



GO - SUGAM

Beneficiary User Manual

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1 OVERVIEW

To avail the benefits of Government schemes and services from the agriculture and allied sectors, the Farmer's has to register the personal details in the **SUGAM Portal**, run under the **F& ARD and DAFE Department**, Government of Odisha.

The beneficiary registered in the portal can request for new schemes under various sectors, viz., Fisheries, Animal Husbandry, APICOL, Horticulture, Agriculture, Factories & Boilers, Revenue Department, Housing and Urban Department, Energy Department and Pollution Control Board.

1.1 PURPOSE

This document provides a step-by-step guideline on **SUGAM Beneficiary Facing Portal** web application. SUGAM application enables citizen to register for schemes and services, run under F&ARD Department. The document guides user to navigate easily through various links in the website. Users will find it extremely helpful while operating the application, as the user manual provided here guides them through each stage.

1.2 FARMER'S REGISTRATION

The website allows the Farmers in the State of Odisha to do the registration for various schemes and services run the FARD & DAFE department, under Government of Odisha in the **SUGAM Beneficiary Facing Portal**. This application provides an easy access to avail the schemes and services facilities. The government provide subsidies benefits, fixed for different projects and activities under respective scheme or service. The farmer can register by providing basic details, such as Name, Address Location, Address of the Set Up Location, Bank Details, Animal or Vehicle Details, Upload relevant Documents. Once the details are submitted, the next approving authority will take action and either Approve or Reject the request. On approval, the subsidy amount will be released and Farmer will be intimated about the same by email or SMS. This is all about the Beneficiary Facing Portal.

2 NEW BENEFICIARY REGISTRATION

For a new registration, go to the website home page and click on the **Apply** button (Refer Fig 2-1) and add Farmer details.

The screenshot shows the GO-SUGAM website homepage. At the top, there's a green header bar with the Government of Odisha logo, language selection (English), a helpdesk number (HELPLINE : 155 333), and an 'Officer Login' button. Below the header is the GO-SUGAM logo and tagline 'Government of Odisha - Single Window Unified Gateway for Agrarian Management'. A navigation menu includes 'About Sugam', 'Scheme & Services', 'FAQ', and a user icon. A prominent purple-bordered button labeled 'Apply' is visible. The main content area features a collage of images related to agriculture, animal husbandry, and fisheries. Overlaid on this collage are five green rectangular boxes containing icons and labels: 'Fisheries' (fish icon), 'Animal Husbandry' (hands holding a plant icon), 'APICOL' (APICOL logo), 'Horticulture' (gear and plant icon), and 'Agriculture' (hand holding a plant icon). Below this collage is a section titled 'Other Department Services' with circular icons for 'Factories & Boilers' (PAR SHRAM logo), 'Revenue Department' (Odisha Revenue Department logo), 'Housing & Urban Development' (SUJOG logo), and 'Energy Department' (Odisha Energy Department logo). The bottom of the page has a dark green footer with sections for 'Important Links', 'Quick Links', and 'Contact Us', along with a copyright notice for Fisheries & Animal Resource Development Department.

Important Links

- » Fisheries & Animal Resource Development Department
- » Department of Agriculture & Farmer Empowerment
- » Directorate of Animal Husbandry & Veterinary Services
- » Directorate of Fisheries
- » Directorate of Agriculture & Food Production
- » Directorate of Horticulture
- » Directorate of Soil Conservation & Watershed Development

Quick Links

- » How to Apply
- » Know your Status
- » Get IFSC Code
- » Contact Us

Contact Us

Head Office
Fisheries & Animal Resources Development Department
Odisha Secretariat, Sachivalaya Marg, Bhubaneswar -751001
Telephone: (0674) 2536985,2322960
Fax: (0674) 2390681
Email: sugam@odishaone.in

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Figure 2-1 Home Screen

After clicking, system will navigate you to the **Beneficiary Login** section.

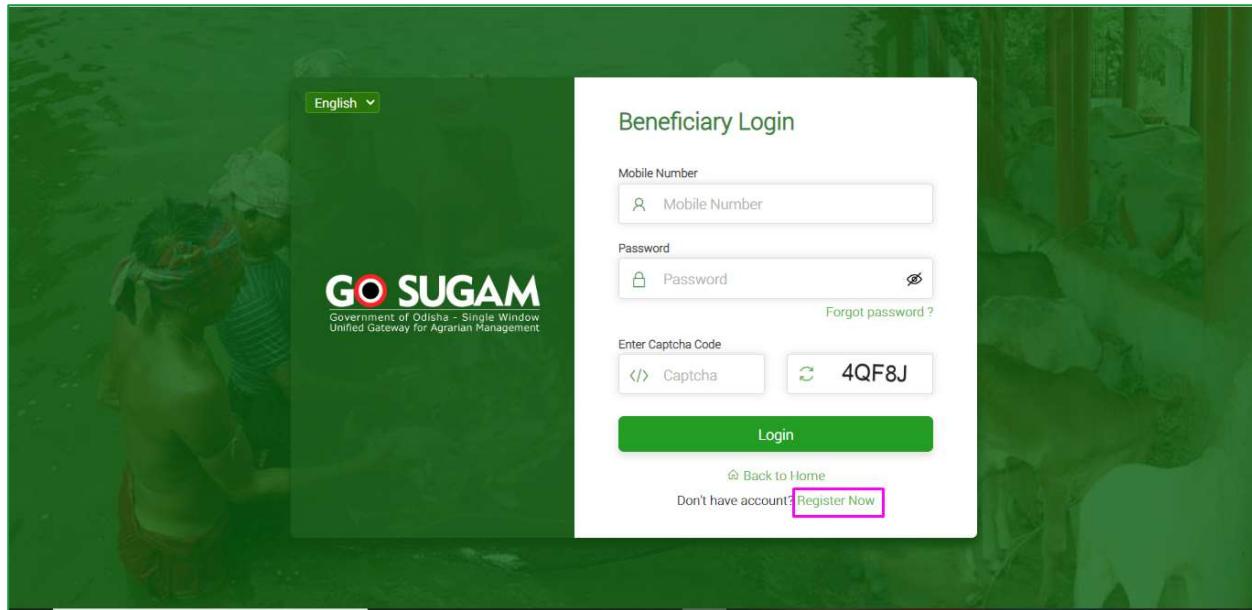


Figure 2-2 Beneficiary Login Screen

Refer to the above screen, click on the **Register Now** option.

On clicking system will navigate to the **Beneficiary Registration** section.

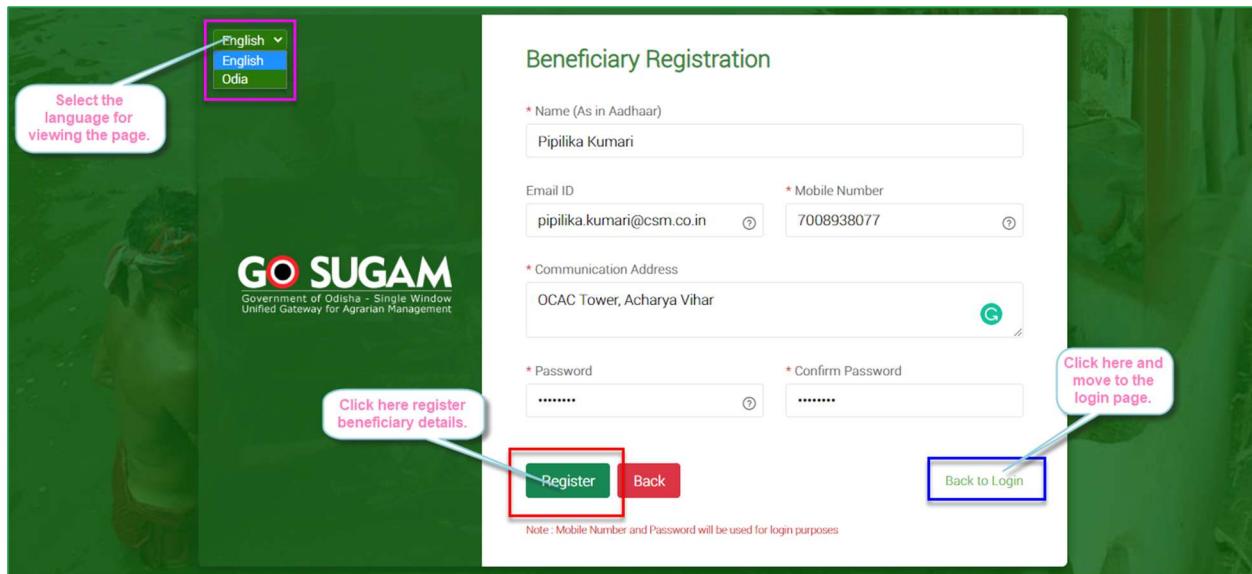


Figure 2-3 Beneficiary Registration Screen

Refer to the Fig 2-3, in Beneficiary Registration the user can set the preferred language for viewing the page.

