Standard Operating Procedure (SOP)

INDIA@75

Azadi Ka Amrit Mahotsav

****

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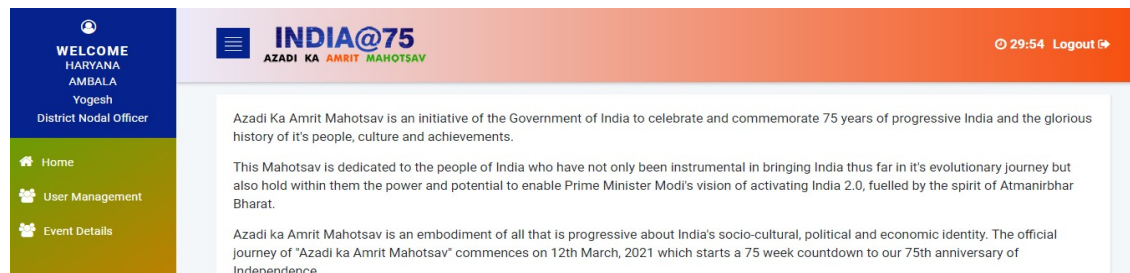VI. On successful login you will redirect to main page as shown in figure 2.

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:
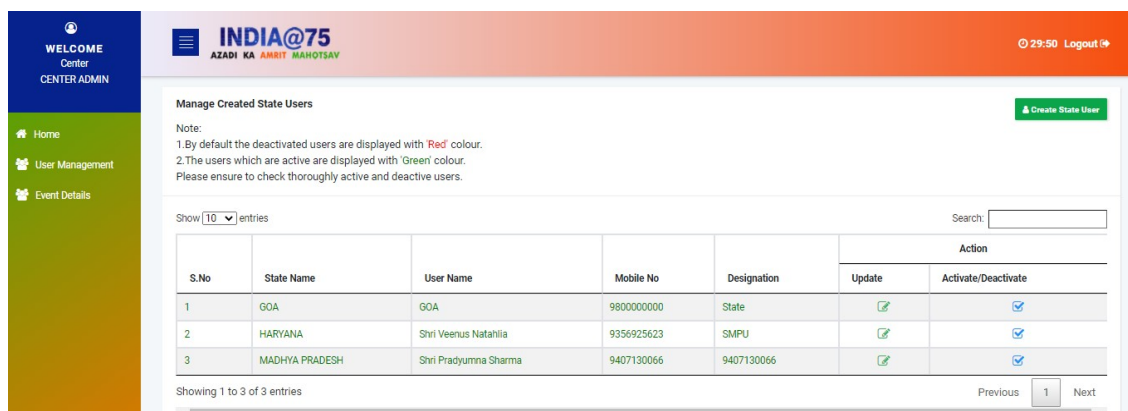
Figure 3

- **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.