



User Guide for My Task

User manuals Module 2



LokOS Web Application



My Task Section

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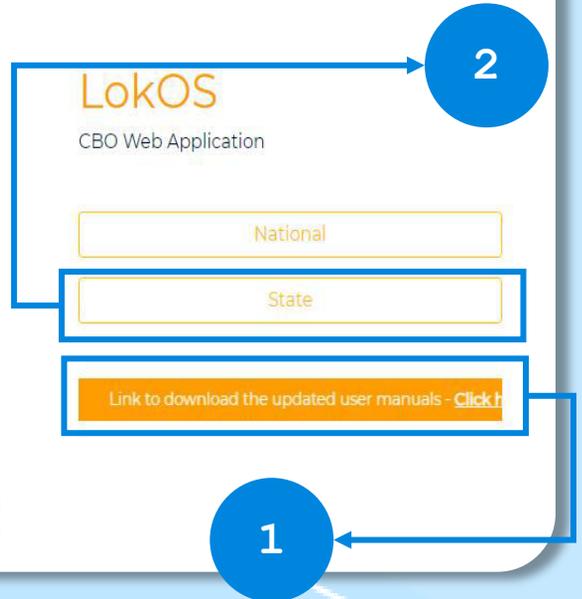


Supported Browser List

Notes :

Please use latest version of any of the below supported browsers

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Safari
- Opera



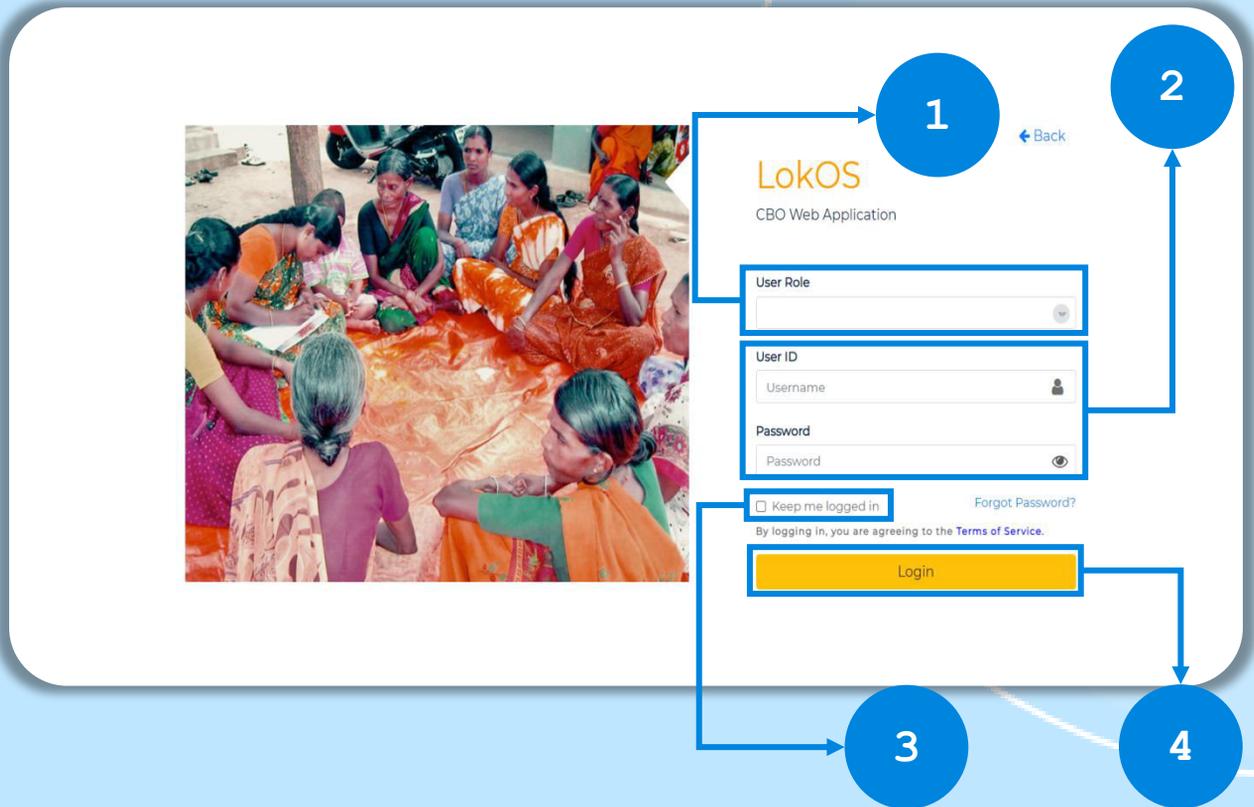
Website login screen

1 Users can download the user manual from the link.

2 For CBO's Profile Approval user select State Tab.

Notes :

- Use this URL for Training- <https://demo.lokos.nrlm.gov.in/choose-login>
- Use this URL for Live- <https://prod.lokos.nrlm.gov.in/choose-login>
- Block Program Manager can login from State tab for Approval of CBO's.
- Block Admin can login from State tab to make Bookkeeper users for mobiles.



1 Select the role - Block Program manager.

2 Enter the User ID with the prefix and password. To view the entered password, click on the eye button.

3 Click on the check box "Keep me logged in" to save the ID password.

4 Click on 'Login' button to login.

Notes :

- Forgot Password (In case you forget your password, contact the Admin that created your ID to reset your password).

My Task / Notification Page

1

Approval Pending SHG's Count Showing on SHG Profile Verification and Activation.

2

Approval Pending VO/CLF Count Showing on Federation Profile Verification and Activation.

3

On My Task Screen "Refresh Duplicate" is must after uploading any data from mobile.

Notes :

- The data uploaded from the Mobile will only be visible after 'Refresh Duplicate' button is clicked.
- The count on the 'SHG Profile Verification and Activation' card shows the number of SHG Profiles pending for Approval.



