

# **EASY TO WORK PORTAL**

## **PHELP PORTAL**

**Website link: [www.phelp.in](http://www.phelp.in)**

**Demo Credentials For Login**

**Username: demouser**

**Password: demo@2002**

# User Manual For Staff

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# User Manual For Staff

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# Why “Easy To Work Portal” is useful for Gram Panchayat?

**Easy To Work Portal** is a unique and powerful platform designed specifically for Gram Panchayat. Unlike any other website, it provides a one-click solution to generate all essential documents related to **Viksit Bharat-G RAM G (Annexure IV A, Annexure IV B)**

With just a single click, staff can instantly generate ready-to-use PDF documents (as per Annual Master Circular guidelines of gram panchayat) such as:

- Annexure IV A
- Annexure IV B

The platform not only saves time but also stores documents for future reference. A customizable report generation system is also available, allowing Panchayat staff to prepare reports as per specific requirements.

# Phelp Portal Home Page

Visit  
[www.phelp.in](http://www.phelp.in) or <https://phelp.in>

Click on **Easy To Work Portal** button to Create an account/Login

File Management System For G...help

phelp.in

Ask Gemini

U

PHELP

GPMS, PFMS & EGRAM SWARAJ

PMAY

MGNREGA

Citizen

OTHERS

Login

User Manual

NEW USER

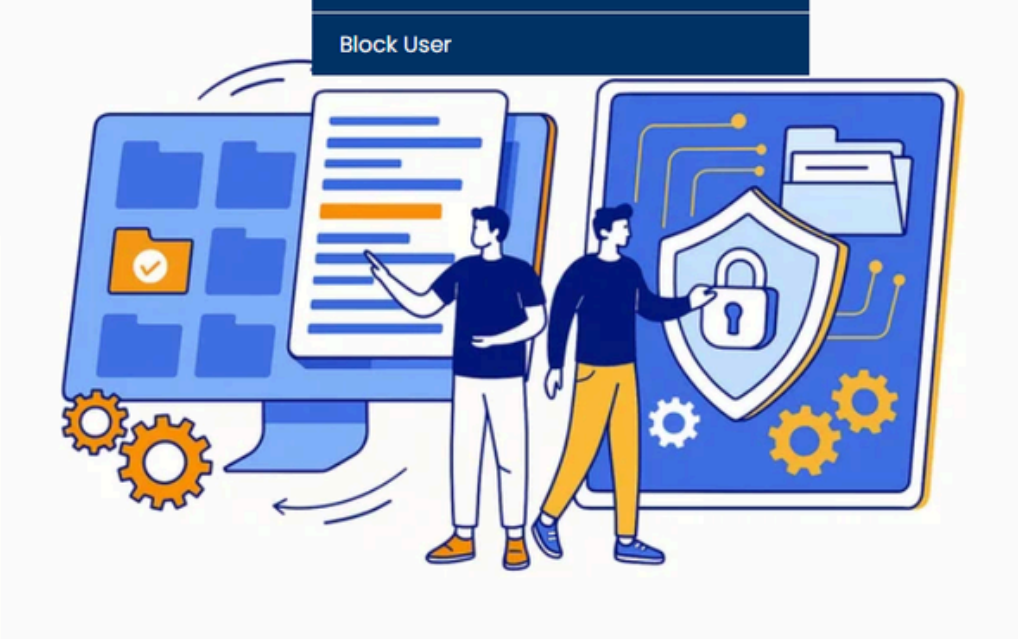
LOGIN

Easy To Work Portal

Block User

# PHELP PORTAL

- One-click PDF generation for multiple file types (front page of file , acceptance, agreement, work order, notesheet, payment certificate, etc.).
- Prepares e-tender notices, manual tender notices, quotation, supply order.
- Ensures quick, accurate, and efficient document preparation for official work.



