



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

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# PCSAP

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## User Manual – Officer Assessment Login (Mobile App)

Prepared by:  
Quality Council of India



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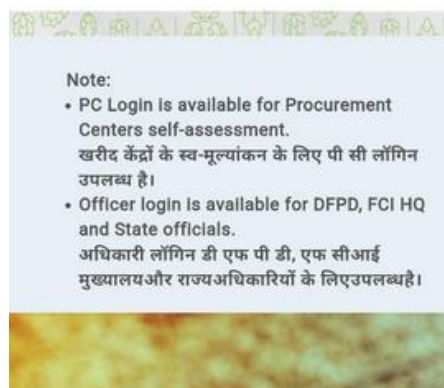
# PCSAP – OFFICER ASSESSMENT LOGIN


## 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  
खरीद केंद्र स्व-मूल्यांकन पोर्टल  
Government of India  
Department of Food & Public Distribution  
Ministry of Consumer Affairs, Food & Public Distribution

In case of any queries, please mail us at [pcsap@food.gov.in](mailto:pcsap@food.gov.in)



### Login / लॉग इन

LoginID / लॉगिन आईडी

Password / सुरक्षा पिन  

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

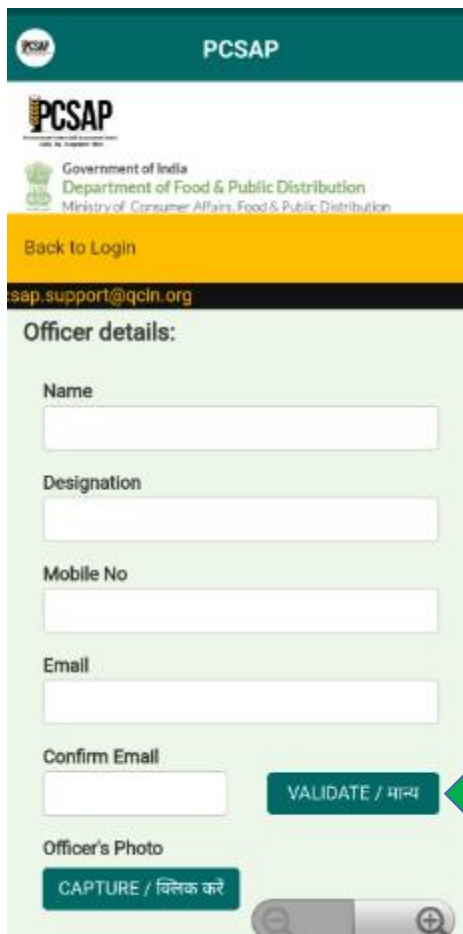
Sign In / साइन इन

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

Register Here / अकाउंट बनाये

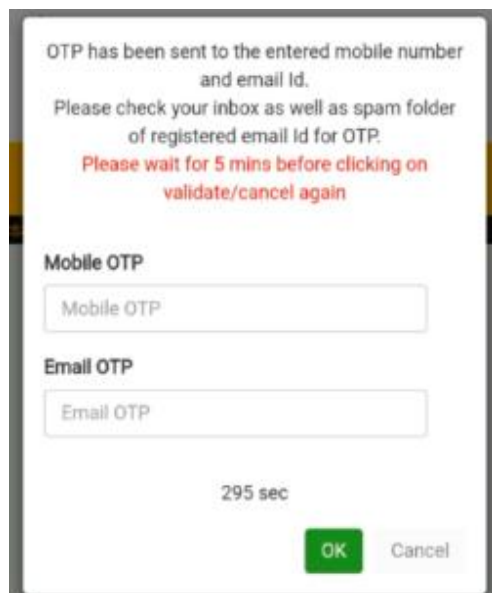
[Privacy Policy](#)

