

## NRLM Transaction MIS User Manual

### Overview

The Deendayal Antyodaya Yojana- National Rural Livelihoods Mission (DAY-NRLM) is a centrally sponsored programme launched by the Ministry of Rural Development (MoRD), Government of India in June 2011. The Mission aims at creating efficient and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihood enhancements and improved access to financial services. DAY-NRLM seeks to reach out to all rural poor households and impact their livelihoods significantly by 2024-25.

In this context, in order to create a database of community institutions of poor such as SHGs and their Federations promoted under NRLM a web based e-governance application is being developed. This application has the feature of all types of financial support provided to institutions under NRLM. The community cadres promoted and the capacity building activities organized under NRLM are also being captured through this application. Creation of database of such institutions are also boost to capturing real time transactions of intuitions and their members. There are more features are being added as per requirement of NRLM from time to time.

This user manual has been developed to explain the web based eGov application of NRLM. To access the web based application open [nrlm.gov.in](http://nrlm.gov.in) in the latest version of browser Mozilla, Chrome or Internet Explorer.

### 1. Home Page

Click to go back, hold to see history

Secure <https://nrlm.gov.in/outerReportAction.do?methodName=showIndex>

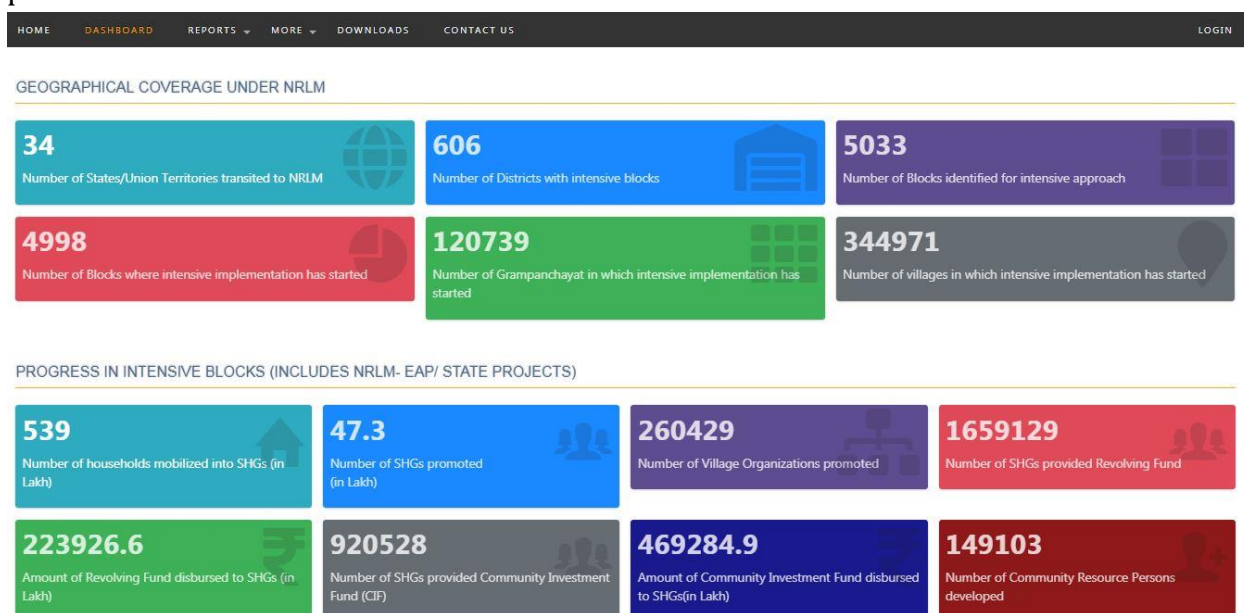
भारत सरकार | GOVERNMENT OF INDIA  
ग्रामीण विकास मंत्रालय | Ministry of Rural Development  
Deendayal Antyodaya Yojana-National Rural Livelihoods Mission (DAY-NRLM)  
e-Governance Application

HOME DASHBOARD REPORTS MORE DOWNLOADS CONTACT US LOGIN

<b>5033</b>	<b>48</b>	<b>539</b>	<b>149100</b>
Number of Blocks Covered	SHGs Promoted (in Lakh)	Households mobilised into SHGs (in Lakh)	No. of Community Cadre trained

Please note that we have provided an option in the Nodal Officer login for updating the LGD codes which are already mapped.

There is a national dashboard available to see the coverage and performance of some key parameters under NRLM.



There is a state level administrative user for NRLM-MIS eGov application. The credential of state level user has been communicated to email of State MIS Nodal Officer nominated by State Mission Director/CEO, SRLM. Each state has only administrative user for this application. On change of State MIS Nodal Officer in the state it will be changes in the system on communication from SMD/CEO along with the details (Name, Designation, Mobile No, email ID and Aadhaar Number) of new nodal officer for MIS. New credential will be shared to the email ID of new MIS nodal officer immediately and old administration ID will be non-functional on creation new administrative ID for state.

In addition to state level admin user, there are three levels of users may work in the application based on work assigned to respective user.

- 1.1 State Admin User**
- 1.2 State User (State level)**
- 1.3 District User (District level)**
- 1.4 Block User (Block level)**

The state, district and block level user will be created by state admin user and assign roles to the respective user as per requirements. Multiple users may create for state, district and block levels and specific roles may be assigned to respective user understanding different roles existing in the system. User will not be allowed to login without any specific role assign to him/her. One user can't login in multiple system to work simultaneously. All users may login into application through the login page indicated below.

## 2. Login Page

**IMPORTANT NOTE**

Please **do not close the browser** to close the application. **Do proper logout** by clicking on Logout button, otherwise the Id will be in Logged condition upto 10 minutes after stopping the work, during which user will not be able to login with the same Id. Only after 10 minutes the status automatically changes to Active after which the user will be able to login again with that Id. Similarly 3 unsuccessful attempts to login to the application, locks the Id for 10 minutes during which also the user will not be able to login. In both the above cases if the user wants to login immediately (not waiting for 10 minutes), can contact the MIS Nodal Officer of that state who can unlock the Id which facilitates in immediate login.

**USER DETAILS**

Username

Password

433936

Please remember to logout when you have finished your session.

Login

Designed and Developed by National Informatics Centre (NIC), Ministry Of Electronics & Information Technology, Government of India.  
Last reviewed and updated on : 12 July 2019  
You are the visitor number: 4527378

### 2.1 State Admin User

State level dashboard may see by the user on login and list of menu will be shown in left penal with scroll facility. On click of menu the sub-menu will display to perform the activity.

WELCOME STATE : HARYANA, USER : (STATE) BALWINDER KAUR

Change Password User Manual Logout

**MANAGE USER**  
MANAGE ACCESS  
HELP DESK  
UNBLOCK USER  
RESET PASSWORD  
BLOCK IDENTIFICATION  
HUMAN RESOURCE  
MONTHLY REPORT CARD  
REPORTS  
LOCATION MASTER STANDARDIZATION  
DELETE SHG  
SHIFTING BANK BRANCH  
VO CLF DELETE  
LGD MAPPING  
FUND DISBURSEMENT MODULE

**DashBoard**

Sr No	Parameters	Total	Complete	Incomplete
1	Total No of SHG's	25177	15646	9531
2	Total No of VO's	844	829	15
3	Total No of CLF's	32	32	0
4	SHGs Having Bank Account	15646	12738	2908
5	SHG Member Aadhaar Seeding	169713	149376	20337
6	SHGs Received RF	15646	9260	5785
7	SHGs Received CIF	15646	353	N/A
8	Core Staffs Involved	216	N/A	N/A
9	Community Cadre Profiles	3406	N/A	N/A
10	Districts Mapped with LGD Code	22	22	0
11	Blocks Mapped with LGD Code	131	125	6
12	Grampanchayats Mapped with LGD Code	6375	5748	627

**Login Information**

Last Successful Login : 2018-08-03 00:35:20

Last Failed Login Attempt : 2018-08-02 00:35:20

Unsuccessful Login Attempts: 0

State Admin user will perform following activities using the respective menus indicated below:

- 2.1.1 Manage User
- 2.1.2 Manage Access
- 2.1.3 Help Desk
- 2.1.4 Unblock User
- 2.1.5 Reset Password
- 2.1.6 Block Identification
- 2.1.7 Human Resource
- 2.1.8 Reports
- 2.1.9 Location Master Standardization
- 2.1.10 Delete SHG

- 2.1.11 Shifting Bank Branch
- 2.1.12 VO CLF Delete
- 2.1.13 LGD Mapping
- 2.1.14 Fund Disbursement Module

## Explanation on Activity to be performed:

### 2.1.1 Manage User

All levels of user can be created through this menu. The details of user like Name, Designation, Mobile No, email ID and Aadhaar number (optional) are required to create a user. Login ID should be entered as first name or surname only. Two characters from state name will be pre-fixed to the login ID on creation of state level user and two characters each from state and district name will be pre-fixed on creation of district level user automatically by the application. Similarly, two characters each from state, district and block name will be pre-fixed on creation of block level user. User credentials will be sent to the email ID of concerned user on creation. User will not be allowed to login till the role assigned to the user.

WELCOME STATE : HARYANA , USER : (STATE) BALWINDER KAUR Change Password User Manual Logout

MANAGE USER  
MANAGE ACCESS  
HELP DESK  
UNBLOCK USER  
RESET PASSWORD  
BLOCK IDENTIFICATION  
HUMAN RESOURCE  
MONTHLY REPORT CARD  
REPORTS  
LOCATION MASTER STANDARDIZATION  
DELETE SHG  
SHIFTING BANK BRANCH  
VO CLF DELETE  
LGD MAPPING  
FUND DISBURSEMENT MODULE

### Add User

\* Are Mandatory Field

Name Of User as per Aadhaar*	<input type="text"/>
Gender*	Male <input type="button" value="v"/>
Aadhaar Number	<input type="text"/>
Designation*	<input type="text"/>
Level of User*	Select Level <input type="button" value="v"/>
Login Id*	Select Level <input type="button" value="v"/>
Email Id* (NIC mail id is preferable.Don't use yahoo mail id)	STATE <input type="text"/>
	DISTRICT <input type="text"/>
	BLOCK <input type="text"/>
Please prefer mobile number specified in Aadhaar	
Mobile* (10 digit Only)	+91- <input type="text"/>
Account Status*	Open <input type="button" value="v"/>

Save Clear Close

### 2.1.2 Manage Access

Specific roles will be assigned through this menu. There are different roles for state, district and block level users. Roles need to understand thoroughly before assign role to any user. Roles of state, district and block level of users should assign to respective level of users only. Roles of block level user can also be assigned to district and state level users on requirement but roles of district and state level users can't be assigned to block level user. Similarly, roles of district level user can be assigned district and state level users on requirement but roles of state level user can't be assigned to district level user. Multiple roles of same level user may assigned for some specific cases. The roles available for different level are indicated in the table given below.

WELCOME STATE : HARYANA , USER : (STATE) BALWINDER KAUR Change Password User Manual Logout

MANAGE USER  
MANAGE ACCESS  
HELP DESK  
UNBLOCK USER  
RESET PASSWORD  
BLOCK IDENTIFICATION  
HUMAN RESOURCE  
MONTHLY REPORT CARD  
REPORTS  
LOCATION MASTER STANDARDIZATION  
DELETE SHG  
SHIFTING BANK BRANCH  
VO CLF DELETE  
LGD MAPPING  
FUND DISBURSEMENT MODULE

### Assign Role

\* Mandatory Field

Level of User*	STATE <input type="button" value="v"/>
Login Id*	HRSKBH01 <input type="button" value="v"/>
Level of user to be assigned*	STATE <input type="button" value="v"/>
Role*	--Select Role-- --Select Role-- EAP MPR ROLE (EAP MPR ROLE) HR ROLE (HR ROLE) NRLM MPR ROLE (NRLM MPR ROLE) NRLP MPR ROLE (NRLP MPR ROLE) OLD MPIS UPDATION (OLD MPIS UPDATION) STATE FINAL APPROVAL AUTHORITY (STATE FINAL APPROVAL AUTHORITY) STATE FINANCE FORMS ROLE (STATE FINANCE FORMS ROLE) STATE FINANCE ROLE FOR FUND DISBURSEMENT (STATE FINANCE ROLE FOR FUND DISBURSEMENT) STATE LEVEL BANK INFO MGMT (STATE LEVEL BANK BRANCH INFO MANAGEMENT) STATE ROLE (STATE ROLE)

State Level Roles	Purpose/Explanation
HR Role	To fix the required positions and approved for each thematic/functional area for state, district and block levels. Add of designation under any functional area for any level if not available as per requirement of state.
State Final Approval Authority	To approve the proposal for disbursement of fund to SHGs, VO's and CLFs from SMMU. This role should be given to the competent authority who has the administrative/financial power at state level for approval as per financial rules of SRLM. This role should be assigned to a dedicated user without any other role.
State Finance Role for Fund Disbursement	To recommend the proposal received from district towards fund disbursement to SHGs, VO's and CLFs to final approval authority of SMMU. Preferably Addl. CEO-Finance/ SPM-Finance of SMMU. This role should be assigned to a dedicated user without any other role.
State Level Bank Info Management	To add state and district level branches for specific district. This role should be assigned to a dedicated user without any other role.
State Role	To perform all state level activities except activities under above four roles.

District Level Roles	Purpose/Explanation
District Level Bank Info Management	To add branches functioning under the district. This role should be assigned to a user having knowledge about functions of branches.
Final Approval Authority	To approve the proposal for disbursement of fund to SHGs, VO's and CLFs from DMMU. This role should be given to the competent authority who has the administrative/financial power at district level for approval as per financial rules of SRLM. This role should be assigned to a dedicated user without any other role.
Fund Disbursement at district Level	To recommend the proposal received from blocks towards fund disbursement to SHGs, VO's and CLFs to final approval authority of DMMU. Preferably Finance Officer/ DPM-Finance of DMMU. This role should be



	assigned to a dedicated district level user without any other role.
District Role	To perform all district level activities except activities under above four roles.

Block Level Roles	Purpose/Explanation
Block Intensive	To perform all block level activities for intensive blocks
Block Non-Intensive	To perform all block level activities for Non-Intensive blocks
Block Transaction Admin	To perform as Block Admin User for CBO Transaction system

### 2.1.3 Help Desk

For any issue find in the application or data may be raised complain through this option. On raising issue an ID will be generated and user may see the status of the issue at any point of time till resolve the issue. If the status is resolved but not solve the problem user may reopen the issue with comments or feedback.

### 2.1.4 Unblock User

State, district and block level users blocked due to any reason (without proper logout) can be unblocked through this option.

### 2.1.5 Reset Password

Password can be reset through this option for state, district and block level users in case forgot the password due to any reason or if not able to login due to any reason. New password will be sent to email of respective user.

