

# **Operating Instructions**

Printing Suspect 1 (Duplicate), Suspect 2 (SECC), and AAY households from the NFSA Web Application (http://foododisha.in/)

20 July, 2015

## **Table of Contents**

1.	Intr	oduction	2
	1.1	NFSA web- application	2
	1.2	Opening the web-application	2
2.	Sus	spect list 1 (Duplicate)	5
	2.1	Brief description of the list	5
	2.2	Opening duplicate search module	5
	2.3	Input geographical details for the query	6
	2.4	Input the matching field	8
	2.5	Generate and print report	9
3.	Sus	spect list 2 (SECC)	12
	3.1	Brief description of the list	12
	3.2	Opening SECC search module	13
	3.3	Input geographical details for the query	14
	3.4	Generate and print report	16
	3.5	Search individual application forms	19
4.	AA	Y list	21
	4.1	Brief description of the list	21
	4.2	Opening generate AAY list module	21

### 1. Introduction

## 1.1 NFSA web- application

NFSA web-application aims at making available the Draft Priority households (DPL) for each Registration Centre (RC) based on user query. It also facilitates retrieval of Registration Centre wise reports marked as.

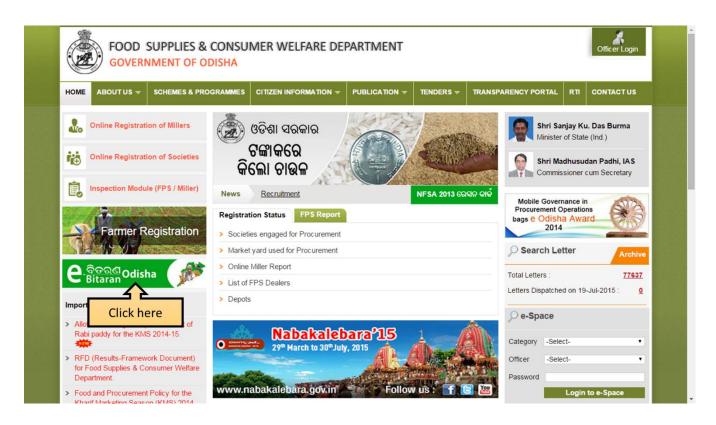
- 1. Suspect 1 (Duplicate)
- 2. Suspect 2 (SECC)
- 3. On Hold
- 4. AAY Cards List

The vendor shall get the DPL (three copies) and On-Hold lists (two copies) printed and deliver them sorted RC-Wise at block/ ULB. The district administration shall arrange to download the list namely- Suspect 1 (Duplicate), Suspect 2 (SECC) and AAY Cards List. This operating instruction will support the users in the district administration to understand the process of searching, downloading and printing these lists.

# 1.2 Opening the web-application

In order to access the application from an internet browser, open your internet browser and type <a href="http://foododisha.in/">http://foododisha.in/</a> in the address bar and press the enter key.

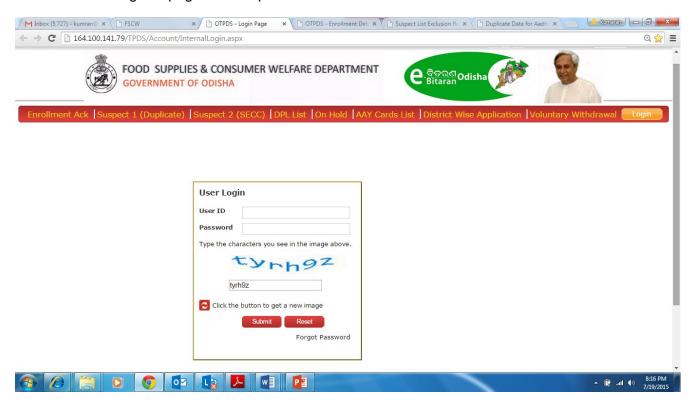
The following web page will open. Click on the logo of e-Bitaran Odisha, visible in the left side of the webpage.



