



National Bamboo Mission (NBM)

National Mission for Sustainable Agriculture (NMSA)

USER MANUAL

Monitoring Information System
(MIS)

(https://nmsa.gov.in/)

(https://nbm.nic.in/)

Developed by:

Natural Resource Management (NRM) Division, Department of Agriculture Cooperation & Farmers Welfare (DAC&FW), Ministry of Agriculture & Farmers Welfare, October 2018

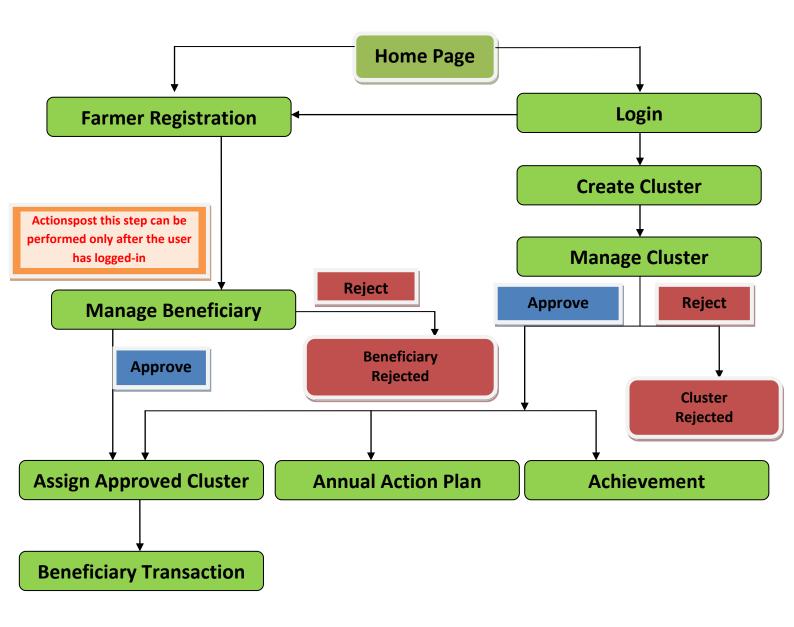
INTRODUCTION

- 1. Bamboo is a versatile group of plants which is capable of providing ecological, economic and livelihood security to the people. India has the highest area (13.96 million ha) under bamboo and is the second richest country, after China, in terms of bamboo diversity with 136 species (125 indigenous and 11 exotic). India is a net importer of bamboo and thus there exists greater opportunities to harness the market potential by increasing bamboo production and ensuring establishment of proper value chain system. Keeping in view the vast untapped potential of the bamboo sector, boost domestic cultivation of quality and appropriate species for supply to our industry, the restructured National Bamboo Mission (NBM) has been approved for implementation across the country. The Mission envisages promoting holistic growth of bamboo sector by adopting area-based, regionally differentiated strategy and to increase the area under bamboo cultivation together with processing, product development and linkage with industry, hence promoting value chain development through backward and forward linkages.
- 2. NBM MIS has been created to outline the proposed system design for restructured National Bamboo Mission under National Mission for Sustainable Agriculture (NMSA-NBM) MIS. The MIS is intended to replace the static legacy records hard on copy and keep the records State/District/Block/Cluster. By designing, testing, and deploying the MIS, will improve its capabilities in maintenance management, tracking, and reporting. This document and the technical specifications listed herein comply with all technical standards and infrastructure.

OBJECTIVE

- A well-built MIS will enable automated project data input, storage and retrieval of information for better project functioning.
- MIS would provide regular data collection and proper storage of information.
- MIS reports will help in analysing the situation, help in decision making and timely reporting.
- Safety of the stored information needs to be ensured; hence limited accessibility of the portal will help in securing the safety of information.
- The portal will help in generating different reports from the stored data.
- MIS Portal will facilitate State/District/Block users for submitting data and sharing the information across the Country.
- MIS reports can be generated as per User/Division need.

WORK FLOW: NBM MIS



NBM MIS USERS

There are four types of users for NBM MIS

- A. Central level Administrators: NRM Division, DAC&FW, MoA&FW
- B. State level Administrator: State Mission Director/SPMU
- C. District level Administrator: District Mission Officers
- D. Block Level Administrator: Block Level Officers

A. Central level Administrator

Following are the authorization/permission with the Central administrator:

- 1. Add/Edit Designation
- 2. Add/Edit Technical Support Institution
- 3. Add New User Registration
- 4. Authenticate User
- 5. Reset Password by Nodal
- 6. Change Password
- 7. Add Proposed Cluster
- 8. Manage Cluster
- 9. Add/Edit Beneficiaries
- 10. Manage Beneficiary
- 11. Assign Cluster
- 12. Add/Edit Beneficiaries Transaction
- 13. Add/Edit Annual Action Plan
- 14. Add/Edit Achievement
- 15. Add/Edit Fund Released by Centre
- 16. Add/Edit Document Upload
- 17. Add/Edit Headquarter Expenses

B. State Mission Departments/Officers: There are two types of Users at State level:

- **a. State Nodal User,** with the following authorizations/permissions:
 - 1. Add/Edit Designation
 - 2. Add/Edit Technical Support Institution
 - 3. Add New User Registration
 - 4. Reset Password by Nodal
 - 5. Change Password
 - 6. Add Proposed Cluster
 - 7. Manage Cluster
 - 8. Add/Edit Beneficiaries
 - 9. Manage Beneficiary
 - 10. Assign Cluster
 - 11. Add/Edit Beneficiaries Transaction
 - 12. Add/Edit Annual Action Plan
 - 13. Add/Edit Achievement

