



PCSAP

User Manual – Officer Assessment Login (Mobile App)

Prepared by:
Quality Council of India



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PCSAP – OFFICER ASSESSMENT LOGIN

USER MANUAL

1.OFFICER ASSESSMENT LOGIN - REGISTRATION



Click on "Officer Login" tab to register an Officer for Officer Assessment Module



PCSAP

PCSAP

Procurement Centre Self Assessment Portal

राष्ट्रीय खाद्य व सामाजिक वित्त विभाग

Government of India

Department of Food & Public Distribution

Ministry of Consumer Affairs, Food & Public Distribution

In case of any queries, please mail us at

Login / लॉग इन

LoginID / लॉगिन आईडी

Login ID / लॉगिन आईडी

Password / सुरक्षा प्रिन

Password / सुरक्षा प्रिन

Show Password
(सुरक्षा प्रिन दिखाएँ)

[Forgot your password?](#)
(सुरक्षा प्रिन भूल गए)

Sign In / साइन इन

User Manual / उपयोगकर्ता पुस्तिका

FAQ / सामान्य प्रश्न

Register Here / अकाउंट बनाये

Privacy Policy

For new officer registration,
click on "Register Here" and fill
the required officer details

Back to Login
sap.support@qcfin.org

Officer details:

Name

Designation

Mobile No

Email

Confirm Email

VALIDATE / मात्र

Officer's Photo

CAPTURE / विस्तक करें

Upon filling the officer details, user has to validate the email ID and mobile number.

OTP has been sent to the entered mobile number and email Id.
Please check your inbox as well as spam folder of registered email Id for OTP.
Please wait for 5 mins before clicking on validate/cancel again

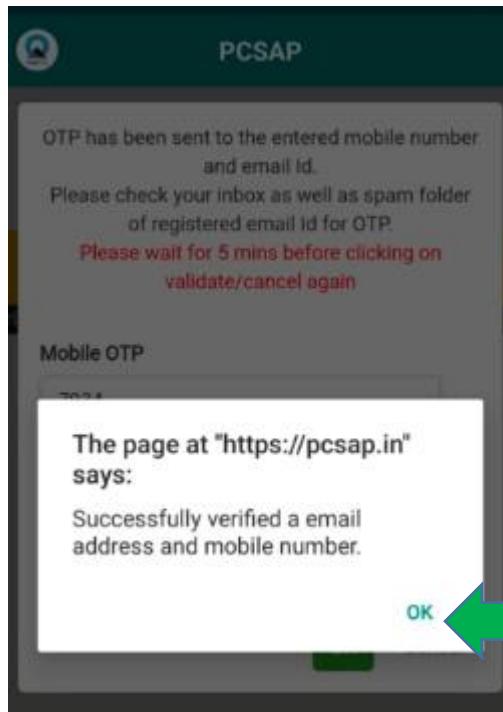
Mobile OTP

Email OTP

295 sec

OK Cancel

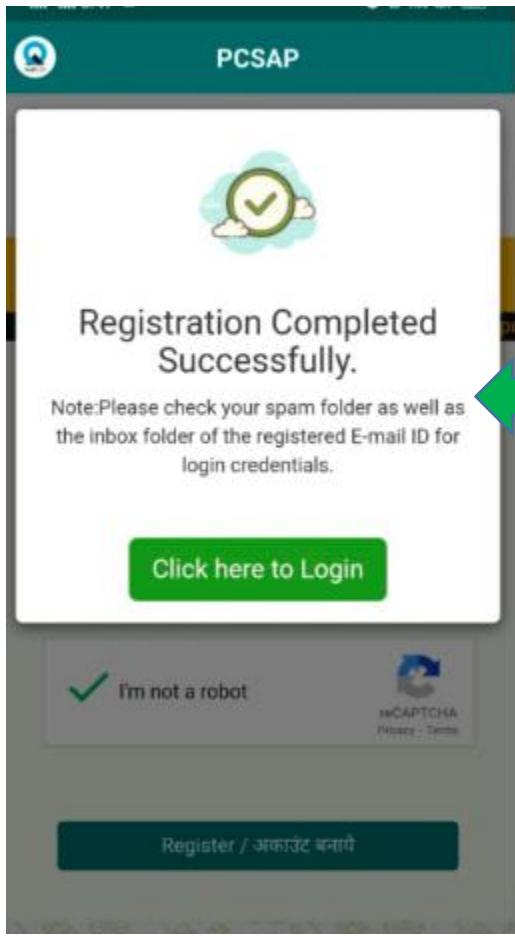
For validation, User will receive a code on the mobile number and email ID entered. Enter the OTP and click on OK button (within 5 mins timeframe).



