

Approval and Activation of the New Local Groups by RCs

Open PGS-India Home page

Click LOGIN

Click Regional Council

Enter User ID and Pass word

On RC Home page Click Group

Click "New Group for Approval

List of Local Groups pending approval is displayed with provisional No, Total no of farmers, total area and Group Status as NOT CHECKED

Click SHOW

Following Window opens

[Change Group Status](#) [Group Details](#) [Group Member List & details](#) [Endorsement](#) [Go Back](#)

Change Group Status	
Group Current Status	Change Group Status
Not checked	Accepted Not Accepted

Check the Group details by clicking on Group details.

Click on "Group Member List & details"

Following window opens

Group Members List & Group Members Details

S.NO	Farmer Name	Village	Area Offered(Ha)	Checked Status	More Details
1	Xyz 1	rrr	00	Accepted	MORE
2	Xyz 2	rrr	00	Accepted	MORE
3	Xyz 3	rrr	00	Accepted	MORE
4	Xyz 4	rrr	00	Accepted	MORE
5	Xyz 5	rrr	00	Accepted	MORE

Click on **MORE** in last column

Following window opens

Change Farmer Status	Farmer Personal Details	Farm History Sheet	Go Back
Change Farmer Status			
Farmer Current Status		Change Farmer Status	
Accepted		Not Accepted	

Click on “**Farmer Personal detail**”

Farmer details will be displayed. If all details are OK and as per requirement, then

Click “**Farm History Sheet**”

Check farm history details

If there is any discrepancy please note for onward communication to Group

If all details are OK and as per requirement

Click “Change “**Farmer Status**”

Click **Accepted**.

In case if farmer details are insufficient and cannot be accepted then keep the status unchanged as NOT ACCEPTED

Now Click GO BACK

Click again Group Member List and Detail and Click more on another farmer and after checking click Accepted.

Similarly check all farmer details from list and Click Accepted.

Once all the members are accepted then go to

Click Endorsement

Check for the endorsement details. Check with the hard copy provided by the group. If it matches with hard copy then go back and

Click “Change Group Status”

Group current status is visible as Not Accepted

Click Accepted

Now window changes as follows:

Change Group Status	
Group Current Status	Change Group Status
Accepted	Not Accepted Activate Group

Click “**Activate Group**”

Prompt will ask you “Are you sure to activate the Group

Click OK

Now a window opens giving details of activated group

Please check, if everything is OK then

Click “Activate the Group”

Otherwise click Cancel and repeat the process of checking.

On being Activated

Message for Successful activation is displayed and Registration certificate is generated

Print Registration Certificate

Click Go back

Now this group has been shifted from New Group for Approval to Already Registered Group.

With the activation the LG Group Home page changes and displays functional buttons on left hand side.