- **b. State User,** with the following authorizations/permissions:
 - 1. Add/Edit Technical Support Institution
 - 2. Change Password
 - 3. Add Proposed Cluster
 - 4. Add/Edit Beneficiaries
 - 5. Manage Beneficiary
 - 6. Assign Cluster
 - 7. Add/Edit Beneficiaries Transaction
 - 8. Add/Edit Annual Action Plan
 - 9. Add/Edit Achievement

C. District Mission Departments/Officers: There are two types of users at District level

- **a. District Nodal User,** with the following authorizations/permissions:
 - 1. Add/Edit Designation
 - 2. Add/Edit Technical Support Institution
 - 3. Add New User Registration
 - 4. Change Password
 - 5. Add Proposed Cluster
 - 6. Manage Cluster
 - 7. Add/Edit Beneficiaries
 - 8. Manage Beneficiary
 - 9. Assign Cluster
 - 10. Add/Edit Beneficiaries Transaction
 - 11. Add/Edit Annual Action Plan
 - 12. Add/Edit Achievement
- **b. District User**, with the following authorizations/permissions:
 - 1. Add/Edit Technical Support Institution
 - 2. Change Password
 - 3. Add Proposed Cluster
 - 4. Add/Edit Beneficiaries
 - 5. Manage Beneficiary
 - 6. Assign Cluster
 - 7. Add/Edit Beneficiaries Transaction
 - 8. Add/Edit Annual Action Plan
 - 9. Add/Edit Achievement

- **D. Block Level Administrator:** Following are the authorizations/permissions with the block level officers:
 - 1. Add/Edit Technical Support Institution
 - 2. Change Password
 - 3. Add Proposed Cluster
 - 4. Add/Edit Beneficiaries
 - 5. Manage Beneficiary
 - 6. Assign Cluster
 - 7. Add/Edit Beneficiaries Transaction
 - 8. Add/Edit Annual Action Plan
 - 9. Add/Edit Achievement

LOG-IN PAGE

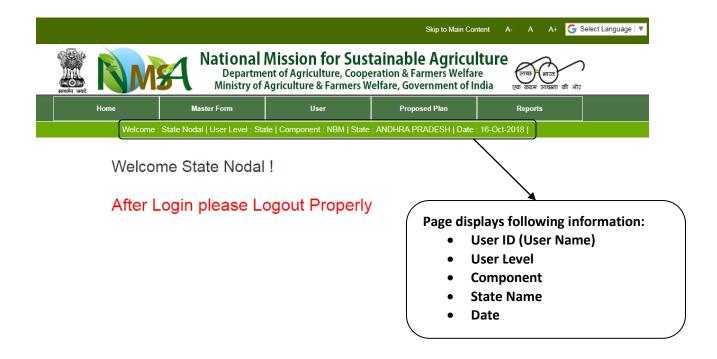
Login as a "State/District/Block Nodal User" (URL: https://www.nmsa.gov.in/ or https://www.nmsa.gov.in/ or https://www.nmsa.gov.in/ or

- (i) Enter User ID in "User ID" Textbox.
- (ii) Enter Password in "Password" Textbox.
- (iii) Enter Captcha code shown in image in "Enter below code" Textbox.
- (iv) Click on "Login" button.
- Only Nodal Centre User has Permission to create Centre, State, District and Block level Users.
- Only Nodal State Nodal User has Permission to create State, District and Block level Users.
- Only Nodal District User has Permission to create District and Block Level Users.





Login redirects to

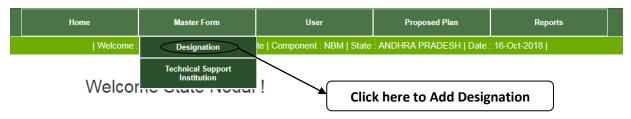


DESIGNATION PAGE

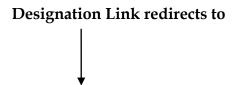
Login as a "State/District Nodal User".

 Only Nodal State/District User has the authorization/permission to "Add/Edit"information in designation Page.

