DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA (DDU-GKY)

(http://ddugky.gov.in/mprmis/)

User Manual

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(NIC-DDUGKY-USER MANUAL V 1.0)

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National Informatics Centre

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Version no.	Date	Change number	Brief Description	Section Change
1.0	20/04/2017	NIL	Draft	NIL
1.1	28/04/2017			

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1 Introduction

Background

Government of India has set up a target to provide skill training to 500 million of its youth by 2022. Several Ministries have been assigned targets for skilling India's youth to contribute to the Government's vision for making India the skill capital of the world.

Ministry of Rural Development (MoRD) has initiated the Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) as a skill training and placement program for youth aged between 15 to 35 years living in rural areas. The program emphasizes on sustainable employment through the prominence and incentives given to post-placement tracking, retention and career progression.

For administrative authorities and Project Implementation Agencies (PIAs) involved in training and placement under DDU-GKY, there were no end-to-end, workflow-based system to facilitate online management of training and placement. To fulfill it, this portal has been developed for DDU-GKY.

It will help MoRD, SRLM administrative authorities and organizations involved in managing the training and placement needs/demands of the rural youth. Such detailed need capturing of training and placement can lead to sizing the demand and preparation of training and placement plan.

The portal acts as a single platform for MoRD, other Administrative authorities and Training Agencies to manage co-funding and implementation support to DDU-GKY in States.

SRLM Admin can plan for providing skill training to youth living in rural areas. This portal helps them to identify the focus areas related to SC/ST, minorities and women. They can set separate targets for special groups such as PWD, victims of trafficking, manual scavengers, trans-genders, rehabilitated bonded labor and other vulnerable groups.

Project Implementation Agency (PIA) can share information on training venue, infrastructure, special areas, faculty, resource material availability etc. with MoRD and SRLM authorities with the help of this portal.

Audience

The audience of this document includes the various stakeholders involved in the DDU-GKY at various levels of government which include:

➢ MoRD, Govt. of India running the DDU-GKY

➢ State Rural Livelihood Mission (SRLM) authorities

➢ District level Authorities

➢ Project Approval Committee

➢ Project Implementation Agencies (PIAs) involved in the implementation of DDU-GKY

Purpose of this document

This document attempts to describe the operational aspects of DDUGKY with a view to assist all those who will be using DDUGKY application. The document provides step-wise instructions for handling various aspects of the software with visual screens for easy and better understanding. It also describes the error messages encountered while working with the software with appropriate remedial actions required to be taken by the user.

Document Organization

The document is divided in five chapters.

Chapter 1: Introduction– This Chapter provides an Introduction to the document describing the background, intended audience, purpose of the document, conventions adopted in the document, references 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 software with a broad list of features offered by it.

Chapter 3: Minimum System Requirements─ This chapter provides information about the minimum system requirements.

Chapter 4: General/Common Operating Instructions– This chapter provides the general operating instructions that are common across the package.

Chapter 5: Specific Operating Instructions– This Chapter provides specific operating instructions for each of the features offered by the software. The feature description includes a general description of the feature, screen description wherever applicable, step-wise instructions for carrying out the operation, what happens after the operation is successfully executed, what more can be done from the current screen and a list of messages that the user might encounter while carrying out the operation.

Conventions

The document follows the font settings for Chapter Heading, Sub-Headings at various levels and text as indicated below:

Chapter Heading– Style h1, Arial Black 16 pt

Sub-Heading Level 1– Style H2, Arial Black 14 pt

Sub-Heading Level 2– Arial Black, 12 pt

Sub-Heading Level 3– Arial, 10 pt, Bold

Body Text– Arial, 10 pt

The labels related to text fields, buttons, icons etc. have been indicated in bold in the document text.

References

1. User Manual Template (NIC-TPL-004 version 1.1) prescribed as per NIC Quality Standards.

Definitions/Glossary

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

Term	Description
AP	Action Plan (The equivalent of this for Non-AP states in Year Programme)
APL	Above Poverty Line
BPL	Below Poverty Line
CAG	Controller and Auditor General
CAPART	Council for Advancement of People's Action and Rural Technology
CBOs	Community Based Organizations
COO	Chief Operating Officer
CRP	Community Resource Person
CSOs	Community Social Organizations
CTSA	Central Technical Support Agency
DONER	Development of North Eastern Region
DRDA	District Rural Development Authority
DSS	Decision Support System
DDU-GKY	Pandit Deen Dayal Upadhyaya Grameen Kaushalya Yojana
EC	Empowered Committee

ERP	Enterprise Resource Planning
FMS	Financial Management System
GOI	Government of India
GP	Gram Panchayat
IAP	Integrated Action Plan
IAY	Indira Awas Yojana
ICDS	Integrated Child Development Scheme
ICT	Information Communication Technology
IEC	Information Education Commission
IFD	Integrated Finance Division
IRDP	Integrated Rural Development Programme
IT	Information Technology
ITI	Industrial Training Institute
LWE	Left Wing Extremist
LQAS	Lot Quality Assurance Sampling
MES	Modular Employable Skills
MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Act
MIS	Management Information System
MoRD	Ministry of Rural Development
MOU	Memorandum of Understanding
MSP	Multi State Project
MSME	Micro Small and Medium Enterprises
NABARD	National Bank of Agriculture and Rural Development
NABCONS	NABARD Consultancy Services

NAG	National Advisory Group
NCVT	National Council for Vocational Training
NIRD	National Institute of Rural Development
NIOS	National Institute of Open Schooling
NMMU	National Mission Management Unit
NRHM	National Rural Health Mission
NRLM	National Rural Livelihood Mission
NSDC	National Skill Development Corporation
NSDA	National Skill Development Agency
NSDM	National Skill Development Mission
NSAP	National Social Assistance Programme
OJT	On Job Training
PAC	Project Approval Committee
PFMS	Public Financial Management System
PIAs	Project Implementation Agencies
PIP	Participatory Identification of Poor
PRI	Panchayati Raj Institutions
PWD	Persons with Disability
RD	Rural Development
RL	Rural Livelihood
SRLM	State Rural Livelihood Mission
SC/ST	Scheduled Castes/Scheduled Tribes
SGSY	Swarnajayanti Gram Swarojgar Yojana
SHG	Self Help Group
SPIP	State Perspective and Implementation Plan

SSP	Single State Project
TSA	Technical Support Agency
UC	Utilization Certificate
YP	Year Programme (This is the equivalent of AP for non-AP States)

2 Brief Overview

Features

Brief description of the features that will be offered by DDUGKY portal is given below:

1. **Deen Dayal Upadhyaya Grameen Kaushalya Yojana –** The user can access the portal by entering the url http://www.ddugky.gov.in/mprmis/ in the address bar of the web browser.

2. **A simple system-** DDUGKY portal is a simple system.

3. **Monitoring-** MoRD and State Rural Livelihood Mission can monitor the progress.

4. **Transparent Monitoring System-** The names and other details of the beneficiaries will be available at all levels and also in public domain.

5. **Reports and Analysis-** The data can be further analyzed and results can be used for further improvement in the system.

Stake Holders & Users

Major Stake Holders of Deen Dayal Upadhyaya Grameen Kaushalya Yojana are:

- Ministry of Rural Development

- Central Technical Support Agency

- State Rural Livelihood Mission

- Technical Support Agency

- Project Implementation Agency

- Appraisal Agency

- Assessment Body (Certifying Agency)

DDUGKY will have users at different levels. The hierarchy will be such that there will be:

1. **Super User –**

The Super User will have the permission to manage Master data and access control of the users.

2. **MoRD User -**

The users of Ministry of Rural Development will have the permission to view projects.

3. **CTSA –**

The users of Central Technical Support Agencies (CTSAs) will have permission to view all forms but they cannot access the Master Data.

4. **SRLM ADMIN –**

State Rural Livelihood Mission (SRLM) Admin can view all projects of own state. SRLM Admin can view all forms but cannot edit forms except State Setup, State Sanction, State Financial, State HR Team.

5. **SRLM USER**

SRLM Admin can create users at State and District levels. These users can access forms as per the permission given by SRLM Admin.

6. **PIA**

Project Implementation Agency (PIA) users can access all the forms but will not be allowed to edit State Setup, State Sanction, State Financial, State HR Team forms.

The list of forms along with the access privilege of user is given in the table below:

Privilege--_R* Read Only, **RW*** Read & Write

List of Users based on access privilege

S. No.	Module/Form Name	MoRD	CTSA	CTSA User	SRLM Admin	SRLM User	PIA	PIA User
1.	State Detail	R	R	R	RW	R	N/A	N/A
2.	Project Detail	R	R	R	RW	R	R	R
3.	State Financial Detail	R	R	R	RW	R	N/A	N/A
4.	HR Team	R	R	R	RW	R	N/A	N/A
5.	State Action Plan Details	R	R	R	RW	RW	R	R
6.	Role Master	RW	N/A	N/A	N/A	N/A	N/A	N/A
7.	Form Module Master	RW	N/A	N/A	N/A	N/A	N/A	N/A
8.	User Master	RW	RW	RW	RW	RW	RW	RW
9.	Assign Module	RW	RW	RW	RW	RW	RW	RW
10.	Assign Project Mapping	RW	RW	RW	RW	RW	RW	RW

S. No.	Module/Form Name	MoRD	CTSA	CTSA User	SRLM Admin	SRLM User	PIA	PIA User
11.	Project Sanction Details	R	R	R	RW	R	R	R
12.	Trade Target	R	R	R	R	R	RW	RW
13.	District Target	R	R	R	R	R	RW	RW
14.	PPWS	R	R	R	R	R	RW	RW
15.	Batch Creation	R	R	R	R	R	RW	RW
16.	Batch Completion	R	R	R	R	R	RW	RW
17.	Training Center Setup	R	R	R	R	R	RW	RW
18.	Tc Setup Due Diligence	R	RW	RW	RW	RW	R	R
19.	Tc Setup Trade	R	R	R	R	R	RW	RW
20.	Ppws achievement (Placed)	R	R	R	R	R	RW	RW
21.	Monitoring (Inspection)	R	RW	RW	RW	RW	RW	RW
22.	Monitoring (Installment)	R	R	R	RW	RW	R	R
23.	Monitoring (Project Alerts)	R	RW	RW	RW	RW	R	R
24.	Monitoring (Project Penalties)	R	R	R	RW	RW	R	R
25.	Monitoring (Candidate Statistics)	R	R	R	R	R	RW	RW
26.	Master Data Modules	RW	N/A	N/A	N/A	N/A	N/A	N/A

S. No.	Module/Form Name	MoRD	CTSA	CTSA User	SRLM Admin	SRLM User	PIA	PIA User
	(State Master)							
27.	Master Data Modules (Special Area Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
28.	Master Data Modules (District Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
29.	Master Data Modules (Designation Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
30	Master Data Modules (CTSA Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
31	Master Data Modules (TSA Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
32	Master Data Modules (Appraisal Agency Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
33	Master Data Modules (Assessment Body Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A

S. No.	Module/Form Name	MoRD	CTSA	CTSA User	SRLM Admin	SRLM User	PIA	PIA User
34	Master Data Modules (Sanction Post Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
35	Master Data Modules (Certifying Agency Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
36	Master Data Modules (Project Type Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
37	Master Data Modules (Sector Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
38	Master Data Modules (Trade Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A
39	Master Data Modules (Constituency Master)	RW	N/A	N/A	N/A	N/A	N/A	N/A

3 Minimum System Requirements

DDUGKY is a web based application, the minimum system requirements for accessing the website are:

1) Desktop or Laptop computer

2) Internet Connection

3) Web Browser

    (i) Google Chrome

    (ii) Mozilla Firefox

4 General Operating Instructions

This section describes the details related to some of the common features which are applicable to all roles. In particular, it describes the Home Page and the Log in form.

Getting Started

DDUGKY is a web based software application. To invoke the application, type the URL in the Address Bar of the Browser Window. The Home Page will open as shown in Fig. 1.

Home Page

The Home Page of DDUGKY provides links to the following:

- **Home-** Clicking this link will take you back to the home page from wherever you are.
- **Login-** This option is provided on the upper right side of the Home page screen.
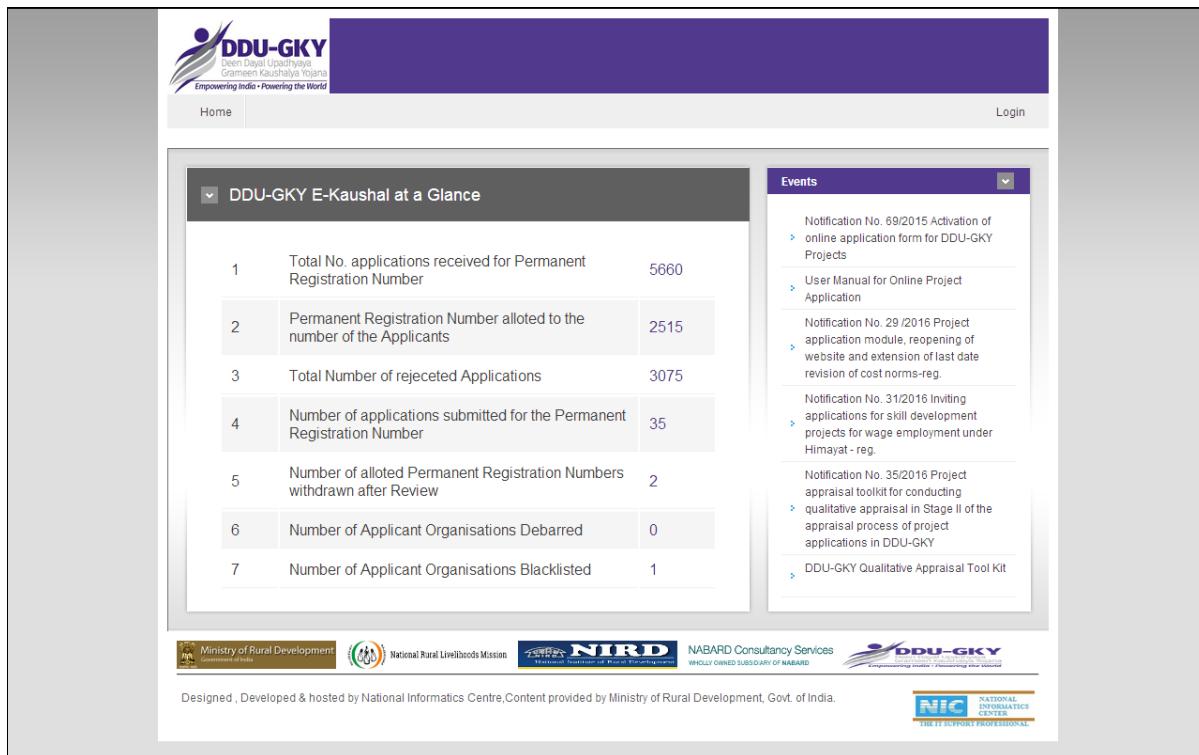
Figure 1: Home Page

How to Log-in

In order to use the privileges according to his/her profile, a User is required to first of all login to the website using a valid User Id and Password.

When you click on the Log in link, a pop-up window with the following fields will appear (Fig. 2:

Username– This field specifies the username of the user.

Password– This field specifies the password of the user.

Word Verification– This field is security code for verification of the user.

After filling all the fields in the Log-in form, click on the 'Login' button for submitting your credentials. You will be logged-in after the successful submission of the form.
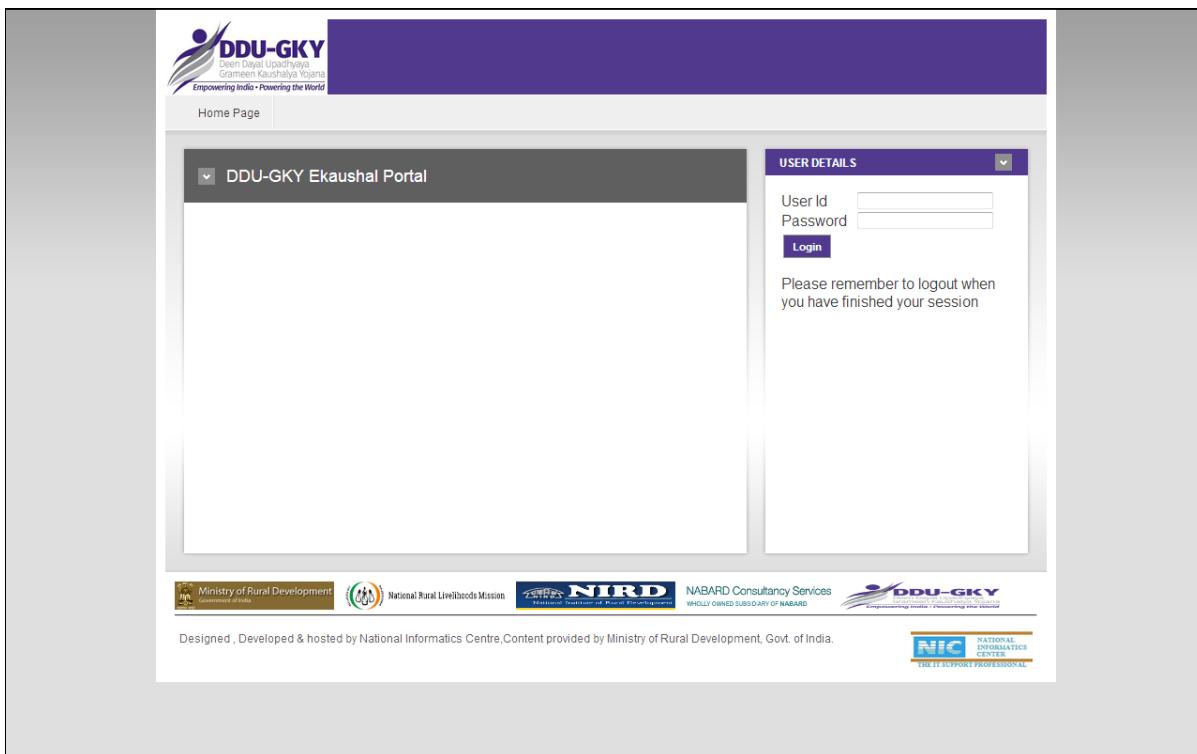
Figure 2 : User Log-in Screen

What happens when you Successfully Login

After you successfully login, various privileges as per the role assigned to you will be displayed and you will be allowed to proceed further with the application. You will also get some links as given below:

- **Help-** This link can be used to get help on a topic related to DDUGKY.
- **Change Password-** This link provides the option to change your password. Click on the option Change Password and provide the required information about your account to change the old password.

