VPRP Mobile Application Booklet

A Step-by-Step use of the VPRP mobile application
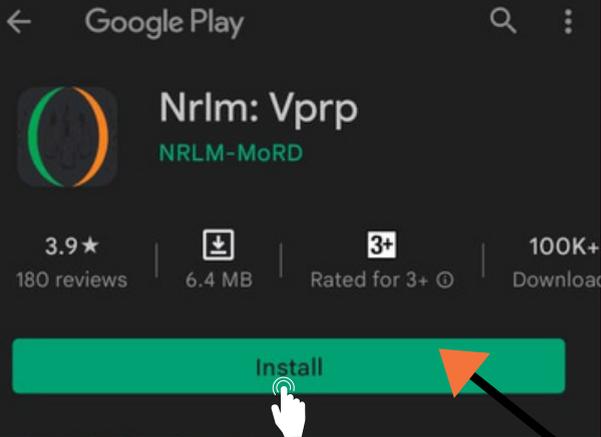
2

Login

Username

Password

Version : 1.2 (P)

Login

(Powered by CDFI)

Enter the VPRP login ID provided, in the box (not the username)

Enter the password provided, in the box. While entering the provided password check for space and small and capital letters.

Then press the login button

Change Language

Do you have a preferred language other than English

⦿ Yes   ◯ No

हिंदी	తెలుగు	Assamese
தமிழ்	मराठी	Mizo
বাংলা	Khasi	Garo
ગુજરાતી	മലയാളം	ਪੰਜਾਬੀ
ಕನ್ನಡ		

SET

Select a preferred language other than English from the list

Then click on Set button

NRLM VPRP

ENGLISH हिंदी

CRP Name : crptes1

SHG Level Activity

VO Level Activity

GP Level Activity

Choose the language of your choice from the selected languages.

The green circle on the top middle represents that your internet is on and you are online. The red circle indicates offline.

The name of the CRP will appear here

Firstly, click on the **SHG Level Activity** button to collect SHG level demand.

CRP Name : crptes1

Gram Panchayat ID :31307

SHG Name : SHIV SHG

1. MGNREGS Job Card

2. MGNREGS - Individual Work Demand

3. MGNREGS - Community Work Demand

4. Old Age Pension

5. Widow Pension

6. Disability Pension

7. SBM

8. Ayushman Bharat

9. UJJWALA Scheme

A list of various entitlement will open up. Click on the **+** button to start collecting demands. We will start by collecting the MGNREGS Job Card demand.

Members

CRP Name : crptes1

Gram Panchayat ID : 31307

SHG Name : SHIV SHG

MGNREGS Job Card

NEBTABEN

TRUPTIBEN

VJHA

BHANUBEH

HAMIBEN

SHOBHNABEN

RUDIBEN

NILABEN

View / Modify / Rank

A list of SHG members will open up. The next step is to select the member who is eligible and needs job card.

MGNREGS Job Card

CRP Name : crptes1

Gram Panchayat ID : 31307

SHG Name : SHIV SHG

TRUPTIBEN

Do you want to add additional names to existing card?

◉ Yes ○ No

Are you willing to take up MGNREGS work?

◉ Yes ○ No

OK

> Click on the **Yes** button if the beneficiary wants to add additional names to the existing job card and is willing to take up MGNREGS work and then click **OK.**

MGNREGS Job Card

CRP Name : crptes1

Gram Panchayat ID : 31307

SHG Name : SHIV SHG

TRUPTIBEN

Is it a New Request? / Existing Request?

◉ New Request   ○ Existing Request

OK

Click on the **New Request** Button if the beneficiary needs help with a New Job Card and then click **OK**

Add Beneficiary

CRP Name : crptes1

Gram Panchayat ID :31307

SHG Name : SHIV SHG

MGNREGS Job Card

TRUPTIBEN *

Truptiben *

28 *

putaria

36 *

Availability of Required Documents

Save

Done

Now the details of the member will be recorded which includes name, head of the household, age and ward number.

Then click on the Availability of Required Document button to see the documents needed for getting the job card.

