# User Manual for CPGRAM Jharkhand

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### <u>URL:</u> http://jharkhandsamadhan.nic.in

First Screen after going through URL:





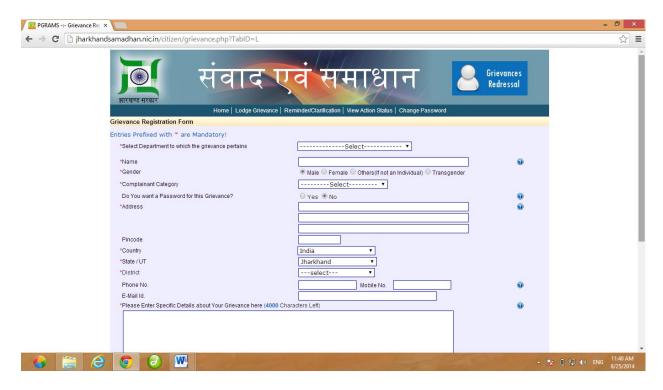
The above screen shows it supports both Hindi and English.

### Citizen Part:

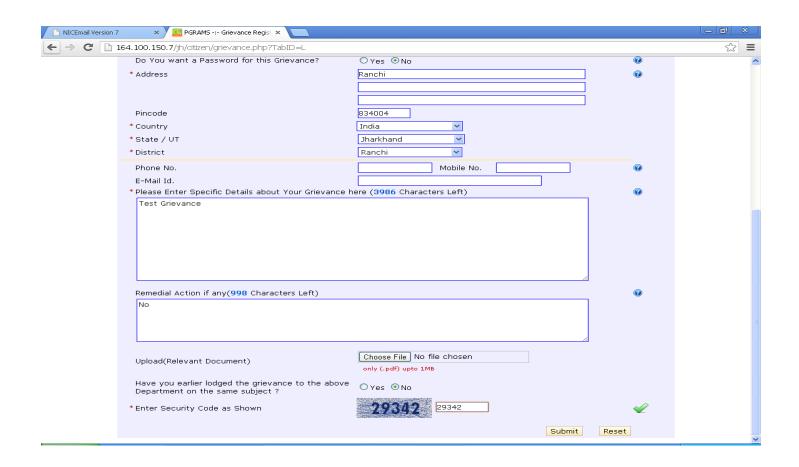
- 1. Lodge Grievance
- 2. View the status of his/her grievance



### **Lodge Grievances Online:**



Continued.....



Citizen can put their grievances online by filling up the above form.

### **Registration No. Online:**



After filling grievance successfully they will get a unique registration no. Here,

Note: JHCOP/E/2013/00001 on 28-01-2013

JHCOP- Department to which grievance has been made E- Electronically (**D- through Dak or Post, P- By Hand**) 2013- Current Year 00001- Unique no.

### **View Grievance Status:**





A citizen can view the status by putting their registration no.



Report showing the current status of grievance. Citizen can print this page.

### **Department Module:**



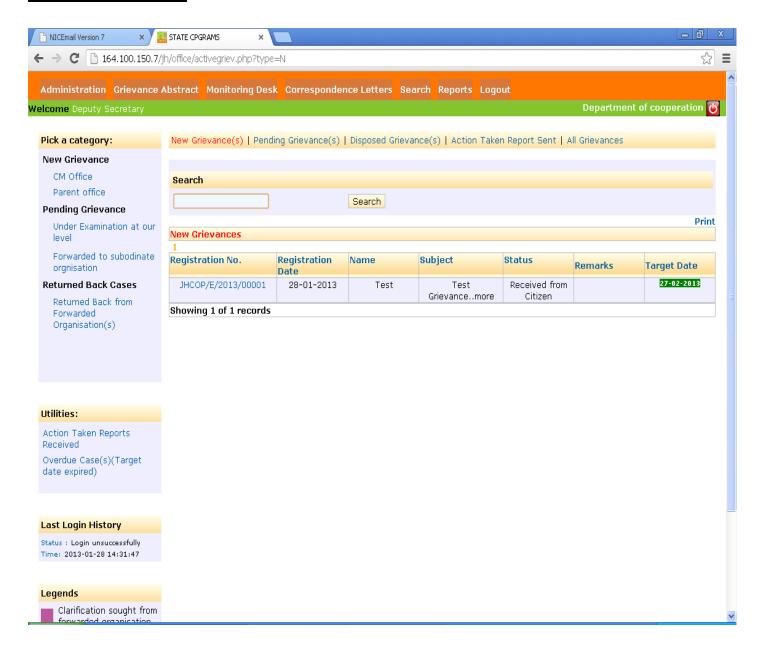
A department can login by their username and password.

### **In Case of failure Login:**



If login fails due to wrong username or password. The second page will appear with text Capcha.

