



eGramSwaraj

Simplified Work based Accounting application
for Panchayati Raj

Quick Reference Guide for eGramSwaraj



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State Admin: State Admin user has to complete below mentioned tasks for effective functioning of operations at Panchayat Level.

User Management: This module helps State Admin to perform user related tasks such as:

- Create new users of ZP/BP/GP/Maker/Checker/DADMIN and BADMIN
- Reset the password of existing users
- Make the users Inactive if they do not exist anymore
- Approve user profile of District Admin use
- Revoking the real time online payments through PFMS for a particular Panchayat User
- Map Scheme for real time online payment using PFMS module for any Panchayat User

Committee Details

ADD

This form allows the user to add the committee details for RLBs and ULB based on various Statutory Agenda's and Subject Areas.

To add the committee details, User should login into the application as **State Administrator** and have privilege to **Add Committee details**. Click the **Committee Details-> Add** option available on the left menu.

The **Add Committee Details** form is displayed on the screen. User shall fill the fields marked with * sign, which all are mandatory and required to save the committee details.

Committee Details

Home > Committee Details > Add

Select Committee Type

Committee Type *

Committee Name *

Select Committee For

Local Body Type *

Select Statutory Agenda and Subject Area

Does this Committee has any Statutory Agenda? * Yes No

Ex-Officio Member Required ? * Yes No

Meeting Details

Minimum Number of Meeting (in Year) *

Periodicity (in Months) *

Minimum Notice Period To Held a Meeting (in Days) *

Minimum Quorum For Meeting (%)

Woman

SC

ST

Manage

This form allows the user to manage the committee details in terms of View, Modify, Delete and Freeze/Unfreeze.

User should login into the application as **State Administrator** and have privilege to **Manage Committee details**. The user can open the Manage Committee Details form by clicking the **Committee Details** → **Manage** option.

Manage Committee Details

Home > Committee Details > Manage

Committee Type: -- Select --

Committee Name:

[→ Get Data](#) [✕ Close](#)

Committee Details

8 results found

| S No. | Committee Type | Committee Name | Local Body Type | Applicable At | Action | | | |
|-------|--------------------------|--|-----------------|--|--------|--------|--------|--------|
| | | | | | View | Modify | Delete | Freeze |
| 1. | General committee | Committee for panchayat - general | RLB | District Panchayat .Intermediate Panchayat.Village Panchayat | | | | |
| 2. | General committee | Committee in Unified | RLB | Village Panchayat | | | | |
| 3. | Gram panchayat committee | G April Committee | RLB | District Panchayat .Intermediate Panchayat.Village Panchayat | | | | |
| 4. | General committee | GP Sanitation Committee | RLB | Village Panchayat | | | | |
| 5. | General committee | Haryana State General Committee Unifed | RLB | District Panchayat .Intermediate Panchayat.Village Panchayat | | | | |

Election Term

ADD

This module allows user to set **Election Term** to capture the election details of ULB's/ RLB's. It is assumed that state would fix the election term year for a local body type for which the election data would be collected.

User should login into the application as **State Administrator** and have privilege to **Add Election Term**. Click the **Election Term-> Add** option available on the left menu.

Add Election Term

Home > Election Term > Add

Election Term Declaration By Election Declaration

Add Election Term Declaration

Home > Election Term > Add Election Term Declaration

Category *

Local Body Type *

Election Term Start Date *

Election not to be conducted at following Panchayat Samiti

| | |
|--|--|
| <input checked="" type="checkbox"/> AMBALA | AMBALA |
| <input type="checkbox"/> BHIWANI | <input checked="" type="checkbox"/> AMBALA-I |
| <input type="checkbox"/> FARIDABAD | <input type="checkbox"/> AMBALA-II |
| <input type="checkbox"/> FATEHABAD | <input type="checkbox"/> BARARA |
| <input type="checkbox"/> GURUGRAM | <input type="checkbox"/> NARAINGARH |
| <input type="checkbox"/> HISAR | <input type="checkbox"/> SAHA |
| <input type="checkbox"/> JHAJJAR | <input type="checkbox"/> SHAHZADPUR |
| <input type="checkbox"/> JIND | |
| <input type="checkbox"/> KAITHAL | |
| <input type="checkbox"/> KARNAL | |
| <input type="checkbox"/> KURUKSHETRA | |
| <input type="checkbox"/> MAHENDRAGARH | |
| <input type="checkbox"/> NUH | |
| <input type="checkbox"/> PALWAL | |
| <input type="checkbox"/> PANCHKULA | |
| <input type="checkbox"/> PANIPAT | |
| <input type="checkbox"/> REWARI | |
| <input type="checkbox"/> ROHTAK | |
| <input type="checkbox"/> SIRSA | |
| <input type="checkbox"/> SONIPAT | |
| <input type="checkbox"/> YAMUNANAGAR | |

Manage

This form allows the user to manage the election term details in terms of View, Modify, Delete and Publish.

User should login into the application as **State Administrator** and have privilege to **Manage election term details**. The user can open the Manage election term details form by clicking the **Election Term** → **Manage** option.

Manage Election Term Declaration

Home > Election Term > Manage

Category:

[Get Data](#) [Close](#)

Election Term

Show entries Search:

| S No. | Category | Local Body Type | Election Term | Status | Action | | | |
|-------|----------|------------------|----------------------|-----------|--------|--------|--------|---------|
| | | | | | View | Modify | Delete | Publish |
| 1. | RLB | Zilla Parishad | Feb-2016 To Feb-2021 | Published | | | | |
| 2. | RLB | Panchayat Samiti | Feb-2016 To Feb-2021 | Published | | | | |
| 3. | RLB | Gram Panchayat | Feb-2016 To Feb-2021 | Published | | | | |
| 4. | RLB | Zilla Parishad | Jun-2010 To May-2015 | Closed | | | | |
| 5. | RLB | Panchayat Samiti | Jun-2010 To May-2015 | Closed | | | | |
| 6. | RLB | Gram Panchayat | Jun-2010 To May-2015 | Closed | | | | |

Master Entries: The master entries that need to be done at State level are listed below:

Scheme: Adding a new scheme and its component, Modify a new scheme and its component, mapping the Scheme to ZP/BP/GP level as per requirement.

- User Management
- Master Entry

Scheme

Home > Scheme > Create Scheme

Create Scheme

Sponsoring Department *

Sponsorship Type * State Government Externally Aided Other Resources Local Government

Scheme Name *

Scheme Description
500 remaining

Nature of Funding * Scheme Plan Scheme Non Plan Both

Scheme Active Start period * Scheme Active End period *

Graphical Coverage

Scheme Coverage *

Account Head: Adding a new sub-head or Object head and mapping to the existing Major and Minor head can be done from this option.

Stock Items: State Admin can add or modify Stock Items such as movable and immovable items for eg Chair, Table, and Cement Bags etc.

The screenshot displays the eGramSwaraj web application interface. At the top, the logo for eGramSwaraj is shown, along with the text "Simplified Work based Accounting application for Panchayati Raj". The state is set to "UTTAR PRADESH" and the state admin is "Department Of Panchayati Raj And RD(7091)". The interface includes a navigation menu on the left with options like "User Management" and "Master Entry". The main content area is titled "Master Entry" and contains a form for "Add Stock Item". The form has the following fields:

- Category:** Radio buttons for "Movable" (selected) and "Immovable".
- Item Description:** Text input field containing "Cement Bags".
- Item Description(Local Language):** Text input field.
- Item Unit:** Dropdown menu showing "Number".

At the bottom of the form are three buttons: "Save", "Clear", and "Close". The footer of the application includes logos for "India.gov.in", "Digital India", and "MINISTRY OF PANCHAYATI RAJ GOVERNMENT OF INDIA", along with links for "Sitemap", "Feedback", "Privacy Policy", "Terms & Conditions", "Copyright", and "Contact Us". A copyright notice at the bottom states "Copyright 2020, Designed and Developed by National Informatics Centre".

Bank Details: State Admin can add or modify state level banks which will be further used for bank branch creation at District Admin level.

The screenshot shows the 'Add Bank Details' form in the eGramSwaraj application. The form is part of the 'MASTER ENTRY' section. It contains a table with the following data:

| Bank Name * | Bank Name (Abbreviation) * | Type of Bank * | Bank Name (Local Language) | Max No of Character in Cheque |
|-------------|----------------------------|----------------|----------------------------|-------------------------------|
| ICICI BANK | ICICI | Commercial | ICICI | 6 |

Buttons: Save, Clear, Close

Page Header: State: UTTAR PRADESH, STATE ADMIN: Department Of Panchayati Raj And RD(7091)

Page Footer: MINISTRY OF PANCHAYATI RAJ GOVERNMENT OF INDIA, Copyright 2020. Designed and Developed by National Informatics Centre.

