

A close-up photograph of a pair of hands cupped together, holding a mound of dark, rich soil. The hands are slightly dirty with soil on the fingers. The background is blurred, showing more of the hands and soil.

MOVCDNER MIS Training Manual

Version - I

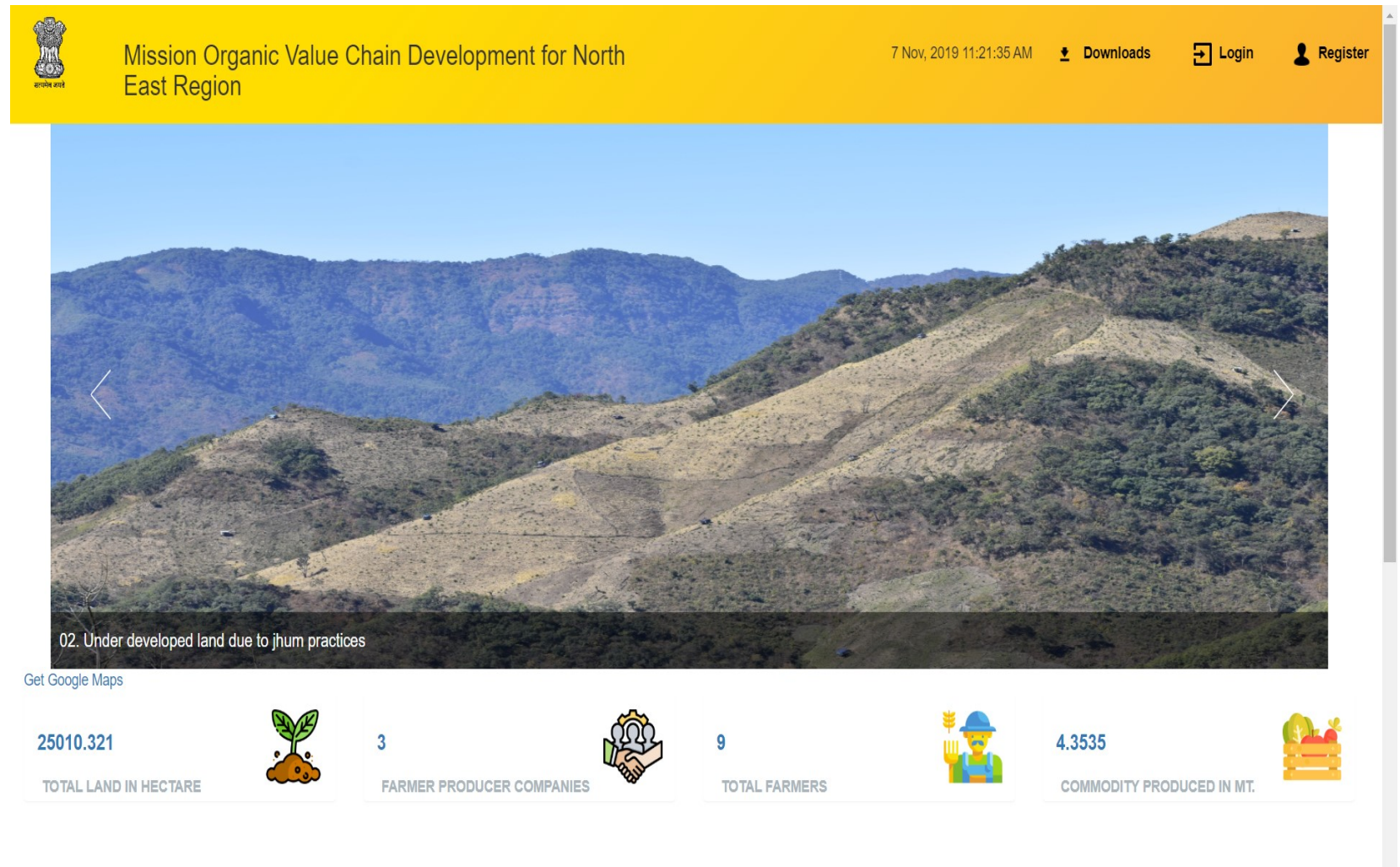
Home Page and Dashboard

Home Page:

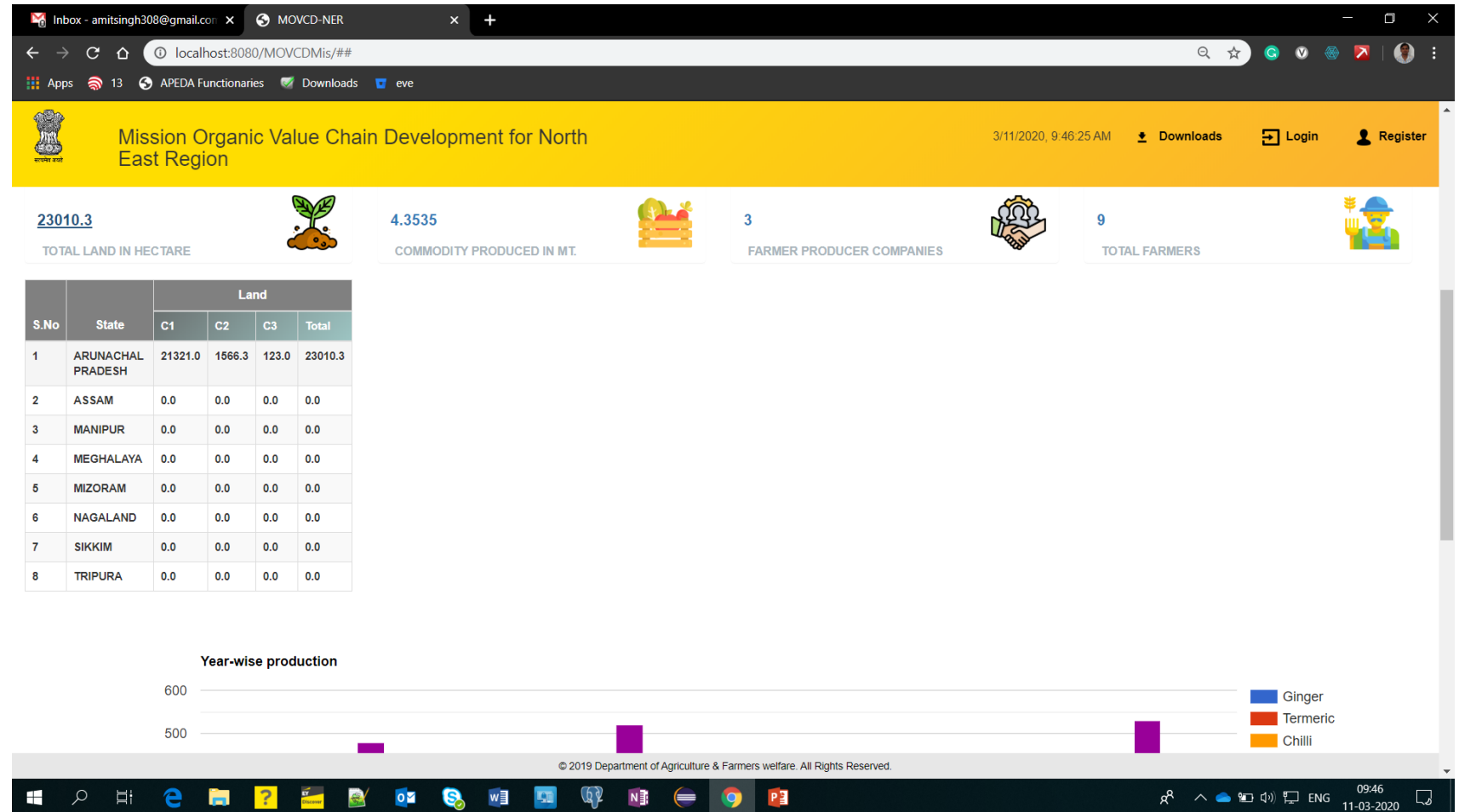
On accessing the Url: <https://xxxx> user will be directed to the landing page of the portal.

There are 3 navigation options on the top namely:

- I. Download: Clicking on this user would be navigated to download page where user can download relevant content listed under it.
- II. Login: Clicking on this user would be navigated to the login screen.
- III. Register: Clicking on Register it would bring user registration form.



Dashboard (1/2)

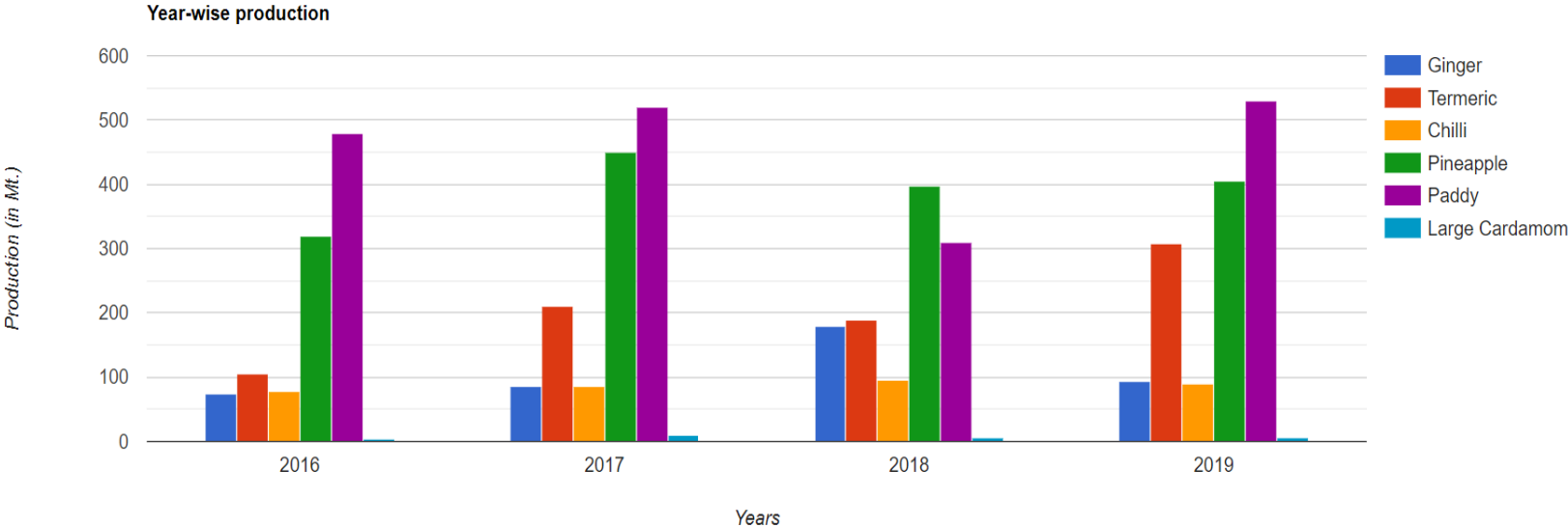


Dashboard (2/2)

Common Dashboard:

In common dashboard section it would show 3 different sections as shown below.

