

## Annexure II

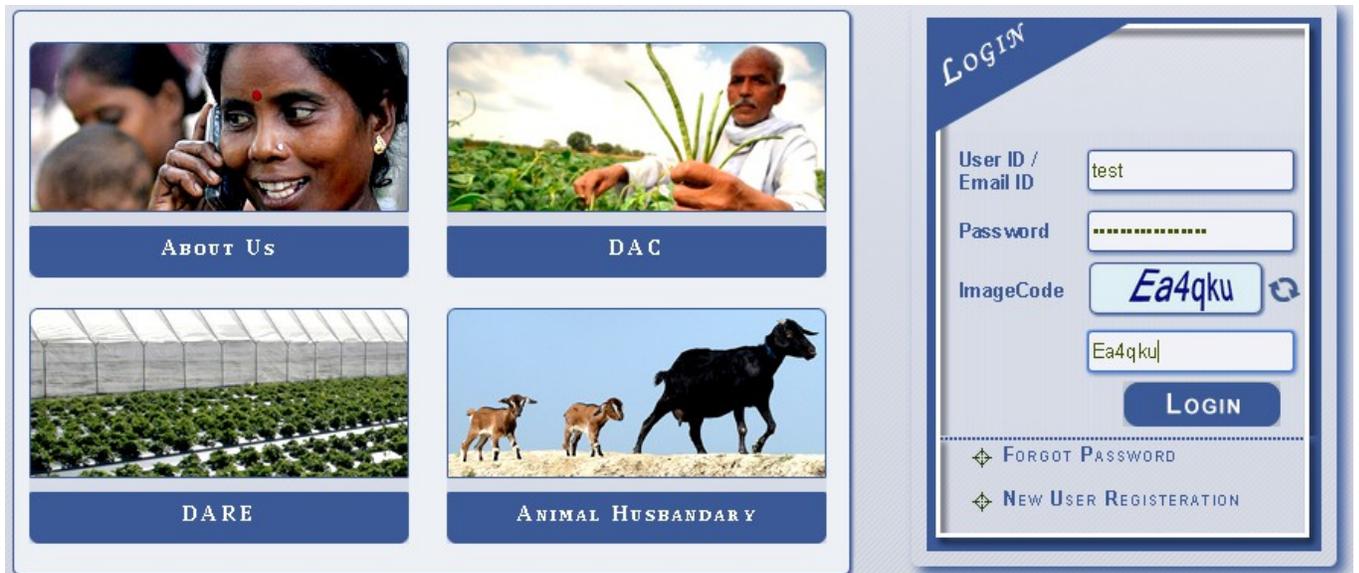
### User manual for creation of user IDs at State/District/Block Level for implementing revised KCC Call Escalation Matrix.

**Step 1. Designating State Nodal Officer KCC as State Level Designated Officer (SLDO) - Agriculture Sector for generating IDs for SLDO in other sectors(Horticulture, Animal Husbandry and Fisheries) and DLDOs in Agriculture Sector.**

**Step 2. Creation of other SLDOs by SLDO(Agriculture)**

A. Go to <http://dackkms.gov.in/>

B. First login (using your user-id and password)



C. After login, Click on **“Create New User”** option and then after select **Level, Sector** and Click **Add New** Button.



D. Now Enter User Name, Select Designation, Enter Mobile No, Enter Email-Id, Check SLDO status in the check box and Click Save button.

Level\* State Level

Sector\* ANIMAL HUSBANDRY

Infrastructure Available

| Name          | Designation         | Mobile No  | Email        | Check if SLDO                       |
|---------------|---------------------|------------|--------------|-------------------------------------|
| Kuldeep Singh | Additional Director | 8888888888 | kd@gmail.com | <input checked="" type="checkbox"/> |

✓ Email-ID Available.

SAVE CANCEL

**Step 3. Creation of User IDs for State Level Officers by SLDOs in their respective sector :** The SLDOs will create user IDs for Officers at State Level and SAU Level in such a way that all specialization as listed in the dropdown are covered.

