

For Official Use only

Version 1.0

Release Date : XX/XX/XXXX

User Manual

Gramsewa Nidhi

**(Own Source of Revenue Collection and
Management in Gram Panchayat Level)**

Web Application

Prepared by:



**Odisha State Centre
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1 Introduction

Gramsewa Nidhi(Own Source Revenue Collection and Management System) is a Web Application that will facilitate in strengthening collection and management of own source revenue at Gram Panchayat level with better record keeping, data extraction with convergence of different sources, transparency, accountability and responsiveness in revenue collections from various Assets, Services, Licences and activities pertaining to own source revenue at GP level. Gram Panchayats play a vital role in local governance and rural development, enhancing their Own Source Revenue (OSR) is key to their effective functioning.

2 Target Audience

1. State Admin
2. Block Admin
3. Gram Panchayat Admin
4. End User – End Users are Citizens. Some user classifications are as follows:
 - a. Anyone who leased a govt. asset.
 - b. Anyone who opt for Services like Water, Lighting, Drainage/Sanitation etc.
 - c. Anyone who wants to participate in Auction of Gram Panchayat Assets.
 - d. Anyone who wants to apply for new water connection.
 - e. Anyone who wants to apply for a trade license.

3 Overview of features

This version of OSR Web application is focusing on the Asset, Service and License module. The agenda is to collect required data related to asset/services/license like details of assets existing in a Gram Panchayat, details of lessee who has leased any asset in past, and the details related to asset-lessee mapping. Below are the features of version of OSR Web application.

This document focuses on functionality carried out by Gram Panchayat Admin.

4 Handling Requirements

4.1 Hardware Requirement

To operate this package, the user should have a client system with any browser Internet Explorer/Google Chrome/Mozilla Firefox with latest version installed and the internet connectivity of minimum 512 KB bandwidth. The minimum hardware configuration required is,

Computer System :

- Min Dual Core Client System
- Min 4 GB RAM

Smart Phone

4.2 Software Requirements

(a) To operate this package, the user should have the following software installed in the client system.

- Windows 8 or above OS , Linux
- Latest Version of Internet Explorer/Microsoft Edge/ Google Chrome/Mozilla Firefox installed

(b) In Smart mobile phone Android/iOS is to be installed.

4.3 Other Requirements

(a) Internet connectivity of minimum 512 KBPs bandwidth to the client system.

5 Functionalities

Role : GP Admin

Asset related functionality :

1. Provide the bank details to receive payment for asset, services and license.
2. Map an asset type to their GP, if that asset type is available in the corresponding GP.
3. Create an asset in the system.
4. Create entries for lessee-asset mapping.
5. Add an entry for assets that are managed by Gram Panchayat and have been rented to any citizen.
6. Publish an auction for an asset.

7. Check the application for auction and approve the same.
8. Monitor all the live auctions.
9. Check the past auction and history for each auction.
10. Check the payment report against the assets for which payment has been done recently.
11. Fix price for own management assets.

Service related functionality:

1. Map a service tax (Water, Lighting, Drainage/Sanitation) to their GP.
2. Fix price for each service.
3. Monitor all the applications for new water connections.
4. Approve/Reject the new water connection applications.
5. Update the status if the water connection is successful corresponding to an application.

License related Functionality:

1. Map a license and its subtype to their GP.
2. Fix price for each license type mapped to GP.
3. Monitor the new applications for license.
4. Approve/Reject the trade license application.

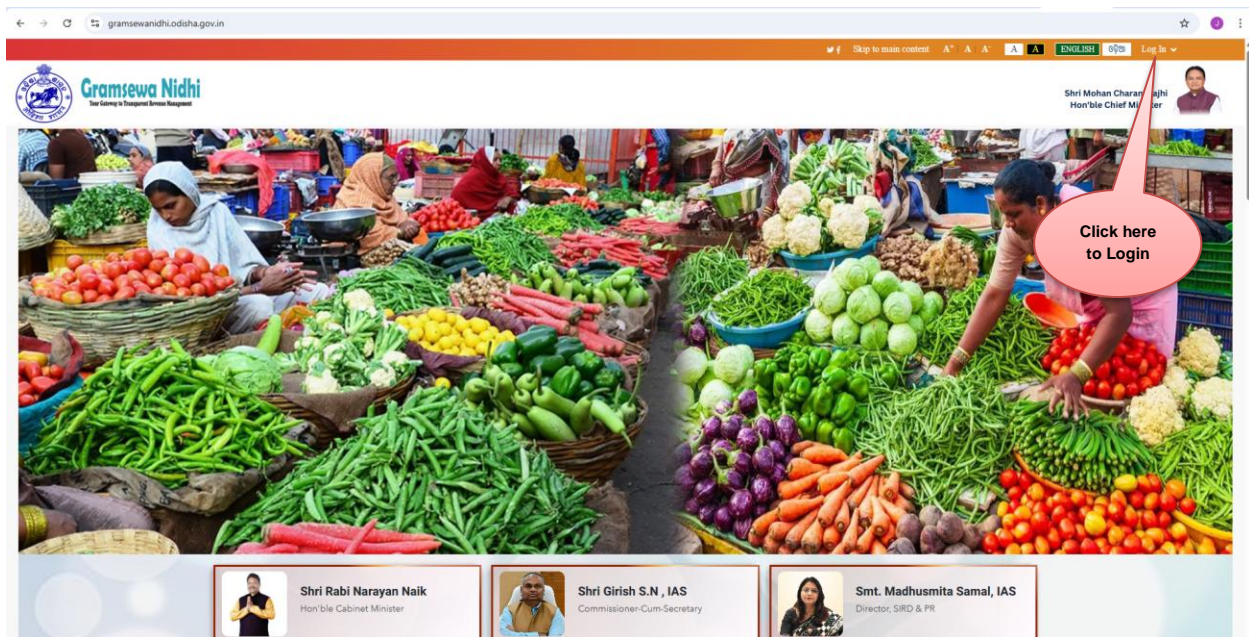
6 Pre-requisite

1. Need User credentials for login purposes. (User will be created by Block Admin)
2. Collect all data and photos related to assets, lessee, services and licenses to be entered in the system.
 - a. Expected format for Lessee photo is JPEG/PNG/JPG and size should be under 50 KB
 - b. Expected format for asset photo is JPEG/PNG/JPG and size should be under 1 MB.
 - c. Expected format for Auction Notice File, NOC File or any kind of document is PDF and size should be under 500KB.

7 Getting Started

Role : GP Admin

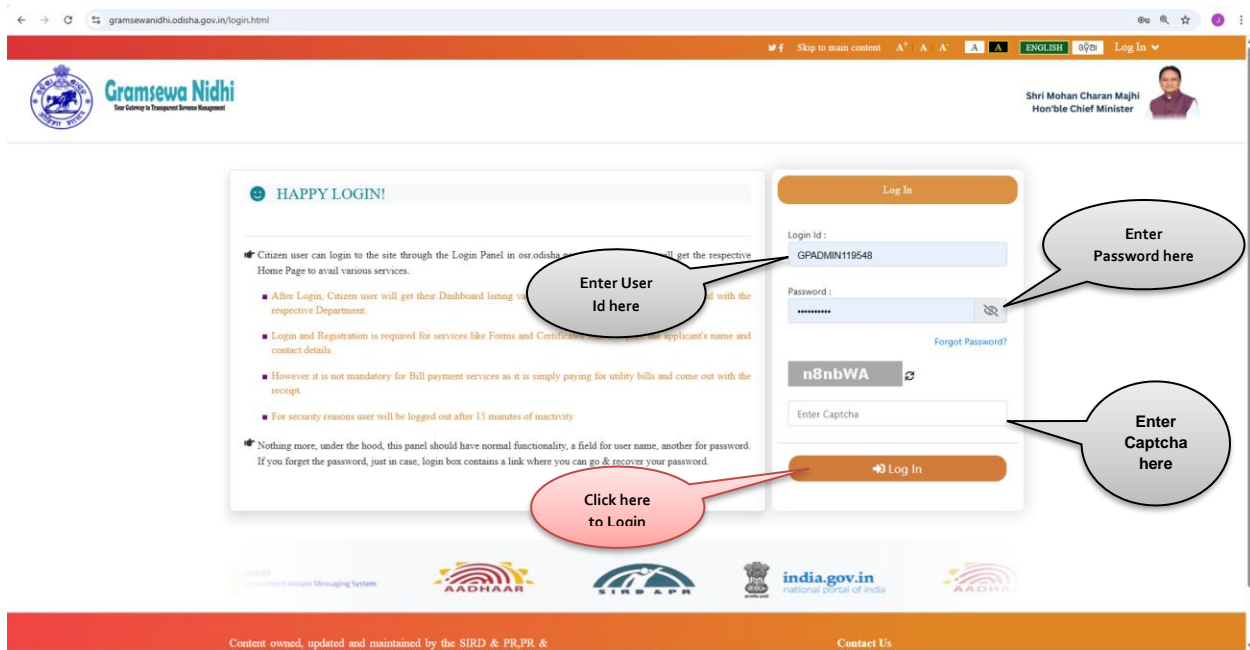
Step 1. GP Admin can login using below url
<https://gramsewanidhi.odisha.gov.in/>