Add Beneficiary

CRP Name : crptes1

Gram Panchayat ID :31307

SHG Name : SHIV SHG

MGNREGS Job Card

Availability of Required Documents

Age proof	● Yes ○ No ○ Help Required
Ration Card	● Yes ○ No ○ Help Required
Bank Passbook	● Yes ○ No ○ Help Required
Aadhar Card	● Yes ○ No ○ Help Required

DONE

Save

Done

" The list of the needed documents will open up. The next step is to click on **YES** if the member has the particular document or **NO** if she does not have or **Help Required** if she needs help in getting the document. "

Then click on **Done** button

Add Beneficiary

CRP Name : crptes1

Gram Panchayat ID :31307

SHG Name : SHIV SHG

MGNREGS Job Card

TRUPTIBEN *

Truptiben *

28 *

putaria

36 *

Availability of Required Documents ✓

Save

Done

The tick ✓ means that the list of required documents has been checked. If the tick does not appear then you will not be able to move forward .

Then click on Save Button to save the demand and then on the Done button to save the demand for ranking

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CRP Name : crptes1

Gram Panchayat ID : 31307

SHG Name : SHIV SHG

MGNREGS Job Card

NEBTABEN ✅

TRUPTIBEN ✅

VJHA

BHANUBEH

HAMIBEN

SHOBHNABEN

RUDIBEN

NILABEN

View / Modify / Rank

The tick sign ✅ after the name of Nebtaben means that her demand for job card has been collected. Similar process needs to be followed for all the members to record their demands.

Then click on View/ Modify/ Rank button

View / Modify / Rank

●

CRP Name : crptes1

Gram Panchayat ID :31307

SHG Name : SHIV SHG

MGNREGS Job Card

SHG Member	Vulnerability	Rank	Action
NEBTABEN	F / OTH	0	🖉 ☑ 🗑
TRUPTIBEN	F / OTH	0	🖉 ☑ 🗑

To change the demand click on this button

To delete the demand click on this button

Validate

Now we have to rank the demand. Click on this button 🖉 to start ranking the demand for job cards. Ranking means assigning numbers to each member's demand based on their identity and need. So amongst Nebtaben and Truptiben who needs the job card the most, will be given number 1 rank

Remember, raking can only be done when new demand for a job card is collected and not in the case of existing requests. In such a case validation is also not required.

Update Rank

1

Ranking reason

☐ PWD

☑ Elderly

☑ Single women

☑ PVTG

☑ ST /SC

☐ Transgender

☐ Sanitation workers

☐ Landless HHs

☐ Chronically/terminally ill

☐ Homeless/Destitute

☐ Woman Victims of witch hunting

☐ Women victims of trafficking

☐ Women victims of atrocities

" Based on the ranking reasons listed select the category of vulnerability that applies to the beneficiary and accordingly type rank in the box. Here we have identified the cause of vulnerability for Nebtaben and given her first rank. A CRP needs to ask the SHG member about her vulnerability. The higher the vulnerability, the higher will be her rank.

- ☑ Elderly
- ☑ Single women
- ☑ PVTG
- ☑ ST /SC
- ☐ Transgender
- ☐ Sanitation workers
- ☐ Landless HHs
- ☐ Chronically/terminally ill
- ☐ Homeless/Destitute
- ☐ Woman Victims of witch hunting
- ☐ Women victims of trafficking
- ☐ Women victims of atrocities
- ☐ Bonded labourers
- ☐ Poor migrant labourers
- ☐ Any other (pl specify)

CANCEL   UPDATE

Now, to update the ranks, click on the Update button.

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CRP Name : crptes1

Gram Panchayat ID :31307

SHG Name : SHIV SHG

MGNREGS Job Card

SHG Member	Vulnerability	Rank	Action
NEBTABEN	F / OTH	1	
TRUPTIBEN	F / OTH	2	

Validate

After updating, this is how the ranks will be reflected. Make sure that each SHG member is assigned a unique rank and no member is assigned the same rank or a 0 rank.

Now click on the Validate button to complete the rank updation process. To proceed, click on the back button ← present on the top of the screen.

Entitlements

CRP Name : cr_es1

Gram Panchayat ID :31307

SHG Name : HIV SHG

1. MGNREGS Job Card
2. MGNREGS - Individual Work Demand
3. MGNREGS - Community Work Demand
4. Old Age Pension
5. Widow Pension
6. Disability Pension
7. SBM
8. Ayushman Bharat
9. UJJWALA Scheme

After validating ranks, ranking bars will get highlighted.