1. Select either English or Odia as Language Type.

Add the Beneficiary Details.

2. Add the Name of the Beneficiary (As mentioned in your Aadhaar Card).
3. Add the Email ID for future official communication via email.
4. Add the Mobile Number for future official communication via SMS.
5. Enter the Address of Communication.
6. Enter a Password for future login purpose.

Note: *Make sure the password created should be 8-15 characters long and contains at least one Upper Case Letter, Special Character and Number.*

7. Re-enter the Password and confirm.
8. On entering all the information, click on the **Register** button.
9. Or, click on the **Back** button to go to the previous page.

Note:-In order to go to the Login Page directly, you can click on the “**Back to Login**” link shown in the Beneficiary Registration page.

After clicking the **Register** button, a system generated Mobile Number confirmation alert pops-up on your display screen. See Figure 2-4 below.



Figure 2-4 Verify Phone Number Screen

An One-Time-Password or OTP is sent to the registered Mobile Number.

1. Enter the OTP and click on the **Verify** button.
2. Or, click on the **Resend OTP** button to receive the OTP again, in case the OTP is not received in the registered Mobile Number for the first time.

Note: An OTP is valid upto 10 minutes only, so make sure it is entered within the time.

On successful verification, the Beneficiary Registration is completed successfully and a system generated confirmation message will pop-up on the display screen. See Figure 2-5 below.

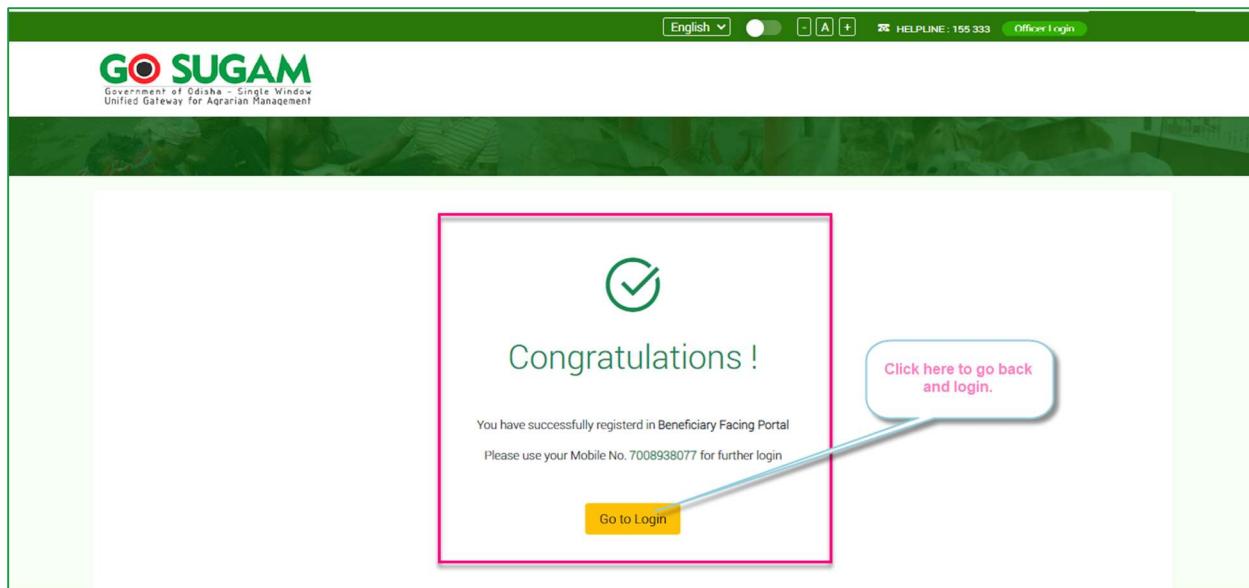


Figure 2-5 Application Submitted Successfully - Confirmation Screen

Refer to the Figure 3-3, you can login into the portal using the registered Mobile Number and Password.

To login click on the **Go To Login** link displayed in the Confirmation page and navigate to the **Beneficiary Login** section. (see Figure 3-2 explained in Section 3 below).

3 LOGIN

On completion of the Beneficiary Registration, the Farmer User can login into the application via the SUGAM website home page only

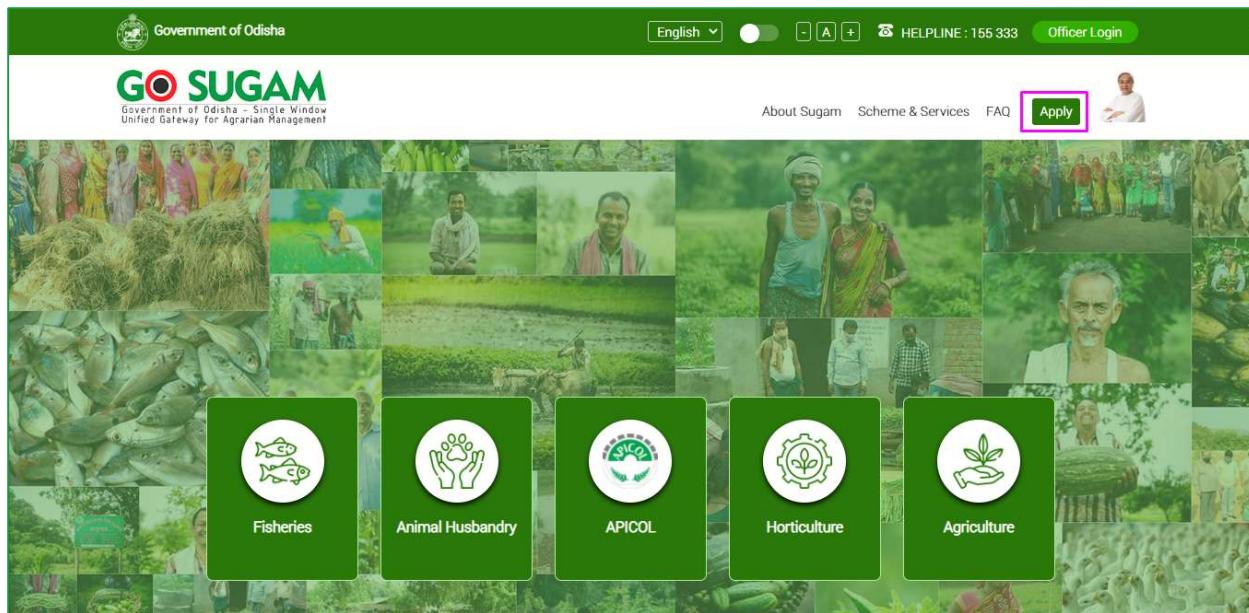


Figure 3-1 Home Screen

1. Refer to the Fig 3-1, to login as Farmer, click on the “**Apply**” button as indicated in the above figure and get directed to the **Beneficiary Login** section.



Figure 3-2 Beneficiary Login Screen

Refer to the Fig 3-2 shown above,

For convenience, you can set the preferred Language for the page.

- Select either English or Odia Language for the page.

In the Beneficiary Login, there are quick links to -

Login, Forgot Password, Register Now and Back to Home.

For login purpose,

2. Enter the registered Mobile Number.
3. Enter the password.
4. Enter the **Captcha Code**, as provided in the textbox.

Note: If the Captcha Code provided is not understandable, then user can change the same by clicking the Refresh (⟳) Icon. A new Captcha Code will appear.

5. Click on **Login** button.

With the successful login, system will navigate the user to the application dashboard.

3.1 FORGOT PASSWORD

If the password is forgotten, then click on the **Forgot Password** button in the login page.