SHG Profile Verification and Activation



SHG Profile Verification and 04 Activation

भारत सरकार | GOVERNMENT OF INDIA
ग्रामीण विकास मंत्रालय | Ministry of Rural Development
Devrajat Aatmapalaya Yojana - National Rural Livelihoods Mission (NRLM)
e-Governance Application

Now you are in NITINBPM Profile
0:05:07

Count 38

S No.	Panchayat	Village	SHG Code	SHG Name	Formation Date	Request Date	Status	SHG Duplicate	Total Members	To be approved	To be activated	Dupli Mem
1	ALAWLA	ALAWLA	100034782	BALAJI MAHILA SHG	04/07/2019	05/01/2023	Modified		12	0	0	0
2	BALRANGRAN	BALRANGRAN	100035455	JYOTI MAHILA SHG	18/12/2016	26/06/2022	Modified		12	5	0	2
3	BANSA	BANSA	100035602	RADHA MAHILA SHG	04/11/2020	09/02/2023	Modified		11	11	0	7
4	BANSA	BANSA	100035625	VALMIKI MAHILA SHG	02/11/2020	19/11/2020	Modified		12	1	0	0

1

Click on the name of SHG to verify SHG and Members details.

2

Click on the Member count under the column 'To be Approved' to verify Members details.

Notes :

- On "SHG Profile Verification and Activation" screen, Block program Manager can verify the SHGs.
- Block Program Manager can also check other details like SHG's Status, Duplicate Status and more.



SHG Profile Verification and Activation

Block/Panchayat/Village: KATTANKOLATHUR/CHETTIPUNIYAM/CH

President Name/Mobile No.: Gnanasowthiry Srinivasan / 9976799652

SHG Profile Members

ROJA SHG / ரோஜா குழு

Verification and Duplicate Status

S No	Identifier	Image	Action	Rejection Remarks
1	Mobile Number: 9976799652	No Duplicates Found	<input checked="" type="checkbox"/>	Select List
2	Mobile Number: 8838501131	No Duplicates Found	<input checked="" type="checkbox"/>	Select List
3	Account Number: 6137395477	Potential Duplicate	<input checked="" type="checkbox"/>	Select List

Sequence of profile approval:

- Approve members profile (All Members) and then SHG profile.
- A New SHG profile can only be approved after the approval of the SHG members.
- A minimum of 5 members are required to approve the SHG profile.



SHG Profile Verification and Activation

SHG Name / Code: ROJA SHG (0)

Block / Panchayat / Village: KATTANKOLATHUR / CHETTIPUNIYAM / CHETTIPUNIYAM

SHG Profile Members

Members List

Count: 5

S. No.	Member Code	Member Name / Name in Local Language	Status	Duplication Status
1	-	Gnanasowthiry Srinivasan / குானசௌந்தரி	New	No Duplicates Found
2	-	Muniyammal Harikrishnan	New	Potential Duplicate
3	-	Shanthi Dhayalan / சாந்தி	New	No Duplicates Found
4	-	INDHIRANI JAYARAMAN / இந்திராணி	New	No Duplicates Found
5	-	Ellammal Perumal / Ellammal	New	Potential Duplicate

1

Block Program Manager can check the list of members that are pending for approval.

2

Check Status and Duplication Status.

3

Click on the member name shown in blue colour to approve or reject a member profile.

Notes :

- If Member is new then LokOS Member code will be generated after member approval. This code will be different from NRLM MIS code.



SHG Profile Verification and Activation

S.No.	SHG Name	SHG Code	Name	Code	State	District	Block	GP	Village	Member Status	Settlement Status
1	RADHA MAHILA SHG	100035602	SUSHMA	1000429245	HARYANA	KARNAL	MUNAK	BANSA	BANSA	Active	N/A
2	MA VASHNO MAHILA SHG	100037338	raama	0	HARYANA	KARNAL	MUNAK	MUNAK	MUNAK	Active	N/A
3	RADHA MAHILA SHG	100035602	NISHA	1000429297	HARYANA	KARNAL	MUNAK	BANSA	BANSA	Active	N/A
4	TESTSHG	100044952	Ram SHG	1000548517	HARYANA	KARNAL	MUNAK	MUNAK	MUNAK	Active	N/A
5	TESTSHG	100044952	Rajpoot Saket	1000548488	HARYANA	KARNAL	MUNAK	MUNAK	MUNAK	Active	N/A

HALIMA BANOO (370000019617) Activated Approve Profile Changes Reject Profile Changes

Verification and Duplicate Status

S No	Identifier	Value/Data	Status	Duplicate	Image	eKYC Verified	Action	Rejection Remarks
1	Account Number	0617040150000472	No Duplicates Found			-	<input type="checkbox"/> <input type="checkbox"/>	Select List
2	Mobile Number	6005390254	Potential Duplicate i			-	<input type="checkbox"/> <input type="checkbox"/>	Select List
3	Aadhaar	-	Confirmed Duplicate i			-	<input type="checkbox"/>	Select List

Approval of below identifiers of member will be done on this screen.

- Mobile number
- Account number
- KYC Details

Click on i button to know duplicate details. If any identifier is Potential/Confirmed duplicate it will be marked with i button to show duplicate status.

Please complete all the Actions to proceed.

Notes :

- Block Program Manager can't approved if any Member Aadhaar and Bank account details is confirmed duplicate, Reject it with proper rejection remark.
- If any identifier is rejected (X), the member profile can't be approved.
- Then final Approval or Rejection of the member profile is based on inputs given.



SHG Profile Verification and Activation

1

Basic Detail		
Name / Name in Local Language* chandrakala	Gender* Female	IS DOB Available?* Yes
Date of birth* 01/01/1974	Mother/Father/Spouse Name / Name in Local Language* PATRAM SINGH	Relation (Mother/Father/Spouse)* Spouse
Marital Status* Married	Is Member Head of the Family? * yes	Disability No disability
Guardian - Care taker Name / Name in Local Language --	Relation with Guardian -	Member Joining Date* 04/08/2015
Post / Designation* President	Social Category* SC	Religion* Hindu
Highest Education Level* Able to Read and/or Write	Primary Livelihood* Agriculture Activities	Secondary Livelihood* Fishery Activities
Tertiary Livelihood* Select	Is Insurance? * No	Consent Form for Aadhar* 
Status* Active		

2

Check Member's Basic Details

1 Check Member basic details

2 Check Consent Form for Aadhaar Image by clicking on it

Notes :

- Check all the details one by one by expanding and if all details are correct then approve the profiles.



