eGramSwaraj

Simplified Work based Accounting application for Panchayati Raj

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Quick Reference Guide for eGramSwaraj

Panchayati Raj

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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

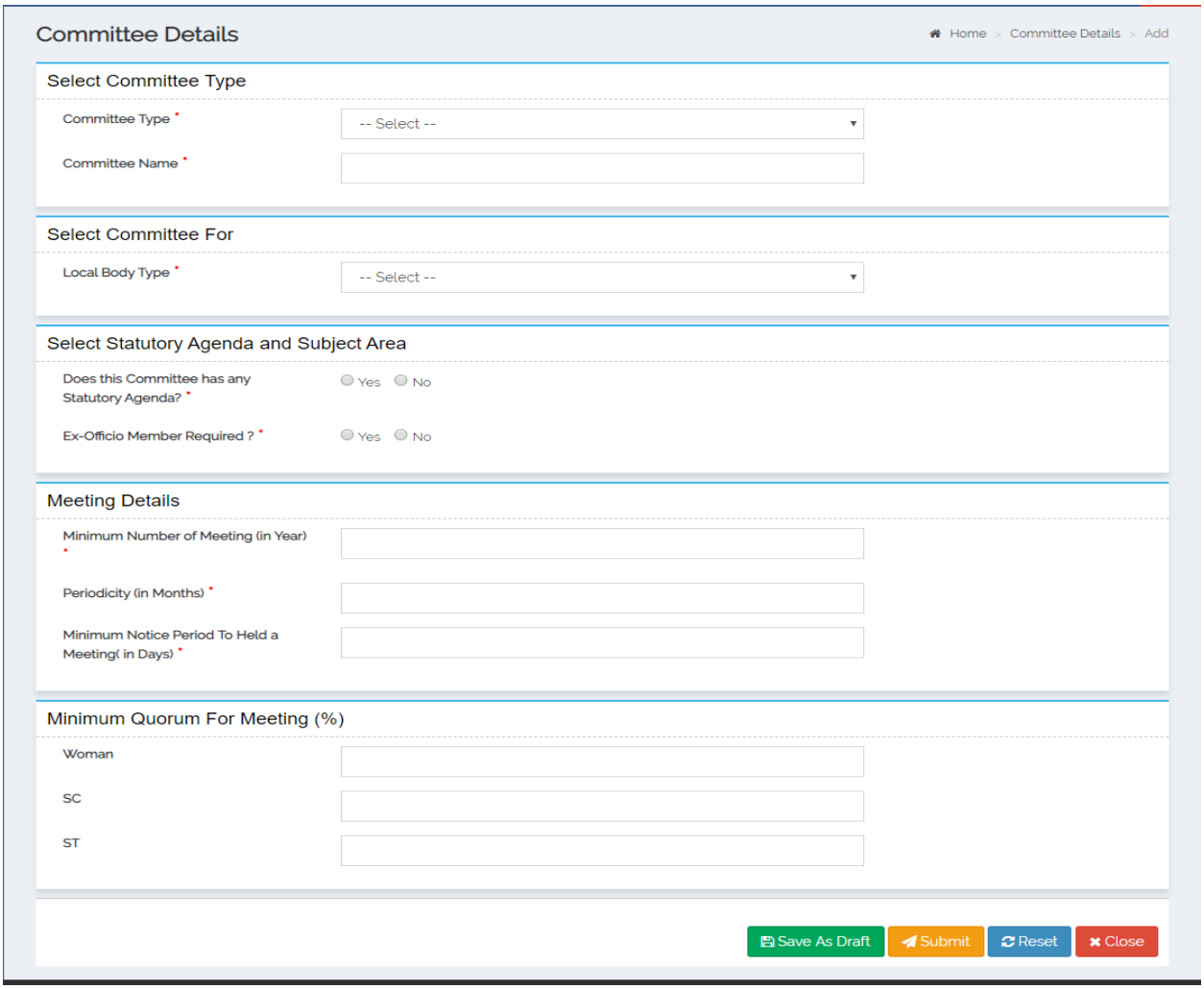
Committee Details

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.

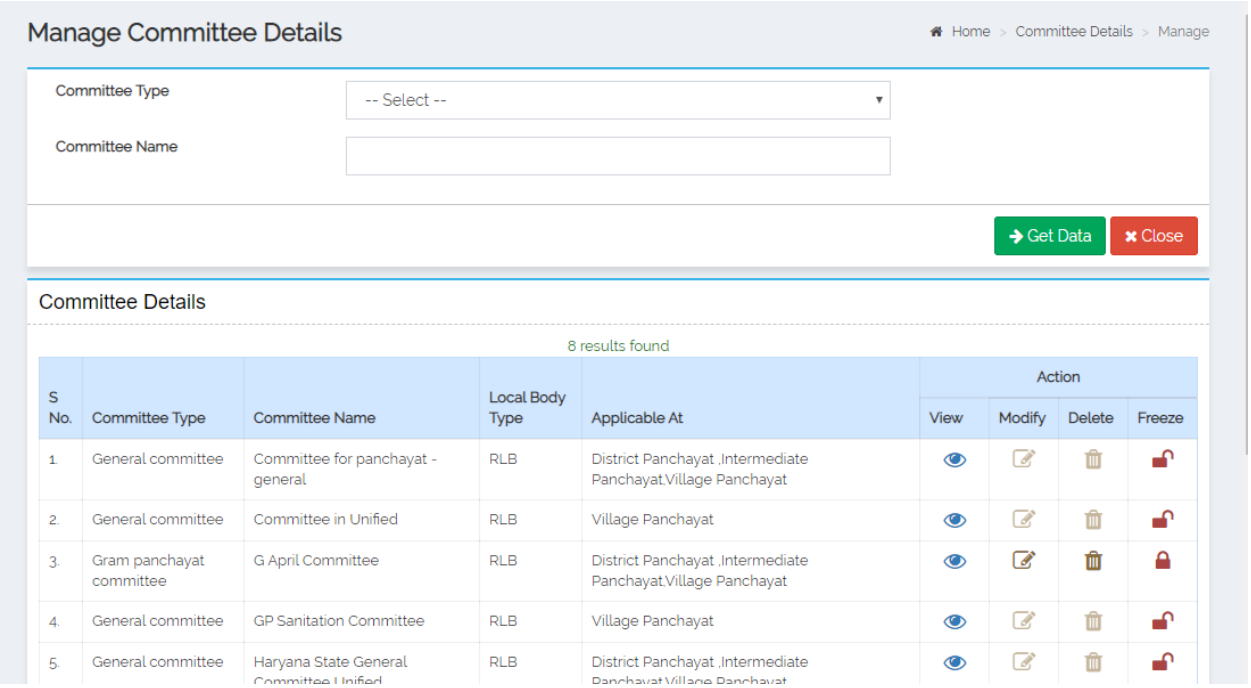
The **Add Committee Details** form is displayed on the screen. User shall fill the fields marked with * sign, which all are mandatory and required to save the committee details.



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.

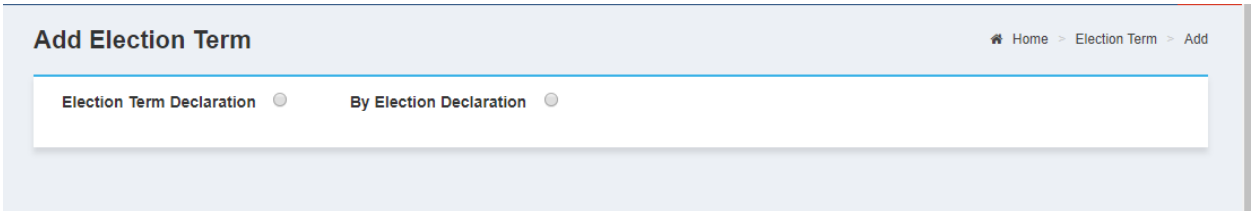


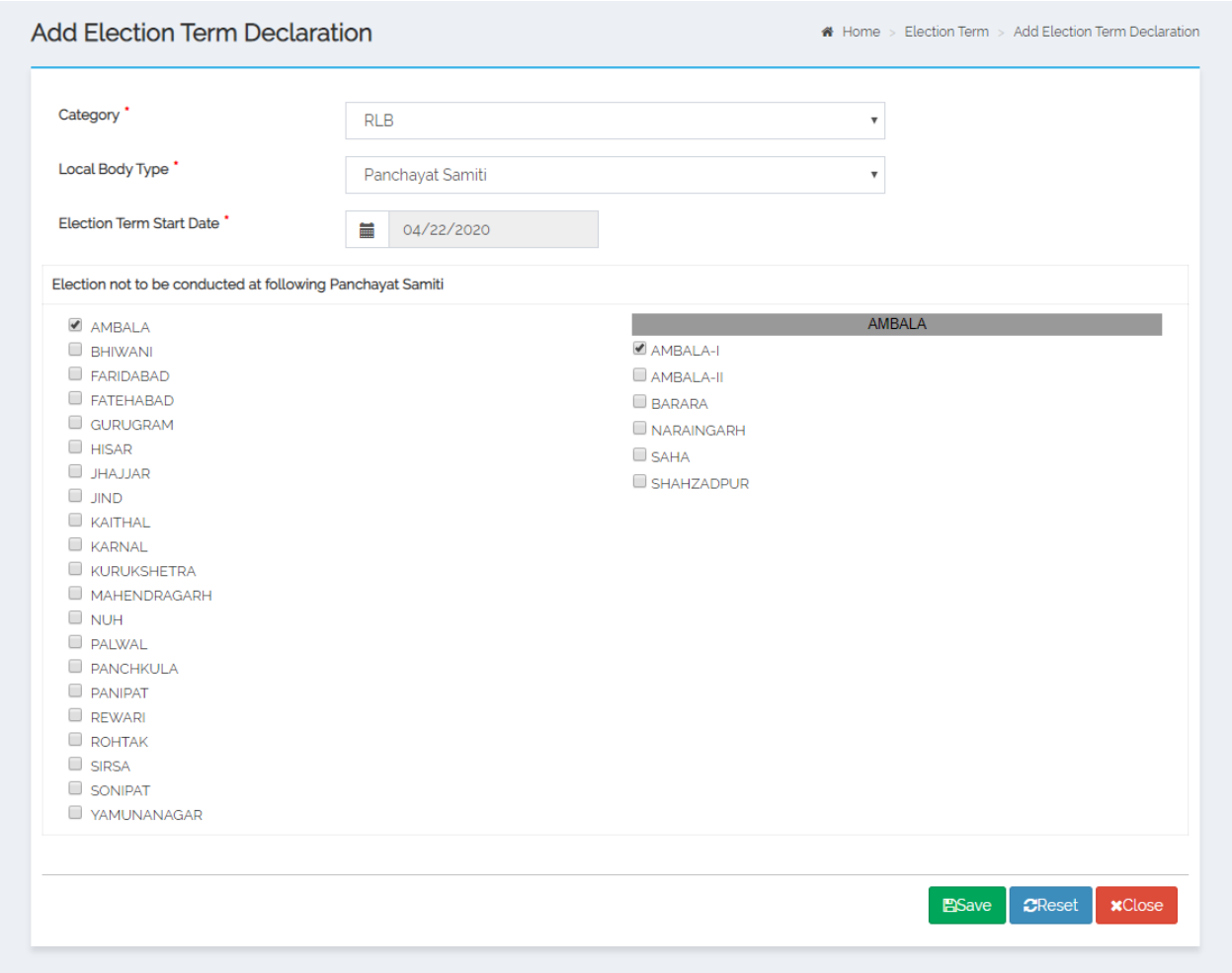
Election Term

ADD

This module allows user to set E**lection 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.

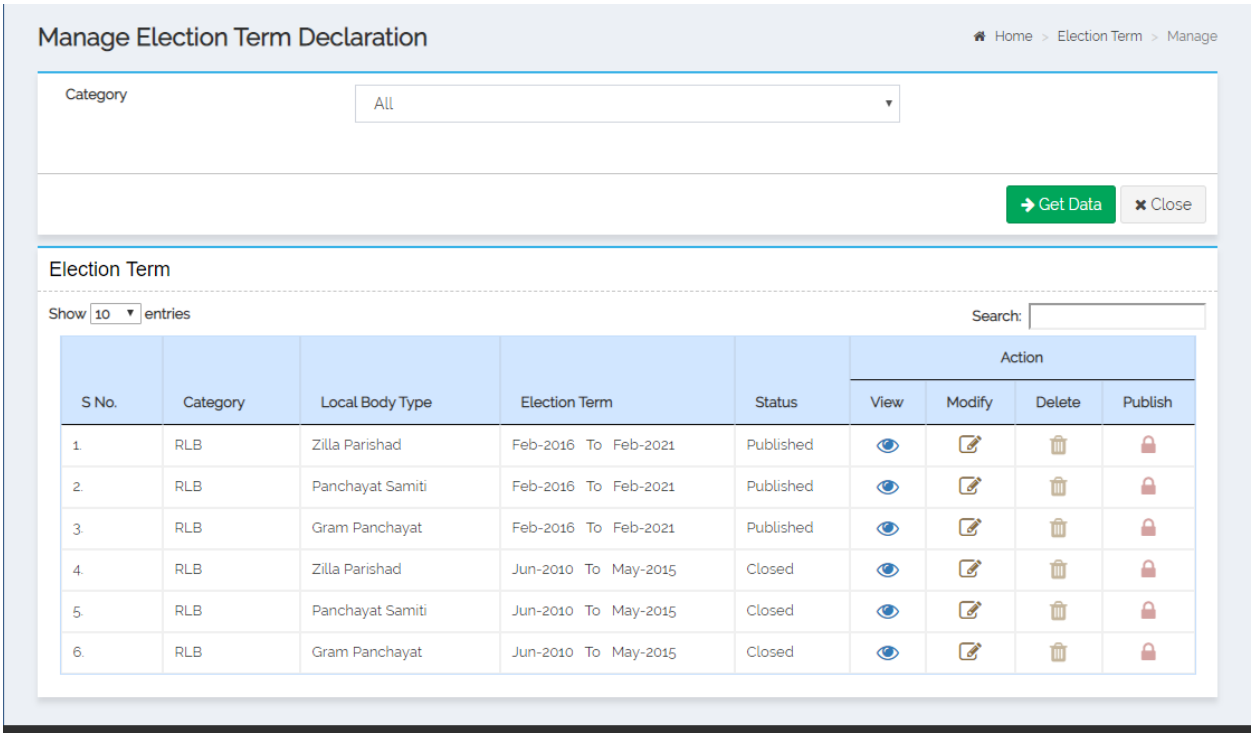




Manage

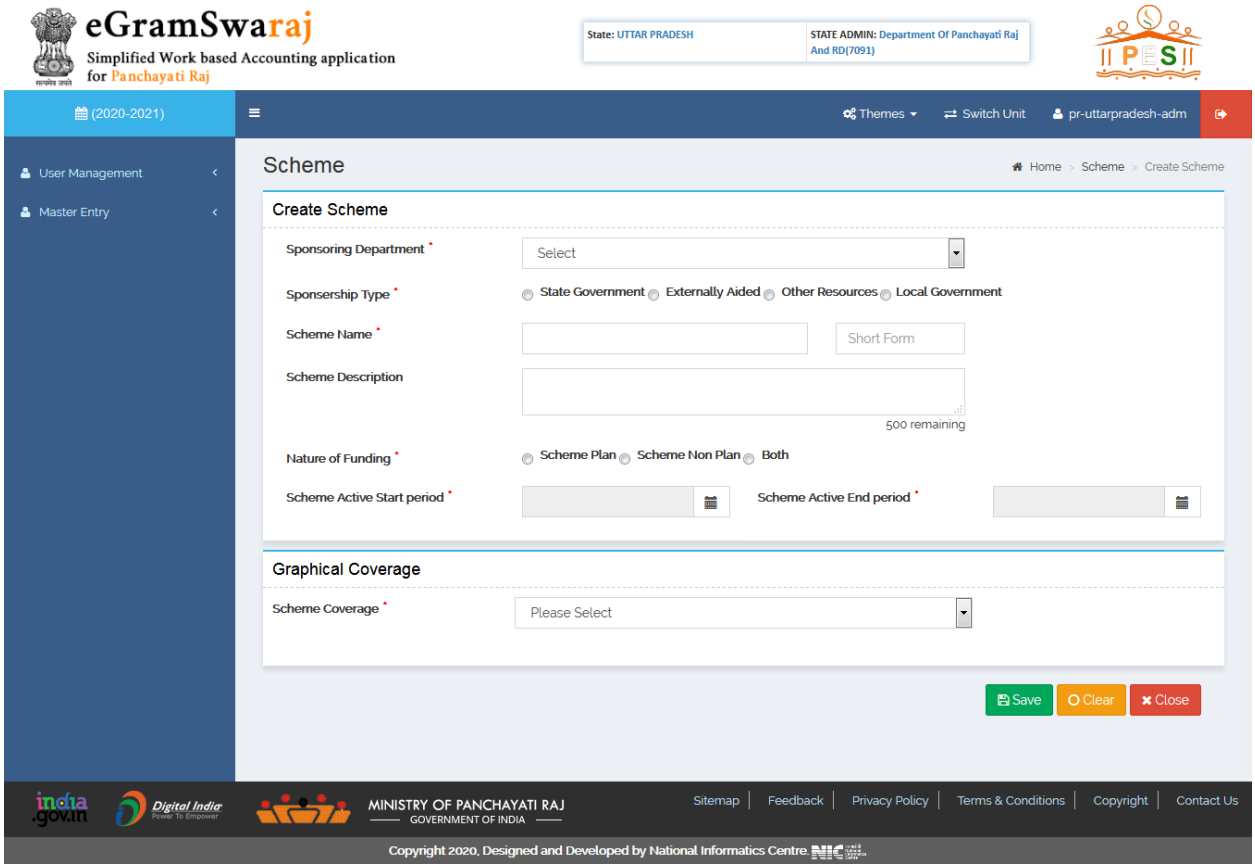
This form allows the user to manage the election term details in terms of View, Modify, Delete and Publish.

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.



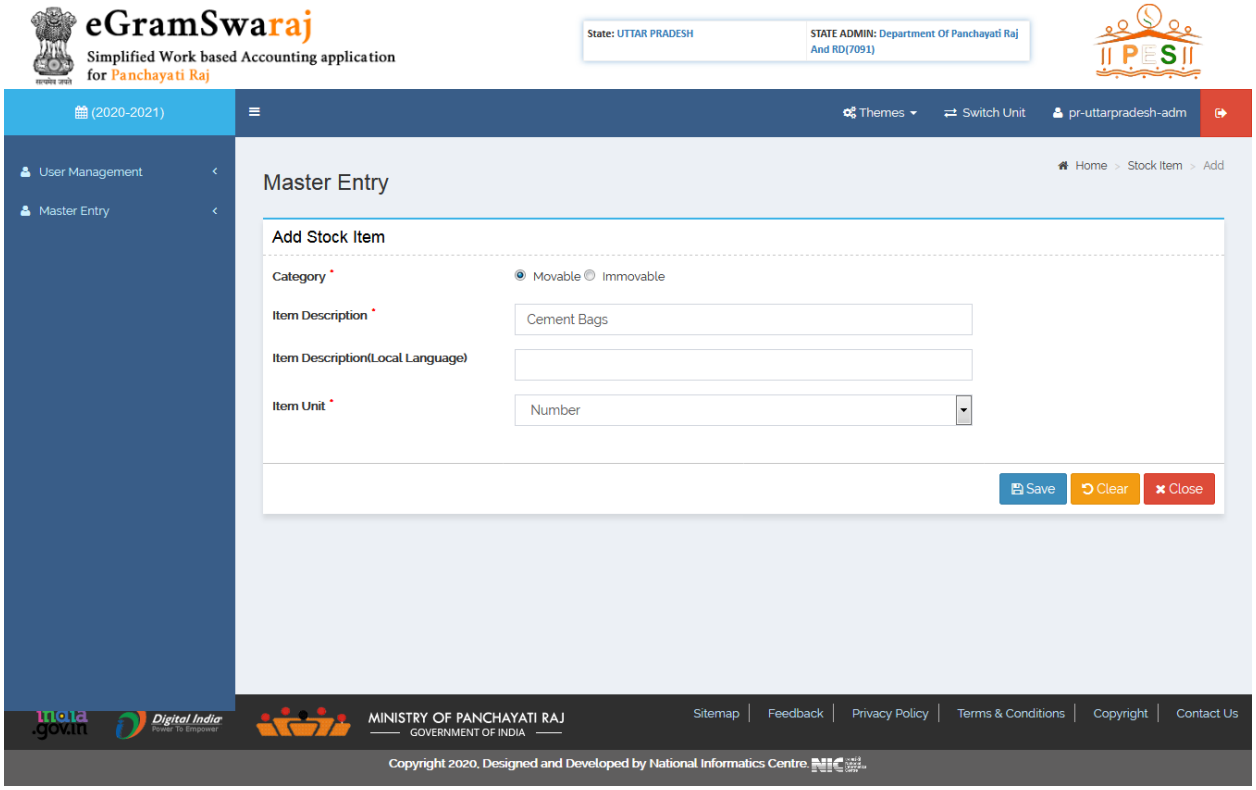
Master Entries: The master entries that need to be done at State level are listed below:

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.

