

User Manual

Data Entry Module of Regular Monitoring 2012-13 Phase I

The Online Data Entry System will facilitate faster processing, collation and analysis of data collected by NLMs. This document provides guidance to the NLMs on how to enter the data collected on the visit.

On clicking the option Data Entry the NLM will see a webpage with the title Data Entry - "Regular Monitoring 2012-13 Phase-I". The districts and the GPs allocated to the NLMs are already uploaded on the page. The NLMs have to 'Select Visited GPs' (10) from the list of sample GPs of each district.

S. No.	State	District	Format 'A' Financial Progress	Physical Progress	Format 'B'
1	UTTAR PRADESH	KHERI		Select Visited GPs	
2	UTTAR PRADESH	PILIBHIT		Select Visited GPs	

The sample GPs will have a list of 20 GPs with selection box. The NLM can make their selection of a maximum of 10 GPs from the appearing list.

S. No.	Block	GP	Select
1	BDUA	BAHADUR NAGAR	☐
2	BDUA	BDUWA	☐
3	BDUA	GADEYA	☐
4	BDUA	JODHAPUR	☐
5	BDUA	LAKHHA ALIGNAJ	☐
6	BDUA	PADARIYA TILAKPUR	☐
7	BDUA	PIPARIYA DHANI	☐
8	LAKHIMPUR	AMAAN LALA	☐
9	LAKHIMPUR	BAIRAGAR	☐
10	LAKHIMPUR	BERIHA TARAN PUR	☐
11	LAKHIMPUR	CHORHA	☐
12	LAKHIMPUR	GOPALAPUR	☐
13	LAKHIMPUR	JIGNHA KHANPUR	☐
14	LAKHIMPUR	KHAMBHAUL	☐
15	NIGHASAN	BANGLHA KUTI	☐
16	NIGHASAN	DAULATA PUR	☐
17	NIGHASAN	KHAMARIYA	☐
18	NIGHASAN	MANJHA	☐
19	NIGHASAN	NIBORIYA	☐
20	NIGHASAN	SURAT NAGAR	☐

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The screenshot shows the National Level Monitoring web application interface. The header includes the Government of India logo, the title 'National Level Monitoring', the Ministry of Rural Development, and the Government of India. The user is logged in as 'Manish' and can 'Sign Out'. The left sidebar contains links to 'NLM Guidelines', 'Instructions for Visits', 'Data Collection Formats', 'Notice Board', 'My Details', and 'Data Entry'. The main content area is titled 'Final List of Gram Panchayats Covered in the District'. It displays the selected State as 'UTTAR PRADESH' and District as 'KHERI'. A table lists 10 Gram Panchayats (GPs) with their S. No., Block, and GP names. At the bottom of the table are 'Submit' and 'Back' buttons.

S. No.	Block	GP
1	BDUA	BAHADUR NAGAR
2	BDUA	GADEYA
3	BDUA	JODHAPUR
4	BDUA	LAKHHA ALIGNAJ
5	BDUA	PADARIYA TILAKPUR
6	BDUA	PIPARIYA DHANI
7	LAKHIMPUR	AMAAN LALA
8	LAKHIMPUR	BAIRAGAR
9	LAKHIMPUR	BERIHA TARAN PUR
10	LAKHIMPUR	CHORHA

The list of GPs visited can be verified after the submission of page. To make any changes in the visited GPs, click on Back button and reselect visited GPs. **NLM will not be able to modify their visited GPs once they submit the page of Final List of Gram Panchayats.**

Once the selection of GPs is completed, it will automatically navigate to the previous page having two links (Format 'A' and Format 'B').

The screenshot shows the 'Data Entry - Regular Monitoring 2012-13 Phase I' page. The header is the same as the previous screenshot. The left sidebar is the same. The main content area has a title 'Data Entry - Regular Monitoring 2012-13 Phase I'. It displays a table with columns for S. No., State, District, and two columns for 'Format 'A'' (Financial Progress and Physical Progress), and a column for 'Format 'B''. The table shows two rows of data. The first row has 'UTTAR PRADESH' for State and 'KHERI' for District, with links to 'Enter Data' for both Financial and Physical Progress. The second row has 'UTTAR PRADESH' for State and 'PILIBHIT' for District, with a link to 'Select Visited GPs'.

