

User Manual

Extension Reforms Monitoring System

Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Cooperation and Farmers Welfare

Implementing Scheme- ATMA (Agriculture Technology Management Agency)

Website URL: <http://extensionreforms.dacnet.nic.in>

Support Team Email ID: support.ems-dac@gov.in

Test Login Username: [Test Login](#)

Test Login Password: [Test@349](#)

Project Execution by

National Informatics Centre
Department of Electronics & Information Technology
(DeitY)
Ministry of Communications & IT



The screenshot shows a web browser displaying the 'Extension Reforms Monitoring System' website. The browser's address bar shows the URL 'extensionreforms.dacnet.nic.in'. The website header features the system's name and the Ministry of Agriculture and Farmers Welfare, along with a search bar and a language selection dropdown. A navigation menu includes links for 'About Us', 'Extension Functionary', 'User Manual', 'Contact Us', and 'Login'. The main content area is divided into two sections: 'About Extension Reforms EMS' and 'About Training Information System'. The 'About Extension Reforms EMS' section includes a paragraph describing the system's purpose and a 'know more about the EMS' link. The 'About Training Information System' section includes a paragraph about the importance of training in agriculture. On the right side, there are two sidebar sections: 'Notice Board' and 'Quick Links'. The 'Quick Links' section lists several items: 'ATMA Guidelines', 'ITD Components', 'Convergence with NMAET', 'Selection of Beneficiaries', 'Manpower Entry Status', 'Report on Farmer Friend', 'Report on Farm School', and 'Report on Demonstrations'. The website has a clean, professional layout with a light beige background and a dark brown header and navigation bar.



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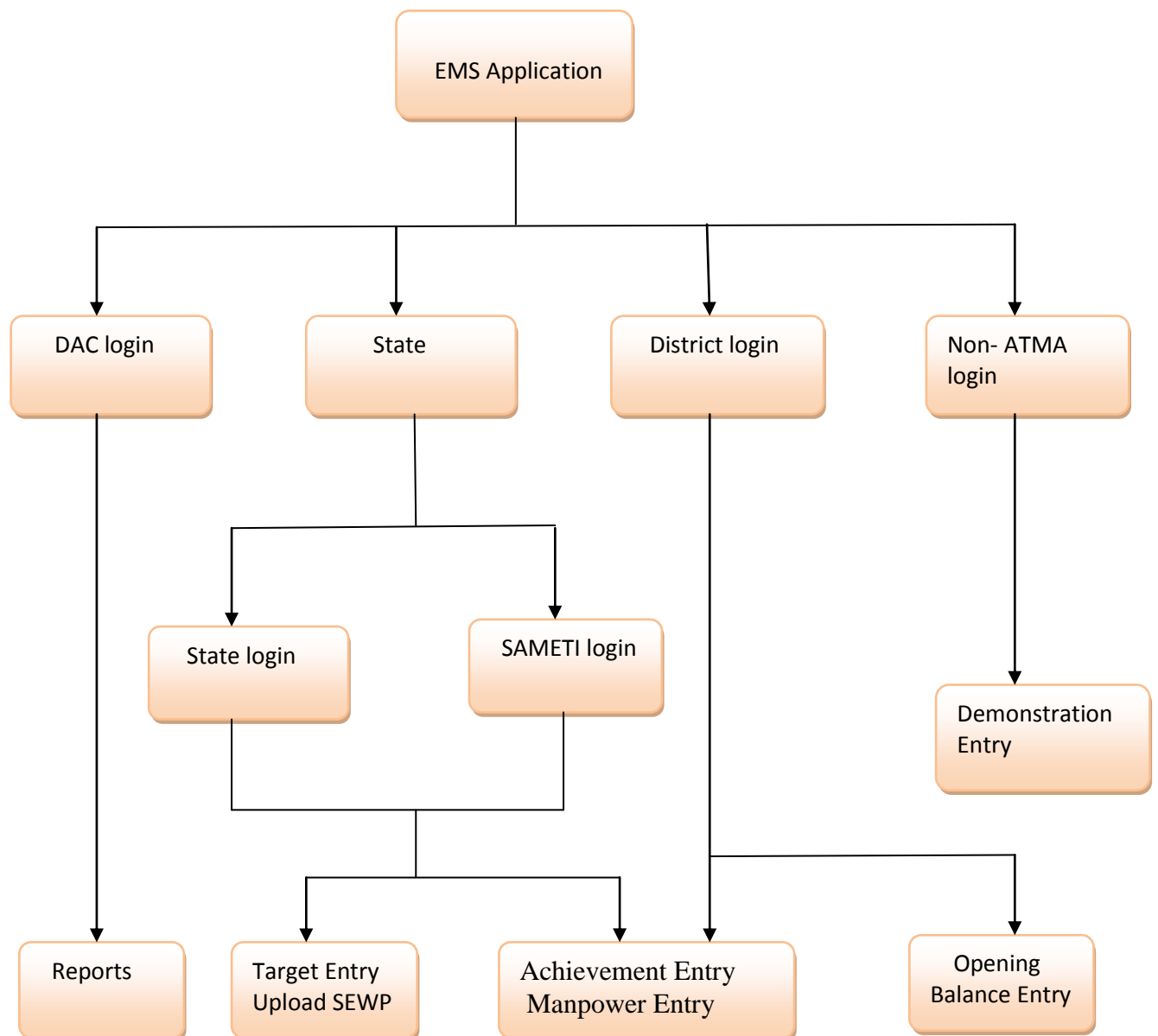
Introduction

The main objective of Extension Reforms Monitoring Application is to monitor extension activities under various components for physical and financial achievements and to create awareness on improved agricultural technologies, products, diagnostic services among the farmers through Demonstration and Training programs. The system is able to monitor the major activities of Agricultural Extension Division on assessment, refinement and demonstration on technology/products and Training programs being given to farmers at field level. The web enabled system also facilitates to monitor the Component wise Monthly Progress for Physical and Financial Targets and Achievements. The ERMS application is being implemented through ATMA at State/SAMETI/District level. The Login facility has been provided at Centre/State/District level for monitoring reports and for submitting the details.

Design Document

1. Application Architecture

- i) User can login into EMS application through various logins



ii) EMS application has following modules:

- ❖ **Target Entry:** - This module facilitates State officials to assign physical and financial targets to districts under various components and activities.
- ❖ **Achievement entry:** - In this module physical and financial achievements achieved by districts through the year are entered to the respected components like training of farmers, exposure visit of farmers, kisan mela, demonstrations, farm school etc. For eg in component training of farmers district enter the record that how many farmers have trained and how much money has been spend on this training.
- ❖ **Manpower entry:** - In this module all manpowers in states & their districts are entered like PD, DPD, BTM, ATM etc. In these module details of manpower is entered for eg name, age, mode of recruitment, qualification, experience etc.
- ❖ **Opening Balance Entry:** - In this module, balance left in previous financial year is entered by the district.
- ❖ **Upload Approved State Extension Work Plan:-**In this module, state upload it's approved SEWP for further action.
- ❖ **Change password:** - This module is to change password of state/district. When user login first time in the portal he/she get change password screen. Change password is implemented through OTP (one time password).
- ❖ **SMS module:** – This module is developed to send messages to the farmers who have attend the training in their respective districts. The message contains subject, date and place where training is taken and they are request to reply about the training.
- ❖ **Reports:** - This section contains various kinds of reports as per the requirements of the user. MPR (monthly progress report) report shows all the targets and achievements for a state/ district through the year.

Workflow of Application

1. Home Page

To use this portal first step is to login into the Extension Reforms portal given at top right corner of portal. There are four types of login-DAC, state/sameti, District and Non-Atma. Select state/sameti/district and enter password to get into the portal.



