

SOP (Standard Operative Procedure)

For

STATE ADMIN

This Document elaborates the functionalities that State Admin has to perform for publishing the questionnaire which is created by the Center and also accessing of User Details Report in Excel Format.

Dated – 20th June 2024

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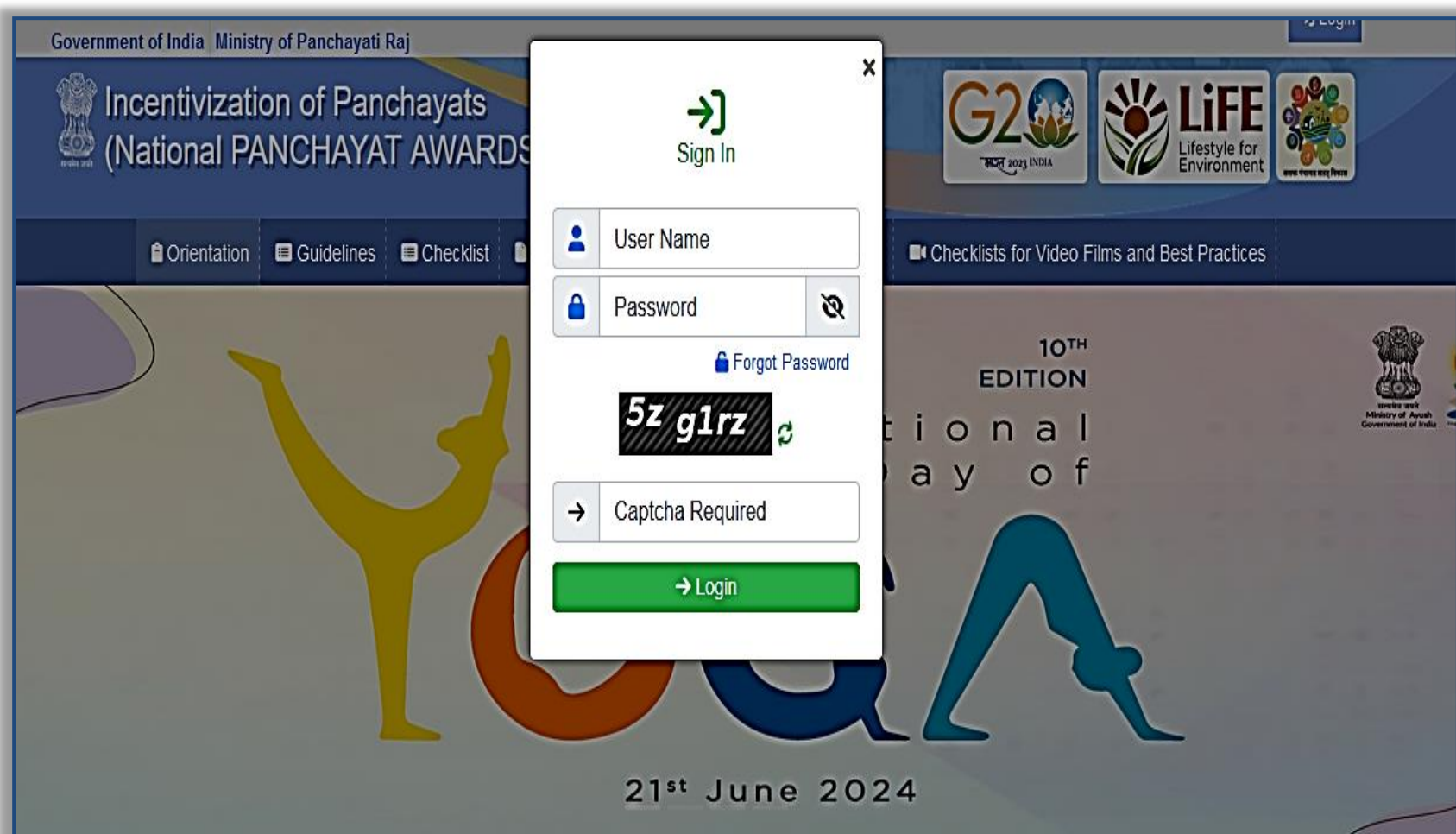
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LOGIN