S. No.	State	District	Format 'A'		Format 'B'
			Financial Progress	Physical Progress	
1	UTTAR PRADESH	KHERI	Enter Data	Enter Data	Enter Data
2	UTTAR PRADESH	PILIBHIT	Select Visited GPs		

A click on the link 'Enter Data' under Format 'A' (Financial Progress) a page will appear on screen with all the enlisted programmes under Rural Development.

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Financial Progress - Format-'A'

State: UTTAR PRADESH District: KHERI

Progress Upto: Month Year

Year : 2011-12

S. No.	Scheme/ Programme	Opening Balance (as on 1.4.11)	Central Releases	State Releases	Other Receipts	Total Available Funds	Expenditure incurred
1	MGNREGA						
2	SGSY/NRLM						
3	IAY						
4	NSAP						
5	PMGSY						
6	IWMP						
7	NRDWP						
8	TSC						
Total						0	

Submit Back

NLM will have to enter financial progress of all the enlisted programmes in the respective fields for a prescribed stipulated period (upto' March 2012). Similar process is to be followed for entering Physical progress of the entire programme.

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Physical Progress - Format-'A'

State: UTTAR PRADESH District: KHERI

Progress Upto: Month Year

S. No.	Scheme/ Programme	Item	Unit	Target (if applicable)	Achievement
1	MGNREGA	Employment Generated	Lakh Mandays		
2	MGNREGA	Works completed	Nos		
3	SGSY/NRLM	No. of SHGs Formed	Nos		
4	SGSY/NRLM	Individual Swarozgaris Assisted	Nos		
5	SGSY/NRLM	Members of SHGs Assisted	Nos		
6	IAY	New Dwellings	Nos		
7	IAY	Up-gradation	Nos		
8	PMGSY	No. of Roads Completed	Nos		
9	PMGSY	Length of Roads Completed	Kms.		
10	NSAP	No. IGNOAPS beneficiaries	Nos		
11	NSAP	No. of families assisted under NFBS	Nos		
12	IWMP	Area covered	Hect.		
13	NRDWP	Habitations covered	Nos		
14	NRDWP	Schools Covered	Nos		
15	TSC	IHHLS Provided	Nos		
16	TSC	School Toilets	Nos		

Submit Back

NLM can enter numeric values in all text fields in both the format (Financial/Physical Progress). Press the submit button to save the data only when all text fields are filled.

In the Format 'B' NLM's has to enter the details of villages covered under the respective GPs.

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S. No.	Block	GP	Village	Total no. of households	Total no. of BPL households	Total no. of SC/ST households
1	BDUA	BAHADUR NAGAR				
2	BDUA	GADEYA				
3	BDUA	JODHAPUR				
4	BDUA	LAKHHA ALIGNAJ				
5	BDUA	PADARIYA TILAKPUR				
6	BDUA	PIPARIYA DHANI				
7	LAKHIMPUR	AMAAN LALA				
8	LAKHIMPUR	BAIRAGAR				
9	LAKHIMPUR	BERIHA TARAN PUR				
10	LAKHIMPUR	CHORHA				

All the fields are numeric except the Village name. **Numeric fields cannot be left blank. In case of any unavailability of data NLM have to enter zero.**

On submission of the aforementioned formats a screen will appear with the list of all programmes under all the villages covered by the NLM for data entry.

S. No.	Village	MGNREGA	NRLM	IAY	NSAP	PMGSY	IWMP	NRDWP	TSC
1	Village 1	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
2	Village 2	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
3	Village 3	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
4	Village 4	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
5	Village 5	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
6	Village 6	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
7	Village 7	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
8	Village 8	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
9	Village 9	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter
10	Village 10	Enter	Enter	Enter	Enter	Enter	Enter	Enter	Enter

If needed, NLM can navigate to Format 'A' and Format 'B' by clicking on 'Other Formats'.

