



Procurement Centre Self-Assessment Portal
स्वरीद केंद्र स्व.मूल्यांकन पोर्टल

PCSAP

User Manual – Superadmin Login

Prepared by:
Quality Council of India



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USER MANUAL PCSAP – SUPERADMIN LOGIN

PCSAP URL: <https://pcsap.in>

PCSAP
Procurement Centre Self-Assessment Portal
खरीद केंद्रों के स्व-मूल्यांकन पोर्टल

Government of India
Department of Food & Public Distribution
Ministry of Consumer Affairs, Food & Public Distribution

PC Login

Officer Login

Note:

- PC Login is available for Procurement Centers self-assessment.
खरीद केंद्रों के स्व-मूल्यांकन के लिए पी सी लॉगिन उपलब्ध है।
- Officer login is available for DFPD, FCI HQ and State officials.
अधिकारी लॉगिन डी एफ पी डी, एफ सीआई मुख्यालय और राज्य अधिकारियों के लिए उपलब्ध है।

Click on "Officer Login" to proceed

1. LOGIN PAGE

PCSAP Procurement Centre Self-Assessment Portal
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In case of any queries,

Login / लॉग इन

LoginID / लॉगिन आईडी
Login ID / लॉगिन आईडी

Password / सुरक्षा पिन
Password / सुरक्षा पिन

This is required

Show Password (सुरक्षा पिन दिखाएँ) [Forgot your password? \(सुरक्षा पिन भूल गए\)](#)

Sign In / साइन इन

[User Manual / उपयोगकर्ता पुस्तिका](#) -
[FAQ / सामान्य प्रश्न](#) -

Register Here / अकाउंट बनाये

[Privacy Policy](#)

Enter the Login ID and Password to access Superadmin dashboard and click on Sign In.

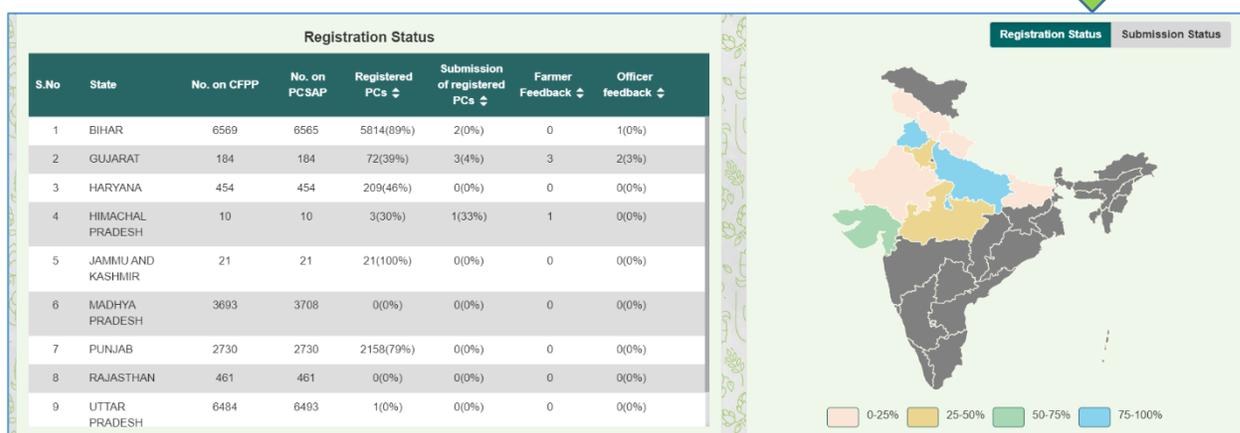
Dashboard of the new season will be the landing page.

2. SUPERADMIN DASHBOARD OVERVIEW



- Top section with navigation / menu bar features various menus for accessing sections on the portal.
- Multiple cards display PC data according to various criteria, such as Total Planned PCs, Total PC Registered, Final Submissions done, Pending Submissions, Flagged Submissions, Farmer Feedback data, and Officer Feedback data status.
- Data presented for National Level Maturity Status in the section below data cards.
- Data table for PCs Registration Status and Submission Status, including details for CFPP and PCSAP; Farmer Feedback and Officer Feedback data status. Drill down to access data by state, district, and PC-wise.

Toggle the Button to switch between Registration and Submission Status.



