



Participatory Guarantee System for India

User Manual for
Local Group
Version 1.0



PARTICIPATORY GUARANTEE SYSTEM FOR INDIA

Decentralized Organic Farming Certification System

Department of Agriculture & Cooperation

Ministry of Agriculture and Farmers Welfare, Government of India

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1 Introduction

Participatory Guarantee System (PGS) is a quality assurance initiative that is locally relevant, emphasize the participation of stakeholders, including producers and consumers and operate outside the frame work of third party certification. As per IFOAM (2008) definition "Participatory Guarantee Systems are locally focused quality assurance systems. They certify producers based on active participation of stakeholders and are built on a foundation of trust, social networks and knowledge exchange". PGS is a process in which people in similar situations (in this case small holder producers) assess, inspect and verify the production practices of each other and take decision on organic certification (PGS-Green and PGSOrganic).

PGS system has number of basic elements which embrace a participatory approach, a shared vision, transparency and trust. Participation is an essential and dynamic part of PGS. Key stakeholders (producers, consumers, retailers, traders and others such as NGOs, Societies/Gram panchayaths/State/Central Govt. organization/agencies /farmer etc.,) are engaged in the initial design, and then in the operation of the PGS. In the operation of a PGS, stakeholders (including producers) are involved in decision making and essential decisions about the operation of the PGS itself. In addition to being involved in the mechanics of the PGS, stakeholders, particularly the producers are engaged in a structured ongoing learning process, which helps them improve what they do. This process is facilitated by the PGS group itself or in some situations a supportive NGO/ Societies, Gram panchayaths, State/Central Govt. organization/agencies etc. The learning process is usually 'hands-on' and involves field days or workshops. The idea of participation embodies the principle of collective responsibility for ensuring the organic integrity of the PGS.



2 Intended Audience

This User Help Guide is exclusively developed for the use of local group. It explains the process of registration in the Participatory Guarantee System for India. Care is taken to explain each function in detail!



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3 Registration

Enter PGSI site URL in browser press enter key;

Login screen will be displayed;

The screenshot shows the PGSI login interface. At the top, it says 'Select Login Role' with a dropdown menu showing '--Select--'. Below this are input fields for 'User Id' and 'Password', each with a red asterisk indicating a required field. The 'User Id' field has the placeholder text 'Enter User Id'. The 'Password' field has the placeholder text 'Enter Password' and an eye icon for toggling visibility. Below the password field is a 'Verification' section with a 'Captcha' field and a visual captcha 'WsGjf' with a refresh icon. At the bottom left is a blue 'LOGIN' button. To its right is the text 'Don't Have An Account?' followed by a blue 'Register' link. A red callout box points to the 'Register' link with the text 'Click to register as a local group'.

Figure 3-1

Click [Register](#) to register as a local group



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Figure 3-2



Click LOCAL GROUP to register

3.1 SELECT STATE, REGIONAL COUNCIL & SCHEME

SELECT STATE, REGIONAL COUNCIL & SCHEME

Mandatory Field

Select Your State *

--Select--

Select Scheme *

--Select Scheme--

Select Regional Council Name *

--Select--

Figure 3-3

Enter following details:

- Select Your State: Select state from dropdown
- Select Scheme: Select scheme from dropdown
- Select Regional Council Name: Select regional council name from dropdown



3.2 GROUP ADDRESS

GROUP ADDRESS	
District *	--Select--
Sub District *	--Select--
Block *	--Select--
Village/Town *	--Select--

Figure 3-4

Enter following details:

- District: Select district from dropdown
- Sub District: Select sub district from dropdown
- Block: Select block from dropdown
- Village/Town: Select village or town from dropdown



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3.3 GROUP DETAILS

GROUP DETAILS

Name of The Group *

Enter Group Name

Group Leader Name *

Enter Group Leader Name

Enter Group Leader Email Id *

Enter Group Leader Email Id

Group Leader Mobile Number *

+91 Enter Group Leader Mobile Nun

Enter User ID: *

Enter User ID

Password: *

Enter Password

i

Confirm Password: *

Enter Confirm Password

Verification *

Captcha

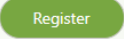
RGQAq

Click to register as a local council

Register

Figure 3-5

Enter following details:

- Name of The Group: Enter group name
- Group Leader Name: Enter group leader name
- Group Leader Email Id: Enter group leader email ID
- Group Leader Mobile Number: Enter group leader mobile number
- Enter User ID: Enter User ID
- Password: Enter Password
- Confirm Password: Enter confirm password
- Verification: Enter CAPTCHA as displayed
- Click  to register local group



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On successful registration system displays following popup;

LOGIN, PASSWORD

✔ Your Temporary User Name And Password Has Been Created Successfully.

Your Application Is Incomplete. Please Login Through Local Group Using Temporary User ID And Password And Complete The Details To Submit To Admin .

YOUR TEMPORARY USERID AND PASSWORD TO LOGIN ARE BELOW,

Please Note Down Following Details To Further Login And Complete Your Local Group Registration.

User ID:

Password:

Please send this Group to Regional Council for Approval Click Here to verify details and then click Next for endorsement of the Group.

Figure 3-6

Note: If the user has selected scheme from dropdown, state admin will approve it. If user has selected non scheme from dropdown, it will be approved by regional council and forwarded to state administrator.



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4 Login

Enter site URL in browser press enter key;

Login screen will be displayed;

The screenshot shows the login interface of the PGSI portal. It includes input fields for 'User Id *' and 'Password *', a 'Verification' section with a CAPTCHA image showing 'YEsHh', and a 'LOGIN' button. Annotations with red boxes and callouts highlight the 'LOGIN' button, the 'Forget Password ?' link, and the 'Click in case of forgotten password' text. A 'Register' link is also visible at the bottom right.

Figure 4-1

- Enter user ID and password
- Enter CAPTCHA code as displayed
- Click Forget Password ? link in case of forgotten password.
- Click  button to login into PGSI portal



