We appreciate that data entry of the primary societies of your district is nearing completion and you have also verified and submitted data to State and National level which is appearing under the report titled “List of Cooperatives Accepted”. However, we have also been receiving requests with regard to some corrections that you would like to do in your data especially in the fields of Regn No., Names of Villages covered under area of operations, No. of members, deletion of duplicate records etc.

In order to facilitate this, we are opening the approved data for final correction at your end. We had received some data on PACS details through NABARD, also the same has been made available in form of “NABARD Report” under Nodal Officer login.

The following steps may be followed for correction of data, viewing data thereafter generation of certificate of finalized data for uploading singed copy on the portal itself.

Steps:

1. Print “NCD Report”
2. Print “NABARD Report”
3. Compare both the reports.
4. Use **View/Edit/Delete** button to correct the record.
5. Delete duplicate records, if any. You can use search function to search record by Society Name in the box given (left top corner) in the search panel.
6. Once you have corrected the all records, may see list once again under “List of Cooperative Accepted” (i.e., PACS, Dairy and Fishery)
7. Once you are sure click “Generate Certificate” link to generate Certificate. System will automatically generate certificate for the records accepted by you.
8. Take print, sign it and upload on portal using Upload Certificate Link.
9. Your uploaded certificate will be visible to your office, State RCS and MoC users.