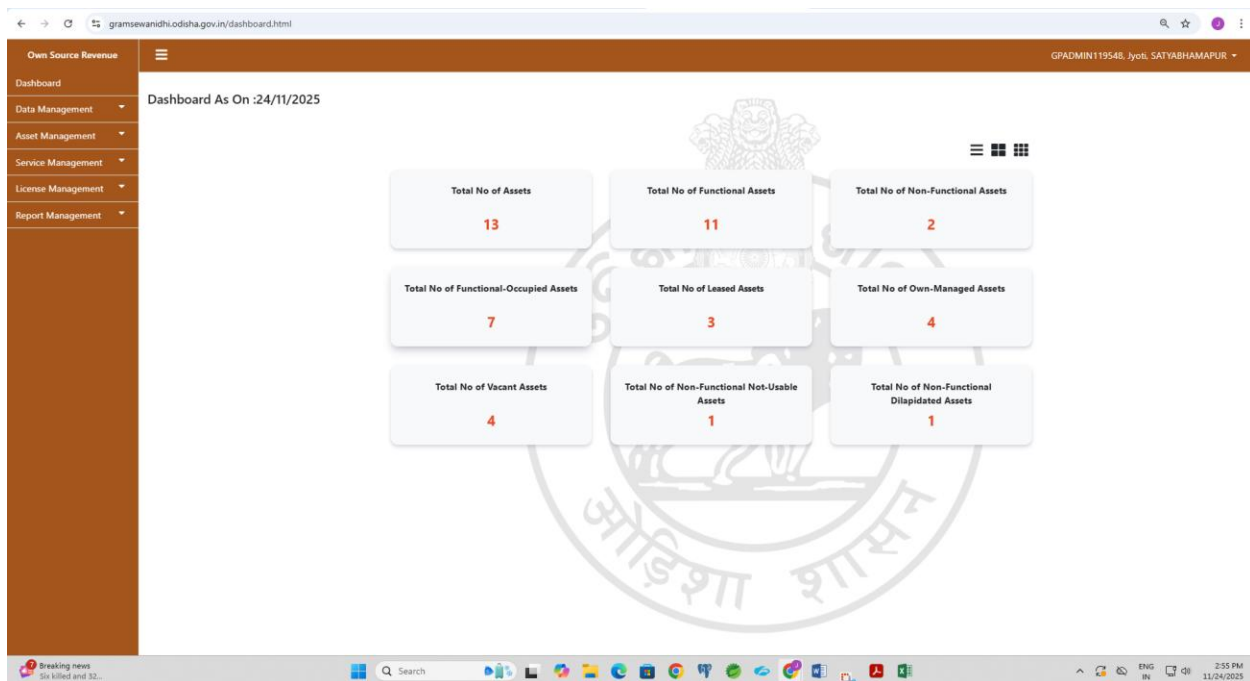
Step 2. Select the login type. (Admin Login in case of Gram Panchayat Official)



Step 3. Enter Credentials that has been provided to you for login



Step 4. Once login is complete you will land on dashboard page



Step 5. Choose the option according to the requirement

5.1 – Password can be changed by selecting below option.

The screenshot shows the dashboard interface with a sidebar on the left containing menu items like 'Own Source Revenue', 'Dashboard', 'Data Management', 'Asset Management', 'Service Management', 'License Management', and 'Report Management'. The main content area displays 'Dashboard As On :26/11/2025' and a grid of asset statistics, all showing '0'. A callout bubble points to a 'Change Password' button in the top right corner.

Total No of Assets	Total No of Functional Assets	Total No of Non-Functional Assets
0	0	0
Total No of Functional-Occupied Assets	Total No of Leased Assets	Total No of Own-Managed Assets
0	0	0
Total No of Vacant Assets	Total No of Non-Functional Not-Usable Assets	Total No of Non-Functional Dilapidated Assets
0	0	0

5.2 – Select below option for Adding Gram Panchayat Account Details.

The screenshot shows the 'GP Bank Account Details' form with fields for 'Account Holder's Name', 'Account Number', 'IFSC Code', and 'Bank Name'. A 'Validate Account Details' button is present. Callouts indicate where to click to enter details and where to click to validate. Below the form is a table with columns for 'Sl No.', 'Account Name', 'Account Number', 'IFSC Code', 'Bank Name', and 'Registration Status'. The table is currently empty.

Click here to enter Gram Panchayat Account Details

Fill the form and click here to validate account details

Sl No.	Account Name	Account Number	IFSC Code	Bank Name	Registration Status
No data available in table					

5.3 - GP Wise Component Mapping - Select this option to map an asset/service/license present in your GP

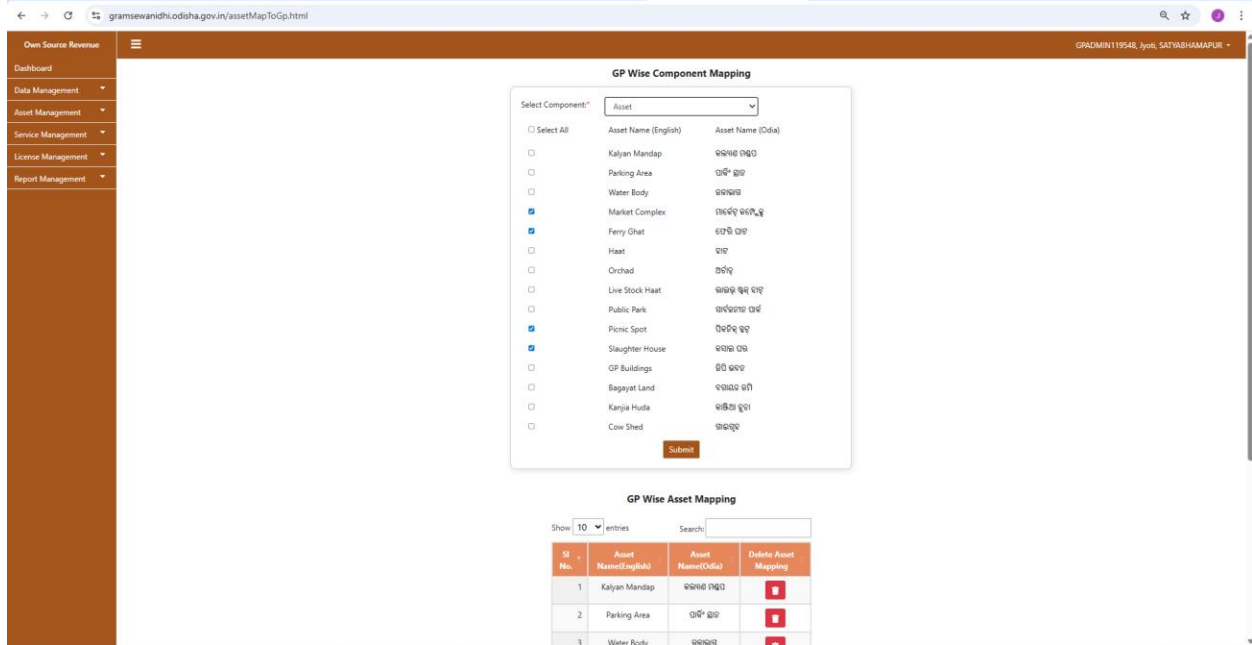
The screenshot shows a dashboard with a sidebar on the left containing menu items: Own Source Revenue, Dashboard, Data Management, Enter Bank Details, GP Wise Component Mapping, Asset Management, Service Management, License Management, and Report Management. The main area displays a dashboard for '26/11/2025' with nine asset-related metrics, each showing a value of 0. A callout bubble points to the 'GP Wise Component Mapping' menu item with the text: 'Click here for mapping of Assets /Services/ Licences.'

Total No of Assets	0	Total No of Functional Assets	0	Total No of Non-Functional Assets	0
Total No of Functional-Occupied Assets	0	Total No of Leased Assets	0	Total No of Own-Managed Assets	0
Total No of Vacant Assets	0	Total No of Non-Functional Not-Usable Assets	0	Total No of Non-Functional Dilapidated Assets	0

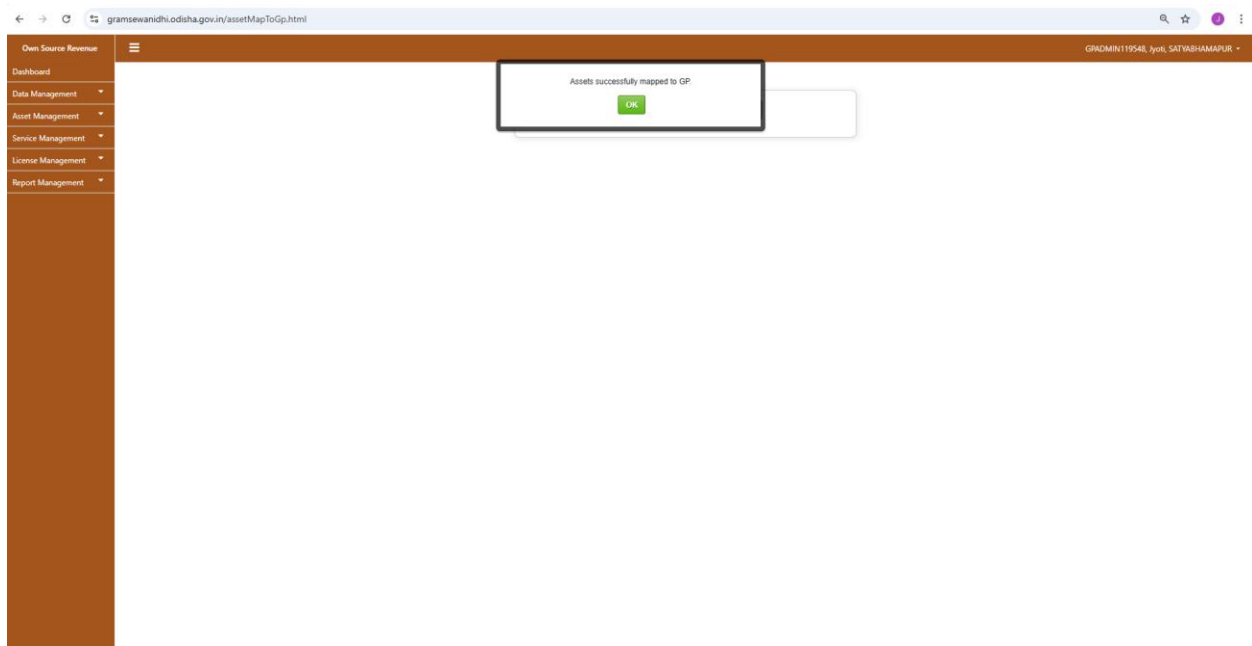
5.3.1 Select Asset for Asset Mapping

The screenshot shows the 'GP Wise Component Mapping' form. It has a dropdown menu labeled 'Select Component*' with options: 'Asset', 'Service', and 'License'. The 'Asset' option is selected. A callout bubble points to the 'Asset' option with the text: 'Select Asset for Asset Mapping'.

