



PDI.gov.in

National PDI Portal

National Panchayat Development Index Portal राष्ट्रीय पंचायत विकास सूचकांक पोर्टल

Facilitating creation of a digital platform & ecosystem for focused implementation of interventions to achieve SDG 2030 Agenda in Rural India

User Guide / SoP - V 1.0 - 08/08/2023









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National PDI Portal - State Specific Configuration

State PDI Portal Nodal Officer shall perform following operations to configure the National PDI Portal as per their State Specific environment

- Register Block Level Offices who shall be responsible for verification of data of their sector as submitted by the Gram Panchayats
- Register Field level Level Offices of various departments who create / own and maintain the sectoral data related to the GP and shall provide the data to Gram Panchayats
- · Select the optional PDI indicators as per their State specific requirements.
- . Configure the data points that are to be collected from field. They shall enter following details are each data point.
 - -> Description of the data point as per State specific practices and languages
- -> Assign the Field office that are provide the data
- -> Select the register being maintained byt he field office from where the data shall collected and verified.
- -> Record instructions / hint for the Panchayat Staff for collecting the data point









1 Introduction and Overview:

1.1 Target Audience

This is the first version of User Manual / SoP for National PDI Portal being developed by NIC. The target audience of this <u>version of the document</u> are the State PDI Nodal Officers, Blocks Panchayats, Gram Panchayats who shall be the primary users of PDI Portal.

1.2 About PDI

The Panchayat Development Index (PDI) is a Multi-domain and multi-sectoral index that is intended to be used to assess the overall holistic development, performance & progress of panchayats.

The Panchayat Development Index takes into account various socio-economic indicators and parameters to gauge the well-being and development status of the local communities within the jurisdiction of a panchayat. The index typically considers factors such as:

- Infrastructure: Availability of basic amenities like roads, electricity, water supply, sanitation facilities, etc.
- Health and Education: Access to healthcare services, educational institutions, literacy rates, and enrollment in schools.
- Economic Indicators: Income levels, employment opportunities, agricultural productivity, and economic activities.
- Social Indicators: Poverty rates, gender equality, social inclusion, and overall quality of life.
- Governance and Administration: Efficiency and transparency of local governance, delivery of public services, and citizen participation.
- Environmental Sustainability: Measures related to ecological balance, conservation, and sustainable practices.

The Panchayat Development Index shall provide public representatives, policy makers, government agencies, and local authorities with valuable insights into the areas that require attention for improvement within the rural areas under the jurisdiction of the panchayats. It helps in identifying disparities, achievement of development goals, and formulating targeted policies and interventions to enhance the overall well-being and quality of life of rural communities. The specific indicators and weights used in calculating the Panchayat Development Index can vary based on the goals and priorities of the governing body or organization that develops and utilizes the index.









2 Getting Started:

PDI Portal and App is aimed in facilitating a common integrated platform for collaborative functioning by all Stakeholders involved in the process of PDI. It shall help in automating various functions that are involved in Collecting, Managing, Monitoring and Administering PDI related data and other operations involved in PDI exercise. It shall facilitate and empower all Stakeholders that include Gram Panchayats, Block Panchayats, Line Departments & their offices, Ministries.

2.1 Master Data Management as described in Section 3

2.2 PDI Portal functions and stakeholders

- 1) PDI report
- 2) General Information about SDG Themes, Indicators, data points
- 3) State PDI Nodal Officer
- 4) Block PDI Nodal Officer
- 5) Gram Panchayat Secretary

2.3 User Registration/Authentication

- 2.3.1 State Credentials are same as in eGramSwaraj portal (PR-xxxx-ADM) where xxxx is State Name
- 2.3.2 District Panchayat Credentials are same as in eGramSwaraj portal (PR-xxxx-ADM) where xxxx is District Name
- 2.3.3 Block Panchayat Credentials are same as in eGramSwaraj portal (PR-xxxx-B-ADM) where xxxx is BLock Name
- 2.3.4 Gram Panchayat Credentials are same as in eGramSwaraj portal (PR-xxxx-V-ADM) where xxxx is Gram Panchayat Name
- 2.3.5 Facilitator shall be registered and their Login will be created from PDI Portal by Block Panchayat User
- 2.3.6 Nodal Officer shall be registered by State (where Block Panchayat does not exist) and their Login Credentials will be used in Verifier Role.









