

Registration of New Local Group

Step 1 – On PGS-India home page click LOGIN

Click Local Group

If your group is already registered then enter user ID and pass word

If registering as new group for the first time, then click Register as New Group

Select your state

Click in Select Regional Council – List of Regional Councils will appear.
Click on the Regional Council, with whom you want to register your Group
(Without selecting State and Regional Council you cannot register)

Registration form window opens

Create your unique User ID. Program will tell whether that ID is available or not.
If not available then change the ID till it is indicated that “User ID Available”
Note the user ID

Select your password. It should be preferably of minimum 6 characters

Confirm password by re-entering the same password. Note down the pass word

Enter Group details – Name of Group, Group leader Name and Mobile No is mandatory.

Enter the address of your Group. Select District, select Block and then enter address details in box such as house No, plot no, street, Colony and City.

Click Submit

A prompt window will come asking “Are You sure that details provided are correct? No change will be possible once submitted.

If you are sure that details are correct then click OK

To go back for correction click Cancel

Do editing and click submit

Window will open as follows:

Your LoginId and Password has been successfully Created. Click login to Proceed for Data Entry

Group Name	XYZ RRRRRRRR
Group Leader Name:	ADCDFER
Group Login Details :	
Group LoginId:	XXXXXXXXXX
Password:	YYYYYYYYYY

Please Write down Your Login Id and Password for later login

If you want to print this click Print

If you want to proceed further for filling details of your members, then click LOGIN

Login Window will re-appear

Step 2 Enter your User ID and pass word

Click Login

You will reach your Home Page showing

Welcome to the PGS-India Local Group
XXXXXXXXXX

For filling individual farmer member details click "ADD FARMER"
A Farmer application form will open

Fill details as per the instructions
Field marked with asterisk (*) are mandatory and need to be filled compulsorily.

In Famil member name you can add as many members you want by clicking on "Add More family Members"

For selection of Irrigation facilities and Machines and tools multiple selection can be made by pressing Citrl button and clicking on items

In livestock column select animal and add their number in field against each

Similarly keep on filling all the fields

At the end there is a field for uploading Farm map. For this please draw a map on separate paper with all landmarks and locations. Scan it and store in the computer as JPG file.

This map file can be uploaded here.

Click "CONTINUE"

OK (if every thing is OK, else click cancel, edit and then again click continue)

Another window opens

Fill details on Soil testing and water testing done

Soil Testing Yes No

If yes then either up load scanned copy of report or else fill report by clicking on "Fill Report"

Similarly fill for water testing

Click Submit

OK

New Window opens for "Farm History Sheet"

There are three season forms for Summer, Rabi Kharif

First Summer season farm opens

Select the year

(Please remember that details are to be provided for last three years. This means if you are registering in 2013 then fill for 2010,2011 and 2012).

Fill details as per instructions

IF NO CROP WAS TAKEN IN THIS SEASON, THEN LEAVE THE FORM BLANK and click SKIP

New form for Rabi season opens

Fill details

Click Submit (or skip if no crop taken)

New form for Kharif season opens

Fill details

Click Submit (or skip if no crop taken)

(Please remember that at least one season details are to be provided compulsorily for each year)

Following Window will open

<p style="text-align: center;">Your xxxx Year Season Detail Successful Submit</p> <p style="text-align: center;">If You want to add more Season Detail</p> <p style="text-align: center;">Please Click To ADD MORE YEAR BUTTON</p>

Click Add More Year

Similarly fill the three season forms for second year

Submit

Again Click ADD MORE YEAR

Again fill the three season details for third year

Submit

Once three year details are submitted for different seasons

Submit

A new window open

Group Member Detail Successful Submit		
<p>If you want to add more group member Click ADD MORE GROUP MEMBER BUTTON</p>		
Add More Group Member	Preview and Print	Next

Click "Add More Group Member

Fill another member details till you come to last window as above

Fill details of all members of group
(A group must have minimum 5 members)

Once details of all the group members are filled (minimum 5)

At the end you can view the details of each member by clicking on
Preview and Print.

**Take a print out and get it signature by the member.
Such hard copies need to be maintained by the Local Group in a file.
The print out will be in three formats. First format will be application
form, second format will be farm History Sheet and third format will
be farmers Pledge.
All these pages are to be signed by the concerned member.**

Click Next

Following window opens

<p>Nominate Certification Team</p> <p>Group Leader : RAMJI BHAI</p> <p>Members :</p> <p>Use Ctrl key for multiple selection Select Minimum 4 members</p>

List of all group members are visible

Select the ones which you wanted to nominate as members of
Certification Team. Minimum 4 members need to be selected

Selection can be done by continuous pressing of Ctrl key and click on
each member one by one

Once done

Click Submit

Step 3 Endorsement of Local Group Window opens

Endorsement need to be obtained in hard copy first. Get endorsement from authorized authorities duly signed. Once done then fill details in this form from that hard copy.

Click Submit

Following window will open

**Please Print following documents for providing to
Regional Council in hard copy duly Signed by Authorized
signatory of local group and group members**

Print Application Form	Print Endorsement
Print Agreement	Print Terms of Reference
Proceed	

Print all the four forms and get them signed for submission to RC in hard copies

Then Click "Proceed"

Acknowledgement Receipt comes on Screen

Click Print

You will get the receipt of submission

Your Registration Process is Complete

Click LOGOUT