" Once you have collected demands for all the entitlements listed here and ranked the beneficiaries, press the back button to start collecting livelihood based demands. "

≡ ← Home

CRP Name : crptes1

Gram Panchayat ID : 31307

SHG Name : SHIV SHG

Entitlements

Livelihoods

Submit to VO

Now to collect livelihood based demands, click on the **Livelihoods** button

Livelihoods

CRP Name : crptes1

Gram Panchayat ID : 31307

SHG Name : SHIV SHG

1. Individual Farming

2. Group Farming

3. Animal Husbandry - Individual

4. Animal Husbandry - Group

5. Individual ME

6. Group ME

A list of various livelihood activities will open up. Click on the **+** button to start collecting demands. We will start by collecting the Individual Farming demand.

VPRP

☰ ← **Members** ●

CRP Name : crptes1

Gram Panchayat ID : 31307

SHG Name : SHIV SHG

Individual Farming

NEBTABEN

TRUPTIBEN

VJHA

BHANUBEH

HAMIBEN

SHOBHNABEN

RUDIBEN

NILABEN

View / Modify / Rank

A list of SHG members will open up. The next step is to select the member who has demand related to Individual Farming.

Bank Road

◉ Own Land   ◯ Leased Land

◉ New   ◯ Existing

Activity *

Sugarcane ▼

Category of support *

Irrigation ▼

Type of support *

Ponds ▼

Need 10*10 pond near my house|

Save

Add Another Request

Done

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Then click on the Save button and then on the Done button

View / Modify / Rank

CRP Name : crptes1

Gram Panchayat ID :31307

SHG Name : SHIV SHG

Individual Farming

No of Requests	SHG Member	Vulnerability	Rank	Action
1	NEBTABEN	F / OTH	0	✏️ ☑️
1	TRUPTIBEN	F / OTH	0	✏️ ☑️

Validate

> Now we have to rank the demand. Click on this button ✏️ to start ranking the demand for Individual Farming. Ranking means assigning numbers to each member's demand based on their identity and need. So amongst Nebtaben and Truptiben who needs the most, will be given number 1 rank

View / Modify / Rank

CRP Name : crptes1

Gram Panchayat ID :31307

SHG Name : SHIV SHG

Individual Farming

No of Requests	SHG Member	Vulnerability	Rank	Action
1	NEBTABEN	F / OTH	1	
1	TRUPTIBEN	F / OTH	2	

Validate

After ranking the demand for SHG members, this is how the ranks will be reflected. Make sure that each SHG member is assigned a unique rank and no member is assigned the same rank or a 0 rank.

Now click on the **Validate** button to complete the rank updation process. To proceed, click on the back button ← present on the top of the screen.

Livelihoods

CRP Name : crptes1

Gram Panchayat ID : 31307

SHG Name : SHIV SHG

1. Individual Farming

2. Group Farming

3. Animal Husbandry - Individual

4. Animal Husbandry - Group

5. Individual ME

6. Group ME

After validating ranks, ranking bars will get highlighted.

" **Once you have collected all the livelihood-based demands listed here and ranked the beneficiaries, press the back button to submit the demands to VO.** "

CRP Name : crptes1

Gram Panchayat ID : 31307

SHG Name : SHIV SHG

You will not be able to make further changes on this SHG, Are you sure you want to submit!

NO   YES

Livelihoods

Submit to VO

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Press the Submit to VO button to submit the SHG demand to VO. Once successfully submitted a tick option will come and if you are facing internet issues then a cloud symbol will appear. The cloud symbol has to be clicked again once you have good internet connection.

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ENGLISH हिंदी
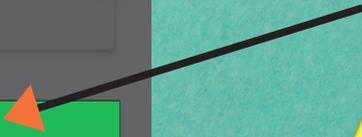
CRP Name : crptes1

SHG Level Activity

VO Level Activity

GP Level Activity

Now, click on the **VO Level Activity** button to collect demands for Non-SHG members and reprioritize ranking. Remember, at the VO level demand of only Non-SHG members needs to be collected.