- Maturity Level Status Data can be viewed in the table below the Registration Status section

Maturity Level Status							
S.No	State	L0	L1	L2	L3	L4	L5
1	BIHAR	0%	0%	0%	0%	0%	0%
2	GUJARAT	0%	0%	0%	0%	0%	0%
3	HARYANA	0%	0%	0%	0%	0%	0%
4	HIMACHAL PRADESH	0%	0%	0%	0%	0%	0%
5	JAMMU AND KASHMIR	0%	0%	0%	0%	0%	0%
6	MADHYA PRADESH	0%	0%	0%	0%	0%	0%
7	PUNJAB	0%	0%	0%	0%	0%	0%
8	RAJASTHAN	0%	0%	0%	0%	0%	0%
9	UTTAR PRADESH	0%	0%	0%	0%	0%	0%
10	UTTARAKHAND	0%	0%	0%	0%	0%	0%

f) QC Status, QC On-ground Status, and Farmer Feedback data are depicted in the last section(Data will be reflected once the activity gets started).



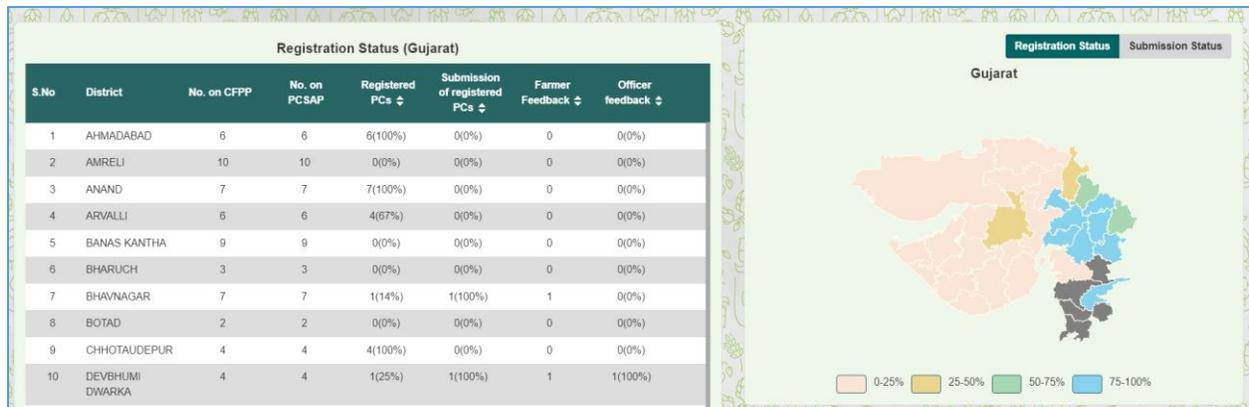
2.1 Registration Status of PCs

Data table and geo-graphical map for PCs Registration Status including details for CFPP and PCSAP



