Process Flow of BLC/DLC/SPPAC(SLC):

Process Flow of BLC User:-

Panchayats have to login at http://panchayataward.gov.in/ with appropriate login credentials of BLC.
(A) Subjective & Quantitative Assessment:

1. BLC user has to click on **Subjective & Quantitative Assessment→   Add**

2. After click on above tab, BLC user has to select Award Type (PSP/RGGSP/MGNREGS)

3. Then system will display theme wise list of panchayats which have frozen their answer:-

a) First list of Panchayats will be For General Theme in PSP. (Which is compulsory for all Panchayats)

b) Second list of Panchayats will be for all other themes just below the General Theme Lists in lower portion. (if any panchayat apply for Thematic)

4. Higher tier committee User has to click on the hyper link name of Panchayat to start "Subjective & Quantitative Assessment" then whole answered questionnaire for selected theme will be open in a new window with all questions.

5. In this assessment of lower tier panchayat questionnaire in the beginning

a. For quantitative type questions:- In Auto Marks Column, marks calculated by the system after freezing will be shown for respective question.

b. For Subjective type questions:- In Auto Marks Column, N.A. will be shown.

6. Then to BLC user, click on **'Give Your Assessment'** link against particular question to open answer of panchayat in a new pop up window . BLC user can change the answer option as per the assessment. Now the corresponding marks will be changed & it will be reflected in BLC Marks column.

7. This process need to repeated for each and every question and then BLC user have to save their assessment for particular panchayats

8. For subjective type of question, BLC user have to give marks , otherwise zero marks would be taken by default in BLC marks column.

9. **If no assessment is required for quantitative questions** :

In this case BLC users can simply open the list of panchayat and need to asses s only **subjective question** and click on **Save** button, then the auto marks given by system and subjective question marks given by the BLC users would be taken for consideration.

Modification of assessment:

The BLC users can change the assessment through **Subjective & Quantitative Assessment** →**Manage**→**Modify.** The earlier assessment would be available on click of Panchayat Name and repeat the step 5 to 9 above.

Freeze the Assessment:

If BLC user is satisfied with the assessment, then user have to click on Freeze option
(Subjective & Quantitative Assessment→Manage→Freeze)

(B) Panchayat Recommendation:

If BLC user have frozen their assessment of Panchayats than only BLC user can start the **Panchayats Recommendation**, to recommend the selected panchayat to next level (DLC).

Add Panchayat Recommendation:-

1. BLC user has to click on **Panchayat Recommendation→Add**

For each type of awards recommendation will be evaluated on the basis of assessment/marks given by BLC in **Subjective & Quantitative Assessment**.

2. BLC user can select the in the combo box: Award type (PSP/RGGSP/MGNREGS).
System will be show only those panchayat whose subjective & Quantitative assessment has been frozen using **Subjective & Quantitative Assessment.**

3. By default BLC user will see the panchayat who have attempted **General+ Thematic** (Any) in the upper grid in the order of sum of marks[General + Thematic]
In General + Thematic table, theme name in which panchayat have got the maximum marks would be shown along with General Theme in front of each Panchayat Name.
Important: If any BLC is not willing to recommend any of the panchayat in General+Thematic list/grid , then BLC user have to select a checkbox displayed in the bottom of the General+theme grid, Now in this case these panchayat would be shown in General theme and can directly recommend the panchayat in General Theme by BLC .

4. If there are more than one theme having equal maximum marks out of Maximum 20 marks then all such themes will be shown in front of the particular Panchayat .

In that case BLC user has an option to choose any one of theme for recommendation.

5. BLC User has to recommend the panchayat by clicking on Radio/Check button in descending order of BLC marks for each type of Award and then BLC user has to save their recommendation.

6**. For PSP award :-** First BLC user has to complete the recommendation (Save & Freeze) for General + Thematic than only they can start the recommendation for General.

