# SOP (Standard Operative Procedure)

# For

# Gram Panchayat User

**This Document elaborates the functionalities that Gram Panchayat User has to perform for filling of the answers of the questionnaire which is created by Centre and published by the State.**

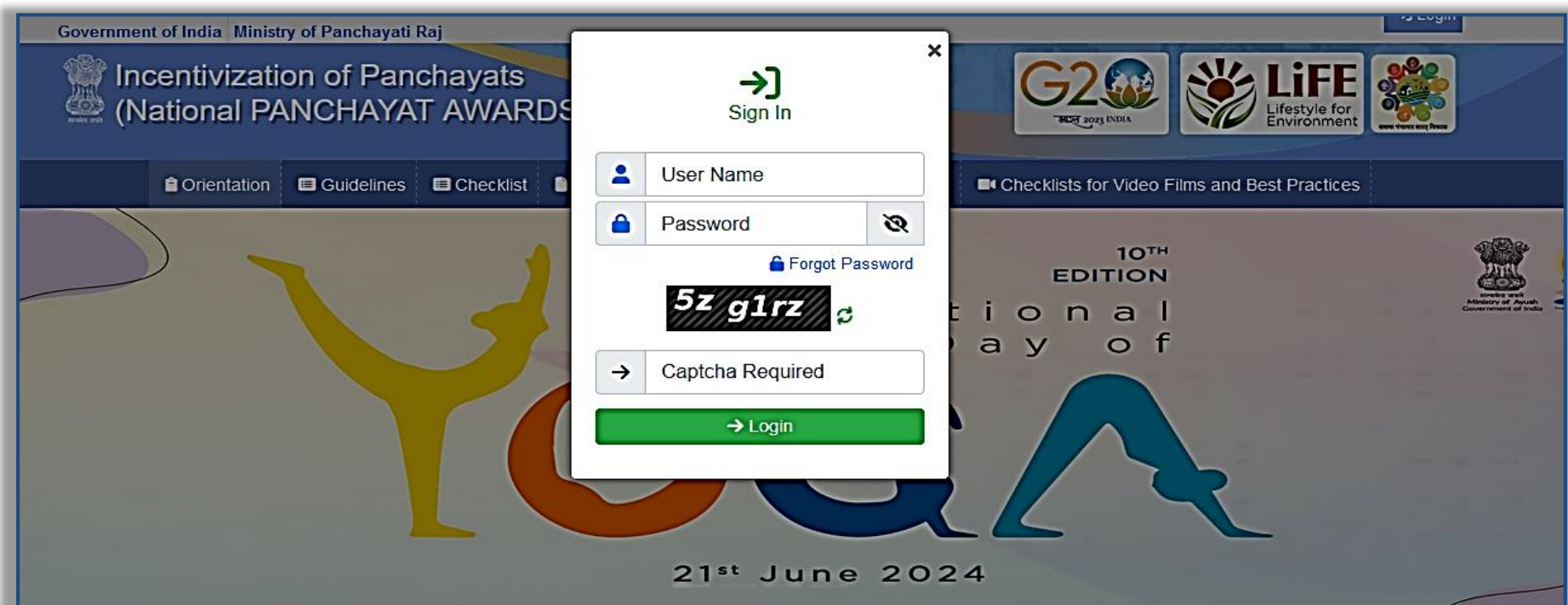**Dated – 03rd July 2024**

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# LOGIN

➢ Go to browser and enter URL: **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.
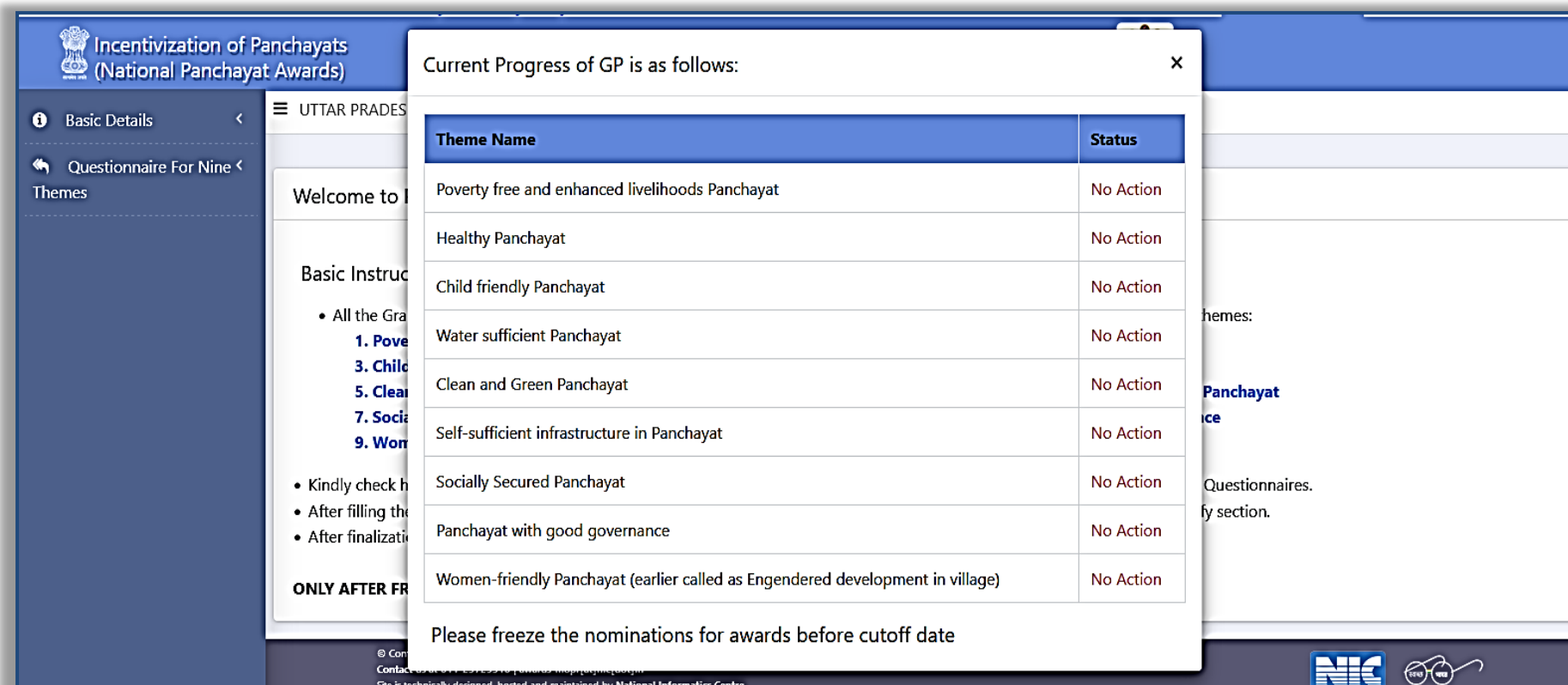


➢ After clicking on **Login button**, following page will be displayed-

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



**Note**: At **home** page, there is a dialog box named as "**Current Progress of GP is as follows** "that represents status of filled theme based questionnaire.

There are **three status** of the questionnaire-

- **No Action** –The status represents that **No Action** has been taken by the GP user against that theme. Sample screenshot is attached below-



- **Saved**- The status represents that GP user has **saved** the data respective of that theme but has not freezed yet. Sample screenshot is attached below



- **Freezed**- The status represents that GP user has **freezed** the data respective of that theme. Sample screenshot is attached below