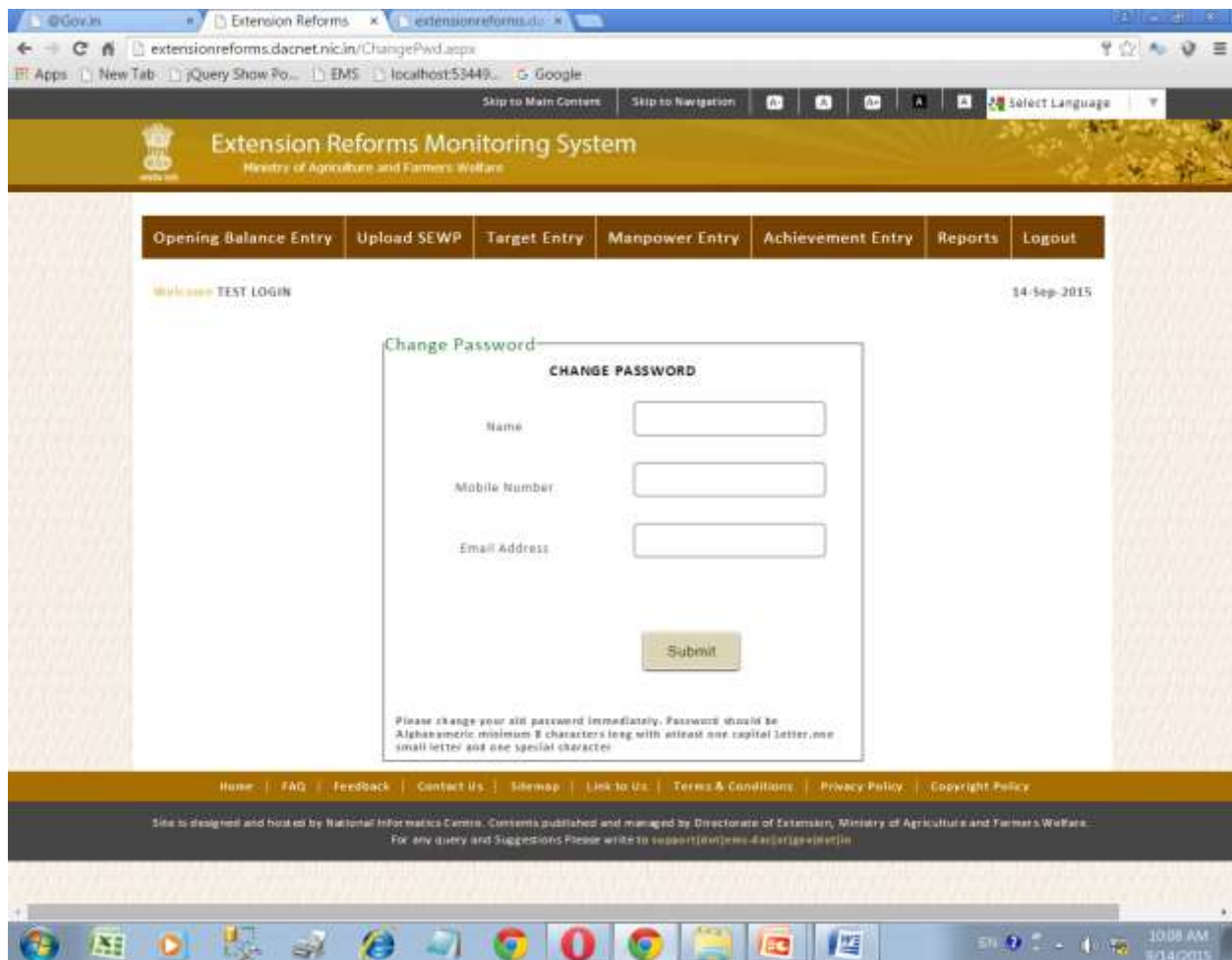
2. DAC Login

Report section is available in DAC login. It contains many types of state-district wise reports like Manpower reports, Achievement entry reports, MPR reports, Target entry reports etc. Below image shows manpower entry status of all states. There is also provision for download report in PDF & Excel format.

SMO	STATE	State Coordinator	Gender	Director	Deputy Director	ACC	CP	CD	PI	DDU	ACE	EP	ED	RTM	ATM	TOTL
1	A AND N ISLANDS	0	0	0	0	0	1	0	0	0	3	3	0	7	24	44
2	ANDHRA PRADESH	0	0	0	0	0	0	0	4	14	8	9	0	36	158	208
3	ARUNACHAL PRADESH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	ASSAM	0	0	0	4	1	1	0	0	8	18	11	0	86	61	147
5	BIHAR	0	0	1	4	0	0	0	36	26	38	5	26	128	458	711
6	CHANDIGARH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	CHHATTISGARH	0	0	0	0	0	0	0	3	7	14	5	11	69	119	222
8	DADRA AND NAGAR HAVELI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	DAMAN AND DIU	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	DELHI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	GOA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	GUJARAT	0	0	0	1	0	1	0	1	44	26	11	0	141	242	467
13	HARYANA	0	0	0	0	0	0	0	0	0	2	0	1	8	5	16
14	HIMACHAL PRADESH	0	0	0	0	0	0	0	8	10	12	12	0	75	69	140
15	JAMMU AND KASHMIR	0	0	0	0	0	0	0	3	4	3	3	0	0	25	37
16	JHARKHAND	1	0	0	3	0	1	0	8	16	20	2	19	146	309	521
17	KARNATAKA	1	0	0	0	0	0	0	0	0	25	2	129	110	477	
18	KERALA	1	0	0	8	0	1	0	4	13	5	9	0	83	86	170
19	LAKSHADWEEP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	MADHYA PRADESH	0	1	0	0	0	0	0	34	51	35	44	1	198	124	322

3. State Login

- a. **Change Password:**-When first login into the system, change password screen appears. It requires name, mobile and email address and after submit an OTP is send to registered mobile number. After this user can change his/her password.



The screenshot displays the 'Change Password' interface of the Extension Reforms Monitoring System. The page header includes the system name and the Ministry of Agriculture and Farmers Welfare. A navigation menu at the top lists various functions: Opening Balance Entry, Upload SEWP, Target Entry, Manpower Entry, Achievement Entry, Reports, and Logout. The main content area features a 'Welcome TEST LOGIN' message and a date of '14-Sep-2015'. The 'Change Password' form contains three input fields for Name, Mobile Number, and Email Address, followed by a 'Submit' button. A note below the form states: 'Please change your old password immediately. Password should be Alphanumeric minimum 8 characters long with atleast one capital letter, one small letter and one special character.' The footer contains a navigation menu with links for Home, FAQ, Feedback, Contact Us, Sitemap, Link to Us, Terms & Conditions, Privacy Policy, and Copyright Policy. It also includes a disclaimer: 'Site is designed and host ed by National Informatics Centre. Contents published and managed by Directorate of Extension, Ministry of Agriculture and Farmer's Welfare. For any query and Suggestions Please write to 1000011@vsnl.com-4031101@vsnl.in'. The Windows taskbar at the bottom shows the system time as 10:08 AM on 8/14/2015.

- b. **Opening Balance Entry:-** Select Year and enter all financial details for that year. Sytem will calculate Opening balance for that year.

