डॉ. चन्द्र शेखर कुमार, आई.ए.एस
अपर सचिव

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भारत सरकार
टावर—II, 9वां तल
जीवन भारती बिल्डिंग,
नई दिल्ली—110001
MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA
Tower-II, 9th Floor,
Jeevan Bharati Building,
New Delhi-110001

D.O. No. J-11011/59/2020-Media   Dated: 28th July, 2021

Dear Madam /Sir,

As you are well aware, a series of events / campaigns/ activities are being organized countrywide under *Azadi Ka Amrit Mahotsav* (India@75) to commemorate the 75th Anniversary of India's Independence. In this context, Ministry has shared a set of week-wise suggestive activities to be carried out at the level of State/UT headquarters and Panchayati Raj Institutions across the country.

2.   It is a matter of satisfaction that week-wise activities have started off and picked up pace with many States/Panchayats conducting events on weekly basis. It is imperative to document and popularize these activities digitally for its wider reach across the country.

3.   For convenience of the states, the Ministry has come-up with an easy-to-use dashboard where relevant activities/ details have already been auto-populated and authorized users can upload brief write-up, photographs, videos, press-clippings, social media posts links etc. relating to activities undertaken so far. The URL of India@75 portal/ dashboard can be accessed at http://indiaat75.nic.in.

4.   A presentation on the layout/ content/ components/KPIs and other key features of the India@75 Reporting Dashboard to track the progress of week-wise activities undertaken at PRI levels was made to states and UTs on 27/7/2021.

5.   Standard Operating Procedure (SOP) for India@75 Reporting Dashboard is enclosed herewith. In this regard, State/UT Departments of Panchayati Raj are requested to provide name and contact-details (email address and mobile number) of **Nodal Officers** designated for *Azadi Ka Amrit Mahotsav* (India@75) at email: <ak.tiwari12@nic.in> so that necessary entries can be made at national level.

6.   Entries in respect of Nodal Officers for different levels such as District Panchayat and Intermediate Panchayat will be made by concerned Panchayats. However, Gram Panchayats will be able to access to the India@75 portal using their login credentials for eGramSwaraj portal. In view of the importance of the matter, I would like to request for your kind personal intervention to ensure adequate sensitization regarding India@75 portal among PRIs and to advise the PRIs to actively participate in commemoration of 75-week long *Azadi Ka Amrit Mahotsav*.

Regards.

Yours Sincerely,

Encl.: As Above

(Dr. Chandra Shekhar Kumar)

Addl. Chief Secretary / Principal Secretary/ Secretary,
Department of Panchayati Raj,
All States/UTs, except Chandigarh and Delhi.

Standard Operating Procedure (SOP)

INDIA@75

Azadi Ka Amrit Mahotsav

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July, 2021

Panchayati Raj

NIC National Informatics Centre

I. INDIA@75 – Getting Started

I.   Enter the https://indiaat75.nic.in in the browser

II. Click Go

III. The home page appears as shown in figure

1

Figure 1

Demo Portal URL: https://indiaat75.nic.in/demo/

Live Portal URL: https://indiaat75.nic.in

Note: Demo Portal is for demonstration and training purposes only. Original data entry should be done on live portal only.

IV. Click on the Login button

V.   Enter Userid and Password

VI. On successful login you will redirect to main page as shown in figure 2.
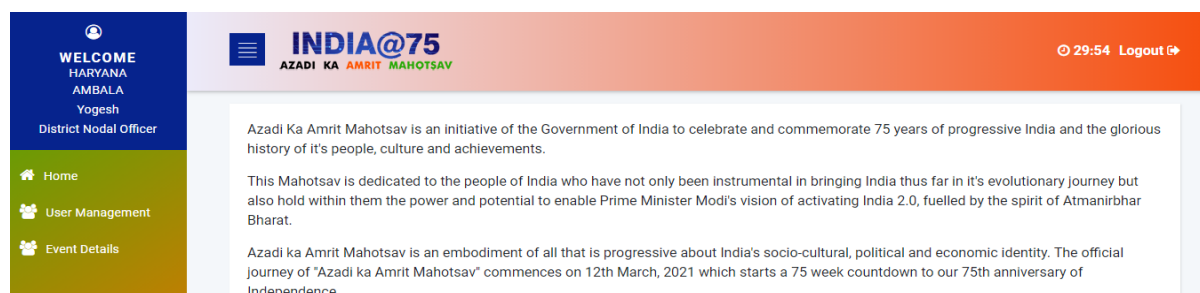
Figure 2

II. Nodal Users Creation

In order to enter the details of activities of the events happening during the "INDIA@75" timeframe, users for assigned nodal officers of various entities needs to be created as per below hierarchical structure:

Figure 3

- **Center**: Center will create Nodal officer users for various states. Mobile number of Nodal officers shared for the user creation will be the "Login Id" for respective nodal officers and password will be shared through email/SMS to the respective nodal officers.

- **State**: State will create Nodal officer users for various District Panchayats existing in the State. Mobile number of Nodal officers shared for the user creation will be the "Login Id" for respective nodal officers and password will be shared through email/SMS to the respective nodal officers.

- **District Panchayat:** District Panchayat will create Nodal officer users for various Block Panchayats existing in the State. Mobile number of Nodal officers shared for the user creation will be the "Login Id" for respective nodal officers and password will be shared through email/SMS to the respective nodal officers.

- **Block Panchayat:** There is no User creation at Block Panchayat Level.

- **Gram Panchayat**: There is no User creation at GP level. Gram Panchayat will use their existing eGramSwaraj admin users for logging into "INDIA@75" portal and uploading their events details.

III. Upload Event Details

- **Center**: Center can upload details of various events happening at Center level through its login.

- **State**: Center can upload details of various events happening at State level through its login.

- **District Panchayat:** District Panchayat can upload details of various events happening at District Panchayat level through its login. Uploaded contents will send for the State Nodal officer approval. Once approved by State Nodal officer, contents get published and will be visible in the Public domain.

- **Block Panchayat:** Block Panchayat can upload details of various events happening at Block Panchayat level through its login. Uploaded contents will send for the District Nodal officer approval. Once approved by District Nodal officer, contents get published and will be visible in the Public domain.

- **Gram Panchayat:** Gram Panchayat can upload details of various events happening at Gram Panchayat level through its login. Uploaded contents will send for the District/Block Nodal officer approval. Once approved by District/Block Nodal officer, contents get published and will be visible in the Public domain.

Figure 4

IV. Key Points!!!

- Allowed Photo/Image files type format are .JPG, .JPEG only. Maximum 3 files are allowed with each file having 2 MB size for uploading event details for a date.

- Allowed Document files type is .pdf format only. Maximum 3 files are allowed with each file having 2 MB size for uploading event details for a date.

- Allowed Video files are in .mp4 format only. Maximum 3 files are allowed with each file having 20 MB size for uploading event details for a date.

- Allowed Press Release/Media Coverage files are .MP4 (for media clips) and .JPG,.JPEG,.PDF for media/press release. Maximum 3 file are allowed with each having maximum size of 20 MB for uploading event details for a date.

- Uploaded contents will be sent for moderator approval.

- Published contents will be visible in the public domain and showcase the activities done by respective Panchayats. Hence it is advisable to upload best available contents for events.