Designation Page

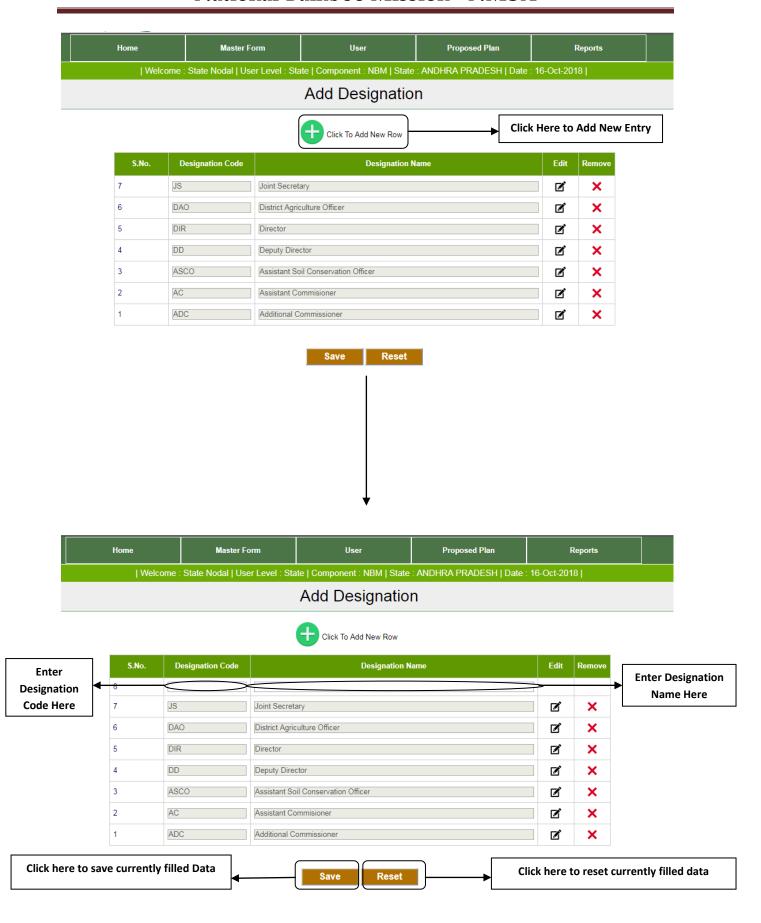


After Login please Logout Properly



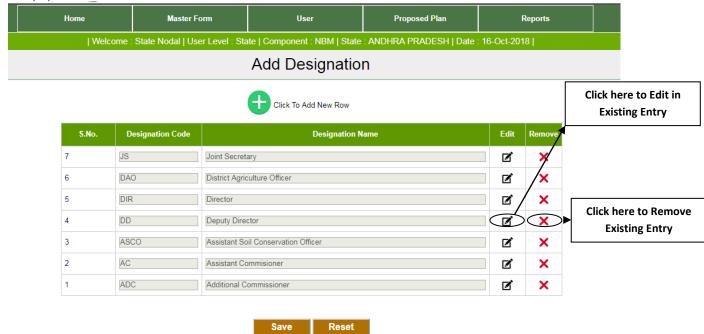
ADD DESIGNATION

- (i) Click on "Click to Add New Row"
- (ii) Fill Entry in "New Row in Grid"
- (iii) Click on "Save Button"



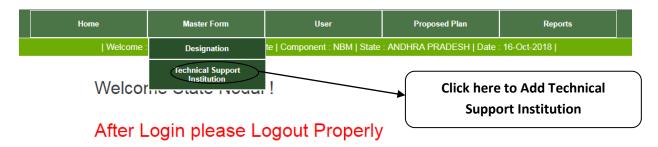
Edit and Remove: Designation Page

- (i) Click on "Edit Icon in Grid" to Edit
- (ii) Click on "Remove Icon in Grid" to Remove
- (iii) Click on "Save Button"



TECHNICAL SUPPORT INSTITUTION PAGE

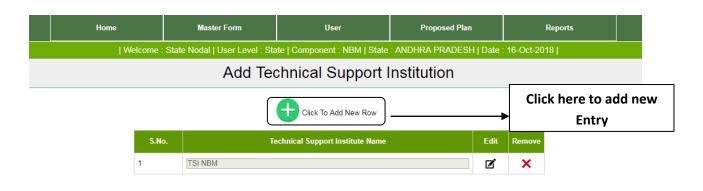
State/District/Block Nodal User and State/District/Block User have permission to "Add/Edit"information in Technical Support Institution Page.



Technical Support Institution Link redirects to

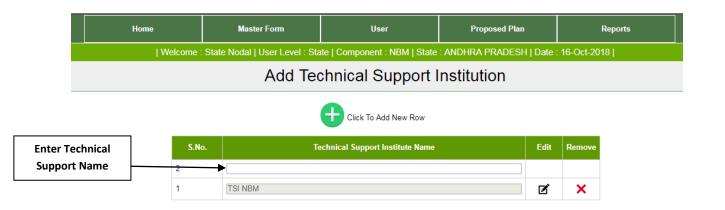
Add New Entry: Technical Support Institution

- (i) Click on "Click to Add New Row"
- (ii) Fill Entry in "New Row in Grid"
- (iii) Click on "Save Button"





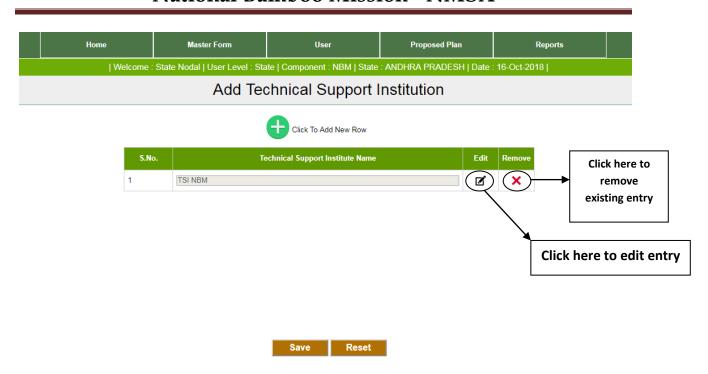
Add New Redirects to





Edit& Remove: Technical Support Institution

- (i) Click on "Edit/Remove Button in Grid".
- (ii) Click on "Save Button".



