



**JEEViKA**

Bihar Rural Livelihoods Promotion Society  
State Rural Livelihoods Mission (SRLM), Bihar

# MIS Executive User Manual

(Version: 1.1)

*Project Id: ETPD/BRPLS/1005142*

*Project Name: BRLPS Decision Support System*

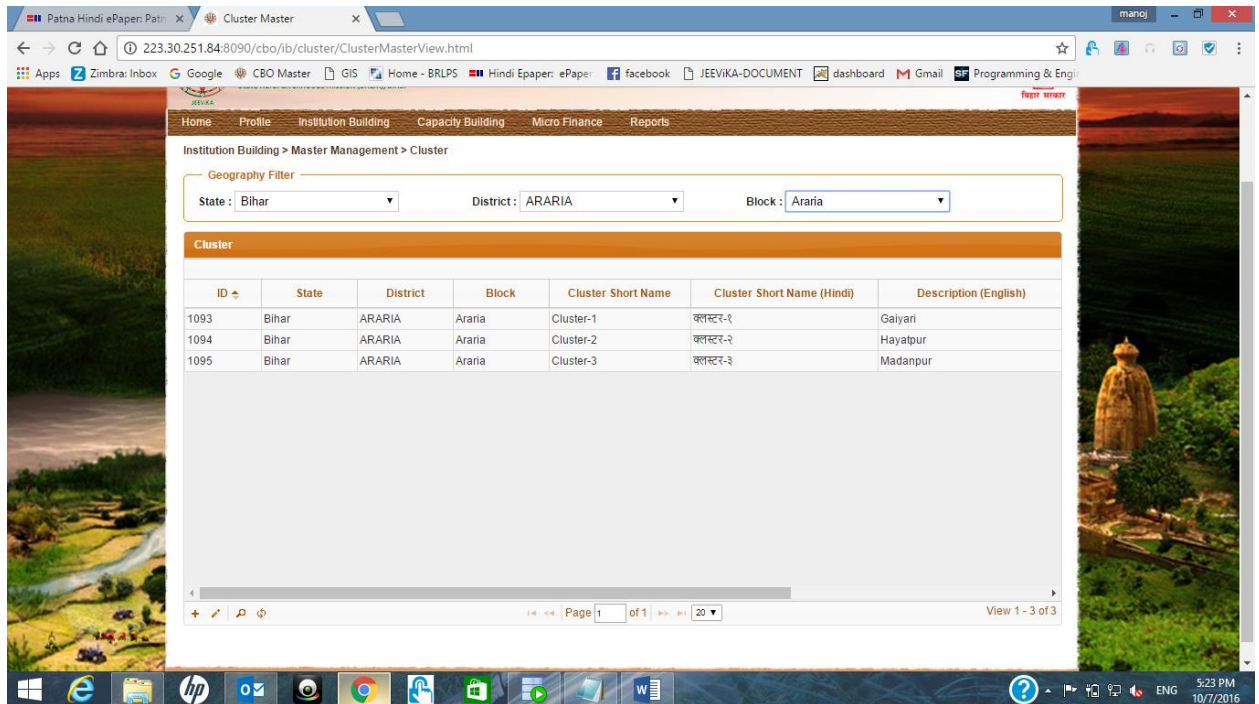


**Rolta India Limited**

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MIDC, Andheri (East), Mumbai 400 093. India

