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

Dr. Chandra Shekhar Kumar, IAS ADDITIONAL SECRETARY

Tel.: 011-23725301 Email: <u>cs.kumar@nic.in</u>



पंचायती राज मंत्रालय 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

Dated: 28th July, 2021

Dear Maclan /Siv,

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*.

Zecal.

Encl.: As Above

Yours Sincerely, (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

July, 2021





SOP - INDIA@75

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

| ← → C ③ indiaat75.nic.in | | Ø : |
|--|---|----------------|
| GOVERNMENT OF INDIA MINISTRY OF PAN | CHAYATI RAJ | |
| | INDIA@75 AZADI KA AMRIT MAHOTSAV 12 MARCH 2021 - 15 AUGUST 2022 | Panchayati Raj |
| 🕈 Home 🛛 🐸 About Us 🔳 KPIs | 🛛 Documents 🌐 Calender 🖾 Gallery 🕓 Contact Us | |
| आजादी का अमृत महोत्सव 75 Years of India's Independen 12 मर्च 2021 - 15 अग्स 202 | | |

Figure 1

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

Live Portal URL: <u>https://indiaat75.nic.in</u>

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.

| WELCOME HARYANA AMBALA | © 29:54 Logout (* |
|--------------------------------|--|
| Yogesh | |
| District Nodal Officer | Azadi Ka Amrit Mahotsav is an initiative of the Government of India to celebrate and commemorate 75 years of progressive India and the glorious history of it's people, culture and achievements. |
| 🕋 Home | This Mahotsav is dedicated to the people of India who have not only been instrumental in bringing India thus far in it's evolutionary journey but |
| 😁 User Management | also hold within them the power and potential to enable Prime Minister Modi's vision of activating India 2.0, fuelled by the spirit of Atmanirbhar Bharat. |
| 警 Event Details | Azadi ka Amrit Mahotsav is an embodiment of all that is progressive about India's socio-cultural, political and economic identity. The official journey of "Azadi ka Amrit Mahotsav" commences on 12th March, 2021 which starts a 75 week countdown to our 75th anniversary of Independence. |

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:

| d State Users e deactivated users are displayed w o check thoroughly active and tries | vith 'Green' colour. | | | | Lereste State User |
|--|-----------------------|--|---|---|---|
| ich are active are displayed w o check thoroughly active and | vith 'Green' colour. | | | | Search. |
| tries | | | | | |
| | | | | | Action |
| | | | | | |
| State Name | User Name | Mobile No | Designation | Update | Activate/Deactivate |
| GOA | GOA | 9800000000 | State | Ø | S |
| HARYANA | Shri Veenus Natahlia | 9356925623 | SMPU | Ø | |
| MADHYA PRADESH | Shri Pradyumna Sharma | 9407130066 | 9407130066 | Ø | ☑ |
| | HARYANA | HARYANA Shri Veenus Natahiia MADHYA PRADESH Shri Pradyumna Sharma | HARYANA Shri Veenus Natahlia 9356925623 MADHYA PRADESH Shri Pradyumna Sharma 9407130066 | HARYANA Shri Veenus Natahila 9356925623 SMPU MADHYA PRADESH Shri Pradyumna Sharma 9407130066 9407130066 | HARYANA Shri Veenus Natahlia 9356925623 SMPU Image: Comparison of the comparison of |

Figure 3

- <u>Center</u>: 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.
- <u>State</u>: 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.
- <u>District Panchayat</u>: 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.
- <u>Gram Panchayat</u>: 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

- <u>Center</u>: Center can upload details of various events happening at Center level through its login.
- <u>State</u>: Center can upload details of various events happening at State level through its login.
- <u>District Panchayat</u>: 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.
- <u>Block Panchayat:</u> 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.

National Informatics Centre

SOP - INDIA@75

 <u>Gram Panchayat:</u> 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.

| Add Event | Details | | | | | |
|--|--------------|--|--------|--|--|--|
| Select Weel | k | Week 9 (07/05/2021 To 13/05/2021) | | | | |
| Select Date | | 12/05/2021 | | | | |
| Theme of E | vent | Regional/ Zonal Assembly of Sarpanches on 10 May 20: 💙 | | | | |
| Community | Mobilisation | Message of State Panchayati Raj Minister 🗸 | | | | |
| Monitoring | Activities | Citizen Campaign 🗸 | | | | |
| Upload Deta | ails | | | | | |
| S.No | Upload Type | Upload Attachment/Link | Action | | | |
| 1. | SELECT | Choose File No file chosen | • | | | |
| Important Note: 1. Allowed Photo/Image files are in .jpeg, .png format only. Maximum 3 files are allowed with each file having 2 MB size 2. Allowed Document files are in .pdf format only. Maximum 3 files are allowed with each file having 2 MB size 3. Allowed Video files are in .mp4 format only. Maximum 3 files are allowed with each file having 2 MB size 0. I, hereby, declare that the uploaded contents are verified and doesnt contains any harmful, malicious or inappropriate data and taken during the event organised for Azadi ka Amrit Mahotsava. If any uploaded content found inappropriate laterwards, I will be solo responsible for it. SAVE CLEAR CLOSE | | | | | | |
| | | F : 4 | | | | |

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.