

# **Standard of Procedure (SOP)**

## **For**

# **Block Level Assessment Committee**

**Grassroot Level Initiatives for Deepening Online Service Delivery**

**Appraisal Year 2024-2025**

## Block Level User

### Block Panchayat Performance Assessment Committee(BPPAC) Creation

**BPPAC** will be responsible for verification and assessment of the GP's data. This committee will be formed by **Block Level User**.

Note: Username and Password for the GP user will be same as used for MoPR awards

**BPPAC** is formed in the application mainly through two steps-

- ❖ **BPPAC Member Creation**
- ❖ **BPPAC Team Creation**

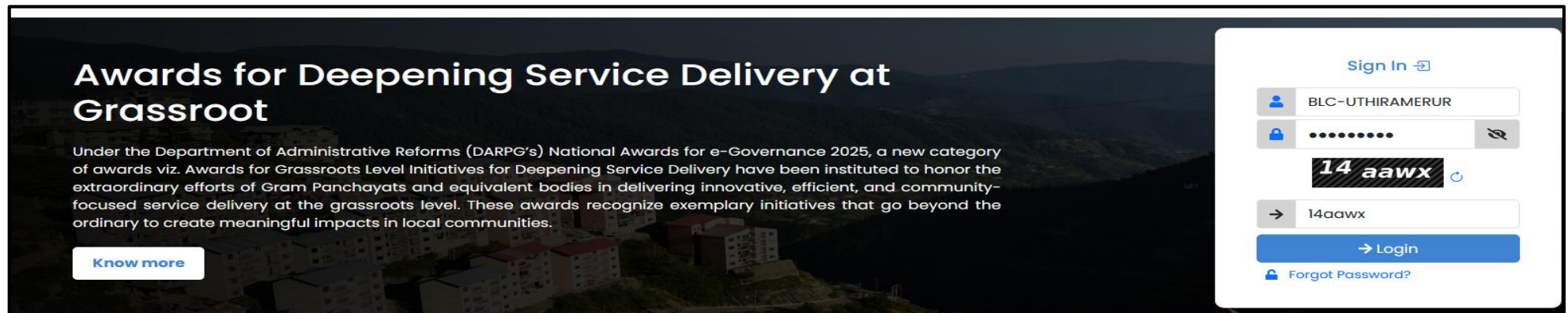
### LOGIN

Following steps are to be followed for Login in Block Level User

- Go to browser and enter URL: [https:// panchayataward.gov.in/naeg](https://panchayataward.gov.in/naeg)

**How to Proceed with Login ID,**

- Enter valid username, password and CAPTCHA. After entering all the details, click on **Login** Button. Sample screenshot with details are shown below-



**Awards for Deepening Service Delivery at Grassroot**

Under the Department of Administrative Reforms (DARPG's) National Awards for e-Governance 2025, a new category of awards viz. Awards for Grassroots Level Initiatives for Deepening Service Delivery have been instituted to honor the extraordinary efforts of Gram Panchayats and equivalent bodies in delivering innovative, efficient, and community-focused service delivery at the grassroots level. These awards recognize exemplary initiatives that go beyond the ordinary to create meaningful impacts in local communities.

[Know more](#)

Sign In

BLC-UTHIRAMERUR

.....

14 aawx

14aawx

→ Login

[Forgot Password?](#)

- After clicking on **Login button**, following page will be displayed showing State, Entity, Zilla Parishad, Assigned Unit corresponding to credentials entered-

### Assigned Unit

State**	TAMIL NADU
Select Entity**	Panchayat Samiti
Zilla Parishad	Kancheepuram
Assigned Unit**	UTHIRAMERUR

- Click on **Submit** Button. After clicking on **Submit** button, home page will be displayed

भारत सरकार  
Government of India

पंचायती राज मंत्रालय  
Ministry of Panchayati Raj

State	Zilla Panchayat	Block Panchayat
TAMIL NADU	KANCHEEPURAM	UTHIRAMERUR (6491)

Language ▼ BLC-UTHIRAMERUR ▼

## Deepening of Online Service Delivery (Grassroot Level Initiatives)

Committee Member <

Committee Team <

TAMIL NADU / Zilla Parishad (PANCHAYAT SAMITI)

### Welcome to DARPG Awards

Basic Instructions for filling online Questionnaires:

- All the Gram Panchayats have to MANDATORILY fill the Questionnaire within timeline
- After filling the Questionnaires, the option "Save" will be available to save the Questionnaires. These can be modified under "Modify" section.
- After finalization, the Gram Panchayats must "FREEZE" the Questionnaires through this option available.

