

# Operation of Regional Council Account

Only authorized RCs with valid user ID and password can access their PGS-India account.

On PGS-India Home page Click LOGIN

Click Regional Council

Enter User ID

Enter password

RC Home page opens

There are 8 functional Tabs on the RC Home page

1. **Home** – By clicking this tab you can return to your home page while working with any function.
2. **Group** – On bringing cursor on this tab a drop down window appears showing

New Groups for approval
Already registered Groups
Suspended Groups list
Activate again your suspended Group

By clicking “**New Group for Approval**” – a new window opens with list of groups, pending approval. If list is long then you can search the groups by selecting their Provisional Number.

By clicking “**Already registered Groups**” - a new window opens with list of groups, already registered. If list is long then you can search the groups by selecting their Group code or by selecting the State.

By clicking “**Suspended Groups list**” – a new window opens with list of suspended groups. If list is long then you can search the groups by selecting their Group code or by selecting the State.

By clicking “**Activate again your suspended Group**” – a new window opens with list of suspended groups. If list is long then you can search the groups by selecting their Group code or by selecting the State.

3. **Group Summary Decision** - On bringing cursor on this tab a drop down window appears showing

New Request for Summary Decision Approval
Approved Summary decision details and Print Certificates

By clicking on “**New Request for Summary Decision Approval**” a new window opens with list summary decisions submitted by local groups and are pending approval. Search can be made by selecting year and season.

By clicking on “**Approved Summary decision details and Print Certificates**” a new window opens with list of approved summary decisions. Search can be made by selecting year and season.

4. **Meeting Register** – By clicking on this tab you can see the list of all recent Meeting register records submitted by the LGs. Search can be made by selecting year and seasons. By search all earlier meeting records can be seen.
5. **Training Register** – By clicking on this tab you can see the list of all recent Training register records submitted by the LGs. Search can be made by selecting year and seasons. By search all earlier training records can be seen.
6. **Suspend Group** – By clicking on this tab a new window opens by which you can suspend any of the Active Local Group.
7. **Profile** – By clicking on this tab you can see your own RC profile and also can change your pass word. To see profile click on Profile

For change of password click “Change Password”.

8. **Logout** – By clicking on this tab you can close your home page and you go back to the PGS-India Home page.

