

Instructions on data collection and data entry operation

1. This form is meant for monitoring purpose only. Hence, this form is applicable only for those fish ponds which data has already been collected and entered in Schedule – I (Individual/Community Ponds).
2. Based on the Project/Pond Identification Number (PIN) in Schedule – I (Individual/Community Ponds), data collected from the same pond must be entered into the same PIN as the previous entry.
3. Please see that the mobile no. (if any), email address (if any) and water area are up-to-date.
4. Make sure that there are no duplicate data regarding fish production such as collecting data from the same pond twice on the same year or entering the same data twice.
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. Production year 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. If there is any technical issue, contact the State Data Manager immediately or send an email to ffdameghalaya@gmail.com so as to prevent any unnecessary delay.