



Directorate of Environment and Climate Change (DoECC)

Training Program- Micro-Web Portal

User Manual

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System Overview

The Paaristhithikam Micro-web portal is part of the DoECC's Green Office initiative and will serve as a digital hub for the Directorate allowing collaboration of institutions, program coordinator and the general public.

Paaristhithikam micro-portal ensures effective, efficient, and better coordination and integration of the **Paaristhithikam program** by digitizing documentation and report generation. It provides a platform with which the current processes managed in Paaristhithikam starting from registration to report submission can be done online. The system improves the monitoring of events and programs of the Paaristhithikam across the State.

Institutions can register online and the application gets verified and approved by DoECC. Once approved, a one-time verification mail is sent to the provided email address of the program coordinator, with the link to create an account using a username and password. (An institution can apply for multiple Paaristhithikam programs with each unique program coordinator).

Once the account is created, the account features include the profile of the institution, proposed programs, option to generate reports and financial documents based on the milestones etc.

The public interface of the portal can be viewed by clicking on the link provided below

<http://doecc.owrench.com>

User Manual Overview

This user manual guides users on how to use various features in the system.

Stage 1 - Register

The institutions can register on the web portal with the following:

- Details of the Institution
- Details of Program coordinator
- Details of the Programs Proposed
- Upload attachments (Institution affiliation certificate, Affidavit by Head of the Institution)
- Confirm & Submit

After submission, an email will be sent by the system to the corresponding program coordinator's Email ID provided in the registration form.

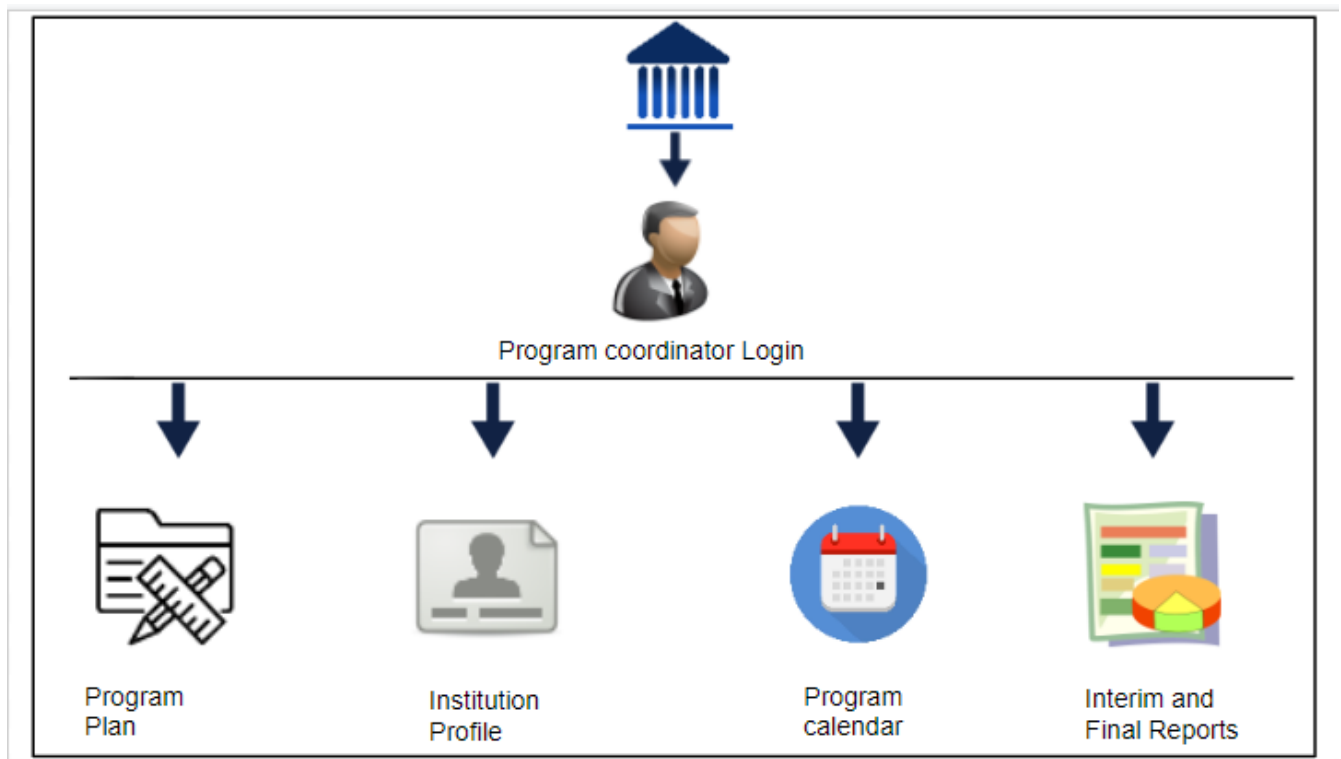
NOTE: If not found in the inbox, kindly go through the spam/promotions

Stage 2 - Account Creation

An institution can apply for multiple Paaristhithikam programs with unique program coordinators. Corresponding to each application, the account is created with the unique program coordinator's Email ID. The Account has features such as a program plan, option to generate reports and financial documents based on the milestones. All the proposed programs at the time of the registration are displayed with the option- complete the program, completed programs will be listed on monthly updates.

A calendar representation of the whole program is available in the program calendar in reference to the proposed date of planned programs. Features for creation and submission of interim and final reports including financial documents are also available.