DSC Management: State Admin has to perform few activities that are essential with respect to Digital Signature.

- **Register DSC:** For self registering and approval of the DSC of State Admin

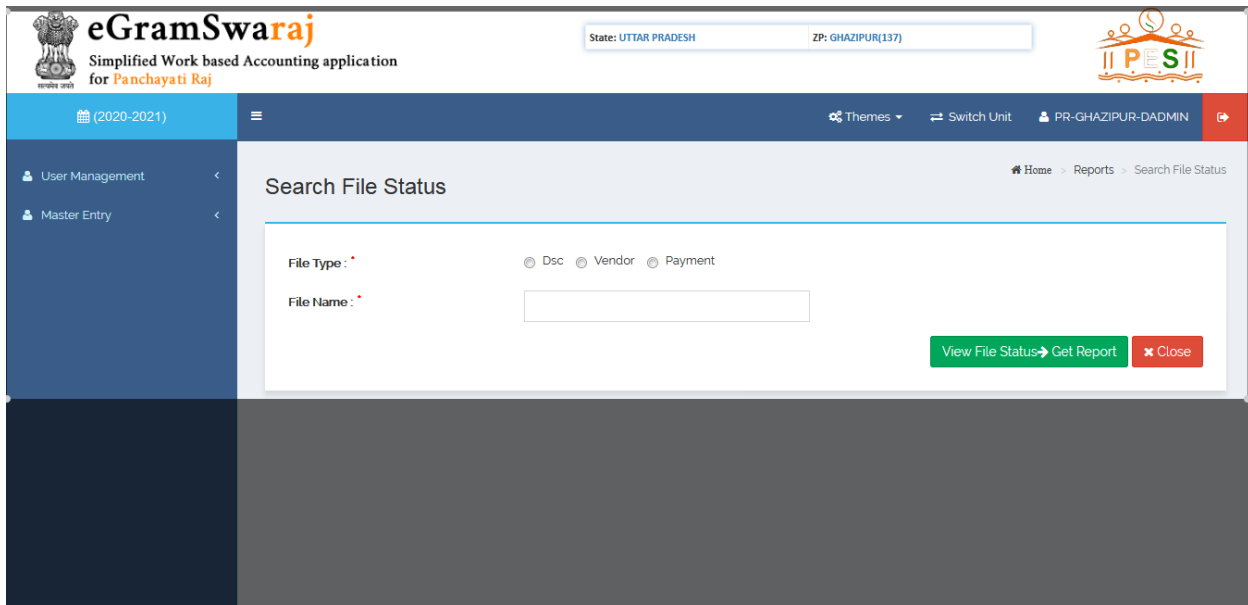
The screenshot shows the 'Add/Modify Digital Signature' form. The form displays the following details:

| | |
|-----------------|--|
| Name * | Test C2Org |
| Serial Number * | 2514123514060317700 |
| Issuer Name * | CN=SafeScript sub-CA for RCAI Class 2 2014, OU=Sub-CA, O=Sify Technologies Limited, C=IN |
| Valid from * | 18-Dec-2018 |
| Valid to * | 18-Dec-2020 |
| Status * | ACTIVE |

Buttons: Save, Close

- **Approve DSC:** For approving DSC of District Admin user
- **Sign Approved DSC:** For applying Digital Signature on Approved DSC of District Admin
- **Unregister DSC:** For Un-registering the self DSC in case of change of User Profile
- **Un-approve DSC:** For un-approving the DSC of District Admin user
- **View DSC Status:** For viewing the status of approved/un-approved DSCs of District Admin

- **My DSC Profile:** For checking the status of DSC registration/un-registration of State Admin
- **Search File Status:** For searching the status of DSC, Vendor or Payment files for any panchayat in that particular state



The screenshot displays the eGramSwaraj web application interface. At the top left, the logo features the Indian national emblem and the text 'eGramSwaraj Simplified Work based Accounting application for Panchayati Raj'. To the right, there are input fields for 'State: UTTAR PRADESH' and 'ZP: GHAZIPUR(137)'. A navigation bar includes 'Themes', 'Switch Unit', and 'PR-GHAZIPUR-DADMIN'. A sidebar on the left lists 'User Management' and 'Master Entry'. The main content area is titled 'Search File Status' and contains a form with 'File Type' (radio buttons for Dsc, Vendor, Payment) and 'File Name' (text input). At the bottom right of the form are buttons for 'View File Status', 'Get Report', and 'Close'.

District Admin:

District Admin user has to complete below mentioned tasks for effective functioning of operations at Panchayat Level.

User Management: This module helps District Admin to perform user related tasks such as:

- Reset the password of existing users
- Approve user profile of Block Admin use
- Revoking the real time online payments through PFMS for a particular Panchayat User

The screenshot displays the eGramSwaraj application interface. At the top, the logo and name 'eGramSwaraj' are visible, along with the tagline 'Simplified Work based Accounting application for Panchayati Raj'. The state is set to 'UTTAR PRADESH' and the zone to 'GHAZIPUR(137)'. The user is logged in as 'PR-GHAZIPUR-DADMIN'. The left sidebar shows 'User Management' and 'Master Entry' options. The main content area is titled 'Revoke FFC Online User'. It contains a form with three dropdown menus: 'Accounting Entity' (Village Panchayat), 'District' (DEORIA), and 'Block' (BHADAURA). Below the form are two buttons: 'View Report' and 'Close'. The footer includes the Ministry of Panchayati Raj logo and contact information.

- Map Scheme for real time online payment using PFMS module for any Panchayat User

The screenshot displays the eGramSwaraj application interface. At the top, the logo and name 'eGramSwaraj' are visible, along with the tagline 'Simplified Work based Accounting application for Panchayati Raj'. The state is set to 'UTTAR PRADESH' and the zone to 'GHAZIPUR(137)'. The user is logged in as 'PR-GHAZIPUR-DADMIN'. The left sidebar shows 'User Management' and 'Master Entry' options. The main content area is titled 'Map Scheme For Online User'. It contains a form with four dropdown menus: 'Scheme Name' (Fourteen Finance Commission), 'Accounting Entity' (Village Panchayat), 'District' (DEORIA), and 'Block' (BHADAURA). Below the form are two buttons: 'View Report' and 'Close'. A note below the form states: 'Panchayat's can be revoked from making real time payments of online schemes only if: - Admin user and Maker user of the Panchayat should be in same date - DSCI(Maker/Checker) should not have been Generated - Opening Balance should have never been entered from Maker login - No Receipt or Payment transaction should have happened from Maker user'. The footer includes the Ministry of Panchayati Raj logo and contact information.

Master Entries: The master entries that need to be done at District level are listed below:

Treasury: Adding or modifying Treasury so that it can be mapped by the users at ZP/BP/GP level for account creation in treasury.

The screenshot displays the 'Add Treasury' form within the eGramSwaraj application. The form is titled 'MASTER ENTRY' and 'Add Treasury'. It includes the following fields and options:

- Select Treasury Type:** Radio buttons for District Treasury (selected), Sub Treasury, and Special Treasury.
- Treasury Name:** Text input field containing 'Ghazipur District Treasury'.
- Treasury Name(Local Language):** Empty text input field.
- Treasury Code:** Text input field containing '123456'.
- Treasury Location:** Text input field containing 'Ghazipur'.

At the bottom right of the form, there are three buttons: 'Save' (green), 'Clear' (blue), and 'Close' (red).

The page header shows 'State: UTTAR PRADESH' and 'ZP: GHAZIPUR(137)'. The footer includes logos for 'India.gov.in', 'Digital India', and 'MINISTRY OF PANCHAYATI RAJ GOVERNMENT OF INDIA'. Copyright 2020. Designed and Developed by National Informatics Centre.

Bank Branch: Adding or modifying bank branch so that it can be mapped by the users at ZP/BP/GP level for account creation in bank.

