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No. 681 / A &FE
AP-I-247/18
Date: 08-01 - 2019
Bhubaneswar

To

All Collectors

Subj: Standard Operating Procedures (SOP) for data entry of Red Forms/Suo Moto Deletion on KALIA Portal.

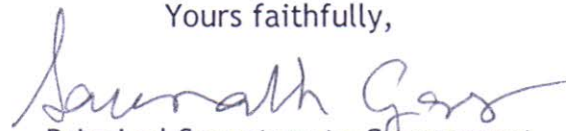
Ref: Operational Modalities mentioned in letter no: D.O. No. Agri & FE/AP-I-247/18-23438/CSdtd. December 29, 2018.

Madam/Sir,

I am to state that detailed operational guideline for implementation of KALIA scheme have been issued as per reference above. It is pertinent to mention that last date for Red Form receipt is January 10, 2019. Data entry of Red Forms at PACS level shall start immediately. The approval module on KALIA portal, at all level will be activated on January 11, 2019. The GP wise eligible list of Small and Marginal farmer after exclusion of ineligible farmers shall be forwarded to Block Level Nodal Officer (AAO's) by 12th January, 2019 by the PACS. The Block Level Committee shall approve the list and sent to concerned DDA by 14th January, 2019 who will forward to the Director of Agriculture & Food Production, Odisha by January 16, 2019 after approval of District Level Committee.

SOP for data entry of Red Forms/Suo-Moto Deletion on KALIA Portal at PACS level is enclosed for ready reference and needful action at PACS, Block and District Level. You are therefore requested to do the needful and submit approved beneficiary list of your district, to Government as per the dates mentioned above.

Yours faithfully,


Principal Secretary to Government
(PTO)
8/1/19

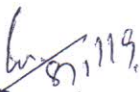
Memo No: 682 Date: 08-01-2019

Copy forwarded to the P.S. to Commissioner - cum - Secretary,
Cooperation kind information of Commissioner cum Secretary.


Additional Secretary to Government

Memo No: 683 Date: 08-01-2019

Copy forwarded to the Director of Agriculture & Food Production,
Odisha/ Registrar Cooperative Society, Odisha for information with a request
to intimate all concerned.


Additional Secretary to Government

Red Form/Suo Moto Deletion: Process for Data Entry on KALIA Portal

Part A: Login on KALIA Portal

1. An SMS with 'User Name' & 'Password' will be sent to the PACS secretary's phone number
2. To login to KALIA portal, please visit www.kalia.co.in
3. Click on '**Login**', enter the 'User Name' & 'Password' sent to the PACS secretary's phone number
4. An e-page will appear to change the password.
5. Please enter the old password (shared on phone) in the text box displayed.
6. Please enter the new password (password of your choice) in the next text box displayed.
7. Please confirm the password (same password as entered in point 6) in the next text box displayed.
8. Click on "**SUBMIT**" button.
9. A confirmation message of change in password will appear on the screen.
10. Click on the "Login" button and enter the "User name" and "new password" to login again.
(Session remain active for 15 min)
11. **After successful "Login", a new tagging screen will appear wherein the PACS user has to select and tag the respective GPs.**
12. After selecting the GPs from the list, click on the **SUBMIT** button to finalise the tagging of the GPs to PACS.
13. After tagging of the GPs to PACS, the portal will logout. The user need to login again to proceed with the data entry.
14. A **dashboard** will appear after login containing 3 options
 1. Red Form entry / Suo Moto deletion
 2. Green Form entry
 3. Add User
15. Clicking on '**Red Form Entry / Suo Moto deletion**' will take you to the e-form page

If there is any problem in tagging of GPs, and PACS needs to follow the below process

- Scenario 1: If the GP to be tagged is missed by mistake during the initial tagging then click "Re tagging" button on the top left corner of the portal. A list of GPs is displayed (after selecting the district, block and PAC), then tick the desired GP to be tagged and click "Submit" button. In case of any other error please contact the helpline no 18005721122 for necessary support
- Scenario 2: If a GP is wrongly tagged against a PAC by mistake during the initial tagging then click "Re tagging" button on the top left corner of the portal. A list of GPs is displayed (after selecting the district, block and PAC), then un-tick against the GP to be removed and click "Submit" button. In case of any other error please contact the helpline no 18005721122 for necessary support

Part B: Data Entry of 'Red Form/Suo Moto Deletion'

1. 'District', 'Block', "GP" will be prefilled and the user will not be allowed to modify/editsame in this screen.
2. After selecting a GP and on clicking **VIEW** button, the Draft Beneficiary List (DBL) belonging to that particular GP will be displayed.
3. Details of a particular farmer can also be searched by typing the farmers' name in "Enter the Farmer's Name" drop down list.
4. In the record of the farmer in the list, whose name is proposed to be excluded, enter the 'Sl. No. of the Farmer' in the column meant for the purpose. This serial number will be the one which is given against the name of this farmer in the GP wise DBL.
5. Farmer which is proposed to excluded from DBL, the same may selected by clicking on the Red Box, against record of that particular farmer. This exclusion may be on basis of verified Red forms or Suo Moto enquiries.
6. Further, if exclusion is proposed on basis of a Suo Moto enquiry then a tick on yesshall be placed on the box meant for the purpose.
7. Select a reason for deletion from the drop down list
8. Click on "Save as Draft " button to save the list as draft
9. A confirmation message will appear on the screen stating "Data Added Successfully".

Part C: View, Print or Edit 'Draft Exclusion List'

1. Click on "View Draft Exclusion List" tab (on e-form page)
2. After selecting the GP and clicking on **VIEW** button, the draft exclusion list will be displayed.
3. Click on "Export to PDF" option to display the data in PDF format and may use the same for taking a print out of the Draft List for the purpose of checking and validating with reference to entries in the Red Forms/other records.
4. After the verification of the draft list, if any inconsistency is found (such as missing record, wrong selection of beneficiary, wrong reason etc.), then click **EDIT** option. This will re-open the record of the particular beneficiary and after undertaking necessary corrections, the updated record is to be again saved by clicking **Save as Draft** button.
5. This process could be undertaken by PACS/GPNO on daily basis or as per requirement for validating data which has been entered as per part B, supra.

Part D: Approval of 'Draft Exclusion List' at PACS level

1. Click on "Approval of Draft Exclusion List" tab on e-form page
2. After selecting the GP and clicking on **VIEW** button, the draft exclusion list will be displayed.
3. Enter name and mobile number of the GPNO, thereafter click on the "Generate One Time Password (OTP)" button. On basis of this an OTP will be received on mobile number of GPNO.
4. If OTP is not received, click on "Resend OTP".
5. If after repeated attempts, OPT is not generated, then contact KALIA helpline no 18005721122 for necessary support.
6. Enter OTP in the text box displayed on same page.
7. Click on the **Validate OTP** button.
8. The final approved list will be displayed on the screen in the PDF form. Click on the "APPROVED" button to finally approve the list.