Drill down to access registration data district, and PC-wise

a) District-wise Status



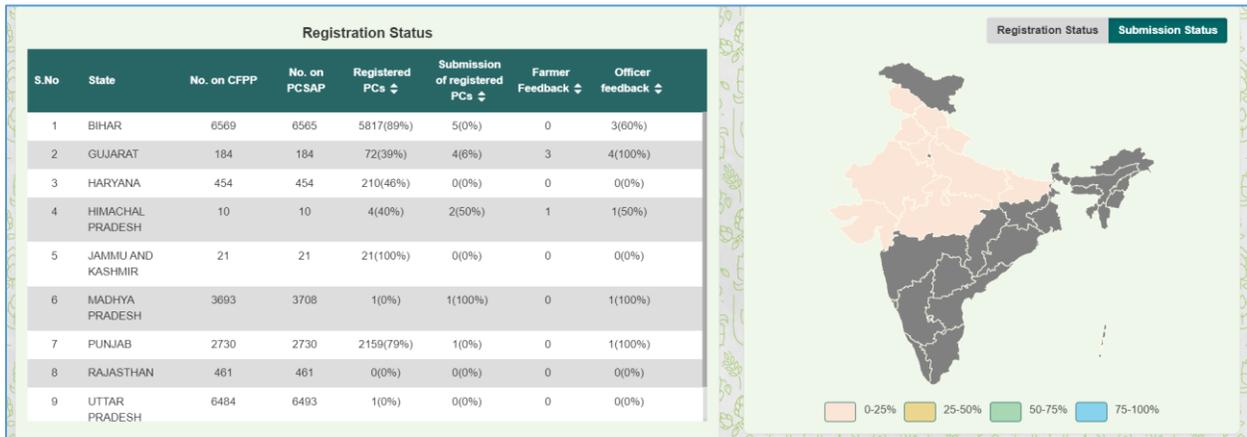
b) PC-wise Status

- PC Status allows user to select and check the status of their PC through the available filter option available.
- PC-wise Summary Report, aligned with the current PC-wise status, is accessible for viewing.
- PC-wise View Details to view the registration details of PC.
- Farmer Feedback Report and Officer Feedback Report for viewing is available here.

S.No	State	District	PC ID	PC Name	PC Status	Maturity Status	Report	View Details	Farmer Feedback	Officer Feedback
1	GUJARAT	GIR SOMNATH	411	GIR GADHADA GODOWN	Incomplete	NA	Summary Report	View Details	View Report	View Report
2	GUJARAT	GIR SOMNATH	720	KODINAR GODOWN	Completed	NA	Summary Report	View Details	View Report	View Report
3	GUJARAT	GIR SOMNATH	606	SUTRAPADA GODOWN	Incomplete	NA	Summary Report	View Details	View Report	View Report
4	GUJARAT	GIR SOMNATH	603	TALALA GODOWN	Incomplete	NA	Summary Report	View Details	View Report	View Report
5	GUJARAT	GIR SOMNATH	605	UNA GODOWN	Incomplete	NA	Summary Report	View Details	View Report	View Report
6	GUJARAT	GIR SOMNATH	604	VERAVAL GODOWN	Incomplete	NA	Summary Report	View Details	View Report	View Report

2.2 Submission Status of PCs

Submission Status of PCs as per the Registration status. Drill down to access submission data district, and PC-wise



2.3 DOWNLOAD TAB

- a) Dropdown displaying procuring states, to access PC-wise and district-wise data for each state. When a state is clicked, the district-wise details downloaded in Excel format.

The screenshot shows the PCSAP dashboard with a dropdown menu open for state selection. The dashboard includes several key metrics and a table for registration status.

S.No	State	No. on CFPP	No. on PCSAP	Registered PCs	Submission of registered PCs	Farmer Feedback	Officer feedback
1	BIHAR	6569	6565	5817(89%)	5(0%)	0	3(60%)
2	GUJARAT	184	184	72(39%)	4(6%)	3	4(100%)
3	HARYANA	454	454	210(46%)	0(0%)	0	0(0%)
4	HIMACHAL PRADESH	10	10	4(40%)	2(50%)	1	1(50%)

- b) When a state is selected, the data automatically downloads in the predefined Excel formats upon clicking.

The screenshot shows the PCSAP dashboard with a download history window open. The window displays a recent download of 'ASSAM.xlsx' (7.2 KB, 7 minutes ago).

- c) Overview of State & District PC-wise status data in the downloaded excel file

	A	B	C	D	E	F
1	State Name	District Name	PC Id	PC Name	PC Status	
2	ASSAM	BAJALI	1715	Pathsala	Completed	
3	ASSAM	BAJALI	1717	Nityanand	Completed	
4	ASSAM	BAJALI	1857	Kharadha	Completed	
5	ASSAM	BAJALI	1874	Puthimari	Completed	
6	ASSAM	BAKSA	1718	Baganpara	Completed	
7	ASSAM	BAKSA	1719	Bhotepow	Completed	
8	ASSAM	BAKSA	1720	Medha	Completed	
9	ASSAM	BAKSA	1721	Nikasi	Completed	
10	ASSAM	BAKSA	1722	Gobardha	Completed	
11	ASSAM	BAKSA	1723	Salbari	Completed	

2.4 QC ADMIN MODULE

2.4.1 QC Register

- a) To initiate the registration for the QC Coordinator role, please click on the 'Register' button

The screenshot shows a dashboard with a yellow header containing navigation links: 'Dashboard / डैशबोर्ड', 'Download / डाउनलोड', 'QC / क्यू सी', and 'Download Raw Data'. A dropdown menu is open under 'QC / क्यू सी', listing 'Register / अकाउंट बनाये', 'Allocation / आवंटन', and 'Allocated QC/ आवंटित क्यू सी'. Below the header, there are two statistics boxes: 'TOTAL PC REGISTERED 39202(90%)' and 'ASSIONS 35618(91%)'.

