



(National Initiative for Rural India to Navigate, Innovate and Resolve Panchayat Decisions)

Manual/SOP for Gram Panchayat Secretary

Designed and developed by

Panchayati Raj Informatics Division, NIC

Ministry of Panchayat Raj, Govt. of India



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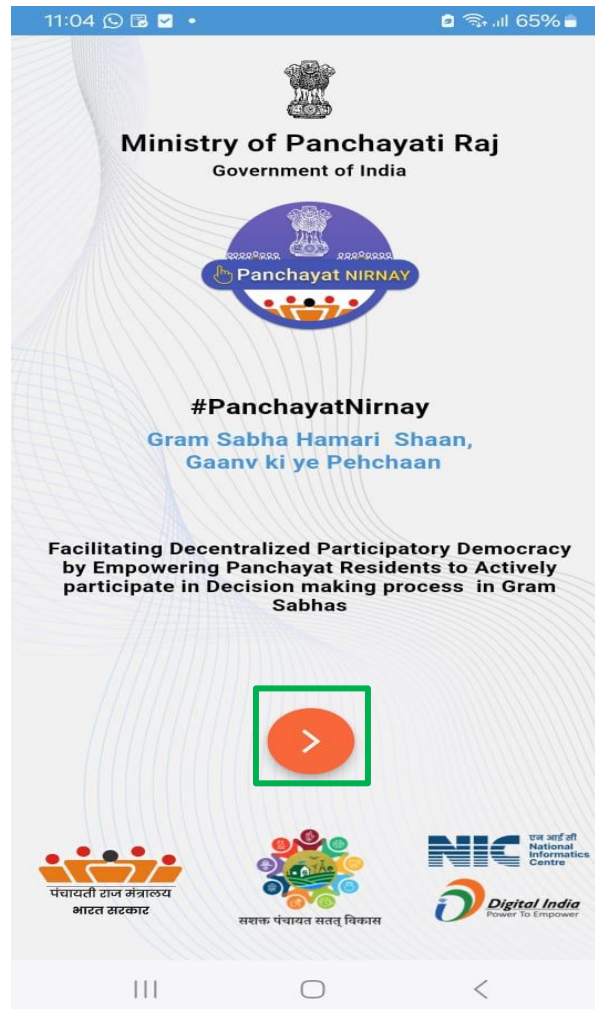


Elected representatives/ Officials

- a. **Upload Photo of Mukhiya:** Name, Mobile and Email of Mukhiya have been taken from **Accounting Module** of eGram Swaraj Portal.
GP Secretary is responsible for updating the details of the Mukhiya of Gram Panchayat in e-Gram Swaraj Portal.
- b. **Upload photo of secretary:** Name, Mobile and Email of Secretary have been taken from **Accounting Module** of eGram Swaraj Portal.
GP Secretary is responsible for updating the details of the Mukhiya of Gram Panchayat in e-Gram Swaraj Portal.
- c. **Know Elected representative of your Gram Panchayat:** This data has been taken from **Panchayat Profile Module** of eGram Swaraj Portal.
GP Secretary of Gram Panchayat is responsible for updating the details of Elected representatives of Gram Panchayat on e-Gram Swaraj Portal.
- d. **Know Employees/Staff of your Panchayat:** This data has been taken from **Panchayat Profile Module** of eGram Swaraj Portal.
GP Secretary is responsible for the completeness of Data on eGram Swaraj Portal.
- e. **Panchayat Committees:** This data has been taken from **Panchayat Profile Module** of eGram Swaraj Portal.
GP Secretary is responsible for the completeness of Data on eGram Swaraj Portal.
- f. **Register Invitees:** Name, Mobile, and Email of Invitees have been taken from **Area Profile Module** of e-Gram Swaraj portal.
Secretary of Gram Panchayat is responsible for updating the details of the invitees on e-gram Swaraj Portal.

2. How to Boot Panchayat NIRNAY Mobile App

1. **Unlock device:** Unlock the device using local device authentication (PIN, Pattern, Password, Fingerprint, Face Lock).
2. **Locate the app icon:** Go to the home screen of your device by pressing the arrow button shown in below screen.
3. **Tap the icon**
4. **Wait for the app to load:** The app will load and the user will be directed to the User Guide interface.
5. Read the instructions.



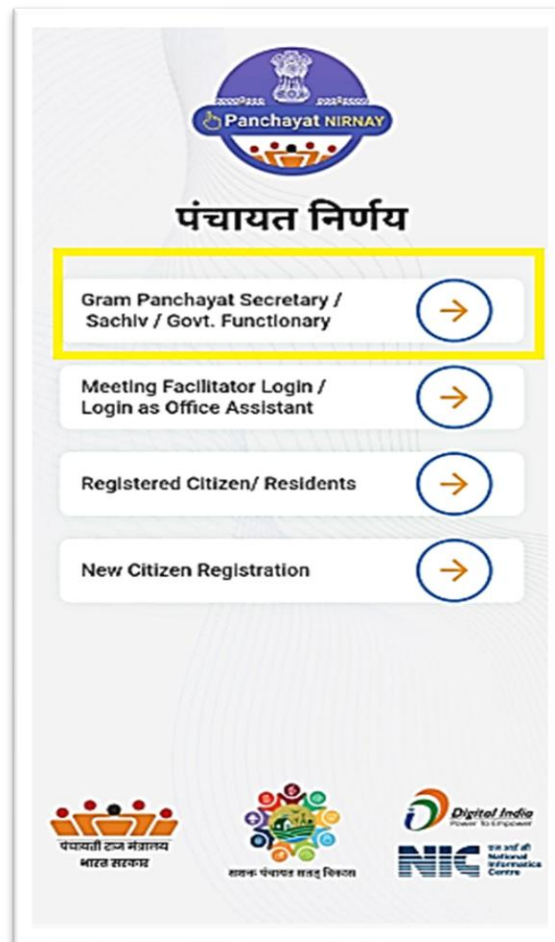
3. Choose a Language

1. Panchayat NIRNAY application Users can choose a preferred language and continue accessing the application from their desired language.
2. Default selected language is English.
3. After choosing a language, click on **NEXT** Button which is at the right bottom of the page.



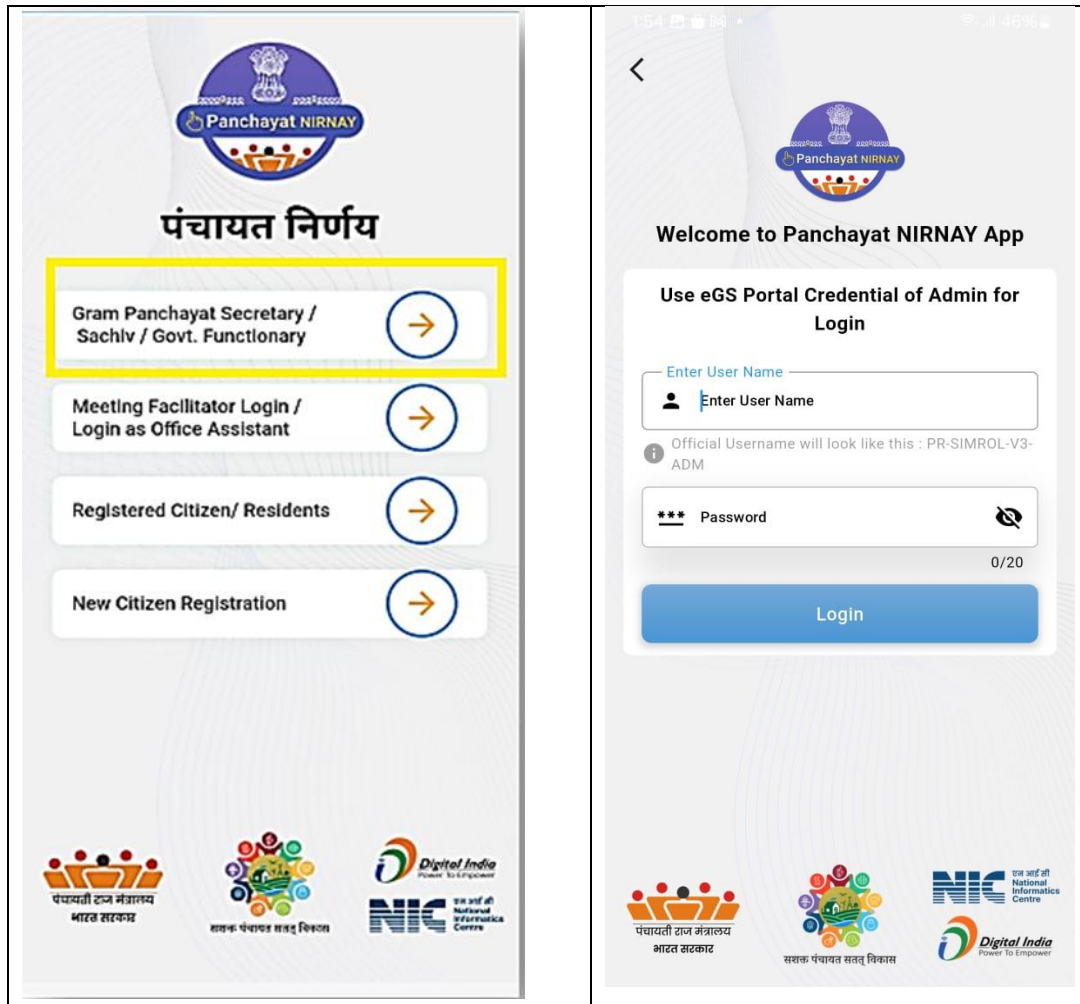
4. Stakeholders Login Page

1. Login as Gram Panchayat Secretary/ Sachiv/ Govt Functionary/ Meeting Assistant/ Office Assistant / Citizen.
2. **Login as Meeting Assistant** - A meeting Assistant logs in to schedule meetings, register Agenda, Register Attendance and Upload Decisions on the behalf of Panchayat secretary.
3. **Login as Assistant to office** - Office Assistant logs in to publish Photos and Videos on the behalf of the immediate reviewer of the Gram Panchayat.
4. **Registered Citizens/ Residents** - A registered citizen logs in to view his/her Gram Panchayat Meetings, view Agenda of the meeting and see the decisions taken.
5. **New Citizen Registration**: A new citizen can sign in the Panchayat NIRNAY App followed by choosing the respective state and Gram Panchayat.

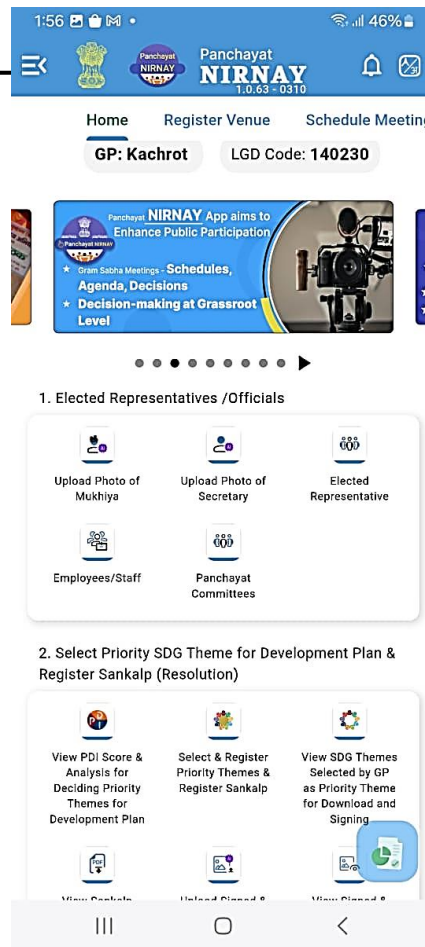


5. Login for Gram Panchayat Secretary/ Sachiv

1. A Gram Panchayat Secretary needs to log-in using e-GramSwaraj Portal credentials.
2. After entering the respective credentials, click on login.



6. GP Secretary - Home Page after Login



3. Click here to View the Side Menu

4. Click here to view in the desired Language

2. Top menu-Slide here to access more options

5. Click here to view the notifications.

1. Click here to View the reports.

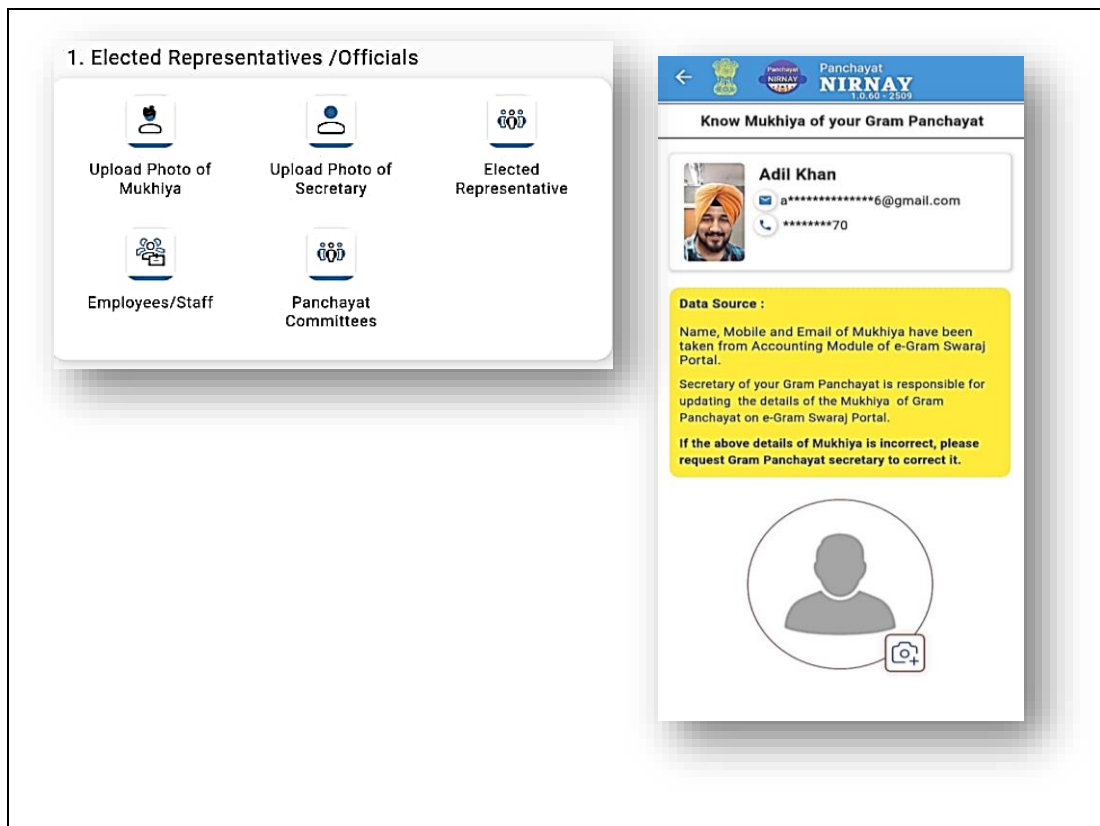
7. Elected Representatives/Officials

I. Upload Photo of Mukhiya

1. Click on Upload Photo of Mukhiya Icon for uploading the photo of Mukhiya.
- 2.



3. Click on Camera Icon to open device camera.
4. After the Photo is clicked, the photo appears below.
5. Click on Upload/ Update to get the photo uploaded/ updated.
6. A confirmation message displays on the screen “Photo has been uploaded/ updated Successfully”.



II. Elected representatives


1. All the elected functionaries of the Gram Panchayat can be viewed under this section.
2. Under elected representatives/Officials, click on Know Elected representatives of your GP.
3. A Screen will be displayed showing a list of the elected functionaries with respective contact no and email IDs.

The screenshot displays the Panchayat NIRNAY app interface. On the left, there are three options: 'Upload Photo of Mukhiya' (highlighted with a red box), 'Upload Photo of Secretary', and 'Elected Representative'. On the right, the app shows the Gram Panchayat details for 'Kachrot' (GP) with LGD Code '140230'. Below this, there is a section titled 'Know Elected Representative of your Gram Panchayat' which lists two representatives: Harnaam Singh Patel (M), सरपंच, (26/Jul/2022 to 25/Jul/2027) and Lalita Bai Antarsingh (F), पंच, (26/Jul/2022 to 25/Jul/2027). Each representative entry includes a profile picture, contact number, and email address. A yellow box at the bottom provides information about the data source and a request for updates from the Gram Panchayat secretary.


III. Employees/Staff

1. This section contains the information of the Employees/Staff in a Gram Panchayat.
2. Under Elected Representatives/ Officials, click on Employees/Staff icon.
3. A screen will appear showing a list of Staff with their contact no and Email IDs.
4. Refer to below screenshots for knowing the procedure.


1. Elected Representatives /Officials




Upload Photo of Mukhiya




Upload Photo of Secretary




Elected Representative



Employees/Staff




Panchayat Committees

←  Panchayat NIRNAY 1.0.48 - 1305

GP: Kachrot LGD Code: 140230

Know Employees/Staff of your Panchayat



Santosh Sharm, Secretary

*****2524

g*****p@panchayat.gov.in

Data Source :

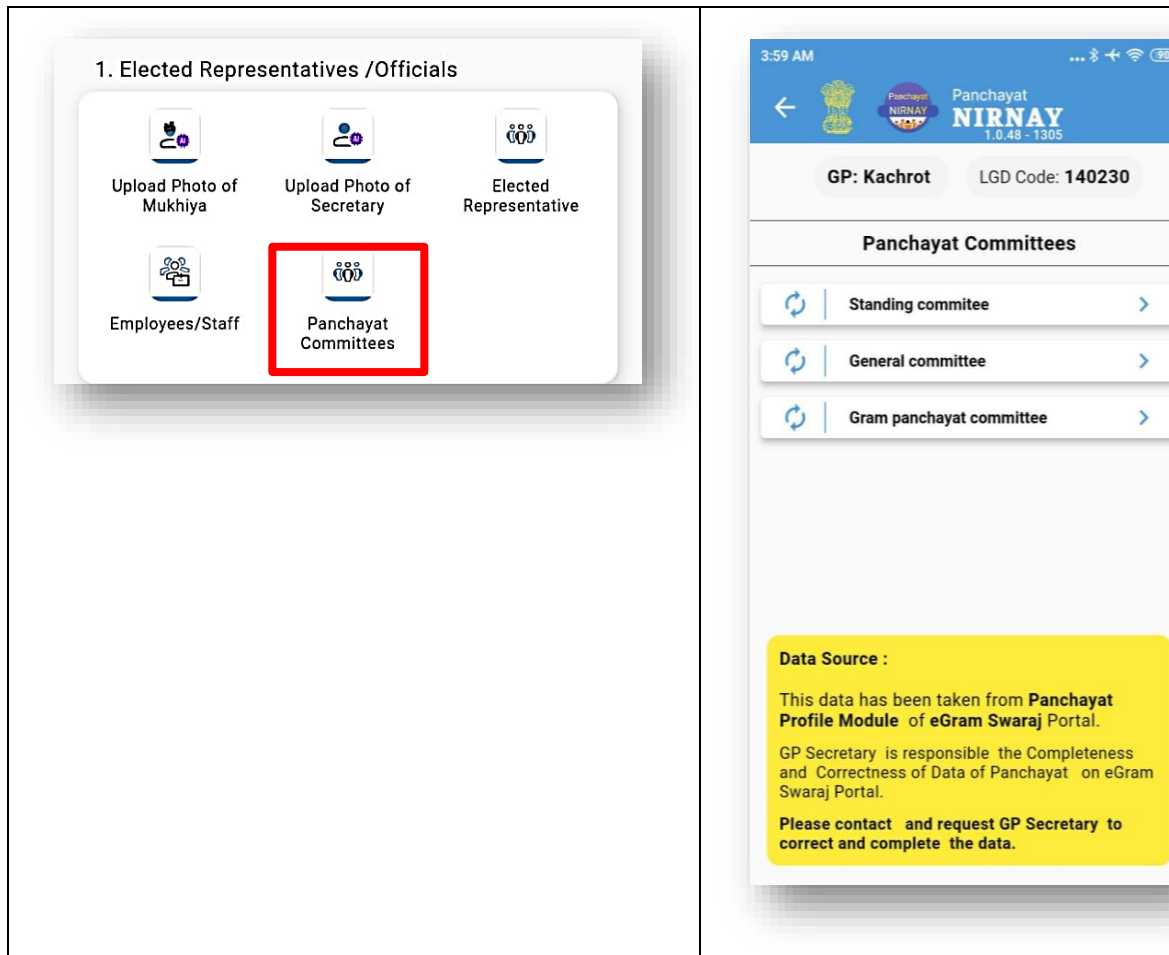
This data has been taken from **Panchayat Profile Module** of **eGram Swaraj** Portal.

