



Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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### **Office Order**

### Digitization of Fisheries Intervention in Web and Mobile Application

BRLPS (Bihar Rural Livelihoods Promotion Society) is actively engaged in Fisheries intervention program that spans 32 districts in Bihar. Currently, this program encompasses 105 ponds, by mobilising 736 SHG members, with the support of 82 Matasya Sakhis. Project is envisaging to scale up fisheries activities across 38 districts. The overarching goal of this initiative is to create additional livelihood opportunities for SHG members.

In order to extend the program's coverage and to scale it up, it is imperative to systematically gather data on various aspects. This includes information on the geographical reach of the program, as well as the input-output cost of business cycles within the fisheries intervention in the field. This data collection and monitoring process is integral to improve the income prospects of the community members involved.

To effectively achieve these goals, the Livestock theme, in collaboration with the MIS team of BRLPS, has developed an MIS known as the E-Fisheries in Web and App modules. These modules serve the critical purpose of not only collecting data but also enhancing the reporting, analysing and visualization of the fisheries intervention across the entire state of Bihar.

The E-Fisheries modules have been designed with a specific focus on different aspects of the program, and their responsibilities are distributed at both the district and block level staffs. A manual having details of all modules has been developed and attached as **Annexure-1**.

S No	Platform	Module	Entry Level	Responsibility	Frequency
1		FPG Profile Entry			
2		FPG Activity Mapping as Fisheries			
3	CBO-MIS	FPG Member Mapping	BPIU	MIS Executive	One-Time
4		Matasya Sakhi Profile Entry			
5		Matasya Sakhi Mapping with FPG			
6		Pond Details Entry			
7		Pond Mapping with VO			
8		FPG Mapping with Pond		Mals	One-Time
9	E-Fisheries	Activity Mapping with Pond	DPCU	Mg-LS YP-LS	
10	WEB-MIS	Fund-Entry Mapping with Pond	DPCO	IC-LS	Une-mile
11		Member Mapping with FPG			
12		Matasya Sakhi Mapping with Pond			
13		Procurement Entry			
14	E Ficharias	Create Batch		Livesteel	
15	E-Fisheries Mobile-	Input on Fish Farming	BPIU	Livestock Nodal	Regular/
16		Output from Fish Farming	DFIU	(LHS/AC/CC)	Real-Time
17	Арр	Profit Distribution			

Staff wise responsibilities has been mentioned below: -

### Directions: -

- 1. The MIS Entry will be done only after fish stocking on the pond.
- 2. Punching of Data in the MIS should be done as per the actual. Concerned staff should ensure to enter the correct data (Date/Amount/Mapping, etc.) of the activity by referring the books of records and the figures mentioned in files only.
- 3. The legacy data to be digitized in E-Fisheries WEB and Mobile-App before 5<sup>h</sup> December, 2023 and further real time digitization is to be maintained.
- 4. Livestock Manager / YP-LS / IC-LS will be accountable for the digitization in WEB and App.
- 5. DPM to review entry status on daily basis till legacy data is captured.
- 6. The review meetings after 5<sup>th</sup> December, 2023 will be conducted on the basis of the MIS data only.

Signed by Rahul Kumar D(Alter H6411 (2023):38:03 CEO, BRLPS-cum-Mission Director

Copy to:

- 1. Director/OSD/AO/CFO/PCs/PS
- 2. All SPMs/SFMs and PMs/AFMs
- 3. All DPMs/In charge, All Livestock Manager/In charge, All Livestock YPs.
- 4. All BPMs
- 5. IT Section.

#### Annexure-I 1/89737/2023

### 1 Block Level

1.1 Create PG in CBO MIS

CBO Name *	AMAR JEEVIK	A MAHILA MATASYA UTPADAH	CBO Name (Hindi) *	अमर जीविका महि	ला मत्स्य उत्पादक सम
State	Bihar	~	District	PURBI CHAME	PAR V
Block	Areraj	~	Village	Select	~
CBO Type *	PG	~	Formation Date *	19-Jul-2021	
Theme *	Off-Farm	~	Project *	BRLPS	~
Tola/Basavat Name	Babhnauli				
Meetings Frequency	Monthly	~			
Meeting Day	Select	~	Meeting Date	15	~
General Saving Amount			HRF Saving Amount		
Other Saving 1			Other Saving 2		
Other Saving 3			PWD	Select	~
Share Rate			Membership Fees		
Registration Number			Registration Date		
Status	Active	~			

To get started with setting up a PG in the CBO MIS, the MIS Operator must make sure to enter the correct formation and meeting dates. Additionally, there are a few predefined values like CBO Type (**PG**), Theme (**Off-Farm**), and Project (**BRLPS**) that need to be specified. This marks the first step in the process.