5 Local Group Flow

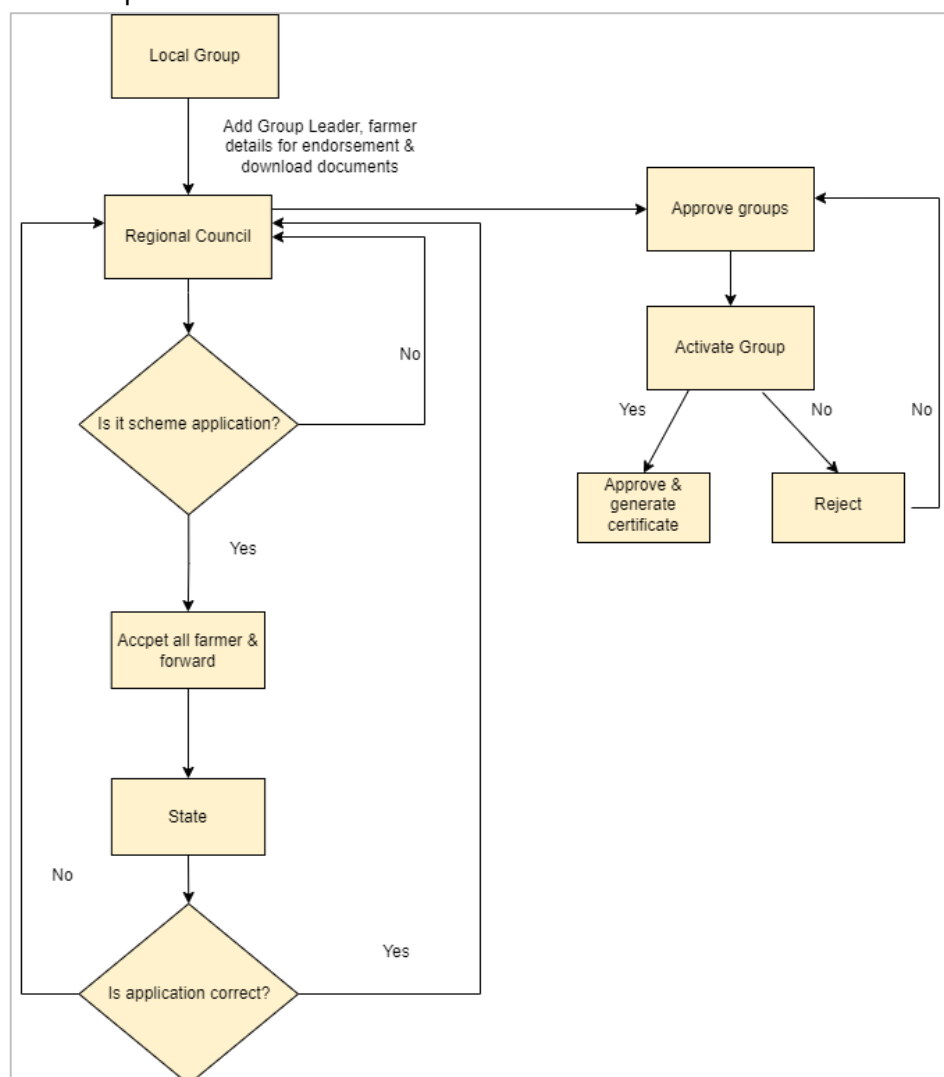


Figure 5-1



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5.1 Farmer's Personal Details

The screenshot shows the 'Farmer Detail' form with the following fields and values:

Farmer's Personal Details		Farmer's Address		Farmer Land & Other Information		Farmer Crop Details	
Farmer Name(As per Aadhaar)	Pranav Rana	Father/Husband Name *	Enter Father or Husband Name				
Upload Farmer Photo *	Choose File No file chosen jpeg . jpg . gif , png only Maximum size 20 Kb	Enter 12 Digits Aadhaar No. *	23456789123				
Category *	Select	Group Member/Farmer Age *	Enter Group Member/Farmer Age				
Gender *	☒ Male ☐ Female	Mobile No. *	+91 8567239452				
Farmer Bank Name	Enter Farmer Bank Name	Bank Ac. Number	Enter Bank Account Number				
Bank IFSC code	Enter Bank IFSC code	Email ID	pranav@yahoo.com				

A red box highlights the 'Save & Next' button, with a callout bubble stating: 'Click to save farmer's personal details'.

Figure 5-2

Enter following details:

- Farmer Name(As per Aadhaar) will be displayed automatically
- Father/Husband Name: Enter father/husband name
- Upload Farmer Photo: Click **Choose File** to upload farmer photo
- Enter 12 Digits Aadhaar No: Enter 12 digits Aadhaar number
- Category: Select category from dropdown
- Group Member/Farmer Age: Enter group member or farmer age
- Gender: Click ☒ to select gender
- Mobile No: Enter mobile number
- Farmer Bank Name: Enter farmer bank name
- Bank Ac. Number: Enter bank account number
- IFSC code: Enter bank IFSC code
- Email ID: Enter email ID
- Click **Save & Next** to save farmer's personal detail

On successful entry of farmer's personal details, system displays following popup;



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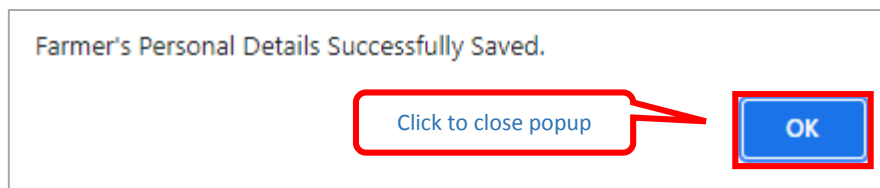
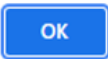


Figure 5-3

Click  to close the popup;

5.2 Farmer's Address

Farmer Detail Go Back

Farmer's Personal Details **Farmer's Address** **Farmer Land & Other Information** **Farmer Crop Details**

State * District * Sub District *

Block * Village * Pincode *

House Number Landmark

Note : Address as per any Govt. Issued ID card

Click to save farmer's address Save & Next

Figure 5-4

Enter following details:

- State will be displayed automatically
- District will be displayed automatically
- Sub District: sub district will be displayed automatically
- Block: Block will be displayed automatically
- Village: Select village from dropdown
- Pincode: Enter pincode
- House Number: Enter house number
- Landmark: Enter landmark
- Click  to save farmer's address

On successful entry of farmer's address details, system displays following message;



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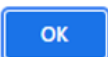
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Address Details Saved.

Click to close popup

OK

Figure 5-5

Click  to close the popup;

5.3 Farmer Land & Other Information

Farmer Detail

Go Back

Farmer's Personal Details | Farmer's Address | **Farmer Land & Other Information** | Farmer Crop Details

Total Area (In HA.) * HA.

Plot No. *

Khasra No. *

Latitude in DD

Offered for organic * HA.

Area for organic (in HA) * HA.

