

## Process Flow of Committee User:-

Panchayats have to login at <http://panchayataward.gov.in> with appropriate login credentials of BPPAC/DPPAC/SPPAC.

1. On the left hand side, two menu headings will appear, 'Committee member' and 'Committee Team'.
2. Go to '**Committee member**' → '**Add**', fill in the details as 'first name', 'last name', 'mobile number', and 'Committee member department', and click on save. You have to enter the details for minimum two committee members.
3. Once you have added the members, go to '**Committee team**' → '**Add**'. Fill in all the details and add the members one by one and save the details. At least two members should be in a Team.
4. Now go to '**Committee team**' → '**manage**', on the right hand side, Click on 'Create user' and create the user for that specific theme. It can either be one team for all the themes together or one team for each theme.
5. Once you have created the user, go to '**Committee team**' → '**manage**' again, click on 'View', user will see the 'User credentials' thus created.
6. User can manage (view/modify/delete) the details of Committee Team by clicking on '**Committee team**' → **Manage**. This modification will only work if the user is created, else not.
7. Now go to <http://panchayataward.gov.in> and log in with the user created by you (in step 4) and follow the steps given below for assessment.

## Process Flow of BPPAC User:

### (A) Committee Assessment and Field Verification:

1. Committee user has to click on **Committee Assessment and Field Verification →Add**
2. After clicking on above tab, Committee user has to select Award Type (As per theme applicable)
3. Then system will display theme wise list of panchayats which have frozen their answer.along with self assessment marks/ auto marks. And BPPAC assessment marks in which the marks given by blc assessment committee will be shown.

By clicking on, '**Export to pdf**', user can download the filled questionnaire containing all the answers filled by the panchayat.

4. Committee User has to click on the hyper link name of Panchayat under '**Local body name**' to start "Committee Assessment and Field Verification " then whole answered questionnaire for selected theme will be open in a new window with all questions.

6. In Auto Marks Column, marks calculated by the system after freezing answer will be shown for respective question.

7. for assessing the questions: Then to Committee user, click on '**Give your Assessment**' link against particular question to open answer of panchayat in a new pop up window. Committee user can change the answer option as per the assessment. Now the corresponding marks will be changed & it will be reflected in BPPAC Marks column.

8. This process need to repeated for each and every question and then Committee user have to save their assessment for particular panchayats. By clcking on 'document' you can check the supporting document uploaded by the panchayat , if you are satisfied , then click on yes, else, no.

8. For 'Overall Remarks' at the end of the page, Committee user have to give a compulsory 200 words remarks for each theme.

8. **If no assessment is required for all questions, if bppac committee does not want to assess each question separately , then they can go to the 'save' button , by doing so, the marks given in auto marks will automatically be considered for bppac marks.**

9. Once user save the assessment for that particular panchayat after filling overall remarks, the panchayat will move to manage and will be automatically removed from 'add assessment'..

#### **Modification of assessment:**

The Committee users can change the assessment through **Committee Assessment and Field Verification → 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 Committee user is satisfied with the assessment, then user have to click on Freeze option  
**(Committee Assessment and Field Verification → Manage → Freeze)**

**Please upload verification report before freezing the assessment.**

**Note: The panchayat with highest marks will be freezed first.**

### **(B) Panchayat Recommendation:**

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

**Panchayat can only be recommended on two conditions:**

- 1. Either the panchayat nomination date has expired.**
- 2. If that block or district has sent all all the nominations (hundred percent).**

**Note: The panchayat with highest marks will be freezed first.**

### **How to Add Panchayat Recommendation:-**

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

For each type of awards recommendation will be done on the basis of assessment/marks given by BPPAC in **Committee Assessment and Field Verification** .

2. Committee user can select the: 'Award type' (As per theme applicable) and 'Local body type' from the dropdown list.

System will be show only those panchayat whose Committee Assessment and Field Verification has been frozen using **Committee Assessment and Field Verification**. Along with the names of the panchayats, their Auto marks and BPPAC marks will also be displayed.

3. A check box will be there against all the panchayats who have been chosen theme wise and selected for recommendation will appear

4. Maximum three panchayats can be recommended from each theme. If two panchayats have the same marks, BPPAC has to decide which panchayat to move forward with.

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

### **View of Panchayat Recommendation:**

The Committee users can view the recommended panchayat through **Panchayat Recommendation → Manage → View**.

**Modification of Panchayat Recommendation:**

The Committee 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 Committee users can freeze the list of recommended panchayats via click through **Panchayat Recommendation → Manage → Freeze**.

**Process Flow of DPPAC User:-**

Panchayats have to login at <http://panchayataward.gov.in/> with appropriate login credentials of DPPAC.