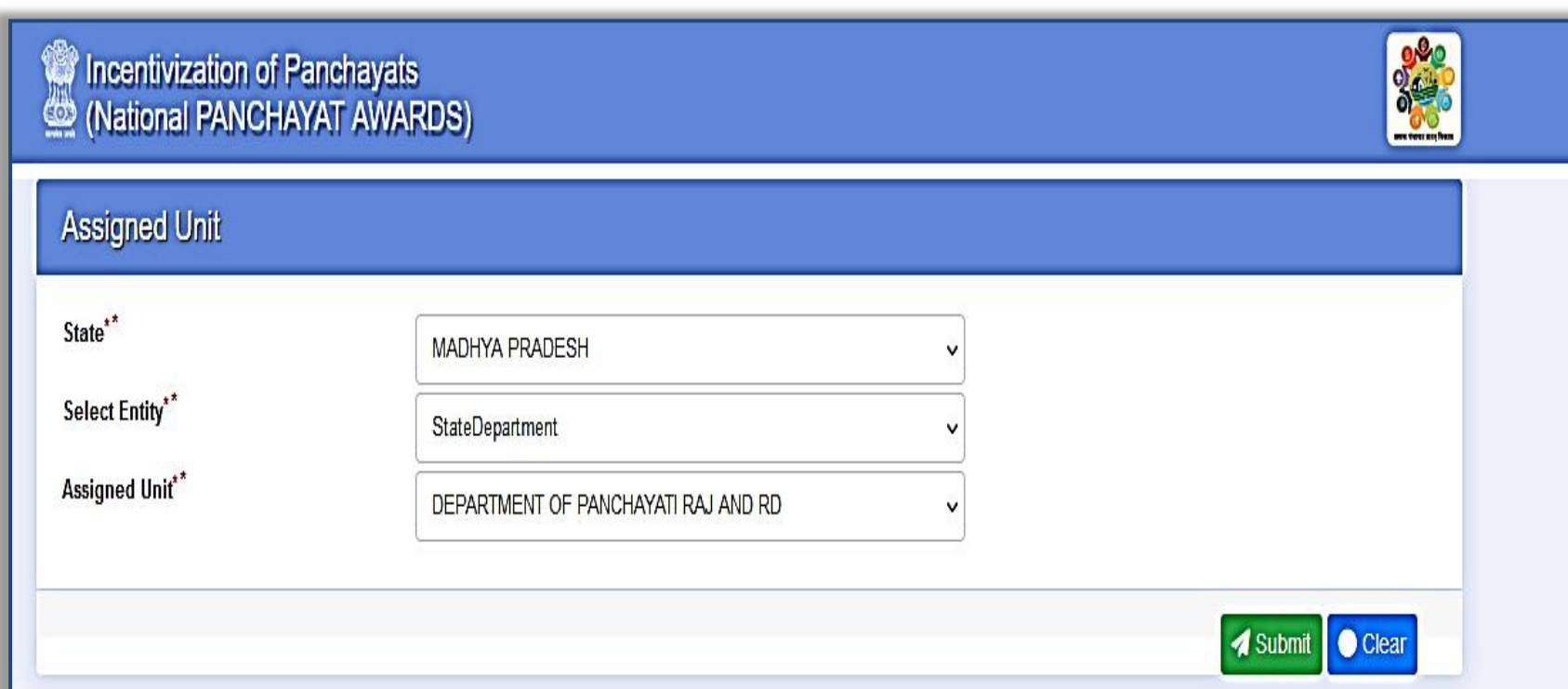
- Go to browser and enter URL: [https:// panchayataward.gov.in](https://panchayataward.gov.in)

How to Proceed with Login ID,

- Click on the **Login** button present at the top right corner of the application.
- Enter the **allocated** username, password and captcha, and then click on the **Login** button as shown in the following screen.



- After clicking on **Login button**, following page will be displayed-



➤ After clicking on **Submit** Button, **home** page appears as below-

Welcome to Panchayat Awards

Basic Instructions for filling online Questionnaires:

- All the Gram Panchayats have to MANDATORILY fill the Questionnaires within timeline under the ALL the following 9 award themes:

<ul style="list-style-type: none"> 1. Poverty free and enhanced livelihoods Panchayat 3. Child friendly Panchayat 5. Clean and Green Panchayat 7. Socially Secured Panchayat 9. Women-friendly Panchayat 	<ul style="list-style-type: none"> 2. Healthy Panchayat 4. Water sufficient Panchayat 6. Self-sufficient infrastructure in Panchayat 8. Panchayat with Good Governance
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- Kindly check homepage of Panchayat Awards portal for referring to the indicative checklist of data source for filling theme-wise Questionnaires.
- After filling the Questionnaires, the option Save will be available to save the Questionnaires. These can be modified under Modify section.
- After finalization, the Gram Panchayats must FREEZE the Questionnaires through this option available.

