User Manual

for

Andhra Pradesh Micro Irrigation Project – Revival

(APMIP-Revival)

by

APONLINE
Approval

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1 INTRODUCTION

Horticulture is the branch of agriculture that deals with the art, science, technology, and business of growing plants. It includes the cultivation of medicinal plants, fruits, vegetables, nuts, seeds, herbs, sprouts, mushrooms, algae, flowers, seaweeds and non-food crops such as grass and ornamental trees and plants. It also includes plant conservation, landscape restoration, landscape and garden design, construction, and maintenance, inside agriculture, horticulture contrasts with extensive field farming and irrigation, carrying desired water and nutrients directly to the root zone of the plant, drop by drop. More crop for every drop, early maturity, better quality & higher yield. Ideal for terrain with problematic soils & water. Saves labor cost.

Andhra Pradesh Micro Irrigation Project (APMIP), is the unique and first comprehensive project being implemented in a big way in Andhra Pradesh for the past 11 years. APMIP was launched in the month of November, 2003. The Project aims at:

- Improving the economic conditions of the farmers by conserving water
- Bringing additional area into cultivation with the available water resources
- Enhancing the crop productivity and quality
- Facilitating judicious usage of ground water
- Saving in power consumption and cost of cultivation

APMIP is being implemented with the assistance from Government of India, State Government and farmer contribution.

This module is used to enroll the farmers of Andhra Pradesh and provide 50% subsidy to them for the revival of Micro irrigation Systems which are unfunctional due to Theft, Damaged and sold. This module is also integrated with Meesava portal to enroll farmer details for availing 50% subsidy irrespective of farmer Caste and Category.
1.1 OBJECTIVES
This manual is primarily intended for APMIP Department users and MI Suppliers who will use the Andhra Pradesh Micro Irrigation Project application to register farmers and further process of subsidy of Govt. of AP.

1.2 SCOPE
The scope of this document is to explain the APMIP process flow and functionality service for Horticulture Project. This document has been prepared based on the discussion with one of the state Andhra Pradesh Department officials.

1.3 ABBREVIATIONS

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<th>Abbreviation</th>
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<td>APOL</td>
<td>AP Online Ltd.</td>
</tr>
<tr>
<td>COH</td>
<td>Commissioner of Horticulture</td>
</tr>
<tr>
<td>MIAO</td>
<td>Micro Irrigation Area Officer</td>
</tr>
<tr>
<td>MIAPD</td>
<td>Micro Irrigation Assistant Project Director</td>
</tr>
<tr>
<td>MIE</td>
<td>Micro Irrigation Engineer</td>
</tr>
<tr>
<td>MIPD</td>
<td>Micro Irrigation Project Director</td>
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<tr>
<td>MIS</td>
<td>Micro Irrigation Supplier</td>
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<tr>
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2 SOFTWARE AND TECHNOLOGIES

The following software and technologies are used in the project.

Table 2: Software and Technologies

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3 Process Flow Chart

![Process Flow Chart](image)

Figure 1: Revival Process Flowchart
4 APPROACH

5.1 Farmer Registration through Meeseva

The farmer registration is accepted online through MeeSeva kiosks in state of AP. The farmer needs to bring required documents and required information to apply and get the subsidy under APMIP scheme.

To register the farmer under MIP scheme:


![Andhra Pradesh Meeseva Login Form](image)

![Figure 2 : Login Page](image)

2. Enter Userld and Password, and click Login. The Home page appears.
3. Go to List of Services > APMIP as depicted in the following figure:

![Figure 3 : List of Services](image)

4. Click Registration of farmers under revival of MI Systems. The Farmer Registration Form appears as
shown in the following figure to register the farmer to avail the subsidy under MIP scheme.

Figure 4: Service selection under APMIP

Registration of Farmers under Revival of MI System Request Screen will be displayed as mentioned in the following screen:

Figure 5: Farmer Registration Screen

5. Enter Aadhar Number and click Prefetch to retrieve farmer name, father name, District and Mandal.

Figure 6: Farmer Details using Aadhar No

6. Enter General Details such as Social Status, Category, District, Mandal, Gram Panchayat, Revenue Village, Habitation, Survey No, Area Proposed, Crop Type, Crop Name and Mobile Number as depicted in the following figure:
7. Enter Installation Particulars such as Year of Installation, MI Company Name, Subsidy Amount (in Rs), MI System Applied, MI Subtype System and click **Show Payment** as depicted in the following figure:

![Figure 8: Installation Particular Details](image)

8. Collect the amount from the Citizen/Farmer and click Confirm Payment to submit the request as depicted in the following figure:

![Figure 9: Payment Details](image)

On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Certificate delivery date.

