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1. **HOME PAGE:** This is the home page of the **RurbanSoft application.** On the bottom of the page, there is an option for MIS.

On clicking on MIS, a page opens up (as shown below). In the right side, there is a Login button from where user can login into the system.

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Note: For MIS related technical queries please use our ISSUE RAISE SYSTEM or email us at mis@rurban.gov.in
2. LOGIN PAGE

Here the user enters the required credentials and logs to the website.

1. User Login has two options- MIS Login and Payment Login. User should select one option at the time of Login.
   
   User for MIS Login- Ministry, PD, SNA, SLEC, DLNA, CLNA, GP User

   User for Payment Login- PAO, SNA, State Maker, District Maker, District Checker

2. Write User Name and Password
3. Type the captcha as shown in the image.
4. Click the Login button.
3. SNA DASHBOARD

After successful login by SNA user as MIS user, the above dashboard page will appear for SNA. The tasks which were assigned by Administrator to the SNA user will appear in the left menu. The menu will be formed dynamically according to the task assigned to the user. The Dashboard shows some activities with number of events. SNA user can view all the activities by clicking on View Details link.

1. **Cluster Submitted for Approval/ ICAP Submitted for Approval / ICAP Submitted for Approval**: This will show the list of submitted Clusters, submitted ICAPs and submitted DPRs created by SNA user.

2. **Ministry Approved Cluster/ Ministry Approved ICAP/ Ministry Approved DPR**: This will show a list of final approved or ministry approved Clusters/ICAPs/DPRs.

3. **Redirected Cluster/ Redirected ICAP/ Redirected DPR**: This will show a list of SLEC Redirected or ministry Redirected Clusters/ICAPs/DPRs.

4. **DLNA/ CLNA submitted ICAP**: This will show the ICAP list created by DLNA or CLNA user. SNA can view the ICAPs and approve or redirect the ICAP.

5. **DLNA/ CLNA submitted DPR**: This will show the DPR list created by DLNA or CLNA user. SNA can view the DPRs and approve or redirect the DPRs

6. **SLEC approved cluster/ SLEC approved ICAP/ SLEC approved DPR**: List of SLEC approved clusters/ICAPs/ DPRs.
After successful login by SNA user as Payment user, the above page will appear for SNA

4. State Department
State User has the provision to Add New Department using this option. They can also update any changes in the already added department names under Manage Departments section.
5. User Management (SNA User)

SNA will be responsible to create user at District/ Cluster/ GP level. He can also modify user details and can reset/change password. Under user Management tab in the left menu as shown in the screen, links will be available. SNA can go through those links.
5.1 District User Creation

Task Assignment for DLNA User

Step1: Select **Role (DLNA/ DLEC/ CDMA)** from the dropdown menu.

Step2: Select **district name** from the dropdown.

Step3: Fill all the required fields. Maintain the password policy while entering the password. The password field may contain at least 8 characters and should contain Uppercase, Lowercase, Number and Special character.

Step4: After clicking on **Submit** button, user will get the task assign page where SNA user can assign task to the newly created user.
Step1: This page shows Module names and their respective tasks. To assign task, check the boxes.

Step2: Click on Submit to save the form.

5.1.1 District Level Checker User Creation
SNA can create District Level Checker user under this sub section.

Step 1: Fill in the User information.

Select Role = ‘District Checker’ and Cluster District Name from the drop down menu.
Step 2: Fill in the Login Information.

Fill all the required fields. Maintain the password policy while entering the password. The password field may contain at least 8 characters and should contain Uppercase, Lowercase, Number and Special character.

Step 3: After clicking on Submit button user, new Checker user is created.

5.1.2 District Level Maker User Creation
SNA can create District Level Maker user under this sub section.

Step 1: Fill in the User information.

Select Role = ‘District Maker’ and Cluster District Name from the drop down menu.

Step 2: Fill in the Login Information.

Fill all the required fields. Maintain the password policy while entering the password. The password field may contain at least 8 characters and should contain Uppercase, Lowercase, Number and Special character.

Step 3: After clicking on Submit button user, new Checker user is created.
5.2 Cluster User Creation

Step1: Select **Role (CLNA/ CLEC)** from the dropdown menu.

Step2: Select the **District Name** from dropdown.

Step3: Select the **Cluster Name** from dropdown.
Step 4: Fill all the required fields. Maintain the password policy while entering the password. The password field may contain at least 8 characters and should contain Uppercase, Lowercase, Number and Special character.