ONLY AFTER FREEZING THE QUESTIONNAIRES, THE AWARDS APPLICATION WILL BE SUBMITTED SUCCESSFULLY.

PUBLISHING the Questionnaire

Publishing of the Questionnaire by State Admin requires two processes –

- ❖ **Freeze the Workflow**
- ❖ **Publish The Questionnaire**

Both the processes are explained below-

NOTE: State Admin has to **freeze** the **workflow** before publishing the Questionnaire-

FREEZE THE WORKFLOW

Freezing of the workflow further has two processes which are as under-

- **Add the workflow-**
- **Freeze the Workflow-**

Both these processes are elaborated in detailed steps

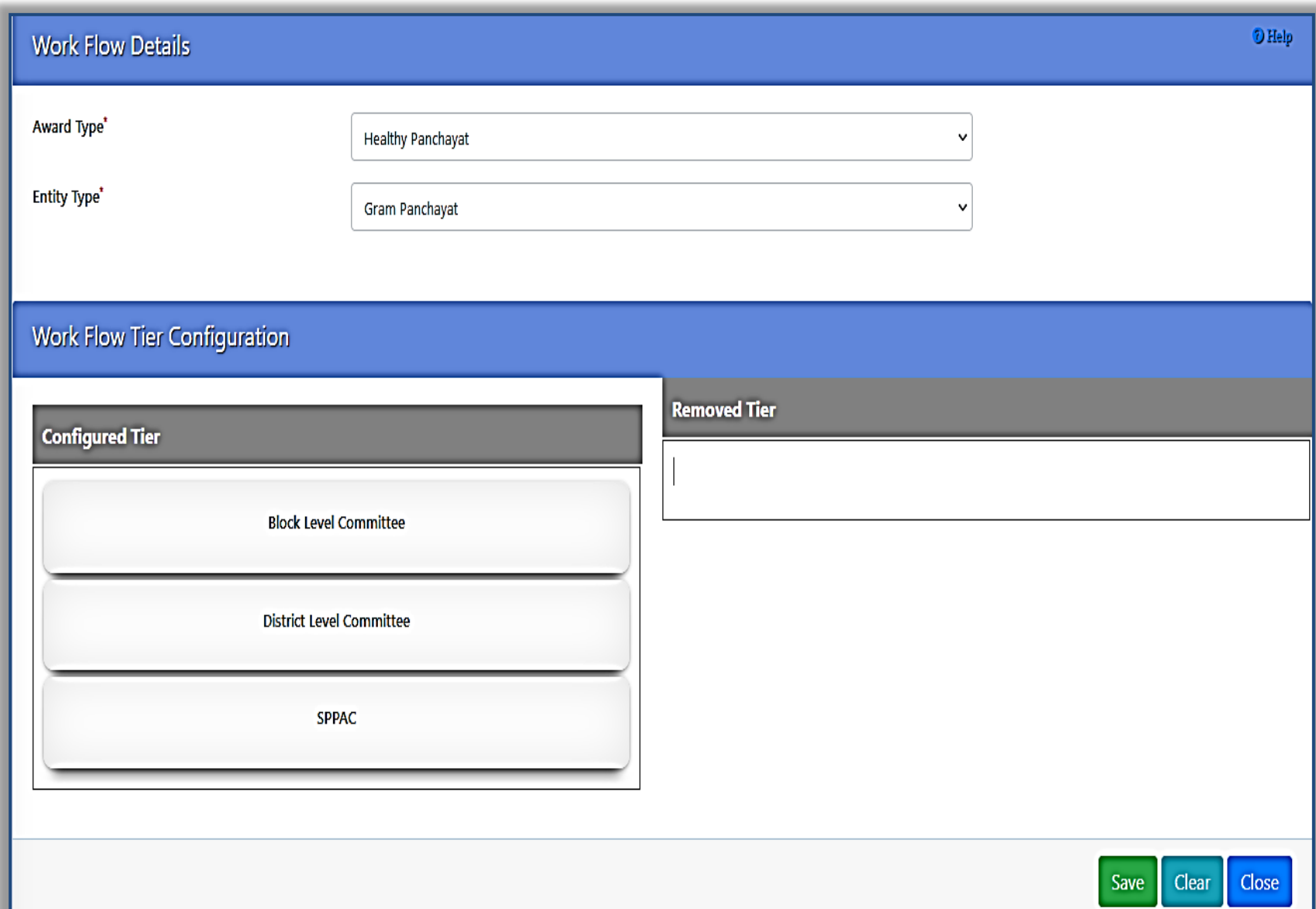
• Add the Workflow

- Go to **Work Flow** option in left menu.
- Click on **Work Flow -> ADD**. Following page will be displayed-



The screenshot shows a web form titled "Work Flow Details" with a blue header and a "Help" icon. Below the header, there are two dropdown menus. The first is labeled "Award Type" and has "Healthy Panchayat" selected. The second is labeled "Entity Type" and has "Gram Panchayat" selected. Both dropdowns have a small downward arrow on the right side.

