



గ్రామ-వార్డు సచివాలయము

ఆంధ్రప్రదేశ్ ప్రభుత్వం

Jan Bhagidhari - User manual

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1. INTRODUCTION

- As per the G.O.Rt.No.908 MA & UD (C1) Department, dated 21.12.2023, Government has decided to conduct Jan Bhagidhari Program from 09.01.2024 to 18.01.2024 to commemorate the inauguration of 125 Feet Dr .B.R. Ambedkar Statue & Memorial at Swaraj Maidan, Vijayawada on 19th January 2024.
- Different Events have been designed to be conducted at Village/Ward Secretariat, Mandal, District and State level.
- The government has constituted the State Level Committee for the successful conduct of the Jan Bhagidhari events.
- This committee will guide the District level officers, review and monitor the rollout of this program.
- Village & Ward Secretariats shall conduct the Jan Bhagidhari Program on any one of the dates between 07th January 2024 to 11th January 2024.

District level Committee

- The government has constituted the District level committee with the following members to plan, organize the outreach programs successfully.

A	District Collector	Chairperson
B	Joint Collector	Member-Convenor
C	District Panchayat Officer	Member
D	District Head Quarter Municipal Commissioner	Member
E	District Social Welfare & Empowerment officer	Member
F	Project Director, MEPMA	Member
G	Project Director, DRDA	Member
H	District Education Officer	Member

- District Collectors to appoint One Nodal Officer for monitoring of Jan Bhagidari Programme at District Level

Events to be conducted.

Segment	Activity	Responsibility
Village/ Ward Secretariats	<p>1. Invite citizens and Local Public Representatives to the Jan Bhagidhari Program on the day of the event for garlanding a framed photo of Dr BR Ambedkar.</p> <p>2. The size of the Photo Frame shall be 16X20 inch, the size of the flex banner shall be 4X6 feet. (Photo & Flexi banner to be printed locally- Design is available in the following url. https://gramawardsachivalayam.ap.gov.in/GSWS/Landing/Usermanuals.html</p> <p>2. After garlanding of Dr. BR Ambedkar Photo, all participants shall sign on a flex banner to pledge support and to walk in the path of Dr. B.R. Ambedkar.</p> <p>3. Motivate up to 5 people to participate in the inauguration of 125 Feet Dr.BR Ambedkar Statue & Memorial at Swaraj Maidan, Vijayawada on 19th January 2024.</p> <p>4. Beautification and Garlanding of Dr. BR Ambedkar Statues through Villages and Municipalities and taking the Constitution of India preamble pledge.</p> <p>5. Social Justice awareness programs in SC colonies.</p>	Panchayat Secretary / Ward Administrative Secretary in coordination with all other functionaries and volunteers in the Secretariat.
District level	<p>1. Marathons at Head Quarters</p> <p>2. District level Photo Exhibitions and suggested events such as- - Cultural programs (Traditional Music, Dance, Poetry Reading, Painting Exhibitions, Documentary and Short films screening on the life history of Dr. BR Ambedkar) - Blood Donation camps</p> <p>3. District Conclave on Dr.BR Ambedkar - Key Academics, individuals, representatives, and organizations working in the area of Social Justice and reform are to be invited to present their work.</p> <p>4. Human Chains - Large groups of people to hold hands and form a chain on the theme of social justice to break the Guinness world record. Chain can be formed between locations of significance to Ambedkarite ideals and social justice.</p> <p>5. Travel and route plans for the participants to attend the inauguration of 125 Feet Dr. BR Ambedkar Statue & Memorial at Swaraj Maidan, Vijayawada on 19th January 2024.</p>	District Level Committee
Schools	Competitions in all the schools of the state - Drawing	Panchayat Secretary /

	-Debate -Essay writing -Quiz	Ward Administrative Secretary with help of Head Masters and other staff.
Colleges	In all Universities and Colleges of the state -Debate and discussions for Students	District Level Committee
Media & Publicity	Radio/FM Channel/Video Broadcasting -AV Campaigning - encapsulating the details and ideology behind the prestigious project - on social media such as Youtube etc., -Print and electronic media coverage -Hoardings, Wall paintings, Brochures, T-Shirts & Merchandise	District Level Committee

