# Social Mobilisation and Institution Development [SM&ID]

## National Urban Livelihoods Mission (NULM)



Mohupa informatics division

NATIONAL INFORMATICS CENTRE

Room Number 123 'G'-Wing, NBO Building

Nirman Bhawan-110 011

| Table of Contents Page |                    |  |      |  |
|------------------------|--------------------|--|------|--|
| 1.                     | NMMU L             | ogin Page                                | 5    |  |
|                        | 1.1. Target        |  | 8    |  |
|                        | 1.1.1.             | SMID State Target                        |      |  |
|                        | 1.1.2.             | SMID Bank Linkage Target                 |      |  |
|                        |                    |  |      |  |
|                        | 1.2.1.             | Ceiling for CLC's                        |      |  |
|                        | 1.2.2.             | ALF Member Details                       |      |  |
|                        | 1.2.3.             | CLF Member Details                       | 13   |  |
|                        | 1.3. Report        |  | 14   |  |
|                        | 1.3.1.             | MPR SMID-SHG Report                      |      |  |
|                        | 1.3.2.             | MPR SMID-UFI Report                      | 15   |  |
|                        | 1.3.3.             | MPR SMID-RO & RF Report                  | 17   |  |
|                        | 1.3.4.             | Financial year wise SMID Progress Report | 18   |  |
|                        | 1.3.5.             | SHG/ALF/CLF Formed                       | 19   |  |
|                        | 1.3.6.             | SHG/ALF/CLF Training Status              | 21   |  |
|                        | 1.3.7.             | Revolving Fund of SHG/ALF                | 23   |  |
|                        | 1.3.8.             | CLC Application Status                   | 24   |  |
|                        | 1.4. Graphic       | al Report                                |      |  |
|                        | 1.4.1.             | SHG/ALF/CLF Training Status              | 26   |  |
|                        | 1.4.2.             | CLC Application Status                   | . 27 |  |
|                        | 1.4.3.             | Status of SHG's                          | . 27 |  |
|                        | 1.4.4.             | Status of ALF's                          | . 29 |  |
|                        | 1.4.5.             | Status of CLF's                          | . 30 |  |
| 2.                     | SMMU Lo            | gin Page                                 | 31   |  |
|                        | 2.1. Target        |  | 31   |  |
|                        | 2.1.1.             | SMID ULB Target                          | 31   |  |
|                        | 2.1.2.             | SHG Bank Linkage Target                  | 33   |  |
|                        | <b>2.2.</b> SMID   |  | 34   |  |
|                        | 2.2.1.             | RO Details                               | 34   |  |
|                        | 2.2.1.             |  | 35   |  |
|                        | 2.2.1.             |  | 36   |  |
|                        | 2.2.2.             | Payment Release to RO                    | 37   |  |
|                        | 2.2.3.             | ALF Member Details                       | . 39 |  |
|                        | 2.2.4.             | CLF Member Details                       | 40   |  |
|                        | 2.2.5.             | CLC                                      | 41   |  |
|                        | 2.2.5.             | 1. SULM Decision                         | 41   |  |
|                        | 2.2.5.             | 2. CLC disbursement                      | . 41 |  |
|                        | <b>2.3.</b> Report |  | -    |  |
|                        | 2.3.1.             | SHG/ALF/CLF Formed                       |      |  |
|                        | 2.3.2.             | SHG/ALF/CLF Training Status              |      |  |
|                        | 2.3.3.             | CLC Application Status                   |      |  |
|                        | 2.3.4.             | Revolving Fund of SHG/ALF                | . 43 |  |

|              | 44 |
|--------------|----|
|              | 44 |
|              | 44 |
| •••••        | 44 |
|              | 44 |
|              | 44 |
|              | 45 |
|              | 46 |
|              | 46 |
|              | 47 |
|              | 47 |
|              | 48 |
|              | 48 |
|              | 48 |
|              | 50 |
|              | 51 |
|              | 52 |
|              | 52 |
|              | 53 |
|              | 53 |
| on           | 54 |
|              | 56 |
|              | 56 |
|              | 57 |
|              | 58 |
|              | 58 |
| on           | 59 |
|              | 60 |
|              | 61 |
|              | 61 |
|              | 62 |
|              | 63 |
| osit account | 63 |
| account      | 63 |
|              | 64 |
|              | 65 |
|              | 65 |
|              |    |
| Fund         | 65 |
|              | 66 |
|              |    |
| Fund         | 66 |
|              |    |
|              |    |
|              | 67 |
|              | 68 |
|              |    |

| <b>3.12.</b> Report. |                             | 68 |
|----------------------|-----------------------------|----|
| 3.12.1.              | SHG/ALF/CLF Formed          | 68 |
| 3.12.2.              | SHG/ALF/CLF Training Status | 68 |
| 3.12.3.              | CLC Application Status      | 68 |
| 3.12.4.              | Revolving Fund of SHG/ALF   | 68 |
| 3.13. Graphic        | cal Reports                 | 69 |
| 3.13.1.              | SHG/ALF/CLF Training Status | 69 |
| 3.13.2.              | CLC Application Status      | 69 |
| 3.13.3.              | Status of SHG's             | 69 |
| 3.13.4.              | Status of ALF's             | 69 |
| 3.13.5.              | Status of CLF's             | 69 |

### Social Mobilisation and Institution Development (SMID) Common Instruction for all users (NMMU, SMMU, CMMU):

If you forgot the password then you click on forgot password link on this screen.

| Home | Click on Forgot<br>Password   | Forgot Password   Activate User              |
|------|---|--|
| _NUL | M Login————   | TOMOTTANING ( ACTIVIC COST                   |
|      | User Name :  Password :  Captcha :  Enter the Captcha :  Logín  Username and Captcha an | 2 A 3 R K T ≈  Cancel re not case sensitive. |

After clicking on the "Forgot Password" link then this screen appears.

| Reset Password  |        |                                  |
|---|--------|----------------------------------|
| <u>Home</u>   |        |                                  |
| Enter User Name :<br>Enter OTP:<br>New Password:<br>Confirm password: | Ge     | enerate OTP                      |
| Save  | Cancel | Click on Generate OTP to Get OTP |

Enter the user name and click on the "Generate OTP" button then you will get OTP in your registered mobile now enter the OTP and enter the new password and confirm password,

Click on "Save" button then a message appears "Password Changed Successfully".

If the user credentials are entered five times wrongly then your account will be deactivated automatically.

If your account is deactivated then click on "Activate User" Link button on this screen to activate your account.

| Forgot Password   Activate Us |
|-------------------------------|
|                               |
| 2 A 3 R K T ≈                 |
| Cancel                        |
| re not case sensitive.        |
|                               |

After clicking on the "Activate User" link then this screen appears.

| Activate user through OTP- |  |
|----------------------------|--|
|                            | <u>Home</u>                                |
|                            | Enter User Name : Generate OTP  Enter OTP: |
|                            | Activate Cancel                            |

Enter the user name and click on the "Generate OTP" button then you will get OTP in your registered mobile now enter the OTP.

Click on "Activate" button then a message appears "User Activated Successfully".

### **NMMU USER**

### **NMMU** login

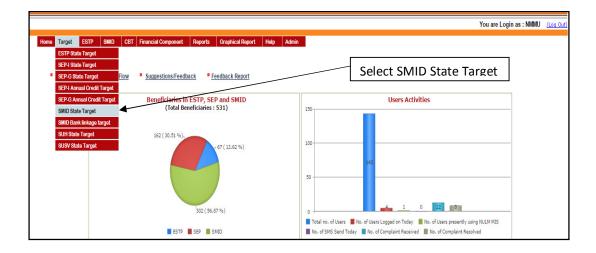
| Home                   | Forgot Password   Activate User |
|------------------------|---------------------------------|
| NULM Login—            |                                 |
|                        |                                 |
| User Name :            |                                 |
| Password:              |                                 |
| Captcha :              | 2 A 3 R K T ≈                   |
| Enter the Captcha:     |                                 |
| Login                  | Cancel                          |
| Username and Captcha a | re not case sensitive.          |
|                        |                                 |
| , <u> </u>             |                                 |
|                        |                                 |
|                        |                                 |

After entering the User name, password and the text press the login button to login. If all the user credentials are ok then this screen appears otherwise you will get the error message.

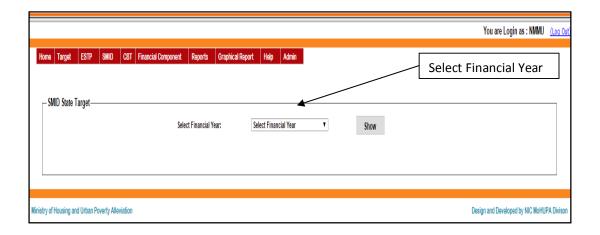


### **SMID State Target:**

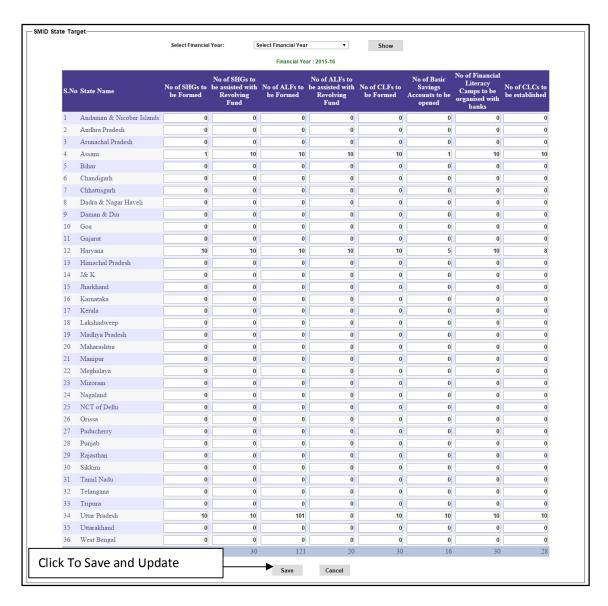
Target to the states on SMID component can be fixed by selecting "SMID State Target".



If you select this option then this screen appears.



Select the financial year then this screen appears.

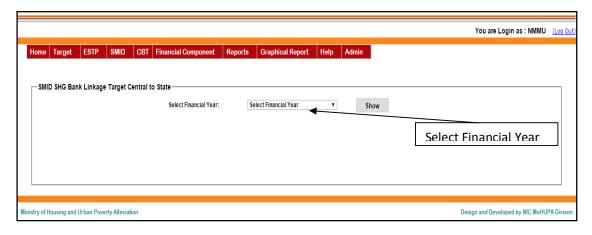


After entering the targets for the current financial year all the states, press the "Save" button to save the target.

If you click "Target" in the main menu then this menu appears.



**SMID Bank Linkage Target:** Target to the states on SMID Component (Bank Linkage) can be fixed by selecting "**SMID Bank Linkage Target**". If you select this option then this screen appears.

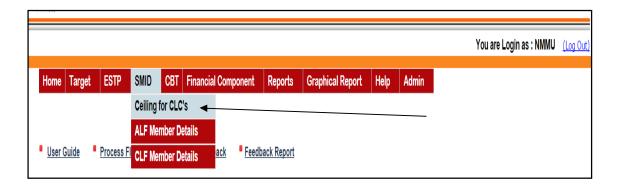


Select the financial year then this screen appears.

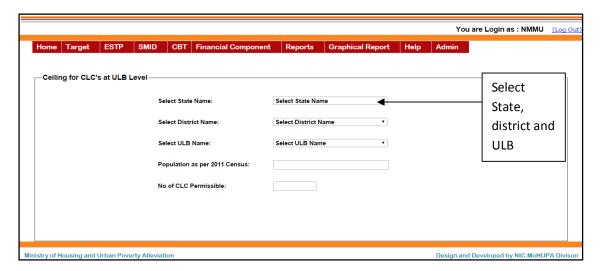


After entering the targets for the current financial year all the states, press the "Save" button to save and update the target.

If you click "SMID" in the main menu then this menu appears.



**Ceiling for CLC:** Ceiling of CLC's to the states at ULB Level on SMID Component can be fixed by selecting 'Ceiling of CLC's'. If you select this option then this screen appears.



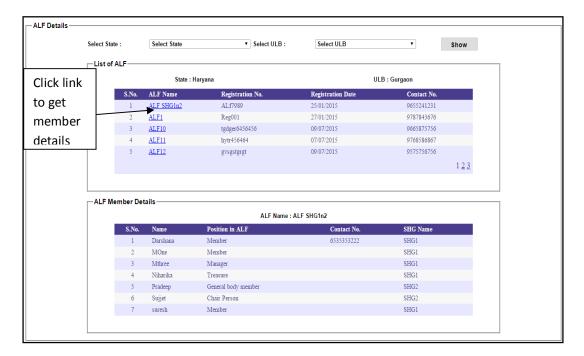
Select **State** and then select the **District** and **ULB**, after selecting ULB this screen appears.

| Sele  | ect State                                  |
|---|--|
|   | You are Login as : NMMU (Log Out)          |
| Home Target ESTP SMID CBT Financial Component Reports Graphical Report Help  Ceiling for CLC's at ULB Level  Select State Name:  Gurgaon  Population as per 2011 Census:  No of CLC Permissible:  6 | Enter details                              |
| Click to save record Save   |  |
| Ministry of Housing and Urban Poverty Alleviation   | Design and Developed by NIC MoHUPA Divison |

After entering the population as per as 2011 census and No. of CLC Permissible, press the "Save" button to save and update Ceiling of CLC's.

