

# PGS-India Program

## Operation of LOCAL GROUP Account

Open PGS-India Net

Click LOGIN

Click LOCAL GROUP

Enter User ID

Enter password

You reach on the home page

If your Group is not yet Registered with RC, the home page will only show following message:

**WELCOME TO THE PGS INDIA LOCAL GROUP  
GROUP NAME**

If the Local Group has been approved and registration has been activated by the RC the home page will show following buttons on left hand panel

<a href="#">View &amp; Print Registration Certificate</a>
<a href="#">Group Meeting Register</a>
<a href="#">Training Register</a>
<a href="#">Peer Appraisal</a>
<a href="#">Group Summary Decision</a>
<a href="#">Peer Processing Handling</a>
<a href="#">Group Details</a>

1. **View & Print Registration Certificate**  
You can see and print your registration certificate issued by the RC

- 2. Group Meeting Register -**  
**Entry in Meeting Register** - You can make entry into Group meeting register. Every year at least six meetings need to be conducted and such records filled.  
**View meeting Record** – You can see the record of earlier meetings. Meeting record can also be searched by selecting the year
- 3. Training Register**  
**Entry in Training Register** - You can make entry into Group training register. Every year at least one training need to be conducted and such records filled.  
**View Training Record** – You can see the record of earlier meetings. Meeting record can also be searched by selecting the year
- 4. Peer Appraisal Crop Production**  
**Peer Appraisal crop production work sheets** - You can make entry into Peer Appraisal worksheet. Peer appraisals are to be done for each farmer members, once every season, every year. Separate work sheet need to be submitted for each farmer, for each season. In one year there can be from one to three appraisal worksheets, depending upon the number of times crops are taken.  
  
**View Peer Appraisal crop production worksheet** – You can see the record of earlier peer appraisals. Peer Appraisal record can also be searched by selecting the year and season.
- 5. Group Summary Decision**  
**Group summary decision** – When peer appraisal work is complete, the group reviews all the members’ appraisals and takes necessary decision about the certification status of each farmer member. Details of such decisions are filled in LG summary Decision sheets for submission to RC for their decision approval and grant of certificate. One summary sheet is prepared for every cropping season. Therefore in one year depending upon the number of cropping cycles have been taken there can be 1 to 3 LG summary sheets.  
  
**View group summary decision** – You can see the record of earlier LG summary decisions. Summary decision record can also be searched by selecting the year and season.
- 6. Peer Processing Handling**  
**Peer Appraisal Handling work sheets** - You can make entry into Peer Appraisal worksheet for processing and handling operations. Peer appraisals are to be done separately for each operation and for each processing facility. In case if the processing facility is taking both

conventional and organic processing then such peer appraisal sheets need to be filled before the start of organic processing.

**View Peer Appraisal crop production worksheet** – You can see the record of earlier processing and handling peer appraisals. Peer Appraisal record can also be searched by selecting the year and season.

**7. Group Details**

By clicking this tab you can see the details of your local group.