National Urban Livelihoods Mission [NULM]

For

Ministry of Housing & Urban Poverty Alleviation (MoHUPA)

USER MANUAL
Version(1.0)
July 2014

MoHUPA INFORMATICS DIVISION
NATIONAL INFORMATICS CENTRE
Room Number 123 ‘G’-Wing, NBO Building
Nirman Bhawan-110011
USER MANUAL
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Room Number 123, ‘G’ – Wing, NBO Building
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Warning!!!!

Please consult its latest version on NULM MIS application (http://nulm.gov.in) before use. This document should not be misused.

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1. INTRODUCTION

1.1 Audience

1.1.1 Structural Set up of Ministry of Housing and Urban Poverty Alleviation

The Ministry of Housing and Urban Poverty Alleviation is the apex authority of Government of India at the national level to formulate policies, sponsor and support programme, coordinate the activities of various Central Ministries, State Governments and other nodal authorities and monitor the programmes concerning all the issues of urban employment, poverty and housing in the country.

The Ministry was constituted on 13\textsuperscript{th} May, 1952 when it was known as the Ministry of Works, Housing & Supply. Subsequently it was renamed as Ministry of Works & Housing when a separate Ministry of Supplies came up. The name of the Ministry was changed to Ministry of Urban Development in September, 1985 in recognition of the importance of urban issues. With the creation of a separate Department of Urban Employment & Poverty Alleviation on 8\textsuperscript{th} March, 1995, the Ministry came to be known as the Ministry of Urban Affairs & Employment. The Ministry had two Departments: Department of Urban Development & Department of Urban Employment & Poverty Alleviation. The two Departments were again merged on 9\textsuperscript{th} April, 1999 and in consequence thereto, the name has also been restored to "The Ministry of Urban Development". This Ministry was bifurcated into two Ministries viz. (i) "Ministry of Urban Development" and (ii) "Ministry of Urban Employment and Poverty Alleviation" with effect from 16.10.1999. These two Ministries were again merged into one Ministry on 27.5.2000 and named as "Ministry of Urban Development and Poverty Alleviation" with two Departments. They are (i) Department of Urban Development and (ii) Department of Urban Employment and Poverty Alleviation.

From 27-5-2004, the Ministry has again been bifurcated into two ministries viz : (i) Ministry of Urban Development; and (ii) Ministry of Urban Employment and Poverty Alleviation (Now Known as Ministry of Housing and Urban Poverty Alleviation ).

The Ministry of Housing and Urban Poverty Alleviation is headed by Shri M. Venkaiah Naidu, Minister of Housing and Urban Poverty Alleviation. The Hon'ble Minister joined on 28-05-2014.

Ms.Anita Agnihotri is the Secretary of the Ministry of Housing and Urban Poverty Alleviation (HUPA). She is assisted by three Joint Secretaries.
1.1.2 NULM Scheme Objectives

To reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor. The mission would aim at providing shelter equipped with essential services to the urban homeless in a phased manner. In addition, the Mission would also address livelihood concerns of the urban street vendors by facilitating access to suitable spaces, institutional credit, concerns and skills to urban street vendors for accessing emerging market opportunities.

The core belief of National Urban Livelihoods Mission (NULM) is that the poor are entrepreneurial and have innate desire to come out of poverty. The challenge is to unleash their capabilities to generate meaningful and sustainable livelihoods. The first step in this process is motivating the urban poor to form their own institutions. They and their institutions need to be providing sufficient capacity so that they can manage the external environment, access finance, expand their skills, enterprises and assets. This requires continuous and carefully designed handholding support. An external, dedicated and sensitive support structure, from the national level to the city community levels, is required to induce social mobilization, institution building and livelihood promotion.

NULM believes that any livelihood promotion programme can be scaled up in a time bound manner only if driven by the poor and their institutions. Such strong institutional platforms support the poor in building up their own human, social, financial, and other assets. This is turn, enables them access to right, entitlements, opportunities and services from the public and private sectors, while enhancing their solidarity, voice and bargaining power.

ULBs would need to undertake a lead role for all issues and programmes concerning the urban poor in cities/towns, including skills and livelihoods.

NULM would aim at universal coverage of the urban poor for skill development and credit facilities. It will strive for skills training of the urban poor for market-based jobs and self employment, facilitating easy access to credit.

Street vendors constitute an important segment of the urban population at the bottom of pyramid. Street vending provides a source of self-employment, and thus acts as a measure of urban poverty alleviation without major Government intervention. They have a prominent place in the urban supply chain and are an integral part of the economic growth process within urban areas. NULM would aim at facilitating access to suitable spaces, institutional credit, social security and skills to the urban street vendors for accessing emerging market opportunities.
Urban homeless persons who live without shelter or social security/protection are the most vulnerable class, even while they contribute towards sustaining cities with their cheap labour. Life on the streets involves surviving continuously at the edge, in a physically brutalized and challenging environment. There is a need for appropriate policy intervention to address the challenges faced by homeless people, with regards to shelter, social housing and social protection. Accordingly, NULM would aim at providing shelter equipped with essential services to the urban homeless in a phased manner.

NULM would place a very high emphasis on convergence with schemes/programmes of the relevant line Ministries/Departments and programmes of state governments dealing with skills, livelihoods, entrepreneurship development, health, education, social assistance, etc. And alliance strategy will be sought with all concerned departments to promote skill training of rural-urban migrants as a bridge between the livelihoods of the rural and urban poor.

NULM would aim at partnership with the private sector in providing skill training employment an operation of shelter for homeless. It will strive for active participation of private and civil society sectors in providing shelter to urban homeless, skill training and placement of the urban poor and also in facilitating technological, marketing and handholding support for urban poor entrepreneurs who want to be self-employed and set up their own small businesses or manufacturing units.

1.1.3 NULM Mission Cities and Target Population

In the 12th Five Year Plan, NULM will be implemented in all District Headquarter Towns and all other cities with a population of 100,000 or more as per 2011 Census. However, other towns may be allowed in exceptional cases on request of the States. The primary target of NULM is the urban poor, including the urban homeless.

1.2 Purpose

1.2.1 Purpose of the Document

The purpose of this document i.e. User Manual, are:

- To provide operating instructions related to the NULM MIS;
- To provide information about the NULM MIS and problem reporting mechanism;
- To provide NULM MIS features along with handling and installation instructions; and
- To provide information such as error codes, glossary, and any other item this may be useful to the users.
- To provide the interface between the system and the users so that users have a proper idea of the working.
1.2.2 **Purpose of the Software**

To develop a state-of-the-art fully computerised Management Information System on NULM Scheme of the Ministry. The e-unit in NULM will be up-linked to state Governments Departments, Municipal Administration, Municipal Corporations, Municipalities, training Institutes and training centre etc.

NULM is having six major components namely

1. Employment through skill training and placement (EST&P)
2. Self Employment Programme (SEP)
3. Social Mobilisation and Institutional Development (SMID)
4. Support to urban street vendors (SUSV)
5. Shelter for urban homeless (SUH)
6. Capacity building and training programme (CB&T)

NULM MIS has been developed to monitor the above six components of NULM.

In the NULM MIS there are different stakeholders namely NMMU, SMMU, ULB, Training Institute, Training Centre and Certifying Agency.

All the stakeholders have to play different roles in the NULM MIS. This MIS captures online data from all the stakeholders. This MIS is available 24 X 7 to all the stakeholders. To obtain the status online of NULM MIS is developed. Due 24 X 7 and due to online availability latest information can be obtained from this MIS. This is the important tool for the senior officials to monitor the scheme effectively from their place and their seat. SMS technology has been incorporated along with MIS to interact with the beneficiaries of NULM. Standardised letters can be generated from this MIS. This standardised letters will reduce the workload on the stakeholders.

This is the first attempt to computerise to collect, collate, validate, analyse, disseminate and generate various reports on the urban poor. This application should generate various reports.

Data for the above said activities has to be collected from all over India. For collecting the data from all over India it is very much needed to develop web enabled software / System under Windows environment, which would be more Versatile, simple & User friendly.
1.3 **Document Organisation**

Document is organised Section and subsections. Each subsection is further divided if needed. Details are given for every part with needed images. At the last of the document appendix is given in which all reports are listed in reference to the description given in manual. Further the stage lists necessary for user is also given.

1.4 **Conventions**

1.4.1 **Explanation of some Technical Terms**

The following explanations are not exact definitions and are meant for this manual only.

1. ALF: Area Level Federation
2. A&OE: Administration and other Expenses
3. AVG: Average
4. CA: Certifying agency
5. CLC: City Livelihood Centre
6. CLF: City Level Federation
7. DOB: Date of Birth
8. EDP: Entrepreneurship Development Programme
9. EST&P: Employment through skill training and placement
10. GUI: Graphical User Interface
11. HTML: Hyper Text Mark-up Language
13. IE: Internet Explorer
14. JBY: Jan Shree Bima Yojana
15. MoHUPA: Ministry of Housing and Urban Poverty Alleviation
16. MIS: Management Information System
17. MSSQL: Microsoft Structured Query Language
18. NIC: National Informatics Centre
19. OS: Operating System
20. O & M: Other and Maintenance charges
21. PDF: Portable Document Format
22. PWD : Physical with Disability
23. RF : Revolving Fund
24. RSBY : Rashtriya Swasthya Bima Yojna
25. SC : Schedule Caste
26. SEP(I): Self Employment Programme Individual
27. SEP(G): Self Employment Programme Group
28. SHG: Self Help Group
29. SMID: Social Mobilisation and Institutional Development
30. SQL: Structured Query Language
31. ST : Schedule Tribe
32. SUH: Shelter for urban homeless
33. SUSV: Support to urban street vendors
34. TF : Task Force
35. ULB : Urban Local Body

1.5 References

This software is made in accordance with Guidelines prepared by UPA division, MoHUPA for different components of NULM.
1.6 Problem Reporting

Technical Problem

For any type of problem in the software or in handling the software, first discuss it with other persons using the software. If the problem is not being solved, contact Shri M. Ezhil Arasu Technical Director. In case, the problem is not being sorted out yet, contact Rajiv Prakash Saxena, Deputy Director General. Detailed information’s about the contact officers is given below.

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Name</th>
<th>Designation</th>
<th>Email</th>
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</tr>
</tbody>
</table>

Administrative Problem

For the Administrative problem / query first discuss with the respective ULB’s and then state MIS Unit. If the problem is not being resolved, contact Shri Animesh Bharti, Director(NBO). In case the problem is not being sorted out yet, Contact Shri B.K. Aggarwal, JS(UPA),MoHUPA. Detailed information about the contact officers is given below.

<table>
<thead>
<tr>
<th>Sr.No</th>
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2. Product Features

2.1 Product Features

The present system has been developed by National Informatics Centre (NIC) and is a menu driven user friendly. “NULM MIS’ is developed using the GUI, SMS and web server technology. The present system has been developed using ASP.NET Version 4.0 as a front end and MSSQL Server-2008 as back end with Windows environment. Some of the features of the present computerisation exercise are as under;

1. This is system is developed and got the cyber security clearance from the NIC cyber security division for the safe hosting.
2. This application is hosted at the NIC-IDC data centre at New Delhi.
3. NIC Data centre backup, restore facilities and the disaster recovery features with the NIC Data centre is applicable to this application.
4. This application supports two application level functionalities (i) NULM MIS (ii) MPR Entry.
5. This Application has Seven major Modules namely (i) Employment through skill training and placement(EST&P) (ii) SELF EMPLOYMENT PROGRAMME(SEP) (iii) Social Mobilisation and Institutional Development (SMID) (iv) Support to urban street vendors(SUSV) (v) Shelter for urban homeless(SUH) (vi) Capacity building and training programme(CB&T) (vii) Financial module.
6. This System has Seven types of user Groups: (i) Administrator (ii) NMMU official (iii) State Users (iv) Municipality / City Users (V) Training Institute (vi) Training Centre, (vii) Certifying Agency
7. Using this web-based application, authorised users can add / modify / delete data corresponding to various modules.
8. All the registered can view/print/download various analytical reports generated by this application.
9. While entering data in each module, computer generates unique record number for each module/beneficiary.
10. This system is available for 24 x 7 x 365.

11. The entire user activities in this system are monitored.

12. It is possible to retrieve a deleted data at some future point of time also from archive.

13. This software is menu driven. A lot of information is stored in combo boxes from where it can be clicked & printed. The NULM MIS as such is user friendly and less cumbersome.

14. A large number of reports & information are self-generated in the pre designed tabulated formats.

15. Provision for the State, ULB to export their data in the XL format as well as in the PDF format.

16. User Manual has been prepared as per the QMS standard for the use of users and more.
3. Handling Instructions

3.1 Password Handling

Each user has been allotted a unique user account name along with unique password, through which he/she alone can access the information. It is advised to the user to periodically change the password to maintain confidentiality. Password should be alphanumeric with one special character and one number. Password should have minimum 8 characters. Password policy has been incorporated for the password change. User name and password should not be disclosed and not be left written. While using the password at the Internet Browsing centres, before leaving their places they should remove cookies.
4. **Installation Instructions**

4.1 **Hardware Requirements**

For the proper functioning of the software and to get quicker response, the following hardware requirements must be fulfilled at the client side:

**Client Machines:**
- Processor: Pentium core 2 Duo / Pentium dual core onwards are recommended.
- RAM: The system running this software should have minimum 2GB RAM as recommended.

4.2 **Software Requirements**

Very good Internet connectivity / Broad Band Internet connectivity with Windows Operating System, IE 8.0 or more, Google Chrome, Mozilla Firefox to access the application. Microsoft Office 2000 or higher and PDF reader are required to view / export the data. To protect from malwares and viruses Anti Virus software should be installed on the client machine.

4.3 **Other Requirements**

Printer should be installed on the systems where print out has to be taken. Internet connection should be fast enough to provide quick response. Scanner should be installed on the system to scan the material in PDF/JPG format and then to upload it on to the MIS.

4.4 **Installation Procedures**

Switch on the computer and switch on the internet connection. After the Internet connection is on then type [http://nulm.gov.in](http://nulm.gov.in) in the web browser (IE, Google Chrome or Mozilla) and then press the enter button.
5. General Operating Instructions

5.1 Home Page

NULM MIS Software is web-enable software. It can be accessed by typing “http://nulm.gov.in” from any internet browser. It is available for 24 X 7 X 365.

If you type http://nulm.gov.in then the home page of the NULM will appear.