The following web page will open. Click the "NFSA Web Application" link given in the webpage.



The following webpage will be opened in a new window.



In the webpage, the following five report options are visible

- 1. Enrolments Acknowledgement
- 2. Suspect 1 (Duplicate)
- 3. Suspect 2 (SECC)
- 4. DPL List
- 5. On Hold
- 6. AAY Cards List
- 7. District Wise Application
- 8. Voluntary Withdrawal

Please note that for further access, user ID and password will not be required.

# 2. Suspect list 1 (Duplicate)

## 2.1 Brief description of the list

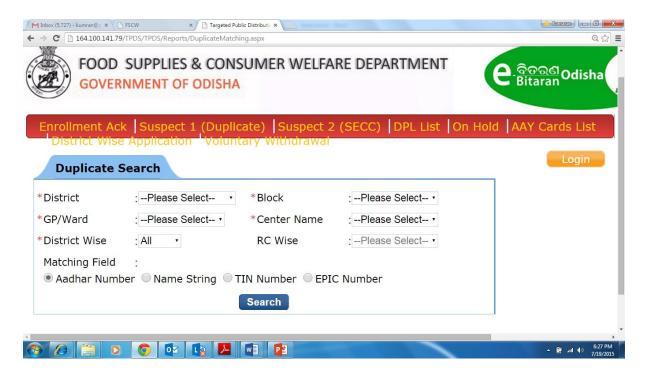
This list has been prepared by deduplication of the applicant database with respect to following four criteria

- 1) Name string- When all three names (full name, spouse's name and father's name) are repeated then members are identified as duplicates.
- 2) Aadhaar card number When same Aadhaar number is found against more than one member then all these members are identified as duplicates.
- 3) EPIC- When same EPIC number is found against more than one member then all these members are identified as duplicates
- 4) TIN- When same TIN number is found against more than one member then all these members are identified as duplicates

The RC level suspect 1 list containing families/individuals can be generated and downloaded by the officials at block/ULB/district level for field verification.

## 2.2 Opening duplicate search module

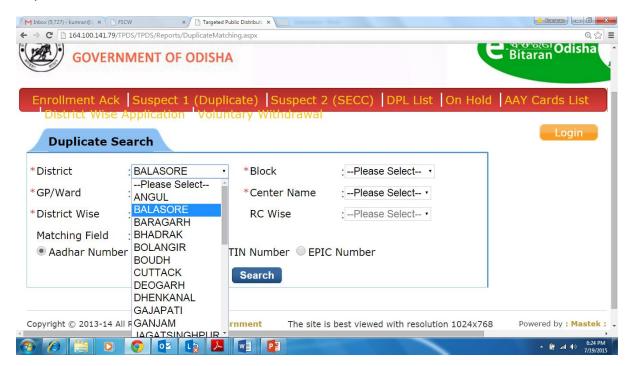
On clicking the suspect list 1(Duplicate), the following web-page will open.



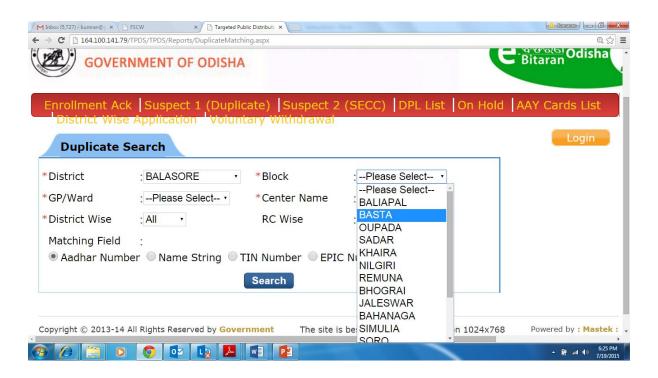
The webpage will allow the users to download the household list marked as suspect 1, based on inputs provided by the user. Please note that in order to perform the search it is mandatory to provide input against, District, Block, GP/Ward, Center name and District wise.

