

SOP for Special Category Awards

User has to login at <http://panchayataward.gov.in/> with appropriate login credentials of State admin.

A. To decide workflow:

1. Login through State Admin user name and password.
2. Go to the workflow option in the menu bar on the left panel.
3. Select Workflow → Add
4. On the screen, select Award type and Entity (level of Panchayat) type.
5. Only SPPAC tier will show.
6. Click on the Save button.
7. Click on Freeze button, once you have finalized workflow. Now, workflow cannot be changed.
8. Do the same for all the three type of awards.

B. To Publish Questionnaire:

1. Once workflow has been frozen then the State admin has to publish questionnaire.
2. Go to questionnaire option in left menu.
3. Click Questionnaire → Manage.
4. Choose Award type and theme of specific questionnaire that are to be published.

Please note: Only the questionnaires for which workflow has been freezed will appear in the dropdown.

C. Answering the questionnaires:

1. After publishing, user will be able to the answer the questionnaires.

Please note:

- User can only answer these questionnaires at State admin level. The state will answer on the behalf of Panchayats.
 - User can only answer for maximum 5 panchayats.
2. There are three types of Special Category Awards. Out of three, two are intended towards panchayats and one is for the institution.
 - A) Panchayat Kshamta Nirmaan Sarvottam Sansthan Puraskar (For institution)
 - B) Carbon Neutral Vishesh Panchayat Puraskaar (for panchayats)
 - C) Gram Urja Swaraj Vishesh Panchayat Puraskaar (for panchayats)

3. For Award (A), User needs to fill an additional form, 'Register Institution'. Go to left hand side menu → select 'Register Institution' → Add. The following form will appear, then fill in all the details carefully. Then click on save

Register Institution

Name of the Institution*

Institution Type*

Institutions/Organization at Level*

Area of Operation*

Year of Establishment*

Core Functional Area*

About the Institution*

Save Clear Close

4. After filling this form, go to left hand side menu and click on → Questionnaire for Special Awards → Add. The following screen will appear.

Answer

General Instructions for Answers:

I. Gram Panchayats are requested to attempt all the questions of all the themes. The questions which are wrongly answered/not answered properly would be given ZERO marks by the system automatically.

II. After filling the Questionnaires, the option 'Save' will be available to save the Questionnaires. These can be modified under 'Modify' section.

III. Please upload the requisite authentic documents before freezing the Questionnaires and Size of uploaded file should be 300 KB.

IV. There should not be any special characters such as !@#\$%^&*() in file title and file title should not contain two dots (ex. file.name.pdf or filename..pdf).

V. Scanning of documents should be through genuine software. Avoid freeware, pirated software as per security concern.

VI. After finalization the Gram Panchayats must 'FREEZE' the Questionnaires and Panchayat can generate PDF of answered questionnaire through Manage option.

VII. I (on the behalf of Panchayat) hereby declare that all the information furnished/entered are authentic & correct as per the record available in the Panchayat.

Accept Decline

- Click on 'Accept'. The following screen will appear. Select the award type from the dropdown and other fields like 'theme', 'state name', district panchayat, block panchayat, Gram Panchayat. Then Click on → Continue

Please note: The state will answer on the behalf of Panchayats. You can only answer for maximum 5 panchayats.

Questionnaire <

Questionnaire Translation <

Panchayat Recommendation <

Achieve Milestone <

Reports <

Orientation <

Designation <

Questionnaire For Special Awards <

+ Add

Manage

Answer

Home / Answer

Get Theme Specific Question [Help](#)

Award Type* Gram Urja Swaraj Vishesh Panchayat Puraskar

Theme* GUSVPP

State Name* HIMACHAL PRADESH

District Panchyat* BILASPUR

Block Panchyat* BILASPUR SADAR

Gram Panchyat* BAMTA

Continue →

- Now the Answer details screen appeared, which will display all the questions to be answered in this award type

Questionnaire Translation <

Panchayat Recommendation <

Achieve Milestone <

Reports <

Orientation <

Designation <

Questionnaire For Special Awards <

Register Institutions <

Add Answer

Home / Add Answer

Language: English

Financial Year: 2021-2022

Gram Urja Swaraj Vishesh Panchayat Puraskar

1 a 2 a

3 a 4 a

5 a 6 a

7 a 8 a

9 a 10 a

11 a 12 a

13 a

Gram Urja Swaraj Vishesh Panchayat Puraskar

Question 1 a: renewable energy based power plants

(1): Which of the following renewable energy based power plants are there in the Gram Panchayat

Answer :

Comments, if any :

Solar such as Solar mini grid

Wind such as Wind Mill

7. User can select **Previous or Next Button** to navigate OR Can go to any Questions directly by Click on specific number 1,2,3,...12,13,14 in left pan.
8. Non Attempted or wrongly answered question no will be highlighted as Red
9. **Save Answer:** After answering all questions, to save them user have to Click on **Save** Button.
10. **Modify Answer :** User has to select left menu **Answer → Manage → Modify Option** (All saved questions will appear in same order)
11. **File Upload/attachment as supportive documents:** Before freezing, File upload is mandatory in few questions. Other validations are:
 - Special Characters (!@#\$%^&*(),double dots .. filename..pdf)are not allowed in file title/name.
 - Specified File size will 300 KB for each uploaded document.
 - Scanning of document should be in PDF/JPG only and should NOT be done by any pirated software tools, due to cyber security concern.
12. **Permanently freeze answers:** If file upload is not done against earmarked questions, then freezing is NOT allowed.
 - **Answer →Manage → Freeze →** Allow to freeze the answered questionnaire permanently, after that user cannot modify the answer.
 - User can download answered PDF using **Answer →Manage → Download PDF**

Important Note:

- User should save the answered questions one by one to avoid network connectivity or slow connectivity. The maximum session time 30 minutes is kept for the benefit of the user.
- Later on using Answer → Manage → Modify (User can modify the answer, till the final freezing of answer). To avoid last cut off date rush, user be advised to fill up their questionnaire and freeze them