



सत्यमेव जयते

# **Gram Panchayat Development Plan (GPDP)**

Sabki Yojana Sabka Vikas

**User Manual, Version 1.3**

**November, 2018**

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**Panchayat Informatics Division**

**National Informatics Centre**

**Department of Information Technology**

**Ministry of Communications & Information Technology**

**Government of India**

# Amendment Log

Version no.	Date	Change number	Brief Description	Section Change
1	21 <sup>st</sup> Sep 2018	1		
2	27 <sup>th</sup> Sept 2018	1.1	Added the missing functionalities of Facilitator Feedback form, Upload and Moderate image	5.4, 5.5 and 5.6
3.	22 <sup>nd</sup> Oct 2018	1.2	Rectified the functionalities of Frontline workers and Facilitator management as the latest changes	5.1.2 and 5.2
4.	3 <sup>rd</sup> Nov 2018	1.3	Added the functionality of scheduling Gram Sabha by State level officials	5.3.1

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## 1. Introduction

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### 1.1 Audience

Gram Panchayats have been mandated for the preparation of Gram Panchayat Development Plan (GPDP) for economic development and social justice utilizing the resources available to them. The GPDP planning process has to be comprehensive and based on participatory process which involves the full convergence with Schemes of all related Central Ministries / Line Departments related to 29 subjects enlisted in the Eleventh Schedule of the Constitution. Panchayats have a significant role to play in the effective and efficient implementation of flagship schemes on subjects of National Importance for transformation of rural India. The People's Plan Campaign will commence from 2nd October to 31st December, 2018 for preparing GPDP for 2019-20. The campaign initiated under "Sabki Yojana Sabka Vikas" will be an intensive and structured exercise for planning at Gram Sabha through convergence between Panchayati Raj Institutions (PRIs) and concerned Line Departments of the State

The GPDP campaign will be an intensive and structured exercise for planning at Gram Sabha level through convergence between Panchayati Raj Institutions (PRIs) and concerned Line Departments of the State. Gram Panchayats have been mandated for the preparation of Gram Panchayat Development Plan (GPDP) for economic development and social justice.

The main objectives that drive GPDP Portal are:

- i. To schedule and manage Special Gram Sabha at Gram Panchayat Level.
- ii. To help in Uploading Geo tagged photographs of the Gram Sabha meetings and Public Information Board.
- iii. Provide feedback by the facilitator online about the special Gram Sabha.

### 1.1. Features

Features are as follows:

- Provision to schedule special Gram Sabha
- Assigning facilitator to a Gram Sabha
- SMS/email based notifications
- Facilitator Feedback form
- Provision to upload images
- Mobile(Android) Application for GPDP

## 1.2 Purpose of this document

The purpose of this document is to briefly describe the operational aspects of GPDP Portal. 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.

## 1.3 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.

## 1.4 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.

## 1.5 Definitions/Glossary

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

Abbreviation	Expanded Form
GP	Gram Panchayat
BP	Block Panchayat/Intermediate Panchayat
ZP	Zilla Parishad/ Panchayat
DP	District Panchayat
GPDP	Gram Panchayat Development Plan
GPS	Global Positioning System
NIC	National Informatics Center
PES	Panchayat Enterprise Suite
e-PRI	e-Panchayati Raj Institutions
NA	Not Applicable

## 1.6 Problem Reporting

In case of any problem related to the software or to this document, please contact either [gdpd.mopr@nic.in](mailto:gdpd.mopr@nic.in).

## 2. Brief Overview

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### 2.1. Introduction

Gram Panchayats have been mandated for the preparation of Gram Panchayat Development Plan (GPDP) for economic development and social justice utilizing the resources available to them. The GPDP planning process has to be comprehensive and based on participatory process which involves the full convergence with Schemes of all related Central Ministries / Line Departments related to 29 subjects enlisted in the Eleventh Schedule of the Constitution. Panchayats have a significant role to play in the effective and efficient implementation of flagship schemes on subjects of National Importance for transformation of rural India. The People's Plan Campaign will commence from 2nd October to 31st December, 2018 for preparing GPDP for 2019-20. The campaign initiated under "Sabki Yojana Sabka Vikas" will be an intensive and structured exercise for planning at Gram Sabha through convergence between Panchayati Raj Institutions (PRIs) and concerned Line Departments of the State.

### 2.2. Features

- **Provision to schedule special Gram Sabha** – Portal facilitates scheduling a Special Gram Sabha for each Gram Panchayat at District Level and Block level
- **Assigning facilitator to a Gram Sabha** – Portal allows registering of facilitators for each Gram Panchayats. Facilitators may be appointed by the State. State may consider Community Resource Person (CRPs), trained Social Auditors or other appropriate persons including officials for nominating as facilitators.
- **SMS/email based notifications** – Portal provides email/SMS based notification after successful registration of a user in GPDP.
- **Facilitator Feedback form** – Portal facilitates in submitting the feedback by a facilitator after a special Gram Sabha meeting has been concluded
- **Provision to upload images** – Portal facilitates uploading of images for Special Gram Sabha and Public Information Board taken during the Gram Sabha Meeting. All the images will be Geo tagged and uploaded on the portal with location.
- **Mobile (Android) Application for GPDP** – An android application is available for GPDP portal on Google Play store with the name of GPDP Facilitator report, which allows users to upload the images and upload facilitator feedback form.



## 2.3. Target Users

GPDP software application has following types of users:

- **State Nodal Officers**
- **State Nodal officers of Line department**
- **District officials**
- **Block officials**
- **Facilitators**
- **Frontline workers**
- **Central Line Ministries**
- **Citizen**

A detailed description of the complete functionality of the software is provided under **Modules in GPDP** as part of Chapter 5

### 3. Minimum System Requirement

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GPDP is a web based application, the minimum system requirements for accessing the

#### 3.1. Website

- Internet Explorer 7.0 +/-Google Chrome/Mozilla Firefox
- Internet Connection

## 4. General/Common Operating Instructions

GPDP Portal is web-based software that assists you to maintain the records of User Management, Special Gram Sabha schedule, Upload Photographs, Add Facilitator and facilitator feedback.

Let's now learn about how to start the GPDP portal in the upcoming section.

### 4.1. Getting Started

#### 4.1.1. General Description

- Enter the URL <http://gdpd.nic.in/> in the browser.
- Click Go.
- The home page appears.



Figure 1 GPDP home page

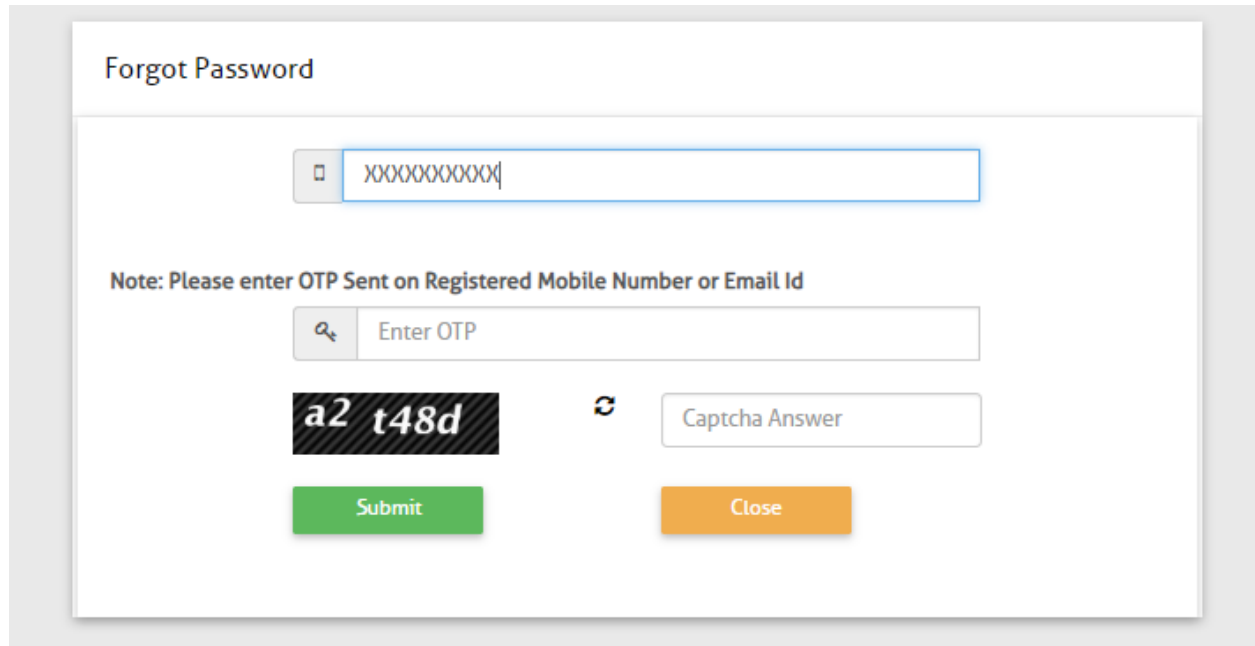
- Click on the Login button located on the top right corner of the page.

Figure 2: GDPD login page

- Enter the user name and password(If user have the password) into the text box and enter the captcha and login into GDPD Portal.
- If password is not known, click on the Forgot password link

Figure 1: Forgot Password link

Click on the **getOtp** button and an OTP would be sent to user mobile and mail box which will be active for 30 minutes. Post entering the OTP, it will redirect user to change the password for GDPD portal.

The image shows a 'Forgot Password' web form. At the top, there's a title 'Forgot Password'. Below it is a text input field containing 'XXXXXXXXXX'. A note below the field reads: 'Note: Please enter OTP Sent on Registered Mobile Number or Email Id'. Under the note is another text input field labeled 'Enter OTP'. Below that is a captcha image showing 'a2 t48d' and a refresh icon. To the right of the captcha is a text input field labeled 'Captcha Answer'. At the bottom are two buttons: a green 'Submit' button and an orange 'Close' button.

**Figure 2: Enter OTP Screen**

Enter the received OTP and Captcha code. Click on the Submit button and change password screen will be appeared. Both new password and confirm password field should have the same password.

Note: Password must be 8-15 characters with 1 capital letter, 1 small letter, 1 number and 1 special character.

## 4.2. Supporting Documentation

When you open the home page of the GPDP by using the <http://gdpd.nic.in>, there is a section named **Downloads**. This section consists several links, these links enables you to better understand the GPDP.

## 5. Modules in GPDP

### 5.1. User Management

- User management in GPDP offers a very flexible role-based system that allows each user to adopt multiple roles in the system as per their individual requirements. Levels of users in GPDP Application is:
  - State Nodal Officers
  - State Nodal Officers of Line departments
  - Entity Based User
    - Land Region
      - District Officials (DM/DC)
      - Block Officials (BDO)
    - Local Body Type
      - District Panchayati Raj Officer (DPRO)
      - Block Panchayati Raj Officer (BPRO)
  - Facilitators (For each Gram Panchayat)

#### 5.1.1. State Nodal Officers

State Nodal Officer of a respective state can create the users on the below mentioned hierarchies.

- Land Region User Creation (District->Block)
- Local Body Type User Creation (District Panchayat->Block Panchayat )

Apart from these, State Nodal officer can also appoint the state nodal officer for line departments who will eventually record the details of Front Line workers for each department.



**Figure 5: Create User For**

If user selects the Land region hierarchy (District/Block), then they should be able to create the users on the land region based hierarchies like District and Block and if user selects the local body type (ZP/BP), then user will be able to create the users on the basis of local body type such as District Panchayat and Block Panchayat.

**NOTE:** If a user follows land region hierarchy and he/she should strictly follow the same hierarchy for recording facilitator details and vice versa. Kindly do not mix these two categories while creating the users.

### I. Land Region User Creation:

- Select the user to be created for as District/ Block.
- Select the User Located At as either of the District or Block for which the users are to be created.
- Enter the user details such as User Name, Designation, Email ID and Mobile number.

Note: State Nodal officer can create user at both the levels i.e. District as well as at Block level

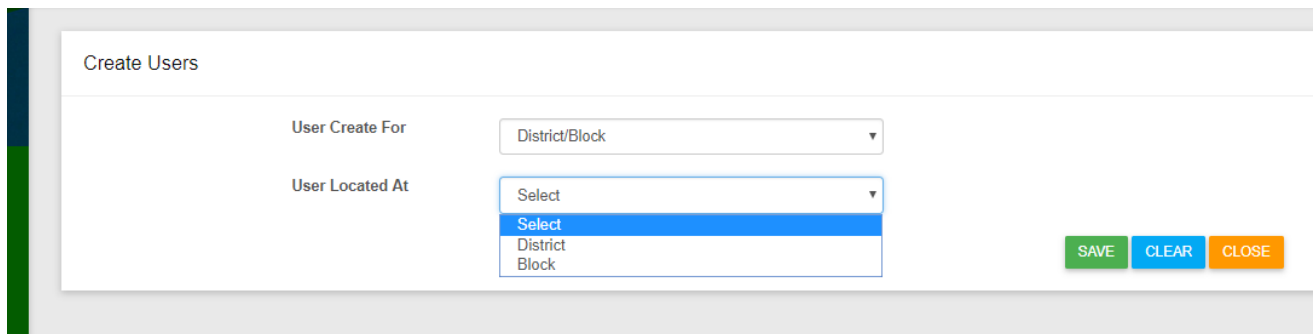


Figure 6: User registration page

### District Officials

- After selection of the User Located at District, System will ask for the User Type.
- User Type will be District Official – Official who will be appointed at a district level such as DM/DC.