- On the screen, select **Award type** and **Entity** (Level of Panchayat) type.
- Select Level of Panchayat(Entity) as **Gram Panchayat** Only
- Based on selection, following page will be displayed-



The screenshot shows a web application interface with two main sections:

- Work Flow Details:** Contains two dropdown menus. The first, labeled 'Award Type*', is set to 'Healthy Panchayat'. The second, labeled 'Entity Type*', is set to 'Gram Panchayat'.
- Work Flow Tier Configuration:** This section is divided into two panes:
 - Configured Tier:** A vertical stack of three buttons labeled 'Block Level Committee', 'District Level Committee', and 'SPPAC'.
 - Removed Tier:** An empty rectangular box.

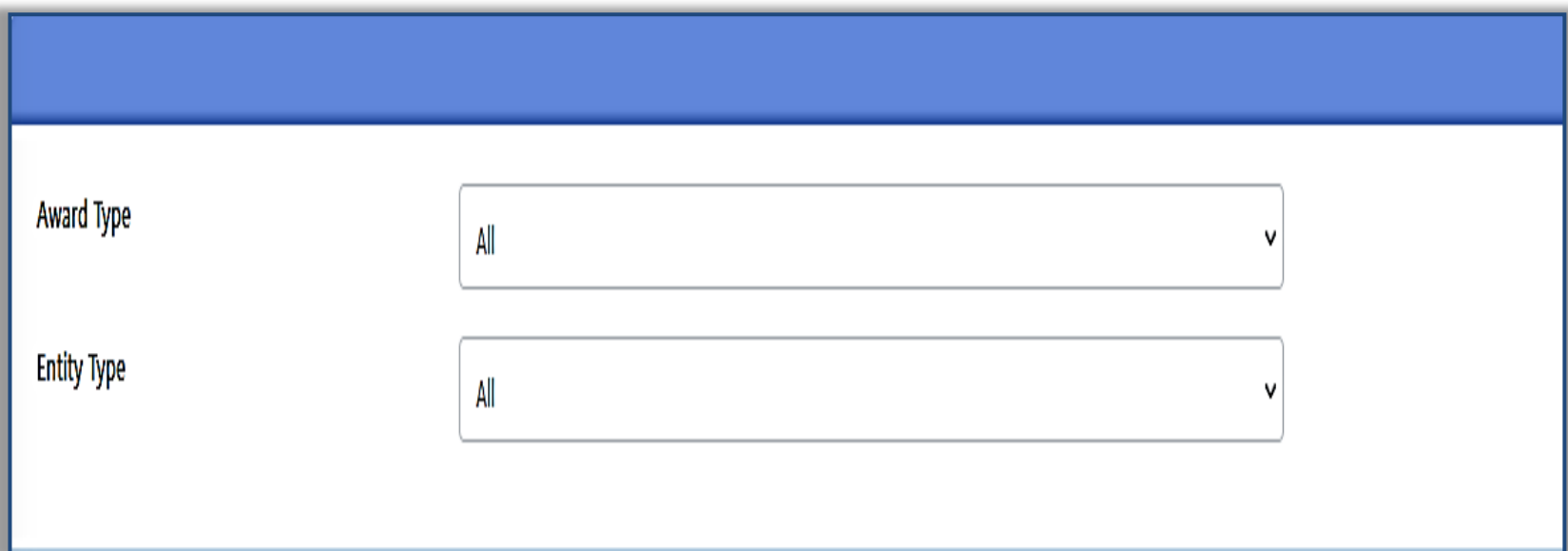
At the bottom right of the configuration section, there are three buttons: 'Save' (green), 'Clear' (teal), and 'Close' (blue).