**1. Clustering Profiling :**

**Institution Building > Master Management >Cluster. Then Select District, Block from the drop down menu.**

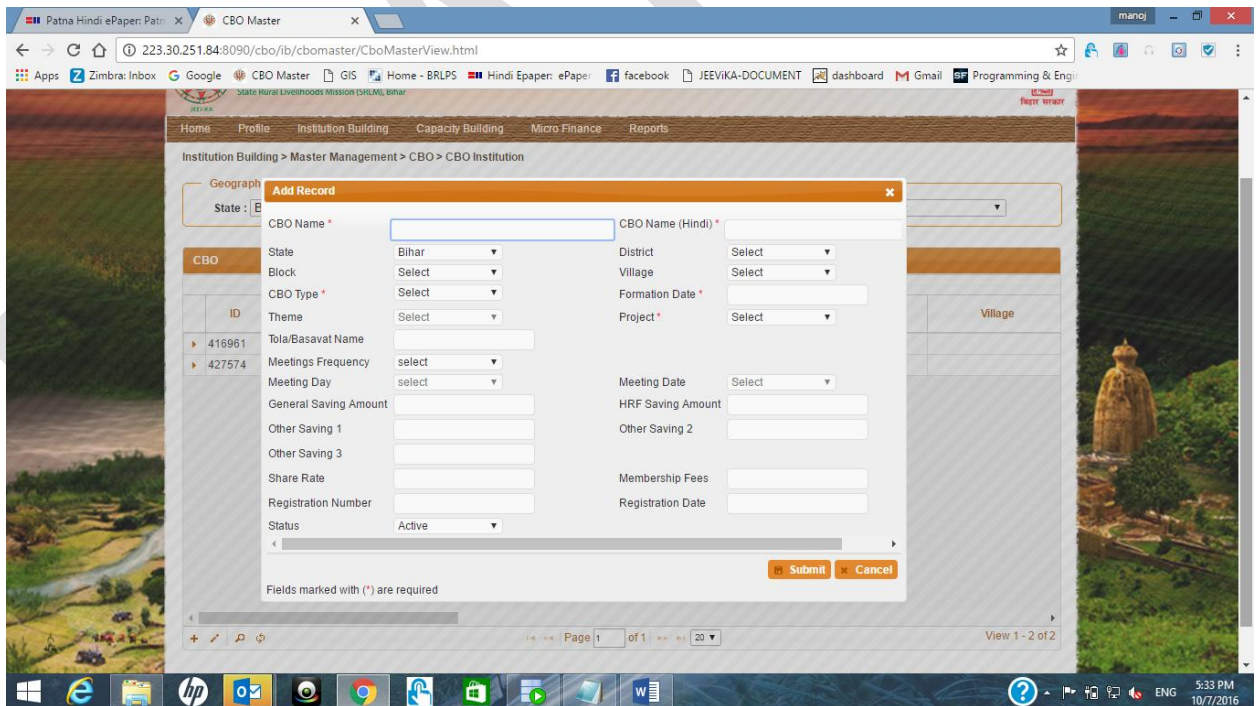
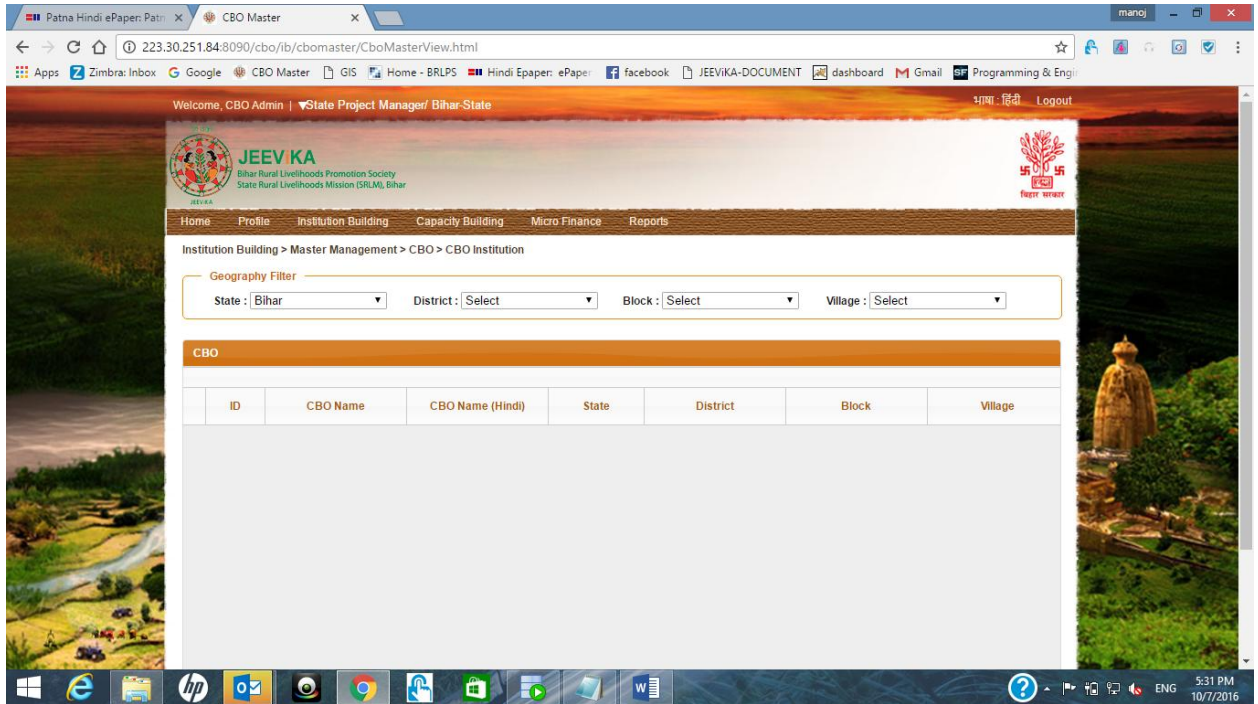