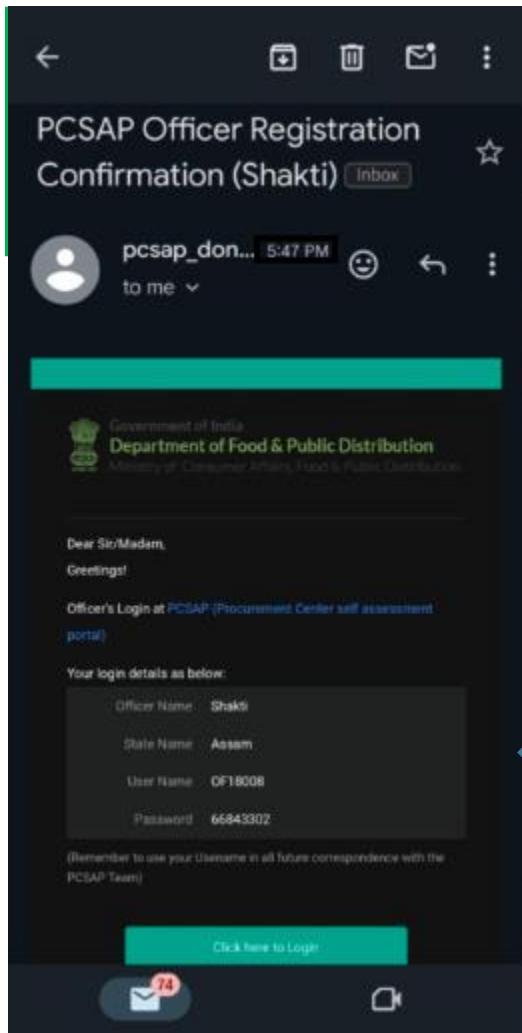
User will receive a pop-up notification indicating successful verification.

From the dropdown, select respective state, from where the officer is registering, the State Nodal Officer/Reporting Officer Name will auto-populate in the field below

To complete registration, click on the "Register" button

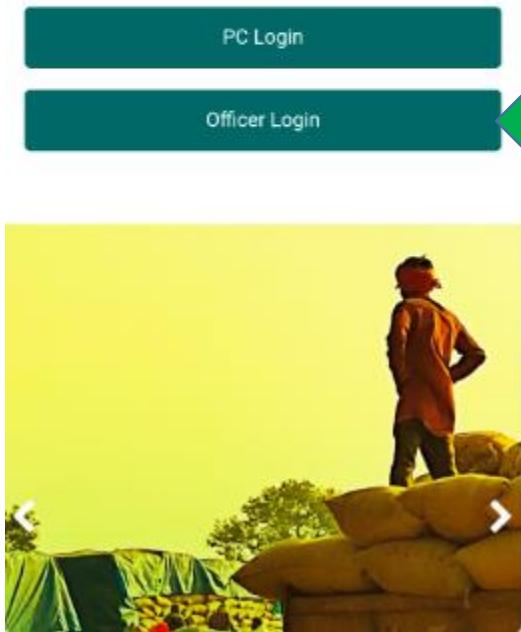


After clicking on the register button, user will receive a notification with an image indicating that registration has been completed successfully.



**After successful registration,
User will receive an email
containing the Officer Login
Credentials.**

2. OFFICER ASSESSMENT LOGIN



Click on the "Officer Login" button to proceed.