SHG Profile Verification and Activation

Insurance Details

Insurance Type	Valid To
Pradhan Mantri Suraksha Bima Yojana (PMSBY)	26/05/2022

Cadre Detail

Cadre Category	Cadre Role	Date of Joining	Date of Leaving
Livelihoods	Krishi Sakhi	18/05/2022	.

Mobile Detail

Mobile belongs to (Member)	Mobile No.
Self	9065192066

Check Member's Other Details

- 1 Check Member Insurance details entered by Bookkeeper.
- 2 If Member is Cadre, Check Cadre details.
- 3 Check Mobile Details.



SHG Profile Verification and Activation

Address Detail		
Address Type Primary	Address Location Local	Address 1 NO 111,INDIRA STREET,CHENGALPATTU,Villimbakkam...
Address 2 --	Gram Panchyat CHETTIPUNIYAM	Village CHETTIPUNIYAM
Pincode 603101		

Bank Detail		
Name in Bank Passbook Gnanasownthiry Srinivasan	IFSC Code IDIB000A032	Bank Name INDIAN BANK
Bank Branch ATTUR - 835 Kancheepuram High Road Attur (Chengalpattu) Kancheepuram 603101	Account No. *****271	Account Type Savings
Account Opening Date 14/10/2018	Passbook Images 	Is Default Yes
Status Active		

Check Member's Other Details

- 1 Check Member Address detail
- 2 Verify Bank details.
- 3 Click on the passbook image to verify entered Bank Details.

Notes :

- There could be Multiple Bank Account Details entered for a member.
- The passbook image can be rotated and can be moved any where on the screen.



SHG Profile Verification and Activation

KYC Detail

KYC Document Type: Aadhaar

KYC ID: XXXXXXXX0224

Front Image

Rear Image

Other ID

1

2

3

Check Member's Other Details

1

Check Member KYC detail entered by Bookkeeper.

2

Verify KYC Details by clicking on the images of KYC Document uploaded by the Bookkeeper.

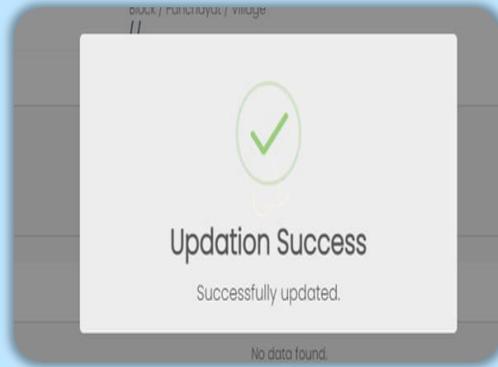
3

Check System Tag Id (Other id) if applicable or if MNREGA id is entered by the bookkeeper.

Notes :

- If Aadhaar is already verified by NRLM from UIDAI server then user will not be able to check Aadhaar Number although Aadhaar images can be verified by clicking on them.

S No	Identifier	Value/Data	Status	Duplicate	Image	eKYC Verified	Action	Rejection Remarks
1	Account Number	0617040100002978	No Duplicates Found	-		-	<input checked="" type="checkbox"/>	Select List
2	Mobile Number	6006961660	Potential Duplicate	-	-	-	<input checked="" type="checkbox"/>	Select List
3	Aadhaar	-	No Duplicates Found	-	-	Verified	<input checked="" type="checkbox"/>	Select List



Member Profile Approval

1 If all details are correct then select 'Right Icon' in the Action column.

2 Click on the 'Approve Profile' button to approve profile details. When member is verified a pop-up will be shown with the message 'Updation Success'.

Notes :

- Please complete all the Actions from De-duplication under the 'Actions' column.
- If any of the identifiers (Mobile number, Account Number, Aadhaar number) is rejected then the profile has to be rejected.
- A minimum of 5 members are required to approve the SHG profile.



SHG Profile Verification and Activation

2

Member Profile Rejection

1

If Any of the details are wrong then select cross icon in Action column and choose rejection remark from the box and click on 'Reject Profile' button.

2

Enter Rejection Remarks in Your words and click on 'Submit' button.

Notes :

- Please complete all the Actions from De-duplication under the 'Actions' column to proceed with Approval or Rejection.
- When any of the identifiers (Mobile number, Account Number , Aadhaar number) is rejected then the profile has to be rejected.



SHG Profile Verification and Activation

Block/Panchayat/Village: KATTANKOLATHUR/PAZHAVELI/PAZHAVELICOLONY
User Name/Mobile No.: TN_CST8778240051 / 8778240051

SHG Profile Members

DR AMBEDKAR ILAIGNAR SHG (2944561) Approve Profile Reject Profile

Verification and Duplicate Status

S No	Identifier	Value/Data	Status	Duplicate	Image	Action	Rejection Remarks
1	Account Number	7181035300	No Duplicates Found			<input checked="" type="checkbox"/> <input type="checkbox"/>	Select List

SHG Profile

1

When all the Member profile are verified then click on the 'SHG profile Toggle' button to verify SHG details.

Notes :

- When 5 members are approved in a SHG, only then the SHG Profile "Approve profile" button will be active.
- Verification and approval of below identifiers of SHG will be done here.
 - ❖ Mobile number
 - ❖ Account number
- If any identifier is duplicate it will show on this screen.
- If any identifier is rejected (X), the SHG profile can't be approved.