Web Modules

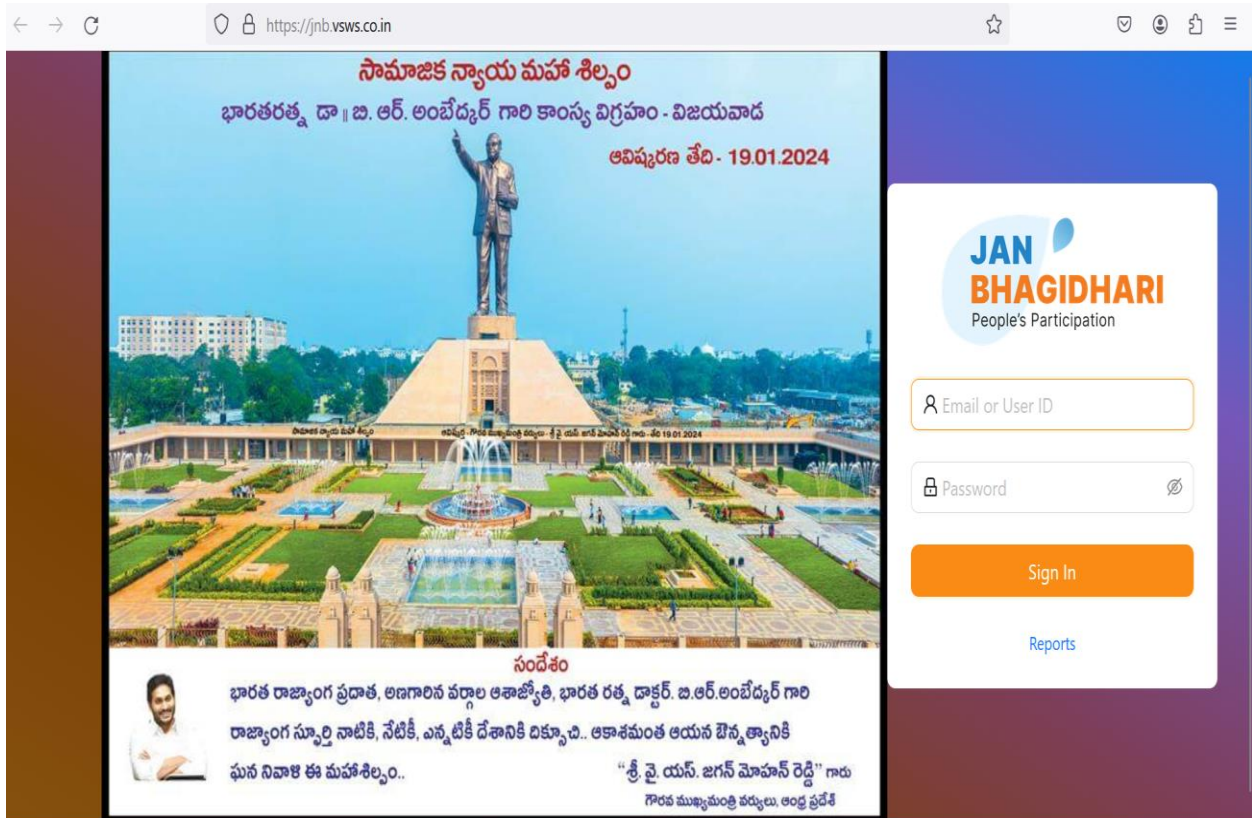
- The following mentioned activities related details are to be captured in the web modules developed in the Jan Bhagidhari portal by the following responsible officers.

S.No	Activities Name	Responsibility
1	Acknowledgement of Dr. B.R Ambedkar photo frame	Digital Assistant/Ward Education & Data Processing Secretary
2	Acknowledgement of flex Banner	Digital Assistant/Ward Education & Data Processing Secretary
3	Social Justice awareness campaigns	Welfare & Education Assistant/Ward Education & Data Processing Secretary
4	Details of garlanding at secretariat level- Photos, Banner	Digital Assistant/Ward Education & Data Processing Secretary
5	School level events capture	Welfare & Education Assistant/Ward Education & Data Processing Secretary
6	College level events capture	Welfare & Education Assistant/Ward Education & Data Processing Secretary
7	Registrations for attending programme at Vijayawada on 19.01.2024	Welfare & Education Assistant/Digital Assistant/Ward Education & Data Processing Secretary
8	District level events capture	District Social Welfare & Empowerment officer

2. Logging into the Portal:

2.1. URL :

To access the Jan Bhagidhari - People's Participation portal, users can navigate to the following URL: <https://jnb.vsws.co.in>



2.2. Logins and Credentials:

- All the **Welfare & Education Assistant (WEA)**, **Ward Education and Data Processing Secretary (WEDPS)**, **Digital Assistant (DA)** can access the portal with the same logins being used by them for Consistent Rhythms (CR) and Hardware Management Portal (HMS).
- District level logins shall be obtained from the DC/ADC, GSWS of respective Districts

