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Government of India
Ministry of Rural Development
(MGNREGA Division)

Krishi Bhavan, New Delhi
Dated: 8th June 2016

To

The Principal Secretary/Secretary
(In-charge - Mahatma Gandhi NREGA)
Department of Rural Development/Panchayati Raj
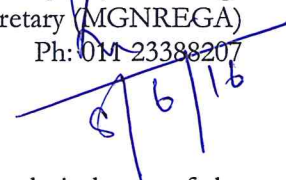All States /UTs

Madam/Sir,

Sub: Online Photo Portal for MGNREGA - FOCUS – Uploading of photographs of Sustainable Assets – Reg.

It has been decided to create an online repository of photographs of sustainable assets created under MGNREGA and enable it for public viewing through the MGNREGA website. In view of this, the Ministry has developed an online photo portal for the photographs of sustainable assets created under MGNREGA. It has been branded as **FOCUS**.

2. States can upload photographs of the sustainable assets created under MGNREGA on to FOCUS. These photographs will be available in public domain after being moderated at Ministry level. The portal is planned to be launched on 2nd Feb 2017, after uploading of minimum 10,000 photographs. Each State is therefore requested to upload a minimum of 600 photographs within a period of two months. The User Manual and Guidelines for FOCUS is attached herewith. Facility for uploading photographs are enabled at State and DPC data entry login.

3. Therefore, you are requested to make necessary arrangements to capture good quality photographs of each asset and start uploading those photographs on to FOCUS. As one photograph per work can be uploaded, kindly ensure that the best photographs of the assets are provided for public viewing.

4. The State IEC Nodal Officer of your State may be instructed to coordinate the activities. S/he may also remain as the point of contact with the Ministry for this assignment.

5. The expenditure for this may be met from the 6% administrative cost, and booked as an IEC activity.

Yours faithfully

Encl: as above

Aparajita Sarangi
Joint Secretary (MGNREGA)
Ph: 011-23388207

Copy to:

1) The Senior Technical Director (NIC) (Requesting to implement the technical part of the portal and submit periodical data on progress, and to upload this letter on MGNREGA website)
2) PPS to SRD / PPS to AS (RD) / PPS to JS (IEC) for kind information

FOCUS

The online photo portal of MGNREGA for sustainable assets

Guidelines and User Manual

Guidelines

1) States can upload photographs from their State login and DPC login
2) Good quality of photographs of sustainable assets need to be uploaded
3) This portal is intended for public viewing and hence the richness of the portal lies exclusively on the quality of the photographs uploaded.
4) **Technical Quality of Photographs:**

   Camera: DSLR professional camera
   Format: jpeg/jpg
   Resolution of the photograph: not more than 300 KB (If the original photograph is more than 300 KB, please reduce its size using Windows Paint, a software available in all computers)

5) **Creative Quality**

   Frame: Rather than having a plain frame of the assets, it would be better if the frame has some action integrated with the community using it. Or it can be associated with a story of communities using the assets. In such cases, names of the beneficiaries framed should also be provided in the appropriate space provided.

6) **The portal will not allow to upload more than one photograph for the same Work Code.**

User manual

A) Uploading of Photographs

Photographs of sustainable assets can be uploaded from the given option in DPC and State Data entry login.

1. Login from State data entry/DPC and after successfull login , following screen will appear

2. Click in the link "Upload Photographs" under FOCUS (Online Photo Portal)

3. User has to select District, Block and Panchayat (location of the work)   to which the photograph belongs

4. **Work** : Work type of the work

5. **Work Code**: User has to select work code of the work in NREGASoft.

6. **Year of completion**: User has to select the year of completion of work.

7. **Constructed under**: User has to mark whether the work was done under MGNREGA only or through convergence with any other scheme

8. **Image Title**: User has to enter a short title regarding the image. This will be used to display the image in the gallery. It should not be more than 50 characters.

9. **Image Description**: User has to fill a description of the image in 100 characters, in English

10. **Upload Image**: User has to select the work photograph to be uploaded. Photo size must be between 150 KB to 300 KB.

11. **Upload**: Click the upload button to upload the photograph on to the server. Uploaded Image will be displayed below with current status. Uploaded photographs shall be available to moderator for approval /rejection. Only approved photographs shall be available in public gallery to view.

B) Moderator

1.   Login as moderator

Path nrega.nic.in-> MoRD-> FOCUS Moderator Login

Once the above link is clicked, the following screen will appear

Once successfully logged in, the following screen will appear:

Click "Images Moderate" link then the following screen will be displayed:

Images Moderate Screen:-

State Name: Moderator has to select the state for which photographs have to be moderated.

Select for national view: Moderator can mark any photograph to view at national level.

Status: Moderator can select Accept or Reject or Defer status for a photograph

> **"Accept"** - Photograph will be approved and visible in the gallery
> **"Reject"** - Photograph rejected by moderator with comment and will available in the login from where it was uploaded for modification/Deletion.
> **"Defer"** - Moderator will accept/reject later.

C) <u>Photo Gallery (Public View)</u>

Public can view the photographs uploaded in FOCUS by clicking the link given on the home page of www.mgnrega.nic.in

Viewer can view the image after applying the combination of any of the following filters:

> **State**
> **District**
> **Block**
> **GP**
> **Category**

Screen shot of the filters is given below.