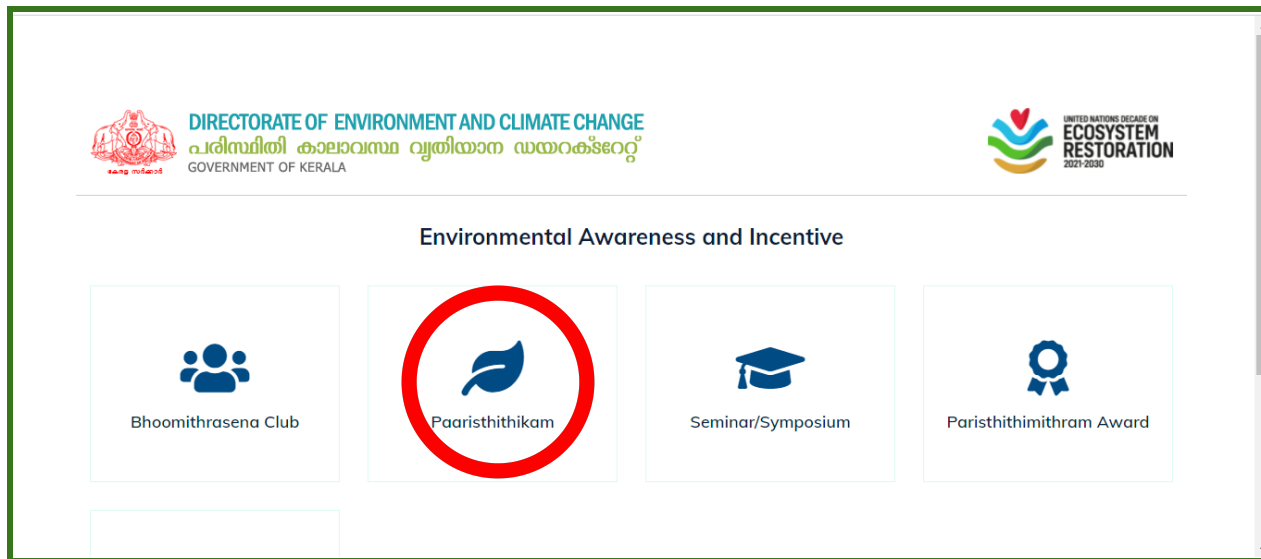
A brief introduction to the features:-



1. REGISTRATION

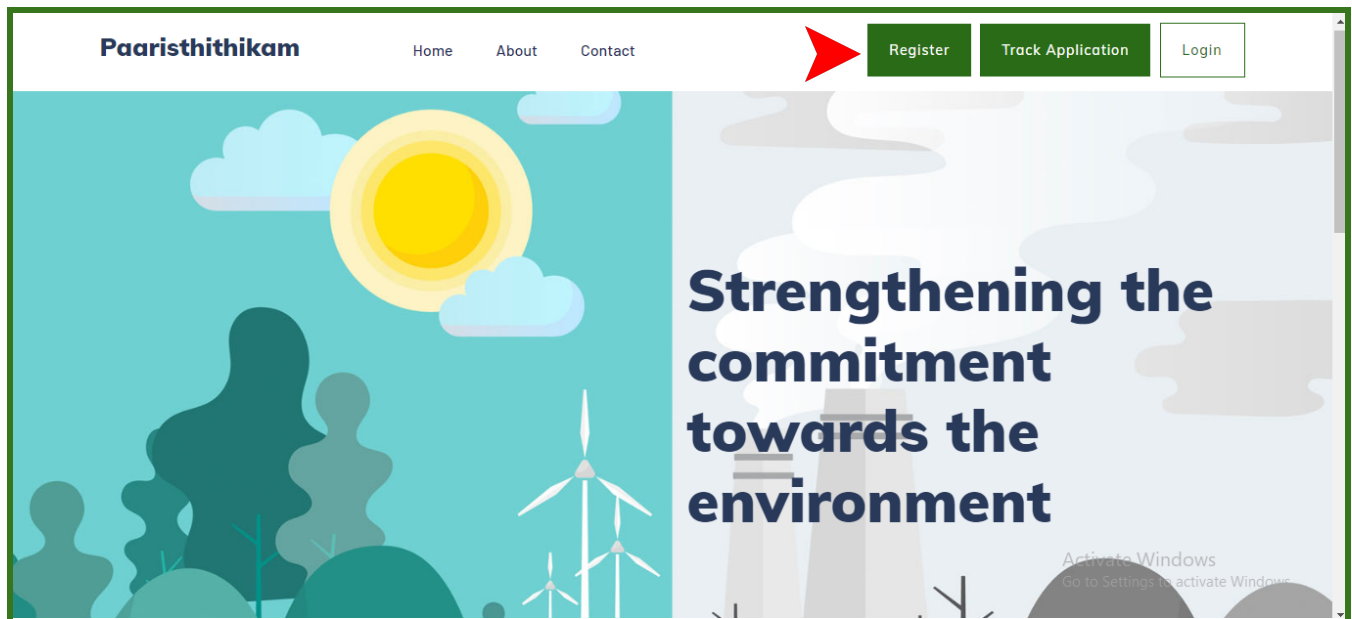
To Register for the Paaristhithikam, visit DoECC Environmental Awareness and Incentives

Public Web Portal: <http://doecc.owrench.com>. A user has to enter the URL provided into the address bar of any modern browser to access the web portal.



Select Paaristhithikam micro portal from the options.

At this point, the Paaristhithikam portal home page appears. To register, you can use the **REGISTER BUTTON** provided at the top right side **or APPLY BUTTON** at the bottom of the page when you scroll down. Click on it to proceed to the registration page.




Paaristhithikam Home About Contact Register Track Application Login

Save Mangrove Forests

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Last date of application: December 31st 2021

 **Apply Now**

Activate Windows
Go to Settings to activate Windows.

On the Paaristhithikam Registration page, fill the data under five sections,

- DETAILS OF THE INSTITUTION
- PROJECT DETAILS
- PROJECT ACTIVITIES
- ATTACHMENTS
- CONFIRM & SUBMIT

DETAILS OF THE INSTITUTION

- Enter the institution name (only capital letters without any special characters are accepted) and address details
- Select the organization category from the drop-down list. (For government and aided organizations, the Registration Number, Registration Certificate, Last three years audited financial statements are optional; for all other categories, these details are mandatory to be uploaded)
- Institution profile- Provide a brief introduction of the institution and attach a profile document supporting the mentioned introduction
- Enter Program Coordinator details with name, contact no, whatsapp no and Email address. Attach a brief biodata of the Program Coordinator
- Enter institution bank details with name, account no and IFSC Code

NOTE: Institution can have multiple applications, each application should have a unique program coordinator

The screenshot shows a web application titled "Registration". It has five tabs: "Details of institution" (active), "Program Details", "Program Activities", "Attachment", and "Confirm and submit". Below the tabs, there is a text input field for "Name of the Institution * (Only uppercase alphabets,numbers and space are accepted)" with a placeholder "Institution Name". Below this is a section titled "Details of the institution" containing four input fields: "Address *" (placeholder "Address"), "District *" (dropdown menu with "Select District"), "Pin Code *" (placeholder "Pin Code"), and "Contact No *" (placeholder "Contact No"). To the right of the "Contact No" field, there is a link that says "Activate Windows. Go to Settings to activate Windows."

- After entering the details of the institution, click on **NEXT BUTTON** to proceed

PROJECT DETAILS

- Mention programs proposed by the institution by entering the common project name under which multiple programs are added
- Select the Theme of the project hosted
- Select the district/s under which the project is hosted (**multiple districts can be added if required**)
- Enter the main location name and mark the geo-location (longitude & latitude) using the map
- Enter the issues to be addressed and objectives of the proposed project
- Enter the project duration- from start date to end date (date range can be choose from the calendar picker)

NOTE: The project duration here is the entire time period taken for all the programs done under the project, calculate the date range accordingly before entering
 Eg : 1-Jan -2022 to 31- Dec 2022

- Project outputs & outcome shall be entered in the next input box

Registration

Details of institution **Program Details** Program Activities Attachment Confirm and submit

Proposed programs

Project Details

Name of the project * Theme *

Project Name Select Program Theme

District * Name of the project location *

Select District Project Location

Location Map *

00.00000000 00.0000000000

Issues to be addressed * Objectives *

Activate Windows
Go to Settings to activate Windows.

PROJECT ACTIVITIES

In the project activities section, the brief of project details added in the previous page is displayed.