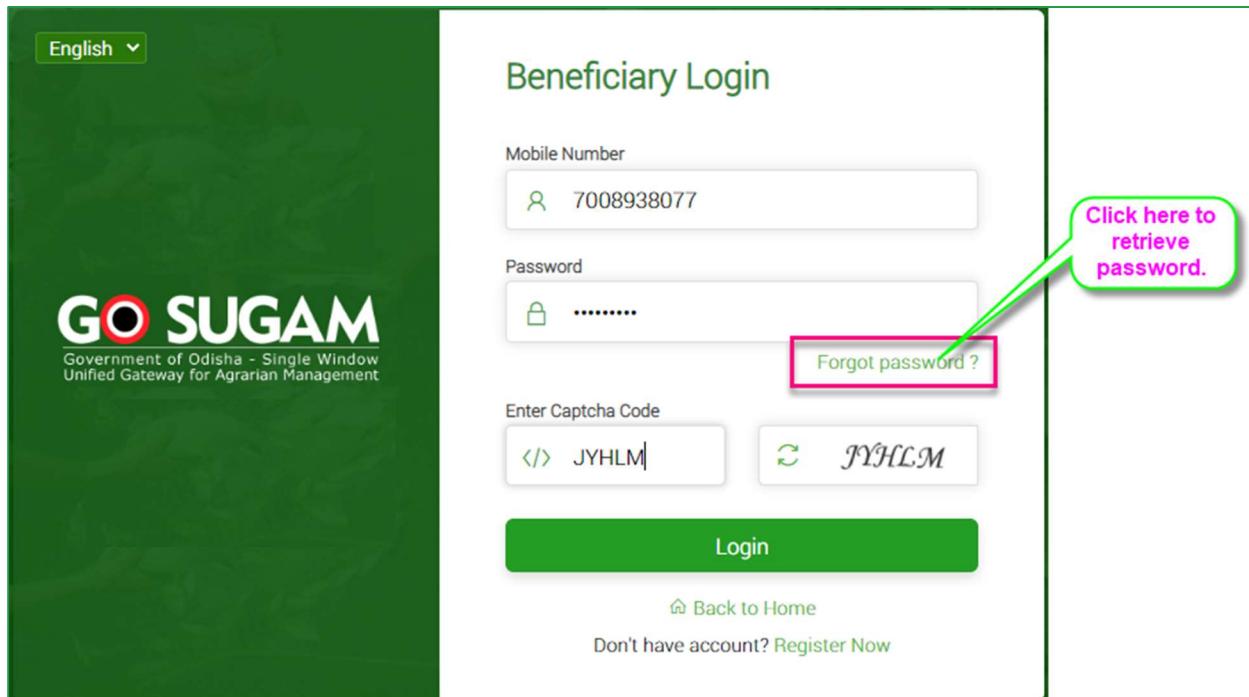


Figure 3-3 Beneficiary Login Screen

Refer to the Fig 3-3 shown above, after clicking **Forgot Password** link user will be navigated to the **Forgot Password** section.

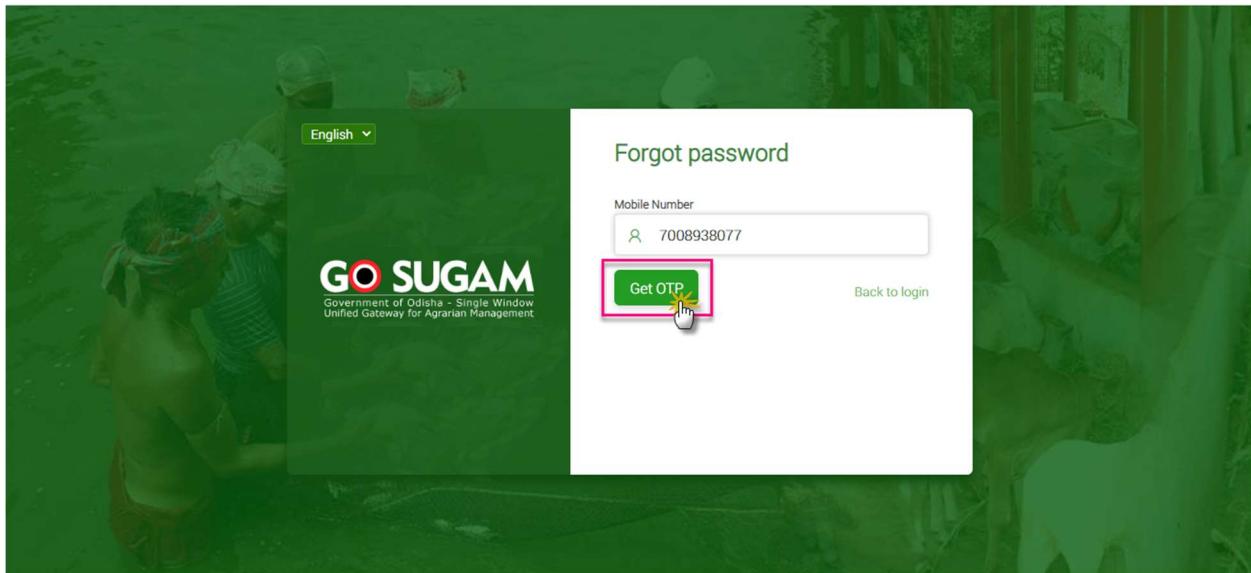


Figure 3-4 Forgot Password Screen

1. In the Forgot Password screen, enter the registered Mobile Number.
2. Click on **Get OTP** button.

After clicking, a One-Time-Password is sent via SMS to the Mobile Number and registered Email ID. It needs to be validated at the User end.

Take reference from the Figure 3-5.

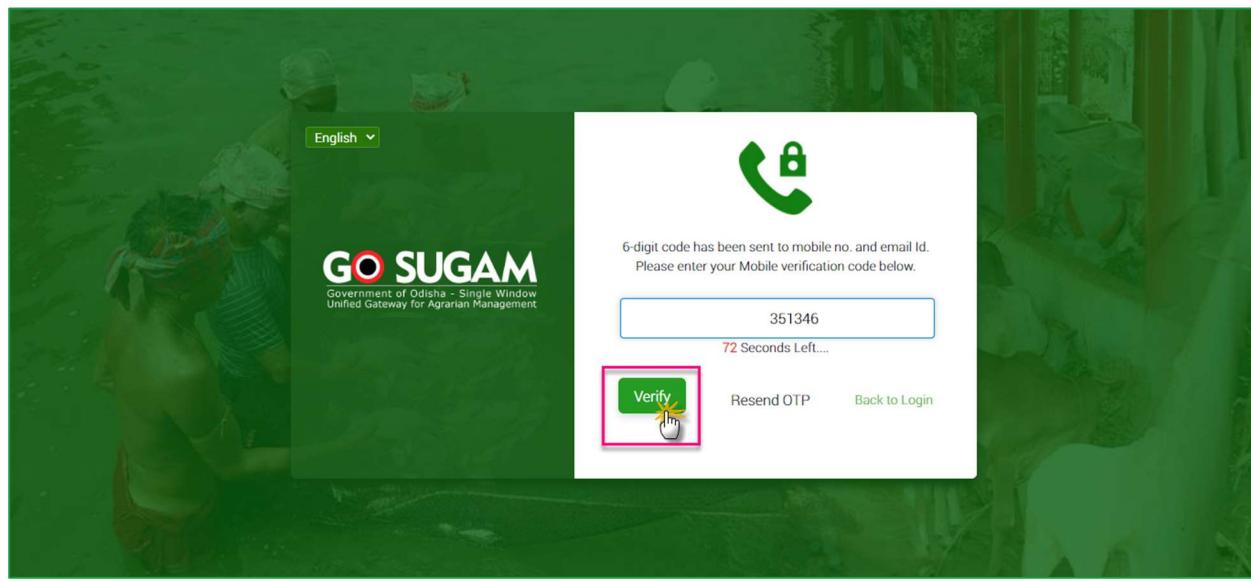


Figure 3-5 Verify OTP Screen

3. Enter your Mobile Verification Code.
4. Click on **Verify** button to verify and validate the OTP.

- Or, click on the **Resend OTP** button to receive the OTP again, in case the OTP is not received in the registered Mobile Number for the first time.
- Or, click on **Back to Login** button in order to go back to the Login Page again.

After clicking the Verify button, user can access the application and get redirected to the Dashboard page.

4 DASHBOARD

With the successful login, system will navigate user to the application Dashboard. See Figure 5-1 below.

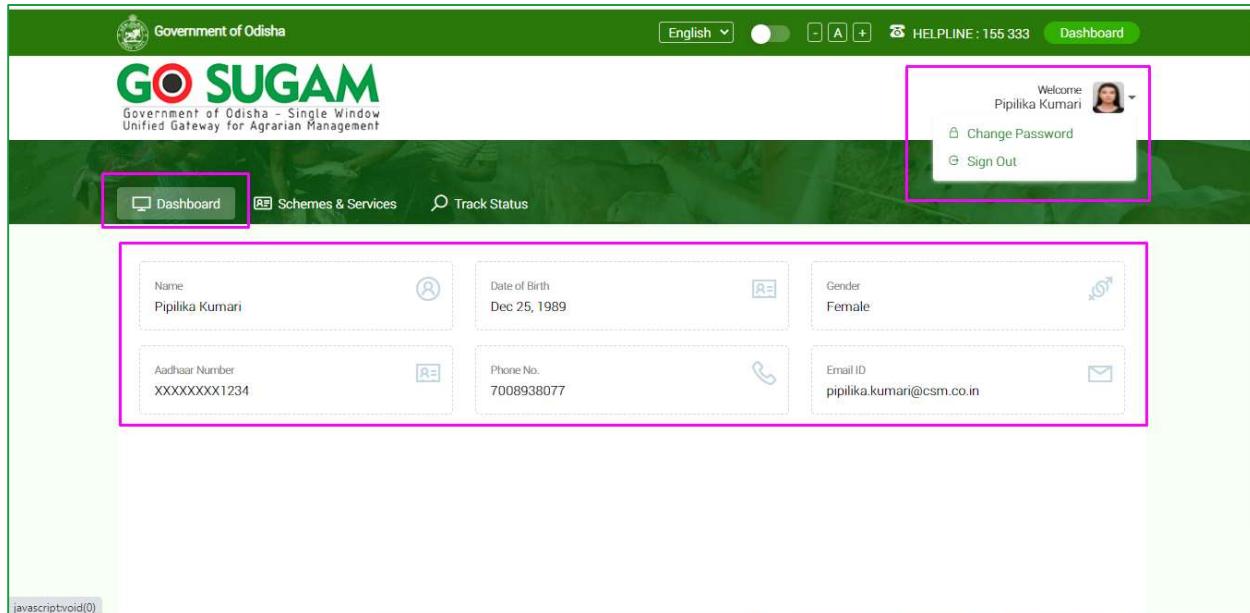


Figure 4-1 Dashboard Screen

The dashboard features the following information -

- At the top of the page, option to set the Language in either English or Odia is provided with option to change the Page Color, Zoom In or Zoom Out the Page, Helpline Number, and Dashboard.
- On the top right, view the Name and Picture of the logged-in user.
- Next to the User details, option to Change Password and Sign Out.
- Links to Dashboard, Schemes and Services, and Track Status is given in the header section.
- View the logged in user details i.e. the Name, Date of Birth, Gender, Aadhaar Number, Phone Number, and Email ID.

