सत्यमेव जयते

PANCHAYAT DEVELOPMENT INDEX PORTAL

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

MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA

NIC एनआईसी National Informatics Centre

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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 SDGs. Ministry of Panchayati Raj has initiated thematic approach through aggregating 17 SDG goals into 9 broad themes for Localization of Sustainable Development Goals (LSDGs) 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.

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 version of the document 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 and their Login Credentials will be used in Verifier Role.

3 About PDI Portal (http://pdi.panchayat.gov.in, 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 -

3.1 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.
- Specific Indicators are an optional set of indicators which can be selected or de-selected by States (using State Login).

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.

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3.3 Pre- PDI Data Collection

State specific localization and Configuration

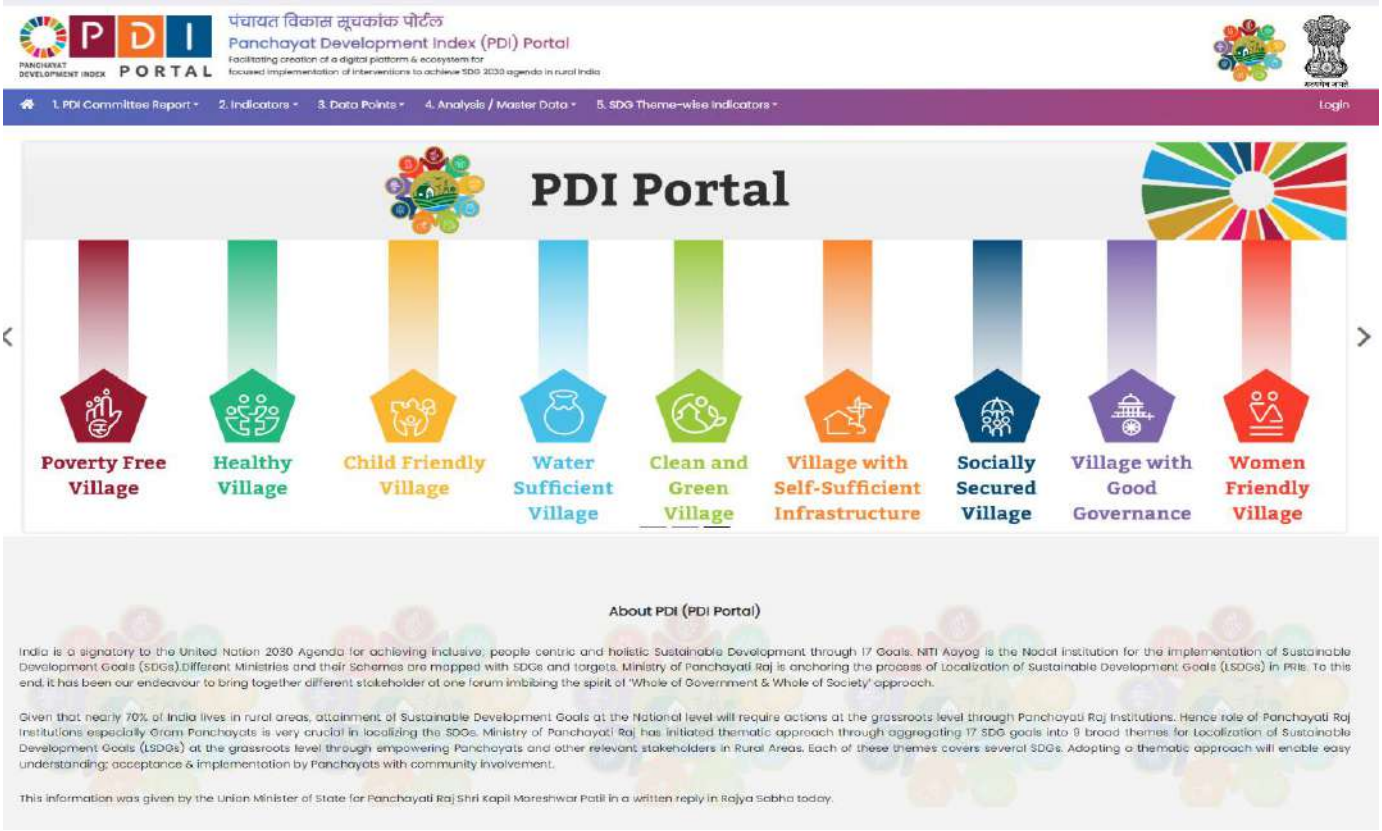
- Register Block Level Offices of line departments who shall be responsible for verification of data of their sector as submitted by the Gram Panchayats
- Register Field level Level Offices of various departments who create / own and maintain the sectoral data related to the GP and shall provide the 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 maintaiins 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.

Block Level 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

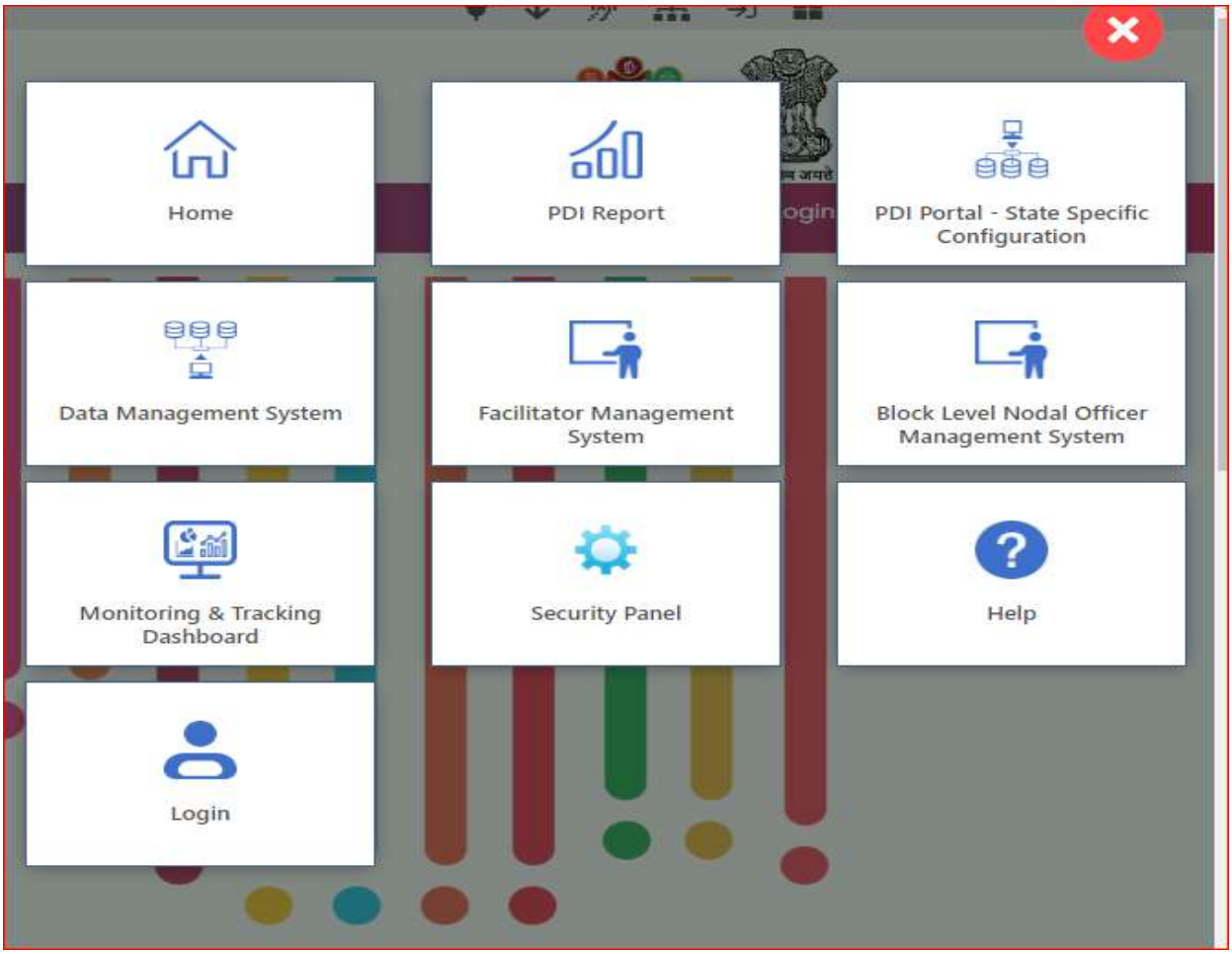
4 User Interface (UI) Overview:

4.1 Home Page

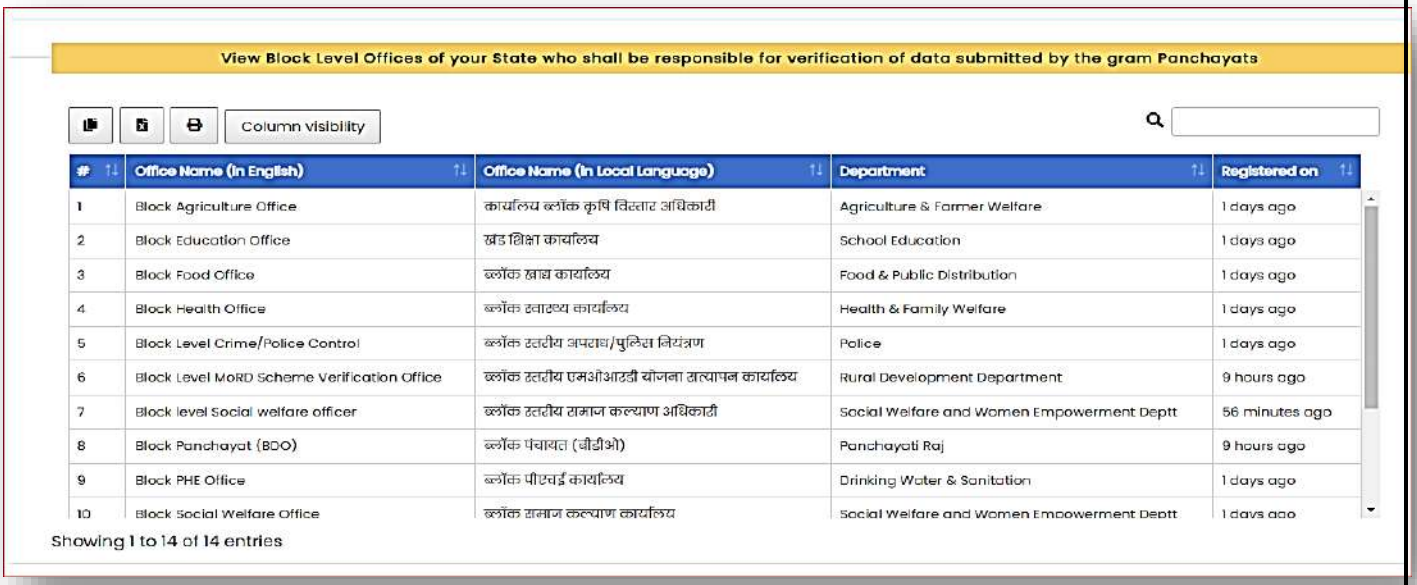


5 Functions and SoP for State PDI Nodal Officers:

1. 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 verifiy 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.