Below to that we have the option to enter the different activities/proposed programs one by one, and then after adding each program, it will be listed below the table

For adding the proposed programs following fields are to be filled

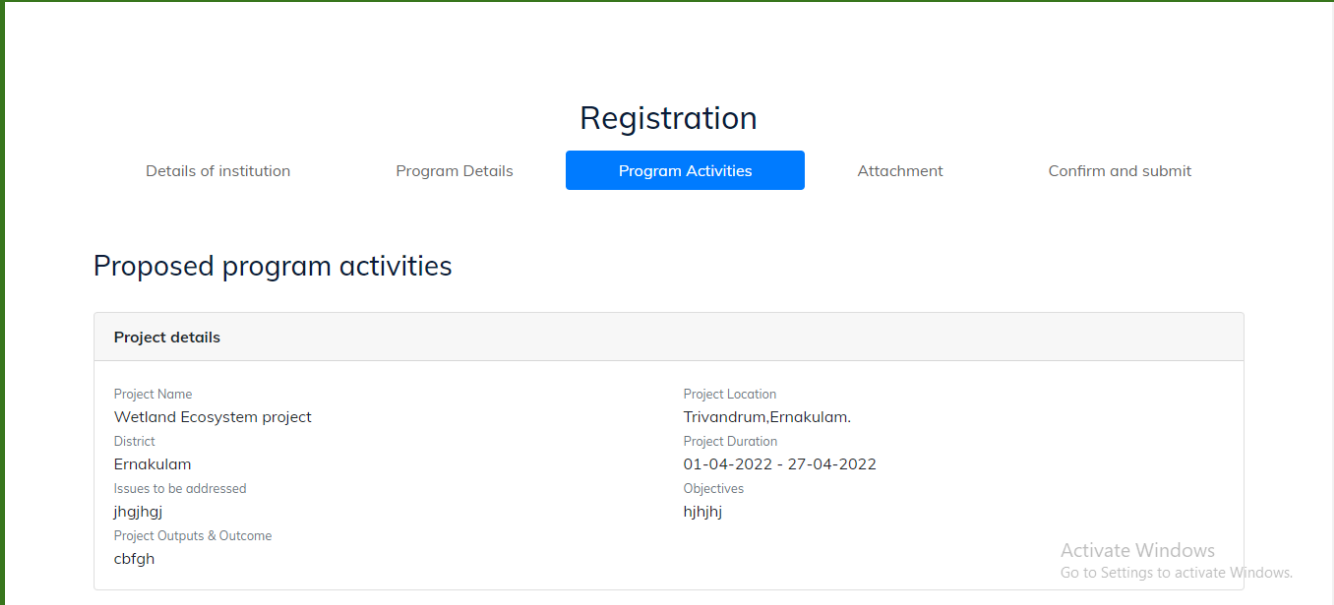
- Enter the Program Activity title
- Select program/activity type whether it is an awareness or action
- Enter a description and select the geolocation of the area where the activity is expected to be performed from the map
- Select the village and LSG details of the program
- Select the corresponding milestone of the program
- Program/activities proposed date

NOTE: The date selected should fall within the date range added in the project section on the previous page

- Enter the proposed budget of the program

NOTE: The budget is proposed for each program, so kindly enter proposed budget of each programs separately, total will be calculated below

- Mention the contribution amount from the institution separately.
- Add photos related to the proposed program, multiple photos can be added. (photos showing the present condition of the activity locations must be uploaded).



Registration

Details of institution Program Details **Program Activities** Attachment Confirm and submit

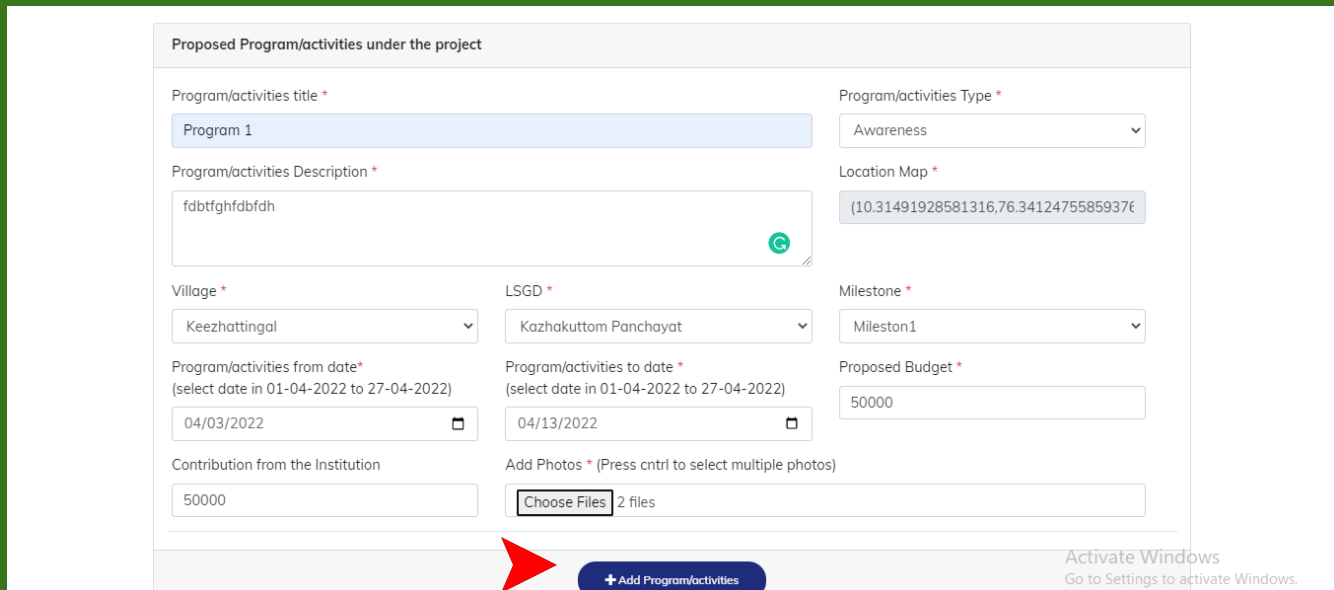
Proposed program activities

Project details

<p>Project Name Wetland Ecosystem project</p> <p>District Ernakulam</p> <p>Issues to be addressed jhghghj</p> <p>Project Outputs & Outcome cbfgh</p>	<p>Project Location Trivandrum, Ernakulam.</p> <p>Project Duration 01-04-2022 - 27-04-2022</p> <p>Objectives hjhjhj</p>
--	---

Activate Windows
Go to Settings to activate Windows.