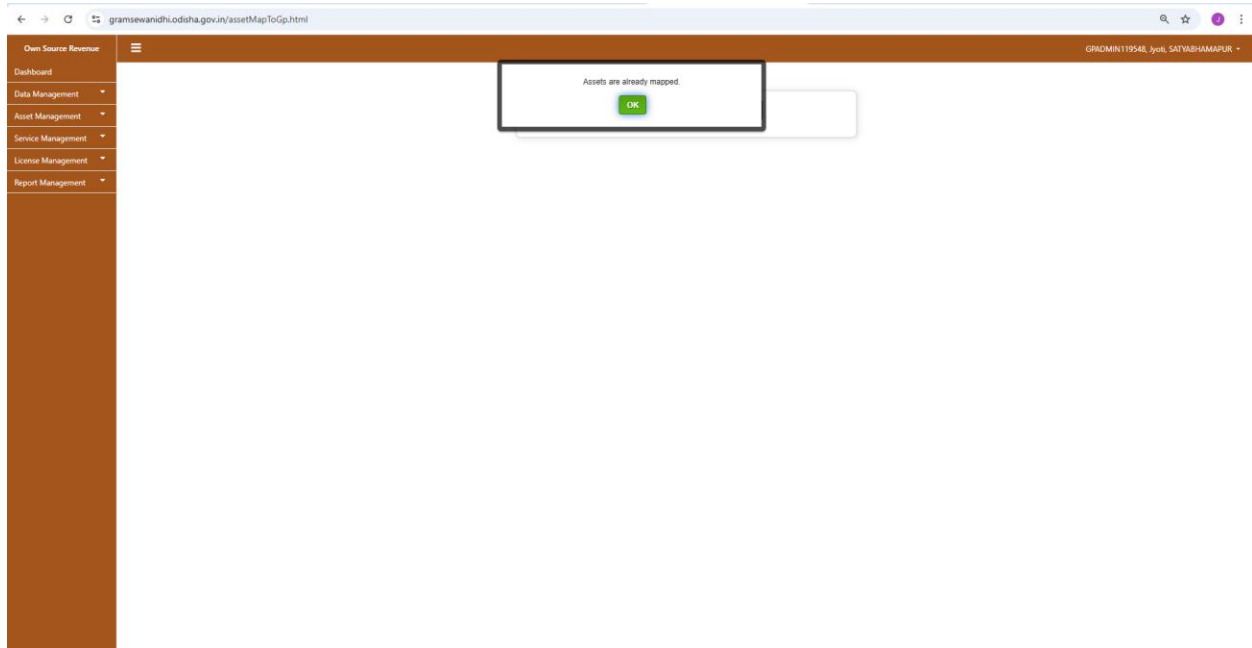
5.3.2 : Select the type of asset present in your GP and click on submit.



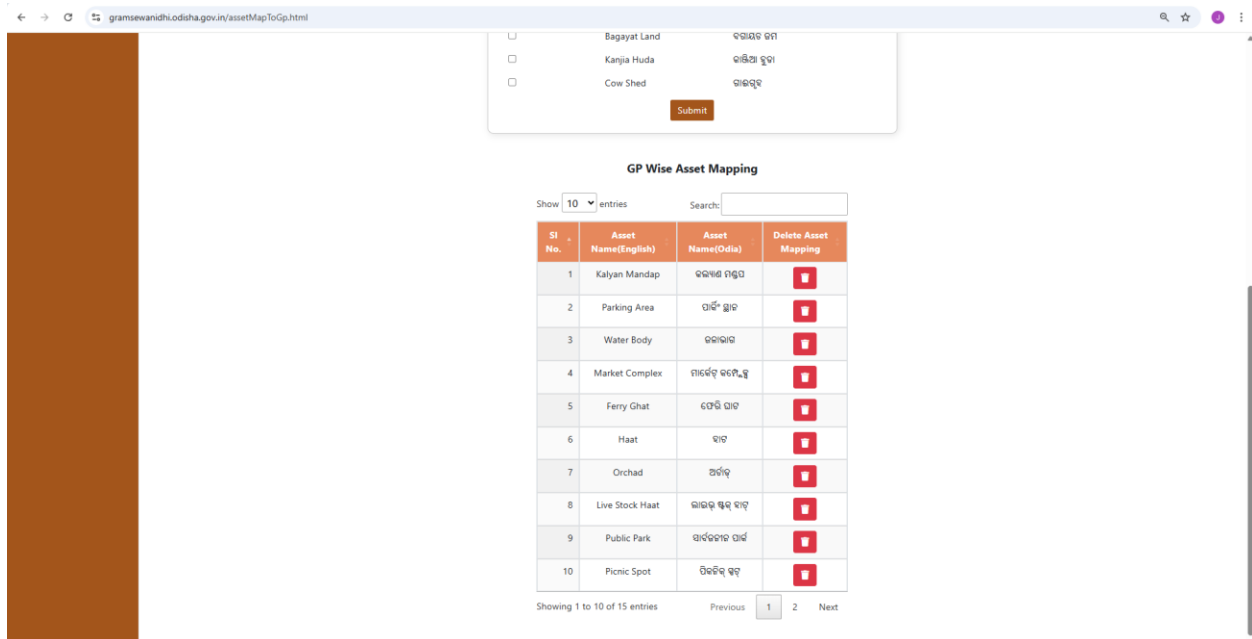
5.3.3 : Once Submitted it will give the required confirmation.



5.3.4 If selected asset types are already mapped, messages will be shown accordingly.



5.3.5 : You can also see the assets mapped to your GP. Scroll down and look into the table present.



5.3.6 : Delete button against each asset type can be used to delete that asset mapping from that GP. If there is no record inserted for selected assets type that mapping can be deleted else not.

Bagayat Land ବଗାଇତ ଗଡ଼ା
Kanjia Huda କାଞ୍ଜିଆ ହୁଡ଼ା
Cow Shed କାଠଶୁବ୍

Submit

GP Wise Asset Mapping

Show 10 entries Search:

SI No.	Asset Name(English)	Asset Name(Odia)	Delete Asset Mapping
1	Kalyan Mandap	କଲ୍ୟାଣ ମଣ୍ଡପ	
2	Parking Area	ପାର୍କିଂ ସ୍ଥଳ	
3	Water Body	ଜଳାଶୟ	
4	Market Complex	ବାଜାର କମ୍ପ୍ଲେକ୍ସ	
5	Ferry Ghat	ଫେରି ଗାଟ	
6	Haat	ହାଟ	
7	Orchard	ଓର୍ଚାର୍ଡ	
8	Live Stock Haat	ଜୀବଜନ୍ତୁ ହାଟ	
9	Public Park	ପବ୍ଲିକ୍ ପାର୍କ	
10	Picnic Spot	ପିକନିକ୍ ସ୍ପଟ୍	

Showing 1 to 10 of 15 entries Previous 1 2 Next

Click here to delete mapping of an asset type

5.3.7 : Similarly service mapping can be done. Select service from the dropdown for service mapping.

Own Source Revenue
Dashboard
Data Management
Asset Management
Service Management
License Management
Report Management

GPADMIN119548, Jyoti, SATYABHAMAPUR

GP Wise Component Mapping

Select Component*
----Select----
----Select----
Asset
Service
License

Select Service for Service Mapping

5.3.8 : Select the required services and click on submit for mapping.

GP Wise Component Mapping

Select Component*: Service

Select All

Service Name(English)	Service Name(Odia)
<input checked="" type="checkbox"/> Water Tax	ଘର ଘର
<input checked="" type="checkbox"/> Lighting Tax	ଆଲୋକ ଘର
<input checked="" type="checkbox"/> Drainage & Sanitation Tax	ଢେଙ୍କେଇ ଓ ଚୂନା ଘର

Submit

GP Wise Service Mapping

Show 10 entries Search:

Sl No.	Service Name(English)	Service Name(Odia)	Delete Service Mapping
1	Water Tax	ଘର ଘର	<input type="button" value="X"/>
2	Lighting Tax	ଆଲୋକ ଘର	<input type="button" value="X"/>
3	Drainage & Sanitation Tax	ଢେଙ୍କେଇ ଓ ଚୂନା ଘର	<input type="button" value="X"/>

Showing 1 to 3 of 3 entries Previous 1 Next

5.3.9 : License Mapping : Select license from dropdown for license mapping.