View of Panchayat Recommendation:
The BLC users can view the recommended panchayat through **Panchayat Recommendation→Manage→View.**
Modification of Panchayat Recommendation:
The BLC users can change the recommended panchayat through **Panchayat Recommendation→Manage →Modify.**
In Modify the earlier selected panchayat can be deselected as per the need.
Freeze the Panchayat Recommendation:
The BLC users can freeze the list of recommended panchayats via click through

Panchayat Recommendation→Manage→Freeze.

Process Flow of DLC User:-
Panchayats have to login at http://panchayataward.gov.in/ with appropriate login credentials of DLC.
(A) Subjective & Quantitative Assessment:

10. DLC user has to click on **Subjective & Quantitative Assessment→   Add**

11. After click on above tab, DLC user has to select Award Type (PSP/RGGSP/MGNREGS)
12. Then system will display theme wise list of panchayats **(GP recommended by BLC and Block Panchayat which have frozen their answer**):-

c) First list of BP & GP Panchayats will be For General Theme in PSP. (Which is compulsory for all Panchayats)

d) Second list of Panchayats will be for all other themes just below the General Theme Lists in lower portion. (if any panchayat apply for Thematic)

13. Higher tier committee User has to click on the hyper link name of Panchayat to start "Subjective & Quantitative Assessment" then whole answered questionnaire for selected theme will be open in a new window with all questions.

14. In this assessment of lower tier panchayat questionnaire in the beginning

a. For quantitative type questions:- In Auto Marks Column(In case of BP), marks calculated by the system after freezing , will be shown for respective question. And in case of GP recommended by BLC, the BLC marks column would be also shown.

b. For Subjective type questions:- In Auto Marks Column, N.A. will be shown for BP and for GP the marks given by BLC will be displayed, in BLC column.

15. Then DLC user, click on **'Give Your Assessment'** link against particular question to open answer of panchayat in a new pop up window . All previous assessment of BLC would be visible to DLC user. DLC user can change the answer option as per the assessment. Now the corresponding marks will be changed & it will be reflected in DLC Marks column for both BP and GP.

16. This process need to repeated for each and every question and then DLC user have to save their assessment for particular (GP& BP)panchayats .

17. For subjective type of question, DLC user have to give marks , otherwise zero marks would be taken by default in DLC marks column(For BP) and For GP the marks given by BLC will be reflected in DLC column.

18. **If no assessment is required for quantitative questions** :

In this case DLC users can simply open the list of panchayat and need to asses s only **subjective question** and click on **Save** button, then the auto marks given by system(For BP) and subjective question marks given by the DLC users would be taken for consideration.
Modification of assessment:
The DLC users can change the assessment through **Subjective & Quantitative Assessment →Manage→Modify.** The earlier assessment would be available on click of Panchayat Name and repeat the step 10 to 17 above.
Freeze the Assessment :
If DLC user is satisfied with the assessment, then user have to click on Freeze option
(Subjective & Quantitative Assessment→Manage→Freeze)

(B) Panchayat Recommendation:
If DLC user have frozen their assessment of Panchayats than only DLC user can start the **Panchayats Recommendation**, to recommend the selected panchayat to next level(SLC).
Add Panchayat Recommendation:-
1. DLC user has to click on **Panchayat Recommendation→Add**
For each type of awards recommendation will be evaluated on the basis of assessment/marks given by DLC in **Subjective & Quantitative Assessment**.

2. DLC user can select the in the combo box: Award type (PSP/RGGSP/MGNREGS).
System will be show only those panchayat (BP and GP) whose subjective & Quantitative assessment has been frozen using **Subjective & Quantitative Assessment .**

3. By default DLC user will see the panchayat who have attempted **General+ Thematic** (Any) in the upper grid in the order of sum of marks[General + Thematic]
In General + Thematic table, theme name in which panchayat (if BP adopted theme) have got the maximum marks would be shown along with General Theme in front of each Panchayat Name.

Important:If any DLC is not willing to recommend any of the panchayat (either BP or GP or both) in General+Thematic list/grid , then DLC user have to select a checkbox displayed in the bottom of the General+theme grid, Now in this case these panchayat would be shown in General theme and can directly recommend the panchayat in General Theme by DLC .