- I. Bar chart: It displays year wise production of different crops cultivated under MOVCDNER scheme.
- II. Notification: It displays various notifications issued by Ministry and SLAs regarding MOVCDNER scheme.
- III. Activities by SLA: It displays activities going at the level of State Lead Agencies under MOVCDNER scheme.



Notifications	Activities By State Lead Agencies
<div>dfsfdssddf2019-08-29</div> <div>Submit production data for Kharif 2019.2019-08-28</div> <div>Upload all the data befor end of August2019-08-22</div> <div>This is Ip address document.2019-08-20</div> <div>This is a subject Document for the purpose of messges2019-08-01</div> <div>More Notifications</div>	<div>Augus2019-11-06</div> <div>kjasgfaskdsa2019-11-01</div> <div>test2019-11-01</div> <div>jhfjfhfjh2019-11-01</div> <div>Minutes of meeting 05-april-192019-08-20</div> <div>More Activities</div>

© 2019 Department of Agriculture & Farmers welfare. All Rights Reserved.

Login Page

Login:

An user who had registered to the portal can login to access their relevant content. Clicking on login on the top navigation would bring the login screen as shown below. User has to provide username, password and correct CAPTCHA in respective textbox provided and click on login. On successful authentication user would be navigated to the corresponding homepage.

Sign in

Username

admin

Password

....



Enter the characters shown in above image

Captcha Code

[Forgot Password?](#)

Login

Back to Home

Landing Page and Dashboard

Forgot Password:

To recover password in case login password is not remembered, user can click on “Forgot Password”. A new screen will appear as shown below, asking to provide username, registered mobile number to send One Time Password (OTP). Provide this information and click on the Send OPT button.

Reset Password

Username*

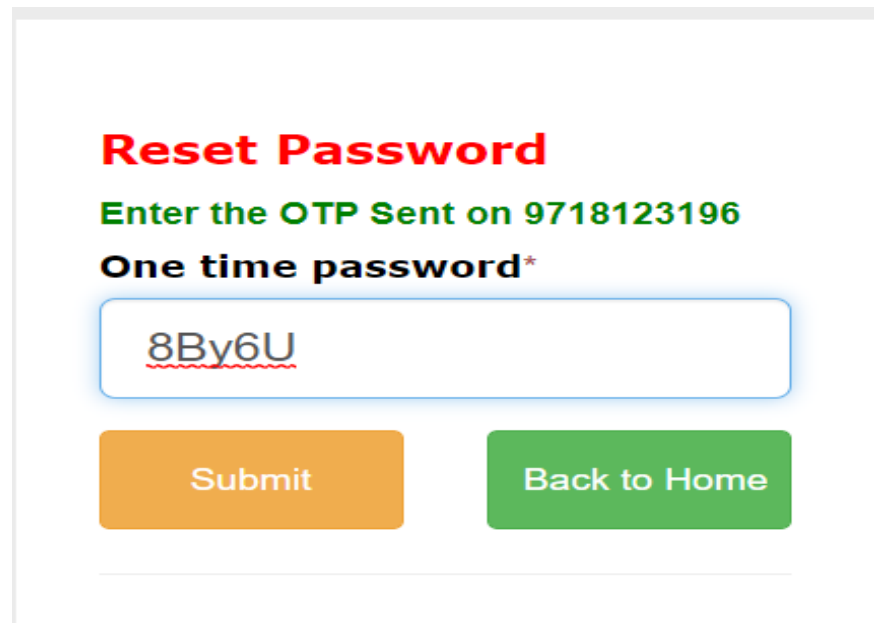
Registered Mobile No*

Send OTP

Back to Home

A message with the OTP is sent to provided registered mobile number. User has to provide received OPT and click on “Submit” button. On successful verification of the code user would be redirected to create new password.

- Type a new password in “Enter New Password”
- Re-type same password in “Confirm Password”
- Click on “Change Password” button. Now your password is changed, and user can login to the portal using new password.