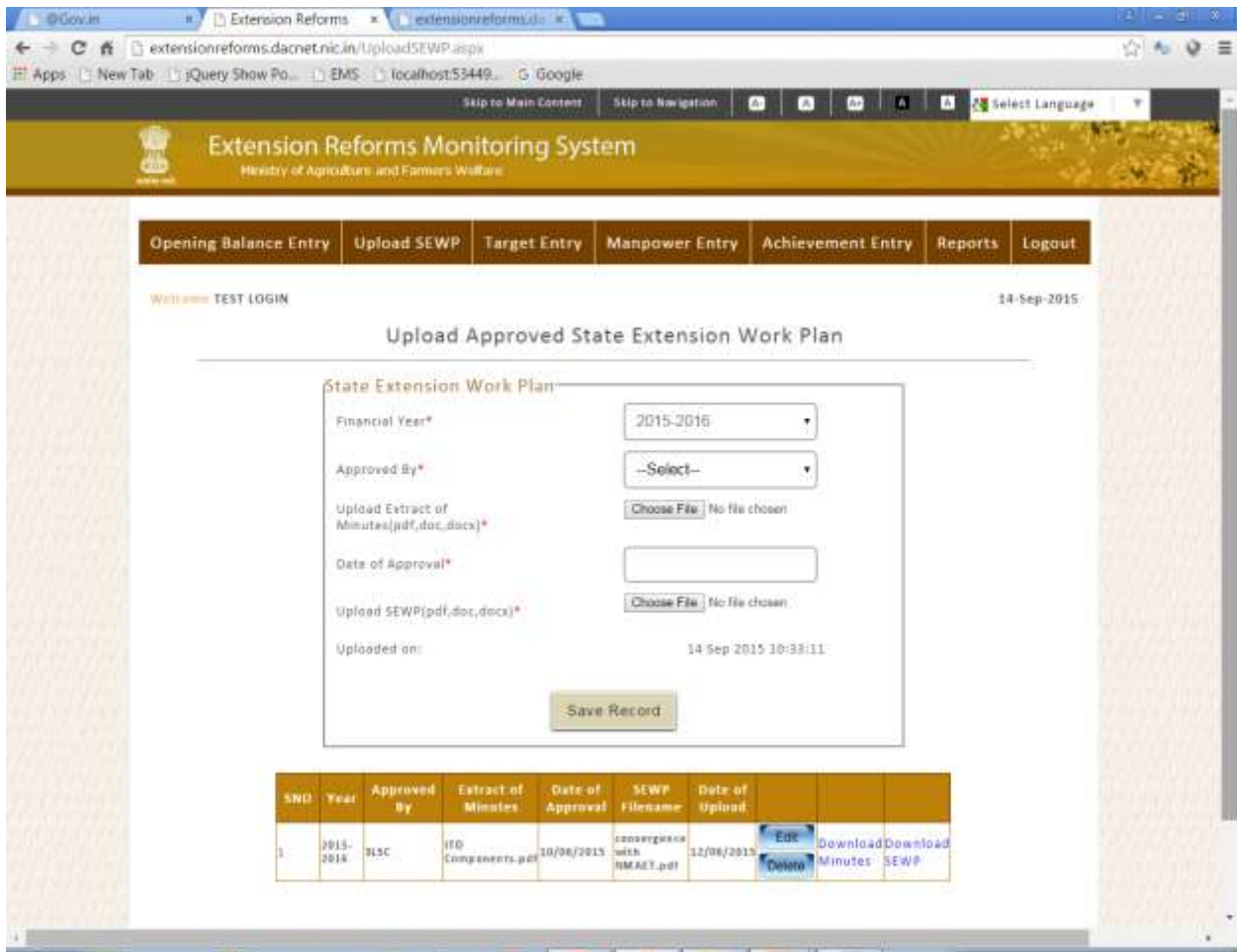
The screenshot shows a web browser window with the URL `extensionreforms.dacnet.nic.in/OpeningBalanceEntry.aspx`. The page has a navigation menu with the following items: **Opening Balance Entry**, **Upload SEWP**, **Target Entry**, **Manpower Entry**, **Achievement Entry**, **Reports**, and **Logout**. The main content area displays the following form:

Opening Balance Entry As On 1st April
*All Entries are in Rs. only

Financial Year*	<input type="text" value="2015-2016"/>
Fund Available including interest as on 1st April 2014*	<input type="text"/>
Fund Received during the year 2014-2015*	<input type="text"/>
Total Fund Available during the year 2014-2015*	<input type="text"/>
Expenditure during the year 2014-2015*	<input type="text"/>
Unspent Balance as on 31st March 2015*	<input type="text"/>
Interest accrued till 31st March 2015*	<input type="text"/>
Opening Balance as on 1st April 2015*	<input type="text"/>

At the bottom of the form is a **Save Record** button. The page also shows a welcome message "Welcome TEST LOGIN" and the date "14-Sep-2015".

- c. **Upload Approved State Extension Work Plan:-** Select financial year , approved committee , date of approval and upload SEWP in pdf, doc or docx format.



- d. **Target Entry Form:-** In this form financial year, component, subcomponent, type and district (if required) is selected and physical & financial target is entered with unit.

The screenshot shows a web browser window displaying the 'Extension Reforms Monitoring System' interface. The page title is 'Extension Reforms Monitoring System' and the subtitle is 'Ministry of Agriculture and Farmers Welfare'. The navigation menu includes 'Opening Balance Entry', 'Upload SEWP', 'Target Entry', 'Manpower Entry', 'Achievement Entry', 'Reports', and 'Logout'. The user is logged in as 'TEST LOGIN' and the date is '15-Mar-2016'. The main content area is titled 'TARGET ENTRY FORM' and contains the following fields:

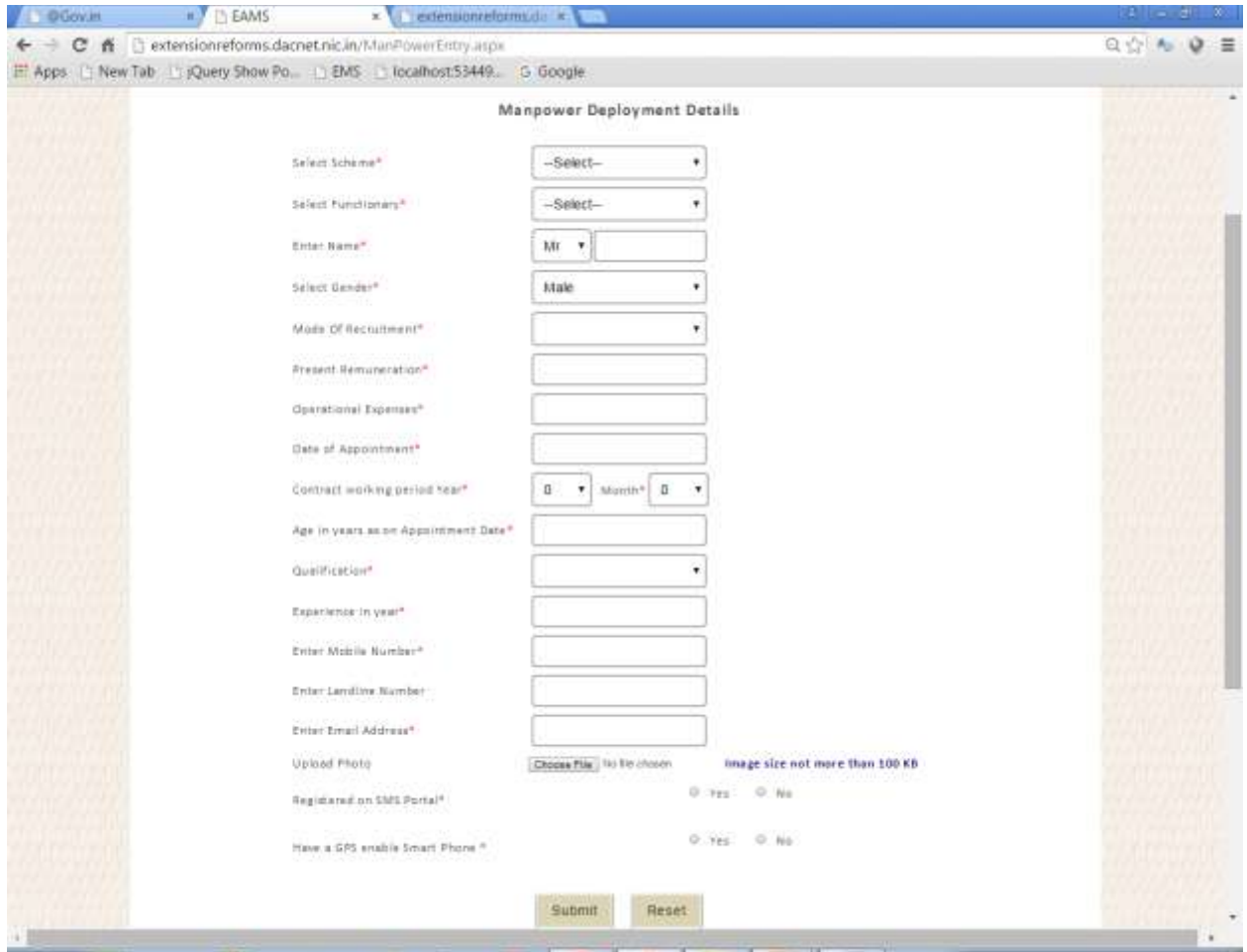
- Financial Year*: Dropdown menu with '-Select-' selected.
- State*: Text input field containing 'TEST LOGIN'.
- Component*: Dropdown menu with '-Select-' selected.
- Sub-Component*: Dropdown menu.
- Type*: Dropdown menu.
- Select Scheme*: Dropdown menu with 'ATMA' selected and 'ATMA' and 'PKVSY' visible in the dropdown list.
- Physical Target*: Text input field.
- Unit*: Dropdown menu with 'Select' selected.
- Financial Target (in Rs.):* Text input field.

