

FARM MECHANIZATION-USER MANUAL-DEPARTMENT END

Farm Mechanization Application request is applied by the citizen through the Meeseva centers. This request can be accessed by the Department and processed. The processing steps and screens are provided below.

Category Type	В
Documents Required	 Application Form* Proposal Form from MAO* Proof Document* Photo
SLA	10 Working days

Note: The asterisk (*) denotes mandatory requirement of documents.

Procedure for Processing the Request at Department End: -

Level 1

MAO End: -

♦ Select "Farm Mechanization Requests" from Application Processing. It has been depicted in figure 1.



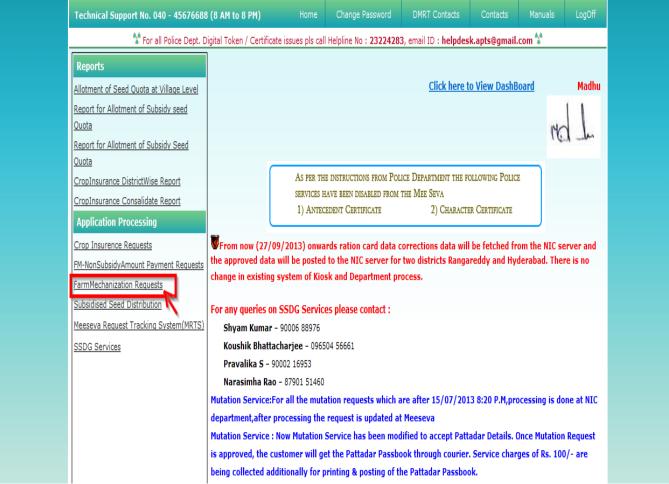


Figure 1: Farm Mechanization Requests Process link under Application Processing

After selection of "Farm Mechanization Requests" link, processing window will be displayed.
 It has been depicted in figure 2.

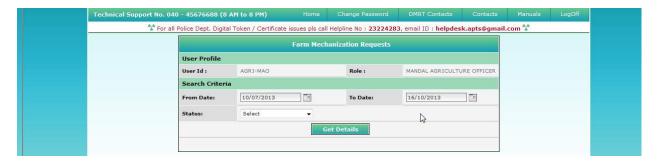


Figure 2: MAO Processing window in Farm Mechanization Requests screen

Select from date & to date by using calendar controls as depicted in figure 3.

Note: - Here, to date must be prior to Current date.



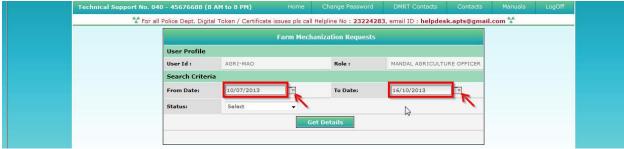


Figure 3: Selection of dates in MAO Processing window

 Select "Request Status (either All/Not Viewed/Open etc...)" from request status drop down list as depicted in figure 4.

NOTE: - Here, At First the Request is in "Not Viewed" Status. Here I am selecting "Not viewed" request.

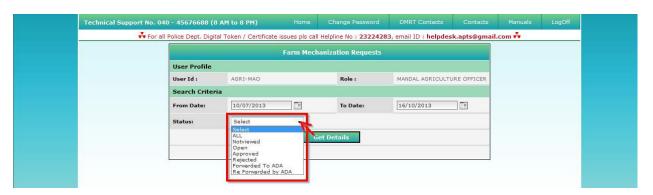


Figure 4: Selection of request status in MAO Processing window

Click "Get Details" button to display requests as depicted in figure 5.

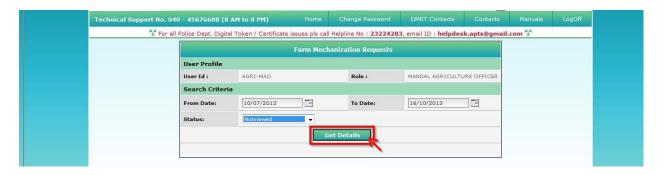


Figure 5: Get Details button in MAO Processing window

♦ All "Not Viewed" Requests are displayed as depicted in figure 6.





