NITI Aayog

National Institution for Transforming India

Line Data Entry

User Manual

Version 1.0

Revision History

Revision No.	Revision Date	Author	Approved Date	Approved By	Description

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1 Introduction

The Government of India had decided that to measure and monitor India's performance on various social, economic and other parameters through internationally recognized Global Indices. The goal of this exercise are to use these Indices as tools for self-improvements and bring about reforms in the policies and processes of Government agencies and bring about reforms in the policies and processes of Government agencies and financial institutions while creating a conducive ecosystem for foreign and domestic investment flow.

Goals

- Driving reforms at the National and State level by ranking of States
- Promoting cooperative and competitive federalism
- Enhancing citizen service delivery, ease of living and ease of doing business

About the dashboard:

The dashboard is created to support the Government's decision to leverage the monitoring mechanism of select global indices to drive reforms and growth. The dashboard allows for monitoring of the parameters as per official data as well as the data source used by the publishing agency. The dashboard also allows for monitoring of performance of states and it also inculcates healthy competition among States/UTs through their scoring and ranking on these Indices and Reform Actions.

2 Intended Audience

This User Help Guide is exclusively developed for the use of line data entry user. It explains the process of managing master data definition, progress data entry, generating reports, viewing user manuals, contact support, and support ticket. Care is taken to explain each function in detail!

3 Login

Enter GI Dashboard URL in the web browser address bar and press Enter key.

Login screen will be displayed.

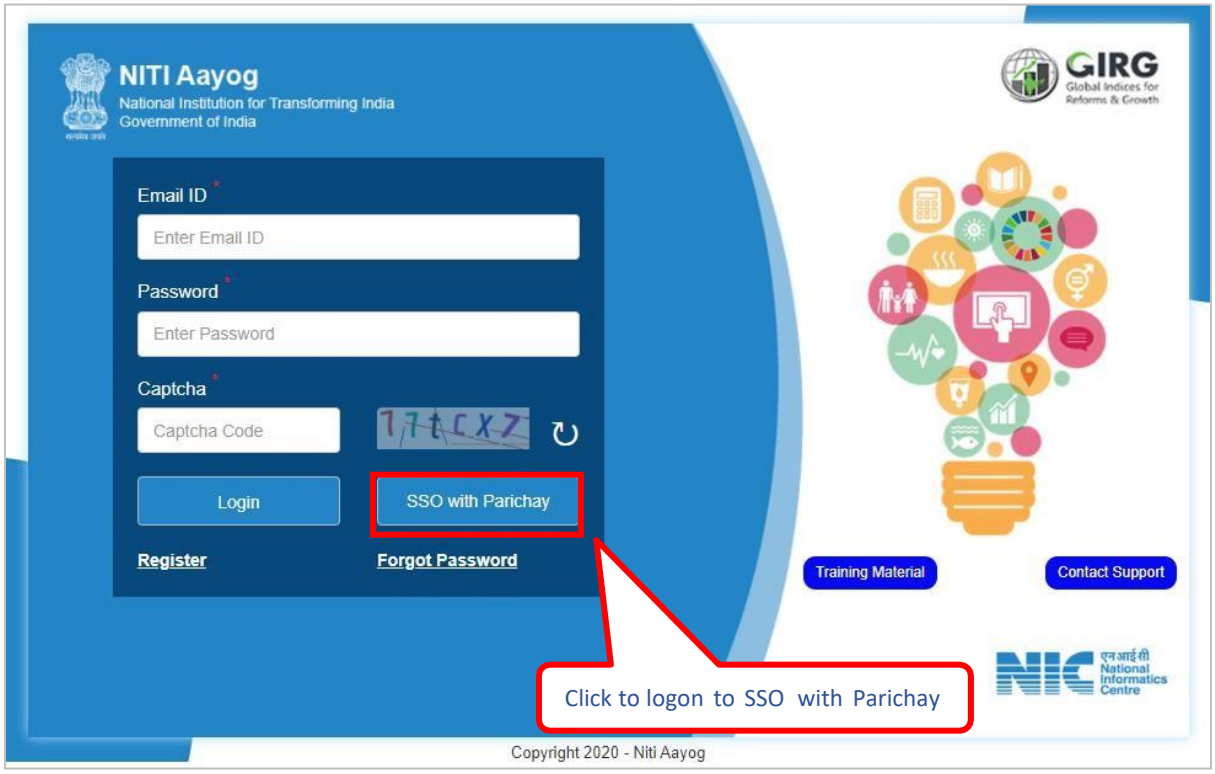
Figure 3-1

Enter following details:

- Email ID: Enter email ID
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed
- Click Login button to logon to the GI Dashboard
- Click Forgot Password? link in case of forgotten password. Reset password link will be forwarded to your registered email id
- If you are a Non-LDAP user, you need to register through Registration page. Click Register link on Login screen. User Registration page will be displayed. Fill the registration form and submit. After successful submission and authentication, you can login using registered email id as Non-LDAP user.

- Click Training Material to view training material
- Click Contact Support to view contact support

For **Registration Through Parichay**, below process will have to be followed.



- Click SSO with Parichay to logon to SSO with Parichay
- Provide NIC email id (.nic/.gov) and passowrd in the below screen.

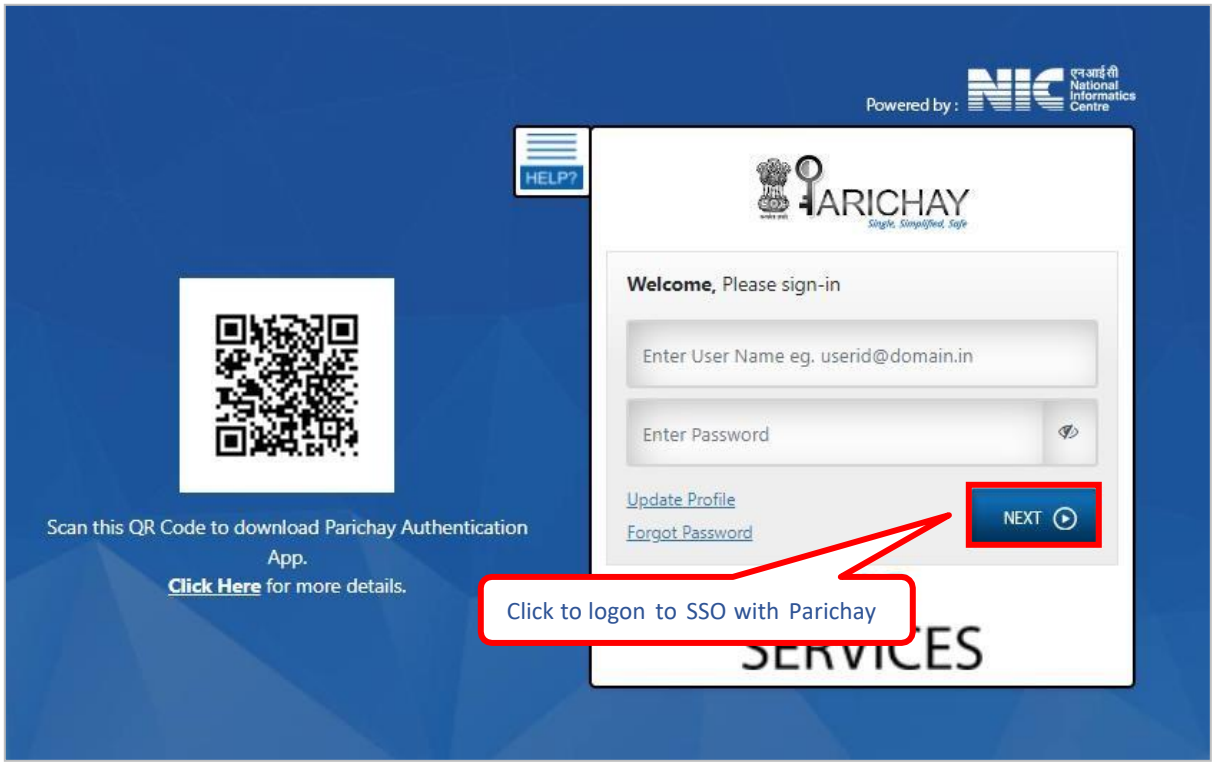


Figure 3-2

Enter following details:

- Enter Username
- Password: Enter password
- CAPTCHA: Enter CAPTCHA code as displayed
- Click