About PDI Portal (http://pdi.gov.in)

NIC has transformed the concept of PDI Framework into realistic implementation termed as PDI Portal. PDI Portal is a Digital Platform to facilitate -

Management and Definition of Indicators, Data Points and Themes

- A workflow-based system which is configurable for diversified Data Sources, Verifying Offices across State of India
- A Versatile interface for different States and Union Territories as per their localized needs.
- An Interface available in multiple regional languages.

3.2 Master Data

Master Data in National PDI Portal consists of Ministries, Departments, Themes, Indicators, Data Points.

3.2.1 Themes

Planning and execution is aligned with following 9 Themes:-

- 1) Child Friendly Panchayat
- 2) Clean and Green Panchayat
- 3) Engendering Development in Panchayat
- 4) Panchayat with Good Governance
- 5) Healthy Panchayat
- 6) Poverty Free and Enhanced Livelihood Panchayat
- 7) Panchayat with Self Sufficient Infrastructure
- 8) Socially Secured and Socially Just Panchayat
- 9) Water Sufficient Panchayat

3.2.2 Indicator Management

PDI Portal facilitates creation and management of Master Database of Indicators. Master Directory of Indicators can be managed from MOPR Login.

There are two Categories of Indicators –

- Common Indicators are mandatory set of indicators to be used by all. (MANDATORY INDICATORS)
- Specific Indicators are an optional set of indicators which can be selected or de-selected by States (using State Login). (OPTIONAL INDICATORS)

3.2.3 Data Point Management

PDI Portal facilitates creation and management of Data Points. This function is available in MOPR Role only.

3.2.4 Indicator -Theme Configuration

Any Indicator can be part of One or More themes. This function is available in MOPR Role only.

3.2.5 Data Point -Indicator Configuration

A data point can be Numerator or Denominator or Multiplier to be used for computation of Indicator Score at GP Level. This function is available in MOPR Role only.









7 | Page

3.3 Pre- PDI Data Collection

 Register Block Level Offices of line departments who shall be responsible for verification of data of their sector as submitted by the Gram Panchayats

- •Register Field level Level Offices of various departments who create / own and maintain the sectoral data related to the GP and shall provide the data to Gram Panchayats
- •Select the optional PDI indicators as per their State specific requirements.
- •Configure the data points that are to be collected from field. They shall describe in Local Language, mention field office that owns and maintains the data, record hint / instructions related to collection of data point, source register being maintained by field office to be used for getting each data point.

State specific localization and Configuration

Nodal officer Management System

- •Block PDI Nodal Officer shall be responsible for registering the profile of the block level nodal officers of the line departments.
- Nodal officers of the line departments shall verify and approve the data of their sector as submitted by the gram panchayats as collected from field offices of corresponding line departments.

• Facilitator Management System

- Block Panchayat PDI nodal officer shall register the Facilitators
- •Block Panchayat PDI nodal officer shall authorize the Facilitators to work in a panchayat

Block Level Configuration







4 User Interface (UI) Overview:

4.1 Home Page



About PDI (PDI Portal)

India is a signatory to the United Nation 2030 Agenda for achieving inclusive; people centric and holistic Sustainable Development through 17 Goals. NITI Aayog is the Nodal institution for the implementation of Sustainable Development Goals (SDGs). Different Ministries and their Schemes are mapped with SDGs and targets. Ministry of Panchayati Raj is anchoring the process of Localization of Sustainable Development Goals (LSDGs) in PRis. To this end, it has been our endeavour to bring together different stakeholder at one forum imbibing the spirit of "Whole of Government & Whole of Society approach.

Given that nearly 70% of India lives in rural areas, attainment of Sustainable Development Goals at the National level will require actions at the grassroots level through Panchayati Raj Institutions. Hence role of Panchayati Raj Institutions especially Gram Panchayats is very crucial in localizing the SD6s. Ministry of Panchayati Raj has initiated thematic approach through aggregating 17 SD6 goals into 9 broad themes for Localization of Sustainable Development Goals (LSD6s) at the grassroots level through empowering Panchayats and other relevant stakeholders in Rural Areas. Each of these themes covers several SDGs. Adopting a thematic approach will enable easy understanding; acceptance & implementation by Panchayats with community involvement.

This information was given by the Union Minister of State for Panchayati Raj Shri Kapil Moreshwar Patil in a written reply in Rajya Sabha today.