Step 5: After clicking on Submit button user will get the task assign page where SNA user can assign task to the newly created user. The task assign page for CLNA user is shown as below –

5.2.1 Task assignment for CLNA User

Message will appear when user is created

Step 1: This page shows the names of the Modules and their respective tasks. To assign task, check the boxes.

Step 2: Click on Submit to save the form.

‘Task successfully assigned’ message will appear
5.3 GP level user creation

Step 1: Select the District Name from the dropdown.

Step 2: Select Cluster Name from the dropdown.

Step 3: Select Gram Panchayat Name from the dropdown.

Step 4: Fill all the required fields. Maintain the password policy while entering the password. The password field may contain at least 8 characters and should contain Uppercase, Lowercase, Number and Special character.

Step 5: After click on Submit button User will get the task assign page where SNA user can assign task to the newly created user. The task assign page for GP user is shown as below –
GP level task assignment

Step1: This page shows Module names and their respective tasks. To assign task, check the boxes.

Step2: Click on Submit to save the form or Reset to make changes in the former form.

Message will appear when user created 'Task successfully assigned' message will appear.
5.4 User Management (Modify User)

SNA can modify District/ Cluster/ GP Level user.

**Manage User List**

On clicking on a particular level user details, the list of users will be displayed as shown below –

<table>
<thead>
<tr>
<th>No.</th>
<th>User Name</th>
<th>Name</th>
<th>Email</th>
<th>Mobile No</th>
<th>Gender</th>
<th>Levels</th>
<th>State</th>
<th>District/Cluster/ GP</th>
<th>Last Login Date</th>
<th>View Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>testuser</td>
<td>testuser</td>
<td><a href="mailto:testuser@gmail.com">testuser@gmail.com</a></td>
<td>0000000000</td>
<td>Male</td>
<td>Levels</td>
<td>State</td>
<td>District/Cluster/ GP</td>
<td>03/01/2018</td>
<td>View Tasks</td>
</tr>
</tbody>
</table>
5.4.1 View User Task list

Deactivation of Task:

Task list for a particular user will be shown as above. For each task there is a Deactivate (cross - X button). SNA can modify task list by clicking on cross button. When SNA clicks on Deactivate button then the task will be deactivated for the user. The deactivation date will be updated in the list and the Deactivate button will be replaced by Activate button. Later SNA can again activate the particular task by clicking on the Active button.

Click on Deactivate button (x) to deactivate the user task
5.4.2 Assign task to user

SNA can assign task(s) by selecting the required checkboxes from each module as shown below -
5.4.3 Edit user details

User can edit/ update user profile using this option. After making the necessary changes, user clicks on update and the changes will be saved.

Note — SNA can delete user details using the delete option available under manage user list.

5.5 Reset Password

SNA user has the provision to reset password using the Reset Password option. The Length of the password must be at least 8 characters and should contain Uppercase, Lowercase, Number and Special character. Administrator can reset password for SNA user. Similarly SNA can reset user password for district and cluster level user.
6 PFMS Master Management

6.1 Add State Agency Entry
In this section, the SNA can add the State Agency entry. Enter the PFMS Agency Name, PFMS Agency Code and the PFMS State Scheme Code.

6.2 Add Cluster Agency Entry
In this section, SNA can add the cluster agency.

Step 1: On the basis of state, select the cluster name from the drop down menu.
Step 2: Enter the PFMS Agency Name and the PFMS Agency Code.

Step 3: Click on Submit Button

6.3 Add State Tax Entry
In this section, the SNA can add the State Tax entry.
7 DSC Management

7.1 DSC Registration
In this section, the DSC registration and verification of token takes place. The User needs to fill in details like Designation, department, sub department, state, etc for the successful submission of DSC.

7.2 DSC Enrollment File Generation
In this section, the list of DSC Enrollment file can be generated by clicking on Generate File on the basis of Certificate number and Signatory.
7.3 Checker DSC Approval
This section gives a step by step instruction of the terms and conditions to be completed to enable the SNA to perform the tasks.

8. Leading Sub-districts
SNA can add leading sub district tribal/ non tribal details under this module.

8.1 Sub District Tribal details
SNA should enter the required details (as shown below) and click on submit.

Click on SUBMIT Button to submit new leading sub district tribal details.
User also has the provision to update/delete tribal details using the action tab. In order to update details, click on the edit button and make required changes and click on Update.