- Click on the **Save** button.
- After clicking on save button, following **confirmation** pop up message will be displayed









• **Freeze the Workflow-**

- Go to **Work Flow** option in left menu.
- Click on **Work Flow -> Manage**. Following page will be displayed-



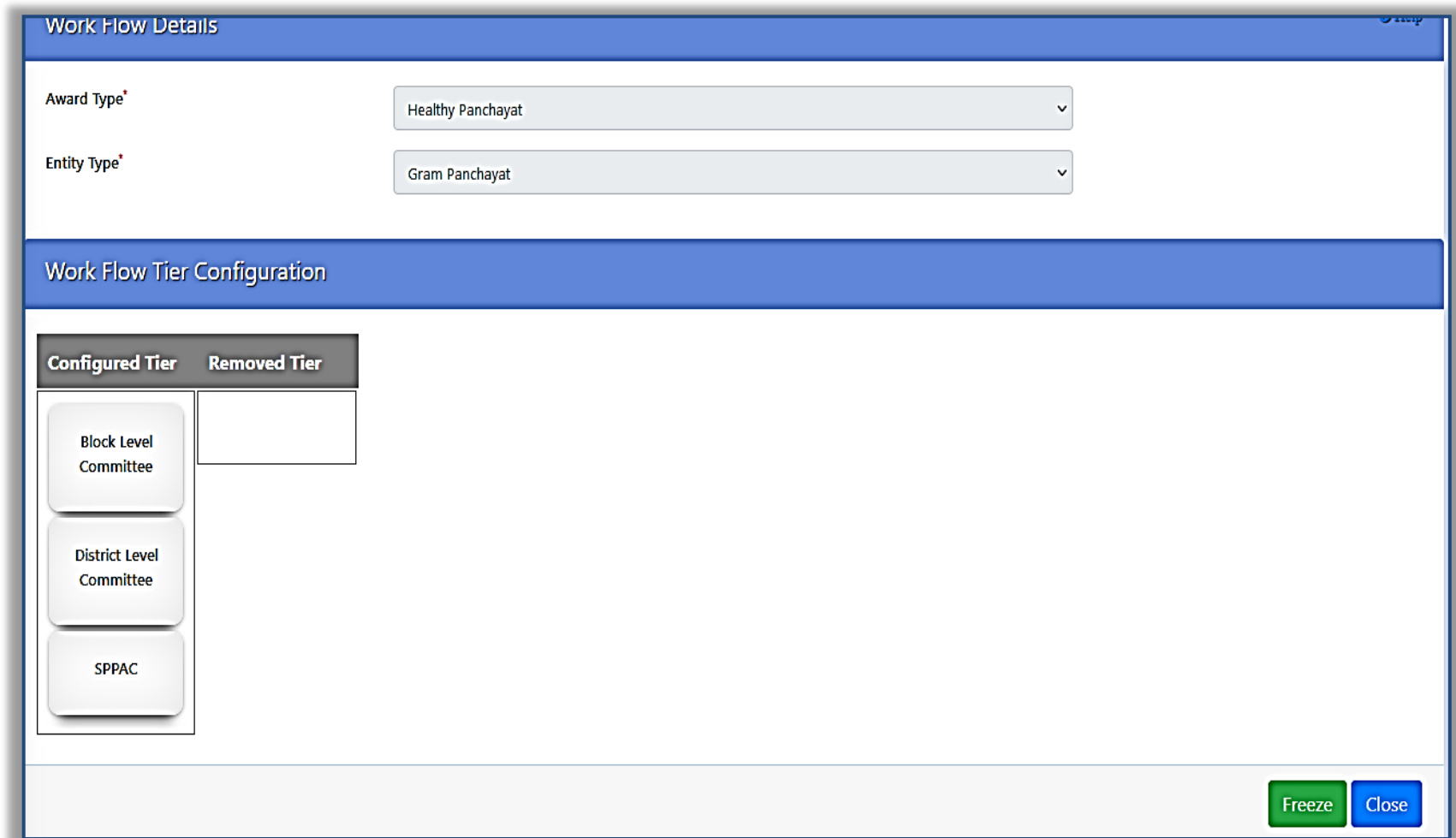
The screenshot shows a web interface with a blue header. Below the header, there are two filter sections. The first section is labeled 'Award Type' and contains a dropdown menu with 'All' selected. The second section is labeled 'Entity Type' and also contains a dropdown menu with 'All' selected.

- Select the **Award Type** and **Entity Type** and then click on **Get Data** button. Records will be displayed on the basis of the selected entities. **Sample Screenshot** on the basis of selected entities is given below –

S.No	Theme	Entity Type	Status	Action			
				View	Modify	Delete	Freeze
1.	Panchayat with good governance	Gram Panchayat	Frozen				
2.	Poverty free and enhanced livelihoods Panchayat	Gram Panchayat	Frozen				
3.	Healthy Panchayat	Gram Panchayat	Unfreeze				

- Click on **View** Icon to view the work flow
- Click on **Modify** Icon to modify the work flow (*in case, if any modification required*)
- Click on **Delete** Icon to delete the work flow (*in case to delete the workflow*)
- Click on **Freeze** Icon to freeze the work flow

