Checking of Group Summary Decisions and Decision Endorsement by RC

Open PGS-India Home page

Click LOGIN

Click Regional Council

Enter User ID and Pass word

On RC Home page Click Group Summary Decisions

Click “New “Request for Summary Decision Approval””

A window open and list of pending Group Summary Decisions are displayed
Specific search can also be made by selecting year and season if different season summary decisions are visible.

Select the one to be processed for approval and Click “Get Details” in the last column

Summary Decision sheet is displayed as follows

<table>
<thead>
<tr>
<th>LOCAL GROUP SUMMARY WORKSHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>(To be submitted to the Regional Council for certification decision approval)</td>
</tr>
<tr>
<td>List of Local Group Farms to be Certified this Calendar Year</td>
</tr>
<tr>
<td>Calendar Year : 2013</td>
</tr>
<tr>
<td>Season : Kharif</td>
</tr>
<tr>
<td>Group Code : LG2000000002</td>
</tr>
<tr>
<td>(Assigned at the time of formation of the Local Group)</td>
</tr>
<tr>
<td>Group Name : LG XXXXXXXX</td>
</tr>
<tr>
<td>LEADER/Representative : ABCDEF</td>
</tr>
<tr>
<td>Total number of farmers : 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Member Code</th>
<th>Name</th>
<th>Total Organic Area</th>
<th>Status</th>
<th>Peer Apraisal Status</th>
<th>Peer Apraisal</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>xxxx</td>
<td>5</td>
<td>PGS GREEN</td>
<td>Not Checked</td>
<td>Show</td>
</tr>
</tbody>
</table>

☐ Approved ☐ Not Approved ☐ Return

SUBMIT GO BACK
The group status is displayed with Peer Appraisal status **NOT CHECKED**

Click on **SHOW** in last column of right hand side

List of farmers is displayed

In the last column against every farmer is “**SHOW PEER APPRAISAL**”

Click one by one on each farmer’s **SHOW PEER APPRAISAL** and check them

Peer appraisal form is visible in Part 1, Part 2, Part 3 and Part 4

Check all the 4 parts

Now give your decision as **Accepted** or **Not Accepted**

If accepted a Prompt will ask you to confirm

If OK then it goes back on Summary Sheet with status of that farmer changed to ACCEPTED.

Similarly check all farmers’ peer appraisals and give your decision on whether Accepted or Not Accepted.

**NOW GIVE YOUR DECISION**

And Click on any one of Radio Button

Approved

Not Approved

Return

(If all requirements are met and group has met all standard requirements then click **Approved**. In case if you feel that group has not followed procedure in respect of few farmers or their Peer appraisals are not proper then you can return the Summary Sheet with reasons and comments for modification to the Group, then Click **Return**. In case if you feel that Group has committed gross errors and is not deserved to be approved then click **Not Approved**) and give reasons for not approving)

While deciding on the approval of Group Summary Decision, details of Group meetings and Key Trainings are also need to be considered. If a group fails in these two requirements then certificate approval is subject to conditions. If same lapse is repeated then the decision is returned for correction.
In case if you click Return or Not Approved a text box opens for giving reasons for such decision.

If your decision is Approved then the accepted decision is displayed and you are asked to Confirm and Generate Certificate.

Click “Confirm and Generate Certificate”

Message is displayed that

Group Certificate Successfully Generated

Now Go back to home page

Click Group Summary Decision

Click “Approved Summary decision details and Print certificate”

List of approved summary decisions are displayed

In the last column on right hand side there is a command for Print Certificate

Click it for printing the certificate.

**Denial of decision**

In case if decision is **NOT APPROVED** or **RETURNED**

Then LG can see it by clicking “View Summary Decision”

No certificate is generated in such cases.