- b) Registration process entails filling in input fields such as Name, Email, and Mobile Number.
- c) QC Login IDs are system-generated, while passwords are set to the mobile numbers provided during registration.

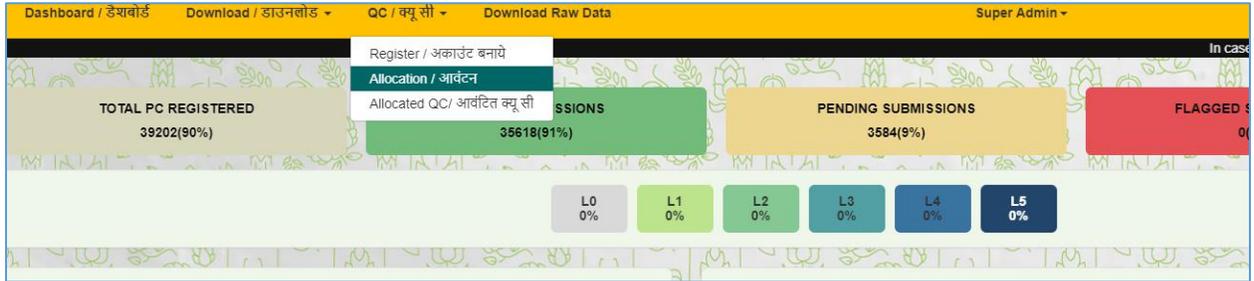
The registration form is titled 'QC details' and includes the following fields: 'QC Person', 'Email', 'Confirm Email', and 'Mobile No'. A 'Register' button is located at the bottom of the form.

- d) Within the registration page includes section that provides overview of other QC registrations.
- e) Admin has the authority to make the QC coordinator active/inactive after selection through checkbox

S.No	LoginID	QC Person	Email	Mobile	Status	Checkbox
1	QC007	Mudassir	mudassir.tayyab@qcin.org	7210694663	Active	<input type="checkbox"/>
2	QC006	Ashutosh	ashutosh.pandey@qcin.org	8668349117	Active	<input type="checkbox"/>
3	QC005	Hariom	hariom.singh@qcin.org	8756071125	Active	<input type="checkbox"/>
4	QC004	Somya	somya.vijayvergia@qcin.org	9461016889	Active	<input type="checkbox"/>
5	QC003	Sanjana	sanjana@qcin.org	8882164207	Active	<input type="checkbox"/>
6	QC002	Nitika	nitikamehandiratta31@gmail.com	9138209002	Active	<input type="checkbox"/>
7	QC001	Suhail	mohd.suhail40449@gmail.com	8193055309	Active	<input type="checkbox"/>

Buttons: InActive, Active

2.4.2 QC Allocation



- Click on the ‘Allocation’ option to initiate the process of assigning PCs to the QC Coordinator.
- Select State, District, QC Coordinator, and select check box in the PCs list & click on “Allocate” button.

Allocation details

State:

District:

QC Coordinator:

Sno	State	District	Procurement Center Id	Procurement Center Name	Checkbox
1	ANDHRA PRADESH	ALLURI SITHARAMA RAJU	903140005	RBK - CHINTHALAPUDI	<input type="checkbox"/>
2	ANDHRA PRADESH	ALLURI SITHARAMA RAJU	903140017	RBK - SARABHANNAPALEM	<input type="checkbox"/>
3	ANDHRA PRADESH	ALLURI SITHARAMA RAJU	904010008	RBK - D.VELAMALAKOTA	<input type="checkbox"/>
4	ANDHRA PRADESH	ALLURI SITHARAMA RAJU	904020005	RBK - CHAVITIDIBBALU	<input type="checkbox"/>
5	ANDHRA PRADESH	ALLURI SITHARAMA RAJU	904020014	RBK - GURTHEDU	<input type="checkbox"/>
6	ANDHRA PRADESH	ALLURI SITHARAMA RAJU	904020015	RBK - Y RAMAVARAM	<input type="checkbox"/>

Allocation done as below:

Allocation details

State:

District:

Qc Coordinator:

Sno	State	District	Procurement Center Id	Procurement Center Name	Checkbox
1	GUJARAT	BHAVNAGAR	595	SHIHOR GODOWN	<input checked="" type="checkbox"/>

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Dashboard / डैशबोर्ड Download / डाउनलोड

Super Admin -

In case of any queries, please m

Allocation successfully done.