Village Organisations

CRP Name : benazir01

👤	**SAKHI GRAM SANGHATHAN UNTADA** ✅
👤	**DummyVO-UNTADA** ✅

Click on the VO's name whose demand needs to be collected

" Remember that only when all the SHGs under a VO submit their data, VO level consolidation, ranking and submission of data is possible. "

CRP Name : benazir01   Gram Panchayat ID : 31338

VO Name : SAKHI GRAM SANGHATHAN UNTADA

Entitlement Consolidation And Ranking

Livelihood Consolidation And Ranking

Public Goods And Services

Social Development Plan

Submit to GP

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" Now, click on the **Entitlement Consolidation and Ranking** Button to start collecting entitlement demands for Non-SHG members "

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CRP Name : benazir01   Gram Panchayat ID : 31338

VO Name : SAKHI GRAM SANGHATHAN UNTADA

1. MGNREGS Job Card	👤+	📊
2. MGNREGS - Individual Work Demand	👤+	📊
3. MGNREGS - Community Work Demand		📊
4. Old Age Pension	👤+	📊
5. Widow Pension	👤+	📊
6. Disability Pension	👤+	📊
7. SBM	👤+	📊
8. Ayushman Bharat	👤+	📊
9. UJJWALA Scheme	👤+	📊

"Click on this 👤+ button to start collecting Non-SHG member MGNREGA Job Card demand. The process for collecting job card demand is same as explained on page no. 14"

CRP Name : vo_VPRP1   Gram Panchayat ID : 20902

VO Name : BALLA MAHILA GRAM SANNGATHAN

MGNREGS Job Card

SHG SUMMARY   **NON SHG SUMMARY**

Beneficiaries	Head of Household	Ward #	Action
Sunita	Sunita	36	✎ 🗑

Reprioritize

35

"We have collected job card demand for Sunita who is a Non-SHG member. We can see that her details are been shown under the Non-SHG summary head."

"The SHG summary has details of the demands added at the SHG level."

Now click on the **Reprioritize** Button to reprioritize ranking

CRP Name : vo_VPRP1   Gram Panchayat ID : 20902

VO Name : BALLA MAHILA GRAM SANNGATHAN

MGNREGS Job Card

SHG	Beneficiary	SHG Rank	Vo Rank	Action
TULSI MAHILA SHG	BALA	1	3	✏️ ✏️
TULSI MAHILA SHG	KISMATI	2	2	✏️ ✏️
	Sunita	-	1	✏️ ✏️

Non-SHG Member

Validate

" Here we have followed the same process of ranking as followed on Page no. 16-17. We can see that at the VO level ranking is done between the SHG and Non-SHG members. "

" Now click on the **Validate** button to complete the rank updation process. To proceed, click on the back button ← present on the top of the screen. "

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← Home

CRP Name : benazir01   Gram Panchayat ID : 31338

VO Name : SAKHI GRAM SANGHATHAN UNTADA

Entitlement Consolidation And Ranking

Livelihood Consolidation And Ranking

Public Goods And Services

Social Development Plan

Submit to GP

> **We will now collect the livelihood demands for Non-SHG members. We will follow the same steps as followed while collecting the entitlement demand.**

CRP Name : benazir01   **Gram Panchayat ID :** 31338

VO Name : SAKHI GRAM SANGHATHAN UNTADA

Entitlement Consolidation And Ranking

Livelihood Consolidation And Ranking

Public Goods And Services

Social Development Plan

Submit to GP

We will now collect the Public Goods and Services demand by clicking on the **Public Goods and Service** button.

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Public Goods And Services

CRP Name : vo_VPRP1   Gram Panchayat ID : 20902

VO Name : BALLA MAHILA GRAM SANNGATHAN

1. Public Goods demand

2. Public Goods Service

3. Resource development demand

> **Under Public Goods and Service we will collect three demands namely Goods, Service, and Resource Development Demand. After collecting the demand we need to rank the demands as done before .**

CRP Name : benazir01   Gram Panchayat ID : 31338

VO Name : SAKHI GRAM SANGHATHAN UNTADA

Public Goods demand

Goods   *

SHG federation building   ▾

Near Bhutai Chauraha   *

1

Need VO building with toilet and office

◉ New   ○ Renovation

Save

Add Additional Demand

Done

Now the details of the public goods demand which includes location, units, and description will be recorded. Similarly, we will record the Public Goods Service and Resource Development Demand and rank them accordingly.

