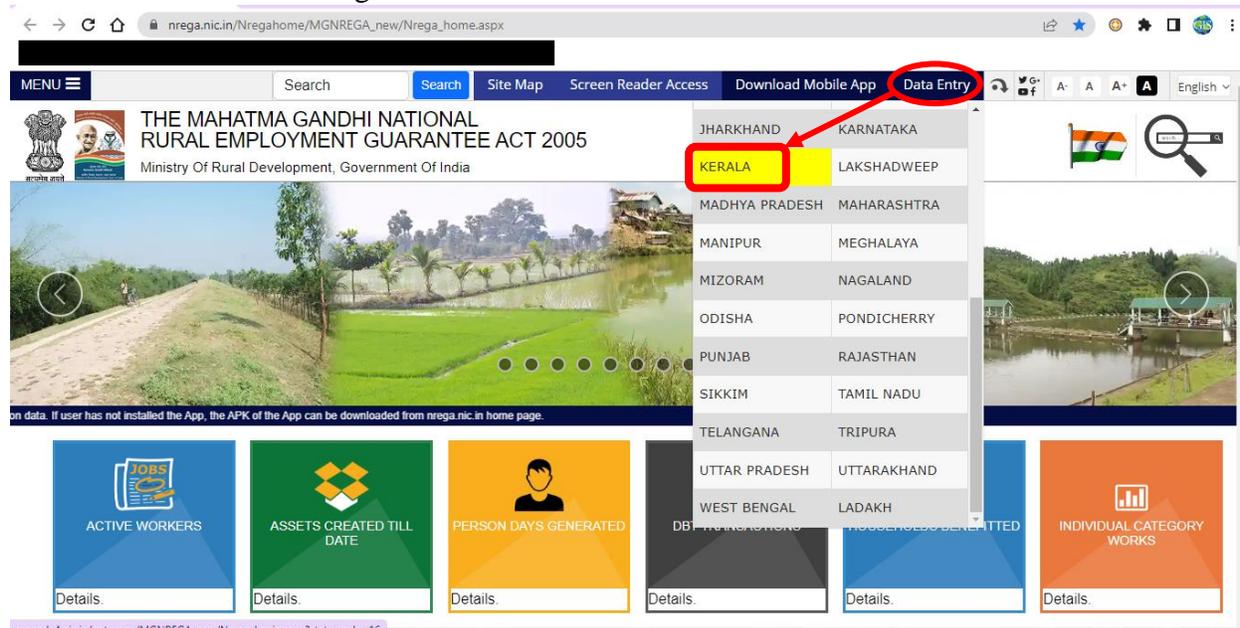


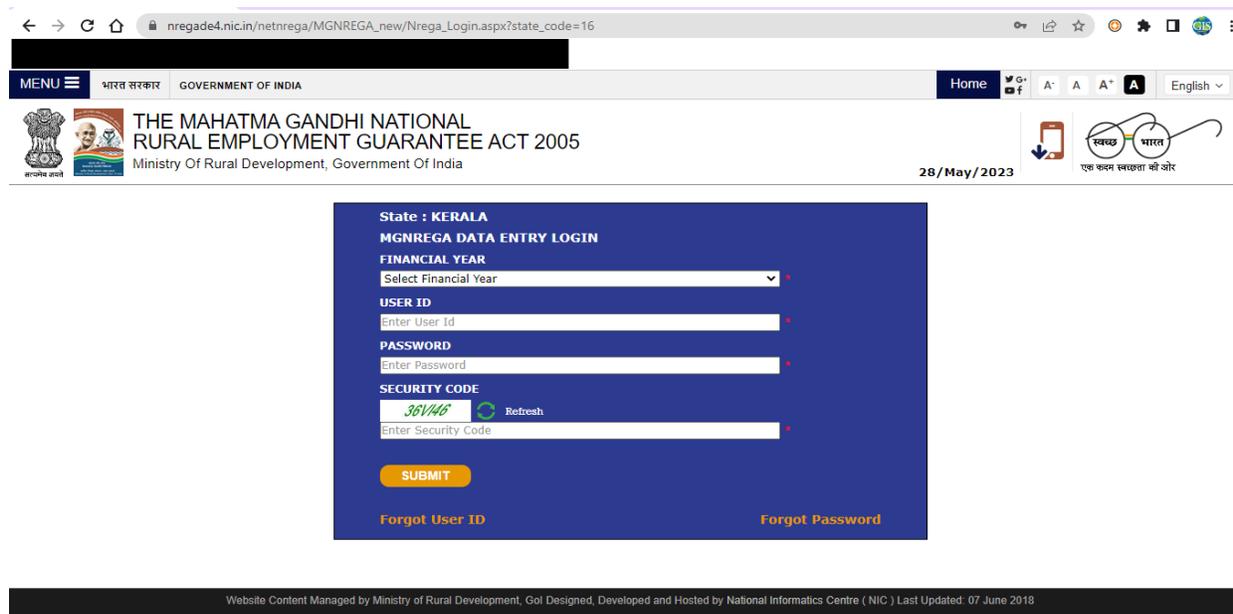
SOP for Assigning the Ridge Type while creating a GIS-Based NRM Work at GP Level Login