In case of any queries, please mail us at

Login / लॉग इन

LoginID / लॉगिन आईडी

 Login ID / लॉगिन आईडी

Password / सुरक्षा पिन

 Password / सुरक्षा पिन

Show Password
(सुरक्षा पिन दिखाएं)

[Forgot your password?](#)
(सुरक्षा पिन भूल गए)

Sign In / साइन इन

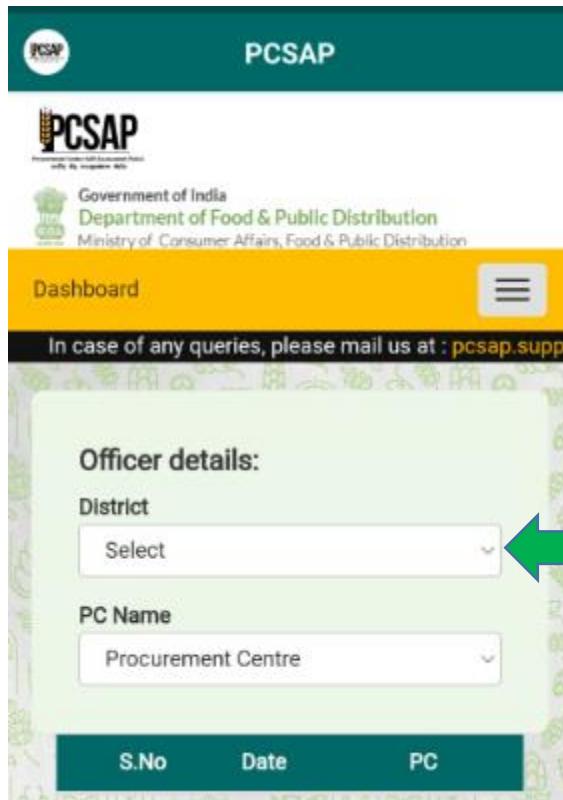
User Manual / उपयोगकर्ता पुस्तिका

FAQ / सामान्य प्रश्न

Register Here / अकाउंट बनाये

Privacy Policy

Enter the login ID and password that you received in the email, and then sign in.



PCSAP

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

Dashboard

In case of any queries, please mail us at : pcsap.support@cgov.in

Officer details:

District

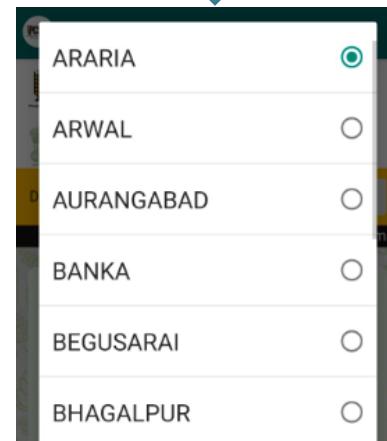
Select

PC Name

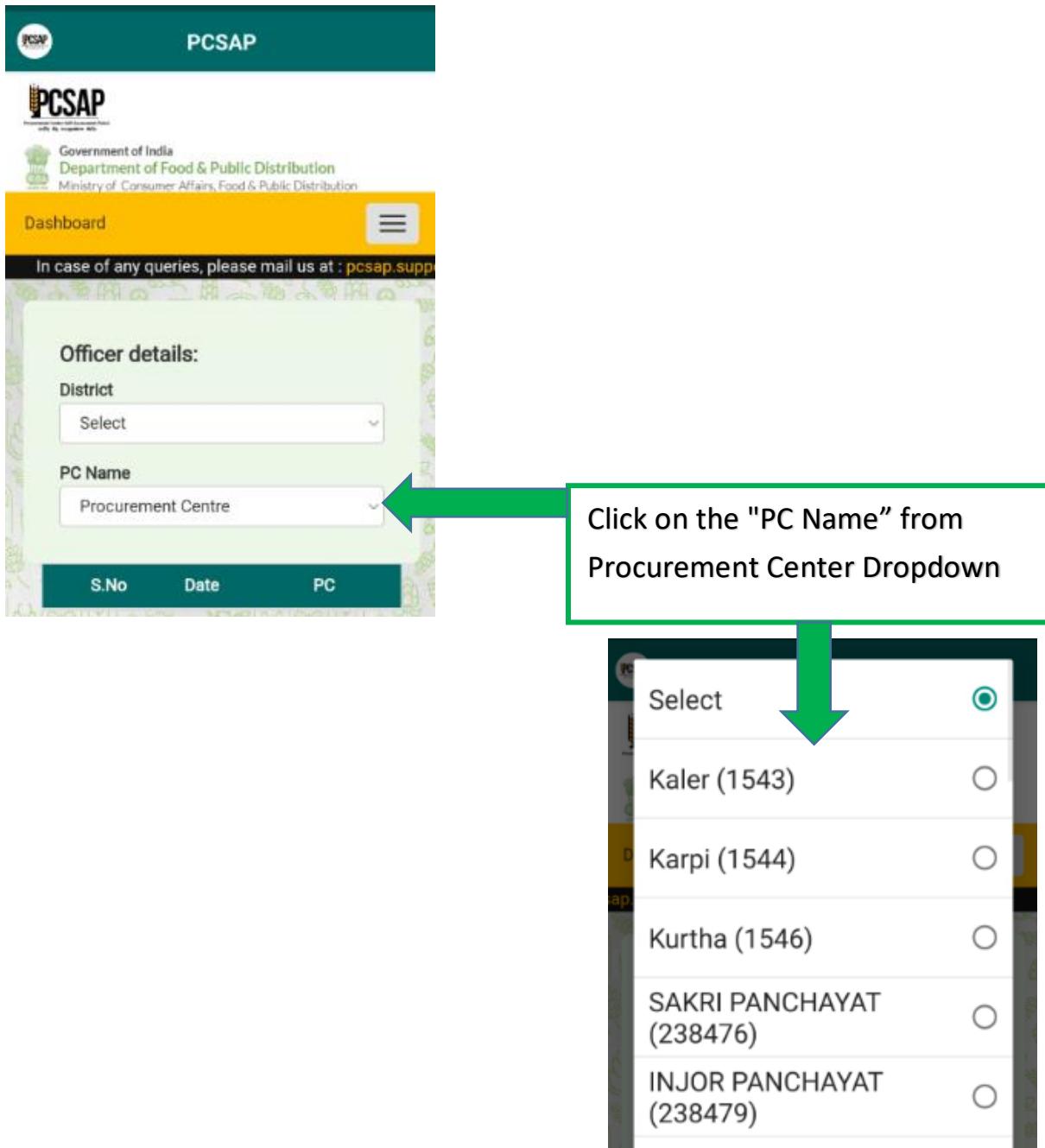
Procurement Centre

S.No	Date	PC
------	------	----

Select the District and PC from the screen. Click on the "District & PC Name" from Dropdown button.



ARARIA	<input checked="" type="radio"/>
ARWAL	<input type="radio"/>
AURANGABAD	<input type="radio"/>
BANKA	<input type="radio"/>
BEGUSARAI	<input type="radio"/>
BHAGALPUR	<input type="radio"/>



Officer details:

District

PC Name

S.No Date PC

Click on the "PC Name" from Procurement Center Dropdown

PC Name	Action
Select	<input checked="" type="radio"/>
Kaler (1543)	<input type="radio"/>
Karpi (1544)	<input type="radio"/>
Kurtha (1546)	<input type="radio"/>
SAKRI PANCHAYAT (238476)	<input type="radio"/>
INJOR PANCHAYAT (238479)	<input type="radio"/>