This homepage contains two links:
1. NULM MIS: Click this link to display the Login page of the online NULM MIS
2. MPR login: Click this link to login page of the MPR MIS

For login in to the NULM MIs click on the NULM MIs option.
Employment through Skills Training & Placement

[EST&P]

National Urban Livelihoods Mission (NULM)
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NMMU Login

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

Target to the states on ESTP component can be fixed by selecting "ESTP State Target". If you select this option then this screen appears.
After entering the targets for the current financial year for all the states, press “Save” button to save the target.

If you click “ESTP” in the main menu then this menu appears.

Like State SMMU NMMU can also add new trades, Course, curriculum for the courses entered by NMMU. NMMU can empanel the Institutes and certifying agencies for conducting training programmes and for the certification.

Above said all features are explained thoroughly and clearly under SMMU login.

If you click “Graphical Report” in the main menu then this menu appears
1) **Target Vs Achievement Graphical Report**: This report shows the graphical analysis on the targets of application and achievement of the financial year. If you select this option then this screen appears.

Select the financial year and then select the state, District and ULB and then press the Go button to fetch the graphical output. If you press Go then this screen appears.
2) **ESTP Training to be completed vs. training completed Report:** This report shows the comparative analysis on the number of beneficiaries to be trained on the particular period as well as the number of beneficiaries already trained. If you select this option, then this screen appears.

Select From date, to date and Type and then press the Show button to fetch the graphical output. If you press Show, then this screen appears.
3) **ESTP Training to be certified vs. Certified:** This reports show the comparative analysis on the no of beneficiaries to be certified on the particular period. If you select this option then this screen appears.

Select From date, to date and Type and then press the Show button to fetch the graphical output. If you press Show then this screen appears.
4) **Monthly Beneficiary Progress Report**: It shows the progress of the ESTP Scheme in month wise for a particular financial year. If you select this option then this screen appears.

If you click “Report” in the main menu then this menu appears.
1) **Average income of self and wage employment:** It shows the average income of self and wage employment of the beneficiaries by state wise as well as by trade wise. If you select this option then this screen appears.
2) Monthly Progress Report For Employment through Skills Training and Placement: It shows the no. beneficiaries trained in a month, no of beneficiaries received Certificate, no of candidates placed in employment and no of candidates self-employed etc. If you select this option then this screen appears.

Select State, Month, Year and then press the Show button to fetch the report. If you press Show then this screen appears.
3) **State Wise Beneficiary Details:** It shows the trade wise beneficiaries in a particular state for a particular financial year. If you select this option then this screen appears.

Select State, Trade, Financial Year and then press the Show button to fetch the report. If you press Show then this screen appears.
4) Certifying Agency Wise Beneficiary Details: If shows CA wise beneficiaries list for the particular financial year. If you select this option then this screen appears.

![Image of the Certifying Agency Wise Beneficiary Details screen]

- Select State and financial year
- Click to export to excel

5) List of Beneficiary in ULB for Financial Year Report: If you select this option then this screen appears.

![Image of the List of Beneficiary in ULB for Financial Year Report screen]
Select State, ULB, Financial Year and then press the Show button to fetch the report. If you press Show then this screen appears.

6) **Institute Wise Beneficiary Report Details**: It shows the Institute wise list of beneficiaries trained in the training programme in a financial year. If you select this option then this screen appears.
If you click Beneficiary code link then fetch the details of beneficiary and the screen will be appears as given below:

7) **ESTP Beneficiaries Category Wise**: It shows the category wise beneficiaries trained in a particular period. If you select this option then this screen appears.
8) **ESTP Education wise Details**: It shows the Education wise beneficiaries trained in a particular period. If you select this option then this screen appears.

Select From date, to date and State and then press the Show button to fetch the report. If you press Show then this screen appears.
9) **No. of Organisations Empanelled (Certifying Agencies):** It shown the Certifying Agencies which are empanelled with NULM. If you select this option then this screen appears.

Select an option, select trade and you get the list of report.

10) **No. of Organisations Empanelled (STP):** It shown the Training Institutes which are empanelled with NULM. If you select this option then this screen appears.
11) **No of Candidates Placed by Government vs. Private Institutes:** It shows the no. Beneficiaries place in the private as well as in the Institutes after completion of training. If you select this option then this screen appears.

Select From date, to date and then press the Show button to fetch the report.

12) **Status of Letter of Intents:** It shows the list of applications received from the general public for the particular period. If you select this option then this screen appears.
Select From and to date

Click to export to excel

Select From and to date

Records

Click to export to excel
State login

Login Screen

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

1) Targets: State will be fix targets for their Urban Local bodies as well as for the Training Institutes.

For fixing the targets select the ESTP target option and then select the ULB or institute target for which state wants to fix the target. If you select the ULB target then this screen appears.
It shows the targets assigned by NMMU as well as the targets assigned to the districts if any,

For assigning the targets to the ULB’s select the district and then select the ULB and then press the Show Button. Enter the Targets for SC, ST and others total will be calculated automatically. Minority, women, and PWD target to be entered. Financial allocation for the ULB under this component can be entered. After entering the physical and financial targets press the Save button to save the targets. If you don’t want to save the targets then press Cancel button.

If the State wants to fix the target for institutes select the option “Institute target”. Then this screen appears.
Select the District, Urban Local body, Institute and then select the trade on which you want to fix the target. After selecting all parameters press the show button. If any target has been entered already then it will be fetch that information otherwise enter the target for SC, ST, Others, Minority, Women, PWD and the financial allocation.

After entering the targets press the Save button to save your targets.

2) **SKILL GAP ANALYSIS**: For the entering the skill gap analysis done by the cities, select the ESTP menu then go to the option ‘Skill Gap Analysis’. Then this screen appears.

![Skill Gap Analysis Screen](image)

Select the trade, district name, ULB name and then press show button. Enter the skill gap analysis data like total requirement, date of survey & survey done by and then press the ‘Save’ button to save the data.

3) **Adding Trade**: For adding any trade go to the menu then select the option “Adding Trade” Then this screen appears.
Existing trades can be edited by clicking “Edit”. For adding new trades enter the trade and then press the button “Add/New”.

4) COURSE: By selecting this option you can add the courses as well as you can edit the courses. If you select this option then this screen appears.

For adding new courses select the option “Add Course”. If you select add course then this screen appears.
Select the trade, Enter the course name, enter the No. of days of training programme, No. of Hours, select certifying Agency, enter course code and then press “Save” button to save data.

For editing the course details select the edit course option in the submenu then this screen appears.

By selecting Edit option you can edit the course details. If you select edit then this screen appears.

After making changes press the “Update button” to update the details.

5) Curriculum: By selecting this option you can enter and edit the curriculum for the courses. If select this option then this screen appears.
For adding curriculum for the course select the Add Curriculum option then this screen appears.

If you select the course then the trade and the course period will be displayed automatically.

Enter the Topic, Hands on training details, tool kit details and then select the curriculum scanned file in the PDF format to upload. Finally press the “Save” to save the curriculum details.

**Edit Curriculum:** By selecting this option Curriculum details can be modified. If you select this option then this screen appears.
Select the curriculum do you want to edit by selecting the “Edit” button. If you want to delete the records then click the Delete link.

6) Institute: For empanelling the institutes and creating the user credentials for the training institute this option may be taken. If you select this option then this screen appears.

If we want to see the list of institution which was already empanelled for the EST&P component by the centre as well as by the State SMMU, choose the “List of institute” option. If you select this option then this screen appears.

Add Institute: If you want to add Institute select this option. If you select this option then this screen appears.
Enter all the information's about the Institute and select the Trades on which the institute is empaneled. More than one trade can be selected. Enter the user name and password for the Institute. After entering all details press the “Save” button to save and create the user credentials for the institute. This user credentials has to be communicated to the Institutes.

**Edit Institute:** By selecting this option you can modify the details you have entered for the Training Institute. If you select this option then this screen appears.

For the modifications please select the “Details” button. If you select the details button then this screen appears.
After modifications, press the “Update” button to update your changes. If you don’t want to save the modifications press the “Back” button.

**Attaching Courses to Institutes**: using this option SMMU attach Course to the Institutes. If you select this option then this screen appears.

The Institute for which you want to attach the courses select the “Details” button of that institute. If you click “Details” button then screen appears.
Select the trades and then select the courses under the selected trade to attach with the Institutes.

After selecting the trades and the Courses press the “Update” button to save the details.

7) **Certifying Agency:** If you select this option then this menu appears.

**List of Certifying Agency:** By selecting this option you will be able to see the list of Certifying agencies already empanelled with Central as well as by the State. If you select this option then this screen appears.
Add certifying Agency: By selecting this option you can add the certifying agencies who are empanelled with state SULM. User credentials for the Certifying agency also created through this option. If you select this option then this screen appears.

![Add certifying Agency](image)

Enter the certifying agency details and then enter the user credentials for the certifying agency. Press the Save button to save the details as well as to create the user credentials for the certifying agency.

**Edit Certifying Agency:** By selecting this option the certifying agency details can be modified. If you select this option then this screen appears.

![Edit Certifying Agency](image)

For modifying the details select the “Edit” button. If you select this option then this screen appears.

8) **Application:** By selecting this option SULM can enter the applications which were received on EST&P can be entered. If you select this option then this screen appears.
The basic information received for the EST&P application details can be entered by this screen. While saving the application, SMS will go to the applicant that “Your Application for EST&P is received and your Application Number is 06041700008”.

**Edit Application:** By selecting this option, you can edit the basic information’s of the applicant. If you select this option then this screen appears.

By selecting the trade it display the list of applications which are received by SULM on that trade. After selecting the trade, this screen appears.
By selecting the “Edit” button you can edit the basic details. If you select edit then this screen appears.

After the modifications, press the “Update” button to save the details.
CMMU login (Urban local Body)

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

Employment through Skill Training and Placement (EST&P)

Note:

1) Assigning Certifying agency for the batches, before closing of training program by ULB is necessary.

2) Before forwarding the applicants to CA the course has to be closed.

3) Before forwarding the applications to the training center, make sure that the course details for the course has to be entered by the training Institute.

If you select ESTP in the Main menu then this screen appears.
1) **Add Application**: Select the “Add Application” to enter the applications which are received by the Urban Local Body (ULB) for the EST&P component. If you select the Add application then this screen appears.

After entering all the field press the Save & SMS button to save the application. While saving the application system sends SMS to the applicant with the details of the applicant and application number.

**Edit Application**: If you want to edit any field on the ESTP application then select the Edit application option. If you select the “Edit Application” then this screen appears.
On selecting the Trade, it displays the list of applications received/entered on the selected trade.

If you select the trade, then this screen appears.

Select the **Edit** option to edit the details. If you select **Edit** then this screen appears.

After making the changes, press the update button to save your changes.

2) **Forward application to training centre:**
By selecting this option ULB can assign the training programmes to the applicants to the different training centre. If you select this option then this screen appears.

Select the trade, course, training centre and the press the show button. Then it will display the all the applications which are received on the selected trade.

For assigning the applicant to the selected training centre, click on the check button. Multiple selections are allowed. Press the ‘SAVE’ button to forward these applications to the selected training centre. These applications are forwarded to the concerned training centres electronically.

**2. a) Update Forward Applications:** If you forwarded the applications wrongly to the training centre, by using this option you can cancel/modify those applications.

If you click this option then this screen appears.
Uncheck the application which you want to cancel, press “Update” button to save your changes. Unchecked application will be available for the ULB for the further forwarding.

3) Generate Forwarding Letter: After forwarding the applications to the training centre, ULB can generate the forwarding letters to the Training centre by using this option. If you click this option then this screen appears.

Select the trade, course, and training centre and then press show button. For generating the forwarding letter press on “Generate Letter”. Sample letter is given below.
4) Dispose of Applications: By selecting this option any application received by the ULB can be deleted/removed. If you select this option then this screen appears.

Select the trade then it displays the list of applications received on that selected trade. Check the “Dispose” button to delete/remove the application. After clicking on dispose, press the save button to delete/remove the applications. Multiple selections can be done.

5) Institute: By selecting this option, ULB can see the list of institutes which are empanelled by the NMMU, SMMU and by itself.

If you select this option then this screen appears.

a) List of Institute: By selecting this option, ULB can see the list of institutes which are empanelled by the NMMU, SMMU and by itself. If you select this option then this screen appears.
b) **Add Institute:** Like SULM ULB can also empanel any Institute for EST&P Training as per their demand. While adding Institute itself the user credentials are created for the training Institutes. The entire procedure is similar as SULM.

c) **Edit Institute:** The institute which are empanelled by the ULB details can be edited by this option. The entire procedure is similar as SULM.

**Assign CA to Training:** By selecting this option ULB can assign the Certifying Agency to the courses. If you select this option then this screen appears. If you select the Training Institute then it displays the list of undergoing courses under the training centre.

Assign the CA to the Course and then press the “Save” button to save the data.

6) **Report:** If you click “Report” in the main menu then submenu appears. Under that sub menu “Beneficiary Details” report. If you click this link “Beneficiary Details” then this screen appears.
In this, you can enter the Beneficiary code and click the “Show” button to fetch all records of the beneficiary related to different modules.

Under “Report” menu you can view another reports like “Beneficiary Details State wise”, “CA Report beneficiary wise”, “Beneficiary list year wise”, “Beneficiary Details category wise”, and “Beneficiary Details Education wise”. These are same as “NMMU” login report. Depends on the ULB selection/login corresponding records will be displayed.

7) **ADMIN:** If you select this option then this menu appears.

a) **Update profile:** By using this option ULB can enter and edit his own profile details like contact person name, mobile number, Address etc. If you select this option then this screen appears.
After entering/modifying the details press the save button to save data.

b) **Change Self Password:** By using this option ULB can reset his own password.

Enter the old password, new password and confirm password and then press the submit button to change your password.

c) **Send SMS to Applicants regarding Training:** By selecting this option ULB can send SMS to the selected candidates of the particular training programme. If you select this option then this screen appears.
While selecting the trade it will display all applicants who had applied for the training programme. After selecting the trade, this screen appears.

SMS can be sent to all candidates or to the selected candidates by selection. After selection of candidates press the button “Send SMS” to send the SMS. Computer stores the content of the SMS for the later audit purpose.

d) Change Institute Password: The institute which are empanelled or created by the ULB’s for that ULB can change their password by using this option. If you select this option then this screen appears.