SHG Profile Verification and Activation

1

Basic Detail		
SHG Name / Name in Local Language* FINAL SHG	Formation Date* 01/11/2020	Promoted By* State Project
Non-co-Opted/Revive Date Non-co-Opted	SHG Type* Special	Tags* Other
Other(Specify)* All	Meeting Frequency* Weekly	Day Monday
Compulsory Saving Frequency* Weekly	Parent federation name JUGAL GRAM SANGATHAN	Compulsory Saving Amount (Per Member)* ₹50.00
Compulsory saving ROI 12 %	Voluntary Saving Yes	Voluntary Saving ROI 12 %
Bookkeeper Identified* Yes-Internal	Bookkeeper Name Member A	Bookkeeper's Mobile No. 9635852588
Primary Livelihood Activity* No Primary Livelihood Activity	Secondary Livelihood Activity* No Secondary Livelihood Activity	Tertiary Livelihood Activity* No Tertiary Livelihood Activity
Tenure of elected Office Bearers* 26	Resolution Document* 	Status Active

2

Check SHG Basic Details

1

Check all the SHG basic details entered by the Bookkeeper.

2

Check Resolution Document by clicking on it. It can either be a PDF file or an Image.

Notes :

- If SHG Status is inactive and settled then Block Program Manager will be able to approve or reject SHG.



SHG Profile Verification and Activation

Mobile Detail

Mobile belongs to (Member)	Mobile No.	Is Default
Ramayi Munian	8778240051	Yes
Mobile belongs to (Member)	Mobile No.	Is Default
SALSA MANOGARAN	9715463656	Yes
Mobile belongs to (Member)	Mobile No.	Is Default
Thilagavathi Gopi	8520963147	Yes

Address Detail

Address1 *	Address 2	Gram Panchyat *
pazhaveli	pazhaveli	PAZHAVELI
Village	Pincode *	
PAZHAVELI	603101	

Bank Detail

SHG Name in Bank Passbook	IFSC Code	Bank Name
INDIRAGANDHI OLDAGE SHG	IDIB000C022	INDIAN BANK
Bank Branch	Account No.	Account Type
CHENGALPATTU - P B No 2 7 G.S.T.Road Chengalpattu 603001	*****841	Savings
Account Opening Date	Passbook Images	Is Default
06/05/2022		Yes
Status		
Active		

Other ID

Other ID Type	ID
NRLM MIS ID	433400

Check SHG Other Details

1

Check Mobile details. This section will show the mobile details of Leaders of SHG.

2

Check SHG Address.

3

Check SHG Bank details.

4

Click on the passbook image to verify entered Bank Details.

5

If SHG is Migrated then Check SHG System Tag ID (Other ID)



SHG Profile Verification and Activation

Designation			
President Thilagavathi Gopi	From Date 17/10/2022	To Date -	Signatory Yes
Sectrary Ramayi Munian	From Date 17/10/2022	To Date -	Signatory Yes
Treasure SALSA MANOGARAN	From Date 17/10/2022	To Date -	Signatory Yes

Check SHG Other Details

1

Check Leaders of SHG, if some leader has left from the Role then Leaving (To date) will be there.

2

If any Member is a signatory then Yes will be there in the signatory column.

Notes :

- When any Leader leaves from her Role then those entries are shown in Red colour.



SHG Profile Verification and Activation

Block/Panchayat/Village: KATTANKOLATHUR/PAZHAVELI/PAZHAVELICOLONY
User Name/Mobile No.: TN_CST8778240051 / 8778240051

SHG Profile Members

DR AMBEDKAR ILAIGNAR SHG (2944561)

Approve Profile Reject Profile

Verification and Duplicate Status

S No	Identifier	Value/Data	Status	Duplicate	Image	Action	Rejection Remarks
1	Account Number	7181035300	No Duplicates Found				Select List

SHG Profile

1

If all details are correct then select 'Right Icon' in the Action column.

2

Click on the 'Approve Profile' button to approve profile details. When member is verified a pop-up will be shown with the message 'Updation Success'.

Notes :

- Block Program Manager can't approved if any SHG Bank account details is confirmed duplicate, Reject it with proper rejection remark.
- When 5 members are approved in a SHG, only then the SHG Profile "Approve profile" button will be active.
- Verification and approval of below identifiers of SHG will be done here. Once approved, it will not be visible
 - ❖ Mobile number
 - ❖ Account number
- If any identifier is duplicate it will show on this screen.
- If any identifier is rejected (X), the SHG profile can't be approved.
- When New SHG profile is approved then, SHG LokOS Code will be generated.



SHG Profile Rejection

Block/Panchayat/Village: KATTANKOLATHUR/PAZHAVELI/PAZHAVELICOLONY
User Name/Mobile No.: TN_CS18778240051 / 8778240051

SHG Profile Members

DR AMBEDKAR ILAIGNAR SHG (29445611)

S No	Identifier	Value/Data	Status	Duplicate	Image	Action
1	Account Number	7181035300	No Duplicates Found	-		<input checked="" type="checkbox"/> <input type="checkbox"/>

Reason of Rejection

Enter Your Text

Close Submit

SHG Profile Rejection

1 If Any of the details are wrong then select cross icon in Action column and choose rejection remark from the box and click on 'Submit' button.

2 Enter Rejection Remarks in Your words and click on 'Submit' button.

Notes :

- Please complete all the Actions from De-duplication under the 'Actions' column to proceed with Approval or Rejection.
- When any of the identifiers (Mobile number, Account Number) is rejected then the profile has to be rejected.



VO Profile Verification and Activation



05 VO Profile Verification and Activation

The screenshot shows the NITINBPM profile page. At the top, it displays the Government of India logo and the Ministry of Rural Development. The page is titled "Now you are in NITINBPM Profile" and shows a timer at 00:39:51. A "Refresh Duplicate" button is located in the top right corner. The main content area is titled "Notification" and contains several cards: "SHG Profile Verification and Activation" (39), "VO Profile Verification and Activation" (9), "CLF Profile Verification and Activation" (5), "Deduplication Status" (0), "User Management", and "Master Update View". The "VO Profile Verification and Activation" card is highlighted with a blue box, and a blue circle labeled "2" points to it. A blue circle labeled "1" points to the "Refresh Duplicate" button.

