

# Digital India Week Activity Monitoring Tool Manual for VLEs

**Step 1:** To participate in Digital India Week get your-self registered through <http://apna.csc.gov.in/>.

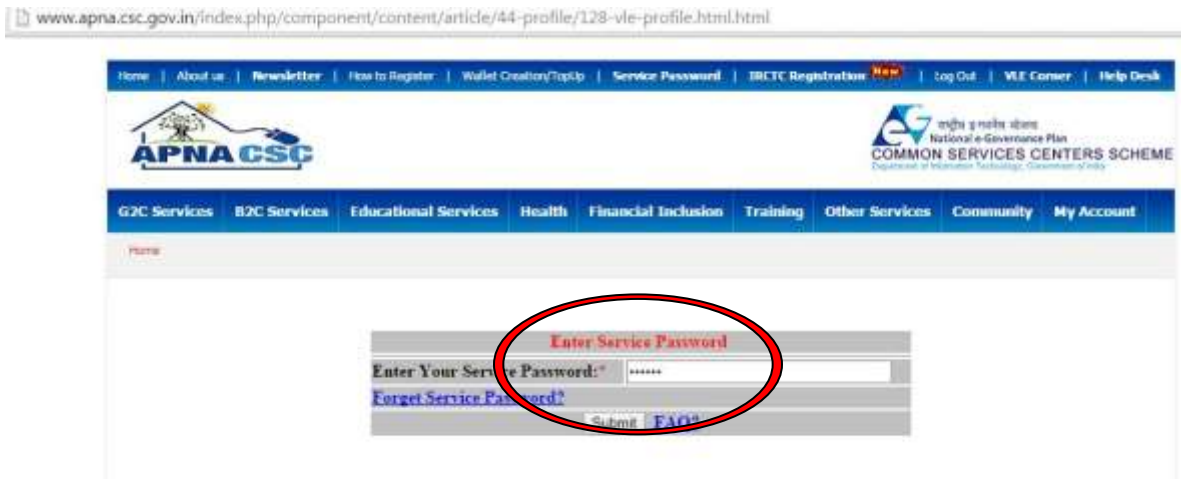
a. Log-in to **VLE Login** option a shown below :

The screenshot displays the APNA CSC website interface. At the top, there is a navigation menu with links: Home, About us, Newsletter, How to Register, Wallet Creation/TopUp, Service Password, IRCTC Registration, Login, and VLE Corner. The APNA CSC logo is on the left, and the National e-Governance Plan logo is on the right. Below the navigation menu, there are service categories: G2C Services, B2C Services, Educational Services, Health, Financial Inclusion, Training, and Other Services. The main content area features a large blue box with the CSC logo and text in English and Hindi. The English text states: "It is mandatory for all the VLEs to create at least 100 digital lockers of different citizens in next 5 days. VLEs will get Rs 2/- per valid Digital Locker created and gifts from CSC SPV. Kindly start making digital lockers for citizens on <https://digitallocker.gov.in>". The Hindi text says: "सभी VLEs के लिए अलग अलग लोगों का कम से कम 100 डिजिटल लॉकर बनाना अनिवार्य है। हर डिजिटल लॉकर बनाने पर VLE को Rs. 2/- और कुछ उपहार, CSCSPV की तरफ से मिलेंगे। कृपया करके <https://digitallocker.gov.in> पर जाएँ और लोगों के डिजिटल लॉकर बनायें।" Below this, it says: "Send the list of Digital Locker created every day in Excel Format at [digital.locker.csc@gmail.com](mailto:digital.locker.csc@gmail.com)". There is a table with two columns: "VLE ID" and "Aadhaar Number", with an "Excel Format" label and a red arrow pointing to the "VLE ID" column. On the right side, there is a "VLE Login click here" button circled in red, with a "CSCConnect" logo below it. Below the login button are input fields for "Username" and "Password", and a "Log in" button. At the bottom right, there is an "Announcements" section with the text "Print your Aadhaar Card at Rs 10".

- b. Enter your Username ,Password and Service Password registered with CSC-SPV
  - i.



- ii.