Enter the new password, according to the password policy that should have minimum 8 characters, one special character and one number allowed to create or change the password and then press the “submit” button to save the new password.

e) Ward Master: by using this option, ULB has to enter the ward details and press the “Add New” link to save data. ULB can also modify the ward master using “Edit” option. If you select this option then this screen appears.
f) **Add Bank Account:** by using this option, ULB has to enter the bank details of the ULB. If you select this option then this screen appears.

After entering the Account number, bank name and branch name press the Add to save you data.

g) **Bank Branch details:** By using this option ULB can enter the other banks which are located in their area. If you select this option then this screen appears.
h) **Add BANK Branch:** by selecting this option bank details can be entered. By selecting this option this screen appears.

Select the bank name, enter the IFSC code, branch name, Address and pin code and then press save to save the data.

i) **Edit Bank Branch:** By using this option the bank details can be modified. If you select this option then it asks you to select the bank name and then it asks you to select the branch name.
Training Institute

Training Institute: by using their user credentials the training institute can add their training centre details as well as they can create the user credentials for their training centre. If you select this option then this menu appears.

1) Training Centre: by selecting this option training centre details as well as user credentials for their training centre can be created. If you select this option then this screen appears.

1. a) Add Training Centre: by selecting this option training centre details as well as user credentials for their training centre can be created. If you select this option then this screen appears.

After entering all the details of the training centre and their user credentials press the “Save” button to save the details as well as for creating the user credentials for the training centre.
1. b) Edit Training Centre: The training centre details can be modified by using this option. If you select this option then this screen appears.

![Edit Training Centre Details](image)

Click the details button to modify the training centre details. If you click on “Details” then this screen appears.

![Update Training Center Details](image)

After making modifications press the update button to save the data.

2) Admin: By selecting this option this screen appears.

![Admin](image)

2. a) Change Self Password: By using this option, Training Institute can change his password. If you click this option then this screen appears.
Enter the new password, according to the password policy that should have minimum 8 characters, one special character and one number allowed to create or change the password and then press the “submit” button to save the new password.

2. **b) Change Training centre password:** By using this option, institute can change the password for their training centres. If you click this option then this screen appears.

Click the change password option to change the password and do the same change as for self password.
Training centre place the major role in the EST&P component. The activities of the training centre are given below.

Batch creation and entry of all applicant details, marking of attendance, closing of training, forwarding applicant to CA, placement details, uploading of salary slip, self employment declaration etc will be done by the Training Centre.

After successful login this screen appears.

**Note:**

1) Closing of training program after completion of training.

2) Intimating CA for the assessment of the beneficiaries who are successfully completed the training through computer generated letter.

3) Forwarding beneficiaries to CA for Assessment should be done by the TC

1) **Batch:** By using this menu, you can create batch and edit batch.

a) **Create Batch:** By using this option, you can create the batch details. If you select this option then this screen appears.
Select the trade, course and the batch details and then press “Save” button to save the details. Training ID will be displayed like Your Training ID is: TN0604170004.

b) Edit Batch: By using this option you can modify the batch details. If you select this option then this screen appears.

After selecting the trade press the show button to display the entire course in that trade. By selecting edit button you can modify the details. If you press “Edit” then this screen appears.

After the starting of the training programme the course details cannot be modified. After modification press the update button to update the data.

2) Beneficiaries: Selection and rejection of beneficiaries, generation of call letter and sending of SMS to beneficiaries are done through this Menu. If you select this option then this menu appears.
a) **Enter Beneficiary Details:** The detailed information of the selected applicant details are entered using this option. After entering the beneficiary details the beneficiary ID will be generated.

By entering the application code the beneficiary basic details will be fetched automatically. Computer checks in any beneficiary are existing with this name and Date of Birth in the Beneficiary list then it will displays the list of beneficiaries existing with this name and date of birth.
By selecting the correct beneficiary the beneficiary details will be filled automatically.

If the applicant does not exist in the beneficiary list of that ULB then the remaining beneficiary details have to be filled by the training centre.

After filling all the details press the “**Update, SMS, Generate Call Letter**” button to save the data, sending the SMS to the beneficiary and for the generation of call letter for the Beneficiary. This call letter will be generated in the standard format it has to be sending to the beneficiary for intimation about the selection. While saving the data, system generates the beneficiary ID and it will be displayed in the screen.
Call letter can be exported to PDF by pressing the “Export to PDF” button.

If you don’t want to generate call letter and to send SMS press the “update only” button to save data.

b) **Beneficiary return to ULB**: By using this option training centre can return the applicant/beneficiary to ULB, who was selected by the ULB. If you select this option then this screen appears.
Enter the application code of the selected applicant and then press the search button to fetch all the details of the applicant.

After entering the reason/remarks, for the rejection press the “Reject” button to reject the applicant. If the applicant is rejected by the training centre then the applicant will be send back to the ULB for further necessary action at his end.

c) **Generate Beneficiary selection letter:** By using this option training centre can generate a letter which is to be send to ULB regarding the selection of candidates for the course/batches. If you select this option then this screen appears.

Select the training programme. Then the letter will be displayed along with the selected candidates.
Press the “Export to PDF” button to export the letter in PDF format. Press the “Print” button to print the letter.

d) **Send SMS to Selected Applicants:** By using this option SMS can be sending to all the selected applicants for the selected training programmes. If you select this option then this screen appears.

Select the training name on selection of training name it will displays the selected applicants for that training programme.
Enter the message and then select the applicants for whom which you want to send the SMS and then press the “Send SMS” button to send SMS. Content of the SMS will store for the audit purpose.

3) Training: By select this option this menu appears.

a) Attendance: by using this option attendance for the training programme can be marked.

a. a) Add Attendance: By using this option attendance can be marked. Attendance will be marked twice in a day. If you select this option then this screen appears.

Select the training and then select the attendance for the Start or End and then press the submit button. Date of attendance will be taken automatically. While pressing “Save button” is displays the list of applicants who are attending the training programme.
Mark the attendance for the applicants and then press the “Save” button to save the attendance.

a. **b) Edit Attendance:** Marked attendance can be modified by using this option. Previous day attendance cannot be modified.

b) **Closing of Training:** Training programmes are close by using this option

Before closing of the training programme, Certifying Agency (CA) has to be assigned by ULB for the training programme.

After closing of Training programme only applicants can be forwarded to CA for certification.

If you select this option then this screen appears.

Select the training programme and then select the closing of training programme and then press the “Save” button to close the training programme. If the training programme is in progress it won't allow you to close the training programme. Before Assessing by CA the closed training programmes can be reopened.

c) **Forwarding beneficiaries to CA for Assessment:** If you select this option then this screen appears.
Select the training programme then it displays the all beneficiaries of the training programme.

Select the applicant and enter the test date and then press “Update” button to save the data.

d) **Generate Letter for Certifying Agency:** Using this option, TC can generate letter for certifying agency by selecting the training name. By selecting this option this screen appears.

After the entry of CA/Assessor details only the placement details can be entered.
4) **Placement:** by selecting this menu this sub menu appears.

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a) **Placement Details:** by selecting this option placement details of the beneficiary can be entered.

If you select his option then this screen appears

Select the training name and select the candidate name and then press the “show” button. If the placement details for the selected beneficiary already exists then it displays the information otherwise his/her placement details can be entered. After pressing show button this screen appears.
After entering all the placement details press the “Save” button to save the data.

b) **Salary Slip:** by pressing this menu this menu appears.

b. a) **Update Salary Slip:** by using this option the salary slip of the beneficiary can be uploaded. If you click this option then this screen appears.

Select the Training Name and then select the candidate name then this screen appears.
After selecting the month and year select the scanned copy of the salary slip/passbook statement to upload. After entering all details press the “Save” button to save the salary slip.

c) Self Employment details: by selecting this menu this menu appears.

c. a) Insert Self Employment Details: by selecting this option TC can insert the self employment details of the beneficiary. If you select this option then this screen appears.

After selecting the training name and the beneficiary name this screen will be appear to enter the self employment details.
Enter the business details and then press the save button to save the details.

c. b) **Edit Self employment details**: by selecting this option the details entered in the above screen can be modified. If you select this option then this screen appears.

After selecting the training name and the beneficiary name it displays the information’s about the selected beneficiary.

Make the modifications and then press the “Update” button to save the data.
d) **Release Beneficiary**: If the beneficiary discontinued in the middle of the training programme due to any reason, this beneficiary can be sent back to ULB by using this option. If you select this option then this screen appears. It shows the training programmes which are running/operation in the TC. As per the selection of training programme it displays the beneficiaries/trainees in the training programme. Select the beneficiary and then press the “SAVE” button to send back to ULB.

![Select beneficiary for release](image)

**e)** **Admin**: Using this option the self password can be changed. If you select this option then this menu appears.

![Change Password](image)

**e. a) Change Password**: if you click this option then this screen appears.

![Enter new password to change password.](image)

Enter the new password, according to the password policy that should have minimum 8 characters, one special character and one number allowed to create or change the password and then press the “submit” button to save the new password.
CERTIFYING AGENCY

After the successful login of the certifying agency this screen appears.

1) **Assessor**: Certifying agency can enter the assessor details by using this option. If you select this option then this screen appears.

   a) **Add/Edit Assessor**: by using this option assessor details can be entered as well as it can be modified. If you select this option then this screen appears.

   After entering all details of the assessor press the “Add New” button to add the data. To modify the existing details press the “Edit” button.

   b) **Assign Assessor**: Using this option CA can assign the assessor for the training programme. If you select this option then this screen appears.
Select the training name and the assessor and then press the “Save” button to assign the assessor for the selected training programme.

2) **Assessment:** Using this option assessment details can be entered. If you select this menu then this menu appears.

a) **Add assessment details:** Assessment details can be entered by using this option. If you select this option then this screen appears. Select the training programme and then press the submit button.

Press the “**Update**” button to enter the assessment details. If you select update button then this screen appears.
Enter the assessment details and then press the update button to update the details.

3) **Admin**: If you select this menu then this menu appears.

   a) **Change Password**: Certifying Agency can change his password by using this option. If selects this option then this screen appears.
Enter the new password, according to the password policy that should have minimum 8 characters, one special character and one number allowed to create or change the password and then press the “submit” button to save the new password.

b) **Send SMS:** by selecting this option, CA can send SMS to the beneficiaries of the particular training programme. If you select this option then this screen appears. Content of the SMS stored for audit purpose.

Select the training programme then it displays the all beneficiaries in that training programme. You can select beneficiaries by selecting option and then enter the SMS message and then press the button “Send SMS” to send SMS for the selected beneficiaries.
Self Employment Programme

[SEP]

National Urban Livelihoods Mission (NULM)

MoHUPA INFORMATICS DIVISION
NATIONAL INFORMATICS CENTRE
Room Number 123 ‘G’-Wing, NBO Building
Nirman Bhawan-110 011
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SEP

1. NMMU Login:

The role of NMMU in SEP is to set targets for the states in different components.

There are three sub components in SEP they are:

1. Self employment Programme Individual SEP (I).
2. Self employment Programme Group SEP (G).

After successful login of the NMMU following Home screen appears:

1.1 Targets

SEP Targets on NMMU Login:

1.1.1 SEP-I State Target:

In order to set targets for all the States, click on the ‘SEP-I State Target’ link on the menu. The screen which will be displayed is shown below:
The page has a selection for Financial Year.

Select the Financial Year for which the targets need to be entered.

You can now see the list of states with the columns like ‘SC’, ‘ST’ for which the targets need to be set.

Enter the targets for different categories and press ‘Save’ to save the data.
1.1.2 **SEP-G State Target**:  

The process for entering the SEP (G) State target is the same as SEP(I) State target.

1.1.3 **SEP-I Annual Credit Target**:  

In order to set SEP (I) Credit targets for all the States, click on the ‘SEP-I Annual Credit Target’ link on the menu. The screen which will be displayed is shown below:

- The page has a selection for Financial Year.
- Select the Financial Year for which the targets need to be entered.
- You can now see the list of states with the columns like ‘SC’, ‘ST’ etc for which the targets need to be set as in figure above.
Enter the targets for different categories and press ‘Save’ to save the data.

1.1.4 SEP-G Annual Credit Target:
The process for entering the SEP (G) Annual credit target is the same as SEP (I) Annual credit target.

1.2 REPORTS:
Reports in SEP are provided on the login of NMMU, SMMU and ULBs. You can see the Reports section on the menu when any of the mentioned members logs in the project. The figure below shows the ‘Reports’ section on the menu.

NMMU Login:

![NMMU Login Menu]

1.2.1 Monthly Progress Report (Physical)(NMMU Login):
This report gives an overview of all the stages of the component. When you click this link, the report appears as below:
The page consists of the selection criteria, on which basis the report will be displayed.

- Select the State, Year and Month for which report is required and press ‘Show’ button.
- When you press the button, following report will be displayed:

You can also export this report by clicking on the excel image as shown in the figure above.
1.2.2 Monthly Progress Report (Financial)(NMMU Login):
This report is to have an overview of the financial components in SEP. When you click the link following screen will be displayed:

» Enter the State, Year and Month and press ‘Show’ button.
» The report will be displayed as following:
### 1.2.3 Year Wise Application Details (NMMU Login):

This report consists of the information about SEP Applications. When you click on the link, you can see a screen with the option to select Financial Year. Select the financial year and you will get the data sorted state wise as shown below:

The figure above shows the detailed data for all the states.

NMMU can also see the data for the ULBs from the same report. For this, you need to click on the name of the state and the list of ULBs will be displayed as in the figure below:
The figure above has list of ULBs in the selected State.

You also have separate options to export State as well as ULB data as shown in figure above.

1.2.4 SEP-I Demand vs. Subsidy Releases (Bank wise):
This report shows the relative data of the demand amount and Interest Subsidy amount released in SEP-I. To view this report, click on the ‘Demand vs. Subsidy Releases (Bank wise)’ link in the reports section of the menu. The report is shown as below:
On entering screen you get selection options for State, Financial Year and Bank.
Select all the three and press ‘Show’.
The screen below will be displayed:

On clicking the State you get the details of the branch as shown in the figure above.
When you click on the Branch Name you get the details of the Beneficiaries as shown in the figure.
And when you select the ‘Beneficiary Code’ you get the details of all the beneficiaries.

1.2.5 SEP-G Demand vs. Subsidy Releases (Bank wise):
This report shows the relative data of the demand amount and Interest Subsidy amount released for SEP-G. To view this report, click on the ‘Demand vs. Subsidy Releases (Bank wise)’ link in the reports section of the menu. The report is shown as below:

The rest of the process is same as the ‘SEP-I Demand vs. Subsidy Releases (Bank wise).