User Log-in Error Message
You may be prompted with the following messages if you fail to log-in:
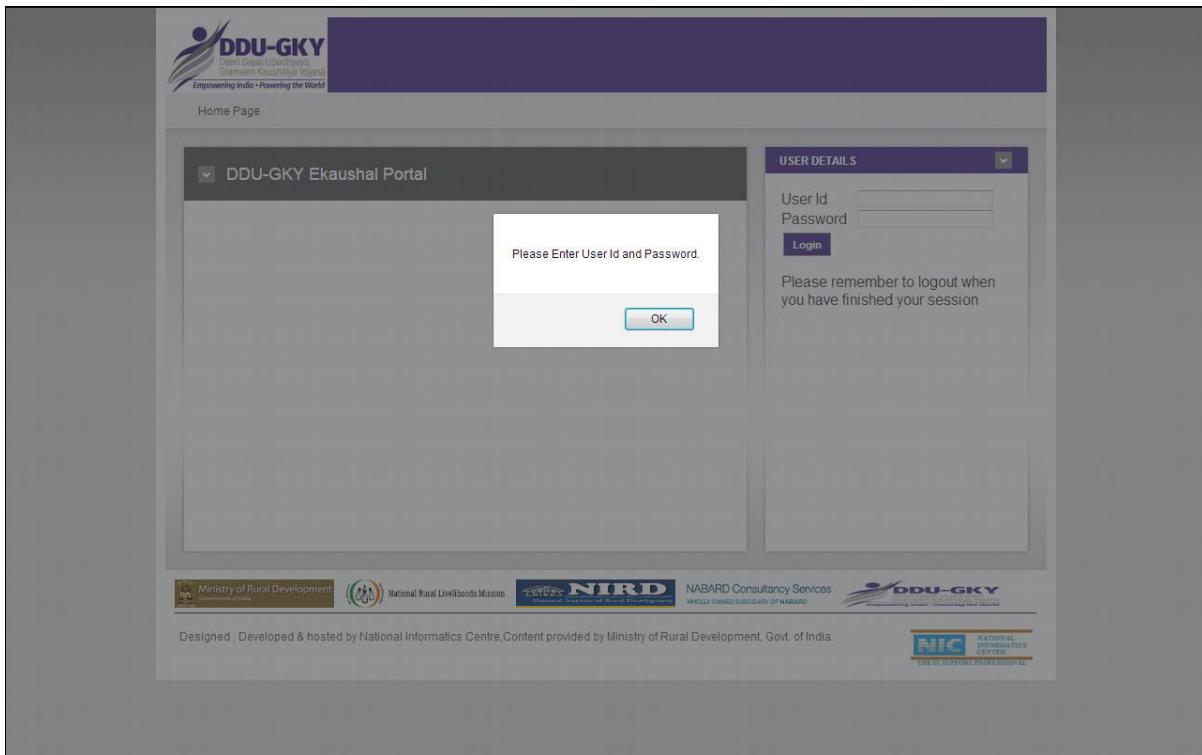
Figure 3 : User Log-in Error Message
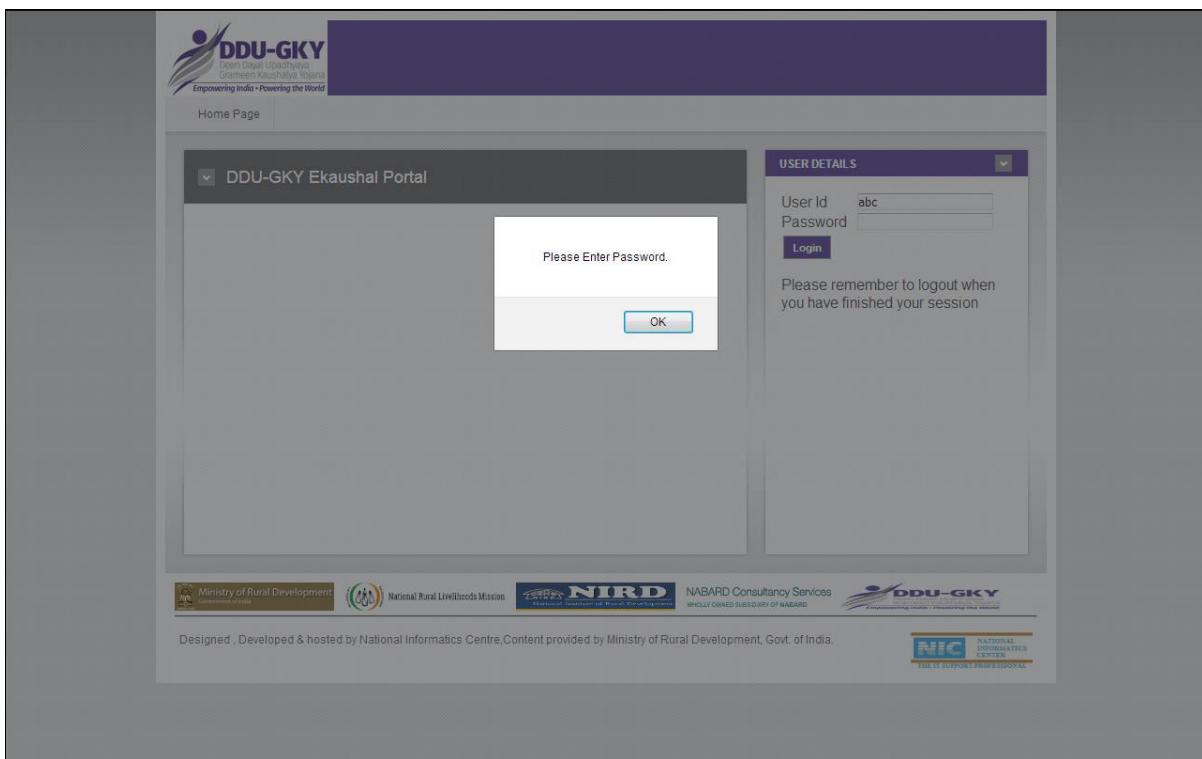
Figure 4 : User Log-in Error Message
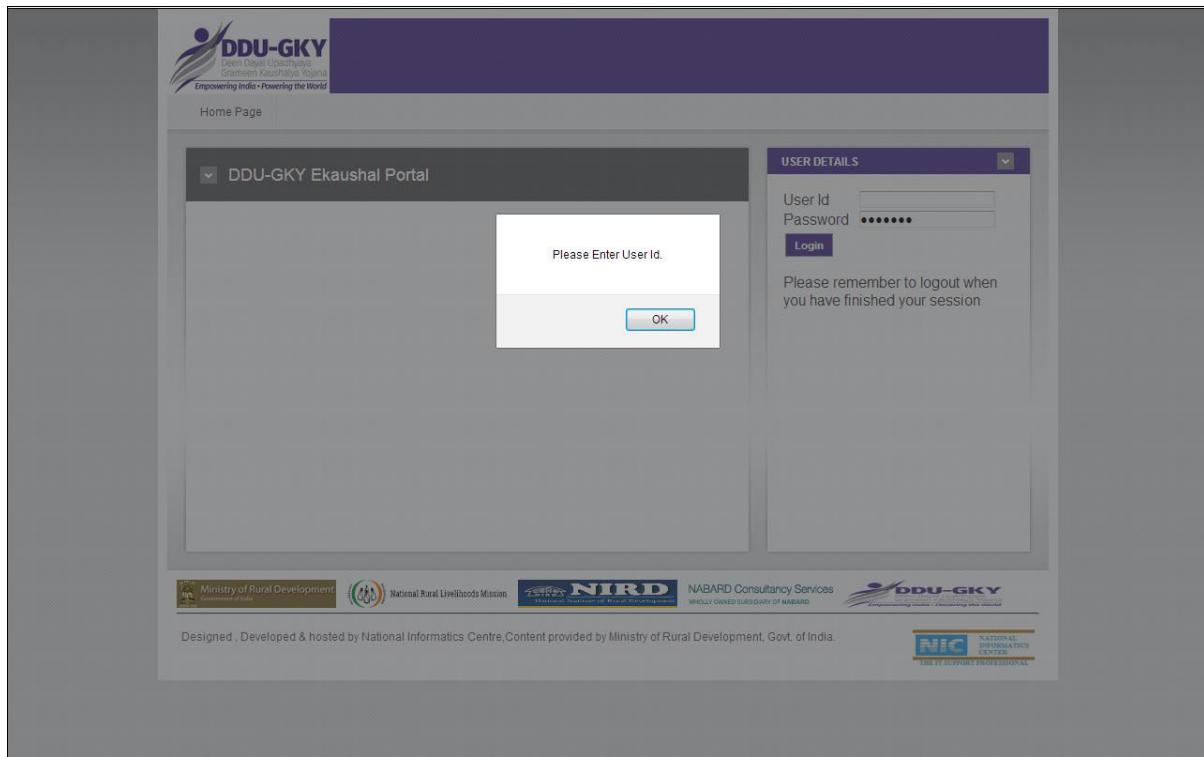
Figure 5 : User Log-in Error Message
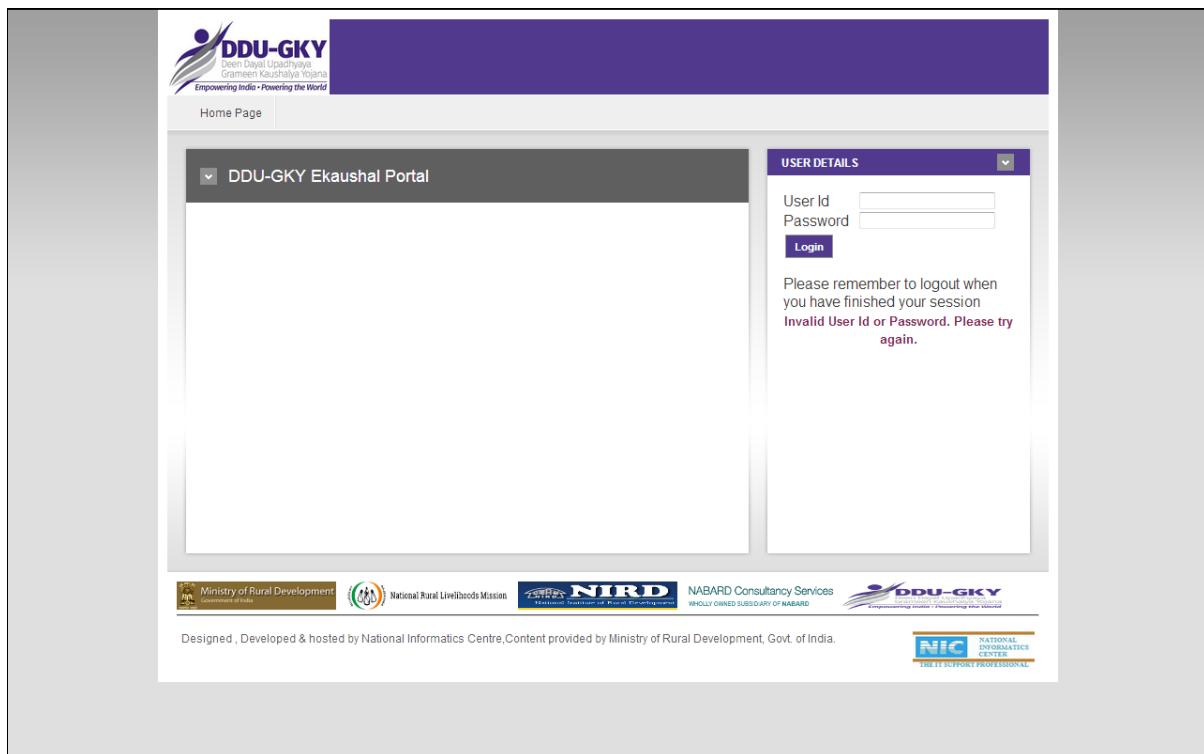
Figure 6 : User Log-in Error Message

Login Error Messages

S. No.	Message	Reason	Expected Action
1.	Please enter User Id and Password	You have not entered User Id and Password in the given text boxes	You need to enter User Id and Password in the given text boxes.
2.	Please enter Password	You have entered the User Id but not entered the Password in the given text box	You need to enter the Password in the given text box.
3.	Please enter User Id	You have not entered the User Id in the given text box	You need to enter the User Id in the given text box.
4.	Invalid User Id or Password. Please try again	You have entered either the wrong User Id or wrong Password	You need to enter the correct User Id and Password combination in the given text boxes.

Table 1 : Log-in Error Message

Problem Reporting

Figure 7 : Problem Reporting

Figure 8 : Problem Reporting

The user can report about any problem in accessing any of the form or issues related with the data entry in forms of the software application. The link for reporting the errors has been provided on the portal https://www.ddugky.gov.in :

To report any error, the user needs to follow the steps given below:

1. Access DDU-GKY portal on the Internet by entering the url https://www.ddugky.gov.in in the address bar of the browser.

2. The Home Page of the DDU-GKY portal will appear on the screen.

3. The user needs to move the cursor to the tab **Contact Us.**

4. As the user will move the cursor on the tab, list of options provided under the tab will appear in dropdown.

5. The user needs to move the cursor on "MPR Helpdesk" and click on it. After clicking on "MPR Helpdesk", a new form will open with the fields for reporting the error. The user can make entries the form fields and submit the form. The fields marked with * are mandatory.

5. Specific Operating Instructions

This section describes each role and the forms associated with each role in detail. The format for the same is given below:

- Role Name

- General Description– A brief description about the role is given.

- Form Name.

- Pre-conditions- It provides a description of what the user should have done to be able to successfully use the current form.

- Screen Description– The screen associated with the form is described. Screen shot is displayed here. All the fields and buttons in the form are described here. In particular, for each field the following details are provided:

    1. What the field means.
    2. Whether it is mandatory or optional?
    3. What should be the format or allowed values in the field?
    4. Is any special logic/validation associated with the field which the end user must know?
    5. The meaning of various buttons in the form

- Brief Description – Brief description of the form is given.

- How to use the form – Here, the flow of the form is explained.

- What happens when the form is submitted

- Messages– Describes the messages which you are likely to face when working on the form, the reason for the message and expected action from you.

5.1 Authorized User Login
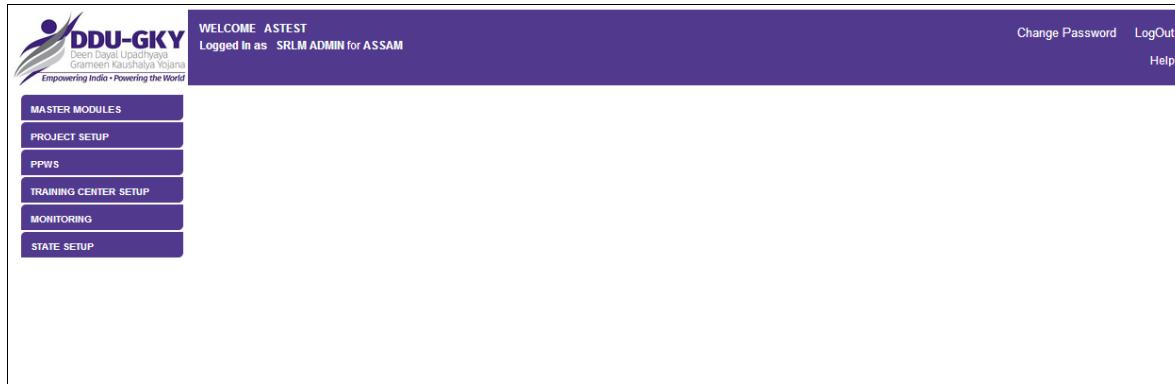
Figure 9 : SRLM Admin Dashboard

An authorized user can login on DDUGKY portal by using valid user credentials, e.g. State Rural Livelihood Mission (SRLM) Admin will act as a State level Administrator. SRLM Admin can view all projects running in the state and edit the forms related to State Setup, State Sanction, Financial, HR Team, Project Details. Except these forms, SRLM Admin can view all the other forms but cannot edit them.

5.1.1 STATE DETAIL

General Description
The authorized user of DDUGKY can view State Target Details and based on the privilege the user can edit the details of the form.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act as an authorized user of DDUGKY.

Screen Shot

Figure 10 : SRLM Admin> STATE DETAIL

Fields Description

S. No.	Field Name	Explanation
1.	State Name	**Description-** This field describes the name of the State for which the user is authorized to access STATE DETAIL. **Validation-** N/A **Mandatory/Optional-** N/A
2.	Scheme	**Description-** This field describes the list of name of Schemes running in the State. Click on the drop down list box to open the list. The user can change the Scheme (if required). **Validation-** N/A **Mandatory/Optional-** It's an optional field.
3.	Since when Annual Plan	**Description-** The time since the State Target Details were set will be displayed under this field. The user can make changes (if required) and select any other time by using the calendar control. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Central Technical Support Agency	**Description-** The name of the Central Technical Support Agency already assigned will be displayed under this field. The user can make changes (if required) and select any other Central Technical Support Agency from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Appraisal Agency	**Description-** The name of the Appraisal Agency already assigned will be displayed under this field. The user can make changes (if required) and select any other Appraisal Agency from the drop down list. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field.
6.	Technical Support Agency Name	**Description-** The name of the Technical Support Agency already assigned will be displayed under this field. The user can make changes (if required) and select any other Technical Support Agency from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	Status of MIS in State	**Description-** The Status of MIS in the State will be displayed under this field. The user can make changes (if required) and select any other Status from the list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
8.	Name of application/Package	**Description-** The user can enter name of application/package in the text box given under this field. **Validation-** Only alphabetic characters can be entered. **Mandatory/Optional-** It's an optional field.
9.	Whether MIS is SOP Compliant	**Description-** The user can select 'Yes' or 'No' from the drop down box list as per the SOP compliance in the State. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10.	Whether MIS is connected to Central MIS	**Description-** The user can select 'Yes' or 'No' from the drop down box list as per the connection of MIS with Central/MIS. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 2 : STATE DETAILS Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option STATE SETUP and click over it.
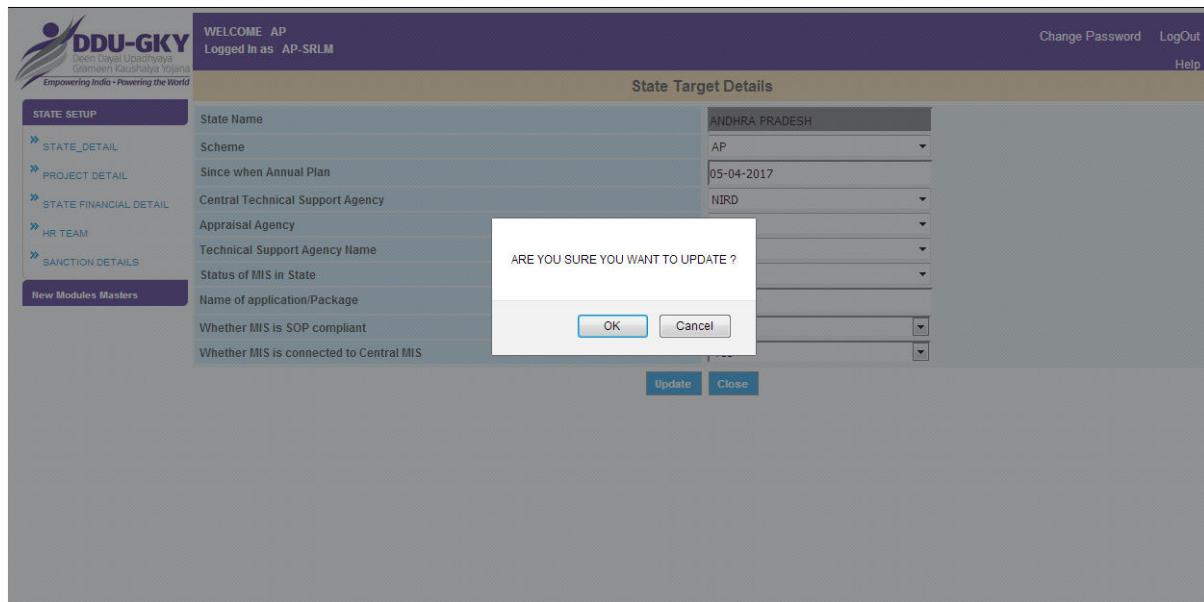
3. As you will click on STATE SETUP, the list of forms associated with this option will get displayed under it.

