USER MANUAL
FOR
INTEGRATED WATERSHED MANAGEMENT PROGRAMME(IWMP) - MIS

Prepared by
Land Resources Informatics Division
NATIONAL INFORMATICS CENTRE
DEPARTMENT OF ELECTRONICS AND INFORMATION TECHNOLOGY
MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY
GOVT. OF INDIA

Web Portal - http://iwmpmis.nic.in
6. Institutional Funding  ........................................................................................................... 110

6.1 DOLR User ............................................................................................................... 111
   6.1.1 Add Details of Institutional Funding ................................................................. 114
      6.1.1.1 Completing Non-Legacy Record ......................................................... 123
      6.1.1.2 Completing Legacy Record ................................................................. 125
   6.1.2 Proceed for Sanction Order ........................................................................... 128
   6.1.3 Generate Sanction Order (Institutional) ....................................................... 129
   6.1.4 List of Pending Sanction Order (Institutional) ............................................. 136
   6.1.5 Final Sanction Order (Institutional) ............................................................. 138
   6.1.6 Release of Institutional Fund by PAO ............................................................ 139

6.2 SLNA User (State Level Nodal Agency) ................................................................. 141
   6.2.1 Institutional Funds to be received by SLNA ............................................... 143
   6.2.1 Institutional Funds to be distributed to WCDC ............................................ 145
   6.2.3 Add Institutional Fund Expenditure .............................................................. 149
6.3 WCDC User- (Watershed Cell cum Data Center) ................................................................. 152
6.3.1 Institutional Funds to be received by WCDC ................................................................. 154
6.3.2 Add Institutional Fund Expenditure .............................................................................. 156

7. Plan and Achievement ........................................................................................................ 159

7.1 SLNA User.......................................................................................................................... 159
7.1.1 Capacity Building Plan and Achievement ..................................................................... 161
7.1.2 Monitoring & Evaluation Plan And Achievement ....................................................... 169
7.1.3 Financial Target Plan And Achievement .................................................................... 178
7.1.4 Add / View State Profile ............................................................................................. 187
7.2 WCDC User....................................................................................................................... 190
7.2.1 Capacity Building Plan and Achievement ..................................................................... 191
7.2.2 Financial Target Plan And Achievement ..................................................................... 199
7.3 PIA User.............................................................................................................................. 207
7.3.1 Financial Action Plan And Achievement ..................................................................... 209
7.3.2 Physical Action Plan And Achievement ..................................................................... 216
7.3.3 Capacity building Plan And Achievement ................................................................. 223
7.3.4 Financial Target Plan and Project Expenditure Achievement by PIA ......................... 232
7.3.5 Project Outcome Achievement ................................................................................... 241
7.3.6 Convergence Details Achievement ............................................................................ 244
7.3.7 Watershed Development Fund Achievement .............................................................. 247
7.3.8 Add/View Baseline Survey .......................................................................................... 250
1 Introduction

1.1 Audience:

This document is meant for all those stakeholders who are associated with Integrated Watershed Management Programme Management Information System (IWMP-MIS). IWMP-MIS software is a web based system which can be accessed from anywhere anytime. An Internet Browser with Internet connectivity is only required to access the IWMP-MIS software. The URL address to access the IWMP-MIS software online is http://iwmpmis.nic.in where each stake holders will enter the data related to IWMP projects with respect to their domain. The software is a workflow based system where participation of each stake holders is must.

A separate site, which is replica of original site, has also been made operational for the practice purpose for all the stakeholders. We may call this site as practice site. The purpose of practice site is to familiar fully with the IWMP software before feeding the data on the original site. The URL address to access the practice site is http://iwmpmis.nic.in/IWMP_TEST. In the address, IWMP_TEST word is in capital letter. Users can access the site from any network at any time.

1.2 Purpose of this document

This document attempts to describe the operational aspects of IWMP software with a view to assist all those who will be using the software. The document provides step-wise instructions for handling various aspects of the software with visual screens for easy and better understanding.

1.3 Document Organization

The document is divided into seven chapters.

Chapter 1: Introduction – This Chapter provides an Introduction about purpose of the document, how to access IWMP-MIS software and contact address for reporting the problems encountered, if any, while using the software or related with this document.
Chapter 2: Brief Overview – This Chapter gives an overview of the Integrated Watershed Management Programme, about IWMP-MIS and target users.

Chapter 3: General Workflow - This Chapter provides a description about the workflow of IWMP-MIS software.

Chapter 4: User Management – This Chapter provides a initial process of IWMP system. It explains how the user is created and assigned to different roles for which they are responsible i.e. how to get userid /password for each stake holder.

Chapter 5: Project Funding - This chapter provides a flow of project fund from one stake holder to the another stake holder i.e. release and receiving of project fund amount among different stake holders.

Chapter 6: Institutional Funding - This chapter provides Institutional fund flow from one stake holder to another.

Chapter 7: Plan and Achievement - This chapter provides about how to enter the Financial targets / Plan and Achievement related to projects from different stake holders.

1.4 Definitions/Glossary

This section gives a glossary of terms used in the rest of the document.

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IWMP</td>
<td>Integrated Watershed Management Program</td>
</tr>
<tr>
<td>DOLR</td>
<td>Department of Land and Resources</td>
</tr>
<tr>
<td>SLNA</td>
<td>State Level Nodal Agency</td>
</tr>
<tr>
<td>WCDC</td>
<td>Watershed Cell-cum-Data Centre</td>
</tr>
<tr>
<td>PIA</td>
<td>Project Implementing Agency</td>
</tr>
<tr>
<td>GP</td>
<td>Gram Panchayat</td>
</tr>
</tbody>
</table>
1.5 Problem Reporting

In case of any problem related to the software or to this document, please write an E-mail to support-iwmp@nic.in, 011-24360593
2. Brief Overview

2.1 Introduction

Integrated Watershed Management Programme (IWMP) is a modified programme of erstwhile Drought Prone Areas Programme (DPAP), Desert Development Programme (DDP) and Integrated Wastelands Development Programme (IWDP) of the Department of Land Resources. This consolidation is for optimum use of resources, sustainable outcomes and integrated planning. The scheme was launched during 2009-10. The programme is being implemented as per Common Guidelines for Watershed Development Projects 2008. The main objectives of the IWMP are to restore the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover and water. The outcomes are prevention of soil erosion, regeneration of natural vegetation, rain water harvesting and recharging of the ground water table. This enables multi-cropping and the introduction of diverse agro-based activities, which help to provide sustainable livelihoods to the people residing in the watershed area.

The Salient features of IWMP are as below

(i) Setting up of dedicated institution with multiple-disciplinary experts at State level-State Level Nodal Agency (SLNA) , District Level – Watershed Cell Cum Data Centre (WCDC), Project level – Project Implementing Agency (PIA) and Village level – Watershed Committee (WC) .

(ii) Cluster Approach in selection and preparation of projects : Average size of project – about 5,000 ha .

(iii) Enhanced Cost Norms from Rs.6000/ha. to Rs.12,000/ha. in plains; Rs.15,000/ha in difficult/hilly areas.

(iv) Uniform Funding pattern of 90:10 between Centre & States.

(v) Release of Central Assistance in three installments (20% , 50% & 30 % ) instead of five installments.

(vi) Flexibility in the project period i.e. 4 to 7 years

(vii) Scientific planning of the projects by using IT, remote sensing techniques, GIS facilities for planning and monitoring & evaluation.
(viii) Earnmarking of project funds for DPR preparation (1%), Entry point activities (4%), Capacity building (5%), Monitoring (1%) and Evaluation (1%).
(ix) Introduction of new livelihood component with earmarking of project fund under Watershed Projects i.e. 9% of project fund for livelihoods for asset less people and 10% for production system & micro-enterprises.
(x) Delegation of power of sanction of projects to States.

Therefore a Management Information System of IWMP has been developed and deployed which may act as a tool for monitoring of projects sanctioned by DoLR, Govt of India. It captures the information related to project fund flow, basic information related to each project, Base line Survey details of each project, Convergence details, Financial targets/plan and achievement related to each project etc. There are different stake holders at each level who will be filling these data online. The stakeholders can also view the flow of funds and utilization against each project at all levels. A citizen section provides to view all the reports in public domain.

2.2 Features:

IWMP software is a centralized tool that facilitates to cover all the projects running in the DOLR and can track the projects at state, district, block, gram panchayat and villages level. The key features of the software are

Workflow - Captures the workflow of fund given by central to state govt. It also captures the plans and achievements against the released projects.

Reports - A number of reports are generated to help even a general user in a very effective way. There is a vast range of reports for the ease of the application users. A number of detailed reports are incorporated there.

Availability – The software is web based and is available on 24*7 basis with proper login authentication.

Security - Encrypted password are used and password expiration facility for the continuous wrong entry of the password.
2.3 Target Users

IWMP users include:
- Central Government Departments
- State Government Departments
- Urban Local Bodies
- Rural Local Bodies
- District-Level Line Departments
- Financial Institutions
- District Planning Committees
- Citizens

In IWMP-MIS there are various Stake holders who would be responsible to enter the data related to IWMP Projects. These stake holders are: DoLR (Govt. of India), State Government, SLNA, WCDC, PIA. PIA would be responsible to feed the data on behalf of GP and WC.

All the reports related to IWMP projects would be in the public domain which can be accessed by citizen. The diagram shows the various Users of IWMP-MIS application.
3. Works to be done by Stakeholders(DoLR/SLNA/WCDC/PIA)

IWMP software is based on workflow system. The information/data flows from one stake holder to another stake holder. In this software, there are different stake holders who have different roles and functions. These stake holders are Govt Of India (DoLR) , SLNA, State Government, WCDC (District) ,PIA (Project Implementing Agency). User-ID and Password has been provided to each level of stake holders. Different functions associated with each stake holders are described below for which data entry is to be made.