1

On My Task Screen "Refresh Duplicate" is must after uploading any data from Mobile.

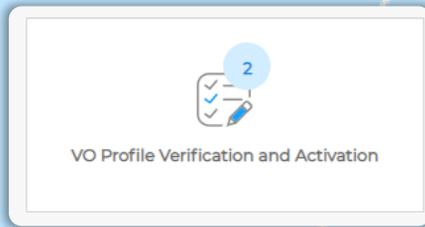
2

"VO Profile Verification and Activation" is used for verification of VO.

Notes :

- The data uploaded from the Mobile will only be visible after 'Refresh Duplicate' button is clicked.
- The count on the 'VO Profile Verification and Activation' card shows the number of VO Profiles pending for Approval.

VO Profile Verification and Activation



भारत सरकार | GOVERNMENT OF INDIA
ग्रामीण विकास मंत्रालय | Ministry of Rural Development
Dissempowered Apathology Schemes - National Rural Livelihoods Mission (NRLM) - TRZM
e-Governance Application

Now you are in tbpm Profile
00:00:33

1 Village Organization **2** Total VO 5

S No	Block	Panchayat	VO Code	VO Name	Formation Date	Status	#Member CBO	#Parent CBO	#Sub Committee
1	KATTANKOLATHUR	CHETTIPUNIYAM	290416	CHETTIPUNIYAM HLF / செட்டிபுண்ணியம்	07/06/2016	Modified	8		5
2	KATTANKOLATHUR	CHETTIPUNIYAM	290416	CHETTIPUNIYAM PLF / செட்டிபுண்ணியம்	30/04/2016	Modified	18	KATTANKOLATHR BLF	5
3	KATTANKOLATHUR	KONDAMANGALAM	290416	KONDAMANGALAM PLF / kondamangalam plf	22/08/2011	Modified	17	KATTANKOLATHR BLF	0
4	KATTANKOLATHUR	PAZHAVELI	290425	PAZHAVELI PLF / Pazhaveli plf	17/05/2016	Modified	19	KATTANKOLATHR BLF	3
5	KATTANKOLATHUR	VILLIYAMBAKKAM	290425	VILLIYAMBAKKAM PLF / villiyambakkam	16/07/2016	Modified	22	KATTANKOLATHR BLF	2

per page: 25 1 - 5 of 5

1

Click on the VO name to check and Verify VO details.

2

Check VO's Status (New/Modified).

Notes :

- On VO "Profile Verification and Activation Screen" Block Program Manager can verify the VO's.
- Search VO from "Filter" and enter the correct VO name or VO code, or search in VO List given below.



VO Profile Verification and Activation

S.No.	Name	Code	State	District	Block	GP	Village	Member Status	Settlement Status
1	SANTOSH DEVI	1200250386	HARYANA	KARNAL	MUNAK	RAIPUR JATTAN	RAIPURJATTAN		

Block/Panchayat: MUNAK/ALAWLA

User Name/Mobile No.: HR_MEENABK / 999999 999

President Name/Mobile No.: Priyanka Kumari / 9633558455

RAJNIKANTVO 12002888 ✔ Activated

✔ Approve Profile Changes ✘ Reject Profile Changes

Verification and Duplicate Status

S No	Identifier	Value/Data	Status	Image	Action	Rejection Remarks
1	Account Number	282510100020913	Confirmed Duplicate i		<input type="checkbox"/>	Select List
2	Account Number	9665435556	No Duplicates Found		<input checked="" type="checkbox"/>	Select List

VO Approval Notification

- Approval of below identifiers of member will be done on this screen.
 Account number
- Click on i button to know duplicate details. If any identifier is Potential/Confirmed duplicate it will be marked with i button to show duplicate status.
- Please complete all the Actions to proceed.

Notes :

- Block Program Manager can't approved if any Bank account details is confirmed duplicate, Reject it with proper rejection remark.
- In case any Duplicate/Mistake is found in VO, Block Program Manager can reject it with rejection remarks.
- Block Program Manager can verify "Verification and Duplicate Status". Once approved, it will not be visible.



VO Profile Verification and Activation

1

2

Basic Detail		
Gram Panchayat CHETTIPUNIYAM	VO Code 2904166	VO Name / Name in Local Language * CHETTIPUNIYAM PLF / செட்டிபுண்டியம்
Formation Date * 30/04/2016	Promoted By State Project	Promoter Name NRLM
Co-opted/Revived Date co-opted	Co-opted Date 16/10/2016	Meeting Frequency Fortnightly
Financial Intermediation (Y/N) <input checked="" type="radio"/> Yes <input type="radio"/> No	Compulsory Saving Amount (Per Member) 100	Compulsory Saving Interest Rate (Annually) % 0 %
Compulsory Saving Frequency Monthly	Voluntary Saving No	Parent CBO /Federation KATTANKOLATHR BLF
Member CBO Count 18	Bookkeeper Identified No	Tenure of elected Office Bearers 24
Status Active	Resolution Document 	Registration of VO Yes
Registration Number 180	Registration ACT State Cooperative Societies Act	Date of Registration 29/12/2016

Verify Basic Detail

1

Check all the VO basic details entered by the Bookkeeper.

2

Check Resolution Document by clicking on it. It can either be a PDF file or an Image.

Notes :

- If VO Status is Inactive and settled then Block Program Manager will be able to approve or reject VO.
- Block Program Manager can verify Basic Details filled by the Bookkeeper.



V0 Profile Verification and Activation

Village	Group Name	Formation Date	Joining Date
RAMPURI	JAGDAMBA	31-12-2014	01-01-2015
RAMPURI	GANGA	31-12-2014	01-01-2015
RAMPURI	SANTOSHI MATA	28-12-2014	01-01-2015
RAMPURI	JYOTI	30-12-2014	01-01-2015
AHMADPURSADAT	ANSARI SHG	07-08-2021	01-01-1970

List of Mapped SHGs

Check the mapped SHG's details-

- List of All mapped SHGs
- Village
- Group Name
- Formation date
- Joining date - When SHG joined V0.