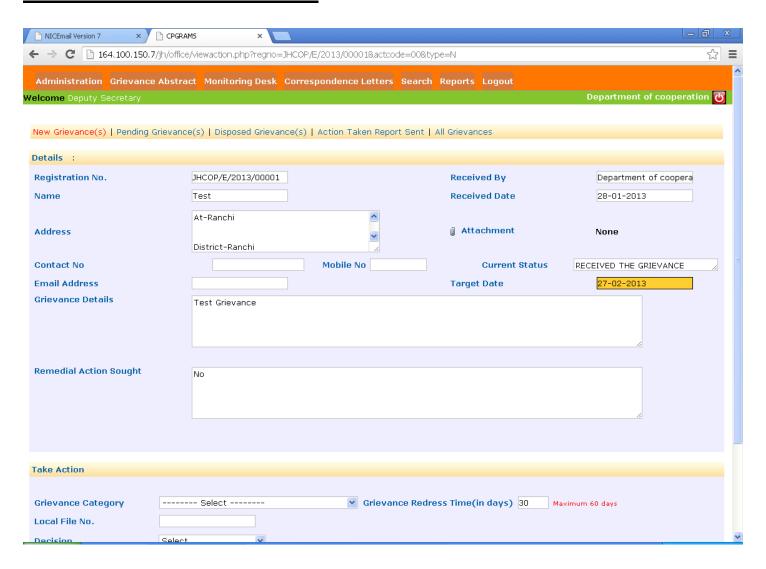
### **DashBoard:**



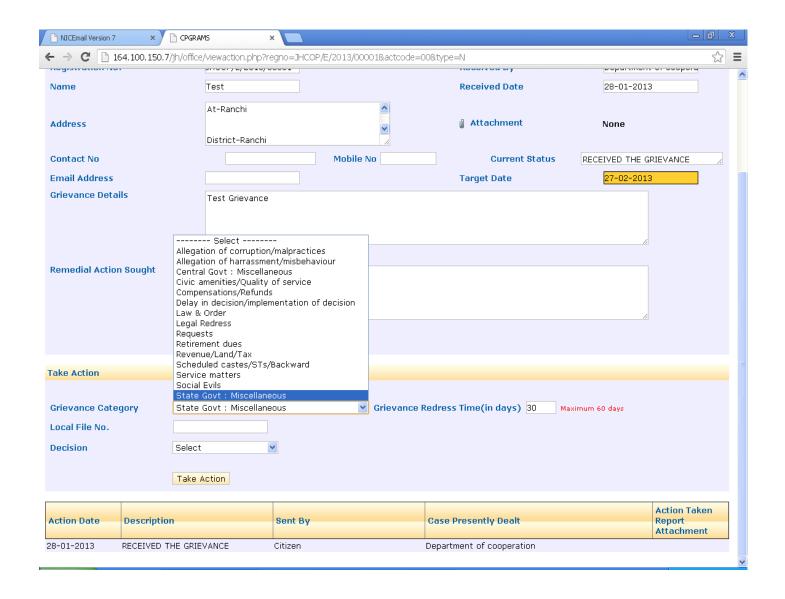
#### After successful login:

The page will appear having list of grievances (if any ) for the department has been submitted.

### **Action Taken for Grievance:**

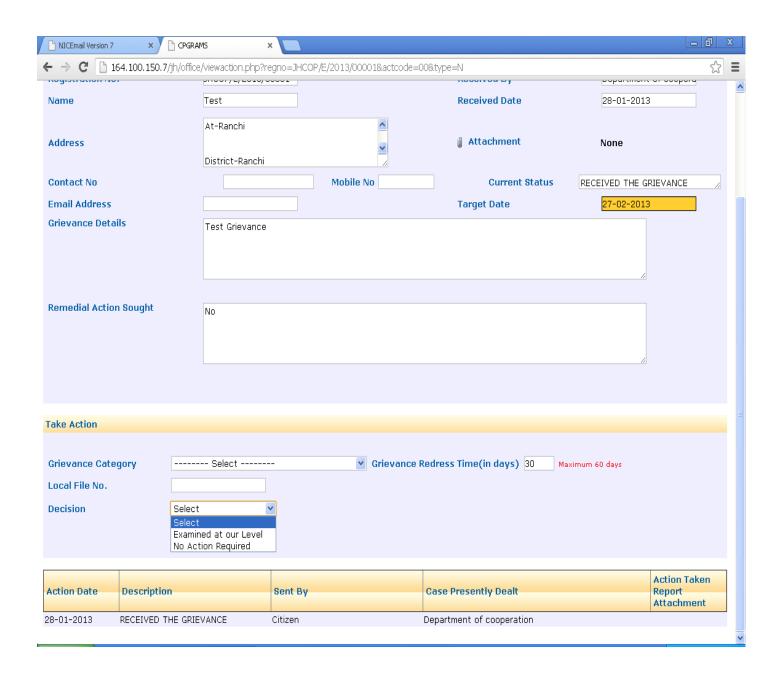


On clicking the links in the list of grievances, the page will show the details of grievance submitted.

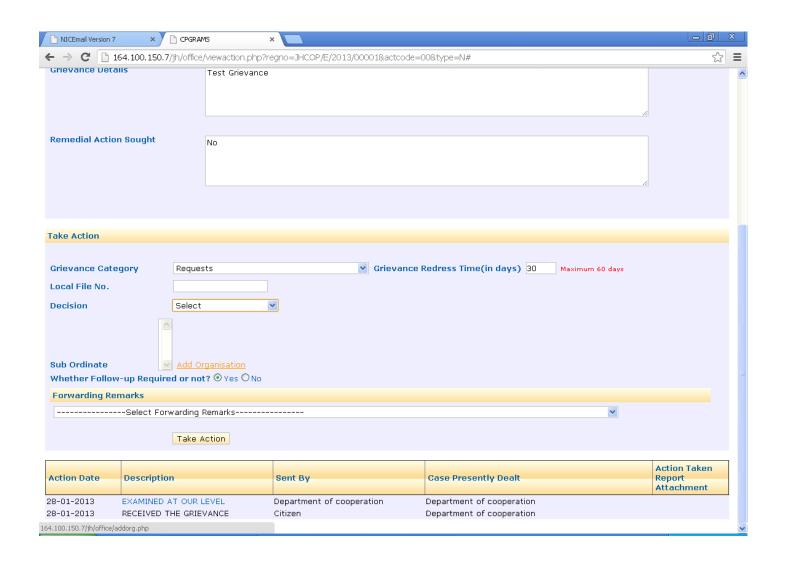


A department can categorize the above grievance in the Take Action Section.

