



सत्यमेव जयते

Panchayat Development Plan (PDP)

Sabki Yojana Sabka Vikas

User Manual, Version 4.0

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Panchayat Informatics Division

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Government of India

Amendment Log

Version no.	Date	Change number	Brief Description	Section Change
1	21 ^h Sep 2018	1	First Version of User Manual	
2	12-Oct 2020	2	Change the document for the development plan at ZP and BP level registration	
3	26-Sep 2022	3	Modules in PDP 1. User Management 2. Facilitator Management 3. Frontline Worker Management 4. Schedule Sabha/Meeting 5. Facilitator Feedback	



Contents

Table of contents.....	3
1. Introduction.....	5
1.1 Audience	5
1.1. Features	5
1.2 Purpose of this document	5
1.3 Document Organization	6
1.4 Conventions	6
1.5 References.....	6
1.6 Definitions/Glossary	7
1.7 Problem Reporting	7
2. Brief Overview.....	8
2.1. Introduction.....	8
2.2. Features	8
2.3. Target Users.....	8
3. Minimum System Requirement	10
3.1. Website	10
3.2. Android Mobile Application.....	10
4. General/Common Operating Instructions	11
4.1. Getting Started	11
4.1.1. General Description	11
4.2. Supporting Documentation.....	13
5. Modules in PDP.....	14
5.1. User Management.....	14
5.1.1. State Nodal Officers	14
5.1.2. Department Nodal Officer	26

5.1.3.	District Officials.....	30
5.1.4.	District Panchayati Raj Officer (DPRO).....	32
5.2.	Facilitator Management.....	34
5.2.1.	Facilitator Management by State Nodal Officer	36
5.2.2.	Facilitators Management by District Officials	38
5.2.3.	Facilitators Management by Block Officials	41
5.2.4.	Facilitators Management by District Panchayati Raj Officer (DPRO)	43
5.2.5.	Facilitators Management by Block Panchayati Raj Officer (BPRO)	45
5.3.	Frontline Worker Management.....	48
5.3.1.	Frontline Worker Management by State Nodal Officer	49
5.3.2.	Frontline Workers Management by District Officials	52
5.3.3.	Frontline Workers Management by Block Officials	55
5.3.4.	Frontline Workers Management by District Panchayati Raj Officer (DPRO)	57
5.3.5.	Frontline Workers Management by Block Panchayati Raj Officer (BPRO)	59
5.4.	Schedule Sabha/Meeting	62
5.4.1.	Schedule of Special Sabha by State Nodal Officer.....	62
5.4.2.	Schedule of Special Sabha by District Officials	67
5.4.3.	Schedule of Special Sabha by Block Officials	72
5.4.4.	Schedule of Special Sabha by District Panchayati Raj Officer	77
5.4.1.	Schedule of Special Sabha by Block Panchayati Raj Officer	82
5.5.	Facilitator Feedback.....	87
5.5.1.	Facilitator Feedback by District Facilitator	87
5.5.2.	Facilitator Feedback by Block Facilitator	89
5.5.3.	Facilitator Feedback by Gram Facilitator	91
5.6.	Content Management System.....	94
5.7.	Unfreeze Sabha	98

1. Introduction

1.1 Audience

Panchayats have been mandated for the preparation of Panchayat Development Plan (PDP) for economic development and social justice utilizing the resources available to them. The PDP planning process must 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 2022 for preparing PDP for 2023-24. The campaign initiated under "Sabki Yojana Sabka Vikas" will be an intensive and structured exercise for planning at 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 Sabha level through convergence between Panchayati Raj Institutions (PRIs) and concerned Line Departments of the State.

Panchayats have been mandated for the preparation of Panchayat Development Plan (PDP) for economic development and social justice.

The main objectives that drive PDP Portal are:

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

1.1. Features

Features are as follows:

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

1.2 Purpose of this document

The purpose of this document is to briefly describe the operational aspects of PDP Portal. The document provides stepwise 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 five chapters.

Chapter 1: Introduction – This Chapter introduces 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, stepwise 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

Subheading Level 2 – Arial Black, 10 pt.

Subheading 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 References

1. User Manual Template (NIC-TPL-004 version 1.1) prescribed as per NIC Quality Standards.

2. User Manual Document for **GPDP v1.0** (USER MANUAL V1.0).
3. User Manual Document for **GPDP v3.0** (USER MANUAL V3.0).

1.6 Definitions/Glossary

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

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

1.7 Problem Reporting

In case of any problem related to the software or to this document, please contact either gdp.mopr@nic.in.

2. Brief Overview

2.1. Introduction

Panchayats have been mandated for the preparation of Panchayat Development Plan (PDP) for economic development and social justice utilizing the resources available to them. The PDP planning process must 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 January for preparing PDP for next financial year. The campaign initiated under "Sabki Yojana Sabka Vikas" will be an intensive and structured exercise for planning at Sabha through convergence between Panchayati Raj Institutions (PRIs) and concerned Line Departments of the State

2.2. Features

- **Provision to schedule special Sabha meeting – PDP Portal** facilitates to schedule Special Sabha/meeting online to a specific panchayat at State Level, District Level and Block level
- **Assigning facilitator to a Sabha – PDP Portal** allows creating facilitators for each 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.
- **SMS/email-based notifications – PDP Portal** has email/SMS based notification facility after successfully registration of a user in GPDP.
- **Facilitator Feedback form – PDP Portal** allows providing the feedback by a facilitator after a special Sabha/meeting online and can upload it on the system.
- **Provision to upload images – PDP Portal** allows a provision to upload the images that taken during the special Sabha/meetings. All the images will be Geo tagged and uploaded on the portal with location.
- **Mobile (Android) Application for PDP –** An android application is available for PDP 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

PDP software application target following users:

- **State Nodal Officers**
- **State Nodal officers of Line department**
- **District based users**
- **Block based users**
- **Facilitators (District Panchayat/ Block Panchayat/Gram Panchayat)**
- **Frontline workers (District Panchayat/Block Panchayat/Gram Panchayat)**
- **Central Line Ministries**
- **Citizen**

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

3. Minimum System Requirement

PDP is a web based and mobile based application, the minimum system requirements for accessing the,

3.1. Website

- Internet Explorer 7.0 + /Google chrome/ Mozilla firefox
- Internet Connection

3.2. Android Mobile Application

- Android Kit Kat+
- Internet connection with GPS enabled

4. General/Common Operating Instructions

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

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

4.1. Getting Started

4.1.1. General Description

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



Figure 1 PDP home page

- Click on the Login button.





Figure 2: PDP login page

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

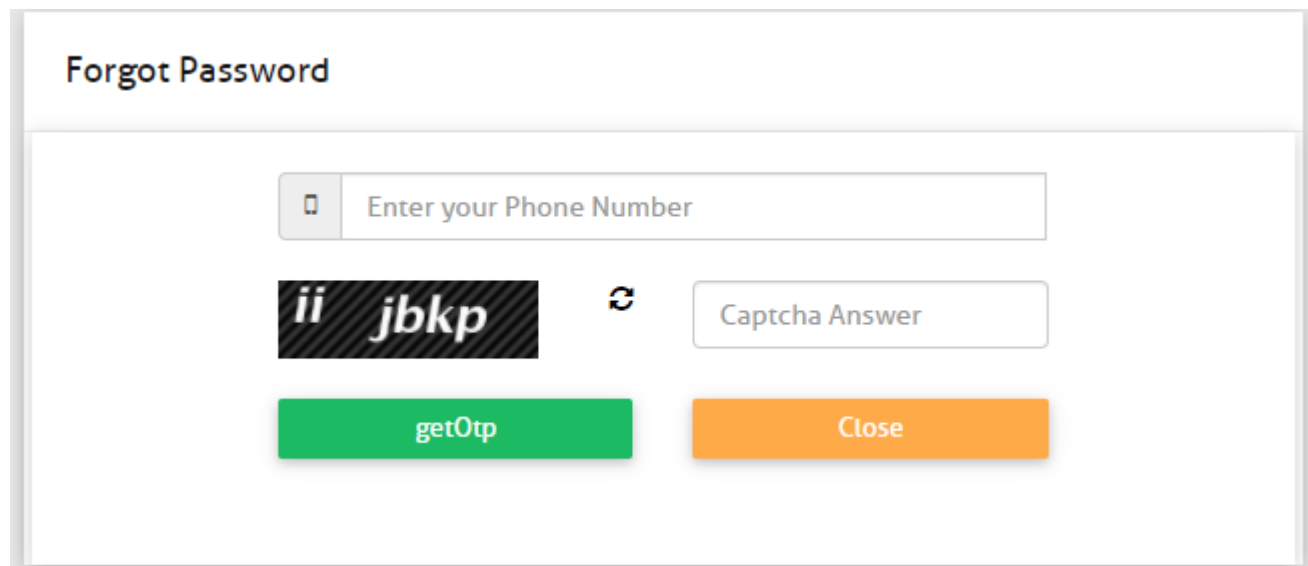


Figure 1: Forgot Password link

Click on the **getOtp** button and An OTP would be sent to user mobile and mailbox which will be activated for next 30 minutes. Post entering the OTP, it will redirect user to changes the password for PDP portal

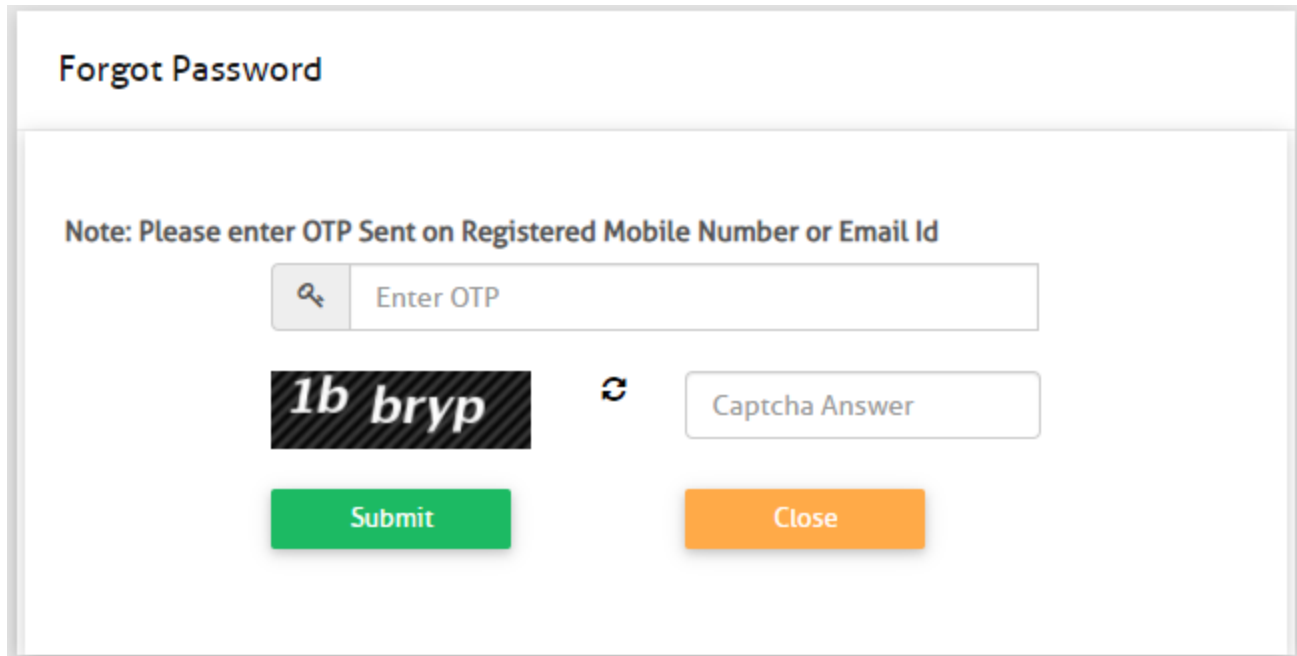


Figure 2: Enter OTP Screen

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.

4.2. Supporting Documentation

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

5. Modules in PDP

5.1. User Management

- User management in PDP 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 PDP Application is:
 - State Nodal Officers
 - Entity Based User
 - Land Region
 - District Officials
 - Block Officials
 - Panchayat Hierarchy
 - District Panchayati Raj Officer
 - Block Panchayati Raj Officer
 - State Nodal Officers of Line departments

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
- Local Body Type User Creation
- Nodal Officer of line department User Creation at state level




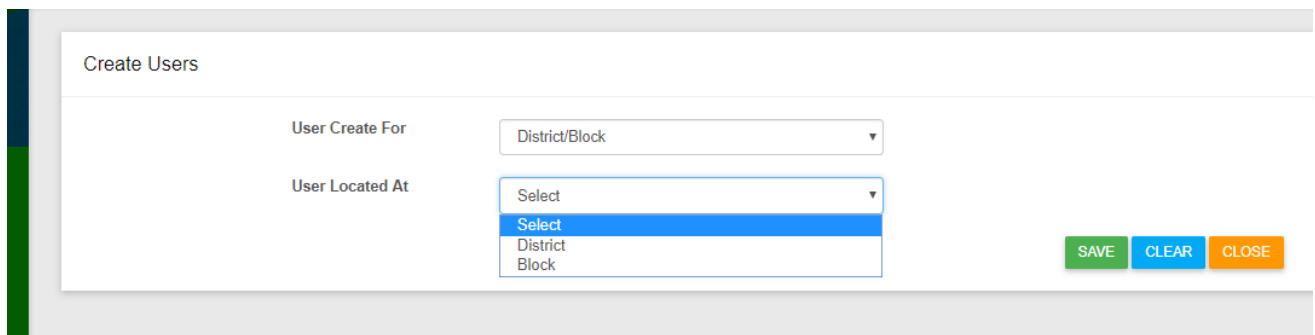
Figure 5: User Create For

If user selects the Land region, then user would be able to create the users on the land region based hierarchies and if user selects the Panchayat hierarchy (ZP/BP), then user will be able to create the users on the panchayat level hierarchies.

NOTE: If a user follows land region hierarchy or Panchayat level hierarchy then he/she should follow the same hierarchy and vice –versa. User are not allowed to mix these two categories while creating the users for a state/district/block.

Land Region User Creation:

- After selecting the user create for as District/Block, it will ask for the user located at:
- The State Nodal officer can create user at both level i.e. District as well as at Block level

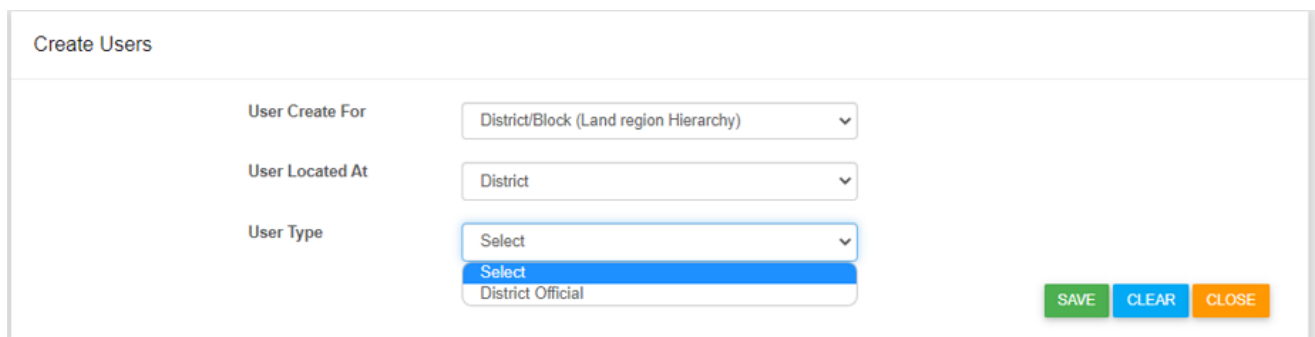


The screenshot shows a web form titled "Create Users". It has two dropdown menus. The first is labeled "User Create For" and is set to "District/Block". The second is labeled "User Located At" and is open, showing three options: "Select" (highlighted in blue), "District", and "Block". To the right of the form are three buttons: "SAVE" (green), "CLEAR" (blue), and "CLOSE" (orange).

Figure 6: User registration page

District Officials

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

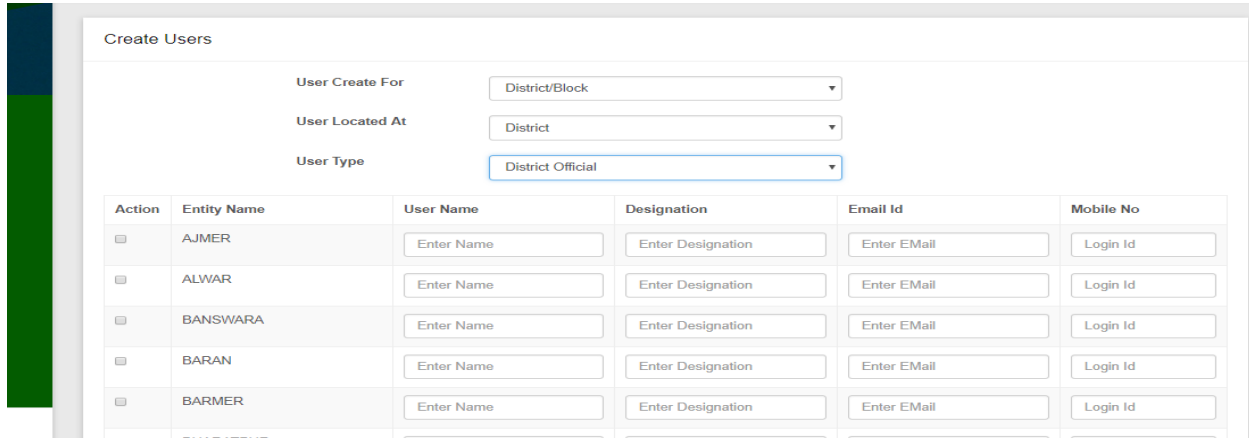


The screenshot shows the "Create Users" form with three dropdown menus. "User Create For" is set to "District/Block (Land region Hierarchy)". "User Located At" is set to "District". "User Type" is open, showing two options: "Select" (highlighted in blue) and "District Official". The "SAVE", "CLEAR", and "CLOSE" buttons are visible on the right.

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 respective district.

- If any state wants to create another user at district official’s level, then existing user must be deactivated 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.
- Name, Designation, mobile number and email id are mandatory fields.

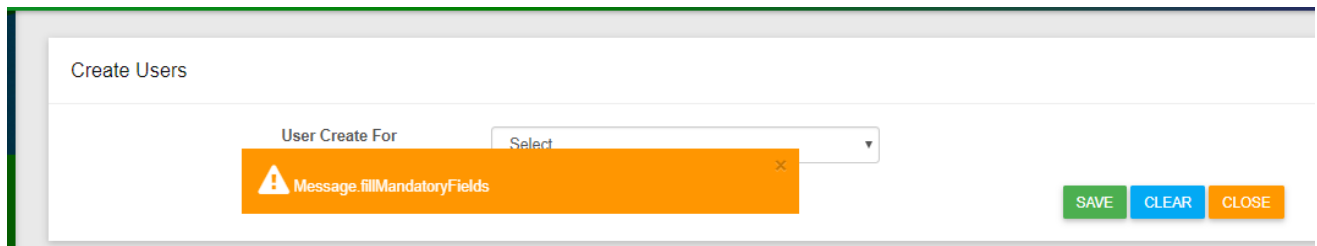


Figure 9: Mandatory Field message

- If user fills all the details except mobile number or leave any other mandatory field as blank then above message would be displayed. Thus, user needs to enter all the mandatory fields required along with the mobile number while creating an officer.

Block Officials

Users for **Block level** can be created by a state nodal officer directly, State nodal officer need to select District from the User Located at drop down as Block Official

Figure 30: Creating the user at Block level

After selection of the User Located at Block, drop down for selecting the designation shall be available on the screen.

- Block Officials – Official will be appointed at a Block level

State user can create the Block officials for all the Blocks within a district in a single go. All the mandatory details need to be filled.

Note: *Only 1 user can be created at the single entity. If any state wants to create another user at block official’s level, then existing user must be deactivated 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.
- Name, Designation, mobile number and email id are mandatory fields.

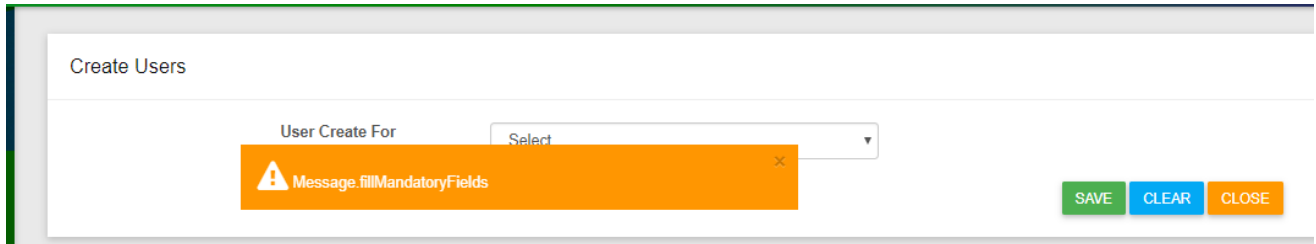


Figure 12: Mandatory Field message

- If user fills all the details except mobile number or leave any other mandatory field as blank then above message would be displayed. Thus, user needs to enter all the mandatory fields required along with the mobile number while creating an officer.

