

Register Self Help Group

General Description

This module facilitates the management of Self Help Group details. The Self-help group details can be added, modified, viewed and verified through this module. This can be done by **Block level** user or by a user having **Block level** permission. District, state and MoRD can view the details.

Registration Self Help Group

Add/Modify option is available in the menu under Register Self Help Group- Add. As you choose to add a SHG, following details associated with SHG are required:

- Select GP
- Select Village
- Search By SHG Code
- Add SHG button

Bank Details

- Bank Name
- Bank Branch Name
- Saving Bank Account Number
- Date of opening of account

SHG Functioning Details

- Micro-Plan Prepared
- Basic SHG Training
- Bookkeeper Identified
- Standard Bookkeeping Practices
- Meeting Frequency
- No. of times bank Linkage happened
- Monthly Amount of Saving per member

SHG Member details

- Member Name
- Father/Husband Name
- Social Category
- Sub Category (Disability/(BPL/APL)/Religion)
- Gender
- PIP Category
- Leader
- UID/ Aadhaar
- SECC No.
- Mobile Number

Two Buttons viz. **Save** and **Close** appear at the bottom.

Screen Description

Fig. 5.70 provides a sample picture of the **Add Self Help Group** form as it appears on your screen. * **Fields are Mandatory**. This indicates that the fields marked with asterisks must be filled-in and cannot be left blank.

Add Self Help Group

** Are Mandatory Field*

State Name	District Name	Block Name
ODISHA	GANJAM	BUGUDA
Gram Panchayat*	Select	Village*
Select		Select

SHG DETAILS

Self Help Group (SHG) Name*		SHG Type*	Select
Promoted by	Select		
Date of Formation*			

BANK DETAIL

Bank Name	Select	Savings Bank Account Number	
Bank Branch Name	Select	Date of Opening of Account	

SHG FUNCTIONING DETAILS

Micro-Plan Prepared	Select	Basic SHG Training	Select	Bookkeeper identified	Select	Standard Bookkeeping practices	Select
Meeting Frequency	Select	No. of times Bank Linkage happened <small>(Mention only the number of loans taken and repaid)</small>	0	Monthly Amount of saving per member <small>(< 600)</small>	0		

SHG Members Details

[Add More](#) [Delete](#)

S.NO.	Member Name*	Father/Husband Name*	Social Category*	Sub Category			Gender*	PIP Category	Le...
				Disability	Religion	BPL/APL*			
1			Select	No	Select	Select	Female	Select	Select

save Close

Fig 5.70

Please refer new screenshot below.

Fig 5.70

Add Self Help Group form contains following **fields** as indicated below.

- **Select GP:** This field specifies the name of the Grampanchayat.
- **Select Village:** This field specifies the name of the Village.
- **SHG Name:** This field specifies the name of the SHG.
- **SHG Type:** This field specifies the type of the SHG which can be New/Revived/Pre nrlm
- **Date of Formation:** This field specifies the date of formation of SHG.
- **Promoted By:** This field specifies who has promoted the SHG which can be NRLM/State Project/NGO/Any Other.

Bank Details

- **Bank Name:** This field specifies the name of the bank.
- **Bank Branch Name:** This field specifies the name of the bank branch.
- **Savings Bank Account Number:** This field specifies the bank account number.
- **Date of opening of account:** This field specifies the date of opening of account.

SHG Functioning Details

- **Meeting Frequency:** This field specifies the frequency of SHG meeting which can be Weekly / Fortnightly / Monthly.
- **Number of times bank Linkage Happened:** This field specifies the number of times the Group has availed the bank loan (mention here the number of loans which are already repaid fully by the group. Don't mention the loans being repaid because those will be monitored separately on monthly basis). User have to select the number from the list.

- **Monthly Saving Per Member:** This field specifies the monthly saving per member.
- **Active Loan Account No:** This field specifies the bank account no. which is active for Loan.
- **Micro Plan Prepared:** This field specifies whether the micro plan is prepared or not which can be Yes/No.
- **Basic SHG Training:** This field specifies the basic SHG training has happened or not which can be Yes/No.
- **Standard Bookkeeping Practices:** This field specifies whether the bookkeeper is identified or not which can be Yes/No.
- **Capital subsidy /grant received prior to NRLM:** This field specifies the subsidy or grant received prior to NRLM.
- **Bookkeeper Identified:** This field specifies whether the bookkeeper is Identified or not which can be Yes/No.
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Fig. 5.7

How to Add Self-help group

To be able to **add Self-help group**, follow the steps given below:

1. Invoke the **NRLM web application**. **Add/Modify** option will be visible on the left menu under **Register Self Help Group** - Add once you login to the website using your **User ID** and **Password**. See **Login** section for more details.
2. Click **Add/Modify option** to open add **Self-help group** form.
3. **Add Self-help group** form displays all the fields required. You will notice that there are certain fields marked with * sign, which means that they are mandatory for you and required to be filled in.
4. Select Grampanchayat.
5. Select Village.
6. Enter SHG Name.
7. Select SHG Type.
8. Select date of formation.
9. Select promoted by.
10. Select bank name and bank branch name.
11. Enter bank account number.
12. Select date of opening of account.