GP Wise License Mapping

Select Component*: License

Select All

License Name(English)	License Name(Odia)
<input type="checkbox"/> General Trade and Businesses License	ସାଧାରଣ ବାଣିଜ୍ୟ ଓ ବ୍ୟବସାୟ ଲାଇସେନ୍ସ
<input type="checkbox"/> Minor Forest Product License	କ୍ଷେତ୍ର ଉତ୍ପାଦ ଉତ୍ପାଦନ ଲାଇସେନ୍ସ
<input type="checkbox"/> Offensive Trade License	ଆଘାତକାରୀ ବାଣିଜ୍ୟ ଲାଇସେନ୍ସ

Submit

GP Wise License Mapping

Show 10 entries Search:

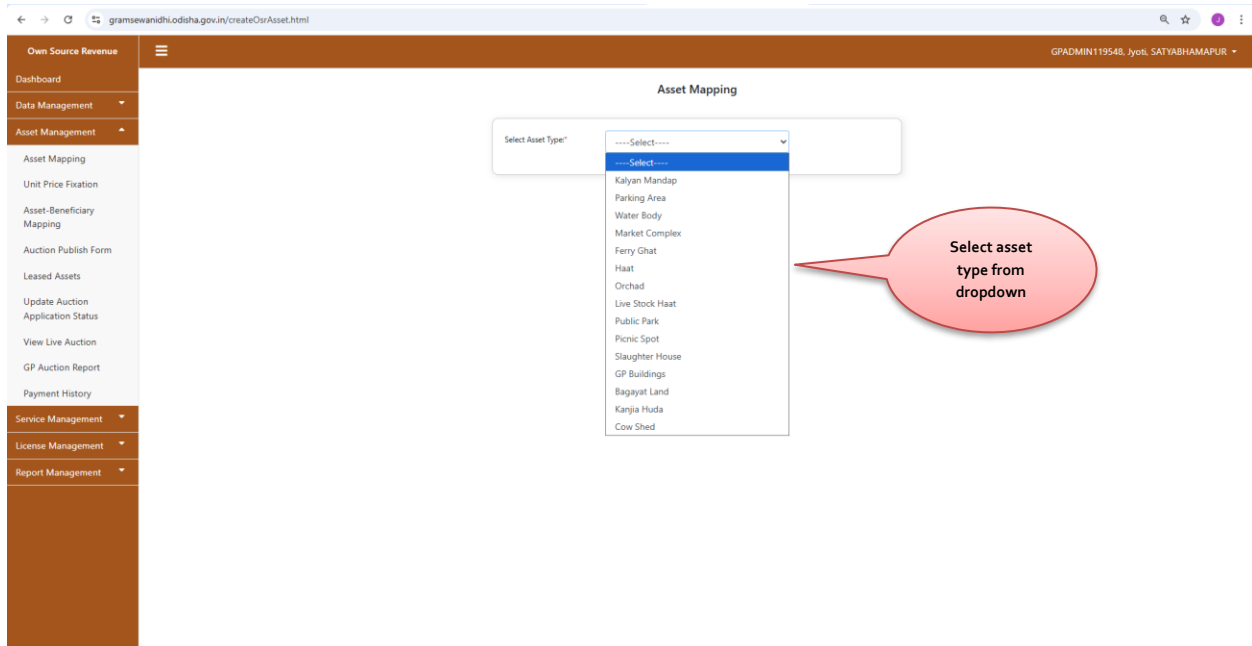
Sl No.	License Name(English)	License Name(Odia)	Delete License Mapping
1	General Trade and Businesses License	ସାଧାରଣ ବାଣିଜ୍ୟ ଓ ବ୍ୟବସାୟ ଲାଇସେନ୍ସ	<input type="button" value="X"/>
2	Minor Forest Product License	କ୍ଷେତ୍ର ଉତ୍ପାଦ ଉତ୍ପାଦନ ଲାଇସେନ୍ସ	<input type="button" value="X"/>
3	Offensive Trade License	ଆଘାତକାରୀ ବାଣିଜ୍ୟ ଲାଇସେନ୍ସ	<input type="button" value="X"/>

Showing 1 to 3 of 3 entries Previous 1 Next

5.4 : Asset Mapping - Select this option to create an asset entry existing in your GP



5.4.1 - Select the type of asset from the dropdown for which you want to create an entry.



5.4.2 - Fill the respective form and click on submit. Example for Parking Area Form.

The screenshot shows the 'Asset Mapping' form in the Gramsewa Nidhi system. The form is titled 'Asset Mapping' and is used for entering details of an asset. The 'Asset Type' is set to 'Kalyan Mandap'. Other fields include 'Village' (dropdown), 'Asset Name', 'Landmark/Location', 'Length/Width', 'Area (Square Meter)', 'Longitude', 'Latitude', 'Year of Construction', 'Renovation Status', 'Asset Photo' (with a 'Choose File' button), 'No. of Rooms', 'Room Size', 'Capacity (Person)', and 'Basic Amenities' (checkboxes for various facilities). A 'Present Condition' dropdown is also present. A red callout bubble points to the 'Submit' button at the bottom of the form, containing the text: 'Fill the form and click here to save'.

5.4.3 - You will be asked if you want to proceed. Select the required choice.

The screenshot shows the 'Assets Data' table in the Gramsewa Nidhi system. A confirmation dialog box is displayed over the table, asking 'Are you sure want to proceed?' with 'No' and 'Yes' buttons. The dialog box is positioned over the 'Assets Data' table, which is currently empty. The table has columns for S.No., Type of Asset, Asset Name, Address/Location, Village, Longitude, Latitude, Length, Width, Area (Sqm or SqM), Present Condition, Current Status, and Asset Image. The 'Assets Data' table is currently empty, and the text 'No data available in table' is visible at the bottom of the table.

5.4.4 - Report in tabular form having all the inserted records can be seen at the bottom by selecting the asset type.

The screenshot shows the 'Asset Mapping' form with the following fields: Select Asset Type* (Bagayat Land), Village* (--Select--), Asset Name*, Landmark(Location)*, Length(New)*, Width(New)*, Area (Square Meter)*, Longitude, Latitude, Asset Photo* (Choose File No file chosen), and Present Condition* (--Select--). Below the form is the 'Assets Data' table with 1 entry:

Type of Asset	Asset Name	Address/Location	Village	Longitude	Latitude	Length	Width	Area (Sq. Ft. or Sq.M)	Present Condition	Current Status	Asset Image	Action
Bagayat Land	Gopi Bagayat Land	New SB Building	Gotaigram	85	25	785	285	223725	Functional	Own Management	View Asset Photo	View Asset Photo

1 to 1 of 1 entries

5.4.5 - The asset record can be edited or deleted by selecting the required option.

The screenshot shows the 'Asset Mapping' form and the 'Assets Data' table. A red arrow points to the 'Delete Asset' option in the Action column of the table:

Type of Asset	Asset Name	Address/Location	Village	Longitude	Latitude	Length	Width	Area (Sq. Ft. or Sq.M)	Present Condition	Current Status	Asset Image	Action
Bagayat Land	Gopi Bagayat Land	New SB Building	Gotaigram	85	25	785	285	223725	Functional	Own Management	View Asset Photo	View Asset Photo Delete Asset

1 to 1 of 1 entries

5.5 - Unit Price for own management assets can be fixed by selecting the option below. *Note : Unit price can be fixed for “Own Management” assets only.*

The screenshot shows the 'Unit Price Fixation' form and the 'Asset Unit Price' table. A callout bubble points to the 'Unit Price Fixation' option in the left sidebar, stating 'Click here to fix price of own management assets'. The form includes fields for 'Asset Type*' (Bagayat Land), 'Asset Name*', 'Payment Cycle' (--- Select ---), and 'Unit Price (in Rs.)' (Enter Amount). A 'Submit' button is at the bottom. Below the form is a table titled 'Asset Unit Price' showing two entries for 'Bagayat Land' with prices of 10000.00 and 600.00. The table has columns for 'SI No.', 'Asset Type', 'Asset Name', 'Price Type', 'Unit Price', and 'Action'. The 'Action' column contains 'Edit Price' and 'Delete Record' icons. A callout bubble points to the 'Delete Record' icon, stating 'Delete Record'. The table also shows 'Showing 1 to 2 of 2 entries' and navigation buttons for 'Previous', '1', and 'Next'.

Rates might vary based on rental period. Hence, the rate for multiple payment cycles can be fixed.

5.6 - Asset - Beneficiary Mapping : Select this option to map an asset to its lessee (Legacy Data Entry). *Note : This option can be used for both “Leased” and “Own Management”*

The screenshot shows the 'Asset - Beneficiary Mapping' form. A callout bubble points to the 'Asset-Beneficiary Mapping' option in the left sidebar, stating 'Click here for adding beneficiary for any asset.' The form includes fields for 'Select Beneficiary Type*', 'Select Asset Type*', 'Asset Name*', 'Mode of Allotment*', 'Name of the Lessee*', 'Category of Lessee*', 'Mobile Number*', 'Email Id*', 'PAN No*', 'GST No*', 'Upload Lessee Photo*' (Choose File | No file chosen), and 'Mode of Payment Cycle*'. A 'Submit' button is at the bottom.

5.6.1 - Make appropriate selection from the drop-down.

The screenshot shows the 'Asset - Beneficiary Mapping' form. The 'Select Beneficiary Type*' dropdown is set to 'Leased'. The 'Select Asset Type*' dropdown is open, showing 'Leased' selected. A callout bubble points to this selection with the text: 'Select this for adding beneficiary of leased assets.' Another callout bubble points to the 'Own Management' option in the dropdown with the text: 'Select this for adding beneficiary of own management assets.' Other fields include 'Asset Name*', 'Mode of Allotment*', 'Name of the Lessee*', 'Category of Lessee*', 'Mobile Number*', 'Email Id', 'PAN No.', 'GST No.', 'Upload Lessee Photo*' (with a 'Choose File' button and 'No file chosen' text), and 'Mode of Payment Cycle*'. A 'Submit' button is at the bottom.

5.6.2 - Based on above selection the asset type dropdown will be populated.

The screenshot shows the 'Asset - Beneficiary Mapping' form. The 'Select Beneficiary Type*' dropdown is set to 'Leased'. The 'Select Asset Type*' dropdown is open, showing a list of asset types: 'Kalyan Mandap', 'Water Body', and 'Haat'. A callout bubble points to this list with the text: 'Choices will appear here based on "Beneficiary Type" selection.' Other fields are the same as in the previous screenshot.

Note : Only leased assets will be shown if "Leased" is selected. And in case "Own Management" is selected only own management assets will appear.

5.6.3 -Fill the form as per your requirement. *In case of “Own Management” the payment cycle will be auto-populated based on price fixed using “Unit Price Fixation” option.*

5.6.4 : Existing records will be shown in the table.

Asset-Beneficiary Details

Sl. No.	Asset Type Name	Asset Name	Name of the Lessee	Mobile Number	Email Id	PAN Card	GST No	Lease Period
1	Water Body	Jeje Poshai	Jyoti Gupta	7022187110	j.gupta@gmail.com			01-01-2022 to 31-12-2028

Showing 1 to 1 of 1 entries

5.7 - Auction Publish Form - Choose this option for publishing an auction for the end user.