- After adding the program details click on **ADD PROGRAM /ACTIVITIES** button



Proposed Program/activities under the project

<p>Program/activities title *</p> <p>Program 1</p>		<p>Program/activities Type *</p> <p>Awareness</p>
<p>Program/activities Description *</p> <p>fdbtghfdbfdh</p>		<p>Location Map *</p> <p>(10.31491928581316,76.34124755859376)</p>
<p>Village *</p> <p>Keezhattingal</p>	<p>LSGD *</p> <p>Kazhakuttom Panchayat</p>	<p>Milestone *</p> <p>Mileston1</p>
<p>Program/activities from date *</p> <p>(select date in 01-04-2022 to 27-04-2022)</p> <p>04/03/2022</p>	<p>Program/activities to date *</p> <p>(select date in 01-04-2022 to 27-04-2022)</p> <p>04/13/2022</p>	<p>Proposed Budget *</p> <p>50000</p>
<p>Contribution from the Institution</p> <p>50000</p>	<p>Add Photos * (Press cntrl to select multiple photos)</p> <p>Choose Files 2 files</p>	

+ Add Program/activities

Activate Windows
Go to Settings to activate Windows.

- The added program will be listed below under the **proposed program/activities list**
- In the Program/activities list there are options to edit and delete the added programs if required
- The total budget and total contribution from the institution will be auto-calculated by the system

Contribution from the Institution Choose Files No file chosen

[+ Add Program/activities](#)

Proposed Program/activities list

Title	Type	Description	Map	Village	LSGD	Date	Milestone	Proposed Budget	Institution Contribution
Program 1	Awareness	fdbtfgfdbh		Keezhattingal	Kazhakuttom Panchayat	03-04-2022 to 13-04-2022	Mileston1	Rs. 50000	Rs. 50000

Total Budget : Rs. 50000 | Total Contribution from the Institution Rs. 50000

- Multiple details of follow-up activities can be added one by one
- Click on **ADD** button to add no. of details of follow-up by self

Total Budget : Rs. 50000 | Total Contribution from the Institution Rs. 50000

Details of Follow-up activities by Self

[Add](#)

[Next](#)

- Click on **NEXT** to go to the next tab

ATTACHMENTS

Mandatory Attachments include *

- **Affidavit by Head of the Institution**
- **Declaration of certifying the duly furnishing of Utilization Certificate & Statement of Expenditure of previous grants**

(Sample of each attachment is given below, click and download the samples)

Registration

Details of institution
Program Details
Program Activities
Attachment
Confirm and submit

Attachments

Affidavit by Head of the Institution *

Choose File
No file chosen

[Download sample format](#)

Declaration of certifying the duly furnishing of Utilization Certificate & Statement of Expenditure of previous grants *

Choose File
No file chosen

[Download sample format](#)

Next

Activate Windows
Go to Settings to activate Windows.

CONFIRM & SUBMIT

- Verify the data entered and click on **SUBMIT** to submit your application

Paaristhithikam

[Home](#)
[About](#)
[Contact](#)

Register
Track Application
Login

Title	Type	Description	Map	Village	LSGD	Date	Milestone	Budget	Institution contribution
Program 1	Awareness	fabtfghfdbfah		Keezhattingal	Kazhakuttom Panchayat	03-04-2022 to 13-04-2022	Milestone 1	Rs. 50000	Rs. 50000

Attachments

Affidavit by Head of the Institution ✓ View

Utilization Certificate & Expenditure Statement ✓ View

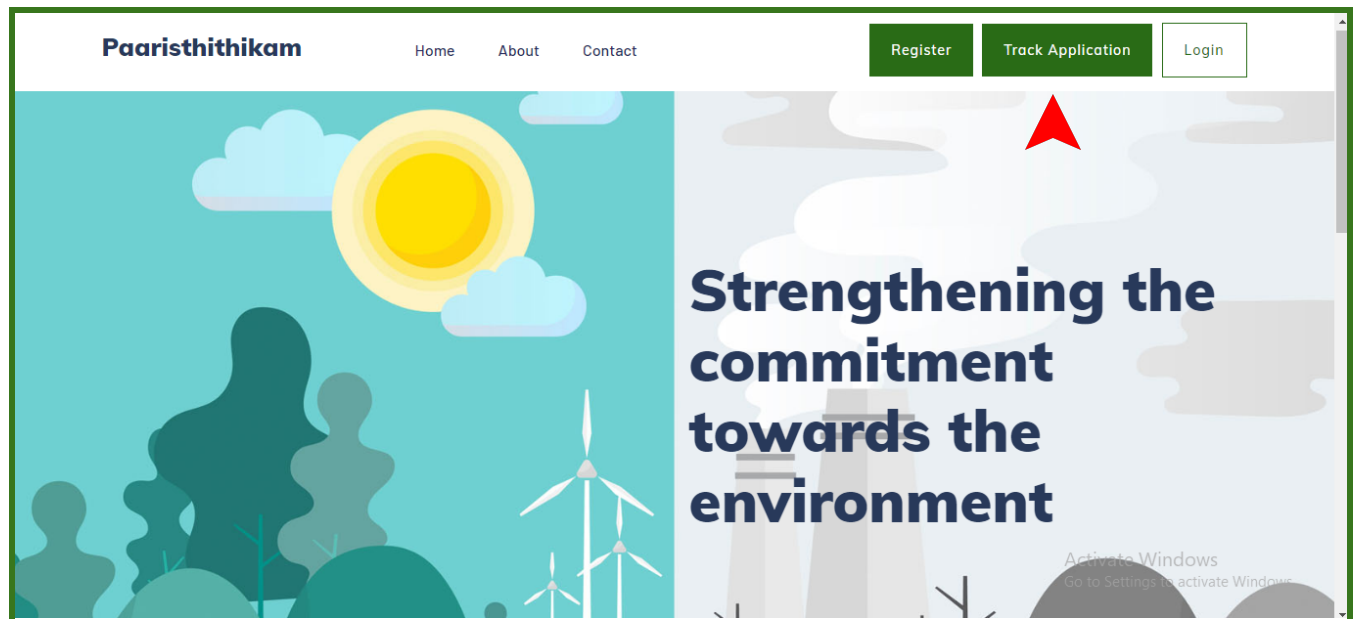
➔
Submit

Activate Windows
Go to Settings to activate Windows.

NOTE: All the fields marked with * are mandatory

1.1 TRACK THE APPLICATION

- After submitting the application, click on the **TRACK APPLICATION BUTTON** on the right side of the home page to know the status of the application
- Enter the E-mail ID of the program coordinator provided at the time of registration and an OTP will be delivered to the Email.
- Enter the OTP to view the status of the application



RECTIFICATION CALL

- In case of a rectification call, the applicant will be informed through the Email provided during registration.
- If the application is returned back for rectification, click on the TRACK APPLICATION BUTTON to view the status of the application and then use the **EDIT** button to edit and resubmit the application.

Revision of Proposed program details

Application can be reverted for revising the proposed programs and program-related details. When an application is reverted for revising, the applicant will receive an Email notification to the E-mail ID of the program coordinator, the applicant can use the link provided in the mail or track the application for revising the proposed program details as suggested by DoECC. Revising is mainly done to revise the proposed budget of a program or its related details which will be mentioned by DoECC as comments for each program.