2.1 History of the Officer Assessment

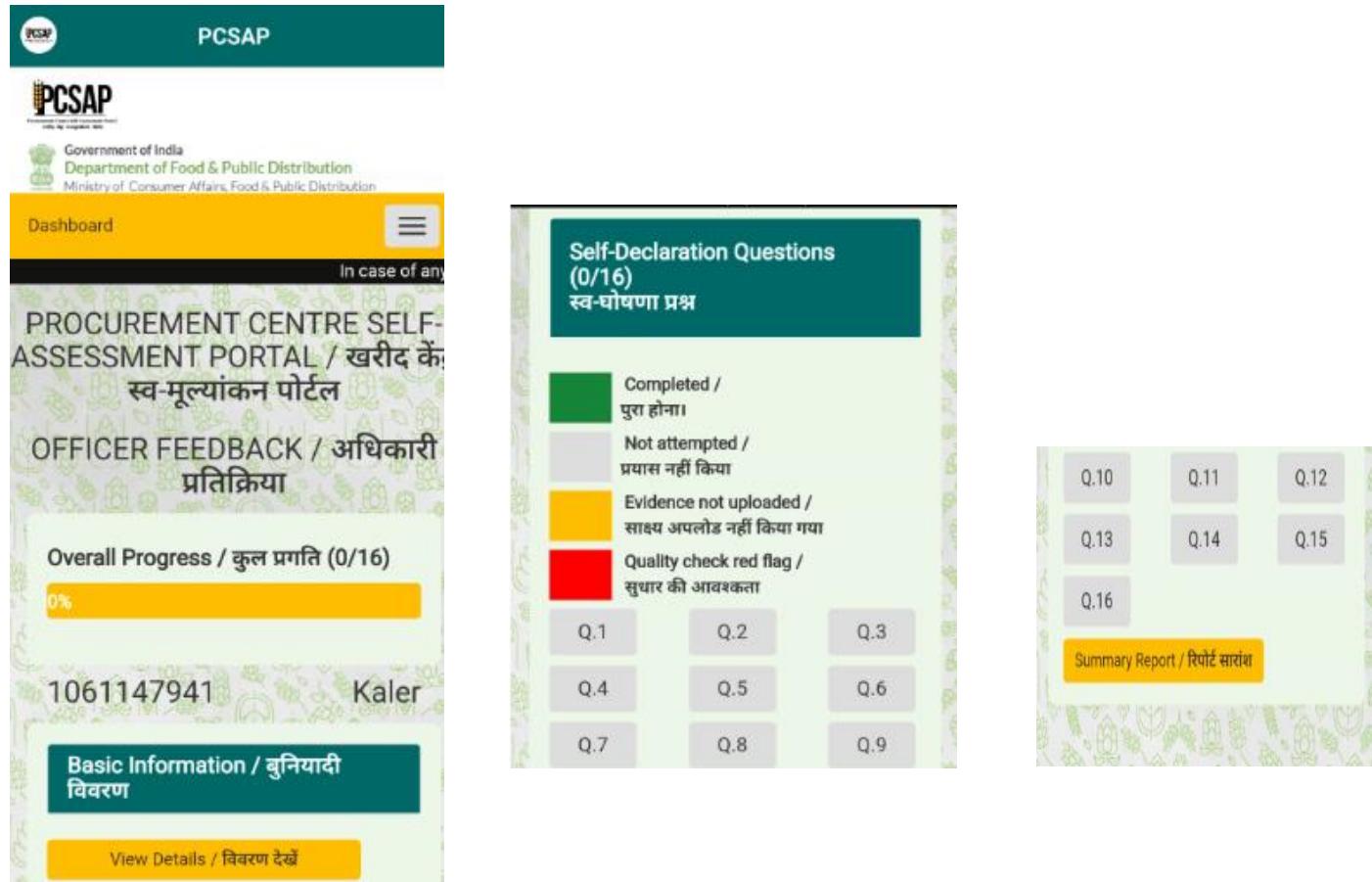
- a) Completed PCs & Pending PCs list is shown
- b) Any pending PCs left in between for assessment is shown in the pending PCs list, can be started from where it was left.

