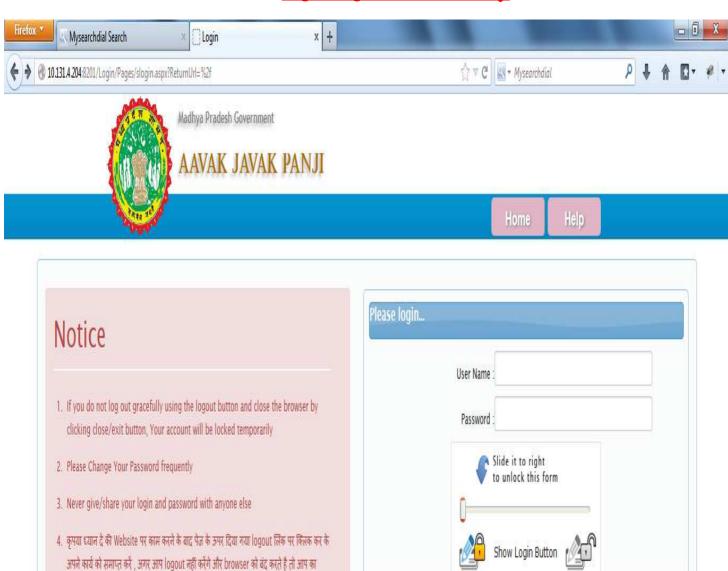
# Login Page of Aavak Panji

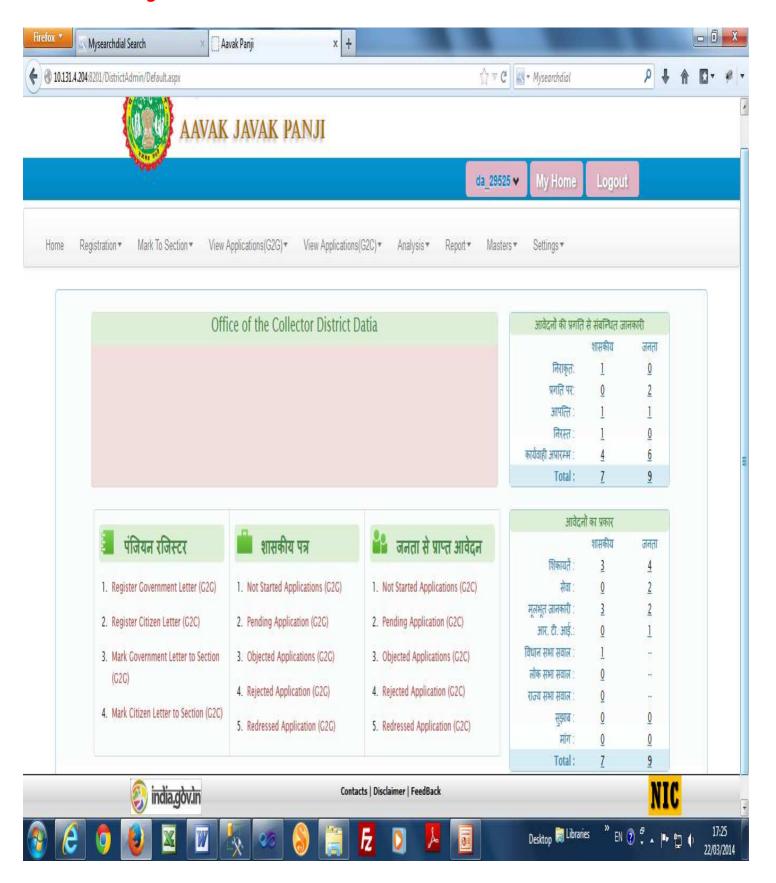


लोगिन अस्थाई रूप से बंद कर दिए जायेगा



## After successful login Role base menu will be appear.

# a> Menu on login of District Admin User :-



### b> Registration:-

### G2G Letters: - Register Application (Government to Government)

\*- Fields are compulsory

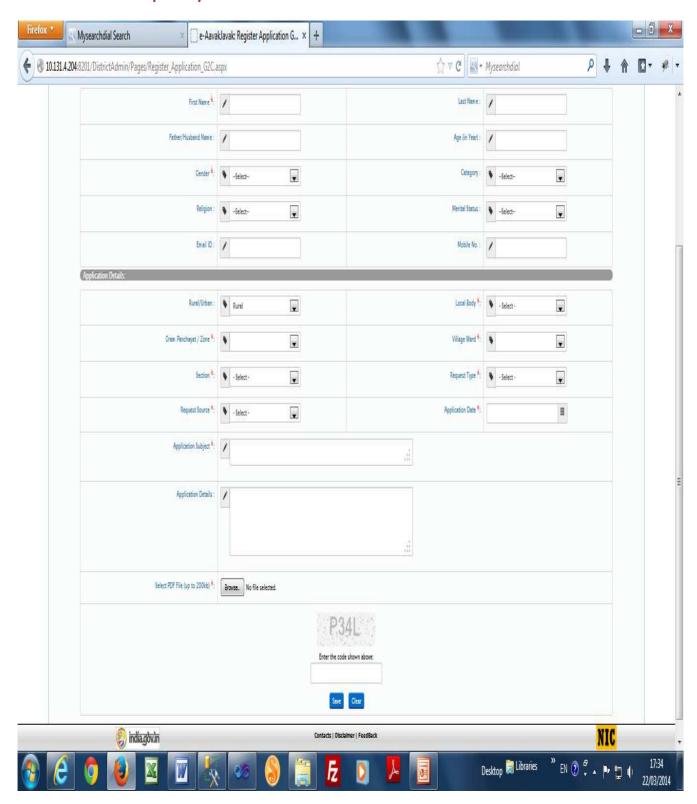


<sup>\*\*</sup> For Backlog letters Select PDF file is not compulsory.

<sup>\*\*</sup> Users may upload one or more files.

### c> G2C Applications: - Register Application (Government to Government)

### \*- Fields are compulsory



<sup>\*\*</sup> Mobile No. is compulsory if application registered by kiosk

\*\* Mobile No. is not compulsory if application registered by any Office

### d>After Receiving an application/letter from citizen/government office.

Officer Incharge of that office should mark letter/application to section if an application/letter not marked to any section.

