

Geographic Information System (GIS) -Enabled Entitlement Tracking System (GEET)

USER MANUAL

For ENUMERATORS

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Table of Contents

1.0	GENERAL INFORMATION.....	4
1.1	Purpose.....	4
1.2	System Overview.....	4
1.3	Acronyms and Abbreviations.....	4
2.0	SYSTEM SUMMARY.....	5
2.1	System Objective.....	5
2.2	Key Features.....	5
2.2.1	Scheme eligibility search.....	5
2.2.2	Data entry.....	5
2.2.3	Entitlement Grievances.....	5
2.2.4	GIS-enabled Dashboard.....	6
2.2.5	Reports.....	6
2.2.6	User Management.....	6
2.3	User Access Levels.....	6
3.0	GETTING STARTED.....	7
3.1	System Requirements.....	7
3.2	Home Page.....	7
3.3	System Menu.....	7
3.3.1	Home.....	8
3.3.1.1	Search Eligibility.....	8
3.3.1.1.1	Advanced Search.....	10
3.3.1.1.2	Search using Entitlement ID.....	10
3.3.2	Scheme Search.....	12
3.4	Login.....	13
3.4.1	Change Password.....	14
4.0	USING GEET.....	15
4.1	Data Entry.....	15
4.1.1	SECC Data.....	17
4.1.1.1	Sort SECC data.....	17
4.1.1.2	Search SECC data.....	17
4.1.1.3	View.....	18
4.1.1.4	Verify.....	18
4.1.2	ENTITLEMENT Card Data.....	19

4.1.2.1 Update.....	20
4.1.2.1.1 Basic.....	21
4.1.2.1.2 ID Cards.....	22
4.1.2.1.3 Social Security.....	23
4.1.2.1.4 Skill Development.....	24
4.1.2.1.5 Sanitation.....	25
4.1.2.1.6 Health and Nutrition.....	25
4.1.2.1.7 Livelihoods and Employment.....	26
4.1.2.1.8 Housing.....	27
4.1.2.1.9 Women and child development.....	28
4.1.2.1.10..... Insurance	29
4.1.2.2 Print Entitlement Card.....	30
4.1.2.2 Tracking Register.....	31
4.1.2.3 Household records.....	31
4.1.2.4 Verify SECC.....	33
4.1.2.5 Add new record.....	33
4.1.3 Add new record.....	34
4.2 Entitlement Tracking.....	34
4.3 Entitlement Grievances.....	36
4.3.1 Individuals.....	36
4.3.2 Households.....	37
4.4 Schemes Eligibility.....	39
4.4.1 Check Eligibility.....	39
4.5 Reports.....	40
4.5.1 SECC Basic.....	40
4.5.2 Eligibility - Households.....	42

GEET User manual for ENUMERATORS



FOUNDATION FOR ECOLOGICAL SECURITY

1.0 GENERAL INFORMATION

1.1 Purpose

The purpose of the document is to guide the enumerators to use the features and functionalities of GEET. This includes adding new households, individuals and building the beneficiary database among other features.

1.2 System Overview

The GIS-Enabled Entitlement Tracking (GEET) system is designed to help make aware of the different government schemes available to each member of the households and help community institutions, local governments and the administration to track progress of access to entitlements and benefits under government schemes. The system is an initiative to improve the reach, response and review of the implementation of these social security schemes.

1.3 Acronyms and Abbreviations

GIS – Geographic Information System

GUI – Graphical User Interface

App – Application

SECC – Socio-Economic Caste Census

BPL – Below poverty line

2.0 SYSTEM SUMMARY

2.1 System Objective

The system will have four major objectives:-

- Entitlement awareness
 - Intensive campaigns for awareness building of marginalized communities on their entitlements will be undertaken.
- Entitlement inclusion
 - Ensure their access to entitlements and benefits from government schemes/programmes.
- Entitlement card and register
 - Entitlements will be tracked for each household through a system of a card that will be in possession of the household and a register that the Village Organizations and/or Gram Panchayat will maintain.
- GIS-enabled dashboard
 - The entitlements, being tracked, will be plotted on a GIS-enabled dashboard with a recording and monitoring facility for both community and official levels.

2.2 Key Features

2.2.1 Scheme eligibility search

The system provides search facility for the various schemes that an individual is eligible for based on the criteria entered by the user.

2.2.2 Data entry

The system allows the enumerators to add new records of individuals or households, verify SECC data of an individual, generate Entitlement number / card and track their entitlements.

2.2.3 Entitlement Grievances

An individual can record his/her grievances related to the scheme/programmes that he/she has applied for. The status of the grievances (whether resolved or not) can also be tracked.

2.2.4 GIS-enabled Dashboard

This feature allows govt. officials / management monitor scheme implementation, village wise through interactive maps which can help identify gaps. These dashboards can be customized to display information pertaining to specific schemes in the selected village / tehsil / block.

2.2.5 Reports

Reports will display data of the selected village in the form of info-graphics. This will help decision makers in getting a better understanding of the demography of the region.

2.2.6 User Management

This enables administrator to create new user types, users and assign privileges as per user roles.

2.3 User Access Levels

The system provides four different types of user access levels:-

- **General Public:** They can access website and search for schemes based on eligibility. They do not have login rights and access to other functionalities.
- **Enumerator:** After login, the enumerator will have access to 'Data Entry' and 'Entitlement Grievances'. This will help them to maintain the list of targeted beneficiaries of the region assigned to them and track their entitlements. They can also record grievances and update their status.
- **Monitor:** After login, the individual responsible for monitoring will have access to the 'GIS Dashboard' and 'Reports'. This will help track the progress of scheme implementation in their region.
- **Scheme Administrator :** After login, Scheme administrator will be allowed to configure schemes.
- **Administrator:** After login, Administrator will have access to all options and additionally 'Scheme Configuration', 'User Management' and 'Site configuration'. They can configure schemes, create new users, create / change user roles, assign / revoke user access rights.

3.0 GETTING STARTED

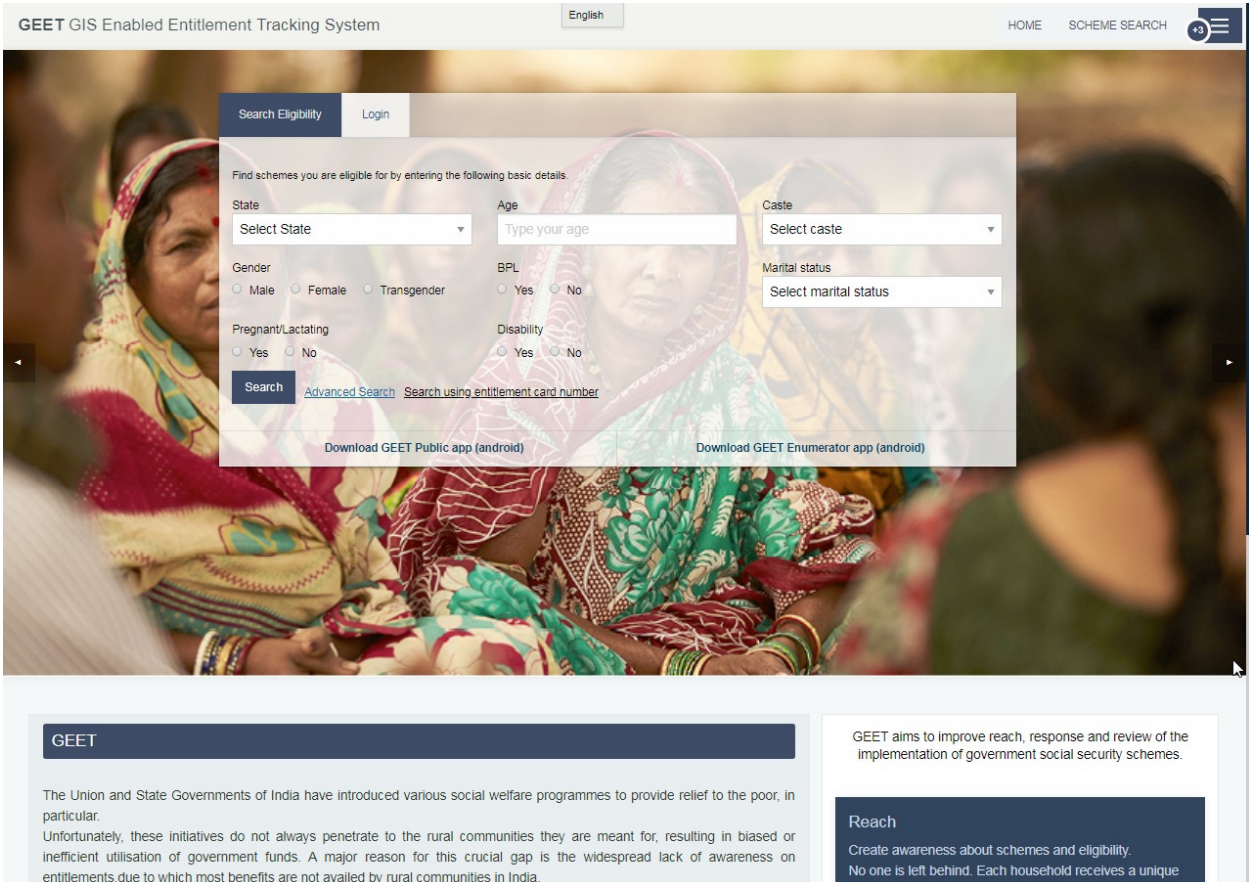
3.1 System Requirements

For best performance, use latest version of Google Chrome or Mozilla Firefox.

3.2 Home Page

Open Google Chrome or Mozilla Firefox. Enter the GEET URL in the Address bar

Home page will be displayed as shown below :



GEET GIS Enabled Entitlement Tracking System

English

HOME SCHEME SEARCH

Search Eligibility Login

Find schemes you are eligible for by entering the following basic details.

State: Select State

Age: Type your age

Caste: Select caste

Gender: Male Female Transgender

BPL: Yes No

Marital status: Select marital status

Pregnant/Lactating: Yes No

Disability: Yes No

Search [Advanced Search](#) [Search using entitlement card number](#)

[Download GEET Public app \(android\)](#) [Download GEET Enumerator app \(android\)](#)

GEET

The Union and State Governments of India have introduced various social welfare programmes to provide relief to the poor, in particular. Unfortunately, these initiatives do not always penetrate to the rural communities they are meant for, resulting in biased or inefficient utilisation of government funds. A major reason for this crucial gap is the widespread lack of awareness on entitlements, due to which most benefits are not availed by rural communities in India.

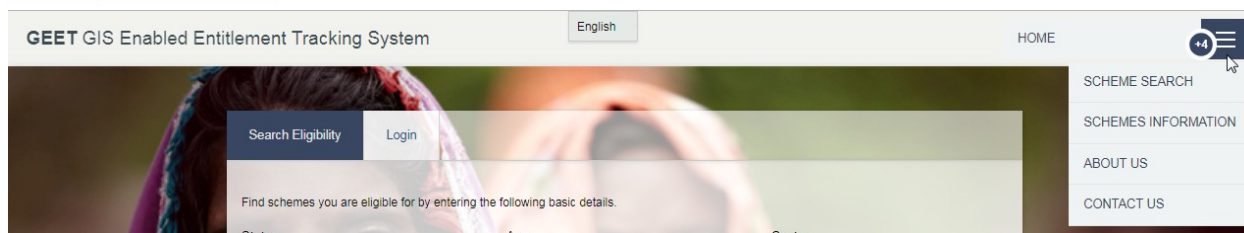
GEET aims to improve reach, response and review of the implementation of government social security schemes.