4. If you want to update STATE DETAIL, move the cursor on the link given for the form STATE DETAIL and click over it. As you take this action, the form named as **State Target Details** will open in editable mode.

5. State Name- The name of the State for which you are authorized to take action will be displayed under this field.

6. Scheme- The name of the Scheme already assigned will be displayed under this field. You can make changes (if required) and select any other scheme from the list.

7. Since when Annual Plan- The time since the State Target Details were set will be displayed under this field. You can make changes (if required) and select any other time by using the calendar control.

8. Central Technical Support Agency- The name of the Central Technical Support Agency already assigned will be displayed under this field. You can make changes (if required) and select any other Central Technical Support Agency from the list.

9. Appraisal Agency- The name of the Appraisal Agency already assigned will be displayed under this field. You can make changes (if required) and select any other Appraisal Agency from the list.

10. Technical Support Agency Name- The name of the Technical Support Agency already assigned will be displayed under this field. You can make changes (if required) and select any other Technical Support Agency from the list.

11. Status of MIS in State- The Status of MIS in the State will be displayed under this field. You can make changes (if required) and select any other Status from the list.

12. Name of application/Package- You can enter name of application/package in the text box given under this field.

13. Whether MIS is SOP Compliant- You can select 'Yes' or 'No' from the drop down box list as per the SOP compliance in the State.

14. Whether MIS is connected to Central/MIS- You can select 'Yes' or 'No' from the drop down box list as per the connection of MIS with Central/MIS.

What happens when the form is submitted

1. If you want to update the details of the form, click on the button 'Update' to save the details of the form **State Target Details.**

2. If you don't want to update the details of the form then click on the button 'Close'.

Messages

While working with the form, you may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:

Figure 11 : STATE DETAIL> Messages

S. No.	Message	Reason	Expected Action
1.	ARE YOU SURE YOU WANT TO UPDATE?	You have clicked on the button 'Update'.	You need to click on the button 'OK' if you are confirm about the details of the form but if you still want to take a review of the form then click on the button 'Cancel'.

Table 3 : STATE DETAIL> Messages

5.1.2 PROJECT DETAIL
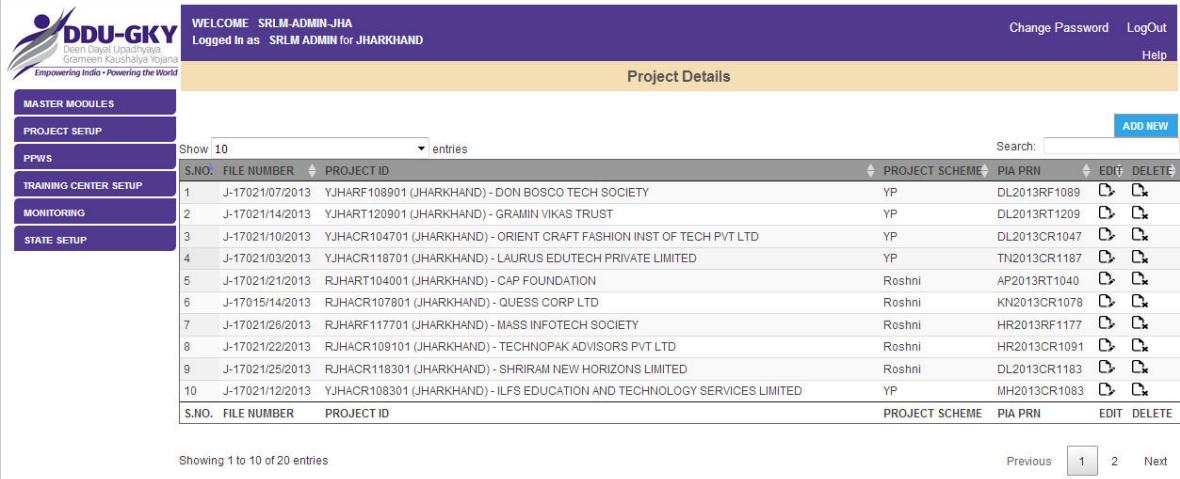
General Description
Only authorized user can view and edit the details of a Project.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act as a State Rural Livelihood Mission (SRLM) Admin for DDUGKY.

Screen Shot

Figure 12 : PROJECT DETAIL

Figure 13 : PROJECT DETAIL (Add New)

Figure 14 : PROJECT DETAIL (Update)

Fields Description

S. No.	Field Name	Explanation
1.	Show entries	**Description-** This field describes the option to select the appearance of number of entries on the form. **Validation-** N/A **Mandatory/Optional-** N/A
2.	Search	**Description-** This field describes the option to search an entry in the table by entering keywords in the given text box. To search a record, enter keywords related to the desired record. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
3.	File Number/Sanction Order No.	**Description-** The file number/sanction number for the project will be entered under this field. **Validation-** alphanumeric characters can be entered in this field. **Mandatory/Optional-** It's a mandatory field.

S. No.	Field Name	Explanation
4.	PIA-PRN	**Description-** The PRN of Project Implementation Agency will be displayed under this field. You can change the value of PIA-PRN as per the requirement. If you change the value of PIA-PRN, click on the button 'Validate' for validating the value entered in the text box. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	PIA-NAME	**Description-** The name of the Project Implementation Agency (PIA) will be displayed under this field. You can change the name of the PIA. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	Project Scheme	**Description-** The name of the scheme of the project will be displayed under this field. You can change the scheme (if required) and select any other scheme from the drop down list given under the field Project Scheme. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	CTSA Name	**Description-** The name of the CTSA related with the project will be displayed under this field. You can change the CTSA Name (if required) and select any other CTSA from the drop down list given under the field CTSA Name. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
8.	Project ID	**Description-** The Project ID will be displayed under this field. You cannot make any change in the Project ID. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
9.	Total Project Cost (in	**Description-** The total cost of the Project will be displayed

S. No.	Field Name	Explanation
	Rs.)	under this field. You can change the value of the Project cost by entering the new value in the given text box. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10.	Project Cost-Central Share (in Rs.)-60% of Total project cost	**Description-** The central share (60% of the total Project cost will be displayed under this field. The value of this field will change according to the change in Total project cost. **Validation-** N/A **Mandatory/Optional-** N/A
11.	Project Cost-State Share (in Rs.)-40% of Total project cost	**Description-** The State share (40% of the total Project cost will be displayed under this field. The value of this field will change according to the change in Total project cost. **Validation-** N/A **Mandatory/Optional-** N/A
12.	Project Cost-Program Cost (in Rs.)	**Description-** The cost of programs run under the project will be displayed under this field. You can change the value of Program Cost. **Validation-** Only numeric characters can be entered. **Mandatory/Optional-** It's a mandatory field.
13.	Project Cost-Welfare Cost (in Rs.)	**Description-** The welfare cost under the project will be displayed under this field. The value of this field will change according to the change in Program cost. **Validation-** N/A **Mandatory/Optional-** N/A
14.	Whether Consortium	**Description-** Specify whether it is consortium or not by selecting 'Yes' or 'No' from the drop down list. **Validation-** N/A **Mandatory/Optional-** N/A

S. No.	Field Name	Explanation
15.	PRN of Consortium Partner	**Description**-PRN of the Consortium Partner will be displayed under this field. You need to click on the button 'Validate' for validation of PRN of Consortium Partner. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
16.	Consortium Partner Name	**Description-** The name of the Consortium Partner will be displayed under this field. You can change the value of this field. **Validation-** N/A **Mandatory/Optional-** N/A
17.	Whether Lead Partner and applicant Pia are same	**Description-** SRLM Admin can specify whether Lead Partner and applicant Pia are same or different. Select 'Yes' if they are same and select 'No' if they are different. **Validation-** N/A **Mandatory/Optional-** N/A
18.	Date of EC/PAC approval minutes uploaded	**Description-** The user can specify the date on which EC/PAC approval minutes were uploaded by selecting the date through calendar control. **Validation-** N/A **Mandatory/Optional-** N/A
19.	Whether Sanctioned	**Description-** The user can specify the sanction status by selecting either 'Yes' or 'No' from the drop down box list **Validation-** N/A **Mandatory/Optional-** N/A

Table 4 : PROJECT SETUP> PROJECT DETAIL Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.
2. Move the cursor on the Dashboard option STATE SETUP and click over it.

3. As you will click on STATE SETUP, the list of forms associated with this option will get displayed under it.

<u>Add New/Update</u>

1. If you want to update PROJECT DETAIL, move the cursor on the link given for the form PROJECT DETAIL and click over it. As you take this action, the form named as **Project Details** will open in as shown in the figure 10. The form contains some fields as described below.

2. Show entries- This field describes the option to select the appearance of number of entries on the form.

3. Search- This field describes the option to search an entry in the table by entering keywords in the given text box. To search a record, enter keywords related to the desired record.

4. If you want to edit a record in the form **Project Details**, click on the button 'edit' provided in front of that record in a row. As you click on the 'Edit' button, details related to the record selected for editing will be displayed as shown in the figure 11.

5. SRLM Name- The name of the SRLM Admin of State will be displayed under this field.

6. File Number- The file number pre-allotted for the project will be displayed under this field.

7. PIA-PRN - The PRN of Project Implementation Agency will be displayed under this field. You can change the value of PIA-PRN as per the requirement. If you change the value of PIA-PRN, click on the button 'Validate' for validating the value entered in the text box.

8. PIA-NAME – The name of the Project Implementation Agency (PIA) will be displayed under this field. You can change the name of the PIA (if required).

9. Project Scheme – The name of the scheme of the project will be displayed under this field. You can change the scheme (if required) and select any other scheme from the drop down list given under the field Project Scheme.

10. Project Type – The type of the project will be displayed under this field. You can change the type (if required) and select any other type from the drop down list given under the field Project Type.

11. Project ID - The Project ID will be displayed under this field. You cannot make any change in the Project ID.

12. Total Project Cost (in Rs.) – The total cost of the Project will be displayed under this field. You can change the value of the Project cost by entering the new value in the given text box (if required).

13. Project Cost-Central Share (in Rs.)-75% of Total project cost – The central share (75% of the total Project cost will be displayed under this field. The value of this field will change according to the change in Total project cost.

14. Project Cost-State Share (in Rs.)-75% of Total project cost – The State share (25% of the total Project cost will be displayed under this field. The value of this field will change according to the change in Total project cost.

15. Project Cost-Program Cost (in Rs.)- The cost of programs run under the project will be displayed under this field. You can change the value of Program Cost (if required).

16. Project Cost-Welfare Cost (in Rs.)- The welfare cost under the project will be displayed under this field. The value of this field will change according to the change in Program cost.

17. Whether Consortium- You can specify whether it is consortium or not by selecting 'Yes' or 'No' from the drop down list.

18. PRN of Consortium Partner- PRN of the Consortium Partner will be displayed under this field. You (SRLM Admin) need to click on the button 'Validate' for validation of PRN of Consortium Partner.

19. Consortium Partner Name- The name of the Consortium Partner will be displayed under this field. You can change the value of this field (if required).

20. Whether Lead Partner and applicant Pia are same- You can specify whether Lead Partner and applicant Pia are same or different. Select 'Yes' if they are same and select 'No' if they are different.
21. Date of EC/PAC approval minutes uploaded- You can specify the date on which EC/PAC approval minutes were uploaded by selecting the date through calendar control.
22. Whether Sanctioned- You can specify the sanction status by selecting either 'Yes' or 'No' from the drop down box list.

What happens when the form is submitted

1. If you want to update the details of the form, click on the button 'Update' to save the details of the form **Project Details.**
2. If you don't want to update the details of the form then click on the button 'Close'.

Messages

While working with the form, you may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:

Figure 15 : PROJECT DETAIL> Messages

Figure 16 : PROJECT DETAIL> Messages

S. No.	Message	Reason	Expected Action
1.	Please enter file number	You have clicked on the button 'Save' but not entered file number.	You need to enter the file number in the given text box and then click on the button 'Save'.
2.	Please enter pia prn	You have not entered pia prn but clicked on the button 'Save' to save the details of the form	You need to enter pia prn in the given text box and then click on the button 'Save'.

Table 5 : PROJECT DETAIL> Messages

5.1.3 STATE FINANCIAL DETAIL

General Description
An authorized user can view and edit State Financial Details.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password on DDUGKY.

Screen Shot

Figure 17 : STATE FINANCIAL DETAIL

Fields Description

S. No.	Field Name	Explanation
1.	**Project Cost** Program Cost	**Description-** This field describes the division of total sanction amount for the program in terms of Central share, State Share, Central Share released to State and Total received by the user in terms of Central Share amount, Central share released date, State Share amount, State Share released date. **Validation-** N/A **Mandatory/Optional-** N/A
2.	**Project Cost** Support Cost	**Description-** This field describes the division of total sanction amount for the support in terms of Central share, State Share, Central Share released to State and Total received by the user in terms of Central Share amount, Central share released date, State Share amount, State Share released date. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	**Project Cost** CTSA	**Description-** This field describes the division of total sanction amount for the CTSA in terms of Central share, State Share, Central Share released to State and Total received by the user in terms of Central Share amount, Central share released date, State Share amount, State

S. No.	Field Name	Explanation
		Share released date. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	**Project Cost** Total	**Description-** This field describes the division of total sanction amount for the project in terms of Central share, State Share, Central Share released to State and Total received by the user in terms of Central Share amount, Central share released date, State Share amount, State Share released date. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	**Other Cost** Admin Cost	**Description-** This field describes the division of total sanction amount as Admin Cost in terms of Central share, State Share, Central Share released to State and Total received by the user in terms of Central Share amount, Central share released date, State Share amount, State Share released date. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	**Other Cost** Capacity Building	**Description-** This field describes the division of total sanction amount for the Capacity building in terms of Central share, State Share, Central Share released to State and Total received by the user in terms of Central Share amount, Central share released date, State Share amount, State Share released date. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	**Other Cost** Total	**Description-** This field describes the division of total sanction amount as Other Cost in terms of Central share, State Share, Central Share released to State and Total received by the user in terms of Central Share amount,

S. No.	Field Name	Explanation
		Central share released date, State Share amount, State Share released date. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
8.	Total	**Description-** This field describes the division of total sanction amount of Project Cost and Other Cost in terms of Central share, State Share, Central Share released to State and Total received by the user in terms of Central Share amount, Central share released date, State Share amount, State Share released date. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 6 : STATE FINANCIAL DETAIL Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option STATE SETUP and click over it.

3. As you will click on STATE SETUP, the list of forms associated with this option will get displayed under it.

4. If you want to update STATE FINANCIAL DETAIL, move the cursor on the link given for the form STATE FINANCIAL DETAIL and click over it. As you take this action, the form named as Project Details will open in as shown in the figure 15. The form contains some fields as described below. You can make changes in values of these fields as per requirement.

5. Program Cost - This field describes the division of total sanction amount for the program in terms of Central share, State Share, Central Share released to State and Total received by SRLM Admin in terms of Central Share amount, Central share released date, State Share amount, State Share released date. SRLM Admin can make changes as required

6. Support Cost - This field describes the division of total sanction amount for the support in terms of Central share, State Share, Central Share released to State and Total received by SRLM Admin in terms of Central Share amount, Central share released date, State Share amount, State Share released date.

7. CTSA - This field describes the division of total sanction amount for the CTSA in terms of Central share, State Share, Central Share released to State and Total received by SRLM Admin in terms of Central Share amount, Central share released date, State Share amount, State Share released date.

8. Total (Project Cost) - This field describes the division of total sanction amount for the project in terms of Central share, State Share, Central Share released to State and Total received by

SRLM Admin in terms of Central Share amount, Central share released date, State Share amount, State Share released date.

9. Admin Cost - This field describes the division of total sanction amount as Admin Cost in terms of Central share, State Share, Central Share released to State and Total received by SRLM Admin in terms of Central Share amount, Central share released date, State Share amount, State Share released date.

10. Capacity Building - This field describes the division of total sanction amount for the Capacity building in terms of Central share, State Share, Central Share released to State and Total received by SRLM Admin in terms of Central Share amount, Central share released date, State Share amount, State Share released date.

11. Total (Other Cost) - This field describes the division of total sanction amount as Other Cost in terms of Central share, State Share, Central Share released to State and Total received by SRLM Admin in terms of Central Share amount, Central share released date, State Share amount, State Share released date.

12. Total - This field describes the division of total sanction amount of Project Cost and Other Cost in terms of Central share, State Share, Central Share released to State and Total received by SRLM Admin in terms of Central Share amount, Central share released date, State Share amount, State Share released date.

How to Know the Support Cost

The user can get the details of the support cost by using the following steps:

1. The user needs to enter the url https://www.ddugky.gov.in in the address bar of the browser.

2. After that, the user needs to move the cursor to the tab **Resources> Meetings> EC Meeting> EC Meeting Minutes 18.07.2016 (Download Minutes).**

3. The user can download the Meeting Minutes of the date 18.07.2016 and know the support cost of the project.

What happens when the form is submitted
1. If you want to update the details of the form, click on the button 'Update' to save the details of the form **STATE FINANCIAL.**
2. If you don't want to update the details of the form then click on the button 'Close'.