WELCOME STATE : HARYANA , USER : (STATE) BALWINDER KAUR Change Password User Manual Logout

Reset Password by State MIS-SGSY Nodal Officer

Level of User*	DISTRICT
District*	FATEHABAD
Login Id*	HRFBDFM

### 2.1.6 Block Identification

User needs to identify each block as Non-Intensive or Intensive including different category of intensive block. Further, the block can also identified as Resource block, MKSP block, Partnership block or Livelihoods Innovation block where applicable. There is a provision to enter the starting date of implementation in intensive mode for each intensive block. Date once entered can't be modified. Intensive block can't be converted to Non-Intensive but a Non-Intensive block can converted to intensive based on implementation of intensive approach. No block should identify as Intensive without starting date of implementation.

WELCOME STATE : HARYANA , USER : (STATE) BALWINDER KAUR Change Password User Manual Logout

Block Identification

**INFORMATION:** IF YOU CHANGE A NON-INTENSIVE BLOCK TO INTENSIVE BLOCK THEN PLEASE PROVIDE THE INTENSIVE STRATEGY START DATE ALSO.  
(LINK: INTENSIVE STRATEGY START DATE UNDER SAME MODULE IE: BLOCK IDENTIFICATION )

Select District --- AMBALA

S.No.	Block	Type	Resource Block	MKSP	Other Livelihood Pilots Or Innovations	Partnership With NGOs For Implementing NRLM Approach Adopted
1	AMBALA1	NRLM INTENSIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	AMBALA2	NRLM INTENSIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	BARARA	NRLM INTENSIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	NARAINGARH	NRLM NON-INTENSIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	SAHA	NRLM NON-INTENSIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	SHAHZADPUR	NRLM NON-INTENSIVE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES**

1. SRLM = State Rural Livelihoods Projects
2. EARLP = Externally Aided Rural Livelihoods Projects

### 2.1.7 Human Resource

User needs to fixed the number of required positions as per approved guideline of NRLM and approved positions as per approval from State Government for each thematic/functional area of state, district and block level. In position number of staff will be counted from actual number of staff details entered and currently working.

WELCOME STATE : HARYANA , USER : (STATE) BALWINDER KAUR Change Password User Manual Logout

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MANAGE USER

MANAGE ACCESS

HELP DESK

UNBLOCK USER

RESET PASSWORD

BLOCK IDENTIFICATION

HUMAN RESOURCE

ADD EMPLOYEE REQUIREMENT

ADD EMPLOYEE DESIGNATION

MONTHLY REPORT CARD

REPORTS

LOCATION MASTER STANDARDIZATION

SHIFTING BANK BRANCH

LGD MAPPING

SEARCH SELF HELP GROUP

### Staff Positions Approved

Level \*: State

Area Type \*: Programme Staff

District \*: Select

Save
Close

Note: Number of approved positions must be less than or equal to number of required positions.

S.No	Functional Area Name	Required Position	Approved Position	In Position	Error
1	Community Mobilizer(Frontline Staff)			0	
2	Training and Capacity Building			0	
3	Livelihoods(Farm/Non-Farm/Off-Farm)			2	
4	Marketing			0	
5	Innovation and Partnership			0	
6	Financial Inclusion/Bank Linkage/Micro Finance/Insurance			1	
7	Institutional Building			0	
8	Social Inclusion and Social Development			0	
9	Young Professional(Fellow)			0	
10	Self-Employment/Skill Development/Placement			1	

All staff categorized as (i) Programme Staff (PS), (ii) Management Staff (MS) and Support Staff (SS) as per table give below:

Functional Area of Staff [(PS-Programme Staff) (MS- Management Staff) (SS- Support Staff)]		
Sl No	Functional Area	Area_type
<b>Programme Staff</b>		
1	Institutional Building	PS
2	Training & Capacity Building	PS
3	Social Inclusion and Social Development	PS
4	Financial Inclusion/ Bank Linkage/ Micro Finance/ Insurance	PS
5	Livelihoods (Farm/Non-Farm/Off-Farm)	PS
6	Innovation and Partnership	PS
7	Self-Employment/ Skill Development/ Placement	PS
8	Marketing	PS
9	Young Professional	PS
10	Community Mobilizer (Frontline Staff*)	PS
<b>Management Staff</b>		
11	Financial Management	MS
12	Human Resource Development	MS
13	Procurement	MS
14	Administration/ Project Management	MS
15	Monitoring and Evaluation	MS
16	MIS / IT/ ICT	MS
17	Communication and Knowledge Management	MS
<b>Support Staff**</b>		
18	Project Assistants/ Project Associates	SS
19	Admin Assistants / Office Assistants	SS
20	Data Entry Operators (DEOs)/ Data Assistants	SS
21	Accountants/Cashiers	SS
22	Other Assistants/Associates/Supports	SS

\*Cluster Coordinators, Area Coordinators, Block Coordinators working at sub-block level are to be considered as Frontline Staff.

\*\* Group-D staff and drivers should not be considered as Support staff.

The functional area of different categorized staff and possible designations of different functional area are indicated in the table below.



<b>Functional Area of Staff [(PS-Programme Staff) (MS- Management Staff) (SS- Support Staff)]</b>				
<b>SI No</b>	<b>Functional_Area</b>	<b>Possible Designations under functional Area (State level)</b>	<b>Possible Designations under functional Area (District level)</b>	<b>Possible Designations under functional Area (Block level)</b>
<b>Programme Staff</b>				
1	Institutional Building (IB)	SPM(IB)/SMM(IB), PM(IB), PE(IB), ,	DPM (IB), PM(IB), PE (IB), District Coordinator (IB)	BPM(IB), PM (IB), PE (IB), Block Coordinator (IB),
2	Training & Capacity Building (T&CB)	SPM(CB), PM(CB), PE(CB)	DPM (CB), PM(CB), PE (CB), District Coordinator (CB)	BPM (CB), PM (CB), PE (CB), Block Coordinator(CB)
3	Social Inclusion and Social Development	SPM(SI&SD), PM(SI&SD), PE(SI&SD)	DPM (SI&SD), PM(SI&SD), PE(SI&SD), District Coordinator (SI&SD)	BPM (SI&SD), PM (SI&SD), PE (SI&SD), Block Coordinator(SI&SD)
4	Financial Inclusion/ Bank Linkage/ Micro Finance/ Insurance	SPM(FI), PM(FI), PE(FI)	DPM (FI), PM(FI), PE(FI), District Coordinator (FI)	BPM (FI), PM (FI), PE (FI), Block Coordinator(FI)
5	Livelihoods (Farm/Non-Farm/Off-Farm)	SPM(Livelihoods), PM(Livelihoods-Non Farm), PE(Livelihoods)	DPM (Livelihoods), PM(Livelihoods), PE(Livelihoods), District Coordinator (Livelihoods)	BPM (Livelihoods), PM (Livelihoods), PE (Livelihoods), Block Coordinator(Livelihoods)
6	Innovation and Partnership	SPM(I & P), PM(I & P), PE(I & P)	DPM(I & P), PM(I & P), PE(I & P), District Coordinator (I&P)	BPM (I & P), PM (I & P), PE (I & P), Block Coordinator(I & P)
7	Self-Employment/ Skill Development/ Placement	SPM(SE), PM(SE), PE(SE), PM(Skill Dev), PM(Placement)	DPM(SE), PM(SE), PE(SE), PM(Skill Dev), PM(Placement), District Coordinator (Skill)	BPM(SE), PM(SE), PE(SE), PM(Skill Dev), PM(Placement), Block Coordinator (Skill)
8	Marketing	SPM(Marketing), PM(Marketing), PE(Marketing),	DPM(Marketing), PM(Marketing), PE(Marketing), District Coordinator (Marketing)	BPM(Marketing), PM(Marketing), PE(Marketing), Block Coordinator (Marketing)
9	Young Professional	YP, NRLM Fellow	YP, NRLM Fellow	YP, NRLM Fellow
10	Community Mobilizer (Frontline Staff*)		Area Coordinator (incase area is multiple blocks)	Community Coordinator, Community Mobilizer, Cluster Coordinator, Area Coordinator
<b>Management Staff</b>				
11	Financial Management	AMD (Finance), SPM (Finance)/ SPM (FM), PM (FM), PM (Finance), PE (Finance), Accounts Officer, Accountant	DPM (Finance)/ DPM (FM), PM (FM), PM (Finance), PE (Finance), District Accounts Officer, Accountant	BPM (Finance)/ BPM (FM), PM (FM), PM (Finance), PE (Finance), Block Accounts Officer, Accountant
12	Human Resource Development	SPM (HR), PM (HR), PE (HR)	DPM (HR), PM (HR), PO (HR), APO (HR),	
13	Procurement	SPM (Procurement), PM (Procurement), PE (Procurement)	PM (Procurement),	
14	Administration/ Project Management	Addl CEO, AMD, COO, SPM/PM(Convergen	DPM/DMM/ Other Administrative Staff Deputed from Govt	BPM/BMM/ Other Administrative Staff Deputed from Govt

		e), SPM/PM(Governance & Accountability)	against NRLM approved Strength	against NRLM approved Strength
15	Monitoring and Evaluation	SPM (M&E), PM(M&E), PE (M&E)	DPM (M&E), PO (M&E)	BPM (M&E), PE(M&E)
16	MIS / IT/ ICT	SPM (MIS), PO (MIS), PM(MIS), PE (MIS), SPM (IT), PM(IT)	DPM (MIS), PO (MIS), PM(MIS), PE(MIS), MIS Officer, MIS Executive	BPM (MIS), PE (MIS), MIS Officer, MIS Assistant
17	Communication and Knowledge Management	SPM (Communication), SPM (KM), PM (KM), PE (KM)	DPM (KM), PO (KM), PM(KM), PE(KM), Communication Officer	
<b>Support Staff** (Drivers, Peon, Group-IV, and Watchman should not entered)</b>				
18	Project Assistants/ Project Associates	All Category of Assistants/Associates	All Category of Assistants/Associates	All Category of Assistants/Associates
19	Admin Assistants / Office Assistants	All Category of Admin/Office Assistants/Section Officer	All Category of Admin/Office Assistants/ Section Officer	All Category of Admin/ Office Assistants
20	Data Entry Operators (DEOs)/ Data Assistants	All Category of DEO/Data Assistants	All Category of DEO/Data Assistants	All Category of DEO/Data Assistants
21	Accountants/Cashiers	All Category of Accountants in Supporting role/Accounts Assistants	All Category of Accountants in Supporting role/Accounts Assistants	All Category of Accountants in Supporting role/Accounts Assistants
22	Other Assistants/Associates/ Supports	All other Assistants/ Associates/PA/ PS	All other Assistants/ Associates/PA/ PS	All other Assistants/ Associates/PA/ PS

## 2.1.8 Reports

User information details of different levels and assigned role to them may be seen in this report.

User Report

District

AMBALA

Block

Select

District Level User						
S. No.	User Name	Login ID	District Name	E-Mail ID	Status	Role Assign
1	ADC AMBALA	HRALADCAMBALA	AMBALA	SPM.MANDE.HSRLM@GMAIL.COM	Idle	1. FINAL APPROVING AUTHORITY
2	DFM AMBALA	HRALDFMAMBALA	AMBALA	SPM.MANDE.HSRLM@GMAIL.COM	Idle	1. FINAL APPROVING AUTHORITY 2. FUND DISBURSEMENT AT DISTRICT LEVEL
3	DPM AMBALA	HRALA	AMBALA	DPMHSRLMAMB@GMAIL.COM	Idle	1. DISTRICT ROLE

Block Level User

S. No.	User Name	Login ID	Block Name	E-Mail ID	Status	Role Assign
1	AMBALA	HRALALA1A	AMBALA1	dpmhsrlmamb@gmail.com	Idle	1. BLOCK INTENSIVE
2	AMBALA	HRALALA2A	AMBALA2	dpmhsrlmamb@gmail.com	Idle	1. BLOCK INTENSIVE
3	AMBALA	HRALALA2BPMAMBALA2	AMBALA2	PRGHSRLM@GMAIL.COM	Idle	1. BLOCKTRANSACTIONADMIN
4	BARARA	HRALBARAB	BARARA	dpmhsrlmamb@gmail.com	Idle	1. BLOCK INTENSIVE
5	BARARA	HRALBARABPMBARARA	BARARA	PRGHSRLM@GMAIL.COM	Idle	1. BLOCKTRANSACTIONADMIN
6	DEMO	HRALALA1DEMO	AMBALA1	BKBALWINDERKAUR87@GMAIL.COM	Idle	1. BLOCKTRANSACTIONADMIN
7	NARAINGARH	HRALNARHBPMNGARH	NARAINGARH	PRGHSRLM@GMAIL.COM	Idle	1. BLOCKTRANSACTIONADMIN
8	NARAINGARH	HRALNARHN	NARAINGARH	dpmhsrlmamb@gmail.com	Idle	1. BLOCK NON INTENSIVE
9	SAHA	HRALSAHABPMSAHA	SAHA	PRGHSRLM@GMAIL.COM	Idle	1. BLOCKTRANSACTIONADMIN
10	SAHA	HRALSAHAS	SAHA	dpmhsrlmamb@gmail.com	Idle	1. BLOCK NON INTENSIVE
11	SHAHZADPUR	HRALSPURS	SHAHZADPUR	dpmhsrlmamb@gmail.com	Idle	1. BLOCK NON INTENSIVE
12	SHAHZADPUR	HRALSPURBPM SHAHZADPUR	SHAHZADPUR	PRGHSRLM@GMAIL.COM	Idle	1. BLOCKTRANSACTIONADMIN

Back

Close

Back Close

## 2.1.9 Location Master Standardization

Location master such block, Gram Panchayat and village added/deleted or modified by district user can be reverted through this menu if updation not reflected in live or refreshed at National level.

WELCOME STATE : HARYANA , USER : (STATE) BALWINDER KAUR Change Password User Manual Logout

**Location Master Standardization**

District: MEWAT  
 Block Name: --Select--  
 Grampanchayat: --Select--

Block			
1	TAURU	Edited	Undo
2	PINANGWAN	Added	Undo
3	PUNMANA	Edited	Undo
4	INDRI	Added	Undo

Reverting Location Master Corrections

SHIFTING BANK BRANCH  
 LGD MAPPING  
 SEARCH SELF HELP GROUP  
 FUND DISBURSEMENT MODULE

### 2.1.10 Delete SHG

There is provision for deletion of duplicate or any SHG under this menu subject to no fund disbursed to SHG or SHG is not part of any federation.

### 2.1.11 Shifting Bank Branch

User can shift a bank branch from existing district to another district, if the branch physically located in destination district where necessary. It is required only in case of splitting of district or branch existing/entered under wrong district. Similarly, a bank branch can shift from existing district to state level if the branch providing services to SHGs/Members of multiple districts or having accounts of SHGs or Members from more than district. These facilities need to use only after confirmation from concerned district or block team.

WELCOME STATE : HARYANA , USER : (STATE) BALWINDER KAUR Change Password User Manual Logout

**Shifting Bank Branches**

From District List: BHIWANI  
 Bank List: ALLAHABAD BANK  
 Bank Branch List: BHIWANI  
 Shift From: District To State

SHIFTING BANK BRANCH  
 LGD MAPPING  
 SEARCH SELF HELP GROUP  
 FUND DISBURSEMENT MODULE

### 2.1.12 VO CLF Delete

User can delete the VO (first level federation) or CLF (second level federation) through this menu subject to there is no village/SHG/member mapping with the VO and no VO/member mapping with CLF. User will not be able to see the list of VO or CLF to delete if any mapping exists. If the user entered the VO profile under wrong Gram Panchayat or entered the wrong date of formation user may delete the profile on intimation by concerned block team.