State: UTTAR PRADESH ZP: GHAZIPUR(137)

2020-2021

User Management

Master Entry

Bank Branch

Home > Bank Branch > Add

Add Bank Branch

Type of Bank * Center State

Bank * District Cooperative Bank Ltd.

| Branch Code * | Bank Branch Address * | MICR Code | IFC-RTGS Code * | BSR Code | | |
|---------------|-----------------------|-----------|-----------------|----------|-----|--------|
| 1234 | Ghazipur District | | DCBL0009654 | 1234 | Add | Remove |

(Note: Basic Statistical Returns (7digit) Indian Financial System Code/Real Time Gross Settlement(11 digit) Magnetic Ink Character Recognition (9 digit))

Save Clear Close

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Note of Error Approval: Note of error entered by ZP/BP/GP user for the correction of Opening Balance will be approved by District Admin after checking the relevant uploaded documents.

DSC Management: District Admin has to perform few activities that are essential with respect to Digital Signature.

- **Register DSC:** For self registering the DSC of District Admin

Home > Add/Modify Digital Signature

Name * Test C2Org

Serial Number * 2514123514060317700

Issuer Name * CN=SafeScript sub-CA for RCAI Class 2 2014, OU=Sub-CA, O=Sify Technologies Limited, C=IN

Valid from * 18-Dec-2018

Valid to * 18-Dec-2020

Status * ACTIVE

Save Close

- **Approve DSC:** For approving DSC of Block Admin user
- **Sign Approved DSC:** For applying Digital Signature on Approved DSC of Block Admin
- **Unregister DSC:** For Un-registering the self DSC in case of change of User Profile
- **Un-approve DSC:** For un-approving the DSC of Block Admin user

- **View DSC Status:** For viewing the status of approved/un-approved DSCs of Block Admin
- **My DSC Profile:** For checking the status of DSC registration/un-registration of District Admin
- **Village Allocation:** For mapping the selected GPs of a Block and allocating the Block Admin to act as Checker for these GPs in absence of “Sarpanch”
- **Search File Status:** For searching the status of DSC, Vendor or Payment files for any panchayat in that particular district

The screenshot displays the eGramSwaraj web application interface. At the top, the logo and name 'eGramSwaraj' are visible, along with the tagline 'Simplified Work based Accounting application for Panchayati Raj'. The state is set to 'UTTAR PRADESH' and the zone to 'GHAZIPUR(137)'. The user is logged in as 'PR-GHAZIPUR-DADMIN'. The main content area shows the 'Search File Status' form with the following fields and options:

- File Type:** Radio buttons for 'Dsc', 'Vendor', and 'Payment'. 'Dsc' is selected.
- File Name:** A text input field.
- Buttons:** 'View File Status' (green), 'Get Report' (green), and 'Close' (red).

The left sidebar contains navigation options: 'User Management' and 'Master Entry'. The top navigation bar includes 'Themes', 'Switch Unit', and the user profile.

Block Admin:

Block Admin user has to complete below mentioned tasks for effective functioning of operations at Panchayat Level.

User Management: This module helps District Admin to perform user related tasks such as:

- Reset the password of existing users
- Approve user profile of Maker & Checker user

Approve User Profile Home > User Management > Approve User profile

Show entries Search:

| SLNo. | Village Panchayat & Equivalent | LGD Code | User Type | Name | Designation | Contact Details | Approve/Reject |
|-------|--------------------------------|----------|-----------|-------|-------------|-------------------------------------|----------------|
| 1 | ASHTI | 178128 | Checker | Charu | NICSI | 8447209053 charu.crc06@gmail.com | Approve |
| 2 | ASHTI | 178128 | Maker | Charu | NICSI | 9466722734 charu.crc06@gmail.com | Reject |

Showing 1 to 2 of 2 entries Previous **1** Next

DSC Management: Block Admin has to perform few activities that are essential with respect to Digital Signature.

- **Register DSC:** For self registering the DSC of Block Admin

Add/Modify Digital Signature Home > Add/Modify Digital Signature

Name * Test C2Org

Serial Number * 2514123514060317700

Issuer Name * CN=SafeScript sub-CA for RCAI Class 2 2014, OU=Sub-CA, O=Sify Technologies Limited, C=IN

Valid from * 18-Dec-2018

Valid to * 18-Dec-2020

Status * ACTIVE

- **Approve DSC:** For approving DSC of Maker & Checker users

Approve DSC Home > DSC Management > Approve DSC

Show entries Search:

| SLNo. | Block Panchayat & Equivalent | Village Panchayat & Equivalent | LGD Code | DSC Serial No | DSC Issuer Name | DSC User | Signatory Type | Valid From | Valid To | Approve/Reject | Reason For Rejection |
|-------|------------------------------|--------------------------------|----------|---------------------|--|------------|----------------|-------------|-------------|----------------|----------------------|
| 1 | PARTUR | ASHTI | 178128 | 2514118368706195206 | CN=SafeScript sub-CA for RCAI Class 2 2014, OU=Sub-CA, O=Sify Technologies Limited, C=IN | Test C2ind | Maker | 18-Dec-2018 | 18-Dec-2020 | --select-- | |
| 2 | PARTUR | ASHTI | 178128 | 2514118368706195206 | CN=SafeScript sub-CA for RCAI Class 2 2014, OU=Sub-CA, O=Sify Technologies Limited, C=IN | Test C2ind | Checker | 18-Dec-2018 | 18-Dec-2020 | --select-- | |

Showing 1 to 2 of 2 entries Previous **1** Next

- **Sign Approved DSC:** For applying Digital Signature on Approved DSC of Maker & Checker

Sign Approved DSC Home > DSC Management > Sign Approved DSC

Show 10 entries Search:

| S.No. | Select | Unsigned DSC File | | |
|-------|-----------------------|-------------------|------|-------------------------|
| 1 | <input type="radio"/> | 1587209166409_27 | View | Apply Digital Signature |

Showing 1 to 1 of 1 entries Previous 1 Next

[Close](#)

- **Unregister DSC:** For Un-registering the self DSC in case of change of User Profile
- **Un-approve DSC:** For un-approving the DSC of Maker & Checker user
- **View DSC Status:** For viewing the status of approved/un-approved DSCs of Maker & Checker

View DSC Status Home > Reports > View DSC Status

Show 10 entries Search:

| SLNo. | Village Panchayat & Equivalent | LGD Code | Certificate Name | Serial No | Valid from | Valid To | Lower Tier level | Status | Digitally Signed |
|-------|--------------------------------|----------|------------------|---------------------|-------------|-------------|------------------|----------|------------------|
| 1 | ASHTI | 178128 | Test C2Ind | 2514118368706195206 | 18-Dec-2018 | 18-Dec-2020 | Maker | Approved | Yes |
| 1 | ASHTI | 178128 | Test C2Ind | 2514118368706195206 | 18-Dec-2018 | 18-Dec-2020 | Checker | Approved | Yes |

Showing 1 to 2 of 2 entries Previous 1 Next

[Close](#)

- **My DSC Profile:** For checking the status of DSC registration/un-registration of Block Admin

My DSC Profile Home > Reports > My DSC Profile

| Digital Signature Certificate Details | |
|---------------------------------------|-------------|
| Certificate Name | Test C2Ind |
| Valid From | 18-Dec-2018 |
| Valid To | 18-Dec-2020 |
| Status | Approved |

[Close](#)

- **Generate DSC of Allocated Villages:** For Generating the DSC of allocated GPs to share information with PFMS
- **Sign Generated DSC:** For signing the Generated DSC file and sending to PFMS

- **View Allocation Status:** To view the status of DSC approval/rejection by PFMS for allocated villages to Block Admin
- **Sign Approved Vendor File:** For signing the Vendor file and sending the same to PFMS for further validations. Vendor is successfully registered after approval from the PFMS.
- **Sign Approved FTO:** For signing the FTO file and sending the same to PFMS for further validations. Payment is successful after approval from PFMS.

| SLNo. | Select | Prisoft Transaction Id | No of Beneficiarys | Amount | Scheme | Payment File | View | Approve/Reject | Reason For Rejection |
|-------|-----------------------|------------------------|--------------------|--------|------------------------|-------------------------|------|----------------|----------------------|
| 1 | <input type="radio"/> | | 1 | 70 | 14th Finance Comission | 0046EATPAYREQ2110201932 | View | Approve | |

- **Search File Status:** For searching the status of DSC, Vendor or Payment files for any panchayat in that particular block.

The screenshot displays the 'Search File Status' page in the eGramSwaraj application. The interface includes a navigation menu on the left with 'User Management' and 'Master Entry'. The main content area features a search form with the following elements:

- File Type:** Radio buttons for 'Dsc', 'Vendor', and 'Payment'.
- File Name:** A text input field.
- Buttons:** A green button labeled 'View File Status -> Get Report' and a red button labeled 'Close'.