**Note:** Ensure that you have sufficient balance with your service provider (SCA), else the system will not accept the request.

On submitting the request, the farmer receives message on the registered mobile number.
### Andhra Pradesh Micro Irrigation Farmer Registration Receipt

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<td>HP1209013000465397</td>
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<td><strong>Farmer ID</strong></td>
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</tr>
<tr>
<td><strong>Farmer Name</strong></td>
<td>Chappidi Prasanth Reddy</td>
</tr>
<tr>
<td><strong>District Name</strong></td>
<td>Ananthapuramu</td>
</tr>
<tr>
<td><strong>Mandal Name</strong></td>
<td>TADIPATRI</td>
</tr>
<tr>
<td><strong>Revenue Village Name</strong></td>
<td>Iguudur</td>
</tr>
<tr>
<td><strong>MI Company Name</strong></td>
<td>M/S JAIN IRRIGATION SYSTEMS LTD., JALAGOAN</td>
</tr>
<tr>
<td><strong>Amount Paid (INR)</strong></td>
<td>25.00 (Rs: 25.00 User charges)</td>
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**Address**

Contact Address:
To,
O/o the Project Director, APMIP,
1st Floor, Horticulture Bhavan,
Near Rythu Bazar, Adimurthi Nagar,
Ananthapuramu - 515001.
Phone: (08554) 240307.
Ph: 8187890939

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**Figure 10 : Payment Receipt Generation**

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**Note:** - On submitting the request, citizen receives a message such as “Your Request for MIP Farmer Registration Application has been entered vide Application Number, Transaction Id and sent to Dept”. 
5.2 Preliminary Inspection

1. Department official MIAO enters valid User Name and password and clicks **Login** to log on to Mobile application as depicted in the following figure:

![Login Screen](image1)

**Figure 11 : Mobile Application MIAO login Screen**

The following MIAO Home screen appears:

![Home Screen](image2)

**Figure 12 : MIAO Home Screen**
2. Enter valid Farmer ID and click **Get Details**.
3. Fetch Farmer details by using either Farmer ID or Geographic data (that is, select based on district, Mandal, Panchayat, Village and status as depicted in the following figure.

![Figure 13: Selection of Revival of MI System Screen](image)

4. Select Revival of MI System to display all farmers’ data. Select appropriate farmer ID. The following screen appears:

![Figure 14: Farmer Details Screen](image)
5. Enter all farmer details such as Mobile No, Depth of bore well (in feet), Discharge of bore well (in inches), present crop type, Crop Name, Extent (in ha), Lateral Spacing and Status of MI System as shown in the following screen.

**Note:** If farmer has more than one crop; click ADD More Crop for entering the details.

![Figure 15: Status Of MI System and Farmer Details](image1)

6. Click Water Source, Head Control Unit, Tracking of Field to capture GPS Coordinates for Water Source, HCU, Tracking of Field.

![Figure 16: GPS Coordinates Screen](image2)
7. Select Component Name, Component Size and enter Quantity under Amount required for making MI System functional. Rate per unit and Total Amount will display for corresponding component sizes.

8. Click Add to add more than one component.

![Figure 17: Addition of Component Details](image)

9. Click Calculate Subsidy Amount to display Subsidy, Non Subsidy, VAT, Total Non-Subsidy and Total Amount.

![Figure 18: Total amount, subsidy, non-subsidy, vat details](image)

10. Enter remaining fields such as MIAO Name, MIC Representative and Place, and click Submit to submit Preliminary Inspection details.
5.3 Revival BOQ

After submitting the details in MIAO Mobile application, BOQ details will be reflected in MI Supplier login.

1. Enter Valid MI supplier login credentials and click Login.

2. Click Farmer Revival BOQ link under MI login as shown in the following screen.
3. Click **View Requests**. Based on the search criteria, all farmer request ids pending for Farmer Revival BOQ will be displayed.

![Figure 21: Supplier Login Home Page](image)

4. Click appropriate Farmer ID to display farmer details as shown in the following figure.

![Figure 22: MIP Farmer IDs Pending for Revival BOQ](image)
Farmer ID details are displayed in the following figure.

Figure 23: Selection of Farmer ID’s

Farmer ID details are displayed in the following figure.

Figure 24: Revival BOQ Drip Screen

5. Click Add or Delete to update or modify “Amount Required for Making MI System Functional” respectively.
Figure 25 : Updation/Deletion of component details

6. Enter BOQ Generation Date and click Calculate as shown in the following figure.

Figure 26 : BOQ Subsidy and Non subsidy details.