Figure 6: Requests in MAO Processing window

• Select the Request which has to be processed as depicted in figure 7.



Figure 7: Request selection in MAO Processing window

♦ After selection of the request, request details page will be displayed as depicted in figure 8.



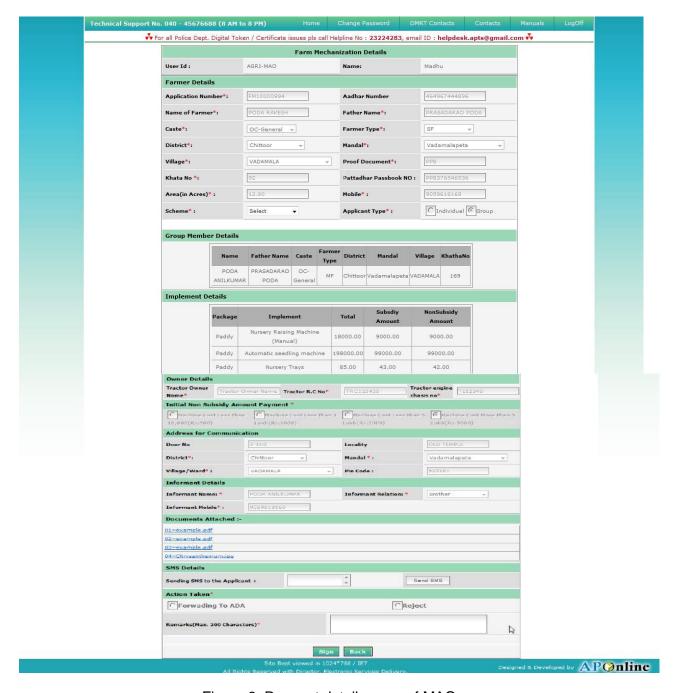


Figure 8: Request details page of MAO

 MAO Download all the attached documents from "Documents Attached" panel by clicking on links as depicted in figure 9.



Figure 9: Attached Documents in Farm Mechanization request details Page

Note: - Here MAO Sends SMS to citizen if any additional Details required



Figure 10: Send SMS in Farm Mechanization Request details Page

Note: -Here MAO Selects Scheme based on Enquiry

Now, MAO Take Action (Forward to ADA/Reject) as depicted in figure 11.



Figure 11: Action Taken in Farm Mechanization Request details Page

◆ If MAO wants to forward the Request then, Enter "Remarks" and click on "Forwarding To ADA" button as depicted in figure 12.



Figure 12: Signing the Farm Mechanization request



◆ After clicking on "Forwarding to ADA "button Forwarding To ADA Successfully" Message will be displayed as depicted in following figure 13.

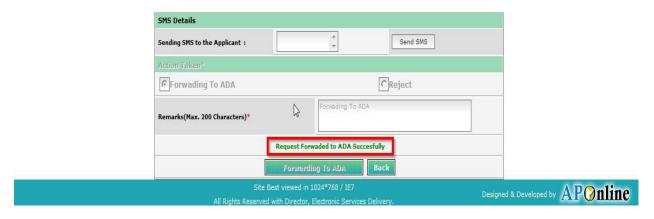


Figure 13: Signing the Farm Mechanization request

Note: - If request is in Rejected by MAO then, There is No Further Process

Note: - Now the request is in Forwarded to ADA Status.

Note: - Now Request is at ADA end.

Level 2 ADA End: -

◆ Select "Farm Mechanization Requests" from Application Processing. It has been depicted in figure 1.



Figure 1: Farm Mechanization Requests Process link under Application Processing

◆ After selection of "Farm Mechanization Requests" link, processing window will be displayed. It has been depicted in figure 2.