Land Ownership * ☒ Own ☐ Rented ☐ Lease

Longitude in DD

Click to add data

ADD +

Figure 5-6

Enter following details:

- Total Area (In HA.): Enter Total Area
- Plot No: Enter plot number
- Area for organic (in HA): Enter area for organic
- Khasra No: Enter khasra number
- Area for organic (in HA): Enter area for organic
- Land Ownership: Click ☒ to select land ownership
- Latitude in DD: Enter latitude in DD
- Longitude in DD: Enter longitude in DD
- Click  to add data



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Data will be displayed with following column headings:

S. NO.	Plot No	Area for organic(in HA)	Khasra No.	Land Ownership	Latitude in DD	Longitude in DD	Action
1	301	200	369	Own	562	347	

Figure 5-7

- S. NO.
- Plot No
- Area for organic(in HA)
- Khasra No.
- Land Ownership
- Latitude in DD
- Longitude in DD
- Action
- Click to delete details

LIVE STOCK DETAILS

Live Stock *

--Select--

Enter LiveStock Quantity

ADD +

Click to add livestock details

Figure 5-8

Enter following details:

- Live Stock: Select live stock from dropdown and enter livestock quantity
- Click to add livestock details

Livestock details will be displayed with following column headings:

S. NO.	Live Stock	Live Stock Quantity	Action
1	Cow		Click to delete details

Figure 5-9

- S. NO.
- Live Stock
- Live Stock Quantity
- Action
- Click to delete details



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OTHERS INFORMATION

Irrigation Methods*

--Select--

Machineries & Equipments/Tools

--Select--

Number of Godam/ Storage Unit

Enter Number of storage ur

Capacity of Godam/Storage Unit

Enter Capacity of Go

Kg

Compost/Manure making facility*

Select

Last date of use prohibited substances

DD/MM/YYYY

Process facility

☐ Yes ☐ No

Registration For *

☒ Field Crop

Any other facility

--Select--

Click to save farmer land and other information

Save & Next

Figure 5-10

Enter following details:

- Irrigation Methods: Select irrigation method from dropdown
- Machineries & Equipments/Tools: Select machineries & equipment or tools from dropdown
- Number of Godam/ Storage Unit: Enter number of godam or storage unit
- Capacity of Godam/Storage Unit: Enter capacity of godam or storage unit
- Compost/Manure making facility: Select compost/manure making facility from dropdown
- Last date of use prohibited substances: Select last date of use prohibited substances from dropdown
- Processing Facility: Click ☐ radio button Yes or No
- Registration For: Click ☒ to select field crop
- Any other facility: Select any other facility from dropdown
- Click to save farmer land & other information

On successful entry of farmer land & other information details, system displays following message;



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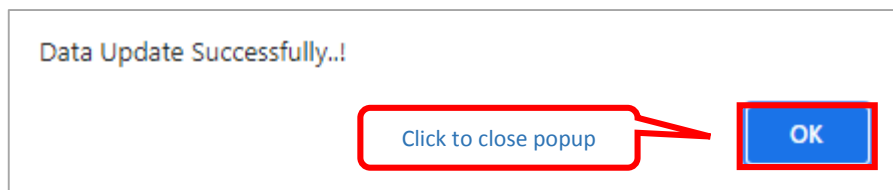


Figure 5-11

Click  to close the popup;

5.4 Farmer Crop Details

Figure 5-12

Enter following details:

- Select Current Year Details: Select current year details from dropdown
- Seasons: Check ☐ to select seasons

Figure 5-13

Enter following details:

- Select Crop Category: Select crop category from dropdown
- Crop Taken: Select crop taken from dropdown
- Click  to add crop taken details



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Crop details will be displayed with following column headings:

CROP TAKEN DETAIL		
Category Name	Crop Name	Action
MILLETS	BUCK WHEAT	
Click to delete details		

Figure 5-14

- Category Name
- Crop Name
- Action
- Click  to delete details

Fertilizer Used *

--Select--

Quantity(Bag/Weight) *

Bag Size

We

Click to add fertilizer used details

ADD +

Figure 5-15

Enter following details:

- Fertilizer Used: Select fertilizer used from dropdown
- Quantity: Select quantity from dropdown
- Weight: Select weight from dropdown
- Click  to add fertilizer used details



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Fertilizer used details will be displayed with following column headings:

FERTILIZER USED DETAIL			
Name	Bag	Weight	Action
CAN	1	1	

Click to delete details

Figure 5-16

- Name
- Bag
- Weight
- Action
- Click  to delete details

Plant Protection inputs Used *

--Select--

Quantity(KG/No./HA)Unit *

--Select--

Click to add plant protection input used details

ADD +

Figure 5-17

Enter following details:

- Plant Protection Inputs Used: Select plant protection inputs used from dropdown
- Quantity: Enter quantity
- Select unit from dropdown
- Click  to add plant protection inputs used details

Plant protection inputs used details will be displayed with following column headings:



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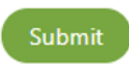
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PLANT PROTECTION INPUTS USED DETAIL		
Name	Quantity/Unit	Action
Light trap	10 KG	

Click to delete details

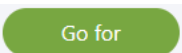
Figure 5-18

- Name
- Quantity/Unit
- Action
- Click  to delete details
- Click  to discard changes
- Click  to submit details

Note: You need to add at least 5 farmer details in order to process for endorsement

Once 5 farmer detail is successfully entered by local group, all five group member details will be approved by regional council.

Figure 5-19

- S.NO
- Member Id
- Farmer Name
- Father/Husband Name
- Village
- Status
- Action:
 - Click  to print group member details
 - Click  to edit group member details
 - Click  to delete group member details
 - Click  to go for endorsement process



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5.4.1 Go for Endorsement

Popup will be displayed;

- Click to go for endorsement
- Click to close popup

Are you sure that all the group member details have been filled ?

Figure 5-20

- Click to go for endorsement
- Click to close popup

ENDORSEMENT OF LOCAL GROUP

Endorsement By	: Regional Council	Regional Council Name	: Motorola
RC Registration Number	: PGSI/2022/1152	Name of Group being Endorsed	: TWPranav
Date	: 02-May-2022		

S.NO	Guidelines	
1	Group is Competent enough to under take PGS-India programme as per guidelines*	☐ Yes ☐ No
2	Constitution of the Group fulfills the requirement of PGS-India programme and the member are trusted with proven dedication for organic*	☐ Yes ☐ No
3	Few Member of the group are fully aware about PGS standard,operational requirement and can undertake peer appraisals*	☐ Yes ☐ No
4	Please provide details that how the Group is propose to undertake on-line data uploading work through*	--Select--
5	Total Number of Farmers	6
6	Total Area Under Group	2800.0 Hectare

Figure 5-21



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Endorsement details will be displayed with following column headings:

- Sr.No
- Guidelines
- Group is Competent enough to undertake PGS-India program as per guidelines
- Click ☐ radio button to select Yes or No
- Constitution of the Group fulfills the requirement of PGS-India program and the member are trusted with proven dedication for organic
- Click ☐ radio button to select Yes or No
- Few Member of the group are fully aware about PGS standard, operational requirement and can undertake peer appraisals
- Click ☐ radio button to select Yes or No
- Please provide details that how the Group is propose to undertake on-line data uploading work through
- Select details from dropdown
- Total Number of Farmers will be displayed automatically
- Total Area Under Group will be displayed automatically
- Click to endorse

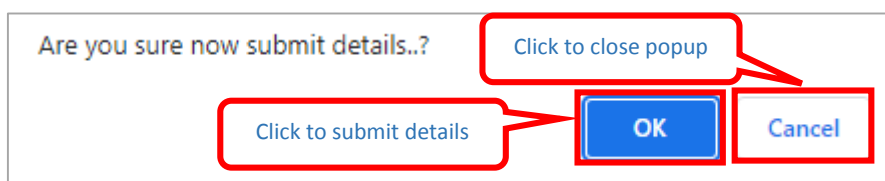


Figure 5-22

- Click to submit details
- Click to close popup

In case if the application is approved by RC, Status will be displayed as Accepted;