3.1 DoLR Admin stake holder :
- Change project profile.
- Change status of a project. (Complete/For closed/ Cancelled)
- Approve new block, district and state
- Approve Block, GP or Village.

3.2 DoLR stake holder :
- Entry of new project profile.
- Entry of central share amount to be released to state.
- Entry for Sanctions of amount to be released for New Projects / On Going projects.
- Entry for Sanctions of Institutional amount to be released.
- Entry and management of trainings to be conducted by DoLR.
- Entry of UC data.

3.3 State Government stake holder :
- Entry for Release of State share against the New projects/ Ongoing projects

3.4 SLNA Admin stake holder
- Activate new PIA User
- Change Password of WCDC/PIA User
- Add/Assign new Project to existing user
- Add new GP and Village.
- Upload document for best practices/case studies for knowledge sharing

3.5 SLNA stake holder
- Entry for Central/State share to be received by SLNA
- Entry for Release of Central/State share to Districts
• Entry for Institutional amount to be received by SLNA
• Entry for Release of Institutional amount to Districts
• Entry for Expenditure of Institutional amount at SLNA level
• Entry for Financial target / Achievement of a project at SLNA level
• Entry for Capacity building Plan / Achievement of a financial year at SLNA level
• Entry for Monitoring and Evaluation Plan / Achievement of a financial year at SLNA level
• Entry for Add State Profile details of State by SLNA
• Entry of Submission of proposal for fund.
• Entry for details of training to be conducted at SLNA level.
• Entry for state level and district level workshops on desilting/construction of check dams/WHS.
• Entry of WHS structure desilted or constructed in districts of state.

3.6 WCDC stake holder
• Entry for Release of project amount to PIA/GP and Watershed Committee
• Entry for Expenditure of Institutional amount at WCDC level
• Entry for Financial target / Achievement of a project at WCDC level
• Entry for Capacity building Plan / Achievement of a financial year at WCDC level
• Entry for Project Expenditure Plan / Achievement of a financial year at WCDC level
• Entry for training to be conducted at WCDC level.
• Upload photographs of a project.

3.7 PIA stake holder
• Entry for Project amount to be received by PIA
• Entry for Project location details
• Entry for Release of Project amount to GP/Watershed Committee
• Entry for Financial target / Achievement of a project at PIA level
• Entry for Capacity building Plan / Achievement of a financial year of every project at PIA level
• Entry for Financial Action Plan / Achievement of a project related to Watershed Works
• Entry for Physical Action Plan / Achievement of a project related to Watershed Works
• Entry for Project Outcome, Convergence Details of a project
• Entry for Adding Baseline Survey details of a project i.e. pre project status
• Entry for training to be conducted at WCDC level.

4 User Management

User Management is the initial process of IWMP system. Here user is created and assigned to different roles for which they are responsible. User creation is a very simple process.

For creating a new user follow the New User link on login page.

As user clicks on New User link New User Registration window will appear.
4.1 Creating a New User

For creating a new user select the appropriate User type from the drop down.

Here in this system there are four types of user.

**PIA** – This user works on multiple projects of a single block.

**WCDC** – This user works on single state but multiple districts.

**SLNA** – This user works on single state. But its role is different from State user.

**STATE** – This user works on single state.

**DOLR** – This user works on multiple states.

### 4.1.1 Creating a DOLR User-

Select the DOLR from the drop down and fill the form as instructed then select the state(s) for the user listed below. After completing the form click on save button to save the data.
When record is saved successfully system will return a success message. When record is saved then it will show the detail. From here user can take the print by clicking on “Print” button or can create a new user by following “New User” button or can move to home page.
4.1.2 Creating a State User-

Select the user type ‘STATE’ from the drop down and fill the form as instructed then select the state for the user from the list. After completing the form click on save button to save the data. After saving the record process of taking print, creating another user or moving back to home page is as same as DOLR user creation process.

4.1.3 Creating a SLNA User-

Select the user type ‘SLNA’ from the drop down and fill the form as instructed then select the assigned state for the user. After completing the form click on save button to save the data. After saving the record process of taking print, creating another user or moving back to home page is as same as DOLR user creation process.
4.1.4 Creating a WCDC User-

Select the user type ‘WCDC’ from the drop down and fill the form as Instructed then select the state then district and block(s) for the user from the list. After completing the form click on save button to save the data. After saving the record process of taking print, creating another user or moving back to home page is as same as DOLR user creation process.

![New User Registration](image)

4.1.5 Creating a PIA User-

Select the user type 'PIA' from the drop down and fill the form as Instructed then select the state, district, block and then project(s) of the selected block for the user. After completing the form click on save button to save the data. After saving the record process of taking print, creating another user or moving back to home page is as same as DOLR user creation process.
4.2) Add new project permission to the existing User-Id (Already allotted)

Case – 1:

1) PIA already has User-Id / Password for the projects running in a block.

AND

2) New projects has been assigned in the same block to the same PIA in future.

PIA can send the request by adding the new project over existing User-Id by click over the link “Add Project to Existing User”

Case -2:

In future, new projects under the same block have been assigned to different PIA then “Sign up for New User “procedure would be followed.

Procedure for Adding new project permission is given below.

Click the link “Add project to Existing User “in the home page.
It will redirect to the Request for Adding the New project page
Enter the PIA User-Id to add new projects in the Existing User-Id and please make a note the User-id, you are entering must be in capital letter and click search button. It will display the projects already allocated and the new projects that can be added in the User-Id.

Select the project name from the list that is displaying in the column and click submit button. Message will display to make sure that do you want to add this project in the existing User-Id.
### Request For Adding the New Project over Existing User ID

<table>
<thead>
<tr>
<th>User ID</th>
<th>Work</th>
<th>Permission Already given for the Projects</th>
<th>Request for permission in Add new Project</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0105482</td>
<td>DAISHEERA</td>
<td>North Tripura-RDFP-F23985-16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** By reselecting the projects, user can change the Request Permission for the Add new Projects as mentioned below. After that click on the submit button.
After clicking the submit button, it will display the project requested for adding in the existing user-id, if user wants to add more new projects or change in selected projects over the same existing User-id, again select the project name from the list and Press over Submit Button. It will replace the previous selected projects with the new selected projects.

Once you are confirmed with the selected projects then Click over **Save and final request for approval button.**
While clicking Save and final request for approval , a message will display to confirm the approval.

**Note:** By reselecting the projects, User can change the Request Permission for the Add new Projects as mentioned below. After that click over the submit button.
After saving the record, a form will be generated by the system which contains all details such as User-Id name, existing project names, which has already allocated under this User-Id and the new project requested to add.

Click print button to take the print out of the generated form.

After taken the printout, send the form by putting your signature with rubber stamp in it through mail to the given mail-id naveen@nic.in by scanning the form. Else you can send the form through post to the given address. Room. No. 614, 6th floor, Block No-11, C.G.O. Complex, Lodi Road, New Delhi 110003.
4.3 User Activation, Deactivation and Deletion (This section is only for System-admin who allocates the User-Id and Password to the users. On the actual site http://iwmpmis.nic.in, system admin is DoLR(Govt. Of India). The following procedures for user activation, deactivation and deletion is being described for practise site i.e. http://iwmpmis.nic.in/IWMP_TEST. Using this section a user may get User-Id and Password for the registered user on practise site.)

4.3.1 Activating User

(Use the following procedure only in the testing site http://iwmpmis.nic.in/IWMP_TEST)

Just after creating the user account user cannot access the application until the System Administrator of the application activates the user account. To activate the user this “SYSTEM” user has to login to the system by entering its user credentials.
After Login into the system user has to follow the “Search” link in User Management menu to open the User Search screen. From here admin can search the user by entering the given criteria.
Here in this screen user gets the two buttons one is to activate and another one is to delete the user.

Now from the search result click on Activate button to activate the respective user.
As user is activated system generates the User-Id and password for the user so that the user can login to the system.

4.3.2 Assigning Role to the User:

As user is activated, system immediately demands to assign the role for the respective user.

To assign the role select the application, User, role respectively from the drop down boxes and click on save button to assign the selected role to the user.
4.3.3 Deactivating User

After Login into the system user has to follow the “Search” link in User Management menu to open the User Search screen. From here System user can search the user by entering the given criteria.

Only Active users can be deactivated so system user can search for active users to make them deactivate.
Here in this screen user gets the two buttons one is to Inactivate and another one is to delete the user.

Click on Inactivate button to make the user inactive. Inactive users cannot perform any operation in the system.
4.4 Change User Password

To change the password, user has to click on the user name available with Welcome message on top left corner of the screen.
Now from here as user clicks on “Edit” button an update screen will appear to update the user information.

To change the password user has to click on the “Change Password” button.
Now to change the password User has to first enter the old password and then a new password of its own choice.

After entering the new password click on the Change Password button to change the password.

As password is changed an success message will appear.
4.5 First Login

When user first time login to the system then this screen appears and here user has to change its default password. To change the password user has to first enter the old password then the password of its own choice.

As password is changed user has to re-login to the system using the new password.
4.6 Updating User Information

To update the user information user has to click on the user name on available with Welcome message on top left corner of the screen.
Now from here as user clicks on “Edit” button an update screen will appear to update the user information.

After updating the user information user has to click on update button to update the record.
As records are updated user can view those changes in User account screen.
5. Project Funding

5.1 DOLR User
5.1.1 Add New Project

Select State and click ‘Go’ button :-
Select year and district and then click on ‘Search Block’ Icon
To reset block click on ‘Reset Block’ Icon
'Add Row' will add new Row
‘Remove Row’ will remove the selected row.
5.1.2 Add Project Release Amount Details

Select state and Releasing Financial Year and click on ‘Go’ button
Select district and then click on ‘Search Project’ Icon
Enter search criteria or keep blank for all projects and Select Project.