1. Select the option **Kerala** from **Data Entry** on the home page of MIS of Mahatma Gandhi NREGS as shown in Figure 1.



(Figure 1)

2. Provide details like Financial Year, User ID, Password & Security Code, and Click **Submit**, as shown in Figure 2.



(Figure 2)

3. Login into Gram Panchayat Level Data Entry
4. Select **GIS Base Planning – D.24**
5. Click – **GIS GP Planned Work Entry** as shown in Figure 3.

The screenshot shows the 'Gram Panchayat Level Data Entry' portal. The header features the Government of India emblem, the Ministry of Rural Development, and the Mahatma Gandhi National Rural Employment Guarantee Act 2005. The main content area is a grid of menu items. The item 'D.24 GIS Base Planning' is highlighted, and its sub-menu item 'GIS GP Planned Work Entry [Edit]' is circled in red. Other menu items include D.1 Registration & Job card, D.2 Update Applicant's Account details, D.3 Work Demand, D.4 Works, D.5 Works Allocation, D.6 Muster Roll, D.7 Wage List, D.8 Material List, D.9 Administrative List, D.10 Payment of Anticipated Expenditure for previous and current FY, D.11 Expenditure, D.12 Semiskilled/Skilled Worker, D.13 Verify Account(Skilled/Semi Skilled), D.14 Staff Registration, D.15 Technical Assistant/Barefoot Engineer/All Staff, D.16 DBT Section, D.17 Aadhaar Camp Information, D.18 Device management, D.19 Funds, D.20 Labour budget, D.21 Mate management, D.22 Mapping, D.23 Jal Shakti Abhiyan (JSA), D.25 Update whatsapp mobile number to send NMMS attendance, D.26 Change Password, and D.27 Aadhaar Videos Tutorial.

(Figure 3)

6. Provide Details like
 - a. Work Category
 - b. Proposal Date
 - c. Planning Financial Year of Implementation
 - d. Expected Work start date (DD/MM/YYYY)
 - e. Estimated Labour Cost (in lakhs)
 - f. Estimated Material Cost (in lakhs)
 - g. Estimated Total Cost (in lakhs) – will be filled automatically
 - h. Work Name
 - i. Ward Name
 - j. Longitude & Latitude – To get the Latitude & Longitude values – Either go to the field and get it using any GPS-enabled app or get it from Google Maps/Earth, if the area is familiar; or obtain it from the GIS action plan if the work is already captured in it.