To start entering data click the link 'Enter', a screen will appear to the user with the formats of selected programme for the selected village for data entry. Most of the fields

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(Code, Number and Amount) accept only numeric value. **Numeric fields should not be left blank. In case of Nil value or N/A, NLM should enter Zero.**

 **SWARANJAYANTI GRAM SWAROZGAR YOJANA (SGSY)**

State: UTTAR PRADESH
Block: BUJUA
Village: Village 1

District: KHERI
GP: BAHADUR NAGAR

S. No.	Particulars	Response
1	Total No. of SHGs formed since Inception (1999) Nos.	
2	Total No. SHGs which have taken up Economic Activity Nos.	
3	Total No. of SHGs which received loan under SGSY from Banks Nos.	
4	Total No. of individual Swarozgaris assisted in last 5 yrs (2007-08 to 11-12) Nos.	
5	Is the Gram Panchayat actively involved in monitoring SGSY groups/ beneficiaries in the village? * Yes-1, No-2	
6	Has the Gram Panchayat provided any common Infrastructure necessary for the key activities under SGSY? * (Yes - 1, No - 2)	
7	Did any NGO/Facilitator/CBO etc. involved in development of the SHGs visit the Village in the last 1 year? Yes - 1, No - 2	
8	Any Marketing Infrastructure asset created under SGSY in the Village? Yes-1, No-2	
9	No of SHGs defaulted on loan under SGSY in the village? * Nos.	
10	Are the Swarozgaris of the village provided adequate skill up-gradation / technical training under SGSY? Yes - 1, No - 2	
11	No. of SHGs found defunct in the village. * Nos.	
12	Satisfaction of beneficiaries with the support provided by the DRDA for their enterprise? Very Satisfied - 1, Somewhat Satisfied - 2, Not at all - 3	
13	Are the SHGs facing any major technical problem in production of their products? Yes* - 1, No - 2	
14	Are the SHGs facing any major problem in dealing with the Banks? Yes* - 1, No - 2	

Data can be submitted once the format is filled by clicking on 'Submit' button. Once the data for a programme in village is submitted, you will be redirected to the previous page, from where next programme or next village data can be entered.

NLM can go back to the previous page by clicking the 'Back' button.

On completing the data entry of all Villages & Programmes or in between, NLM has to click on 'View Report' to check the status of data entry completed. Summary report of the selected district with the programmes and no. of villages will be generated as shown in the page below:

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**National Level Monitoring**
Ministry of Rural Development
Government of India

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**Summary Report of District(s) Covered By NLM**

NLM Code : ISDL455007NLM Name : CMI SOCIAL RESEARCH CENTRE

S. No.	District	No. of Village(s) Covered							
		MGNREGA	NRLM	IAY	NSAP	PMGSY	IWMP	NRDWP	TSC
1	KHERI	0	0	0	0	0	0	0	0

Issues based on NLM's Observations which require Clarifications/Description in the Report

S. No.	Scheme	Question
	Nil	

☒ I have completed data entry of the District KHERI
(No updation allowed after completing this action)

Submit & Print

Back

If all the data is completed NLM will have to mark the checkbox ("I have completed data entry of the District XXXXXX") in order to confirm that the data entry of selected district has been completed. (Note: After this action no further changes or additions will be allowed) NLM can further submit the report by clicking on 'Submit & Print' button. Same process is to be followed for entering data for the second district.

On submission of data report, a report will be generated. NLM will have to take a print of the report and attach it along with the hard copy report to be submitted.

The Data Report also will have listed issues required to be clarified/answered in detail in the report to be prepared by the NLM as per the prescribed format.

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Summary Report of District(s) Covered By NLM

NLM Code : ISDL455007

NLM Name : CMI SOCIAL RESEARCH CENTRE

S. No.	District	No. of Village(s) Covered							
		MGNREGA	NRLM	IAY	NSAP	PMGSY	IWMP	NRDWP	TSC
1	KHERI	1	0	0	0	0	0	0	0

Issues based on NLM's Observations which require Clarifications/Description in the Report

S. No.	Scheme	Question
1	MGNREGA	Comments/Reasons on why all the willing households have not been issued job cards.
2	MGNREGA	Comments/Reasons on why acknowledgement receipt is not given to all the workers who apply for work.
3	MGNREGA	Comments/Reasons on why all the job card holders not provided employment within 15 days.

Print

Back

Any Further Clarifications, the NLM may call the Support Services Helpline.