5 SCHEMES & SERVICES

View the list of schemes and services per directorate wise, which is currently available for registration in this module.

If you are intended to avail Subsidy and Other benefits, then this functionality allows you to add the requirements details and then apply. You need to provide information such as the personal details, scheme, bank details, etc., to register into the scheme. You can study the guidelines, and accessing brief description about the schemes in this section. See Figure 5-1 below.

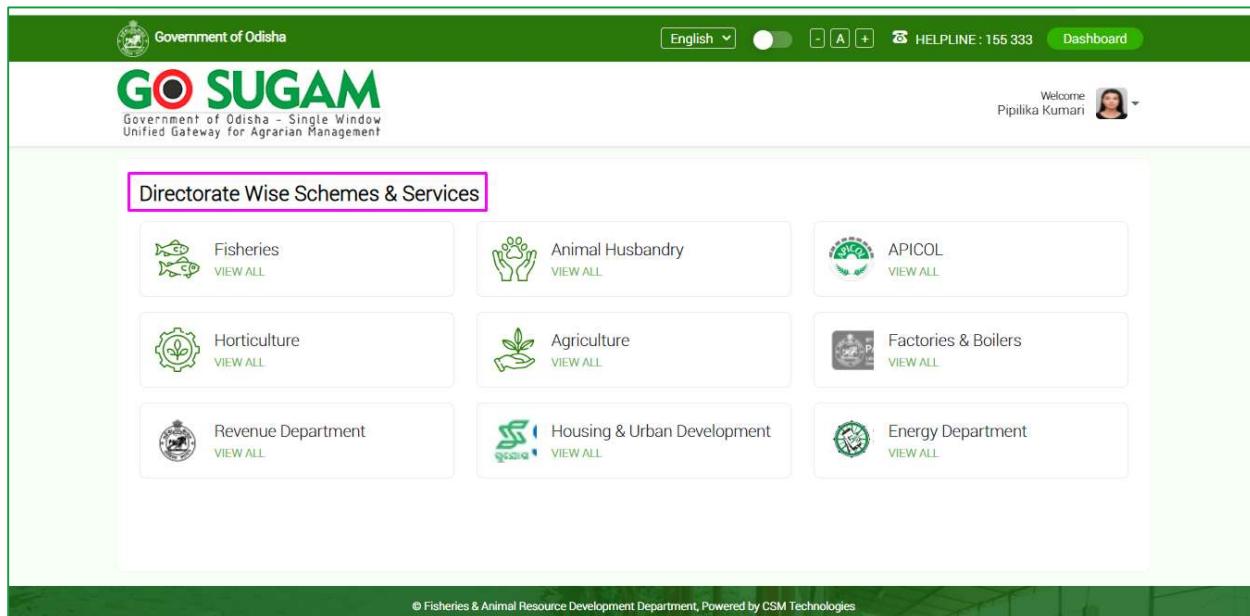


Figure 5-1 Directorate Wise Schemes & Services Screen

In the above figure, a complete list of all the directorate wise scheme and services registered is displayed.

- To view the list of schemes and services registered under each directorate, click on the **View All** option.

GO SUGAM
Government of Odisha - Single Window
United Gateway for Agrarian Management

Welcome Pipalka Kumar

Dashboard Schemes & Services Track Status

TYPE Fisheries Enter Scheme or Service Name. SEARCH

Construction of Fish Rearing Ponds
Sector : Fisheries
The Scheme aims to promote construction of new rearing ponds for production of advanced fingerlings/yearlings. The unit cost is Rs 7.00 lakh per hectare with a provision of 40% subsidy to General Category and 60% to SC/ ST/ Woman Categories.

Construction of Ponds for Brackish Water Aquaculture
Sector : Fisheries
The Scheme aims to promote construction of new ponds for Brackishwater Aquaculture. The unit cost is Rs 10.00 lakh per hectare with a provision of 40% subsidy to General Category and 60% to SC/ ST/ Woman Categories.

Construction of Ponds for Freshwater Aquaculture
Sector : Fisheries
The Scheme aims to promote construction of new Freshwater Fish ponds for intensive fish farming . The unit cost is Rs 8.50 lakh per hectare with a provision of 40% subsidy to General Category and 60% to SC/ ST/ Woman Categories.

Fishing Boat Registration Certificate and Fishing License issuance
Sector : Fisheries
The aim of the service is for registration of all fishing vessels desiring to undergo fishing as per Orissa Marine Fishing Regulation Act, 1982

Registration of New Brackish Water Fish Farms and Hatcheries
Sector : Fisheries
The aim of the service is for registration of shrimp farms on the recommendations of the State and District Level Committees to Coastal Aquaculture Authority . It is mandatory that all persons carrying on coastal aquaculture shall register their farm with the Coastal Aquaculture Authority. Registration is made for a period of five (5) years, which can be renewed further.

Renewal of Fishing License
Sector : Fisheries
The aim of the service is for renewal of Fishing License before completion of 01 (One) Year from the date of issue of such license as per Orissa Marine Fishing Regulation Act, 1982

Renewal of Registration of Brackish Water Fish Farms and Hatcheries
Sector : Fisheries
The aim of the service is for renewal of the Registration Certificate issued by Coastal Aquaculture Authority before completion of 05 (Five) Year from the date of issue Registration Certificate

Setting up of Biofloc Aquaculture System
Sector : Fisheries
The Scheme aims to promote construction of new Biofloc units for to promote sustainable intensification of the freshwater fish and brackish water shrimp farming in a limited area. The unit cost is from Rs 1.5 lakh to 50lakh with a provision of 40% subsidy to General Category and 60% to SC/ ST/ Woman Categories.

Subsidy for purchase of Fish Transport Vehicles
Sector : Fisheries
The Scheme aims to provide assistance to Fish farmers/Fishers for procurement of Fish transport vehicle for transportation of fish from sources of market to market (places/ consumers is highly essential to maintain quality of fish with a provision of 40% subsidy to General Category and 60% to SC/ ST/ Woman Categories.

Subsidy for purchase of Fisheries Machinery/Equipment
Sector : Fisheries
The Scheme aims to provide assistance to Fish farmer / Fishers for procurement of Fisheries Implements like Aerators, Air Blowers with aero-tubes, bio-security nets, fishing nets for enhancing the aquaculture production with a provision of 40% subsidy.

Subsidy for purchase of Fishing Boat, Engine & Fishing Net
Sector : Fisheries
The Scheme aims to provide assistance to Marine Fishers for procurement of New Boat, Engine & Net* with a provision of 40% subsidy to General Category and 60% to SC/ ST/ Woman Categories.

Subsidy for purchase of Motorized Fishing Boat
Sector : Fisheries
The aim of the service is to provide subsidy for purchase of OBM and IBM Motorized Fishing boats

Figure 5-2 Schemes Under Fishery Department Screen

Refer to the above screen, where the list of schemes and services registered under particular directorate are displayed.

The scheme page also features Guideline, Brief Description and Apply button.

1. If the user wants to get a brief idea about the scheme i.e. what is the scheme, eligibility criteria, how to apply, etc., then click on the **Brief Description** button provided under the Scheme Name.
 - o On clicking, a pdf file format of the attached description in downloadable format will open up.
2. Before applying for the scheme, take a note of the guidelines mentioned by clicking the **Guideline** button provided for the respective Scheme Name.
3. To apply for the scheme, click on the **Apply** button for the respective Scheme.

5.1 APPLY

Refer to the Figure 5-2, the system facilitates the user to apply for any scheme by clicking the **Apply** button. On clicking, the user needs to provide essential information such as basic personal details, scheme details to be applied and relevant documents.

5.1.1 FARMER INFORMATION

For applying in a scheme, it is essential to add the Farmer's detail like the Name, Address, and other information. This section enables the user to add these details in the system.