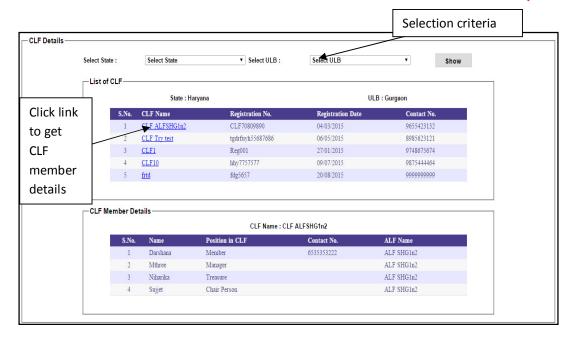
**ALF Member Details:** If you select **ALF Member Details** in the menu of **SMID** then this screen appears.

Select the "State" and "ULB" and then press the "Show" button to find the list of ALF created by the ULB. If you click on the ALF name link then you will get all the members details of that ALF.



**CLF Member Details:** If you select **CLF Member Details** in the menu of **SMID** then this screen appears.

Select the "State" and "ULB" and then press the "Show" button to find the list of CLF created by the ULB. If you click on the CLF name link then you will get all the details of the members in the CLF.

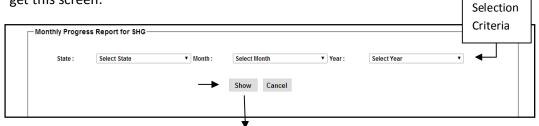


### **Reports:**

### **MPR SMID-SHG Report:**

This Report shows the monthly progress data for the formation and member details of Self help groups (SHGs), Area Level Federations (ALFs) and City Level Federations (CLFs).

On clicking the 'MPR SMID-SHG Report' option on the Reports section of the menu you will get this screen:



Select State, Month and Year for which the report is required and click '**Show**' button. You will get the following screen:



The first list in the above screen shows the monthly data for SHGs formed under NULM, member in SHGs and their caste bifurcation.

The second list shows the monthly data for ALFs formed under NULM and members in ALFs formed.

The third list shows the monthly data for CLFs formed under NULM and members in CLFs Formed.

You can Export this Report in the XL format for future reference by clicking on the export image as shown in the figure above.

### **MPR SMID-UFI Report:**

This report shows the monthly progress data for the Financial Inclusion (Financial literacy Camps organised, Beneficiaries linked with insurance etc), different stages of City Livelihood Centres (CLCs) proposals and Amount Disbursement details (for RO, SHGs, CLCs, ALFs, CLFs etc).

On clicking the 'MPR SMID-UFI Report' on the report section of the menu you will get this screen:

| Monthly Progress Report for Social Mobilisation and Institutional Development |                |  |  |  |  |  |  |  |
|---|----------------|--|--|--|--|--|--|--|
| Select State  | Select State ▼ |  |  |  |  |  |  |  |
| Select Month And Year   | Select Month ▼ |  |  |  |  |  |  |  |
| Click to see the report   | Show           |  |  |  |  |  |  |  |

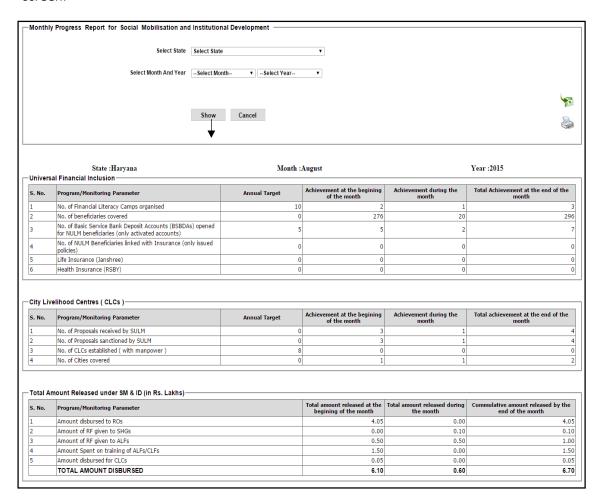
Select the State, Month and Year for which the report is required and click on the 'Show' button.

The screen below will be displayed on clicking show button.

Data for Financial Inclusion, CLCs and disbursement details will be displayed in different sections.

Report shows the data for Annual target, Achievements till the beginning of the month selected, Achievements during the month selected and their respective total.

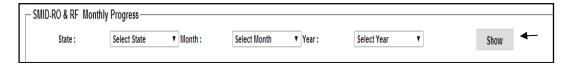
You can export the report to excel by clicking on the export image as shown in the below screen.



### MPR SMID-RO & RF Report:

This report shows the monthly progress data for Resource Organisations (ROs), Revolving Funds (RFs) and Training details of SHGs, ALFs & CLFs.

On clicking the 'SMID RO & RF Monthly Progress Report' link on the reports section of the menu you will get the following screen:

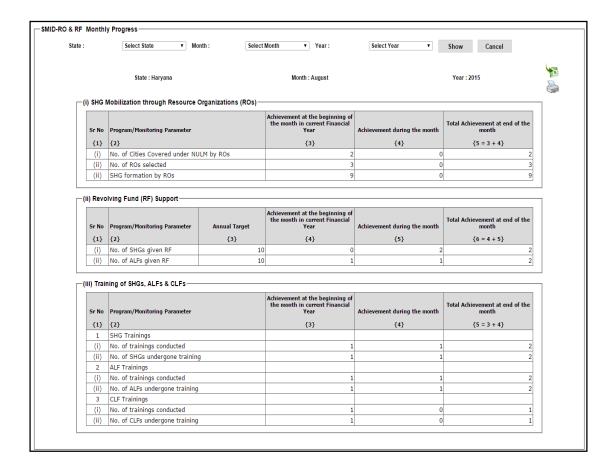


Select the State, Month and Year for which the report is required and click on the 'Show' button.

The report will be displayed as the screen below.

There are three different sections for the ROs, Revolving funds for SHGs & ALF's and training details for SHGs, ALFs, & CLFs.

You can export report by clicking on the export image as shown in figure.



**Financial year wise SMID Progress Report:** This report shows the data overall progress of SMID on the financial year basis.

On clicking the 'Financial year wise SMID Progress Report' link in the reports section of the menu you will get the following screen.

| — Social Mobilisation & Institution Development(SM&ID)— |  |             |  |
|---|--|-------------|--|
|   | Financial Year : Select financial Year   • | Show Cancel |  |
|   |  |             |  |

Select the financial year for which the report is required and click 'Show' button.

When you click the show button the screen below will be displayed.

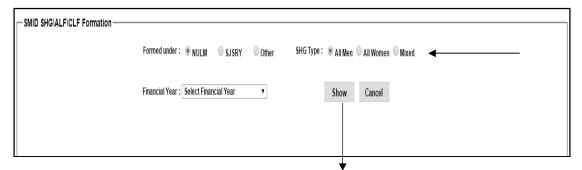
The screen will consist of the list of states with the "Target and Achievement" for SHGs, ALFs, CLFs, ROs and CLCs.

| Financial Year : 2015-16 |                               |   |       |  |                                      |                            |                                      |   |                              |  |   |
|--------------------------|-------------------------------|---|-------|--|--------------------------------------|----------------------------|--------------------------------------|---|------------------------------|--|---|
| S.No                     | State Name                    | No. of Sel<br>Help Grou<br>(SHGs)<br>formed |       | Area-<br>Federatio<br>form               |                                      | City-I<br>Federa<br>(CLFs) | ations                               | No. of Cities<br>covered under<br>NULM by ROs | Number<br>of ROs<br>Selected | No. of SHGs<br>for given RF<br>support | No. of CLC<br>establishe<br>(with<br>manpower |
|                          |                               | Target Ach                                  | vt.   | No. of<br>ALFs<br>formed &<br>registered | No. of<br>members<br>SHGs in<br>ALFs | No. of r<br>CLFs<br>formed | No. of<br>nembers<br>ALFs in<br>CLFs |   |                              | Target Achvt                           | Target Ach                                    |
| 1                        | Andaman &<br>Nicobar Islands  | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 2                        | Andhra                        | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 3                        | Pradesh<br>Arunachal          | 0   | 0 (   |  |                                      | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 4                        | Pradesh                       |   | =     |  |                                      |                            |                                      |   | 0                            |  |   |
| 5                        | Assam                         | 0   | 0 0   |  |                                      | 0                          | 0                                    | 0   | 0                            | 10 0                                   | 10  |
|                          |                               |   | =     |  |                                      | 0                          |                                      |   |                              | 0 0                                    | 0   |
| 6<br>7                   | Chandigarh                    | 0   | =     | 0  |                                      | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| •                        | Chhattisgarh<br>Dadra & Nagar | 0   | =     |  |                                      | 0                          | 0                                    |   |                              | 0 0                                    | 0   |
| 8                        | Haveli                        | 0   |       | 0  |                                      | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 9                        | Daman & Diu                   | 0   | 0 (   |  |                                      | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 10                       | Goa                           | 0   | =     | 0  |                                      | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 11                       | Gujarat                       | 0   | =     | 0  |                                      | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 12                       | Haryana                       | 10  | 19 50 | 8  | 34                                   | 2                          | 12                                   | 2   | 3                            | 10 3                                   | 8   |
| 13                       | Himachal<br>Pradesh           | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 14                       | J& K                          | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 15                       | Jharkhand                     | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 16                       | Karnataka                     | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 17                       | Kerala                        | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 18                       | Lakshadweep                   | 0   | 0     | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 19                       | Madhya<br>Pradesh             | 0   | 0     | 0  | 0                                    | 0                          | 0                                    | 0   | О                            | 0 0                                    | 0   |
| 20                       | Maharashtra                   | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 21                       | Manipur                       | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 22                       | Meghalaya                     | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 23                       | Mizoram                       | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 24                       | Nagaland                      | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 25                       | NCT of Delhi                  | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 26                       | Orissa                        | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 27                       | Puducherry                    | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 28                       | Punjab                        | 0   | 0     | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 29                       | Rajasthan                     | 0   | 3 30  | 1  | 10                                   | 1                          | 10                                   | 1   | 2                            | 0 1                                    | 0   |
| 30                       | Sikkim                        | 0   | 0     | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 31                       | Tamil Nadu                    | 0   | 0     | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 32                       | Telangana                     | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 1   | 1                            | 0 0                                    | 0   |
| 33                       | Tripura                       | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 34                       | Uttar Pradesh                 | 10  | 7 5:  | 0  | 0                                    | 0                          | 0                                    | 5   | 3                            | 10 0                                   | 10  |
| 35                       | Uttarakhand                   | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
| 36                       | West Bengal                   | 0   | 0 (   | 0  | 0                                    | 0                          | 0                                    | 0   | 0                            | 0 0                                    | 0   |
|                          | ALL INDIA                     | 21  | 29 13 | 9  | 44                                   | 3                          | 22                                   | 9   | 9                            | 30 4                                   | 28  |

### SMID ALF/CLF/SHG Formed:

This report shows the data for of ALFs, CLFs and SHGs formed in a particular financial year, Formed under and SHG Type.

On clicking the 'SMID ALF/CLF/SHG Formed' link on the reports section of the menu you will get the following screen:

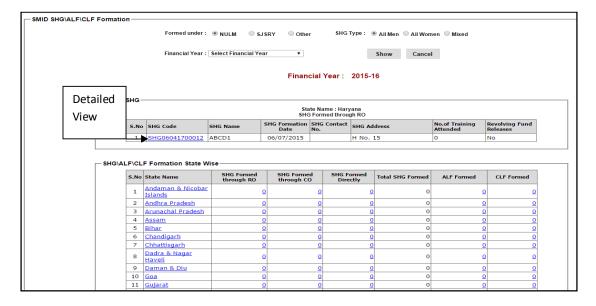


Select the financial year for which the report is required and click 'Show' button.

The screen below will be displayed with the list of States with the corresponding number of SHGs, ALFs, CLFs formed in financial year.

In order to see the detailed list of any of the three, click on their respective counts/data and the detailed list will be displayed above the state list.