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



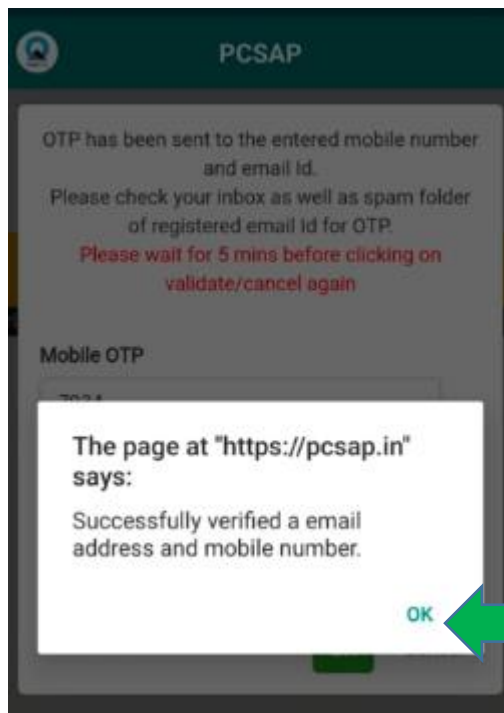
The image shows the PCSAP (Public Complaint and Service Assurance Portal) interface. At the top, there is a green header with the PCSAP logo and the text "PCSAP". Below this, there is a yellow banner with the text "Back to Login". Underneath the banner, there is a black bar with the email address "sap.support@qcin.org". The main section is titled "Officer details:" and contains several input fields: "Name", "Designation", "Mobile No", "Email", and "Confirm Email". There is a green button labeled "VALIDATE / मान्य" next to the "Confirm Email" field. Below the input fields, there is a section for "Officer's Photo" with a green button labeled "CAPTURE / चित्रक करे".

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



The image shows the OTP verification screen. It displays a message: "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". Below the message, there are two input fields: "Mobile OTP" and "Email OTP". At the bottom, there is a green button labeled "OK" and a grey button labeled "Cancel". A timer shows "295 sec".

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).

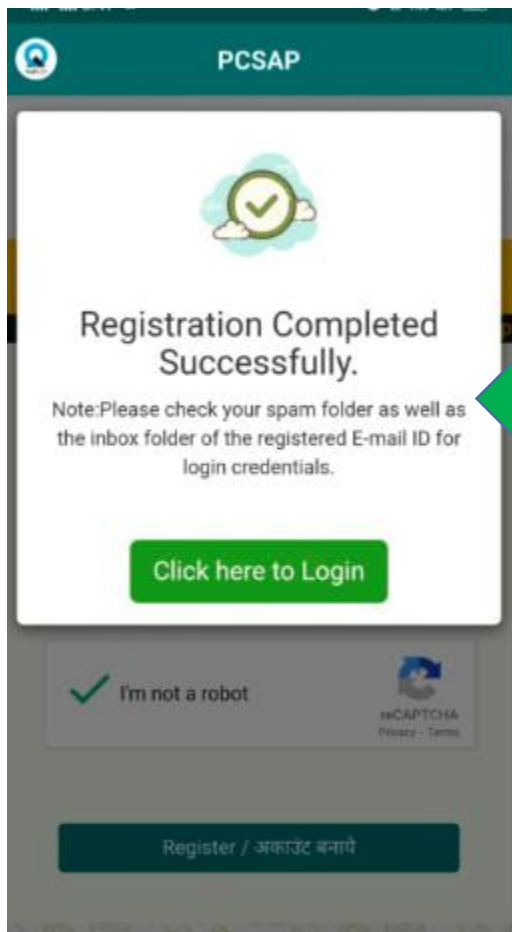


User will receive a pop-up notification indicating successful verification.

