

#### पंचायत राज संचालनालय, झारखंड

# **Rural Development Department, Jharkhand**

# ई-ग्रामस्वराज के उपयोग पर मार्गदर्शक सुची।





1) भारत सरकार, पंचायती राज मंत्रालय द्वारा देश की समस्त पंचायतों का Model Accounting System 2) भारत सरकार, वित्त मंत्रालय के PFMS पोर्टल के माध्यम से ऑनलाईन भुगतान संपादन 3) 1 अप्रैल,2020 से 15 वें वित्त आयोग अनुदान के भुगतान हेतु अनिवार्य

- व्यवस्थापन (ADMIN) ग्राम पंचायत सचिव
  - मेकर (Maker) ग्राम पंचायत सचिव



चेकर (Checker) – सरपंच महोदय



#### **Initiation - SPMU Team Layout**

# व्यवस्थापन (ADMIN) – ग्राम पंचायत सचिव

## Admin GP के सारे जानकारी का संग्रह है | जहा आपके GP के सारी योजनाओ के खाते तथा उसके लेखा जोका की जानकारी उपलब्ध है|



**Initiation - SPMU Team Layout** 

दायित्व एवं भूमिका



मेकर (Maker) – ग्राम पंचायत सचिव चेकर (Checker) – सरपंच महोदय







# 1) DSC रजिस्ट्रेशन -जनपद पंचायत से ऑनलाईन पुष्टि 2) DSC अपलोडिंग - जनरेट एवं साईन 3) वित्तीय वर्ष सेटिंग - एडमिन लॉगिन से 2023-2024 4) 15 वां वित्त ओपनिंग बैलेंस - मेकर लॉगिन से 5) वेंडर की प्रविष्टि - बैंक खाता, नाम आदि



#### ऑनलाईन हस्ताक्षर Digital Signature Certificate (DSC) टोकन





- व्यक्तिगत पहचान
- कागज पर दर्ज हस्ताक्षर के समान ही मान्य
- 8 अंक के पासवर्ड से सुरक्षित

DSC बनाने हेतु आवश्यक दस्तावेज - ID & Address Proof, Photo, Email ID, Mobile No



#### eGramSwaraj

Simplified Work Based Accounting Application for Panchayati Raj

### https://egramswaraj.gov.in



ई-ग्रामस्वराज प्रणाली में सर्वप्रथम लॉगीन का उपयोग करें।



| ai                                   |                | Login               | ×   |
|--------------------------------------|----------------|---------------------|-----|
| ount                                 | UserID:        | PR-MAHIRAWANI-V-ADM | Y   |
| ai laat                              | Password:      | •••••               | 1   |
| aj inst<br>hed e<br>petter<br>l acco | Word Verificat | ion 6s js42 📀       |     |
|                                      | Captcha:       | 6sjs42              |     |
|                                      |                | Login Reset         | 19% |

#### ई-ग्रामस्वराज प्रणाली में लॉगीन हेतू सर्वप्रथम ग्रामपंचायत का युजर ID (ADM) एवं Password का उपयोग करें।





#### लॉग इन करने के बाद, वर्ष और आपकी ग्राम पंचायत की जानकारी इस प्रारूप में दिखाई देगी।



| =       | (2023-2024)        |   |
|---------|--------------------|---|
|         |                    |   |
| My Pr   | rofile             |   |
| 🛔 Panci | hayat Profile      | < |
| 🔺 Fund  | /Resource Envelope | < |
| 🔺 Plann | ning               | < |
|         | her Transactions   | < |
| 🔺 Perio | d End Procedures   | < |
| 🔺 Progr | ess Reporting      | < |
| 🔺 mAct  | ionSoft            | < |
| 🔺 Asset | ts Register        | < |
| 🔺 Maste | er Entry           |   |
| 🔺 Repo  | rts                | < |