**Step 2:** On entering the dashboard click on **VLE Services** option as indicated below:

Welcome Piyush Joshi, [Log Out](#)

My Profile **Wallet Services** **VLE Services**

**Personal Details** [Edit](#)

Your User Id : UA020300809  
Your SCA : Reliance Communication  
CSC Location : Pubhaun  
Mobile No : 9871230717  
Change Your [Wallet Password](#)  
Change Your [Service Password](#)

**Services**

[FAQ](#)  
[List of All Services with VLE Commissions](#)  
Please View Your Transaction Details [click here](#)  
[VLE Terms and Conditions for Portal/Wallet usage](#)  
[Click Here](#)



**Step 3:** On Clicking **VLE Services** below option appears, click on “**Digital India Week-VLE activity Monitoring Tool**” option

**Free Services**

[Digital India Week-VLE activity Monitoring Tool](#)

[Create Digital Locker\(for you and citizens\)](#)

[eCourts](#)

[Online Results](#)

[Market Prices](#)

[Weather Information](#)

[Apply for Mandatory Free CCC Examination](#)



**Step 4:** A form appears, enter the details correctly asked and click on submit option.

The screenshot shows a web browser window with the URL `52.74.14.202/?userHandle=BJ098101501&transId=16114384017949765201a6d4979333f8&checksum=1110052203`. The page header includes the 'Digital India' logo and a navigation bar with 'Not Visited' and 'Getting Started' options. The main content area is titled 'Add Centre' and contains the following form fields:

OMT ID	BJ098101501
Centre In-charge/VLE Name	Aneeta Kumari
Aadhar No.	B1111111111
Mobile	9785953106
Email	aneetathakran@gmail.com
VLE Image	<input type="button" value="Browse..."/> ko.jpg
Centre Image	<input type="button" value="Browse..."/> IMG_396257895950167.jpg
	<input type="button" value="Submit"/>

**Note:**

- In VLE image, the size of the photograph uploaded should be between **20-30 KB**.
- In Center Image, the size of the photograph should be between **100-200 KB** (Kindly click the entrance/front part of the CSC center with banner)

**Step 5:** After submitting the page a pop up appears sharing your **Username and Password**.

**Your Username would be your OMT ID and Password would be your Phone number**

**Step 6:** On entering the page home page appears as shown below :




**Step 7:** Click on **Activity Plan** option as indicated below:





**Step 8:** On clicking below a page appears, indicating **Weekly Activity** for the VLE i.e. Activities which he/she has to perform between from **1st July, 2015 to 7th July, 2015:** **(screenshot to be changed)**

 Website: [Laxmi](#), June 25, 2015

Home || Activity Plan || Day 1 || Day 2 || Day 3 || Day 4 || Day 5 || Day 6 || Day 7 || Summary