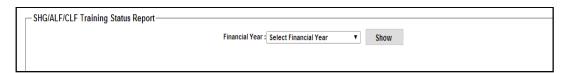
| S.No | State Name                         | SHG Formed<br>through RO | SHG Formed<br>through CO | SHG Formed<br>Directly | Total SHG Formed | ALF Formed    | CLF Formed |
|------|------------------------------------|--------------------------|--------------------------|------------------------|------------------|---------------|------------|
| 1    | Andaman & Nicobar<br>Islands       | <u>0</u>                 | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 2    | Andhra Pradesh                     | 0                        | 0                        | 0                      | 0                | <u>0</u>      |            |
| 3    | Arunachal Prades                   | _                        |                          | 0                      |                  | 0             |            |
| 4    | <u>Assam</u>                       | Click on the             | 0                        | <u>_</u><br>_0         |                  | <u>0</u>      |            |
| 5    | <u>Bihar</u>                       | number to                | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 6    | Chandigarh                         |                          | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 7    | <u>Chhattisgarh</u>                | get details              | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 8    | <u>Dadra &amp; Nagar</u><br>Haveli | <u>0</u>                 | 0                        | 0                      | 0                | <u>0</u>      |            |
| 9    | Daman & Diu                        | 0                        | 0                        | 0                      | 0                | <u>0</u>      |            |
| 10   | Goa                                | 0                        | 0                        | <u>_</u><br>0          |                  | 0             |            |
| 11   | Gujarat                            | 0                        | <u></u>                  | <u>_</u><br>0          |                  | 0             |            |
|      | Haryana                            | 1                        |                          |                        |                  | <u>-</u><br>8 |            |
|      | Himachal Pradesh                   | 0                        | <u>0</u>                 | <u>_</u><br>0          | 0                | 0             |            |
| 14   | J& K                               | 0                        | 0                        | <u>0</u>               | 0                | 0             |            |
| 15   | Jharkhand                          | 0                        | 0                        | 0                      | 0                | 0             |            |
| 16   | <u>Karnataka</u>                   | 0                        | 0                        | 0                      | 0                | <u>0</u>      |            |
| 17   | <u>Kerala</u>                      | 0                        | 0                        | 0                      | 0                | <u>0</u>      |            |
| 18   | Lakshadweep                        | 0                        | 0                        | 0                      | 0                | <u>0</u>      |            |
| 19   | Madhya Pradesh                     | 0                        | 0                        | 0                      | 0                | <u>0</u>      |            |
| 20   | Maharashtra                        | <u>0</u>                 | 0                        | 0                      | 0                | <u>0</u>      |            |
| 21   | Manipur                            | <u>0</u>                 | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 22   | Meghalaya                          | <u>0</u>                 | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 23   | Mizoram                            | <u>0</u>                 | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 24   | Nagaland                           | <u>0</u>                 | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 25   | NCT of Delhi                       | <u>0</u>                 | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 26   | <u>Orissa</u>                      | 0                        | <u>0</u>                 | 0                      | 0                | 0             |            |
| 27   | Puducherry                         | 0                        | <u>0</u>                 | 0                      | 0                | 0             |            |
| 28   | <u>Punjab</u>                      | 0                        | <u>0</u>                 | 0                      | 0                | 0             |            |
| 29   | <u>Rajasthan</u>                   | 1                        | <u>0</u>                 | 0                      | 1                | 1             |            |
| 30   | <u>Sikkim</u>                      | <u>0</u>                 | <u>0</u>                 | <u>0</u>               | 0                | <u>0</u>      |            |
| 31   | <u>Tamil Nadu</u>                  | <u>0</u>                 | <u>0</u>                 | <u>0</u>               | 0                | <u>0</u>      |            |
| 32   | <u>Telangana</u>                   | <u>0</u>                 | <u>0</u>                 | <u>0</u>               | 0                | <u>0</u>      |            |
| 33   | <u>Tripura</u>                     | <u>0</u>                 | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 34   | <u>Uttar Pradesh</u>               | <u>0</u>                 | <u>0</u>                 | <u>3</u>               | 3                | <u>0</u>      |            |
| 35   | <u>Uttarakhand</u>                 | <u>0</u>                 | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
| 36   | <u>West Bengal</u>                 | <u>0</u>                 | <u>0</u>                 | 0                      | 0                | <u>0</u>      |            |
|      | Total                              | 2                        | 2                        | 3                      | 7                | 9             |            |



### **SHG/ALF/CLF Training Status:**

This report shows the data for the status of trainings for SHGs, ALFs and CLFs.

On clicking the 'SHG/ALF/CLF Training Status' link in the reports section of the menu you will get the following screen.

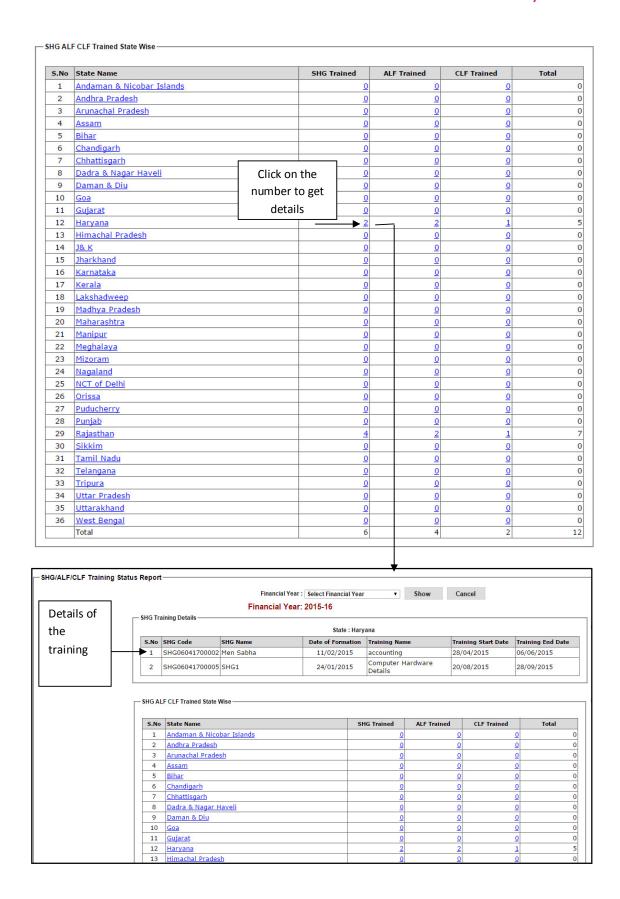


Select the financial year for which the report is required and click 'Show' button.

When you click the show button the screen below will be displayed.

The screen will consist of the list of states with the number of training programmes conducted for SHGs, ALFs, and CLFs.

In order to see the details of the training, click on the corresponding data/Number. The output will be displayed above the state list.



### **Revolving Fund of SHG/ALF:**

This report shows the Status of applications received on Revolving Fund State wise for SHGs and ALFs.

On clicking the 'Revolving Fund of SHG/ALF' link on the report section of the menu; you will get the following screen:

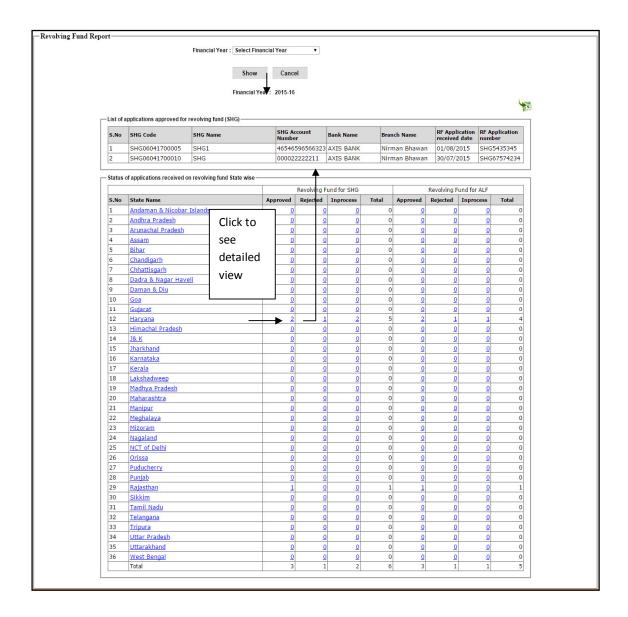


Select the financial year for which the report is required and click 'Show' button.

You will get the below screen with list of states and their respective number of applications received for revolving funds. It shows all the stages (In process, Rejected, completed etc).

In order to see the detailed view of the applications click on the respective count.

The list will be displayed with the details of application above the states list as shown in the figure below.



### **CLC Application Status:**

This report shows the data for CLC applications in different stages of the process.

On clicking the 'CLC Application Status' link on the reports section of the menu you will get the below screen:



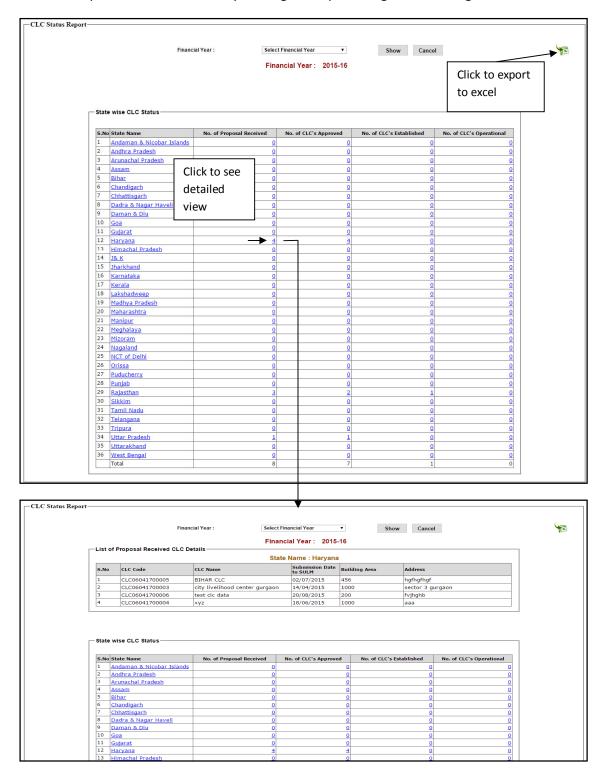
Select the financial year for which the report is required and click the 'Show' button.

You will get the list of states with respective applications received on different stages of the process.

**User Manual** 

In order to see the details of the CLC application click on the count and the details will be displayed above the list of states.

You can Export the Lists to excel by clicking the export image shown in figure below.



### **Graphical Reports:**

### **SHG/ALF/CLF Training Status:**

This report gives the graphical representation of the data for training of SHGs, ALFs and CLFs.

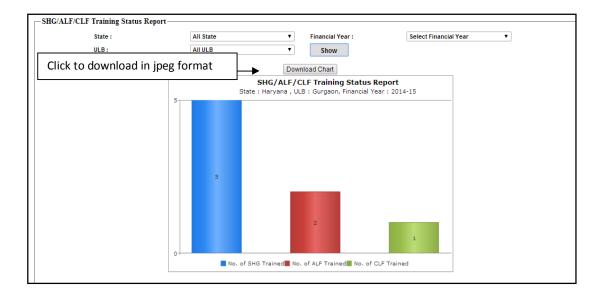
On clicking the 'SHG/ALF/CLF Training Status' link of the Graphical Reports section in the menu you will get the screen below:



Select the State, ULB and Financial Year for which the report is required and click 'Show' button.

The screen below will be displayed with a chart representing data. The data in the chart are self explanatory.

You can download the chart in the form of a picture(.jpg) by clicking the '**Download Chart**' button shown in the figure.



### **CLC Application Status:**

This report gives the graphical representation of the data for the CLC applications in different stages of the process.

On clicking the 'CLC Application Status' link of the Graphical Reports section on the menu, the screen below will be displayed:

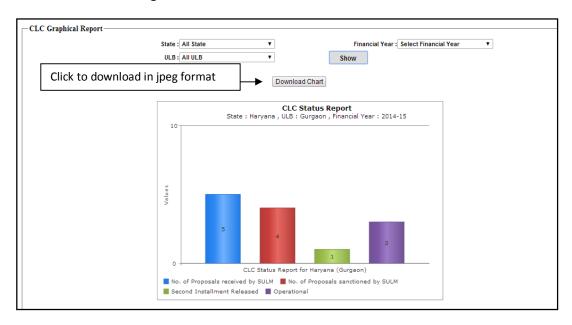
| State : All State | ▼ | Financial Year : Select Financial Year ▼ |  |
|-------------------|---|--|--|
| ULB: All ULB      |   | Show                                     |  |
| OLD . All OLD     |   | Silow                                    |  |
|                   |   |  |  |

Select the State, ULB and Financial year for which the report is required and click the 'Show' button.

**User Manual** 

The following screen will be displayed with the chart for CLC applications which are in different stages.

You can download the chart in the form of a picture (.jpg) by clicking the '**Download Chart'** button shown in the figure.



### Status of SHG's:

This report gives the graphical representation of the data for the SHG's applications in different stages of the process.

On clicking the 'Status of SHG's' link of the Graphical Reports section on the menu, the screen below will be displayed:

| Status | s of SHG's Report |             |                    |                             |  |
|--------|-------------------|-------------|--------------------|-----------------------------|--|
|        | Select State      | All State v | Select Financial Y | ear Select Financial Year 🔻 |  |
|        | Select ULB [      | All ULB •   | Show               |                             |  |
|        |                   |             |                    |                             |  |

Select the State, ULB and Financial year for which the report is required and click the 'Show' button.

The following screen will be displayed with the chart for SHG's which are in different stages.

You can download the chart in the form of a picture (.jpg) by clicking the '**Download Chart'** button shown in the figure.



