USER MANUAL

RAJEEVIKA MIS

FOR

URL: - http://www.rajeevika.rajasthan.gov.in/
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Introduction of Rajeevika

Mission:
To enhance the economic opportunities and empowerment of rural poor with focus on women and marginalized groups of Rajasthan

Objectives:

- Promote community institutions – Women self-help groups, Federations, Producer Organizations
- Financial Inclusion through Project Support & Bank linkages.
- Provide livelihood support through promotion of small and micro enterprises in the areas of farm and non-farm sectors for income enhancement of the poor.
- Develop skills of rural youth
- Converge with other government programs including various departments for leveraging impact

Rajasthan Grameen Aajeevika Vikas Parishad (RAJEEVIKA) is an autonomous society established in October 2010 by the Government of Rajasthan under the administrative control of Department of Rural development. The society is registered under Society Registration Act, 1956 and mandated to implement all rural livelihoods programs associated with SHG based institutional architecture.

Key Projects implemented by RAJEEVIKA:

Presently, following livelihood projects are being implemented by RAJEEVIKA:-

- World Bank funded, Rajasthan Rural Livelihood Project (RRLP): 59 blocks; implementation from August 2011.
- World Bank funded National Rural Livelihood Project (NRLP): 9 blocks; implementation from April 2013.
- GOI funded National Rural Livelihood Mission (NRLM): In rest of the blocks in phased manner; implementation from April 2013.
- IFAD funded Mitigating Poverty in Western Rajasthan (MPoWeR): 7 blocks of Western Rajasthan from January 2008
Login Credentials Flow:-

- Super Admin
- District project Manager (DPM)
- Block Project Manager (BPM)
- Cluster Project Manager (CPM)
- SSO Server
Relation between SHG and VO:

Village Organization
Relation between VO and CLF:-

Cluster Level Federation (CLF)
Welcome Page/Index Page of Rajeevika Site:

- Login to MIS Portal for Data Entry Using credentials

- MIS Reports of all Verticals classified manner.
MIS Reports:

- R1 - Institution Building
- R2 - Capacity Building
- R3 - Financial Inclusion
- R4 - Social Inclusion
- R5 - Convergence
- R6 - Skill Development
- R7 - Livelihoods
- R8 - Monitoring & Evaluation
- R9 - Human Resource
- R10 - Financial Management

- R11 - Community Institutions
- R12 - SHG Grading Status Report
- R13 - VO Grading Status Report
- R14 - Village Entered 9 Month Old
- R15 - Dormant/Defunct Status
- R16 - Panchsutras Report
- R17 - CBO Report Cards

- R21 - SHG & VO Training
- R22 - BRT Team Report
- R23 - BRT Work Done Reports
- R24 - DRC Report Card
- R241 - Upcoming Trainings
- R242 - VOA Status
- R243 - DRC Training Report Card
- R25 - SHG Member Education Report
- R26 - Book Keeper Education Report
- R27 - Community Cadre Report
MIS Portal:-

RAJEEVIKA MIS

Welcome DPM UDAIPUR Support Ticket

Dashboard

Membership Type - District Project Manager

Website will be down from 22nd April, 8pm to 25th April, 8pm for Server Shifting and Maintenance.

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Block Entered</td>
<td>14</td>
</tr>
<tr>
<td>Total Villages Entered</td>
<td>866</td>
</tr>
<tr>
<td>Total SHGs</td>
<td>8206</td>
</tr>
<tr>
<td>Total Households Covered</td>
<td>100253</td>
</tr>
<tr>
<td>Total SHG Savings</td>
<td>24706922</td>
</tr>
<tr>
<td>Total SHGs With SB Account</td>
<td>6902</td>
</tr>
<tr>
<td>Total SHGs Received RF</td>
<td>6091</td>
</tr>
<tr>
<td>Total SHGs Received CIF</td>
<td>4128</td>
</tr>
<tr>
<td>Total SHGs Credit Linked</td>
<td>2946</td>
</tr>
<tr>
<td>Total SHGs With Interest Subvention</td>
<td>41</td>
</tr>
<tr>
<td>Total VO Members</td>
<td>4626</td>
</tr>
<tr>
<td>Total VOs</td>
<td>613</td>
</tr>
<tr>
<td>Total VOs Received VO Fund</td>
<td>282</td>
</tr>
<tr>
<td>Total VOs Received VRF</td>
<td>254</td>
</tr>
<tr>
<td>Total VOs Received VRF</td>
<td>264</td>
</tr>
<tr>
<td>Total Community Card</td>
<td>5934</td>
</tr>
<tr>
<td>Total Youth Trained</td>
<td>1716</td>
</tr>
<tr>
<td>Total CLF Members</td>
<td>276</td>
</tr>
<tr>
<td>Total CLF</td>
<td>16</td>
</tr>
</tbody>
</table>
1. SHG MANAGER:-

In this manual we describe the how to create SHG group in MIS Portal. See the below basis necessity of SHG. Below chart describe necessity field and attributes of SHGs.

Note: - In the MIS portal, New SHG enter by using only Cluster Id. BPM and DPM only monitoring the SHG Group and members Details.

Firstly, Open Cluster Id and Click on SHG Manager on MIS.

SHG MANAGER:-
A) All SHG
B) Add New SHG
C) Add Monthly Report

A) All SHG :-

When we click All SHG in SHG Manager, we got a list of all SHG entered respective Cluster. We can perform some operations on this page.

1) Search SHG by using SHG ID or SHG Name related Cluster.
2) Export SHG data list in the Form of Excel.
3) Edit and View SHG members detail.
Screen shots are below:-

Search SHG by Using SHG ID or SHG Name

Export Data Excel Report by using Check boxes

Status of SHG. (Active/Defunct)

EDIT SHG member details

View SHG member

A.1) All SHG detail in SHG Manager
B) Add New SHG:

We can add new SHG by using Cluster ID. After successfully login cluster id click on SHG Manager then drop down list opened then click on ADD NEW SHG. Then new page is open. In this page three steps are shows details are below:-

1) Step 1:-

In Step 1 Filled up SHG Group information and Members details information.

**Note 1:-**
Min SHG Members Add in SHG:- 5
Max SHG Members Add in SHG: - 15

**Note 2:-**
SHG Id is generated automatically. User can’t edit it. Basic Member detail will edit easily in future.

**Note 3:-**
SHG group is freeze after 24 hours after this you can’t we delete whole SHG group but you can edit members detail any time.