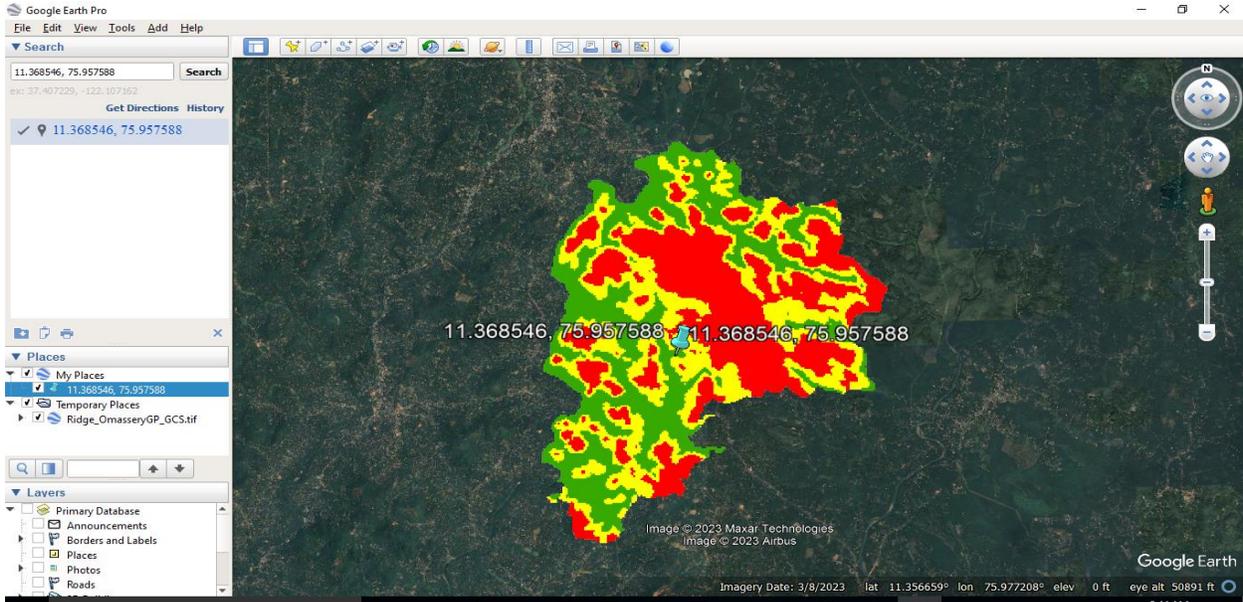
- k. Work Ridge Type (Explained in Step 11)
- l. Proposed Status
- m. Execution Level & Agency
- n. Work Code
- o. And other mandatory fields (if any)
- p. Click **Save**, as shown in Figure 4.

The screenshot shows the 'GIS Work Entry' form with the following details:

- Work Category:** Water Conservation and Water Harvesting
- Proposal Date:** 14/06/2023
- Planning Financial Year of Implementation:** 2023-2024
- Expected Work start date:** 19/06/2023
- Estimated Labour Cost:** 6 (In Lakh)
- Estimated Material:** 1 (In Lakhs)
- Estimated Total Cost:** 7 (In Lakhs)
- Work Name:** Construction of Brushwood Check Dam in ABC Stream
- Longitude:** 75.957588
- Latitude:** 11.368540
- Total Dry stone masonry(Cum):** 0
- Work Ridge Type:** Middle ridge
- Proposed Status:** Constr of Boulder Anicut Check Dam for Community
- Ha. area will be benefited:** 500
- Execution Level:** Gram Panchayat
- Executing Agency:** Gram Panchayat
- Work Code:** 1607013003:WC GIS /36

(Figure 4)