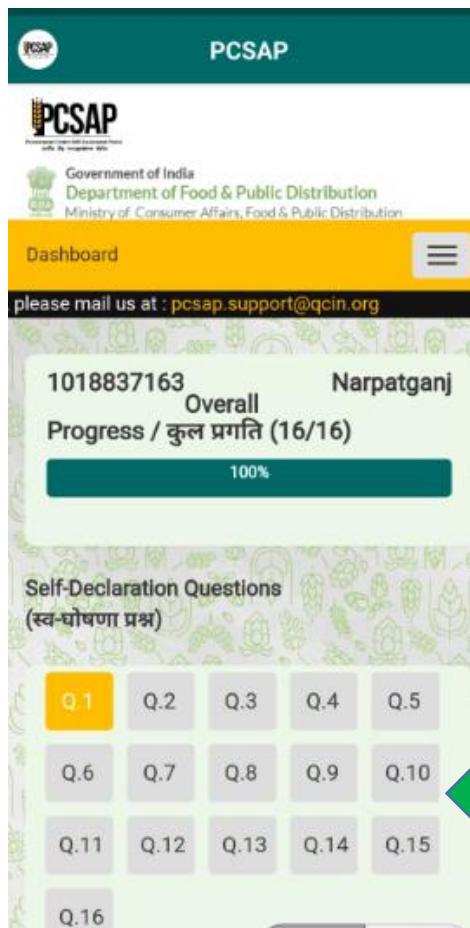
The screenshot shows the PCSAP (Procurement Computerized System for Assessment and Payment) dashboard. At the top, the PCSAP logo is on the left, and the text 'Government of India Department of Food & Public Distribution Ministry of Consumer Affairs, Food & Public Distribution' is on the right. Below this, a yellow header bar says 'Dashboard' on the left and has a menu icon on the right. A message 'In case of any queries, please mail us at : pcs...' is displayed. The main content area has a green and white patterned background. It displays 'Season : RMS 2024' at the top. Below that, there is a section for 'Officer details:' with dropdown menus for 'District' (labeled 'Select') and 'PC Name' (labeled 'Procurement Centre'). Underneath, there are two tables: 'Pending PC's' and 'Completed PC's'. The 'Pending PC's' table has columns 'S.No', 'Date', and 'PC', with one entry: '1 2024-06-10 JAMNAGAR GODOWN'. The 'Completed PC's' table has columns 'S.No', 'Date', and 'PC', with no entries listed.

S.No	Date	PC
1	2024-06-10	JAMNAGAR GODOWN

S.No	Date	PC

2.2 After selecting details, the Basic Information, and Self- Declaration Questions dashboard appears.





Click on the "Question"

Question 1:
खरीद केंद्र पर मिनलिखित में से कौन सी सुविधाएं उपलब्ध हैं?

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

Option 1: किसानों का बायोमेट्रिक्स सत्यापन

Option 2: खरीद केंद्र बोर्ड

Yes No

Option 3: पेयजल सुविधा

Yes No

Option 4: शौचालय सुविधा

Option 5: हेल्प डेस्क

Confirmatory Assessment:
“Yes/No” have to be selected against the PC options.

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

Dashboard

In case of any quer

Upload photo of the selected facility located at the procurement center

Need help with what evidence needs to be uploaded? Check [User Manual](#)
(कौन सा साक्ष अपलोड करने की आवश्यकता है? इसके लिए सहायता चाहिए, [उपयोगकर्ता पुस्तिका](#) की जाँच करें)

Please upload this [image](#) as evidence in case of choosing "not available" in the option विकल्प में "उपलब्ध नहीं" तुमने की स्थिति में कृपया इस [फोटो](#) को साक्ष के रूप में अपलोड करें

PC Evidence	PC Remarks / टिप्पणी	QC Remarks / गुणवत्ता जांचकर्ता टिप्पणियाँ	2 mandatory evidences / 2 साक्ष अनियार्य
			Capture
			Capture

Click on "Capture"

PCSAP

Document Details

Document

Choose File: No file chosen
(Valid file types: JPG/JPEG/PNG)
(File size: < 2MB)