GP Secretary is responsible the Completeness and Correctness of Data of Panchayat on eGram Swaraj Portal.

Please contact and request GP Secretary to correct and complete the data.

IV. Panchayat Committees

1. This section contains of all the formed committees by the Gram Panchayat
2. Under Elected representatives/Officials, click on Panchayat Committees icon.
3. A screen will appear stating all the formed committees. They are as follows:
 - a. Standing Committee
 - b. General Committee
 - c. Gram Panchayat Committee
4. Refer to below screenshots for knowing the procedure.

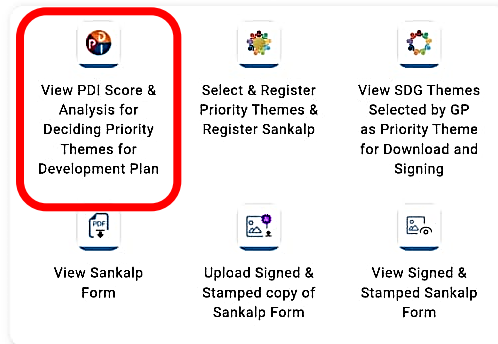


8. Select priority SDG theme for development Plan and Register Sankalp

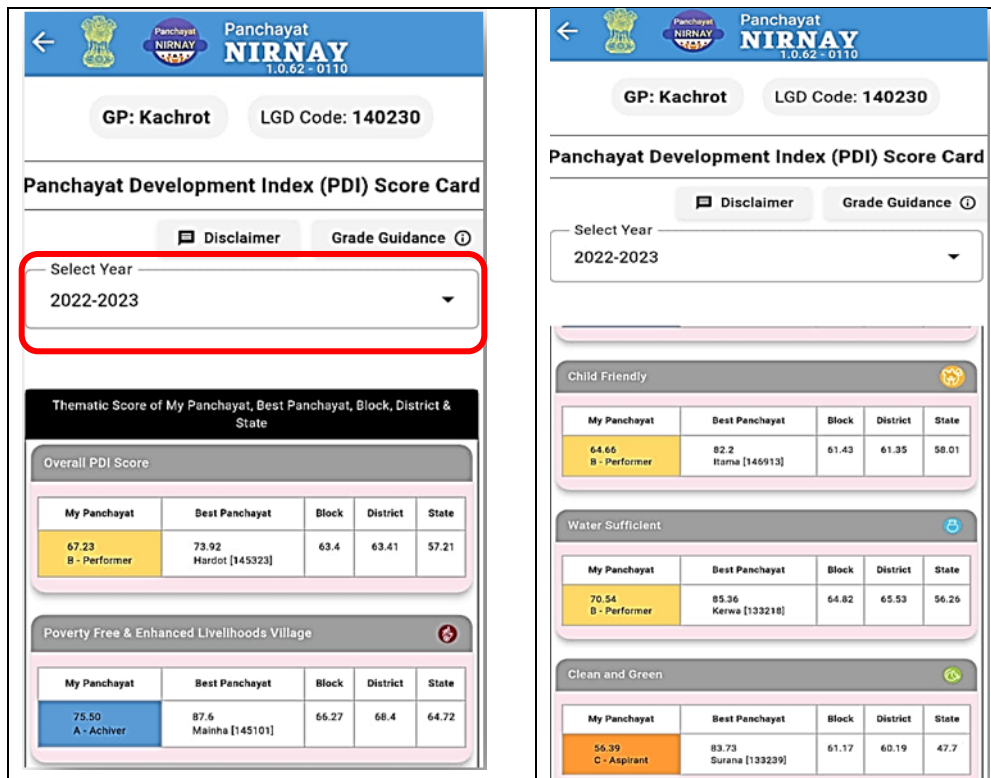
I. View PDI scores and Analysis for deciding priority themes for Development Plan

- Under Select Priority SDG theme module click on **View PDI scores and Analysis for deciding priority themes for Development plan** icon.

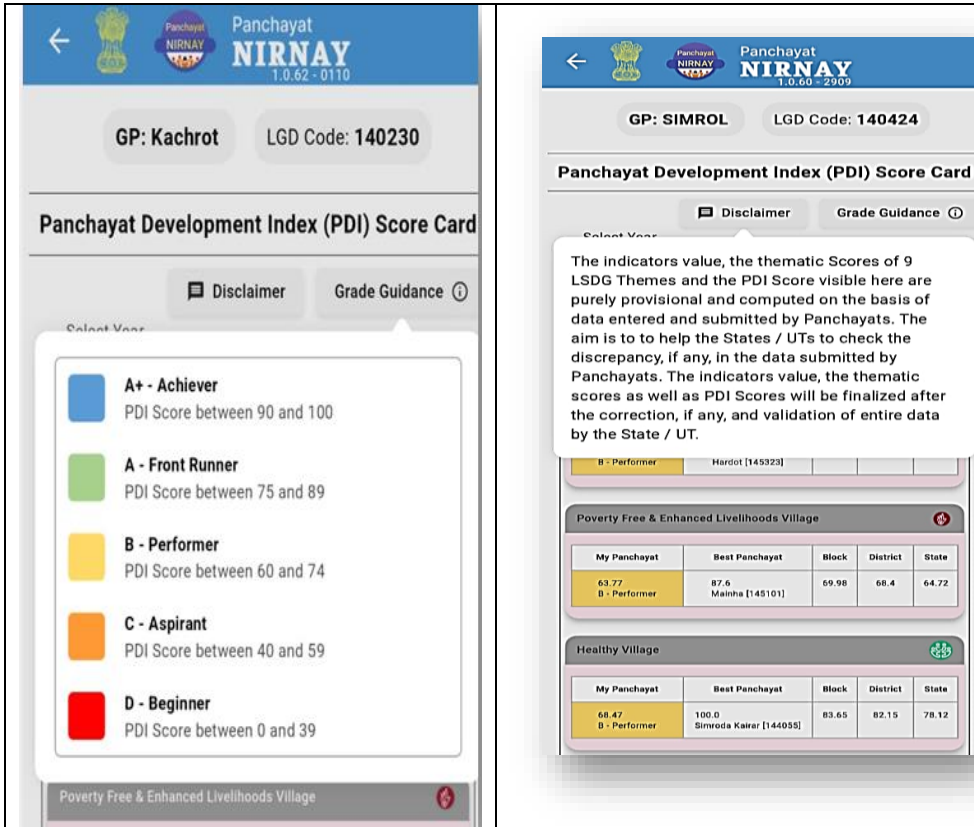
2. Select Priority SDG Theme for Development Plan & Register Sankalp (Resolution)



- In this section, the thematic scores of 9 LSDG themes will appear. The scorecard is computed on the Data entered by the Panchayats.
- Scorecard analysis at all the Panchayat levels will be done in comparison with the Best Panchayat.



4. Select year from the dropdown to view PDI score card.
5. Once the Year is selected, Overall PDI score of the gram Panchayat in comparison with the Best Panchayat, Block, District and State will appear.
6. **Overall PDI Score:** Score card of the Village and the color on My panchayat is the indication based grading. Below the overall PDI score, Scorecard based on all the themes sequentially with the best panchayat Comparison can be viewed.
7. Click on disclaimer to view the instructions.



8. Thematic scores with the least performed themes will be displayed at the bottom with their scores as " Predicted Themes for selction of Priority themes encouraging Panchayats to take Sankalp based on these themes


Predicated Themes for Selection of Priority Themes



Clean and Green Village

Theme 5 - Clean and Green Village

Score: **56.39**



Village with Self-Sufficient Infrastructure

Theme 6 - Self-sufficient Infrastructure in Village

Score: **50.42**

9. In a tabular form below , thematic score is displayed with the increase/ decrease numbers at all the all levels (ie. Block Panchayat, District, State) in comparison with the Best Panchayat.

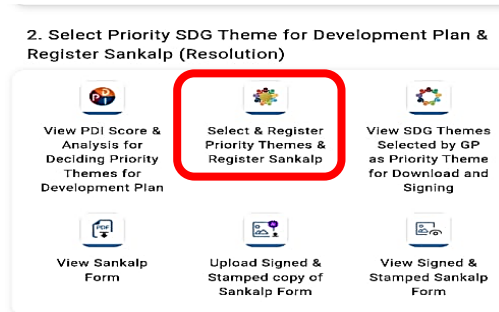
BP Best Panchayat P Panchayat B Block D District S State

Performance of My Panchayat with respect to Best Panchayat, Block, District and State

S.No.		Overall PDI Score	T1	T2	T3	T4	T5	T6	T7	T8	T9
1	P	67.23 B	75.50 A	86.35 A	64.66 B	70.54 B	56.39 C	50.42 C	71.85 B	67.74 B	68.17 B
2	BP	▼ -6.69	▼ -12.10	▼ -13.65	▼ -17.54	▼ -14.82	▼ -27.34	▼ -19.92	▼ -8.73	▼ -10.31	▼ -16.21
3	B	▲ 3.83	▲ 9.23	▲ 4.53	▲ 3.23	▲ 5.72	▼ -4.78	▼ -1.14	▲ 8.88	▲ 5.15	▲ 4.45
4	D	▲ 3.82	▲ 7.10	▲ 4.20	▲ 3.31	▲ 5.01	▼ -3.80	▲ 0.90	▲ 7.65	▲ 4.98	▲ 4.93
5	S	▲ 10.02	▲ 10.78	▲ 8.23	▲ 6.65	▲ 14.28	▲ 8.69	▲ 6.80	▲ 10.70	▲ 12.20	▲ 8.24

II. Select and register Priority themes & register Sankalp

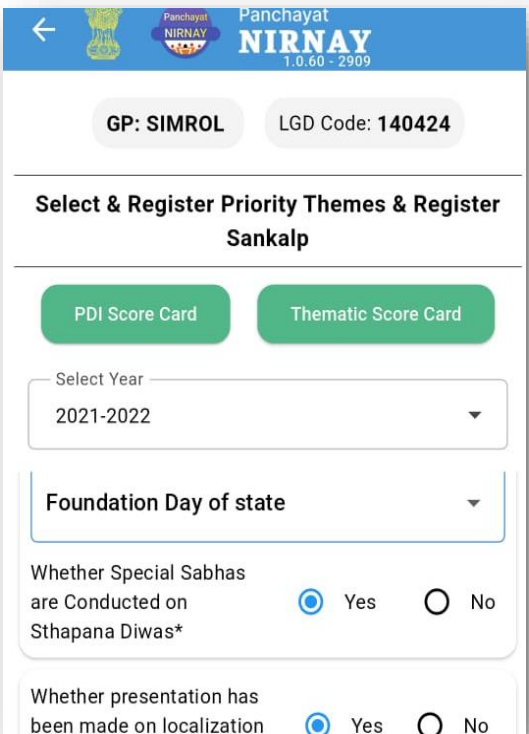
1. Under this section, Priority Themes are selected by the Gram Panchayat in order take Sankalp for a particular year.
2. To Navigate, under Select Priority SDG theme module click on Select and register Priority themes and register Sankalp Icon.

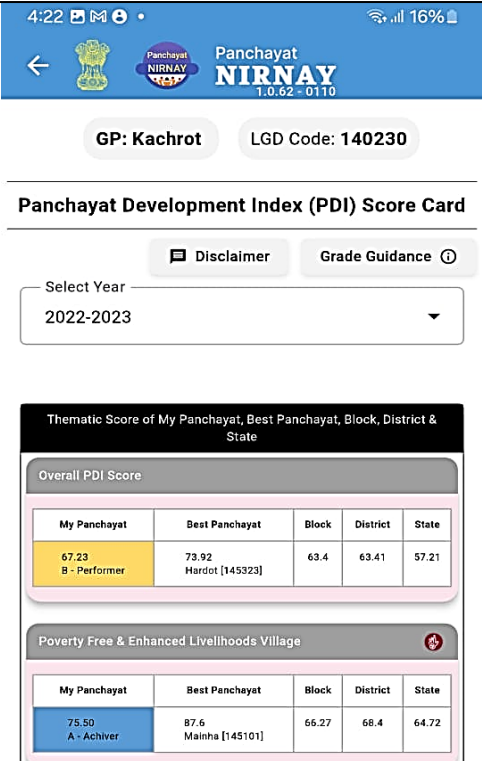


3. A screen will be displayed to select an year from the drop down.
4. A form will be displayed to fill the following details.
 - **Weather presentation has been made on Localization of SDGs: Yes/No**
 - **Weather SDG theme has been prioritized: Yes/No**
 - **Sankalp taken: Yes/ NO**
 - **Weather Panchayat has a website: Yes/No**
5. After the Above details are filled click on Register button. The Sankalp will be registered successfully.

PDI Score Card

On Clicking the PDI scorecard button





BP Best Panchayat P Panchayat B Block D District S State

Performance of My Panchayat with respect to Best Panchayat, Block, District and State

S.No.		Overall PDI Score	T1	T2	T3	T4	T5	T6	T7	T8	T9
1	P	67.23 B	75.50 A	86.35 A	64.66 B	70.54 B	56.39 C	50.42 C	71.85 B	67.74 B	68.17 B
2	BP	▼ -6.69	▼ -12.10	▼ -13.65	▼ -17.54	▼ -14.82	▼ -27.34	▼ -19.92	▼ -8.73	▼ -10.31	▼ -16.21
3	B	▲ 3.83	▲ 9.23	▲ 4.53	▲ 3.23	▲ 5.72	▼ -4.78	▼ -1.14	▲ 8.88	▲ 5.15	▲ 4.45
4	D	▲ 3.82	▲ 7.10	▲ 4.20	▲ 3.31	▲ 5.01	▼ -3.80	▲ 0.90	▲ 7.65	▲ 4.98	▲ 4.93
5	S	▲ 10.02	▲ 10.78	▲ 8.23	▲ 6.65	▲ 14.28	▲ 8.69	▲ 6.80	▲ 10.70	▲ 12.20	▲ 8.24



On Clicking the Thematic scorecard button

Panchayat
NIRNAY
1.0.60 - 2909

GP: SIMROL LGD Code: 140424

Select & Register Priority Themes & Register Sankalp

PDI Score Card
Thematic Score Card

Select Year
2021-2022

Foundation Day of state

Whether Special Sabhas are Conducted on Sthapana Diwas*
 Yes No

Theme 1: Poverty Free and Enhanced Livelihoods Village

Theme 2: Healthy Village

Theme 3: Child-Friendly Village

Theme 4: Water Sufficient Village

Theme 5: Clean and Green Village

Theme 6: Village with Self-sufficient Infrastructure

Theme 7: Socially Just & Socially Secured Village

Theme 8: Village with Good Governance

Theme 9: Women Friendly Village

Number of households with clean cooking fuel	NA Total Households	87.69 A
Number of Households with no stagnant waste around them	NA Total Households	100.0 A+
Number of IHHL Toilets	NA Total Number of Toilets in GP	100.0 A+
Spending on environmental protection, Waste	NA Total GP expenditure (All Scheme)	1.01 D
Number of village in GP arrangement of Waste Management facility with Waste ion & sequestration	NA Total number of village in GP	100.0 A+
Number of village in GP arrangement of Waste Management	NA Total number of village in GP	33.33 D
Number of village in GP arrangement of Waste Management	NA Total number of village in GP	100.0 A+
Number of panchayat banned	NA NA	70.0 R

Thematic Score Card

Select Theme

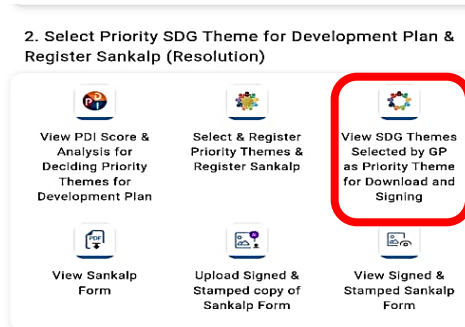
Theme 1: Poverty Free and Enhanced Livelihoods Village

S.No.	Indicator	Numerator 1	Nur
1	Percentage of active workers out of enrolled persons under Mahatma	Number of active Workers under MGNREGS under reference year	NA
2	Percentage of children (0-3 years) registered under ICDS out of total eligible	Total number of registered children (0-3 years) under ICDS	NA
3	Percentage of children (3-6 years) registered under ICDS out of total eligible	Total number of registered children (3-6 years) under ICDS	NA
4	Percentage of children aged under 5 years who are underweight	Total underweight Children under 5 Year	NA
5	Percentage of children under age 5 years who are wasted	Total wasted children under 5 Year	NA
6	Percentage of Cultivable Area	Total Cultivable Area	NA
7	Percentage of eligible covered under Social Security Pension Scheme	Number of persons covered under Social Security Pension Scheme	NA
8	Percentage of eligible Households having Antyodaya Anna Yojana (AAY) Ration Cards	Number of households having Antyodaya Anna Yojana(AAY) Ration Cards	NA
9	Percentage of eligible Households having Priority Household (PHH) &	Number of households having Priority Household (PHH) & Antyodaya Anna	NA
10	Percentage of homeless person in GP	Total number of homeless person	NA
11	Percentage of Households covered by a Health Scheme /Health Insurance	Number of households covered by a health scheme or health	NA
12	Percentage of households covered under PDS system	Number of households covered under PDS	NA

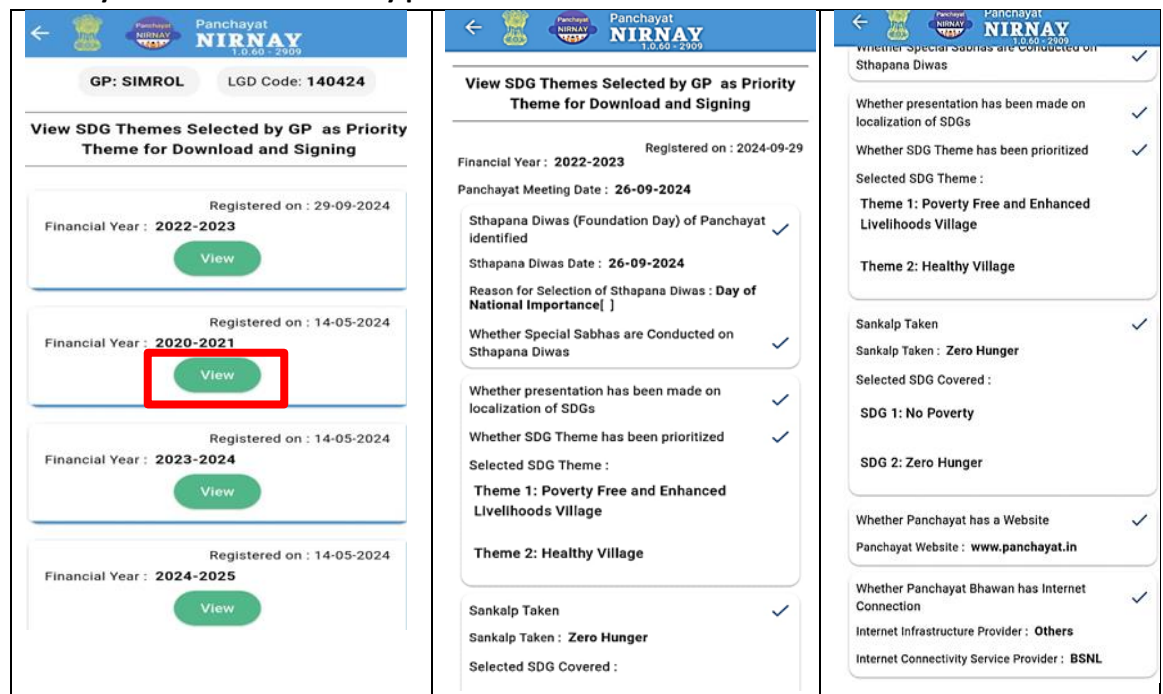


III. View SDG themes Selected by GP as priority theme for Downloading and Signing

1. In this section user can view the SDG themes selected on a particular year.
2. To Navigate, under Select Priority SDG theme module click on View SDG themes Selected by GP as priority theme for downloading and Signing Icon.