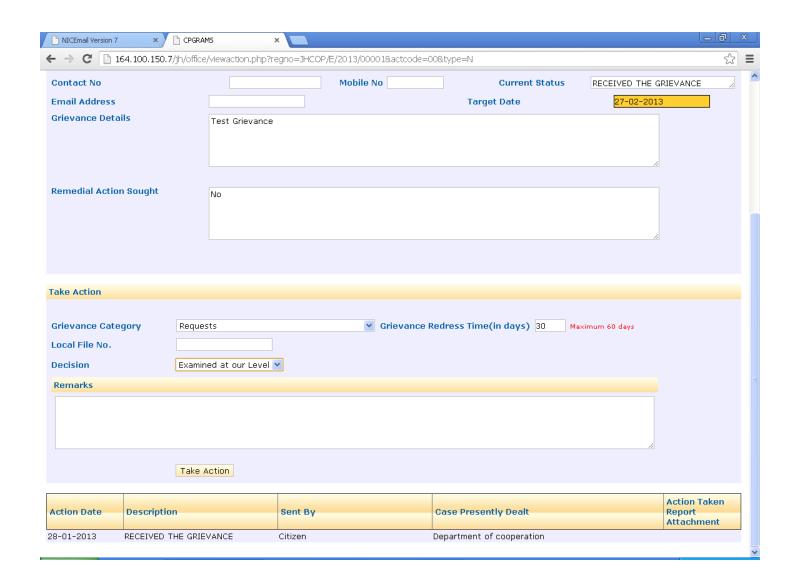
Continued....



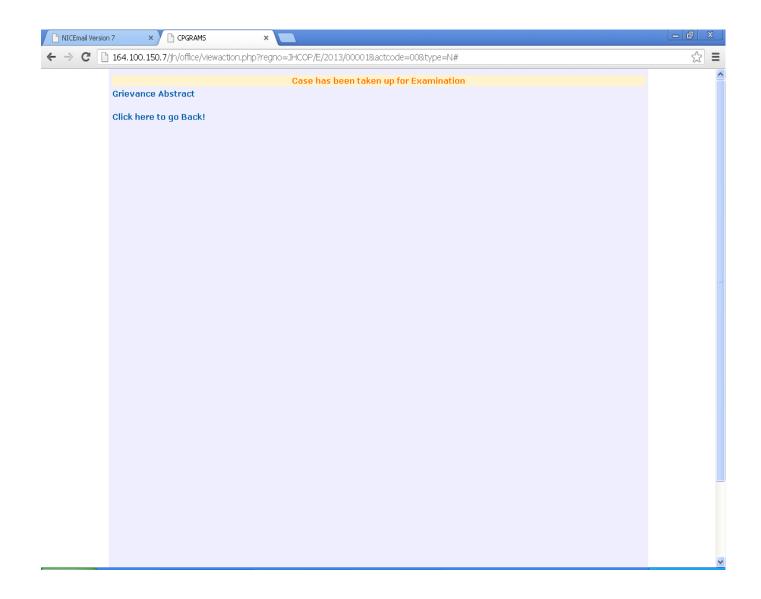
If decision list missing forward to clause then you have to create organization under your department.



From add organization link, department can add organization.

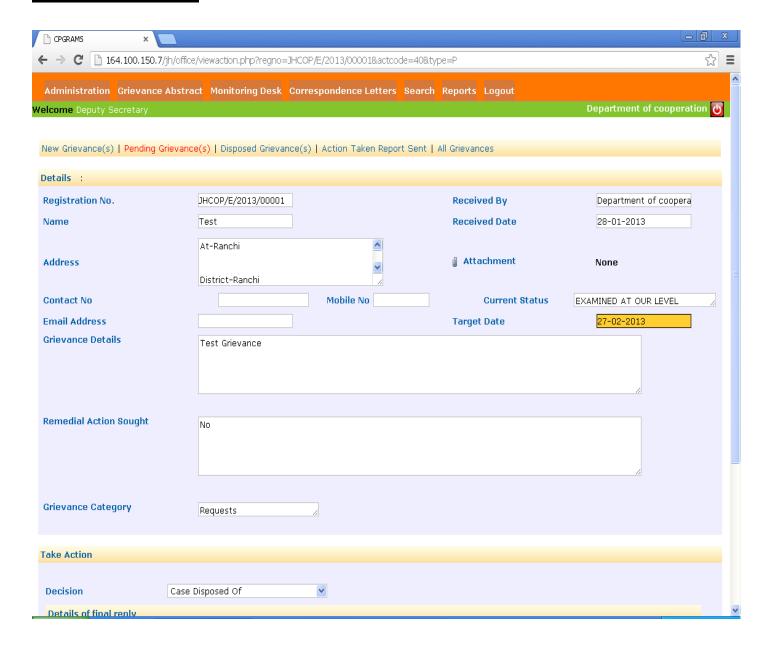


Here we take example of Examination at our level.