Scheme : Fish Transport Vehicles - Insulated Vehicles, Motorcycle with Ice Box, Autorickshaw with Ice Box

Farmer Information **Scheme Information** **Documents**

Basic Information

* Name Pipilika Kumari	Email ID pipilika.kumari@csm.co.in	* Mobile Number 7008938077
* Gender <input checked="" type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Other	* Date of Birth 25/12/1989	* Category Select

Figure 5-3 Add Basic Information Screen (1)

Refer to the Figure 5-3 above, add your basic information in the system.

1. The Name, Email ID and Mobile Number are fetched from the system.

2. Select the Gender type.
3. Select the Date of Birth.

Farmer Information Scheme Information Documents

Basic Information

* Name: Pipilika Kumari

Email ID: pipilika.kumari@csm.co.in

* Mobile Number: 7008938077

* Gender: Female Male Other

* Date of Birth: 25/12/1989

* Category:
Select
Select
General
OBC
SC
ST

* Aadhaar Number:

* Father's / Husband's Name:

Choose File No file chosen
* (.jpg, .jpeg, .png only and max size of 1 MB)

Figure 5-4 Add Basic Information Screen (2)

4. Select the Category Type.
5. Upload your Image. Click on **Choose File** to select the Image File from your system and upload it.

Note: Keep the Image in .JPG, .JPEG, .PNG format and within 1MB of file size only.

Farmer Information Scheme Information Documents

Basic Information

* Name: Pipilika Kumari

Email ID: pipilika.kumari@csm.co.in

* Mobile Number: 7008938077

* Gender: Female Male Other

* Date of Birth: 25/12/1989

* Category: General

* Aadhaar Number: 123412341234

* Father's / Husband's Name: Ashish Kumar

Choose File images.jpg
* (.jpg, .jpeg, .png only and max size of 1 MB)

Figure 5-5 Add Basic Information Screen (3)

6. After uploading the image, add the Aadhaar Number.
7. On entering the Aadhaar Number, system will automatically fetch the Aadhaar details and field details such as the Name, Gender, Date of Birth will be auto filled, as per the information added in the Aadhaar Card.
8. Add Father's or Husband's Name.

Add Address details -

Address Details

* District: KHORDHA

* Block / ULB: Bhubaneswar MC

* GP / Ward: Bhubaneswar (M Corp.) - Ward 1

* Village: Bhubaneswar (M Corp.) - Ward 1

* Communication Address:
ocac to

Back **Save As Draft** **Save & Next**

Figure 5-6 Add Address Details Screen

9. Select the District Name.
10. Select the Block or ULB name.
11. Select the GP or Ward name.
12. Select the Village Name.
13. Add the complete address of communication in the textbox.
14. Once all the basic information is added, click on the **Save & Next** button to save as well as submit the details in the system.
15. Or, to save the details added in the draft mode and submit later click on the **Save as Draft** button.
16. Or, click on the **Back** button to go to the previous page.

5.1.2 SCHEME INFORMATION

After successful submission of the Farmer Information, system will navigate you to add **Scheme Information** where you need to provide address information of the set-up location, scheme wise application details, and account information for getting subsidy benefits.

Scheme : Fish Transport Vehicles - Insulated Vehicles, Motorcycle with Ice Box, Autorickshaw with Ice Box

Farmer Information Scheme Information Documents

Address where unit has to be set-up

* District * Block / ULB * GP / Ward * Village

JAGATSINGHAPUR BIRIDI MANGULI Manguli

Figure 5-7 Add Scheme Information Screen

Refer to the Figure 5-7, for applying for the scheme you need to add the address details of the set-up.

1. Select the District.
2. Select the Block or ULB.
3. Select the GP or Ward Number.
4. Select the Village Name.

Add the scheme specific details for the relevant scheme -

Vehicle details

* Type of transport vehicle * Capacity of Icebox proposed to be purchased * Model No. of the vehicle

Insulated vehicle 50 Litres TR89234

* Made by * Approximate cost of the vehicle * Name of empaneled manufacturer or authorized dealer

Mahindra 200000 Mahindra

Figure 5-8 Add Scheme Specific information Screen

5. Select the Type of the Transportation Vehicle required.
6. Select the Capacity of the Icebox to be purchased.
7. Add the Model Number of the Vehicle.
8. Add the Manufacturer Name.
9. Enter the Approximate Cost of Purchase of the Vehicle.
10. Add the Name of the Empanelled Manufactured or the Authorized Dealer in your area.

Add Bank Account Information, required for Subsidy Release -

Bank Details for Subsidy Release

* IFSC Code * Bank Name * Branch Name

* Account Number * Account Holder Name

Get IFSC code

Back Save As Draft Save & Next

Figure 5-9 Add Bank Account Information Screen

11. Add the IFSC code of the Bank, where you have the account. Or, get the IFSC Code.
12. Click on the **Get IFSC Code** button and a pop-up screen for finding the IFSC code of the bank will appear on the display screen.

Find IFSC Code

* Bank Name: STATE BANK OF INDIA

* District Name: KHURDHA

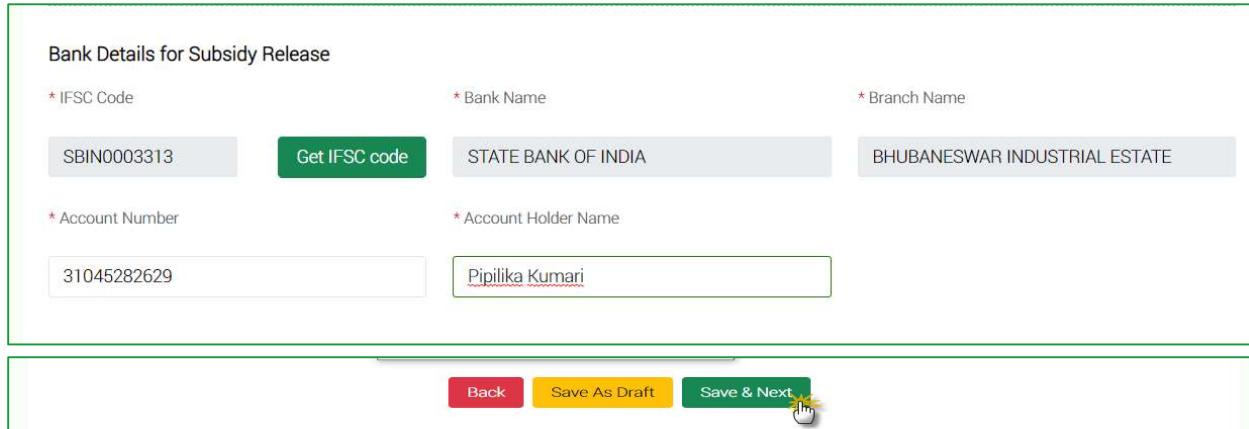
Search

NO RECORD FOUND

Figure 5-10 Search IFSC Code Details Screen

13. Select the Name of the Bank.
14. Select the District Name and Click on Search button.

15. On clicking, a complete list of Banks and respective IFSC code will appear in a list which you can select.



Bank Details for Subsidy Release

* IFSC Code: SBIN0003313 * Bank Name: STATE BANK OF INDIA * Branch Name: BHUBANESWAR INDUSTRIAL ESTATE

* Account Number: 31045282629 * Account Holder Name: Pipilika Kumari

Back **Save As Draft** **Save & Next**

Figure 5-11 Submit Form Screen

16. After selection, the Bank Name, Branch Name and IFSC Code are auto-filled.
17. Enter the account number.
18. Enter the account holder's name.
19. After successful addition of all details, click one **Save & Next** button.
20. Or, click on Save as Draft button to save the details added in draft format.
21. Or, click on **Back** button to move back to the previous page.

5.1.3 DOCUMENT

After successful submission of the Scheme Information, system will navigate you to add **Document** section where you need to upload relevant document with respect to your identity like Aadhaar copy, Pan Card and others like Electricity Bill, etc.,

Figure 5-12 Add Documents Screen

1. Select the Photo ID Card Document to be Uploaded.
2. Click on the Choose File to select the file saved in your system and upload it.

Note: Make sure the file uploaded is in PDF, JPEG, JPG, and PNG format and maximum 1MB of size.

Figure 5-13 Add Documents Screen

3. Upload the soft copy of the Land Rights of Record or Electricity Bill.
4. Upload the scanned copy of the First Page of you Bank Passbook.
5. Click on **Save & Next** button.

6. Or, click on **Save as Draft** to save the details added in draft mode and submit later.
7. Or, click on **Back** button to go to the previous page.

After clicking the **Save & Next** button, a Preview page populates on the display screen. See Figure 5-14 below.

