Operations Commencement under MGPSY

A Service Provider's Checklist

Mahatma Gandhi Pravasi Suraksha Yojana

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Checklist for Operations Initiation

S. No.	Pre-Requisites for Operations Initiation: A Checklist		
	Criteria	Check	Remarks
I. General			
1	If not already, complete the required formalities with PFRDA to be an NPS-Lite aggregator and intimate the Ministry in writing about completion of such formalities.	☐	
2	Identify/nominate a Single Point of Contact (SPoC)/Nodal Officer for the MGPSY and share the name and contact details of the same with the Ministry.	☐	
3	Identify the enrollment centers i.e. the branches/office locations in each district (starting with Kerala) and self/facilitator offices/branch locations (in UAE) where MGPSY enrolment centers (POPs) would be opened.	☐	
4	Communicate the detailed plan to Ministry for bringing initially identified branches on board and the roll out strategy to expand MGPSY operations to all branches/office locations	☐	
5	Ensure the required ICT Infrastructure; Office Infrastructure and Trained Manpower are in place at all the identified enrollment centers to carry out operations under MGPSY.	☐	
8	Ensure all necessary documents, manuals; publicity & awareness materials are available at all the enrolment centers (identified branch/office locations).	☐	
9	Procure required Digital Signature Certificates (2 per enrolment station i.e. one each for Maker and Checker) and provide the same to all the identified branches/offices to house Enrolment Centers.	☐	
10	Register all the identified enrollment officers in the MGPSY IT System.	☐	
II. Capacity Building for carrying out MGPSY Operations			
1	Identify and nominate the personnel to be trained on the MGPSY Processes and IT system (on Train-The-Trainer basis) and intimate the Ministry.	☐	
2	Identify the training locations in Kerala or Delhi for the SP Capacity Building Programme, and arrange the venues and other necessary training infrastructure for the same. Communicate the convenient dates to Ministry well in advance in order to conduct the trainings.	☐	
3	Ensure all identified staff attends the trainings session (on Products,	☐	

S. No.	Criteria	Check	Remarks
	**Pre-Requisites for Operations Initiation: A Checklist**		
	Processes and System) facilitated by MOIA.		
III. MGPSY Operations Initiation			
1	Ensure the following is in place at the enrollment site and share the status update with Ministry	☐	
	i. Computer systems - 2	☐	
	ii. Web / Digital Camera -1	☐	
	iii. Scanner - 1	☐	
	iv. Colored Printer – 1	☐	
	v. Sufficient Power Backup (UPS)	☐	
	vi. Internet Connectivity	☐	
	vii. At least 2 Class II / III Digital Certificates	☐	
	viii. Pre-printed stationary (Ministry will provide the same)	☐	
	• PLIF Cards	☐	
	• Subscriber Welcome Kit	☐	
	• Acknowledgment Slips (in English & Regional language)	☐	
	• Brochures (in English & Regional language)	☐	
	• Offer Document.	☐	
	ix. Publicity & Awareness Material	☐	
	• Flyers (in English & Regional language)	☐	
	• Pamphlets (in English & Regional language)	☐	
	• Brochures (in English & Regional language)	☐	
	• Poster and Standees (in English & Regional language)	☐	
	• Subscriber Awareness Programme (SAP) Kit.	☐	
	• Any other aid and tools as may be available at the time with the Ministry.	☐	
	x. Other necessary stationary items like A4 sheets, stapler, glue, clips etc.	☐	
	xi. Telephone line	☐	
	xii. Extension chords	☐	
	xiii. Other necessary office fixtures	☐	

S. No.	Criteria	Check	Remarks
**Pre-Requisites for Operations Initiation: A Checklist**		
2	Ensure MGPSY application is tested prior to the commencement of operations at the enrollment site for proper operations.	☐	
3	Enrollment site is up & running and field staff is properly trained to use the MGPSY system. (Obtain approval for commencement of operations from the Ministry).	☐	
IV. MGPSY Continued Operations			
1	A. Obtain MIS/reporting format for sharing the Subscriber Enrollment reports from the Ministry.	☐	
2	B. Submit this report in a periodic (weekly/fortnightly/monthly) format with the Ministry (as may be required)	☐	
3	Submit Ad-hoc reports & data required by the Ministry (as may be required)	☐	
4	Facilitate monitoring and field inspections and report analysis by the Ministry for Continued Performance.	☐	

Checklist for IT System Configuration

To access the system, a DSC-based user is expected to have standard desktop machine with the following minimum configuration.