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[Home](#) / [List of Group Member](#)

List of Group Member

[+ Add Farmer Details](#)

S.NO	Member Id	Farmer Name	Father/Husband Name	Village	Status	Action
1	1480931	Rohan (Leader)	Sureshbhai	Adampur	Accepted	Print Edit Delete
2	1480932	Ramesh	Dharmesh	Adampur	Pending	Print Edit
3	1480933	Dharmesh	jaypal	Adampur	Pending	Print Edit
4	1480934	Vaibhav	Saumil	Adampur	Pending	Print Edit
5	1480935	Hiteshbhai	Ramanlal	Adampur	Pending	Print Edit
6	1480936	Dhruv	Popatlal	Adampur	Pending	Print Edit

Figure 5-23



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In case if the application is not approved by RC, Status will be displayed as Not Accept;

Figure 5-24

- Click  to print group member details
- Click  to edit group member details
- Click  to view RC remarks

List of Group Member

Click to print, edit, and view RC remarks

+ Add Farmer Details

S.NO	Member Id	Farmer Name	Father/Husband Name	Village	Status	Action
1	1480931	Rohan (Leader)	Sureshbhai	Adampur	Not Accept	  
2	1480932	Ramesh	Dharmesh	Adampur	Pending	 
3	1480933	Dharmesh	jaypal	Adampur	Pending	 
4	1480934	Vaibhav	Saumil	Adampur	Pending	 
5	1480935	Hiteshbhai	Ramanlal	Adampur	Pending	 
6	1480936	Dhruv	Popatlal	Adampur	Pending	 



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5.4.1.1 Edit group member details

Plant Protection inputs Used *

--Select--

Quantity * Unit *

Enter Quanti --Select--

ADD +

PLANT PROTECTION INPUTS USED DETAIL

Name	Quantity/Unit	A
Bauveria	10 KG	

Click to discard changes

Click to submit details

Cancel Submit

Figure 5-25

Make required changes and click **Submit** to submit farmer details again

Click **Cancel** to discard changes



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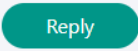
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5.4.1.2 View Remarks

Remarks will be displayed with following column headings:

Remarks Details		
Remarks By	Reason	Remarks Date
RC (Motorola)	Please add correct farmer details	02/05/2022 17:29:50
Click to reply RC	Reply	

Figure 5-26

- Remarks By
- Reason
 - Click  to replay RC
- Remarks Date

Note: If the group is approved and activated by RC, LG can manage Local Group, Print Documents, Peers Appraisal, Change Regional Council, Change Group Leader, and Transaction Certification functionalities.



6 Add Farmer's Detail:

Path: Profile >> View Profile

Local group details screen will be displayed; you need to click **Group Leader** hyperlink in order to add farmer and group leader details before sending application for endorsement.

Kindly add **Group Leader** and Farmer Details before sending it for Endorsement

Figure 6-1



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7.2 Group Meeting

Path: Local Group >> Group Meeting

FILTER COMPLETE GROUP MEETING RECORD

Select Meeting Year

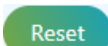
--Select Year--

Click to filter records

Click to discard and entered details again

Search Reset

Figure 7-2

- Click  to filter records
- Click  to discard and entered details again

Group meeting details will be displayed with following column headings:

Page Entry 10

S.NO	Meeting Year	Meeting Month	Meeting Date	Show Details	Action
1	2022	Apr	05 Apr 2022	More Details	

One item found.

First Prev 1 Next Last

Figure 7-3

- S.NO
- Meeting Year
- Meeting Month
- Meeting Date
- Show Details
- Action



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7.2.1 Add Group Meeting

Complete Group Meeting Record

+ Add Group Meeting

FILTER COMPLETE GROUP MEETING RECORD

Select Meeting Year

--Select Year--

Click to add group meeting

Search Reset

Figure 7-4

- Click **+ Add Group Meeting** to add group meeting



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Local Group Meeting Register Go Back

LOCAL GROUP DETAILS

Group Name	: TWPranav	Group Leader Name	: Pranav
Group Leader Email	: pranav@gmail.com	Group Leader Mobile	: 8532147523
State	: HARYANA	District	: HISSAR

MEETING DETAILS

Date of Meeting * Time of Meeting * Important Issue Discussed * Upload Document * No file chosen

JPEG/PNG/JPG/GIF/PDF only
Maximum size 500 KB

MEMBER LIST

Click to add all members in selected members

Member List Member *

Dharmesh S/O jaypal
Ramech S/O Dharmesh

Dhruv S/O Popatlal
Hiteshbhai S/O Ramanlal

Click to add members in selected members

Click to remove all members from selected members

Click to remove member from selected members

Enter Max. 300 words

Click to submit group training details

Figure 7-5

Enter following details:

- Date of Meeting: Enter date of meeting
- Time of Meeting: Enter time of meeting
- Important Issue Discussed: Enter important issue discussed
- Upload Document: Click to upload document
- Click to add all members in selected members

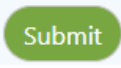


PARTICIPATORY GUARANTEE SYSTEM FOR INDIA

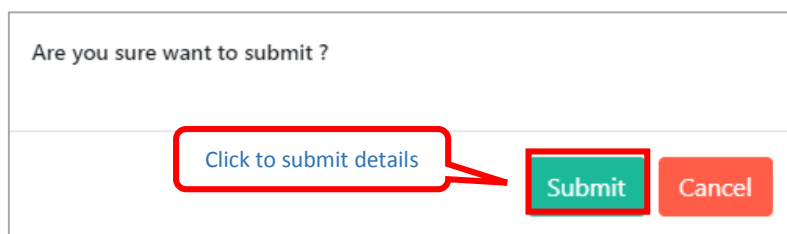
Decentralized Organic Farming Certification System

Department of Agriculture & Cooperation

Ministry of Agriculture and Farmers Welfare, Government of India

- Select member from member list and Click  to add s members in selected members
- Click  to remove members from selected members
- Click  to remove all members from selected members
- Any off farm / on farm inputs to use in organic farming approved: off farm / on farm inputs use in organic farming
- Click  to submit local group meeting registration details

Following popup will be displayed:



A confirmation popup dialog box with a white background and a thin grey border. At the top, it contains the text "Are you sure want to submit ?". Below this text is a horizontal line. Under the line, there are three elements: a blue text link "Click to submit details" enclosed in a red rounded rectangle, a green "Submit" button enclosed in a red rounded rectangle, and a red "Cancel" button. A red callout arrow points from the "Click to submit details" link to the "Submit" button.