# Filling of Basic Details of Gram Panchayat

**Objective:** *GP user needs to fill basic details (Sarpanch/Chairperson details, Address, PFMS Mapped Bank Details, Population Details and Elected Members information) of its respective gram panchayat.*
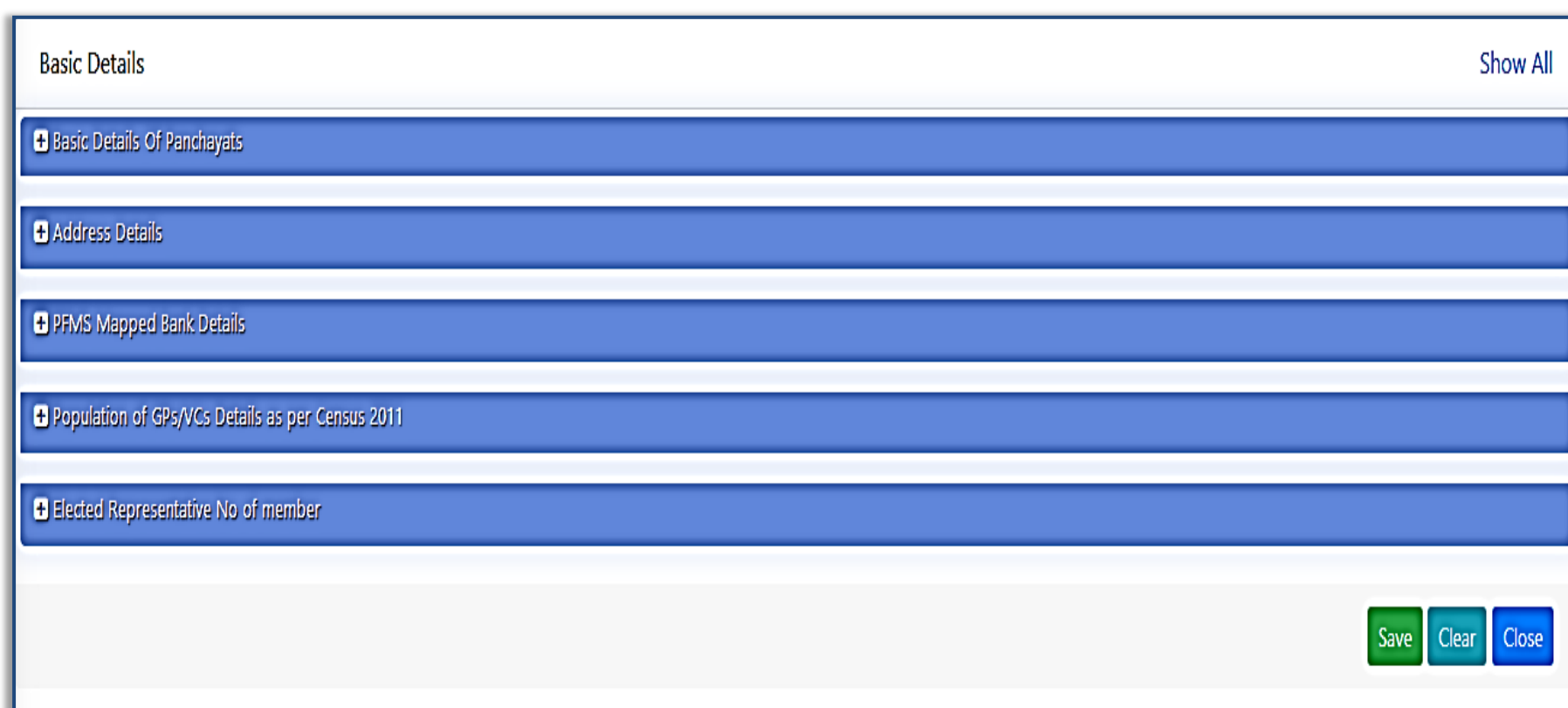
> **Note**: *GP user has to fill the basic details of Gram Panchayat before filling or freezing the questionnaire answers for all the themes.*