Allocation details

State:

District:

Qc Coordinator:

Sno	State	District	Procurement Center Id	Procurement Center Name	Checkbox
1	GUJARAT	BHAVNAGAR	595	SHIHOR GODOWN	<input checked="" type="checkbox"/>

2.4.3 QC Allocated

a) Navigate to the 'Allocated QC' section and click to access the status of the allocated PCs



b) List on the Allocated QC page for the QC Coordinator and status can be viewed.

APPROVED 0 (0%)		FLAG RAISED 0 (0%)		PENDING QC 1 (0%)	
Search by PC ID		Search by PC Name		Search	
Sno	QC Person	Approved	Pending	Flagged	Total
1	Ashutosh	0	0	0	0
2	Hariom	0	0	0	0
3	Mudassir	0	0	0	0
4	Nitika	0	1	0	1
5	Sanjana	0	0	0	0
6	Somya	0	0	0	0
7	Suhail	0	0	0	0

2.4.4 QC Coordinator Login & Dashboard with QC Flow Screens

- URL: <https://pcsap.in/User/Login>
- Login to QC Coordinator Dashboard by entering the Login Id generated and mobile number as password.




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In case of any queries, please mail us at : pcsap.support@qcin.org

Login / लॉग इन

LoginID / लॉगिन आईडी
QC005

Password / सुरक्षा पिन
8756071125

Show Password (सुरक्षा पिन दिखाएँ) Forgot your password? (सुरक्षा पिन भूल गए)

Sign In / साइन इन

User Manual / उपयोगकर्ता पुस्तिका ▾

FAQ / सामान्य प्रश्न ▾

Register Here / अकाउंट बनाये

- QC Coordinator Landing Screen as below.
- Various status of the PC Allocated, Completed, Flag Raised, and Pending QC can be viewed through cards on the Dashboard.

e) Click on 'Pending QC' tab to proceed for QC Assessment of the allocated PC.

The screenshot shows the PCSAP dashboard for Hariom. At the top, there are navigation links: "Dashboard / डैशबोर्ड", "User Manual / उपयोगकर्ता पुस्तिका", and "FAQ / सामान्य प्रश्न". The user profile "Hariom" is visible in the top right. Below the navigation is a summary bar with five tabs: "HARIOM", "TOTAL PC ALLOTTED 1", "COMPLETED 0", "FLAG RAISED 0", and "PENDING QC 1". The "PENDING QC" tab is highlighted. Below this is a table with the following data:

S.No	State	District	PC ID	PC Name	Form Submission date&time	Form Allocation date&time	Form Re-Submission date&time	Form Status
1	Gujarat	Bhavnagar	595	SHIHOR GODOWN	21/05/2024 15:54:29	24/05/2024 18:07:02		Pending QC

f) The below documents evaluation dashboard shows upon proceeding for QC

The screenshot shows the "Documents Evaluation" dashboard for "2444349590 - SHIHOR GODOWN". It features an "Overall QC Progress (0/16)" bar at 0%. Below this are two tabs: "Basic Information" and "DETAILS". Under "DETAILS", there are "Self-Declaration Questions" from Q.1 to Q.16, each with a corresponding button. A "QC Submit" button is located at the bottom.

g) To proceed for QC, click on Q.1. The below screen opens to check for the options and evidences submitted by the PCs.

h) "Click on 'UPDATE' to modify the QC remarks and select the confidence level (high, medium, or low) from the drop-down menu."

i) Click the 'Flag (Yes/No)' option if a flag needs to be raised; the flag will turn red for that particular question and will also be reflected on the question palette.

j) Click on 'Save and Next' to proceed.

Dashboard / डैशबोर्ड User Manual / उपयोगकर्ता पुस्तिका - FAQ / सामान्य प्रश्न - Hariom -

For any queries, please mail us at : pcsap.support@pcin.org

Self-Declaration Questions

Q.1 Q.2 Q.3 Q.4 Q.5 Q.6 Q.7 Q.8 Q.9 Q.10 Q.11 Q.12 Q.13 Q.14 Q.15 Q.16

Question 1 : Which of the following facilities are available at the Procurement Center?