button to logon with SSO Parichay

4 Dashboard

➢ Index Hyperlink Details-

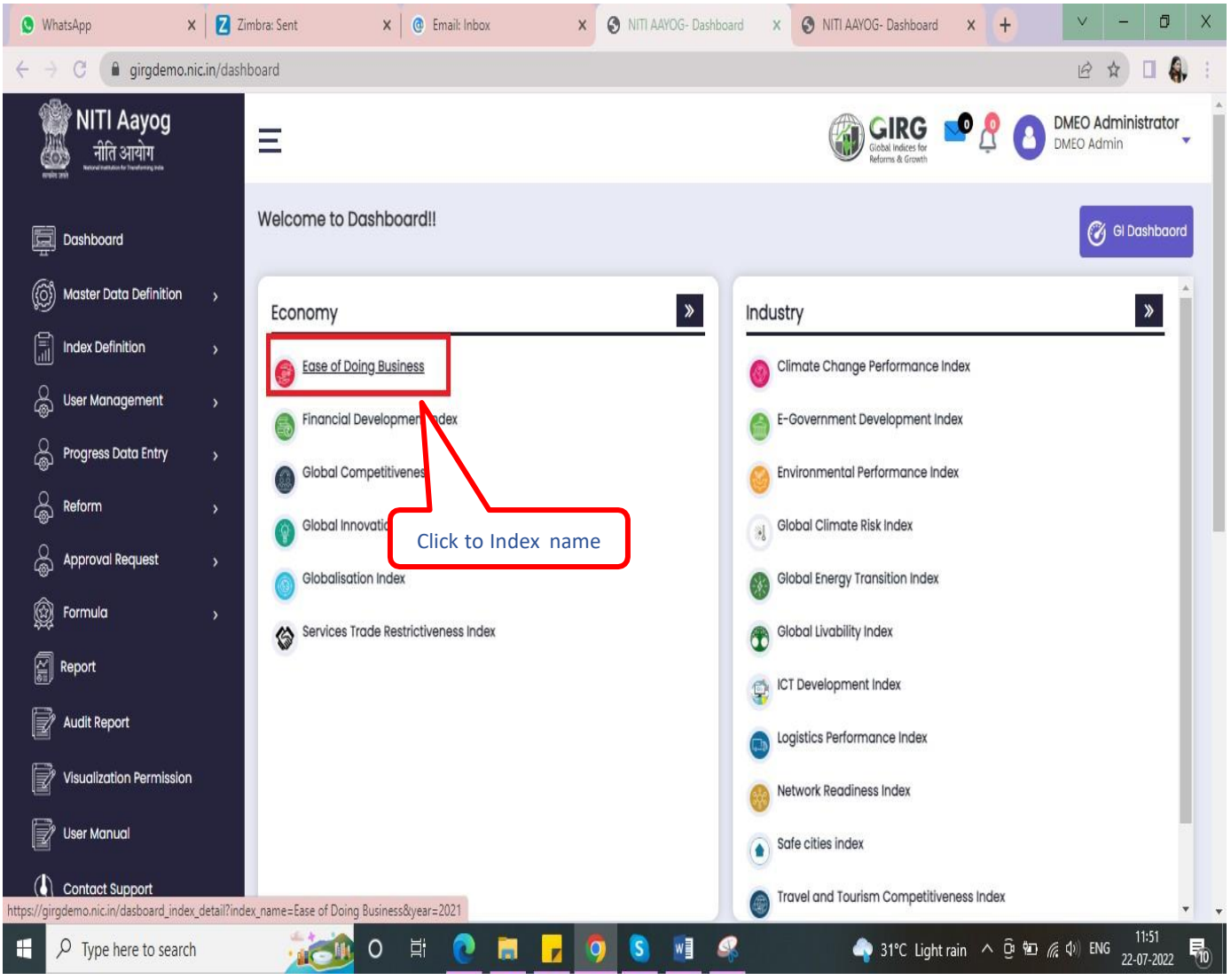
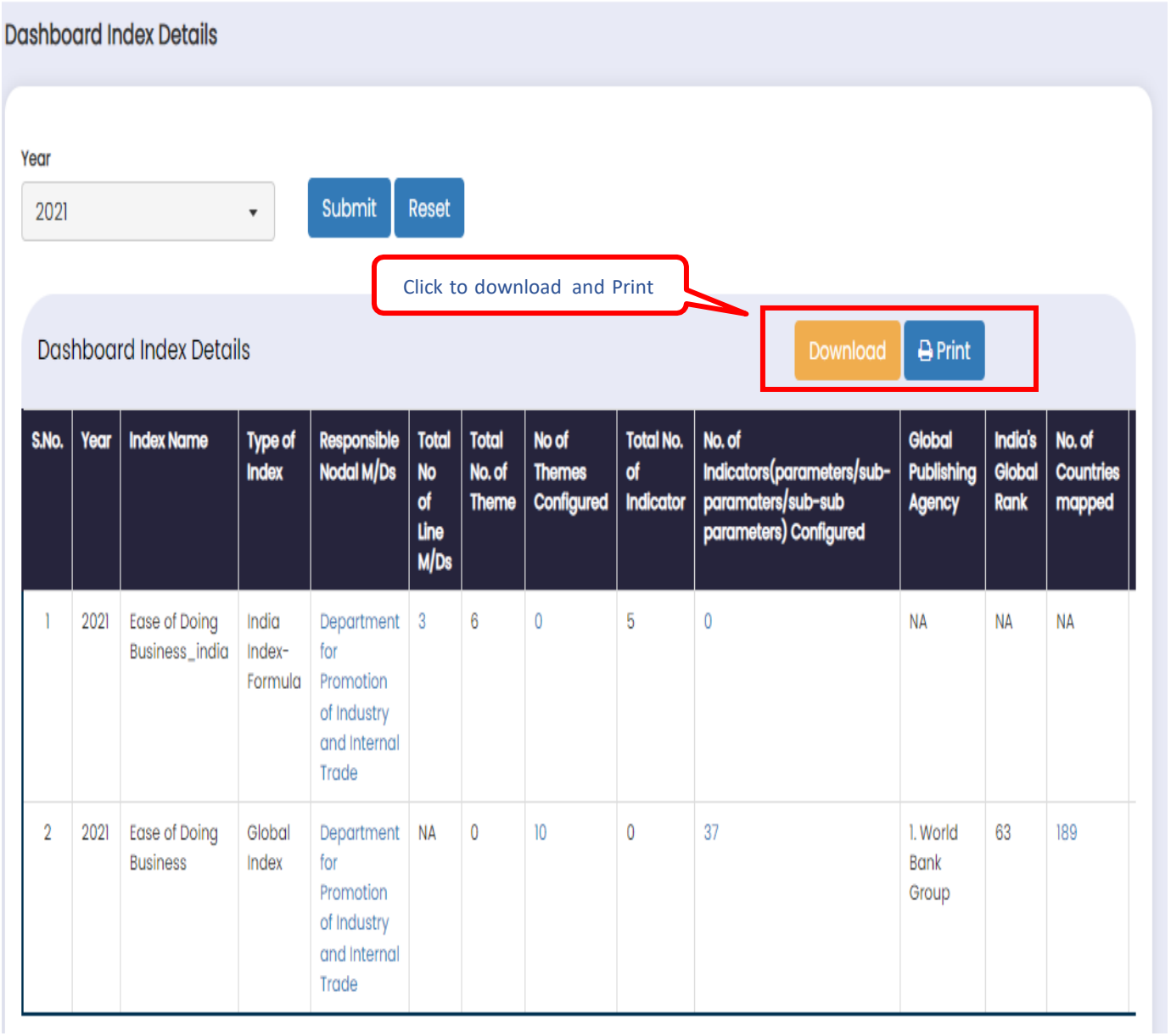


Figure 4-1

➢ **Click to Index name to check Index Details for India Index as well as Global Index-**



S.No.	Year	Index Name	Type of Index	Responsible Nodal M/Ds	Total No of Line M/Ds	Total No. of Theme	No of Themes Configured	Total No. of Indicator	No. of Indicators(parameters/sub-paramaters/sub-sub parameters) Configured	Global Publishing Agency	India's Global Rank	No. of Countries mapped
1	2021	Ease of Doing Business_india	India Index-Formula	Department for Promotion of Industry and Internal Trade	3	6	0	5	0	NA	NA	NA
2	2021	Ease of Doing Business	Global Index	Department for Promotion of Industry and Internal Trade	NA	0	10	0	37	1. World Bank Group	63	189

Figure 4-2

➢ Click GI Dashboard to view GI Dashboard.

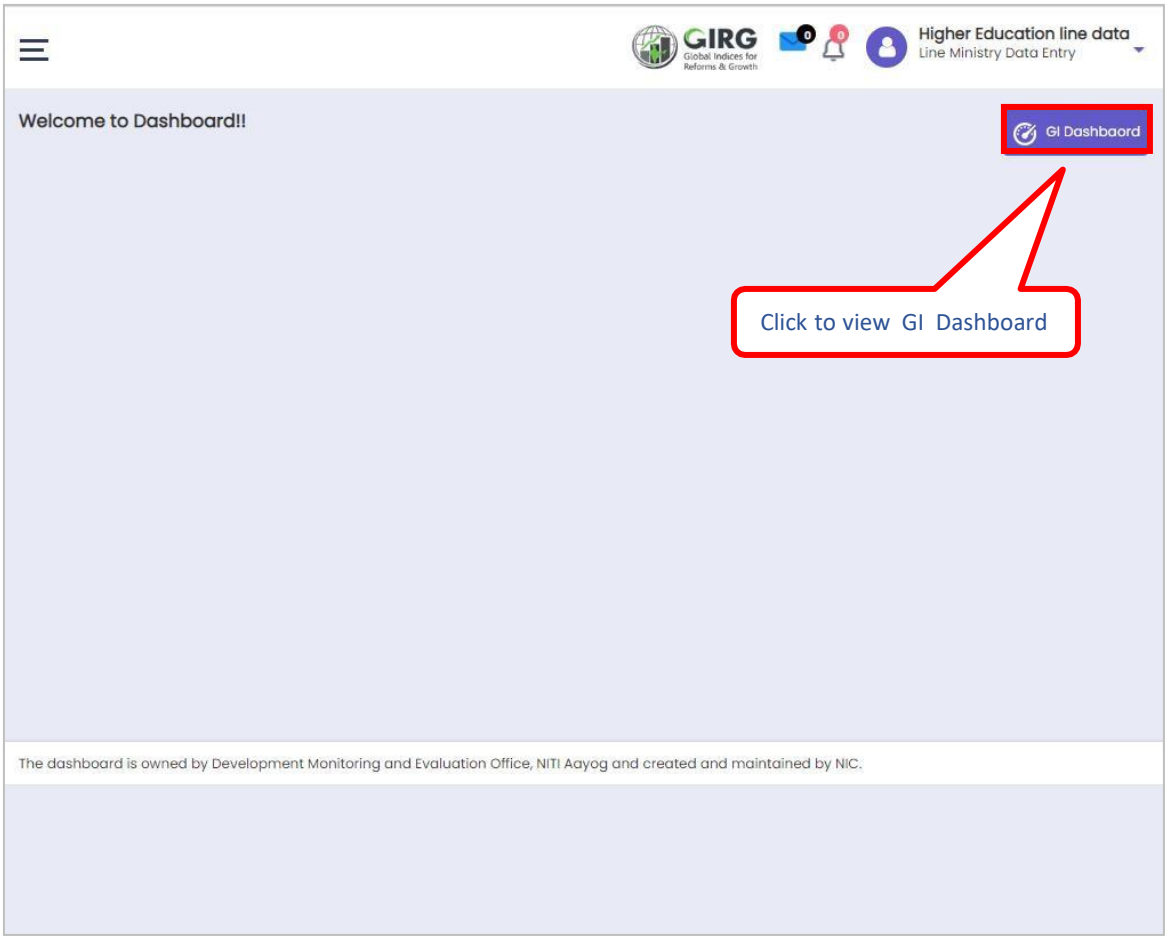


Figure 4-1

Dashboard screen will be displayed;

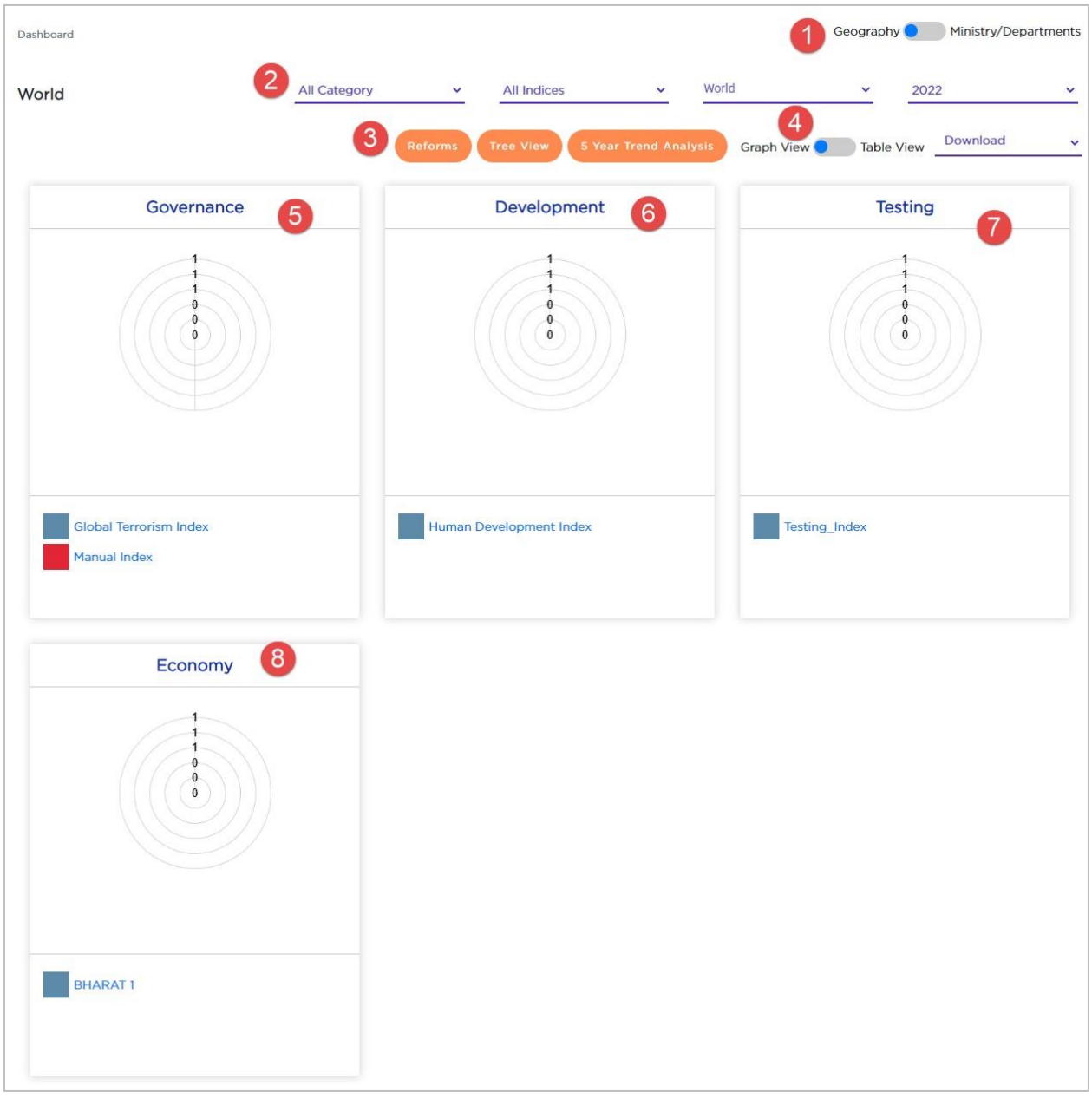
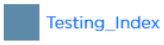


Figure 4-2

1	Click to switch to Geography and Ministry/Departments
2	Line data entry user can search data by category, indices, world, year and or download to generate graph and table view of governance, development, testing, and economy.
3	• Click to view reforms • Click to see tree view • Click to view 5 year trend analysis
4	Click to switch to graph view and table view
5	Displays graph for governance; • Clic to view global terrorism index • Click to view manual index
6	Displays graph for development; • Click to view human development index
7	Displays graph for testing; • Click  to view testing index
8	Displays graph for economy; • Click to view global index

1 Master Data Definition

Line data entry user can manage coordination committee.