The screenshot shows the GO-SUGAM Preview Details screen. At the top, there is a navigation bar with the Government of Odisha logo, the GO SUGAM logo, language selection (English), a helpdesk number (HELPLINE: 155 333), and a dashboard link. The main content area is titled "Preview Details" and shows the following sections:

- Farmer Information:**

Name	Email Id	Mobile Number
Pipilika Kumari	pipilika.kumari@csm.co.in	7008938077
Gender	Date of Birth	Category
Female	25-Dec-1989	General
Father's/ Husband's Name	Aadhaar Number	
Ashish Kumar	XXXXXXXXX1234	
- Address Details:**

Village	GP/ Ward	Block/ ULB	District
Bhubaneswar (M Corp.) - Ward No.19	Bhubaneswar (M Corp.) - Ward No.19	Bhubaneswar MC	KHORDHA
Communication Address ocac to			
- Scheme Information:** (Collapsible section)
- Documents:** (Collapsible section)

At the bottom, there is a declaration checkbox: I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

At the very bottom center are two buttons: "Modify" (yellow) and "Submit" (green).

Figure 5-14 Preview Details Screen

In the Preview Details screen, take a look into the details entered before finally submitting the request.

- Take a print copy of the details displayed by clicking the Print () Icon.

- Select either to **Modify** or **Submit** the details, by clicking respective buttons.

5.1.3.1 MODIFY/EDIT

Referring to Figure 5-14, if the field details need some changes or correction then click on the Modify button in the preview details page.

After clicking, system will navigate you to the Information page again.

The screenshot shows the GO-SUGAM application interface for updating application details. The top navigation bar includes the Government of Odisha logo, language selection (English), a toggle switch, a helpline number (155 333), and a dashboard link. The user is logged in as Pipilika Kumari.

The main content area displays the following sections:

- Scheme:** Fish Transport Vehicles - Insulated Vehicles, Motorcycle with Ice Box, Autorickshaw with Ice Box
- Farmer Information:** Fields for District (JAGATSINGHAPUR), Block / ULB (BIRIDI), GP / Ward (MANGLI), and Village (Manguli).
- Address where unit has to be set-up:** Fields for District (JAGATSINGHAPUR), Block / ULB (BIRIDI), GP / Ward (MANGLI), and Village (Manguli).
- Vehicle details:** Fields for Type of transport vehicle (Insulated vehicle), Capacity of Icebox proposed to be purchased (50 Litres), Model No. of the vehicle (TR89234), Made by (Mahindra), Approximate cost of the vehicle (200000), and Name of empaneled manufacturer or authorized dealer (Mahindra).
- Bank Details for Subsidy Release:** Fields for IFSC Code (SBIN0003313), Bank Name (STATE BANK OF INDIA), Branch Name (BHUBANESWAR INDUSTRIAL ESTATE), Account Number (31045282629), and Account Holder Name (Pipilika Kumari).
- Action Buttons:** Back, Save As Draft, and Save & Next (highlighted with a pink box).

Figure 5-15 Update Application Details Screen

- Save and Update changes to the information section and click on **Save & Next** button.
On clicking the details are updated and saved in the system.

5.1.3.2 SUBMIT

Take reference from the Figure 5-14, to submit the form click on the Submit after checking the self-declaration mentioned in this section.

The screenshot shows the GO-SUGAM application interface. At the top, there is a navigation bar with the Government of Odisha logo, language selection (English), a toggle switch, a helpline number (155 333), and a dashboard link. Below the navigation bar, the GO-SUGAM logo is displayed with the text "Government of Odisha - Single Window Unified Gateway for Agrarian Management". On the right side, there is a welcome message for "Pipilika Kumari" and a user profile icon. The main content area contains three expandable sections: "Communication Address", "Scheme Information", and "Documents". Under "Communication Address", there is a placeholder text "ocac to". Under "Scheme Information" and "Documents", there are dropdown arrows indicating expandable sections. At the bottom of the form, there is a checkbox statement: "I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences." Below this statement are two buttons: "Modify" (yellow) and "Submit" (green, with a hand cursor icon). The "Submit" button is highlighted with a pink rectangular border. At the very bottom of the page, there is a footer note: "© Fisheries & Animal Resource Development Department, Powered by CSM Technologies".

Figure 5-16 Preview Details Screen

- Tick the checkbox of the self-declaration mentioned to validate that all the information provided are correct and to best of your knowledge and belief.
- Click on **Submit** button

After clicking, the application is submitted successfully.

A confirmation message and an Application Number is generated by the system. Refer to the Figure below.

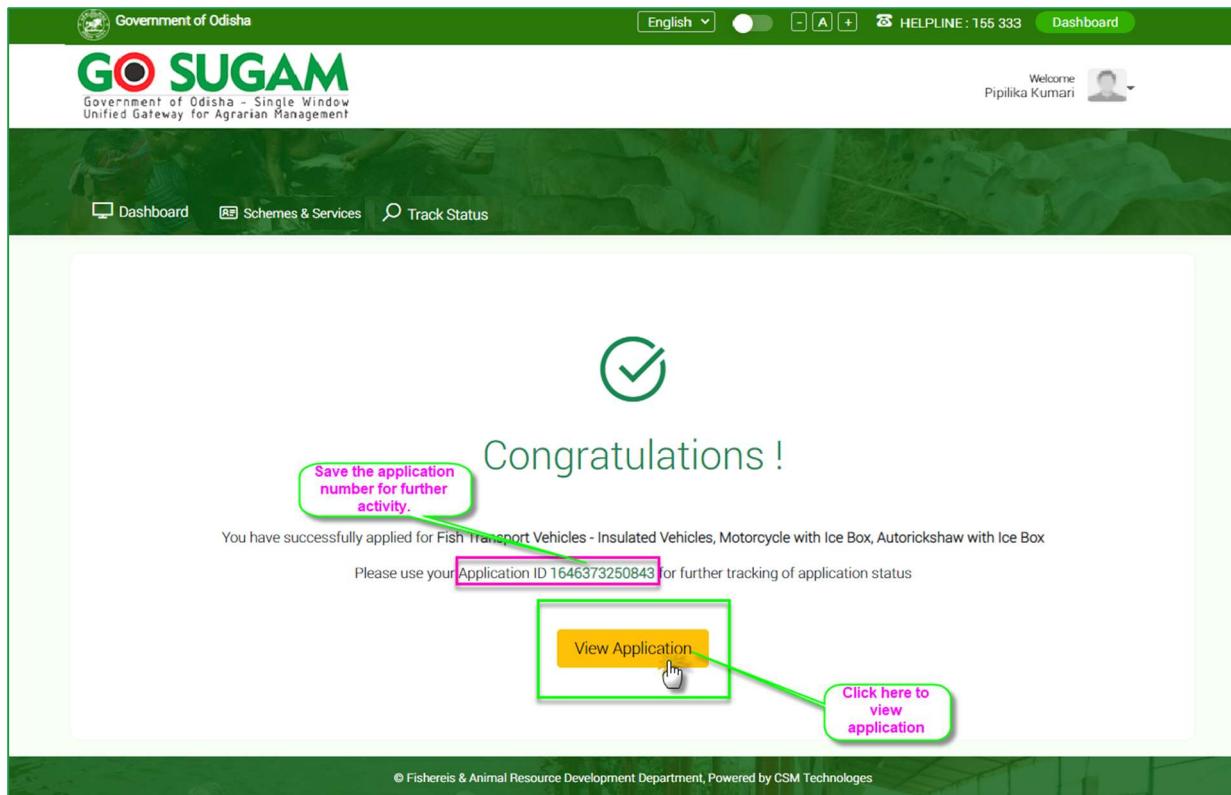


Figure 5-17 Application Confirmation Screen

Refer to the highlighted area in figure above.

Note down the application number. It will help in tracking the application and can be used for future references.

3. To view and download the application, click on the **View Application** button.

6 TRACK STATUS

This module is created with a purpose to find out what is the current status of the Scheme and Service Applied by the Farmer, with whom it is pending for Approval, Scheme/Service You have Applied, Date of Application, etc., with the help of the registered Mobile Number or Application Number.

Figure 6-1 Track Application Status Screen

1. Select the directorate type, Enter the registered Mobile Number.
2. Click on **Submit** button.

If the provided details are correct, then information about the Application will populate and appear in the lower portion of the screen.

Figure 6-2 Track Status Screen

The name of the Directorate, Scheme Name, Date of Application, Application Status and View Details button are displayed.

To view the information in detailed manner, click on the View Details button and get directed to the “Preview Details” respectively.

The screenshot shows the GO-SUGAM application interface. At the top, there is a green header bar with the Government of Odisha logo, the GO-SUGAM logo, language selection (English), a toggle switch, a helpline number (155 333), and a dashboard link. Below the header, a banner features a map of Odisha. The main content area has a light green background and displays the following information:

- Scheme :** Construction of Fish Rearing Ponds
- Farmer Information** (Basic Information):

Name Pipilika Kumari	Email Id pipilika.kumari@csm.co.in	Mobile Number 7008938077
Gender Female	Date of Birth 25-Dec-1989	Category General
Father's/ Husband's Name Ashish Kumar	Aadhaar Number XXXXXXX1234	

 A placeholder image of a woman is shown next to the contact details.
- Communication Address** (District: KHORDHA, Block/ ULB: Bhubaneswar MC, GP/ Ward: Bhubaneswar (M Corp.) - Ward No.19, Village: Bhubaneswar (M Corp.) - Ward No.19)
- Scheme Information** (Expander button)
- Documents** (Expander button)

At the bottom of the page, there is a footer note: © Fisheries & Animal Resource Development Department, Powered by CSM Technologies.