Now fill the releasing details.
Now select another or same district and follow the same process. Same project can not be sanctioned twice in the same sanction order.
<table>
<thead>
<tr>
<th>Project Number</th>
<th>Description</th>
<th>Total Amount (Rs in lakhs)</th>
<th>Rate of Interest (%)</th>
<th>Total Installment (Rs in lakhs)</th>
<th>Number of Installments</th>
<th>Amount of Interest (Rs in lakhs)</th>
<th>Total Amount (Rs in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>24/1/201A</td>
<td>5 yrs</td>
<td>2020.00</td>
<td>15</td>
<td>1820.00</td>
<td>3</td>
<td>3</td>
<td>10,035</td>
</tr>
<tr>
<td>24/1/202A</td>
<td>2 yrs</td>
<td>1000.00</td>
<td>15</td>
<td>900.00</td>
<td>3</td>
<td>3</td>
<td>945</td>
</tr>
<tr>
<td>24/1/203A</td>
<td>3 yrs</td>
<td>1500.00</td>
<td>15</td>
<td>1350.00</td>
<td>3</td>
<td>3</td>
<td>1225</td>
</tr>
</tbody>
</table>
Now save the Sanction

Message from webpage

Fund sanctioned successfully and sanction Id is : IWMP101192.
5.1.3 Proceed for Sanction Order

Here 'Delete' Option will delete the sanction order permanently from the database.
Case 1: Non Legacy Data

Click on Complete Button and Save the Sanction Details
Case 2: - Legacy Data

Click on Complete Button and Fill & Save the Sanction Details.
5.1.4 Generate Sanction Order

Here ‘Delete’ option will delete the details filled in the previous step and send it to the ‘Proceed for Sanction Order’ stage.
Case 1: Non Legacy Data

Click on 'Generate Sanction Order' link

Fill the details and click on 'Next Step'
Click on 'close' to close preview. Now Click on 'Generate Sanction Order' button.
Case 2: Legacy Data

Click on 'Final Sanction' link

Now Click on Save Button
5.1.5 **List of Pending Sanction Orders (Projects)**

Only 'Non Legacy' data will be displayed here.
Click on ‘Edit Template’

Edit the template and save it.
Now fill the details and click on ‘Mark as Final’

Here ‘Delete’ option will delete the details filled in the previous step and send it to the ‘Proceed for Sanction Order’ stage.
5.1.6  List of Final Sanction Order (Projects)
Pay and Account Officer

5.1.7 Release of Projects Fund by PAO
5.2 STATE User

5.2.1 Add Project Release Amount Details

Select year and click on ‘Go’ button.
<table>
<thead>
<tr>
<th>District</th>
<th>Area (ha)</th>
<th>Total Project Cost (Rs. in lakhs)</th>
<th>Central Share (50%) (Rs. in lakhs)</th>
<th>State Share (15%) (Rs. in lakhs)</th>
<th>Amount Allocated (Rs. in lakhs)</th>
<th>Due Date (Rs. in lakhs)</th>
<th>Installment No.</th>
<th>Installment Type</th>
<th>Installment %</th>
<th>Amount to be Released (Rs. in lakhs)</th>
<th>Adjusted Amount (Rs. in lakhs)</th>
<th>Final Release Amount (Rs. in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vadnagar</td>
<td>1000.00</td>
<td>150.000000</td>
<td>150.00000</td>
<td>15.000000</td>
<td>0.0000000</td>
<td>14.100000</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>0.0000000</td>
<td>0.0000000</td>
<td>0.0000000</td>
</tr>
<tr>
<td>Vadnagar</td>
<td>1500.00</td>
<td>120.000000</td>
<td>120.00000</td>
<td>18.000000</td>
<td>0.0000000</td>
<td>18.000000</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>0.0000000</td>
<td>0.0000000</td>
<td>0.0000000</td>
</tr>
<tr>
<td>Vadnagar</td>
<td>1500.00</td>
<td>120.000000</td>
<td>120.00000</td>
<td>18.000000</td>
<td>0.0000000</td>
<td>18.000000</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>0.0000000</td>
<td>0.0000000</td>
<td>0.0000000</td>
</tr>
<tr>
<td>Vanadlap</td>
<td>1800.00</td>
<td>120.000000</td>
<td>120.00000</td>
<td>18.000000</td>
<td>0.0000000</td>
<td>18.000000</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>0.0000000</td>
<td>0.0000000</td>
<td>0.0000000</td>
</tr>
<tr>
<td>Bavadi</td>
<td>2500.00</td>
<td>240.000000</td>
<td>240.00000</td>
<td>36.000000</td>
<td>1.0000000</td>
<td>36.000000</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>0.0000000</td>
<td>0.0000000</td>
<td>0.0000000</td>
</tr>
<tr>
<td>Valsad</td>
<td>1520.00</td>
<td>102.400000</td>
<td>102.40000</td>
<td>15.360000</td>
<td>0.0000000</td>
<td>15.360000</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>0.0000000</td>
<td>0.0000000</td>
<td>0.0000000</td>
</tr>
<tr>
<td>Banoa</td>
<td>1238.20</td>
<td>158.240000</td>
<td>158.24000</td>
<td>23.730000</td>
<td>1.1178000</td>
<td>17.412800</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>Select - WH</td>
<td>0.0000000</td>
<td>0.0000000</td>
<td>0.0000000</td>
</tr>
</tbody>
</table>
Now save it.

Message from webpage

Fund sanctioned successfully and sanction Id is : IWMP101193.
5.2.2 Modify/Remove Project Release Amount Details

Click on Sanction Id to edit the sanction order.
Change the details of the already present projects or can add/remove one or more new project(s) and then click on save button.

Message from webpage:
Sanction Code: IWMP101193 has been modified successfully.

OK
Here ‘Delete’ option will delete the sanction order permanently from the database.
Now click on complete button.
5.2.3 Add Sanction Order Details

Click on Sanction Id.
### Sanction Details

<table>
<thead>
<tr>
<th>District</th>
<th>Project ID</th>
<th>Project Name</th>
<th>Client(s)</th>
<th>Area Approved (in Acres)</th>
<th>Age of Area (in Years)</th>
<th>Total Physical Cost (Rs. in Lacs)</th>
<th>Central Share (VMP %) (Rs. in Lacs)</th>
<th>State Share (15% %) (Rs. in Lacs)</th>
<th>Instalment Type</th>
<th>Instalment %</th>
<th>Actual Instalment (Rs. in Lacs)</th>
<th>Total % of Instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Varanasi</td>
<td>MVM-100122800</td>
<td>Lokayukta</td>
<td>Ordinary</td>
<td>250.00</td>
<td>5</td>
<td>152.00</td>
<td>154.00</td>
<td>16.00</td>
<td>Partial</td>
<td>10</td>
<td>5</td>
<td>86.00</td>
</tr>
<tr>
<td>Varanasi</td>
<td>MVM-100122800</td>
<td>Lokayukta</td>
<td>Ordinary</td>
<td>250.00</td>
<td>5</td>
<td>152.00</td>
<td>154.00</td>
<td>16.00</td>
<td>Partial</td>
<td>10</td>
<td>5</td>
<td>86.00</td>
</tr>
</tbody>
</table>

Close Window.
Now click on ‘Release’ button

Fill the details and click on save button
Here 'Delete' option will delete the details filled in the previous step and send it to the 'Modify/Remove Project Release Amount Details' stage.
5.2.4 List of Final Sanction Order (Projects)

Here ‘Delete’ option will come till the SLNA user not received the Sanction Order and delete the details filled in the previous step and send it to the ‘Modify/Remove Project Release Amount Details’ stage.
5.3 SLNA User

5.3.1 Project Funds to be received by SLNA
### 5.3.2 Project Funds to be Distributed to WCDC

#### DEPARTMENT OF LAND RESOURCES
Ministry of Rural Development, Government of India

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Fund Type</th>
<th>Total Amount Required (£ in Lacs)</th>
<th>Total Amount Released till now (£ in Lacs)</th>
<th>Remaining Amount to be released (£ in Lacs)</th>
<th>Releasing Amount (£ in Lacs)</th>
<th>Release To</th>
<th>Release Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project A</td>
<td></td>
<td>10,00,000</td>
<td>4,00,000</td>
<td>6,00,000</td>
<td></td>
<td>WCDC</td>
<td></td>
</tr>
<tr>
<td>Project B</td>
<td></td>
<td>5,00,000</td>
<td>2,00,000</td>
<td>3,00,000</td>
<td></td>
<td>WCDC</td>
<td></td>
</tr>
<tr>
<td>Project C</td>
<td></td>
<td>3,00,000</td>
<td>1,00,000</td>
<td>2,00,000</td>
<td></td>
<td>WCDC</td>
<td></td>
</tr>
</tbody>
</table>

---

**Message from webpage:**

**Do you want to delete this?**

- **OK**
- **Cancel**
<table>
<thead>
<tr>
<th>Select</th>
<th>Project Name</th>
<th>Fund Type</th>
<th>Total Amount Released (Rs. in Lacs)</th>
<th>Total Amount Released till Now (Rs. in Lacs)</th>
<th>Remaining Amount to be Released (Rs. in Lacs)</th>
<th>Refunding Amount (Rs. in Lacs)</th>
<th>Release To</th>
<th>Release Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Vamachar/05- 1/2009-10</td>
<td>Central</td>
<td>12,000</td>
<td>4,000</td>
<td>6,000</td>
<td>0</td>
<td>WCDC</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Vamachar/05- 1/2009-10</td>
<td>Central</td>
<td>12,000</td>
<td>4,000</td>
<td>6,000</td>
<td>0</td>
<td>WCDC</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Vamachar/05- 1/2009-10</td>
<td>State</td>
<td>3,000</td>
<td>0</td>
<td>3,000</td>
<td>0</td>
<td>WCDC</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Vamachar/05- 2/2009-10</td>
<td>Central</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>WCDC</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Vamachar/05- 5/2009-10</td>
<td>Central</td>
<td>5,000</td>
<td>5,000</td>
<td>0</td>
<td>0</td>
<td>WCDC</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Vamachar/05- 6/2009-10</td>
<td>Central</td>
<td>7,000</td>
<td>7,000</td>
<td>0</td>
<td>0</td>
<td>WCDC</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Vamachar/05- 7/2009-10</td>
<td>Central</td>
<td>3,000</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
<td>WCDC</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Vamachar/05- 8/2009-11</td>
<td>Central</td>
<td>5,000</td>
<td>4,950</td>
<td>50</td>
<td>50</td>
<td>WCDC</td>
<td></td>
</tr>
</tbody>
</table>