VO Profile Verification and Activation

1

Executive Committee Member

S No	SHG Name	Member Name	Joining Date	Leaving Date	Post in VO	Signatory	Signatory assigned date	Signatory change date
1	BALA JI	GEETA	01/08/2022	-	President	Yes	01/08/2022	-
2	JAI MATA	KELAWATI	02/09/2020	-	Vice-President	No	-	-
3	LADU GHOPAL	SUNITA	02/09/2020	-	Secretary	Yes	02/09/2020	-
4	DEVI MAHILA SHG	KISHMATI	02/09/2020	-	Joint-Secretary	No	-	-
5	DADA KHERA	HASINA	02/09/2020	-	Treasurer	Yes	23/09/2020	-
6	JAI SHRI RAM	ANKITA KUMARI	02/09/2020	-	EC-Member	No	-	-
7	JAI BHAIM	KAVITA	02/09/2020	-	EC-Member	No	-	-

List of Mapped EC Member

Check the details of EC Members on this screen

- SHG Name
- Member name
- Joining date
- Leaving date (shown with different colour)
- Member's Post in VO
- Signatory Yes or No.
- Signatory Assigned and change date.

Notes :

- All the Leaders of VO will be shown first then other EC Members.



VO Profile Verification and Activation

Mobile Detail	
Mobile belongs to (Member) * KELAWATI	Mobile No. * 8569930967
Mobile belongs to (Member) * SUNITA	Mobile No. * 8059579619
Mobile belongs to (Member) * KISHMATI	Mobile No. * 8569930967
Mobile belongs to (Member) * HASINA	Mobile No. * 9992180978

Address Detail		
Address 1 * VPO BALLAH ,MUNAK BLOCK,DISST. KARNAL	Address 2 Government Building	Gram Panchyat * BALLAH
Pincode * 125555		

Verify Mobile No. and Address

1

Check Mobile details. This section will show the mobile details of Leaders of VO.

2

Check VO Address.



V0 Profile Verification and Activation

1

Sub-Committee List				
S No	Sub-Committee Name	From Date	To Date	Sub-Committee Member
1	Asset Verification Sub- committee	10/05/2019	01/12/2022	1
Sub-Committee Member List				
S No	Member Name *	From Date *	To Date *	
1	PREMI BALA	10/05/2020	01/12/2022	
2	Livelihoods promotion Sub-committee	10/12/2019	-	1
Sub-Committee Member List				
S No	Member Name *	From Date *	To Date *	
1	NEELAM	10/12/2020	-	
3	Special Sub-committee	15/12/2018	-	1
Sub-Committee Member List				
S No	Member Name *	From Date *	To Date *	
1	GAYATRI DEVI	05/12/2019	-	
4	Bank linkage Sub-committee	29/12/2018	15/12/2022	1

2

List of Sub Committees

1 Check Sub Committee List :-

- Sub Committee Name
- From Date (Joining)
- To Date (Leaving)
- Sub Committee Member count

2 Check Member list in a Sub committee by clicking on the Sub-committee name :-

- Member Name
- From Date (Joining)
- To Date (Leaving)



VO Profile Verification and Activation

Bank Detail		
Name in Bank Passbook *	IFSC Code *	Bank Name *
ARPAN PRERNA MAHILA SANKUL SANGH NAGAL	UTIB0001092	AXIS BANK
Bank Branch *	Account No. *	Account Opening Date *
BIJNOR - GROUND AND FIRST FLOORS,ANKUR HEIGHTS , MIRAPUR RAZA, CODE NO. 35, CIVIL LINES, NAJIBABAD ROAD ,BIJNOR, UTTAR PRADESH, PIN 246 701	123456789012346	08/01/2022
Passbook Image *	Is Default	Status *
	Yes	Active

KYC Detail		
KYC Document Type *	KYC ID *	Image *
PAN	ABCTY1234D	
KYC Detail		
KYC Document Type *	KYC ID *	Image *
TAN	PDES03028F	

Verify Bank and KYC Details

1

Check Bank details and verify by clicking on the passbook image to verify entered Bank Details.

2

Check KYC details (if applicable) and verify by clicking on the Document images to verify entered KYC Details.

Notes :

- There could be Multiple Bank Account Details entered for a member.
- The images can be rotated and can be moved any where on the screen.



VO Profile Verification and Activation

1

2

1

If all details are correct then select 'Right Icon' in the Action column.

2

Click on the 'Approve Profile' button to approve profile details. When member is verified a pop-up will be shown with the message 'Updation Success'.

Notes :

- Verification and approval of below identifiers of VO will be done here.
 - ❖ Mobile number
 - ❖ Account number
- If any identifier is duplicate it will show on this screen.
- If any identifier is rejected (X), the VO profile can't be approved.
- When New VO profile is approved then, VO LokOS Code will be generated.



VO Profile Verification and Activation

Block/Panchayat: MUNAK/BALLAH
User Name/Mobile No.: HR_HARISH / 8826073343
President Name/Mobile No.: GEETA / -

BALLA MAHILA GRAM SANNGATHAN 10002128 Activated

S No	Identifier	Value/Data	Status	Image	Action
1	Account Number	1245000100348123	No Duplicates Found		<input checked="" type="checkbox"/> <input type="checkbox"/>

- Select All
- Account Number Duplicate
- Invalid Account Number
The account number does not match the account number on the passbook.
- Invalid IFSC Code

Reason of Rejection

Enter Your Text

Close Submit

VO Profile Rejection

1 If Any of the details are wrong then select cross icon In Action column and choose rejection remark from the box and click on 'Reject Profile' button.

2 Enter Rejection Remarks in Your words and click on 'Submit' button.

Notes :

- Please complete all the Actions from De-duplication under the 'Actions' column to proceed with Approval or Rejection.
- When any of the identifiers (Mobile number, Account Number) is rejected then the profile has to be rejected.



CLF Profile Verification and Activation



CLF Profile Verification and 06 Activation

1

On My Task Screen "Refresh Duplicate" is must after uploading any data from Mobile.

