338885/2022/ITD AGRIDIR

ADFW/2888/2022-IT1



കേരള സർക്കാർ

കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പ്

കാർഷിക സമ്പർക്ക പരിപാടി





Usermanual for Employees

തയ്യാറാക്കിയത് : ഐ ടി ഡിവിഷൻ, കാർഷികവികസന കർഷകക്ഷേമ വകുപ്പ്

Preface

- 1. The module for Krishidarshan is available only in AIMS v 2.0.
- The Office mapping and Employee mapping in AIMS 2.0 should be completed before the process.
- 3. Smart ID is mandatory for entering applications/grievances into portal.
- Application entry on behalf of farmer is enabled for Agri Assistant login only.

1. Agricultural Assistant

Role : Entering Offline Applications into Portal

ADFW/2888/2022-IT1

338885/2022/ITD	AGRIDIR
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Dashboard
Advisory Services 0

In the Employee login Dashboard, Click on the "Apply Office Services"

Classification	
Select Classification	•
Service	
Select My Service	
Check Farmer 🗆	

On clicking the "Apply Office Services", the following window appears.

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Office	Based Services	*
Service		
Krish	idarshan- Grievance Data Entry	
Check	Farmer 🗹	
34026	2	
Search	1	
	Name: FRANKLIN VIJAYAPRAKASH B J	
	Address: \)	

On the window appears, select Office Based Services, Krishidarshan – Grievance Data Entry

In check Farmer box, select checkbox and enter the smart ID of the farmer behalf of which application is about to create. Click Apply.



An application on behalf of the entered farmer ID will be created in the "Pending Applications" Tab of dashboard.

	Pending Applications- Schemes			
Scheme Name		Application Count		
Krishidarshan- Grievance Data Entry		2		

On clicking Pending Applications Tab, A list showing services and applications count will be shown.

Show	10 v entries						
# ↑↓	Application Number	\downarrow Smart Id $\uparrow\downarrow$	Name of Farmer	$\uparrow\downarrow$ Ward $\uparrow\downarrow$	Date of Application	$\uparrow \downarrow$	Status
1	2022010000413	340264	Adithya SHG		11-10-2022		Application Initiated
2	2022010000414	340263	RAJIMOL R		11-10-2022		Application Initiated
Showing	g 1 to 2 of 2 entries						

A page displaying applications/grievances received will be displayed.

Verified Amount View
 O View O Process I Action Menu I Action Menu I Next

Click on the "Action Menu" on right side of each application. Click on "Process" Menu.

Krishidarshan- Grievance Data Entry / 2022010000	413			Х
From Office	From Seat		Remarks	Action
Peravoor krishi Bhavan	Agricultural Assistant 3			Logs
		View Farmer Details	View Cultivation Details	Application History Report
Grievance Details				Add New Row
Upload Grevance/Documents				Add New Row
Actions				
Select				

An application page with provisions to enter Details will be shown.

From Office	From Seat	Remarks	Action
Peravoor krishi Bhavan	Agricultural Assistant 3		Logs

The top row of application page shows the seat details in which the application is moved in from

Applications History						
Date	From	То	Seat	Activity Action	Remarks	Delay in days
11/10/2022 02:13 AM	Peravoor krishi Bhavan	Peravoor krishi Bhavan	Agricultural Assistant 3	Submit		0
						Close

On clicking Logs button, the application flow history will be shown.

ADFW/2888/2022-IT1 View Farmer Details View Cultivation Details Application History Report

Basic Details				
Farmer Name : Adithya SHGWard :Smart ID : 340264Type of Applicant : GroupAddress : Parayakadav amrithapuri p.o karunagappally kollamType of Applicant : GroupPhone : 9999999999Type of Applicant : Group				
		Hide Farmer Details		

The "View Farmer Details" button shows the Basic Details of Farmer.

Cultivation Details							
#	Survey/Sub-Survey	Area(in cents)	KrishiBhavan name	Ward	Land Details		
1	100/1	30	Peravoor krishi Bhavan	1	View	View crop details	
	Hide Farmer Details						

The "Cultivation Details" button shows the Basic Details of Farmer.

	Application History						
#	Application No	Krishi Bhavan	Application Date	Status			
1	2022010000413	Peravoor krishi Bhavan	11-10-2022	Application Initiated			
				Hide Farmer Details			

The "Application History" button shows the Applications submitted by Farmer before.

	Government of I Department of Agriculture Developr Agriculture Information Ma	Kerala nent and Farmers Welfa nagement System	re				
Application for availing assistan	ce under State Horticulture Mission Sch	emes					
Scheme Name	: Krishidarshan - Grievance I	Redressal (Farmer Adalath)				
Service Name	: Krishidarshan- Grievance I	ata Entry					
Application No	: 2022010000413	-					
Application Date	: 11-10-2022						
Application Submitted to	: Peravoor krishi Bhavan,KA	NNUR					
Application Status	: Application Initiated	: Application Initiated					
Basic Details							
Name & Smart ID	: Adithya SHG,340264						
	Logs						
Date From	То	Seat	Activity Action	Remarks	Delay in days		
11-10-2022 Peravoor krishi Bhavar	ı Peravoor krishi Bhavan	Agricultural Assistant 3	Submit		0		

On clicking Reports Menu, a report with details of farmer and application history will be generated as pdf.