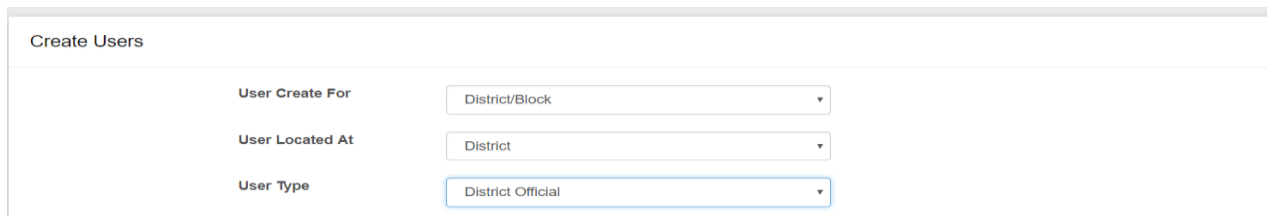
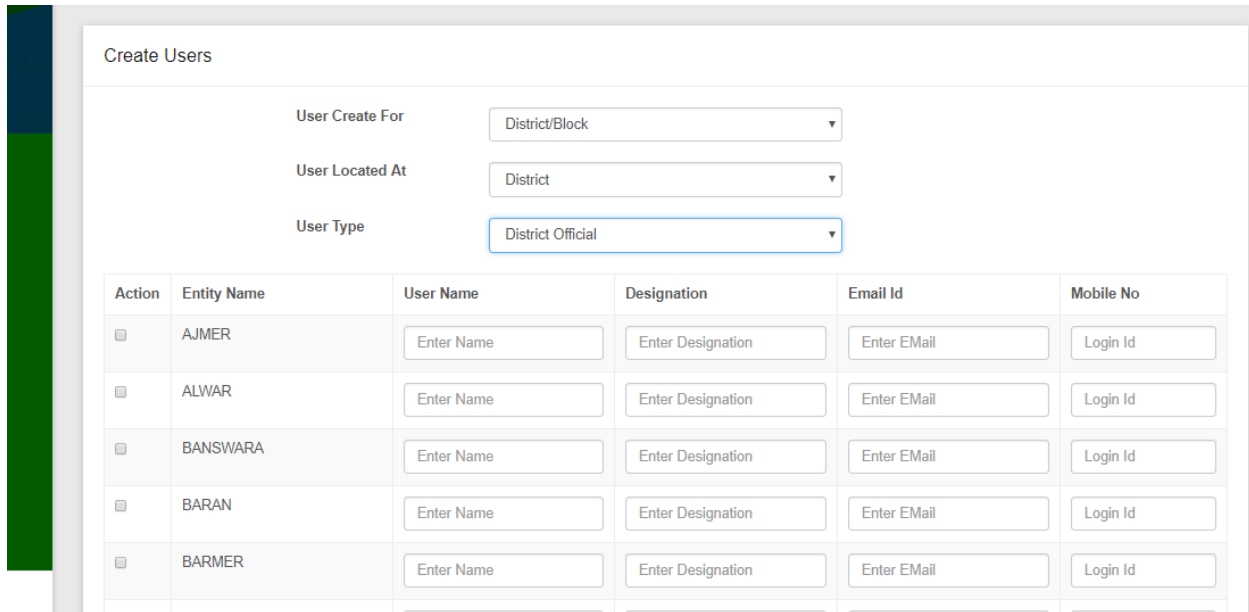


Figure 7: User Registration Page- User Type (District)

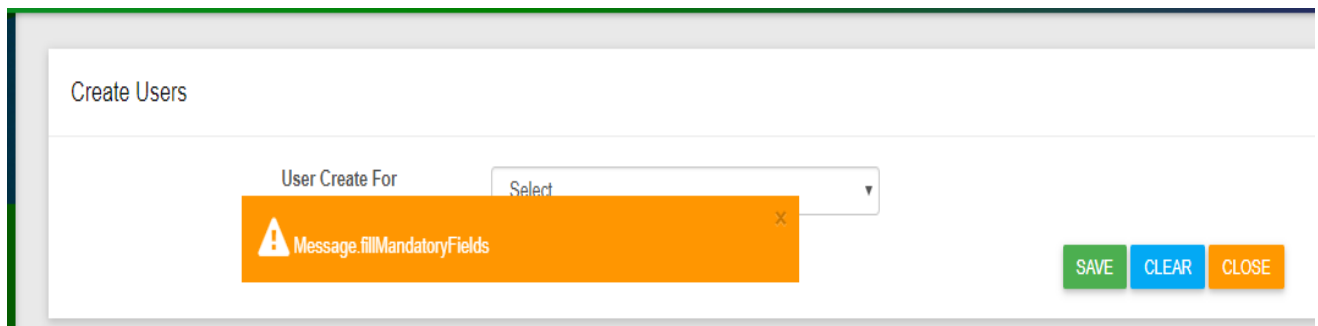
State user can create the District official for all the districts in a single go. Only 1 user is allowed for a district. If any state wants to create another user at district official's level, then existing user has to deactivate first and then only new user can be created.



Action	Entity Name	User Name	Designation	Email Id	Mobile No
<input type="checkbox"/>	AJMER	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	ALWAR	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	BANSWARA	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	BARAN	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	BARMER	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>

**Figure 8: District Official for all districts**

- Basic details like User name, Designation, email id and mobile number would be entered for creating a new officer. Mobile number is unique key for identifying a unique record. All the fields are matory to enter.



**Figure 9: Mandatory Field message**

### **Block Officials**

Users for **block level** can be created by a state nodal officer directly, State nodal officer need to select District/Block from the User Created for drop down and User located at Block.



**Figure 30: Creating the user at Block level**

After selection of the User Located at Block, it will ask for the User type. At Block level, user would be created for Block Official such as BDO. System would prompt the user to select the District, under which users have to be created for Block. As the user selects a particular district, all the Blocks would be populated for that District.

State user can create the Block official for all the Blocks in a single go. Only 1 user can be created. If any state wants to create another user at block official's level, then existing user has to deactivate first and then only new user can be created.

Action	Entity Name	User Name	Designation	Email Id	Mobile No
<input checked="" type="checkbox"/>	BANSUR	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	BEHROR	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	KATHUMAR	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	KISHANGARH BAS	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>

**Figure 41: Block level User Creation**

- Basic details like User name, Designation, email id and mobile number would be entered for creating a new officer. Mobile number is unique key for identifying a unique record.

The screenshot shows a web form titled "Create Users". Below the title, there is a label "User Create For" followed by a dropdown menu currently showing "Select". An orange error message box is displayed below the dropdown, containing a warning icon and the text "Message.fillMandatoryFields". To the right of the form, there are three buttons: "SAVE" (green), "CLEAR" (blue), and "CLOSE" (orange).

Figure 12: Mandatory Field message

If user do not fill all the mandatory details, above message would be displayed.

## II. Local Body Type User Creation:

State nodal officer can create the users based on the Local Government Structure i.e., based on the Panchayat hierarchy such as District Panchayat and Block Panchayat.

- State Nodal officer has to select the Create User for ZP/BP as shown in the below figure:

The screenshot shows the "Create Users" form within the "GRAM PANCHAYAT DEVELOPMENT PLAN CAMPAIGN" header. The "User Create For" dropdown menu is open, showing options: "Select", "Select", "District/Block", and "ZP/BP". The "ZP/BP" option is highlighted in blue. The "SAVE", "CLEAR", and "CLOSE" buttons are visible on the right.

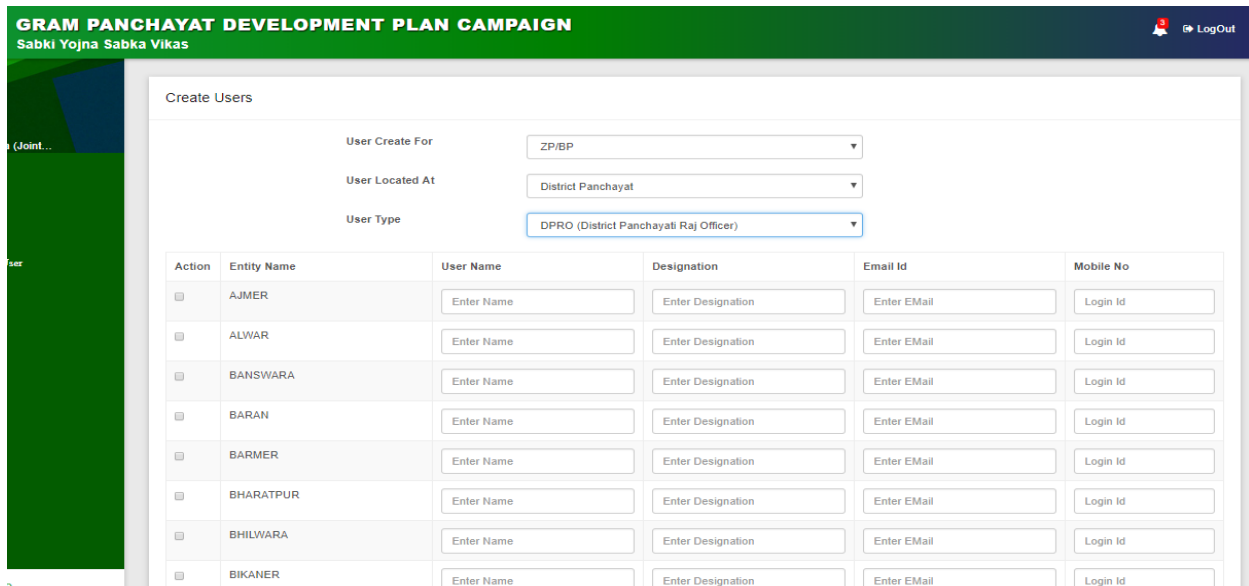
Figure 13: Local Body Type User Creation

- Next, select the user located at from the dropdown. User can be created at District Panchayat level and Block/Intermediate Panchayat level only

The screenshot shows the "Create Users" form. The "User Create For" dropdown is set to "ZP/BP". The "User Located At" dropdown is open, showing options: "Select", "Select", "District Panchayat", and "Intermediate Panchayat". The "District Panchayat" option is highlighted in blue. The "SAVE", "CLEAR", and "CLOSE" buttons are visible on the right.

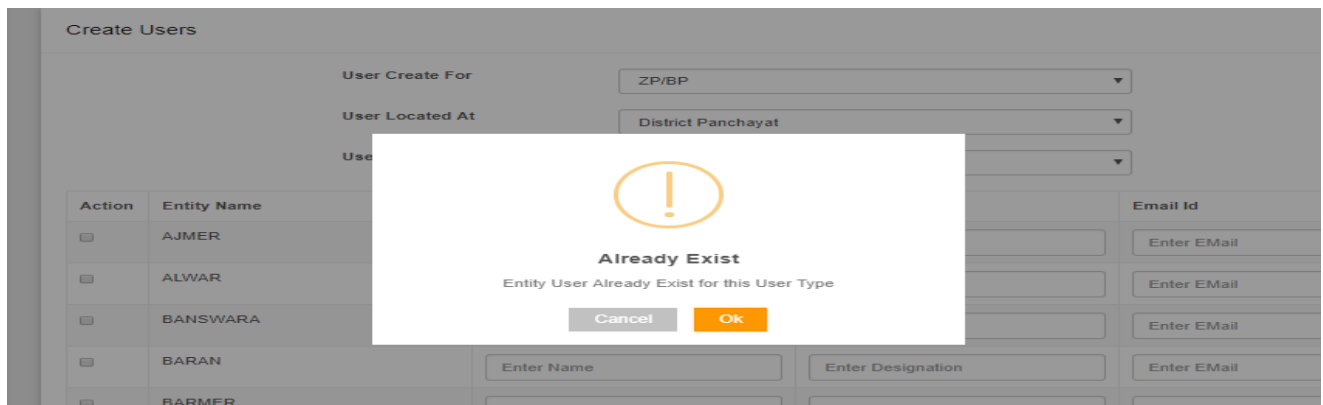
Figure 14: User Created at for Local Body Type User Creation

- User for District Panchayati Raj Officer login can be created at District Panchayat level. Once State nodal officer selects the user type as DPRO, all the districts Panchayat belongs to state would get listed down
- Details like user name, designation, email id and mobile number would be kept as part of DPRO user creation.
- Mobile number field is a unique field which would be used for login into the GPDP application.
- Only 1 DPRO level officer can be created for a single District Panchayat



**Figure 15: DPRO User Creation at State Level**

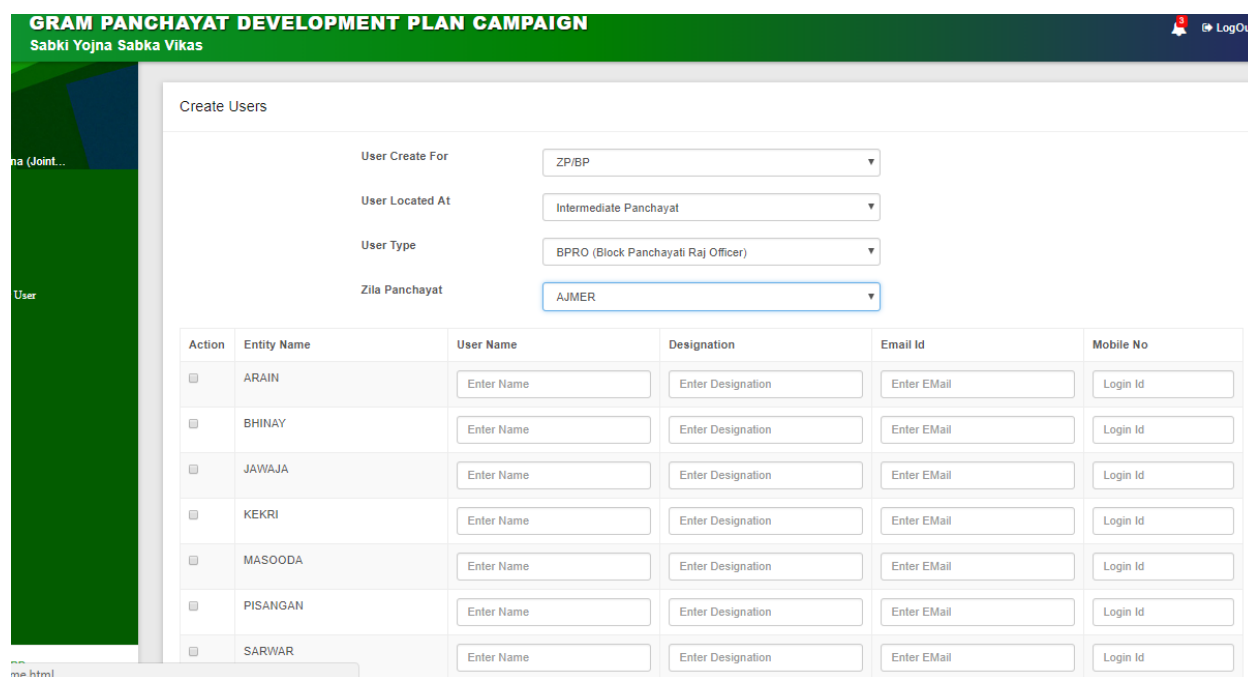
Only single user per district Panchayat is allowed to create. Once user try to create the DPRO to an existing ZP, below mentioned warning message will appear and it will stop to create the district Panchayati raj officer on the same district Panchayat.