### 2.1.13 LGD Mapping

User can correct the LGD code of any location (district, block, Gram Panchayat and village) if found incorrect LGD seeding. This option may be required, if a message showing as "LGD code already exist" during LGD seeding for left out locations.

WELCOME STATE : HARYANA , USER : (STATE) BALWINDER KAUR Change Password User Manual Logout

MANAGE USER  
MANAGE ACCESS  
HELP DESK  
UNBLOCK USER  
RESET PASSWORD  
BLOCK IDENTIFICATION  
HUMAN RESOURCE  
MONTHLY REPORT CARD  
REPORTS  
LOCATION MASTER STANDARDIZATION  
SHIFTING BANK BRANCH  
LGD MAPPING  
LGD UPDATING  
SEARCH SELF HELP GROUP  
FUND DISBURSEMENT MODULE

### LGD Update

District: --Select--

Submit

Sr No	Nrlm Code	Entity Name	Lgd Code	Action
1	1201	AMBALA	58	
2	1213	BHIWANI	59	
3	1222	CHARKHI DADRI	701	
4	1209	FARIDABAD	60	
5	1218	FATEHABAD	61	
6	1210	GURGAON	62	
7	1215	HISAR	63	

### 2.1.14 Fund Disbursement Module

User can modify the post disbursement releases entered in part-I of fund disbursement module at block, district and state level and verified. Only limited fields such as “amount”, “disbursed by” options will allow to edit.

WELCOME STATE : HARYANA , USER : (STATE) BALWINDER KAUR Change Password User Manual Logout

MANAGE USER  
MANAGE ACCESS  
HELP DESK  
UNBLOCK USER  
RESET PASSWORD  
BLOCK IDENTIFICATION  
HUMAN RESOURCE  
MONTHLY REPORT CARD  
REPORTS  
LOCATION MASTER STANDARDIZATION  
SHIFTING BANK BRANCH  
LGD MAPPING  
SEARCH SELF HELP GROUP  
FUND DISBURSEMENT MODULE  
FUND DISBURSEMENT CORRECTION

**Fund Disbursement Correction Page**

THIS PAGE WILL SHOW THE VERIFIED ENTRIES BY STATE, DISTRICT, BLOCK. IN CASE OF CORRECTION YOU HAVE TO CLICK ON PEN ICON TO FIRST MODIFY THE RECORD. ONCE YOU HAVE MODIFIED ANY RECORD THAT RECORD AUTOMATICALLY GETS VERIFIED.

### FUND DISBURSEMENT REPORT

CBO Type: Self Help Group District: ALL Block: ALL

Gram Panchayat: ALL Village: ALL **SUBMIT**

Show 10 entries

S.No	Date of Release	Type Of Fund	Disbursed By	CBO Name (CBO Code)	GP (Village)	Bank Name Branch Name (IFSC)	Account Number	Amount	Update
1	12-01-2018	CIF	VO	HARSH (14551)	SANTOKH MAJRA (SANTOKHMAJRA)	PUNJAB NATIONAL BANK RAJAUND (PUNB0725400)	7264000100030263	50000.00	
2	02-12-2017	CIF	VO	ANSH (15823)	SANTOKH MAJRA (SANTOKHMAJRA)	PUNJAB NATIONAL BANK RAJAUND (PUNB0725400)	7264001700050332	15000.00	
3	16-04-2016	CIF	VO	DEEPAK (13105)	SANTOKH MAJRA (SANTOKHMAJRA)	PUNJAB NATIONAL BANK RAJAUND (PUNB0725400)	7264001700040380	40000.00	
4	17-07-2015	CIF	VO	AASHA (11124)	SANTOKH MAJRA (SANTOKHMAJRA)	PUNJAB NATIONAL BANK RAJAUND	7264001700002999	40000.00	

### 3. State Level User

State level dashboard may see by the user on login and list of menu will be shown in left penal with scroll facility. On click of menu the sub-menu will display to perform the activity. The Dashboard will help state user to monitor the status of key parameters.

WELCOME STATE: HARYANA, USER: (STATE) SKBHOI Change Role Change Password User Manual Logout

Master Trainer Profile  
TRAINING AND CB  
HELP DESK  
MANAGE BANK  
MANAGE BRANCH  
MANAGEMENT UNIT DETAILS  
KEY SYSTEM APPROVAL DATES  
QUARTERLY TARGET  
APPROVED BLOCK MPRs  
HUMAN RESOURCE  
DISTRICT IS IDENTIFICATION  
REPORTS  
NRLM COMMODITIES  
FUND PROPOSAL REPORT  
LGD MAPPING  
FUND DISBURSEMENT MODULE

#### DashBoard

Sr No	Parameters	Total	Complete	Incomplete
1	Total No of SHG's	25177	15646	9531
2	Total No of VO's	844	829	15
3	Total No of CLF's	32	32	0
4	SHGs Having Bank Account	15646	12738	2908
5	SHG Member Aadhaar Seeding	169713	149376	20337
6	SHGs Received RF	15646	9260	5786
7	SHGs Received CIF	15646	353	N/A
8	Core Staffs Involved	216	N/A	N/A
9	Community Cadre Profiles	3406	N/A	N/A
10	Districts Mapped with LGD Code	22	22	0
11	Blocks Mapped with LGD Code	131	125	6
12	Grampanchayats Mapped with LGD Code	6375	5748	627
13	Villages Mapped with LGD Code	7804	5997	1807

#### Login Information

Last Successful Login : 2018-08-03 01:27:30

Last Failed Login Attempt : 2018-08-02 01:27:30

Unsuccessful Login Attempts: 1

State level user (with State Role) will perform following activities using the respective menus indicated below:

- 3.1 Master Trainer Profile
- 3.2 Training and CB
- 3.3 Help Desk
- 3.4 Manage Bank
- 3.5 Manage Branch
- 3.6 Management Unit Details
- 3.7 Key System Approval Dates
- 3.8 Quarterly Target
- 3.9 Approved Block MPR
- 3.10 Human Resource
- 3.11 District Identification
- 3.12 Reports
- 3.13 NRLM Commodities
- 3.14 Fund Proposal Report
- 3.15 LGD Mapping
- 3.16 Fund Disbursement Module

### Explanation on Activity to be performed:

#### 3.1 Master Trainer Profile

User will enter the profiles of State Level Master Trainer/ State Resource Person (SRP) under this menu. There is standard format to collect the details of SRP and enter into system by state level user only.



### Profile of Master Trainer

Master Trainer Profile

ADD

EDIT

TRAINING AND CB

HELP DESK

MANAGE BANK

MANAGE BRANCH

MANAGEMENT UNIT DETAILS

KEY SYSTEM APPROVAL DATES

QUARTERLY TARGET

APPROVED BLOCK MPRA

HUMAN RESOURCE

DISTRICT IDENTIFICATION

REPORTS

Please Fill all the Details:

Full Name*	<input type="text"/>	Husband/Father Name*	<input type="text"/>
Upload Cadre's Photograph *	<input type="button" value="Choose file"/> No file chosen		
<small>(Images format should be in(jpg, .jpeg, .png) And Size Of Image is Less than 300 KB. File name should not contain any special characters.) The File you are trying to upload contains some script tags might be because it is compressed using online tools which is not allowed keeping in view the security aspect please avoid using compressed tools.</small>			
Gender *	- Select -	Contact No.*	<input type="text"/>
Social Category *	- Select -	Aadhaar Number	<input type="text"/>
Date of Birth *	<input type="text"/>	Age	<input type="text"/>
Marital Status *	Married	Education Standard *	- Select -
Address *			
<input type="text"/>			
Bank Name*	- Select -	Branch Name *	- Select -
Account number*	<input type="text"/>	IFSC CODE	<input type="text"/>
Level of Master Trainer:	State	District/State Name	HARYANA
Trainer Form *	NRLM Staff	Email ID *	<input type="text"/>
Primary Subject(Theme)*	- Select -	Training Received (No of days) *	<input type="text"/>

**Trainer for Additional Subject (Theme)**

Subject (Theme)	- Select -	Training Received (No of days)	<input type="text"/>
-----------------	------------	--------------------------------	----------------------

### 3.2 Training and CB

User will enter the details of state level trainings conducted by SMMU including number of participants from different categories, resource persons and estimated budget and actual expenditure of training under this menu. There is standard format to collect the details of training and enter into system by state level user only.

### Details of Training Undertaken

Master Trainer Profile

TRAINING AND CB

ADD

EDIT

HELP DESK

MANAGE BANK

MANAGE BRANCH

MANAGEMENT UNIT DETAILS

KEY SYSTEM APPROVAL DATES

QUARTERLY TARGET

APPROVED BLOCK MPRA

HUMAN RESOURCE

DISTRICT IDENTIFICATION

REPORTS

NRLM COMMODITIES

FUND PROPOSAL REPORT

Please Fill all the Details:

Title of Training*	<input type="text"/>	Type of Training*	- Select -
Duration From *	<input type="text"/>	To *	<input type="text"/>
Level of Training *	- Select -	Approved Budget (IN RS)	0
Actual Expenditure (IN RS)	0	Venue *	<input type="text"/>
File Upload *	<input type="button" value="Choose file"/> No file chosen		
<small>(Images format should be in(jpg, .jpeg, .png) And Size Of Image is Less than 300 KB. File name should not contain any special characters.) The File you are trying to upload contains some script tags might be because it is compressed using online tools which is not allowed keeping in view the security aspect please avoid using compressed tools.</small>			
Organized By *	- Select -		

**Name of Resource Person**

Name of Resource Person 1*	- Select -
----------------------------	------------

**Participants Details**

Category1*	- Select -	Subcategory1*	- Select -	Numbers1*	<input type="text"/>
------------	------------	---------------	------------	-----------	----------------------

### 3.3 Help Desk

For any issue find in the application or data may be raised complain through this option. On raising issue an ID will be generated and user may see the status of the issue at any point of time till resolve the issue. If the status is resolved but not solve the problem user may reopen the issue with comments or feedback.

**Complaint System**

State: **HARYANA**

**Detail of Requesting person**

Name\*: SKBHOI      Designation\*: MMMIS      Mobile: 9015047455

Email\*: SKBMISNRLM@GMAIL.COM

**Detail Of Request**

Application Type\*: NRLM MIS      Request Type\*: MANAGE BRANCH

Request Title\*:

**Request Detail\***

**Attachments (Optional)**

Attachment 1:  No file chosen      Attachment 2:  No file chosen

**Complaint List**

Show 10 entries      Search:

Sr No	Complaint No	Application	Request Type	Status	Raised On	Resolved On	Detail
1	1155	NRLM MIS	Error in application	Resolved	24-08-2017 01:23:23 PM	30-08-2017 11:08:11 AM	<a href="#">Detail</a>

### 3.4 Manage Bank

The list of banks available in MIS under the state may be seen and provision to download in excel under this menu.

WELCOME STATE : HARYANA , USER : (STATE) SKBHOI      [Change Role](#)   [Change Password](#)   [User Manual](#)   [Logout](#)

**View Bank**

Download BankList as:

Sr No.	Bank Code	Bank Name	Bank Abbreviation	Bank Type	Bank Level
1	12	ABHYUDAYA CO-OP BANK LTD	ABHYUDAYA	COMMERCIAL	NATIONAL
2	84	ALLAHABAD BANK	ALLODBANK	COMMERCIAL	NATIONAL
3	10	ANDHRA BANK	ANDBAN	COMMERCIAL	NATIONAL
4	850	AP GRAMEEN VIKAS BANK	APQVB	REGIONAL	NATIONAL
5	45	AXIS BANK	AXIS	COMMERCIAL	NATIONAL
6	1094	BANDHAN BANK LTD	BANDBANK	COMMERCIAL	NATIONAL
7	85	BANK OF BARODA	BOB	COMMERCIAL	NATIONAL
8	86	BANK OF INDIA	BOI	COMMERCIAL	NATIONAL
9	82	BANK OF MAHARASHTRA	BOM	COMMERCIAL	NATIONAL
10	1090	BHARATIYA MAHILA BANK	BMS	COMMERCIAL	NATIONAL
11	40	CALYON BANK	CALYON	COMMERCIAL	NATIONAL
12	99	CANARA BANK	CANARA	COMMERCIAL	NATIONAL
13	54	CATHOLIC SYRIAN BANK LTD.	CATHOLICS	COMMERCIAL	NATIONAL
14	87	CENTRAL BANK OF INDIA	CBI	COMMERCIAL	NATIONAL
15	874	CENTURION BANK	CB	COMMERCIAL	NATIONAL
16	9	CITIBANK	CITI	COMMERCIAL	NATIONAL
17	15	CITY UNION BANK LTD	CITYUNION	COMMERCIAL	NATIONAL
18	876	COOPERATIVE CENTRAL BANK	CCB	CO-OPERATIVE	NATIONAL

### 3.5 Manage Branch

The list of bank branches available in MIS under the state may be seen and provision to download in excel under this menu. If any branch not exist in the list state user may to add the branch into MIS with required information.

WELCOME STATE : HARYANA , USER : (STATE) SKBHOI      [Change Role](#)   [Change Password](#)   [User Manual](#)   [Logout](#)

**View Bank Branch Details**

Download BankBranchList as:

Bank Level: ☐ All ☒ National ☐ State ☐ District      Bank Name: ALL BANK     

Sr.No.	Branch Level	District Name	Bank Code	Bank Name	Branch Code	Branch Name	IFSC Code	Address
1	STATE		87	CENTRAL BANK OF INDIA	139914	BARANA	CBIN0284750	VPO- BARANA, PANIPAT, PIN CODE: 132103, PANIPAT, HARYANA
2	STATE		337	HARYANA STATE COOPERATIVE APEX BANK LTD	77236	AMBALA CANTT	UT180FCC001	AMBALA CANTT
3	STATE		337	HARYANA STATE COOPERATIVE APEX BANK LTD	77235	AMBALA CITY	UT180FCC001	AMBALA CITY, DISTT-AMBALA
4	STATE		337	HARYANA STATE COOPERATIVE APEX BANK LTD	77257	AMBLI	UT180FCC001	AMBLI, DISTT-AMBALA
5	STATE		337	HARYANA STATE COOPERATIVE APEX BANK LTD	77468	ANANGPUR	UT180FCC001	ANANGPUR, DISTT-FARIDABAD

### 3.6 Management Unit Details

The details of SMMU including name of State Mission Director/CEO, contact details and account details need to enter through this menu.