At the bottom of the form are 'Submit' and 'Reset' buttons.

- e. **Achievement Entry Form:** - Financial year, month, component, subcomponent, type, sector and subsector are selected for the entry. All fields are mandatory. On the basis of component and subcomponent entry form appears. That means for each component different entry structure is there. Below image shows entry format for [A.3]Exposure Visit. Enter all records and click on ‘Save Record’ button to save data. As we save data it will appear below in the grid.

The screenshot displays the 'ACHIEVEMENT ENTRY FORM' within the 'Extension Reforms Monitoring System' interface. The system is identified as belonging to the 'Ministry of Agriculture and Farmers Welfare'. The user is logged in as 'TEST LOGIN' on '15-Mar-2016'. The form is for the component '[A.3]Exposure visits of Extension Functionaries and PRI members'. The selected values are: Component: [A.3]Exposure visits of Extensk, Financial Year: 2015-2016, Month: April, Sub-Component: No Subcomponent, Type: No Type, Scheme: ATWA, Sector: AGRICULTURE, and Sub-Sector: Field Preparation. A 'SUBMIT' button is present below the form fields. Below the form, the target assigned by state is shown as 'Physical: 2 Number: Financial: Rs. 200000.00'. The 'Exposure Visit Details' section includes the following fields: Name of the Institute/Venue, Date: From, To, Number of Days of Visit, Unit Cost As per Competent Authority of State (in Rs), Total Expenditure (in Rs), Topic of Visit, Number of Extension Functionary, Unit Cost As per Cafeteria (in Rs) (set to 1000.00), and an Upload button.

- f. **Manpower Entry Form:** - In this basic details of manpower are entered like designation, name, gender, mode of recruitment, present remuneration, experience, mobile number etc. There is also provision of uploading image of manpower.



The screenshot displays a web browser window with the URL `extensionreforms.dacnet.nic.in/ManPowerEntry.aspx`. The page title is "Manpower Deployment Details". The form contains the following fields and controls:

- Select Scheme*: Dropdown menu with "--Select--" selected.
- Select Functionary*: Dropdown menu with "--Select--" selected.
- Enter Name*: Text input field with a dropdown menu showing "Mr".
- Select Gender*: Dropdown menu with "Male" selected.
- Mode Of Recruitment*: Dropdown menu.
- Present Remuneration*: Text input field.
- Operational Expenses*: Text input field.
- Date of Appointment*: Text input field.
- Contract working period Year*: Dropdown menu with "0" selected.
- Month*: Dropdown menu with "0" selected.
- Age in years as on Appointment Date*: Text input field.
- Qualification*: Dropdown menu.
- Experience in year*: Text input field.
- Enter Mobile Number*: Text input field.
- Enter Landline Number*: Text input field.
- Enter Email Address*: Text input field.
- Upload Photo: "Choose File" button, "No file chosen", and "Image size not more than 100 KB".
- Registered on SMS Portal*: Radio buttons for "Yes" and "No".
- Have a GPS enable Smart Phone*: Radio buttons for "Yes" and "No".

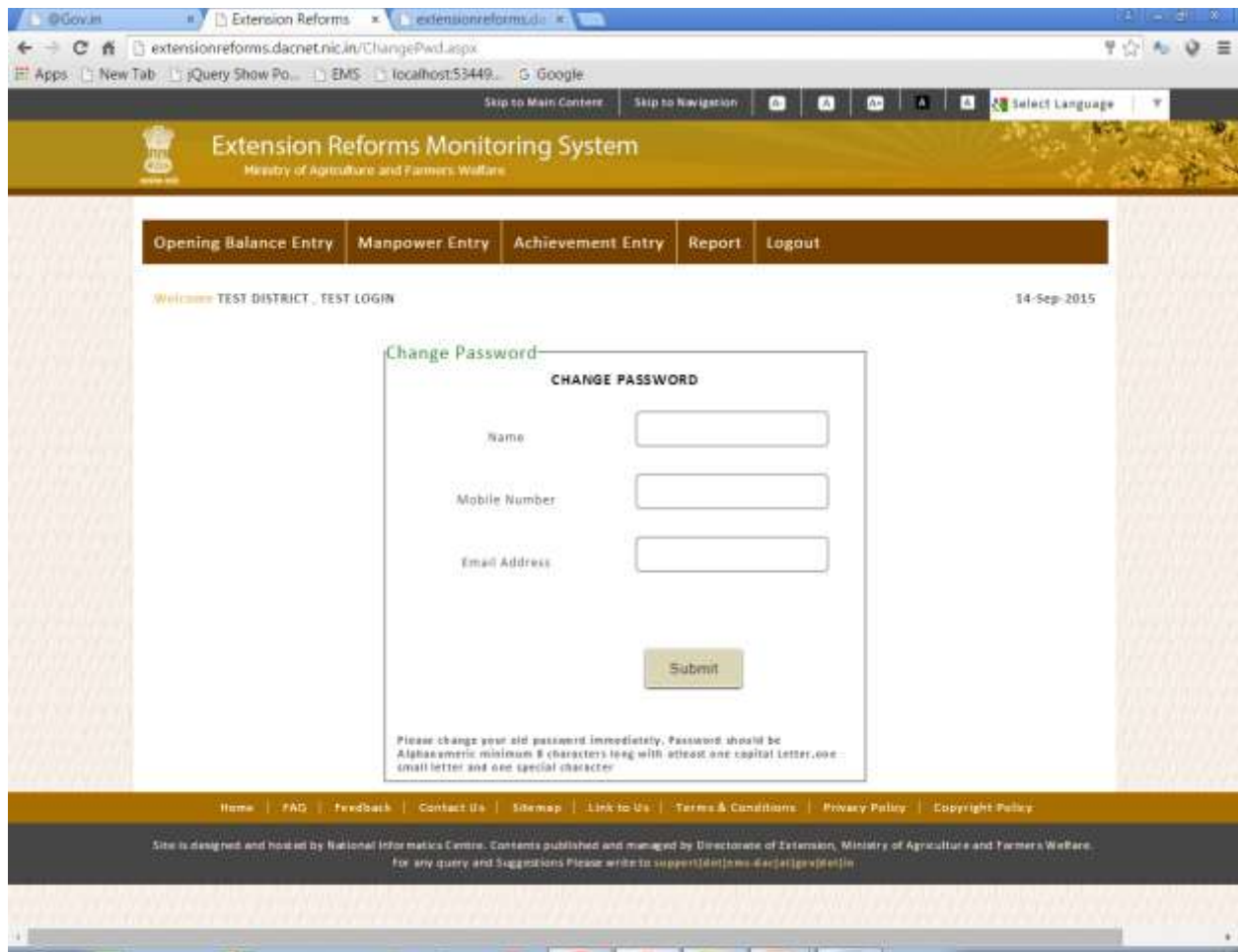
At the bottom of the form, there are "Submit" and "Reset" buttons.