Messages
While working with the form, you may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:

Figure 18 : STATE FINANCIAL DETAIL> Messages

S. No.	Message	Reason	Expected Action
1.	Correct the error first	You have clicked on the button 'Update' but not entered values in all form fields.	You need to enter correct values in all the form fields.

Table 7 : STATE FINANCIAL DETAIL> Messages

5.1.4 HR TEAM

General Description

An authorized user can view, add new details and edit HR Team Details. SRLM Admin can manage the HR Team.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password for DDUGKY.

Screen Shot

Figure 19 : HR Team

Figure 20 : HR Team (Add New)

Figure 21 : HR Team (Update)

Fields Description

S. No.	Field Name	Explanation
1.	Show entries	**Description-** This field describes the option to select the appearance of number of entries on the form. **Validation-** N/A **Mandatory/Optional-** N/A
2.	Search	**Description-** This field describes the option to search an entry in the table by entering keywords in the given text box. To search a record, enter keywords related to the desired record. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
3.	Designation	**Description-** The user will select a value from the drop down list to specify the designation of the member of the HR Team. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Location	**Description-** The user will select a value from the drop down list to specify the location of the member of the HR Team.

S. No.	Field Name	Explanation
		Validation- N/A **Mandatory/Optional-** It's a mandatory field.
5.	Name of District	**Description-** The user will select a value from the drop down list to specify the district of the member of the HR Team according to the selected location. If location is selected as STATE HQ then name of district would not be required **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	Date of Joining	**Description-** The user will select a value through the calendar control to specify the date of joining of member of the HR Team. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	Email Address	**Description-** The user will enter the email address of member of the HR Team. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
8.	Office Number	**Description-** The user will enter the Office number of member of the HR Team. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
9.	Mobile Number	**Description-** The user will enter the Office number of member of the HR Team. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10.	eSOP Certification Required	**Description-** The user will select a value 'Yes' or 'No' from the drop down list to specify whether eSOP Certification is required for the member of the HR Team. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- N/A
11.	eSOP Level of Certification Required	**Description-** The user will select a value from the drop down list to specify level of eSOP Certification is required for the member of the HR Team. **Validation-** N/A **Mandatory/Optional-** N/A
12.	Date of Certification	**Description-** The user will enter the date of certification of member of the HR Team. **Validation-** Only numeric characters can be entered. **Mandatory/Optional-** It's a mandatory field.
13.	Is Active	**Description-** The user will select a value 'Yes' or 'No' from the drop down list to specify whether member of HR Team is Active or inactive. **Validation-** N/A **Mandatory/Optional-** N/A
14.	Date of Leaving	**Description-** The user will select a value through the calendar control to specify the date of leaving of member of the HR Team. **Validation-** N/A **Mandatory/Optional-** N/A

Table 8 : HR Team Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option STATE SETUP and click over it.

3. As you will click on STATE SETUP, the list of forms associated with this option will get displayed under it.

Add New/Update

1. If you want to open the form HR Team, move the cursor on the link given for the form HR TEAM and click over it. As you take this action, the form named as **HR Team** will open in as shown in the figure 17. The form contains some fields as described below.

2. Show entries- This field describes the option to select the appearance of number of entries on the form.

3. Search- This field describes the option to search an entry in the table by entering keywords in the given text box. To search a record, enter keywords related to the desired record.

4. If you want to add details related to HR Team, click on the button 'ADD NEW' to open a new sheet of the form HR Team as shown in the figure 18.

5. Designation – The user will select a value from the drop down list to specify the designation of the member of the HR Team.

6. Location - The user will select a value from the drop down list to specify the location of the member of the HR Team.

7. Name of District – The user will select a value from the drop down list to specify the district of the member of the HR Team according to the selected location. (Note: If location is selected as STATE HQ then name of district would not be required)

8. Date of Joining – The user will select a value through the calendar control to specify the date of joining of member of the HR Team.

9. Email Address – The user will enter the email address of member of the HR Team.

10. Office Number - The user will enter the Office number of member of the HR Team.

11. Mobile Number - The user will enter the Office number of member of the HR Team.

12. eSOP Certification Required - The user will select a value 'Yes' or 'No' from the drop down list to specify whether eSOP Certification is required for the member of the HR Team.

13. eSOP Level of Certification Required - The user will select a value from the drop down list to specify level of eSOP Certification is required for the member of the HR Team.

14. Date of Certification- The user will enter the date of certification of member of the HR Team.

15. Is Active - The user will select a value 'Yes' or 'No' from the drop down list to specify whether member of HR Team is Active or inactive.

16. Date of Leaving – The user will select a value through the calendar control to specify the date of leaving of member of the HR Team.

What happens when the form is submitted

1. If you want to update the details of the form, click on the button 'Update' to save the details of the form **HR Team.**

2. If you don't want to update the details of the form then click on the button 'Close'.

Messages

While working with the form, you may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:

Figure 22 : HR TEAM > Messages

Figure 23 : HR TEAM > Messages

S. No.	Message	Reason	Expected Action
1.	Are you sure you want to Update?	You have clicked on the 'Update' button.	You need to make sure that you have modified values of all the form fields.
2.	Are you sure you want to delete the Record?	You have clicked on the 'Delete' button.	You need to make sure that you don't need the record which you have selected to delete.

Table 9 : HR Team> Messages

5.1.5 STATE ACTION PLAN DETAILS

General Description

An authorized user can view and edit State Action Plan Details. SRLM Admin can manage State Action Plan Details.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 24 : STATE ACTION PLAN DETAILS

Fields Description

S. No.	Field Name	Explanation
1.	Action Plan Start Year	**Description-** This field describes the Year when the action plan starts. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Action Plan End Year	**Description-** This field describes the Year when the action plan ends. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Sanctioned/ Allocated Training Target	**Description-** This field describes the target sanctioned / allocated for training.

S. No.	Field Name	Explanation
		Validation- alphanumeric characters can be entered.
		Mandatory/Optional- It's a mandatory field.
4.	Cost of Action Plan	**Description-** This field describes the amount sanctioned for the Action plan in Rupee.
		Validation- Only numbers can be entered.
		Mandatory/Optional- It's a mandatory field.
5.	Date of Approval	**Description-** This field describes the date on which the project is approved.
		Validation- N/A
		Mandatory/Optional- It's a mandatory field.
6.	Skill Gap Assessment	**Description-** This field describes the assessment done to know the skill gap.
		Validation- alphanumeric characters can be entered.
		Mandatory/Optional- It's a mandatory field
7.	Information, Education and Communication (IEC)	**Description-** This field describes the details about the information, education and communication.
		Validation- Numbers can be entered.
		Mandatory/Optional- It's a mandatory field
8.	Alumni Support	**Description-** This field describes the details related with alumni support.
		Validation- Numbers can be entered.
		Mandatory/Optional- It's a mandatory field
9.	Capacity Building	**Description-** This field describes the details related with Capacity building.
		Validation- Numbers can be entered.
		Mandatory/Optional- It's a mandatory field

S. No.	Field Name	Explanation
10.	Monitoring and Evaluation	**Description-** This field describes the details related with monitoring and evaluation. **Validation-** Numbers can be entered. **Mandatory/Optional-** It's a mandatory field
11.	Staff Block level and below	**Description-** This field describes the details related with staff of block level and below. **Validation-** Numbers can be entered. **Mandatory/Optional-** It's a mandatory field
12.	Job Mela	**Description-** This field describes the details related with job mela. **Validation-** Numbers can be entered. **Mandatory/Optional-** It's a mandatory field
13.	Migration Support Center	**Description-** This field describes the details related with migration support center. **Validation-** Numbers can be entered. **Mandatory/Optional-** It's a mandatory field
14.	Total Support Cost	**Description-** This field describes the details related with total support cost. **Validation-** Numbers can be entered. **Mandatory/Optional-** It's a mandatory field
15.	Whether register with PFMS?	**Description-** This field describes the status of registration with PFMS. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field
16.	Agency Code	**Description-** This field describes the code of the agency. **Validation-** alphanumeric characters can be entered.

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field
17.	Account Number	**Description-** This field describes the bank account number of the agency. **Validation-** alphanumeric characters can be entered. **Mandatory/Optional-** It's a mandatory field
18.	Bank Name	**Description-** This field describes the name of the bank in which the agency has account. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field
19.	IFSC Code	**Description-** This field describes the IFSC Code of the bank in which the agency has account. **Validation-** alphanumeric characters can be entered. **Mandatory/Optional-** It's a mandatory field

<div align="center">

Table 10 : STATE ACTION PLAN DETAILS Form Fields Description

</div>

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option STATE SETUP and click over it.

3. As you will click on STATE SETUP, the list of forms associated with this option will get displayed under it.

4. If you want to update STATE ACTION PLAN DETAILS, move the cursor on the link given for the form STATE ACTION PLAN DETAILS and click over it. As you take this action, the form named as STATE ACTION PLAN DETAILS will open in as shown in the figure 24. The form contains some fields as described below. The user can make changes in values of these fields as per requirement.

5. Action Plan Start Year- This field describes the Year when the action plan starts. The user can select the desired year from the drop down list.

6. Action Plan End Year - This field describes the Year when the action plan ends. The user can select the desired year from the drop down list.

7. Sanctioned/ Allocated Training Target - This field describes the target sanctioned / allocated for training. The user can enter the value in the given text box.

8. Cost of Action Plan -This field describes the amount sanctioned for the Action plan in Rupee. The user can enter the value in the given text box.

9. Date of Approval - This field describes the date on which the project is approved. The user can select the date through the calendar control.

10. Skill gap assessment - This field describes the assessment done to know the skill gap. The user can enter the value in the given text box.

11. Information, Education and Communication (IEC) - This field describes the details about the information, education and communication. The user can enter the value in the given text box.

12. Alumni Support - This field describes the details related with alumni support. The user can enter the value in the given text box.

13. Capacity Building - This field describes the details related with Capacity building. The user can enter the value in the given text box.

14. Monitoring and Evaluation -This field describes the details related with monitoring and evaluation. The user can enter the value in the given text box.

15. Staff Block level and below - This field describes the details related with staff of block level and below. The user can enter the value in the given text box.

16. Job Mela - This field describes the details related with job mela. The user can enter the value in the given text box.

17. Migration Support Center - This field describes the details related with migration support center. The user can enter the value in the given text box.

18. Total Support Cost - This field describes the details related with total support cost. The user can enter the value in the given text box.

19. Whether register with PFMS? - This field describes the status of registration with PFMS.

20. Agency Code - This field describes the code of the agency. The user can enter the value in the given text box.

21. Account Number - This field describes the bank account number of the agency. The user can enter the value in the given text box.

22. Bank Name -This field describes the name of the bank in which the agency has account. The user can enter the value in the given text box.

23. IFSC Code- This field describes the IFSC Code of the bank in which the agency has account. The user can enter the value in the given text box.

What happens when the form is submitted
1. If you want to update the details of the form, click on the button 'Save/Update' to save/update the details of the form **STATE ACTION PLAN DETAILS.**
2. If you don't want to update the details of the form then click on the button 'Close'.

Messages
While working with the form, you may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:

Figure 25 : STATE ACTION PLAN DETAIL> Messages

S. No.	Message	Reason	Expected Action
1.	Please fill target period start year	The user has not filled the target period start year	The user needs to fill the target period start year.

Table 11 : STATE ACTION PLAN DETAIL> Messages

5.1.6 Role Master

General Description
An authorized user can view and edit record in Role Master.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 26 : Role Master

Fields Description

S. No.	Field Name	Explanation
1.	Role Name	Description- This field describes the name of the role of the user which the user wants to add. Enter the name of the role of the user in the given text box. **Validation-** Only alphabetic characters can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Role Description	**Description-** This field describes the details of the actions that the user will take. The details will appear in the table as User Name. **Validation-** Only alphabetic characters can be entered. **Mandatory/Optional-** It's a mandatory field.
3.	Show entries	**Description-** This field describes the option to select the appearance of number of entries on a page. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- It's an optional field.
4.	Search	**Description-** This field describes the option to search a particular record in the table by entering the keywords related to the desired record. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
5.	Edit	**Description-** This field describes the option to open the form in editable mode. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
6.	Delete	**Description-** This field describes the option to delete a record in the form. **Validation-** N/A **Mandatory/Optional-** It's an optional field.

Table 12 : Role Master Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER MODULES and click over it.

3. As you will click on MASTER MODULES, the list of forms associated with this option will get displayed under it.

4. If you want to work on Role Master, move the cursor on the link given as Role Master and click over it. As you take this action, the form named as Define Role will open in as shown in the figure 26. The form contains some fields as described below. The user can make changes in values of these fields as per requirement.

5. Role Name - This field describes the name of the role of the user which the user wants to add. Enter the name of the role of the user in the given text box.

6. Role Description - This field describes the details of the actions that the user will take. The details will appear in the table as User Name.

7. Show entries- This field describes the option to select the appearance of number of entries on a page.

8. Search- This field describes the option to search a particular record in the table by entering the keywords related to the desired record.

9. Edit - This field describes the option to open the form in editable mode. The user can use this option to open the form in editable mode and edit the desired record.

10. Delete - This field describes the option to delete a record in the form. The user can use this option to delete a record in the form.

What happens when the form is submitted

1. If the user wants to save/update the details of the form, click on the button 'Save/Update' to save the details of the form **Define Role.**
2. If user doesn't want to update the details of the form, then click on the button 'Close'.

Messages

While working with the form, a user may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:
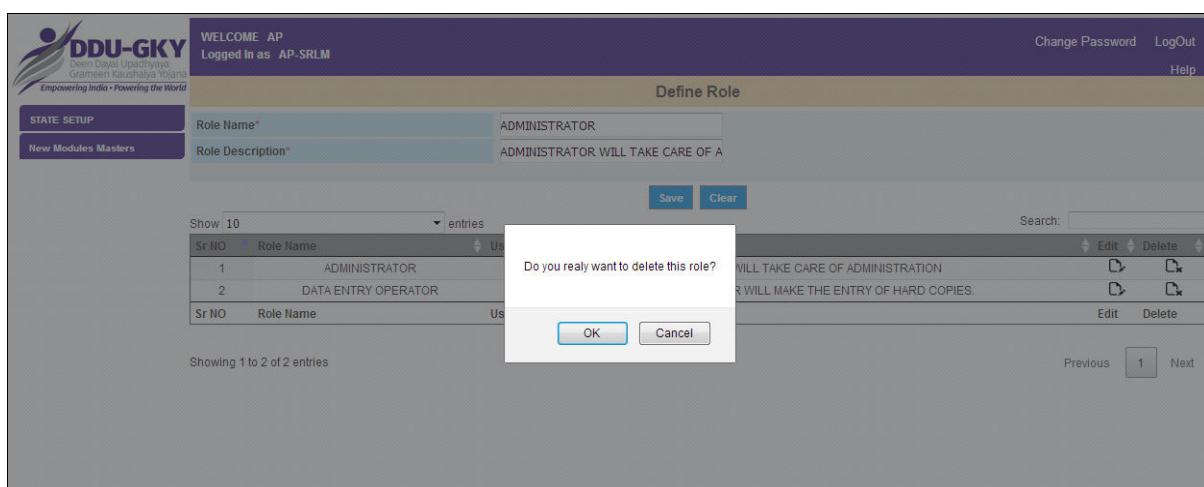
Figure 27 : Role Master> Messages

S. No.	Message	Reason	Expected Action
1.	Are you sure you want to delete?	You have clicked on the button 'Delete'.	You need to make sure that you don't need the record anymore.

Table 13 : Role Master> Messages

5.1.7 Form Module Master

General Description

An authorized user can view and edit record in Form Module Master.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 28 : Form Module Master

Figure 29 : Form Module Master

Fields Description

S. No.	Field Name	Explanation
1.	Form Name	Description- This field describes the name of the Form which SRLM Admin wants to add. Enter the name of the Form in the given text box. The user can check the box given in front of the field "Is Form a Master Module" to specify the Form as a Master Module. **Validation-** Only alphabetic characters can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Module Name	**Description-** T This field describes the name of the Form which the user wants to add. Enter the name of the Form in the given text box. **Validation-** Only alphabetic characters can be entered. **Mandatory/Optional-** It's a mandatory field.
3.	Url.	**Description-** This field describes the url for accessing the form. **Validation-** N/A **Mandatory/Optional-** N/A
4.	Order Number	**Description-** This field describes the Order Number of the form. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
5.	Help	**Description-** This field describes the help information related to the form. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
6.	Show entries	**Description-** This field describes the option to select the appearance of number of entries on a page. **Validation-** N/A **Mandatory/Optional-** It's an optional field.

S. No.	Field Name	Explanation
7.	Search	**Description-** This field describes the option to search a particular record in the table by entering the keywords related to the desired record. **Validation-** N/A **Mandatory/Optional-** It's an optional field.

Table 14 : Form Module Master Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option New Modules Masters and click over it.

3. As you will click on New Modules Masters, the list of forms associated with this option will get displayed under it.

4. If you want to work on Role Master, move the cursor on the link given as Role Master and click over it. As you take this action, the form named as Define Role will open in as shown in the figure 28. The form contains some fields as described below. The user can make changes in values of these fields as per requirement.

5. Form Name - This field describes the name of the Form which the user wants to add. Enter the name of the Form in the given text box. (Note: SRLM Admin can check the box given in front of the field "Is Form a Master Module" to specify the Form as a Master Module)

6. Module Name - This field describes the name of the Form which the user wants to add. Enter the name of the Form in the given text box.

7. Url - This field describes the url for accessing the form.

8. Order Number - This field describes the Order Number of the form.

9. Help – This field describes the help information related to the form.

10. Show entries- This field describes the option to select the appearance of number of entries on a page.

11. Search- This field describes the option to search a particular record in the table by entering the keywords related to the desired record.

What happens when the form is submitted

1. If you want to save the details of the form, click on the button 'Save' to save the details of the form **ADD Modules.**

2. If you want to clear the values of the form fields then click on the button 'Clear'.

Messages

While working with the form, you may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:

Figure 30 : Form Module Master> Messages

Figure 31 : Form Module Master> Messages

S. No.	Message	Reason	Expected Action
1.	Do you really want to update this form name and description?	You have clicked on the button 'Save' after opening the form in editable mode.	You need to click on 'OK' button to confirm the action but if you do not want to update, click on the button 'Cancel'.
2.	Are you sure you want to delete?	You have clicked on the button 'Delete'.	You need to make sure that you don't need the record anymore.