Reach

Create awareness about schemes and eligibility.
No one is left behind. Each household receives a unique

3.3 System Menu

Following image shows the System Menu accessible to all types of Users and does not require login.

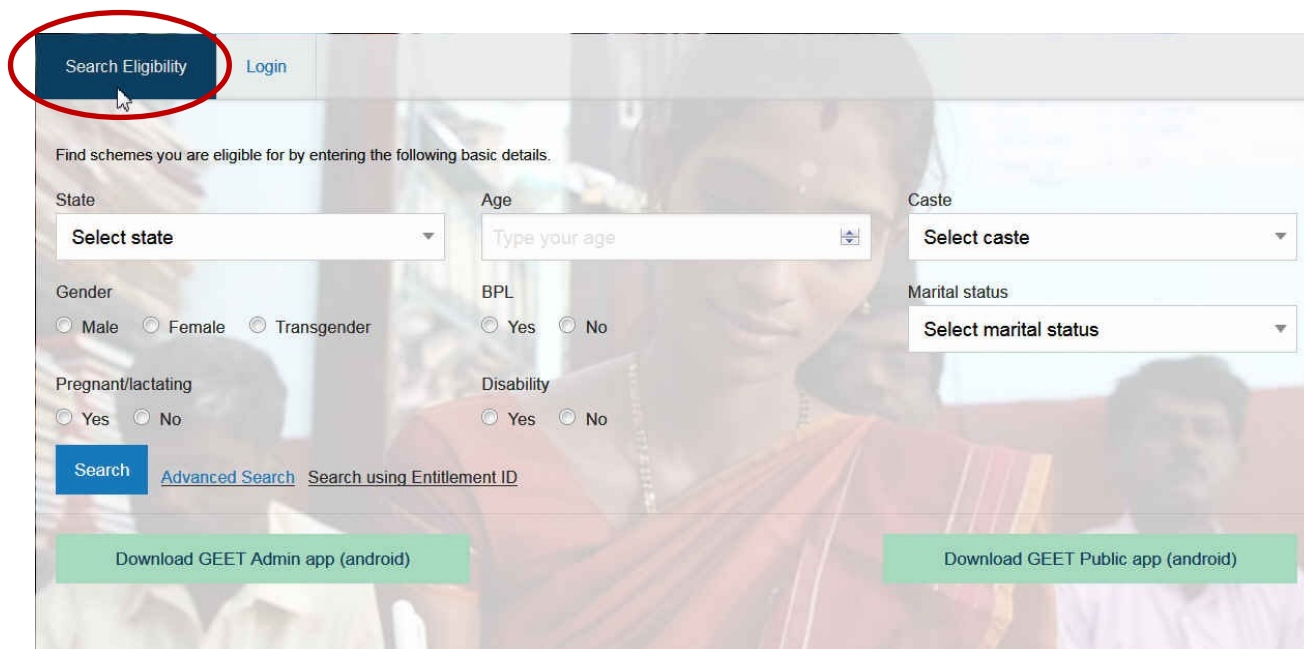


3.3.1 Home

Home page will be displayed by clicking 'Home' on the menu bar. GEET objective and overview is displayed on Home page. An individual is given 'Search Eligibility' and 'Login' option in the Home page which is explained in the below section.

3.3.1.1 Search Eligibility

Below image shows the 'Search Eligibility' button.



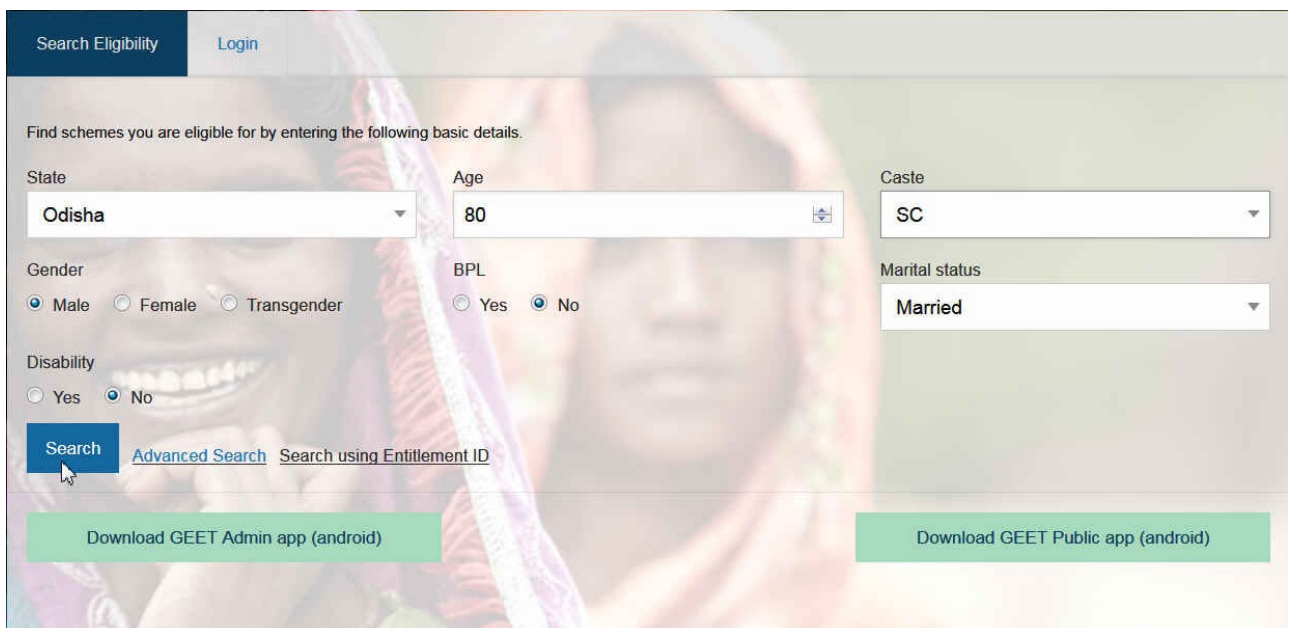
An individual can fill up the criteria in the above form and search for schemes they are eligible for.

Brief description of all the parameters in the form is stated below:-

- **STATE:** Select the correct State from the drop down list that the individual belongs to. This will narrow down the list pertaining to the specified State. Specifying State will also ensure that both – State sponsored schemes and entitled benefits of centrally sponsored schemes (CSS) are realized.

- **AGE:** Age is an essential criterion that determines the schemes and programmes that are applicable for an individual. User needs to enter their age.
- **GENDER:** Schemes will be short-listed as per the sex of an individual. User needs to select gender i.e. either Male or Female or Transgender.
- **MARITAL STATUS:** Schemes are also short-listed as per the marital status. An individual needs to select Marital status from the drop down list which includes – Unmarried, Married, Widowed, Separated, Divorced.
- **PREGNANT / LACTATING:** In order to address India’s infant mortality rate and maternal mortality rate, government has introduced schemes and programmes. User needs to select ‘Yes’ or ‘No’ to filter such schemes.
- **DISABILITY:** A disability may include physical or mental condition that limits a person’s functioning. User needs to select ‘Yes’ or ‘No’ accordingly.
- **CASTE:** Schemes will be filtered as per the caste category. User needs to select caste category from the drop down list available, which includes Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Class (OBC), and General (other than SC, ST and OBC).
- **BPL:** BPL indicates whether an individual is Below poverty line. User needs to specify ‘Yes’ or ‘No’.

Below image shows an example:



The screenshot shows a web form titled "Search Eligibility" with a "Login" link. The form prompts the user to "Find schemes you are eligible for by entering the following basic details." The fields are as follows:

- State:** A dropdown menu with "Odisha" selected.
- Age:** A text input field with "80" entered.
- Caste:** A dropdown menu with "SC" selected.
- Gender:** Radio buttons for "Male" (selected), "Female", and "Transgender".
- BPL:** Radio buttons for "Yes" and "No" (selected).
- Disability:** Radio buttons for "Yes" and "No" (selected).
- Marital status:** A dropdown menu with "Married" selected.

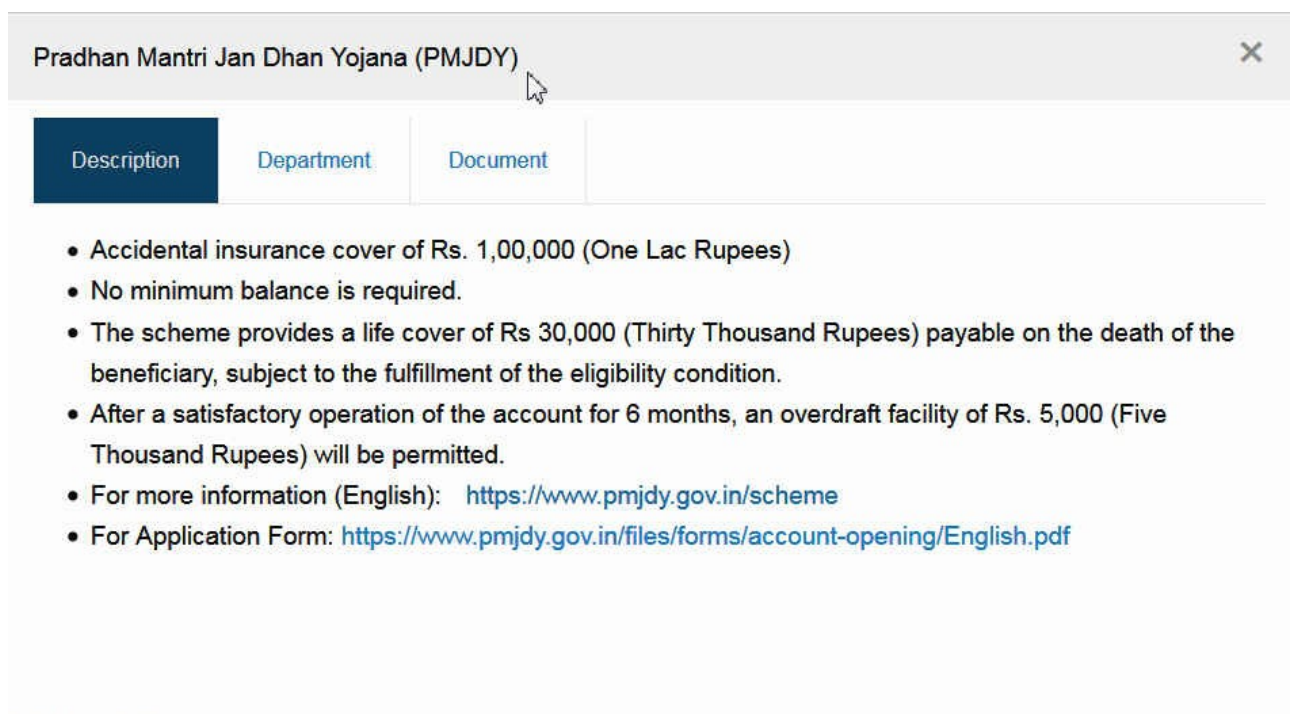
At the bottom of the form, there are three options: a "Search" button, a link for "Advanced Search", and a link for "Search using Entitlement ID". Below the form are two green buttons: "Download GEET Admin app (android)" and "Download GEET Public app (android)".