Figure 6-3 Preview Application Screen

Expand and view the information in details.

6.1 VIEW APPLICATIONS ON DASHBOARD

Once you have applied for the Scheme or Service, you can track down the Application and its current status in the Dashboard too. See Figure 6-4 below.

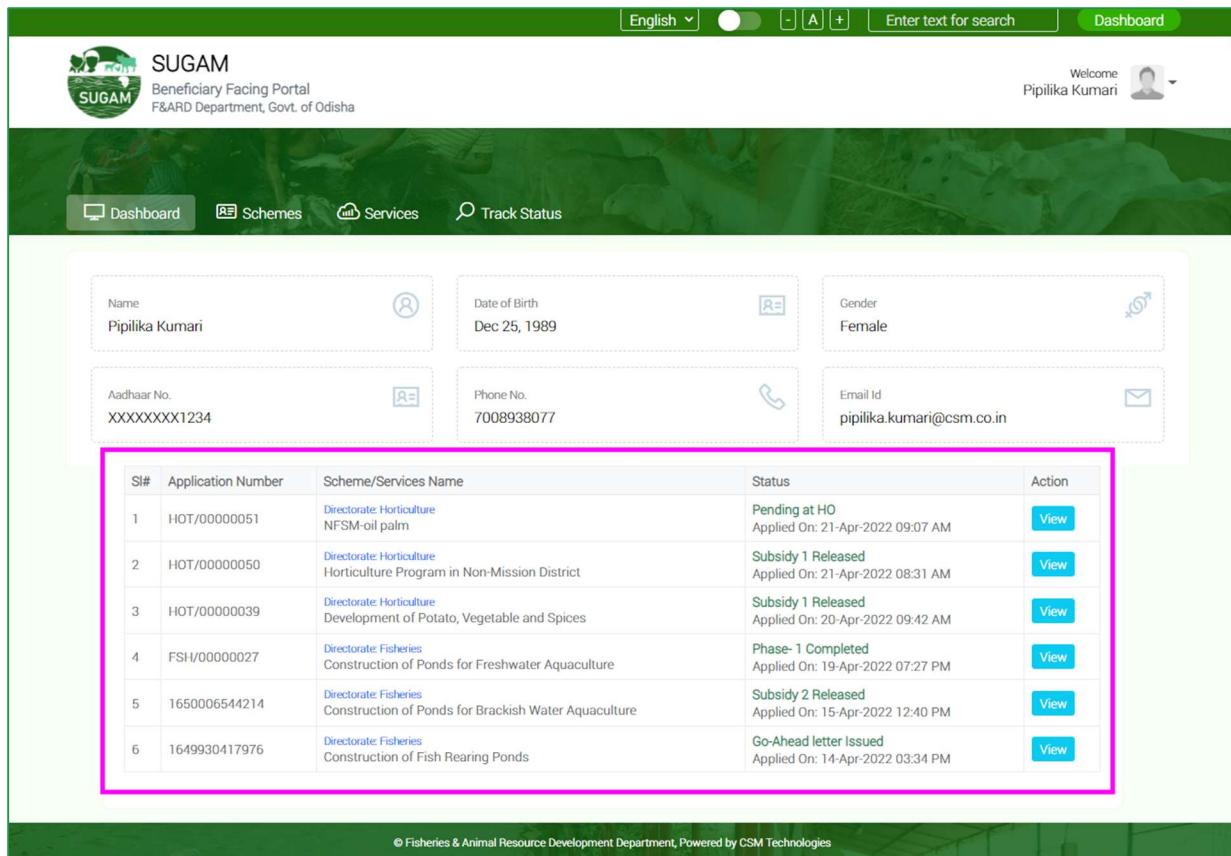


Figure 6-4 View Application Status on Dashboard Screen

Herein, next to the User Details, the list of the Applications submitted is displayed with Application Number, Scheme/Service Name Applied, Current Status and Action.

Click on **View** button and get navigated to the View page of the Application.

Once the application is approved, the user can request for subsidy after updating the activity status.

The respective verifying authority then verifies and releases the subsidy amount in phase wise manner.

You can view the updated details, by clicking the View button for the respective application number.

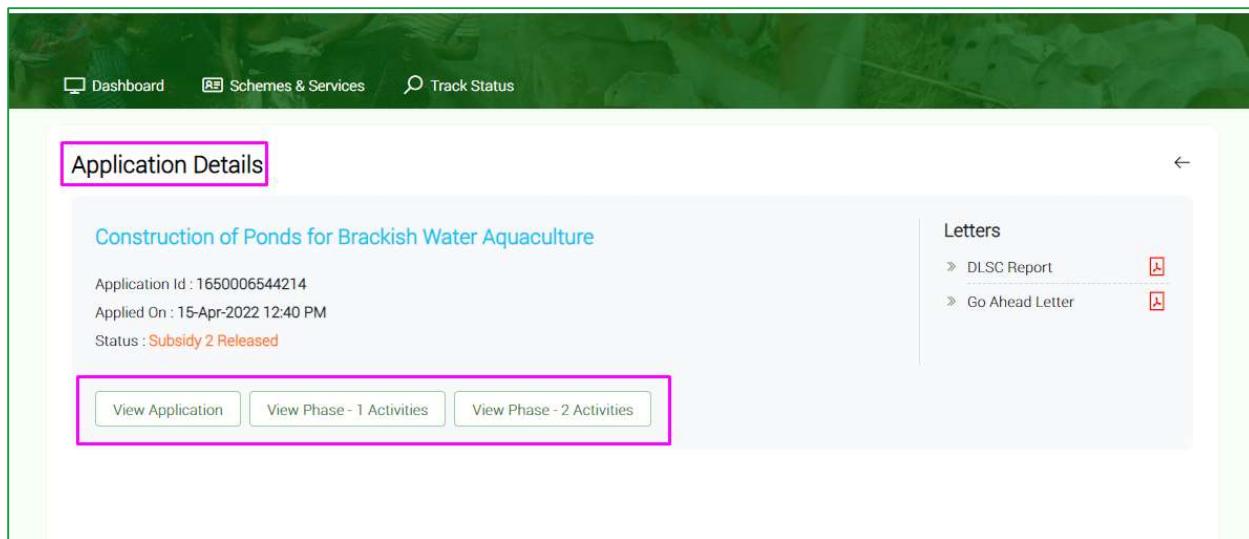


Figure 6-5 View Application Details Screen

Refer to the Figure 6-5, where the Application ID, Date of Application and Current Status are displayed.

- To view the details of the application, click on the View Application () button.
- To view in the details of the activities updated by the Farmer in first stage and Action Taken by the Verifying Authorities on the Subsidy Request etc., click on the View Phase 1 Activities () button.

Refer to the Figure 6-6 shown below.

The screenshot shows the GO-SUGAM Phase 1 Status screen. At the top, there is a navigation bar with links for English, HELPLINE: 155 333, Dashboard, Welcome Pipilika Kumari, and a user profile icon. Below the navigation bar, there is a banner with the GO-SUGAM logo and the text "Government of Odisha - Single Window Unified Gateway for Agrarian Management". The main content area has three sections:

- Phase - 1 Status:** A table showing activity details, status, geo-tagged photos, and remarks. One row is present:

Sl#	Activity Details	Status	Photos/ Tentative Date of Complete	Remark
1	Completion of Excavation and Civil Work	Completed		Ok

 Below this table is a link: "Uploaded Intimation Document: .
- Authority Verification Details:** A table showing activity details, status, geo-tagged photos, and remarks. One row is present:

Sl#	Activity Details	Status	Geo-tagged Photos/ Tentative Date of Complete	Remark
1	Completion of Excavation and Civil Work	Completed	 	Ok
- Subsidy Details:** A table showing Subsidy Amount and Status. The Subsidy Amount is ₹ 60,000.00 and the Status is Subsidy Sanctioned.

At the bottom of the screen, there is a footer with the text "© Fisheries & Animal Resource Development Department, Powered by CSM Technologies".

Figure 6-6 View Phase 1 Status Screen

- In the above screen, the activity details, current status, Geo Tagged Photos or Tentative Date of Completion and Remarks submitted after completion of the first phase are displayed in table.
- To download the intimation letter uploaded, click on the pdf icon.
- The actions taken by different verifying authorities are also provided with current status and their remarks.
- The Subsidy Amount and Current of the Subsidy to be Released is given at the bottom.