**Digital India Week Activity Plan for VLEs**

No.	Date	Activities	Timeline	Expected Outcome	Download Source Photo/ Video
1	01st July 2015	VLEs to decorate their CSC with banner and posters.	09:00am-03:30pm	Upload the decorated CSC picture on the facebook page	
		Show the CSC Awareness Video to the citizens	03:30pm - 04:45pm	Brief awareness about CSCs	
		Live webcast or telecast the Digital India Launch event by Honorable Prime Minister Shri. Narendra Modi.	04:45pm to 06:30pm	Arrange a TV screen or projector to show the Digital India Launch to a minimum of 50 - 100 citizens from the coverage area. Photo to be uploaded on facebook page.	<a href="#">Live Webcast</a>
2	02nd July 2015	Show the Digital India movie	10:00am - 10:15am	Bring a minimum of 50 - 100 citizens. Photo to be uploaded on facebook page	
		Show the Financial Literacy/ Investor Awareness Movie to citizens	10:15am - 11:00am	Bring a minimum of 50 - 100 citizens. Photo to be uploaded on facebook page	
		VLEs to identify potential customers for Basic Savings banking, Insurance policy sale, pension collection and person to person banking.	11:00am - 08:00pm	Identify a minimum of 50 - 100 new customers under any of the financial inclusion products. Photo to be uploaded on facebook page.	
3	03rd July 2015	Show the Digital Literacy movie at CSC	10:00am - 11:00am	Bring a minimum of 50 - 100 citizens. Photo to be uploaded on facebook page.	
		Train at least 30 digital literate citizens on basic digital literacy (preferably women)	11:00am - 04:00pm	Train a minimum 30 women on basic digital literacy under NDCM. Photo to be uploaded on CSC.	
		Create awareness on RUD and NDLT services through CSCs.	04:00pm - 08:00pm	Bring a minimum of 50 - 100 citizens. Photo to be uploaded on facebook page.	
4	04th July 2015	Show the Ragaar Durga movie at CSC	10:00am - 11:00am	Bring a minimum of 50 - 100 citizens. Photo to be uploaded on facebook page.	
		Conduct the drives for NDCM	11:00am - 04:00pm	Conduct a survey for a minimum 50 - 100 unemployed youth.	
		Conduct voter counselling and register them for voter ID card or attend through Ragaar Durga	04:00pm - 08:00pm	Conduct counselling for 50 - 100 youth in the coverage area. Photo to be uploaded on facebook page.	
5	05th July 2015	Show the e-Health & e-Commerce movie at CSC	10:00am - 11:00am	Bring a minimum of 50 - 100 citizens. Photo to be uploaded on facebook page.	
		Conduct telehealth consultations through CSC	11:00am - 03:00pm	Conduct a minimum of 20 - 30 teleconsultations. Photo to be uploaded on facebook page	
		VLEs to promote e-Commerce services including B2C, B2B, Ticket booking, Flight and order booking.	03:00pm - 06:00pm	Conduct a minimum of 20 - 30 transactions. Photo to be uploaded on facebook page	
6	06th July 2015	Show the Public Grievance/ Digital Lockers movie at CSC	10:00am - 11:00am	Bring a minimum of 50 - 100 citizens. Photo to be uploaded on facebook page.	
		Open Digital Locker for citizens	11:00am - 03:00pm	Open a minimum of 100 digital lockers for citizens. Photo to be uploaded on facebook page	
		VLEs to assist citizens in filing complaints/ public grievances through portal	03:00pm - 06:00pm	File a minimum of 20 - 30 complaints. Photo to be uploaded on facebook page	
7	07th July 2015	Open Digital Locker for citizens	10:00am - 06:00pm	Open a minimum of 50-100 digital lockers for citizens. Photo to be uploaded on facebook page	

**Step 9:** To perform the activities on the mentioned time .i.e. **Day 1** click on the Source File/URLs.  
(screenshot to be changed)

No.	Date	Activities	Timeline	Expected Outcomes	Download Source Files/ URLs
1	01st July 2015	VLEs to decorate their CSC with banner and posters.	09:00am-03:30pm	Upload the decorated CSC picture on the facebook page	
		Show the CSC Awareness Video to the citizens	03:30pm – 03:55pm	Build awareness about CSCs	
		Live webcast or telecast the Digital India Launch Event by Honourable Prime Minister Shri. Narendra Modi.	04:00pm to 05:30pm	Arrange a TV screen or projector to show the Digital India Launch to a minimum of 50 – 100 citizens from the coverage area. Photo to uploaded on facebook page.	<a href="#">Live Webcast</a>

a. On clicking the **source File/URL** the page would be directed to page below:





**In the similar manner all the Source file/URL for each day could be clicked and showed to the people attending the sessions.**

**Step 10:** After performing activities, click on options **Day** i.e. Day 1 or Day 2 fill the details according to the activities performed during the sessions:

Home || Activity Plan || Day 1 || Day 2 || Day 3 || Day 4 || Day 5 || Day 6 || Day 7 || Summary

a. On clicking **Day 1** a page appears.

➤ It is mandatory to answer all the questions.