The top header shows the application name 'eGramSwaraj', the state 'UTTAR PRADESH', and the zone 'GHAZI PUR(137)'. The user is logged in as 'PR-GHAZI PUR-DADMIN'.

Panchayat Admin:

Panchayat Admin user is responsible for below mentioned tasks:

General Profile

ADD

This module allows user to add and manage the **General Profile of Panchayats**. User should login into the application as **Panchayat Admin User (ZP/BP/GP)**.

Click the **Panchayat Profile** → **General Profile** → **Add** option available on the left menu.

The **Add General profile** form is displayed on the screen. User shall fill the fields marked with * sign, which all are mandatory and required to save the profile details.

Add General Profile

[Home](#) > [Panchayat Details](#) > [General Profile](#) > [Add](#)

Sarpanch/President Details

Name *

Mobile Number *

Email Id *

Upload Photo * No file chosen

* Note:

1. Allowed file type: .jpeg,jpg,png.
2. File size should be less than 2 MB.
3. Max. image dimensions : 200x200.

Panchayat Secretary Details

Name *

Mobile Number *

Email Id *

Upload Photo * No file chosen

* Note:

1. Allowed file type: .jpeg,jpg,png.
2. File size should be less than 2 MB.
3. Max. image dimensions : 200x200.

Office Contact Details

Address Line 1 *

Address Line 2

Address Line 3

State

District

SubDistrict *

Village *

Pin Code *

Contact Number * Phone Number Mobile Number

Phone Number *

Email Address *

Panchayat Website (gov.in)

Connectivity Details

Nearest Bus Stop *

Distance From Nearest Bus Stop (Approx.Km) *

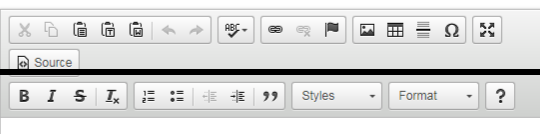
GP Attraction Details

Home Stay Available Yes No

GP Attractions *

Other Details

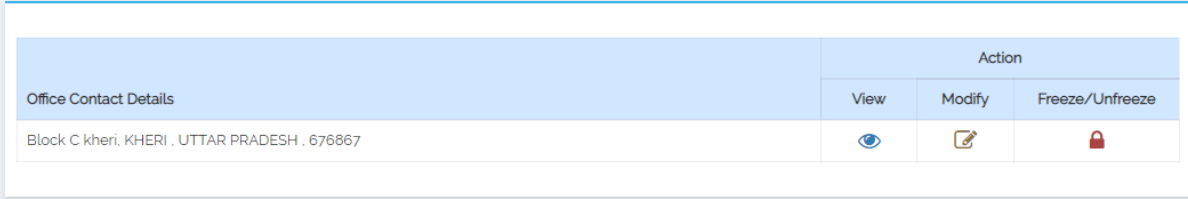
Description *



Manage

This form allows the user to **manage** the profile details in terms of View, Modify and Freeze/Unfreeze.

User should login into the application as **Panchayat Administrator (ZP/BP/GP)** and have privilege to **Manage General profile details**. The user can open the Manage Panchayat Profile form by clicking the **General Profile →manage** option.



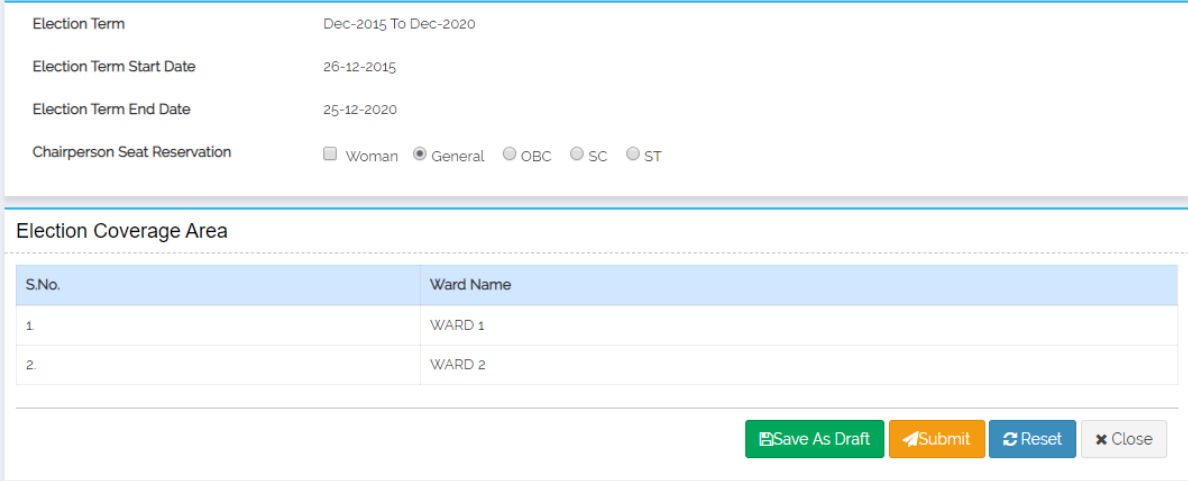
| Office Contact Details | Action | | |
|---|--------|--------|-----------------|
| | View | Modify | Freeze/Unfreeze |
| Block C kheri, KHERI, UTTAR PRADESH, 676867 | | | |

General Election Details

ADD

This form allows the user to add the **General Election Details** and define the wards for the panchayats.

To add the general election details. User should login into the application as **Panchayat Administrator (ZP/BP/GP)** and have privilege to **Add Election details**. Click the **General Election Details -> Add** option available on the left menu.



| | |
|------------------------------|---|
| Election Term | Dec-2015 To Dec-2020 |
| Election Term Start Date | 26-12-2015 |
| Election Term End Date | 25-12-2020 |
| Chairperson Seat Reservation | <input type="checkbox"/> Woman <input checked="" type="radio"/> General <input type="radio"/> OBC <input type="radio"/> SC <input type="radio"/> ST |

| S.No. | Ward Name |
|-------|-----------|
| 1. | WARD 1 |
| 2. | WARD 2 |




Manage

This form allows the user to manage the general election details like View, Modify and Freeze/Unfreeze.

User should login into the application as **Panchayat Administrator (ZP/BP/GP)** and have privilege to **Manage General Election details**. The user can open the Manage General Election details form by clicking the **General Election details →Manage** option

Manage General Election Details

[Home](#) > [Panchayat Details](#) > [General Election Details](#) > [Manage](#)

| ElectionTerm | Total No of Wards | Action | | |
|----------------------|-------------------|---|---|---|
| | | View | Modify | Freeze/UnFreeze |
| Feb-2016 To Feb-2021 | 10 |  |  |  |

Elected Member


ADD

This form allows the user to add the elected member details. User should login into the application as **Panchayat Administrator (ZP/BP/GP)** and have privilege to **Add Elected Member details**. Click the **Elected Member-> Add** option available on the left menu.

Add elected member form is displayed on the screen. User shall fill the fields marked with * sign, which all are mandatory for user and required to save the elected member details.

Add Elected Member

[Home](#) > [Panchayat Details](#) > [Elected Member](#) > [Add](#)

| | |
|---------------------------|--|
| Election Term | Feb-2016 To Feb-2021 |
| Designation * | --Select-- |
| Member Full Name * | <input type="text"/> |
| Date Of Birth * | <input type="text"/>  |
| Gender * | --Select-- |
| Category * | --Select-- |
| Education Qualification * | --Select-- |
| Area Of Expertise | --Select-- Agricultural and fishery and related labor Corporate Manager Customer services clerks Business and financial operations |
| Photo * | <input type="button" value="Choose File"/> No file chosen |

* Note:
1. Allowed file type: Jpeg,jpg,png.
2. File size should be less than 2 MB.
3. Max. image dimensions : 200x200.

Office Contact Details

| | |
|--|--------------------------|
| Permanent Address Line 1 * | <input type="text"/> |
| Permanent Address Line 2 | <input type="text"/> |
| Permanent Address Line 3 | <input type="text"/> |
| Pin Code * | <input type="text"/> |
| State * | HARYANA |
| District * | GURUGRAM |
| Correspondence Address Same As Permanent Address | <input type="checkbox"/> |
| Correspondence Address Line 1 | <input type="text"/> |
| Correspondence Address Line 2 | <input type="text"/> |
| Correspondence Address Line 3 | <input type="text"/> |
| Pin Code | <input type="text"/> |
| State | HARYANA |
| District | GURUGRAM |
| Mobile No. * | <input type="text"/> |
| Email Address * | <input type="text"/> |

Manage

This form allows the user to manage the elected member details in terms of View, Modify, Delete, Modify Status and Freeze/Unfreeze Status.