7. Click Save to save Revival BOQ details.
5.4 MIE Approval for Revival BOQ

The steps are as follows:
1. Enter MIE User login credentials and click MIE Approval for Revival BOQ as shown in the following figure.

2. MIE Approval for Revival BOQ application Home Screen appears. MIE user views all requests based on District and Financial Year or Farmer ID as shown in the following figure:

   Note: Here, MIE user fetches details based on District and Financial Year.
3. Click appropriate Farmer ID as shown in the following figure:
MIE Approval for Revival Drip MI System Details screen will display as shown in the following screen.

Figure 29: Applications pending for MIE approval screen.

Figure 30: Pending records for Approval
MIE Approval for Revival Drip MI System Details screen will display as shown in the following screen.
4. Enter all Non Subsidy Payment details such as DD/UTR Number, Amount, Date, Bank Name, Branch Name and Remarks.
5. Select Approve or Reject and click Save as shown in the following screen.

Note: Applications rejected by MIE user are redirected to MI Supplier Rejected Requests in BOQ Level, where MI Supplier updates the required data and forwards it to MIE user.
5.5 APD Approval for BOQ

The steps are as follows:

1. Enter MIE User login credentials and click APD Approval for Revival BOQ as shown in the following screen.

![Image](image1.png)

**Figure 33 : APD approval for Revival BOQ Home Screen**

The following APD Approval for Revival BOQ application Home screen is displayed:

APD User view all requests based on District and Financial Year or Farmer ID as shown in the following screen:

![Image](image2.png)

**Figure 34 : Applications Pending for APD approval Screen.**

Note: Here, APD User fetches details based on District and Financial Year.

![Image](image3.png)

**Figure 35 : Farmer IDs pending for APD approval Screen.**
2. Select appropriate Farmer ID as shown in the following figure:

![Select Farmer ID](image1)

**Figure 36 : Pending records screen**

3. Click Farmer ID, a pop-up is displayed along with farmer details.

![APD Approval for Revival Drip MI System Details](image2)

**Figure 37 : APD Approval for Revival Drip MI System Details Screen.**

4. Enter Remarks, select Approve or Reject, and click Save to save APD approval for revival drip MI system details as shown in the following figure.
5.6 MIPD Approval for Revival BOQ

The steps are as follows:
1. Enter MIPD User login credentials and click PD Approval for Revival BOQ as shown in the following figure.

Figure 39: PD Approval for Revival BOQ

The following PD Approval for Revival BOQ application Home Screen is displayed.

Figure 40: Applications pending for Approval Screen
PD User views all requests based on District and Financial Year or Farmer ID. Note: Here, PD User fetches details based on District and Financial Year.

2. Click Appropriate Farmer ID as shown in the following figure:

![Figure 41: Pending records for Approval](image)

3. Click Farmer ID. A pop-up is displayed along with farmer details.

![Figure 42: PD Approval for Revival Drip MI System details screen.](image)

4. Enter Remarks, select Approve or Reject and click Save as shown in the following figure.
Figure 43: PD revival approval screen

Note: If PD User rejects the application, then it is rerouted to MI Supplier Rejected Requests in BOQ Level, where MI Supplier updates required data and forwards it to MIE User.

5.7 Revival Mobilization Sanction

The steps are as follows:

1. Login using valid credentials and click Revival Mobilization as shown in the following figure:
2. Select either Financial Year, MI Company or From Date-To Date and click View Requests. It displays all requests pending for Mobilization sanction as shown in the following figure.

![Figure 44: Revival Mobilization sanction Home Screen.](image)

3. Select application/applications and click Calculate. It shows total amount to be transferred to MI companies as shown in the following figure.

![Figure 45: Revival Mobilization sanction screen](image)
The steps are as follows:

4. Click Submit to generate Excel file.
5. Click Export to Excel to download Excel sheet as follows:

![Figure 46: Amount to be transferred Calculation](image)

![Figure 47: Revival Mobilization sanction subsidy details](image)

### 5.8 Revival Farmer Sanction Proceedings

The steps are as follows:

1. Click Revival Farmer Sanction Proceedings of individual farmers to generate proceedings as shown in the following figure:
Figure 48: Revival Farmer Sanction Proceedings Home Screen.

MIP requests pending for farmer sanction proceeding screen is displayed.

2. Select District and Financial Year, and click View Requests. All pending requests under that financial year are displayed.

3. Click particular Process No as shown in the following figure:

Figure 49: Pending records for approval screen.