> *If GP user tries to fill the questionnaire without filling the basic details of his respective GP, then following error message will be displayed-*

> **Before answering, Basic Detail is mandatory to be filled up.** ✕
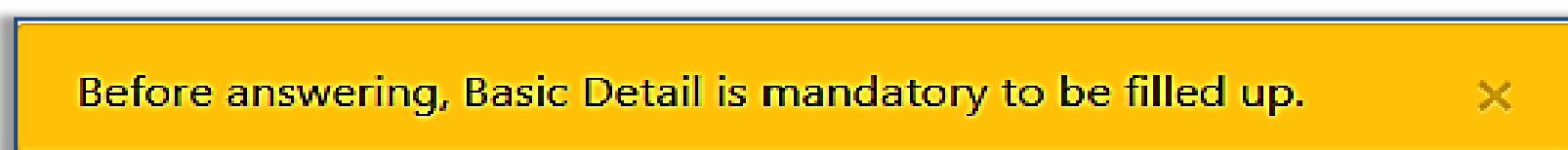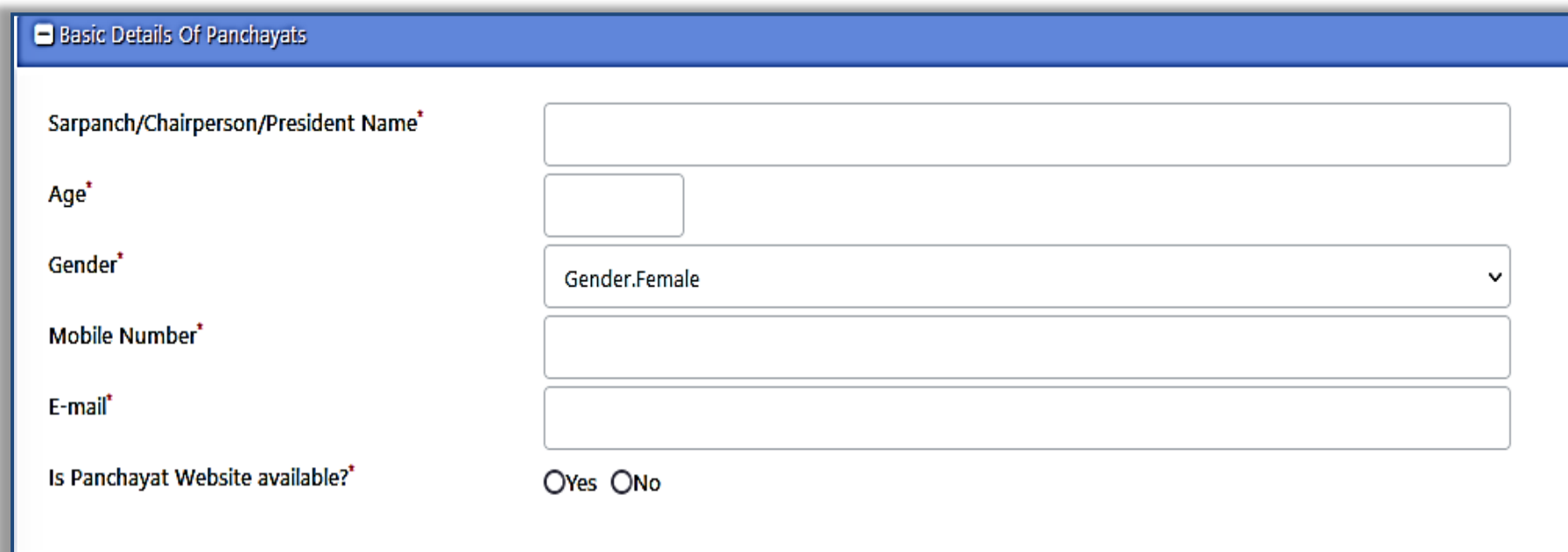
**Following steps are required to fill the basic details-**