1.2.6 SEP-I Subsidy Releases Report:
This report shows the details of the Interest subsidy released within a particular beneficiary code.

When you click the ‘SEP-I Subsidy Releases Report’ on the menu, you get the below screen with the selection criteria of Financial year, State, District and ULB.

When you select all the required data, click ‘Show’ button to display details.
When you click show button, you get the list of beneficiaries with loan details within the selected year, state, district and ULB.

Now click on the beneficiary code as shown in the figure above, you will get the details of the subsidy released under this beneficiary code.

You also have an option of exporting the report to excel.

1.2.7 SEP-G Subsidy Releases Report:

When you click on the ‘SEP-G Subsidy Releases Report’ you get the following screen:

- The process is same as the ‘SEP-I Subsidy Releases Report’.
1.2.8 SEP-I Beneficiary Details Category wise:
This report shows the details of the beneficiary category wise (ST, SC etc). Click on the ‘SEP-I Beneficiary Details Category wise’ link on the menu and the following screen will be displayed:

➔ Select the criteria and press ‘Show’ button.

➔ List of ULBs will be displayed along with the count of beneficiaries in the categories.
1.2.9 SEP-I Education Details Category wise:
This report is same as the previous report the only difference is of the categories.
When you click on the ‘SEP-I Education Details Category wise’ the following screen will be displayed:
Now enter the criteria and press ‘Show’ button, the following screen will be displayed:
The rest process is same as the previous report and is explained below with the help of screens.
Graphical Reports:

1.2.10 SEP (I) Graphical Report:
This report gives you a graphical representation of Applications in SEP (I) at different Stages of the project.

1.2.11 SEP (G) Graphical Report:
This report gives you a graphical representation of Applications in SEP (G) at different Stages of the project.
1.2.12 SHG Graphical Report (Bar Chart):
This report gives you a graphical representation of Applications in SHG at different Stages of the project.

1.2.13 SEP-G Caste wise / Gender wise Graphical Report (Pie Chart):
This report gives a graphical representation of beneficiaries in different caste categories or gender wise for SEP (G):

Fill the details and press to view the chart

Select financial year, Report Type and press to view the charts
1.2.14 SEP-I Caste wise Graphical Report (Pie Chart):
This report gives a graphical representation of beneficiaries in different caste categories for SEP (I):

- Select financial year,
- Report Type and press to
2. SMMU Login:

Setting targets to ULB is one of the roles of the State in SEP. On successful login of SMMU, the following screen appears:

- In the ‘Target’ section, you can find the link ‘SEP Target’.
- On selecting ‘SEP Target’, you get the options to set targets as shown in the below screen:

  2.1 Targets

  2.1.1 SEP-I ULB Target:

In order to set SEP-I ULB targets for ULBs, click the ‘SEP-I ULB Target’ link on the menu.

- The page has a selection for Financial Year.
- Select the Financial Year for which the targets need to be entered.
- You can now see the list of states with columns like ‘SC’, ‘ST’ etc for which the targets need to be set as in the figure below.
- Enter the targets for different categories and press ‘Save’ to save the data.
2.1.2 SEP-G ULB Target:
In order to set SEP-G ULB targets for ULBs, click the ‘SEP-G ULB Target’ link on the menu. The rest of the process is same as in ‘SEP-I ULB Target’ and is explained by the figure below:
2.1.3 SEP-I Annual Credit Target:
In order to set SEP-I Annual Credit targets for ULBs, click the ‘SEP-I Annual Credit Target’ link on the menu. You get the following screen:

- The page has a selection for Financial Year.
- Select the Financial Year for which the targets need to be entered.
- You can now see the list of ULBs with the columns like ‘SC’, ‘ST’ etc for which the targets need to be set as in figure above.
- Enter the targets for different categories and press ‘Save’ to save the data.

2.1.4 SEP-G Annual Credit Target:
In order to set SEP-I Annual Credit Target targets for ULBs, click the ‘SEP-G ULB Target’ link on the menu. The rest of the process is same as in ‘SEP-I ULB Target’.
2.2 Reports

2.2.1 Monthly Progress Report (Physical):
This report works same as in the NMMU Login. The only difference here is the State login can only view data for its own state not of all the states.

2.2.2 Monthly Progress Report (Financial):
This report works same as in the NMMU Login. The only difference here is the State login can only view data for its own state not of all the states.

2.2.3 SEPI Financial Year Wise Application Report:
When you click on the ‘SEPI Financial Year Wise Application Report’ link on the menu following screen will be displayed:

<table>
<thead>
<tr>
<th>SEPI Financial Year Wise Application Status Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Year: Select Year</td>
</tr>
</tbody>
</table>

Select financial year and press ‘Show’ to view report

Click to see detailed data
When you press the ‘Show’ button, you get the list of ULBs with the application stages and their respective counts.

You can view the detailed data by clicking on the count.

You will get the following screen after clicking the counts:

You can now see the detailed information about the application as shown in the figure above.

2.2.4 SEP-I Demand vs. Subsidy Releases (Bank wise):
This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

2.2.5 SEP-G Demand vs. Subsidy Releases (Bank wise):
This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

2.2.6 SEP-I Subsidy Releases Report:
This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.
2.2.7 SEP-G Subsidy Releases Report:

This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

2.2.8 SEP-I Beneficiary Details Category wise:

This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

2.2.9 SEP-I Education Details Category wise:

This report also works same as in the NMMU Login explained previously except that the state login can only view data for its own state not for all the states.

Graphical Report:

2.2.10 SEP (I) Graphical Report:

This report also works same as in the NMMU Login explained previously except that the state login can only view chart of data for its own state not for all the states.

2.2.11 SEP (G) Graphical Report:

This report also works same as in the NMMU Login explained previously except that the state login can only view chart of data for its own state not for all the states.

2.2.12 SHG Graphical Report (Bar Chart):

This report also works same as in the NMMU Login explained previously except that the state login can only view chart of data for its own state not for all the states.
3. ULB Login:

After successful login of the ULB following Home screen for ULB appears. On selecting the option SEP on the main menu the following menu appears.

3.1 SEP (I):

On selecting the SEP (I) component in the SEP menu, you can find options for Entering or modifying applications received for SEP (I) loans, calling for the counselling and the whole of the process all together as shown in the figure below:

3.1.1 Application Intent: On selecting the ‘Application Intent ’ option on the SEP(I) submenu you can find the link for adding, editing, counselling etc as shown in the figure below:

3.1.1.1 Adding an application for SEP (I) loans:-
In order to add an application, click on the ‘Add Application’ option. Then this screen appears.

(A) Search for existing Beneficiary: On the screen above you can find the existing applications by entering either Beneficiary Code, Beneficiary Name, Father’s name or Mobile No.

(B) New Application: New Application can be entered by providing the basic details of the applicant and pressing the ‘Save’ button. While saving the application details, computer generates the application code.
3.1.1.2 **Editing basic application**: To edit any existing application select the option ‘Edit Basic Application Details’. On clicking this option, following screen appears:

(A) **Status Option**: On the screen you will find options for the status of the application. By selecting one of the options you can view only those applications which has its status that of the selected status. For example: if you select Pending, only those applications whose status is pending will be shown in the list.

(B) **Edit**: In order to edit an entry, click on the corresponding edit link in the list. When you click on the edit link, following screen appears with the details of the application already filled and with an update button:

You can now edit the details and press update button in order to save the changes.

After editing details press update in order to save the changes.
3.1.1.3 **Calling Applicant for counselling:**
To call an applicant for counselling you can select the ‘Call Applicant for Counselling’ option on the menu.

When you select this option following screen appears containing the list of applicants:
(A) Select Applicants for counselling: In order to select the applicants that you want to be invited for counselling, select the box provided at the end of the details in the list. You can select multiple applicants at the same time.

(B) Inviting Applicants: Once you have selected the applicants to be invited, click on the ‘Save & Send SMS & Generate letter’ button below in the screen.

(C) Generation of Letter: Counselling letter will be automatically generated. It can be sent to the applicant for the counselling. The sample counselling letter format is shown in the figure above.

3.1.1.4 Add/Edit Loan disbursement details: After counselling, the detailed loan details can be entered by selecting ‘Add/Edit Loan disbursement details’ on the menu as shown below:
On the screen displayed, shows the list of applications with the option of ‘Edit’ and Delete.

After entering all the loan details it can be printed by pressing the “Print” button. Press the “Update” button to save the data. Fields marked with “Yellow” colour are mandatory fields.
After the loan details the application is screened by ULB and checked whether all the documents are completed (All the three type of document in the ‘List of document collected’ section). Only after completion of document application can be sent to Task Force for approval.

3.1.2 Screening of Application by ULB:

ULB can select the applications which are to be send to task force for the approval. In order to select these applications click on the ‘Screening of Application by ULB’ on the menu as shown below:

After you click on the menu you get the screen below with the selecting criteria:

- Enter the period on which the list of applications received and then press the show button to display the records as per the selection criteria.

- Enter the period on which the list of applications received and then press the show button to display the records as per the selection criteria.
Enter the action, action date; select the applicant and then press the “Save” button to save the data. If the action selected is ‘Forward to TF’, the application will be forwarded to Task Force automatically for approval.

**Note:** Only those applications can be forwarded to the task force for which the list of document is complete. If the application is rejected at this stage the application is returned to ULB.

### 3.1.3 Letter to Task Force:

After the screening of Application a letter is sent to the Task force for approval. In order to generate the letter, click on the ‘Letter to Task Force’ on the menu and the following screen will be displayed:

The screen above consists of the details of the application and the format of the letter. You can print the letter by clicking on the ‘Print’ button on the page.
3.1.4 **Task force approval:**

After sending letter to the task force next is to enter the decision of Task Force. Select ‘Task Force Approval’ from the menu as shown below:

![Task Force Approval Menu](image)

- Enter the task force decision and then press the button “Save & Send SMS” to save the data as well as to send the SMS to applicant regarding the task force selection.

**Note:** *If the Task Force rejects the application, the application is closed.*

3.1.5 **Letter to Bank**

Letter to the bank for the selected application can be generated by this option. If you select ‘Letter to Bank’ on the menu following screen will be displayed:

![Letter to Bank Screen](image)
Select the bank, Branch and the TF approval date and then press the “Show” button to generate the letter. The sample letter is placed below.

By pressing the “Print” button you can print this letter.

3.1.6 Bank Approval:

In order to enter the details of the bank approval, click ‘Bank Approval’ link on the menu. The following screen will be displayed:
Enter the required criteria for the applications and click the ‘Show’ button. The list of applications corresponding to the criteria will be displayed.

Select one of the applications by clicking on the ‘Enter Details’.

The figure above shows the screen that appears after clicking the button.

Enter the details of the bank approval and click ‘Save’ button in order to save the data.

› Note: If the Bank rejects the application, the application is closed.
3.1.7 **Loan Disbursed details**:

After bank approval the bank disbursal details can be entered by using this option. Select ‘Loan Disbursed details’ from the menu as shown in the figure below:

The Screen above appears with the selection criteria consisting of dates, Bank and Branch of the Bank.
- Select the Bank, branch name and then press show button to display the sanctioned applications.
- The screen below will be displayed with the list of sanctioned applications.
Click to enter disbursement details

### SEP-I Loan Disbursement Details

#### List of Sanctioned Applications:

**From:**

**To:**

**Bank Name:** AXIS BANK

**Branch Name:** Norman Sharan

<table>
<thead>
<tr>
<th>No.</th>
<th>Application No</th>
<th>Beneficiary Code</th>
<th>Name</th>
<th>Loan Amount (Applied)</th>
<th>Loan Sanctioned Amount</th>
<th>Loan Sanctioned Date</th>
<th>Photo</th>
<th>Disbursed Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>APP1000000041700001</td>
<td>BN090058041700001</td>
<td>Singh</td>
<td>200000</td>
<td>200000</td>
<td>28/02/2014</td>
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<tr>
<td>2</td>
<td>APP1000000041700002</td>
<td>BN090058041700002</td>
<td>Singh</td>
<td>200000</td>
<td>150000</td>
<td>22/04/2014</td>
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<td>Disbursed</td>
<td>Disbursement Details</td>
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<tr>
<td>3</td>
<td>APP1000000041700001</td>
<td>BN090058041700001</td>
<td>Singh</td>
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<td>18/02/2014</td>
<td></td>
<td>Disbursed</td>
<td>Disbursement Details</td>
</tr>
<tr>
<td>4</td>
<td>APP1000000041700002</td>
<td>BN090058041700002</td>
<td>Singh</td>
<td>200000</td>
<td>200000</td>
<td>18/02/2014</td>
<td></td>
<td>Disbursed</td>
<td>Disbursement Details</td>
</tr>
</tbody>
</table>

### SEP-I Loan Disbursement Details

#### List of Sanctioned Applications:

**From:**

**To:**

**Bank Name:** AXIS BANK

**Branch Name:** Norman Sharan

---

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To enter the disbursement details, click on the ‘Disbursement Details’ button.
When you click the button the screen above will be displayed.
Previous disbursed payment if any will be displayed in the section below the ‘Save’ button.
Enter the loan sanctioned amount, loan disbursed date and then press the ‘Save’ button to save the loan disbursement details.

3.1.8 **Subsidy releases:**
The subsidy releases to the banks can be entered by clicking ‘Subsidy releases’ on the menu. On clicking the menu, the following screen will be displayed:
- Enter the selection criteria and click the ‘Show’ button.
- After you click the show button, a list of loans disbursed will be displayed.
- In order to select one of the loan disbursed entries, click on the corresponding ‘Add’ button.

The figure above appears after you select one of the details by clicking Add button.
Enter the details of the subsidy release and press ‘Save’ button to save the details.
When you press the save button, the screen below appears.

In order to edit the release details, select the detail by clicking on the ‘Edit’ button.
Edit the details and press ‘Save’ in order to save the changes.

3.1.9 **Subsidy Releases All**:
Subsidy releases for more than one loan can be done through this option. If you select this option then this screen appears:

Here again select the date, Bank Name and Branch, and click the ‘Show’ button.

Now you will get the list of loan disbursed by the selected bank and branch within the selected time period as shown in the figure below:
The screen above also has the section to enter details of the subsidy release below.

Select the applicants by clicking on the box against the details.

Enter the details of the subsidy release and press ‘Save’ button to save the details for all the loans in once.