Steps to Revise an application

- Click on the link from mail received or Track the application and use the edit button.
- Edit the application to reach the Program/Activities tab
- In the proposed program list, scroll to the right far of the table to view the comments and suggested budget by DoECC (The programs requiring revision will be highlighted)
- Click on the **edit** option of each highlighted program to edit and make changes as mentioned in comments

NOTE: Only after editing all the highlighted programs, you are allowed to access the next tab or section

- After editing, Resubmit the application for verification under the Confirm and Submit tab

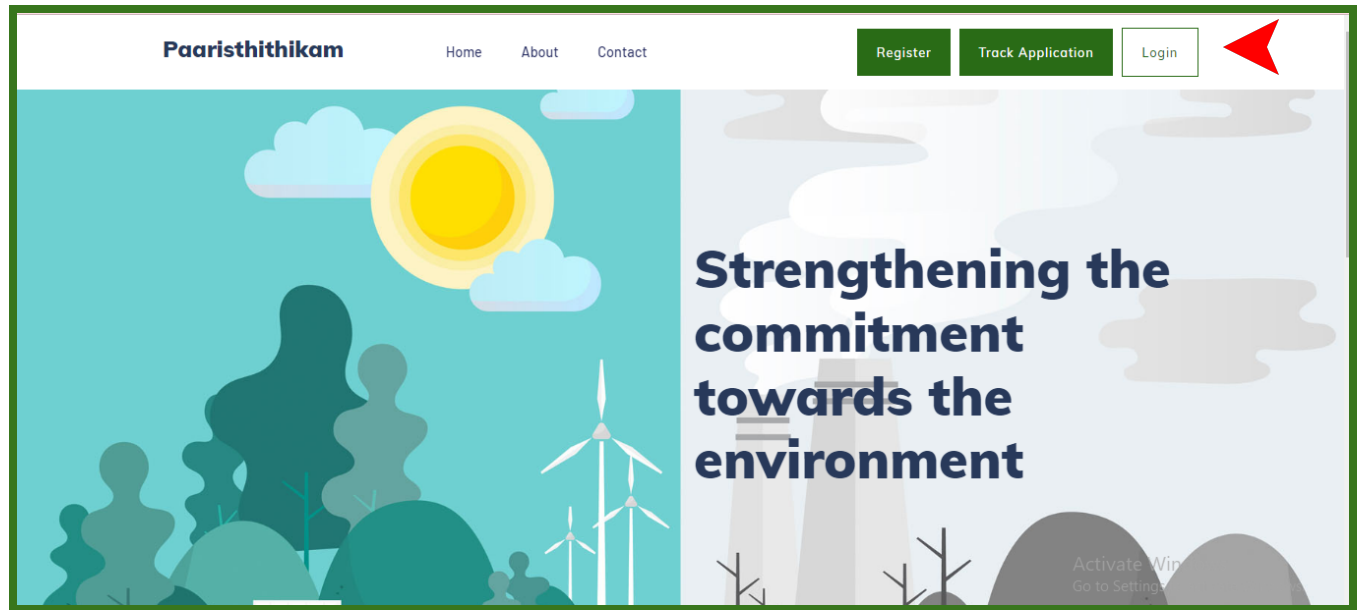
Account Creation

- As soon as the application gets approved, an email will be sent to the provided E-mail ID of the Program Coordinator (provided at the time of registration) with a copy to the institution mail ID.
- Click on the link found in the mail to create an account with a username automatically pre filled according to paaristhithikam ID generated and password (self-assigned) and then click LOGIN BUTTON

NOTE: If mail received is not found in the inbox, kindly go through the spam/promotions.

LOGIN

After creating login credentials, click on the **LOGIN** BUTTON at the top right of the home page to log in



2. Account Features

Login account has features such as;

1. Institution Profile
2. Program Plan
3. Program Calendar
4. Monthly updates
5. Program Reports

2.1 Institution Profile

- Institution profile displays the institution details, such as contact details, mail ID, address, and Program coordinator details
- Paaristhithikam ID will be displayed below the institution name

Paristhithikam
Home Logout

Program Plan
Program Calendar
Monthly Updates
Program Reports
Profile

IWORD
Paaristhithikam ID : ALP/2022/17

Emailreshma.travansoft@gmail.com

Phone98745612354

WhatsApp No9874561237

Address711-2880 Nulla St. Mankato Mississippi 96522 (257) 563-7401

Activate Windows
Go to Settings to activate Windows.




2.2 Program Plan

- The programs proposed at the time of the registration are listed here with the following options (click on the action button of each program to use the following features),
 - Date renewal
 - Add program notes
 - Mark as Completed

Paristhithikam
Home Logout

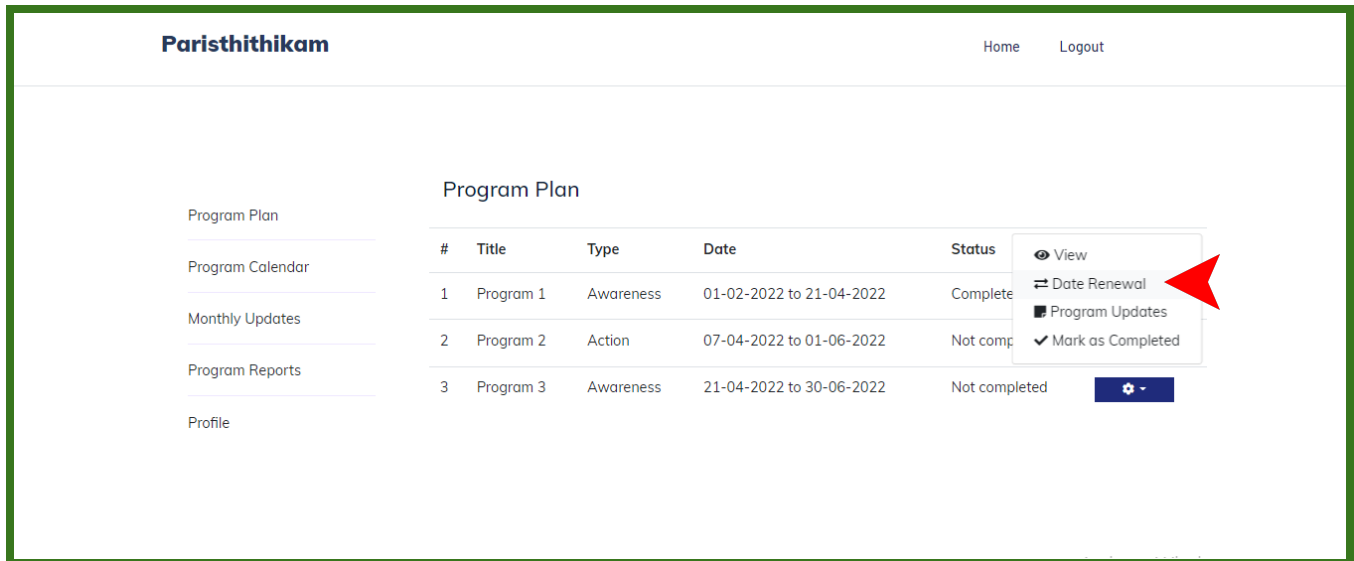
Program Plan
Program Calendar
Monthly Updates
Program Reports
Profile