Panchayat hierarchy Type User Creation:

State nodal officer can create the entity-based users for the local body type i.e., based on the Panchayat based hierarchy.

Designated users at RLB level can be created by the state nodal officer using the panchayat hierarchy user creation type

District Panchayati Raj Officer (DPRO)

- State Nodal officer must select the User create for ZP/BP (Panchayat Hierarchy) as in the below figure

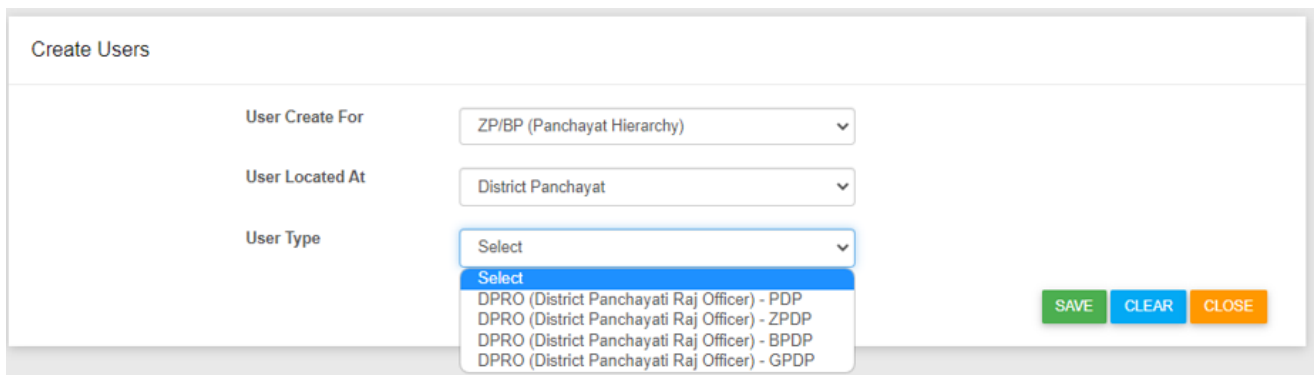


Figure 13: Panchayat hierarchy Type User Creation, located at District Level

- After selecting the User Create for as ZP/BP, Level of the user need to select. Users can be created at District Panchayat level and Block/Intermediate Panchayat level only

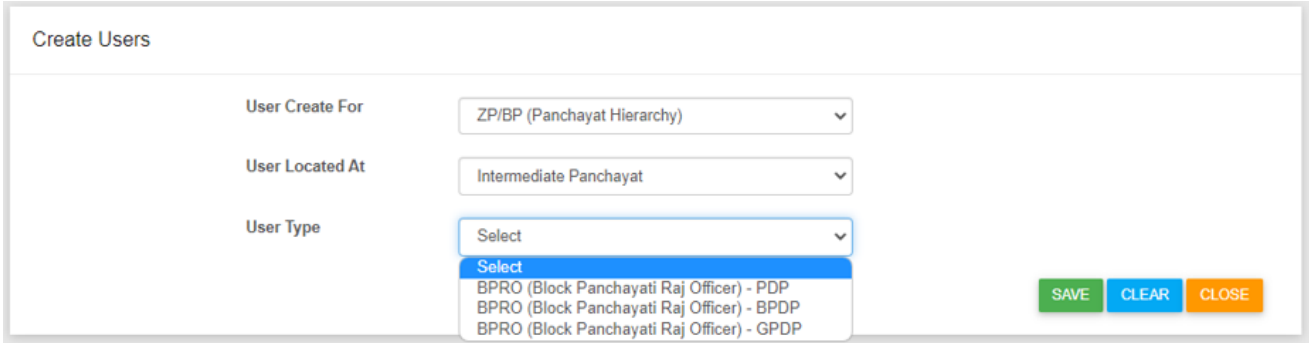


Figure 14: User Created at for Panchayat hierarchy Type User Creation, located at Block/intermediate Level

- Users for District Panchayati Raj Officer login can be created at District Panchayat level.
- Once State nodal officer selects any of the DPRO user type then all the districts Panchayat belonging to that state would get listed down
- Details like username, 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 PDP application.
- Now you may either create one DPRO level officer (DPRO (District Panchayati Raj Officer) - PDP) for managing a single District Panchayat it's all Block panchayats associated and it's all Gram Panchayats associated, or you may create multiple DPRO level officers at district level for managing a single District Panchayat
 - DPRO (District Panchayati Raj Officer) - ZPDP - To manage district/zilla panchayat of the district
 - DPRO (District Panchayati Raj Officer) - BPDP - To manage all Block panchayats of that district
 - DPRO (District Panchayati Raj Officer) - GPDP - To manage all Gram Panchayats of that district

Create Users

User Create For

User Located At

User Type

Action *	Entity Name	User Name *	Designation *	Email Id *	Mobile No *
<input type="checkbox"/>	AHMADABAD	<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"/>	AMRELI	<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"/>	ANAND	<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"/>	ARVALLI	<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"/>	BANAS KANTHA	<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 15: DPRO User Creation at State Level

- Name, Designation, mobile number and email id are mandatory fields.

Create Users

User Create For

Message.fillMandatoryFields
×

Figure 16: Mandatory Field message

- Depending on the DPRO user type selection you are now only allowed to create either a single user type per district Panchayat i.e., DPRO (District Panchayati Raj Officer) - PDP or multiple DPRO at same level i.e., DPRO (District Panchayati Raj Officer) - ZPDP , DPRO (District Panchayati Raj Officer) - BPDP and DPRO (District Panchayati Raj Officer) - GPDP
- If a user tries to create a mix of above explained DPRO type to an existing ZP then below mentioned warning message will appear and it will revoke the user action to create a mix of different district Panchayati raj officer on the same district Panchayat.

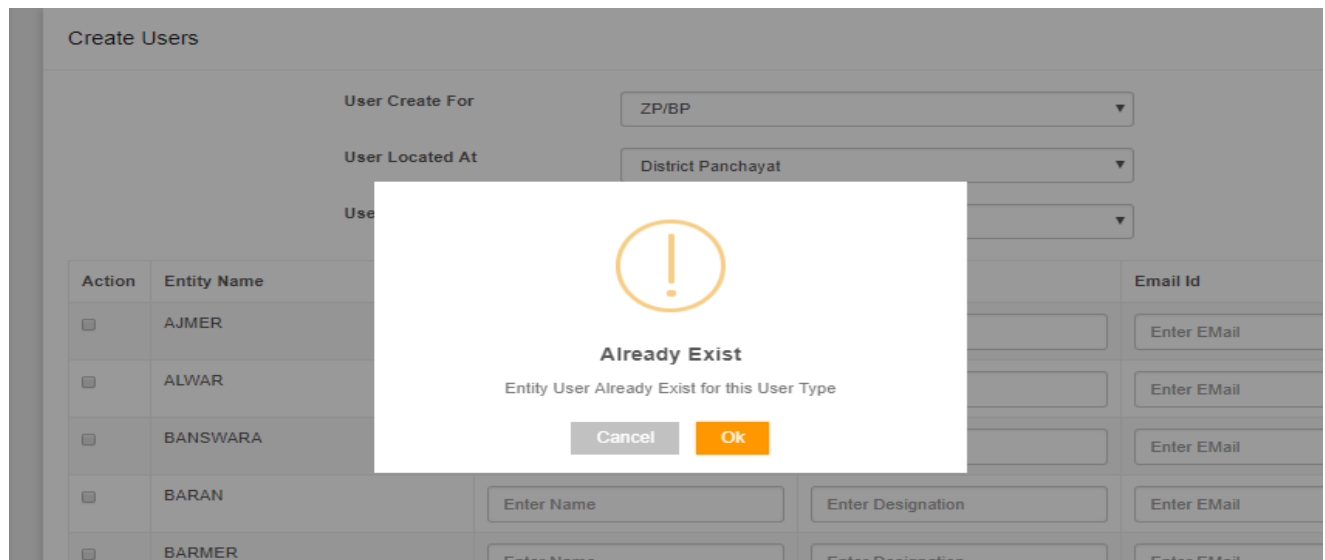


Figure 17: Warning message for creating another DPRO User type at same district

Block Panchayati Raj Officer (BPRO)

- Block Panchayati Raj Officer will be created at the Block/Intermediate Panchayat level.
- Once State nodal officer selects the user type as BPRO, all the districts Panchayat belongs to state would be made available in a subsequent drop-down menu to select from,
- After selection of the ZP, all the intermediate Panchayat would get listed down to
- Details like username, 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 PDP application.
- Now you may either create one BPRO level officer ([BPRO \(Block Panchayati Raj Officer\) - PDP](#)) for managing a single Block Panchayat and it's all Gram Panchayats associated, or you may create multiple BPRO level officers at block/intermediate level for managing a single block/intermediate Panchayat
 - BPRO (Block Panchayati Raj Officer) - BPDP - To manage a Block panchayat of the block
 - BPRO (Block Panchayati Raj Officer) - GPDP - To manage all Gram Panchayats of that block

Create Users

User Create For: ZP/BP (Panchayat Hierarchy)
 User Located At: Intermediate Panchayat
 User Type: BPRO (Block Panchayati Raj Officer) - PDP
 Zila Panchayat: AHMADABAD

Action *	Entity Name	User Name *	Designation *	Email Id *	Mobile No *
<input type="checkbox"/>	BAVLA	<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"/>	DASKROI	<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"/>	DETROJ RAMPURA	<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"/>	DHANDHUKA	<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 18: BPRO User Creation at State Level

- Name, Designation, mobile number and email id are mandatory fields.

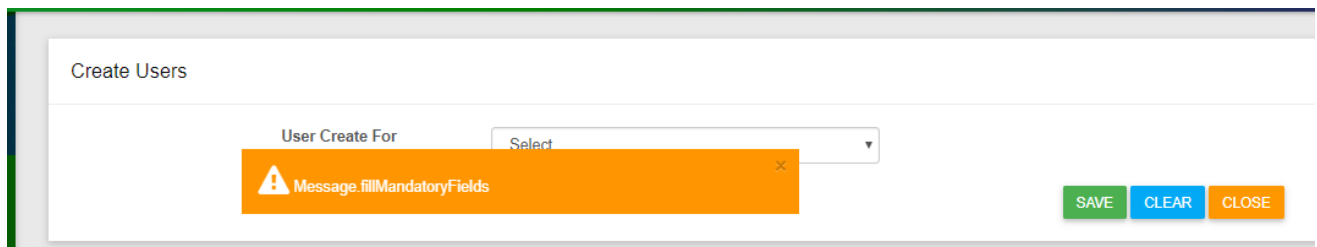


Figure 19: Mandatory Field message

- Depending on the BPRO user type selection you are now only allowed to create either a single user type per Block/intermediate Panchayat i.e., BPRO (Block Panchayati Raj Officer) - PDP or multiple BPRO at same level i.e., BPRO (Block Panchayati Raj Officer) - BPDP , BPRO (Block Panchayati Raj Officer) - GPDP
- If a user tries to create a mix of above explained BPRO type to an existing BP, then below mentioned warning message will appear and it will revoke the user action to create a mix of different district Panchayati raj officer on the same district Panchayat.

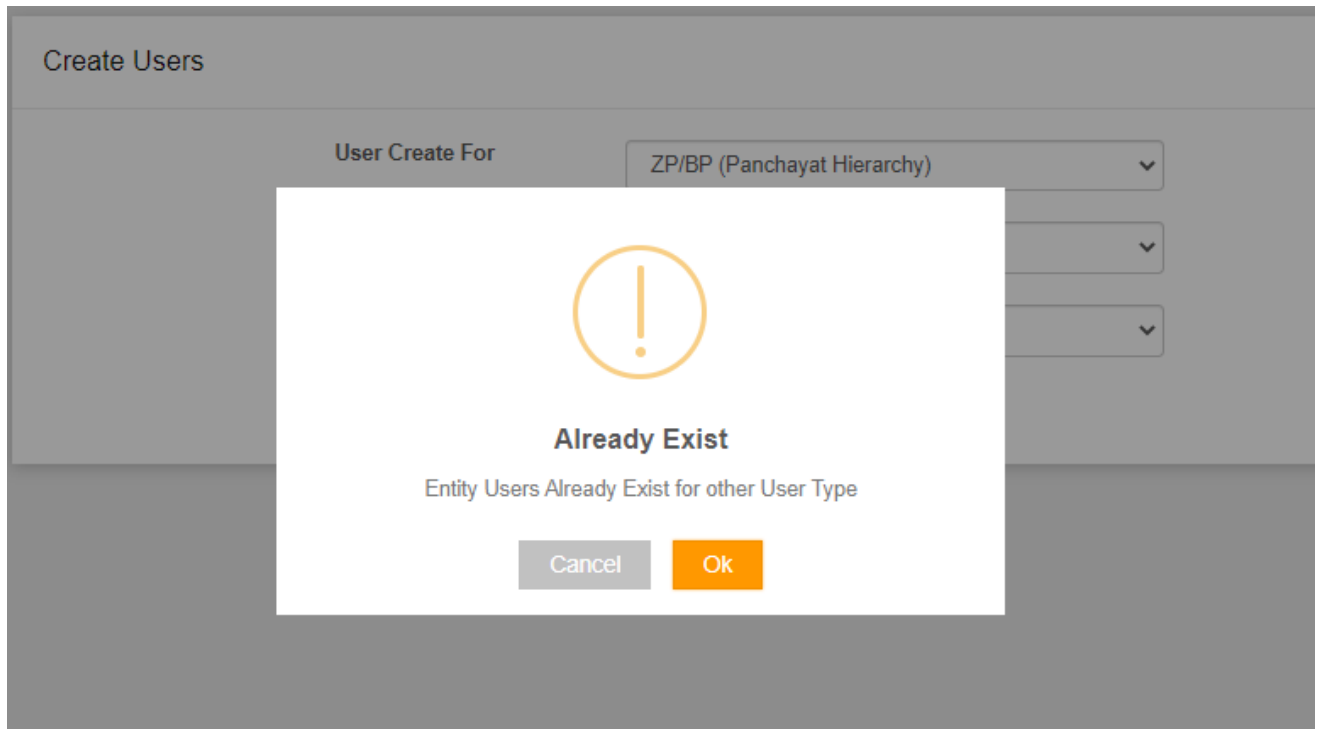


Figure 20: Warning message for creating another BPRO User type at same block/intermediate

Manage District Official/District Panchayat/ Block Official/ Block Panchayat Users

- Already created entity-based users can be modified by the state nodal officer. Basic details can be updated like
 - Updating of Designation
 - Change of username
 - Updating of email id
 - Updating of phone number
 - User can be deactivated (In case of person is not part of PDP campaign) and can be activated again
 - State nodal officer can also search for any user by using the Search User box

Manage District/Block Users

Create Users

Show 10 entries

Search: _____

S.No	User Name	Mobile No	Designation	Entity Type	Entity Name	User Type	Action	
							Update	Activate/Deactivate
1	J.V.RAJGOR	7567013553	TDO	Intermediate Panchayat	ABDASA	BPRO (Block Panchayati Raj Officer) - PDP		
2	D. D. Shah	8130393783	Dy. DDO	District Panchayat	AHMADABAD	DPRO (District Panchayati Raj Officer) - PDP		
3	S D Tabiyar	9727093100	PO CUM TDO, AHWA	Intermediate Panchayat	AHWA	BPRO (Block Panchayati Raj Officer) - PDP		
4	B G Rajput	9925223645	TDO	Intermediate Panchayat	AMIRGADH	BPRO (Block Panchayati Raj Officer) - PDP		


Figure 21: Manage User Management

Nodal Officer of line department User Creation

- State Nodal Officer is also responsible for the creation of nodal department officer for line departments

in a state using → 

- State Nodal officer will further appoint front line officials for the respective line departments created at

district, block and village level using → 

- Nodal department officer of line department can also add the front line workers belonging to their department.

While creating line department User:

- 40+ participating line department users can be created in a single go by the state nodal officer.
- Details like Username, Designation, email id and phone number details will be required.
- More than one 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 PDP 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 22: Creation of line department state nodal officer

- Name, Designation, mobile number and email id are mandatory fields.

Create Users

User Create For

Message.fillMandatoryFields

Figure 23: Mandatory Field message

Manage Department Users:

- State nodal officer can either view or modify the existing created line department state nodal officer.
- Details like Username, 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 PDP 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 24: Manage Department state nodal officer

5.1.2. Department Nodal Officer

In PDP portal, department nodal officer can login into the system and can perform the mentioned tasks.

- Can create the line department nodal officers at the district and block level.
- Can add the frontline worker details belong to their department at ZP, BP and GP level

Create Line Department Users:

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



Figure 25: User Management inside menu of Department nodal officer of a state

- After click on the User Management link, create screen will appear
- User Need to click on the Create User and then system will ask for the User Create for

Create Users

User Create For

[SAVE](#) [CLEAR](#) [CLOSE](#)

Figure 26: Nodal officer Creation at different level

- After selection of User create for, system will ask about the user located at
- As user clicks on the drop down, two values will be available i.e., Districts and Blocks

The screenshot shows a web form titled "Create Users". It has two dropdown menus: "User Create For" (set to "District/Block") and "User Located At" (set to "Select"). The "User Located At" dropdown is open, showing "Select", "District", and "Block" as options. To the right of the dropdowns are three buttons: "SAVE" (green), "CLEAR" (blue), and "CLOSE" (orange).

Figure 27: User Located at

- Users can either selects the District and Block,
- As per selection of Districts, all available districts based on land region will be listed down.
- User can create the nodal officers of line departments at desired location.
- As per Selection of Block, system will ask to first select the district and based on the selection, all the block available in the district based on land region 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 username, 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 PDP application.

The screenshot shows the "Create Users" form with three dropdown menus: "User Create For" (set to "District/Block"), "User Located At" (set to "District"), and "User Type" (set to "District Official"). Below the dropdowns is a table with columns: Action, Entity Name, User Name, Designation, Email Id, and Mobile No. The table contains five rows for different districts: AJMER, ALWAR, BANSWARA, BARAN, and BARMER. Each row has a checkbox in the "Action" column and input fields for "User Name", "Designation", "Email Id", and "Mobile No".

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 28: 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 29: Nodal Officer creation of line department at Block level

- Name, Designation, mobile number and email id are mandatory fields.

Create Users

User Create For:

Message.fillMandatoryFields

Figure 30: Mandatory Field message

Manage Users:

- State nodal officer of a line department can either view or modify the existing created line department district/Block nodal officers.
- Details like Username, 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 PDP 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 31: Manage Nodal Officer of line department at District/Block level

Frontline Workers:

- State nodal officer of a line department can also add details of frontline workers of their department.
- District/Block level officials can also add the frontline workers at the district/block and at Panchayat level.
- Details like username, designation, email id and mobile number would be kept as the time of adding the user.

Create FrontLine Worker

User Name *	Designation *	Mobile No *	Email Id *	Action
<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Mobile"/>	<input type="text" value="Enter User EMail"/>	<input type="button" value="+"/>

[SAVE](#) [CLEAR](#) [CLOSE](#)

Figure 32: Create Frontline worker from Line department state nodal officer

➤ Name, Designation, mobile number and email id are mandatory fields.

Create Users

User Create For

Message.fillMandatoryFields

[SAVE](#) [CLEAR](#) [CLOSE](#)

Figure 33: Mandatory Field message

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 34: Create Frontline worker from Block level official of line department

5.1.3. District Officials

District officials in PDP portal are responsible for creation of:

- Block Officials

Block Officials

Users for **Block level** can be created by 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 35: Creating the user at Block level

After selection of the User Located at Block, it will ask for the designation.

- Block Officials – Official will be appointed at a Block level
- 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 must be deactivated first, and then only new user can be created.

The screenshot shows a 'Create Users' form. At the top, there are four dropdown menus: 'User Create For' (set to 'District/Block'), 'User Located At' (set to 'Block'), 'User Type' (set to 'Block Official'), and 'District' (set to 'ALWAR'). Below these is a table with the following structure:

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 36: Block level User Creation from district level

- 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.
- Name, Designation, mobile number, and email id are mandatory fields

The screenshot shows the 'Create Users' form with an orange error message box overlaid. The message box contains a warning icon and the text 'Message.fillMandatoryFields'. Below the message box, there are three buttons: 'SAVE' (green), 'CLEAR' (blue), and 'CLOSE' (orange). The 'User Create For' dropdown menu is visible above the message box, showing 'Select'.

Figure 37: Mandatory Field message

- If user fills all the details except mobile number or leave any other mandatory field as blank then above message would be displayed. Thus, user needs to enter all the mandatory fields required along with the mobile number while creating an officer.