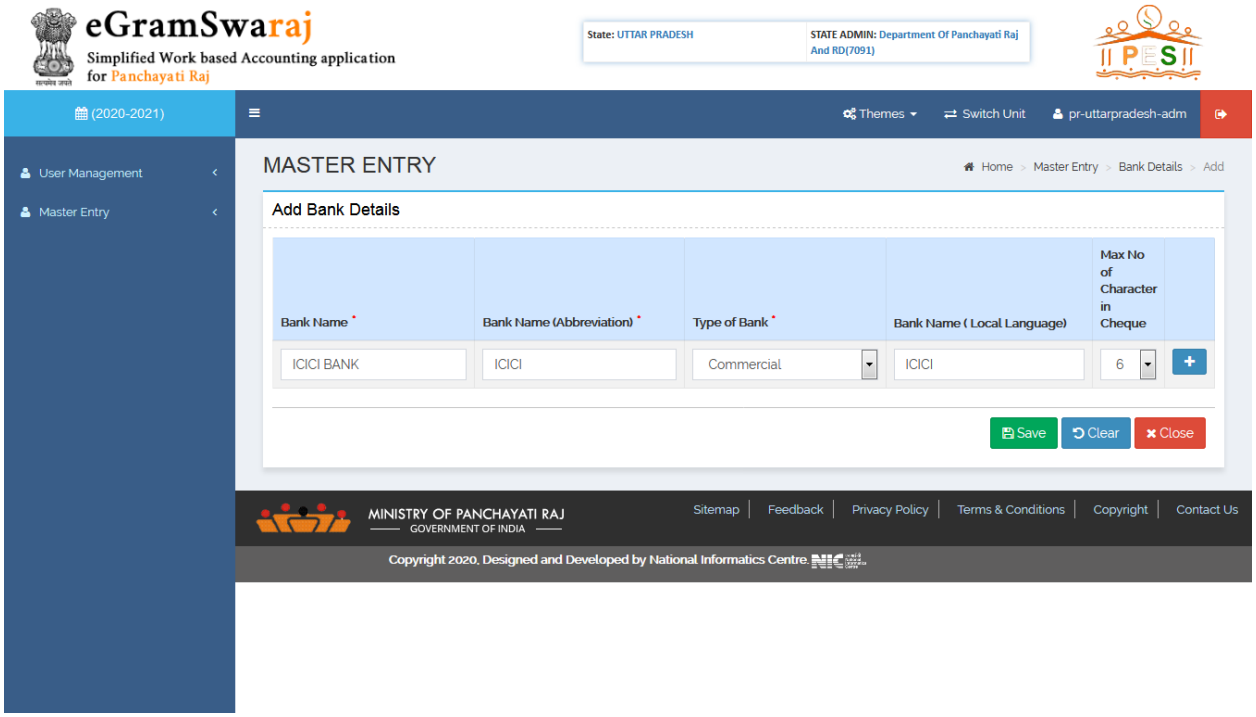

eGramSwaraj
Simplified Work based Accounting application for Panchayati Raj
State: UTTAR PRADESH
STATE ADMIN: Department Of Panchayati Raj And RD(7091)
(2020-2021)
Themes
Switch Unit
pr-uttarpradesh-adm
User Management
Master Entry
Scheme
Home > Scheme > Create Scheme
Create Scheme
Sponsoring Department *
Select
Sponsership Type *
State Government
Externally Aided
Other Resources
Local Government
Scheme Name *
Short Form
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 *
Please Select
Save
Clear
Close
MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA
Sitemap
Feedback
Privacy Policy
Terms & Conditions
Copyright
Contact Us
Copyright 2020. Designed and Developed by National Informatics Centre

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.

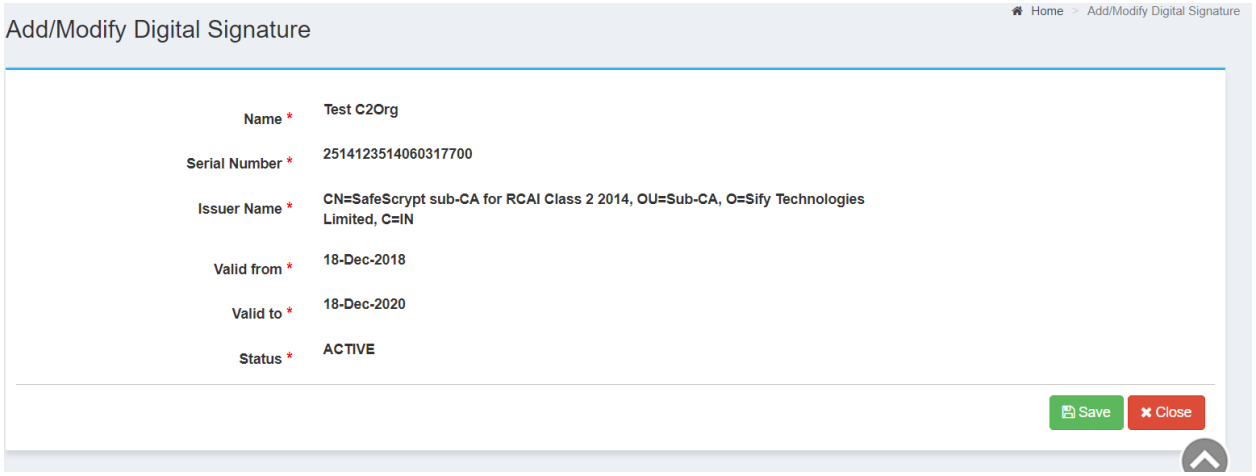


Bank Details: State Admin can add or modify state level banks which will be further used for bank branch creation at District Admin level.



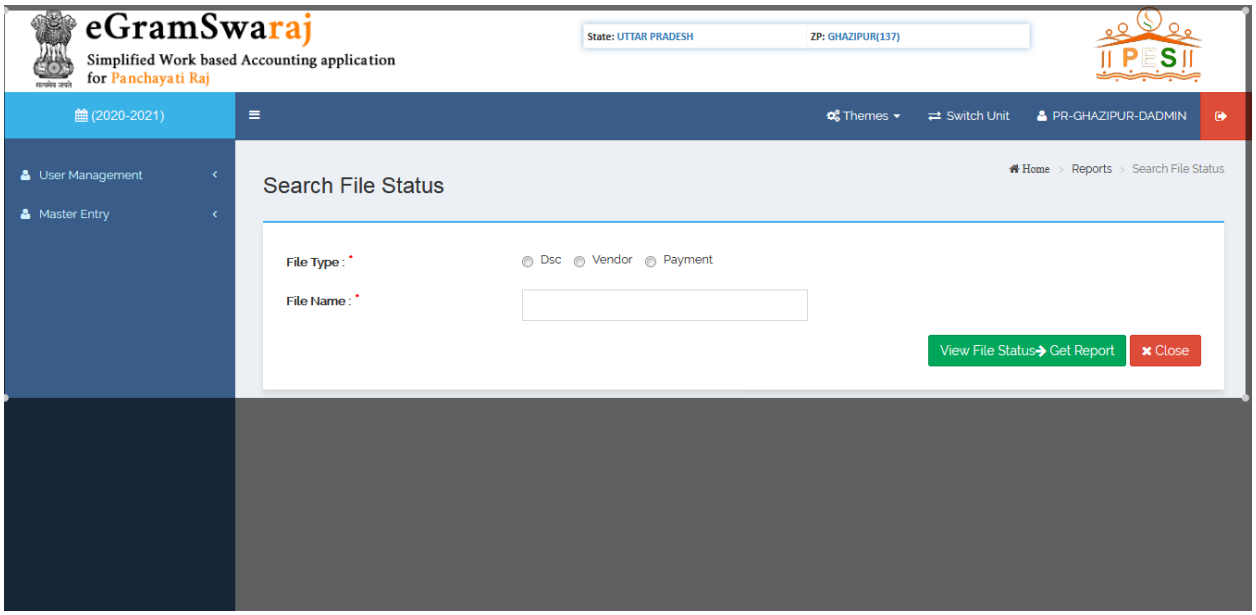
DSC Management: State Admin has to perform few activities that are essential with respect to Digital Signature.

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



- **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

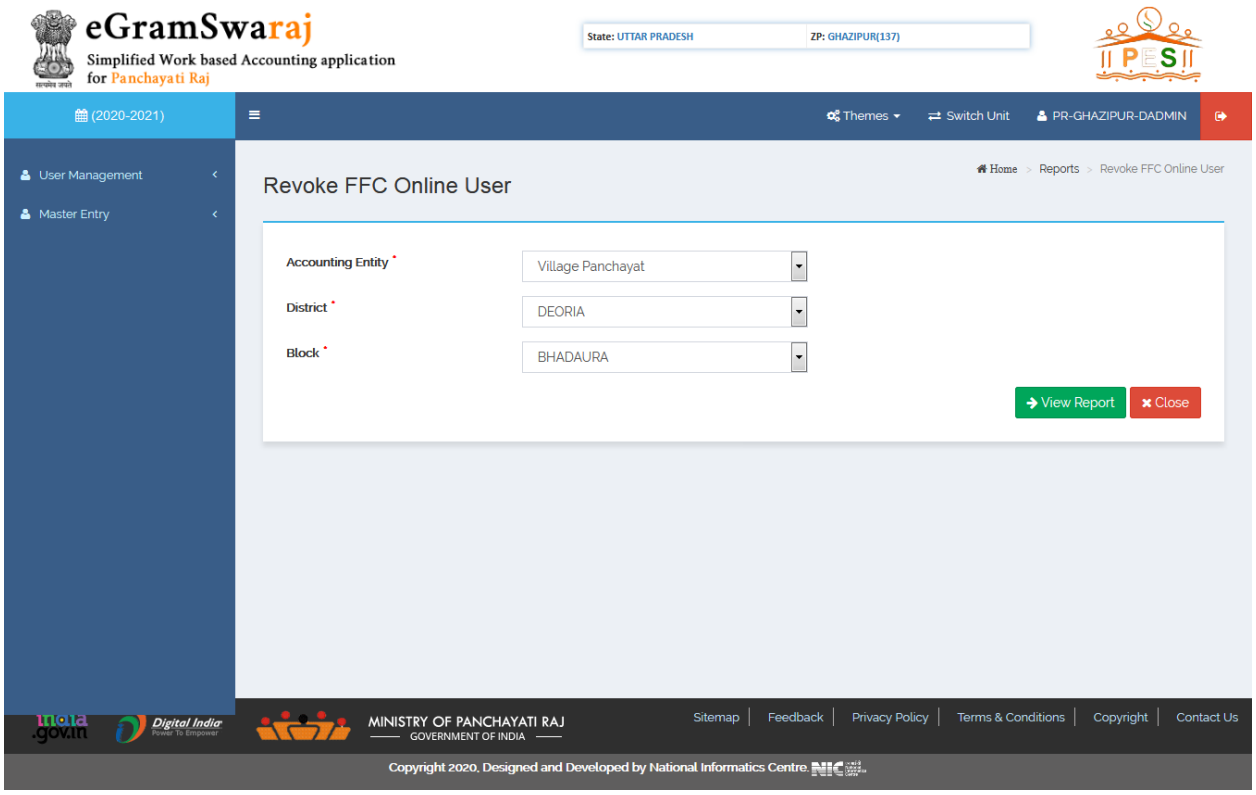


District Admin:

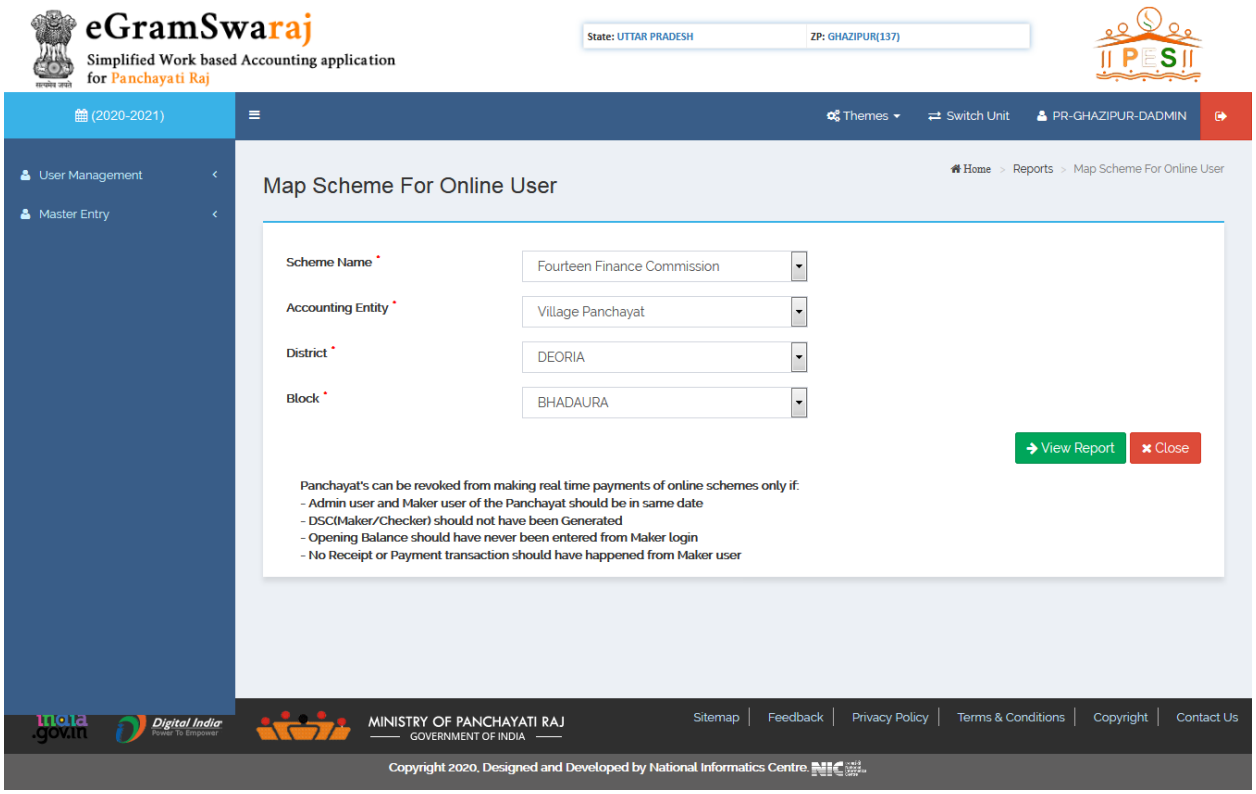
District Admin user has to complete below mentioned tasks for effective functioning of operations at Panchayat Level.

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

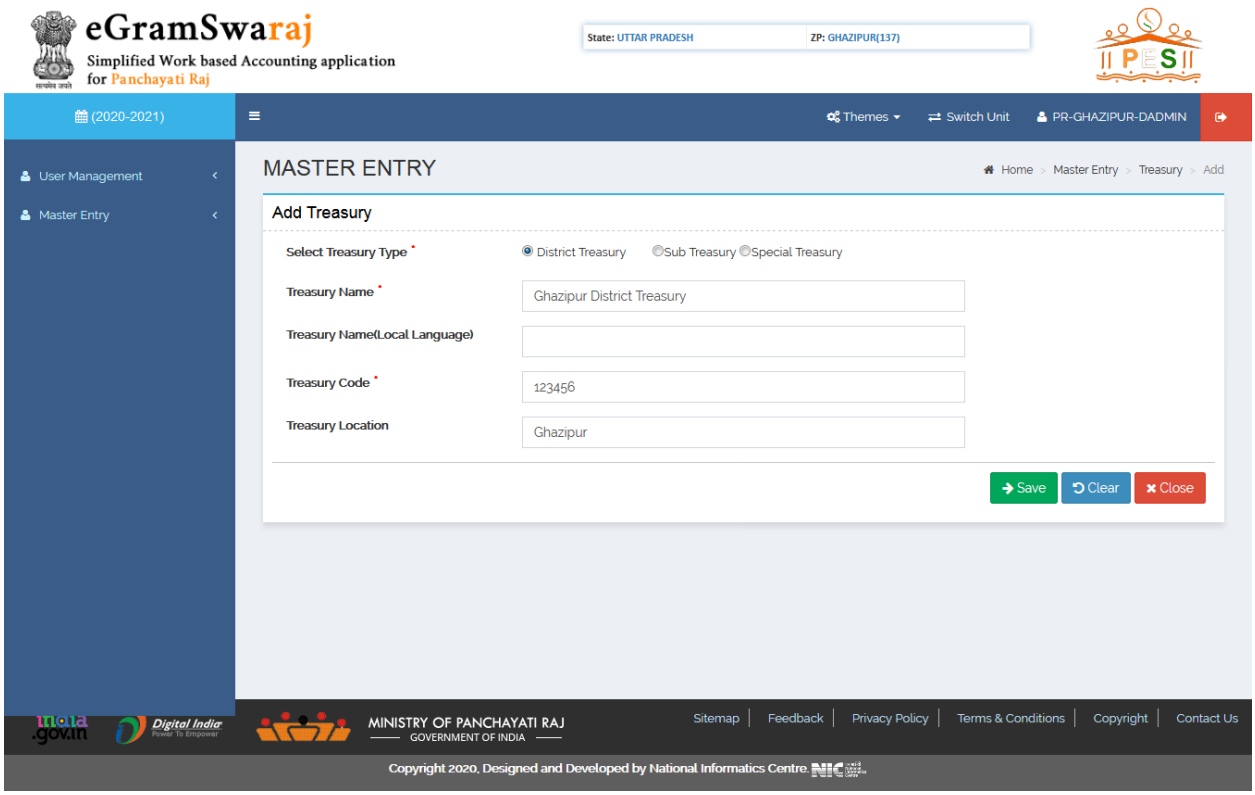


- Map Scheme for real time online payment using PFMS module for any Panchayat User

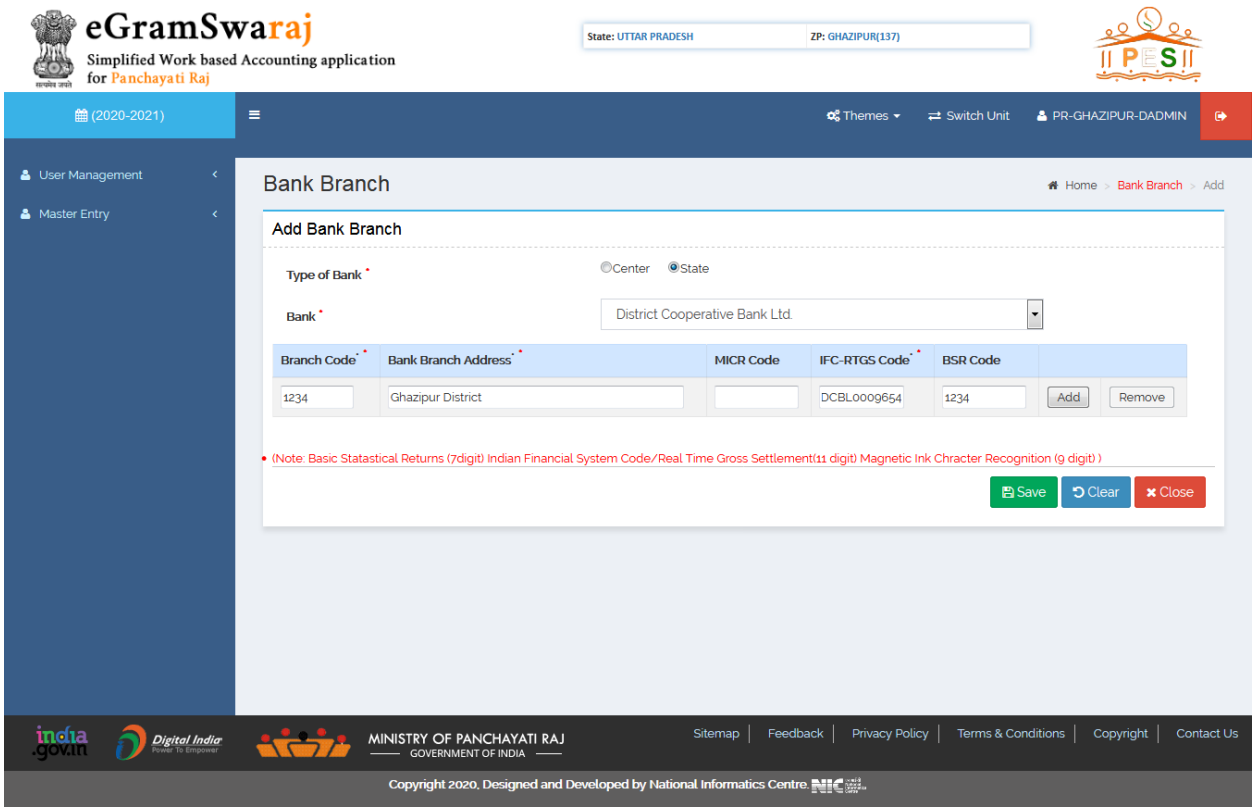


Master Entries: The master entries that need to be done at District level are listed below:

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



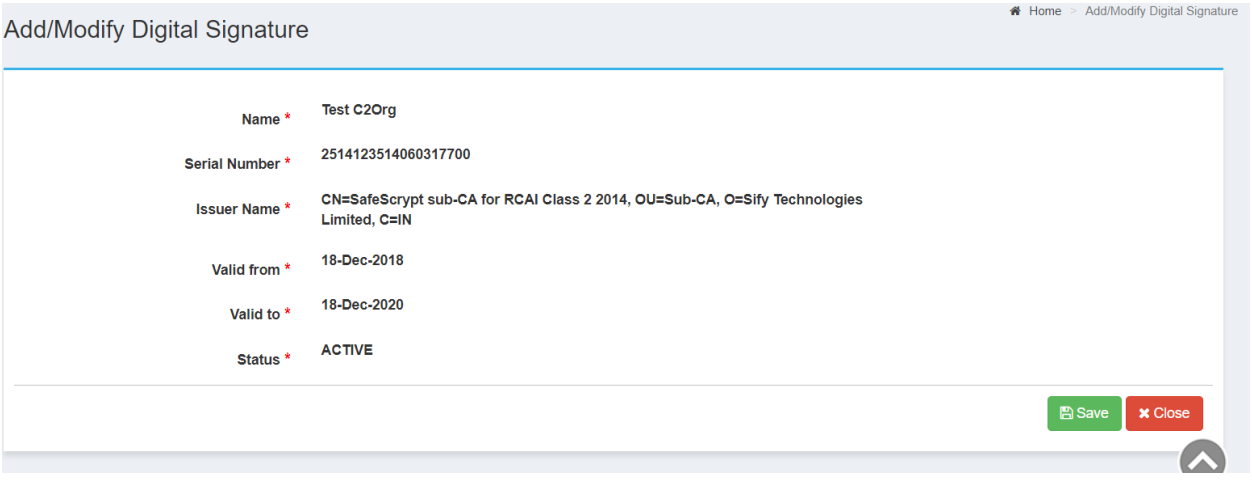
Bank Branch: Adding or modifying bank branch so that it can be mapped by the users at ZP/BP/GP level for account creation in bank.