(You may select multiple options / एक से अधिक विकल्प चुन सकते हैं)

Option 1: Biometrics verification of farmers

Option 2: Procurement Center board/Banner

Option 3: Drinking water facility

Option 4: Toilet facility

Option 5: Help Desk

Option 6: Administrative building

Option 7: Drainage

Option 8: Quality check room

Evidences:

Upload photo of the selected facility located at the procurement center

	PC Remarks	Confidence Level	QC Remarks	Flag (Yes/No)
	1		<input type="button" value="UPDATE"/>	<input type="radio"/>
	2		<input type="button" value="UPDATE"/>	<input type="radio"/>

k) After finishing Q.16, below dashboard appears, to final submit the QC assessment done. Click on QC Submit to submit one QC cycle.

1626927854 - PPC_KAMALPUR

Overall QC Progress (16/16)

100%

Documents Evaluation

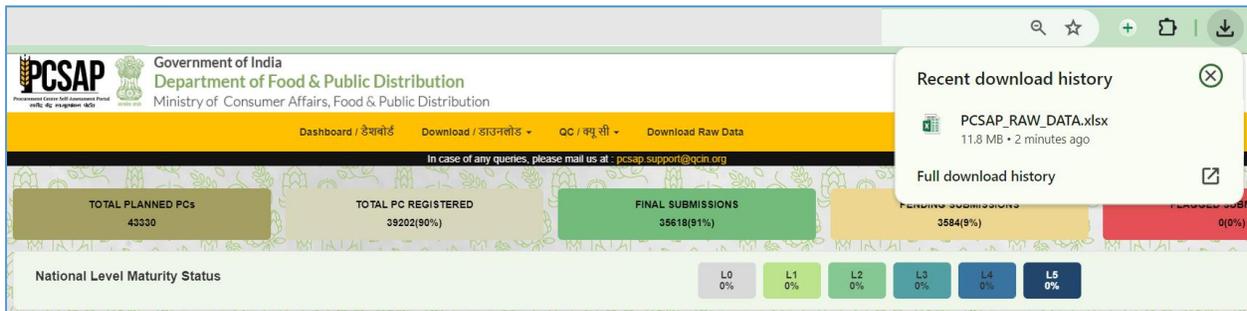
Basic Information **DETAILS**

Self-Declaration Questions

Q.1 Q.2 Q.3 Q.4 Q.5 Q.6 Q.7 Q.8
Q.9 Q.10 Q.11 Q.12 Q.13 Q.14 Q.15 Q.16

2.5 DOWNLOAD RAW DATA TAB

- Within this option, there's a Raw Data Dump available for download.
- Clicking this tab triggers an auto-download.