Manage Users

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

Manage District/Block Users

[Create Users](#)

Show 10 entries Search: _____

S.No	User Name	Mobile No	Designation	Entity Type	Entity Name	User Type	Action	
							Update	Activate/Deactivate
1	Shivaprasad Naik	9765257009	Block Development Officer,Bardez	Block	BARDEZ	Block Official		
2	Krishnakant Pangam	9422640878	Block Development Officer, Bardez	Block	BARDEZ	Block Official		
3	Shrikant Babi Pednekar	9421257585	Block Development Officer,Bicholim	Block	BICHOLIM	Block Official		
4	Shrikant B. Pednekar	9421257585	Block Development Officer Bicholim	Block	BICHOLIM	Block Official		
5	Manesh H Kedar	9767240186	Block Development Officer,Pernem	Block	PERNEM	Block Official		

Figure 38: Manage Block level users

5.1.4.District Panchayati Raj Officer (DPRO)

The following District Panchayati Raj Officer (DPRO) in PDP portal are responsible for creation of Block Panchayati Raj Officer at Block/intermediate Panchayat level

- [DPRO \(District Panchayati Raj Officer\) - PDP](#)
- [DPRO \(District Panchayati Raj Officer\) - BPDP](#)

Block Panchayati Raj Officer (BPRO)

- 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 username, 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 PDP application.

- Now you may either create one BPRO level officer ([BPRO \(Block Panchayati Raj Officer\) - PDP](#)) for managing a single Block Panchayat and it's all Gram Panchayats associated, or you may create multiple BPRO level officers at block/intermediate level for managing a single block/intermediate Panchayat
 - [BPRO \(Block Panchayati Raj Officer\) - BPDP](#) - To manage a Block panchayat of the block
 - [BPRO \(Block Panchayati Raj Officer\) - GPDP](#) - To manage all Gram Panchayats of that block

Create Users

User Create For ZP/BP (Panchayat Hierarchy) ▼

User Located At Intermediate Panchayat ▼

User Type BPRO (Block Panchayati Raj Officer) - BPDP ▼

Zila Panchayat ALIGARH ▼

Action *	Entity Name	User Name *	Designation *	Email Id *	Mobile No *
<input type="checkbox"/>	AKRABAD	<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"/>	ATRAULI	<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"/>	BIJAULI	<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"/>	CHANDAUS	<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 39: BPRO User Creation from district level

Manage Users

- Already created entity-based users can be modified by the district nodal officer. Basic details can be updated like
 - Updating of Designation
 - Change of username
 - Updating of email id
 - Updating of phone number
 - User can be deactivated (In case of person is not part of PDP campaign) and can activated again
 - District nodal officer can also search for any user by using the Search User bar

Manage District/Block Users								
								Create Users
Show 10 entries								Search:
S.No	User Name	Mobile No	Designation	Entity Type	Entity Name	User Type	Action	
							Update	Activate/Deactivate
1	Maulik Desai	8200782885	TDO	Intermediate Panchayat	BAVLA	BPRO (Block Panchayati Raj Officer) - PDP		
2	Dr Pankajkumar J Mahida	8160034062	TDO	Intermediate Panchayat	DASKROI	BPRO (Block Panchayati Raj Officer) - PDP		
3	Dineshbhai Gobarbai Desai	9825923700	TDO	Intermediate Panchayat	DETROJ RAMPURA	BPRO (Block Panchayati Raj Officer) - PDP		
4	Bhupeshkumar Liftwala	9173335555	TDO	Intermediate Panchayat	DHANDHUKA	BPRO (Block Panchayati Raj Officer) - PDP		

Figure 40: Manage User Management

5.2. Facilitator Management

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

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

Flow of Facilitators

Facilitators would be created by the State nodal officers, District (District Officials/DPRO) and Block level Authority (Block Officials/BPRO) by logging into PDP 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 and no two facilitators can have the same mobile number.

One or more facilitators can be registered for each District, Block and Gram Panchayat but only one can be mapped at the time of scheduling the Sabha.

- State Nodal Officer can login into PDP portal and register the Facilitators at the district level, Block Panchayat level and at Gram Panchayat level

- District Officials / DPRO can login into PDP portal and register the Facilitators-
 - DPRO (District Panchayati Raj Officer) - GPDP - at his/her Gram panchayats falling under different blocks in a district
 - DPRO (District Panchayati Raj Officer) - BPDP - at his/her block panchayats falling under a district
 - DPRO (District Panchayati Raj Officer) - ZPDP - at his/her own district level
 - DPRO (District Panchayati Raj Officer) - PDP - at his/her own district level, Block Panchayat level and at Gram Panchayat level

- Similarly, Block level authority (Block official/BPRO) can login into the portal and register the facilitators-
 - BPRO (Block Panchayati Raj Officer) - GPDP - at his/her Gram panchayats falling in a block
 - BPRO (Block Panchayati Raj Officer) - BPDP - at his/her own block level
 - BPRO (Block Panchayati Raj Officer) - PDP - at his/her own Block level and at Gram Panchayat level

If the facilitator(s) are registered by:

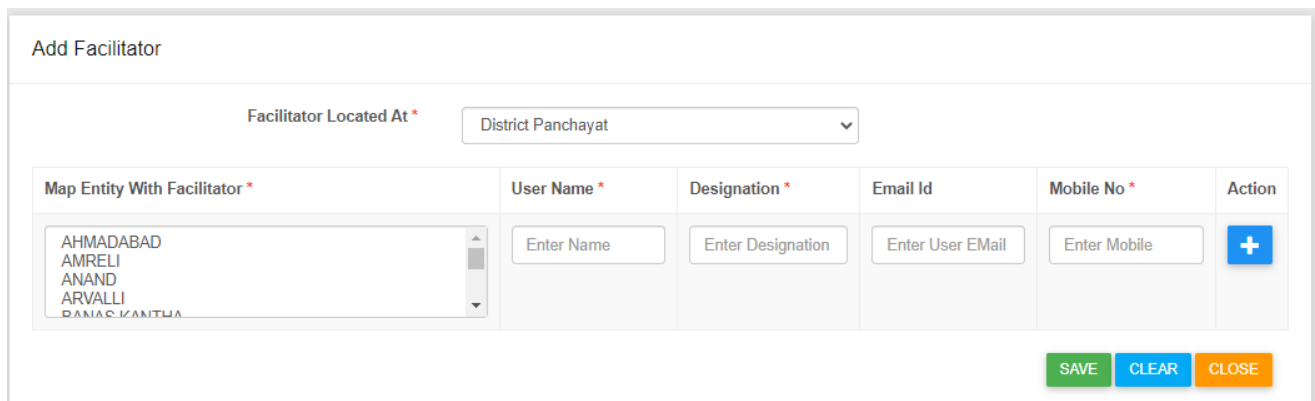
- State level user, then those facilitators will be only visible to that state user only in their facilitator management
- District level user, then those facilitators will be visible to that district user only in their facilitator management
- Block Level user, then those facilitators will only be visible to that block only in their facilitator management

Hence, while scheduling Sabha for any Panchayat, all the facilitators created at different State, District, Block and Gram Panchayat and which are mapped to different entities (district/block/gram panchayat) would be populated in the list for selecting as the Facilitator.

Hence, while scheduling Sabha for any Panchayat, all the Facilitators created at the District, Block and Gram Panchayat would be populated in the list for selecting the facilitator.

5.2.1.Facilitator Management by State Nodal Officer

- State Nodal Officer is also responsible for the creation of Facilitators at the District, Block and Gram Panchayat level within a state. .
- More than 1 facilitator can be created for a district/Block by clicking the + sign



Add Facilitator

Facilitator Located At * District Panchayat

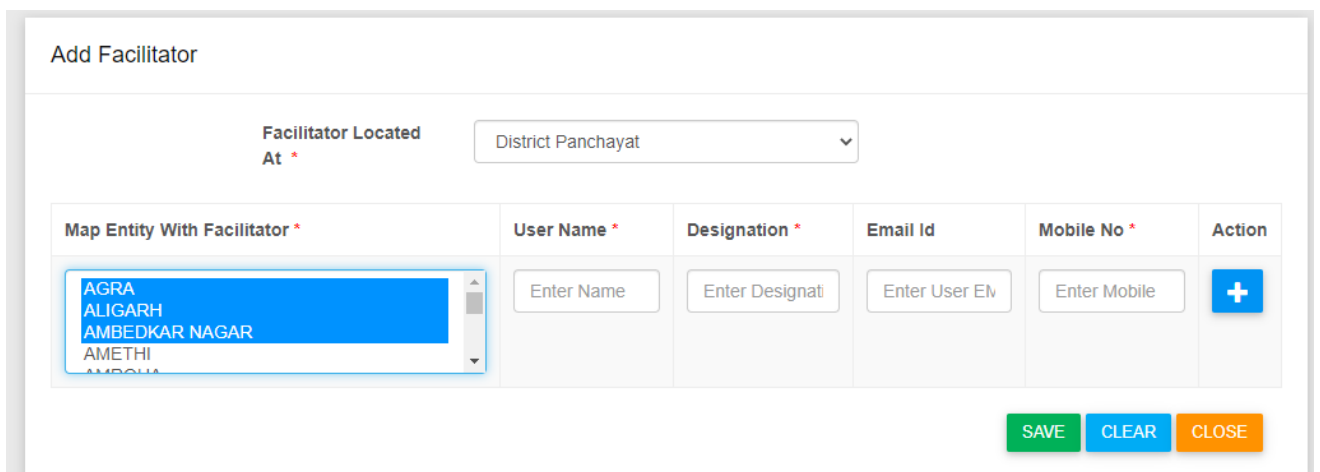
Map Entity With Facilitator *	User Name *	Designation *	Email Id	Mobile No *	Action
<div style="border: 1px solid #ccc; padding: 2px;"> AHMADABAD AMRELI ANAND ARVALLI BANAS KANTHA </div>	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter User EMail"/>	<input type="text" value="Enter Mobile"/>	+

SAVE
CLEAR
CLOSE

Figure 41: Create Facilitator at Different Levels

Create Facilitator

- Facilitators can be created at the ZP, BP and at GP Level
- As per selection of district level, all the district available based on chosen land region/Panchayat hierarchy will be listed down in the drop down.



Add Facilitator

Facilitator Located At * District Panchayat

Map Entity With Facilitator *	User Name *	Designation *	Email Id	Mobile No *	Action
<div style="border: 1px solid #ccc; padding: 2px; background-color: #e9ecef;"> AGRA ALIGARH AMBEDKAR NAGAR AMETHI AMBOLI </div>	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designati"/>	<input type="text" value="Enter User Elv"/>	<input type="text" value="Enter Mobile"/>	+

SAVE
CLEAR
CLOSE

Figure 42: Create Facilitator at District Panchayat Level

- As per Selection of Block level, system will ask to first select the district and based on the selection, all the block available in the district based on land region/Panchayat hierarchy will be listed down in the drop down.

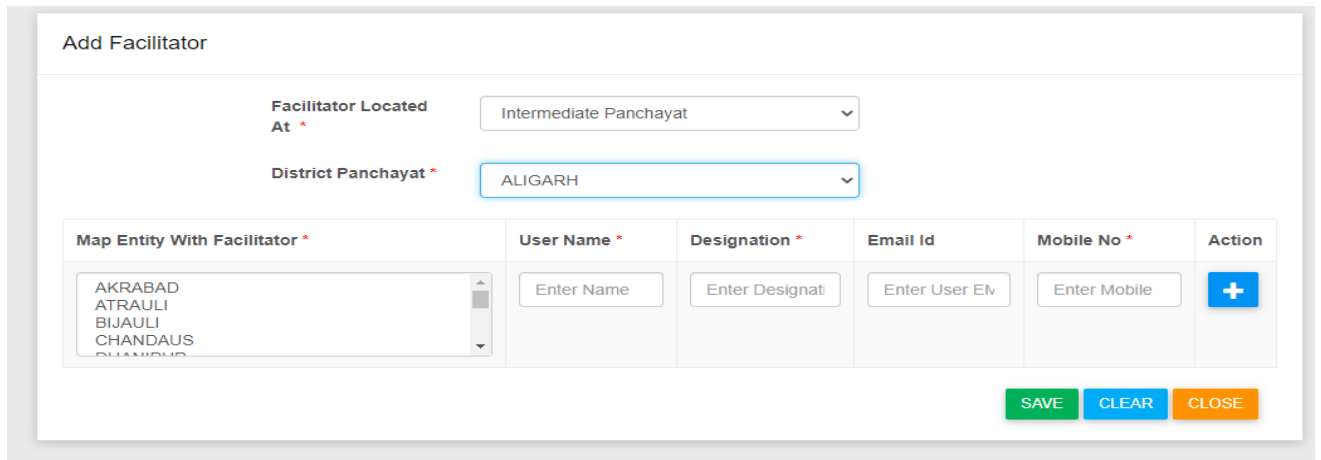


Figure 43: Create Facilitator at Intermediate Panchayat Level

- As per Selection of Gram level, system will ask to first select the district then the block and all the villages available in the block based on land region/Panchayat hierarchy will be listed down in the drop down.

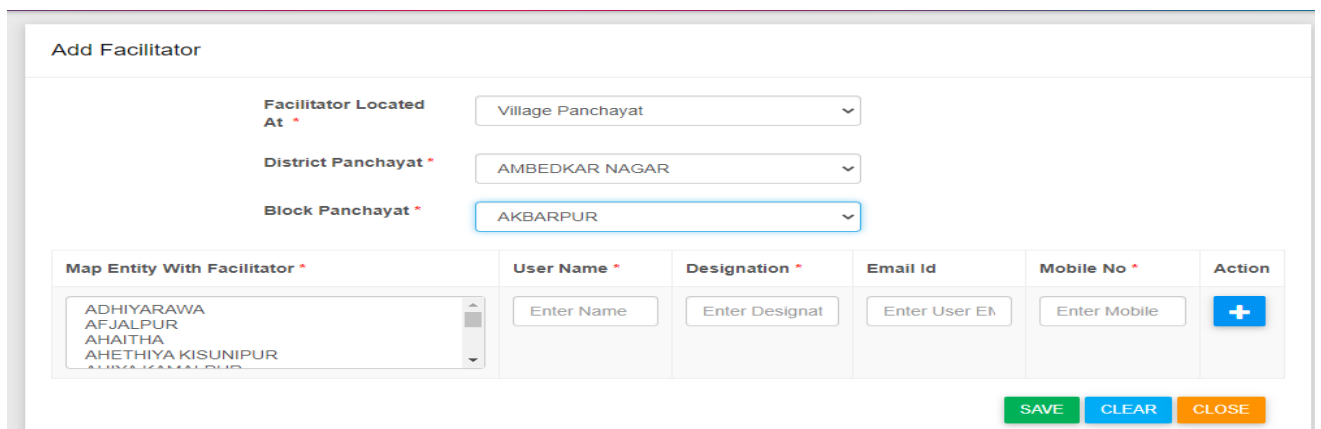


Figure 44: Create Facilitator at Village Panchayat Level

- Details like username, designation, email id and mobile number would be kept at the time of user creation.
- Name, Designation and mobile number are mandatory fields. Email id is the optional field for facilitator

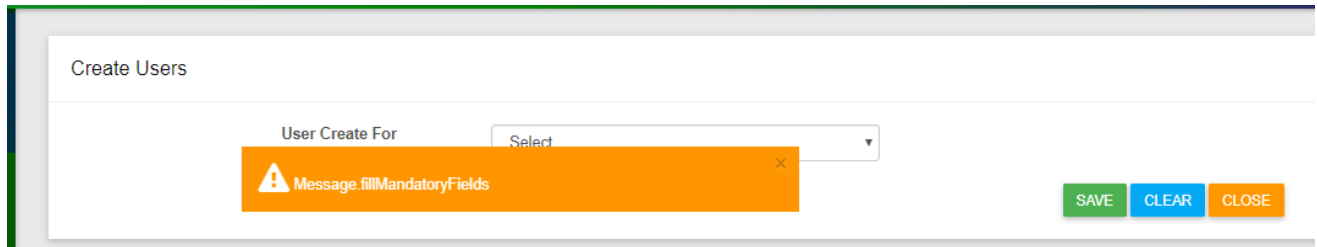


Figure 45: Mandatory Field message

Manage Facilitators:

- Facilitator created by the state nodal official and can be managed in the state login.
- Details like username, 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 PDP campaign.

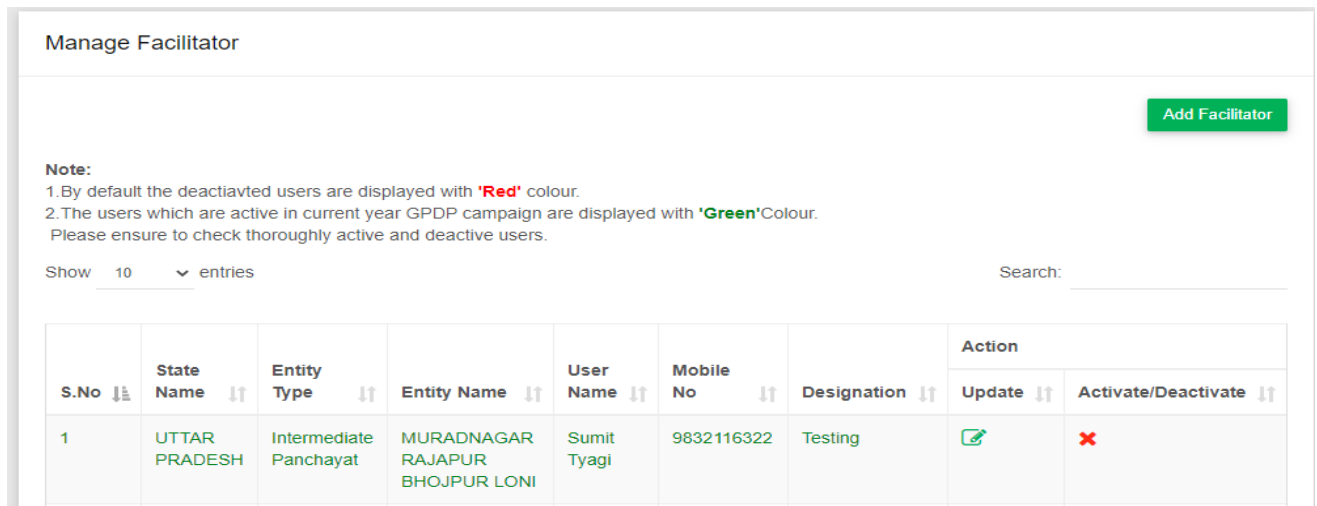


Figure 46: Manage Facilitator at State Nodal Officer login

5.2.2. Facilitators Management by District Officials

Create Facilitators:

District officials can create the users of facilitators at:

- **District Panchayat Level** – User can create the facilitator at own district

- **Block Panchayat level** – District level official can create the facilitators at own district’s blocks and can be mapped to the multiple block panchayats within a district
- **Gram Panchayat level** – District level official can create the facilitators at Gram Panchayat level under a specific block within that district and can be mapped to the multiple gram panchayats
- More than 1 facilitator can be created for a district/Block by clicking the “+” sign

Add Facilitator

Facilitator Located At * District Panchayat

Map Entity With Facilitator *	User Name *	Designation *	Email Id	Mobile No *	Action
GURUGRAM	Enter Name	Enter Designati	Enter User EId	Enter Mobile	+

SAVE
CLEAR
CLOSE

Figure 47: Create Facilitator at district panchayat level by District Official

- For creation of facilitator at block level, District officials need to select the block and then multiple facilitators can be created in a single go.
- One Block level facilitator can be mapped to multiple blocks within the single district.
- Details like Username, Designation, Email id and mobile number will be captured while creation of facilitators.

Add Facilitator

Facilitator Located At * Intermediate Panchayat

District Panchayat * GURUGRAM

Map Entity With Facilitator *	User Name *	Designation *	Email Id	Mobile No *	Action
FARRUKH NAGAR GURGAON PATAUDI SOHNA	Enter Name	Enter Designati	Enter User EId	Enter Mobile	+

SAVE
CLEAR
CLOSE

Figure 48: Create Facilitator at Block/Intermediate Panchayat level by District Official

- For creation of facilitator at gram panchayat level, District officials need to select the block and then multiple facilitators can be created in a single go.
- A single facilitator can be mapped to multiple GPs within a single block
- Details like Username, Designation, Email id and mobile number will be captured while creation of facilitators.