After entering all the criteria as shown above (as an example), click on ‘Search’ button to view the eligible schemes, as shown in the below image.

Based on the entered criteria for scheme eligibility, a categorized list of schemes / programmes, that an individual is eligible for are displayed, as shown below:-



On clicking on any of the scheme names, a popup-window appears which displays the basic information needed for availing the schemes. It gives a brief description of the benefits entitled under the scheme, the name of the concerned department that is responsible for implementing the scheme and the documents required for availing the schemes, as shown in the below image.



3.3.1.1.1 Advanced Search

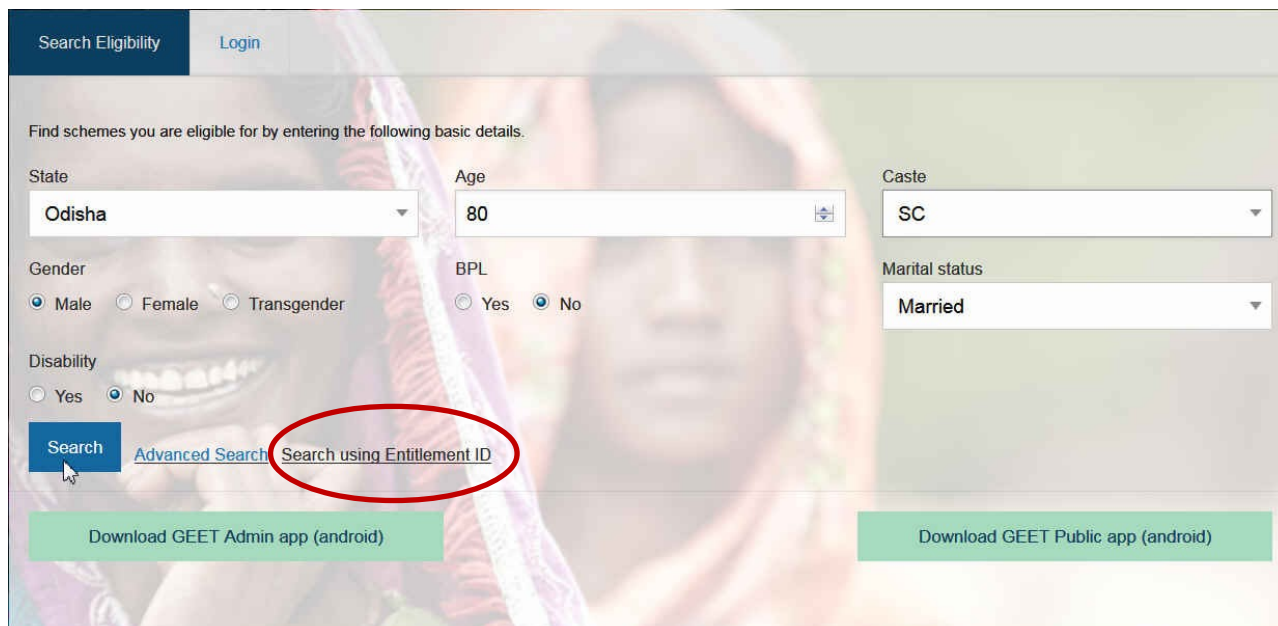
Advanced Search option in ‘Search Eligibility’ is similar to the ‘Scheme Search’ menu option as shown in section 3.3 – *System Menu* and explained in section 3.3.2 – ‘Scheme Search’

This feature helps an individual to customize their search criteria.

3.3.1.1.2 Search using Entitlement ID

An individual can also enter his / her Entitlement ID and search for the eligible schemes.

Click on the link – ‘*Search using Entitlement ID*’.



The screenshot shows a web interface for searching eligibility. At the top, there are tabs for 'Search Eligibility' and 'Login'. Below the tabs, a heading reads 'Find schemes you are eligible for by entering the following basic details.' The form contains several fields: 'State' (dropdown menu with 'Odisha' selected), 'Age' (input field with '80'), 'Caste' (dropdown menu with 'SC'), 'Gender' (radio buttons for 'Male', 'Female', and 'Transgender', with 'Male' selected), 'BPL' (radio buttons for 'Yes' and 'No', with 'No' selected), and 'Marital status' (dropdown menu with 'Married'). Below these fields are three buttons: 'Search', 'Advanced Search', and 'Search using Entitlement ID'. The 'Search using Entitlement ID' button is circled in red. At the bottom of the form, there are two green buttons: 'Download GEET Admin app (android)' and 'Download GEET Public app (android)'.

A pop-up window will appear, asking for the Entitlement ID. Enter Entitlement ID to get the search results as shown below:-



The screenshot shows a pop-up window with a close button (X) in the top right corner. The window contains a label 'Entitlement Card ID' above a text input field. The input field contains the number '200000000034'. Below the input field is a blue button labeled 'Search', which is circled in red.

After clicking on ‘*Search*’ button, category wise Schemes will be displayed as shown below :-

Search Results

200000000034 - Your profile

--	--	--	--

Name jay

Father's name ashokbhai

Mother's name jayshreeben

Date of birth 25 May 1989

Gender Male

You are eligible to following schemes

Insurance

1. Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJY)
2. Pradhan Mantri Suraksha Bima Yojana (PMSBY)

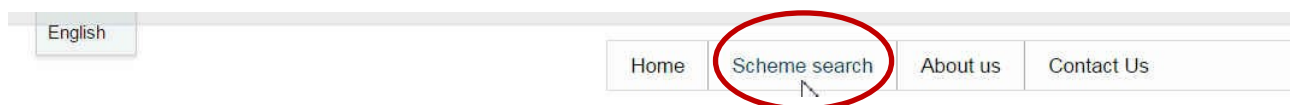
Livelihoods and Employment

1. Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGA)
2. Pradhan Mantri Jan Dhan Yojana (PMJDY)

3.3.2 Scheme Search

An individual can opt for advanced scheme search by selecting 'Scheme search' menu option. This feature allows an individual to fill category wise criteria in detail, in order to narrow down the search result as per the parameters entered.

Click on 'Scheme search' for Advanced Scheme search as shown below:-



Following window will appear on clicking 'Scheme search' menu option:-

Schemes' Eligibility Search

Find schemes you are eligible for by entering the following basic details. Expand a category to start searching.

Advanced search

Scheme search for individuals	Scheme search for households
--------------------------------------	------------------------------

Search using entitlement card number

OR

Social Security	+
Skill Development	+
Sanitation	+
Health and Nutrition	+
Livelihoods and Employment	+
Housing	+
Women and Child Development	+
Insurance	+

Each category stated above can be expanded to fill up detailed criteria form.

3.4 Login

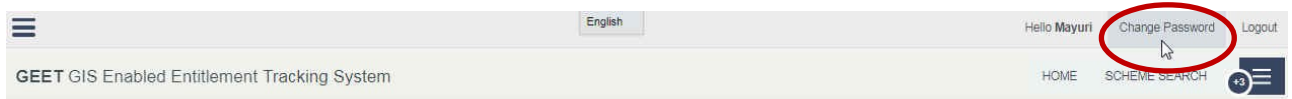
In order to have access to other key features apart from Search option, the user has to log in to the web portal. The administrator has rights to create new user.

User can login to the web portal by specifying User Id and Password as shown below:



3.4.1 Change Password

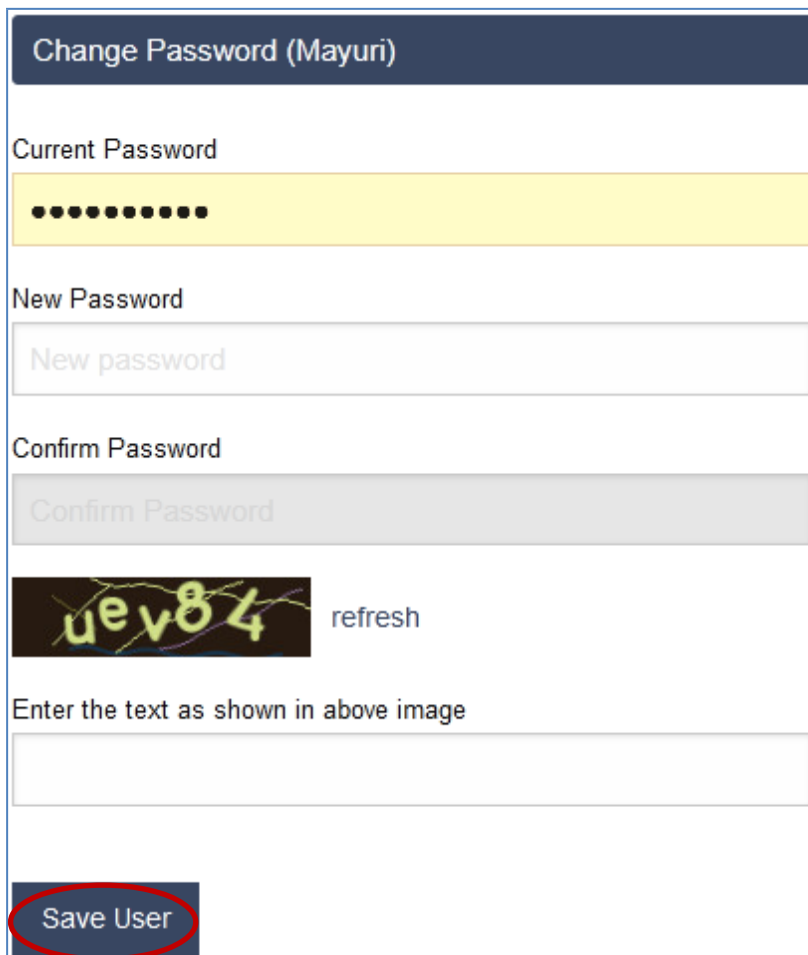
After log in, user can change password by clicking on ‘*Change Password*’ as shown below:



User needs to mention

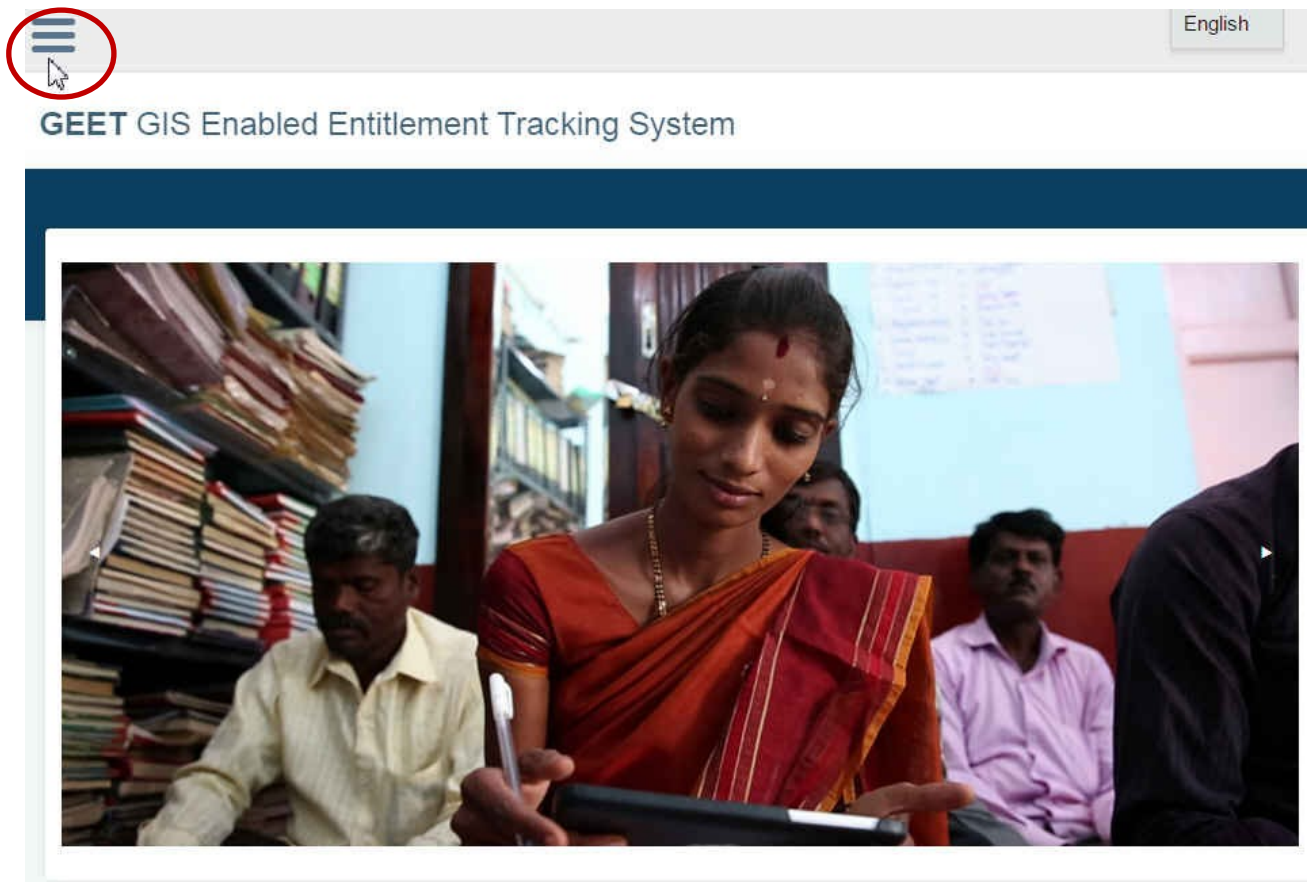
- current password in ‘Current Password’ field
- new password in ‘New Password’ field
- rewrite new password in ‘Confirm Password’ field

Click on ‘Save User’ button to change password as shown in the below image.

A screenshot of the 'Change Password (Mayuri)' form. The form has a dark blue header with the title 'Change Password (Mayuri)'. Below the header, there are three input fields: 'Current Password' (a yellow field with masked characters), 'New Password' (a white field with the placeholder 'New password'), and 'Confirm Password' (a grey field with the placeholder 'Confirm Password'). Below these fields is a CAPTCHA image showing the text 'uev84' with a 'refresh' link. Underneath the CAPTCHA is a text prompt 'Enter the text as shown in above image' and an empty input field. At the bottom of the form is a dark blue button labeled 'Save User', which is circled in red.

4.0 USING GEET

After login, user will be able to access key features of GEET as per the roles and privileges mentioned in section 2.3 – *User Access levels*. Click on the button as shown below to access Menu options.

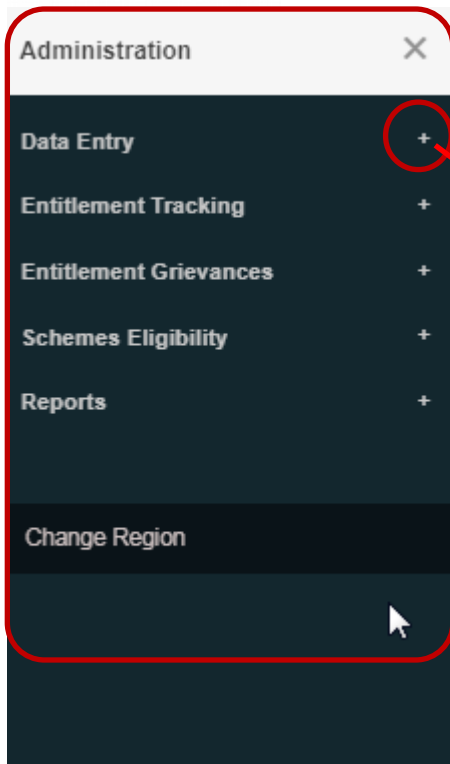


After clicking the button pointed above, Menu options will be displayed as shown below:

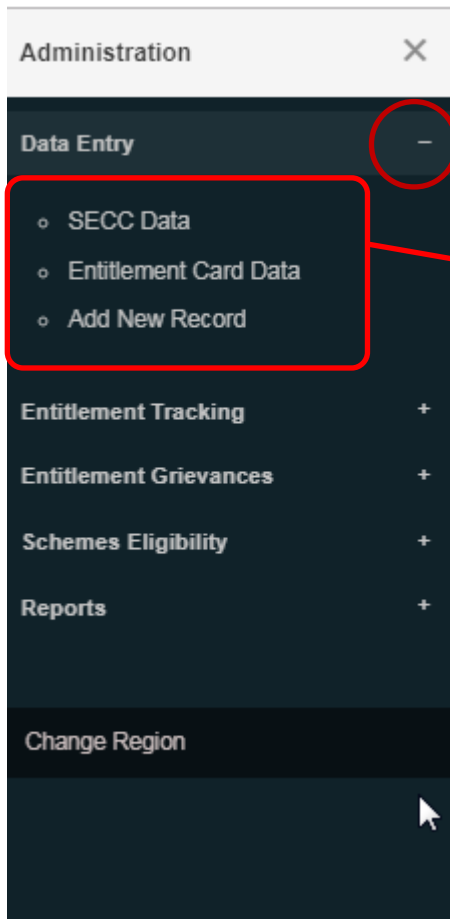
A brief description of each menu and sub menu option is given below.

4.1 Data Entry

Data Entry functionality is mainly for the enumerators to maintain the list of targeted beneficiaries and update as and when required. It allows them to enter new records of individual or households, verify SECC data, and generate entitlement number for individuals and household.



Each main menu option can be expanded by clicking on + sign



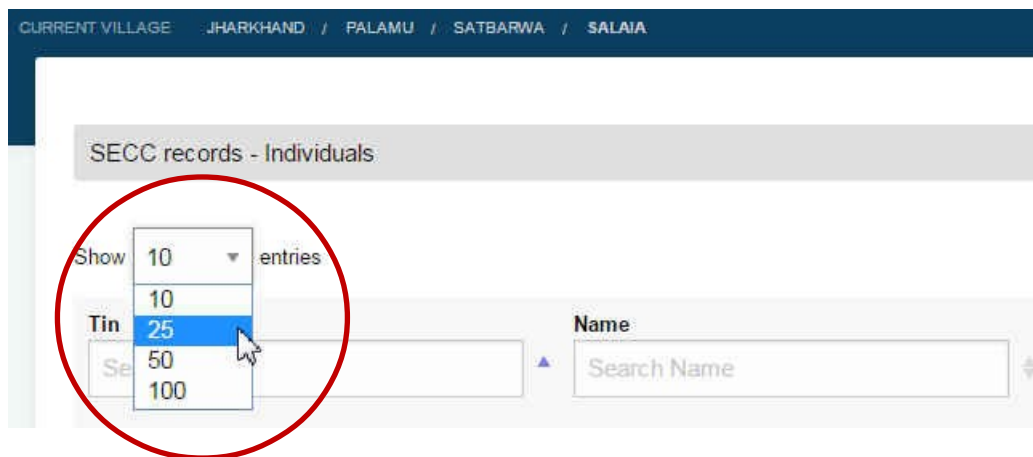
On clicking + sign, sub menu options will be displayed as shown here.

4.1.1 SECC Data

The ‘SECC Data’ option enables user to view and verify SECC data of individuals from the regions assigned to them. User can search for individuals by entering the information in the blank fields. The list can also be sorted as per the desired order.

On clicking ‘SECC Data’, list of individuals in the assigned region will be displayed.

By default, system will display 10 records. Click on ‘Next’ button at the right bottom, to display next 10 records. User can select from the drop down list of ‘Show entries’ to view more than 10 records, as shown below:



4.1.1.1 Sort SECC data

User can sort the list in Ascending or Descending order by using any of the parameters displayed as shown below:-



4.1.1.2 Search SECC data

Note the blank fields in the above image. User can filter the list of SECC data by entering the information in these fields like Tin or Name, Father name or Mother name or Gender.

As an example entering 'Name' like 'RAM' will filter names like 'Ramesh', 'Virendra Ram' etc.

Name	Father name	Mother name	Gender	Operations
ram	Search Father n	Search Mother n	Search Gender	Search Operator
RAMESH SINGH	SANJAY SINGH	SEETA DEVI	Male	View Verify
VIRENDRA RAM	HARIDAS	BAWITA DEVI	Male	View Verify

SECC data can also be viewed and verified by the user. Each individual record will have 'View' and 'Verify' option as displayed in the above image. Detailed functionality of this option is

explained below.

4.1.1.3 View

On clicking 'View' button, user will be able to view the detailed information of the individual.

4.1.1.4 Verify

User can also verify and update the SECC data of an individual by clicking on 'Verify' button which is beside 'View' button. After verification and updation of the individual data, User has to click on 'Save' button to save the changes made in the individual data as shown in the following figure. 'Reset' option will reset the changes made in the record.

SECC ALL RECORDS / VERIFY

Verify

Tin

Name
RAMESH SINGH

fathername
SANJAY SINGH

mothername
SEETA DEVI

State
Jharkhand

District
Palamu

Tehsil
Satbarwa

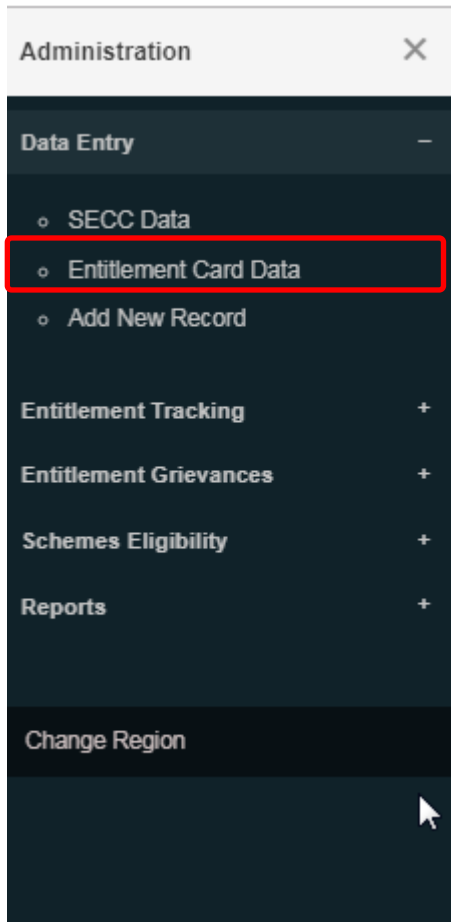
Village
Salaia

Gender
 Male
 Female

Save Reset

Since SECC data cannot be updated, GEET has a separate Entitlement database where verified and updated SECC records are stored along with new individual or household records. To view verified and updated beneficiary data, click on Menu option: *DATA ENTRY* → *ENTITLEMENT CARD DATA* as explained in the below section –

4.1.2 ENTITLEMENT Card Data



After the entitlement number is generated, the household and individual data, can be viewed, searched and further updated to include details needed to match eligibility criteria of various schemes and programmes. After updation, the entitlement card can be printed. Beside each individual record, user will be provided with three options as shown in the below image named – ‘Update’, ‘Print Entitlement Card’ and ‘Tracking Register’ which is briefed in the below sections.