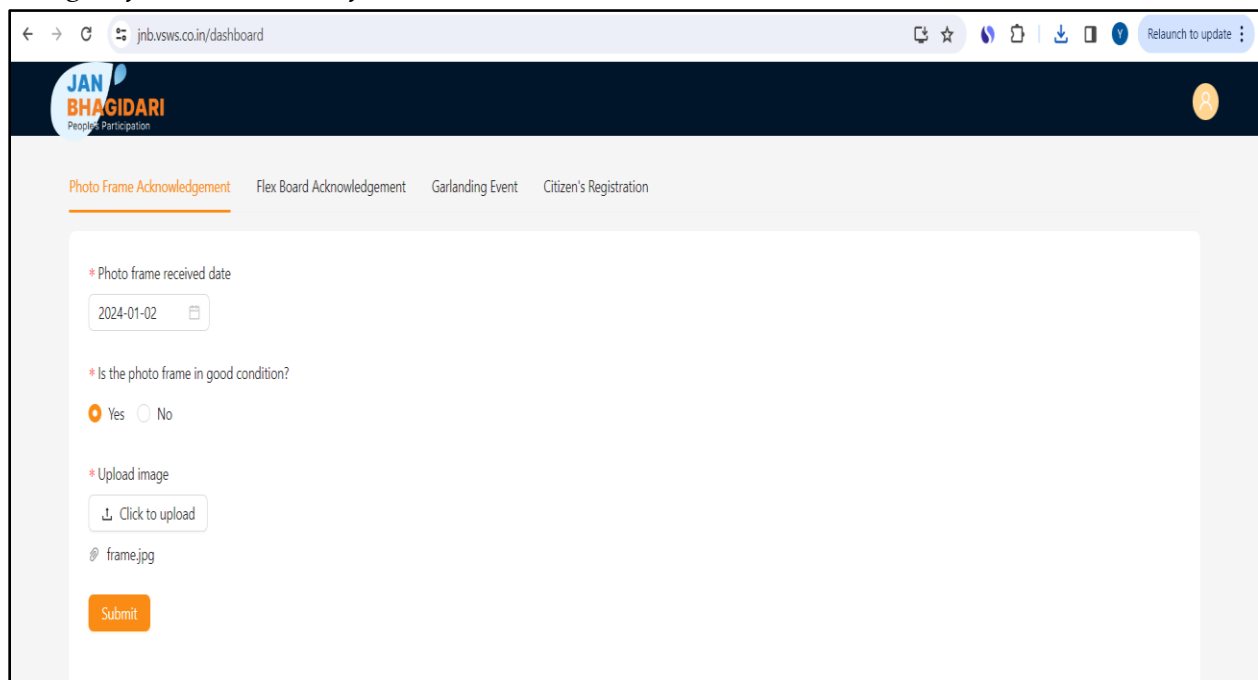
3. Module Details as per Logins

3.1 Photo Frame Acknowledgement:

- The module shall be available to DA/WEDPS
- Upon clicking this module, DA need to submit the below details of the photo frame as shown in the below Screenshot:
 - The Date on which Photo frame was received.
 - Condition of the Photo frame.
 - Required to upload an image of the Photo frame

Note: Data once submitted cannot be reverted back, hence check the details before submitting the data.

(Image before submission of the data:)



The screenshot shows a web browser window with the URL `jnb.vsws.co.in/dashboard`. The page header includes the logo for 'JAN BHAGIDARI' with the tagline 'Peoples Participation'. Below the header, there are navigation tabs: 'Photo Frame Acknowledgement' (which is selected), 'Flex Board Acknowledgement', 'Garlanding Event', and 'Citizen's Registration'. The main content area contains a form with the following fields:

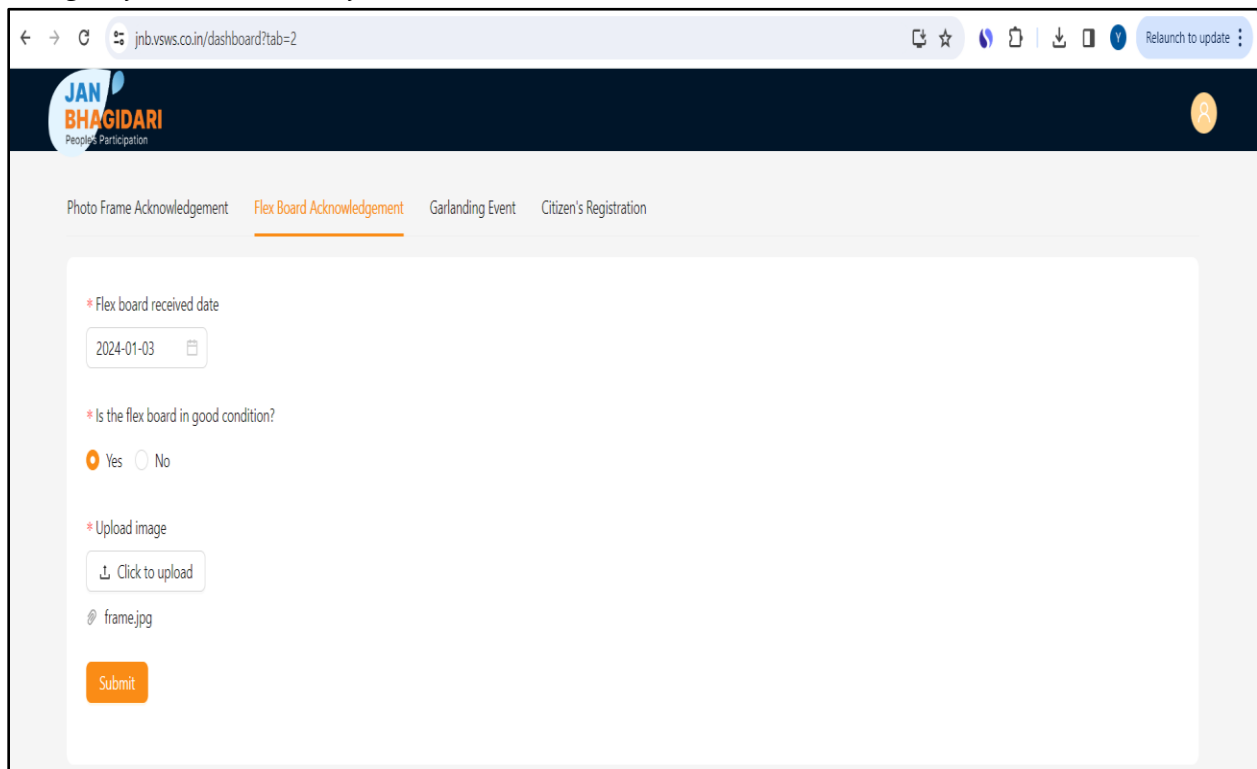
- A required field for 'Photo frame received date' with a date picker showing '2024-01-02'.
- A required field for 'Is the photo frame in good condition?' with radio button options for 'Yes' (selected) and 'No'.
- A required field for 'Upload image' with a 'Click to upload' button.
- A file name 'frame.jpg' is displayed below the upload button.
- An orange 'Submit' button is located at the bottom of the form.

3.2. Flex Board Acknowledgement:

- The module shall be available to DA/WEDPS
- Upon clicking this module, users need to submit the below details of the Flex Board as shown in the below Screenshots:
 - The Date on which Flex Board was received.
 - Condition of the Flex Board.
 - Required to upload an image of the Flex Board.