Figure 49: Create Facilitator at Gram Panchayat level by District Official

- Name, Designation and mobile number are mandatory fields. Email id is the optional field for facilitator

Figure 50: Mandatory Field message

Manage Facilitators:

- Facilitator created by the district official can be managed by district official only.
- Details like username, 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 PDP campaign.
- Facilitator can be mapped to multiple location by dragging the mouse or pressing the control key while selection

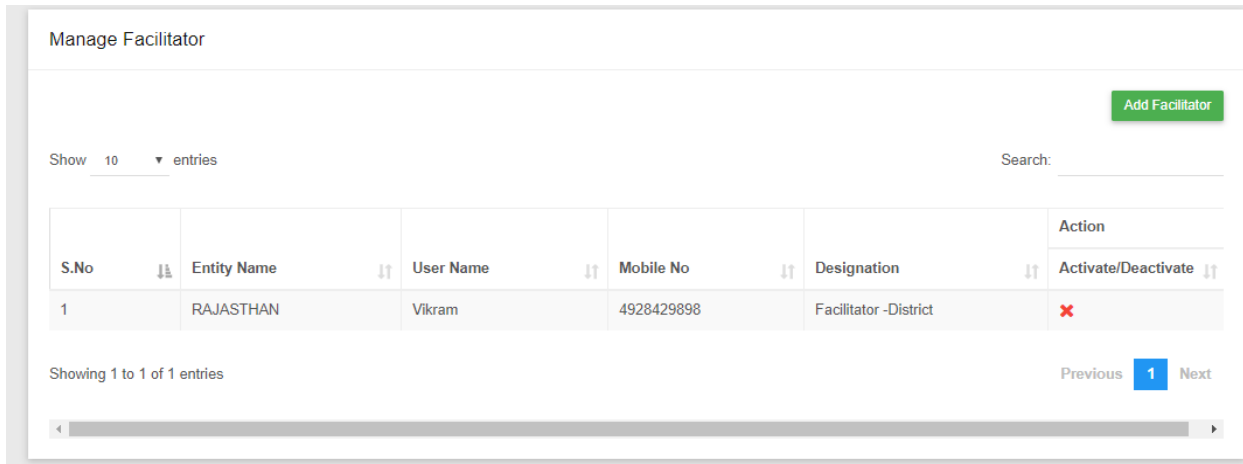


Figure 51: Manage Facilitator by District Official

5.2.3. Facilitators Management by Block Officials

Create Facilitators:

Block officials can create the users of facilitators at:

- **Block Panchayat Level** – Block level official can create the facilitator for logged in block panchayat user
- **Gram Panchayat level** – Block level official can create the facilitators at Gram Panchayat that comes under respective block jurisdiction.
- More than 1 facilitator can be created for a district/Block by clicking the + sign

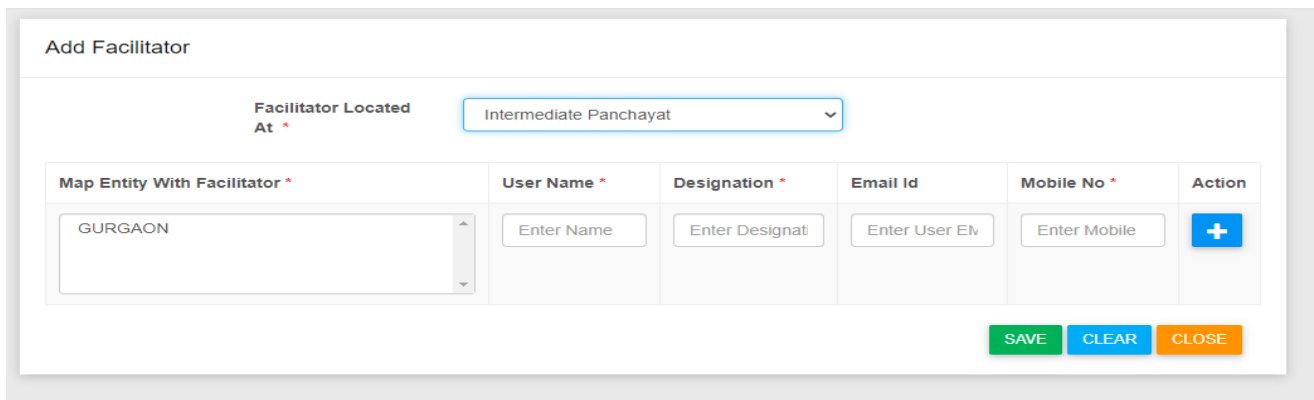


Figure 52: Create Facilitator by Block Official at Block Panchayat level

As user selects the facilitator create at Village Panchayat level, all the Village Panchayat those belongs to respective block will listed down in the drop down. This information is as per the LGD (Local Government directory)

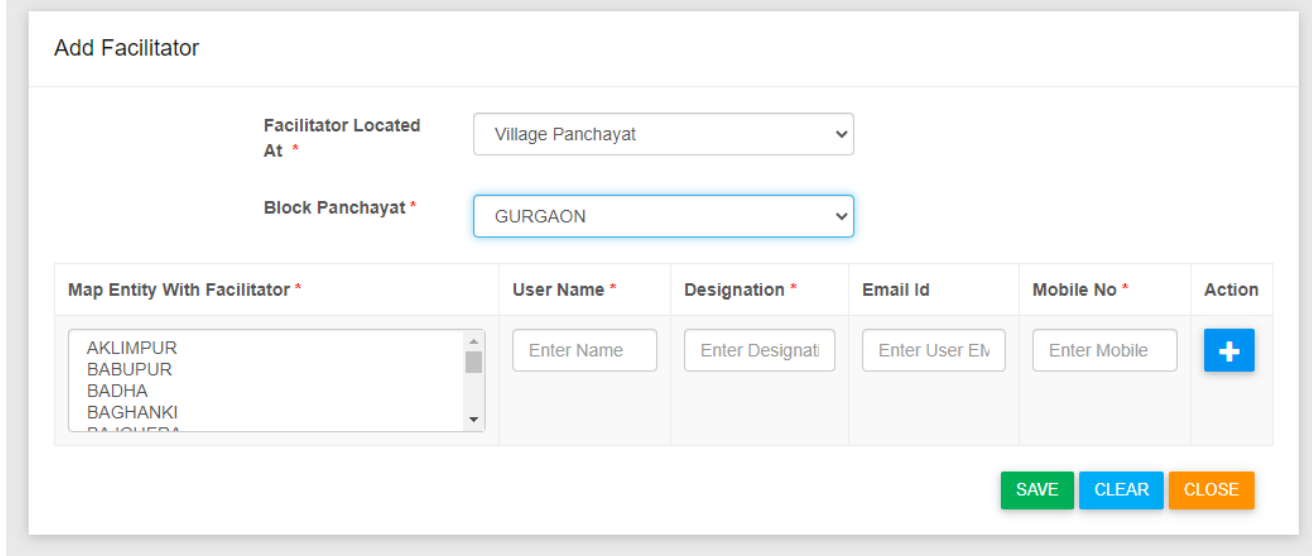


Figure 53: Create Facilitator by Block Official at Village Panchayat level

➤ Name, Designation and mobile number are mandatory fields. Email id is the optional field

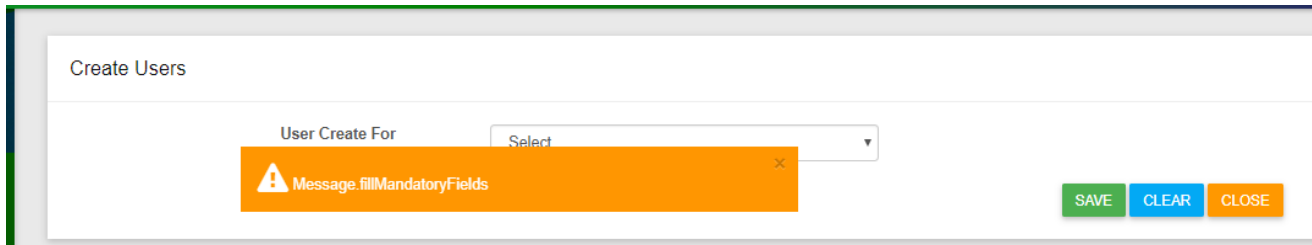


Figure 54: Mandatory Field message

Manage Facilitators:

- Facilitator created by the block official/BPRO can be managed by block official/BPRO only.
- Details like username, 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 PDP campaign.

Manage Facilitator

Add Facilitator

Note:
 1. By default the deactivated users are displayed with **'Red'** colour.
 2. The users which are active in current year GPDP campaign are displayed with **'Green'** Colour.
 Please ensure to check thoroughly active and deactive users.

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	BABUPUR	Test	7845120369	test		
2	HARYANA	Village Panchayat	BABUPUR	Somya	7412365890	Test Engineer		

Figure 55: Manage Facilitator by Block Official at block level

5.2.4. Facilitators Management by District Panchayati Raj Officer (DPRO)

Create Facilitators:

District Panchayati Raj Officer can create the users of facilitators at:

- **DPRO (District Panchayati Raj Officer) - PDP** DPRO – ZP, BP, GP can create facilitator for own district it's all block and it's all Gram Panchayat level
- **DPRO (District Panchayati Raj Officer) - ZPDP** ZP Level – DPRO can create the facilitator for own district
- **DPRO (District Panchayati Raj Officer) - BPDP** BP level – DPRO can create the facilitators at respective BPs as per the ZP jurisdiction.
- **DPRO (District Panchayati Raj Officer) - GPDP** GP Level – DPRO can create the facilitators at the Gram Panchayat levels under the district and one block jurisdiction
- More than 1 facilitator can be created for a ZP/BP by clicking the + sign

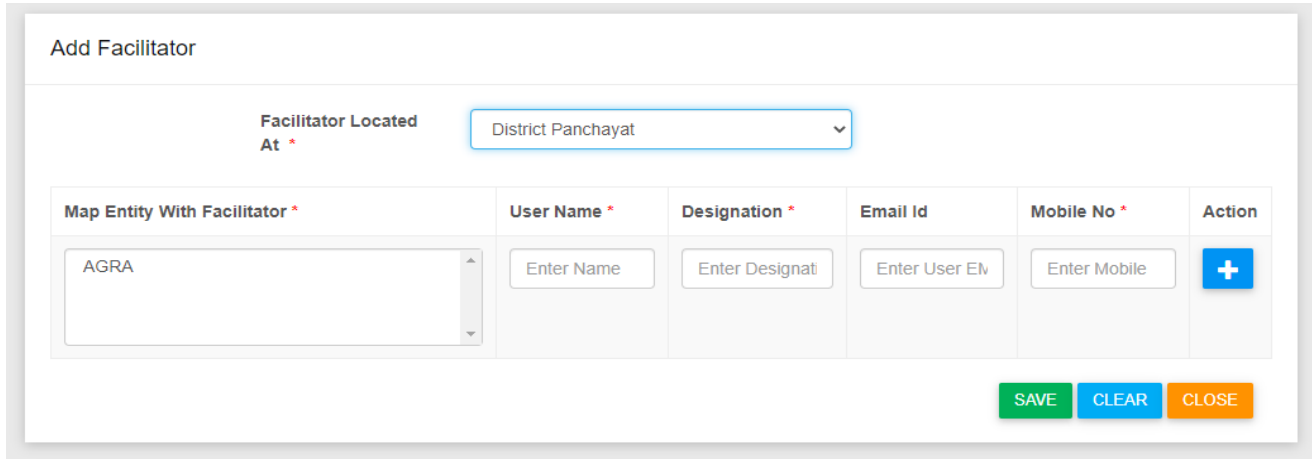


Figure 56: Create Facilitator by DPRO at ZP level

- Creation of facilitator at District, Block and Gram Panchayat level can be done by the DPRO.
- As user selects the block Panchayat, all the BPs will be listed down in the drop down
- More than 1 facilitator can be created at the block level in a single go.
- All the Block Panchayats those all are coming in the drop down are as per LGD.

➤ Name, Designation and mobile number are mandatory fields. Email id is the optional field

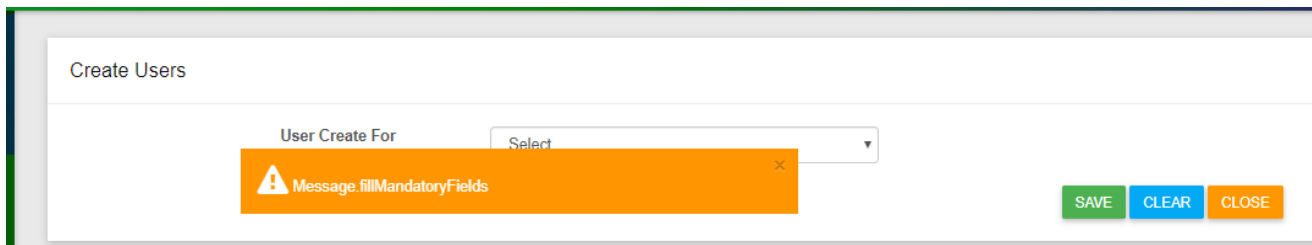


Figure 57: Mandatory Field message

Manage Facilitator:

- Facilitator created by the DPRO can be managed by the same DPRO login
- Details like username, 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 PDP campaign.

Manage Facilitator

[Add Facilitator](#)

Note:
 1. By default the deactivated users are displayed with 'Red' colour.
 2. The users which are active in current year GPDP campaign are displayed with 'Green'Colour.
 Please ensure to check thoroughly active and deactivate users.

Show 10 entries Search:

S.No	State Name	Entity Type	Entity Name	User Name	Mobile No	Designation	Action	
							Update	Activate/Deactivate
1	UTTAR PRADESH	Village Panchayat	ABHAYPURA GAHARA KHURD GAHARA KALAN DHANAULI DAVI	Abhay	8949324324	NTT		

Figure 58: Manage Facilitator by DPRO

5.2.5.Facilitators Management by Block Panchayati Raj Officer (BPRO)

Create Facilitators:

Block Panchayati Raj Officer can create the users of facilitators at:

- [BPRO \(Block Panchayati Raj Officer\) - PDP](#) BPRO- BP, GP level can create facilitator at own his/her own block and it's Gram panchayats falling under that block.
- [BPRO \(Block Panchayati Raj Officer\) - BPDP](#) BP Level – BPRO can create the facilitator at his Block
- [BPRO \(Block Panchayati Raj Officer\) - GPDP](#) Panchayat level – BPRO can create the facilitators at his/her block's GP.
- More than 1 facilitator can be created for a BP/GP by clicking the + sign
- A facilitator can be mapped to multiple entities

Add Facilitator

Facilitator Located At * Intermediate Panchayat

Map Entity With Facilitator *	User Name *	Designation *	Email Id	Mobile No *	Action
ACHHNERA	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designati"/>	<input type="text" value="Enter User EV"/>	<input type="text" value="Enter Mobile"/>	+

[SAVE](#)
[CLEAR](#)
[CLOSE](#)

Figure 59: Creation of Block Panchayat Facilitator by BPRO

- As user selects the Block Panchayat, Facilitators can be added for his/her respective block.

- More than 1 facilitator can be created by clicking on the + sign.
- Details like Username, Designation, Email id and Mobile number will be captured as part of GPDP campaign.

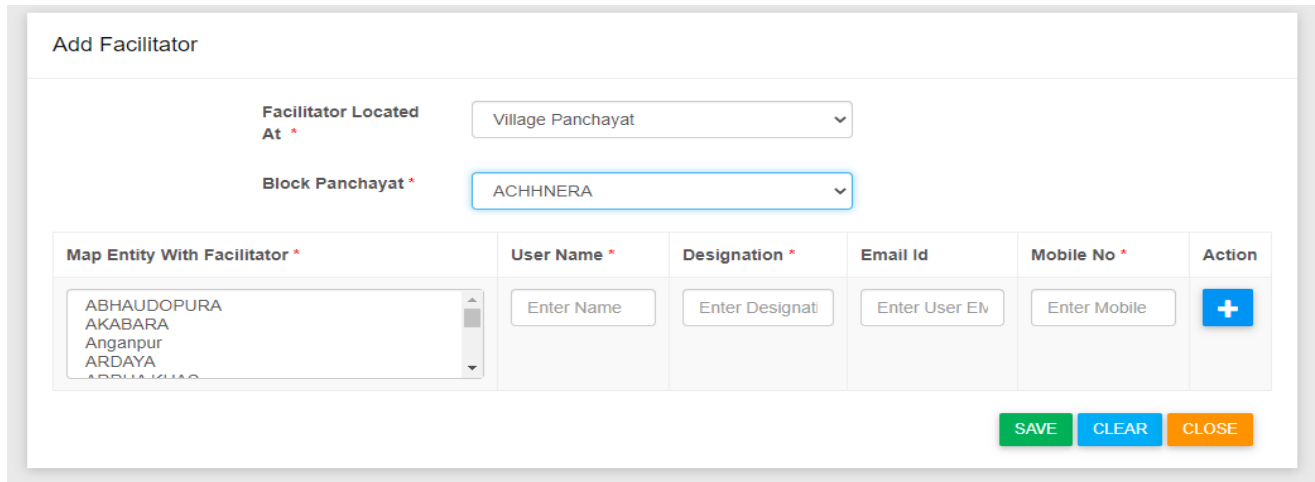


Figure 60: Creation of Gram Panchayat Facilitator by BPRO

- As user selects the Village Panchayat, Facilitators can be added at GP level
- More than 1 facilitator can be created by clicking on the + sign.
- Details like Username, Designation, Email id and Mobile number will be captured as part of GPDP campaign
- List of Village Panchayat under a Block Panchayat is coming as per the LGD.

Manage Facilitator:

- Facilitator created by the BPRO can be managed by him.
- Details like username, 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 PDP campaign.

Manage Facilitator

Add Facilitator

Note:
 1. By default the deactivated users are displayed with '**Red**' colour.
 2. The users which are active in current year GPDP campaign are displayed with '**Green**'Colour.
 Please ensure to check thoroughly active and deactivate users.

Show entries Search:





S.No	State Name	Entity Type	Entity Name	User Name	Mobile No	Designation	Action	
							Update	Activate/Deactivate
1	UTTAR PRADESH	Village Panchayat	SANDHAN	Mr. Jitendra Singh Jadon	8010402149	Gram Panchayat User		
2	UTTAR PRADESH	Village Panchayat	SINGMA	SURAJ SINGH	8126059393	task force		

Figure 61: Manage Facilitator by BPRO

5.3. Frontline Worker Management

Flow of Frontline Workers

Frontline Workers would be created by the State nodal officers, District (District Officials/DPRO) and Block level Authority (Block Officials) by logging into PDP Portal using their login credentials by entering the basic details such as Name, Designation, Mobile Number and Email ID.

No two Frontline Workers can have the same mobile number.

One or more Frontline Workers can be registered for each District, Block and Gram Panchayat but only one can be mapped at the time of scheduling the Sabha.

- State Nodal Officer can login into PDP portal and can enter the details of the Frontline Workers at the district level, Block Panchayat level and at Gram Panchayat level
- District Officials / DPRO can login into PDP portal and can enter the details of the Frontline Workers -
 - DPRO (District Panchayati Raj Officer) - GPDP - at his/her Gram panchayats falling under different blocks in a district
 - DPRO (District Panchayati Raj Officer) - BPDP - at his/her block panchayats falling under a district
 - DPRO (District Panchayati Raj Officer) - ZPDP - at his/her own district level
 - DPRO (District Panchayati Raj Officer) - PDP - at his/her own district level, Block Panchayat level and at Gram Panchayat level
- Similarly, Block level authority (Block official/BPRO) can login into the portal and can enter the details of the Frontline Workers -
 - BPRO (Block Panchayati Raj Officer) - GPDP - at his/her Gram panchayats falling in a block
 - BPRO (Block Panchayati Raj Officer) - BPDP - at his/her own block level
 - BPRO (Block Panchayati Raj Officer) - PDP - at his/her own Block level and at Gram Panchayat level
- State level line department nodal officer can login into the portal and can register the frontline workers at respective District/ Block and Gram Panchayat level for the respective department
- District/ Block nodal officer can enter the details of the frontline workers at respective district/blocks and gram panchayats level

If the Frontline Worker(s) are registered at the:

- State level user, then those frontline workers will be only visible to that state user only in their frontline worker management

- District level user, then those frontline workers will be visible to that district user only in their frontline worker management
- Block Level user, then those frontline workers will only be visible to that block only in their frontline worker management

Hence, while scheduling Sabha for any Panchayat, all the frontline workers created at different State, District, Block and Gram Panchayat and which are mapped to different entities (district/block/gram panchayat) would be populated in the list for selecting as the frontline workers.

Hence, while scheduling Sabha for any Panchayat, all the Frontline Workers created at the District, Block and Gram Panchayat would be populated in the list for selecting the Frontline Worker.

5.3.1. Frontline Worker Management by State Nodal Officer

- State Nodal Officer is also responsible for the creation of Frontline Workers at the ZP, BP and GP level within a state.
- State Nodal officer will appoint further officials of their respective line departments at district and block level.
- More than 1 Frontline Worker can be created for a district/Block by clicking the + sign

Create Frontline workers

The screenshot shows a web form titled "Create Frontline Worker". It contains two dropdown menus. The first is labeled "Department Name *" and is set to "Department of Disaster Management". The second is labeled "Frontline Worker For *" and has a dropdown menu open showing options: "Select", "District Panchayat", "Intermediate Panchayat", and "Village Panchayat". Below the second dropdown, there is a red note: "* Note : In case of multiple Frontline worker creation, select the Panchayat level for each Frontline worker." At the bottom right of the form, there are three buttons: "SAVE" (green), "CLEAR" (blue), and "CLOSE" (orange).

Figure 62: Create Frontline Worker at Different Levels

- Frontline Workers can be created at the District, Block and Gram Panchayat Level based on land region/Panchayat hierarchy will be listed down.

Create Frontline Worker

Department Name * Department of Disaster Management ▾

Frontline Worker For * District Panchayat ▾

Map Entity With Worker *	User Name *	Designation *	Mobile No *	Email Id	Action
<div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> AMBALA BHIWANI FARIDABAD FATEHABAD GURUGRAM HISAR JHANSI </div>	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designat"/>	<input type="text" value="Enter Mobile"/>	<input type="text" value="Enter User Em"/>	+

* Note : In case of multiple Frontline worker creation, Please enter a unique mobile number for each Frontline worker.

