

Process Flow : JSA- Gram Sabha Mobile App (24th August - 31st August, 2019)

To know Sarpanch/ Panchayat Secretary registered mobile number in GPDP portal

On home page Click **About JSA-Gram Sabha Mobile App**:

- **Click on Registered Sarpanch**, will help to identify the registered mobile no of GP's Sarpanch
- **Click on Registered Gram Secretary**, will help to identify the registered mobile no of Gram Panchayat Secretary

Important : Gram Sachiv(Panchayat Secretary)/ Sarpanch's mobile number can be registered by the login of BDO/BPRO/District Official/DPRO using following process.

1. Open <https://gpdp.nic.in/PPC/>
2. Block or District-level officials can login with their last year credential
3. Click on **Update Sarpanch Details** option to enter Sarpanch details of GPs
4. Click on **Update** button

Note :- Respective BDO/District user must ensure to inform to all Sarpanch/Gram Secretary, their registered mobile number entered in portal.

How to use the Mobile App to enter meeting details and upload photos

Important: Only Gram Sachiv/ Secretary/Sarpanch will be able to use JSA Gram Sabha Mobile App. District/Block users are NOT allowed to use the Mobile App

1. Open Google Play Store App on your mobile
 2. Enter "JSA Gram Sabha" in the search bar
 3. Click on the **JSA Gram Sabha** App & then Click on the **Install** button
 4. Open the **JSA Gram Sabha** mobile App
 5. Select the your GPs details (State -> ZP -> BP- >GP hierarchy in drop down)
 6. Enter the registered mobile number(Sarpanch/Gram Sachiv/Secretary)
 7. Click on the **Generate OTP** button
 8. An OTP Code (6 digit) will be received on the registered mobile number
 9. Enter the (6 digit) OTP Code in the desired field and click on **Submit** button
 10. The App will verify the OTP as per GPDP database and allow the user to login.
(Important: JSA Gram Sabha details can be submitted only once by one user)
 11. By default, the **Meeting Date** will be 24th August 2019. By clicking the Calendar icon, the date can be selected till 31st August 2019.
 12. Enter the **Total No. of Participants & No. of women Participants**
(No. of women participants can be <= Total No. of Participants)
 13. Select the radio button **Yes** for recording the discussion held on specific JSA Category in a text area field. Enter brief description (max.250 Characters) in textbox.
 14. Click on **Take Photo** icon, open the mobile camera and capture geo-tagged photo
 15. To delete the captured photo, please long press on **Take Photo** icon.
(Minimum one meeting photo is mandatory for submitting the meeting details)
 16. Click on **Submit** button to save captured photos
(Internet connectivity on mobile is required at this moment)
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How to moderate/Approve photos captured using JSA-Gram Sabha Mobile App :

- All state Nodal Officer must ensure that District and Block Level users are created/updated in this year GPDP campaign on GPDP portal <http://gpdp.nic.in>
- The images captured by Gram Sarpanch/Gram Secretary will be moderated/approved by current year users only, then only these photo will be visible on <http://gpdp.nic.in> portal under **JSA Photo Gallery**