Figure 7-6

- Click  to submit details



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7.3 Group Training

Path: Local Group >> Group Meeting

FILTER COMPLETE GROUP MEETING RECORD

Select Meeting Year

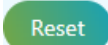
--Select Year--

Click to filter records

Click to discard and entered details again

Search Reset

Figure 7-7

- Click  to filter records
- Click  to discard and entered details again

Group meeting details will be displayed with following column headings:

Page Entry 10

S.NO	Meeting Year	Meeting Month	Meeting Date	Show Details	Action
1	2022	Apr	05 Apr 2022	More Details	

One item found.

Click to edit details

1 Next Last

Figure 7-8

- S.NO
- Meeting Year
- Meeting Month
- Meeting Date
- Show Details
- Action
 - Click  to edit details



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7.3.1 Add Group training

Complete Group Training Record

+Add Group Training

FILTER COMPLETE GROUP TRAINING RECORD

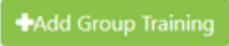
Click to add group training

Select Training Year

--Select Year--

Search Reset

Figure 7-9

- Click  to add group meeting



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Add Group Training

Go Back

LOCAL GROUP DETAILS

Group Name	: Motorolalg1	Group Leader Name	: Kunal
Group Leader Email	: kunal@gmail.com	Group Leader Mobile	: 3332123333
State	: HARYANA	District	: HISSAR

TRAINING DETAILS

Date of Training *

DD/MM/YYYY

Subject of Training *

Enter Max. 300 words

Upload Document *

Choose File No file chosen

JPEG/PNG/JPG/GIF/PDF only

Maximum size 500 KB

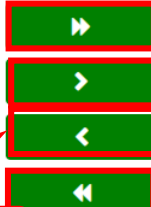
MEMBER LIST

Member List *

Click to add all members in selected members

Search Members

Hilly S/O Matherw
Kunal S/O Dhar
Mohan Kumar S/O KumargG
Ramesh S/O Kohl
Sohan S/O Ramesh
Srisant S/O kumar
Varun Vadola S/O KJGJGI



Click to remove all members from selected members

Search Selected Memebers

Click to add members in selected

Name of Expert Invited : (If Any)

Click to remove all members from selected members

Submit

Click to submit group training details

Figure 7-10



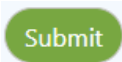
PARTICIPATORY GUARANTEE SYSTEM FOR INDIA

Decentralized Organic Farming Certification System

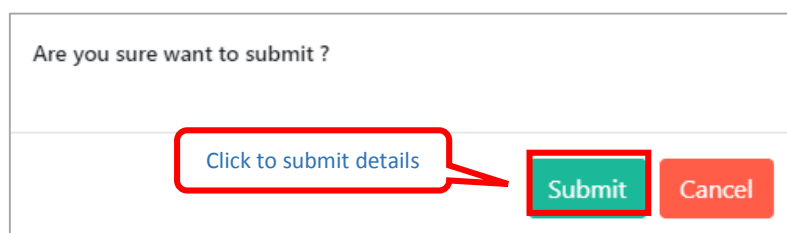
Department of Agriculture & Cooperation

Ministry of Agriculture and Farmers Welfare, Government of India

Enter following details:

- Date of Meeting: Enter date of meeting
- Time of Meeting: Enter time of meeting
- Important Issue Discussed: Enter important issue discussed
- Upload Document: Click [Choose File](#) to upload document
- Click  to add all members in selected members
- Select member from member list and Click  to add s members in selected members
- Click  to remove members from selected members
- Click  to remove all members from selected members
- Name of Expert Invited: Enter name of expert invited
- Venue: Enter venue
- Click  to submit local group meeting registration details

Following popup will be displayed:



Are you sure want to submit ?

[Click to submit details](#)  

The image shows a confirmation dialog box with the text 'Are you sure want to submit ?'. Below the text, there are three buttons: 'Click to submit details' (a text link), 'Submit' (a green button), and 'Cancel' (a red button). A red callout box points from the 'Click to submit details' link to the 'Submit' button.

Figure 7-11

- Click  to submit details



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8 Print Documents

Home / Endorsement

Please Print following documents for providing to Regional Council in hard copy duly Signed by Authorized signatory of local group and group members (generate automatically) Click on PRINT REGISTRATION SLIP for more details

[Click to download and print documents](#)

Print Registration Slip	Print Application Form	Print Endorsement
Print Agreement	Print Terms of Reference	

Figure 8-1

Note: You need to print the documents that are shown in above screen and physically submit to regional council with duly signed by authorized signatory of local group and group members. Your local group provisional no will be generated automatically.



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9 Peer Appraisal

9.1 Peer Appraisal

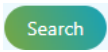
Path: Peer Appraisal >> Peer Appraisal

FILTER PEERS APPRAISAL LIST

Financial Year: --All--
Seasons: --All--
From: DD/MM/YYYY
To: DD/MM/YYYY
Status: --All--

Click to filter records (Search button)
Click to discard and entered details again (Reset button)

Figure 9-1

- Click  to filter records
- Click  to discard and entered details again

Once the Peers appraisal details are submitted, peer appraisal details will be displayed with following column headings:

S.NO	Peers Appraisal for	Year	Seasons	Month	From	To	Status	Action
1	Field Crop	2022	Rabi	January	04/05/2022	05/05/2022	Pending	

Click to view peer appraisal (Eye icon)

Figure 9-2

- S.NO
- Peers Appraisal for
- Year
- Seasons
- Month
- From
- To
- Status
- Action:
 - Click  to view peer appraisal



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9.1.1 Add Peer Appraisal

Home / Peers Appraisal

Peers Appraisal List

[+Add Peers Appraisal](#)

Click to add peer appraisal

Financial Year

--All--

Seasons

--All--

From

DD/MM/YYYY

To

DD/MM/YYYY

Status

--All--

Search

Reset

Figure 9-3

Click [+Add Peers Appraisal](#) to add peer appraisal details



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9.1.1.1 Peer Appraisal

Add Peers Appraisal Go Back

Peers Appraisal **Assessment Of Compliance, Members and Declaration**

Peers Appraisal for* Field Crop Year* 2022 Seasons* --Select--

Group Name: TWPr... Total area under organic Month* --Select--

Click to add all members in selected members

Member List * **Selected Member ***

Search Members Search Selected Members

Dharmesh S/O jaypal
Dhruv S/O Popatlal
Hiteshbhai S/O Ramanlal
Ramesh S/O Dharmesh
Rohan S/O Sureshbhai
Vaibhav S/O Saumil

Click to remove all members from selected members

Click to add members in selected members

Click to remove all members from selected members

ADD NAME OF EXTERNAL PEER

Name Status ADD +

DATES OF PEERS APPRAISAL

From* DD/MM/YYYY To* DD/MM/YYYY

ADD FARMER'S ACTUAL, VISIBLE AREA AND EXPECTED YIELDS APPROVED BY PEERS

Farmer* --Select-- Crop Category* --Select-- Crop* --Select-- Offered for organic* HA.