Program Plan

#	Title	Type	Date	Status	Action
1	Program 1	Awareness	01-02-2022 to 21-04-2022	Completed	
2	Program 2	Action	07-04-2022 to 01-06-2022	Not completed	
3	Program 3	Awareness	21-04-2022 to 30-06-2022	Not completed	

2.2.1. Program Plan Date Renewal

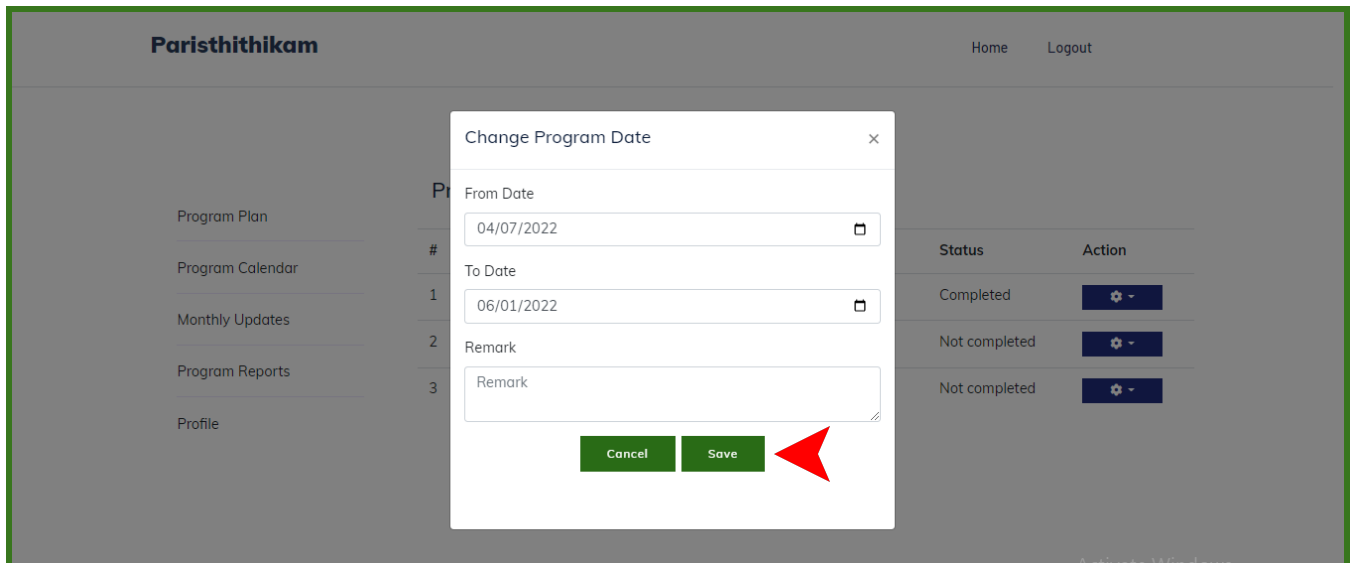
- To reschedule a planned program date, click on the *ACTION BUTTON*
- Select the DATE RENEWAL Option
- A Dialogue box will be displayed with the planned date; select the revised date and enter the remarks and click on *SAVE*



The screenshot shows the Paristhithikam web application. On the left is a sidebar with navigation links: Program Plan, Program Calendar, Monthly Updates, Program Reports, and Profile. The main content area is titled "Program Plan" and contains a table with the following data:

#	Title	Type	Date	Status	Action
1	Program 1	Awareness	01-02-2022 to 21-04-2022	Complete	View, Date Renewal, Program Updates, Mark as Completed
2	Program 2	Action	07-04-2022 to 01-06-2022	Not comp	
3	Program 3	Awareness	21-04-2022 to 30-06-2022	Not completed	

A context menu is open over the first row, showing options: View, Date Renewal (highlighted with a red arrow), Program Updates, and Mark as Completed. A blue gear icon with a minus sign is visible at the bottom right of the table.



The screenshot shows the "Change Program Date" dialog box. It has a title bar with a close button (X). The dialog contains the following fields:

- From Date:** A date input field showing "04/07/2022" with a calendar icon.
- To Date:** A date input field showing "06/01/2022" with a calendar icon.
- Remark:** A text area with the placeholder text "Remark".

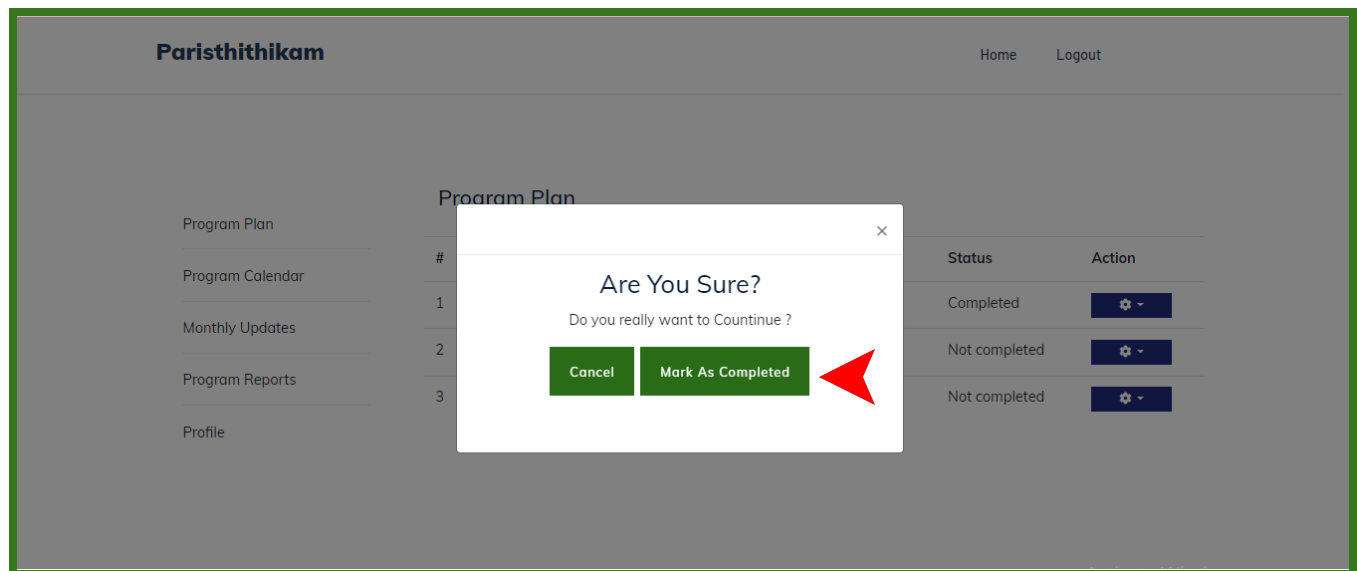
At the bottom of the dialog are two buttons: "Cancel" and "Save" (highlighted with a red arrow).