5 Functions and SoP for State PDI Nodal Officers:

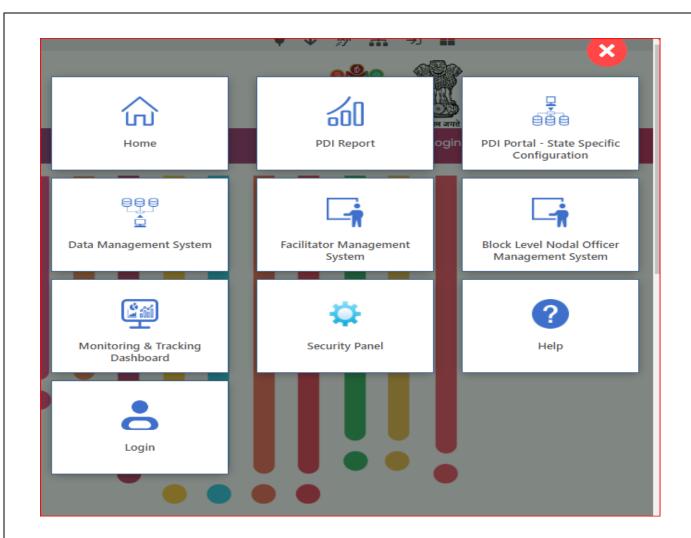
- Formal Consultation workshop with State and field level officials of partner line departments and State NIC
 officals. They shall discuss the data points, their source and draft instructions for collecting the data points. These
 instructions shall be followed by all gram panchayats across the State and shall result in high quality and reliable
 data.
 - a) Examination of Indicators: mandatory and optional.
 - b) Selection of the Optional Indicators that are to be adopted by States in consultation with Line Departments.
 - c) Identification of Block level offices of partner line departments that shall verify and approve the data of their sector / domain as submitted by Panchayats
 - d) Identification of owner and source of each data point i.e., Field Office, Registers. This source shall be used for collecting and verifying the data.
 - 2) Shall configure / localize the PDI Portal, its indicators, data points as per the State specific requirements. It shall allow the Panchyat secretary, facilitators and other field level staff to understand the indicators, data points, source field office of the line departments for each data point, registers being maintained by the field office that shall be used for collecting and validating the data.
 - 3) Register Block level offices of the line departments who shall verify and validate the data that is submitted by Gram panchayats.
 - 4) Register the GP level/field offices under each block level office that own and maintain the data in their records/ registers and shall provide the data to the gram panchayats.
 - 5) Shall monitor the progress of the PDI related activities i.e. condiction of orientiation workshops, masters trainings and other capabity building programs.
 - 6) Register details of consultative workshops, training programs, workshops, meetings and other important activities/ events related to PDI.
 - 7) Register orders, circulars and other instructions issued for effective implementation of PDI.
 - 8) Blocks shall be able to use PDI Portal only after the State has configured it.