SAVE
CLEAR
CLOSE

Figure 63: Create Frontline Worker at District Panchayat Level

- As per Selection of intermediate Panchayat, system will ask to first select the district and based on the selection, all the blocks available in the district based in that region will be listed down in the drop down.

Create Frontline Worker

Department Name * Department of Disaster Management ▾

Frontline Worker For * Intermediate Panchayat ▾

District Panchayat * NUH ▾

Map Entity With Worker *	User Name *	Designation *	Mobile No *	Email Id	Action
<div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> FEROZEPUR JHIRKA NAGINA NUH PUNAHANA TAORU </div>	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designat"/>	<input type="text" value="Enter Mobile"/>	<input type="text" value="Enter User Em"/>	+

* Note : In case of multiple Frontline worker creation, Please enter a unique mobile number for each Frontline worker.

SAVE
CLEAR
CLOSE

Figure 64: Create Frontline Worker at Intermediate Panchayat Level

- Details like username, designation, email id and mobile number would be entered by the user.
- For creation of Frontline Worker at GP level, system will ask to first select the district then it will ask to select the block and based on the selection, all the Gram Panchayat available in that region will be listed down in the drop down.

- Multiple Frontline Workers can be created in a single go by clicking on the “+” icon

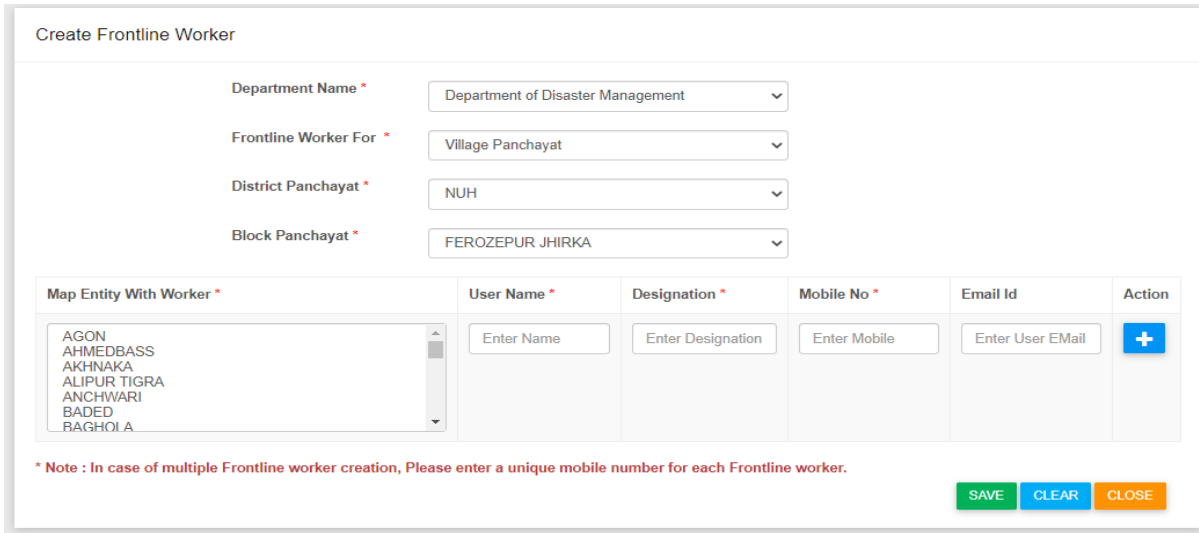


Figure 64: Create Frontline Worker at Gram Panchayat Level

- Name, Designation, and mobile number are mandatory fields. Email id is the optional field.

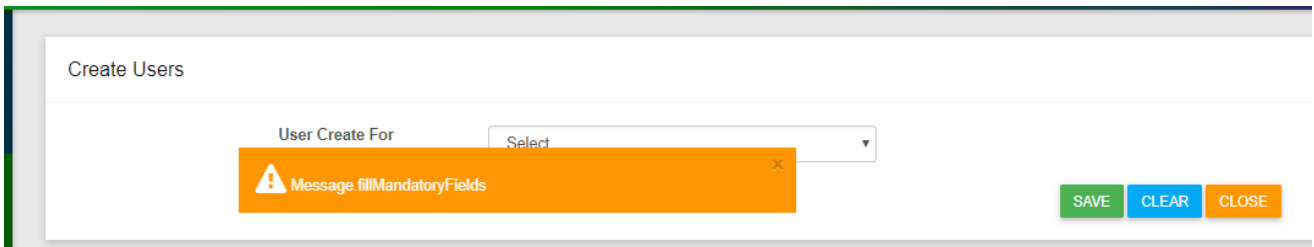


Figure 66: Mandatory Field message

Manage Frontline Workers:

- Frontline Worker created by the state nodal official can be managed in state login.
- Details like username, designation, mobile number, and email id can be updated of a Frontline Worker.
- Frontline Worker can be activated and deactivated as per the Frontline Worker’s availability in the PDP campaign.

Manage FrontLine Worker

[Create FrontLine Worker](#)

Show 10 entries Search: _____

S.No.	User Name	Designation	Mobile No	Email Id	Entity Type	Action		
						View	Update	Activate/Deactivate
1	e	ty	8454454545		Block Panchayat			
2	d	uio	8454545454		Block Panchayat			
3	c	yu	9456454545		Block Panchayat			
4	b	yu	9676876876		Block Panchayat			
5	a	as	8789787897		Block Panchayat			
6	Abhijit Sinha	STD	9021472141		Village Panchayat			
7	ADARSH	STD	9021472141		Block Panchayat			

Figure 67: Manage Frontline Worker at State Nodal Officer login

5.3.2. Frontline Workers Management by District Officials

Create Frontline Workers:

District officials can create the users of Frontline Workers at:

- **District Panchayat Level** – District level official can create the Frontline Worker at own district.
- **Block Panchayat level** – District level official can create the Frontline Workers at own district’s blocks and can be mapped to the multiple block panchayats
- **Gram Panchayat level** – District level official can create the Frontline Workers at Gram Panchayat level under a specific block within that district and can be mapped to the multiple gram panchayats
- More than 1 Frontline Worker can be created for a district/Block by clicking the + sign

Create Frontline Worker

Department Name *

Frontline Worker For *

Map Entity With Worker *	User Name *	Designation *	Mobile No *	Email Id	Action
<input type="text" value="GURUGRAM"/>	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Mobile"/>	<input type="text" value="Enter User EMail"/>	

* Note : In case of multiple Frontline worker creation, Please enter a unique mobile number for each Frontline worker.

[SAVE](#) [CLEAR](#) [CLOSE](#)

Figure 68: Create Frontline Worker at district panchayat level by District Official

- For creation of Frontline Worker at BP level, District officials need to select the block and then multiple Frontline Workers can be created in a single go by clicking on the “+” icon.
- One BP level Frontline Worker can be mapped to multiple blocks within the single ZP.
- Details like Username, Designation, Email id and mobile number will be captured while creation of Frontline Workers.

Create Frontline Worker

Department Name *

Frontline Worker For *

District Panchayat *

Map Entity With Worker *	User Name *	Designation *	Mobile No *	Email Id	Action
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> FARRUKH NAGAR GURGAON PATAUDI SOHNA </div>	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Mobile"/>	<input type="text" value="Enter User Email"/>	<input type="button" value="+"/>

* Note : In case of multiple Frontline worker creation, Please enter a unique mobile number for each Frontline worker.

Figure 69: Create Frontline Worker at Block/Intermediate Panchayat level by District Official

- For creation of Frontline Worker at gram panchayat level, District officials need to select the block and then multiple Frontline Workers can be created in a single go.
- A single Frontline Worker can be mapped to multiple GPs within a single block
- Details like Username, Designation, Email id and mobile number will be captured while creation of Frontline Workers.

Create Frontline Worker

Department Name *

Frontline Worker For *

District Panchayat *

Block Panchayat *

Map Entity With Worker *	User Name *	Designation *	Mobile No *	Email Id	Action
<div style="border: 1px solid #ccc; padding: 2px;"> AKLIMPUR BABUPUR BADHA BAGHANKI BAJGHERA BAMROLI BARGUJJAR </div>	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Mobile"/>	<input type="text" value="Enter User Email"/>	<input type="button" value="+"/>

* Note : In case of multiple Frontline worker creation, Please enter a unique mobile number for each Frontline worker.

Figure 70: Create Frontline Worker at Gram Panchayat level by District Official

➤ Name, Designation, mobile number are mandatory fields. Email id is the optional field

Create Users

User Create For

Message.fillMandatoryFields

Figure 71: Mandatory Field message

Manage Frontline Workers:

- Frontline Worker created by the district official can be managed by district official.
- Details like username, designation, mobile number, and email id can be updated of a Frontline Worker.
- Frontline Worker can be activated and deactivated as per the Frontline Worker’s availability in the PDP campaign.
- Frontline Worker can be mapped to multiple location by dragging the mouse

Manage FrontLine Worker

[Create FrontLine Worker](#)

Show 10 entries Search: _____

S.No.	User Name	Designation	Mobile No	Email Id	Entity Type	Action		
						View	Update	Activate/Deactivate
1	Abhay lala	sweeper	9843252352		Village Panchayat			
2	Bhairo	Jaat	9843532523		Village Panchayat			
3	Neeraj	Optics	9842421421		Village Panchayat			
4	Kamal	barber	9842194214		Village Panchayat			
5	Pankaj Saini	Plumber	9838432325		Village Panchayat			
6	test	test	7894520136	abc@mail.com	Village Panchayat			
7	Test1	test1	7894561203	test1@gmail.com	Village Panchayat			

Figure 72: Manage Frontline Worker by District Official

5.3.3. Frontline Workers Management by Block Officials

Create Frontline Workers:

Block officials can create the users of Frontline Workers at:

- **Block Panchayat Level** – Block level official can create the Frontline Worker for own block panchayat.
- **Gram Panchayat level** – Block level official can create the Frontline Workers at Gram Panchayat that comes under respective block jurisdiction.
- More than 1 Frontline Worker can be created for a district/Block by clicking the + sign

Create Frontline Worker

Department Name *

Frontline Worker For *

Map Entity With Worker *	User Name *	Designation *	Mobile No *	Email Id	Action
GURGAON	<input type="text" value="Enter Name"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Mobile"/>	<input type="text" value="Enter User EMail"/>	

* Note : In case of multiple Frontline worker creation, Please enter a unique mobile number for each Frontline worker.

[SAVE](#) [CLEAR](#) [CLOSE](#)

Figure 73: Create Frontline Worker by Block Official at Block Panchayat level

As user selects the Frontline Worker create at Village Panchayat level, all the Village Panchayat those belongs to respective block will listed down in the drop down. This information is as per the LGD (Local Government directory)

Figure 74: Create Frontline Worker by Block Official at Village Panchayat level

➤ Name, Designation, mobile number are mandatory fields. Email id is the optional field

Figure 75: Mandatory Field message

Manage Frontline Workers:

- Frontline Worker created by the block official/BPRO can be managed by block official/BPRO only.
- Details like username, designation, mobile number, and email id can be updated of a Frontline Worker.
- Frontline Worker can be activated and deactivated as per the Frontline Worker’s availability in the PDP campaign.

Manage FrontLine Worker

[Create FrontLine Worker](#)

Show 10 entries Search:

S.No.	User Name	Designation	Mobile No	Email Id	Entity Type	Action		
						View	Update	Activate/Deactivate
1	Somya	Test Engineer	7894561230	somyanic05@gmail.com	Village Panchayat			

Showing 1 to 1 of 1 entries Previous **1** Next

Figure 76: Manage Frontline Worker by Block Official at block level

5.3.4. Frontline Workers Management by District Panchayati Raj Officer (DPRO)

Create Frontline Workers:

District Panchayati Raj Officer can create the users of Frontline Workers at:

- **DPRO (District Panchayati Raj Officer) - PDP** DPRO – ZP, BP, GP can create Frontline Worker for own district it's all block and it's all Gram Panchayat level
- **DPRO (District Panchayati Raj Officer) - ZPDP** ZP Level – DPRO can create the Frontline Worker at his/her ZP
- **DPRO (District Panchayati Raj Officer) - BPDP** BP level – DPRO can create the Frontline Workers at his/her district's all BPs.
- **DPRO (District Panchayati Raj Officer) - GPDP** GP Level – DPRO can create the Frontline Workers at the Gram Panchayat levels under the district jurisdiction
- More than 1 Frontline Worker can be created for a ZP/BP by clicking the + sign

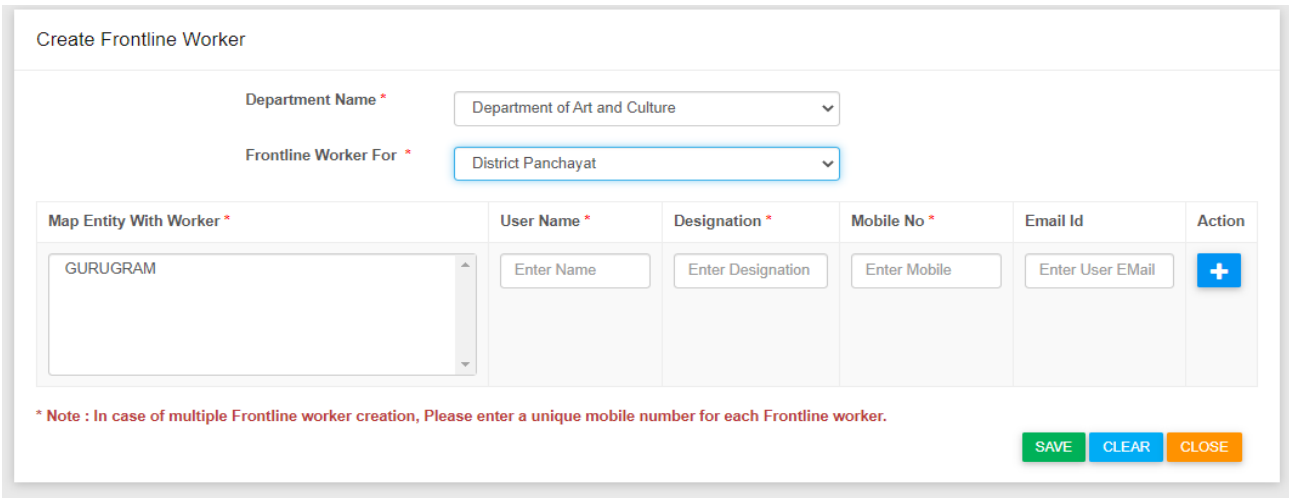


Figure 77: Create Frontline Worker by DPRO at ZP level

- Creation of Frontline Worker at District, Block and Gram Panchayat level can be done by the DPRO.
 - As user selects the block Panchayat, all the BPs will be listed down in the drop down
 - More than 1 Frontline Worker can be created at the block level in a single go.
 - All the Block Panchayats those all are coming in the drop down are as per LGD.
- Name, Designation, mobile number are mandatory fields. Email id is the optional field

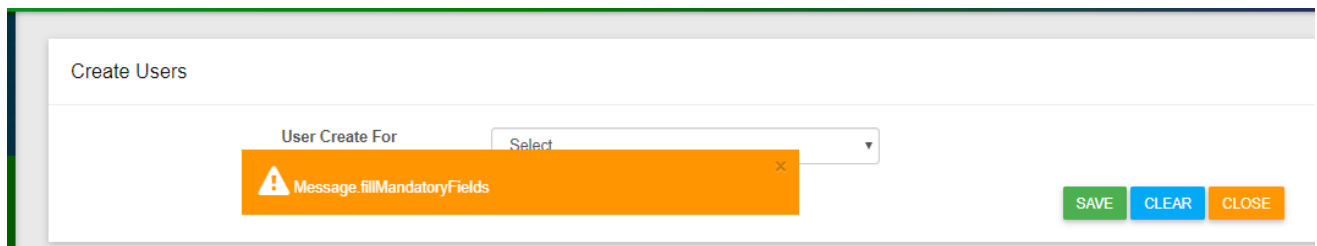


Figure 78: Mandatory Field message

Manage Frontline Worker:

- Frontline Worker created by the DPRO can be managed by the same DPRO login
- Details like username, designation, mobile number, and email id can be updated of a Frontline Worker.
- Frontline Worker can be activated and deactivated as per the Frontline Worker’s availability in the PDP campaign.

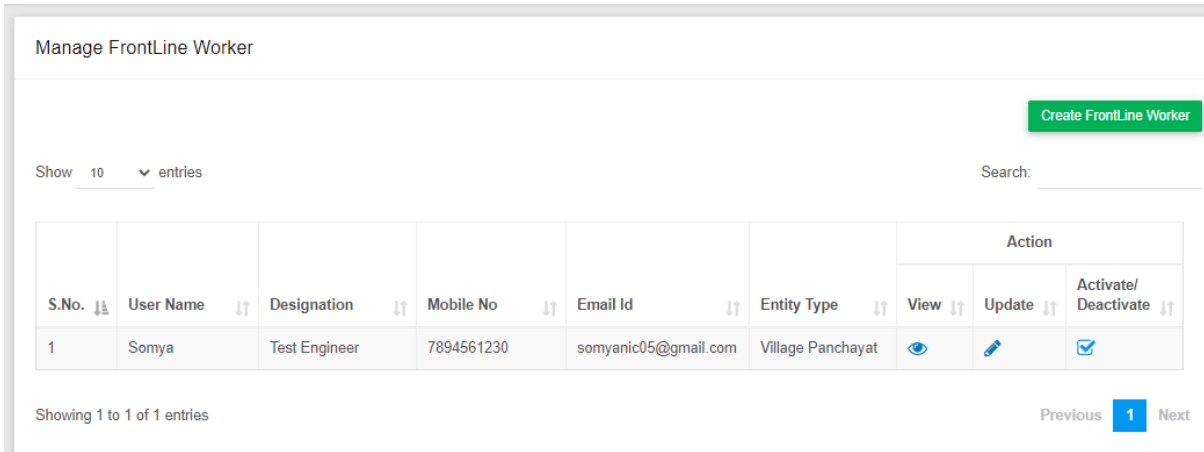


Figure 79: Manage Frontline Worker by DPRO

5.3.5. Frontline Workers Management by Block Panchayati Raj Officer (BPRO)

Create Frontline Workers:

Block Panchayati Raj Officer can create the users of Frontline Workers at:

- BPRO (Block Panchayati Raj Officer) - PDP BPRO- BP, GP level can create Frontline Worker at own his/her own block and it's Gram panchayats falling under that block.
- BPRO (Block Panchayati Raj Officer) - BPDP BP Level – BPRO can create the Frontline Worker at his Block
- BPRO (Block Panchayati Raj Officer) - GPDP Panchayat level – BPRO can create the Frontline Workers at his/her block's GP.
- More than 1 Frontline Worker can be created for a BP/GP by clicking the + sign
- A Frontline Worker can be mapped to multiple entities

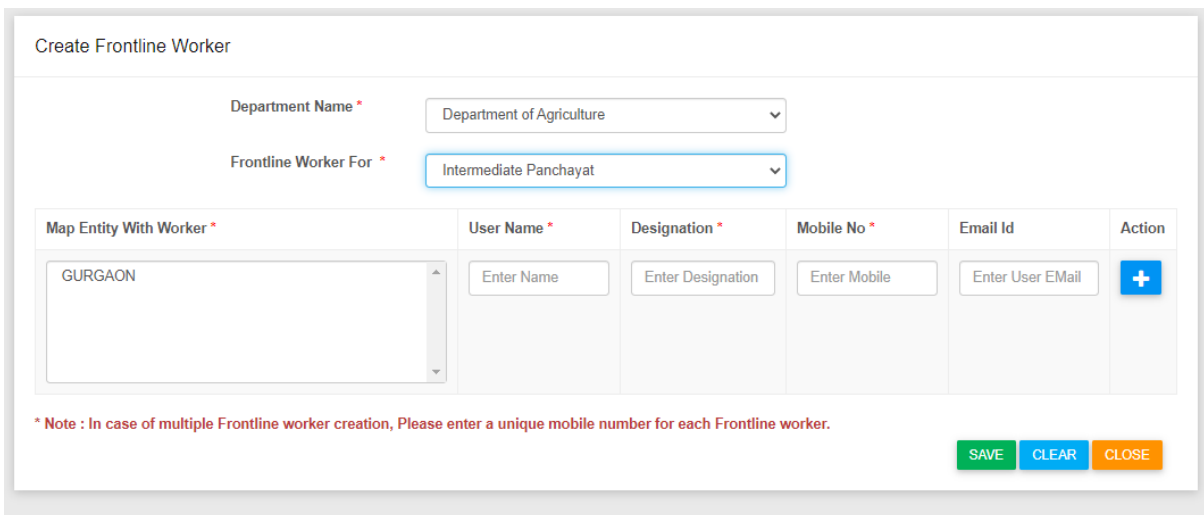
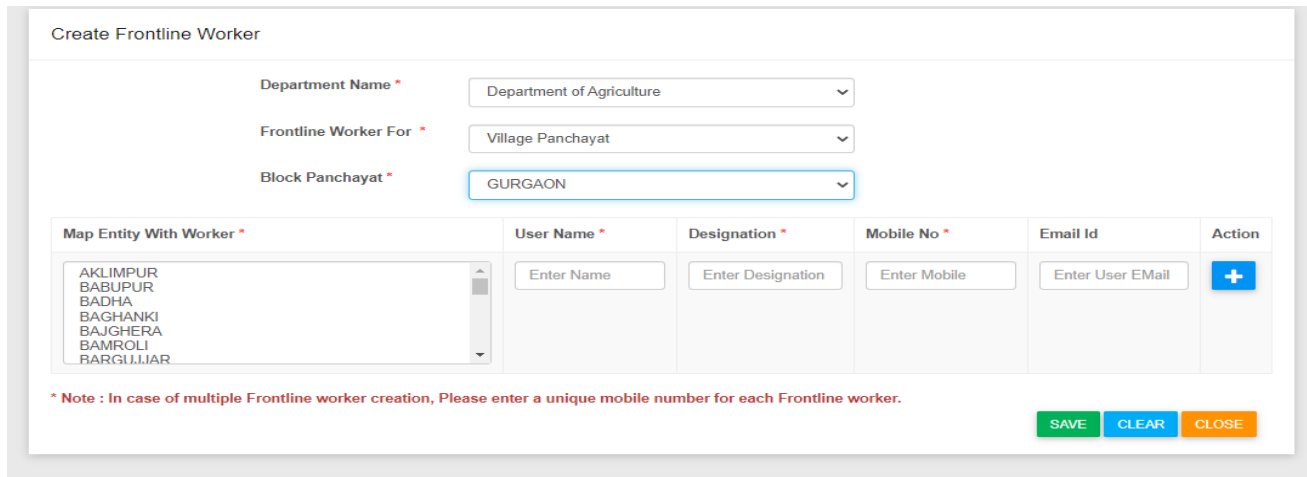


Figure 80: Creation of Block Panchayat Frontline Worker by BPRO

- As user selects the Block Panchayat, Frontline Workers can be added for his/her respective block.
- More than 1 Frontline Worker can be created by clicking on the + sign.
- Details like Username, Designation, Email id and Mobile number will be captured as part of GPDP campaign.