**ONLY AFTER FREEZING THE QUESTIONNAIRES, THE AWARDS APPLICATION WILL BE SUBMITTED SUCCESSFULLY.**

## BPPAC Committee Member Creation

Following steps are to be followed for the Committee Member-

- Go to **Committee Member** on left menu.
- Click on **Committee Member ->Add** menu item. After clicking on **Add** menu item following page will be displayed



The screenshot shows a web application interface for adding a committee member. At the top, there is a breadcrumb trail: 'TAMIL NADU / Zilla Parishad (PANCHAYAT SAMITI)'. Below this, the page title is 'Add Committee Member' with a 'Home / Add Committee Member' link on the right. A blue header bar contains the text 'Committee Member' and a 'Help' icon. The main form area contains four input fields: 'First Name\*' (text input), 'Last Name\*' (text input), 'Mobile Number\*' (text input), and 'Committee Member Department\*' (dropdown menu with '--Select--' selected). At the bottom right of the form, there are three buttons: 'Save' (green), 'Clear' (teal), and 'Close' (blue).

➤ Enter the following details-

- *First Name*
- *Last Name*
- *Mobile Number*
- *Select the Committee Member Department(As per designation/role of the member)*

Sample screenshot is attached below-

Home / Add Committee Member

## Committee Member

Help

First Name\*

Last Name\*

Mobile Number\*

Committee Member Department\*

Save Clear Close

- Click on **Save** Button. After clicking on **Save** button, following confirmation message(pop-up) will be displayed-



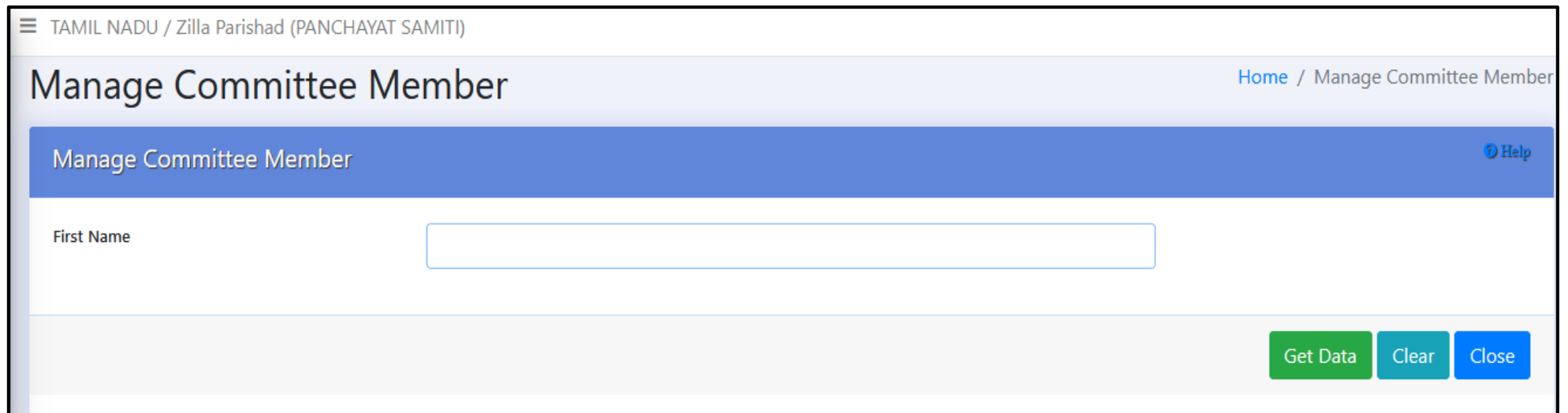
- Follow the above steps, for creating other members. **At least three members should be there to form a committee.**