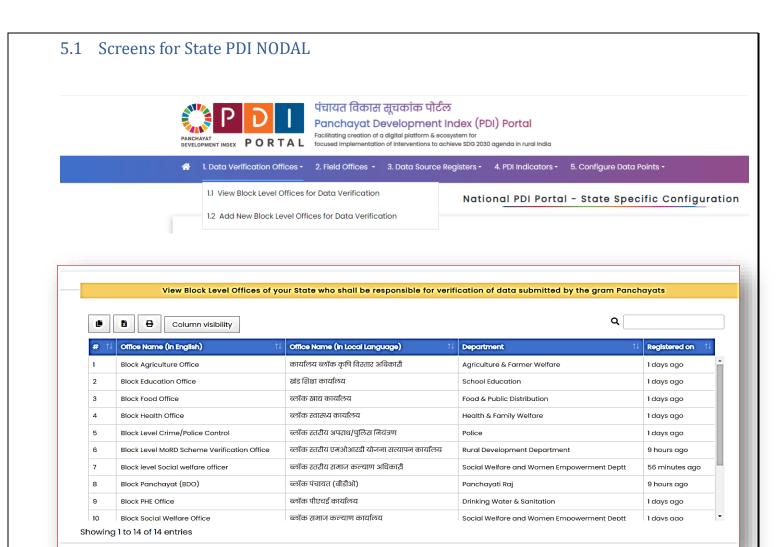




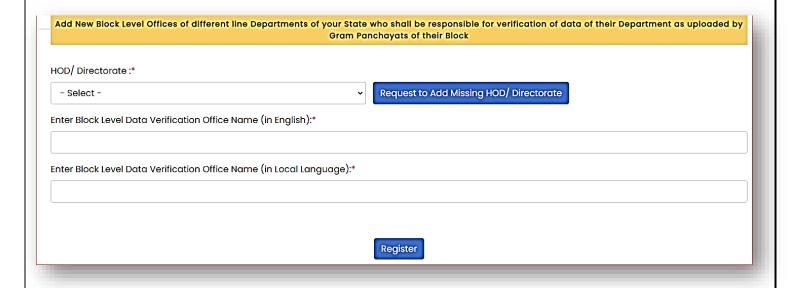








5.2 Add / Register Missing Block level Offices of Line Departments



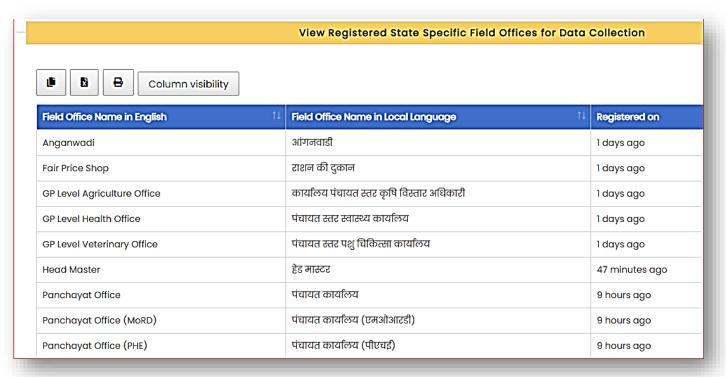








5.3 View Pre-registered field offices of line departments who own and maintain data



5.4 Add / Register field offices of line departments who own and maintain data

Add New Field Level Offices of Line Departments that shall provide Gram panchayat level data of their sector/department to the Gram Panchayat for PDI. They shall provide complete, authentic & verifiable data from their official registers/records
Select Parent Block Level Office of your State who shall verify the data submitted by Gram Panchayat:*
- Select Parent Block Level Office -
Enter Field Level Office Name Under above selected Parent Office (in English):*
Enter above in Local Language:*
Register GP/Field Level Office

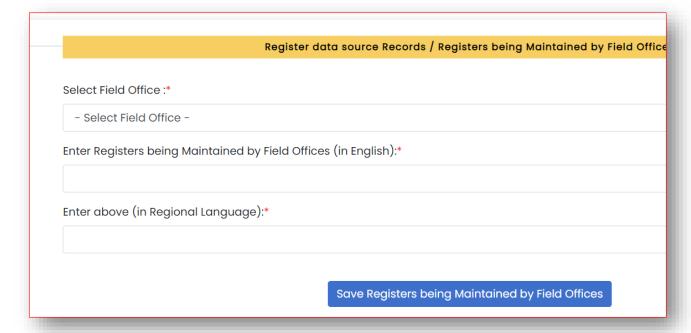








Register the details of the records / registers maintained by the field offices of line departments who own and maintain the data points related to the PDI.



PDI indicator menu

4. PDI Indicators • 5. Configure Data Points •
4.1 View All Mandatory Indicators
4.2 View All Optional Indicators
4.3 Select/Modify Optional Indicators for State
4.4 View State Choice (Optional Indicators)
4.5 Lock and Publish Indicators Finalized by State
(Mandatory + Optional)