**Figure 16: Warning message for creating another DPRO User at same district**

## Block Level

- Block Panchayati Raj Officer (BPRO) will be created at the block Panchayat level.
- Once State nodal officer selects the user type as BPRO, all the districts Panchayat belongs to state would get listed down
- After selection of the ZP, all the intermediate Panchayat would get listed down
- Details like user name, designation, email id and mobile number would be kept as part of DPRO user creation.
- Mobile number field is a unique field which would be used for login into the GPDP application.
- Only 1 BPRO level officer can be created for a single District Panchayat



Action	Entity Name	User Name	Designation	Email Id	Mobile No
<input type="checkbox"/>	ARAIN	Enter Name	Enter Designation	Enter Email	Login Id
<input type="checkbox"/>	BHINAY	Enter Name	Enter Designation	Enter Email	Login Id
<input type="checkbox"/>	JAWAJA	Enter Name	Enter Designation	Enter Email	Login Id
<input type="checkbox"/>	KEKRI	Enter Name	Enter Designation	Enter Email	Login Id
<input type="checkbox"/>	MASOODA	Enter Name	Enter Designation	Enter Email	Login Id
<input type="checkbox"/>	PISANGAN	Enter Name	Enter Designation	Enter Email	Login Id
<input type="checkbox"/>	SARWAR	Enter Name	Enter Designation	Enter Email	Login Id

Figure 17: BPRO User Creation at State Level

## Manage District/District Panchayat/ Block/ Block Panchayat Users

- Already created entity based users can be modified by the state nodal officer. Basic details can be updated like
  - Updation of Designation
  - Change of user name
  - Updation of email id
  - Updation of phone number
  - User can be deactivated (In case of person is not part of GPDP campaign) and also can be activated again

- State nodal officer can also search for any user by using the Search User bar

Manage District/Block/Facilitator Users

Search:

Create Users

Show 10 entries

S.No	State Name	User Name	Mobile No	Designation	Entity Type	Entity Name	Action	
							Update	Activate/Deactivate
1	RAJASTHAN	sheetal	8800231695	BA	District/Block	AJMER		
2	RAJASTHAN	rahul	9898959595	dpro	District Panchayat	AJMER		
3	RAJASTHAN	ashish	9879879871	dpmu	District Panchayat	AJMER		
4	RAJASTHAN	Alwar	9807574345	district facilitator	District/Block	ALWAR		
5	RAJASTHAN	Sanjay	8999999999	Alwar Magistrate	District/Block	ALWAR		
6	RAJASTHAN	Aakash	9444444444	DPRO	District Panchayat	ALWAR		
7	RAJASTHAN	sudhansumahapatra	9654386549	bdo	Intermediate Panchayat	ARAIN		
8	RAJASTHAN	baltora1	1235468791	baltora12	Intermediate Panchayat	BALOTRA		
9	RAJASTHAN	barmer1	9898986565	barmer12	District Panchayat	BARMER		
10	RAJASTHAN	sudhansu12	9654365432	bdo	District Panchayat	BARMER		

**Figure 18: Manage User Management**

### III. Nodal Officer of line department User Creation

- State Nodal Officer is also responsible for the creation of nodal department officer for all the participating line departments in a state.
- State Department Nodal officer will appoint further officials of their respective line departments at district and block level.
- State nodal officer of line department can also add the front line workers belong to their department.



**Figure 19: Department User in Menu Bar**

#### Create Department User:

- 24 participating line department users can be created in a single go by the state nodal officer.
- Details like User name, Designation, email id and phone number details will be required.
- More than 1 state nodal officer of a line department can be created.
- Mobile number field is a unique field which would be used for login into the GPDP application.

Create Department User

Action	Department	User Name	Designation	Email Id	Mobile No
<input type="checkbox"/>	Department of Agriculture	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter User EMail"/>	<input type="text" value="Enter Mobile No"/>
<input type="checkbox"/>	Department of Animal Husbandry and Dairying	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter User EMail"/>	<input type="text" value="Enter Mobile No"/>
<input type="checkbox"/>	Department of Chemicals & Petrochemicals	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter User EMail"/>	<input type="text" value="Enter Mobile No"/>
<input type="checkbox"/>	Department of Drinking Water	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter User EMail"/>	<input type="text" value="Enter Mobile No"/>
<input type="checkbox"/>	Department of Education	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter User EMail"/>	<input type="text" value="Enter Mobile No"/>
<input type="checkbox"/>	Department of Finance	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter User EMail"/>	<input type="text" value="Enter Mobile No"/>

**Figure 20: Creation of line department state nodal officer**

### Manage Department Users:

- State nodal officer can either view, modify the line department state nodal officer created by them.
- Details like User name, Designation, email id and phone number details can be updated.
- State Nodal Officer can either activate or deactivate the user based on their availability in GPDP campaign.

Manage Department Users

Create Department Users

Show 10 entries

Search:

S.No	State Name	User Name	Department	Designation	Mobile No	Action	
						Update	Activate/Deactivate
1	RAJASTHAN	Ashutosh	Department of Finance	DBA	4888888888		
2	RAJASTHAN	Sanjay	Department of Agriculture	Dept Agriculture	7999999999		
3	RAJASTHAN	Arun Gavhane	Department of Agriculture		5453463634		
4	RAJASTHAN	deptagriculture	Department of Agriculture	deptuser	9888777766		
5	RAJASTHAN	sudhansu1	Department of Education	divisional head	1234561234		

**Figure 21: Manage Department state nodal officer**

## 5.1.2.Department Nodal Officer

In GPDP portal, department nodal officer can login into the system and can perform the following tasks.

- Create the line department nodal officers at the District and block level.
- Add the frontline worker details belonging to their department.

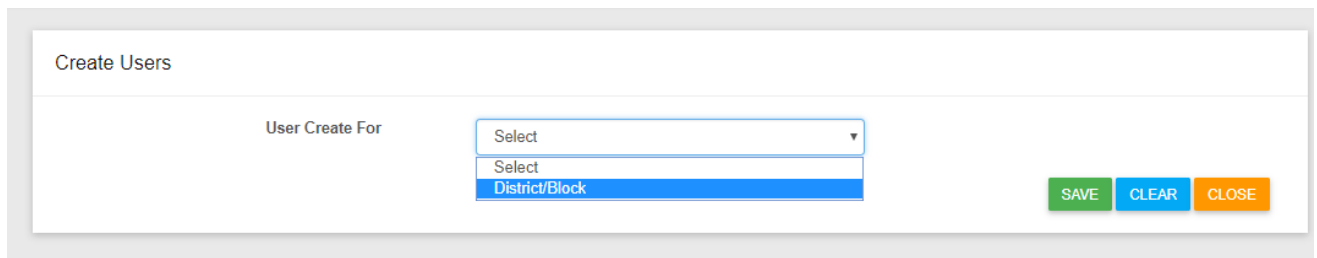
### I. Create Users:

- Creation of user at district level
  - User can be created at both level i.e. at district as well as at block



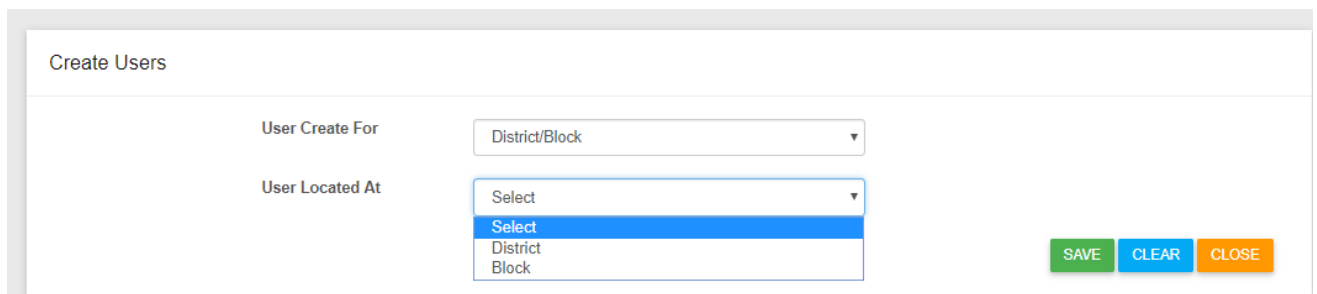
**Figure 22: User Management in Side menu of Department nodal officer of a state**

- Click on the User Management link located on the left menu.
- Select whether the users need to be created at the District level or Block level.


 A screenshot of a web form titled "Create Users". It contains a label "User Create For" followed by a dropdown menu. The dropdown menu is open, showing "Select" at the top and "District/Block" below it. To the right of the dropdown are three buttons: "SAVE" (green), "CLEAR" (blue), and "CLOSE" (orange).

**Figure 23: User Create for level**

- As user clicks on the drop down, 2 values will be available. These are Districts and Blocks


 A screenshot of the same "Create Users" form. The "User Create For" dropdown is now closed and shows "District/Block". A new label "User Located At" appears below it, followed by another dropdown menu. This dropdown menu is open, showing "Select" at the top, "Select" below it, and "District/Block" at the bottom. The "SAVE", "CLEAR", and "CLOSE" buttons remain on the right.

**Figure 24: User Located at**

- Users can either select District or Block. As per selection of Districts, all available districts in that particular State will be shown in the dropdown.
- User can create the nodal officers of line departments at desired location.
- As per selection of Block, system will ask to first select the desired district and based on the selection, all the block available in the district will be listed down in the drop down.
- User can select the multiple blocks and create the nodal officers of line department in a single go.
- Details like user name, designation, email id and mobile number would be kept as the time of user creation.
- Mobile number field is a unique field which would be used for login into the GPDP application.

Create Users

User Create For

User Located At

User Type

Action	Entity Name	User Name	Designation	Email Id	Mobile No
<input type="checkbox"/>	AJMER	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>
<input type="checkbox"/>	ALWAR	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>
<input type="checkbox"/>	BANSWARA	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>
<input type="checkbox"/>	BARAN	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>
<input type="checkbox"/>	BARMER	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>

Figure 25: Nodal Officer creation of line department at district level

Create Users

User Create For

User Located At

User Type

District

Action	Entity Name	User Name	Designation	Email Id	Mobile No
<input type="checkbox"/>	AMBER	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>
<input type="checkbox"/>	BASSI	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>
<input type="checkbox"/>	CHAKSU	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>
<input type="checkbox"/>	DUDU	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>
<input type="checkbox"/>	GOVINDGARH	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Mobile No"/>

Figure 26: Nodal Officer creation of line department at Block level



## Manage Users:

- State nodal officer of a line department can either view or modify the created line department district/Block nodal officers.
- Details like User name, Designation, email id and phone number details can be updated.
- State Nodal Officer of a line department can either activate or deactivate the user based on their availability in GPDP campaign.

Manage District/Block Users

Create Users

Show 10 entries Search:

S.No	State Name	User Name	Mobile No	Designation	Entity Type	Entity Name	Action	
							Update	Activate/Deactivate
1	RAJASTHAN	Abhishek	7777722222	Senior Officer	District/Block	KOTPUTLI		

Showing 1 to 1 of 1 entries Previous 1 Next

**Figure 27: Manage Nodal Officer of line department at District/Block level**

## II. Frontline Workers:

- State nodal officer of a line department can also add the details of frontline workers of their department.
- District/Block level officials can also add the frontline workers at the Gram Panchayat level. By selecting the Department Name and Block name.
- Details like Gram Panchayat name, user name, designation, email id and mobile number would be captured at the time of entering the details.

Create FrontLine Worker

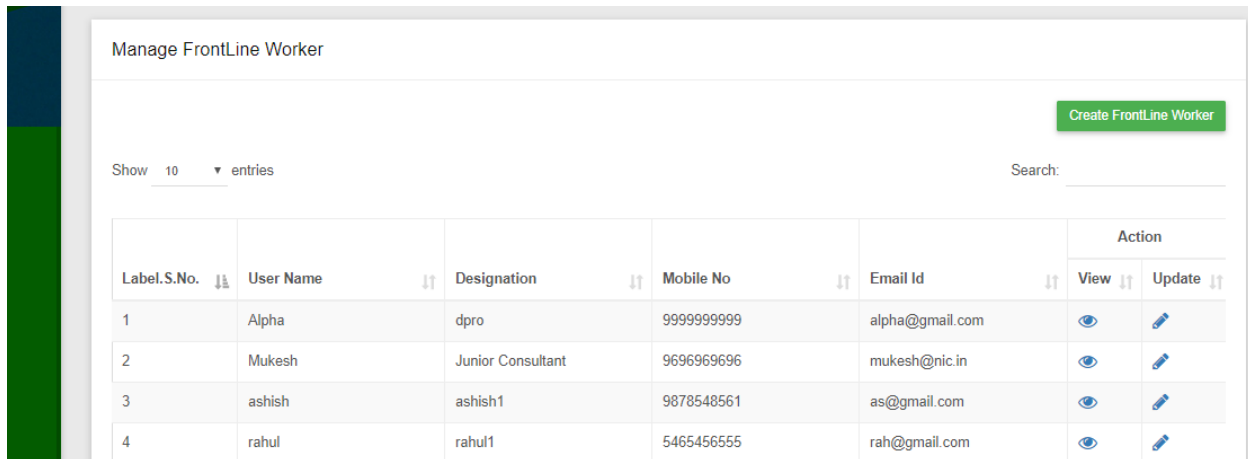
Department Name \* Department of Agriculture

Block Panchayat/Block Name BAGESHWAR

Gram Panchayat Name *	User Name *	Designation *	Mobile No *	Email Id	Action
AAGAR AAREY AIRARI AKSHAURA AMRANKOTE	Enter Name	Enter Designation	Enter Mobile	Enter User Email	

SAVE CLEAR CLOSE

**Figure 28: Create Frontline worker**



Label.S.No.	User Name	Designation	Mobile No	Email Id	Action	
					View	Update
1	Alpha	dpro	9999999999	alpha@gmail.com		
2	Mukesh	Junior Consultant	9696969696	mukesh@nic.in		
3	ashish	ashish1	9878548561	as@gmail.com		
4	rahul	rahul1	5465456555	rah@gmail.com		

**Figure 29: Create Frontline worker from Block level official of line department**


### 5.1.3.District Officials

District officials in GPDP portal are responsible for creation of:

- Block Officials
- Registering the Facilitator(s) from District and Block level officials

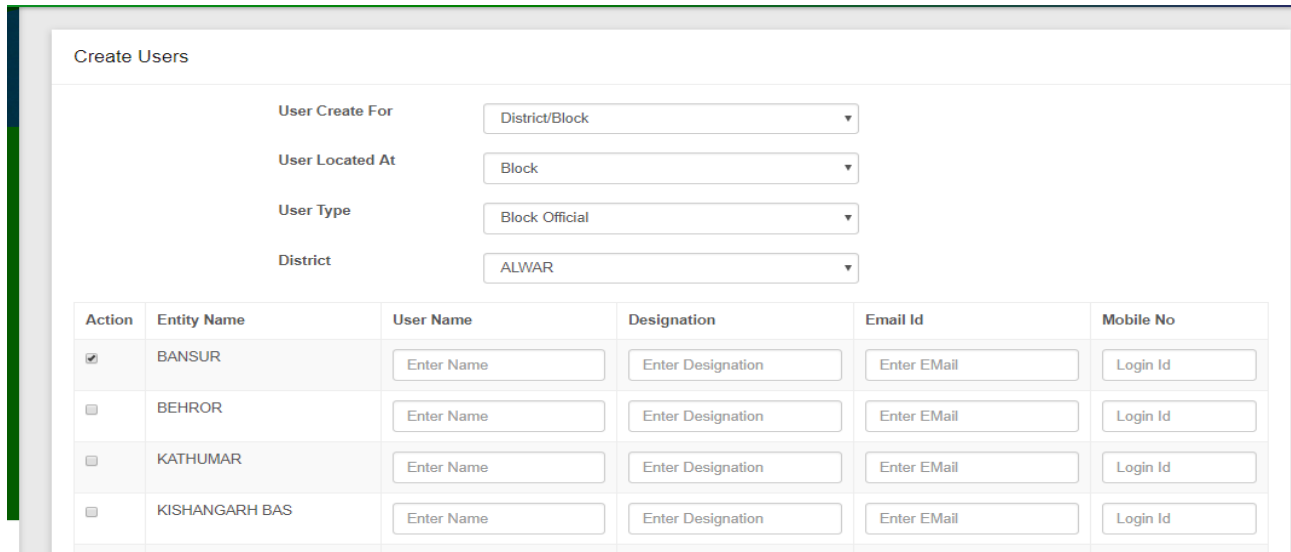
#### I. Create users for Block Officials

Users for **Block level** can be created by a District nodal officer by selecting District/Block from the User Created for drop down and User located at Block.