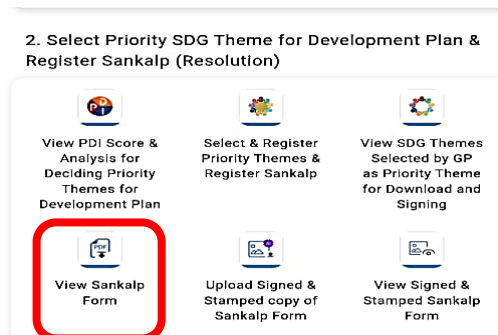


3. A screen will be displayed showing a list of registered Financial years with a View Button.
4. On a particular financial year click on View button.
5. A screen will be displayed showing the following fields:
 - a) Panchayat Meeting Date
 - b) Financial Year
 - c) Theme Selected
 - d) Sankalp Name
 - e) Selected SDG covered
 - f) Panchayat Internet connectivity provider



IV. View Sankalp Form

1. In this section, for taking Sankalp, a PDF is download.
2. Under Select Priority SDG theme for development plan module, click on View Sankalp Form.



3. A screen will be displayed with the following details:
 - **Select Year:** Select the year in which the Sankalp is taken from the dropdown.
 - **Select Language:** Select the preferred language to view the PDF in the same desired language.
4. Click on View Sankalp Form button.

Panchayat NIRNAY 1.0.63 - 0310

GP: Poonasar [39875] LGD Code: 39875

Resolution Taken By Panchayat (2023-2024)

Grampanchayat: POONASAR LGD Code: 39875

For Achieving Sustainable Development Goals by 2030

We recognize that people are at the centre of sustainable development and, we commit to work together to promote sustained and inclusive economic growth, social development and environmental protection and thereby to benefit all.

We reaffirm the importance of

We express our determination to achieve for our village all the 9 Themes, renew our commitment to sustainable development and to ensuring the promotion of an economically, socially and environmentally sustainable future for our planet and for present and future generations.

Signature:

Name:

Designation:

GP LGD Code: 39875

GP Name: POONASAR

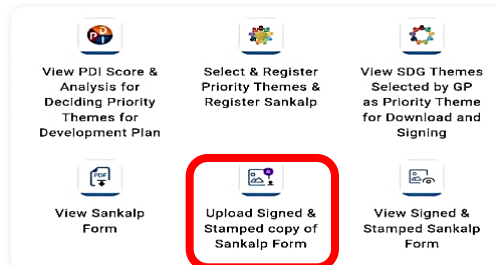
Date:

Generated through "Panchayat NIRNAY Portal" printed on 03-10-24 10:49:29 AM

V. Upload Signed and Stamped copy of Sankalp Form

1. In this section, Signed and Stamped copy of the Sankalp Form is Uploaded.
2. To navigate, under Select Priority SDG theme for development plan module click on Upload signed and Stamped copy of Sankalp Form Icon.

2. Select Priority SDG Theme for Development Plan & Register Sankalp (Resolution)



3. A screen will be displayed asking to select the **Financial Year** on which the Sankalp form has to be uploaded.
4. Select the preferred Language.
5. Click on **Upload Resolution Photo** button.
6. Device Camera will be opened. Capture the form Photo and Click on Ok.
7. Sankalp copy will be visible in a small grid.
8. Tick the dialogue “ I have downloaded resolution form”
9. Click on Upload Signed and Stamped copy of Sankalp Form button.

The left screenshot shows the app interface for GP: Poonasar [39875] with LGD Code: 39875. It features a dropdown for 'Select Year' (2021-2022) and 'Select Language'. Below is a camera icon and a red 'Upload Resolution Photo' button. A checkbox is present with the text: 'I have downloaded Resolution Form for SDG from Panchayat NIRNAY App. I am uploading signed and stamped copy of Resolution Form through Panchayat NIRNAY Mobile App. I will be solely responsible for any wrong information/content found in the uploaded file laterwards.' The right screenshot shows the same interface for GP: SIMROL with LGD Code: 140424. The 'Select Year' dropdown is set to 2021-2022 and 'Select Language' is English. A photo of the Sankalp form is displayed with a green 'Retake Photo' button. The checkbox is now checked, and a green 'Upload Signed & Stamped copy of Sankalp Form' button is visible at the bottom.

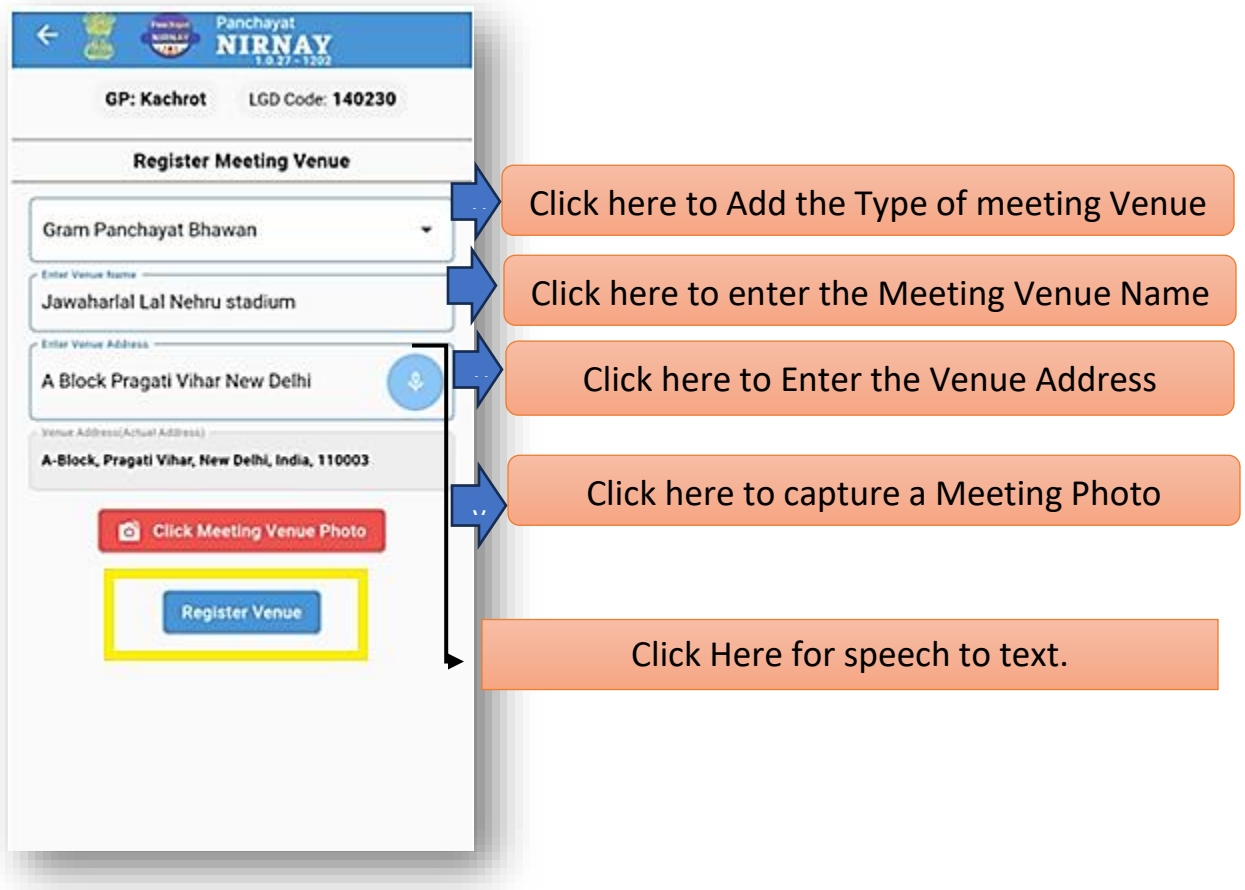
8. Meeting Venue Management

I. Register Meeting venue

1. On the Main Menu, Under Meeting Venue Management, click on Register Meeting Venue Icon.



2. Select the Type of Meeting venue where meeting can be conducted
3. Enter the Meeting Venue Name
4. Enter the Meeting Venue Address – by either Typing or Using Microphone (which will automatically fill after you speak).
5. Click on “Meeting Venue Photo “Button to capture meeting venue Photo.
6. Click on register Venue button to register meeting venue.



GP: Kachrot LGD Code: 140230

Register Meeting Venue

Gram Panchayat Bhawan

Enter Venue Name
Jawaharlal Lal Nehru stadium

Enter Venue Address
A Block Pragati Vihar New Delhi

Venue Address(Actual Address)
A-Block, Pragati Vihar, New Delhi, India, 110003

Click Meeting Venue Photo

Register Venue

Click here to Add the Type of meeting Venue

Click here to enter the Meeting Venue Name

Click here to Enter the Venue Address

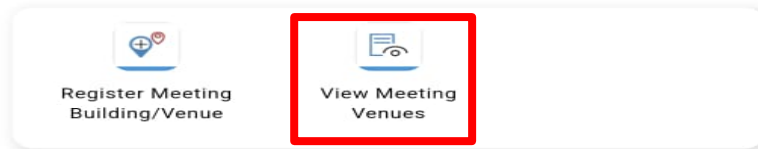
Click here to capture a Meeting Photo

Click Here for speech to text.

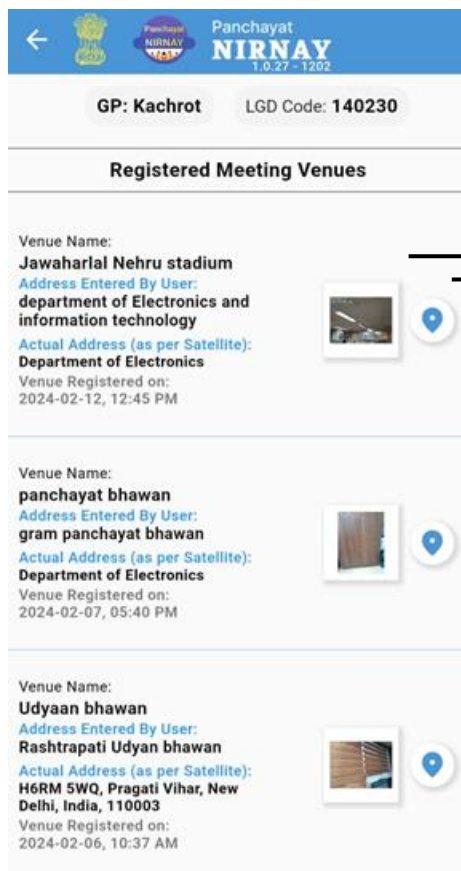
II. View Meeting Venues

1. User can view the registered Meeting Venues by clicking on **View Meeting Venues button**.

3. Meeting Venue Management



2. List of registered Meeting Venues will be displayed along with the Venue Photo and Location.
3. Click on Venue photo thumbnail to view meeting venue photo.
4. Click on the Location icon to view the exact location of Venue on google Maps.



Click Here to view the Venue Photo

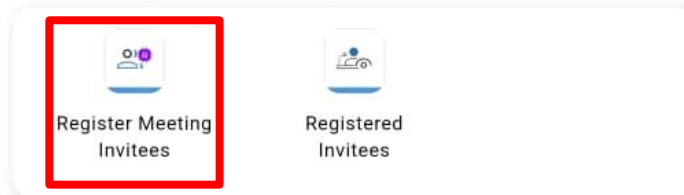
Click Here to view the directions in MAPS.

9. Meeting Invitee Management

I. Register Meeting Invitees

1. Details of Invitees to be added in the meeting has to be manually added.
2. Under Meeting invitees Management click on Register meeting invitees.

5. Meeting Invitee Management



3. A Screen will be displayed to enter the following details of the invitees.
 - a. **Name**
 - b. **Mobile no:**
 - c. **Designation**
 - d. **Email**
 - e. **Ward Name:**
4. If the meeting invitee is an active member of a ward, tick on the checkbox and enter the name of the ward.
5. After filling all the details, click on Register button. The invitee will be registered.

Register Meeting Invitee

Name *
Simran Singh

Mobile no *
7987009313
10/10

Designation *
Business analyst

Email
simu.singh98@gmail.com

Is this Person a ward Member ?

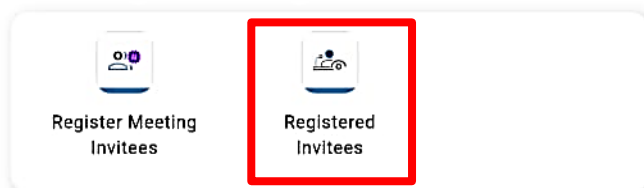
Ward Name
Kachrot Block

Register

II. View registered Invitees

1. All the invitees registered for the meeting can be viewed.
2. Under Meeting invitee management, click on Registered invitee button.
3. A screen will appear displaying the list of invitees added.
4. These details contains:
 - a. Name
 - b. Mobile no:
 - c. Designation
 - d. Email
 - e. Ward Name:
5. To update the details click on **EDIT** button.

5. Meeting Invitee Management



GP: KACHROT

LGD Code: 140230

View Registered Invitees




Registered on : 29-05-2024 05:34 AM

 **Simran Singh**
 Business analyst
 simu.singh98@gmail.com
 7987009313

Ward : Kachrot Block

 Edit

Registered on : 24-05-2024 07:31 AM

 **Deepak ahuja**
 engineer
 8686868686

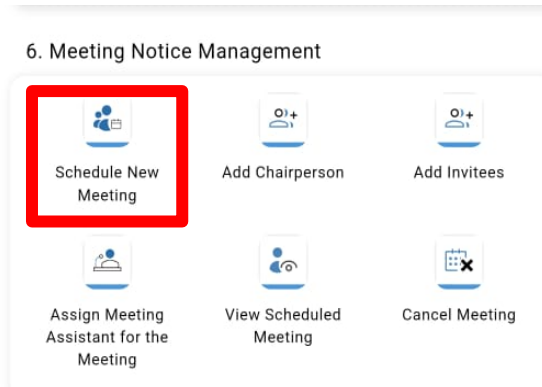
Ward : Kachrot gp

 Edit

10. Meeting Notice Management

I. Schedule a Meeting

1. Under Meeting Schedule Management click on Schedule meeting icon for scheduling a meeting.



2. Select the Meeting date and time.
3. Select a meeting venue from the pre-registered meeting venue. Select the type /nature of the meeting being scheduled from the pre-populated list (list of type of meetings to be reviewed).
4. Enter meeting title along with Meeting Description.

The screenshot displays the 'Schedule New Meeting' form in the Panchayat NIRNAY system. The form is divided into several sections:

- Pick Date & Time:** Includes 'Select Date' and 'Select Time' buttons.
- Select Meeting Venue:** A dropdown menu with 'Select Venue' highlighted by a red box.
- Select Meeting Type:** A dropdown menu with 'Select Meeting Type' highlighted by a red box.
- Meeting Details:** Includes 'Meeting Title' and 'Meeting Description' text input fields.

On the right side, there are two panels showing a list of meeting venues and types. The top panel is titled 'Schedule New Meeting' and shows a list of venues: Testing, DELHI NIC, CGO Delhi NIC, Testing venue, Dummy Venue, CGO Final Testing, Panchayat Bhawan, NIC, CGO Complex, Dummy venue, and Dummy Venue. The bottom panel is also titled 'Schedule New Meeting' and shows a list of meeting types: Testing, DELHI NIC, CGO Delhi NIC, Testing venue, Dummy Venue, CGO Final Testing, Panchayat Bhawan, NIC, CGO Complex, Dummy venue, and Dummy Venue.


5. After Entering Meeting description, click on Upload meeting Notice Photo button to capture the signed and stamped copy of meeting Notice.
6. Device camera will be opened, after clicking press ok and image will appear on the box.
7. Click on Schedule and publish Meeting button for getting the meeting Scheduled.
8. Refer to below screenshots.

Meeting Details

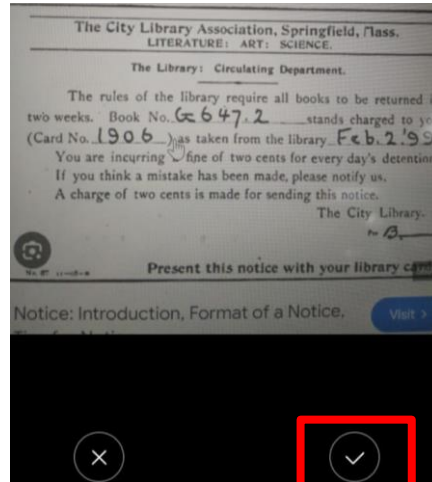
Meeting Title
Title
Testing meeting

Meeting Description
Description
meeting for testing purpose

Signed and Stamped copy of Meeting Notice

 **Upload Meeting Notice Photo**

Schedule and Publish Meeting Notice




Select Meeting Type
Water Supply, Water & Environmental Conservation Committee Meeting

Meeting Details

Meeting Title
Title
Meeting Testing

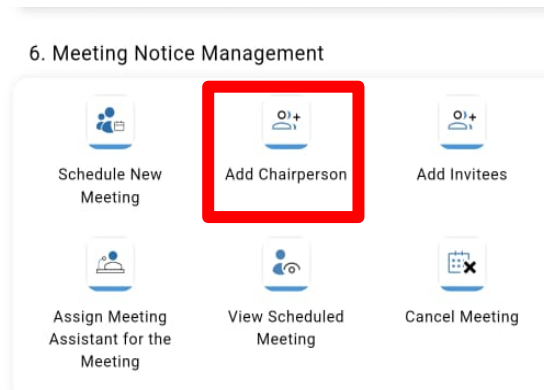
Meeting Description
Description
For testing purpose

 **Retake Photo**

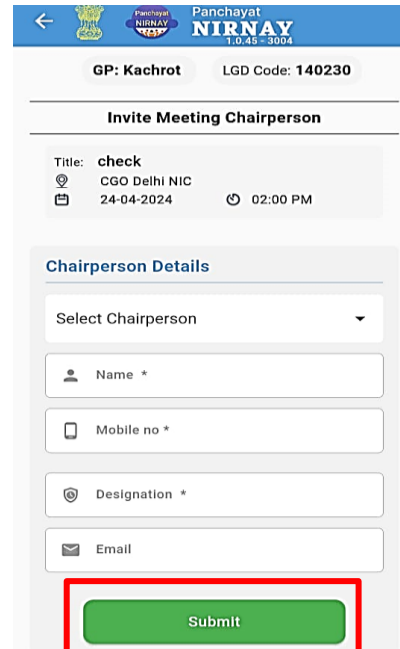
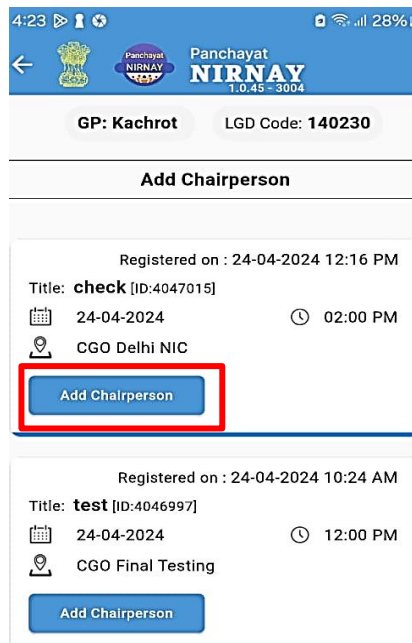
Schedule and Publish Meeting Notice

I. Add Chairperson for a meeting

1. Under Meeting Notice management Module click on Add chairperson for adding a chairperson to a meeting.

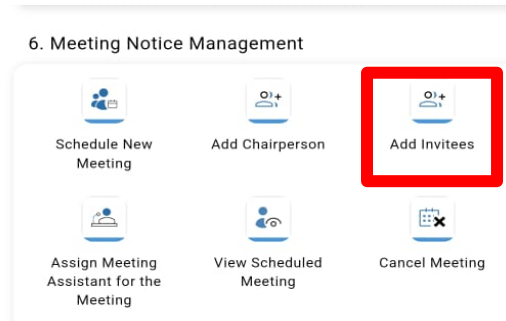


2. A new screen with the meetings scheduled will appear.
3. Click on Add chairperson.
4. Enter the following details
 - a. Chairperson name
 - b. Mobile No
 - c. Designation
 - d. Email ID
5. Click on the **Submit** Button for getting the Chairperson details submitted.
6. Chairperson can be updated for a meeting by clicking on Update Meeting Chairperson.