## BPPAC Member Modification

Block level user has been provided with the functionality to modify the Committee Member if any changes are to be made.  
**Note: Changes can only be made until the member is not added to the team.**

**Following steps are required to modify the Committee Member**

- Go to **Committee Member** on left menu.
- Click on **Committee Member ->Manage** menu item. Clicking on **Manage** menu item, following page will be displayed-



The screenshot shows a web application interface for managing committee members. At the top, there is a breadcrumb trail: 'TAMIL NADU / Zilla Parishad (PANCHAYAT SAMITI)'. Below this, the main heading is 'Manage Committee Member', with a 'Home / Manage Committee Member' link on the right. A blue header bar contains the text 'Manage Committee Member' and a 'Help' icon. The main content area features a text input field labeled 'First Name'. At the bottom right, there are three buttons: 'Get Data' (green), 'Clear' (teal), and 'Close' (blue).

- Enter the First name and then click on **Get Data** button. After clicking on **Get Data** button, users having **First Name** as searched will be displayed below.

➤ Click on **Modify** icon to modify details of user. Update the details of member as per required

First Name*	<input type="text" value="Ram"/>
Last Name*	<input type="text" value="Raghav"/>
Mobile Number*	<input type="text" value="9856985698"/>
Committee Member Department*	<input type="text" value="Block Level Officer Handling NRLM"/>

➤ Click on **Update** Button. After clicking on **Update** button, following message will be displayed.



## Creation of BPPAC Committee Team

In this functionality, **BPPAC** Committee Team will be formed which will be responsible for assessment for GP's Data  
Below steps are to be followed for forming a committee team-

- Go to **Committee Team** on left menu.
- Click on **Committee Team ->Add** menu item. After clicking on **Add** menu item a page will be displayed
- Select the **DARPG** in theme title
- Select the **Nodal Department**. On selecting **Nodal Department**, list of **Line Departments will be visible**
- Select the “**Line Departments for Concerned Thematic Awards**” associated with that theme.

TAMIL NADU / Zilla Parishad (PANCHAYAT SAMITI) Home / Team Member Detail

### Team Detail [Help](#)

Label.teamtitle\*  DARPG Award

Label.NodalDepartment\*

Line Departments for concerned thematic award\*

- D/o Panchayati Raj
- D/o Agriculture and Farmers Welfare
- D/o Ayush/Ayurveda
- D/o Women & Child Development
- D/o Health & Family Welfare
- D/o School Education
- D/o Rural Development
- D/o New and Renewable Energy
- D/o Electronics & Information Technology/NIC
- D/o Telecommunications
- D/o School Education & Literacy
- D/o Water Supply & Sanitation
- D/o Social Justice and & Empowerment and Minorities
- D/o Animal Husbandry
- D/o Civil Supplies
- D/o Housing

Chairperson of Committee\*

- Select the **Chairperson of the Committee** from the drop down. In drop down, committee members created will be displayed. Sample screenshot is attached below-

The screenshot shows a dropdown menu titled "Chairperson of Committee". The selected option is "ram". Below the dropdown, the text "Select Committe Mem" is visible. The dropdown list shows "--Select--", "ram", and "raj".

- After selecting the chairperson of the committee, select the **Team Member Detail** from drop down. After selecting the member, following details will be automatically filled as per data entered and will be in **disabled** form-

- *First Name*
- *Last name*
- *Phone Number*
- *Team Member Department*

- Click on **Add** Button to add new member. Click on drop down and select the required member. Sample Screen will be displayed as-

The screenshot shows a form titled "Select Committe Member Of the Committe". It contains a table with the following columns: Team Member Detail, First Name, Last Name, Phone Number, Team Member Department, and Action Delete. Below the table is an "Add" button and "Save", "Clear", and "Close" buttons.