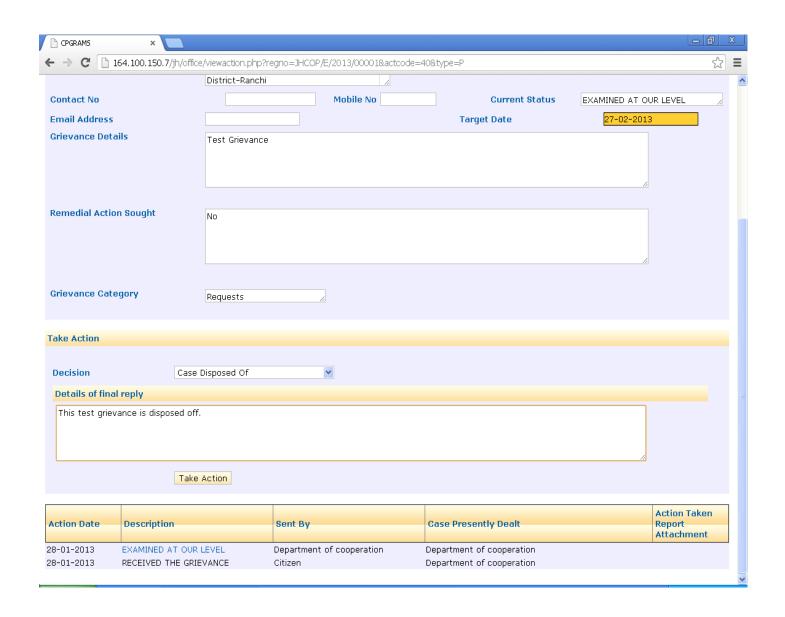


Case has been taken up for Examination.

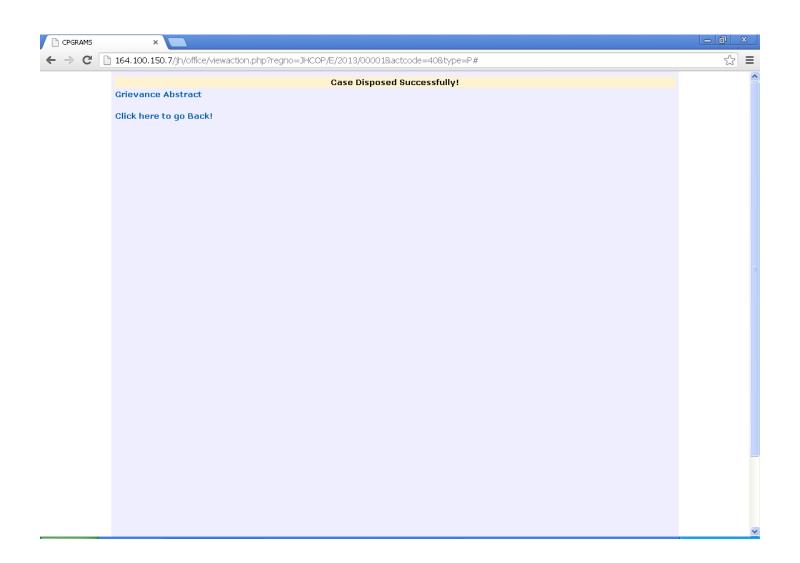
### **Case Disposal:**



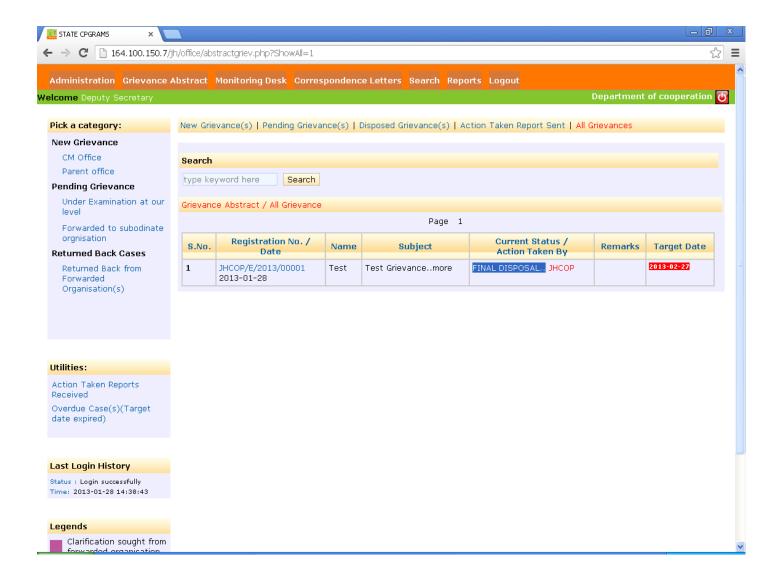
The above screen shows disposal of case (if any ).



Remarks written for disposal of case and click on Take Action Button.