II. Add Invitees

1. Under Meeting Notice management click on Add Invitees icon to add the invitees for the meeting.
2. User ticks on the Invitees to be added manually.
3. User can also capture and upload copy of the invitees.
4. Click on the Submit button.



Add Invitees

Registered on : 29-05-2024 12:11 PM

Title: Testing meeting [ID:957]

30-05-2024 10:00 AM

TESTING for prod

Add Invitees

Registered on : 24-05-2024 07:28 AM

Title: Prod testing [ID:934]

24-05-2024 09:00 AM

TESTING for prod

Invitees

GP: KACHROT LGD Code: 140230

Add Invitees

Title: **Testing meeting**
Venue : TESTING for prod
Ashima city
30-05-2024 10:00 AM

Name **Deepak ahuja**
Phone No : 8686868686
Email :
Ward : Kachrot gp

Name **Simran**
Phone No : 7987009737
Email :
Ward : WKajsjsjnxnznzms heejwj

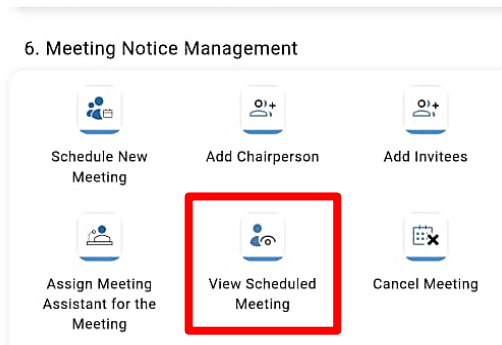
Name **Simran singh**
Phone No : 8989898989
Email :
Ward : Ndsjskkwwk

Click Photo

Submit

III. View Scheduled Meetings

1. Under meeting Notice Management Click on the view scheduled meetings icon.
2. A page will be displayed which contains all the scheduled meetings and registered details.

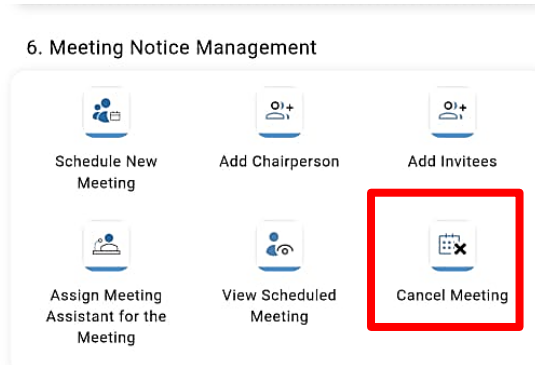


3. These registered details can be:
 - a. **View chairperson**
 - b. **View Agenda**
 - c. **View Invitees**
 - d. **View Assigned meeting assistant details**
 - e. **View attendance**
 - f. **View decisions**
 - g. **View meeting Photos**
 - h. **View group photo of ERs**
 - i. **View group photo of Participants**
4. Click the icons at the right hand side to view details.

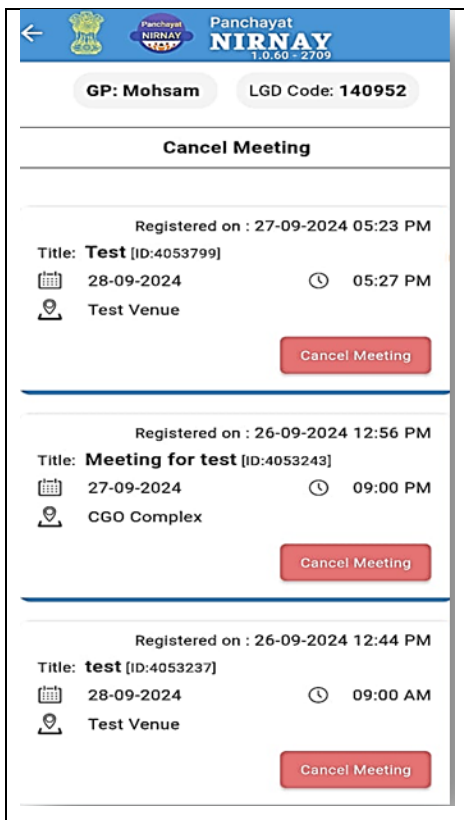


IV. Cancel Meeting

1. A GP Secretary/ Meeting Assistant can cancel a meeting for any of the reasons like Lack of agenda items, Lack of key participants available, technical issues, Unavailability of meeting venue and some other challenges.



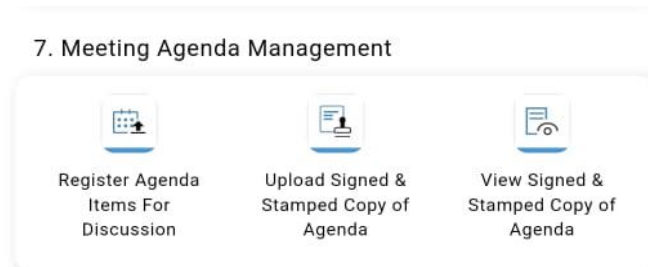
2. Under Meeting Notice management, click on Cancel Meeting icon.
3. A page with the registered meetings shall be displayed.
4. On a desired meeting for cancellation, click on Cancel meeting Button for getting the meeting cancelled.



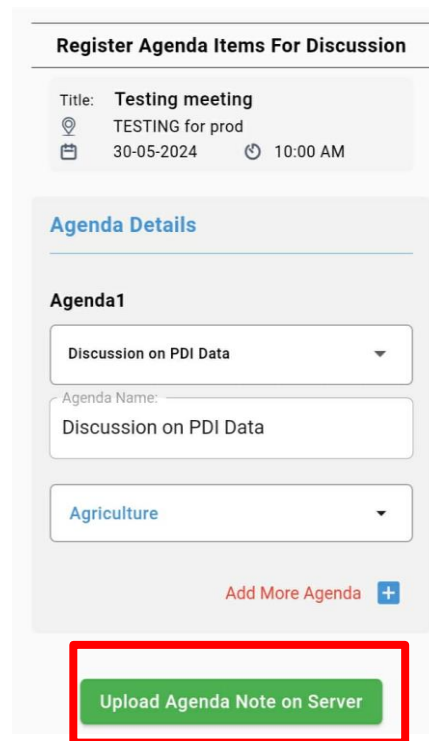
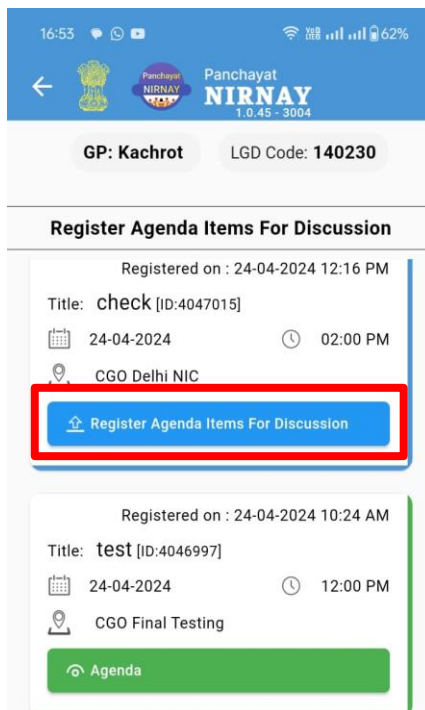
11. Meeting Agenda Management

I. Register Agenda items for discussions

1. Under Meeting Agenda Management Click on **Register Agenda Items for discussion** to register agenda for the meeting.
2. A screen will appear with all the registered meetings. Click on Register Agenda Items for discussion button.

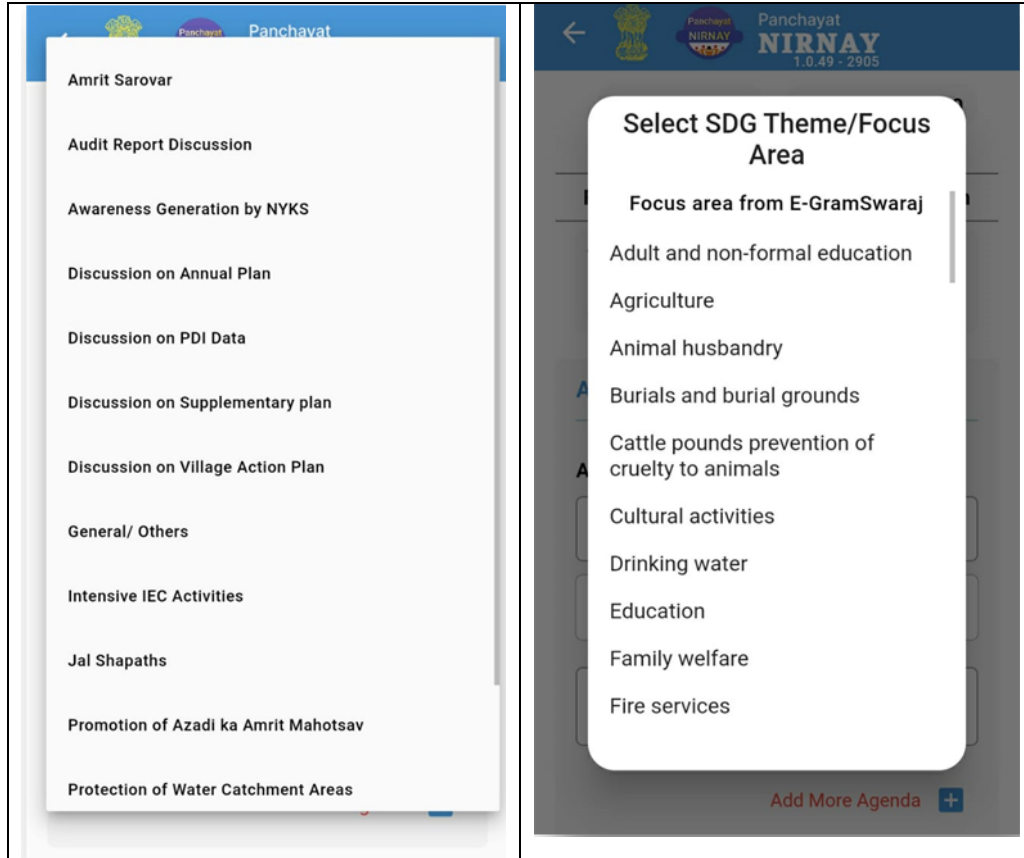


3. Fill the sections provided in the agenda details screen with an Agenda type and a SDG theme.
4. Click on Upload Agenda note on server for getting the agenda uploaded on server.



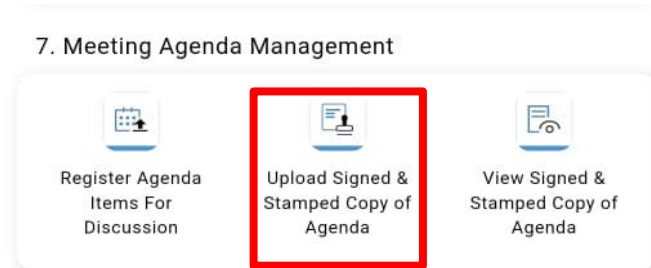
Click here to add more

5. More Agenda items can be added at later point of time by click on the plus icon.
6. To add more agenda items, click on Agenda, then already registered agenda items will appear. At the bottom Add More button will appear. Click on it to add more Agenda Items.

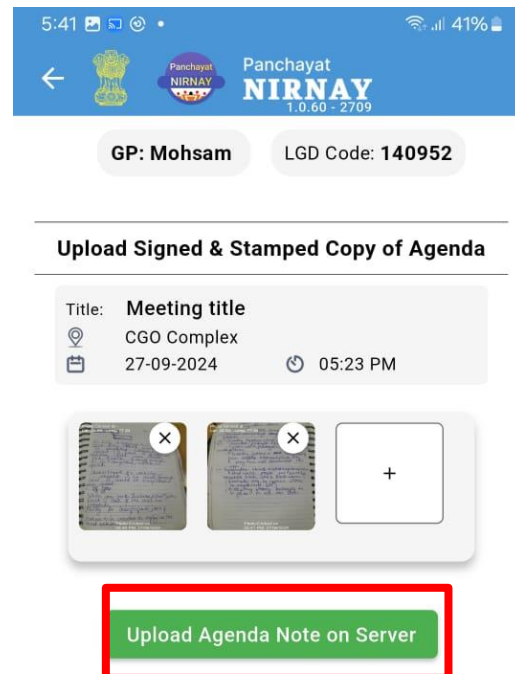
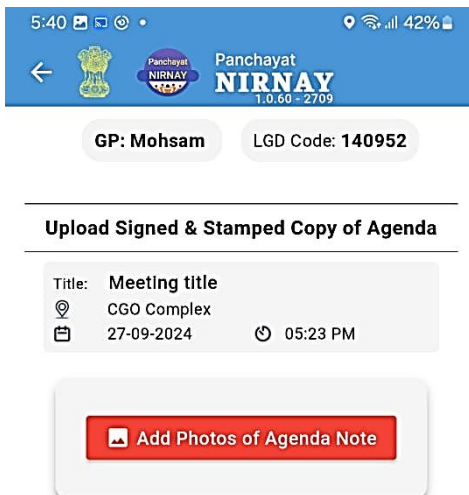


II. Upload Signed and Stamped copy of Agenda

1. Under Meeting Agenda Management, Click on Upload Signed and stamped copy of Agenda.



2. Click on the Particular meeting to upload signed and stamped copy of agenda
3. Up to 10 Photos can be selected for Uploading signed and stamped copy of Agenda.
4. Click on **Upload Agenda Note on Server button**, the stamped copy of Agenda will be Uploaded successfully.

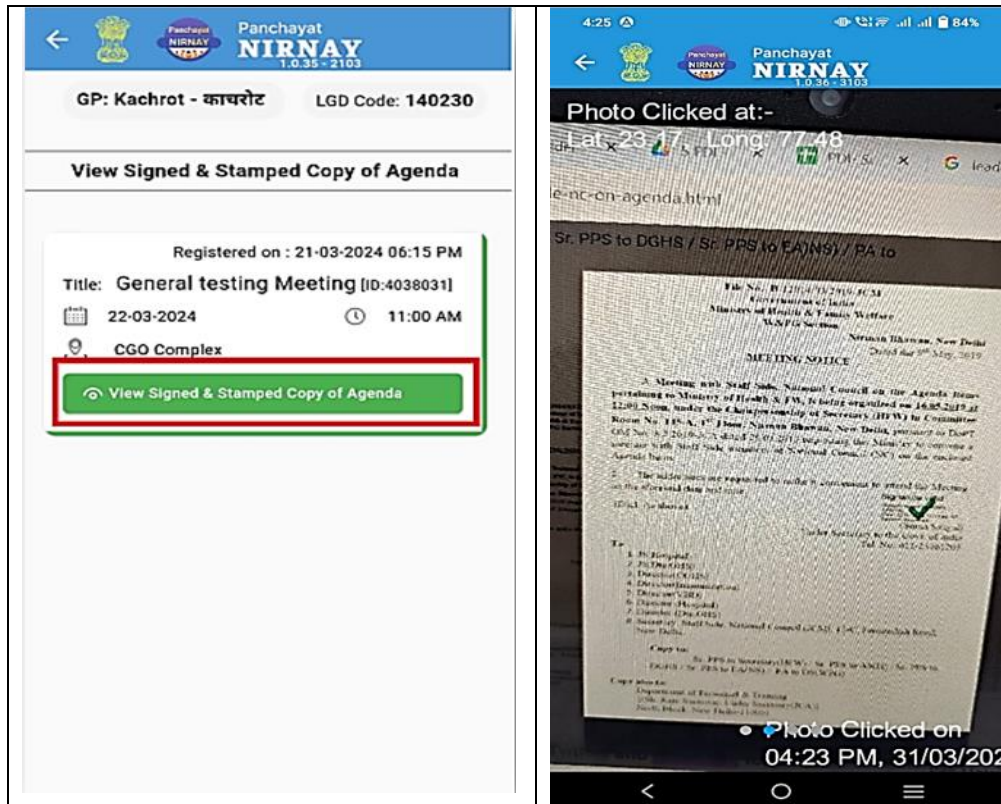


III. View Signed and stamped Copy of Agenda

1. Under Meeting Agenda Management, click on View signed and stamped copy of Agenda Icon.



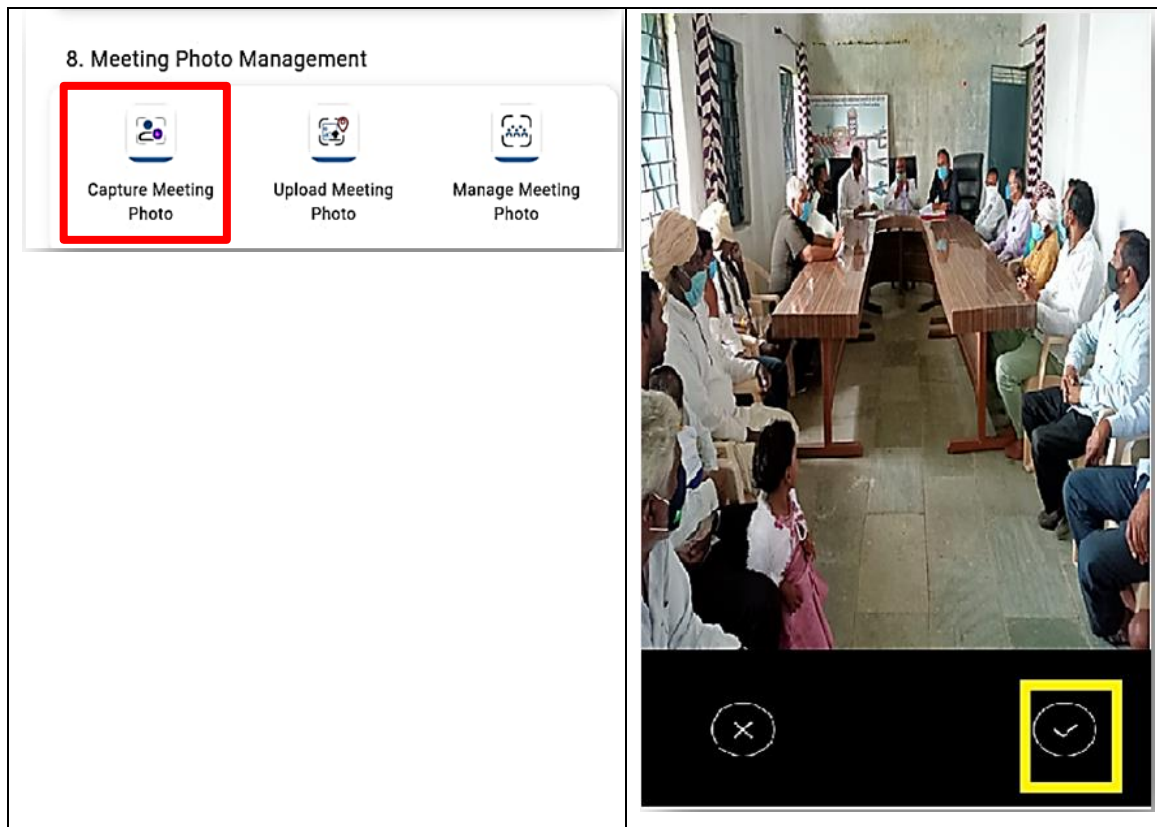
2. A page with the registered meetings shall be displayed.
3. Click on View Signed and stamped copy of Agenda. The signed copy of the agenda shall be displayed on the screen.