### 1.2 Mapping of PG as Fisheries

	CBO Name	CBO Name (Hindi)	State	District	Block	Village	CBC
•	Amar	अमर	Bihar	PURBI CHAMPARAN	Areraj		vo
•	AMAR JEEVIKA MAHIL	A M/ अमर जीविका महिला मत्स्य उत	परि Bihar	PURBI CHAMPARAN	Areraj		PG
	CBO Activity Mappin	Activity	St	latus			

Following the completion of PG Profiling, it is essential to ensure that the PG is correctly mapped as "Fisheries."

### 1/89737/2023 1.3 Member Mapping in PG

M	ember								
	ID		Name A		Aadhar Num	Aadhar V	alic Aadhar See	c DOJ	Email
	1001705474	Sunita Devi				N	No	06/02/2013	
•	1001705437	Amrita Devi			N No			06/02/2013	
4	CE	во Туре	CBO Name		esignation Name Status		Status		
	SHG		Nariyal	Member		1	Active		
	PG		Pragati Poultry	Member		1	Active		
	PG 🗸		AMAR JEEVIKA M	Member		<b>&gt;</b>	Active 🗸		
	\$ + / \$	. 0	ia ka Page 1	of 1 => ==					
•	1001705390	Mira Devi				N	No	06/02/2013	

After the PG has been created and its mapping has been successfully executed, the MIS Operator is required to map all the FPG Members. If any members cannot be located, it is important to double-check and verify their member profiles.

Name*	Kiran Kumari	Name (Hindi)*	किरण कुमारी
Father Name (English)		Father Name (Hindi)	
Spouse Name (English)	Surendra Kumar	Spouse Name (Hindi)	सुरेंद्र कुमार
Date Of Birth *	05/02/1994	Gender *	O Male
Address	<u>Vill- Kohabarwa</u> , Panchayat- <u>Babhnauli, Areraj</u> , east <u>Champaran</u> (845453)	Post Office*	Babhnauli
SECC Pin No		Education *	Graduation
Thana *	Babhnauli	Phone No	
Email ID		KYC Number	
KYC Type	Select v	Date Of Joining *	14/01/2023
Status	Active 🗸	Aadhar Number	533590629641
Toilet	Select 🗸	Aadhar Seeded	No
Bank Name	CENTRAL BANK OF INDI/ 🗸	Branch Name	CBI-Radhia
FSC Code	CBIN0282593 ~	Account Opening Date	dd/mm/yyyy
Account Number	5332570807	PWD	No
Member Group	Community Professional	SHG Member	
Community Professional	SHG Member		
Skill	Fishery	]	

### 1.4 Cadre (Matsya Sakhi / Fisheries Resource Person) Profiling in CBO MIS

Please provide all the necessary information for the Cadre (Matsya Sakhi / Fisheries Resource Person) and make sure to accurately specify their date of joining.

1.5 Mapping of Cadre (Matsya Sakhi / Fisheries Resource Person) with PG

	ID		Name		Aadhar Num	Aadhar Valic	Aadhar Seec	DOJ	Emai
•	1014508523 Kira	an Kumari			53359062964	N	No	14/01/2023	
•	CBO Ty	/pe	CBO Name	De	esignation Nan	ne	Status		
	PG 🗸		AMAR JEEVIKA M	Matasya	i Sakhi	✓ Acti	ve 🗸		

Once you have input the cadre profile, it's important to associate the cadre with the FPG. Failing to map the cadre renders the profile invalid and renders it useless.

### 2 District Level

#### 2.1 Pond Details Entry

Fisheries 🔻	Report 👻			Logo	ut	WELCOME :: ADMPURE	3_CHAM
DISTRICT PURBI C	HAMPARAN BLOC	K*SELECT	~	PROJECT	VILLAGE*	Select	×
			Pond Profile Entry				
Name of Pond*	Address*			* Unique code as per JJHA*	Pond area (acre)*	Actual water area (acre)*	Type of Pond*
		-Select- V					-Select V

At the district level, the initial step involves pond profiling. Here, you are required to input the following details: the Pond's name for identification, its address, the selection of the financial year based on the allotment date, the correct date, a unique pond code (up to 15 characters), the actual area, and the water area. The final option pertains to water availability, where you must choose either "seasonal" or "perennial" depending on the feasibility of fish farming. For instance, for ponds prone to flooding, it's advisable to opt for "seasonal" availability.