Note : Only those Asset type and assets will be visible here which are marked vacant at the time of asset entry.

5.7.1 : Fill the form as per the requirement. Upload the Auction Notice file. Note : Auction Date should be after 15 days(excluding the Auction day)

SI No.	District	Block	Panchayat	Village	Asset Name	Offset Price	Date of Auction	Auction Time	Period of Lease(From)	Period of Lease(To)	View Asset Photo	View Notice File
1	KHORDA	BALANTIA	SATYABHAMPUR	Alarpur	Alarpur Park	50000.00	30-11-2025	01:21 PM To 04:00 PM	30-11-2025	31-12-2026	View Photo	View Notice File

Once the auction is published, it can be seen under “Important Notice” on the Home Page.

The screenshot shows the Home Page dashboard with several summary cards for Services, Service Tax, Licenses, and Today's Collection. Below these is an 'Important Notice' section with a table of upcoming auctions.

Sl No.	District	Block	Panchayat	Asset	Offer Price	Date Of Auction	File	Action
1	KHORDHA	BALIANTA	SATYABHAMPUR	Alarpur Park	50000.0	30-11-2025		Apply Now
2	KHORDHA	BALIANTA	SATYABHAMPUR	Alarpur Park	80000.0	30-11-2025		Apply Now
3	KHORDHA	BALIANTA	PRATAP SASAN	PEJEI POKHARI	5000.0	27-11-2025		Apply Now
4	KHORDHA	BALIANTA	SATYABHAMPUR	Nilgagan baag	80000.0	26-11-2025		Apply Now

A callout bubble points to the 'Important Notice' section with the text: "All upcoming Auctions will appear here".

5.8 - GP Admin can see all the leased assets and its details by selecting the option below.

The screenshot shows the Admin interface with a sidebar menu and a 'Leased Asset(s)' table. A callout bubble points to the 'Leased Assets' menu item with the text: "Click here to view all leased Assets and its beneficiary".

Sl No.	District	Block	Panchayat	Asset Type	Asset Name	Name of the Lessee	Lease Duration	Mode of Payment Cycle	Rent/Installment/Lease Amount
1	KHORDHA	BALIANTA	SATYABHAMPUR	GP Buildings	SBI Building	Jyoti Gupta	01-01-2013 to 31-12-2027	yearly	60000.00
2	KHORDHA	BALIANTA	SATYABHAMPUR	Kanja Huda	Govind Kanjya Huda	Jyoti Gupta	01-09-2025 to 24-11-2025	weekly	200.00
3	KHORDHA	BALIANTA	SATYABHAMPUR	Water Body	Jeje Pothari	Jyoti Gupta	01-01-2022 to 31-12-2026	monthly	2500.00

5.9 - GP Admin can see all the applications for the published Auction under below option.

Update Auction Application Status

Show 10 entries

SI No.	District	Block	Panchayat	Applicant Name	Mobile No.	Category	Asset	Offer Price	Security Deposit	NDC File
1	GANJAM	CHATRAPUR	KALIRALLI	Dipak Kumar patra	7381976885	Individual	Nilgagan baag	80000.0	8000.0	View NOC File
2	KHORDHA	BALIANTA	SATYABHAMAPUR	Jyoti Gupta	7023158710	Individual	Alarpur Parking Area	50000.0	5000.0	View NOC File
3	ANUGUL	ANUGUL	JAGANNATHPUR	Jyoti gupta	7827304874	Individual	Alarpur Parking Area	50000.0	5000.0	View NOC File
4	ANUGUL	ATHMALLIK	BASUDEVPUR	binapani	6370052454	Individual	Alarpur Parking Area	50000.0	5000.0	View NOC File
5	JAJAPUR	BARII	ISHANPUR	Deepak Das	7437979471	Individual	Alarpur Parking Area	50000.0	5000.0	View NOC File

Showing 1 to 5 of 5 entries

5.9.1 - GP Admin can validate all the details of the applicant and can approve/reject the application by clicking on the button below.

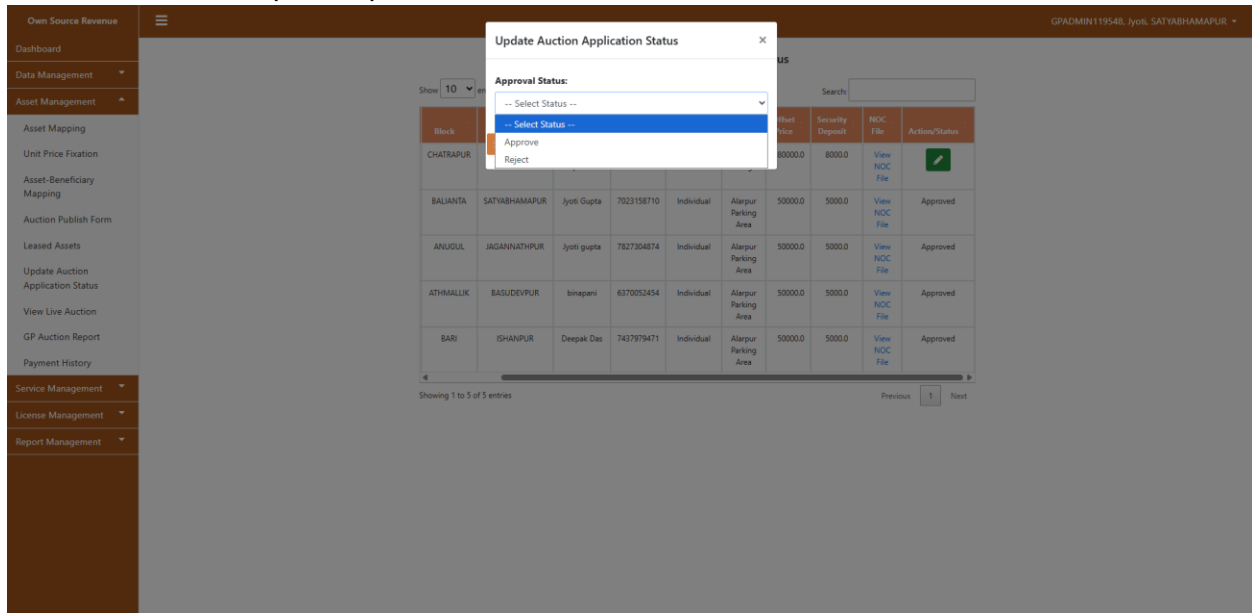
Update Auction Application Status

Show 10 entries

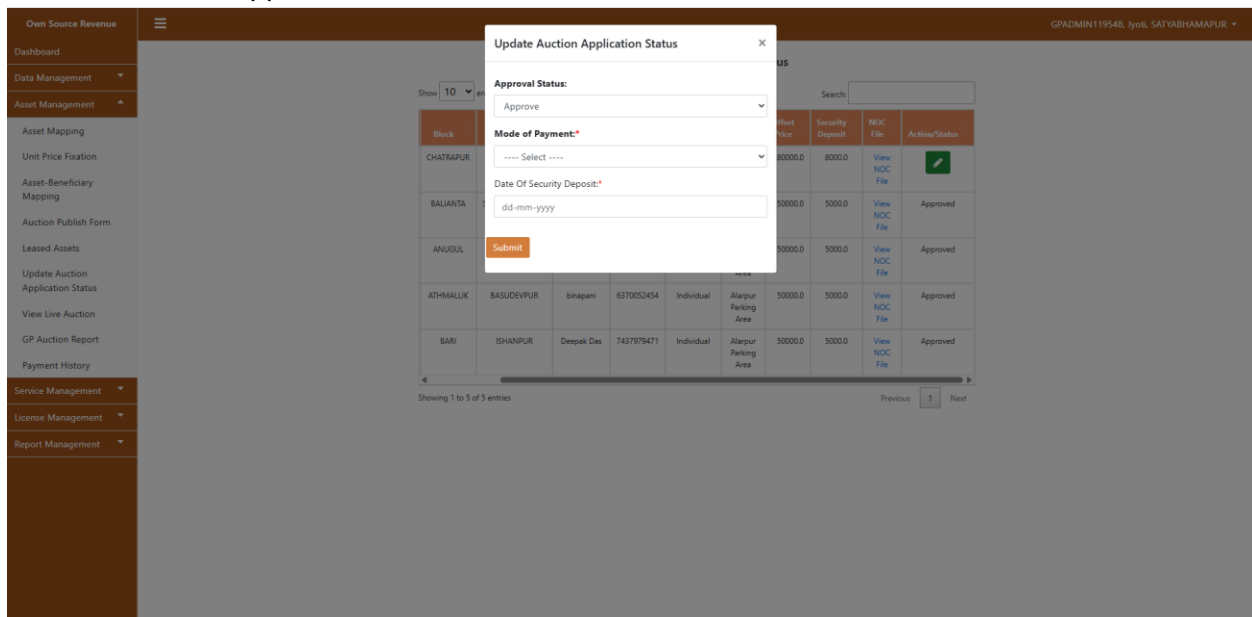
Block	Panchayat	Applicant Name	Mobile No.	Category	Asset	Offer Price	Security Deposit	NDC File	Action/Status
CHATRAPUR	KALIRALLI	Dipak Kumar patra	7381976885	Individual	Nilgagan baag	80000.0	8000.0	View NOC File	<input checked="" type="checkbox"/>
BALIANTA	SATYABHAMAPUR	Jyoti Gupta	7023158710	Individual	Alarpur Parking Area	50000.0	5000.0	View NOC File	Approved
ANUGUL	JAGANNATHPUR	Jyoti gupta	7827304874	Individual	Alarpur Parking Area	50000.0	5000.0	View NOC File	Approved
ATHMALLIK	BASUDEVPUR	binapani	6370052454	Individual	Alarpur Parking Area	50000.0	5000.0	View NOC File	Approved
BARII	ISHANPUR	Deepak Das	7437979471	Individual	Alarpur Parking Area	50000.0	5000.0	View NOC File	Approved

Showing 1 to 5 of 5 entries

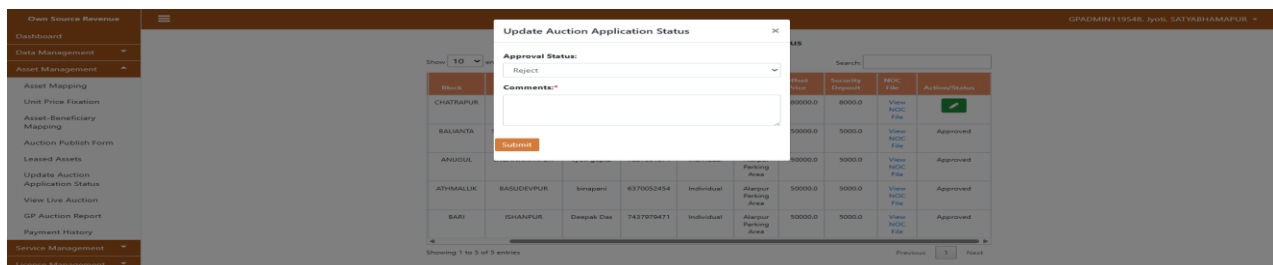
5.9.2 - Select the required option.