Note: Data once submitted cannot be reverted back, hence check the details before submitting the data.

(Image before submission of the data:)



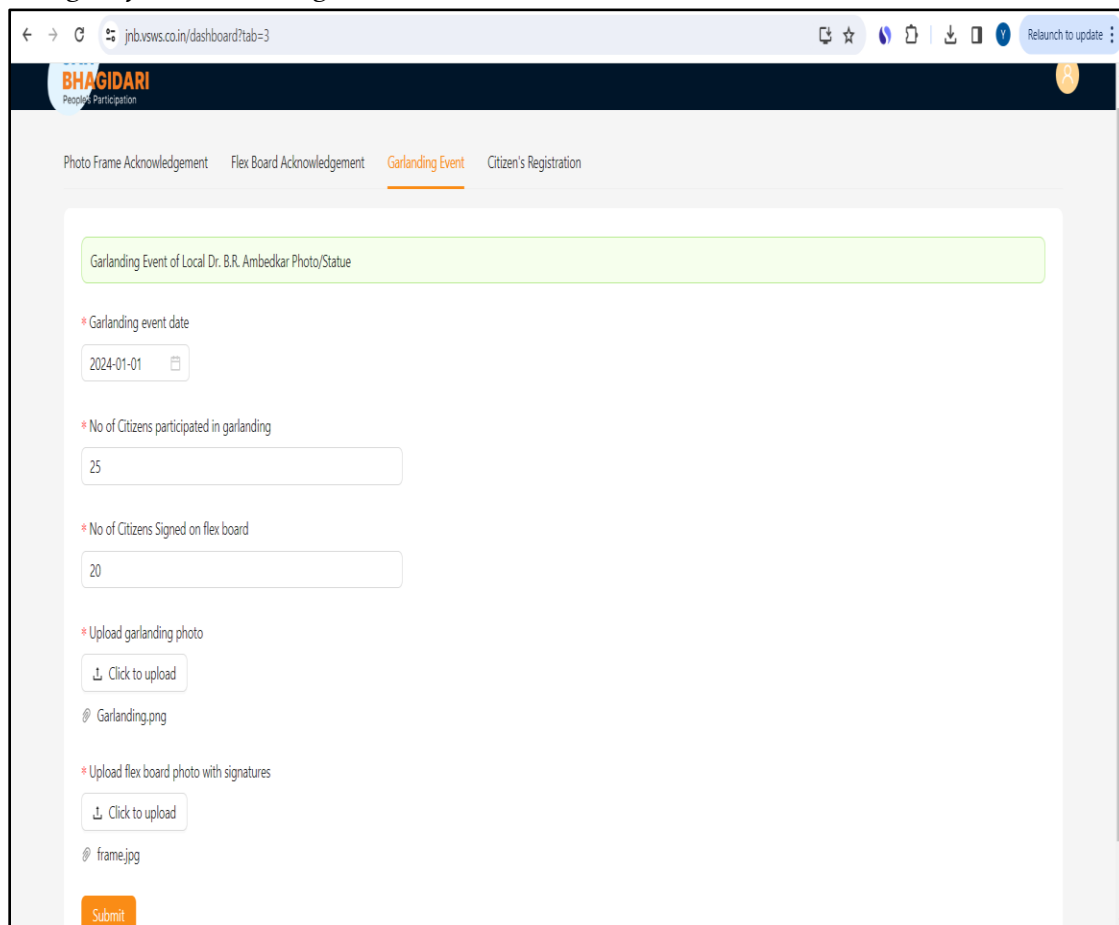
The screenshot shows a web browser window with the URL `jnb.vsws.co.in/dashboard?tab=2`. The page header features the 'JAN BHAGIDARI' logo with the tagline 'People's Participation' and a user profile icon. The main navigation bar includes 'Photo Frame Acknowledgement', 'Flex Board Acknowledgement' (which is highlighted), 'Garlanding Event', and 'Citizen's Registration'. The form content includes:

- A required field for 'Flex board received date' with a date picker set to '2024-01-03'.
- A required field for 'Is the flex board in good condition?' with radio buttons for 'Yes' (selected) and 'No'.
- A required field for 'Upload image' with a 'Click to upload' button and a file name 'frame.jpg'.
- A 'Submit' button at the bottom.

3.3. Garlanding Event:

- The module shall be available to DA/WEDPS
- The Users need to submit the following details for this event:
 - Users need to choose the date on which the Garlanding Event was organized.
 - Input the total number of citizens who participated in the garlanding event.
 - Provide the number of citizens who signed on the flex board during the event.
 - A photo capturing the garlanding event with citizens.
 - A photo of the flex board with citizen's signatures.
 - **Note: Data once submitted cannot be reverted back, hence check the details before submitting the data.**

(Image before submitting the data:)