1.1 Coordination Committee

Path: Master Data Definition>> Coordination Committee

Click on top right corner of coordination committee listing screen to expand search window;

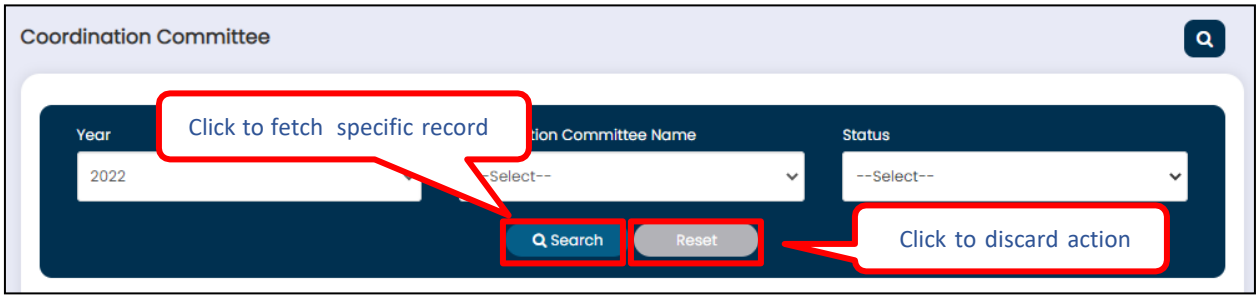


Figure 1-1

- You can search State/UT/City records by name, code, and status.
- Enter search criteria and click Search button to fetch specific record.
- Click Reset to discard action.
- By default, all Coordination Committee records will be displayed in list mode with following column headings;

1.1.1 Coordination Committee List

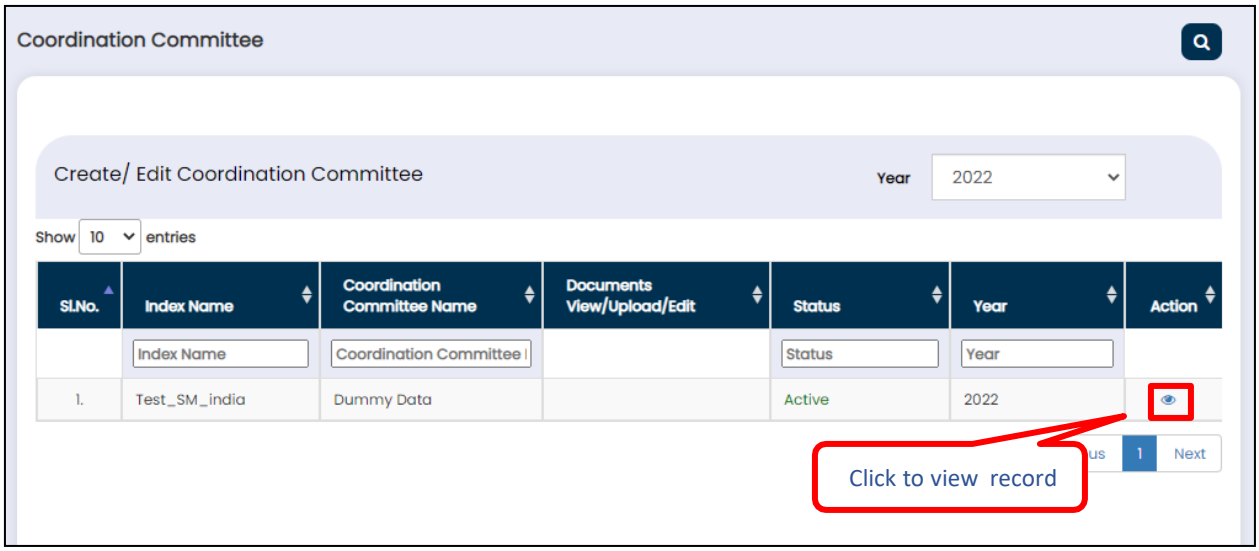


Figure 1-2

Coordination committee records will be displayed with following column headings;

- Sl. No.
- Index Name
- Coordination Committee Name
- Documents View/Upload/Edit
- Status
- Year
- Action
  - Click (view) icon to view the record

1.1.1.1 View Coordination Committee

Coordination Committee details will be displayed with following column headings:

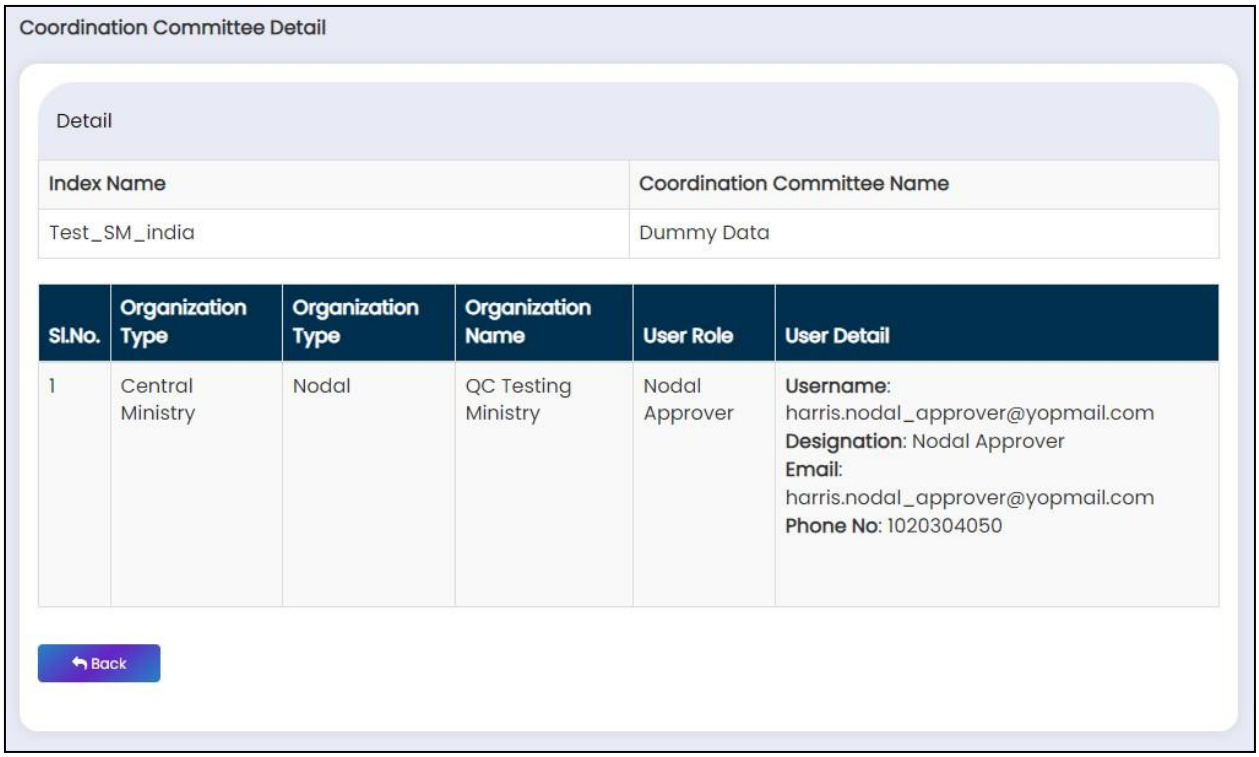


Figure 1-3

- Index Name
- Coordination
- Committee Name
- Sl.No.
- Organization Type
- Organization Type
- Organization Name
- User Role
- User Detail

2 Progress Data Entry

Line data entry user can manage index progress data entry – formula, and reform progress data entry.

2.1 India Index Progress Data Entry - Formula

Path: Progress Data Entry >> India Index Progress Data Entry - Formula

Line data entry user can view India Index Progress Data Entry – Formula.

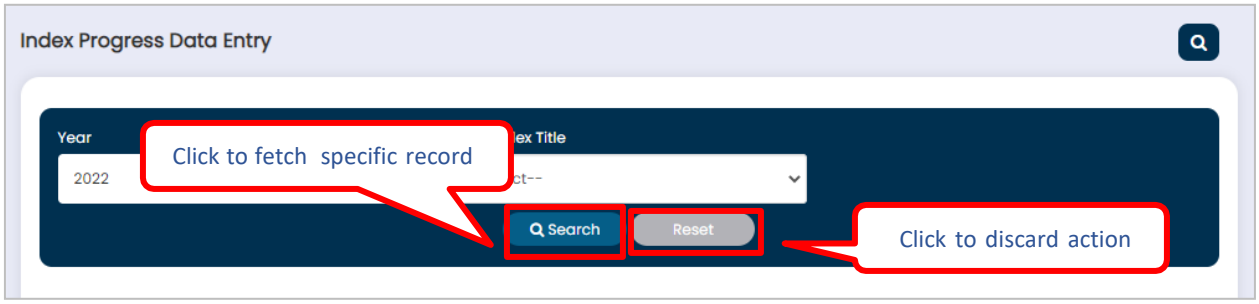


Figure 2-1

- You can search India Index Progress Data Entry – Formula by Year and or Index Name
- Enter search criteria and click Search button to fetch specific record.
- Click Reset to discard action.

