

Instructions on data collection and data entry operation

1. All fields are mandatory, except for Mobile No. and Email Address. However, these two fields are equally important as all the other fields.
2. Note that a number has been assigned to column 3, 11 & 12. This means you can fill the form using codes. For example, in column 3 you can fill in 3(A) instead of writing ‘South West Khasi Hills/Mawkyrwat’. In column 11, you can fill in II(G) instead of writing ‘Reservoir’ and in column 12 you can fill in III(A), instead of writing ‘MSAM’.
3. The proximity between two GPS reference points cannot be less than 99 meters on the latitude or the longitude.
4. If for some reason the above proximity cannot be achieved, the Data Entry Operator or Data Collector should contact the State Data Manager for instruction.
5. Care must be taken while collecting data as the system would automatically reject any odd figures. For example, a 0.1 hectare pond cannot produce 1000 kg of fish annually or an 8 digits mobile no.
6. Year of production should be based on the financial year i.e. 1st April to 31st March of the next year. For example, a harvest made during the month of December, 2012 falls under the financial year 2012-13.
7. Project/Pond Identification Number (PIN) will be automatically generated by the system.
8. If there are any technical issues, contact the State Data Manager immediately or send an email to ffdameghalaya@gmail.com so as to prevent any unnecessary delay.

Form fill-in reference

Value	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
I	1 East Khasi Hills	Shella	Mawsynram	Mawphlang	Mylliem	Mawryngkneng	Mawkyrnrew	Laitkroh	Pynursla		
	2 West Khasi Hills	Nongstion	Mawthadraishan	Mairang	Mawshynrut						
	3 South West Khasi Hills	Mawkyrwat	Ranikor								
	4 East Jaintia Hills	Khliehriat	Saipung								
	5 West Jaintia Hills	Amlarem	Laskein	Thadlaskein							
	6 Ri-Bhoi	Umsning	Umling	Jirang							
	7 East Garo Hills	Dombo Rongjeng	Songsak	Samanda							
	8 North Garo Hills	Resubelpara	Kharkutta								
	9 West Garo Hills	Selsella	Tikrikilla	Dalu	Dadenggiri	Gambaggre	Rongram				
	10 South West Garo Hills	Betasing	Zikzak								
	11 South Garo Hills	Gasuapara	Chokpot	Rongara	Baghmara						
II	Stream	River	Spring	Lake	Well	Canal	Reservoir	Rain Fed			
III	MSAM	1000 Pond	SPA	VCM	RKVY	IFP	WOF	CFP	NFDB	MGNREGS	Any other

MSAM: Meghalaya State Aquaculture Mission; SPA: Special Plan Assistance; VCM: Value Chain Management; RKVY: Rashtriya Krishi Vikas Yojana; IFP: Integrated Fishery Projects; CFP: Community Fishery Projects; NFDB: National Fisheries Development Board; MGNREGS: Mahatma Gandhi National Rural Employment Guarantee Scheme