Team Member Detail	First Name	Last Name	Phone Number	Team Member Department	Action Delete
raj	raj	Kumar	9856321474	Officer Handling MGNREGS	X
Gajraj	Gajraj	Chauhan	7845123692	Panchayat Level Extension	X

- Click on **Save** Button. After clicking on **Save** button, confirmation message(pop-up) will be displayed.
- Now, Go to **Committee Team** on left menu.
- Click on **Committee Team** ->**Manage** menu item. After clicking on **Manage** menu item page will be displayed.
- Now press the “**Click**” button under **Create User**. After pressing **Click** button, user will be created and following message will be displayed-



- Now click on the “**View**” icon for **Username** and **Password** of the Committee User. Sample is attached below-

Team Detail			
<b>TeamTitle</b>		<b>Category</b>	
DARPG Award		BLC	
<b>User Id</b>		<b>Password</b>	
BLC-UTHIRAMERUR-COMMITTEE18		Admin@123	
Head Of Team			
First Name		raj	
Last Name		kumar	
Mobile Number		9898989889	
Committee Member Department		Block Level Officer Handling NRLM	
Team Members Details			
<b>First Name</b>	<b>Last Name</b>	<b>Phone Number</b>	<b>Committee Member Department</b>
gajraj	chauhan	9898988998	Panchayat Level Extension
Joylily	S	9150057218	Social Welfare Officer at Block Level
<a href="#">Close</a>			

## BPPAC User

**BPPAC** User will perform assessment and field verification of the Gram Panchayat's Data, and finally will recommend best performing **Gram Panchayat's** to next higher level.

### Committee Assessment & Field Verification

Following steps are needed by committee to perform assessment of its Gram Panchayats

- Login by entering **credentials (Username and Password)** created previously and click on **Submit** button.
- Go to **Committee Assessment and Field Verification** on left menu.
- Click on to **Committee Assessment and Field Verification ->Add** menu item. After clicking on **Add** menu item following page will be displayed-

Committee Assessment & Field Verification Home / Assessment

[Help](#)

Award Type\*

Local Body Type\*

- Select the following from drop down-
  - Award Type-
  - Local Body Type-

- Click on **Get Data** button. Following page will be displayed as below having list of all Gram Panchayats freezed under that block

Committee Assessment & Field Verification Home / Assessment

[Help](#)

Award Type\*

Local Body Type\*

[Get Data](#)

S.No	Local Body Name	Entity Type	Status	Auto marks	BPPAC Marks	Export To Pdf
1.	<a href="#">Annadhur</a>	Village Panchayat	Pending	76.0	N.A	
2.	<a href="#">Alisoor</a>	Village Panchayat	Pending	75.0	N.A	
3.	<a href="#">Edamichi</a>	Village Panchayat	Pending	67.0	N.A	

[Close](#)

- Click on **GP name** for whose assessment has to be performed.
- After clicking on **GP name**, page will be displayed having list of question.
- Click on **Give Your Assessment**. The modal will show the answered given by the Gram Panchayat and allows BPPAC user to give assessment

**Following are the validations-**

- Only those questions will be visible for assessment whose answer has been provided by the Gram Panchayat.
- If the GP user has selected “Service not available at GP level” answer option in parent question, then at BLC level only the parent question will be visible in disabled form and BLC will not be able to change the answer option for the same question. Further, its child question will not visible at BLC level.
- Parent Child functionality will be same as that of Gram Panchayat level i.e. Response of the child question will be enabled/disabled depending upon the answer option selected in parent question.

- Make the changes in the data if required, else click on **Save** Button.
- The above steps, are to be performed for each and every question.
- Enter the remarks for each and every question
- Enter the **Overall BPPAC Remarks.**
  - Note: Copy and Paste in the textbox is not allowed. User needs to enter the Remarks manually
- Click on **Save** Button. After clicking on **Save** button, confirmation message(pop-up) will be displayed
- **Repeat the above steps for all Gram Panchayat within that block.**

## Freezing of Assessment

Following steps are to be followed for freezing the assessment

- After Login, Go to **Committee Assessment and Field Verification** on left menu.
- Click on to **Committee Assessment and Field Verification ->Manage** menu item. After clicking on **Manage** menu item following page will be displayed-