**Note 4:-**
SHG group account number is editable until SHG didn’t get T1 amount after this you can’t edit bank details
Step 1 window screen shots are below:

If we select Yes in Bank Account, below Screen will appear.

- **Date of Account opening**
- **Select Bank Name**
- **Select Bank Branch**
Step 1 of SHG Creation Fields details are below:-

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gram Panchayat</td>
<td>Enter the Name of Gram Panchayat</td>
</tr>
<tr>
<td>Village Name</td>
<td>Enter the Name of Village of SHG</td>
</tr>
<tr>
<td>SHG Name</td>
<td>Enter the name of shg group</td>
</tr>
<tr>
<td>Co-opted</td>
<td>Enter co-opted Yes/No</td>
</tr>
<tr>
<td>Promoted By</td>
<td>Internal CRP/External CRP/Active women/RCRP</td>
</tr>
<tr>
<td>Date of Formation</td>
<td>Select date of formation of SHG</td>
</tr>
<tr>
<td>Meeting Frequency</td>
<td>Weekly/Monthly</td>
</tr>
<tr>
<td>Meeting day</td>
<td>Select Meeting day</td>
</tr>
<tr>
<td>Regular Saving member Per Meeting</td>
<td>Enter amount of particular member will deposit</td>
</tr>
</tbody>
</table>

**Bank details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having Saving Bank Account</td>
<td>Select Yes/NO</td>
</tr>
<tr>
<td>Ever linked with bank/CCL loan</td>
<td>Select Bank Linkage Yes/NO</td>
</tr>
<tr>
<td>Ever Linked with VO/federation loan</td>
<td>Select Yes/NO</td>
</tr>
<tr>
<td>Using Standard Book Keeping</td>
<td>Select Yes/NO</td>
</tr>
<tr>
<td>Having Trained Book Keeper</td>
<td>Select Yes/NO/ if Select Yes then Also enter name of Book Keeper</td>
</tr>
<tr>
<td>Working Any Member as Active Woman</td>
<td>Select Yes/NO/ if Select Yes then Also enter name of Active women</td>
</tr>
</tbody>
</table>
SHG Members Details

In Step 1, enter SHG member’s details one by one using **Add Member** button.

**Add New Member in Group**
Click on Add MEMBER

**After Filled up Form Click on Submit button after page is redirect to SHG Second step**

Note: - Please attention on ‘*’ symbol. This Symbol gives validation signal. We can’t leave it.
1) SHG Step 2:-

In second step of SHGs describes the details of Tranche-1 details Amount, Date or prepared MCLP Yes/No or Received Tranche-2 details are filling up Bank Loan Details Using Add bank Loan details like above image.
In second Step of SHGs fill the training details field like Book accounts training, leadership, MCLP training & Bank Linkage training, State Exposure visit details after click on submit second step of SHGs is completed after that SHG third part will open. In the third part of SHG we fill SHGs Talpat details after click on Submit Button SHGs group save successfully in databases.

**VO MANAGER:-**

VO manager is used to add new VO in MIS. Vo Manager having three part All VO, Add New Vo and Add Monthly report of VOs. VO manager screen shot is below:-

**All VO:-**

After click on All VO option all VO shows in form of list respectively cluster. After click on All VO option below screen shots in appears:-
Add New VO:-

Firstly open cluster id then click on VO Manager after that drop down menu appears then click on Add New VO button. After click on Add new VO button then new window is appeared.

Add New VO process have three steps. When successfully complete submit of first step after that new step will open. First part of this process is below:-
Figure 1 Add New VO Step-1
Note: - Please attention on ‘*’ symbol. This Symbol gives validation signal. We can’t leave it

Step 1 of VO Creation Fields details are below:-

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gram Panchayat*</td>
<td>Enter the Name of Gram Panchayat</td>
</tr>
<tr>
<td>Village Name*</td>
<td>Enter the Name of Village of VO</td>
</tr>
<tr>
<td>VO Name*</td>
<td>Enter the name of VO group</td>
</tr>
<tr>
<td>Co-opted*</td>
<td>Enter co-opted Yes/No</td>
</tr>
<tr>
<td>Promoted By*</td>
<td>Internal CRP/External CRP/Active women/RCRP</td>
</tr>
<tr>
<td>Date of Formation*</td>
<td>Select date of formation of VO</td>
</tr>
<tr>
<td>Meeting Frequency*</td>
<td>Weekly/Monthly</td>
</tr>
<tr>
<td>Meeting day*</td>
<td>Select Meeting day</td>
</tr>
<tr>
<td>Registered on Shakhdarapan*</td>
<td>Enter Yes/NO</td>
</tr>
</tbody>
</table>

**Bank details of VO**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having Saving Bank Account*</td>
<td>Select Yes/NO</td>
</tr>
<tr>
<td>Ever linked with bank loan*</td>
<td>Select Bank Linkage Yes/NO</td>
</tr>
<tr>
<td>Ever Linked with CLF/federation loan*</td>
<td>Select Yes/NO</td>
</tr>
<tr>
<td>Using Standard Book Keeping*</td>
<td>Select Yes/NO</td>
</tr>
<tr>
<td>Having Trained VO Assistant*</td>
<td>Select Yes/NO/ if Select Yes then Also enter name of VO Assistant</td>
</tr>
<tr>
<td>Status of VO*</td>
<td>Select Active/Defunct</td>
</tr>
</tbody>
</table>

**Members**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members*</td>
<td>Select Members of VO from list view of SHGs. If you want to select more than one SHG to VO so you must hold ctrl Key on keyword. Window screenshots are above.</td>
</tr>
</tbody>
</table>

**VO Office Bearers**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>President*</td>
<td>Choose SHG Name</td>
</tr>
</tbody>
</table>
VO Step-2:-

After click on step-1 of VO, Second VO Step is open. VO step second part image is below:-

Add New VO

Enter total amount Received for Tranche-2, No of SHG for which Tranche-2 received, VO Fund, Received VRF details

Enter training details For New VO
Add New VO Step-3:-

After click on step-2 of VO, Third VO Step is open. VO step Third part image is below:-