2

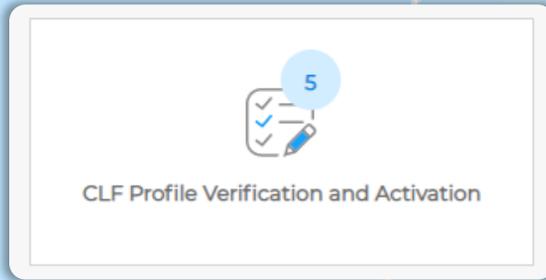
"CLF Profile Verification and Activation" is used for verification of CLF.

Notes :

- The data uploaded from the Mobile will only be visible after 'Refresh Duplicate' button is clicked.
- The count on the 'CLF Profile Verification and Activation' card shows the number of CLF Profiles pending for Approval.



CLF Profile Verification and Activation



CLF Profile Verification and Activation

S No	Block	CLF Code	CLF Name	Formation Date	Status	#Member CBO	#Parent CBO	#Sub Committee
1	RATU	32148122	RATU AJIVKA MAHLA CLUSTER SANGATHAN /	09/02/2018	Modified	21		0
2	RATU	0	CLF QA /	01/03/2021	New	5		2
3	RATU	0	Pro CLF /	20/10/2018	New	5		1

1

Click on the CLF name to check and Verify CLF details.

2

Check CLF Status (New/Modified).

Notes :

- On CLF "Profile Verification and Activation Screen" Block Program Manager can verify the CLFs.
- Search CLF from "Filter" and enter the correct CLF name or CLF code, or search in CLF List given below.



CLF Profile Verification and Activation

भारत सरकार | GOVERNMENT OF INDIA
ग्रामीण विकास मंत्रालय | Ministry of Rural Development
Downloaded Andhra Pradesh National Rural Livelihoods Mission (NRLM)
e-Governance Application

BPM Demo
Now you are in BPM Demo Profile
00:12:49

← Back

Block: RATU
User Name/Mobile No.: JH_DemoUser / 9638574566
President Name/Mobile No.: Sumitra Oraon / -

Pro CLF / (0)

Verification and Duplicate Status

S No	Identifier	Value/Data	Status	Image	Action	Rejection Remarks
1	Account Number	37962578536	No Duplicates Found		<input type="button" value="✓"/> <input type="button" value="✗"/>	Select List

CLF Approval Notification

1

Check CLF details and check others details by scrolling down.

Notes :

- Block Program Manager can't approved if any Bank account details is confirmed duplicate, Reject it with proper rejection remark.
- In case any Duplicate/Mistake is found in CLF, Block Program Manager can reject it with rejection remarks.
- Block Program Manager can verify "Verification and Duplicate Status". Once approved, it will not be visible.
- CLF LokOS code will be generated when are new CLF profile is approved.



CLF Profile Verification and Activation

1

Basic Detail		
CLF Code * 29005553	CLF Name / Name in Local Language * ARPAN PRERNA MAHILA SANKUL SANGH NAGAL /	Formation Date * 22/12/2016
Promoted By * NRLM	New/Revived Date New	Mtg. Freq * Fortnightly
Member Organisation * SHG	Date 22	Date 30
Financial Intermediation * Yes	Compulsory Saving Amount (Per Member) * 1000	Compulsory Saving Interest Rate (Annually) % * 12 %
Compulsory Saving Frequency * Fortnightly	Voluntary Saving Yes	Voluntary Saving Rate (Annually) % 12
Parent CBO /Federation	Member CBO Count 45	Bookkeeper Identified * Yes-Internal
Bookkeeper Name KIRAN DEVI	Bookkeeper's Mobile No. 7500539472	Tenure of elected Office Bearers * 24
Status Active	Resolution Document * 	Registration of CLF * Yes
Registration Number * 123456789011	Registration ACT * State Cooperative Societies Act	Date of Registration * 05/11/2016

2

Verify Basic Detail

1

Check all the CLF basic details entered by the Bookkeeper.

2

Check Resolution Document by clicking on it. It can either be a PDF file or an Image.

Notes :

- If CLF Status is Inactive and settled then Block Program Manager will be able to approve or reject CLF.
- Block Program Manager can verify Basic Details filled by the Bookkeeper.



CLF Profile Verification and Activation

1

Panchayat	VO Name	Formation Date	Joining Date
AURANGPUR BASANTA	EKTA	07-02-2018	01-11-2022
HARCHANDPUR	VANDANA	05-08-2015	22-12-2016
HASANPUR	RADHA	01-01-2017	04-01-2017
HASANPUR	CHANDNI GRAM SANGATHAN	12-05-2016	22-12-2016
JALPUR	AASHA GRAM SANGATHAN	23-09-2016	22-12-2016
JASPUR	GAYATRI GRAM SANGATHAN	10-07-2017	11-07-2017
MANDAWALI	ROSHNI	14-12-2016	22-12-2016
MANDAWALI	VIKAS	21-02-2015	22-12-2016
MANDAWALI	VIJAY	12-02-2015	22-12-2016
NARAYANPUR RATAN	DEEPAK	30-07-2016	22-12-2016
NARAYANPUR RATAN	GAVRAV	30-07-2016	22-12-2016
RAIPUR KHAS	BHAKTI	25-05-2016	22-12-2016
SABALGARH	LAXMI MAHILA GRAM SANGATHAN	05-01-2017	11-01-2017
SABALGARH	RAVIDAS	03-01-2017	10-01-2017