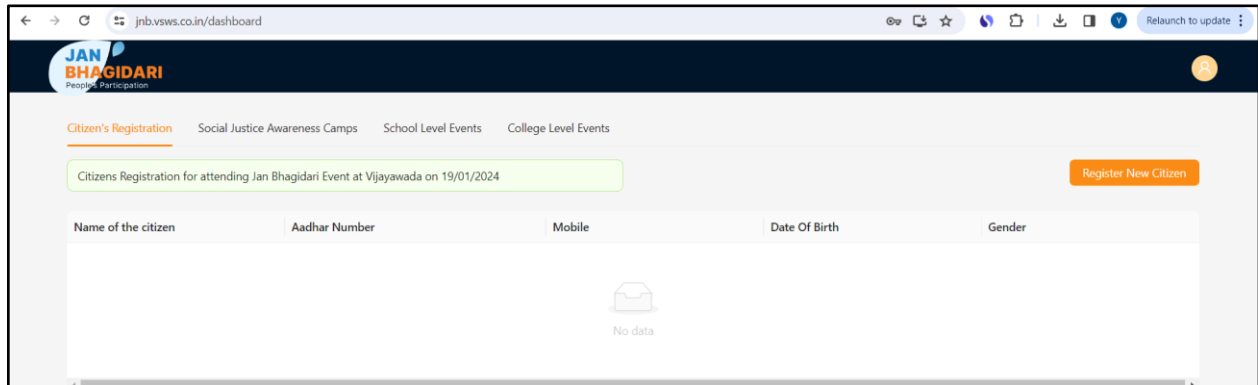
The screenshot displays a web browser window with the URL `jnb.vsws.co.in/dashboard?tab=3`. The page header features the logo "BHAGIDARI" with the tagline "People's Participation". The navigation menu includes "Photo Frame Acknowledgement", "Flex Board Acknowledgement", "Garlanding Event" (which is highlighted), and "Citizen's Registration". The main content area shows a form titled "Garlanding Event of Local Dr. B.R. Ambedkar Photo/Statue". The form contains the following fields and elements:

- * Garlanding event date: A date picker showing "2024-01-01".
- * No of Citizens participated in garlanding: A text input field containing "25".
- * No of Citizens Signed on flex board: A text input field containing "20".
- * Upload garlanding photo: A "Click to upload" button and a file name "Garlanding.png".
- * Upload flex board photo with signatures: A "Click to upload" button and a file name "frame.jpg".

At the bottom of the form is an orange "Submit" button.

3.4 Citizen's Registration:


- The module shall be available to DA/WEDPS/WEA login
- The Citizen's Registration module allows users to register citizens for attending the Jan Bhagidari event in Vijayawada on January 19th, 2024.
- Click on the "Register a New Citizen" button, as shown in the image below.



The screenshot shows a web browser interface for the 'JAN BHAGIDARI' portal. The URL is 'jnb.vsws.co.in/dashboard'. The page has a dark blue header with the logo and a navigation menu with options: 'Citizen's Registration', 'Social Justice Awareness Camps', 'School Level Events', and 'College Level Events'. Below the menu, there is a green input field containing the text 'Citizens Registration for attending Jan Bhagidari Event at Vijayawada on 19/01/2024' and an orange 'Register New Citizen' button. A table with the following columns is visible: 'Name of the citizen', 'Aadhar Number', 'Mobile', 'Date Of Birth', and 'Gender'. The table is currently empty, displaying a 'No data' message with a folder icon.

- Users need to input the Aadhaar number and click on the submit button.
- Upon submission, the available details in the household details will be prepopulated.
- Review the pre populated details and add any missing information if necessary.
- Submit the details once all required information is provided.
- If Entered Aadhaar is not found in the HH database, it will display that "no data is found" with the given Aadhaar number.

× Register

* Aadhar Number 

200457784967

* Name of the citizen

VENNELA

* Date Of Birth

2017-04-27

* Gender

Male

* Mobile number

+91 7893335169

× Register

* Aadhar Number

632016875323



Sorry, No data found

(Image after submitting the details.)

जन भागीदारी
Participation

Photo Frame Acknowledgement Flex Board Acknowledgement Garlanding Register a Citizen

Citizens Registration for attending Jan Bhagidari Event at Vijayawada on 19/01/2024

Name of the citizen	Aadhar Number	Mobile	Date Of Birth	Gender
VENNELA	XXXX XXXX 4967	7893335169	2017-04-27	Male

3.5. Social Justice Awareness Camps:

- The module shall be available to WEA/WEDPS logins
- In this module, the WEA/WEDPS will have to initially schedule a Social Justice Awareness Camp by entering the below details,
 - Name of the Gram Panchayat.
 - Name of the Street.
 - Name of the Habitation.
 - Date of the Event.

Gram Panchayath	Habitation Name	Colony Name	Camp Scheduled Date	Action

Note: Upon scheduling the event, the event will be listed in the login, against which the WEA will have to update details upon conducting the event.

(Image before updating event details:)

Gram Panchayath	Habitation Name	Colony Name	Camp Scheduled Date	Action
Rentachinthala	Atakanthippa	New Balaji street	2024-01-05	Upload Camp Details

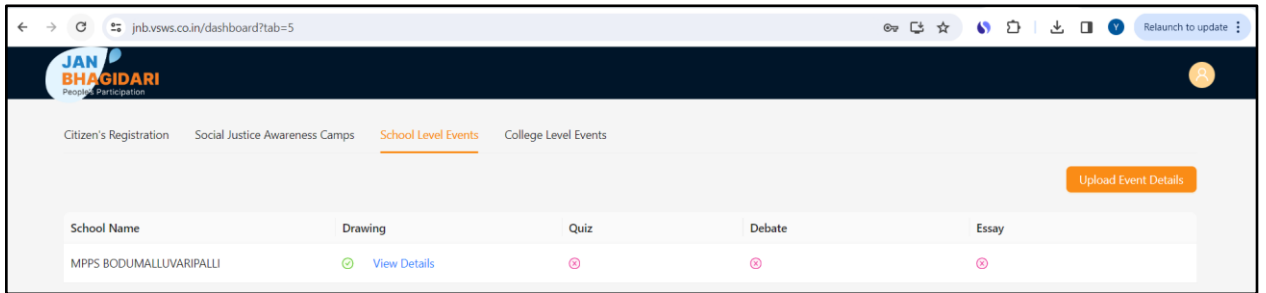
Uploading Event Details: The WEA will have enter the below details:

- Number of People's participated.
- Name of the Chief guest attended.
- Upload Group Photos of the Citizen's attended for the camp.
- Upload short video of the camp.