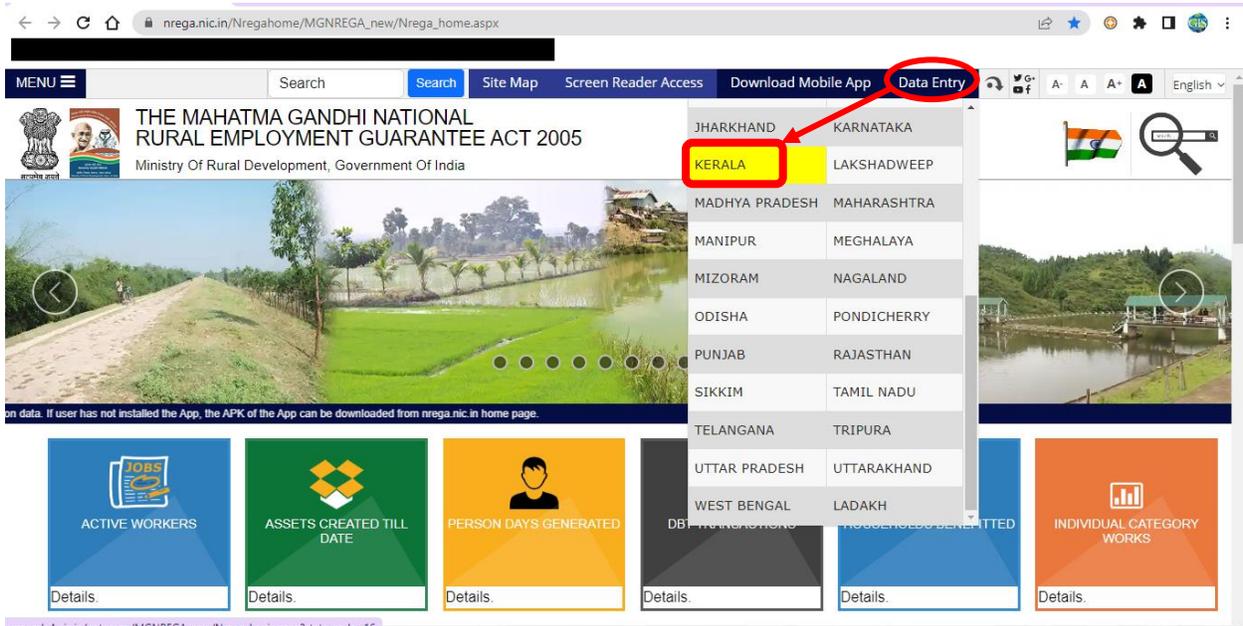
7. The work thus generated will be shared with Block Administrative Login.
8. From Block Administrative Login, this work has to be merged & accepted.
9. Once accepted from Block Administrative Login, this work will be again available in the GP Level Login for Update.
10. Once Updated from GP Level, the work will be created as a GIS-Based Work and will be shared with Secure for Estimate Preparation.
11. Steps to identify the Ridge Type
 - a. GPs will be classified into Upper, Middle, and Lower Ridges based on the Watersheds in the GP.
 - b. Upper Ridge will be represented in Red Colour, Middle Ridge in Yellow Colour, and Lower Ridge in Green Colour.
 - c. These Colour Codes will be provided from the District to the Blocks & GPs in KML/KMZ Format (which can be viewed on Google Earth)
 - d. The Latitude and Longitude value of the Work Location has to be given in Google Earth by the GPs at the time of Work Creation.
 - e. If the Location falls in Red Colour, the work should be marked as in the Upper Ridge of the GP.
 - f. Similarly, if the Location falls in Yellow or Green Colour, the work should be marked as in the Middle or Lower Ridge of the GP, respectively, as shown in Figure 5.



(Figure 5)

SOP to Update the Ridge Type of an Existing Work from PO Login

12. Select the option **Kerala** from **Data Entry** on the home page of MIS of Mahatma Gandhi NREGS as shown in Figure 6.



(Figure 6)

13. Provide details like Financial Year, User ID, Password & Security Code, and Click **Submit**, as shown in Figure 7.

State : KERALA
MGNREGA DATA ENTRY LOGIN
FINANCIAL YEAR
Select Financial Year
USER ID
Enter User Id
PASSWORD
Enter Password
SECURITY CODE
36V46 Refresh
Enter Security Code
SUBMIT
Forgot User ID Forgot Password

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(Figure 7)