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.

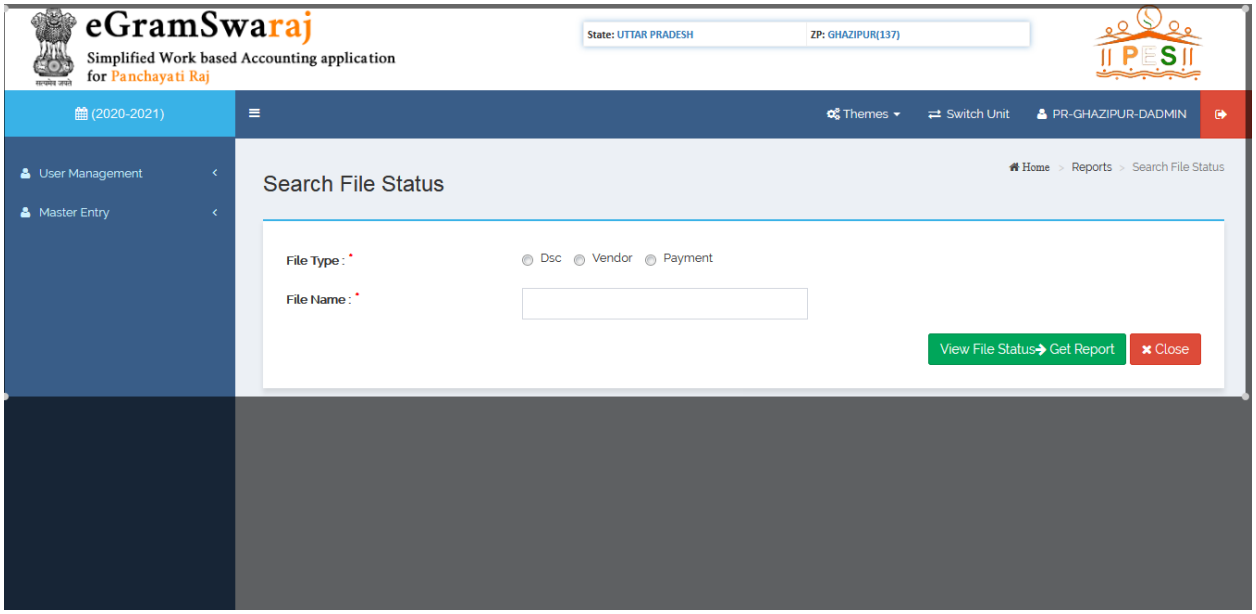
DSC Management: District Admin has to perform few activities that are essential with respect to Digital Signature.

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



- **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

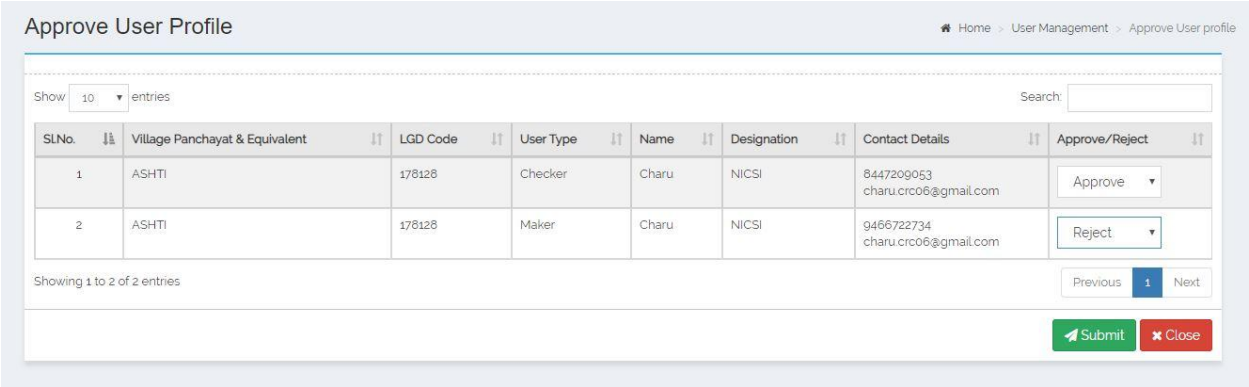


Block Admin:

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

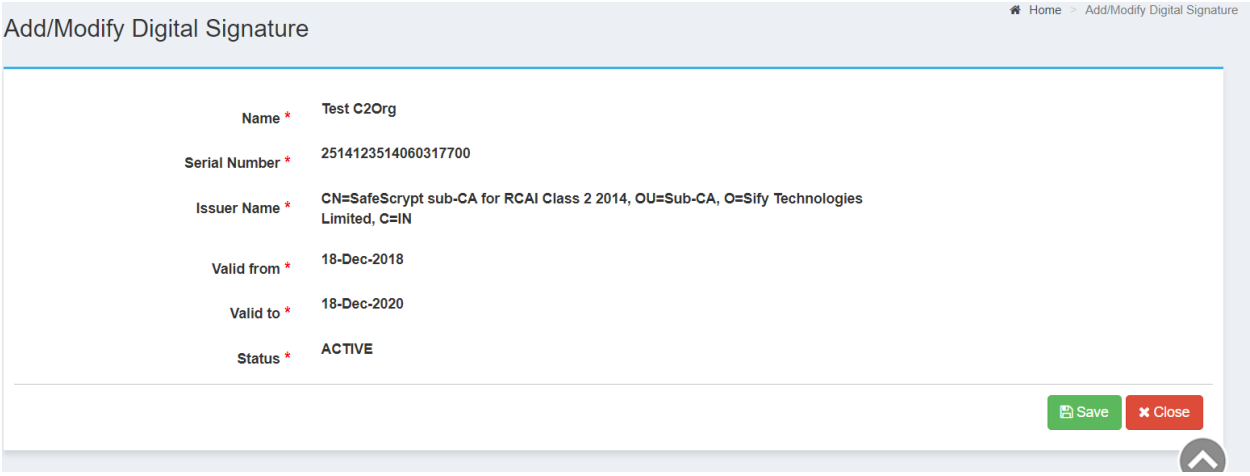
User Management: This module helps District Admin to perform user related tasks such as:

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

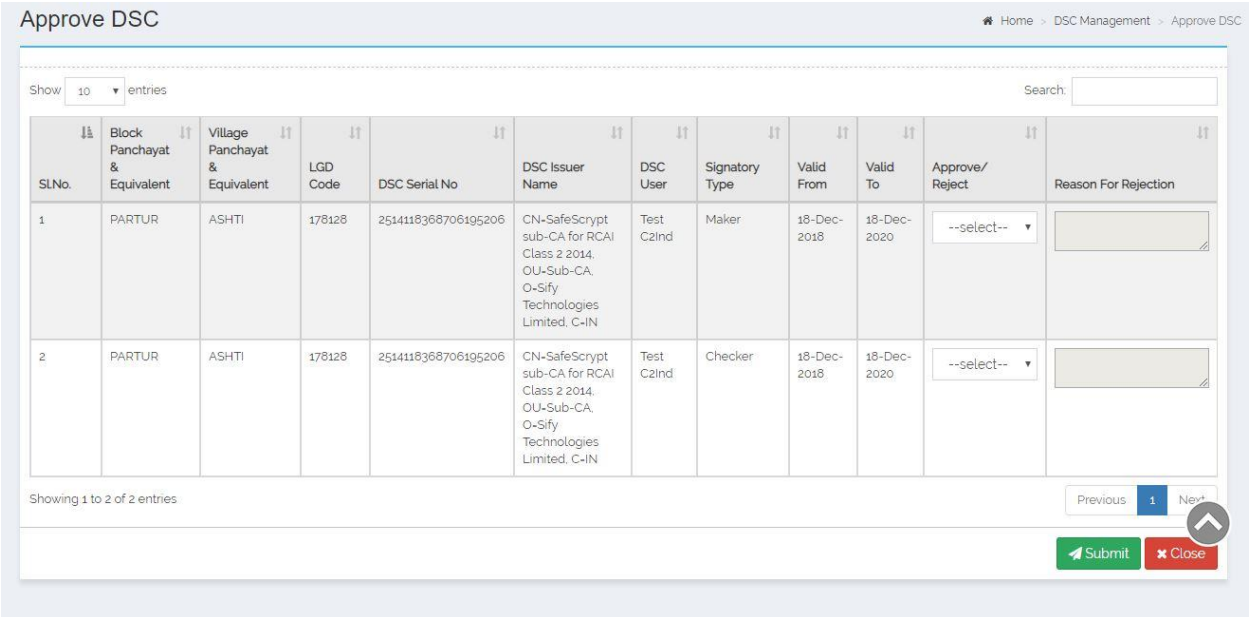


DSC Management: Block Admin has to perform few activities that are essential with respect to Digital Signature.

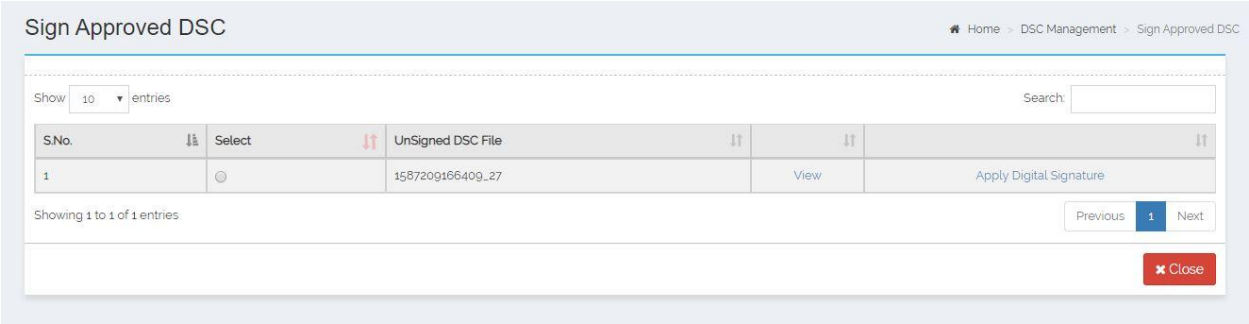
- **Register DSC:** For self registering the DSC of Block Admin



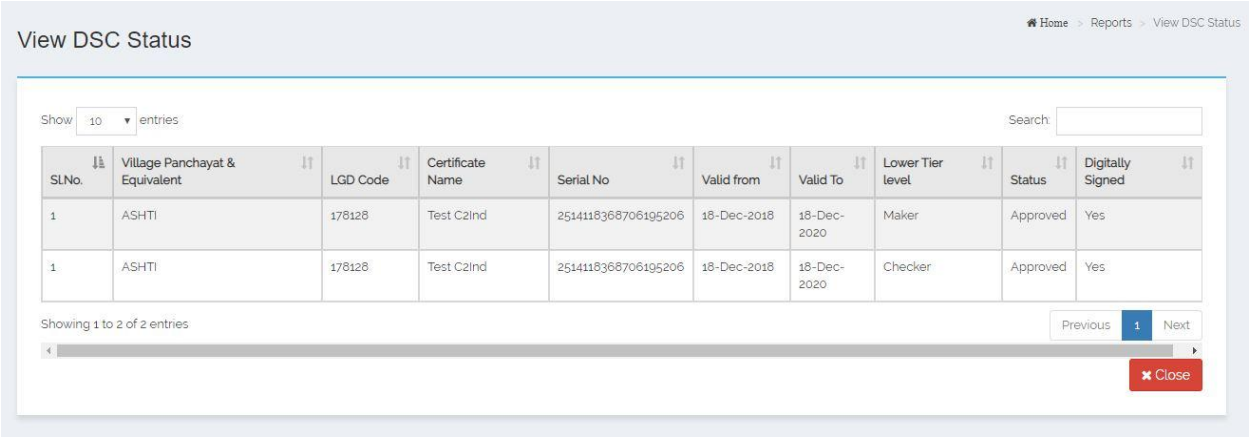
- **Approve DSC:** For approving DSC of Maker & Checker users



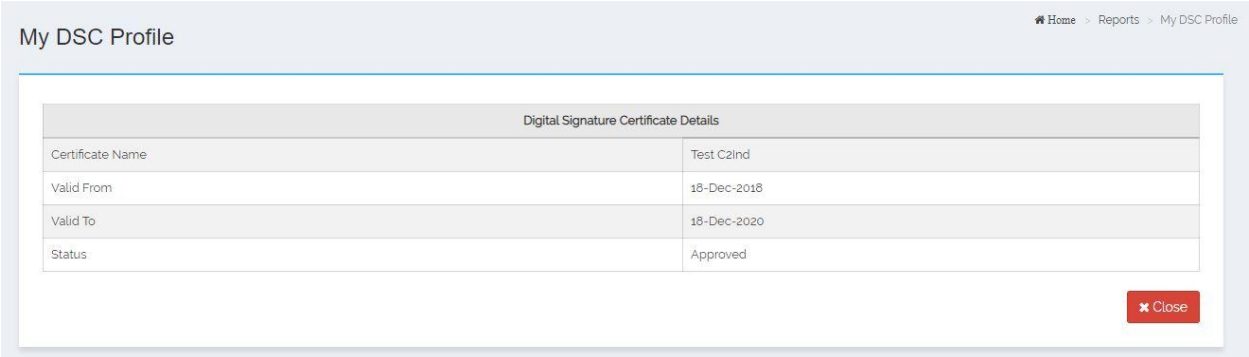
- **Sign Approved DSC:** For applying Digital Signature on Approved DSC of Maker & Checker



- **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

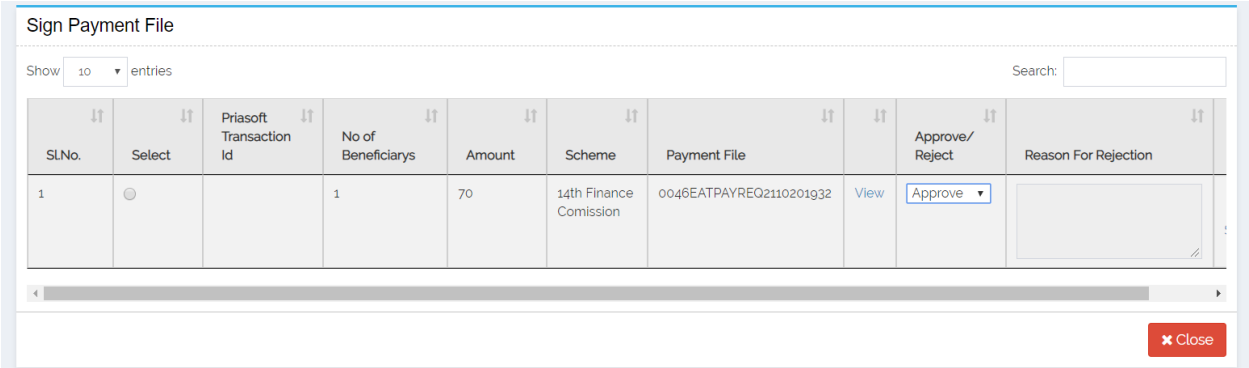


- **My DSC Profile:** For checking the status of DSC registration/un-registration of Block Admin

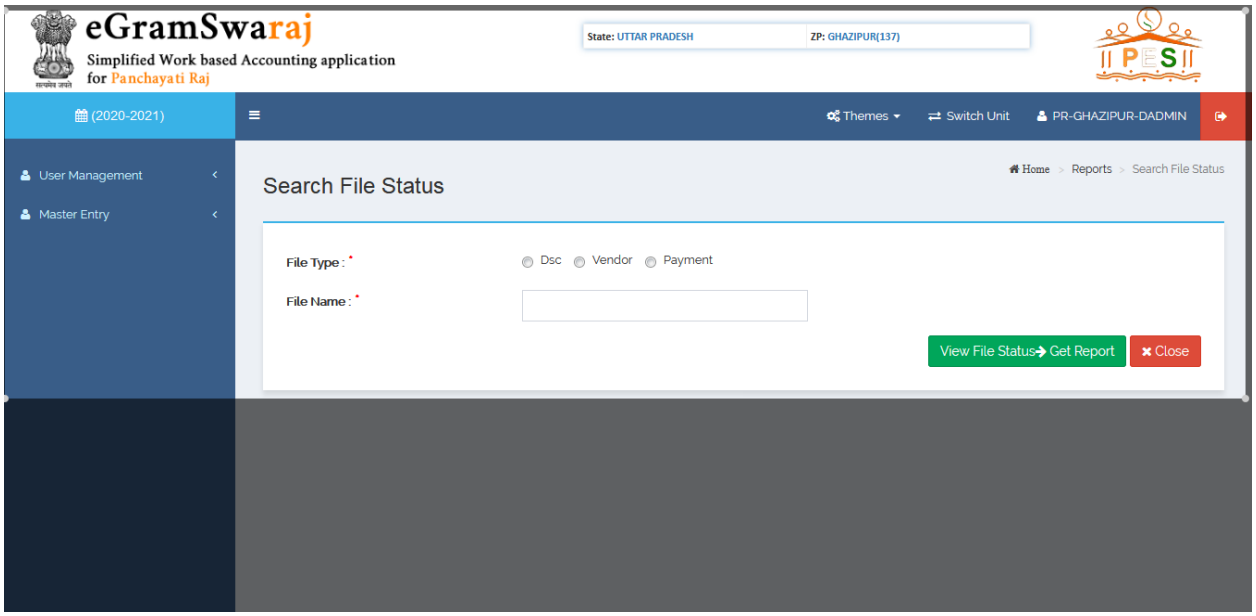


- **Generate DSC of Allocated Villages:** For Generating the DSC of allocated GPs to share information with PFMS
- **Sign Generated DSC:** For signing the Generated DSC file and sending to PFMS

- **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.



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



Panchayat Admin:

Panchayat Admin user is responsible for below mentioned tasks:

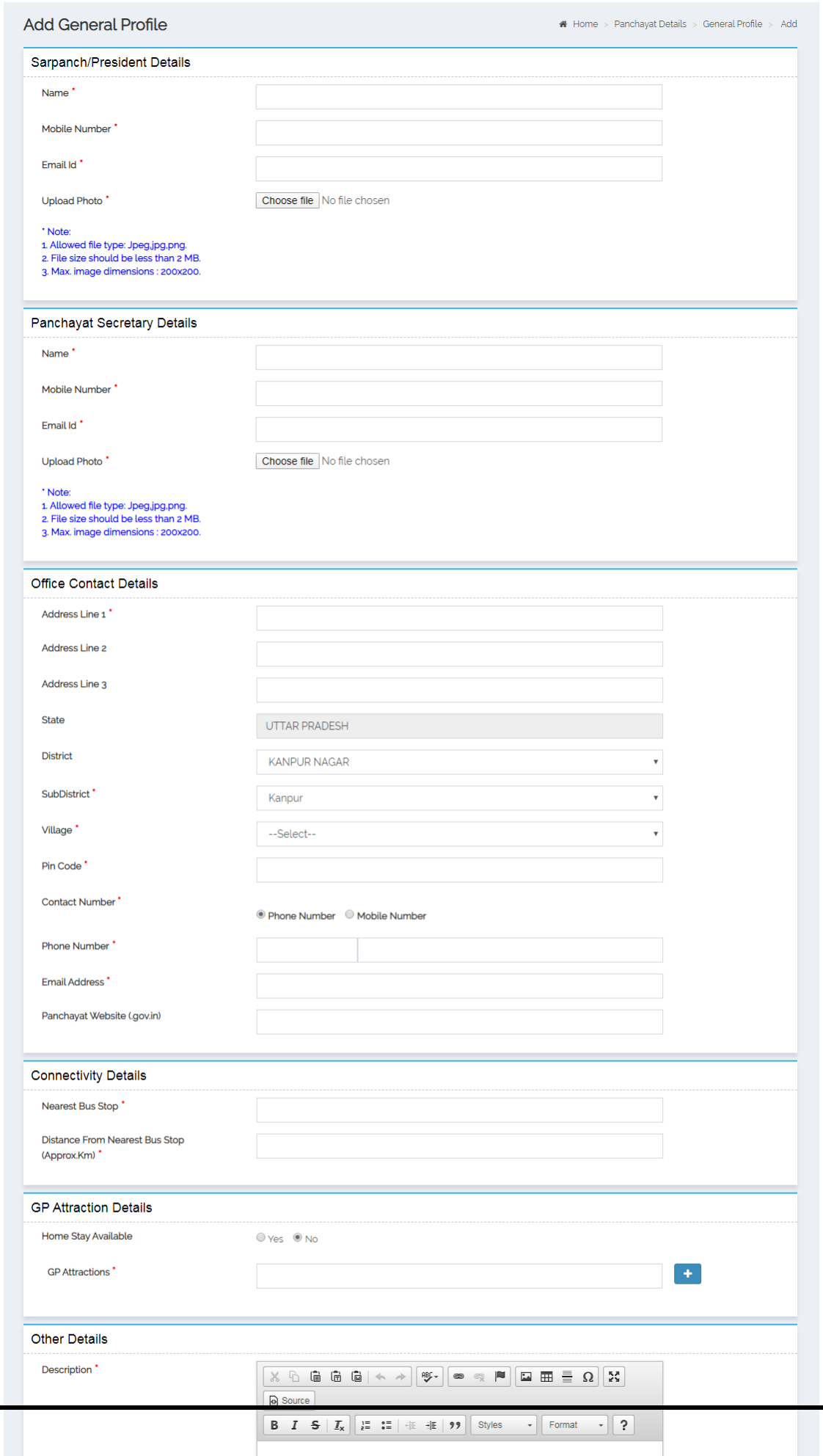
General Profile

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 * 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.