➢ Go to **Basic Details** on left menu.

➢ Click on **Basic Details** ->**Add** menu item. After clicking on **Add** menu item following page will be displayed

| Basic Details | Show All |
|---|---|
| ➕ Basic Details Of Panchayats | |
| ➕ Address Details | |
| ➕ PFMS Mapped Bank Details | |
| ➕ Population of GPs/VCs Details as per Census 2011 | |
| ➕ Elected Representative No of member | |
| | Save  Clear  Close |

➢ Click on "**Basic Details of Panchayat** " icon to expand the menu. Sample screenshot is attached below
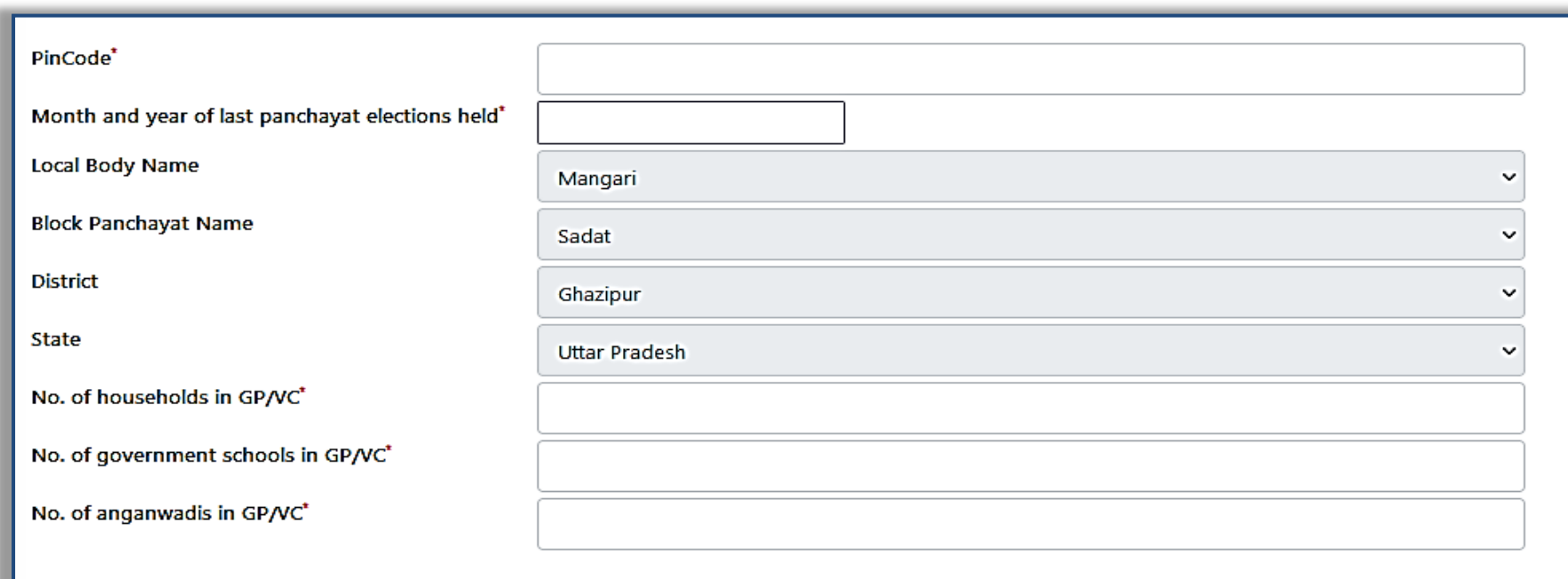