**Figure 30: Creating the user at Block level**

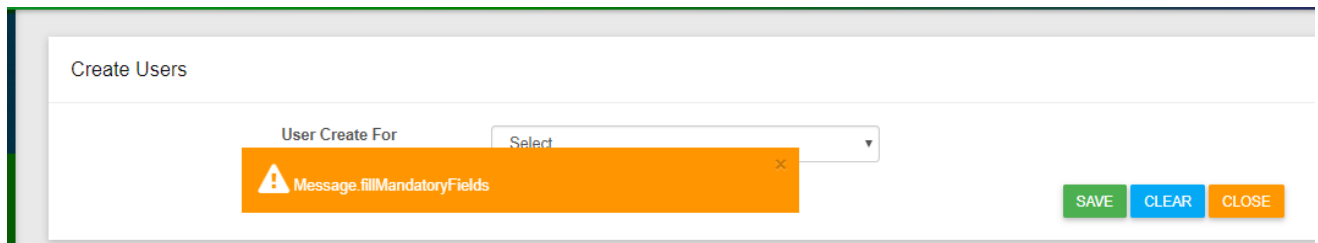
District user can create the Block official for all the Blocks coming under the jurisdiction of the District in a single go. Only 1 user can be created. If any District wants to create another user at block official's level, then existing user has to deactivate first and then only new user can be created.



Action	Entity Name	User Name	Designation	Email Id	Mobile No
<input checked="" type="checkbox"/>	BANSUR	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	BEHROR	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	KATHUMAR	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	KISHANGARH BAS	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter EMail"/>	<input type="text" value="Login Id"/>

**Figure 31: Block level User Creation**

- Basic details like User name, Designation, email id and mobile number would be entered for creating a new officer. Mobile number is unique key for identifying a unique record.



**Figure 32: Mandatory Field message**

If the user do not fill all the mandatory above message would be displayed.

### **Manage Users**

- District level officials can manage already created block level official.
- Mobile number, User Name, designation and email id will be updated
- User can be activated and deactivated as per the availability in GPDP campaign

Manage District/Block Users								
								Create Users
Show 10 entries					Search:			
S.No	State Name	User Name	Mobile No	Designation	Entity Type	Entity Name	Action	
							Update	Activate/Deactivate
1	RAJASTHAN	Vikram	4928429898	Facilitator -District	District/Block	JAIPUR		
2	RAJASTHAN	Ajit Kumar	9999999977	BDO Kotputli	District/Block	KOTPUTLI		

**Figure 33: Manage Block level users**

#### 5.1.4.District Panchayati Raj Officer (DPRO)


District Panchayati Raj Officer (DPRO) in GPDP portal is responsible for creation of:

- Block Panchayati Raj Officer(BPRO) at Block Panchayat level
- Facilitator at Block and Gram Panchayat level

I. Block Panchayati Raj Officer (BPRO) will be created at the block Panchayat level.

- Once District Panchayat nodal officer selects the user type as BPRO, all the Block Panchayat belonging to that District Panchayat would get listed down
- Details like user name, designation, email id and mobile number would be kept as part of BPRO user creation.
- Mobile number field is a unique field which would be used for login into the GPDP application.
- Only 1 BPRO level officer can be created for a single Block Panchayat

**GRAM PANCHAYAT DEVELOPMENT PLAN CAMPAIGN**  
Sabki Yojna Sabka Vikas

 Logout

na (Join...

User

Create Users

User Create For

ZP/BP

User Located At

Intermediate Panchayat

User Type

BPRO (Block Panchayati Raj Officer)

Zila Panchayat

AJMER

Action	Entity Name	User Name	Designation	Email Id	Mobile No
<input type="checkbox"/>	ARAIN	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Email"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	BHINAY	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Email"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	JAWAJA	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Email"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	KEKRI	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Email"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	MASOODA	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Email"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	PISANGAN	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Email"/>	<input type="text" value="Login Id"/>
<input type="checkbox"/>	SARWAR	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Email"/>	<input type="text" value="Login Id"/>

Figure 34: BPRO User Creation at State Level

## Manage Users

- Already created Block based users can be modified by the District nodal officer. Basic details can be updated like
  - Updation of Designation
  - Change of user name
  - Updation of email id
  - Updation of phone number
  - User can be deactivated(In case of person is not part of GPDP campaign) and also can activated again





















								Create Users	
Show 10 entries								Search:	
S.No	State Name	User Name	Mobile No	Designation	Entity Type	Entity Name	Action		
							Update	Activate/Deactivate	
1	RAJASTHAN	sheetal	8800231695	BA	District/Block	AJMER			
2	RAJASTHAN	rahul	9898959595	dpro	District Panchayat	AJMER			
3	RAJASTHAN	ashish	9879879871	dpmu	District Panchayat	AJMER			
4	RAJASTHAN	Alvar	9807574345	district facilitator	District/Block	ALWAR			
5	RAJASTHAN	Sanjay	8999999999	Alwar Magistrate	District/Block	ALWAR			
6	RAJASTHAN	Aakash	9444444444	DPRO	District Panchayat	ALWAR			
7	RAJASTHAN	sudhansumahapatra	965436549	bdo	Intermediate Panchayat	ARAIN			
8	RAJASTHAN	baltora1	1235468791	baltora12	Intermediate Panchayat	BALOTRA			
9	RAJASTHAN	barmer1	9898986565	barmer12	District Panchayat	BARMER			
10	RAJASTHAN	sudhansu12	9654365432	bdo	District Panchayat	BARMER			

Figure 35: Manage User Management

## 5.2. Facilitator Management

Facilitators for each Gram Panchayats will be appointed by the State. State may consider Community Resource Person (CRPs), trained Social Auditors or other appropriate persons including officials for nomination as facilitators. The facilitators for each Gram Sabha will be required to undertake following activities on priority basis:

- Carry out a survey under Mission Antyodaya (MA)
- Facilitate the special Gram Sabha for GPDP on the designated date
- To ensure Community Mobilization including vulnerable sections like SC/ST/Women during the Gram Sabha. The village organizations/SHGs may be supported to present before the Gram Sabha, a poverty reduction plan which may after deliberation may be incorporated in the GPDP planning process.
- Submit a report regarding the conduct of the Gram Sabha on the portal.
- Coordinating with frontline staff of participating ministries/departments.

### Flow of Facilitators

Facilitators can be created by the District (District Officials/DPRO) and Block level Authority (Block Officials/BPRO) GP wise by logging into GPDP Portal using their login credentials by entering the basic details such as Name, Designation, Mobile Number and Email ID. The moment facilitator details would be entered into the portal, users would be created for each facilitator and SMS would be sent to each one with login ID and Password details. Login ID would be the Mobile number of the facilitator. No 2 facilitators can have the same mobile number. One or more facilitators can be registered for a Gram Panchayat but only one can be mapped at the time of scheduling the Gram Sabha.

- District Officials / DPRO can login into GPDP portal and register the Facilitators for each Gram Panchayat.
- Similarly, Block level authority (BDO/BPRO) can login into the portal and register the facilitators for each Gram Panchayat.

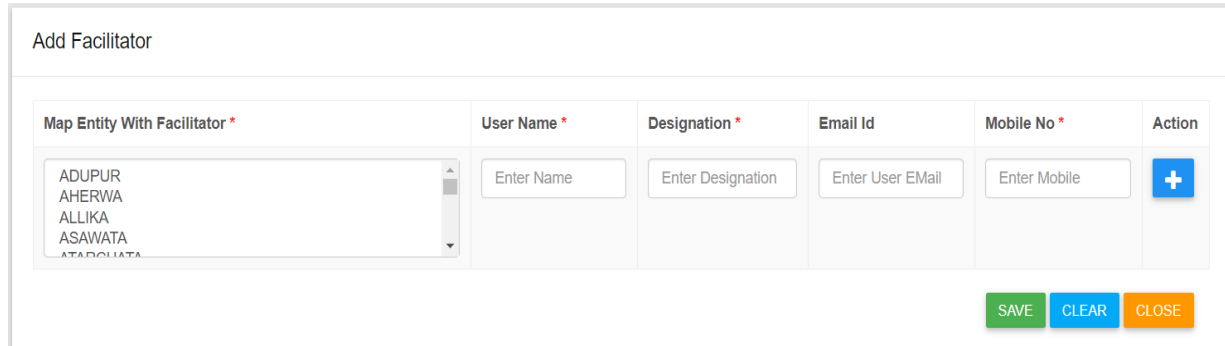
Hence, while scheduling Gram Sabha for a Gram Panchayat, all the facilitators assigned to the particular Gram Panchayat would be populated in the list for selecting the Facilitator.

### 5.2.1.Facilitators Management by District Officials

#### Create Facilitators:

District officials can register the facilitators at Gram Panchayat level by selecting one or many GPs for which the facilitator may be created by pressing the “Ctrl” key and selecting the GPs.

More than 1 facilitator can be registered by a District authority for a Gram Panchayat by clicking the + sign.

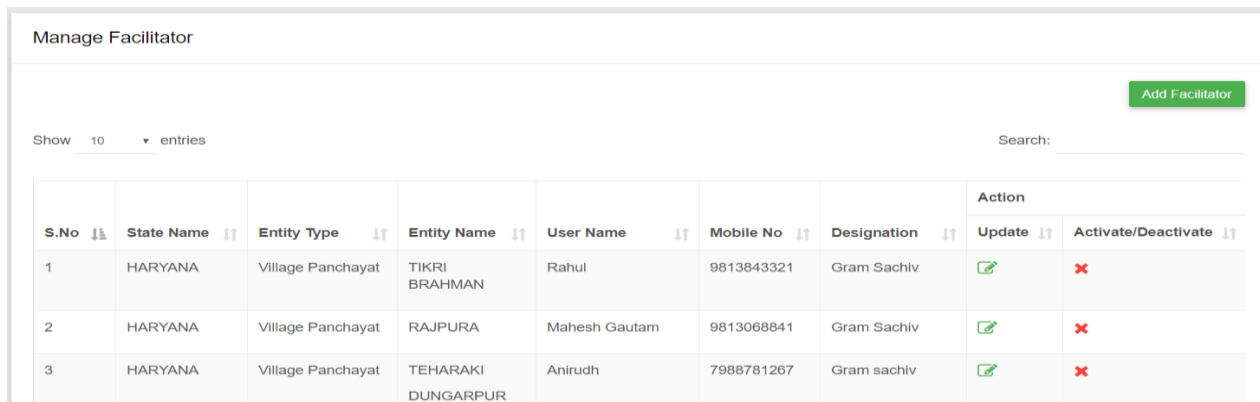


**Figure 36: Create Facilitator by District Official**

- Details like Gram Panchayat, User name, Designation, Email id and mobile number will captured while creation of facilitators.

#### Manage Facilitators:

- Facilitator created by the district official can be managed by district official.
- Details like user name, designation, mobile number and email id can be updated of a facilitator.
- Facilitator can be activated and deactivated as per the facilitator's availability in the GPDP campaign.



S.No	State Name	Entity Type	Entity Name	User Name	Mobile No	Designation	Action	
							Update	Activate/Deactivate
1	HARYANA	Village Panchayat	TIKRI BRAHMAN	Rahul	9813843321	Gram Sachiv		
2	HARYANA	Village Panchayat	RAJPURA	Mahesh Gautam	9813068841	Gram Sachiv		
3	HARYANA	Village Panchayat	TEHARAKI DUNGARPUR	Anirudh	7988781267	Gram sachiv		

**Figure 37: Manage Facilitator by District Official**

## 5.2.2. Facilitators Management by Block Officials

### Create Facilitators:

Block officials can register the facilitators at Gram Panchayat level by selecting one or many GPs for which the facilitator may be created by pressing the “Ctrl” key and selecting the GPs.

More than 1 facilitator can be registered by a Block authority for a Gram Panchayat by clicking the + sign.