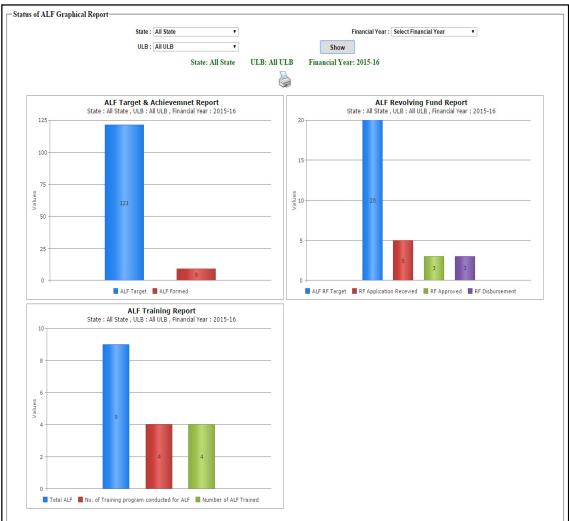
**Status of ALF's:** This report gives the graphical representation of the data for the ALF's Formation, Revolving Fund and Training of ALF's in different stages of the process.

On clicking the 'Status of ALF's' link of the Graphical Reports section on the menu, the screen below will be displayed:

| —Status of ALF Graphical Report— |             |  |
|----------------------------------|-------------|--|
| State :                          | All State v | Financial Year : Select Financial Year |
| ULB:                             | All ULB •   | Show                                   |
|                                  |             |  |
|                                  |             |  |
|                                  |             |  |

Select the State, ULB and Financial year for which the report is required and click the 'Show' button.

The following screen will be displayed with the chart for ALF's which are in different stages. You can download the chart in the form of a picture (.jpg) by clicking the '**Download Chart'** button shown in the figure.



**Status of CLF's:** This report gives the graphical representation of the data for the CLF's Formation and Training of CLF's in different stages of the process.

On clicking the 'Status of CLF's' link of the Graphical Reports section on the menu, the screen below will be displayed:

| Status of CLF's Report |                 |   |  |
|------------------------|-----------------|---|--|
| Select St              | ate All State ▼ | Select Financial Year Select Financial Year ▼ |  |
| Select U               | ILB All ULB     | Show  |  |
|                        |                 |   |  |

Select the State, ULB and Financial year for which the report is required and click the 'Show' button.

The following screen will be displayed with the chart for CLF's which are in different stages. You can download the chart in the form of a picture (.jpg) by clicking the '**Download Chart'** button shown in the figure.

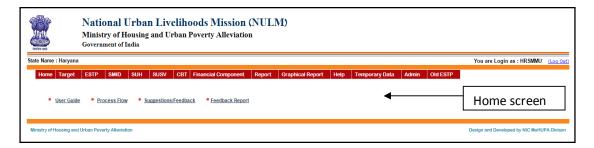


### **SMMU USER**

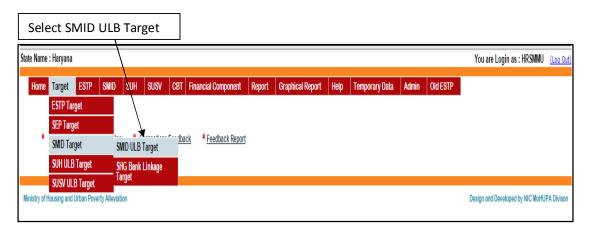
### **SMMU login**



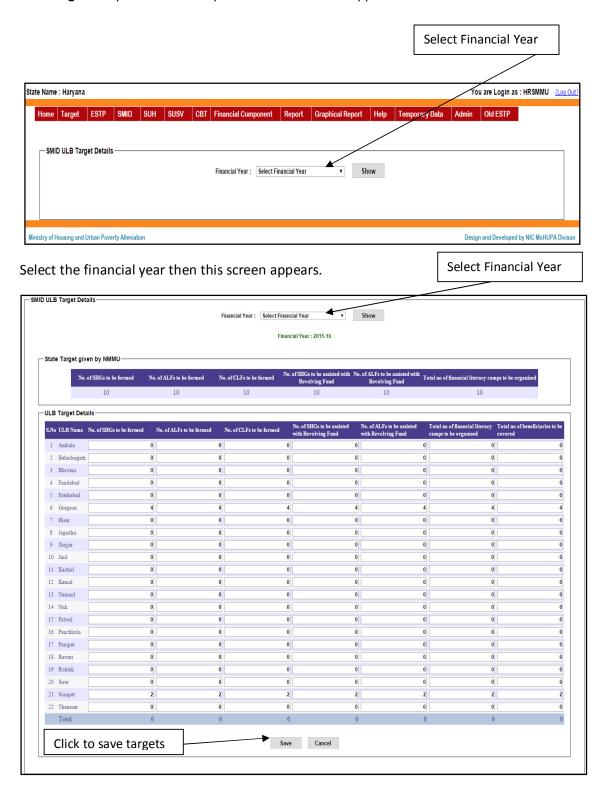
After entering the User name, password and the text press the login button to login. If all the user credentials are ok then this screen appears otherwise you will get the error message.



Target: To Set the Target Go to the menu (Target). The menu will appear like:-

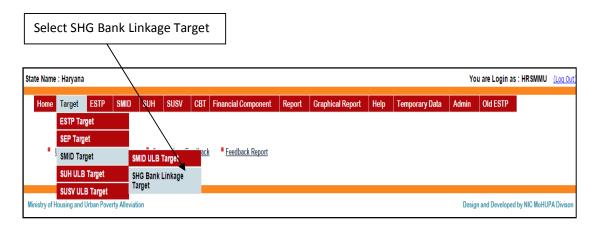


**SMID ULB Target**: Target to the ULBs on SMID component can be fixed by selecting "**SMID ULB Target**". If you select this option then this screen appears.

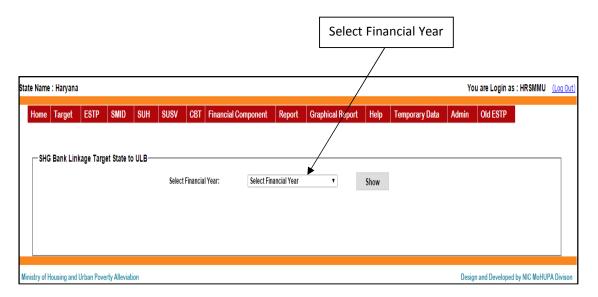


After entering the targets for the selected financial year of all the ULBs, press the "Save" button to save the target.

**SHG Bank Linkage Target**: To Set Target for SHG Bank linkage goes to the menu (Target). Then this screen appears.



Target to the ULBs on SMID component (Bank Linkage) can be fixed by selecting "SHG Bank Linkage Target". If you select this option then this screen appears.



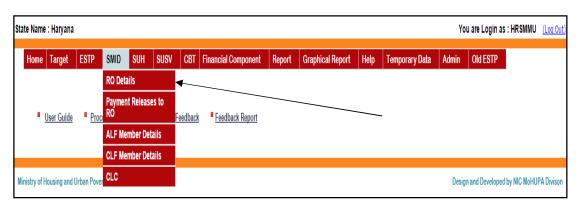
Select the financial year then this screen appears.



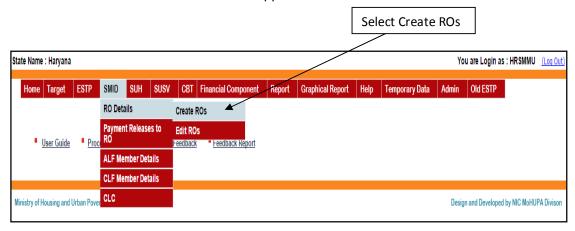
**User Manual** 

After entering the targets for the selected financial year of all the ULBs, press the "Save" button to save the target.

**RO Details:** If you select **SMID** in the Main menu then this screen appears.



**Create ROs:** If you select **RO Details** in the Sub menu of **SMID** then two Sub menus are **Create ROs** and **Edit ROs** and this screen appears.



If you select **Create ROs** in the sub menu of **RO Details** then this screen appears.

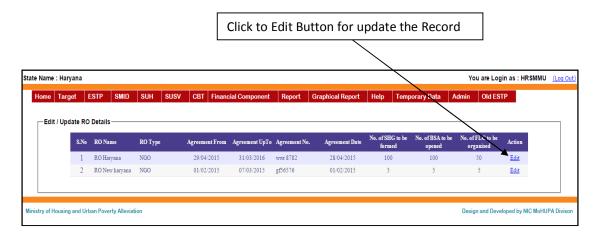
| State Na | nme : Haryana  |           |               |           |            |  |                           |            |       |                                    |                                 |         |                    | Yo    | u are Login as : HRSMMU     | (Log Out    |
|----------|----------------|-----------|---------------|-----------|------------|--|---------------------------|------------|-------|------------------------------------|---------------------------------|---------|--------------------|-------|-----------------------------|-------------|
| Hon      | ne Target      | ESTP      | SMID          | SUH       | susv       | CBT                                      | Financial Compone         | ent Rep    | ort   | Graphical Re                       | eport                           | Help    | Temporary Data     | Admin | Old ESTP                    |             |
| Γ,       | Add Resource   | e Organis | ation(ROs     | ) Details |            |  |                           |            |       |                                    |                                 |         |                    |       |                             |             |
|          |                | RO Nam    | e:            |           |            |  |                           | ]          | Тур   | e of RO:                           |                                 |         | Select RO Type     |       | •                           |             |
|          |                | Contact   | Person:       |           |            |  |                           |            | Con   | ntact No. :                        |                                 |         |                    |       |                             |             |
|          |                | Address   | :             |           |            |  |                           |            | RO    | Account No. :                      |                                 |         |                    |       |                             |             |
|          |                |           |               |           |            |  |                           |            | Ban   | nk Name :                          |                                 |         | Select Bank Name   |       | •                           |             |
|          |                |           |               |           |            |  |                           |            | Brai  | nch Name :                         |                                 |         | Select Branch Name | CI    | ick checkbox                |             |
|          |                | Agreeme   | ent Duration  | :         | Fron       | 1:                                       | To:                       |            | Agre  | eement No. :                       |                                 |         |                    | to    | select ULB                  |             |
|          |                | Payment   | t per SHG :   |           | ₹          |  |                           |            |       | of Financial Litera<br>organised : | acy Camps                       | s to    |                    |       |                             | $\exists$   |
|          |                | No. of Sh | lG to be forn | ned:      |            |  |                           |            |       | of Basic Savings<br>ned :          | Account to                      | be      |                    |       |                             |             |
|          |                | Total Am  | ount:         |           | ₹          |  |                           |            | Date  | e of signature of a                | agreement                       | :       | 1111               |       |                             |             |
|          |                | Select U  | LB:           |           | □ B<br>□ B | mbala<br>ahadurgai<br>hiwani<br>aridabad | Fatehabad Janh Gurgaon Jh | ajjar 🗆 Ka | arnal |                                    | Panipat C<br>Rewari C<br>Rohtak | Sonipat |                    |       |                             |             |
|          |                | Upload A  | aggrement :   |           |            |  | o file chosen             |            |       |                                    |                                 | _       | Click to           | Save  | Records                     |             |
|          |                | Note : M  | lobile No/C   | ontact No | should no  | t start wi                               | th Zero.                  | Save       | •     | Cancel                             |                                 |         |                    |       |                             |             |
| L        | Uplo           | ad P      | DF fil        | e for     | agre       | eme                                      | ent                       | Juve       |       | Cullon                             |                                 |         |                    |       |                             |             |
| Ministry | of Housing and | Urban Pov | erty Allevial | tion      |            |  |                           |            |       |                                    |                                 |         |                    | Desig | n and Developed by NIC MoHU | JPA Divison |

Enter all the information's about the Resource Organisation and select the ULBs on which the Resource Organisation is empanelled.

Enter the user name and password for the Resource Organisation. After entering all details press the "Save" button to save and create the user credentials for the Resource Organisation. This user credentials has to be communicated to the Resource Organisation.

**User Manual** 

**Edit ROs**: By selecting this option you can modify the details you have entered for the Resource Organisation. If you select **Edit ROs** in the sub menu of **RO Details** then this screen appears.