- After clicking on **freeze** icon, following page will be displayed on the screen-



- Click on **Freeze** button to **freeze** the workflow.
- After clicking on freeze button, following confirmation pop up message will be displayed –

Data freezed successfully

NOTE: Once you have finalized /freeze the workflow, workflow cannot be changed

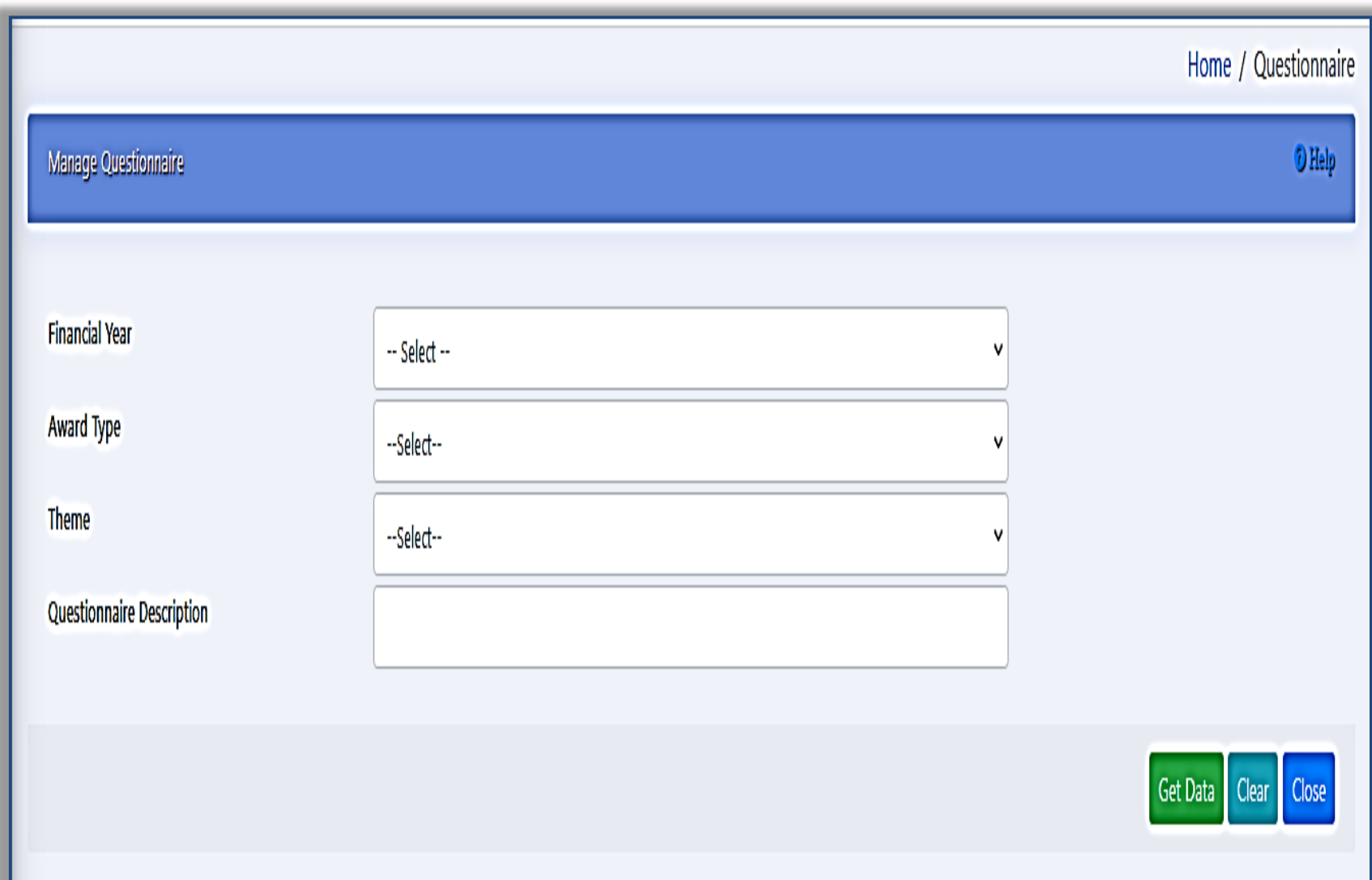
- **Do the same for all type of awards themes**

• **Publish Questionnaire:**

Once workflow has been frozen then, the State Admin has to publish questionnaire.