4. If there are more than one theme having equal maximum marks out of Maximum 20 marks then all such themes will be shown in front of the particular Block Panchayat . In that case DLC user has an option to choose any one of theme for recommendation.

5. DLC User has to recommend the panchayat by clicking on Radio/Check button in descending order of DLC marks for each type of Award and then DLC user has to save their recommendation.

6**. For PSP award type:-** First DLC user has to complete the recommendation (Save & Freeze) for General + Thematic than only they can start the recommendation for General.
View of Panchayat Recommendation:
The DLC users can view the recommended panchayat through **Panchayat Recommendation→ Manage→View.**

Modification of Panchayat Recommendation:
The DLC users can change the recommended panchayat through **Panchayat Recommendation→Manage→Modify.**

In Modify the earlier selected panchayat can be deselected as per the need.

Freeze the Panchayat Recommendation:
The DLC users can freeze the list of recommended panchayats by click through
Panchayat Recommendation →Manage→Freeze.

Process Flow of SLC(SPPAC) User:-

Panchayats have to login at http://panchayataward.gov.in/ with appropriate login credentials of SLC.
(A) Process Flow of State Level Field Verification and Panchayat Recommendation by State Urgent Condition (Recommendation to FVT): SLC must have frozen the details of lower tier panchayats before starting
FVT tasks.
1. SLC user has to login at http://panchayataward.gov.in with appropriate login credential.

2. SLC user fill & save the details of Team Members through click on **Team Member→Add.**

3. SLC user can manage (view/modify/delete) the details of Team members via click on **Team Member→Manage**

4. Once team members details have been saved successfully then SLC user create teams via **click on Team→Add**

5. In this SLC user fill the details of team like Team Title, Name of the head of team, details of team members.

(Note:- At least two members should be in a Team. SLC user can create more than one team in state as per its requirement also common members in multiple teams can't do FVT in same time)

6. SLC user can manage (view/modify/delete) the details of Team via click on **Team →Manage .**
a. Also in this option SLC user can create the user for each 'Field Verification Team' .

b. Recommendation to FVT : After creating the user the panchayat which have been reached at SLC, either after recommendation of DLC or by freezing of panchayat itself depending upon the workflow.
In this option the panchayat of various level DP/BP/GP would be displayed , as existed under particular selected award type **PSP/RGGS/MGNREGS**.
The a list of all panchayats recommended by DLC would be displayed row wise.
SLC user have to click on select option of respective panchayat to be recommended for FVT and click on **Save** button to save the details

7. Once FVT users have been created, SLC user has to allocated the recommended panchayats(By SLC) to FVT teams
a. Click on Team Allocation→Add →Select Award Type →Select Team,

b. Then SLC user allocate the ZP/IP/VPs for this particular team to complete the FVT. The panchayat in right side grid (>>) would be allocated Panchayat

c. Note:- SLC user allocate the panchayats for each & every team by repeating the above process i.e. 7.a & 7.b

8. SLC user can manage (view/modify/delete) the details of Team Allocation for each team via click on **Team Allocation →Manage option.**

9. After successfully team allocation, FVT user has to login at http://panchayataward.gov.in/ with appropriate login credential.

10. FVT user has to click **Field Visit →   Add →Select Award Type**
a. List of allocated panchayats for this particular award type are shown with the marks details of all previous Assessments.

b. FVT user has to click on option 'Remarks **for Question'** against each panchayat then answered questionnaire of particular award type would be open against respective Panchayat.

(B) Subjective & Quantitative Assessment:

11. SLC user has to click on **Subjective & Quantitative Assessment→ Add**

12. After click on above tab, SLC user has to select Award Type (PSP/RGGSP/MGNREGS)
13. Then system will display theme wise list of panchayats **(GP/BP recommended by DLC and Zilla Panchayat which have frozen their answer)**:-

e) First list of ZP,BP & GP Panchayats will be For General Theme in PSP. (Which is compulsory for all Panchayats)

f) Second list of Panchayats will be for all other themes just below the General Theme Lists in lower portion. (if any panchayat apply for Thematic)

14. Higher tier committee User has to click on the hyper link name of Panchayat(for all level) to start "Subjective & Quantitative Assessment" then whole answered questionnaire for selected theme will be open in a new window with all questions.