On displaying the Screen , it is seen + symbol which indicate creation of New Cluster Profile and for other like editing there's the pencil symbol which works upon selecting the tabular row and clicking on pencil like symbol ,you can edit the records. Various functionality exists such search for the record and reloading and pagination of records.

**2. Profile entry :**

**Institution Building > Master Management > CBO > CBO Institution**

Same for all except SHG select Village



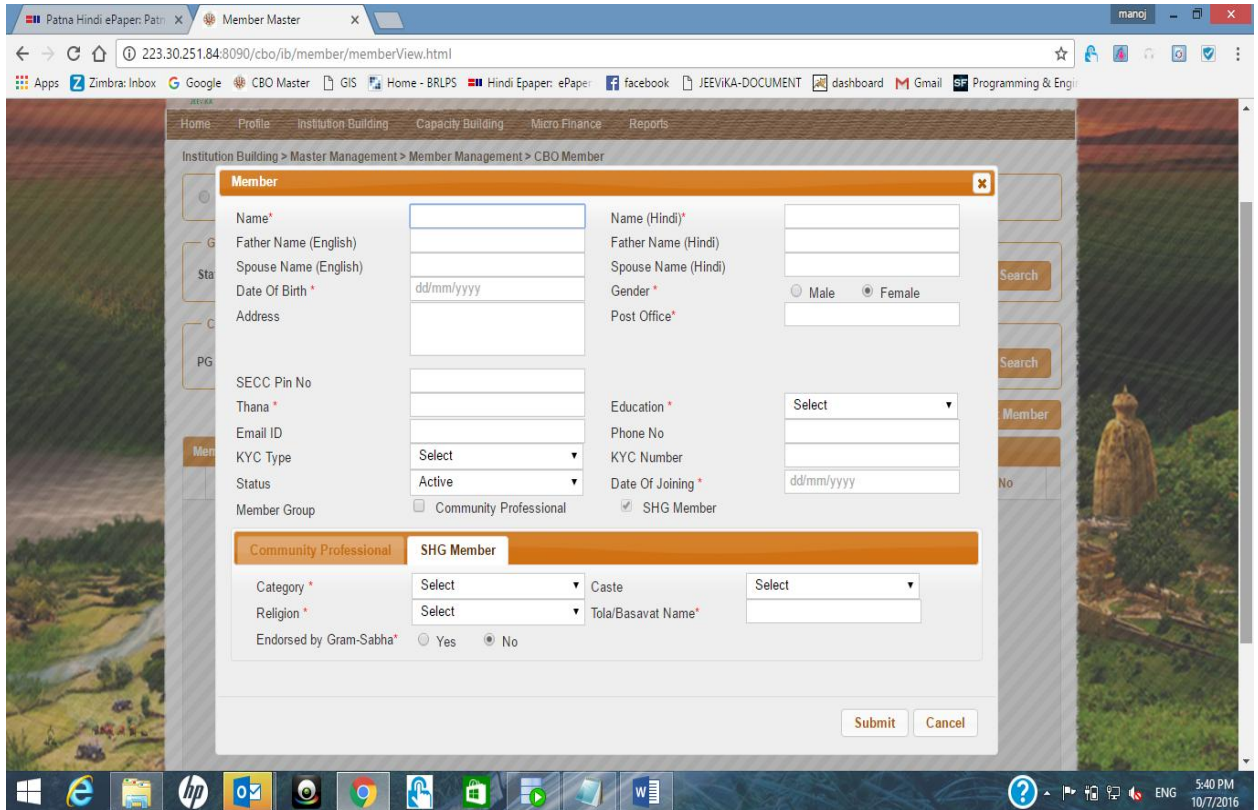
On displaying the Screen, it is seen + symbol which indicate creation of New CBO Profile and for other like editing there's the pencil symbol which works upon selecting the tabular row and clicking on pencil like symbol, you can edit the records. Various functionality exists such search for the record and reloading and pagination of records.