NEW USER REGISTRATION

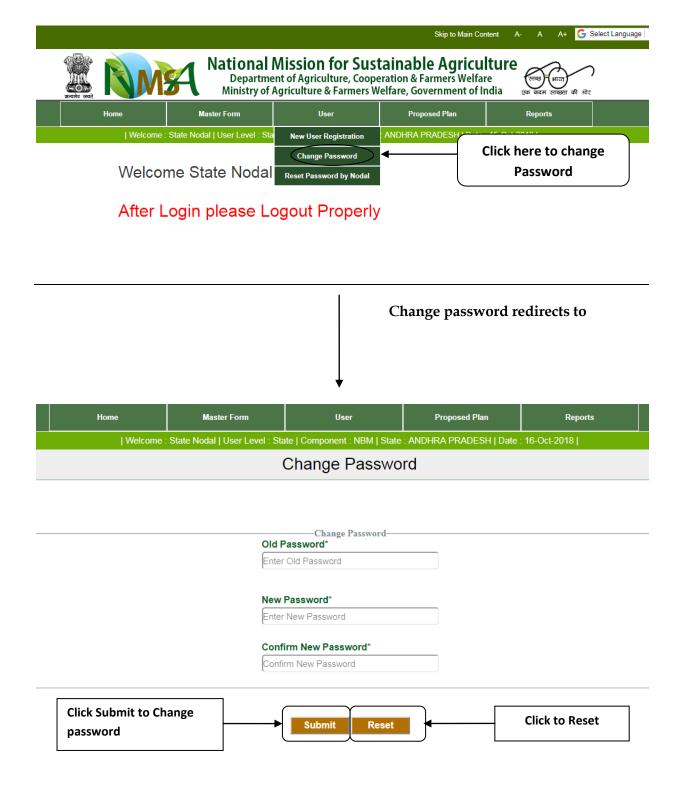


New User Registration redirects to Select Level State/District/Block New User Registration Level' Ministry of Agriculture and Farmers Welfare 🔻 Component National Bamboo Mission User Details———— Mobile Number* Alternate Mobile Number Email ID/Login ID' Name* Designation* Please Select If Nodal User, then Click here to Submit **Click here to Reset** click on check box details details

Create User for State/District Nodal Users & State/District/Block level Users

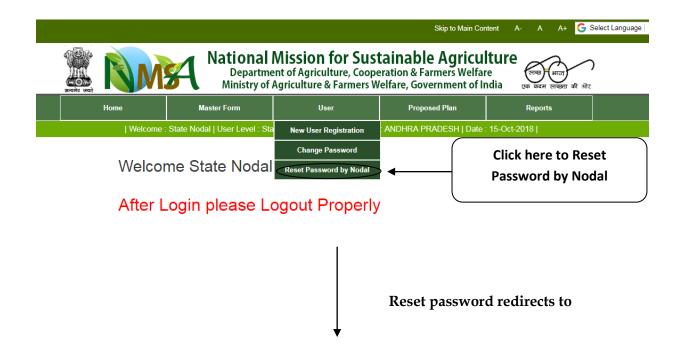
- (i) Select "Level" on Level Dropdown box.
- (ii) Fill in All Mandatory Fields
- If User is **Nodal User** then check the "Is Nodal User" Checkbox. (iii)
- Click on Submit Button. (iv)
- a. Email ID Used will be Login ID.
- b. Ministry, Department, Project and Component Textbox are Auto filled.
- c. Only State/District Nodal User has authorization to create Users for lower level users.

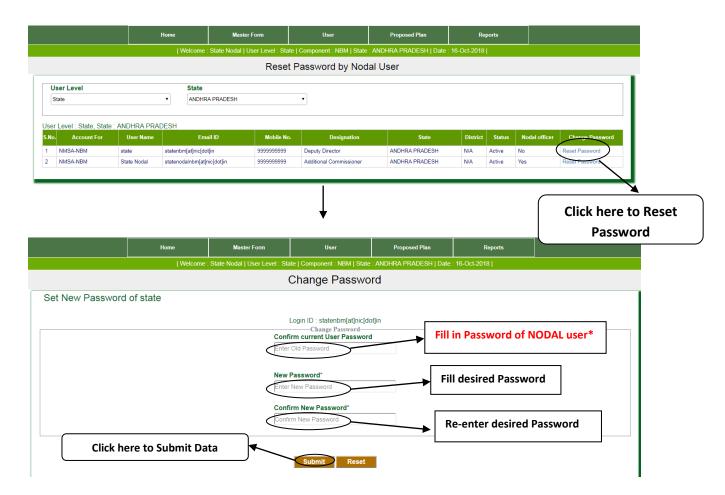
CHANGE PASSWORD



- a. After a User has logged in for the FIRST time, Password reset is MANDATORY.
- b. After successful Password change, Account will be activated.

RESET PASSWORD BY NODAL USER

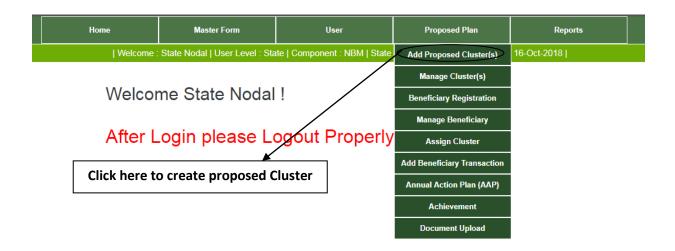




* Only Nodal Users have authorization/permission to reset password.

ADD PROPOSED CLUSTER

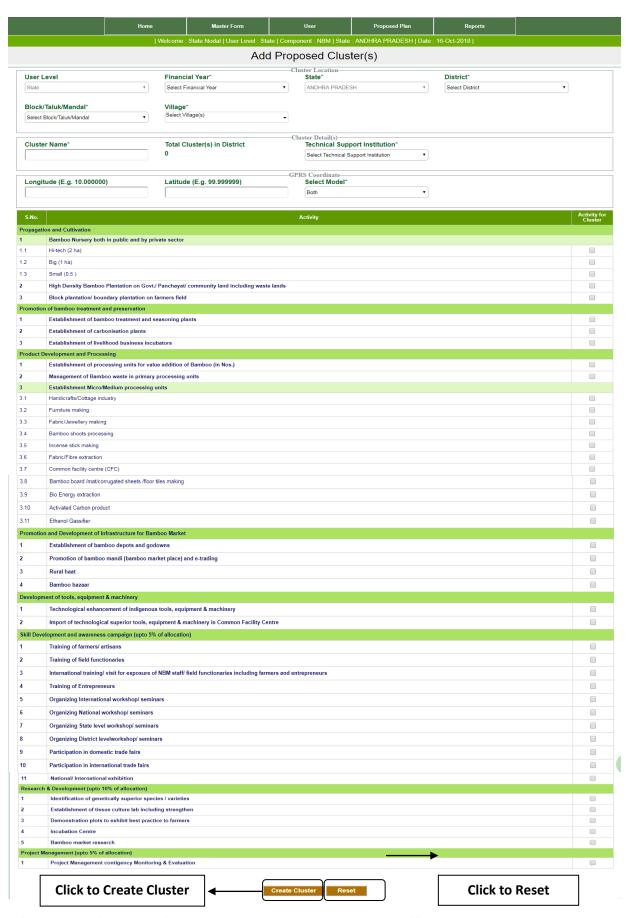
All users, State/District/Block can Create Proposed Cluster