3.1.10 **Activate Rejected Applications:**

The applications which were unknowingly deleted or rejected then using this option it can be reactivated. While reactivation it will appear where it deleted or rejected. This option is at the last of the SEP (I) menu.

When you enter the page, it shows a list of rejected applications.

Click on the ‘Check’ option against the application to select it for reactivation.

You can select multiple applications together to reactivate.

When you finish selecting applications, press save to finally reactivates the applications.
3.2 SEP (G):

Self Employment Group (SEP (G)) details can be entered using this menu. Select the SEP (G) on the menu as shown below and you can see the list of operations to be performed in the sequence of process:

3.2.1 **Application**: All the SEP (G) group, member details, and counselling details can be entered by using this submenu. If you click on ‘Application’ then another sub menu appears as shown below:

- It consists of different application operations.
3.2.1.1 Group Entry Form:
Entry of group application form can be done by this option. Click on the ‘Group Entry Form’ link in the above figure. The screen appears with the list of existing group applications with the option of either editing the existing or add new application as shown in the figure below:

(A) Add New Enterprise:
To add a new Group application, click on the ‘Add New’ link below the list as shown in the figure above and the screen below appears:
Enter the Group details and press ‘Save’ button in order to save the entry.

(B) **Edit Enterprise:**

In order to edit an existing group entry, click on the ‘Edit’ link set against each group entry in the list.

- When you click the edit button, edit form is displayed with details of the selected entry filled automatically.
- Edit the entry and press ‘Save’ to update the changes.

(C) **Delete Enterprise:**

In order to delete an entry, click on the delete button against each entry in the list.

### 3.2.1.2 Group Strength:

To see the strength of the group, click on the ‘Group Strength’ link on the menu and the list of groups entered appears as shown below:

- Click on the group code to select.
- When you click on the group code, a popup with the details of all the group members will be displayed on the screen.
3.2.1.3 Add Member:
You can add member details of a group by clicking on the ‘Add Member’ option on the SEP (G) menu. The following screen will be displayed after you click the link:

➤ To add new member to the group, select a group and enter the details of the member.
➤ Press ‘Save’ button to save the details.
➤ If group member is an existing beneficiary in the NULM then his/her details can be fetched by entering beneficiary code/Name/Date of Birth.

To add new member to the group, select a group and enter the details of the member.
Press ‘Save’ button to save the details.
If group member is an existing beneficiary in the NULM then his/her details can be fetched by entering beneficiary code/Name/Date of Birth.

 ➤ While searching a beneficiary, system displays all the beneficiaries with this name as shown below:
You can now select the beneficiary by clicking on the ‘Beneficiary Code’ of the entry and the details of the beneficiary will get automatically filled in the section. Now press save to add this beneficiary as member.

3.2.1.4 Edit Member:

The member details can be modified by selecting this option on the menu. When you select this option, below screen will be displayed:

- When you enter the screen you have a list of groups.
- Select one of the group in the list, and its members list will be displayed automatically.
- To edit details of a member click on the ‘Edit’ button against the member.
- Following screen will be displayed after you click Edit.
→ Edit the details of the member, and press ‘Update’ to save the changes.

3.2.1.5 Call Group for counselling:
Groups can be called for the counselling through SMS and through letter by selecting this option. When you select ‘Call Group for counselling’ on the menu following screen appears:

→ Select the groups and then enter the counselling place, counselling date
→ Select the groups and then enter the counselling place, counselling date.
→ After entering counselling details press ‘Save & Send SMS & Generate Letter’.
→ When you press the button, the data will be saved and SMS will go to the contact person’s Mobile of the selected group with the information about counselling place and counselling date. Finally counselling letter will be generated automatically.

The letter will be displayed as shown in the figure below:
3.2.2 Screening of Application:
ULB decisions are entered by clicking on the ‘Screening of Application’ on the menu. When you click on the link, system displays the list of groups applied for the loan. You also have an option to filter the groups by application date.
The screen displayed is as shown below:

- Select the groups according to application date if required.
- Enter the ULB decision and click on the small box to select.
- Press ‘Save’ to save the data.

![Screening of Application Screen](image)

**Note:** Only those applications can be forwarded to the task force for which the list of document is complete. If the application is rejected at this stage the application is returned to ULB.

3.2.3 Letter to Task force:
By selecting this option the letter to the Task force for the selected group can be generated. On selecting this option it displays the task force letter. The sample task force letter is placed below. You can print the letter by pressing ‘Print’ button.
3.2.4 Task Force approval:
Task Force decision can be entered by clicking ‘Task Force Approval’ link on the menu. The screen displayed is as follows:

- Enter the task force decision and then press the button “Save & Send SMS” to save the data as well as to send the SMS to applicant regarding the task force selection.
- A SMS will be sent to group contact mobile number recording the TF decision.

**Note:** If the Task Force rejects the application, the application is closed.
3.2.5 **Letter to Bank**:
Letter to the bank for the selected application can be generated by this option. If you select ‘Letter to Bank’ on the menu following screen will be displayed:

![Screenshot of Letter to Bank page](image)

- Select the bank, Branch and the TF approval date and then press the “Show” button to generate the letter. The sample letter is placed below.

![Sample Letter](image)

- By pressing the “Print” button you can print this letter.
3.2.6 Bank approval:
In order to enter the details of the bank approval, click ‘Bank Approval’ link on the menu. The following below screen will be displayed:

- Select the bank and branch and then press the “Show” button to display the approved loan applications for the selected bank/branch.
- Approved loan applications will be displayed as below:

- By pressing the “Enter details” the bank decisions can be entered. If you select “Enter details” then screen below appears.
After entering the bank approved details press the Save button to save the data.

**Note: If the Bank rejects the application, the application is closed.**

### 3.2.7 Loan disbursed details:

The loan dispersed details can be entered by selecting this option. If you select this option then below screen appears:

- Select the bank/Branch and the press the ‘Show’ button to display the approved loans by this bank.

![Image of loan disbursed details screen]
Amongst the approved loans displayed select an entry by clicking ‘Disbursement Details’.
When you select an entry following screen will be displayed:

Enter the disbursement details and press ‘Save’ button to save the data.
Previous disbursement payment if any will be displayed in the section below.
3.2.8 **Subsidy Releases**:

The Interest subsidy releases to the banks by the ULB can be entered by using this option. If you select this option then this screen appears.

- Select the bank/branch and then press the show button then screen below appears.
- Click on ‘Add’ to select the group.
Now enter the release details and press ‘Save’ to save the details.

3.2.9 **Subsidy Releases (ALL):**
The Interest subsidy releases for the more than group can be done through this option. If you select this option then following screen appears.

Select the bank and branch details and then press the show button. Then screen below appears.
Select the group and enter the release details.(for selected group only)
Now enter the common details for all the groups at once in the common section.
Press ‘Save’ to save the data.

3.2.10 **Activate Rejected Applications:**

The applications which were unknowingly deleted or rejected then using this option it can be reactivated. While reactivation it will appear where it deleted or rejected. The rest of the process is same as the reactivation process in SEP (I).
3.3 SHG bank Linkage:

All SHG bank Linkage details are entered by this menu. When you select the SHG bank Linkage on the menu, it displays the various operations in the sequence of the process as shown below:

3.3.1 Application:

SHG group details are entered by clicking on the ‘Application’. After you click this following screen will be displayed:

3.3.1.1 Group Entry :

SHG Group details are entered by using this option. Select ‘Group Entry ’ from the menu , and the screen displayed is shown below :
Existing group code can be searched by entering the group code in the search section. Enter the details of the Group and press ‘Save’ to save the details.

3.3.1.2 **Update Group Entry:**
The entered group loan details can be modified by using this option. If you select this option then following screen appears with the list of Groups:
Navigate to the page where you can edit the group. Click on edit to select the group. Edit the details and press ‘Update’ to save the changes.

3.3.2 Applications to be sent to Bank:
In SHG linkage ULB will directly send the applications to the banks. There is no task force in between ULB and bank. SHG’s for which the ULB recommended for the bank loan can be entered by using this option. If you select this option then this screen appears:
If the application is rejected at this stage the application is returned to ULB.

➔ Enter the details of the ULB recommendation Press ‘Save’ to save the data.

3.3.3  **Bank approval** :

Bank approval details for the SHG can be entered by selecting this option. If you select this option then this screen appears.

➔ Select the bank and branch and then press the “Show” button to display the approved loan applications for the selected bank/branch.

➔ Approved loan applications will be displayed as below:

➔ By pressing the “Enter details” the bank decisions can be entered. If you select “Enter details” then screen below appears.
3.3.4 **Loan disbursed details**:
The loan disbursed details for the SHG can be entered by this option. If you select then this screen appears:

- Select the bank/Branch and the press the ‘Show’ button to display the approved loans by this bank.

- Amongst the approved loans displayed select an entry by clicking ‘Disbursement Details’.
- When you select an entry following screen will be displayed:

```
Note: If the Bank rejects the application, the application is closed.
```
Enter the disbursement details and press ‘Save’ button to save the data.

Previous disbursement payment if any will be displayed in the section below.

3.3.5 **Subsidy releases:**
If the Interest subsidy is released for a single SHG then this option may be used. The entire procedures for releasing subsidy to banks are as similar as SEP (G).

3.3.6 **Subsidy releases (ALL):**
If the Interest subsidy is released for more than one SHG then this option may be used. The entire procedures for releasing subsidy to banks are as similar as SEP (G).

3.3.7 **Additional Subsidy releases:**
Additional Interest Subsidy releases are applicable only to the all women SHG’s. If all women SHG’s pay their instalments in time to banks, then only those SHG’s are eligible for the additional 3% additional subsidy releases. The process for this additional subsidy is same as the subsidy release process in SEP (I).

3.3.8 **Additional Subsidy releases(ALL):**
To release additional Subsidy for all the women SHGs altogether this option can be used. The process is same as subsidy release process in SEP (I).

3.4 **Reports**

3.4.1 **Financial year wise group Applications details:**
When you click ‘Financial year wise group Applications details’ link on the menu, you will get the following screen.
Select the financial year and press ‘Show’ button and you will get the application details within the selected financial year as shown below:

You can have a detailed view of application in a particular category by clicking on the count of applications as shown in the figure above.

When you click on the count following screen will be displayed:
3.4.2 **SEP-I Subsidy Releases Report**:

This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

3.4.3 **SEP-G Subsidy Releases Report**:

This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

3.4.4 **SEP-I Beneficiary Details Category wise**:

This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

3.4.5 **SEP-I Education Details Category wise**:

This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view data for its own ULB not for all the states or ULBs.

**Graphical Reports:**

3.4.6 **SEP (I) Graphical Report**:

This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view chart of data for its own ULB not for all the states.

3.4.7 **SEP (G) Graphical Report**:

This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view chart of data for its own ULB not for all the states.

3.4.8 **SHG Graphical Report (Bar Chart)**:

This report also works same as in the NMMU/SMMU Login explained previously except that the ULB login can only view chart of data for its own ULB not for all the states.
SUPPORT TO URBAN STREET VENRORS
[SUSV]

National Urban Livelihoods Mission (NULM)

MoHUPA INFORMATICS DIVISION
NATIONAL INFORMATICS CENTRE
Room Number 123 ‘G’-Wing,NBO Building
Nirman Bhawan-110 011
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1.1 NMMU 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.

1.2 Target to State

Target to the states on SUSV component can be fixed by selecting ‘SUSV State Target’. If you select this option then this screen appears.
1.2.1 SUSV State Target

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

1.3 Report

If you click on “REPORTS” in the main menu then this menu appears.

Click on save button to save the record.

Click on Cancel button to Clear controls.

Select Financial Year

Click on save button to save the record.

Click on Cancel button to Clear controls.
### 1.3.1. Monthly Progress Report

This report showing Monthly Progress of Support to Urban Street Vendors (SUSV)

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Program/Monitoring Parameter</th>
<th>Annual Target</th>
<th>Cumulative progress (from beginning of year to end of the month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1. No of vehicles to be covered for street vendor survey</td>
<td>20</td>
<td>50</td>
</tr>
<tr>
<td>2</td>
<td>2. No of states in which survey started</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>3. No of states completed in survey</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>4. No of street vendors identified in surveyed cities</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>5</td>
<td>5. No of street vendors issued ID cards</td>
<td>213</td>
<td>213</td>
</tr>
</tbody>
</table>

### 1.3.2. Street vendor Survey

This report shows the survey status on street vendors for all states on the selected financial year. Click on the link of state to see ULB wise survey of street vendors. *(See picture 1.1 and 1.2)*
Select Financial Year

Click on show button to fetch the record

Click on Excel button to Export report into Excel

Click on the link to show ULB wise report

(Picture. 1.1)

(Picture. 1.2)
1.3.3. City Street vending Plan

This report shows the No. of cities in which street vending plans started/completed for all states. Click on the link of state to see ULB wise Street Vending Plan. (See picture 1.3 and 1.4)

Picture 1.3

Select Financial Year

Click on **show** button to fetch the record

Click on **Cancel** button to undo selected parameter

Click on **Excel** button to Export report into Excel
1.3.4. Vendor Market Development

This report shows the no. of Vendor Market Development received, sanctioned, pending for approval and the total cost sanctioned for these projects.

This report also can be seen on state level and ULB label. (See picture 1.5 and 1.6)
1.3.5 SUSV Releases

This report shows the state wise amount released for Vendor Survey, Vending Plan, and vendor market development. It can also be seen on ULB label by just clicking on state link. *(See picture 1.7 and 1.8)*

![Image of SUSV Releases report](Picture. 1.6)
1.3.6 **SUSV others Component**

This report shows all other information of SUSV (i.e.
- No. of ID Cards issued to street vendors,
- No. of financial literacy camps organised for street vendors,
No. of training programs organised for street vendors,
No. of basic saving accounts opened for street vendors,
No. of credit cards issued to street vendors,
No. of street vendors linked to insurance scheme

It can also be seen on ULB label by just clicking on state link. *(See picture 1.9 and 1.10)*

![Select Financial Year](Select Financial Year: Click on show button to fetch the record)

![Click on Excel button to Export report into Excel](Click on Excel button to Export report into Excel)

![Click on the link to show ULB wise report](Click on the link to show ULB wise report)

![Click on show button to fetch the record](Click on show button to fetch the record)

![Click on show button to fetch the record](Click on show button to fetch the record)

![Click on Excel button to Export report into Excel](Click on Excel button to Export report into Excel)
1.4 Graphical reports

Graphical reports are grouped and place under Graphical Report.