Table 15 : Form Module Master> Messages

5.1.8 User Master

General Description
Any authorized user can view and edit record in User Master.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 32 : User Master

Fields Description

S. No.	Field Name	Explanation
1.	Login Id	Description- This field describes the Login Id which is to be provided to the user by Admin. Enter the login id for the user in the given text box. **Validation-** Alpha numeric and special characters can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Assign Role	**Description-** This field describes the role list which can be assigned to the user. Only those values will appear in this field which has been entered in Role Master. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	User Name	**Description-** This field describes the name of the user. Admin will enter the name of the user in the given text box. **Validation-** Only alpha numeric characters can be entered. **Mandatory/Optional-** It's a mandatory field.
4.	Password	**Description-** This field describes the password assigned to the user. Admin will enter the password in the given text box. **Validation-** Password must contain at least one upper letter, one lowercase letter, one numeral and one upper case letter. **Mandatory/Optional-** It's a mandatory field.
5.	Re-Enter Password	**Description-** This field describes the confirmation of Password. Admin will re-enter the password assigned to the user to confirm it. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	User Status	**Description-** This field describes the Status of the user. The authorized user with the privilege of changing the status of the user can change the status.

S. No.	Field Name	Explanation
		Validation- N/A **Mandatory/Optional-** It's a mandatory field.
7.	Mobile/Telephone Number	**Description-**This field describes the mobile/telephone number of the user. Admin will enter the mobile/telephone number of the user in the given text box. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's an optional field.
7	Email Id	This field describes the email id of the user. Admin will enter the email id of the user in the given text box. **Validation-** The email should be in proper format **Mandatory/Optional-** It's an optional field.
8.	Show entries	**Description-** This field describes the option to select the appearance of number of entries on a page. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
9.	Search	**Description-** This field describes the option to search a particular record in the table by entering the keywords related to the desired record. **Validation-** Alpha numeric characters can be entered. **Mandatory/Optional-** It's an optional field.

Table 16 : User Master Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option New Modules Masters and click over it.

3. As you will click on MASTER MODULES, the list of forms associated with this option will get displayed under it.

4. If you want to work on User Master, move the cursor on the link given as User Master and click over it. As you take this action, the form named as Define Role will open in as shown in the figure 32. The form contains some fields as described below. Admin can make changes in values of these fields as per requirement.

5. Login Id - This field describes the Login Id which is to be provided to the user by Admin. Enter the login id for the user in the given text box.

6. Assign Role - This field describes the role list which can be assigned to the user. (Note: Only those values will appear in this field which has been entered in Role Master.

7. User Name - This field describes the name of the user. Admin will enter the name of the user in the given text box.

8. Password - This field describes the password assigned to the user. Admin will enter the password in the given text box. (Note: Password must contain at least one upper letter, one lowercase letter, one numeral and one upper case letter).

9. Re-Enter Password – This field describes the confirmation of Password. Admin will re-enter the password assigned to the user to confirm it.

10. User Status - This field describes the status of the user. Admin can change the status of the user.

11. Mobile/Telephone Number- This field describes the mobile/telephone number of the user. Admin will enter the mobile/telephone number of the user in the given text box.

12. Email Id- This field describes the email id of the user. Admin will enter the email id of the user in the given text box.

13. Show entries – This field describes the option to specify the appearance of the number of entries in the table on the form.

14. Search- This field describes the option to search a particular record in the table by entering the keywords related to the desired record.

What happens when the form is submitted
1. If you want to save the details of the form, click on the button 'Save' to save the details of the form **Add User.**
2. If you want to clear the values of the form fields then click on the button 'Clear'.

Messages
While working with the form, you may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:

Figure 33 : User Master> Messages

S. No.	Message	Reason	Expected Action
1.	Password must contain at least one upper letter, one lowercase letter, one numeral and one upper case letter	The password chosen for the user does not fulfill the defined criteria.	You need to create the Password which contains at least one upper letter, one lowercase letter, one numeral and one upper case letter

Table 17 : User Master> Messages

5.1.9 Assign Module

General Description
Any authorized user can assign modules to Users according to their role and login Id.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 34 : Assign Module

Fields Description

S. No.	Field Name	Explanation

S. No.	Field Name	Explanation
1.	Select either Role or User to Assign Module permission	**Description-** This field describes the option to specify whether the module permission is to be given on the basis of Role or it has to be given on the basis of User. Select either radio button 'Select Role' or 'Select User'. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Role Name	**Description-** This field describes the name of the role name of the user in the drop down list. Admin will select the name of the role of the user. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Login Id	**Description-** This field describes the Login Id which has been provided to the user. Admin will select the login id of the user from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Form Module Names	**Description-** This field describes the list of Form Modules. **Validation-** N/A **Mandatory/Optional-** N/A
5.	Add/Edit/Delete	**Description-** This field describes the options (Add/Edit/Delete) that can be provided to the Role/User by checking the box given in front of the Form Module in a row. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
6.	View	**Description-** This field describes view option that can be provided to the Role/User by checking the box given in front of the Form Module in a row. **Validation-** N/A **Mandatory/Optional-** It's an optional field.

S. No.	Field Name	Explanation
7.	Assign Module to Other User	**Description-** This field describes the option for assigning module to other user that can be provided to the Role/User by checking the box given in front of the Form Module in a row. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
8.	Show entries	**Description-** This field describes the option to select the appearance of number of entries on a page. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
9.	Search	**Description-** This field describes the option to search a particular record in the table by entering the keywords related to the desired record. **Validation-** Alpha numeric characters can be entered. **Mandatory/Optional-** It's an optional field.

Table 18 : Assign Module Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER MODULES and click over it.

3. As you will click on MASTER MODULES, the list of forms associated with this option will get displayed under it.

4. If you want to work on User Master, move the cursor on the link given as User Master and click over it. As you take this action, the form named as Assign Form Modules will open in as shown in the figure 34. The form contains some fields as described below. Admin can make changes in values of these fields as per requirement.

5. Select either Role or User to Assign Module permission - This field describes the option to specify whether the module permission is to be given on the basis of Role or it has to be given on the basis of User. Select either radio button 'Select Role' or 'Select User'.

6. Role Name - This field describes the name of the role name of the user in the drop down list. Admin will select the name of the role of the user.

7. Login Id - This field describes the Login Id which has been provided to the user. Admin will select the login id of the user from the drop down list.

8. Form Module Names - This field describes the list of Form Modules.

9. Add/Edit/Delete - This field describes the options (Add/Edit/Delete) that can be provided to the Role/User by checking the box given in front of the Form Module in a row.

10. View - This field describes view option that can be provided to the Role/User by checking the box given in front of the Form Module in a row.

11. Assign Module to Other User - This field describes the option for assigning module to other user that can be provided to the Role/User by checking the box given in front of the Form Module in a row.

12. Show entries - This field describes the option to select the appearance of number of entries on a page.

13. Search - This field describes the option to search a particular record in the table by entering the keywords related to the desired record.

What happens when the form is submitted

1. If you want to save the details of the form, click on the button 'Save' to save the details of the form **Assign Form Modules.**
2. If you want to clear the values of the form fields then click on the button 'Clear'.

Messages

While working with the form, you may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:

Figure 35 : Assign Module> Messages

S. No.	Message	Reason	Expected Action

1.	Are you sure you want to submit	You have clicked on the button 'Save'	You need to confirm all aspects before clicking 'OK' button. If you don't want to submit, click 'Cancel' button.

Table 19 : Assign Form Modules> Messages

5.1.10 Assign Project Mapping

General Description
An authorized user of Admin level can perform the action of project mapping with a subordinate user.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 36 : Assign Project Mapping

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option New Modules Masters and click over it.

3. As you will click on New Modules Masters, the list of forms associated with this option will get displayed under it.

4. If you want to work on project mapping assignment, move the cursor on the link given as Assign Project Mapping and click over it. As you take this action, the form named as Define Project Mapping will open in as shown in the figure 37. The form contains some fields as described below. Admin can make changes in values of these fields as per requirement.

What happens when the form is submitted
1. If you want to save the details of the form, click on the button 'Save' to save the details of the form **Assign Project Mapping.**
2. If you want to clear the values of the form fields then click on the button 'Clear'.

Messages

N/A

5.1.11 Project Sanction Details

General Description

Any authorized user can take action on sanction of target for a project. This form will help a user in managing different provisions related with Project Sanction.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 37 : Project Sanction Details

Figure 38 : Project Sanction Details (Add New)

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes identification number of the Project **Validation-** Alpha numeric characters can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	State Name	**Description-** This field describes the name of the State. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Sanction Order No	**Description-** This field describes the sanction order number of the project. **Validation-** Alpha numeric characters can be entered. **Mandatory/Optional-** It's a mandatory field.

S. No.	Field Name	Explanation
4.	Date of Sanction	**Description-** This field describes the date of sanction of the project. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Residential Target	**Description-** This field describes the residential target which has been sanctioned for the project. **Validation-** N/A **Mandatory/Optional- It's a mandatory field.**
6.	Non-Residential Target	**Description-** This field describes the non residential target which has been sanctioned for the project. **Validation-** N/A **Mandatory/Optional- It's a mandatory field.**
7.	Sanction Target	**Description-** This field describes the target which has been sanctioned for the project. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
8.	Project Duration (months)	**Description-** This field describes the duration of the project in months. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
9.	PCO Date	**Description-** This field describes the date of commencement order of the project. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10.	Commencement Date	**Description-** This field describes the date of commencement of the project. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field.
11.	Project End Date	**Description-** This field describes the date of end of the project. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
12.	Last Date of Training Completion	**Description-** This field describes the last date of completion of the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
13.	Last Date of Placement Completion	**Description-** This field describes the last date of placement completion. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
14.	Whether MoU Signed	**Description-** This field describes the status about Mou, i.e. whether MoU is signed for the project or not. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
15.	MoU signed Date	**Description-** This field describes the date on which the MoU was signed for the project. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
16.	Whether Project Work Schedule (PWS) approved	**Description-** This field describes the status of approval of Project Work Schedule (PWS), i.e. whether PWS has been approved or not. **Validation-** N/A **Mandatory/Optional-** It's an optional field.

S. No.	Field Name	Explanation
17.	PWS approval Date	**Description-** This field describes the date on which the PWS was approved. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
18.	Whether Project Execution Readiness (PER) approved	**Description-** This field describes the status of approval of Project Execution Readiness (PER), i.e. whether PER has been approved or not. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
19.	Date of PER	**Description-** This field describes the date on which the PWS was approved. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
20.	Status of the Project	**Description-** This field describes the status of the project, i.e. whether the project has been commenced or yet to be commenced. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
21.	Whether register with PFMS	**Description-** This field describes the status of the registration with PFMS. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
22.	Agency Code	**Description-** This field describes the code of the agency. **Validation-** Alpha numeric characters can be entered. **Mandatory/Optional-** It's an optional field.
23.	Account Number	**Description-** This field describes the bank account number of the agency.

S. No.	Field Name	Explanation
		Validation- Alpha numeric characters can be entered. **Mandatory/Optional-** It's an optional field.
24.	Bank Name	**Description-** This field describes the name of the bank in which the agency has account. **Validation-** Alpha numeric characters can be entered. **Mandatory/Optional-** It's an optional field.
25.	IFSC Code	**Description-** This field describes the IFSC Code of the bank in which the agency has account. **Validation-** Alpha numeric characters can be entered. **Mandatory/Optional-** It's an optional field.
16.	Remarks	**Description-** This field describes the option to enter the remarks about the project. Any authorized user can enter the remarks in the given text field. **Validation-** Only alphabetic and numeric characters can be entered. **Mandatory/Optional-** It's an optional field.

Table 20 : Project Sanction Details Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option PROJECT SETUP and click over it.

3. As you will click on PROJECT SETUP, the list of forms associated with this option will get displayed under it.

4. If you want to work on project sanction, move the cursor on the link given as Project sanction details and click over it. As you take this action, the form named as SANCTION DETAIL will open in non editable form as shown in the figure 39. The user can view the details related to project sanction.

5. **Edit -** To edit the details of a Project, the user has to click on the button 'Edit' provided in front of that Project Id in a row. As the user will click on the button 'Edit', the form will open in editable mode as shown in the figure.

6. The user can enter/select values for the fields Project ID, Sanction Order No., Date of Sanction, residential target, non residential target, Sanction Target, Project Duration (months), PCO date, commencement date, Project end date, last date of training completion,

last date of placement completion, Whether MoU Signed, Whether Project Work Schedule (PWS) approved, PWS approval date, Whether Project Execution Readiness (PER) approved, date of PER, Status of the Project, Whether register with PFMS, Agency Code, Account Number, Bank Name, IFSC Code and Remarks.

7. After making the desired changes in the values of the form fields, the user needs to click on the button 'Update' to save these changes.

8. **Delete –**The user can delete a record related to any Project by clicking on the button 'Delete' provided in front of Project ID in the row of the table.

What happens when the form is submitted

1. If you want to save the updated details of the form, click on the button 'Update' to save the details of the form **Project Sanction Details.** The changes will be saved in the record.
2. If you click on the button 'Delete', the selected record will get removed.

Messages

While working with the form, the user may encounter some messages. Some of these messages are shown in the figure and expected actions for the removal of errors are given in the table below:

Figure 39 : Project Sanction Details> Messages

S. No.	Message	Reason	Expected Action
1.	Commencement Date cannot be earlier than Date of Sanction	The User has selected Commencement Date which is earlier to Date of Sanction	The User requires to select Commencement Date later to Date of Sanction.

Table 21 : Project Sanction Details> Messages

5.1.12 Trade Target

General Description

Any authorized user with required privilege can view and edit details of target for the trade.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 40 : Trade Target

Figure 41 : Trade Target

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes identification number of the Project. The user can select the Project ID from the drop down list.
		Validation- N/A
		Mandatory/Optional- It's a mandatory field.
2.	Training Target	**Description-** This field describes the target of the training.
		Validation- N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- N/A
3.	Sector	**Description-** This field describes the name of the sectors related with the project. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Trade	Description- This field describes the name of the Trade related with the sector. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Is Other Trade Included	**Description-** This field describes whether any other trade is included in trade target. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	Total Trade Duration (in hours)	**Description-** This field describes the total duration of the trade. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	OJT (in hours)	**Description-** This field describes the OJT (on job training) period in hours. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
8.	Training Target	**Description-** This field describes the target of the training. **Validation-** N/A **Mandatory/Optional-** It's an optional field.
9.	Non Residential Full Time	**Description-** This field describes the non residential full time trade target.

S. No.	Field Name	Explanation
		Validation- N/A **Mandatory/Optional-** It's a mandatory field.
10.	Residential Full Time	**Description-** This field describes the residential full time trade target. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 22 : Trade Target Form Fields Description

Form Flow

1. Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option PROJECT SETUP and click over it.

3. As you will click on PROJECT SETUP, the list of forms associated with this option will get displayed under it.

4. If you want to view Trade Target, move the cursor on the link given as Trade Target and click over it. As you take this action, the form named as Trade Target will open in non editable form as shown in the figure. To view and edit Trade Target of a project, the user needs to select Project ID from the drop down list given under the field Project ID. As the user will select the Project ID, details related to trade target of that project will appear in a tabular format as shown in the figure. The user can view and edit the desired details.

5. The user can view the details of the trade target and modify it.

What happens when the form is submitted

The details entered in the form will be saved in the record.

Messages

N/A

5.1.13 District Target

General Description

Any authorized user with proper privilege can view and edit details of District target.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 42 : District Target

Figure 43 : District Target

Figure 44 : District Target (Add Row)

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes identification number of the Project. The user can select the Project ID from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Project Target	**Description-** This field describes the target of the project. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- N/A
3.	Name of District	**Description-** This field describes the name of the district. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Whether Special	Description- This field describes the status of district training. If district training is special then it will be displayed here. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Training Target	**Description-** This field describes the target of the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 23 : Trade Target Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. The user needs to mMove the cursor on the Dashboard option PROJECT SETUP and click.

3. As user will click on PROJECT SETUP, the list of forms associated with this option will get displayed under it.

4. If user wants to view/add row in Trade Target, move the cursor on the link given as District Target and click over it. As you take this action, the form named as District Target will open in non editable form as shown in the figure. To view District Target of a project, the user needs to select Project ID from the drop down list given under the field Project ID. As the user will select the Project ID, details related to district target of that project will appear in a tabular format as shown in the figure.

5. The user can view the details of the district target and add/modify it.

What happens when the form is submitted
N/A

Messages
N/A

5.1.14 PPWS (Entry Form)

General Description
Any authorized user with proper privilege can view and edit details entered in Entry form for PPWS Setup.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 45 : PPWS> Entry Form

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes identification number of the Project. SRLM Admin can select the Project ID from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Date of Commencement	**Description-** This field describes the target of the project. **Validation-** N/A **Mandatory/Optional-** N/A

S. No.	Field Name	Explanation
3.	End Date	**Description-** This field describes the name of the district. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Expected Training Commencement	**Description-** This field describes the date on which the training is expected to commence. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Expected Training Completion	**Description-** This field describes the date on which the training is expected to complete. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	Expected Placement	**Description-** This field describes the expected placement date. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 24 : PPWS> Entry Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option PPWS and click over it.

3. As user will click on PPWS, the list of forms associated with this option will get displayed under it.

4. If user wants to view/update Entry Form, move the cursor on the link given as Entry Form and click over it. As user takes this action, the form named as PPWS Setup will open in non editable form as shown in the figure. To view details of Entry Form of PPWS Setup, the user needs to select Project ID from the drop down list given under the field Project ID. As the user will select the Project ID, details related to PPWS Setup will appear in a tabular format. The user can enter the expected training commencement date, expected training completion date, expected placement date as per the requirement.

5. The user can view the details of the form and modify it.

What happens when the form is submitted

The details entered in the form will be saved in the record.

Messages

N/A

5.1.15 Batch Creation

General Description

Any authorized user with proper privilege can view and edit details entered in a training batch. PIA or PIA user can create the batches.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 46 : Batch Creation

Figure 47 : Batch Creation (Add New)

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes the identification number of Project. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

S. No.	Field Name	Explanation
2.	Training Center ID	**Description-** This field describes the identification number of training center. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Sector	**Description-** This field describes the sector for which the training batch has been created. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Trade	**Description-** This field describes the trade on which the training has to be imparted. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Batch ID	**Description-** This field describes the identification number of batch of the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	Batch Duration	**Description-** This field describes the duration of batch of the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	Batch Freeze Date	**Description-** This field describes the date of freezing of batch of the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
8.	Batch Size	**Description-** This field describes the size of the batch. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field.
9.	Batch Start Date	**Description-** This field describes the date on which the training batch will start. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10.	OJT Start Date	**Description-** This field describes the date on which the on job training will start. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
11.	Batch Type	**Description-** This field describes the type of the batch. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
12.	Residential Capacity	**Description-** This field describes the residential capacity in the batch. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
13.	SC Candidates Commenced	**Description-** This field describes the number of SC candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
14.	ST Candidates Commenced	**Description-** This field describes the number of ST candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
15.	Other Candidates Commenced	**Description-** This field describes the number of other candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
16.	Total Candidates	**Description-** This field describes the number of Total

S. No.	Field Name	Explanation
	Commenced	candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
17.	Women Candidates Commenced	**Description-** This field describes the number of women candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
18.	Minority Candidates Commenced	**Description-** This field describes the number of minority candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
19.	PWD Candidates Commenced	**Description-** This field describes the number of PWD candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 25 : Batch Creation Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option TRAINING CENTER SETUP and click over it.

