

SOP for Reporting Dashboard v2.0

National Informatics Centre
Ministry of Electronics and Information technology (MeitY)



Department of Electronics and IT
Ministry of Communications & Information Technology
Government of India

Document Governance Sheet

Document Details

#	Details
Document Title	SOP for Reporting Dashboard
Document Version	2.0
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Document Classification	Internal and Confidential
Distribution List	<p>Nodal and Field officers from below agencies for 100 Smart cities :</p> <ul style="list-style-type: none"> • Ministry of Civil Aviation • Ministry of Petroleum and Natural Gas • Department of Posts • Ministry of Railways • Ministry of Power • Ministry of Road and Transport • Department of Telecom • Ministry of Housing and Urban Affairs • IBA

Version History

Version No.	Issue Date	Released by
1.0	13 th July 2018	NIC
2.0	20 th July 2018	NIC

1. Purpose

- As part of the special campaign undertaken in 100 smart cities during the period 1st July 2018 to 31st October 2018, concerned states and central government agencies, collecting payments from citizens in the Smart cities, shall be able to report on the actual collections and share of digital payments in such collections on a regular basis on a common reporting platform
- Through this activity, departments shall be able to foresee that a large portion of transactions in the Smart cities with respect to such agencies can be transformed into digital payments and various modes can be adopted to achieve the same
- Required infrastructure for on-boarding of merchants to enable digital payments to be set up through coordination with a lead bank in every smart city

2. Objectives

The objectives of this policy is that all appointed Nodal and field officers should be able to:

- Access the reporting portal
- Understand how to submit the data on a periodic basis
- Know the parameters that need to be captured in data for their respective agency
- Report any relevant parameters on portal not applicable to their respective smart city to NIC

3. Scope

This usage policy applies to:

- Various states and central government agencies collecting payments from the citizens in the smart cities, responsible for reporting the actual collection and share of digital payments in such collections
- All nodal and field officers appointed by such agencies of respective smart cities, who will be accessing the dashboard portal for posting the data
- CEO of smart cities
- Coordinators of respective agencies

4. Procedure

4.1 Reporting Portal

The reporting portal can be accessed at <http://digipay.gov.in/dashboard/> . The Home page of the portal is displayed in figure 1.



Figure – 1

4.2 Login

There are three levels of Smart City users:

- **Admin:**
 - An admin is allowed to view/update details of all cities and their respective departments
- **CEO:**
 - A CEO level user can view/edit details of all departments for his/her respective city
 - A CEO level user can login using (CEO).(City) as his/her username and password as given in the annexure mailed to all concerned agencies
- **Department users:**
 - A department user can view details of his department only
 - A department user may log in to the portal by using (Dept. Name).(City Name) as their username and password as given in the annexure mailed to all concerned agencies

To login to the reporting portal:

- Click on the **Home > Login** button on home page menu bar
- Enter your username and password as communicated in the email. You will be redirected to the password change page
- The login screen of reporting portal is displayed in figure – 2

Figure - 2

- Change your password and login again using old username and new password. You can save these credentials for later use. Please note it is mandatory to change your password after first login
- User will also be asked to enter his/her communication details (email id and mobile number) on the password reset page. These details will be used in future for any communication regarding the dashboard including system generated alerts (*Please refer figure -3*)

Figure - 3

- After successful change of password, user will be redirected to reporting dashboard home page
- The home page of Reporting Dashboard will open as shown in figure – 4

