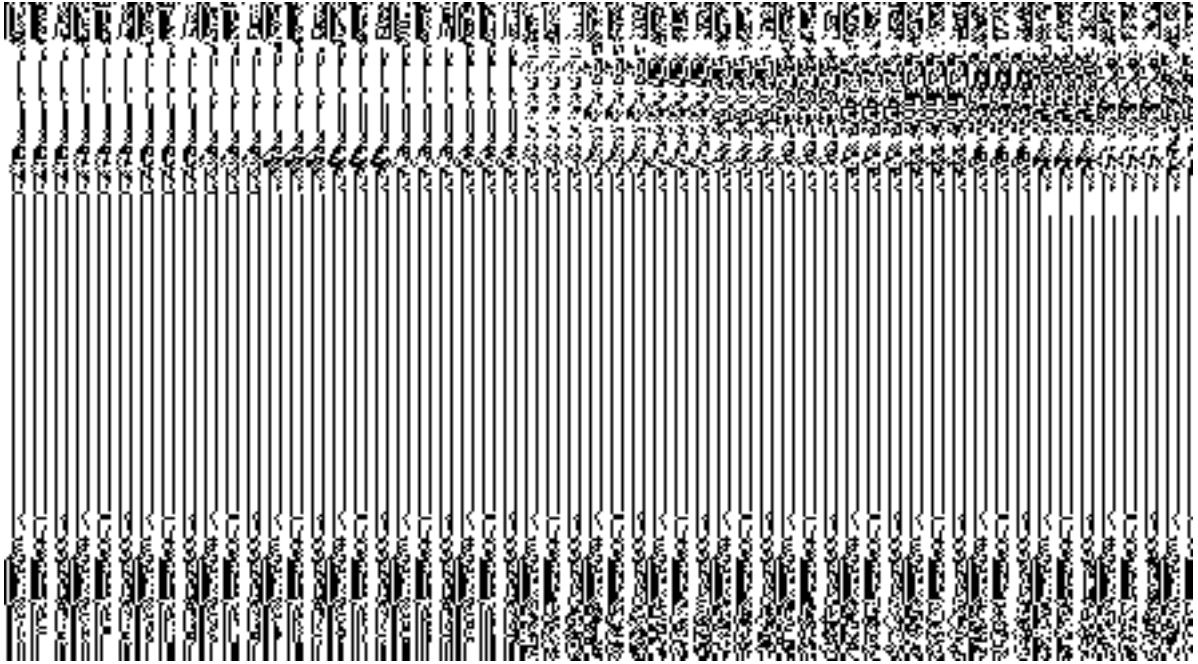
Search

You can search an entity in Local Government Directory (LGD) application. To search an entity in LGD application, click on the icon . As you will click on the icon , a form named as "Search" with fields for specifying the search criteria will open.

The form contains radio button 'Search by Entity Name' and 'Search by Entity Code'. The form contains check boxes also, one check box has been provided to specify whether the user wants to search from all the entities. Check boxes named as State, District, Sub-District, Village are provided under the field "Land Region" and check boxes named as 'Rural' and 'Urban' are provided under the field "Local Government Body".



There is a text box provided for the field "Entity Name". You have to enter at least three characters of the Entity Name to search that entity. Captcha is provided to confirm the human interface.

There are three buttons; 'Get Data', 'Clear' and 'Close' in the form. The button 'Get Data' can be used to submit the values entered/selected in the form. The button 'Clear' can be used to clear the values entered/selected in the form. The button 'Close' can be used to close the form.



Flow:

To search an entity through the form “Search”, follow the steps given below:

1. To search an entity in Local Government Directory (LGD) application, click on the icon  . As you will click on the icon  , a form named as “Search” with fields for specifying the search criteria will open.
2. Select either radio button ‘Search by Entity Name’ or ‘Search by Entity Code’.
3. Enter at least three characters of the entity name.
4. If you want to search from all entities then mark the check box given for the field “Select All”. If you want to select from **Land region** then mark the check box given for the field “Land Region” but if you want to select from **Local Government Body** then mark the check box given for the field “Local Government Body”.
5. After selecting the search criteria, enter the characters appeared in captcha image into the text box provided for this purpose.
6. Click on the button ‘Get Data’ to get the details of the entity searched. (Note: The user can clear the values of the fields of the form by using the button ‘Clear’ or close the form by using the button ‘Close’).

This form enables you to view the statewise LGD updation status. You can view the LGD updation status details by clicking the **Report on Updation Status** link at the home page.. The **Report on Updation Status** is displayed on the screen.

A screen shown in Fig. 5.25.4.1 display's a sample screen shot of the **Report on Updation Status**.