Home
PDI Report
PDI Portal - State Specific Configuration
Data Management System
Facilitator Management System
Block Level Nodal Officer Management System
Monitoring & Tracking Dashboard
Security Panel
Help
Login

5.1 Screens for State PDI NODAL



#	Office Name (In English)	Office Name (In Local Language)	Department	Registered on
1	Block Agriculture Office	कार्यालय ब्लॉक कृषि विस्तार अधिकारी	Agriculture & Farmer Welfare	1 days ago
2	Block Education Office	खंड शिक्षा कार्यालय	School Education	1 days ago
3	Block Food Office	ब्लॉक खाद्य कार्यालय	Food & Public Distribution	1 days ago
4	Block Health Office	ब्लॉक स्वास्थ्य कार्यालय	Health & Family Welfare	1 days ago
5	Block Level Crime/Police Control	ब्लॉक स्तरीय अपराध/पुलिस नियंत्रण	Police	1 days ago
6	Block Level MoRD Scheme Verification Office	ब्लॉक स्तरीय एमओआरडी योजना सत्यापन कार्यालय	Rural Development Department	9 hours ago
7	Block level Social welfare officer	ब्लॉक स्तरीय समाज कल्याण अधिकारी	Social Welfare and Women Empowerment Deptt	56 minutes ago
8	Block Panchayat (BDO)	ब्लॉक पंचायत (बीडीओ)	Panchayati Raj	9 hours ago
9	Block PHE Office	ब्लॉक पीएचई कार्यालय	Drinking Water & Sanitation	1 days ago
10	Block Social Welfare Office	ब्लॉक समाज कल्याण कार्यालय	Social Welfare and Women Empowerment Deptt	1 days ago

5.2 Add / Register Missing Block level Offices of Line Departments

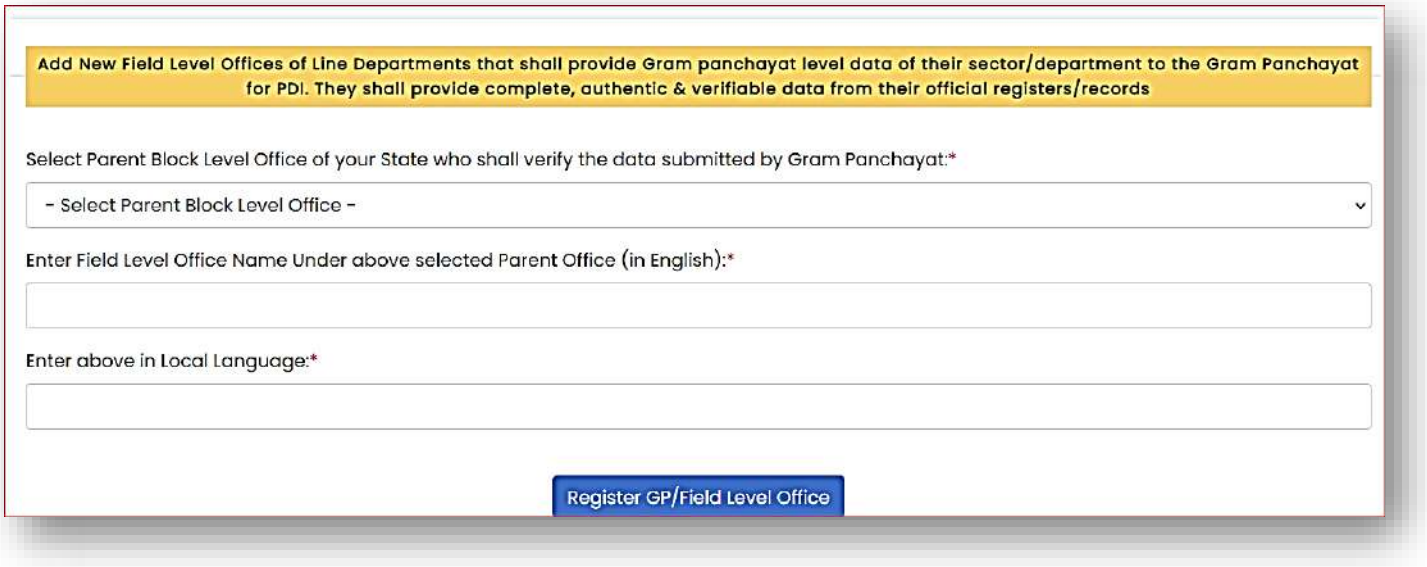
5.3 View Pre-registered field offices of line departments who own and maintain data

View Registered State Specific Field Offices for Data Collection

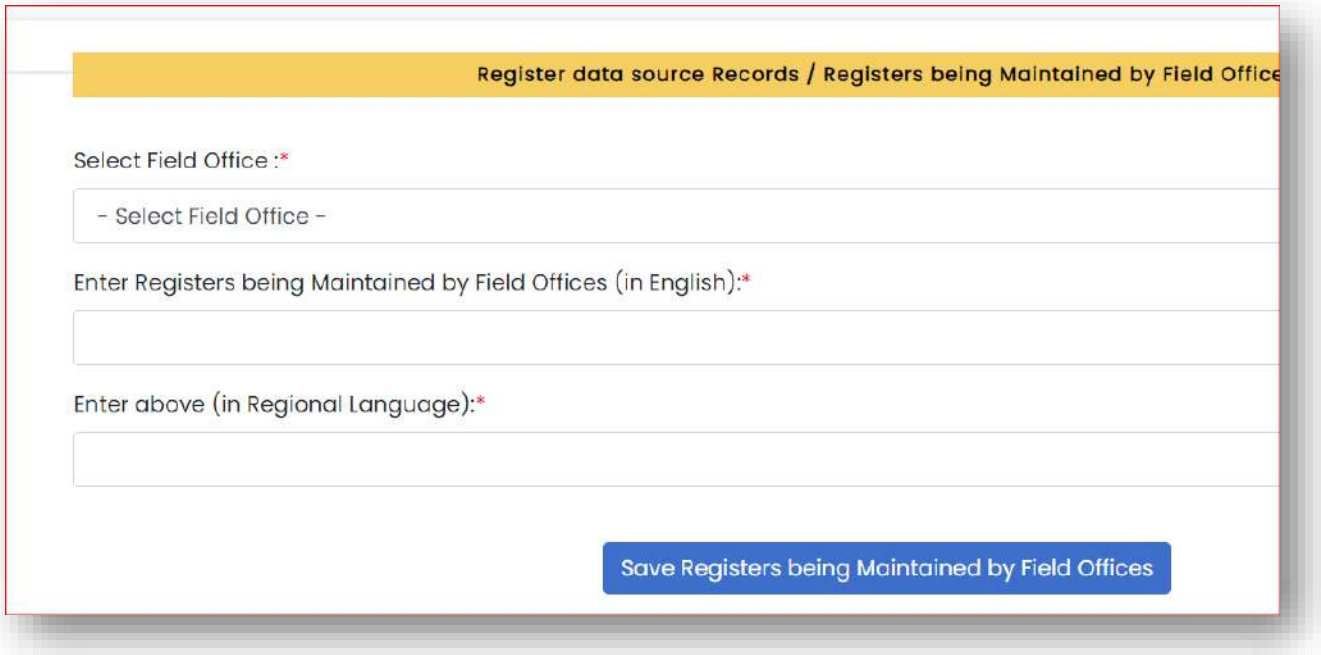
Column visibility

Field Office Name in English	Field Office Name in Local Language	Registered on
Anganwadi	आंगनवाडी	1 days ago
Fair Price Shop	राशन की दुकान	1 days ago
GP Level Agriculture Office	कार्यालय पंचायत स्तर कृषि विस्तार अधिकारी	1 days ago
GP Level Health Office	पंचायत स्तर स्वास्थ्य कार्यालय	1 days ago
GP Level Veterinary Office	पंचायत स्तर पशु चिकित्सा कार्यालय	1 days ago
Head Master	हेड मास्टर	47 minutes ago
Panchayat Office	पंचायत कार्यालय	9 hours ago
Panchayat Office (MoRD)	पंचायत कार्यालय (एमओआरडी)	9 hours ago
Panchayat Office (PHE)	पंचायत कार्यालय (पीएचई)	9 hours ago