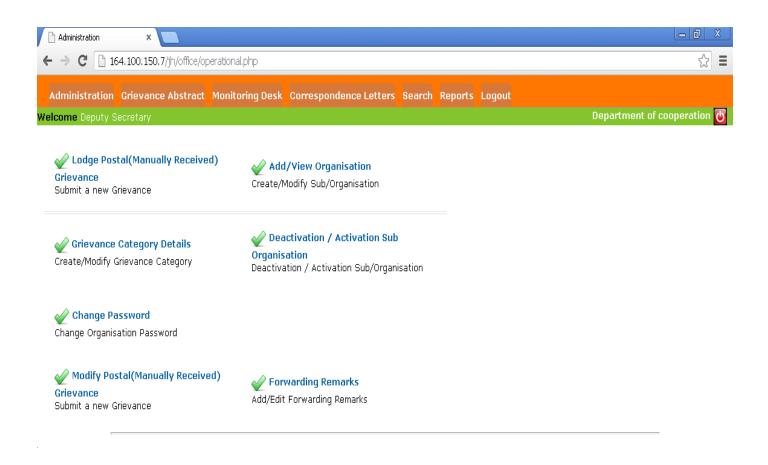


### Case Finally Disposed off.



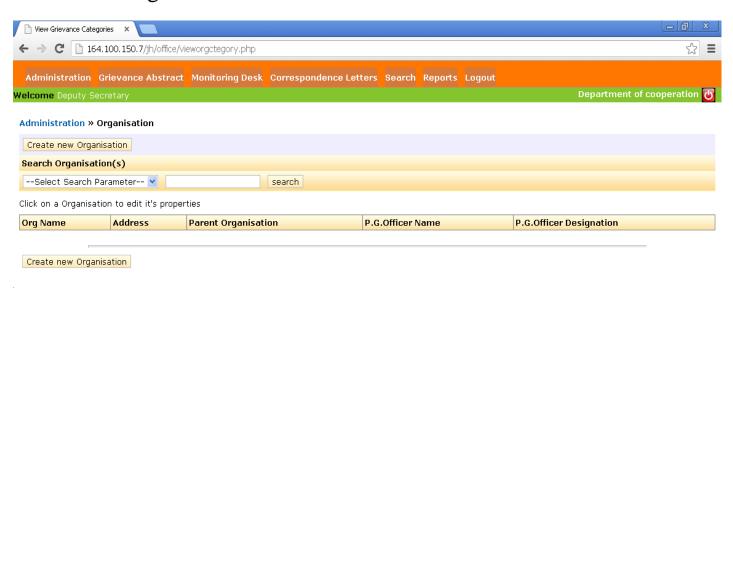
Dash Board showing the status of grievance in tabular format.

# Admin Module for Department

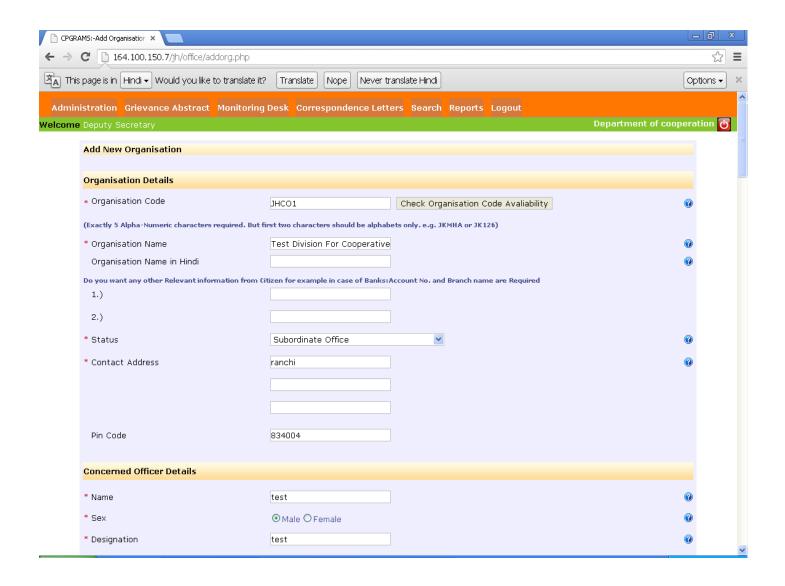


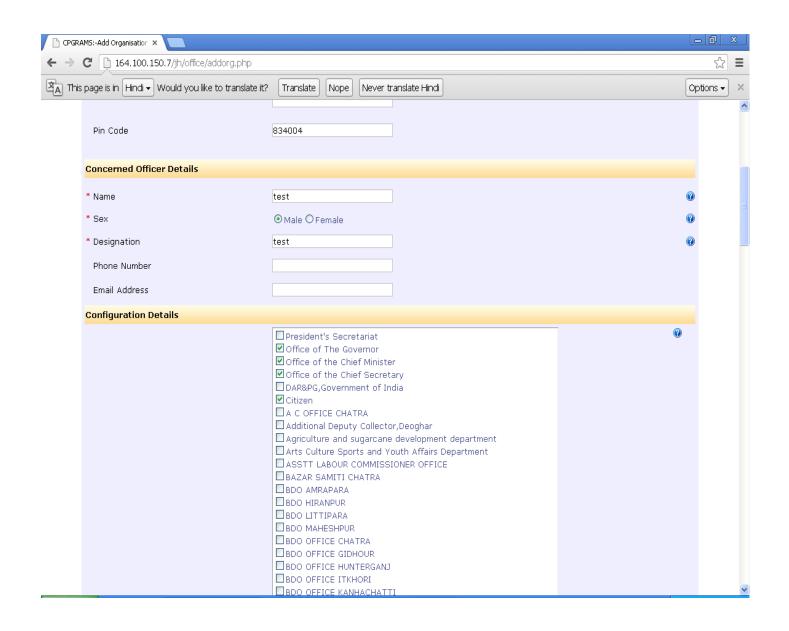
### This is the Admin Section for Department

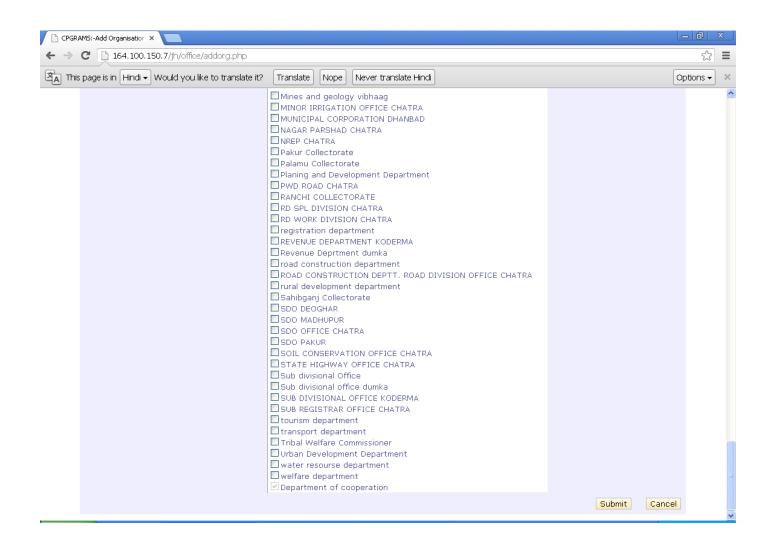
### ADD New Organization

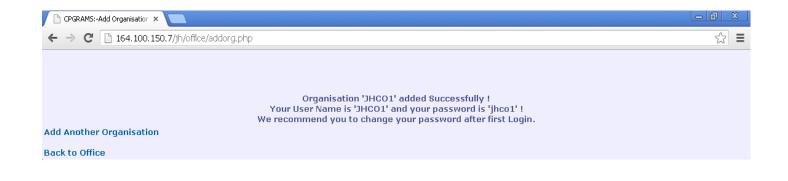


Filling up the form to add new organization under the department.

