User Manual For Filling Online Scorecard

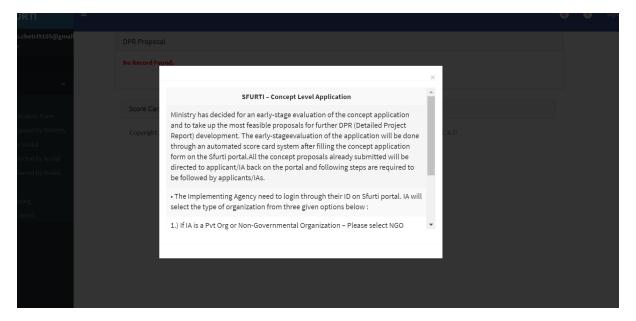## Step 1: Registration of Implementing Agency Under SFURTI

Applicant can register as Implementing Agency through the Sfurti portal and create the user Id and password for sign in.
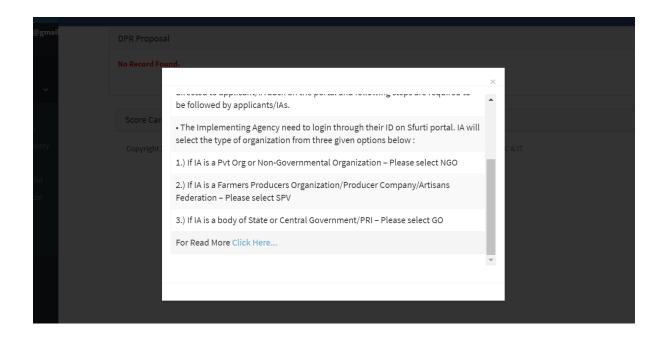
Applicants who have already registered as Implementing Agency, they can directly go to the login page to sign in.

Step 2: Downloading Instruction/Guidelines For Filling Concept Application and Scorecard.
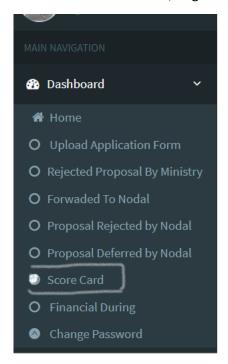
Post registration once the applicant login to the portal, the pop up of the instructions as well as user manual will be displayed. Please download these files to be used as reference while filling the scorecard. These are as below:

• The Implementing Agency need to login through their ID on Sfurti portal. IA will select the type of organization from three given options below :

1.) If IA is a Pvt Org or Non-Governmental Organization – Please select NGO

2.) If IA is a Farmers Producers Organization/Producer Company/Artisans Federation – Please select SPV

3.) If IA is a body of State or Central Government/PRI – Please select GO
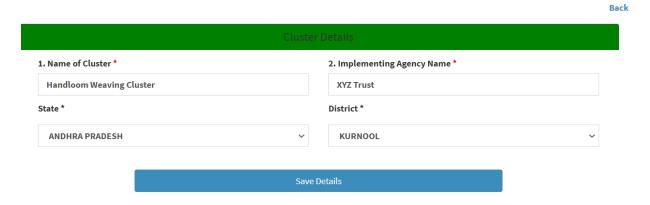
For Read More Click Here...

Step 3: Select 'Scorecard' from the dashboard.

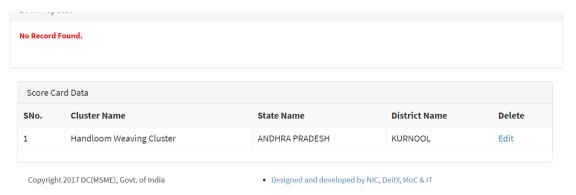Please select the option of 'Scorecard' from the dashboard, as given below.

Step 4: Filling basic details form as below, after login.

Applicant needs to fill the basic details as given below and save the details.

Cluster Details	
1. Name of Cluster *	**2. Implementing Agency Name ***
Handloom Weaving Cluster	XYZ Trust
State *	**District ***
ANDHRA PRADESH	KURNOOL

Save Details

Step 5: Select 'Edit' Option To Proceed Further

Once the "Cluster Details' are Saved the below page will be displayed. Kindly select the 'Edit' option to start filling the form and scorecard

No Record Found.