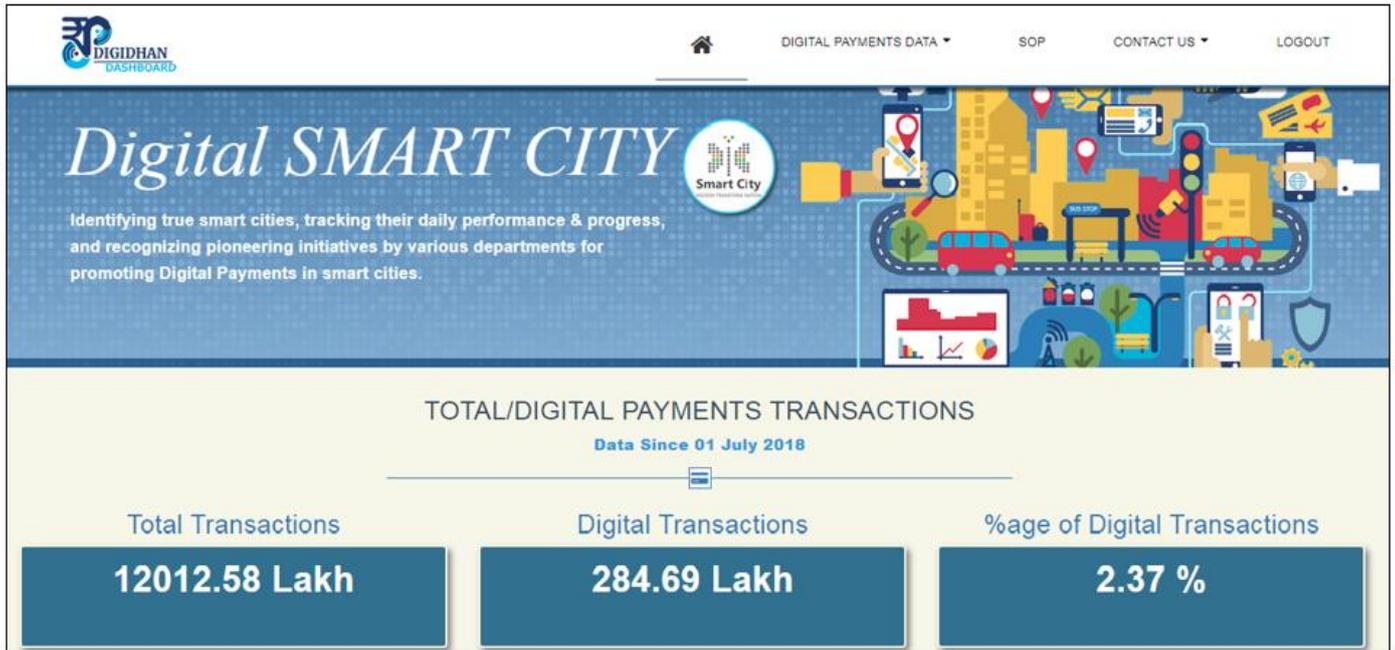


Figure - 4

4.3 Parameters to be captured

Below parameters are required to be captured by Smart City users of concerned Ministry/Department for posting collection data on daily basis:

S.No.	Ministry/Department	Parameters to be captured
1.	Ministry of Civil Aviation	<ul style="list-style-type: none"> Total merchant vs. Digitally enabled merchants in airport premises specially BHIM and BHIM QR code
2.	Ministry of Petroleum & Natural Gas	<ul style="list-style-type: none"> Total Amount vs. digitally collected amount from Petrol Pumps Total Amount vs. digitally collected amount for Gas Utility Total Petrol Pumps vs Digitally enabled Petrol Pumps specially BHIM and BHIM QR code On-Boarding of Gas billers on BBPS Printing of BHIM QR code on Gas bills
3.	Department of Posts	<ul style="list-style-type: none"> Total Amount vs. digitally collected amount from customers at Post offices for Postal Services such as Speed Post, Parcel, Registered Post, stamps, saving schemes such as PPF, MIS, Postal life insurance etc. Total counter vs. digitally enabled receipt counters in Post Offices specially BHIM and BHIM QR code.
4.	Ministry of Railways	<ul style="list-style-type: none"> Total amount collected vs. digitally collected amount from customers for ticket booking at Smart City Station Counters Total number vs. digitally enabled number of Ticketing Counters (reserved & unreserved) in the smart city Number of merchants/shops on Railway Stations vs. digitally enabled number of merchants/shops in the stations in the smart city Total number of Parking Lots vs. digitally enabled Parking lots in

		the stations in the smart city
5.	Ministry of Power	<ul style="list-style-type: none"> Total Amount vs. digitally collected Domestic Power tariff from residents by DISCOMs On boarding of Discoms on Bharat Bill Payment System Integration of BHIM UPI and Printing of BHIM QR on bills
6.	Ministry of Road & Transport	<ul style="list-style-type: none"> Total Amount vs. digitally collected amount from ticket sale for SRTUs Total Amount vs. digitally collected amount for Challans, Road Tax, FasTags, etc. Total vs. Digitally enabled receipt counters in RTO specially BHIM and BHIM QR code
7.	Department of Telecom	<ul style="list-style-type: none"> Total Amount vs. digitally collected amount by Telecom retail outlets from consumers at retail points Total number of retail outlets vs. digitally enabled retail outlets specially BHIM and BHIM QR code Onboarding of Telecom billers on Bharat Bill Payment System and Printing of BHIM QR code on bills
8.	Ministry of Housing & Urban Affairs	<ul style="list-style-type: none"> Total Amount vs. digitally collected amount from citizens by Municipal Corporation/ smart city for various services such as Property Tax etc. Total Amount vs. digitally collected Domestic Water charges by water utilities/Water authority/ Local body Total Amount vs. digitally collected amount from ticket sale for Bus and Metro Services and Total number of merchants vs. Digitally enabled merchants in Metro Station premises specially BHIM and BHIM QR code On boarding of water billers on Bharat Bill Payment System

4.4 Input Data

After a smart city user has logged in using his/her new credentials, they can go to **Digital payments data menu on the main menu bar**.

