

Instructions on data collection and data entry operation

1. This schedule is meant for monitoring purpose only. Therefore, before filling up this schedule, make sure that Schedule – VII has been completed and entered into the system.
2. Mobile No. and Email Address if available are to be kept up to date.
3. Care must be taken while collecting data as the system would automatically reject any odd figures. For example, a feed mill with a production capacity of 300 to 500 kg/day cannot produce feed more than 13MT monthly.
4. Year of production should be based on the financial year i.e. 1st April to 31st March of the next year. For example, a production made during the month of December, 2012 falls under the financial year 2012-13.
5. 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.