(There is a **Help** option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Report on Updation Status** form is shown in Fig. 5.25.4.1:

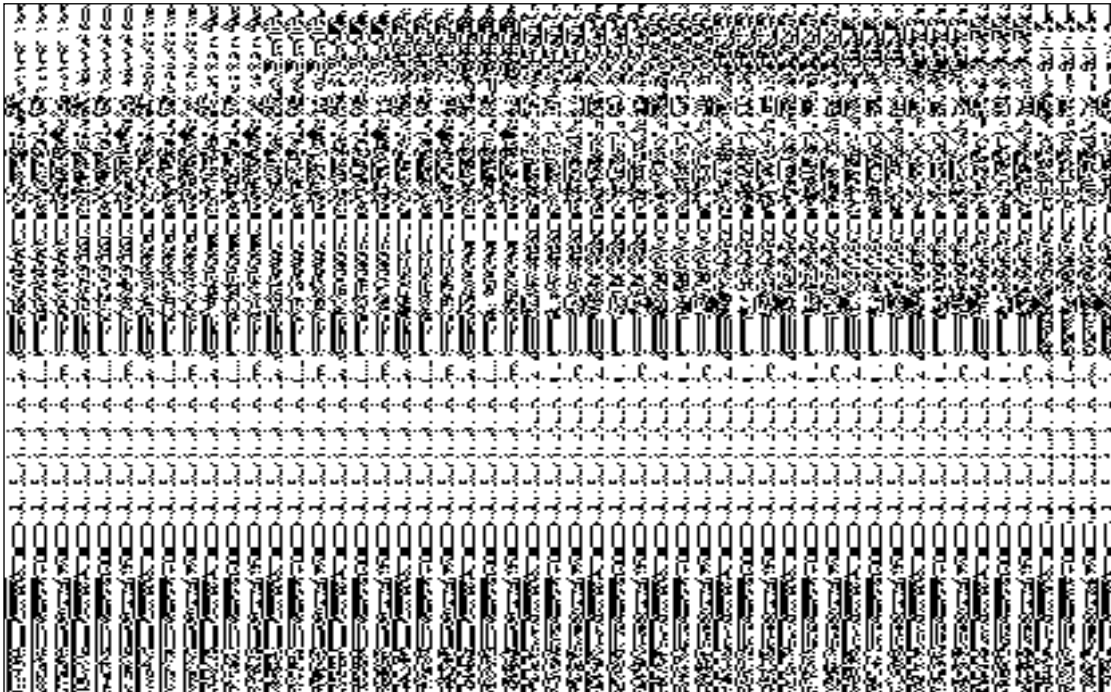


Fig 5.25.4.1

Pre-Condition

You should be on the home page. You can open the **Report on Updation Status** by clicking the option **Report on Updation Status** available on home page.

The **Report on Updation Status** contains the following buttons as indicated below:

- **Close button:** This button allows you to return to home page .

Flow of Form

To view the report you need to follow the steps given below:

1. You should be on the home page.
2. Click the option **Report on Updation Status** is available on the home page.
3. The State wise details of the LGD data are displayed on the screen. The details like State Name, Status of Land regions, Status of Urban Local Bodies, Status of Panchayati Raj Institutions, Status of Traditional Local Bodies are displayed.

Validations/Error Messages:

NA

SubscribersGeneral Description

This section allows you to subscribe the email/sms notification and to subscribe the applications that are following the Local Government Directory.

Subscribe E-mail Notification

Brief Description

The main purpose of this form is to allow you to subscribe/Un-subscribe the email notifications. The system should allow you to subscribe the directory for email notification on alterations to the land region entities as well as local government bodies. You can

subscribe for e-mail notification by clicking the **Subscribe E-mail Notification** option in the **Subscribers** section. The **Subscribe – Unsubscribe E-Mail Notification** form is displayed on the screen. In this form, you have to specify that you need the e-mail notification when the changes are made in the selected land region entities and local government bodies.

A screen shown in Fig. 5.21.2.1 display's a sample screen shot of the **Subscribe – Unsubscribe E-Mail Notification** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Subscribe – Unsubscribe E-Mail Notification** form is shown in Fig. 5.21.2.1:

Fig 5.21.2.1

Pre-Condition

You should login into the application and have privilege to subscribe or unsubscribe e-mail notification. You can open the **Subscribe – Unsubscribe E-Mail Notification** form by clicking the option **Subscribers**→**Subscribe E-Mail Notification** available in the left menu.

