

Tehsil Divas Software - Operational Guidelines

Ver. 1.0 Release Date 14-July-2008

1. The User id and passwords for Level 1 users (Super User- Unique for Each District for NIC officers) has been created and attached herewith.
2. The Level 1 users can sign in using URL <http://lokvani.up.nic.in/login.aspx>
3. You are requested to change both of the passwords provided immediately after first login.
4. Please verify the Tehsils, Blocks, Thana, Village and Designation list of your district using the reports option provided in menu.
5. In case of any discrepancy found in the lists describe above in point 4, you may use the attached Census master database of entire UP, to add/delete the Village/Tehsil/Thana/Block of your district. Compile the list as per the report option and send to ajai@up.nic.in for updation in master database.
6. You are requested to get entered officers details of your district using officer management menu at the earliest.
7. Please make sure that officers list is entered before complaints/applications entry as complaints/applications will be marked online to the officials using this officers table only.
8. The unique user-id and password (Level 3-Tehsil Level Agency) may be created for selected vendors for Tehsil level application entry, marking and disposal.
9. The admin user for the district (Level 2-District Level Administrator) may be created for managing the complaints viz. change in status of complaints, Change officer marked, change action details etc. at district level.
10. The URL for login to Level 2 & Level 3 users will be <http://lokvani.up.nic.in>
11. The entire application is Unicode compliant with Remington Type of Keyboard and at the client side only window XP / window 2000 or above is required. As such, there is no need of Unicode installation at the client side.
12. However, at the client side Unicode with Hindi Indic support may be installed, if user wants to use different layout of the keyboard.
13. Level 3 user (Tehsil Divas- Agency User) can either enter the complaint and then mark the complaints using two different options or Enter as well as mark the complaints using the single option.
14. In the complaint form except Block, Thana, Village (all in the combo list) and old complaint number details, all the fields are mandatory.
15. Tehsil Agency User (Level-2) may test the software and feed the dummy complaints up to the 15-July-2008 11:30 AM. After that the complaint table will be initialized for data entry of the actual received complaints.
16. Tehsil agency users may be asked to start entry of the complaints, from 15-July-2008 Tehsil Divas, as per the guidelines of the GO issued earlier.