If you select the “Graphical Report” then this menu appears.

1.4.1. SUSV graphical report

This report showing the progress of survey, progress of street vending Plan and progress of infrastructure development in terms of target, applications received, application approved and releases.

It can be seen for all ULB of selected state by just selecting the option All in ULB dropdown or can be seen for a particular ULB also.

Select the financial year and then select the state, ULB and then press the “Go” button to fetch the graphical output.
2. **State USER**

### 2.1 Login Screen

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.

### 2.2 Target

State will fix targets for their Urban Local bodies.

**2.2.1. SUSV ULB Target**

For fixing the ULB targets, select the SUSV ULB target option from menu, following Screen will appear:-

(Target-> SUSV ULB target)
For assigning the targets to the ULB’s select the financial year. It shows the targets assigned by NMMU to state which is ready only. Now, state can fix the target for all the ULB at a time.

Enter the Targets for (No. of cities to be covered for street vendor survey, No. of cities street vending plans to be prepared and No. of vendor market to be developed.) After entering the targets press the Save button to save the targets. If you don’t want to save the targets then press Cancel button.

2.3 User Input Screen

SUSV components are divided into three basic categories.

2.3.1. Street Vendor Survey
2.3.2. Street Vending Plan
2.3.3. Vendor Market Development
2.3.1. Street Vendor Survey:

2.3.1.1 Street Vendor Survey Proposal Details

Go to the menu to select Street Vendor Survey Proposal Details

(SUSV->Street vendor Survey-> Street Vendor Survey Proposal Details)

Select the ULB and then press show button. Following screen will appear:-

Click on **Show** button to fetch the record

Click on **Add New** button to add New Record

Click on **Add New** link button to create a new proposal.
Click on **Save** button to save the record

Click on **Cancel** button to Clear controls

Click on **Edit** link button to modify existing record. (State can modify only those records entered by them.)
2.3.1.2. Decision for Street Vendor Survey

Go to the menu to select Decision for street vendor survey:-

(SUSV->Street vendor Survey-> Decision for street vendor survey)

State can approve or reject the ULB / Agency proposal by selecting the records. After clicking on select link button following screen will appear:-

<table>
<thead>
<tr>
<th>Survey Proposal Code</th>
<th>Survey Type</th>
<th>No of agencies shortlisted</th>
<th>City Name</th>
<th>Survey Conducted by</th>
<th>SULM Decision</th>
<th>Survey Tender Date</th>
<th>Date Sent For Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUSV0001700001</td>
<td>Whole City 7</td>
<td>Gurgaon Agency</td>
<td>Rejected</td>
<td>03/06/2014</td>
<td>04/06/2014</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>SUSV0001700002</td>
<td>Partial 123</td>
<td>Gurgaon Agency</td>
<td>Rejected</td>
<td>03/06/2014</td>
<td>07/06/2014</td>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>SUSV0001700003</td>
<td>Whole City 67</td>
<td>Gurgaon Agency</td>
<td>Pending</td>
<td>03/06/2014</td>
<td>10/06/2014</td>
<td>Select</td>
<td></td>
</tr>
</tbody>
</table>

Click on **select** link button to show details about survey proposal

Click on **save** button to save the record

Click on **Cancel** button to Clear controls

Select SULM Decision, enter remarks if any, Enter Decision Date and then press ‘Save’ button to save the record.
If SULM Decision is selected as **Approved** then some of the additional information must be entered. (i.e. Approved Cost, Add milestone etc.)

2.3.1.3. Street Vendor Survey Releases

Go to the menu to select Street Vendor Survey Releases

(SUSV->Street vendor Survey-> Street Vendor Survey Releases)

After clicking on select link button following screen will appear:-
Amount either can be released according to milestone (by selecting the milestone) or can be released to enter released amount directly into textbox. Yellow field display the mandatory field.

State can modify only the last record of their previous releases by clicking on **Edit** link button.

Finally click on “Save” button to save the record.

### 2.3.2. Street Vending Plan

#### 2.3.2.1. Submission of street vending plan

Go to the menu to select Submission of street vending plan
(SUSV->Street vending Plan-> Submission of street vending plan)
Select ULB and click on “show” button. The following screen will be displayed:

Click on Add New link button to create a new Street Vending Plan

Click on Add New button to add New

Click on save button to save the record

Click on Cancel button to Clear controls

Click on Edit link button to modify existing record. (State can modify only those records entered by them.)
Finally click on “Save” button to save the record.

2.3.2.2 Decision on vending plan

Go to the menu to select Decision on vending plan

(SUSV->Street vending Plan-> Decision on vending plan)

After clicking on select link button following screen will appear:-

Click on select link button to modify existing proposal
Click on save button to update the record
Click on Cancel button to Clear controls
Click on select link button to show details about Vending Plan proposal
If SULM Decision is **Approved** then please enter Approval Cost, Decision Date, Add milestone etc. Finally click on “Save” button to save the record.

Enter Approved Details

Add Milestone, based on which payment will released

Click on save button to save the record

Before saving the record, milestone can be edited, deleted

Click on Cancel button to Clear controls
2.3.2.3. Street vendor plan Release

Go to the menu to select Street vendor plan Release (SUSV->Street vending Plan-> Street vendor plan Release)

After clicking on select link button following screen will appear:

Amount can be released according to milestone (by selecting the milestone) or can be released to enter released amount directly into textbox. Yellow field display the mandatory field.

State can modify only the last record of their previous releases by clicking on Edit link button.
Finally click on “Save” button to save the record.

2.3.3. Vendor Market Development

2.3.3.1. Decision on Market Development Proposal

Go to the menu to select Decision on Market Development Proposal (SUSV->Vendor Market Development-> Market Development Proposal)

After clicking on Enter Details link button following screen will appear:-

If SULM Decision is selected as Approved then fill Approved details.

Add Milestone

Click on save button to save the record

Click on Cancel button to Clear controls

If SULM Decision is selected as an Approved then please enter Approval Cost.
This approval cost can be further sub divided into Milestone percentage.
Finally, click on “Save” button to save the record.

2.3.3.2. Releases to Approved Market Development Proposal

Go to the menu to select Releases to Approved Market Development Proposal
(SUSV-> Vendor Market Development -> Releases to Approved Market Development Proposal)

After clicking on select link button following screen will appear:–

Click on select link button to show details about approved market development proposal
Amount can be released according to milestone (by selecting the milestone) or can be released to enter released amount directly into textbox. Yellow field display the mandatory field.

State can modify only the last record of their previous releases by clicking on Edit link button.

Finally click on “Save” button to save the record.

2.4 SUSV Report

If you click “REPORTS” in the main menu then this menu appears

2.4.1. SUSV others Component

This report shows all other information of SUSV ULB wise (i.e

No. of ID Cards issued to street vendors,
No. of financial literacy camps organised for street vendors,
2.5 SUSV Graphical Report

If you click “Graphical Report” in the main menu then this menu appears:

Once you click on SUSV Graphical Report following screen will appears:-
It can be seen for all ULB of state by just selecting the option “All” in ULB dropdown or can be seen for a particular ULB also.
3. **ULB USER**

### 3.1 Login Screen

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.

### 3.2 User Input Screen

SUSV components are divided into three basic categories.

- **3.2.1 Street Vendor Survey**
- **3.2.2 Street Vending Plan**
- **3.2.3 Vendor Market Development**
3.2.1. Street Vendor Survey

3.2.1.1 Street Vendor Survey Proposal Details

Go to the menu to select Street Vendor Survey Proposal Details

(SUSV->Street vendor Survey-> Street Vendor Survey Proposal Details)

Click on **Add New** link button to create a new proposal.

Click on **Add New** button to add New Record

Click on **save** button to save the record

Click on **Cancel** button to Clear controls
Click on **Edit** link button to modify existing record. (ULB can modify only those records entered by them.)

### 3.2.1.2 Street Vendor Survey Completion Details

Go to the menu to select Street Vendor Survey Completion Details

(SUSV->Street vendor Survey-> Street Vendor Survey Completion Details)
3.2.1.4   ID Card Issued for Street vendors

Go to the menu to select ID Card Issued for Street vendors:-

(SUSV->Street vendor Survey-> ID Card Issued for Street vendors)

After clicking on select link button following screen will appear:-

Select Month, Year, and No of ID card issued.

Click on Save button to save the record

Click on Select link button to show details about survey

Click on Cancel button to undo selected parameter

Select month, year and enter No of ID card issued and finally click on save button to save the record.

3.2.1.5   Street Vendor Survey Releases

Go to the menu to select Street Vendor Survey Releases

(SUSV->Street vendor Survey-> Street Vendor Survey Releases)

Click on Edit link button to edit previously ID card Issued

Click on Select Link button to show details about Approved Survey Proposal
After clicking on **select** link button following screen will appear:-

![Screenshot of interface](image)

- **Select milestone to calculate total release Amount**
- **Click on save button to save the record**
- **Click on Cancel button to Clear controls**
- **Click on Edit button to modify previously releases**

Amount can be released according to milestone (by selecting the milestone) or can be released to enter released amount directly into textbox. Yellow field display the mandatory field.

**ULB can modify only the last record of their previous releases by clicking on Edit link button.**

Finally click on “Save” button to save the record.
3.2.2 Street Vending Plan

3.2.2.1 Submission of street vending plan

Go to the menu to select Submission of street vending plan

(SUSV->Street vending Plan-> Submission of street vending plan)

Click on Add New link button to create a new Street Vending Plan

Click on Add New link button to create a new Street Vending Plan

Click on save button to save the record

Click on Cancel button to Clear controls
Click on **Edit** link button to modify existing record. (ULB can modify only those records entered by them.)

This record is created by state so ULB can’t modified

Finally click on “Save” button to save the record.

### 3.2.2.2 Street vendor plan Release

Go to the menu to select Street vendor plan Release
(SUSV->Street vending Plan-> Street vendor plan Release)

Click on save button to update record

Click on **select** link button following screen will appear:-

Click on **select** link button to show details about approved Vending Plan
Amount can be released according to milestone (by selecting the milestone) or can be released to Enter released amount directly into textbox. Yellow field display the mandatory field.

ULB can modify only the last record of their previous releases by clicking on Edit link button.

Finally click on “Save” button to save the record.
3.2.2.3 Plan Completion Details

Go to the menu to select Plan Completion Details
(SUSV->Street vending Plan-> Plan Completion Details)

Enter plan completion details and select check box. Here more than one record can be saved at a time to select multiple check boxes and click on “Save” button.

3.2.3 Vendor Market Development

3.2.3.1 Vendor Market Development Proposal

Go to the menu to select Vendor Market Development Proposal
(SUSV->Vendor Market Development-> Vendor Market Development Proposal)

If you select facility DIP as other then please specify in textbox
Enter Proposal details and click on “Save” button to save the record.

### 3.2.3.2 Edit Vendor Market Development Proposal

Go to the menu to select Edit Vendor Market Development Proposal

(SUSV->Vendor Market Development-> Edit Vendor Market Development Proposal)

Click on **Edit** link button to edit proposal record.

After clicking on **Edit** link button following screen will appear:

Modify the records and finally click on “save” button to update the existing record.

### 3.2.3.3 Releases to Approved Market Development Proposal

Go to the menu to select Releases to Approved Market Development Proposal

(SUSV-> Vendor Market Development -> Releases to Approved Market Development Proposal)
After clicking on select link button following screen will appear:-

Amount can be released according to milestone (by selecting the milestone) or can be released to enter released amount directly into textbox. Yellow field display the mandatory field.

ULB can modify only the last record of their previous releases by clicking on Edit link button.

Finally click on “Save” button to save the record.

3.2.3.4 Infrastructure Completion Details

Go to the menu to select Infrastructure Completion Details
Select project name to enter completion details. After selecting the Project Name following screen will appear:-

Enter the completion details and finally click on “Save” button to save the record.

3.2.3.5 Training Details

Go to the menu to select Training Details
(SUSV-> Vendor Market Development -> Training Details)
Enter Training details and click on “Save” button to save the record. One training can be attended by multiple market vendors.

3.2.3.6 Edit Training Details

Go to the menu to select Edit Training Details (SUSV-> Vendor Market Development -> Edit Training Details)

Click on Edit link button to modify existing records.

Click on Edit link button to edit training details. After clicking on Edit link button following screen will appear:-

Click on save button to save the record
Click on Cancel button to clear controls

Modify existing training details and finally click on “Save” button to save the record.

3.2.3.7 Releases to Training Agency

Go to the menu to select Releases to Training Agency (SUSV-> Vendor Market Development -> Releases to Training Agency)

Click on Releases link button to show details about training
Click on **Releases** link button to enter releases details.

After clicking on **Releases** link button following screen will appear:

Enter training releases details and click on “Save” button to save the record.

Click on **Edit** link button to edit training releases details.

Click on **Cancel** button to clear controls.
3.2.3.8 Financial Inclusion

Go to the menu to select Financial Inclusion
(SUSV-> Vendor Market Development -> Financial Inclusion)

Select Month and year and click on “Show” button to enter monthly details. After clicking on “Show” button following screen will appear:-

Enter financial inclusion and click on “Save” button to save the record.

3.3 SUSV Report

If you click on “REPORTS” in the main menu then this menu appears
3.3.1 SUSV others Component

This report showing all other information of SUSV (i.e

- No. of ID card issued to street vendors,
- No. of financial literacy camps organised for street vendors,
- No. of training programs organised for street vendors,
- No. of basic saving accounts opened for street vendors,
- No. of credit cards issued to street vendors,
- No. of street vendors linked to insurance scheme)

Select financial year and click on “Show” button. After clicking on “Show” button following screen will appear:

If you click on “Graphical Report” in the main menu then this menu appears
3.4 SUSV Graphical Report

Select financial year, state and ULB and click on “GO” button to show graphical report.

After clicking on “GO” button following screen will appear:-
Scheme of Shelters for Urban Homeless [SUH]

National Urban Livelihoods Mission (NULM)
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## SMMU

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## ULB

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Login Screen

After entering the “User name”, “Password” and “Enter the Text” then press the “Login” button to login. If all the user credentials are ok then this screen appears otherwise you will get the error message.

1.1. Assigning Target to State: Target to the states on SUH component can be fixed by selecting “SUH State Target”. If you select this option then this screen appears.
After selecting the “Financial Year”, this screen appears.
After entering the targets for the current financial year to all the states, press the “Save” button to save the target.
If you click “MPR” in the main menu then this menu appears.