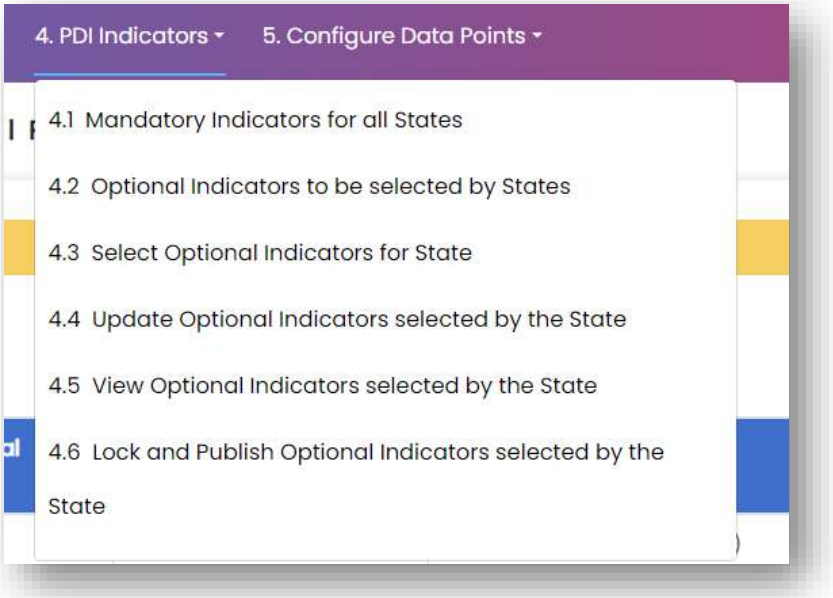
5.4 Add / Register field offices of line departments who own and maintain data



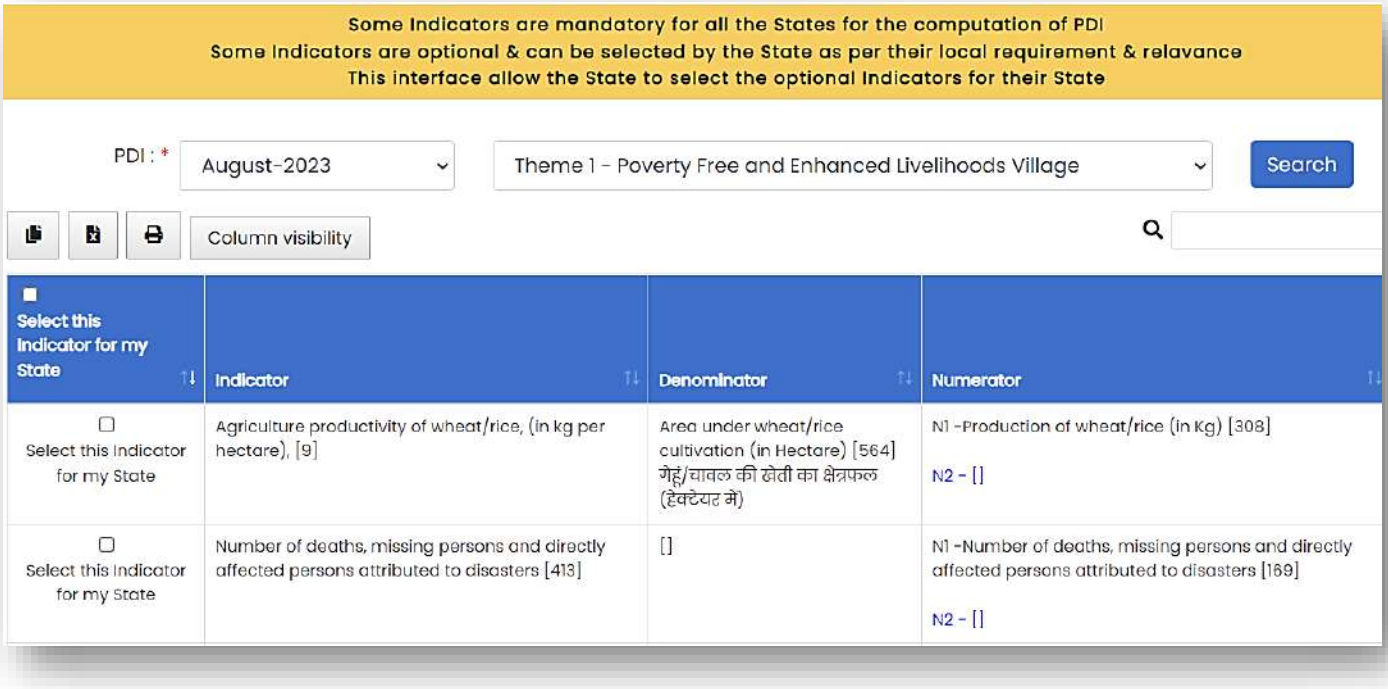
Register the details of the records / registers maintained by the field offices of line departments who own and maintain the data points related to the PDI.



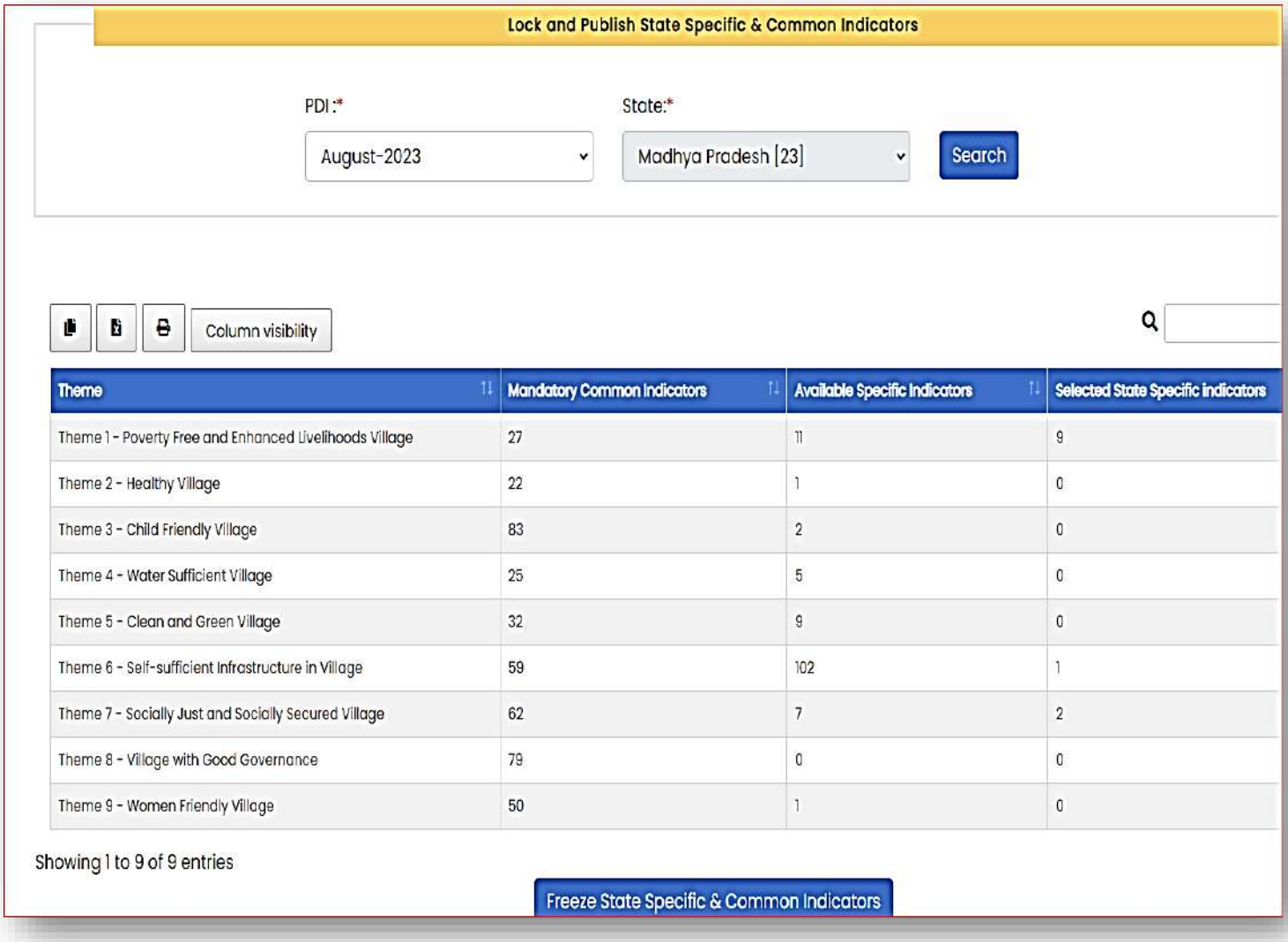
PDI indicator menu



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



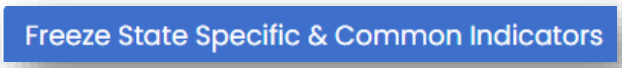
5.5 Interface to Lock and Publish optional indicators selected by State



Theme	Mandatory Common Indicators	Available Specific Indicators	Selected State Specific Indicators
Theme 1 - Poverty Free and Enhanced Livelihoods Village	27	11	9
Theme 2 - Healthy Village	22	1	0
Theme 3 - Child Friendly Village	83	2	0
Theme 4 - Water Sufficient Village	25	5	0
Theme 5 - Clean and Green Village	32	9	0
Theme 6 - Self-sufficient Infrastructure in Village	59	102	1
Theme 7 - Socially Just and Socially Secured Village	62	7	2
Theme 8 - Village with Good Governance	79	0	0
Theme 9 - Women Friendly Village	50	1	0