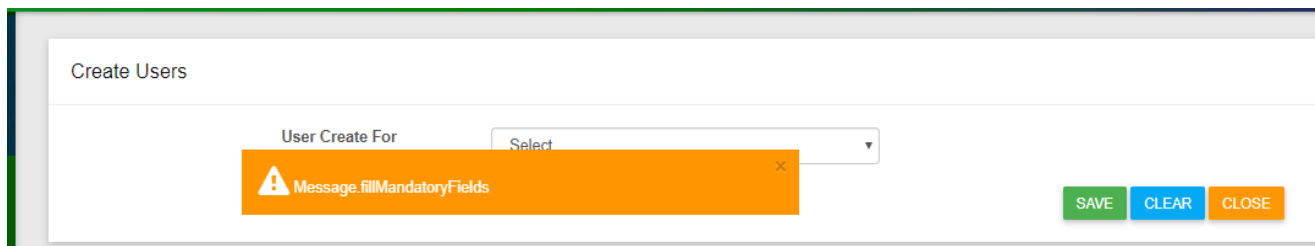


The screenshot shows a web form titled "Create Frontline Worker". It includes three dropdown menus: "Department Name" (set to "Department of Agriculture"), "Frontline Worker For" (set to "Village Panchayat"), and "Block Panchayat" (set to "GURGAON"). Below these is a table with columns: "Map Entity With Worker" (a list of village names like AKLIMPUR, BABUPUR, etc.), "User Name" (input field "Enter Name"), "Designation" (input field "Enter Designation"), "Mobile No" (input field "Enter Mobile"), "Email Id" (input field "Enter User EMail"), and "Action" (a blue "+" button). A note at the bottom states: "* Note : In case of multiple Frontline worker creation, Please enter a unique mobile number for each Frontline worker." At the bottom right are "SAVE", "CLEAR", and "CLOSE" buttons.

Figure 81: Creation of Gram Panchayat Frontline Worker by BPRO

- As user selects the Village Panchayat, Frontline Workers can be added at GP level
- More than 1 Frontline Worker can be created by clicking on the + sign.
- Details like Username, Designation, Email id and Mobile number will be captured as part of GPDP campaign
- List of Village Panchayat under a Block Panchayat is coming as per the LGD.

➤ Name, Designation, mobile number are mandatory fields. Email id is the optional field



The screenshot shows a web form titled "Create Users". It has a dropdown menu "User Create For" with "Select" as the current value. An orange error message box is displayed over the form, containing a warning icon and the text "Message.fillMandatoryFields". At the bottom right are "SAVE", "CLEAR", and "CLOSE" buttons.

Figure 82: Mandatory Field message

Manage Frontline Worker:

- Frontline Worker created by the BPRO can be managed by him/her.
- Details like username, designation, mobile number, and email id can be updated of a Frontline Worker.
- Frontline Worker can be activated and deactivated as per the Frontline Worker’s availability in the PDP campaign.

Manage FrontLine Worker

Create FrontLine Worker

Show 10 entries Search:

S.No.	User Name	Designation	Mobile No	Email Id	Entity Type	Action		
						View	Update	Activate/Deactivate
1	Somya	Test Engineer	7894561230	somyanic05@gmail.com	Village Panchayat			

Showing 1 to 1 of 1 entries Previous 1 Next


Figure 83: Manage Frontline Worker by BPRO

5.4. Schedule Sabha/Meeting

- People's Plan Campaign will commence from 2nd October to 31st January for preparing Panchayat Development Plan for next financial year. The campaign initiated under "Sabki Yojana Sabka Vikas" will be an intensive and structured exercise for planning at Sabha through convergence between Panchayati Raj Institutions (PRIs) and concerned Line Departments of the State.
- Sabha wise calendar for holding of Sabha's will be finalized at State/District/Block level and the same will be uploaded on the portal. While scheduling the calendar of events of the Sabha, States/District/Block may take care that within a district, block or at gram panchayat, no two Sabha meetings are scheduled on the same date on same entity to ensure presence of frontline workers of all line Departments.
- However, State, District and Block may schedule more than one Sabha meetings in a district, block, or gram panchayat on the same date if they can ensure the presence of frontline workers from the line department in all Sabha meetings.
- For schedule of Sabha, User needs to select the ZP, BP or GP for which it needs to be scheduled. A date would be given for the Sabha.
- Special Sabha can be scheduled either by the State Nodal Officer/ District Officials/Block Officials/ DPRO/BPRO at their respective Districts/Blocks/District Panchayat/Block Panchayats and Gram Panchayats.

5.4.1. Schedule of Special Sabha by State Nodal Officer

Schedule Sabha

- State Nodal Officers can schedule special Sabha for any ZP, BP or GP that comes under their respective state.
- Schedule Sabha option is available on the left-hand side menu with the name of "**Schedule Sabha**" → 
- As State nodal officer clicks on the Schedule Sabha link, page of Special Sabha meeting will be loaded.
- State nodal officer can schedule the Sabha/meeting at ZP, BP and GP level respectively.

SCHEDULE SPECIAL SABHA

Schedule Sabha For *

Sabha Schedule Date *

Facilitator *

Official Representative Name *

Official Representative Mobile *

Is Elected Representative details are available?

Elected Representative Name

Elected Representative Mobile

Panchayat Address *

Panchayat Pincode *

Figure 84: Schedule 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 Art and Culture	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Chemicals & Petrochemicals	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Disaster Management	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Drinking Water	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Economics & Statistics	<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"/>

Figure 85: Frontline workers details in Sabha Schedule

Details will be captured while scheduling the Special Sabha. These are:

- **Schedule Sabha For** – User must select the type of panchayat from the drop down for which the Sabha need to be scheduled. User can schedule the Sabha for the ZP, BP and GP
- **District Panchayat Name** – All the districts’ panchayats name will be available in the drop down. All the District Panchayats are coming as per the LGD. Users need to select the ZP name while select the

Sabha meeting at the ZP, BP or GP level. User can select the unique ZP name for which special Sabha need to be scheduled.

- **Block Panchayat Name** – All the blocks' panchayats available under the district panchayat will be available in the drop down after the selection of district panchayats. All the blocks are coming as per the LGD. Users need to select the BP name while select the Sabha meeting at the BP or GP level. User can select the unique block panchayat name for which special Sabha need to be scheduled.
- **Gram Panchayat Name** – As per selection of district panchayat and block panchayat, all gram Panchayat will be listed down in drop down. User can select the unique Gram Panchayat name for which Special Sabha needs to be scheduled.
- **Sabha Schedule Date** – A unique date would be given to the respective Panchayat as per the availability of Facilitator and frontline workers at all different levels.
- **Facilitator** – A unique facilitator would be appointed to a Panchayat and a facilitator cannot be appointed on more than 2 Special Sabha on the same date
- **Official Representative Name** – Official Representative details will be captured while scheduling the Special Sabha for any panchayat
- **Official Representative Mobile Number** – Mobile number of official representatives will also be captured while scheduling the Special Sabha meeting
- **Elected Representative Name (IF details are available)** – Elected representative details will also be entered if the panchayat has the elected representative details.
- **Elected Representative Mobile number (If Sarpanch mobile is available)** – Elected Representative mobile number need to be captured if it's available with the panchayat.
- **Panchayat Address** – Address of Panchayat will be recorded while scheduling the Sabha
- **Panchayat Pin code** – Pin code of Panchayat
- **List of Participating line department** – All participating line department will be listed down. Need to fill the details for which line department is participating in the Special Sabha
- **Details of Frontline worker** – Frontline workers will be delivering the presentations for their respective line department. All the workers that have been created in a line department will be listed down in the drop down.

- All mandatory fields are required to schedule the special Sabha from the portal

The image shows a web form with several input fields. A white modal box is centered over the form, displaying an orange exclamation mark icon and the text: "Mandatory Field not Selected" and "Please select atleast 5 department!". Below the message are "Cancel" and "Ok" buttons. The background form is dimmed and shows fields for "Facilitator", "Official Representative Name", "Official Representative", "Is Elected Representative", "Elected Representative", "Panchayat Address", "Panchayat Pincode", and "Reason". Each of these fields has a red asterisk and the text "This field is required" next to it.

Figure 86: Validation message after leaving mandatory fields

Manage Special Sabha Meeting:

Manage Schedule Sabha Meeting

Show 10 entries Search: _____

S.No	Panchayat Name	Schedule For	Schedule Date	Action		
				View	Update	Freeze
1	AMBALA (58)	District Panchayat	14-10-2020			
2	AMBALA (58)	District Panchayat	11-10-2020			
3	AMBALA (58)	District Panchayat	09-10-2020			
4	AMBALA (58)	District Panchayat	08-10-2020			
5	AMBALA-I (1030)	Block Panchayat	11-10-2020			
6	FARRUKH NAGAR (1058)	Block Panchayat	06-10-2020			
7	GURGAON (1060)	Block Panchayat	05-10-2020			
8	GURUGRAM (62)	District Panchayat	14-10-2020			
9	PATAUDI (1063)	Block Panchayat	05-10-2020			
10	SOHNA (1065)	Block Panchayat	08-10-2020			

Figure 87: Manage Schedule Sabha

View Special Sabha

VIEW SPECIAL SABHAS SCHEDULED

Panchayat Name AKRABAD (1401) ▼

Sabha Schedule Date 📅 13-10-2022

Facilitator demo - 8937373844 ▼

Official Representative Name arjun

Official Representative Mobile 8929282922

Is Elected Representative details are available?

Elected Representative Name []

Elected Representative Mobile []

Panchayat Address * demo

Panchayat Pincode * 273838

Figure 88: View Scheduled Sabha

- Details of the special gram Sabha can be viewed from the view special Sabha
- Details of ZP, BP and GP can be viewed such as Facilitator name, frontline workers Panchayat address using the view option.

Update Special Sabha

UPDATE SCHEDULE SPECIAL SABHA

Panchayat Name * PATAUDI (1063) ▼

Sabha Schedule Date * 📅 05-10-2020

Facilitator * Tarun Sharma - 9098088888 ▼

Official Representative Name * Mahesh Khatana

Official Representative Mobile * 8321941421

Is Elected Representative details are available?

Elected Representative Name []

Elected Representative Mobile []

Panchayat Address * delhi

Panchayat Pincode * []

Figure 89: Update Scheduled Sabha

- Special 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.

Freeze Special Sabha

<input type="checkbox"/>	Electricity Board	SELECT
<input type="checkbox"/>	Public Health Engineering Department	SELECT
<input type="checkbox"/>	Registrar of Cooperative Societies	SELECT
<input type="checkbox"/>	Rural Road Development Corporation/ PWD	SELECT
<input type="checkbox"/>	Water Resource Department	SELECT


FREEZE
CLEAR
CLOSE

Figure 90: Freeze Scheduled Sabha

- State Nodal Officer can freeze the Special Sabha meeting
- After Special Sabha meeting freeze, it cannot be updated. For making the changes, state nodal officer needs to unfreeze the special Sabha meeting.

5.4.2. Schedule of Special Sabha by District Officials

Schedule Sabha

- Districts Officials can schedule special Sabha for a Panchayat that comes under their respective district
- District Official can schedule the special Sabha at Intermediate Panchayats and at Gram Panchayat level.
- Schedule Sabha Option is available on the left-hand side menu with the name of “**Schedule Sabha**” →  **Schedule Sabha**
- As District Official clicks on the Schedule Sabha link, page of Special Sabha meeting will be loaded.

SCHEDULE SPECIAL SABHA

Schedule Sabha For *

Sabha Schedule Date *

Facilitator *

Official Representative Name *

Official Representative Mobile *

Is Elected Representative details are available?

Elected Representative Name

Elected Representative Mobile

Panchavat Address *

Figure 91: Schedule Sabha Page by District Official

Panchayat Pincode *

Please specify the reason *
(In case of scheduling Sabha in back date)

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="text" value="Vishal - 9842984214"/>
<input type="checkbox"/>	Department of Art and Culture	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Chemicals & Petrochemicals	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Disaster Management	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Department of Drinking Water	<input type="text" value="SELECT"/>

Figure 92: Frontline workers details in Sabha Schedule

Details will be captured while scheduling the Special Sabha. These are:

- **Schedule Sabha For** – User must select the type of panchayat from the drop down for which the Sabha need to be scheduled. User can schedule the Sabha for the BP and GP for respective district
- **Block Panchayat/Intermediate Panchayat Name** – All the block panchayats available under the district panchayat will be available in the drop down after the selection of district panchayats. All the blocks are coming as per the LGD. Users need to select the BP name while select the Sabha meeting

at the BP or GP level. User can select the unique block panchayat name for which special Sabha need to be scheduled.

- **Gram Panchayat Name** – As per selection of district panchayat and block panchayat, all gram Panchayat will be listed down in drop down. User can select the unique Gram Panchayat name for which Special Sabha needs to be scheduled.
- **Sabha Schedule Date** – A unique date would be given to the respective Panchayat as per the availability of Facilitator and frontline workers at all different levels.
- **Facilitator** – A unique facilitator would be appointed to a Panchayat and a facilitator cannot be appointed on more than 2 Special Sabha on the same date. Facilitators will be different at different levels
- **Official Representative Name** – Official Representative details will be captured while scheduling the Special Sabha for any panchayat
- **Official Representative Mobile Number** – Mobile number of official representatives will also be captured while scheduling the Special Sabha meeting
- **Elected Representative Name (IF details are available)** – Elected representative details will also be entered if the panchayat has the elected representative details.
- **Elected Representative Mobile number (If Sarpanch mobile is available)** – Elected Representative mobile number need to be captured if it's available with the panchayat.
- **Panchayat Address** – Address of Panchayat will be recorded while scheduling the Sabha
- **Panchayat Pin code** – Pin code of Panchayat
- **List of Participating line department** – All participating line department will be listed down. Need to fill the details for which line department is participating in the Special Sabha
- **Details of Frontline worker** – Frontline workers will be delivering the presentations for their respective line department. All the workers that have been created in a line department will be listed down in the drop down.

- All mandatory fields are required to schedule the special Sabha from the portal

The screenshot shows a form with several fields, each with a red asterisk indicating it is required. A modal dialog box is centered over the form, displaying an orange exclamation mark icon and the text: "Mandatory Field not Selected" and "Please select atleast 5 department!". The dialog has "Cancel" and "Ok" buttons. The form fields visible are: Facilitator (dropdown menu), Official Representative Name (text input), Official Representative (text input), Is Elected Representative (checkbox), Elected Representative (text input), Panchayat Address (text input), Panchayat Pincode (text input), and Reason (text input). Red text "This field is required" is visible next to Facilitator, Official Representative Name, Official Representative, Panchayat Address, and Panchayat Pincode.

Figure 93: Validation message after not filling the mandatory fields

Manage Special Sabha Meeting:

Scheduled Special Sabha can be managed by

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 94: Manage Schedule Sabha meeting

View Special Sabha

VIEW SPECIAL SABHAS SCHEDULED

Panchayat Name AMBALA (58) ▼

Sabha Schedule Date 📅 14-10-2020

Facilitator Vimm - 9873837515 ▼

Official Representative Name Ayushi

Official Representative Mobile 9877687897

Is Elected Representative details are available?

Elected Representative Name []

Elected Representative Mobile []

Figure 95: View Scheduled Sabha

- Details of the special gram Sabha can be viewed from the view special Sabha
- Details of ZP, BP and GP can be viewed such as Facilitator name, frontline workers Panchayat address using the view option.

Update Special Sabha

UPDATE SCHEDULE SPECIAL SABHA

Panchayat Name * PATAUDI (1063) ▼

Sabha Schedule Date * 📅 05-10-2020

Facilitator * Tarun Sharma - 9098088888 ▼

Official Representative Name * Mahesh Khatana

Official Representative Mobile * 8321941421

Is Elected Representative details are available?

Elected Representative Name []

Elected Representative Mobile []

Panchayat Address * delhi

Panchayat Pincode * []

Figure 96: Update Scheduled Sabha

- Special 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.

Freeze Special Sabha

<input type="checkbox"/>	Electricity Board	SELECT
<input type="checkbox"/>	Public Health Engineering Department	SELECT
<input type="checkbox"/>	Registrar of Cooperative Societies	SELECT
<input type="checkbox"/>	Rural Road Development Corporation/ PWD	SELECT
<input type="checkbox"/>	Water Resource Department	SELECT

FREEZE
CLEAR
CLOSE

Figure 97: Freeze Scheduled Sabha

- State Nodal Officer can freeze the Special Sabha meeting
- After Special Sabha meeting freeze, it cannot be updated. For making the changes, state nodal officer needs to unfreeze the special Sabha meeting.

5.4.3. Schedule of Special Sabha by Block Officials

Create Sabha Schedule

- Block Officials can schedule special Sabha for a Panchayat that comes under their respective Block.
- Schedule Sabha Option is available on the left-hand side menu with the name of “**Schedule Sabha**”
- As Block Official clicks on the Schedule Sabha link, page of Special Sabha meeting will be loaded.

SCHEDULE SPECIAL SABHA

Gram Panchayat Name *

Sabha Schedule Date *

Facilitator *

Official Representative Name *

Official Representative Mobile *

Is Elected Representative details are available?