12. Meeting Photo Management

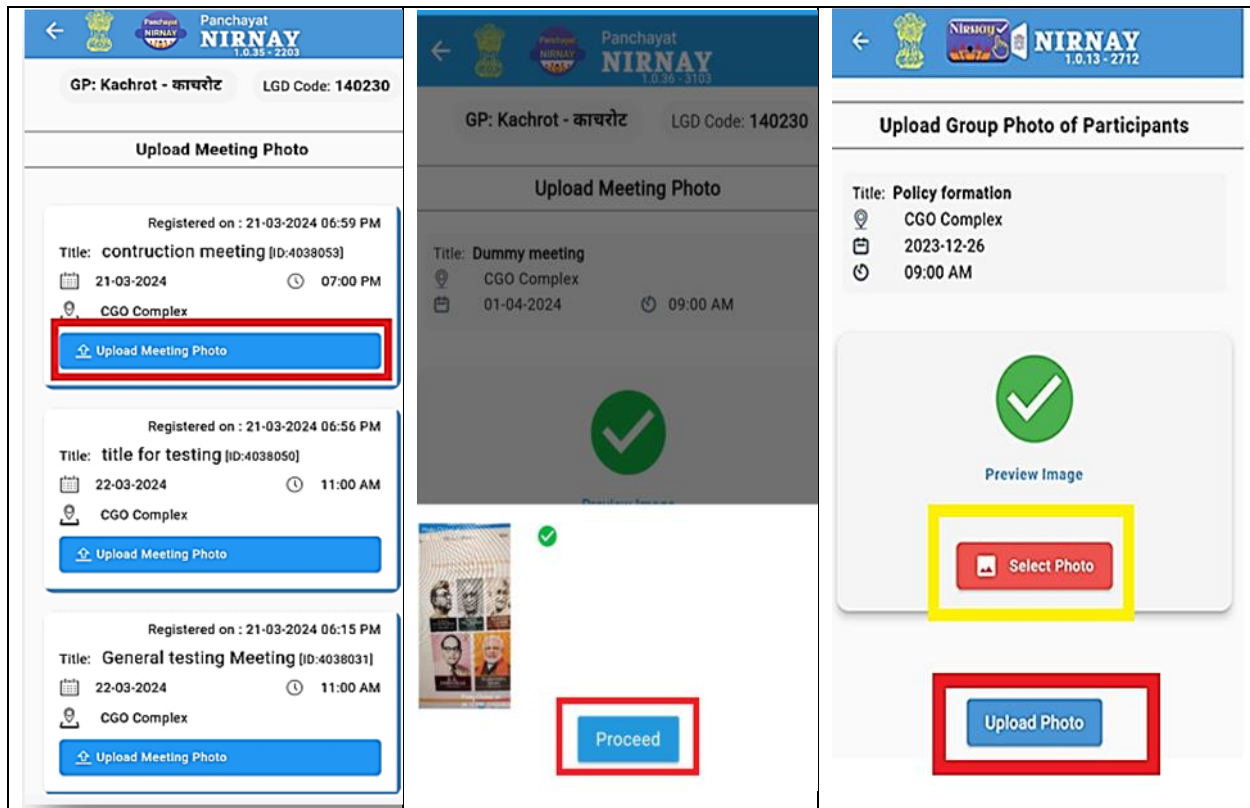
I. Capture Meeting Photo

1. Under Meeting photo Management, click on Capture Meeting Photo.
2. The device camera opens and user can click a photo.
3. After capturing the photo click on Save button.
4. The Upload captured meeting photo page shall be displayed.



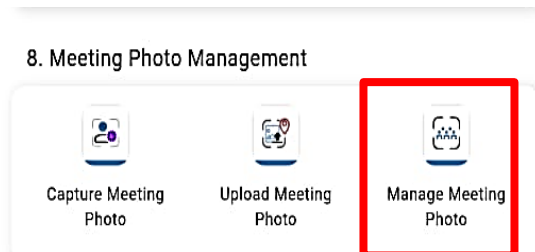
II. Upload Meeting Photo

1. After the photo is captured, Upload meeting Page will be displayed to the user.
2. Under meeting Photo Management, Click on Upload meeting Photo to get the captured image uploaded on a particular meeting.
3. The scheduled meetings shall be displayed on the screen.
4. On a particular meeting, Click on the Upload Meeting Photo button.
5. A New page will be displayed Click on Select Photo button for selecting the photo from the device.

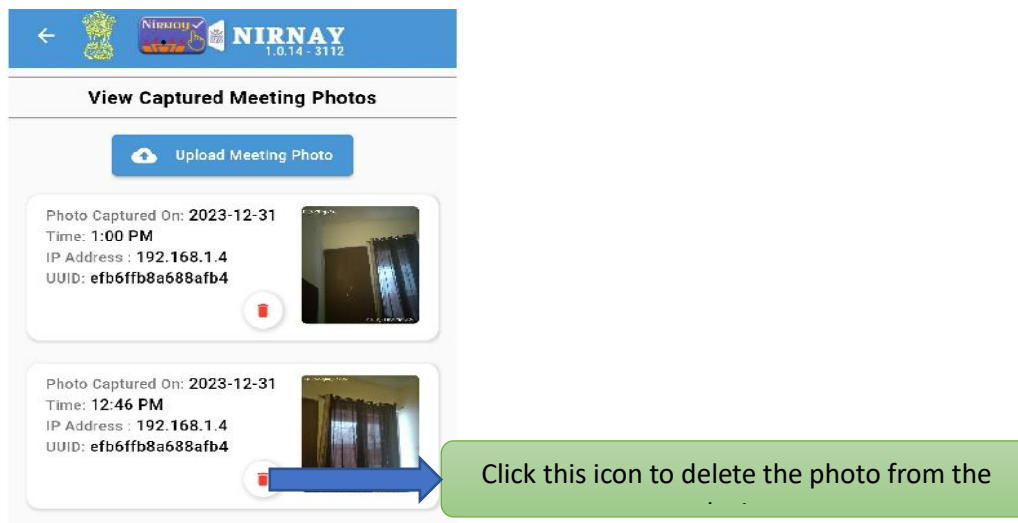


III. Manage Meeting Photo

1. The Purpose of manage meeting photo is to manage images before giving the final submit.
2. Under meeting Photo Management, click on Manage meeting Photo to edit or delete the captured meeting photos.



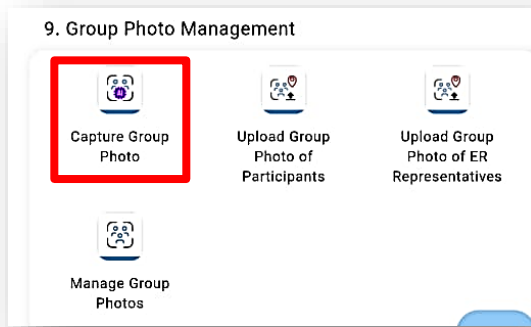
3. Click on delete icon for delete the image from the device.



13.Meeting Group Photo Management

I. Capture Group Photo

1. Under group Photo Management, Click on Capture Group photo icon.

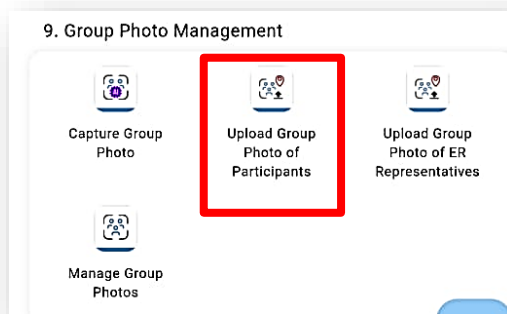


2. The device camera will be opened to capture the Photo.
3. After capturing the photo click on Save button.
4. The Upload captured meeting photo page shall be displayed.

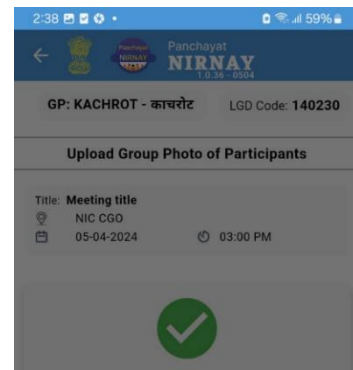
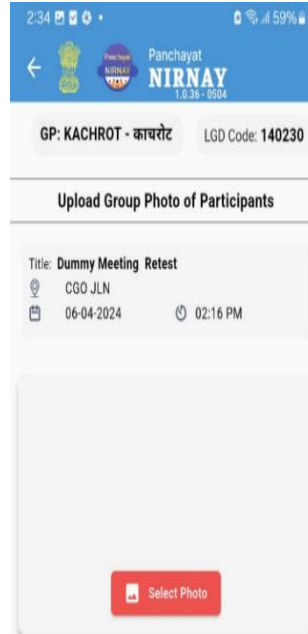
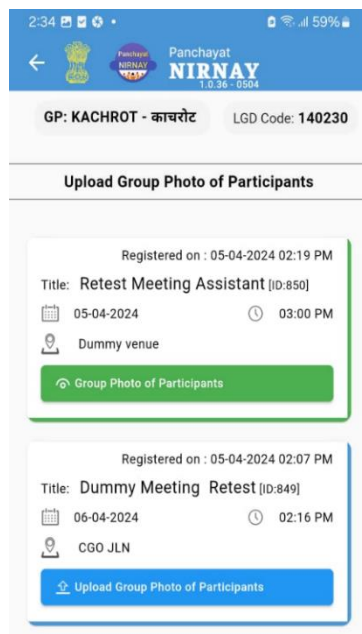


II. Upload Group Photo of Participants

1. After the group photo is captured, Upload meeting Page will be displayed to the user.
2. Under Meeting Group Photo Management, Click on Upload Group Photo of Participants.



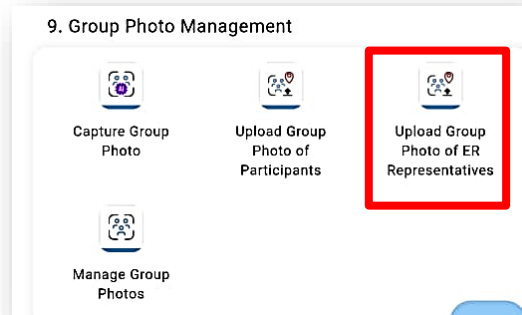
3. The scheduled meetings shall be displayed on the screen.
4. On a particular meeting, Click on the Upload Group Photo of Participants.
5. A New page will be displayed Click on Select Photo button for selecting the photo from the app gallery.
6. After the photo is selected, click on the **Proceed** button for getting the Group Photo updated.



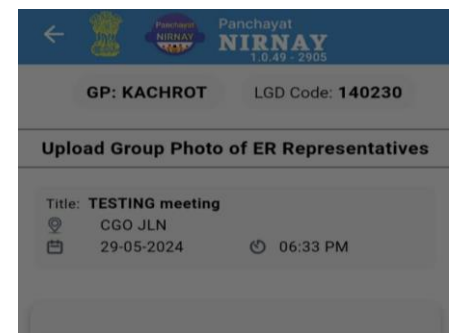
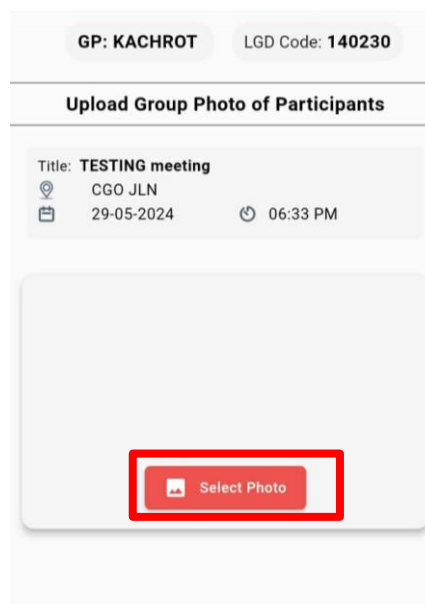
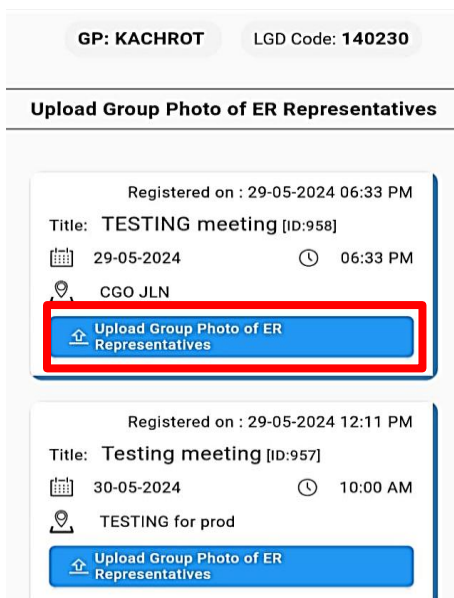
Proceed

III. Upload Group photo of Elected representatives

1. Group photo of all the Elected representatives can be uploaded.
2. Under Group photo management click on on Upload Group photo of Elected representative icon.

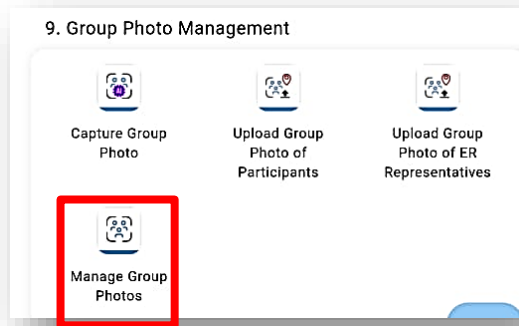


3. A screen will appear showing the list of meetings.
4. Click on the Upload group Photo of Elected representatives button.
5. Click on Select photo
6. Click on Upload. The group photo of ER will be uploaded