Score Card Data

SNo.	Cluster Name	State Name	District Name	Delete
1	Handloom Weaving Cluster	ANDHRA PRADESH	KURNOOL	Edit

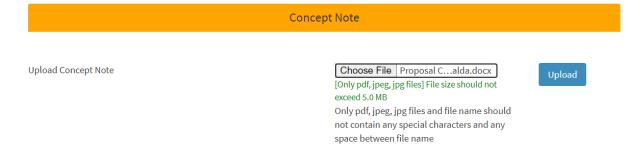• Designed and developed by NIC, DeitY, MoC & IT

Step 6: Upload The Duly Filled Concept Application Form

The concept level application form needs to be filled and uploaded in this section. The format of the application form is uploaded in the portal and can be found on your dashboard.

If the proposal application form has already been filled earlier, kindly upload the same, if necessary, with few modifications.

New applicants must download the format of the Proposal Application Form from the dashboard and duly fill all the details of the application form.

Please note: To fill the indicators of the Scorecard, the proposal application form needs to be uploaded first, otherwise the scorecard cannot be filled.
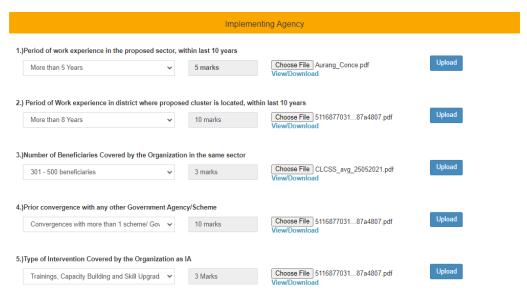
Step 7: Filling of details against each indicator.

Please refer to the explanation for each indicator as given in the 'Instructions For Scorecard'

Select the options of each indicator and automatically the marks will be assigned as per scoring criteria.

Supporting document for respective indicator to be uploaded simultaneously, while selecting the options for the same indicator and before moving to the next indicator. The process of uploading of supporting document has been given, in the next step.

Step 8: Uploading of Supporting Evidence

To upload the supporting evidence for each indicator, choose file and upload the same, for respective indicator.

Once the form is uploaded against the indicator, it will complete the process for the same indicator and the message of *'Record Submitted Successfully'* will be displayed.

Implementing Agency

1.)Period of work experience in the proposed sector, within last 10 years
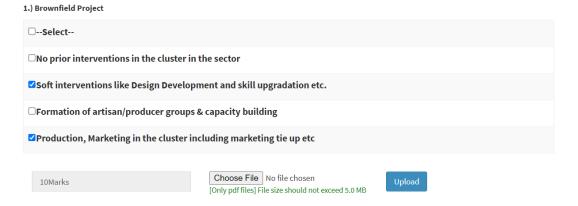
| More than 5 Years ⌄ | 5 marks | Choose File No file chosen View/Download | **Record is submitted successfully.** Upload |

2.) Period of Work experience in district where proposed cluster is located, within last 10 years

| More than 8 Years ⌄ | 10 marks | Choose File No file chosen View/Download | Upload |

3.)Number of Beneficiaries Covered by the Organization in the same sector

| 301 - 500 beneficiaries ⌄ | 3 marks | Choose File No file chosen View/Download | Upload |

4.)Prior convergence with any other Government Agency/Scheme

| Convergences with more than 1 scheme/ Gov ⌄ | 10 marks | Choose File No file chosen View/Download | Upload |

5.)Type of Intervention Covered by the Organization as IA

| Trainings, Capacity Building and Skill Upgrad ⌄ | 3 Marks | Choose File No file chosen View/Download | Upload |

Step 9: Filling Information In Case Of Multiple Option Selection

There are certain indictors which may require to select multiple options, as mentioned in the explanation given in the instruction file. In those cases, please select multiple indicators from the checkbox, example given as below:

1.) Brownfield Project

☐ --Select--

☐ No prior interventions in the cluster in the sector

☑ Soft interventions like Design Development and skill upgradation etc.