User should login into the application as **Panchayat Administrator (ZP/BP/GP)** and have privilege to **Manage Elected Member**. The user can open the Manage elected member form by clicking the **Elected Member → Manage** option.

Manage Elected Member
Home > Panchayat Details > Elected Member > Manage

Get Data
Close

Election Term

Show 10 entries Search:

| S No. | Name | Address | Mobile No. | Status | Action | | | | |
|-------|----------------|---|------------|---------|--------|--------|--------|---------------|---------------|
| | | | | | View | Modify | Delete | Modify Status | Freeze Status |
| 1. | Ranjeeta Devi | VILL-Kasira PO-Sangour Karra | 9570823969 | Current | | | | | |
| 2. | SUKHDEV MUNDA | VILL- PAHARTOLI PO-SANGOR PS- KARRA PANCHAYAT BAMARJA | 9631614502 | Current | | | | | |
| 3. | JULITA KACHHAP | VILL-SANGOR PO-SANGOR PS- KARRA PANCHAYAT BAMARJA | 7761845397 | Current | | | | | |
| 4. | SONI DEVI | VILL- SARDULA PO-SANGOR PS- KARRA PANCHAYAT BAMARJA | 7632015419 | Current | | | | | |

Committee Member Details

This module allows you to add/manage a Committee Member details in the committee for all the three committee types (General, Standing and Gram Panchayat Committee) defined by State Administrator.

User should login into the application as **Panchayat Administrator (ZP/BP/GP)** and have privilege to **Add/Manage Committee Member**. Click the **Committee Member -> Add** option available on the left menu.

The **Committee Member** form is displayed on the screen. User shall fill the fields marked with * sign, which all are mandatory and required to save the committee member details, and also can manage the committee member details like View, Modify, Delete and Freeze/Unfreeze.

Add Committee Member Home > Panchayat Details > Committee Member > Add


Standing Committee Member

Committee Type *

Committee Name *

Chairperson Name *

Chairperson Details

Photo 

Address Line 1

LabelEmail

Mobile No.

Committee Member

| Type Of Committee Member | Members Name | Email | Mobile Number | Action Delete |
|---|---|----------------------|----------------------|---|
| <input type="text" value="--Select--"/> | <input type="text" value="---Select---"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="Delete Row"/> |

Master Entries:

The master entries that need to be done at Panchayat level are listed below:

Account Head: Mapping the required account heads for usage in accounting operations

Scheme: Mapping the schemes created by Centre/State Admin

Treasury: Mapping the treasury created by District Admin for Panchayat’s account creation in treasury

Treasury Account: Add/Manage account in mapped treasury for accounting operations

The screenshot shows the 'Add Treasury Account' form in the eGramSwaraj application. The header includes the eGramSwaraj logo, the text 'Simplified Work based Accounting application for Panchayati Raj', and location dropdowns for State (UTTAR PRADESH), BP (MOHAMMADABAD), ZP (GHAZIPUR), and GP (ADELABAD(64414)). The left sidebar contains navigation options like Panchayat Profile, Resource Envelope, Planning, etc. The main content area is titled 'Treasury Account' and 'Add Treasury Account'. It features a dropdown for 'Select the Treasury' (currently showing '---Select---'), and input fields for 'DDO Code', 'Treasury/Personal Deposit Account No.', and 'Treasury Account Name'. At the bottom right of the form are 'Save', 'Clear', and 'Close' buttons. The footer contains logos for 'India.gov.in', 'Digital India', and 'MINISTRY OF PANCHAYATI RAJ GOVERNMENT OF INDIA', along with a copyright notice for 2020.

Bank Branch: Mapping the bank branch created by District Admin for Panchayat's account creation in Banks

The screenshot shows the 'Map Bank Branch' form in the eGramSwaraj application. The header is identical to the previous screenshot. The left sidebar is the same. The main content area is titled 'MASTER ENTRY' and 'Map Bank Branch'. It features dropdowns for 'Select Bank Name' (Allahabad Bank) and 'Select District Panchayat' (AGRA). Below these are two lists: 'Available Branch List for Mapping' (allahbad bank holipura, allahbad bank runakta) and 'Already Mapped Branch List' (Vikas Bhawan, Bai rampur). Two orange arrow buttons (>> and <<) are positioned between the lists. At the bottom right of the form are 'Save', 'Clear', and 'Close' buttons. The footer is identical to the previous screenshot.

Bank Account: Add/Manage account in mapped bank branches for accounting operations

MASTER ENTRY Home > Master Entry > Bank Account > Add

Add Bank Account

Select the Bank : * Allahabad Bank

Select the Bank Branch : * ALLAHABAD BANK-VIKASH BHAWAN-LAKHIMPUR

Account No : * 628401334567

| S No. | Schemes * | |
|------------------------|--|-------------------------------------|
| Other Resources | | |
| 1 | own resources | <input type="checkbox"/> |
| State Schemes | | |
| 1 | Antyeshti Sthalon Ka Vikas | <input checked="" type="checkbox"/> |
| | <input checked="" type="checkbox"/> Antyeshti Sthalon Ka Vikas | |
| | <input checked="" type="checkbox"/> Antyeshti Sthalon Ka Vikas | |
| 2 | Bahuddeshiye Panchayat Bhawan | <input type="checkbox"/> |
| 3 | Mukhya Mantri Panchayat Protsahan Purashkar Yojna | <input type="checkbox"/> |
| 4 | Sansad Nidhi | <input type="checkbox"/> |
| 5 | Vidhayak Nidhi | <input type="checkbox"/> |

Post Office: Add/Manage post office for further account creation by Panchayats


The screenshot displays the 'Add Post Office (PO)' form within the eGramSwaraj application. The form is part of the 'MASTER ENTRY' section. The header indicates the state is UTTAR PRADESH and the unit is PR-ADELABAD-V-ADM. The form fields are as follows:

| Field | Value |
|---------------------------------|------------------------|
| Post Office Name | Adelabad Post Office |
| Post Office Type | Head Office (Selected) |
| Pin Code | 245678 |
| Location | |
| Phone | |
| Postal Departmental Information | |


Buttons: Save, Clear, Close

Post Office Account: Add/Manage account in post office for accounting operations

Cheque Book: Add/Manage cheque books in Bank/Treasury/Post Office Accounts for further usage in Vouchers

**eGramSwaraj**
Simplified Work based Accounting application
for Panchayati Raj

| | |
|----------------------|---------------------|
| State: UTTAR PRADESH | GP: GHAZIPUR |
| BP: MOHAMMADABAD | GP: ADELABAD(64414) |



(2020-2021) Themes Switch Unit PR-ADELABAD-V-ADM

- Panchayat Profile
- Resource Envelope
- Planning
- Voucher Transactions
- Period End Procedures
- Progress Reporting
- Asset
- Master Entry
- Reports

Cheque Book

Home > Cheque Book > Add

Add Cheque Book

Bank Treasury Post Office

Cheque Book Issued From *

Bank * Allahabad Bank

Branch Address * ALLAHABAD BANK YUSUFPUR

Account No * Select

Cheque Book Type * Cheque Truncation System




Date of Issue of Cheque Book * 2020/04/01

Total Cheque Leafs * 10

Cheque Book Starting Leaf No * 100000

Cheque Book Ending Leaf No * 100009

[Freeze](#) [Save](#) [Clear](#) [Close](#)

   **MINISTRY OF PANCHAYATI RAJ**
GOVERNMENT OF INDIA

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Opening Balance: Add/Modify/Freeze/Unfreeze/View/Delete Opening Balance for mapped schemes

Opening Balance Entry

Home > Receipt Voucher > Opening Balance Entry

Financial Year: 2019-2020

Scheme Name: Anjeshhi Sthalon Ka Vikas-ASV

Component Name: Anjeshhi Sthalon Ka Vikas

Current Asset

| Type of Fund | Cash in Hand | | Deposit | | | | Advances Amount (in Rs.) |
|------------------------|--------------|------------|--------------|--------------|-----------------|------------|--------------------------|
| | Amount | Investment | Account Type | Account No. | Amount (in Rs.) | Investment | |
| | 1000 | 0 | Bank | 34587890 | | 220 0 | 0 |
| | | | | 828401334567 | | 0 0 | |
| | | | | 9450404411 | | 2000 0 | |
| | | | Treasury | 45454545 | | 4000 0 | |
| Receivable: | | | | | | | 0 |
| Stock Opening Balance: | | | | | | | 0 |
| Liability | | | | | | | |
| Liability | | | | | | | 0 |
| Payable | | | | | | | 0 |
| Capital Fund | | | | | | | |
| Capital Fund | | | | | | 7220 | |