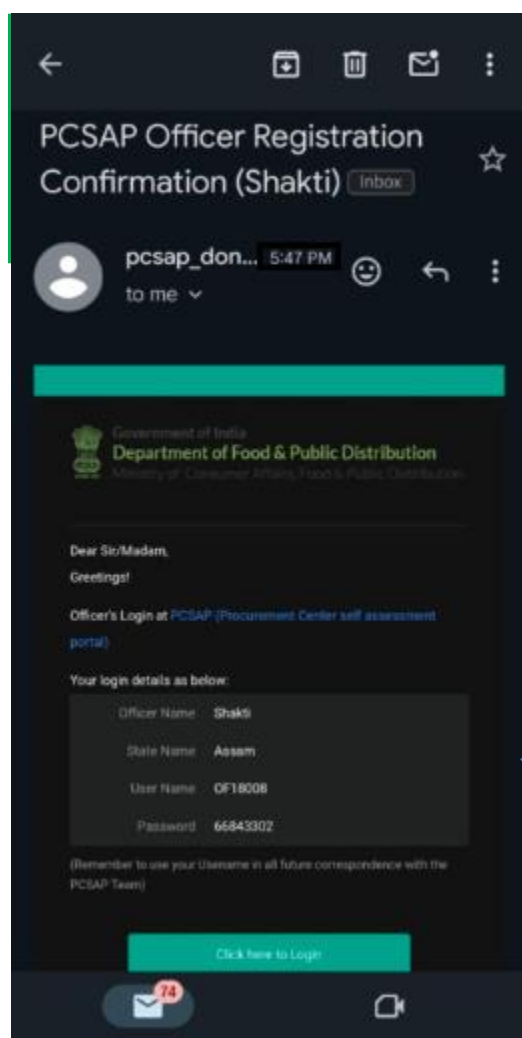
A screenshot of the PCSAP registration form. The header is dark green with the PCSAP logo and name. Below the header, the text reads: "Government of India, Department of Food & Public Distribution, Ministry of Consumer Affairs, Food & Public Distribution". There is a "Back to Login" link. Below this, there is a "State" dropdown menu with "Select" as the current selection. Below the dropdown is a "Reporting Official Name" text input field. Below the name field is a reCAPTCHA verification area with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom, there is a dark green button labeled "Register / अकाउंट बनाये".

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.



## Login / लॉग इन

LoginID / लॉगिन आईडी

Login ID / लॉगिन आईडी

Password / सुरक्षा पिन

Password / सुरक्षा पिन

☐ 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 that you received in the email, and then sign in.

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**PCSAP**  
Procurement Centre Support Application

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@nic.in](mailto:pcsap.support@nic.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"/>

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Dashboard

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**Officer details:**

District  
Select

PC Name  
Procurement Centre

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

Click on the "PC Name" from  
Procurement Center Dropdown

Select

Kaler (1543)

Karpi (1544)

Kurtha (1546)

SAKRI PANCHAYAT  
(238476)

INJOR PANCHAYAT  
(238479)

## 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 displays the PCSAP (Public Consumption Survey and Assessment Platform) dashboard. At the top, there's a green header with the PCSAP logo and name. Below it, a yellow banner reads 'Dashboard'. A black banner below that says 'In case of any queries, please mail us at : pcsa'. The main content area has a green background with a repeating pattern. It starts with 'Season : RMS 2024'. Below this is a light green box for 'Officer details:' containing two dropdown menus: 'District' (set to 'Select') and 'PC Name' (set to 'Procurement Centre'). Underneath is a section titled 'Pending Pc's' with a table showing one entry: S.No 1, Date 2024-06-10, PC JAMNAGAR GODOWN. At the bottom is a section titled 'Completed Pc's' with a table header showing S.No, Date, and PC columns.