Digital Payment Data menu includes-

- **Input Sheet**
- **Report**
- **Analysis**

4.4.1 Input Sheet-

The **“Input Sheet”** page allows the smart city user to enter details of digital payment collection as required under their respective department and smart city

The digital payments data menu is displayed in figure – 5.

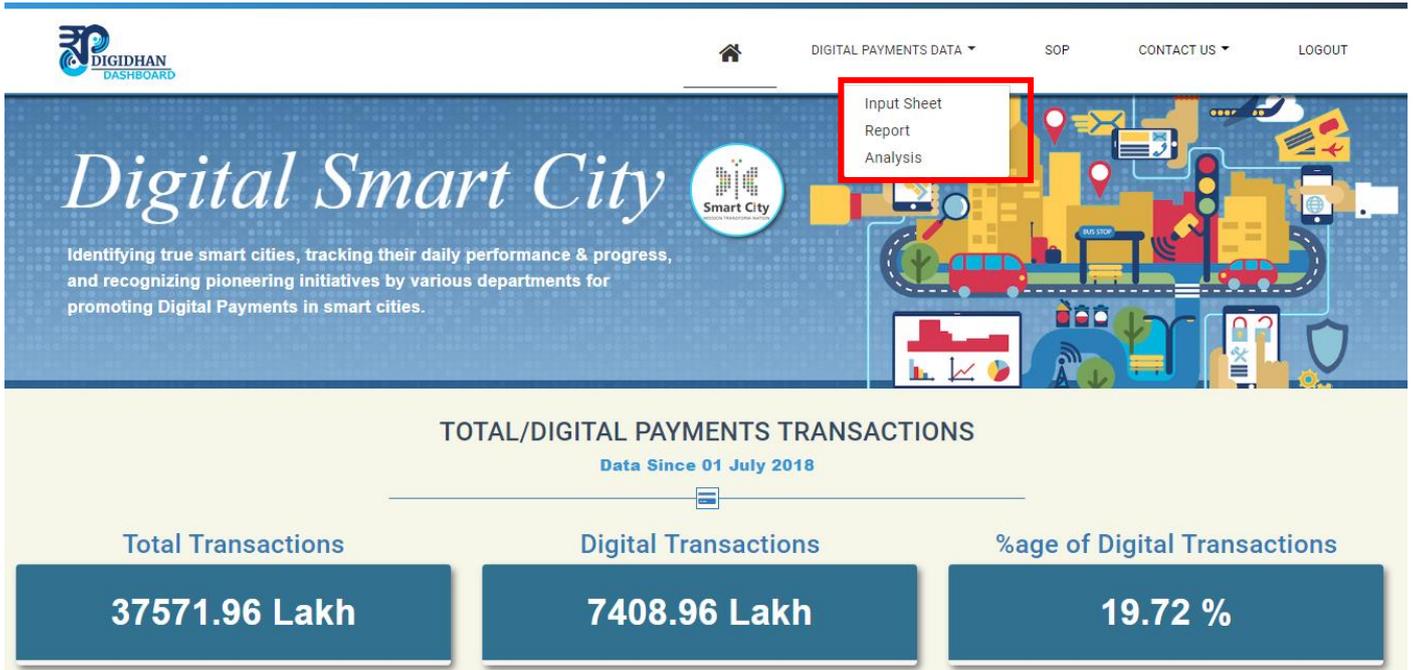


Figure - 5

To submit data on a weekly/monthly basis on the Input Sheet page:

- Choose the year, month or week for which you want to submit the data from the **Date filters** and click on **view** to see the parameters on which you need to report
 - If you are a CEO level smart city user, you will see “**Department Name**” filter enabled for your smart city. This field lists all departments for your respective smart city
 - If you are a Department level smart city user, you will see your respective smart city and department of your smart city
- After selecting the relevant filters (Year, Month, Week, Smart city, Department), you can select each of the 3 parameters below and enter data as required by the field :
 - **Total Vs. Digital**
 - Here you need to enter “total collection for the day” and “amount collected as digital payment” for the selected department of selected smart city
 - Click on “**Submit**” button after entering the data value in respective column to save your entry
 - If you wish to change this entry, click on “**View**” again and enter new data values. Click on “**Submit**” to submit again. The Total vs. Digital page is shown in figure- 6.

