

## **Process Flow : Plastic Waste Free Campaign SHS 2019 (11<sup>th</sup> Sept' 19 – 02<sup>nd</sup> Oct' 19)**

### **To know Sarpanch/ Panchayat Secretary registered mobile number in GPDG portal**

On home page Click **About SHS 2019 Mobile App**:

- **Click on Registered Sarpanch**, will help to identify the registered mobile no of GP's Sarpanch
- **Click on Registered Gram Secretary**, will help to identify the registered mobile no of Gram Panchayat Secretary

**Important : Gram Sachiv(Panchayat Secretary)/ Sarpanch's mobile number can be registered by the login of BDO/BPRO/District Official/DPRO using following process.**

1. Open <https://gdpd.nic.in/PPC/>
2. Block or District-level officials can login with their last year credential
3. Click on **Update Sarpanch Details** option to enter Sarpanch details of GPs
4. Click on **Update** button

**Note :-** Respective BDO/District user must ensure to inform to all Sarpanch/Gram Secretary, their registered mobile number entered in portal.

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### **How to use the Mobile App to enter meeting details and upload photos**

**Important: Only Gram Sachiv/ Secretary/Sarpanch will be able to use Plastic Waste Free Campaign SHS 2019 Mobile App. District/Block users are NOT allowed to use the Mobile App**

1. Open Google Play Store App on your mobile
2. Enter "**Plastic Waste Free Campaign SHS 2019**" in the search bar
3. Click on the **Plastic Waste Free Campaign SHS 2019** App & Click on the **Install** button
4. Open the **Plastic Waste Free Campaign SHS 2019** mobile App
5. Select your GPs details (State -> ZP -> BP- >GP hierarchy in drop down)
6. Enter the registered mobile number (Sarpanch/Gram Sachiv/Secretary)
7. Click on the **Generate OTP** button
8. An OTP Code (6 digit) will be received on the registered mobile number
9. The OTP Code will be automatically filled in the desired field. Click on **Submit** button
10. The App will verify the OTP as per GPDG database and allow the user to login.  
**(Important: Special Gram Sabha details can be submitted only once by one user)**
11. By default, the **Meeting Date** will be 11<sup>th</sup> September 2019. By clicking the Calendar icon, the date can be selected till 02<sup>nd</sup> October 2019.
12. Enter the **Total No. of Participants, No. of women Participants and No. of children/student Participants**
13. Select the radio button **Yes** for recording the discussion held on Plastic Waste in a text area field. Enter brief description (max.500 Characters) in textbox.
14. Click on **Take Photo** icon, open the mobile camera and capture geo-tagged photo
15. Enter photo description in text box (max. 100 characters)
16. To delete the captured photo, please long press on **Take Photo** icon.  
**(Minimum two campaign photos are mandatory for submitting the meeting details)**
17. Click on **Submit** button to save captured photos  
**(Internet connectivity on mobile is required at this moment)**

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### **How to moderate photos captured using Plastic Waste Free Campaign SHS 2019 app :**

- All state Nodal Officer must ensure that District and Block Level users are created/updated in this year GPDG campaign on GPDG portal <http://gdpd.nic.in>
- The images captured by Gram Sarpanch/Gram Secretary will be moderated/approved by current year users only, then only these photos will be visible on <http://gdpd.nic.in> portal under **Plastic Waste Free Campaign Photo Gallery**