### 3. Create Member Profile :

#### 1.1 Institution Building > Master Management > Member Management > CBO Member

Select SHG radio button

Select Village level and click Add Member button



The screenshot displays a web browser window with the URL [223.30.251.84:8090/cbo/lib/member/memberView.html](http://223.30.251.84:8090/cbo/lib/member/memberView.html). The application interface shows a navigation menu with options like Home, Profile, Institution Building, Capacity Building, Micro Finance, and Reports. The main content area is titled 'Institution Building > Master Management > Member Management > CBO Member'. A modal form titled 'Member' is open, containing the following fields and options:

- Name\* (text input)
- Name (Hindi)\* (text input)
- Father Name (English) (text input)
- Father Name (Hindi) (text input)
- Spouse Name (English) (text input)
- Spouse Name (Hindi) (text input)
- Date Of Birth\* (dd/mm/yyyy) (text input)
- Gender\* (Radio buttons: Male, Female)
- Address (text input)
- Post Office\* (text input)
- SECC Pin No (text input)
- Thana\* (text input)
- Education\* (Select dropdown)
- Email ID (text input)
- Phone No (text input)
- KYC Type (Select dropdown)
- KYC Number (text input)
- Status (Active) (Select dropdown)
- Date Of Joining\* (dd/mm/yyyy) (text input)
- Member Group (Community Professional, SHG Member) (Radio buttons)
- Category\* (Select dropdown)
- Caste (Select dropdown)
- Religion\* (Select dropdown)
- Tola/Basavat Name\* (text input)
- Endorsed by Gram-Sabha\* (Yes, No) (Radio buttons)

Buttons for 'Submit' and 'Cancel' are located at the bottom right of the form.

### 4. Mapping Module:





- 1.2 Institution Building > Master Management > Member Management > CBO Member
- 1.3 Select village level and click search button to find member which we have to mapped
- 1.4 Select member row and click right side a grid will show
- 1.5 Select CBO TYPE, CBO NAME, DESIGNATION & STATUS

The screenshot shows the 'Member Master' application interface. At the top, there are navigation tabs for 'Patna Hindi ePaper: Patn...' and 'Member Master'. The browser address bar shows the URL '223.30.251.84:8090/cbo/ib/member/memberView.html'. The main content area is titled 'Institution Building > Master Management > Member Management > CBO Member'. It features three radio buttons for 'Staff', 'SHG Member' (selected), and 'Community Professional'. Below this are two filter sections: 'Geography Filter' with dropdowns for State (Bihar), District (GAYA), Block (Dobhi), and Village (Achwani(PACHARA), and a 'Search' button; and 'CBO Filter' with dropdowns for PG (No data) and SHG (Suraj), and another 'Search' button. An 'Edit Member' button is located to the right of the filters. Below the filters is a table titled 'Member' with columns for ID, Name, DOJ, Email ID, and Phone No. The table contains several rows of member data, with the first row expanded to show a sub-table with columns for CBO Type, CBO Name, Designation Name, and Status. The sub-table shows 'SHG' as the CBO Type, 'Suraj' as the CBO Name, 'Member' as the Designation Name, and 'Active' as the Status. The main table also includes a pagination control showing 'Page 1 of 1'.