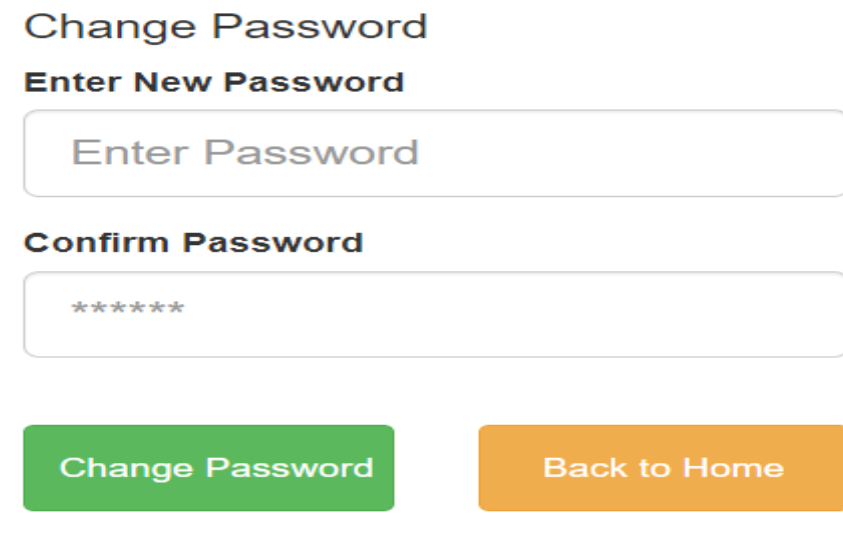
Reset Password

Enter the OTP Sent on 9718123196

One time password*

8By6U

Submit Back to Home



Change Password

Enter New Password

Enter Password

Confirm Password

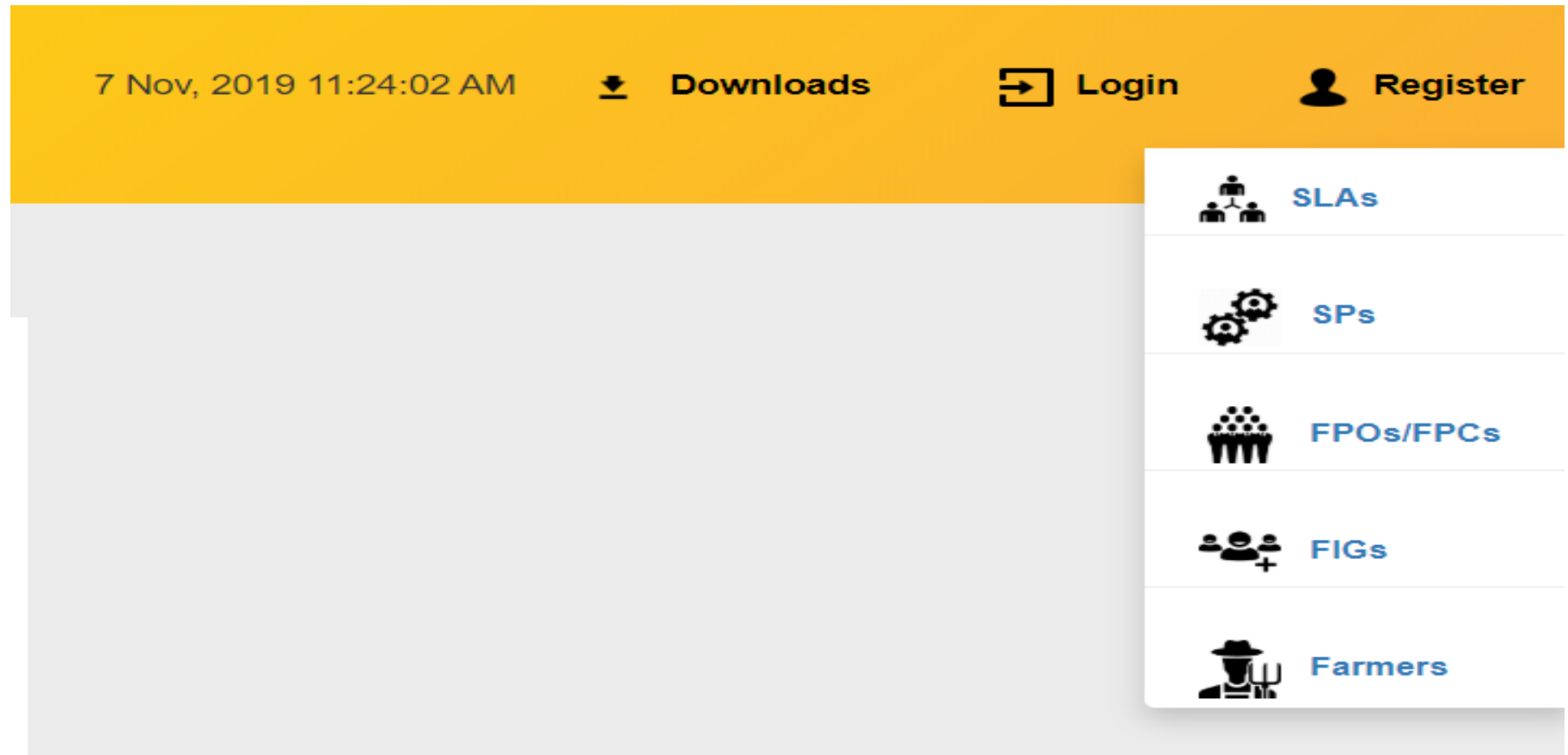
Change Password Back to Home

User Registration Pages (1/2)

Registration:

Currently there are five different categories of users who can register to the portal they are:

- I. SLA (State Lead Agency)
- II. SP (Service Providers)
- III. FPOs/ FPCs (Farmer Produce Organizations/
Farmer Produce Companies)
- IV. FIGs (Farmer Intrust Groups)
- V. Farmers



User Registration Pages (2/2)


User can click on corresponding registration link as per their category, accordingly they would be navigated to different registration form namely:

- SLA registration form
- SP registration form
- FPO/FPC registration form
- FIG registration form
- Farmer registration form

User has to fill required information displayed in form and click on “Submit” button.