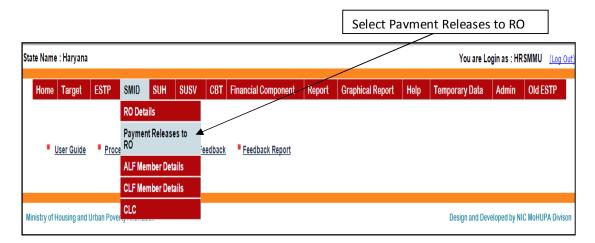


For the modifications please select the "**Edit**" button. If you select the Edit button then this screen appears.

| State Name : Haryana |  |           |                         |                   |             |             |  |              |                | You are Login as : HR | SMMU (Log Out) |
|----------------------|--|-----------|-------------------------|-------------------|-------------|-------------|--|--------------|----------------|-----------------------|----------------|
| Home Target          | ESTP SMID  | SUH       | SUSV CB                 | T Financial C     | omponent    | Report      | Graphical Repor                              | t Help       | Temporary Data | Admin Old ESTP        |                |
|                      |  |           |                         |                   |             |             |  |              |                |                       |                |
| Add Resource         | Organisation(ROs)                                      | Details — |                         |                   |             |             |  |              |                |                       |                |
|                      | RO Name :  |           | RO Haryana              | ı                 |             | 1           | ype of RO:                                   |              | NGO            | ▼                     |                |
|                      | Contact Person :                                       |           | Nitin singh             |                   |             | (           | Contact No. :                                |              | 444444444      |                       |                |
|                      | Address:   |           | gurgaon Hai             | ryana             |             | F           | O Account No. :                              |              | 1246766499     |                       |                |
|                      |  |           |                         |                   |             |             | lank Name :                                  |              | AXIS BANK      | ▼.                    |                |
|                      |  |           |                         |                   |             | E           | Iranch Name :                                |              | Nirman Bhawan  | ¥                     |                |
|                      |  |           | From:                   | To                | ):          | _           |  |              |                |                       |                |
|                      | Agreement Duration :                                   |           | 29/04/2015              | 31                | /03/2016    |             | greement No. :                               |              | wwr 8782       |                       |                |
|                      | Payment per SHG:                                       |           | ₹                       |                   | 5000        |             | lo. of Financial Literacy (<br>e organised : | Camps to     |                | 50                    |                |
|                      | No. of SHG to be forme                                 | ed:       |                         |                   | 100         |             | lo.of Basic Savings Acc<br>pened :           | ount to be   |                | 100                   |                |
|                      | Total Amount :   |           | ₹                       |                   | 500000      | I           | ate of signature of agre                     | ement:       | 28/04/2015     | Ш                     |                |
|                      | Select ULB :   |           | Ambala                  | Fatehab           | ad 🗆 Jagadh | ri 🗆 Kaitha | I Nuh Par                                    | ipat 🗆 Sirsa |                |                       |                |
|                      |  |           |                         | rgarh 🗹 Gurgaon   | -           |             |  | vari Sonip   |                |                       |                |
|                      |  |           | ☐ Bhiwani<br>☑ Faridaba | - 111041          | Jind        | □ Narna     | ul 🗆 Panchkula 🗖 Rob                         | itak 🗆 Thane | esar           |                       |                |
|                      | Upload Aggrement :                                     |           |                         | No file chosen    |             |             |  |              |                |                       |                |
|                      | o producting ground in                                 |           | Downgoad                | 110 1110 01100011 |             |             |  |              |                |                       |                |
|                      | Note: Mobile No/Contact No should not start with Zero. |           |                         |                   |             |             |  |              |                |                       |                |
|                      |  |           |                         |                   |             | Sauce -     | Cancel                                       |              |                |                       |                |
|                      |  |           | /                       |                   |             | Save -      | Cancer                                       |              |                |                       |                |
| Click Dov            | vnload Lin   | k But     | ton to                  | Downlo            | oad A       | greer       | nent   | Click        | to save fo     | r update the re       | cord           |

After making modifications press the "Save" button to save your changes. If you don't want to save the modifications press the "Cancel" button.

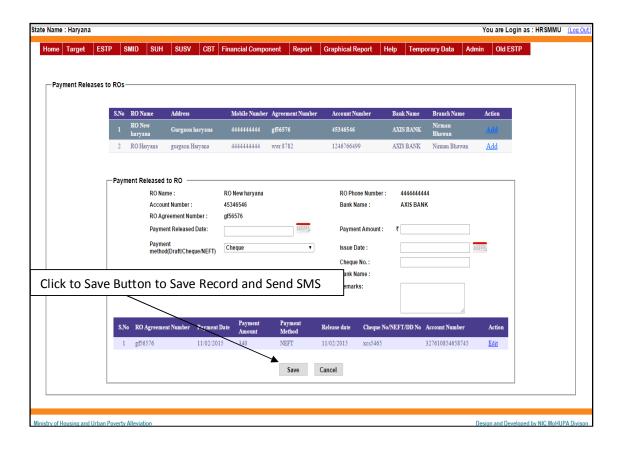
If you select **SMID** in the Main menu then this screen appears.



**Payment Releases to RO:** If you select **Payment Releases to RO** in the menu of **SMID** then this screen appears



To add the payment releases to Resource Organisation please select the "Add" button. If you select the "Add" button then this screen appears.

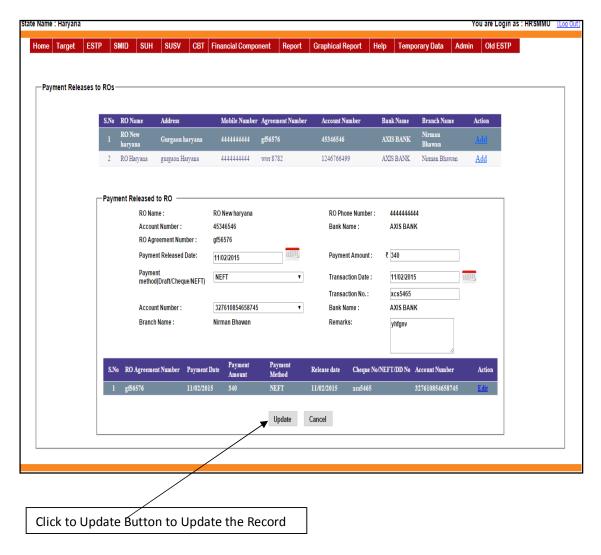


**User Manual** 

After entering all details of payment released to RO press the "Save" button to save the all details. If you don't want to save the all details press the "Cancel" button.

### SMS: SMS is sent to RO Like this "Payment of Rs. 15000 has been sent to your account"

Payment Releases to Resource Organisation can be done more than one. Releases of Resource Organisation are shown in bottom of the page if exist .To update the releases please select the "Edit" button then this screen will appears.

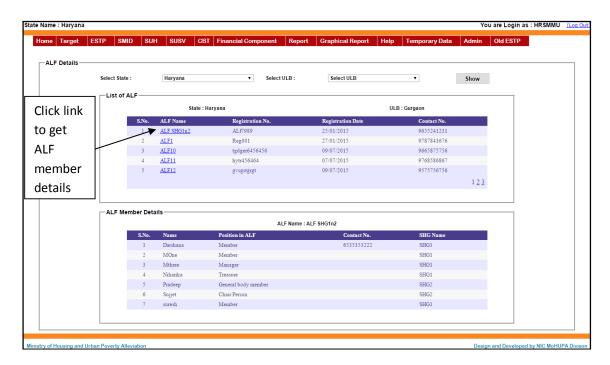


**User Manual** 

After making modifications press the "**Update**" button to update your changes. If you don't want to update the modifications press the "**Cancel**" button.

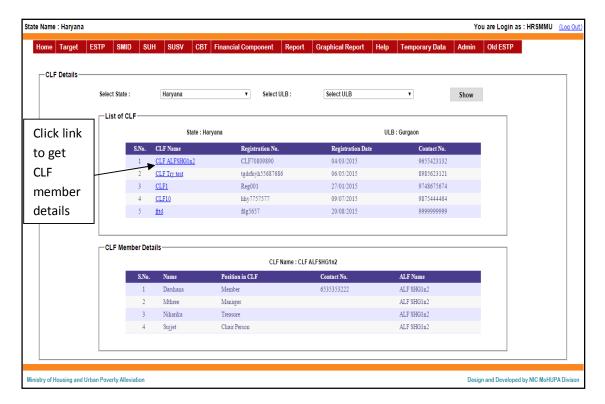
**ALF Member Details:** If you select **ALF Member Details** in the menu of **SMID** then this screen appears.

Select the "State" and "ULB" and then press the "Show" button to find the list of ALF created by the ULB. If you click the ALF name link then get all the details of their members.

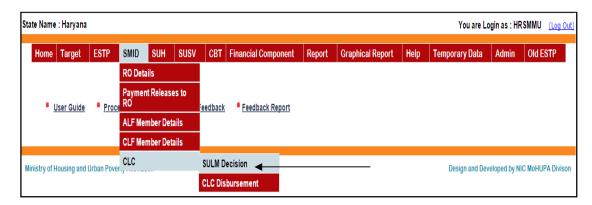


**CLF Member Details:** If you select **CLF Member Details** in the menu of **SMID** then this screen appears.

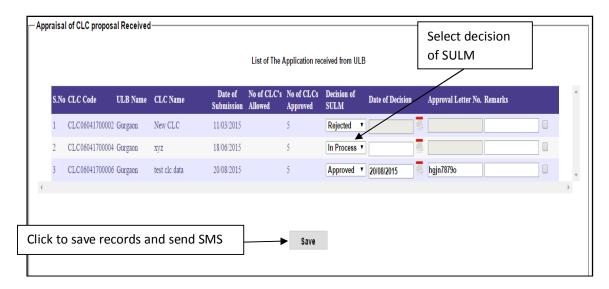
Select the "State" and "ULB" and then press the "Show" button to find the list of CLF created by the ULB. If you click on the CLF name link then you will get all the details of the members in the CLF.



**CLC:** If you select **CLC** in the menu of **SMID** then this screen appears.



**SULM Decision:** If you select **SULM Decision** in the submenu of **CLC** then this screen appears.

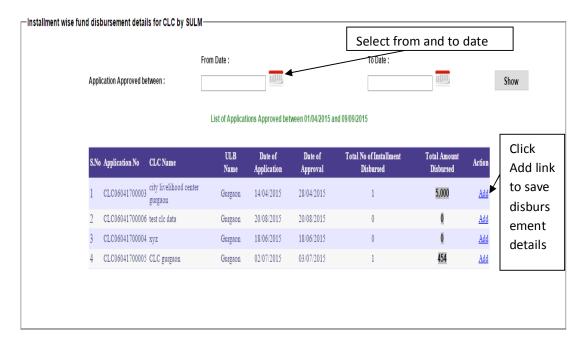


Enter all the details of appraisal of CLC proposal received according to the decision of the SULM like approved, rejected, and in process. After that check the checkbox which you want to save and press the "Save" button to save the details.

<u>SMS</u>: SMS is sent to CLC when the CLC proposal is approved and message like this. "Your CLC application is approved by SULM, Please contact your ULB"

#### **CLC Disbursement:**

If you select **CLC Disbursement** in the submenu of **CLC** then this screen appears.



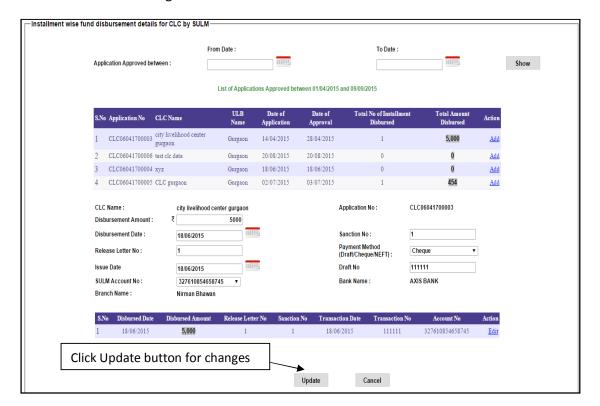
Enter Application approved from date and to date and click the "Show" button to fetch the record in list view. If you click the "Add" link then this screen appear for saving the record.



Enter all the details of disbursement of CLC and press the "Save" button to save the details.

<u>SMS</u>: SMS is sent to CLC when Instalments are released to CLC. For first instalment message, "First instalment is released to your CLC by SMMU".

For modification click the "Edit" link and make the changes. After that press the "Update" button to save the changes.



## Report:

## SHG/ALF/CLF Formed:

This report works same as in NMMU Login except that the SMMU can only view data for its own state.

### **SHG/ALF/CLF Training Status:**

This report works same as in NMMU Login except that the SMMU can only view data for its own State.

### **CLC Application Status:**

This report works same as in NMMU Login except that the SMMU can only view data for its own state.

## **Revolving Fund of SHG/ALF:**

This report works same as in NMMU Login except that the SMMU can only view data for its own state.

# **Graphical Reports:**

## **SHG/ALF/CLF Training Status:**

This report works same as in NMMU Login except that the SMMU can only view data for its own State.

## **CLC Application Status:**

This report works same as in NMMU Login except that the SMMU can only view data for its own state.

#### Status of SHG's:

This report works same as in NMMU Login except that the SMMU can only view data for its own state.

### Status of ALF's:

This report works same as in NMMU Login except that the SMMU can only view data for its own state.

### Status of CLF's:

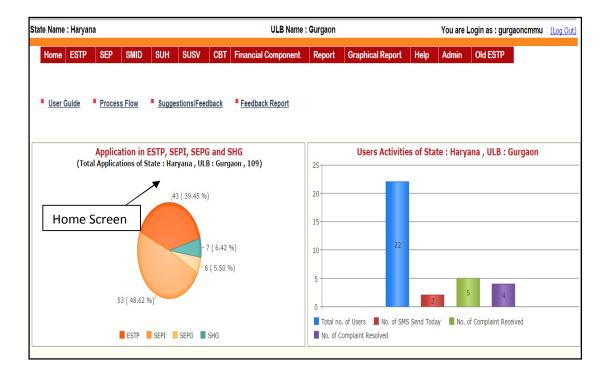
This report works same as in NMMU Login except that the SMMU can only view data for its own state.