Add proposed cluster redirects to



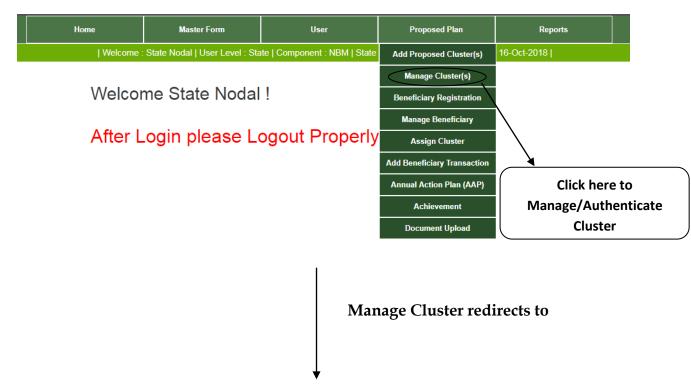
- (i) Fill in All Mandatory Fields in Add proposed Cluster(s)
- (ii) Click on "Create Cluster"
- (iii) Select the Proposed Cluster Activities



After Cluster is created it has to be approved by the Nodal officer

MANAGE CLUSTER

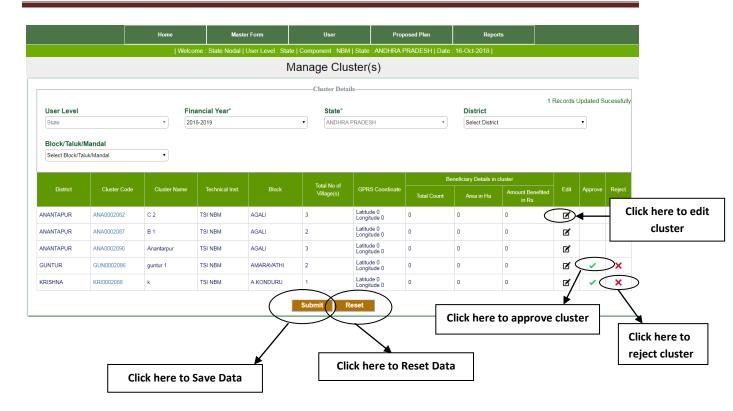
Only Nodal User has permission to Approve/Reject Cluster in Authenticate Cluster Form





Edit, Approve/Reject Cluster

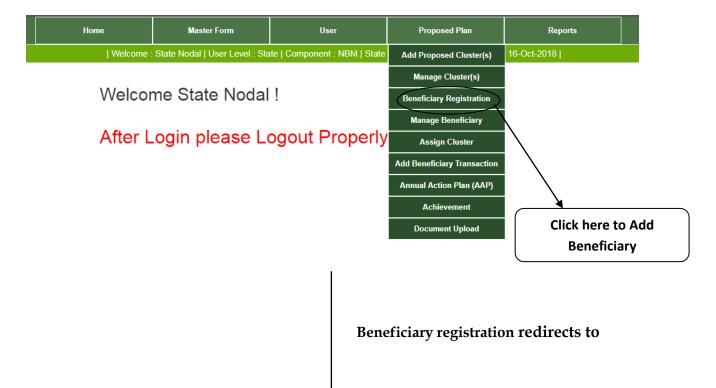




After Cluster Approval, Only Activity can be added by Nodal User. No changes in the cluster are allowed afterwards.