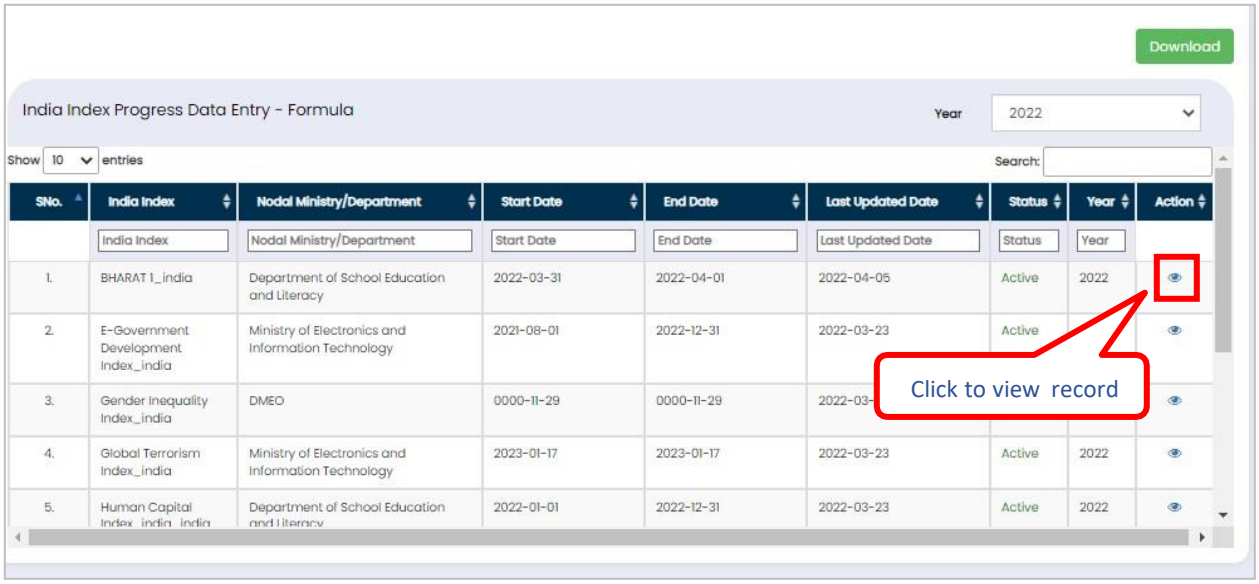


Figure 2-2

India Index Progress Data Entry - Formula records will be displayed with following column headings:

- SNo.
- India Index
- Line Ministry/Department
- Start Date
- End Date
- Last Updated Date
- Status
- Year
- Action
    - Click (view) icon to view the record

2.1.1 View Theme Progress Data Entry

- Click (view) icon to view the record

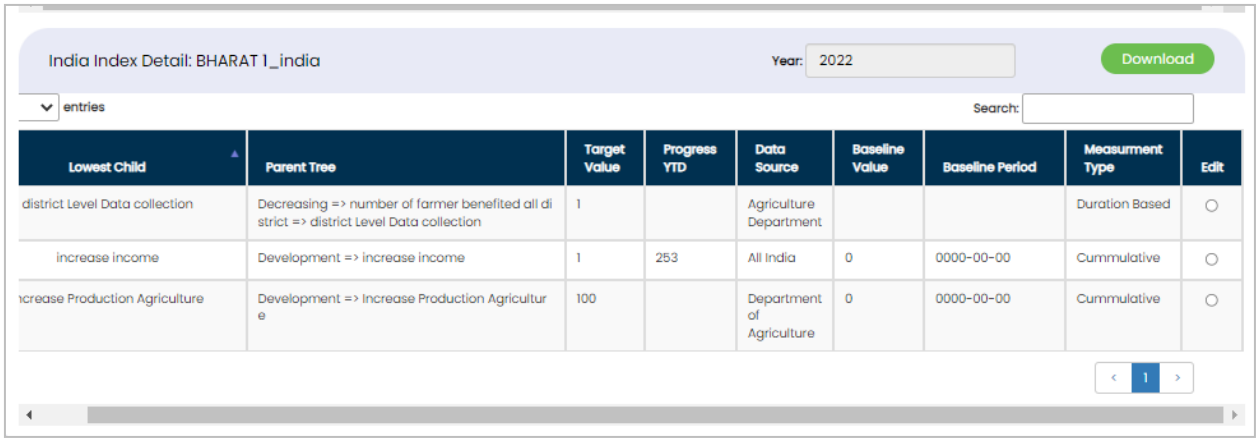


Figure 2-3

India Index Detail will be displayed with following column headings:

- Lowest Child
- Parent Tree
- Target Value
- Progress YTD
- Data Source
- Baseline Value
- Baseline Period
- Measurement Type
- Edit

2.2 Reform Progress Data Entry

Path: Progress Data Entry >> Reform Progress Data Entry

Line data entry user can view Reform Action Progress Data Entry.

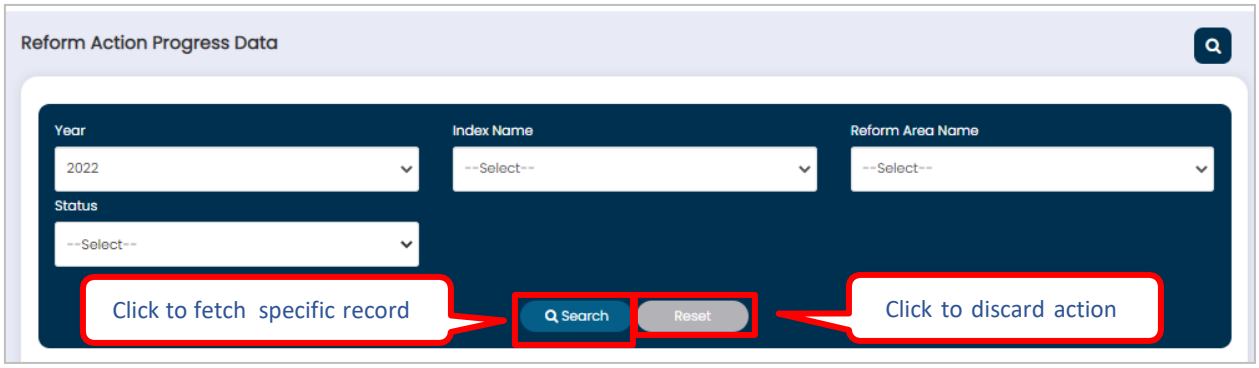


Figure 2-4

- You can search Reform Action Progress Data Entry by Year, Index Name, Reform Area Name and Status.
- Enter search criteria and click Search button to fetch specific record.
- Click Reset to discard action.

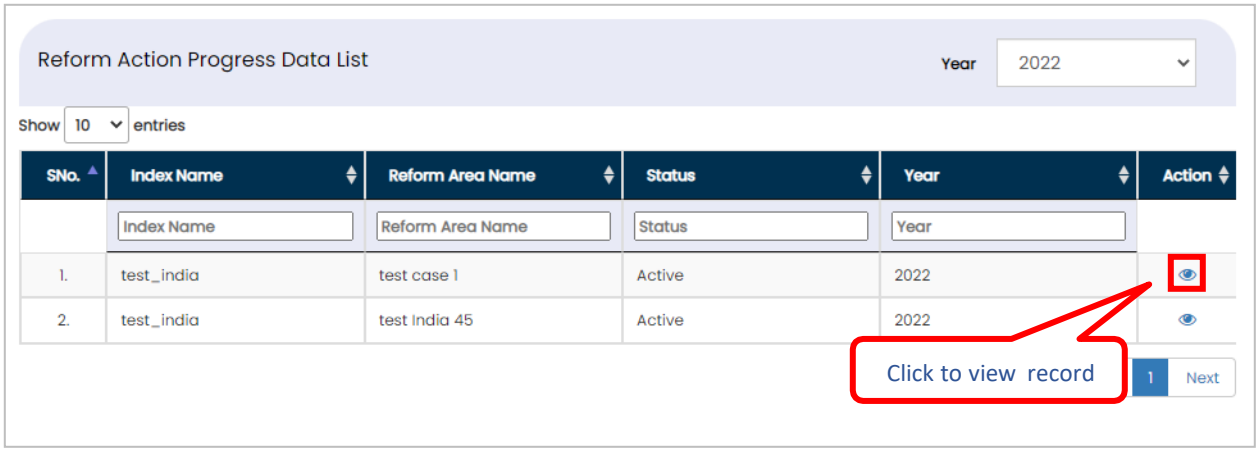


Figure 2-5

Reform Action Progress Data List are displayed with following column headings:

- SNo.
- Index Name
- Reform Are Name
- Status
- Year
- Action
  - Click 👁(view) icon to view the record

3 Reports

Line data entry user can view compliance report and progress report.

3.1 Compliance Report

3.1.1 Global Index Data Entry Compliance Report

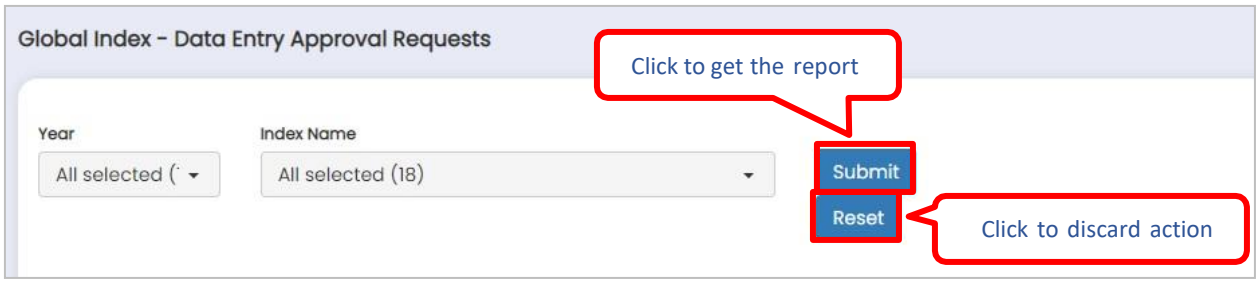
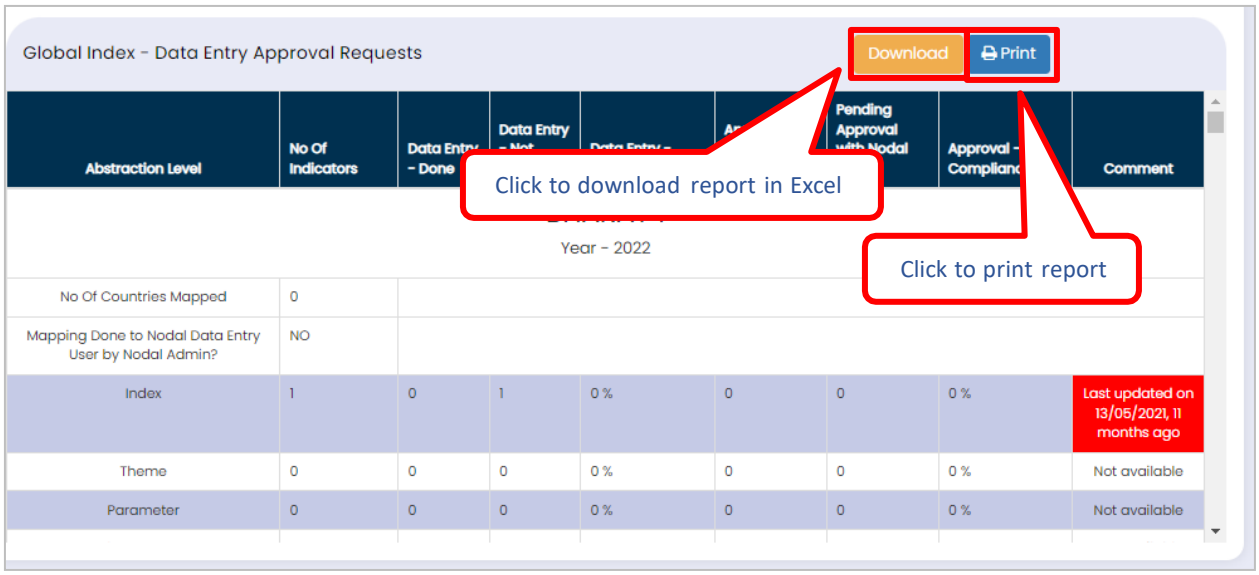


Figure 3-1

- You can get Global Index Data Entry Compliance Report by year and index name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:



Abstraction Level	No Of Indicators	Data Entry - Done	Data Entry - Not	Data Entry -	A	Pending Approval with Nodal	Approval - Compliance	Comment
No Of Countries Mapped	0							
Mapping Done to Nodal Data Entry User by Nodal Admin?	NO							
Index	1	0	1	0 %	0	0	0 %	Last updated on 13/05/2021, 11 months ago
Theme	0	0	0	0 %	0	0	0 %	Not available
Parameter	0	0	0	0 %	0	0	0 %	Not available

Figure 3-2

- Abstraction Level
- No Of Indicators
- Data Entry - Done
- Data Entry - Not Done
- Data Entry -Compliance
- Approval Done by Line Officer
- Pending Approval with Line Officer
- Approval - Compliance
- Comment
- Click Download to download report in Excels
- Click Print to print report

