

Guideline to Enter Data into CBO MIS

1. CBO Member/Staff date of Birth in Profile Entry -
 - i. If age is mentioned - Calculate year of birth from date of formation of SHG and add 01 Jan in the calculated Year
 - ii. If Date of Birth field is blank for all members in that SHG - Return for correction
 - iii. If some of the members have Date of Birth is missing - Enter Date of Birth as 01/01/1975 (make an excel sheet and enter the detail of member so that it can be corrected later - District/Block/Village/SHG/Member Name)
2. 'Endorsed by Gram Sabha' selection in SHG Profile -
Select No
3. Caste/Category is not provided -
 - i. If Category is mentioned but Caste is not mentioned - select only category and leave caste field as blank
 - ii. If Caste and Category both are not mentioned - Return for correction
 - iii. For Muslim select Islam as Category
4. Education details -
 - i. For Literate - Select Signature Literate
 - ii. Class 1 to 5 - Select Primary School
 - iii. Class 6 to 8 - Select Middle School
 - iv. Class 9 to 10 - Select High School
 - v. Intermediate /10+2 - Intermediate
 - vi. If education is above PG - Select PG
 - vii. B.A./B.Sc. Part I/II/III pursuing - Select Intermediate
5. Village mentioned in the Profile could not be found in MIS
 - i. First search and map the village in cluster mapping screen.

- ii. If in the cluster mapping screen the village is not showing up for mapping then go to next step
- iii. Talk to BPM and confirm the Revenue Village for that unidentified village.
- iv. Still if the village is not showing up for mapping then go to next step
- v. If Revenue Village is not in the MIS list, report it to concerned Manager- M&E for creation of new village in Census
- vi. After finding the original Village name map to cluster and start the entry.

6. Project Type in CBO Institution Profile -
Talk to concerned BPM before entry

7. IFSC Code in Bank Branch creation -
- i. Refer to Passbook of CBO Institution
 - ii. Talk to BPM
 - iii. Talk to Manager-M&E
 - iv. Refer to http://brlp.in/ifsc_codes.pdf

8. Hindi Typing -
Install Google Input Tools from link
<http://www.google.com/inputtools/windows>
To toggle between English and Hindi keyboard, press
SHIFT + ALT key

9. Protocol for community driven data entry -

- i. Create email id for each Community Professionals who will be entering the data into MIS -
- ii. The Mail ID should be created in standard format as per following:
<CP Name>.<Designation>.<Village>sn. no.@gmail.com
- iii. Maintain copy of email id and mail password in excel for future reference and submit copy to Manager - M&E and concerned BPM
- iv. Example -

Name: Samrat Kumar

Designation: CM

Village: Sitapur

Mail id	Password	MIS login id
samrat.cm.sitapur@gmail.com	sitapur123	Add “CM_” before the system generated login id

Excel Form

District| Block| Cluster| Village| CP Designation| CP Name| email id| Password