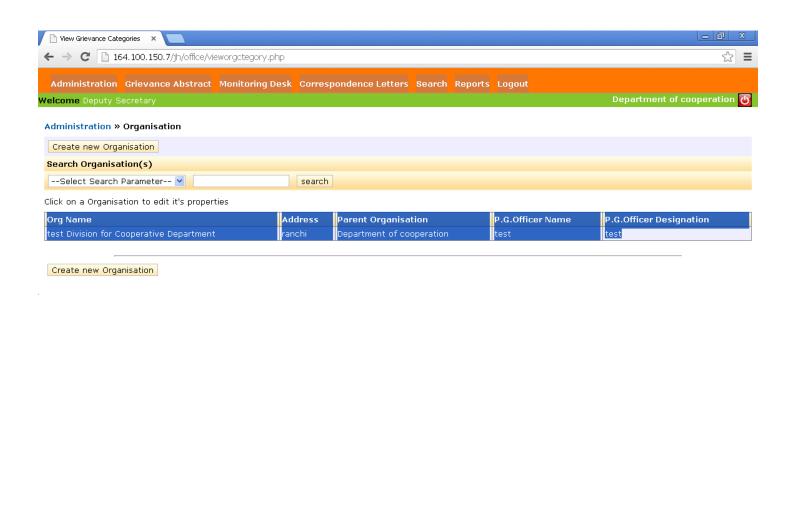






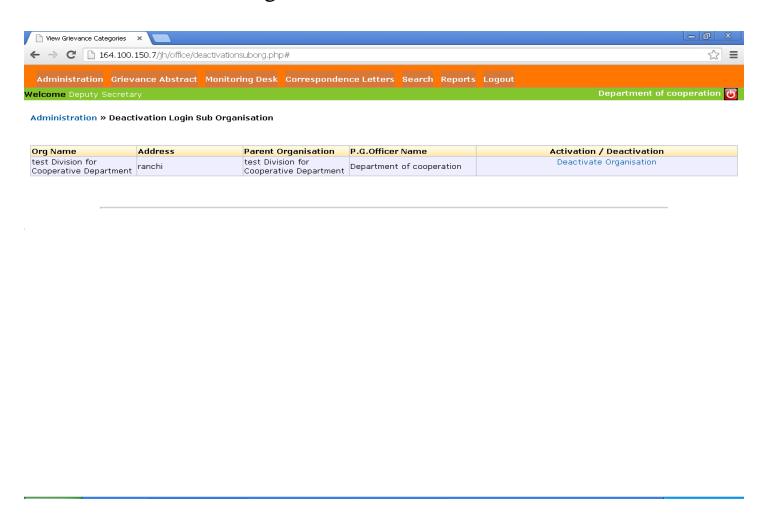


New Organization namely JHCO1 added under Department Cooperative Department.



You can view the newly added organization and modify it.

