

## **SOP for Gram Swaraj Website** **(gramswarajabhiyan.nic.in / [gsa.nic.in](http://gsa.nic.in))**

**The portal is intended to facilitate the stakeholders (citizen and officials) for information access and collation of activities being carried out at various levels of execution e.g. State/ District/ Block/ GP and Ministries/ Department. IEC material and communication issued for program implementation could also be accessed at this portal.**

**In addition to this a mobile App "GSA 18" has also been developed and its beta version is available for testing at Google Play store this would help in capturing of geo tagged Photo/ Video of the activities being carried out in the field during the campaign. The Login credentials for the authorized users would be common among Web and Mobile App.**

### **A. User Management for 7 Saturation based schemes:**

- 1. PM Ujjawala Yojana (Ujjawala)**
- 2. PM Sahaj Bijli Har Ghar Yojna (Saubhagya)**
- 3. Ujala Scheme**
- 4. PM Jan Dhan Yojana**
- 5. PM Jeevan Jyoti Beema Yojana**
- 6. PM Suraksha Beema Yojana**
- 7. Mission Indradhanush**

- Central PMU team will create and provide user credentials for coordinating ministries, one for each ministry, with user name as Mobile number of the Nodal officer designated by the Ministry
- Central PMU team will create and provide user credentials for State Nodal Officers, one for each state for schemes namely Ujjawala, Saubhagya, Ujala, Mission Indradhanush and one for all 3 schemes of DFS. In turn State Nodal Officer thus created will create district wise users for respective schemes. An interface to create user in down line would be provided in State Nodal Officer's login.

**For any User-ID password related assistance, please contact 1800-11-6446 or [gsa.2018@nic.in](mailto:gsa.2018@nic.in)**

- If user forgets his user credential, it can be recovered using “Forget Password” option available of website.
- All Users will get Password through SMS.

### **Role Management:**

#### **1100+ Charge Officers:**

- Uploading pictures/ videos during campaign

#### **State Nodal Officers (7 Schemes) :**

- Creating user credentials for users in districts and blocks
- Setting up of targets for the saturation of seven schemes in villages
- Moderation and approval of photographs of campaigns uploaded by citizens and other users, upon approval by the State Nodal officers these images/ videos to be published on website

#### **District Nodal Officers (7 Schemes):**

- Creation of user credentials for users in districts and blocks
- Setting up of targets for the saturation of seven schemes in villages
- Data entry of performance of seven schemes in villages

### **B. User Management for 8 Days Monitoring:**

1. **Ambedkar Jayanti - 14th April**
2. **Swachh Bharat Parv - 18th April**
3. **Ujjawala Panchayat - 20th April**
4. **Panchayati Raj Divas - 24th April**
5. **Gram Shakti Abhiyan - 28th April**
6. **Ayushman Bharat Abhiyan - 30th April**
7. **Kisan Kalyan Karyashala - 2nd May**
8. **Aajeevika and Kaushal Vikas Mela - 5th May**

- Central PMU team will create and provide user credentials for coordinating ministries, one for each ministry/department namely (MoSJE, MoDWS, MoPNG, MoPR, MoRD, MoPower, MoAgFW, MoRD & MoSDE)

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- Central PMU team will create and provide user credentials for State Nodal Officers, one for each state. State MIS Nodal Officer for PMAYG scheme in State shall be made Nodal officer for the GSA. In turn State Nodal Officer thus created will create district wise users who could be District Nodal Officer for PMAYG or any other District level agency/ officials, whom State deems fit for Collection of data.
- District level agency would create users for Block level users, who could be Block Development Officer
- All user credentials will be shared through SMS
- If user forgets his user credential, it can be recovered using "Forget Password" option available of website. User will get Password on SMS.

### **Role Management:**

#### **1100+ Charge Officers:**

- Uploading pictures/ videos during campaign
- Filling and uploading their visit report(s)

#### ***State Nodal Officers :***

- Creating user credentials for users in districts and blocks, an interface would be available in their login
- Moderation and approval of photographs of campaigns uploaded by citizens and other users, upon approval by the State Nodal Officer these to be published on website

#### ***District Nodal Officers :***

- Creation of user credentials for users in districts and blocks
- Data entry of activities carried out at District/ Block/ GP levels

#### ***Block Nodal Officers :***

- Data entry of activities carried out at Block/ GP levels

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