#### 2.2 Pond Mapping with VO

	Fisheries 👻	Report -		Lo	igout	WELCOME :: ADMPURB_CHAM
	DISTRICT PU	JRBI CHAMPARAN	BLOCK*	SELECT	~	
			Pond Mapping with VO			
		Address*	Date of allotment from District authority*			
1	Select v			Select V		
2	Select 🗸			Select ~		
3	Select 🗸			Select V		
4	Select V			Select ~		
5	Select ¥			Select V		

Once again, it is necessary to establish the mapping of the FPG and the VO. Always double-check the VO with its creation date to ensure accurate entry. The **Mapping Date** will be the allotment date mentioned in the allotment letter for the pond. If you encounter any difficulties in locating the FPG in the dropdown menu within the respective block, please reach out to the block MIS operator. It's possible that they haven't created the profile or may have overlooked mapping the PG as "Fisheries."

# 2.3 FPG Mapping with Pond

37/202	3		Fisheries 👻	Report 👻		Logout	WELCOME :: ADMPURB_CHAM
			DISTRICT PURBI CHAMPARAN		BLOCK*	SELECT V	
					FPG Mapping with Pond		
		SI	Name of Pond*	Address*	Date of allotment from District authority	Name of FPG*	FPG Formation Date* Date of FPG Mapping with Pond*
		1	Select 🗸			Select V	
		2	Select V			Select V	
		3	Select V			Select V	
		4	Select v			Select v	
		5	Select v			Select V	

The subsequent step involves mapping the FPG with the Pond Profile. The **Mapping Date** will always be the date of FPG formation, which will always be **Older/Greater** than the date of allotment. If you encounter any difficulties in locating the FPG in the dropdown menu within the relevant block, please get in touch with the block MIS operator. It's possible that they haven't created the profile or may have overlooked mapping the PG as "Fisheries."

### 2.4 Activity Mapping with Pond

	Fisheries		Report 👻			Logout	WELCOME :: ADMPURB_CHAM
	DISTRICT	PURBI CHAMPARAN			LOCK*SELECT	~	
				Activity Mapping with	n Pond		
III SI		Address*				Name*	
□ 1	Select 🗸				Select	~	
□ 2	Select 🗸				Select	~	
□ 3	Select 🗸				Select	~	
□ 4	Select V				Select	~	
5	Select v				Select	~	

The subsequent step involves activity mapping. You must choose the appropriate activity selected by the community for which the fund demand has been made. The **date for mapping the Activity/Scheme with the pond** should be the date of selecting the business plan in the FPG meeting and developing the business plan using the Excel formula sheet.

#### 2.5 Fund-Entry Mapping with Pond

	Fisheries -		Report -				WELCOME :: ADM	PURB_CHAM	
	DISTRICT PURBI CHAMPARAN BLOCKSELECT								
				Fund Entry - Ma	pping with Pond				
•	Name of Pond*		Date of allotment from District authority*		Amount of CID fund disbursed (Rs.)*	Amount of CIF - A (Fixed Capital) fund disbursed (Rs.)*	Amount of CIF – B (Working Capital) fund disbursed (Rs.)*	Date of Fund Disbursed*	
0	1 -Select- v			-Select-					
0 :	2 -Select- v			Select v					
	3 -Select- v			Select v					
0	4 -Select- v			Select v					
0 :	5Select V			Select V					

When entering the Fund-Entry Mapping with the pond, please adhere to the following conditions:

- 1/89737/2023 If the EPG has r
  - If the FPG has received the total fund for all three heads, select "all" and enter the amount along with the disbursement date.
  - If the FPG has received funds for only one or two heads, and the amount matches the business plan, select the heads individually and make the entry. For the remaining heads, enter the details once you've received the funds.
  - In cases where you were supposed to receive INR 1,12,100 under CIF-1 but have received only INR 90,000, please do not proceed with partial value entry in the MIS.
  - The fisheries application will only function correctly when the correct CIF-2 amount has been entered in the MIS.

### 2.6 Member Mapping with FPG

Fisheries -	Report -		Logout	WELCOME :: ADMPURB_CHAM
DISTRICT PURBI CHAMPARAN			BLOCK: ARERAJ	
		Member Mapping	with FPG	
FPG AMAR JEEVIK		VO Akas 26/10/20	) <b>1~</b>	SHC Aarti 👻
	<b>S</b>	Member Name	Husbord Name	
	D 12 1	Anu Devi	Jitendra Bhagat	
	D 2	Guriya Devi	Arvind Bhagat	
	D 3	Indu Devi	Ramnaresh Bhagat	
	- 4	Kalawati Devi	Kedar Bhagat	
	D 5	Lalita Devi	Vinod Bhagat	
	6	Lalita Devi	Rajeshwar Bhagat	
	0 7	Mina Devi	Brijkishor Bhagat	
	8	Rajani Devi	Prabhu Bhagat	
	9	Rambha Devi	Rajendra Dhagat	

To ensure accurate mapping in the MIS, please follow these steps:

- Select the FPG.
- Choose the VO.
- Then, select the SHG.
- Proceed to map the appropriate members accordingly.