## 2.3 Input geographical details for the query

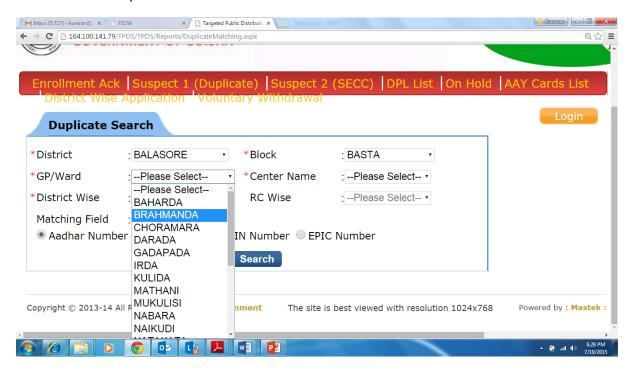
In order to select the district, the user has to click on the drop-down menu and select the required district from the menu.



Once the name of the district is selected, the input field against Block gets activated and shows the list of blocks in the selected district. The user has to click on the drop-down menu and select the required block from the menu.



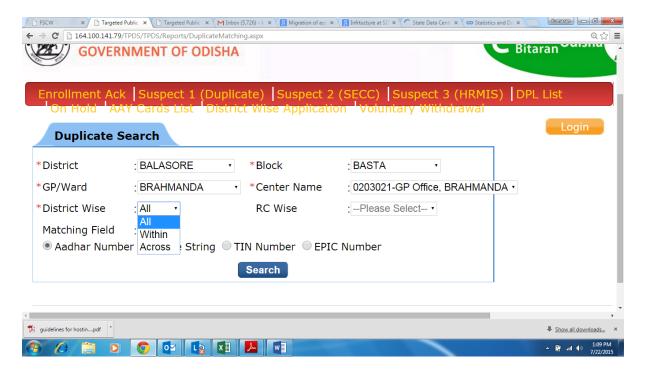
Once the name of the block is selected, the input field against GP/Ward gets activated and shows the list of GP/ward in the selected Block. The user has to click on the drop-down menu and select the required GP/ ward from the menu.



As a next step, the name of the Centre will be automatically populated and the input field against "District wise" is activated and shows the following three option in the drop-down menu

- 1) Within- This includes list of duplicate households, where the all suspect individuals/households are found within the district
- 2) Across- This includes list of duplicate households, where the some suspect individuals/households are found outside the district in one or more districts.
- 3) All- This includes list of duplicate households found in both 1 and 2.

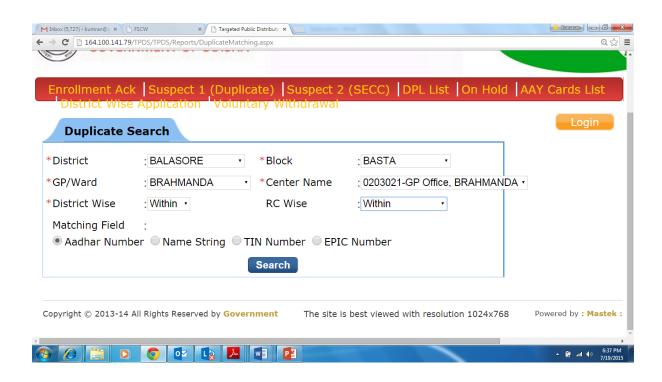
"All" will be shown as default input in the "District Wise". It is advised to select "All" as both within RC and across RC duplicate lists would be generated. Once "All" is selected in "District wise", the RC wise field is automatically closed.