2.2.2 Program Updates

- If a program duration is more than a month, the event/activity can be updated weekly or monthly using the program updates button.
- The provided data will be compiled in the reports as a description with an edit option.

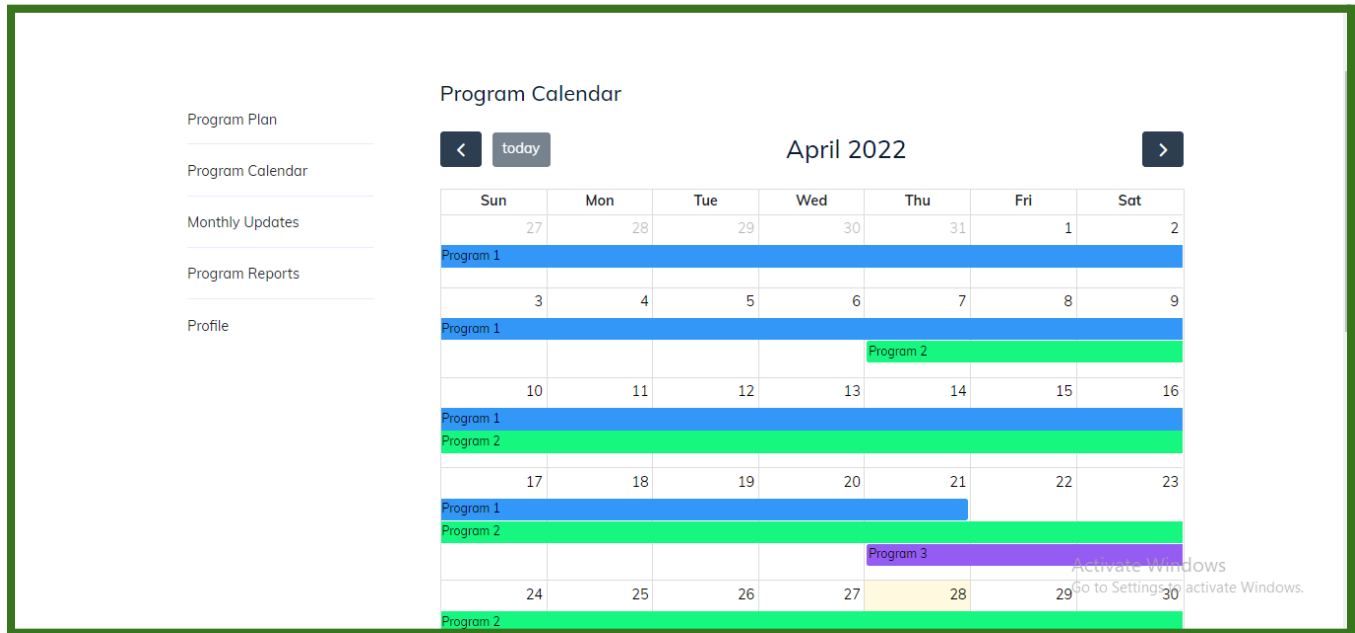
2.2.3. Mark AS Completed

- When a planned program is carried out successfully, select the “mark as completed” option
- **Once marked as completed, further editing is not possible.**
- The expenditure statement and abstract of the program will be displayed when mark as completed



2.3 Program Calendar

- All the programs proposed will be displayed date wise in a calendar





2.4 Monthly Updates

- Once marked as completed, click on the PDF icon to generate the report of the completed programs

Paristhithikam

Home Logout

Monthly Program Reports

SI No	Program Title	Type	Status	Action
1	Program 1	Awareness	Completed	 

Activate Windows
Go to Settings to activate Windows.

Program Reports

There are two types of program reports

- ☐ **Interim Report** (Which is a milestone-based report, which can be prepared and submitted anytime according to the completion of each milestone)
- ☐ **Final Report** (final report is submitted on completion of all milestones)

Paristhithikam Home Logout

Report Submission

+ Add Interim Report + Add Final Report

#	Date	Type

Activate Windows
Go to Settings to activate Windows.

Interim Report

- Click the **ADD INTERIM REPORT** to generate an interim report, a page with four tabs will appear.
 - ☐ Draft
 - ☐ Expenditure statement
 - ☐ UC
 - ☐ Upload &
 - ☐ Preview
- In Draft section, select the corresponding milestone to which the report is to be generated and programs completed under that milestone will be listed
- The draft interim report with the details of completed programs can be downloaded in Doc format by clicking the **Download Draft** button. The downloaded document can be edited, if required.

Paristhithikam Home Logout

Interim Report

Program Plan
Program Calendar
Monthly Updates
Program Reports
Profile

Draft Expenditure Statement Utilisation Certificate Upload Preview

Select Milestone
Select Milestone
Milestone1
Milestone 2
Milestone 3
Milestone

Activate Windows
Go to Settings to activate Windows.

Paristhithikam Home Logout

Interim Report

Program Plan
Program Calendar
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Profile

Draft Expenditure Statement Utilisation Certificate Upload Preview

Milestone1

Download Draft **Next**

Milestone1 - Programs

1. Program 1

Activity Type : Awareness Program Date : 01-02-2022 to 21-04-2022

Activate Windows
Go to Settings to activate Windows.

- Click the **NEXT** button to move to the expenditure statement tab
- In the expenditure statement tab, the expenditure for completed programs of selected milestone will be displayed
- Click on the Download ES PDF to download the ES generated

Program Plan
Program Calendar
Monthly Updates
Program Reports
Profile

Interim Reports

Draft
Expenditure Statement
Utilisation Certificate
Upload
Preview

Milestone1

Download ES Pdf
Next

Program	Item	Expenditure	Remarks
Program 1	banners	1000	nil
	print expenses	10000	nil
Total Budgeted Amount		40000	
Total Institution Contribution		10000	
Total Expenditure		11000	
Total Balance		29000	

Activate Windows
Go to Settings to activate Windows.