5.9.3 - In case of approval - Below details will be asked. Fill the form and submit.



5.9.4 - In case of Reject. Add the remarks like why the application is getting rejected and then submit.



5.10 - GP Admin can monitor all the live auctions by selecting the option below.

Click here to monitor live auctions.

5.11 - GP Admin can get the report of all auction by selecting below option.

Click here to view status and details of all Auctions

Sl No.	District	Block	Panchayat	Asset	Offer Price	Date Of Auction	Auction Time	File	Auction Status	Action
1	KHORDHA	BALIANTA	SATYABHAMPUR	Aalpur Parking Area	50000.0	21-11-2025	07:30 PM To 10:00 PM		Over	View Bidding History
2	KHORDHA	BALIANTA	SATYABHAMPUR	Aalpur Parking Area	50000.0	21-11-2025	07:30 PM To 10:00 PM		Over	View Bidding History
3	KHORDHA	BALIANTA	SATYABHAMPUR	Aalpur Parking Area	50000.0	21-11-2025	07:30 PM To 10:00 PM		Over	View Bidding History
4	KHORDHA	BALIANTA	SATYABHAMPUR	Aalpur Parking Area	50000.0	21-11-2025	07:30 PM To 10:00 PM		Over	View Bidding History

5.11.1 - The Bidding History can be seen by clicking on “View Bidding History” option.

GP Auction Details

Show 10 entries

Sl. No.	District	Block	Panchayat	Asset	Offer Price	Date Of Auction	Auction Time	File	Auction Status	Action
1	KHORDHA	BALIANTA	SATYABHAMPUR	Airpur Parking Area	50000.0	21-11-2025	07:30 PM To 10:00 PM		Over	View Bidding History
2	KHORDHA	BALIANTA	SATYABHAMPUR	Airpur Parking Area	50000.0	21-11-2025	07:30 PM To 10:00 PM		Over	View Bidding History
3	KHORDHA	BALIANTA	SATYABHAMPUR	Airpur Parking Area	50000.0	21-11-2025	07:30 PM To 10:00 PM		Over	View Bidding History
4	KHORDHA	BALIANTA	SATYABHAMPUR	Airpur Parking Area	50000.0	21-11-2025	07:30 PM To 10:00 PM		Over	View Bidding History

Showing 1 to 4 of 4 entries

Previous 1 Next

Click here to see bidding history

Auction Bid History

Show 10 entries

Sl No.	Applicant Name	Bid Amount	Bid Date&Time
1	binapani	50052	21-11-2025 05:50:20
2	binapani	50051	21-11-2025 05:49:38
3	binapani	50050	21-11-2025 05:49:30
4	Deepak Das	50041	21-11-2025 05:48:41
5	Deepak Das	50040	21-11-2025 05:48:25
6	binapani	50035	21-11-2025 05:34:34
7	binapani	50030	21-11-2025 05:33:46
8	Deepak Das	50030	21-11-2025 05:26:01
9	binapani	50025	21-11-2025 05:25:49
10	Deepak Das	50011	21-11-2025 05:25:38

Showing 1 to 10 of 17 entries

Previous 1 2 Next

5.12 - All leased assets and its payment status can be viewed by selecting "Payment History".

Payment History

Show 10 entries

Sl No.	District	Block	Panchayat	Asset Type Name	Asset Name	Lease Duration	Action
1	KHORDHA	BALIANTA	SATYABHAMPUR	GP Buildings	SBI Building	01-01-2013 to 31-12-2027	View Payment History
2	KHORDHA	BALIANTA	SATYABHAMPUR	Kanjia Huda	Govind Kanjia Huda	01-09-2025 to 24-11-2025	View Payment History
3	KHORDHA	BALIANTA	SATYABHAMPUR	Water Body	Jeje Pokhari	01-01-2022 to 31-12-2026	View Payment History

Showing 1 to 3 of 3 entries

Previous 1 Next

Click here to see payment details of assets.

5.12.1 - Payment History corresponding to each assets can be viewed on clicking “View payment History”

The screenshot shows the 'Payment History' page in the Gramsewa Nidhi system. The page features a sidebar menu on the left with options like 'Asset Mapping', 'Unit Price Fixation', and 'Payment History'. The main content area displays a table with columns: 'Sl No.', 'District', 'Block', 'Panchayat', 'Asset Type Name', 'Asset Name', 'Lease Duration', and 'Action'. Three rows of data are visible, each with a green 'View Payment History' button. A red callout bubble points to the button for the first row, containing the text: 'Click to view payment history of selected asset'.

Sl No.	District	Block	Panchayat	Asset Type Name	Asset Name	Lease Duration	Action
1	KHORDHA	BALAJANTA	SATYABHAMPUR	GP Buildings	SBI Building	01-01-2013 to 31-12-2027	View Payment History
2	KHORDHA	BALAJANTA	SATYABHAMPUR	Kanjia Huda	Govind Kanjia Huda	01-09-2025 to 24-11-2025	View Payment History
3	KHORDHA	BALAJANTA	SATYABHAMPUR	Water Body	Jepe Pokhari	01-01-2022 to 31-12-2026	View Payment History

6. Service Management Functionalities

6.1 - Select “Service Tax Fixation” for fixing the tax corresponding to each service

The screenshot shows the 'Service Tax Fixation' page. The sidebar menu on the left has 'Service Tax Fixation' highlighted. The main content area contains a form with a 'Select Service Type*' dropdown menu. The dropdown is open, showing options: 'Water Tax', 'Lighting Tax', and 'Drainage & Sanitation Tax'. A red callout bubble points to the 'Service Tax Fixation' menu item, containing the text: 'Click to fix tax price of any service.'

6.1.1 - Select the Connection type and enter its amount. All the entries created so far is visible in the table.

Service Tax Fixation

Select Service Type*: Water Tax

Connection Type*: --Select--

Tax*

Domestic New Connection Fee
Commercial New Connection Fee
Domestic
Commercial
Storage Tank
Surface Water Exploration Fee

Show 10 entries Search:

Sl No.	Service Type	Connection Type	Service Tax	Action
1	Water Tax	Surface Water Exploration Fee	500.00	
2	Water Tax	Domestic New Connection Fee	500.00	
3	Water Tax	Commercial New Connection Fee	1500.00	
4	Water Tax	Domestic	100.00	
5	Water Tax	Commercial	300.00	
6	Water Tax	Storage Tank	500.00	

Showing 1 to 6 of 6 entries Previous 1 Next

6.1.2 - Tax Amount can be edited or deleted by selecting the appropriate icon corresponding to each entry.

Service Tax Fixation

Select Service Type*: Water Tax

Connection Type*: --Select--

Tax*

Domestic New Connection Fee
Commercial New Connection Fee
Domestic
Commercial
Storage Tank
Surface Water Exploration Fee

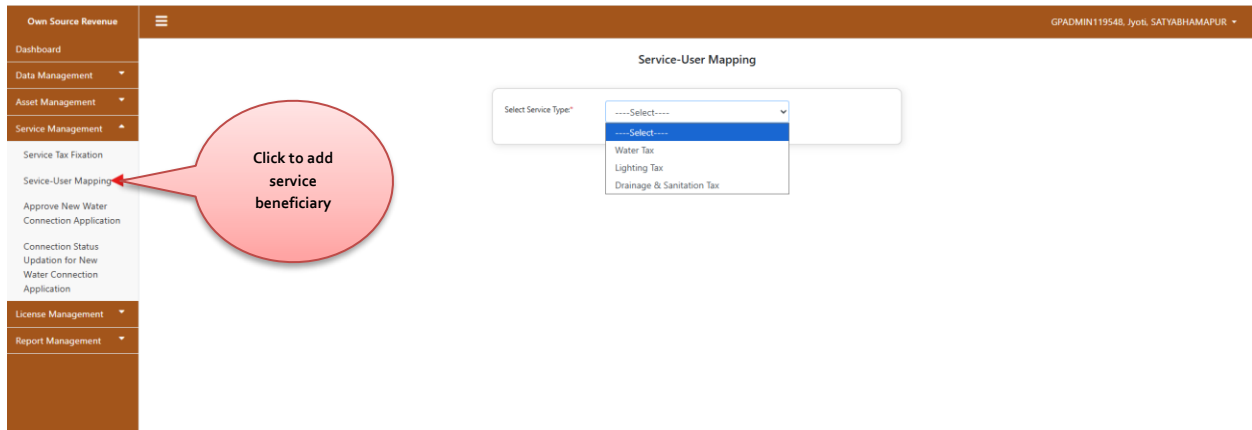
Show 10 entries Search:

Sl No.	Service Type	Connection Type	Service Tax	Action
1	Water Tax	Surface Water Exploration Fee	500.00	
2	Water Tax	Domestic New Connection Fee	500.00	
3	Water Tax	Commercial New Connection Fee	1500.00	
4	Water Tax	Domestic	100.00	
5	Water Tax	Commercial	300.00	
6	Water Tax	Storage Tank	500.00	

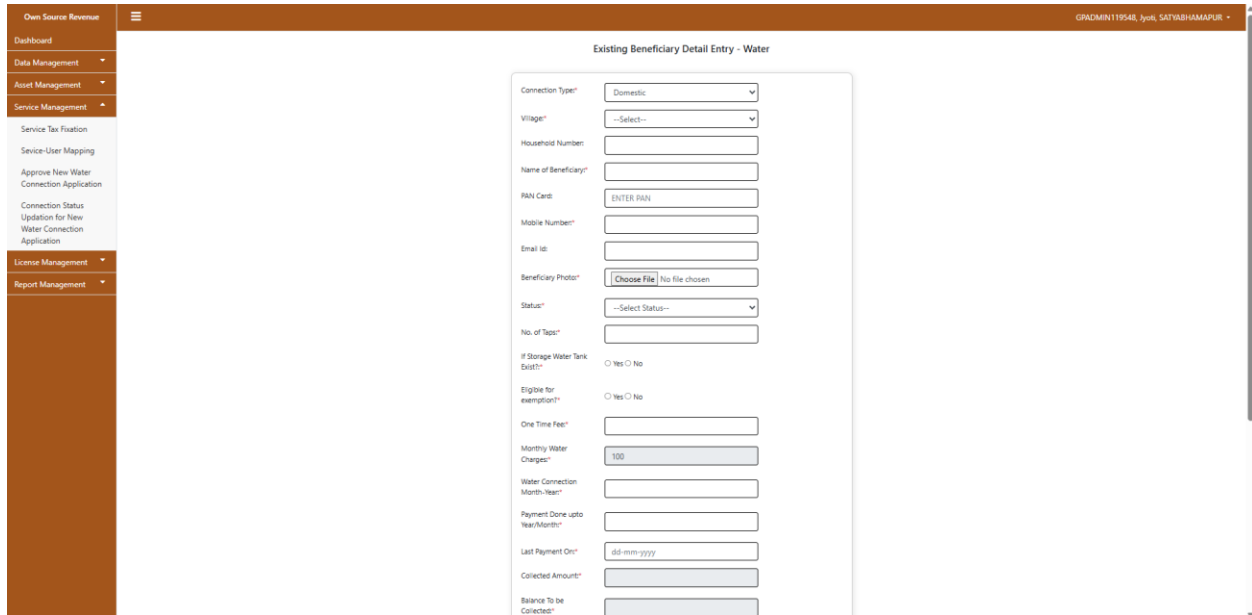
Showing 1 to 6 of 6 entries Previous 1 Next

Edit Entry Delete Entry

6.2 - Select “Service-User Mapping” for mapping household to the corresponding service. Once this mapping is done, user will be able to pay the next installments through this portal.



6.2.1 - Fill the form as per requirement. The monthly charges will be auto populated based on the price fixed for services under “Service Tax Fixation” option, and will vary based on the connection type, storage present or not and number of taps.



6.2.2 - Once Entry is done. It will be shown under the table.

The screenshot shows a form for entering beneficiary details. The form includes fields for Beneficiary Photo, Status, No. of Taps, Eligibility for exemption, One Time Fee, Monthly Water Charges, Water Connection Month-Year, Payment Done upto Year/Month, Last Payment On, Collected Amount, and Balance To be Collected. Below the form is a table titled "Beneficiary List - Water Service" with columns for Sl No., Service Type, Village, Household Number, Name of the User, Mobile Number, Email Id, PAN No., Connection Type, Establishment Type, and Comments/Reason. The table contains two entries.

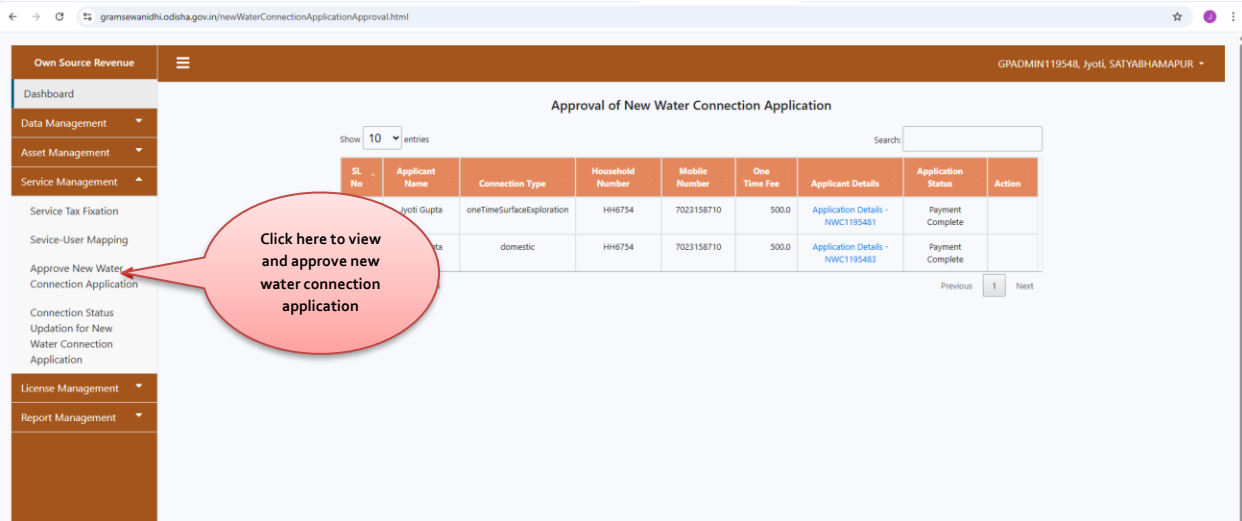
Sl No.	Service Type	Village	Household Number	Name of the User	Mobile Number	Email Id	PAN No.	Connection Type	Establishment Type	Comments/Reason
1	Water Tax	Satyabhampur	HH754	Jyoti Gupta	7023158710	jjgupta@nic.in	-	domestic	-	-
2	Water Tax	Ajarpur		Jyoti	7023158710	-	-	commercial	Big	Compan

6.2.3 - Entry can be edited or deleted based on action selected.

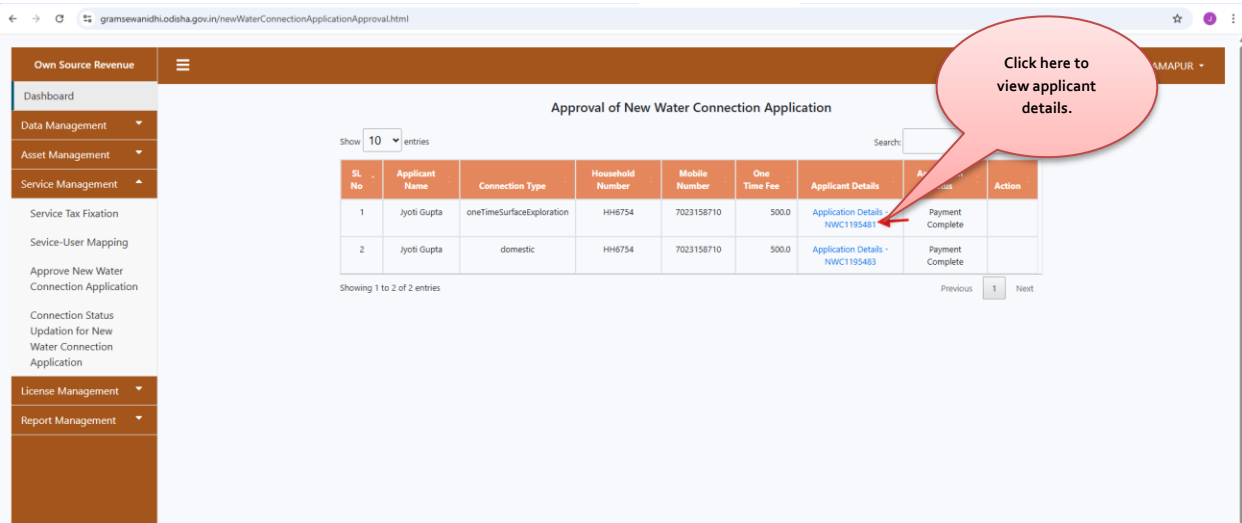
This screenshot shows the same beneficiary list table as in 6.2.2, but with an additional "Action" column. This column contains edit (pencil) and delete (trash) icons for each entry. Red arrows point to these icons, indicating that entries can be modified or removed.

Capacity of Storage Tanks(Litre)	Eligible for Exemption?	Reason/Scheme for Exemption	One Time Fee	Monthly Water Fee	Last Paid (Year/Month-Year)	Last Payment Date	Amount Collected	Balance Amount	Action
-	No	-	500.0	100.0	03-2023	01-11-2023	1100.00	3200.00	[Edit] [Delete]
-	No	-	200.0	300.0	06-2025	06-06-2025	900.00	1500.00	[Edit] [Delete]

6.3. - GP Admin can view and approve the application of new water connection from end user by selecting below option



6.3.1 - GP Admin can view the applicant details by clicking on the Application Details link.