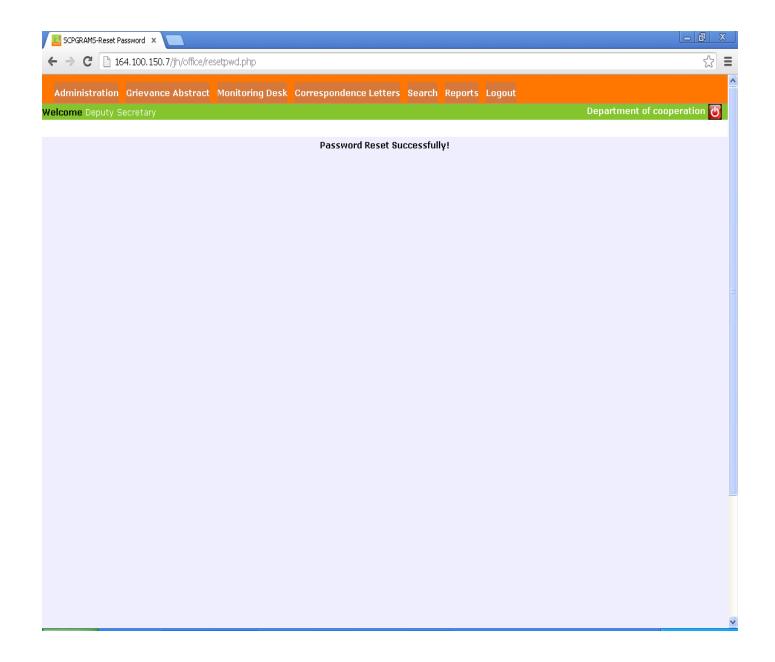
### Activate/ Deactivate Organization



### Activate / Deactivate by link

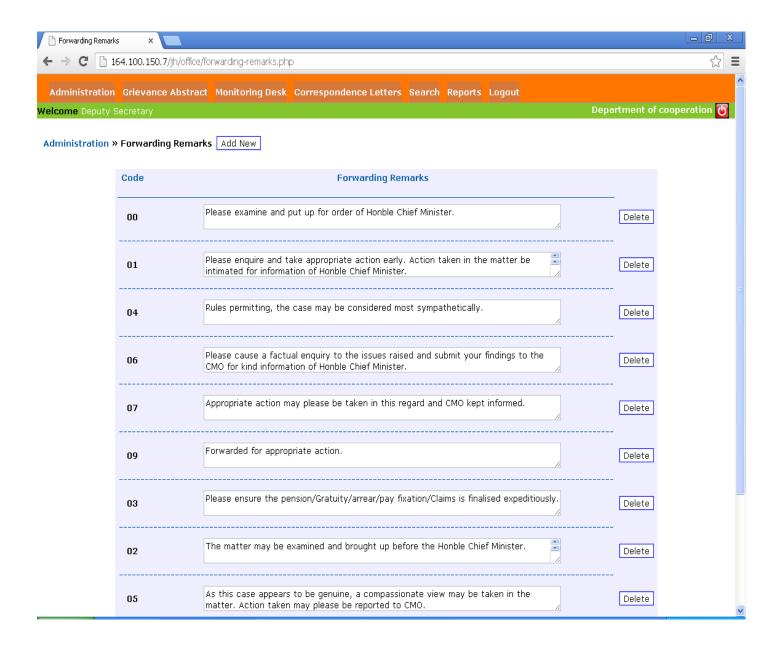
### Reset Password

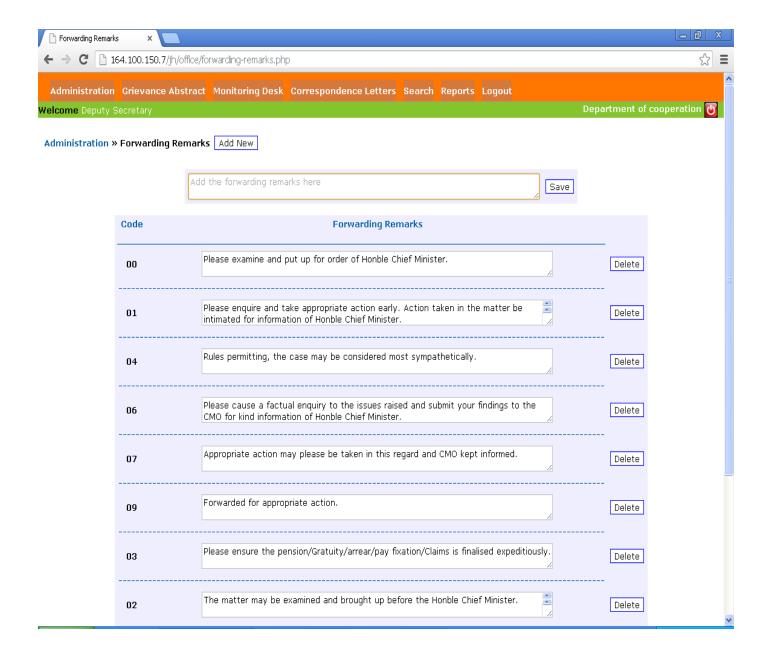




Password Reset Successfully

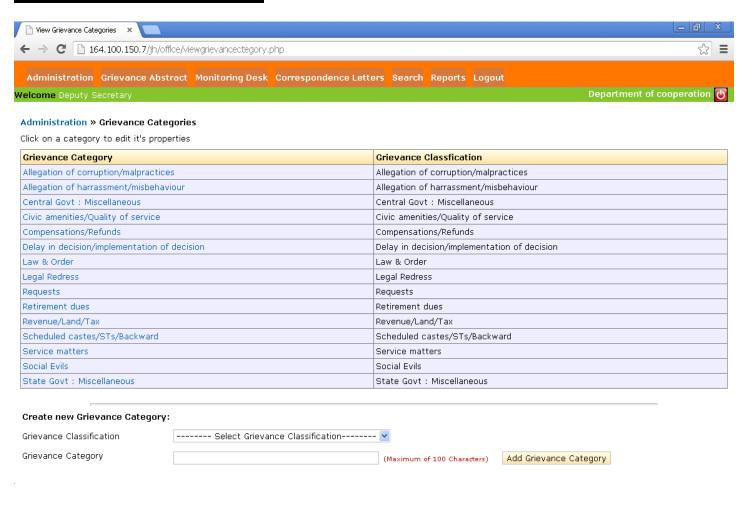
### Remarks: Add/Update



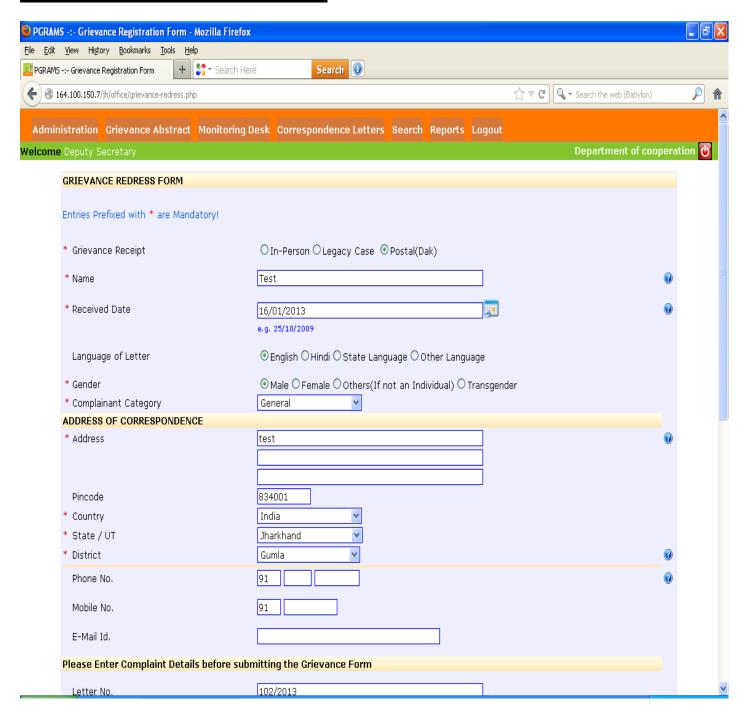


Type New Remark and Save.