![VO Step 3 Image](image_url)
**CLF MANAGER (Cluster Level Federation):**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Bank Loan Amount Disbursed(Rs.)</td>
<td>0</td>
</tr>
<tr>
<td>Presently having bank loan outstanding amount</td>
<td>0</td>
</tr>
<tr>
<td>Total Grant Received</td>
<td></td>
</tr>
<tr>
<td>Total Interest Received</td>
<td></td>
</tr>
<tr>
<td>Total ALF/cluster loan amount disbursed(Rs.)</td>
<td>0</td>
</tr>
<tr>
<td>Presently having ALF/cluster loan outstanding amount</td>
<td>0</td>
</tr>
<tr>
<td>Other income(If Any)</td>
<td></td>
</tr>
<tr>
<td>Total Receipts of VO</td>
<td>0</td>
</tr>
<tr>
<td>Total amount of internal loan outstanding</td>
<td></td>
</tr>
<tr>
<td>Cash at bank</td>
<td>0</td>
</tr>
<tr>
<td>Cash at ALF/cluster saving account</td>
<td></td>
</tr>
<tr>
<td>Cash in Hand</td>
<td></td>
</tr>
<tr>
<td>Total Interest Paid</td>
<td></td>
</tr>
<tr>
<td>VO Assistant Honorarium(If Any)</td>
<td></td>
</tr>
<tr>
<td>Investments(If Any)</td>
<td></td>
</tr>
<tr>
<td>Other Expenditure(If Any)</td>
<td></td>
</tr>
<tr>
<td>Total Payments of VO</td>
<td>0</td>
</tr>
</tbody>
</table>
CLF manager is used to add new CLF in MIS. CLF Manager having three part All CLF, Add New CLF and Add Monthly report of CLF by using Block ID. CLF manager screen shot is below:-

All CLFs:-
After click on All CLF option all CLF shows in form of list respectively Block. After click on All CLF option below screen shots in appears:-

- Search CLF by Using CLF ID or CLF Name
- Export Data Excel Report by using Check boxes
Add New CLF:-

Firstly open Block id then click on CLF Manager after that drop down menu appears then click on Add New CLF button. After click on Add new CLF button then new window is appeared.

Add New CLF process have three steps. When successfully complete submit of first step after that new step will open.

First part of this process is below:-
Step 1 of CLF Creation Fields details are below:-

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gram Panchayat*</td>
<td>Enter the Name of Gram Panchayat</td>
</tr>
<tr>
<td>CLF Name*</td>
<td>Enter the name of CLF group</td>
</tr>
<tr>
<td>Co-opted*</td>
<td>Enter co-opted Yes/No</td>
</tr>
<tr>
<td>Promoted By*</td>
<td>Internal CRP/External CRP/Active women/RCP</td>
</tr>
<tr>
<td>Date of Formation*</td>
<td>Select date of formation of CLP</td>
</tr>
<tr>
<td>Meeting Frequency*</td>
<td>Weekly/Monthly</td>
</tr>
<tr>
<td>Meeting day*</td>
<td>Select Meeting day</td>
</tr>
<tr>
<td>Registered*</td>
<td>Enter Yes/NO</td>
</tr>
</tbody>
</table>

Bank details of CLF

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having Saving CLF Bank Account*</td>
<td>Select Yes/NO</td>
</tr>
<tr>
<td>Having Saving Project Bank Account*</td>
<td>Select Bank Linkage Yes/NO</td>
</tr>
<tr>
<td>Having Saving Co-Operative Bank Account**</td>
<td>Select Yes/NO</td>
</tr>
<tr>
<td>Having Trained Accountant*</td>
<td>Select Yes/NO/ if Select Yes then Enter name of Accountant</td>
</tr>
<tr>
<td>Status of CLF*</td>
<td>Select Active/Defunct</td>
</tr>
</tbody>
</table>

Note: - Please attention on ‘*’ symbol. This Symbol gives validation signal. We can’t leave it
VO Step-2:-

After click on step-1 of CLF, Second Step is open. CLF step second part image is below:-

Members

<table>
<thead>
<tr>
<th>S.no</th>
<th>Member Name</th>
<th>प्रेमद नामक</th>
<th>वेतन होलांग</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2726009001-DEV NARAYAN VO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2726009002-SHEEI GANESH VO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2726009003-DASHA MAITA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2726009004-MAMA DEVI VO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2726009005-JAI KRISHAN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CLF Office Bearers

<table>
<thead>
<tr>
<th>Position</th>
<th>President</th>
<th>Vice President</th>
<th>Secretary</th>
<th>Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
</tr>
<tr>
<td></td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
</tr>
<tr>
<td></td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
</tr>
<tr>
<td></td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
<td>--Select--</td>
</tr>
</tbody>
</table>

Members
**Members**
Select Members of CLF from list view of VO s. If you want to select more than one VO so you must hold ctrl Key on keyword. Window screenshots are above.

**CLF Office Bearers**

<table>
<thead>
<tr>
<th>Office</th>
<th>Choose VO Name</th>
<th>Choose SHG Name</th>
<th>Choose SHG Member Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President*</td>
<td>Choose VO Name</td>
<td>Choose SHG Name</td>
<td>Choose SHG Member Name</td>
</tr>
<tr>
<td>Secretary*</td>
<td>Choose VO Name</td>
<td>Choose SHG Name</td>
<td>Choose SHG Member Name</td>
</tr>
<tr>
<td>Treasure*</td>
<td>Choose VO Name</td>
<td>Choose SHG Name</td>
<td>Choose SHG Member Name</td>
</tr>
</tbody>
</table>

**Add New CLF Step-3:-**

After click on step-2 of CLF, Third CLF Step is open. CLF step Third part image is below:-

![Add New CLF](image URLs)
<table>
<thead>
<tr>
<th>आर ही के देल मानदेय</th>
<th>खेल पहलू</th>
<th>प्रशिक्षण प्रदान</th>
</tr>
</thead>
<tbody>
<tr>
<td>मा ही कक्षपु</td>
<td>प्रशिक्षण प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
</tr>
<tr>
<td>सहित वार्ता</td>
<td>प्रशिक्षण प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
</tr>
<tr>
<td>चालना वरी</td>
<td>प्रशिक्षण प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
</tr>
<tr>
<td>रेखा से अच्छा प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
</tr>
<tr>
<td>प्रतिबन्ध प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
</tr>
<tr>
<td>केवल प्राच्य बच्चों</td>
<td>प्रशिक्षण प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
</tr>
<tr>
<td>इसरोलए</td>
<td>प्रशिक्षण प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
</tr>
<tr>
<td>भजन</td>
<td>प्रशिक्षण प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
</tr>
<tr>
<td>पुष्कर</td>
<td>प्रशिक्षण प्रदान</td>
<td>प्रशिक्षण प्रदान</td>
</tr>
</tbody>
</table>
Note: - Please attention on ‘∗’symbol. This Symbol gives validation signal. We can’t leave it and click on Submit Button.