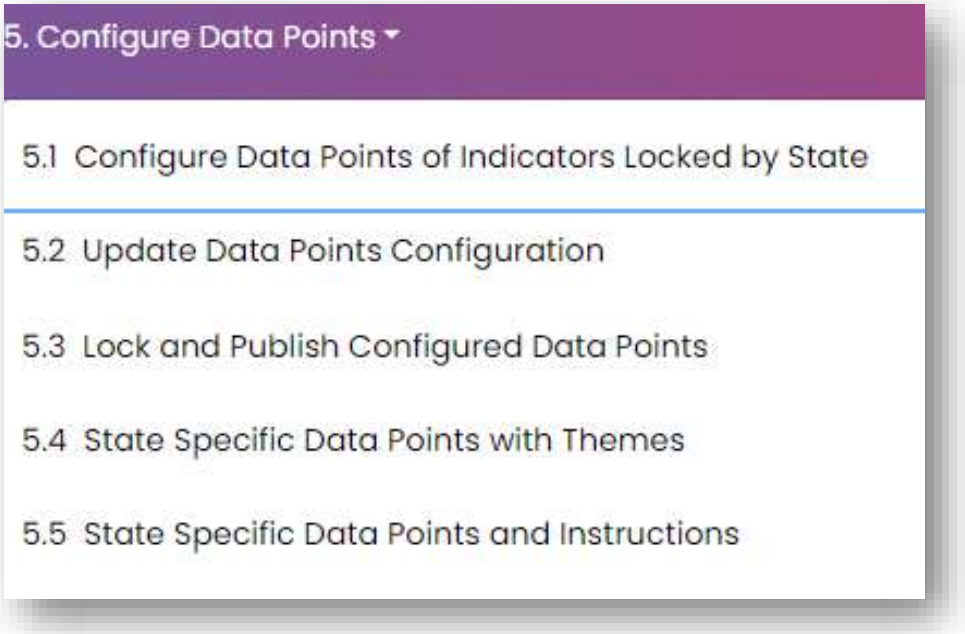
Showing 1 to 9 of 9 entries

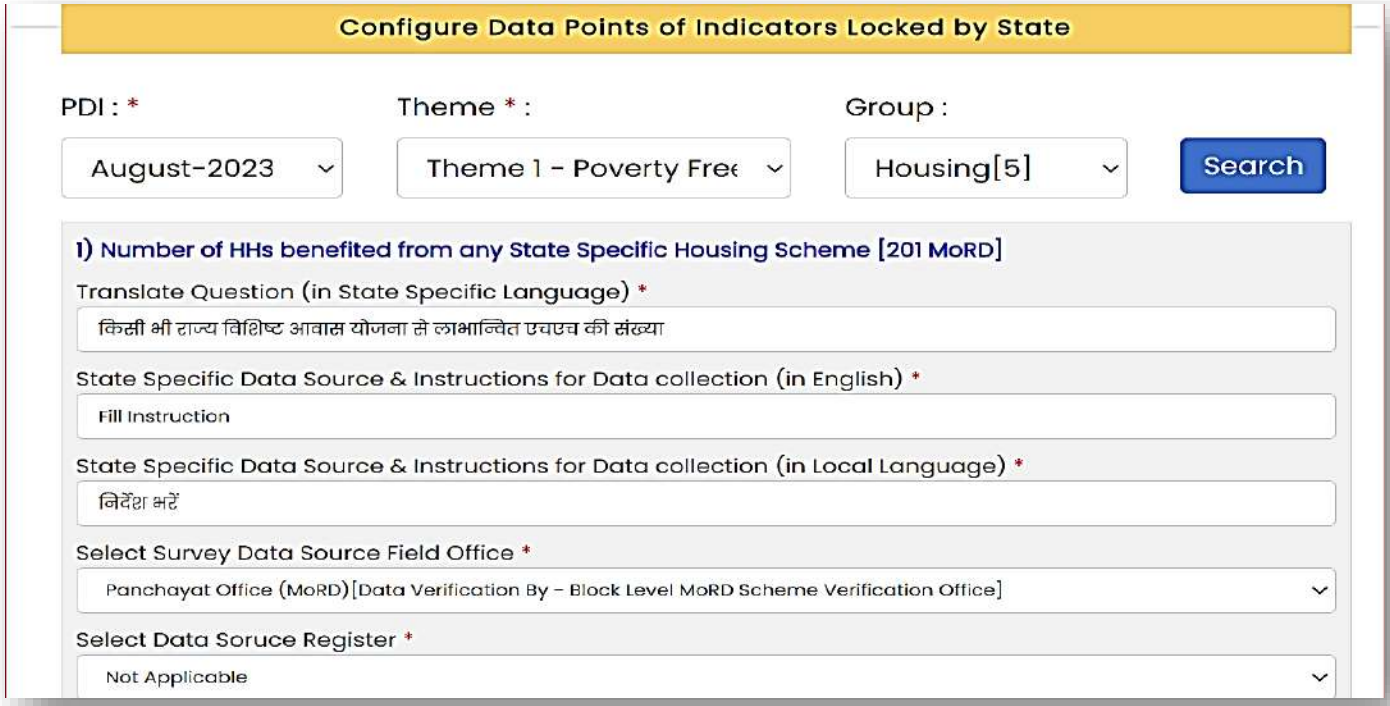
Freeze State Specific & Common Indicators

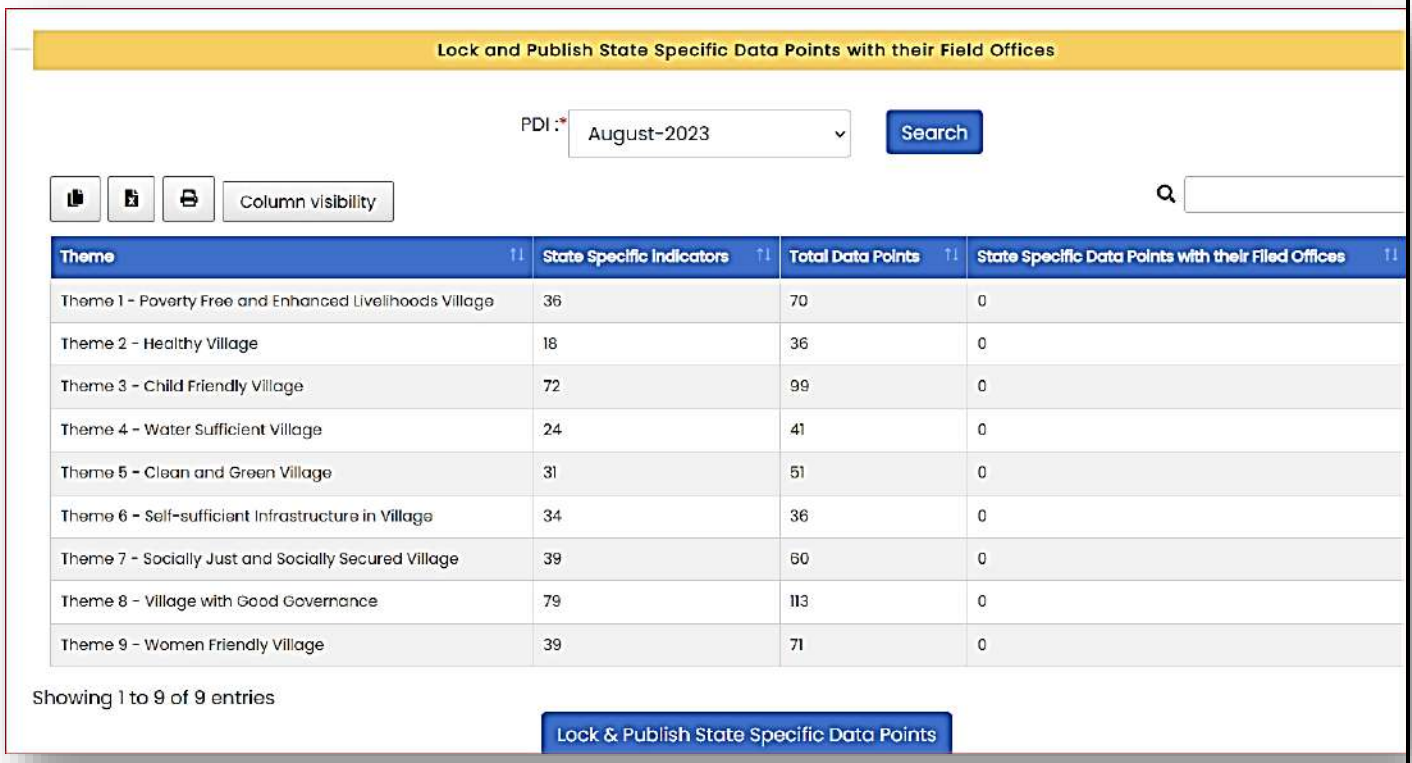


5.6 Data Point Configuration / Localization as per State specific systems to be done by State PDI Nodal officer

Menu Options




Configure Data Points of Indicators Locked by State
PDI : *
August-2023
Theme * :
Theme 1 - Poverty Free
Group :
Housing[5]
Search
1) Number of HHs benefited from any State Specific Housing Scheme [201 MoRD]
Translate Question (in State Specific Language) *
किसी भी राज्य विशिष्ट आवास योजना से लाभान्वित एचएच की संख्या
State Specific Data Source & Instructions for Data collection (in English) *
Fill Instruction
State Specific Data Source & Instructions for Data collection (in Local Language) *
निर्देश भरें
Select Survey Data Source Field Office *
Panchayat Office (MoRD) [Data Verification By – Block Level MoRD Scheme Verification Office]
Select Data Soruce Register *
Not Applicable


Lock and Publish State Specific Data Points with their Field Offices
PDI :*
August-2023
Search
Column visibility
Theme
State Specific Indicators
Total Data Points
State Specific Data Points with their Filed Offices
Theme 1 - Poverty Free and Enhanced Livelihoods Village 36 70 0
Theme 2 - Healthy Village 18 36 0
Theme 3 - Child Friendly Village 72 99 0
Theme 4 - Water Sufficient Village 24 41 0
Theme 5 - Clean and Green Village 31 51 0
Theme 6 - Self-sufficient Infrastructure in Village 34 36 0
Theme 7 - Socially Just and Socially Secured Village 39 60 0
Theme 8 - Village with Good Governance 79 113 0
Theme 9 - Women Friendly Village 39 71 0
Showing 1 to 9 of 9 entries
Lock & Publish State Specific Data Points

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.