Save Freeze Close

Beneficiary: Add/Manage Beneficiaries such as Agency, Employee and Citizens for making payments/transactions to them through Payment voucher

Create Beneficiary

Home > Approve Beneficiary

Approve Beneficiary

| | | |
|--------|----------|----------|
| Agency | Employee | Resident |
|--------|----------|----------|

Close

eGramSwaraj
Simplified Work based Accounting application for Panchayati Raj

State: UTTAR PRADESH ZP: GHAZIPUR
BP: MOHAMMADABAD GP: ADELABAD(64414)

PR-ADELABAD-V-ADM

add Agency Details

Agency Details

Agency Name *

Telephone
10 digit mobile no (Starting with non zero number)

Permanent Account Number
(PAN number should contain first 5 alphabets, 4 numbers and 1 alphabets)

Tax Deduction and Collection Account Number (TAN)
(TAN number should contain first 4 alphabets, 5 numbers and 1 alphabets)

Tax Invoice Number (TIN)

Save Clear Close

MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA

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Stock Opening Balance: Add/Manage quantity and number of stocks along with the values. This will be added as balance in OB and will be used in vouchers during transactions.

Resource Envelope

To enter the budgetary allocation of funds from various Central & State government schemes and other resources that the Panchayat will receive for the plan year.

Budget Allocation

Home > Planning > Budget Allocation

Expand all

| ID | Scheme Name | Grant Type | Status | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|----|---|--|--------|----------|----------|----------|------------|----------|
| 7 | Fourteen Finance Commission | Basic Grant | Untied | 0 | 0 | 1500000 | 1500000.00 | 0 |
| 8 | Fourteen Finance Commission | Performance Grant | Untied | 0 | 0 | 0 | 0 | 0 |
| 9 | Indira Gandhi National Old Age Pension Scheme - IGNOAPS | Indira Gandhi National Old Age Pension Scheme - IGNOAPS | Untied | 0 | 0 | 0 | 0 | 0 |
| 10 | Integrated Action Plan | Integrated Action Plan | Untied | 0 | 0 | 0 | 0 | 0 |
| 11 | Integrated Development of Small and Medium Towns | Integrated Development of Small and Medium Towns (IDSMT) | Tied | 0 | 0 | 0 | 0 | 0 |
| 12 | Integrated Housing Slum Development Program (IHSDP) | Integrated Housing Slum Development Program (IHSDP) | Tied | 0 | 0 | 0 | 0 | 0 |
| 13 | ITDA GRANT | ITDA GRANT | Untied | 0 | 0 | 0 | 0 | 0 |

State Schemes/Grants

Others

Save Close

Suggestions

To record the suggestions and resolutions put forward in the Panchayat meeting(s).

Add Suggestions

Home > Planning > Gram Sabha Suggestion > Add

Meeting Date *

No. of Attendees *

Chairperson Name *

| S.No. | Suggestion/Resolution of meeting * | Focus Area * | Expected Benefit(s) * | Action |
|-------|---|--|--|--|
| 1 | <input type="text" value="Solar lights installation"/> | <input type="text" value="Rural Electrification"/> | <input type="text" value="Electrification of remote areas"/> | + Add Row |

Proceedings of the meeting * 196586008.pdf

* Note:

1. Allowed file type - Only PDF.
2. File size should be less than 2 MB.

Activity

To record the various works that the Panchayat wishes to perform in a year.

Add Activity Home > Planning > Activity > Add

Activity Type * Public Works

Activity Name * Upgradation to CC Road

Activity Description * ! Upgradation to CC Road
478 remaining

Focus Area * Roads

Mission Antyodaya(MA) Gap(s) * Select an option
 None * Critical Gaps Moderate Gaps

Suggestion [Click to link](#)

Activity For * GEN

Category * Select an option

Activity is * Fresh Operational Maintenance Upgradation

Is this costless activity? * Yes No

Total Duration * 0 15

Please enter Total Duration and Month * 2020 August

Asset Type * **Immovable**

Asset Category * Roads, Bridges & Culverts

Asset Sub Category * Road CC

Asset Unit Type * **Meter**

Total Unit (In Meter) * 50

Estimated Total Cost In Rs. * ! 65000

Expected Beneficiaries * ! 100 + 45 + 15 = 160


Save
Save and Forward
Reset
Close

Action Plan

To record

Final Action Plan Approval

Home > Planning > GDPD > Manage > Approve

Plan Approval Date  02-12-2019

Show 10 entries Search:

| S.No. | Activity Name | Activity Type | Action | Remarks |
|-------|--------------------------------|---------------|--|---------|
| 1 | Upgradation to CC Road | Public Works | <input checked="" type="radio"/> Approve <input type="radio"/> Not Approve | |
| 2 | COVID-19 Awareness Campaign | Public Works | <input checked="" type="radio"/> Approve <input type="radio"/> Not Approve | |
| 3 | Solar light installation | Public Works | <input checked="" type="radio"/> Approve <input type="radio"/> Not Approve | |
| 4 | Computers for Panchayat office | Public Works | <input checked="" type="radio"/> Approve <input type="radio"/> Not Approve | |

Showing 1 to 4 of 4 entries First Previous **1** Next Last

Voucher Transactions:

There are 4 types of vouchers required for transactions by Panchayat user

Receipt Voucher: For recording any inflow of funds in Panchayat such as receipt of Grants in Schemes or receipt of interest in accounts etc.

Create Receipt Voucher

Home - Panchayat Accounting - Voucher Transactions - Receipt Voucher - Create

Receipt Type: Direct

Received Under: Schemes Other Resources

Schema Name: Own Resource - O&N

Money Receipt No:

Voucher Date: 01/03/2020

| Scheme/Component | Amount (in Rs.) |
|--|-----------------|
| 1501-Grants-in-aid 101-Grants from Central Government 1B-Contributions | 1000 |

Amount (in Rs.): 1000

Received from: ---Select---

Received in: Bank

Account No: 54355353@ereceetel

Receipt Details: Cheque

Cheque No: 123456

Cheque Date: 01/03/2020

Issuing Bank Name: State Bank of India

Particulars: Fund received by Own source of Panchayat through rent from Fare

Save Freeze Clear Close

Payment Voucher: For recording any outflow of funds from Panchayat such as making payments to vendors

Home > Create Payment Voucher

Create Payment Voucher

Nature of Payment * Expenditure

Works Administrative Activity

Expenditure Incurred Under * Schemes Other Resources

Scheme Name * Antyeshthi Sthalon Ka Vikas - ASV

| Account Head | Amount (in Rs.) |
|--|-----------------|
| 2515-Panchayat Raj Programmes 103-Gram Panchayat Programmes 03-Development | 500 |

Reference No

Voucher Date * 01/04/2020

Bill No

Total Amount (in Rs.) * 500

Particulars * Expenditure done Administrative Activity of Panchayat Office

Payment Details *

| Mode Of Payment | Details | To Whom Paid | Amount (in Rs.) | | |
|-----------------|--|--------------|-----------------|-------------------------------------|--------------------------|
| Cheque | Account Type : Bank Account No : 9150104411 Cheque No : 767675 Cheque Date : 01/04/2020 | Agency | 500 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Save Freeze Clear Close

Contra Voucher: For recording transfer of funds from one account of Panchayat to another

Add Contra Voucher

Home / Add

Add Contra Voucher

Select Account Head Type Schemes Other Resources

Scheme

Scheme Child

Reference No

Voucher Date

Challan No

Challan Date

From

Cash in Hand Bank Treasury Post Office

Select Financial Year

Amount (in Rs.)

To

Cash in Hand Bank Treasury Post Office

Bank Account No

Particulars 473 remaining

Journal Voucher: For recording any rectification or adjustment in vouchers

Create Journal Voucher

Home / Panchayat Accounting / Voucher Transactions / Journal Voucher / Create

Transaction Mode

Reference No

Voucher Date

Voucher to be linked

| Voucher No | Date (dd/mm/yyyy) | Scheme Name | Particulars |
|-------------------|-------------------|-----------------------------|-------------|
| BRGF/2014-16/R/23 | 26/03/2016 | Backward Region Grant Funds | sssd |

From

Scheme Name

Component Name

From Account Head

Amount (in Rs.)