# **CMMU USER**

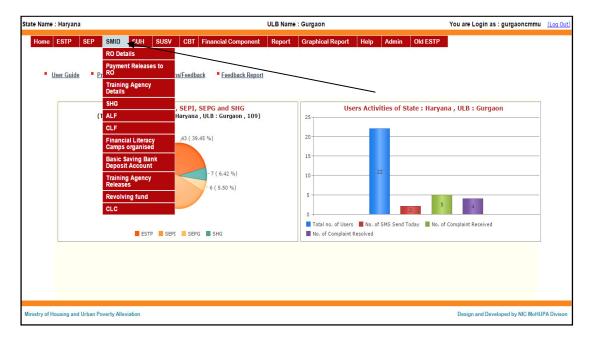
## **ULB** login



After entering the User name, password and the text press the login button to login. If all the user credentials are ok then this screen appears otherwise you will get the error message.



If you select SMID in the Main menu then this screen appears.



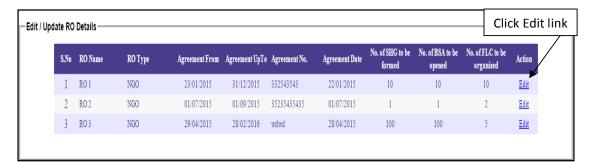
## **RO Details (Resource Organisation details):**

**Create ROs:** RO can be created by the state level as well as ULB level also, same as the SMMU login. If user selects **Create ROs** in the sub menu of **RO Details** then this screen appears.

| —Add Resource Organisation(ROs) Details |                             |      |   |                    |            |
|---|-----------------------------|------|---|--------------------|------------|
| RO Name :                               |                             |      | Type of RO:                                       | Select RO Type     | ▼          |
| Contact Person :                        |                             |      | Contact No. :                                     |                    |            |
| Address:                                |                             |      | RO Account No. :                                  |                    |            |
|   |                             |      | Bank Name :                                       | Select Bank Name   | 7          |
|   |                             | 4    | Branch Name :                                     | Select Branch Name | Enter data |
|   | From: To:                   |      |   | +                  |            |
| Agreement Duration :                    |                             |      | Agreement No. :                                   |                    |            |
| Payment per SHG:                        | ₹                           |      | No. of Financial Literacy Camps to be organised : |                    |            |
| No. of SHG to be formed :               |                             |      | No.of Basic Savings Account to be opened:         |                    |            |
| Total Amount :                          | ₹                           | [    | Date of signature of agreement :                  |                    |            |
| Select ULB :                            | <b></b> Gurgaon             |      |   |                    |            |
| Upload Aggrement :                      | Choose file No file chosen  | _    |   |                    |            |
| Note : Mobile No/Contact No             | should not start with Zero. | -    | Upload PDF file fo                                | r agreement        |            |
|   |                             | Save | Cancel  |                    |            |

Enter all the mandatory details of ROs like Name, Type of RO, account number, enter the agreement details, upload PDF file of agreement also and after that press the "Save" button to save the details.

**Edit ROs:** If you want to edit any field on the ROs Details then select the Edit ROs option. If you select the "**Edit ROs**" then this screen appears.



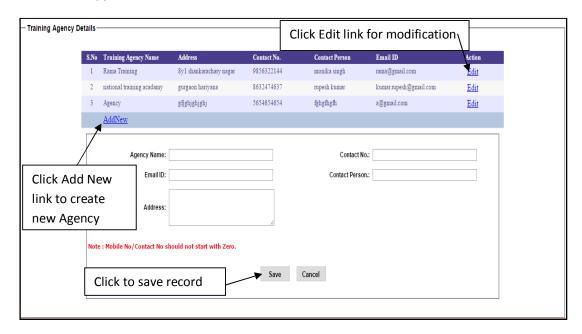
List of created ROs will be displayed and click the "Edit" link which user want to modify the details of ROs. If you select Edit then this screen appears.

| —Add Resource  | Organisation(ROs) Details—      |                          |            |      |                                   |                      |                         |   |
|----------------|---------------------------------|--------------------------|------------|------|-----------------------------------|----------------------|-------------------------|---|
| 7144 110004100 | • , ,                           |                          |            |      |                                   |                      |                         |   |
|                | RO Name :                       | RO 1                     |            |      | Type of RO:                       |                      | NGO ▼                   |   |
|                | Contact Person :                | pradip                   |            |      | Contact No.:                      |                      | 2342343242              |   |
|                | Address:                        | sdfsdfsdf                |            |      | RO Account N                      | 0.:                  | 4234234234234           |   |
|                |                                 |                          |            |      | Bank Name :                       |                      | AXIS BANK •             |   |
|                |                                 |                          |            |      | Branch Name                       | :                    | Nirman Bhawan ▼         |   |
|                |                                 | From:                    | To:        |      |                                   |                      |                         |   |
|                | Agreement Duration :            | 23/01/2015               | 31/12/2015 |      | Agreement No                      | k.:                  | 332543543               |   |
|                | Payment per SHG:                | ₹                        | 10000      |      | No. of Financia<br>be organised : | Il Literacy Camps to | 10                      |   |
|                | No. of SHG to be formed :       |                          | 10         |      | No.of Basic Sa<br>opened :        | ivings Account to be | 10                      |   |
|                | Total Amount :                  | ₹                        | 100000     |      | Date of signatu                   | ure of agreement :   | 22/01/2015              |   |
|                | Select ULB :                    | <b></b> Gurgaon          |            |      |                                   |                      |                         |   |
|                | Upload Aggrement :              | Choose file No file ch   | osen       |      |                                   |                      |                         | 1 |
|                |                                 | Download                 |            |      |                                   | Click save           | e button to save record |   |
|                | Note : Mobile No/Contact No sho | ould not start with Zero |            |      |                                   |                      |                         | J |
| Click d        | ownload link to                 |                          |            | Save | Cancel                            |                      |                         |   |
| downl          | oad saved PDF f                 | ile                      |            |      | J                                 |                      |                         |   |

After making the changes, press the "Save" button to save your changes.

**Payment Releases to RO:** "Payment Releases to RO" works same as in SMMU Login except that the ULB can only view and Release its own created RO's.

<u>Training Agency Details</u>: If you select <u>Training Agency Details</u> in the sub menu of <u>SMID</u> then this screen appears.

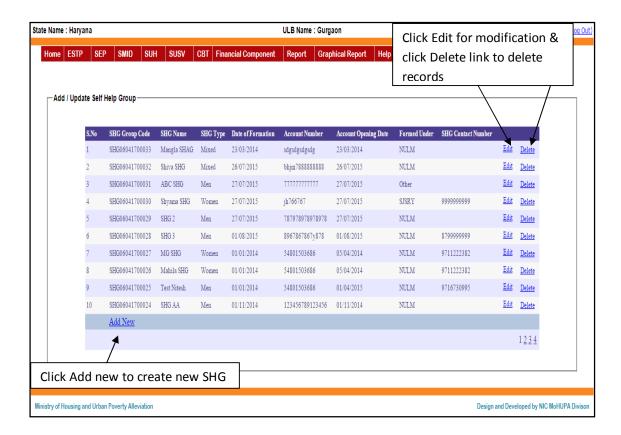


Enter all the details of training agency and press the "Save" button to save the details. For modification click "Edit" link and making the changes.

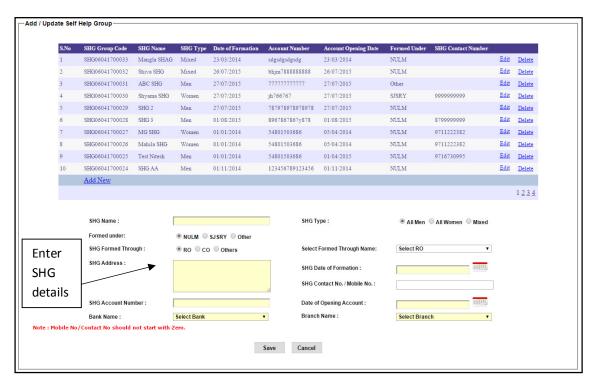
**SHG:** If user selects **SHG** in the sub menu of **SMID** then this screen appears.



**Create/Update SHG:** If user selects **Create/Update SHG** in the sub menu of **SHG** then this screen appears.

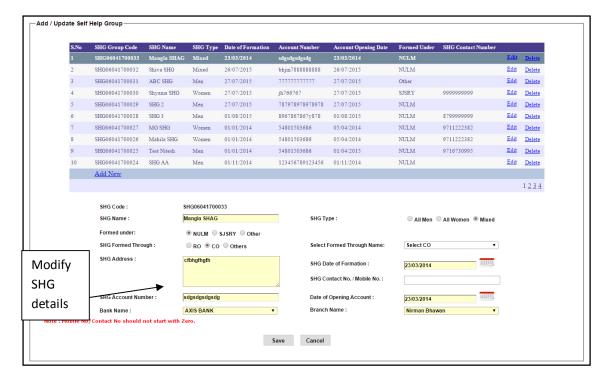


Click "Add New" link to create new SHG. If you press the "Add New" link then this screen appears.



Enter all the details of SHG and press the "Save" button to create the new SHG.

Click "Edit" link to modify the SHG. If you press the "Edit" link then this screen appears.



After making the changes, press the "Save" button to save your changes.

Add Members: If you select Add members in the sub menu of SHG then this screen appears.

| Search Existing | Beneficiary by (Partial Name / Be | eneficiary Code / DOB (dd/mm/yyyy) )  |                          | Q   |
|-----------------|-----------------------------------|---------------------------------------|--------------------------|---|
|                 |                                   |                                       | Enter SHG grou           | p name to add member                        |
| HG Member Det   | tails                             |                                       | <del></del>              |   |
|                 | Beneficiary Code:                 | Not Exists                            |                          |   |
|                 | Group Name:                       | man                                   |                          |   |
|                 | Total Members :                   | 0                                     |                          |   |
|                 | Mar                               | gla SHAG   SHG06041700033             |                          |   |
|                 |                                   |                                       | Caste:                   | ○ SC ○ ST ○ OBC ● Others                    |
|                 | Position:                         | Select Position ▼                     | Urban Poor:              | ● Yes ○ No                                  |
|                 | Name:                             |                                       | BPL No:                  |   |
|                 | Father/Spouse Name:               |                                       | PWD:                     | ◎ Yes ◎ No                                  |
|                 | Educational Qualification:        | Select Qualification ▼                | Gender:                  | ○ Male ○ Female ● Others                    |
|                 | DOB (dd/mm/yyyy):                 | шш                                    | Is Minority:             | ○ Yes ● No                                  |
|                 | Email Id:                         |                                       | Minority:                |   |
|                 | Emairio:                          |                                       |                          | Muslim Sikh Christian Jain Buddhists Parsis |
|                 | Mobile No:                        | Mobile No should not start with Zero. | Account No.              |   |
|                 |                                   | Mobile No should not start with Zero. | Bank Name:               |   |
|                 | Phone No:                         | Phone No should not start with Zero.  |                          | Select Bank ▼                               |
|                 | Mother's Name:                    |                                       | Branch Name:             | Select Branch ▼                             |
|                 | Address:                          |                                       | Date of opening account: | 11(111)                                     |
|                 |                                   |                                       |                          |   |
|                 |                                   |                                       | Account opened through:  | ○ RO ● Self                                 |
|                 | Ward No:                          | Select Ward No ▼                      | Select RO:               | Not need to select ▼                        |
|                 | Aadhar No:                        |                                       | Insurance:               | ○ Yes ® No                                  |
|                 | Ration Card No:                   |                                       | Insurance through:       | Select Insurance Through ▼                  |
|                 | Driving Licence No.               |                                       | Street Vendor:           | ○ Yes ● No                                  |
|                 | Voter Card No:                    |                                       | Homeless:                | ○ Yes ® No                                  |
|                 | Upload Image Through:             | Upload Scaned Image  Upload Webcam    | Image                    |   |
|                 | Upload Image:                     | Choose file No file chosen            |                          |   |
|                 |                                   |                                       |                          |   |

Enter the at least three character of the group name then automatically search the group name then select the group name and position to enter all mandatory the details of member like name, father's name, education qualification, date of birth etc under that selected group. After that press the "Save" button to save the details.