- Select the **Award Type(DARPG Award)**, **Local Body Type(Village Panchayat)** and then click on **Get Data** button. After clicking on **Get Data** button following page will be displayed-

S.No	Local Body Name	Entity Type	Status	Auto Marks	BPPAC Assessment	Action		
						View	Modify	Freeze
1.	Annadhur	Village Panchayat	Unfreeze	76.0	76.0			
2.	Alisoor	Village Panchayat	Unfreeze	75.0	75.0			
3.	Edamichi	Village Panchayat	Unfreeze	67.0	67.0			

- Click on **Freeze** Icon. After clicking on Freeze Icon, scroll down and click on “**Download Assessment File**” button. A file will be downloaded in user’s system automatically. A sample screenshot is attached below-

Block Verification Report ( DARPG Award )					
Name of Award : DARPG Award					
Name of The GP :					
Block Panchayat :					
District Panchayat :					
State/UT :					
Date of verification :					
Number of Block Team Members :					
Q.No.	Question/Answer Description	Total Marks	Marks Obtained	BPPAC Marks	Remarks (if any)
1	Issuance of Birth Certificate <input checked="" type="radio"/> By the Gram Panchayat <input type="radio"/> Through other department at Gram Panchayat level <input type="radio"/> Service not available at Gram Panchayat level	3.0	3.0	3.0	Verified the records as per the supporting documents. The data is found correct, obtained mark being recommended
2	Is the Birth Certificate issued online? If Yes please enter the URL (mandatory) in remarks <input checked="" type="radio"/> Yes <input type="radio"/> No  Remarks : <a href="https://panchayataward.gov.in/demo/answerbytheme.htm">https://panchayataward.gov.in/demo/answerbytheme.htm</a>	4.0	4.0	4.0	Verified the records as per the supporting documents. The data is found correct, obtained mark being recommended
3	Issuance of Death Certificate <input type="radio"/> By the Gram Panchayat				Verified the records as per

- Team will manually enter the **remarks, name of field visit team members and signed by sarpanch/elected representative.**
- Upload **scanned** above BLC Field Report and then click on **Freeze** button. After clicking on **Freeze** button, confirmation message will be displayed.  
 Note: After freezing data, no modifications can be made
- **Follow the above steps for all GP’s of that block**

## Panchayat Recommendation

After the assessments of the GP's have been freezed, BPPAC committee user will now recommend top performing panchayats to next higher level.

### Following points to be remembered before recommending GP's

- ❖ Only GP's having marks above **50** will be eligible for recommendation.
- ❖ Committee can recommend maximum **three** GP's to higher level.

### Following steps to be followed for recommending GP's

- Go to **Panchayat Recommendation** on left menu.
- Click on to **Panchayat Recommendation ->Add** menu item. After clicking on **Add** menu, select the **Award type, Local Body Type** and then click on **Get Data** button. After clicking on **Get Data** button, list of freezed GP's will be displayed in descending order of their marks. Sample screenshot is attached below-

[Help](#)

Award Type\*

Local Body Type\*

[Get Data](#)

### List of Gram Panchayats

S.No	Panchayat / Institution Name	Theme Name	Auto Marks	BPPAC Marks	Entity Type	Status	Select
1 .	Annadhur	Grassroot Level Initiatives For Deepening Service Delivery	76.0	76.0	Village Panchayat	Recommend for DPPAC	<input type="checkbox"/>
2 .	Alisoor	Grassroot Level Initiatives For Deepening Service Delivery	75.0	75.0	Village Panchayat	Recommend for DPPAC	<input type="checkbox"/>
3 .	Edamichi	Grassroot Level Initiatives For Deepening Service Delivery	67.0	67.0	Village Panchayat	Recommend for DPPAC	<input type="checkbox"/>

[Reset](#) [Save](#) [Close](#)

- Select the **Gram Panchayat** by clicking on the checkbox corresponding to the Gram Panchayat

**Note:** User must select GP's having higher marks. If user selects the GP having lower marks than any existing GP, system will show the error message.