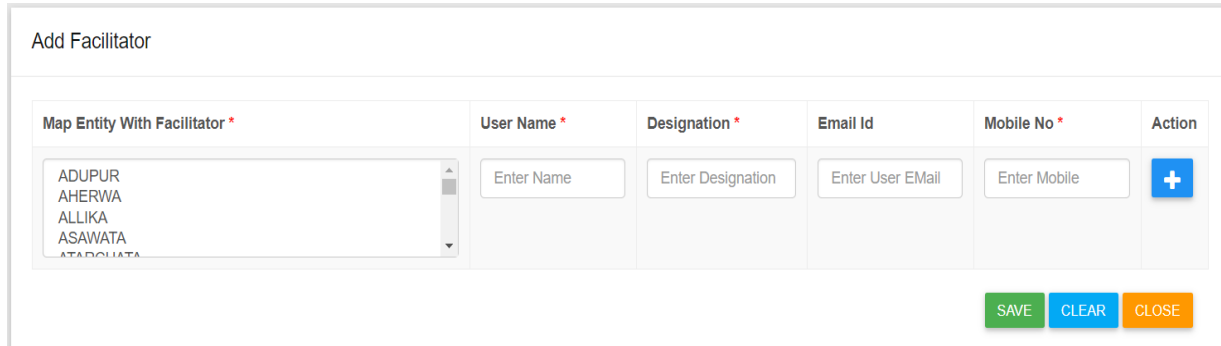
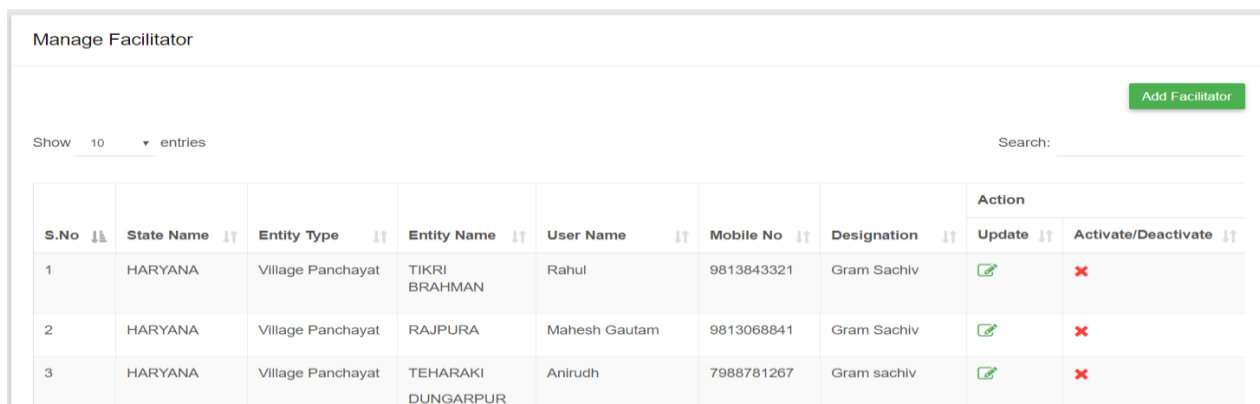


Figure 38: Create Facilitator by Block Official

### Manage Facilitators:

- Facilitator created by the Block official can be managed by Block official.
- Details like GP name, user name, designation, mobile number and email id can be updated of a facilitator.
- Facilitator can be activated and deactivated as per the facilitator's availability in the GPDP campaign.



S.No	State Name	Entity Type	Entity Name	User Name	Mobile No	Designation	Action	
							Update	Activate/Deactivate
1	HARYANA	Village Panchayat	TIKRI BRAHMAN	Rahul	9813843321	Gram Sachiv		
2	HARYANA	Village Panchayat	RAJPURA	Mahesh Gautam	9813068841	Gram Sachiv		
3	HARYANA	Village Panchayat	TEHARAKI DUNGARPUR	Anrudh	7988781267	Gram sachiv		

Figure 39: Manage Facilitator by Block Official at block level



### 5.2.3.Facilitators Management by District Panchayati Raj Officer (DPRO)

#### Create Facilitators:

District Panchayati Raj Officer can register the facilitators at Gram Panchayat level by selecting one or many GPs for which the facilitator may be created by pressing the “Ctrl” key and selecting the GPs.

More than 1 facilitator can be registered by a ZP for a Gram Panchayat by clicking the + sign.

Add Facilitator

Map Entity With Facilitator *	User Name *	Designation *	Email Id	Mobile No *	Action
<div> ADUPUR  AHERWA  ALLIKA  ASAWATA  ATADOLATA </div>	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter User EMail"/>	<input type="text" value="Enter Mobile"/>	<input type="button" value="+"/>

Figure 40: Manage Facilitator by ZP

#### Manage Facilitator:

- Facilitator created by the DPRO can be managed.
- Details like Gram Panchayat name, user name, designation, mobile number and email id can be updated of a facilitator.
- Facilitator can be activated and deactivated as per the facilitator’s availability in the GPDP campaign.

Manage Facilitator

Show 10 entries

Search:

S.No	State Name	Entity Type	Entity Name	User Name	Mobile No	Designation	Action
							Update Activate/Deactivate
1	HARYANA	Village Panchayat	TIKRI BRAHMAN	Rahul	9813843321	Gram Sachiv	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>
2	HARYANA	Village Panchayat	RAJPURA	Mahesh Gautam	9813068841	Gram Sachiv	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>
3	HARYANA	Village Panchayat	TEHARAKI DUNGARPUR	Anrudh	7988781267	Gram sachiv	<input type="button" value="Update"/> <input type="button" value="Deactivate"/>

Figure 41: Manage Facilitator by DPRO

## 5.2.4.Facilitators Management by Block Panchayati Raj Officer (BPRO)

### Create Facilitators:

Block Panchayati Raj officer can register the facilitators at Gram Panchayat level by selecting one or many GPs for which the facilitator may be created by pressing the “Ctrl” key and selecting the GPs.

More than 1 facilitator can be registered by a Block Panchayat for a Gram Panchayat by clicking the + sign.

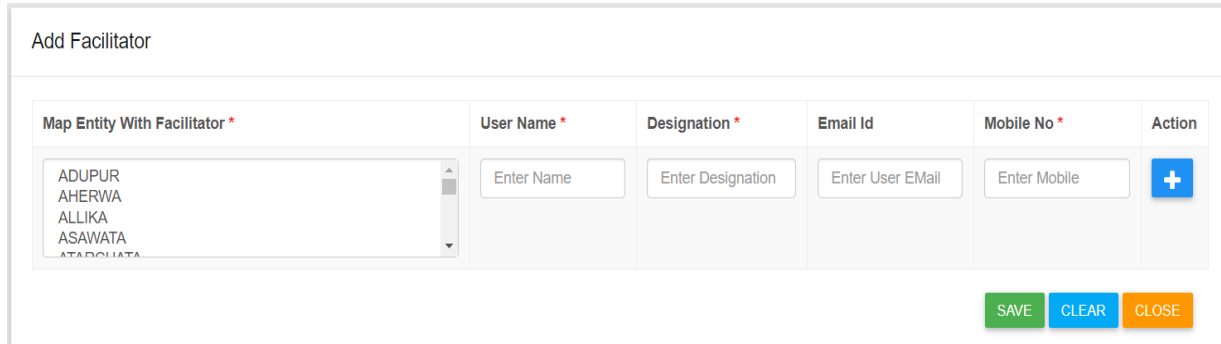
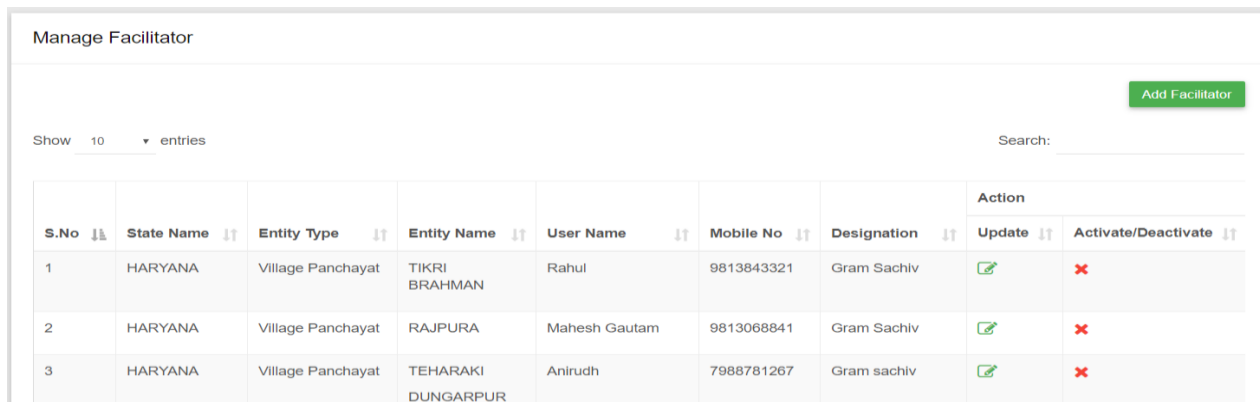


Figure 42: Selection of Create Facilitator by BPRO

### Manage Facilitator:

- Facilitator created by the BPRO can be managed by the creator.
- Details like Gram Panchayat name, user name, designation, mobile number and email id can be updated of a facilitator.
- Facilitator can be activated and deactivated as per the facilitator’s availability in the GPDP campaign.



S.No	State Name	Entity Type	Entity Name	User Name	Mobile No	Designation	Action	
							Update	Activate/Deactivate
1	HARYANA	Village Panchayat	TIKRI BRAHMAN	Rahul	9813843321	Gram Sachiv		
2	HARYANA	Village Panchayat	RAJPURA	Mahesh Gautam	9813068841	Gram Sachiv		
3	HARYANA	Village Panchayat	TEHARAKI DUNGARPUR	Anirudh	7988781267	Gram sachiv		

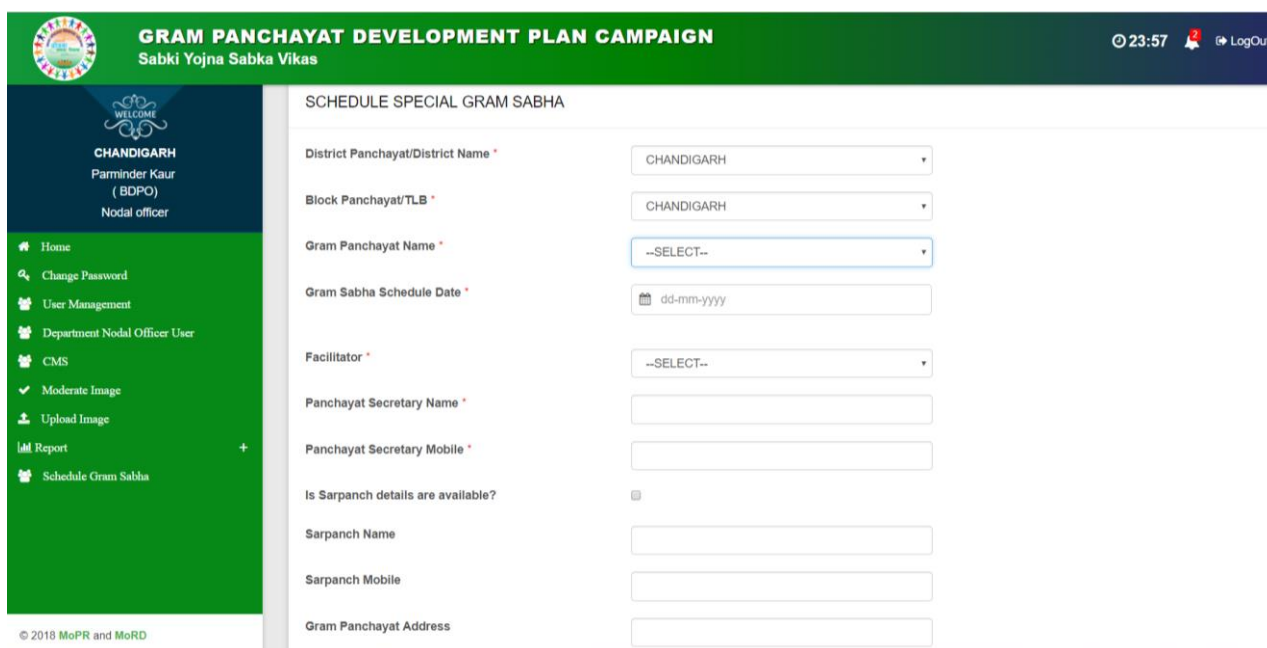
Figure 43: Manage Facilitator by BPRO

### 5.3. Schedule Special Gram Sabha

- People's Plan Campaign will commence from 2nd October to 31st December, 2018 for preparing GPDP for 2019-20. The campaign initiated under "Sabki Yojana Sabka Vikas" will be an intensive and structured exercise for planning at Gram Sabha through convergence between Panchayati Raj Institutions (PRIs) and concerned Line Departments of the State.
- Gram Sabha wise calendar for holding of Gram Sabha's will be finalized at Block/District/State level and the same will be uploaded on the portal.
- However, States/District/Block may schedule more than one Gram Sabha meetings in a block on the same date if they can ensure the presence of frontline workers from the line department in all Gram Sabha meetings.
- For schedule of Gram Sabha, User needs to select the GP for which it needs to be scheduled. A date would be given for the gram Sabha.
- Special Gram Sabha can be scheduled either by the District Officials/Block Officials/ DPRO/BPRO at their respective Districts/Blocks/District Panchayat/Block Panchayats.

#### 5.3.1. Schedule Gram Sabha by State Officials

- State Officials can schedule the back dated and fore dated special gram Sabha for a Gram Panchayat by selecting the Gram Panchayat from the list of Gram Panchayats in a State.
- Schedule Gram Sabha Option is available on the left hand side menu with the name of "**Schedule Gram Sabha**".



**GRAM PANCHAYAT DEVELOPMENT PLAN CAMPAIGN**  
Sabki Yojna Sabka Vikas

WELCOME  
CHANDIGARH  
Parminder Kaur  
( BDPO )  
Nodal officer

Home  
Change Password  
User Management  
Department Nodal Officer User  
CMS  
Moderate Image  
Upload Image  
Report  
Schedule Gram Sabha

© 2018 MoPR and MoRD

**SCHEDULE SPECIAL GRAM SABHA**

District Panchayat/District Name \* CHANDIGARH

Block Panchayat/TLB \* CHANDIGARH

Gram Panchayat Name \* --SELECT--

Gram Sabha Schedule Date \* dd-mm-yyyy

Facilitator \* --SELECT--

Panchayat Secretary Name \*

Panchayat Secretary Mobile \*

Is Sarpanch details are available? ☐

Sarpanch Name

Sarpanch Mobile

Gram Panchayat Address

Figure 75: Schedule Special Gram Sabha

**Following details will be captured while scheduling the back dated special Gram Sabha:**

- **District Name** – All the District(s) available in the State will be available for selection in the dropdown. The user can select the District name for which the backdated special gram sabha is to be scheduled.
- **Block Name** – All the blocks available in the district will be available in the drop down. All the blocks are coming as per the LGD
- **Gram Panchayat Name** – As per selection of block, all Gram Panchayat will be listed down in drop down. User can select the unique Gram Panchayat name for which Special Gram Sabha needs to be scheduled.
- **Gram Sabha Schedule Date** – Select a date from the calendar on which the special Gram Sabha would be held in the Gram Panchayat.
- **Facilitator** – A unique facilitator would be appointed to a Gram Panchayat and a facilitator cannot be appointed to another Special Gram Sabha on the same date.
- **Panchayat Secretary Name** – Panchayat Secretary Details will be captured while scheduling the Special Gram Sabha of a GP.
- **Panchayat Secretary Mobile Number** – Mobile number of Panchayat Secretary will also be captured in Special Gram Sabha meeting
- **Sarpanch Name (IF Sarpanch details are available)** – Sarpanch details will also be entered if the GP has a Sarpanch.
- **Sarpanch Mobile number (If Sarpanch mobile is available)** – Sarpanch mobile number need to be captured if its available with the GP
- **Gram Panchayat Address** – Address of Gram Panchayat will be recorded while scheduling the Gram Sabha meeting
- **Gram Panchayat Pin code** – Pin code of Gram Panchayat
- **List of Participating line department and Frontline Worker details** – All participating line department will be listed down. Select the line departments by clicking on checkbox and select the frontline workers from the dropdown list of workers registered against a particular department who will be present during the Gram Sabha.
- **Reason** – Specify the reason in the text area provided for not scheduling the special gram sabha as on date for all back dated entries.