Then click on the Save button and then on the Done button.

CRP Name : benazir01

Gram Panchayat ID : 31338

VO Name : SAKHI GRAM SANGHATHAN UNTADA

Entitlement Consolidation And Ranking

Livelihood Consolidation And Ranking

Public Goods And Services

Social Development Plan

Submit to GP

Now we will collect the Social Development Plan demand by clicking on the Social Development Plan button.

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CRP Name : benazir01   Gram Panchayat ID : 31338

VO Name : SAKHI GRAM SANGHATHAN UNTADA

Social Development Plan   +

Click on the + button to start collecting Social Development Plan demands.

CRP Name : benazir01   **Gram Panchayat ID :** 31338

VO Name : SAKHI GRAM SANGHATHAN UNTADA

Social Development Plan

Sector *

Environment-related issues ▾

Social Issue *

Deforestation ▾

N/A

To prevent deforestation

Fund Required

◉ Yes   ○ No

Save

Add Additional Demand

Request saved successfully

Done

Now the details of the Social Development Plan will be collected.

Click on the Save button and then click on the Done button.

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CRP Name : benazir01   Gram Panchayat ID : 31338

VO Name : SAKHI GRAM SANGHATHAN UNTADA

Entitlement Consolidation And Ranking

Livelihood Consolidation And Ranking

Public Goods And Services

Social Development Plan

Submit to GP

Now click on **Submit to GP** button to submit the demands to Gram Panchayat.

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CRP Name : crptes1

SHG Level Activity

VO Level Activity

GP Level Activity

"Finally, click on the **GP Level Activity** button to rank all the demands at the Gram Panchayat level."

≡ ← **Gram Panchayats** 🟢

CRP Name : benazir01

👤 **UNTADA** ✅

Click on the GP name to proceed .

" **Remember that only when all the VOs under a GP submit their data, GP level ranking and submission of data is possible.** "

≡ ← Home

CRP Name : benazir01   GP Name : UNTADA

Entitlement Plan

Livelihood Plan

Public Goods And Services Plan

Social Development Plan

Final Sumit

"

Now we have to provide GP level ranks to all the demands collected so far under the four heads. We will start ranking demands collected under the Entitlement Plan and similarly rank the other demands.

"

CRP Name : benazir01 GP Name : UNTADA

MGNREGS Job Card

VO	SHG	Beneficiary	Vo Rank	GP Rank	Action
DummyVO-UNTADA	MIRABAI SHG	CHUDASAMA JIVIBEN	1	0	
SAKHI GRAM SANGH	VIKAS	AKHIYA LILUBEN	1	0	
DummyVO-UNTADA	JAY AMBE SHG	MAKAVANA FARJANABEN	2	0	
SAKHI GRAM SANGH	VIKAS	MAKVANA CHAMPABEN	2	0	
DummyVO-UNTADA	MAA KH ODIYAR SHG	VEGADA VIJYABEN	3	0	
SAKHI GRAM SANGH	VIKAS	VAGHELA RAMIBEN	3	0	
DummyVO-UNTADA		radha lakshmi	4	0	
DummyVO-UNTADA	MAA KH ODIYAR SHG	VEGADA MUNIBEN	5	0	
DummyVO-UNTADA	MIRABAI SHG	CHUDASAMA LAXMIBEN	6	0	
DummyVO-UNTADA	JAY AMBE SHG	MOKARIYA SHANTIBEN	7	0	
DummyVO-UNTADA	MIRABAI SHG	VAGHELA MANIBEN	8	0	
DummyVO-UNTADA	MAA KH ODIYAR SHG	VEGADA MADHUBEN	9	0	

Validate

" At the GP level, the ranking needs to be done amongst all the beneficiaries from the Gram Panchayat. After ranking, GP rank will be reflected. "

Click on the Validate button to submit the ranks .

CRP Name : benazir01   GP Name : UNTADA

Entitlement Plan

Livelihood Plan

Public Goods And Services Plan

Social Development Plan

Final Sumit

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Finally, click on the **Final Submit** button to submit the VPRP plan.

" A tick will appear in front of the GP once everything is submitted. Mostly, at the GP level, while submitting, a cloud symbol appears due to a large data set and unstable internet. The CRPs are required to wait and then click on the cloud symbol when the internet is good. "