- Click on **Save** Button. After clicking on **Save** button, following confirmation message(pop-up) will be displayed-



## Freezing of Panchayat Recommendation




Following steps are to be followed for freezing panchayat recommendation-

- Go to **Panchayat Recommendation** on left menu.
- Click on to **Panchayat Recommendation** ->Manage menu item.
- Select the **Award Type**. After selecting, following page will be displayed

Manage Recommendation
Home / Team Allocation Detail

Help

Award Type\* DARPG Award

S.No	Entity Type	Financial Year	Action		
			View	Modify	Freeze
1.	Village Panchayat	2023-2024			

- Click On **Freeze** Icon. After clicking on freeze Icon, following page will be displayed-

Freeze Recommendation Detail
Home / Team Detail

Help

List of Gram Panchayats

S.No	Name of Panchayat	Theme Name	Auto Marks	BPPAC Assessment	Type Of Panchayat	Select
1.	Annadhur	Grassroot Level Initiatives For Deepening Service Delivery	76.0	76.0	Village Panchayat	<input checked="" type="checkbox"/>
2.	Alisoor	Grassroot Level Initiatives For Deepening Service Delivery	75.0	75.0	Village Panchayat	<input checked="" type="checkbox"/>
3.	Edamichi	Grassroot Level Initiatives For Deepening Service Delivery	67.0	67.0	Village Panchayat	<input checked="" type="checkbox"/>

confirm
Close

➤ Click on to **Confirm** Button. After clicking on **confirm** button, **Accept** the Pop up then following page will be displayed-

S.No	Name of Panchayat	Theme Name	Auto Marks	BPPAC Assessment	Type Of Panchayat	Select
1.	Annadhur	Grassroot Level Initiatives For Deepening Service Delivery	76.0	76.0	Village Panchayat	<input checked="" type="checkbox"/>
2.	Alisoor	Grassroot Level Initiatives For Deepening Service Delivery	75.0	75.0	Village Panchayat	<input checked="" type="checkbox"/>
3.	Edamichi	Grassroot Level Initiatives For Deepening Service Delivery	67.0	67.0	Village Panchayat	<input checked="" type="checkbox"/>

General Instructions:

You are requested to follow the following steps to upload signature:

1. File format should be in "jpg" or "jpeg".
2. File size should not exceed 50KB.
3. File width and height should not exceed more than 140px and 65px respectively.
4. Download [Signature File](#)

Upload Field Verification File\*

No file selected.

Name\*

Designation\*

Freeze

Close

- Click on **Download Signature File** will download the file. User need to take print, signed and upload the scanned file using **Browse** button against **Upload Field Verification File**.
- Enter the **Name** and **Designation**. Screenshot of downloaded signature file is attached below-

**Format for Block Panchayat Performance Assessment Committee (BPPAC) for recommendation of top ranking Gram Panchayats for District Level Consideration**

**DARPG Award**

\*\*\*

**Declaration**

It is hereby certified by the Block Panchayat Performance Assessment Committee (BPPAC) that the following top-ranking Gram Panchayats (GPs) are hereby unanimously selected after due diligence/verifications and are being nominated for the District Level consideration:

Rank	Name of the Gram Panchayat (with hierarchy)	Auto Marks	BPPAC Marks	Major achievement under the theme
<b>1</b>	<b>Annadhur</b>	<b>76.0</b>	<b>76.0</b>	
<b>2</b>	<b>Alisoor</b>	<b>75.0</b>	<b>75.0</b>	
<b>3</b>	<b>Edamichi</b>	<b>67.0</b>	<b>67.0</b>	

2. Following documents are attached in support of the declaration:

- i. Filled Questionnaire of each GP
- ii. Field Verification report of the GP with supporting documents

(Name and signature of the BPPAC Members)

Dated:-

- Click on **Freeze Button**. Click **OK** in pop up and successful freezed message will be displayed and ***selected panchayats will be recommended to next higher level.***

**Note: After freezing no further changes can be made**

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