8.2 Sub District Non-Tribal details

SNA should enter the required details (as shown below) and click on submit.

User also has the provision to update/delete non-tribal details using the action tab. In order to update details, click on the edit button and make required changes and click on Update.
9. Cluster Formation & Selection

9.1 View Leading Sub District

Leading Sub district will be added by Ministry Administrator. To view the leading sub district user can go to View Leading Sub district link under Cluster Selection menu. All Tribal as well as Non Tribal Sub districts can be viewed as shown in the screen.
9.2 Cluster Formation (Tribal Cluster)

Step 1: Here the user needs to select whether the cluster is under Multiple District/ Sub-District/ Block or Single District/ Sub District/ Block?

Step 2: The user needs to enter the required details

1. Select **Cluster type** as *Tribal* or *Non tribal*, **District** and **Sub district**.
2. **GP** list will be displayed based on selection of Sub district. Select **GP** from the **GP** list. There is a SELECT ALL option for the **GP**.
3. Enter the **Cluster name**, **Cluster Category** and select **Cluster Phase** and other required details.
4. Choose **Geo fencing status** - Yes or No. *If yes then user can upload one or more than one photo.*
5. After filling all the details about the cluster click on Submit & Next button.

Step 3: On clicking on **Submit & Next** Cluster formation will be completed successfully.
And message will be displayed as shown below –

Then enter the cluster details and click on Submit and the cluster will be formed successfully and the message will be displayed as shown below –
9.3 View/ Print/ Export Clusters
SNA can View, print and/ or export cluster details.

9.3.1 View Cluster Details
On clicking on View, the Cluster Information will be displayed –
The same maybe exported to pdf or excel.

9.3.2 Edit Cluster
SNA can view, edit or delete cluster using this option.

9.4 Update cluster details
Click on Edit button to update cluster details. Make the required changes and click on Save & Next.
9.5 Approve and Redirect Cluster from SLEC

*When user clicks on *Pending Clusters for Approval* link, pending cluster list will appear. SLEC can view, approve and redirect cluster.
When SLEC click on Approve or Redirect Icon then following forms will appear. SLEC will have to write one Remarks describing reason of Approve or Redirect.

9.5.2 Cluster Approval by SLEC
When a cluster is approved then it will go to MINISTRY for final approval.

### 9.5.3 Redirect Cluster from SLEC
When a cluster is redirected then it will go to SNA with reason of redirect. SNA can view the Redirected Cluster from the SNA Dashboard and can update the cluster details. When SNA submits the cluster then SLEC can again view it on the pending cluster list.
### 9.5.4 List of Redirected Cluster

**Dashboard > Redirected Cluster**

#### LIST OF REDIRECTED CLUSTERS

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Cluster Name</th>
<th>Sub-District</th>
<th>Block</th>
<th>District</th>
<th>State</th>
<th>Phone</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MANUFACTURING CLUSTER</td>
<td>CHOUTUPPAL</td>
<td></td>
<td>YADADRI</td>
<td>BHUVANAGIRI</td>
<td>TELANGANA</td>
<td>SELECTED</td>
<td>REJECTED</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

- **Click on VIEW**
- **Edit**
## Cluster Information

### Cluster Detail Information

<table>
<thead>
<tr>
<th>State Name</th>
<th>TELANGANA</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Name</td>
<td>YADADRI BHUVANAGIRI</td>
</tr>
<tr>
<td>Sub-District Name</td>
<td>Choutuppal</td>
</tr>
<tr>
<td>Status</td>
<td>Inactive</td>
</tr>
<tr>
<td>Cluster Population</td>
<td>6508</td>
</tr>
<tr>
<td>Total Land Area (in acres)</td>
<td>207.08</td>
</tr>
<tr>
<td>Gas Fencing Status</td>
<td>No</td>
</tr>
<tr>
<td>Cluster Hill or Not?</td>
<td>No</td>
</tr>
<tr>
<td>Phase Name</td>
<td>III</td>
</tr>
<tr>
<td>Type Name</td>
<td>TRIBAL</td>
</tr>
</tbody>
</table>