Apart from this, on clicking this option, user will be given options to view *Household records*, *Verify SECC data* and *Add new record* on the same web page, as shown in the below image. These options are also briefed in the below sections.

Records of individuals

[Households records](#)
[Verify SECC](#)
[Add new record](#)

 Show entries

 Search:

EC number	HH number	Name	Father name	Mother name	Operations
<input type="text" value="Search EC"/>	<input type="text" value="Search HH n"/>	<input type="text" value="Search Nan"/>	<input type="text" value="Search Fath"/>	<input type="text" value="Search Moth"/>	<input type="text" value="Search Operations"/>
200000000028	200000000091	ASHOK JANI	SOMI BHUIYA	MAN MATIYA	Update Print Entitlement Card Tracking Register
200000000029	200000000091	ANITA	CHHATAN BHUIYA	abc	Update Print Entitlement Card Tracking Register
200000000030	200000000091	HIMANSHU RANA	NAGINA BHUIYA	WAS MATIYA DEVI	Update Print Entitlement Card Tracking Register
200000000034	200000000092	SISHIR PRADHAN	ashokbhai	jayshreeben	Update Print Entitlement Card Tracking Register

4.1.2.1 Update

Update option will allow user to add details of the individual which are needed to match eligibility criteria of various schemes and programmes. It is essential to enter this information to get the perfect list of eligible schemes and programmes. The information is categorized into 10 broad categories related to schemes as shown in the image and briefed in the below sections:-

Edit data of EC no. 200000000034 - jay

Basic	Entitlement card Id
ID Cards	200000000034
Social Security	State
Skill Development	Jharkhand
Sanitation	District
Health and Nutrition	Palamu
Livelihoods and Employment	Tehsil
Housing	Satbarwa
Women and Child Development	Village
Insurance	Salaia
	Name
	jay
	Father's name
	ashokbhai

Each category page will have 3 buttons:

- *Save*: Save button to save the changes.
- *Reset*: Reset button will allow the user to enter the parameters again.
- *Cancel*: Cancel button will close the current page.

4.1.2.1.1 Basic

User can update basic information of an individual like Name, father and mother name, date of birth, disability, age, caste, gender, if he/she is under BPL and marital status. Save the changes by clicking on 'Save' button. User may click on 'Reset' or 'Cancel' button as per the requirement. Following image shows an example.



FOUNDATION FOR ECOLOGICAL SECURITY

Entitlement card Id
200000000034

State
Jharkhand

District
Palamu

Tehsil
Satbarwa

Village
Salaia

Name
jay

Father's name
ashokbhai

Mother's name
jayshreeben

Date of birth (yyyy-mm-dd)
1989-05-25

Disability
 Yes No

Pregnant/lactating
 Yes No

Age
28

Caste
GENERAL

Gender
 Male Female Transgender

BPL
 Yes No

Marital status
Unmarried

4.1.2.1.2 ID Cards

Individuals *Aadhar card* and *Election card* will be entered here as shown in the below image:

Aadhar Card

Election Card

4.1.2.1.3 Social Security

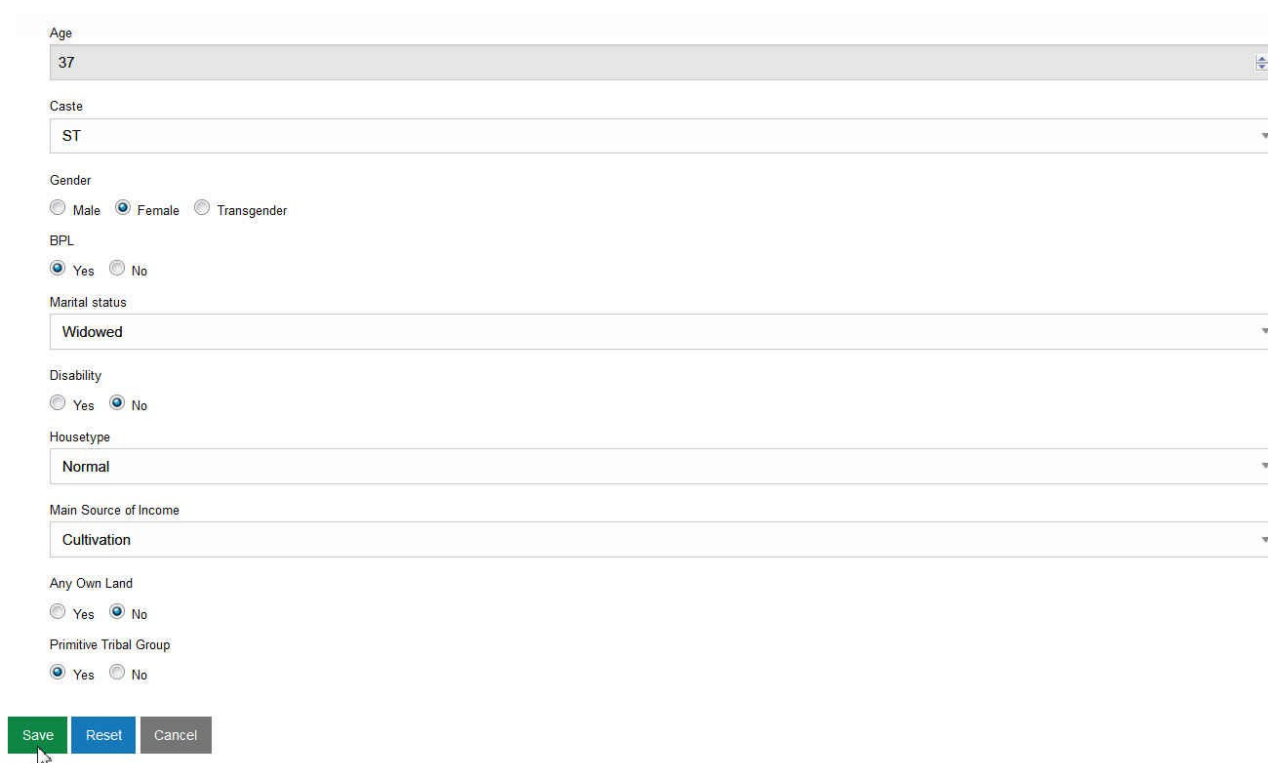
Basic information of an individual required for this scheme category will be displayed in this section. In case there is a need to update any basic information, user can update here and the updated information will be reflected across the system.

Additional parameters are briefed below which are self-explanatory:-

- *Any own land* :- If an individual has his / her own land
- *Main source of income* :- Specify the source of income from the drop down list having options like –
 - Manual casual labour :- manual labour may be caste based occupation.
 - nonagricultural own account enterprise
 - Begging / Charity/Alms collection :- If the main source of income is from begging or charity or alms (money or food given to poor people) collection.
 - Cultivation :-If the main source of income is agriculture.
 - others
- *House type* :- User needs to select from the drop down list which includes –
 - Houseless :- Individuals who do not live in houses or buildings but live in the open.

- Normal :- A group of individuals who normally live together and their meals are cooked in a common kitchen. The individuals may be related or unrelated.
- Institutional :- A group of unrelated individuals who live together in an institution and their meals are cooked in a common kitchen.
- Kachhahouse :-If the walls and/or roof are predominantly made of materials such as un-burnt bricks, bamboo, mud, grass, reeds, thatch, plastic/polythene, stones, etc., then the structures are kaccha buildings.
- *Primitive tribal group* :-This is a sub category of schedule tribe. Specify Yes or No as per applicable.

Following image shows the web page of Social Security parameters as explained above.



Age
37

Caste
ST

Gender
 Male Female Transgender

BPL
 Yes No

Marital status
Widowed

Disability
 Yes No

Housetype
Normal

Main Source of Income
Cultivation

Any Own Land
 Yes No

Primitive Tribal Group
 Yes No

Save Reset Cancel

4.1.2.1.4 Skill Development

Skill development section has basic information like *Age*, *Caste* and *BPL* which is already in Basic information. User can change the parameters here if needed and save the record as shown below.

Age
47

Caste
SC

BPL
 Yes No

4.1.2.1.5 Sanitation

Sanitation section includes basic information like *Caste* and *BPL* which is already in Basic information. User can change the parameters here if needed and save the record as shown below.

Caste
SC

BPL
 Yes No

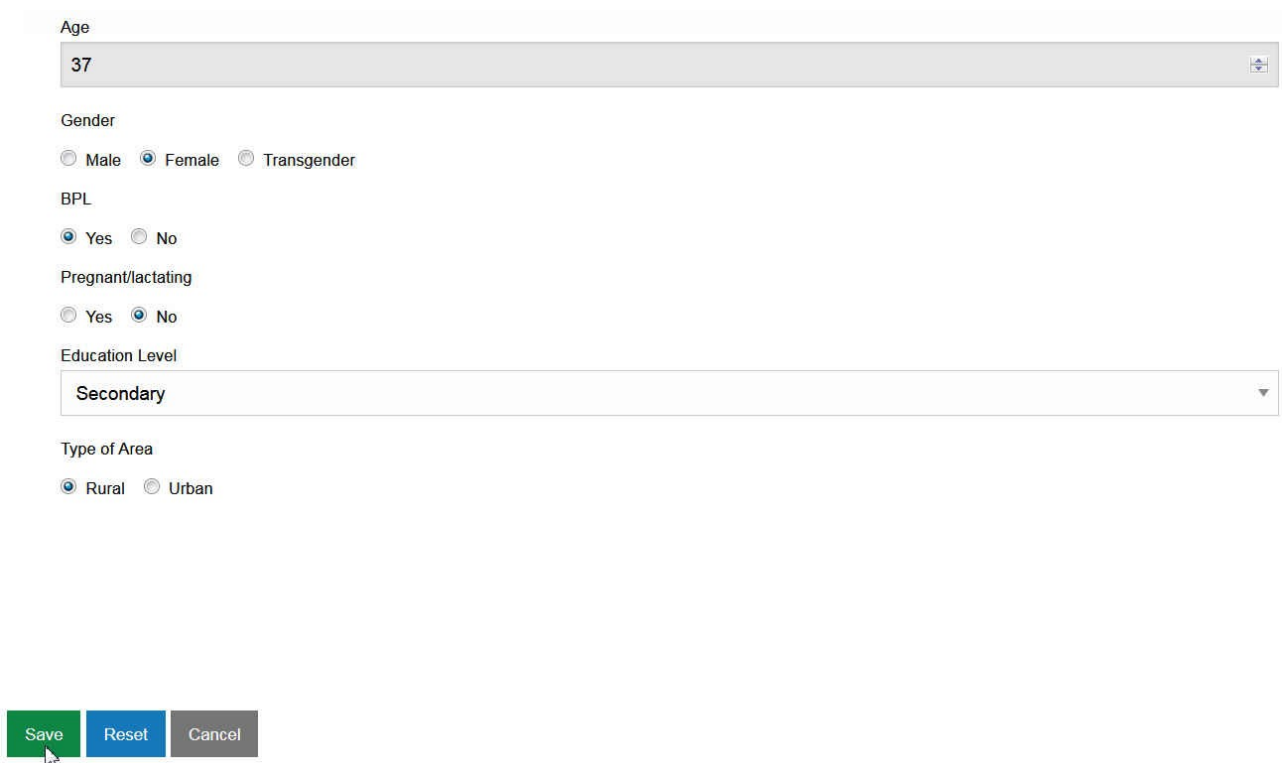
4.1.2.1.6 Health and Nutrition

Health and Nutrition section includes basic information like Pregnant / lactating, age, gender and BPL which is already in Basic information. User can change the parameters here if needed and save the record as shown below.