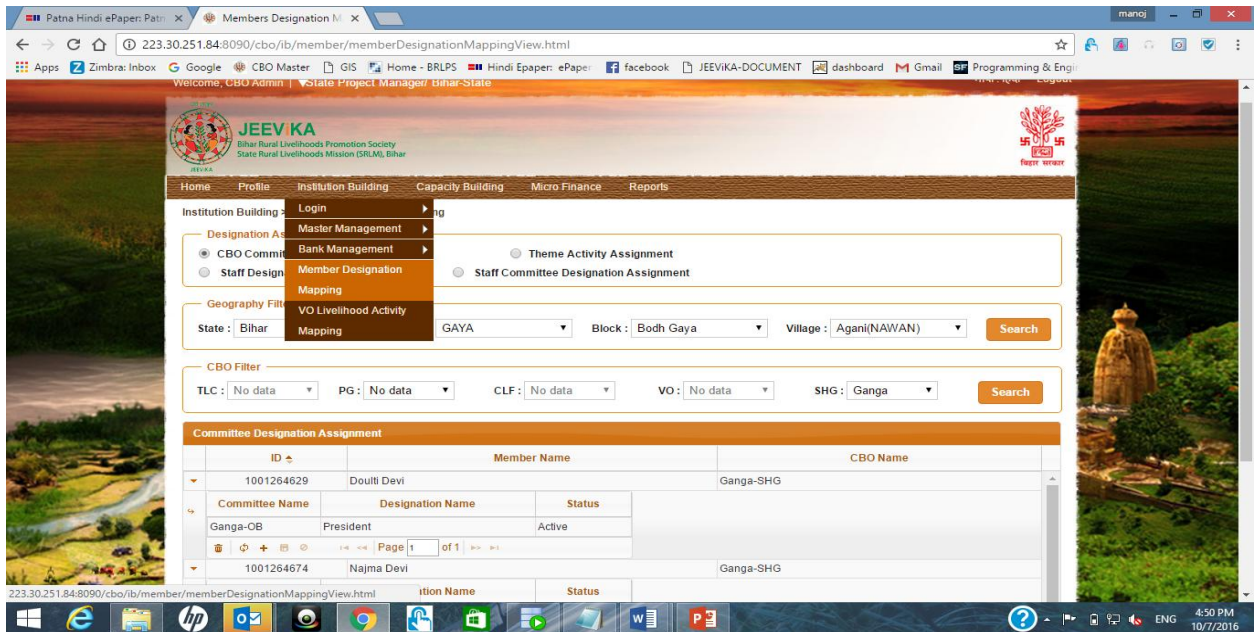
ID	Name	DOJ	Email ID	Phone No
1000284449	Kamla Devi	27/08/2011		
1000284403	Kaushalya Devi	27/08/2011		
1000284345	Sarita Devi	27/08/2011		
1000284297	Sabita Devi	27/08/2011		
1000284243	Chinta Devi	27/08/2011		
1000284176	Gita Devi	27/08/2011		
1000284112	Suglya Devi	27/08/2011		
1000284041	Sita Devi	27/08/2011		
1000283983	Lalmuni Devi	27/08/2011		

- 1.6
- 1.7
- 1.8 While mapping such like SHG to VO and VO to CLF same process is accompanied.

## 5. Member Designation:



- 1.9 Institution Building > Member Designation Mapping
- 1.10 Select radio button of CBO Committee Designation Assignment
- 1.11 Select SHG level and Designation of members
- 1.12