- g. **Reports:-** This section contains various kinds of reports. Below image show state MPR report.

The screenshot displays the 'Reports' section of the Extension Reforms(ATMA) web application. The interface includes a navigation bar with options like 'Opening Balance Entry', 'Upload SEWP', 'Target Entry', 'Manpower Entry', 'Achievement Entry', 'Reports', and 'Logout'. The main content area shows the 'State Monthly Progress Report (MPR) Under ATMA Programme As On 14-09-2015' for the financial year 2015-2016. A 'Get Report' button is visible. Below this, a table provides a detailed breakdown of the report data.

COMPONENT	SUBCOMPONENT	TYPE	PHYSICAL TARGET	FINANCIAL TARGET (Rs)	PHYSICAL ACHIEVEMENT	FINANCIAL ACHIEVEMENT (Rs)
[A.1]Monitoring & Evaluation	[A.1a]Quarterly refresher workshops and R-C interfaces (pre-seasonal)		787	78.00	0	0.00
	[A.1b]Concurrent Monitoring & Evaluation		0	0.00	0	0.00
	[A.1c]Expenses for Inter-Departmental Working Group on extension reforms and other contingencies		0	0.00	0	0.00
[A.2]Training of Extension Functionaries	[A.2a]Training Programs-Inter State/within the State (SAME7) level - Both Govt. & Non-Govt. extn. functionaries	Govt.-Inter State	0	0.00	943	356.00
	[A.2a]Training Programs-Inter State/within the State (SAME7) level - Both Govt. & Non-Govt. extn. functionaries	Govt.-Within State	0	0.00	0	0.00
	[A.2a]Training Programs-Inter State/within the State (SAME7) level - Both Govt. & Non-Govt. extn. functionaries	Non-Govt.-Inter State	0	0.00	0	0.00
	[A.2a]Training Programs-Inter State/within the State (SAME7) level - Both Govt. & Non-Govt. extn. functionaries	Non-Govt.-Within State	25	94.00	0	0.00
	[A.2b]Induction Training of ATMA functionaries		0	0.00	0	0.00
	[A.2c]Refresher Training of all		0	0.00	0	0.00

4. Login through District



- a. **Opening Balance:-** In this year is selected and for that year opening balance is entered for each component.

The screenshot displays the 'Opening Balance Entry' form within the 'Extension Reforms Monitoring System' web application. The browser address bar shows the URL 'extensionreforms.dacnet.nic.in/OpeningBalanceEntry.aspx'. The page header includes the system name and the Ministry of Agriculture and Farmers Welfare. A navigation menu at the top contains 'Opening Balance Entry', 'Manpower Entry', 'Achievement Entry', 'Report', and 'Logout'. The main content area features a 'Welcome TEST DISTRICT, TEST LOGIN' message and a date of '14-Sep-2015'. The form is titled 'Opening Balance Entry As On 1st April' and includes a note: '*All Entries are in Rs. only'. The form fields are as follows:

Field Label	Value / Input
Financial Year*	2015-2016
Fund Available including interest as on 1st April 2014*	<input type="text"/>
Fund Received during the year 2014-2015*	<input type="text"/>
Total Fund Available during the year 2014-2015*	<input type="text"/>
Expenditure during the year 2014-2015*	<input type="text"/>
Unspent Balance as on 31st March 2015*	<input type="text"/>
Interest accrued till 31st March 2015*	<input type="text"/>
Opening Balance as on 1st April 2015*	<input type="text"/>

A 'Save Record' button is located at the bottom of the form.

- b. **Achievement Entry Form:** - Financial year, month, component, subcomponent, type, sector and subsector are selected for the entry. All fields are mandatory. On the basis of component and subcomponent entry form appears. That means for each component different entry structure is there. Below image shows entry format for [B12] Organization of Kisan Gosthis. Enter all records and click on 'Save Record' button to save data. As we save data it will appear below in the grid.

The screenshot displays the 'ACHIEVEMENT ENTRY FORM' within the 'Extension Reforms Monitoring System' interface. The form is for the component '[B.2] Training of Farmers' and is set for the financial year '2015-2016' and the month of 'April'. The sub-component is 'No Subcomponent', the type is 'Within District', and the scheme is 'RKVGY'. The sector is 'AGRICULTURE' and the sub-sector is 'Field Preparation'. A 'SUBMIT' button is located below the form fields. Below the form, there is a section for 'Training Details' with the following fields: Name of the Institute/Venue, Block (a dropdown menu), Date from, Number of Days of Training, Unit Cost As per Competent Authority of State (Rs), Topic of training, Type of Training (with radio buttons for Residential and Non-Residential), To, Number Of Farmers, and Unit Cost As per Cateforia/in (400.00).

- c. **Demonstration Entry Form:** - In this block, panchayat, village and sector are selected . Enter all details and submit the data.

Demonstration Details Entry Form

Block: TEST BLOCK

Panchayat: TEST PANCHAYAT

Village: TEST VILLAGE1

Select Activity: Demonstration

Sector: AGRICULTURE

Survey/Share No of Plot:

Demonstrator/State No:

Demon Name:

Father Name:

Mobile No.:

Gender: --Select--

Category: --Select--

Type of Farmer: --Select--

Size of the Plot(In Ha):

Cultivator No.:

Bank Account No.:

Address No.:

Expected Yield(kg/ha):

Average Yield(kg/ha):

Tools:

Unit Cost As per Category(In Rs): 4000.00

Unit Cost As per Competent Authority of State(In Rs):

Subsidize:

Before Demonstration

Group Name: --Select-- *If any group/coop/venate missing, please inform support.ams@da.gov.in

Crop Name:

Variety Name:

State/Variety/Local Name:

Production(kg/ha/ha.):

Quantity(kg/ha/ha.):

Sale Price(Rs.):

Input Cost(Rs.):

Labour Cost(Rs.):

After Demonstration

Production(kg/ha/ha.):

Quantity(kg/ha/ha.):

Sale Price(Rs.):

Input Cost(Rs.):

Labour Cost(Rs.):

--Sale--

--Buy--

- d. **Farmer Friend Entry Form:** - In this block, panchayat, village and sector are selected . Enter all details of farmer friend like name, mobile, category, villages assigned etc and submit the data.

The screenshot shows a web browser window with the URL `extensionreforms.dacnet.nic.in/FarmerFriend.aspx`. The page has a navigation bar with links: [Opening Balance Entry](#), [Manpower Entry](#), [Achievement Entry](#), [Report](#), and [Logout](#). The user is logged in as `TEST DISTRICT , TEST LOGIN` on `14-Sep-2015`.

The main form is titled **Farmer's Activity Form** and contains the following fields:

- Block:
- Panchayat:
- Village:
- Select Activity:
- Activity Type:

Below these are input fields for:

- Name of Farmer Friend:
- Father's Name:
- Mobile No.:
- Gender:
- Category:
- Type of Farmer:
- Villages Under Jurisdiction:
 - 1. Select Panchayat:
 - Select Village:
 - 2. Select Panchayat:
 - Select Village:

A **Submit** button is located at the bottom of the form.