Elected Representative Name

Elected Representative Mobile

Panchayat Address *

Panchayat Pincode *

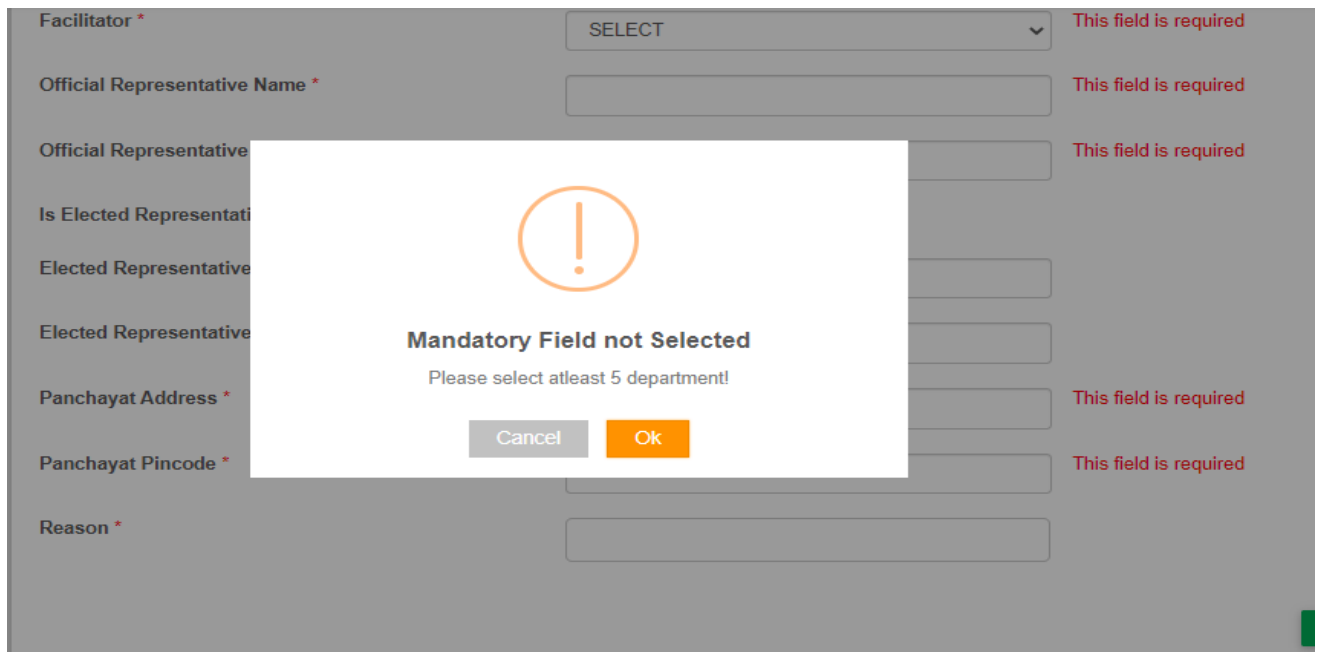
Figure 98: Schedule Sabha by Block Officials

Details will be captured while scheduling the Special Sabha. These are:

- **Gram Panchayat Name** – All Gram Panchayats will be listed down in drop down. User can select the unique Gram Panchayat name for which Special Sabha needs to be scheduled.
- **Sabha Schedule Date** – A unique date would be given to the respective Panchayat as per the availability of Facilitator and frontline workers at all different levels.
- **Facilitator** – A unique facilitator would be appointed to a Panchayat and a facilitator cannot be appointed on more than 2 Special Sabha on the same date. Facilitators will be different at different levels
- **Official Representative Name** – Official Representative details will be captured while scheduling the Special Sabha for any panchayat
- **Official Representative Mobile Number** – Mobile number of official representatives will also be captured while scheduling the Special Sabha meeting
- **Elected Representative Name (IF details are available)** – Elected representative details will also be entered if the panchayat has the elected representative details.
- **Elected Representative Mobile number (If Sarpanch mobile is available)** – Elected Representative mobile number need to be captured if it's available with the panchayat.
- **Panchayat Address** – Address of Panchayat will be recorded while scheduling the Sabha

- **Panchayat Pin code** – Pin code of Panchayat
- **List of Participating line department** – All participating line department will be listed down. Need to fill the details for which line department is participating in the Special Sabha
- **Details of Frontline worker** – Frontline workers will be delivering the presentations for their respective line department. All the workers that have been created in a line department will be listed down in the drop down.

- All mandatory fields are required to schedule the special Sabha from the portal



The screenshot shows a web form for scheduling a special Sabha meeting. The form includes several mandatory fields, each marked with an asterisk and a red error message: "Facilitator *", "Official Representative Name *", "Official Representative *", "Is Elected Representative *", "Elected Representative *", "Elected Representative *", "Panchayat Address *", "Panchayat Pincode *", and "Reason *". A dropdown menu for "Facilitator" is currently set to "SELECT". A modal dialog box is displayed in the center of the screen, featuring an orange exclamation mark icon and the text: "Mandatory Field not Selected", "Please select atleast 5 department!". The dialog has "Cancel" and "Ok" buttons.

Figure 99: Validation message after not filling the mandatory fields

[Manage Special Sabha Meeting:](#)

Scheduled Special Sabha can be managed by

- View
- Update
- Freeze

Manage Schedule Sabha Meeting

[Create Schedule](#)

Show 10 entries Search: _____

S.No	Panchayat Name	Schedule For	Schedule Date	Action		
				View	Update	Freeze
1	AASPUR (52703)	Gram Panchayat	14-10-2020			

Showing 1 to 1 of 1 entries Previous **1** Next

Figure 100: Manage Schedule Sabha meeting

View Special Sabha meeting:

VIEW SPECIAL SABHAS SCHEDULED

Panchayat Name:

Sabha Schedule Date:

Facilitator:

Official Representative Name:

Official Representative Mobile:

Is Elected Representative details are available?

Elected Representative Name:

Elected Representative Mobile:

Panchayat Address *:

Panchayat Pincode *:

Figure 101: View Schedule Sabha meeting

Update Special Sabha meeting:

- Special 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	<input type="text" value="VIRATNAGAR"/>
Gram Panchayat Name	<input type="text" value="BHABROO"/>
Gram Sabha Schedule Date	<input type="text" value="18-10-2018"/>
Falicator	<input type="text" value="rahul"/>
Panchayat Secretary Name	<input type="text" value="SELECT"/> <ul style="list-style-type: none"> <li style="background-color: #007bff; color: white; padding: 2px;">rahul <li style="padding: 2px;">Vikram
Panchayat Secretary Mobile	<input type="text" value="Ashutosh"/>
Is Sarpanch details are available?	<input type="checkbox"/>
Sarpanch Name	<input type="text"/>
Sarpanch Mobile	<input type="text"/>

Figure 102: Update Schedule Sabha meeting

Freeze Special Sabha Meeting:

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

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

Figure 103: Freeze Schedule Sabha meeting

5.4.4. Schedule of Special Sabha by District Panchayati Raj Officer

Schedule Sabha

- **DPRO (District Panchayati Raj Officer) - PDP** DPRO – ZP, BP, GP can schedule special Sabha for own district it's all blocks and it's all Gram Panchayat level
- **DPRO (District Panchayati Raj Officer) - ZPDP** DPRO-ZPDP can schedule special Sabha for a district Panchayat that comes under their own district
- **DPRO (District Panchayati Raj Officer) - BPDP** DPRO-BPDP can schedule the special Sabha at Intermediate Panchayats and at Gram Panchayat level coming under a district.
- **DPRO (District Panchayati Raj Officer) - GPDP** DPRO-GPDP can schedule the special Sabha at Village Panchayats falling under that district's jurisdiction.
- Schedule Sabha Option is available on the left-hand side menu with the name of **"Schedule Sabha"**
- As District Panchayati Raj Officer clicks on the Schedule Sabha link, page of Special Sabha meeting will be loaded.

SCHEDULE SPECIAL SABHA

Schedule Sabha For *	<input type="text" value="Select"/>
Sabha Schedule Date *	<input type="text" value="Select"/> <input type="text" value="District Panchayat"/> <input type="text" value="Intermediate Panchayat"/> <input type="text" value="Village Panchayat"/>
Facilitator *	<input type="text" value="SELECT"/>
Official Representative Name *	<input type="text"/>
Official Representative Mobile *	<input type="text"/>
Is Elected Representative details are available?	<input type="checkbox"/>
Elected Representative Name	<input type="text"/>
Elected Representative Mobile	<input type="text"/>
Panchayat Address *	<input type="text"/>
Panchayat Pincode *	<input type="text"/>

Figure 104: Schedule Sabha Page by District Panchayati Raj Officer

Panchayat Pincode *

Please specify the reason *
(In case of scheduling Sabha in back date)

Select	Department Name	Front Line Worker
<input type="checkbox"/>	Department of Agriculture	SELECT
<input type="checkbox"/>	Department of Animal Husbandry and Dairying	SELECT Vishal - 9842984214
<input type="checkbox"/>	Department of Art and Culture	SELECT
<input type="checkbox"/>	Department of Chemicals & Petrochemicals	SELECT
<input type="checkbox"/>	Department of Disaster Management	SELECT
<input type="checkbox"/>	Department of Drinking Water	SELECT

Figure 105: Frontline workers details in Sabha Schedule

Details will be captured while scheduling the Special Sabha. These are:

- **Schedule Sabha For** – User must select the type of panchayat from the drop down for which the Sabha need to be scheduled. User can schedule the Sabha for the DP, BP, and GP for respective district
- **Block Panchayat/Intermediate Panchayat Name** – All the blocks’ panchayats available under the district panchayat will be available in the drop down after the selection of district panchayats. All the blocks are coming as per the LGD. Users need to select the BP name while select the Sabha meeting at the BP or GP level. User can select the unique block panchayat name for which special Sabha need to be scheduled.
- **Gram Panchayat Name** – As per selection of district panchayat and block panchayat, all gram Panchayat will be listed down in drop down. User can select the unique Gram Panchayat name for which Special Sabha needs to be scheduled.
- **Sabha Schedule Date** – A unique date would be given to the respective Panchayat as per the availability of Facilitator and frontline workers at all different levels.
- **Facilitator** – A unique facilitator would be appointed to a Panchayat and a facilitator cannot be appointed on more than 2 Special Sabha on the same date. Facilitators will be different at different levels

- **Official Representative Name** – Official Representative details will be captured while scheduling the Special Sabha for any panchayat
- **Official Representative Mobile Number** – Mobile number of official representatives will also be captured while scheduling the Special Sabha meeting
- **Elected Representative Name (IF details are available)** – Elected representative details will also be entered if the panchayat has the elected representative details.
- **Elected Representative Mobile number (If Sarpanch mobile is available)** – Elected Representative mobile number need to be captured if it’s available with the panchayat.
- **Panchayat Address** – Address of Panchayat will be recorded while scheduling the Sabha
- **Panchayat Pin code** – Pin code of Panchayat
- **List of Participating line department** – All participating line department will be listed down. Need to fill the details for which line department is participating in the Special Sabha
- **Details of Frontline worker** – Frontline workers will be delivering the presentations for their respective line department. All the workers that have been created in a line department will be listed down in the drop down.

- All mandatory fields are required to schedule the special Sabha from the portal

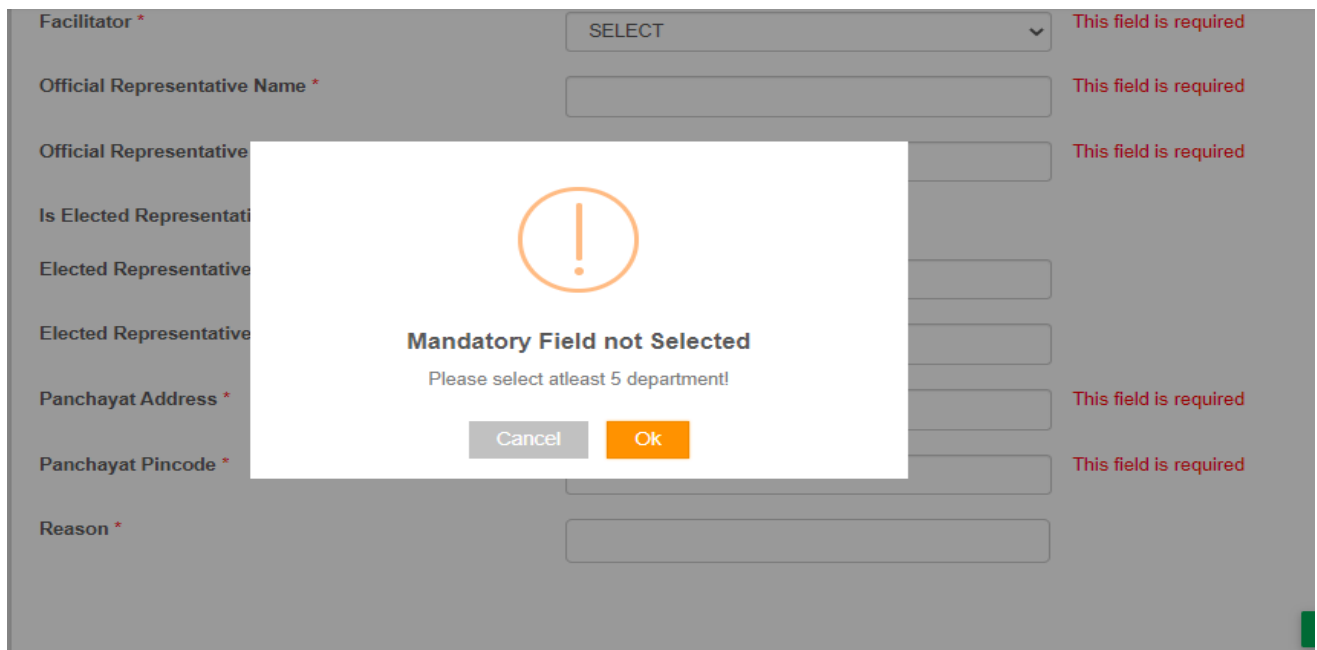


Figure 106: Validation message after not filling the mandatory fields

Manage Special Sabha Meeting:
 Scheduled Special Sabha can be managed by

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 107: Manage Schedule Sabha meeting

View Special Sabha

VIEW SPECIAL SABHAS SCHEDULED

Panchayat Name

Sabha Schedule Date

Facilitator

Official Representative Name

Official Representative Mobile

Is Elected Representative details are available?

Elected Representative Name

Elected Representative Mobile

Figure 108: View Scheduled Sabha

- Details of the special gram Sabha can be viewed from the view special Sabha
- Details of ZP, BP and GP can be viewed such as Facilitator name, frontline workers Panchayat address using the view option.

Update Special Sabha

UPDATE SCHEDULE SPECIAL SABHA

Panchayat Name *	<input type="text" value="PATAUDI (1063)"/>
Sabha Schedule Date *	<input type="text" value="05-10-2020"/>
Facilitator *	<input type="text" value="Tarun Sharma - 9098088888"/>
Official Representative Name *	<input type="text" value="Mahesh Khatana"/>
Official Representative Mobile *	<input type="text" value="8321941421"/>
Is Elected Representative details are available?	<input type="checkbox"/>
Elected Representative Name	<input type="text"/>
Elected Representative Mobile	<input type="text"/>
Panchayat Address *	<input type="text" value="delhi"/>
Panchayat Pincode *	<input type="text"/>

Figure 109: Update Scheduled Sabha

- Special 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.

Freeze Special Sabha

<input type="checkbox"/>	Electricity Board	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Public Health Engineering Department	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Registrar of Cooperative Societies	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Rural Road Development Corporation/ PWD	<input type="text" value="SELECT"/>
<input type="checkbox"/>	Water Resource Department	<input type="text" value="SELECT"/>

FREEZE
CLEAR
CLOSE

Figure 110: Freeze Scheduled Sabha

- District Panchayati Raj Officer can freeze the Special Sabha meeting
- After Special Sabha meeting freeze, it cannot be updated. For making the changes, state nodal officer needs to unfreeze the special Sabha meeting.

5.4.1. Schedule of Special Sabha by Block Panchayati Raj Officer

Create Sabha Schedule

- **BPRO (Block Panchayati Raj Officer) - PDP** BPRO – BP, GP can schedule special Sabha for own block and it's all Gram Panchayat level
- **BPRO (Block Panchayati Raj Officer) - BPDP** BPRO- BPDP can schedule special Sabha for a Panchayat that comes under their respective Block.
- **BPRO (Block Panchayati Raj Officer) - GPDP** BPRO-GPDP can schedule special Sabha for a Gram Panchayat that comes under a respective Block.
- Schedule Sabha Option is available on the left-hand side menu with the name of “**Schedule Sabha**”
- As Block Official clicks on the Schedule Sabha link, page of Special Sabha meeting will be loaded.

SCHEDULE SPECIAL SABHA

Gram Panchayat Name *	<input type="text" value="SELECT"/>
Sabha Schedule Date *	<input type="text" value="dd-mm-yyyy"/>
Facilitator *	<input type="text" value="SELECT"/>
Official Representative Name *	<input type="text"/>
Official Representative Mobile *	<input type="text"/>
Is Elected Representative details are available?	<input type="checkbox"/>
Elected Representative Name	<input type="text"/>
Elected Representative Mobile	<input type="text"/>
Panchayat Address *	<input type="text"/>
Panchayat Pincode *	<input type="text"/>

Figure 111: Schedule Sabha by Block Panchayati Raj Officer

Details will be captured while scheduling the Special Sabha. These are:

- **Gram Panchayat Name** – All Gram Panchayats will be listed down in drop down. User can select the unique Gram Panchayat name for which Special Sabha needs to be scheduled.
- **Sabha Schedule Date** – A unique date would be given to the respective Panchayat as per the availability of Facilitator and frontline workers at all different levels.

- **Facilitator** – A unique facilitator would be appointed to a Panchayat and a facilitator cannot be appointed on more than 2 Special Sabha on the same date. Facilitators will be different at different levels
- **Official Representative Name** – Official Representative details will be captured while scheduling the Special Sabha for any panchayat
- **Official Representative Mobile Number** – Mobile number of official representatives will also be captured while scheduling the Special Sabha meeting
- **Elected Representative Name (IF details are available)** – Elected representative details will also be entered if the panchayat has the elected representative details.
- **Elected Representative Mobile number (If Sarpanch mobile is available)** – Elected Representative mobile number need to be captured if it's available with the panchayat.
- **Panchayat Address** – Address of Panchayat will be recorded while scheduling the Sabha
- **Panchayat Pin code** – Pin code of Panchayat
- **List of Participating line department** – All participating line department will be listed down. Need to fill the details for which line department is participating in the Special Sabha
- **Details of Frontline worker** – Frontline workers will be delivering the presentations for their respective line department. All the workers that have been created in a line department will be listed down in the drop down.

- All mandatory fields are required to schedule the special Sabha from the portal

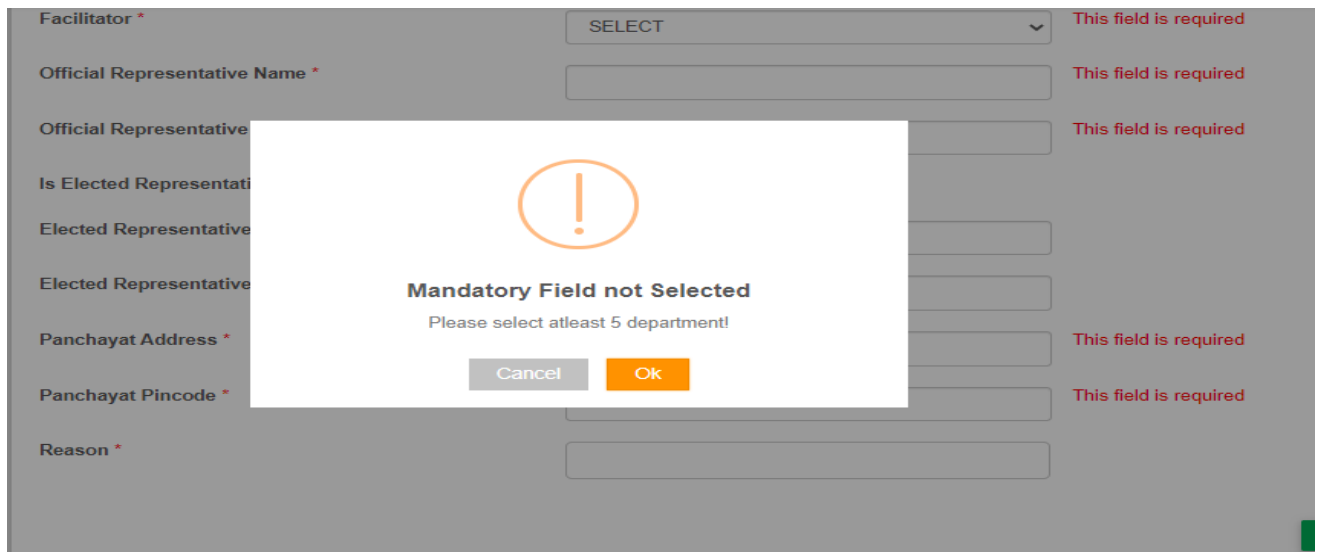


Figure 112: Validation message after not filling the mandatory fields

Manage Special Sabha Schedule:

Scheduled Special Sabha can be managed by

- View
- Update
- Freeze

Manage Schedule Sabha Meeting

Create Schedule

Show 10 entries Search:

S.No	Panchayat Name	Schedule For	Schedule Date	Action		
				View	Update	Freeze
1	AASPUR (52703)	Gram Panchayat	14-10-2020			

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 113: Manage Schedule Sabha meeting

View Special Sabha meeting:

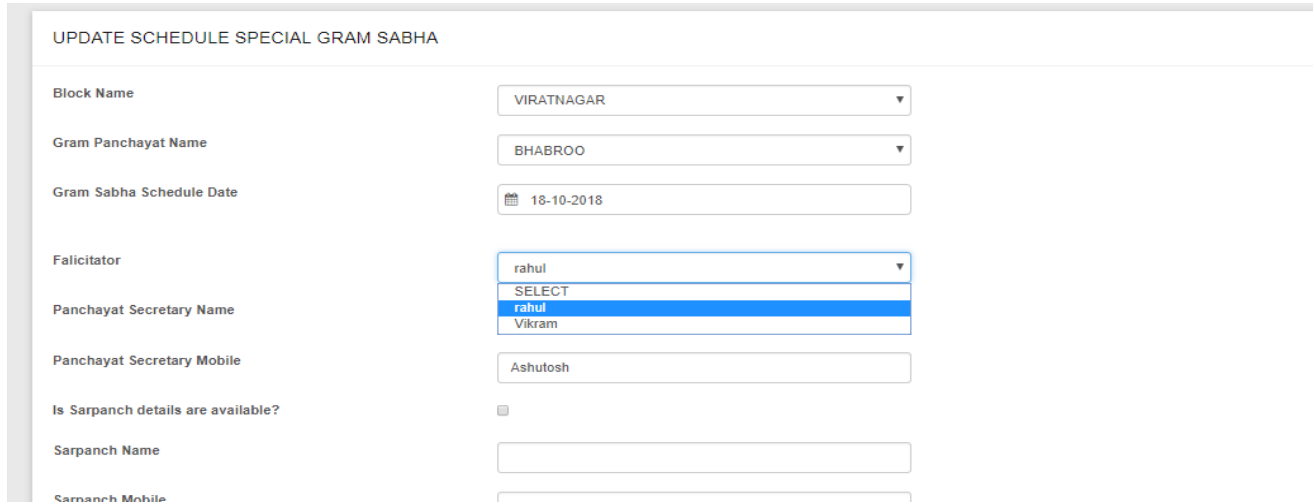
VIEW SPECIAL SABHAS SCHEDULED

Panchayat Name	<input style="width: 90%;" type="text" value="AASPUR (52703)"/>
Sabha Schedule Date	<input style="width: 90%;" type="text" value="14-10-2020"/>
Facilitator	<input style="width: 90%;" type="text" value="Ayushi - 9109999999"/>
Official Representative Name	<input style="width: 90%;" type="text" value="Amit Singh"/>
Official Representative Mobile	<input style="width: 90%;" type="text" value="8994321748"/>
Is Elected Representative details are available?	<input type="checkbox"/>
Elected Representative Name	<input style="width: 90%;" type="text"/>
Elected Representative Mobile	<input style="width: 90%;" type="text"/>
Panchayat Address *	<input style="width: 90%;" type="text" value="opera house"/>
Panchayat Pincode *	<input style="width: 90%;" type="text"/>

Figure 114: View Schedule Sabha meeting

Update Special Sabha meeting:

- Special Sabha can be updated after creation.
- Block Panchayati Raj 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

Panchayat Secretary Name: SELECT, rahul, Vikram

Panchayat Secretary Mobile: Ashutosh

Is Sarpanch details are available?:

Sarpanch Name:

Sarpanch Mobile:

Figure 115: Update Schedule Sabha meeting

Freeze Special Sabha Meeting:

- Officer can freeze the Special Sabha meeting
- Once a Special Sabha meeting is freeze, 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

Figure 116: Freeze Schedule Sabha meeting

5.5. Facilitator Feedback

On completion of Special Sabha meeting, appointed facilitator is required to submit a feedback report regarding conduct of District/Block/Gram Sabha or Meeting. Facilitators for each Panchayats will be appointed by the State/District/Block user. Facilitators must enter the following details while filling the facilitator feedback form such as:

- Meeting Type i.e., Sabha or Meeting
- Number of people present in Sabha
- Details of Frontline workers like whether they were available and presented the presentation.
- Discussions on DPDP/BPDP/GPDP
- Uploading of the Geo tagged image of Sabha meeting proceeding.