### GP/Village List

<table>
<thead>
<tr>
<th>GP/Village Name</th>
<th>Sub-District</th>
<th>Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUMLAGUDIEM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>LAKKARAM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>LINGOGUDIEM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>MALKAPUR</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>MANDOLAGUDIEM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>MASIDGUDEM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>NELAPATLA</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>PANTHAPAT</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>PEDDAKONDUR</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>PEZPALAMAD</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>S.LINGOTAM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>THALLA SINGARAM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>THANGEDPALL</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>TOOPKRANPET</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>YELLAGRI</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>ALAPUR</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>ANKEERIDGUDEM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>ARIDGUDEM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>CHINAKONDUR</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
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<tr>
<td>CHOUTUPPAL</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>D.NAGARAM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>DHRAMOGUDIEM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>GUNDLABAVI</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>JAKESARAM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
<tr>
<td>KOTILAGUDIEM</td>
<td>Choutuppal</td>
<td>CHOUTUPPAL</td>
</tr>
</tbody>
</table>

### Remarks

<table>
<thead>
<tr>
<th>SL</th>
<th>Status</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inactive</td>
<td>Cluster has been submitted from SNA to SLEC.</td>
<td>04-06-2018</td>
</tr>
<tr>
<td>2</td>
<td>Sls_Rejected</td>
<td>Rejected</td>
<td>04-06-2018</td>
</tr>
</tbody>
</table>
When the user clicks on EDIT button then the Cluster Update form will appear in editable mode. Update the required fields and click on SAVE & NEXT.

After clicking on SAVE & NEXT, Cluster form will appear in editable mode. Update the required fields and click on Submit button.
9.5.5 Approve/Redirect Cluster from MINISTRY
When Ministry clicks on Approve or Redirect Icon then following forms will appear. Ministry will have to write one Remarks describing reason of Approve or Redirect.
9.5.6 Redirect Cluster
When a cluster is redirected then it will go to SNA with reason of redirect. SNA can view the Redirected Cluster from the SNA Dashboard and can update the cluster details. When SNA submits the cluster then first SLEC can view it on the pending cluster list. After approval from SLEC, Ministry can get the Cluster on the Pending Cluster list.
After Redirect a cluster from Ministry SNA will get it in the Redirected Cluster tab from Dashboard. SNA can get the cluster in editable mode and he can update the required details and again submit the cluster. After submission it will go to SLEC for approval. After approval from SLEC it will go to Ministry for final approval.

9.5.7 Approve Cluster:

When Ministry approves one cluster then the cluster will become finally approved and it will ready for ICAP preparation.

10 ICAP (Integrated Cluster Action Plan)

For each cluster there may be one ICAP and the ICAP will be formed by State Level Nodal Agency (SLNA) or by District Level Nodal Agency (DLNA) or by Cluster Level Nodal Agency (CLNA). ICAP is divided into three parts.

1. Cluster Profiling (Cluster Wise) - Cluster wise forms will be entered by SLNA/ DLNA/ CLNA.
2. Cluster Profiling (GP Wise) - GP wise forms will be entered by SLNA/ DLNA/ CLNA/ GP User.
3. View/ Print/ Export ICAP - It provides list of final ICAPs of a particular state.
4. Edit ICAP – SNA can edit ICAP draft under this option.
10.1 Cluster Profiling (Cluster Wise)
The cluster profiling (Cluster wise) is basically sub divided into three parts

10.1.1 Part-1 Delineation of Planning Area/Administrative Profile/ SWOT Analysis/ Vision Entry Form

10.1.2 Part-2 Deficiency Analysis
This section covers the Deficiency analysis and is sub categorized into four parts

*Update Basic Amenities*
In this section, the SNA can update the basic amenities on the basis of cluster name.
Add Digital Amenities
Add Economic Activities

Add Social Amenities
10.1.3 Part-3 ICAP format entry form

In this section, SNA can view the cluster profiling categorized on GP/Village.

Cluster Profiling Menu Village wise:
Cluster Profiling Menu Gram Panchayat wise:

**General Profile**

10.2.1 Add Cultural Profile
10.2.2 Add Demographic Profile

10.2.3 Add Social Profile Details
10.2.4 Add Economic Profile

Component Profile

10.2.5 Add 24*7 Piped Water Supply
10.2.6 Add Access to Village streets with Drains

10.2.7 Add Agri Services and Processing
10.2.8 Add Digital Amenities and Literacy Details

10.2.9 Add Health Details
10.2.10 Add Inter Village Road Connectivity Details

10.2.11 Add LPG Gas Connection Details
10.2.12 Add Public Transport Details

![Image of RurbanSoft ICAP interface showing Public Transport details]