- e. **Farm School Entry Form:-** In this block, panchayat, village and sector are selected . Enter all details of farm school and submit the data. Below image shows scientist visit details which take plot number, designation, visit number, name of scientist etc.

Farmer's Activity Form

Block: TEST BLOCK

Panchayat: TEST PANCHAYAT1

Village: TEST VILLAGE1

Select Activity: Farm School

Farm School Activity: Scientist Visited

Survey/Khasra No of Plot: --Select--

Visit No.: --Select Visit No.--

Scientist/Resource Person Name: [Text Field]

Designation: [Text Field]

Organization Name: [Text Field]

Mobile No.: [Text Field]

No. of Participants: [Text Field]

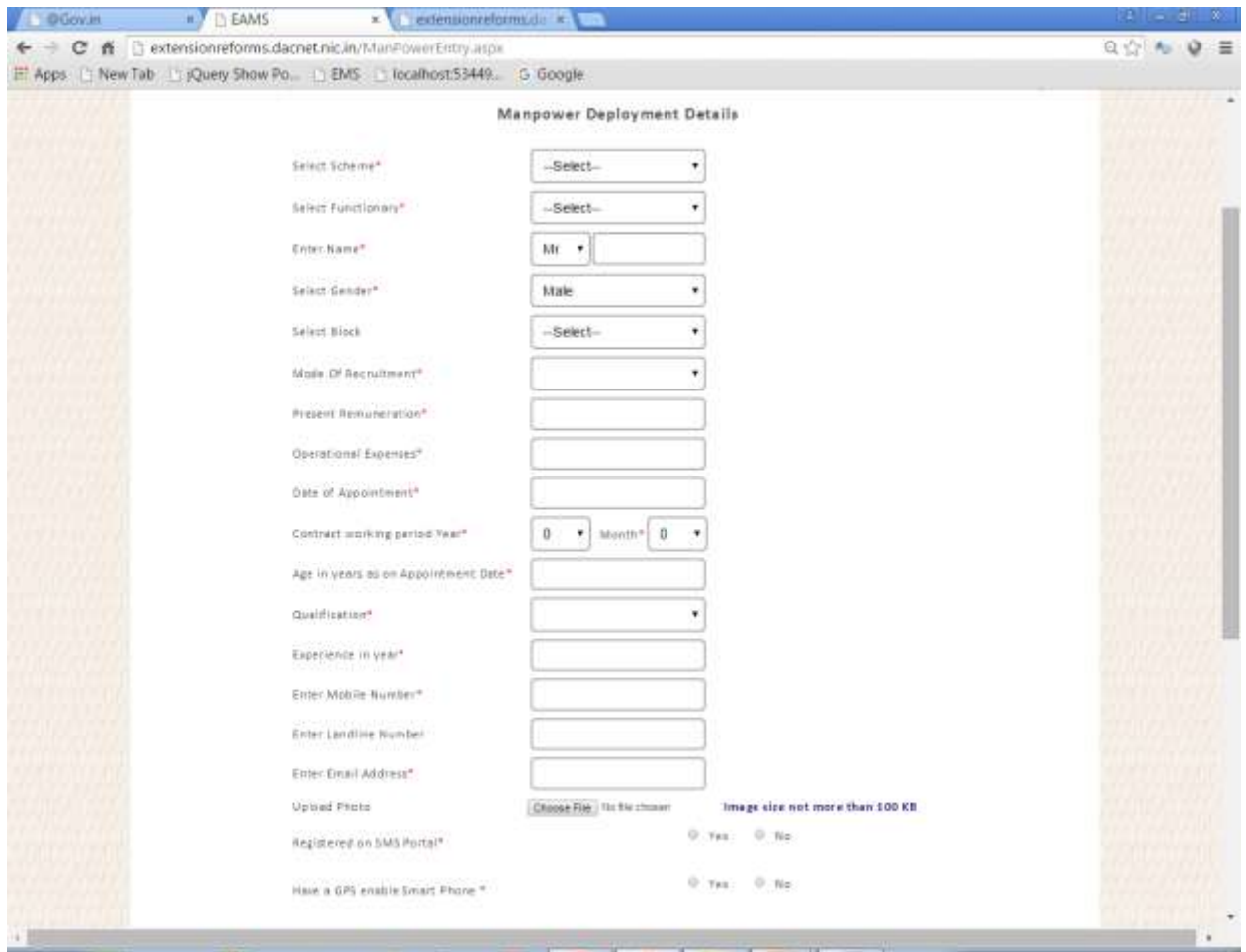
Date Visited: [Text Field]

Expenditure: [Text Field]

[Submit] [Reset]

Sr.No.	Survey Plot	Visit No.	Scientist/Resource Person Name	Designation	Organization	Contact No.	No. of Participant	Date	Expenditure	Operation
1008	12345	3	Test	Test	Test	XXXXXXXXXX144		29/01/2015 11:11:8		Edit Delete

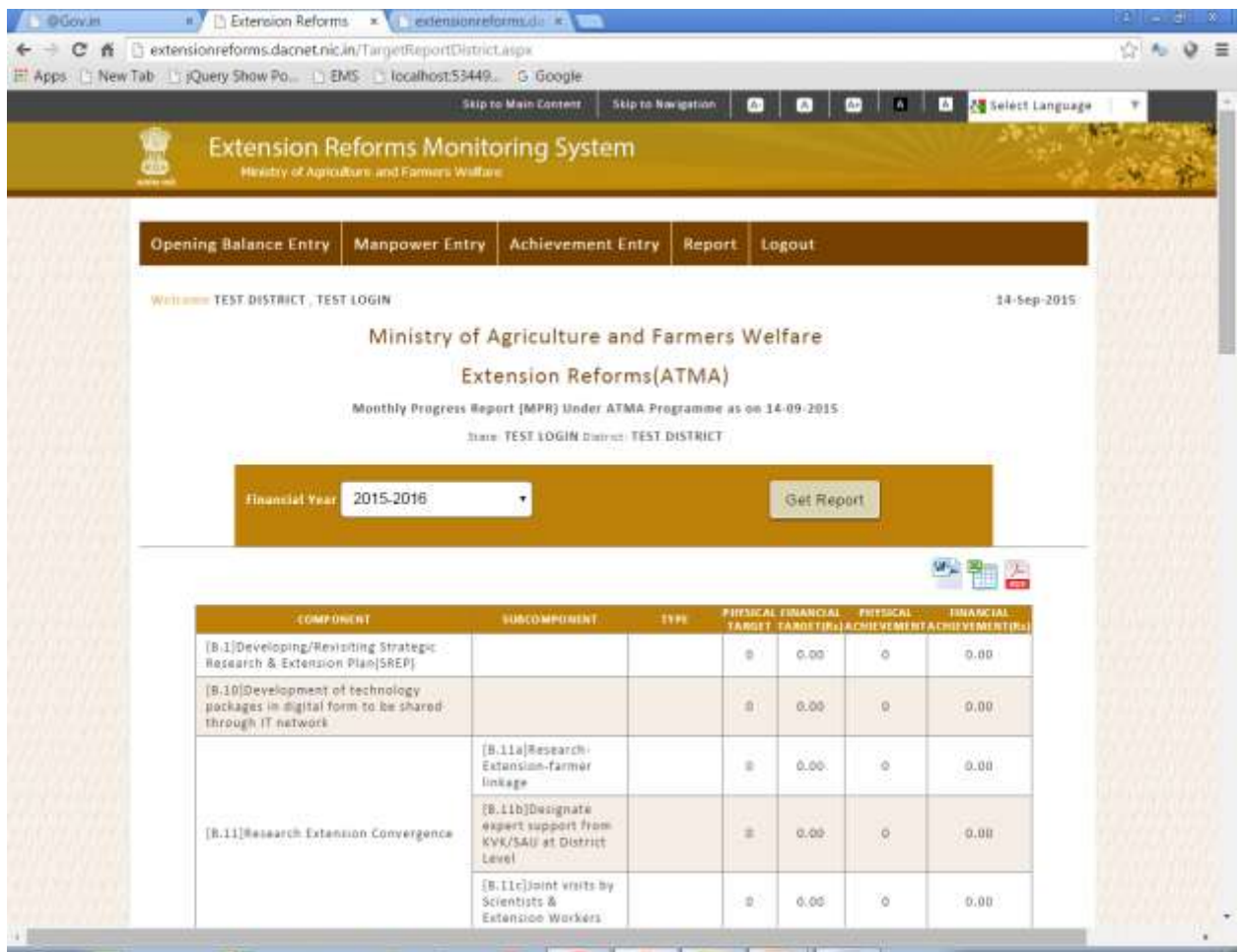
- f. **Manpower Entry Form:-** In this basic details of manpower are entered like designation, name, gender, mode of recruitment, present remuneration, experience, mobile number etc. There is also provision of uploading image of manpower.