Area Shown in (Ha)* Expected Yields in (Quintals)* Self Consumption in (Quintals) ADD +

Click to save peer appraisal details

Save & Next

Figure 9-4



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Enter following details:

- Peers Appraisal for: Select peer appraisal for from dropdown
- Year: Select year from dropdown
- Seasons: Select season from dropdown
- Group Name: Group name will be displayed automatically
- Total area under organic: Total area under organic will be displayed automatically
- Click  to add all members in selected members
- Select member from member list and Click  to add s members in selected members
- Click  to remove members from selected members
- Click  to remove all members from selected members
- Any off farm / on farm inputs to use in organic farming approved: off farm / on farm inputs use in organic farming
- Add name of external peer (if any)
- Dates of peers appraisal
- Add farmer's actual, visible area and expected yields approved by peers
- Click  to save peer appraisals details

You need to add all farmers peer appraisal details as shown in following screen:



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Farmer	Crop Category	Crop	Area Shown in (Ha)	Expected Yields in (Quintals)	Self Consumption in (Quintals)	Action
Ramesh S/O Dharmesh	FIBRE CROPS	COTTON (KAPAS)	20	44	15	 
Hiteshbhai S/O Ramanlal	FIBRE CROPS	ROSELLE (MESTA)	5	55	15	 
Dhruv S/O Popatlal	PULSES	BLACK GRAM (URD BEAN)	55	60	20	 
Vaibhav S/O Saumil	FIBRE CROPS	JUTE	100	150	50	 
Dharmesh S/O jaypal	FORAGE CROPS	GUAR (CLUSTER BEAN/FIELD VETCH)	50	60	30	 
Rohan S/O Sureshbhai	NARCOTICS(OTHER CROPS)	TOBACCO	50	100	20	 

Figure 9-5



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Peers Appraisal

Assessment Of Compliance, Members and Declaration

Save	Does all members comply to the requirement.	Non-compliance						
Habitat management	☒ Yes ☐ No							
Diversity	☒ Yes ☐ No							
Integration of livestock	☐ Yes ☒ No	Farmer* --Select-- Advisory* ☐ No livestock – Maintain livestock to meet dung-urine requirements ☐ Using livestock products from off-farm sources – Threat to integrity. Maintain your own livestock ☐ Other R Click to add details ADD + <table><thead><tr><th>Name</th><th>Advisory</th><th>Action</th></tr></thead><tbody><tr><td>Hiteshbhai S/O Ramanlal</td><td>(1) Using livestock products from off-farm sources – Threat to integrity. Maintain your own livestock (2) reason</td><td></td></tr></tbody></table>	Name	Advisory	Action	Hiteshbhai S/O Ramanlal	(1) Using livestock products from off-farm sources – Threat to integrity. Maintain your own livestock (2) reason	
Name	Advisory	Action						
Hiteshbhai S/O Ramanlal	(1) Using livestock products from off-farm sources – Threat to integrity. Maintain your own livestock (2) reason							
Soil and water conservation	☒ Yes ☐ No							
Contamination control	☒ Yes ☐ No							
Seed and planting material	☒ Yes ☐ No							
Fertilization	☒ Yes ☐ No							
Pest management	☒ Yes ☐ No							
Cleaning if equipment/ tools	☒ Yes ☐ No							
Storage and transport	☒ Yes ☐ No							

Figure 9-6



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MEMBERS FOUND COMPLYING TO STANDARDS

Farmer Name	Status of conversion period as per last scope certificate	Recommended Status
Hiteshbhai S/O Ramanlal	N/A	PGS Green 1
Ramesh S/O Dharmesh	N/A	PGS Green 1
Vaibhav S/O Saumil	N/A	PGS Green 1
Dhruv S/O Popatlal	N/A	PGS Green 1
Dharmesh S/O jaypal	N/A	PGS Green 1
Rohan S/O Sureshbhai	N/A	PGS Green 1

Date of summary decision::

☒ Declaration

We the members/ decision committee members of the local group, TWPPranav hereby declare that we have evaluated all the peer appraisal sheets for each and every member and presented the observations after thorough evaluation. We the members/ decision committee members of the local group, TWPPranav Hereby declare that the entire PGS-India process was followed in an independent and transparent manner. We the members/ decision committee members of the local group, TWPPranav hereby declare that we have evaluated all the peer appraisal sheets for each and every member and presented the observations after thorough evaluation. We the members/ decision committee members of the local group, TWPPranav Hereby declare that the entire PGS-India process was followed in an independent and transparent manner.

Click to discard and entered details again

Click to save and submit details later

Click to submit all details

Reset

Save

Submit

Figure 9-7

Enter following details:

- Does all members comply to the requirement
- Click radio button ☒ Yes or No
- If you click no, then you need to select farmer from dropdown, check ☐ advisory checkbox and click to add details
- Check ☒ declaration checkbox
- Click to discard and entered details again
- Click to save and submit details later
- Click to submit all details

After submission of peer appraisal details, the request will be transferred to RC.

Once Peer appraisal approved certificate generated as shown in following listing screen

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S.NO	Peers Appraisal for	Year	Seasons	Month	From	To	Status	Action
1	Field Crop	2022	Rabi	January	04/05/2022	05/05/2022	Approved	 

Click to view certificate

Figure 9-8



Click  to view certificate

Certificate will be displayed in PDF file as follows:



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PGS - India

A Participatory Organic Guarantee Programme
Department of Agriculture, Cooperation & Farmer Welfare
Govt. of India

Certificate No.: 20220505170518

Date of Issue (DD/MM/YYYY) - 05/05/2022

Scope Certificate

This is to certify that the product(s) and areas(s) belonging to PGS-India

TWPranav

Registered with Regional Council No Motorola group

Motorola

are in accordance with requirements of

PGS-India National Standards For Organic Production

For the process of :

"Crop Production"

This Scope Certificate

valid from(DD/MM/YYYY) 05/05/2022 until 05/05/2023

for those farmers product(s) and area(s) specified in the annexure 266914

The validity of this certificate solely depends on the continued compliance with the required standards and PGS-India guidelines.