Submit

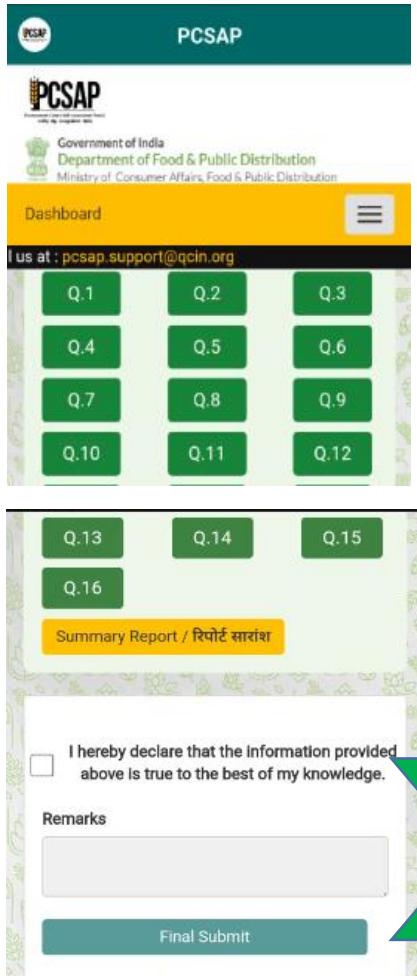
Click on "choose" to capture the evidence and submit.

case of any queries, please mail us at : pcap.support@4

PC Evidence	PC Remarks / टिप्पणी	Officer Evidence	QC Remarks / गुणवत्ता जांचकर्ता टिप्पणियाँ	2 mandatory evidences / 2 साक्ष अनियार्य
				Capture
				Capture

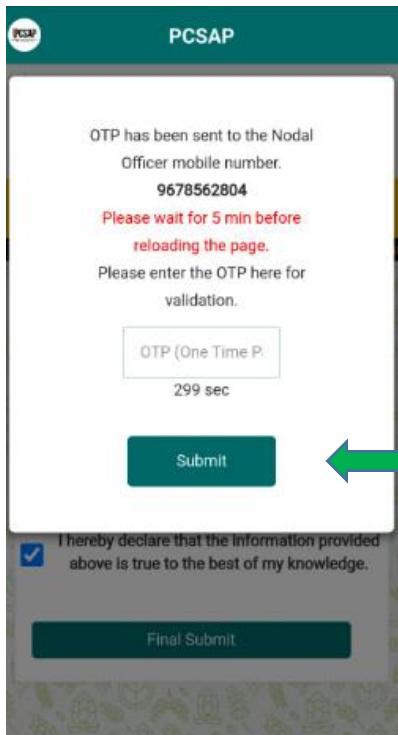
Save and Next / सहेजें और अगला
Prev and Save / पिछला और सहेज

After evidence submit, click on Save & Next tab move to next question.

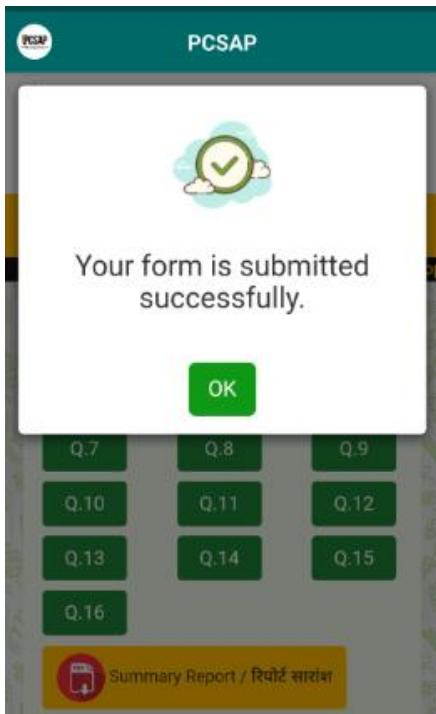


The screenshot shows the PCSAP application interface. At the top, there is a green header with the PCSAP logo and the text 'PCSAP'. Below the header, there is a yellow bar with the text 'Dashboard' and an 'Email' icon followed by the email address 'I us at : pcsap.support@qcln.org'. The main content area has a light green background with a grid of 16 green buttons, each labeled with a question number: 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, and Q.16. Below the grid, there is a yellow button labeled 'Summary Report / रिपोर्ट सारांश'. At the bottom of the screen, there is a declaration section with a checkbox labeled 'I hereby declare that the information provided above is true to the best of my knowledge.', a 'Remarks' input field, and a 'Final Submit' button.

After completing assessment of all self-declaration questions done by PCs, user need to click on the declaration box, provide remarks and then submit finally.



User will receive an OTP on the registered mobile number, after entering the OTP, click on the "Submit" tab.