To

Transaction Schemes Other Resources

Scheme Name

Component Name

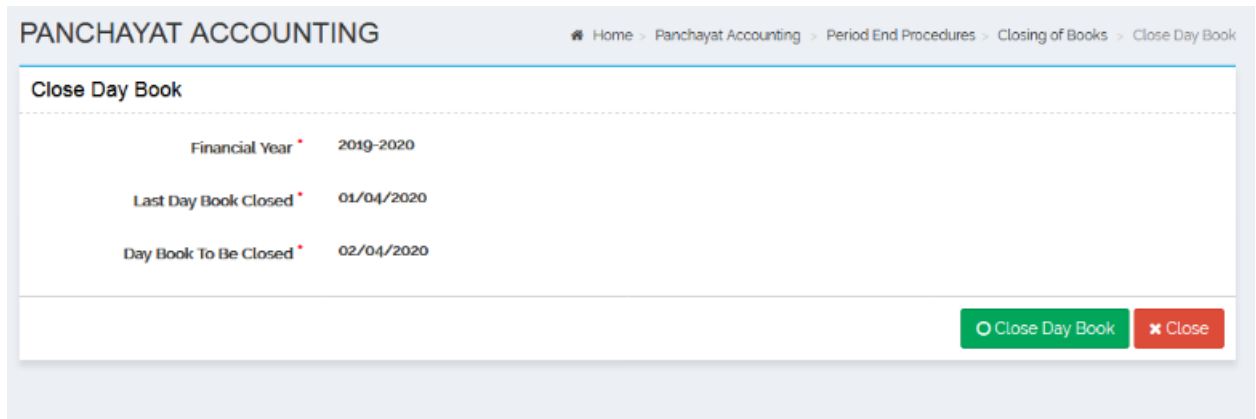
To Account Head

Particulars

Period End Procedures:

Below mentioned period end procedures need to be followed by Panchayat users to accomplish accounting transactions

Close Day Book: After entering the voucher transactions the day book need to be closed at the end of the day. Then Panchayat will be able to record transactions of next date.



PANCHAYAT ACCOUNTING

Home > Panchayat Accounting > Period End Procedures > Closing of Books > Close Day Book

Close Day Book

| | |
|-------------------------|------------|
| Financial Year * | 2019-2020 |
| Last Day Book Closed * | 01/04/2020 |
| Day Book To Be Closed * | 02/04/2020 |

Close Day Book Close

Close Month Book: After closing the day books of entire month, at the end of each month the month book need to be closed. Then Panchayat will be able to record transactions of next month.

Reconciliation: After closing the month books of each month, the reconciliation of Bank/Treasury and Post Office accounts need to be done to match the balance of eGramSwaraj books with actual passbook of banks.

Close Year Book: After closing the month books of entire year, at the end of each Financial Year the year book need to be closed. Then Panchayat will be able to record transactions of next month. The Closing Balance of previous Financial Year becomes the Opening Balance of the next Financial Year.

Technical Approval

To analyze and capture the technical aspect for an activity's approval.

Add Technical Approval

Home > Progress Reporting > Technical Approval > Add

| | |
|------------------------------------|--|
| Activity Code | 1048 |
| Activity Name | Upgradation to CC Road |
| Proposed Cost (in Rs.) | 65000 |
| Technical Approved Cost (In Rs.) * | <input type="text" value="65000"/> |
| Order Issuing Authority * | <input type="text" value="JE"/> |
| Technical Approval Order Number * | <input type="text" value="0012020"/> |
| Technical Approval Date * | <input type="text" value="06-08-2020"/> |
| Label.techApprovalDoc * | <input type="button" value="Browse..."/> 196586008.pdf |

* Note:
1. Allowed file type - Only pdf.
2. File size should be less than 2 MB.

Admin Approval

To capture the administrative aspect for an activity's approval w.r.t source of funding

Add Administrative Approval Label.home > Label.progressReporting > Administrative Approval > Label.add

Activity Name Upgradation to CC Road

Proposed Cost(Rs) 65000

Technical Approved Cost (in Rs.) 65000.0

Fund Allocation Details from Approved Action Plan

| S.No. | Scheme Name | Component Name | Allocated Amount (in Rs.) Tied General | Allocated Amount (in Rs.) Tied SC | Allocated Amount (in Rs.) Tied ST | Allocated Amount (in Rs.) Untied General | Allocated Amount (in Rs.) Untied SC | Allocated Amount (in Rs.) Untied ST | Total Allocation (in Rs.) |
|-------|-----------------------------|----------------|--|-----------------------------------|-----------------------------------|--|-------------------------------------|-------------------------------------|---------------------------|
| 1 | Fourteen Finance Commission | Basic Grant | 0.0 | 0.0 | 0.0 | 65000.0 | 0.0 | 0.0 | 65000.0 |

Edit Fund Allocation Details

| Scheme Name | Component Name | Allocated Amount (in Rs.) General | Total Allocated Amount (in Rs.) | + Add Row |
|-----------------------|----------------|-----------------------------------|---------------------------------|-----------|
| Fourteen Finance Comm | Basic Grant | 0 <small>Avail: 0</small> | 0 | |

Administrative Approval Details

Admin Approval order No 1012020

Admin Approval order Issuing Authority Secretary

Admin Approval order Date 02-12-2019

Admin Approval Cost 0

Upload Activity Order

Attached File Browse... No file selected.

* Note:
1. Allowed file type - Only pdf.
2. File size should be less than 2 MB.

Save
Close

Fund Earmarked

Facilitates in the process in which the actual sanction of funds is done. Funds are generally released in installments

Progress Reporting

Used to update the physical and financial progress. The status of an Activity can be updated to ongoing, suspended, abandoned or completed status

Asset Details

Stores all the immovable and movable assets

Add Asset

Home > Asset > Add

Focus Area *

Asset Type *

Asset Category *

Asset Sub Category *

Asset Creation Mode *

Ownership * Government Private

Asset Age * Year Known Year Not Known

Total no. of Asset *

Available Villages

- Baragain
- Diuri
- Dumari
- Kasira
- ...

>> <<

Selected Villages

- Bamarja

| Sr No | Asset Name | Asset Description | Asset Status | Coordinates(Latitude & Longitude) | Location |
|-------|---|---|-------------------------------------|-----------------------------------|---|
| 1 | <input type="text" value="Water Tank"/> | <input type="text" value="Water Tank"/> | <input type="text" value="In use"/> | <input type="text"/> | OPEN GIS MAP |

Save
Close

mActionSoft

To support geo-tagging and photo capturing of assets created. The physical progress of asset-based activities becomes smoother through the mobile app

Maker:

Maker user is responsible for below mentioned tasks:

Master Entries: The master entries that need to be done by Maker user are listed below:

Bank Branch: Mapping the bank branch created by District Admin for Panchayat's account creation in Banks

Opening Balance: Add/Modify/Freeze/Unfreeze/View/Delete Opening Balance for mapped schemes

Beneficiary: Add/Manage Beneficiaries such as Agency, Employee and Citizens for making payments/transactions to them through Payment voucher

The screenshot displays the 'add Agency Details' form in the eGramSwaraj application. The form is titled 'Agency Details' and contains the following fields:

- Agency Name *
- Telephone (with a note: 10 digit mobile no (Starting with non zero number))
- Permanent Account Number (with a note: PAN number should contain first 5 alphabets, 4 numbers and 1 alphabets)
- Tax Deduction and Collection Account Number (TAN) (with a note: TAN number should contain first 4 alphabets, 5 numbers and 1 alphabets)
- Tax Invoice Number (TIN)
- Contact Address 1 *
- Contact Address 2
- Contact Address 3
- City *
- Bank Name * (dropdown menu with ---Select---
- IFC-RTGS Code *
- Bank Account No *

At the bottom right of the form, there are three buttons: Save, Clear, and Close. The footer of the application includes logos for India.gov.in, Digital India, and the Ministry of Panchayati Raj, Government of India, along with a copyright notice for 2020.

Stock Opening Balance: Add/Manage quantity and number of stocks along with the values. This will be added as balance in OB and will be used in vouchers during transactions.

Voucher Transactions: There are 4 types of vouchers required for transactions by Panchayat user

Receipt Voucher: For recording any inflow of funds in Panchayat such as receipt of Grants in Schemes or receipt of interest in accounts etc.