The Subscribe – Unsubscribe E-Mail Notification form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Land Region	Description: This field shows the land region entities. You have to select the land region entity in which any

	Entity	<p>change has been made then you got an e-mail notification regarding the changes.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	Local Government Bodies	<p>Description: This field shows the local government bodies. You have to select the local government body in which any change has been made then you got an e-mail notification regarding the changes.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Subscribe – Unsubscribe E-Mail Notification** form contains the following buttons as indicated below:

- **Save button:** This button allows you to save the subscribed or unsubscribed entities detail.
- **Cancel button:** This button allows you return to the home page or abort the operation.

Flow of Form

To subscribe e-mail notification, you need to follow the steps given below:

1. You should login into the application and have the privilege to subscribe – unsubscribe e-mail notification.
2. Click option **Subscribers → Subscribe E-Mail Notification** available on the left menu to open the form.
3. The **Subscribe E-Mail Notification** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
4. Select the radio button in front of the name of the land region entity whose related e-mail notification you want.
5. Select the radio button in front of the name of the local government body whose related e-mail notification you want.

- After making all selections, click the **Save** button to save the details or click the **Cancel** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	Please select at least one land region entity or local government body.	This indicates that you did not select any land region entity or local government body.	Click the OK button to resume and select at least one land region entity or local government body.

What happens when the Save button is clicked?

When the **Save** button is clicked a message “**You have Successfully Subscribed Email Services**” is displayed on the screen. Now, if any changes made in the selected land region entity or local government body then you got an email regarding the changes.

Subscribe Application

Brief Description

The main purpose of this form is to allow you to maintain list of applications that are following the Local Government Directory. You can subscribe the application by clicking the **Subscribe Application** option in the **Subscribers** section. The **Subscribe Application** form is displayed on the screen. This form shows the list of subscribing application. Now, you can add the more applications. You can modify the name of existing applications and also delete the applications.

A screen shown in Fig. 5.21.3.1 display’s a sample screen shot of the **Subscribe Application** form. All field marked with * are mandatory.

(There is a Help option available on the top of the each form. The user can use this link to learn about how to specify details in the respective form).

The **Subscribe Application** form is shown in Fig. 5.21.3.1:

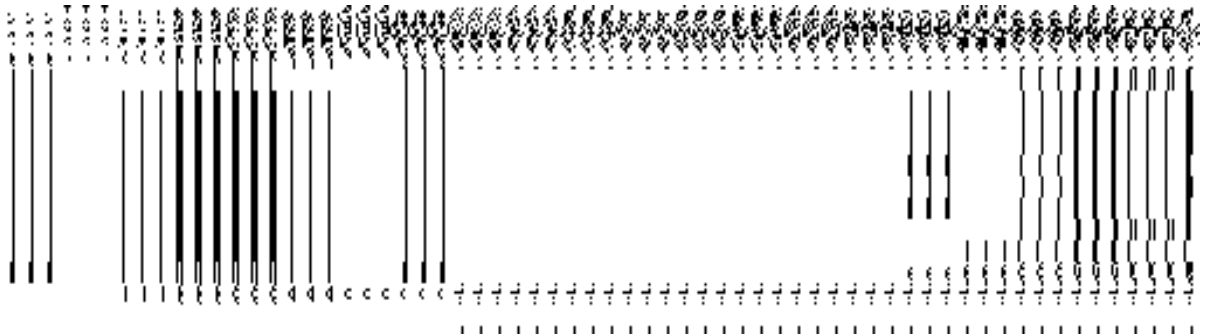


Fig 5.21.3.1

Pre-Condition

You should login into the application and have privilege to subscribe application. You can open the **Subscribe Application** form by clicking the option **Subscribers→Subscribe Application** available in the left menu.

The **Subscribe Application** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Subscribing Application	<p>Description: This field shows the name of subscribing application.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	URL	<p>Description: This field shows the URL of the subscribing application.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Subscribe Application** form contains the following buttons as indicated below:

- **Save & Update button:** This button allows you to save and update the subscribing application details.
- **Close button:** This button allows you return to the home page or abort the operation.

Flow of Form

To subscribe application, you need to follow the steps given below:

1. You should login into the application and have the privilege to subscribe application.
2. Click option **Subscribers** → **Subscribe Application** available on the left menu to open the form.
3. The **Subscribe application** form is displayed on the screen. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in. This form shows the list of subscribing applications. Now, you can add new application, modify the subscribing application name, and delete the application.

What happens when the Add New button is clicked?

When you click the **Add New** button then the two text boxes in the **Subscribing Application** and **URL** fields are displayed on the same screen. The Screen is named as **Add New Application**, which is shown in Fig. 5.21.3.2:

Fig. 5.21.3.2

Pre condition

You should login into the application and have privileges to add new application.