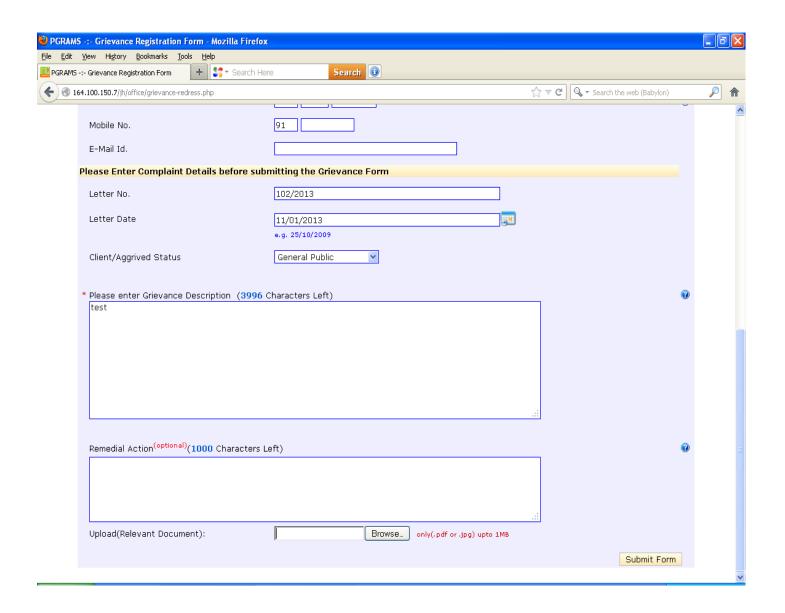
### **Grievance Category:**



### Postal/ Manual Data Entry



Continued.....





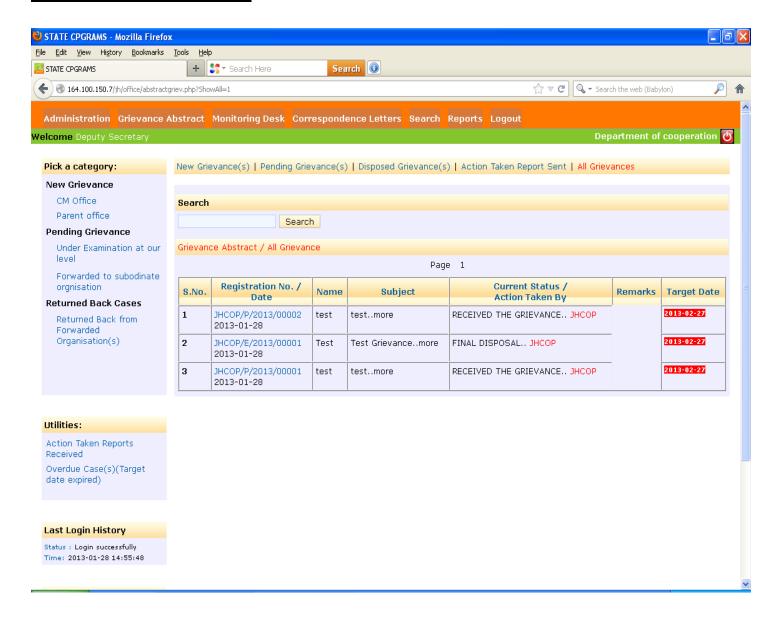


Thanks for the Registration! Your Registration no. is  ${\tt JHCOP/P/2013/00001}$ 

Lodge Another Grievance

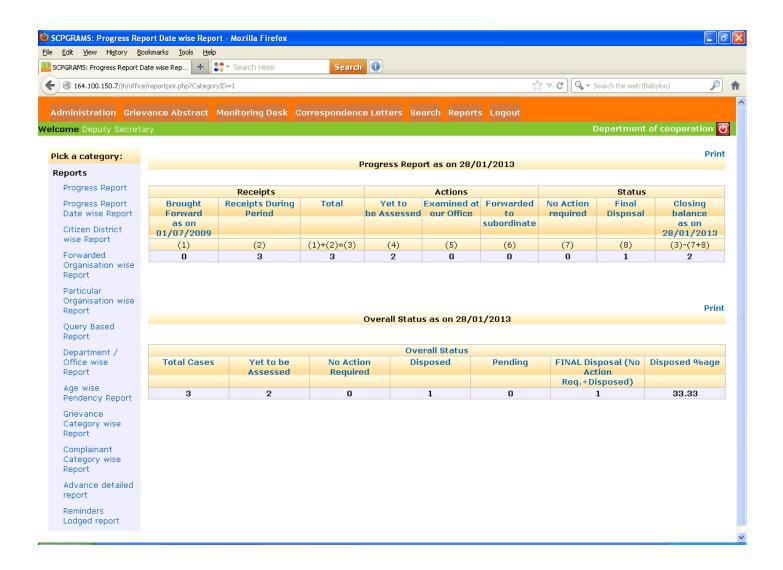
Successfully Lodged Grievance postal/manual data.

### **Grievance Abstract:**



Status of the list of Grievances

### **Cumulative Reports:**



A department can get customized report according to their need.

## **THANKS**