Payment Voucher: For recording any outflow of funds from Panchayat such as making payments to vendors

Contra Voucher: For recording transfer of funds from one account of Panchayat to another

Period End Procedures: Below mentioned period end procedure is required by Maker user to accomplish accounting transactions.

Close Day Book: After entering the voucher transactions the day book need to be closed at the end of the day. Then Panchayat will be able to record transactions of next date. The FTO is generated after closing day book and it need to be signed by Maker and Checker using DSC to send it to PFMS for validations. Once, validations are through then the amount is debited from Panchayat's account and credited in Vendor's account.

DSC Management: Maker user has to perform few activities that are essential with respect to Digital Signature.

- **Register DSC:** For self registering the DSC of Maker user

Add/Modify Digital Signature Home > Add/Modify Digital Signature

| | |
|-----------------|--|
| Name * | Test C2Org |
| Serial Number * | 2514123514060317700 |
| Issuer Name * | CN=SafeScript sub-CA for RCAL Class 2 2014, OU=Sub-CA, O=Sify Technologies Limited, C=IN |
| Valid from * | 18-Dec-2018 |
| Valid to * | 18-Dec-2020 |
| Status * | ACTIVE |

Save Close

- **Generate DSC:** For Generating the DSC file to share information with PFMS

Generate DSC Home > Generate D

Scheme Name
Generate DSC Close

Generate DSC Home > Generate DSC

Scheme Name

PFMS Bank Account Detail

| Village Panchayat Registration Code | Bank | Branch | IFSC Code | Account Number | Bank Status |
|-------------------------------------|----------------|--------|-------------|----------------|----------------|
| MHJN00005050 | Bank Of Baroda | | CNRB0006002 | 6002101001547 | INTEGRATED-DSC |

Digital Signature Certificate Details

| serial no | Certificate Name | Valid from | Valid To |
|-------------|------------------|-------------|-------------|
| 35353252333 | Test C2Org | 18-Dec-2018 | 18-Dec-2020 |

Generate DSC Close

- **Sign Generated DSC:** For signing the Generated DSC file and sending to PFMS

DSC Sign

| S.No. | Select * | Scheme | Unsigned DSC File | |
|-------|-----------------------|-------------------------|--------------------------|---|
| 1 | <input type="radio"/> | 14th Finance Commission | 0046DSCENRREQ16032020336 | Apply Digital Signature |

[Close](#)

- **My DSC Profile:** For checking the status of DSC registration/un-registration of Maker user

My DSC Profile Home > Reports > My DSC Profile

| Digital Signature Certificate Details | |
|---------------------------------------|-------------|
| Certificate Name | Test C2Ind |
| Valid From | 18-Dec-2018 |
| Valid To | 18-Dec-2020 |
| Status | Approved |

[Close](#)

- **Sign Approved Vendor File:** For signing the Vendor file and sending the same to PFMS for further validations. Vendor is successfully registered after approval from the PFMS.

Approve Agency Home > Approve Agency

Show entries Search:

| S.No. | Agency Name | Bank Name | Bank Account number | IFSC Code | Approve |
|-------|-------------|----------------------|---------------------|-------------|--------------------------|
| 1 | pk | PUNJAB NATIONAL BANK | 4718004555 | PUNB0471800 | <input type="checkbox"/> |
| 2 | ramlal 2 | STATE BANK OF INDIA | 55635623544 | SBIN0016605 | <input type="checkbox"/> |
| 3 | sumit | PUNJAB NATIONAL BANK | 47180005555555 | PUNB0471800 | <input type="checkbox"/> |
| 4 | test | STATE BANK OF INDIA | 234567890p | SBIN0000734 | <input type="checkbox"/> |
| 5 | triloj | PUNJAB NATIONAL BANK | 47180015744444 | PUNB0471800 | <input type="checkbox"/> |

Showing 1 to 1 of 1 entries Previous **1** Next

Sign Approve Vendor File

Show 10 entries Search:

| SLNo. | Select | UnSigned Vendor File | Vendor Type | Approve/Reject | Reason For Rejection | |
|-------|-----------------------|------------------------|-------------|----------------|----------------------|-------------------------|
| 1 | <input type="radio"/> | 0046VENREGREQ180420201 | Resident | --select-- | <input type="text"/> | Apply Digital Signature |

[Close](#)

- **Sign Approved FTO:** For signing the FTO file and sending the same to PFMS for further validations. Payment is successful after approval from PFMS.

Sign Payment File

Show 10 entries Search:

| SLNo. | Select | Prissoft Transaction Id | No of Beneficiarys | Amount | Scheme | Payment File | Approve/Reject | Reason For Rejection |
|-------|-----------------------|-------------------------|--------------------|--------|------------------------|-------------------------|------------------------------|----------------------|
| 1 | <input type="radio"/> | | 1 | 70 | 14th Finance Comission | 0046EATPAYREQ2110201932 | View Approve | <input type="text"/> |

[Close](#)

- **Search File Status:** For searching the status of DSC, Vendor or Payment files

The screenshot shows the eGramSwaraj web application interface. At the top, there is a header with the eGramSwaraj logo and the text 'Simplified Work based Accounting application for Panchayati Raj'. The state is set to 'UTTAR PRADESH' and the zone is 'GHAZIPUR(137)'. The user is logged in as 'PR-GHAZIPUR-DADMIN'. The main content area is titled 'Search File Status' and contains a form with the following fields:

- File Type:** Radio buttons for 'Dsc', 'Vendor', and 'Payment'. 'Payment' is selected.
- File Name:** A text input field.

At the bottom right of the form, there are two buttons: a green 'View File Status -> Get Report' button and a red 'Close' button.

Checker:

Checker user is responsible for below mentioned tasks:

DSC Management: Checker user has to perform few activities that are essential with respect to Digital Signature.

- **Register DSC:** For self registering the DSC of Checker user

Add/Modify Digital Signature Home > Add/Modify Digital Signature

| | |
|-----------------|--|
| Name * | Test C2Org |
| Serial Number * | 2514123514060317700 |
| Issuer Name * | CN=SafeScript sub-CA for RCAI Class 2 2014, OU=Sub-CA, O=Sify Technologies Limited, C=IN |
| Valid from * | 18-Dec-2018 |
| Valid to * | 18-Dec-2020 |
| Status * | ACTIVE |

- **Generate DSC:** For Generating the DSC file to share information with PFMS

Generate DSC Home > Generate D

Scheme Name

Generate DSC Home > Generate DSC

Scheme Name

PFMS Bank Account Detail

| Village Panchayat Registration Code | Bank | Branch | IFSC Code | Account Number | Bank Status |
|-------------------------------------|----------------|--------|-------------|----------------|----------------|
| MHJN00005050 | Bank Of Baroda | | CNRB0006002 | 6002101001547 | INTEGRATED-DSC |

Digital Signature Certificate Details

| serial no | Certificate Name | Valid from | Valid To |
|-------------|------------------|-------------|-------------|
| 35353252333 | Test C2Org | 18-Dec-2018 | 18-Dec-2020 |

- **Sign Generated DSC:** For signing the Generated DSC file and sending to PFMS
- **My DSC Profile:** For checking the status of DSC registration/un-registration of Checker user
- **Sign Approved Vendor File:** For signing the Vendor file and sending the same to PFMS for further validations. Vendor is successfully registered after approval from the PFMS.
- **Sign Approved FTO:** For signing the FTO file and sending the same to PFMS for further validations. Payment is successful after approval from PFMS.

Sign Payment File

Show entries Search:

| SLNo. | Select | Priisoft Transaction Id | No of Beneficiarys | Amount | Scheme | Payment File | View | Approve/Reject | Reason For Rejection |
|-------|-----------------------|-------------------------|--------------------|--------|------------------------|-------------------------|----------------------|-------------------------|----------------------|
| 1 | <input type="radio"/> | | 1 | 70 | 14th Finance Comission | 0046EATPAYREQ2110201932 | View | Approve | |

[Close](#)

- **Search File Status:** For searching the status of DSC, Vendor or Payment files

eGramSwaraj
Simplified Work based Accounting application
for Panchayati Raj

State: UTTAR PRADESH ZP: GHAZIPUR(137)

(2020-2021) Themes Switch Unit PR-GHAZIPUR-DADMIN

User Management Master Entry

Search File Status

File Type: Dsc Vendor Payment

File Name:

[View File Status](#) [Get Report](#) [Close](#)

End of the Document