Panchayat Secretary Details

Name *

Mobile Number *

Email Id *

Upload Photo * 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

Address Line 1 *

Address Line 2

Address Line 3

State UTTAR PRADESH

District KANPUR NAGAR

SubDistrict * Kanpur

Village * --Select--

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 *

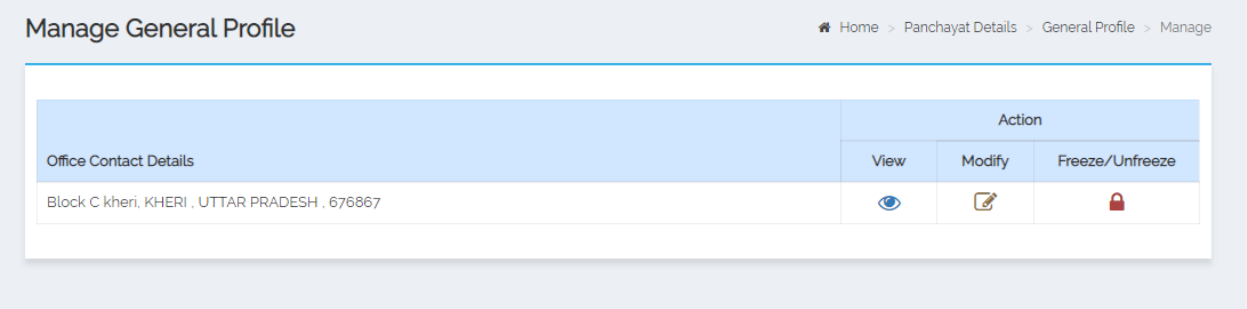
Other Details

Description * Source Styles Format

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.

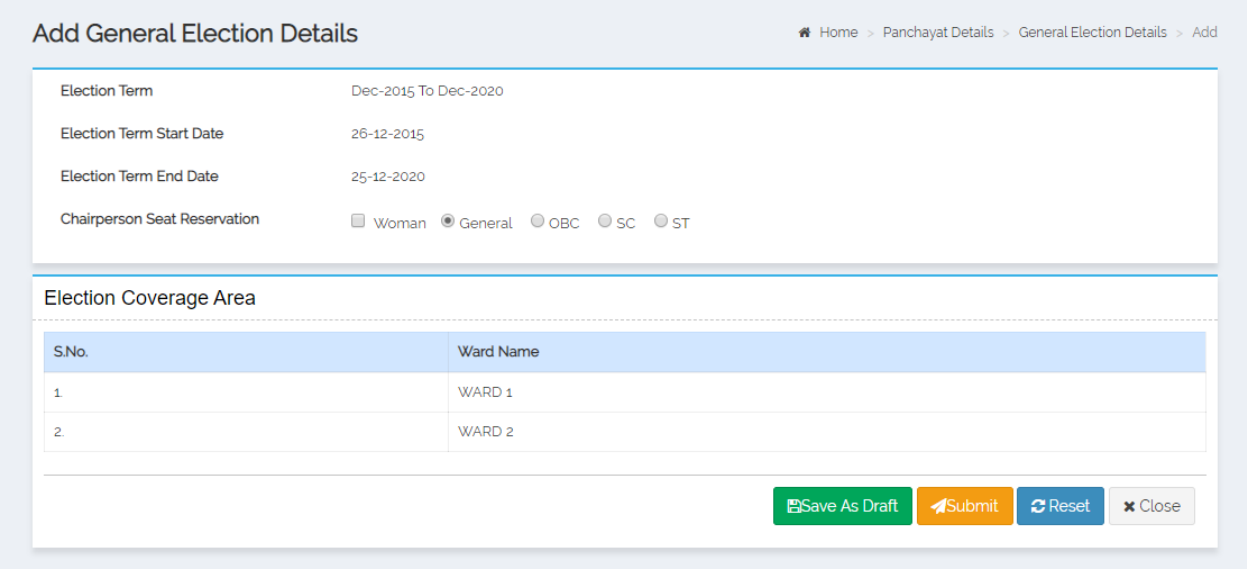


General Election Details

ADD

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

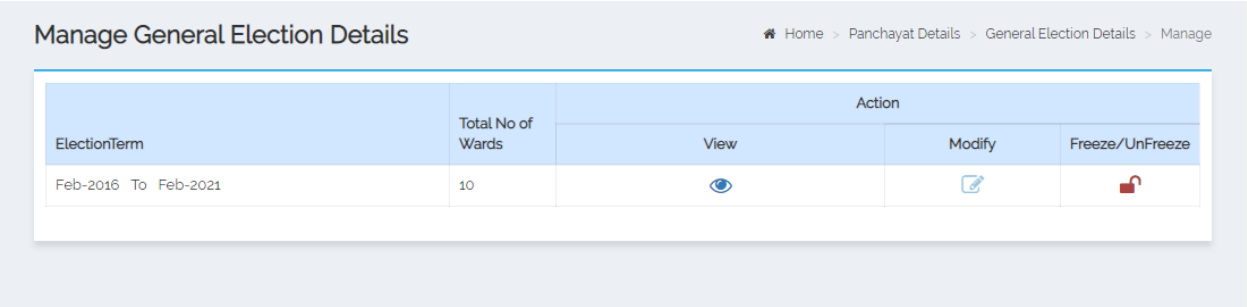
To add the general election details. User should login into the application as **Panchayat Administrator (ZP/BP/GP)** and have privilege to **Add Election details.** Click the **General Election Details -> Add** option available on the left menu.



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

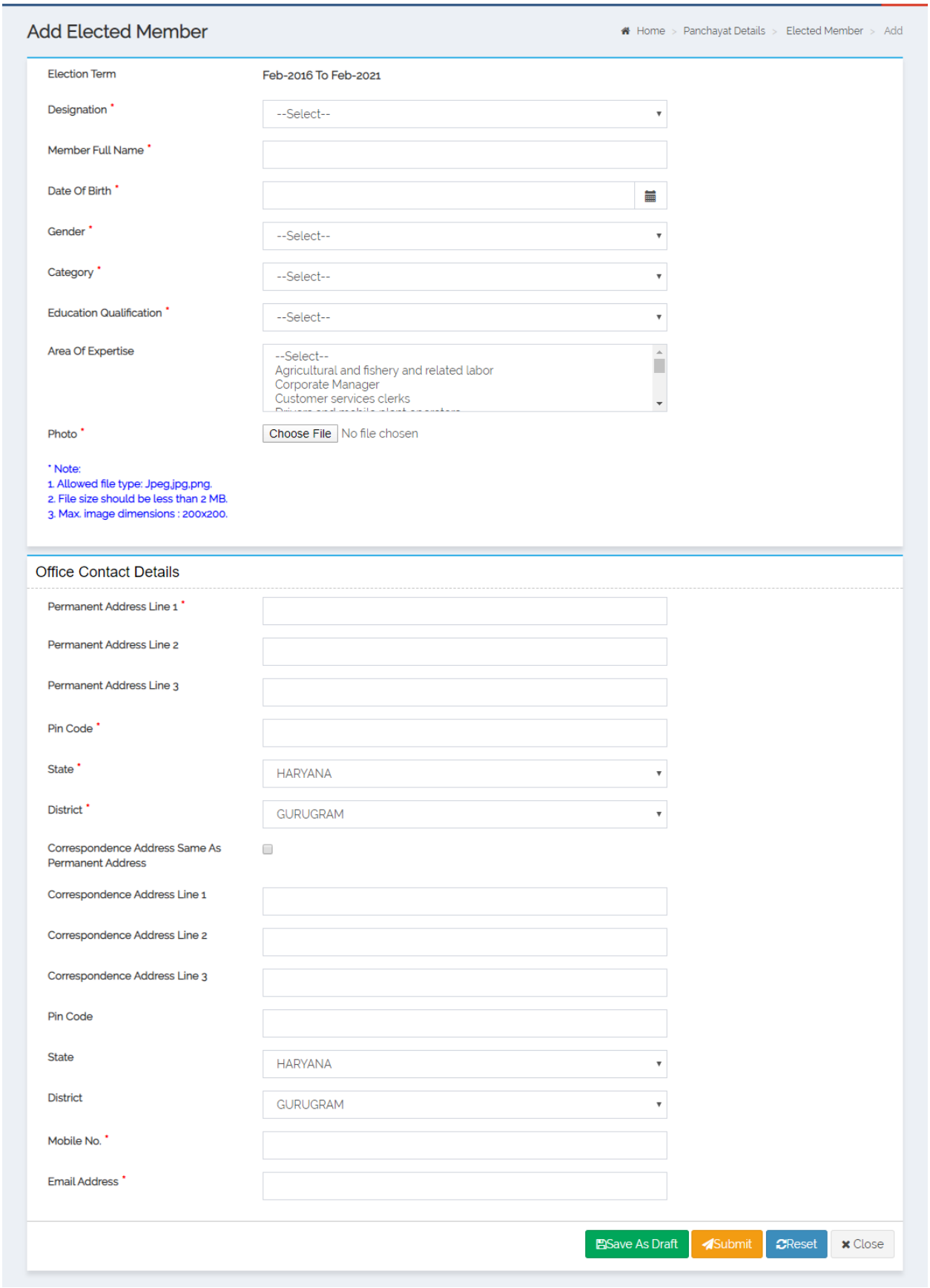


Elected Member

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.

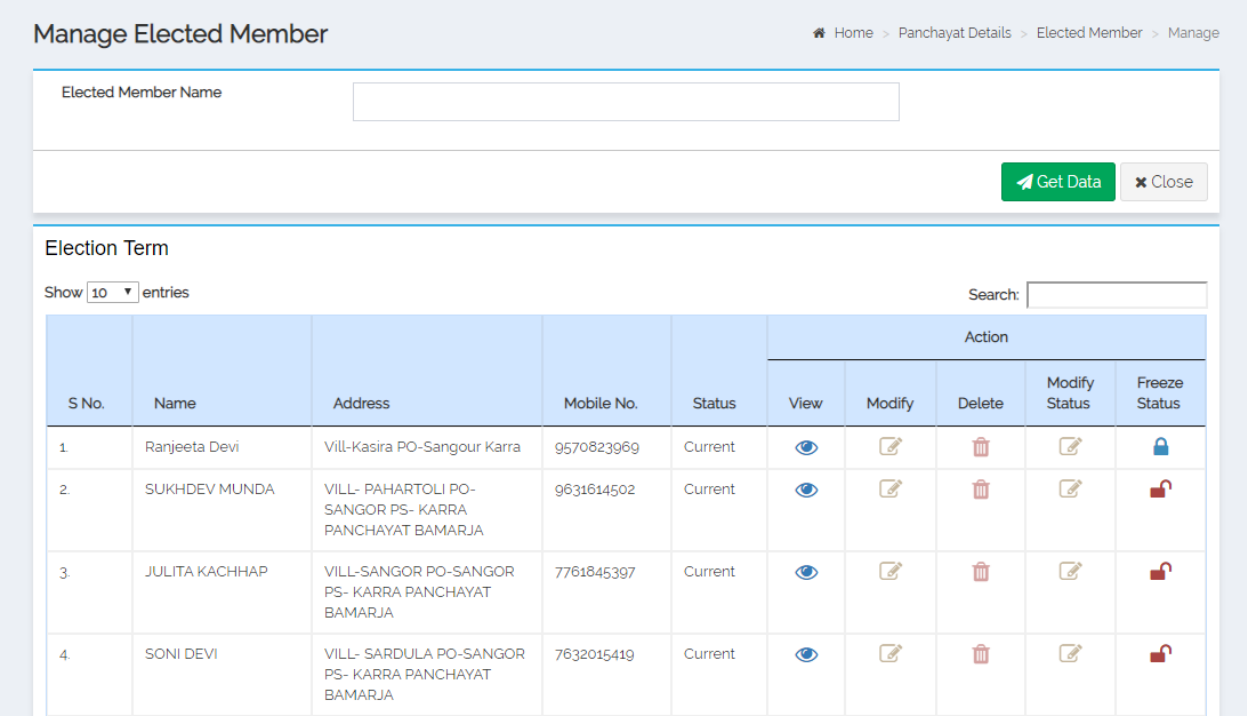
Add elected member form is displayed on the screen. User shall fill the fields marked with * sign, which all are mandatory for user and required to save the elected member details.


Add Elected Member
Home > Panchayat Details > Elected Member > Add
Election Term
Feb-2016 To Feb-2021
Designation *
--Select--
Member Full Name *
Date Of Birth *
Gender *
--Select--
Category *
--Select--
Education Qualification *
--Select--
Area Of Expertise
--Select--
Agricultural and fishery and related labor
Corporate Manager
Customer services clerks
Photo *
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 *
Permanent Address Line 2
Permanent Address Line 3
Pin Code *
State *
HARYANA
District *
GURUGRAM
Correspondence Address Same As Permanent Address
Correspondence Address Line 1
Correspondence Address Line 2
Correspondence Address Line 3
Pin Code
State
HARYANA
District
GURUGRAM
Mobile No. *
Email Address *
Save As Draft
Submit
Reset
Close

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.

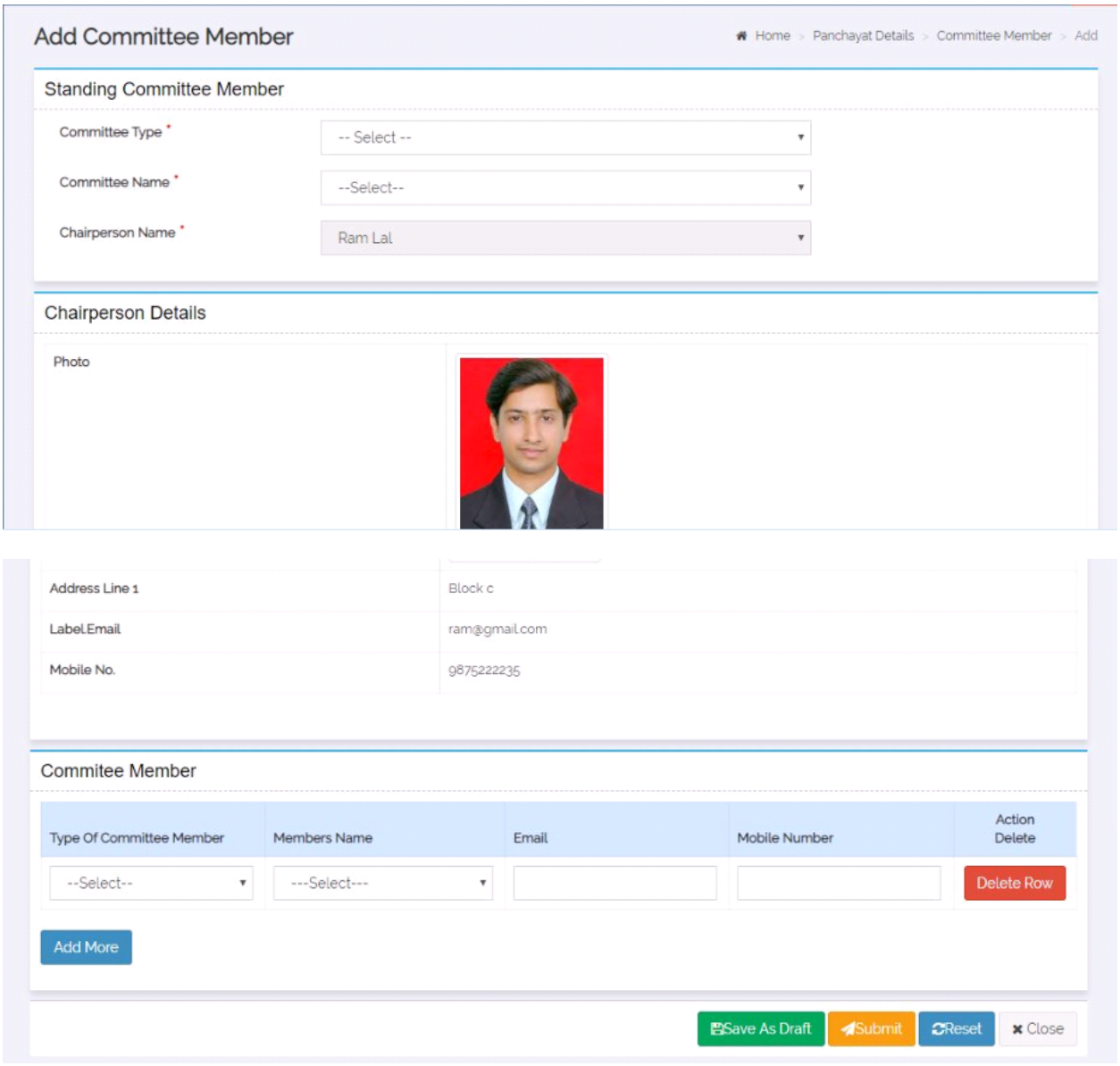


Committee Member Details

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.

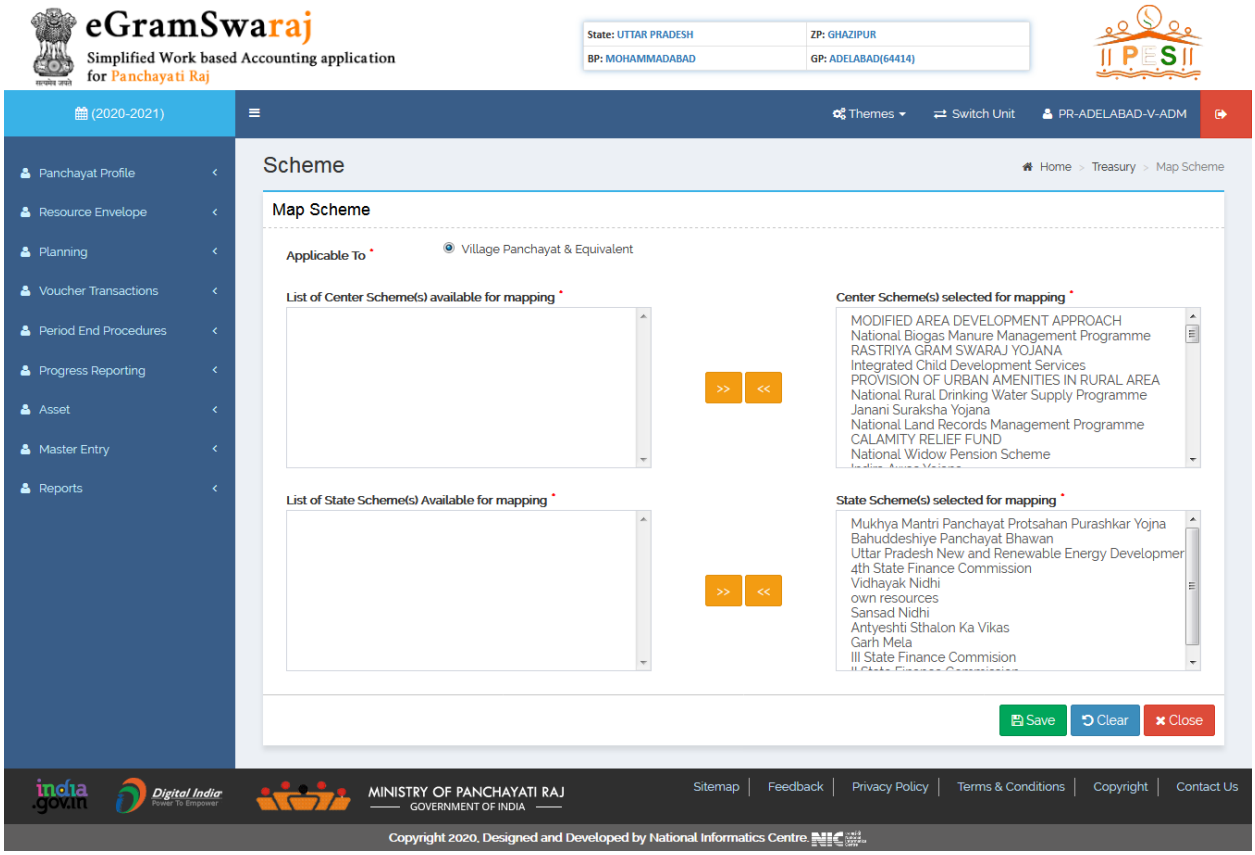


Master Entries:

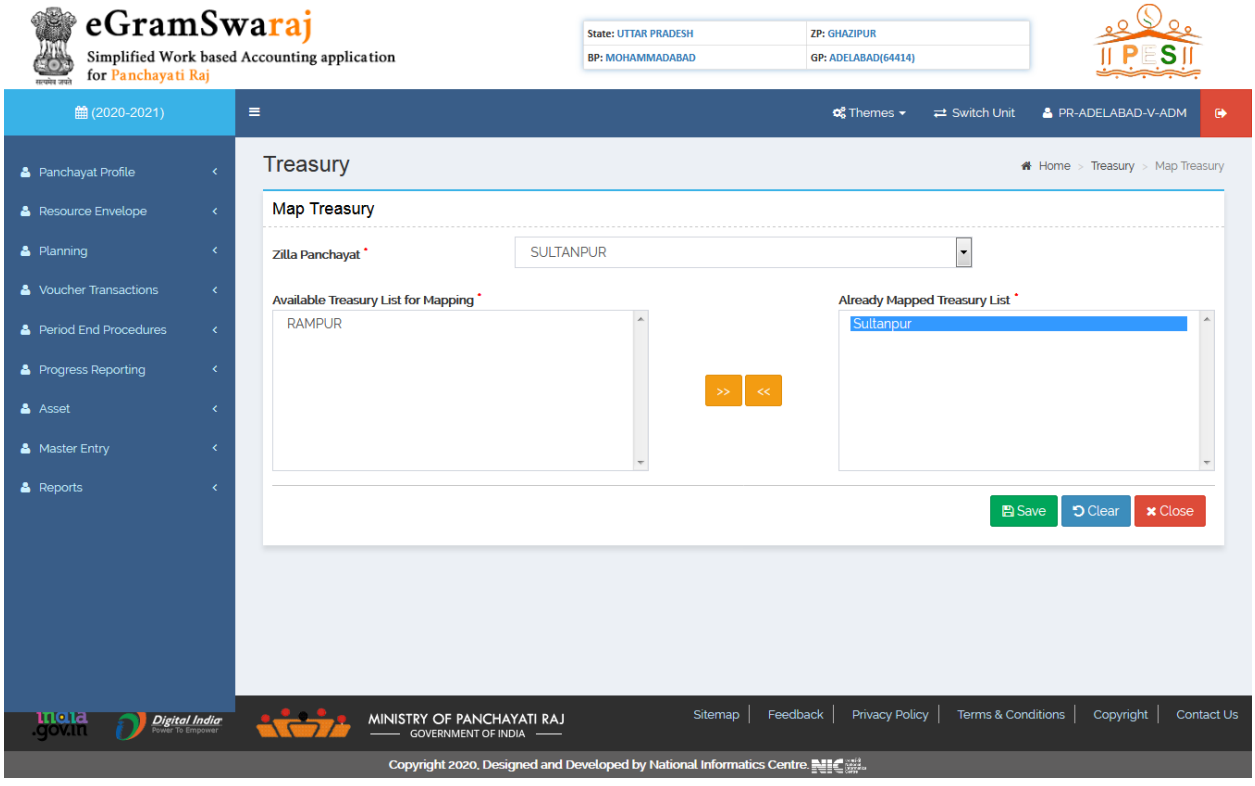
The master entries that need to be done at Panchayat level are listed below:

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

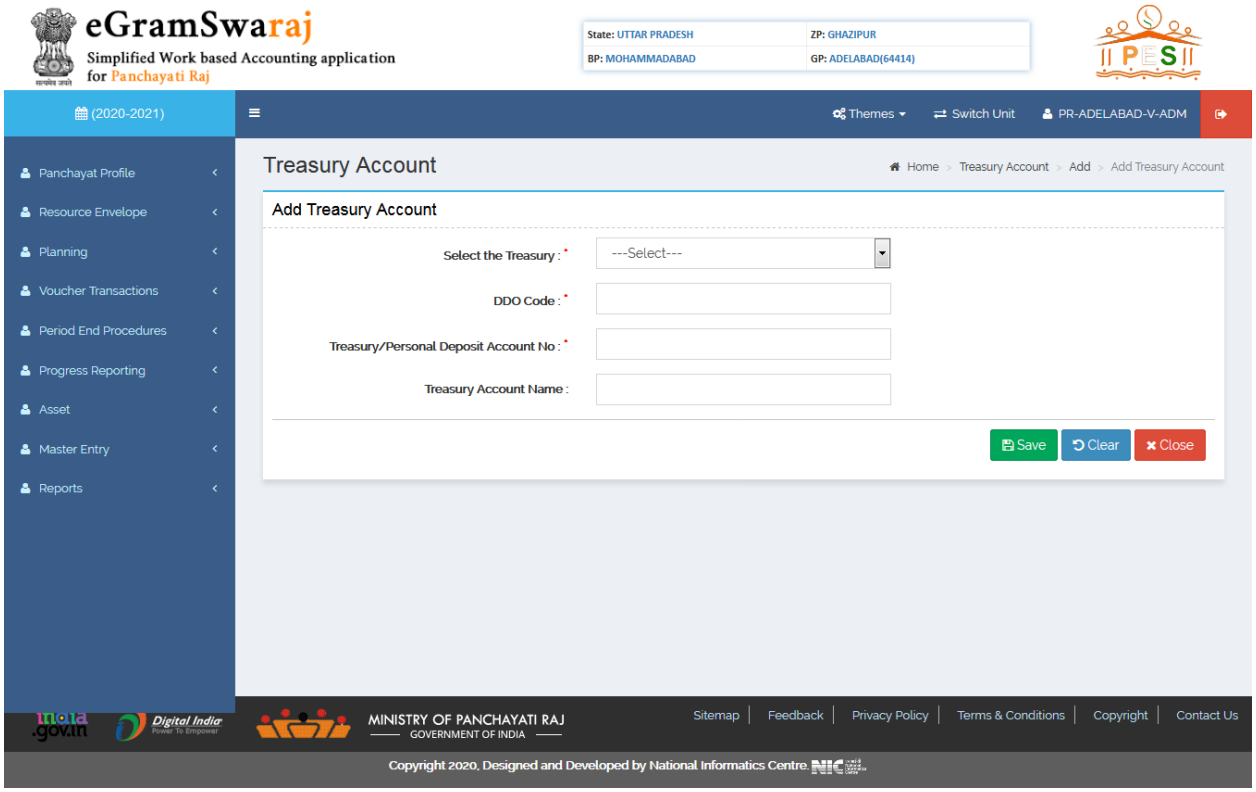
Scheme: Mapping the schemes created by Centre/State Admin



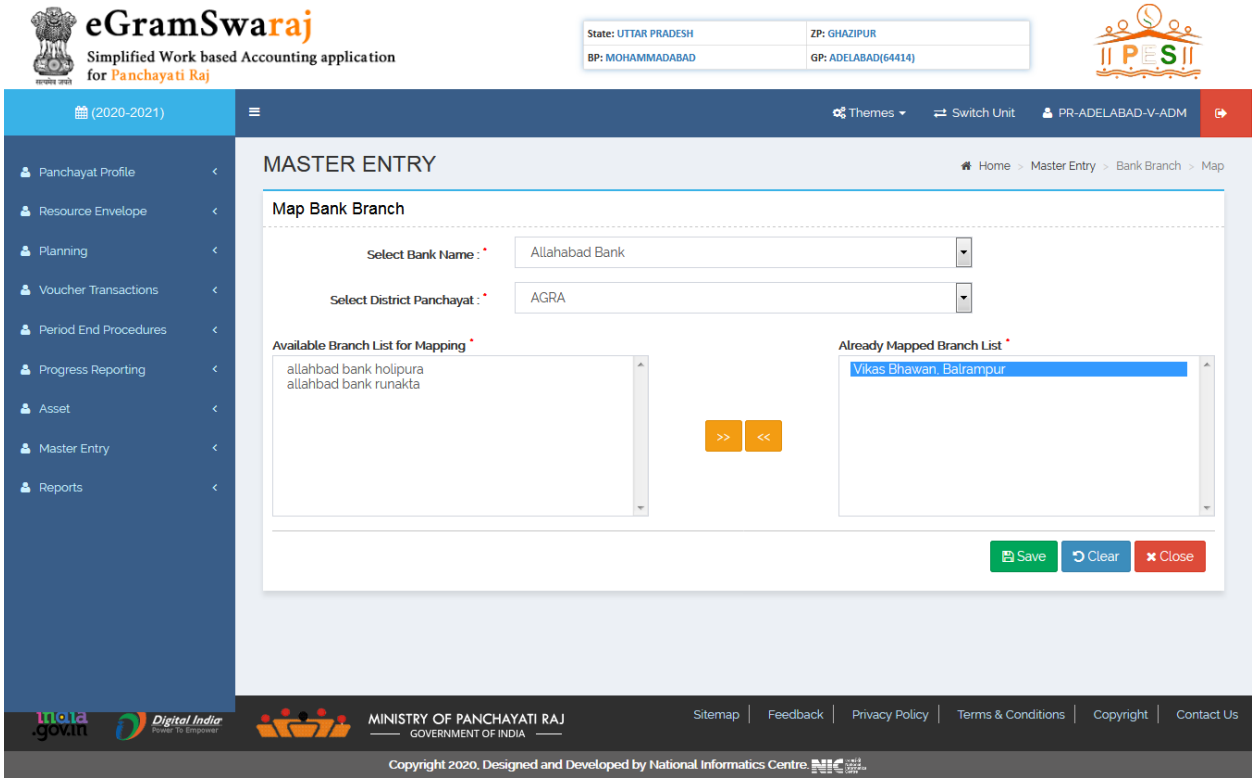
Treasury: Mapping the treasury created by District Admin for Panchayat's account creation in treasury



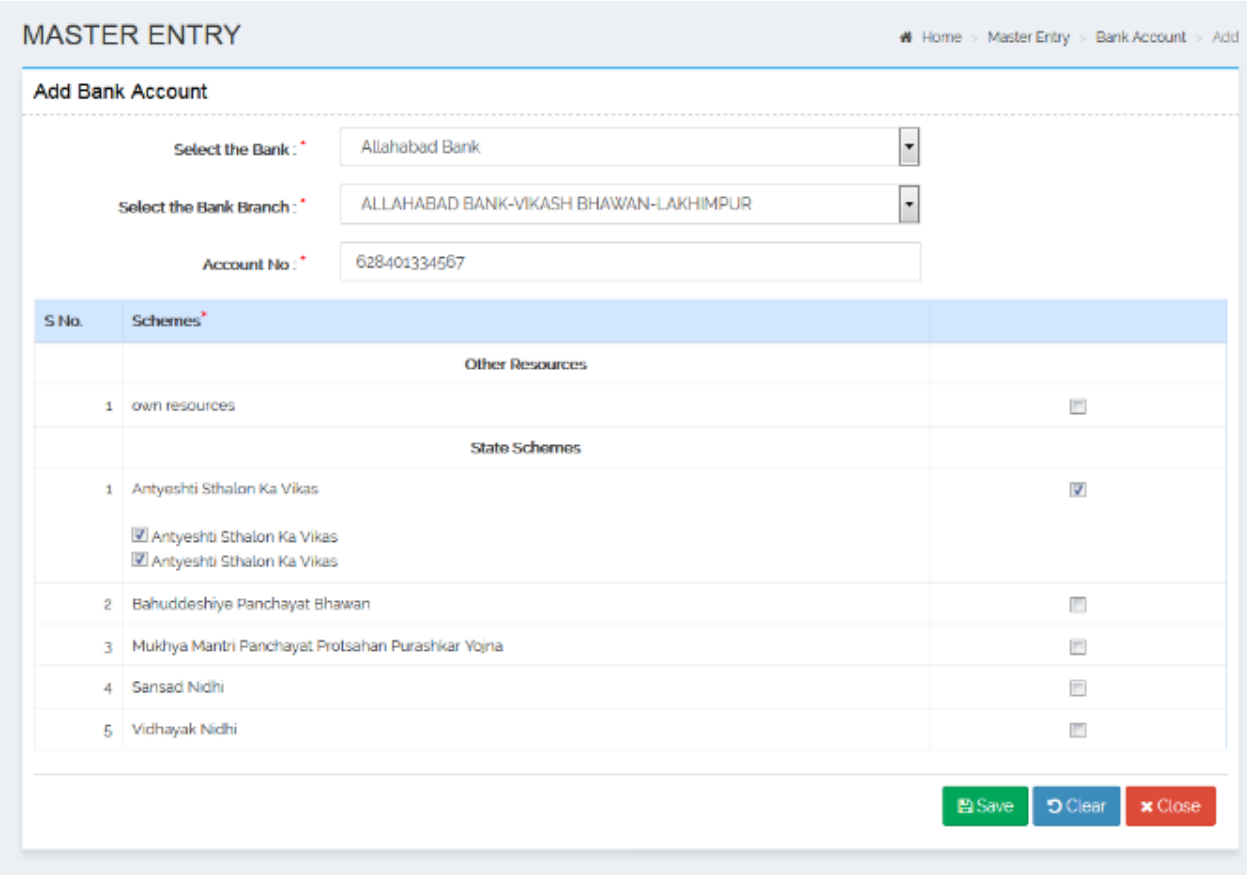
Treasury Account: Add/Manage account in mapped treasury for accounting operations



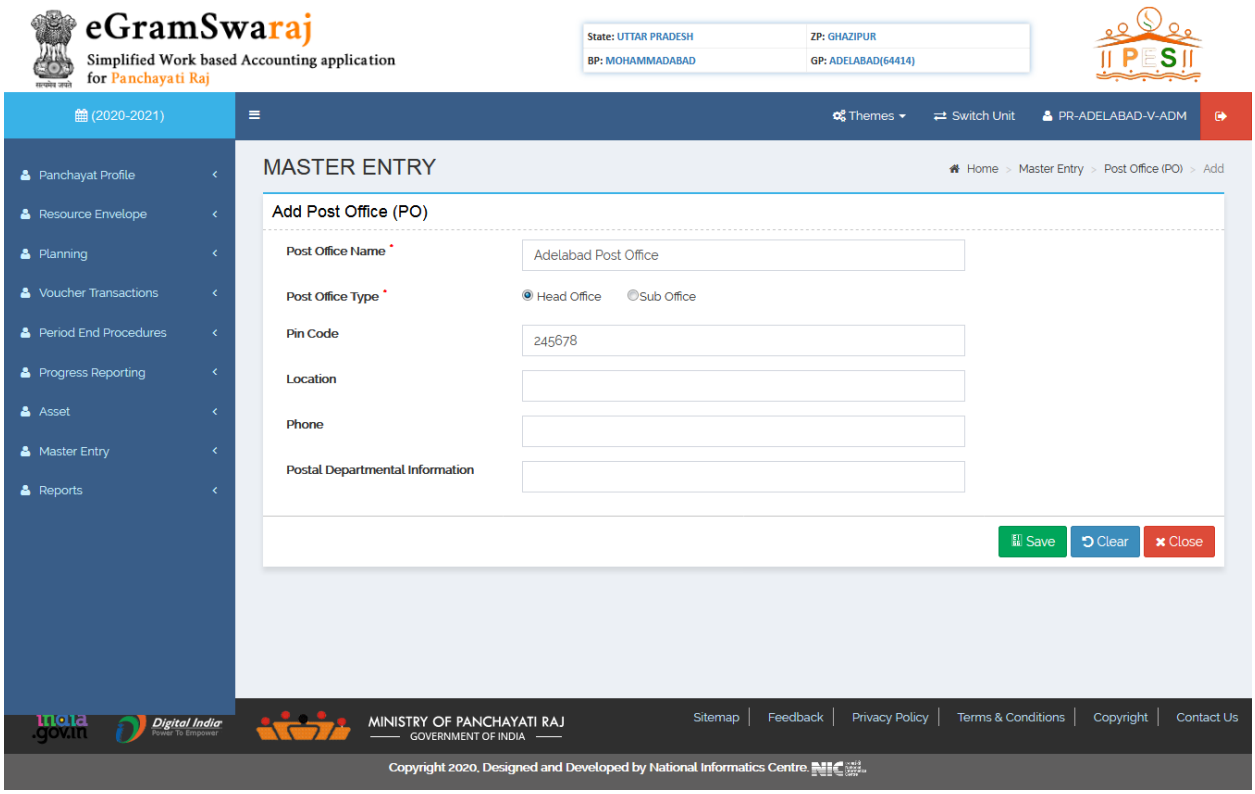
Bank Branch: Mapping the bank branch created by District Admin for Panchayat's account creation in Banks



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

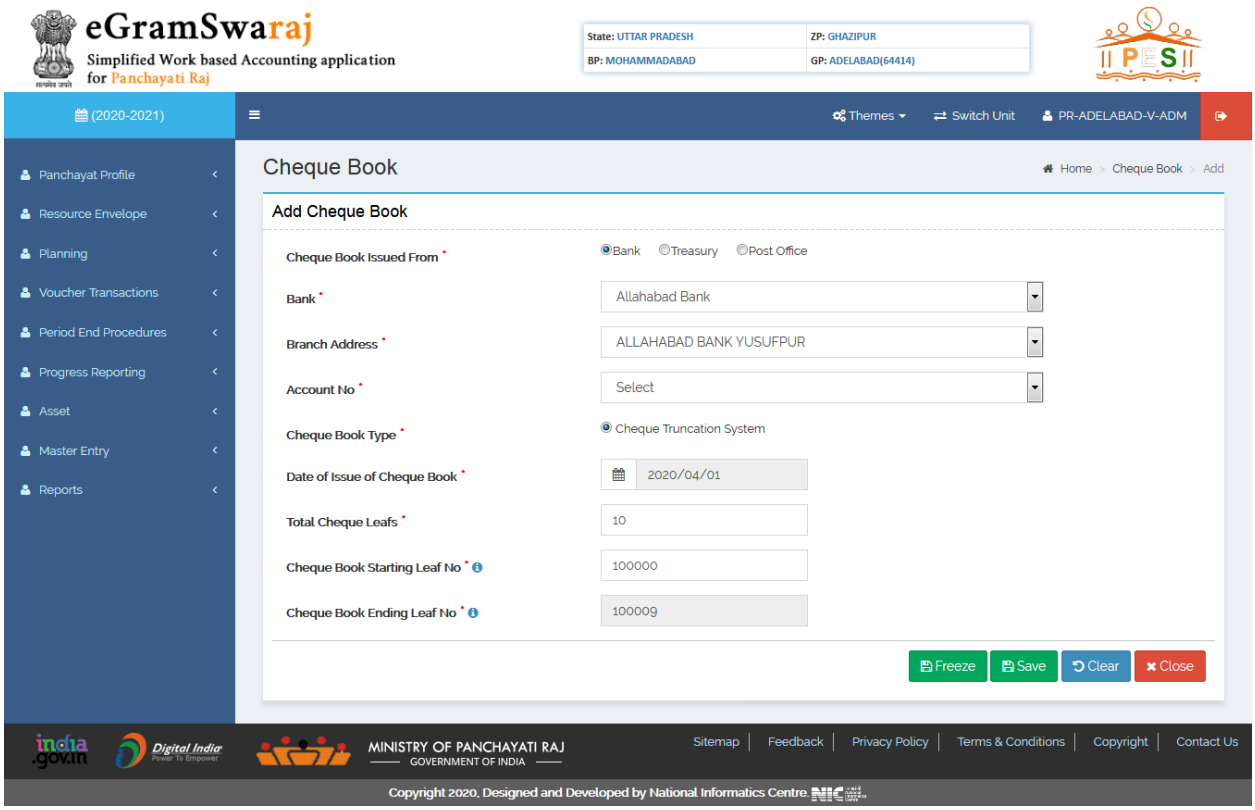


Post Office: Add/Manage post office for further account creation by Panchayats

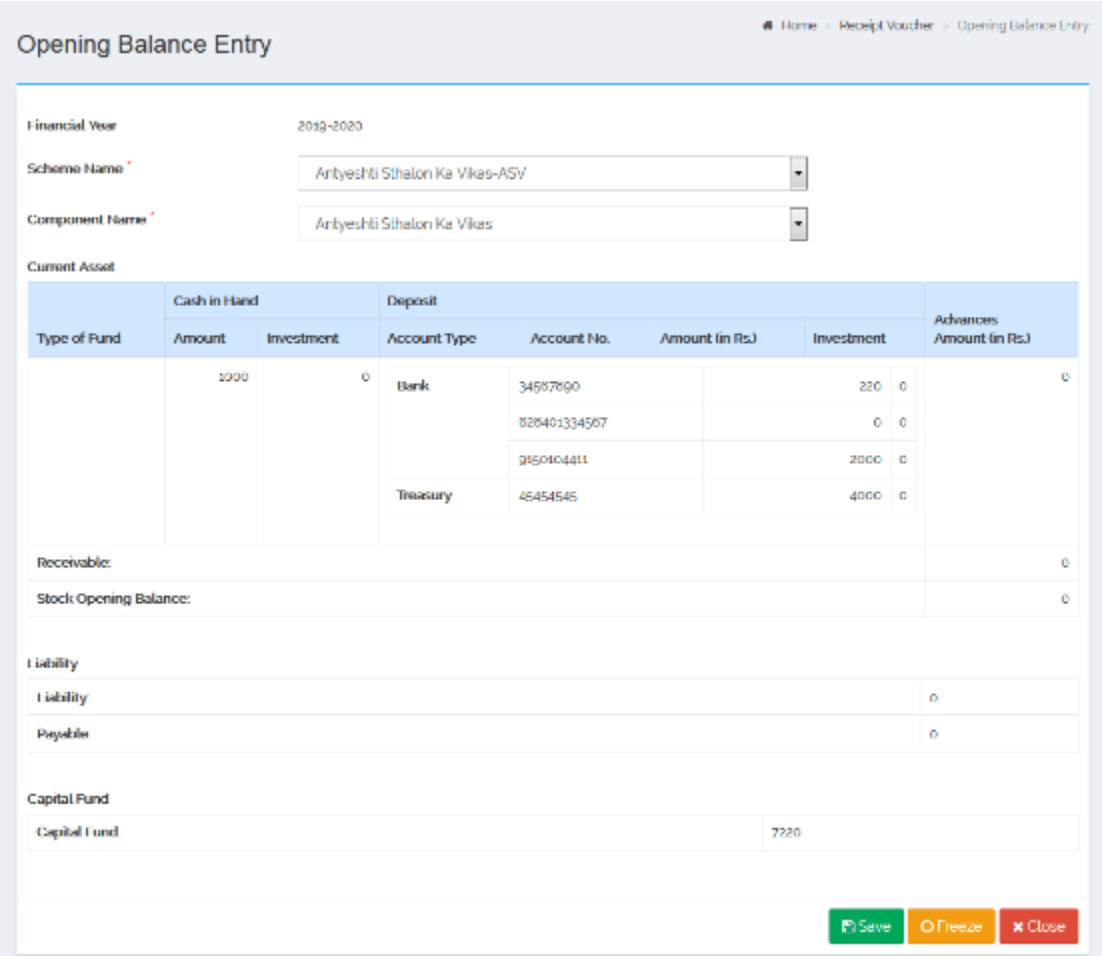


Post Office Account: Add/Manage account in post office for accounting operations

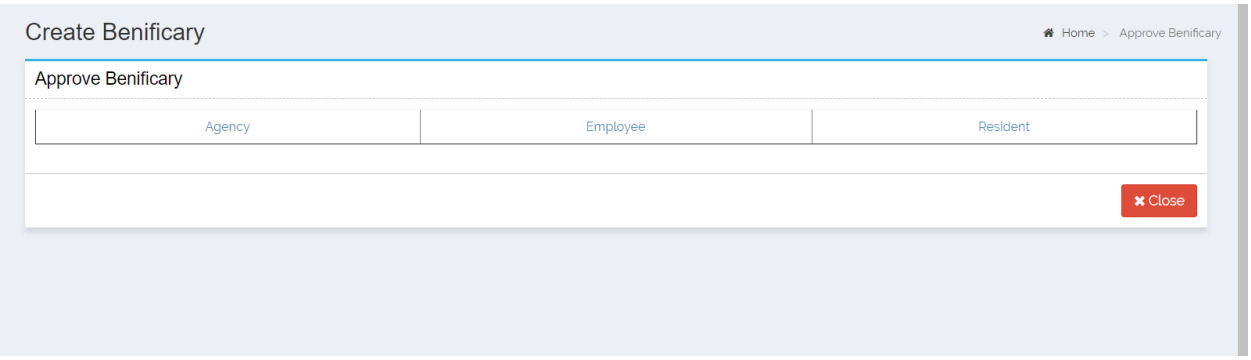
Cheque Book: Add/Manage cheque books in Bank/Treasury/Post Office Accounts for further usage in Vouchers