After clicking on Submit button, user will receive a notification with a pop-up indicating that form is submitted successfully.



Officer Login "Summary Report" allows to view the Self – Declaration details (answers; evidences; lat long values; date & time) submitted by the both PCs and Officer's

Q.1 - Which of the following facilities are available at the Procurement Center?

Answer:
Biometrics verification of farmers, Drinking water facility, Procurement Center board/Banner

Latitude:
12.9719991

Longitude:
77.6893117

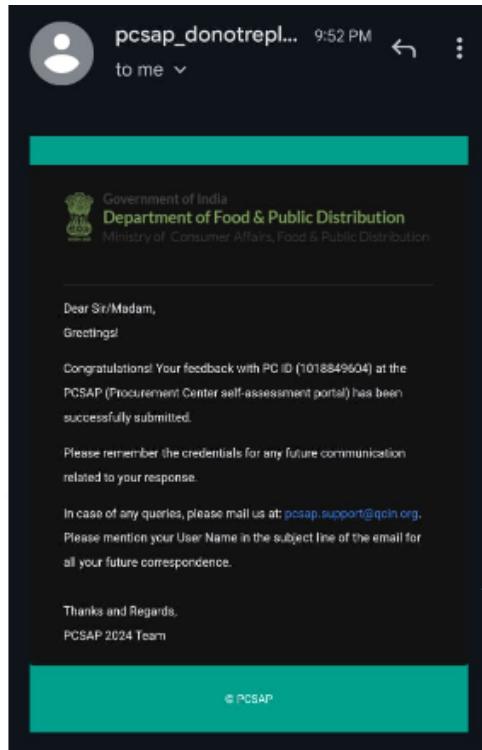
Date:
20/05/2024 09:55:16:967

Submitted Evidences:

Yes

Submitted Officers Evidences:

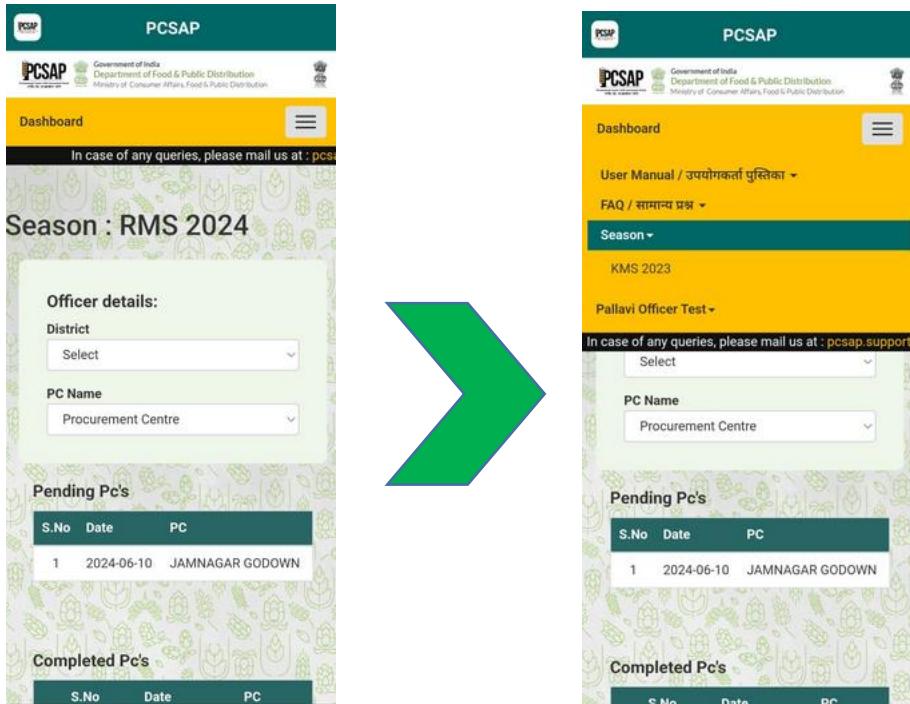
**Summary Report sample:
details per question**



**After successful completion
of assessment, User will
receive a submission mail.**

2.3 SEASON TAB

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



EoD