# 2.4 Input the matching field

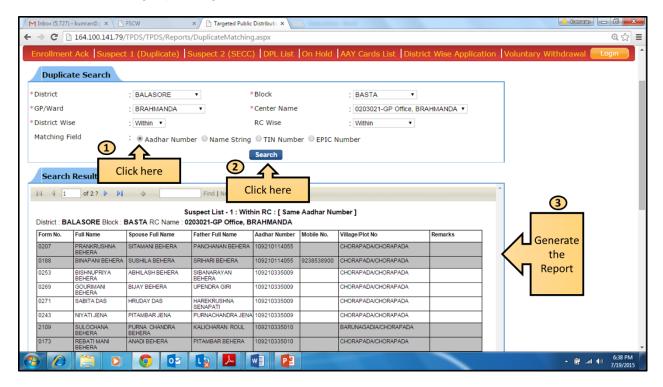
After entering the details regarding the geographical area and the registration center, the user has to select one of the following four matching fields given in the form

- 1) Aadhaar number- This narrows the query based on duplicate Aadhaar number found in the database.
- 2) Name string- This narrows the query based on duplicate name strings (i.e. Name, Fathers' name and Spouse name) found in the database.
- 3) TIN number- This narrows the query based on duplicate TIN number found in the database.
- 4) EPIC number- This narrows the query based on duplicate EPIC number found in the database

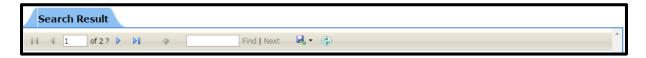


# 2.5 Generate and print report

Once the user selects "Aadhaar number" from the marching field and clicks on the "search" button, the following report is generated.



Once the report is generated in html format, the user can use the scroll bar to scroll through the documents. The report section in the web-page displays the following toolbar to help the user scroll pages, search, save and refresh the document.



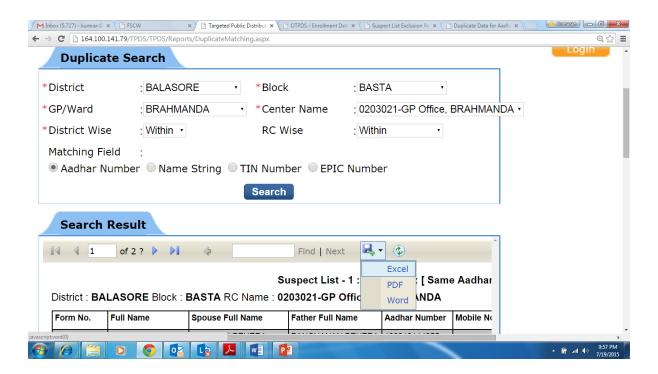
In order to print, the generated report in the A4 sheet with proper alignment, the user has to first download and save the report in the computer. User has to click the following button in the webpage

**.**, -

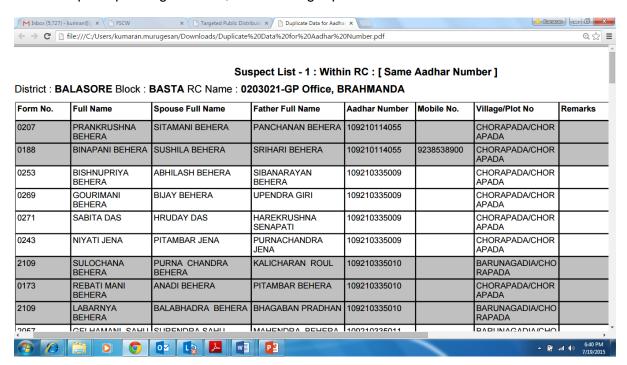
On clicking this button the user will see a drop-down menu with following three options

- 1) Excel
- 2) PDF
- 3) Word

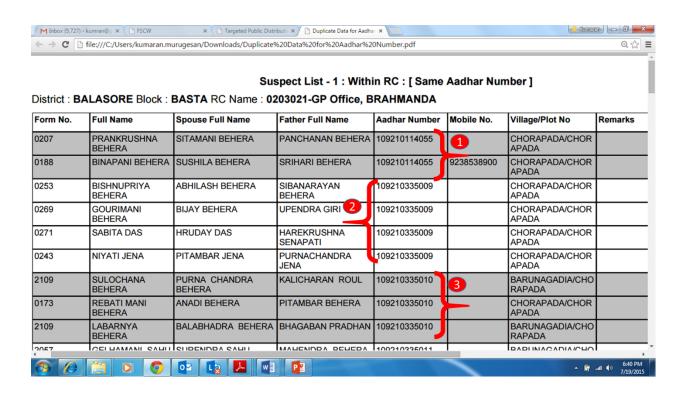
It is advisable to download the pdf format of the report and print the report in the A4 paper.