Once form is submitted successfully, it is sent for approval to the authorities. Authorities verifies data and accordingly approves or rejects the request. If it is approved, user receives approval mail with one-time password in the mail ID provided during registration. Now user can login to the portal with the username mentioned during registration and the one-time password received. On first time login by the user, system will ask to change the password.

SLA registration form

**Mission Organic Value Chain Development for North East Region**7 Nov, 2019 11:24:53 AMDownloadsLoginRegister

Home / State Lead Agency / Registration Form

Select State *

Select Block*

Unit Working as SLA *

Nodal Officer Designation *

SLA Office Land line Number *

E-mail *

Select District *



Pin Code *

Nodal Officer Name *

Date of Association*

SLA Mobile Number *

Username*

Enter the characters shown in image


© 2019 Department of Agriculture & Farmers welfare. All Rights Reserved.

SP registration form



Mission Organic Value Chain Development for North East Region

7 Nov, 2019 11:25:30 AM

[Downloads](#)

[Login](#)

[Register](#)

[Home](#) / [Farmer Interest Group](#) / [Registration Form](#)

Service Provider Name

Service Provider Name

Landline Number of Office

SLA associated with

Select SLA

Email Id

SP SPOC Email Id

Local Address

SPOC Office Address



Office Address

Address of Office

Email Id of Office

Email Id of SP Office

SPOC Name from SP for SLA

Name of SPOC designated by SP for SLA of the State

Mobile Number of SPOC

SP SPOC Mobile Number

Username

enter username

[Check Availability](#)

Enter the characters shown in image

Captcha Code

☐ I Agree To the Terms and Conditions [View](#)

[Submit](#)

[Reset](#)

© 2019 Department of Agriculture & Farmers welfare. All Rights Reserved.

FPO/FPC registration form



Mission Organic Value Chain Development for North East Region

7 Nov, 2019 11:25:54 AM

[Downloads](#)

[Login](#)

[Register](#)

[Home](#) / [FPO/FPC](#) / [Registration Form](#)

Select State *

Select State

District *

Select District

Pin Code *

pincode

Registration Number *

Registration number

Landline Number of Office *

Landline Number of Office

Username *

username

Check Availability

Bank details

Bank Name *

Select Bank

SLA (Associated with) *

Select SLA

Select Block *

Select Block

FPOs/FPCs Name *

Enter name of FPO/ FPC

Date of Registration *

FPOs/FPCs Date of Registration

Email Id of Office *

Email Id of Office

Address of Office *

Address of Office

IFSC Code *

Bank IFSC Code

FIG registration form



Mission Organic Value Chain Development for North East Region

7 Nov, 2019 11:26:26 AM

Downloads

Login

Register

Home / Farmer Interest Group / Registration Form

Select State *

Select State

FPOs/FPCs (Associated With) *

Select FPO/FPC

Select Block *

Select Block

Pin Code *

pincode

Date of Registration *

Date of Registration

Email Id of Office *

Email Id of Office

Username *

username

Check Availability

SLA (Associated with) *

Select SLA

District *

Select District

Village *

Select Village

FIG Name *

FIG Name

Land-line Number of Office *

Landline Number of Office

Registration Number

Registration number (if any)

Address of Office *

Address of Office

Farmer registration form



Mission Organic Value Chain Development for North East Region

7 Nov, 2019 11:26:55 AM

[Downloads](#)

[Login](#)

[Register](#)

[Home](#) / [Farmer Interest Group](#) / [Registration Form](#)

Select State *

Select State

FPOs/FPCs (Associated With) *

Select FPO/FPC

Select Block *

Select Block

Village *

Select Village

Address *

Address of Office

Farmer's Father/ Husband Name *

Farmer's Father/ Husband Name

Gender *

☐ Male ☐ Female ☐ Trans-Gender

Education Level *

Select Education

SLA (Associated With) *

Select SLA

District *

Select District

FIG (Associated With) *

Select FIG

Pin Code *

pincode

Farmer's Name *

Name of farmer

Aadhaar *

12 digit Aadhaar of farmer

Category *

☐ General ☐ OBC ☐ SC ☐ ST

Mobile Number *

Mobile Number of farmer

Ministry User Role

Ministry Dashboard

Ministry Dashboard:

Ministry level users are created by application administrator and credentials would be shared accordingly to access the portal. On successful login of Ministry level user, they would be redirected to the Ministry Dashboard.

It would display:

- SLAs: Total number of SLAs registered in the portal. Clicking on the SLAs tile it would show the list of SLAs.
- SPs: Total number of SPs registered in the portal. Clicking on the SPs tile it would show the list of SPs.
- FPCs/FPOs: Total number of FPCs/FPOs registered in the portal. Clicking on the FPCs/FPOs tile it would show the list of FPCs/FPOs. There are two links under “Detail” column to view list of FIGs associated to FPC/FPO and details of FPC/FPO.
 - View FIGs: Clicking on this link would show list of FIGs associated to FPC/FPO of the corresponding FPC/FPO.
 - View Details: Clicking on this link would show details of corresponding FPC/FPO.
- FIGs: Total number of FIGs registered in the portal. Clicking on the FIGs tile it would show the list of FIGs.
- Farmers: Total number of farmers registered in the portal. Clicking on the Farmers tile it would show the list of Farmers.
- State wise land pie chart: Total land corresponding to each state under MOVCDNER scheme.
- Crop wise production pie chart: Crop and its corresponding total production in metric ton under MOVCDNER scheme.
- Year wise crop production line chart: Crop and its total production in metric tons in corresponding years.