- 1.13
- 1.14

## 6. Bank Account Opening Module:

### 1.15 Creation of Bank Branch:

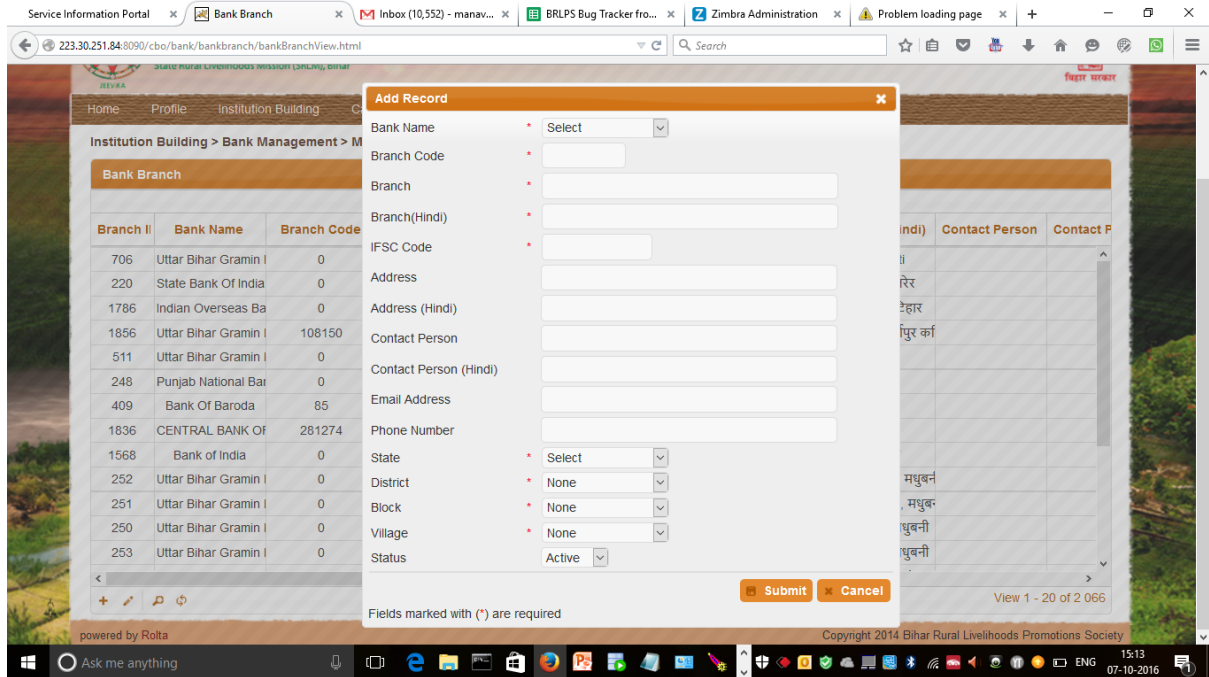
The screenshot shows the 'Bank Branch' management page. A dropdown menu is open under 'Bank Branch', showing options like 'Login', 'Master Management', 'Member Details', 'Bank Management', 'Member Designation', 'Mapping', 'Bulk Account', 'CBO Bank Accounts', and 'Member Bank Accounts'. The 'Bank Management' option is selected, leading to a table of bank branches.

Branch ID	Bank	Branch Service Area	Bank Branch	Address	Address (Hindi)	Contact Person	Contact P
706	Uttar Bi		बासापट्टी	basopatti	basopatti		
220	State Ba		ई-अरेर	SBIN0006163	BANK CHOWK ARE	बैंक चौक अरेर	
1786	Indian O		कटिहार	IOBA0001299	Durgasthan katihar	दुर्गास्थान कटिहार	
1856	Uttar Bihar		दुर्गापुर	CBINOR10001	UBGB DURGAPUR	यू बी जी बी दुर्गापुर का	
511	Uttar Bihar Gramin I	0	UBGB-BHOJ PARAL यू बी जी बी -भोज परोर	CBINOR10001			
248	Punjab National Bai	0	Jhanjharpur झंझारपुर	PUNBO222800			
409	Bank Of Baroda	85	Mahmadpur महमदपुर	BARBOMOHAMM			
1836	CENTRAL BANK Of	281274	Bsantpur बसंतपुर	CBINO281274			
1568	Bank of India	0	Basant pur बसंत पुर	BKID0005998	Basantpur	बसंत पुर	
252	Uttar Bihar Gramin I	0	UBGB ,Lohat यू जी बी लोहट	CBINOR70001	Lohat ,Pandaul , Me लोहट , पंडौल , मधुबन		
251	Uttar Bihar Gramin I	0	UBGB- Lohat यू जी बी लोहट	CBINOR10107	Lohat ,Pandaul , Me लोहट , पंडौल , मधुब		
			UBGB ,Lohat यू जी बी लोहट	CBINOR10002	Lohat ,Pandaul ,Mad लोहट ,पंडौल ,महदही		