➢ Fill the following details under **"Basic Details of Panchayat"**-

- Sarpanch/Chairperson/President Name*
- Age*
- Gender from drop down*
- Mobile Number*
- Email*
- Is Panchayat Website Available(Radio button)*

**Note: *** *(asterisk) means that respective field is compulsory to be filled*

➢ Click on "**Address Details** " icon to expand the menu. Sample screenshot is attached below-

➢ Fill the following details under **"Address Details"**-
- PinCode*
- Month and year of last panchayat elections held*
- No. of households in GP/VC*
- No. of government schools in GP/VC*
- No. of anganwadis in GP/VC*
- Local Body Name, Block Panchayat Name , District and State are prefilled.

**Note: *(asterisk) means that respective field is compulsory to be filled**

➢ Click on **PFMS mapped Bank Details** icon to expand the menu. Sample screenshot is attached below-



➢ Fill the following details under **"PFMS mapped Bank Details"**-

- Agency/Panchayat Account Holder Name*
- Bank Name*
- Branch Address*
- Account No.*
- PFMS Code
- IFSC*

**Note: *(asterisk) means that respective field is compulsory to be filled**

➢ Click on **Population of GPs/VCs Details as per Census 2011** icon to expand the "**Population of GPs/VCs Details as per Census 2011** "menu. Sample screenshot is
 attached below

| Gender | Count |
|--------|-------|
| Female* | |
| Male* | |
| Total* | |

➢ Fill the total *number/count* of following details under **"Population of GPs/VCs Details as per Census 2011"**-

- Female*
- Male*
- Total*(It will be displayed automatically on the basis of addition of above two fields i.e. Female and Male

  **Note: * (asterisk) means that respective field is compulsory to be filled**

➢ Click on **Elected Representative No of member** icon to expand the menu. Sample screenshot is attached below-
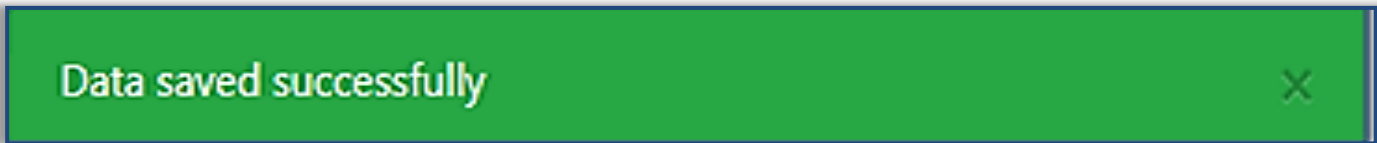
| Elected Representative No of member | |
|--------|-------|
| **Gender** | **Count** |
| Female* | 4500 |
| Male* | 100 |
| Total | 4600 |

➢ Fill the total ***number/count*** of elected members under **"Elected Representative No of member"**-

- Female*
- Male*
- Total*(It will be displayed automatically on the basis of addition of above two fields i.e. Female and Male)