13. Select Micro plan prepared, Basic SHG Training, Bookkeeper identified, Standard Bookkeeping practices, Meeting frequency, Bank linkage happened, Monthly Saving Per Member.
14. Click the **Save SHG** button to save the Self-help group details.
 - In case you choose to **save** the details, a message: **Are you sure you want to add this SHG** is displayed. Click OK to to continue adding the SHG. A confirmation message : SHG Added Successfully : SHG Code#### will be displayed where #### represents the SHG code.

What happens when the Self-help group is saved?

The newly created Self-help group would be saved and is available for further modification.

Messages

As you add Self Group details, you may be prompted with one of the following messages.

S.No	Message	Reason	Expected Action from the user
1.	Can't be empty	This indicates that, this field is mandatory. This message is displayed when you click Modify button.	Click OK to resume and enter valid data.
2	Special Characters Other Than (Space) are Not Allowed.	This indicates that only alphabets and space is allowed.	Click Ok to resume and enter valid data
3	Must be a number.	This indicates that only numeric values are allowed.	Click OK to resume and enter valid data.
4	SHG Added Successfully : SHG Code####	This indicates that the SHG has been successfully added	Click ok to resume.

Modify Self-help group

As you choose to modify self-help group, following details associated with the self-help group are required:

1. GP
2. Village Name
3. Search with SHG Code

Screen Description

Provides a sample picture of the **Modify Self Help Group** form as it appears on your screen. The title of the form viz. **Modify Self Help Group** is displayed at the top.

Select GP -- Select -- Select Village -- Select -- Or search by SHG Cc Search

Add SHG

Fig. 5.73

As you select the GP and Village the self groups name are displayed along with a modify button corresponding to each name as shown in Fig. 5.74.

Select GP APATI Select Village APATI Or search by SHG Cc Search

Show 10 entries Search:

S.no	NRLM SHG Code	SHG NAME	No. Of Members	Status	Reason	Edit SHG
1	122	ANJANA SVAYAM SAHAYATA	19	Incomplete	Members not updated	
2	125	KULSWAMINI MAHILA	10	Incomplete	Members not updated	
3	124	MAULI	14	Incomplete	Members not updated	
4	130	OM SHREE GANESH MAHILA	12	Incomplete	Members not updated	
5	240467	RAMABAI MAHILA BACHAT GAT	10	Incomplete	Members not updated	
6	127	SADGURU KRUPA SVAYAM SAHAYATA MAHILA	10	Incomplete	Members not updated	
7	128	SHREE KRUPA MAHILA	10	Incomplete	Members not	

Fig. 5.74

Modify In order to modify self-help group details you need to click on the Edit SHG icon corresponding to the group you wish to edit. The details are displayed in editable mode

Select GP *	APATI	Select Village *	APATI	SHG Code	122
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SHG Detail

SHG Name *	ANJANA SVAYAM SAHAYATA	Date of Formation *	01-03-2001
SHG Type *	Pre-NRLM	Promoted By	-- Select --
Date of Co-Option *		SHG Status *	Active

Bank Details:

Bank Name	RAIGAD DISTRICT CENTRAL CO OP B/	Branch Name	VAVOSHI
SB A/C No.	2313	Date of A/C Opening	01-03-2001

Note: Kendriya Sahakari Bank's / Zila Sahkari Bank's / District Cooperative Banks are renamed as DCCB 'DISTRICT NAME'.

SHG Functioning Details

Meeting Frequency *	Monthly	Bank Linkage happened (closed loans only)	0	Monthly Saving per Member *	50
Active Loan A/C No.		Micro Plan Prepared *	No	Basic SHG Training *	No
Standard Bookkeeping Practices *	Yes	Capital subsidy /grant received prior to NRLM			
BookKeeper Identified *	-- Select --				

Back
Update SHG
Update Member

Fig 5.75

- **Back:** This button takes the user back to the SHG list.
- **Update SHG:** This button allows you to update the details of the self-help groups.
- **Update Member:** This button allows you to save the update the member details of the self-help group.