3.1.2 India Index DE Compliance Report

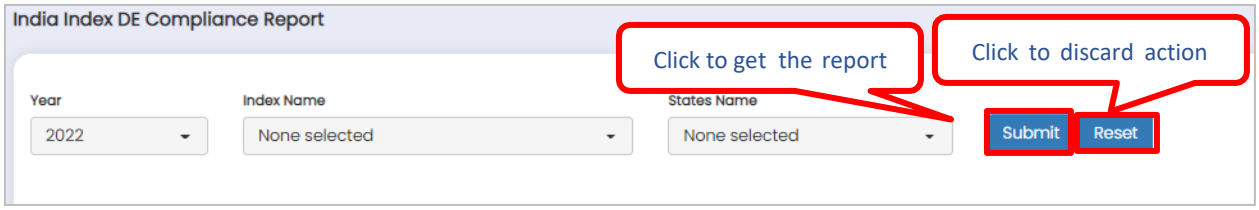


Figure 3-3

- You can get India Index DE Compliance Report by year, index name, and states name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:

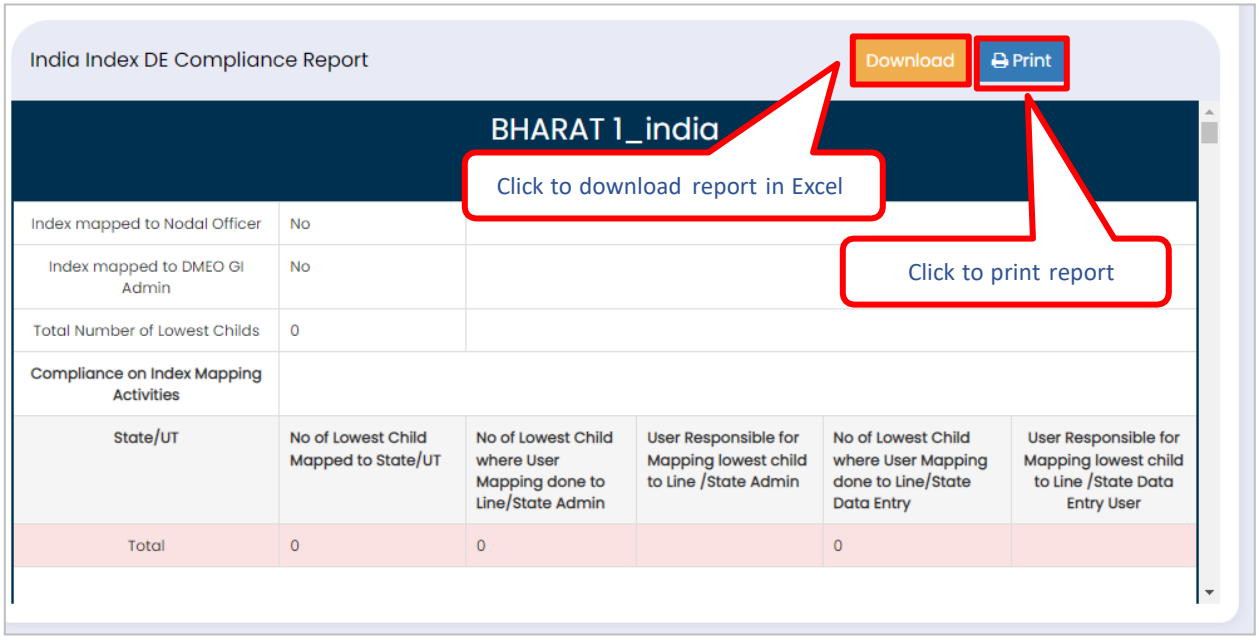


Figure 3-4

- State/UT
- No of Lowest Child Mapped to State/UT
- No of Lowest Child where User Mapping done to Line/State Admin
- User Responsible for Mapping lowest child to Line /State Admin
- No of Lowest Child where User Mapping done to Line/State Data Entry
- User Responsible for Mapping lowest child to Line /State Data Entry User
- Click Download to download report in Excels
- Click Print to print report

3.1.3 India Index - Formula Compliance Report

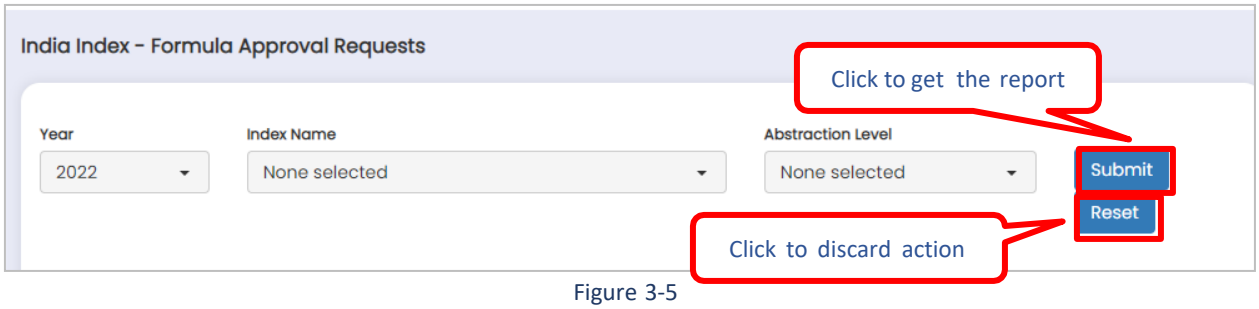


Figure 3-5

- You can get India Index - Formula Compliance Report by year, index name, and abstraction name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:

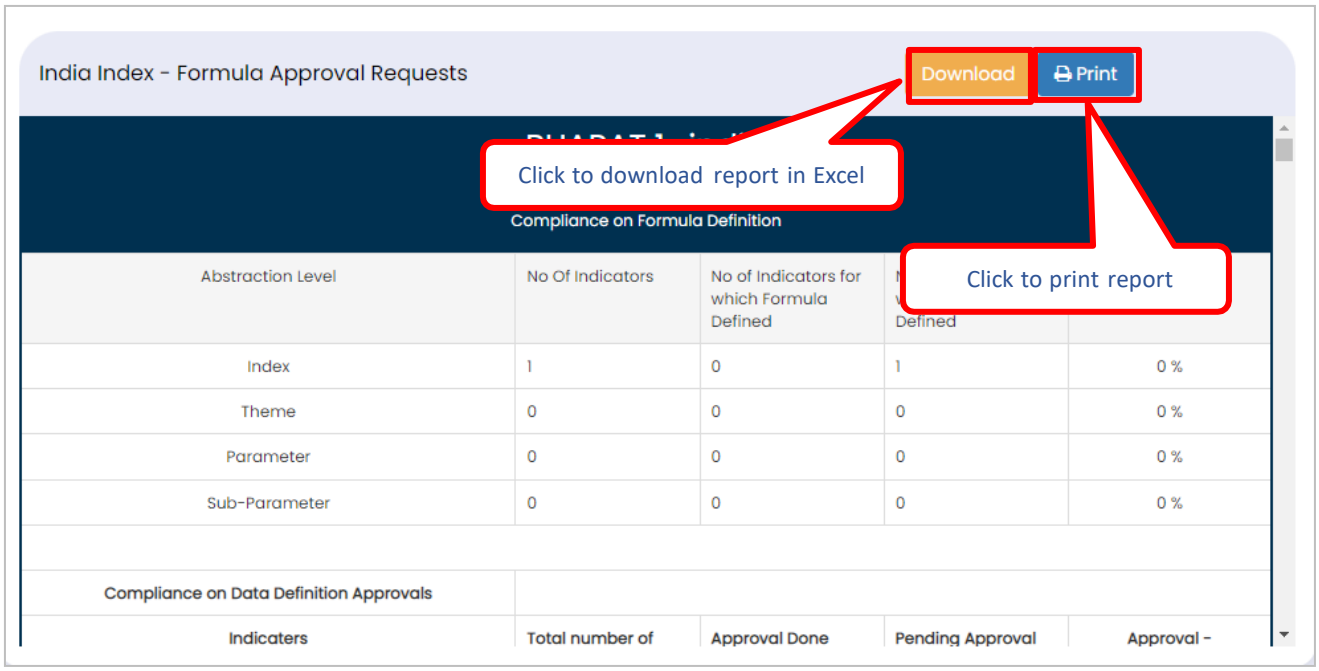


Figure 3-6

- Abstraction Level
- No Of Indicators
- No of Indicators for which Formula Defined
- No of Indicators for which Formula not Defined
- Formula - Compliance
- Click Download to download report in Excels
- Click Print to print report

3.1.4 India Index - Reform Action Compliance Report

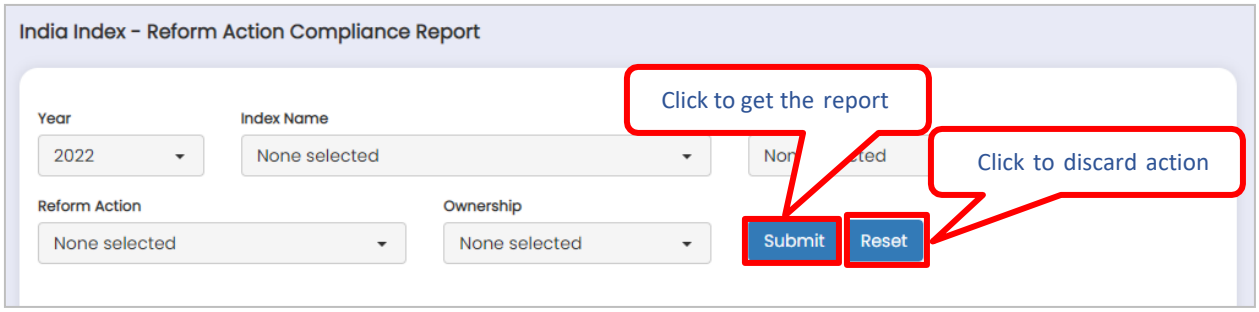


Figure 3-7

- You can get India Index - Reform Action Compliance Report by year, index name, reform area, reform action, and ownership
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:

Figure 3-8

- Reform Areas
- Reform Actions
- Priority
- Ownership
- State/UT Assigned
- Last Commitment Made
- Last Commitment Date
- If Last Commitment Made - Updated (Y/N) Comment
- Click Download to download report in Excels
- Click Print to print report

3.1.5 Reform Data Entry Compliance Report

Figure 3-9

- You can get Reform Data Entry Compliance Report by year, index name, and ownership; If you select ownership as Line/Line, you need to select Ministry; If you select ownership as State, you need to select State Name;
-
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:

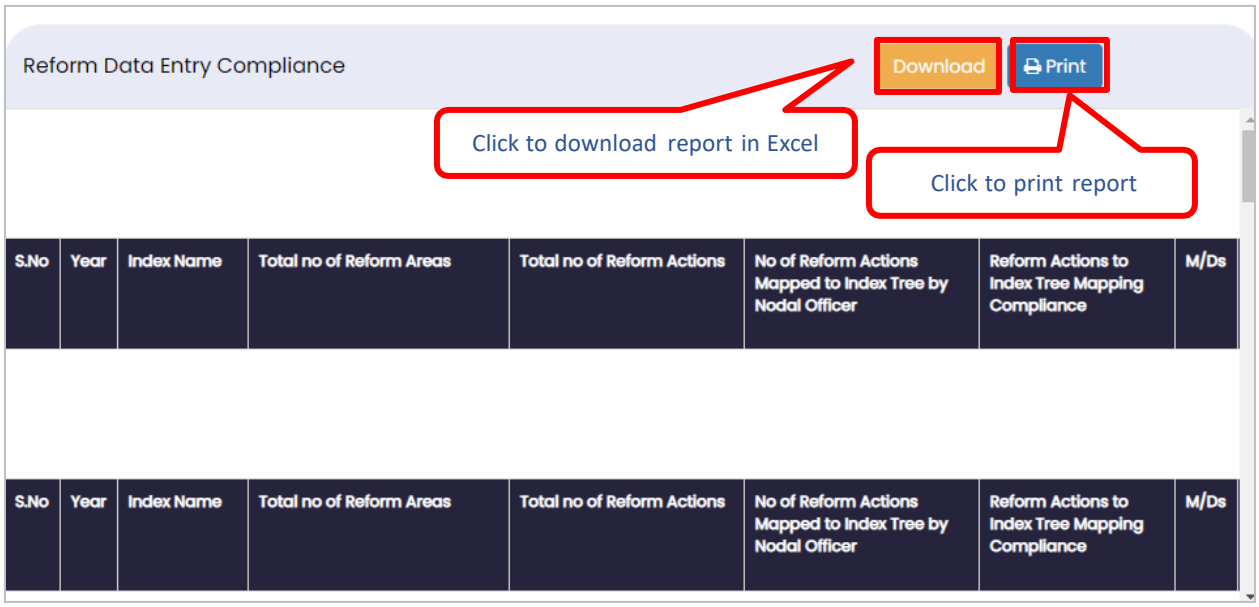
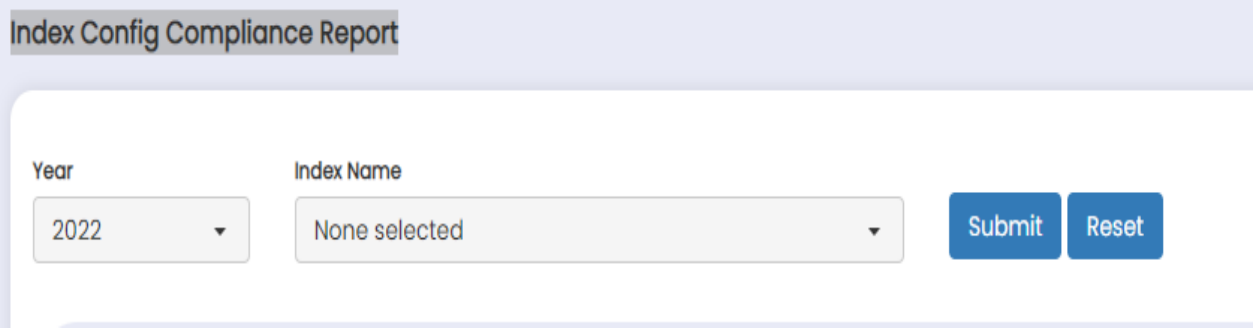


Figure 3-10

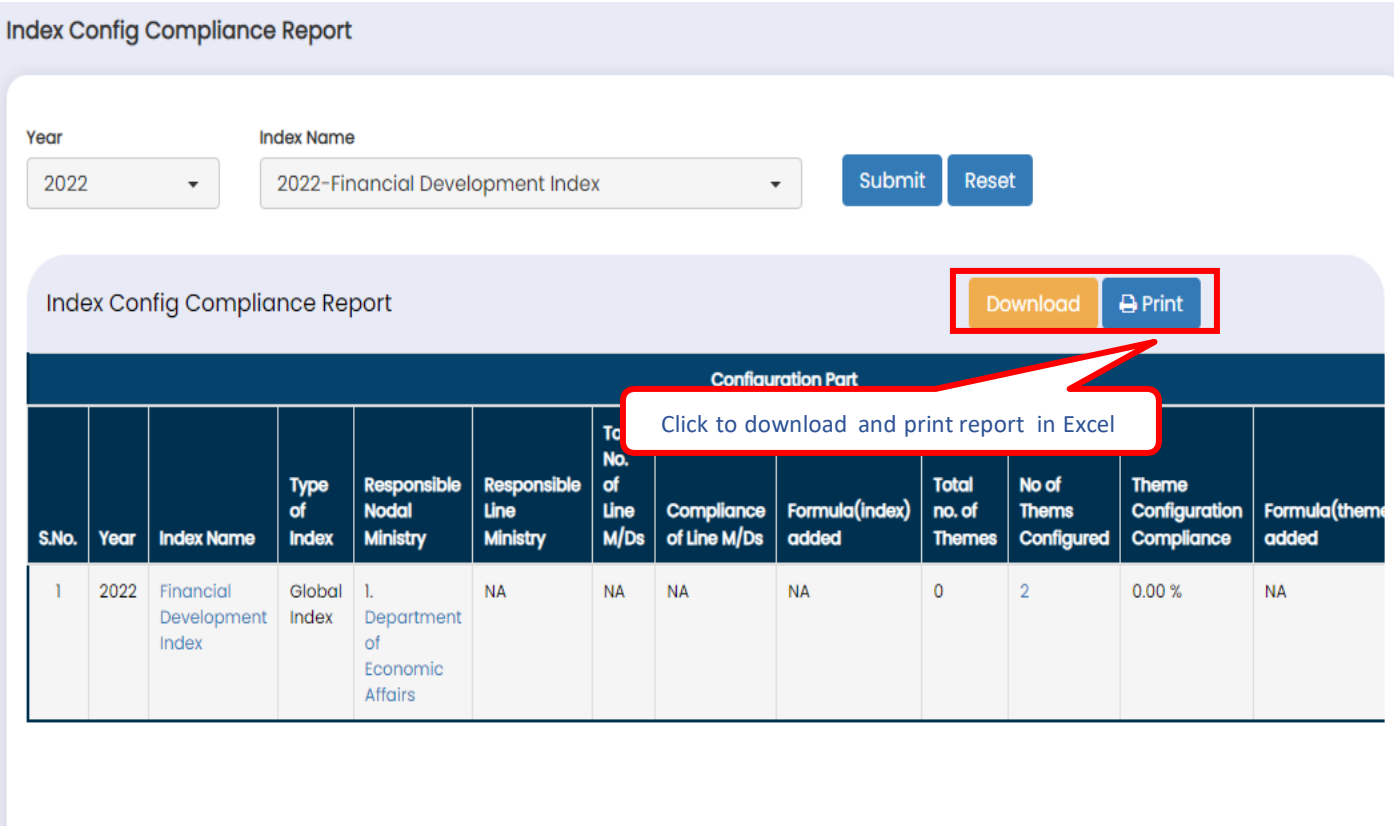
- S.No
- Year
- Index Name
- Total no of Reform Areas
- Total no of Reform Actions
- No of Reform Actions Mapped to Index Tree by Line Officer
- Reform Actions to Index Tree Mapping Compliance
- M/Ds
- Number of Reform Actions Assigned
- No. of Reform Actions mapped to Line/Line Data Entry User
- User Responsible for Mapping
- Reform Actions Mapping to Data Entry User - Compliance
- Total number of Data Entry to be done (No. of RAs x No of States/UT Mapped to each RAs)
- Progress Update – Done
- Progress Update – Pending
- Data Entry –Compliance
- Approval Done by Admin
- Pending Approval with Admin
- Approval - Compliance
- Click Download to download report in Excels
- Click Print to print report

3.1.6 Index Config Compliance Report



- You can get Index Config Compliance Report by organization type and organization name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

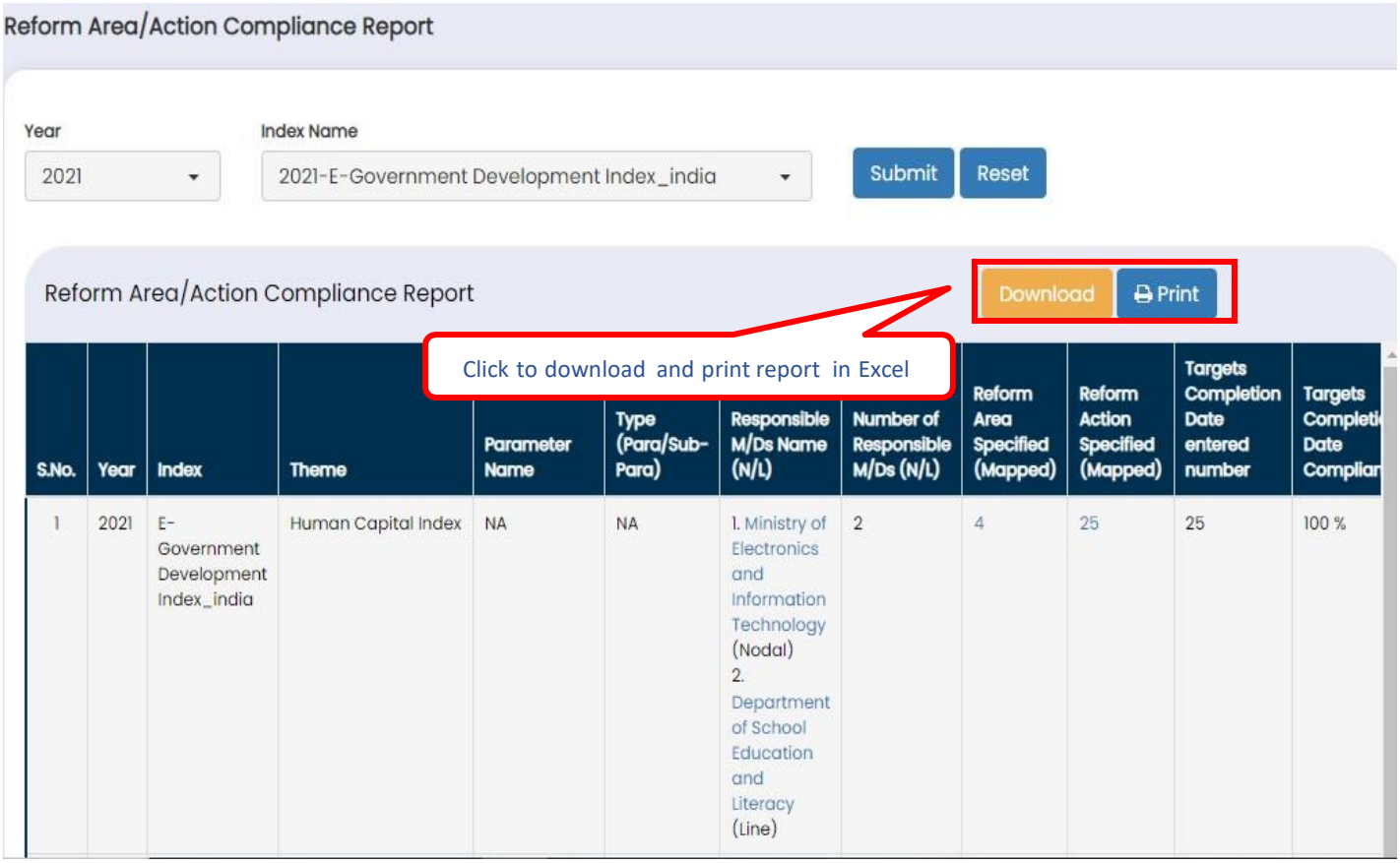
Report will be displayed with following column headings:



3.1.7 Reform Area/Action Compliance Report

- You can Reform Area/Action Compliance Report by organization type and organization name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:



3.2 Progress Report

3.2.1 India Index Progress Report

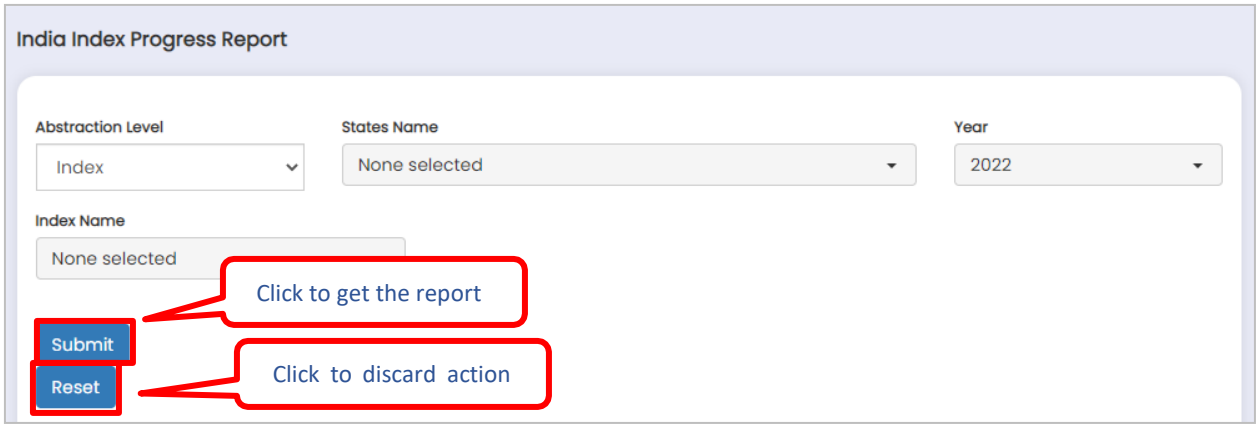


Figure 3-11

- You can get India Index Progress Report by abstraction level, states name, year, and index name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

3.2.2 Statewise Aggregate Reform Score Report

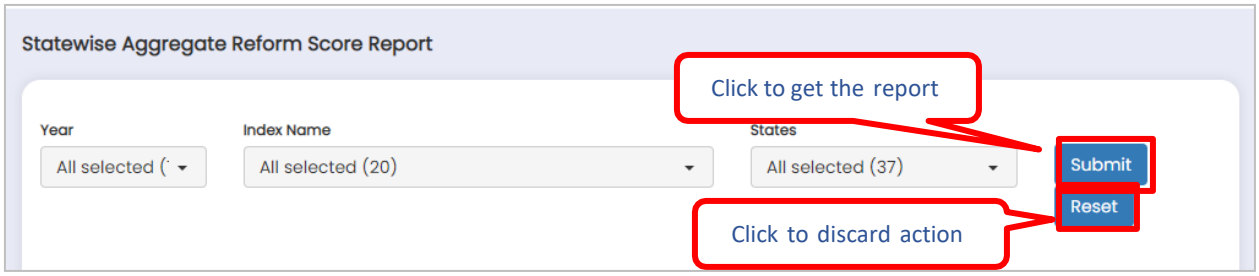


Figure 3-12

- You can get Statewise Aggregate Reform Score Report by year, index name, and states
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:

Figure 3-13

- States/UT
- No of Reform Actions Assigned
- No of Reform Actions for which Progress Update Done
- Progress Update Compliance
- Total Reform Score
- Rank
- Click Download to download report in Excels

- Click Print to print report

3.2.3 Detailed Reform Actions Report – Statewise

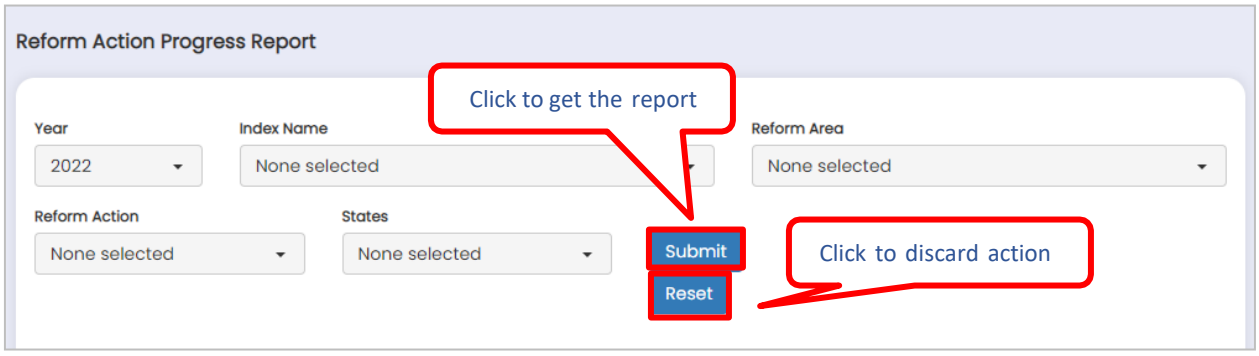


Figure 3-14

- You can get Detailed Reform Actions Report – Statewise by year, index name, reform area, reform action, and states
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:

Figure 3-15

- Reform Area
- Reform Actions
- Theme/ Parameter Linked to Reform Action
- Priority
- Target Completion Date
- States/UT
- Reform Action Progress Status
- Comment
- Click Download to download report in Excels
- Click Print to print report

3.2.4 Global Index Progress Report

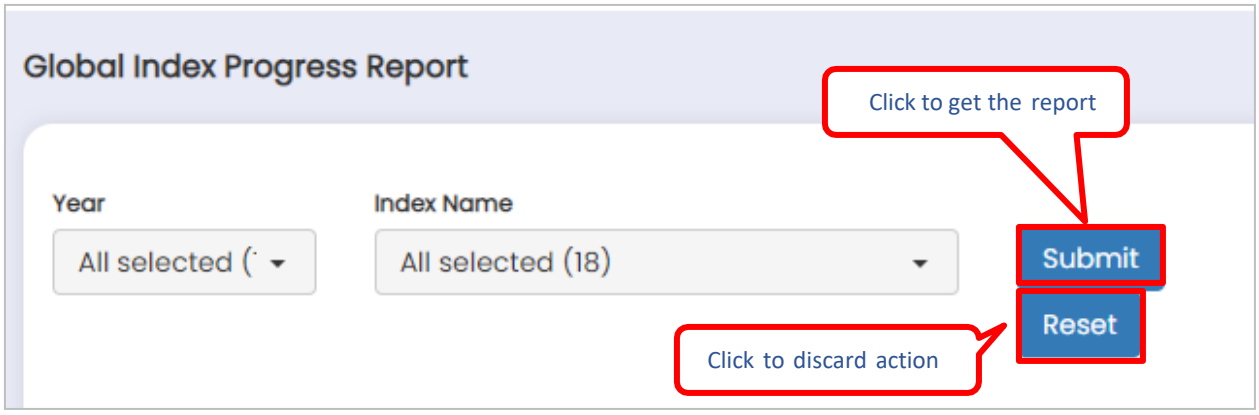
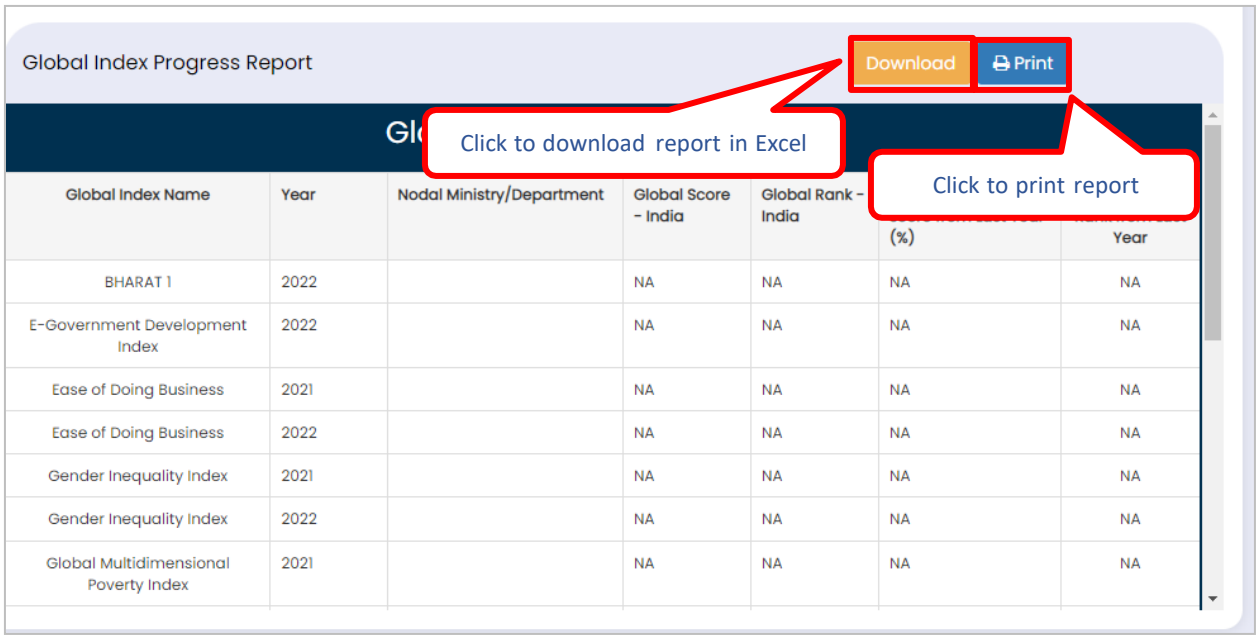


Figure 3-16

- You can get Global Index Progress Report by year and index name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:



Global Index Name	Year	Nodal Ministry/Department	Global Score - India	Global Rank - India	(%)	Year
BHARAT 1	2022		NA	NA	NA	NA
E-Government Development Index	2022		NA	NA	NA	NA
Ease of Doing Business	2021		NA	NA	NA	NA
Ease of Doing Business	2022		NA	NA	NA	NA
Gender Inequality Index	2021		NA	NA	NA	NA
Gender Inequality Index	2022		NA	NA	NA	NA
Global Multidimensional Poverty Index	2021		NA	NA	NA	NA

Figure 3-17

- Global Index Name
- Year
- Line Ministry/Department
- Global Score - India
- Global Rank – India
- Improvement in score from Last Year (%)
- Change in Rank from Last Year
- Click Download to download report in Excels
- Click Print to print report

3.2.5 Global Index Progress Report – Comparative

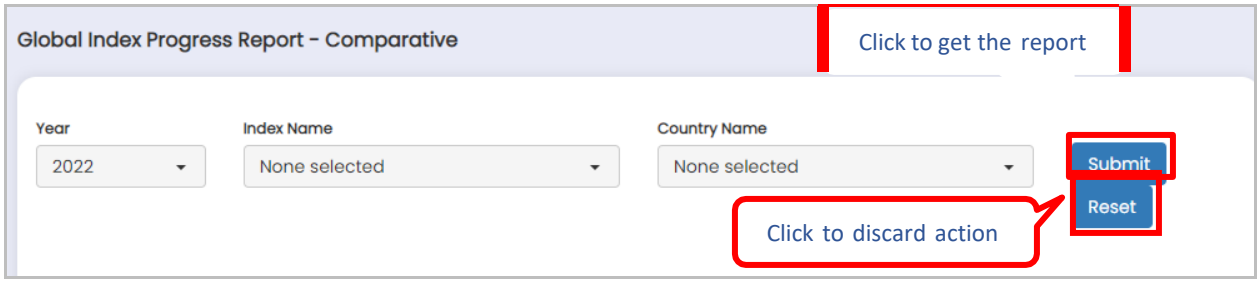
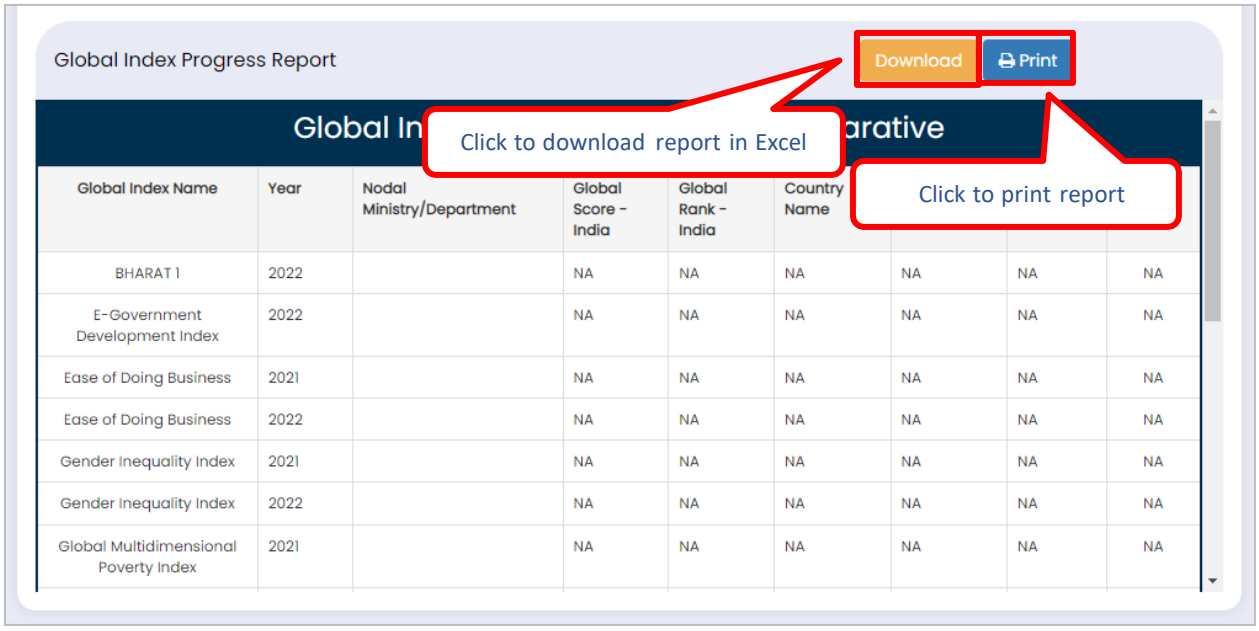