4. Enter Date, File No, File No date, LR No and LR No date and click Save as shown in the following figure.
**Figure 50: Sanction Proceedings details**

Proceeding will generate along with reference No as shown in the following figure:
5.9 Revival Completion Certificate

The steps are as follows:

1. Login with valid credentials and click Revival Completion Certificate as shown in the following figure:

   ![Figure 52: Revival Completion Certificate Home Screen.](image)

2. Select either District, Farmer ID or Financial Year and click View Requests. All pending applications are displayed as shown in the following figure:
Figure 53: Applications pending for approval screen.

Revival Completion Certificate screen is displayed as shown in the following figure.
### Component Details

<table>
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<th>Component Size</th>
<th>Unit Cost</th>
<th>Quantity</th>
<th>Total Amount</th>
</tr>
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<tbody>
<tr>
<td>Green Land Filler</td>
<td>10 m³</td>
<td>760.00</td>
<td>2</td>
<td>1520.00</td>
</tr>
<tr>
<td>PVC for main</td>
<td>50 mm (8 kg/m)</td>
<td>32.40</td>
<td>20</td>
<td>648.00</td>
</tr>
<tr>
<td>Drip tape</td>
<td>DripCity-16</td>
<td>8.00</td>
<td>200</td>
<td>1600.00</td>
</tr>
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<td>Drip tape</td>
<td>DripCity-16</td>
<td>8.00</td>
<td>200</td>
<td>1600.00</td>
</tr>
</tbody>
</table>

1. **Material Supply Date**: 
2. **Installation Completion Date**: 
3. **Completion Verification**: 
   - Yes [ ] No [ ]
4. **Was the component tested and found to be performing satisfactorily?**: 
   - Yes [ ] No [ ]
5. **All aspects of system operation and maintenance clearly explained and demonstrated by the ME Supplier**: 
   - Yes [ ] No [ ]

**Component Photo**: 

**Remarks**: 

![Revival Completion Certificate Screen](image)

**Figure 54 : Revival Completion Certificate Screen**

3. Enter Material Supply Date, Installation Completion Date, and Completion Verification Particulars, upload Component Photo, enter Remarks and click Save to save Revival Completion Certification details as shown in the above figure.

### 5.10 Revival Bulk Proceedings

The steps are as follows:

1. Login with valid credentials and click Revival Bulk Proceedings as shown in the following figure.
Figure 55: Revival Bulk Proceedings home Screen.

2. Select from date and to date or financial year and click View requests as shown in the following figure:

Figure 56: 50% Bulk proceedings screen.

The following 50% Bulk Proceedings screen is displayed:
5.11 Revival Final Invoice

The steps are as follows:

1. Login with valid credentials.
2. Click Revival Final Invoice link in MI Supplier home page. The application will be redirected to the MIP Requests Pending screen for Final Invoice.
3. Select District and Financial Year and click View Requests. All pending records under that financial year are displayed.
4. Click particular Farmer ID as shown in the following figure:

Figure 60: Records pending for Final Invoice

Revival Final Invoice Screen is displayed along with farmer details as shown in the following figure.
5. Click Add or Delete to update or modify “Amount Required for Making MI System Functional” screen.

Figure 61: Revival Final Invoice Screen

Figure 62: Updation/Deletion of Component details.
6. Click Calculate to view final Invoice Subsidy and Non Subsidy details.

Figure 63 : Final Invoice Subsidy & Non subsidy details

7. Enter FIV Drip Generation Date and click Save. A successful message will be displayed as shown in the following figure:

Figure 64 : Submission of Revival Final Invoice details.

5.12 Revival Final Inspection

The steps are as follows:

1. Click Revival Final Inspection as shown in the following figure.
2. Select District and Financial Year and click View Requests. All pending records under that financial year are displayed.
3. Click particular Farmer ID as shown in the following figure:

**Figure 65**: Revival Final Inspection Screen.

**Figure 66**: Applications pending for final inspection screen

Revival Final Invoice Screen is displayed along with farmer details.

4. Enter Water Source, Head Control Unit, Tracking of the field latitude and Longitudes and upload MI system Photo and field photos.

5. Enter Observations.

6. If observations are same as Quantity, then click Save otherwise click Reject.
   Note: Applications which are rejected after Final Inspection are redirected to MI Supplier Rejected Requests in BOQ Level.
5.13 MIE Approval for Revival Final Invoice

The steps are as follows:

1. Click MIE Approval for Revival Final Invoice as shown in the following figure.
2. Select District and Financial Year, and click View Requests. All pending records under that financial year are displayed.