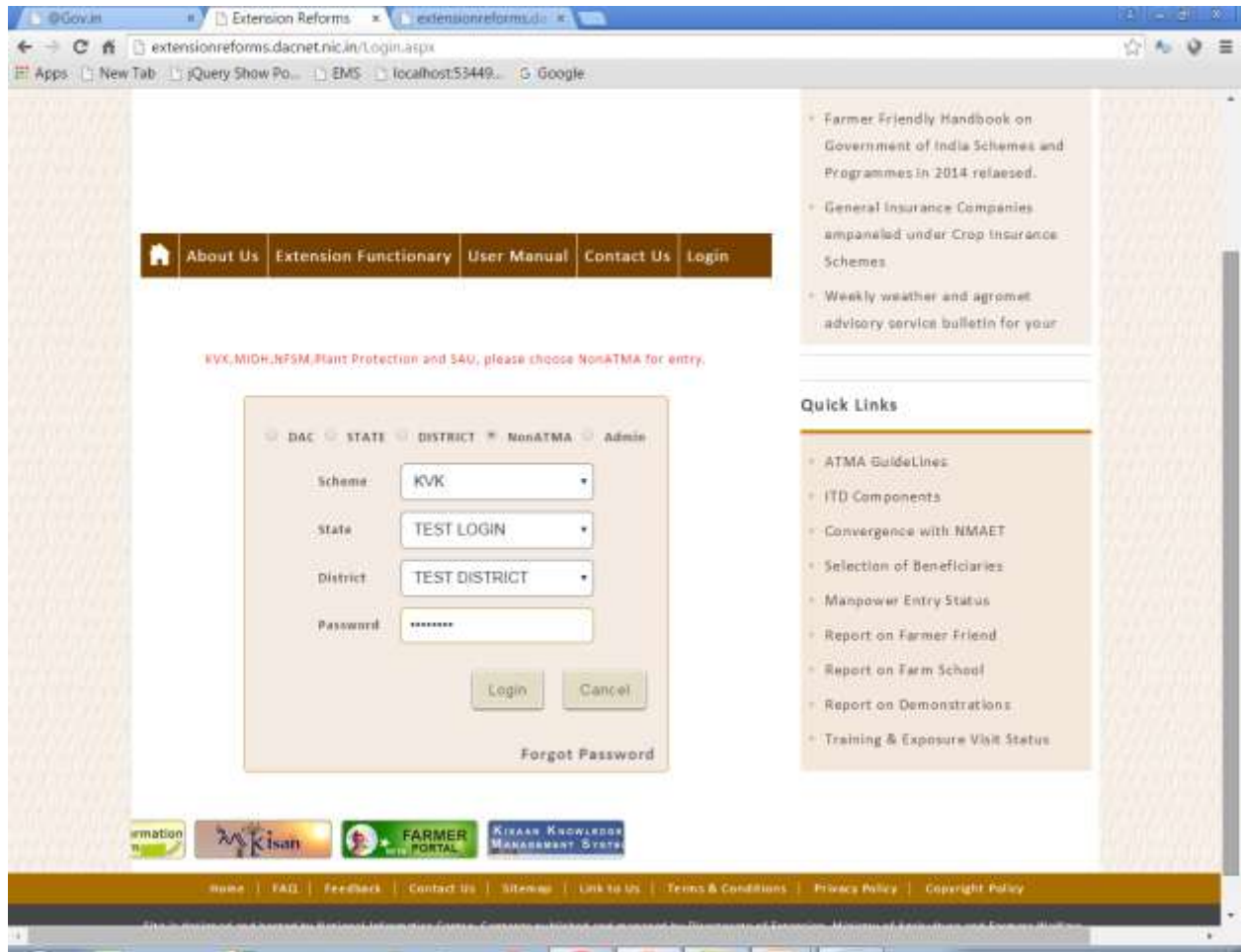
The screenshot shows a web browser window with the URL `extensionreforms.dacnet.nic.in/ManPowerEntry.aspx`. The page title is "Manpower Deployment Details". The form contains the following fields:

- Select Scheme* (Dropdown menu: --Select--)
- Select Functionary* (Dropdown menu: --Select--)
- Enter Name* (Text input: Mr, followed by a text box)
- Select Gender* (Dropdown menu: Male)
- Select Block (Dropdown menu: --Select--)
- Mode Of Recruitment* (Dropdown menu)
- Present Remuneration* (Text input)
- Operational Expenses* (Text input)
- Date of Appointment* (Text input)
- Contract working period Year* (Dropdown menu: 0, followed by "Month*" and another dropdown menu: 0)
- Age in years as on Appointment Date* (Text input)
- Qualification* (Dropdown menu)
- Experience in year* (Text input)
- Enter Mobile Number* (Text input)
- Enter Landline Number (Text input)
- Enter Email Address* (Text input)
- Upload Photo (Text input: Choose File, No file chosen, Image size not more than 100 KB)
- Registered on SMS Portal* (Radio buttons: Yes, No)
- Have a GPS enable Smart Phone* (Radio buttons: Yes, No)

- g. **Reports:-** This section contains various kinds of reports. Below image show state MPR report.



5. Login through Non-ATMA



- a. **Demonstration Entry Form:-** In this block, panchayat, village and sector are selected . Enter all details and submit the data.

The screenshot displays the 'Extension Reforms Monitoring System' web interface. The page title is 'Extension Reforms Monitoring System' with the subtitle 'Ministry of Agriculture and Farmers Welfare'. The navigation menu includes 'Demonstration Entry', 'Report', and 'Logout'. The user is logged in as 'TEST USER EVS' on '18-Sep-2015'.