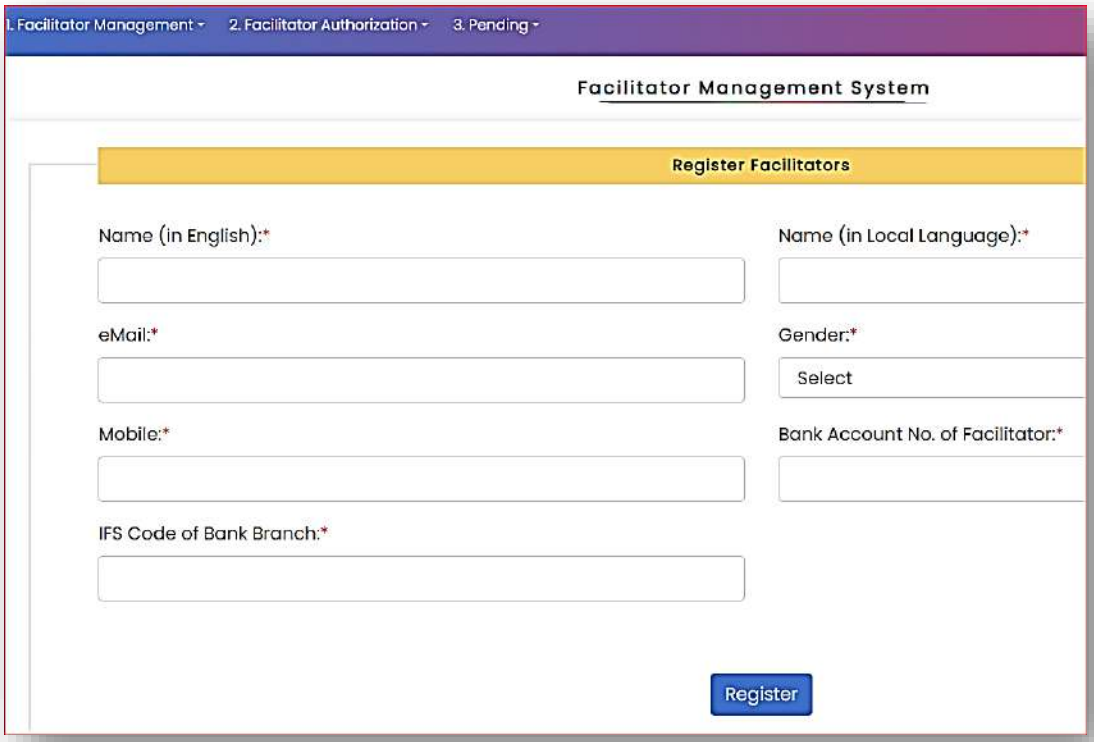
Block Panchayat Nodal Officer shall be able to perform following functions:

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.

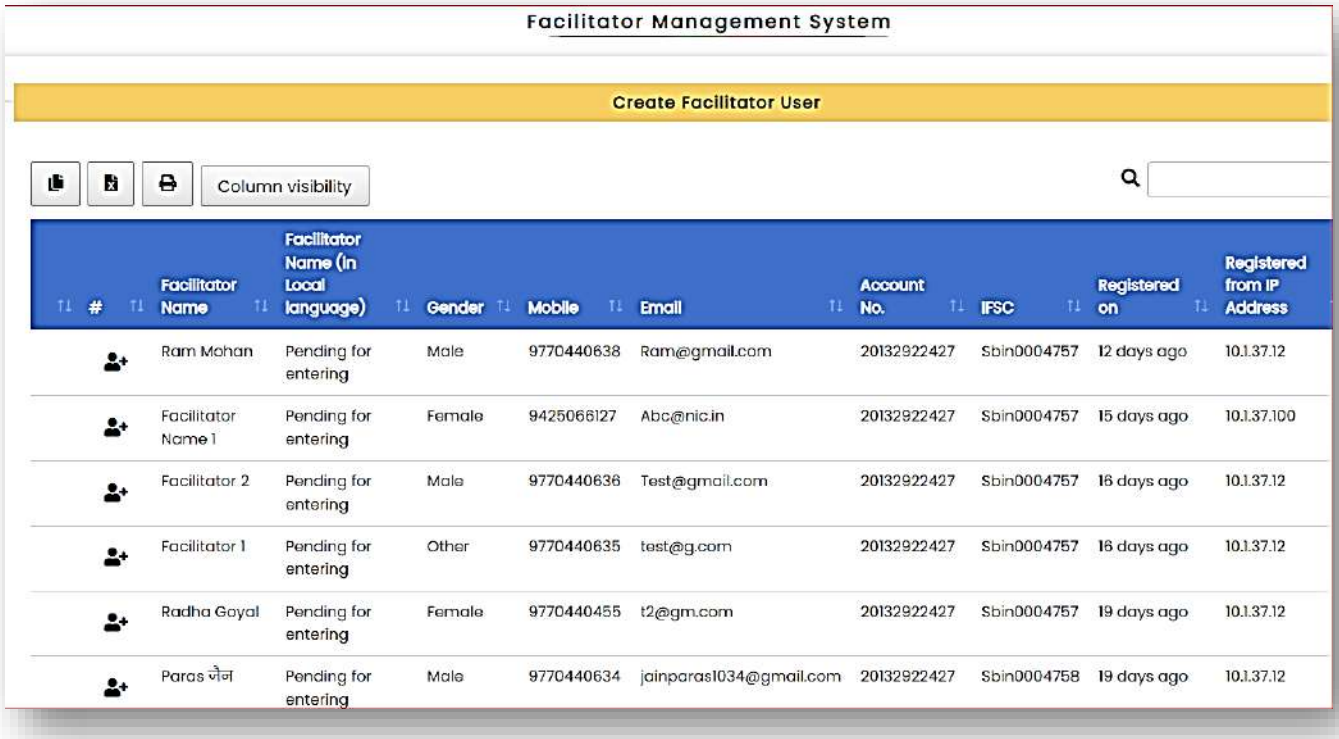
Facilitator Management menu

t

6.1 Facilitator Registration

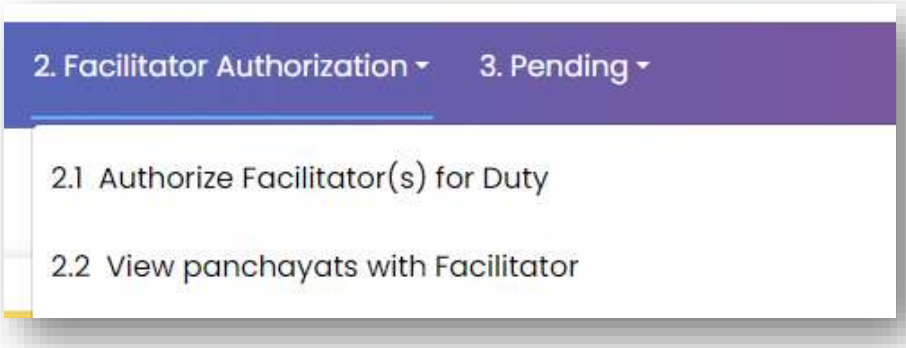


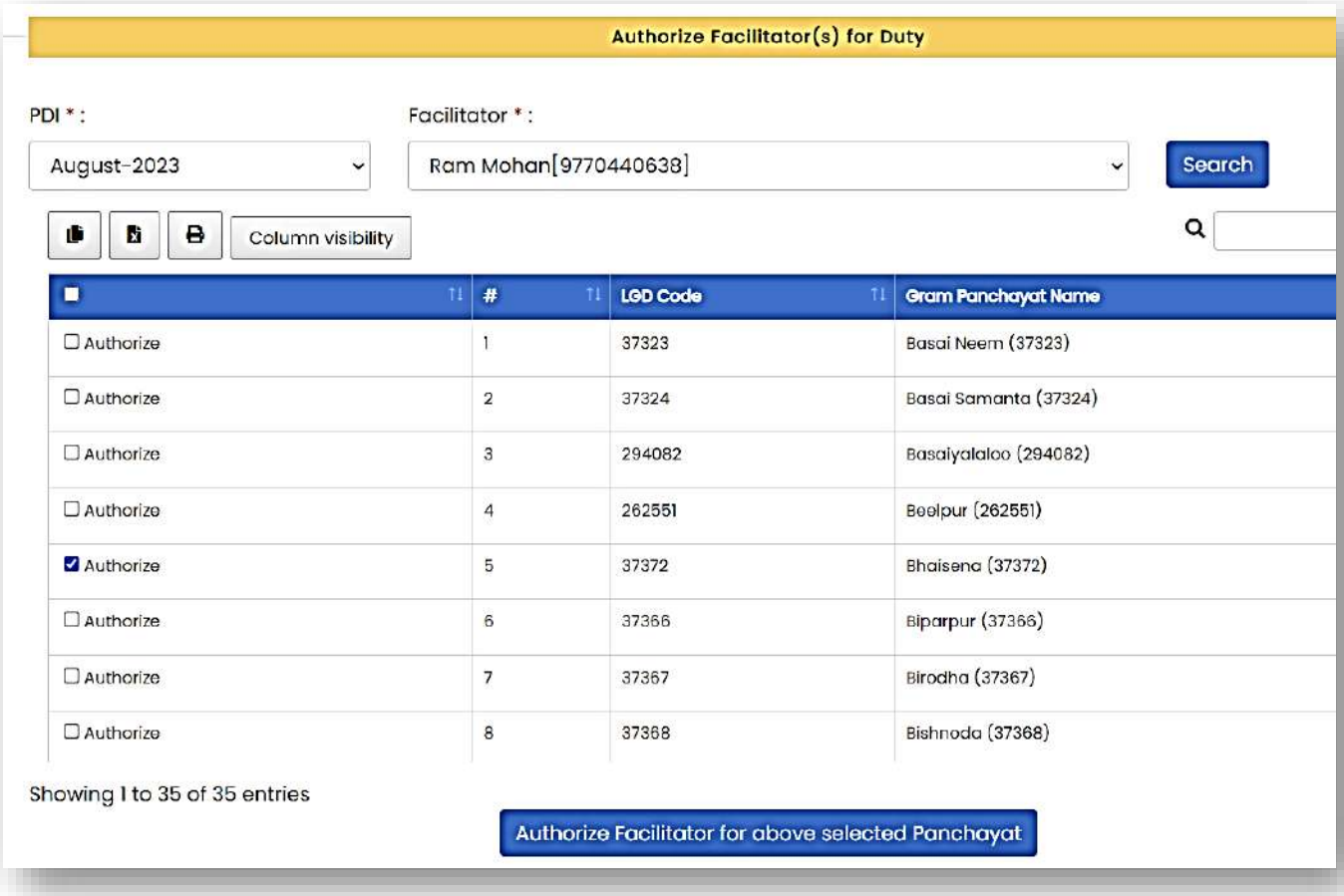
6.2 Create PDFI Portal username /passwords for facilitators.