Grievance Details			Add New Row
Type of Grievance *	Subject of grievance *	Whether any previous complaint given for the same *	If yes, details with file number and status
Select		Select	
			Save

In the Grievance Details section, click on Add New Row button. A row with facilities to enter details will be

generated. Fill the details from the grievance submitted by Farmer.

Upload Grievance/Documents					Add New Row
Brief Description of Grievance	Upload Griev	ance/Document	Upload Imag	e, If any	Remarks by AA, if any
	Browse	No file selected.	Browse	No file selected.	
					Save

In the Upload Grievance/Documents section, click on Add New Row button. A row with facilities to enter and uplaod details will be generated. Fill the details from the grievance submitted by Farmer.

	Actions	
	Select	
	Select	
	Recommend and Forward	
s	ubmit Close	

In the Actions section, select the "Recommend and Forward" option and click Submit Button

Remarks	×
	1.
	Recommend and Forward Close

No

ADFW/2888/2022-IT1

vhv

A window with facility to enter remarks will appear. This remarks will be reflected in the Application Movement History.



A Success message will be shown as above when Application/Grievance is Forwarded to AO



Submitted, but not closed grievance details will be available in My Applications Tab. (This facility is in development stage)

2. Agricultural Officer

Role : Entering/Suggesting resolutions for grievance



The pending applications will be available in "Pending Application" Tab Clicking on it will display services list with application count.

Pending Applications- Schemes

ADF/V/2888/2022-IT1

Scheme Name

Krishidarshan- Grievance Data Entry

Krishidarshan - Grievance Redressal (Farmer Adalath)

Application Count

1

1

461/466

Remarks by AO		Add New Row
Remarks by AO	Document Upload 1	Crop Image 1
	Browse No file selected.	Browse No file selected.
		Save

In the application view page, move to the remarks by AO Section. Here enter the Remarks by AO. Upload

Document and Image, if any. Please click Save button after entering necessary details.

From Actions menu, Select "Forward" and Submit.



A success message as displayed will be shown.

3. Assistant Director Agri

Role : Closing / Forwarding with suitable Remarks

385/2(22/ITD AGRIDIR							
Remarks by ADA						dd New Row	
Remarks by ADA *	Upload Docun	nent, If any		Upload Image	e, lf any	^	•
	Browse	No file selected.		Browse	No file selected.		
						Save	
Amount Disbursed as part of Closing Grievance (If	Any)					dd New Row	
Amount Disbursed (If Any)			Purpose of Amount Disbu	rsed		^	•
Remarks by ADA Upload Document, If any Upload Image, If any Browse No file selected. Browse Amount Disbursed as part of Closing Grievance (If Any) Amount Disbursed (If Any) Purpose of Amount Disbursed If Any							
						1	
							,
						Save	
22/ID AGRIDIR Remarks by ADA * Upload Document, If any Upload Image, If any Browse No file selected. Browse Mount Disbursed as part of Closing Grievance (If Any) Amount Disbursed (If Any) Purpose of Amount Disbursed			J				

In the dashboard, go to pending applications, select services and open the application view page. Please enter the Remarks, upload documents, images, if any. Also, please enter details of amount disbursed as part of closing grievance, if any. If the application is closed by ADA, the remarks made by ADA will be shown to the farmer.

3. APAO, PRO and Nodal Officer

Role : Closing / Forwarding with suitable Remarks

ADFW/2888/2022-IT1

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~ ~ ~ ~ ~ ~	5/21122		
		/	

Remarks by PAO Office					Add N	lew Row
Remarks by APAO *	Upload Document, If any		Upload In	age, If any	Details of Officer/Section furnishing Rep	ly î
	Browse	No file selected.	Browse	No file selected.		
						Save
Amount Disbursed as part of Closing	g Grievance (If Al	ny)			Add N	lew Row
Amount Disbursed (If Any)	Purpo	ose of Amount Disbursed	Amo	unt Disbursed (If Any)	Purpose of Amount Disbursed	^
800	testir	ng				
						///.
						Save

The facility for entering remarks, upload documents, details of amount disbursed, if any are available in all other Higher offices login.

### AIMS പോർട്ടലുമായി ബന്ധപ്പെട്ട സംശയങ്ങൾക്ക് സ്റ്റേറ്റ് ഹെല്പ് ഡെസ്കിൽ ബന്ധപ്പെട്ടക.

https://www.aimsnew.kerala.gov.in, https://www.aims.kerala.gov.in,



### Ph No : 0471 – 2968122, 0471- 2303990, 0471 – 2309122

Email : aimsagrikerala@gmail.com, aims.agri@kerala.gov.in,

ഐ ടി ഡിവിഷൻ, കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പ്