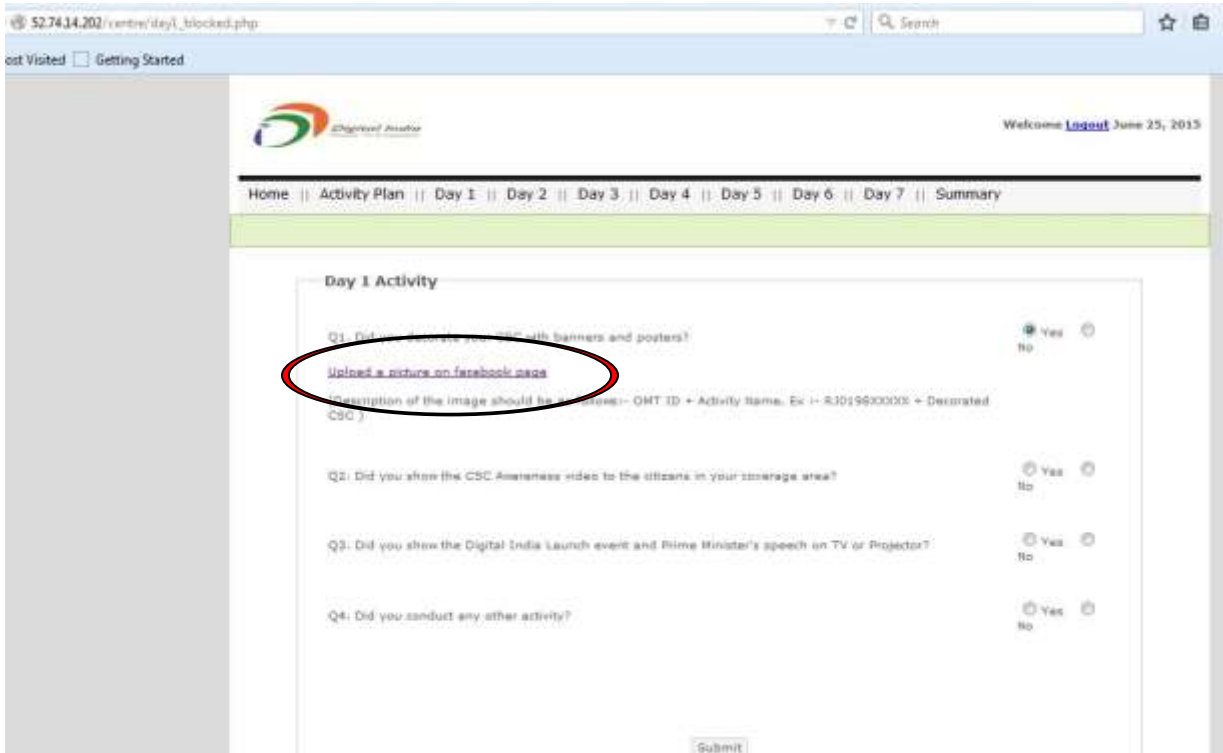


The screenshot displays a web interface for a survey. At the top, there is a navigation bar with the following links: Home || Activity Plan || Day 1 || Day 2 || Day 3 || Day 4 || Day 5 || Day 6 || Day 7 || Summary. The page title is "Day 1 Activity". Below the title, there are four questions, each with two radio button options: "Yes" and "No".

Question	Yes	No
Q1: Did you decorate your CSC with banners and posters?	<input type="radio"/>	<input type="radio"/>
Q2: Did you show the CSC Awareness video to the citizens in your coverage area?	<input type="radio"/>	<input type="radio"/>
Q3: Did you show the Digital India Launch event and Prime Minister's speech on TV or Projector?	<input type="radio"/>	<input type="radio"/>
Q4: Did you conduct any other activity?	<input type="radio"/>	<input type="radio"/>

At the bottom of the form, there is a "Submit" button.

- To upload pictures in Facebook, it is mandatory to have an Account in Facebook.
- To upload picture on Facebook click on the link shown.



- On Clicking the link, page would be directed to Facebook. Enter your **Email** and **Password** in the option below:



➤ To upload photo click on **Photo/Video** option as shown below:



➤ In “Who were with you ?” Enter your OMT ID+ Activity Name.  
Click on Publish option.



b. Answer all the questions accordingly.

**Day 1 Activity**

Q1. Did you decorate your CSC with banners and posters?  Yes  No  
[Upload a picture of your shop on facebook page](#)

Q2. Did you show the CSC Awareness video to the citizens in your coverage area?  Yes  No  
 How many people attended?

Q3. Did you show the Digital India Launch event and Prime Minister's speech on TV or Projector?  Yes  No  
 How many people attended?   
[Upload a picture on facebook page](#)

Q4. Did you conduct any other activity?  Yes  No  
 What was the activity conducted?   
 How many people benefitted?

- c. In **Question 4**, mention the details of any other activity performed by you i.e. conducting training classes on BCC course, banking services performed with the number of people benefited.
- d. On clicking Submit option a message would be reflected stating that the *“Activity has successful submitted!”*



**Note:**

Each VLE would be measured according to the activities performed by him/her at his/her CSC center **(First three best VLEs would receive exiting Prizes for CSC-SPV)**

**Step 11:** In the similar manner VLE has to fill the details of activities conducted during each Day.

**Step 12:** VLE can look at the summery of each day and can also edit the activities if required.