State Rural Livelihoods Mission Details

\* Are Mandatory Field

<b>SRLM Detail</b>					
Name Of SRLM*	HARYANA STATE RURAL LIVELIHOODS MISSION				
Date of Establishment*	24-05-2011				
Nature Of Organization*	Society				
Mission Director Name*(50 character max)	SHRI ASHOK KUMAR MEE				
Date Appointment of Mission Director*	06-09-2012				
Nature of Appointment*	Full-Time				
Date Of Establishment Independent Office	06-09-2012				
<b>Contact Detail Of SRLM</b>					
Address*(Only 200 Character are allowed)	AKSHAY URJA BHAVAN, 2ND FLOOR, INSTITUTIONAL PLOT NO-1, SECTOR-17, PANCHKULA, HARYANA -134109				
Off. Phone*(with STD code)	01722581590	Fax*(with STD code)	01722581590		
Mobile	(+91)-8265666888	Email*	ceohsrlm@gmail.com		
URL					
<b>Incharge Detail</b>					
Designation	--Select--				
Name (50 character max)	P K SHARMA				
Appointment Date	03-03-2014				
<b>Incharge Contact Detail</b>					
Off. Phone (with STD code)	01722581590	Fax (with STD code)	01722581590		
Mobile	91-	Email	ceohsrlm-harim@nic.in		
<b>Account Detail OF SMMU</b>					
<a href="#">Add More</a>					
S.No.	Account Type*	Bank Name*	Branch Name*	Account Number*	Inactive Account Number
1	AC-1	UNION BANK OF INDIA	PANCHKULA	309302010097074	NO

[Modify](#) [Close](#)

### 3.7 Key System Approval Dates

The date of approval for key manual or guidelines such as Procurement, Finance, HR etc. need to enter through this menu.

Date of Approval of Key Systems by Competent Authority

Sl.No.		Approval Date
1.	Date when SRLM was designated as the implementing agency for NRLM	12-07-2011
2.	Approval of SRLM implementation structure (State, District and Block/Sub-Block level)	12-07-2011
3.	Resolution/ Order adopting national procurement manual for SRLM	12-07-2011
4.	Approval of SRLM Financial System and Manual	12-07-2011
5.	Approval of SRLM-HR Policy and Manual	12-07-2011
6.	Approval of SPIP	
7.	Approval of AAP	15-12-2012

[Modify](#) [Close](#)

### 3.8 Quarterly Target

The quarter wise target of a financial year for all MPR indicators as per approved AAP by EC need to enter through this menu. JS-RL and Mission Director, NRLM, MORD will be reviewed the achievements at the end of each quarter based on this target.

State Quarterly Target

WELCOME STATE : HARYANA , USER : (STATE) SKBHOI [Change Role](#) [Change Password](#) [User Manual](#) [Logout](#)

Intensive Category	NRLM	Quarter	FIRST
Financial Year	2018-2019		
+ All amount entry in Rupees only			
<b>I. Progress</b>			
S.No	Indicators		
2	Coverge of Implementations (Targeted vs Achievement)		
2.1	Number of Gram Panchayats in which intensive strategy initiated	300	
2.2	Number of villages in which intensive strategy initiated	300	
3	Promotion of New SHG and Pre NRLM SHG brought into NRLM fold		
3.1	Number of New SHGs promoted by SRLM	2400	
3.2	Number of other existing SHGs brought into the NRLM fold (after revival/strengthening)	125	
3.3	Total number of SHGs under NRLM fold in intensive blocks (3.1 + 3.2)	2525	
3.4	Number of Predominantly SC-SHG( SC member >= 50%)	1262	
3.5	Number of Predominantly ST-SHG(ST member >= 50%)	0	
3.6	Number of Predominantly Minority-SHG(Minority member >= 50%)	379	



### 3.9 Approved Block MPR

User can modify the figure of approved block MPR on request from concerned block or district. If the block MPR is not approved by district, it will not visible to modify the MPR figure by state user but modification will be available with block/district user till approval of district user.

Provision of reconciliation of MPR of any block and any month from May 2017 onwards are available under this menu. This option is available to reconcile the figure reflected in MPR (R series) and actual updated figure available in database. Such differences are showing due to progress are being uploaded after submission of MPR by block user. Block user or district user need to intimate state user to run the reconciliation for the block and specific month.

WELCOME STATE : HARYANA . USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

Master Trainer Profile

TRAINING AND CB

HELP DESK

MANAGE BANK

MANAGE BRANCH

MANAGEMENT UNIT DETAILS

KEY SYSTEM APPROVAL DATES

QUARTERLY TARGET

APPROVED BLOCK MPRs

MODIFY NEW

RECONCILE THE BLOCK MPR

HUMAN RESOURCE

DISTRICT IS IDENTIFICATION

REPORTS

NRLM COMMODITIES

#### Block Level Data For Updation (NEW)

**Note**  
1. All Amount entry in rupees only

BlockType	NRLM
Select District	AMBALA
Select Block	AMBALA1
Year	2018-2019
Month	JULY
<b>GO</b>	

I. Progress		
S.No	Indicators	
2	Coverge of Implementations (Targeted vs Achievement)	
2.1	Number of Gram Panchayats in which intensive strategy initiated	3
2.2	Number of villages in which intensive strategy initiated	3
3	Promotion of New SHG and Pre NRLM SHG brought into NRLM fold	
3.1	Number of New SHGs promoted by SRLM	18
3.2	Number of other SHGs brought into the NRLM fold (after revival/strengthening)	0
3.3	Total number of SHGs under NRLM fold in intensive blocks (3.1 + 3.2)	18
3.4	Number of Predominantly SC-SHG(SO member >= 50%)	10

### 3.10 Human Resource

The details of staff working at SMMU need to upload under this menu. Updation is required as and when any changes in staff details of SMMU.

Master Trainer Profile

TRAINING AND CB

HELP DESK

MANAGE BANK

MANAGE BRANCH

MANAGEMENT UNIT DETAILS

KEY SYSTEM APPROVAL DATES

QUARTERLY TARGET

APPROVED BLOCK MPRs

HUMAN RESOURCE

EMPLOYEE REGISTRATION

DISTRICT IS IDENTIFICATION

REPORTS

NRLM COMMODITIES

FUND PROPOSAL REPORT

#### Employee Registration

**Personal Details**

Name\*:

Mobile: +91- Email:

Education\*:  Specialization:  Experience (in Years):

**Job Profile**

Job Type:

Area Type\*:

Primary Functional Area\*:  Designation\*:

Secondary Functional Area:

Date of Joining\*:  (dd-mm-yyyy) Status:  LAST WORKING DATE:  (dd-mm-yyyy)

ORIENTATION:  START DATE:  (dd-mm-yyyy) END DATE:  (dd-mm-yyyy)

INDUCTION:  START DATE:  (dd-mm-yyyy) END DATE:  (dd-mm-yyyy)

IMMERSION:  START DATE:  (dd-mm-yyyy) END DATE:  (dd-mm-yyyy)

**Save Clear Close**

S.No.	Name	Designation	Primary Functional Area	Date of Joining	Mobile Number	Email id	Present Status	Edit Details
1	ARCHNA MAHNA	SPM Financial Proposal and Examination	Financial Management	11-11-2017		spmpe.hsrhm@gmail.com	WORKING	EDIT
2	AURBIND SHARMA	Project Director	Livelihoods(Farm/Non-Farm/Off-Farm)	27-02-2017		pdhsrlm@gmail.com	WORKING	EDIT
3	BALWINDER KAUR	PROGRAMMER	Project Assistants/Project Associates	27-10-2016	8728048555	prghsrlm@gmail.com	WORKING	EDIT

### 3.11 District Identification

### 3.12 Reports

There are four reports available here for the users. (i) SHG formation (ii) Complete SHG information, (iii) SHG-Linked Bank Branches and (iv) Aadhaar validation. User may monitor the month wise SHG promotion activity and download complete SHG information as per profile entry using these reports. Aadhaar seeding activities can be monitor on progress achieved yesterday and cumulative using Aadhaar validation report.

**SHG Formation Report**

District: AMBALA Financial Year: 2018-2019 Month: AUGUST

Show 10 entries Search:

Sr No.	Shg Code	Shg Name	Shg Formation Date
1	28439	SHAKTI	10-08-2018
2	29020	UJALA MAHILA SHG	06-08-2018
3	28535	UMEED	06-08-2018
4	29054	NARI SHAKTI MAHILA SHG	05-08-2018
5	29043	VIKAS MAHILA SHG	04-08-2018
6	28319	DEEPAK SHG	04-08-2018
7	28134	CHAND MAHILA SHG	04-08-2018
8	28405	MUSKAAN MAHILA SHG	04-08-2018
9	28132	JANNAT	03-08-2018
10	28419	AASHA MAHILA SHG	03-08-2018

### 3.13NRLM Commodities

**Add Commodities/Products Form**

Add Commodities/Products/Services and Unit

Category: AGRICULTURE Sub Category: FRUITS

Commodities/Products/Services: Product Unit: MT

Show 10 entries Search:

S.No.	Category	Sub Category	Product	Unit
1	AGRICULTURE	FRUITS	ALMOND	MT
2	AGRICULTURE	FRUITS	APPLE	MT
3	AGRICULTURE	FRUITS	ASSAM LEMON	MT
4	AGRICULTURE	FRUITS	BANANA	MT
5	AGRICULTURE	FRUITS	BUTTER FRUIT	MT
6	AGRICULTURE	FRUITS	CASHEWNUIT	MT
7	AGRICULTURE	FRUITS	CHERRY	MT

### 3.14Fund Proposal Report

User can monitor the disbursement of funds through this status report

**FUND PROPOSAL REPORT**

District: AMBALA Block: ALL

Fund Type: ALL CBO Type: ALL Period :From 01-04-2018 To 27-08-2018

Show 10 entries Search:

S.No.	District	Block	BMMU Ref.NO	Date of Submission	Fund Type	CBO Types	No of CBOs	Amount	C D
1	AMBALA	AMBALA2	AMBALA2/RF/NRLM/SHG/20180730/54915	30-07-2018	RF	SHG	10	100000.00	
2	AMBALA	BARARA	BARARA/RF/NRLM/SHG/20180811/56462	11-08-2018	RF	SHG	5	50000.00	
3	AMBALA	AMBALA2	AMBALA2/RF/NRLM/SHG/20180816/56954	16-08-2018	RF	SHG	2	20000.00	
4	AMBALA	AMBALA1	AMBALA1/RF/NRLM/SHG/20180813/56522	13-08-2018	RF	SHG	1	10000.00	
5	AMBALA	BARARA	BARARA/RF/NRLM/SHG/20180426/44266	26-04-2018	RF	SHG	9	90000.00	
6	AMBALA	AMBALA1	AMBALA1/RF/NRLM/SHG/20180816/56956	16-08-2018	RF	SHG	1	10000.00	



### 3.15 LGD Mapping

User need to seed the LGD code for location masters such as districts, blocks, Gram Panchayats and villages where it is not already seeded. If any case of wrong LGD seeding, user may request to state MIS nodal officer/state admin user to correct the already seeding records.

S.No	Block Code	Block Name	Lgd Code
1	1218021	BHATTU	469
2	1218024	BHUNA	470
3	1218026	FATEHABAD	471
4	1218027	JAKHAL	472
5	1218028	NAGPUR	
6	1218025	RATIA	473
7	1218023	TOHANA	474

S.No	Lgd Code	Block Name
1	469	BHATTU KALAN
2	470	BHUNA
3	471	FATEHABAD
4	472	JAKHAL
5	473	RATIA
6	474	TOHANA

### 3.16 Fund Disbursement Module

All type of funds releases directly from SMMU to SHGs, VO's and CLFs manually (without recommendation of proposal by block through online mode) need to enter through this menu. The fund releases entered into MIS need to verify after entry to consider the progress in the month of releases and it will reflect the progress in fund disbursement report. User need to ensure that the fund released to CBOs directly from SMMU were not entered by district and block users prior to enter by state user. Else there is a chance of duplicate entry.

**FUND DISBURSEMENT ENTRY FORM**

**Basic Details of Fund Disbursed**

Disbursed On\*  Fund Type\*  CBO Type\*

Fund Source\*  Disbursed By\*

**Location Details of Fund Disbursed**

District\*  Block\*

Gram PanChayat\*  Village\*

**CBO Details of Fund Disbursed**

CBO Name\*  CBO Code\*  No of SHG\*  Account Type\*

Mode of Payment\*  Account Number\*  Fund Released\*

Payment Reference No.\*  Remarks:

Save and Add Save and Exit Verify Page Close

3.17 State Level user with “State Finance Role for Fund Disbursement” will perform the following activity:

3.18 State Level user with “State Final Approval Authority” Role for Fund Disbursement will perform the following activity:

## 4. District Level user

District level dashboard may see by the user on login and list of menu will be shown in left penal with

scroll facility. On click of menu the sub-menu will display to perform the activity. The Dashboard will help state user to monitor the status of key parameters.

WELCOME STATE : **HARYANA** , DISTRICT : **KAITHAL** , USER : **(STATE) SKBHOI** Change Role Change Password User Manual Logout

Master Trainer Profile  
TRAINING AND CB  
HELP DESK  
MANAGE BANK  
MANAGE BRANCH  
MANAGEMENT UNIT DETAILS  
HUMAN RESOURCE  
BLOCK MPR VERIFICATION  
REPORTS  
LOCATION MASTER STANDARDIZATION  
FUND PROPOSAL REPORT  
LGD MAPPING  
FUND DISBURSEMENT MODULE

### DashBoard

Sr No	Parameters	Total	Complete	Incomplete
1	Total No of SHG's	2238	1348	890
2	Total No of VO's	104	100	4
3	Total No of CLF's	6	6	0
4	SHGs Having Bank Account	1348	1169	179
5	SHG Member Aadhaar Seeding	14514	12504	2010
6	SHGs Received RF	1348	1022	326
7	SHGs Received CIF	1348	42	N/A
8	Core Staffs Involved	21	N/A	N/A
9	Community Cadre Profiles	523	N/A	N/A
10	Blocks Mapped with LGD Code	8	6	2
11	Grampanchayats Mapped with LGD Code	282	267	15
12	Villages Mapped with LGD Code	297	255	42

### Login Information

Last Successful Login : 2018-08-03  
01:24:49

Last Failed Login Attempt : 2018-08-02  
01:24:49

Unsuccessful Login Attempts: 1

District level user will perform following activities using the respective menus indicated below:

- 4.1 Master Trainer Profile
- 4.2 Training and CB
- 4.3 Help Desk
- 4.4 Manage Bank
- 4.5 Manage Branch
- 4.6 Management Unit Details
- 4.7 Human Resource
- 4.8 Block MPR Verification
- 4.9 Reports
- 4.10 Location Master Standardization
- 4.11 Fund Proposal Report
- 4.12 LGD Mapping
- 4.13 Fund Disbursement Module

### Explanation on Activity to be performed:

#### 4.1 Master Trainer Profile

User will enter the profiles of District Level Master Trainer/ District Resource Person (DRP) under this menu. There is standard format to collect the details of DRP and enter into system by district level user only.