10.2.13 Add Sanitation Details

![Image of RurbanSoft ICAP interface showing Sanitation details]

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52
10.2.14 Add Skill Development Training Details related to Economic Activity

![Image of Skill Development Training Related to Economic Activity]

10.2.15 Add Solid & Liquid Waste Management Details

![Image of Solid & Liquid Waste Management]

53
10.2.16 Add Upgradation Details of Primary, Secondary & Higher Secondary Schools

10.2.17 Add Village Street Light Details
10.3 Gram Sabha Resolution

10.3.1 Add Gram Sabha Resolution

In the Gram Sabha Resolution:

Step 1: Attach the file

Step 2: Click on Save
10.3.2 VIEW ICAP DRAFT
After filling all the details of the ICAP, SNA can view the ICAP Draft as shown below. The Draft has EDIT button to edit the previously entered data. After review the ICAP user have to submit the ICAP draft. After submission of ICAP it cannot be modified and it will go to SLEC for approval.

10.3.3 Approve/ Redirect ICAP from SLEC
SLEC can view the ICAP draft from list. He can also Approve or Redirect the ICAP by clicking on the respective icons as shown in the list. When SLEC approves the ICAP, then the ICAP will go to the Ministry for approval. When SLEC redirects the ICAP, then it will go to SNA for modification.

10.3.4 SLEC ICAP approval
10.3.5 ICAP Redirect

11 Sub-Component Mapping
In this section, the SNA can add sub-component mapping by selecting the ICAP Cluster and Used component in ICAP from drop down menu.
12. DPR (Detailed Project Report)

12.1 DPR Preparation
DPR Section is sub categorized into two categories:

- DPR Details
- DPR Format

**DPR Details**

This section gives a summarized report of the details of DPR. Also, the user can view the DPR Draft from this section. It comprises of the following sections:

A. DPR Information

This is sub divided into categories which are as follows:

1. Master Planning Details
2. State Institutional Framework

B. Checklist
DPR Format

In this section, the DPR can be added either from a new category or from ICAP.

Step 1: Select the Component Name and Sub component name/activity from the drop down menu.

Step 2: Click on Add Work button.

Step 3: Or in case the user wants to edit any information in the existing DPR Work details, it can be done by viewing and selecting the particular DPR in the DPR works mentioned and click on action (edit/delete).
When the user clicks on Add DPR Work Details, the following steps need to be followed:

Step 1: Enter the Work Details like Work Name and Implementing Agency. Select the GP Name and Unit from the drop down menu.

Step 2: Fill in the details in the Convergence column like Quantity and Financial amount. Select the Scheme from the drop down menu.

Step 3: Enter the Quantity and Financial amount for CGF in the CGF category.

Step 4: In the O&M strategy, fill in the O&M Strategy details like O&M Agency Name, Revenue Projection per annum and O&M Cost per annum. Select O&M Fund Source from the drop down menu.

Step 5: Click on Submit button.
12.2 DPR Draft Screen
The same can be exported to pdf as well as Excel.

12.3 View Approved DPR
SLEC can approve the DPR with the attachment of approval resolution and the remarks. If the DPR is approved then it will go to Ministry for approval. The list of approved DPR’s can be viewed from this section.
12.4 Edit DPR

SNA can edit DPR data using this option.
13 Fund Management

13.1 Add Opening Balance
In this section, the opening balance is added, i.e. the amount transferred to SNA from cluster.

13.2 View Opening Balance
Here, the user can view the opening balances based on all fund types, cluster name and financial year.
13.3 Add Admin Fund Expenditure Details
In this section, the admin fund expenditure details are added. It consists of details like State name, cluster phase, released installment, Cluster name, sanction letter number, expenditure amount and details.

13.4 Admin Fund UC Submission
In this section, the UC is saved/ submitted on the basis of details like state name, sanction letter number. The user needs to upload UC in pdf form with size not exceeding 1 MB.
13.5 Add bank account details (SNA account)
Step 1: Select the Account type from the drop down menu.

Step 2: Select the Bank name and branch name from the drop down menu.

Step 3: Fill in the IFSC Code, Account Number, Name of Account Holder and Bank address.