Ministry Dashboard



List of SLAs

List of SPs

List of FPCs/FPOs

FIGs list associated to FPC/FPO

Details of FPC/FPO

List of FIGs

List of Farmers




Ministry Reports

Ministry Reports

Links to the various reports are there in left navigation menu which can be accessed by clicking on the expand icon.

Land Reports:

Click on the link “XXX” under report section on the left navigation, it would bring report page displaying State, District, FPC/FPO, Certification Status, Total area as shown in Fig-18. User can filter report based on state and district from the dropdown and clicking on “View Report” button.

**MOVCONE**
Farmer Happy, People Healthy

Dashboard

Reports

Document Repository

Circulars

Define Phase

MOVC / Land / Reports

State *

Select State

District *

Select District

View Report

Land Report

Show 5 entries

Search:

S.No	State Name	District	FPO/FPC Name	C1	C2	C3	Total Organic Land
1	ARUNACHAL PRADESH	ANJAW	APFPO	21444.321	3443.0	123.0	25010.321

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

PDF Report

Excel Report

FPC/FPO formation Reports

Click on the link “XXX” under Report section on the left navigation, it would bring report page displaying State, Total SLAs, Total FPCs/FPOs, Total Clusters, Total Farmers as shown in Fig-19. User can filter report based on state and district from the dropdown and clicking on “View Report” button.

Report can be exported to PDF/Excel file by clicking on “PDF Report” or “Excel Report” accordingly.

MOVCDNE
Farmer Happy, People Healthy

7 Nov, 2019 11:33:31 A

MOVCD / Formation / Reports

State *
Select State

District *
Select District

View Report

Formation Report

Show 5 entries

Search:

S.No	State Name	Total SLAs	Total FPOs	Total Clusters	Total Farmers	C1	C2	C3	Total Organic Land
1	ARUNACHAL PRADESH	1	2	3	8	21444.321	3443.0	123.0	25010.321
2	ASSAM	0	0	0	0	0.0	0.0	0.0	0.0
3	MANIPUR	0	0	0	0	0.0	0.0	0.0	0.0
4	MEGHALAYA	1	1	1	1	0.0	0.0	0.0	0.0
5	MIZORAM	0	0	0	0	0.0	0.0	0.0	0.0

Showing 1 to 5 of 8 entries

First Previous 1 2 Next Last

PDF Report Excel Report

Ministry Document Repository

Document Upload:


Click on the link “XXX” under Document Repository section on the left navigation, it would bring upload document page as shown below.

- Select state from state dropdown for which document is meant for
- Type Message
- Type Description
- Select file from your local storage by clicking on “Choose File”.
- Click on “Submit” button to upload the document.

The screenshot shows a web application interface for document upload. On the left is a dark sidebar with navigation links: Dashboard, Reports, Document Repository (highlighted), Circulars, and Define Phase. The main content area has a breadcrumb 'Document / Repository'. The form contains four fields: 'Select State *' (a dropdown menu showing 'All State'), 'Message *' (a text area with placeholder 'Message'), 'Document to be Uploaded *' (a file upload area with a 'Choose File' button and 'No file chosen' text), and 'Description *' (a text area with placeholder 'Description'). At the bottom of the form are two buttons: 'Submit' (green) and 'Reset' (red).

View Uploaded Document

Click on the link “XXX” under Document Repository section on the left navigation, it would bring list of all uploaded document as shown below.



MOVCDNE
Farmer Happy, People Healthy

7 Nov, 2019 11:34:08 AM

Dashboard

Reports

Document Repository

Circulars

Define Phase

Document / Repository

Document Uploaded

Show 5 entries

Search:

S.NO	Subject	Upload Date	File
1	oiui	2019-09-04	View File
2	lkfghlfhl	2019-09-02	View File
3	tryryt	2019-09-01	View File
4	tytiui	2019-09-01	View File
5	tyutui	2019-09-01	View File

Showing 1 to 5 of 8 entries

First

Previous

1

2

Next

Last

Ministry Circulars

Upload Circular:

Click on the link “XXX” under Circulars section on the left navigation, it would bring upload circular page as shown below.


- Select file from your local storage by clicking on “Choose File”.
- Click on “Submit” button to upload the circular.

The screenshot displays the MOVCDNE web application interface. The header is green with the MOVCDNE logo and the tagline "Farmer Happy, People Healthy". The sidebar on the left is dark blue with navigation links: Dashboard, Reports, Document Repository, Circulars, and Define Phase. The main content area is light gray and shows the "Circulars / Upadte" page. The page contains a form with two sections: "Certificate Upload *" and "Description *". The "Certificate Upload *" section has a "Choose File" button and the text "No file chosen". The "Description *" section has a text area with the placeholder "Description". At the bottom of the form are "Submit" and "Reset" buttons.

Ministry Circulars

View Uploaded Circulars:

Click on the link “XXX” under Circulars section on the left navigation, it would bring list of all uploaded circulars as shown below.