**Profile of Master Trainer**

Please Fill all the Details:

Full Name*	<input type="text"/>	Husband/Father Name*	<input type="text"/>
Upload Cadre's Photograph *	<input type="button" value="Choose file"/> No file chosen <small>(Images format should be in(jpg, jpeg, png) And Size Of Image is Less than 300 KB. File name should not contain any special characters.) The File you are trying to upload contains some script tags might be because it is compressed using online tools which is not allowed keeping in view the security aspect please avoid using compressed tools.</small>		
Gender *	- Select -	Contact No.*	<input type="text"/>
Social Category *	- Select -	Aadhaar Number	<input type="text"/>
Date of Birth *	<input type="text"/>	Age	<input type="text"/>
Marital Status *	Married	Education Standard *	- Select -
Address *	<input type="text"/>		
Bank Name*	- Select -	Branch Name *	- Select -
Account number*	<input type="text"/>	IFSC CODE	<input type="text"/>
Level of Master Trainer	District	District/State Name	KAITHAL
Trainer Form *	NRLM Staff	Email ID *	<input type="text"/>
Primary Subject/Theme*	- Select -	Training Received (No. of days) *	<input type="text"/>

**Trainer for Additional Subject (Theme)**

Subject (Theme)	- Select -	Training Received (No. of days)	<input type="text"/>
-----------------	------------	---------------------------------	----------------------

## 4.2 Training and CB

User will enter the details of district level trainings conducted by DMMU including number of participants from different categories, resource persons and estimated budget and actual expenditure of training under this menu. There is standard format to collect the details of training and enter into system by district level user only.

**Details of Training Undertaken**

Please Fill all the Details:

Title of Training*	<input type="text"/>	Type of Training*	- Select -
Duration From *	<input type="text"/>	To *	<input type="text"/>
Level of Training *	- Select -	Approved Budget (IN RS)	<input type="text" value="0"/>
Actual Expenditure (IN RS)	<input type="text" value="0"/>	Venue *	<input type="text"/>
File Upload *	<input type="button" value="Choose file"/> No file chosen <small>(Images format should be in(jpg, jpeg, png) And Size Of Image is Less than 300 KB. File name should not contain any special characters.) The File you are trying to upload contains some script tags might be because it is compressed using online tools which is not allowed keeping in view the security aspect please avoid using compressed tools.</small>		
Organized By *	- Select -		

**Name of Resource Person**

Name of Resource Person 1*	- Select -
----------------------------	------------

**Participants Details**

Category1*	- Select -	Subcategory1*	- Select -	Numbers1*	<input type="text"/>
------------	------------	---------------	------------	-----------	----------------------

## 4.3 Help Desk

For any issue find in the application or data may be raised complain through this option. On raising issue an ID will be generated and user may see the status of the issue at any point of time till resolve the issue. If the status is resolved but not solve the problem user may reopen the issue with comments or feedback.

#### 4.4 Manage Bank

The list of banks available in MIS under the district may be seen and provision to download in excel under this menu.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

Master Trainer Profile  
TRAINING AND CB  
HELP DESK  
RAISE ISSUE  
MANAGE BANK  
MANAGE BRANCH  
MANAGEMENT UNIT DETAILS  
HUMAN RESOURCE  
BLOCK MPR VERIFICATION  
REPORTS  
LOCATION MASTER STANDARDIZATION  
FUND PROPOSAL REPORT  
LGD MAPPING  
FUND DISBURSEMENT MODULE

View Bank

Download BankList as:

Sr No.	Bank Code	Bank Name	Bank Abbreviation	Bank Type	Bank Level
1	12	ABHYUDAYA CO-OP BANK LTD	ABHYUDAYA	COMMERCIAL	NATIONAL
2	54	ALLAHABAD BANK	ALLDBANK	COMMERCIAL	NATIONAL
3	10	ANCHRA BANK	ANDBAN	COMMERCIAL	NATIONAL
4	660	AP GRAMEEN VIKAS BANK	APGVB	REGIONAL	NATIONAL
5	45	AXIS BANK	AXIS	COMMERCIAL	NATIONAL
6	1094	BANDHAN BANK LTD	BANDBANK	COMMERCIAL	NATIONAL
7	55	BANK OF BARODA	BOB	COMMERCIAL	NATIONAL
8	56	BANK OF INDIA	BOI	COMMERCIAL	NATIONAL
9	62	BANK OF MAHARASHTRA	BOM	COMMERCIAL	NATIONAL
10	1090	BHARATIYA MAHILA BANK	BMB	COMMERCIAL	NATIONAL
11	40	CALYON BANK	CALYON	COMMERCIAL	NATIONAL
12	59	CANARA BANK	CANARA	COMMERCIAL	NATIONAL
13	54	CATHOLIC SYRIAN BANK LTD.	CATHOLICS	COMMERCIAL	NATIONAL
14	57	CENTRAL BANK OF INDIA	CBI	COMMERCIAL	NATIONAL
15	574	CENTURION BANK	CB	COMMERCIAL	NATIONAL
16	9	CITIBANK	CITI	COMMERCIAL	NATIONAL
17	15	CITY UNION BANK LTD	CITYUNION	COMMERCIAL	NATIONAL

#### 4.5 Manage Branch

The list of bank branches available in MIS under the district may be seen and provision to download in excel under this menu. If any branch not exist in the list district user may request to state user to add the branch.

WELCOME STATE : HARYANA , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

Master Trainer Profile  
TRAINING AND CB  
HELP DESK  
MANAGE BANK  
MANAGE BRANCH  
MANAGEMENT UNIT DETAILS  
HUMAN RESOURCE  
BLOCK MPR VERIFICATION  
REPORTS  
LOCATION MASTER STANDARDIZATION  
FUND PROPOSAL REPORT  
LGD MAPPING  
FUND DISBURSEMENT MODULE

View Bank Branch Details

Download BankBranchList as:

Bank Level: ☐ All ☒ National ☐ State ☐ District Bank Name: ALL BANK Submit Close

Sr.No.	Branch Level	District Name	Bank Code	Bank Name	Branch Code	Branch Name	IFSC Code	Address
1	STATE		57	CENTRAL BANK OF INDIA	139914	BARANA	CBIN0284750	VPO:- BARANA, PANIPAT, PIN CODE: 132103, PANIPAT, HARYANA
2	STATE		337	HARYANA STATE COOPERATIVE APEX BANK LTD	77236	AMBALA CANTT	UTIB0FCCB01	AMBALA CANTT
3	STATE		337	HARYANA STATE COOPERATIVE APEX BANK LTD	77235	AMBALA CITY	UTIB0FCCB01	AMBALA CITY, DISTT-AMBALA
4	STATE		337	HARYANA STATE COOPERATIVE APEX BANK LTD	77257	AMBLI	UTIB0FCCB01	AMBLI, DISTT-AMBALA
5	STATE		337	HARYANA STATE COOPERATIVE APEX BANK LTD	77466	ANANGPUR	UTIB0FCCB01	ANANGPUR, DISTT-FARIDABAD



**Master Trainer Profile**

TRAINING AND CB

HELP DESK

MANAGE BANK

MANAGE BRANCH

VIEW

ADD

MODIFY

MANAGEMENT UNIT DETAILS

HUMAN RESOURCE

BLOCK MPR VERIFICATION

REPORTS

LOCATION MASTER STANDARDIZATION

### Add Bank Branch

\* Are Mandatory Field

State*	HARYANA
District*	KAITHAL
Bank Name*	ALLAHABAD BANK
Bank Type	COMMERCIAL
Branch Name*	
Bank Branch IFSC Code*	
Address*	
BlockList*	Select

Save Close Clear

**Master Trainer Profile**

TRAINING AND CB

HELP DESK

MANAGE BANK

MANAGE BRANCH

VIEW

ADD

MODIFY

MANAGEMENT UNIT DETAILS

HUMAN RESOURCE

BLOCK MPR VERIFICATION

REPORTS

LOCATION MASTER STANDARDIZATION

### Modify Bank Branch

\* Are Mandatory Field

State	HARYANA
District	KAITHAL
Bank Name*	ALLAHABAD BANK
Branch Name*	KAITHAL
Bank Branch IFSC Code*	ALLA0211946
Bank Branch Code	14785
Address*	PLOT NO 113-114/9 NEAR BUS STAND KAITHAL HARYANA 136027
Physical Location(Block Name Only)	Select

Modify Close Clear

#### 4.6 Management Unit Details

The details of DMMU including name of District Project Manager, contact details and account details need to enter through this menu.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , USER : (STATE) SKBHOI

Change Role Change Password User Manual Logout

**Master Trainer Profile**

TRAINING AND CB

HELP DESK

MANAGE BANK

MANAGE BRANCH

MANAGEMENT UNIT DETAILS

HUMAN RESOURCE

BLOCK MPR VERIFICATION

REPORTS

LOCATION MASTER STANDARDIZATION

FUND PROPOSAL REPORT

LGD MAPPING

FUND DISBURSEMENT MODULE

### District Mission Management Unit (DMMU) Modify

\* Are Mandatory Field

<b>DMMU Detail</b>					
Name Of DMMU	KAITHAL				
Date of Establishment	01-04-2013				
Name of District Mission Manager	MANOJ KUMAR				
Date Of Appointment	17-11-2017				
Nature of Appointment	Full-Time				
Date Of Establishment Independent Office	01-04-2013				
<b>Contact Detail Of DMMU</b>					
Address* (Only 200 Character are allowed)	NEAR ZILA PARISAD OFFICE , JIND ROAD BYPASS KAITHAL , HARYANA				
Off. Phone(with STD code)	01746235786	Fax(with STD code)	01746234203		
Mobile*	(+91)-9812278068	Email*	dpmsrlm.kt-hsrlm@nic.in		
URL					
<b>Account Detail Of DMMU</b>					
Add More					
S.NO.	Account Type*	Bank Name*	Branch Name*	Account Number*	Inactive Account Number
1	AC-1	SARVA HARYANA GRAMIN BANK	HRGB KAITHAL	81980100013456	NO

Modify Close

#### 4.7 Human Resource

The details of staff working at DMMU need to upload under this menu. Updation is required as and when any changes in staff details of DMMU.



Employee Registration

**Personal Details**

Name\*:   
 Mobile: +91- Email:   
 Education\*: --SELECT-- Specialization:  Experience (in Years): 0

**Job Profile**

Job Type:   
 Area Type\*: --SELECT--  
 Primary Functional Area\*: --SELECT-- Designation\*: --SELECT--  
 Secondary Functional Area:   
 Date of Joining\*:  (dd-mm-yyyy) Status\*: WORKING LAST WORKING DATE:  (dd-mm-yyyy)  
 ORIENTATION: No START DATE:  (dd-mm-yyyy) END DATE:  (dd-mm-yyyy)  
 INDUCTION: No START DATE:  (dd-mm-yyyy) END DATE:  (dd-mm-yyyy)  
 IMMERSION: No START DATE:  (dd-mm-yyyy) END DATE:  (dd-mm-yyyy)

Save Clear Close

S.No.	Name	Designation	Primary Functional Area	Date of Joining	Mobile Number	Email Id	Present Status	Edit Details
1	CHANDER MOHAN	Data Entry Operator	Data Entry Operators(DEOs)/Data Assistants	20-02-2014	9034700717	cmfatehpur@gmail.com	TRANSFERRED	EDIT
2	DAVINDER SHARMA	DISTRICT PROGRAMME MANAGER	Administration/Project Management	21-01-2013	9466688987	dpmsrlnkaithal@gmail.com	TRANSFERRED	EDIT

#### 4.8 Block MPR Verification

User need to verify/approve MPR of every month for each block after looking at the data entered by block user. MPR should verify and approve latest by 10<sup>th</sup> of every month. Once approve neither district user nor block user will modify the MPR data.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

Block Monthly Progress Report Verification New

BlockType: NRLM  
 Year: 2018-2019  
 Month: JULY

Submit Close

S.NO	Block Name	MPR Submitted	MPR Approved	Annual Target	Excel Download
1	GUHLA	✓	✓		Download
2	KAITHAL	✓	✓		Download
3	FUNDRI	✓	✓		Download
4	RAJOUND	✓	✓		Download
5	KALAYAT	✓	✓		Download
6	SIWAN	✓	✓		Download
7	OHAND				

#### 4.9 Reports

The report is available to monitor the Aadhaar seeding process on daily basis. User can see the yesterday progress and cumulative progress on Aadhaar seeding using this report.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

Aadhar seeding Status



Sr No	User Id	Number of SHG members whose aadhar number is Seeded till now	Number of SHG members whose aadhar number is Seeded yesterday
1	HRKTDANDHANDBCC	222	0
2	HRKTGHLA	4367	0
3	HRKTKHALG	2975	0
4	HRKTKYATK	771	0
5	HRKTPDRIP	1685	0
6	HRKTRUNDR	2255	0
7	HRKTSWANBPM	3058	0
8		416	0
	Total	15749	0

#### 4.10 Location Master Standardization

User can add, modify and delete any location such as block, Gram Panchayat and village under this menu. Any updation in this menu should confirm from the field. Only revenue village, Gram Panchayat and Block/Mandal should consider for updation. User need to request for refresh the master of the concern district to reflect the changes in live. Further, user may request state nodal officer/admin user to undo the updation made wrongly prior to refresh the master by NMMU. State nodal officer/admin user can't the undo the updation if the refresh done.

WELCOME STATE : HARYANA , DISTRICT : KATHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### Location Master Standardization

Download your District's Block, Gram Panchayat and Village Directory as  

District: KATHAL

Block Name:

Grampanchayat:

Block			
1	DJH (Deleted)	1204007	
2	DHAND	1204008	Edit Delete
3	PUNDRI	1204003	Edit Delete
4	RAJOUND	1204004	Edit Delete
5	KALAYAT	1204005	Edit Delete
6	SIWAN	1204006	Edit Delete
7	GUHLA	1204001	Edit Delete
8	KAITHAL	1204002	Edit Delete

[Add Block](#)

#### 4.11 Fund Proposal Report

There are two reports currently available under district login. User can monitor the disbursement of funds through the status report and also see the entry of fund disbursed manually prior to adoption of online proposal submission.

### FUND PROPOSAL REPORT

District: KATHAL Block: ALL

Fund Type: ALL CBO Type: ALL Period : From 01-04-2018 To 27-08-2018

[Submit](#) [Close](#)

Show 10 entries Search:

S.No.	District	Block	BMMU Ref.NO	Date of Submission	Fund Type	CBO Types	No of CBOs	Amount
1	KAITHAL	RAJOUND	RAJOUND/RF/NRLM/SHG/20180416/43601	16-04-2018	RF	SHG	5	50000.00
2	KAITHAL	PUNDRI	PUNDRI/RF/NRLM/SHG/20180531/46863	31-05-2018	RF	SHG	2	20000.00
3	KAITHAL	KAITHAL	KAITHAL/RF/NRLM/SHG/20180808/56111	08-08-2018	RF	SHG	18	180000.00

#### 4.12 LGD Mapping

User need to seed the LGD code for location masters such as blocks, Gram Panchayats and villages where it is not already seeded. If any case of wrong LGD seeding, user may request to state MIS nodal officer/state admin user to correct the already seeding records.