Signature of PGS India Group Leader
Local Group No. LG69503651980

Authorised by :

Motorola

Regional Council for PGS in HARYANA

Authorisation No. - Motorola group

Date - 05/05/2022

Figure 9-9



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Local Group Name :

TWPranav

Local Group Code:

LG69503651980

Address:

Vill- Adampur, Block- ADAMPUR, Sub-Dist- Adampur,
Dist- HISSAR, HARYANA

The validity of this certificate solely depends on the continued compliance with the required standards and PGS-India guidelines

Annexure- 266914

Sr. No.	Farmer Name	Farmer Code	Status Logo	Farmer Status	Total Organic Area(Ha)	Crop Year and Season	Crops/Produce
1	Vaibhav S/O Saumil	1480934		PGS Green 1	400.0	2022 Rabi	1 : JUTE(Area : 100 Ha) [Quantity : 150 Quintal]
2	Hiteshbhai S/O Ramanlal	1480935		PGS Green 1	12.0	2022 Rabi	1 : ROSELLE (MESTA)(Area : 5 Ha) [Quantity : 55 Quintal]
3	Ramesh S/O Dharmesh	1480932		PGS Green 1	100.0	2022 Rabi	1 : COTTON (KAPAS)(Area : 20 Ha) [Quantity : 44 Quintal]
4	Dharmesh S/O Jaypal	1480933		PGS Green 1	300.0	2022 Rabi	1 : GUAR (CLUSTER BEAN/FIELD VETCH)(Area : 50 Ha) [Quantity : 60 Quintal]
5	Rohan S/O Sureshbhai	1480931		PGS Green 1	200.0	2022 Rabi	1 : TOBACCO(Area : 50 Ha) [Quantity : 100 Quintal]
6	Dhruv S/O Popatlal	1480936		PGS Green 1	650.0	2022 Rabi	1 : BLACK GRAM (URD BEAN)(Area : 55 Ha) [Quantity : 60 Quintal]

Figure 9-10



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9.2 Actual Yield Approval

Actual Yields

FILTER ACTUAL YIELDS

Financial Year: Seasons: From: To:

Status:

[Click to filter records](#) [Click to discard and entered details again](#)

Figure 9-11

Enter search criteria;

- Click to filter records
- Click to discard and entered details again

Actual yield will be displayed in draft mode status with following column headings:

Page Entry 10

S.NO	Peers Appraisal for	Year	Seasons	Month	Certificate Number	From	To	Actual Yields Status	Action
1	Field Crop	2022	Rabi	January	20220505170518	04/05/2022	05/05/2022	Draft	Update

One item found.

[Click to update actual yield](#)

Figure 9-12

- S.NO
- Peers Appraisal for
- Year
- Seasons
- Month
- Certificate Number
- From
- To
- Actual Yields Status



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- Action

- Click  to update actual yield

9.2.1 Update Actual Yield

Actual yield updation will be displayed with following column headings:

Update Actual Yields

[Go Back](#)

Peer Appraisal for : Field Crop

Year : 2022

Seasons : Rabi

Group Name : TWPranav

Note : Actual Yield can not exceed more than 5% of expected yield.

S.NO	Farmer Name	Crop Name	Area Shown in (Ha)	Expected Yields in (Quintals)	Self Consumption in (Quintals)	Actual Quantity in (Quintals)
1	Rohan S/O Sureshbhai	NARCOTICS(OTHER CROPS) (TOBACCO)	50	100	20	
2	Ramesh S/O Dharmesh	FIBRE CROPS (COTTON (KAPAS))	20	44	15	
3	Dharmesh S/O jaypal	FORAGE CROPS (GUAR (CLUSTER BEAN/FIELD VETCH))	50	60	30	
4	Vaibhav S/O Saumil	FIBRE CROPS (JUTE)	100	150	50	
5	Hiteshbhai S/O Ramanlal	FIBRE CROPS (ROSELLE (MESTA))	5	55	15	
6	Dhruv S/O Popatlal	PULSES (BLACK GRAM (URD BEAN))	55	60	20	

[Click to submit actual yield filter records](#)[Submit](#)[Reset](#)[Click to discard and entered details](#)

Figure 9-13

- S.NO
- Farmer Name
- Crop Name
- Area Shown in (Ha)
- Expected Yields in (Quintals)
- Self Consumption in (Quintals)
- Actual Quantity in (Quintals)
 - Enter actual quantity in quintals

Click [Submit](#) to submit actual yield details

Click [Reset](#) to discard and entered details again



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Note: Actual yield cannot exceed more than 5% of actual yield. Actual field cannot be less than self consumption.



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10 Transaction Certificate

Transaction certification details will be displayed with following column headings:

Home / Transaction Certification List

Transaction Certification List + Generate Transaction Certification

TRANSACTION CERTIFICATION LIST

Farmer Name
--Select-- Search Reset

Page Entry 10

S.NO	Certificate Number	Farmer Name	Buyer Name	Action
1	TC0000000000088	hanilal	local food and suppliers	

One item found.

First Prev 1 Next Last

Figure 10-1

- S.NO
 - Certificate Number
 - Farmer Name
 - Buyer Name
 - Action
 - Click to generate transaction certificate
- Certificate will be displayed in PDF file as follows:



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Participatory Guarantee System for India

A Symbol of Trust and Authenticity for
Organic Products



TRANSACTION CERTIFICATE FOR ORGANIC PRODUCTS ISSUED UNDER PGS INDIA PROGRAMME

Transaction Certificate No.: TC000000000089

1.) Group Details Name : localnrlm Group Code : 71685 Address : Masooda , AJMER , RAJASTHAN	2.) Regional Council Name : Rajasthan Reg Co RC Code : RC/2022/1165 RC Address : ajmer , AJMER , RAJASTHAN
3.) Seller Details Name : girish Address : Masooda	4.) Buyer Details Name : local group Address : 5445 , kishan ganj , BANSWARA , RAJASTHAN 5.) Registered on PGS-India : Yes

6.) Sales Details :

Products.	Organic Status	Lot No.	Quantity Sold	Packing details
BLACK GRAM (URD BEAN)	PGS Green	1480989/20	50.0	10 * 5.0 = 50.0

7.) Billing Details :	Invoice Number : 57454 Date : 17/05/2022
8.) Sale Purpose :	Processing

Declaration :

This is to certify that :

- This Transaction Certificate is issued under PGS-India programme for organic products certification. We the members of the Group **localnrlm** and the selling member **girish** hereby certifies that the product being sold under this certificate complies to the process requirements of PGS-India programme and has been assigned the status as indicated above
- This is an on-line generated certificate and its authenticity can be verified from PGS-India website at https://pgsindia-ncof.gov.in/consumer_ver.aspx by entering the Transaction certificate Number.
- The above information is correct to the best of our knowledge and belief. Issued Date: 17/05/2022

Figure 10-2



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10.1 Generate Transaction Certification

Figure 10-3

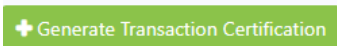
Click  to generate certification

Figure 10-3

Quantity available for sale for the selected farmer will be displayed with following column headings:



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Home / Add Transaction Certification Details

Transaction Certification Details [Go Back](#)

TRANSACTION CERTIFICATION

Transaction Certification For: PGS Green Farmer Name: Mr. ABRAHAM DEVASSIA [Continue](#) [Reset](#)

ACTUAL STOCK POSITION

S.NO	Farmer Name	Lot No.	Crop Name	Quantity available for Sale in KG
1	Mr. ABRAHAM DEVASSIA	986/51	COCONUT	
2	Mr. ABRAHAM DEVASSIA	986/100	CARDAMOM	
3	Mr. ABRAHAM DEVASSIA	986/198	TURMERIC	
4	Mr. ABRAHAM DEVASSIA	986/199	GINGER	
5	Mr. ABRAHAM DEVASSIA	986/211	NUTMEG	
6	Mr. ABRAHAM DEVASSIA	986/212	Pepper	
7	Mr. ABRAHAM DEVASSIA	986/228	Coffee	