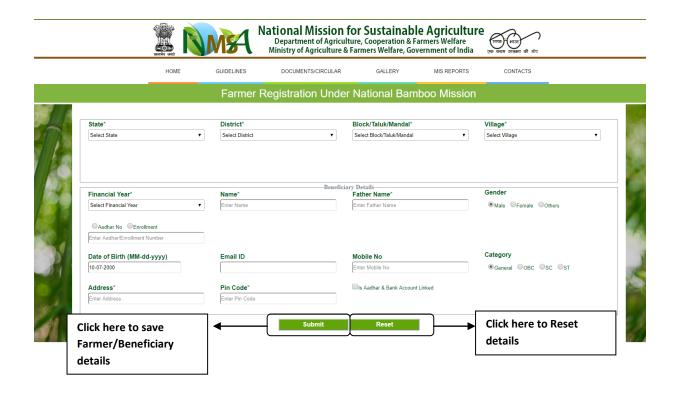
BENEFICIARY REGISTRATION

All users, State/District/Block users can Add Beneficiary

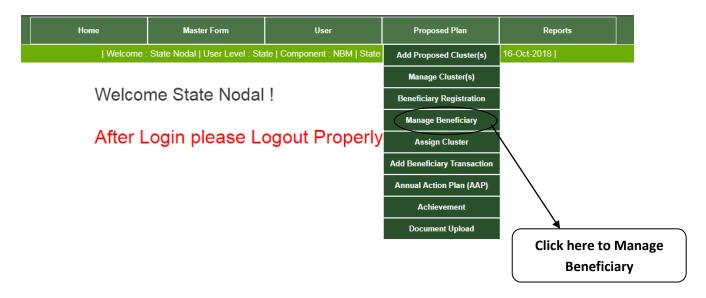


ADD NEW BENEFICIARY PAGE

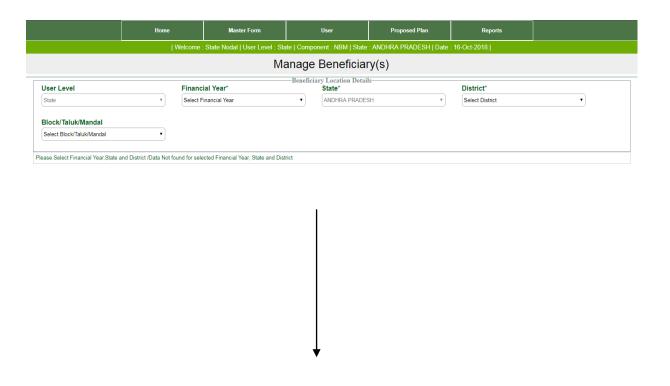
- (i) Fill in All Mandatory Fields in Beneficiary Data Page
- (ii) Click on "Submit Button"

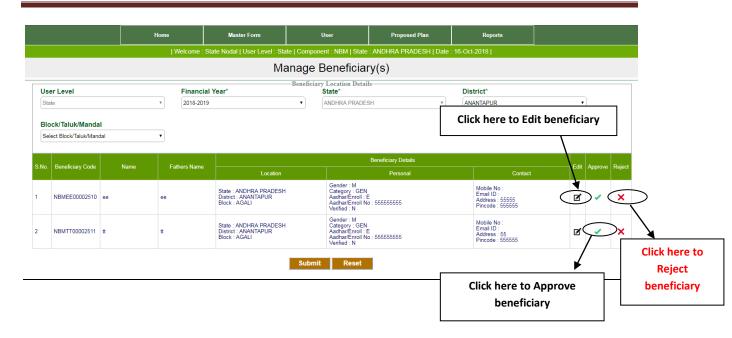


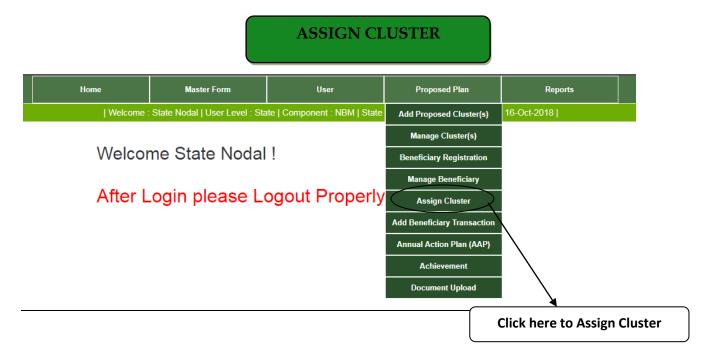
MANAGE BENEFICIARY



All the Users, State/District/Block can Manage Beneficiary Data

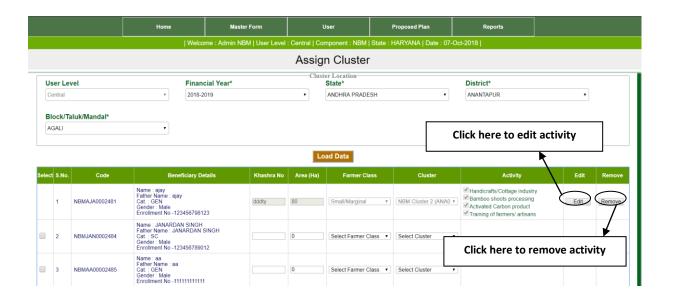






ASSIGN CLUSTER PAGE

(i) State/District/Block Nodal Users can Assign Cluster

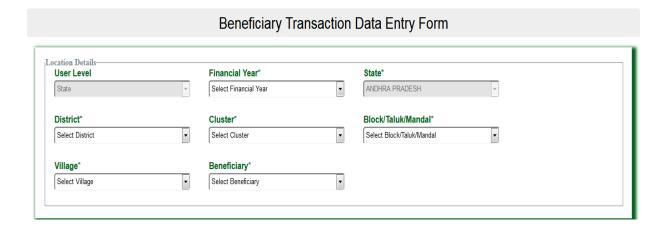


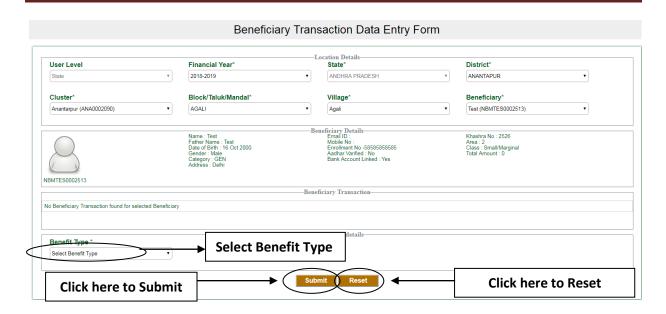
ADD BENEFICIARY TRANSACTION



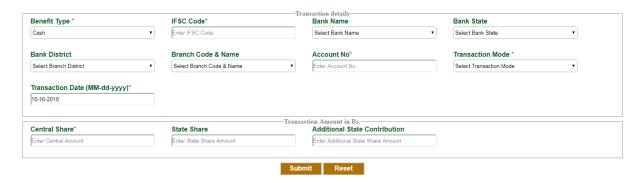
ADD BENEFICIARY TRANSACTION DETAILS PAGE