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

**Dashboard**

In case of any queries, please mail us at : pcsa

**Season : RMS 2024**

**Officer details:**

**District**  
Select

**PC Name**  
Procurement Centre

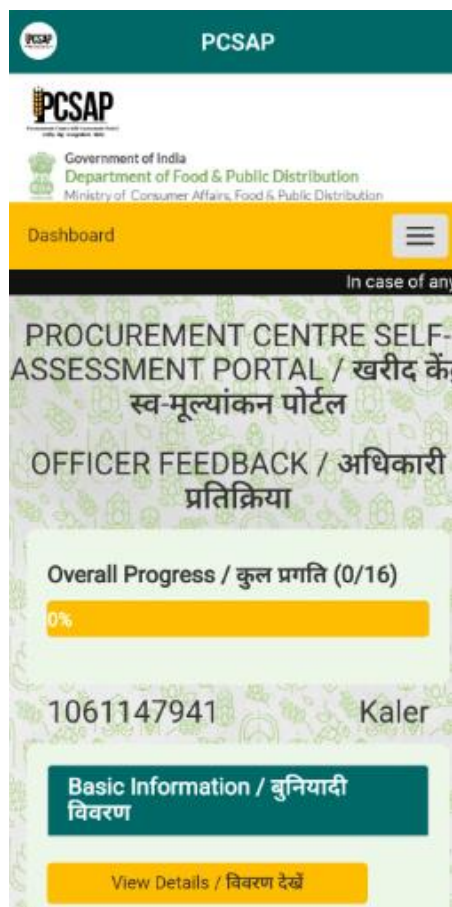
**Pending Pc's**

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

**Completed Pc's**

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

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



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Dashboard

please mail us at : [pcsap.support@qcin.org](mailto:pcsap.support@qcin.org)

1018837163 Overall Progress / कुल प्रगति (16/16)

100%

Self-Declaration Questions (स्व-घोषणा प्रश्न)

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				

Click on the "Question"

**Question 1:**

खरीद केंद्र पर निम्नलिखित 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.

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Dashboard

In case of any query

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 साक्ष्य 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" चुनने की स्थिति में कृपया इस [फोटो](#) को साक्ष्य के रूप में अपलोड करें

PC Evidence	PC Remarks / टिप्पणी	QC Remarks / गुणवत्ता जांचकर्ता टिप्पणियाँ	2 mandatory evidences / 2 साक्ष्य अनिवार्य
			<a href="#">Capture</a>

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.

Dashboard

In case of any queries, please mail us at : [pcsap.support@nic.in](mailto:pcsap.support@nic.in)

PC Evidence	PC Remarks / टिप्पणी	Officer Evidence	QC Remarks / गुणवत्ता जांचकर्ता टिप्पणियाँ	2 mandatory evidences / 2 साक्ष्य अनिवार्य
				<a href="#">Capture</a>
				<a href="#">Capture</a>

[Save and Next / सहेजें और अगला](#)  
[Prev and Save / पिछला और सहेजें](#)

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



PCSAP

PCSAP

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

Dashboard

Contact us at : pcsap.support@qcin.org

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		

Summary Report / रिपोर्ट सारांश

☐ I hereby declare that the information provided above is true to the best of my knowledge.

Remarks

Final Submit

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.

PCSAP

OTP has been sent to the Nodal Officer mobile number.  
**9678562804**  
Please wait for 5 min before reloading the page.  
Please enter the OTP here for validation.

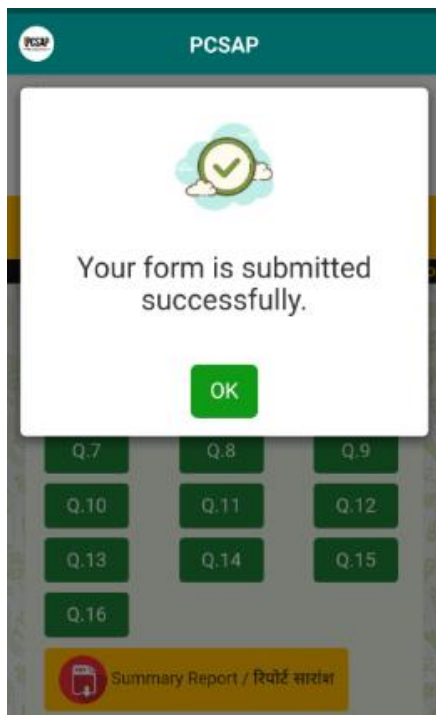
OTP (One Time P:  
299 sec

Submit

☒ I hereby declare that the information provided above is true to the best of my knowledge.