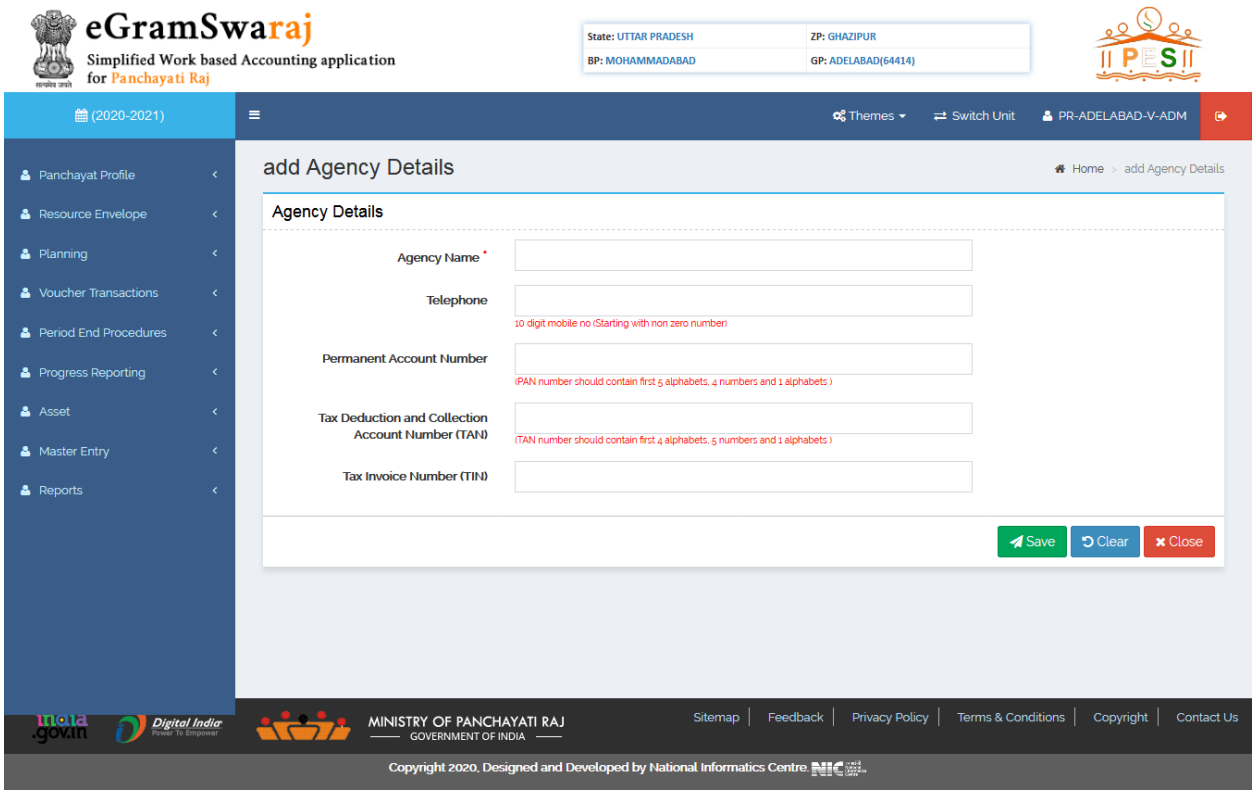


Opening Balance: Add/Modify/Freeze/Unfreeze/View/Delete Opening Balance for mapped schemes



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

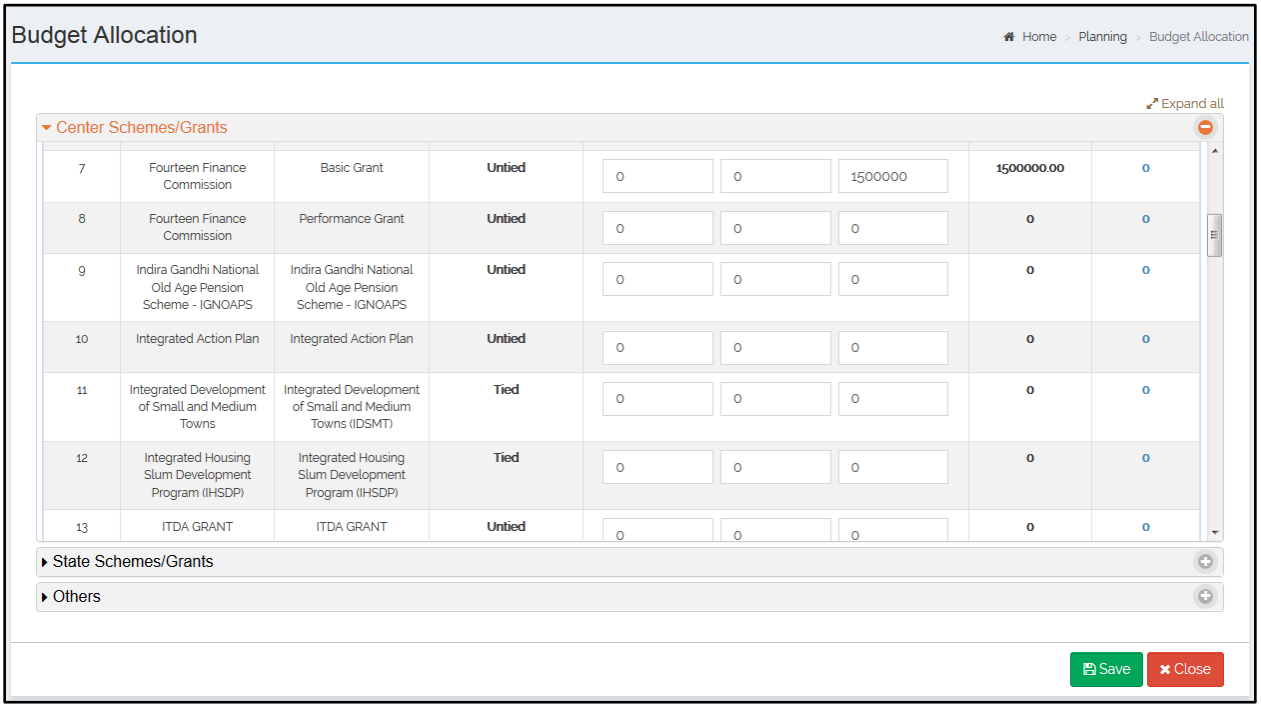




Stock Opening Balance: Add/Manage quantity and number of stocks along with the values. This will be added as balance in OB and will be used in vouchers during transactions.

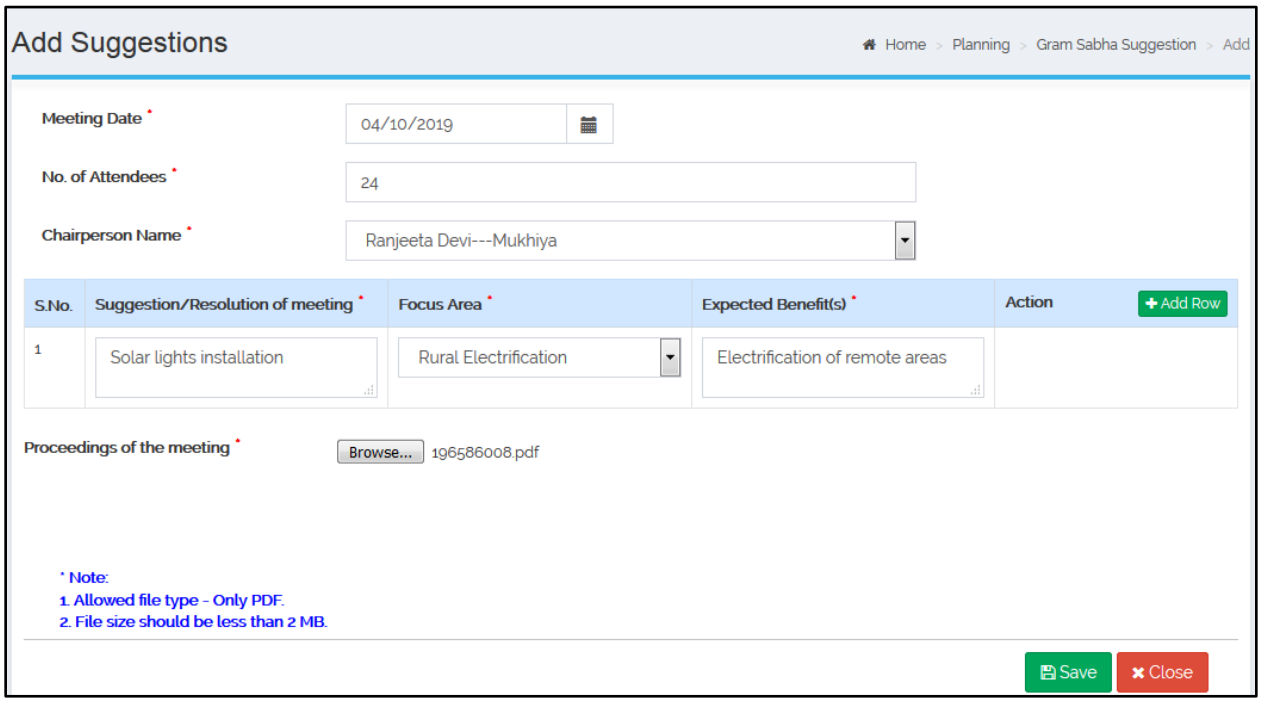
Resource Envelope

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.



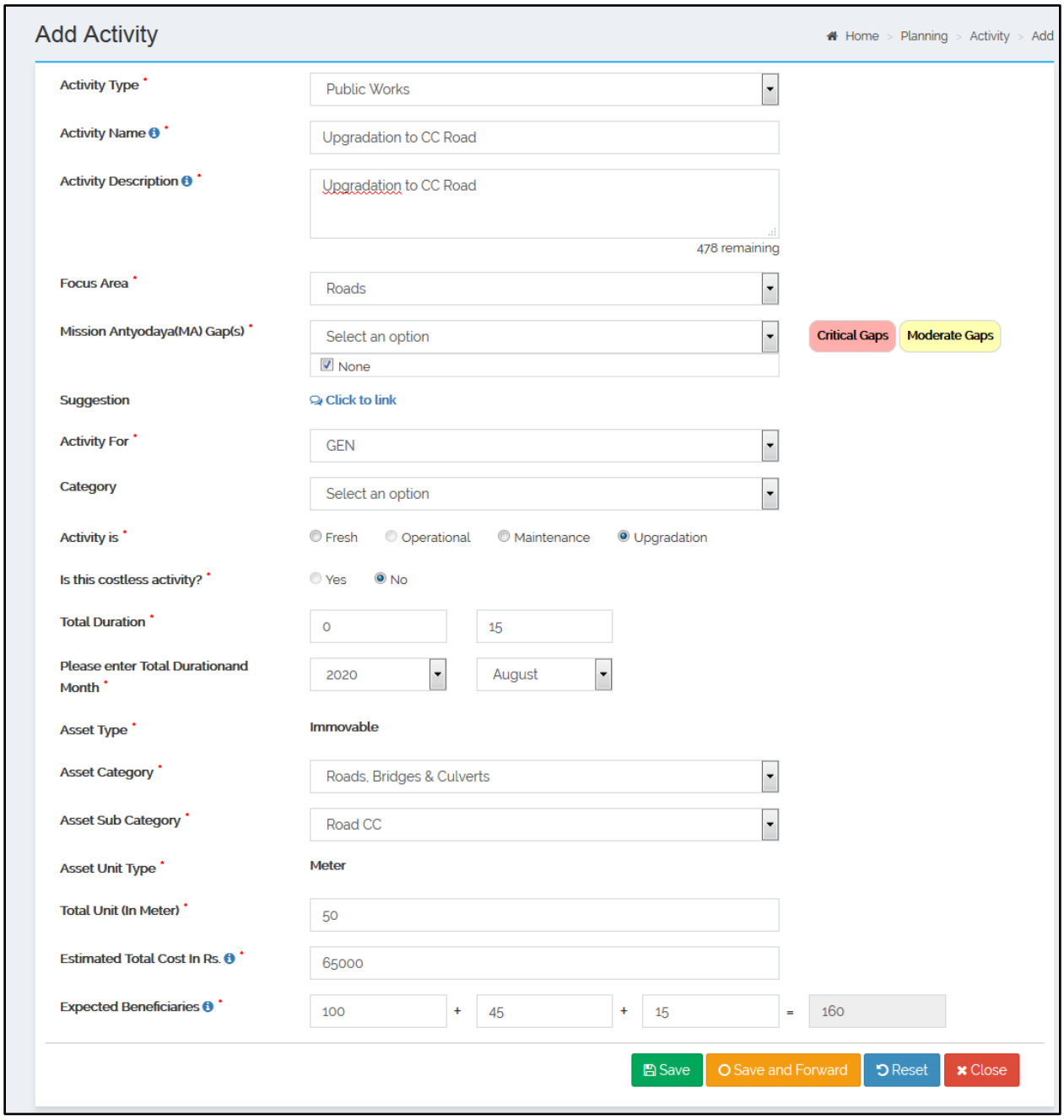
Suggestions

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



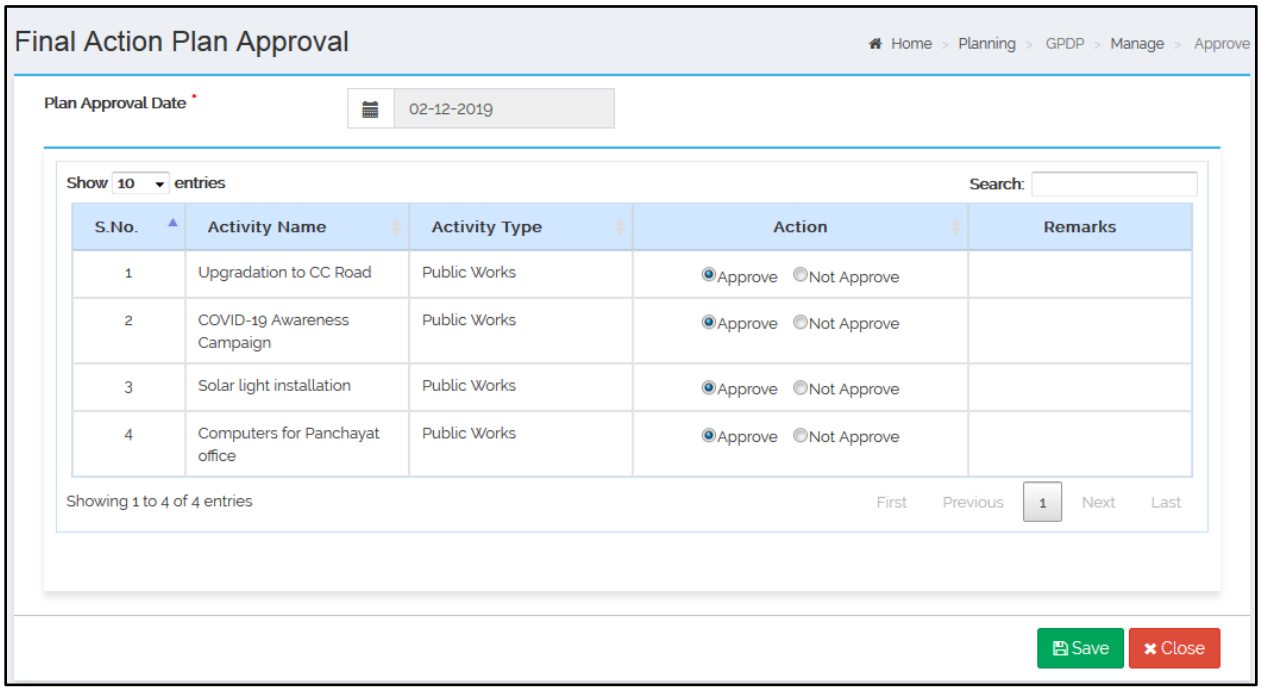
Activity

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



Action Plan

To record

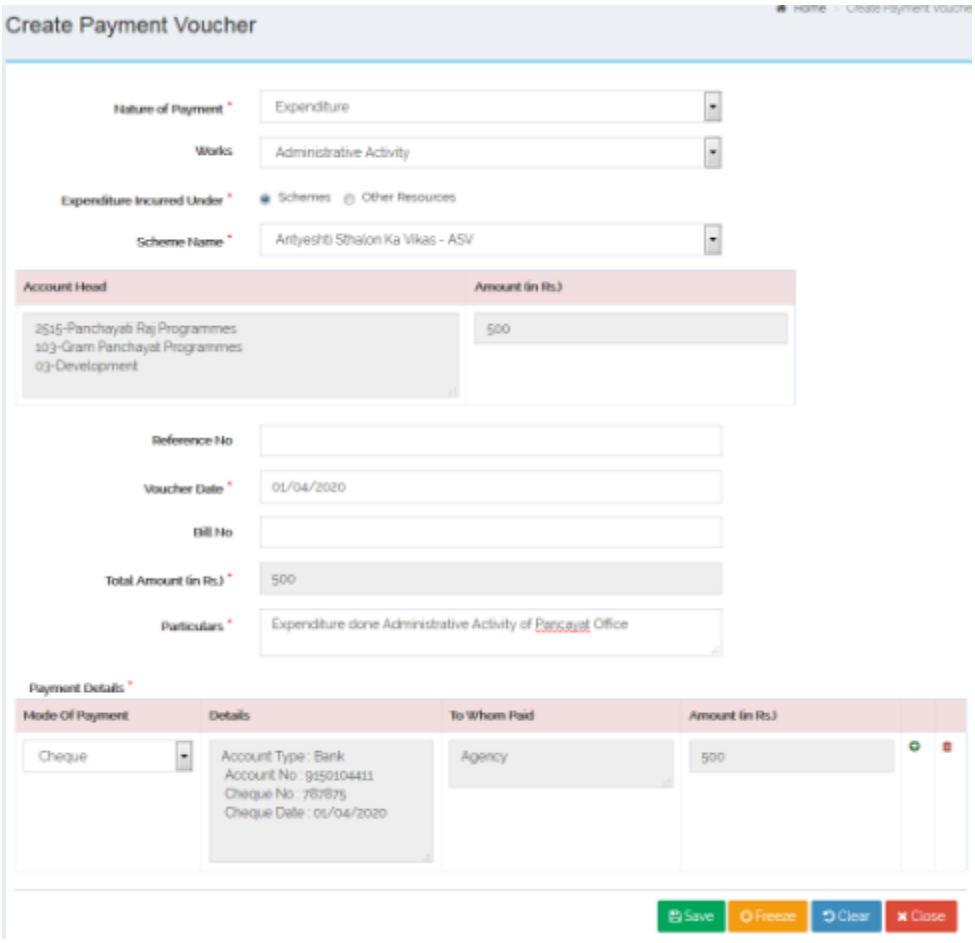


Voucher Transactions:

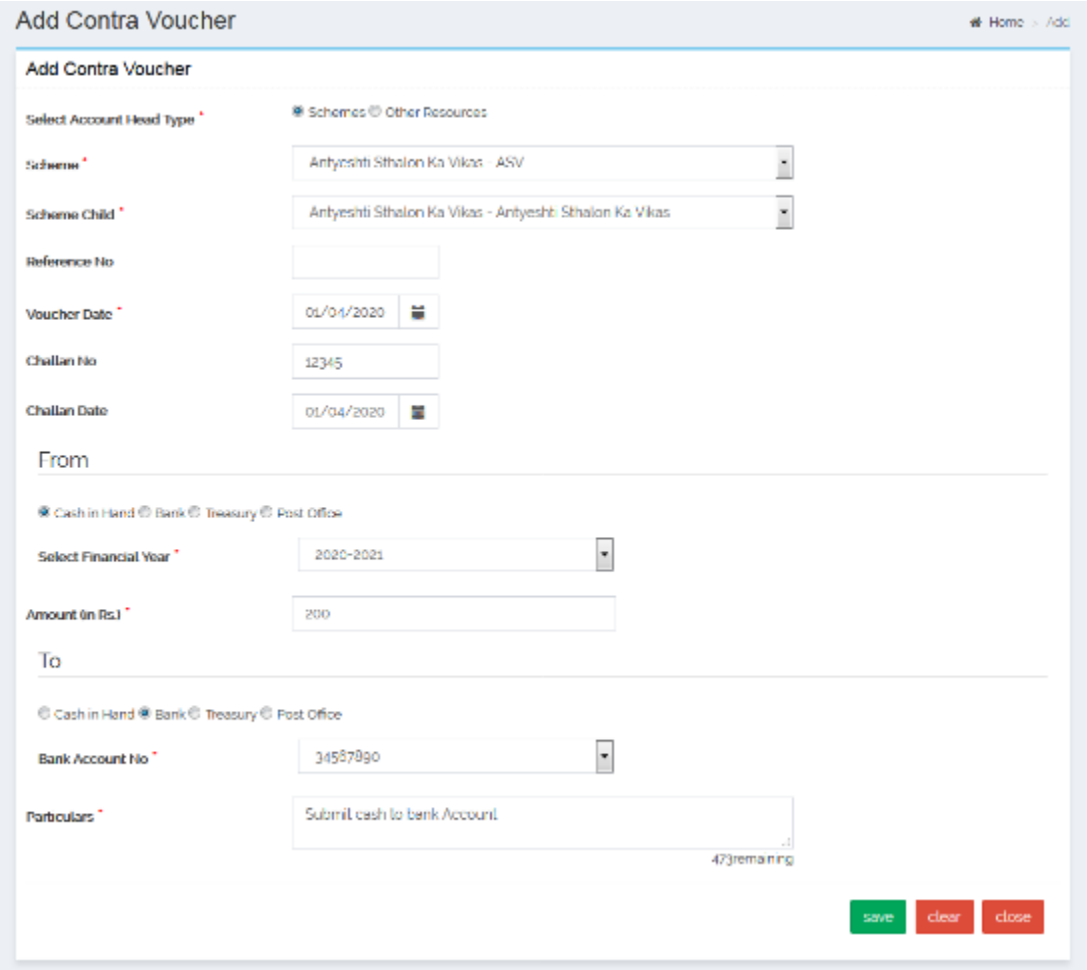
There are 4 types of vouchers required for transactions by Panchayat user

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

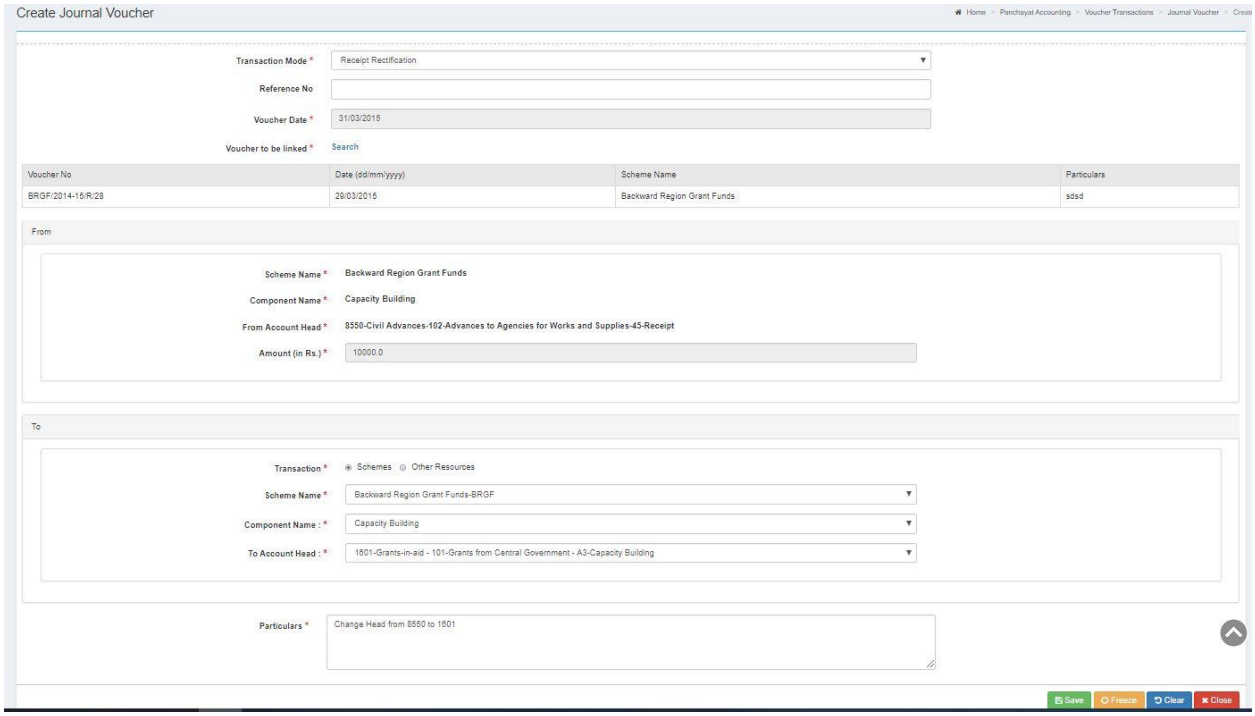
Payment Voucher: For recording any outflow of funds from Panchayat such as making payments to vendors



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



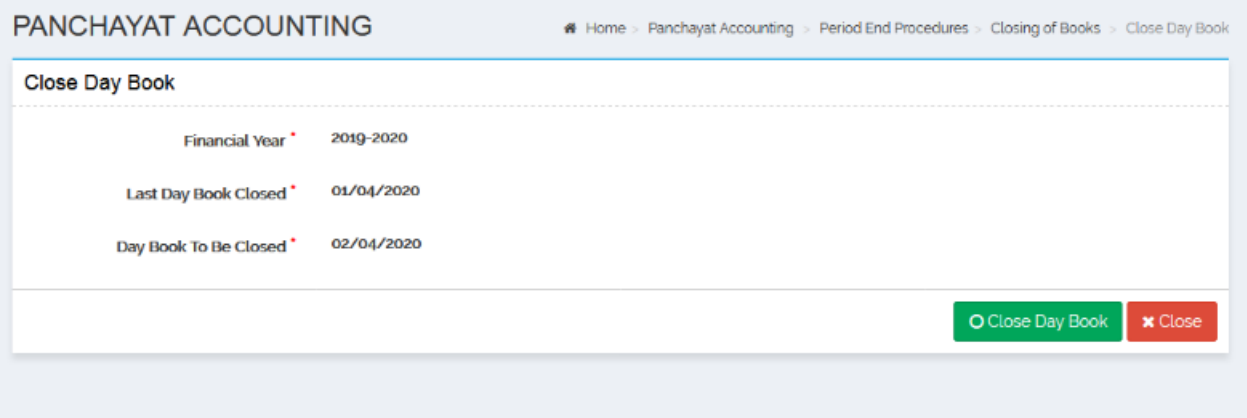
Journal Voucher: For recording any rectification or adjustment in vouchers



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.



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.

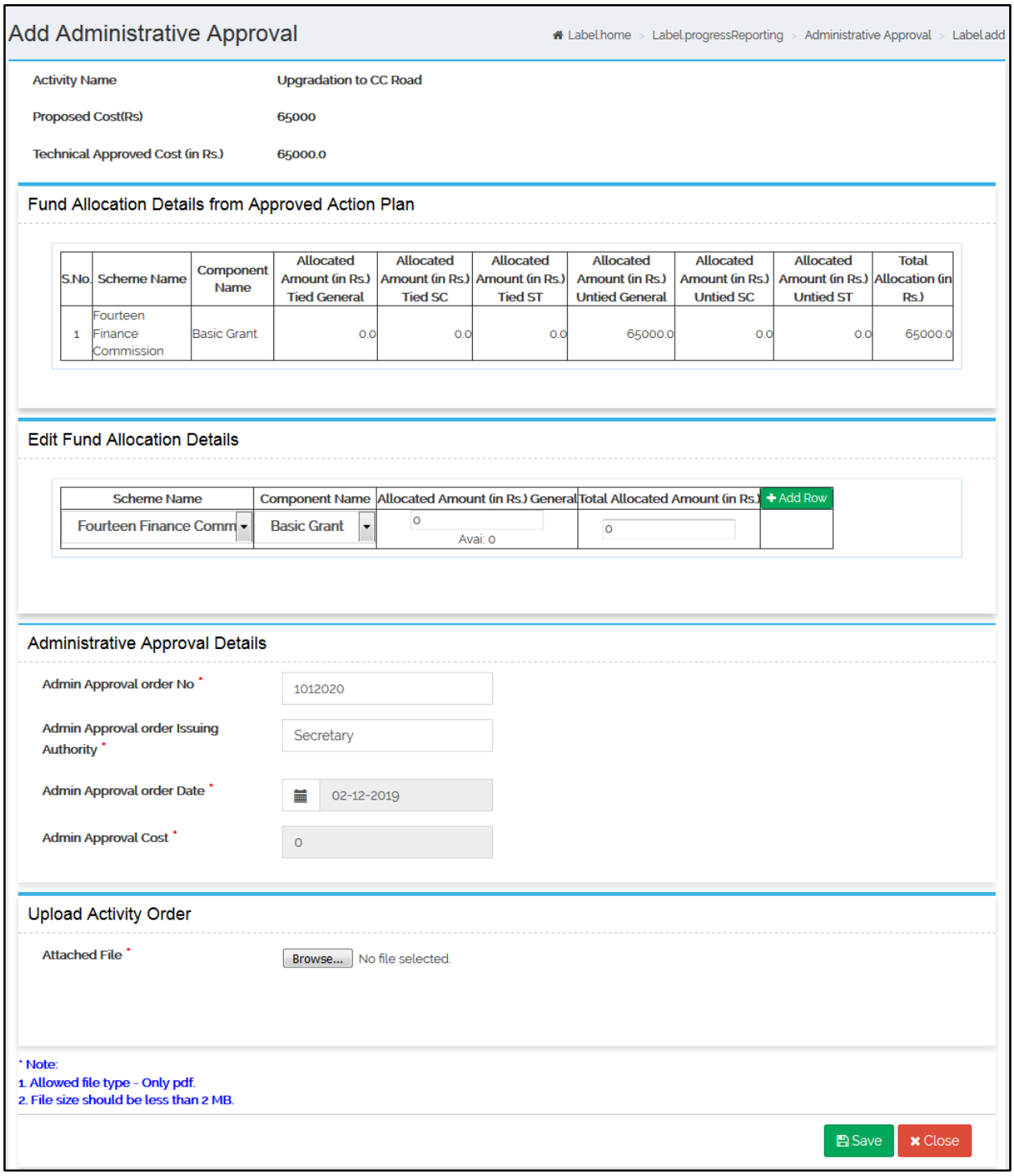
Close Year Book: After closing the month books of entire year, at the end of each Financial Year the year book need to be closed. Then Panchayat will be able to record transactions of next month. The Closing Balance of previous Financial Year becomes the Opening Balance of the next Financial Year.

Technical Approval

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

Admin Approval

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



Fund Earmarked

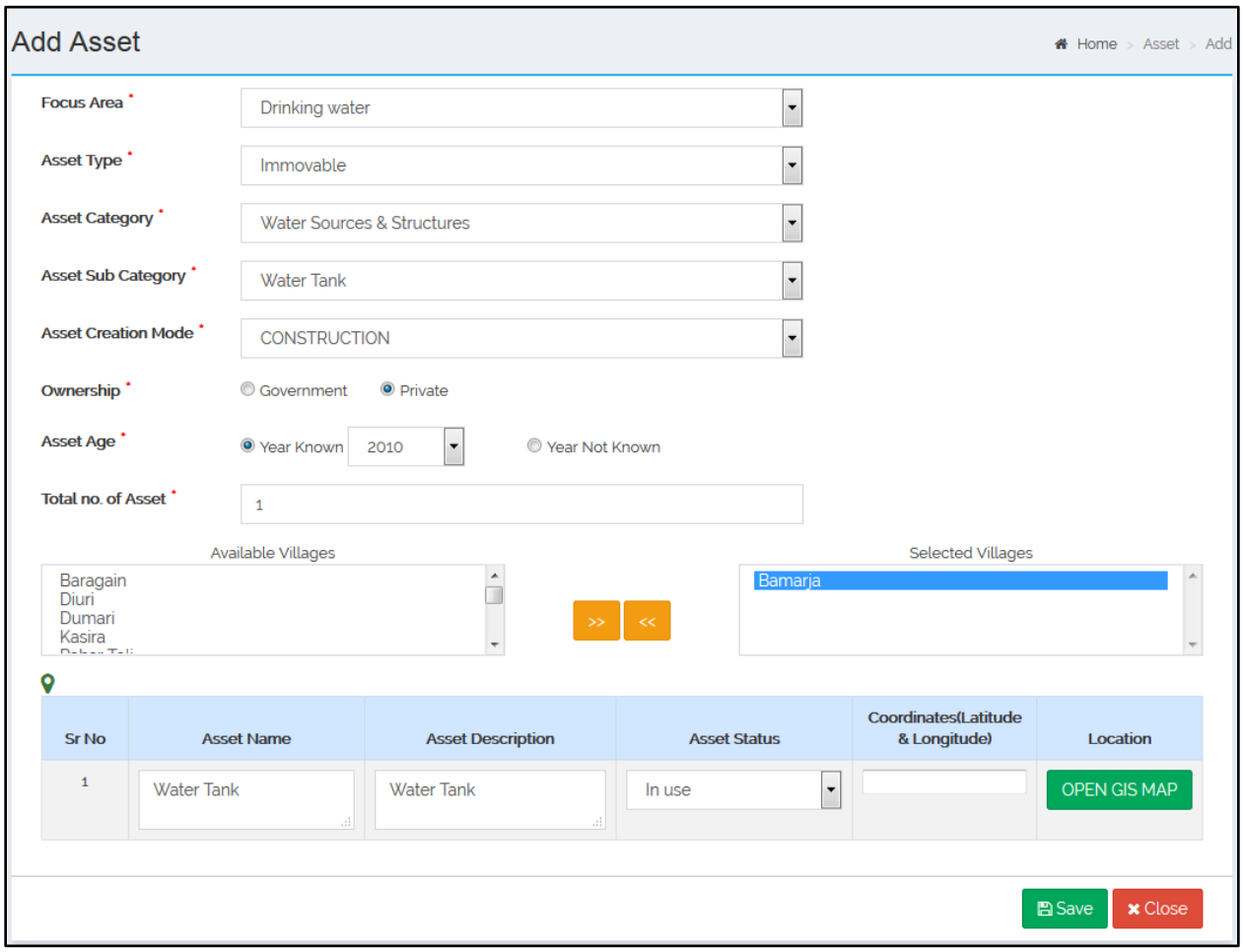
Facilitates in the process in which the actual sanction of funds is done. Funds are generally released in installments

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



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:

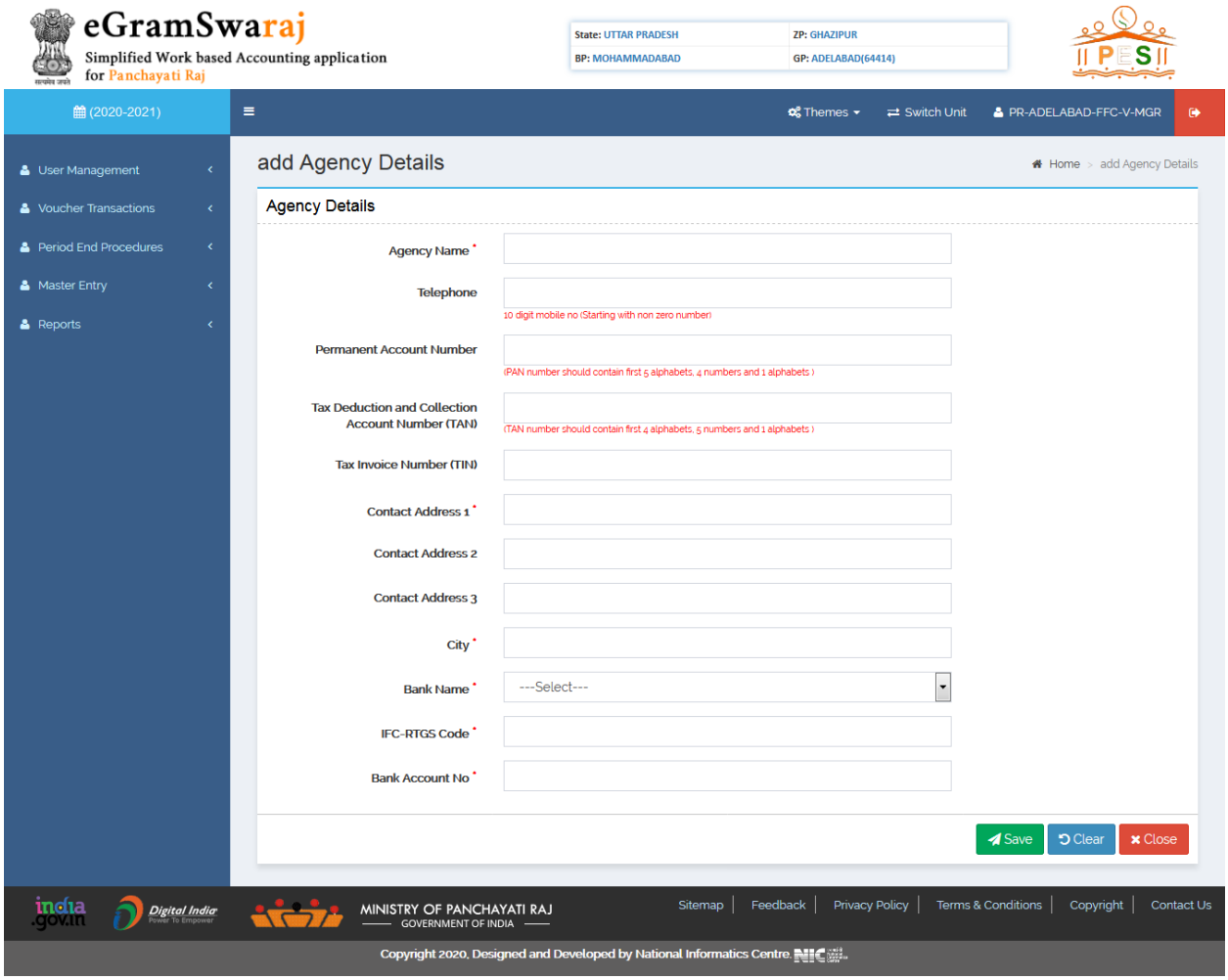
Maker user is responsible for below mentioned tasks:

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



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

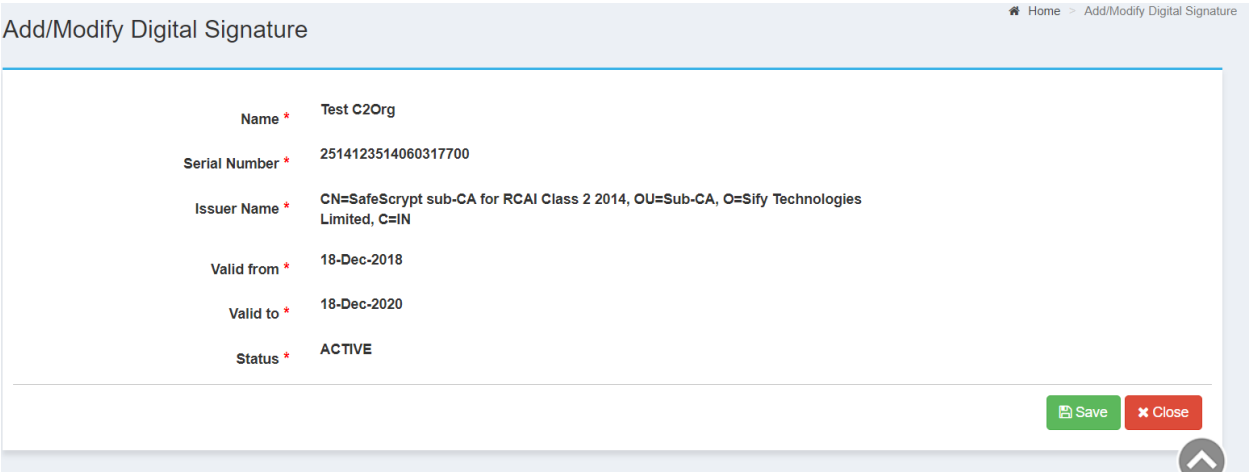
Contra Voucher: For recording transfer of funds from one account of Panchayat to another

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

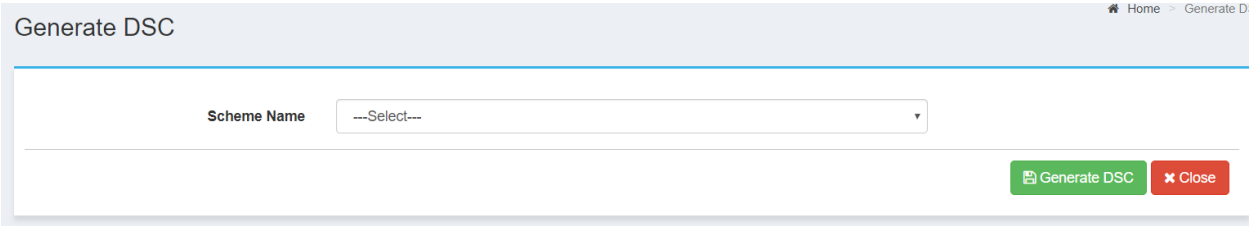
Close Day Book: After entering the voucher transactions the day book need to be closed at the end of the day. Then Panchayat will be able to record transactions of next date. The FTO is generated after closing day book and it need to be signed by Maker and Checker using DSC to send it to PFMS for validations.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

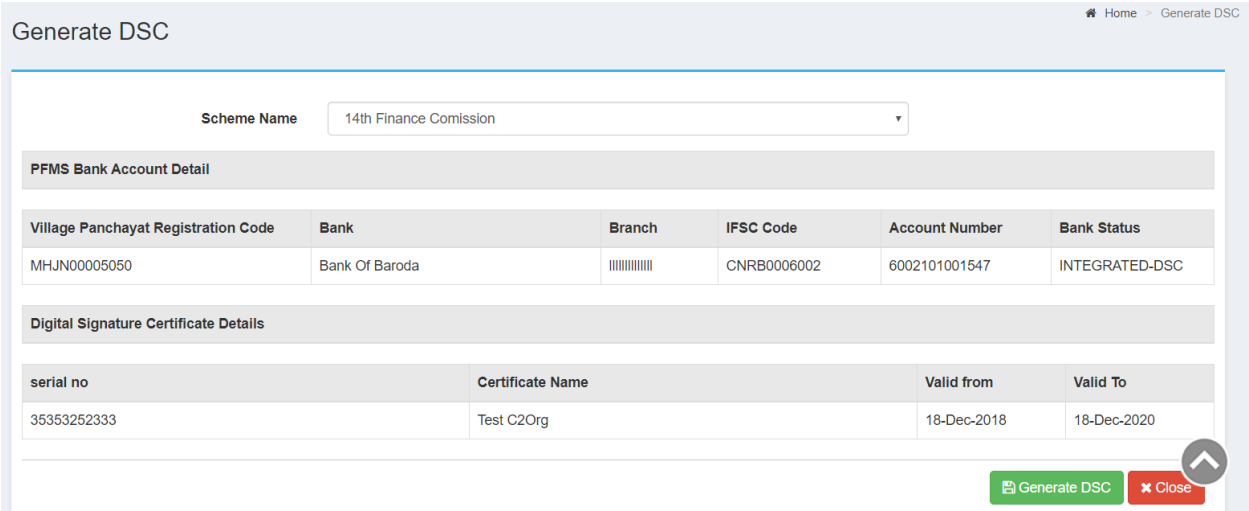
DSC Management: Maker user has to perform few activities that are essential with respect to Digital Signature.