Farmer Happy, People Healthy

Dashboard

Reports

Document Repository

Circulars

Define Phase

7 Nov, 2019 11:34:51 AM

Document / Repository

Circulars

Show 5 entries

Search:

S.NO	Description	Upload Date	File
1	Augus	2019-11-06	View File
2	kjasgfaskdsa	2019-11-01	View File
3	test	2019-11-01	View File
4	jhffjfhfjh	2019-11-01	View File
5	dfsfdssddsf	2019-08-29	View File

Showing 1 to 5 of 10 entries

First

Previous

1

2

Next

Last

MOVCDNER Phase Declaration

Click on the link “Define Phase” on the left navigation, it would bring the page as shown below.

- Select phase from the dropdown options.
- Select Start Duration by selecting month and year from the dropdown options.
- Select End Duration by selecting month and year from the dropdown options.
- Click on “Submit” button to create the new phase.

The screenshot shows the MOVCDNER web application interface. The top header features the MOVCDNER logo with the tagline "Farmer Happy, People Healthy" and a green navigation bar. A dark sidebar on the left contains a menu with options: Dashboard, Reports, Document Repository, Circulars, and Define Phase (highlighted). The main content area has a breadcrumb "Dashboard / Define Phase" and a form titled "Phase *". The form includes a "Select Phase" dropdown, a "Start Duration:" section with "Month *" and "Year *" dropdowns, and an "End Duration:" section with "Month *" and "Year *" dropdowns. At the bottom of the form are "Submit" and "Reset" buttons.

MOVCDNER
Farmer Happy, People Healthy

Dashboard / Define Phase

Phase *

Select Phase

Start Duration:

Month * Select **Year *** Select Year

End Duration:

Month * Select Month **Year *** Select End Year

Submit Reset

A blue trapezoidal shape with a white border, containing the text 'State Lead Agency User Role'.

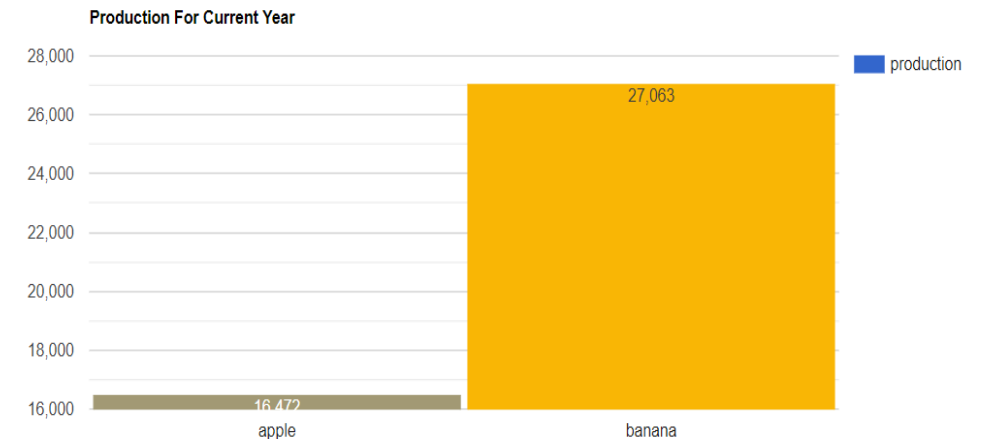
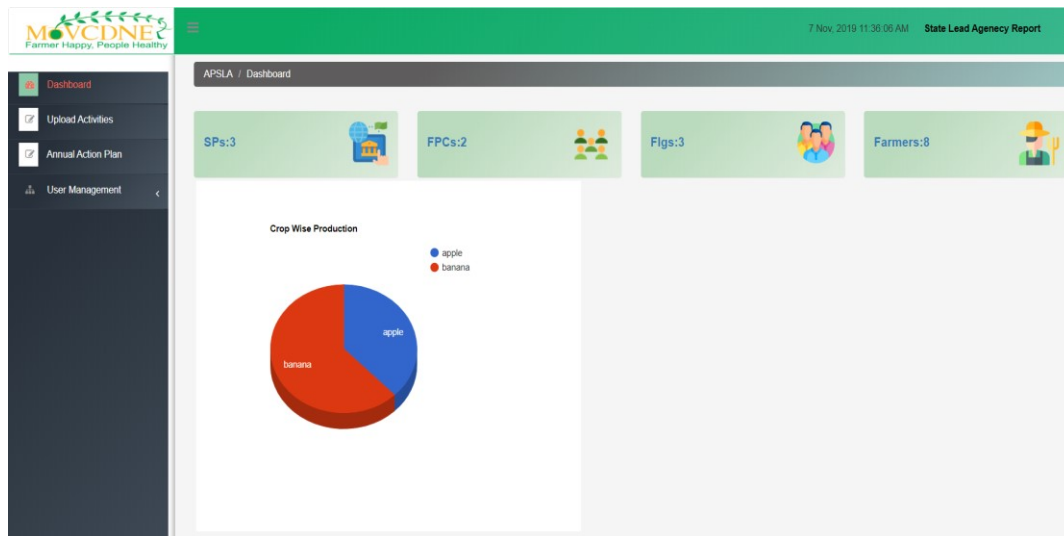
State Lead Agency User Role

Dashboard

SLA Dashboard:

On login of SLA level user, they would be redirected to the SLA Dashboard. It would display:

- I. SPs: Total number of SPs registered in the portal under the SLA.
- II. FPCs/FPOs: Total number of FPCs/FPOs registered in the portal under the SLA.
- III. FIGs: Total number of FIGs registered in the portal under the SLA.
- IV. Farmers: Total number of Farmers registered in the portal under the SLA.
- V. Crop wise production pie chart: Shows crop vs production in a pie chart.
- VI. Current year production bar chart: Shows crop and it's total production in bar chart.