Convergence Manager

1. Firstly open cluster Id on RGAVP MIS.
2. After that click on Convergence Manager below window is appeared. Fisrtly select gram panchayat, Village,SHG then Member of SHG after that select scheme of Convergence After that click on pencil Symbol to Add/Edit Information of particular member.
Types of Scheme of Convergence:-

When select of scheme part of convergence manager then drop down menu is appeared. Screen shot are below. Then select Individual Beneficiary work (MGNREGA).

Click on Pencil Symbol to Add/Edit information
After that click on pencil symbol on Convergence manager then new page appeared.

### Convergence Manager

<table>
<thead>
<tr>
<th>SHG Detail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SHG Name</td>
<td>KARNI MATA SHG</td>
</tr>
<tr>
<td>SHG UID</td>
<td>27360110160</td>
</tr>
<tr>
<td>Village Name</td>
<td>बड़ला</td>
</tr>
<tr>
<td>GP Name</td>
<td>बड़ला</td>
</tr>
</tbody>
</table>

**Basic SHG Details automatically appeared.**

### Member Detail

<table>
<thead>
<tr>
<th>Member Name</th>
<th>INDRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father/Husband Name</td>
<td>CHETANLAL</td>
</tr>
<tr>
<td>Social/Category</td>
<td>ST</td>
</tr>
<tr>
<td>Aadhaar</td>
<td>736838308309</td>
</tr>
<tr>
<td>Disability</td>
<td>No</td>
</tr>
<tr>
<td>Religion</td>
<td>Hindu</td>
</tr>
<tr>
<td>BPL/APL</td>
<td>BPL</td>
</tr>
</tbody>
</table>

**Basic SHG member’s details are automatically appeared.**
This part has details of Individual Beneficiary of MGNREGA. In above form first option is Promoting Agency drop down menu. When we click on that a drop down menu is appeared like that

After Enter Job Card no in next field. Then Check box option starts. Click on Check box options Approved by Gram Sabha, From Filled and Technical Section (TS), Date of TS, Submitted to BDO, Enter date of submitted to BDO, Financial Section (FS), and Date of FS.
Then enter total amount (In lakh).

Select types of works. Select multiple check boxes to select multiple works.

Then Select Check boxes of Form 6 Applied, Master Roll, Labour engaged in MR, work start also entered respectively date then click on Save button to save all process.

Note – If you want to add more details then click on Add More Button.
FUND MANAGER:-

If we want to generate AS (administrative sanction), FS (Financial Sanction), FTO (Fund Transfer Order) on MIS should follow these steps:-

First Step:-

Generate AS Firstly so that go through the Cluster ID and click on fund manager.

Three options will appear.

1. All New Proposals used for add new proposal.
2. Submitted Proposals are used for show all proposal in list view format.
3. In Rejected Proposals contains a list where all rejected proposals are shows.
All New Proposals:-

Click on all new proposals then window appear like:-

Proposal Manager

Click on Add New for Add New Proposals

There are not any proposal available to submit. You can add new proposal using ADD new button.
After Click on this button another window is appear like:-

Add Proposal Entry

<table>
<thead>
<tr>
<th>Basic Details of Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Type (RF/CLF)</td>
</tr>
<tr>
<td>Enter Received Date of Proposal</td>
</tr>
<tr>
<td>Select Gram panchayat</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location of CBO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Received Date of Proposal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of CBO and Amount Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Received Date of Proposal</td>
</tr>
</tbody>
</table>
After Select a CBO NAME Below Screen Is appears.
After put amount in amount text box then click on submit Proposal and save. If you want to add more CBO so click on Save and Add more Proposal button.
After Click on Fund manager then click on All New Proposals. Below window is appearing:-

After that process is completed go to the BPM ID.

Generate Administrative Sanction:-

First Step:-
Generate AS Firstly so that go through the BPM ID and click on fund manager. Below drop down is appear:-
Then Click on **Proposals Received From Cluster**.

After that below window is appear.

Proposal Received From PFT

<table>
<thead>
<tr>
<th>#</th>
<th>Gram Panchayat</th>
<th>Village</th>
<th>CBO Name</th>
<th>Fund Source</th>
<th>Submitted Date</th>
<th>Fund Type</th>
<th>CBO Type</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>ASHE MATA SHG TIN</td>
<td>NEJM</td>
<td>11-07-2018</td>
<td>Receiving Fund (RF)</td>
<td>SHG</td>
<td>15000</td>
<td></td>
</tr>
</tbody>
</table>

Then Click on Check box and click on Recommend. After this click on fund manager again and click on **Recommend Proposals**. Below window is appeared:
Recommended Proposals

<table>
<thead>
<tr>
<th>Generate AS</th>
<th>Gram Panchayat</th>
<th>Village</th>
<th>CBO Name</th>
<th>Fund Source</th>
<th>Recommended Date</th>
<th>Fund Type</th>
<th>CBO Type</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>राठी</td>
<td>राठी</td>
<td>अंबरिमाता SHG TIDI</td>
<td>SHG</td>
<td>15-07-2020</td>
<td>RF</td>
<td>SHG</td>
<td>15000</td>
<td></td>
</tr>
</tbody>
</table>

First Step:
Generate FS Firstly so that go through the DPM ID and click on fund manager. Below drop down is appear:

- Click on Generate Sanction Order
- Continue and Save AS Pdf

After that AS pdf page is open screen shot is below:

- Generate FS
- First Step:
- Generate FS Firstly so that go through the DPM ID and click on fund manager. Below drop down is appear:
After click on proposal received from BPM then below window is appear:-

Second Step:-

After above step open Finance manager ID and click on Fund Manager then drop down is appeared.
Click on Proposals Received From DPM button after that below window is appear

Click on Generate FS button

After click on Generate Fs button then FS pdf is opened click on continue and save button to save.
After that FS is successfully generated.

Generate FTO:-
After completed above step opened DPM ID and Click on FS Generated Proposals.

After click on FS Generated Proposals then below window is appear.

Click on check box for generate of RTGS or FTO

After Click on Check box FTO PDF file Generated.
Click on Continue and Save. FTO is generated successfully.

Above all steps are useful for AS,FS,FTO generation.

MCLP Manager:-
Firstly click on MCLP Manager by Using Cluster ID after click on MCLP Manager new window appeared like this:-

![MCLP Manager Window](image)

Note: - When SHG will Eligible for bank loan then SHG automatically appeared on MCLP Manager.

Note: - Search SHG by Using SHG Name/SHG User ID then click on Pencil Symbol to prepare MCLP.