- (i) All Users, State/District/Block can add Beneficiary Transaction Details
- (ii) Fill in All the Mandatory Details





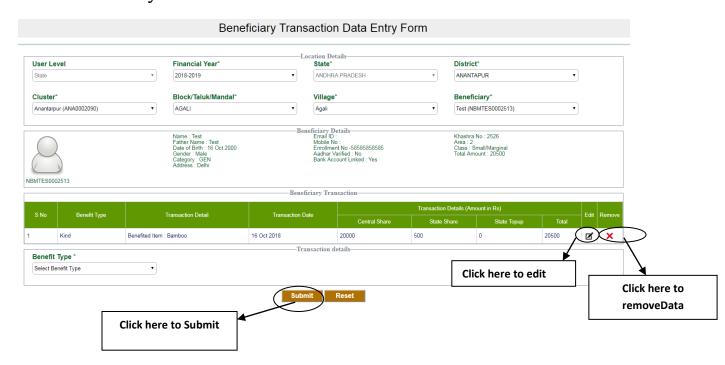
Benefit in Cash



Benefit in Kind

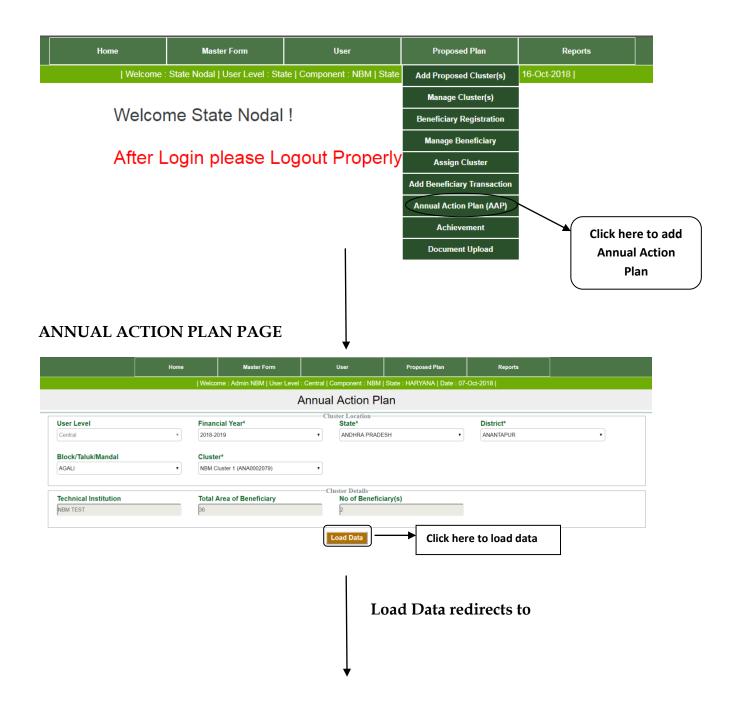


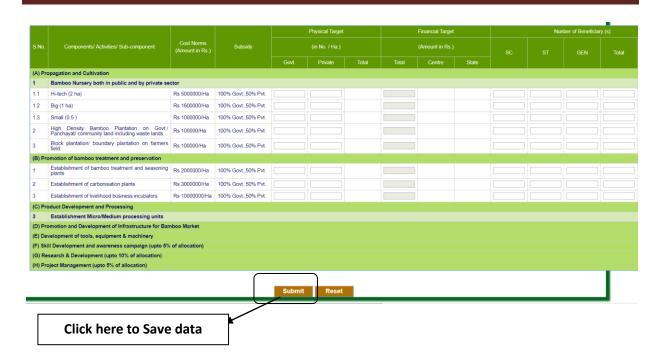
Edit: Beneficiary Transaction Details



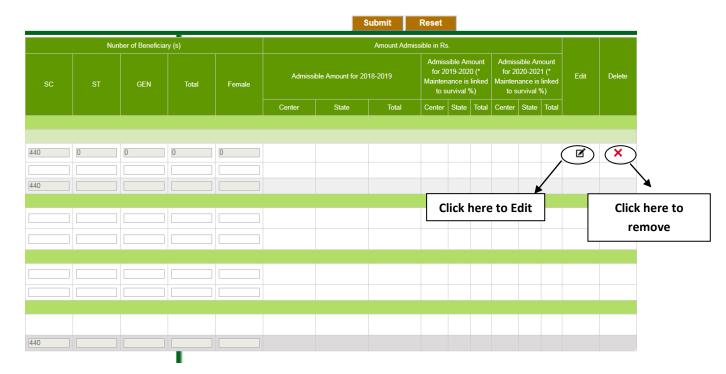
ANNUAL ACTION PLAN (AAP)

All users, State/District/Block Nodal Users have the permission to "Add, Update and Remove Annual Action Plan"