Gram Panchayath	Habitation Name	Colony Name	Camp Scheduled Date	Action
Rentachinthala	Atakanthippa	New Balaji street	2024-01-05	Upload Camp Details

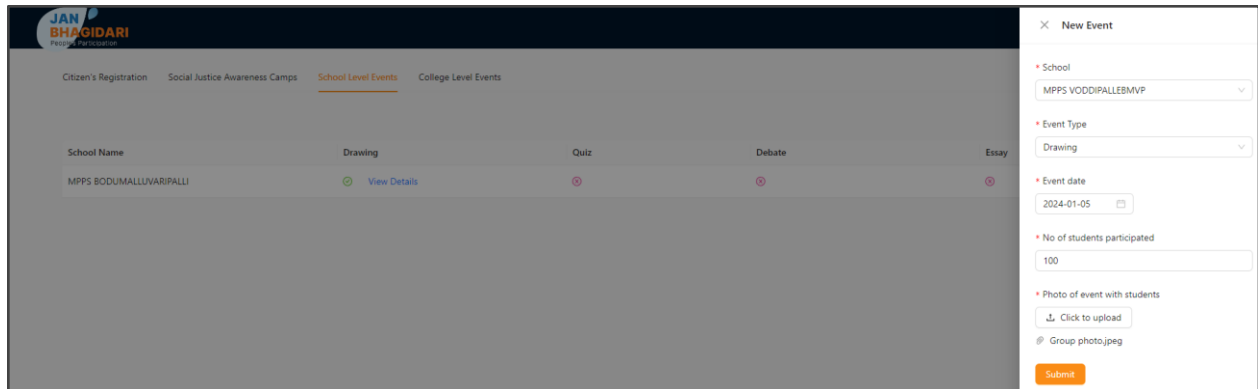
3.6 School Level Events:

- The module shall be available to WEA/WEDPS logins



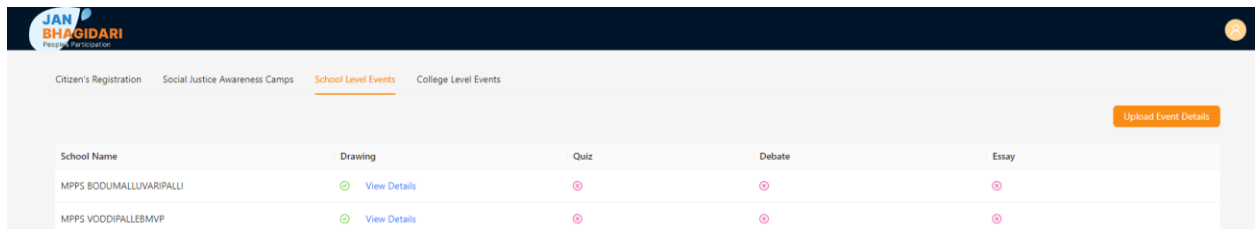
In this module, the WEA /WEDPS will have to update details for 4 types of events which can be conducted in all schools mapped to their Secretariat. The details include,

- Selection of School.
- Selection of Event Type - Drawing/ Quiz/ Debate/ Essay
- Event Date.
- No. of Students Participated.
- Photo of Event with Students.



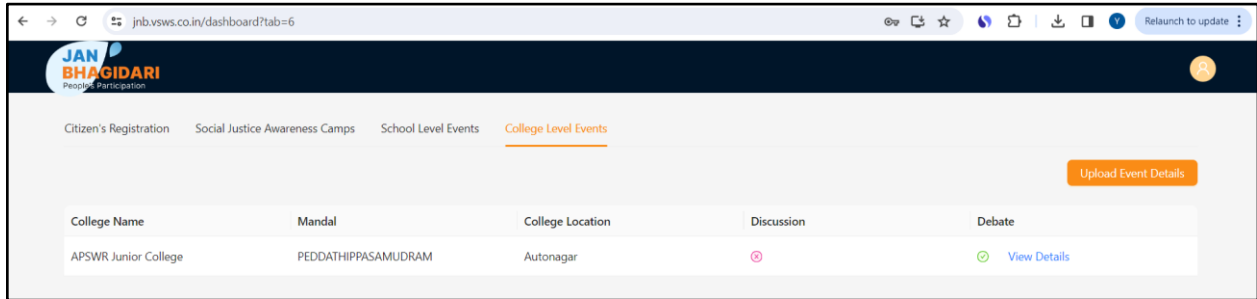
Upon adding details for an event, status for that event under the School Name would be listed, with an option to view the details.

Note: Once an event details are added for a School, any additional details updated will only be updated for that event but will not be added as an extra event.