[End of Table]
5.3.3 Release Project Fund to WCDC

‘Delete’ option will rollback the amount released from SLNA to WCDC corresponding to that project.
5.4 WCDC User

5.4.1 Project Funds to be received by WCDC
5.4.2 List of Projects to be distributed to PIA, GP, & WC

Click on ‘Distribute Fund’ link.
To distribute fund among Gram Panchayat, Watershed committee and PIA, create a PIA for this project and PIA will assign GP and WC to that project.
### 5.5 PIA User

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Type</td>
<td>PIA</td>
</tr>
<tr>
<td>Name of PIA</td>
<td></td>
</tr>
<tr>
<td>Head of PIA</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Phone No.</td>
<td>011-2248234, 2247248</td>
</tr>
<tr>
<td>Fax No.</td>
<td>011-2248234, 2247248</td>
</tr>
<tr>
<td>Type of PIA</td>
<td>OTHERS</td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Mobile No.</td>
<td>(09611223041)</td>
</tr>
<tr>
<td>Email ID</td>
<td></td>
</tr>
</tbody>
</table>

#### Zone

- Options available for selection.

[Note: Screen capture of the registration form with relevant fields filled in.]

[For full details, refer to the official document.]
5.5.1 Add Project Location Details

Click on ‘Add Additional Block’
Complete it.
Click on ‘Add Location’
After Complete.

Before ‘Assign WC’, create WC.

- Add/View Base Line Survey
- Add/View Watershed Committee
Now Go to **Add Project Location Details**

Now Click on ‘Assign WC’
Assign different WC to different GPs and save it.
5.6 Again Login to WCDC User

5.6.1 Project Funds to be distributed to PIA, GP, & WC

Click on ‘Distribute Fund’ link.
## List of Projects to be distributed to PIA, GP, & WC

<table>
<thead>
<tr>
<th>District</th>
<th>Total Received (Rs. in Lakh)</th>
<th>Total Distributed (Rs. in Lakh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valmali</td>
<td>4.00000</td>
<td>0.00000</td>
</tr>
</tbody>
</table>

**Release Date:** 15-04-2011

<table>
<thead>
<tr>
<th>Select</th>
<th>Release To</th>
<th>Institution Name</th>
<th>Release Date</th>
<th>Amount to be Released (in Lakh)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gram Panchayat</td>
<td>ABDDKHUPENA</td>
<td>15-04-2011</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Watershed Committee 1</td>
<td>WC-1</td>
<td>15-04-2011</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Watershed Committee 2</td>
<td>WC-2</td>
<td>15-04-2011</td>
<td>25</td>
</tr>
</tbody>
</table>
After Release Fund:-
5.7 Again Login to PIA User

5.7.1 Project Fund(s) to be received by PIA

Receive fund
5.7.2 Project Fund(s) to be distribute to GP, & WC

Click on ‘Distribute Fund’ link.
5.7.3  Project Fund(s) to be received on behalf of GP & WC
5.7.4 Project Fund(s) to be distribute on behalf of GP

Click on 'Distribute Fund'
5.7.5 Project Fund(s) to be received on behalf of GP & WC
5.8 Login to DoLR Admin

5.8.1 Edit/ View Project Details

5.8.2 Change block of a project (If PIA Account not created)
5.8.3 Complete the project/extend the project date.
6. Institutional Funding

Institutional Funding is basically used by DOLR, SLNA and WCDC Users.

Following is the login Screen.
6.1 DOLR User

For Login, User Id and password should be correct otherwise authentication error will appear.
After Login following window will display.

Expand the Institutional Funding menu by clicking on plus icon as follows.
Menu of Institutional Funding for DOLR users are as follows:

- **Institutional Funding**
  - Add Details of Institutional Funding
  - Proceed for Institutional Sanction Order
  - Generate Sanction Order
  - List of Pending Sanction Orders (Institutional)
  - Institutional Expenditure Register
  - List of Final Sanction Order (Institutional)
  - Institutional Expenditure Register
6.1.1 Add Details of Institutional Funding

In the process of creating sanction order user has to first select the State Name, Sanction Year for the order and Institute for funding.

Requirement for selecting Institute for Funding

- If user has selected SLNA then it has to provide the Non-Recurring and Recurring detail for state only.

- If user has selected WCDC then in such case user has to provide the Non-Recurring and Recurring detail for districts only.

- If user has selected SLNA & WCDC then in such case user has to provide the Non-Recurring and Recurring detail for state and districts both.
After selecting State, Sanction Year for the order and ‘Institute for funding’, user has to fill the Non-Recurring and Recurring Detail for the New Sanction Order.
To enter the districts for the sanction order follow the link:

User has to first select the district and then click on buttons to move into respective location for selecting or deselecting the districts for the sanction order.
To save the details of the district, click on the "Save as draft" button.

To save the sanction order, click on the "Save as draft" button.
Institutional Sanction Order can be of two types-

a. **Non-Legacy** - In this Sanction year is current financial year. In case of non-legacy sanction order system generates the Sanction Order no. and user has to enter the Sanction Letter No. and Sanction Date before completing the Sanction Order.

As user saves Sanction Order in draft mode then system automatically generates the Sanction Order No. in case of non-legacy.
User enters Sanction Letter No. and Sanction Date before completing the process in case of Non-Legacy.

From this screen user can save this in draft mode or can be done completed means after pressing complete button, sanction order can’t be edited.
b. **Legacy** – In case of legacy sanction order, system does not generate Sanction Order no. User has to enter the sanction order no., Sanction Letter No., Sanction Date and also upload the Sanction Letter before completing the Sanction Order.

From this screen user can save this in draft mode or can be done completed means after pressing complete button, sanction order can’t be edited.
6.1.2 Proceed for Institutional Sanction Order

All Institutional Sanction Order that were saved in draft mode will be available under this menu. From here we can view and complete the sanction order.

Click here to View & Complete the Sanction Order.
6.1.1.1 **Completing Non-Legacy Record**

After opening the sanction order click on complete button to “Complete” the Sanction Order after filling the details of Sanction Letter and Sanction Date. If user wants to save the sanction order again in draft mode then user can do so by clicking on “Save As Draft” button.
Once Sanction order is completed user can’t make any changes into it.
6.1.1.2 Completing Legacy Record

After opening the sanction order click on complete button to “Complete” the Sanction Order after filling the details of Sanction Letter and Sanction Date. If user wants to save the sanction order again in draft mode then user can do so by clicking on “Save As Draft” button.
After completing all the details user has to click on complete button to complete the process otherwise sanction order will remain in draft mode.
Once Sanction order is complete user can’t make any changes in Sanction Order.
6.1.2 Proceed for Institutional Sanction Order -

To delete a Sanction Order user has to follow the delete link. Once user has deleted a Sanction Order from this page Sanction Order can’t be revived.
6.1.3 Generate Sanction Order (Institutional)

Process for Non-Legacy – Sanction order is only generated in case of Non-legacy. In order to generate the Sanction order user has to follow the Generate Sanction Order link.

In Generate Sanction Order release screen user has to enter the Payee Designation, IFD ID No., IFD Date, Major Head and Sanction Letter Template and click on “Next Step” button.

On next Screen user can see the Sanction Order Template and do the required changes in template and show the preview if everything is ok then user has to click on “Generate Sanction Order” button to generate the sanction order.
<table>
<thead>
<tr>
<th>State</th>
<th>Institute</th>
<th>Sanction Order No.</th>
<th>Sanction Code (ST/T/TD/Tb/TT/TTb)</th>
<th>Sanctioned Amount(s) in Lakh</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHHATTISGARH</td>
<td>SLWA &amp; KSCC</td>
<td>INST-CHT/01/10</td>
<td>07/04/2010</td>
<td>848.330</td>
<td>Incomplete</td>
<td>Final Sanction</td>
</tr>
</tbody>
</table>
Process for Legacy record-

In case of legacy Sanction letter is not generated it is uploaded into system by the user. But legacy records are finalized here in this step.
Deletion of Sanction Order -

In case of deleting record from this step their Sanction Order No., Letter No., Sanction Date and uploaded files are removed and Sanction Order becomes available under “Proceed for Institutional Sanction Order” menu.
6.1.4 List of Pending Sanction Order (Institutional)

Sanction Orders for which Sanction Letter has been generated are available in this list. And from here we mark these Sanction Order as Final so that Pay and Account Officer can view.

![Image of UI for marking Sanction Orders final]

- Enter the Final date for the Sanction Order.
- First select the corresponding check box then click here to make the Sanction Order final.
6.1.5 Final Sanction Order (Institutional)

After clicking the mark as final button the Sanction Order can be seen in List of Final Sanction Order.

The screen of Final Sanction Order for Institution funding is given below.

User can see the Final Sanction Order for All State for All financial year as well as for particular corresponding to particular year by selecting from the Drop Down List.
6.1.6 Release of Institutional Fund by PAO

When Sanction orders are marked as final then they will become available in “Release of Institutional Fund by PAO” screen. Here user has to enter the PO release date and click on “Release” button to release the fund.
6.2 SLNA User (State Level Nodal Agency)

For Login User Id and password should be correct otherwise authentication error will appear.