#### e> Section incharge login in the system for take an action on applications/letters

OIC make changes the status of application/letters or request to Office incharge to shift application to another section. Office admin would able to change the status of an application if he/she did not make any action on the application/letter. Section incharge may reject the application with any reason or may object on application for some missing document with his/her application. District admin would be able to see the histroy of an application/letter. Until unless if an application not have the status of redressed it would be treated as pending with his/her section.

There are separate menus for G2G and G2C. G2G menu is as given below:-

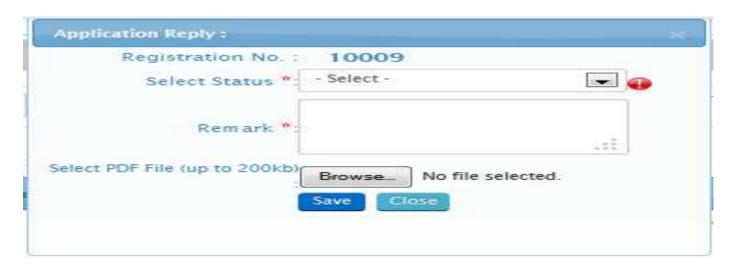


Section incharge will click on statuswise menu in which he/she want to take action. On click of this given below screen will be appear if application is under given status. If no application comes under choosed status then blank screen will be appear.





<sup>\*\*</sup> On Clicking Action Icon given below screen will be appear.