List of Mapped VOs

Check mapped VOs Details

- Panchayat name
- VO Name
- Formation date
- Joining date



CLF Profile Verification and Activation

1

S No	VO Name	Member Name	Joining Date	Leaving Date	Post in CLF	Signatory	Signatory assigned date	Signatory change date
1	ARPANA MAHILA CLF	SARITA	09/09/2021	-	President	Yes	09/09/2021	-
2	ARPANA MAHILA CLF	DEEPA RANI	09/09/2021	-	Vice-President	No	-	-
3	ARPANA MAHILA CLF	SUNITA DEVI	09/09/2021	-	Secretary	Yes	09/09/2021	-
4	ARPANA MAHILA CLF	RINKI DEVI	09/09/2021	-	Joint-Secretary	No	-	-
5	ARPANA MAHILA CLF	USHA DEVI	09/09/2021	-	Treasurer	No	-	-
6	ARPANA MAHILA CLF	ASHA RANI	09/09/2021	-	EC-Member	No	-	-
7	ARPANA MAHILA CLF	POONAM	09/09/2021	-	EC-Member	No	-	-
8	ARPANA MAHILA CLF	SANTRO	09/09/2021	-	EC-Member	No	-	-
9	ARPANA MAHILA CLF	SAVITA RANI	09/09/2021	-	EC-Member	No	-	-
10	ARPANA MAHILA CLF	SUDESH	09/09/2021	-	EC-Member	No	-	-

List of EC Members

Check details of EC members on this screen -

- VO Name
- Member Name
- Joining Date
- Leaving Date (shown with different colour)
- Member Post in CLF
- Signatory Yes/NO
- Signatory Assign/Change date

Notes :

- All the Leaders of CLF will be shown first then other EC Members.



CLF Profile Verification and Activation



S No	Sub-Committee Name	Formation Date	Sub-Committee Member
1	Asset Verification Sub- committee	02/12/2022	2
S No	Member Name *	Joining Date *	
1	KIRAN DEVI	02/12/2022	
2	MAMTA	02/12/2022	
2	Asset Verification Sub- committee	05/01/2016	2
S No	Member Name *	Joining Date *	
1	AFSANA	16/11/2017	
2	CHINTA DEVI	05/11/2016	



Sub-Committee Details

Check Sub Committee List-

1

- Sub Committee Name
- From Date (Joining)
- To Date (Leaving)
- Sub Committee Member count

Check Member list in a Sub committee by clicking on the Sub-committee name.

2

- Member Name
- From Date (Joining)
- To Date (Leaving)



CLF Profile Verification and Activation

Mobile Detail

Mobile belongs to (Member) *
MANOJ KUMARI

Mobile No. *
9568988773

Address Detail

Address 1 *
ground floor

Address 2 *
786

Gram Panchyat *
GUDU

Pincode *
369888

Verify Mobile No. and Address

1 Check Mobile Details-

- Mobile belongs to Member
- Mobile No.

2 Check Address details-

- Complete address
- Gram Panchayat
- PIN Code

Notes :

- Check Mobile details. This section will show the mobile details of Leaders of CLF.



CLF Profile Verification and Activation

Bank Detail		
Name in Bank Passbook *	IFSC Code *	Bank Name *
ARPAN PRERNA MAHILA SANKUL SANGH NAGAL	UTIB0001092	AXIS BANK
Bank Branch *	Account No. *	Account Opening Date *
BIJNOR - GROUND AND FIRST FLOORS,ANKUR HEIGHTS , MIRAPUR RAZA,CODE NO. 35, CIVIL LINES, NAJIBABAD ROAD ,BIJNOR, UTTAR PRADESH, PIN 246 701	123456789012346	08/01/2022
Passbook Image *	Is Default	Status *
	Yes	Active

KYC Detail		
KYC Document Type *	KYC ID *	Image *
PAN	ABCTY1234D	
KYC Document Type *	KYC ID *	Image *
TAN	PDES03028F	

Verify Bank and KYC Details

- 1 Check Bank details and verify by clicking on the passbook image to verify entered Bank Details.
- 2 Check KYC details (if applicable) and verify by clicking on the Document images to verify entered KYC Details.

Notes :

- There could be Multiple Bank Account Details entered for a member.
- The images can be rotated and can be moved any where on the screen.



CLF Profile Verification and Activation

Block: MUNAK
User Name/Mobile No.: HR_BK21 / 9334291284
President Name/Mobile No.: SARITA / 9671952711

ARPANA MAHILA CLF / - (10002953) ✔ Activated

Approve Profile Changes | Reject Profile Changes

S No	Identifier	Value/Data	Status	Image	Action	Rejection Remarks
1	Account Number	82512200078150	No Duplicates Found		<input checked="" type="checkbox"/> <input type="checkbox"/>	Select List
2	Account Number	282510100011322	No Duplicates Found		<input type="checkbox"/>	Select List

1

If all details are correct then select 'Right Icon' in the Action column.

2

Click on the 'Approve Profile Changes' button to approve profile details. When member is verified a pop-up will be shown with the message 'Updation Success'.

Notes :

- Verification and approval of below identifiers of CLF will be done here.
 - ❖ Mobile number
 - ❖ Account number
- If any identifier is duplicate it will show on this screen.
- If any identifier is rejected (X), the CLF profile can't be approved.
- When New CLF profile is approved then, CLF LokOS Code will be generated.



CLF Profile Verification and Activation

Block: MUNAK
User Name/Mobile No: HR_BK21 / 9334291284
President Name/Mobile No: SARITA / 9671952711

ARPANA MAHILA CLF / - (10002953) Activated

Approve Profile

Verification and Duplicate Status

S No	Identifier	Value/Data	Status	Image	Action
1	Account Number	825122000798150	Confirmed Duplicate		
2	Account Number	282510100011322	No Duplicates Found		

Reasons for rejection:
 Select All
 Account Number Duplicate
 Invalid Account Number
The account number does not match the account number on the passbook.
 Invalid IPSC Code

Reason of Rejection

Enter Your Text

Close Submit

CLF Profile Rejection

- 1 If Any of the details are wrong then select cross icon in Action column and choose rejection remark from the box and click on 'Reject Profile Changes' button.
- 2 Enter Rejection Remarks in Your words and click on 'Submit' button.

Notes :

- Please complete all the Actions from De-duplication under the 'Actions' column to proceed with Approval or Rejection.
- When any of the identifiers (Mobile number, Account Number) is rejected then the profile has to be rejected.

