

Panchayat Officer Onboarding Guide

(For “DBT Awareness & Verification Portal” – Panchayat Dashboard)

Version: 2025

1. Introduction

The Panchayat Dashboard is designed to help **Gram Panchayat officers, Ward members, and local administrative staff** manage DBT awareness, student verification, and community outreach activities. This guide will help you onboard smoothly and understand your responsibilities, permissions, and terms of use.

2. Who Can Register as Panchayat Authority?

Panchayat dashboard access is given only to:

- Gram Panchayat Officers (GPO)
- Village Secretaries
- Ward Members
- Panchayat Data Entry Operators
- Authorized DBT/CSC Coordinators
- District Administration–nominated Volunteers (with permission certificate)

Each Panchayat receives **one primary account** plus optional **sub-accounts** for field work.

3. Documents Required for Registration

During onboarding, the Panchayat must upload:

1. **Official Panchayat Code / LGD Code**
2. **Officer ID Proof**
 - Panchayat ID card / Posting order / District-issued certificate
3. **Mobile Number (Linked with Aadhaar preferred)**
4. **Official Email ID (if available)**
5. **Authorization Letter** (digitally signed by Sarpanch / Secretary)

Optional (recommended):

- Panchayat Stamp Image
- Geo-location (auto-captured during verification)

4. Account Creation Process

Step 1: Visit the Panchayat Registration Page

Click on “**Register as Panchayat Authority**” on the homepage.

Step 2: Fill Panchayat Details

- District, Block, Gram Panchayat
- LGD Code
- Population (optional)
- Coverage Villages

Step 3: Fill Officer Details

- Full Name
- Designation
- Contact Number
- Email (optional)
- Aadhaar (Masked – only last 4 digits)

Step 4: Upload Documents

Upload PDFs/JPEG/PNG proofs.

Step 5: Verification

- Auto-check with district database
- Manual verification by district admin (24–48 hrs)

Step 6: Account Approval

Upon approval:

- Login ID and password sent to registered mobile
- Officer must change password on first login
- 2FA (OTP) enabled for secure access

5. Features Available in Panchayat Dashboard

The Panchayat dashboard includes:

A. Student List & DBT Status Monitoring

- View all students of the village(s)
- Check DBT readiness:

- Aadhaar seeded?
- Bank DBT-enabled?
- Scholarship status?
- Download village-wise reports
- Identify students needing awareness or correction

B. Awareness Activity Management

- Plan awareness camps:
 - DBT camps
 - Aadhaar seeding camps
 - Bank facilitation camps
- Auto-generate:
 - Attendance sheets
 - Posters
 - Notices
 - Social media banners
- Track participation and feedback

C. Event Reporting Module

Upload:

- Photos of awareness drives
- Summary report
- Officer signature & date
- Attendance list

The system then sends it to:

- Block office
- District administration
- Central analytics

D. DBT Analytics for Panchayat

Dashboard shows:

- % of DBT-enabled students
- % of Aadhaar seeding pending
- Number of students requiring correction
- Most common issues (bank mismatch, Aadhaar mismatch)
- Month-wise performance graph
- Comparison with other Panchayats (leaderboard)

E. Resource Library

Access:

- Training materials
- User manuals
- Government circulars
- Videos for awareness sessions
- Printable posters (PDF)

⚠ 6. Roles and Responsibilities of Panchayat Officer

Panchayat officers must:

1. Conduct Awareness Sessions

- At least **1 DBT awareness session per month**
- Ensure students and parents understand DBT requirements

2. Support Students With DBT Issues

Help with:

- Finding bank branches
- Filling BASE seeding forms
- Correcting Aadhaar-bank mismatch
- Accessing NSP portal

3. Verify Student Details

Check:

- Name corrections
- Document authenticity
- Uploaded proofs

4. Update Reports

Upload monthly:

- Activities conducted
- Students covered
- Issues escalated

5. Maintain Data Privacy

Protect students' personal information.



7. Terms and Conditions for Panchayat Users

By signing up, the Panchayat officer agrees to:

A. Data Usage & Privacy

- Use dashboard only for government-related DBT awareness activities
- Not share login credentials
- Maintain confidentiality of student data
- Avoid unauthorized data downloads or misuse

B. Accuracy of Information

- Ensure provided Panchayat details, reports, and documents are accurate
- False reporting can lead to account suspension

C. User Responsibilities

- Only authorized officers may operate the dashboard
- Officer must update user details upon transfer/posting change
- Must assist district administration in DBT audits

D. Compliance with Government Policies

User must comply with:

- UIDAI Aadhaar Safety Guidelines
- NPCI DBT Seeding SOP
- NSP Scholarship Verification Policies
- District Administration DBT Instructions

E. Account Suspension Clause

Account may be suspended if:

- Misuse detected

- Unauthorized data sharing
- False reports uploaded
- Officer is transferred and fails to update account

8. Support & Escalation Matrix

Level 1:

Helpdesk (Portal Support)

- Password reset
- Minor technical issues

Level 2:

District DBT Officer

- Discrepancy in student data
- Authentication verification

Level 3:

District Collector's DBT Cell

- Major data issues
- Dispute resolution
- Policy-related clarifications

9. Final Notes

This dashboard is designed to create a **DBT-aware village** where no student loses benefits due to:

- Bank issues
- Aadhaar mismatch
- Lack of awareness
- Wrong seeding

Panchayats play the **most critical role** in bridging the rural digital gap.