

## 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.