Enter all the details and click on **Save** button to save the details.

### 5.3.2. Schedule of Special Gram Sabha by District Officials

- Districts Officials can schedule special gram Sabha for a Gram Panchayat that comes under their respective district.
- District can also schedule back dated gram sabha for the Gram Panchayat under its jurisdiction.

- Schedule Gram Sabha Option is available on the left hand side menu with the name of “**Schedule Gram Sabha**”

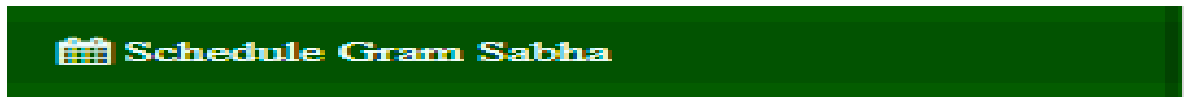
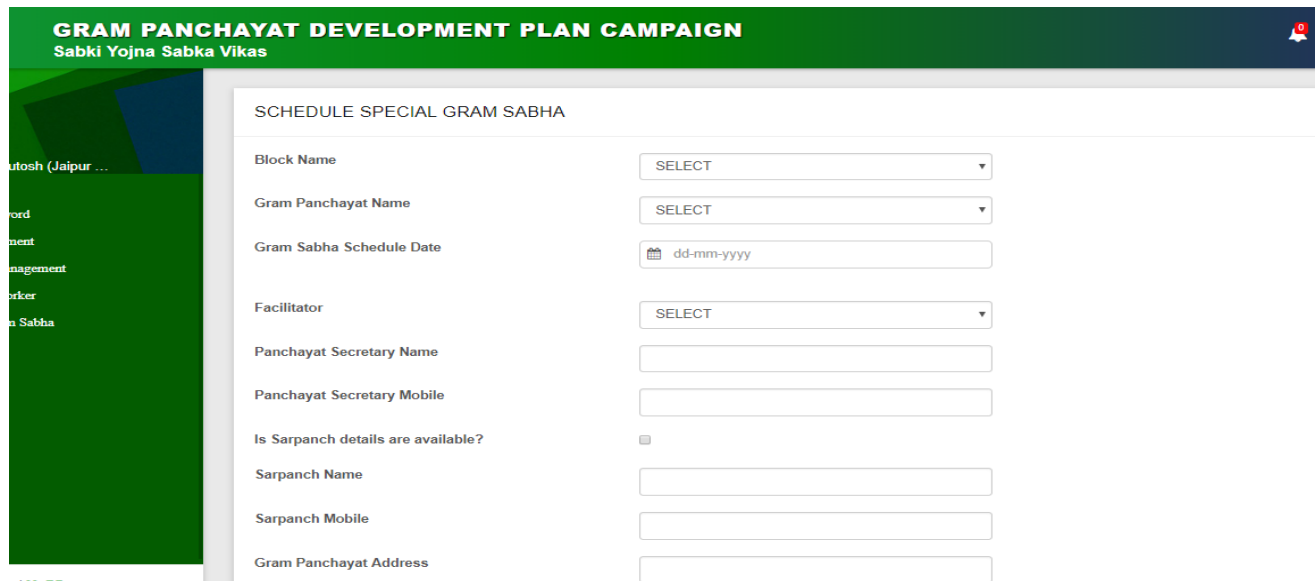


Figure 44: Schedule Gram Sabha in Menu Section

- As District Official clicks on the Schedule Gram Sabha link, page of Special Gram Sabha meeting will be loaded.



**GRAM PANCHAYAT DEVELOPMENT PLAN CAMPAIGN**  
Sabki Yojna Sabka Vikas

**SCHEDULE SPECIAL GRAM SABHA**

Block Name:

Gram Panchayat Name:

Gram Sabha Schedule Date:

Facilitator:

Panchayat Secretary Name:

Panchayat Secretary Mobile:

Is Sarpanch details are available? ☐

Sarpanch Name:

Sarpanch Mobile:

Gram Panchayat Address:

Figure 45: Schedule Gram Sabha Page

Select	Department Name	Front Line Worker
<input type="checkbox"/>	Department of Agriculture	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Animal Husbandry and Dairying	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Chemicals & Petrochemicals	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Drinking Water	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Education	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Finance	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Fisheries	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Food and Supply	<input type="text" value="SELECT"/>

Figure 46: Frontline workers details in Gram Sabha Schedule

**Following details will be captured while scheduling the Special Gram Sabha:**

- **Block Name** – All the blocks available in the district will be available in the drop down. All the blocks are coming as per the LGD
- **Gram Panchayat Name** – As per selection of block, all Gram Panchayat will be listed down in drop down. User can select the unique Gram Panchayat name for which Special Gram Sabha needs to be scheduled.
- **Gram Sabha Schedule Date** – Select a date from the calendar on which the special Gram Sabha would be held in the Gram Panchayat.
- **Facilitator** – A unique facilitator would be appointed to a Gram Panchayat and a facilitator cannot be appointed to another Special Gram Sabha on the same date.
- **Panchayat Secretary Name** – Panchayat Secretary Details will be captured while scheduling the Special Gram Sabha of a GP.
- **Panchayat Secretary Mobile Number** – Mobile number of Panchayat Secretary will also be captured in Special Gram Sabha meeting
- **Sarpanch Name (IF Sarpanch details are available)** – Sarpanch details will also be entered if the GP has a Sarpanch.
- **Sarpanch Mobile number (If Sarpanch mobile is available)** – Sarpanch mobile number need to be captured if its available with the GP
- **Gram Panchayat Address** – Address of Gram Panchayat will be recorded while scheduling the Gram Sabha meeting
- **Gram Panchayat Pin code** – Pin code of Gram Panchayat
- **List of Participating line department and Frontline Worker details** – All participating line department will be listed down. Select the line departments by clicking on checkbox and select the frontline workers from the dropdown list of workers registered against a particular department who will be present during the Gram Sabha.
- **Reason** - Specify the reason in the text area provided for not scheduling the special gram sabha as on date for all back dated entries.

**Manage Special Gram Sabha Meeting:**

Scheduled Special Gram Sabha can be managed by:

- View
- Update
- Freeze

Manage Schedule Gram Sabha Meeting

Create Schedule

Show 10 entries

Search:

S.No	Gram Panchayat Name	Schedule Date	Action		
			View	Update	Freeze
1	BAGRANA	15-10-2018			
2	BHABROO	18-10-2018			
3	RAMSINGHPURA	30-10-2018			

Showing 1 to 3 of 3 entries

Previous

1

Next

**Figure 47: Manage Schedule Gram Sabha meeting**

**View Special Gram Sabha meeting:**

VIEW SPECIAL GRAM SABHAS SCHEDULED

Block Name

BASSI

Gram Panchayat Name

BAGRANA

Gram Sabha Schedule Date

15-10-2018

Falicitator

rahul

Panchayat Secretary Name

Arun Gavhane

Panchayat Secretary Mobile

Arun Gavhane

Is Sarpanch details are available?

☐

Sarpanch Name

Sarpanch Mobile

Gram Panchayat Address

DaryaGanj, New Delhi

Gram Panchayat Pincode

110002

Select

Department Name

Front Line Worker

**Figure 48: View Schedule Gram Sabha meeting**

**Update Special Gram Sabha meeting:**

- Special Gram Sabha can be updated after creation.
- Officer can change the details and it's editable as per the availability of Frontline workers, details of Panchayat Secretary and Sarpanch etc.

UPDATE SCHEDULE SPECIAL GRAM SABHA

Block Name

VIRATNAGAR

Gram Panchayat Name

BHABROO

Gram Sabha Schedule Date

18-10-2018

Falicitator

rahul

SELECT

rahul

Vikram

Panchayat Secretary Name

Panchayat Secretary Mobile

Ashutosh

Is Sarpanch details are available?

☐

Sarpanch Name

Sarpanch Mobile

Figure 49: Update Schedule Gram Sabha meeting

### Freeze Special Gram Sabha Meeting:

- Officer can freeze the Special Gram Sabha meeting
- Once a Special Gram Sabha meeting is freezed, it cannot be updated

Sabki Yojna Sabka Vikas

☐

Department of New and Renewable Energy

SELECT

☐

Department of Panchayati Raj

SELECT

☐

Department of Power

SELECT

☐

Department of Revenue

SELECT

☐

Department of Rural Development

SELECT

☐

Department of Skill Development

SELECT

☐

Department of small scale industries

SELECT

☐

Department of Social Justice

SELECT

☐

Department of Women & Child Development

SELECT

☐

Electricity Board

SELECT

☐

Rural Road Development Corporation/ PWD

SELECT

FREEZE

CLEAR

CLOSE

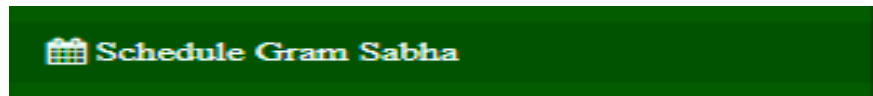
Figure 50: Freeze Schedule Gram Sabha meeting

### 5.3.3.Schedule of Special Gram Sabha by Block Officials

- Block Officials can schedule special gram Sabha for a Gram Panchayat that comes under their respective Block.



- Schedule Gram Sabha Option is available on the left hand side menu with the name of “**Schedule Gram Sabha**”



**Figure 51: Schedule Gram Sabha in Menu Section**

- As Block Official clicks on the Schedule Gram Sabha link, page of Special Gram Sabha meeting will be loaded.

SCHEDULE SPECIAL GRAM SABHA

Gram Panchayat Name

SELECT

Gram Sabha Schedule Date

dd-mm-yyyy

Facilitator

SELECT

Panchayat Secretary Name

Panchayat Secretary Mobile

Is Sarpanch details are available?

☐

Sarpanch Name

Sarpanch Mobile

Gram Panchayat Address

**Figure 52: Schedule Gram Sabha by Block Officials**

**Following details will be captured while scheduling the Special Gram Sabha:**

- **Gram Panchayat Name** – As per selection of block, all Gram Panchayat will be listed down in drop down. User can select the unique Gram Panchayat name for which Special Gram Sabha needs to be scheduled.
- **Gram Sabha Schedule Date** – Select a date from the calendar on which the special Gram Sabha would be held in the Gram Panchayat.
- **Facilitator** – A unique facilitator would be appointed to a Gram Panchayat and a facilitator cannot be appointed to another Special Gram Sabha on the same date.
- **Panchayat Secretary Name** – Panchayat Secretary Details will be captured while scheduling the Special Gram Sabha of a GP.
- **Panchayat Secretary Mobile Number** – Mobile number of Panchayat Secretary will also be captured in Special Gram Sabha meeting
- **Sarpanch Name (IF Sarpanch details are available)** – Sarpanch details will also be entered if the GP has a Sarpanch.
- **Sarpanch Mobile number (If Sarpanch mobile is available)** – Sarpanch mobile number need to be captured if its available with the GP
- **Gram Panchayat Address** – Address of Gram Panchayat will be recorded while scheduling the Gram Sabha meeting
- **Gram Panchayat Pin code** – Pin code of Gram Panchayat
- **List of Participating line department and Frontline Worker details** – All 25 participating line department will be listed down. Select the line departments by clicking on checkbox and select the frontline workers from the dropdown list of workers registered against a particular department who will be present during the Gram Sabha.

**Manage Special Gram Sabha Meeting:**

Scheduled Special Gram Sabha can be managed by




- View
- Update
- Freeze

## Manage Schedule Gram Sabha Meeting

[Create Schedule](#)

Show 10 entries

Search:

S.No	Gram Panchayat Name	Schedule Date	Action		
			View	Update	Freeze
1	BIDARA	30-10-2018			


Showing 1 to 1 of 1 entries

Previous 1 Next

**Figure 53: Manage Schedule Gram Sabha meeting**

## View Special Gram Sabha meeting:

## VIEW SPECIAL GRAM SABHAS SCHEDULED

Gram Panchayat Name	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>BIDARA</span> <span>▼</span> </div>
Gram Sabha Schedule Date	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;">  30-10-2018         </div>
Falicator	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Ajit Singh</span> <span>▼</span> </div>
Panchayat Secretary Name	<div style="border: 1px solid #ccc; padding: 2px;">Arun Gavhane</div>
Panchayat Secretary Mobile	<div style="border: 1px solid #ccc; padding: 2px;">Arun Gavhane</div>
Is Sarpanch details are available?	<input type="checkbox"/>
Sarpanch Name	<div style="border: 1px solid #ccc; padding: 2px;"></div>
Sarpanch Mobile	<div style="border: 1px solid #ccc; padding: 2px;"></div>
Gram Panchayat Address	<div style="border: 1px solid #ccc; padding: 2px;">DaryaGanj, New Delhi</div>
Gram Panchayat Pincode	<div style="border: 1px solid #ccc; padding: 2px;">110002</div>

**Figure 54: View Schedule Gram Sabha meeting**

### Update Special Gram Sabha meeting:

- Special Gram Sabha can be updated after creation.
- Officer can change the details and it's editable as per the availability of Frontline workers, details of Panchayat Secretary and Sarpanch etc.

UPDATE SCHEDULE SPECIAL GRAM SABHA

Block Name

VIRATNAGAR

Gram Panchayat Name

BHABROO

Gram Sabha Schedule Date

18-10-2018

Fallicitator

rahul

SELECT

rahul

Vikram

Panchayat Secretary Name

Ashutosh

Panchayat Secretary Mobile

Is Sarpanch details are available?