When we click on pencil symbol to respectively SHG then new form is display on screen called to MCLP form.
MCLP Fields Detail:-

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Display Name of SHG candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husband Name</td>
<td>Display the name of Husband/Father Name</td>
</tr>
<tr>
<td>Livelihood Activity</td>
<td>Select One Livelihood Activity using drop down</td>
</tr>
<tr>
<td>Activity Detail</td>
<td>Write Details of Livelihood activity</td>
</tr>
<tr>
<td>Loan Required</td>
<td>Write down total Required Loan Amount</td>
</tr>
<tr>
<td>Member Contribution</td>
<td>Write amount by contributed by Member</td>
</tr>
<tr>
<td>Loan Amount Expected From SHG</td>
<td>Write down loan amount Expected From SHG</td>
</tr>
<tr>
<td>Monthly Income</td>
<td>Write down monthly income of particular member</td>
</tr>
<tr>
<td>Monthly Expenditure</td>
<td>Write down Monthly Expenditure of SHG particular candidate</td>
</tr>
<tr>
<td>Monthly Surplus</td>
<td>Amount of Monthly Surplus</td>
</tr>
</tbody>
</table>
### PIP Manager (Participatory Identification of Poor):

Select PIP Manager by using cluster ID. When click on PIP Manager drop down menu is display. There are two sub menu first one All PIP and another is Add new PIP.

**NOTE:** We add PIP details by using PIP Manager After this Entered Each PIP detail in SHG Members PIP Field. All PIP Data and Each SHGs PIP Data must equal.

<table>
<thead>
<tr>
<th><strong>Total installment</strong></th>
<th>Write Down total number of installment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Principle</strong></td>
<td>Entered Total Principal Amount</td>
</tr>
<tr>
<td><strong>Interest</strong></td>
<td>Entered Interest of Principal Amount</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Display total Amount(Principle + Interest)</td>
</tr>
<tr>
<td><strong>Priority Decide</strong></td>
<td>Decide Priority By using Drop down</td>
</tr>
<tr>
<td><strong>First Time Priority</strong></td>
<td>Select first time priority by using drop down</td>
</tr>
</tbody>
</table>

![PIP Manager Image]
When we click on All PIP Tab. Below window appeared.

Add New PIP:-

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Gram Panchayat</th>
<th>Village</th>
<th>PIP process completed (Y/N)</th>
<th>Total Number of household Identified</th>
<th>Total Number of household mobilized into SHGs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>तुसारी</td>
<td>बाबासागर</td>
<td>Yes</td>
<td>320</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>कालिया</td>
<td>बीसपुर</td>
<td>Yes</td>
<td>253</td>
<td>51</td>
</tr>
<tr>
<td>3</td>
<td>इंदिरा</td>
<td>कालिया का रुका</td>
<td>Yes</td>
<td>474</td>
<td>73</td>
</tr>
<tr>
<td>4</td>
<td>इंदिरा</td>
<td>कालिया</td>
<td>Yes</td>
<td>210</td>
<td>38</td>
</tr>
<tr>
<td>5</td>
<td>खानी</td>
<td>बीसपुर</td>
<td>Yes</td>
<td>210</td>
<td>61</td>
</tr>
<tr>
<td>6</td>
<td>इंदिरा</td>
<td>कालिया का रुका</td>
<td>Yes</td>
<td>413</td>
<td>37</td>
</tr>
<tr>
<td>7</td>
<td>खानी</td>
<td>कालिया</td>
<td>Yes</td>
<td>450</td>
<td>55</td>
</tr>
<tr>
<td>8</td>
<td>यादवजीला</td>
<td>बीसपुर</td>
<td>Yes</td>
<td>221</td>
<td>81</td>
</tr>
<tr>
<td>9</td>
<td>हूमी</td>
<td>हूमी</td>
<td>Yes</td>
<td>320</td>
<td>58</td>
</tr>
<tr>
<td>10</td>
<td>बुधनाराम का गुंडा</td>
<td>कालिया का रुका</td>
<td>Yes</td>
<td>38</td>
<td>33</td>
</tr>
<tr>
<td>11</td>
<td>बुधनाराम का गुंडा</td>
<td>बुधनाराम का गुंडा</td>
<td>Yes</td>
<td>460</td>
<td>77</td>
</tr>
<tr>
<td>12</td>
<td>हूमी</td>
<td>कालिया</td>
<td>Yes</td>
<td>460</td>
<td>81</td>
</tr>
</tbody>
</table>
### Add New PIP

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gram Panchayat</td>
<td>Select Gram Panchayat Name</td>
</tr>
<tr>
<td>Village</td>
<td>Select Village Name</td>
</tr>
<tr>
<td>PIP process completed (Y/N)</td>
<td>Select Yes/NO</td>
</tr>
<tr>
<td>No of poorest of the poor (POP) household identified</td>
<td>Enter value poorest of the poor Household identified</td>
</tr>
<tr>
<td>No of poor household identified</td>
<td>Enter Value poor household identified</td>
</tr>
<tr>
<td>No of non-poor household identified</td>
<td>Enter Value non-poor household identified</td>
</tr>
<tr>
<td>Total no household identified</td>
<td>Total Value automatically arise</td>
</tr>
<tr>
<td>No of household having PWD_members</td>
<td>Enter Value of household having PWD_members</td>
</tr>
</tbody>
</table>

**Field Visit Manager:**

---

54 | P a g e
Select Field Visit Manager by using cluster ID.

1. All Field Visit Reports:-
   When we click on All Field visit report then summarized report appeared.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Reporting Month on</th>
<th>Number Of Days</th>
<th>Field Visit Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>December-2014</td>
<td>10</td>
<td>हिंदी ११/१२/२०१४ की विचारांत मध्य तिथि की गिनती।</td>
</tr>
<tr>
<td>2</td>
<td>February-2015</td>
<td>10</td>
<td>हिंदी ०३/०२/२०१५ को रात्रिवर्ष प्रयात ३५ भुजा हो।</td>
</tr>
<tr>
<td>3</td>
<td>January-2015</td>
<td>10</td>
<td>हिंदी ०८/०२/२०१५ का कार्यकाल समय १३वीं रूपिया।</td>
</tr>
<tr>
<td>4</td>
<td>March-2015</td>
<td>10</td>
<td>०२/०३/२०१५ की काल क्रम में रात्रि स्थापना।</td>
</tr>
<tr>
<td>5</td>
<td>April-2015</td>
<td>10</td>
<td>हिंदी ०६/०४/२०१५ की दिन समय २४वीं रूपिया।</td>
</tr>
<tr>
<td>6</td>
<td>May-2015</td>
<td>11</td>
<td>हिंदी ०२/०५/२०१५ को तारीख छात्र लिखने विनियम।</td>
</tr>
<tr>
<td>7</td>
<td>June-2015</td>
<td>10</td>
<td>१ रात्रि स्थापना १३/०६/२०१५ परिवार।</td>
</tr>
<tr>
<td>8</td>
<td>July-2015</td>
<td>11</td>
<td>हिंदी ०२/०७/२०१५ की तारीख प्रविष्टा विनियम ०५/०७/२०१५।</td>
</tr>
<tr>
<td>9</td>
<td>August-2015</td>
<td>10</td>
<td>०४/०८/२०१५ दस्तावेज ०५/०८/२०१५ लिखा ०६/०८/२०१५ मासिक के अंत १९/०८/२०१५।</td>
</tr>
<tr>
<td>10</td>
<td>October-2017</td>
<td>0</td>
<td>Field visit 20</td>
</tr>
</tbody>
</table>