Detailed steps for publishing the questionnaire are given below-

- Go to **Questionnaire** option in left menu.
- Click on **Questionnaire-> Manage**.Following page will be displayed-





- Select the following-
 - Financial Year
 - Award Type
 - Theme
 - Fill the Questionnaire Description

- After selection click on **Get** button. Record will be displayed on the basis of the selected entities- **Sample Screenshot** on the basis of selected entities is given below –

1 Result found !

Result Found



S.No	Questionnaire Description	MoPR/State Name	Entity Type	Theme	Financial Year	Status	Action					
							View	Modify	Delete	Freeze	Rearrange	Publish
1.	healthy panchayat questionnaire	Madhya Pradesh	Village Panchayat	HP	2022-2023	Frozen By Center						

- Click on **View Icon** to view the questionnaire
- Click on **Publish Icon** to publish the questionnaire.
- After clicking on **Publish** Icon, questionnaire related to **selected** theme will be displayed. Sample screenshot is attached below-

15	Healthy Panchayat	<p>What was the percentage of Adolescent (15-18) Girls anaemic in the GP ? 6.0</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Sr. No.</th> <th style="width: 15%;">Number of Adolescent (15-18) Girls who are anaemic</th> <th style="width: 15%;">Total number of Adolescent (15-19) girls</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> </tbody> </table>	Sr. No.	Number of Adolescent (15-18) Girls who are anaemic	Total number of Adolescent (15-19) girls	1	<input type="text"/>	<input type="text"/>
Sr. No.	Number of Adolescent (15-18) Girls who are anaemic	Total number of Adolescent (15-19) girls						
1	<input type="text"/>	<input type="text"/>						
		<input type="button" value="Publish"/> <input type="button" value="Close"/>						

- Click on **Publish** button to publish the questionnaire. After clicking on Publish button, confirmation message will be displayed as given below-

Successfully Published
✕

Result Found													
S.No	Questionnaire Description	MoPR/State Name	Entity Type	Theme	Financial Year	Status	Action						
							View	Modify	Delete	Freeze	Rearrange	Publish	Unpublish
1.	healthy panchayat questionnaire	Madhya Pradesh	Village Panchayat	HP	2022-2023	PUBLISHED							

NOTE: Once the State Admin has published the Questionnaire he has also the provision to Unpublish the questionnaire by clicking on **Unpublish** Icon

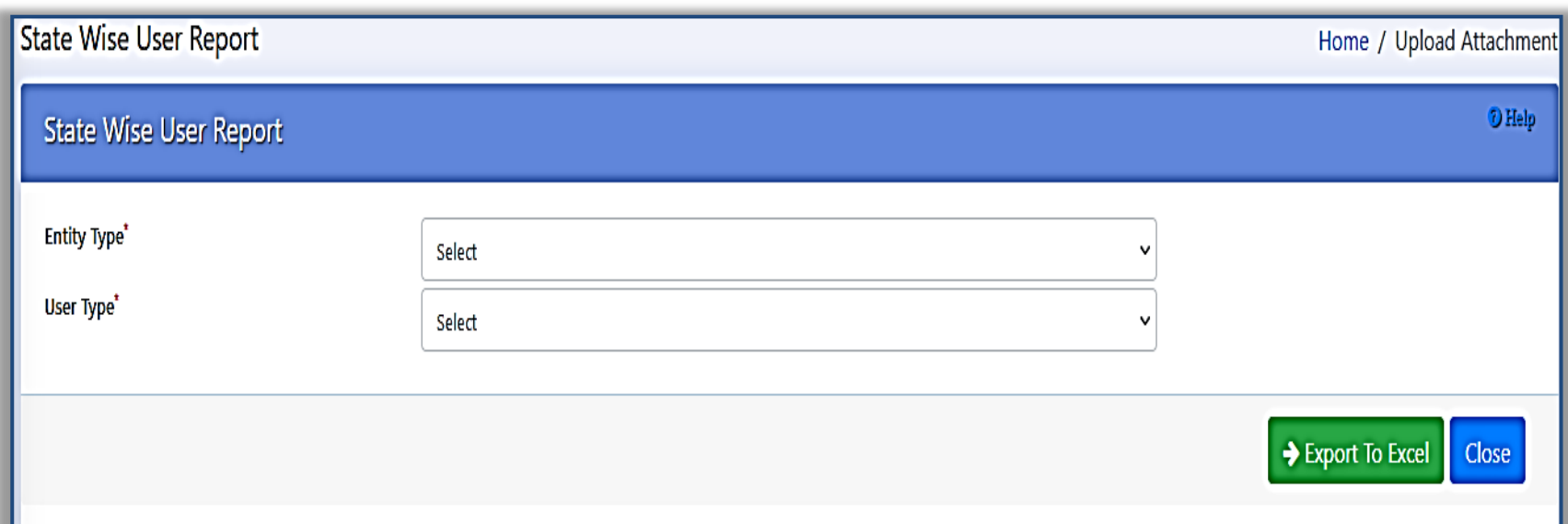
➤ **Do the same for all type of awards themes**