Once the pdf report is generated, the following report with would be visible to the users.



The report lists the duplicates one after another in serial order, as shown in the following web-page. It shows two, four and three duplicate individuals against Aadhaar numbers-109210114055, 109210335009 and 109210335010, respectively.



Similar the reports can be generated and printed by the user by selecting other matching fields (Name string, TIN number and EPIC number) and following the similar process.

In case of duplicates related to Aadhaar/ EPIC, the officials should verify the Original Aadhaar card with individual and make the necessary correction. In case of duplicates related to the name string, the officials should check relevant id proofs of the individual and take an undertaking from her/ him as to where s/he would like to be retained.

#### **Sample Undertaking**

UNDERTAKING	G FOR RETENTION OF O	NLY O	NE DUPLICAT	TE ENTRY	
District	Block/ULB		G.P.M	Vard No.	
ମୁଁ ଏତଦ୍ୱାରା ଖ	ଜଣାଇ ଦେଉଛି କି ମୋ ନାମ	ରେସନ୍	କାର୍ଡ଼ ଦରଖା୍ଞ	ବେଳେ ଏକାଧିକ	
0.000	ଧ୍ୟରୁ ମୁଁ Form No			_ ରେ ରହିବାକୁ	
ଚାହୁଁଛି   ଅନ୍ୟ ସମୟ ପ	ଦରଖାଞ୍ଜରେ ଥିବା ମୋର ନାମକୁ	ବାଦ୍ ଦେ	ଦବାପାଇଁ ମୁଁ ଅନୁରୋଧ କରୁଛି ।		
			ବୟଖତ/ଟିପ-		
			ନାମ-	-	
4,			Form No-		
			RC Code-		

# 3. Suspect list 2 (SECC)

# 3.1 Brief description of the list

This list has been prepared through matching the applicant database and SECC database. Families/ individuals in the applicant database meeting the following criteria have been included in Suspect 2 list.

- 1) Four wheeler ownership
- 2) Government employment
- 3) IT Payee
- 4) Public sector employee

- 5) Private sector employee having monthly income more than Rs.10, 000 -/-
- 6) Enterprise ownership
- 7) Persons with monthly income Rs. 10,000-/- or more
- 8) Mechanized agriculture equipment ownership
- 9) Motor boat ownership

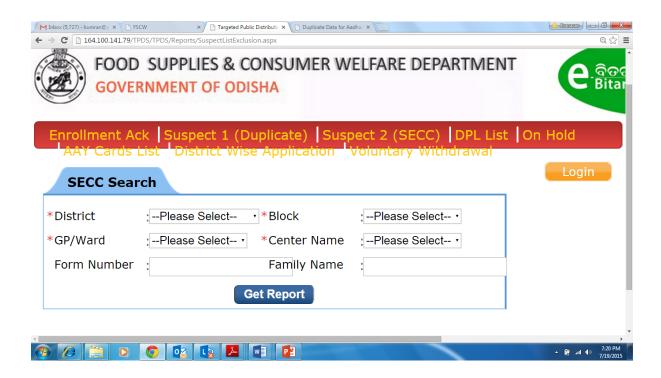
The RC level suspect 2 (SECC) can be generated and downloaded for physical verification by the officials and handed over to RC level field verification team.

## 3.2 Opening SECC search module

In order to generate suspect list 2 (SECC) reports, user should click on the "Suspect list 2 (SECC).



The following web-page will appear. The webpage will allow the users to download the suspects marked under suspect 2 (SECC), for specific GPs/ wards and Centers. Please note that in order to perform the search it is mandatory to provide input against, District, Block/Ward, GP/Ward and Center name.



