NATIONAL WORKSHOP
ON 03-05-2018
AT
YASHWANTRAO CHAVAN
ACADEMY OF DEVELOPMENT
ADMINISTRATION (YASHADA),
PUNE

Haryana State Horticulture
Development Agency
Pre-requisites for registration & Scheme filling

1. Update Blocks, Panchayats & Villages
2. Update Scheme Master.
3. Update workstages entries, Proceedings (terms & conditions)
5. Create Logins of State, District & Block level officers (Officers Masters).
6. Authenticate the user created through admin.
Preparing your admin section for subsidy release to farmers..
1. Admin Section

<table>
<thead>
<tr>
<th>Import Data From NHM</th>
</tr>
</thead>
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<tr>
<td>Import Master Data From Previous Year</td>
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<tr>
<td>Location Masters (Land Location)</td>
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<tr>
<td>Location Masters (Address)</td>
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<tr>
<td>AAP Schemes Master (Proposed For Next FY)</td>
</tr>
<tr>
<td>Scheme Masters (Current Year Approved)</td>
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<td>Officers Masters</td>
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<td>NHM Master Updates View</td>
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<tr>
<td>Other SHM Masters</td>
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<td>NPB Related Masters</td>
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<td>HTI Related Masters</td>
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<td>MM Related Masters</td>
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<td>Update Banks &amp; Branches</td>
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<td>User Management</td>
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<td>Problem Reply</td>
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<td>Data Re-Organization</td>
</tr>
<tr>
<td>DBT</td>
</tr>
<tr>
<td>Project Based Related Masters</td>
</tr>
</tbody>
</table>

Master DATA Maintenance
2. Location Master

Village Master

Village(LL) Master is Same As Village Master Click Update Otherwise Click Insert Button

District --Select District--
Block/Mandal
Panchayat

Update  Insert

To Insert
3. Updation of Subsidy Master, Workstage selection master, Estimate Master & Input Packages

### Input Package Master
(Year/Component Wise)

- **Financial Year**: 2018-2019
- **Department**: Horticulture
- **Scheme**: MIDH
- **Component Type**: B. PLANTATION INFRASTRUCTURE Development
- **Component**: B3. Rejuvenation / replacement of senile
- **Sub Component**: Rejuvenation / replacement of senile plant
- **Crop/Item**: Rejuvenation / replacement of senile plant

<table>
<thead>
<tr>
<th>Product Group &amp; Product Name</th>
<th>Standard Unit</th>
<th>Quantity As Per Invoice / Bill</th>
<th>Cost As Per Invoice/Bill (Rs.)</th>
<th>Subsidy Allowed (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. TOTAL ASSISTANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Assistance</td>
<td>0 H</td>
<td>20000</td>
<td>20000</td>
<td>20000</td>
</tr>
</tbody>
</table>

[Save]
5. Update Bank & Branches

SHM Transaction Bank Details

Transaction Bank Name: --Select Bank Name
Transaction Account No:
Transaction Bank IFSC Code:

<table>
<thead>
<tr>
<th>BankCode</th>
<th>BankName</th>
<th>AccountNo</th>
<th>IfscCode</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>038</td>
<td>Punjab National Bank</td>
<td>44800011000000103</td>
<td>PUNB0448000</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Save
6. Farmer Registration

Bank Details

- Bank Name
- Branch Name
- Branch IFSC Code
- Bank Account No

Department And Land Details

- Financial Year: 2018-2019
- Department
- Total Land Area (in Ha.)
- Land Survey No (Max 16 Char)

Check here if Land address is same as above address

- State LL: HARYANA
- Panchayat LL
- District LL
- Village LL
- Mandal LL
- Habitation LL

Farmer Photo

Upload Photo

Note: *Fields are Mandatory & LL Means 'Land Location'
Note: **Record will be Forwarded to Land Location Block Officer

Submit Reset

HORTNET AGRICULTURE & HORTICULTURE INFORMATICS DIVISION
7. Importing Data from Previous Year

**Master DATA Maintenance**

**Import Master Data From Previous Year**

- **Financial Year**: 2018-2019
- **Department**: Horticulture
- **Scheme**: MIDH
- **Component Type**: B. PLANTATION INFRASTRUCTURE
- **Component**: B3. Rejuvenation / replacement of se
- **Sub Component**: Rejuvenation / replacement of se
- **Select Item**: -Select Item-
  - Crop Item Master
  - Subsidy Master
  - Estimate/Assistance Master
  - Input Package Master
  - PB Component Master
8. Data Transfer

Master DATA Maintenance

Transfer Beneficiary to Next Year’s

State: HARYANA
District: --Select District--
Year: --Select Year--

Transfer Beneficiary From

Scheme: MIDH
Component Type: --Select Component Type--
Sub-Component: --Select Component--
Crop: --Select Component--

Show

Transfer Beneficiary To

Present Year: 2018-2019
Year Change: Any

Scheme: MIDH
Component Type: --Select Component Type--
Sub-Component: --Select Component--
Crop: --Select Component--

Transfer Beneficiaries Transfer Photos
Best Practices adopted by SHM, Haryana

1. SHM, Haryana has directed to the district officers to verify the bank details i.e. spelling of Name of beneficiary, IFS Code, Bank name & A/c number.

2. Bank A/c of beneficiary should be Aadhaar linked & activated.

3. The printout of the vouchers of component-wise beneficiaries from ED login are verified by the respective technical officers to avoid duplicacy.
## Best Practices adopted by SHM, Haryana

### Proceeding

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Ben.ID</th>
<th>Applicant Name</th>
<th>Father/Husband Name</th>
<th>Mandaal Name</th>
<th>Village Name</th>
<th>Cast</th>
<th>Category</th>
<th>Gender</th>
<th>Survey No</th>
<th>Anshum/EID No.</th>
<th>Contact No</th>
<th>Component</th>
<th>Sub Component</th>
<th>Crop Cult</th>
<th>SHM Assistance per Ha. (in Rs.)</th>
<th>Approved Land Area (Ha.)</th>
<th>Bank</th>
<th>Branch</th>
<th>IFSC Code</th>
<th>Account No</th>
<th>Eligible Subsidy As Per Guidelines (in Rs.)</th>
<th>Invoice Amount Submitted by Farmer (in Rs.)</th>
<th>Farmer Share</th>
<th>EDA Share</th>
<th>Agency Share</th>
<th>Total</th>
<th>ABH Forwarded Date</th>
<th>Applicant Photo</th>
<th>Field Verification Photo</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>N1700240200267</td>
<td>RAMESH</td>
<td>HARU RAM</td>
<td>Batal</td>
<td>Ladewas</td>
<td>General</td>
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<td></td>
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</tr>
</tbody>
</table>
Best Practices adopted by SHM, Haryana

4. Phone no. of SHM, Haryana has been registered with the bank. The messages of successful transaction are delivered on the number, Hence it becomes easy to track the beneficiary on phone.

5. Training has been provided to all district as well as block level offices on time to time.

6. District-wise application are being tracked as per the annual action plan of the respective district by the technical officers so that the threshold is not exceeded by the district.
Suggestions

1. Reports of SC Farmers as well as general category farmers shall be generated.
2. Report of Non-Project as well as Project based activities should be merged for monitoring purpose.
3. Duplicacy should be controlled.
4. Registration for HTI module should be implemented.
5. Audit of online transactions should be IT based instead of manual procedure.
6. Offline transactions should be checked except of components which are not covered online.
Suggestions

7. Provision of transfer of funds to Govt. Agencies should be on payment Gateway.