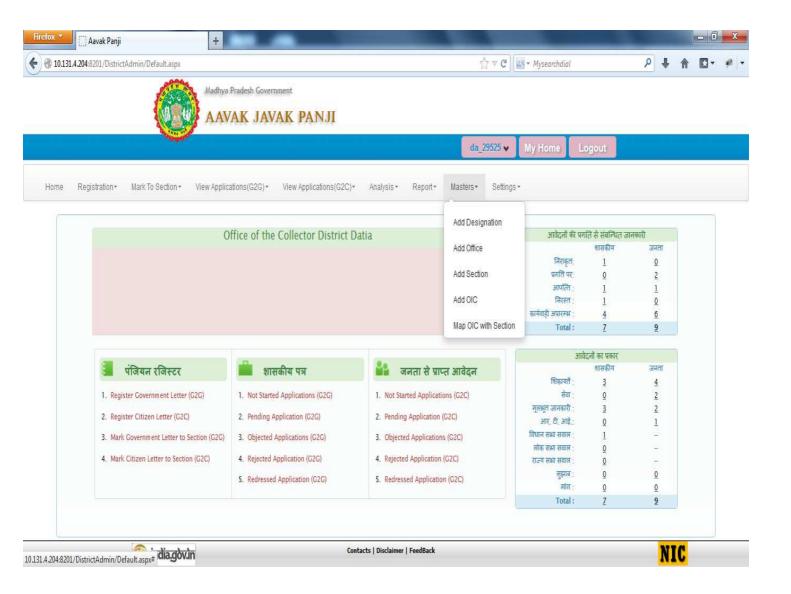
- \*\* Select status as in dropdown
- \*\* Remark filed is compulsory
- \*\* Select PDF file is not compulsory

#### f > Masters Creation :-

District admin user has only the role for creation of Masters. There are 5 types of masters.

- 1) Add Designation
- 2) Add Office
- 3) Add Section
- 4) Add OIC
- 5) Mapping OIC with Section

All 5 screens is self explanatory and user may add/update the concerned screen data.



# f> Analysis :- District admin user authorized to see the analysis :-



- 1 > Application status (Sectionwise)
- 2> Application status (OIC Wise)
- 3> Application status (Office Wise)

g> Reports: - All reports are self explanatory. Any office will see the reports of his/her office. Only district admin will see the report of all offices of the district



# h> Setting: - This option is used for change password:-

On clicking change password option given below screen will be appear.

Change your password	+	•			_	_	_	Į.	0 0	X
10.131.4.204/8201/Administration/PagesUsers/Change_Password.aspx				☆ ▼ X			<u>۹</u>	A	<b>-</b>	8
	Madhya Pradesh Governm									
9040				sec_101 <b>▼</b>	My Home	Logout				
Home Settings		×1.70								
		HOMOMORIOS	ur Password							
		Current Password:								
	नया पासवड कम सं क	म 7 अक्षर का होना चाहिए, जिस में कम से क New Password:	म एक Special Character जस	* # @ \$) और एक अक i	होना चाहिए					
		Confirm New Password:								
		Change	Password							
	1									
for 164.100.96.10	dia.gòv.ìn	Contacts   D	isclaimer   FeedBack				N	C		

New password will be minimum 7 characters long in which one special character and 1 digit is compulsory.

## i> Setting: - This option is used for change password:-

Logged user may see the profile on clicking ^ which is in the right hand side of user ID. Aavak Panji ◆ 10.131.4.204:8201/DistrictAdmin/Default.aspx# Madhya Pradesh Government AAVAK JAVAK PANJI da 29525 A Logout ---- My Profile ----Mark To Section▼ Home Registration \* View Applications(G2G)▼ View Applications(G2C)▼ ■ UserName : O District : DATIA Office of the Collector District Datia से संबन्धित जानकारी शासकीय Office : Office of the Collector District Datia 0 0 2 **=** Office Level : DISTRICT 0 undefined 6 Total: आवेदनों का प्रकार पंजियन रजिस्टर शासकीय पत्र 🔐 जनता से प्राप्त आवेदन शासकीय जनता 4 1. Register Government Letter (G2G) Not Started Applications (G2G) Not Started Applications (G2C) 2 मुलभूत ज्ञानकारी : 2. Register Citizen Letter (G2C) 2. Pending Application (G2G) 2. Pending Application (G2C) आर. टी. आर्ड.: 1 विधान सभा सवाल : 3. Objected Applications (G2C) 3. Mark Government Letter to Section 3. Objected Applications (G2C) लोक सभा सवाल : (G2G) 4. Rejected Application (G2G) 4. Rejected Application (G2C) राज्य सभा सवाल : 4. Mark Citizen Letter to Section (G2C) 0 0 सुझाव : 5. Redressed Application (G2G) 5. Redressed Application (G2C)

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<sup>\*\*</sup> On clicking ^ which is in the right hand side of user ID. This will close the profile