ADD PRODUCT IN TRANSACTION CERTIFICATION

Crop: --Select-- Remaining available Quantity in KG:

No. of Packets/ Bags: Weight Of Pack in KG:

Total Quantity in KG:

[Add](#)

Figure 10-4

- S.NO
- Farmer Name
- Lot No.
- Crop Name
- Quantity available for Sale in KG

Enter following details

- Crop: Select crop from dropdown
- Remaining available quantity in KG : remaining available quantity in KG will be displayed automatically
- No. of Packets/Bags: Enter No. of packets/bags
- Weight of Pack in KG: Enter weight of pack in KG
- Total Quantity in KG: Total quantity in KG will be displayed automatically
- Click [Add](#) to add product in transaction certification



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Decentralized Organic Farming Certification System

Department of Agriculture & Cooperation

Ministry of Agriculture and Farmers Welfare, Government of India

ADD BUYER DETAILS IN TRANSACTION CERTIFICATION

Buyer a registered operator of PGS-India * : ☐ Yes ☐ No

Invoice Number * : Invoice Date * :

Sales Purpose * :

Save Submit

Figure10-5

ADD BUYER DETAILS IN TRANSACTION CERTIFICATION

Buyer a registered operator of PGS-India * : ☒ Yes ☐ No

Enter Registered Processor Code (Ex - PGSOPH_/_/_/_/_/_)* :

Invoice Number * : Invoice Date * :

Sales Purpose * :

Save Submit

Figure 10-6

Enter following details:

- Buyer a registered operator of PGS-India: Click radio button ☒ Yes or ☐ No

If you click Yes, then you need to enter following details:

- Enter Registered Processor Code (Ex - PGSOPH_/_/_/_/_/_): Enter processor code
- Invoice Number: Enter invoice number
- Invoice Date: Select Invoice Date
- Sales Purpose: Select purpose from dropdown
- Click to save details and submit later
- Click to submit buyers details in transaction certification



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ADD BUYER DETAILS IN TRANSACTION CERTIFICATION

Buyer a registered operator of PGS-India * : ☐ Yes ☒ No

Buyer Name *	: Enter Buyer Name	State *	: --Select--
District *	: --Select--	Sub District	: --Select--
Block	: --Select--	Village/Town	: --Select--
Address *	: Enter Address	Pincode *	: Enter Pin Code
Mobile No. *	: e.g. XXX-XXX-XXXX	Email ID *	: Enter Email ID
Invoice Number *	: Enter Invoice Number	Invoice Date *	: Select Invoice Date
Sales Purpose *	: Select		

Click to save details and submit later Click to submit buyers details in transaction certification

Figure 10-7

If you click No, then you need to enter following details:

- Buyer Name: Enter buyer name
- State: Select state from dropdown
- District: Select district from dropdown
- Sub District: Select sub district from dropdown
- Block: Select block from dropdown
- Village/Town: Select village/town from dropdown
- Address: Enter address
- Pincode: Enter pincode
- Mobile No: Enter mobile number
- Email ID: Enter email ID
- Invoice Number: Enter invoice number
- Invoice Date: Enter invoice date
- Sales Purpose: Select sales purpose from dropdown
- Click to save details and submit later
- Click to submit buyers details in transaction certification



11 Profile

11.1 View Profile

Path: Profile >> View Profile

Local Group Details

LOCAL GROUP DETAILS (ACTIVE)

Group Name	: TWPranav	Group Id	: 71660
Group Code	: LG69503651980	Scheme Name	: Soil Management
Regional Council	: Motorola	Group Leader Email	: pranav@gmail.com
Group Leader Mobile	: 8532147523	State	: HARYANA
District	: HISSAR	Sub-District	: Adampur
Block	: ADAMPUR	Village	: Adampur

Figure 11-1

Local Group details will be displayed:

- Group Name
- Group Id
- Group Code
- Scheme Name
- Regional Council
- Group Leader Email
- Group Leader Mobile
- State
- District
- Sub-District
- Block
- Village



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11.2 Requested Farmers List For Join LG

Path: Profile >> Requested Farmers List For Join LG

Farmer list will be displayed with following column headings:

Farmer List					Go Back
S.NO	Individual Farmer Name	Provisional Reg No	Status	Action	
1	Chiragyashif	IF98679951956	Approved		
2	Varun Vadola	IF7040451960	Approved		
3	gauravif	IF59946251957	Approved		
4	ankurif	IF60328751958	Approved		
5	Kumarvishwas	IF78646751955	Approved		
6	Vishwasfarmer	IF83653551954	Pending		

Figure 11-2

- S.No
- Individual Farmer Nmae
- Provisional Reg No
- Status
- Action

11.3 Change Regional Council

Path: Profile >> Change Regional Council

Change Regional Council				Go Back
CHANGE REGIONAL COUNCIL				
Group Name	: TWPranav	Scheme Name	: Soil Management	
Group Leader Name	: Pranav	Group Leader Email	: pranav@gmail.com	
Current Regional Council	: Motorola	Current State	: HARYANA	
Select Regional Council	: --Select RC --			
Click to discard and entered details again		Reset	Submit Details	Click to change regional council

Figure 11-3

Enter following details

- Group Name: Group name will be displayed automatically



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- Scheme Name: Scheme name will be displayed automatically
- Group Leader Name: Group leader name will be displayed automatically
- Group Leader Email: Group leader email will be displayed automatically
- Current Regional Council: Current regional council will be displayed automatically
- Current State: Current state will be displayed automatically
- Select Regional Council: Select regional council from dropdown

- Click [Submit Details](#) to change regional council

- Click [Reset](#) to discard and entered details again

Note: Selected RC will get notification in email and current RC will be removed.

11.4 Change Group Leader

Path: Profile >> Change Group Leader

Figure 11-4

Enter following details:

- Enter leader's Email ID Or Enter Leader's Mobile

Click [Search](#) to search group leader



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NEW GROUP LEADER

Enter Verification Code *	:	Enter Verification Code	Home OTP : 7686
Select New Group Leader *	:	--Select--	
Enter New Password *	:	Enter Password	
Confirm Password *	:	Confirm Password	
New Group Leader Mobile Number *	:	Enter Mobile Number	
New Group Leader Email Id *	:	Enter Email ID	

[Click to change regional council](#)

Figure 11-5

Enter following details:

- Enter verification Code: Enter verification code received in email ID
- Select New Group Leader: Select new group leader from dropdown
- Enter New Password: Enter new password
- Confirm Password: Enter confirm password
- New Group Leader Mobile Number: Enter new group leader mobile number
- New Group Leader Email ID: Enter new group leader Email ID

Click to change regional council