**User Manual** 

**Update Members:** If you select **Update members** in the sub menu of **SHG** then this screen appears.

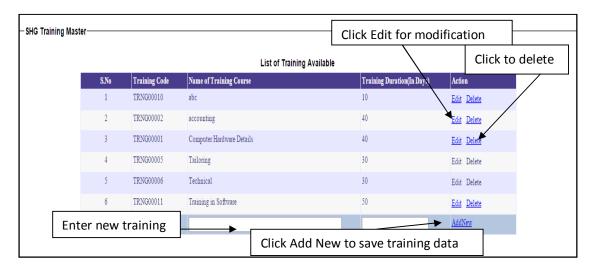


Select the group name and get the list of members of selected group. If you want to modify the details of member then click the "**Edit**" link for modification then this screen appears.

| Member Details — |                            |                                       |                          |  |
|------------------|----------------------------|---------------------------------------|--------------------------|--|
|                  | Group Name:                | Mangla SHAG                           | Group Code:              | SHG06041700033   |
|                  | Total Members :            | 10                                    |                          |  |
|                  | Beneficiary Code:          | BEN06041700183                        | Caste:                   | ● SC ○ ST ○ OBC ○ Others   |
|                  | Position:                  | Executive committee member ▼          | Urban Poor:              | ● Yes ○ No   |
|                  | Name:                      | Reema                                 | BPL No:                  |  |
|                  | Mother's Name:             |                                       | PWD:                     | ○ Yes ● No   |
|                  | Father/Spouse Name:        | Pankaj                                | Gender:                  | ■ Male ■ Female □ Others   |
|                  | Educational Qualification: | Diploma ▼                             | Is Minority:             | ○ Yes ● No   |
|                  | DOB (dd/mm/yyyy):          | 12/08/1990                            | Minority :               | Muslim Sikh Christian Jain Buddhists Parsis  |
|                  | Email Id:                  |                                       | Account No.              |  |
|                  | Phone No:                  | Phone No should not start with Zero.  | Bank Name:               | Select Bank ▼  |
|                  | Mobile No:                 | Mobile No should not start with Zero. | Branch Name:             | Select Branch ▼  |
|                  | Address:                   |                                       | Date of opening account: | mu.  |
|                  |                            |                                       | Account opened through:  | ◎ RO ● Self  |
|                  | Ward No:                   | Select Ward No ▼                      | Select RO:               | Not need to select ▼   |
|                  | Aadhar No:                 |                                       | Insurance:               | ○ Yes ● No   |
|                  | Petion Card No:            |                                       | Insurance through:       | Select Insurance Through ▼   |
| Upload           | er Card No:                |                                       | Street Vendor:           | ○ Yes ● No   |
| member           | ving Licence No.           |                                       | Homeless:                | ○ Yes ● No   |
|                  | oad Image Through :        | Upload Scaned Image                   | Applicant Image:         |  |
| image            |                            |                                       |                          | The same of the sa |
|                  |                            |                                       |                          |  |
|                  | Upload Image:              | Mose file No file chosen              |                          |  |
|                  |                            | Update                                | Cancel                   |  |

After making the changes, press the "**Update**" button to save your changes.

**SHG Training Master:** If you select **SHG training master** in the sub menu of **SHG** then this screen appears.



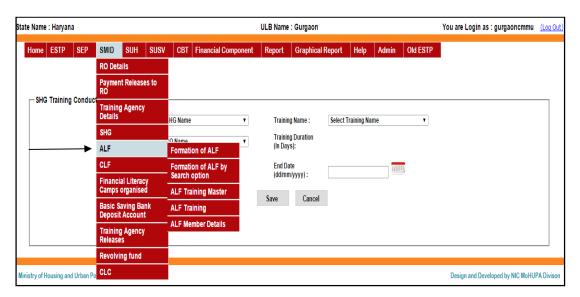
Enter the training course name and duration of that training in days and press the "Add New" link to save the training master details.

**SHG Training:** If you select **SHG training** in the sub menu of **SHG** then this screen appears.

| SHG Training Conducted     | Select SHG and Training Name         |
|----------------------------|--------------------------------------|
| 1                          | Select and and training Name         |
| SHG Name : Select SHG Name | Training Name : Select Training Name |
| RO Name : Select RO Name   | ▼ Training Duration (In Days):       |
| Start Date<br>(ddinmlyyyy) | End Date (ddimm/yyyy):               |
|                            | Save Cancel                          |
| Click to save              |                                      |

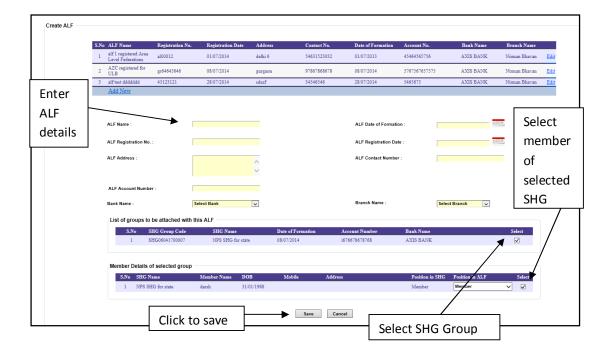
Select SHG name, select training name and enter the start and end date of training and select RO name to save the details press the "Save" button.

ALF: If you select ALF in the sub menu of SMID then this screen appears.

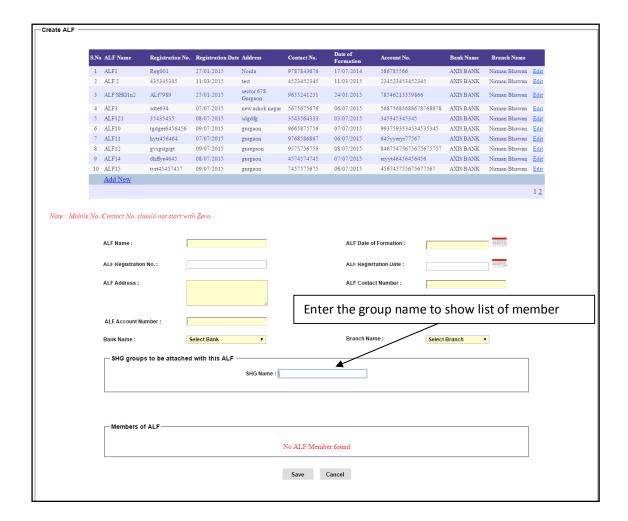


**Formation of ALF:** If you select **Formation of ALF** in the sub menu of **ALF** then this screen appears.

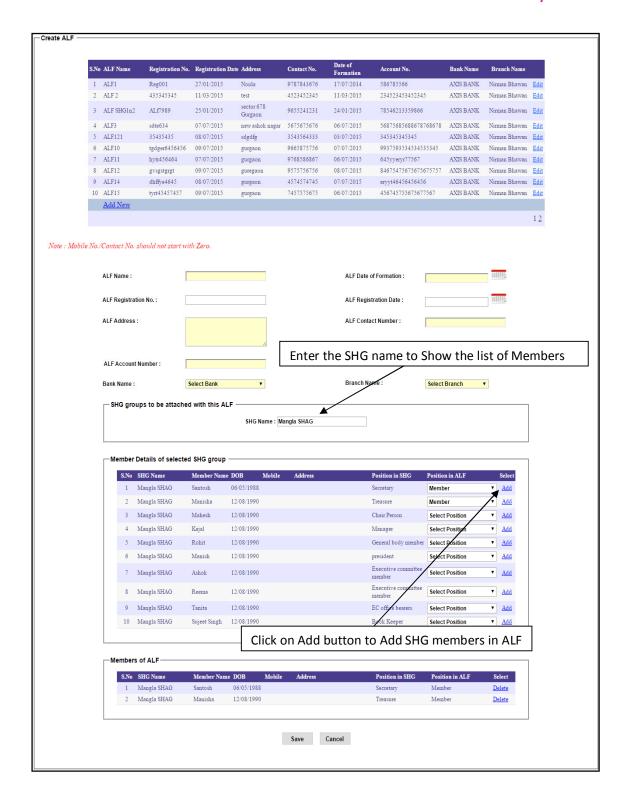
Enter all the mandatory details of ALF and select the SHG group by check the checkbox, and also select the members of that SHG group. After that press the "Save" button to save the details.



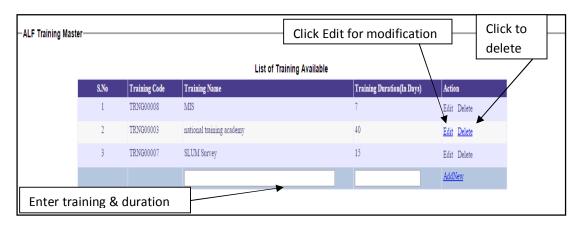
**Formation of ALF by Search option:** If you select **Formation of ALF by Search option** in the sub menu of **ALF** then this screen appears.



Enter the group name to show the list of members then click on add button to add SHG members in ALF. All the mandatory details of ALF and enter the SHG group and click on "Add" button to add the members of that SHG group. After that press the "Save" button to save the details.



**ALF Training Master:** If you select **ALF Training Master** in the sub menu of **ALF** then this screen appears.

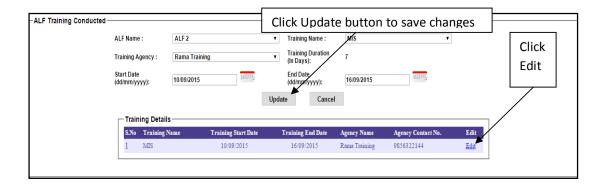


Enter the Training name and duration of the training and press the "Add New" link to save the details. For modification of the ALF training master click the "Edit" and making the changes to update the details. For deletion of ALF training master click the "Delete" link to delete the appropriate training.

**ALF Training:** If you select **ALF Training** in the sub menu of **ALF** then this screen appears.

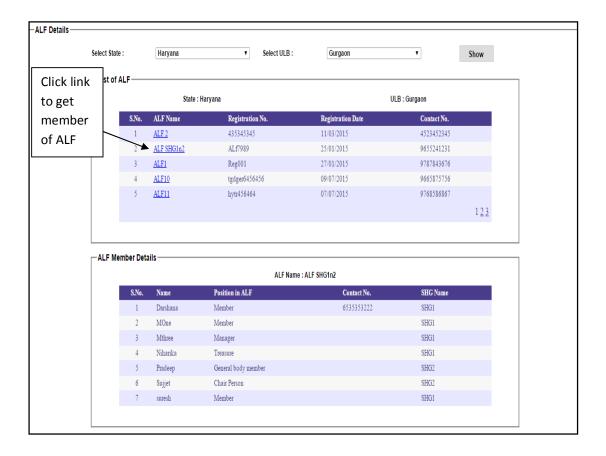
| -ALF Training Conducted- | ıd —                        |                    |      | ct ALF, Trai                    |                      |   |  |
|--------------------------|-----------------------------|--------------------|------|---------------------------------|----------------------|---|--|
|                          | ALF Name :                  | Select ALF Name    | 4    | Training Name :                 | Select Training Name | • |  |
|                          | Training Agency :           | Select Agency Name | •    | Training Duration<br>(In Days): |                      |   |  |
|                          | Start Date<br>(dd/mm/yyyy): |                    |      | End Date<br>(dd/mm/yyyy):       |                      |   |  |
|                          | Click                       | to save            | → Sá | Cancel                          |                      |   |  |

Enter all the details of ALF training and press the "Save" button to save the details. If you select the ALF name then the created ALF training list will be displayed and if you want to modification then click the "Edit" link and making the change to update the details by pressing the "Update" button.



**ALF Member Details:** If you select **ALF Member Details** in the sub menu of **ALF** then this screen appears.

Select the "State" and "ULB" and then press the show button to find the list of ALF created by the ULB. If you click the ALF name link then get all the details of their members.

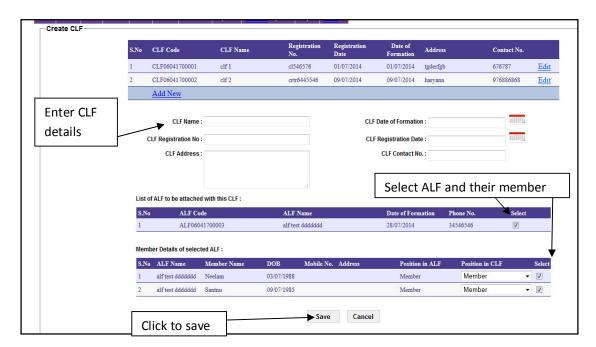


**CLF:** If you select **CLF** in the sub menu of **SMID** then this screen appears.

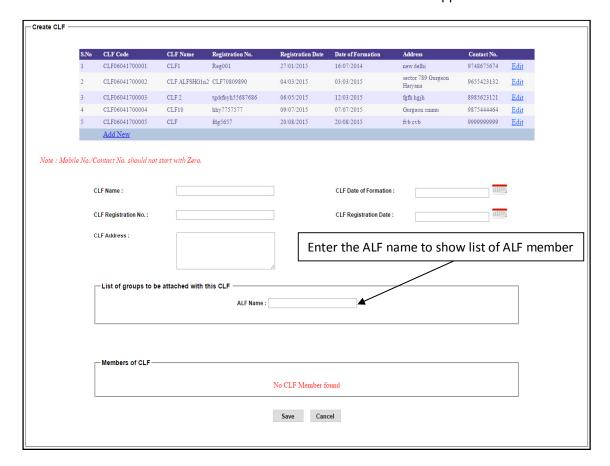


**Formation of CLF:** If you select **Formation of CLF** in the sub menu of **CLF** then this screen appears.

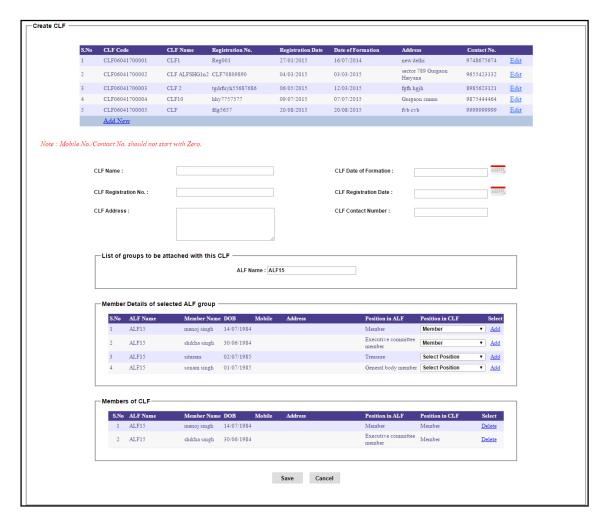
Enter all the mandatory details of CLF and select the ALF group by check the checkbox, and also select the members of that ALF group. After that press the "Save" button to save the details.