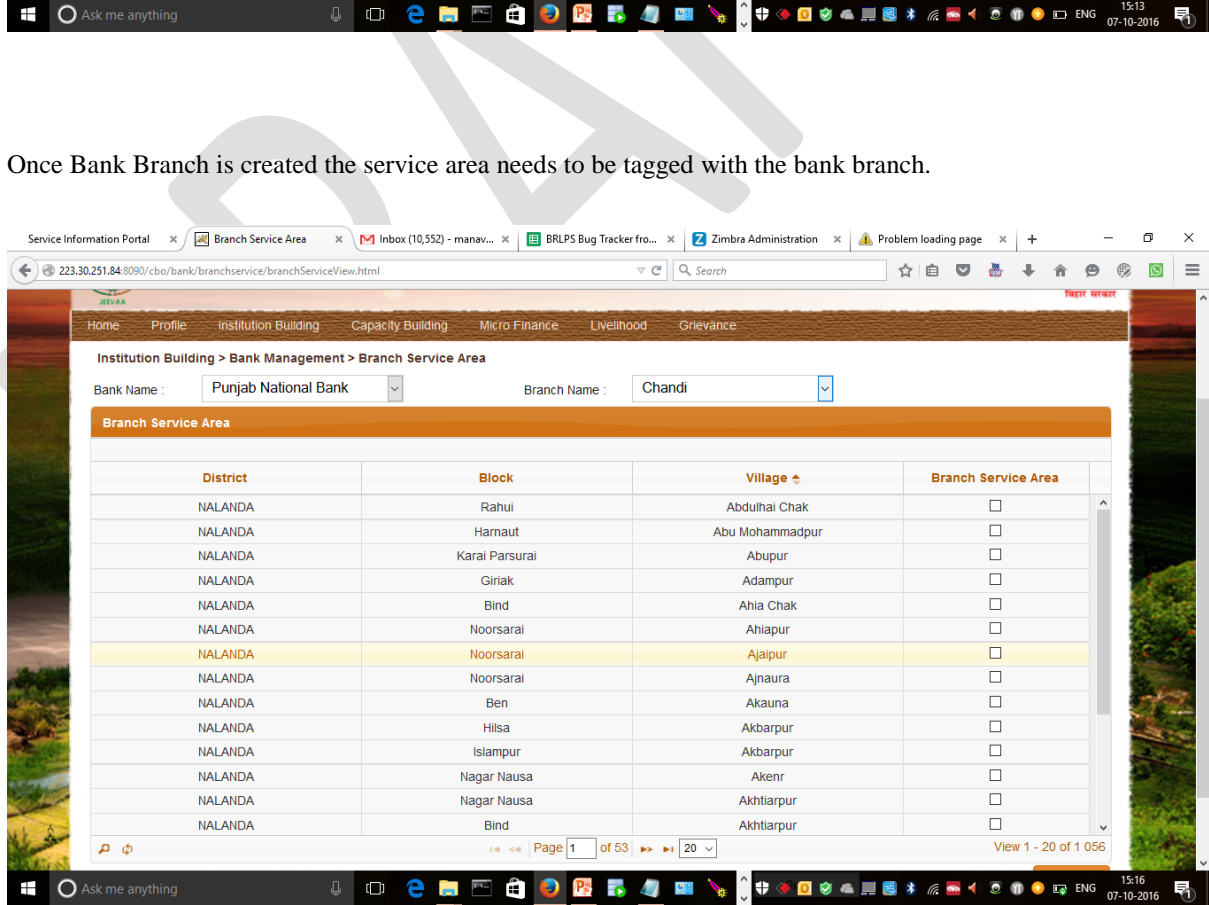
1.16

1. Click on + sign and add the details in the popup. Click Submit

1.17



1.18



Once Bank Branch is created the service area needs to be tagged with the bank branch.