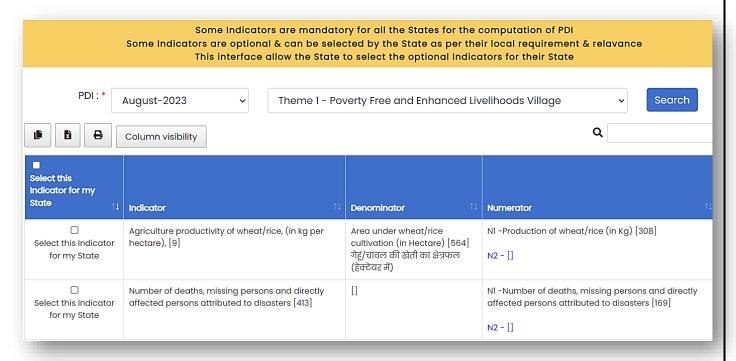








5.7 Interface to Select the optional indicators as per State specific requirements



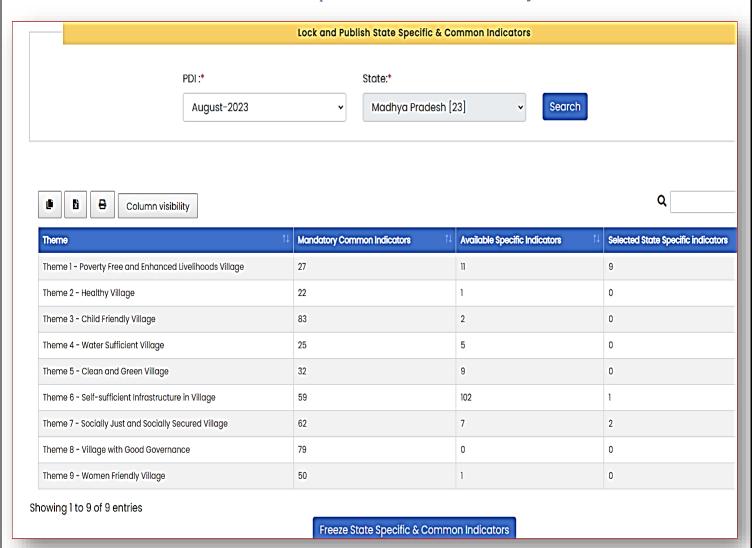








5.5 Interface to Lock and Publish optional indicators selected by State











5.6 Data Point Configuration / Localization as per State specific systems to be done by State PDI Nodal officer

Menu Options

5. Configure Data Points -

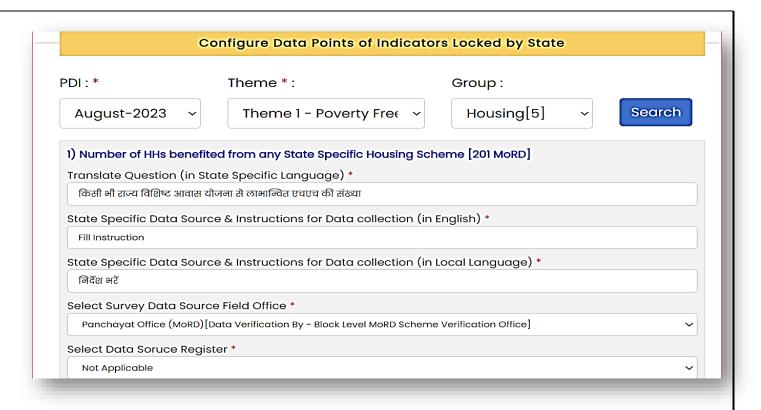
- 5.1 Configure Data Points of Indicators Locked by State
- 5.2 Update Data Points Configuration
- 5.3 Lock and Publish Configured Data Points
- 5.4 View All Data Points as per Selected Theme chosen by State
- 5.5 View All Data Points as per Selected Field Office

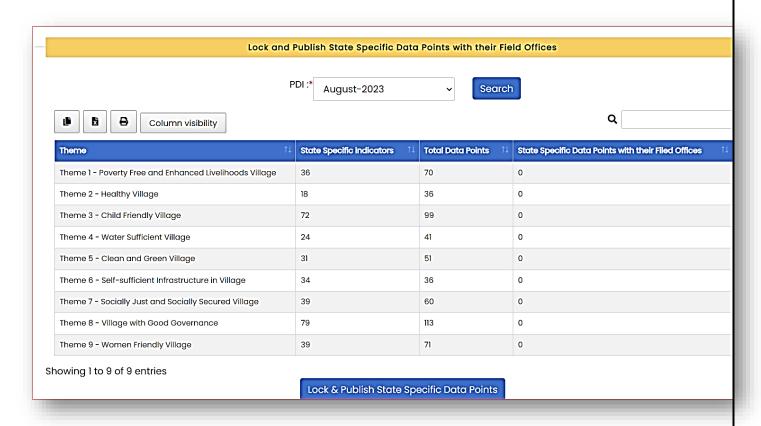




















6 Functions and SoP for Block Panchayat Nodal Officers:

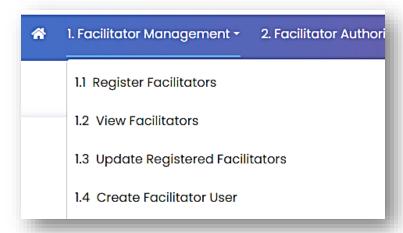
Block Panchayat Nodal Officer shall be able to start the work on PDI portal only when the State PDI nodal officer has

- 1) Selected and Frozen optional indicators
- 2) Completed the orientation program of master trainers.
- 3) Localized / configured all block offices, field offices and Data Points as per State specific government machinery hierarchy and practices.