2. Add New field Visit Report:-

<table>
<thead>
<tr>
<th>Reporting Month</th>
<th>Select Reporting Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Night Stay Days</td>
<td>Select Number of Night Stay Days</td>
</tr>
<tr>
<td>Field Visit Report</td>
<td>Select Report Language Hindi/English And Write down words.</td>
</tr>
</tbody>
</table>
SHG Directories Manager:-

By using Cluster id you may search details of SHG members. Screenshot are below:

Note:- Select Gram Panchayat/Village/Directory cat1/Directory Cat2 then Click on Search After a report display.
Master Manager:

This is part of District ID/DPM ID. In this module we maintain Physical Location Related part. When click on master manager then drop down menu is appeared.

1. All Village:-

It contains all villages list of respectively District. We Can Export All Village List in Excel form.
2. All Cluster

It contains all cluster list of respectively District. We Can Export All clusters List in Excel form.

![Cluster Manager](image)

A) **Add New Cluster:-**

To add new cluster, click on the Add new button. After click on add new button then new window appeared like below. Write down name of you cluster in first field. Second field is district name then select block name of you want to add new cluster. Select gram panchayat name Available to Selected zone and click submit button.

Note: - you can choose GP one by one using ‘>’ symbol.
Select all GP by using ‘>>’ symbol.
Remove selected GP one by one using ‘<’ symbol.
Remove all GP by using ‘<<’ symbol.
Note:- Press control key and then select multiple GPs.
3. All Location:-

It contains all Location list of respectively District. We can export all locations list in Excel form.
A) Add New Location:-

To add new location, click on the Add new button. After click on add new button then new window appeared like below. Write down name of you location in first field. Second field is district name then select block name of you want to add new location. Select cluster name of you want to add new location. Select gram panchayat name Available to Selected zone and automatically villages lists appeared in village available and selected using below symbol and click submit button.

Note: - you can choose GP one by one using ‘>’ symbol.
Select all GP by using ‘>>’ symbol.
Remove selected GP one by one using ‘<’ symbol.
Remove all GP by using ‘<<’ symbol.
Note:- Press control key and then select multiple GPs.
4. All Bank Branches:-

To view all list of bank branches particular block and district.
A). Add New Bank Branch:-

To add new bank branch in particular block. Firstly click on add new button.

Firstly select bank name from drop down menus then write down newly branch name after write on IFSC code of bank branch. At last entered NRLM code of Bank branch and submitted it.

Note:- You may get NRLM code of Bank from www.nrlm.gov.in websites.

5. Manage GP and Village:-

It is part of master manager. In this part we can Add, Modify gram panchayats, villages in particular cluster and blocks.
Select block name and gram panchayat name then list appear related villages. You can easily manage GP and Village. If you want to add new village, click on Add Village button then write down new village name then submit.

**Note:- After Add Village, request will go to super admin. If admin approved it GP and village added successfully.**

**User Manager:-**

This is used to create new login system for new cluster. In short it is used for create login Credential for new user.

1) All User

New window open when click on all user tab in drop down.
2) Add New User :-

This is used to create new login system for new cluster. To create new user click on add new user. Fill up information carefully and click on submit.
## Add New User

<table>
<thead>
<tr>
<th>Membership Type *</th>
<th>Select Membership Type District, Block, cluster In charge, Area co-coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name *</td>
<td>Enter Name of person</td>
</tr>
<tr>
<td>Email *</td>
<td>Enter ID uses for user ID</td>
</tr>
<tr>
<td>Password *</td>
<td>Enter valid password</td>
</tr>
<tr>
<td>Mobile Number *</td>
<td>Enter Valid Mobile number</td>
</tr>
<tr>
<td>Status *</td>
<td>Select status active/Inactive</td>
</tr>
</tbody>
</table>

### Cluster Allocation Manager:

This is used for allocate cluster as a nodal. This is used to divide cluster to special person as nodal.
1) All Cluster Allotment:

It contains all details related to allocated cluster.

2) Allot Cluster:

This is used to allot new cluster as a nodal officer. After click on Allot cluster new window is appeared. After click on add new button then new window appeared like below. Write down name of Nodal
Manager in first field. Second field is district name then select block name of you want to add new cluster. Select gram panchayat name Available to Selected zone and click submit button.

Note: - you can choose GP one by one using ‘>’ symbol.
Select all GP by using ‘>>’ symbol.
Remove selected GP one by one using ‘<’ symbol.
Remove all GP by using ‘<<’ symbol.

Note:- Press control key and then select multiple GPs.

**Target Manager:-**

This is used to set target block wise yearly. We can also view all target block wise yearly.
1) **All Target:-**
   When we click on all target button then new window appeared and display all target of district.

2) **Add Target:-**
   This is used for add new target yearly block wise and category wise.
3) View target:

This is used to view all target block wise and theme wise. We can export all target theme wise yearly basis.
Add Monthly Achievement:-

This is used for monthly progress report of district project management unit (DPMU). This MPR contains two part details Finance & HR and Field visit of DPM.

Select Month of MPR

Enter Finance data and Achievement.

Enter Values in Percentage (%)
Community Cadre:-

Community Cadre module contains Cadre profile information. By using Cluster Id we can entered three types of Cadre Book Keeper, Active women, VoA and rest profile information submitted by using DRC ID.

Note:- If Cadre Name not shows in SHG Name list it means these shg member already cadre.