SLA Circulars

Click on the link “XXX” under “Upload Activities” section on the left navigation, it would bring upload circular page as shown below.

- Select file from your local storage by clicking on “Choose File”.
- Type description of circular
- Click on “Submit” button to upload the circular.

MOVCDNE
Farmer Happy, People Healthy

7 Nov, 2019 11:36:29 AM State Lead Agency Report APSLA

Circulars / Upadte

Certificate Upload *

Choose File No file chosen

Description *

Description

Submit Reset

SLA Annual Action Plan

Click on the link “Annual Action Plan” on the left navigation, it would bring Annual Action data collection form.

To submit Annual action plan, follow below mentioned steps:

- Select the year from dropdown under “Financial Year” for which you want to upload the data.
- Provide “Physical Target” and “Financial Target” input for each “Sub Component” under each “Component” and each “Scheme Head”.
- Select “Utilization Certificate” from your local storage by clicking on “Choose File”.
- Select “Annual Action Plan” from your local storage by clicking on “Choose File”.
- Click on “Submit” button to upload the data.

Dashboard

Upload Activities

Annual Action Plan

User Management

Financial Year (For Annual Action Plan) *

Select Financial Year				
Scheme Head	Component	Sub Component	Physical Target	Financial Target
Value Chain Production	Development of Organic Production Clusters	Clusters development and formation of Farmer producer Companies, as per SFAC norms. For 100 FPCs each comprising of 500 farmers@Rs.20.375 lakh/FPC		
		Assistance for on-farm input production infrastructure (@ Rs 3750/ha) and off-farm inputs (@ Rs 3750/ha)		
		Assistance for quality seed and planting material (50% of maximum35000/ha limited to the actual cost as per crop)		
	Support for extension services, input facilitation, training handholding and certification	Assistance for setting up of input delivery, distribution and agri machinery custom hiring centre through state lead agencies		
		Support and extension services for training, handholding and certification at production stage		
		Training, hand holding, ICS management, documentation and certification of crop production through service providers (As per MDH)		
Value Chain Processing	Value chain Postharvest-Setting up of collection, aggregation, grading facilities	Setting up of functional infrastructure for collection, aggregation, grading units and NE organic bazaar Rs. 15 Lakh (75% subsidy)		
	Setting up of value addition and processing units including packaging.	Financial assistance for setting up of integrated processing units With TFO of Rs. 500 lakh or more limited to 75% to FPCs and		
Value Chain Processing	Value chain Postharvest-Setting up of collection, aggregation, grading facilities	Setting up of functional infrastructure for collection, aggregation, grading units and NE organic bazaar Rs. 15 Lakh (75% subsidy)		
		Financial assistance for setting up of integrated processing units With TFO of Rs. 500 lakh or more limited to 75% to FPCs and 50% to private as credit linked back ended subsidy		
	Value chain packaging, storage and transportation	Integrated pack house 75% subsidy to FPCs on TFO of 50 lakh or more and 50%to private limited to 37.50 lakh		
		Transportation/ 4 wheeler up to TFO of 12 lakh (50%)		
		Refrigerated transport vehicle up to TFO of 25 lakh (75% subsidy to FPC and 50% to private		
		Pre-cooling/ cold stores/ ripening chambers. FPOs		
Value chain Marketing-Branding, labeling, certification, quality control, retail outlets, awareness and publicity through lead agencies	Value chain Marketing-Branding, labeling, certification, quality control, retail outlets, awareness and publicity through lead agencies	Branding, labeling, packaging, publicity and certification of processing units etc (LS)		
		Seminars/ conferences, workshops, Buyer-seller meets, Auction meetings, festivals.		
		Consumer awareness Information dissemination through publicity, printed literature films and local advertisements		
		25 lakh (75% subsidy to FPC and 50% to private		
		Pre-cooling/ cold stores/ ripening chambers. FPOs		
Value chain Marketing-Branding, labeling, certification, quality control, retail outlets, awareness and publicity through lead agencies	Value chain Marketing-Branding, labeling, certification, quality control, retail outlets, awareness and publicity through lead agencies	Branding, labeling, packaging, publicity and certification of processing units etc (LS)		
		Seminars/ conferences, workshops, Buyer-seller meets, Auction meetings, festivals.		
		Consumer awareness Information dissemination through publicity, printed literature films and local advertisements		
		Hiring of space in prime markets		
Value Chain Support Agencies	Setting up of Lead agency/ Organic Commodity Board/ Organic Mission for scheme implementation and market facilitation. To be set up at state level	Staff, Manpower, Travel and contingencies, Institutional strengthening and hire/ purchase of machinery and equipment's		
		Setting up of organic certification bodies. One time assistance will be provided for hiring consultants for preparation of operating manuals, training and exposure of manpower and facilitating institutional set up. Cost of manpower to be borne by the state		

Utilization Certificate(Last Year) *

Choose File No file chosen

Annual Action Plan(Upload Certificate) *

Choose File No file chosen

Submit

Thank you