**Note: * (asterisk) means that respective field is compulsory to be filled**

➢ After filling all the above details**,** click on **SAVE** button. On clicking, following **confirmation** message will be displayed-
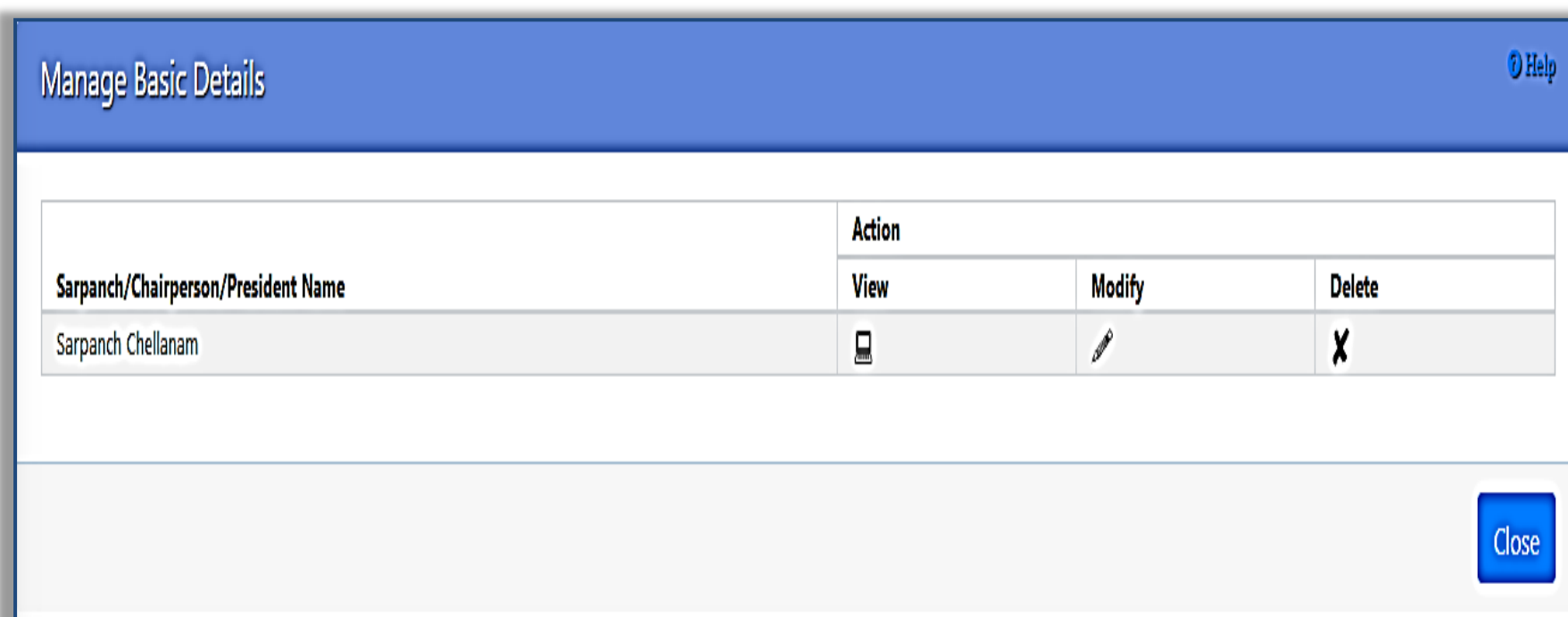
Data saved successfully     ✕

# Modifying/View/Delete of the Basic Details

**Objective:** *GP user has provided the functionality in which user can modifies, view or delete the basic details if required*

**Following are the steps that need to be followed for managing the basic details-**

➢ Go to **Basic Details** on left menu.

➢ Click on **Basic Details** ->**Manage** menu item. After clicking on **Manage** menu item, then record saved by the user will be displayed. Sample screenshot is attached below

| Sarpanch/Chairperson/President Name | Action | | |
|---|---|---|---|
| | View | Modify | Delete |
| Sarpanch Chellanam | 🖥 | ✏ | ✗ |

Close

- 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 basic details*)

# Answering of Themed Questionnaires

**Objective:** In this functionality/module, GP user have to fill all the manual questions for all the themes

## *Prerequisite- Basic Details are filled by GP User*

Following steps are involved to answer the questionnaire

➤ Go to **Questionnaire for Nine Themes** on left menu.

➤ Click on **Questionnaire for nine themes ->Add** menu. Following page will be displayed



➤ Click on **Accept** button. After clicking on **Accept** button, page will appear as given below-

➢ Select the following –

- **Select Theme**-Select the **Theme** type from drop down list that is displayed as below

| Women-friendly Panchayat (earlier called as Engendered development in village) ⌄ |
| --- |
| --Select-- |
| Poverty free and enhanced livelihoods Panchayat |
| Healthy Panchayat |
| Child friendly Panchayat |
| Water sufficient Panchayat |
| Clean and Green Panchayat |
| Self-sufficient infrastructure in Panchayat |
| Secured and Socially Just Panchayat |
| Panchayat with good governance |
| Women-friendly Panchayat (earlier called as Engendered development in village) |

- **Sub-Theme-** After selecting the **Theme**, Select the **sub -theme** (Based on selection of Theme) from drop down list displayed as below-

| WFPV ⌄ |
| --- |
| --Select-- |
| WFPV |

➢ After selecting the above two, click on Continue button. On clicking **Continue** button questions related to that theme will be displayed. Sample screenshot is attached below-

women-friendly panchayat questionnaire

| women-friendly panchayat |
| --- |

| 1 | 2 |
| 3 | 4 |
| 5 | 6 |
| 7 | 8 |
| 9 | 10 |
| 11 | 12 |
| 13 | |

**Question 1:** What percentage of Own Source Revenue (OSR) was spent by the GP for implementing 'Women- Friendly Panchayat' theme related activities?