#### **Egramswaraj My Profile**

|                          |   |                                       |                     | )) 🚮 Home | 🚯 Dashboard | 🕫 Themes 🗸 | ≓ Switch Unit | III Menu -             |
|--------------------------|---|---------------------------------------|---------------------|-----------|-------------|------------|---------------|------------------------|
|                          |   | Change User Profile                   |                     |           |             |            |               | # Home > Change User P |
|                          |   | Name *                                |                     |           |             |            |               |                        |
| My Profile               |   | Gender *                              |                     |           |             |            | *             |                        |
|                          |   | Organization *                        |                     |           |             |            |               |                        |
| Panchayat Profile        | ~ | Designation                           |                     |           |             |            |               |                        |
| 🚔 General Profile        | < | Mobile No.*                           |                     |           |             |            |               |                        |
| 🚔 Basic Profile          | < | E-mail Address *                      |                     |           |             |            |               |                        |
| General Election Details | < | 1                                     | <sup>2</sup> d6zv ≈ |           |             |            |               |                        |
| Elected Member           | < | с                                     | Captcha Answer      |           |             |            |               |                        |
| Committee Member         | < |                                       |                     |           |             |            |               |                        |
| 🐣 Miscellaneous Details  | < |                                       |                     |           |             |            |               |                        |
| 🐣 Employee Details       | < |                                       |                     |           |             |            |               |                        |
| Delivery of Services     |   | · · · · · · · · · · · · · · · · · · · |                     | 2007      |             |            |               |                        |
| Fund/Resource Envelope   | < | eGramswaraj क<br>जानकारी भरणा र       | अनिवार्य है।        | अपन       | I BD(       | J/Gr       | amsev         | ак іф                  |
| 🐣 Planning               | < |                                       |                     |           |             |            |               |                        |
| A Voucher Transactions   | < |                                       |                     |           |             |            |               |                        |
| Period End Procedures    | < |                                       |                     |           |             |            |               |                        |



#### **Egramswaraj Panchayat Profile**



| View Gener      | al Profile      |               |                        |              |  |
|-----------------|-----------------|---------------|------------------------|--------------|--|
| GENERAL DETAILS | CONTACT DETAILS | OTHER DETAILS | INFRASTRUCTURE DETAILS | PESA DETAILS |  |
|                 | 2               | 3             | 4                      | -5           |  |

eGramswaraj portal पर Panchayat Profile Update करणे के लिये General Profile मे Add Option पर क्लीक करे.



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#### Modify General Profile

🔗 Home > Panchayat De

= Switch Unit

(2023-2024)

😂 Themes 👻

| Sarpanch/President Details  | Officer/Secretary Details                                    | Office Contact Details | Assets | PESA Details |               |  |
|---|--|------------------------|--------|--------------|---------------|--|
| Sarpanch/President Details  |  |                        |        |              | 1             |  |
| 1 Name •  |  |                        |        |              |               |  |
| 2 Date of Birth *   |  |                        |        | <b></b>      |               |  |
| 3 Gender  |  |                        |        | ~            |               |  |
| 4 Category  |  |                        |        | ~            | ting 📥        |  |
| 5 Education Qua   | lification *   |                        |        | ~            | 1)pg <b>—</b> |  |
| Area Of Expert  | ise  |                        |        | ~            |               |  |
| 6 Upload Photo  | Choose File  | No file chosen         |        |              |               |  |
| * Note:<br>1. Allowed file type<br>2. File size should<br>3. Max. image dim | e: Jpeg.jpg.png.<br>be less than 2 MB.<br>ensions : 200x200. |                        |        |              |               |  |

eGramswaraj portal पर Panchayat Profile Update करणे के लिये General Profile मे Panchayat Samiti /Grampanchayat ने Chairman/Sarpanch की जानकारी भरणा अनिवार्य है



| =   |              |                        |        |              |        | (2023-2024) | of Themes - | ≓ Swit         | ch Unit   |
|---|--------------|------------------------|--------|--------------|--------|-------------|-------------|----------------|-----------|
| Modify General Profile  |              |                        |        |              |        |             |             | <b>∦</b> Home⇒ | Panchayat |
| Sarpanch/President Details Officer/Secre  | tary Details | Office Contact Details | Assets | PESA Details |        |             |             |                |           |
| Officer/Secretary Details   |              |                        |        |              |        |             |             |                |           |
| 1 Name *  | 1            |                        |        |              |        |             |             |                |           |
| 2 Gender *  |              |                        |        | ~            |        |             |             |                |           |
| Category *  |              |                        |        | ~            |        |             |             |                |           |
| Education Qualification   |              |                        |        | ~            | 2.jpeg |             |             |                |           |
| 5 Upload Photo  | Choose File  | No file chosen         |        |              |        |             |             |                |           |
| * Note:   |              |                        |        |              |        |             |             |                |           |
| <ol> <li>Allowed file type: Jpeg.jpg.png.</li> <li>File size should be less than 2 MB.</li> <li>Max. image dimensions : 200x200.</li> </ol> |              |                        |        |              |        |             |             |                |           |
|   |              |                        |        |              |        |             |             |                |           |