The main section is titled 'Demonstrations Entry Form' and contains the following fields:

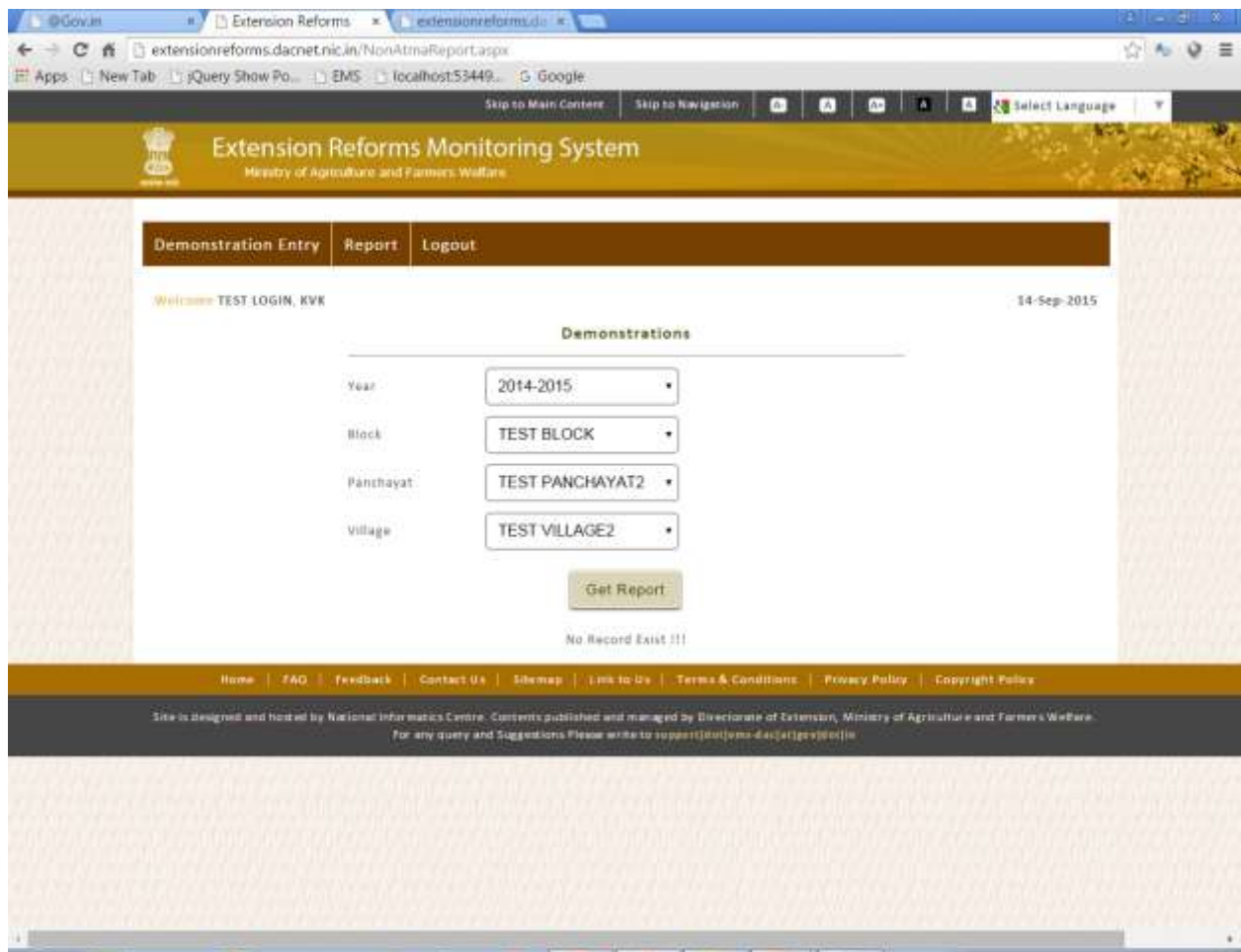
- Year: 2015-2016
- Month: September
- Block: TEST BLOCK
- Panchayat: TEST PANCHAYAT
- Village: TEST VILLAGE1
- Select Activity: Demonstration
- Sector: AGRICULTURE

Below these are several input fields for farmer and demonstration details:

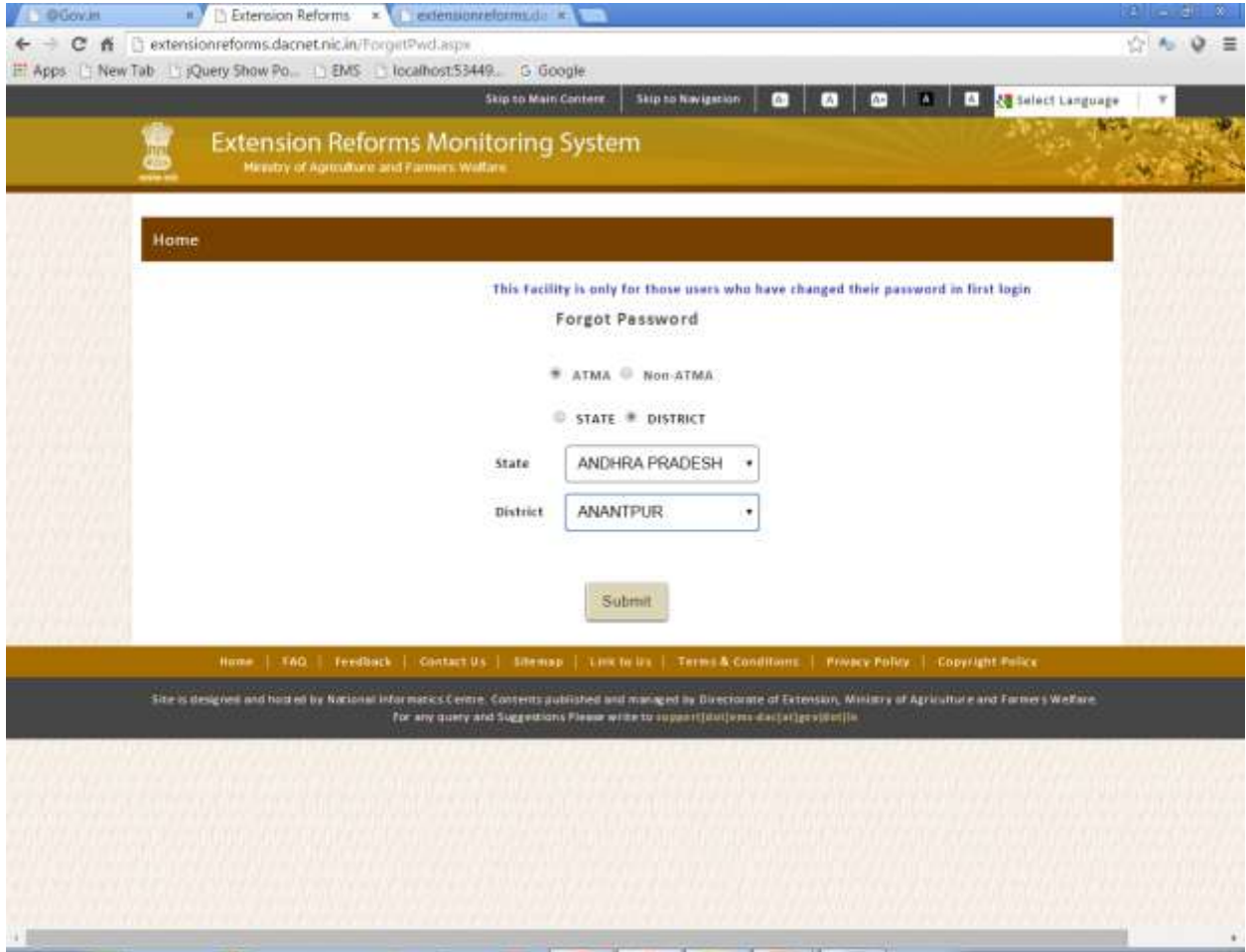
- Survey/Khata No of Plot
- Demography/Dryse No
- Owner Name
- Father Name
- Mobile No.
- Gender: -Select-
- Category: -Select-
- Type of Farmer: -Select-
- Size of the Plot(In Ha)
- Cultivator No.
- Bank Account No.
- Address No.
- Expected Yield(kg/Ha)
- Average Yield(kg/Ha)
- Topic
- Unit Cost As per Cafeteria(In Rs): 100.00
- Unit Cost As per Competent Authority of State(In Rs)
- Expenditure

At the bottom, there are two sections: 'Before Demonstration' and 'After Demonstration'. The 'Before Demonstration' section includes fields for Group Name, Crop Name, and Variety Name. The 'After Demonstration' section includes a field for 'Production(In Ton/ha)'.

- b. **Reports:-** This section contains various kinds of reports. Below image show state demonstration report.



6. Forgot Password



Thank You