**Answer :**

| Sr. No. | Total Own Source Revenue (OSR) spent by the GP for implementing 'Women - Friendly Panchayat' theme related activities | Total OSR |
| --- | --- | --- |
| 1 | | |

Percentage of score :

Next

➢ Enter the data for the questions that need to be filled manually. Percentage will be calculated on the basis of the data entered. Sample screenshot is attached below-

| women-friendly panchayat |
|---|

**Question 1:** What percentage of Own Source Revenue (OSR) was spent by the GP for implementing 'Women- Friendly Panchayat' theme related activities?

**Answer :**

| Sr. No. | Total Own Source Revenue (OSR) spent by the GP for implementing 'Women - Friendly Panchayat' theme related activities | Total OSR |
|---|---|---|
| 1 | 600 | 1000 |

Percentage of score : 60.00%

Next

**Note:** Questions in which data has to be entered manually will be enabled form and the text colour of these questions will be different i.e. **Magenta**. Other questions that i.e. whose data has to be ported from PDI will be in disabled form and text colour will be **black** . Sample screenshot for the latter, is displayed below-

| women-friendly panchayat |
|---|

**Question 3:** What was the transition rate of girl children - Higher Secondary schools in the GP ?

**Answer :**

| Sr. No. | Number of Female enrolled in Higher Secondary | Class 10th enrolment of Girl Children in the previous year |
|---|---|---|
| 1 | | |

➢ After clicking on **Save** button, data entered will be saved and the following screen will be displayed.

Data saved successfully ✕

## Current Progress of GP is as follows:

| Theme Name | Status |
|---|---|
| Poverty free and enhanced livelihoods Panchayat | No Action |
| Healthy Panchayat | No Action |
| Child friendly Panchayat | No Action |
| Water sufficient Panchayat | No Action |
| Clean and Green Panchayat | No Action |
| Self-sufficient infrastructure in Panchayat | No Action |
| Secured and Socially Just Panchayat | No Action |
| Panchayat with good governance | No Action |
| Women-friendly Panchayat (earlier called as Engendered development in village) | Saved |

Please freeze the nominations for awards before cutoff date

➢ **Repeat above steps for all remaining themes.**

# Modification of the answers

Manual Questions can also be modified (Before freezing), if, required by the user

**Following are the steps that need to be followed for modification-**

➢ Go to **Questionnaire for Nine Themes** on left menu.

➢ Click on **Questionnaire for nine themes ->Manage** menu. Following page will be displayed-
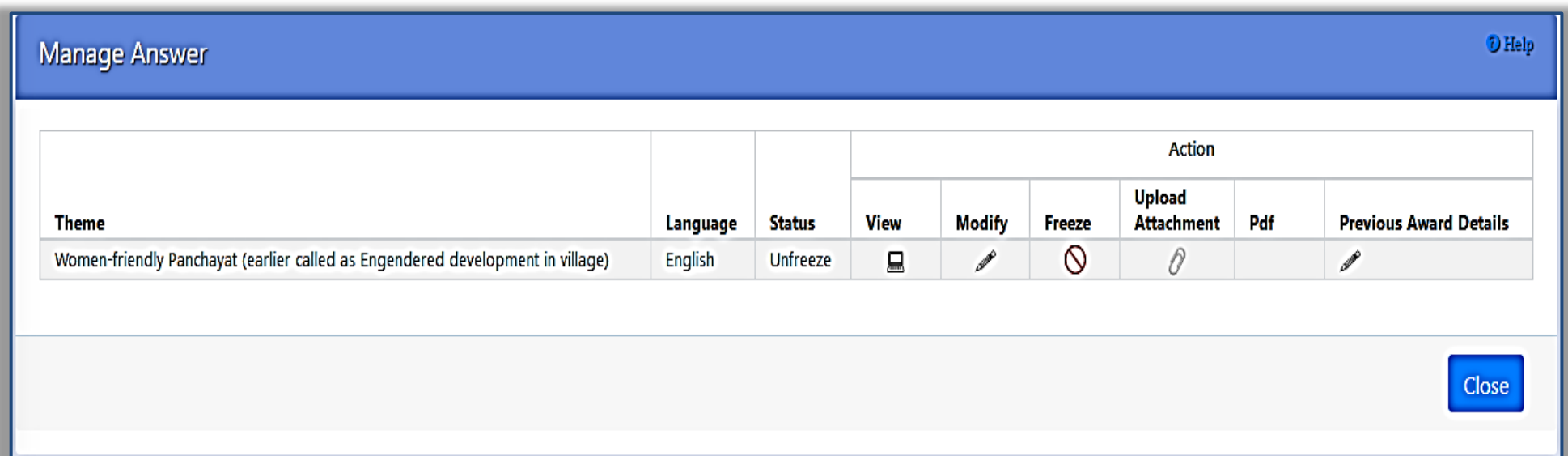