3. Click particular Farmer ID as shown in the following figure.

4. Enter Remarks, select either Approve or Reject, and click Save as shown in the following figure.
Note: Applications rejected by MIE are redirected to Final Invoice rejected screen where MI Supplier updates required data and forwards to final inspection screen.

5.14 APD Approval for Revival Final Invoice

All MIE Revival final Invoice records are forwarded to APD approval for Revival final invoice Screen. The steps are as follows:

1. Click APD approval for revival final Invoice screen as shown in the following figure.
Figure 71: APD approval for Revival final Invoice screen.

2. Select District and Financial Year, and click View Requests. All pending records under that financial year are displayed.

3. Click particular Farmer ID as shown in the following figure.

Figure 72: APD Approval for Revival Drip MI System Details Screen.

4. Enter Remarks, select either Approve or Reject and click Save.

Note: Applications which are rejected by APD are redirected to Final Invoice rejected screen where MI Supplier updates required data and forwards to final inspection screen.
5.15 PD Approval for Revival Final Invoice

All APD Revival final Invoice approved records are forwarded to PD approval for Revival final invoice Screen. The steps are as follows:

1. Click PD approval for revival final Invoice screen as shown in the following figure:

![Figure 73: MIPD approval for Revival Final Invoice home screen.]

2. Select District and Financial Year and click View Requests. All pending records under that financial year are displayed.

3. Click particular Farmer ID as shown in the following figure:

![Figure 74: Applications pending for PD Approval Screen.]

4. Enter Remarks, select either Approve or Reject and click Save as shown on the following figure.
Note: PD rejected applications are redirected to Final Invoice rejected screen where MI Supplier updates required data and forwards to final inspection screen.

5.16 Download Revival Final Payment for Collector Approval

For all final invoice approved records, MIPD submits final payment details such as supplier bank details, and debitable bank details. Approved records are subjected to a subsidy of 50% towards MI System. The steps are as follows:

1. Click Download revival final payment for collector approval as shown in the following figure.
2. Select financial year and click View Requests to view all farmer request details pending for final payment approval as shown in the following figure.

![Figure 77: Revival final payment details districtwise.](image)

3. Select at least one record and click Calculate to view amount to be transferred as shown in the following figure.

![Figure 78: Revival final payment calculation details](image)

4. Click Submit to submit revival final payment details where a successful message will display at the bottom of the screen.

5. Click Export to Excel to download final payment details in Excel format.
The steps are as follows:

5.17 Revival Final Payment Confirmation by AO

The steps are as follows:

1. Login valid credentials and click Revival Final payment confirmation as shown in the following figure.

2. Select all mandatory fields like financial year and district. MI companies list will be displayed for the corresponding district.

3. Click Get Details to view all records pending for AO approval.
4. Select at least one record and click Save. The successful message will be displayed at the top of the screen as shown in the following figure.

![Figure 81: AO payment details.](image1)

![Figure 82: Submission of Revival AO details.](image2)
5.18 Revival Final Payment Bulk Proceedings

1. Click Revival Final Payment Bulk Proceeding link in MIPD Home page. The application will be redirected to MIP Final Payment Farmer Sanction Proceedings as depicted in the following figure.

Figure 83 : Revival final payment Bulk Proceedings screen.

2. Select financial year and click View Requests as shown in the following figure.

Figure 84 : Revival Final Payment Bulk Proceedings home screen.

3. Select at least one record and click Approve Payment. A successful message will be displayed as depicted in the following figure.
Figure 85 : Final payment bulk proceedings approval screen.

4. Click Download PDF to view farmer details in PDF format.
The steps are as follows:

1. Click Revival Final Payment Proceeding Approval screen as depicted in the following figure.

2. Select financial year and click View Requests to display all records pending for collector approval as depicted in the following figure.
3. Select at least one record and click Approve Payment as shown in the following figure.

![Figure 89: Revival final payment farmer sanction proceedings screen.](image-url)

Figure 89: Revival final payment farmer sanction proceedings screen.
5. CHANGE MANAGEMENT PROCEDURE

This document is meant for usage by the Horticulture team and shall be the basis for preparing the test case, incident log and the final report. Any changes made to the requirements in future shall have to go through a formal change approval process whenever necessary and shall not make any alterations without the permission of the client and the development team.

6. APPROVALS

<table>
<thead>
<tr>
<th>Inspected By</th>
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<th>Signature</th>
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<tr>
<td>Mr. Sudhakar Volukula</td>
<td>3-DEC2016</td>
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<tr>
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<td>Signature</td>
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<td></td>
<td>5-DEC-2016</td>
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<td>Mr. Bala Kishore</td>
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