☐ Formation of artisan/producer groups & capacity building

☑ Production, Marketing in the cluster including marketing tie up etc

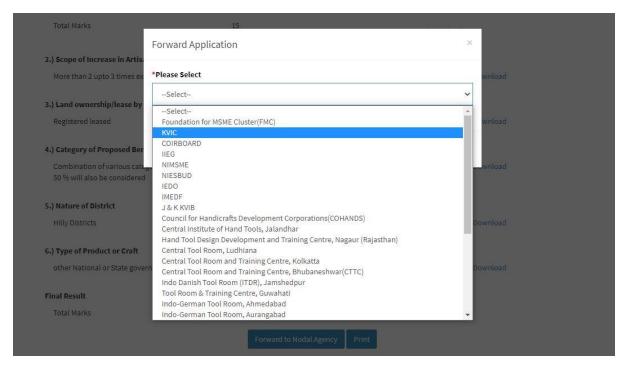| 10Marks | Choose File No file chosen [Only pdf files] File size should not exceed 5.0 MB | Upload |

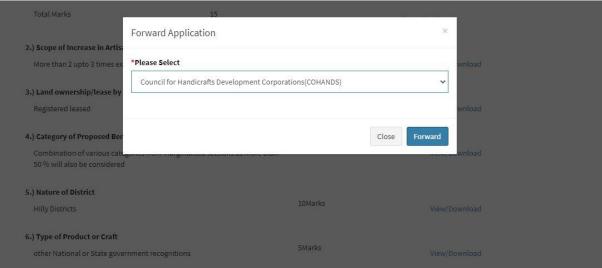### Step 10: View Scorecard & Forward To Nodal Agency

Once the details of all indicators of both the sections are filled then the applicant can view the scorecard from the tab of 'View Scorecard'.

Sectoral Experience and Exposure

1.) Period of work experience in the proposed sector, within last 10 years

More than 1 Year - 2 Years   2Marks   View/Download

2.) Period of Work experience in district where proposed cluster is located, within last 10 years

More than 2 Years-5 Years   6Marks   View/Download

3.) Length of existence of the Organization.

More than 4 Years - 7 years   6Marks   View/Download

4.) Number of Beneficiaries covered by the Organization in the past, in the district where cluster is locatedin any development related intervention.

301 - 500 beneficiaries   3Marks   View/Download

5.) Type of Intervention Covered by the Organization as IA

Mobilisation and formation of collectives/PGs/SHGs/FPOs   3Marks   View/Download

Financial Capacity of IA

1.) Average Annual Expenditure or Budget in last 3 Years

More than 50 L   5Marks   View/Download

2.) Average Annual Funding from Govt Bodies (State/Central in Last 3 Years)

More than 50 L   5Marks   View/Download

3.) Average Annual Funding from Non- Governmental Sources, CSR, Medium and Large Funding Agencies or any other source (Last 3 years)

More than 50 L   5Marks   View/Download

2.) Scope of Increase in Artisans' Incomes

More than 2 upto 3 times existing income in year 1   3Marks   View/Download

3.) Land ownership/lease by SPV (minimum 5000 sqft)

Registered leased   5Marks   View/Download

4.) Category of Proposed Beneficiary

Combination of various categories from marginalised sections as more than 50 % will also be considered   5Marks   View/Download

5.) Nature of District

Hilly Districts   10Marks   View/Download

6.) Type of Product or Craft

other National or State government recognitions   5Marks   View/Download

Final Result

Total Marks   78 Marks

Forward to Nodal Agency   Print

Please select the preferred Nodal Agency from the drop-down list.

Kindly click the forward button after selecting the Nodal Agency and the final scorecard with Application and All uploaded supporting document will be forwarded to the concerned Nodal Agency.

Step 11: Submission Intimation And End Of Process

Once the scorecard is forwarded the below message will be displayed and the scorecard can be printed, if required.

5.) Nature of District

Hilly Districts

10Marks

View/Download

6.) Type of Product or Craft

other National or State government recognitions

5Marks

View/Download

Final Result

Total Marks

78 Marks

Print

Your ScoreCard is already send to Nodal Agency