5.5.1. Facilitator Feedback by District Facilitator

Submit Facilitator Feedback form:

- Click the **Facilitator Feedback** option available on the left menu. The Facilitator Feedback Form appears. The screen contains multiple sections, and three buttons **Save**, **Clear** and **Close**.
- District Panchayat facilitator can submit the form for multiple district which is mapped to the multiple District Sabha/Meeting Dates.
- Types of Meeting can either Sabha or Meeting.
- Number of people present in District Sabha or Meeting cannot be 0.
- Department selection and its frontline worker availability is an optional field.
- User has the option to select the discussion points according to the data received at district level.
- It is mandatory to upload the Geo tagged photos of District Sabha/Meeting in progress in allowed file formats/types i.e., png , jpg and jpeg.
- After making selection, click the **Save** button to save the details or click **Close** button to abort the facilitator feedback form.

What happens when the form is submitted?

Once you click the **Save** button, the system validates the form for all mandatory fields and business validations and save the record in the database. The saved record is available for further modification in Manage Facilitator Feedback.

Facilitator Feedback Form

District Panchayat Name *

District Sabha/Meeting Date *

Meeting Type * Sabha Meeting

Number of people present in District Sabha/Meeting *

Department	Frontline Worker	Whether available	Whether delivered the presentation
------------	------------------	-------------------	------------------------------------

Discussion on DPDP

Review of current year fund activities and fund utilized

Discussion on resource likely to available to the District Panchayat during 2021-2022

Discussion on Gaps as emerged from mission antyodaya and proposed interventions

Resolution passed and recorded by District Sabha/Meeting on DPDP

Upload Geo Tagged photos of District Sabha/Meeting in Progress * No file chosen

Gram Manchitra application used while preparing District Plans

Any comments/ feedback (optional)

Figure 117: Facilitator Feedback at District Level

Manage Facilitator Feedback:





- This form shows you the Panchayat Name, Sabha/Meeting Date and Action Details like View and Update.
- After getting the search result in the Facilitator Feedback form, click the View and Update icon for further modifications in the submitted form.

- View Facilitator Feedback shows the details of the Submitted Feedback in read only mode with the Close button.
- Update Facilitator Feedback allows the user to modify/update the details like No. of people present, availability of departments, discussion points, upload geo tagged photos and comments.

Manage Facilitator Feedback

Facilitator Feedback

Show entries Search:

S.No ↓↑	Panchayat Name ↓↑	Sabha Date ↓↑	Action	
			View ↓↑	Update ↓↑
1	AMBALA	11-10-2020		
2	AMBALA	08-10-2020		

Showing 1 to 2 of 2 entries Previous 1 Next

Figure 118: Manage Facilitator Feedback at District Level

5.5.2.Facilitator Feedback by Block Facilitator

Submit Facilitator Feedback form:

- Click the **Facilitator Feedback** option available on the left menu. The Facilitator Feedback Form appears. The screen contains multiple sections, and three buttons **Save**, **Clear** and **Close**.
- Block Panchayat facilitator can submit the form for multiple blocks which is mapped to the multiple Block Sabha/Meeting Dates.
- Types of Meeting can either Sabha or Meeting.
- Number of people present in Block Sabha or Meeting cannot be 0.
- Department selection and its frontline worker availability is an optional field.
- User has the option to select the discussion points according to the data received at Block level.
- It is mandatory to upload the Geo tagged photos of District Sabha/Meeting in progress in allowed file formats/types i.e., png, jpg and jpeg.
- After making selection, click the **Save** button to save the details or click **Close** button to abort the facilitator feedback form.

What happens when the form is submitted?

Once you click the **Save** button, the system validates the form for all mandatory fields and business validations and save the record in the database. The saved record is available for further modification in Manage Facilitator Feedback.

Facilitator Feedback Form

Block Panchayat Name *

Block Sabha/Meeting Date *

Meeting Type * Sabha Meeting

Number of people present in Block Sabha/Meeting *

Department	Frontline Worker	Whether available	Whether delivered the presentation
------------	------------------	-------------------	------------------------------------

Discussion on BPDP

Review of current year fund activities and fund utilized

Discussion on resource likely to available to the Block Panchayat during 2021-2022

Discussion on Gaps as emerged from mission antyodaya and proposed interventions

Resolution passed and recorded by Block Sabha/Meeting on BPDP

Upload Geo Tagged photos of Block Sabha/Meeting in Progress * No file chosen

Gram Manchitra application used while preparing Block Plans

Any comments/ feedback (optional)

Figure 119: Facilitator Feedback at Block Level





Manage Facilitator Feedback:

- This form shows you the Panchayat Name, Sabha/Meeting Date and Action Details like View and Update.
- After getting the search result in the Facilitator Feedback form, click the View and Update icon for further modifications in the submitted form.
- View Facilitator Feedback shows the details of the Submitted Feedback in read only mode with the Close button.
- Update Facilitator Feedback allows the user to modify/update the details like No. of people present, availability of departments, discussion points, upload geo tagged photos and comments.

Manage Facilitator Feedback

Facilitator Feedback

Show 10 entries Search:

S.No ↓↑	Panchayat Name	Sabha Date	Action	
			View ↑↓	Update ↑↓
1	FARRUKH NAGAR	06-10-2020		
2	GURGAON	05-10-2020		

Showing 1 to 2 of 2 entries Previous 1 Next

Figure 120: Manage Facilitator Feedback at Block Level

5.5.3. Facilitator Feedback by Gram Facilitator

Submit Facilitator Feedback form:

- Click the **Facilitator Feedback** option available on the left menu. The Facilitator Feedback Form appears. The screen contains multiple sections, and three buttons **Save**, **Clear** and **Close**.
- Block Panchayat facilitator can submit the form for his district which is mapped to the multiple Block Sabha/Meeting Dates.
- Types of Meeting can either Sabha or Meeting.
- Number of people present in Gram Sabha or Meeting cannot be 0.
- Department selection and its frontline worker availability is an optional field.
- User has the option to select the discussion points according to the data received at district level.

- It is mandatory to upload the Geo tagged photos of District Sabha/Meeting in progress in allowed file formats/types i.e., png, jpg and jpeg.
- After making selection, click the **Save** button to save the details or click **Close** button to abort the facilitator feedback form.

What happens when the form is submitted?

Once you click the **Save** button, the system validates the form for all mandatory fields and business validations and save the record in the database. The saved record is available for further modification in Manage Facilitator Feedback.

Facilitator Feedback Form

Gram Panchayat Name *

Gram Sabha/Meeting Date *

Meeting Type * Sabha Meeting

Number of people present in Gram Sabha/Meeting *

Number of SC's present in Gram Sabha/Meeting *

Number of ST's present in Gram Sabha/Meeting *

Number of SHG members present in Gram Sabha/Meeting *

Number of women present in Gram Sabha/Meeting *

Department	Frontline Worker	Whether available	Whether delivered the presentation
Presentation and validation of Mission Antyodaya data			<input type="checkbox"/>
Presentation by SHG regarding poverty issues & poverty reduction plans *			<input type="radio"/> Yes <input type="radio"/> No
Watershed Development *			<input type="radio"/> Yes <input type="radio"/> No
Whether beneficiary identification was discussed in Sabha *			<input type="radio"/> Yes <input type="radio"/> No
Mahila Sabha Held *			<input type="radio"/> Yes <input type="radio"/> No
Bal Sabha Held *			<input type="radio"/> Yes <input type="radio"/> No

Discussion on GPDP

Review of current year fund activities and fund utilized

Discussion on resource likely to available to the Gram Panchayat during 2021-2022

Discussion on Gaps as emerged from mission antyodaya and proposed interventions

Resolution passed and recorded by Gram Sabha/Meeting on GPDP

Upload Geo Tagged photos of Gram Sabha/Meeting in Progress * No file chosen

Upload Geo Tagged photos of Public Information Board No file chosen

Sankalp Details

Sankalp Pledged

Themes Identified

SDGs associated with identified themes

Figure 121: Facilitator Feedback at Gram Level

Manage Facilitator Feedback:

- This form shows you the Panchayat Name, Sabha/Meeting Date and Action Details like View and Update.
- After getting the search result in the Facilitator Feedback form, click the View and Update icon for further modifications in the submitted form.
- View Facilitator Feedback shows the details of the Submitted Feedback in read only mode with the Close button.
- Update Facilitator Feedback allows the user to modify/update the details like No. of people present, availability of departments, discussion points, upload geo tagged photos and comments.

Manage Facilitator Feedback

[Facilitator Feedback](#)

Show 10 entries Search: _____

S.No	Panchayat Name	Sabha Date	Action	
			View	Update
1	AMBALA	11-10-2020		
2	AMBALA	08-10-2020		

Showing 1 to 2 of 2 entries Previous **1** Next

Figure 122: Manage Facilitator Feedback at Gram Level

5.6. Content Management System

- Content Management System (CMS) is a module that facilitates creating, editing, organizing, and publishing content in GPDP portal. Content Management System allows to create and publish all content on the GPDP which can be further used by the user/ Facilitators/ Citizens.
- CMS facilitates state nodal officer to upload the document related to the PDP portal and make them available to the users/ citizens.
- Documents related to the **Campaign material, Campaign Schedule, Circular/Letters, Government Orders, Other Relevant Information, Presentations** can be added using the CMS module
- All the uploaded documents can be viewed from the Downloads section on the home page of GPDP portal.
- CMS portal is available with the State Nodal Officer and with the state nodal officer of the participating line department. State nodal officer can upload the necessary documents related to the state.

[Add CMS](#)

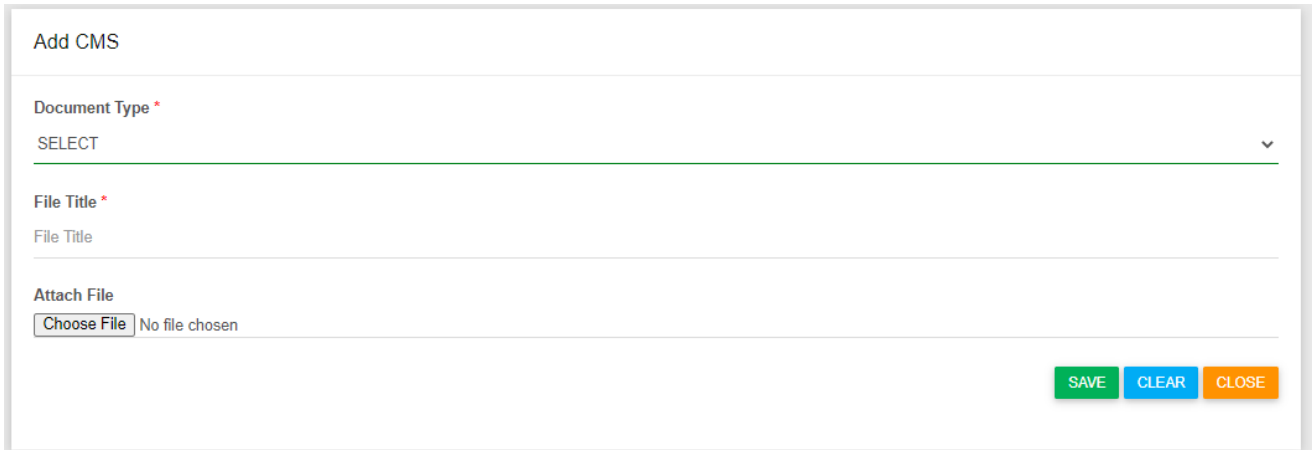


Figure 123: Add CMS

- **Document Type:** State nodal officer selects the type of the document from the drop down. Available values are **Campaign material, Campaign Schedule, Circular/Letters, Government Orders, Other Relevant Information, Presentations.**
- **File Title:** User need to enter the valid file name. The file name will be visible on the home page of the PDP portal
- **Attach File:** User need to click on the Choose File icon and upload the file after browsing from local machine.

SAVE: After clicking on the save button, the details will get saved in the database and uploaded file shall be available on the home page of PDP portal

CLEAR: After clicking on the clear button, all the entered details will be erased, and user will be able to see the blank page.

CLOSE: Close button will redirect user to the home page of state nodal officer.

- All mandatory fields are required to upload the document from the CMS module



Figure 124: Validation message in Add CMS

Manage CMS

Uploaded document/content can be managed by the state nodal officer/ State nodal officer of participating line department.

Manage CMS Add CMS

Campaign Material Campaign Schedule Circular/ Letters Government Orders Other relevant infor Presentations

Show 10 entries Search:

S.No	State Name	File type	File Title	File Name	Action
					Update
1	HARYANA	Circular/ Letters	test	Format_V.1 (1)_1601296133501.pdf	
2	HARYANA	Circular/ Letters	test file to upload	Telangana State Status_1602834269954.pdf	

Showing 1 to 2 of 2 entries Previous 1 Next

Figure 125: Manage CMS

- **Document Type, File name and File** can be updated from the updated Option in CMS
- Different documents can be managed or updated by clicking on the respective tabs in the manage CMS page

View Uploaded Documents

All Documents State Wise Documents Department Wise Documents Ministry Wise Documents

Title wise search Search

Circulars/Letters/ Advisory

S.No.	Title	Details
1.	SOP for GDPD Creation	Download
+	Ministry of Agriculture and Farmers' Welfare	
+	Ministry of Ayush	
+	Ministry of Education	
+	Ministry of Environment, Forest and Climate Change	
+	Ministry of Health & Family Welfare	
+	Ministry of Housing and Urban Affairs	
+	Ministry of Jal Shakti	
+	Ministry of Panchayati Raj	
+	Ministry of Rural Development	

Government Orders

S.No.	Title	Details
+	Ministry of Panchayati Raj	
+	ARUNACHAL PRADESH	

Presentations

S.No.	Title	Details

Campaign Material

S.No.	Title	Details
1.	Minutes of Meetings of PPC Workshops	Download
+	Ministry of Panchayati Raj	

About GDPD Portal

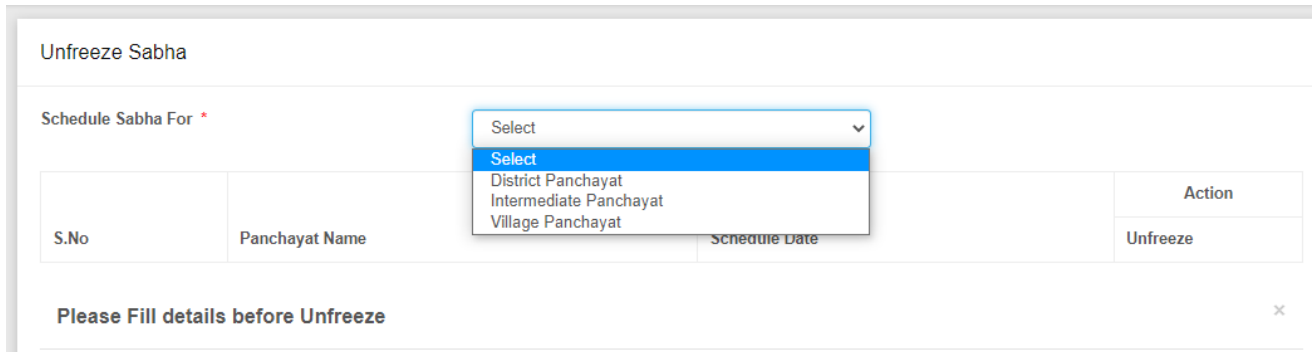
S.No.	Title	Details
1.	Proceedings of PPC Launch Event	Download

Figure 126: View documents from CMS

- Uploaded documents can be viewed by any user/ citizen from the home page of GPDP portal.
- **Campaign material, Campaign Schedule, Circular/Letters, Government Orders, Other Relevant Information, Presentations** documents are available in the respective sections
- State user/ citizens can view the uploaded documents by clicking on the “+” icon to view the uploaded documents from the state nodal officer.
- All Documents will show the documents uploaded by all states in a single window. All categories can be viewed in different section.
- Through **State Wise Documents**, any user can select the state name from the drop down and can select the desired state.

5.7. Unfreeze Sabha

- Sabha wise calendar for holding of Sabha’s will be finalized at State/District/Block level and the same will be uploaded on the portal. After scheduling and freezing of Sabha, if any type of modification is required, then it can unfreeze by the state nodal officer to change the schedule, Facilitator details, Frontline worker details.
- However, State, can unfreeze the special Sabha on respective entity if Sabha/meeting has been scheduled and frozen by the State, District and Block panchayat nodal officer.
- State nodal officer can unfreeze the special Sabha scheduled by
 - State Nodal Officer
 - District Officer/ District Panchayati Raj Officer
 - Block Officer/ Block Panchayati Raj Officer



Unfreeze Sabha

Schedule Sabha For *

S.No	Panchayat Name	Schedule Date	Action
			Unfreeze

Please Fill details before Unfreeze

Figure 127: Select entity level from drop down

- State Nodal officer needs to select the entity from the drop down for which special Sabha/ meeting need to select. State nodal office can unfreeze the special Sabha at ZP, BP and GP level.
- As per the selection, below mentioned hierarchies will be loaded on the page. i.e., in case of District Panchayat, no further hierarchy will be available. For Block panchayat, selection of ZP will be available and subsequently for Gram Panchayat, drop down for ZP and BP will be available for unfreeze.
- Details such as remarks and a document as an attachment will be required from the respective nodal officer to upload in the GPDP portal.

Unfreeze Sabha

Schedule Sabha For * District Panchayat ▼

S.No	Panchayat Name	Schedule Date	Action
			Unfreeze
1	AMBALA	Wed Oct 14 2020 00:00:00 GMT+0530 (India Standard Time)	<input type="checkbox"/>

Please Fill details before Unfreeze ×

Remarks

Attachment Choose File No file chosen

Unfreeze Cancel

Figure 128: Unfreeze District Panchayat Sabha

Unfreeze Sabha

Schedule Sabha For * Intermediate Panchayat ▼

District Panchayat/District Name * GURUGRAM ▼

S.No	Panchayat Name	Schedule Date	Action
			Unfreeze
1	GURGAON	Mon Oct 19 2020 00:00:00 GMT+0530 (India Standard Time)	<input type="checkbox"/>

Please Fill details before Unfreeze ×

Remarks

Attachment Choose File No file chosen

Figure 129: Unfreeze Intermediate/Block Panchayat Sabha

Unfreeze Sabha

Schedule Sabha For *

District Panchayat/District Name *

Block Panchayat/Block Name *

S.No	Panchayat Name	Schedule Date	Action
			Unfreeze
1	BHONDSI	Fri Oct 09 2020 00:00:00 GMT+0530 (India Standard Time)	<input type="checkbox"/>
2	DAMDAMA	Tue Oct 06 2020 00:00:00 GMT+0530 (India Standard Time)	<input type="checkbox"/>

Please Fill details before Unfreeze ×

Remarks

Figure 130: Unfreeze Gram Panchayat Sabha