2.1. SUH Monthly Progress: If you select this option then this screen appears.

If you want Country Wise report then select “Month” and “Year” only and press the “Show” button to fetch the graphical output.

If you want State Wise report then select “State”, “Month” and “Year” and press the “Show” button to fetch the graphical output.

If you press “Show” then this screen appears.
If you click “Reports” in the main menu then this menu appears.

If you select the “SUH” then this menu appears.
3.1. Monthly Progress Report: If you select this option then this screen appears.

Select the “State”, “Month” and “Year” and then press “Show” button to fetch the output. If you press “Show” then this screen appears.

Click to Export to Excel
3.2. SUH Proposal Status: If you select this option then this screen appears.

Select the “Financial Year”, to fetch the state wise report. If you press “Show” then this screen appears.

Click on “state name” to fetch the record ULB wise of respective state. If you click on “state name” then this screen appears.
### SUH Proposal Status State Wise

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<th>Proposal Received</th>
<th>Proposal Approved</th>
<th>No. of Proposal for which Release Made</th>
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### SUH Proposal Status ULB Wise

**State Name: Haryana**

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</table>
Click on “Excel Logo” to export this report to Microsoft Excel.

If you click “Graphical Report” in the main menu then this menu appears.

If you select the “SUH” then this menu appears.

4.1. SUH Graphical Report: If you select this option then this screen appears.

If you want Country Wise report then select “Financial Year” only and press the “Show” button to fetch the graphical output.

If you want State Wise report then select “State” and “Financial Year” and press the “Show” button to fetch the graphical output.

If you want ULB wise report then select the “State” and then select the “ULB” and “Financial Year” and press the “Show” button to fetch the graphical output.

If you press “Show” then this screen appears.
### SUH Status Report

State: All State  
ULB: All ULB  
Financial Year: 2014-15

#### Chart

- Click to Download Chart

#### Table

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<th>Year</th>
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Ministry of HUPA
STATE USER

Login Screen

After entering the “User name”, “Password” and “Enter the Text” then press the “Login” button to login. If all the user credentials are ok then this screen appears otherwise you will get the error message.

1.1. SUH ULB Target: Target to the ULBs on SUH component can be fixed by selecting “SUH ULB Target”. If you select this option then this screen appears.

After selecting the “Financial Year”, this screen appears.
It shows the targets assigned by NMMU,

After entering the targets for the current financial year to all the ULBs, press the “Save” button to save the target.

If you click “SUH” in the main menu then this menu appears.
2.1. SUH Proposal Received

To take an action on the SUH Proposal submitted by ULB, select the option “SUH Proposal Received”. Then this screen appears.

After selecting the “Financial Year”, this screen appears.

For action on the proposal click on “Enter Details” in front of respective proposal, then this screen appears.
BY default “Approved” option is selected of SULM Decision radio button list.

For Approved Decision:

Enter the details in text boxes.
For adding the Milestones, enter “Milestone” and then enter “Percentage of Releases”, the “Release Amount” 
\[\frac{(Approved \ Construction \ Cost + Approved \ O \ & \ M \ cost)}{Percentage \ of \ Releases}\] is Auto Calculated and then click on respective “Add” button to add milestone. If you enter some wrong details in milestones click on
“Edit” of respective milestone and make changes after that click on “Update” button to update it. If you want to delete the milestone click on “Delete” button of respective milestone.

After entering the details and Milestones press the “Save” button to save the SULM Decision.

**For Returned for Amendment Decision:**

Select the “Returned for Amendment” option of SULM Decision radio button list, this screen will appears.

After entering the details press the “Save” button to save the SULM Decision.

**For Rejected Decision:**

Select the “Rejected” option of SULM Decision radio button list, this screen will appears.
After entering the details press the “Save” button to save the SULM Decision.

2.2. SUH Releases

To release the amount to the approved SUH Proposal submitted by ULB, select the option “SUH Releases”. Then this screen appears.

Select Rejected option

Click to save

Select Financial Year
After selecting the “Financial Year”, this screen appears.

To release the amount click on “Releases” in front of respective proposal, if you click then this screen appears.

Select the milestone for which you want to release the amount, when you select multiple milestones then respective “Release Cost” is added and display in “Release Amount” text box. If you want to enter Release Amount manually then you type in Release Amount text box.

After entering the details press the “Save” button to save the record.

If you want to edit the previously entered releases, select the “Release Type”, then this screen appears.
Click on “Edit” button and make changes then press the “Save” button to save the record.

If you click “Reports” in the main menu then this menu appears.

If you select the “SUH” then this menu appears.
3.1. SUH Functioning Details: If you select this option then this screen appears.

Select the “Financial Year” and then select the “ULB” and then press the “Show” button to fetch the output. If you press “Show” then this screen appears.
3.2 SUH Proposal Status: If you select this option then this screen appears.

Select the “Financial Year”, to fetch the state wise report. If you press “Show” then this screen appears.

Click on “state name” to fetch the record ULB wise of respective state. If you click on “state name” then this screen appears.
Click on “Excel Logo” to export this report to Microsoft Excel.

If you click “Graphical Report” in the main menu then this menu appears

If you select the “SUH” then this menu appears.
4.1. SUH Graphical Report: If you select this option then this screen appears.

If you want State Wise report then select “Financial Year” only and press the “Show” button to fetch the graphical output.

If you want ULB wise report then select “ULB” and “Financial Year” and press the “Show” button to fetch the graphical output.

If you press “Show” then this screen appears.
Login Screen

After entering the “User name”, “Password” and “Enter the Text” then 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 click “SUH” in the main menu then this menu appears
If you select the "SUH Proposal" then this menu appears.

1.1.1. **Add SUH Proposal**: If you select this option then this screen appears.

Enter all the details of the Proposal and upload the DPR. **Uploading DPR is mandatory.** After entering all details press the "Save" button to save the data.

1.1.2. **Edit/Update SUH Proposal**: By selecting this option you can modify the details you have entered for the SUH Proposal. If you select this option then this screen appears.
For the modifications please select the “Edit” button. If you select the “Edit” button then this screen appears.

After making modifications press the “Save” button to save your changes. If you don’t want to save the modifications press the “Cancel” button.

1.2. Completion / Operational Details: Completion / Operational date of Shelters can be entered by using this option. If you select this option then this screen appears.

Select the “Status of Approved Shelter”. If you want to update the completion date then select “Construction Completed” option or for operational date updating select “Operational” option. After selecting any one option then this screen appears, by default it displays the list of SUH Proposal.
Enter the Completion / Operational date and select the respective checkbox for which you want to update the record and then press “Save” button to save the data.

If you click “Reports” in the main menu then this menu appears.

If you select the “SUH” then this menu appears.
2.1. SUH Proposal List: If you select this option then this screen appears.

Select the “Financial Year” to get the output.

Click on “Excel Logo” to export this report to Microsoft Excel.

If you click “Graphical Report” in the main menu then this menu appears.
If you select the “SUH” then this menu appears.

3.1. SUH Graphical Report: If you select this option then this screen appears.

Select the “Financial Year” and then press the “Show” button to fetch the graphical output. If you press “Show” then this screen appears.
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
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Social Mobilisation and Institution Development (SMID)

NMMU USER

NMMU 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 the states on SMID component can be fixed by selecting “SMID State Target”.

Ministry of HUPA
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.
After entering the population as per 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:

SMID-SHG Monthly Progress 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 ‘SMID-SHG Monthly Progress 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.

**SMID-UFI Monthly Progress 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 ‘**SMID-UFI Monthly Progress Report**’ on the report section of the menu you will get this screen:
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.
SMID RO & RF Monthly Progress 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.
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.
SMID ALF/CLF/SHG Formed:
This report shows the data for ALFs, CLFs and SHGs formed in a particular financial year.
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.
### SHG ALP/CLF Formation

#### State-wise

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**Total** | 11 | 3 | 16 | 3 | 3
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.

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:

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 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.
SMMU USER

**SMMU login**

![Login screen](image)

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:-

![Target menu](image)

**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.
Select the financial year 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.
After entering the targets for the selected financial year of all the ULBs, press the “Save” button to save the target.
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.
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.

**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.

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.

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.
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 appear.

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.

Click to Update Button to Update the Record
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.

**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.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Application No</th>
<th>CLC Name</th>
<th>ULB Name</th>
<th>Date of Application</th>
<th>Date of Approval</th>
<th>Total No of Installment Disbursed</th>
<th>Total Amount Disbursed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CLC06041700005</td>
<td>Gurgaon</td>
<td>Gurgaon</td>
<td>22/07/2014</td>
<td>28/07/2014</td>
<td>3</td>
<td>17,000</td>
<td>Add</td>
</tr>
<tr>
<td>2</td>
<td>CLC06041700003</td>
<td>CLC</td>
<td>Gurgaon</td>
<td>01/07/2014</td>
<td>25/07/2014</td>
<td>2</td>
<td>6,000</td>
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<tr>
<td>3</td>
<td>CLC06035900001</td>
<td>Amb</td>
<td>Ambala</td>
<td>22/07/2014</td>
<td>25/07/2014</td>
<td>3</td>
<td>16,245</td>
<td>Add</td>
</tr>
<tr>
<td>4</td>
<td>CLC06041700004</td>
<td>CLC</td>
<td>Gurgaon</td>
<td>08/07/2014</td>
<td>10/07/2014</td>
<td>3</td>
<td>411</td>
<td>Add</td>
</tr>
</tbody>
</table>

Select from and to date
Click Add link to save disbursement details
Click show button to fetch the records
Enter disbursement details
Click to save record
Enter all the details of disbursement of CLC and press the “Save” button to save the details. For modification click the “Edit” link and make the changes. After that press the “Update” button to save the changes.

Report:

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.

SMID ALF CLF SHG Formed:

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.
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.
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.

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.

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

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.

**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.

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.

![Select SHG and Training Name](image)

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.

![Create ALF](image)

**Create ALF**: If you select **Create 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.
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.
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.

Create CLF: If you select Create 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.
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.
Financial Literacy Camps Organised: 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.

Basic Savings Bank Deposit Account: 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.

![Opening of Basic Savings Bank Deposit Account](image)

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.

![List of Basic Saving Bank Deposit Account](image)
It show all the detailed list of basic saving bank deposit account that define the number of accounts opened at different dates.

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

![Training Agency Details Screen]

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.

**Training Agency Releases:** If you select *Training Agency Releases* in the sub menu of *SMID* 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.

**Revolving Fund:** 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.

**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.

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

SMID ALF CLF SHG Formed:
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.
Capacity Building and Training [CB&T]  
National Urban Livelihoods Mission (NULM)

MoHUPA INFORMATICS DIVISION  
NATIONAL INFORMATICS CENTRE  
Room Number 123 ‘G’-Wing, NBO Building  
Nirman Bhawan-110 011
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NMMU USER

Login Screen

After entering the “User name”, “Password” and “Enter the Text” then press the “Login” button to login. If all the user credentials are ok then this screen appears otherwise you will get the error message.

1.1. Approved Technical Experts:

1.1.1. NMMU Technical Experts: By selecting this option you can add NMMU technical expert’s approved posts. If you select this option then this screen appears.
After entering the approved posts for the NMMU technical experts, press the “Save” button to save approved posts.

1.1.2 SMMU Technical Experts: By selecting this option you can add SMMU technical experts approved posts. If you select this option then this screen appears.

After selecting state name the following screen appears to enter SMMU technical expert’s approved posts.

After entering the SMMU technical approved posts for the state, press the “Save” button to save the details.
1.2. CBT Technical Expert:

1.2.1. Add Technical Expert: By using this option you can add the technical expert details. If you select this option then this screen appears.

After entering the personal details, upload photo and then press the “Save” button to save the technical expert details.

1.2.2. Edit Technical Expert: By selecting this option you can modify the details you have entered for the technical experts. If you select this option then this screen appears.

If you click “Delete” button then the system asks for the confirmation before deleting the selected technical expert from the system. If you click on “Edit” button then this screen appears.
After modifying details then press the “Save” button to save the details.

1.3. Training Master: By selecting this option you can add the Training Master details. This is the Training Master. If you select this option then this screen appears.

After entering training details click “Add new” to save the details.

If you want to edit the details then click on “Edit” button then this screen appears, by selecting this option you can modify the details which you have entered earlier for the training details.
After modifying details click on “Update” button to save the modified details. If you click on “Cancel” button then modified details won’t be saved.

1.4. **Training Curriculum:** By selecting this option you can add the training curriculum details for a particular training. If you select this option then this screen appears.

Select “Training name” then this screen appears.

*Please upload curriculum file of maximum size upto 1 MB*
After entering training curriculum details press the “Save” button to save the details.

1.5. Training Agency Details: By selecting this option you can add and modify the details that you have entered for the training agency. If you select this option then this screen appears.

While Pressing Save button, it saves the data and the following screen appears.

By using the “Add New” button another agency details can be entered. With the use of “Edit button” the entered details can be modified.
If you select “Edit” then the following screen appears.

After making modifications press the update button to save the changes.

1.6. Training to Technical Expert: By selecting this option you can add the training details of training organised at NMMU level for technical experts and other officials. If you click “Training to Technical Expert” in the Technical Expert menu then this screen appears.

After selecting all given parameters press “Add” button to add the details in the NMMU Technical Experts. After selecting all given parameters press “Add” button to add the details in the SMMU Technical Experts and then after entering all given parameters press “Add” button to add the details in the Others Officials. After entering all the training details the following screen appears.
“By selecting this ADD button the details won’t be saved, Details will be saved after adding all details and then by pressing SAVE Button”.

After all training participant’s details press “Save” button to save details.

**Edit Training to Technical Expert:** By selecting this option you can modify the training details of training organised at NMMU level for the NMMU technical experts, SMMU Technical Experts and other officials. If you select this option then this screen appears. It shows the Training programmes conducted by NMMU.

If you click “Edit” button then this screen appears.
After modifying all the participants details press “Save” button to save details. This screen also works as similar to Training to Technical Expert.

1.7. Monthly Expenses Details: By selecting this option you can add the monthly expenses incurred on the CBT. If you select this option then this screen appears.

Select “Month” ”Year” press “Show” button then this screen appears.
After entering monthly expenses details for the selected month and year press “Save” button to save the expenses details.

1.8. Release to Training Agency: By selecting this option you can enter payment releases to training agency. If you select this option then this screen appears.

Select “Training agency name” option in payment releases to training agency then this screen appears.
After entering all payment details press “Save” button to save the payment releases details.