The screenshot shows the "Smart City Report" form. At the top, it says "Smart City Report". Below is a "Report Summary" section with several filters: Year (2018), Month (July), Week (Week 2 (08 to 14)), Smart City (Agartala), and Dept. Name (Ministry of Railways). There is a "View" button next to the Dept. Name filter. Below the filters are three radio buttons: "Total Vs. Digital" (which is selected and highlighted with a red box), "Infrastructure Enablement", and "Others". Below the radio buttons is a table with the following structure:

SI #	Items	Total Collection for the Week	Amount collected as digital payment (non-cash, non-cheque)
1	Ticket booking by customers at Smart City Station Counters	<input type="text"/>	<input type="text"/>

At the bottom of the form, there are two buttons: "Submit" and "Download Report" (which is highlighted with a red box).

Figure – 6

- You can also download this report in excel format by clicking on **“Download Report”** Button. The report is shown in *figure-7*

Smart City Report Digital Payment			
From Date :01/07/2018 To Date :07/07/2018			
City Name :Aurangabad			
Department Name : Ministry of Railways			
Category : Total Vs. Digital			
Sl No.	Item	Total Collection for the Week	Amount collected as digital payment (non-cash, non-cheque)
1	Ticket booking by customers at Smart City Station Counters	7627296	231432
Category : Infrastructure Enablement			
Sl No.	Item	Total	Digitally Enabled
1	Number of Ticketing Counters (reserved & unreserved) in Smart City	9	4
2	Number of merchants/shops on Railway Stations in Smart City	5	3
3	Parking Lots at railway stations in smart city	2	2

Figure- 7

○ Infrastructure Enablement

- Here you need to enter **“Total”** and **“Digitally Enabled”** count for parameters listed for respective department of your smart city as shown in *figure-8*
- If you are a CEO level smart city user, you can enter data for all departments for your smart city by selecting the department from the **“Department Name”** filter and clicking on **“View”** button
- Click on **“Submit”** button to save your entry

Smart City Report

Report Summary

Year: 2018 Month: July Week: Week 2 (08 to 14) Smart City: Agartala Dept. Name: Ministry of Railways View

Total Vs. Digital
 Infrastructure Enablement
 Others

Sl #	Items	Total	Digitally Enabled
1	Number of Ticketing Counters (reserved & unreserved) in Smart City	<input type="text"/>	<input type="text"/>
2	Number of merchants/shops on Railway Stations in Smart City	<input type="text"/>	<input type="text"/>
3	Parking Lots at railway stations in smart city	<input type="text"/>	<input type="text"/>

Submit Download Report

Figure – 8

- To Download this report in excel format, click on **“Download Report”** Button. The report is shown in *figure-9*

Smart City Report Digital Payment			
From Date :01/07/2018 To Date :07/07/2018			
City Name :Aurangabad			
Department Name : Ministry of Railways			
Category : Total Vs. Digital			
Sl No.	Item	Total Collection for the Week	Amount collected as digital payment (non-cash, non-cheque)
1	Ticket booking by customers at Smart City Station Counters	7627296	231432
Category : Infrastructure Enablement			
Sl No.	Item	Total	Digitally Enabled
1	Number of Ticketing Counters (reserved & unreserved) in Smart City	9	4
2	Number of merchants/shops on Railway Stations in Smart City	5	3
3	Parking Lots at railway stations in smart city	2	2

Figure-9

- Others
 - Here you need to provide status in form of a “Yes/No” and any additional “details” for the parameters listed for the respective departments of the selected smart city
 - If you are a CEO level smart city user, you can enter data for all departments for your smart city by selecting the department from the “Department Name” filter and clicking on “View” button
 - Click on “Submit” button to save your entry

Smart City Report

Report Summary

Year: 2018 Month: July Week: Week 2 (08 to 14) Smart City: Agartala Dept. Name: Department of Telecom View

Total Vs. Digital
 Infrastructure Enablement
 Others

Sl #	Items	Yes/No	Details
1	Onboarding of Telecom Billers on Bharat Bill Payment System	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	Printing of BHIM QR code on bills	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Submit Download Report

Figure - 10

- You can download this report in excel format by clicking on the “Download” option near the Submit button
- The “Others” page is shown in figure – 10
- Please note that it is mandatory to enter date fields before selecting smart city, department name and relevant parameters

4.4.2 Reports –

The Report option allows user to view different reports based on the digital payments data collected on the Input Sheet page.