eGramswaraj portal पर Panchayat Profile Update करणे के लिये General Profile मे Panchayat Samiti /Grampanchayat ने BDO /Sachiv की जानकारी भरणा अनिवार्य है



|  |                        |            |              | (2023-2024) 📽 Themes 🗕 🗮 Swit |
|--|------------------------|------------|--------------|-------------------------------|
| Modify General Profile                               |                        |            |              | 😽 Home >                      |
| Sarpanch/President Details Officer/Secretary Details | Office Contact Details | Assets     | PESA Details |                               |
| Office Contact Details                               |                        |            |              |                               |
| Address Line 1*                                      |                        |            |              |                               |
| 2 Address Line 2 *                                   |                        |            |              |                               |
| Address Line 3                                       |                        |            |              |                               |
| State  |                        |            |              |                               |
| District Name  | 1                      |            |              | ~                             |
| 3 SubDistrict *                                      |                        |            |              | ~                             |
| 4 village  |                        |            |              | ~                             |
| 5 Pin Code   |                        |            |              |                               |
| 6 Contact Number                                     | Phone Number O Mob     | ile Number |              |                               |
| 7 Phone Number *                                     |                        |            |              |                               |
| 8 Email Address                                      |                        |            |              |                               |

eGramswaraj portal पर Panchayat Profile Update करणे के लिये Office Contact Details मे Panchayat Samiti /Grampanchayat की संपर्क जानकारी भरणा अनिवार्य है



| Connectivity Details  |                                  |                    |
|-----------------------|----------------------------------|--------------------|
|                       | Nearest Bus Stop                 |                    |
|                       | Distance From Nearest Bus Stop • | In kilometers (Km) |
| GP Attraction Details |                                  |                    |
|                       | Home Stay Available              | ⊖Yes ®No           |
|                       | GP Attractions*                  | +                  |
| Other Details         |                                  |                    |
|                       | Description                      |                    |
|                       |                                  | LZ Next            |



| 1odify General Profile             |   |   |              | ${\ensuremath{\textbf{W}}}$ Home $>$ Panchayat Details $>$ General Profile $>$ Manage $>$ |
|------------------------------------|---|---|--------------|---|
| Sarpanch/President Details Officer | r/Secretary Details Office Contact De                                       | ails Assets PESA Details                        |              |   |
| Asset Details                      |   |   |              |   |
|                                    | Panchayat Library *   | O Yes 🖲 No                                      |              |   |
| 2                                  | Panchayat Bhawan (PB) *   | 🔾 Yes 🛛 🖲 No                                    |              |   |
| 3                                  | Computer/Laptop/Printers/Scanner etc.<br>availability in Panchayat Bhawan * | O Yes 🔎 No                                      |              |   |
| 4                                  | Internet service available in Panchayat Bhawar                              | € Yes O No                                      |              |   |
| 5                                  | Types of Internet Service *   | ☑ WiFi □ Optical Fiber □ Others                 |              |   |
| 6                                  | Common Service Centre available in<br>Panchayat *                           | Yes O No  |              |   |
| 7                                  | Location of CSC *   | Co-located in Panchayat Bhawan     O Located at | other Place  |   |
|                                    |   |   |              | Next  |
|                                    |   |   |              |   |
| Modity General Profile             |   |   |              |   |
| Sarpanch/President Details         | Officer/Secretary Details   | Office Contact Details Assets                   | PESA Details |   |
| PESA Details                       |   |   |              |   |
|                                    | Is scheduled GP/ Villag   | e Panchayat under O Yes III N                   | )            | <br>  |
|                                    | PESA/ 6th Scheduled /   | rea Act "                                       |              |   |
|                                    | This option is only for Pe  | a Panchayat.                                    |              |   |
|                                    |   |   |              |   |

eGramswaraj portal पर Panchayat Profile Update करणे के लिये **Panchayat Samiti** /Grampanchayat की संपत्ति (Asset) ओर PESA Details भरणा अनिवार्य है