☐

Sarpanch Name

Sarpanch Mobile

Figure 55: Update Schedule Gram Sabha meeting

### Freeze Special Gram Sabha Meeting:

- Officer can freeze the Special Gram Sabha meeting
- Once a Special Gram Sabha meeting is freezed, it cannot be updated

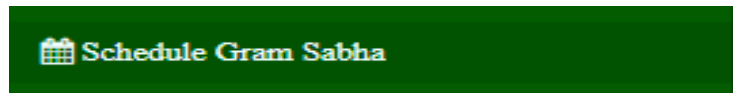
<input type="checkbox"/>	Department of New and Renewable Energy	SELECT
<input type="checkbox"/>	Department of Panchayati Raj	SELECT
<input type="checkbox"/>	Department of Power	SELECT
<input type="checkbox"/>	Department of Revenue	SELECT
<input type="checkbox"/>	Department of Rural Development	SELECT
<input type="checkbox"/>	Department of Skill Development	SELECT
<input type="checkbox"/>	Department of small scale industries	SELECT
<input type="checkbox"/>	Department of Social Justice	SELECT
<input type="checkbox"/>	Department of Women & Child Development	SELECT
<input type="checkbox"/>	Electricity Board	SELECT
<input type="checkbox"/>	Rural Road Development Corporation/ PWD	SELECT

FREEZE
CLEAR
CLOSE

Figure 56: Freeze Schedule Gram Sabha meeting

### 5.3.4. Schedule of Special Gram Sabha by District Panchayati Raj Officer

- District Panchayati Raj officer (DPRO) Officials can schedule special gram Sabha for a Gram Panchayat that comes under their respective District Panchayat.
- District Panchayat can also schedule back dated gram sabha for the Gram Panchayat under its jurisdiction.
- Schedule Gram Sabha Option is available on the left hand side menu with the name of “**Schedule Gram Sabha**”



**Figure 57: Schedule Gram Sabha in Menu Section**

- As District Panchayati Raj officer (DPRO) clicks on the Schedule Gram Sabha link, page of Special Gram Sabha meeting will be loaded.

SCHEDULE SPECIAL GRAM SABHA

Block Name

SELECT

Gram Panchayat Name

SELECT

Gram Sabha Schedule Date

dd-mm-yyyy

Facilitator

SELECT

Panchayat Secretary Name

Panchayat Secretary Mobile

Is Sarpanch details are available?

Sarpanch Name

Sarpanch Mobile

Gram Panchayat Address

**Figure 58: Schedule Gram Sabha by DPRO**

**Following details will be captured while scheduling the Special Gram Sabha:**

- **Block Name** – All the Block Panchayats available in the District Panchayat will be available in the drop down. All the Block Panchayats are coming as per the LGD.

- **Gram Panchayat Name** – As per selection of Block Panchayats, all Gram Panchayat will be listed down in drop down. User can select the unique Gram Panchayat name for which Special Gram Sabha needs to be scheduled.
- **Gram Sabha Schedule Date** – Select a date from the calendar on which the special Gram Sabha would be held in the Gram Panchayat.
- **Facilitator** – A unique facilitator would be appointed to a Gram Panchayat and a facilitator cannot be appointed to another Special Gram Sabha on the same date.
- **Panchayat Secretary Name** – Panchayat Secretary Details will be captured while scheduling the Special Gram Sabha of a GP.
- **Panchayat Secretary Mobile Number** – Mobile number of Panchayat Secretary will also be captured in Special Gram Sabha meeting
- **Sarpanch Name (IF Sarpanch details are available)** – Sarpanch details will also be entered if the GP has a Sarpanch.
- **Sarpanch Mobile number (If Sarpanch mobile is available)** – Sarpanch mobile number need to be captured if its available with the GP
- **Gram Panchayat Address** – Address of Gram Panchayat will be recorded while scheduling the Gram Sabha meeting
- **Gram Panchayat Pin code** – Pin code of Gram Panchayat
- **List of Participating line department and Frontline Worker details** – All 25 participating line department will be listed down. Select the line departments by clicking on checkbox and select the frontline workers from the dropdown list of workers registered against a particular department who will be present during the Gram Sabha.
- Specify the reason in the text area provided for not scheduling the special gram sabha as on date for all back dated entries.

#### **Manage Special Gram Sabha Meeting:**

Scheduled Special Gram Sabha can be managed by

- View
- Update
- Freeze

Manage Schedule Gram Sabha Meeting

Create Schedule

Show 10 entries Search:

S.No	Gram Panchayat Name	Schedule Date	Action		
			View	Update	Freeze
1	BAGRANA	15-10-2018			
2	BHABROO	18-10-2018			
3	RAMSINGHPURA	30-10-2018			

Figure 59: Manage Schedule Gram Sabha meeting

### View Special Gram Sabha meeting:

VIEW SPECIAL GRAM SABHAS SCHEDULED

Block Name

BASSI

Gram Panchayat Name

BAGRANA

Gram Sabha Schedule Date

15-10-2018

Falicitator

rahul

Panchayat Secretary Name

Arun Gavhane

Panchayat Secretary Mobile

Arun Gavhane

Is Sarpanch details are available?

☐

Sarpanch Name

Sarpanch Mobile

Gram Panchayat Address

DaryaGanj, New Delhi

Gram Panchayat Pincode

110002

Select

Department Name

Front Line Worker

Figure 60: View Schedule Gram Sabha meeting

### Update Special Gram Sabha meeting:

- Special Gram Sabha can be updated after creation.
- Officer can change the details and it's editable as per the availability of Frontline workers, details of Panchayat Secretary and Sarpanch etc.

UPDATE SCHEDULE SPECIAL GRAM SABHA

Block Name

VIRATNAGAR

Gram Panchayat Name

BHABROO

Gram Sabha Schedule Date

18-10-2018

Falicitator

rahul

SELECT

rahul

Vikram

Panchayat Secretary Name

Ashutosh

Panchayat Secretary Mobile

Ashutosh

Is Sarpanch details are available?

☐

Sarpanch Name

Sarpanch Mobile

Figure 61: Update Schedule Gram Sabha meeting

### Freeze Special Gram Sabha Meeting:

- Officer can freeze the Special Gram Sabha meeting
- Once a Special Gram Sabha meeting is freezed, it cannot be updated

Vikas

<input type="checkbox"/>	Department of New and Renewable Energy	SELECT
<input type="checkbox"/>	Department of Panchayati Raj	SELECT
<input type="checkbox"/>	Department of Power	SELECT
<input type="checkbox"/>	Department of Revenue	SELECT
<input type="checkbox"/>	Department of Rural Development	SELECT
<input type="checkbox"/>	Department of Skill Development	SELECT
<input type="checkbox"/>	Department of small scale industries	SELECT
<input type="checkbox"/>	Department of Social Justice	SELECT
<input type="checkbox"/>	Department of Women & Child Development	SELECT
<input type="checkbox"/>	Electricity Board	SELECT
<input type="checkbox"/>	Rural Road Development Corporation/ PWD	SELECT

FREEZE

CLEAR

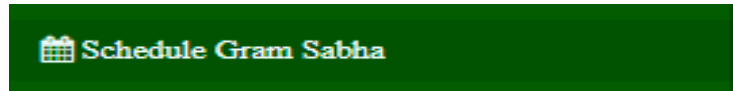
CLOSE

Figure 62: Freeze Schedule Gram Sabha meeting



### 5.3.1. Schedule of Special Gram Sabha by Block Panchayati Raj Officer

- Block Panchayati Raj Officer can schedule special gram Sabha for a Gram Panchayat that comes under their respective Block Panchayat.
- Schedule Gram Sabha Option is available on the left hand side menu with the name of “**Schedule Gram Sabha**”



**Figure 63: Schedule Gram Sabha in Menu Section**

- As Block Panchayati Raj Officer clicks on the Schedule Gram Sabha link, page of Special Gram Sabha meeting will be loaded.

SCHEDULE SPECIAL GRAM SABHA

Gram Panchayat Name

SELECT

Gram Sabha Schedule Date

dd-mm-yyyy

Facilitator

SELECT

Panchayat Secretary Name

Panchayat Secretary Mobile

Is Sarpanch details are available?

☐

Sarpanch Name

Sarpanch Mobile

Gram Panchayat Address

**Figure 64: Schedule Gram Sabha by Block Officials**

**Following details will be captured while scheduling the Special Gram Sabha:**

- **Gram Panchayat Name** – All Gram Panchayats will be listed down in drop down from where Block Panchayat user has logged in. User can select the unique Gram Panchayat name for which Special Gram Sabha needs to be scheduled.
- **Gram Sabha Schedule Date** – Select a date from the calendar on which the special Gram Sabha would be held in the Gram Panchayat.
- **Facilitator** – A unique facilitator would be appointed to a Gram Panchayat and a facilitator cannot be appointed to another Special Gram Sabha on the same date.
- **Panchayat Secretary Name** – Panchayat Secretary Details will be captured while scheduling the Special Gram Sabha of a GP.
- **Panchayat Secretary Mobile Number** – Mobile number of Panchayat Secretary will also be captured in Special Gram Sabha meeting
- **Sarpanch Name (IF Sarpanch details are available)** – Sarpanch details will also be entered if the GP has a Sarpanch.
- **Sarpanch Mobile number (If Sarpanch mobile is available)** – Sarpanch mobile number need to be captured if its available with the GP
- **Gram Panchayat Address** – Address of Gram Panchayat will be recorded while scheduling the Gram Sabha meeting
- **Gram Panchayat Pin code** – Pin code of Gram Panchayat
- **List of Participating line department and Frontline Worker details** – All 25 participating line department will be listed down. Select the line departments by clicking on checkbox and select the frontline workers from the dropdown list of workers registered against a particular department who will be present during the Gram Sabha.

**Manage Special Gram Sabha Meeting:**




Scheduled Special Gram Sabha can be managed by

- View
- Update
- Freeze

## Manage Schedule Gram Sabha Meeting

[Create Schedule](#)

Show 10 entries
Search:

S.No	Gram Panchayat Name	Schedule Date	Action		
			View	Update	Freeze
1	BIDARA	30-10-2018			

Showing 1 to 1 of 1 entries
Previous [1](#) Next

Figure 65: Manage Schedule Gram Sabha meeting

## View Special Gram Sabha meeting:

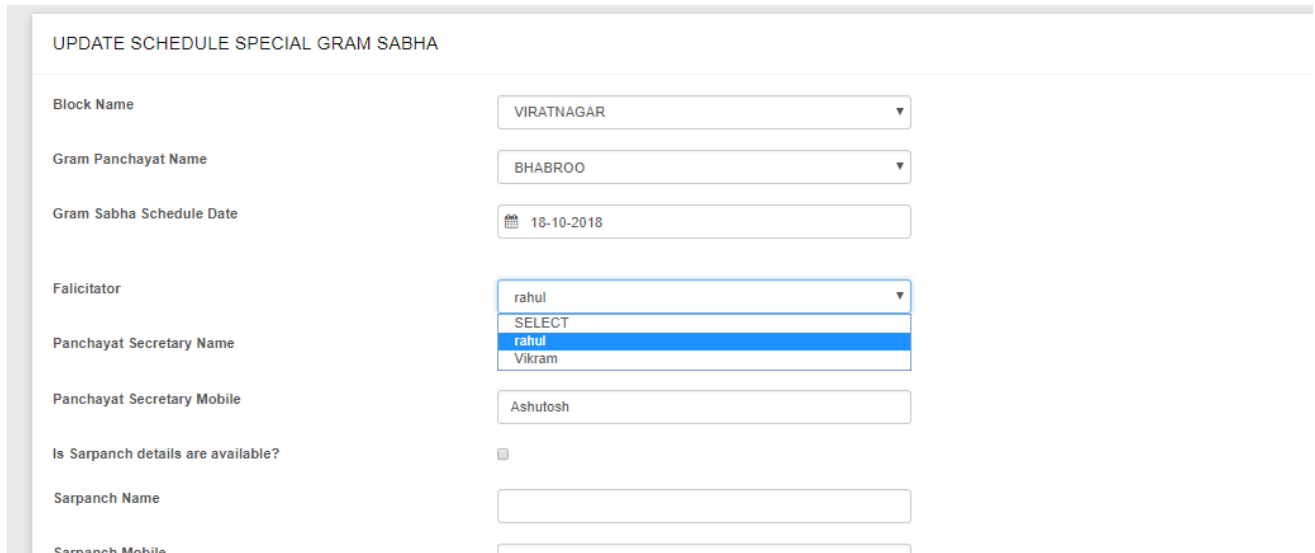
## VIEW SPECIAL GRAM SABHAS SCHEDULED

Gram Panchayat Name	<input type="text" value="BIDARA"/>
Gram Sabha Schedule Date	<input type="text" value="30-10-2018"/>
Falicator	<input type="text" value="Ajit Singh"/>
Panchayat Secretary Name	<input type="text" value="Arun Gavhane"/>
Panchayat Secretary Mobile	<input type="text" value="Arun Gavhane"/>
Is Sarpanch details are available?	<input type="checkbox"/>
Sarpanch Name	<input type="text"/>
Sarpanch Mobile	<input type="text"/>
Gram Panchayat Address	<input type="text" value="DaryaGanj, New Delhi"/>
Gram Panchayat Pincode	<input type="text" value="110002"/>

Figure 66: View Schedule Gram Sabha meeting

### Update Special Gram Sabha meeting:

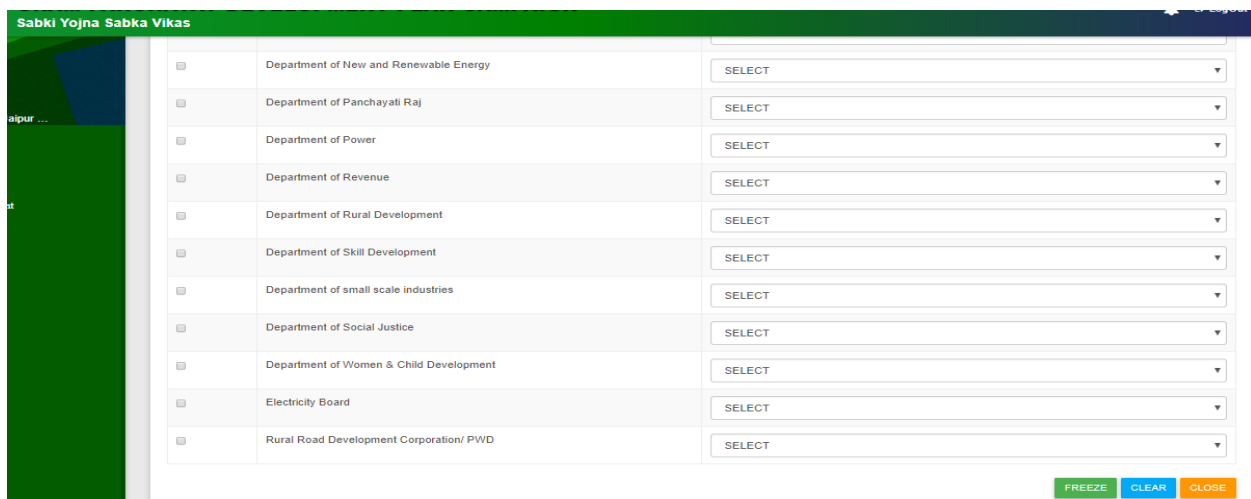
- Special Gram Sabha can be updated after creation.
- Officer can change the details and it's editable as per the availability of Frontline workers, details of Panchayat Secretary and Sarpanch etc.