- Select the date filters (year, month, week), smart city and the Department name for which you want to view report
- Click on view button to open the report
- The report on the number of parameters for which a smart city has reported data for a given ministry is shown in *figure-11*

Reports on No. of parameters for which data has been provided

Year: 2018 Month: July Week: Week 1 (01 to 07) Smart City: ALL Dept. Name: ALL View

#	City Name	CITYCORP	DFS	DoP	DoT	MoCA	MoHUA	MoP	MoPNG	MoR	MoRTH	MoWR	Action
1	Agartala	0	0	0	0	0	0	0	0	0	0	0	
2	Agra	0	0	0	0	0	0	0	0	0	0	0	
3	Ahmedabad	0	0	0	0	0	0	0	0	0	0	0	
4	Aizal	0	0	0	0	0	0	0	0	0	0	0	
5	Ajmer	0	0	0	0	0	0	0	0	0	0	0	
6	Aligarh	0	0	0	0	0	0	0	0	0	0	0	
7	Allahabad	0	0	0	0	0	0	0	0	0	0	0	
8	Amravati	0	0	0	0	0	0	0	0	0	0	0	
9	Amritsar	0	0	0	0	0	0	0	0	0	0	0	
10	Aurangabad									4			Show
11	Bareilly	0	0	0	0	0	0	0	0	0	0	0	
12	Belagavi	0	0	0	0	0	0	0	0	0	0	0	
13	Bengaluru									4			Show

Figure-11

- You can also download report in excel format for any smart city by clicking on the “**Show**” button in front of that respective smart city