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

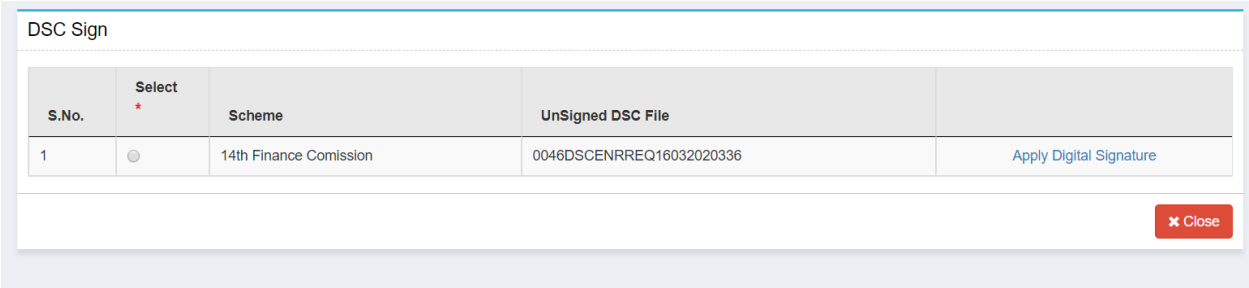


- **Generate DSC:** For Generating the DSC file to share information with PFMS

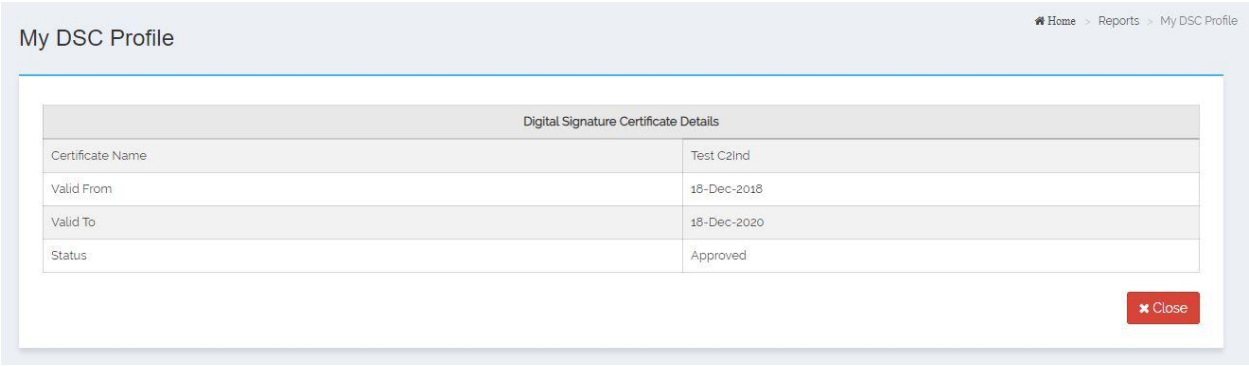




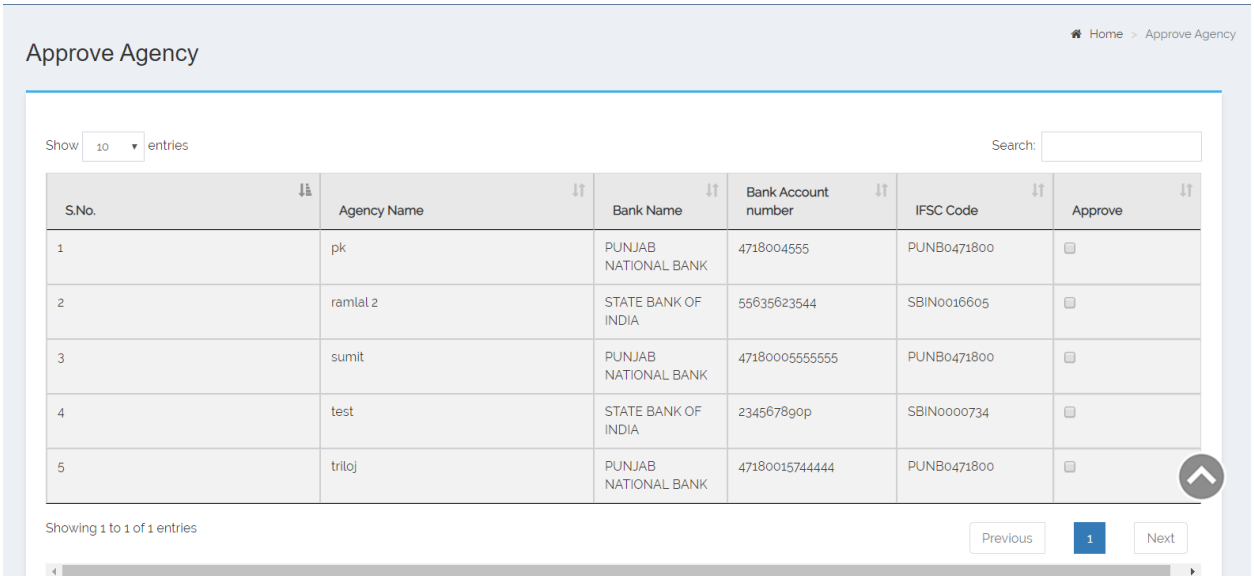
- **Sign Generated DSC:** For signing the Generated DSC file and sending to PFMS

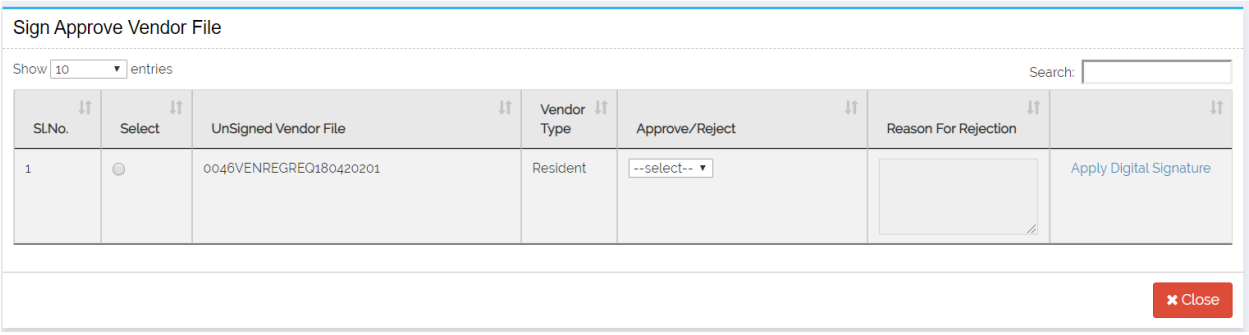


- **My DSC Profile:** For checking the status of DSC registration/un-registration of Maker user

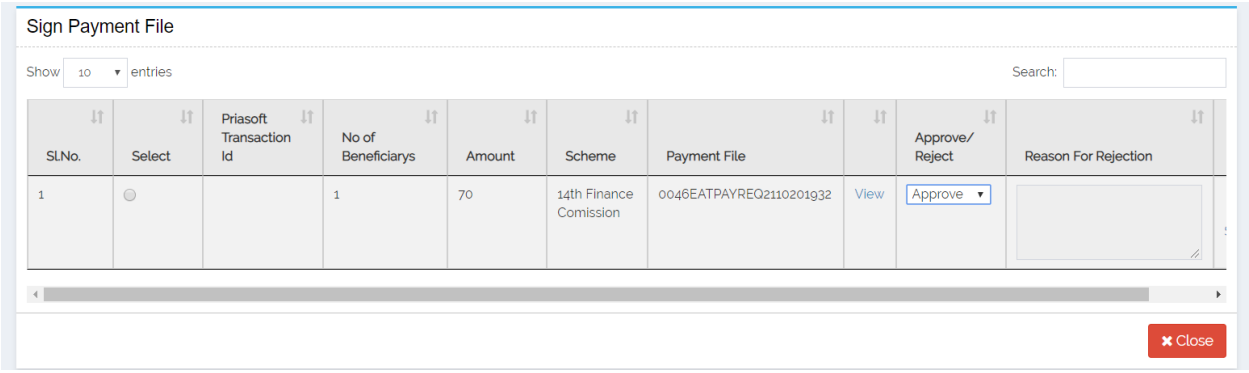


- **Sign Approved Vendor File:** For signing the Vendor file and sending the same to PFMS for further validations. Vendor is successfully registered after approval from the PFMS.

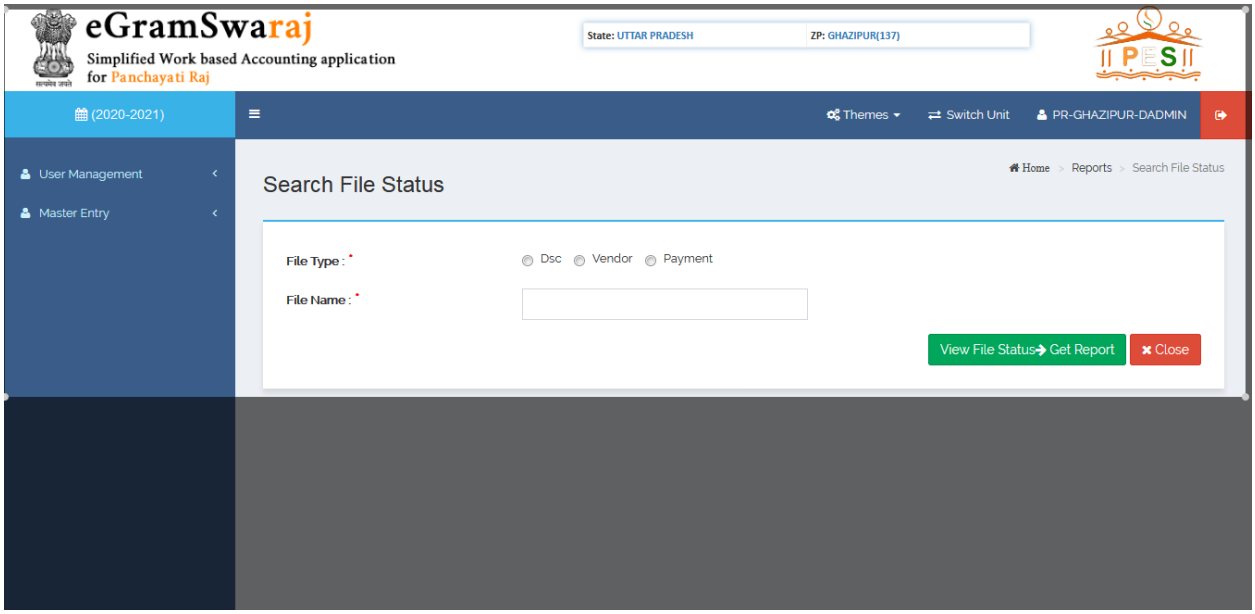




- **Sign Approved FTO:** For signing the FTO file and sending the same to PFMS for further validations. Payment is successful after approval from PFMS.



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

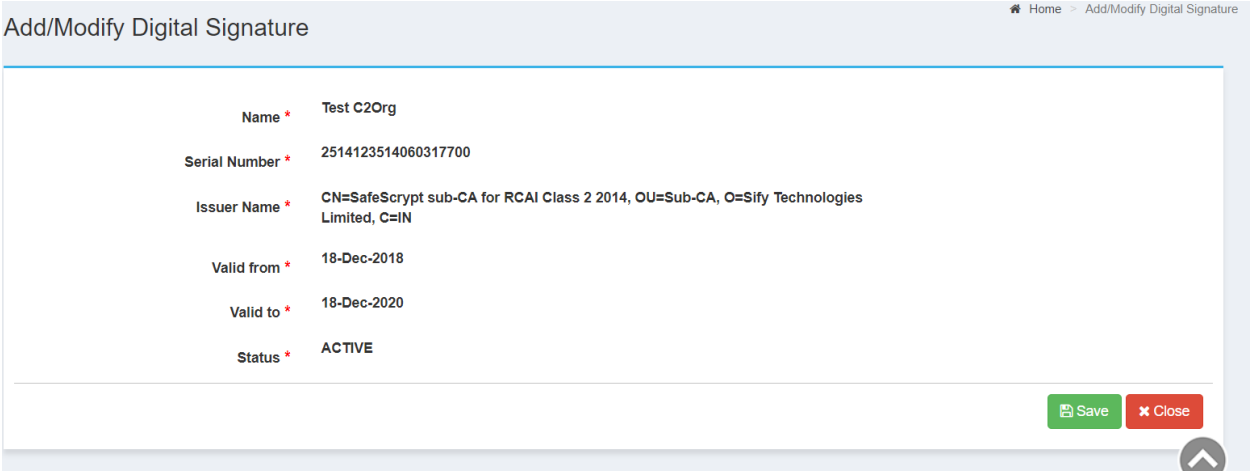


Checker:

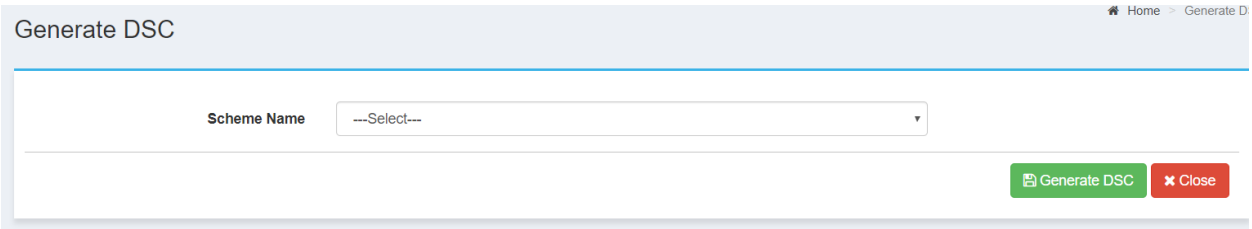
Checker user is responsible for below mentioned tasks:

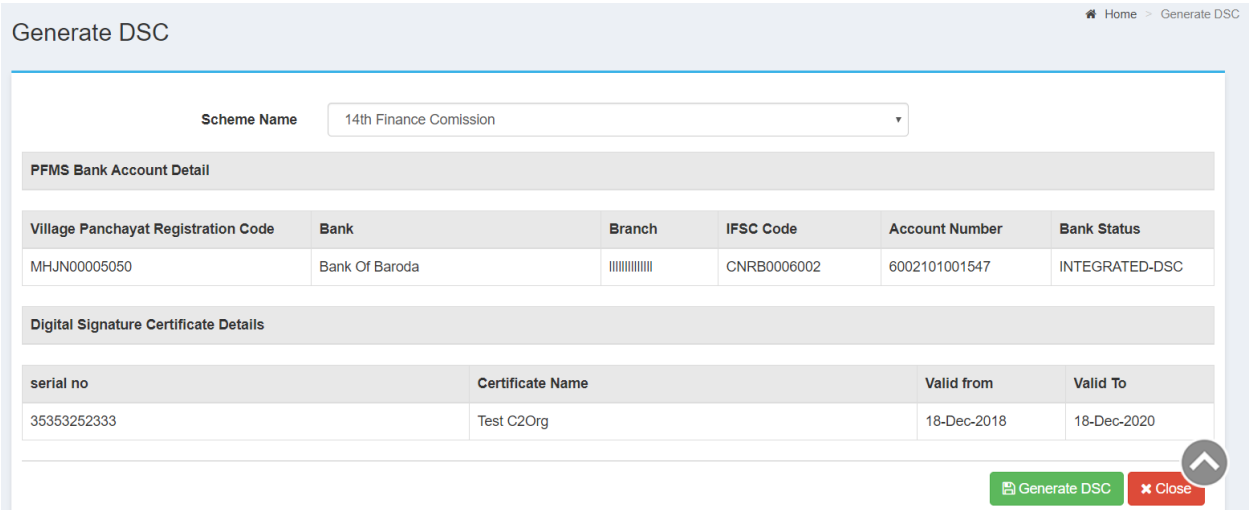
DSC Management: Checker user has to perform few activities that are essential with respect to Digital Signature.

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

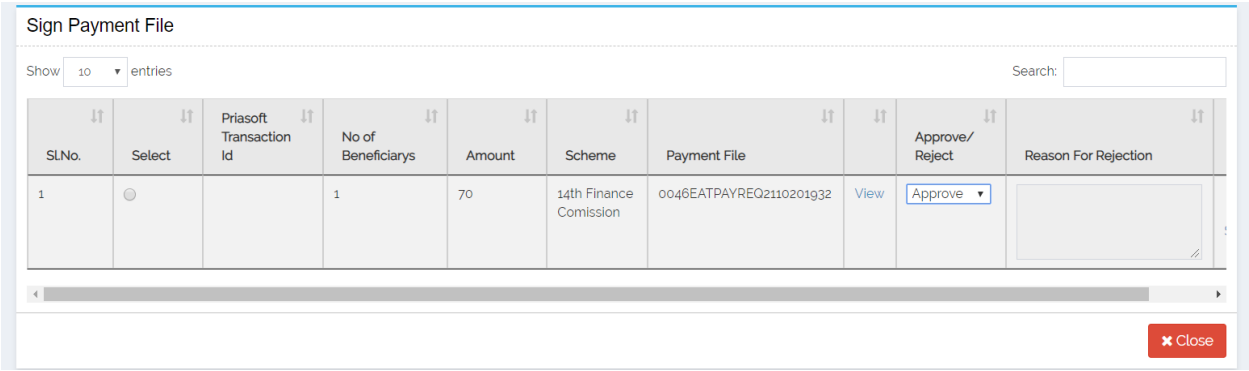


- **Generate DSC:** For Generating the DSC file to share information with PFMS

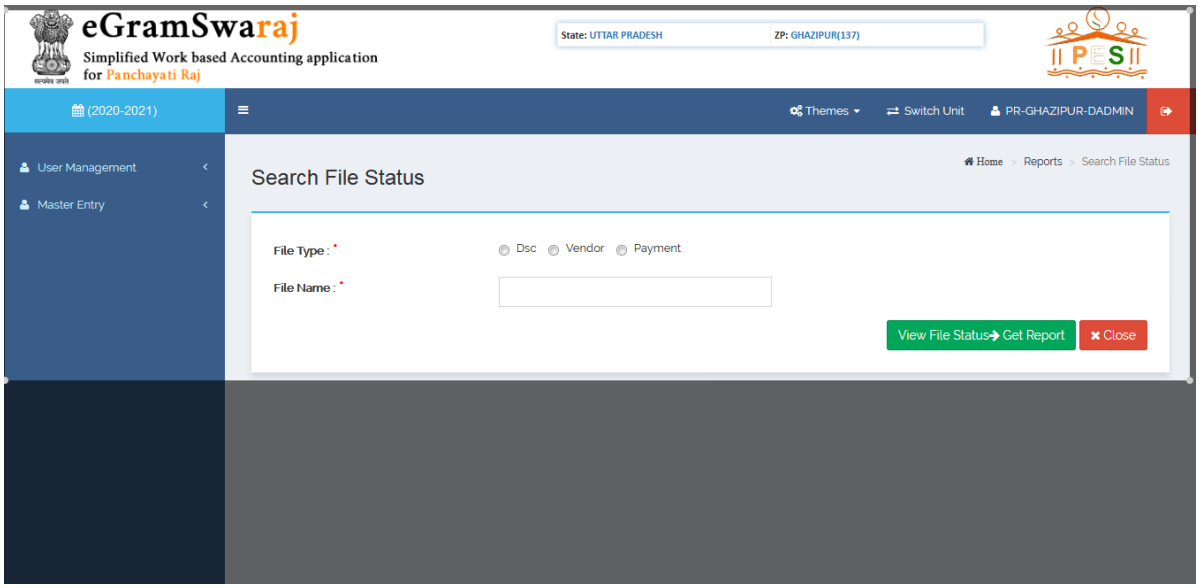




- **Sign Generated DSC:** For signing the Generated DSC file and sending to PFMS
- **My DSC Profile:** For checking the status of DSC registration/un-registration of Checker user
- **Sign Approved Vendor File:** For signing the Vendor file and sending the same to PFMS for further validations. Vendor 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.



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



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