**Figure 67: Update Schedule Gram Sabha meeting**

### Freeze Special Gram Sabha Meeting:

- Officer can freeze the Special Gram Sabha meeting
- Once a Special Gram Sabha meeting is freezed, it cannot be updated

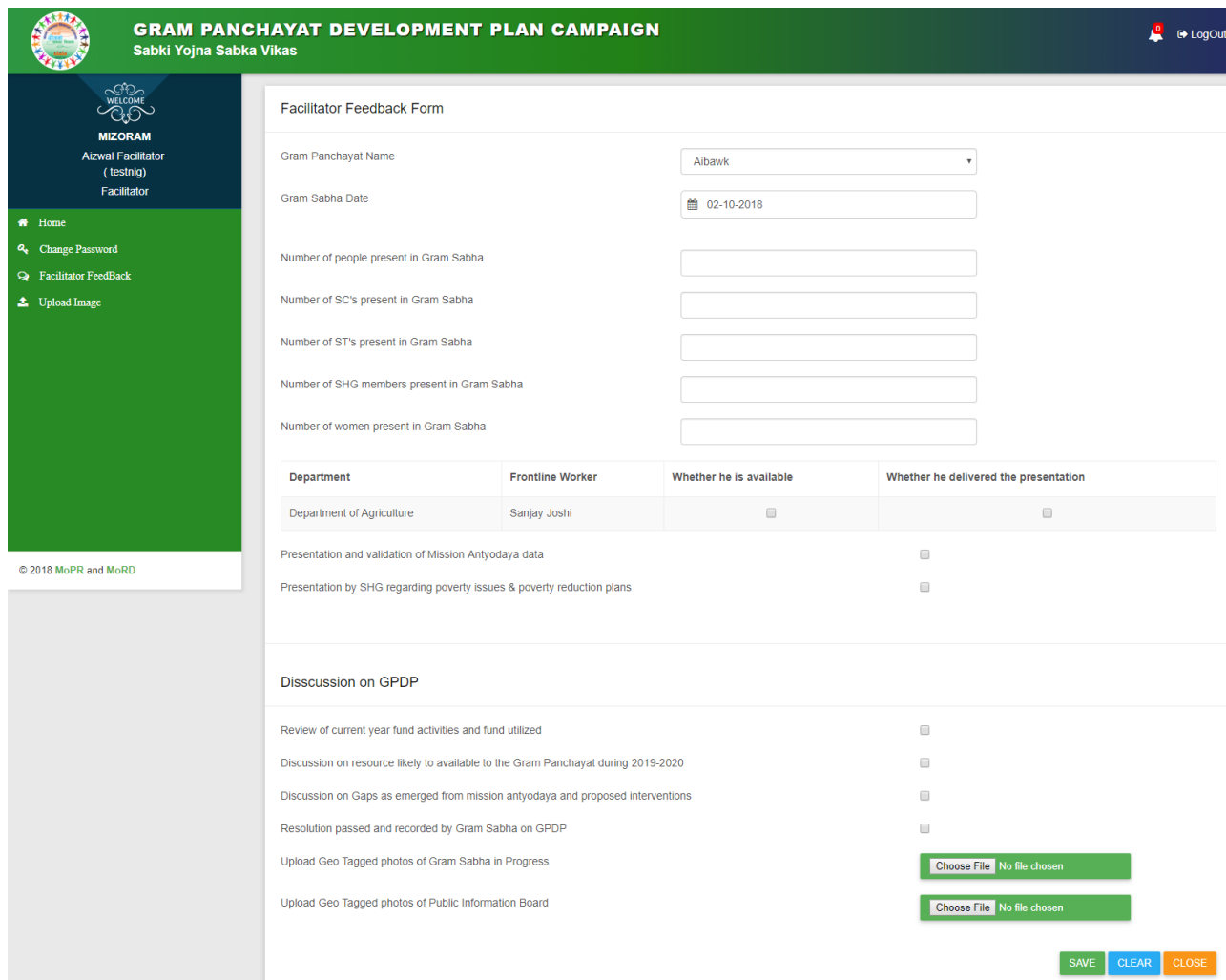


**Figure 68: Freeze Schedule Gram Sabha meeting**

## 5.4. Facilitator Feedback

On completion of Special Gram Sabha meeting, Facilitator is required to submit a feedback report regarding conduct of Gram Sabha meeting. The report is to be submitted by the facilitator Gram Panchayat wise.

Below screen shot showcases format of Feedback Report:



**Figure 69: Facilitator Feedback Report**

**Following details will be captured while submitting the Facilitator feedback Report:**

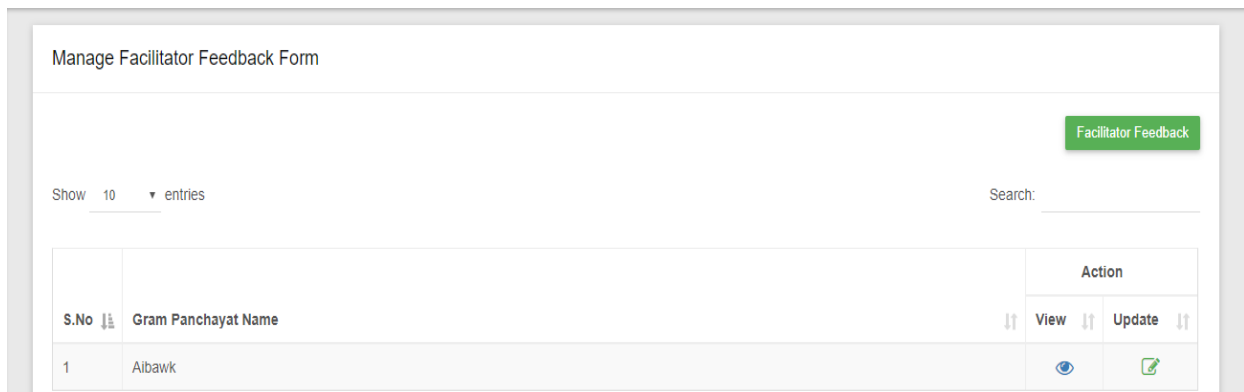
- **Gram Panchayat Name:** Select the Gram Panchayat name from the dropdown. If the facilitator is assigned more than 1 Gram Panchayat, then the dropdown list will populate all the names of the GP assigned to the Facilitator. Whereas, if the facilitator is assigned only 1 GP, then only 1 value would be populated in the dropdown.

- **Gram Sabha Date:** As the GP name is selected, Gram Sabha date would be automatically populated.
- **No. of People present in Gram Sabha:** The count of the total number of people present in Gram Sabha may be entered here.
- **No. of SC's present in Gram Sabha:** The count of the total number of people belonging to SC caste present in Gram Sabha may be entered here.
- **No. of ST's present in Gram Sabha:** The count of the total number of people belonging to ST caste present in Gram Sabha may be entered here.
- **No. of SHG members present in Gram Sabha:** The count of the total number of SHG members present in Gram Sabha may be entered here.
- **No. of Women members present in Gram Sabha:** The count of the total number of women present in Gram Sabha may be entered here.
- All the Department names would be listed and the Facilitator is required to select on whether the Member is present and made presentation against each Department name.
- Select the checkbox whether the Mission Antyodaya data is validated and SHG members present the Poverty reduction plan.
- Click on checkbox against the fields which are discussed in Gram Sabha regarding GPDP.
- Upload Gram Sabha pictures and videos if any.
- Click on Save button to submit the feedback report.

### Manage Facilitator Feedback Report:

Facilitator report can be managed by:

- View
- Update



S.No	Gram Panchayat Name	Action
1	Aibawk	View Update

**Figure 70: Manage Feedback Report**

## View Facilitator Feedback Report:

View Facilitator Feedback Form

Gram Panchayat Name

Albawik

Gram Sabha Date

02-10-2018

Number of people present in Gram Sabha

45

Number of SC's present in Gram Sabha

30

Number of ST's present in Gram Sabha

10

Number of SHG members present in Gram Sabha

8

Number of women present in Gram Sabha

5

Department	Frontline Worker	Whether he is available	Whether he delivered the presentation
Department of Agriculture	Sanjay Joshi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Presentation and validation of Mission Antyodaya data
☒

Presentation by SHG regarding poverty issues & poverty reduction plans
☐

Discussion on GPDP

Review of current year fund activities and fund utilized

☐

Discussion on resource likely to available to the Gram Panchayat during 2019-2020

☒

Discussion on Gaps as emerged from mission antyodaya and proposed interventions

☒

Resolution passed and recorded by Gram Sabha on GPDP

☐

Upload Geo Tagged photos of Gram Sabha in Progress

Upload Geo Tagged photos of Public Information Board

CLOSE

**Figure 71: View Facilitator Feedback Report**

## Update Facilitator feedback Report:

- Facilitator feedback report can be updated after creation.
- Facilitator can amend all the details like number of people present, frontline workers details etc

Facilitator Feedback Form

Gram Panchayat Name
Albawk

Gram Sabha Date
02-10-2018

Number of people present in Gram Sabha

Number of SC's present in Gram Sabha

Number of ST's present in Gram Sabha

Number of SHG members present in Gram Sabha

Number of women present in Gram Sabha

Department	Frontline Worker	Whether he is available	Whether he delivered the presentation
Department of Agriculture	Sanjay Joshi	<input type="checkbox"/>	<input type="checkbox"/>

Presentation and validation of Mission Antyodaya data
☐

Presentation by SHG regarding poverty issues & poverty reduction plans
☐

Discussion on GPDP

Review of current year fund activities and fund utilized
☐

Discussion on resource likely to be available to the Gram Panchayat during 2019-2020
☐

Discussion on Gaps as emerged from mission antyodaya and proposed interventions
☐

Resolution passed and recorded by Gram Sabha on GPDP
☐

Upload Geo Tagged photos of Gram Sabha in Progress
Choose File No file chosen

Upload Geo Tagged photos of Public Information Board
Choose File No file chosen

UPDATE CLEAR CLOSE

**Figure 72: Update Facilitator Feedback Report**

## 5.5. Upload Image

Users have to upload the geotagged photos of the Gram Sabha, Public Information Board and Training by logging into GPDP web portal using the registered credentials. All the Nodal Officers – State Nodal officer, State Line Department Officer, District Nodal officer, Block Nodal officer and Facilitators have been given the option to upload the photographs. As the photos are uploaded, it starts populating in the public domain.

Geotagged Photos can also be uploaded by means of Mobile Application. The mobile application named “GPDP Facilitator Report” is android based which can be downloaded from Android Play store.

As the user logs into GPDP Portal, on the left menu there is an option “Upload Image”.

- As the user clicks on Upload Image, system will show 3 radio buttons where the user is required to select one of the 3 categories from **Photos of Gram Sabha in Progress**, **Photos of Public Information Board** or **Photos of Training** for which the user wish to upload the pictures.



Figure 73: Upload Photos screen from web portal

- Select photos to be uploaded by clicking on Choose File, provide a remarks (if required) and write the testimonial in the text area provided.
- User can upload as many photos by clicking on '+' icon.
- Click on Save for uploading the images.
- Click on Close to close the form.

## 5.6. Moderate Image

Images uploaded by the citizens have to be moderated/approved by the State Nodal officer before it is published in the public domain. The State Nodal officer can approve or unapprove the images. Only the approved images are available in public domain on the home page of the GPDP Portal.

Approved images can anytime be unapproved by the State Nodal officer.

Below screenshot depicts the layout of Moderate Image:

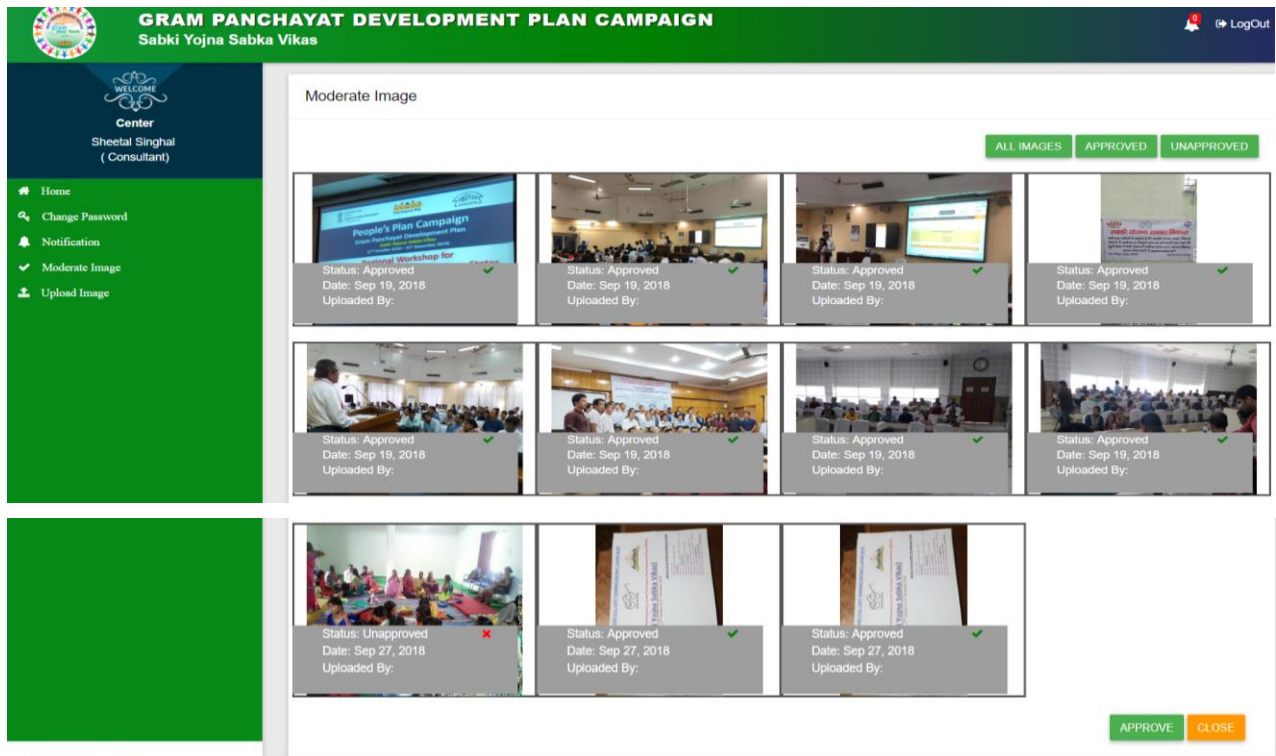


Figure 74: Moderate Image layout

- Click on Moderate Image on the left menu.
- Upon opening the page, there are 3 tabs for filtering the images: All Images, Approved, and Unapproved.
- Clicking on **All images** will populate all the images whether approved or unapproved. Clicking on **Approved** will only show the approved images and clicking on **Unapprove** populates all unapproved images.
- For approving the images, simply click on image and a green tick will come. For un-approving an image, clicking on the image will show the cross mark in red color. Lastly click on Submit button to approve and unapprove the images.