Step 4: Click on Submit button

13.6 Add State Share
In this section, the amount is added that falls in the state share from the Central share amount. The Central share amount is written on the top of the page. Details like State Name, Phase, Cluster name, financial year, sanction letter number, sanction order date, IFD number and date, installment and state share amount needs to be filled in.
13.7 Add Cluster Zero Balance bank account details

In this section, the cluster bank account details are filled in.

Step 1: Select the Cluster name, bank name, branch name from the drop down menu.

Step 2: Fill in the IFS Code, Bank Account Number, Name of Account Holder and Bank Address.

Step 3: Click on the Submit button.
13.8 View Funds Release Report

SNA can view Funds Release report using this option.
14 Work Monitoring

14.1 Work Details Entry
In this section, the user can view the list of works in DPR. Also, work details and sub work details can be added in the appropriate work code.

14.2 Update Work Entry Details
In this section, SNA can update the work entry details.

Step 1: Fill in State Name, Cluster Name, Work Code and Work Name.

Step 2: Add the Work Approval Number, Work Approval Date, Proposed Start Date and Estimated Completion Date.


Step 4: Click on Update Button.
14.3 Add Sub work entry

In this section, sub work entry can be added on the basis of State Name, Cluster Name, Work Code and Work Name.
14.4 Manage Work Entry Details
In this section, the SNA can add new work details.

14.5 View List of Works
In this section, SNA can view the list of works. The list can be filtered on the basis of cluster name.
14.6 Manage Work Monitoring Status

In this section, the user can update the physical and financial progress on the basis of Work Code, Work Status, Unit Specified and Progress Date.

14.7 Add Physical and Financial Progress of Work

In this section, the user can update the physical and financial progress on the basis of Work Code, Work Status, Unit Specified and Progress Date.
14.8 Vendor Work Mapping

![Vendor Work Mapping Screenshot]

- **Cluster Name:** TEST CLUSTER
- **Existing Vendor Work Mapping Details**
  - **Name:** VT 1
  - **Vendor Name:** ABB/Finance Limited
  - **Agreement Amount:** 300,000
- **Filter:** Showing 1 to 8 of Records

![Vendor Work Mapping Table]

<table>
<thead>
<tr>
<th>Work Name</th>
<th>Vendor</th>
<th>Agreement Amount (in rupees)</th>
<th>Agreement Date</th>
<th>Commencement Date</th>
<th>Expected Date for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>VT 1</td>
<td>Finance Limited</td>
<td>111</td>
<td>2019-06-14</td>
<td>2019-06-14</td>
<td>2021-12-31</td>
</tr>
</tbody>
</table>

- **New Work Mapping**
  - **Cluster Name:** TEST CLUSTER
  - **Vendor Name:** ABB/Finance Limited
  - **Agreement Amount:** 300,000

![Vendor Work Mapping Details]

<table>
<thead>
<tr>
<th>Work Name</th>
<th>Vendor</th>
<th>Agreement Amount (in rupees)</th>
<th>Agreement Date</th>
<th>Commencement Date</th>
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<td>111</td>
<td>2019-06-14</td>
<td>2019-06-14</td>
<td>2021-12-31</td>
</tr>
</tbody>
</table>

- **Cluster Details**
  - **Vendor Work:** ABB/Finance Limited
  - **Agreement Amount:** 300,000

- **New Work Monitoring**
  - **Cluster Name:** TEST CLUSTER
  - **Vendor Work:** ABB/Finance Limited
  - **Agreement Amount:** 300,000
15. MPR (Module)
This module displays the monthly progress report of the works undertaken –

15.1 Cluster Level MPR
Here, the user needs to enter the outcome saturation details such as physical progress and financial progress for each sub-component.

Step1: The user selects the fund type.

Step2: Fills all the required fields.

Step3: After clicking on Submit button, the cluster level MPR will be submitted.
15.2 Freeze MPR
The user has the provision to freeze the data entered.

15.3 View Unfreeze MPR list
The list displays the unfreeze MPRs. SNA can view details such as Cluster Name, Financial Year, Month, Date of Unfreeze, Remarks and Action taken.
15.4 Edit MPR

- Here the data entered for MPR can be edited.
- Once the required details are entered the specific MPR is displayed and the user can edit the details.

16. VIEW MPR

16.1 State Level MPR
This report displays the MPR for particular state.

Step 1: State Name will be auto selected.

Step 2: Select Financial Year, Month and Fund Type.

Step 3: Click on Search MPR.
State Level MPR Summary

This report displays the summary of the State Level MPR. This can either be exported as PDF or Excel.
Export to Excel
16.2 Cluster Level MPR
This report displays the MPR for a particular Cluster.