3. As user will click on TRAINING CENTER SETUP, the list of forms associated with this option will get displayed under it.

4. If user wants to view details of Batch Creation, move the cursor on the link given as Batch Creation and click over it. As user takes this action, the form named as BATCH CREATION will open in non editable form as shown in the figure. The user can view the details of the Training Batch appeared on the screen in a tabular format.

5. The user can view the details of the form and modify it.

What happens when the form is submitted

The details entered/edited in the form will be saved in the record.

Messages

N/A

5.1.16 Batch Completion

General Description

Any authorized user with proper privilege can view and edit details entered in a training batch. PIA or PIA user can manage the batches.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 48 : Batch Completion

Fields Description

S. No.	Field Name	Explanation
1.	Commenced Batch	**Description-** This field describes the batch of the training which has been commenced. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Project ID	**Description-** This field describes the identification number of Project. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	TC(Training Center) ID	**Description-** This field describes the identification number of training center.

S. No.	Field Name	Explanation
		Validation- N/A **Mandatory/Optional-** It's a mandatory field.
4.	Sector	**Description-** This field describes the sector for which the training batch has been created. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Trade	**Description-** This field describes the trade on which the training has to be imparted. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	Batch ID	**Description-** This field describes the identification number of batch of the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	Batch Duration	**Description-** This field describes the duration of batch of the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
8.	Batch Freeze Date	**Description-** This field describes the date of freezing of batch of the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
9.	Batch Size	**Description-** This field describes the size of the batch. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10.	Batch Start Date	**Description-** This field describes the date on which the training batch will start.

S. No.	Field Name	Explanation
		Validation- N/A **Mandatory/Optional-** It's a mandatory field.
11.	OJT Start Date	**Description-** This field describes the date on which the on job training will start. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
12.	Batch Type	**Description-** This field describes the type of the batch. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
13.	Residential Capacity	**Description-** This field describes the residential capacity in the batch. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
14.	SC Candidates Commenced	**Description-** This field describes the number of SC candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
15.	ST Candidates Commenced	**Description-** This field describes the number of ST candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
16.	Others Candidates Commenced	**Description-** This field describes the number of other candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
17.	Women Candidates Commenced	**Description-** This field describes the number of women candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

S. No.	Field Name	Explanation
18.	Minority Candidates Commenced	**Description-** This field describes the number of minority candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
19.	PWD Candidates Commenced	**Description-** This field describes the number of PWD candidates who were commenced in the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
20.	Batch End Date	**Description-** This field describes the end date of the batch of the training. **Validation-** N/A **Mandatory/Optional**- It's a mandatory field.
21.	Total Candidates Completed	**Description-** This field describes the number of total candidates who completed the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 26 : Batch Creation Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option TRAINING CENTER SETUP and click over it.

3. As user will click on TRAINING CENTER SETUP, the list of forms associated with this option will get displayed under it.

4. If user wants to view details of Batch Creation, move the cursor on the link given as Batch Creation and click over it. As user takes this action, the form named as BATCH CREATION will open in non editable form as shown in the figure. The user can view the details of the Training Batch appeared on the screen in a tabular format.

5. The user can view the details of the form and modify it.

What happens when the form is submitted

The details entered/edited in the form will be saved in the record.

Messages

N/A

5.1.17 Training Centre Setup

General Description

Any authorized user with required privilege can view and edit the details of a training center. PIA can manage the Training Center Setup.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 49 : Training Center Details

Figure 50 : Training Center Details (Add New)

Fields Description

S. No.	Field Name	Explanation

S. No.	Field Name	Explanation
1.	Project Id	**Description-** This field describes the identification number of the project for which training center has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	State Name	**Description-** This field describes the State where training center has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Name of District	**Description-** This field describes the District of the State where training center has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4	Address	**Description-** This field describes the address where training center has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5	Pin Code	**Description-** This field describes the pin code of the address where training center has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6	Assembly Constituency	**Description-** This field describes the Assembly Constituency where training center has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7	Name of Parliament	**Description-** This field describes the Name of the Parliament Constituency where training center has been setup.

S. No.	Field Name	Explanation
		Validation- N/A **Mandatory/Optional-** It's a mandatory field.
8	Latitude of TC	**Description-** This field describes the latitude of the address where training center has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
9	Longitude of TC	**Description-** This field describes the longitude of the address where training center has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10	Residential/Non Residential	**Description-** This field describes whether training center setup is residential/non residential. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
11	TC in-charge Name	**Description-** This field describes the name of the in charge of training center that has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
12	Training Center Name	**Description-** This field describes the name of the training center that has been setup. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
13	TC In-Charge Mobile No.	**Description-** This field describes the mobile number of the in charge of training center. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

S. No.	Field Name	Explanation
14	TC Alternate Mobile No.	**Description-** This field describes the alternate mobile number of the in charge of training center. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
15	TC In-Charge Email Id	**Description-** This field describes the email id of the in charge of training center. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
16	Training Center ID	**Description-** This field describes the identification number of training center. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 27 : Training Center Setup Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option TRAINING CENTER SETUP and click over it.

3. As user will click on TRAINING CENTER SETUP, the list of forms associated with this option will get displayed under it.

4. If user wants to view details of Training Center, move the cursor on the link given as Training Center Setup and click over it. As user takes this action, the form named as Training Center Details will open in non editable form as shown in the figure. The user can view the details of the Training Center appeared on the screen in a tabular format.

5. The user can view the details of the form and modify it.

What happens when the form is submitted

N/A

Messages

N/A

5.1.18 Tc Setup Due Diligence (Training Center Due Diligence)

General Description

Any authorized user with required privilege can view and edit the details about the work performed by training centers. CTSA, SRLM Admin, SRLM User can manage Tc setup due diligence.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 51 : Training Center Due Diligence

Figure 52 : Training Center Due Diligence (Add New)

Fields Description

S. No.	Field Name	Explanation
1.	Project Id	**Description-** This field describes the identification number of the project for which training center has to provide training.

S. No.	Field Name	Explanation
		Validation- N/A **Mandatory/Optional-** It's a mandatory field.
2.	Training Center ID	**Description-** This field describes the identification number of the training center. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Date of receipt of request from Q team for Due diligence *	**Description-** This field describes the date on which Q Teams request for due diligence has been received. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	SRLM person who did DD (only eSOP certified person) *	**Description-** This field describes the SRLM person who did due diligence. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Actual date of DD visit by SRLM *	**Description-** This field describes the date on which SRLM visited for Due Diligence. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	Date of Approval / Rejection by SRLM *	**Description-** This field describes the date of approval/rejection by SRLM. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	Due Diligence Status	**Description-** This field describes the status of the training center about due diligence. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

S. No.	Field Name	Explanation
8.	Due Diligence Remarks by SRLM	**Description-** This field describes the remarks given by SRLM Admin about due diligence of the training center. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
9.	Training Center Approved Capacity	**Description-** This field describes the approved capacity of the training center. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10.	TC STATUS	**Description-** This field describes the status of the training center. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
11.	Remarks	**Description-** This field describes the Remarks. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 28 : Training Center Due Diligence Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option TRAINING CENTER SETUP and click over it.

3. As user will click on TRAINING CENTER SETUP, the list of forms associated with this option will get displayed under it.

4. If user wants to view details of Due Diligence of Training Center, move the cursor on the link given as TC Setup due diligence and click over it. As user takes this action, the form named as **TRAINING CENTER–DUE DILIGENCE** will open in non editable form as shown in the figure. The user can view the details of the due diligence of Training Center appeared on the screen in a tabular format.

5. The user can view the details of the form and modify it.

What happens when the form is submitted
The details entered/edited in the form will be saved in the record.

Messages
N/A

5.1.19 Tc Setup Trade

General Description

Any authorized user with required privilege can view and edit the details of trade targets of training centers. PIA, PIA user can manage Tc setup trade.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 53 : TC Setup Trade

Figure 54 : TC Setup Trade (Add Row)

Fields Description

S. No.	Field Name	Explanation
1.	Project Id	**Description-** This field describes the identification number of the project for which training center has to provide training. The user can select the Project Id from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Training Center ID	**Description-** This field describes the identification number of the training center. The user can select the Training center Id from the drop down list.

S. No.	Field Name	Explanation
		Validation- N/A **Mandatory/Optional-** It's a mandatory field.
3.	Training Center Approved Target	**Description-** This field describes the approved target of the training center. **Validation-** N/A **Mandatory/Optional-** N/A
4.	Sector	**Description-** This field describes the sector in which the training is imparted. **Validation-** N/A **Mandatory/Optional-** N/A
5.	Trade Code & Name	**Description-** This field describes the trade Code and name in which the training is imparted. **Validation-** N/A **Mandatory/Optional-** N/A
6.	Approved Trade Target	**Description-** This field describes the approved trade target of the training center. **Validation-** N/A **Mandatory/Optional-** N/A

Table 29 : TC Setup Trade Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option TRAINING CENTER SETUP and click over it.

3. As user will click on TRAINING CENTER SETUP, the list of forms associated with this option will get displayed under it.

4. If user wants to view details of trade setup of Training Center, move the cursor on the link given as TC Setup Trade and click over it. As user takes this action, the form named as **Training Center-Trade Target** will open in non editable form as shown in the figure. The user can view the details of the trade setup of Training Center appeared on the screen in a tabular format.

5. The user can view the details of the form and modify it.

What happens when the form is submitted

The details entered in the form will be saved in the record.

Messages

N/A

5.1.20 Ppws achievement (Placed)

General Description

Any authorized user with required privilege can view and edit the details of project plan work schedule (PPWS) achievement of placement.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 55 : Ppws achievement (Placed)

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes the identification number of the project (Project ID) for which placement after the training has been given. Select the Project ID from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Training Center Id	**Description-** This field describes the identification number of the training Center. Select the Training Id from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3	Batch ID	**Description-** This field describes the identification number of the batch of the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4	Appointed	**Description-** This field describes the candidates appointed after the training. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field.
5	Candidate Placed	**Description-** This field describes the candidates placed after the training. **Validation-** N/A Mandatory/Optional- **It's a mandatory field.**
6	Candidate Assessed	**Description-** This field describes the candidates assessed after the training. **Validation-** N/A Mandatory/Optional- **It's a mandatory field.**
7	Candidate Certified	**Description-** This field describes the candidates certified after the training. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 30 : Ppws achievement (Placed) Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal as SRLM Admin by using the authorized user credentials.

2. Move the cursor on the Dashboard option MONITORING and click over it.

3. As user will click on MONITORING, the list of forms associated with this option will get displayed under it.

4. If user wants to view details of project plan work schedule (PPWS) achievement of Placement after Training, move the cursor on the link given as Ppws achievement (Placed) and click over it. As user takes this action, the form named as **MONITORING-PPWS ACHIEVEMENT (PLACED)** will open in non editable form as shown in the figure. The user can view the details of the trade setup of Ppws achievement of Placement after Training by following the steps given below:

Step 1 – Select the year from the drop down list given under the field **Year**.

Step 2 – Select the month from the drop down list given under the field **Month**.

Step 3 – Select the identification number of the project (Project Id) from the drop down list given under the field **Project ID**.

Step 4 – Select the identification number of the training (Training Id) from the drop down list given under the field **Training Id**.

After selecting values for all the form fields, the figures related to project plan work schedule (PPWS) achievement of placement after training will appear in a tabular format.

What happens when the form is submitted

The details entered in the form will be saved in the record.

Messages
    N/A

5.1.21 MONITORING (Inspection)

General Description
Any authorized user with required privilege can view and edit details of inspection performed to monitor the progress of the project.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act as a State Rural Livelihood Mission (SRLM) Admin for DDUGKY.

Screen Shot

Figure 56 : Inspection

Figure 57 : Inspection

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes the identification number of the project (Project ID) for which inspection was performed. Select the Project ID from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

S. No.	Field Name	Explanation
2.	Training Center Id	**Description-** This field describes the identification number of the training center. Select the Training center Id from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Date of Inspections Conducted by Q Team	**Description-** This field describes the dates on which inspections were conducted by Q Team. **Validation-** N/A **Mandatory/Optional-** N/A
4.	Q Team Remarks	**Description-** This field describes the remarks given by Q Team. **Validation-** N/A **Mandatory/Optional-** N/A
5.	Date of Inspections Conducted by SRLM	**Description-** This field describes the dates on which inspections were conducted by SRLM. **Validation-** N/A **Mandatory/Optional-** N/A
6.	SRLM Remarks	**Description-** This field describes the remarks given by SRLM. **Validation-** N/A **Mandatory/Optional-** N/A
7.	No. of Advisories raised by SRLM	**Description-** This field describes the number of advisories raised by SRLM. **Validation-** N/A **Mandatory/Optional-** N/A
8.	No. of Advisories Closed	**Description-** This field describes the number of advisories closed. **Validation-** N/A **Mandatory/Optional-** N/A
9.	Date of Inspections Conducted by CTSA	**Description-** This field describes the dates on which inspections were conducted by CTSA. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- N/A
10.	CTSA Remarks	**Description-** This field describes the remarks given by CTSA. **Validation-** N/A **Mandatory/Optional-** N/A
11.	No. of Advisories raised by CTSA	**Description-** This field describes the number of advisories raised by CTSA. **Validation-** N/A **Mandatory/Optional-** N/A
12.	No. of Advisories Closed	**Description-** This field describes the number of advisories closed by CTSA. **Validation-** N/A **Mandatory/Optional-** N/A

Table 31 : Inspection Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MONITORING and click over it.

3. As user will click on MONITORING, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Inspection, move the cursor on the link given as Inspection and click over it. As user takes this action, the form named as **MONITORING INSPECTION** will open in editable mode. The user needs to follow the steps given below.
5. Select the year from the drop down list given under the field "Year".
6. Select the month from the drop down list given under the field "Month".
7. Select the project Id from the drop down list given under the field "Project ID".
8. Select the training center ID from the drop down list given under the field "Training Center ID".
9. After selecting values for these form fields, data will get populated in the grid displayed in the form.
10. The user can take action according to the permissions given to them.

What happens when the form is submitted

1. If user wants to update the details of the form, click on the button 'Update' to save the details of the form**.**
2. If user doesn't want to update the details of the form then click on the button 'Close'.

Messages

While working with the form, you may encounter some messages. Expected actions for the removal of errors are given in the table below:

S. No.	Message	Reason	Expected Action
1.	ARE YOU SURE YOU WANT TO UPDATE?	You have clicked on the button 'Update'.	You need to click on the button 'OK' if you are confirm about the details of the form but if you still want to take a review of the form then click on the button 'Cancel'.

Table 32 : Inspection> Messages

5.1.22 MONITORING (Installment)

General Description
Any authorized user with required privilege can view and edit details of installments.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 58 : Installment

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes the identification number of the project (Project ID) for which installment has to be given. Project ID will be displayed in the box. **Validation-** N/A **Mandatory/Optional-** N/A
2.	Amount Released	**Description-** This field describes the amount released for the

S. No.	Field Name	Explanation
		project. **Validation-** Only numeric characters can be entered. **Mandatory/Optional-** It's a mandatory field.
3.	Date of Release	**Description-** The date of release of the installment will be displayed under this field. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Utilization in %	**Description-** The percentage of utilization of the installment will be displayed under this field. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Remarks (If any)	**Description-** This field describes the space provided in the grid to enter the remarks. **Validation-** N/A **Mandatory/Optional-** It's an optional field.

Table 33 : Installment Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MONITORING and click over it.

3. As user will click on MONITORING, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Installment, move the cursor on the link given as Installment and click over it. As user takes this action, the form named as **INSTALLMENT** will open in editable mode.

5. Project identification number (Project ID) will be displayed under the column field "Project ID".

6. Enter the amount released for the project in the text box given under the field "Amount Released".

7. Select the date of release of installment from the calendar control given under the field "Date of Release".

8. Enter the remarks related to the installment in the text box given under the field "Remarks (If any)".

9. Click on the button 'Save' to save the details of the form.

What happens when the form is submitted

1. If user wants to save/update the details of the form, click on the button 'Save'/'Update' to save the details of the form**.**

2.   If user doesn't want to save/update the details of the form then click on the button 'Close'.

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:

S. No.	Message	Reason	Expected Action
1.	ARE YOU SURE YOU WANT TO UPDATE?	You have clicked on the button 'Update'.	You need to click on the button 'OK' if you are confirm about the details of the form but if you still want to take a review of the form then click on the button 'Cancel'.

Table 34 : Installment> Messages

5.1.23 MONITORING (Project Alerts)

General Description

Any authorized user with required privilege can view and edit details related to Project Alerts.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 59 : Project Alerts

Figure 60 : Project Alerts

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes the identification number of the project (Project ID). Project ID will be displayed in the box. **Validation-** N/A **Mandatory/Optional-** N/A
2.	Type of Alert/SCN	**Description-** This field describes the Type of Alert/SCN. Select the type from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Date of Issue of Alert/SCN	**Description-** This field describes the date of issue of Alert/SCN. Select the date from the calendar control. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Category of Reason	**Description-** This field describes the category of the reason. Select from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Reason for Issuing Alert/Show Cause	**Description-** This field describes the reason for issuing alert/show cause. Enter the reason in the given text box.

S. No.	Field Name	Explanation
		Validation- Alphabets can be entered. **Mandatory/Optional-** It's an optional field.
6.	Issuing Agency	**Description-** This field describes the agency who has issues Project Alert. Select from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	Date of Reply from PIA	**Description-** This field describes the date of reply given by PIA with respect to Alert/SCN. Select the date from the calendar control. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
8.	Reply from PIA	**Description-** This field describes the reply given by PIA with respect to alert/show cause. Enter the reply in the given text box. **Validation-** Alphabets can be entered. **Mandatory/Optional-** It's an optional field.
9.	Status	**Description-** This field describes the status of the project alert/show cause. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10.	Date of Communication of PIA	**Description-** This field describes the date of Communication of PIA with respect to Alert/SCN. Select the date from the calendar control. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
11.	Remarks	**Description-** This field describes the remarks of PIA with respect to Alert/SCN. **Validation-** N/A **Mandatory/Optional-** It's an optional field.