After Login following window will display.

Expand the Institutional Funding menu by clicking on plus icon as follows.
Menu of Institutional Funding for SLNA users are as follows:

- Institutional Funds to be received by SLNA
- Institutional Funds to be distributed to WCDC
- Add Institutional Fund Expenditure by SLNA
### 6.2.1 Institutional Funds to be received by SLNA

As and when Pay and Account Officer releases the fund Sanction order details become available in this list so that SLNA user can receive the fund. Before receiving the fund user has to first enter the receipt date, select the checkbox and click on the “Receive” button.

![Image of institutional funds to be received by SLNA]

- **Enter the fund receipt date for the Sanction Order.**
- **First select the corresponding check box then click here to receive the fund for the selected Sanction Order.**
6.2.1 Institutional Funds to be distributed to WCDC

After receiving the fund responsibility of the SLNA user is to distribute the fund according to the sanction order. So to distribute the fund first click on “Institutional Funds to be distributed to WCDC” menu to open the screen.

Click on Distribute button to distribute the amount of the corresponding Sanction Order.
From here user selects the districts to distribute the fund.
Once user has entered all the entries then it can be distributed directly by clicking on “Complete” button or can be saved in draft mode. Fund will not treated as distributed until it is being distributed by clicking on “Complete” button.

<table>
<thead>
<tr>
<th>Sanction Order No.</th>
<th>Sanction Letter No.</th>
<th>Sanction Year</th>
<th>PO Release Date</th>
<th>Receipt Date</th>
<th>WCDC Amount (Rs. in Lakh)</th>
<th>Total Distributed Amount (Rs. in Lakh)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>13/04/2011</td>
<td>252 00000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click here to save the entered detail in Draft mode. Click here to make the fund distribution complete.
You can again distribute the fund to the districts for whom fund is not distributed.

Click here to save the entered detail in Draft mode.
6.2.3 Add Institutional Fund Expenditure

As user receives the fund then for that fund user has to fill the achievement detail by month.
Here user finds two buttons for saving one is ‘Save as Draft’ and another is ‘Complete’. Save as draft save data temporarily. User can edit that achievement until record is saved permanently. For which user has to click on “Complete” button. Once achievement is completed then next month automatically comes. User can not edit the previous month achievement.

While clicking on save as draft following confirmation message will come.
While clicking on Complete following confirmation message will come.
6.3 WCDC User- (Watershed Cell cum Data Center)

For Login User Id and password should be correct otherwise authentication error will appear.

After Login following window will display.
Expand the Institutional Funding menu by clicking on plus icon as follows.

Menu of Institutional Funding for WCDC users are as follows:

- Institutional Funds to be received by WCDC
- Add Institutional Fund Expenditure by WCDC
6.3.1 Institutional Funds to be received by WCDC

As and when SLNA user releases the fund to the district then Sanction order details become available in this list so that WCDC user of the concerned district can receive the fund. Before receiving the fund user has to first enter the receipt date, select the checkbox and click on the “Receive” button.
6.3.2 Add Institutional Fund Expenditure

As user receives the fund then for that fund user has to fill the achievement detail by month.

Here user finds two buttons for saving the data, one is ‘**Save as Draft**’ and another is ‘**Complete**’. Save as draft save data temporarily. User can edit that achievement until record is saved permanently. For which user has to click on “**Complete**” button. Once achievement is completed then next month automatically comes. User can not edit the previous month achievement.
While clicking on save as draft following confirmation message will come.
While clicking on complete following confirmation message will come.
7. Plan and Achievement

This section of User Manual is for Plan And Achievement which is used by SLNA, WCDC and PIA Users.

7.1 SLNA User

Once the user opens the application, you will see a **Login** form. You will be able to work with the application only after you successfully provide your **User Id** and **Password** in the **Login** form. In case you do not have a user account, you are required to contact the administrator.

Here is a sample picture of the **Login** form as it appears on your screen.

As you successfully login, the IWMP screen would be shown as per the privileges assigned to you.

The upper pane shows the user name and logout link. User can change their some details by clicking on his/her name. The menu on the left pane shows the operation that the logged in user can perform and the right pane shows the list of task(s), if any for the logged in user.
Following screen will appear after login.

Expand the ‘Plan and Achievement’ menu by clicking on plus icon as follows.
Following are the plans and achievements at SLNA level.

SLNA Plans:
1. Capacity Building Plan by SLNA-Add/View
2. Monitoring and Evaluation Plan-Add/View
3. Financial Target (Project wise) by SLNA-Add/View

SLNA Achievement:
1. Add Capacity Building Achievement by SLNA
2. Add Monitoring & Evaluation Achievement
3. Add Project Expenditure Achievement by SLNA

7.1.1 Capacity Building Plan and Achievement
When you invoke on ‘Capacity Building Plan by SLNA - Add/View’. Following screen will be displayed.

This shows the Capacity Building Plan form. The title of the form viz. **Capacity Building Plan-Add/View** is displayed at the top. A message viz. * indicates mandatory is displayed at the lower part of form. This indicates that the fields marked with asterisks must be filled-in and cannot be left blank.

Here SLNA User can fill the Capacity Building Plan yearly. First He has to select Financial Year from combo. When he selects the financial year, achievement start date will automatically appear. It will be the first date of selected financial year. User can
change it. But it must lie in selected financial year otherwise system will not allow. After that user will enter no of training planned and no of Persons to be trained.

At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ saves the plan in draft mode. It is temporary save. Whenever user wants, he can change it but user can not fill the achievement for that plan.

‘Complete’ saves the plan in complete mode. It is permanent save. Once user completes the plan then plan cannot be edited. After completion, user can fill the achievement for that plan.

See the following screen.

Financial year selected: 2011-12
Achievement start date=12/04/2011
No. of training planed: 10
No. of persons to be trained: 100

User can complete directly or save in draft mode. Suppose user saves in a draft mode. Then following confirmation message will come.
If user clicks on cancel button then it will not save. If user clicks on ok button then it will save the plan and response message will appear on screen.

It means plan is successfully saved in draft mode.

Because it is in draft mode that’s why user can edit this plan. For edit, select financial year, after selecting financial year, plan details automatically appears, change it as required then again save in draft mode. User can edit as many times as needed . It is temporary save. User can not fill achievement in this mode.
When user want to save it permanently then click on complete button. Once user completes the plan then it cannot be edit. User only fills the achievement for that plan.

When user completes the plan system again ask the confirmation like following.

If user doesn’t want to save , he can click on cancel button. If he is sure then click on ok button.

After clicking on ok button following message will come.
It means plan is saved successfully. Now user can fill the achievement.

For filling achievement click on ‘Add Capacity Building Achievement by SLNA’. Following form will be opened.

It shows the start date, end date, total no of training planed, total no of Persons to be trained. Achievement is filled month wise. When user opens achievement form, first month is automatically appeared.

**Note:** If User filled Plan for Two or more Financial Year and he didn't fill the achievement then earlier financial year comes first. User cannot move to the next financial year.

Here first select the checkbox then select Area of Training, remark is optional, then fill no of training completed and no of persons trained. User can add more rows by clicking on ‘Add Row’ button or can remove row by clicking on remove row button.

See the following form.
Here again two button for saving one is ‘Save as Draft’ and another is ‘Complete’. Concept is same as Plan. Save as draft save temporary. User can edit that achievement. Complete save permanently. Once complete the achievement then next month automatically comes. User can not edit the previous month data.

Click on save as draft following confirmation message will come.
After clicking on Ok Button. Achievement will be saved in draft mode. Following message will come.

For permanently save click on complete button.
System will ask the confirmation, after confirmation it will save the achievement. Now user can only fill next month achievement.

7.1.2 Monitoring & Evaluation Plan And Achievement

In Menu click on ‘Monitoring & Evaluation Plan - Add/View’. Following screen will be displayed.
Here User can fill the Monitoring Evaluation Plan. Firstly select Financial Year from combo. After selecting financial year, achievement start date automatically filled. It will be the first date of selected financial year. User can change it. But it must lie in selected financial year otherwise system will not allow. After that you will enter no of project to evaluate in Preparatory Phase, Work Phase, Consolidated Phase and Post Project.

At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the plan in draft mode. It is temporary save. Whenever user wants any change then user can change it but user can not fill the achievement for that plan.

‘Complete’ save the plan in complete mode. It is permanent save. Once user completes the plan then plan cannot be edited. After completion user can fill the achievement for that plan.
See the following screen.

Financial year selected: 2011-12
Achievement start date=01/04/2011
No of project to evaluate in Preparatory Phase: 24
No of project to evaluate in Work Phase: 25
No of project to evaluate in Consolidation Phase: 35
No of project to evaluate in Project Phase: 56

User can complete directly or save in draft mode. Suppose user save in a draft mode. Then following confirmation message will come.
If user clicks on cancel then it will not save. If user clicks on ok then it will save and response message will appear on screen.
It means plan is successfully saved in draft mode.

As it is in draft mode so user can edit this plan. For edit, select financial year, after selecting financial year, plan detail automatically appears, change it as required then again save in draft mode. User can edit as many times as needed. It is temporary save. User can not fill achievement in this mode.

When user want to save it permanently then click on complete button. Once user completes the plan then it cannot be edit. User only fills the achievement for that plan.

When user completes the plan, system again asks the confirmation like following.

If user doesn't want to save he can click on cancel button. If he sure then click on ok button.

After clicking on ok button following message will come.
It means plan is saved successfully. Now user can fill the achievement.

For filling achievement click on ‘Add Monitoring & Evaluation Achievement’. Following form will be opened.
It shows the start date, end date. Achievement is filled month wise. When user opens achievement form, first month is automatically appeared.