Additional parameters included are:-

- **Type of Area** :- User needs to specify whether individual belongs to Rural or Urban area.
- **Education level** :- User needs to select education level from the drop down list as briefed below.
 - *Illiterate* :- An individual who cannot read or write.
 - *Literate but below primary* :-An individual aged 7 years and above who can read and write with understanding in any language and has only studied till 4th standard.
 - *Primary* :- An individual who has passed 5th, 6th or 7th standard.
 - *Middle* :- An individual who has passed 8th or 9th standard.
 - *Secondary* :- An individual who has passed 10th or 11th standard.
 - *Higher Secondary* :- An individual who has passed 12th standard but not completed graduation.
 - *Graduate or Higher* :-An individual who has completed graduation and is a degree holder.

Following image shows the parameters related to health and nutrition.



Age
37

Gender
 Male Female Transgender

BPL
 Yes No

Pregnant/lactating
 Yes No

Education Level
Secondary

Type of Area
 Rural Urban

Save Reset Cancel

4.1.2.1.7 Livelihoods and Employment

Livelihoods and Employment section includes parameters like *Age*, *Type of Area*, *Any own land*, *Main source of income* and *House type* which are already briefed in above categories. The section is displayed in the following image :-



Age
37

Housetype
Normal

Main Source of Income
Cultivation

Any Own Land
 Yes No

Type of Area
 Rural Urban



4.1.2.1.8 Housing

Housing section includes parameters like *Gender*, *BPL*, *Marital status*, *House type* and two other additional parameters as mentioned below :-

- *Wall type* :- Wall made of grass, thatch, bamboo, wood, mud, plastic, polythene, handmade tiles, stones, slate and others. Selection is given in drop down list.
- *Roof type* :- Roof made of grass, thatch, bamboo, wood, mud, plastic, polythene, unburnt brick, stone not packed with mortar and others. Selection is given in drop down list.

Following image shows the Housing section to be filled for an individual:

Gender

 Male Female Transgender

BPL

 Yes No

Marital status

Married

Housetype

Houseless

Wall type

Grass /Thatch /Bamboo/ Wood/ Mud/ Plastic/ Polythene/ Hand Made Tiles/ Stone/ Slate

Roof type

Grass/ Thatch/ Bamboo/ Plastic/ Polythene/ Mud/ Unburnt Brick/ Wood/ Stone Not Packed With Mortar



4.1.2.1.9 Women and child development

Women and child development section includes parameters like *Pregnant / lactating, age, gender, BPL, Type of Area* which are briefed in the above sections. Following image shows the parameters of this section.

Age

37

Gender

 Male Female Transgender

BPL

 Yes No

Pregnant/lactating

 Yes No

Type of Area

 Rural Urban

4.1.2.1.10 Insurance

Insurance section includes parameters like *age*, *gender*, *BPL*, *Any own land* and *main source of income* which are briefed in the above sections. Following image shows the Insurance section parameters.

Age
37

Gender
 Male Female Transgender

BPL
 Yes No

Main Source of Income
Cultivation

Any Own Land
 Yes No

4.1.2.2 Print Entitlement Card

Once the updation is complete, entitlement cards can be printed as shown below, by clicking on this option. User can find this option against each individual record beside 'Update' option.

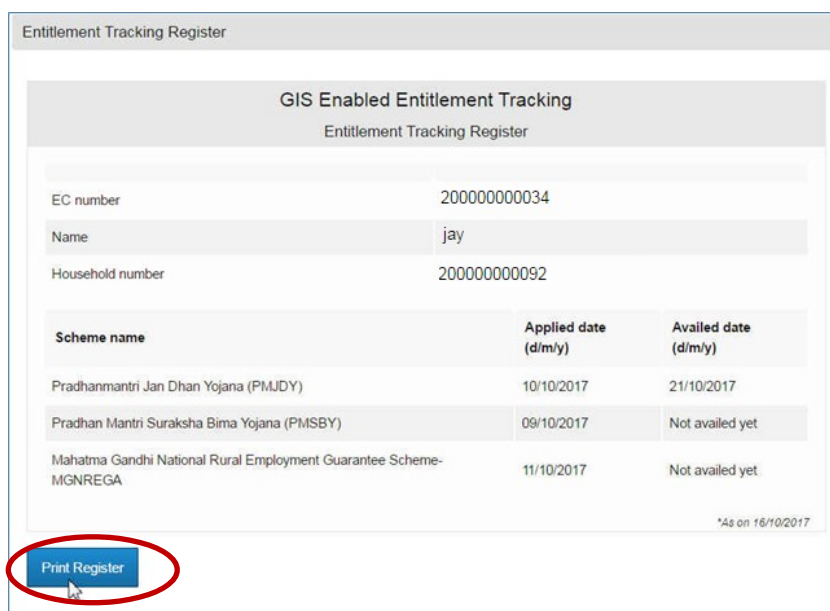
Entitlement Card

**GIS Enabled Entitlement Tracking
(GEET)**
Entitlement Card

Name jay	Date of birth 25 May 1989
Father ashokbhai	Gender Male
Mother jayshreeben	
HH number 2000 0000 0092	
2000 0000 0034	
Website: http://geet.observatory.org.in	

4.1.2.2 Tracking Register

User can track the entitlements by clicking on this option. The option is available against each individual record beside ‘*Print Entitlement Card*’. This option allows individual to track the entitled schemes he has applied for or not yet applied. The register will show dates as to when the individual has applied for the entitled scheme and when he has availed the scheme. Following image shows an example:-



GIS Enabled Entitlement Tracking		
Entitlement Tracking Register		
EC number	200000000034	
Name	jay	
Household number	200000000092	
Scheme name	Applied date (d/m/y)	Availed date (d/m/y)
Pradhanmantri Jan Dhan Yojana (PMJDY)	10/10/2017	21/10/2017
Pradhan Mantri Suraksha Bima Yojana (PMSBY)	09/10/2017	Not availed yet
Mahatma Gandhi National Rural Employment Guarantee Scheme- MGNREGA	11/10/2017	Not availed yet
*As on 16/10/2017		

Print Register

4.1.2.3 Household records

The enumerator can view household records by clicking on the button – ‘*Household records*’

On clicking the option, household records will be displayed with Update and Tracking register option given against each household record as shown in the following figure. Search and Sort option will be available in each page to help filter records as per the user requirement.

Records of Households

Individuals records

Show 10 entries

Search:

HH number	Tin	Operations
<input type="text" value="Search HH number"/>	<input type="text" value="Search Tin"/>	<input type="text" value="Search Operations"/>
200000000112	11201301700040000000600114	Update Tracking Register
200000000113		Update Tracking Register
200000000114		Update Tracking Register
200000000115		Update Tracking Register
200000000116		Update Tracking Register
200000000121		Update Tracking Register

User can update household information as shown in the below image, which contains same information categories as explained in the Update option of an individual i.e. from Section – 4.1.2.1.1 to 4.1.2.1.10. After updation, user can save the changes.

Household 200000000092

Household members

EC number	Name
1	200000000034 jay

Edit household

- Basic
- ID Cards
- Social Security
- Skill Development
- Sanitation
- Health and Nutrition
- Livelihoods and Employment
- Housing

Household number

State

District

Tehsil

Village

User can track the entitlements by clicking on ‘Tracking Register’ option. The option is available against each household record beside ‘Update’ option. This option allows individual to track the entitled schemes he has applied for or not yet applied as per the household. The register will show dates as to when the household has applied for the entitled scheme and when he has availed the scheme. Following image shows an example:-

Entitlement Tracking Register of Household

GIS Enabled Entitlement Tracking		
Entitlement Tracking Register		
Household number	200000000112	
Scheme name	Applied date (d/m/y)	Availed date (d/m/y)
Targeted Public Distribution System (TPDS)	21/11/2017	Not availed yet
Mukhya Mantri Ladli Laxmi Yojana (MLLY)	20/11/2017	Not availed yet

*As on 13/12/2017

Print Register

4.1.2.4 Verify SECC

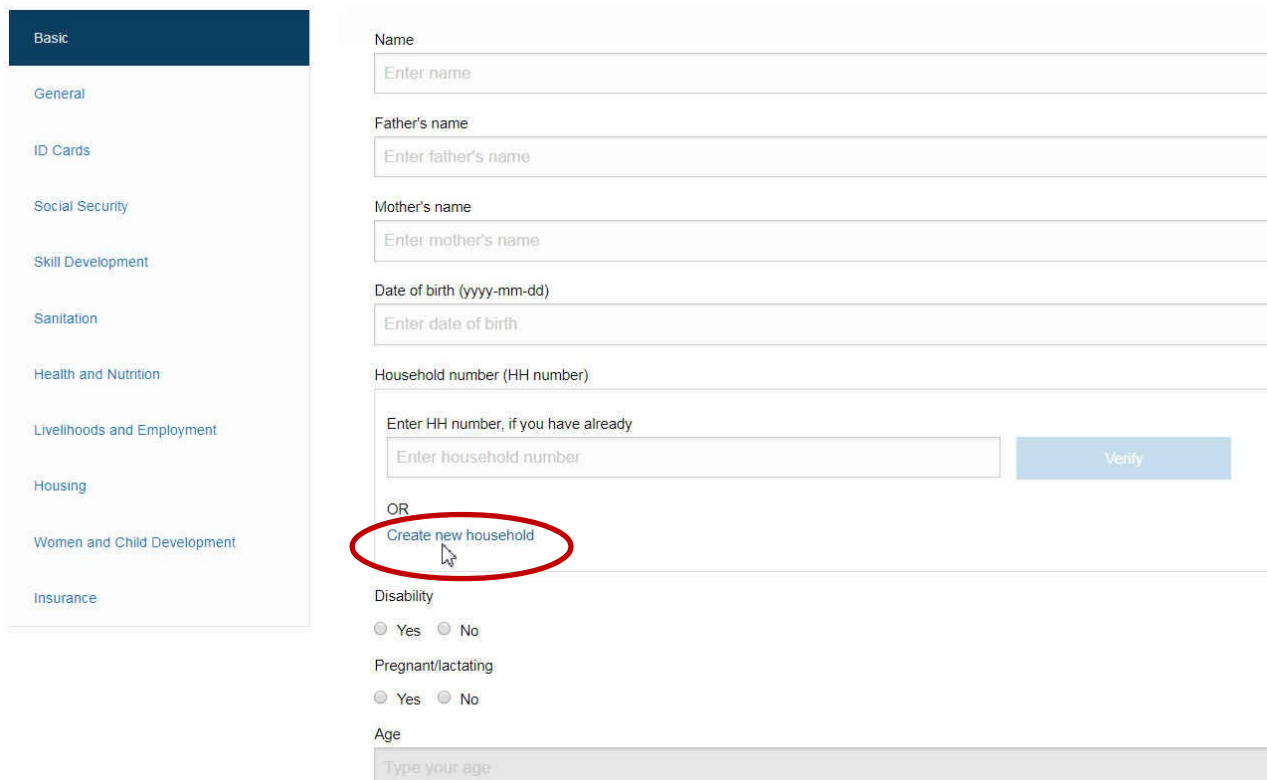
If the enumerator needs to verify SECC data, then the same option as stated in the section – 4.1.1.4, is given here also, so that user need not again go the Main menu option and verify the SECC data.