WELCOME STATE : HARYANA , DISTRICT : KATHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

Master Trainer Profile

TRAINING AND CB

HELP DESK

MANAGE BANK

MANAGE BRANCH

MANAGEMENT UNIT DETAILS

HUMAN RESOURCE

BLOCK MPR VERIFICATION

REPORTS

LOCATION MASTER STANDARDIZATION

FUND PROPOSAL REPORT

LGD MAPPING

FUND DISBURSEMENT MODULE

### LGD GP MAPPING

District KAITHAL

Nrlm Gp Mapped List

5	BHANPURA	30579
6	BUDH KHERA	30580
7	CHAK PADLA CHOOT	30582
8	CHANDANA	30581
9	CHHOT	
10	DEOBAN	30583
11	DEOD KHERI	30584
12	DEOHRA	30585

Block KAITHAL

Lgd Gp List

Sr. No.	GP Name	Lgd Code
1	BABA LADANA	30574
2	BALWANTI	30575
3	BHAINI MAJRA	30578
4	BHANPURA	30579
5	BUHDA KHERA	30580
6	CHAK PADLA CHHOT	245956
7	CHANDANA	30581

#### 4.13 Fund Disbursement Module

There are two provisions available under this menu (i) Add Fund Disbursement and (ii) CBO Fund Proposal.

- (i) All type of funds releases directly from DMMU to SHGs, VO's and CLFs manually (without recommendation of proposal by block through online mode) can be uploaded. The fund releases entered into MIS need to verify after entry to consider the progress in the month of releases and it will reflect the progress in fund disbursement report. User need to ensure that the fund released to CBOs directly from DMMU were not entered by any block users prior to enter by district user. Else there is a chance of duplicate entry.

WELCOME STATE : HARYANA , DISTRICT : KATHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

Master Trainer Profile

TRAINING AND CB

HELP DESK

MANAGE BANK

MANAGE BRANCH

MANAGEMENT UNIT DETAILS

HUMAN RESOURCE

BLOCK MPR VERIFICATION

REPORTS

LOCATION MASTER STANDARDIZATION

FUND PROPOSAL REPORT

LGD MAPPING

FUND DISBURSEMENT MODULE

### FUND DISBURSEMENT ENTRY FORM

Basic Details of Fund Disbursed

Disbursed On\*  Fund Type\*  CBO Type\*

Fund Source\*  Disbursed By\*

Location Details of Fund Disbursed

District\*  Block\*

Gram PanChayat\*  Village\*

CBO Details of Fund Disbursed

CBO Name\*  CBO Code\*  No of SHG\*  Account Type\*

Mode of Payment\*  Account Number\*  Fund Released\*

Payment Reference No.\*  Remarks:

Save and Add Save and Exit Verify Page Close

- (ii) All proposal recommended by block user need to scrutinize and recommend to either district finance user or state finance user based on states approved disbursement unit.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

Master Trainer Profile  
TRAINING AND CB  
HELP DESK  
MANAGE BANK  
MANAGE BRANCH  
MANAGEMENT UNIT DETAILS  
HUMAN RESOURCE  
BLOCK MPR VERIFICATION  
REPORTS  
LOCATION MASTER  
STANDARDIZATION  
FUND PROPOSAL REPORT  
LGD MAPPING  
FUND DISBURSEMENT MODULE  
ADD FUND DISBURSEMENT  
CBO FUND PROPOSAL

Status on BMMU Proposals

Search:

S.no	Block Name	BPM Name	Date of Submission	Type of Fund	Status	Pending at DMMU
1	KAITHAL	KAITHAL	27-03-2018	Revolving Fund	Under Scrutiny	5 mons
2	SIWAN	MANOJ KUMAR	08-06-2018	Revolving Fund	Under Scrutiny	2 mons 19 days
3	KAITHAL	KAITHAL	24-08-2018	Revolving Fund	Under Scrutiny	3 days
4	KAITHAL	PANKAJ BHALLA	30-03-2018	Vulnerability Reduction Fund	Accepted	00:00:00
5	RAJOUND	PANKAJ BHALLA	30-03-2018	Livelihoods Fund	Accepted	00:00:00
6	RAJOUND	PANKAJ BHALLA	20-10-2018	Vulnerability Reduction Fund	Accepted	00:00:00
7	RAJOUND	PANKAJ BHALLA	30-03-2018	Vulnerability Reduction Fund	Accepted	00:00:00
8	GUHLA	PANKAJ BHALLA	30-03-2018	Livelihoods Fund	Accepted	00:00:00
9	SIWAN	PANKAJ BHALLA	22-11-2016	Vulnerability Reduction Fund	Accepted	00:00:00
10	GUHLA	PANKAJ BHALLA	30-03-2018	Vulnerability Reduction Fund	Accepted	00:00:00
11	KAITHAL	PANKAJ BHALLA	30-03-2018	Livelihoods Fund	Accepted	00:00:00

4.14 District Level user with “District Finance Role for Fund Disbursement” will perform the following activity:

4.15 District Level user with “District Final Approval Authority” Role for Fund Disbursement will perform the following activity

## 5. Block Level User

Block level dashboard may see by the user on login and list of menu will be shown in left penal with scroll facility. On click of menu the sub-menu will display to perform the activity. The Dashboard will help state user to monitor the status of key parameters.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

TRAINING AND CB  
HELP DESK  
MANAGEMENT UNIT DETAILS  
HUMAN RESOURCE  
REGISTER SELF HELP GROUP  
PROGRESS TILL 31ST MARCH  
QUARTERLY TARGET  
PROGRESS DURING THE REPORTING MONTH  
REPORTS  
GP WISE SHG LIST  
FIRST LEVEL FEDERATION(VO)  
SHIFTING  
SECOND LEVEL FEDERATION(CLF)  
SHG Details PDF  
THIRD LEVEL FEDERATION(BLF)

**Dashboard**

Sr No	Parameters	Total	Complete	Incomplete
1	Total No of SHG's	460	243	217
2	Total No of VO's	25	23	2
3	Total No of CLF's	2	2	0
4	SHGs Having Bank Account	243	165	78
5	SHG Member Aadhaar Seeding	2608	2136	472
6	SHGs Received RF	243	146	97
7	SHGs Received CIF	243	0	N/A
8	Core Staffs Involved	1	N/A	N/A
9	Community Cadre Profiles	13	N/A	N/A
10	Grampanchayats Mapped with LGD Code	68	65	3

**Login Information**

Last Successful Login : 2018-08-03 01:09:29

Last Failed Login Attempt : 2018-08-02 01:09:29

Unsuccessful Login Attempts: 0

State level user will perform following activities using the respective menus indicated below:

- 5.1 Training and CB
- 5.2 Help Desk
- 5.3 Management Unit Details
- 5.4 Human Resource
- 5.5 Register Self Help Group
- 5.6 Progress till 31<sup>st</sup> March
- 5.7 Quarterly Target
- 5.8 Progress during the reporting month
- 5.9 Reports

- 5.10 GP wise SHG list
- 5.11 First Level Federation(VO)
- 5.12 Shifting (SHG & Village)
- 5.13 Second Level Federation(CLF)
- 5.14 SHG Details in PDF
- 5.15 Third Level Federation(BLF)
- 5.16 NRLM Commodities
- 5.17 Fund Proposal Report
- 5.18 LGD mapping
- 5.19 Community Cadre Profile
- 5.20 Fund Disbursement Module

### Explanation on Activity to be performed:

#### 5.1 Training and CB

User will enter the details of district level trainings conducted by BMMU at block level or below including number of participants from different categories, resource persons and estimated budget and actual expenditure of training under this menu. There is standard format to collect the details of training and enter into system by block level user only.

#### 5.2 Help Desk

For any issue find in the application or data may be raised complain through this option. On raising issue an ID will be generated and user may see the status of the issue at any point of time till resolve the issue. If the status is resolved but not solve the problem user may reopen the issue with comments or feedback.



WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBH01 Change Role Change Password User Manual Logout

### Complaint System

State: HARYANA District: KAITHAL Block: KAITHAL

**Detail of Requesting person**

Name\* SKBH01 Designation\* MMMIS Mobile 9015047455

Email\* SKBMISNRLM@GMAIL.COM

**Detail Of Request**

Application Type\* NRLM MIS Request Type\* --Select--

Request Title\*

Request Detail\*

**Attachments (Optional)**

Attachment 1 Choose file No file chosen Attachment 2 Choose file No file chosen

Save

### 5.3 Management Unit Details

The details of BMMU including name of Block Project Manager, contact details and account details need to enter through this menu.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBH01 Change Role Change Password User Manual Logout

### Block Mission Management Unit (BMMU) Add

\* Are Mandatory Field

**BMMU Detail**

Name of Block\*

Date of establishment\*

Name of Block Mission Member\*

Date of Appointment\*

Nature of Appointment\*

Date Of Establishment Independent Office

**Contact Detail OF BMMU**

Address\* (Only 200 Character are allowed)

Off. Phone\* (with STD code) Fax\* (with STD code)

Mobile\* (+91)- Email\*

URL

**Account Detail OF BMMU**

Add More Details

S.NO.	Account Type	Bank Name	Branch Name	Account Number
1	AC-1	Select	Select	

Save Close

### 5.4 Human Resource

The details of staff working at BMMU need to upload under this menu. Updation is required as and when any changes in staff details of BMMU.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### Employee Registration

TRAINING AND CB  
HELP DESK  
MANAGEMENT UNIT DETAILS  
HUMAN RESOURCE  
EMPLOYEE REGISTRATION  
REGISTER SELF HELP GROUP  
PROGRESS TILL 31ST MARCH  
QUARTERLY TARGET  
PROGRESS DURING THE REPORTING MONTH  
REPORTS  
GP WISE SHG LIST  
FIRST LEVEL FEDERATION(VOI)  
SHIFTING  
SECOND LEVEL FEDERATION(CLF)

**Personal Details**

Name\*:   
Mobile: +91- Email:   
Education\*: --SELECT-- Specialization:  Experience (in Years): 0  

**Job Profile**

Job Type: [Select]  
Area Type\*: --SELECT--  
Primary Functional Area\*: --SELECT-- Designation\*: --SELECT--  
Secondary Functional Area:   
Date of Joining\*:  (dd-mm-yyyy) Status: WORKING LAST WORKING DATE:  (dd-mm-yyyy)  
ORIENTATION: No START DATE:  (dd-mm-yyyy) END DATE:  (dd-mm-yyyy)  
INDUCTION: No START DATE:  (dd-mm-yyyy) END DATE:  (dd-mm-yyyy)  
IMMERSION: No START DATE:  (dd-mm-yyyy) END DATE:  (dd-mm-yyyy)

S.No.	Name	Designation	Primary Functional Area	Date of Joining	Mobile Number	Email Id	Present Status	Edit Details
1	SAGAR VERMA	Block Programme Manager	Administration/Project Management	13-01-2014			WORKING	<input type="button" value="EDIT"/>

### 5.5 Register Self Help Group

User can add and modify the SHG and its member profiles through this menu. There is a standard format to be used to collect the SHG profiles from field. User need to check the completeness filled-in format before start entry of SHG profile into MIS. The profile entered can be modified based on change in field and also provision to mark inactive for SHG and member if the SHG gets defunct or any member left the SHG. User need to ensure there is no duplicate entry of same SHG profile.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

TRAINING AND CB  
HELP DESK  
MANAGEMENT UNIT DETAILS  
HUMAN RESOURCE  
REGISTER SELF HELP GROUP  
ADD/MODIFY SHG  
ADD/MODIFY MEMBER  
PROGRESS TILL 31ST MARCH  
QUARTERLY TARGET  
PROGRESS DURING THE REPORTING MONTH  
REPORTS  
GP WISE SHG LIST  
FIRST LEVEL FEDERATION(VOI)  
SHIFTING  
SECOND LEVEL FEDERATION(CLF)

Select GP: BABA LADANA Select Village: BABALADANA

**SHG Detail**

SHG Name\*:  SHG Type\*: -- Select --  
Date of Formation\*:  Promoted By:   

**Bank Details:**

Bank Name: -- Select -- Branch Name: -- Select --  
SB A/C No.:  Date of A/C Opening:   

Note: Kendriya Sahakari Bank's / Zila Sahakari Bank's / District Cooperative Banks are renamed as DCCB 'DISTRICT NAME'.

**SHG Functioning Details**

Meeting Frequency\*: -- Select -- Bank Linkage happened (close if any): 0 Monthly Saving per Member\*: 0  
Active Loan A/C No.:  Micro Plan Prepared\*: No Basic SHG Training\*: No  
Standard Bookkeeping Practices\*: No Capital subsidy /grant received prior to NRLM: 0  
BookKeeper Identified\*: -- Select --

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### SHG Member Details

GRAM PANCHAYAT :- BABALADANA VILLAGE :- BABALADANA

SHG NAME :- CHANDNI SHG CODE :- 16888

**Personal Details**

Name\*  Father/Husband Name\*

Social Category\*  Date of Birth\* (dd-mm-yyyy)

Disability\*  SPL / APL\*

Religion\*  Gender\*

PIP Category  Leader\*

Aadhar Number  SECC Number

Mobile number  Is She/He the Book Keeper

Date of Joining\* (dd-mm-yyyy)  Education Standard

**Bank Details**

Bank Name  Branch Name

Account number  Aadhar seeded A/C

**Insurance Coverage**

Enrolled in PMJJY  Enrolled in PMSBY

Enrolled in life insurance  Enrolled in Pension Scheme(APY)

Save Back

## 5.6 Progress till 31<sup>st</sup> March

User need to upload the one time the consolidated progress achieved till 31<sup>st</sup> March up previous year under NRLM at starting of MPR uploading. Without this one time consolidated progress entry system will not allow to enter the progress of MPR for any specific month. User need to ensure the correct progress entered through this menu as there is no modification option available at block, district or state level. If there is no progress prior to first reporting of MPR user may submit with default value zero for all indicators.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### Cumulative Progress Till March 2016

\* All amount entry in Rupees only

S.No	Indicators	
2	Coverage of Implementations (Targeted vs Achievement)	
2.1	Number of Gram Panchayats in which intensive strategy initiated	0
2.2	Number of villages in which intensive strategy initiated	0
3	Promotion of New SHG and Pre NRLM SHG brought into NRLM fold	
3.1	Number of New SHGs promoted by SRLM	0
3.2	Number of other SHGs brought into the NRLM fold (after revival/strengthening)	0
3.3	Total number of SHGs under NRLM fold in intensive blocks (3.1 + 3.2)	0
3.4	Number of Predominantly SC-SHG(SC member >= 50%)	0
3.5	Number of Predominantly ST-SHG(ST member >= 50%)	0
3.6	Number of Predominantly Minority-SHG(Minority member >= 50%)	0
3.7	Number of Other-SHG	0
3.8	Number of Predominantly SHGs with PWDs member (PWD member >= 50%)	0
3.9	Number of elderly-SHG promoted by SRLM	0
3.10	Number of SHG become defunct/Dormant	0

## 5.7 Quarterly Target

User need to upload the quarter wise target of concerned block for a financial year. It will be help to see the achievement against and target assigned to the block. The consolidated target of all intensive blocks will be the target of district automatically.

