

# Instructions to be followed during Location Masters Standardization Process

Before making changes to Location masters first check the PRIs (Blocks /GPs /Villages) available in the online system directory. Compare these with the local present facts. Then identify what are all the PRIs (Blocks/GPs/Villages) to be Deleted/Added/Edited (Editing means changing the name of the PRI). After a through exercise prepare a list of changes to be made and then only start doing changes in the online system which can avoid further directory related problems.

**Please remember the following points while doing this task.**

1. Deleting a Block means all the GPs and Villages of that block automatically gets deleted.
2. First complete this exercise and then only go for SHG data entry with a proper Location Masters.
3. Similarly deleting a GP means all the Villages of that GP automatically gets deleted.
4. To avoid avoiding any mistakes (committed during this standardization exercise) directly getting reflected in live database we are storing all the changes in (being done by the users) temporary tables and these will be reflected in that live database only after receiving a forwarded mail to [mis-nrlm@nic.in](mailto:mis-nrlm@nic.in) from the concerned state MIS-NRLM nodal Officer which was initiated by the respective district.(i.e the district level officer after completing the entire exercise in their district sends a mail to MIS-NRLM Nodal Officer of their state which will be forwarded to us after a proper checking (of the changes done) at their level).
5. **The entries which are added will be shown in GREEN and entries which are deleted will be shown in RED and entries which are edited will be shown in ORANGE colour. Entries which are still not touched will be shown in BLUE colour.**



- MANAGE BANK
- MANAGE BRANCH
- MANAGEMENT UNIT DETAILS
- CORE STAFF TEAM
- NRLP YEARLY ALLOCATION
- NRLM INTENSIVE YEARLY ALLOCATION
- NRLM NON-INTENSIVE YEARLY ALLOCATION
- NRLP MONTHLY EXPENDITURE
- NRLM INTENSIVE MONTHLY EXPENDITURE
- NRLM NON-INTENSIVE MONTHLY EXPENDITURE
- LOCATION MASTER STANDARDIZATION

### Location Master Standardization

Download your District's Block, Gram Panchayat and Village Directory as

District	AMBALA
Block Name	NARAINGARH
Grampanchayat	BADI RASAUR

Village	
1	CHHOTI RASAUR HIMANSHU (Edited)
2	MANAKPUR (Deleted)
3	BADI RASAUR <a href="#">Edit</a> <a href="#">Delete</a>
4	MUBARAKPUR (New)

[Add Village](#) [Back](#)

- If an entry is added/deleted/edited no further changes can be done to it.
- Deletion of PRI is not allowed for which the SHG data is already entered.
- Presently the option is made available for District level users only.

The initial screen for a district level user after logging in looks like this

For accessing this link go to the link Location Master Standardization and select “Alter Masters” option under that. Upon selection the screen looks like this

Sl. No.	Block Name	Edit ; Delete
1	NARAINGARH	Edit ; Delete
2	BARARA	Edit ; Delete
3	SAHA	Edit ; Delete
4	SHAHZADPUR	Edit ; Delete
5	AMBALA1	Edit ; Delete
6	AMBALA2	Edit ; Delete

The list of Blocks and against each block there are two options Edit and Delete are shown. The Add Block option is shown at the end of the block list through a button.

Depending on the local browser settings one has to allow popups because the Edit and Add options takes new name through these popup windows.

After verifying the Block level entries for going to GP level entries select the respective Block name from the top Block Name dropdown which will be shown like this.

**National Rural Livelihoods Mission** MIS Version 1

WELCOME DISTRICT : AMBALA , USER : (STATE) MURTHY Change Role Change Password User Manual Logout

### Location Master Standardization

Download your District's Block, Gram Panchayat and Village Directory as

District	AMBALA
Block Name	NARAINGARH
Grampanchayat	--Select--

Sl. No.	Grampanchayat	
1	AJAMPUR	Edit Delete
2	AKBARPUR	Edit Delete
3	AMBLI	Edit Delete
4	ANDHERI	Edit Delete
5	BADHAULI	Edit Delete
6	BADI RASAU	Edit Delete
7	BAKARPUR	Edit Delete
8	BAKHTUWA	Edit Delete
9	BALLOPUR	Edit Delete
10	BALTI	Edit Delete
11	BARAGAON	Edit Delete
12	BAROULI	Edit Delete
13	BARSU MAJRA	Edit Delete
14	BATAURA	Edit Delete
15	BERKHERI	Edit Delete
16	BHARERI CHOTI	Edit Delete
17	BHARERI KALAN	Edit Delete
18	BHUKRI	Edit Delete

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### Location Master Standardization

Download your District's Block, Gram Panchayat and Village Directory as

District	AMBALA
Block Name	<input type="text" value="NARAINGARH"/>
Grampanchayat	<input type="text" value="AJAMPUR"/>

Sl. No.	Village
1	AJAMPUR (Deleted)

[Add Village](#) [Back](#)