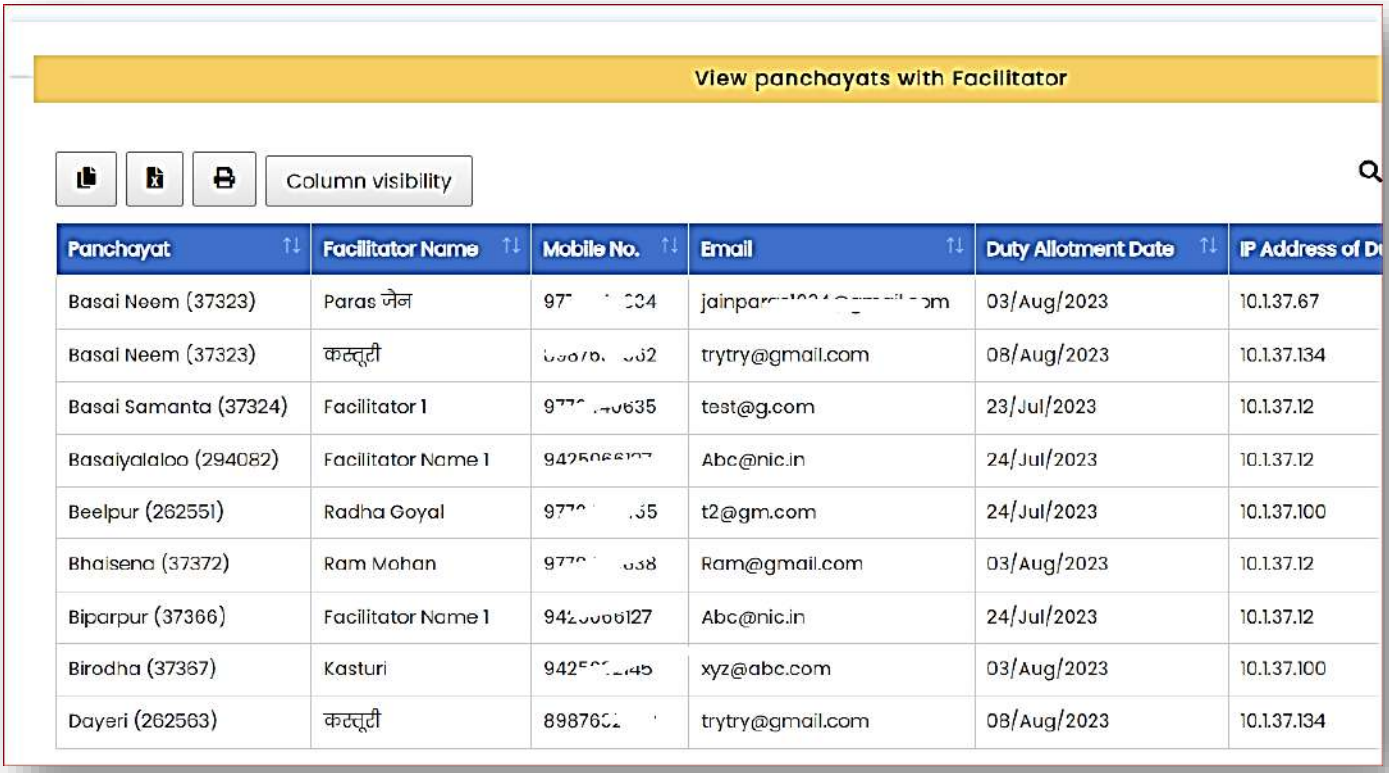


#	Facilitator Name	Facilitator Name (in Local language)	Gender	Mobile	Email	Account No.	IFSC	Registered on	Registered from IP Address
	Ram Mohan	Pending for entering	Male	9770440638	Ram@gmail.com	20132922427	Sbin0004757	12 days ago	10.1.37.12
	Facilitator Name 1	Pending for entering	Female	9425066127	Abc@nic.in	20132922427	Sbin0004757	15 days ago	10.1.37.100
	Facilitator 2	Pending for entering	Male	9770440636	Test@gmail.com	20132922427	Sbin0004757	16 days ago	10.1.37.12
	Facilitator 1	Pending for entering	Other	9770440635	test@g.com	20132922427	Sbin0004757	16 days ago	10.1.37.12
	Radha Goyal	Pending for entering	Female	9770440455	t2@gm.com	20132922427	Sbin0004757	19 days ago	10.1.37.12
	Paras जैन	Pending for entering	Male	9770440634	jainparas1034@gmail.com	20132922427	Sbin0004758	19 days ago	10.1.37.12

6.3 Authorizing Facilitator to work in a Gram Panchayat







Panchayat	Facilitator Name	Mobile No.	Email	Duty Allotment Date	IP Address of D
Basai Neem (37323)	Paras जैन	97 [illegible] 224	jainpar[illegible]om	03/Aug/2023	10.1.37.67
Basai Neem (37323)	कस्तूरी	[illegible] 662	trytry@gmail.com	08/Aug/2023	10.1.37.134
Basai Samanta (37324)	Facilitator 1	977[illegible]0635	test@g.com	23/Jul/2023	10.1.37.12
Basaiyalaloo (294082)	Facilitator Name 1	942[illegible]	Abc@nic.in	24/Jul/2023	10.1.37.12
Beelpur (262551)	Radha Goyal	977[illegible]35	t2@gm.com	24/Jul/2023	10.1.37.100
Bhaisena (37372)	Ram Mohan	977[illegible]638	Ram@gmail.com	03/Aug/2023	10.1.37.12
Biparpur (37366)	Facilitator Name 1	942[illegible]6127	Abc@nic.in	24/Jul/2023	10.1.37.12
Birodha (37367)	Kasturi	942[illegible]45	xyz@abc.com	03/Aug/2023	10.1.37.100
Dayeri (262563)	कस्तूरी	898760[illegible]	trytry@gmail.com	08/Aug/2023	10.1.37.134

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.

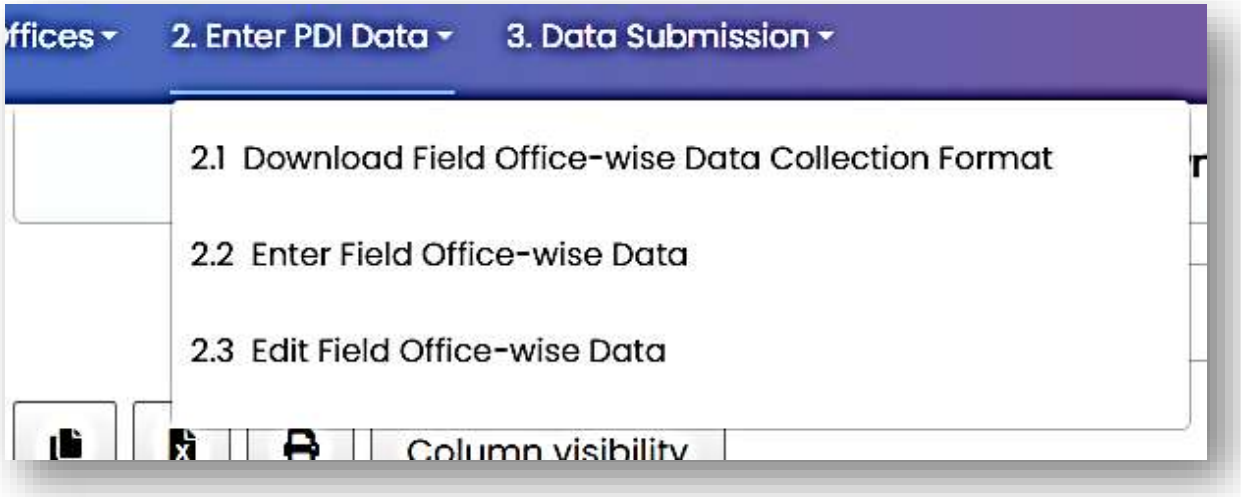
Gram Panchayat Secretary shall perform following functions

   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.