4.1.2.5 Add new record

If the enumerator does not find household or an individual in the SECC database or Entitlement database, then he / she can add new household or an individual in the Entitlement database.

If household is already available in the database, then the user can enter new individual information along with the household number he / she belongs to. Entered Household number can be verified by clicking on ‘Verify’ button to view the household detail information.

To enter new household, user can click on ‘*Create new household*’ as shown in the following image.



The screenshot shows a user profile page with a sidebar menu on the left and a main form area on the right. The sidebar menu includes options like Basic, General, ID Cards, Social Security, Skill Development, Sanitation, Health and Nutrition, Livelihoods and Employment, Housing, Women and Child Development, and Insurance. The main form area contains fields for Name, Father's name, Mother's name, Date of birth (yyyy-mm-dd), and Household number (HH number). Below the HH number field, there is a 'Verify' button and a link labeled 'Create new household' which is circled in red. Below this link are radio buttons for 'Disability' (Yes/No) and 'Pregnant/lactating' (Yes/No), followed by an 'Age' field.

A popup window will be displayed to allow the enumerator to enter household information as shown in the below image. Basic information as well as other detailed category wise information of the household can be added at the same time or later.

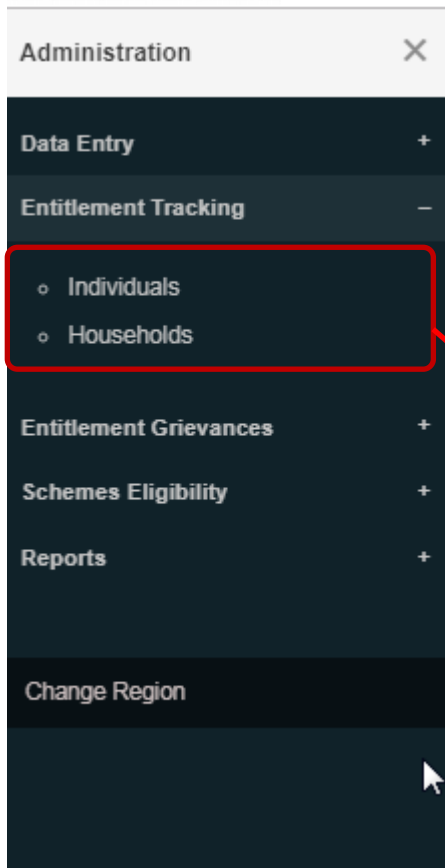
4.1.3 Add new record

This option is same as mentioned above in the section – 4.1.2.5

The enumerator can directly enter new household or an individual by clicking on this option.

4.2 Entitlement Tracking

An individual can track their entitlements by selecting the main menu option – ‘*Entitlement Tracking*’ as shown below:



On clicking sub menu – ‘Individuals’ or ‘Households’, users can enter the allotted entitlement card number and view eligibility of the schemes. Individual can also track their entitlements with applied date and availed date. The search results are displayed as shown in the image below

Entitlement tracking

Entitlement card number

Mark all schemes availed and/or applied by holder of entitlement card no. 200000000034

Basic details

Entitlement card number	200000000034
Name	jay
Household number	200000000092

Pradhan Mantri Jan Dhan Yojana (Pmjdy)

[Show description](#)

Applied Availed

Mahatma Gandhi National Rural Employment Guarantee Scheme (Mgnrega)

[Show description](#)

Applied Availed

Pradhan Mantri Suraksha Bima Yojana (Pmsby)

[Show description](#)

Applied Availed

Pradhan Mantri Jeevan Jyoti Bima Yojana (Pmjjiy)

[Show description](#)

Applied Availed

Nsap- Indira Gandhi National Old Age Pension Scheme (Ignops)

[Show description](#)

NOT ELIGIBLE

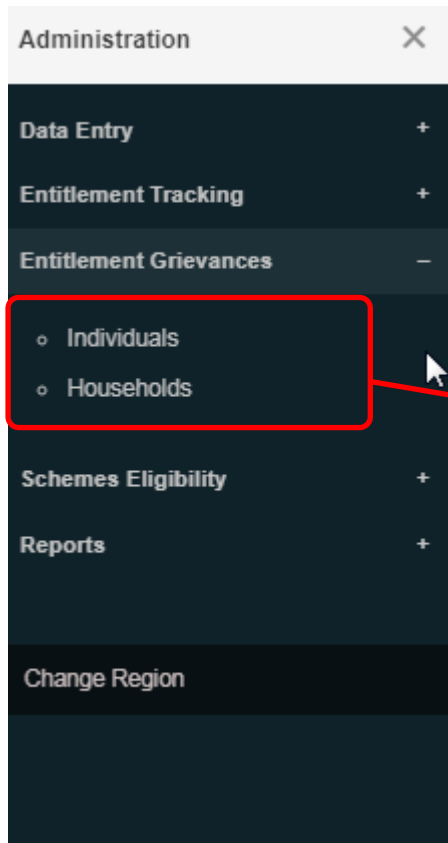
Rajya Vidhwa Samman Pension Yojna(rvspy)

[Show description](#)

NOT ELIGIBLE

4.3 Entitlement Grievances

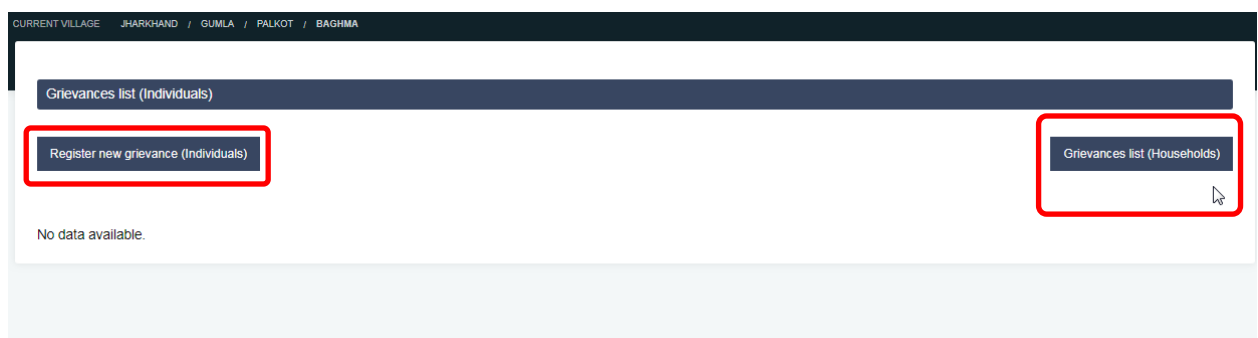
Along with information related to schemes the GEET portal also facilitates the redressal of grievances related to the various schemes and programmes. It allows the enumerator to record grievances from the intended beneficiaries of the schemes/programmes, which can be viewed by the administrators and the individuals in charge of monitoring.



On clicking 'Entitlement Grievances', sub menu options will be displayed. On clicking sub menu options – 'Individuals' or 'Households', users can register Grievances and also view Grievance list Individual wise or Household wise.

4.3.1 Individuals

This option will allow users to register individual wise grievances and will display the status of entered grievances. This option also allows user to view Household wise Grievance list as shown in the below image.



The above image also shows that no grievances are registered individual wise for the specified region. User can click on ‘Register new grievance (Individuals)’ to register individual wise as shown below. User has to enter Entitlement card number and select the scheme that an individual has grievance against, select complaint from the drop down list and then type-in other detail.



CURRENT VILLAGE JHARKHAND / GUMLA / PALKOT / BAGHMA

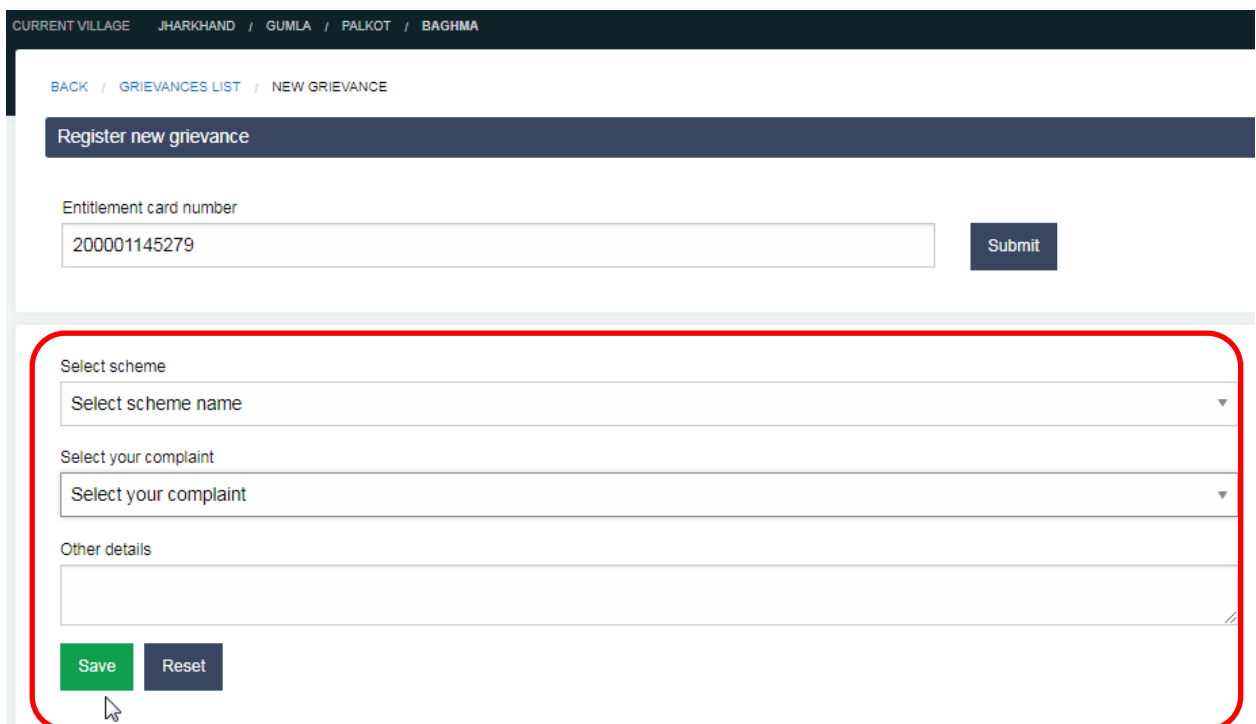
BACK / GRIEVANCES LIST / NEW GRIEVANCE

Register new grievance

Entitlement card number

Enter entitlement card number

Submit



CURRENT VILLAGE JHARKHAND / GUMLA / PALKOT / BAGHMA

BACK / GRIEVANCES LIST / NEW GRIEVANCE

Register new grievance

Entitlement card number

200001145279

Submit

Select scheme

Select scheme name

Select your complaint

Select your complaint

Other details

Save Reset

4.3.2 Households

User can click on ‘Grievances list (Households)’ to view household wise grievances as shown below.