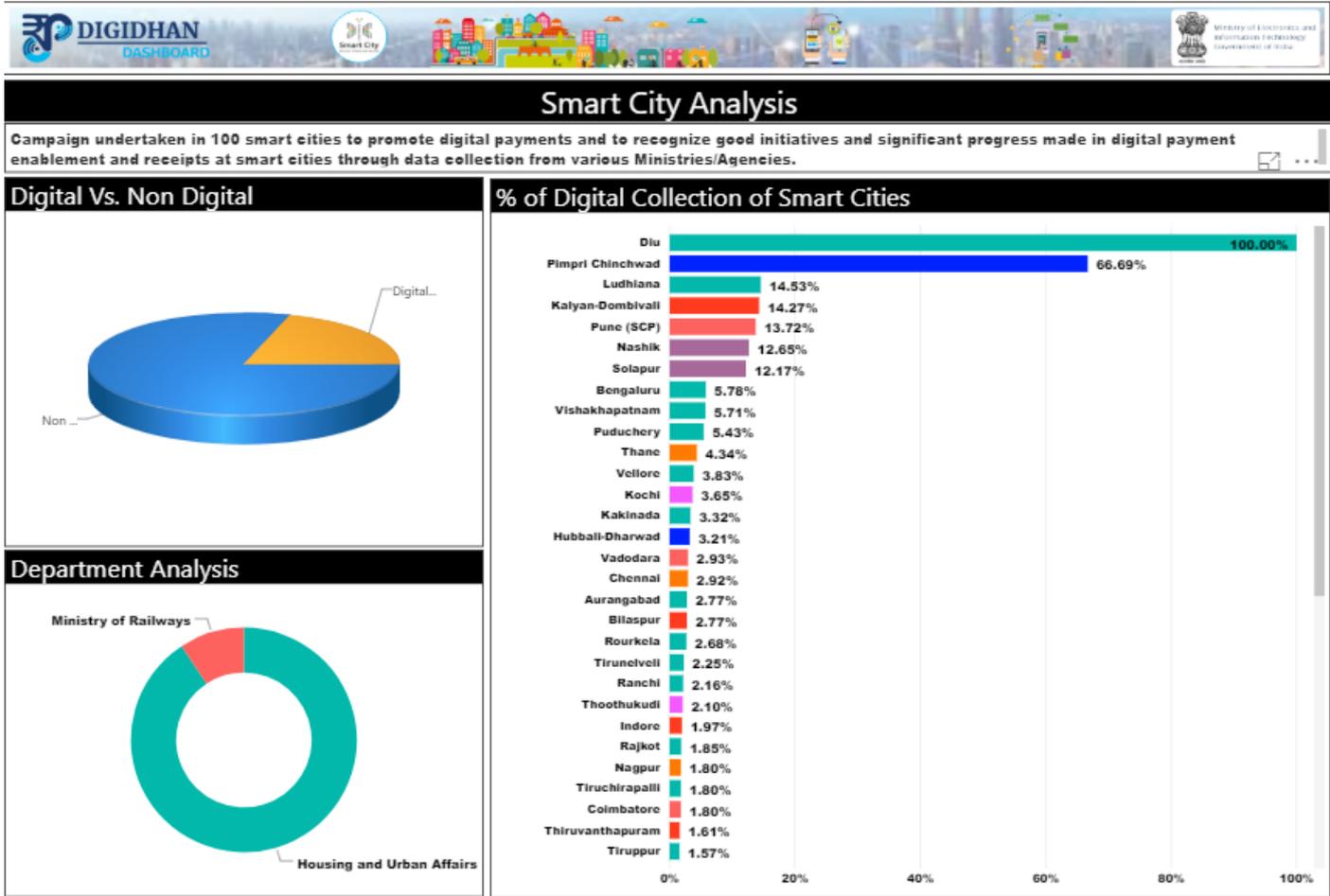
4.4.3 Analysis –

The Analysis option of Smart city allows user to view analysis based on -

- Digital Vs. Non digital Analysis
- Smart city (Parameter)
- Top & Bottom Cities
- Top & Bottom Cities Department

4.4.3.1 Digital vs. Non digital Analysis -

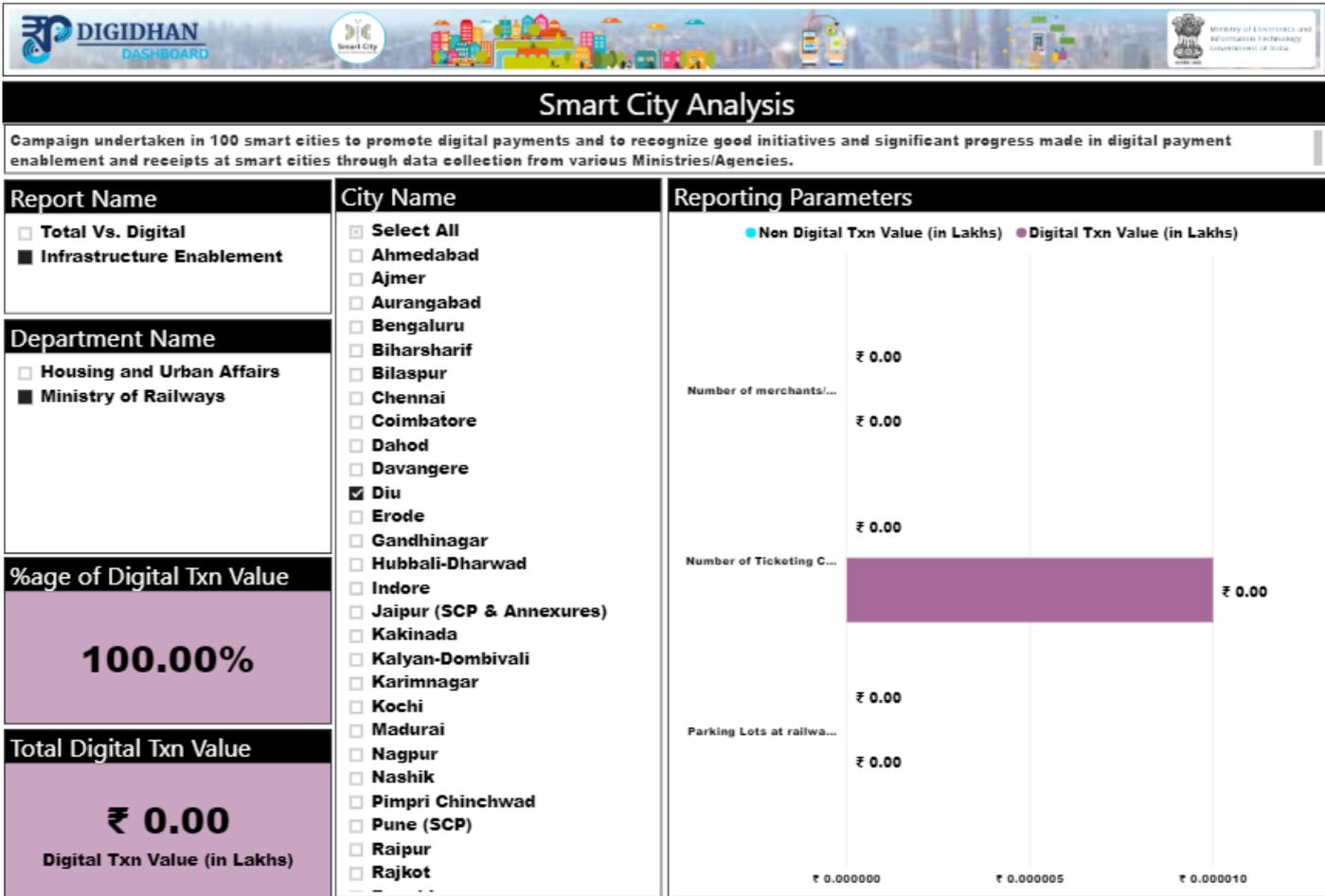
- Digital vs. Non digital Analysis shown in figure-12