Final Submit

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

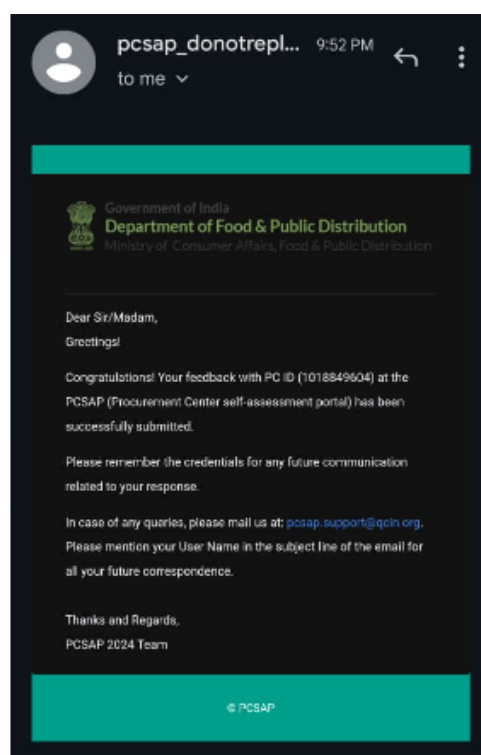
**Submitted Evidences :**

Yes 

**Submitted Officers Evidences :**



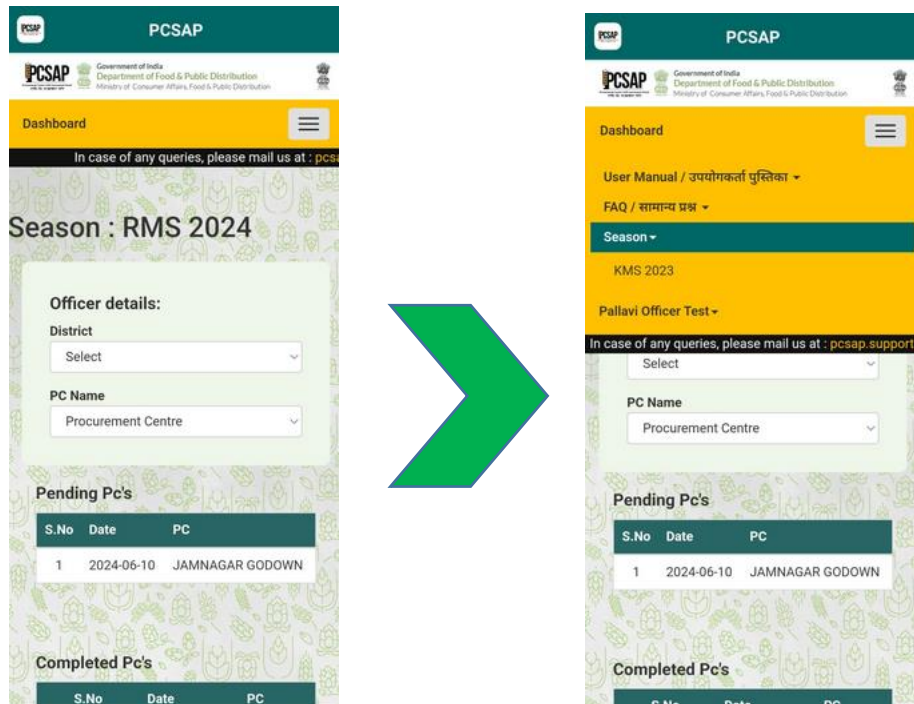
**Summary Report sample:  
 details per question**



**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\*\***