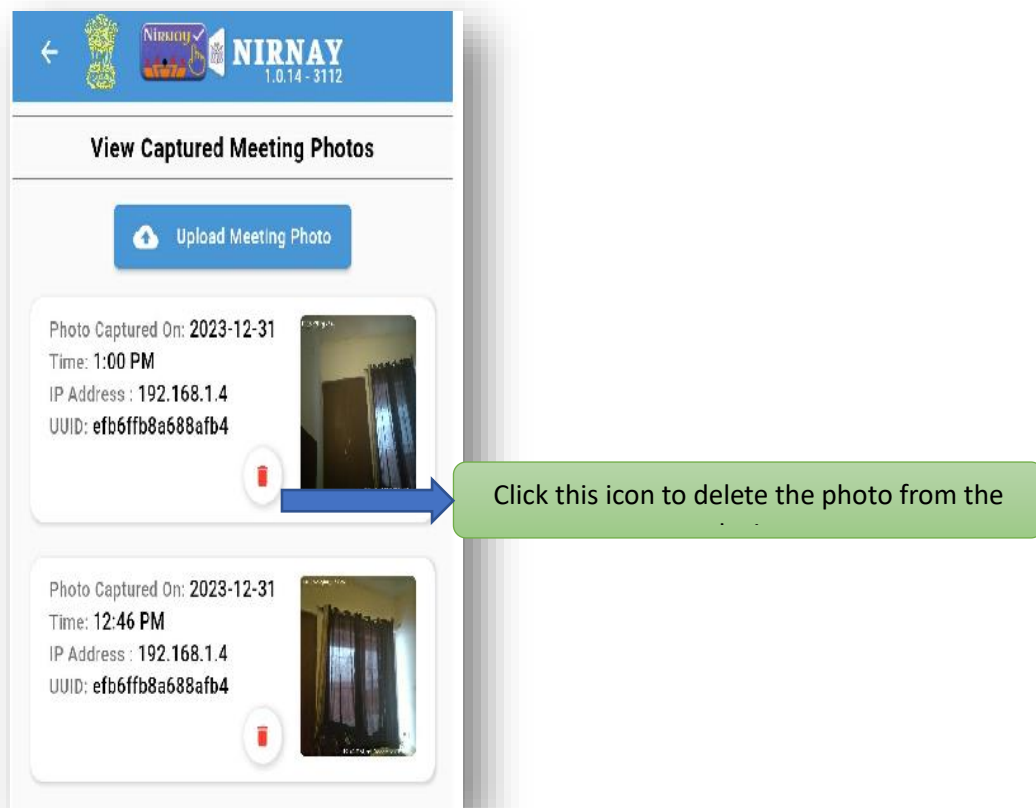


IV. Manage Group Photos

1. The Purpose of manage Group photo is to manage images before giving the final submit.



2. Under meeting Photo Management, click on Manage meeting Photo to edit or delete the captured meeting photos.



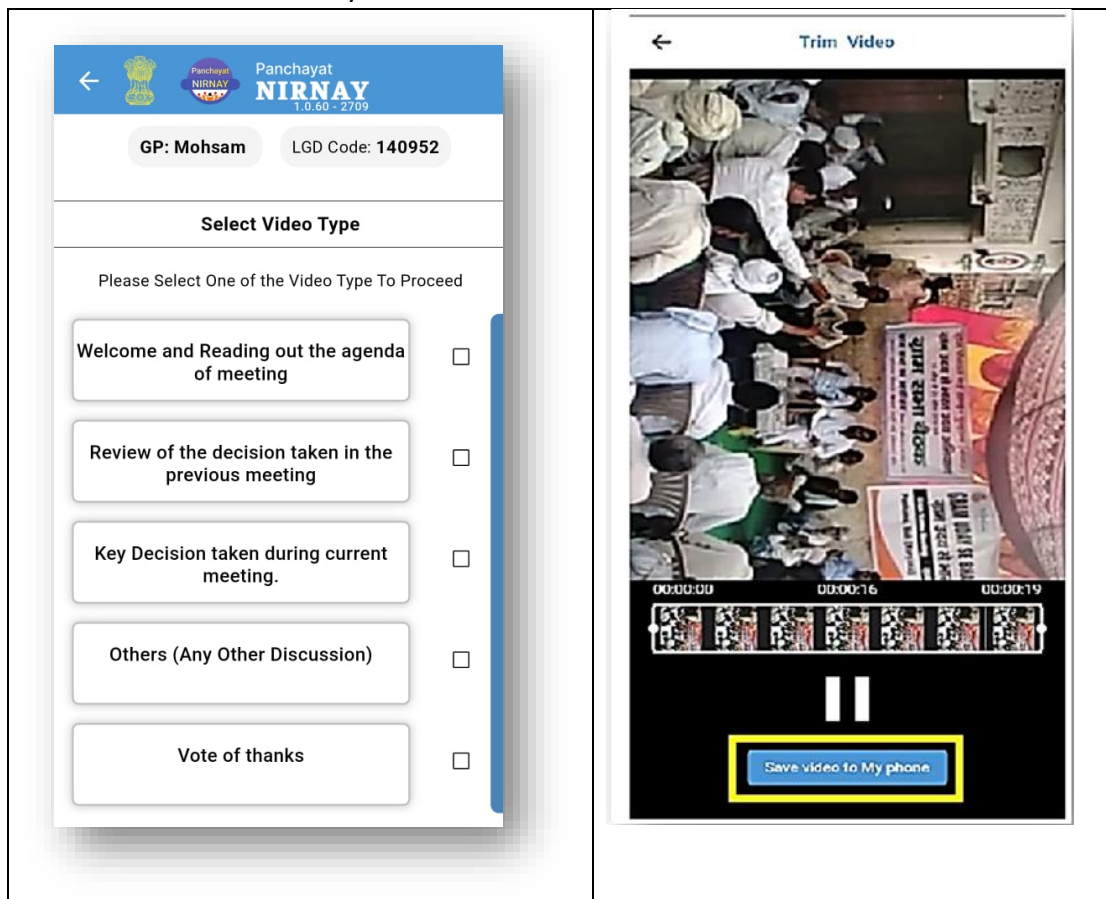
14. Meeting Video recording Management

I. Record meeting Video

1. Under meeting Video Recording Management, click on Record Meeting video icon.



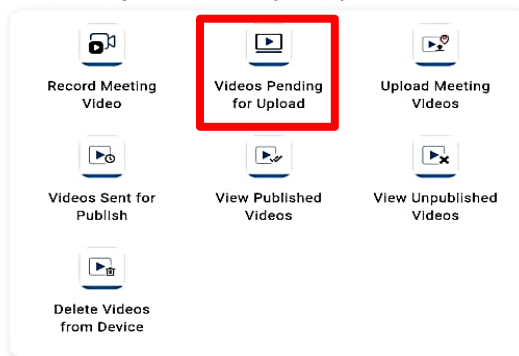
2. A page shall be displayed on screen for selecting the type of Video to be uploaded, User needs to select the category/Video Type and click on proceed to record Video button.
3. After reading all the instructions click on Proceed to record video button so that the video can get started smoothly.
4. After the video is recorded, the video can be trimmed according to the user preference.
5. Click on “ Save Video to my Phone”



II. Videos pending for Upload

1. After the video is recorded, the video gets stored in the pending videos for Upload section.
2. This enables user to edit and delete the undesired videos and to keep the genuine ones so that they can be further uploaded for the meeting.
3. Under Meeting Video Recording Management click on the Videos pending for Upload Icon.
4. A screen where a user can delete the recorded meeting video shall be displayed.
5. Click on the delete Icon for delete the video from the device.

10. Meeting Video Recording Management



Click here to delete
the video

III. Upload Meeting videos

1. User can Upload the videos which are finalized for the meeting. Once video is uploaded, it goes to the higher authority to approve.



2. Under meeting Video recording management, Click on Upload meeting videos icon.
3. A screen shall be displayed where system will ask to Upload the pre-recorded videos from the device.
4. User can select the meeting in which the video has to be uploaded.
5. On a particular meeting Click on **Upload pre-recorded Videos** button.
6. Click on Upload video and hence the video is uploaded in the meeting.

Title: Meeting title
CGO Complex
27-09-2024 05:23 PM

Welcome and Reading out the agenda of meeting

Select From Recorded Videos

Upload Video

Title: Meeting title
CGO Complex
27-09-2024 05:23 PM

Welcome and Reading out the agenda of meeting

00:00 / 00:04
Select From Recorded Videos

Upload Video

Select From My Recorded Videos Close

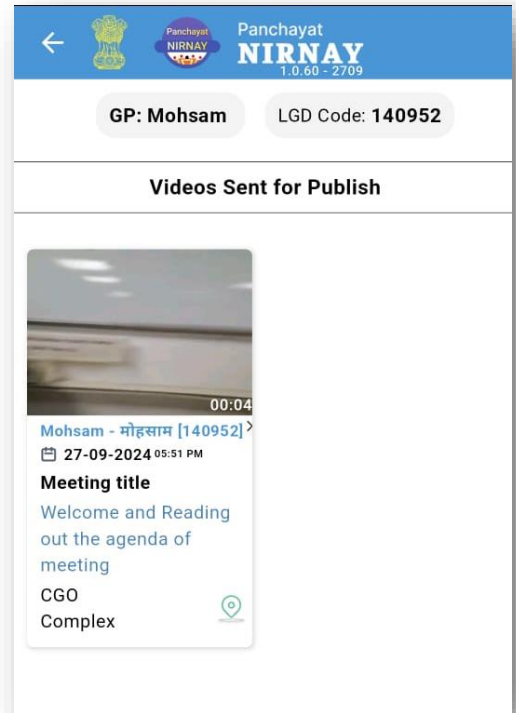
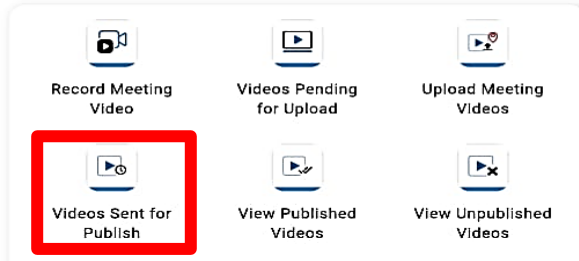
Recorded on : 27-09-2024 05:47 PM
Duration : 0:00:04
Address : C Wing, Pragati Vihar, New Delhi, India, 110003
Recorded by : Sunil Kumar
File Name : 172743946186_2_1727439463432.mp4

Proceed

IV. Videos sent for Publish

1. Under Meeting recording Management, click on videos sent for Publish icon.
2. A screen with all the videos shall be displayed.
3. Click on the location icon to view the meeting venue details on google Maps.
4. Until the videos are not published by the higher authority these shall not be visible to the user.

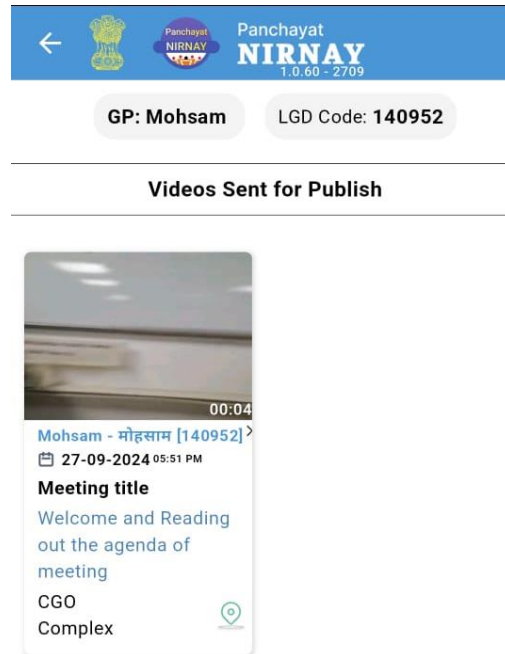
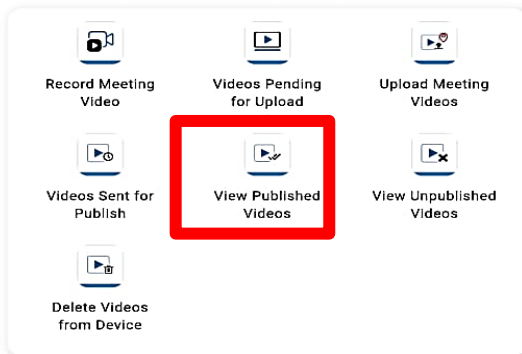
10. Meeting Video Recording Management



V. View Published Videos

1. Once the Videos are published by the higher authority (Block, District, State) Panchayat, they appear on the Published Videos screen.
2. Under Meeting Video Recording Management, click on the View Published Videos.
3. A screen with all the published videos shall be displayed.

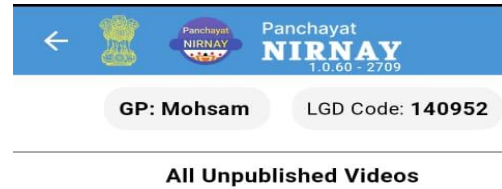
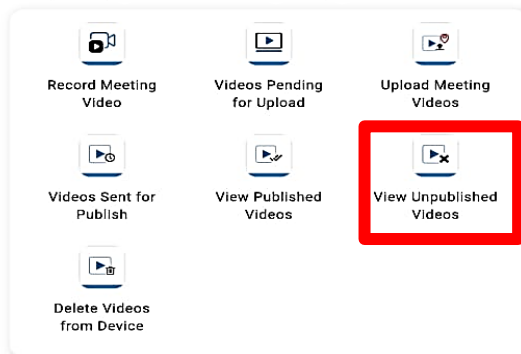
10. Meeting Video Recording Management



VI. View Unpublished Videos

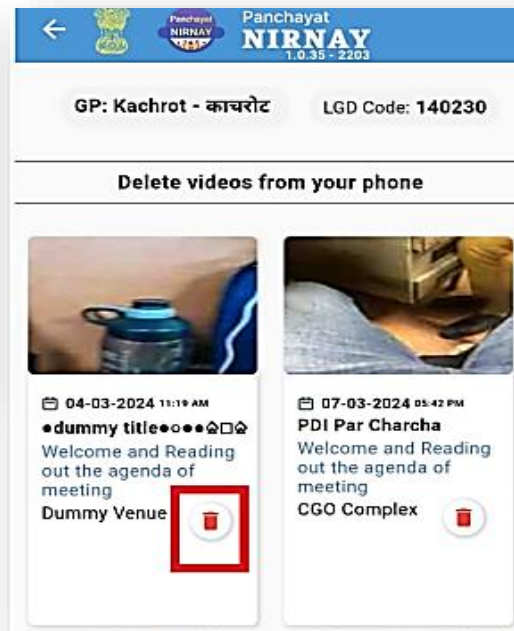
1. Once the Videos are unpublished by the higher authority(Block,District,State), they appear on the Unpublished Videos screen.
2. Under meeting Recording Management click on the View unpublished videos icon.
3. A screen with all the published videos shall be displayed.
4. Click on the location icon to view the meeting venue details on google Maps.

10. Meeting Video Recording Management



VII. Delete Unpublished Videos

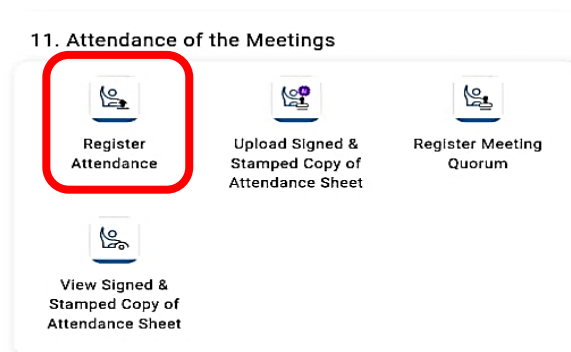
1. After a video is clicked it gets downloaded automatically.
2. Under Meeting recording management, Click on Delete Videos icon.
3. A screen with all the downloaded videos shall be displayed.
4. Click on the Delete button to get the Videos removed from the device



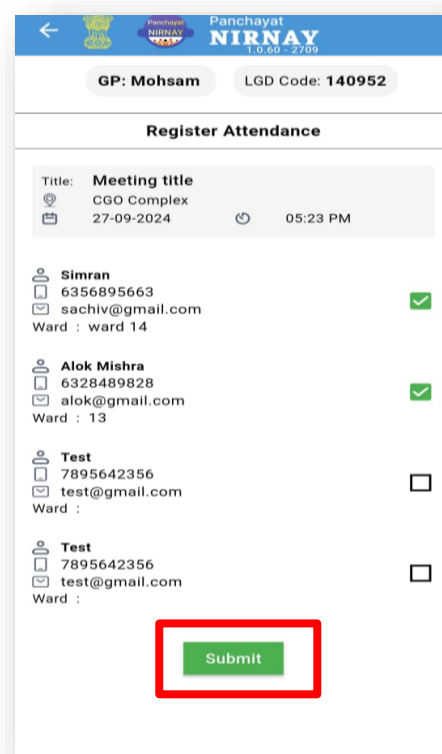
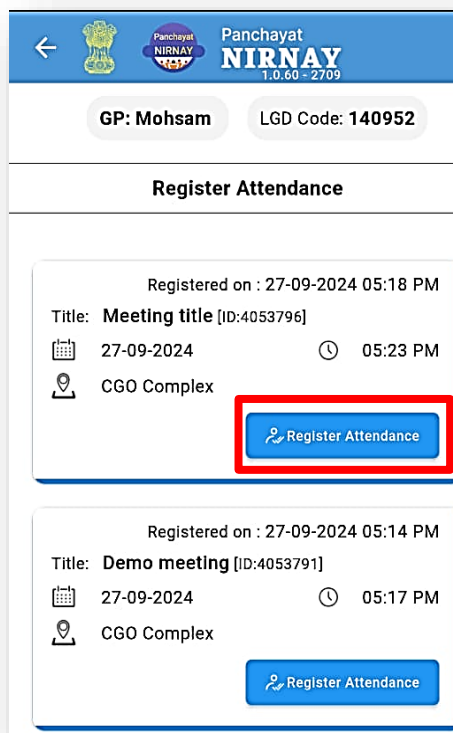
15. Attendance of the Meetings

I. Register Attendance

1. Under Attendance of the meetings, click on register Attendance Icon for registering the attendance.

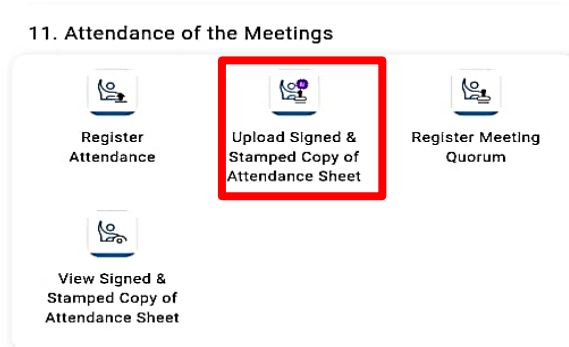


2. Click on a Particular meeting and click on Register Attendance.
3. Tick the Number of Invitees who attended the meeting and click on Submit.

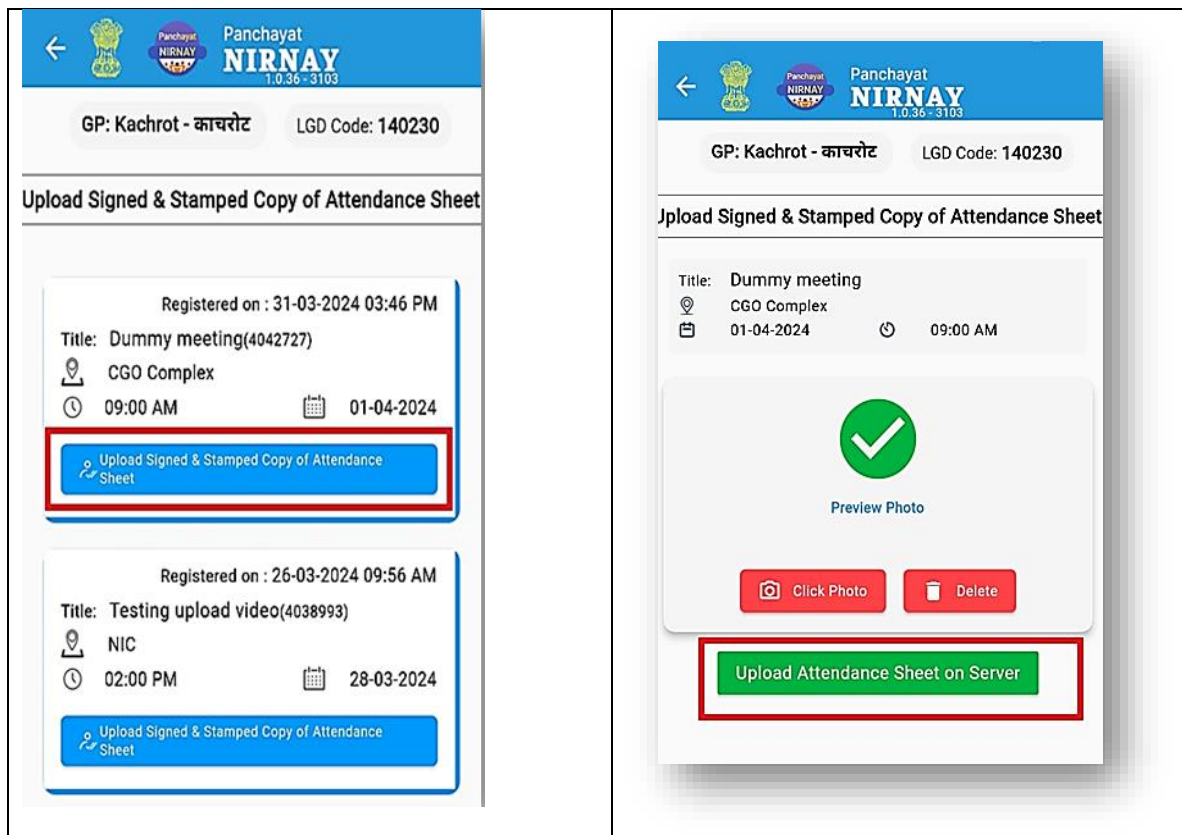


II. Upload signed and stamped copy of attendance sheet

1. Under Attendance of the meetings, click on Upload signed and stamped copy of attendance sheet.

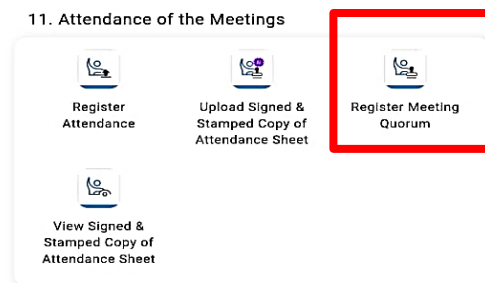


2. On a particular meeting, click on Upload signed and stamped copy button.
3. A screen shall appear displaying the title of the meeting, click on Click Photo Button.
4. Click on preview photo to open the photo
5. After the photo is clicked, click on Upload attendance sheet on server and the Photo will be uploaded successfully.