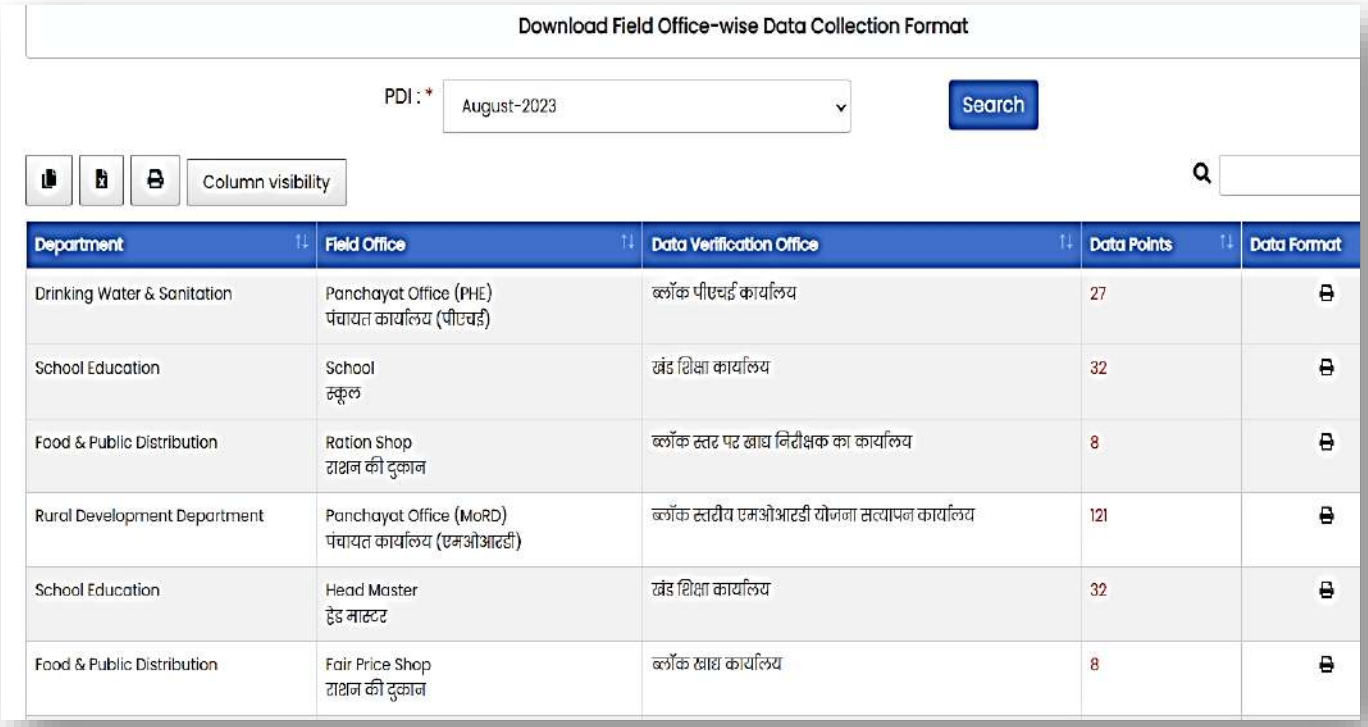
View Registered State Specific Field Offices for Data Collection

Column visibility

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


ffices
2. Enter PDI Data
3. Data Submission
2.1 Download Field Office-wise Data Collection Format
2.2 Enter Field Office-wise Data
2.3 Edit Field Office-wise Data
Column visibility

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

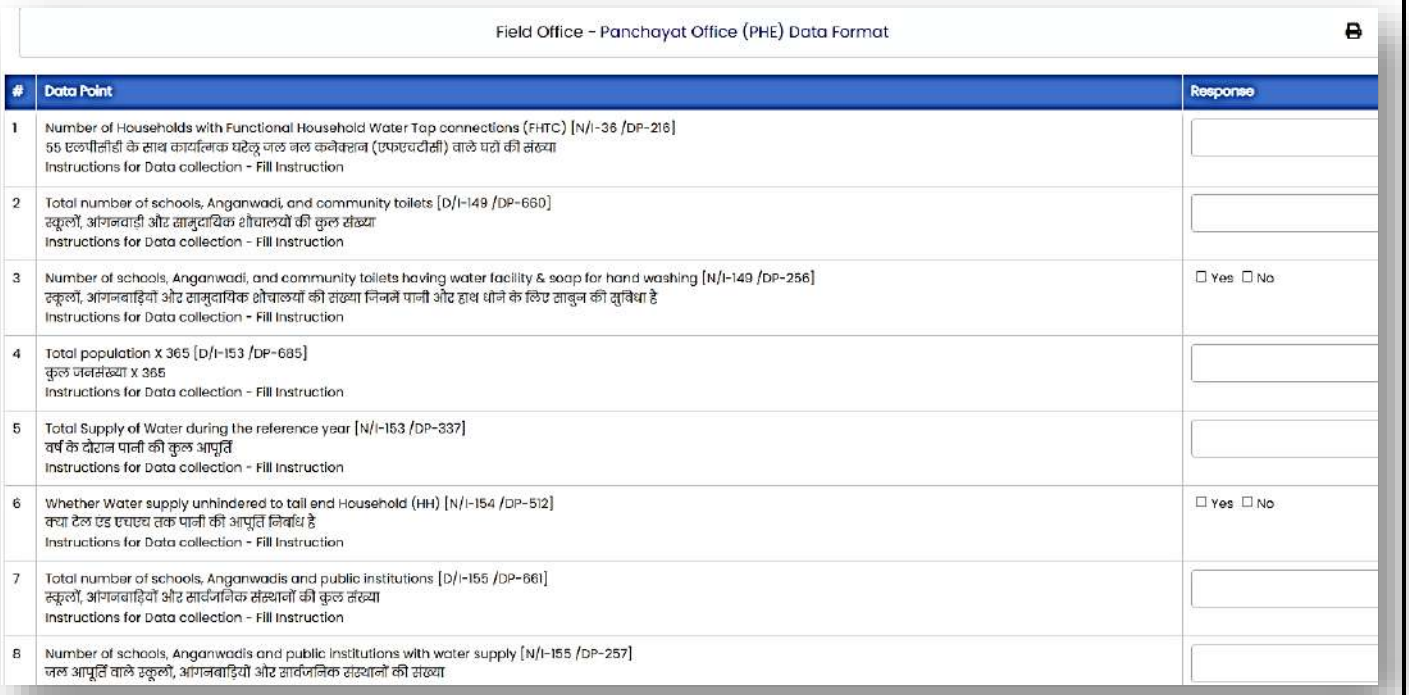


Download Field Office-wise Data Collection Format

PDI : * August-2023 Search

Column visibility

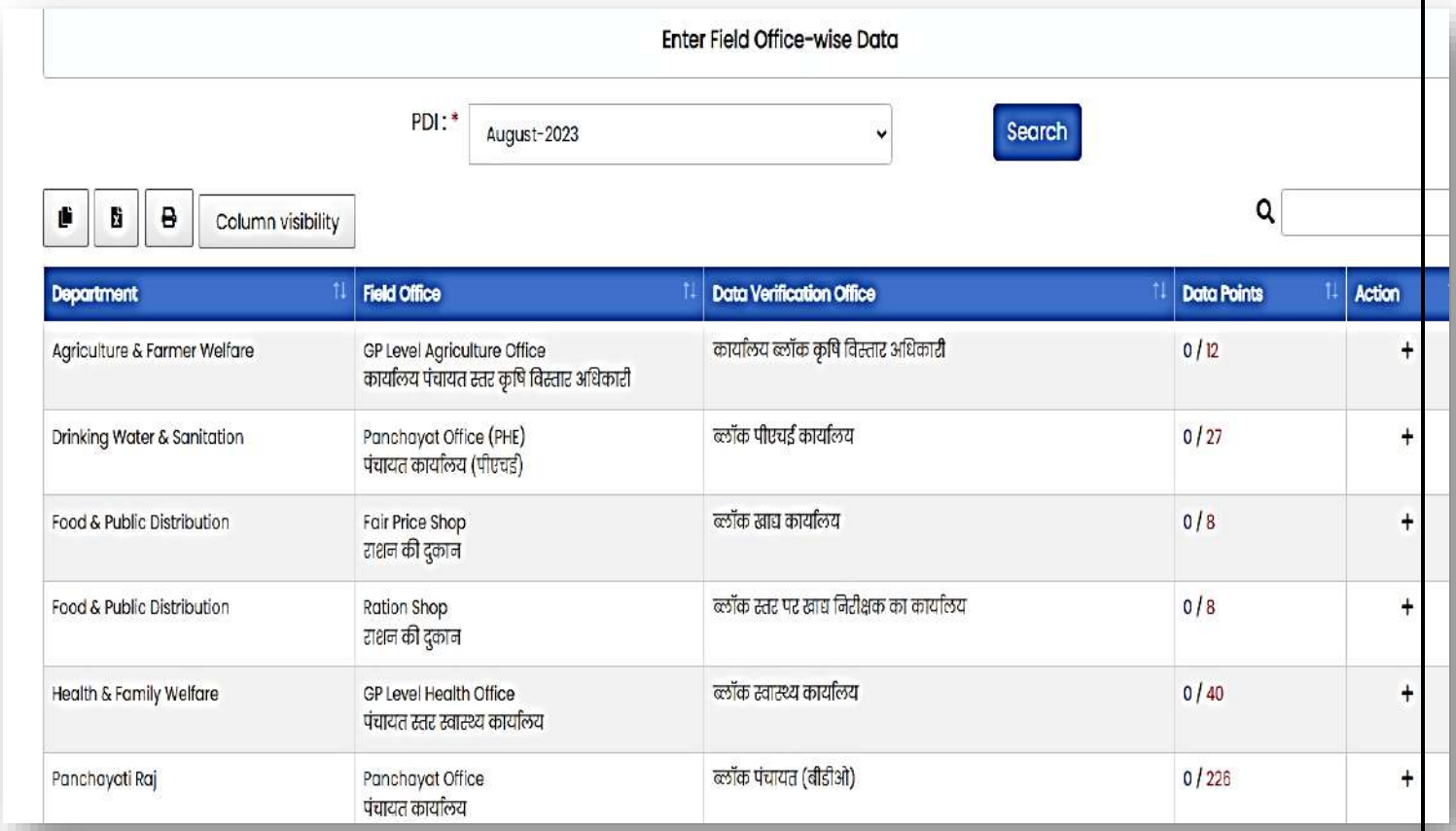
Department	Field Office	Data Verification Office	Data Points	Data Format
Drinking Water & Sanitation	Panchayat Office (PHE) पंचायत कार्यालय (पीएचई)	ब्लॉक पीएचई कार्यालय	27	
School Education	School स्कूल	खंड शिक्षा कार्यालय	32	
Food & Public Distribution	Ration Shop राशन की दुकान	ब्लॉक स्तर पर खाद्य निरीक्षक का कार्यालय	8	
Rural Development Department	Panchayat Office (MoRD) पंचायत कार्यालय (एमओआरडी)	ब्लॉक स्तरीय एमओआरडी योजना सत्यापन कार्यालय	121	
School Education	Head Master हेड मास्टर	खंड शिक्षा कार्यालय	32	
Food & Public Distribution	Fair Price Shop राशन की दुकान	ब्लॉक खाद्य कार्यालय	8	