Search Already Cadre:-

By using it you can search Cadre

a) Cadre Name: - Search by Name of SHG Member.
b) Aadhar No: - By using Aadhar Name
c) Primary Group of Cadres: - Select Type group of Cadre Like: - IB/CB, Livelihood, Skill etc.
d) Select District Name
e) Select Gram Panchayat Name
f) Select Village Name
g) Select SHG Name

Add New Cadre: -

Click on Add new button to Add new Cadre.
### Add new cadre profile

**District**
- [Select] ▼

**Gram Panchayat**
- [Select] ▼

**Having Membership in Any SHG**
- [Select] ▼

**Block**
- [Select] ▼

**Cluster**
- [Select] ▼

**Locations**
- [Select] ▼

**Upload Photo (Max Size 500KB)**
- [Choose File]

### Cadre Name

**Father/Husband Name**

**Date Of Birth**

**Marital Status**
- [Married] □
- [UnMarried] □

**Address**

**Gender**
- [Male] □
- [Female] □
- [Trans] □

### Bank Name
- [Select] ▼

**Bank Branch**
- [Select] ▼

**Account Number**

**Education**
- [Select] ▼

**Social Category**
- [Select] ▼

**Religion**
- [Select] ▼

**Vulnerable Category**
- [Select] ▼

**Cadre Groups**

**Primary Group of Cadre**
- [Select] ▼

**Mobile**

**Aadhar Card No.**

**Add More**
Youth Training Manager:

After Click on Add New button above form is appeared :-

a) District- Select District Name

b) Select Block, Cluster, Location Name

c) Select Gram Panchayat and Village Name

d) Select SHG Member YES/NO

E) Select SHG Name, Member Name when we click on member name automatically all information appeared.

f) Upload Cadre Photo

g) Aadhar information must be verified.

h) Select Add New then Select primary Cadre type, select cadre, Joining date, Active

I) Select Grading like A, B, C, D

J) Check dormant option
k) Click on Submit

A) ALL YOUTH TRAINED

B) ADD NEW YOUTH TRAINED

C) COMPLETION AND FOLLOW UP

**Cluster Dashboard**

(1) ALL YOUTH TRAINED
1. If you first click on the Youth Training Manager then you will see All Youth Trained. The information in the new Youth’s made by you will be seen. In which Serial No, Gram Panchayat, Village, Youth Name, Youth Gender, Youth Education, Mobile Number, Trained, Action.

2. You can find the help of Search button Particular Youth in which you have to enter the name of Youth Name and Village Name.

3. You can edit the form with the help of action button and you can download the details of the Youth with the help of Export button and convert it to Excel Sheet.

(2) ADD NEW YOUTH TRAINED

- First Click Add New Youth Trained and enter the new Youth Data in Mis. No change can be made to the filled in information

**Fill the Youth Trained Form Step By Step.**
1. Select Gram panchayat
2. Select Village
3. Select Are you SHG member/from SHG household's (Yes/No)
4. Select Name of SHG
5. Select SHG Member
6. Youth mobilised by whom (KVS – Koushal Vikash Sakhi/Other)
7. Choose Relation of youth with SHG member? If you choose yes, then you have to choose what the relation with the SHG member is. (Choose Relation type)
8. Fill Name or youth
9. Choose Gender (Male/Female)
10. Fill Age
11. Photograph of youth (choose file and upload photo)
12. Fill Father’s/Husband Name
13. Fill Address
14. Fill Actual Mobile Number
15. Fill Phone Number
16. Fill Pin code Number
17. Fill Aadhar Card No. Youth
18. Choose BPL/APL
19. Social Category
   - (ST/SC/OBC/GEN/ असाधारण प्रजासत्ताक/ PWD/विशेष जरूरत कार्यकर्ता/ अन्य अनौपचारिक)
20. Select Education of youth
   - (Litrate/Primary/Middle/Secondary/Sr. Secondary/Graduation/ Post Graduation/PHD)
21. Select Family Income
   - (Less than 2000 Month / 2001 to 5000 / 5001 to 10000 / 10001 to up)
22. Select Family Occupation
   - (Labour / Agriculture and animal husbandry / (Shop/Business) / Govt Employee / Non Govt Employee)
23. Select Preferred course of youth-1
24. Course One Sub Category
25. Select Preferred course of youth-2
26. Course One Sub Category
27. Reason for choosing this training
28. Enrolled in training? Yes or not? (If you choose Yes Fill About Information)
   - Select Training Start Date
   - Training partner
     - RSLDC
     - RSETI
     - Other’s
     - CIPET
   - Select Schemes
     - ELSTP
     - RSTP
     - DDUGKY
     - PMKVKY
   - Select Type of course enrolment/ Name of course enrolled
     - Choose Training Name Sub Category
   - Select Completed Training (Yes/No)
   - Fill Training completion date
   - Are you placed or not? (Yes/No)
   - Select Presently Working (Yes/No)
29. After filling the all entire data, you have to save the data by clicking on the submit button.
(3) COMPLETION AND FOLLOW UP

If you first click on the COMPLETION AND FOLLOW UP then you will see All Youth Trained Details. The information in the new Youth’s made by you will be seen. In which Serial No, Mobile No, SHG Name, Training Type, Start Date, End Date, Action.
2. With the help of action button you can follow Up the youth.

3. Click Add Button and fill Follow up details.
4. Select the date of complete training of Youth in this field.
5. Youth is working after training or does business herself.
6. Then you have to submit.
LIVELIHOOD MANGER:-

In this manual we describe the how to create Livelihood group in MIS Portal . Below chart describe necessity field and attributes of Livelihood.

**Note**: - In the MIS portal, New Livelihood group enter by using only **Cluster Id**. BPM and DPM only monitoring the Livelihood Group and members Details.

Firstly, Open Cluster Id and Click on **Livelihood Manager** on MIS.

![Livelihood Manager](image)

1) Livelihood Clusters:-

When we click on livelihood cluster for enter new livelihood group. Screen shot is below:-
Add New Group:

To Search All Livelihood Groups
To ADD NEW Livelihood Groups
For Search Groups By Name
For Edit Livelihood Groups
View details of members
For Add Members Livelihood Groups

Add a new group
2) MKSP:-

When we click on MKSP cluster for enter new MKSP groups and members. Screen shot is below:-
Add New Group of MKSP:

<table>
<thead>
<tr>
<th><strong>Gram Panchayat</strong>*</th>
<th>Enter the Name of Gram Panchayat</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Village Name</strong>*</td>
<td>Enter the Name of Village</td>
</tr>
<tr>
<td><strong>SHG Name</strong>*</td>
<td>Enter the name of SHG</td>
</tr>
<tr>
<td><strong>Type of SHG Group</strong>*</td>
<td>Enter co-opted Yes/No</td>
</tr>
<tr>
<td><strong>Date of SHG Formation</strong></td>
<td>Weekly/Monthly</td>
</tr>
<tr>
<td><strong>Meeting day</strong>*</td>
<td>Select Meeting day</td>
</tr>
<tr>
<td><strong>Status</strong>*</td>
<td>Enter Active/Dormant</td>
</tr>
</tbody>
</table>
3. MEC GROUP (Micro Enterprise Consultant) :-

In this manual we describe the how to create MEC group in MIS Portal. See the below basis necessity of MEC . Below chart describe necessity field and attributes of MEC.

