User Manual
for
Amrita Devi Award
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1. Introduction

1.1. Purpose

This Help Document guides the intended User how to manage and fill Amrita Devi Award Index form and complete the respective requirements.

2. Citizen Dashboard

2.1 Amrita Devi Award -> Apply for Amrita Devi Award

1. User can apply for Amrita Devi Award from the drop down given.
2. Click on Upload button to select Kml/SHP File.

3. After clicking on upload button GIS page will open for selecting the area.

4. Citizen can click on + button shown on screen to Zoom in the Map. Similarly user can click on – button to Zoom out the map.
5. To upload the KML file or SHP file click on Upload AOI button.

6. User can draw on the Map to select the requested area by clicking on Draw AOI button.

7. To re-draw the area user can click on Re-Upload Draw button.

8. Click on Submit button, user will be redirected to same page i.e. NOC detail page.
9. After submitting KML file all Location Details and GPS Address will fill automatically according to location selected in map.

10. Choose category for award from drop down given named “केस”.

11. Choose type of applicant from (Organization) or (Person) dropdown list.

12. Fill Name of Person/Organization in “नाम” field.

13. Fill Name and address of applicant in “विवरण” field.

14. Choose category for award from drop down given named “केस”.

15. Fill Name of place where applicant done his work for reward “पर”

1) Fill name of place in “पर” field.

2) Fill total area of place in “क्षेत्रफल” field.

Note: All the fields with * (star) sign are mandatory.
10. Enter details of field where applicant worked.

11. Enter numerical value (in hector) in column “क्षेत्र” field.

12. Enter details of field in column “वरण” field.

Note: Fill details only for those fields where applicant worked, filling all columns are not mandatory.

13. Enter work detail of applicant for last three years in “वरण” field.


Note: Only .jpg /.pdf /.png /.gif file formats are allowed with max size: 2MB.

14. Click on Submit button.