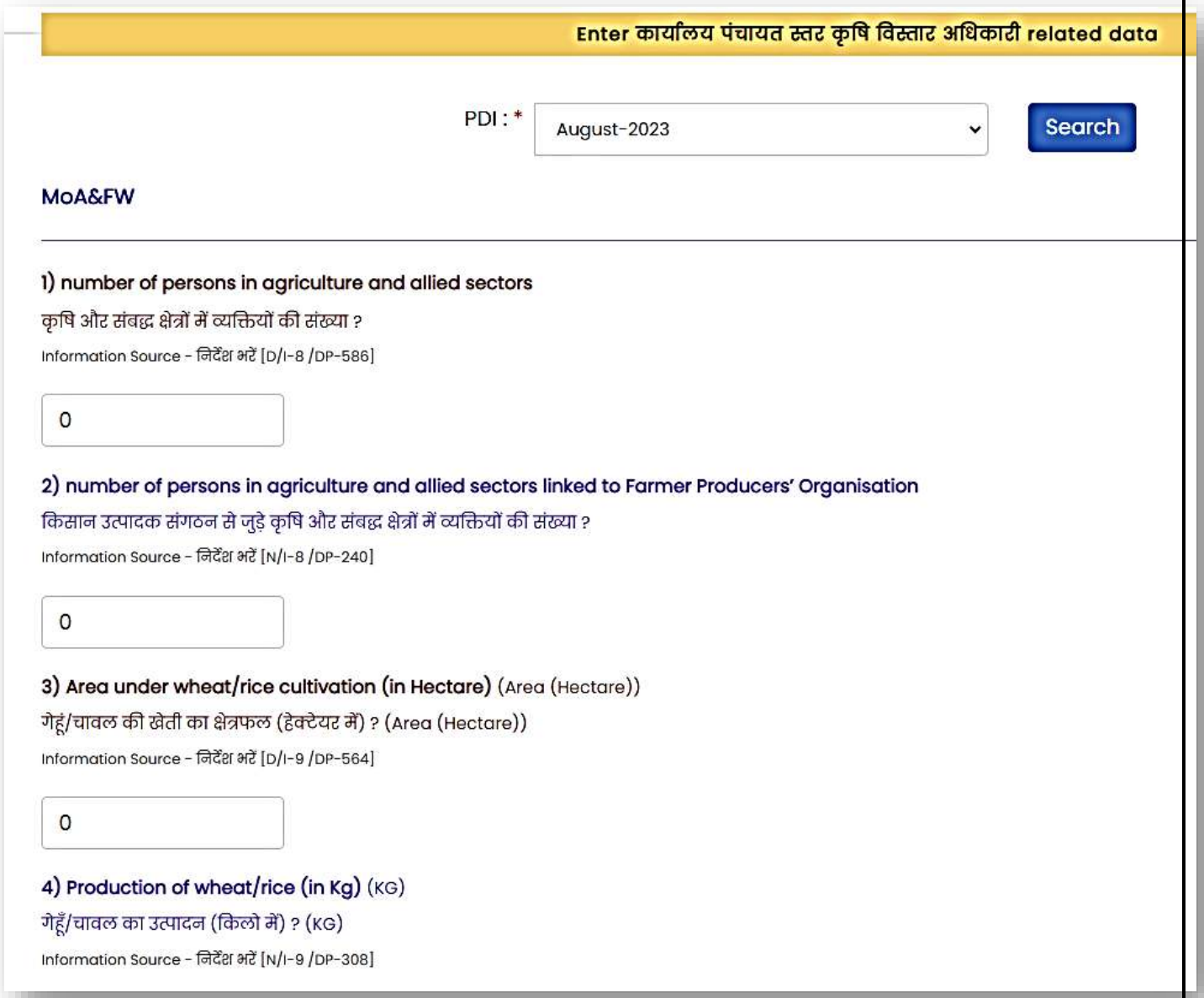


Field Office - Panchayat Office (PHE) Data Format

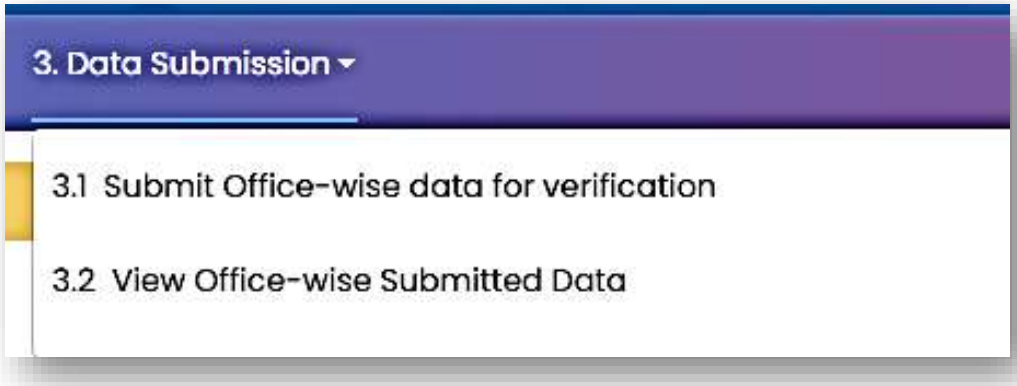
#	Data Point	Response
1	Number of Households with Functional Household Water Tap connections (FHTC) [N/I-36 /DP-216] 55 एलपीसीडी के साथ कार्यात्मक घरेलू जल नल कनेक्शन (एफएचटीसी) वाले घरों की संख्या Instructions for Data collection - Fill Instruction	
2	Total number of schools, Anganwadi, and community 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 toilets 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] कुल जनसंख्या X 365 Instructions for Data collection - Fill Instruction	
5	Total Supply of Water during the reference year [N/I-153 /DP-337] वर्ष के दौरान पानी की कुल आपूर्ति Instructions for Data collection - Fill Instruction	
6	Whether Water supply unhindered to tail end Household (HH) [N/I-154 /DP-512] क्या टेल एंड एचएच तक पानी की आपूर्ति निर्बाध है Instructions for Data collection - Fill Instruction	☐ Yes ☐ No
7	Total number of schools, Anganwadis and public institutions [D/I-155 /DP-661] स्कूलों, आंगनबाड़ियों 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	

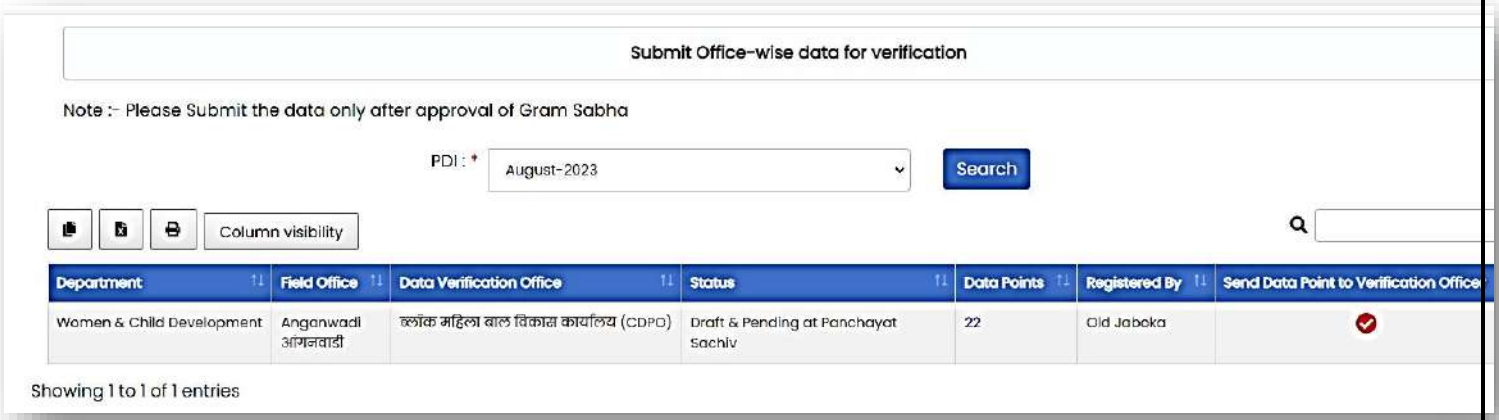
7.1 Enter field office wise data





7.3 Submit data for verification and validation


3. Data Submission
3.1 Submit Office-wise data for verification
3.2 View Office-wise Submitted Data


Submit Office-wise data for verification
Note :- Please Submit the data only after approval of Gram Sabha
PDI : *
August-2023
Search
Column visibility
Department
Field Office
Data Verification Office
Status
Data Points
Registered By
Send Data Point to Verification Office
Women & Child Development
Anganwadi आंगनवाड़ी
ब्लॉक महिला बाल विकास कार्यालय (CDPO)
Draft & Pending at Panchayat Sachiv
22
Old Jabeka
Showing 1 to 1 of 1 entries