## 3.3 Input geographical details for the query

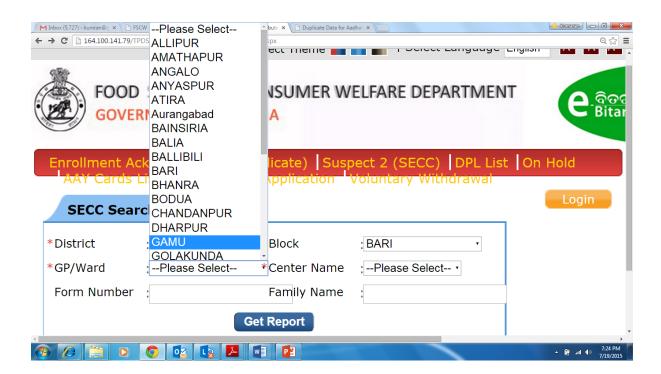
In order to select the district, the user has to click on the drop-down menu and select the required district from the menu.



Once the name of the district is selected, the input field against Block gets activated and shows the list of blocks in the selected district. The user has to click on the drop-down menu and select the required block from the menu.



Once the name of the block is selected, the input field against GP/Ward gets activated and shows the list of GP/ward in the selected Block. The user has to click on the drop-down menu and select the required GP/ ward from the menu.

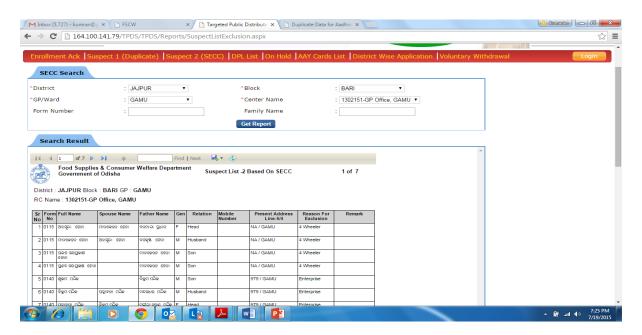


As a next step, the user has to click on the drop-down menu and select the name of the Centre from the menu. Once the name of the centre is selected, the user can click on the "Get Report" button for generating the report as per the query.

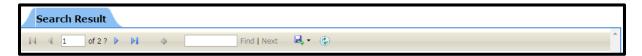


## 3.4 Generate and print report

On clicking the "Get Report" button the report will be shown in the webpage as shown below.



Once the report is generated in html format, the user can use the scroll-bar to scroll through the documents. The report section in the web-page displays the following toolbar to help the user scroll pages, search, save and refresh the document.



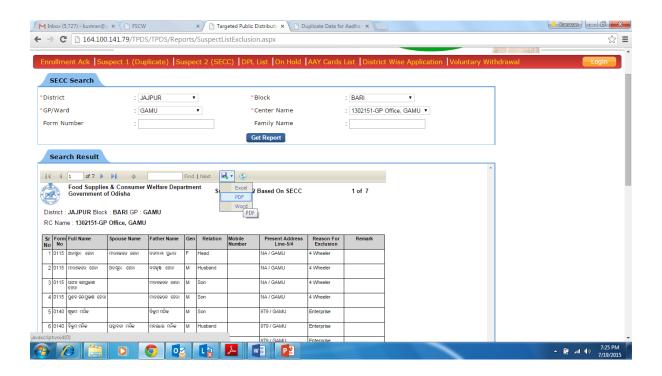
In order to print, the generated report in the A4 sheet with proper alignment, the user has to first download and save the report in the computer. User has to click the following button in the webpage