Note: If User filled Plan for Two or more Financial Year and he didn’t fill the achievement then earlier financial year comes first. User cannot move to the next financial year.

Here user enters the achievement for mid-term and post-project.

See the following form.
Here again two button for saving one is ‘Save as Draft’ and another is ‘Complete’. Concept is same as Plan. Save as draft save temporary. User can edit that achievement. Complete save permanently. Once complete the achievement then next month automatically comes. User can not edit the previous month data.

Click on save as draft following confirmation message will come.
After clicking on Ok Button. Achievement will be saved in draft mode. Following message will come.

For permanently save click on complete button.
System will ask the confirmation, after confirmation it will save the achievement. Now user can only fill next month achievement.

### 7.1.3 Financial Target Plan and Achievement

In Menu click on ‘Financial Target (Project wise) - Add/View’. Following screen will be displayed.
Here User can fill the ‘Financial Target Plan’. First user has to select Project from list, then select Financial Year only those financial years will appear which are greater than or equal to project’s financial year. When he select the financial year, achievement start date automatically filled. It will be the first date of selected financial year. User can change it. But it must lie in selected financial year otherwise system will not allow. After that User will enter plan.

At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the plan in draft mode. It is temporary save. Whenever user wants, he can change it but user can not fill the achievement for that plan.

‘Complete’ save the plan in complete mode. It is permanent save. Once user completes the plan then plan cannot be edited. Now user can fill the achievement for this plan.

See the following screen.
User can complete directly or save in draft mode. Suppose user save in a draft mode. Then following confirmation message will come.

If user clicks on cancel then it will not save. If user clicks on ok then it will save and response message will appear on screen.
It means plan is successfully saved in draft mode.

Because it is in draft mode that’s why user can edit this plan. For edit, select project and financial year, after selecting Financial year plan detail automatically appears, change it as required then again save in draft mode. User can edit as many times as needed .it is temporary save. User can not fill achievement in this mode.

When user want to save it permanently then click on complete button. Once user complete the plan then it cannot be edit. User only fill the achievement for that plan.

When user completes the plan, system again asks the confirmation like following.
If user doesn't want to save he can click on cancel button. If he sure then click on ok button.

After clicking on ok button following message will come.

It means plan is saved successfully. Now user can fill the achievement.

For filling achievement click on 'Add Project Expenditure Achievement by SLNA'. Following form will be opened.
Select the project for which user wants to fill achievement. When User selects Project, Plan data is automatically appeared.

Note: If User filled Plan for Two or more Financial Year and he didn’t fill the achievement then earlier financial year comes first. User cannot move to the next financial year.

Here User enters the achievement.

See the following form.
Here again two buttons for saving one is ‘Save as Draft’ and another is ‘Complete’. Concept is same as Plan. Save as draft save temporary. User can edit that.
achievement. Complete save permanently. Once complete the achievement then next month automatically comes. User can not edit the previous month data.

Click on save as draft following confirmation message will come.

After clicking on Ok Button. Achievement will be saved in draft mode. Following message will come.
For permanently save click on complete button.

System will ask the confirmation, after confirmation it will save the achievement. Now user can only fill next month achievement.
7.1.4 Add/View State Profile:

Following form will be open

Fill in the form with correct data and click Save as Draft.
User selects cancel then it will not save. For save user has to be select ok button. When click on ok button. The State profile is saved in draft mode.

Because it is in draft mode. User can edit this. User can edit as many times as need. It is temporary save.

When user wants to save it permanently then click on complete button. Once user completes then he cannot edit.

When user completes the State profile, User cannot change the data again.
<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of Districts</td>
<td>20</td>
</tr>
<tr>
<td>Total No. of Blocks</td>
<td>241</td>
</tr>
<tr>
<td>Total Geographical Area (Lakh ha.)</td>
<td>254.45</td>
</tr>
<tr>
<td>Areas covered under irrigation (Lakh ha.)</td>
<td>324.45</td>
</tr>
<tr>
<td>Total area under assured irrigation (Lakh ha.)</td>
<td>182</td>
</tr>
</tbody>
</table>
7.2 WCDC User

User Id and Password Login As needs to be correct otherwise authentication error will appear.

After Login following window will display.

Expand the plan and achievement menu by clicking on plus icon. then Plan versus Achievement menu will be opened as following.
WCDC Plans:
1. Capacity Building Plan by WCDC - Add/View
2. Financial Target by WCDC - Add/View

WCDC Achievement:
1. Add Capacity Building Achievement by WCDC
2. Add Project Expenditure Achievement by WCDC

In Menu click on Capacity Building Plan by SLNA-Add/View. Following screen will be displayed.

7.2.1 Capacity Building Plan and Achievement
In Menu click on ‘Capacity Building Plan by WCDC - Add/View’. Following screen will be displayed.

Here User can fill the Capacity Building Plan. First He has to select Financial Year from combo. When he selects the financial year, achievement start date automatically filled. It will be the first date of selected financial year. User can change it. But it must lie in selected financial year otherwise system will not allow. After that you will enter no of training planed and no of Persons to be trained.

At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the plan in draft mode. It is temporary save. Whenever user wants, he can change it but user can not fill the achievement for that plan.
‘Complete’ save the plan in complete mode. It is permanent save. Once user completes
the plan then plan cannot be edited. After completion user can fill the achievement for
that plan.

See the following screen.

Financial year selected: 2011-12
Achievement start date=12/04/2011
No. of training planed: 10
No. of persons to be trained: 100

User can complete directly or save in draft mode. Suppose user save in a draft mode.
Then following confirmation message will come.
If user clicks on cancel then it will not save. If user clicks on ok then it will save and response message will appear on screen.

It means plan is successfully saved in draft mode.

Because it is in draft mode that’s why user can edit this plan. For edit, select financial year, after selecting Financial year  plan detail automatically appears, change it as
required then again save in draft mode. User can edit as many times as needed. It is temporary save. User cannot fill achievement in this mode.

When user wants to save it permanently then click on complete button. Once user completes the plan then it cannot be edit. User only fills the achievement for that plan.

When user completes the plan system again asks the confirmation like following.

If user doesn't want to save he can click on cancel button. If he sure then click on ok button.

After clicking on ok button following message will come.
It means plan is saved successfully. Now user can fill the achievement.

For filling achievement click on ‘Add Capacity Building Achievement by WCDC. Following form will be opened.
It shows the start date, end date, total no of training planned, total no of Persons to be trained. Achievement is filled month wise. When user open achievement form first month is automatically appeared.

Note: If User filled Plan for Two or more Financial Year and he didn’t fill the achievement then earlier financial year comes first. User cannot move to the next financial year.

Here first select the checkbox then select Area of Training, remark is optional, then fill no of training completed and no of persons trained. User can add more rows by clicking on Add row button or can remove row by clicking on remove row button.

See the following form.

Here again two button for saving one is ‘Save as Draft’ and another is ‘Complete’. Concept is same as Plan. Save as draft save temporary. User can edit that
achievement. Complete save permanently. Once complete the achievement then next month automatically comes. User can not edit the previous month data.

Click on save as draft following confirmation message will come.

After clicking on Ok Button, achievement will be saved in draft mode. Following message will appear.

For permanently save click on complete button.
System will ask the confirmation, after confirmation it will save the achievement. Now user can only fill next month achievement.

7.2.2 Financial Target Plan and Achievement

In Menu click on ‘Financial Target (Project wise)- Add/View’. Following screen will be displayed.
Here User can fill the Financial Target Plan. First He has to select Project from dropdown, then select Financial Year only those financial year appears which are greater than or equal to project start date.. When he select the financial year, achievement start date automatically filled. It will be the first date of selected financial year. User can change it. But it must lie in selected financial year otherwise system will not allow. After that User will enter plan.

At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the plan in draft mode. It is temporary save. Whenever user want, he can change it but user can not fill the achievement for that plan.
‘Complete’ save the plan in complete mode. It is permanent save. Once user completes the plan then plan cannot be edited. After complete user can fill the achievement for that plan.

See the following screen.

User can complete directly or save in draft mode. Suppose user saves in a draft mode. Then following confirmation message will come.
If user clicks on cancel then it will not save. If user clicks on ok then it will save and response message will appear on screen.

It means plan is successfully saved in draft mode.

Because it is in draft mode that’s why user can edit this plan. For edit, select project and financial year, after selecting Financial year plan detail automatically appears,
change it as required then again save in draft mode. User can edit as many times as needed. It is temporary save. User can not fill achievement in this mode.

When user want to save it permanently then click on complete button. Once user completes the plan then it cannot be edit. User only fills the achievement for that plan.

When user completes the plan, system again asks the confirmation like following.

If user doesn’t want to save he can click on cancel button. If he is sure then click on ok button.

After clicking on ok button following message will come.
It means plan is saved successfully. Now user can fill the achievement.

For filling achievement click on ‘Add Project Expenditure Achievement by WCDC’. Following form will be opened.
Select the project for which user want to fill achievement. When User select Project, Plan data is automatically appeared.

Note: If User filled Plan for Two or more Financial Year and he didn’t fill the achievement then earlier financial year comes first. User cannot move to the next financial year.

Here User enter the achievement.

See the following form.

Here again two button for saving one is ‘Save as Draft’ and another is ‘Complete’. Concept is same as Plan. Save as draft save temporary. User can edit that achievement. Complete save permanently. Once complete the achievement then next month automatically comes. User can not edit the previous month data.

Click on save as draft following confirmation message will come.
After clicking on Ok Button. Achievement will be saved in draft mode. Following message will appear.

For permanently save click on complete button.
System will ask the confirmation, after confirmation it will save the achievement. Now user can only fill next month achievement.

7.3 PIA User
User Id and Password Login As needs to be correct otherwise authentication error will appear.

After Login following window will display.