III. Register Meeting Quorum

1. Under Attendance of the meetings, click on Register meeting quorum Icon.



2. A list of meetings will appear, on a particular meeting click on Register Meeting Quorum
3. The following sections needs to be filled in the Meeting Quorum Details:
 - a. ER Participants
 - b. Male Participants
 - c. Female Participants
 - d. SC/ST Participants
 - e. OBC Participants
 - f. Total Participants

GP: KACHROT LGD Code: 140230

Register Meeting Quorum

Registered on : 29-05-2024 06:33 PM
Title: TESTING meeting [ID:958]
29-05-2024 06:33 PM
CGO JLN

Register Meeting Quorum

Registered on : 29-05-2024 12:11 PM
Title: Testing meeting [ID:957]
30-05-2024 10:00 AM
TESTING for prod

Register Meeting Quorum

Male participants: : Enter Male ... 0/4

Female participants: : Enter Female ... 0/4

SC/ST participants: : Enter SC/ST ... 0/4

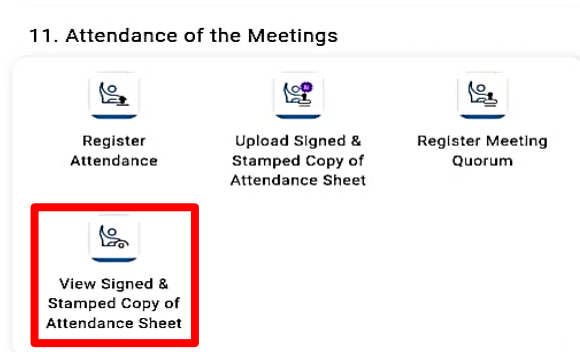
OBC participants: : Enter OBC ... 0/4

Total participants: : Enter Total ... 0/4

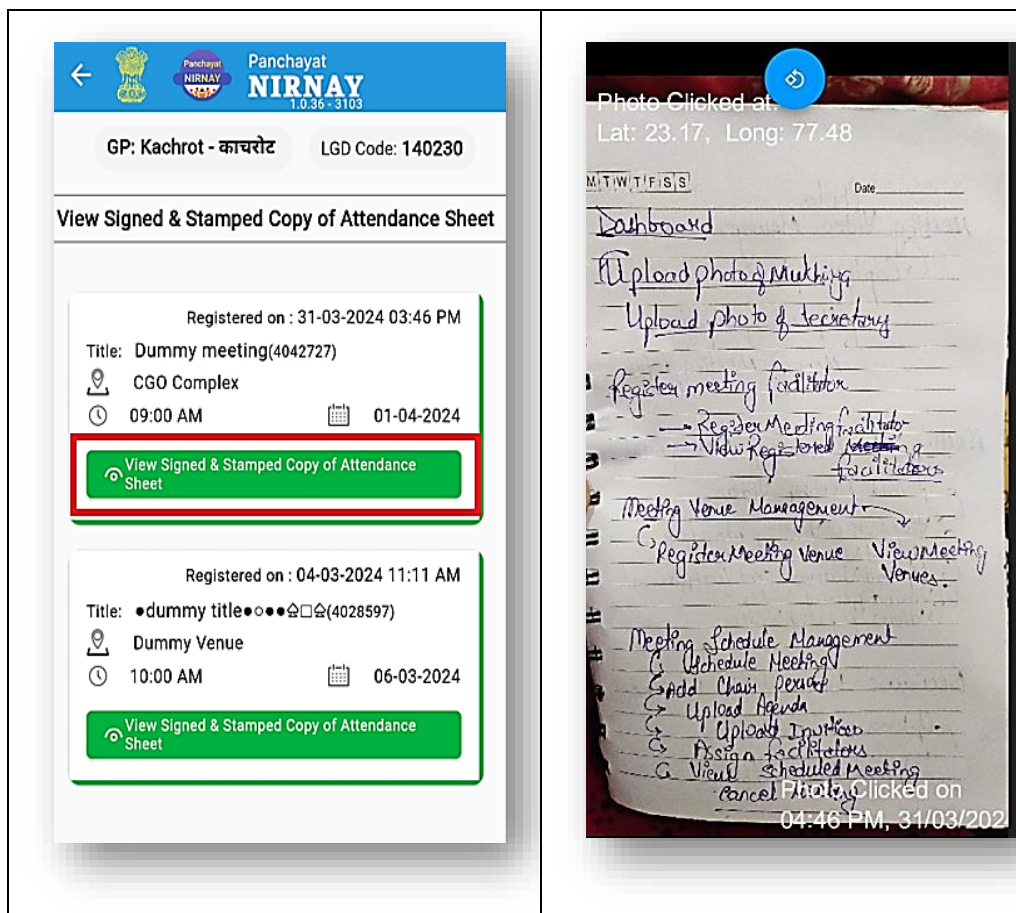
Submit

IV. View Signed and stamped copy of Attendance sheet

1. Under attendance of the meetings, click on View signed and stamped copy of attendance sheet.



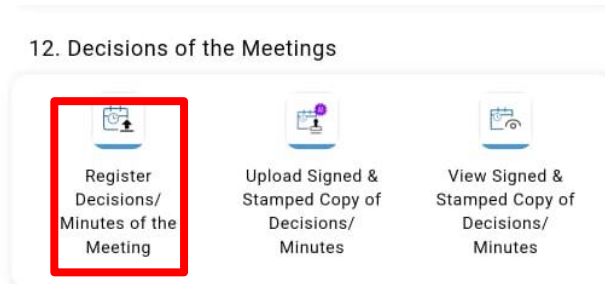
2. A screen shall appear displaying the meetings.
3. On a particular meeting, click on View Signed and stamped copy of attendance sheet button.
4. A screen shall appear displaying the captured signed and stamped copy.



16. Decisions of the Meetings

I. Register Decisions/ Minutes of the meetings

1. Under Decisions of the meeting, click on Register Decisions/ Minutes of the meeting for registering the decisions taken in the Gram Panchayat Meeting.



2. Choose a particular meeting and click on Register Decisions/minutes of the meeting Tab.
3. Select the Type of decision Point.
4. Enter the points of discussion on the Discussion point Box.
5. Click on submit button.

Panchayat NIRNAY 1.0.60 - 2709

GP: Mohsam LGD Code: 140952

Register Decisions/Minutes of the Meeting

Registered on : 27-09-2024 05:18 PM

Title: Meeting title [ID:4053796]

27-09-2024 05:23 PM

CGO Complex

Register Decisions/Minutes of the Meeting

Registered on : 27-09-2024 05:14 PM

Title: Demo meeting [ID:4053791]

27-09-2024 05:17 PM

CGO Complex

Register Decisions/Minutes of the Meeting

Registered on : 26-09-2024 04:54 PM

Title: Meeting test [ID:4053382]

27-09-2024 09:00 AM

CGO Complex

Register Decisions/Minutes of the Meeting

Panchayat NIRNAY 1.0.36 - 3103

GP: Kachrot - काचरोट LGD Code: 140230

Register Decisions/Minutes of the Meeting

Title: Dummy meeting

CGO Complex

01-04-2024 09:00 AM

Agenda Name: Discussion on Supplementary plan

Item Name: Discussion on Supplementary plan

Discussion Point

testing point

Decision Taken: testing point

Agenda Name: Discussion on Village Action Plan

Item Name: Discussion on Village Action Plan

Discussion Point

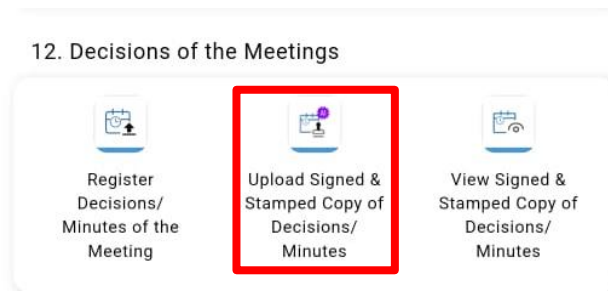
testing point

Decision Taken: testing point

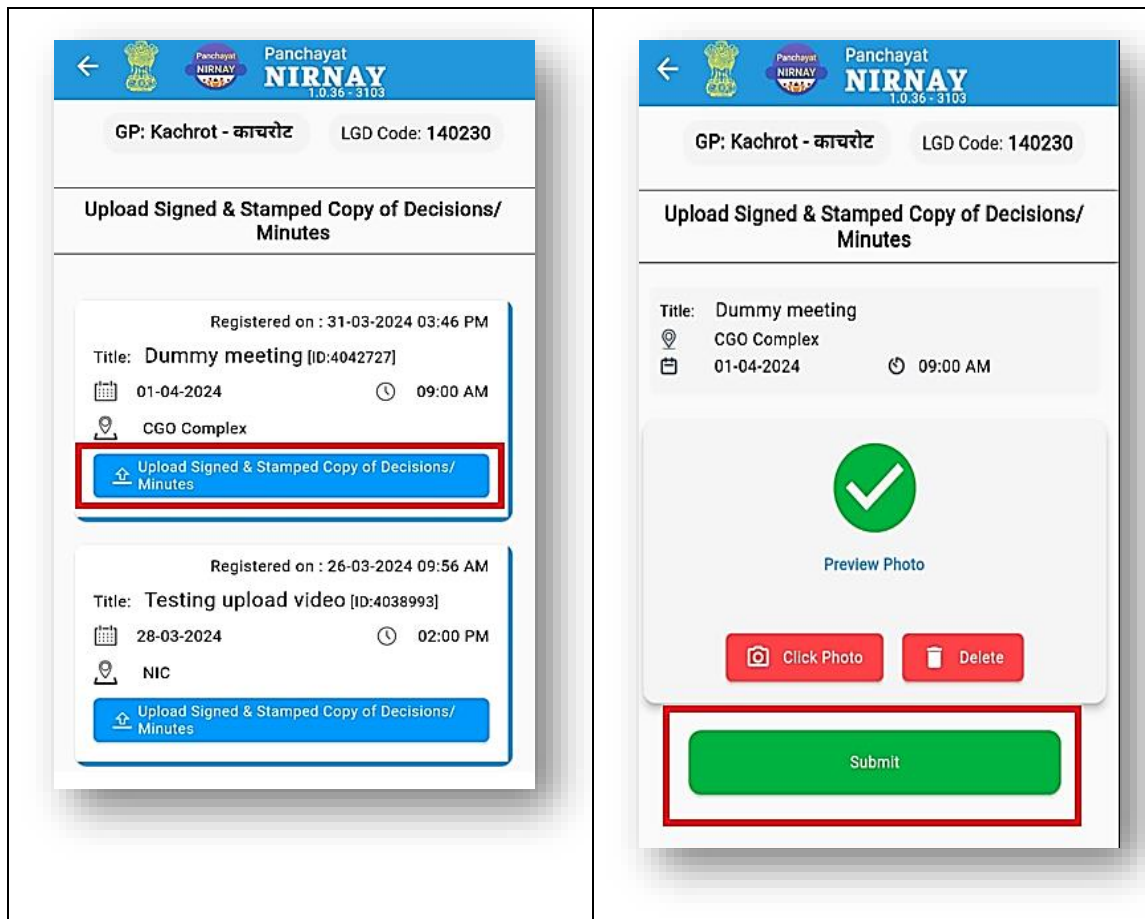
Submit

II. Upload Signed and stamped copy of decision

1. Under Decisions of the meeting click on Upload signed and stamped copy of decision to upload a Signed copy of the decisions taken in the meeting

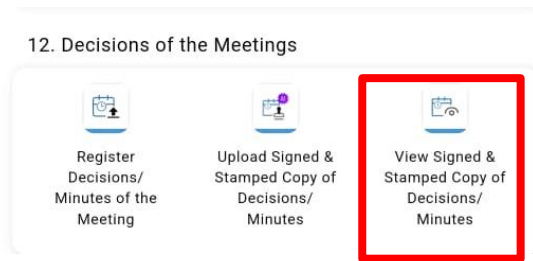


2. select a particular meeting and click on Upload the signed and stamped copy of decisions tab.
3. A meeting with title shall be displayed, click on Click photo button.
4. Click on preview photo to open the photo.
5. Click on Submit button for Uploading the signed and stamped copy of decision.

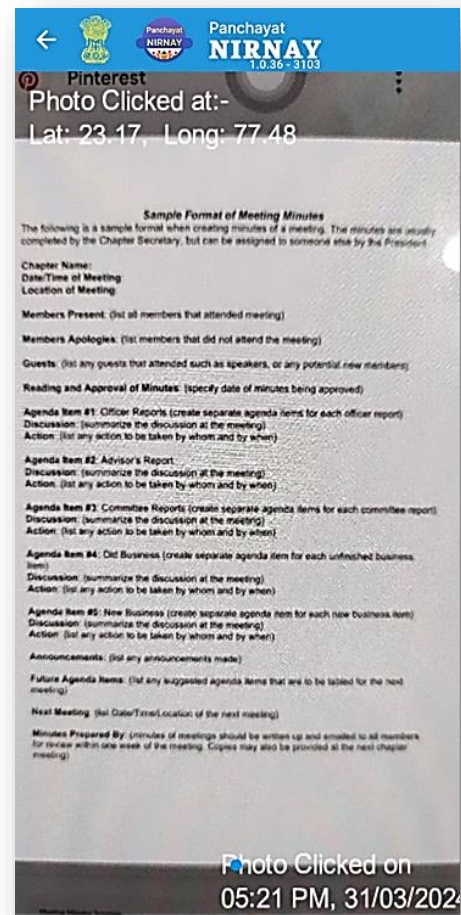
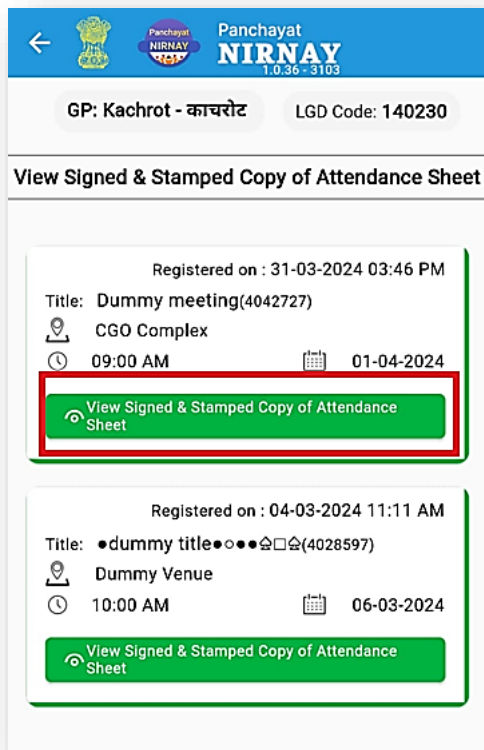


III. View signed and stamped copy of decisions

1. Under Decision of meetings, click on View signed and stamped copy of decisions.



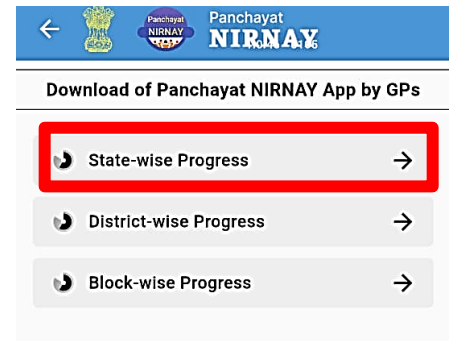
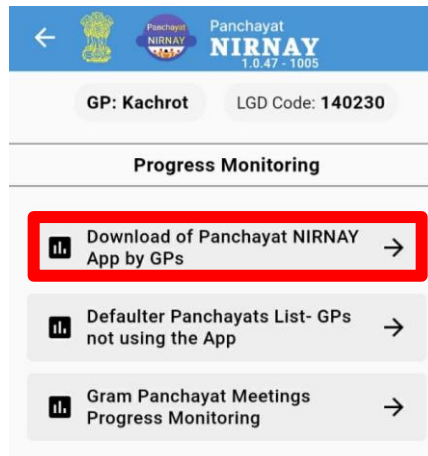
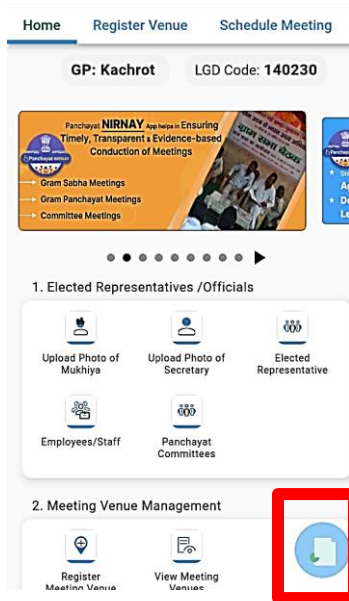
2. On a particular meeting, click on View signed and stamped copy of Decision/ minutes.
3. An image shall appear displaying the signed and stamped copy of Decisions/Minutes.



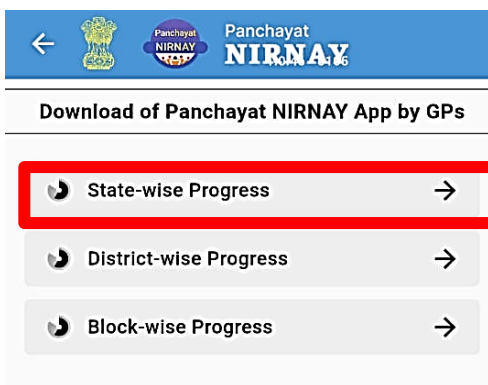
17. Download of Panchayat NIRNAY APP by Gram Panchayats

I. State Wise Progress

1. This indicates the total number of Gram Panchayats who have started using the NIRNAY Application.
2. In the main menu Below , click on the blue rounded shaped icon.
3. A screen will be displayed with the following categories:
 - Download of Panchayat NIRNAY App by GPs
 - Defaulter Panchayats List
 - Gram Panchayat Meetings-Progress Monitoring



7. Under State wise Progress , it shows No of states with total no of GPs who have logged in the Panchayat NIRNAY application.



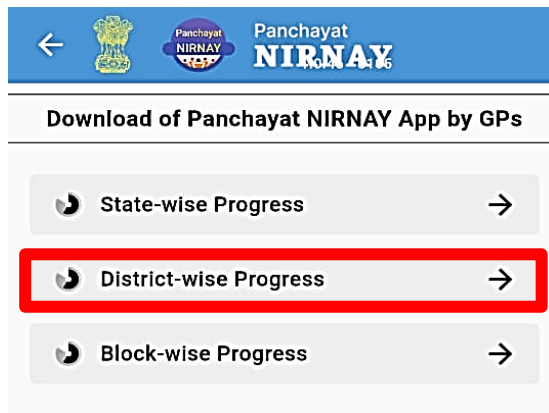
GP: Kachrot LGD Code: 140230

State Wise Progress Report (30/Apr/2024 11:04:02 PM)

S.No	State/UT	No. of GPs	No. of GPs who logged on NIRNAY till date	Progress
1	Gujarat	14290	9354	65 %
2	MP	22773	4127	18 %
3	Maharashtra	27914	2481	8 %
4	UP	58197	2174	3 %
5	AP	13375	1685	12 %
6	Karnataka	5979	1108	18 %
7	Bihar	8157	822	10 %
8	Rajasthan	11311	727	6 %
9	Uttarakhand	7791	422	5 %
10	Tamil Nadu	12526	281	2 %
11	WB	3343	251	7 %
12	Telangana	12770	232	1 %
13	Jharkhand	4352	216	4 %
14	Kerala	941	178	18 %
15	Chhattisgarh	11661	150	1 %
16	Odisha	6798	147	2 %
17	Tripura	1179	98	8 %
18	HP	3615	95	2 %
19	J&K	4291	92	2 %
20	Assam	2663	75	2 %
21	Haryana	6225	39	0 %
22	Sikkim	185	22	11 %
23	Dadar & Daman	38	18	47 %
24	Ladakh	194	11	
25	Manipur	3812	9	
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II. District-wise Report

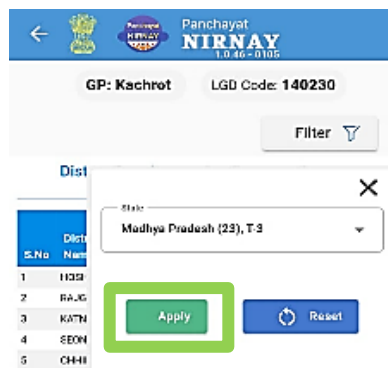
1. This section indicates the District wise progress.
2. Under download of Panchayat NIRNAY app by GPs, click on district wise report.
3. A report will appear with the district wise details and the no of GPs who have onboarded in the Panchayat NIRNAY Application.
4. Refer to below screenshots to know the procedure.