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Figure-12

- Smart city (Parameter) shown in figure-13



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Figure-13

- Top & Bottom Cities analysis shown in figure-14

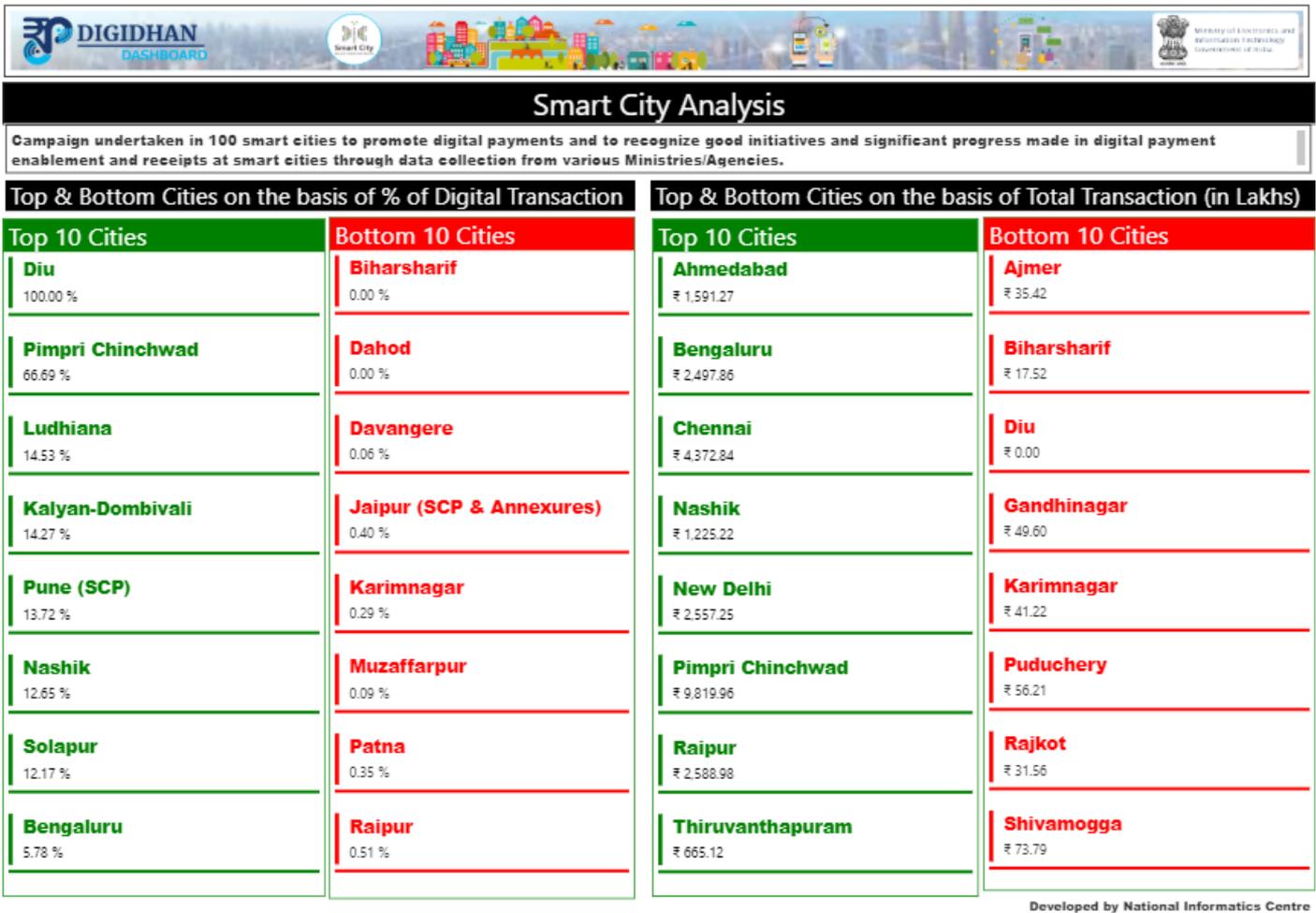


Figure-14

- Top & Bottom Cities Department shown in figure-15

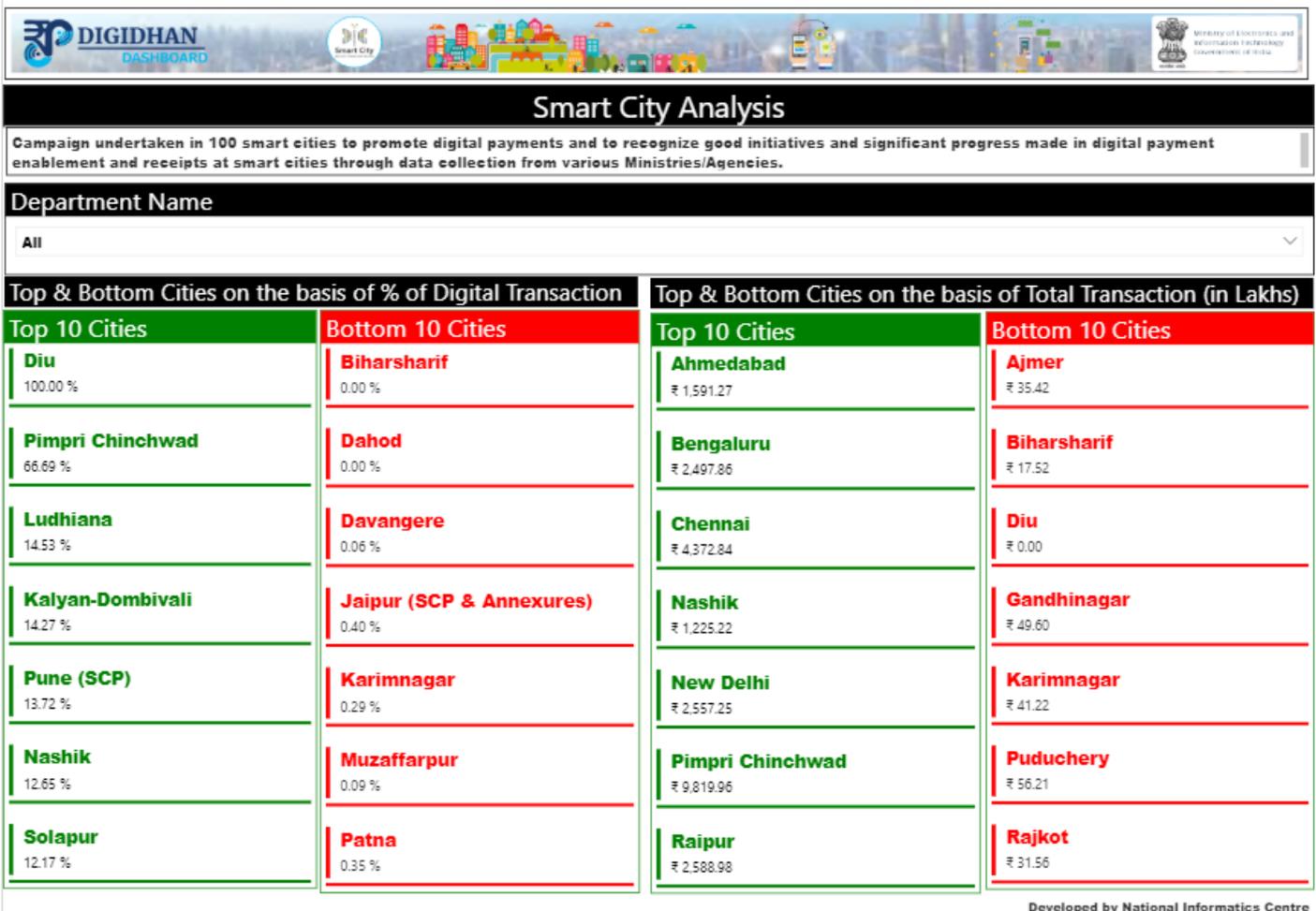


Figure-15

4.5 Unacceptable Use

The portal is strictly limited to aforementioned usage by appointed users.

4.6 Security and Transparency

- Users are expected to maintain security of data and not share their login details with anyone under any circumstances
- Users must maintain transparency while sharing data on the platform to ensure accurate monitoring of the overall campaign

4.7 Email and Communication Activities

- Smart City users can mail at digidhan.smartcity@nic.in for any technical/non-technical issues while sharing data
- Users are also provided with a SOP on how to use the reporting portal for help on the main menu bar