Note: - In the MIS portal, New MEC enter by using only Cluster Id. BPM and DPM only monitoring the MEC Group and members Details.

Firstly, Open Cluster Id and Click on Livelihood Manager on MIS.

LIVELIHOOD MANGER:-
D) MEC Group

C) Create MEC Group :-

When we click MEC Group in Livelihood Manager, we got a list of all MEC Group entered respective Cluster. We can perform some operations on this page.

4) First you will see the new MEC group created by you.
5) Add new ME Group.
Screen shots are below:-

A.1) All ME detail in Livelihood Manager

D) Add New ME Group:-

We can add new ME Group by using Cluster ID. After successfully login cluster id click on Livelihood Manager then drop down list opened then click on MEC Group. Then new page is open.
In this page three steps are shows details are below:-

2) Step 1:-

In Step 1 Filled up ME Group information and Members details information.

Note 1:-
You have Select Block Name.
You have fill Group Name.
You have select MEC Name.
Note 2:-
ME Id is generated automatically. User can’t edit it. Basic Member detail will edit easily in future.

Note 3:-
ME group is freeze after 24 hours after this you can’t we delete whole ME group but you can edit members detail any time.

Step 1 window screen shots are below:-
Step 1 of MEC Creation Fields details are below:-

<table>
<thead>
<tr>
<th>Block Name</th>
<th>Select the Name of Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Name</td>
<td>Enter the Name of Group Name</td>
</tr>
<tr>
<td>MEC Name</td>
<td>Select the Name of MEC</td>
</tr>
<tr>
<td>Submit</td>
<td>Fill All Information and then Click Submit Button.</td>
</tr>
</tbody>
</table>

4. **ME (Micro Enterprise Consultants) :-**

In this manual we describe the how to create ME in MIS Portal. See the below basis necessity of ME. Below chart describe necessity field and attributes of ME.

**Note:** - In the MIS portal, New ME enter by using only **Cluster Id**. BPM and DPM only monitoring the ME and members Details.

Firstly, Open Cluster Id and Click on **Livelihood Manager** on MIS.

**LIVELIHOOD MANGER:-**

A) **ME (Micro Enterprise)**

1. **ME :-**
When we click ME in Livelihood Manager, we got a list of all ME entered respective Cluster. We can perform some operations on this page.

A. First you will see the All new ME created by you.  
B. Add new ME Group.

Screen shots are below:-

A.1) All ME detail in Livelihood Manager
B. Add New ME Group:-

We can add new ME Group by using **Cluster ID.** After successfully login cluster id click on Livelihood Manager then drop down list opened then click on MEC Group. Then new page is open.
In this page **some steps** are shows details are below:-

Step 1:-

In Step 1 Filled up ME Group information and Members details information. Click Add New ME.

**Note 1:-**
ME Id is generated automatically. User can’t edit it. Basic Member detail will edit easily in future.

**Note 2:-**
ME group is freeze after 24 hours after this you can’t we delete whole ME group but you can edit members detail any time.

Step 1 window screen shots are below:-
Step 1 of ME Creation Fields details are below:-

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gram Panchayat Name</td>
<td>Select the Name of Block</td>
</tr>
<tr>
<td>Village Name</td>
<td>Select the Name of Village</td>
</tr>
<tr>
<td>SHG Name</td>
<td>Select the Name of SHG</td>
</tr>
<tr>
<td>Member Name</td>
<td>Select the Name of Member</td>
</tr>
<tr>
<td>Phone No.</td>
<td>Enter the Mobile Number</td>
</tr>
<tr>
<td>Enterprise Owner</td>
<td>Select the Enterprise Owner</td>
</tr>
<tr>
<td>Income Before Business</td>
<td>Enter Income Before Business</td>
</tr>
<tr>
<td>Business Start Date</td>
<td>Enter Business Start Date</td>
</tr>
<tr>
<td>Enterprise Name</td>
<td>Enter Enterprise Name</td>
</tr>
<tr>
<td>Initial investment amount (in Rs.)</td>
<td>Enter investment Amount (in Rs.)</td>
</tr>
<tr>
<td>Source of capital (click with control to select)</td>
<td>Enter Source of capital</td>
</tr>
<tr>
<td>Supporting MEC Group</td>
<td>Select Supporting MEC Group</td>
</tr>
<tr>
<td>Business plan</td>
<td>Select Yes /No</td>
</tr>
<tr>
<td>Earning (in Rs) - from MPR</td>
<td>Enter Earning Rs.</td>
</tr>
<tr>
<td>Business Type</td>
<td>Select Business Type</td>
</tr>
<tr>
<td>Business Category</td>
<td>Select Business Category</td>
</tr>
<tr>
<td>Submit</td>
<td>All Information Fill Then Click Submit Button.</td>
</tr>
</tbody>
</table>
Abbreviation

- AS...........Administrative Sanction
- AW..........Active Women
- BPM.......Cluster Level Manager
- CB........Capacity Building
- CLF........Cluster Level Federation
- CPM.......Cluster Program Manager
- CRP.........Community Resource Person
- DPM.......District Project Manager
- DPMU.....District Project Management unit
- DRC.......District Resource Cell
- FTO.........Fund Transfer order
- IB..........Institution Building
- KS..........Krishi Sakhi
- KVS........Kausal Vikas Sakhi
- MCLP......Micro Credit Livelihood Plan
- ME........Micro Enterprise
- MEC.......Micro Enterprises Consultant
- MI.........Management Information System
- MKSP......Mahila Kisan Sashaktikaran Pariyojana
- MPR.......Monthly Progress report
- NRLM......National Rural Livelihood Project
- PI.........Participatory Identification of Poor
- PS..........Pashu Sakhi
- RBK.......Resource Book keeper
- RRLP......Rajasthan Rural Livelihood Project
- SB.........Saving Bank
- SHG.......Self Help Group
- VR.........Vulnerable Reduction Fund
- VO.........Village Organization
Thanks