The screenshot shows the 'District Panchayat-wise Progress Report' for GP: Kachrot, LGD Code: 140230. The report is dated 30/Apr/2024 11:04:01 PM. A table lists 23 districts with their respective progress percentages. A filter icon is visible at the top right of the table.

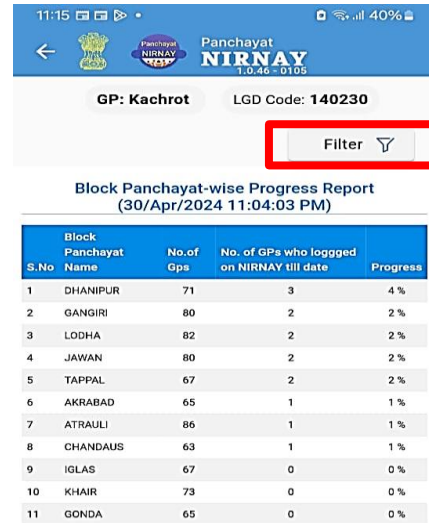
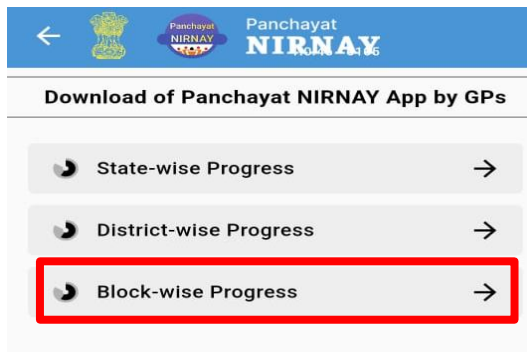
S.No	District Name	No. of GPs	No. of GPs who logged on NIRNAY till date	Progress Percentage
1	HOSHANGABAD	424	287	67 %
2	RAJGARH	625	257	41 %
3	KATNI	408	229	56 %
4	SEONI	647	215	33 %
5	CHHINDWARA	785	168	21 %
6	NARSINGHPUR	449	165	36 %
7	DHAR	762	158	20 %
8	MANDSAUR	440	155	35 %
9	SHAJAPUR	326	152	46 %
10	GWALIOR	255	135	52 %
11	JABALPUR	518	133	25 %
12	GUNA	424	125	29 %
13	SINGRAULI	318	124	38 %
14	BARWANI	410	116	28 %
15	VIDISHA	578	116	20 %
16	DAMOH	461	114	24 %
17	TIKAMGARH	459	111	24 %
18	ASHOKNAGAR	329	107	32 %
19	REWA	827	101	12 %
20	HARDA	207	100	48 %
21	CHHATARPUR	558	100	
22	UJJAIN	609	98	
23	DINDORI	366	88	

5. For Filtering out the details of other districts, click on the filter icon appearing on the screen.
6. A screen will appear for selecting the state, click on Apply.

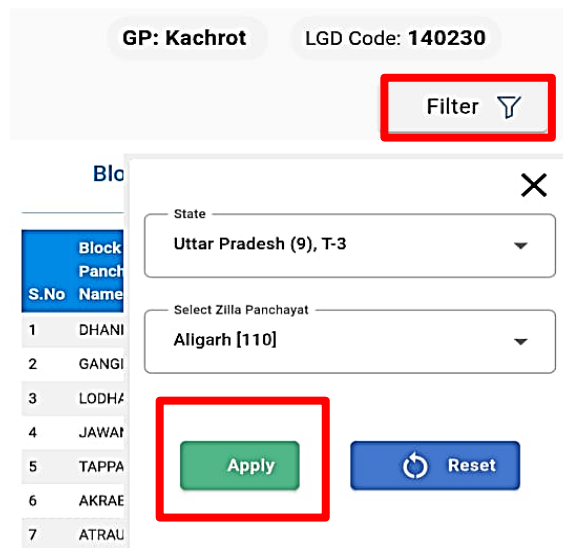


III. Block Wise Report

1. This section indicates the Block wise progress.
2. Under download of Panchayat NIRNAY app by GPs, click on Block wise report.
3. A report will appear with the Block wise details and the no of GPs who have onboarded in the Panchayat NIRNAY Application.
4. Refer to below screenshots to know the procedure.



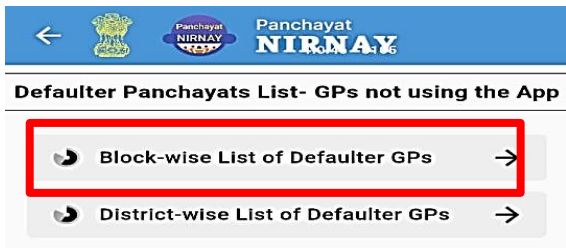
5. For Filtering out the details of other Blocks, click on the filter icon appearing on the screen.
6. A screen will appear for selecting the state and district, click on Apply.



18. Defaulter Panchayat List-GPs not using the App

I. Block-wise List of Defaulter GPs

1. Under this section, it contains the block-wise details of all the All the Gram Panchayats who have not onboarded in the NIRNAY Application.
2. Click on Defaulter Panchayats List button, a screen will appear showing the following:
 - a. Block wise List of Defaulter GPs
 - b. District wise List of Defaulter GPs
3. Click on Block wise List of Defaulter GPs.
4. A screen will appear showing the defaulter Block wise list.



S.No	GP Code	GP Name
1	140198	ARANYA
2	140199	ASRAWAD BUJURG
3	140200	ASRAWAD KHURD
4	140201	BADI KALMER
5	140202	BADIYA KEEMA
6	140205	BAVLYA KHURD
7	140206	BEGAM KHEDI
8	140210	BIHADIA
9	140215	BURAJA KHEDI
10	140217	CHOUHAN KHEDI
11	140220	DUDHYA
12	140221	GARI PIPLYA
13	140222	GARIA
14	140228	JAMNYA KHURD
15	140229	JHALARIA
16	140231	KAJI PALISIA
17	140233	KAMPEL
18	140235	KELOD HALA
19	140237	KHANDEL
20	140238	KHATI PIPLYA
21	140239	KHUDAIL BUJURG
22	140240	KHUDAIL KHURD
23	140242	LIMBODA
24	140244	MACH...

5. For Filtering out the details of other Blocks, click on the filter icon appearing on the screen.
6. A screen will appear for selecting the state, district and block, click on Apply.

Defaulte

State: Madhya Pradesh (23), T-3

Select Zila Panchayat: Indore [369]

Select Janpad Panchayat: Indore - इंदौर (4226)

Apply Reset

II. District-wise List of Defaulter GPs

1. Under this section, it contains the District-wise details of all the All the Gram Panchayats who have not onboarded in the NIRNAY Application.
2. Click on Defaulter Panchayats List button, a screen will appear showing the following:
 - c. Block wise List of Defaulter GPs
 - d. District wise List of Defaulter GPs
3. Click on District wise List of Defaulter GPs.
4. A screen will appear showing the defaulter District wise list.

GP: Kachrot LGD Code: 140230

Filter

Defaulter GPs of - (Tripura)(Gomati)[588]
(30/Apr/2024 11:04:15 PM)

S.No	GP Code	GP Name
1	104072	Bampur
2	104073	Birganj
3	104074	Debbari
4	104075	Mallak
5	104076	West Dalak
6	104077	West Malbasa
7	104078	East Rangamati
8	104079	Rangamati
9	104080	Rangkang
10	104081	Thakchara
11	104117	South Mirza
12	104118	Dudhpushkarini
13	104119	Gangacherra
14	104122	Hurjiala
15	104123	Ichacherra
16	104124	Jamjuri
17	104126	Kushamara
18	104127	Mirza
19	104128	Murapara
20	104130	East Mirza
21	104131	East Palatana

5. For Filtering out the details of other Districts, click on the filter icon appearing on the screen.
6. A screen will appear for selecting the state & district, click on Apply.

Filter

Defa

State
Tripura (16), T-3

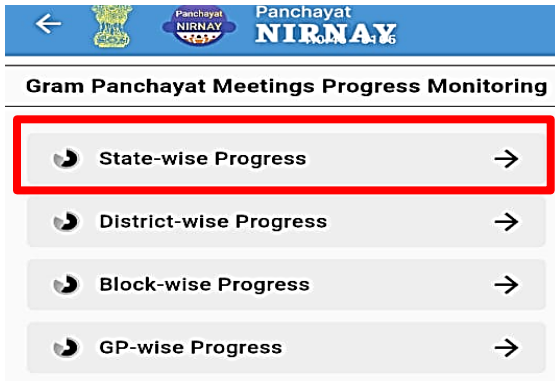
Select Zilla Panchayat
Gomati - গোমতি [588]

Apply Reset

19. Gram Panchayat Meetings Progress Monitoring

III. State Wise Progress

1. This contains the progress of Gram Panchayats with the no. of Meetings Scheduled and Meetings conducted.
2. Under Gram Panchayats Meeting Progress monitoring, click on State-wise Progress.
3. A screen will appear with state-wise list of the Gram Panchayats who have Scheduled & Conducted Meetings.
4. Refer to the below screenshots.

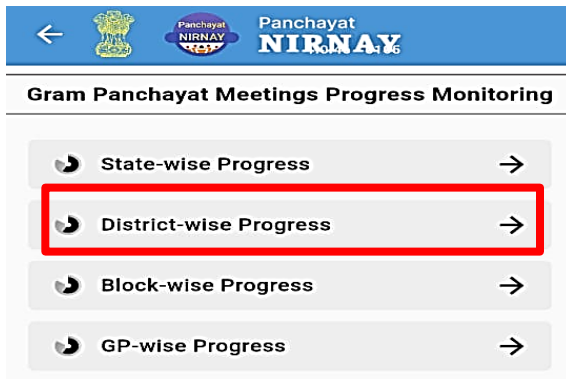


The screenshot shows the 'State Wise Meeting Summary (30/Apr/2024 11:04:01 PM)' screen. At the top, there is a header with the Panchayat NIRNAY logo and the text 'Panchayat NIRNAY 1.0.46-0105'. Below the header, the title 'GP: Kachrot' and 'LGD Code: 140230' are displayed. The main content is a table with the following columns: S.No, State Name, No. of GPs, Meeting Scheduled, and Meeting Conducted. The table contains 21 rows of data.

S.No	State Name	No. of GPs	Meeting Scheduled	Meeting Conducted
1	Gujarat	14288	9910	1154
2	MP	22736	5239	444
3	UP	58189	2501	130
4	Maharashtra	27899	1801	140
5	Karnataka	5964	1379	73
6	Rajasthan	11304	1121	64
7	Bihar	8151	1091	144
8	AP	13371	683	106
9	Uttarakhand	7791	466	37
10	Jharkhand	4351	295	14
11	WB	3339	264	17
12	Kerala	941	179	53
13	Chhattisgarh	11658	140	6
14	Odisha	6798	127	16
15	Tamil Nadu	12525	91	0
16	Tripura	1178	63	5
17	Arunachal	2108	53	1
18	Telangana	12769	53	0
19	Dadar & Daman	38	47	0
20	HP	3615	37	4
21	J&K	4291	32	5

IV. District Wise Progress

1. Under Gram Panchayats Meeting Progress monitoring, click on District-wise Progress.
2. A screen will appear with District-wise list of the Gram Panchayats who have Scheduled & Conducted Meetings.
3. Refer to the below screenshots.



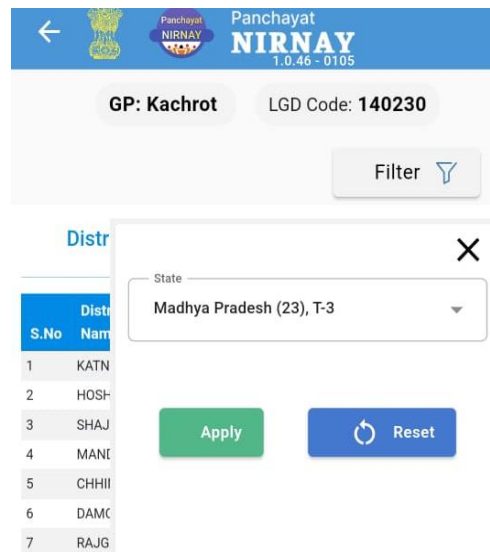
GP: Kachrot LGD Code: 140230

Filter

District Panchayat-wise Meeting Summary
(30/Apr/2024 11:04:12 PM)

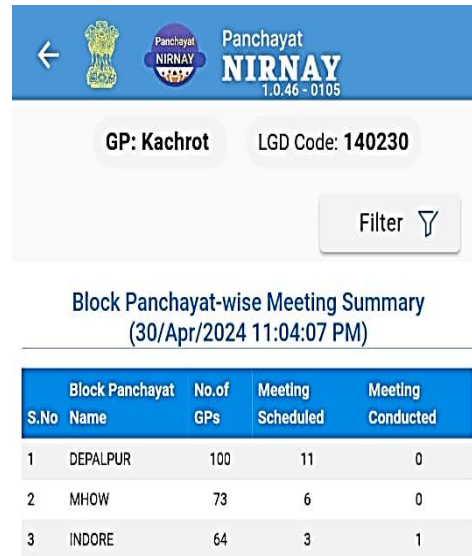
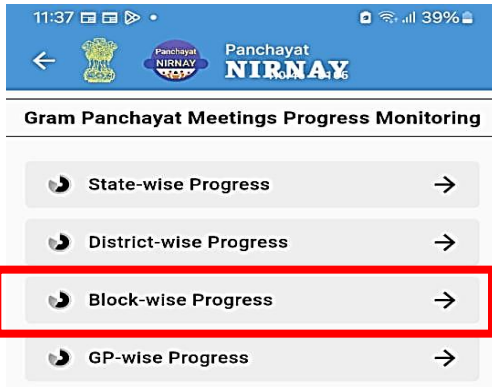
S.No	District Name	No. of GPs	Meeting Scheduled	Meeting Conducted
1	KATNI	407	164	44
2	HOSHANGABAD	421	137	33
3	SHAJAPUR	326	93	30
4	MANDSAUR	439	89	8
5	CHHINDWARA	784	79	21
6	DAMOH	460	67	0
7	RAJGARH	622	59	22
8	SINGRAULI	316	51	17
9	VIDISHA	577	47	10
10	UJJAIN	609	43	6
11	GWALIOR	255	42	3
12	JABALPUR	516	42	15
13	SAGAR	733	42	2
14	NARSINGHPUR	446	37	11
15	SEONI	645	32	1
16	REWA	827	31	3
17	ASHOKNAGAR	329	30	5
18	DINDORI	364	27	9
19	DHAR	761	23	3
20	TIKAMGARH	459	22	3

4. For Filtering out the details of other Districts, click on the filter icon appearing on the screen.

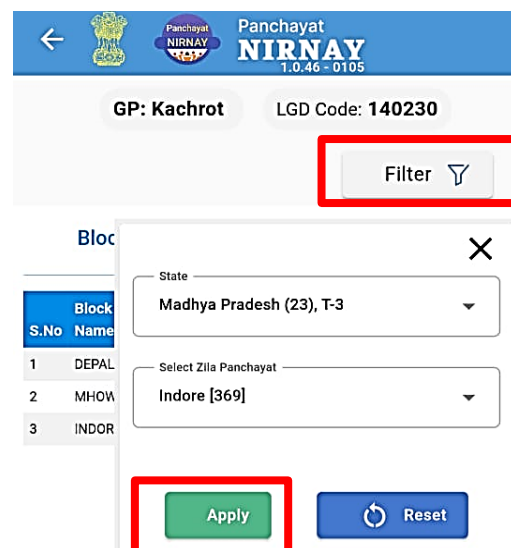


V. Block Wise Progress

1. Under Gram Panchayats Meeting Progress monitoring, click on District-wise Progress.
2. A screen will appear with District-wise list of the Gram Panchayats who have Scheduled & Conducted Meetings.
3. Refer to the below screenshots.

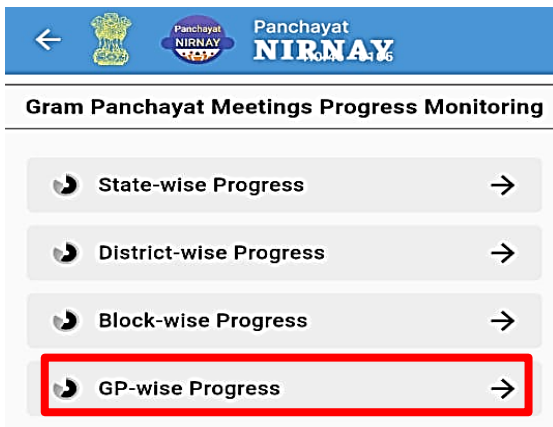


4. For Filtering out the details of other Blocks, click on the filter icon appearing on the screen.
5. A screen will appear for selecting the state & district, click on Apply



VI. GP Wise Progress

1. Under Gram Panchayats Meeting Progress monitoring, click on GP-wise Progress.
2. A screen will appear with District-wise list of the Gram Panchayats who have Scheduled & Conducted Meetings.
3. Refer to the below screenshots.



The screenshot shows the 'Gram Panchayat-wise Meeting Summary' screen for GP: Kachrot (LGD Code: 140230). The screen includes a back arrow, the Panchayat NIRNAY logo, and a 'Filter' icon. The title is 'Gram Panchayat-wise Meeting Summary (30/Apr/2024 11:04:13 PM)'. Below the title is a table with the following data:

S.No	Gram Panchayat Name	Meeting Scheduled	Meeting Conducted
1	GEHLI	3	0
2	BANK	2	1
3	SINHASA	2	0
4	TILLOR BUJURG	2	0
5	DHAMNAI	2	0
6	BUDHANIYA	1	0
7	DEOGURADIA	1	0
8	BANK	1	1
9	SANAVADIYA	1	0
10	SONWAY	1	0
11	BURANA KHEDI	0	0
12	CHOUHAN KHEDI	0	0
13	DUDHIYA	0	0
14	GARI PIPLYA	0	0
15	GARIA	0	0
16	GOGA KHEDI	0	0
17	HARAN KHEDI (SHAKKAR KHEDI)	0	0
18	JAMBUDI HAPSI	0	0
19	JAMNYA KHURD	0	0
20	JHALARIA	0	0

4. For Filtering out the details of other Gram Panchayats, click on the filter icon appearing on the screen.
5. A screen will appear for selecting the state, district & block click on Apply

The screenshot shows the filter selection screen. At the top, it displays 'GP: Kachrot' and 'LGD Code: 140230'. There is a 'Filter' button with a funnel icon, which is highlighted with a red box. Below this is a form with three dropdown menus: 'State' (selected: Madhya Pradesh (23), T-3), 'Select Zila Panchayat' (selected: Indore [369]), and 'Select Janpad Panchayat' (selected: Indore - इंदौर (4226)). At the bottom, there are two buttons: 'Apply' (highlighted with a red box) and 'Reset'.