DEMO LOGIN

phelp.in Login Demo || User Name : demo || Password : demo@2002

## Welcome to Phelp Portal

### About Phelp Portal

Phelp.in is a simplified work-based portal designed to prepare Office fund documents as per procurement manual guidelines. With one click, it generates 'DFs for the file's front page, screening sheet, comparative statement,

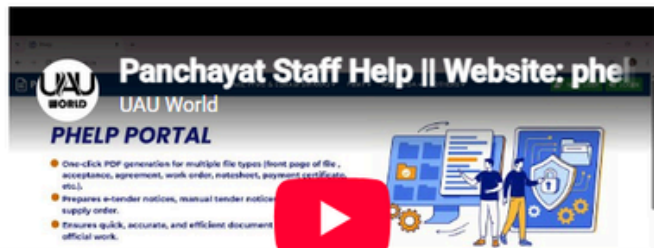
UAU WORLD

Panchayat Staff Help || Website: phe

UAU World

PHELP PORTAL

- One-click PDF generation for multiple file types (front page of file , acceptance, agreement, work order, notesheet, payment certificate, etc.).
- Prepares e-tender notices, manual tender notices, quotation, supply order.
- Ensures quick, accurate, and efficient document preparation for official work.

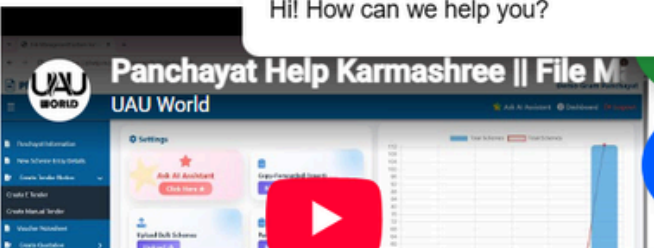


UAU WORLD

Panchayat Help Karmashree || File M

UAU World

File Management System



Hi! How can we help you?