S. No.	Parameter	Value	Check
I.	**System Settings**		
1	Hardware	CPU: Intel Pentium IV (1 GHz and above) RAM: Min 512 MB HDD: 1.5 gigabytes (GB) of available space on the hard disk.	☐
2	Operating System	Windows XP SP3	☐
3	Browsers	Internet Explorer ver 7.0 or above	☐
4	Java Runtime Environment	1.6 update 29 or above (only 32 bit)	☐
5	USB for storing user's private key (Digital Signature Certificate)	Aladdin eToken (72k & 64k), SafeNet I key, Gemalto (Dot net), Starkey	☐
5	Proxy Settings	Allow applets to download on to the machine	☐
6	USB Drivers	SAC v8.1 drivers to access both Aladdin eToken and SafeNet iKey 2032 (details are listed below)	☐
7	Internet Connection	256.6 Kbps (minimum)	☐
II.	**Internet Browser Settings**		
1	SSL Encryption – Cipher Strength	SSL Encryption – Cipher Strength	☐
2	SSL / TLS version	SSL 3.0 / TLS 1.0	☐
3	Java Enabling	Java Should be enabled	☐
4	Java Scripting and Cookies	Enabled	☐
5	Accessibility	"Ignore color on web pages," "Ignore font style on web pages," "Ignore font sizes on web pages." should not be checked (v)	☐
6	Security Level	i) Medium-High ii) Allow script-initiated windows without size or position constraints	☐

Reference Checklist for uploaded documents on MOIA website

#	Name of the Document	Upload section	Use of the Document
	Reference document for MGPSY Service Providers		
1.	MGPSY - An Overview for Service Providers	Service Providers	Detailed **Presentation on overview** of the scheme
2.	SoG-Pilot v1.32	Service Providers	To be referred to understand the process flows & **Roles and Responsibilities for subscriber enrollment, contribution and Grievance Handling.**
3.	SoP for JBY under MGPSY-v1.2	Service Providers	To be referred to understand **all process flows related to Janashree Bima Yojana** and Service Provider activities under each track
4.	SoP for Pilot Registraions-1.3	Service Providers	It is an important document that illustrates **system process flows with screen shots**. This can be used for internal circulation among the staff for system training
5.	SoP-Form-Based-Registraion-MGPSY-V0.1	Service Providers	This document talks about the **offline Enrollment procedure (camp based enrollment)** under MGPSY for India and Overseas.
6.	Printer and Scanner Settings	Service Providers	Printer and scanner should be configured at a particular setting which is incorporated in this document with proper sequential screen shots.
	Reference document for MGPSY subscribers		
7.	A Subscriber Guide to - MGPSY	Subscriber	A simple **document for subscribers to understand the scheme** and all related procedures
8.	Sample Welcome Kit	Subscriber	A sample of all documents and the MGPSY card that completes a Welcome kit are uploaded here.
9.	Publicity documents like MGPSY Flyer, Brochure, Pamphlet	Subscriber	**Simple and short publicity literature** which can be used at enrollment site by the service provider to popularize the scheme. These are also made available at the PoE offices for creating scheme awareness.
10.	MGPSY Instruction Sheet and FAQ	Subscriber	These **documents are a part of subscriber's welcome ki**t under MGPSY

For accessing the documents kindly use the following link
   1. **service provider Reference documents link**
 http://moia.gov.in/services.aspx?ID1=412&id=m12&idp=409&mainid=73
   2. **Subscriber Reference documents link**
http://moia.gov.in/services.aspx?ID1=411&id=m12&idp=409&mainid=73
   3. **Path -**
 MOIA Home Page> Services- Emigration Services> Mahatma Gandhi Pravasi Suraksha Yojana (MGPSY)> Service Providers
MOIA Home Page> Services- Emigration Services> Mahatma Gandhi Pravasi Suraksha Yojana (MGPSY)> Subscribers