If you want to edit the entered details then press “Edit” button then this screen appears. By selecting this option you can modify the details that you have entered for the payment releases to training agency.
After making changes press “Update” button to save the details.

If you click “MPR” in the main menu then this menu appears.

**2.1. CBT Monthly Progress:** By selecting this option you can see the report of monthly progress on CBT. If you select this option then this screen appears.
If you want for all the state then select all state and then select “Month” and “Year” only and press the “Show” button to fetch the graphical output.

If you want State Wise report then select particular “State”, “Month” and “Year” and then press the “Show” button to fetch the graphical output for the selected state.

If you press “Show” then this screen appears.

If you click “Reports” in the main menu then this menu appears.

If you select the “CBT” then this menu appears.
3.1. **CBT Monthly Progress Report**: By selecting this option you can see the report of monthly progress from MIS. If you select this option then this screen appears.

Select the “State”, “Month” and “Year” and then press “Show” button to fetch the output. If you press “Show” then this screen appears.
3.2. Training attended by an officer: By selecting this option you can see list of training programmes attended by an officer. If you select this option then this screen appears.

Select the type of “Technical Expert”, select the period as per the selection of technical expert type the list of technical experts will appear on the Select Technical Expert drop down list. After selecting technical expert name press the SHOW button fetch the report. If you press “Show” button then this screen appears.

Click on “training code” you will get the Curriculum details of respective training programme. If you click on “Training Code” then this screen appears.
By clicking on the “Curriculum file” you can download the curriculum file.

3.3. List of Training Programmes Conducted: By selecting this option you can see the report on list of training programmes conducted. If you select this option then this screen appears.

Select the “From date”, “To date” then press “Show” button to fetch the output. If you press “Show” then this screen appears.
Click on “No of technical experts trained” or “No of other officer trained” or “No of CO’s trained” to get the details.

3.4. Training Programme Conducted for Central/State/ULB: By selecting this option you can see the report of no of training programme conducted by NMMU, SMMU, and ULB. If you select this option then this screen appears.
Select the “Financial year”, “Training programme conducted by” then press “Show” button to fetch the output. If you press “Show” then this screen appears.

Click on “No of TE official attended” or “No of others official attended” or “No of CO official attended” to get the more details then this screen appears.
### 3.5. Agency Training Progress:

By selecting this option you can see the training programmes conducted by different agencies. If you select this option then this screen appears.

Select the “Financial year then press “Show” button to fetch the output. If you press “Show” then this screen appears.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Training Name</th>
<th>Training from</th>
<th>Training to</th>
<th>No. of Days</th>
<th>Training Agency</th>
<th>No. of TE Official Attended</th>
<th>No. of Others Official Attended</th>
<th>Total Official Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>services of NDC</td>
<td>13.09.2014</td>
<td>14.09.2014</td>
<td>2</td>
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<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>ABC</td>
<td>14.10.2014</td>
<td>15.10.2014</td>
<td>2</td>
<td>INMU TA</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
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<td>Teaching on AES</td>
<td>13.10.2014</td>
<td>14.10.2014</td>
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<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>services of NDC</td>
<td>15.09.2014</td>
<td>16.09.2014</td>
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<tr>
<td>5</td>
<td>NULMANI Training</td>
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<td>21.09.2014</td>
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<td>1</td>
<td>2</td>
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<tr>
<td>6</td>
<td>ABC</td>
<td>18.10.2014</td>
<td>20.10.2014</td>
<td>2</td>
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**Total:** 10

**Click to export in excel**

**Click to export**

**Click to get details**

**Click to get report**
Click on “Total no of training conducted” to get the training details conducted by the agency then this screen appears.

3.6. Expense details: By selecting this option you can see the report on expenses made on the CBT. If you select this option then this screen appears.

Select the “From date”, “To date” then press “Show” button to fetch the output. If you press “Show” then as per the selection criteria this screen appears.
Click on “state name” to get the details on ULB wise then this screen appears.

<table>
<thead>
<tr>
<th>State Name</th>
<th>NHM nelle Expenses</th>
<th>ULB Expenses</th>
<th>Total Expenses</th>
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<tbody>
<tr>
<td>Andaman &amp; Nicobar Islands</td>
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### NMU Details

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<th>Salary Expenses</th>
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### U.G. Vote Details

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<th>Total Expenses</th>
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### State Vote Details

<table>
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<th>State Name</th>
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<tbody>
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<tr>
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<tr>
<td>Chhattisgarh</td>
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</tr>
<tr>
<td>Orissa</td>
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</tr>
<tr>
<td>Total</td>
<td></td>
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</tbody>
</table>
3.7. Expense details (Month wise): By selecting this option you can see the report on expenses made on the particular month. If you select this option then this screen appears.

Select the “Month”, “Year” then press “Show” button to fetch the output. If you press “Show” then this screen appears.
If you click on “state name” to get the ULB expenses details. If you click on state name then this screen appears.
### UBL Wise Details

<table>
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<th>Sr No</th>
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### State Wise Details

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<th>State Name</th>
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<td>0</td>
<td>23981</td>
<td>1523481</td>
<td>1548502</td>
</tr>
</tbody>
</table>
8. **Graphical Report:** By selecting this option you can see the different reports on graphical presentation. If you select this option then this screen appears.

4.1. **Training Status:** By selecting this option you can see the training status of different training programmes conducted all over India as well as state wise and ULB wise. If you select this option then this screen appears.

If you want all state wise report then select “Financial Year” only and the press the “Show” button to fetch the graphical output.

If you want State Wise report then select “State” and “Financial Year” and press then the “Show” button to fetch the graphical output.

If you want ULB Wise report then select “State”, “ULB” and “Financial Year” and then press the “Show” button to fetch the graphical output.

After selecting the section criteria, if you press “Show” button then this screen appears.
4.2. Training Status State wise: By selecting this option you can see the training status (state wise/central) in graphical presentation. If you select this option then this screen appears.

Select the “Financial year” then press “Show” button to fetch the output. If you press “Show” then this screen appears.
4.3. Resource Agency Status: By selecting this option you can see the training programmes conducted by different resource agencies in a financial year in a graphical presentation. If you select this option then this screen appears.

Select the “Resource Agency”, ”Financial Year” then press “Show” button to fetch the output. If you press “Show” then this screen appears.
Click to download chart
Login Screen

After entering the “User name”, “Password” and “Enter the Text” then press the “Login” button to login. If all the user credentials are ok then this screen appears otherwise you will get the error message.

1.1. CBT Approved Technical Experts: By selecting this option you can enter the list of approved technical expert’s posts for the ULB’s. If you select this option then this screen appears.
Select the “District Name” and “ULB Name” to enter the list of approved posts for the selected ULB. After selecting ULB this screen appears.

After entering the approved posts for the ULB technical experts, press the “Save” button to save approved posts.

If you click “CBT” in the main menu then this menu appears.

1.2. Technical Expert

1.2.1. Add Technical Expert: By selecting this option you can add SMMU technical expert’s approved posts. If you select this option then this screen appears.
After entering the personal details, upload the photo and then press the “Save” button to save the SMMU technical experts details.

**Edit Technical Expert:** By selecting this option you can modify the details that you have entered for the SMMU technical experts. If you select this option then this screen appears.

If you click “Delete” button then the system ask for the confirmation before deleting the selected technical expert from the system. If you click on “Edit” button then this screen appears.
After modifying details then press the “Save” button to save the details.

1.3. Training Master: By selecting this option you can add the Training Master details. If you select this option then this screen appears.
After entering training details click “Add new” to save the details.

If you want to edit the details then click on “Edit” button then this screen appears. By selecting this option you can modify the details which that you have entered earlier for the training details.
After modifying details click on “Update” button to save the modified details. If you click on “Cancel” button then modified details won’t be saved.

1.4. Training Curriculum: By selecting this option you can add the training curriculum details for a particular training. If you select this option then this screen appears.

Select “Training name” then this screen appears.

After entering training curriculum details press the “Save” button to save the details.

1.5. Training Agency Details: By selecting this option you can add and modify the details that you have entered for the training agency. If you select this option then this screen appears.

Click to save
While Pressing Save button, it saves the data and then the following screen appears.

By using the “Add New” button another agency details can be entered. With the use of “Edit button” the entered details can be modified.
If you select “Edit” then the following screen appears.

1.6. Training to Technical Expert: By selecting this option you can add the training details of training organised at SMMU level for technical experts and other officials. If you click “Training to Technical Expert” in the Technical Expert menu then this screen appears.

After selecting all given parameters press “Add” button to add the details in the SMMU Technical Experts. After selecting all given parameters press “Add” button to add the details in the ULB Technical Experts and then after entering all given parameters press “Add” button to add the details in the Others Officials. After entering all the training details the following screen appears. “By selecting this ADD button the details won’t be saved, Details will be saved after adding all details by pressing SAVE Button”.

After making modifications press the update button to save the changes.
After all training participant’s details press “Save” button to save details.

If you want to delete details then press the “Delete” button to delete the details.

If you want to edit the details then press the “Edit” button to edit the details.

**Edit Training to Technical Expert:** By selecting this option you can modify the training details of training organised at SMMU level for the SMMU Technical Experts and other officials. If you select this option then this screen appears. It shows the Training programmes conducted by SMMU.

If you click “Edit” button to edit details then this screen appears.
After modifying all the participants details press “Save” button to save details. This screen also works as similar to Training to Technical Expert.

1.7. Release to Training Agency: By selecting this option you can enter payment releases to training agency. If you select this option then this screen appears.

“Training agency name” option in payment releases to training agency then this screen appears.
After entering all payment details press “Save” button to save the payment releases details.

If you want to edit the entered details then press “Edit” button then this screen appears. By selecting this option you can modify the details that you have entered for the payment releases to training agency.

After making changes press “Update” button to save the details.

1.8. Monthly Expenses Details: By selecting this option you can add the monthly expenses incurred on the CBT. If you select this option then this screen appears.
Select “Month””Year” press “Show” button then this screen appears.

After entering monthly expenses details for the selected month and year press “Save” button to save the expenses details.

If you select the “CBT” in the REPORT then this menu appears.

2.1. Training attended by an officer: This report works same as in NMMU Login except that State can view only their data, they can’t view the others(NMMU and Other state) information/data.

2.2. List of Training Programme Conducted: This report works as same as in NMMU Login except that State can view only their data, they can’t view the others(NMMU and Other state) information/data.
2.3. Training Programme Conducted for Central/State/ULB: This report works as same as in NMMU Login.

2.4. Agency Training Progress: This report works as same as in NMMU Login except that State can view only their data, they can’t view the others (NMMU and Other state) information/data.

2.5. Expense details: This report works as same as in NMMU Login except that State can view only their data, they can’t view the others (NMMU and Other state) information/data.

2.6. Expense details (Month wise): This report works as same as in NMMU Login except that State can view only their data, they can’t view the others (NMMU and Other state) information/data.

Graphical Report: By using this option you can see the reports in the graphical presentation. If you select this option then this screen appears.

3.1. Training Status: This report works as same as in NMMU Login except that State can view only their data, they can’t view the others (NMMU and Other state) information/data.
ULB USER

Login Screen

After entering the “User name”, “Password” and “Enter the Text” then 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 click ‘CBT’ in the main menu then this menu appears.
1.1.1. **Add Technical Expert:** This form works as same as in NMMU Login and in SMMU Login.

1.1.2. **Edit Technical Expert:** This form works as same as in NMMU Login and in SMMU Login.

1.2. **Community Organiser (CO):**

1.2.1. **Add CO:** By selecting this option you can enter the community organiser (CO) details. If you select this option then this screen appears.

![Add CO Screen](image)

After entering community organiser (CO) details, upload photo and then press the “Save” button to save community organiser (CO) details.

**Edit CO:** By selecting this option you can modify the details that you have entered earlier for the community organiser (CO). If you select this option then this screen appears.
If you click “Delete” button then the system ask for the confirmation before deleting the selected community organiser (CO) details from the system. If you click on “Edit” button then this screen appears.

If you want to edit the details then press “Edit” button then this screen appears.

After modifying community organiser (CO) details then press the “Save” button to save the details.

1.3. Training Master: This form works as same as in NMMU Login and in SMMU Login.

1.4. Training Curriculum: This form works as same as in NMMU Login and in SMMU Login.

1.5. Training Agency Details: This form works as same as in NMMU Login and in SMMU Login.

1.6. Training to Technical Expert: If you select this option then this screen appears.
1.6.1. Training to Technical Expert: By selecting this option you can enter the training details of training organised at ULB level for technical experts and other officials. If you click “Training to Technical Expert” in the Technical Expert menu then this screen appears.

After selecting all given parameters press “Add” button to add the details in the ULB Technical Experts and then, after entering all given parameters press “Add” button to add the details in the Others Officials. After entering all the training details the following screen appears. “By selecting this ADD button the details won’t be saved, Details will be saved after adding all details and then by pressing SAVE Button”.

After all training participant’s details press “Save” button to save details.
1.6.2. Edit Training to Technical Expert: By selecting this option you can modify the training details of training organised at ULB level for the ULB Technical Experts and other officials. If you select this option then this screen appears. It shows the Training programmes conducted by ULB.

If you click “Edit” button then this screen appears.

After modifying all the participants details press “Save” button to save details. This screen also works as similar as Training to Technical Expert.

1.7. Releases to Training Agency: This form works as same as in NMMU Login and in SMMU Login.

1.8. Monthly Expenses Details: This form works as same as in NMMU Login and in SMMU Login.

If you select the “CBT” in the “REPORT” Menu then this menu appears.
2.1. **Training attended by an officer**: This report works as same as in NMMU Login and in SMMU Login except that ULB can view only their own data.

2.2. **List of Training Programme Conducted**: This report works same as in NMMU Login and SMMU Login except that the ULB can view only their own data.

2.3. **Training Programme Conducted for Central/State/ULB**: This report works as same as in NMMU Login and in SMMU Login.

2.4. **Agency Training Progress**: This report works as same as in NMMU Login and in SMMU Login except that ULB can view only their own data.

2.5. **Expense details**: This report works as same as in NMMU Login and in SMMU Login except that the ULB can view only their own data.

2.6. **Expense details (Month wise)**: This report works as same as in NMMU Login and in SMMU Login except that ULB can view only their own data.

**Graphical Report**: By selecting this option you can see Training status report in the graphical presentation. If you select this option then this screen appears.

3.1. **Training Status**: This report works as same as in NMMU Login except that the ULB can view the report for their own data.

**************************************************Thank You**************************************************