Block Panchayat Nodal Officer shall be able to perform following functions:

- a) Registration and Management of block level nodal officers of Line departments who shall be responsible for verifying the data submitted by the gram panchayats.
- b) Registration and Management facilitators
- c) Allotting the panchayat to Facilitators.
- d) Progress Review and Monitoring.
- e) Register details of training programs, meetings and other important activities/ events related to PDI.
- f) Register other instructions issued for effective implementation of PDI.

Facilitator Management menu



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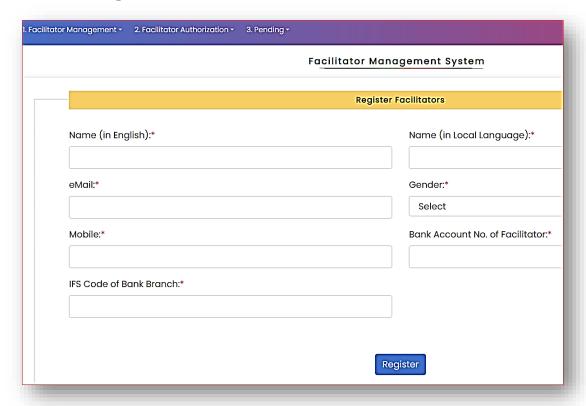




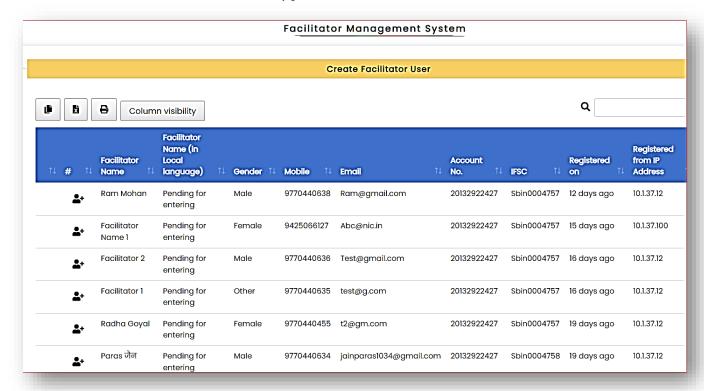




6.1 Facilitator Registration



6.2 Create PDFI Portal username /passwords for facilitators.







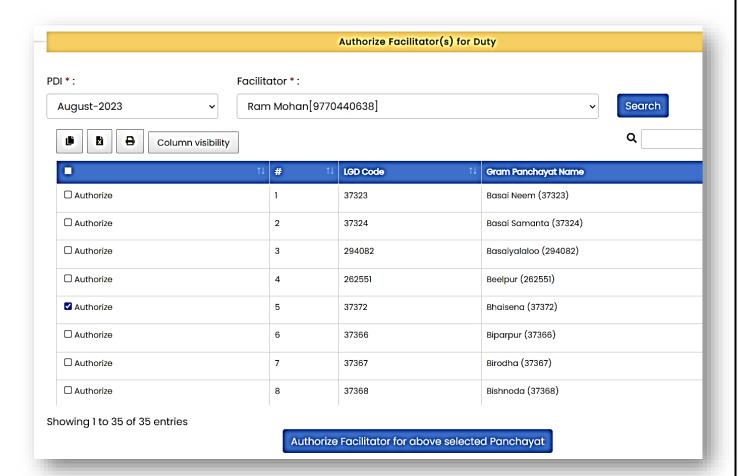




6.3 Authorizing Facilitator to work in a Gram Panchayat

2. Facilitator Authorization - 3. Pending
2.1 Authorize Facilitator(s) for Duty

2.2 View panchayats with Facilitator











View panchayats with Facilitator



Panchayat 11	Facilitator Name 1	Mobile No. ↑↓	Email 11	Duty Allotment Date 1	IP Address of D
Basai Neem (37323)	Paras जैन	977 1 224	jainpara-10040	03/Aug/2023	10.1.37.67
Basai Neem (37323)	कस्तूरी	სათ/ი. აპ2	trytry@gmail.com	08/Aug/2023	10.1.37.134
Basai Samanta (37324)	Facilitator 1	97700835	test@g.com	23/Jul/2023	10.1.37.12
Basaiyalaloo (294082)	Facilitator Name 1	9425066127	Abc@nic.in	24/Jul/2023	10.1.37.12
Beelpur (262551)	Radha Goyal	9770 .35	t2@gm.com	24/Jul/2023	10.1.37.100
Bhaisena (37372)	Ram Mohan	9770 . 028	Ram@gmail.com	03/Aug/2023	10.1.37.12
Biparpur (37366)	Facilitator Name 1	942000127	Abc@nic.in	24/Jul/2023	10.1.37.12
Birodha (37367)	Kasturi	942507.2.45	xyz@abc.com	03/Aug/2023	10.1.37.100
Dayeri (262563)	कस्तूरी	8987602	trytry@gmail.com	08/Aug/2023	10.1.37.134