### 2.7 Matasya Sakhi Mapping with Pond

Fi	sherie	is •		Report -			Logout	WELCOME :: ADMPURB_CHA
	TRIC	T PURBI C	HAMPARAN			BLOCK <sup>®</sup> SELECT	~	
					Matasya Sakhi Mapp	ing with Pond		
•	51	Pond Name	Address	Date of Pond Allotment	Matasya Sakhi Name	Matasya Sakhi Joining Date	Matasya Sakhi Address	Mapping Date*
0	1	Select v			Select V			
D	2	Select v			Select- ~			
0	3	Select v			Select v			
	4	Select v			Select v			
0	5	Select v			Select ~			

Make sure to map the Matsya Sakhi with the pond. If you cannot find the Matsya Sakhi's name in the dropdown menu within the relevant block, please get in touch with the block MIS operator. It's possible that they haven't created the cadre profile or may have overlooked mapping it with the respective FPG. Here, the Mapping Date will be the date of joining.

2.8 Procurement Entry

BRLPS/Project/357/12

1/89737/2023	Fisheries -		▼ Report ▼		Logout	WELCOME :: ADMPURB_CHAM
		DISTRICT	PURBI CHAMPARAN	BLOCK*	ARERAJ ~	
			Procurement	Entry		
			FPG Name*		Name of Particulars*	Date of Procurement*
		1	AMAR JEEVIKA MAHILA MATASYA UTPADAK SAMUH 🗸		Drag Net ~	
			Submit			

### Finally,

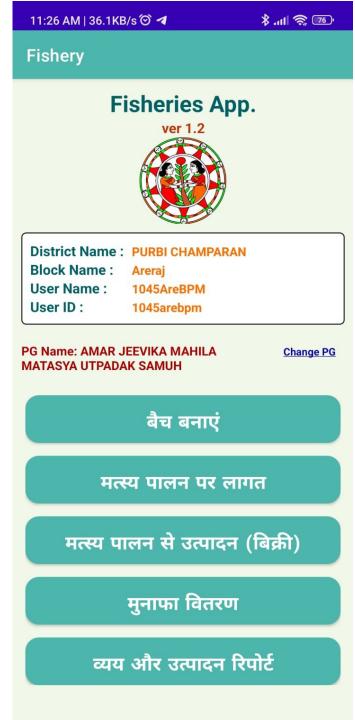
make sure to input the materials being procured in the FPG using CIF-1 and specify the date of purchase. Please use the UC files and noting for reference with regards to legacy data where needed.

### 3 Block Level

### 3.1 Home Page

Once you've logged into the mobile app using the Block\_Mob\_User credentials, you'll be granted access to perform data entries for all the FPGs in the designated block. This vital task is primarily the responsibility of the Livestock Nodal (LHS/AC/CC) and is carried out in real-time, ensuring that accurate and up-to-date information is recorded. On this particular page within the app, you'll find five distinct options for data entry.

The data entries you make through this mobile app should meticulously align with the actual data and the official records maintained by the FPGs under the Jeevika program. It's crucial to ensure that your entries are in harmony with the detailed and systematic documentation available, making sure that the information input is consistent with the records kept by the FPGs. Additionally, when making these entries, it's important to consider any historical or legacy data that has been documented in the minutes of the FPG meetings.



## I/89737/2023.2 Create Batch

In the batch creation process, you'll be creating a batch where the available batch number will be automatically displayed. Here are the steps:

- Select the farming scheme.
- Choose the type of seed from the dropdown menu.
- Specify the total weight of the fish seed and the count of the fish seed purchased.
- Record the expenditure of the fish seed.
- Select the species of the fish seed being stocked.
- Enter the date of stocking.
- Upload the photograph of the fish seed stocking in real-time.

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Fishery

## नया बैच बनाएं

FPG का नाम

AMAR JEEVIKA MAHILA MATASYA UTPADAK SAMUH

बैच नं. (Batch No.)