The **Subscribe Application** form contains the following fields as indicated below:

S.No	Field Name	Explanation
1	Subscribing Application	<p>Description: This field is used to specify the name of subscribing application.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>
2	URL	<p>Description: This field is used to specify the URL of the subscribing application.</p> <p>Validation: NA</p> <p>Mandatory/Optional: NA</p>

The **Add New Application** form contains the following buttons as indicated below:

- **Save & Update button:** This button allows you to save and update the subscribing application details.
- **Close button:** This button allows you return to the home page or abort the operation.

Flow of Form

To add new application, you need to follow the steps given below:

1. You should login into the application and have the privilege to add new application.
2. In the **Subscribe Application** form, click the **Add New** button. The two fields **Subscribing Application** and **URL** are displayed on the screen.
3. Specify the application name and URL in their relative fields.
4. Click the **Save & Update** button to save the application details or click the **Close** button to abort the operation.

Validations/Error Messages:-

As you proceed, it may possible that you are one of the following messages may be prompted:

S. No.	Message	Reason	Expected Action
1.	Please enter the subscribing application name.	This indicates that you did not enter the application name.	Click the OK button to resume and enter the subscribing application name.
2.	Please enter the URL of the subscribing application.	This indicates that you did not enter the URL of the application.	Click the OK button to resume and enter the URL of the subscribing application.

What happens when the Save button is clicked?

When the **Save & Update** button is clicked, a message “**You have Successfully Subscribed Application**” is displayed on the screen. Now, an application is subscribed and you can delete and modify its details.

What happens when the Change icon is clicked?


Once you click on change icon the details are displayed in editable mode and you can update the application details.

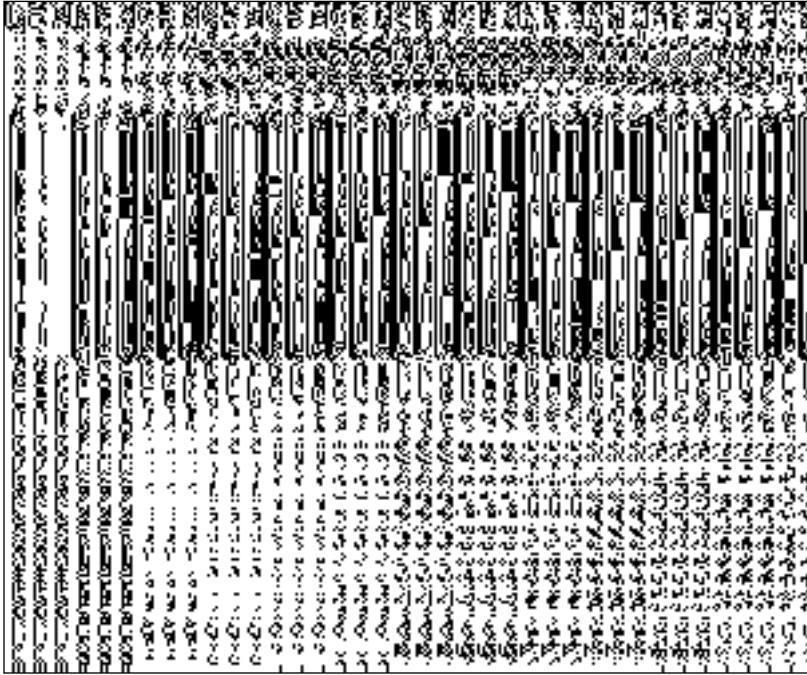
What happens when the Delete icon is clicked?


Once you click on Delete icon the details of the subscribing application gets deleted.

LGD APP

The user can download LGD App through the link provided on the left side of the Home page of LGD (Local Government Directory). To download LGD App;

- a. Go to <http://lgdirectory.gov.in/>
- b. Click on the icon  provided on the Home Page of Local Government Directory (LGD).





- c. Once you click on the icon , a pop-up screen will open with option to open the localdirectory.apk file. You can either open that file by using a selected program or save the file on your computer system. You can select any one option. After selecting the desired option, as you click the button 'OK', a file by the name of "localdirectory.apk" will get downloaded on your Computer/ Mobile device.

How to install the App

- a. After downloading the installation file (localdirectory.apk) on computer/PC, you need to transfer this .apk file to your smartphone using USB cable or Bluetooth.
- b. Once you have transferred the localdirectory.apk file to your mobile, you need to click on that .apk file to install the app on your smartphone.
- c. Make sure that the 'Unknown Sources' option, is checked ON (in most of the phones, this will be available under Settings->Security).
This is to allow you to download an application that is not a part of the Android market/eGov App store
- d. Once the installation is completed, you can use the application on your mobile phone.

FAQ

This section contains the frequently asked questions (FAQs) about Local Government Directory application. The answers of these FAQs are given to provide help to users in working on LGD application. The user can access FAQ by clicking the icon . After clicking the icon , a pop up window will appear on the screen as shown in the figure below:

