

**For Official Use only**  
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**User manual**  
**e-PanchayatSabha**  
**Web Application**

for  
**Panchayati Raj & Drinking Water Department**  
**Government of Odisha**

Prepared by:



**Odisha State Centre**  
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**Government of India**

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## 1 Introduction

The e-Panchayat Sabha shall be a hybrid application (Web Application and Mobile Application) and shall facilitate in strengthening of Process of Conduct of Meetings at Gram Panchayat level with better intimation mechanism, record keeping, data extraction with intra & inter departmental convergence of different schemes as per the agenda of the meeting, system generated MoM, contribution towards GPDP Preparation, attendance mechanism, information sharing, transparency, accountability and responsiveness in various schemes and activities of the Gram Panchayat. By providing digital interface in conducting/executing meeting at GP level through the Hybrid Application better governance shall be put in place for effective monitoring and implementation of different schemes and social welfare measures.

## 2 Scope

Panchayati Raj Institutions (PRIs) are constitutionally mandated bodies for decentralized development planning and execution at the local level and to govern the rural areas to ensure economic development & social justice to all the inhabitants at different tiers of Rural Local Governance.

The Gram Panchayats execute/implement developmental schemes and programmes of Government of India and Government of Odisha with funding from the Union and State Government. However, it is sometimes observed that GPs fail to achieve desired progress. This is attributed to lack of proper monitoring of developmental projects/schemes/programmes and non-adoption of modern technical tools. To achieve this goal, the universal service to all citizens by disseminating information regarding the plan and programmes of the Government to all citizens speedily has to be assured through the intervention of Information and Communication Technology which helps in improving administrative efficiency and improving public services and ultimately Good Governance.

Gram Panchayat Level meetings are required to be held at regular intervals as per statutory provisions for successful planning and implementation of a large number of schemes and services to be catered to the citizens in rural level. In the present

scenario the following can be considered as pitfalls so far as Gram Panchayat level meetings are considered,

- Lack of uniform practice of conduct of meetings at Gram Panchayat level
- There is no standard system/ procedure to place Data/ Information/ Report of different development schemes in the Gram Panchayat Level Meeting
- There is no digital system/ procedure in place for Digitisation of Attendance mechanism.
- The GPs are not systematic in preparing agenda for the meeting.
- The GPs are haphazardly maintaining minutes of meeting.
- Poor record keeping, less transparency so far as GP meeting is concerned.
- Inter departmental gap/issues are not validated / provided by the respective departments.
- Dissemination of information to the villagers is significantly low even in some cases the important issues are not discussed in the forum.
- Generally, no follow-up action of the previous meeting is put forth during the GP meetings.
- The post meeting follow-up and actions initiated is very negligible and is not being documented properly.
- Due to some reason if a meeting is not convened or cancelled / postponed the same is not intimated properly in time.
- The frequency of the meeting, agenda and discussions are not being transparent.

The objective of this application is to ensure accountability, transparency efficiency and reliability of various activities conducted in meetings at Gram Panchayat level. Implementation of this project shall transform and empower GPs for better governance. This application shall help Gram Panchayats level functionaries to conduct the meeting efficiently and effectively for successful execution of mandated tasks and schemes at their level.

The application shall facilitate strengthening of Process of Conduct of Meetings of Gram Panchayats as Data/Information/Report of different development schemes, as applicable , shall be made available in the Meeting to improve performance and Digitisation of Attendance mechanism of the meeting.

### 3 Audience

The users of this applications are Sarpanch, Ward Members, PS member, officials of Panchayati Raj & Drinking Water Department, Government of Odisha and officials of otherLine Departments associated with Gram Panchyat meeting. To use this package, the users should have basic knowledge of operating the Computer system and smart phone.

Followings are the stakeholders at State/District/Block/Gram Pnchayat levels.

- Admin (in State/District/Block/Gram Panchayat levels )
- DEO/GRS/Assistant ( in Gram Panchayat Level)
- PEO (Panchayat Executive Officer in Gram Panchayat Level )
- Sarapanch ( in Gram Panchayat Level)
- Niab-Sarapanch ( in Gram Panchayat Level)
- Samiti member (in Block Level)
- Ward Members ( in Gram Panchayat Level)
- Line Department Officials ( in Gram Panchayat/Block Level)

### 4 Product Features

The features of the Application are indicated below.

- **Bilingual** : This application is both in English and Odia.
- **SandesIntegration**: Integrated with Sandes (Government Instant Messaging System) to receive notice with agenda and Minutes of Meeting by the Participants of the meeting.
- **Authorised Access** :The software can only be accessed by the authorized users i.e. having valid userID and password.
- **Change Password** :The user can change his/her password by providing the new password.
- **ForgotPassword** :The user can get the system generated password in his/her registered mobile number through Sandes App/SMS.
- **Data Security** :The common user can have the access to the data of his interest as per process flow.
- **Concurrent Users** :The software can be accessed by many users at the same time.
- **Login Information** : The administrative user has the privilege of obtaining the usage information of the software.
- Different **MIS reports** can be generated with respect to the schemes of the agendas.

- More Interactive
- Integration of SMS
- Integration of Odisha map with regards to data pertaining to e-Panchayat Sabha
- Dashboard in State Admin, District Admin, Block Admin, GP Admin, Sarapanch(Presiding Officer) , Panchayat Executive Officer and Data Entry Operator login.

## 5 Handling Requirements

### 5.1 Hardware Requirements

To operate this package, the user should have a client system with any browser Internet Explorer/Google Chrome/Mozilla Firefox with latest version installed and the internet connectivity of minimum 512 KB bandwidth. The minimum hardware configuration required is,

Computer System :

- Min Dual Core Client System
- Min 4 GB RAM

Printer :

- Printer with Scanner

Smart Phone

### 5.2 Software Requirements

(a) To operate this package, the user should have the following software installed in the client system.

- Windows 8 or above OS , Linux
- Latest Version of Internet Explorer/Microsoft Edge/ Google Chrome/Mozilla Firefox installed

(b) In Smart mobile phone Android/iOS is to be installed.

### 5.3 Other Requirements

(a) Internet connectivity of minimum 512 KBPs bandwidth to the client system.

### 5.4 Installation Procedure

(a) The package is web based. Therefore, the user has no role in installation of the package. However, it is advised to set the system settings to 800X600 pixels.

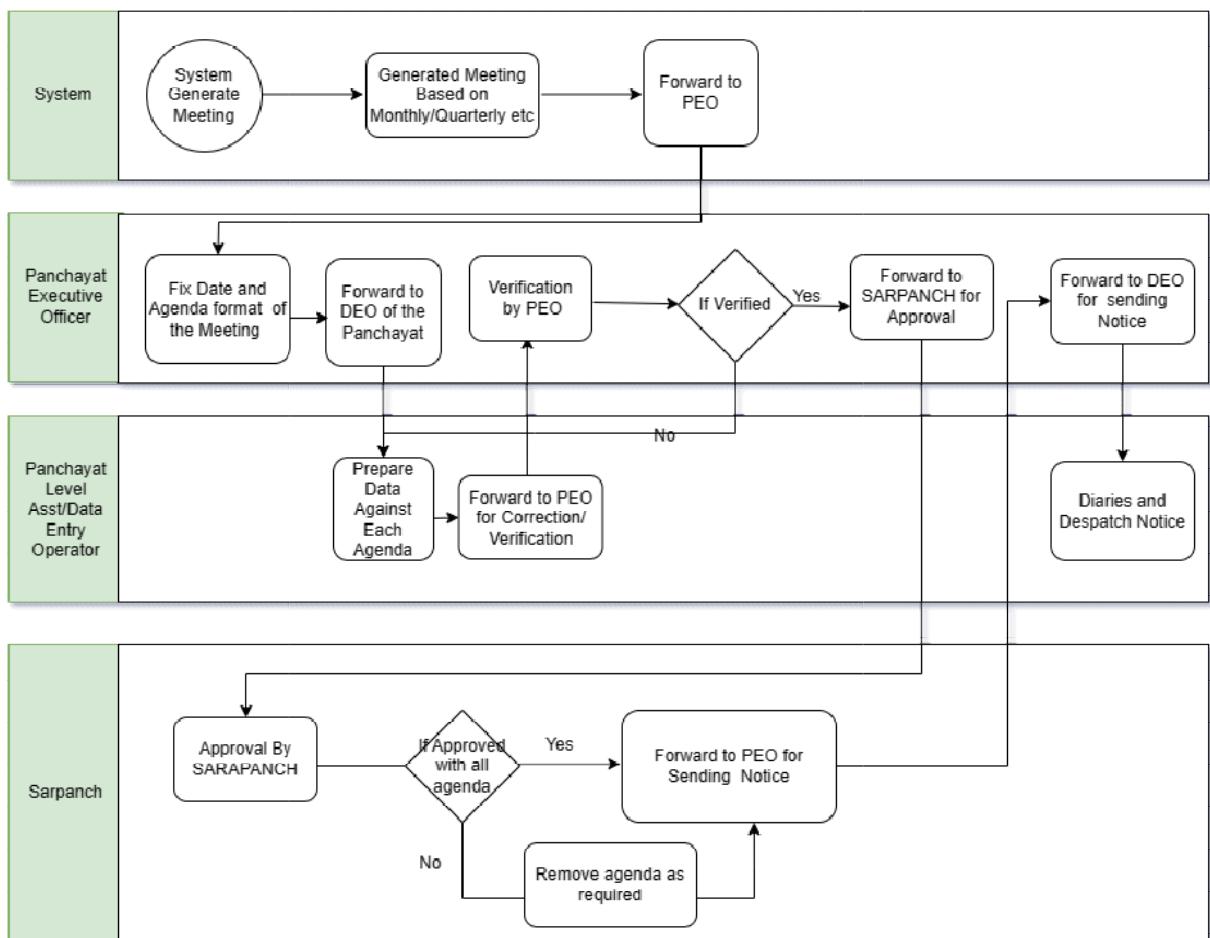
- (b) Sandes mobile app is to be downloaded from “Google Play Store” or from the download link of e-Panchayat Sabha web application.

## 6 Functionalities

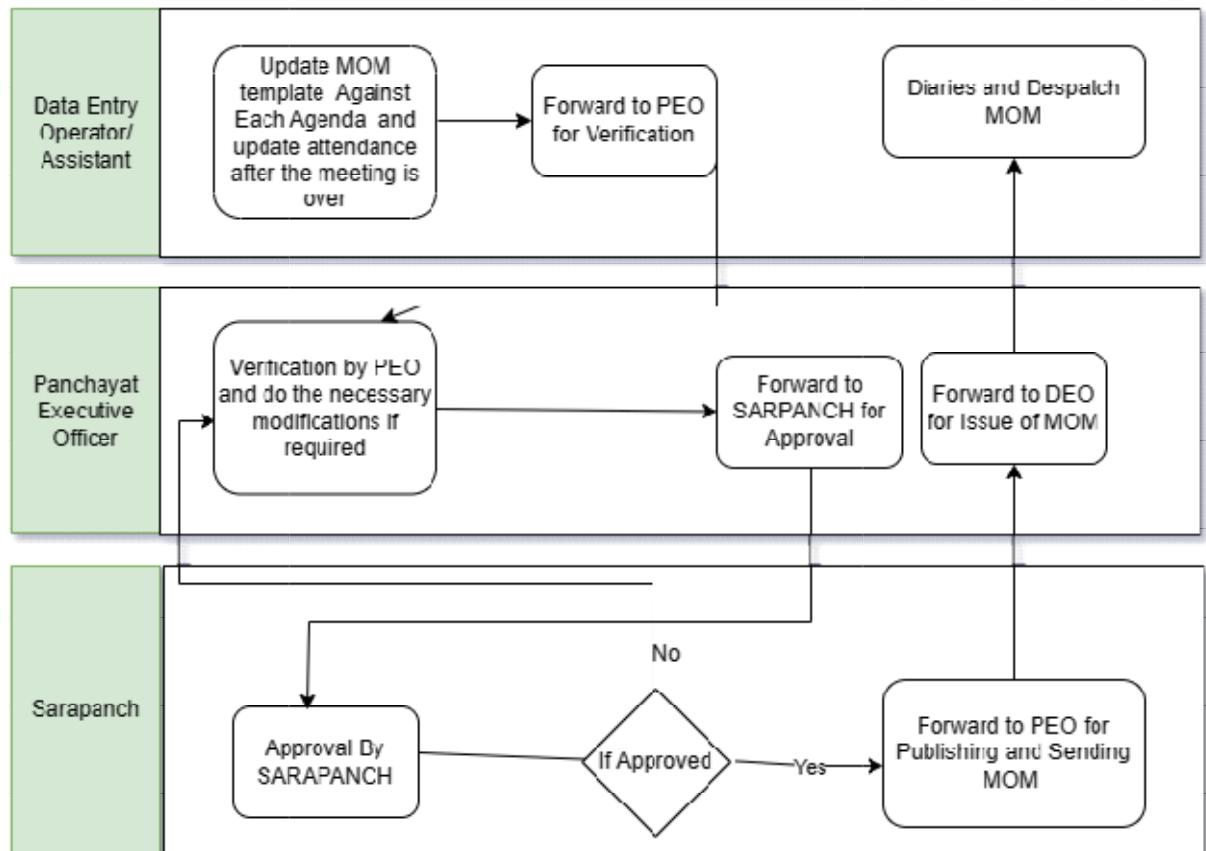
The functionalities of the system include

- System generated Meeting Scheduling with Meeting ID on 28<sup>th</sup> of every month for meeting to be held on next month.
- Initiation of the meeting with schedule (Date, Time and Venue)
- Managing agenda and participants
- Managing data details in the context of Agenda
- Approval of meeting with agenda
- Generation of notice/letter of meeting with agenda
- Sending of meeting notice/letter with agenda to the participants of the meeting through Sandes Mobile App
- Managing attendance
- Preparation of MoM using template
- Approval of MoM
- Sending of MoM to the participants of the meeting through Sandes Mobile App
- User Management
- MIS Report generation
- Pushing of Special Agenda from higher level to GP Level Meeting
- Pushing of Special Meeting with Agenda from higher level to GP Level Meeting

Data flow diagrams(DFD) of (1) notice/letter generation module (2) MoM generation module of e-Panchayat Sabha system are depicted respectively.



### [ 1. Data flow diagrams of (1) notice/letter generation module ]



### [ 2.Data flow diagrams of MoM generation module ]

## 7 User Roles

The types of users with their roles are described below.

### **Admin : (State/District/Block/GP Level)**

- Creating user
- Editing user profile
- Pushing of Special Agenda from higher level to GP Level Meeting
- Pushing of Special Meeting with Agenda from higher level to GP Level Meeting

### **DEO/GRS/Assistant :**

- Entering Data details in context of Agenda
- Capturing agenda-wise data
- Despatching notice of meeting with agenda
- Uploading of signed attendance and Photo of the meeting
- Preparing Minutes of Meeting
- Despatching MoM

### **Panchayat Executive Officer :**

- Initiating meeting schedule
- Selecting participants of the meeting
- Finalize tentative meeting agenda for the meeting
- Verification/vetting of agenda-wise data prepared by DEO/GRS/Assistant
- Sending the schedule and agenda to Sarapanch for approval
- Sending meeting Notice/Letter with agenda to the DEO/GRS/Assistant for despatch
- Verification/vetting of MoM prepared by DEO/GRS/Assistant
- Sending the MoM to Sarapanch for approval
- Sending MoM to the DEO/GRS/Assistant for despatch

### **Sarapanch :**

- Approval of meeting schedule and agenda
- Approval of MoM

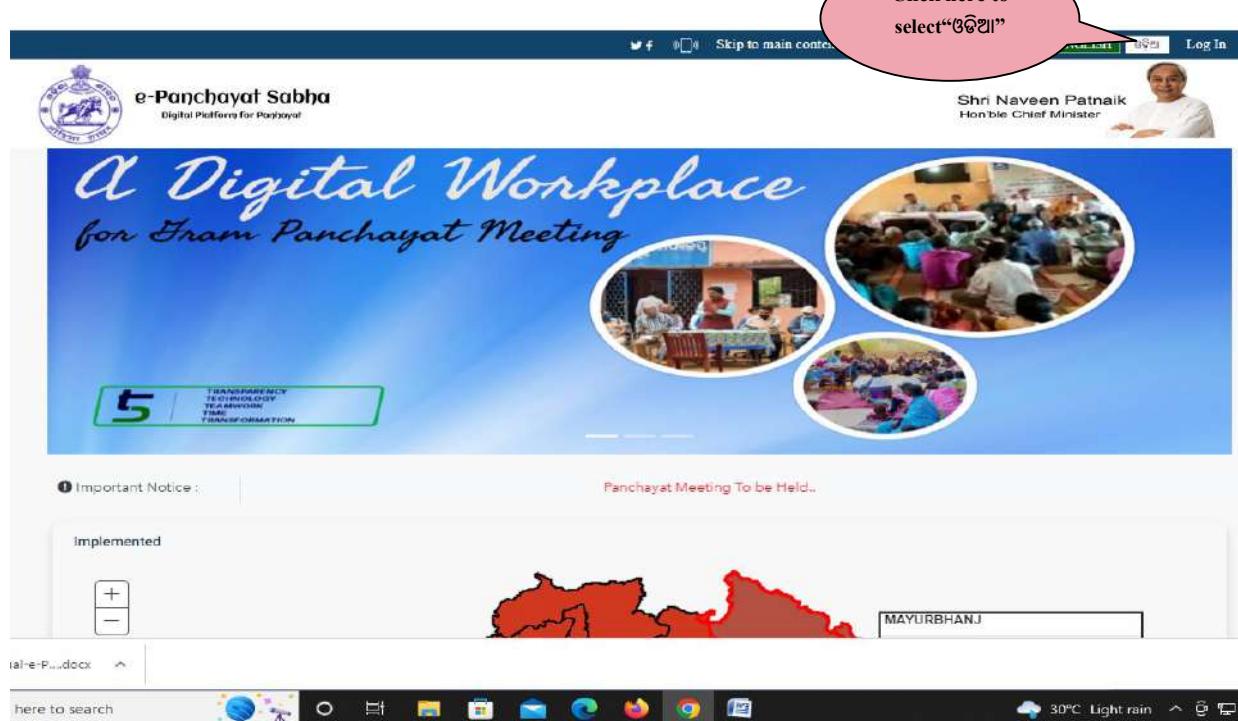
## 8 Operating Instructions

To operate with e-PanchayatSabha web application the url is <https://panchayatsabha.odisha.gov.in/>.

In any browser of your computer system with internet connection type <https://panchayatsabha.odisha.gov.in/> and press enter key. Then the following screen will be displayed in your computer system.



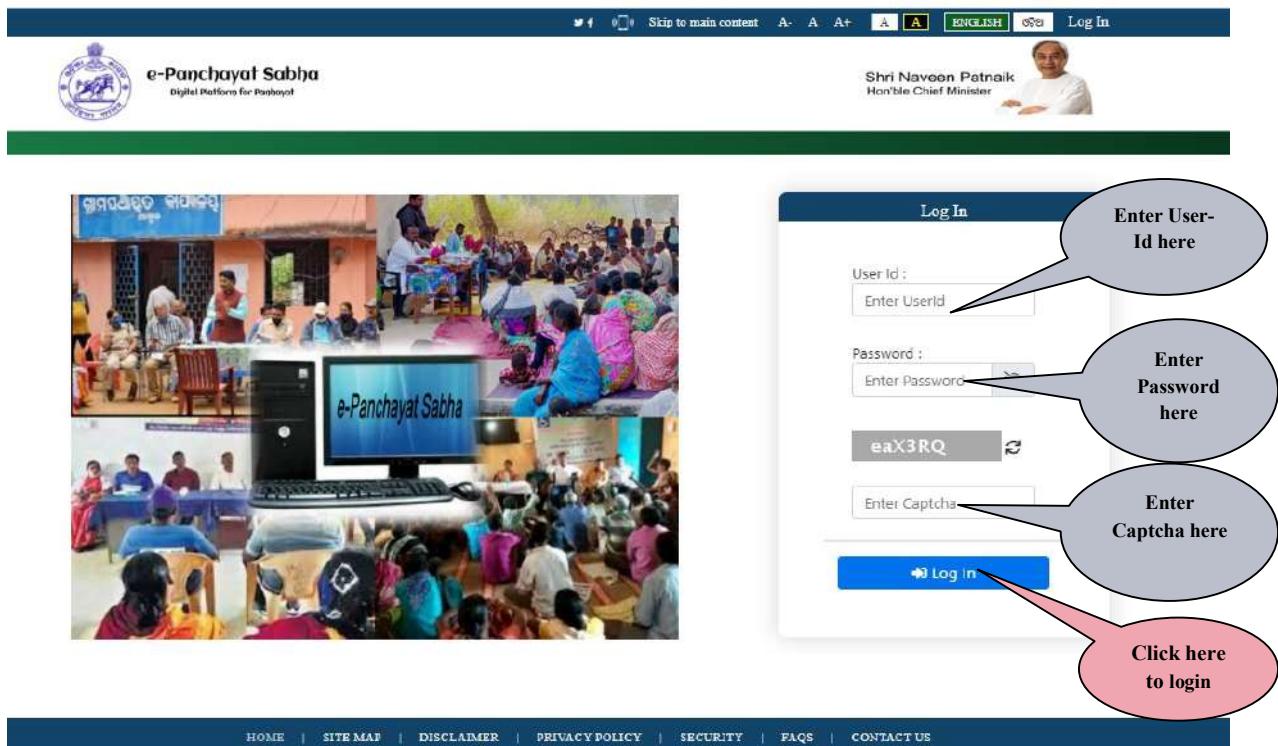
There are two buttons “ English” and “ଓଡ଼ିଆ” as indicated in the picture below. By default the screen will be displayed in English. You have to click on “ଓଡ଼ିଆ” , if you want to browse the website in “ଓଡ଼ିଆ” .



Click in the login button as displayed below to login and to operate as per the user role assigned.



Then the following screen will be displayed. Enter the user credentials as per role i.e. user-id and password.



There are users at different level i.e. State, District, Block and Gram Panchayat Levels and also in each levels there are users of different types as per role assigned.

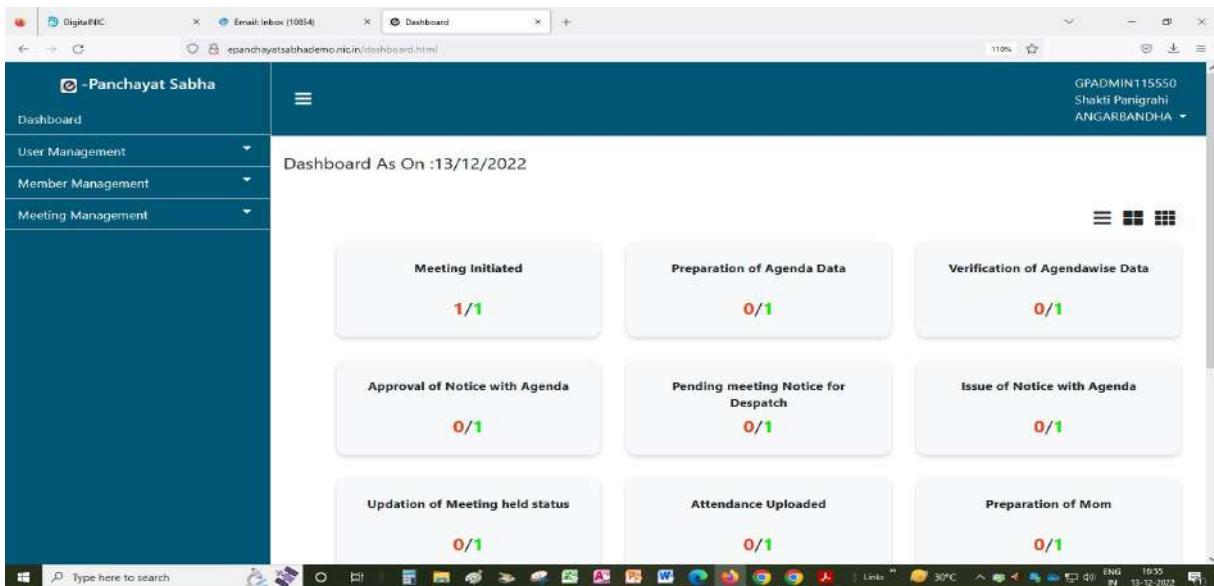
In this manual the functionalities of users at Gram Panchayat Levels are being described.

## 8.1 Gram Panchayat Level Users :

There are four types of users in Gram Panchayat Level which are (1) GPAdmin,(2)Sarapanch , (3)PEO and (4)DEO/GRS/Assistant.

### 8.1.1 GPAdmin Login :

After entering the credential for **GPAdmin** login, following screen will be displayed.

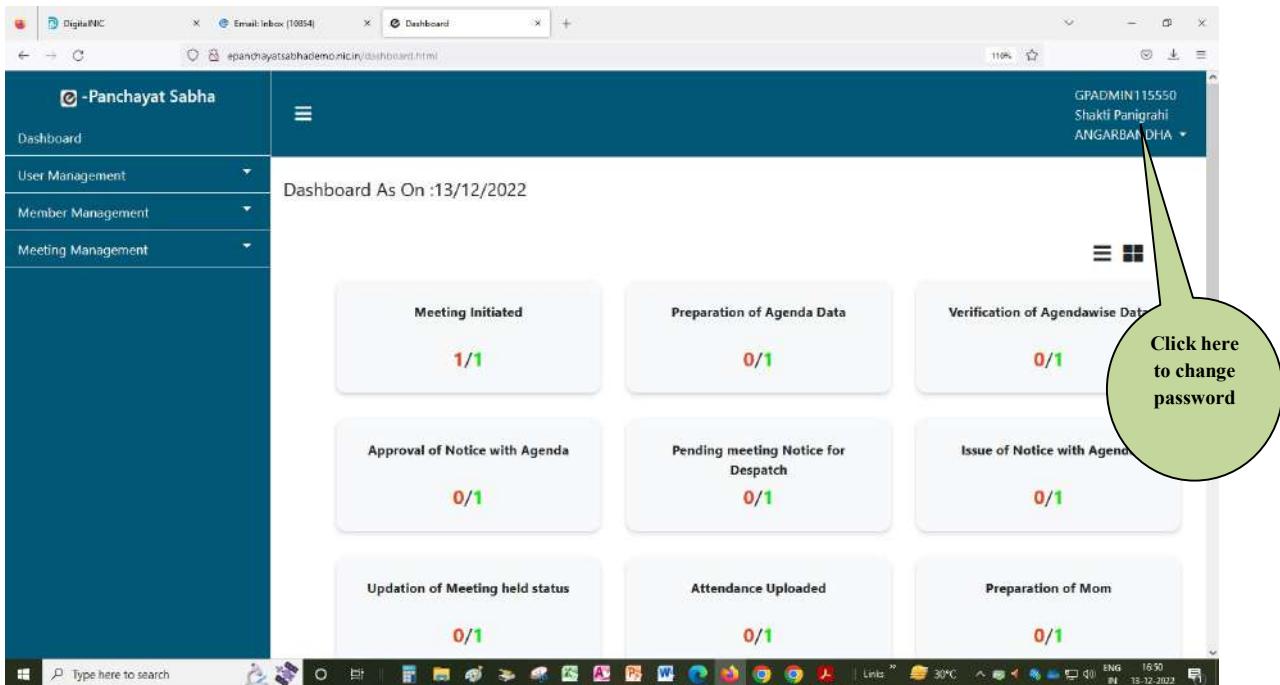


In the left side panel there will be menu which consists of,

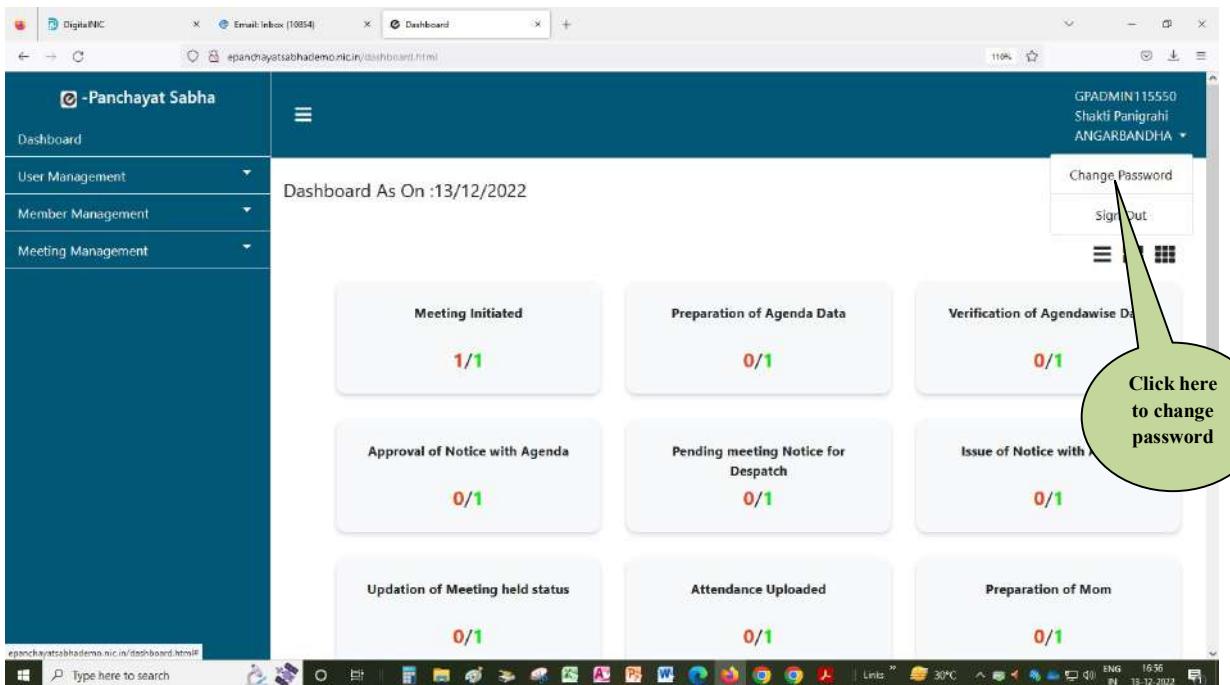
- Dashboard
- User management
  - Create User
- Member Management
  - Create Member
- Meeting Management
  - Agenda 04 – OB Entry
  - Agenda 05 – OB Entry
  - Agenda 10 – OB Entry
  - Agenda 18 – OB Entry

### Change Password:

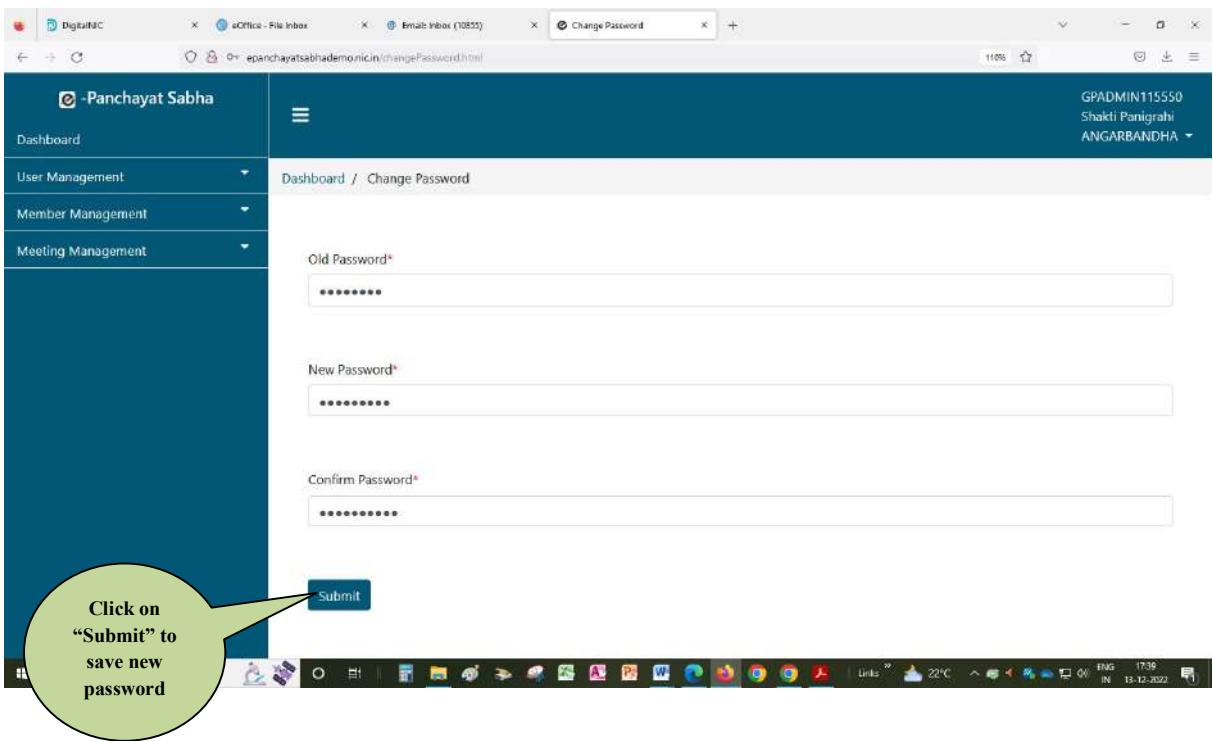
To change password, click on right top corner where your Login-Id, Name and GP name have been displayed as shown below .



Here the following screen will be displayed. Click on “ Change Password” as shown below.

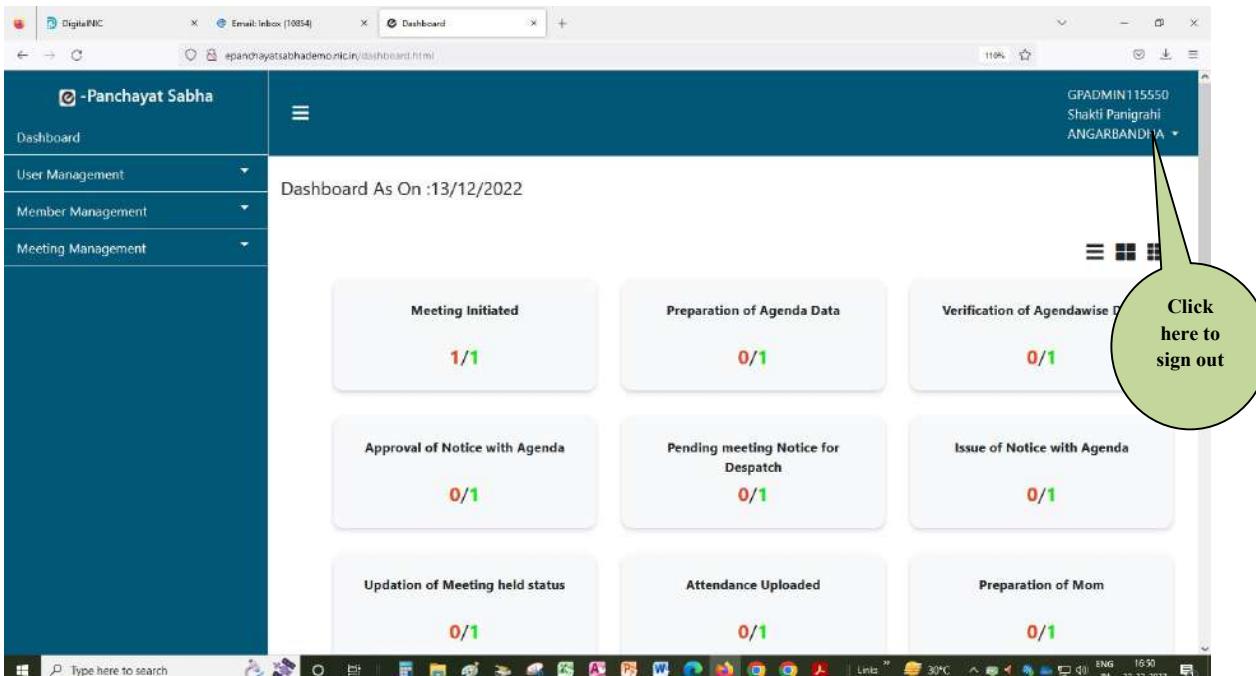


Then the following screen will be displayed to enter old password , new password and confirm password as indicated below. After entering the data click on “Submit” button to save new password.

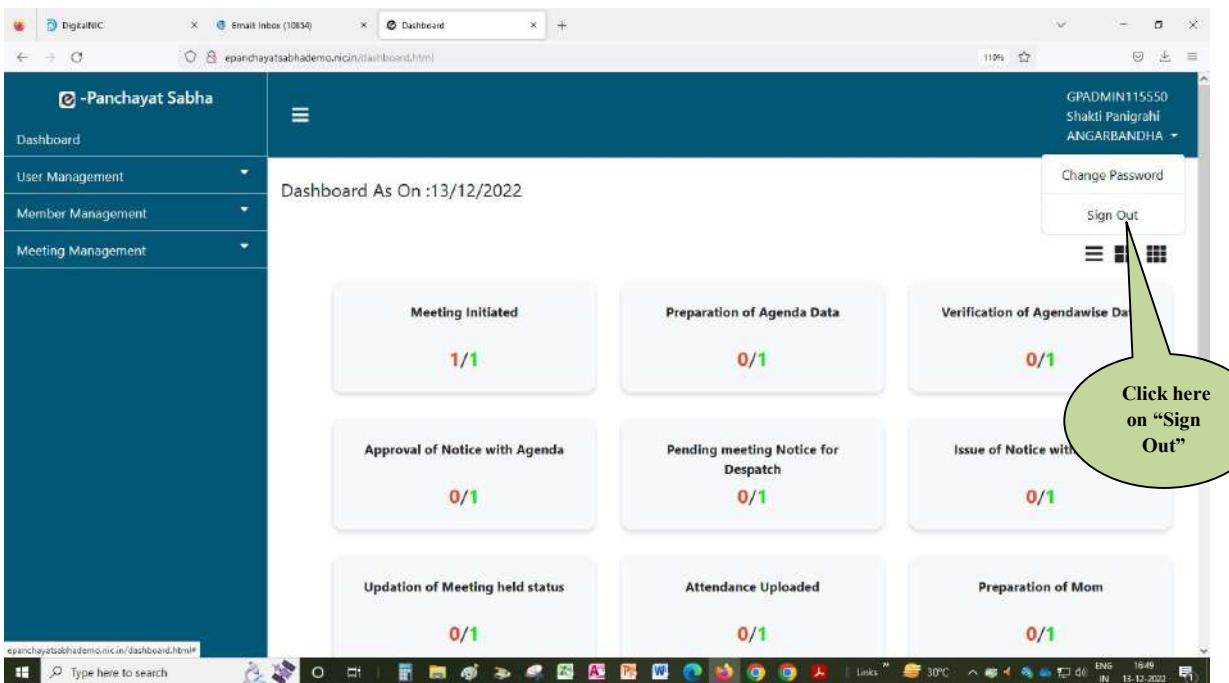


### Sign Out :

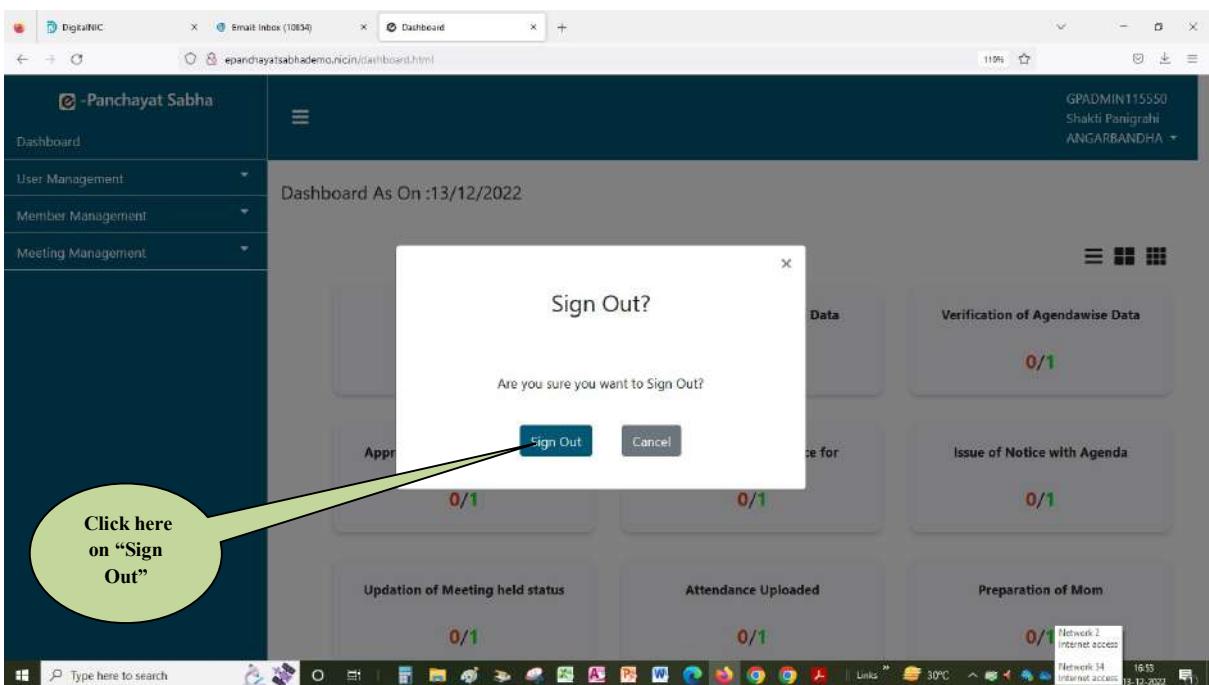
To sign out, click on right top corner where your name and GP name have been displayed as shown below .



Here the following screen will be displayed. Click on “ Sign Out” to logout/sign out from the application.

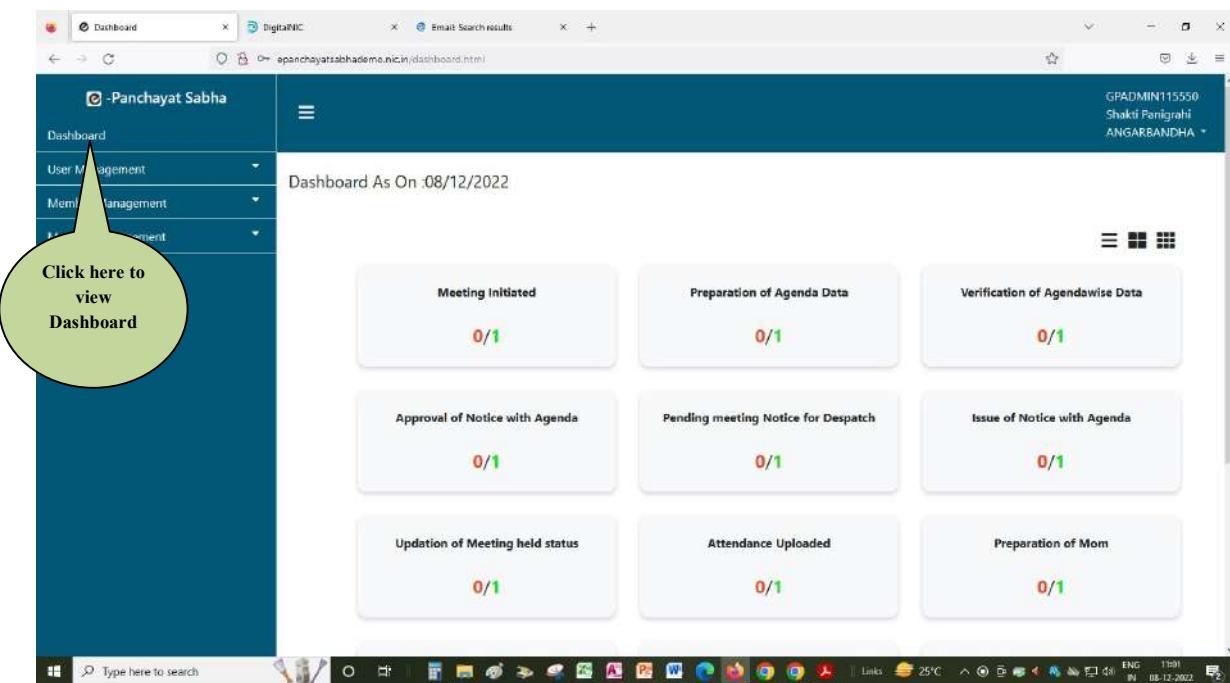


Then the following screen will be displayed for confirmation message “Are you sure you want to sign out?” . Click on “Sign Out” button as shown below to logout/sign out from the application.



### 8.1.1.1 Dashboard :

Click on “Dashboard” as shown below.



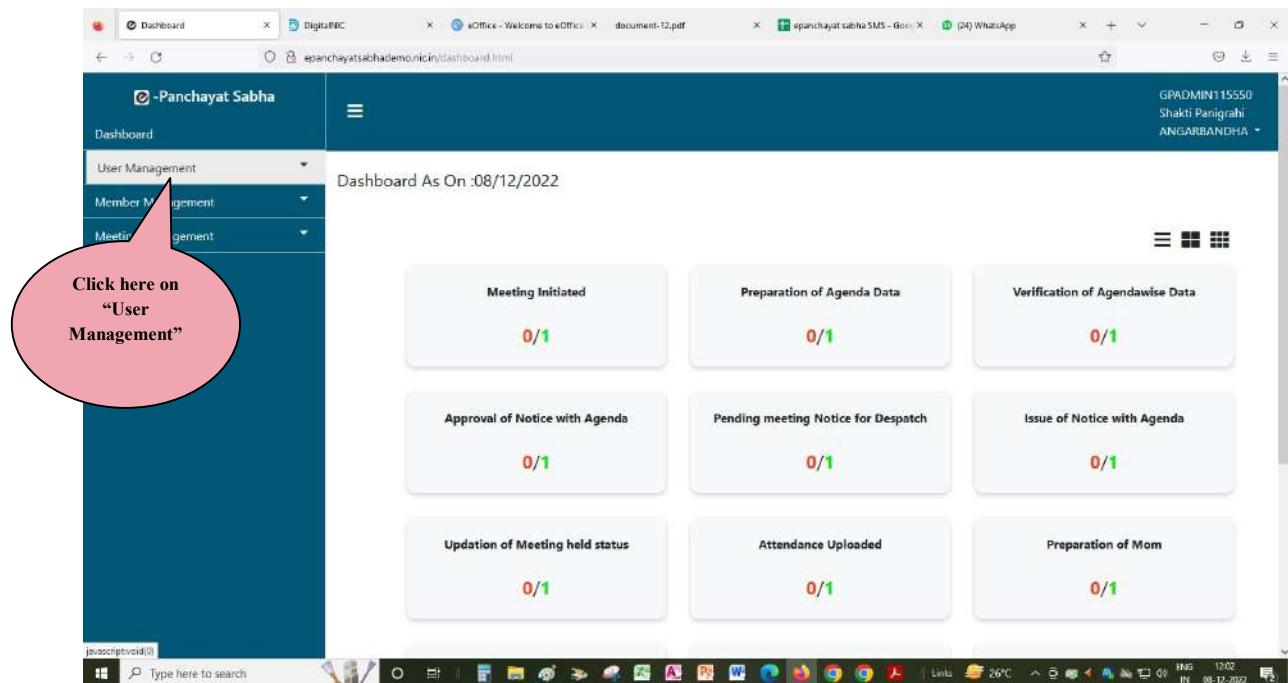
In the Dashboard of GPADMIN login statistics of following will be displayed.

1. Meeting Initiated
2. Preparation of Agenda data
3. Verification of Agenda-wise Data
4. Approval of Notice with Agenda
5. Pending Meeting Notice for Despatch
6. Issue of Notice with Agenda
7. Updation of Meeting held Status
8. Attendance Uploaded
9. Preparation of MoM
10. Verification of MoM
11. Approval of MOM
12. MoM Pending for Despatch
13. Issue of MOM

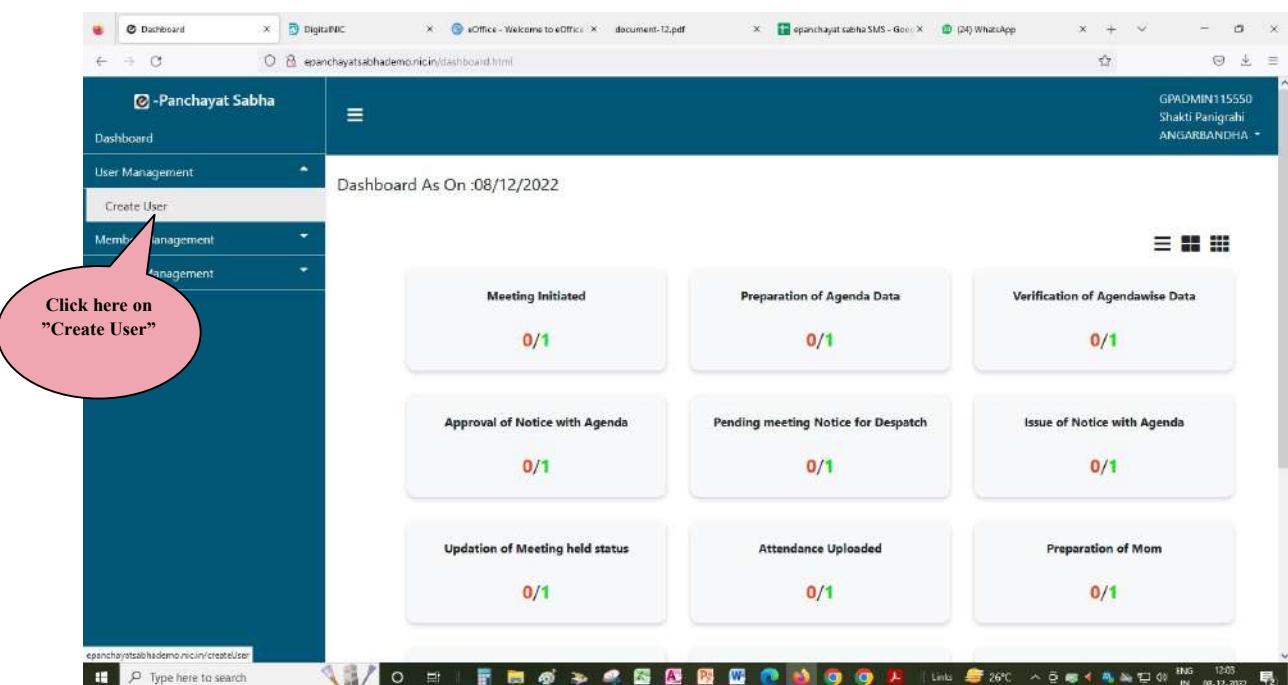
#### **8.1.1.2 User Management :**

Under the menu “User Management”, there is a sub-menu “Create User”.

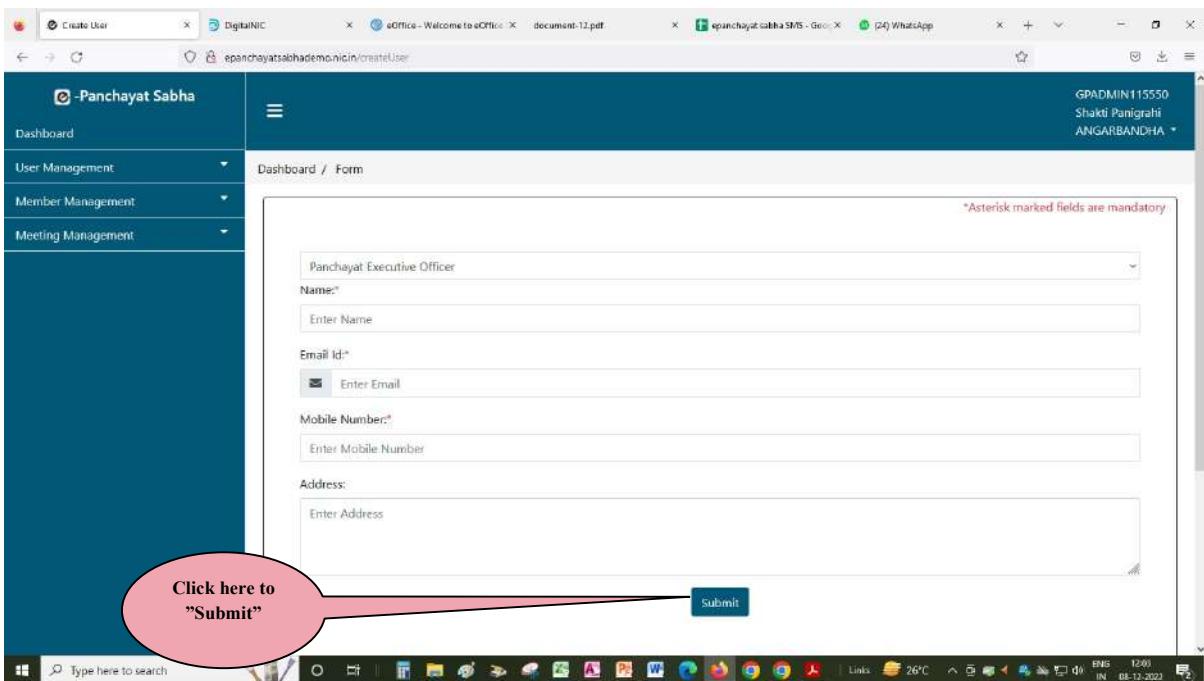
Click on “User Management” .



Then the following screen will be displayed with the sub-menu “Create User”. Click on “Create User”.



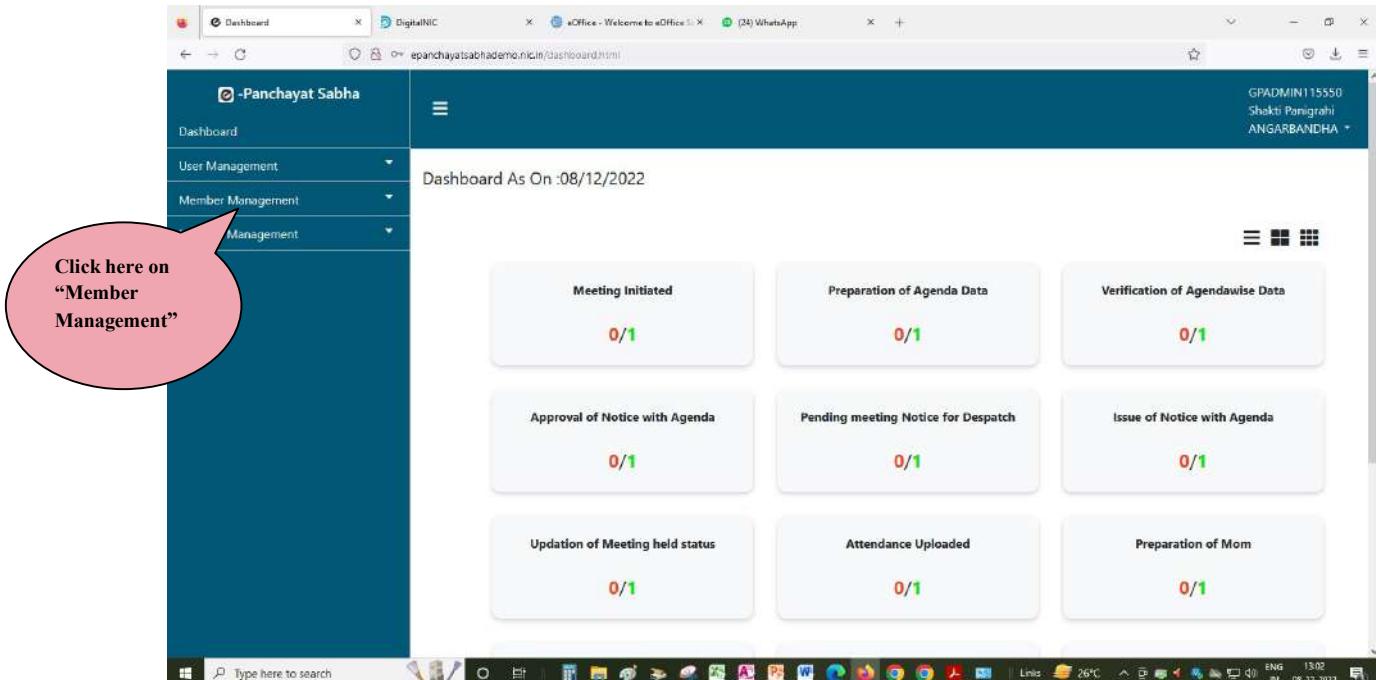
The following screen will be displayed to enable to enter user details for (1) Sarapanch (2) Panchayat Executive Officer and (3) Data Entry Operator/GRS/Assistant for user creation.



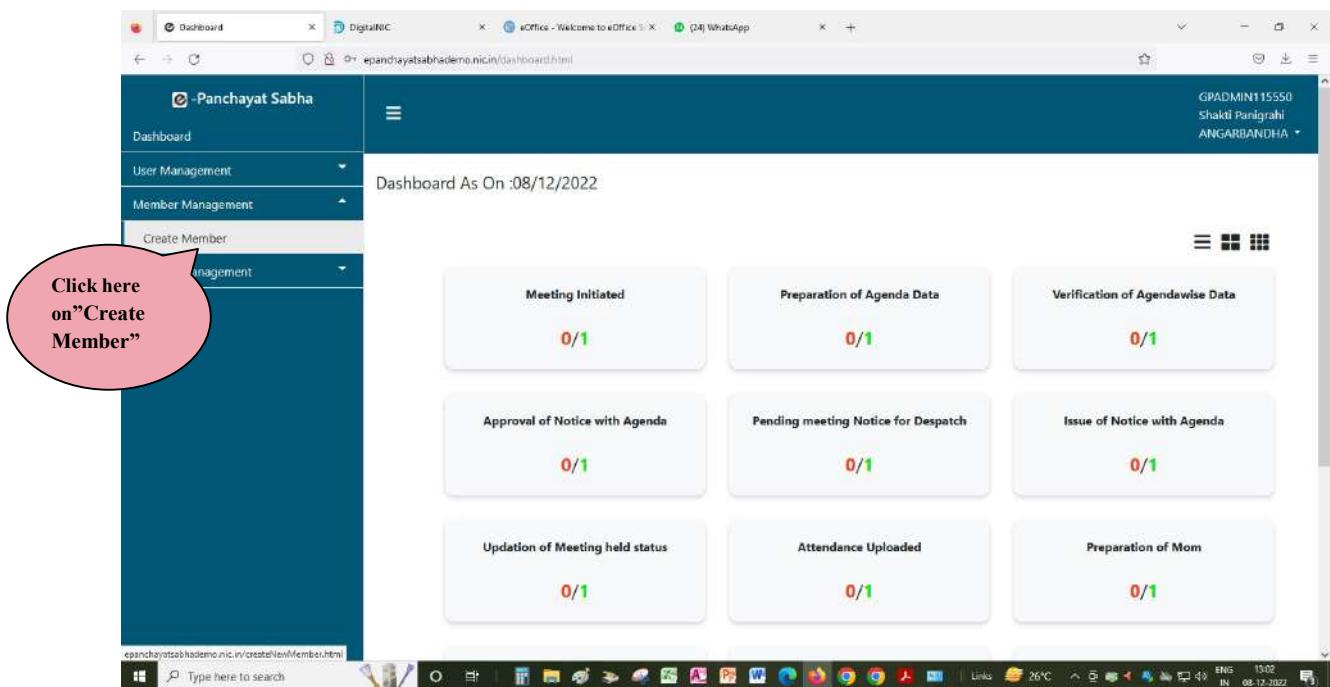
All the asterisk marked fields are mandatory. After entering the data, click on “Submit” button to save the data.

### 8.1.1.3 Member Management :

Under the menu “Member Management”, there is a sub-menu “Create Member”. Click on “Member Management”.



Then the following screen will be displayed with the sub-menu “Create Member”. Click on “Create Member”.



The following screen will be displayed to enable to enter memberdetails for  
 (1) Sarapanch (2)NaibSarapanch (3) Ward Member (4) Samiti Member and (5) GP  
 Level other State holder for member creation.

All the asterisk marked fields are mandatory. After entering the data, click on “Submit” button to save the data.

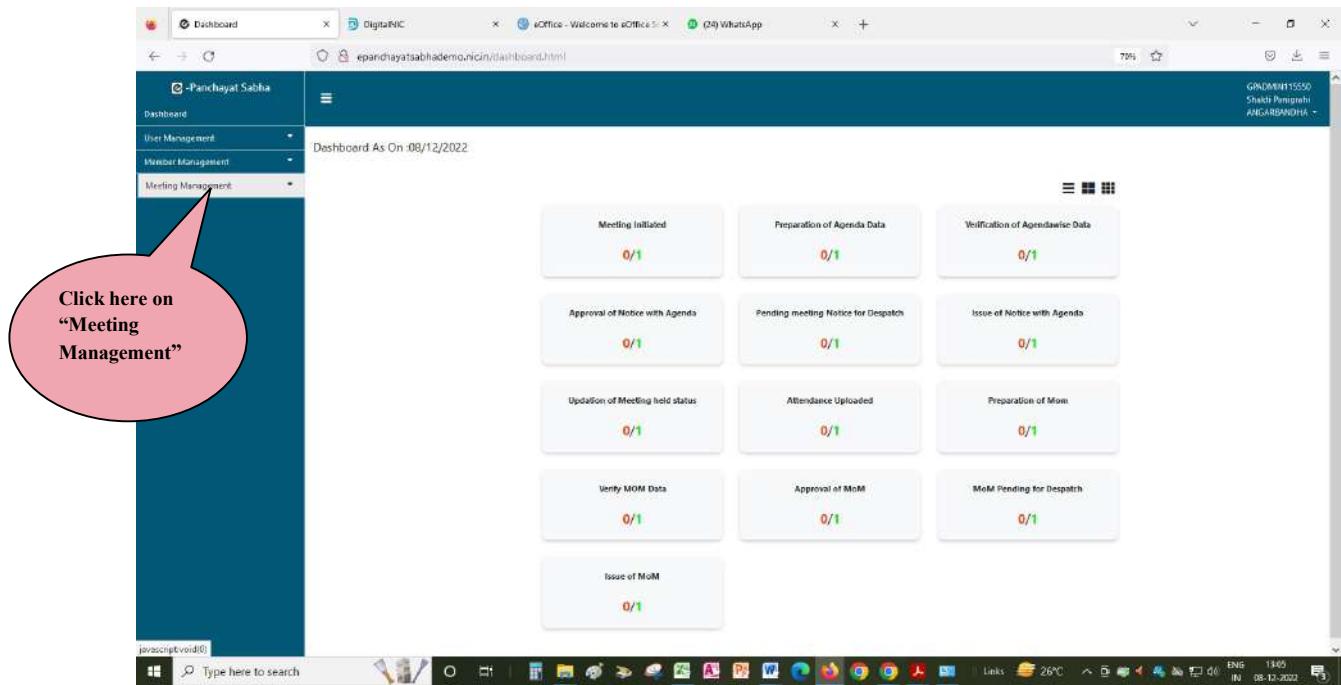
#### 8.1.1.4 Meeting Management :

Under the menu “Meeting Management”, there is a sub-menu with

- Agenda 04 – OB Entry
- Agenda 05 – OB Entry

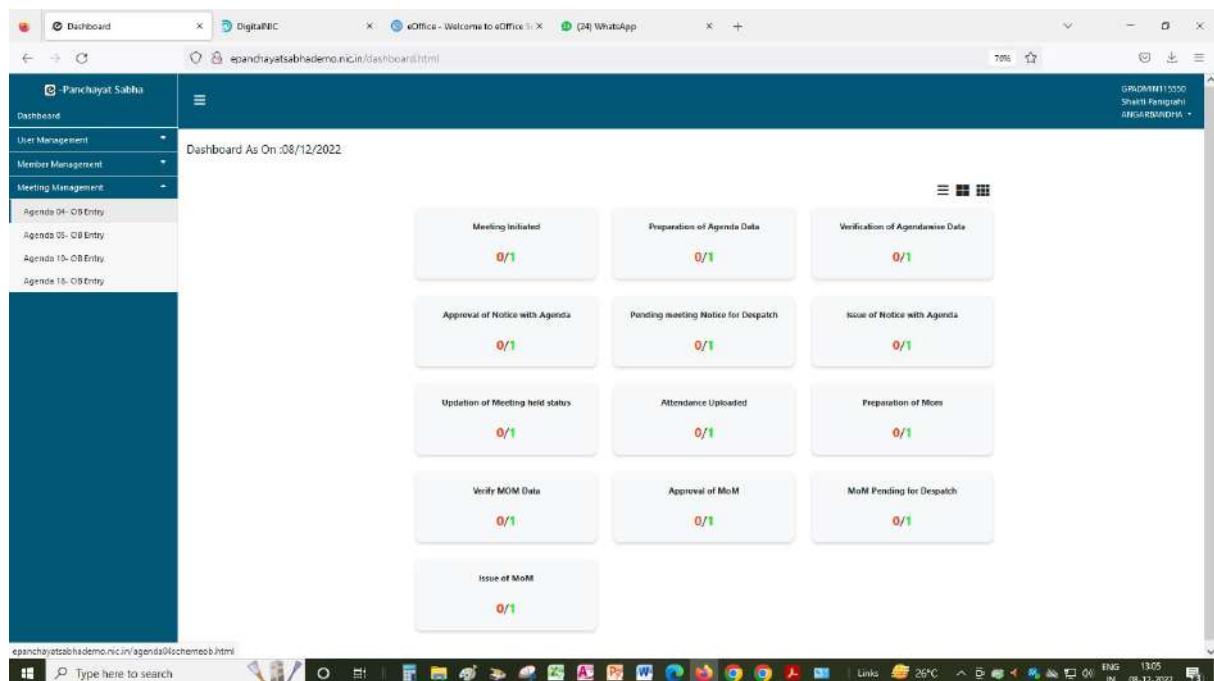
- Agenda 10 – OB Entry
- Agenda 18 – OB Entry

Click on “Meeting Management”.

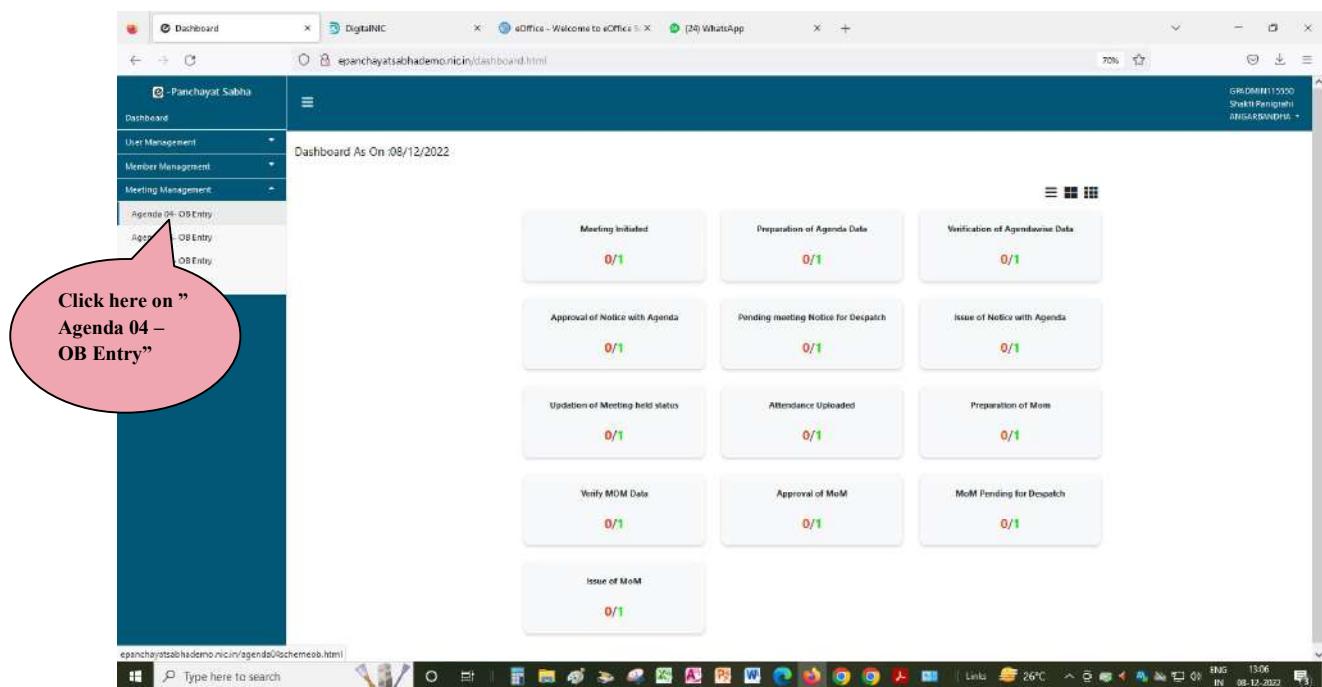


Then the following screen will be displayed with the sub-menu

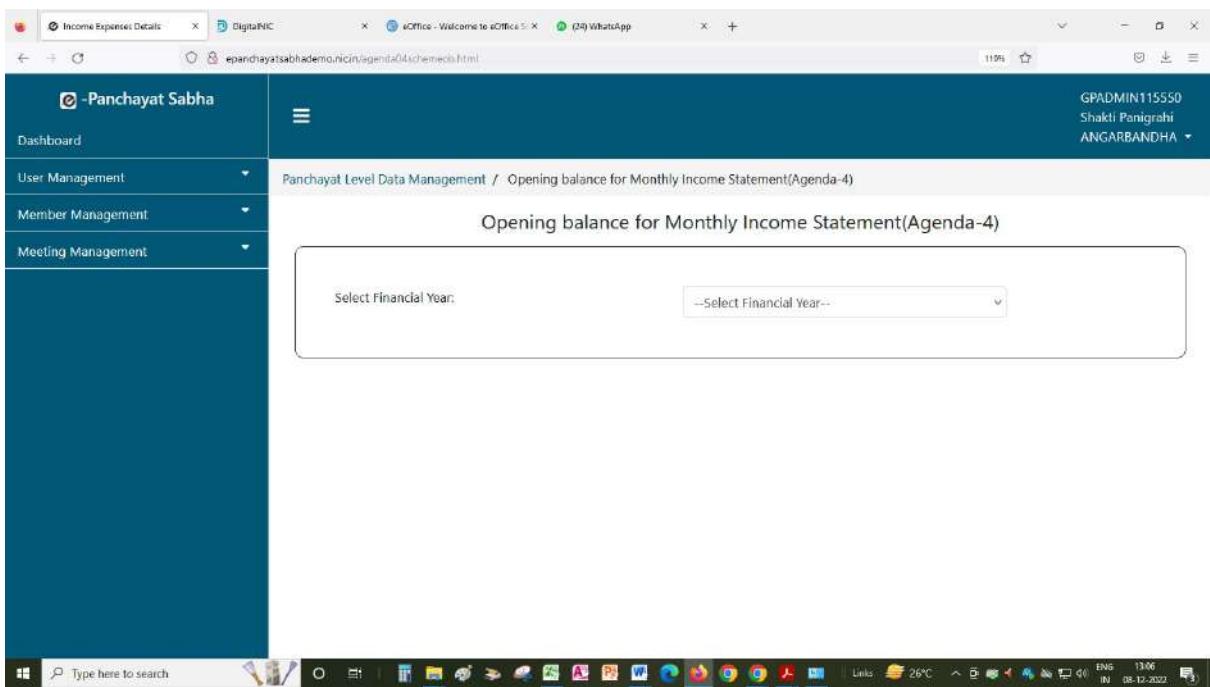
- Agenda 04 – OB Entry
- Agenda 05 – OB Entry
- Agenda 10 – OB Entry
- Agenda 18 – OB Entry



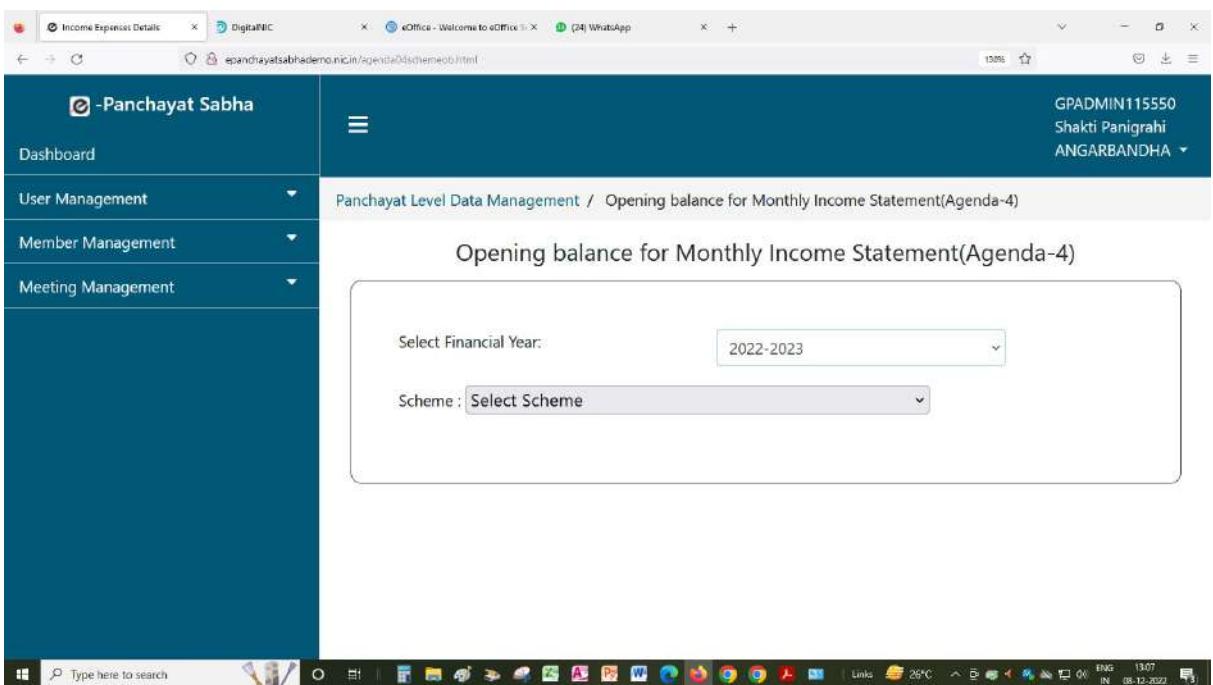
Click on “Agenda 04 – OB Entry” to enter the opening balance for Monthly Income Statement of Agenda-04.



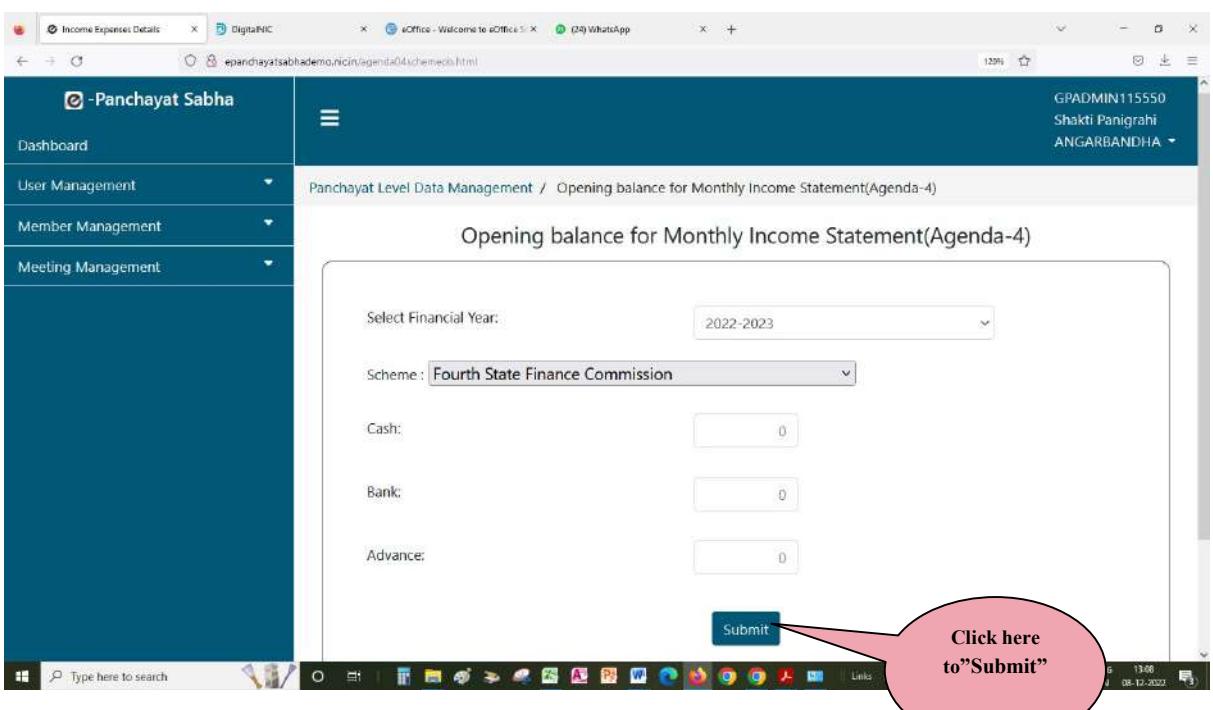
The following screen will be displayed to enable to select financial year,



After selection the financial year from the combo box, following screen will be displayed to enable to select Scheme.



After selecting the Scheme from the combo box, following screen will be displayed to enter the OB details.



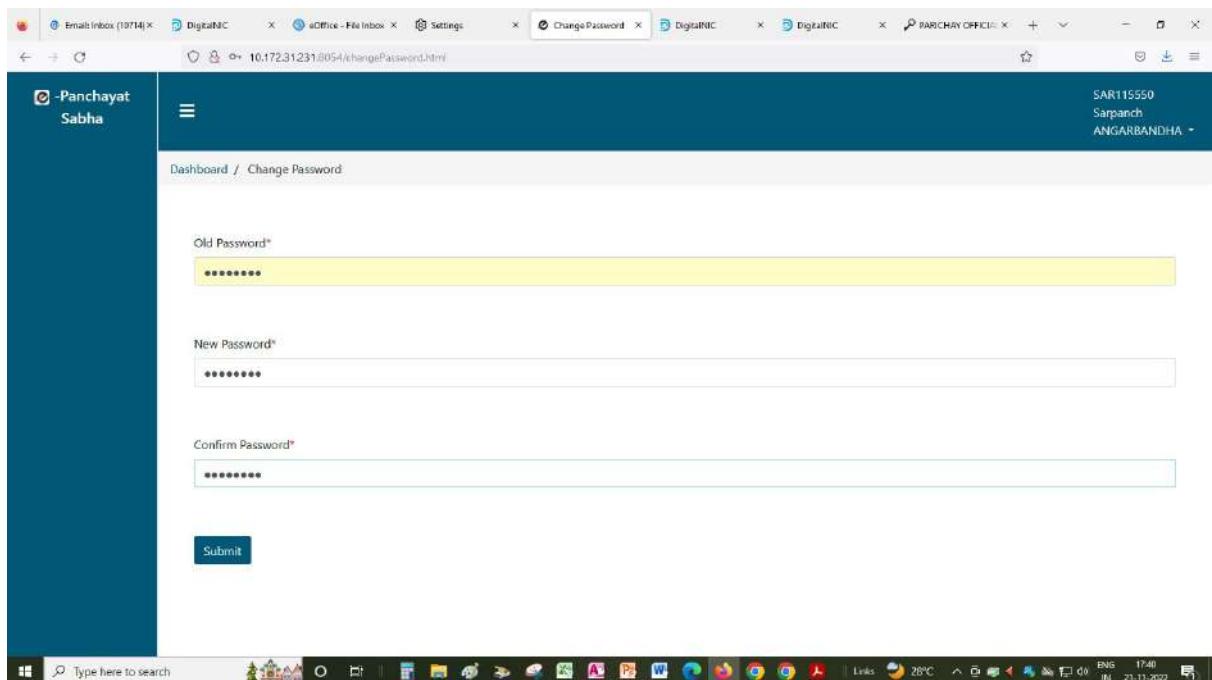
After entering the details click on “submit” button to save. Similarly for all schemes opening balance for the selected financial year are to be entered for Monthly Income Statement(Agenda-04).

Similarly opening balance are to be entered for (1) Demand Collection Balance Amount Data(Agenda-05) (2) Payment Status of Energy Charges(Agenda-10) and (3) on Utilization Certificate (Agenda-18).

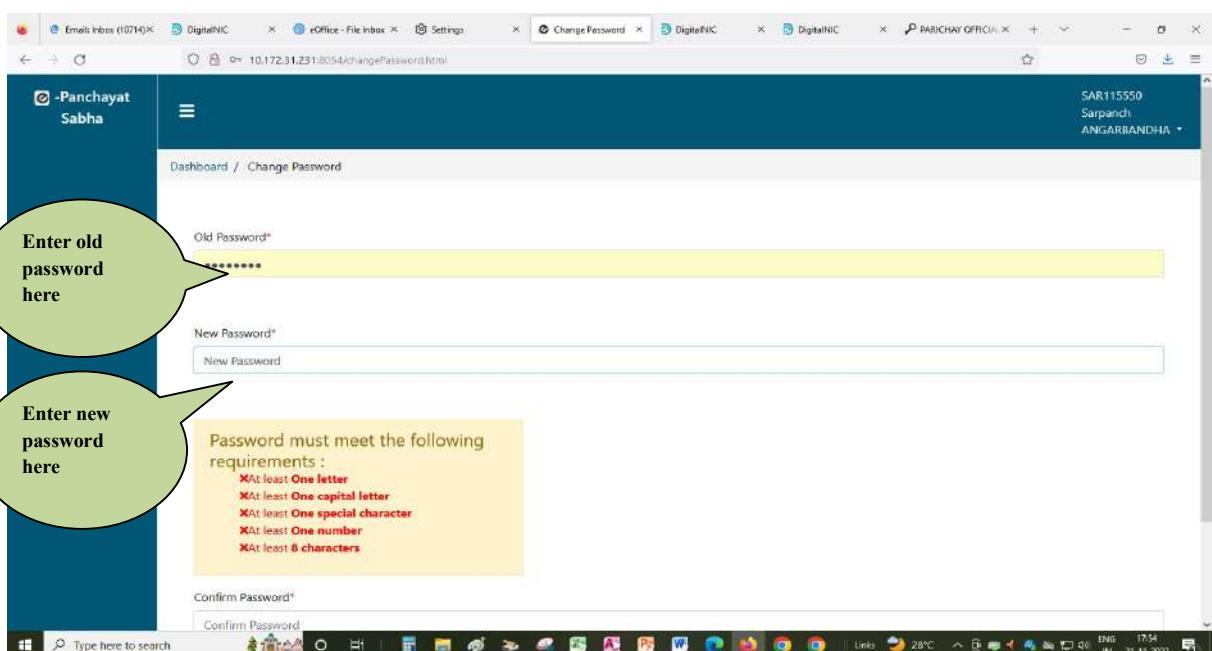
### 8.1.2 Sarapanch ( Presiding Officer) Login :

For 1st time login to e-PanchayatSabha web application, the Sarapanch ( Presiding Officer) will have to login with the login-id provided to him/her from Department/Office and password sent to him/her in his/her registered mobile through Sandes.

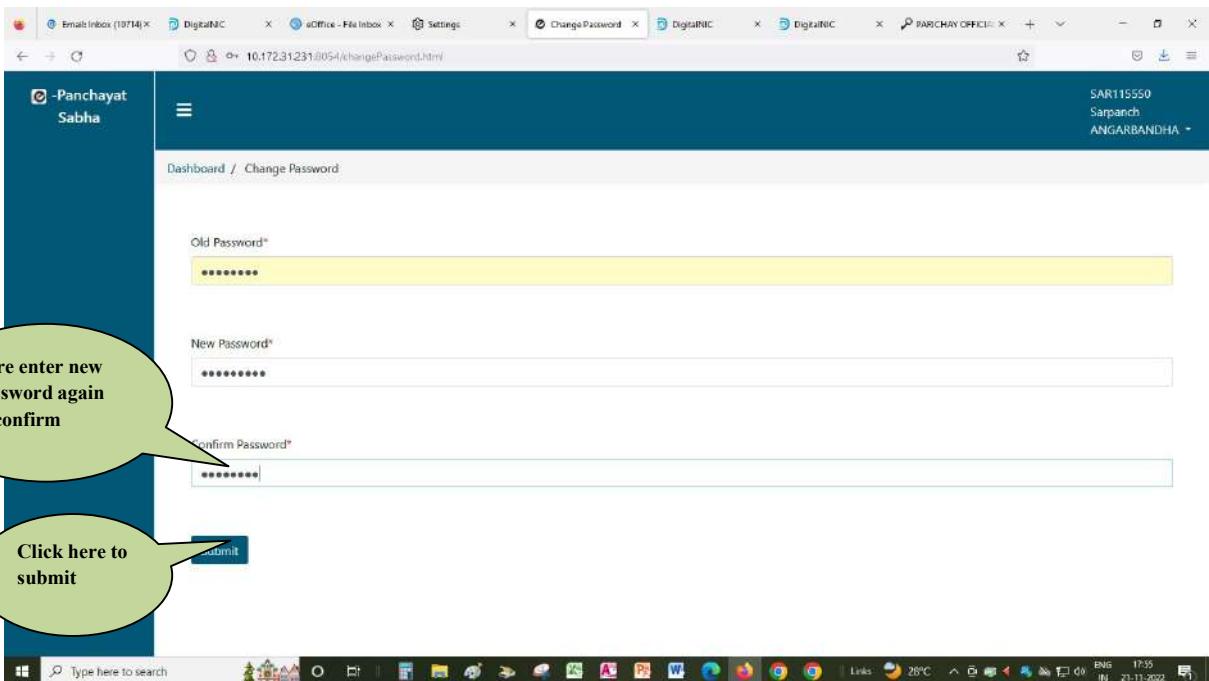
In 1<sup>st</sup> time login for **Sarapanch( Presiding Officer)Login** following screen will be displayed for change password.



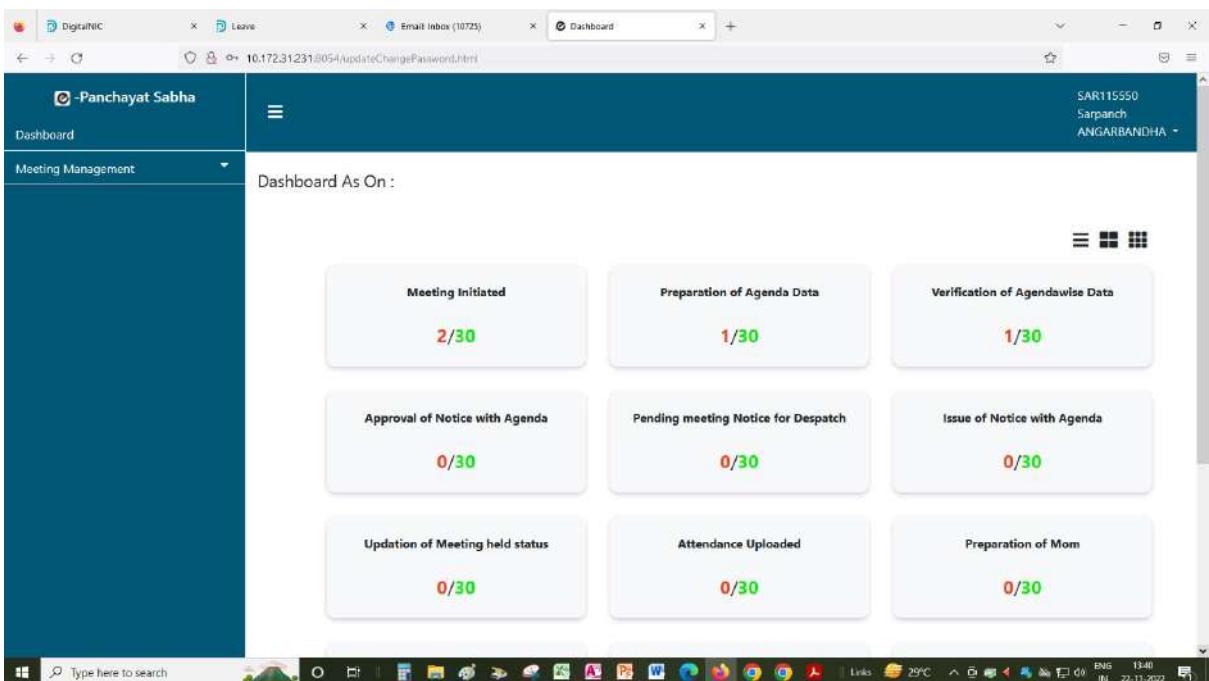
Enter the new password as shown below.



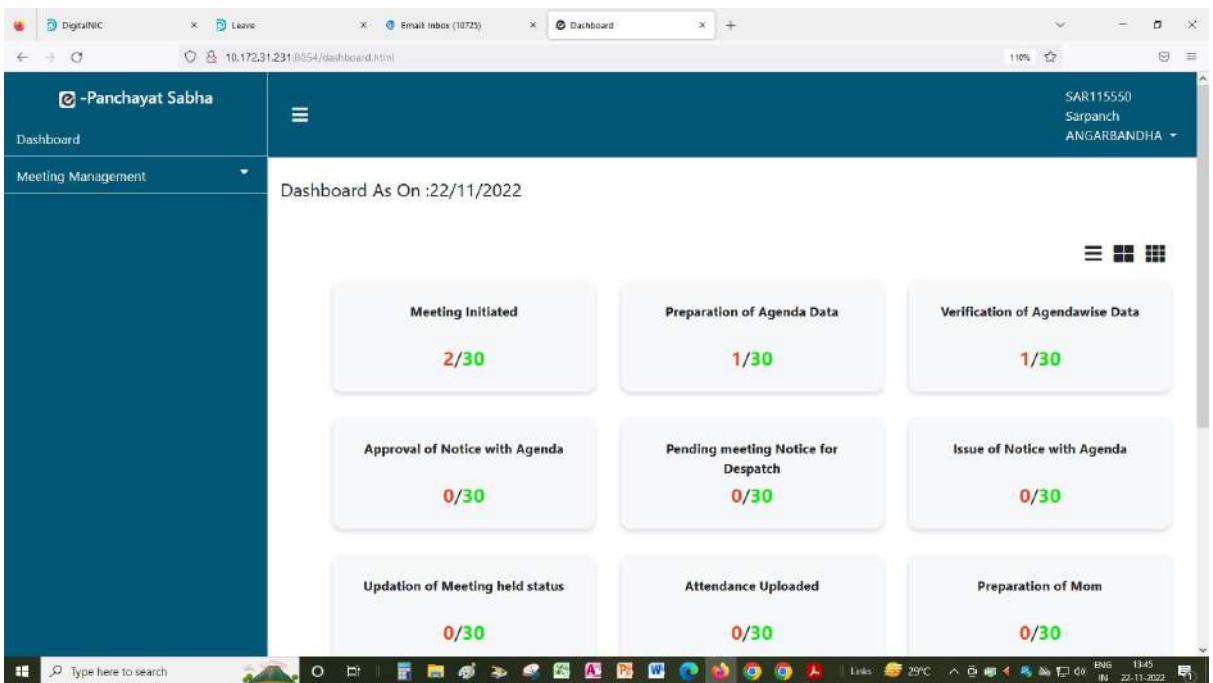
Then enter the same new password again as indicated below for confirmation.  
Thereafter click on “Submit” button to save the new password.



Then the following screen will be displayed.

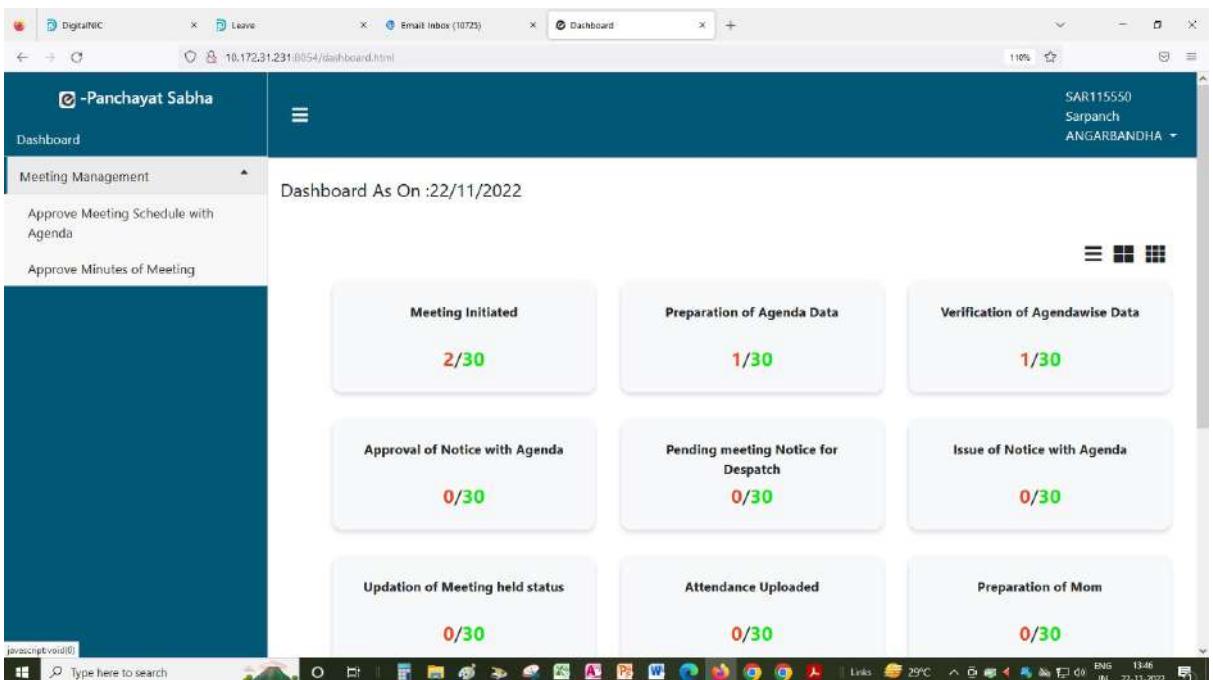


For further login of Sarapanch, the new changed password is to be used. After entering the credential for **Sarapanch(Presiding Officer)** login, following screen will be displayed.



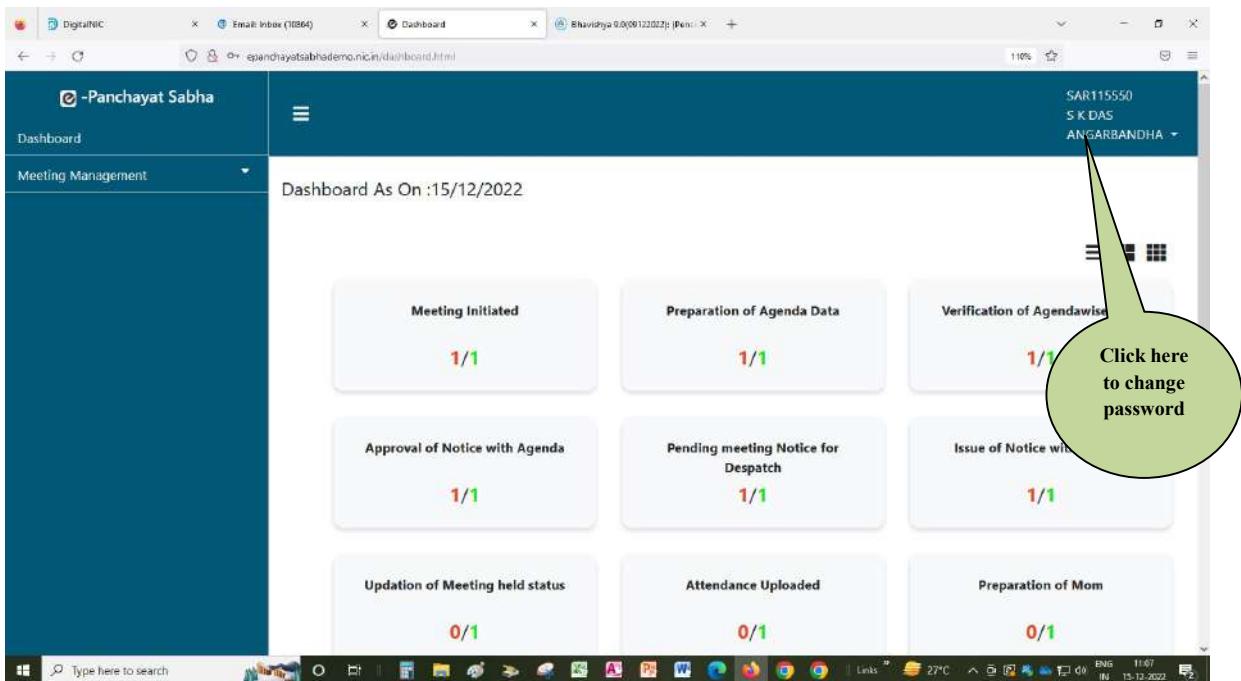
In the left side panel there will be menu which consists of,

- Dashboard
- Meeting Management
  - Approve Meeting Schedule with Agenda
  - Approve Minutes of Meeting

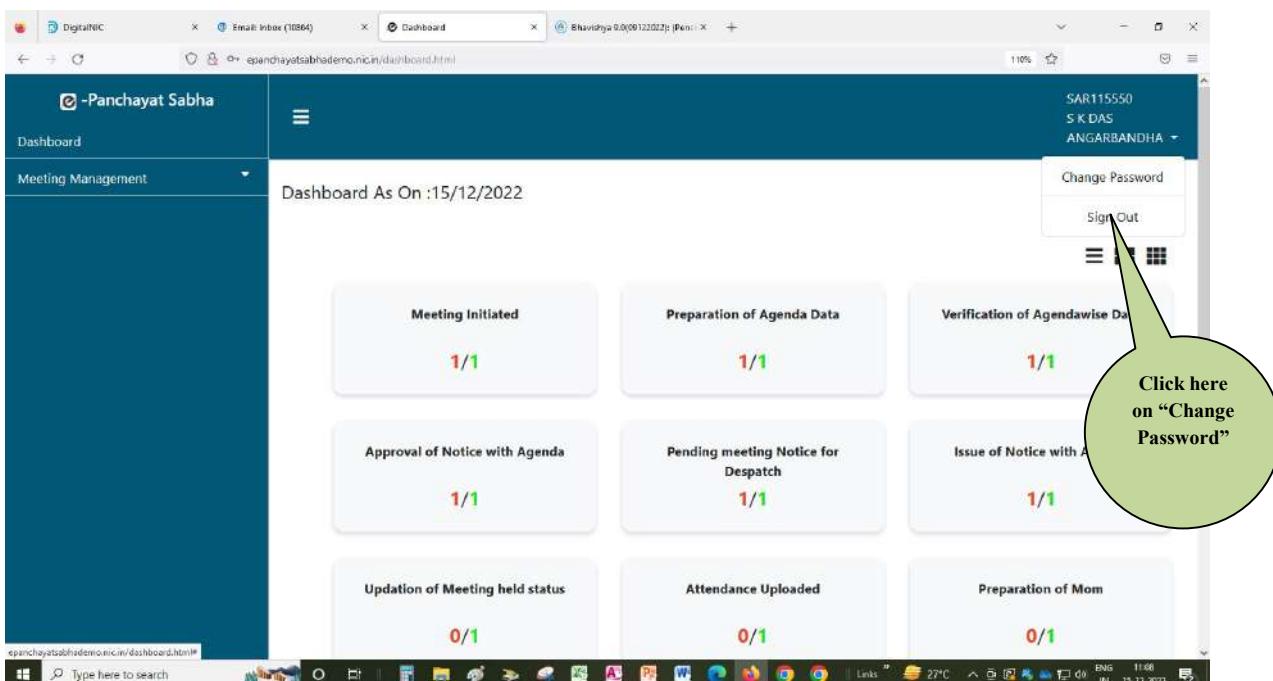


## Change Password:

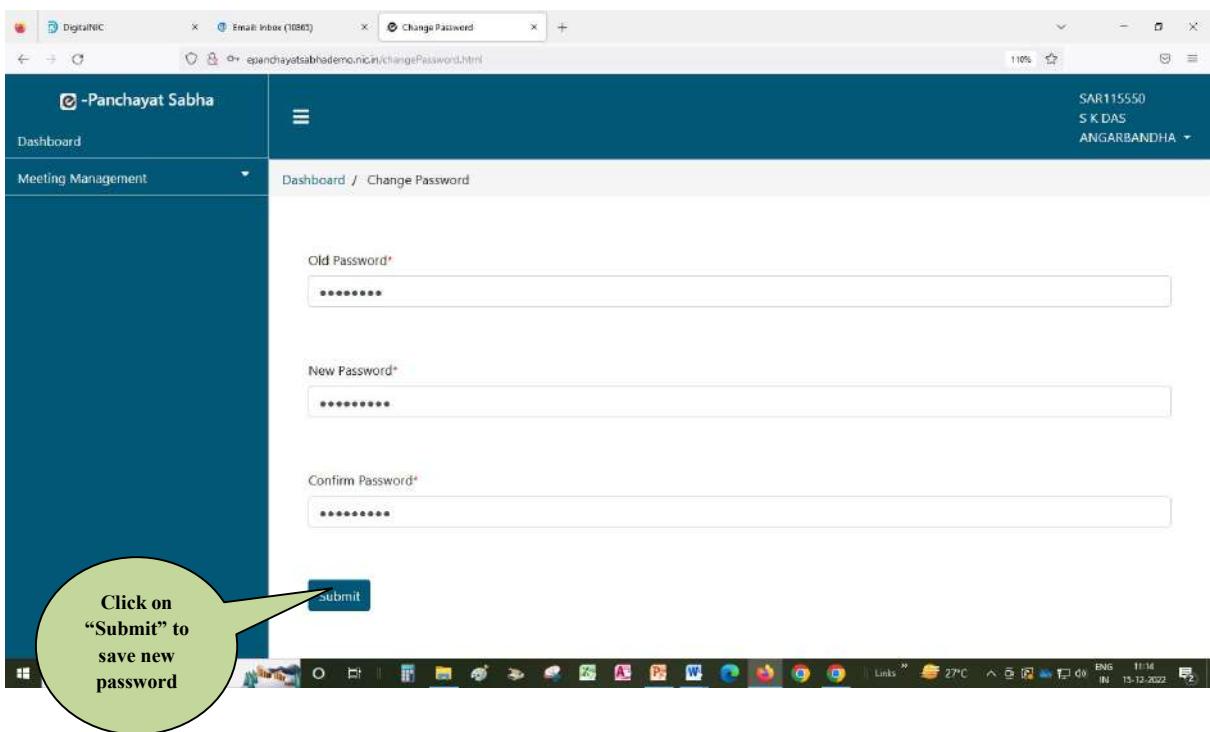
To change password, click on right top corner where your login-Id, Name and GP name have been displayed as shown below .



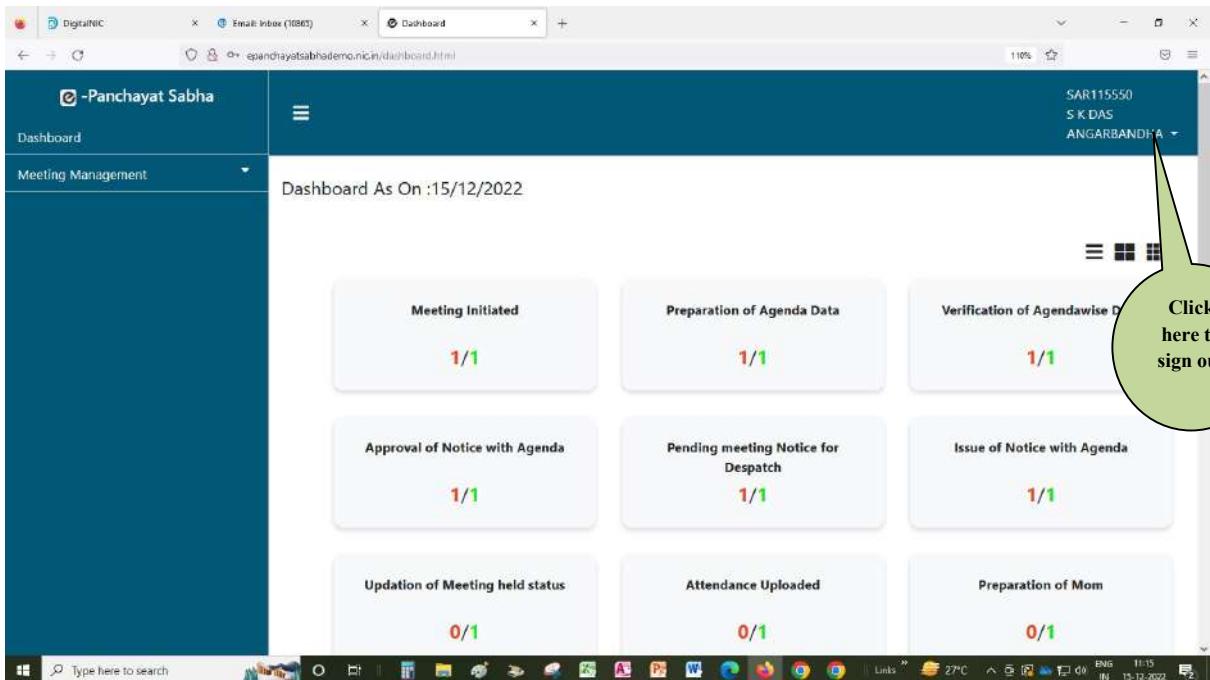
Here the following screen will be displayed. Click on “ Change Password” as shown below.



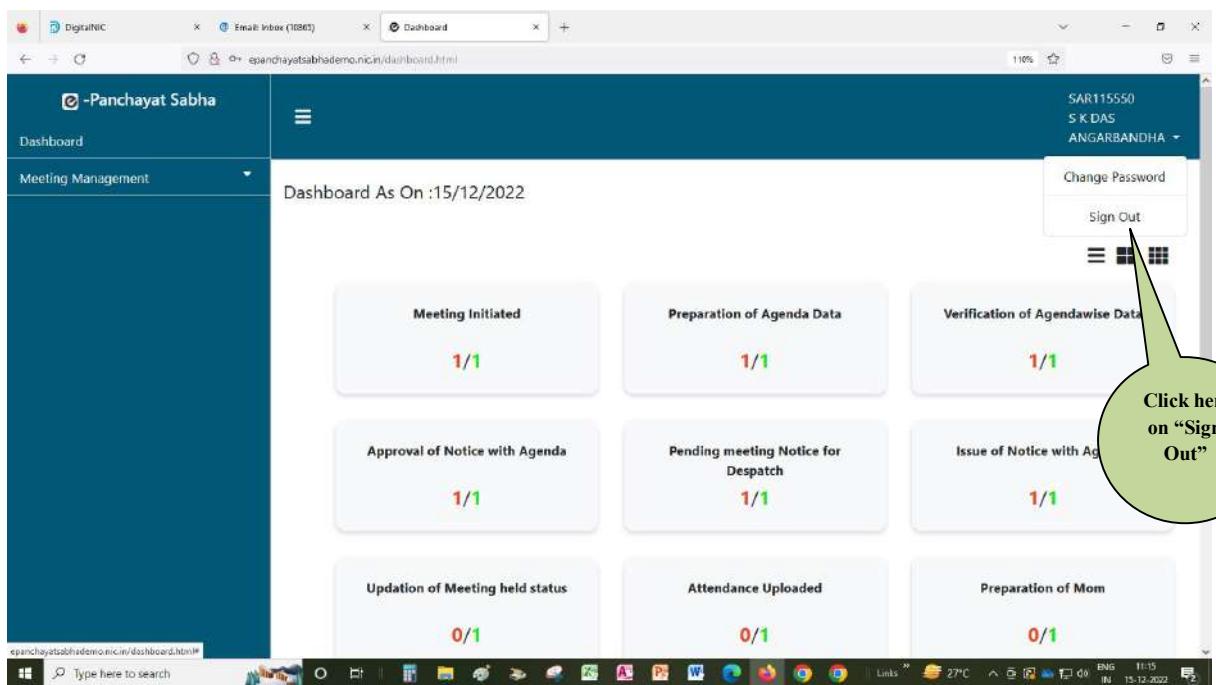
Then the following screen will be displayed to enter old password , new password and confirm password as indicated below. After entering the data click on “Submit” button to save new password.

**Sign Out :**

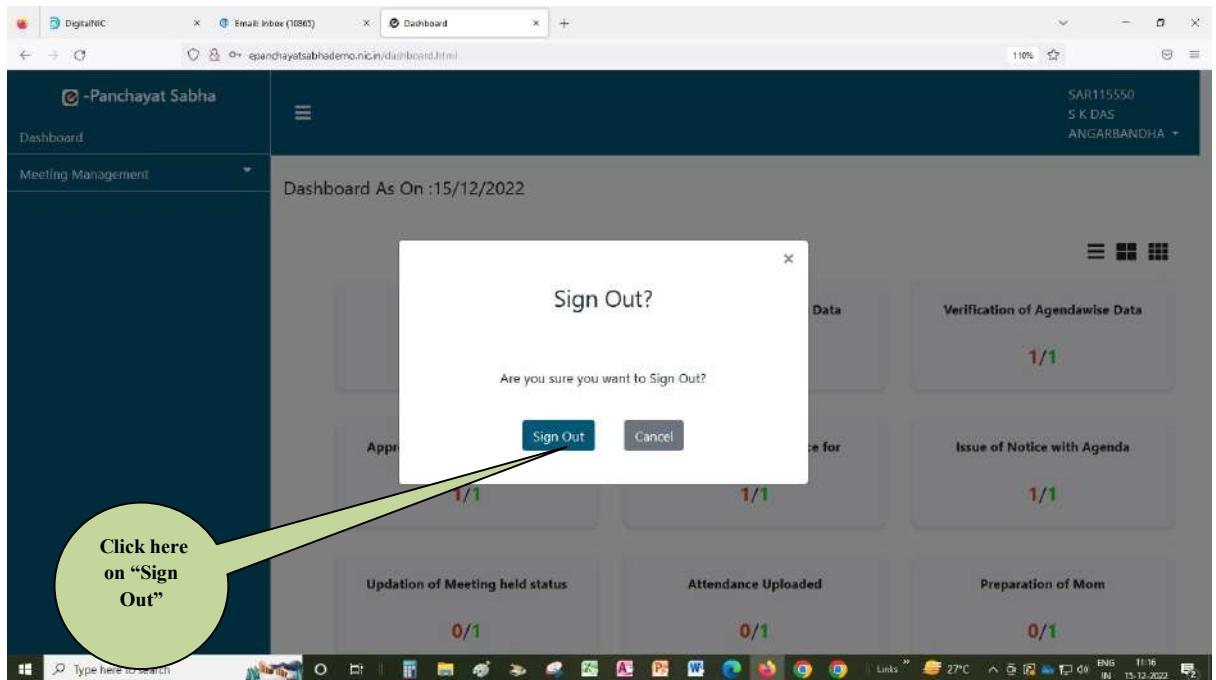
To sign out, click on right top corner where your name and GP name have been displayed as shown below .



Here the following screen will be displayed. Click on “ Sign Out” to logout/sign out from the application.

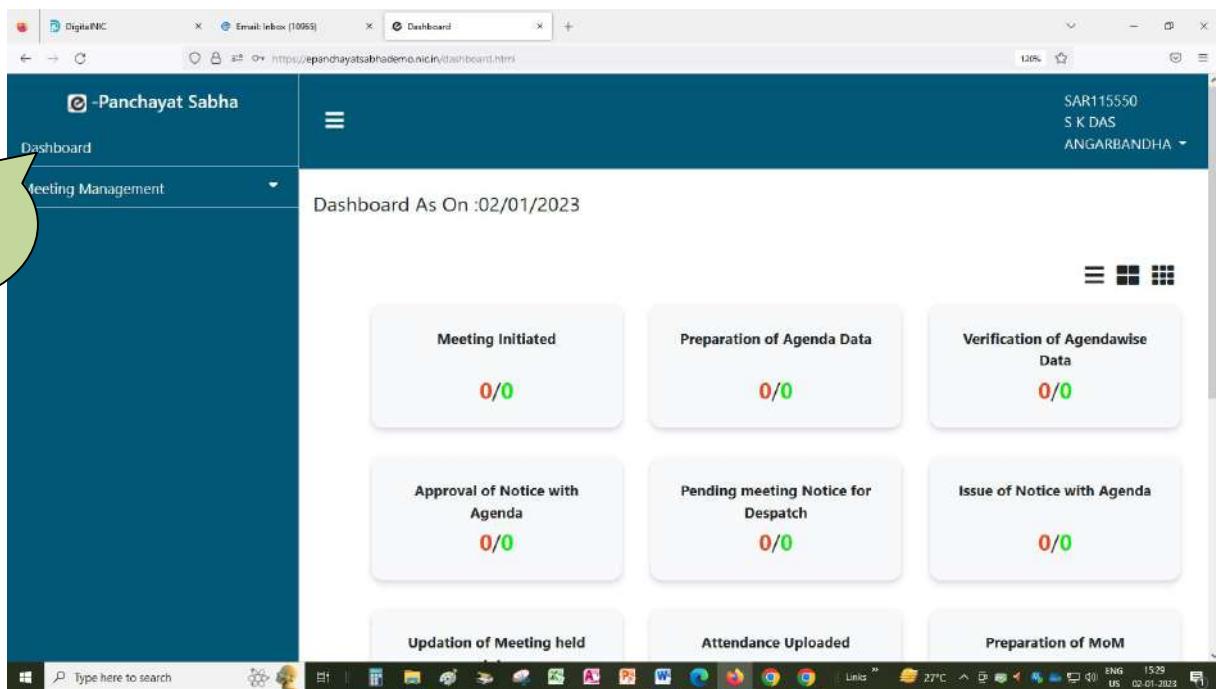


Then the following screen will be displayed for confirmation message “Are you sure you want to sign out?” . Click on “Sign Out” button as shown below to logout/sign out from the application.



### 8.1.2.1 Dashboard :

Click on “Dashboard” as shown below.



In the Dashboard of Sarapanch login statistics of following will be displayed.

- Meeting Initiated
- Preparation of Agenda Data
- Verification of Agenda-wise Data
- Approval of Notice with Agenda
- Pending Meeting Notice for Despatch
- Issue of Notice with Agenda
- Updation of Meeting held Status
- Attendance Uploaded
- Preparation of MoM
- Verification of MoM
- Approval of MoM
- MoM Pending for Despatch
- Issue of MoM

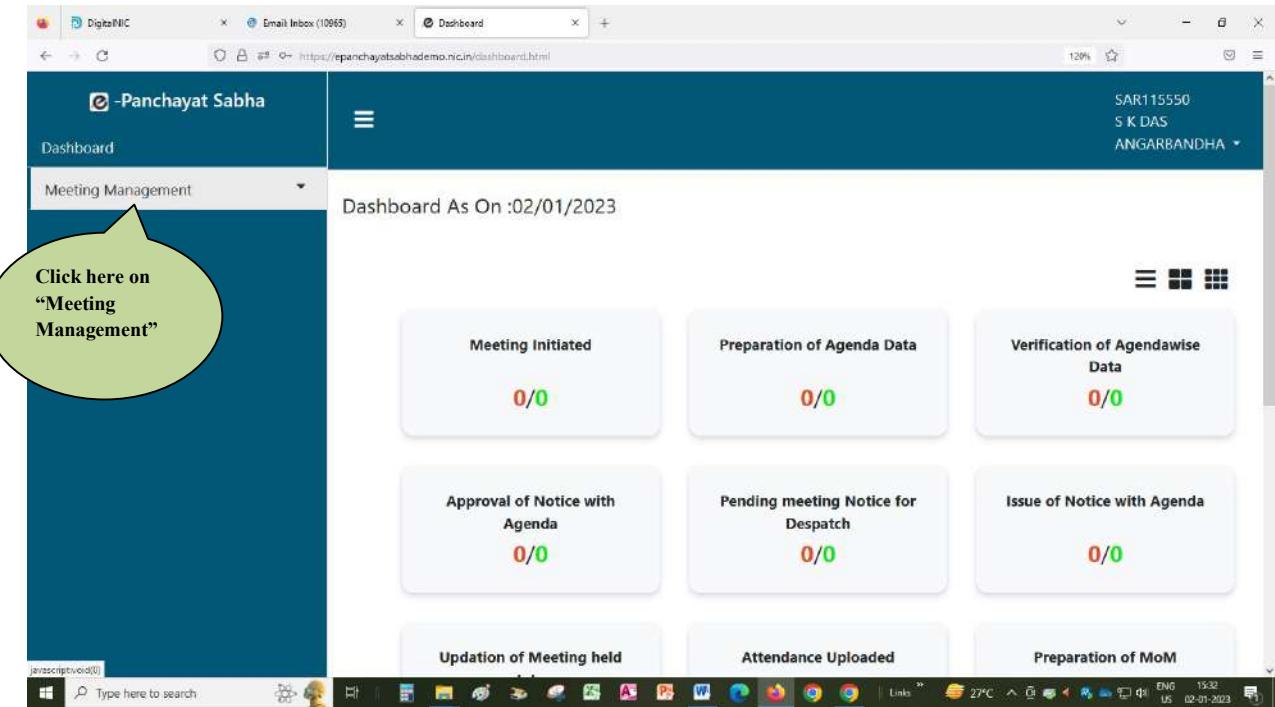
### 8.1.2.2 Meeting Management :

Under the menu “Meeting Management”, there is a sub-menu which consists of,

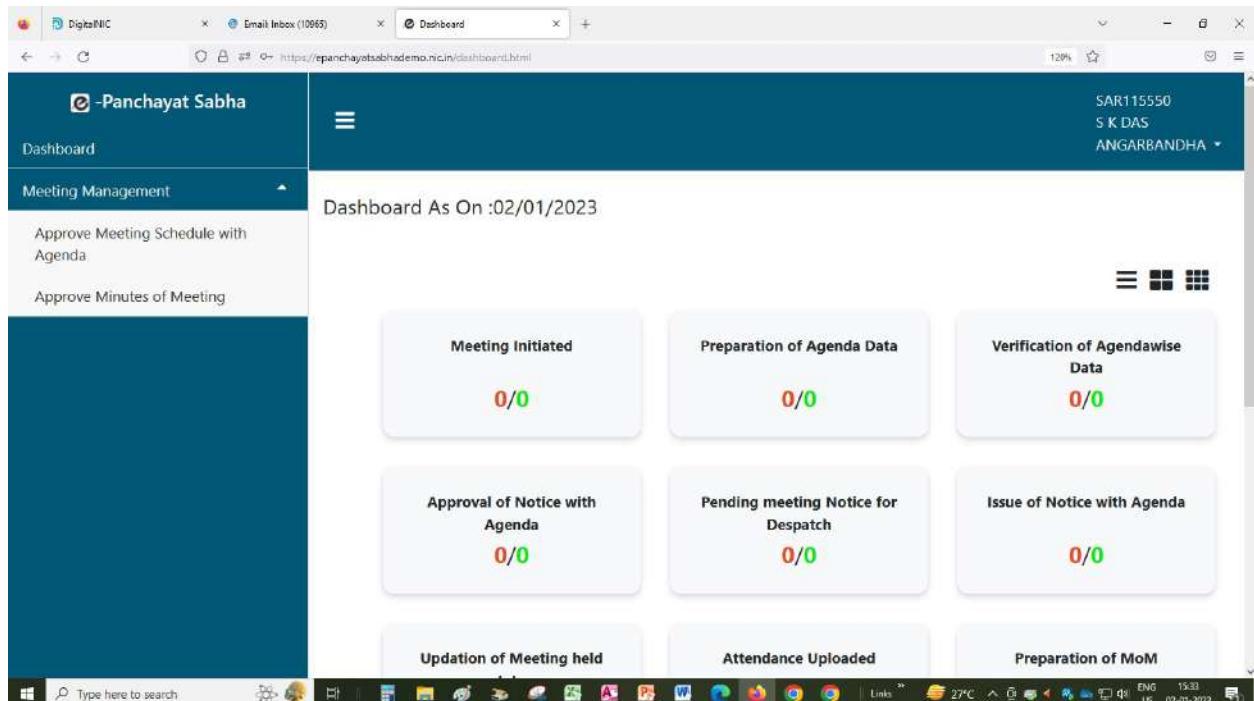
- Approve Meeting Schedule with Agenda
- Approve Minutes of Meeting

### 8.1.2.2.1 Approve Meeting Schedule with Agenda

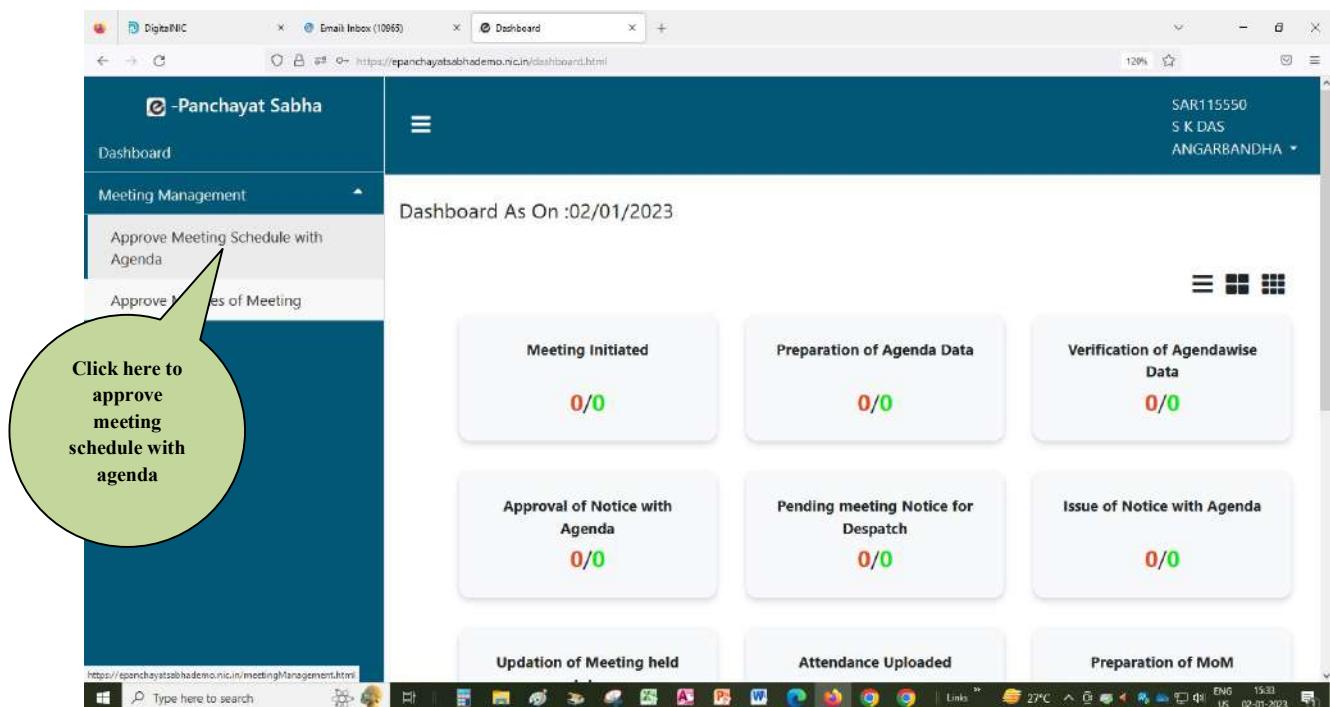
Click on “Meeting Management” as indicated below.



Then the following screen will be displayed.

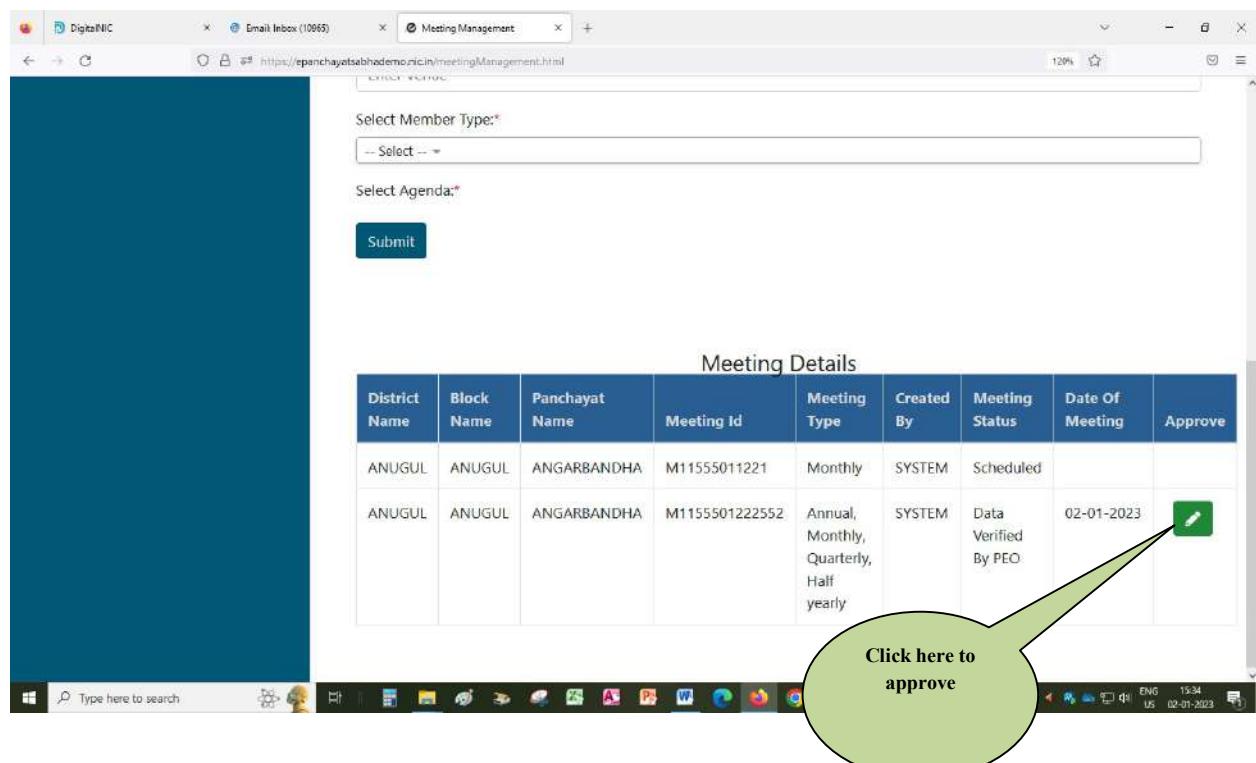


Now click on “Approve Meeting Schedule with Agenda” as shown below to approve.

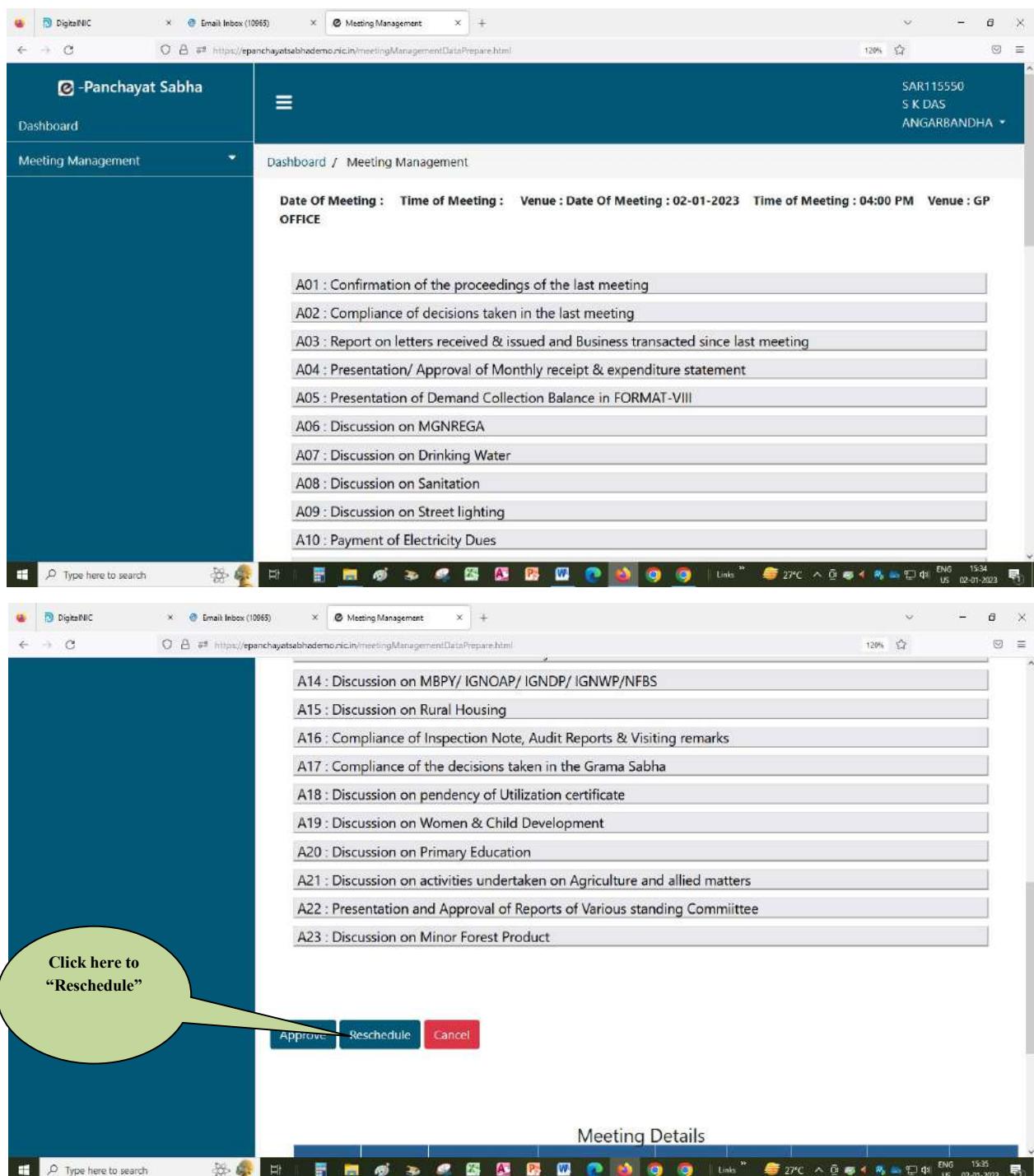


Then the following screen will be displayed, in which under “Meeting Status”

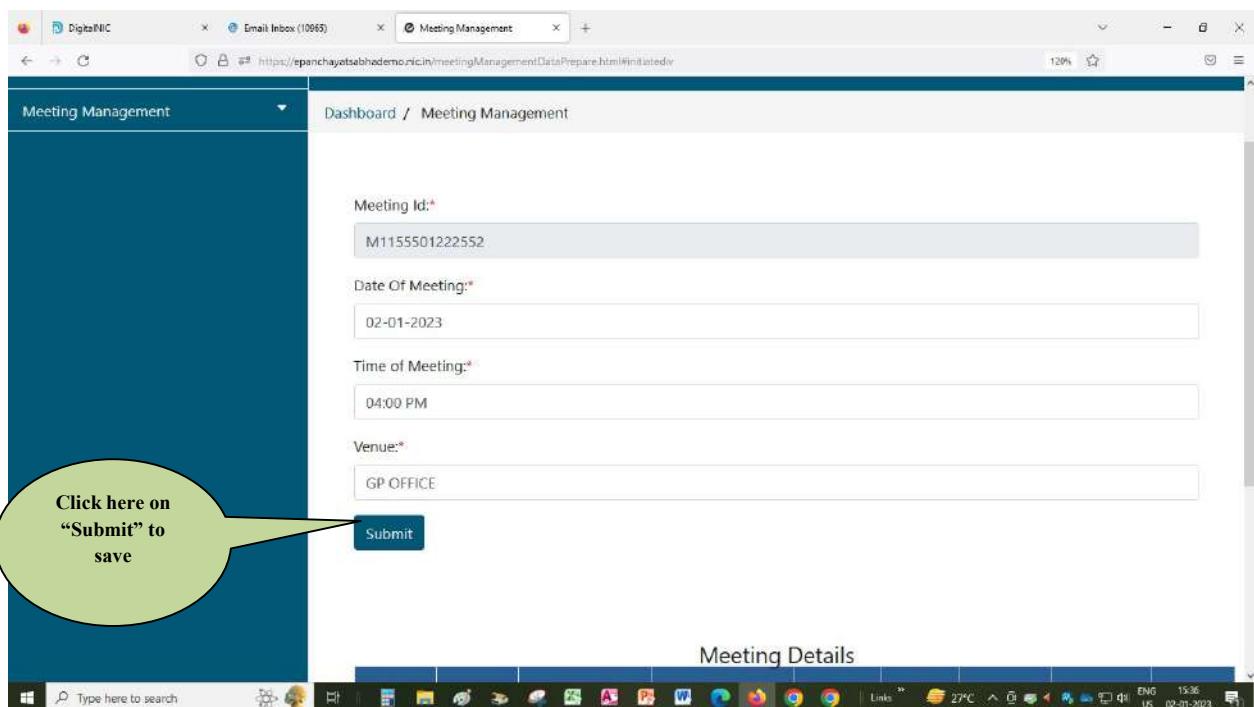
, it will show “Data verified by PEO”. Click on pencil icon as shown below.



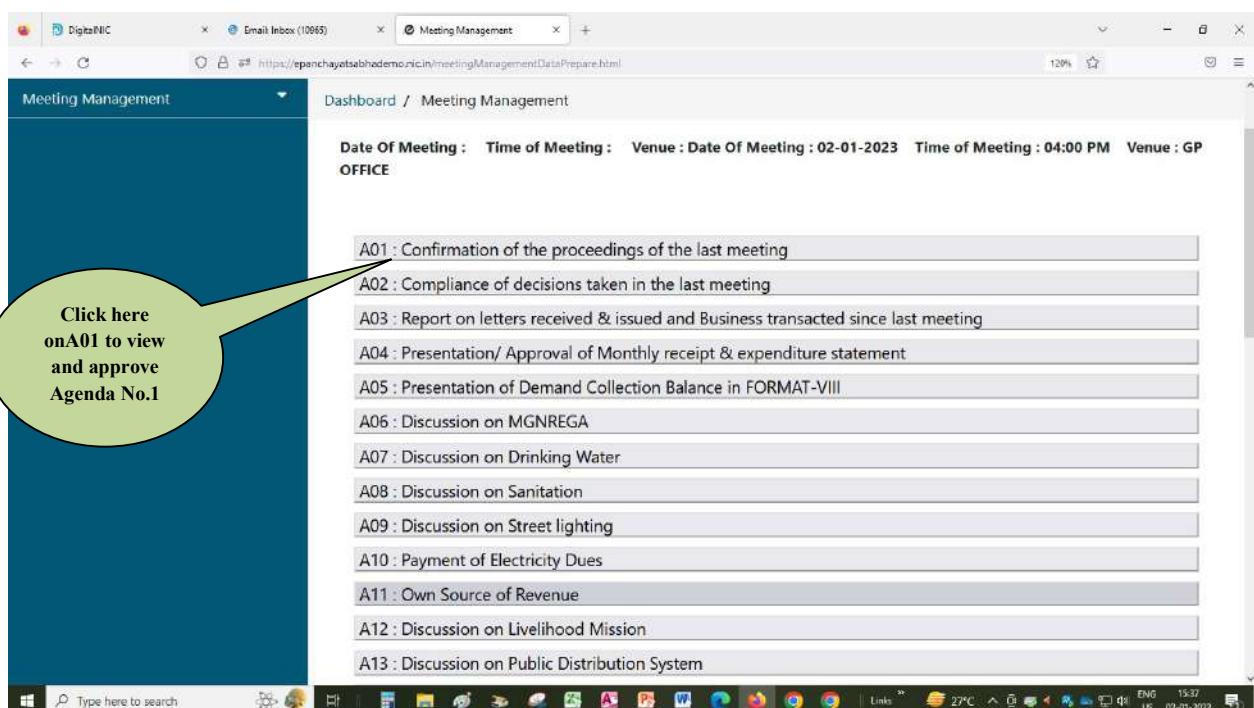
Then the following screen will be displayed.



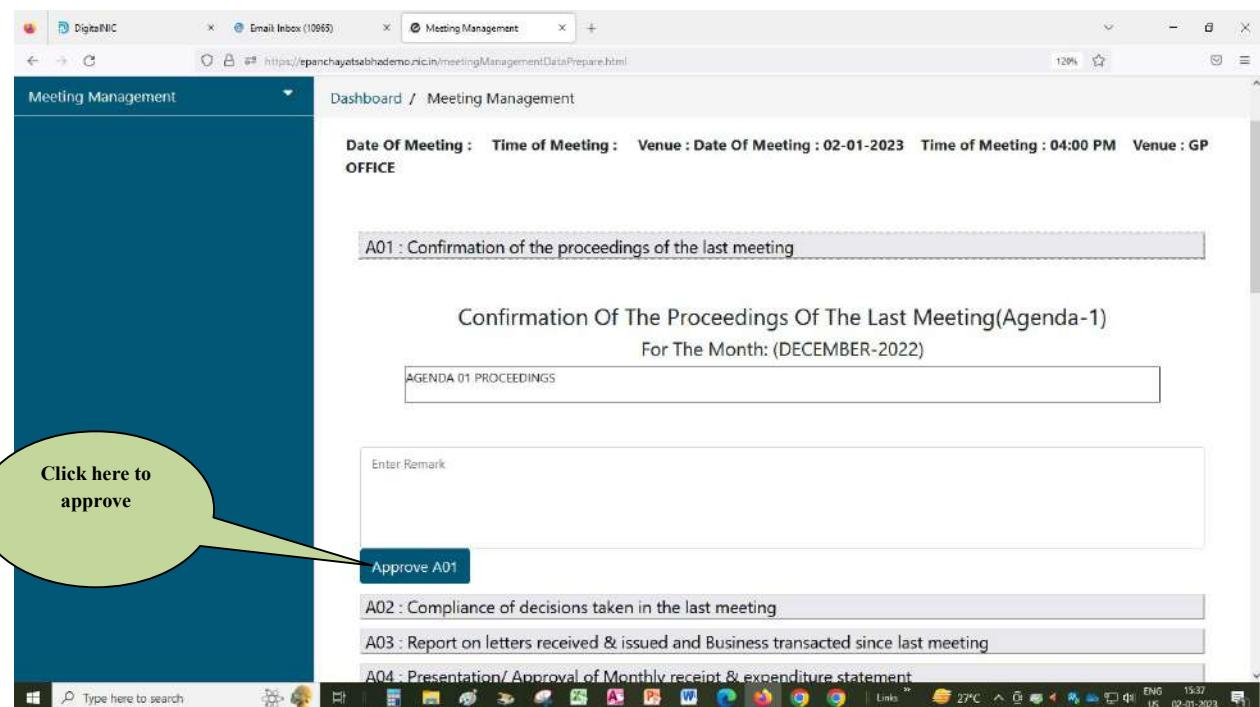
Here click on “Reschedule” to reschedule made by PEO to change the schedule. The following screen will be displayed. If the Sarapanch did not agree with the date, time and venue, he/she can change those and click on the “Submit” button to save the changed data.



To view the agenda-wise details , click on Agenda Number as shown below.

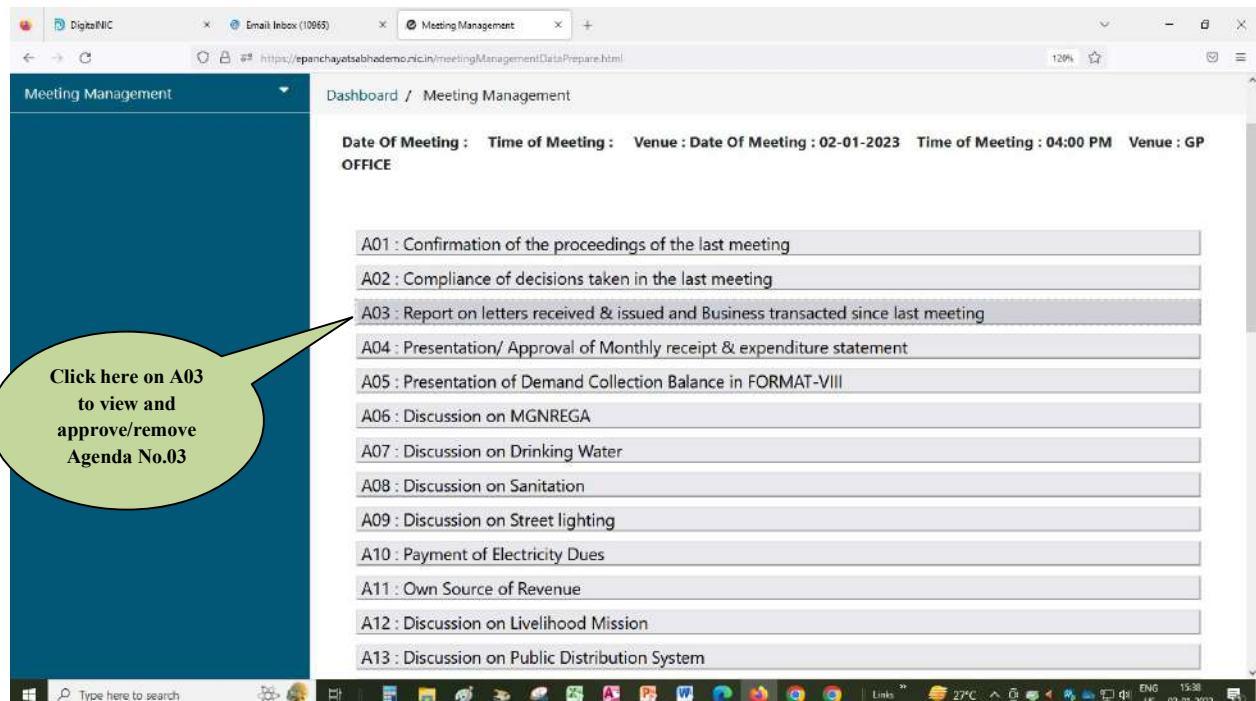


Then the following screen will be displayed. Then the Sarpanch may write his/her remarks and click on “Approve 01” to approve.



Similar steps will be adopted for approval of Agenda 02 . For all other agendas (except agenda 01 and 02), there will be button for “Remove” also to enable the Sarapanch to remove the undesired agenda from the meeting if he/she desires so.

Now Click on “A03 Report on letters received & issued and Business transacted since last meeting” to approve/remove agenda 03.



Then the following screen will be displayed.

**Received Letter Details During The Month(Agenda-3)**  
For The Month: (DECEMBER-2022)

From Office	Letter No	Letter Date	Subject	Action Taken	Letter Received Date
GP OFFICE	let/5	07-12-2022	CONSTRUCTION	IN PROCESS	08-12-2022
GP OFFICE	let/6	09-12-2022	SCHOOL	IN PROCESS	15-12-2022

**Despatched Letter Details During The Month(Agenda-3)**  
For The Month: (DECEMBER-2022)

To Office	Letter No	Letter Date	Subject	Purpose	Letter Despatched Date
BDO OFFICE	file/4/1	13-12-2022	CONSTRUCTION	IN PROCESS	21-12-2022
	LET/SYSG/78	14-12-2022			14-12-2022
	LET/SYSG/79	14-12-2022			14-12-2022
	LET/SYSG/80	14-12-2022			14-12-2022
	LET/SYSG/81	14-12-2022			14-12-2022

**Click here to approve agenda 03**

LET/SYSG/79	14-12-2022			14-12-2022
LET/SYSG/80	14-12-2022			14-12-2022
LET/SYSG/81	14-12-2022			14-12-2022
LET/SYSG/86	14-12-2022			14-12-2022
LET/SYSG/87	14-12-2022			14-12-2022
LET/SYSG/88	14-12-2022			14-12-2022
LET/SYSG/89	14-12-2022			14-12-2022

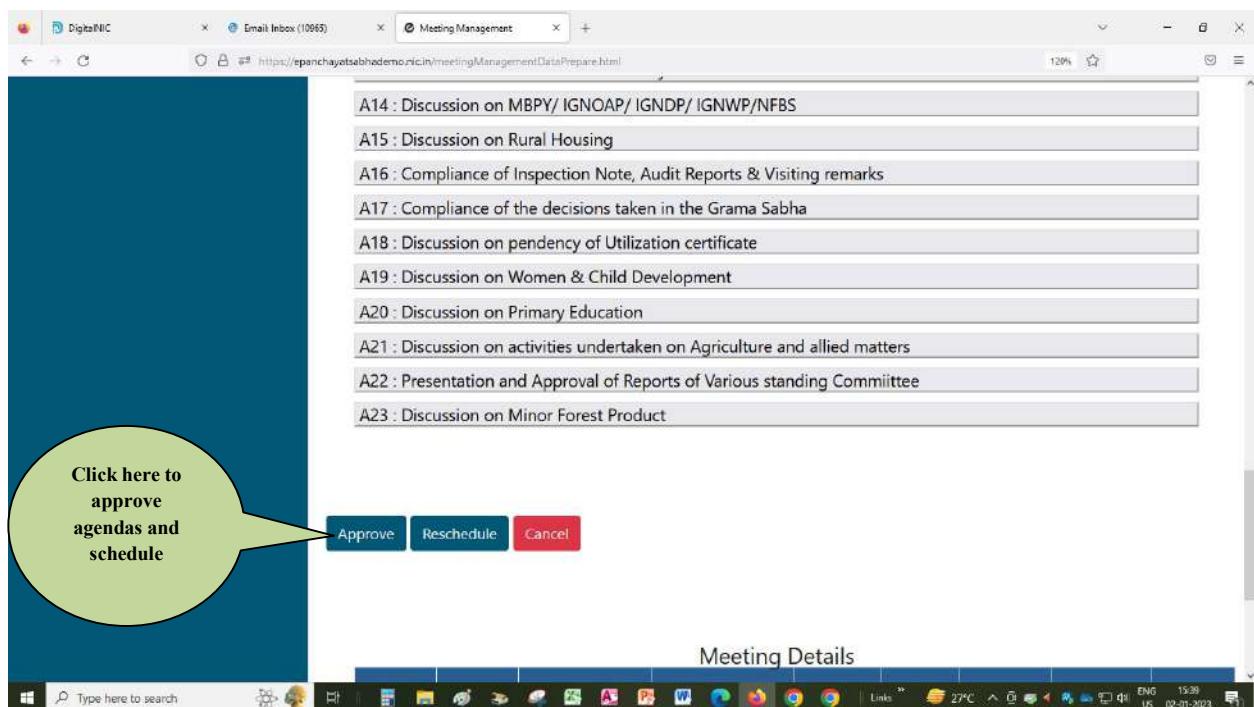
Enter Remark

**Approve A03**   **Remove A03**

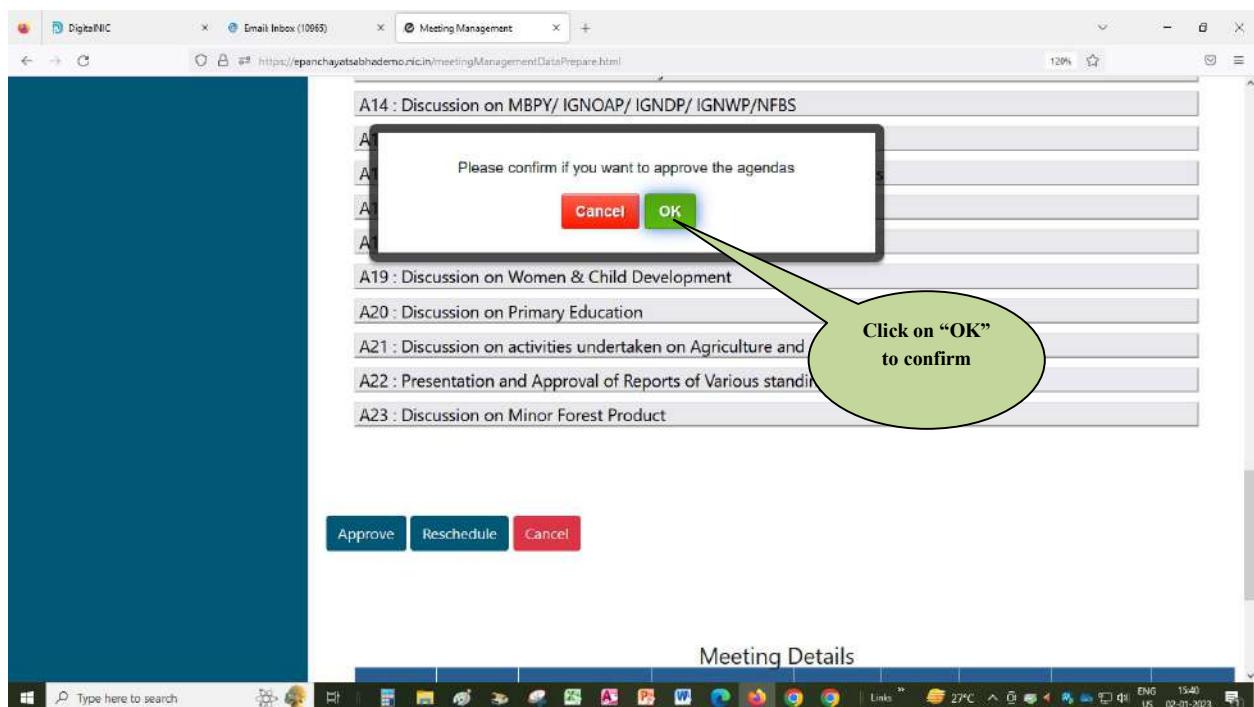
**A04 : Presentation/ Approval of Monthly receipt & expenditure statement**  
**A05 : Presentation of Demand Collection Balance in FORMAT-VIII**  
**A06 : Discussion on MGNREGA**

Sarapanch can approve or remove the agenda as per requirement after entering remarks. Similar steps can be taken for approval/removal of all other agendas.

Thereafter click on “Approve” button to approve the agendas and schedule of meeting as shown below.



Then the following screen will be popped-up displaying the message “ Please confirm if you want to approve the agendas”.



Then following screen will be displayed indicating Meeting Final Summary with Meeting Details, Participants details, other member details and agenda list.

The screenshot shows a web browser window for 'Meeting Management' on the 'e-Panchayat Sabha' platform. The top right corner displays the user information: SAR115550, S K DAS, and ANGARBANDHA. A message 'Data inserted successfully.' is visible above the main content area. The main title is 'Meeting Final Summary'. Below it, there is a table titled 'Meeting Details' with one row of data:

Meeting Id	Date Of Meeting	Time of Meeting	Venue	Meeting Type
M1155501222552	02-01-2023	04:00 PM	GP OFFICE	Annual, Monthly, Quarterly, Half yearly

Below this, another section titled 'Member Details' is shown, also with the same title 'Meeting Final Summary'. It contains a table listing members with their names, designations, and presiding officer status:

Member Name	Member Designation	Presiding Officer
S K DAS	SARPANCH	Yes
RAJU PATRA	SAMITI MEMBER	
SUBHASISH DAS	NAIB-SARPANCH	
S K MEHER	WARD MEMBER-01	
DIPTI SWAIN	WARD MEMBER-02	
PRASANT DAS	WARD MEMBER-03	
JAGAN SAHOO	WARD MEMBER-04	
SAMAN KUMAR	WARD MEMBER-05	
PRAGYAN SAMAL	WARD MEMBER-06	
SIKHA DAS	AWC	

The screenshot shows a web browser window titled "Meeting Management" with the URL <https://epanchayatsabhademo.nic.in/meetingManagement.html>. The main content is a table titled "Agenda List" with the following data:

Agenda Code	Agenda Name	Agenda Type
A01	Confirmation of the proceedings of the last meeting	Monthly
A02	Compliance of decisions taken in the last meeting	Monthly
A03	Report on letters received & issued and Business transacted since last meeting	Monthly
A04	Presentation/ Approval of Monthly receipt & expenditure statement	Monthly
A05	Presentation of Demand Collection Balance in FORMAT-VIII	Monthly
A06	Discussion on MGNREGA	Monthly
A07	Discussion on Drinking Water	Monthly
A08	Discussion on Sanitation	Monthly
A09	Discussion on Street lighting	Monthly

Then sign-out from the application.

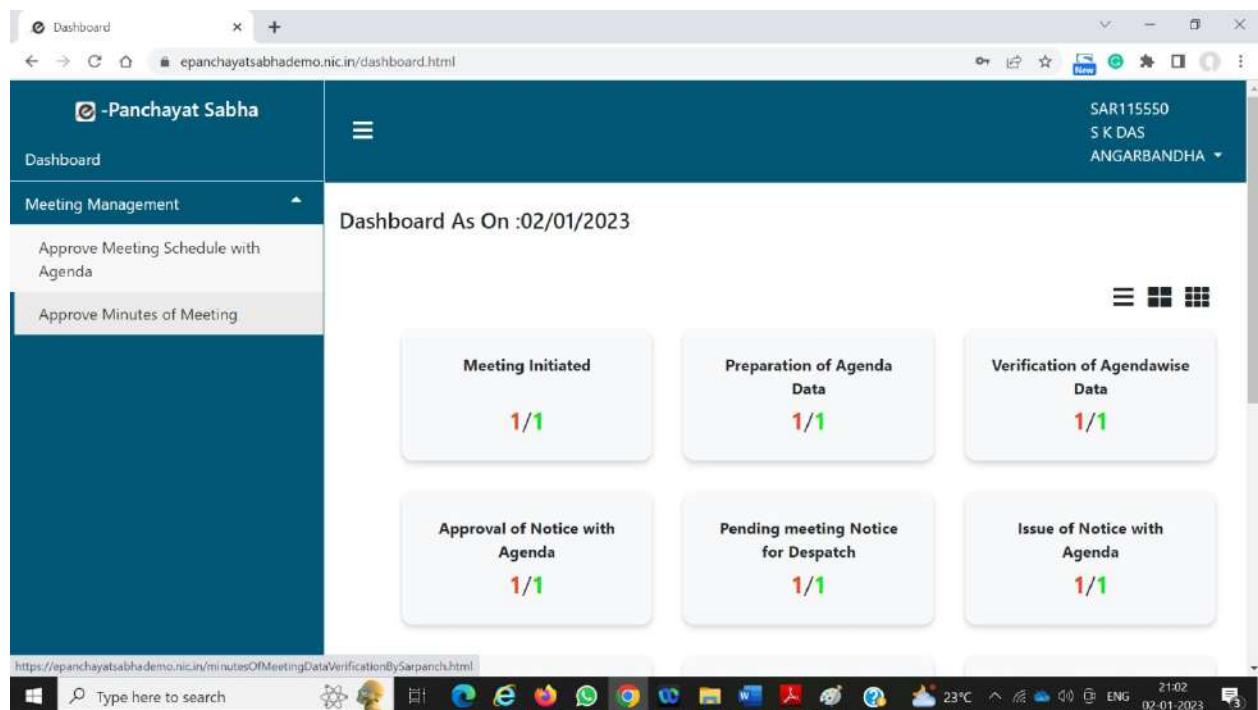
#### 8.1.2.2 ApproveMinutes of Meeting

Click on “Meeting Management” as indicated below.

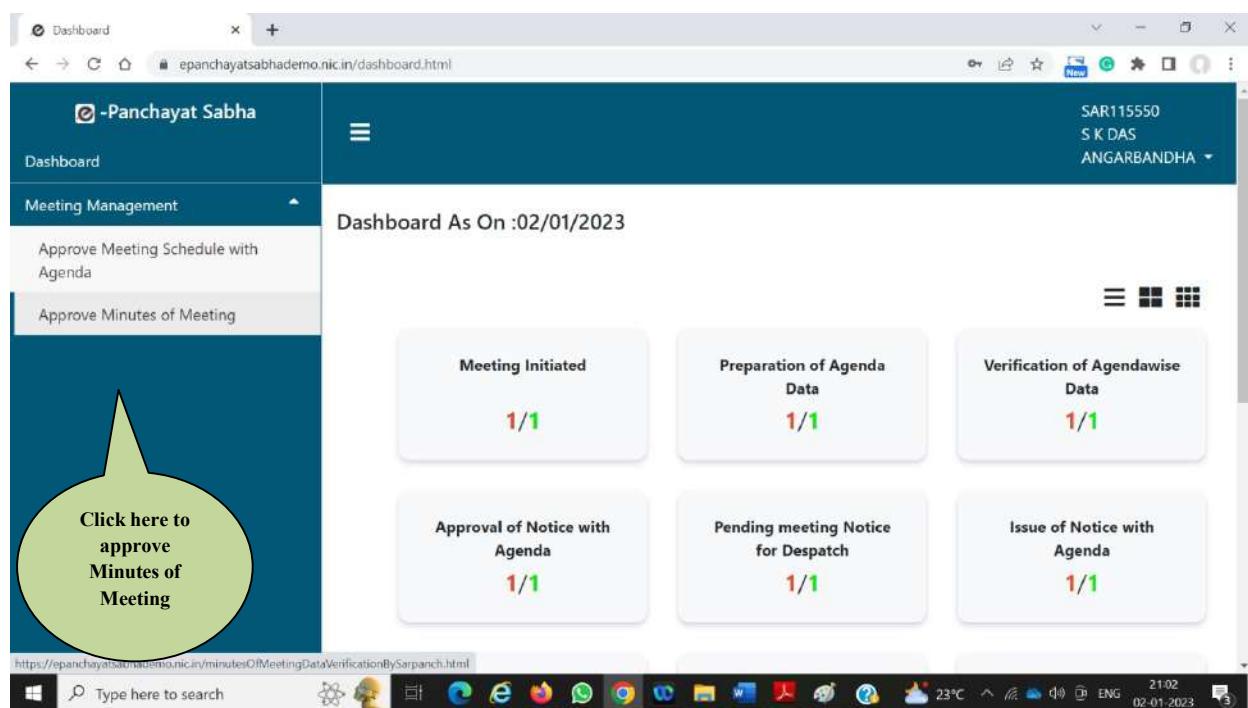
The screenshot shows a web browser window titled "Dashboard" with the URL <https://epanchayatsabhademo.nic.in/dashboard.html>. The left sidebar has a "Meeting Management" dropdown menu. A green callout bubble points to this menu with the text "Click here on ‘Meeting Management’". The main dashboard area displays the following information:

- Dashboard As On :02/01/2023**
- Meeting Initiated**: 1/1
- Preparation of Agenda Data**: 1/1
- Verification of Agendewise Data**: 1/1
- Approval of Notice with Agenda**: 1/1
- Pending meeting Notice for Despatch**: 1/1
- Issue of Notice with Agenda**: 1/1

Then the following screen will be displayed.



Now click on “Approve Minutes of Meeting” as shown below to approve MoM.



Then the following screen will be displayed, in which under “Meeting Status”, it will show “MoM verified by PEO”. Click on pencil icon as shown below under the column “Approve MoM ” for your Meeting ID.

The screenshot shows a web browser window titled "Minutes of Meeting" at the URL "epanchayatsabhademo.nic.in/minutesOfMeetingDataVerificationBySarpanch.html". The header includes the logo "-Panchayat Sabha", user information "SAR115550 S K DAS ANGARBANDHA", and a navigation bar with "Dashboard" and "Meeting Management". The main content area is titled "Meeting Details" and displays a table with the following data:

District Name	Block Name	Panchayat Name	Meeting Id	Meeting Type	Created By	Meeting Status	Date Of Meeting	Approve MoM
ANUGUL	ANUGUL	ANGARBANDHA	M1155501222552	Annual, Monthly, Quarterly, Half yearly	SYSTEM	MoM Verified By Peo	02-01-2023	

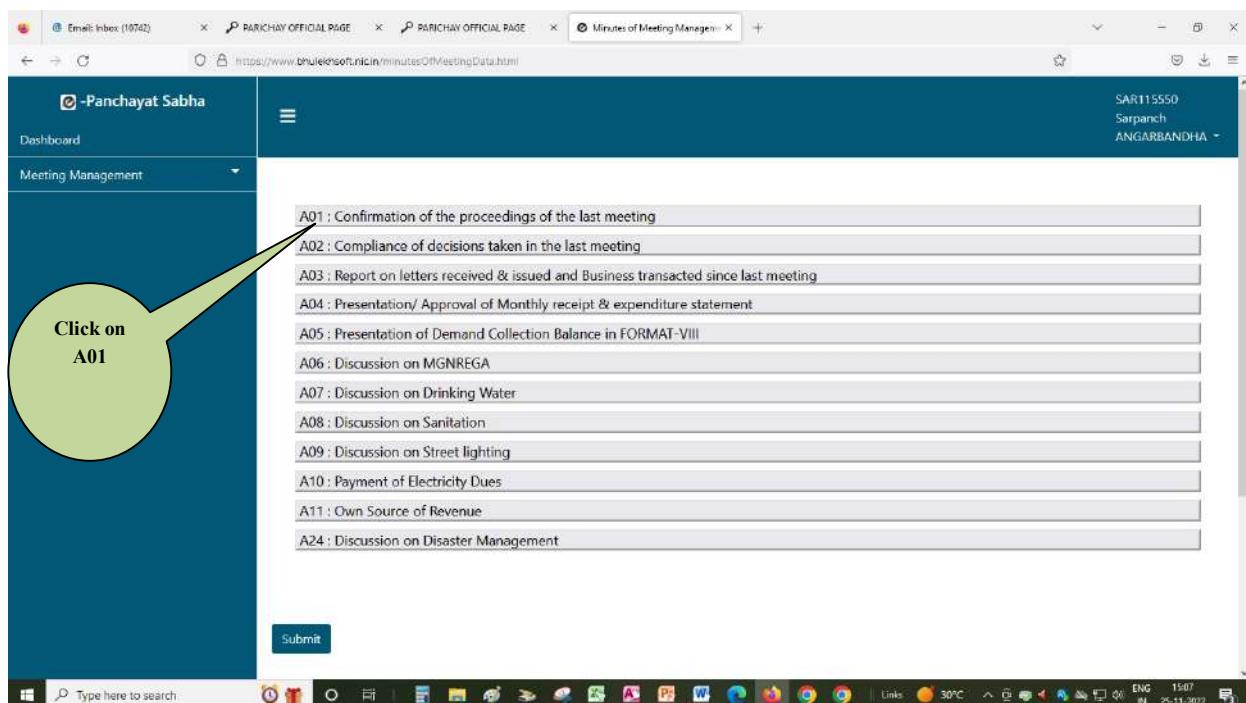
A green callout bubble points to the "Approve MoM" button with the text "Click here to approve Minutes of Meeting".

Then the following screen will be displayed.

The screenshot shows a web browser window titled "Minutes of Meeting Management" at the URL "epanchayatsabhademo.nic.in/minutesOfMeetingData.html". The header includes the logo "-Panchayat Sabha", user information "SAR115550 S K DAS ANGARBANDHA", and a navigation bar with "Dashboard" and "Meeting Management". The main content area lists the following agenda items in a vertical stack:

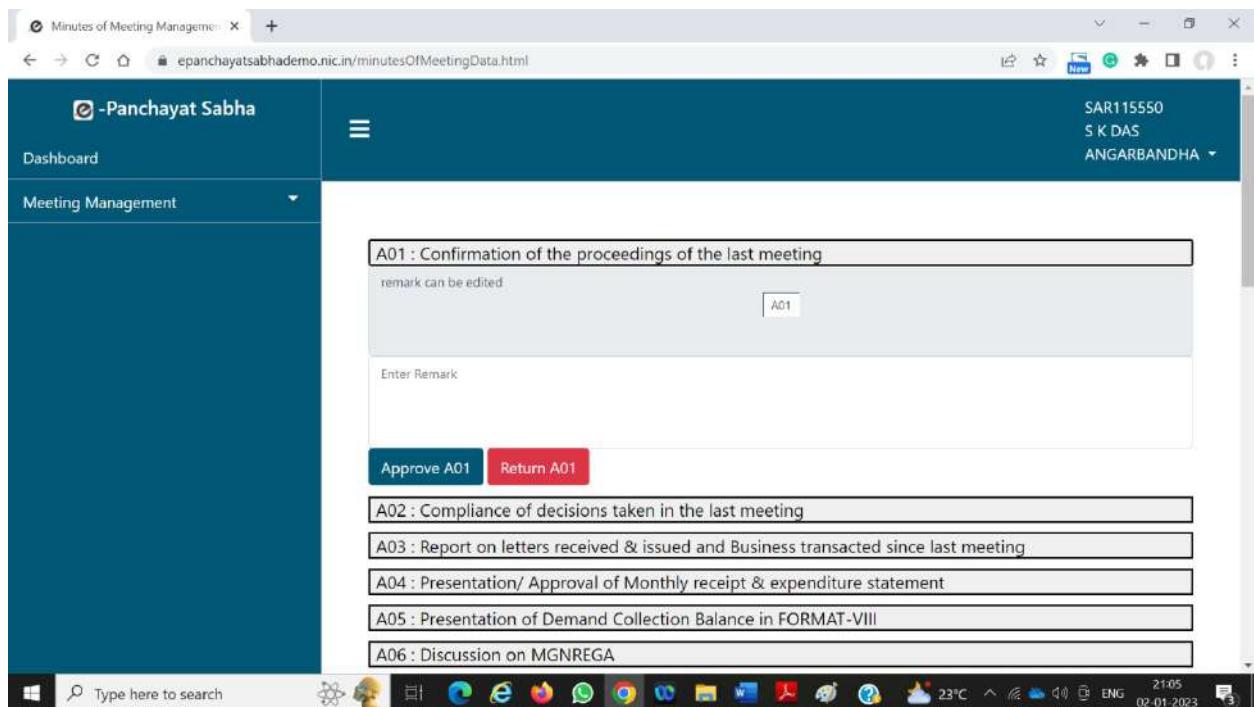
- A01 : Confirmation of the proceedings of the last meeting
- A02 : Compliance of decisions taken in the last meeting
- A03 : Report on letters received & issued and Business transacted since last meeting
- A04 : Presentation/ Approval of Monthly receipt & expenditure statement
- A05 : Presentation of Demand Collection Balance in FORMAT-VIII
- A06 : Discussion on MGNREGA
- A07 : Discussion on Drinking Water
- A08 : Discussion on Sanitation
- A09 : Discussion on Street lighting
- A10 : Payment of Electricity Dues
- A11 : Own Source of Revenue
- A12 : Discussion on Livelihood Mission

Then click on "A01: Confirmation of the proceedings of the last meeting" as shown below.



Click on  
A01

Then the following screen will come.



Then if Sarapanch agrees with the proceedings written for agenda 01, click on “Approve A01” to approve the proceedings on Agenda 01. If Sarapanch does not agree with the proceedings written for agenda 01, PEO can write his/her remarks and click on “Return A01”. Then it will be returned back to PEO for rectification.

Similarly click on other agenda to view the proceedings pertaining to that agenda and click on Approve button to approve if PEO agrees. Otherwise with remarks can be retuned back to PEO for rectification..

The screenshot shows the 'Meeting Management' section of the e-Panchayat Sabha system. At the top right, the user's details are displayed: SAR115550, S K DAS, ANGARBANDHA. The left sidebar has a 'Dashboard' option. The main area lists two agendas:

- A01 : Confirmation of the proceedings of the last meeting
- A02 : Compliance of decisions taken in the last meeting

Below each agenda is a text input field labeled 'Enter Remark'. Under agenda A02, there are two buttons: 'Approve A02' (blue) and 'Return A02' (red). To the right of the 'Approve' button is a small text box containing 'A02'. Below the agendas is a list of six more items:

- A03 : Report on letters received & issued and Business transacted since last meeting
- A04 : Presentation/ Approval of Monthly receipt & expenditure statement
- A05 : Presentation of Demand Collection Balance in FORMAT-VIII
- A06 : Discussion on MGNREGA
- A07 : Discussion on Grama Sabha
- A08 : Discussion on Rural Housing

The taskbar at the bottom shows various application icons and the date/time: 23°C, 21:10, 02-01-2023.

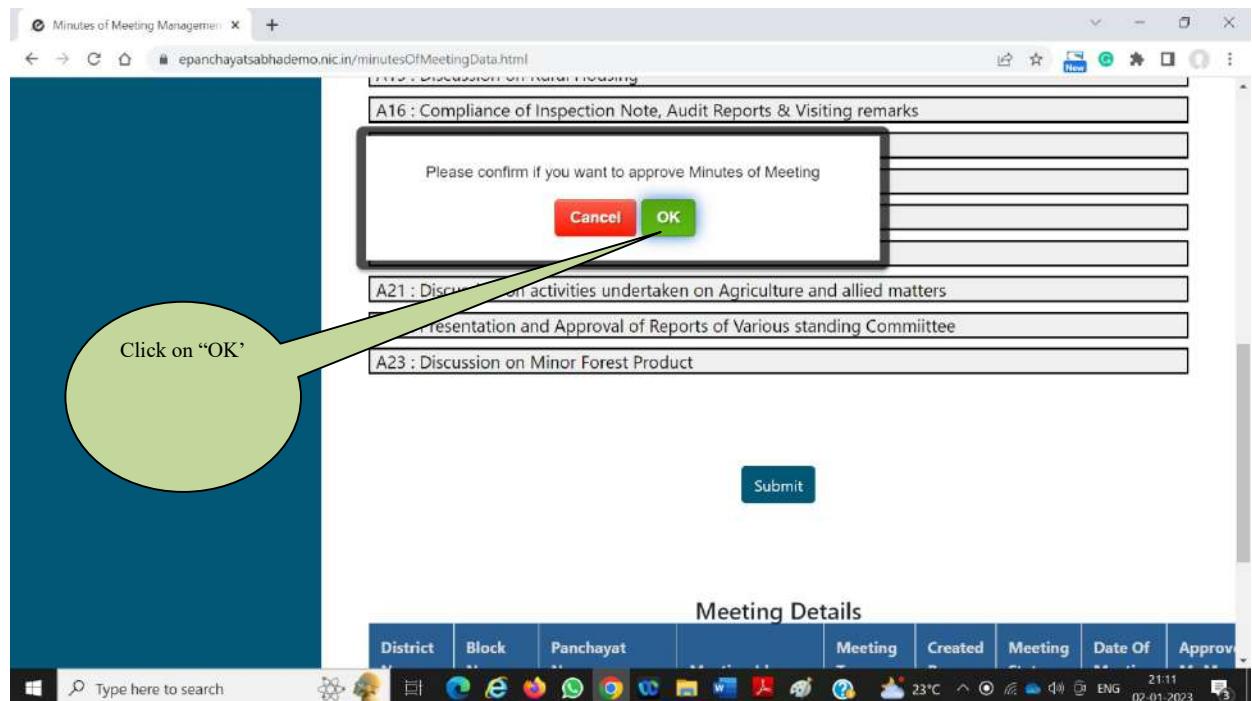
After viewing and approving proceedings of all agendas click on “Submit” button as shown below.

The screenshot shows the 'Meeting Management' section of the e-Panchayat Sabha system. The main area lists several agendas:

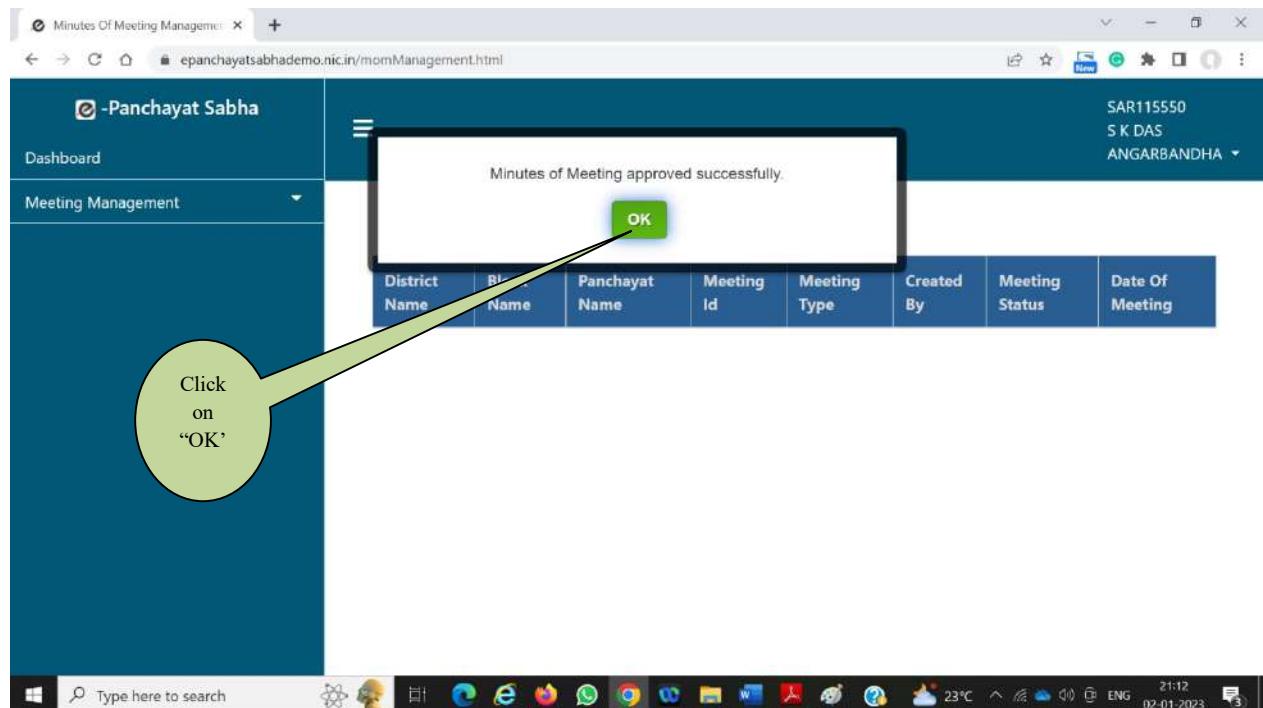
- A16 : Compliance of Inspection Note, Audit Reports & Visiting remarks
- A17 : Compliance of the decisions taken in the Grama Sabha
- A18 : Discussion on pendency of Utilization certificate
- A19 : Discussion on Women & Child Development
- A20 : Discussion on Primary Education
- A21 : Discussion on activities undertaken on Agriculture and allied matters
- A22 : Presentation and Approval of Reports of Various standing Committee
- A23 : Discussion on Minor Forest Product

At the bottom right, there is a blue 'Submit' button. A green callout bubble with a black outline points to this button, containing the text 'Click here on "Submit"'. The taskbar at the bottom shows various application icons and the date/time: 23°C, 21:10, 02-01-2023.

Then the following screen will be displayed with a popped up message “Please confirm if you want to approve the Minutes of Meeting”. Click on “Ok” to proceed.



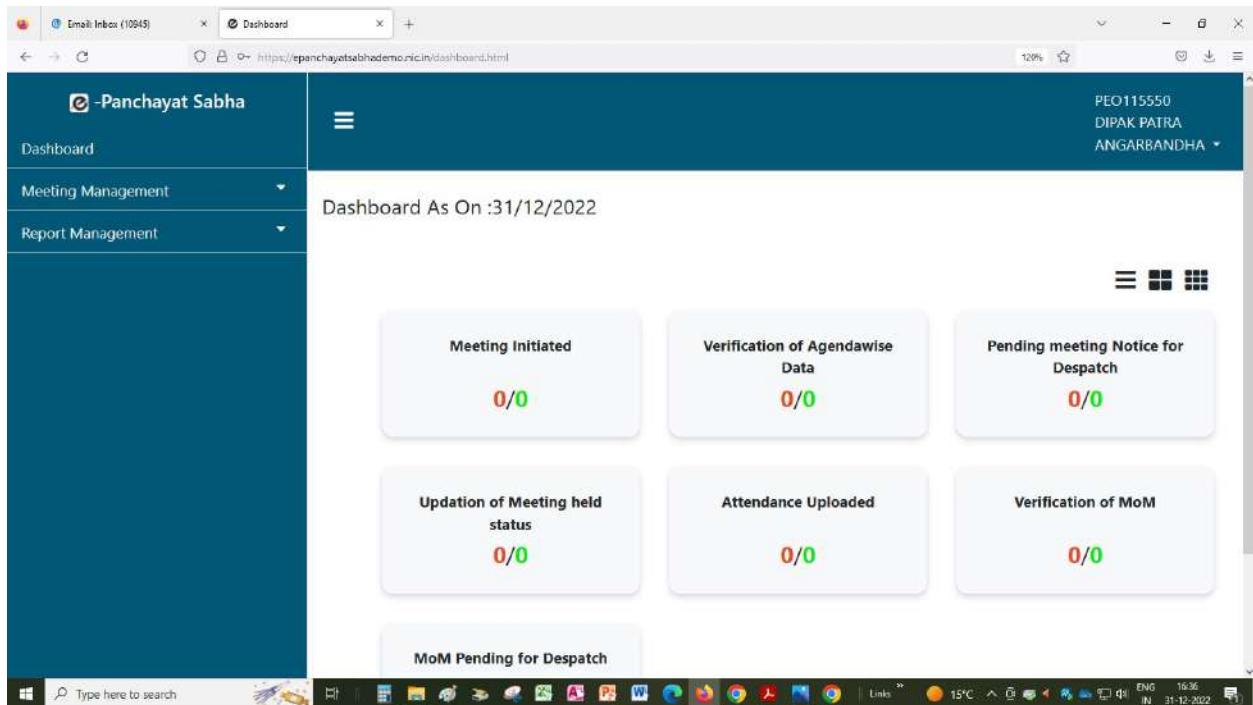
Here the following screen will be displayed with the popped up message “Minutes of Meeting approved successfully”. Click on “OK” to proceed.



Then sign out from the application.

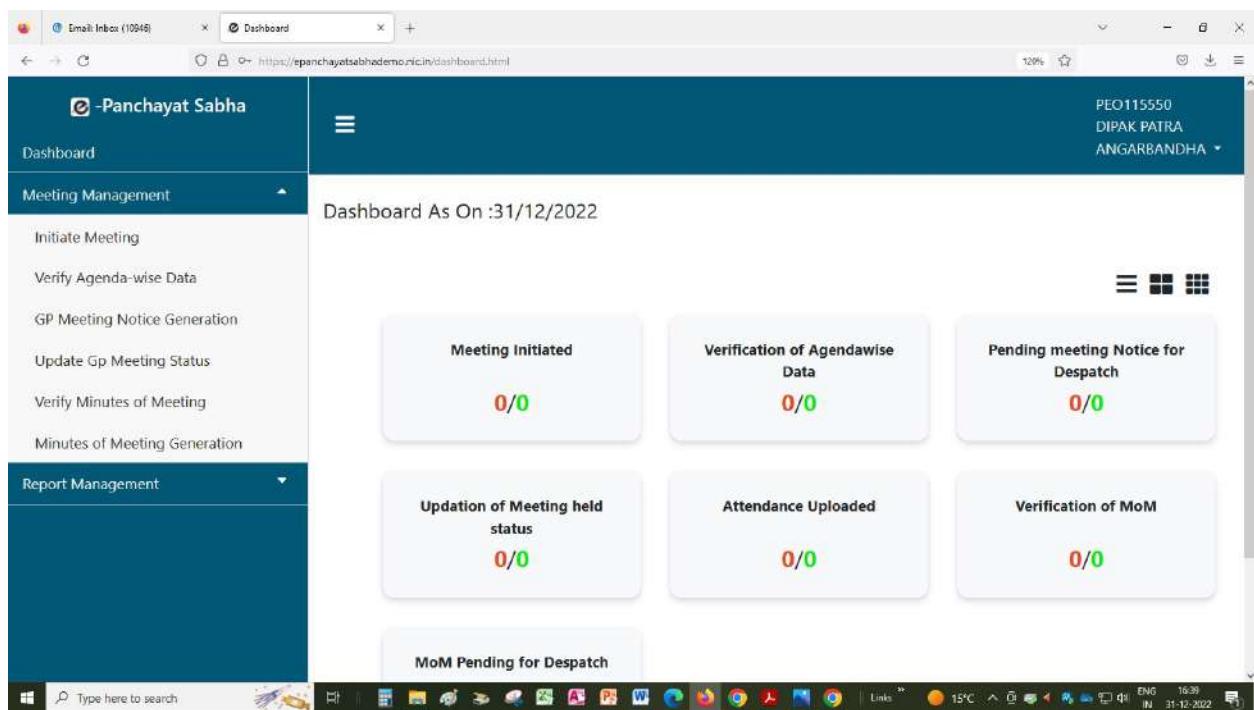
### 8.1.3 PEO (Panchayat Executive Officer) Login :

After entering the credential for PEO login, following screen will be displayed.



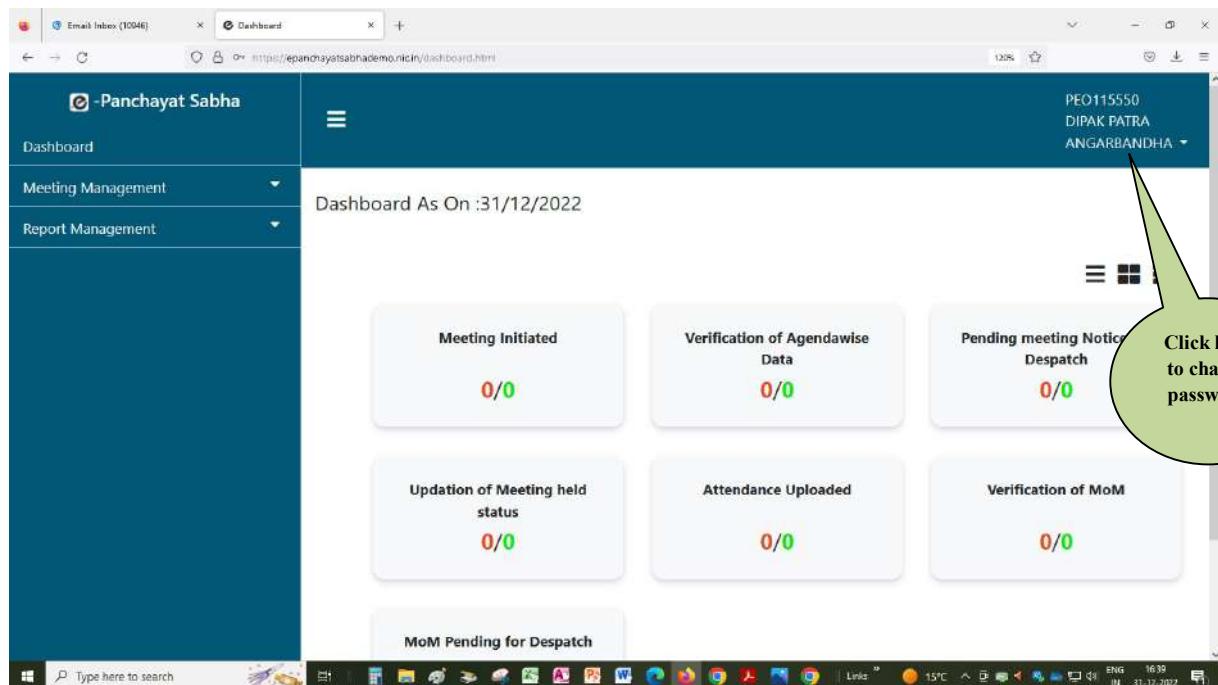
In the left side panel there will be menu which consists of,

- Dashboard
- Meeting Management
  - Initiate Meeting
  - Verify Agenda-wise Data
  - GP Meeting Notice Generation
  - Update GP Meeting Status
  - Verify Minutes of Meeting
  - Minutes of Meeting Generation
- Report Management

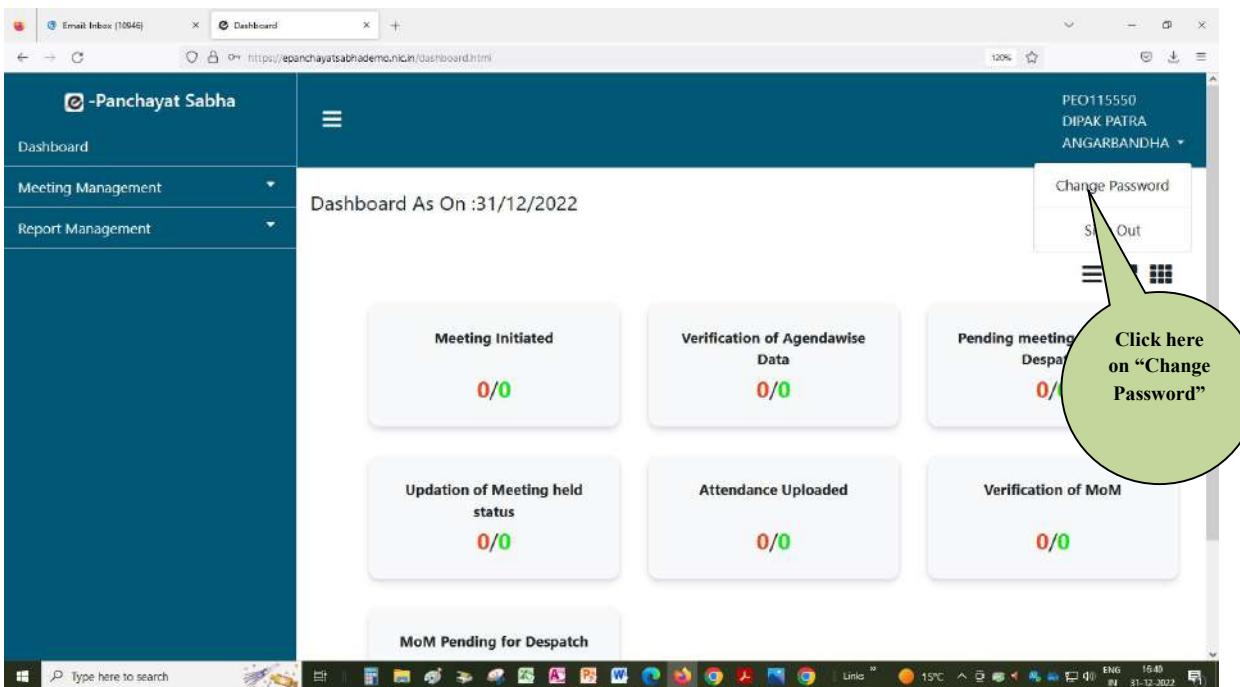


### Change Password:

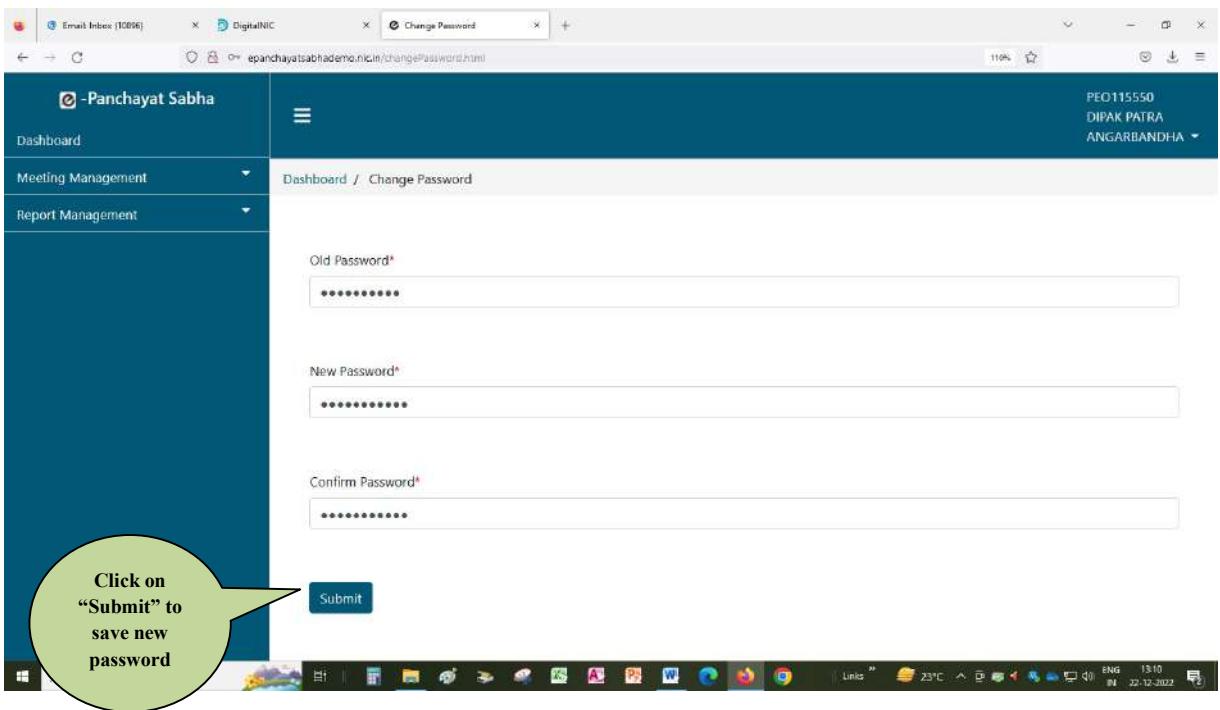
To change password, click on right top corner where your login-Id, Name and GP name have been displayed as shown below .



Here the following screen will be displayed. Click on “ Change Password” as shown below.

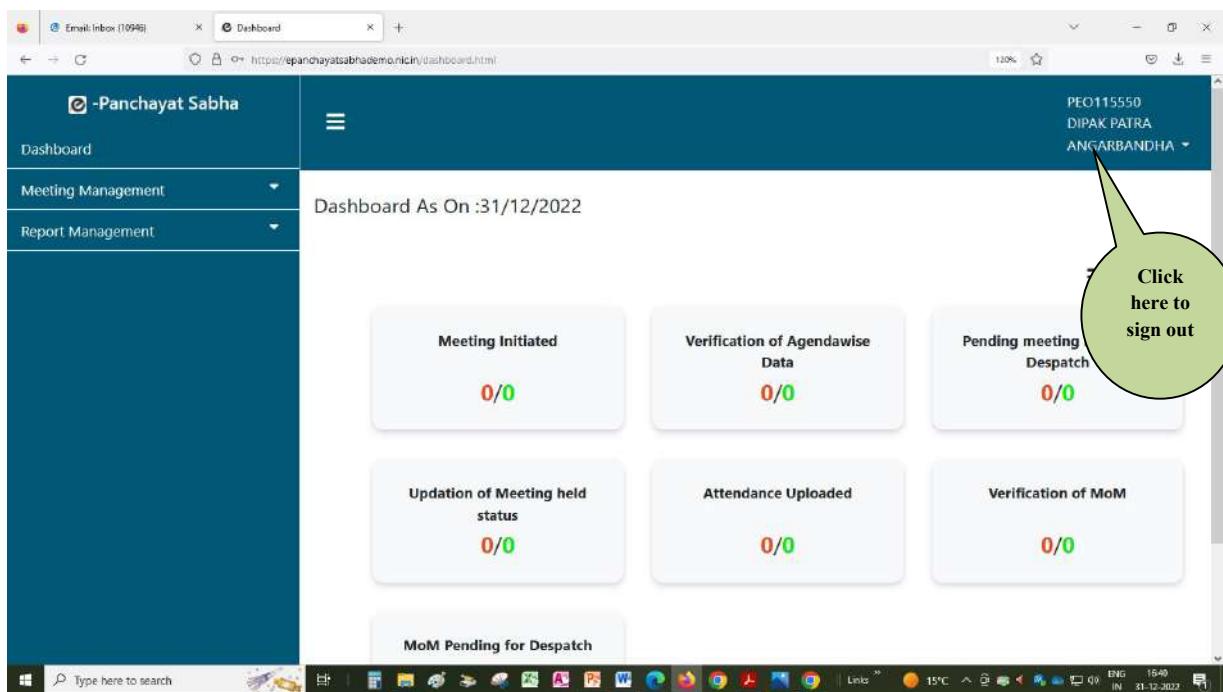


Then the following screen will be displayed to enter old password , new password and confirm password as indicated below. After entering the data click on “Submit” button to save new password.

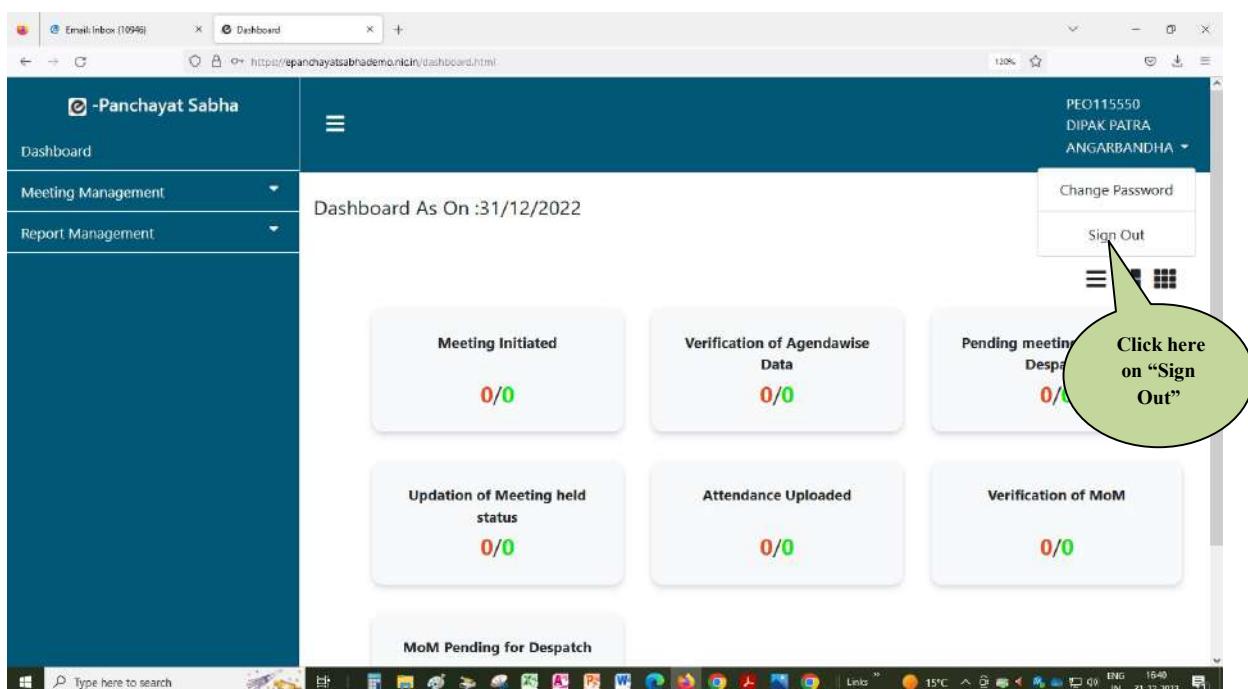


### Sign Out :

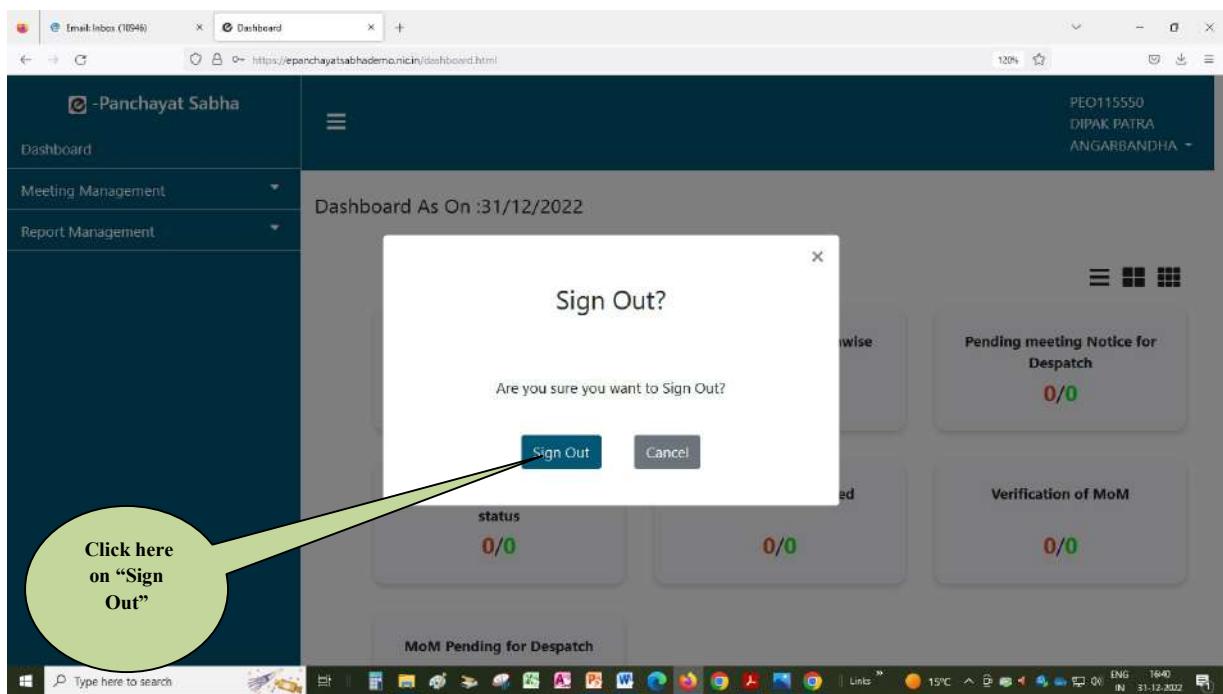
To sign out, click on right top corner where your name and GP name have been displayed as shown below .



Here the following screen will be displayed. Click on “ Sign Out” to logout/sign out from the application.

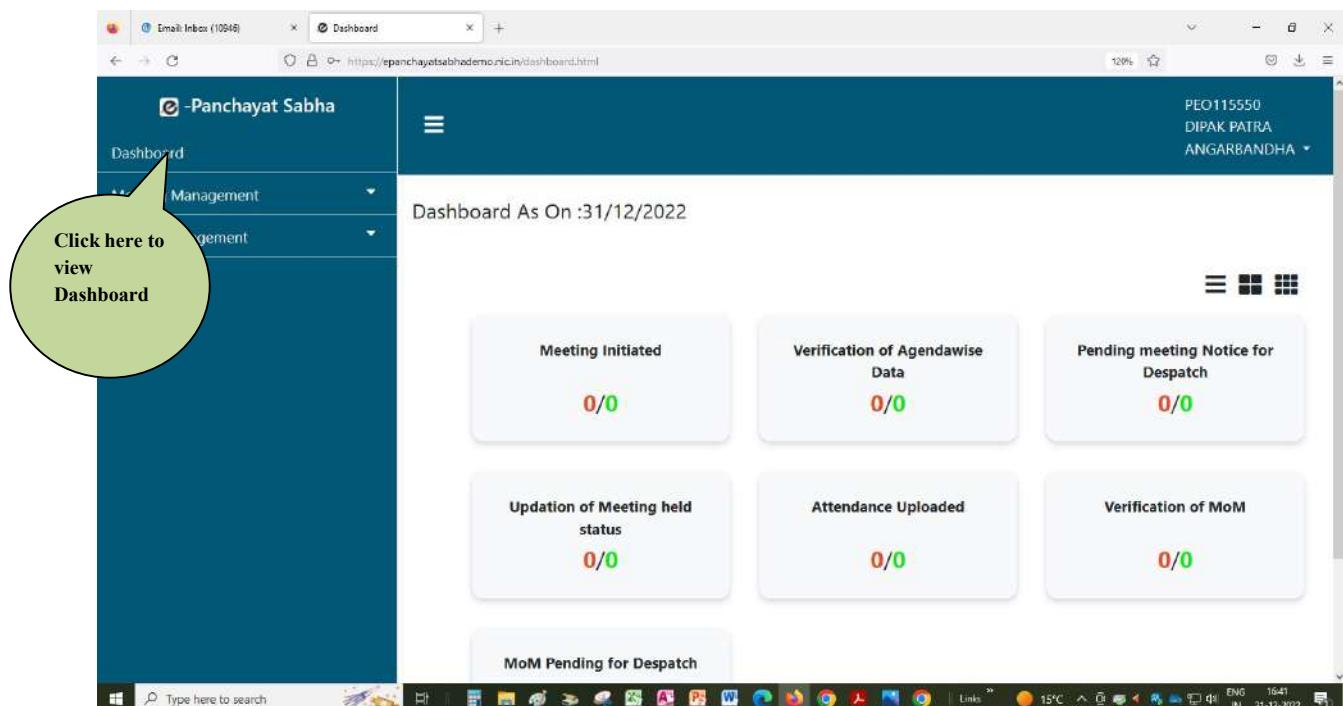


Then the following screen will be displayed for confirmation message “Are you sure you want to sign out?” . Click on “Sign Out” button as shown below to logout/sign out from the application.



### 8.1.3.1 Dashboard :

Click on “Dashboard” as shown below.



In the Dashboard of PEO login statistics of following will be displayed.

- Meeting Initiated
- Verification of Agenda-wise Data
- Pending meeting Notice for Despatch
- Updation of Meeting held Status

- Attendance uploaded
- Verification of MOM
- MoM Pending for Despatch

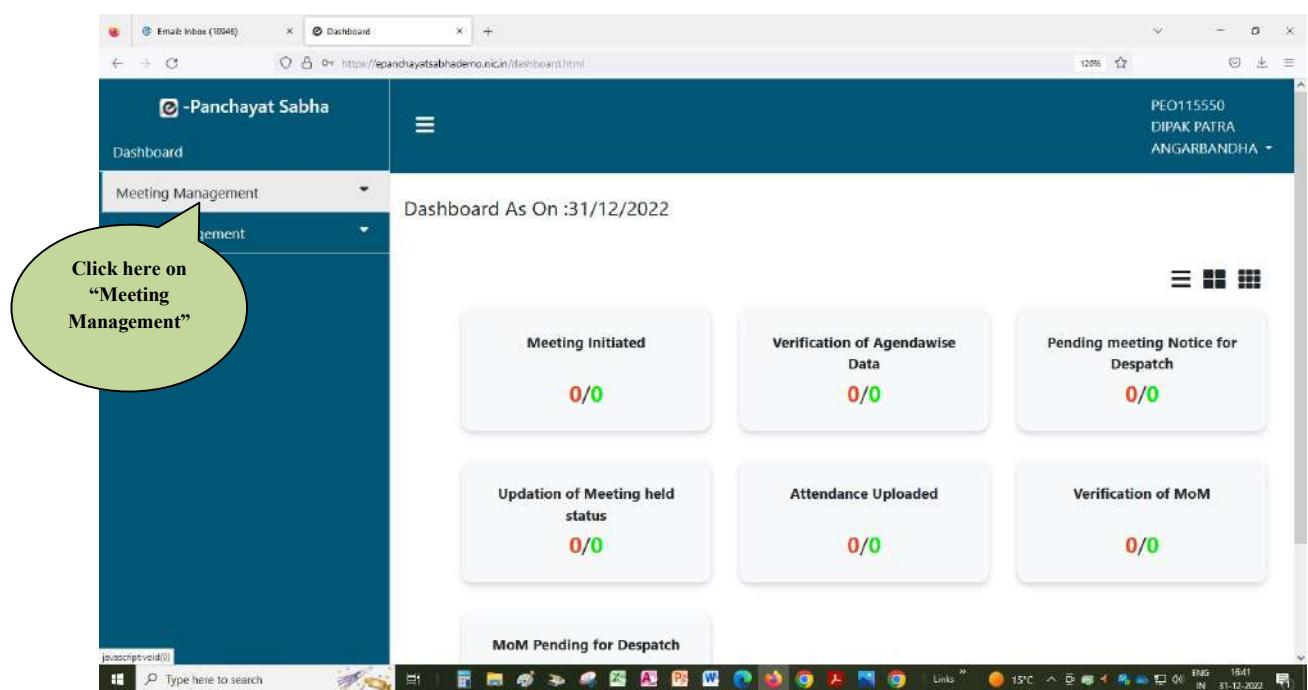
### 8.1.3.2 Meeting Management :

Under the menu “Meeting Management”, there is a sub-menu which consists of,

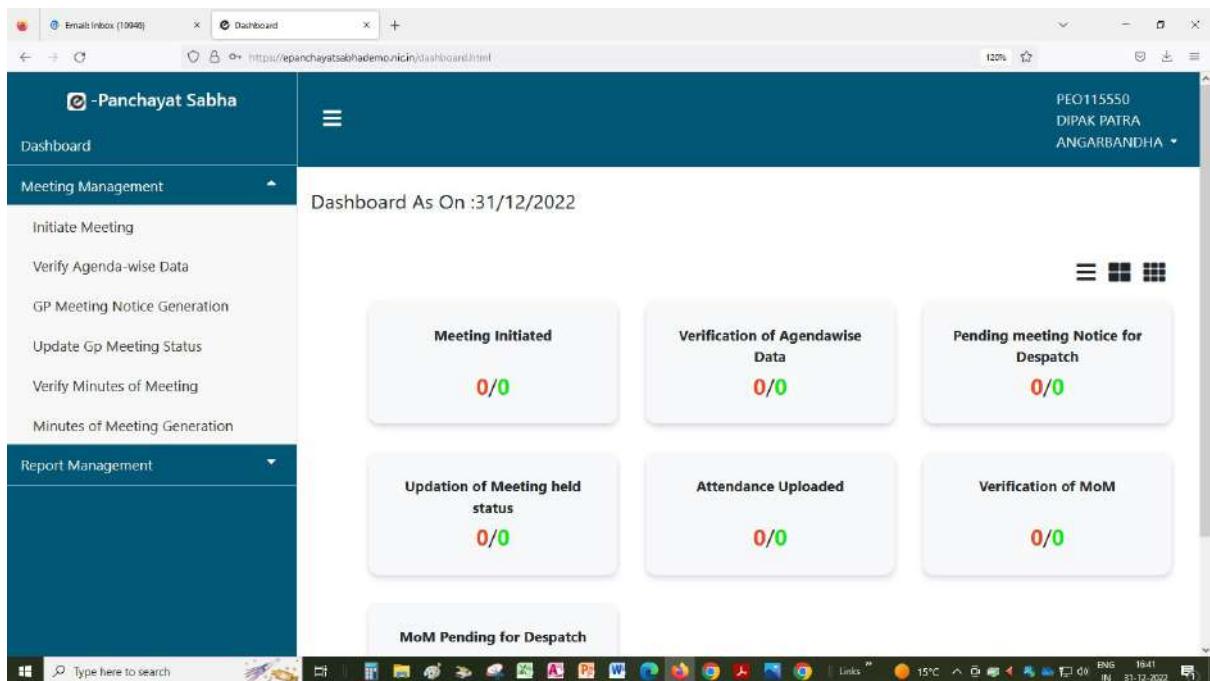
- Initiate Meeting
- Verify Agenda-wise Data ( verify meeting schedule with agenda)
- GP Meeting Notice Generation
- Update GP Meeting Status
- Verify Minutes of Meeting
- Minutes of Meeting generation

#### 8.1.3.2.1 Initiate Meeting :

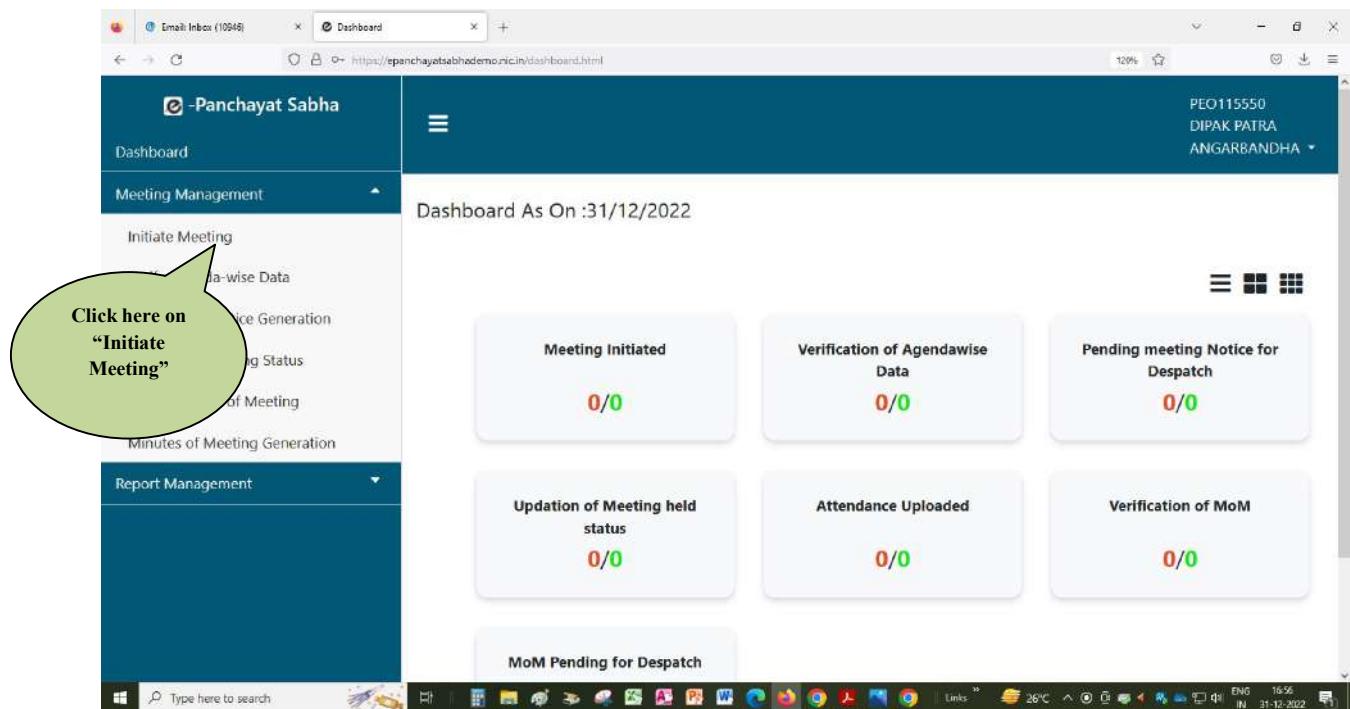
Click on “Meeting Management” as indicated below.



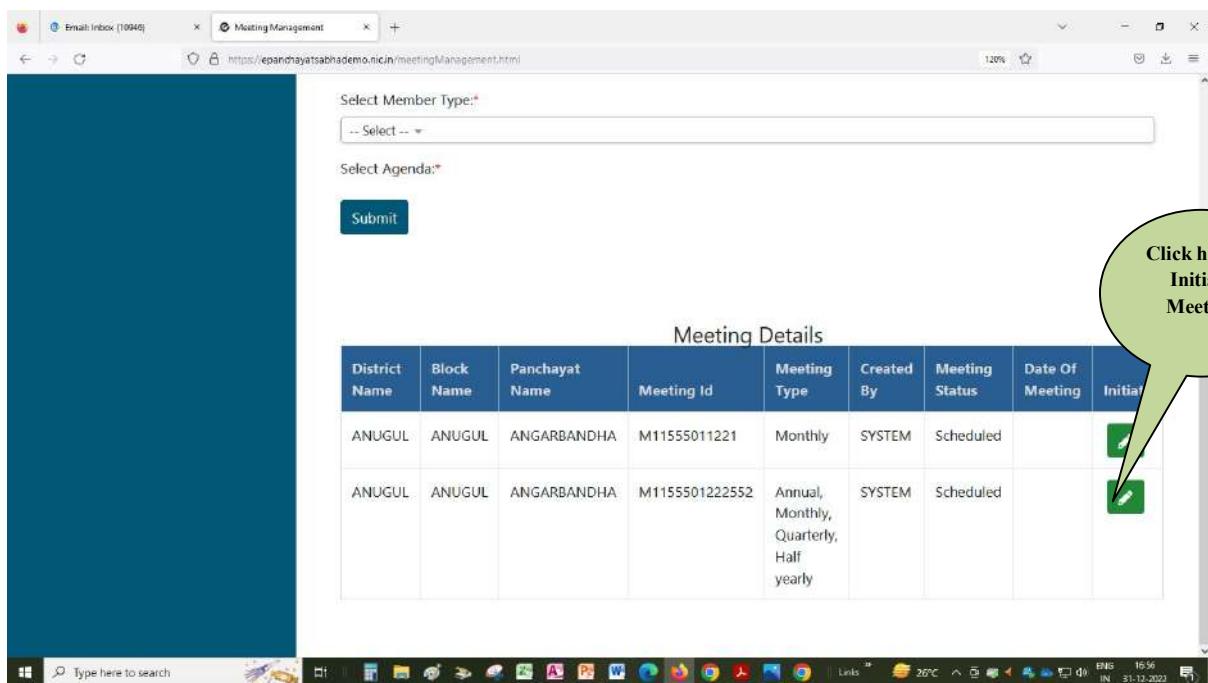
Then the following screen will be displayed.



Now click on “Initiate Meeting” as shown below to enter data for initiating meeting.



Then the following screen will be displayed. Here click on “Initiate” button as shown below against the Meeting Id.



Then the following input screen will be displayed. Meeting ID will be auto selected and all other data are to be entered/selected.

The screenshot shows a "Meeting Management" input form. The "Meeting Id:" field contains "M1155501222552". The "Date Of Meeting:" field contains "02-01-2023". The "Time of Meeting:" field contains "1100 AM". The "Venue:" field contains "GP OFFICE". The "Select Member Type:" dropdown is set to "Select". The "Select Agenda:" field is empty. The form is part of a larger dashboard with a sidebar menu.

The member types are of Block level, Gram Panchayat Level and Gram Panchayat Level Other Stake holders as shown below.

Date Of Meeting\*: 02-01-2023

Time of Meeting\*: 11:00 AM

Venue\*: GP OFFICE

Select Member Type\*:

- Select --
- BLOCK
- Gram Panchayat
- Gram Panchayat Level Other Stake Holder

Agenda Code	Agenda Name	Agenda Type
A01	Confirmation of the proceedings of the last meeting	Monthly
A02	Compliance of decisions taken in the last meeting	Monthly

The list of participants are to be selected as shown below. If any other officials will be required to attend the meeting, he/she can be added. The member who will preside the meeting will also be selected as shown below.

Venue\*: GP OFFICE

Select Member Type\*:

- BLOCK, Gram Panchayat, Gram Panchayat Level Other Stake Holder
- BLOCK
- Gram Panchayat
- Gram Panchayat Level Other Stake Holder

Other Member Name: \_\_\_\_\_

Other Member Designation: \_\_\_\_\_

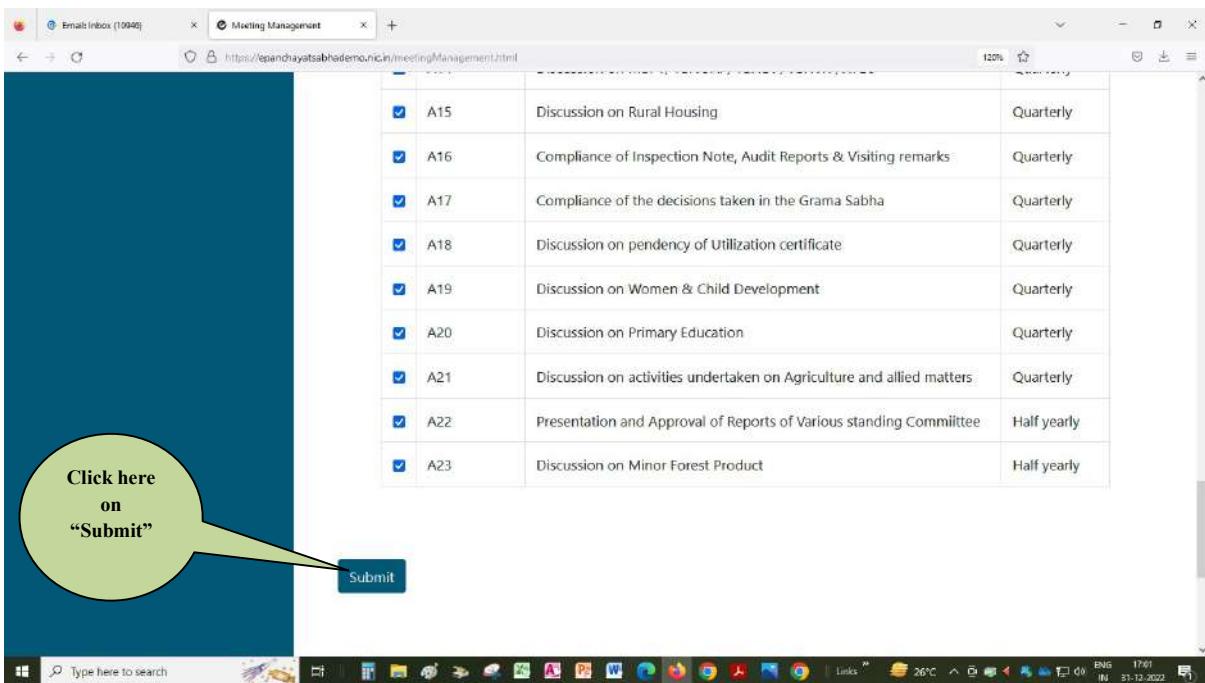
Member Id	Member Name	Member Designation	Presiding Officer
P11555035	S K DAS	SARPANCH	<input checked="" type="radio"/>
P11555078	RAJU PATRA	SAMITI MEMBER	<input type="radio"/>
P11555077	SUBHASISH DAS	NAIB-SARPANCH	<input type="radio"/>

Then the agendas are to be selected out of the pre-listed agendas as shown below. Then click on “submit” button.

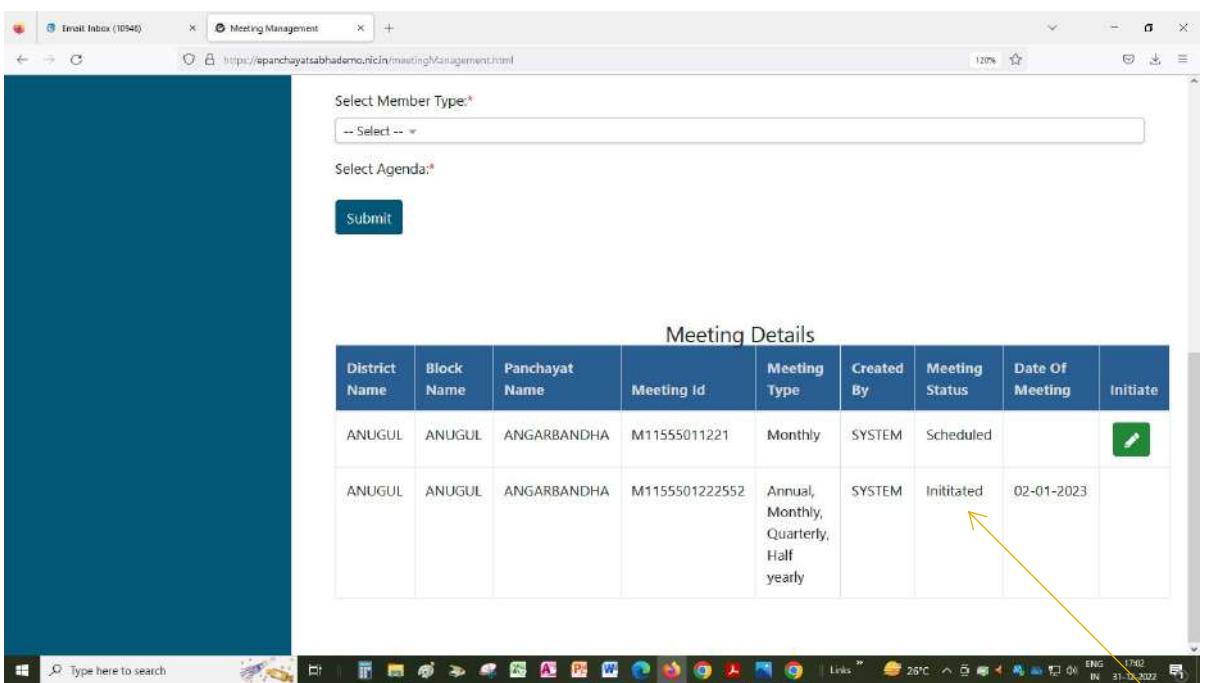
Select Agenda:\*

	Agenda Code	Agenda Name	Agenda Type
<input type="checkbox"/>	A01	Confirmation of the proceedings of the last meeting	Monthly
<input type="checkbox"/>	A02	Compliance of decisions taken in the last meeting	Monthly
<input checked="" type="checkbox"/>	A03	Report on letters received & issued and Business transacted since last meeting	Monthly
<input checked="" type="checkbox"/>	A04	Presentation/ Approval of Monthly receipt & expenditure statement	Monthly
<input checked="" type="checkbox"/>	A05	Presentation of Demand Collection Balance in FORMAT-VIII	Monthly
<input checked="" type="checkbox"/>	A06	Discussion on MGNREGA	Monthly
<input checked="" type="checkbox"/>	A07	Discussion on Drinking Water	Monthly

<input checked="" type="checkbox"/>	A08	Discussion on Sanitation	Monthly
<input checked="" type="checkbox"/>	A09	Discussion on Street lighting	Monthly
<input checked="" type="checkbox"/>	A10	Payment of Electricity Dues	Monthly
<input checked="" type="checkbox"/>	A11	Own Source of Revenue	Monthly
<input checked="" type="checkbox"/>	A12	Discussion on Livelihood Mission	Quarterly
<input checked="" type="checkbox"/>	A13	Discussion on Public Distribution System	Quarterly
<input checked="" type="checkbox"/>	A14	Discussion on MBPY/ IGNOAP/ IGNPD/ IGNWP/NFBS	Quarterly
<input checked="" type="checkbox"/>	A15	Discussion on Rural Housing	Quarterly
<input checked="" type="checkbox"/>	A16	Compliance of Inspection Note, Audit Reports & Visiting remarks	Quarterly
<input checked="" type="checkbox"/>	A17	Compliance of the decisions taken in the Grama Sabha	Quarterly
<input checked="" type="checkbox"/>	A18	Discussion on pendency of Utilization certificate	Quarterly
<input checked="" type="checkbox"/>	A19	Discussion on Women & Child Development	Quarterly
<input checked="" type="checkbox"/>	A20	Discussion on Primary Education	Quarterly



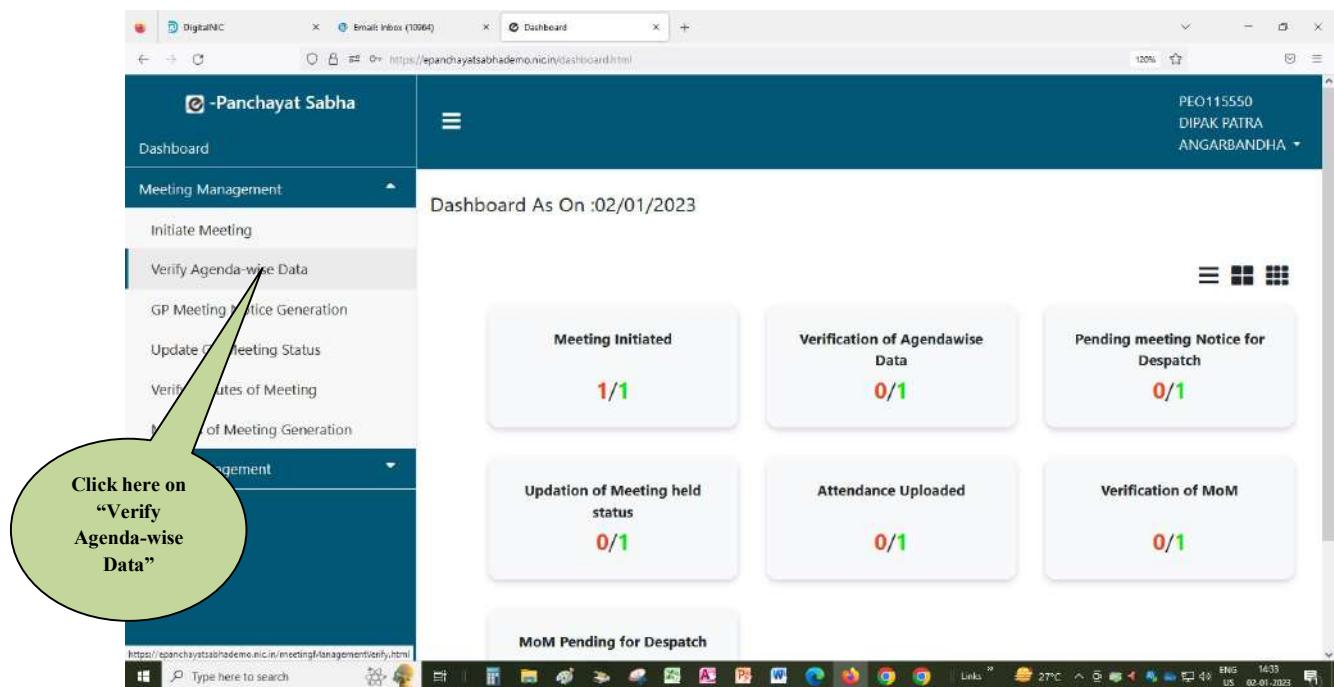
Now Meeting Status will be changed to “Initiated” as shown below.



Then sign-out from the application.

#### 8.1.3.2.2 Verify Agenda-wise Data :

Now click on “Verify Agenda-wise Data (Verify Meeting Schedule with agenda)” under “Meeting Management” as shown below .



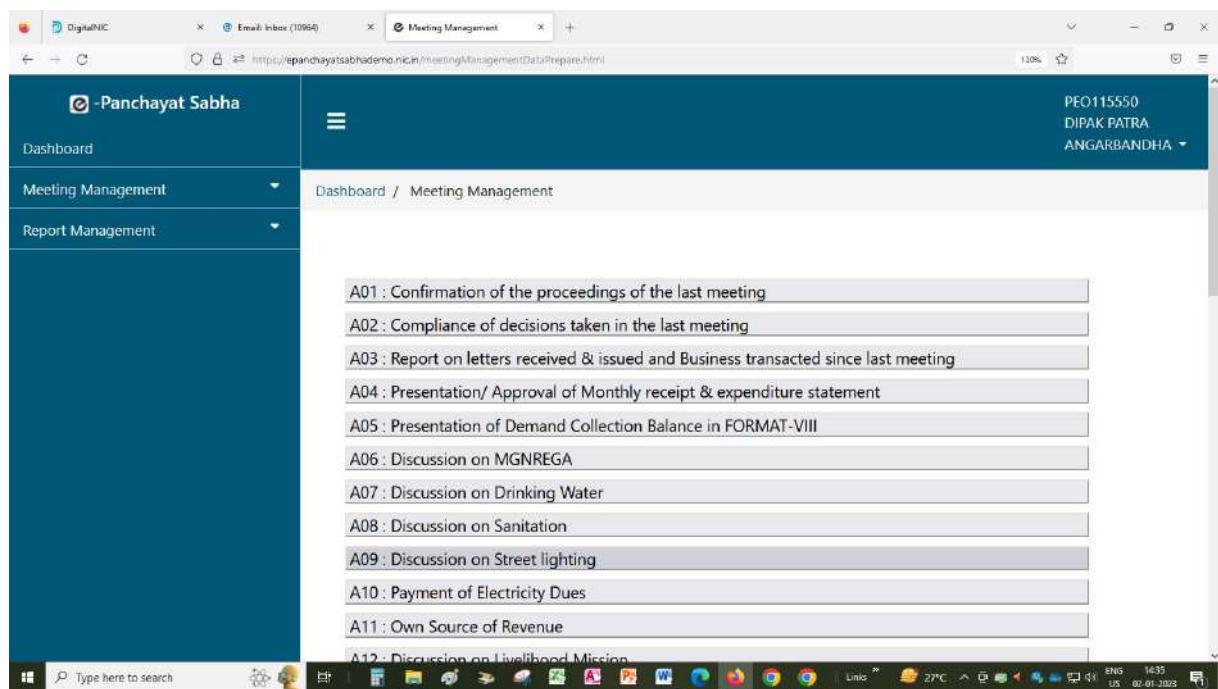
Then the following screen will be displayed , in which under “Meeting Status” , it will show “Data prepared by DEO” for the Meeting ID. Click on pencil icon as shown below,

The screenshot shows the 'Meeting Management Approval' screen. It displays a table of 'Meeting Details' with the following columns: District Name, Block Name, Panchayat Name, Meeting Id, Meeting Type, Created By, Meeting Status, Date Of Meeting, and Verify. Two rows of data are shown:

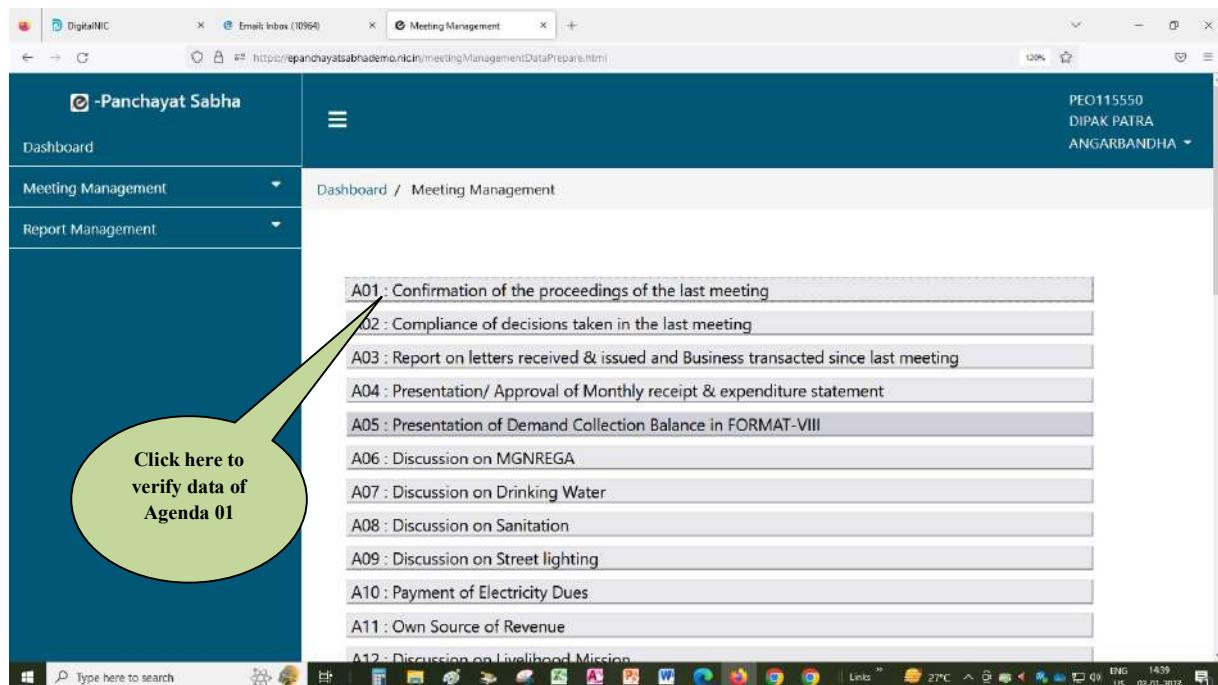
District Name	Block Name	Panchayat Name	Meeting Id	Meeting Type	Created By	Meeting Status	Date Of Meeting	Verify
ANUGUL	ANUGUL	ANGARBANDHA	M11555011221	Monthly	SYSTEM	Scheduled	02-01-2023	
ANUGUL	ANUGUL	ANGARBANDHA	M1155501222552	Annual, Monthly, Quarterly, Half yearly	SYSTEM	Data Prepared By DEO	02-01-2023	

A green callout bubble points to the 'Verify' column in the table, with the text "Click here to verify agenda-wise data".

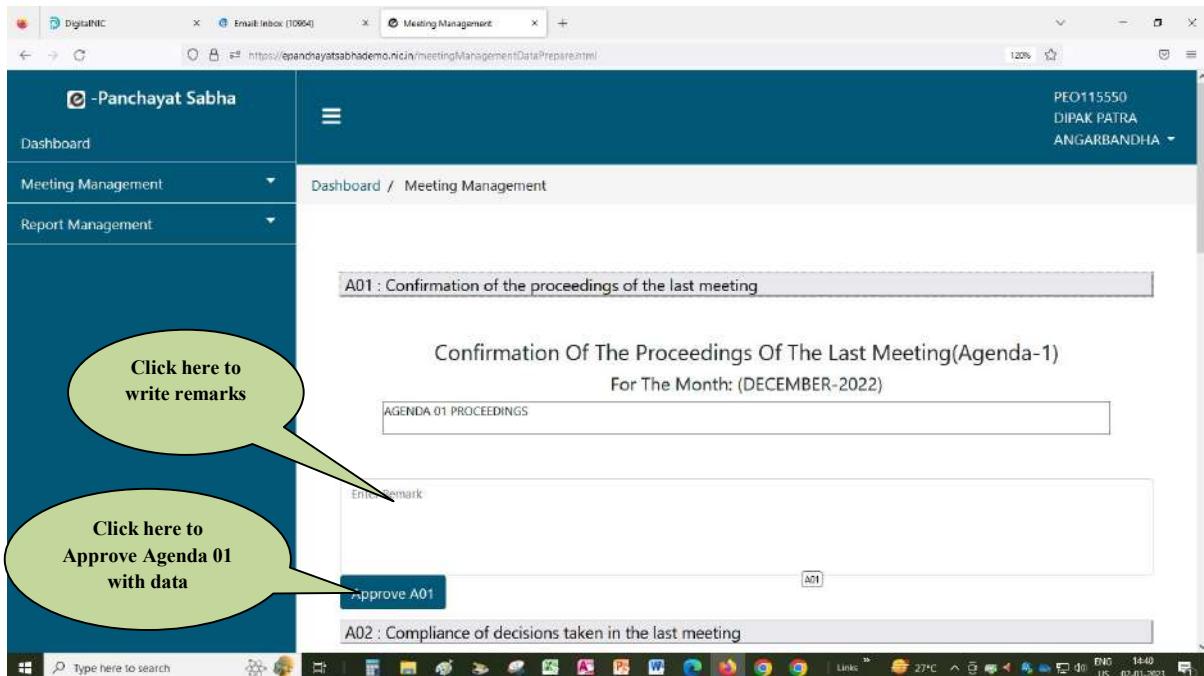
Following screen will be displayed.



To verify agenda-wise data prepared by DEO, click on each agenda as shown below. Click on “A01: Confirmation of the Proceedings of last meeting” as shown below.

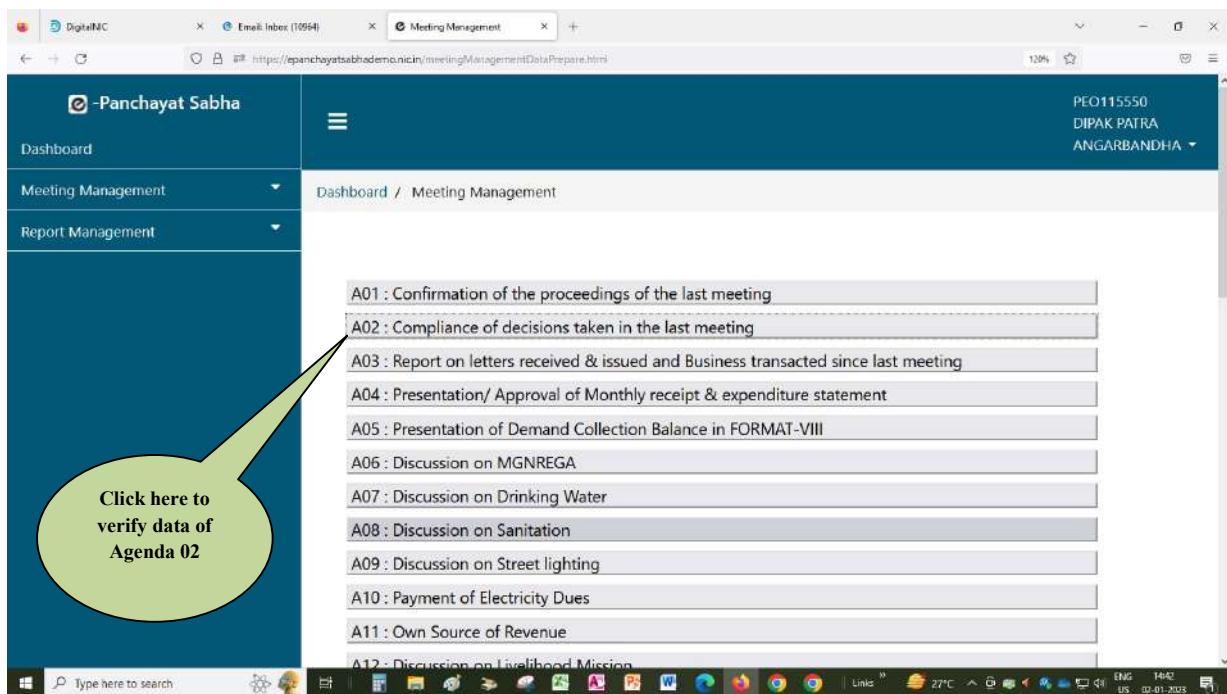


Then the following screen will be displayed.

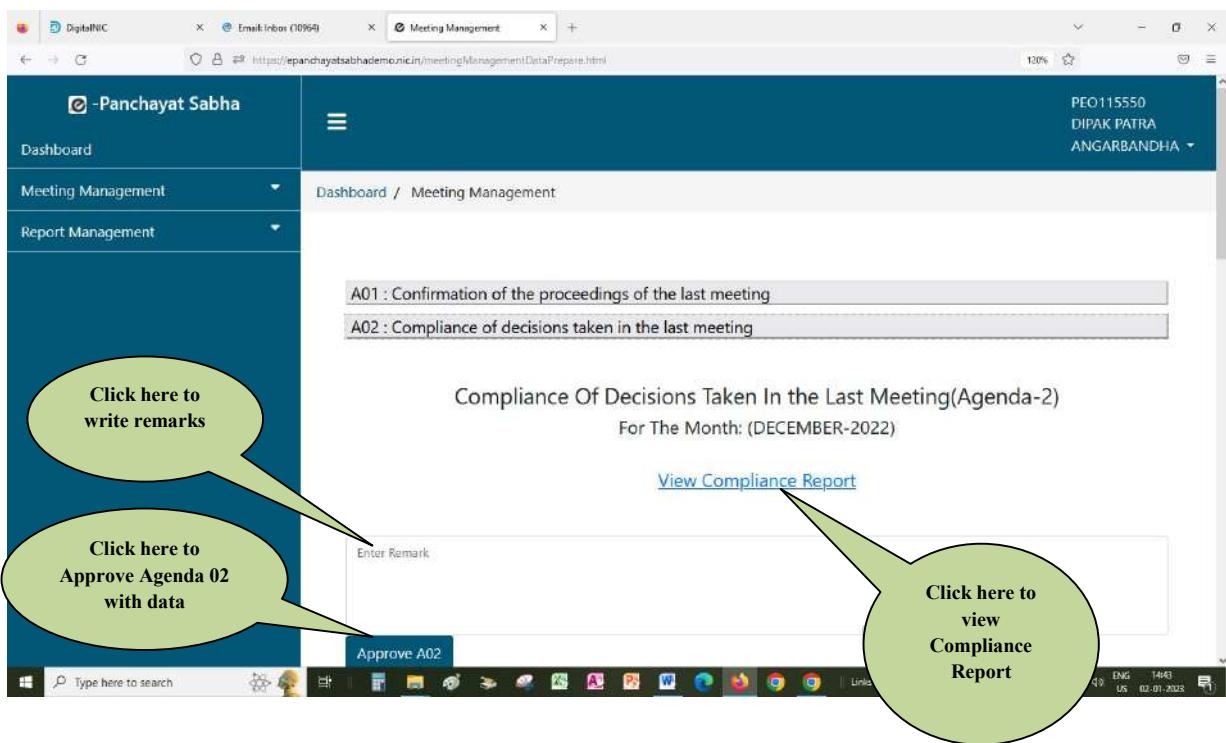


PEO may write his/her remarks and approve it.

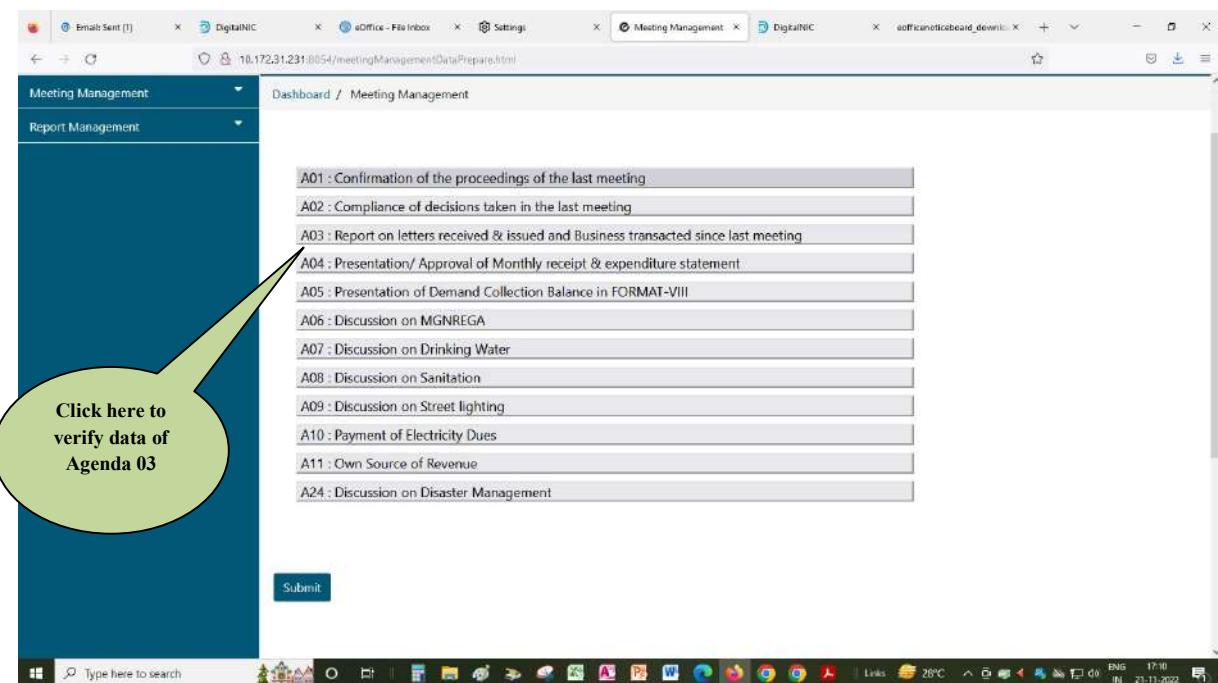
Then click on “A02: Compliance Of Decisions Taken In the Last Meeting” as shown below.



Then the following screen will be displayed. PEO can view the Compliance Report of last meeting by clicking on “View Compliance Report” as shown below. Then PEO may write his/her remarks and approve it.



Then click on A03: Report on letters received & issued and Business transacted since last meeting” as shown below.



Here following screen will be displayed as shown below. If PEO agrees, he will click on “Approve A03” button. If he disagrees, then he will click on “Reject A03” button and give his remarks.

A01 : Confirmation of the proceedings of the last meeting  
A02 : Compliance of decisions taken in the last meeting  
A03 : Report on letters received & issued and Business transacted since last meeting

Received Letter Details During The Month(Agenda-3)  
For The Month: (DECEMBER-2022)

From Office	Letter No	Letter Date	Subject	Action Taken	Letter Received Date
GP OFFICE	let/5	07-12-2022	CONSTRUCTION	IN PROCESS	08-12-2022
GP OFFICE	let/6	09-12-2022	SCHOOL	IN PROCESS	15-12-2022

Despatched Letter Details During The Month(Agenda-3)  
For The Month: (DECEMBER-2022)

To Office	Letter No	Letter Date	Subject	Purpose	Letter Despatched Date
BDO OFFICE	file/4/1	13-12-2022	CONSTRUCTION	IN PROCESS	21-12-2022
	LET/SYSG/78	14-12-2022			14-12-2022
	LET/SYSG/79	14-12-2022			14-12-2022

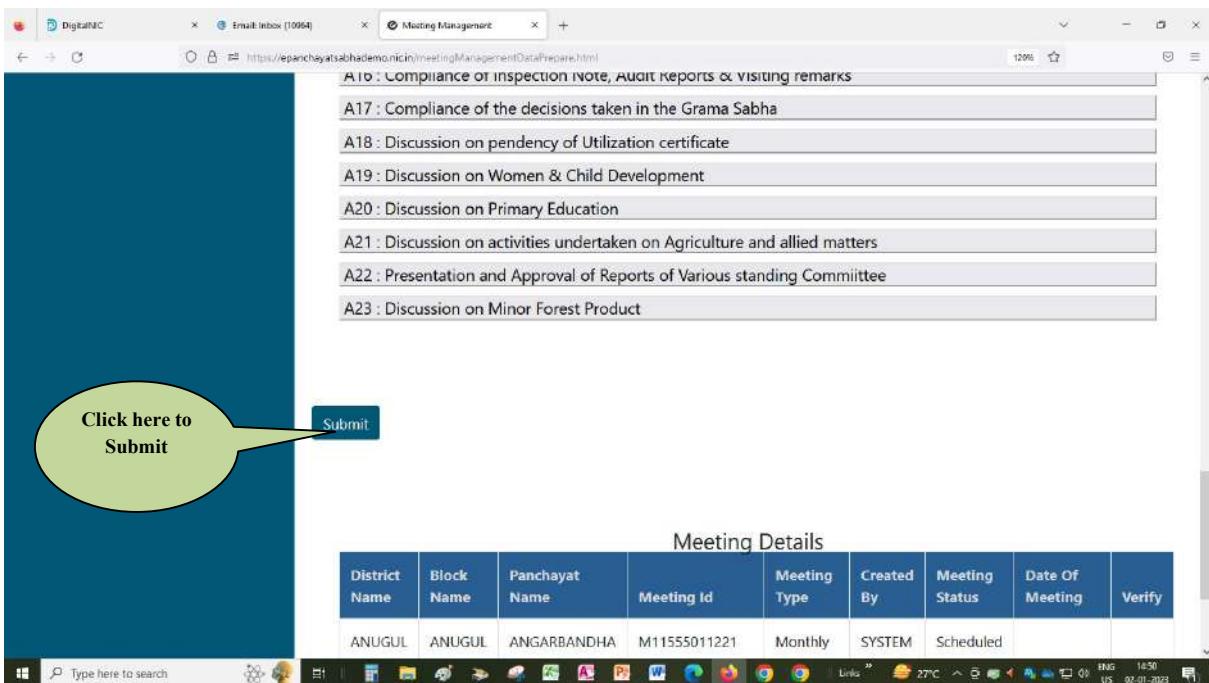
LET/SYSG/78	14-12-2022		14-12-2022
LET/SYSG/79	14-12-2022		14-12-2022
LET/SYSG/80	14-12-2022		14-12-2022
LET/SYSG/81	14-12-2022		14-12-2022
LET/SYSG/86	14-12-2022		14-12-2022
LET/SYSG/87	14-12-2022		14-12-2022
LET/SYSG/88	14-12-2022		14-12-2022
LET/SYSG/89	14-12-2022		14-12-2022

Enter Remark

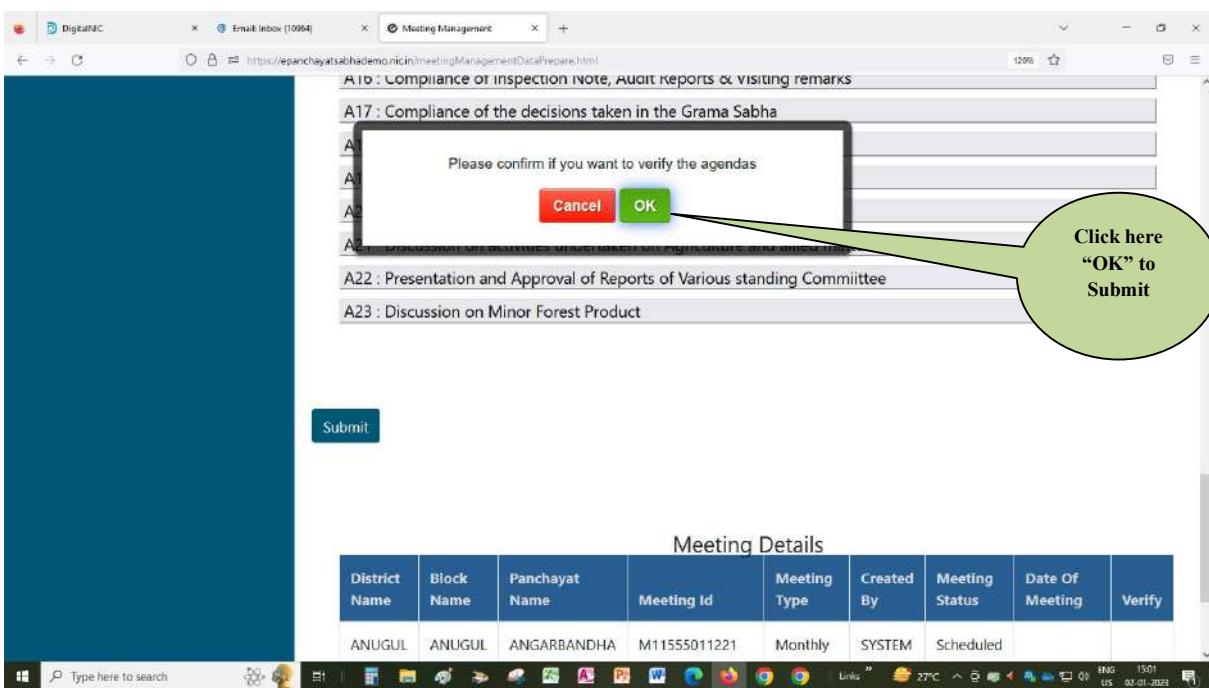
Approve A03    Return A03

A04 : Presentation/ Approval of Monthly receipt & expenditure statement

Similarly for data of all agendas, it is to be approved. Then click on “Submit” button as shown below to save.



Then a confirmation message “Please confirm if you want to verify the agendas.” will be pop-up as shown below. Click on “OK” button to proceed.



Then the Meeting status will be changed to “Data verified by PEO” against your Meeting Id.

The screenshot shows the 'Meeting Management' section of the e-Panchayat Sabha application. The table displays two rows of meeting information:

District Name	Block Name	Panchayat Name	Meeting Id	Meeting Type	Created By	Meeting Status	Date Of Meeting	Verify
ANUGUL	ANUGUL	ANGARBANDHA	M11555011221	Monthly	SYSTEM	Scheduled		
ANUGUL	ANUGUL	ANGARBANDHA	M1155501222552	Annual, Monthly, Quarterly, Half yearly	SYSTEM	Data Verified By PEO	02-01-2023	

A green callout bubble labeled 'Meeting Status' points to the status column for the second meeting entry.

Then Sign out from the application.

#### 8.1.3.2.3 GP Meeting Notice generation :

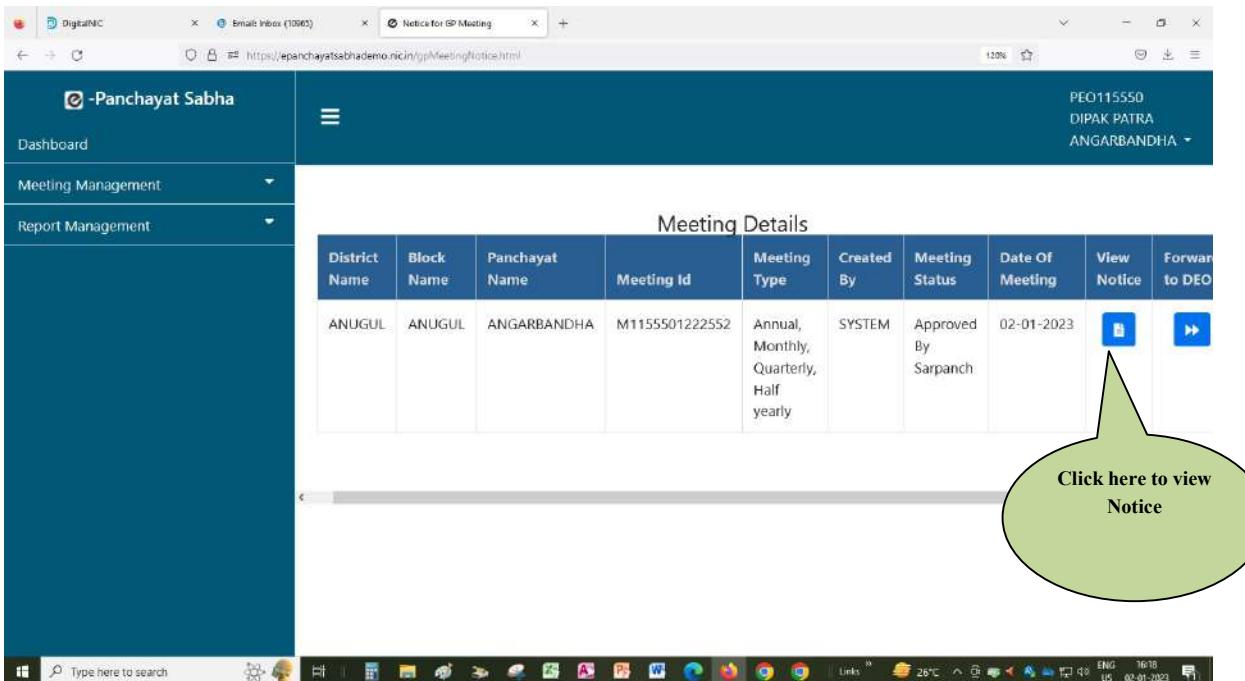
Click on “GP Meeting Notice generation” under “Meeting Management” as shown below .

The screenshot shows the 'Dashboard' section of the e-Panchayat Sabha application. The sidebar menu has a sub-option 'GP Meeting Notice Generation' highlighted with a green callout bubble. The main dashboard area displays various status metrics in cards:

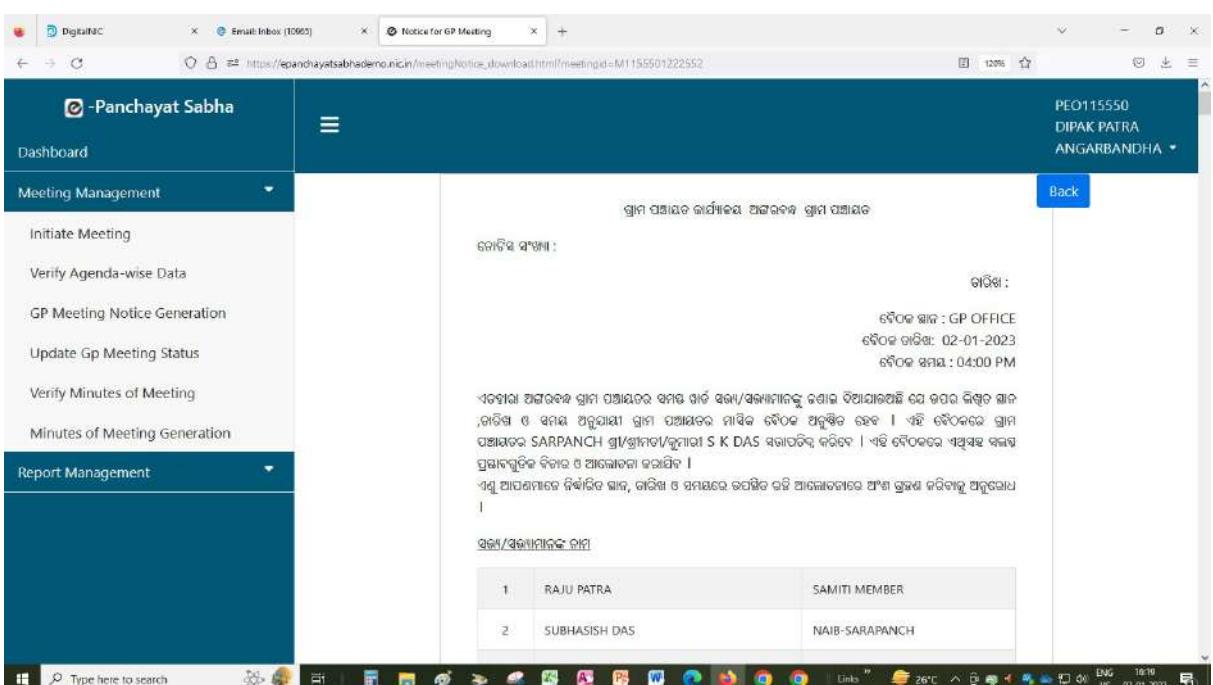
- Meeting Initiated: 1/1
- Verification of Agendewise Data: 1/1
- Pending meeting Notice for Despatch: 0/1
- Updation of Meeting held status: 0/1
- Attendance Uploaded: 0/1
- Verification of MoM: 0/1

A green callout bubble points to the 'GP Meeting Notice Generation' option in the sidebar.

Then the following screen will be displayed. Click on the icon under View Notice as shown below to view the notice.



Then the notice will be displayed as shown below.



The screenshots show a list of names and their roles, likely ward members or committee members, displayed in a grid format.

	Name	Role
1	RAJU PATRA	SAMITI MEMBER
2	SUBHASISH DAS	NAIB-SARAPANCH
3	S K MEHER	WARD MEMBER-01
4	DIPTI SWAIN	WARD MEMBER-02
5	PRASANT DAS	WARD MEMBER-03
6	JAGAN SAHOO	WARD MEMBER-04
7	SAMAN KUMAR	WARD MEMBER-05
8	PRAGYAN SAMAL	WARD MEMBER-06
9	SIKHA DAS	AWC

ଆପଣଙ୍କ ବିଶୁଦ୍ଧ

ସମସ୍ତ ଅଞ୍ଚଳକୁ ଗ୍ରାମ ପଞ୍ଚାଯତ୍ନ

ସମସ୍ତ ଅଞ୍ଚଳକୁ ଗ୍ରାମ ପଞ୍ଚାଯତ୍ନ

ଆପଣଙ୍କ ବିଶୁଦ୍ଧ

ସମସ୍ତ ଅଞ୍ଚଳକୁ ଗ୍ରାମ ପଞ୍ଚାଯତ୍ନ

ପରିପ୍ରକାଶ ଦାଖଲା : ପାଇଛ :

ଏହାର ଏକବିଂଶ ଜନକାଳ ଫରିଡ଼ ସମ୍ମାନ ସମୟ ଅନ୍ତରେ ନିଯାମିତ ପ୍ରୋତ୍ସହ କରାଯାଇ କରୀଥିଲାକି ଯୋଗ ଦେବାକୁ ଅନୁରୋଧ କରାଗଲା ।

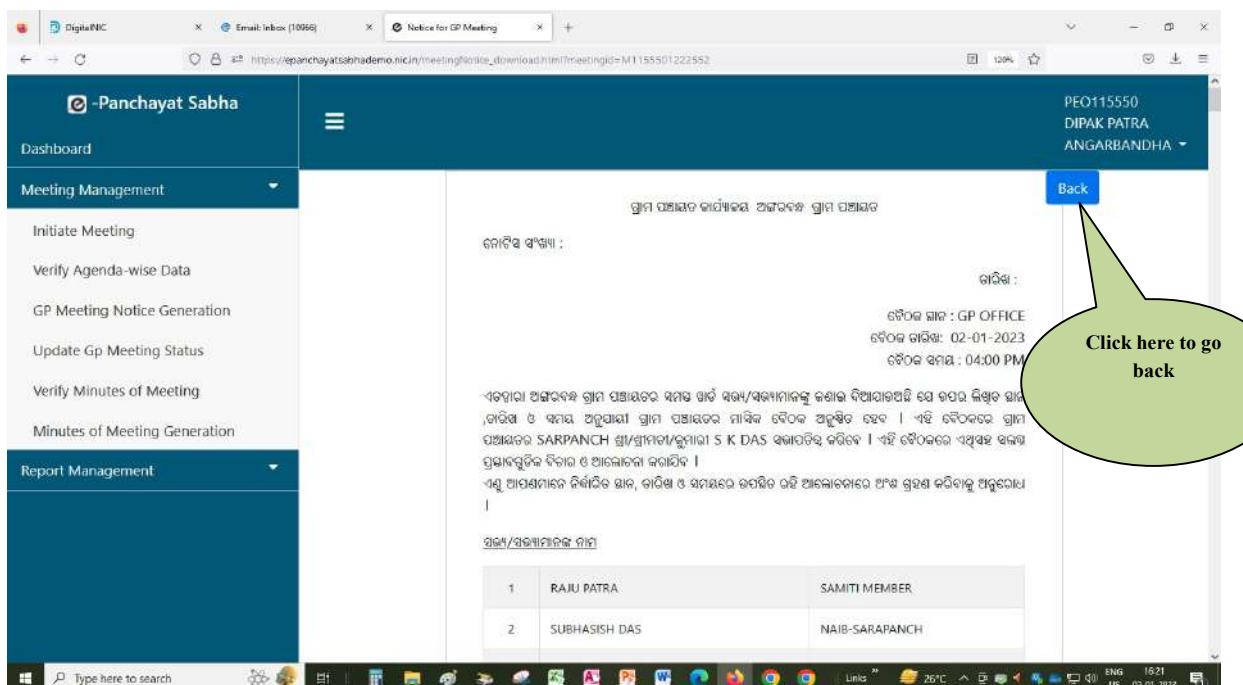
ସମସ୍ତ ଅଞ୍ଚଳକୁ ଗ୍ରାମ ପଞ୍ଚାଯତ୍ନ

ପରିପ୍ରକାଶ ଦାଖଲା : ପାଇଛ :

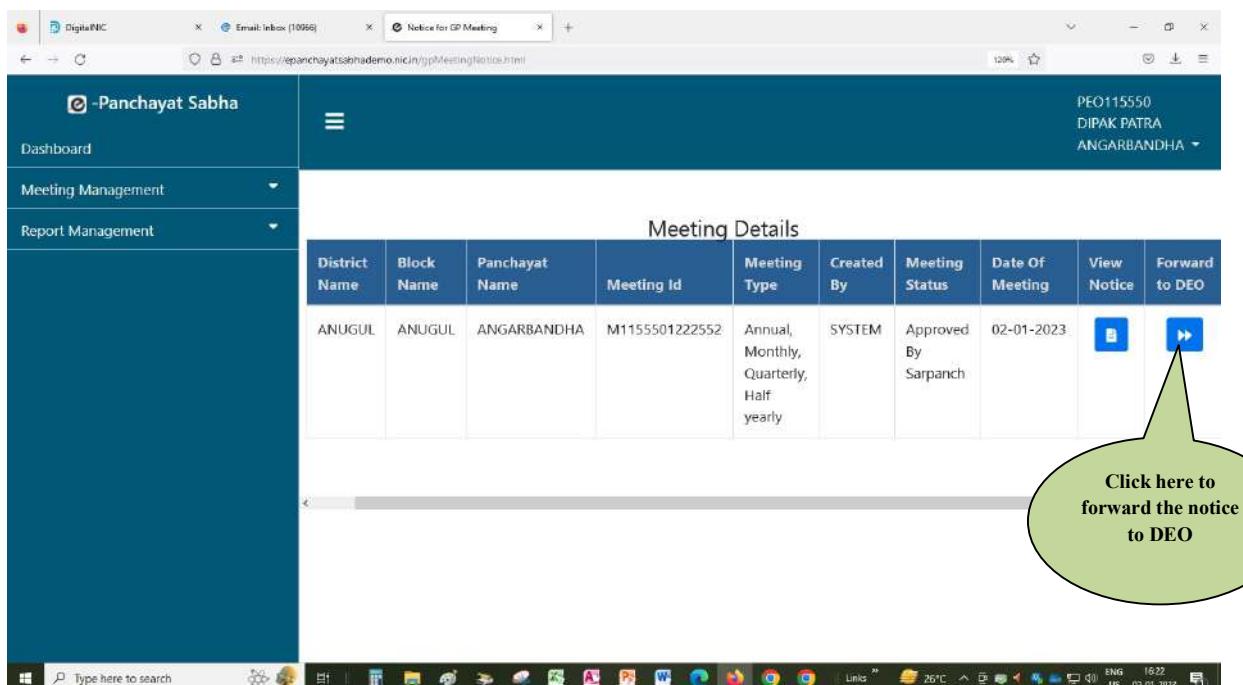
ଏହାର ଏକବିଂଶ ଜନକାଳ ଗ୍ରାମ ପଞ୍ଚାଯତ୍ନ ଅନ୍ତରେ ପରିପ୍ରକାଶ ଦାଖଲାକୁ ଅନୁରୋଧ କରାଗଲା ।

ସମସ୍ତ ଅଞ୍ଚଳକୁ ଗ୍ରାମ ପଞ୍ଚାଯତ୍ନ

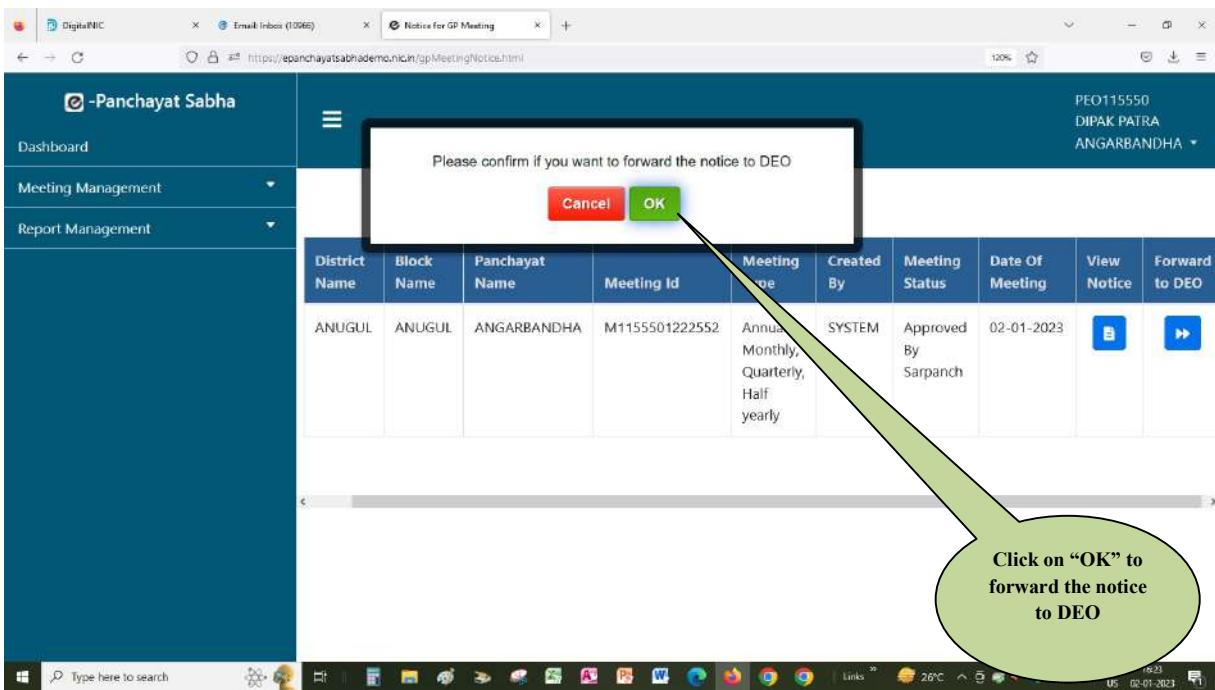
Then click on “Back” as shown below



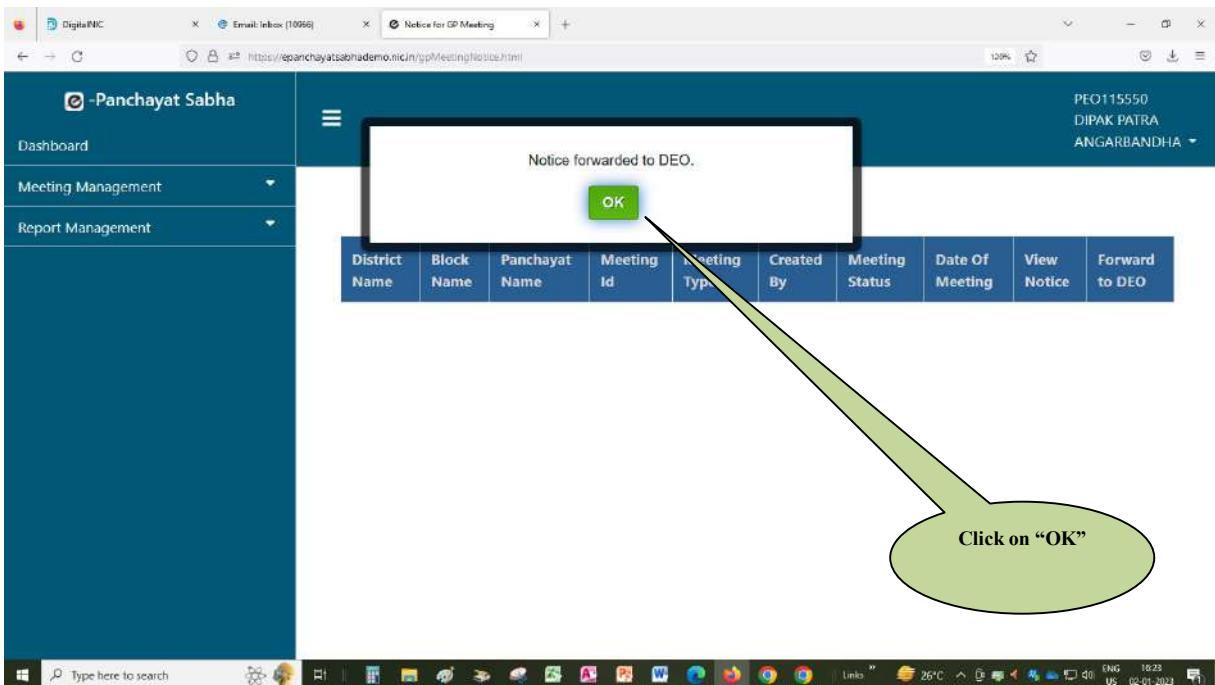
Here the following screen will be displayed. Then click on the icon under “Forward to DEO” as shown below for your Meeting ID to forward the notice to DEO to give issue number and despatch.



A confirmation alert message “Please confirm if you want to forward the notice to DEO.” will be displayed for sending the notice to DEO as shown below. Click on “OK” to send the notice to DEO.



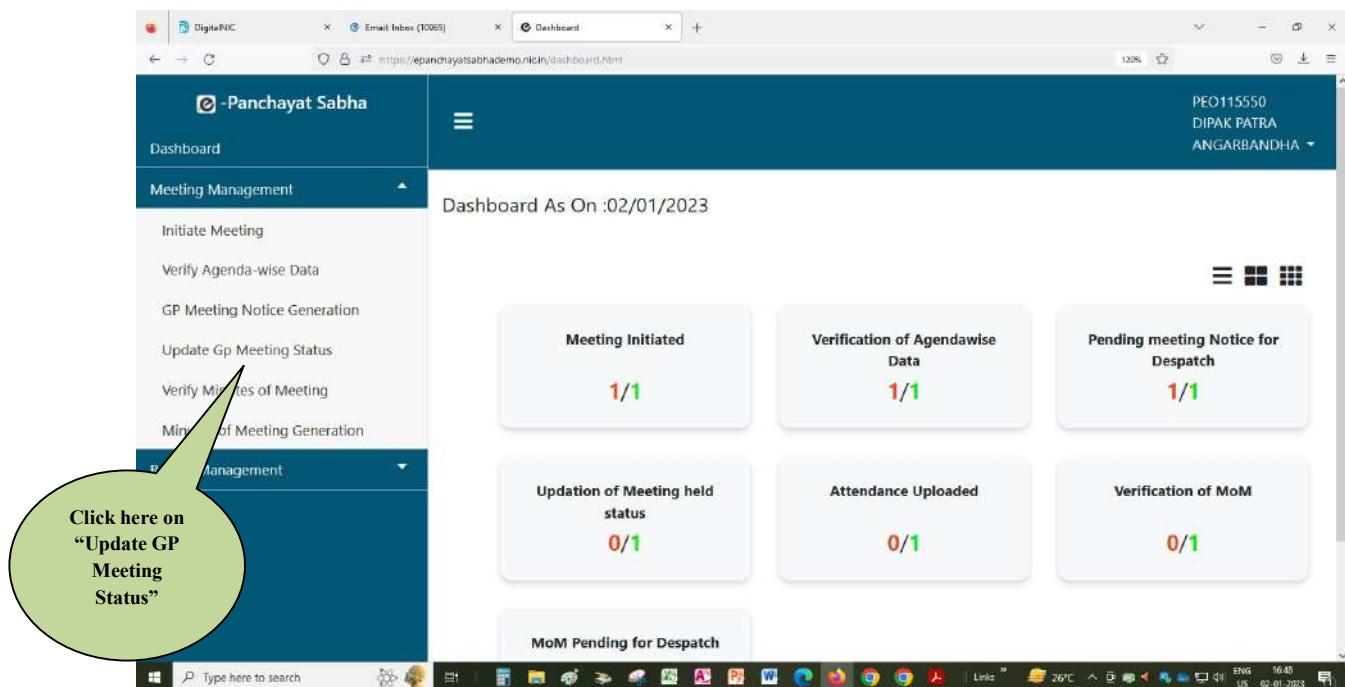
Then the confirmation message on forwarding Notice to DEO will be displayed as shown below. Click on “OK”. Here a confirmation message “ Notice forwarded to DEO” will be displayed. Click on “OK” button as shown below to proceed.



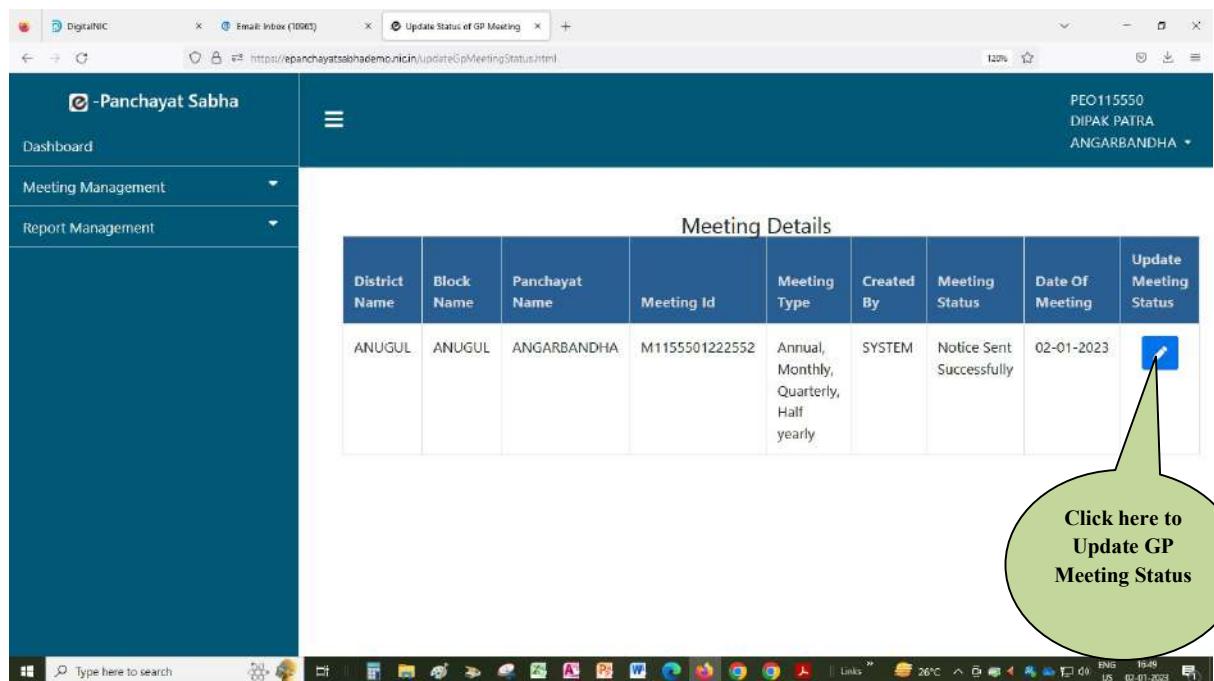
Then sign-out from the application

#### 8.1.3.2.4 Update GP Meeting Status :

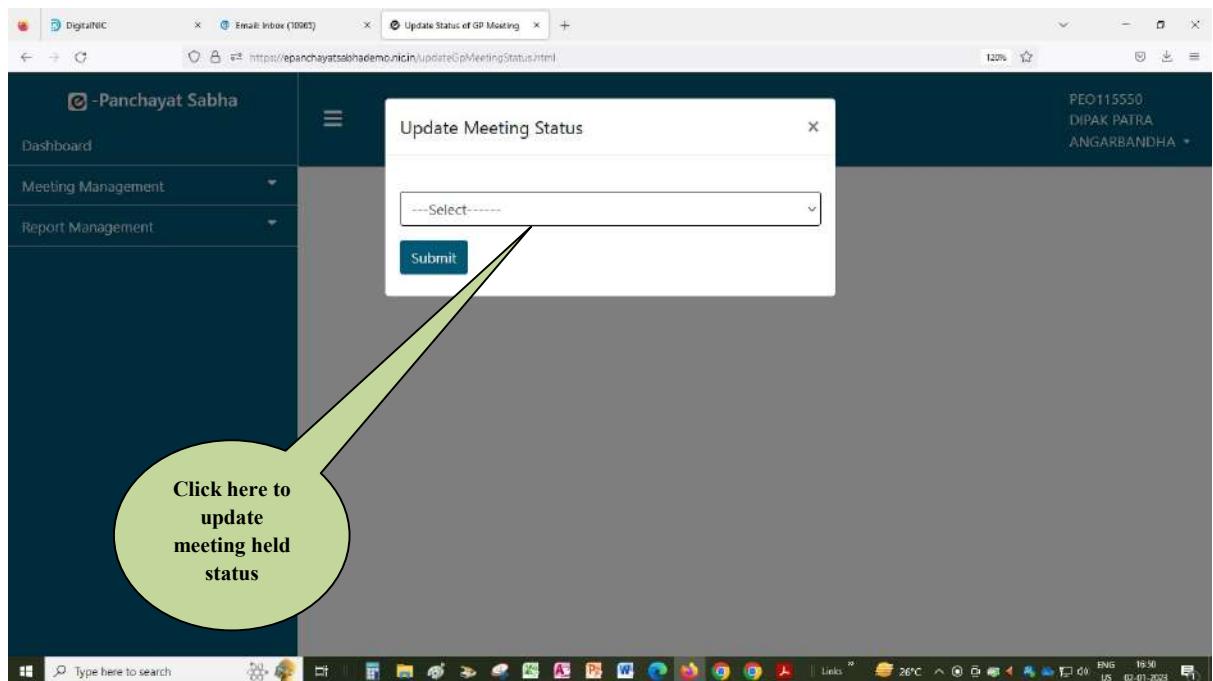
Now click on “Update GP Meeting Status” as shown below .



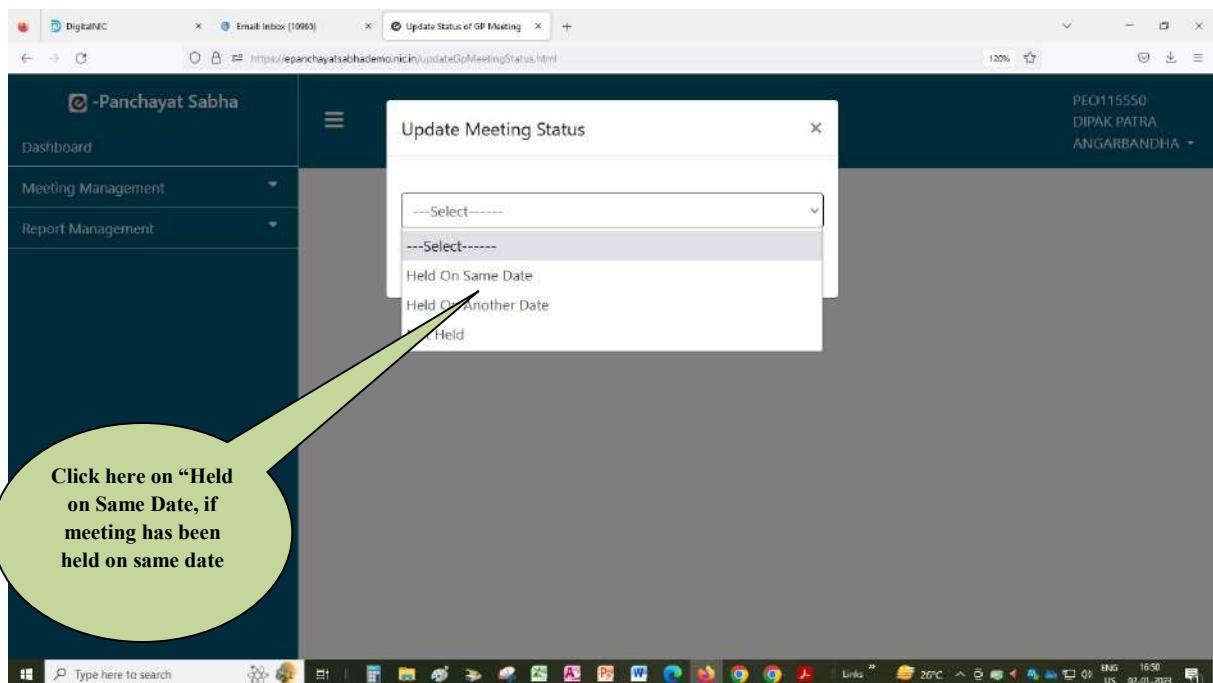
Then the following screen will be displayed. Now click on pencil icon under “Update Meeting Status” for your meeting Id as shown below.



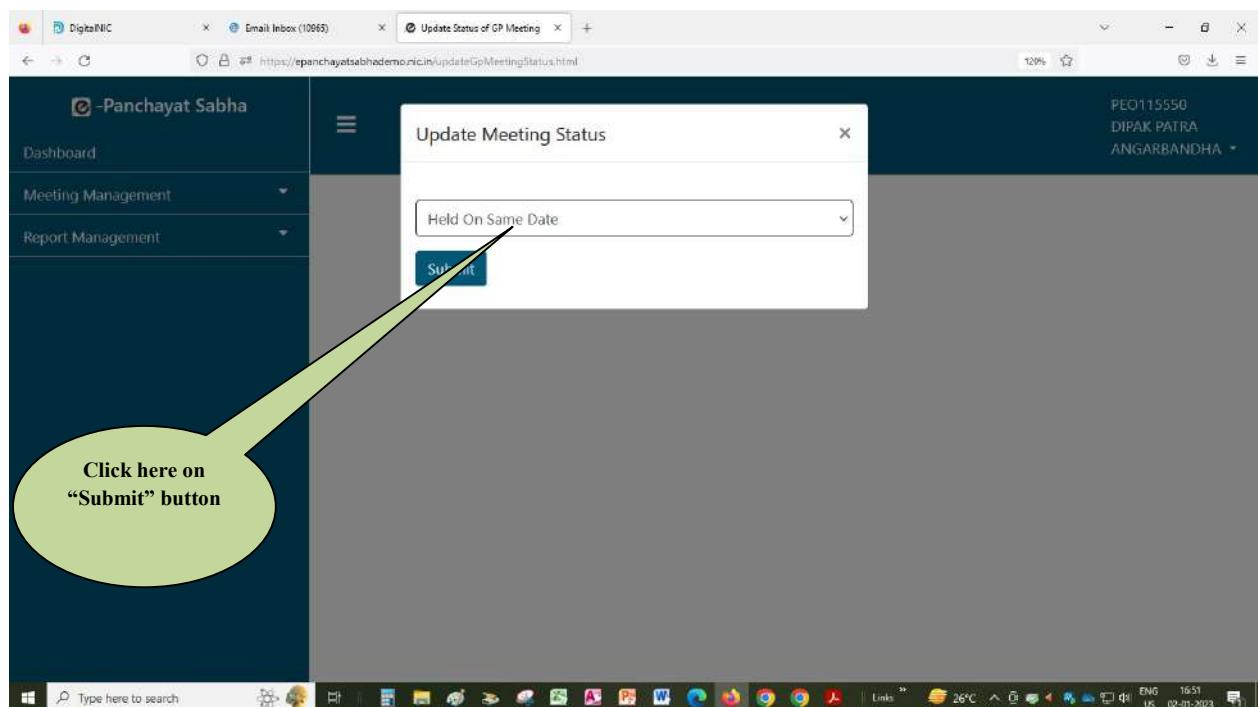
Then the following screen will be displayed. Click on “Select” to choose “Held on same date” or “Held on another Date” or “Not Held” to update the meeting held status.



Then the following screen will be displayed in which meeting held status as applicable will be updated. Click on “Held on Same Date” as shown below if meeting has been held.



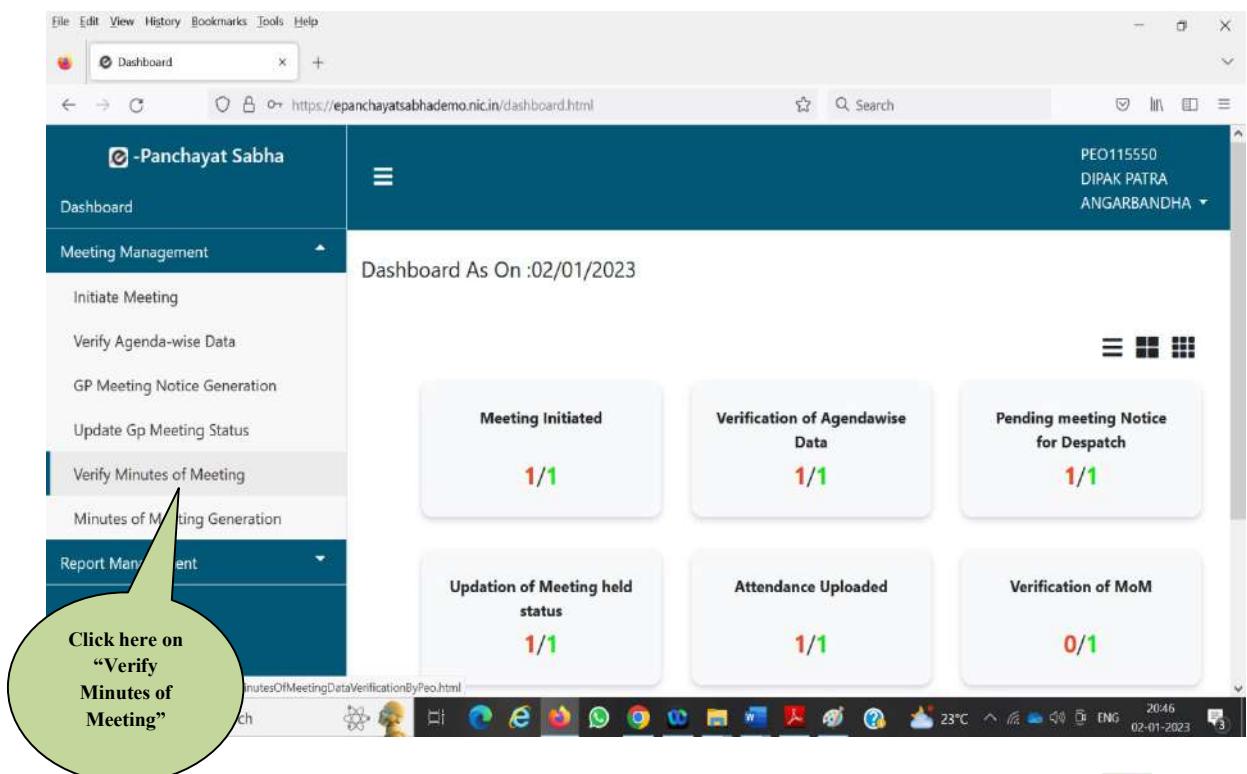
Then click on “Submit” button to save data.



Then sign out from the application.

#### 8.1.3.2.5 Verify Minutes of Meeting:

Now click on “Verify Minutes of Meeting” as shown below .



Then the following screen will be displayed. Now click on pencil icon under “Verify MoM” for your meeting Id as shown below.

The screenshot shows a web browser window for the e-Panchayat Sabha system. The URL is https://epanchayatsabhademo.nic.in/minutesOfMeetingDataVerificationByPeo.html. The page displays 'Meeting Details' for a meeting with the following information:

District Name	Block Name	Panchayat Name	Meeting Id	Meeting Type	Created By	Meeting Status	Date Of Meeting	Verify MoM
ANUGUL	ANUGUL	ANGARBANDHA	M1155501222552	Annual, Monthly, Quarterly, Half yearly	SYSTEM	MoM Prepared	02-01-2023	

A green callout bubble with the text "Click here to verify MoM" points to the "Verify MoM" column.

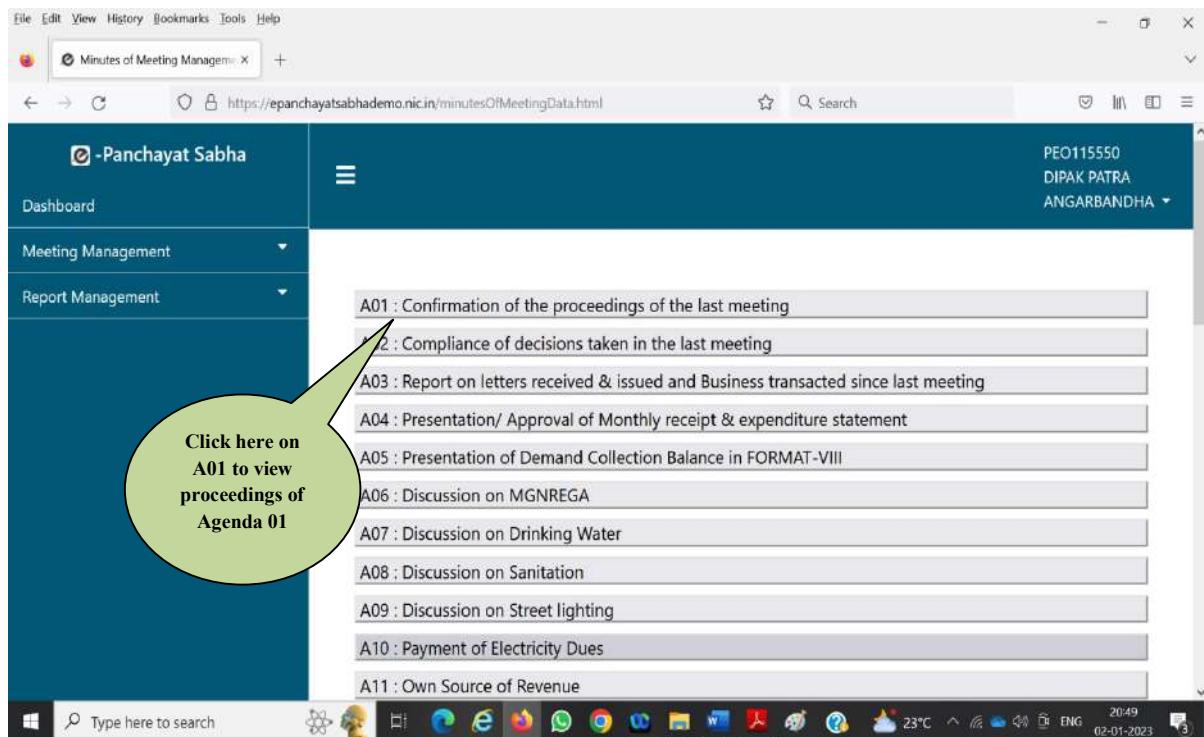
Then the following screen will be displayed. Click on each agenda to view the proceedings prepared by the DEO/GRS/Assistant.

The screenshot shows a web browser window for the e-Panchayat Sabha system. The URL is https://epanchayatsabhademo.nic.in/minutesOfMeetingData.html. The page displays a list of agenda items:

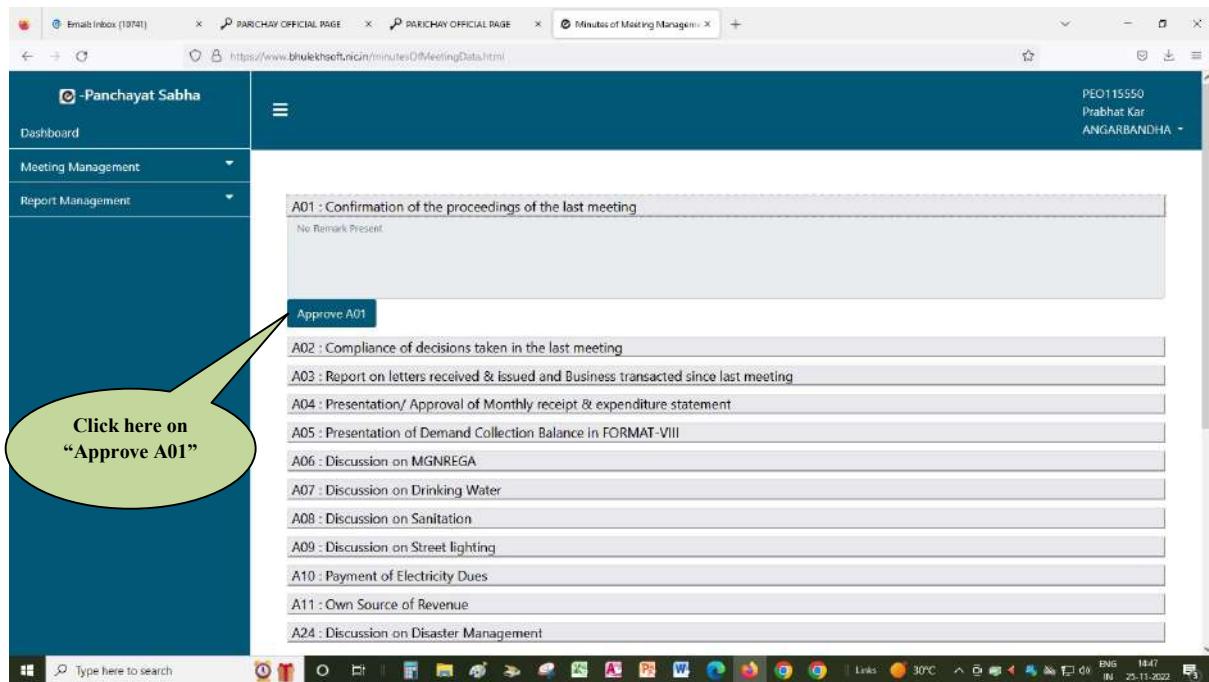
- A01 : Confirmation of the proceedings of the last meeting
- A02 : Compliance of decisions taken in the last meeting
- A03 : Report on letters received & issued and Business transacted since last meeting
- A04 : Presentation/ Approval of Monthly receipt & expenditure statement
- A05 : Presentation of Demand Collection Balance in FORMAT-VIII
- A06 : Discussion on MGNREGA
- A07 : Discussion on Drinking Water
- A08 : Discussion on Sanitation
- A09 : Discussion on Street lighting
- A10 : Payment of Electricity Dues
- A11 : Own Source of Revenue

Item A01 is highlighted with a red box.

Then the following screen will be displayed. Click on A01 as shown below.



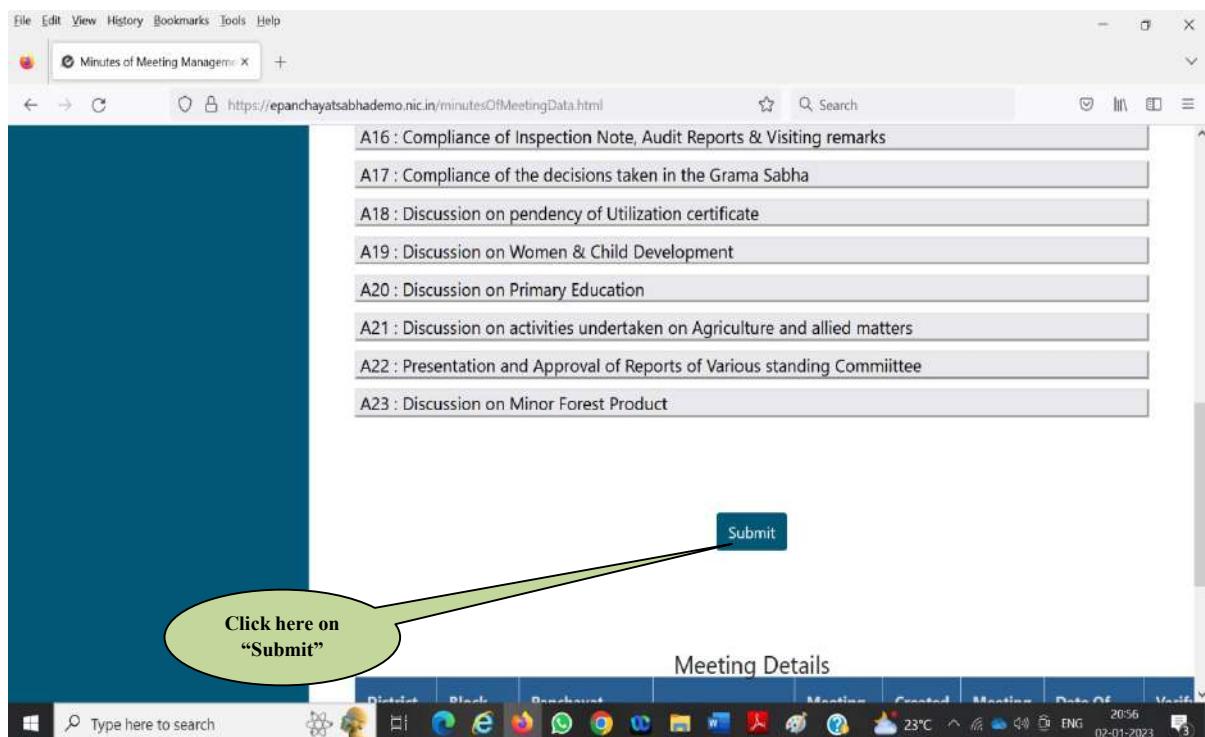
Then the following screen will come. PEO can view the information entered by DEO/GRS/Assistant. If he/she agrees, click on “Approve A01” or else if he/she does not agree, the information can be edited by him/her, then it can be approved by him by clicking “Approve A01”.



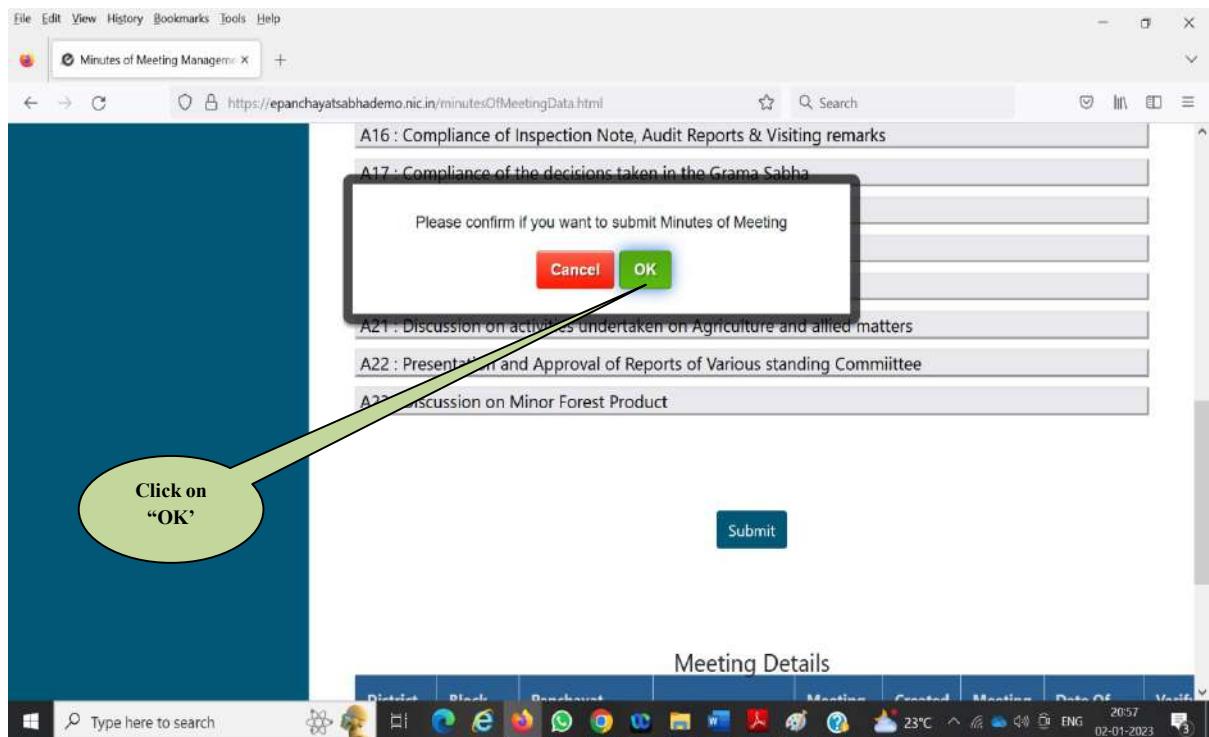
Then click on “Approve A01” to approve the proceedings on Agenda 01.

Similarly click on other agenda to view the proceedings pertaining to that agenda and click on Approve button to approve, if PEO agrees with the information mentioned. If he/she does not agree, the information can be edited by him/her, then it can be approved by him by clicking the approve button.

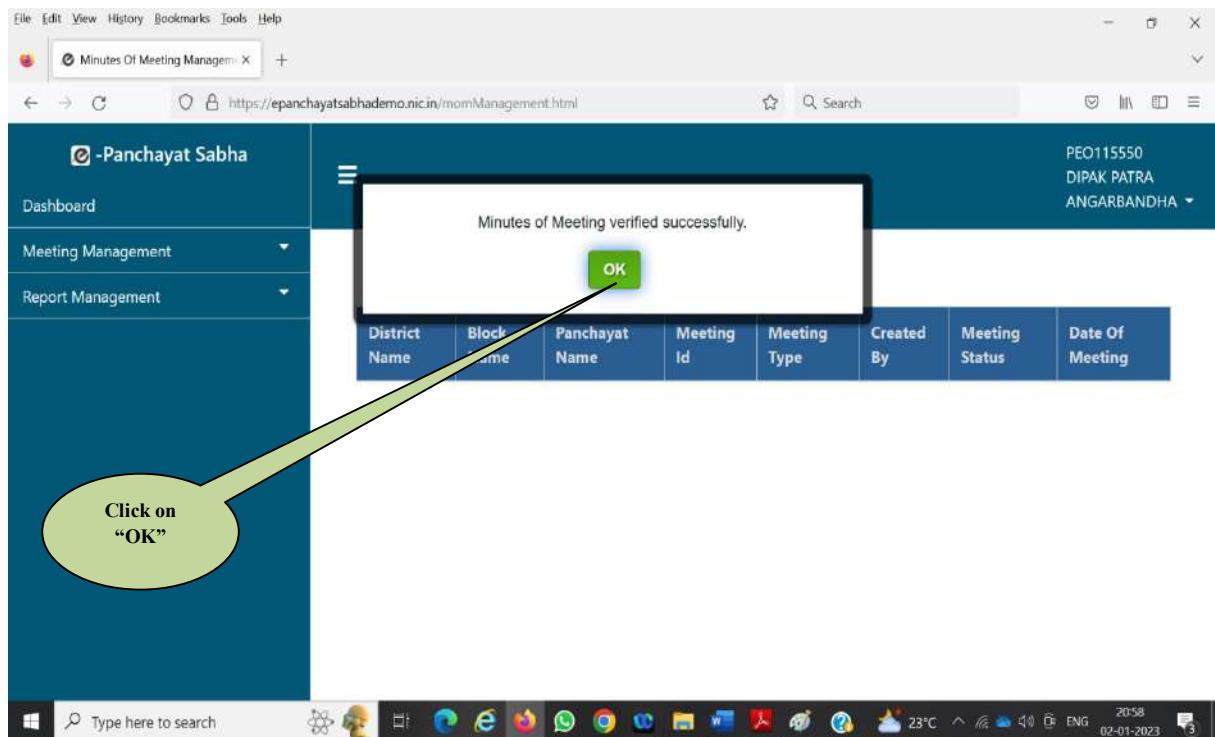
After viewing and approving proceedings of all agenda click on “Submit” button as shown below.



Then the following screen will be displayed with a popped up message “Please confirm if you want to submit the Minutes of Meeting”. Click on “Ok” to proceed.



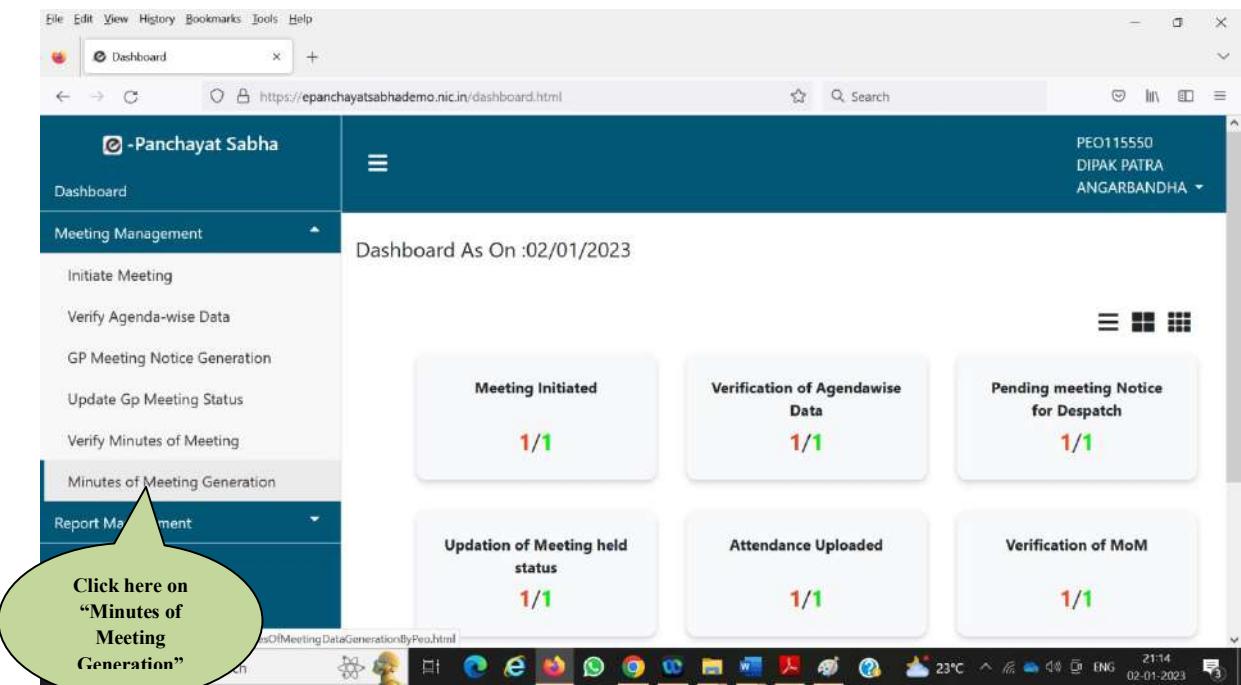
Here the following screen will be displayed with the popped up message “Minutes of Meeting verified successfully”. Click on “OK” to proceed.



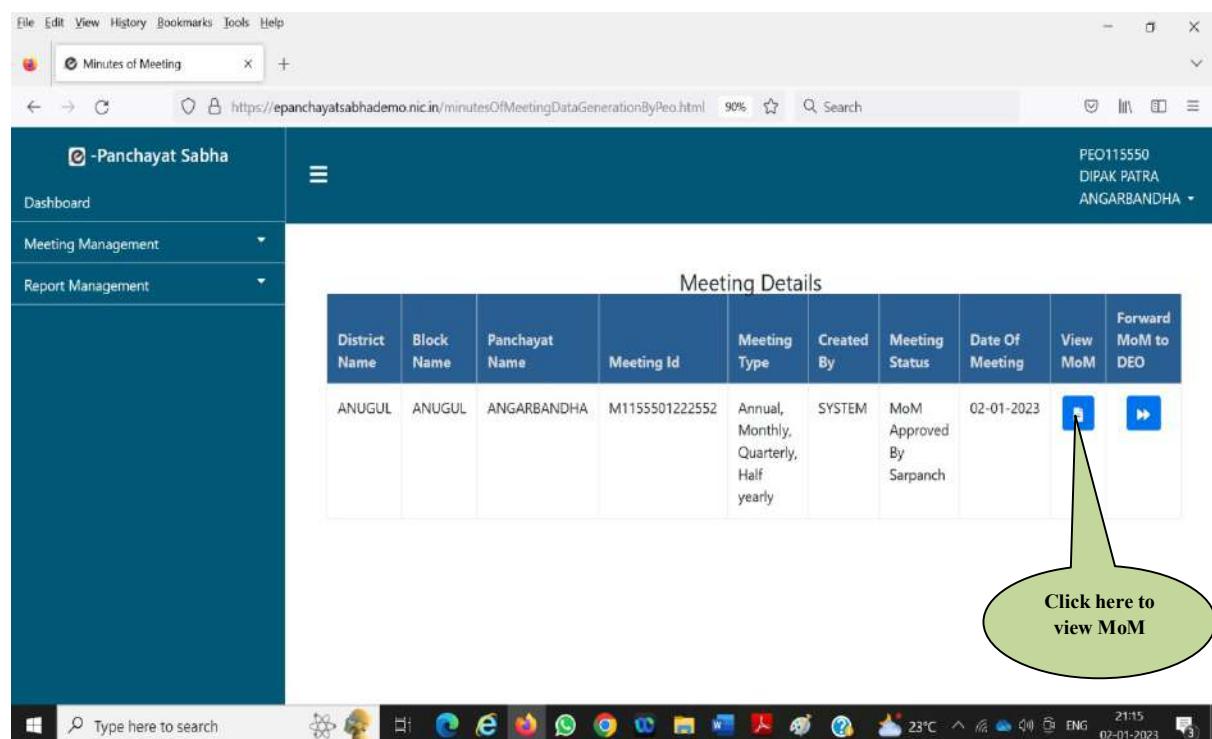
Then sign out from the application.

#### 8.4.3.2.6 Minutes of Meeting Generation :

Here click on “Minutes of Meeting Generation” under “Meeting Management” as shown below .



Then the following screen will be displayed. Click on the icon under “View MoM” as shown below to view the MoM for your Meeting Id.



Then the MoM will be displayed as shown below.

Minutes Of Meeting

January-2023 মাসের অনুষ্ঠিত বৈঠক তিথি ও বিষয়।

অন্য অন্তরিক্ষ প্রান প্রয়োজন মাধ্যমে দিন ০২-০১-২০২৩ তারিখে পূর্ণ/অবস্থাট ০৪:০০ PM পর্যন্ত প্রক্রিয়া প্রক্রিয়া করেছে। এই বৈঠকের প্রান প্রয়োজন একটি শ্রী/শ্রীমতি/শ্রীমতি S K DAS প্রক্রিয়া করিলেন। এই বৈঠকের নিম্ন দলিলটি প্রক্রিয়া প্রক্রিয়া করেছে। এই বৈঠকের প্রক্রিয়া করেছে। এই বৈঠকের প্রক্রিয়া করেছে।

1	S K DAS	SARPANCH
2	RAJU PATRA	SAMITI MEMBER
3	SUBHASISH DAS	NAIB-SARAPANCH
4	S K MEHER	WARD MEMBER-01
5	DIPTI SWAIN	WARD MEMBER-02
6	PRASANT DAS	WARD MEMBER-03

After viewing the MoM, click on “Back” button as shown below.

Minutes Of Meeting

January-2023 মাসের অনুষ্ঠিত বৈঠক তিথি ও বিষয়।

অন্য অন্তরিক্ষ প্রান প্রয়োজন মাধ্যমে দিন ০২-০১-২০২৩ তারিখে পূর্ণ/অবস্থাট ০৪:০০ PM পর্যন্ত প্রক্রিয়া প্রক্রিয়া করেছে। এই বৈঠকের প্রান প্রয়োজন একটি শ্রী/শ্রীমতি/শ্রীমতি S K DAS প্রক্রিয়া করিলেন। এই বৈঠকের নিম্ন দলিলটি প্রক্রিয়া প্রক্রিয়া করেছে। এই বৈঠকের প্রক্রিয়া করেছে। এই বৈঠকের প্রক্রিয়া করেছে।

1	S K DAS	SARPANCH
2	RAJU PATRA	SAMITI MEMBER
3	SUBHASISH DAS	NAIB-SARAPANCH
4	S K MEHER	WARD MEMBER-01
5	DIPTI SWAIN	WARD MEMBER-02
6	PRASANT DAS	WARD MEMBER-03

Then the following screen will be displayed. Click on the icon under “Forward MoM to DEO” as shown below to forward the MoM to DEO to give issue number and despatch.

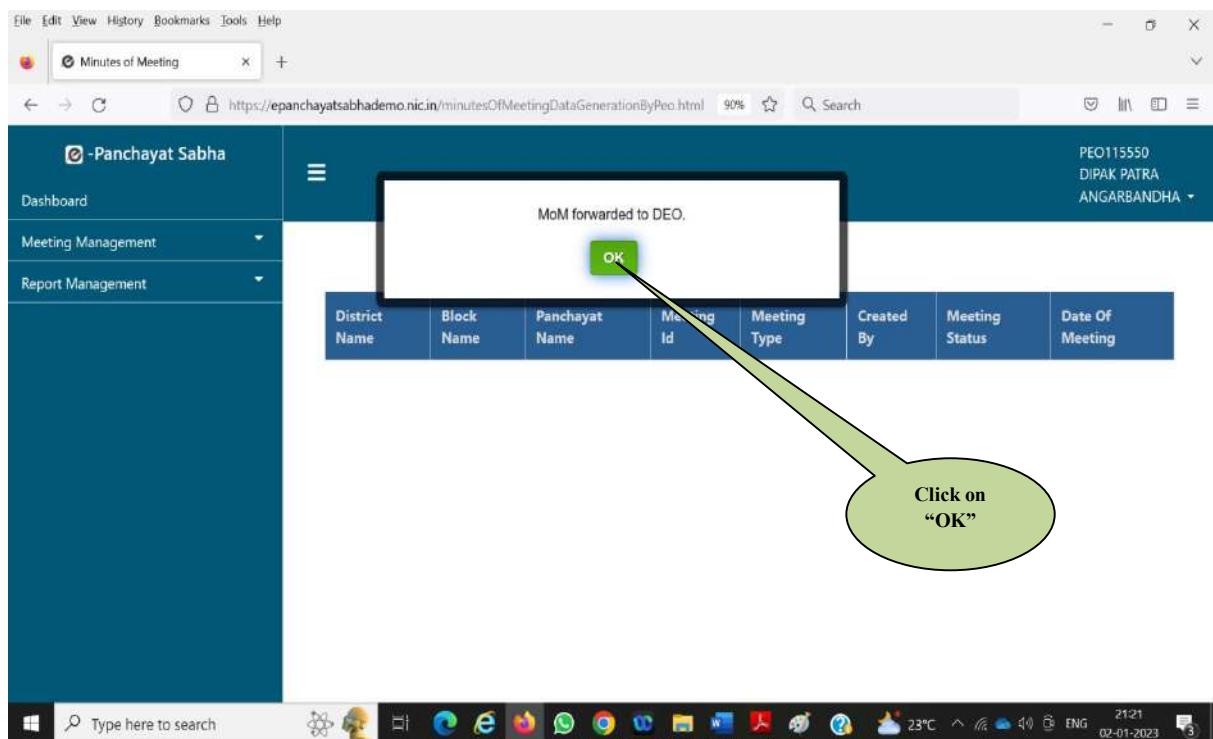
The screenshot shows the 'Minutes of Meeting' page. At the top right, user details are displayed: PEO115550, DIPAK PATRA, ANGARBANDHA. Below this, a table titled 'Meeting Details' is shown with the following data:

District Name	Block Name	Panchayat Name	Meeting Id	Meeting Type	Created By	Meeting Status	Date Of Meeting	View MoM	Forward MoM to DEO
ANUGUL	ANUGUL	ANGARBANDHA	M1155501222552	Annual, Monthly, Quarterly, Half yearly	SYSTEM	MoM Approved By Sarpanch	02-01-2023		

A confirmation alert will be displayed for sending the MoM to DEO as shown below as “Please confirm if you want to forward Minutes of Meeting to DEO”. Click on “OK” to send the MoM to DEO.

The screenshot shows the same 'Minutes of Meeting' page. A confirmation dialog box is overlaid on the table, containing the message: "Please confirm if you want to forward Minutes of Meeting to DEO". It has two buttons: "Cancel" and "OK". A green callout bubble points to the "OK" button. The table data remains the same as in the previous screenshot.

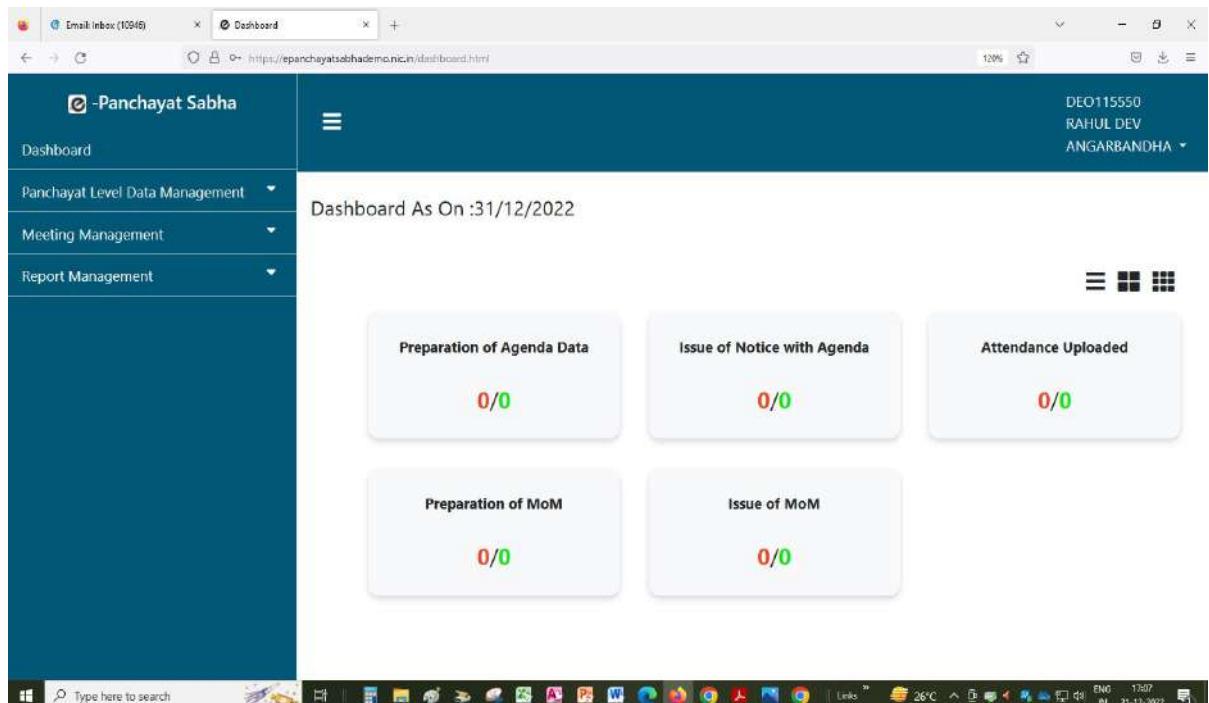
Then the confirmation message “MoM forwarded to DEO” will be displayed as shown below. Click on “OK” to proceed.



Then sign out from the application.

#### 8.1.4 DEO/GRS/Assistant Login :

After entering the credential for DEO login, following screen will be displayed.



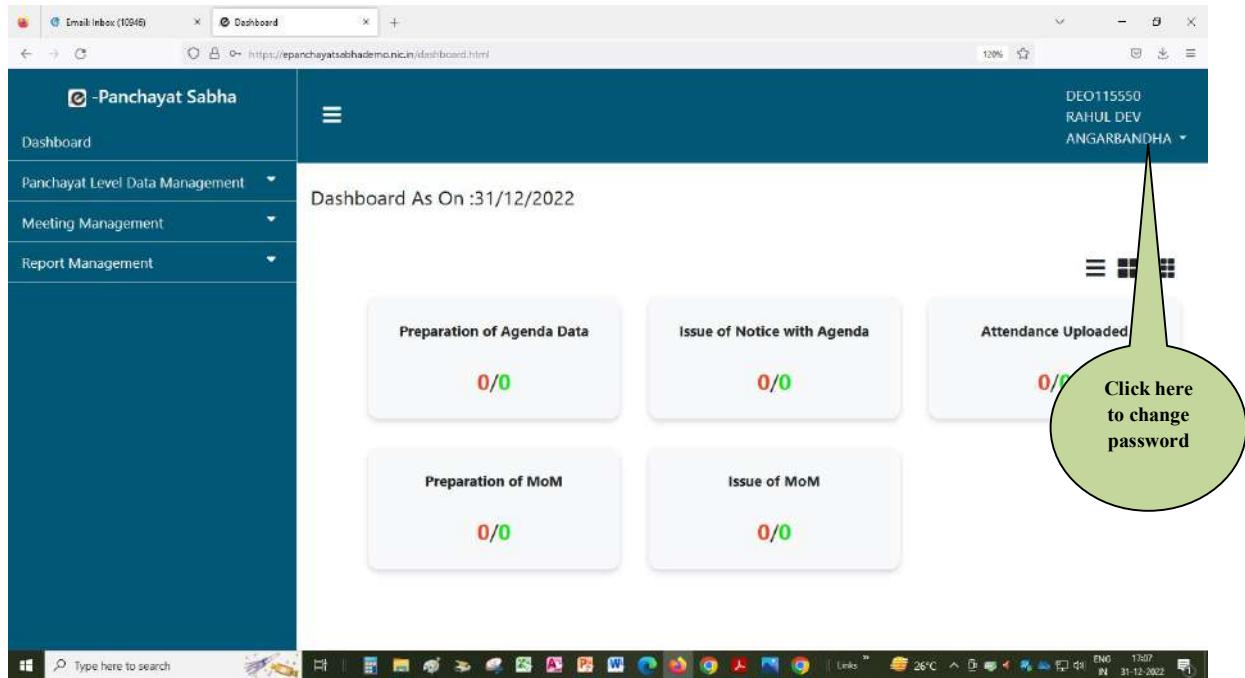
In the left side panel there will be a menu which consists of,

- Dashboard
- Panchayat Level Data Management
- Meeting Management

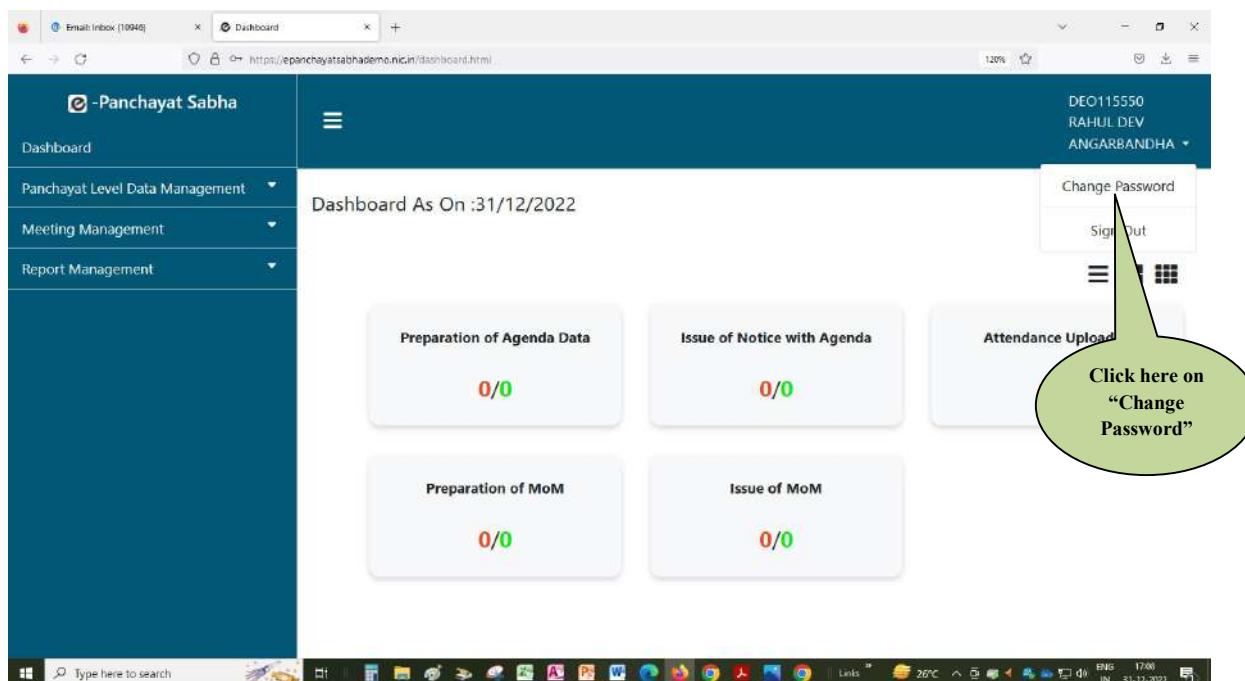
- Report Management

### Change Password:

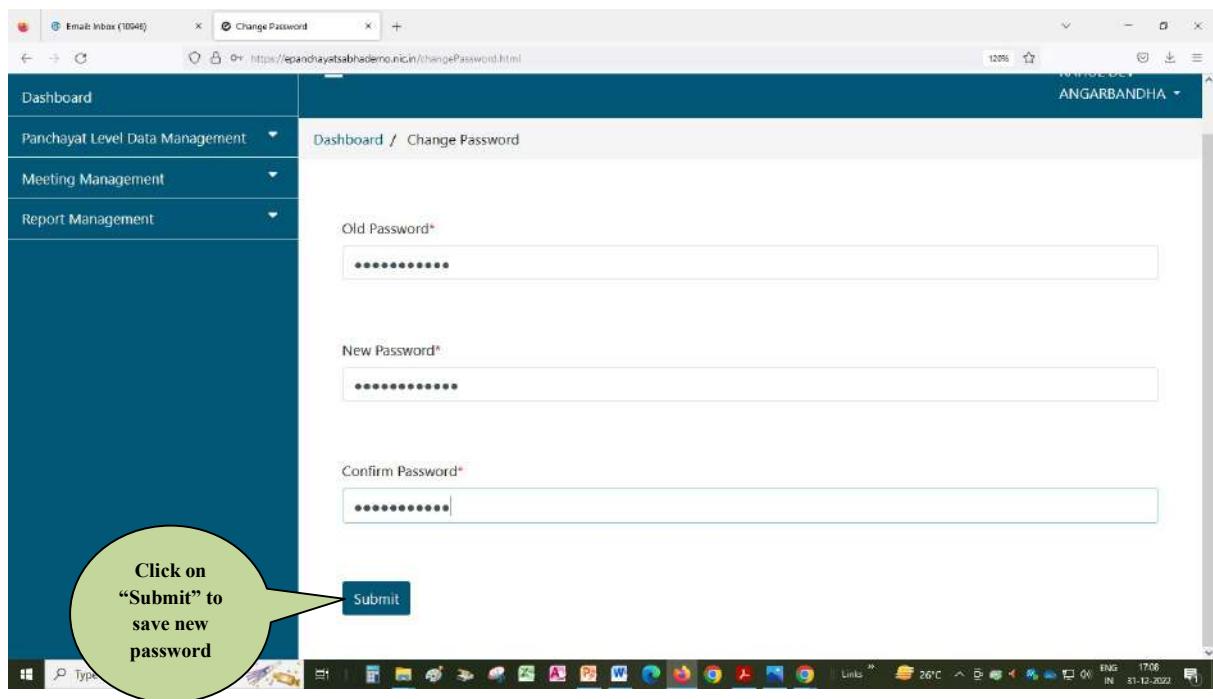
To change password, click on right top corner where your login-Id, Name and GP name have been displayed as shown below .



Here the following screen will be displayed. Click on “ Change Password” as shown below.

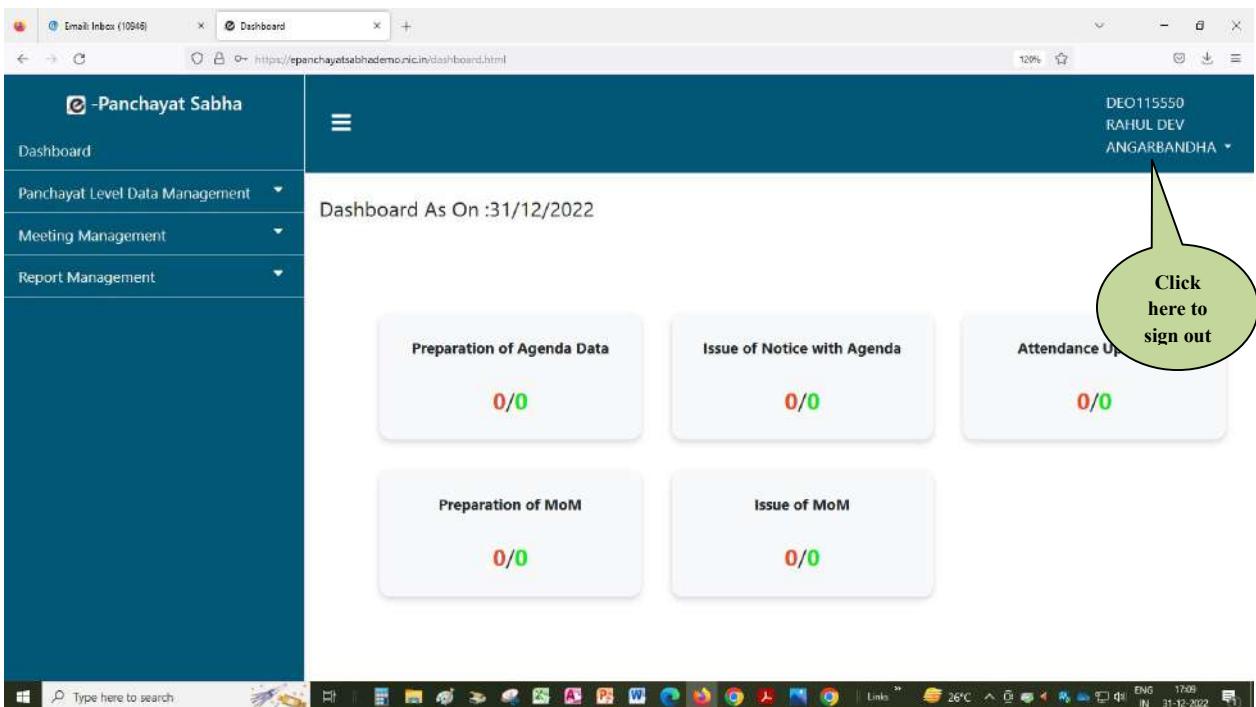


Then the following screen will be displayed to enter old password , new password and confirm password as indicated below. After entering the data click on “Submit” button to save new password.

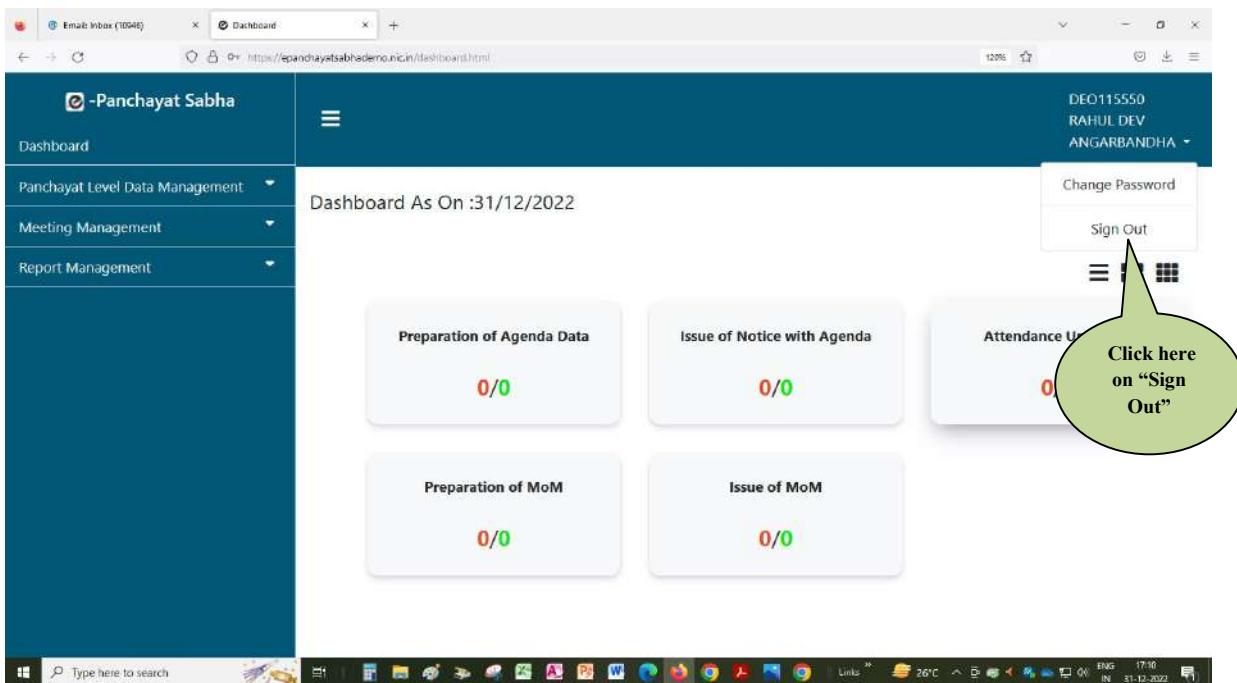


### Sign Out :

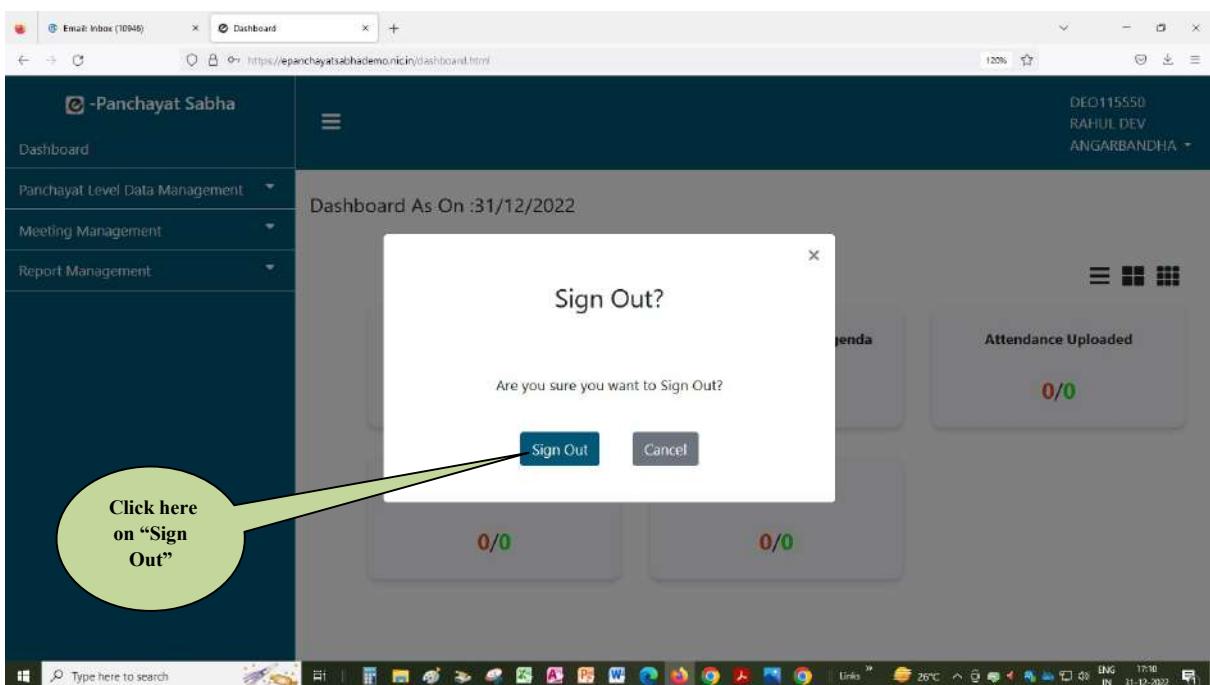
To sign out, click on right top corner where your name and GP name have been displayed as shown below .



Here the following screen will be displayed. Click on “ Sign Out” to logout/sign out from the application.



Then the following screen will be displayed for confirmation message “Are you sure you want to sign out?” . Click on “Sign Out” button as shown below to logout/sign out from the application.

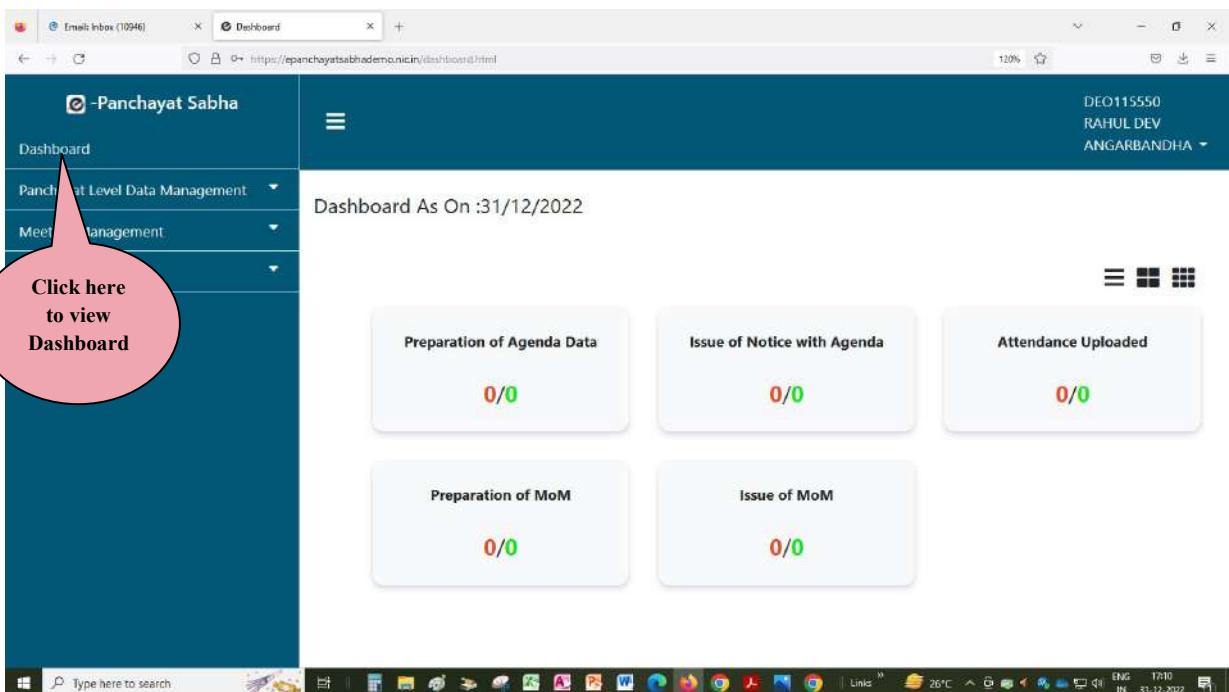


#### 8.1.4.1 Dashboard :

In the Dashboard of DEO login statistics of following will be displayed.

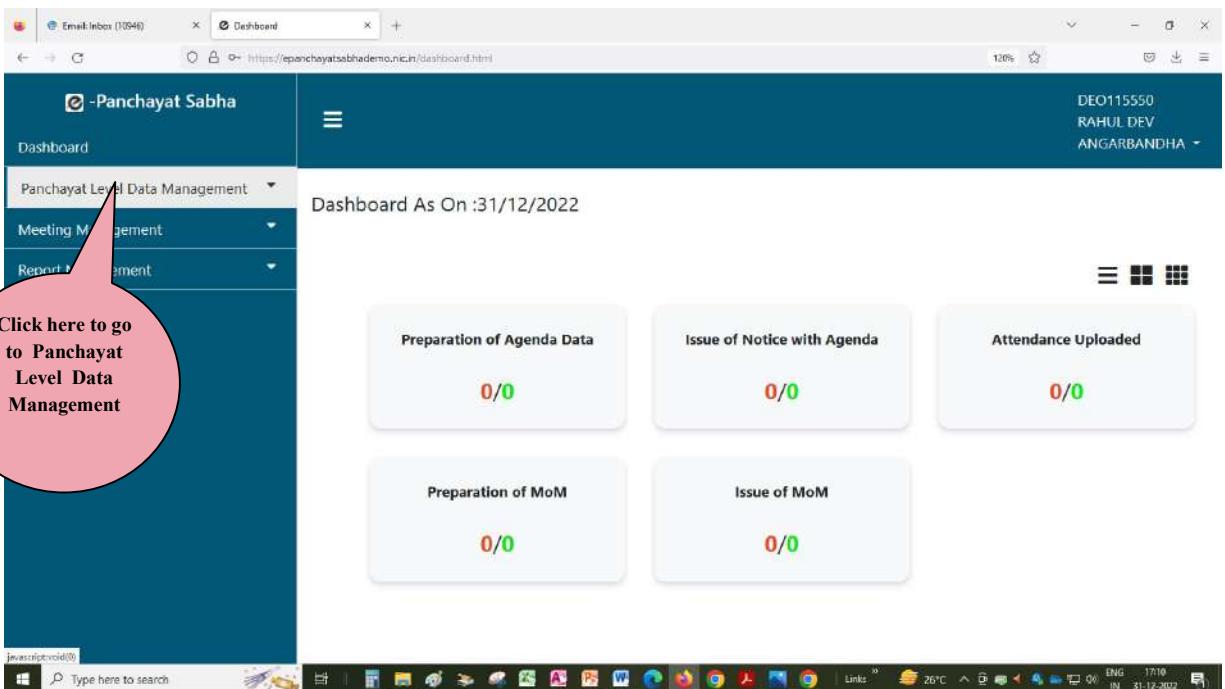
- Preparation of Agenda Data
- Issue of Notice with Agenda
- Attendance Uploaded
- Preparation of MOM

## ■ Issue of MOM



### 8.1.4.2 Panchayat Level Data Management :

To go to Panchayat Level Data Management in DEO login, click on “Panchayat Level Data Management“ as shown below.



Then the following screen will be displayed and it has following sub-menu,

- Agenda 01 - Confirmation of the proceedings of the last meeting (M)
- Agenda 02 - Compliance of decisions taken in the last meeting (M)
- Agenda 03 - Received Letter (M)
- Agenda 03 - Despatched Letter (M)
- Agenda 04 - Scheme 1-6 (M)
- Agenda 04 - Scheme 7 (M)
- Agenda 04 - Scheme 8 (M)
- Agenda 05 - Registration of Assessee
- Agenda 05 - Presentation of Demand Collection Balance Amount (M)
- Agenda 06 - MG Gramin Karma Nijukti Yojana (M)
- Agenda 07 - Discussion on Drinking Water – A (M)
- Agenda 07 - Discussion on Drinking Water – B (M)
- Agenda 07 - Discussion on Drinking Water – C (M)
- Agenda 08 - Swachh Bharat Mission Gramin II(Discussion on Sanitation) (M)
- Agenda 09 - Road lighting (M)
- Agenda 10 - Payment Status Of Energy Charges (M)
- Agenda 11 - Own Source of Income (M)
- Agenda 12 - Discussion on Livelihood Mission (Q)
- Agenda 13 - Public Distribution System (Q)
- Agenda 14 - Discussion on MBPY/ IGNOAP/ IGNPD/ IGNWP/NFBS (Q)
- Agenda 15 - Discussion on Rural Housing (Q)
- Agenda 16 - Discussion on Compliance of Inspection Note (Q)
- Agenda 16 - Discussion on Compliance of Audit Reports (Q)
- Agenda 17 - Compliance of the decisions taken in the Grama Sabha (Q)
- Agenda 18 - Discussion on Utilization Certificate (Q)
- Agenda 19 - Discussion on Women & Child Development (Q)
- Agenda 20 - Discussion on Primary Education (Q)
- Agenda 21 - Discussion on activities undertaken on Agriculture and allied matters (Q)
- Agenda 22 - Presentation and Approval of Reports of Various standing Committee (H)
- Agenda 23 - Discussion on Minor Forest Product (H)
- Agenda 24 - Discussion on Disaster Management (Month Specific)

The screenshot shows the e-Panchayat Sabha dashboard. On the left, a sidebar lists agenda items: Agenda 01 (Confirmation of last meeting), Agenda 02 (Compliance of decisions taken in last meeting), Agenda 03 (Received Letter), Agenda 04 (Despatched Letter), Agenda 05 (Scheme 1-6), Agenda 06 (Scheme 7), Agenda 07 (Scheme 8), and Agenda 08 (Registration of Assessee). The main dashboard area displays the date as 31/12/2022. It features six performance indicators in boxes: Preparation of Agenda Data (0/0), Issue of Notice with Agenda (0/0), Attendance Uploaded (0/0), Preparation of MoM (0/0), Issue of MoM (0/0), and another unlabelled box (0/0). The top right corner shows user details: DEO115550, RAHUL DEV, ANGARBANDHA.

#### 8.1.4.2.1 Agenda 01 –Confirmation of the proceedings of the last meeting (M)

Click on “Agenda 01 – Confirmation of the proceedings of the last meeting” as displayed below to enter data pertaining to Agenda-01.

This screenshot is similar to the one above, showing the dashboard on 01/01/2023. A pink callout bubble points to the "Agenda 01- Confirmation of the proceedings of the last meeting(M)" item in the sidebar. The bubble contains the text "Click here to enter data for Agenda 01". The rest of the interface, including the performance indicators and user information, remains the same.

Then the following input screen will be displayed in which data is to be entered.

Panchayat Level Data Management / Confirmation Of The Proceedings Of The Last Meeting(Agenda-1)

**Confirmation Of The Proceedings Of The Last Meeting(Agenda-1)**

\*Asterisk marked fields are mandatory

Select Month & Year:  
mm-yyyy

Enter regarding confirmation of the proceeding of last meeting

Submit

#### 8.1.4.2.2 Agenda 02 - Compliance of decisions taken in the last meeting (M):

Click on “Agenda 02 – Compliance of decisions taken in the last meeting” as displayed below to enter data pertaining to Agenda-02 .

Dashboard As On :01/01/2023

Preparation of Agenda Data: 0/0

Issue of Notice with Agenda: 0/0

Attendance Uploaded: 0/0

Preparation of MoM: 0/0

Issue of MoM: 0/0

Agenda 01- Confirmation of the proceedings of the last meeting(M)

Agenda 02- Compliance of decisions taken in the last meeting(M)

Agenda 03- Received Letter(M)

Agenda 03- Dispatched Letter(M)

Agenda 04-

Agenda 05- Submission of Bill & Balance Amount(M)

Agenda 06- MG Gramin Karma Nijukti Yojana(M)

Then the following input screen will be displayed in which data is to be entered.

DEO115550  
RAHUL DEV  
ANGARBANDHA ▾

Panchayat Level Data Management / Compliance Of Decisions Taken In the Last Meeting(Agenda-2)

Compliance Of Decisions Taken In the Last Meeting(Agenda-2)

\*Asterisk marked fields are mandatory

Select Month & Year:  
mm-yyyy

Upload Compliance Report:  
Choose File No file chosen

Submit

Click here to select Month & Year

Click here to browse the compliance report to be uploaded

Click here to Submit

#### 8.1.4.2.3 Agenda 03 - Received Letter (M) :

Click on “Agenda 03 -Received Letter” as displayed below to enter data pertaining to Agenda-03(Received Letter).

DEO115550  
RAHUL DEV  
ANGARBANDHA ▾

Dashboard As On :01/01/2023

Preparation of Agenda Data  
0/0

Issue of Notice with Agenda  
0/0

Attendance Uploaded  
0/0

Preparation of MoM  
0/0

Issue of MoM  
0/0

Click here to enter Agenda 03-Received Letter

Then the following input screen will be displayed in which data is to be entered. Enter the data and click on “Submit” button to save.

The screenshot shows a web browser window for the e-Panchayat Sabha platform. The URL is [epanchayatsabhademo.nic.in](http://epanchayatsabhademo.nic.in). The page title is "Received Letter Details During The Month(Agenda-3)". On the left, there's a sidebar with navigation links: Dashboard, Panchayat Level Data Management, Meeting Management, and Report Management. The main content area has fields for "From Office\*", "Letter No\*", "Letter Date\*", "Subject\*", and "Action Taken\*". A "Submit" button is at the bottom right. A green callout bubble with the text "Click here to Submit" points to the "Submit" button.

#### 8.1.4.2.4 Agenda 03 -Despatched Letter (M) :

Click on “Agenda 03 – DespatchedLetter” as displayed below to enter data pertaining to Agenda-03(Despatched Letter).

The screenshot shows the e-Panchayat Sabha dashboard. The URL is [epanchayatsabhademo.nic.in/dashboard.html](http://epanchayatsabhademo.nic.in/dashboard.html). The dashboard displays various agenda items: "Agenda 01- Confirmation of the proceedings of the last meeting(M)", "Agenda 02- Compliance of decisions taken in the last meeting(M)", "Agenda 03- Received Letter(M)", "Agenda 03- Despatched Letter(M)" (which is highlighted with a pink callout bubble and the text "Click here to enter Agenda 03- Despatched Letter"), "Agenda 04- Scheme 1-6(M)", "Agenda 04- Scheme 7(M)", "Agenda 05- Nijukti", "Agenda 06- Balika", "Agenda 07- Dr. Ambedkar Water- ATM", and "Agenda 08- Gram Vikas". Below the agenda list are four status boxes: "Preparation of Agenda Data" (0/0), "Issue of Notice with Agenda" (0/0), "Attendance Uploaded" (0/0), "Preparation of MoM" (0/0), and "Issue of MoM" (0/0). A pink callout bubble points to the "Agenda 03- Despatched Letter(M)" link.

Then the following input screen will be displayed in which data is to be entered. Enter the data and click on “Submit” button to save.

To Office:<sup>\*</sup>  
File No.:<sup>\*</sup>  
Letter Date:<sup>\*</sup>  
dd-mm-yyyy  
Subject:<sup>\*</sup>  
Purpose:<sup>\*</sup>

DEO115550  
RAHUL DEV  
ANGARBANDHA

Despatched Letter Details During The Month(Agenda-3)

\*Asterisk marked fields are mandatory

Submit

Click here to Submit

#### 8.1.4.2.5 Agenda 04 -Presentation/ Approval of Monthly receipt & expenditure statement - Scheme 1 to 6 (M):

Click on “Agenda 04–Scheme1 to 6” as displayed below to enter data pertaining to Agenda-04(Scheme 1 to 6).

Dashboard As On :01/01/2023

Preparation of Agenda Data: 0/0      Issue of Notice with Agenda: 0/0      Attendance Uploaded: 0/0

Preparation of MoM: 0/0      Issue of MoM: 0/0

Agenda 01- Confirmation of the proceedings of the last meeting(M)  
Agenda 02- Compliance of decisions taken in the last meeting(M)  
Agenda 03- Received Letter(M)  
Agenda 03- Despatched Letter(M)  
**Agenda 04- Scheme 1-6(M)**  
Agenda 04- Scheme 7(M)  
Agenda 04- Scheme 8(M)  
Agenda 05- Nijukt Yojana  
Agenda 06- Balika  
Agenda 07- Discussion on Drinking Water- ATM  
Agenda 08- Income Expenses Details Scheme

Click here to enter Agenda 04 - Scheme 1-6

Then the following input screen will be displayed in which data is to be entered.

Panchayat Level Data Management / Monthly Income & Expenditure Statement(Agenda-4)

**Monthly Income & Expenditure Statement(Agenda-4)**

Select Month & Year :\* mm-yyyy

Scheme : Select Scheme

	Opening Balance	Income*	Total	Expenses*	Closing Balance(in Rupees)
Cash	0	0	0	0	0
Bank	0	0	0	0	0
Advance	0	0	0	0	0

Submit

In this data entry module data of 06 schemes (1) General Distribution (2) Mahatma Gandhi Rural Guaranteed Employment Scheme (3) Fourth State Finance Commission (4) Fifth State Finance Commission (5) Fourteenth Central Finance Commission and (6) Fifteenth Central Finance Commission are to be entered.

Panchayat Level Data Management / Monthly Income & Expenditure Statement(Agenda-4)

**Monthly Income & Expenditure Statement(Agenda-4)**

Select Month & Year :\* mm-yyyy

Scheme : Select Scheme

- Select Scheme
- General Distribution
- Mahatma Gandhi Rural Guaranteed Employment Scheme
- Fourth State Finance Commission
- Fifth State Finance Commission
- Fourteenth Central Finance Commission
- Fifteenth Central Finance Commission

	Total	Expenses*	Closing Balance(in Rupees)
Cash	0	0	0
Bank	0	0	0
Advance	0	0	0

Submit

The screenshot shows the 'Monthly Income & Expenditure Statement(Agenda-4)' page. It includes fields for 'Select Month & Year:' (set to 12-2022), 'Scheme:' (set to General Distribution), and a table for 'Cash', 'Bank', and 'Advance' categories. The table has columns for 'Opening Balance', 'Income\*', 'Total', 'Expenses\*', and 'Closing Balance(in Rupees)'. A green callout bubble points to the 'Submit' button.

	Opening Balance	Income*	Total	Expenses*	Closing Balance(in Rupees)
Cash	0.00	0	0	0	0
Bank	0.00	0	0	0	0
Advance	0.00	0	0	0	0

After entering the data and click on “Submit” button to save.

#### 8.1.4.2.6 Agenda 04 -Presentation/ Approval of Monthly receipt & expenditure statement- Scheme 7 (M):

Click on “Agenda 04–Scheme 7” as displayed below to enter data pertaining to Agenda-04 (Scheme 7).

The screenshot shows the 'Dashboard As On :01/01/2023' page. It lists several agenda items and their status. A pink callout bubble points to the 'Agenda 04- Scheme 7(M)' link.

Preparation of Agenda Data	Issue of Notice with Agenda	Attendance Uploaded
0/0	0/0	0/0

Preparation of MoM	Issue of MoM
0/0	0/0

Then the following input screen will be displayed in which data is to be entered. After entering data click on “Submit” button to save.

The screenshot shows the 'Income Expenses Details' page. At the top right, it displays 'DEO115530 RAHUL DEV ANGARBANDHA'. Below that, the title 'Own Source(Gram Panchayat Fund)(Agenda-4)' is shown. A note at the top right says '\*Asterisk marked fields are mandatory'. The main area contains several input fields for financial data, including 'Opening Balance', 'Cash', 'Bank', 'Advance', and 'Total'. Below these are sections for 'Total Income', 'Total Expenditure', and 'Closing Balance(in Rupees)'. A 'Submit' button is located at the bottom right of the form area. A green callout bubble with the text 'Click here to Submit' points to this button.

#### 8.1.4.2.7 Agenda 04 -Presentation/ Approval of Monthly receipt & expenditure statement- Scheme 8 (M):

Click on “Agenda 04–Scheme 8” as displayed below to enter data pertaining to Agenda-04 (Scheme 8).

The screenshot shows the 'Dashboard' page. On the left, a sidebar lists various agendas: 'Agenda 01- Confirmation of the proceedings of the last meeting(M)', 'Agenda 02- Compliance of decisions taken in the last meeting(M)', 'Agenda 03- Received Letter(M)', 'Agenda 03- Despatched Letter(M)', 'Agenda 04- Scheme 1-6(M)', 'Agenda 04- Scheme 7(M)', 'Agenda 04- Scheme 8(M)', 'Agenda 05- Registration of Assessee', 'Agenda 05- Filing of Collection & Balance Amount', 'Agenda 06- Nijuktik', 'Agenda 07- Discussion on Drinking Water- (M)', 'Agenda 07- Discussion on Drinking Water- (M)', and 'Agenda 07- Discussion on Drinking Water- (M)'. A pink callout bubble with the text 'Click here to enter Agenda 04 – Scheme 8' points to the 'Agenda 04- Scheme 8(M)' item. On the right, there are four status boxes: 'Preparation of Agenda Data' (0/0), 'Issue of Notice with Agenda' (0/0), 'Attendance Uploaded' (0/0), and 'Preparation of MoM' (0/0), 'Issue of MoM' (0/0).

Then the following input screen will be displayed in which data is to be entered. After entering data click on “Submit” button to save.

**Harishchandra Sahayata Yojana(Agenda-4)**

Select Month & Year : mm-yyyy

Total number of Proposals to be Implemented:-

Amount of money(in Rupees):-

Total number of new proposals:-

Amount of money(in Rupees):-

Total number of proposals:-

Total amount(in Rupees):-

Number of proposals implemented:-

Amount of money(in Rupees):-

Number of Remaining Proposals:

Amount of money(in Rupees):

**Click here to Submit**

#### 8.1.4.2.8 Agenda 05 – Registration of Assesses

Click on “Agenda 05–Registration of Assesses (for DCB)” as displayed below to enter data pertaining to Assesses required for Demand , collection and Balance.

**Dashboard As On :01/01/2023**

- Preparation of Agenda Date: 0/0
- Issue of Notice with Agenda: 0/0
- Attendance Uploaded: 0/0
- Preparation of MoM: 0/0
- Issue of MoM: 0/0

**Click here to enter Agenda 05 – Registration of Assesses**

Then the following input screen will be displayed in which data is to be entered for registration of assesses. After entering data click on “Submit” button to save.

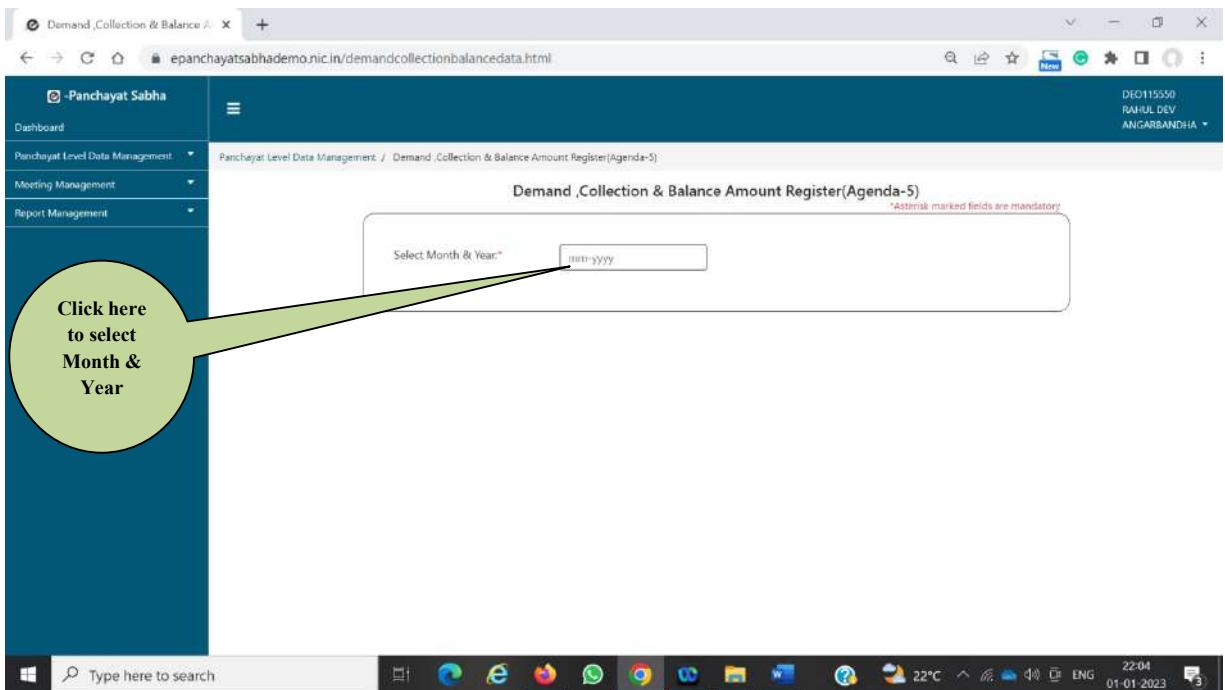
The screenshot shows a web-based application for Panchayat Level Data Management. On the left, there's a sidebar with options like Dashboard, Panchayat Level Data Management, Meeting Management, and Report Management. The main content area is titled 'Assessee Information(Agenda-5)'. It contains several input fields: 'Name of the person from whom the tax is Due\*', 'Address of the person from whom the tax is Due\*', 'Reference Serial No of the assessee in the register\*', 'Select Category of the Public Property\*', and 'Name of the Public Property'. Below these is a 'Submit' button. A green callout bubble with the text 'Click here to Submit' points to the 'Submit' button.

#### 8.1.4.2.9 Agenda 05–Demand Collection & Balance Amount (M):

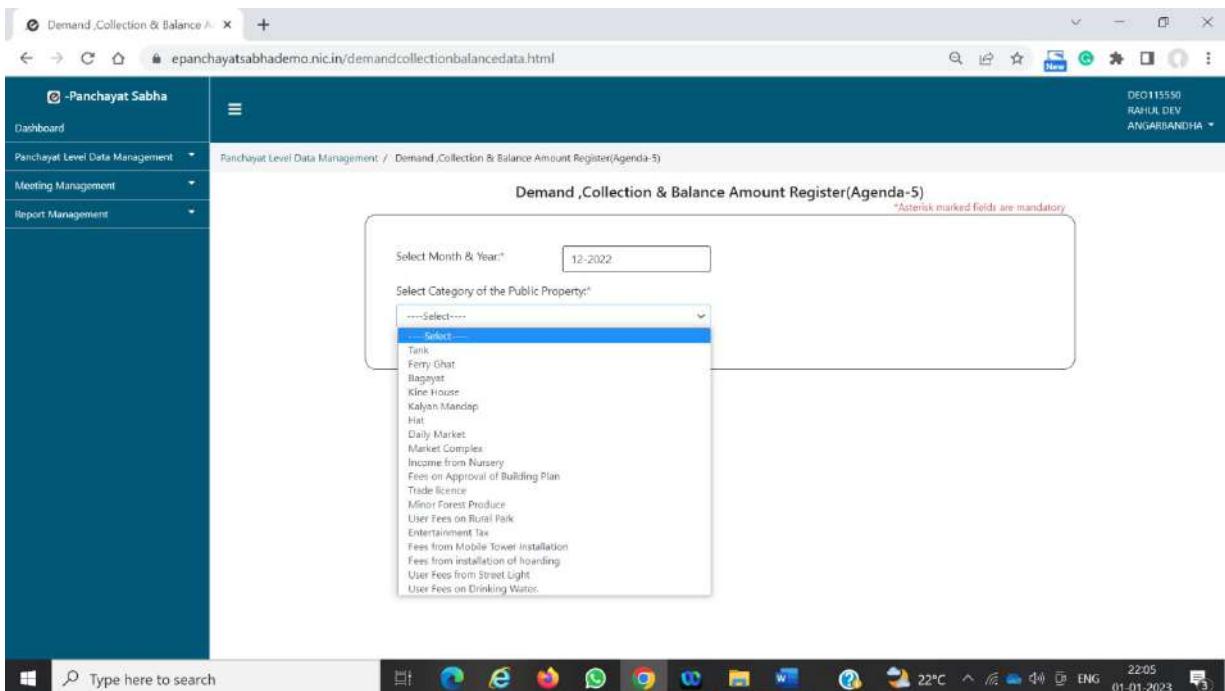
Click on “Agenda 05– Demand Collection & Balance Amount” as displayed below to enter data pertaining to Demand , collection and Balance.

The screenshot shows the 'Dashboard' page of the e-Panchayat Sabha. On the left, there's a sidebar with various agenda items. One item, 'Agenda 05- Demand Collection & Balance Amount(M)', is highlighted with a pink callout bubble containing the text 'Click here to enter Agenda 05 – Demand, Collection & Balance'. The main content area displays a grid of status boxes: 'Preparation of Agenda Data' (0/0), 'Issue of Notice with Agenda' (0/0), 'Attendance Uploaded' (0/0), 'Preparation of MoM' (0/0), and 'Issue of MoM' (0/0). The status boxes are color-coded in shades of green and red.

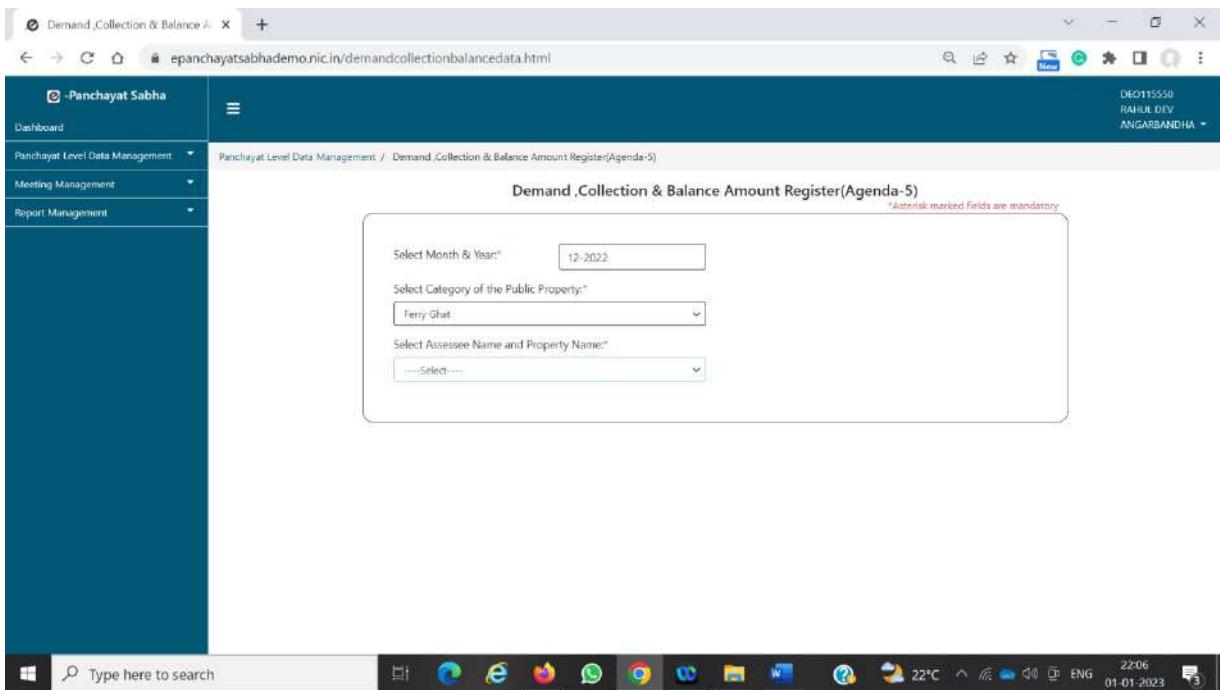
Then the following input screen will be displayed in which Month and Year to be selected for data is to be entered for Demand , collection and Balance.



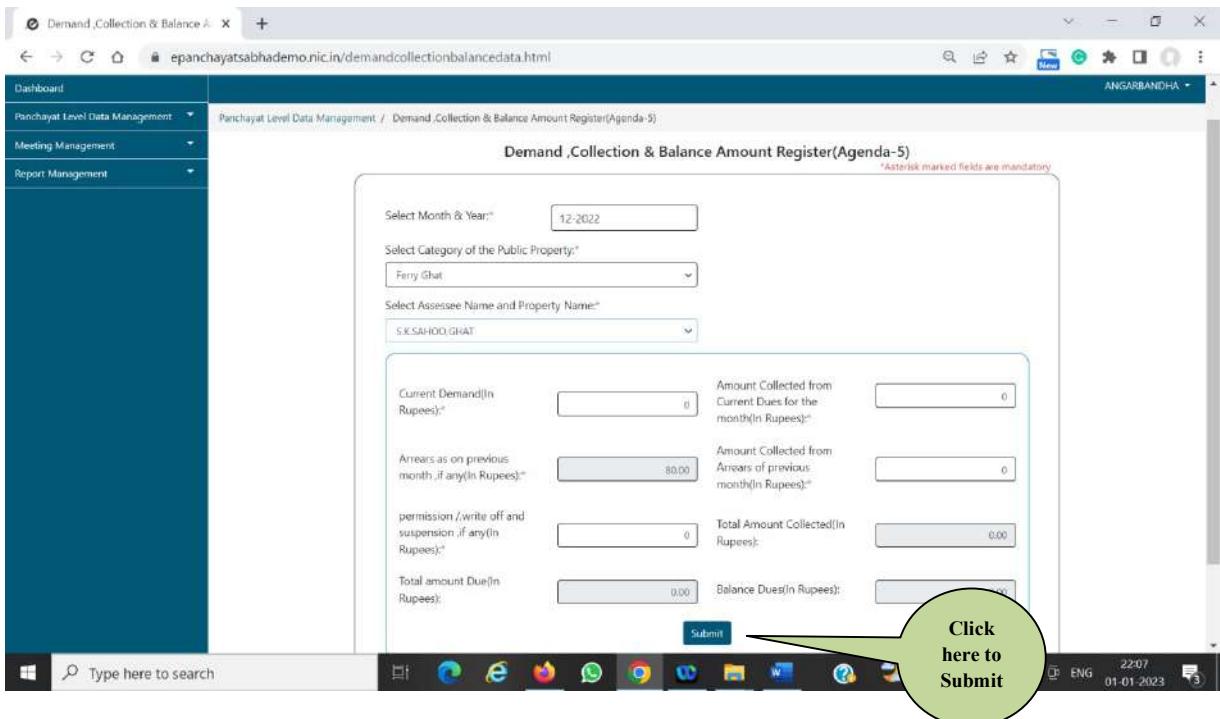
After selecting Month and Year following screen will be displayed in which public property category is to be selected from the combo box.



After selecting Public Property Category following screen will be displayed in which lease name and property name is to be selected.

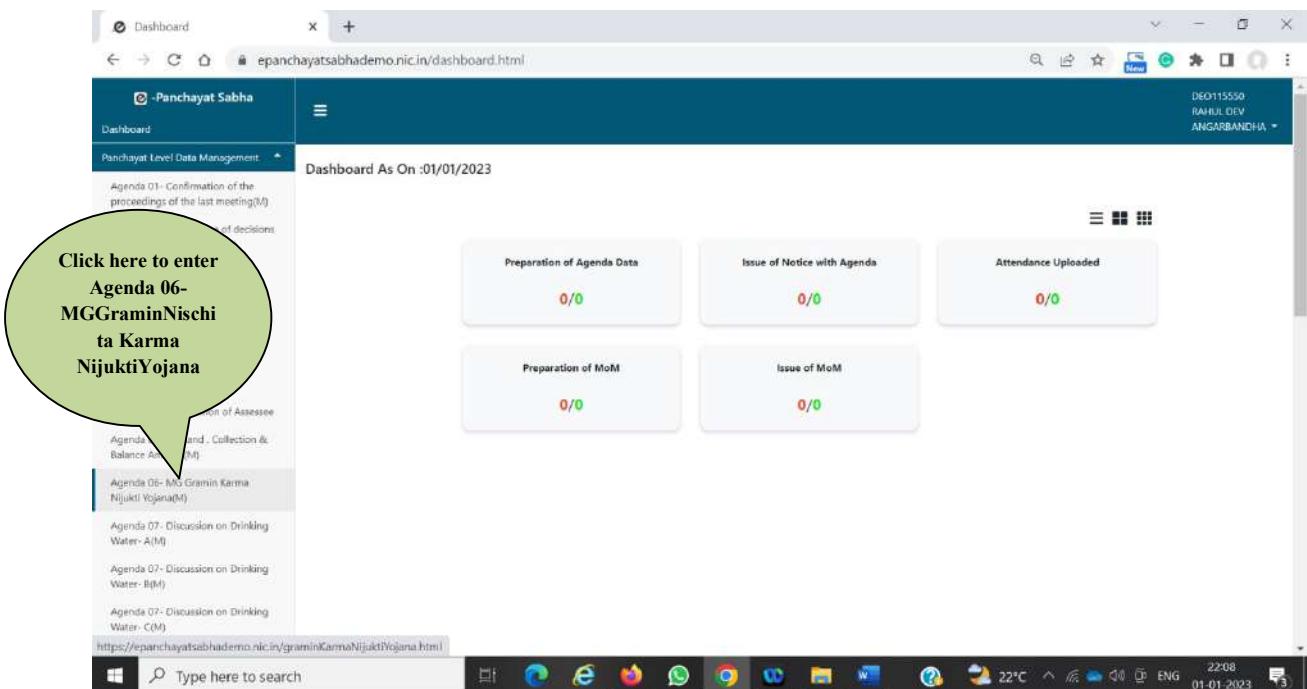


After selecting lease name and property name following screen will be displayed, in which demand collection and balance data is to be entered. Then click the “Submit” button to save data.

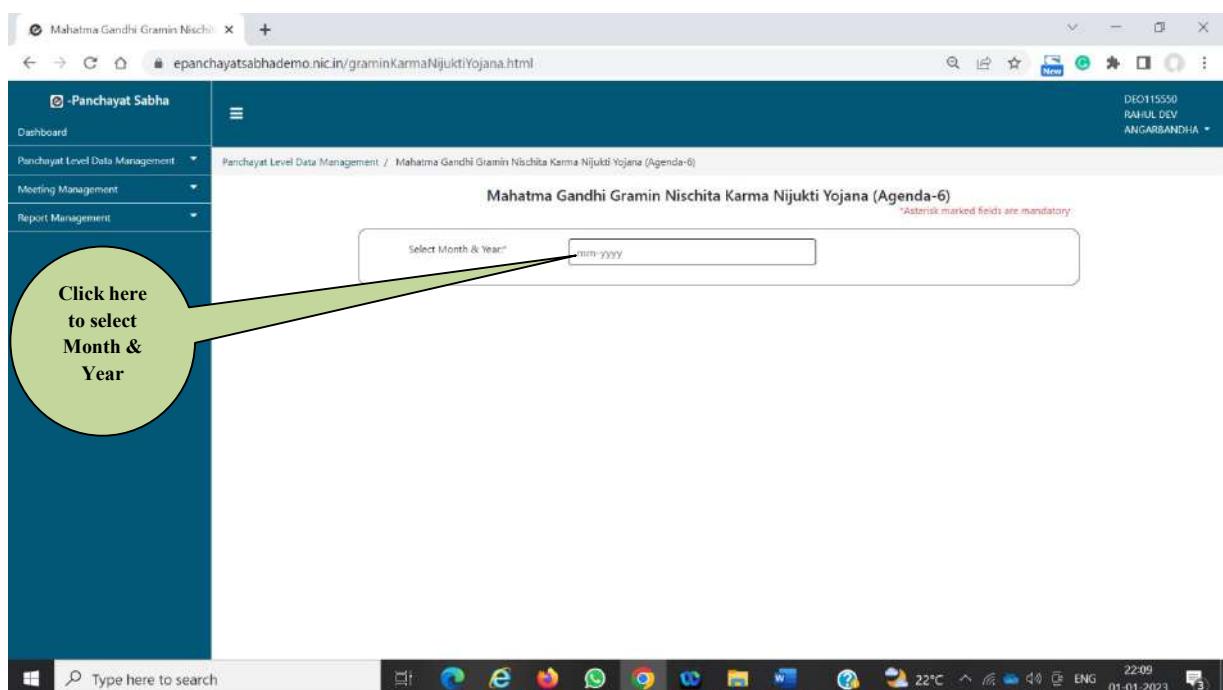


#### 8.1.4.2.10 Agenda 06– MG Gramin Karma NijuktiYojana (M):

Click on “Agenda 06– MG GraminNischita Karma NijuktiYojana” as displayed below to enter data pertaining to Mahatma GandhiGraminNischita Karma NijuktiYojana.



Then the following input screen will be displayed in which Month and Year to be selected for data is to be entered for Mahatma Gandhi GraminNischita Karma NijuktiYojana.



Then the following input screen will be displayed.

Mahatma Gandhi Gramin Nischita Karma Nijukti Yojana (Agenda-6)

Select Month & Year\*: 12-2022

Total No of Job Cards*	0	Total No of Active Job Cards*	0
No of Rojgar Divas Obsereved during the current month*	0	No of New Job Cards Issued during the current month*	0
No of Persondays generated upto last month during the current Financial year*	0	No of Persondays generated during current month*	0
No of generated up to reporting Month (Cumulative)*	0	No of House Hold completed 100 Days*	0
No of House Hold completed 80 Days*	0	Timely Payment Percentage*	0

No of Approved Projects

80 Days\*

No of Approved Projects

Approved Projects up to last year*	0	Current year Approved Projects*	0	Total	0
------------------------------------	---	---------------------------------	---	-------	---

Ongoing Projects upto last Month

Out of the Approved Projects up to last year*	0	Out of the Current year approved projects*	0	Total	0
---	---	--	---	-------	---

Newly started Projects during the current Month

Out of the Approved Projects up to last year*	0	Out of the Current year approved projects*	0	Total	0
---	---	--	---	-------	---

No of Completed Projects

Out of the Approved Projects up to last year*	0	Out of the Current year approved projects*	0	Total	0
---	---	--	---	-------	---

Newly started Projects during the current Month

Out of the Approved Projects up to last year:  Out of the Current year approved projects:  Total:

No of Completed Projects

Out of the Approved Projects up to last year:  Out of the Current year approved projects:  Total:

Ongoing Projects during this Month

Out of the Approved Projects up to last year:  Out of the Current year approved projects:  Total:

**Click here to Submit**

After entering data click on “Submit” button to save .

#### 8.1.4.2.11 Agenda 07 to Agenda 11

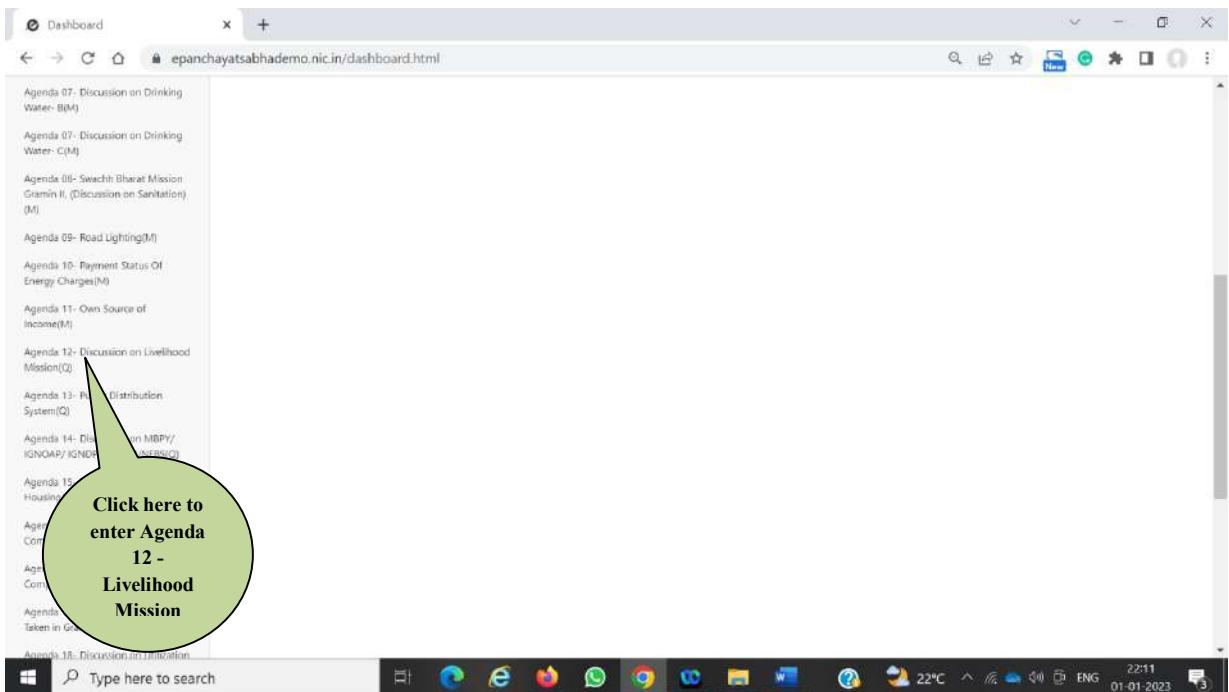
Similarly all other monthly modules from agenda 07 to agenda 11 will be entered.

**Preparation of MoM**      **Issue of MoM**

- Agenda 04- Scheme 8(M)
- Agenda 05- Registration of Assessee
- Agenda 05- Demand, Collection & Balance Amount(M)
- Agenda 06- MG Gramin Karma Yojana(M)
- Agenda 07- Discussion on Drinking Water- A(M)
- Agenda 07- Discussion on Drinking Water- B(M)
- Agenda 07- Discussion on Drinking Water- C(M)
- Agenda 08- Swachh Bharat Mission Gramin II, (Discussion on Sanitation) (M)
- Agenda 09- Road Lighting(M)
- Agenda 10- Payment Status Of Energy Charges(M)
- Agenda 11- Own Source of Income(M)
- Agenda 12- Discussion on Livelihood Mission(Q)
- Agenda 13- Public Distribution System(Q)
- Agenda 14- Discussion on MBPY/ (GMOAP/ ISDNDF/ IGNWP/ NFBS)(Q)

#### 8.1.4.2.12 Agenda 12 – Discussion on Livelihood Mission (Q) :

Click on “Agenda 12 – Discussion on Livelihood Mission (Q)” quarterly module as displayed below to enter data pertaining to Livelihood Mission.



Then the following input screen will be displayed in which Year, Quarter and Name of the Scheme are to be selected to enter data pertaining to Livelihood Mission.

The screenshot shows a browser window with the URL [epanchayatsabhademo.nic.in/livelihoodmission.html](http://epanchayatsabhademo.nic.in/livelihoodmission.html). The page title is 'Discussion on Livelihood Mission (Agenda-12)'. The form contains the following fields:

- Select Year\*:
- Select Quarter\*:
- Select Name of the Scheme\*:
- Nos\*:
- Remarks\*:
- 

Asterisk (\*) marks the fields as mandatory. Callout bubbles point to the 'Select Year' field, the 'Select Name of the Scheme' dropdown, the 'Select Quarter' field, and the 'Submit' button.

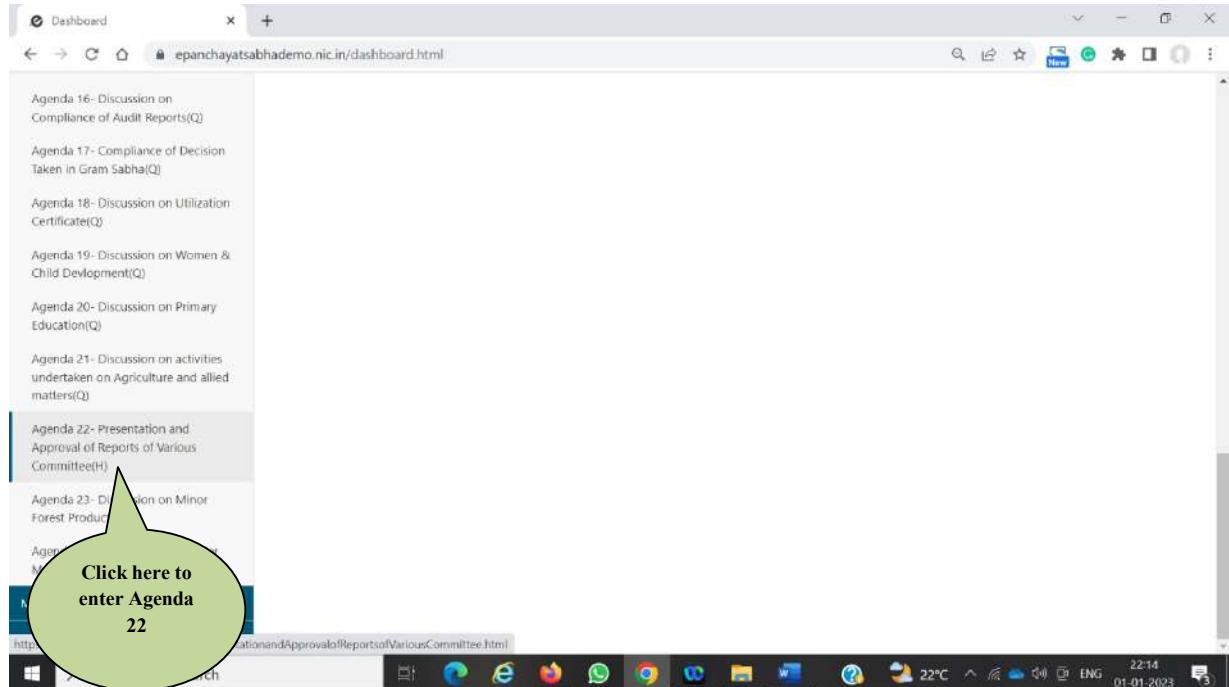
After entering data click on "Submit" button to save data.

#### 8.1.4.2.13 Agenda 13 to Agenda 21

Similarly all other quarterly modules from agenda 13 to agenda 21 will be entered.

#### 8.1.4.2.14 Agenda 22 -Presentation and Approval of Reports of Various Committee(H) :

Click on “Agenda 22 - Presentation and Approval of Reports of Various Committee” as displayed below to enter data pertaining to Presentation and Approval of Reports of Various standing Committee. This agenda will be of half-yearly type.

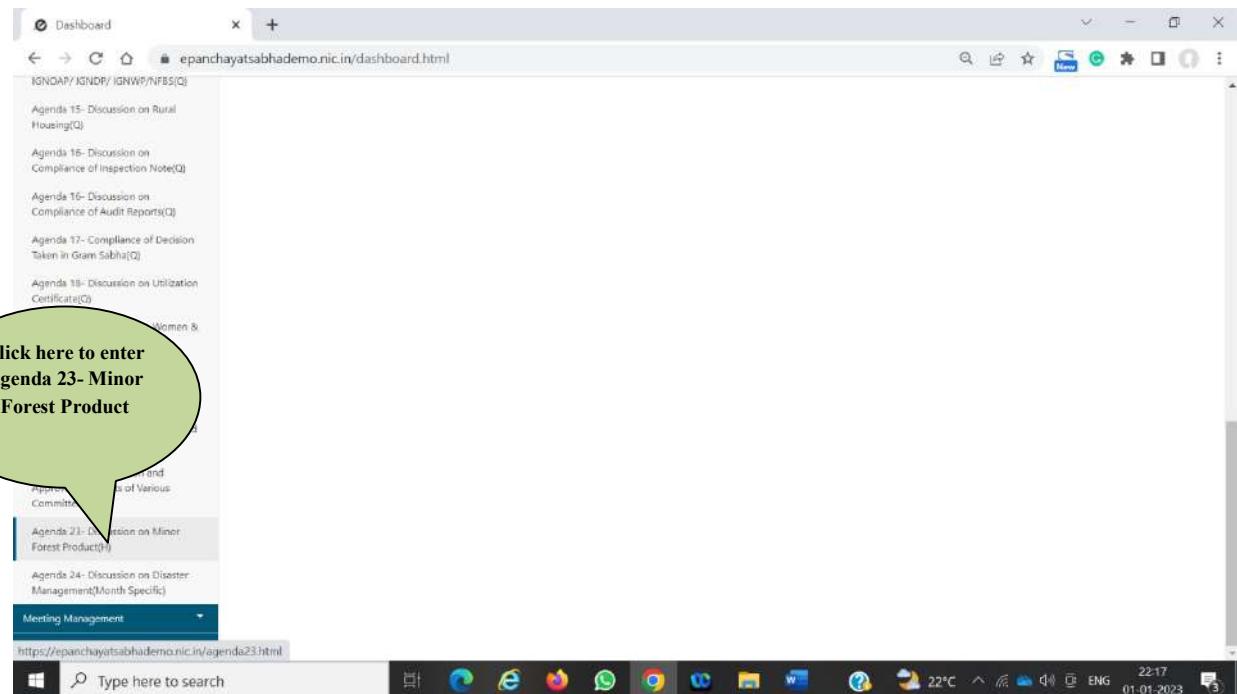


Then the following input screen will be displayed in which Year, Half-Year and Name of the Schemes are to be selected for which data is to be entered .

The screenshot shows a web browser window with the URL [epanchayatsabhademo.nic.in/presentationandApprovalofReportsofVariousCommittee.html](http://epanchayatsabhademo.nic.in/presentationandApprovalofReportsofVariousCommittee.html). The page title is "Presentation and Approval of Reports of Various Committee(Agenda-22)". The form contains fields for "Select Year\*", "Select Half Year\*", "Select Name of the Scheme\*", "Nos of Meeting held\*", "Nos Minutes of Meeting Prepared\*", "Nos Minutes of Meeting presented in Gram Panchayat Meeting\*", and "Remarks\*". A note at the top right says "\*Asterisk marked fields are mandatory". Three green callout bubbles point to specific buttons: one pointing to the "Select Year" dropdown labeled "Click here to select Year", another pointing to the "Select Name of the Scheme" dropdown labeled "Click here to select Name of the Scheme", and a third pointing to the "Submit" button labeled "Click here to Submit".

#### 8.4.4.2.15 Agenda 23 - Discussion on Minor Forest Product (H) :

Click on “Agenda 23 -Discussion on Minor Forest Product” as displayed below to enter data pertaining to Minor Forest Product .



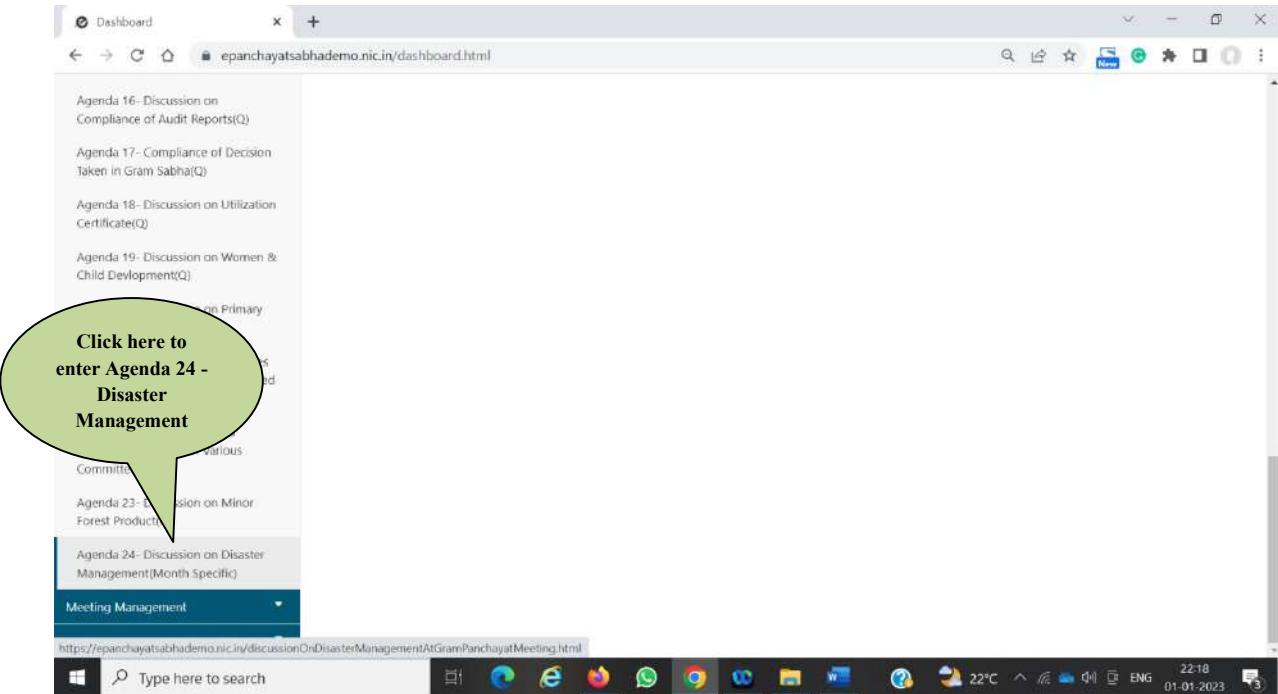
Then the following input screen will be displayed in which Year and Half-Year are to be selected for data is to be entered .

A screenshot of a web browser window titled 'Agenda23'. The URL is 'epanchayatsabhademo.nic.in/agenda23.html'. The page header shows 'DEO115550', 'RAHUL DEV', and 'ANGARBANDHA'. The left sidebar has 'Panchayat Sabha' as the active tab, with 'Dashboard', 'Panchayat Level Data Management', 'Meeting Management', and 'Report Management' options. The main content area is titled 'Discussion on Minor Forest Product(Agenda-23)'. It contains several input fields: 'Select Year:' with a dropdown menu showing '1993', 'Select Half Year:' with a dropdown menu showing 'Select Year First', 'Name of the available Minor Forest Product:', 'Name of the individuals/ Institutions make registration for trade:', 'Amount deposited towards registration fees (in Rupees):' with a dropdown menu showing '0', and 'Whether minimum support price is fixed (Yes/No):' with a dropdown menu showing 'Yes'. A 'Submit' button is at the bottom right. Three green callout bubbles point to these fields: one to the 'Year' field with the text 'Click here to select Year', one to the 'Half-Year' dropdown with the text 'Click here to select Half-Year', and one to the 'Submit' button with the text 'Click here to Submit'. The status bar at the bottom shows the URL 'https://epanchayatsabhademo.nic.in/agenda23.html', the search bar 'Type here to search', and system icons.

After entering data click on “Submit” button to save data.

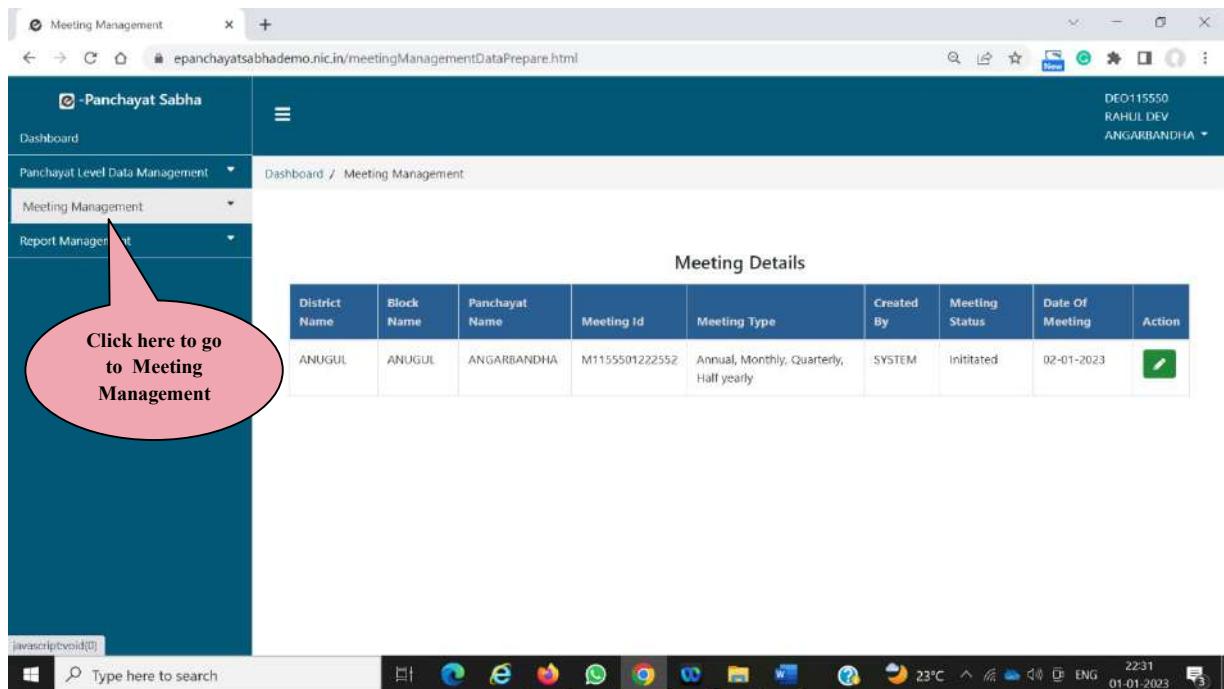
#### 8.1.4.2.16 Agenda 24 - Discussion on Disaster Management (Month Specific):

Click on “Agenda 24 -Discussion on Disaster Management” as displayed below to enter data pertaining to Disaster Management for month specific i.e. (1) Data of February is to be discussed in the meeting in March for heat wave (2)Data of April is to be discussed in the meeting in May for Cyclone (3) Data of May is to be discussed in the meeting in June for Flood and (4) Data of September is to be discussed in the meeting in October for Cyclone.



#### 8.1.4.3 Meeting Management

To go to Meeting Management in DEO/GRS/Assistant login, click on “Meeting Management“ as indicated below.



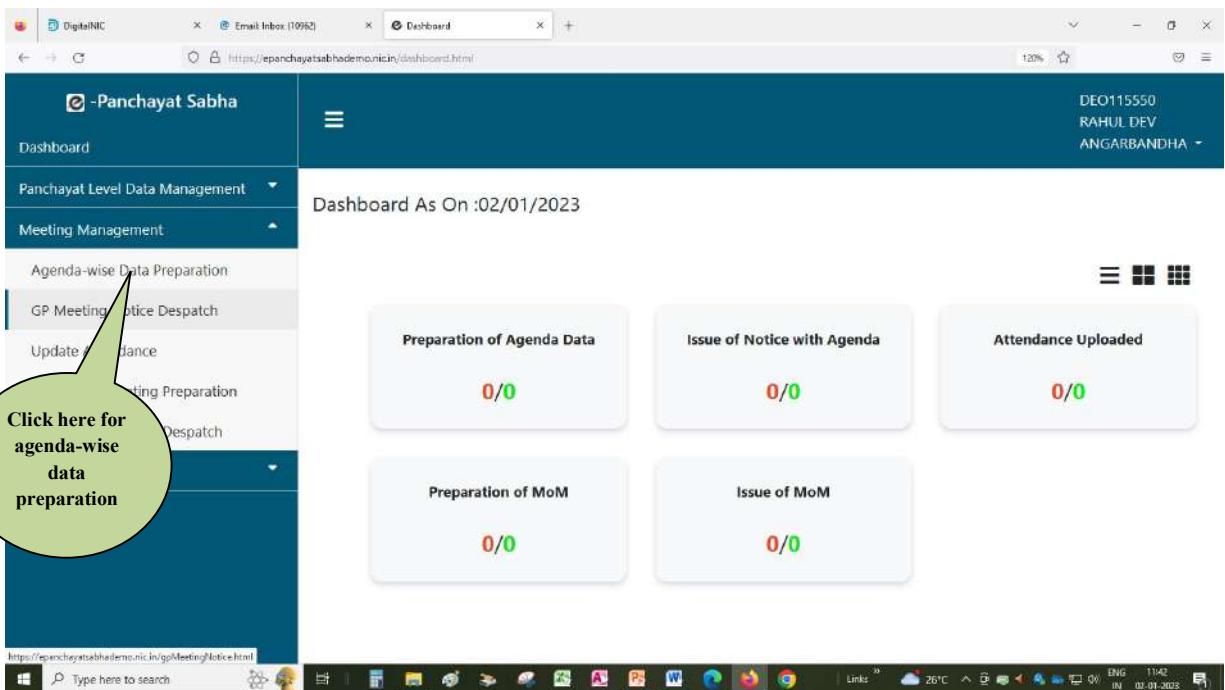
Then the following screen will be displayed with following sub-menu,

- Agenda-wise Data Preparation
- GP Meeting Notice Despatch
- Update Attendance
- Minutes of Meeting Preparation
- Minutes of Meeting Despatch

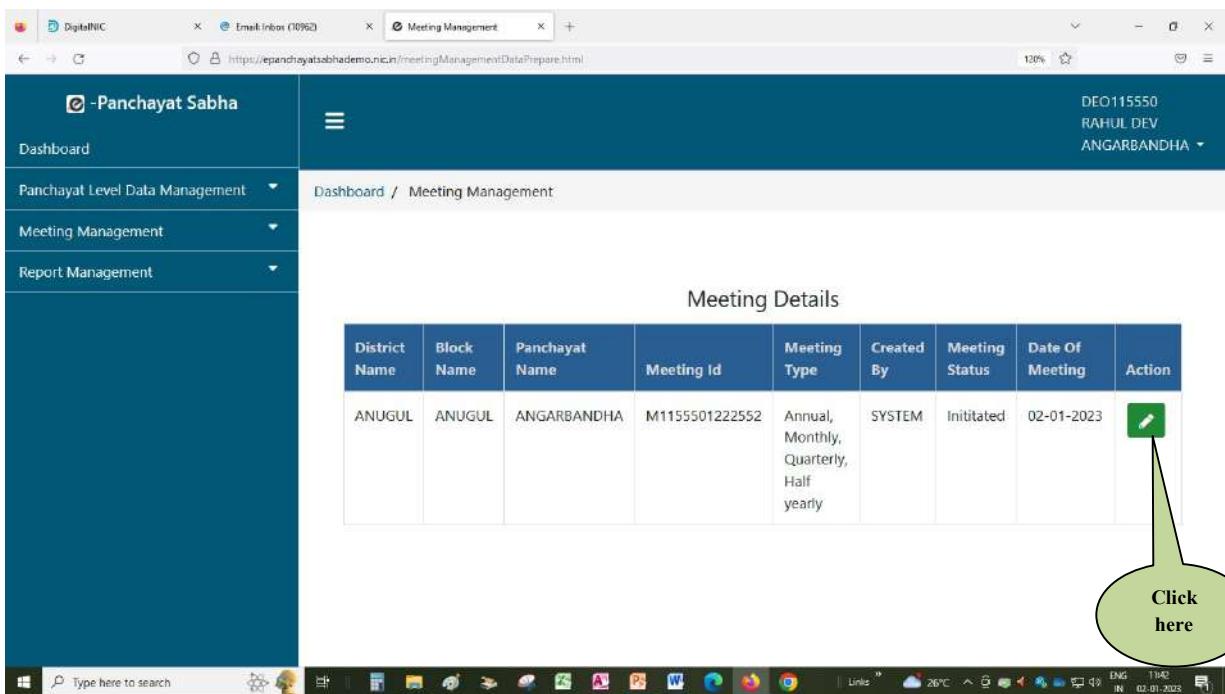
District Name	Block Name	Panchayat Name	Meeting Id	Meeting Type	Created By	Meeting Status	Date Of Meeting	Action
ANUGUL	ANUGUL	ANGARBANDHA	M115501222552	Annual, Monthly, Quarterly, Half yearly	SYSTEM	Initiated	02-01-2023	

#### 8.1.4.3.1 Agenda-wise Data Preparation :

Click on “Agenda-wise Data Preparation” as displayed below for agenda-wise data preparation.



Then the following input screen will be displayed in which click on pencil icon as displayed below for agenda wise data preparation.



Then the following screen will be displayed. Since the meeting type is “Monthly” only monthly agendas will be displayed.

A01 : Confirmation of the proceedings of the last meeting  
 A02 : Compliance of decisions taken in the last meeting  
 A03 : Report on letters received & issued and Business transacted since last meeting  
 A04 : Presentation/ Approval of Monthly receipt & expenditure statement  
 A05 : Presentation of Demand Collection Balance in FORMAT-VIII  
 A06 : Discussion on MGNREGA  
 A07 : Discussion on Drinking Water  
 A08 : Discussion on Sanitation  
 A09 : Discussion on Street lighting  
 A10 : Payment of Electricity Dues  
 A11 : Own Source of Revenue  
 A12 : Discussion on Livelihood Mission

Thereafter click on each agenda to prepare data of the concerned agenda. Click on “A01:Confirmation of Proceedings of the Last Meeting” as shown below.

A01 : Confirmation of the proceedings of the last meeting  
 A02 : Compliance of decisions taken in the last meeting  
 A03 : Report on letters received & issued and Business transacted since last meeting  
 A04 : Presentation/ Approval of Monthly receipt & expenditure statement  
 A05 : Presentation of Demand Collection Balance in FORMAT-VIII  
 A06 : Discussion on MGNREGA  
 A07 : Discussion on Drinking Water  
 A08 : Discussion on Sanitation  
 A09 : Discussion on Street lighting  
 A10 : Payment of Electricity Dues  
 A11 : Own Source of Revenue  
 A12 : Discussion on Livelihood Mission

Then following screen will be displayed in which data prepared for Agenda 01 under Panchayat Level Data Management will be displayed.

A01 : Confirmation of the proceedings of the last meeting

Confirmation Of The Proceedings Of The Last Meeting(Agenda-1)  
For The Month: (DECEMBER-2022)

AGENDA 01 PROCEEDINGS

A02 : Compliance of decisions taken in the last meeting

A03 : Report on letters received & issued and Business transacted since last meeting

A04 : Presentation/ Approval of Monthly receipt & expenditure statement

A05 : Presentation of Demand Collection Balance in FORMAT-VIII

A06 : Discussion on MGNREGA

Now click on “A02 : Compliance on Decision Taken in the Last Meeting” as shown below.

A01 : Confirmation of the proceedings of the last meeting

A02 : Compliance of decisions taken in the last meeting

A03 : Report on letters received & issued and Business transacted since last meeting

A04 : Presentation/ Approval of Monthly receipt & expenditure statement

A05 : Presentation of Demand Collection Balance in FORMAT-VIII

A06 : Discussion on MGNREGA

A07 : Discussion on Drinking Water

A08 : Discussion on Sanitation

A09 : Discussion on Street lighting

A10 : Payment of Electricity Dues

A11 : Own Source of Revenue

A12 : Discussion on Livelihood Mission

Then following screen will be displayed in which compliance report file uploaded for Agenda 02 under Panchayat Level Data Management will be displayed.

A01 : Confirmation of the proceedings of the last meeting

A02 : Compliance of decisions taken in the last meeting

Compliance Of Decisions Taken In the Last Meeting(Agenda-2)  
For The Month: (DECEMBER-2022)

[View Compliance Report](#)

A03 : Report on letters received & issued and Business transacted since last meeting  
A04 : Presentation/ Approval of Monthly receipt & expenditure statement  
A05 : Presentation of Demand Collection Balance in FORMAT-VIII  
A06 : Discussion on MGNREGA

Click on “Compliance Report” as shown below to view.

Click here to view compliance report

A01 : Confirmation of the proceedings of the last meeting

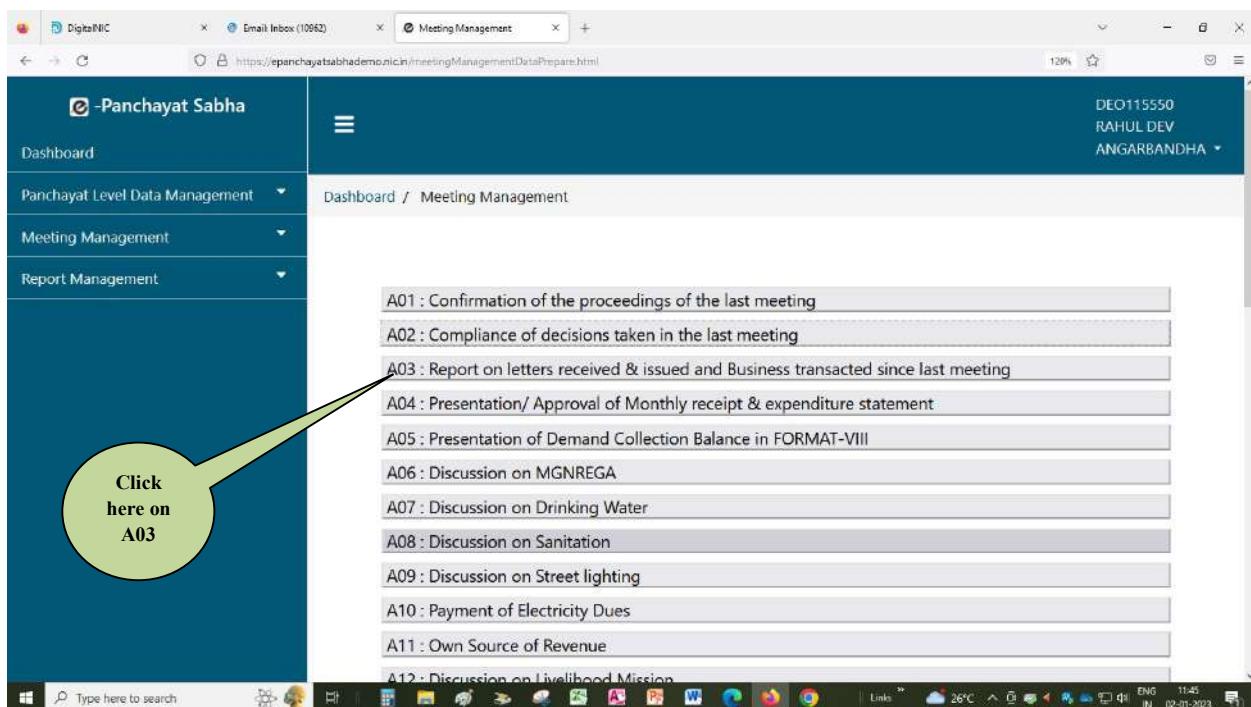
A02 : Compliance of decisions taken in the last meeting

Compliance Of Decisions Taken In the Last Meeting(Agenda-2)  
For The Month: (DECEMBER-2022)

[View Compliance Report](#)

A03 : Report on letters received & issued and Business transacted since last meeting  
A04 : Presentation/ Approval of Monthly receipt & expenditure statement  
A05 : Presentation of Demand Collection Balance in FORMAT-VIII  
A06 : Discussion on MGNREGA

Now click on “A03:Report on letters received and Business transacted since last meeting” as shown below.



Then the following screen will be displayed with data prepared for Agenda 03 under Panchayat Level Data Management will be displayed.

The screenshot shows the 'Report Management' section of the e-Panchayat Sabha interface. It displays data prepared for Agenda 03 under 'Panchayat Level Data Management'. The agenda items listed are A01, A02, and A03. Below the agenda items, two tables provide letter details for December 2022.

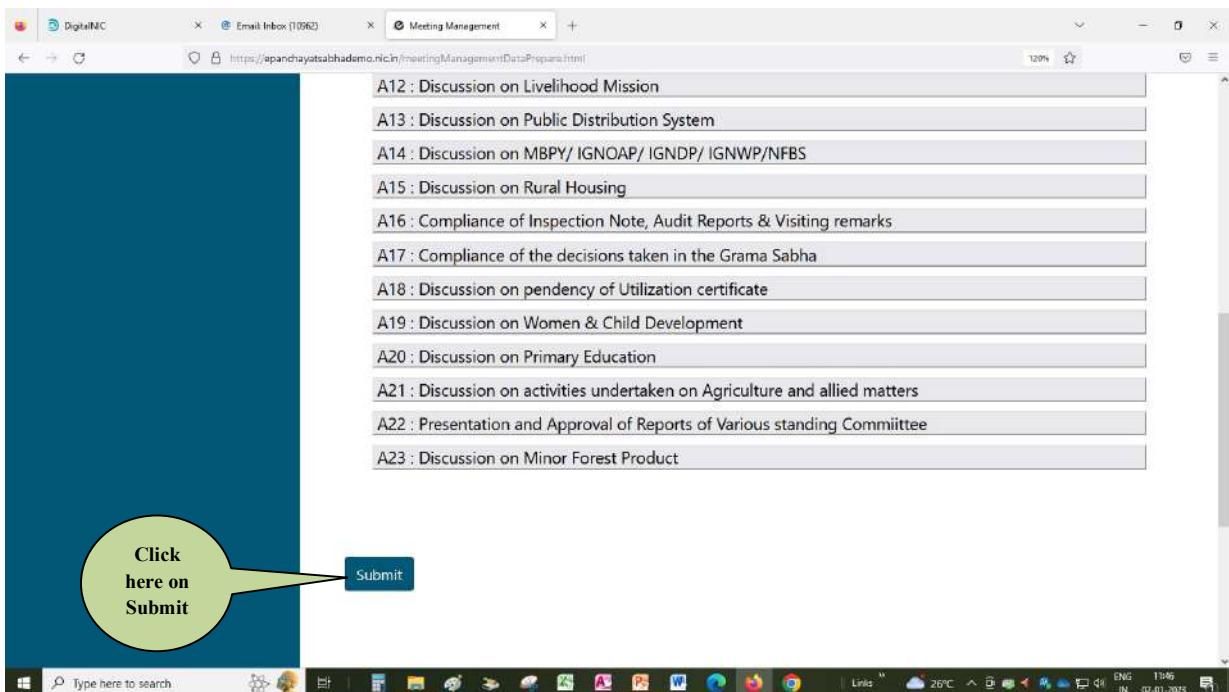
**Received Letter Details During The Month(Agenda-3)**  
For The Month: (DECEMBER-2022)

From Office	Letter No	Letter Date	Subject	Action Taken	Letter Received Date
GP OFFICE	let/5	07-12-2022	CONSTRUCTION	IN PROCESS	08-12-2022
GP OFFICE	let/6	09-12-2022	SCHOOL	IN PROCESS	15-12-2022

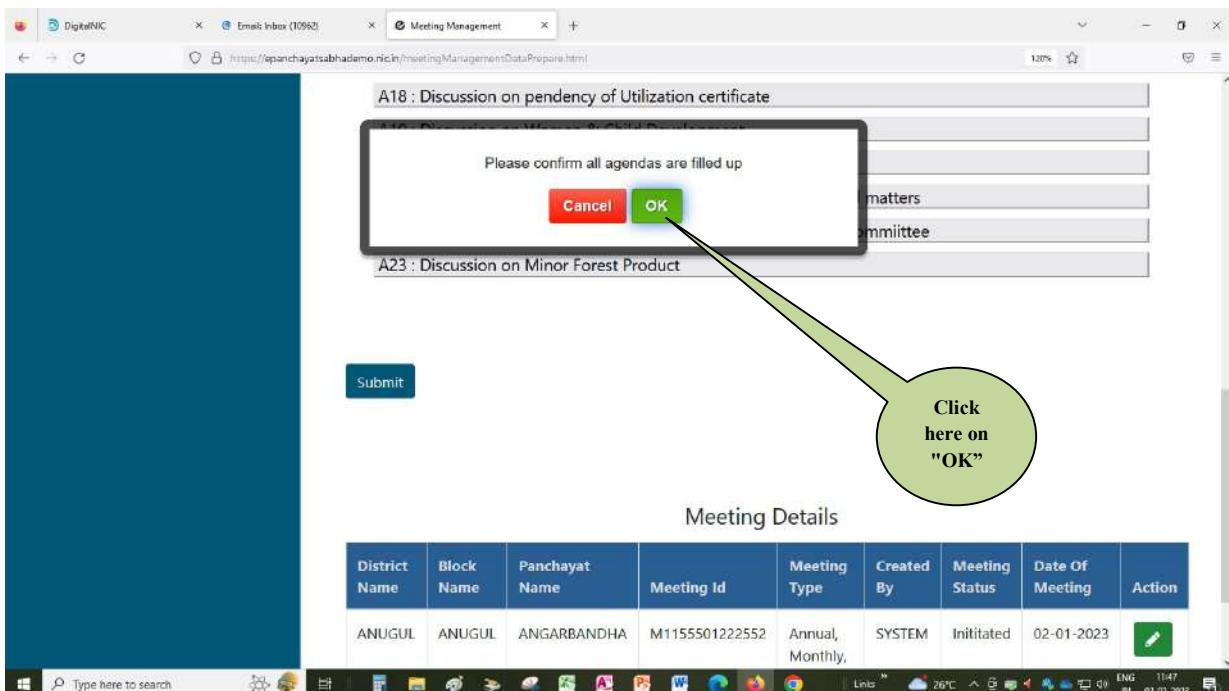
**Despatched Letter Details During The Month(Agenda-3)**  
For The Month: (DECEMBER-2022)

To Office	Letter No	Letter Date	Subject	Purpose	Letter Despatched Date
BDO OFFICE	file/4/1	13-12-2022	CONSTRUCTION	IN PROCESS	21-12-2022
	LET/SYSG/78	14-12-2022			14-12-2022
	LET/SYSG/79	14-12-2022			14-12-2022

Similarly you can view agenda-wise data prepared for all other agenda. After viewing the agenda-wise data for all agenda for the meeting click on “Submit” button as shown below.



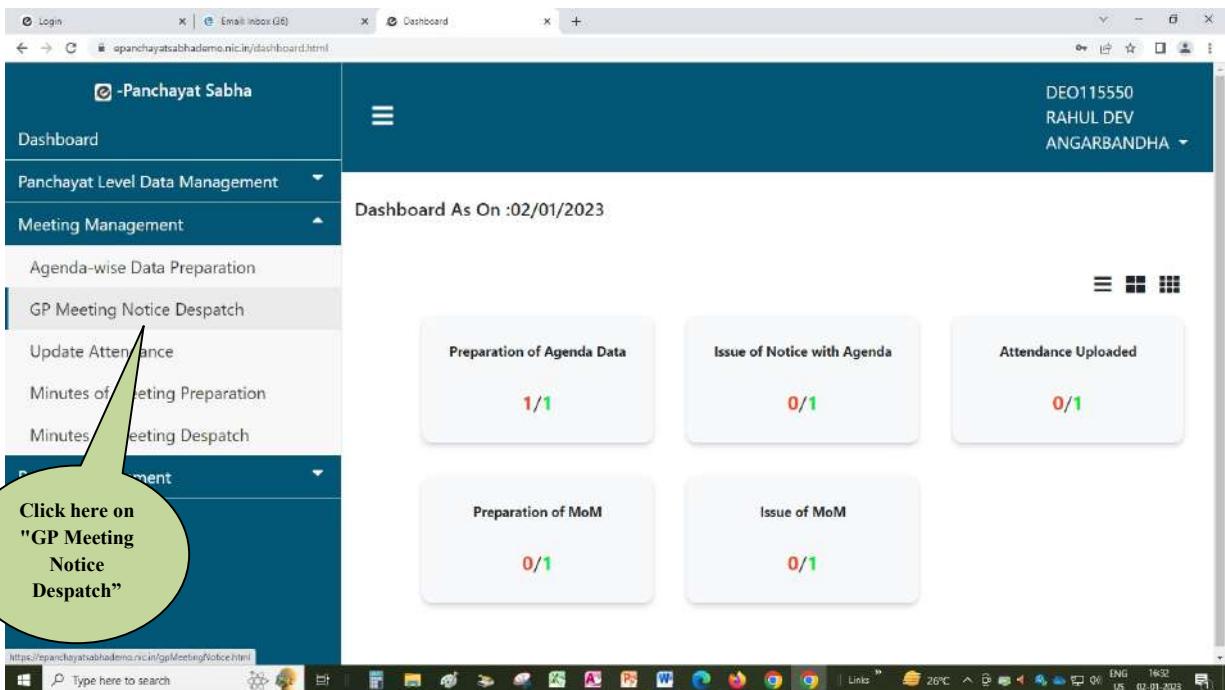
Then the following screen will be displayed with message “ **Please confirm all agendas are filled up**”. Here click on “OK” button to submit or “Cancel” not to submit.



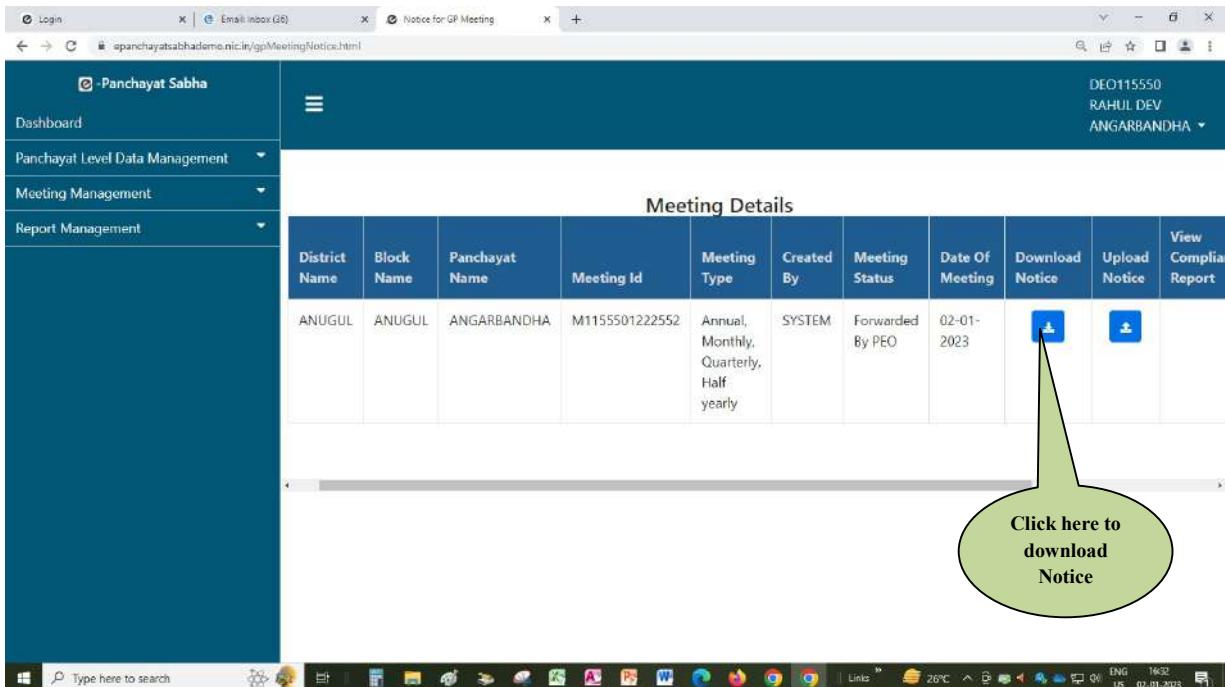
Then sign-out from the application.

#### 8.1.4.3.2 GP Meeting Notice Despatch :

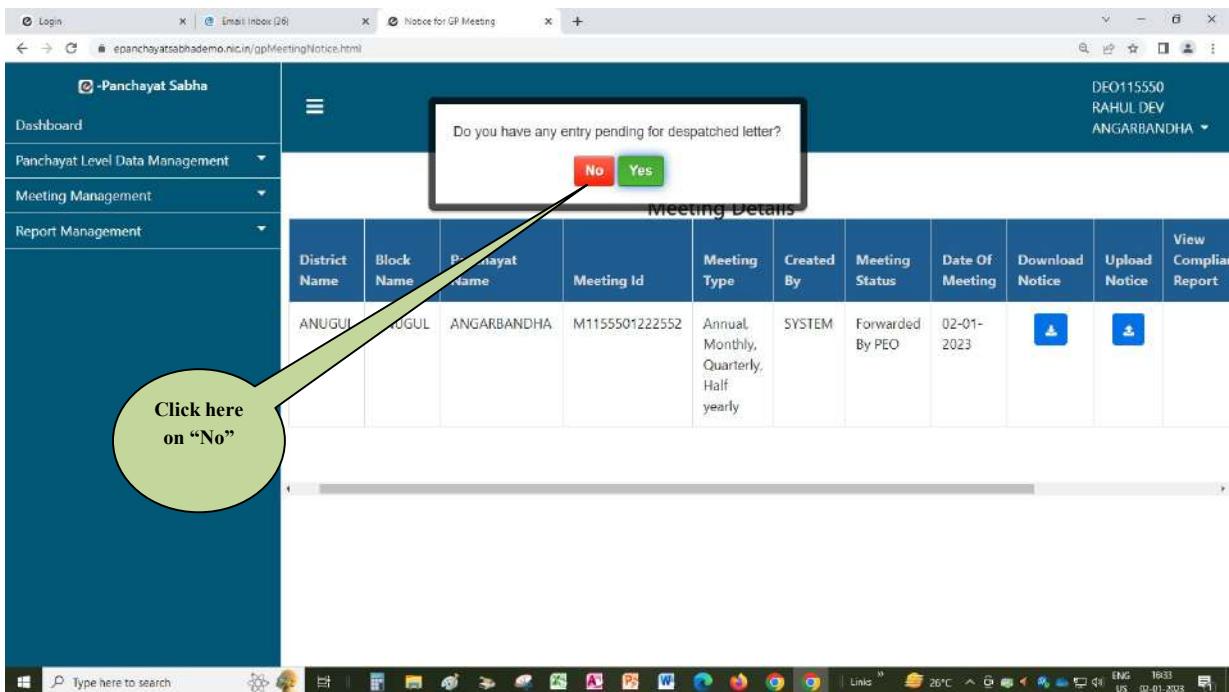
Click on “GP Meeting Notice Despatch” as displayed below to despatch the meeting Notice.



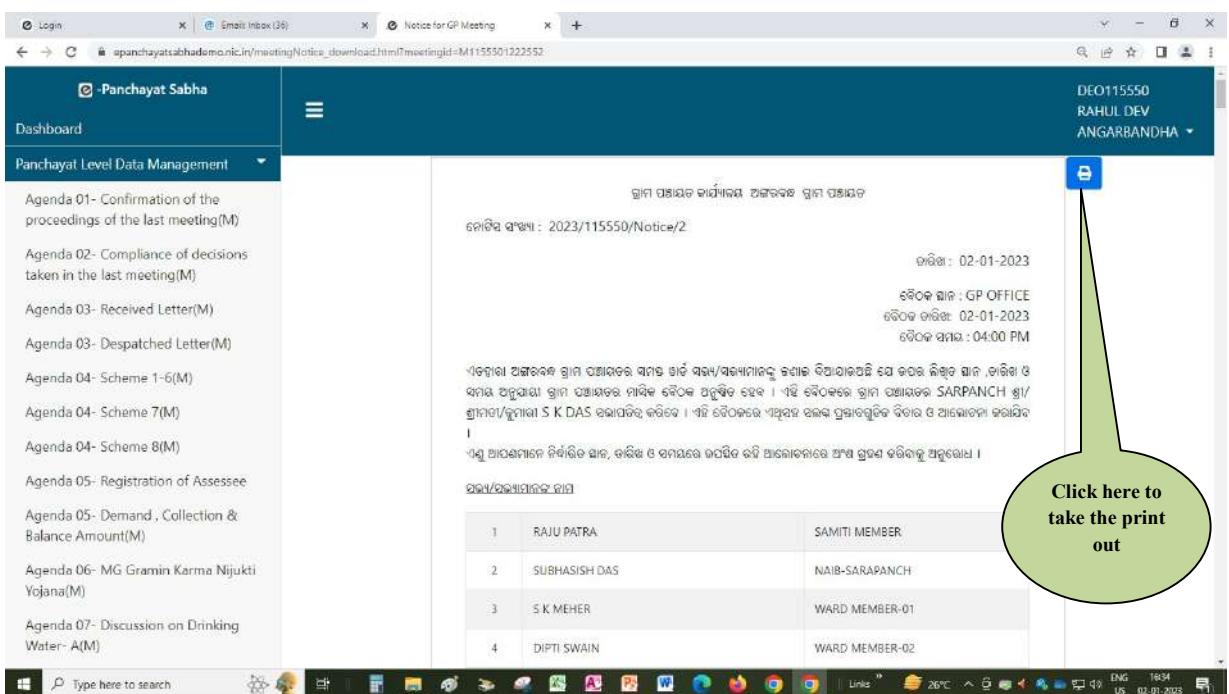
Here the following screen will be displayed. Click on the icon under “Download Notice” as shown below for the Meeting Status “Forwarded by PEO”.



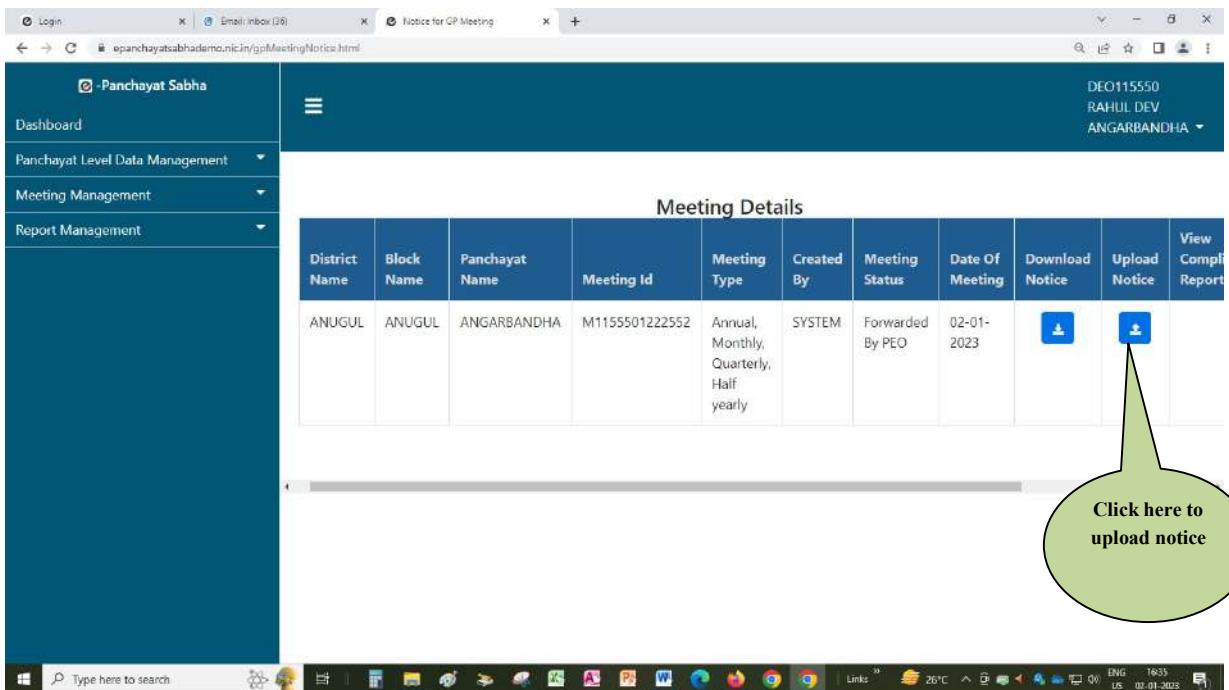
Then following alert message will be popped up indicating “**Do you have any entry Pending for despatched letter?**” to confirm to incorporate the last despatch number in the notice to be issued. Click on “No” as shown below.



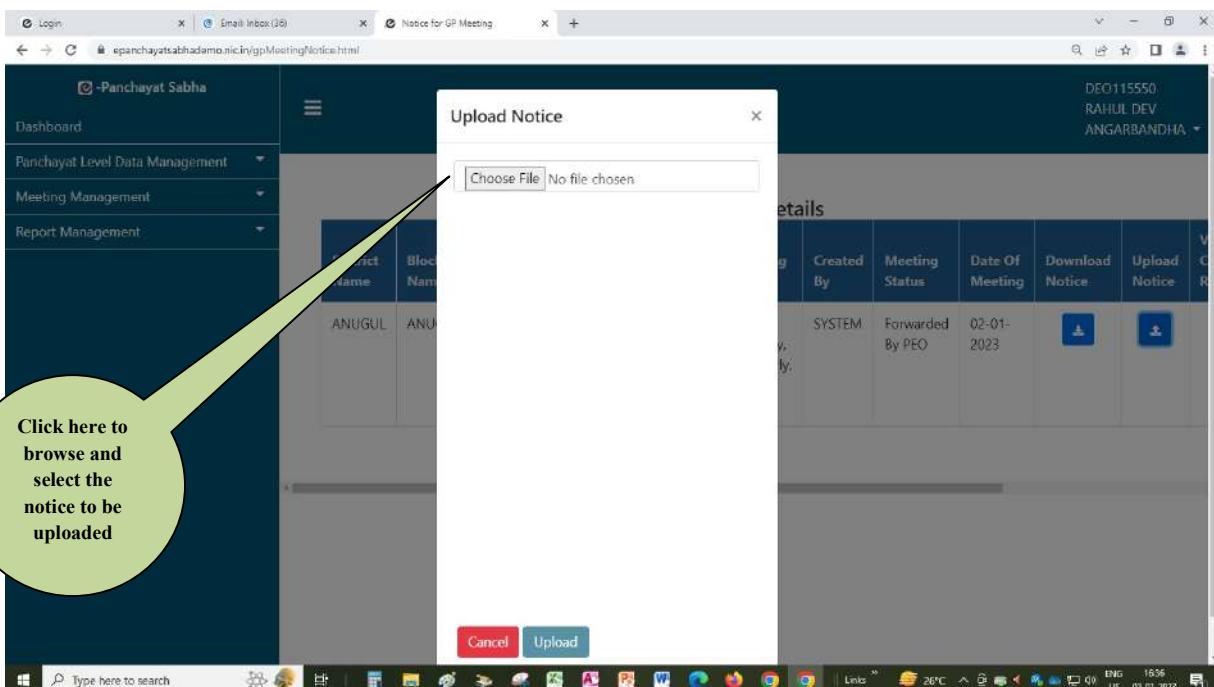
Then the system generated notice will be displayed in the screen as shown below. Now Click on the printer icon  as shown below to take the printout of the notice.



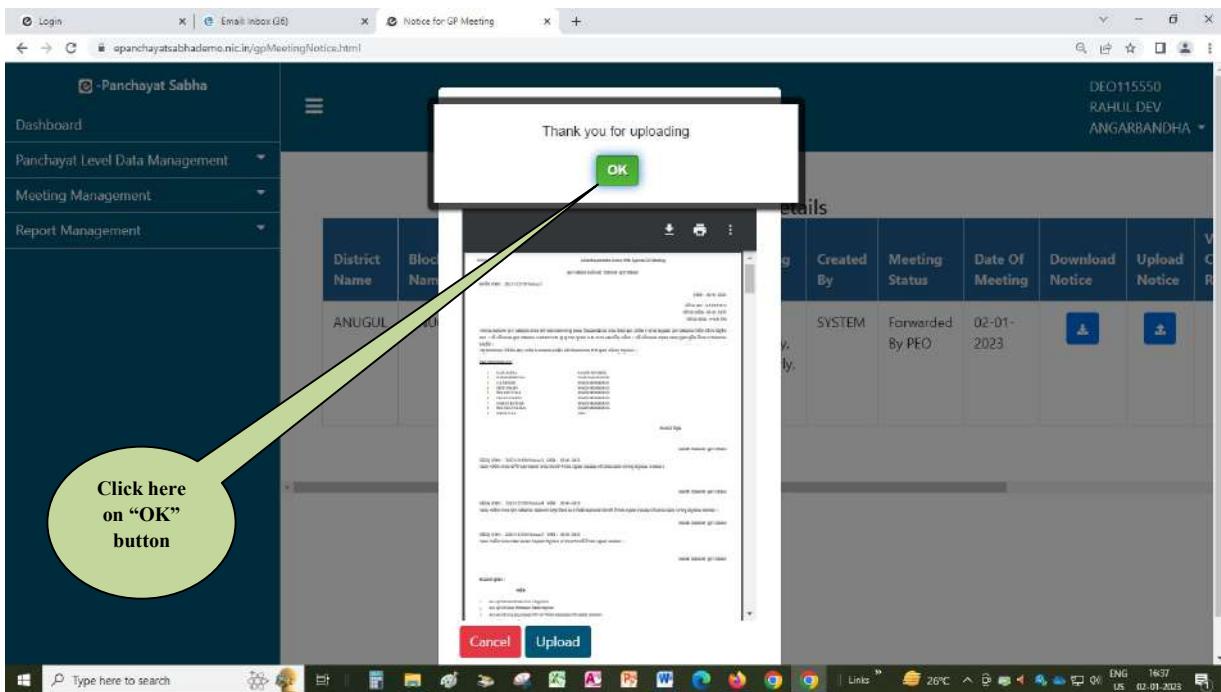
Then the duly signed notice will be uploaded . Click on the icon under “Upload Notice” for your meeting ID as shown below.



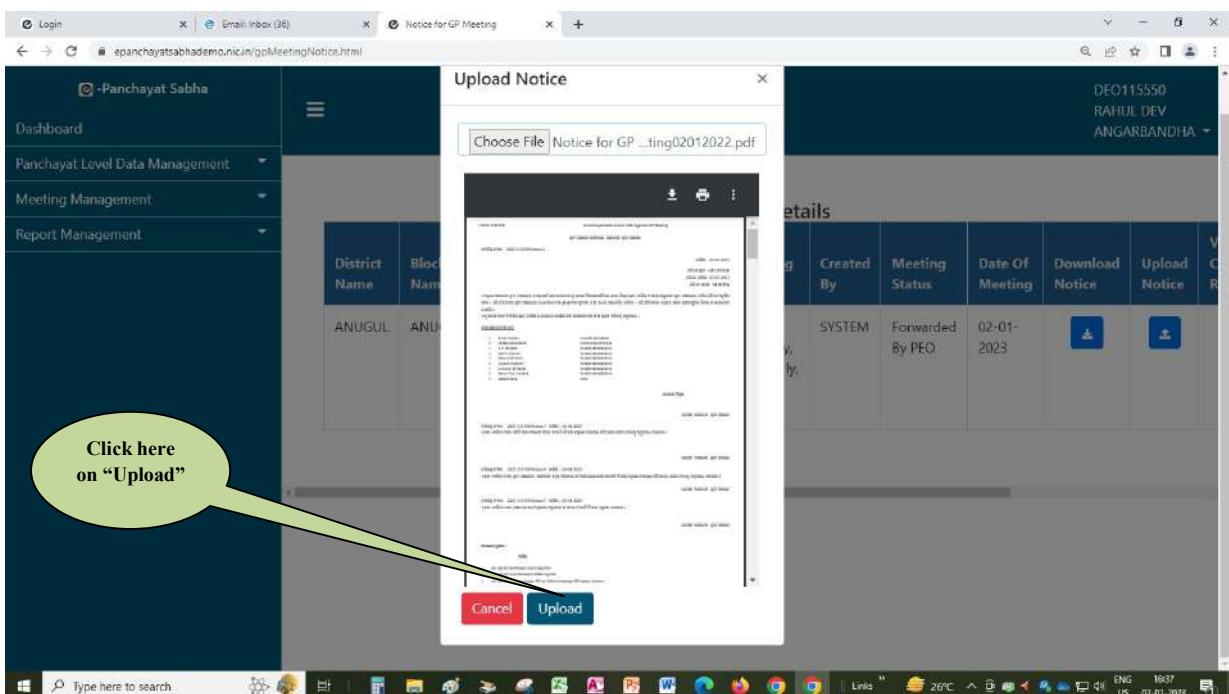
Then the following screen will be displayed to browse and upload duly signed notice.



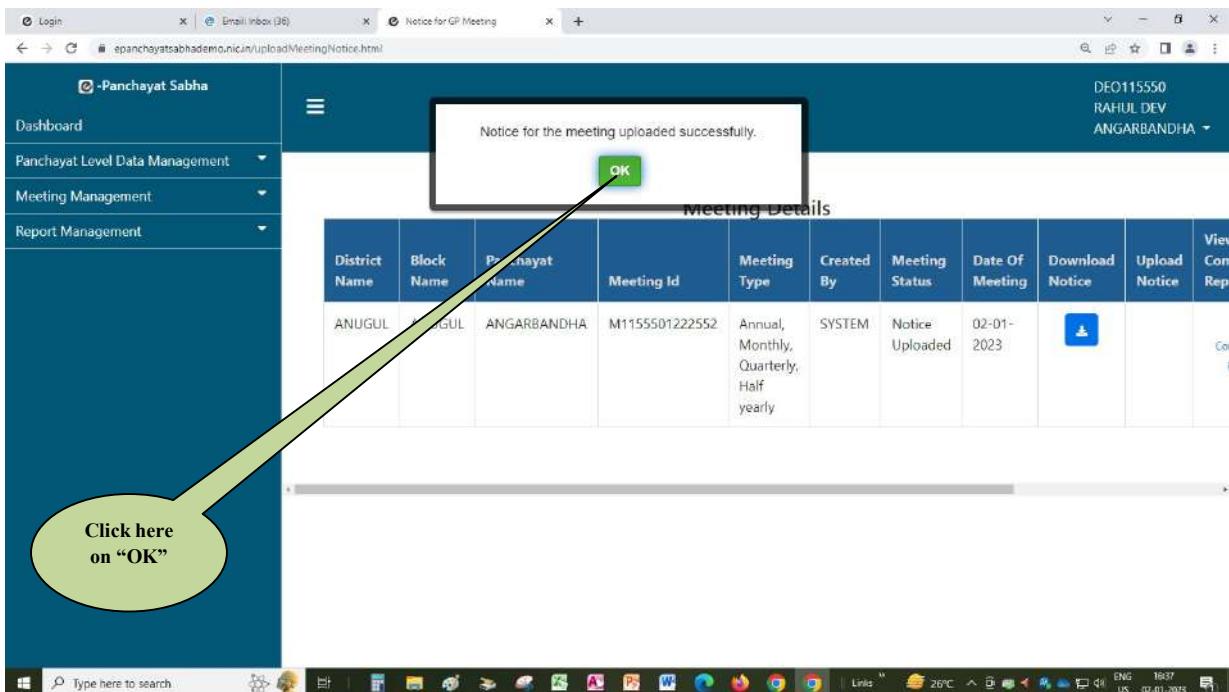
After uploading the file following screen will be displayed . Click on “OK” button to proceed.



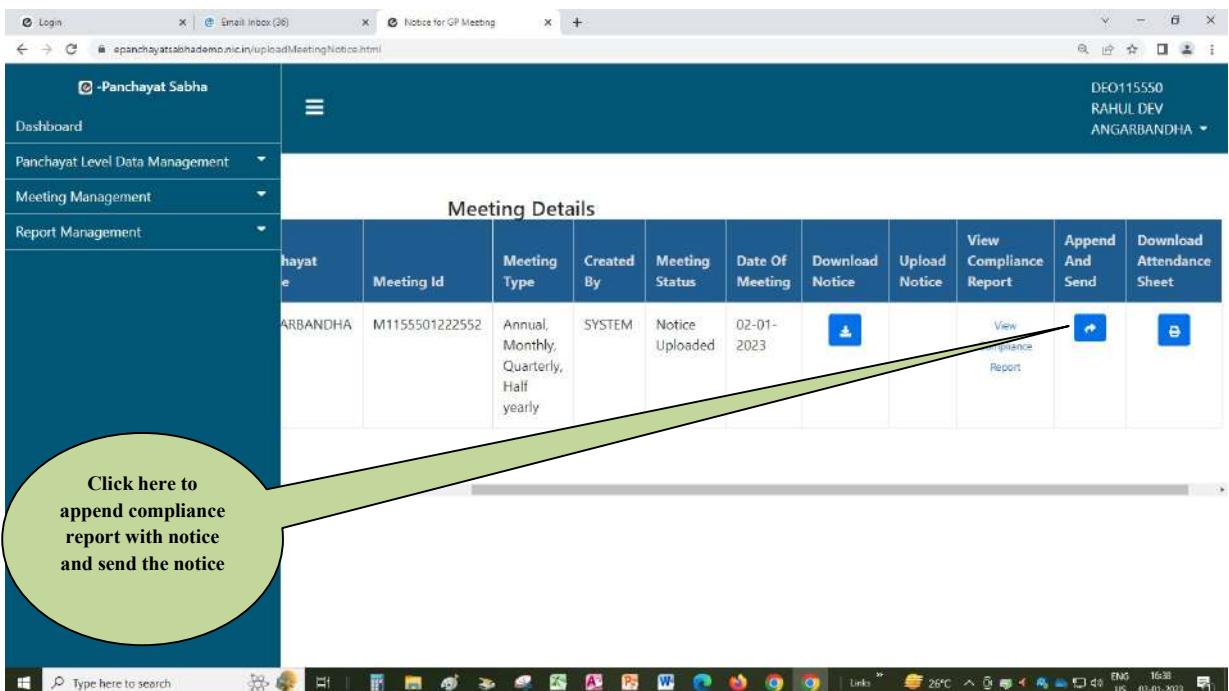
Then the following screen will be displayed as shown below. Click on “Upload” button to upload.



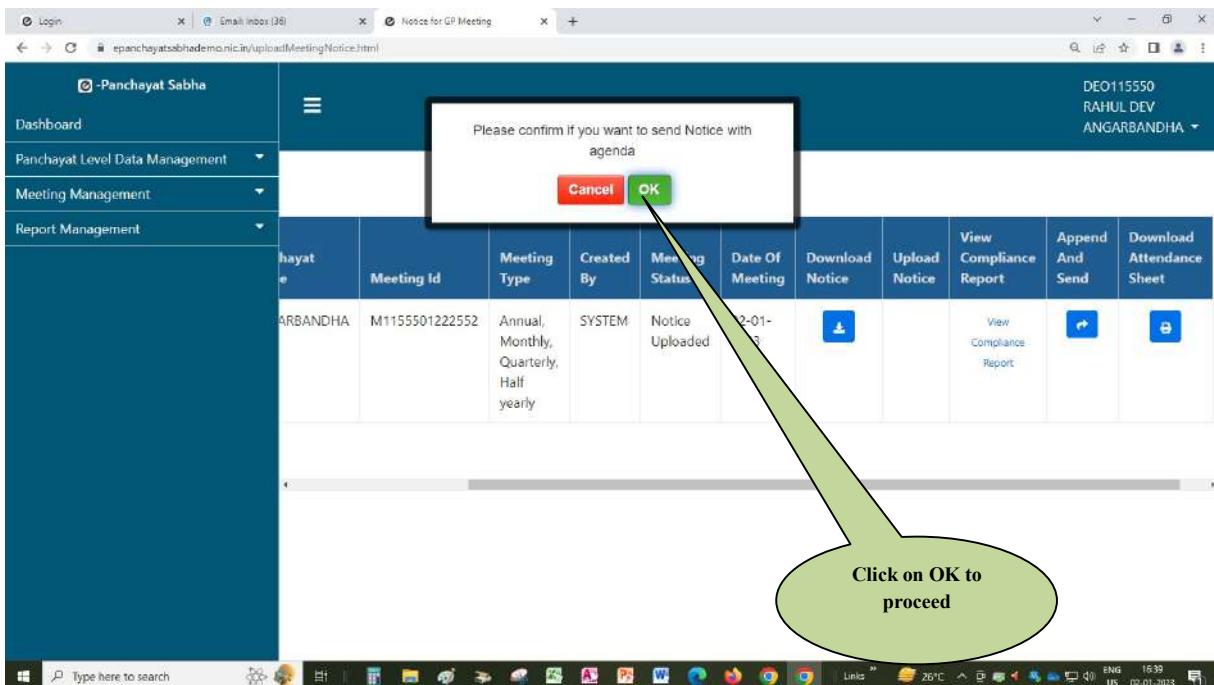
Then the following screen will come with confirmation message “Notice for the meeting uploaded successfully”. Click on “Ok” button to proceed.



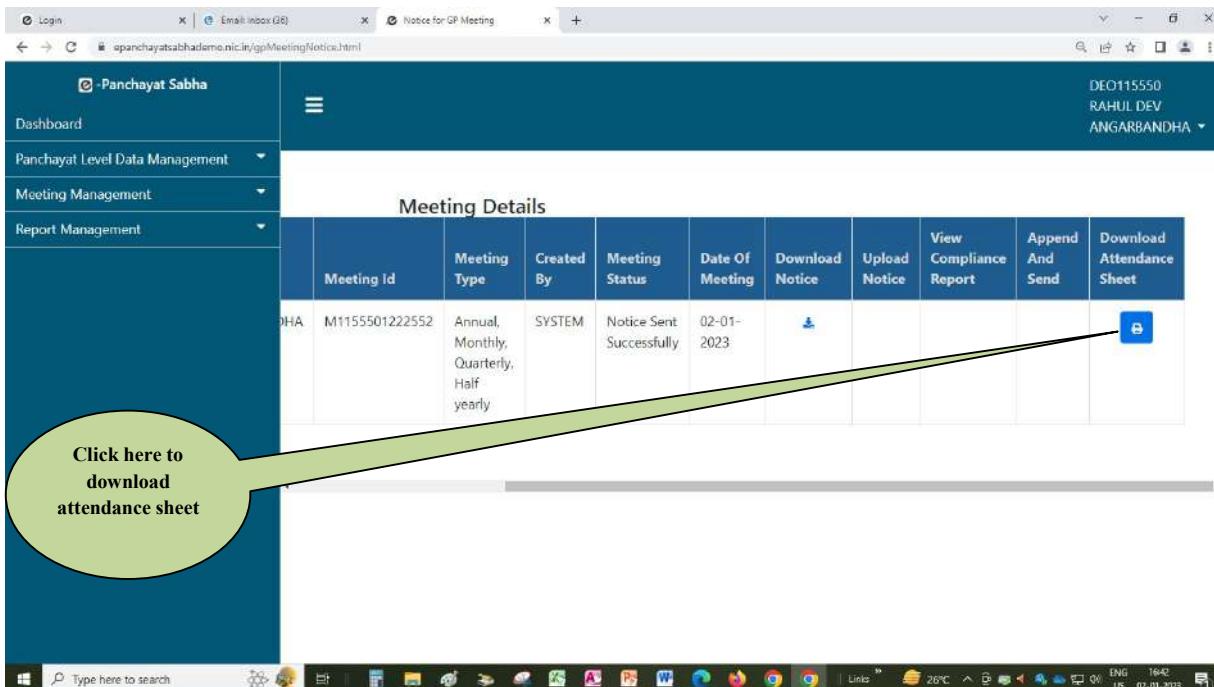
Now in the following screen click on icon under “Append and Send” column for your Meeting ID as shown below.



Then the following screen will be displayed with the message “Please confirm if you want to send notice with agenda”. Click on “OK” to continue.



Now as shown in the following screen click on printer icon under “Download Attendance Sheet” for your Meeting ID to download the attendance sheet for future requirement to be used on the day of meeting.



Then the attendance sheet will be displayed as shown below. The print out of the attendance is to be taken to be used on the day of the meeting.

### Member Attendance Report

Gram Panchayat ANGARBANDHA

Date Of Meeting : 02-01-2023

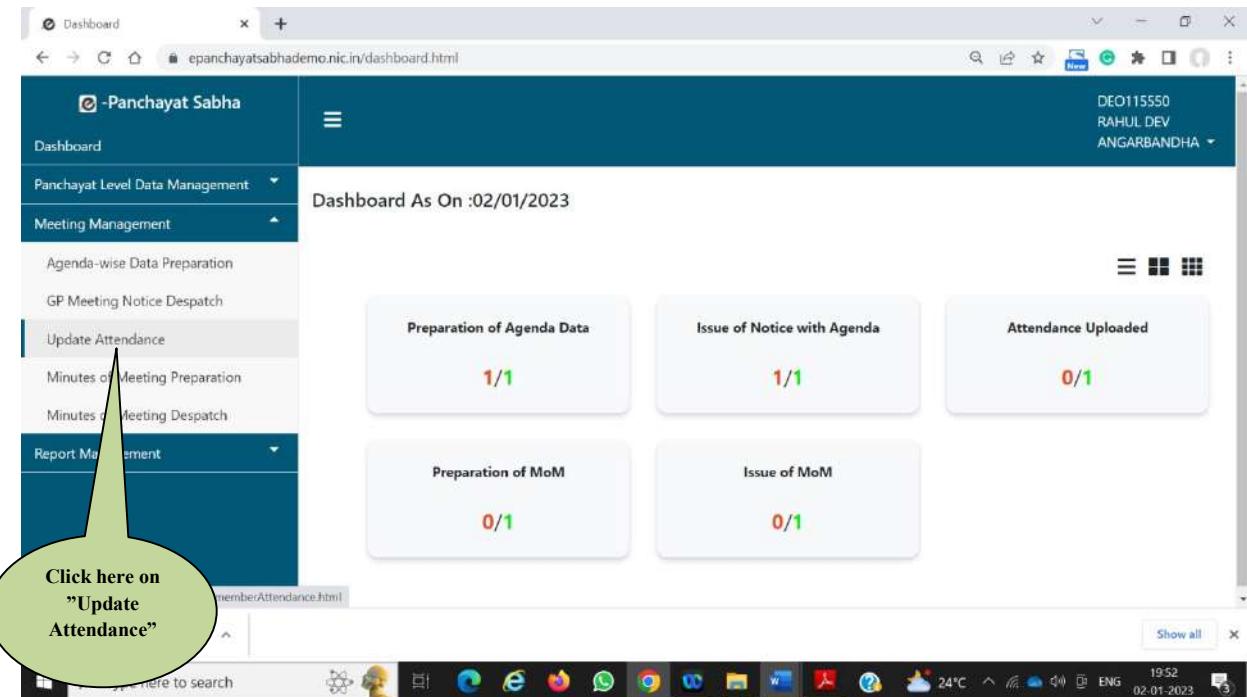
Time Of Meeting : 04:00 PM

Venue : GP OFFICE

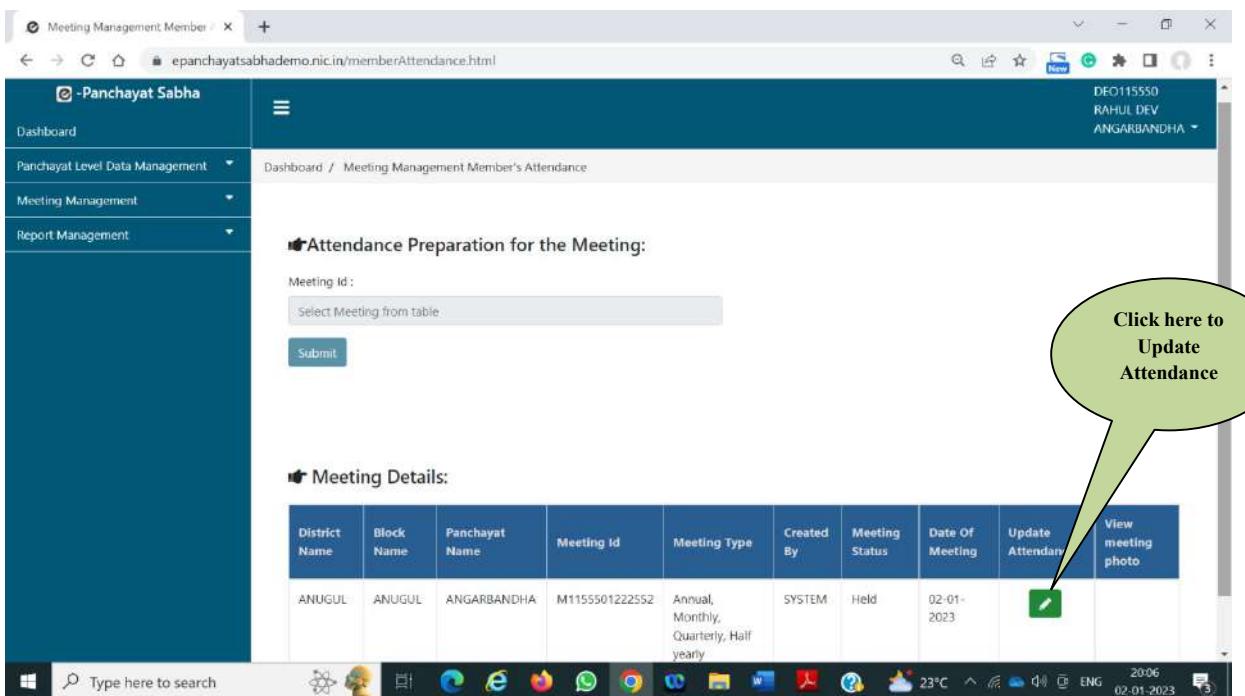
Sl no.	Member Name	Member Designation	Signature
1	S K DAS	SARPANCH	
2	RAJU PATRA	SAMITI MEMBER	
3	SUBHASISH DAS	NAIB-SARAPANCH	
4	S K MEHER	WARD MEMBER-01	
5	DIPTI SWAIN	WARD MEMBER-02	
6	PRASANT DAS	WARD MEMBER-03	
7	JAGAN SAHOO	WARD MEMBER-04	
8	SAMAN KUMAR	WARD MEMBER-05	
9	PRACYAN SAMAL	WARD MEMBER-06	
10	SIKHA DAS	AWC	

#### **8.1.4.3 Update attendance :**

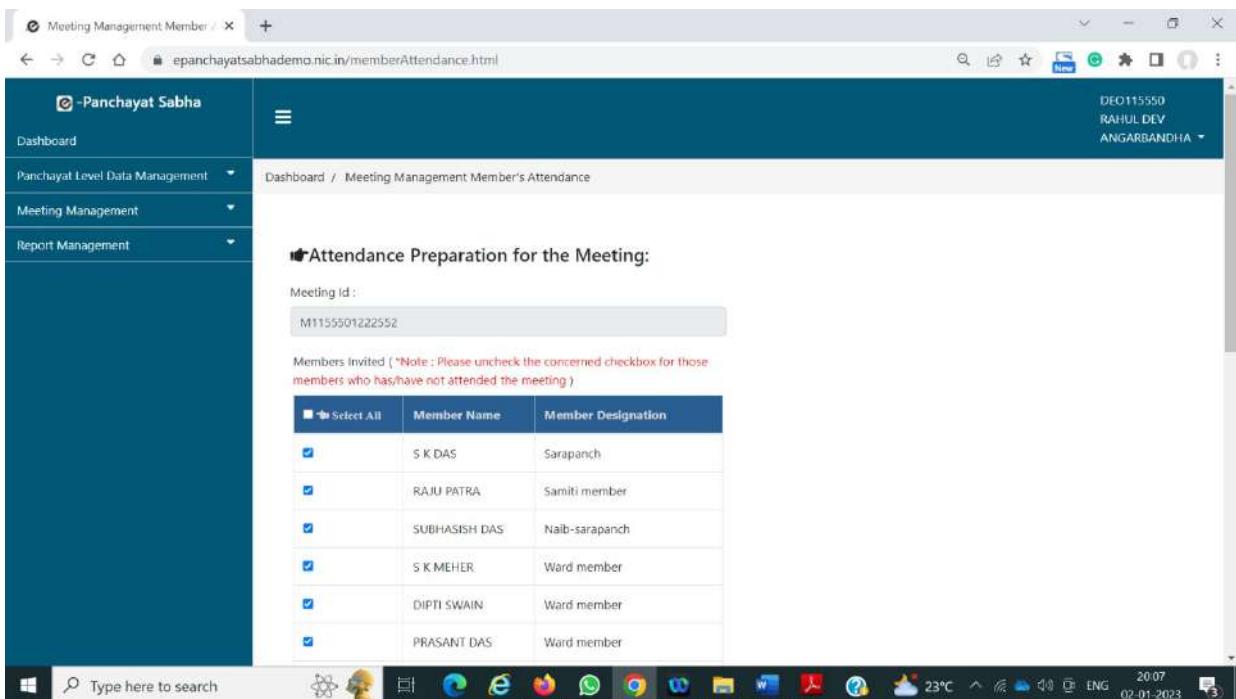
Click on “Update Attendance” as displayed below to update attendance of the meeting.

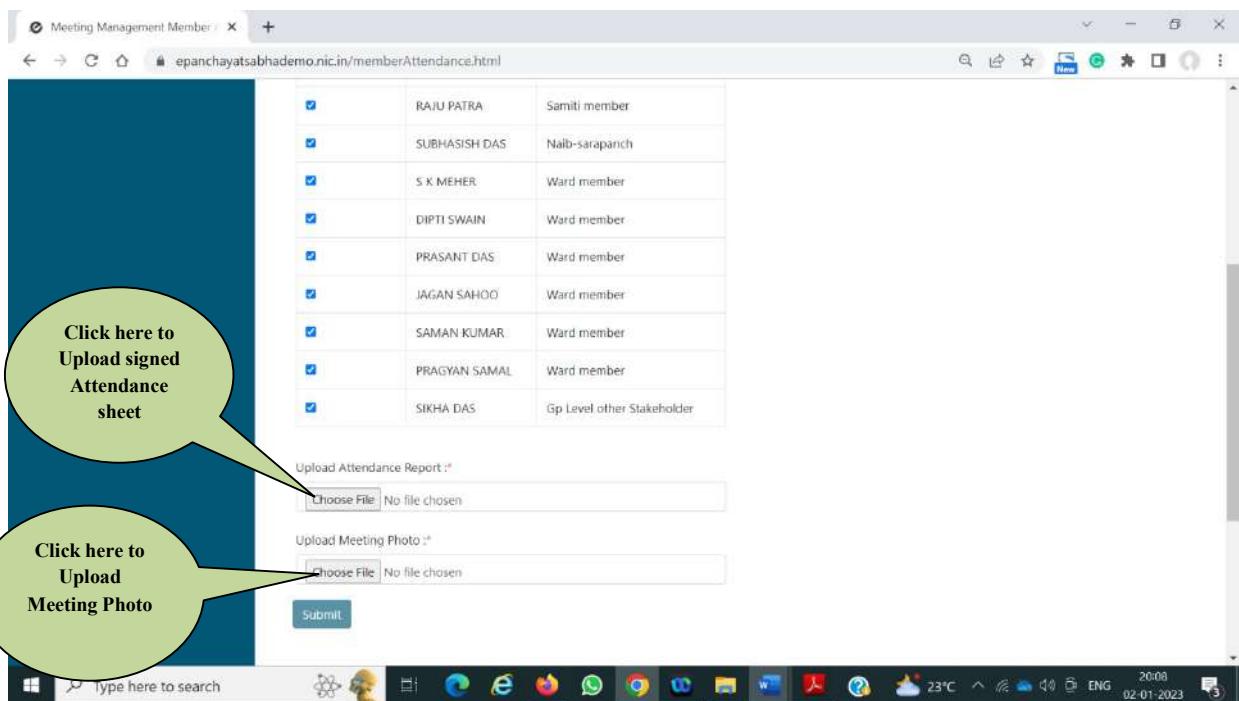


Then the following screen will be displayed. Here click on pen icon under “Update Attendance” column as shown below for your Meeting ID.

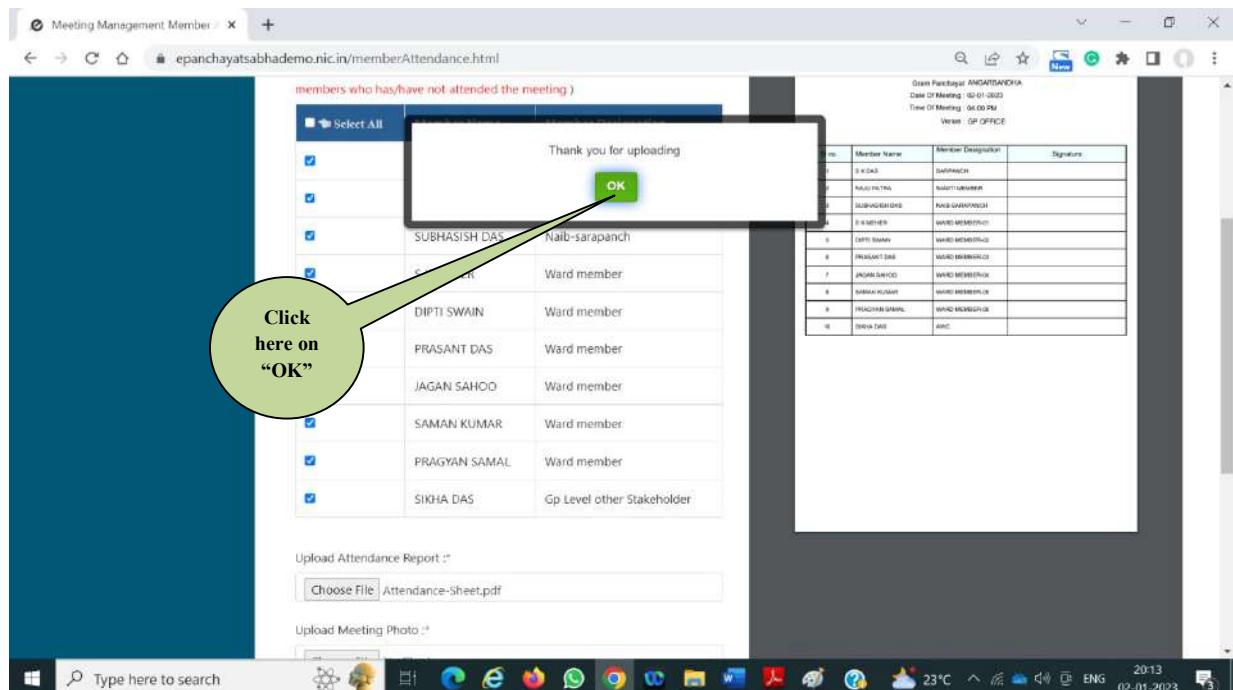


Then the following screen will be displayed where the duly signed attendance sheet will be uploaded and it will be unticked for the participants absent in the said meeting. Now click on “browse” button as shown below to browse and upload the signed attendance sheet and meeting photo.

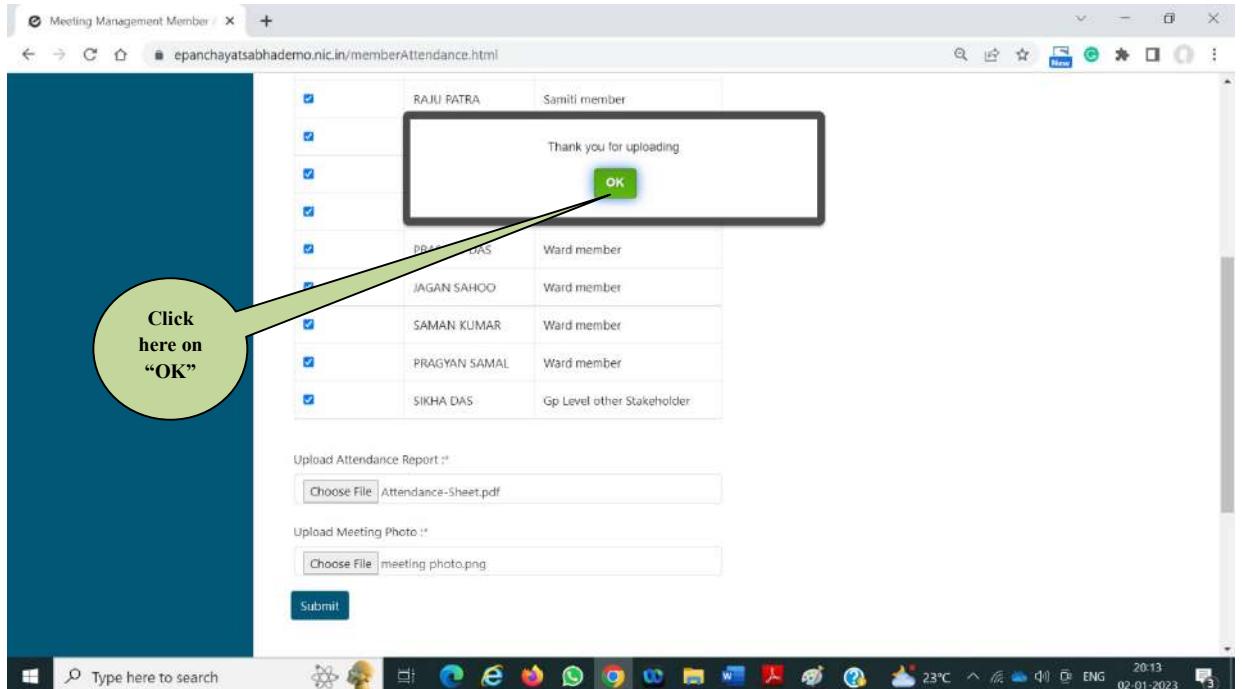




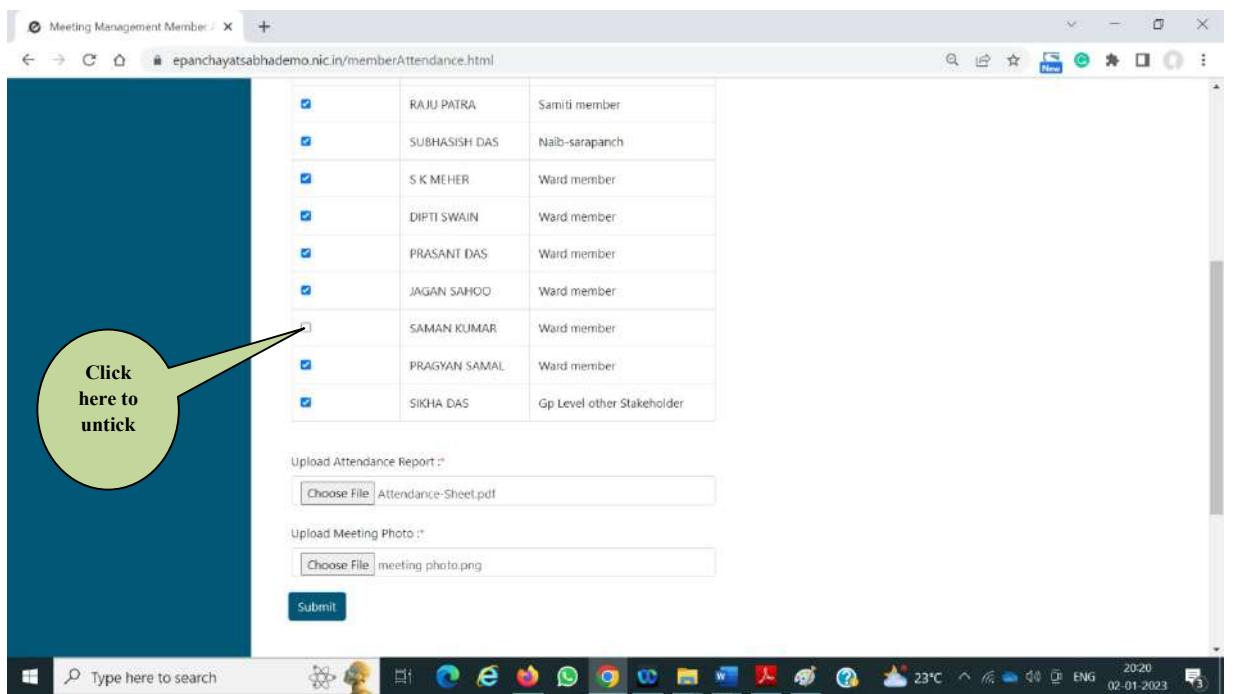
After uploading the attendance sheet following screen will be displayed towards acknowledgement of uploading with the message “Thank you for uploading ”.The uploaded attendance sheet will be displayed as shown below. Click on “OK” button to proceed.



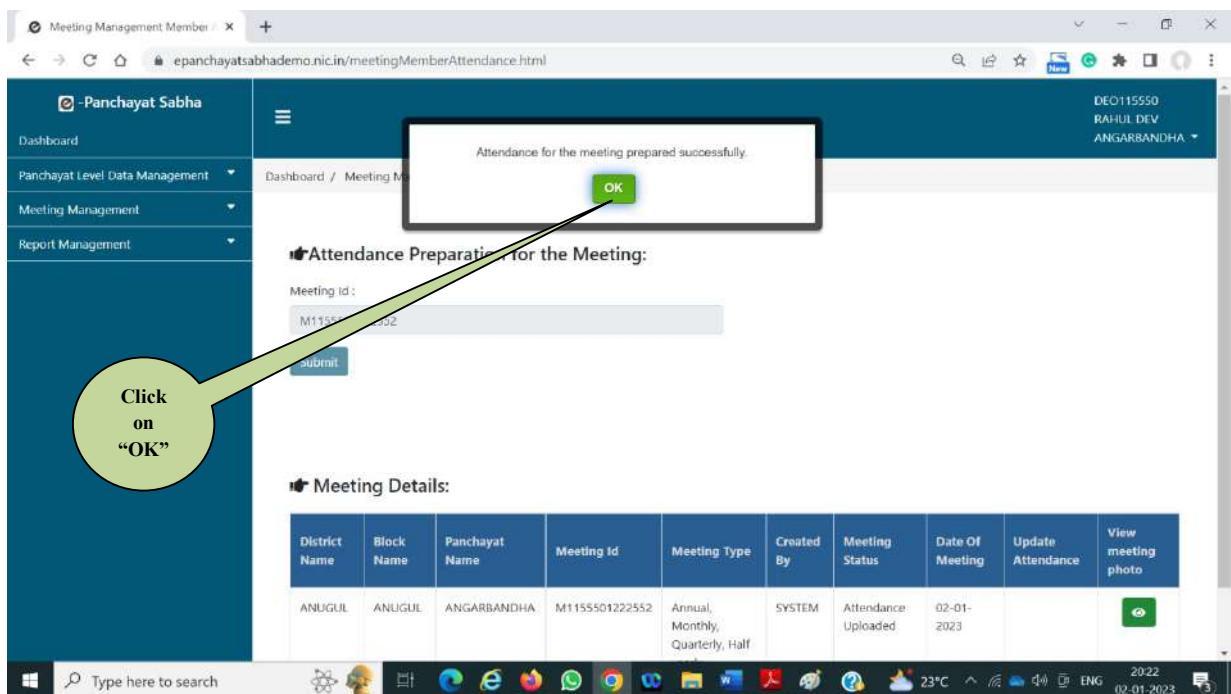
Then after browsing and uploading meeting photo following screen will be displayed with the message “Thank you for uploading”. Click on “OK” button as displayed below to proceed.



Now untick for the members who have not attended the meeting as shown below.

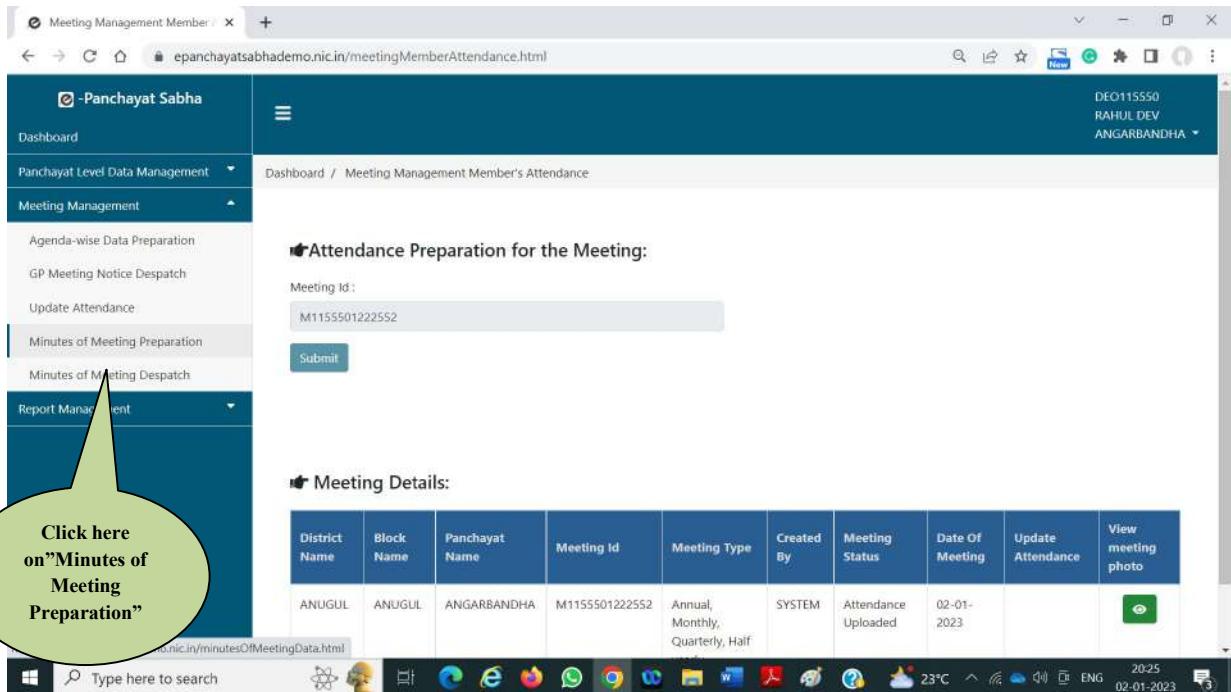


Then click on "Submit" button. The following screen will be displayed will the message "Attendance for the meeting prepared Successfully". Click on "OK" button to proceed.



#### 8.4.4.3.4 Minutes of Meeting Preparation :

Click on “Minutes of Meeting Data Prepare” as displayed below to enter of Minutes of the meeting .



Then the following screen will be displayed. Here click on pen icon under “Action” column as shown below for your Meeting ID.

The screenshot shows a web-based application for managing minutes of meetings. On the left, there's a sidebar with navigation links: Dashboard, Panchayat Level Data Management, Meeting Management, and Report Management. The main content area displays "Meeting Details" for a specific meeting. The table includes columns for District Name, Block Name, Panchayat Name, Meeting Id, Meeting Type, Created By, Meeting Status, Date Of Meeting, and Action. A green callout bubble with the text "Click here to prepare Minutes of Meeting" points to the "Action" column for the first row. The status bar at the bottom shows system information like temperature (23°C), date (02-01-2023), and time (20:26).

District Name	Block Name	Panchayat Name	Meeting Id	Meeting Type	Created By	Meeting Status	Date Of Meeting	Action
ANUGUL	ANUGUL	ANGARBANDHA	M1155501222552	Annual, Monthly, Quarterly, Half yearly	SYSTEM	Attendance Uploaded	02-01-2023	

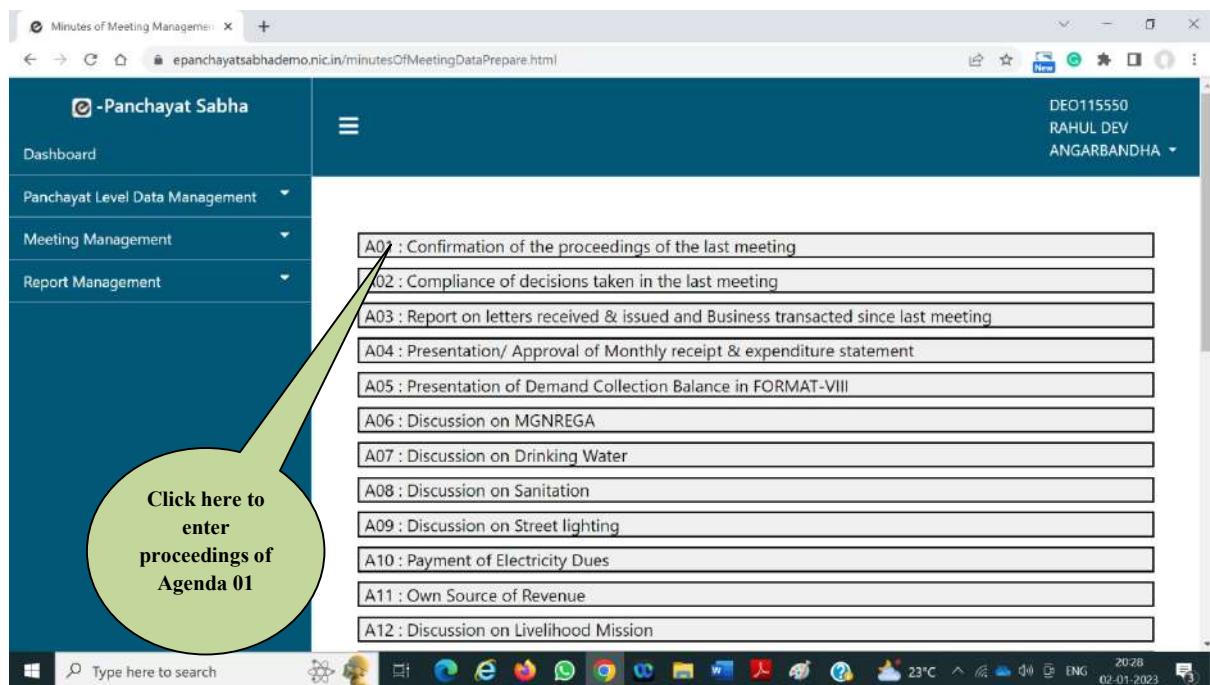
Then the following screen will be displayed. For each agenda there will be a text box, in which the proceedings of that agenda is to be entered.

This screenshot shows the "Minutes of Meeting Management" screen. The left sidebar has the same navigation as the previous screen. The main area lists twelve agenda items, each enclosed in a separate text box:

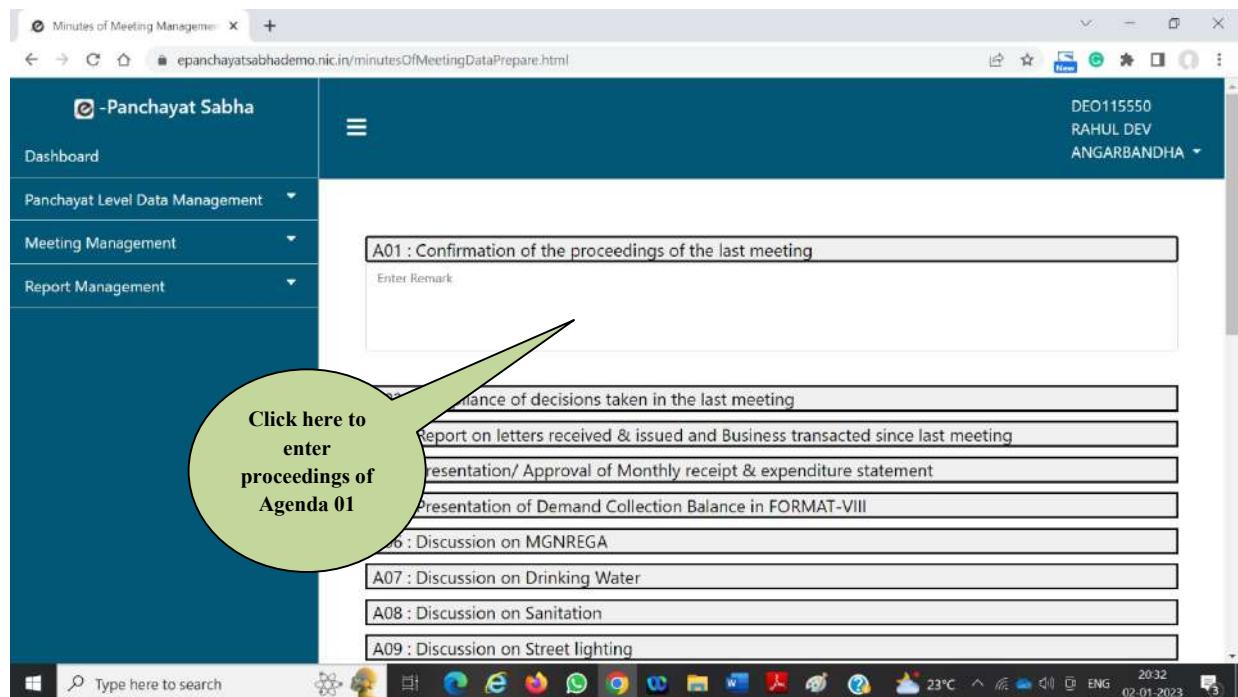
- A01 : Confirmation of the proceedings of the last meeting
- A02 : Compliance of decisions taken in the last meeting
- A03 : Report on letters received & issued and Business transacted since last meeting
- A04 : Presentation/ Approval of Monthly receipt & expenditure statement
- A05 : Presentation of Demand Collection Balance in FORMAT-VIII
- A06 : Discussion on MGNREGA
- A07 : Discussion on Drinking Water
- A08 : Discussion on Sanitation
- A09 : Discussion on Street lighting
- A10 : Payment of Electricity Dues
- A11 : Own Source of Revenue
- A12 : Discussion on Livelihood Mission

The status bar at the bottom shows system information like temperature (23°C), date (02-01-2023), and time (20:27).

Now click on “A01: Confirmation of the proceedings of the last meeting” as shown below.



Then the following screen will be displayed, where in the text box proceeding for agenda 01 is to be written.



Similarly, as shown below for other each agenda also text box will be displayed to enable to enter proceedings pertaining to that agenda.

The screenshot shows two instances of the 'Minutes of Meeting Management' application window. Both windows have a dark blue header bar with the title '-Panchayat Sabha' and user information: DEO115550, RAHUL DEV, ANGARBANDHA.

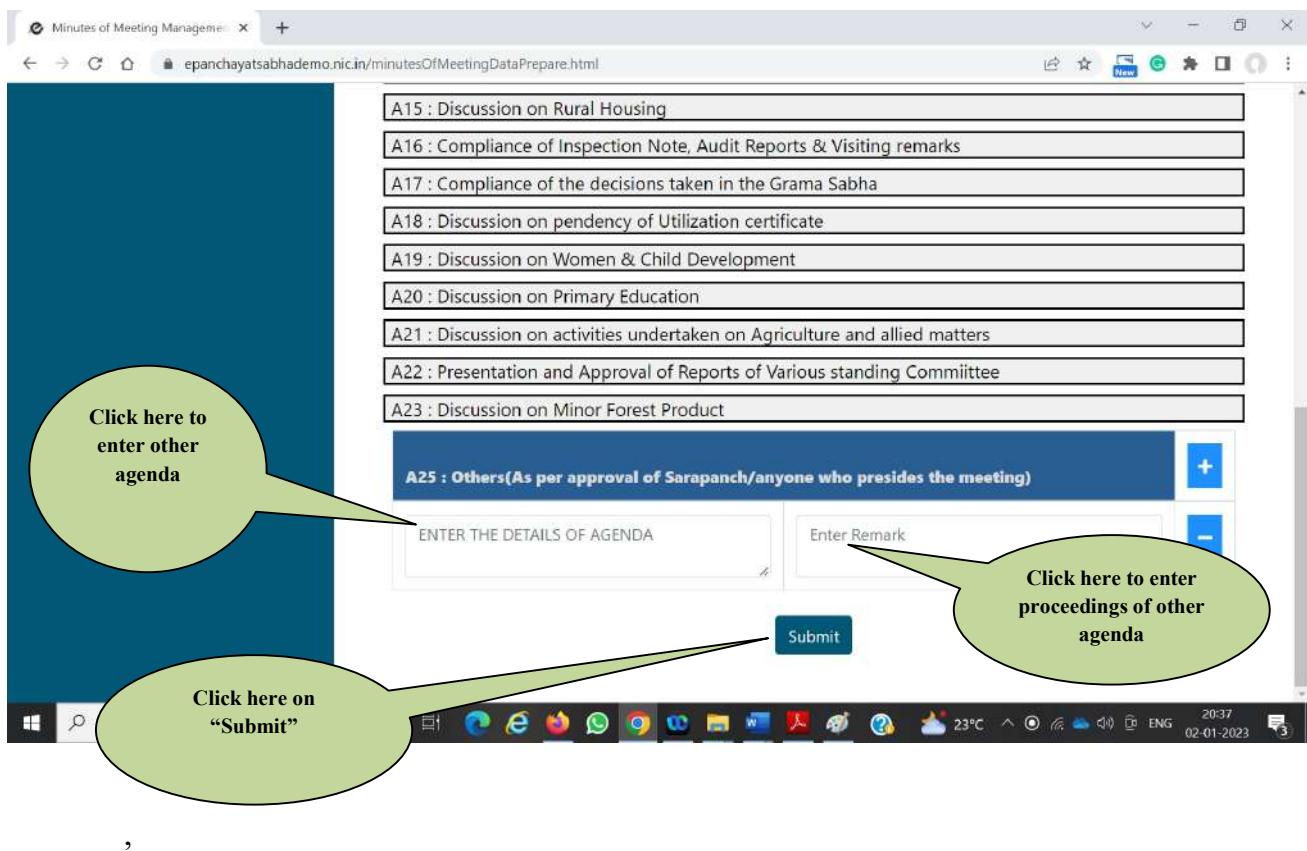
**Left Window (Agenda 02):**

- Left sidebar: Dashboard, Panchayat Level Data Management, Meeting Management, Report Management.
- Main area: A green callout bubble says 'Click here to enter proceedings of Agenda 02'. Below it is a list of agenda items:
  - A01 : Confirmation of the proceedings of the last meeting
  - A02 : Compliance of decisions taken in the last meeting
  - Enter Remark:
  - A03 : Report on letters received & issued and Business transacted since last meeting
  - A04 : Presentation/ Approval of Monthly receipt & expenditure statement
  - A05 : Presentation of Demand Collection Balance in FORMAT-VIII
  - A06 : Discussion on MGNREGA
  - A07 : Discussion on Drinking Water
  - A08 : Discussion on Sanitation
  - A09 : Discussion on Street lighting
  - A10 : Payment of Electricity Dues

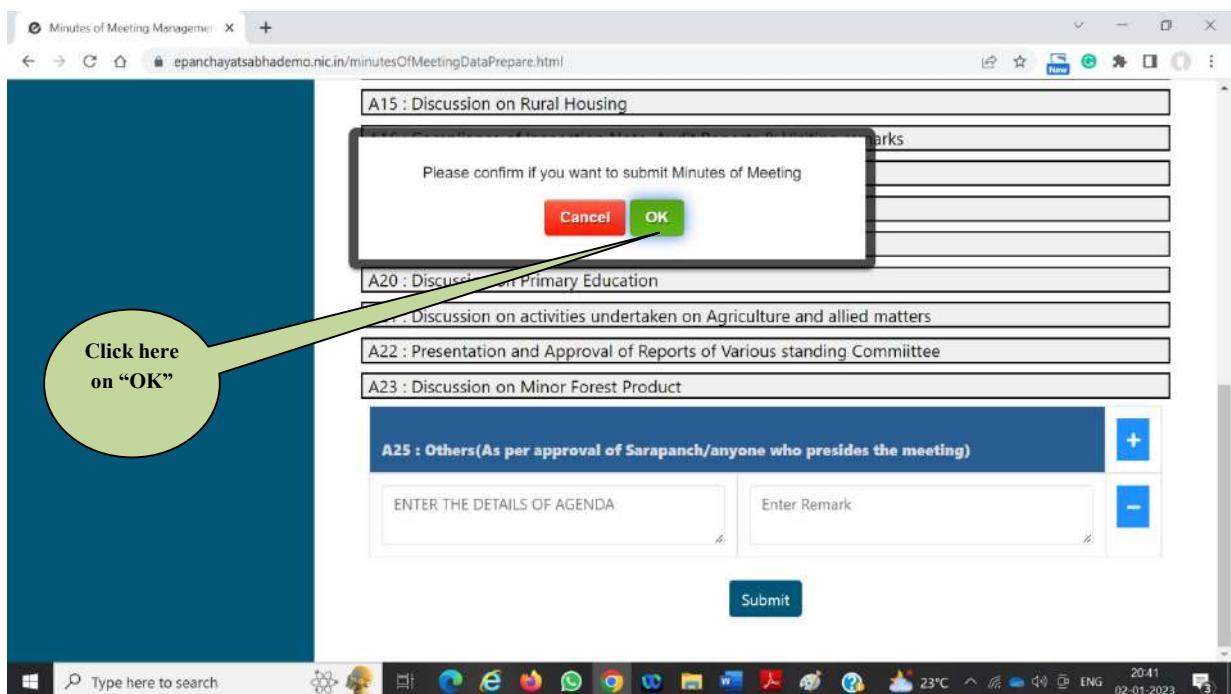
**Right Window (Agenda 03):**

- Left sidebar: Dashboard, Panchayat Level Data Management, Meeting Management, Report Management.
- Main area: A green callout bubble says 'Click here to enter proceedings of Agenda 03'. Below it is a list of agenda items:
  - A01 : Confirmation of the proceedings of the last meeting
  - A02 : Compliance of decisions taken in the last meeting
  - A03 : Report on letters received & issued and Business transacted since last meeting
  - Enter Remark:
  - A04 : Presentation/ Approval of Monthly receipt & expenditure statement
  - A05 : Presentation of Demand Collection Balance in FORMAT-VIII
  - A06 : Discussion on MGNREGA
  - A07 : Discussion on Drinking Water
  - A08 : Discussion on Sanitation
  - A09 : Discussion on Street lighting
  - A10 : Payment of Electricity Dues

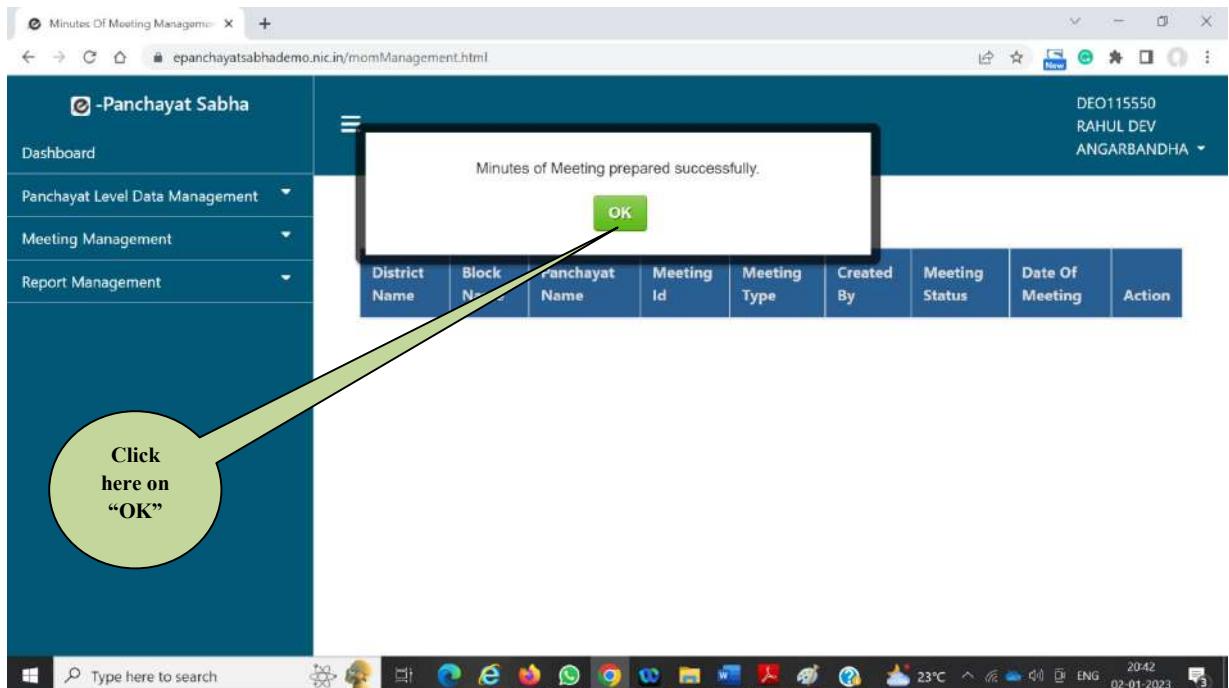
Proceedings of all agenda for which meeting has been convened are to be entered. Beyond the agendas also if any other points has been discussed, then those can also be entered as shown below. Then click on "Submit" button as shown below to save.



Then following screen will be displayed for confirmation to submit, with the message “Please confirm if you want to submit Minutes of Meeting”. Click on “OK” to submit.



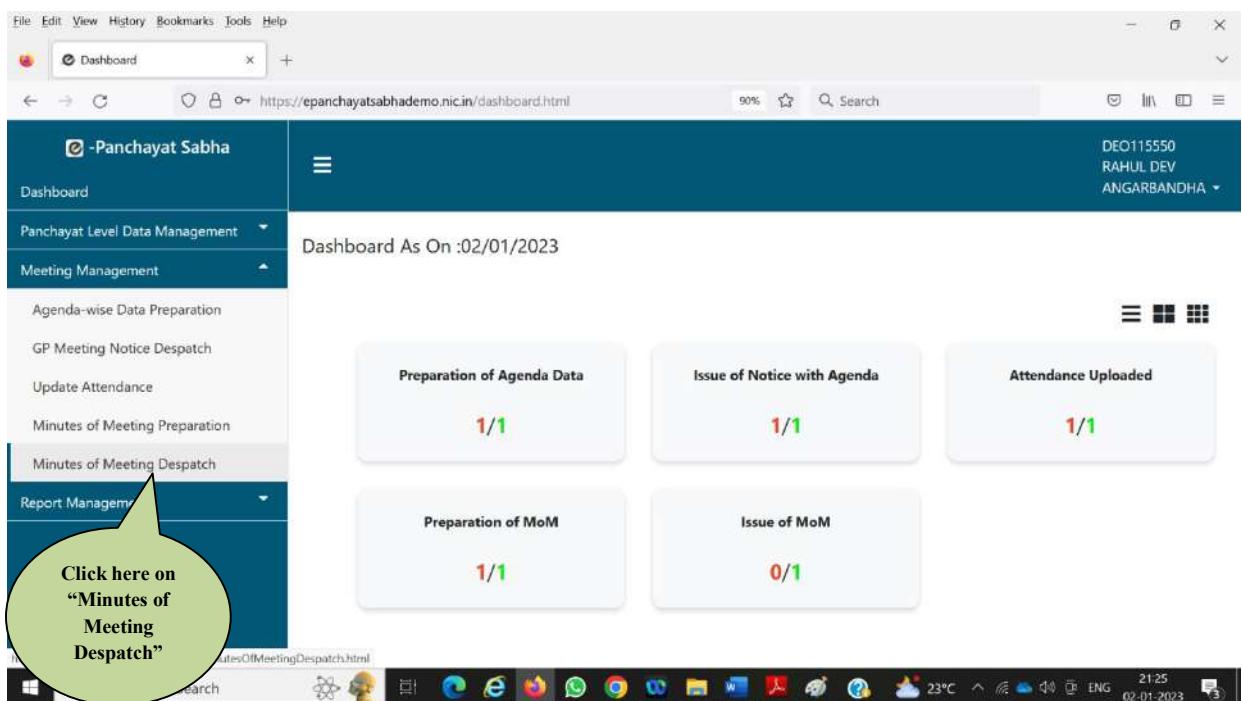
Then the following screen will be displayed with the message “Minutes of Meeting prepared successfully”. Click on “OK” button to proceed.



Then sign-out from the application.

#### 8.4.4.3.5 Minutes of Meeting Despatch :

Click on “Minutes of Meeting Despatch” as displayed below to despatch the MoM.



Here the following screen will be displayed. Click on the icon under “Download MoM” as shown below for the Meeting Status “MoM Forwarded by PEO” for your Meeting ID.

**Meeting Details**

District Name	Block Name	Panchayat Name	Meeting Id	Meeting Type	Created By	Meeting Status	Date Of Meeting	Download MoM	Upload MoM	View Compliance Report & View Attendance	Append And Send
ANUGUL	ANUGUL	ANGARBANDHA	M1155501222552	Annual, Monthly, Quarterly, Half yearly	SYSTEM	MoM Forwarded By PEO	02-01-2023				

Then following alert message will be popped up indicating “Do you have any entry pending for despatched letter ?” to confirm to incorporate the last despatch number in the MoM to be issued. Click on “No” as shown below to confirm, there is no pending before proceeding further.

Do you have any entry pending for despatched letter?

**No**    **Yes**

Click here on “No”

Then the system generated MoM will be displayed in the screen as shown below. Now Click on the printer icon as shown below to take the printout of the MoM.

The screenshot shows the 'Minutes Of Meeting' page. The top right corner displays the meeting ID (M1155501222552), the date (02-01-2023), and the location (SARAPANCH, ANGARBANDHA). A green callout bubble with the text 'Click here to take the print out' points to a blue square icon containing a white printer symbol.

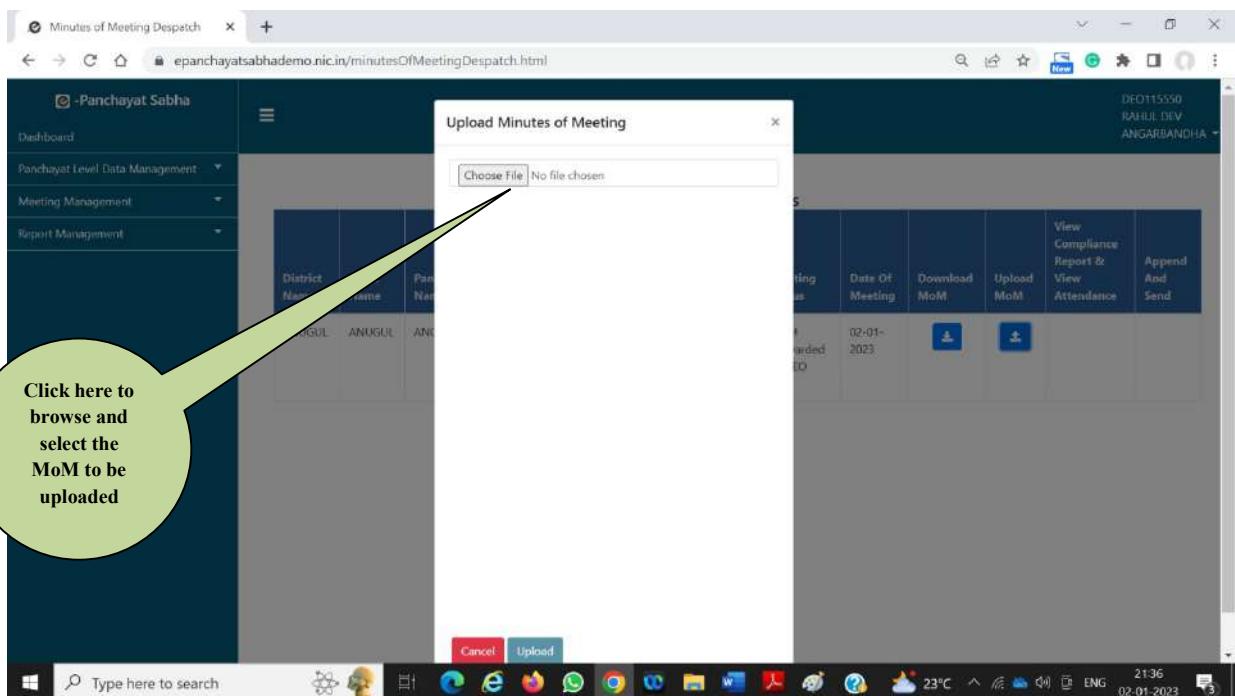
Sl No.	Name	Role
1	S K DAS	SARAPANCH
2	RAJU PATRA	SAMITI MEMBER
3	SUBHASISH DAS	NAIB-SARAPANCH
4	S K MEHER	WARD MEMBER-01
5	DIPTI SWAIN	WARD MEMBER-02
6	PRASANT DAS	WARD MEMBER-03
7	JAGAN SAHOO	WARD MEMBER-04
8	PRAGYAN SAMAL	WARD MEMBER-06
9	SIKHA DAS	AWC

Then the duly signed MoM will be uploaded . Click on the icon under “Upload MoM” for your meeting ID as shown below.

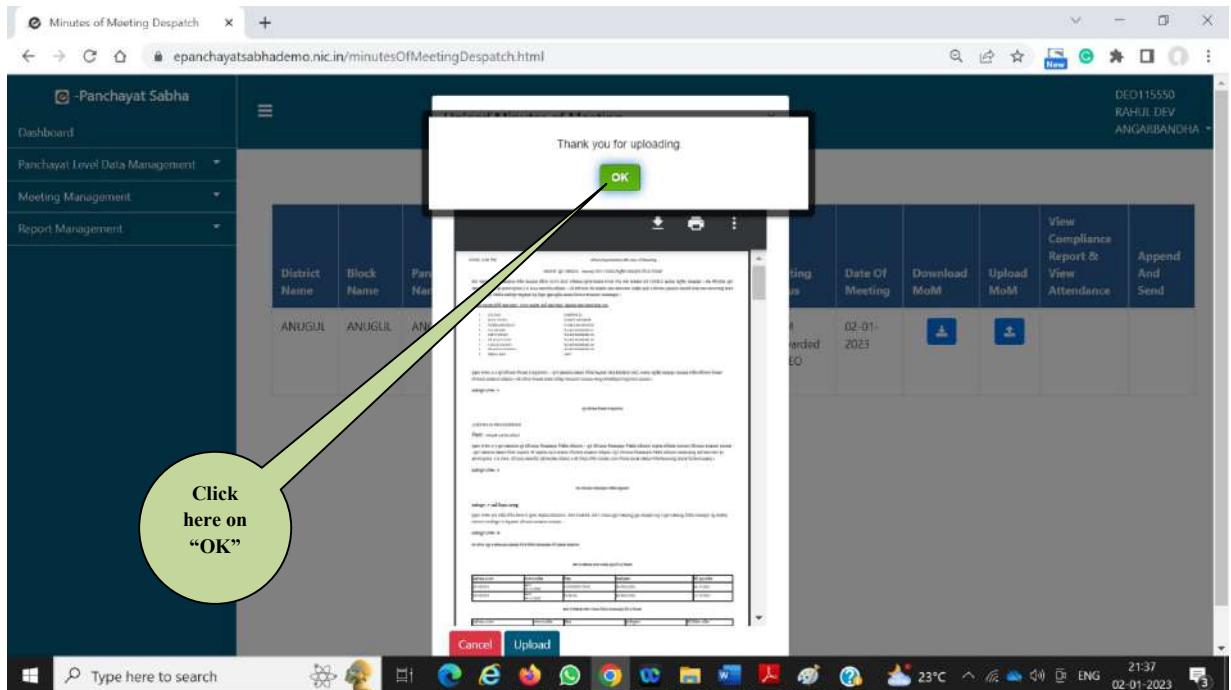
The screenshot shows the 'Minutes of Meeting Despatch' page. The top right corner displays the meeting ID (M1155501222552), the date (02-01-2023), and the location (SARAPANCH, ANGARBANDHA). A green callout bubble with the text 'Click here to upload signed MoM' points to a blue square icon containing a white plus sign symbol.

Meeting Details											
District Name	Block Name	Panchayat Name	Meeting Id	Meeting Type	Created By	Meeting Status	Date Of Meeting	Download MoM	Upload MoM	View Compliance Report & View Attendance	Append And Send
ANUGUL	ANUGUL	ANGARBANDHA	M1155501222552	Annual, Monthly, Quarterly, Half yearly	SYSTEM	MoM Forwarded By PEO	02-01-2023	<a href="#">Download MoM</a>	<a href="#">Upload MoM</a>	<a href="#">View Compliance Report &amp; View Attendance</a>	<a href="#">Append And Send</a>

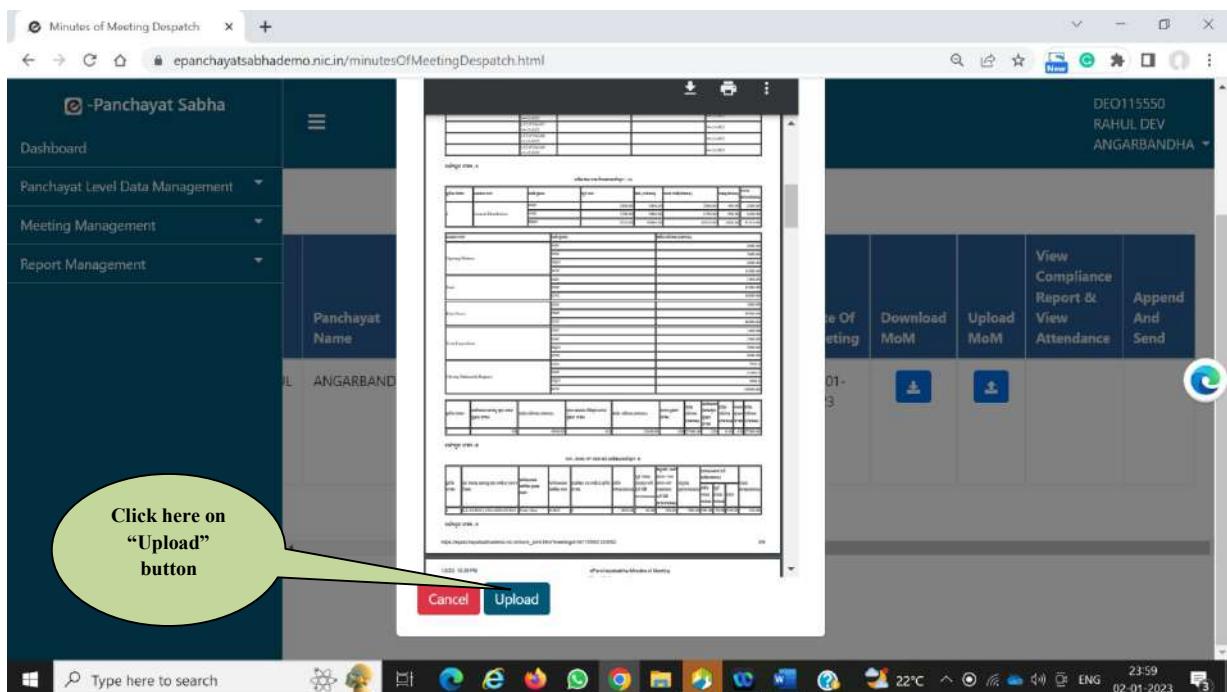
Then the following screen will be displayed to browse and upload duly signed MoM.



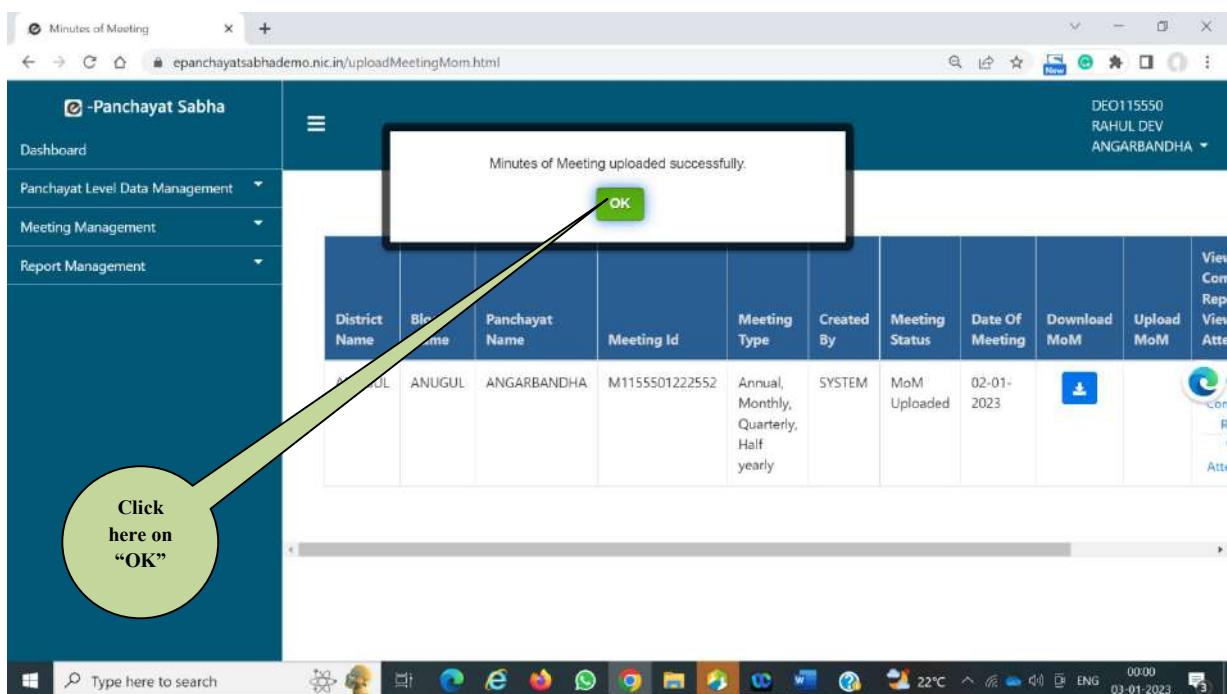
After browsing and uploading the MoM file following screen will be displayed with the message “Thank you for uploading ”. Click on “OK” button to proceed.



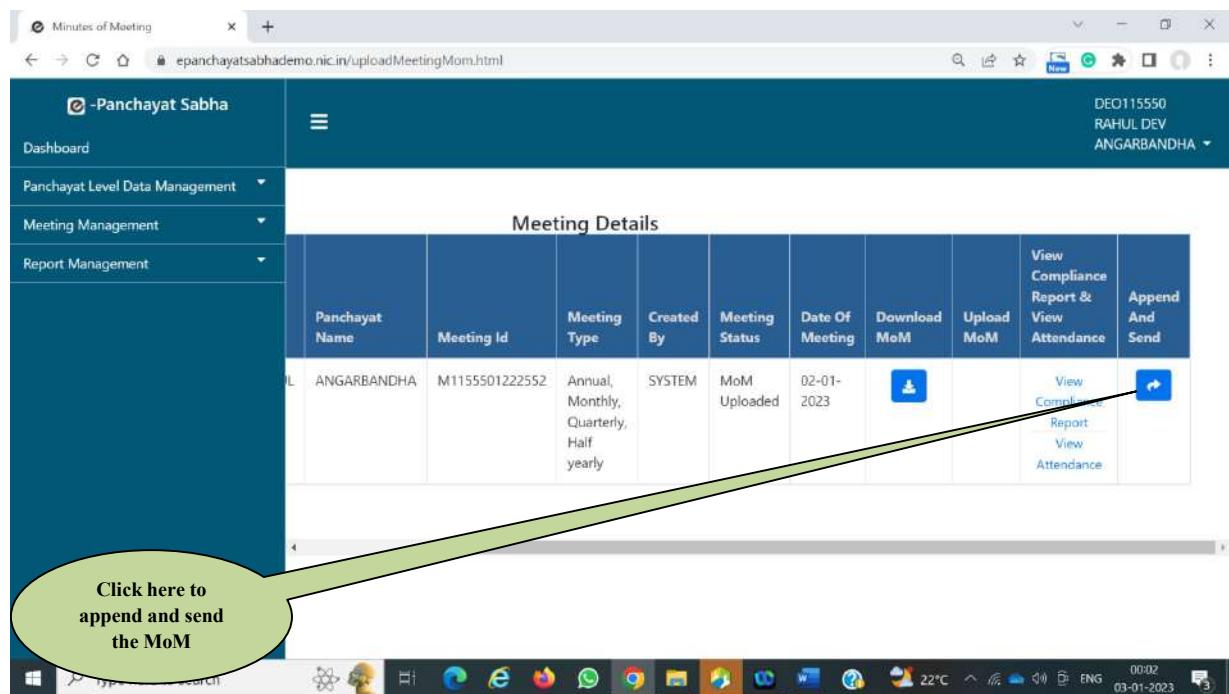
Then as shown below click on “Upload” button to uploadMoM.



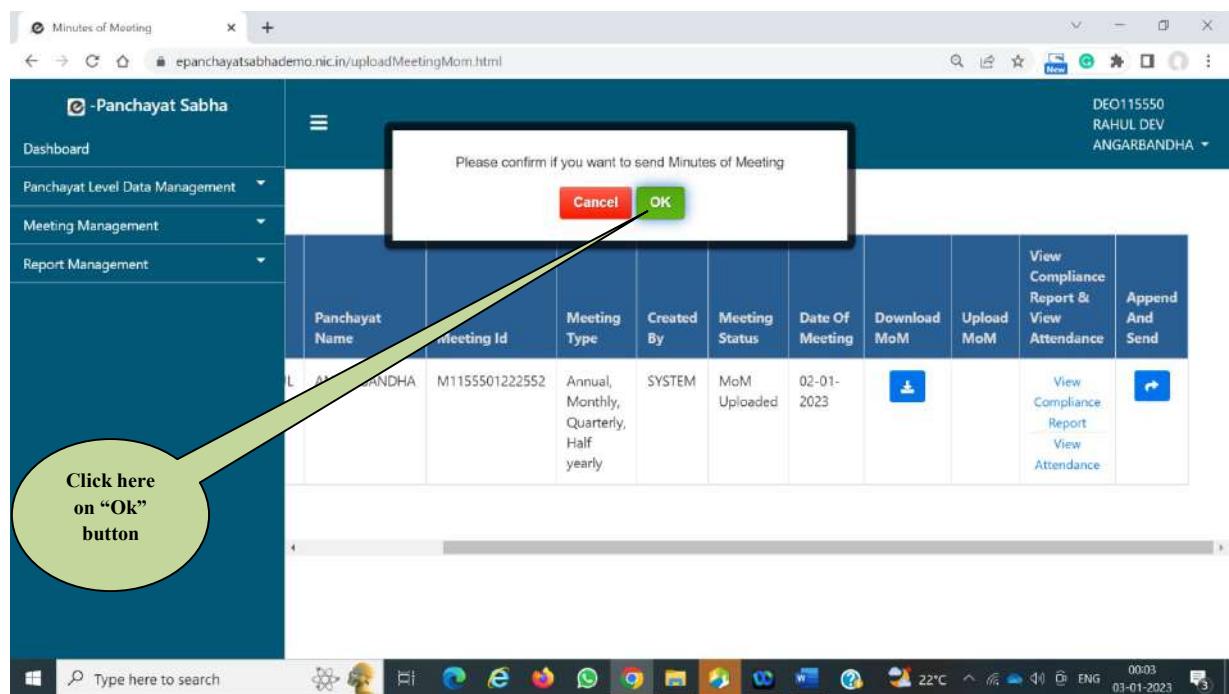
Then the following screen will be displayed with the confirmation message “Minutes of the Meeting uploaded successfully”. Click on “OK” button to proceed.



Now in the following screen will be displayed. Click on the icon under “Append and Send” column for your Meeting ID as shown below.



Then the following screen will be displayed with the message “please confirm if you want to send Minutes of Meeting”. Click on “OK” button to continue.



Then sign out from the application.

## 9 Alerts & Notifications

The e-Panchayat Sabha makes number of operations as per the user input and actions. E-Panchayat Sabha also issues alerts and notifications through Sandes Mobile

App on completion of each stage of processing. Depending on the state of the meeting process in e-Panchayat Sabha, alerts in the form of message are sent to participants of the meeting and concerned officials.

These system generated alerts & notifications are given below.

## **Through Sandes**

- Password to the Presiding Officer of the meeting( After Meeting Initiation by PEO)
- Notice with Agenda to all participants of the Meeting
- MoM to all participants of the Meeting

## **Through SMS**

- Alert message to DEO/GRS/Assistant after meeting initiation and agenda selection by PEO (for Data Preparation by DEO/GRS/Assistant)
- Alert message to PEO after data prepared and submitted by DEO/GRS/Assistant( for data verification by PEO)
- Alert message to DEO/GRS/Assistant if any wrong data found in any agenda by PEO (for Data correction by DEO/GRS/Assistant)
- Alert message to Sarapanch (presiding officer) after submission of Meeting Schedule with agenda-wise data to Sarapanch (presiding officer) (For approval of Meeting Schedule with agenda-wise data by Sarapanch(presiding officer))
- Alert to all participants of the Meeting , when Meeting will be rescheduled
- Alert to all participants of the Meeting , when Meeting will be cancelled
- Alert message to PEO after approval of meeting schedule and agenda by Sarapanch (presiding officer) (for generating forwarding notice to DEO/GRS/Assistant for despatch)
- Alert to all participants of the Meeting regarding schedule (For attending the meeting)
- Alert message to DEO/GRS/Assistant after updation of meeting status(For preparation of Minutes of Meeting)

- Alert message to PEO after MoM prepared and submitted by DEO/GRS/Assistant (For MoM verification by PEO)
- Alert message to Sarapanch (presiding officer after submission MoM by PEO(For approval of MoM by Sarapanch (presiding officer))
- Alert to participants of the Meeting after despatch of MoM(for viewing MoM)

## 10 Acronyms and Abbreviations

Abbreviation	Description
DDG & SIO	Deputy Director General and State Informatics Officer
DFD	Data Flow Diagram
GP	Gram Panchayat
GPDP	Gram Panchayat Development Plan
MoM	Minutes of Meeting
NIC	National Informatics Centre
PRIs	Panchayati Raj Institutions
SMS	Short Message Service