Table 35 : Project Alerts Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MONITORING and click over it.

3. As user will click on MONITORING, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Project Alerts, move the cursor on the link given as Project Alerts and click over it. As user takes this action, the form named as **PROJECT ALERTS** will open.

5. The user can add a new project alert by using the button 'Add New'. As the user will click on the button 'ADD NEW', a blank form named as **PROJECT ALERTS** will open. The user needs to enter the values in the form fields and then click on the button 'Save'.

6. The user can edit an existing project alert by using the button 'EDIT'. As the user will click on the button 'EDIT', the form **PROJECT ALERTS** will open in editable mode with existing values of all the form fields. The user can edit the values of all the form fields as per requirement. After editing the values of the form fields, the user needs to click on the button 'Update' to update the details of the form.

7. The user can use the button 'Back' to move to the previous screen.

What happens when the form is submitted

If user wants to save/update the details of the form, click on the button 'Save'/'Update' to save the record**.**

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:

S. No.	Message	Reason	Expected Action
1.	ARE YOU SURE YOU WANT TO UPDATE?	You have clicked on the button 'Update'.	You need to click on the button 'OK' if you are confirm about the details of the form but if you still want to take a review of the form then click on the button 'Cancel'.

Table 36 : Project Alerts> Messages

5.1.24 MONITORING (Project Penalties)

General Description

Any authorized user with required privilege can view and edit details related to Project Penalties.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 61 : Project Penalties

Figure 62 : Project Penalties

Fields Description

S. No.	Field Name	Explanation
1.	Project ID	**Description-** This field describes the identification number of the project (Project ID). Select Project ID from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Type of Penalties	**Description-** This field describes the Types of Penalties. Select the type of penalty from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Reason for Penalty	**Description-** This field describes the reason for which penalty has been imposed. Enter the reason for penalty in the given text box. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.

S. No.	Field Name	Explanation
4.	Status	**Description-** This field describes the status of the Penalty. Select the status from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Date of Issue of Penalty Notice	**Description-** This field describes the date on which penalty notice was issued. Select the date from the calendar control. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
6.	Permitted Last Date of Appeal	**Description-** This field describes the date till then one can appeal against the penalty. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
7.	Actual Date of Appeal	**Description-** This field describes the actual date for making an appeal against the Penalty. Select the date from the calendar control. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
8.	Permitted Last Date of Appeal Disposal	**Description-** This field describes the last date which has been permitted for appeal disposal. Select the date from the calendar control. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
9.	Actual Date of Appeal Disposal	**Description-** This field describes the actual date which has been permitted for appeal disposal. Select the date from the calendar control. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
10.	Appeal Disposal Result	**Description-** This field describes the result of the appeal disposal. Select the value from the drop down box list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 37 : Project Penalties Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MONITORING and click over it.

3. As user will click on MONITORING, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Project Penalties, move the cursor on the link given as Project Penalties and click over it. As user takes this action, the form named as **PROJECT PENALTIES** will open.

5. The user can add a new project penalty by using the button 'ADD NEW'. As the user will click on the button 'ADD NEW', a blank form named as **PROJECT PENALTIES** will open. The user needs to enter the values in the form fields and then click on the button 'Save'.

6. The user can edit an existing project penalty by using the button 'EDIT'. As the user will click on the button 'EDIT', the form **PROJECT PENALTIES** will open in editable mode with existing values of all the form fields. The user can edit the values of all the form fields as per requirement. After editing the values of the form fields, the user needs to click on the button 'Update' to update the details of the form.

7. The user can use the button 'Back' to move to the previous screen.

What happens when the form is submitted

If user wants to save/update the details of the form, he/she needs to click on the button 'Save'/'Update' to save the record.

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:

S. No.	Message	Reason	Expected Action
1.	ARE YOU SURE YOU WANT TO UPDATE?	You have clicked on the button 'Update'.	You need to click on the button 'OK' if you are confirm about the details of the form but if you still want to take a review of the form then click on the button 'Cancel'.

Table 38 : Project Penalties> Messages

5.1.25 MONITORING (Candidate Statistics)

General Description

Any authorized user with required privilege can view and edit candidate statistics. PIA and PIA user can manage Candidate Statistics.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 63 : Candidate Statistics

Fields Description

S. No.	Field Name	Explanation
1.	Month	**Description-** This field describes the month for which the user wants to view the candidate statistics. Select the month from the list of months. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Year	**Description-** This field describes the Year for which the user wants to view the candidate statistics. Select the year from the list of years. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
3.	Project ID	**Description-** This field describes the identification number of the project (Project ID). Project ID will be displayed. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Total No. of Candidate Under Training+Trained	**Description-** This field describes the total number of candidates who underwent training or trained. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	No. of Candidate with Aadhaar Card	**Description-** This field describes the total number of candidates who have Aadhaar Card. Enter the detail in the given text box.

S. No.	Field Name	Explanation
		Validation- Only numeric characters can be entered.
		Mandatory/Optional- It's a mandatory field.
6.	No. of Candidate with Bank Account	**Description-** This field describes the total number of candidates who have Bank Account. Enter the detail in the given text box.
		Validation- Only numeric characters can be entered.
		Mandatory/Optional- It's a mandatory field.
7.	No. of Candidate with Mobile Number	**Description-** This field describes the total number of candidates who have Mobile Number. Enter the Mobile Number in the given text box.
		Validation- Only numeric characters can be entered.
		Mandatory/Optional- It's a mandatory field.
8	No. of Candidate Aadhar linkage with Bank Account	**Description-** This field describes the number of candidates who have Aadhar linkage with Bank Account. Enter the detail in the given text box.
		Validation- Only numeric characters can be entered.
		Mandatory/Optional- It's a mandatory field.
9	No. of Candidate with insurance	**Description-** This field describes the total number of candidates who have Insurance. Enter the detail in the given text box.
		Validation- Only numeric characters can be entered.
		Mandatory/Optional- It's a mandatory field.
10	No. of Pro-Life Trained Candidate	**Description-** This field describes the total number of candidates who prolife trained. Enter the detail in the given text box.
		Validation- Only numeric characters can be entered.
		Mandatory/Optional- It's a mandatory field.
11	No. of Candidate Foreign Placed	**Description-** This field describes the total number of candidates who are placed in foreign countries. Enter the detail in the given text box.
		Validation- Only numeric characters can be entered.
		Mandatory/Optional- It's a mandatory field.
12	No. of Candidate placed earning >=15,000PM	**Description-** This field describes the total number of candidates who are placed and earning more than 15 thousand. Enter the detail in the given text box.

S. No.	Field Name	Explanation
		Validation- Only numeric characters can be entered.

Mandatory/Optional- It's a mandatory field. |
| 13 | No. of Candidate Retained For > 12 Months | **Description-** This field describes the total number of candidates who have been retained for more than 12 months. Enter the detail in the given text box.

Validation- Only numeric characters can be entered.

Mandatory/Optional- It's a mandatory field. |
| 14 | Placement Document submitted /uploaded for No. of Candidate | **Description-** This field describes the placement documents submitted/uploaded for number of candidates. Enter the detail in the given text box.

Validation- Only numeric characters can be entered.

Mandatory/Optional- It's a mandatory field. |

Table 39 : Candidate Statistics Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MONITORING and click over it.

3. As user will click on MONITORING, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Candidate Statistics, move the cursor on the link given as Candidate Statistics and click over it. As user takes this action, the form named as **CANDIDATE STATISTICS** will open.

5. The user can enter the values in the form fields and then click on the button 'Save'.

6. The user can use the button 'Back' to move to the previous screen.

What happens when the form is submitted

If user wants to save/update the details of the form, click on the button 'Save'/'Update' to save the record**.**

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:
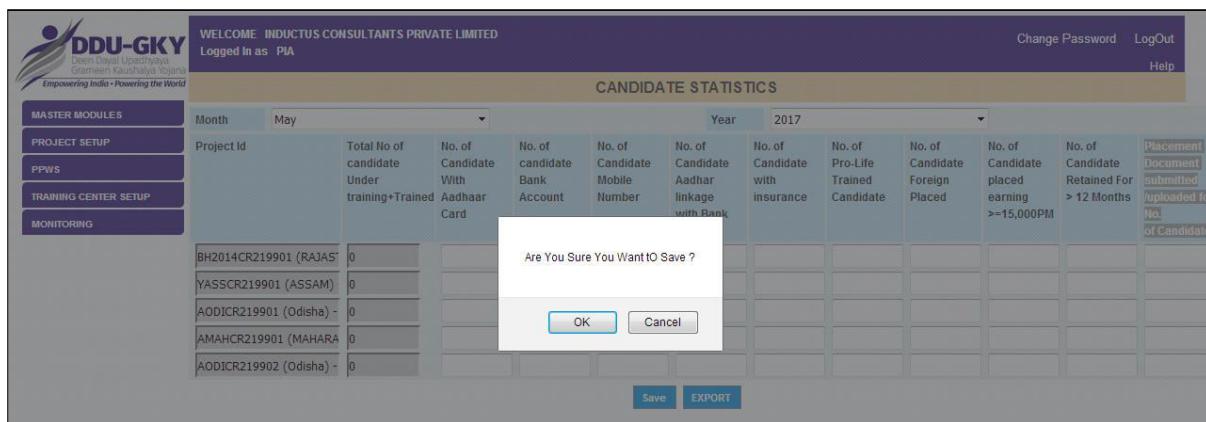
Figure 64 : Candidate Statistics> Messages

S. No.	Message	Reason	Expected Action
1.	Are you sure you want to save	The user has clicked on 'Save' button	Press 'OK' to save or cancel to abort the process.

Table 40 : Candidate Statistics> Messages

5.1.26 MASTER DATA MODULES (State Master)

General Description
State Master Form can be used to enter the master data related with the State. Only an authorized user can view and edit the master data related with the State.

Prerequisites
The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 65 : State Master

Fields Description

S. No.	Field Name	Explanation
1.	State Code	**Description-** The user can enter the state code. **Validation-** Only numbers can be entered.

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field.
2.	State Name	**Description-** The user can enter the State Name. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
3.	Short Name	**Description-** The user can enter the Short Name. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
4.	Center Share%	**Description-** The user can enter the Center Share in percentage. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
5.	State Share%	**Description-** The user can enter the State Share in percentage. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
6.	SC+ST%	**Description-** The user can enter the percentage on SC+ST. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
7.	Minority%	**Description-** The user can enter the percentage of Minority. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
8.	Woman%	**Description-** The user can enter the percentage of Woman. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.

Table 41 : State Master Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of State Master, move the cursor on the link given as State Master and click over it. As you take this action, the form named as **State Master** will open.

5. The user can enter the values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save/update the details of the form, click on the button 'Save'/'Update' to save the record**.**

Messages

While working with the form, you may encounter some messages. Expected actions for the removal of errors are given in the table below:

Figure 66 : State Master> Messages

S. No.	Message	Reason	Expected Action

S. No.	Message	Reason	Expected Action
1.	Please enter State Code	The user has not entered the State Code	The user needs to enter the State Code in the given text box.

Table 42 : State Master > Messages

5.1.27 MASTER DATA MODULES (Special Area Master)

General Description

Special Area Master link can be used to enter the special area master data related with the State.

Only an authorized user can view and edit the special area master data related with the State.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 67 : Special Area Master

Fields Description

S. No.	Field Name	Explanation
1.	Special Area Code	**Description-** The user can enter the Special Area Code. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Special Area Name	**Description-** The user can enter the Special Area Name. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.

Table 43 : Special Area Master Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Special Area Master, move the cursor on the link given as <u>Special Area Master</u> and click over it. As user takes this action, the form named as **Special Area Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save/update the details of the form, click on the button 'Save'/'Update' to save the record**.**

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:
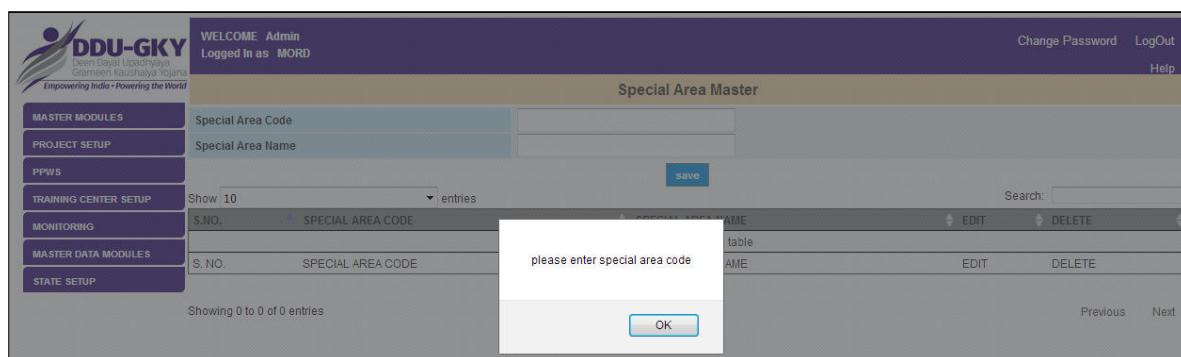
Figure 68 : Special Area Master> Messages

S. No.	Message	Reason	Expected Action
1.	Please enter Special Area Code	The user has not entered the Special Area Code	The user needs to enter the Special Area Code in the given text box.

Table 44 : Special Area Master > Messages

5.1.28 MASTER DATA MODULES (District Master)

General Description

District Master link can be used to enter the district master data for a State. Only an authorized user can view and edit the district master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 69 : District Master

Fields Description

S. No.	Field Name	Explanation
1.	District Code	**Description-** The user can enter the District Code. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	District Name	**Description-** The user can enter the District Name. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
3.	State	**Description-** The user can select the State from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	Special Area	**Description-** The user can select the Special Area from the drop down list.

S. No.	Field Name	Explanation
		Validation- N/A
		Mandatory/Optional- It's a mandatory field.
5.	Type of Special Area	**Description-** The user can select the Type of Special Area from the drop down list.
		Validation- N/A
		Mandatory/Optional- It's a mandatory field.

Table 45 : District Master Form Fields Description
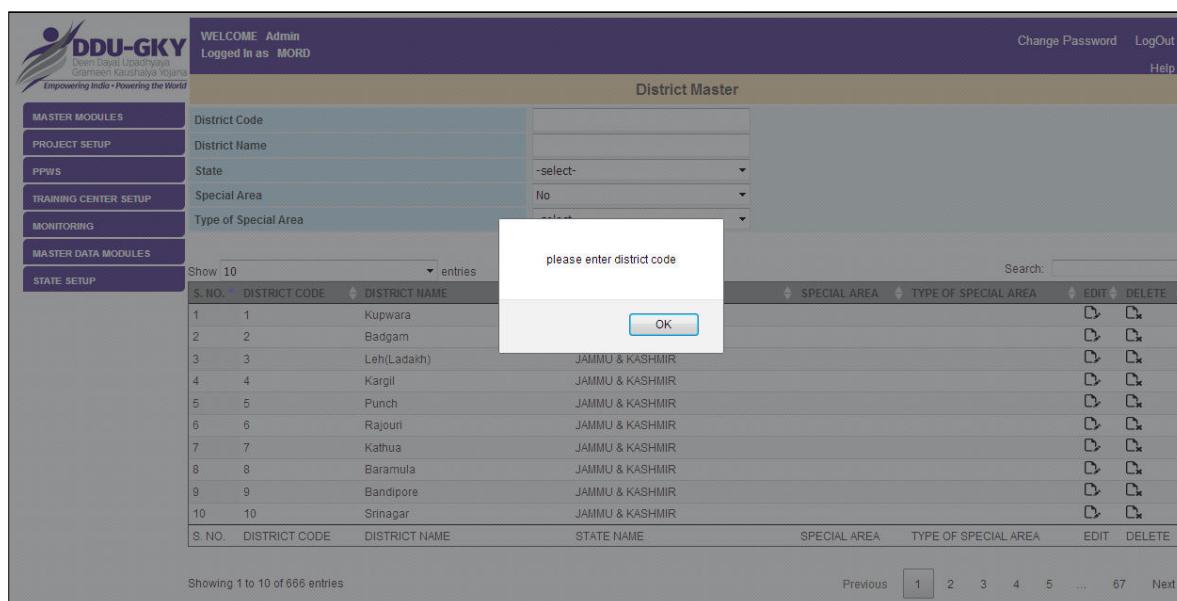
Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of District Master, move the cursor on the link given as District Master and click over it. As user takes this action, the form named as **District Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:

Figure 70 : District Master> Messages

S. No.	Message	Reason	Expected Action
1.	Please enter district Code	The user has not entered the district Code	The user needs to enter the district Code in the given text box.

Table 46 : District Master > Messages

5.1.29 MASTER DATA MODULES (Designation Master)

General Description

Designation Master link can be used to enter the Designation master data for a State. Only an authorized user can view and edit the Designation Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 71 : Designation Master

Fields Description

S. No.	Field Name	Explanation
1.	Designation Code	**Description-** The user can enter the Designation Code. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Designation Name	**Description-** The user can enter the Designation Name. **Validation-** Only alphabets can be entered.

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field.

Table 47 : Designation Master Form Fields Description
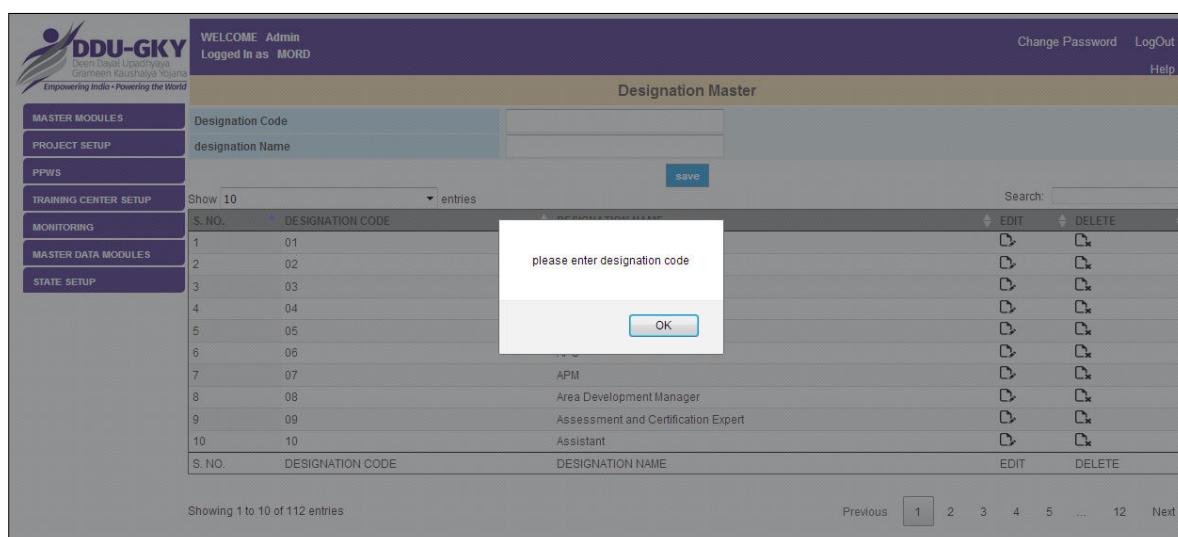
Form Flow

1. The user needs to Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Designation Master, he/she needs to move the cursor on the link given as Designation Master and click over it. As user takes this action, the form named as **Designation Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:

Figure 72 : Designation Master> Messages

S. No.	Message	Reason	Expected Action
1.	Please enter Designation Code	The user has not entered the Designation Code	The user needs to enter the Designation Code in the given text box.