**A. After login click on Create New User, select Level and click on Add New button.**

Level\* State Level

| Name        | Designation  | Mobile No  | Email           | Specialization          |
|-------------|--------------|------------|-----------------|-------------------------|
| Vinod Kumar | Commissioner | 8888888888 | vinod@gmail.com | -Select Specialization- |

✓ Email-ID A vailable.

Field Preparation  
 Plant Protection  
 Water Management  
 Agriculture Mechanization  
 Bio-Pesticides and Bio-Fertilizers  
 Credit  
 Crop Insurance

Level\* SAU

SAU Maharana Pratap Univ. of Agriculture & Tec

| Name     | Designation | Mobile No  | Email         | Specialization          |
|----------|-------------|------------|---------------|-------------------------|
| SAU Test | Director    | 9999999999 | sau@gamil.com | -Select Specialization- |

✓ Email-ID A vailable.

Field Preparation  
 Plant Protection  
 Water Management  
 Agriculture Mechanization  
 Bio-Pesticides and Bio-Fertilizers  
 Credit  
 Crop Insurance  
 Cultural Practices

#### Step 4. Creation of User IDs for District Level Officers including the District Level Designated Officer (DLDO) by the SLDO

After login click on Create New User, select Level, select District and click on Add New button.

Level\*

District\*

**ADD NEW**

|  | Designation     | Mobile     | Email            | District | Status        |
|--|-----------------|------------|------------------|----------|---------------|
|  | Deputy Director | 8888888888 | manish@gmail.com | AGRA     | District User |
|  | Deputy Director | 8888888888 | vv@gmail.com     | AGRA     | DLDO          |

### Step 5. Creation of User IDs for Block Level Officers by DLDO.

You are here : [Home](#) -> [Create New User](#)

Welcome : DISTRICT    Last Login : 9/16/2014 5:28:00 PM  
 Login ID : RAG-ALW-AG01 | User : District Level | State : RAJASTHAN | District : ALWAR | Sector : AGRICULTURE

**District Level (Level3)**

- ▶ Create New User
- ▶ Reset Password
- ▶ Pending Queries
- ▶ Query Status
- ▶ Query Monitoring

Level\*

Block

Infrastructure A available

| Name                               | Designation  | Mobile No                               | Email                                    | Specialization          |
|------------------------------------|--|---|--|-------------------------|
| <input type="text" value="Rohit"/> | <input type="text" value="Block Agriculture Officer"/> | <input type="text" value="9999999999"/> | <input type="text" value="m@gmail.com"/> | -Select Specialization- |

✔ Email-ID A available.

**SAVE**    **CANCEL**

Field Preparation

Plant Protection

Water Management

Agriculture Mechanization

Bio-Pesticides and Bio-Fertilizers

Credit

Crop Insurance

Cultural Practices

Fertilizer Use and

### Step 6. Creation of User IDs for Krishi Vigyan Kendra (KVK) by Zonal Project Director (ZPD).

User IDs for ZPDs shall be created centrally and their password shall be sent to them over email. The ZPDs shall be able to Login

using this email and password. After login ZPDs shall be able to create KVK users with in his zone.

The screenshot shows a web application interface for creating a KVK user. On the left, there is a sidebar menu with the following items:

- Zone Level
  - Create New User
  - Reset Password

The main form contains the following fields:

- Level\*: KVK
- Sector\*: AGRICULTURE
- State\*: HIMACHAL PRADESH
- District\*: CHAMBA
- KVK: Krishi Vigyan Kendra, Saru

Below these fields is a table for user details:

| Name         | Designation           | Mobile No  | Email          | Specialization         |
|--------------|-----------------------|------------|----------------|------------------------|
| Suresh Kumar | Subject Matter Specia | 9999999999 | kvk1@gmail.com | -Select Specialization |

Below the table, there are two buttons: **SAVE** and **CANCEL**. A green checkmark and the text "Email-ID Available" are displayed next to the email field.

The Specialization dropdown menu is open, showing the following options:

- Field Preparation
- Plant Protection
- Water Management
- Agriculture Mechanization
- Bio-Pesticides and Bio-Fertilizers
- Credit
- Crop Insurance
- Cultural Practices