Batch-1

मत्स्य पालन के प्रकार का नाम

---SELECT SCHEME---

मत्स्य बीज का प्रकार						
		<b>•</b>				
मत्स्य बीज की मात्र	ा (किलो में)					
मत्स्य बीज की संख्या (गिनती में)						
मत्स्य बीज व्यय रा	शि (₹)					
मत्स्य बीज की प्रज	ातियाँ को चुनें					
🗌 रोहु	🗌 कतला	🗌 मृगल				
🗌 ग्रास कार्प	🗌 कॉमन कार्प	🗌 सिल्वर कार्प				
🔲 अन्य प्रजातियाँ						
मत्स्य संचयन की तिथि★						

When dealing with Input on Fish Farming, it's crucial to accurately record the following information from the available drop-down menu:

- Quantity of the product.
- Cost incurred for the product.
- Select the appropriate unit of measurement.
- Specify the date of purchase, referring to the books of record to ensure accuracy.

It's important that the recorded expenditure value matches the actual expenses entered into the app. If you encounter an expenditure that is not listed in the drop-down menu, please choose "Other" and provide details regarding the expenditure head.

The tab "Working Capital" and "Total Expenditure" will display the expenditure made till date on the batch in this module.

Additionally, please note that the cost of the fish seed should not be captured in this window, as it has already been recorded during batch creation. If, by any chance, the FPG acquires additional fish seed, you should input this data under "Others" and specify the expenditure as "Fish Seed." This meticulous data entry ensures accurate tracking of expenses related to fish farming activities. 11:27 AM | 3.5KB/s 🗇 ◀

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Fishery

### मत्स्य पालन पर लागत

FPG का नाम
AMAR JEEVIKA MAHILA MATASYA UTPADAK SAMUH
बैच नं. (Batch No.)
तालाब का नाम
कार्यशील पूंजी कुल खर्च
0.0
सामग्री का नाम चुनें
SELECT EXPENDITURE TYPE
सामग्री की मात्रा
SELECT Unit
सामग्री की राशि
खरीद की तारीख★
SELECT Date
Home >

### 3.4 Output from Fish Farming

#### 1/89737/2023

When recording the output from fish farming, make sure to follow these steps:

- Select the fish type and other relevant outputs from the drop-down menu.
- Enter the accurate total weight for each fish type.
- Specify the count of fish for each type.
- Enter the sale amount
- Enter the date of the selling

The app will automatically calculate and display the revenue from the sale in both the "Total Sales" tab and the "Total Weight" tab, ensuring an efficient and accurate overview of the generated revenue and total weight of the fish produced.

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Fishery

## मत्स्य पालन से उत्पादन

#### FPG का नाम

AMAR JEEVIKA MAHILA MATASYA UTPADAK SAMUH

बैच नं. (Batch No.)

Batch-1

 कुल बिक्री (किलो में)
 कुल बिक्री राशि

 25.00
 3600.00

मत्स्य प्रजाति को चुनें

---SELECT FISH TYPE---

बिक्री की मात्रा (किलो ग्राम में)

मछली/अंडे की संख्यां (गिनती में)

औसत वजन (In Gram)

0

बिक्री राशि

### बिक्री की तारीख★

SELECT Date

### I/89737/2023.5 Profit Distribution

The Profit Distribution module is designed to calculate and record individual member's profits and VO contributions. To use this module, please follow these steps:

- Enter the VO contribution percentage.
- Select the members who will equally benefit from the profit distribution.
- Click the "Submit" button to save the data.

It's important to note that this module will only function when there is a profit in the FPG. In cases of a loss, no profit data will be recorded, and the distribution will be conducted with a "0" value.

Additionally, make sure the distribution date is set to a date earlier than the batch creation of the new batch. This means that profit distribution should be completed before creating a new batch. This ensures a seamless and organized process for managing profits within the FPG.

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मुनाफा वितरण

#### FPG का नाम

AMAR JEEVIKA MAHILA MATASYA UTPADAK SAMUH बैच नं. (Batch No.) कार्यशील पूंजी कुल लाभ VO में योगदान का प्रतिशत VO में योगदान की राशि एफपीजी का सदस्य SL. No. Member Name Husband Name Select लाभांश राशि प्रति सदस्य कुल लाभ वितरण राशि VO में कुल जमा शेष वितरण की तारीख 🖈 SELECT Date Home

## I/89737/2023.6 Input & Output Report

This module is designed to view the total expenditure and output from the batch till date. This will help in reconciliation and analysing the business expenditure of the FPG.

Please select the batch no for which you want to look the records till date.

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Fishery		
व्यय और उ	त्पादन रिपोर्ट	
Select Batch Number		
Batch-1		-
	ALC: NO	
लागत		
SL. Particular	Quantity	Amount
1 मत्स्य बीज	50.00 KG	4200.00
Total :		4200.00
उत्पादन		
SL. Particular	Quantity	Amount
1 रोहू	25.00 KG	3600.00
Total :		3600.00