User Details

State Admin can also send the **User Details** report in the form of **Excel** to various Entities

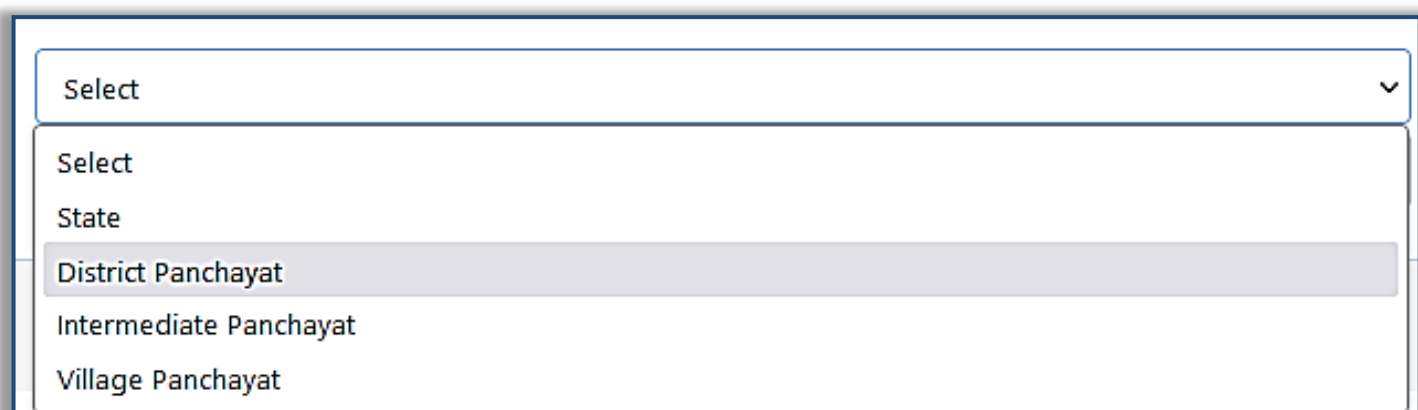
Following are the steps that need to be followed to download the User details report from the application-

- Go to **Reports** option in left menu.
- Click on **Reports-> User Details**.Following page will be displayed



- Select the following-

- **Entity Type-(Level of Panchayat Type)**



- **User Type**

NOTE: There are two different types of users-

- **User** is responsible for creating of members of Performance Assessment Committee which performs Assessment and Verification of the details filled by Gram Panchayat physically.
 - **Committee User** is the member of Performance Assessment Committee which is responsible for Assessment and Verification of the details filled by Gram Panchayat physically.
- After selecting Entity type and User type, click on **Export To Excel** button.
- On clicking **Export To Excel** Button, excel report will be downloaded in the system as per selected User type and Entity type. Sample of the report is attached below-

Export To Excel			
State Wise User Report			
S.No	Zilla Panchayat Code	ZP Name	Zilla Panchayat User Name
1	262066	AGAR MALWA	DLC-AGAR MALWA
2	583	ALIRAJPUR	DLC-ALIRAJPUR
3	349	ANUPPUR	DLC-ANUPPUR
4	350	ASHOKNAGAR	DLC-ASHOKNAGAR
5	351	BALAGHAT	DLC-BALAGHAT
6	352	BARWANI	DLC-BARWANI
7	353	BETUL	DLC-BETUL
8	354	BHIND	DLC-BHIND
9	355	BHOPAL	DLC-BHOPAL
10	356	BURHANPUR	DLC-BURHANPUR
11	357	CHHATARPUR	DLC-CHHATARPUR
12	358	CHHINDWARA	DLC-CHHINDWARA
13	359	DAMOH	DLC-DAMOH
14	360	DATIA	DLC-DATIA
15	361	DEWAS	DLC-DEWAS
16	362	DHAR	DLC-DHAR
17	363	DINDORI	DLC-DINDORI
18	364	EAST NIMAR	DLC-EASTNIMAR
19	365	GUNA	DLC-GUNA
20	366	GWALIOR	DLC-GWALIOR
21	367	HARDA	DLC-HARDA
22	368	HOSHANGABAD	DLC-HOSHANGABAD
23	369	INDORE	DLC-INDORE