WELCOME STATE : HARYANA , DISTRICT : KATHAL , BLOCK : KATHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### Quarterly Target of Block

Financial Year: 2018-2019 Quarter: FIRST GO

\* All amount entry in Rupees only

S.No	Indicators	
2	Coverge of Implementations (Targeted vs Achievement)	
2.1	Number of Gram Panchayats in which intensive strategy initiated	0
2.2	Number of villages in which intensive strategy initiated	0
3	Promotion of New SHG and Pre NRLM SHG brought into NRLM fold	
3.1	Number of New SHGs promoted by SRLM	0
3.2	Number of other existing SHGs brought into the NRLM fold (after revival/strengthening)	0
3.3	Total number of SHGs under NRLM fold in intensive blocks (3.1 + 3.2)	0
3.4	Number of Predominantly SC-SHG(SC member >= 50%)	0
3.5	Number of Predominantly ST-SHG(ST member >= 50%)	0
3.6	Number of Predominantly Minority-SHG(Minority member >= 50%)	0
3.7	Number of Other-SHG	0
3.8	Number of Predominantly SHGs with PWDs member (PWD member >= 50%)	0
3.9	Number of elderly-SHG promoted by SRLM	0

## 5.8 Progress during the reporting month

User need to upload the MPR of current month latest by 10<sup>th</sup> of next month. There are some indicators which will be fetched automatically from the entry into MIS such as SHG, VO, CLF profile and fund disbursed to the CBOs in fund disbursement module. All progress achieved during the reporting month needs to upload prior to submission of MPR for the reporting month. Progress entered after submission of MPR for the month will not be added into MPR automatically. If any progress entered after submission of MPR user need to intimate state user to run the reconciliation for that particular month to reflect the progress the MPR. Only incremental progress of the block for the reporting month needs to upload and intimate the district user to approve the after verification. The progress submitted in MPR will be reflected in outer report only after approval of district user.

WELCOME STATE : HARYANA , DISTRICT : KATHAL , BLOCK : KATHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### Progress during the Reporting Month of NRLM Blocks

Year: 2018-2019 Reporting For The Month Of: AUGUST GO

\* All amount entry in Rupees only

S.No	Indicators	
2	Coverge of Implementations (Targeted vs Achievement)	
2.1	Number of Gram Panchayats in which intensive strategy initiated	0
2.2	Number of villages in which intensive strategy initiated	0
3	Promotion of New SHG and Pre NRLM SHG brought into NRLM fold	
3.1	Number of New SHGs promoted by SRLM	0
3.2	Number of other existing SHGs brought into the NRLM fold (after revival/strengthening)	0
3.3	Total number of SHGs under NRLM fold in intensive blocks (3.1 + 3.2)	0
3.4	Number of Predominantly SC-SHG(SC member >= 50%)	0
3.5	Number of Predominantly ST-SHG(ST member >= 50%)	0
3.6	Number of Predominantly Minority-SHG(Minority member >= 50%)	0
3.7	Number of Other-SHG	0
3.8	Number of Predominantly SHGs with PWDs member (PWD member >= 50%)	0
3.9	Number of elderly-SHG promoted by SRLM	0

## 5.9 Reports

There are three reports available here for the users. (i) SHG Complete information, (ii) Aadhaar validation and (iii) Aadhaar seeding (excel download). User may see and download complete SHG information as per profile entry using the report on SHG Complete Information. Aadhaar seeding activities can be monitor on progress achieved yesterday and cumulative using Aadhaar validation report and member wise Aadhaar seeding status can be downloaded for a GP or village in excel using Aadhaar seeding report.



WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

Self Help Groups with bank and member status

Select Grampanchayat: BABA LADANA Submit

Download

Self Help Groups with bank and member status

S.No.	District	Block	GP-Village	SHG Name (Click on SHG Name to view Member Details below)	SHG MIS Code	SHG Type	Date of co-operation/revival	Promoted By (NRLM / State / Project / NGO / Any other)	Date Of Formation	Micro Plan Prepared (Yes/No)	Basic SHG Training (Yes/No)	Bookkeeper Identified (Yes/No)	Standard Bookkeeping Practices (Yes/No)	No. of Times Bank Linkage Happened (0 to 10)	Frequency (Weekly)
1	KAITHAL	KAITHAL	BABA LADANA-BABALADANA	RADHE RADHE	15998	New		NRLM	12-09-2016	No	Yes		Yes	0	Weekly
2	KAITHAL	KAITHAL	BABA LADANA-BABALADANA	CHANDNI	15999	New		NRLM	07-09-2016	No	Yes		Yes	0	Weekly

### 5.10 GP wise SHG list

User can download the entire list of SHG of the block or a GP with the status of SHG including bank account details of SHG. This report will help to see the GP or village wise and to find any duplicate SHG in the list.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

SHGs List For Download

Download your District's Block, Gram Panchayat and Village Directory as

Grampanchayat Name: Select All

S. No.	Grampanchayat Name	Village Name	SHG Code	SHG Name	Bank Name	Bank Branch Name(IFSC)	Bank Account No.
1	BABA LADANA	BABALADANA	15999	CHANDNI	SARVA HARYANA GRAMIN BANK	HRGB BABALADANA (PUNB0HGB001)	82501300000334
2	BABA LADANA	BABALADANA	15999	EKTA	SARVA HARYANA GRAMIN BANK	HRGB BABALADANA (PUNB0HGB001)	82501300000284
3	BABA LADANA	BABALADANA	15977	JAI BHIM	SARVA HARYANA GRAMIN BANK	HRGB BABALADANA (PUNB0HGB001)	82501300000282
4	BABA LADANA	BABALADANA	5239	JAI SANTOSHI MAA	PUNJAB NATIONAL BANK	KAITHAL (PUNB0024800)	4072008700011347
5	BABA LADANA	BABALADANA	15987	LAXMI	SARVA HARYANA GRAMIN BANK	HRGB BABALADANA (PUNB0HGB001)	82501300000237
6	BABA LADANA	BABALADANA	15971	NARI SHAKTI	SARVA HARYANA GRAMIN BANK	HRGB BABALADANA (PUNB0HGB001)	82501300000246
7	BABA LADANA	BABALADANA	15998	RADHE RADHE	SARVA HARYANA GRAMIN BANK	HRGB BABALADANA (PUNB0HGB001)	82501300000325
8	BABA LADANA	BABALADANA	15975	SURAJ	SARVA HARYANA GRAMIN BANK	HRGB BABALADANA (PUNB0HGB001)	82501300000273
9	BABA LADANA	BABALADANA	15995	VISHWAS	SARVA HARYANA GRAMIN BANK	HRGB BABALADANA (PUNB0HGB001)	82501300000255
10	BALWANTI	BALWANTI	21990	AARTI	PUNJAB NATIONAL BANK	NAUNCH (PUNB0146400)	1494001702050912

### 5.11 First Level Federation(VO)

User can add or modify first level federation (VO) through this menu. There is a standard format to use for collection of VO profiles. Ensure the completeness of profile collected in format before entering into MIS. User needs to complete the VO profile by mapping villages, SHG and members with identification of Office Bearers and EC members in the VO. There should be representation of at-least one member from each mapped SHG. There is provision for change of Office Bearers, EC members and also unmap of member, SHG and village from the VO.



TRAINING AND CB

HELP DESK

MANAGEMENT UNIT DETAILS

HUMAN RESOURCE

REGISTER SELF HELP GROUP

PROGRESS TILL 31ST MARCH

QUARTERLY TARGET

PROGRESS DURING THE REPORTING MONTH

REPORTS

GP WISE SHG LIST

FIRST LEVEL FEDERATION(VO)

FEDERATION PROFILE

FEDERATION MAPPING

SHIFTING

SECOND LEVEL FEDERATION(OLP)

First Level Federation(VO) Profile Entry

GramPanchayat Name Select

First Level federation Detail

Federation Name\*

VO Registration No.

VO Renewal Date

Federation Office setup\*

Federation Office Address

Date And Fee/Subscription Amount

Share Capital/SHG

Monthly subscription amount of each SHG\*

Annual membership fee (if any)

Formation/Restructure Date\*

Monthly EC Meeting Date

Personnel Detail (Double click on input box for suggestion.)

CC/AC Name (Facilitator from Project)

Book Keeper Name

CC/AC Contact number

Book Keeper Contact number

General Bank Details

Bank Name

Branch Name

General Account number

IFSC CODE

Re-enter Account number

Account Opening Date

Note: Kendriya Sahakari Bank's / Zila Sahakari Bank's / District Cooperative Banks are renamed as DCCB 'DISTRICT NAME'.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI

Change Role Change Password User Manual Logout

TRAINING AND CB

HELP DESK

MANAGEMENT UNIT DETAILS

HUMAN RESOURCE

REGISTER SELF HELP GROUP

PROGRESS TILL 31ST MARCH

QUARTERLY TARGET

PROGRESS DURING THE REPORTING MONTH

REPORTS

GP WISE SHG LIST

FIRST LEVEL FEDERATION(VO)

FEDERATION PROFILE

FEDERATION MAPPING

SHIFTING

SECOND LEVEL FEDERATION(OLP)

List Of First Level Federation

Federation wise SHG Report

Show 10 entries

Search:

S.NO.	Federation Code	Federation Name	Village Mapped	SHG Mapped	Member Mapped	Village Mapping	SHG Mapping	Member Mapping
1	HR/KT/KHAL/MAL/94641	ASHA MAHILA GRAM SANGTHAN	1	4	12			
2	HR/KT/KHAL/NAN/81184	AMAR MAHILA GRAM SANGTHAN	1	9	18			
3	HR/KT/KHAL/DEO/162271	ANIKI MAHILA GRAM SANGTHAN	1	9	18			
4	HR/KT/KHAL/SIR/162274	DRISHTI MAHILA GRAM SANGTHAN	1	6	12			
5	HR/KT/KHAL/DEO/162267	AASHIRYA MAHILA GRAM SANGTHAN	1	7	14			
6	HR/KT/KHAL/BAB/81178	JOSH MAHILA GRAM SANGTHAN	1	9	18			

## 5.12 Shifting (SHG & Village)

There are provision to shift SHG from one village to another village of same block if any wrong entry made during uploading of SHG profile. The system will not allow to shift if the SHG mapped with any VO or the proposal for release of any fund is in process or not verified the fund releases entered in part-I of fund disbursement module. Similarly village can be shifted from one Gram Panchayat to another Gram Panchayat of same block in case village exists under wrong GP or new GP created considering existing villages. All SHGs and VOs (if VO formed considering SHGs of same village only) under the village will be shifted along with village. The system will not allow to shift the village if any SHG of the village mapped with VOs of another village.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### SHG SHIFTING

TRAINING AND CB

HELP DESK

MANAGEMENT UNIT DETAILS

HUMAN RESOURCE

REGISTER SELF HELP GROUP

PROGRESS TILL 31ST MARCH

QUARTERLY TARGET

PROGRESS DURING THE REPORTING MONTH

REPORTS

GP WISE SHG LIST

FIRST LEVEL FEDERATION(VO)

SHIFTING

SHIFT VILLAGE/SHG

SECOND LEVEL FEDERATION(CLF)

SHG Details PDF

Source

Select GP: BABA LADANA (1204002017)

Select Village: BABALADANA (1204002017001)

Select SHG: VISHWAS (15865)

SHIFT

Destination

Select GP: -- Select --

Select Village: -- Select --

Result:

### 5.13 Second Level Federation(CLF)

User can add or modify Second level federation (CLF) through this menu. There is a standard format to use for collection of CLF profiles. Ensure the completeness of profile collected in format before entering into MIS. User needs to complete the CLF profile by mapping VOs, SHGs and members with identification of Office Bearers and EC members in the CLF. There should be representation of at-least two member from each mapped VO. There is provision for change of Office Bearers, EC members and also unmap of the member, SHG and VO from the CLF.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### Second Level Federation (CLF) Profile Entry

TRAINING AND CB

HELP DESK

MANAGEMENT UNIT DETAILS

HUMAN RESOURCE

REGISTER SELF HELP GROUP

PROGRESS TILL 31ST MARCH

QUARTERLY TARGET

PROGRESS DURING THE REPORTING MONTH

REPORTS

GP WISE SHG LIST

FIRST LEVEL FEDERATION(VO)

SHIFTING

SECOND LEVEL FEDERATION(CLF)

SHG Details PDF

THIRD LEVEL FEDERATION(BLF)

Second Level Federation Detail

Federation Name\*

CLF Registration Number

CLF Renewal Date

Federation Office Setup\*

No Office

Federation Office Address

Date and Fee/Amount

Share Capital

Monthly subscription amount of each SHG/VO\*

Annual membership fee (if any)

Formation/Restructure Date\*

Monthly EC Meeting Date

D1\*

D2\*

Personal Details

CC/AC Name (Facilitator from Project)

Book Keeper Name

CC/AC Contact number

Book Keeper Contact number

General Bank Details

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### List of registered Second Level Federation

Shg wise Second Level Federation Report

Show 10 entries

S.NO.	Federation Code	Federation Name	GP Mapped	VOs Mapped	Member Mapping	GP Mapping	VO Mapping	Member Mapping
1	HR/KT/KHAL/8868	SANGAM MAHILA CULSTER SANGTHAN	5	4	12			
2	HR/KT/KHAL/8869	AARMAAN	7	7	14			

Showing 1 to 2 of 2 entries

Previous 1 Next

Close

### 5.14 SHG Details in PDF

There is provision of downloading details of all SHGs under a Gram Panchayat. This will help BMMU to update

profiles of SHG on any changes made to SHG in the field. A copy of printout should be available with SHG to know the SHG code and member code for reference.