CURRENT VILLAGE / JHARKHAND / GUMLA / PALKOT / BAGHMA

Grievances list (Households)

Register new grievance (Households)

Grievances list (Individuals)

Show 10 entries Search:

Complaint id	Household number	Scheme name	Grievance status	Operations
2057	200000696969	National Family Benefit Scheme (NFBS)	Pending	View Update status
2058	200000696972	National Family Benefit Scheme (NFBS)	Pending	View Update status
2069	200000698369	National Family Benefit Scheme (NFBS)	Pending	View Update status
2096	200000698378	National Family Benefit Scheme (NFBS)	Pending	View Update status
2114	200000696943	Swachh Bharat Mission- Grameen (SBM-G)	Resolved	View Update status
2136	200000697853	Swachh Bharat Mission- Grameen (SBM-G)	Resolved	View Update status
2150	200000698366	Swachh Bharat Mission- Grameen (SBM-G)	Resolved	View Update status
2171	200000696966	Pradhan Mantri Awaas Yojana (Grameen) PMAY-G	Pending	View Update status
2172	200000696951	Pradhan Mantri Awaas Yojana (Grameen) PMAY-G	Pending	View Update status
2174	200000696941	Pradhan Mantri Awaas Yojana (Grameen) PMAY-G	Pending	View Update status

Showing 1 to 10 of 25 entries Previous 1 2 3 Next

Click on 'Register new grievance (Households)' to register new grievance household wise. Here, user will have to enter Household number as shown in the below image.

CURRENT VILLAGE / JHARKHAND / GUMLA / PALKOT / BAGHMA

BACK / GRIEVANCES LIST (HOUSEHOLDS) / NEW GRIEVANCE (HOUSEHOLD)

Register new grievance (Household)

Household number

Enter household number

Submit

Submit the Household number to invoke a new window to enter the grievance against the scheme as shown below :-

Register new grievance (Household)

Household number

200000696969

Submit

Select scheme

Select scheme name

Select your complaint

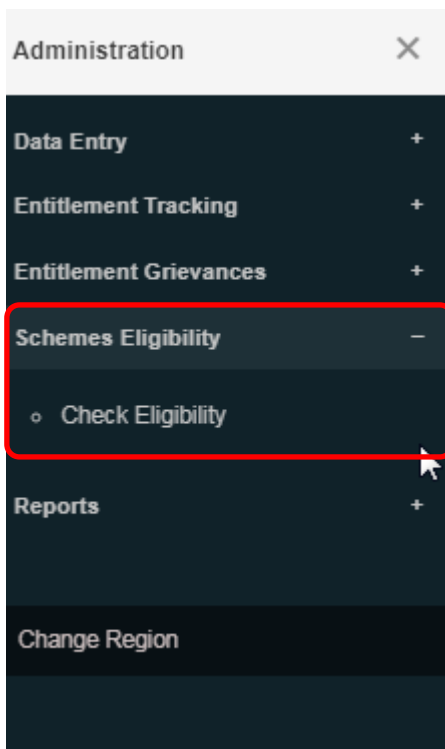
Select your complaint

Complaint description

Save**Reset**

4.4 Schemes Eligibility

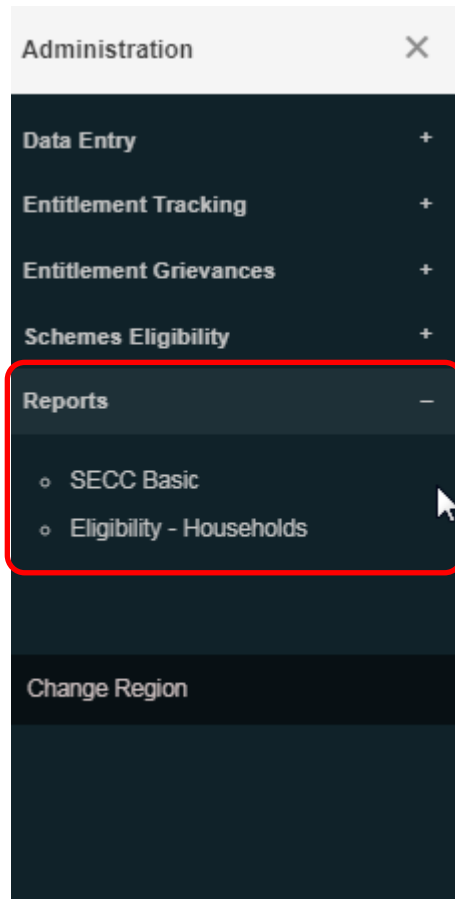
4.4.1 Check Eligibility



‘Check Eligibility’ sub-menu option in Schemes eligibility is similar to the ‘Scheme Search’ menu option as shown in section 3.3 – *System Menu* and explained in section 3.3.2 – *‘Scheme Search’*

This feature helps an individual to customize their search criteria.

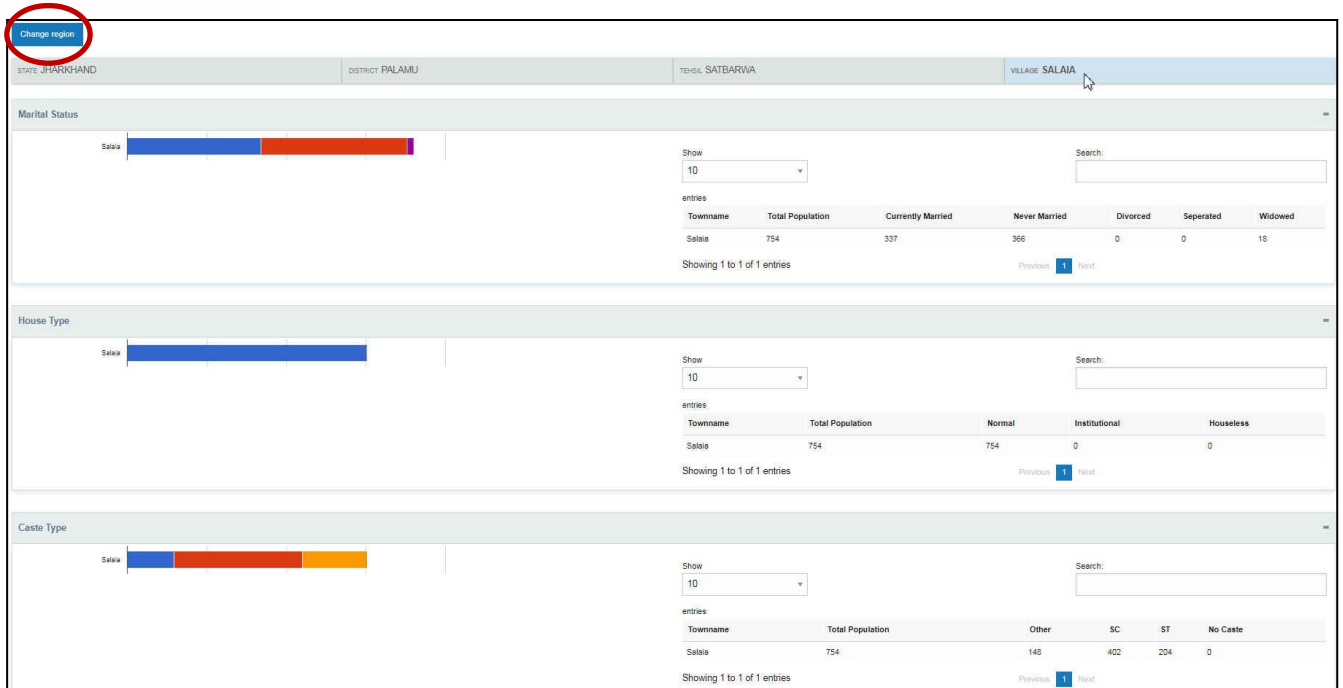
4.5 Reports



Click on Reports to view sub-menu options. Two reports are available namely - 'SECC Basic' and 'Eligibility - Households'

4.5.1 SECC Basic

SECC report will display village wise information of SECC data for the State allotted to the user. Socio-economic information will be displayed in info-graphic format as shown in the below image:-



The screenshot shows the FES dashboard with the following data:

Marital Status

Townname	Total Population	Currently Married	Never Married	Divorced	Seperated	Widowed
Salaja	754	337	366	0	0	18

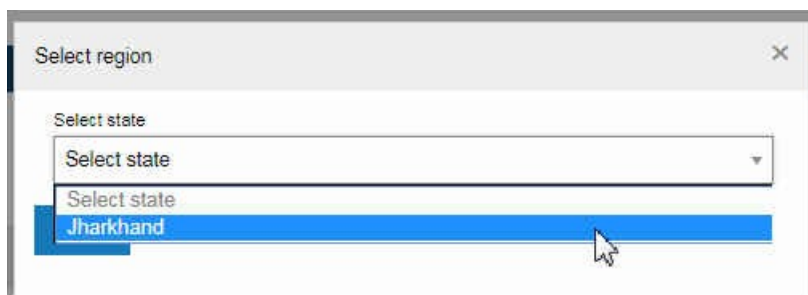
House Type

Townname	Total Population	Normal	Institutional	Houseless
Salaja	754	754	0	0

Caste Type

Townname	Total Population	Other	SC	ST	No Caste
Salaja	754	146	402	204	0

User can change the region by clicking on 'Change region' button displayed at the top in the above image. A pop-up window will appear and the user have to select the State from the list available. Accordingly the system will generate list of the Districts within. After selecting 'District', user will be asked to select 'Tehsil' and there by village from the list available. After selecting 'Village', click on 'Submit' button to generate the report for that particular village. Example for changing region is shown as below :



Select region ✕

Select state

Select district

Select tehsil

Select village

4.5.2 Eligibility - Households

This report will show the list of schemes eligible against each household for the selected region as shown in the below figure.

Households' Eligibility Report

STATE JHARKHAND	DISTRICT GUMLA	TEHSIL PALKOT	VILLAGE BAGHMA
-----------------	----------------	---------------	----------------

Show Search:

entries

Household details	Schemes list
<input type="text" value="Search Household details"/>	<input type="text" value="Search Schemes list"/>
HH number 200000696961 Member(s) No members found	Not eligible for any schemes
HH number 200000696962 Member(s) No members found	Not eligible for any schemes
HH number 200000696963 Member(s) BIRSU CHIK BARAİK (EC number: 200001174942) PAWAN CHIK BARAİK (EC number: 200001174943) PANKAJ CHIK BARAİK (EC number: 200001174944) SARITA KUMARI (EC number: 200001174945)	Not eligible for any schemes
HH number 200000696964 Member(s) MAKU KHADIA (EC number: 200001174976) DUKHI KHADIA (EC number: 200001174977) KIRAN KHADIA (EC number: 200001174978) MINA KUMARI (EC number: 200001174979) LALMIN KHADIA (EC number: 200001174980)	Not eligible for any schemes
HH number 200000696965 Member(s) HIRA SINGH (EC number: 200001145317) Rakhi kumari (EC number: 200001145322) Madhuri devi (EC number: 200001174850) Raja kumar (EC number: 200001174851)	Not eligible for any schemes
HH number 200000696966 Member(s) chatku singh (EC number: 200001145373) CHHEBO DEVI (EC number: 200001145374) BANDAİY SINGH (EC number: 200001145375)	<ul style="list-style-type: none"> Swachh Bharat Mission- Grameen (SBM-G) Targeted Public Distribution System (TPDS)