Once Clicked it will show the applicant details

New Water Connection Application Summary

Water Connection Details

Connection Type : oneTimeSurfaceExploration
Establishment Type :
Commercial Purpose :
One Time Water Exploration Reason : For Borewell Purpose
Water Connection One Time Fee : 500
No. Of Taps : 1
Is Storage Water Tank? : No
Type of Storage Tank :
Capacity of Storage Tank : null
Is Eligible for Exemption? : No
Scheme Name/Reason For Exemption :
Village : Satyabhampur

Applicant Details

Applicant Name : Jyoti Gupta
Mobile No : 7023158710
Email : j.gupta@nic.in
PAN Number :
Household Number : HH6754

Uploaded Documents

User Photo: [Applicant_photo_119548_20112025_083144.jpg](#) Supporting Document For Exemption:

6.4 - If the taps are installed at user address after payment done by user. GP Admin can update the status corresponding to the application under below option

Update Water Connection Status

Sl. No.	Applicant Name	Connection Type	Household Number	Mobile Number	License Fee	Applicant Details	Approval Status	Update Connection Status
1	Jyoti Gupta	domestic	HH6754	7023158710	500.0	Application Details - NWC1195483	Payment Complete	

Showing 1 to 1 of 1 entries

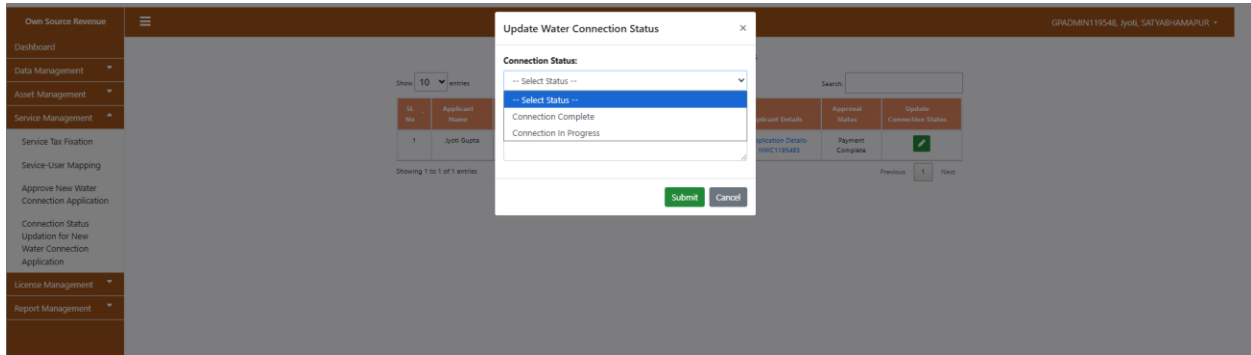
6.4.1 - Click on below highlighted icon to change the status.

Update Water Connection Status

Sl. No.	Applicant Name	Connection Type	Household Number	Mobile Number	License Fee	Applicant Details	Approval Status	Update Connection Status
1	Jyoti Gupta	domestic	HH6754	7023158710	500.0	Application Details - NWC1195483	Payment Complete	

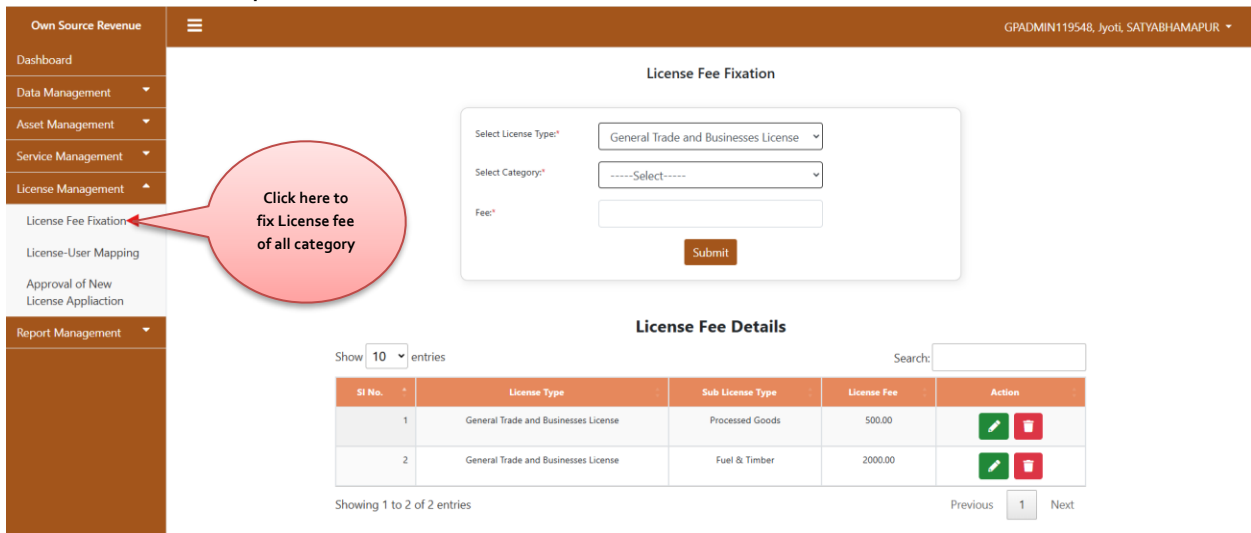
Showing 1 to 1 of 1 entries

6.4.2 - Select the required status, add remarks and submit.



7. License Management

7.1 - Choose this option to fix the license fee for trades.



7.1.1 - Choose the license type, trade category, enter amount and submit. The entry can be edited or deleted by selecting the appropriate option.

License Fee Fixation

Select License Type*: **General Trade and Businesses License** (Selected)
 Select Category*: ----Select----
 Fee*:
 General Trade and Businesses License
 Minor Forest Product License
 Offensive Trade License
 Submit

License Fee Details

Show 10 entries Search:

Sl No.	License Type	Sub License Type	License Fee	Action
1	General Trade and Businesses License	Processed Goods	500.00	
2	General Trade and Businesses License	Fuel & Timber	2000.00	

Showing 1 to 2 of 2 entries Previous 1 Next

7.2 - Choose this option for License- User mapping.

License-User Mapping

License Type*: **General Trade and Businesses License** (Selected)
 Category*: ----Select----
 Village*: ----Select----
 Name of User*:
 Mobile Number*:
 Email ID:
 PAN No.:
 GST No.:
 License Fee (Per Year)*: 0000
 Year of Issuance*:
 License Valid Upto*: 0000
 Total License Fee*:
 Upload User Photo*:
 Choose File no file chosen
 Submit

License-User Details

Show 10 entries Search:

Sl No.	License Type	Sub License Type	Name of the User	Mobile Number	Email ID	PAN No	Year of Issuance	License Valid Upto	License Fee(per year)	Total License Fee	Action
1	General Trade and Businesses License	Processed Goods	Alarup Jyoti	7827354874			2021	2026	500.00	2500.00	

Showing 1 to 1 of 1 entries Previous 1 Next

Based on the selection of License type, the table for license-user mapping data will be populated.

7.3 - GP Admin can view and approve the applications for new trade license under below option.

The screenshot shows the 'Approval of License Application' interface. On the left, a sidebar menu lists various options, with 'Approval of New License Application' highlighted. A red callout bubble points to this menu item with the text: "Click here to view and approve applications for new license". The main content area displays a table of license applications.

Sl No	Owner Name	Trade Name	License Type	Sub License Type	License Fee	License Application Details	Approval Status	Action
1	Jyoti Gupta	Jyoti Enterprises	General Trade and Businesses License	Fuel & Timber	2000.0	View- LA1195480001	Approved	

7.3.1 - GP Admin can view the applicants details by clicking on the link as highlighted below.

This screenshot shows the same table as above. A red callout bubble points to the 'View- LA1195480001' link in the 'License Application Details' column, with the text: "Click here to view applicant details".

The screenshot displays the 'License Application Summary' page. It contains the following sections:

- Trade Details:**
 - Trade Name: Jyoti Enterprises
 - Trade Period: 5 year(s)
 - Total License Fee: 10000
 - Sub License Type: Fuel & Timber
 - Premise Type: Independent
 - Commencement Date: 27/11/2025
 - License Fee: 2000
 - License Type: General Trade and Businesses License
 - Village: Satyabhamapur
- Owner Details:**
 - Owner Name: Jyoti Gupta
 - Mobile No: 7023158710
 - PAN Number: GHFD6754R
 - Father/Husband Name: Anant Kumar
 - Email: j.gupta@nic.in
 - Address: Madhusudan Nagar
- Uploaded Documents:**
 - Applicant Photo: [Photo_20112025_082625.jpg](#)
 - RoR File: [RoR_20112025_082625.pdf](#)
 - ID Proof: [ID_Proof_20112025_082625.pdf](#)
 - NoC File:
 - Other Document:

8. Report Management

8.1 - GP Admin can view the collection report for a particular interval under below option.

The screenshot displays the 'Own Source Revenue' dashboard. On the left sidebar, the 'Report Management' menu is expanded, showing 'OSR GP Collection Report' as a selectable option. The main content area features a 'GP Collection Report' form with the following fields: 'From Month Year:' (format dd-mm-yyyy), 'To Month year:' (format dd-mm-yyyy), and 'Component Type:' (a dropdown menu). A 'Get Report' button is positioned to the right of these fields. Below the form, there is a table with columns: 'Sl No.', 'Asset/Service/License Type Name', 'Asset/Service/License Name', 'User Name', 'Receipt Id', 'Amount', 'Payment Mode', 'Transaction Id', 'On Id', and 'Settled'. The table currently shows 'No data available'. A search bar is located to the right of the table. At the bottom of the table, it says 'Showing 0 to 0 of 0 entries'. A callout bubble with a red border and white background points to the 'OSR GP Collection Report' link in the sidebar, containing the text: 'Click here to view Collection report for a selected time period'. In the top right corner of the dashboard, the user ID 'GPADMIN119548, Jyoti, SATYABHAMAPUR' is visible. A note at the bottom right of the form area states: 'NB: Payment is received against ReceiptId. TransactionId is created after successful payment.' There are 'Excel' and 'Print' buttons next to the note.

Note : All the data shown in above screenshots are dummy data. Please select the options and enter data as per your requirement.