Figure 3-18

- You can get Global Index Progress Report by year, index name, and country name
- Enter criteria and click Submit button to get report.
- Click Reset to discard action.

Report will be displayed with following column headings:



Global Index Name	Year	Nodal Ministry/Department	Global Score - India	Global Rank - India	Country Name			
BHARAT 1	2022		NA	NA	NA	NA	NA	NA
E-Government Development Index	2022		NA	NA	NA	NA	NA	NA
Ease of Doing Business	2021		NA	NA	NA	NA	NA	NA
Ease of Doing Business	2022		NA	NA	NA	NA	NA	NA
Gender Inequality Index	2021		NA	NA	NA	NA	NA	NA
Gender Inequality Index	2022		NA	NA	NA	NA	NA	NA
Global Multidimensional Poverty Index	2021		NA	NA	NA	NA	NA	NA

Figure 3-19

- Global Index Name
- Year
- Line Ministry/Department
- Global Score - India
- Global Rank – India
- Country Name
- Country Rank
- Gap In Score
- Click Download to download report in Excels
- Click Print to print report

4 User Manual

Line data entry user can view PPT user manual, doc user manual, and watch videos.

4.1 PPT User Manual List

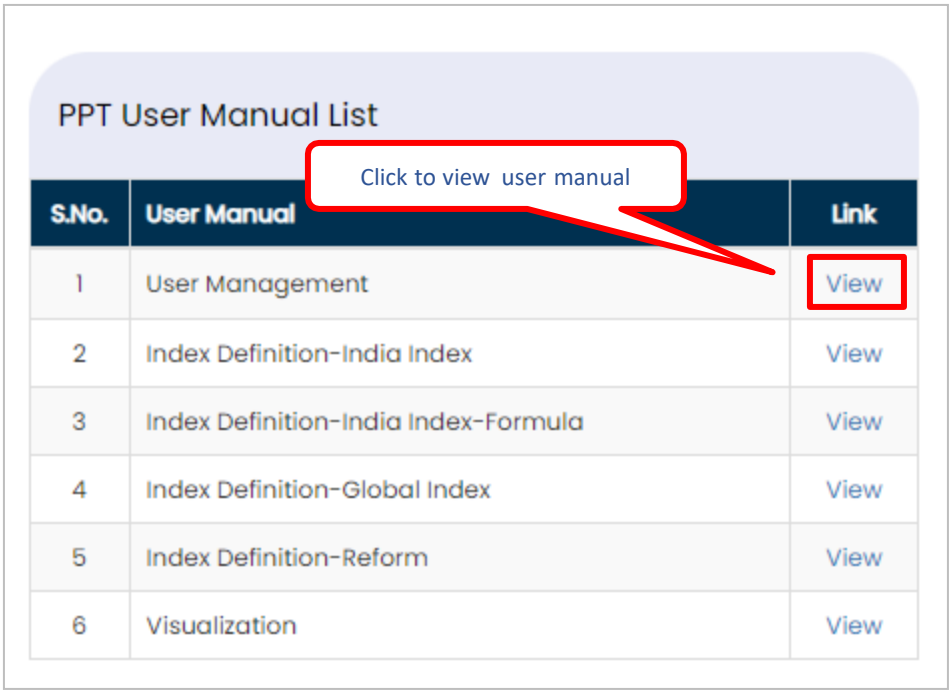


Figure 4-1

PPT User Manual List will be displayed with following column headings;

- S.No.
- User Manual
- Link
  - Click View to view user manual

4.2 Doc User Manual List

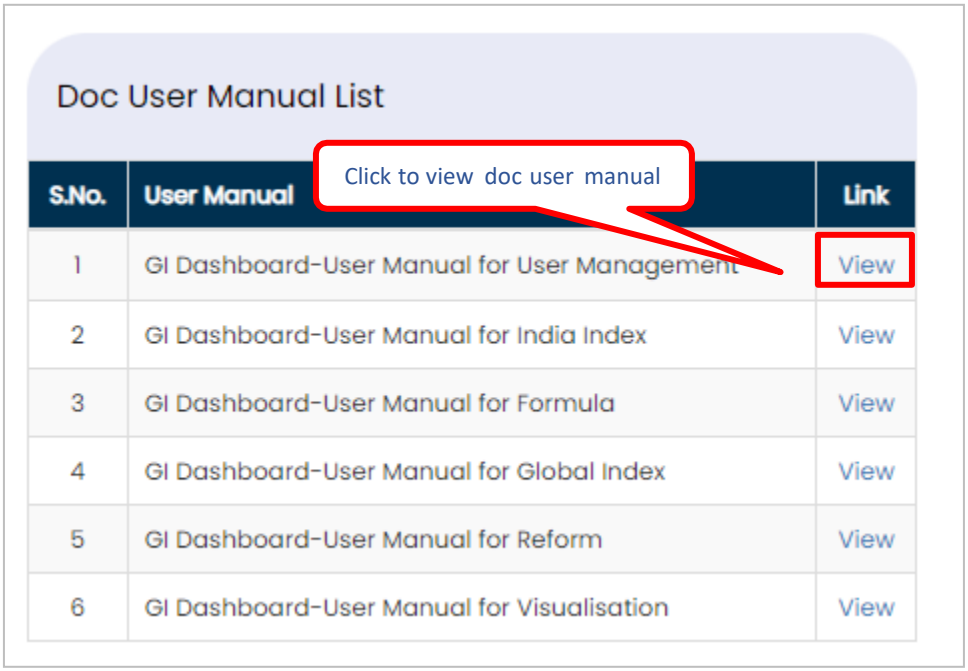


Figure 4-2

Doc User Manual List will be displayed with following column headings;

- S.No.
- User Manual
- Link
  - Click View to view doc user manual

4.3 Videos

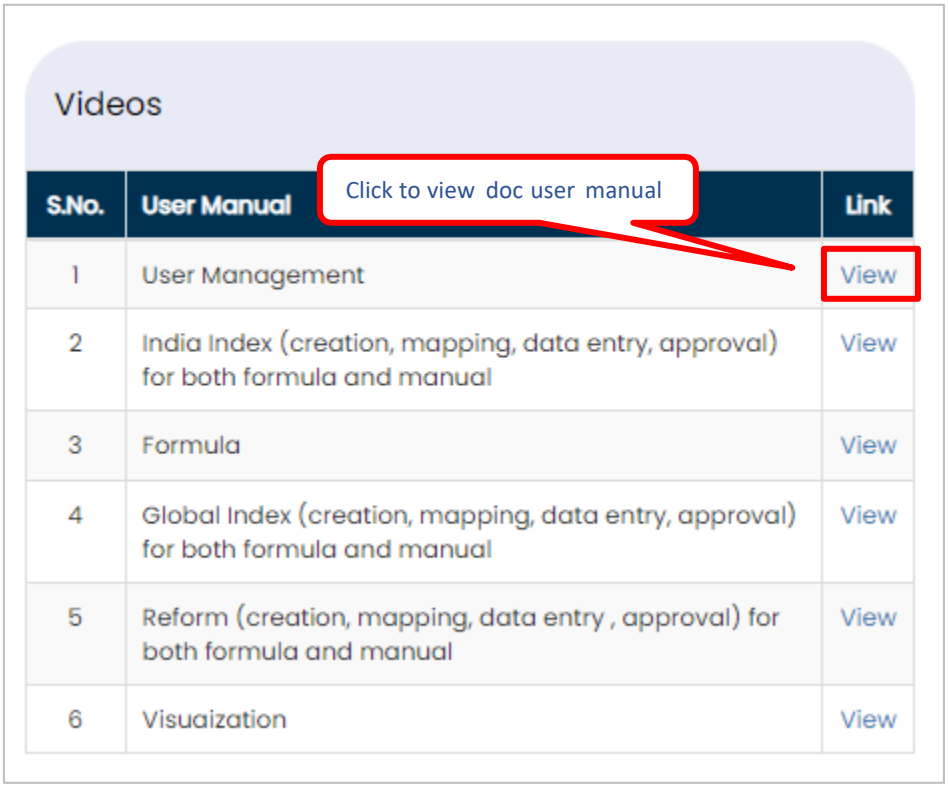


Figure 4-3

Videos List will be displayed with following column headings;

- S.No.
- User Manual
- Link
  - Click View to view user manual video

5 Contact Support

Line data entry user can view helpdesk operation hours and contact details.

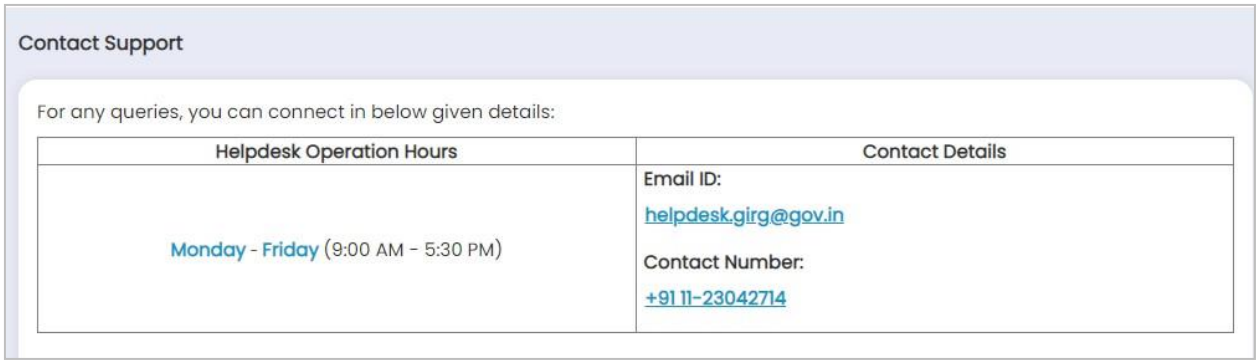


Figure 5-1

For any queries, you can connect to following details:

- Email ID
- Contact Number

6 Support Ticket

Support Ticket will be introducing in GIRG Dashboard soon.