Formation of CLF by Search option: If you select Formation of CLF by Search option and click on "Add New" Button in the sub menu of CLF then this screen appears.

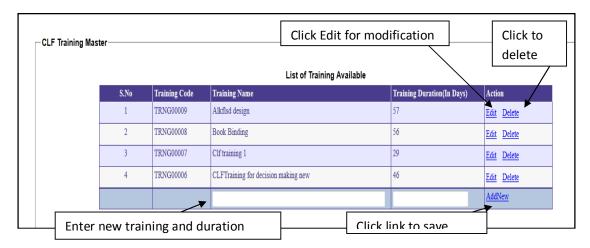


Enter the group name to show the list of members then click on add button to add SHG members in ALF. All the mandatory details of ALF and enter the SHG group and click on "Add" button to add the members of that SHG group. After that press the "Save" button to save the details.



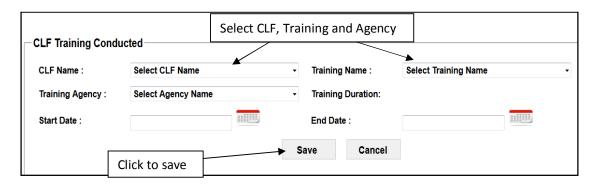
**User Manual** 

**CLF Training Master:** If you select **CLF Training Master** in the sub menu of **CLF** then this screen appears.

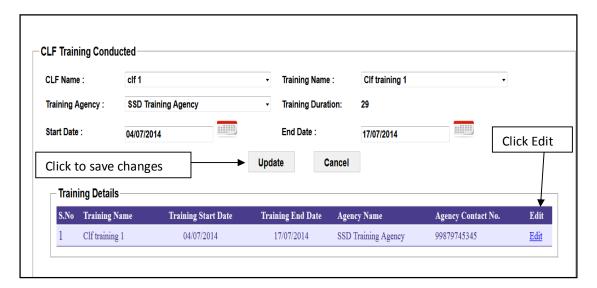


Enter the Training name and duration of the training and press the "Add New" link to save the details. For modification of the CLF training master click the "Edit" and making the changes to update the details. For deletion of CLF training master click the "Delete" link to delete the appropriate training.

**CLF Training:** If you select **CLF Training** in the sub menu of **CLF** then this screen appears.

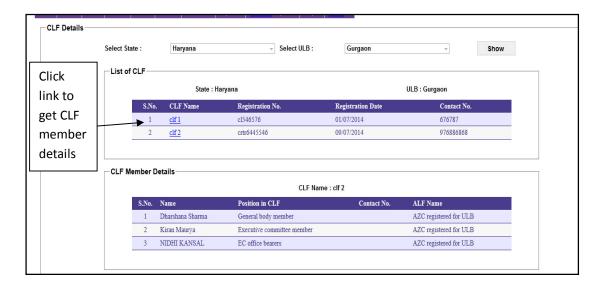


Enter all the details of CLF training and press the "Save" button to save the details. If you select the CLF name then the created CLF training list will be displayed and if you want to modification then click the "Edit" link and making the change to update the details by pressing the "Update" button.

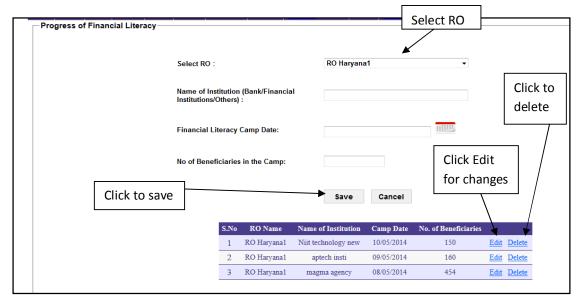


**CLF Member Details:** If you select **CLF Member Details** in the sub menu of **CLF** then this screen appears.

Select the "State" and "ULB" and then press the show button to find the list of CLF created by the ULB. If you click the CLF name link then get all the details of their members.

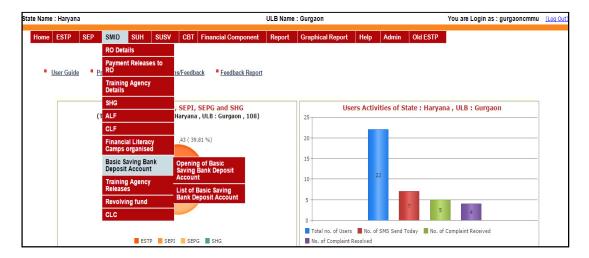


<u>Financial Literacy Camps Organised</u>: If you select **Financial Literacy Camps Organised** in the sub menu of **SMID** then this screen appears.

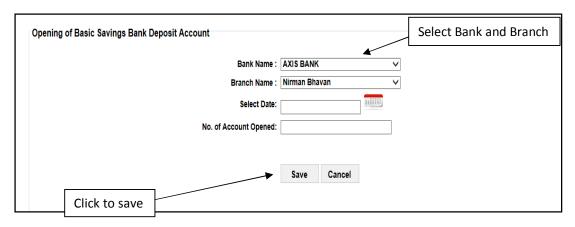


Select RO and enter the details of financial literacy camp and press the "Save" button to save details. For modification click the "Edit" link to making the changes. For deletion click the "Delete" link to delete the details.

<u>Basic Savings Bank Deposit Account:</u> If you select Basic Savings Bank Deposit Account in the sub menu of **SMID** then this screen appears.

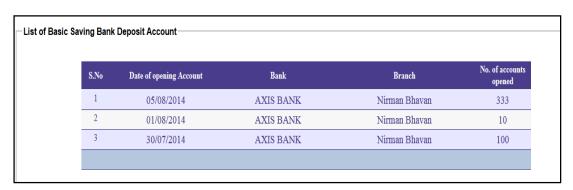


Opening of Basic Savings Bank Deposit Account: If you select Opening of Basic Savings Bank Deposit Account in the menu of SMID then this screen appears.



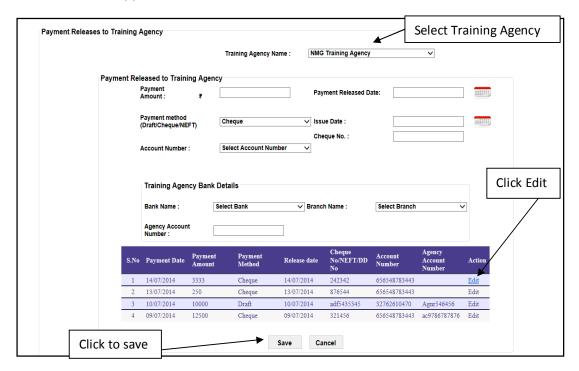
Select bank name, branch name, date and enter the number of account opened and then press the "Save" button to save the details.

**List of Basic Saving Bank Deposit Account:** If you select **List of Basic Saving Bank Deposit Account** in the menu of **SMID** then this screen appears.



It show all the detailed list of basic saving bank deposit account that define the number of accounts opened at different dates.

<u>Training Agency Releases</u>: If you select <u>Training Agency Releases</u> in the sub menu of <u>SMID</u> then this screen appears.



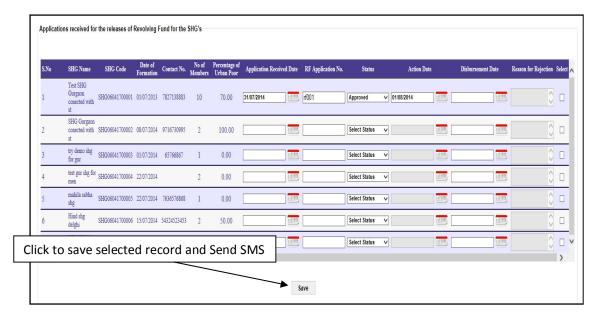
Select the training agency name and enter all the details of releases. After that press the "Save" button to save details. For modification, click the "Edit" link for changes and then press the "Update" button to save the changes.

**<u>Revolving Fund:</u>** If you select **Revolving Fund** in the sub menu of **SMID** then this screen appears.



### SHG:

**Decision taken on SHG's revolving fund:** If you select **Decision taken on SHG's revolving fund** in the sub menu of **SHG** of **Revolving Fund** of the main menu of **SMID** then this screen appears.

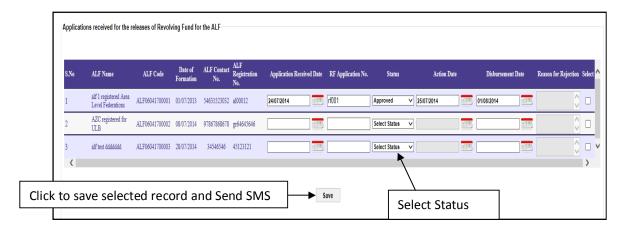


Enter all the details of releases of revolving fund for the SHG's according to the status of the SHG's like approved, rejected, and in process. After that check the checkbox which you want to save and press the "Save" button to save the details.

<u>SMS</u>: SMS is sent to Approved SHG's and message like this "RF is released for your SHG "SHG Name ".Contact ULB."

### ALF

**Decision taken on ALF's revolving fund:** If you select **Decision taken on ALF's revolving fund** in the sub menu of **ALF** of **Revolving Fund** of the main menu of **SMID** then this screen appears.



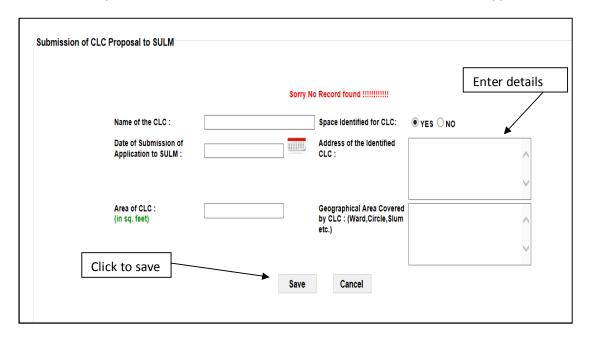
Enter all the details of releases of revolving fund for the ALF according to the status of the ALF like approved, rejected, and in process. After that check the checkbox which you want to save and press the "Save" button to save the details.

<u>SMS</u>: SMS is sent to Approved ALF's and message like this "RF is released for your ALF"ALF Name ".Contact ULB."

**CLC:** If you select **CLC** in the sub menu of **SMID** then this screen appears.

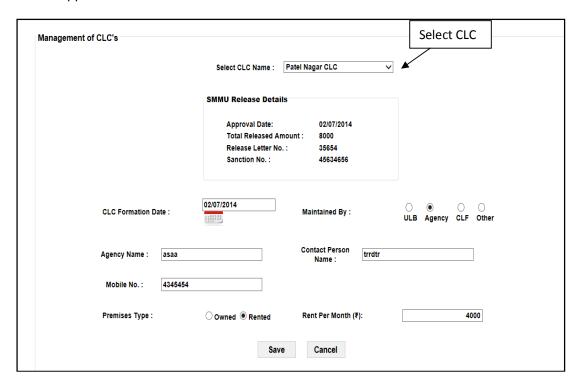


**Create CLC:** If you select **Create CLC** in the sub menu of **CLC** then this screen appears.



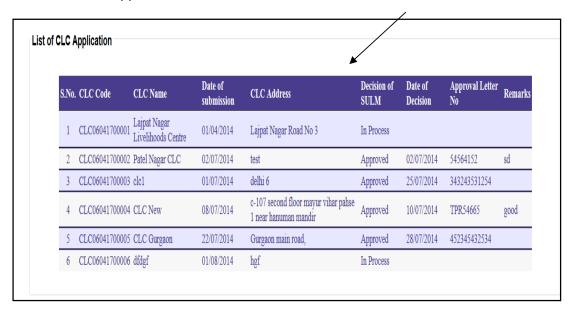
Enter all the details of CLC (City Livelihood Centres) and press the "Save" button to save the details.

**Management of CLC:** If you select **Management of CLC** in the sub menu of **CLC** then this screen appears.



Select CLC name and then enter all the details of management of CLC's. After that click the "Save" button to save details.

**Status of CLC application:** If you select **Status of CLC application** in the sub menu of **CLC** then this screen appears.



This page shows the detail list of CLC application which is approved, rejected and in process status of CLC's.

### Report:

### SHG/ALF/CLF Formed:

This report works same as in NMMU Login except that the ULB can only view data for its own not other ULBs.

### **SHG/ALF/CLF Training Status:**

This report works same as in NMMU Login except that the ULB can only view data for its own not other ULBs.

### **CLC Application Status:**

This report works same as in NMMU Login except that the ULB can only view data for its own not other ULBs.

# **Graphical Reports:**

## **SHG/ALF/CLF Training Status:**

This report works same as in NMMU Login except that the ULB can only view data for its own not other ULBs.

### **CLC Application Status:**

This report works same as in NMMU Login except that the ULB can only view data for its own not other ULBs.

#### Status of SHG's:

This report works same as in NMMU Login except that the ULB can only view data for its own state.

### Status of ALF's:

This report works same as in NMMU Login except that the ULB can only view data for its own state.

### Status of CLF's:

This report works same as in NMMU Login except that the ULB can only view data for its own state.