



### **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. 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.
3. Year of production should be based on the financial year i.e. 1<sup>st</sup> April to 31<sup>st</sup> March of the next year. For example, a harvest made during the month of December, 2012 falls under the financial year 2012-13.
4. If there are any technical issues, contact the State Data Manager immediately or send an email to [ffdameghalaya@gmail.com](mailto:ffdameghalaya@gmail.com) so as to prevent any unnecessary delay.