

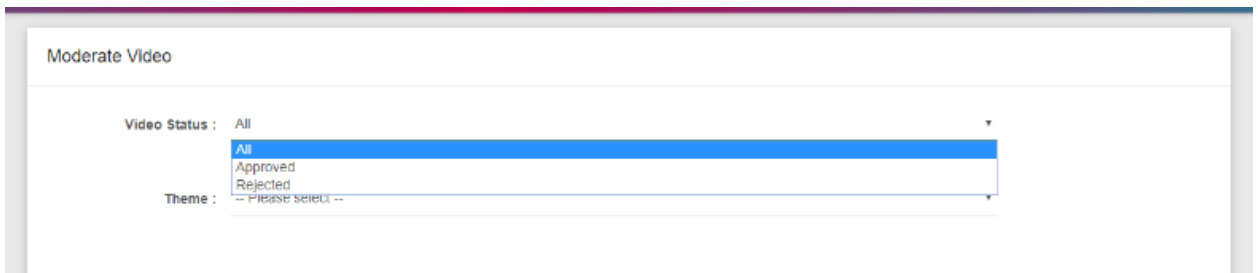
## **Standard Operating Procedure (SOP) for the Moderation of Content**

1. Moderation for the uploaded content will be done through GPDP portal (<https://gdpd.nic.in/>) by the respective nodal officers i.e. State Officials and District officials
2. State/District Official will login into the portal with valid login id and password. After login in menu option a link is available for the moderation of uploaded videos by the citizens.

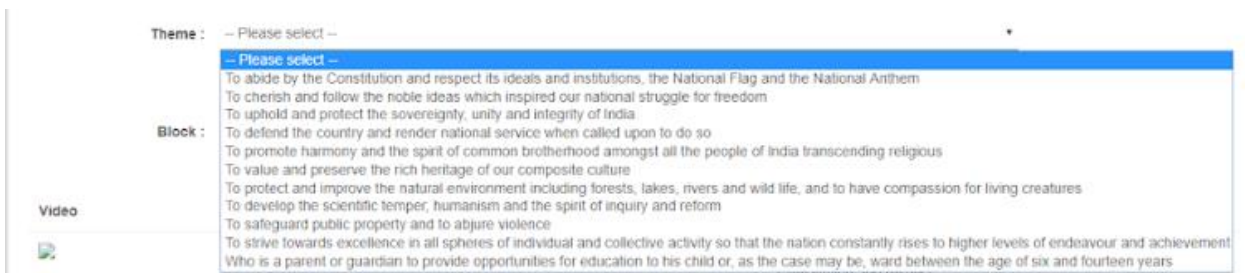


**Figure 1: Link Available in Menu**

3. District official need to select tier as per state hierarchy i.e. Block Panchayat, Gram Panchayat, Approved/Rejected and fundamental duties against which videos have been uploaded by the citizen







**Figure 2: Selection of hierarchy by district**



**Figure 3: Selection of Theme/Fundamental Duties**

4. After selecting the GP details, a table will be displayed on the screen with the following fields.

Uploaded Video (image icon)	Uploaded By	Mobile Number	Uploaded Date	Description	Theme	Reject/Approved	Download

Uploaded Video	Uploaded By	Mobile Number	Uploaded Date	Description	Theme	Reject/Approve	Download
	ajit	8800602328	18/10/2019	Test	To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem	No <input checked="" type="checkbox"/> YES	
	amit	8899775566	18/10/2019	Test2	To cherish and follow the noble ideas which inspired our national struggle for freedom	No <input type="checkbox"/> YES	

**Figure 4: Displaying Videos for moderation**

5. As logged in official clicks on the download button, video will get downloaded on local system (Desktop/Laptop). After viewing, the district official can **Approve or Reject** the video.
6. The approved video will be further visible in the state nodal official's user and the respective user can take appropriate action similar to as taken by district official i.e. **Approve or Reject** the video.
7. The **approved** video by State Nodal Official will be visible to Central Level User/NIRD for finally approval/Rejection.