26°C

Mostly sunny



Q

Search



ENG

IN

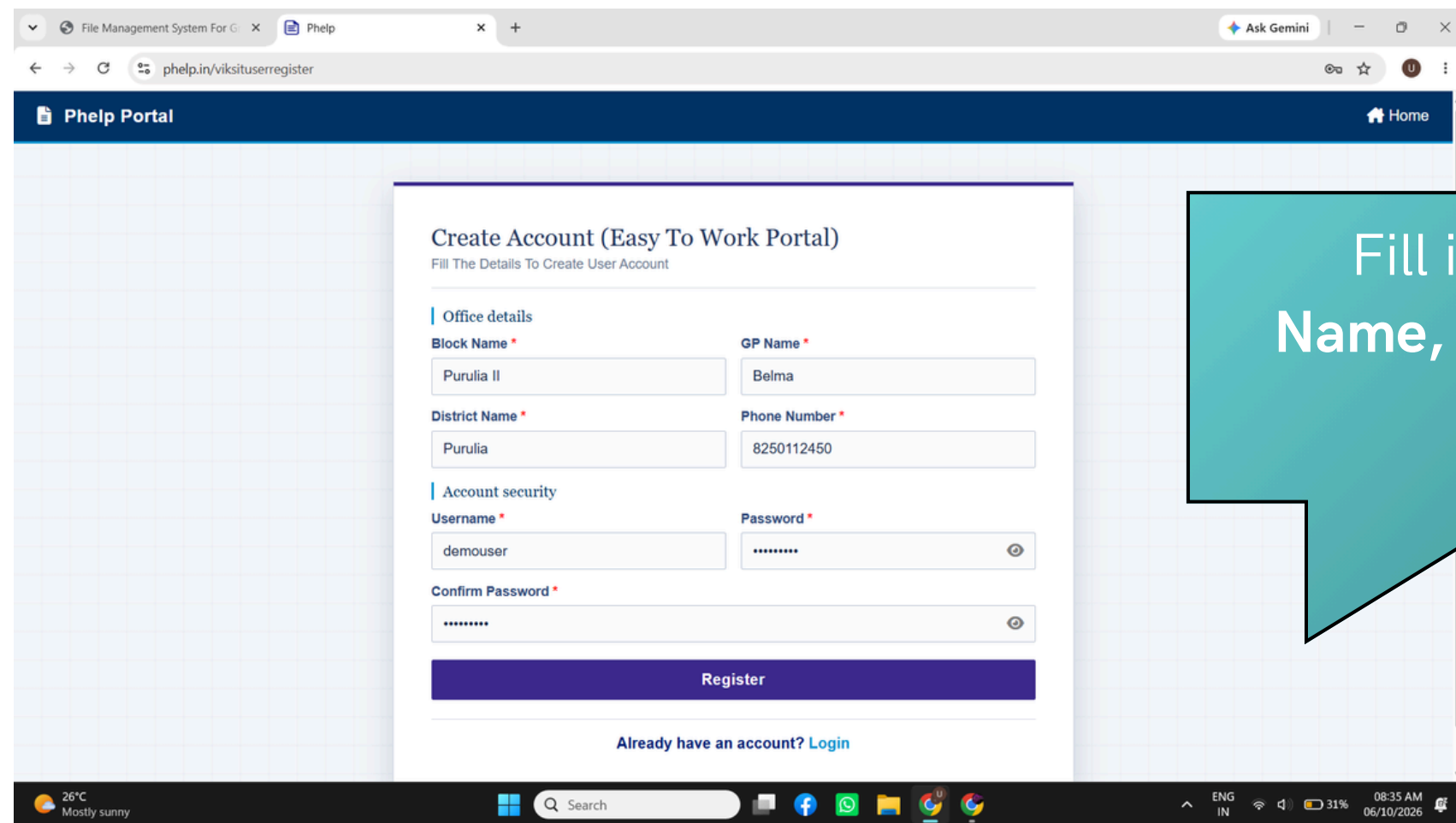
08:24 AM

06/10/2026



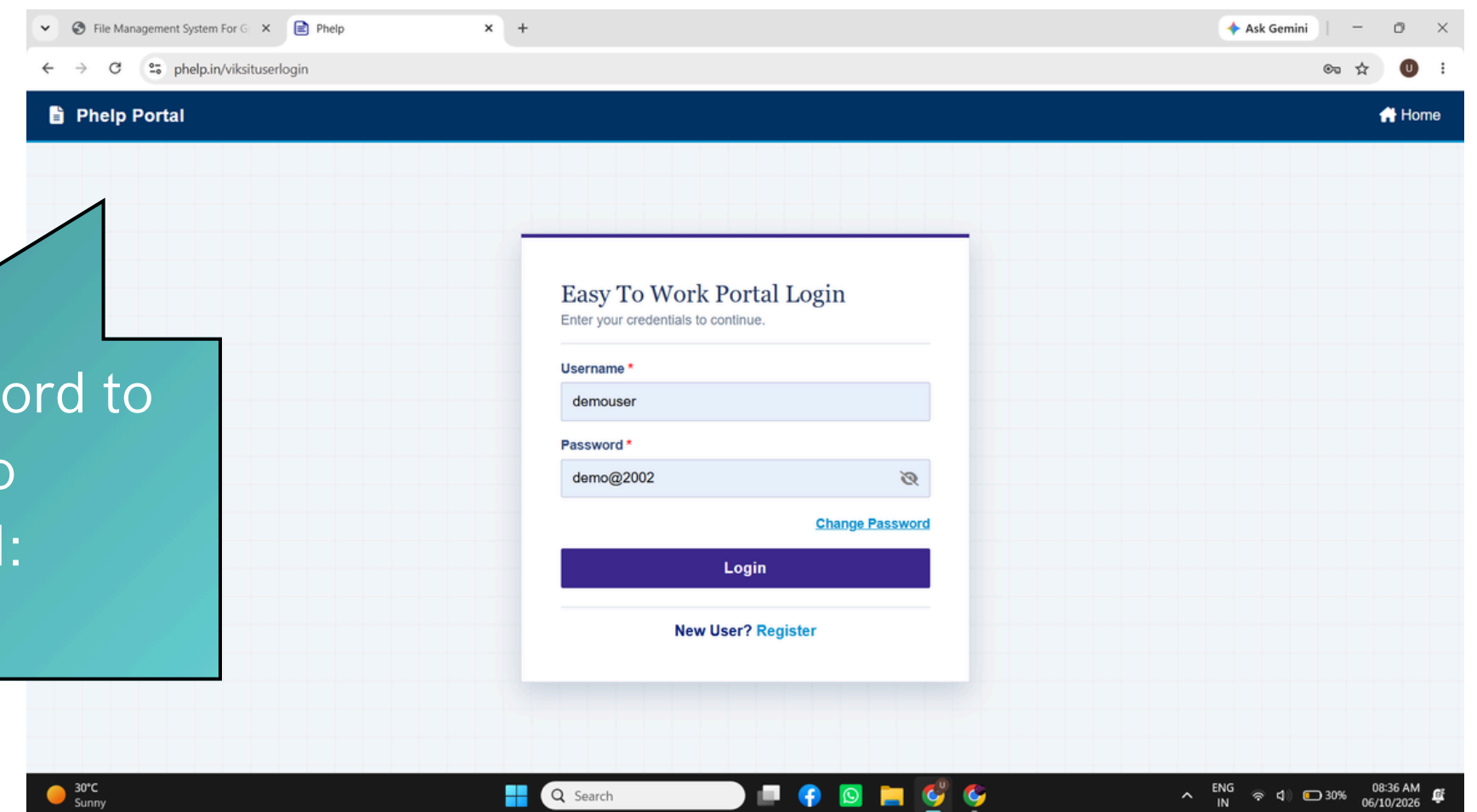
Page 2

# Create Account & Login Procedure



The screenshot shows the 'Create Account (Easy To Work Portal)' page. It has a header 'Phelp Portal' with a 'Home' link. The form is titled 'Fill The Details To Create User Account' and is divided into two sections: 'Office details' and 'Account security'. The 'Office details' section includes fields for 'Block Name' (Purulia II), 'GP Name' (Belma), 'District Name' (Purulia), and 'Phone Number' (8250112450). The 'Account security' section includes fields for 'Username' (demouser), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). A 'Register' button is at the bottom, and a link 'Already have an account? Login' is below it. The browser address bar shows 'phelp.in/viksituseregister'.