Step 1: State Name will be auto selected.
Step 2: Select Cluster Name, Financial Year, Month and Fund Type.
Step 3: Click on Search MPR.
The report can be exported to PDF or Excel.

**Export to PDF**
16.3 Financial MPR
This report displays the financial progress of the cluster for particular financial year.

Step 1: State Name will be auto selected.
Step 2: Select Cluster Name, Financial Year, Month.

Step 3: Click on Search MPR.
16.4 User Defined MPR Report (Screen 1)

Here SNA selects the type of amenities from the filter/ dropdown. The corresponding list will be displayed and the user will select the required ones and place it in the right column.
16.5 User Defined MPR Report (Screen 2)
Here the user needs to select the financial year, phase & and/or, and the corresponding report will be displayed.
16.6 User Defined MPR Report

The corresponding report will be displayed for the particular state and financial year. The report can be exported to Excel as well as PDF format.

**Export to Excel**
17. Saturation MPR

17.1 Target Saturation MPR Entry (SNA)

Step 1: Select State, District, Sub-district Name and Phase from the dropdown.

Step 2: Enter the number of households and GPs in the cluster.

Step 3: After clicking on save button, the data will be submitted.
**Edit Target Saturation (SNA)**

The data entered for Target saturation MPR can be edited/updated in this section.

Step 1: Edit the required details.

Step 2: Click on update and the details will be updated.

---

**17.2 Cluster Level Saturation Entry (SNA/CLNA)**

Here the user needs to enter Saturation MPR details for a particular cluster.

Step 1: State Name will be auto selected.

Step 2: Select Phase, Cluster Name, GP Name, Financial Year, Month and other necessary details.

Step 3: Click on Save.
18. View Saturation MPR

18.1 National Level Saturation Report

The report displays the national level saturation report as per the Financial Year selected.
18.2 Cluster Level Saturation Report
The report displays the cluster level saturation report as per the cluster name and for the financial year selected.

19. Raise your Issue

19.1 Add Issue
In this section, the SNA can register an issue.

Step 1: Select the Issuer, State Name, Cluster Name and Issue Type from the drop down menu.

Step 2: Fill in the Issue Date.

Step 3: Upload the document. The document can be in a jpg/png/pdf/doc/xlsx format not exceeding 2 MB

Step 4: Add the Issue description, not exceeding 1000 characters.

Step 5: Click on the Submit button.
19.2 Reply to the Issue
In this section, the SNA can reply to the issue.
19.3 View Issue
In this section, SNA can view all the issues. This comprises of the Ticket number, Cluster name, Issue type, Issue description, creation date and the status of the issue.

20. DLNA Login

- The DLNA user will be created by SNA.
- The screen displays the dashboard for DLNA user.
• Here user can view ICAP (Redirected ICAP) and DPR (Redirected DPR) details.
• On clicking on Redirected ICAP, User will be displayed the screen with following details -

  - DLNA needs to select the specific district name from the dropdown.
  - Once the district name is selected, the page will display the details of the redirected ICAP with option to view/ edit the details.
  - Similarly for Redirected DPR, user needs to select the specific district name and can edit the details.
All other modules will function similar to SNA with the exception that the user type will be at District level.

21. CLNA Login

- The CLNA user will be created by SNA.
- The screen displays the dashboard for CLNA user –

- Here user can view ICAP (Redirected ICAP) and DPR (Redirected DPR) details.
- On clicking on Redirected ICAP, User will be displayed the screen with following details –
22. Maker Login

22.1 DSC Management

22.1.1 DSC Registration
The DSC is enrolled in this section by the Checker. The DSC can be registered by filling in the mandatory details like Designation, Department, Sub-department, State Name, District Name, Email ID and the maximum amount for debit.

22.1.2 View DSC Profile
In the section, the DSC profile can be viewed.
22.1.3 Unregister DSC
The DSC can be successfully unregistered from here. Select the profile to be unregistered and click on the Unregister button.
22.2 Vendor Management

22.2.1 New Vendor Registration

In this Section, the user can view the list of the registered vendors.

22.2.2 View Vendor List

In this Section, the user can view the list of the registered vendors.
22.2.3 Generate the Vendor File
This Section gives the details of the vendor files.