3. Pending *

- 3.1 View panchayats pending for Authorization
- 3.2 View Facilitators pending for Authorization









Q

7 Functions and SOP for Gram Panchayat Secretaries

- 1) Gram Panchayat Secretary shall be able to start the work only after their Block Panchayat PDI Nodal officer has completed following works / activities that are required for the portal to function for Gram Panchayats.
 - a) Registration and Management of block level nodal officers of Line departments who shall be responsible for verifying the data submitted by the gram panchayats.
 - b) Registration and Management facilitators
 - c) Allotting the panchayat to Facilitators.
 - d) Progress Review and Monitoring.

Gram Panchayat Secretary shall perform following functions

- a) Download data collection format for each field office of line departments.
- b) Get the data collected in specified format, obtain signature and stamp of the functionary / official who has provided the data.
- c) Enter the data obtained from the field offices of line departments.
- d) Discuss the data in Gram Sabha, Obtain the approval of Gram Sabha.
- e) Submit the data for verification online.











पंचायत विकास सूचकांक पोर्टल Panchayat Development Inde

Facilitating creation of a digital platform & ecosystem focused implementation of interventions to achieve S

- 1. Offices 2. Enter PDI Data 3. Data Submission
 - 1.1 View Field offices for data collection
 - 1.2 Line Department Offices that shall verify the data

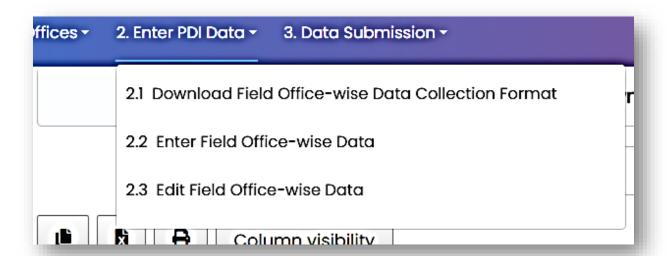
View Registered State Specific Field Offices for Data Collection 8 Column visibility Field Office Name in English Field Office Name in Local Language Registered on आंगनवाडी Anganwadi 1 days ago राशन की दुकान Fair Price Shop 1 days ago कार्यालय पंचायत स्तर कृषि विस्तार अधिकारी **GP Level Agriculture Office** 1 days ago पंचायत स्तर स्वास्थ्य कार्यालय **GP Level Health Office** 1 days ago पंचायत स्तर पशु चिकित्सा कार्यालय **GP Level Veterinary Office** 1 days ago **Head Master** हेड मास्टर 2 hours ago पंचायत कार्यालय Panchayat Office 11 hours ago पंचायत कार्यालय (एमओआरडी) Panchayat Office (MoRD) 11 hours ago Panchayat Office (PHE) पंचायत कार्यालय (पीएचई) 10 hours ago जीपी क्षेत्राधिकार के लिए पुलिस स्टेशन Police Station for GP Jurisdiction 11 hours ago