**(A) Committee Assessment and Field Verification :**

1. Committee user has to click on **Committee Assessment and Field Verification → Add**
2. After clicking on above tab, Committee user has to select Award Type (As per theme applicable)
3. Then system will display theme wise list of panchayats which have frozen their answer.
4. Committee User has to click on the hyper link name of Panchayat under '**Local body name**' to start "Committee Assessment and Field Verification" then whole answered questionnaire for selected theme will be open in a new window with all questions.
5. By clicking on, '**Reports attached by panchayat**', you can view and approve the reports/documents uploaded by the panchayat. By clicking on, '**Export to pdf**', you can download the documents containing all the answers filled by the panchayat.
6. For assessing the questions: - In Auto Marks Column, marks calculated by the system after freezing will be shown for respective question.
7. Then to Committee user, click on '**Give your Assessment**' link against particular question to open answer of panchayat in a new pop up window. Committee user can change the answer option as per the assessment. Now the corresponding marks will be changed & it will be reflected in DPPAC Marks column.

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

8. For 'Overall Remarks' at the end of the page, Committee user have to give a compulsory 200 words answer for each theme, otherwise zero marks would be taken by default in DPPAC marks column.

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

In this case Committee users can simply open the list of panchayat, then the auto marks given by system and question marks given by the DPPAC users would be taken for consideration.

**Modification of assessment:**

The Committee users can change the assessment through **Committee Assessment and Field Verification → 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 Committee user is satisfied with the assessment, then user have to click on Freeze option (**Committee Assessment and Field Verification → Manage → Freeze**)

**Please upload verification report before freezing the assessment.**

<b>(B) Panchayat Recommendation:</b>
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If Committee user have frozen their assessment of Panchayats than only Committee user can start the **Panchayats Recommendation**, to recommend the selected panchayat to next level (SPPAC).

**Add Panchayat Recommendation:-**

1. Committee 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 DPPAC in **Committee Assessment and Field Verification** .

2. Committee user can select the in the combo box: Award type (As per theme applicable). System will be show only those panchayat whose Committee Assessment and Field Verification has been frozen using **Committee Assessment and Field Verification** .

3. All the panchayats who have been chosen theme wise and selected for recommendation will appear in the check box against the 'Add' button.

4. Maximum three panchayats can be recommended from each theme. If two panchayats have the same marks, DPPAC has to decide which panchayat to move forward with.

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

**View of Panchayat Recommendation:**

The Committee users can view the recommended panchayat through **Panchayat Recommendation → Manage → View**.

**Modification of Panchayat Recommendation:**

The Committee 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 Committee users can freeze the list of recommended panchayats via click through **Panchayat Recommendation → Manage → Freeze**.

**Process Flow of SPPAC User:-**

Panchayats have to login at <http://panchayataward.gov.in/> with appropriate login credentials of SPPAC.

**(A) Committee Assessment and Field Verification :**

11. Committee user has to click on **Committee Assessment and Field Verification → Add**
2. After clicking on above tab, Committee user has to select Award Type (As per theme applicable)
3. Then system will display theme wise list of panchayats which have frozen their answer.
4. Committee User has to click on the hyper link name of Panchayat under '**Local body name**' to start "Committee Assessment and Field Verification " then whole answered questionnaire for selected theme will be open in a new window with all questions.
5. By clicking on, '**Reports attached by panchayat**', you can view and approve the reports/documents uploaded by the panchayat. By clicking on, '**Export to pdf**', you can download the documents containing all the answers filled by the panchayat.
6. For assessing the questions:- In Auto Marks Column, marks calculated by the system after freezing will be shown for respective question.
7. Then to Committee user, click on '**Give your Assessment**' link against particular question to open answer of panchayat in a new pop up window. Committee user can change the answer option as per the assessment. Now the corresponding marks will be changed & it will be reflected in SPPAC Marks column.

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

8. For 'Overall Remarks' at the end of the page, Committee user have to give a compulsory 200 words answer for each theme, otherwise zero marks would be taken by default in SPPAC marks column.

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

In this case Committee users can simply open the list of panchayat, then the auto marks given by system and question marks given by the SPPAC users would be taken for consideration.

**Modification of assessment:**

The Committee users can change the assessment through **Committee Assessment and Field Verification → 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 Committee user is satisfied with the assessment, then user have to click on Freeze option (**Committee Assessment and Field Verification → Manage → Freeze**)

**Please upload verification report before freezing the assessment.**

**(B) Panchayat Recommendation:**

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

**Add Panchayat Recommendation:-**

1. Committee 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 SPPAC in **Committee Assessment and Field Verification**.

2. Committee user can select the in the combo box: Award type (As per theme applicable). System will be show only those panchayat whose Committee Assessment and Field Verification has been frozen using **Committee Assessment and Field Verification**.

3. All the panchayats who have been chosen theme wise and selected for recommendation will appear in the check box against the 'Add' button.

4. Maximum three panchayats can be recommended from each theme. If two panchayats have the same marks, SPPAC has to decide which panchayat to move forward with.

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

**View of Panchayat Recommendation:**

The Committee users can view the recommended panchayat through **Panchayat Recommendation → Manage → View**.

**Modification of Panchayat Recommendation:**

The Committee 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 Committee users can freeze the list of recommended panchayats via click through **Panchayat Recommendation → Manage → Freeze**.