14. Select the **Role** as “**Program Officer Block Login**”.

15. Select the **Location** as the “**Name of the Block**”, and click **Submit** as shown in Figure 8.

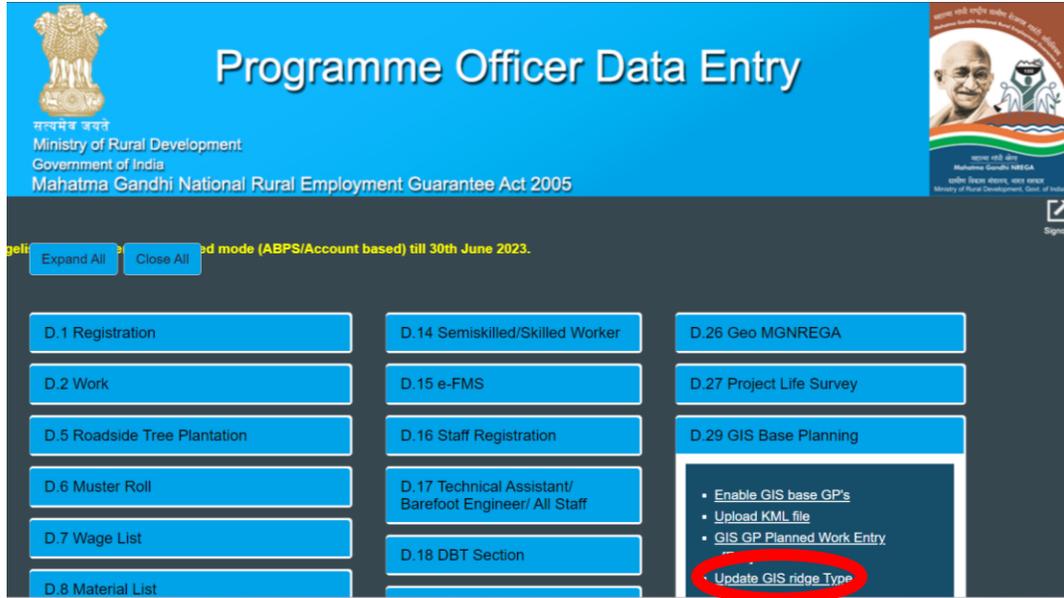
Welcome Mr./Mrs. Sheeja K V
You have assigned for more than 1 role and location.
Please select accordingly.
SELECT ROLE
Program Officer Login User
SELECT LOCATION
SUBMIT

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(Figure 8)

16. Select **GIS Base Planning (D. 29)**.

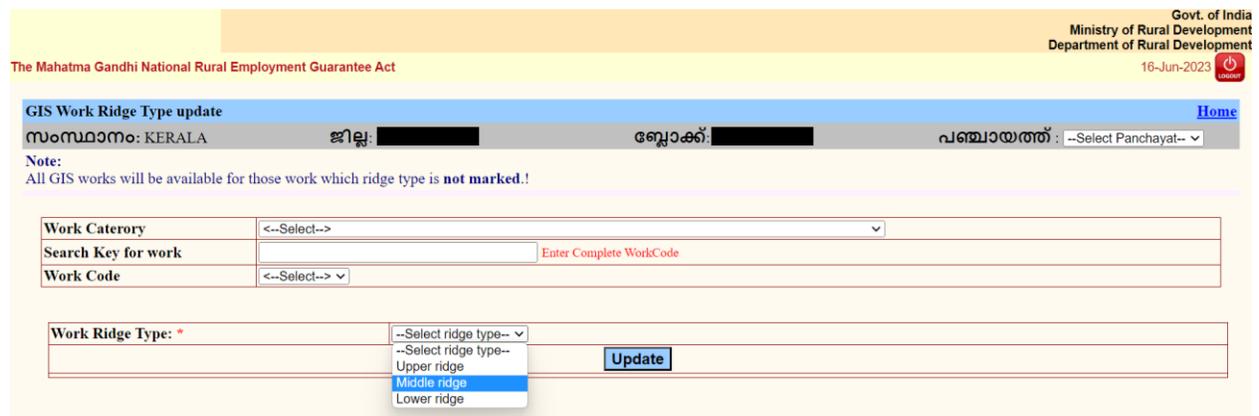
17. Click **Update GIS Ridge Type**, as shown in Figure 9.



(Figure 9)

18. Provide details like

- a. Name of the Grama Panchayath from the dropdown menu.
- b. Work Category
- c. Work Code
- d. Select **Work Ridge Type**.
- e. Update it (as in Figure 10).
- f. The Latitude and Longitude values of the existing work should be obtained either from the field using a GPS-enabled app or from Google Earth/Maps if the area is very familiar to the person who updates it (as explained in **Steps 6.j and 11**).
- g. The Latitude and Longitude values of the existing work should not be collected from the Bhuvan's Geotag data, as it has Latitude and Longitude values only upto 2 decimals (which means that a work can be anywhere within a limit of 1.11 Km).



(Figure 10)