22.2.4 Edit the Vendor File
In this section, the user can view and update the vendor file details. The vendor registration can be edited/updated by filling in the mandatory details and clicking on update button.
22.2.5 View the Vendor File

In this section, the Maker can view the vendor file, forward it to Checker or check the file status.

Once the file is signed, the maker can view the approved vendor file.
22.2.6 Vendor Work Mapping

The section showcases the Vendor work mapping details. Also, the user can add sub work mapping details from this section.

Step 1: Choose the Cluster name and Implementing Agency name from the drop down menu.

Step 2: Click on Add Sub Work Mapping button.

In the Sub Work mapping section:

Step 1: The vendor name (from the drop down menu), agreement amount, agreement number, agreement date, commencement date and expected date of completion has to be filled in.

Step 2: Click on the Save button
Once the sub work mapping is successfully added, details like agreement amount, agreement number, agreement date, commencement date and expected date of completion can be updated on need basis.
22.3 FTO Management

22.3.1 Payment to Vendor
In this section, the vendor Payment can be viewed based on the payee information.

22.3.2 View the Payment Entry
In this section, the Maker can view the Payment entry. In this, the maker can view details like Transaction number, Cluster Name, PFMS Vendor Code, Credit Account Number (encrypted data), PFMS Component Name, Vendor Code and Name, Credit amount, Deduction status and action required.
22.3.3 Generate FTO
In this section, the Maker generates FTO.

Step 1: Select the Payment information. Select the Payee Type, Release from, Financial Year, Actual Transaction Date, and Sanction Number from the drop down menu.

Step 2: Enter the Sanction date, Transaction Purpose and Payment purpose.

Step3: Click on Generate EAT File.

22.3.4 Sign FTO
In this section, the maker can view the list of Signed FTO’s with details like Payment File, Financial Year, Sanction Number and Sanction Date.
22.3.5 View and Send FTO
The Maker can view the file and perform the required action like forward to Checker, etc.
22.3.6 FTO Status
In this section, the maker can view the FTO Master Data.

23. Checker Login

23.1 DSC Management

23.1.1 DSC Registration
The DSC is enrolled in this section by the Checker. The DSC can be registered by filling in the mandatory details like Designation, Department, Sub-department, State Name, District Name, Email ID and the maximum amount for debit.
23.1.2 View DSC Profile
In the section, the DSC profile can be viewed.
23.1.3 Generate Checker DSC File
In this section, the checker can generate the DSC File.

23.1.4 View DSC File
The checker can view the DSC File from this section.
23.1.5 Sign DSC File
In this section, the checker applies the digital signature on the DSC File by clicking on Apply Digital Signature.

23.1.6 View/Send the Signed DSC File
In this section, the checker can view the signed file along with the signing details and see the action performed on the file.
23.1.7 View the Sent DSC File to PFMS
In this section, the checker can view the DSC File sent to PFMS.

23.1.8 View the DSC Response from PFMS
In this section, the Checker can view the DSC Response/Acknowledgement from PFMS and also copy it to local machine.
23.1.9 Manage the DSC Response File
The checker can view the DSC Response file here along with status (Approved/Rejected) and the reason for rejection.

23.2 Vendor Management

23.2.1 Vendor File Approval
In this section, the vendor file can be viewed, approved or rejected.
23.2.2 View the Approved Vendor File List
The list of approved vendor file can be viewed in this section.

23.2.3 Sign the Approved Vendor File
In this section, the list of unsigned vendor file can be viewed. Select the vendor file and apply digital signature.
23.2.4 View the signed Vendor File
In this section, the Checker can view the signed Vendor File and forward it to PFMS.

23.2.5 Vendor Response File from PFMS
In this section, the checker receives the Vendor Response File.
23.2.6 Manage the Vendor Response file

![Vendor Response file management](image)

23.3 FTO Management

23.3.1 FTO Approval

In this section, the checker can view the FTO approval status and view the payment file.

![FTO Approval](image)
23.3.2 Sign FTO
In the section, the checker can view the signed FTO details.

23.3.3 View and Send Signed FTO to PFMS
In this section, the details of the signed FTO file can be viewed with the current status.
23.3.4 EAT Acknowledgement File from PFMS
In this section, the Checker can receive the Acknowledgement Payment File.

23.3.5 Manage EAT Acknowledgement File
In this section, the checker can see the Group status of the Acknowledgement file (Approved/Rejected), forward status and the rejected reason, if any.