Refer to the section highlighted in red in Figure 6-6.

To go back to the previous page, click on the back () icon.

- To view in the details of the activities updated by the Farmer in second phase and Action Taken by the Verifying Authorities on the Subsidy Request and other details, click on the View Phase 2 Activities () button.

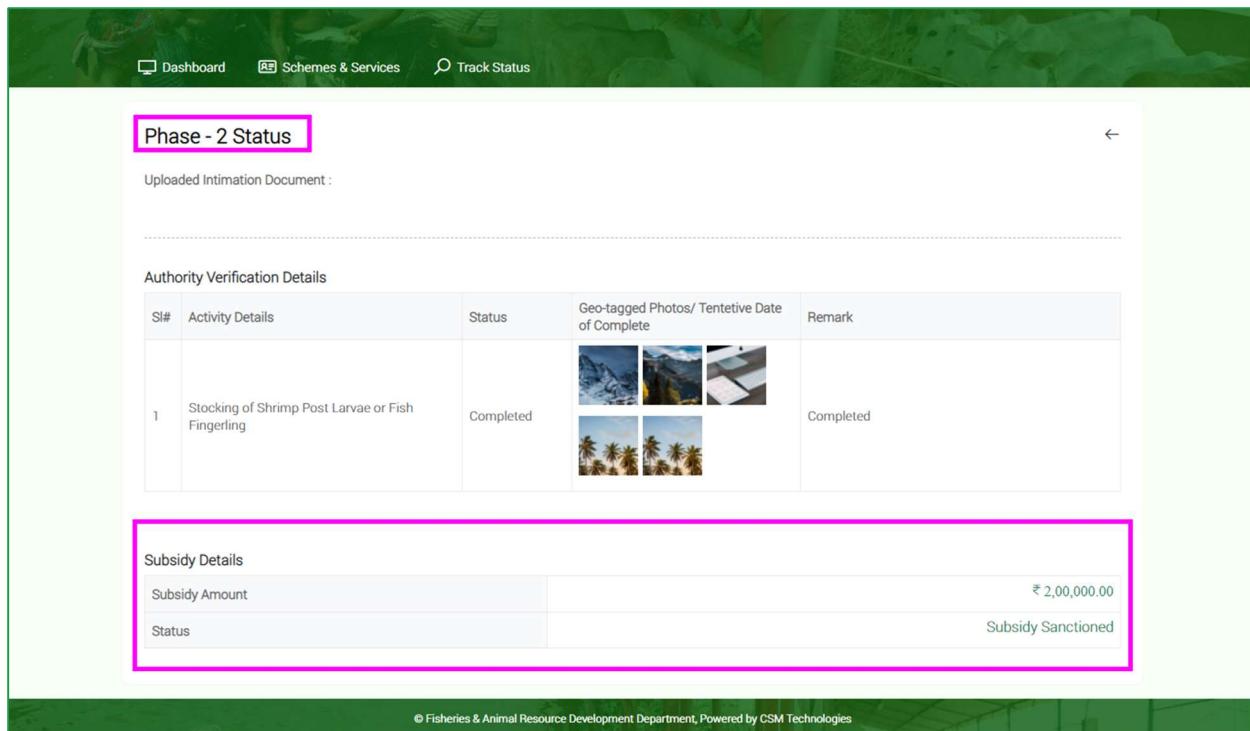


Figure 6-7 View Phase 2 Status Details Screen

- In the above screen, the activity details, current status, Geo Tagged Photos or Tentative Date of Completion and Remarks submitted after completion of the second phase are displayed in table.
- To download the intimation letter uploaded, click on the pdf icon.
- The actions taken by different verifying authorities are also provided with current status and their remarks.
- The Subsidy Amount and Current of the Subsidy to be Released is given at the bottom.

Refer to the section highlighted in red in Figure 8-6.

To go back to the previous page, click on the back (←) icon.

In the View Application Details, the user can download and view the DLSC report.

To download and view the Go Ahead Letter issued, click on the pdf icon.

7 CHANGE PASSWORD

To change or update the Login Password of the application, expand the Profile Name and select the **Change Password** option in the drop-down.

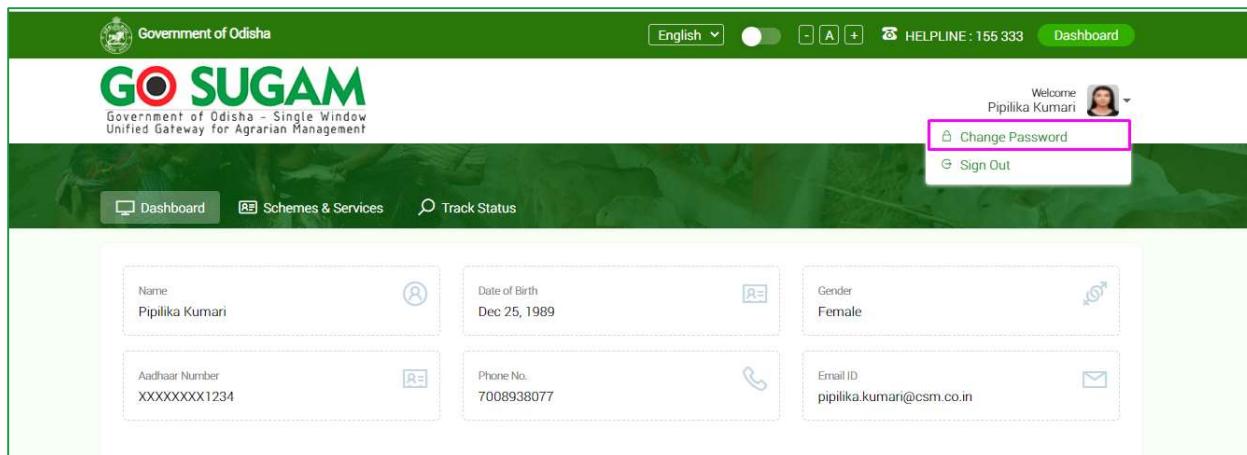


Figure 7-1 Change Password Screen

Refer to the highlighted section in Figure above.

After clicking the Change Password option, system will navigate you to the respective section.

The screenshot shows the 'Change Password' form. It has three input fields: 'Current Password', 'New Password', and 'Confirm Password', each with a masked password entry field. Below the fields are two buttons: 'Submit' (highlighted with a pink rectangle) and 'Reset'.

Figure 7-2 Change Password Screen

1. Herein, enter the Current Password.
2. Enter the New Password.
3. Re-enter the New Password to confirm.
4. Click on **Submit** button.
5. Or, click on **Reset** button clear the field details and re-enter it again.

On Confirmation only, the password is changed in the system.

8 SIGN OUT

To log out of the application, click on the **Sign Out** option, as highlighted in the Figure below.

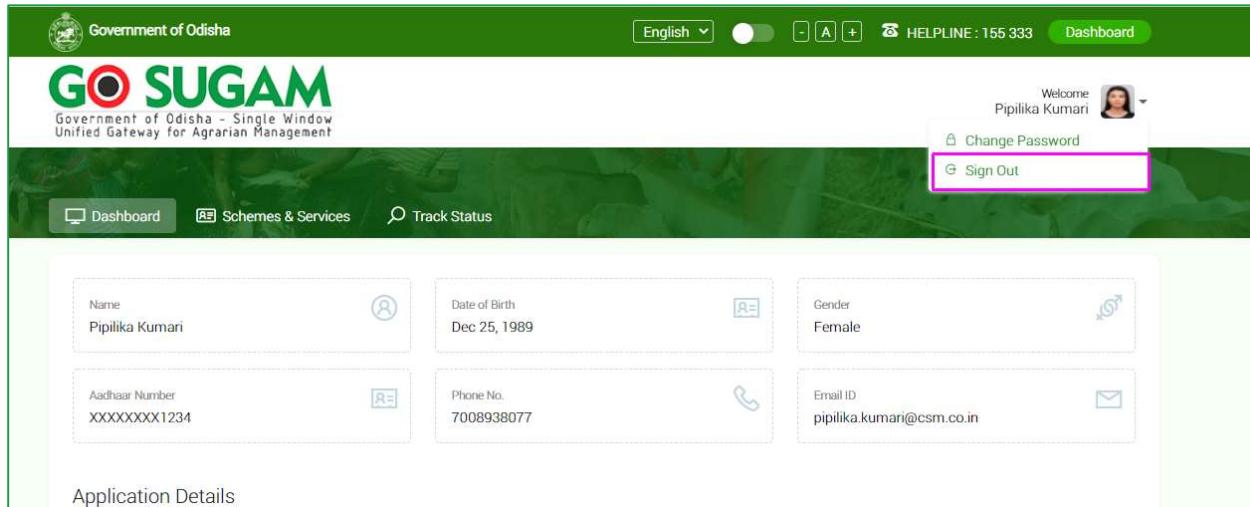


Figure 8-1 Sign Out Screen

After clicking, the user will log out of the application.

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