15. In this assessment of lower tier panchayat questionnaire in the beginning

a. For quantitative type questions:- In Auto Marks Column(In case of ZP), marks calculated by the system after freezing , will be shown for respective question. And in case of BP& GP recommended by DLC, the DLC marks column would be also shown.

b. For Subjective type questions:- In Auto Marks Column, N.A. will be shown for DP and for BP/GP the marks given by DLC will be displayed, in DLC Marks column.

16. Then SLC user, click on **'Give Your Assessment'** link against particular question to open answer of panchayat in a new pop up window . All previous assessment of BLC/DLC would be visible to SLC user. SLC user can change the answer option as per the assessment. Now the corresponding marks will be changed & it will be reflected in SLC Marks column for all three level (ZP,BP,GP).

17. This process need to repeated for each and every question and then SLC user have to save their assessment for particular (ZP,GP& BP)panchayats .

18. For subjective type of question, SLC user have to give marks , otherwise zero marks would be taken by default in SLC marks column(For ZP) and For BP& GP the marks given by DLC will be reflected in SLC marks column.

19. **If no assessment is required for quantitative questions** :

In this case SLC users can simply open the list of all lower tier panchayat and need to asses s only **subjective question** and click on **Save** button, then the auto marks given by system(For ZP) and subjective question the marks given by the SLC users would be taken for consideration.
Modification of assessment:
The SLC users can change the assessment through **Subjective & Quantitative Assessment→Manage→Modify.** The earlier assessment would be available on click of Panchayat Name and repeat the step 19 to 26 above.
Freeze the Assessment :
If SLC user is satisfied with the assessment, then user have to click on Freeze option
(Subjective & Quantitative Assessment→Manage→Freeze)

(C) Panchayat Recommendation to State Admin:
If SLC user have frozen their assessment of all lower tier Panchayats then only SLC user can start the **Panchayats Recommendation**, to recommend the selected panchayat to next level.(State Admin)
Add Panchayat Recommendation:-
1. SLC user has to click on **Panchayat Recommendation→Add**
For each type of awards recommendation will be evaluated on the basis of assessment/marks given by SLC in **Subjective & Quantitative Assessment**.
2. SLC user can select the in the combo box: Award type (PSP/RGGSP/MGNREGS).
System will be show only those panchayat (ZP, BP and GP) whose subjective & Quantitative assessment has been frozen using **Subjective & Quantitative Assessment.**
3. By default SLC user will see the panchayat who have attempted **General+ Thematic** (Any) in the upper grid in the order of sum of marks[General + Thematic]
In General + Thematic table, theme name in which panchayat (if DP adopted theme) have got the maximum marks would be shown along with General Theme in front of each Panchayat Name.
Important: If any SLC is not willing to recommend any of the panchayat (either ZP,BP or GP or all three) in General+Thematic list/grid , then SLC user have to select a checkbox displayed in the bottom of the General+theme grid, Now in this case these panchayats would be shown in General theme and can directly recommend the panchayat in General Theme by SLC user.
4. If there are more than one theme having equal maximum marks out of Maximum 20 marks then all such themes will be shown in front of the particular Zilla Panchayat .

In that case SLC user has an option to choose any one of theme for recommendation.
5. SLC User has to recommend the panchayat by clicking on Radio/Check button in descending order of SLC marks for each type of Award and then SLC user has to save their recommendation.

6. **For PSP award type:-** First SLC user has to complete the recommendation (Save & Freeze) for General + Thematic than only they can start the recommendation for General.

View of Panchayat Recommendation:
The SLC users can view the recommended panchayat through **Panchayat Recommendation**
→ Manage→View.
Modification of Panchayat Recommendation:
The SLC users can change the recommended panchayat through **Panchayat Recommendation→Manage→Modify.**
In Modify the earlier selected panchayat can be deselected as per the need.
Freeze the Panchayat Recommendation:
The SLC users can freeze the list of recommended panchayats by click through
Panchayat Recommendation →Manage→Freeze.