How to Modify Self Help Group

To be able to Modify Self-help group, follow the steps given below:

1. Invoke the **NRLM web application**. **Add/Modify** Self Help Group option will be visible on the left menu under Register Self Help Group - Modify once you login to the website using your **Userid** and **Password**. See **Login** section for more details.
2. Click **Add/Modify option** open Add/Modify self-help group form.
3. **Add/Modify Self Help Group form** displays all the fields required. You will notice that there are certain fields marked with *sign, which means that they are mandatory for you and required to be filled in.

4. Select GP-Village and Name of SHG. The self-help group names are displayed along with a edit button.
5. Click on the edit button corresponding to the self-group you wish to edit. The details are displayed in editable mode.
6. You can make changes in the displayed fields.
7. Click on the Update SHG button. The details of the SHG will be updated.
8. In case you choose to update the details, a message: **SHG Updated Successfully** is displayed.

Messages

As you modify Self Group details, you may be prompted with one of the following messages.

S.No	Message	Reason	Expected Action from the user
1.	Can't be empty	This indicates that, this field is mandatory. This message is displayed when you click Modify button.	Click OK to resume and enter valid data.
2	Special Characters Other Than (Space) are Not Allowed.	This indicates that only alphabets and space is allowed.	Click Ok to resume and enter valid data
3	Must be a number.	This indicates that only numeric values are allowed.	Click OK to resume and enter valid data.
4	SHG Updated Successfully	This indicates that the SHG Details have been modified successfully.	Click ok to resume.

Add/Modify SHG Member

Block Level User has the option to add or modify SHG member. This option appears in the menu under Register Self Help Group.

After clicking on the Add/Modify SHG Member link, the following fields are displayed:

- **GP:** The user has to select the GramPanchayat
- **Village:** The user has to select the Village
- **SHG:** The user has to select the SHG

SHG Members

GP : - Select - VILLAGE : - Select - SHG : - Select -

GP : APATI VILLAGE : APATI SHG : ANJANA SVAYAM SAHAYYA

ANJANA SVAYAM SAHAYATA - 122

Show 10 entries Search:

S.No.	Name	Husband/Father Name	Leader Status	Age	Having Account Number	Aadhar	Aadhar seeded A/C No.	Edit
1.	INDUTAI LAHANE	TUKARAM	Present	- NA -	No	Not Verified	No	
2.	MANJULA GORE	VASANT	Present	- NA -	No	Not Verified	No	
3.	LATA PATIL	DILIP	Never	- NA -	No	Not Verified	No	
4.	PUSHPA PATIL	BHAGWAN	Never	- NA -	No	Not Verified	No	
5.	SADHANA PATIL	KASHINATH	Never	- NA -	No	Not Verified	No	
6.	SUNITA GORE	BHIMSEN	Never	- NA -	No	Not Verified	No	
7.	TARAMATI GORE	HARIBHAU	Never	- NA -	No	Not Verified	No	
8.	LALITA PANDAVE	DAMODAR	Never	- NA -	No	Not Verified	No	
9.	SHANTA PANDAVE	BHAU	Never	- NA -	No	Not Verified	No	
10.	JAYASHREE LAHANE	JAYVANT	Never	- NA -	No	Not Verified	No	

Showing 1 to 10 of 19 entries Previous 1 2 Next

[Add New Member](#) [Close](#)

Fig 5.78

Modify SHG Member

Clicking on the Edit Pen icon for a particular Member opens the SHG Member Details in editable format.

SHG Member Details

GRAM PANCHAYAT :- APATI	VILLAGE :- APATI
SHG NAME :- ANJANA SVAYAM SAHAYATA	SHG CODE :- 122

Personal Details

Name* <input type="text" value="INDUTAI LAHANE"/>	Father/Husband Name* <input type="text" value="TUKARAM"/>
Social Category* <input type="text" value="OTHER"/>	Date of Birth* (dd-mm-yyyy) <input type="text"/>
Disability* <input type="text" value="NO"/>	BPL / APL* <input type="text" value="APL"/>
Religion* <input type="text" value="Hindu"/>	Gender* <input type="text" value="FEMALE"/>
PIP Category <input type="text" value="- Select -"/>	Leader* <input type="text" value="Present"/>
Aadhar Number <input type="text"/>	SECC Number <input type="text"/>
Mobile number <input type="text" value="(+91)-"/>	Is She/He the Book Keeper <input type="text" value="NO"/>

Date of Joining* (dd-mm-yyyy) <input type="text" value="01-03-2001"/>	Active Status <input type="text" value="ACTIVE"/>
Education Standard <input type="text" value="- Select -"/>	