Table 48 : Designation Master > Messages

5.1.30 MASTER DATA MODULES (CTSA Master)

General Description

CTSA Master link can be used to enter the CTSA master data for a State. Only an authorized user can view and edit the CTSA Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 73 : CTSA Master

Fields Description

S. No.	Field Name	Explanation
1.	CTSA Name	**Description-** The user can enter the CTSA Name. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	CTSA Code	**Description-** The user can enter the CTSA Code. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.

Table 49 : CTSA Master Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of CTSA Master, move the cursor on the link given as <u>CTSA Master</u> and click over it. As user takes this action, the form named as **CTSA Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

While working with the form, you may encounter some messages. Expected actions for the removal of errors are given in the table below:

Figure 74 : CTSA Master> Messages

S. No.	Message	Reason	Expected Action
1.	Please fill Ctsa name	The user has not entered the Ctsa name	The user needs to enter the Ctsa name in the given text box.

Table 50 : CTSA Master > Messages

5.1.31 MASTER DATA MODULES (TSA Master)

General Description

CTSA Master link can be used to enter the TSA master data for a State. Only an authorized user can view and edit the TSA Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 75 : TSA Master

Fields Description

S. No.	Field Name	Explanation
1.	TSA Name	**Description-** The user can enter the TSA Name. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	TSA Code	**Description-** The user can enter the TSA Code. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.

Table 51 : TSA Master Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of TSA Master, he/she needs to move the cursor on the link given as TSA Master and click over it. As user takes this action, the form named as **TSA Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:

Figure 76 : TSA Master> Messages

S. No.	Message	Reason	Expected Action
1.	Please fill Tsa name	The user has not entered the Tsa name	The user needs to enter the Tsa name in the given text box.

Table 52 : TSA Master > Messages

5.1.32 MASTER DATA MODULES (Appraisal Agency Master)

General Description

Appraisal Agency Master link can be used to enter the Appraisal Agency master data for a State. Only an authorized user can view and edit the Appraisal Agency Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 77 : Appraisal Agency Master

Fields Description

S. No.	Field Name	Explanation

S. No.	Field Name	Explanation
1.	Appraisal Agency Name	**Description-** The user can enter the Appraisal Agency Name. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Appraisal Agency Code	**Description-** The user can enter the Appraisal Agency Code. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.

Table 53 : Appraisal Agency Master Form Fields Description
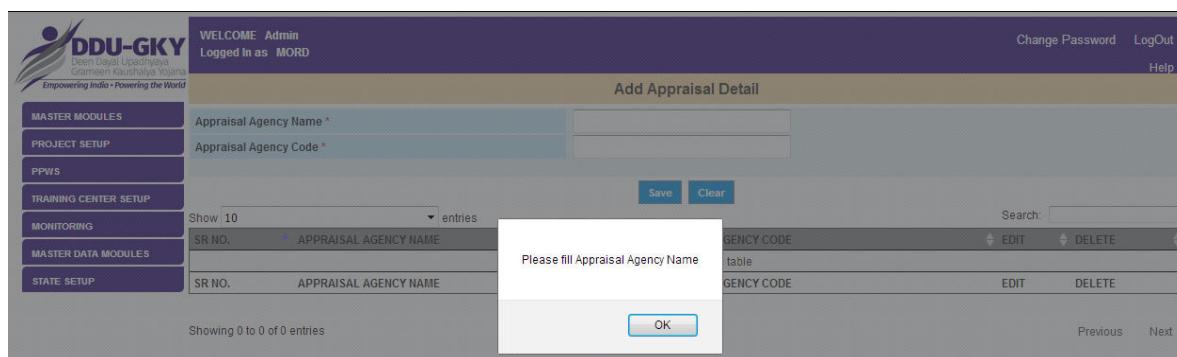
Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Appraisal Agency Master, he/she needs to move the cursor on the link given as Appraisal Agency Master and click over it. As user takes this action, the form named as **Appraisal Agency Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:

Figure 78 : Appraisal Agency Master> Messages

S. No.	Message	Reason	Expected Action

S. No.	Message	Reason	Expected Action
1.	Please fill Appraisal Agency name	The user has not entered the Appraisal Agency name	The user needs to enter the Appraisal Agency name in the given text box.

Table 54 : Appraisal Agency Master > Messages

5.1.33 MASTER DATA MODULES (Assessment Body Master)

General Description

Assessment Body Master link can be used to enter the Assessment Body master data for a State.

Only an authorized user can view and edit the Assessment Body Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 79 : Assessment Body Master

Fields Description

S. No.	Field Name	Explanation
1.	Assessment Body Name	**Description-** The user can enter the Assessment Body Name. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Assessment Body Code	**Description-** The user can enter the Assessment Body

S. No.	Field Name	Explanation
		Code. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.

<div align="center">Table 55 : Assessment Body Master Form Fields Description</div>
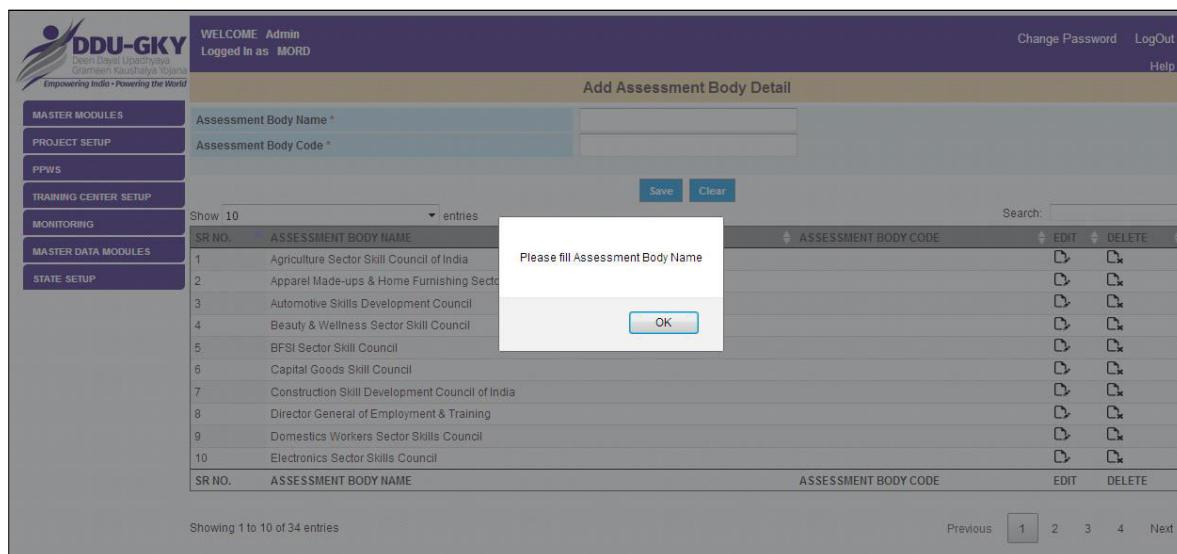
Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Assessment Body Master, he/she needs to move the cursor on the link given as <u>Assessment Body Master</u> and click over it. As user takes this action, the form named as **Assessment Body Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:

<div align="center">Figure 80 : Assessment Body Master> Messages</div>

S. No.	Message	Reason	Expected Action

S. No.	Message	Reason	Expected Action
1.	Please fill Assessment Body name	The user has not entered the Assessment Body name	The user needs to enter the Assessment Body name in the given text box.

<div align="center">

Table 56 : Assessment Body Master > Messages

</div>

5.1.34 MASTER DATA MODULES (Sanction Post Master)

General Description

Sanction Post Master link can be used to enter the Sanction Post master data for a State. Only an authorized user can view and edit the Sanction Post Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

<div align="center">

Figure 81 : Sanction Post Master

</div>

Fields Description

S. No.	Field Name	Explanation
1.	State Name	**Description-** The user can select the State Name from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
2.	Designation	**Description-** The user can select the designation from the drop down list. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field.
3.	No. of Post	**Description-** The user can enter the number of post in the given text box. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.

Table 57 : Sanction Post Master Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Sanction Post Master, move the cursor on the link given as Sanction Post Master and click over it. As user takes this action, the form named as **Sanction Post Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, he/she needs to click on the button 'Save'/'Update' to save the record**.**

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:
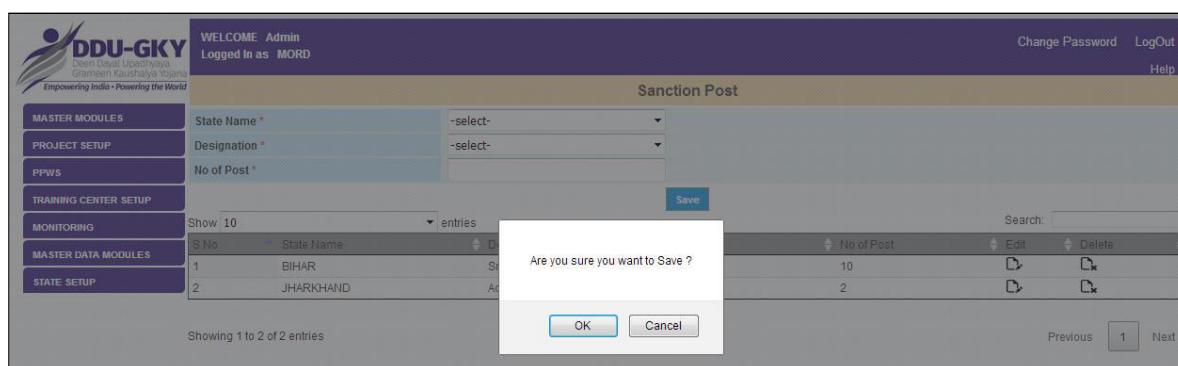
Figure 82 : Sanction Post Master> Messages

S. No.	Message	Reason	Expected Action

S. No.	Message	Reason	Expected Action
1.	Are you sure you want to Save?	The user has selected the values for all the fields and clicked on the button 'Save'	The user needs to click on the button 'OK' to confirm or the user can click on the button 'Cancel' to abort the process.

Table 58 : Sanction Post Master > Messages

5.1.35 MASTER DATA MODULES (Certifying Agency Master)

General Description

Certifying Agency Master link can be used to enter the Certifying Agency master data for a State. Only an authorized user can view and edit the Certifying Agency Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 83 : Certifying Agency Master

Fields Description

S. No.	Field Name	Explanation
1.	Certifying Agency Name	**Description-** The user can enter the Certifying Agency Name in the given text box. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Certifying Agency Code	**Description-** The user can enter the Certifying Agency code in the given text box. **Validation-** Only numbers can be entered.

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field.

Table 59 : Sanction Post Master Form Fields Description
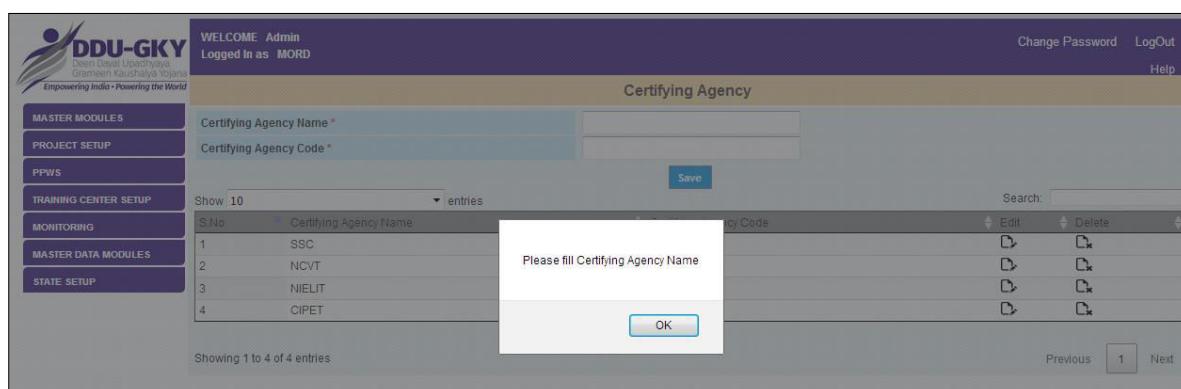
Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Certifying Agency Master, move the cursor on the link given as Certifying Agency Master and click over it. As user take this action, the form named as **Certifying Agency Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

While working with the form, user may encounter some messages. Expected actions for the removal of errors are given in the table below:

Figure 84 : Certifying Agency Master> Messages

S. No.	Message	Reason	Expected Action
1.	Please fill Certifying Agency Name	The user has not entered the Certifying Agency name in the given text box	The user needs to enter the Certifying Agency Name in the given text box.

Table 60 : Certifying Agency Master > Messages

5.1.36 MASTER DATA MODULES (Project Type Master)

General Description

Project Type Master link can be used to enter the Project Type master data for a State. Only an authorized user can view and edit the Project Type Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 85 : Project Type Master

Fields Description

S. No.	Field Name	Explanation
1.	Project Type Code	**Description-** The user can enter the Project Type Code in the given text box. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Project Type Name	**Description-** The user can enter the Project Type Name in the given text box. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.

Table 61 : Project Type Master Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Project Type Master, move the cursor on the link given as Project Type Master and click over it. As user takes this action, the form named as **Project Type Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

N/A

5.1.37 MASTER DATA MODULES (Sector Master)

General Description

Sector Master link can be used to enter the Sector master data for a State. Only an authorized user can view and edit the Sector Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 86 : Sector Master

Fields Description

S. No.	Field Name	Explanation
1.	Sector Code	**Description-** The user can enter the Sector code in the given text box. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.

S. No.	Field Name	Explanation
2.	Sector Name	**Description-** The user can enter the Sector Name in the given text box. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.

<div align="center">

Table 62 : Sector Master Form Fields Description

</div>

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Sector Master, he/she needs to move the cursor on the link given as Sector Master and click over it. As user takes this action, the form named as **Sector Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

N/A

5.1.38 MASTER DATA MODULES (Trade Master)

General Description

Trade Master link can be used to enter the Trade master data for a State. Only an authorized user can view and edit the Trade Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 87 : Trade Master

Fields Description

S. No.	Field Name	Explanation
1.	Trade Code	**Description-** The user can enter the Trade code in the given text box. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Trade Name	**Description-** The user can enter the Trade Name in the given text box. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
3.	Sector Name	**Description-** The user can select the sector name from the drop down list. **Validation-** N/A

S. No.	Field Name	Explanation
		Mandatory/Optional- It's a mandatory field.
4.	Assessment Body	**Description-** The user can select the Assessment Body from the drop down list. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Course Duration (in no. of Hours)	**Description-** The user can enter the course duration (in no. of hours) in the given text box. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.

Table 63 : Trade Master Form Fields Description

Form Flow

1. The user needs to login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Trade Master, he/she needs to move the cursor on the link given as Trade Master and click over it. As user takes this action, the form named as **Trade Master** will open.
5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

　　　N/A

5.1.39 MASTER DATA MODULES (Parliamentary Constituency Master)

General Description

Parliamentary Constituency Master link can be used to enter the Parliamentary Constituency master data for a State. Only an authorized user can view and edit the Parliamentary Constituency Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 88 : Parliamentary Constituency Master

Fields Description

S. No.	Field Name	Explanation
1.	Parliamentary Constituency Name	**Description-** The user can enter the Parliamentary Constituency Name in the given text box. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Parliamentary Constituency Code	**Description-** The user can enter the Parliamentary Constituency code in the given text box. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.

Table 64 : Parliamentary Constituency Master Form Fields Description

Form Flow

1. The user needs to Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Parliamentary Constituency Master, he/she needs to move the cursor on the link given as Parliamentary Constituency Master and click over it. As user takes this action, the form named as **Parliamentary Constituency Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

N/A

5.1.40 MASTER DATA MODULES (Assembly Constituency Master)

General Description

Assembly Constituency Master link can be used to enter the Assembly Constituency master data for a State. Only an authorized user can view and edit the Assembly Constituency Master data.

Prerequisites

The user should have access to DDUGKY portal on the Internet and hold a valid User id and Password to act for DDUGKY.

Screen Shot

Figure 89 : Assembly Constituency Master

Fields Description

S. No.	Field Name	Explanation
1.	Assembly Constituency Code	**Description-** The user can enter the Assembly Constituency code in the given text box. **Validation-** Only numbers can be entered. **Mandatory/Optional-** It's a mandatory field.
2.	Assembly Constituency	**Description-** The user can enter the Assembly Constituency

S. No.	Field Name	Explanation
	Name	Name in the given text box. **Validation-** Only alphabets can be entered. **Mandatory/Optional-** It's a mandatory field.
3.	State Name	**Description-** This field describes the name of the State. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
4.	District Name	**Description-** This field describes the name of the district of the State. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.
5.	Parliamentary Constituency Name	**Description-** The user can select the Parliamentary Constituency Name in the given text box. **Validation-** N/A **Mandatory/Optional-** It's a mandatory field.

Table 65 : Assembly Constituency Master Form Fields Description

Form Flow

1. The user needs to Login on DDUGKY portal by using the authorized user credentials.

2. Move the cursor on the Dashboard option MASTER DATA MODULES and click over it.

3. As user will click on MASTER DATA MODULES, the list of forms associated with this option will get displayed under it.

4. If user wants to view or update details of Assembly Constituency Master, he/she needs to move the cursor on the link given as Assembly Constituency Master and click over it. As user takes this action, the form named as **Assembly Constituency Master** will open.

5. The user can enter the desired values in the form fields and then click on the button 'Save'.

What happens when the form is submitted

If user wants to save the details of the form, click on the button 'Save'/'Update' to save the record.

Messages

　　　　N/A