## 2. Submit of Bulk Application for CBO/Member

The screenshot shows the 'Add Record' form in the JEEVIKA MIS. The form fields are as follows:

- Bank Name\*: Punjab National Bank
- Branch Name\*: Chandi
- Application Date\*: 05-Oct-2016
- No of Applications: (empty)
- Account Holder\*: CBO
- Account Type\*: Saving Account
- CBO Type\*: VO
- CBO Name\*: Select

A dropdown menu for CBO Type is open, showing options: Select, CLF, PG, SHG, and VO. Below the dropdown is a table with the following data:

CBO ID	CBO Name	Village
<input type="checkbox"/> 133830	Aabha	
<input type="checkbox"/> 133034	Aabha VO	
<input type="checkbox"/> 196488	Aasha	
<input type="checkbox"/> 209793	Adarsh	
<input type="checkbox"/> 86641	Akash	

Buttons for 'Submit' and 'Cancel' are visible at the bottom of the form.

## 3. Post bulk application the account number needs to be updated for the respective CBO

The screenshot shows the 'CBO Bank Accounts' table in the JEEVIKA MIS. The table has the following columns:

Bulk A	CBO	Bank Management	Master	Application D	Account Openi	Account Number	Account Opening Date
79028	Yamun	Member Designation	Branch Service Area	17-Dec-2013	Opened	71769800000419	20-Dec-2013
69088	Yamun	Mapping	Bulk Account	01-Nov-2014	Opened	71949800000084	04-Nov-2014
13874	Vishwa	VO Livelihood Activity	CBO Bank Accounts	06-Oct-2013	Opened	71749800000307	06-Oct-2013
69099	Vishnu	Mapping	Member Bank Accounts	01-Oct-2015	Opened	71949800001616	05-Oct-2015
13892	Vishnu 10			19-Jul-2013	Opened	7174900000194	19-Jul-2013
13706	Vishnu -Bhagwanpur	SHG	Saving Account	31-Dec-2012	Opened	578210110001344	31-Dec-2012
45247	Vishnu-Arout	SHG	Saving Account	07-May-2014	Opened	71949800000837	08-May-2014
13809	Vishnu-Satnag	SHG	Saving Account	16-Jan-2013	Opened	14020001000221896	16-Jan-2013
6423	Vishal	VO	Saving Account	23-Dec-2013	Opened	71769800000701	26-Dec-2013
18172	Vishal	VO	Saving Account	14-Oct-2014	Rejected		
67690	Vikash	PG	Saving Account	01-Sep-2014	Opened	71760100113096	04-Sep-2014
69037	Vikash -Sirnawan	SHG	Saving Account	04-Aug-2015	Opened	71949800001342	06-Aug-2015
		VO	Saving Account	25-Jul-2013	Opened	1402000100227614	27-Jul-2013

- Select the CBO having “Account Opening Status” as Pending. Then Change the “Account Opening Status” to Open and enter the account details and the opening date.

The screenshot shows the 'CBO Bank Accounts' section of the MIS. An 'Edit Record' modal is open for Bulk Application ID 79096. The modal contains the following fields:

- Bulk Application ID: 79096
- CBO ID: 282857
- CBO Name: Durga-Dariapur Aim
- Account Type: Saving Account
- Account Opening Status: Opened (dropdown menu)
- Account Number: [empty]
- Account Opening Date: [empty]

The background table lists various CBOs with their respective account details. The table has columns for Bulk A, CBO Name, CBO Type, Account Number, and Account Opening Date.

Bulk A	CBO Name	CBO Type	Account Number	Account Opening Date
79096	Durga-Dariapur Aim	SHG		
69548	Payal29122014-Naili	SHG		
6140	Chandan	VO	00112811	21-Jan-2013
6406	Laxmi	VO	00078845	25-Oct-2013
6413	Panchwati	VO	10003296	28-Nov-2013
6420	Ujala	VO	100223593	19-Dec-2013
6422	Vikash	VO	100227614	28-Nov-2013
6410	Nari Shakti	VO	00112662	06-Dec-2013
6423	Vishal	VO	00000701	26-Dec-2013
6773	Soni	PG	100251860	30-May-2014
6778	Swaraj	PG	100254070	22-May-2014
6139	Akash	VO	71760100111177	14-Jan-2013
6142	Gulab	VO	71740100078678	14-Feb-2013
6141	Gaurav Vo	VO	1402000100227580	04-Feb-2013