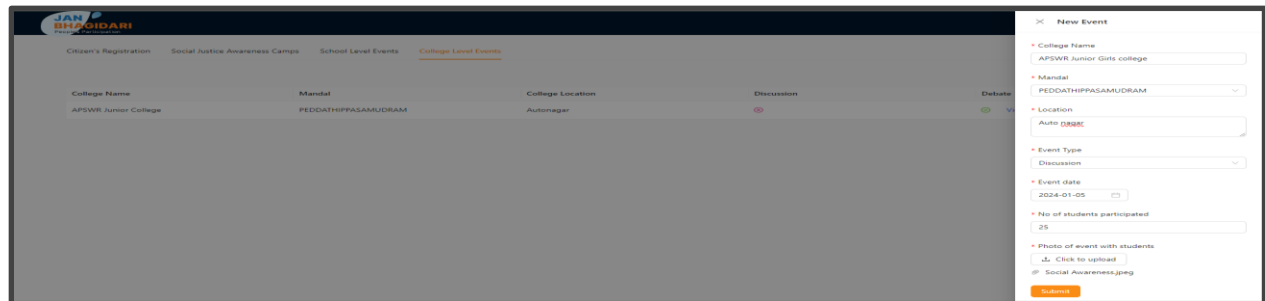
3.7 College Level Events:

➤ The module shall be available to WEA/WEDPS logins

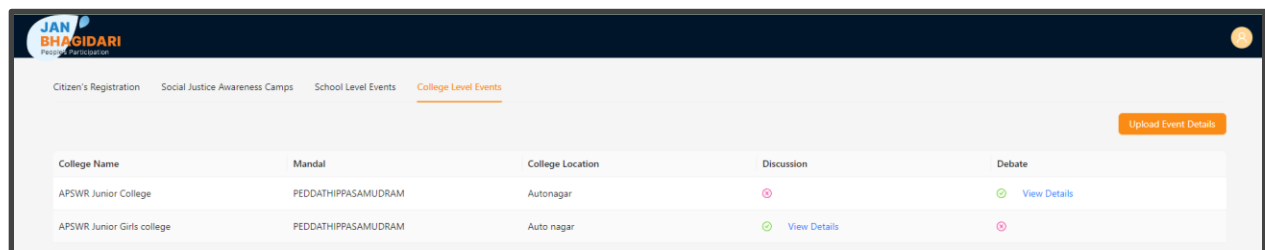


In this module, the WEA/WEDPS will have to update details for 2 types of events which can be conducted in all colleges mapped to their Secretariat. The details include,

- Entry of College Name.
- Selection of Mandal.
- Entry of College Location.
- Selection of Event Type - Discussion/ Debate.
- Event Date.
- No. of Students Participated.
- Photo of Event with Students.



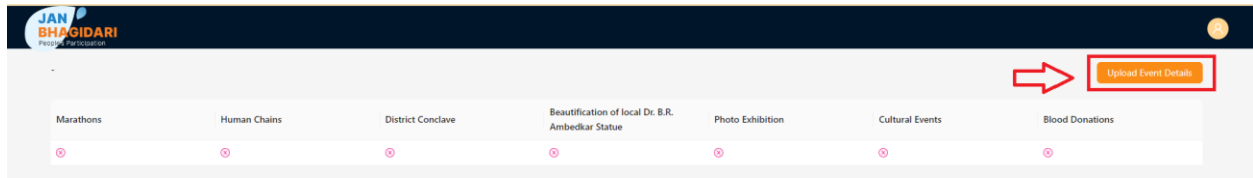
Upon adding details for an event, status for that event under the College Name would be listed, with an option to **“view the details”**.



4. District Level Modules

- District level login created to District Social Welfare & Empowerment officer, login credentials shall be obtained from DC/ADC, GSWS of respective District.
- Upon accessing the portal, the user can see the names of the modules displayed on the screen with empty details. The user needs to follow the steps outlined below :

Click on the "Upload Event details " button located on the top right of the screen as shown in the below image.



4.1 Upload Event Details:

Choose the event type from the list of events:

- Marathon
- Human Chains
- District Enclave
- Beautification of Local Dr.B.R Ambedkar Statue
- Photo Exhibition
- Cultural Events
- Blood Donation Camps

4.2 Submit the Event Details:

Fill in the details of the event, including:

- Event organized date
- Total citizens participated
- Location of the Event
- Upload photos of the event with citizens
- Upload videos of the event with citizens

A screenshot of a form titled 'Upload Event Details'. The form has a close button (X) at the top left. It contains several input fields:

- A dropdown menu for event type, currently set to 'Marathons'.
- A text input field for 'Marathon event length (kms)' with the value '20'.
- A date input field for 'Event date' with the value '2024-01-05' and a calendar icon.
- A text input field for 'Event Location' with the value 'NTR Circle' and a location pin icon.
- A text input field for 'No of Citizens participated' with the value '200'.
- A text input field for 'Name of chief guest participated' with the value 'Karanam Malleeswari'.
- A section for 'Photo of event with citizens' with a 'Click to upload' button. Below it, it says 'Max upload 5 photos' and lists two uploaded files: 'Marathon1.png' and 'marathon.png'.
- A section for 'Event videos' with a 'Click to upload' button. Below it, it says 'Max upload 3 videos' and lists one uploaded video: 'Vizag Navy Marathon _ Vizag _ visakhap...'.

At the bottom of the form is a blue 'Submit' button.