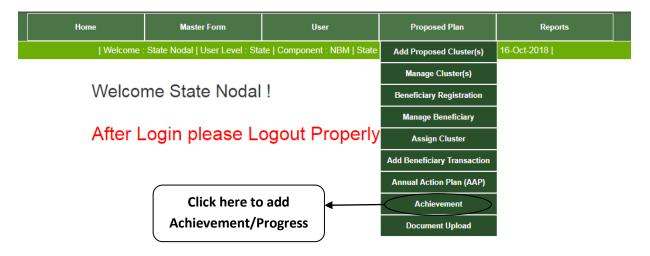


| S.No. | Components/ Activities/ Sub-component | Cost Norms (Amount in Rs.) | Subsidy | Physical Target (In No. / Ha.) | | | Financial Target (Amount in Rs.) | | |
|--------|---|-------------------------------|---------|--------------------------------|---------------------------|----|-----------------------------------|-----------|----------|
| | | | | | | | | | |
| | | | | (A) Pr | opagation and Cultivation | | | | |
| 1 | Bamboo Nursery both in public and by private see | ctor | | | | | | | |
| 1.1 | Hi-tech (2 ha) | Rs 5000000/Ha | | 20 | 30 | 50 | 175000000 | 105000000 | 70000000 |
| 1.2 | Big (1 ha) | Rs 1600000/Ha | | | | | | | |
| | Sub Total (A) | | | 20 | 30 | 50 | 175000000 | 105000000 | 70000000 |
| (E) De | velopment of tools, equipment & machinery | | | | | | | | |
| 1 | Technological enhancement of indigenous tools, equipment & machinery | Project Based | | | | | | | |
| 2 | Import of technological superior tools, equipment & machinery in Common Facility Centre | Project Based | | | | | | | |
| (G) Re | esearch & Development (upto 10% of allocation) | | | | | | | | |
| 3 | Demonstration plots to exhibit best practice to farmers | Project Based | | | | | | | |
| 4 | Incubation Centre | Project Based | | | | | | | |
| (H) Pr | oject Management (upto 5% of allocation) | | | | | | | | |
| 1 | Project Management contigency Monitoring & Evaluation | Up to 5% | | | | | | | |
| | Grand Total | | | 20 | 30 | 50 | 175000000 | 105000000 | 70000000 |



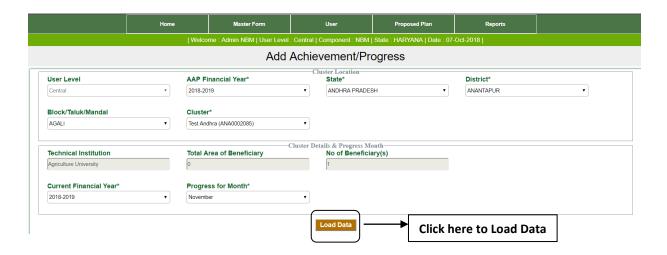
ACHIEVEMENT/PROGRESS

All users, State/District/Block Nodal Users have the permission to Upload Achievement/Progress



ACHIEVEMENT / PROGRESS PAGE

Fill in All Mandatory Details





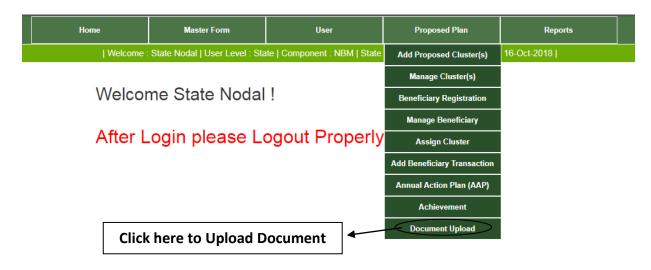
To Edit/Remove

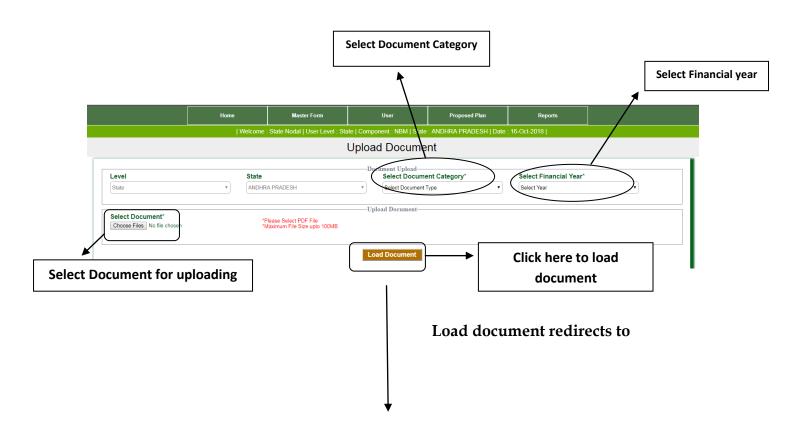


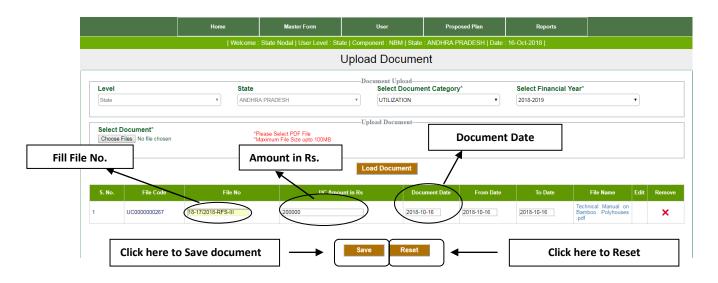


DOCUMENT UPLOAD

- (i) All State Users have the permission to Upload Document.
- (ii) Fill in All Mandatory details







REPORTS

The following reports can be generated from the MIS:

- 1. Annual Action Plan report
- 2. Achievement report
- 3. Search Beneficiary report
- 4. Document Upload report
- 5. Registered User report
- 6. Headquarter Expenses report
- 7. Beneficiary Count report
- 8. Spent Balance report
- 9. Allocation Release & Achievement report

For any query and suggestions



Natural Resource Management Division,
Department of Agriculture Cooperation & Farmers Welfare,
Ministry of Agriculture & Farmers Welfare,
October 2018