Expand the plan and achievement menu by clicking on plus icon. then Plan versus Achievement menu will be opened as following.
PIA Plans:
1. Financial Action Plan - Add/View
2. Physical Action Plan - Add/View
3. Capacity Building Plan by PIA - Add/View
4. Financial Target by PIA - Add/View

PIA Achievement:
1. Add Financial Achievement
2. Add Physical Achievement
3. Add Capacity Building Achievement by PIA
4. Add Project Expenditure Achievement by PIA
5. Project Outcome – Add/View
6. Convergence Details – Add/View
7. Watershed Development Fund – Add/View

7.3.1 Financial Action Plan and Achievement

In Menu click on ‘Financial Action Plan - Add/View’. Following screen will be displayed.
Here User can fill the Financial Action Plan. First He has to select Project from combo. Only those project appear in combo whose fund is transferred and is received by PIA user. After selecting project then select financial year. When user selects the financial year achievement start date automatically appear. Either it will be the first date of selected financial year or project start date. User can change it. But it must lie in selected financial year otherwise system will not allow. After that fill the Plan. At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the plan in draft mode. It is temporary save. Whenever user wants he can change it but user can not fill the achievement for that plan.

‘Complete’ save the plan in Complete mode. It is permanent save. Once user complete the plan then plan cannot be edited. After complete user can fill the achievement for that plan.

See the following screen.
User can complete directly or save in draft mode. Suppose user saves as draft. Then following confirmation message will appear.
user selects cancel then it will not save. for save user has to be select ok button. once user select ok button plan will be saved.

Because it is in draft mode. User can edit this plan. For edit select Project and financial year, after selecting Financial year plan detail automatically appears change it then again save in draft mode. User can edit as many times as needed. It is temporary save. User can not fill achievement in this mode.

When user wants to save it permanently then click on complete button. Once user complete the plan then it cannot be edit. User only fill the achievement for that plan.

When user completes the plan system again ask the confirmation like following.

If user doesn’t want to save he can enter on cancel button. If he is sure then click on ok button.

Once click on ok button then plan will be saved permanently. now user can fill the achievement. For filling achievement click on Add Financial Achievement. Following form will be open.
When User selects the project, Plan information automatically appears on the form like following.
Here user can fill the achievement. Achievement is filled month wise. When user opens achievement form first month is automatically appeared.

**Note:** If User filled Plan for Two or more Financial Year and he didn’t fill the achievement then earlier financial year comes first. User cannot move the next financial year.

Enter the achievement values like following.

Click on save as draft following confirmation message will come.
After clicking on Ok Button, achievement will be saved in draft mode.

For permanently save click on complete button.
System will ask the confirmation after confirmation it will save the achievement. Now user can only fill next month achievement.

7.3.2 Physical Action Plan And Achievement

In Menu click on Physical Action Plan - Add/View. Following screen will be displayed.

Here User can fill the Physical Action Plan. First He has to select Project from combo. After selecting project then select financial year. When user selects the financial year achievement start date automatically appear. Either It will be the first date of selected financial year or project start date.. User can change it. But it must lie in selected financial year otherwise system will not allow. After that select the DPR status. It is of two types. One is ‘ongoing’, another is ‘completed’. If user selects ‘ongoing’ then he has to select DPR target date else not required. Next fill the Plan in target field.

At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the plan in draft mode. It is temporary save. Whenever user wants he can change it but user can not fill the achievement for that plan.
‘Complete’ save the plan in Complete mode. It is permanent save. Once user complete the plan then plan cannot be edited. After completion user can fill the achievement for that plan.

See the following screen.

User can complete directly or save in draft mode. Suppose user save as draft. Then following confirmation message will come.
If user select cancel then it will not save. If user selects ok button then Plan will be saved in draft mode.

Because it is in draft mode. User can edit this plan. For edit select project and financial year, after selecting financial year, plan detail automatically appears. Change it then again save in draft mode. User can edit as many times as needed. It is temporary save. User can not fill achievement in this mode.

When user want to save it permanently then click on complete button. Once user completes the plan then it cannot be edit. User only fills the achievement for that plan.

When user completes the plan system again ask the confirmation like following.
If user doesn’t want to save he can enter on cancel button. If he is sure then click on ok button.
After clicking on ok button, Plan will be saved permanently. Now it cannot be changed. Only user can fill the achievement.

For filling achievement click on **Add Physical Achievement** menu link. Following form will open.
When User selects the project, Plan information automatically appears on the form like following.

Here user can fill the achievement. Achievement is filled month wise. When user opens achievement form first month is automatically appeared.

**Note:** If User filled Plan for two or more financial year and he didn’t fill the achievement then earlier financial year comes first. User cannot move the next financial year.

Enter the achievement values like following.
User can also change the DPR status.

Now there are two option for save. Either user can save in draft mode or in complete mode. Suppose user saves the achievement in draft mode. Click on save as draft following confirmation message will come.
After clicking on Ok Button .achievement will be saved in draft mode.

For permanently save click on complete button. System will ask the confirmation after confirmation it will save the achievement. Now user can only fill next month achievement.
7.3.3 Capacity building  Plan and Achievement (Project wise)

In Menu click on Capacity Building Plan by PIA - Add/View. Following screen will be displayed.
Here User can fill the Capacity Building Plan (project wise). First He has to select Project (only those project is appeared whose state is project wise). then Financial Year from combo. When he select the financial year achievement start date automatically filled. It will be the first date of selected financial year. User can change it. But it must lie in selected financial year otherwise system will not allow. After that you will enter no of training planed and no of Persons to be trained. At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the plan in draft mode. It is temporary save. Whenever user want he can change it but user can not fill the achievement for that plan.

‘Complete’ save the plan in complete mode. It is permanent save. Once user complete the plan then plan cannot be edited. After complete user can fill the achievement for that plan.

See the following screen.

Financial year selected: 2009-10
Achievement start date=01/04/2009
No. of training planed: 10
No. of persons to be trained: 100
User can complete directly or save in draft mode. Suppose user save as draft. Then following confirmation message will come.

User select cancel then it will not save. For save user has to select ok button. When click on ok button. Following message will appear. It means plan is successfully saved in draft mode.

Because it is in draft mode. User can edit this plan. For edit select financial year, after selecting financial year plan detail automatically appears, change it then again save in
draft mode. User can edit as many times as needed. It is temporary save. User can not fill achievement in this mode.

When user want to save it permanently then click on complete button. Once user completes the plan then it cannot be edit. User can only fill the achievement for that plan.

When user completes the plan system again ask the confirmation like following.

If user doesn’t want to save then he can enter on cancel button. If he is sure then click on ok button.

After clicking on ok button following message will appear.
It means plan is saved successfully. Now user can fill the achievement.

For filling achievement click on **Add Capacity Building Achievement by PIA**. then Following form will be opened.
Select the project then plan information automatically appears like following.

It shows the start date, end date, total no of training planned, total no of Persons to be trained. Achievement is filled month wise. first month is automatically appeared.

If User filled Plan for Two or more Financial Year and he didn’t fill the achievement then earlier financial year comes first. User cannot move the next financial year.

Here first select the checkbox then select Area of Training, remark is optional, then fill no of training completed and no of persons trained. User can add more rows by clicking on Add row button or can remove row by clicking on remove row button.

Here again two button for saving one is ‘Save as Draft’ and another is ‘Complete’. Concept is same as Plan. Save as draft save temporary. User can edit that achievement. Complete save permanently. Once complete the achievement then next month automatically comes. User can not edit the previous month data. See the following Screen.
Click on save as draft following confirmation message will come.
After clicking on Ok Button. Achievement will be saved in draft mode. Following message will appear.

For permanently save click on complete button.
System will ask the confirmation after confirmation it will save the achievement. Now user can only fill next month achievement.
7.3.4 Financial Target Plan and Achievement By PIA

In Menu click on ‘Financial Target by PIA- Add/View’. Following screen will be displayed.

Here User can fill the Financial Target Plan. First He has to select Project from dropdown, then select Financial Year only those financial year appears which are greater than or equal to project start date. When he select the financial year, achievement start date automatically filled. It will be the first date of selected financial year. User can change it. But it must lie in selected financial year otherwise system will not allow. After that User will enter plan.

At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the plan in draft mode. It is temporary save. Whenever user wants, he can change it but user can not fill the achievement for that plan.
‘Complete’ save the plan in complete mode. It is permanent save. Once user completes the plan then plan cannot be edited. After completion user can fill the achievement for that plan.

See the following screen.

User can complete directly or save in draft mode. Suppose user saves in a draft mode. Then following confirmation message will come.
If user clicks on cancel then it will not save. If user clicks on ok then it will save and response message will appear on screen.
It means plan is successfully saved in draft mode.

Because it is in draft mode that’s why user can edit this plan. For edit, select project and financial year, after selecting Financial year plan details automatically appears, change it as required then again save in draft mode. User can edit as many times as needed. It is temporary save. User can not fill achievement in this mode.

When user want to save it permanently then click on complete button. Once user completes the plan then it cannot be edit. User only fills the achievement for that plan.

When user completes the plan, system again asks the confirmation like following.

If user doesn’t want to save he can click on cancel button. If he is sure then click on ok button.

After clicking on ok button following message will come.
It means plan is saved successfully. Now user can fill the achievement.

For filling achievement click on ‘Add Project Expenditure Achievement by PIA.’ Following form will be opened.
Select the project for which user want to fill achievement. When User select Project, Plan data is automatically appeared.

Note: If User filled Plan for Two or more Financial Year and he didn’t fill the achievement then earlier financial year comes first. User cannot move to the next financial year.
Here User enter the achievement.