- Click the **NEXT** button to move to the utilization certificate tab

Program Plan
Program Calendar
Monthly Updates
Program Reports
Profile

Interim Reports

Draft
Expenditure Statement
Utilisation Certificate
Upload
Preview

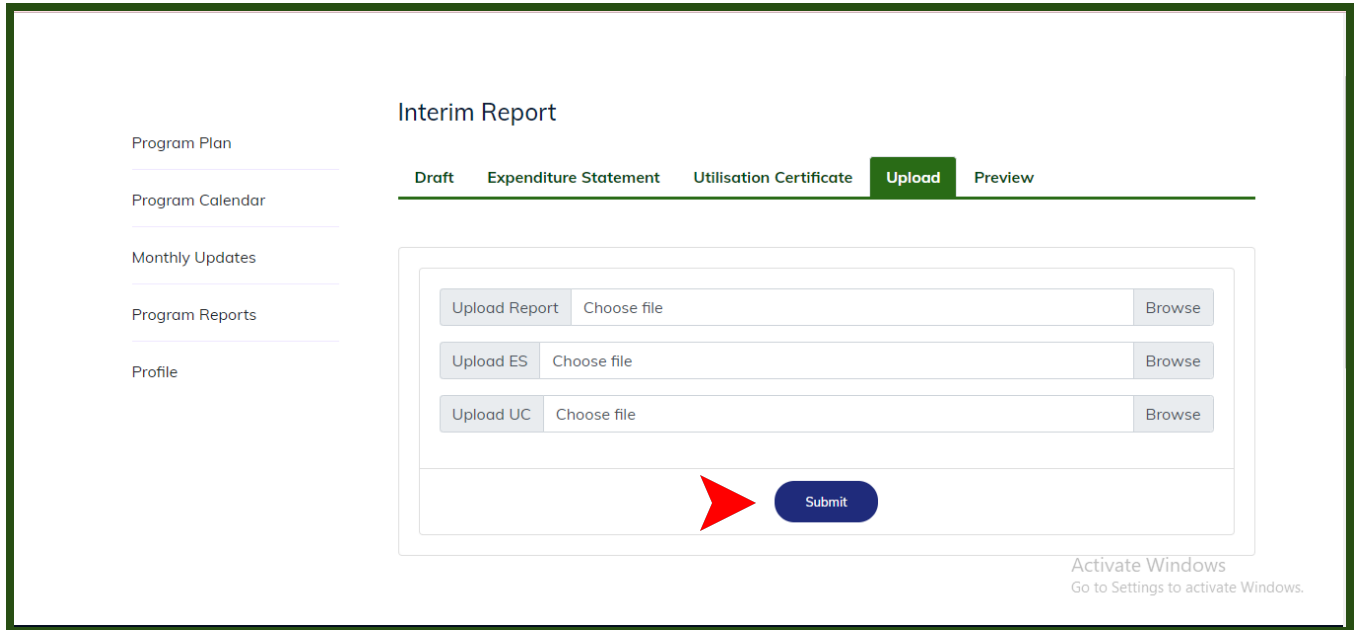
Milestone1

Download UC Pdf
Next

Order Sanctioning Grant	AA6565
Amount Sanctioned Rs.	50000
Year to which the Grant Relates	2022
Period of Utilization	20
Date of Payment	07-04-2022
Purpose of the Grant	study
Amount Spent	50000
Unspent Balance	1000
Unspent Balance of Previous Year/Years	10000
Remaining Balance Amount Surrendered to Govt.	DDSF4541

Activate Windows
Go to Settings to activate Windows.

- Enter the details in the provided fields to generate the UC and click on Download UC PDF to download the UC
- Click the **NEXT** button
- Seal and Sign the downloaded ES & UC and report, scan and upload using the Upload tab



Interim Report

Program Plan

Program Calendar

Monthly Updates

Program Reports

Profile

Draft Expenditure Statement Utilisation Certificate **Upload** Preview

Upload Report Choose file Browse

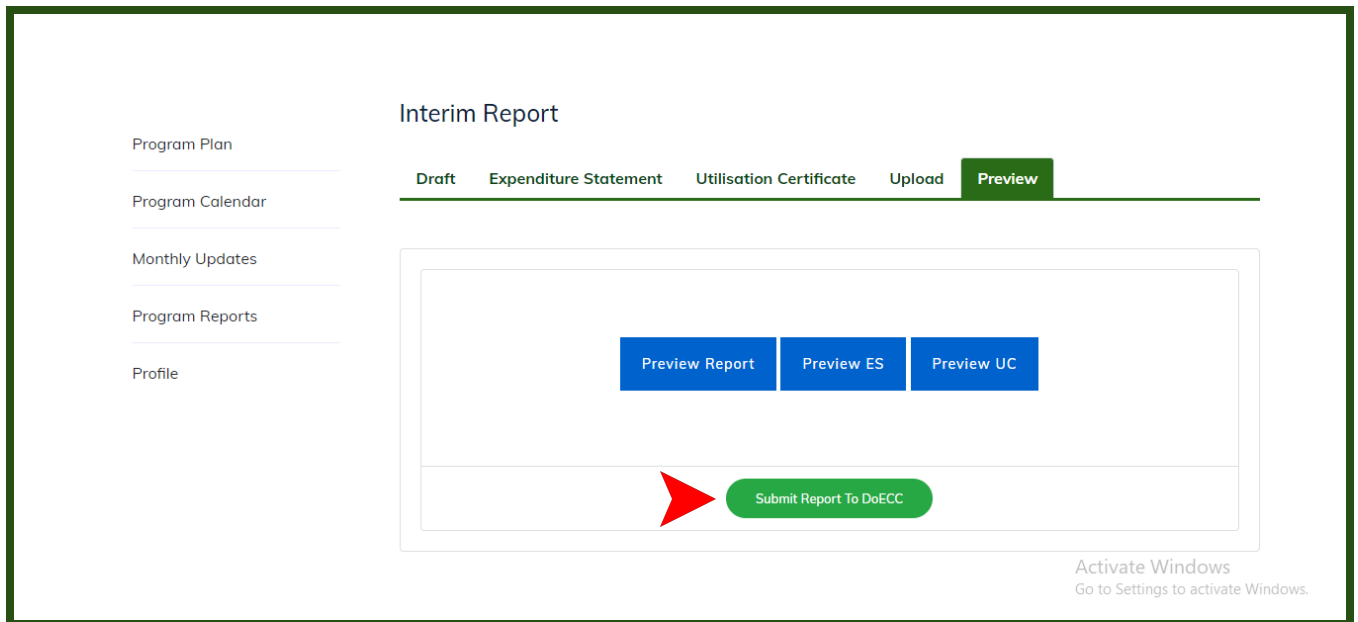
Upload ES Choose file Browse

Upload UC Choose file Browse

Submit

Activate Windows
Go to Settings to activate Windows.

- Click on **submit**
- Preview and click SUBMIT REPORT TO DoECC



Interim Report

Program Plan

Program Calendar

Monthly Updates

Program Reports

Profile

Draft Expenditure Statement Utilisation Certificate Upload **Preview**

Preview Report Preview ES Preview UC

Submit Report To DoECC

Activate Windows
Go to Settings to activate Windows.

Final Report

- Click the **ADD FINAL REPORT** to generate the final report, a page with four tabs

- ☐ Draft
- ☐ Expenditure statement
- ☐ UC
- ☐ Upload &
- ☐ Preview

- In the Draft section all the completed programs in the order of increasing milestone will be listed
- The draft final report with the details of all completed programs can be downloaded in Doc format by clicking the **Download Draft** button. The downloaded document can be edited, if required.
- Click the **NEXT** button move to the expenditure statement tab
- In the expenditure statement tab, the expenditure of all completed programs will be displayed
- Click on the Download ES PDF to download the ES generated
- Click the **NEXT** button to move to the utilization certificate tab
- Enter the details in the provided fields to generate the UC and click on Download UC PDF to download the UC
- Click the **NEXT** button
- Seal and Sign the downloaded ES & UC and report, scan and upload using the Upload tab
- Preview the final report and click SUBMIT to DoECC