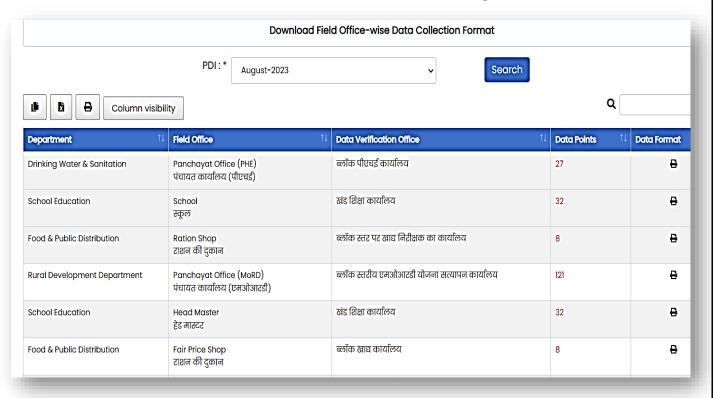








7.1 Download data collection format for each field office of line departments.



	Field Office - Panchayat Office (PHE) Data Format	8
#	Data Point	Response
1	Number of Households with Functional Household Water Tap connections (FHTC) [N/I-36 /DP-216] 55 एलपीसीडी के साथ कार्यात्मक घरेलू जल नल कनेनशन (एफएचटीसी) वाले घरों की संख्या Instructions for Data collection - Fill Instruction	
2	Total number of schools, Anganwadi, and community toilets [D/I-149 /DP-660] स्कूलों, आंगनवाड़ी और सामुदायिक शौचालयों की कुल संख्या Instructions for Data collection - Fill Instruction	
3	Number of schools, Anganwadi, and community tollets having water facility & soap for hand washing [N/I-149 /DP-256] स्कूलों, आंगनबाड़ियों और सामुदायिक शौचालयों की संख्या जिनमें पानी और हाथ धोने के लिए साबुन की सुविधा है Instructions for Data collection - Fill Instruction	☐ Yes ☐ No
4	Total population X 365 [D/i-153 /DP-685] ਚੁਲ ਯਗਰੰਕਾ X 365 Instructions for Data collection - Fill Instruction	
5	Total Supply of Water during the reference year [N/i-153 /DP-337] ਕਥੰ कੇ ਫੈ!ਟਾਜ ਧਾਜੀ की कुਲ आपूर्ति Instructions for Data collection - Fill Instruction	
6	Whether Water supply unhindered to tail end Household (HH) [N/i-154 /DP-512] ਕਾਹਾ ਟੇਲ एंड एचएच तक पानी की आपूर्ति निर्वाध है Instructions for Data collection - Fill Instruction	□ Yes □ No
7	Total number of schools, Anganwadis and public institutions [D/I-155 /DP-661] स्कूलों, आंगनवाड़ियों और सार्वजनिक संस्थानों की कुल संख्या Instructions for Data collection - Fill Instruction	
8	Number of schools, Anganwadis and public institutions with water supply [N/I-155 /DP-257] जल आपूर्ति वाले स्कूलों, आंगनबाड़ियों और सार्वजनिक संस्थानों की संख्या	

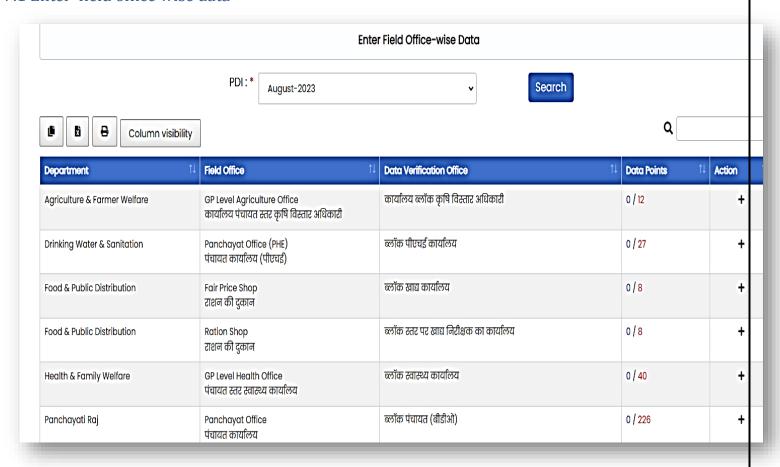








7.1 Enter field office wise data











	Enter कार्यालय पंचायत स्तर कृषि विस्तार अधिकारी related da
PDI:*	August-2023 Search
MoA&FW	
1) number of persons in agriculture and allied sectors	rs
कृषि और संबद्ध क्षेत्रों में व्यक्तियों की संख्या ?	
Information Source - ਜਿਵੇਂਗ भरੇਂ [D/I-8 /DP-586]	
0	
2) number of persons in agriculture and allied sectors	
किसान उत्पादक संगठन से जुड़े कृषि और संबद्घ क्षेत्रों में व्यक्तियों की	गे संख्या ?
Information Source - निर्देश भरें [N/I-8 /DP-240]	
0	
3) Area under wheat/rice cultivation (in Hectare) (Are	rea (Hectare))
गेहूं/चावल की खेती का क्षेत्रफल (हेक्टेयर में) ? (Area (Hectare)))
Information Source - निर्देश भरें [D/I-9 /DP-564]	
0	
A) Production of the orthogonal (in Key) (VO)	
4) Production of wheat/rice (in Kg) (KG)	
गेहूँ/चावल का उत्पादन (किलो में) ? (KG)	
Information Source – ਜਿਵੇਂ21 ਮੋਟੇਂ [N/I-9 /DP-308]	

7.3 Submit data for verification and validation