See the following form.
### Project Expenditure Achievement at PIA Level

**Project**: Agriculture(1) / 2010-11 | **End Date**: 31/03/2011

<table>
<thead>
<tr>
<th>No.</th>
<th>Heads</th>
<th>Amount (Rs. in LAKS)</th>
<th>Balanced target upto previous year (A)</th>
<th>Target of the year (B)</th>
<th>Total target (A+B)</th>
<th>Achieved till now in the above mentioned financial year (C)</th>
<th>Achievement during the above mentioned period (D)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Admin</td>
<td>80000</td>
<td>00000</td>
<td>150000</td>
<td>150000</td>
<td>150000</td>
<td>150000</td>
</tr>
<tr>
<td>2</td>
<td>Causality Survey</td>
<td>80000</td>
<td>00000</td>
<td>120000</td>
<td>120000</td>
<td>120000</td>
<td>120000</td>
</tr>
<tr>
<td>3</td>
<td>Monitoring</td>
<td>80000</td>
<td>00000</td>
<td>40000</td>
<td>40000</td>
<td>40000</td>
<td>40000</td>
</tr>
<tr>
<td>4</td>
<td>Preparation OC/PR</td>
<td>80000</td>
<td>00000</td>
<td>700000</td>
<td>700000</td>
<td>700000</td>
<td>700000</td>
</tr>
<tr>
<td>5</td>
<td>GFA</td>
<td>80000</td>
<td>00000</td>
<td>500000</td>
<td>500000</td>
<td>500000</td>
<td>500000</td>
</tr>
<tr>
<td>6</td>
<td>Any Other</td>
<td>80000</td>
<td>00000</td>
<td>740000</td>
<td>740000</td>
<td>740000</td>
<td>740000</td>
</tr>
</tbody>
</table>

**Note**: If you don't have any achievement for this month, use skip month button.
Here again two button for saving one is ‘Save as Draft’ and another is ‘Complete’. Concept is same as Plan. Save as draft save temporary. User can edit that achievement. Complete save permanently. Once complete the achievement then next month automatically comes. User can not edit the previous month data.

Click on save as draft following confirmation message will come.

![Image of a software interface with a table and buttons]

After clicking on Ok Button. Achievement will be saved in draft mode. Following message will appear.
For permanently save click on complete button.

System will ask the confirmation, after confirmation it will save the achievement. Now user can only fill next month achievement.
Note: If User does not have any achievement for current month or he does not want to fill achievement for current month. Then use skip month button.

7.3.5 Project Outcome Achievement

In Menu click on **Project Outcome**. Following screen will be displayed.
Here User can fill the Project Outcome achievement. First He has to select Project from combo then sanction year. after that you can fill the achievement. At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the achievement in draft mode. It is temporary save. Whenever user wants he can change.

‘Complete’ saves the achievement in Complete mode. It is permanent save. Once user completes then he cannot edit.

See the following screen.
User can complete directly or save in draft mode. Suppose user save as draft. Then following confirmation message will come.
User selects cancel then it will not save. For save user has to select ok button. When click on ok button. Achievement saved in draft mode.

Because it is in draft mode. User can edit this. For edit select project then sanction year, after selecting sanction year achievement details automatically appears change it then again save in draft mode. User can edit as many times as need. It is temporary save.

When user wants to save it permanently then click on complete button. Once user completes then he can not edit.

When user completes the achievement system again ask the confirmation like following.

If user doesn’t want to save he can enter on cancel button. If he sure then click on ok button. Once click on ok button then it will be saved permanently.

7.3.6 Convergence Details Achievement

In Menu click on **Convergence Details**. Following screen will be displayed.
Here User can fill the Convergence Details. First He has to select Project from combo then financial year and period month. After that select scheme then activity then enter total cost and expenditure. User can add row if required.

At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the convergence in draft mode. It is temporary save. Whenever user wants he can change.

‘Complete’ saves the convergence in Complete mode. It is permanent save. Once user completes then he cannot edit.

See the following screen.
User can complete directly or save in draft mode. Suppose user save as draft. Then following confirmation message will come.

User selects cancel then it will not save. For save user has to be select ok button. when click on ok button. convergence saved in draft mode.
Because it is in draft mode. User can edit this. For edit select project then financial year then project from, after selecting financial year convergence details automatically appears change it then again save in draft mode. User can edit as many times as need. It is temporary save.

When user wants to save it permanently then click on complete button. Once user completes then he cannot edit.

When user completes the convergence system again ask the confirmation like following.

If user doesn’t want to save he can enter on cancel button. If he sure then click on ok button.

Once click on ok button then it will be saved permanently.

7.3.7 Watershed Development Fund Achievement

In Menu click on Watershed Development Fund. Following screen will be displayed.
Here User can fill the watershed development fund. First, he has to select Project from combo then watershed committee then financial year and period month. After that, enter the values of text fields.

At bottom of form, there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the watershed development fund in draft mode. It is temporary save. Whenever user wants he can change.

‘Complete’ saves the watershed development fund in Complete mode. It is permanent save. Once user completes then he cannot edit.

See the following screen.
User can complete directly or save in draft mode. Suppose user save as draft. Then following confirmation message will come.
User selects cancel then it will not save. For save user has to be select ok button. When click on ok button, the watershed development fund saved in draft mode.

Because it is in draft mode. User can edit this. For edit select project then watershed committee then financial year then project from, after selecting project from the watershed development fund details automatically appears change it then again save in draft mode. User can edit as many times as need. It is temporary save.

When user wants to save it permanently then click on complete button. Once user completes then he cannot edit.

When user completes the watershed development fund, system again ask the confirmation like following.

If user doesn’t want to save he can enter on cancel button. If he sure then click on ok button.

Once click on ok button then it will be saved permanently.

7.3.8 Add / View Baseline Survey:

This is the form for entering the data of Baseline Survey.
User have to fill up all the details against particular project. Select a project from drop down list as well as Project Area Covering and enter other details in the form.
At bottom of form there are two buttons ‘Save as Draft’ and ‘Complete’.

‘Save as Draft’ save the Baseline Survey in draft mode. It is temporary save. Whenever user wants he can change.

‘Complete’ saves the Baseline Survey in Complete mode. It is permanent save. Once user completes then he cannot edit.

See the following screen.

Suppose user save as draft. Then following confirmation message will come.

If he does not want to save, click cancel button. If user clicked OK button, the following message will flash on your screen
While clicking the complete button the following will display for confirmation. If the user is confirmed about the data, then he can click Ok for the confirmation message. Suppose if user clicked Ok for Complete then User cannot change the data.
### DEPARTMENT OF LAND RESOURCES
Ministry of Rural Development, Government of India

**AddView Base Line Survey**

**Project:** Design/WWP-2-2010-11

<table>
<thead>
<tr>
<th>Traitable Area</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unirrigated (Lath Hectares)</td>
<td>85,2500</td>
<td></td>
</tr>
<tr>
<td>Total Cropped Area (Lath Hectares)</td>
<td>670,0000</td>
<td></td>
</tr>
<tr>
<td>Net Sown Area (Lath Hectares)</td>
<td>510000</td>
<td></td>
</tr>
<tr>
<td>Total no. of Other Storage Structures</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>Total storage capacity of water storage structures (public member)</td>
<td>60000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of Household</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Total Population in the project Area</td>
<td>12000</td>
<td></td>
</tr>
<tr>
<td>Total no. of MPL Household</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>No. of Small Farmer’s Household</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>No. of Marginal Farmer’s Household</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Pre monsoon:**
- No. person-days of seasonal migration: 7
- Post monsoon: 40000

---

**Message from webpage**

- `Ok` button clicked to complete the process.
- `Cancel` button is not used.

---

**Department of Land Resources**
Ministry of Rural Development, Government of India

**AddView Base Line Survey**

**Project:** Design/WWP-2-2010-11

<table>
<thead>
<tr>
<th>Traitable Area</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unirrigated (Lath Hectares)</td>
<td>85,2500</td>
<td></td>
</tr>
<tr>
<td>Total Cropped Area (Lath Hectares)</td>
<td>670,0000</td>
<td></td>
</tr>
<tr>
<td>Net Sown Area (Lath Hectares)</td>
<td>510000</td>
<td></td>
</tr>
<tr>
<td>Total no. of Other Storage Structures</td>
<td>67</td>
<td></td>
</tr>
<tr>
<td>Total storage capacity of water storage structures (public member)</td>
<td>60000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. of Household</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SC</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Total Population in the project Area</td>
<td>12000</td>
<td></td>
</tr>
<tr>
<td>Total no. of MPL Household</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>No. of Small Farmer’s Household</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>No. of Marginal Farmer’s Household</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Pre monsoon:**
- No. person-days of seasonal migration: 7
- Post monsoon: 40000

---

**Message from webpage**

- `Ok` button clicked to complete the process.
- `Cancel` button is not used.
### Add/Edit Base Line Survey

#### Project Details
- **Design**: [Design ID]
- **Project Name**: [Project Name]
- **Extent Area Coverage**: [Area Coverage]
- **Total Geographical Area of Project (Lakh Hectares)**: [Area]
- **Rent Land Area**: [Area]
- **Net Gross Area (Lakh Hectares)**: [Area]
- **Total Gross Area (Lakh Hectares)**: [Area]
- **Total Number of Water Storage Structures**: [Number]
- **Total storage capacity of water storage structures (cubic meters)**: [Capacity]
- **No. of Household**: [Number]
- **No. of Landless People**: [Number]
- **No. of Scheduled Caste Household**: [Number]
- **Net Irrigated Area**: [Area]
- **Net Gross Area**: [Area]
- **Net Irrigated Area**: [Area]
- **Net Gross Area**: [Area]
- **No. of Land Under Water Conservation Scheme**: [Number]
- **Depth of Ground Water (Meters) Below Ground Level**: [Depth]
- **No. of person-days of seasonal migration**: [Number]
- **No. of person-days of seasonal migration**: [Number]

**Save As Draft** | **Complete**