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PROGRESS TILL 31ST MARCH  
QUARTERLY TARGET  
PROGRESS DURING THE REPORTING MONTH  
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GP WISE SHG LIST  
FIRST LEVEL FEDERATION(VO)  
SHIFTING  
SECOND LEVEL FEDERATION(CLF)  
SHG Details PDF  
SHG Details PDF  
THIRD LEVEL FEDERATION(BLF)  
NRLM COMMODITIES  
FUND PROPOSAL REPORT  
LGO MAPPING  
COMMUNITY CADRE PROFILE

### Complete SHG Details

Gram PanChayat\* BABA LADANA
Download PDF
Download Blank Format

State*: HARYANA	District*: KAITHAL	Block*: KAITHAL	GP*: BABA LADANA	Village*: BABALADANA
SHG Name & Code :* RADHE RADHE – 15998			Date of Formation*: 12-09-2016	
SHG Type*: <input checked="" type="checkbox"/> New <input type="checkbox"/> Pre-NRLM <input type="checkbox"/> Revived		Date of Cooption/Revival*: (DD/MM/YYYY)		Promoted By: NRLM (NRLM/SP/State Project/NGO/OTH/Other)
Bank: SARIYA HARYANA GRAMIN BANK	Branch Name: HRGB BABALADANA (IFSC CODE: PUNB0HGB001)	SB A/c Number: 82501300000325		Date of Opening of Account: 15-09-2016
Meeting Frequency: WEEKLY (Weekly/Fortnightly/Monthly)	Number of times Bank Linkage happened(0 To 10): 0	Monthly Amount of Saving per member: 100		Active Loan A/C Number:
Micro Plan prepared: NO	Basic SHG Training: YES	Standard Bookkeeping practices: YES		Bookkeeper identified:

## SHG MEMBER DETAILS

SN	Member Code*	MemberName*	Father/Husband Name*	Social Category* (SC/ST/OBC / Others)	DOB* (DD-MM-YYYY)	Sub Category			Gender* (Male/Female/ Trans)	PIP Category* (Poor/POP/N on-Poor)	Leader* (Present/Past /Never)	Education	PMJ JY	PM SBY	life insurance	APY
						Disability (No/Self/Family Member)	BPL/APL*	Religion (Hindu/Muslim/ Christian/Sikh/Buddhist/Jain/Parsi/Other)								
1	171415	KARNELO	SATBIR	SC	01-01-1974	NO	<input type="checkbox"/> APL <input type="checkbox"/> BPL	HINDU	FEMALE	Poor	Never					
2	171416	MANISHA	HAWA SINGH	SC	01-01-1989	NO	<input type="checkbox"/> APL <input type="checkbox"/> BPL	HINDU	FEMALE	Poor	Never					
3	171417	SAVITRI	ABHE RAM	SC	01-01-1960	NO	<input type="checkbox"/> APL <input type="checkbox"/> BPL	HINDU	FEMALE	Poor	Never					
4	171418	SEEMA	TERSEM	SC	15-06-1993	NO	<input type="checkbox"/> APL <input type="checkbox"/> BPL	HINDU	FEMALE	Poor	Never					

## 5.15 Third Level Federation(BLF)

User can add or modify Third level federation (BLF) through this menu. There is a standard format to use for collection of BLF profiles. Ensure the completeness of profile collected in format before entering into MIS. User needs to complete the BLF profile by mapping CLFs, VO, and members with identification of Office Bearers and EC members in the BLF. There should be representation of at-least two member from each mapped CLF/VO. There is provision for change of Office Bearers, EC members and also unmap of the member, VO and CLF from the BLF.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### Third Level Federation (BLF) Profile Entry

QUARTERLY TARGET  
PROGRESS DURING THE REPORTING MONTH  
REPORTS  
GP WISE SHG LIST  
FIRST LEVEL FEDERATION(VOI)  
SHIFTING  
SECOND LEVEL FEDERATION(CLF)  
SHG Details PDF  
THIRD LEVEL FEDERATION(BLF)  
FEDERATION PROFILE  
FEDERATION MAPPING  
NRLM COMMODITIES  
FUND PROPOSAL REPORT  
LGD MAPPING  
COMMUNITY CADRE PROFILE

Third Level Federation Detail

BLF Name\*  BLF Registration Number(if registered only)   
BLF Renewal Date  Federation Office Setup\*   
BLF Office Address   

Date and Fee/Amount

Share Capital if any  Monthly subscription amount of each SHG/VO/CLF\*   
Annual membership fee (if any)  Formation/Restructure Date\*   
Monthly EC Meeting Date D1\*    

Personal Details

CC/AC/CM Name (Facilitator from Project)  BLF Book Keeper's Name   
CC/AC/CM Contact number  Book Keeper Contact number

### 5.16 NRLM Commodities

There is provision to add maximum of ten commodities of a block with current and potential production with quantity, value, area of coverage and household involved.

WELCOME STATE : HARYANA , DISTRICT : KAITHAL , BLOCK : KAITHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### Tracking of Major Commodities/Products/Services

Please note that you have already entered 10 Commodities/Products/Services. You can't add more than 10 Commodities/Products/Services.

Show 10 entries Search:

S.No.	Category	Sub Category	Commodities/ Products/ Services	Unit	Current Annual Production				Qu
					Quantity	Current Value (in Lakh)	Number of Household involved	Area (in Hectares)	
1	AGRICULTURE	VEGETABLES	BHINDI	MT	882	86.43	73	104	1018
2	AGRICULTURE	VEGETABLES	BRINJAL	MT	6130	613	20	30	7152
3	LIVESTOCK	GOATERY	GOAT/SHEEP	Number	4595	229.7	155	0	4800
4	LIVESTOCK	DAIRY	MILCH CATTLE	Number	29068	15987	9690	0	3150
5	AGRICULTURE	VEGETABLES	ONION	MT	3266	326.6	96	142	3450
6	AGRICULTURE	VEGETABLES	PEAS	MT	4080	408	22	30	4352

### 5.17 Fund Proposal Report

There are three reports available to the status of proposal recommended for release of fund, rejected proposals and entry of fund releases made through manual process in part-I of fund disbursement module.

WELCOME STATE : HARYANA , DISTRICT : KATHAL , BLOCK : KATHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### FUND PROPOSAL REPORT

District: KATHAL Block: KATHAL

Fund Type: ALL CBO Type: ALL Period: From 01-04-2018 To 27-08-2018

Submit Close

Show 10 entries Search:

S.No.	District	Block	BMMU Ref.NO	Date of Submission	Fund Type	CBO Types	No of CBOs	Amount	Cor	Dat
1	KAITHAL	KAITHAL	KAITHAL/RF/NRLM/SHG/20180808/56111	08-08-2018	RF	SHG	18	180000.00		
2	KAITHAL	KAITHAL	KAITHAL/RF/NRLM/SHG/20180824/57808	24-08-2018	RF	SHG	19	190000.00		
3	KAITHAL	KAITHAL	KAITHAL/EF/NRLM/VO/20180809/56212	09-08-2018	EF	VO	5	125000.00		
4	KAITHAL	KAITHAL	KAITHAL/CIF/NRLM/VO/20180809/56215	09-08-2018	CIF	VO	6	2400000.00		

### 5.18 LGD mapping

User need to seed the LGD code for location masters such as Gram Panchayats and villages where it is not already seeded. If any case of wrong LGD seeding, user may request to state MIS nodal officer/state admin user to correct the already seeding records.

WELCOME STATE : HARYANA , DISTRICT : KATHAL , BLOCK : KATHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

### LGD MAPPING

Village List (MIS-NRLM)  
Villages of the selected block

S.No	Grampanchayat Name	Village Code	Village Name	Lgd Code
1	BABA LADANA	1204002017001	BABALADANA	
2	BALWANTI	1204002048001	BALWANTI	58851
3	BARTA	1204002081001	BARTA	58963
4	BHAINI MAJRA	1204002032001	BHAINI MAJRA	58858
5	BHANPURA	1204002040001	BHANPURA	58835
6	BUCH KHERA	1204002036001	BUCH KHERA	58824
7	CHAK PADLA CHOOT	1204002077001	CHAKPADLACHOOT	58834
8	CHANDANA	1204002003001	CHANDANA	58874
9	CHHOT	1204002009001	CHHOT	
10	DEOBAN	1204002091001	DEOBAN	58871
11	DEOD KHERI	1204002028001	DEODKHERI	58864
12	DEOHRA	1204002054001	DEOHRA	58846
13	DERA GADLA	1204002073001	DERAGADLA	910948
14	DEVIGARH	1204002076001	DEVIGARH	910947

Village List (Lgd site: <http://lgdregistry.gov.in/>)  
Villages of entire District

S.No	Lgd Code	Block Name	Grampanchayat Name	Village Name
1	58902	DHAND	AHUN	Ahun (19)
2	58977	DHAND	BANDRANA	Bandrana
3	58852	DHAND	BAROT	Barot (3)
4	58932	DHAND	BEGPUR	Begpur (1)
5	58973	DHAND	CHANDLANA	Chandlana
6	58972	DHAND	CHURMAJRA	Churhar Ms (13)
7	58974	DHAND	DADWANA	Dadwana
8	58971	DHAND	DERDU	Dheraru (1)
9	58975	DHAND	DHAND	Dhand (9)
10	58978	DHAND	JADAILA	Jadola (8)
11	58979	DHAND	JAJANPUR	Jajanpur (1)
12	58983	DHAND	KAIL	Kail (10/1)
13	58966	DHAND	KHERI MATARWA	Kheri Mats (14)

### 5.19 Community Cadre Profile

There is provision to upload the all types of community cadres promoted under NRLM. Mostly the cadres are from SHG members but there is provision to enter the cadres from non SHG members also. Provision for selection of multiple functional area for a single cadre and also the cadre can be a Block Master Trainer/BRP for the block. The profile of Block Master Trainer/BRP can also be uploaded through this menu.



PROGRESS DURING THE REPORTING MONTH

REPORTS

GP WISE SHG LIST

FIRST LEVEL FEDERATION(VOL)

SHIFTING

SECOND LEVEL FEDERATION(CLF)

SHG Details PDF

THIRD LEVEL FEDERATION(BLF)

NRLM COMMODITIES

FUND PROPOSAL REPORT

LGD MAPPING

COMMUNITY CADRE PROFILE

ADD

EDIT

FUND DISBURSEMENT MODULE

### Community Cadre/MT Profile

Please Fill all the Details:

Gram Panchayat*	- Select -	Village*	- Select -
Member in SHG *	YES	SHG Name	--Select--
SHG Code		SHG Formation Date	
Name*	- Select -	Date of Joining in SHG *	
Upload Cadre's Photograph *	Choose file No file chosen	Husband/Father Name *	
<small>(Images format should be in(jpg, .jpeg, .png) And Size Of Image is Less then 300 KB. File name should not contain any special characters.) The File you are trying to upload contains some script tags might be because it is compressed using online tools which is not allowed keeping in view the security aspect please avoid using compressed tools.</small>			
Gender *	- Select -	Contact No.	
Social Category *	- Select -	Religion*	- Select -
Aadhaar Number		SECC TIN	
Date of Birth *		Marital Status *	Married
Education Standard *	- Select -		
Address *			

Date of Working as Cadre *	<input type="text"/>	Currently Working	YES ▼
Bank Name*	--Select-- ▼	Branch Name *	--Select-- ▼
Account number*	<input type="text"/>	IFSC CODE	<input type="text"/>
Primary Group of Cadre*	- Select - ▼	Primary type of Cadre*	- Select - ▼

**Note :-** Kendriya Sahakari Bank's / Zila Sahkari Bank's / District Cooperative Banks are renamed as DCCB 'DISTRICT NAME'.

**Other cadre**

[Add More](#) [Delete](#)

Group of Cadre 1(Other cadre)	- Select - ▼	Type of Cadre 1(other cadre)	- Select - ▼
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**Trainer**

[Add More](#) [Delete](#)

Group of Cadre 1(Master Trainer)	- Select - ▼	Type of Cadre 1(Master Trainer)	- Select - ▼
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First Level (VO)	- Select - ▼
Second Level (CLF)	- Select - ▼
Third Level (BLF)	- Select - ▼
Mandatory Training received by cadre	YES ▼
Vulnerable Category*	--Select-- ▼

[Save](#) [Clear](#) [Close](#)

## 5.20 Fund Disbursement Module

There are two provisions available under this menu (i) Add Fund Disbursement and (ii) CBO Fund Proposal.

- (i) All type of funds releases directly from BMMU/DMMU/SMMU to SHGs, VO's and CLFs manually (without recommendation of proposal by block through online mode) can be uploaded. The fund releases entered into MIS need to verify after entry to consider the progress in the month of releases and it will reflect the progress in fund disbursement report. User need to ensure that the fund released to CBOs directly from BMMU/DMMU/SMMU were not entered by any district or state users prior to enter by block user. Else there is a chance of duplicate entry. Further, all fund released from higher level federation to lower level federation and from any federation to SHG can be uploaded through this option.

WELCOME STATE : HARYANA , DISTRICT : KATHAL , BLOCK : KATHAL , USER : (STATE) SKBHOI Change Role Change Password User Manual Logout

**FUND DISBURSEMENT ENTRY FORM**

**Basic Details of Fund Disbursed**

Disbursed On\*  Fund Type\*  CBO Type\*

Fund Source\*  Disbursed By\*

**Location Details of Fund Disbursed**

District\*  Block\*

Gram PanChayat\*  Village\*

**CBO Details of Fund Disbursed**

CBO Name\*  CBO Code\*  No of SHG\*  Account Type\*

Mode of Payment\*  Account Number\*  Fund Released\*

Payment Reference No.\*  Remarks:

Save and Add Save and Exit Verify Page Close

- (ii) User can submit proposal for disbursement of all types of fund for eligible SHG, VO and CLF through this option. Proposal submitted for a CBO can't be proposed again for the same fund till proposal is in process or reached the maximum limit of fund for the CBO. User needs to ensure the correct account number and bank details of the CBO to avoid rejection from Bank. The proposal will return to the verification screen on rejection of any proposal at higher level due to any reason.

**PROPOSAL ENTRY FORM**

**BASIC DETAILS OF PROPOSAL**

Block Name\*  Block Type\*  Fund Source\*

Received Date\*  Fund Type\*  CBO Type\*

**LOCATION OF CBO**

Gram Panchayat\*  Village Name\*

**DETAILS OF CBO AND AMOUNT PROPOSED**

CBO Name\*  CBO Code\*  No of SHG\*  Account Type\*

Bank Name\*  Branch Name\*  IFSC Code\*

A/c Number\*  Amount\*  Instalment\*

**Note :-** Kendriya Sahakari Bank's / Zila Sahkari Bank's / District Cooperative Banks are renamed as DCCB 'DISTRICT NAME'.

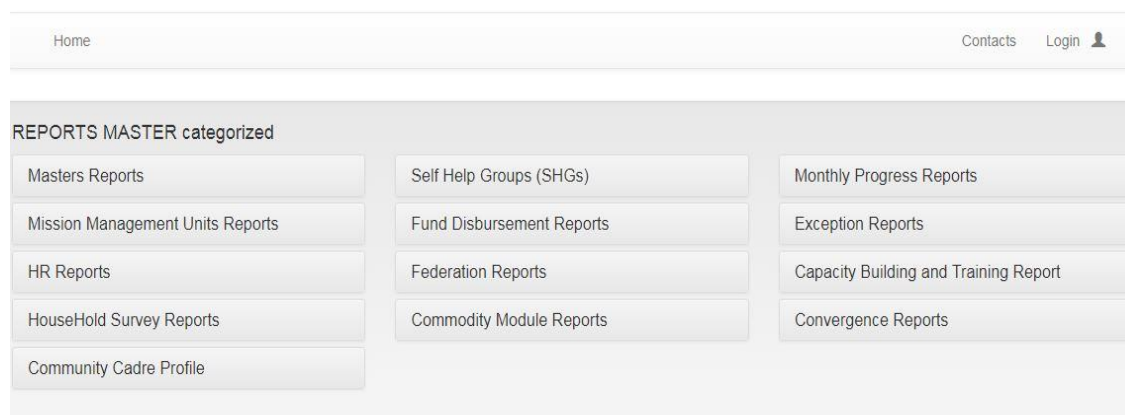
**REMARKS RELATED TO CBO ENTRY**

Remark

Save and Add Save and Exit Verify Page Close

## 6. Reports

There is provision for moving to “Analytical Report” through Report menu from Home page. The following series of reports are available in the report page.



- 6.1 M Series: Masters Reports (6 reports)
- 6.2 H Series: Reports on Human Resource (4 reports)
- 6.3 C Series: Community Cadres Report (4 reports)
- 6.4 G Series: Reports on Self Help Group (13 reports)
- 6.5 F Series: Fund Disbursement Report (18 reports)
- 6.6 V Series: Federations Report (2 reports)
- 6.7 L Series: Reports on Commodities (6 reports)
- 6.8 R Series: Reports on MPR (22 reports)
- 6.9 T Series: Training and CB Reports (3 reports)
- 6.10 E Series: Exception Reports (6 reports)