



**Government of Haryana**

## **SOP (Standard Operating Procedure)**

*(for updation of PPP data in school camps to be setup across the State)*

*20<sup>th</sup> August 2020*



**Parivar Pehchan Patra  
Citizen Resource Information Department  
Government of Haryana**

## SOP for Parivar Pehchan Patra (PPP) Data updation School Camps

- a. Purpose:** This process shall be followed for updating/editing of Family details during Parivar Pehchan Patra School Camps.
- b. Owner:** Following are the key stakeholders for this SOP:

Sno	Name of stakeholder	Type
1	CRID (Citizen Resource Information Department)	Owner
2	School Education Department	Stakeholder
4	School Operator	Stakeholder
5	Parent/Student	Stakeholder

- c. Prerequisites:** The following are the pre-requisites for this process:
- The camps shall be organised for students of Government and Government aided schools across the State.
  - Schools shall be equipped with facilities such as laptop/desktop, printer, stationery, internet connectivity and power backup facilities.

**d. Procedure:**

Sno	Details	Responsibility
1.	The school performs the following activities before the initiation of the camp: <ul style="list-style-type: none"> <li>• Identifies the operators who shall execute the updation/editing work during the camp.</li> <li>• Prepare a class wise schedule for data updation/editing with two classes being called per day.</li> </ul>	School/School Education Department
2.	The parents are informed to visit the school for data updation in PPP as per the class-wise schedule prepared by the school along with the requisite set of documents.	School/School Education Department
3.	The parents visit the school as per schedule.	Parent/Student
4.	The school operator logs in to the School Education Department MIS using the existing login credentials of his/her school. A link to the Mera Parivar portal is provided in the MIS. The operator clicks on the link "Update Parivar Pehchan Patra" to access the portal. The operator shall only be able to update the data for families of students of his own school.	CRID TT

<b>Sno</b>	<b>Details</b>	<b>Responsibility</b>
5.	The school operator asks for the family ID/Aadhar details from the parent/student in the camp and enters the corrected information as provided by the parent/student, submits the revised family details and takes out a printout of the PPP form containing the revised information of the family.	School Operator & Parent/Student
6.	The parent/student verifies the correctness of information by signing the form and provides it back to the operator	Parent/Student
7.	The operator collates all the signed forms and submits it at the school.	School Operator
8.	The school deposits the signed forms at a nodal agency/person as communicated by CRID.	School/School Education Department
9.	Once the forms are uploaded by the nodal agency/person on the Mera Parivar portal, the data update in PPP shall be complete and a SMS regarding the same shall be received by the respective head of family.	CRID