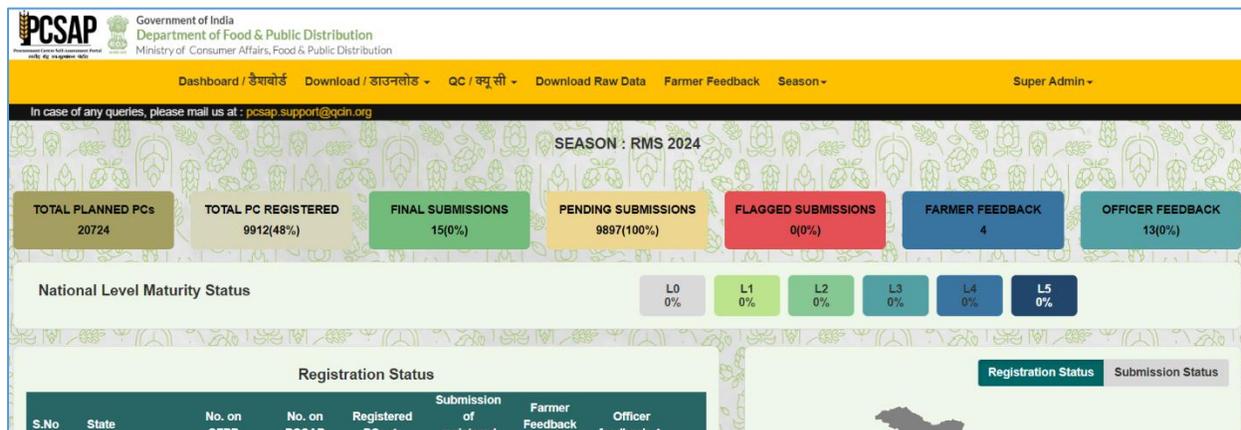


- The format for the data dump is as below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
9481	UTTAR PR.	10/27/2023 10:00	LUCKNOW	77	9.16E+08	काकोरी	Farm land		Durga gan	226101	15	500	Shashi Sin Marketing	shashijnu	9.55E+09	26.87599	80.79954	N
9482	UTTAR PR.	10/27/2023 10:02	PRAYAGR	77	9.1209616	खाद्य विभा	Others	BLOCK GO	JANGHAL,	212401	2500	500	PANKAJ KL MARKETIN	mipratap	7.91E+09	25.53937	82.31777	B
9483	UTTAR PR.	10/27/2023 10:15	AMBEDKA	77	9.12E+08	बी पेंक्स ने	Warehouse		Village -Jai	224149	1000	300	Yadvendra Sachiv	yadvendra	9.45E+09	26.22592	82.81205	B
9484	UTTAR PR.	10/27/2023 10:23	PRATAPGA	77	9.1748475	खाद्य विभा	Mandi Yard		Mahuli Mi	230403	2500	4000	Shyamoo Marketing	shyamcha	9.58E+09	25.94988	82.01478	B
9485	UTTAR PR.	10/27/2023 10:44	HATHRAS	77	9.16E+08	खाद्य विभा	Mandi Yard		Krish utap	204101	37	50	Apoorv Ag marketing	apoorvag	8.8E+09	27.61227	78.05594	B
9486	UTTAR PR.	10/27/2023 10:48	BANDA	77	9.1287190	खाद्य विभा	Others	Tindwari	Near powi	210128	2000	1000	Manish K. Marketing	mtivari	69. 8.3E+09	25.61994	80.51013	B
9487	UTTAR PR.	10/27/2023 10:53	GONDA	77	9.15E+08	UPCU SS	Farm land		Wazirganj	271124	1000	80	Karunakar Center inc	karunakar	7.8E+09	26.96141	82.11815	N
9488	UTTAR PR.	10/27/2023 11:30	LUCKNOW	77	9.16E+08	खाद्य विभा	Others	????	????? ???? - ??	226203	1000	50	???? ???? ???? ???? ?	nehaMI.fc	8.84E+09	27.0725	80.89398	B

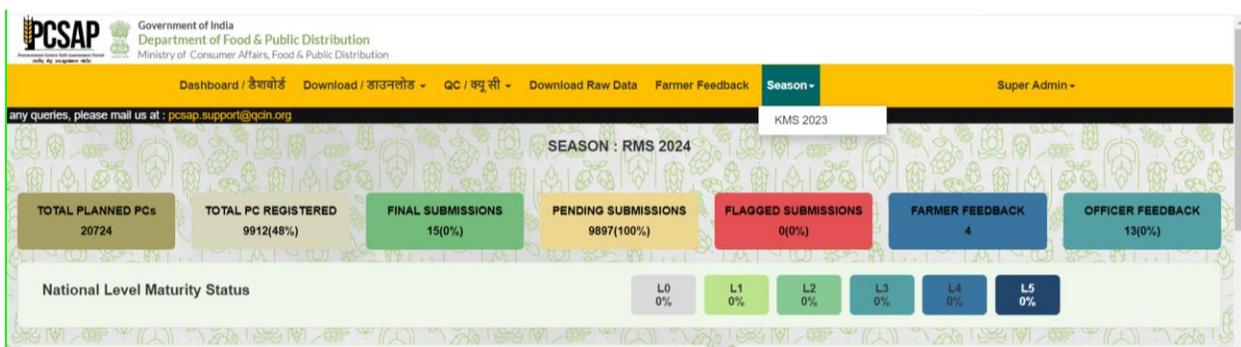
2.6 FARMER FEEDBACK TAB

Within the Superadmin Dashboard, a dedicated tab has been implemented featuring Farmer Feedback data status, allowing for the viewing of allocated PCs status per IB coordinator, related to the farmer feedback survey.



2.7 SEASON TAB

After logging into the Dashboard, a dedicated tab has been implemented featuring **Season's**, allowing access to previous season's dashboard. Click on respective season from the drop-down to switch to that dashboard.



EoD