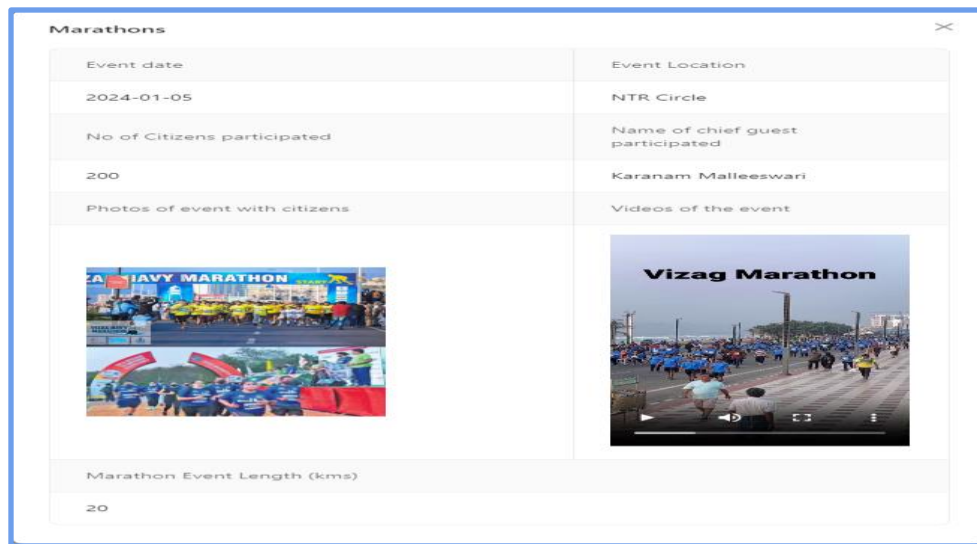
Note: After clicking on the "Submit" button, the Details will be saved successfully and reflected In the dashboard overview

4.3 Dashboard Overview:

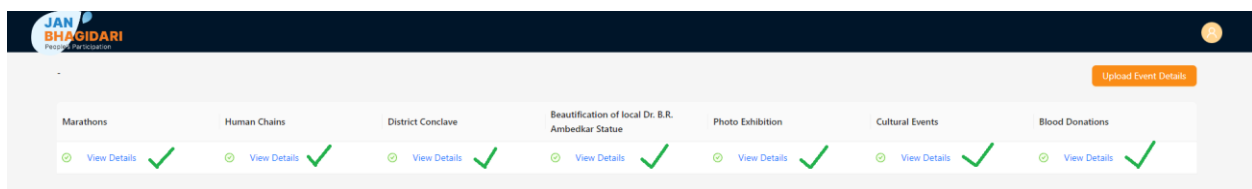
- After adding the event, the details of that event will be reflected in the dashboard, as shown in the image below.



- Click on the "View Details" button to view the submitted details about the specific event.

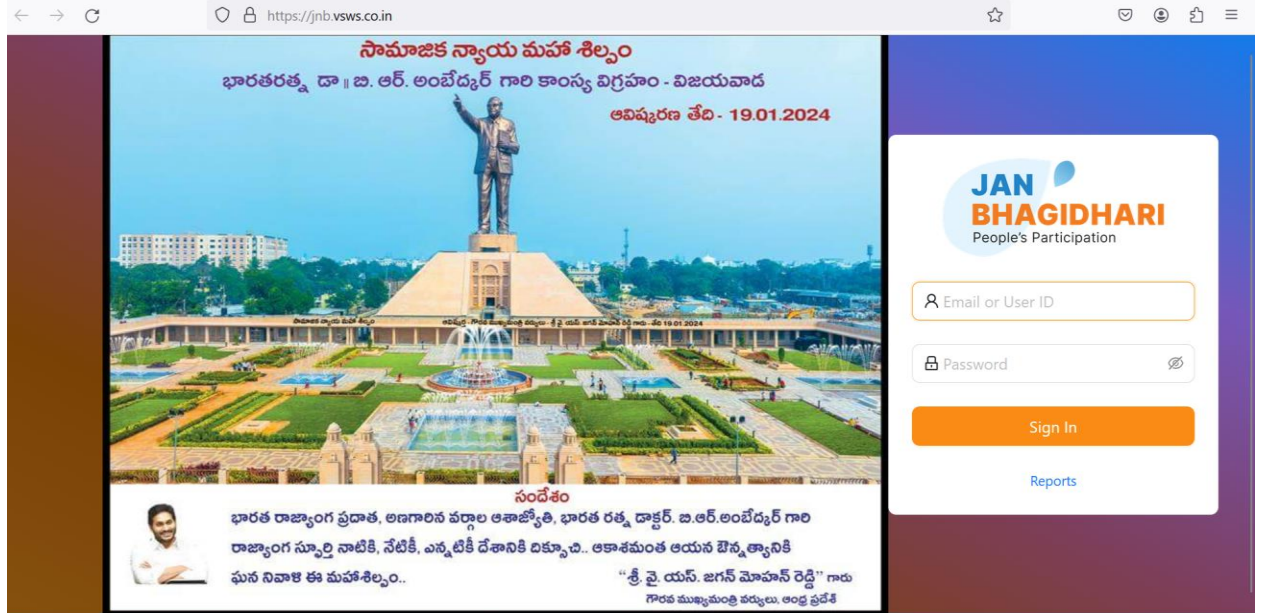


- **Note: Please follow the same instructions to upload the details for the other modules available .**
- Upon successfully uploading the details for all the events, each event will be marked with a 'green' tick to indicate the successful submission as shown in the below image. To view the submitted details, click on the 'View Details' button associated with the respective event.



5. Reports

- Village / Ward Secretariat Level, Schools / College and District level Reports are available in the same webportal home page <https://jnb.vsws.co.in/> under Reports section in the home page as shown below.



6. Technical Support

In the event of encountering any technical issues and errors in the portal, Users are instructed to contact our Support team for resolution. The Support team's contact information are as follows:

Email: support@vsws.co.in

Or contact us at

+91 9154409884

+91 9154372352

+91 9154409886

+91 9154409663