➢ Click on Modify Icon corresponding to the theme for which user requires to modify the data. After clicking on Modify icon, following page will be displayed-
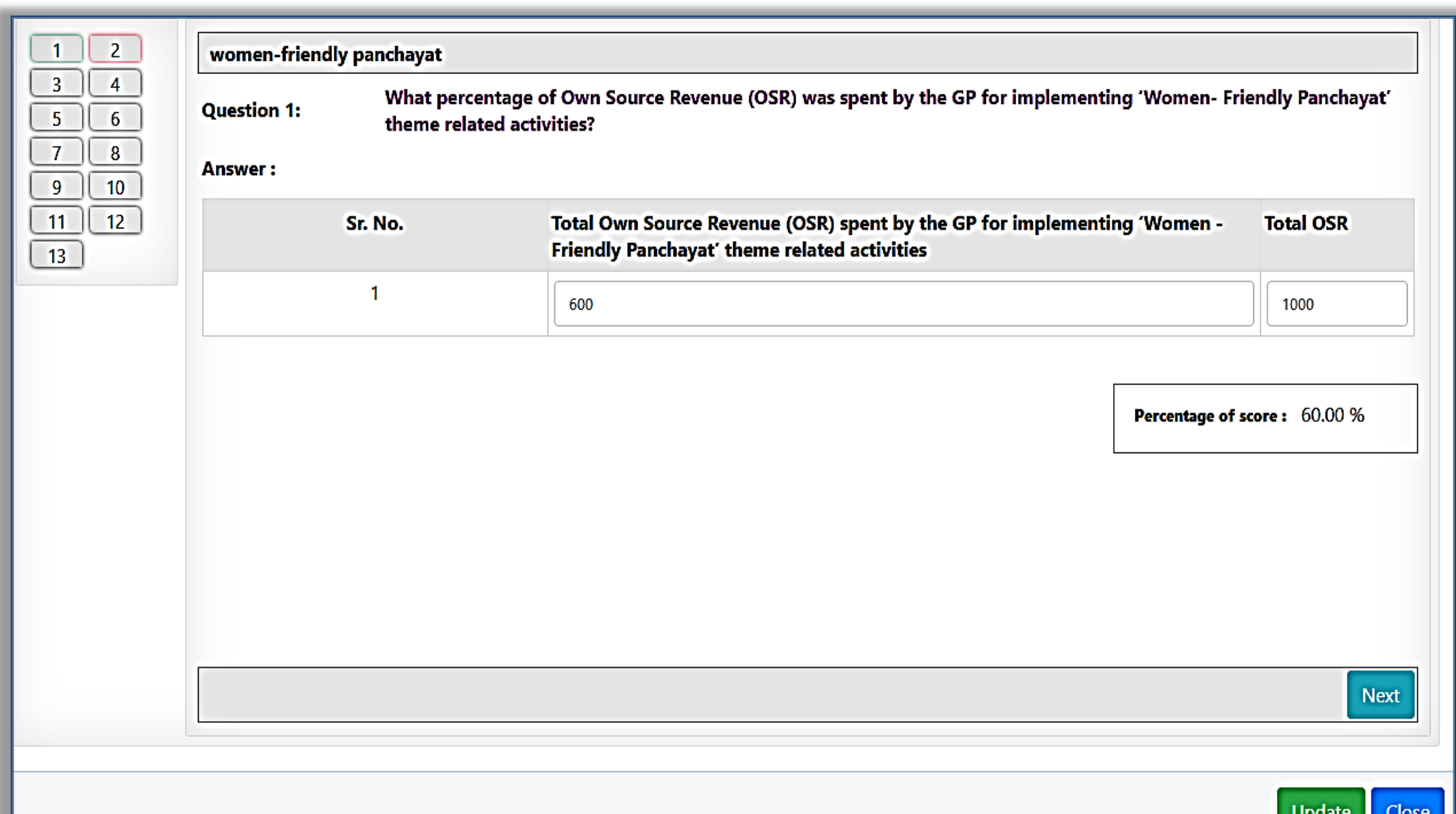
➢ User can make desired changes and then click on **Update** button. After clicking on **Update** button following message will be displayed-

Data updated successfully      X