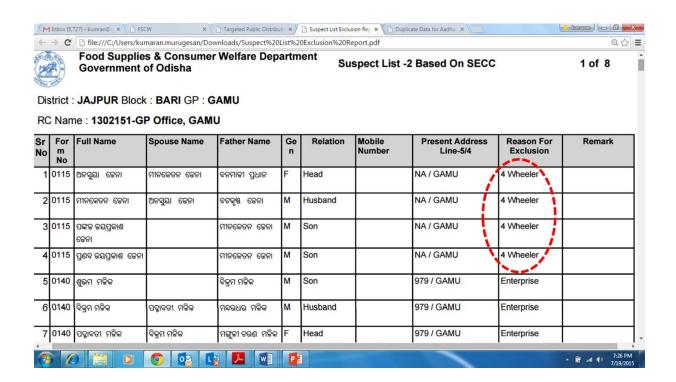
On clicking this button the user will see a drop-down menu with following three options

- 1. Excel
- 2. PDF
- 3. Word

It is advisable to download the pdf format of the report and print the report in the A4 paper.



Once the pdf report is generated, the following report would be visible to the users. The report lists the suspect households and gives the "reason for exclusion" in the second last column. In the cited example, the report should a households marked as suspect household due to their ownership of four-wheeler.

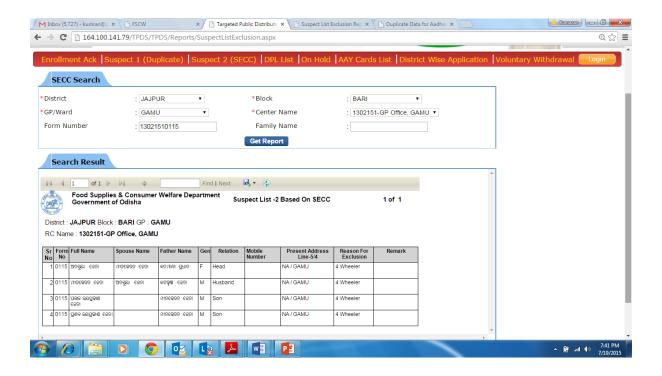


# 3.5 Search individual application forms

For further narrowing down the search to individual level and locate details based on application number of the form, input the number against the "Form number" and click the "Get Report" button.



The following report showing the household details based on application form number will be visible in the web-page.



## 4. AAY list

## 4.1 Brief description of the list

This list is based on the AAY applicant families available in the applicant database. It contains block-level FPS-wise list of AAY applicants.

# 4.2 Opening generate AAY list module

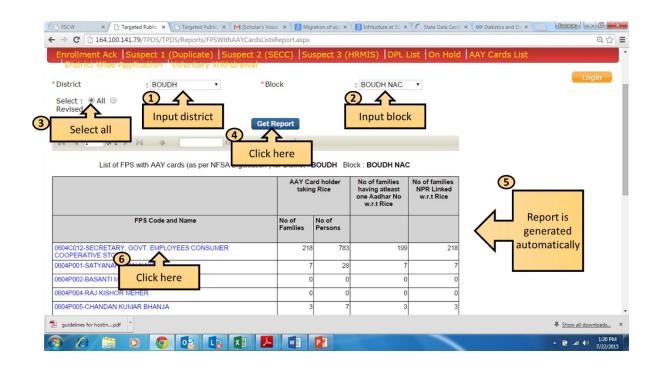
In order to generate AAY list, user should click on the "AAY card list".



The following web-page will appear. The webpage will allow the users to download block-level FPS-wise list of AAY applicants. Please note that in order to perform the search it is mandatory to provide input against, "district" and "block".



The user has to first input details related to "District" and "Block" based on the drop-down menu. Once these inputs are given, the input field for "Select" get activated and has two options – "All" and "Revised". Please note that option of "Revised" is not relevant for the present task. Hence there is no need to select this. "All" is default selection and is already selected. Therefore the user can proceed further to click the next button "Get Report" and generate the report and then click on the FPS code/ Name to generate the list of AAY households.



The download and print functionalities are similar to the one given under Section 3- Suspect List 2 (SECC). Follow instruction given in section 3.3 to 3.4, to download and print the AAY list.

\*\*\*\*\*