Bank Details

Bank Name <input type="text" value="--Select--"/>	Branch Name <input type="text" value="--Select--"/>
Account number <input type="text"/>	Aadhar seeded A/C <input type="text" value="NO"/>

Insurance Coverage

Enrolled in PMJJY <input type="text" value="--Select--"/>	Enrolled in PMSBY <input type="text" value="--Select--"/>
Enrolled in life insurance <input type="text" value="--Select--"/>	Enrolled in health insurance <input type="text" value="--Select--"/>

Fig 5.79

The following fields are displayed in editable format:

SHG Member details

- Member Name
- Father/Husband Name
- Social Category
- Date of Birth
- Disability
- BPL/APL
- Gender
- PIP Category
- Leader

- Aadhaar Number
- SECC Number
- Mobile Number
- Is She/He the Book Keeper
- Date of Joining
- Active Status
- Education Standard
- Bank Details
- Insurance Coverage

Filling in the fields and Clicking on Update button will modify the SHG Member Details

How to Modify SHG Member:

To be able to modify SHG Member, follow the steps given below:

1. Invoke the **NRLM web application**. Login as Block Level User. **Add/Modify Member option** will be visible on the left menu under Register Self Help Group- Add once you login to the website using your **User Id** and **Password**. See **Login** section for more details.
2. Click **Add/Modify Member** option to open add **SHG Members** Screen.
3. Select Grampanchayat.
4. Select Village.
5. Select SHG.
6. List of Members will be displayed with Edit pen icon for each.
7. Click on Edit pen icon.
8. Make some changes in the field values.
9. Click the Update button to update the Member Details.
10. Click the Back button to close the **SHG Members** form.
11. In case you choose to update the details, a message: Member Details Modified Successfully is displayed.

While Modifying an SHG Member the following messages may be displayed.

Messages

• S.No	Message	Reason	Expected Action from the user
1.	Can't be empty	This indicates that, this field is mandatory. This message is displayed when you click Modify button.	Click OK to resume and enter valid data.
2	Special Characters Other Than (Space) are Not Allowed.	This indicates that only alphabets and space is allowed.	Click Ok to resume and enter valid data
3	Must be a number.	This indicates that only numeric values are allowed.	Click OK to resume and enter valid data.

4	Member Details Modified Successfully	This indicates that SHG Member Details have been modified successfully.	-
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Clicking on Back to Member List button takes the user back to Fig 5.78 Screen.

Clicking on Next Member button opens new screen for modifying next member.

Add SHG Member

Clicking on Add New Member button from Fig 5.78 Screen opens the SHG Member fields for addition.

Clicking on Add Member from Fig 5.70 also gives the following screen.

The screenshot shows the 'SHG Member Details' form. It features a left sidebar with navigation options like 'TRAINING AND CB', 'HELP DESK', 'MANAGEMENT UNIT DETAILS', etc. The main form area is divided into three main sections: 'Personal Details', 'Bank Details', and 'Insurance Coverage'. Each section contains various input fields, many of which are dropdown menus or text boxes. At the bottom of the form, there are 'Save' and 'Back' buttons.

Fig 5.80

The following fields are displayed:

SHG Member details

- Member Name
- Father/Husband Name

- Social Category
- Date of Birth
- Disability
- BPL/APL
- Gender
- PIP Category
- Leader
- Aadhaar Number
- SECC Number
- Mobile Number
- Is She/He the Book Keeper
- Date of Joining
- Active Status
- Education Standard
- Bank Details
 - Bank Name
 - Branch Name
 - Account Number
 - Aadhaar Seeded A/C
- Insurance Coverage
 - Enrolled in PMJJY
 - Enrolled in PMSBY
 - Enrolled in Life Insurance
 - Enrolled in Health Insurance

Save: This button saves all the Member details

Back: This button returns the user to the SHG Members Screen (Fig 5.7)

How to Add SHG Member:

To be able to add SHG Member, follow the steps given below:

12. Invoke the **NRLM web application**. Login as Block Level User. **Add/Modify Member option** will be visible on the left menu under Register Self Help Group- Add once you login to the website using your **User Id** and **Password**. See **Login** section for more details.
13. Click **Add/Modify Member** option to open add **SHG Members** Screen.
14. Select Grampanchayat
15. Select Village
16. Select SHG
17. List of Members will be displayed with Add New Member at bottom of Screen
18. Click on Add New Member button
19. Fill in all the mandatory fields
20. Click the Save button to save the Member Details
21. Click the Back button to close the **SHG Members** form.
22. In case you choose to save the details, a message: Member Details added successfully is displayed.