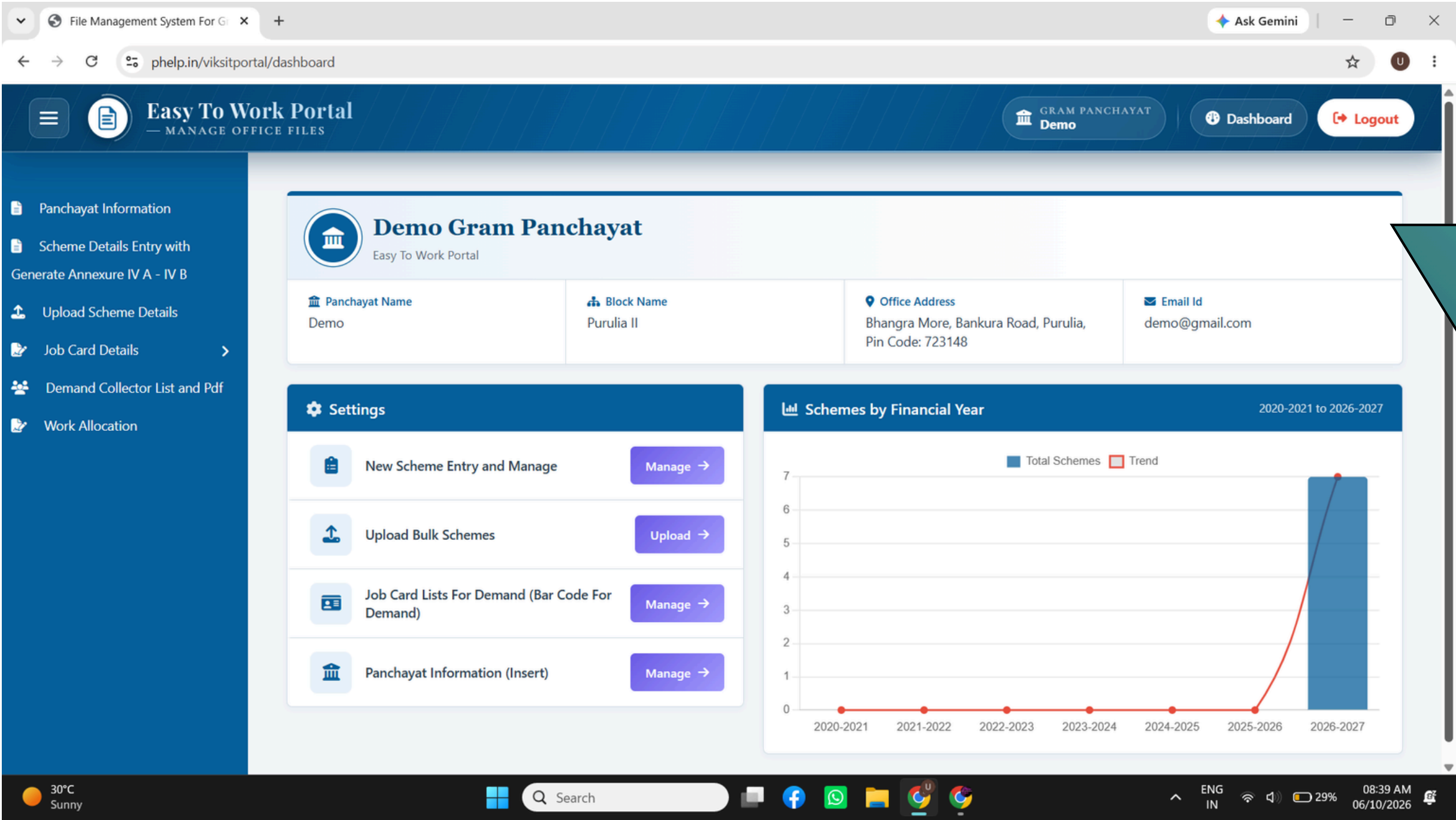
Fill in the required fields: **Block Name, GP Name, District Name, Phone Number, Unique Username, and Password.** Then click on Register button



The screenshot shows the 'Easy To Work Portal Login' page. It has a header 'Phelp Portal' with a 'Home' link. The form is titled 'Enter your credentials to continue.' and includes fields for 'Username' (demouser) and 'Password' (demo@2002). There is a 'Change Password' link and a 'Login' button. A link 'New User? Register' is at the bottom. The browser address bar shows 'phelp.in/viksituselogin'.

After registration, use the created Username and Password to login to the dashboard. You can also use the demo credentials — Username: **demouser** and Password: **demo@2002** to login to the dashboard

# Dashboard



This dashboard provides a simplified interface for managing Panchayat operations. It includes bulk scheme upload, bulk Job Card Details upload and Panchayat information. A dynamic chart on the right visualizes the total number of schemes inserted across years.

# Panchayat Information

File Management System For G x + Ask Gemini

phelp.in/viksitportal/viksit530front

Easy To Work Portal  
— MANAGE OFFICE FILES

GRAM PANCHAYAT  
Demo

Dashboard Logout

Panchayat Information

Scheme Details Entry with  
Generate Annexure IV A - IV B

Upload Scheme Details

Job Card Details

Demand Collector List and Pdf

Work Allocation

Panchayat Information

Name of the Panchayat (First Letter Capital) \* Demo

Name of the Block Purulia II

Address of Office Bhanga More, Bankura Road, Purulia, Pin Code: 72:

Email Id demo@gmail.com

Contact No. 8250112450

Division Name Purulia Sadar

District Name Purulia

Save

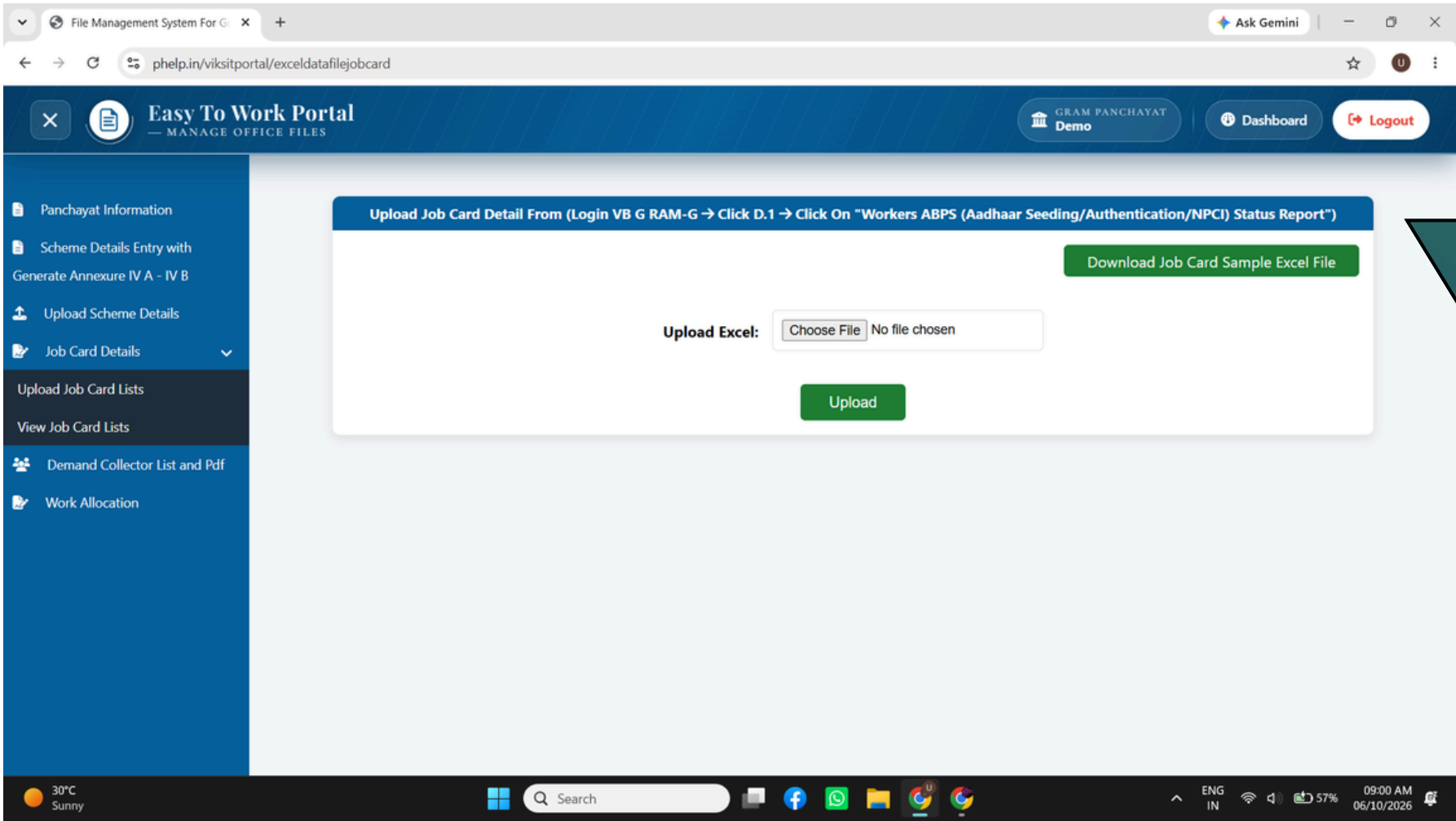
30°C Sunny

Search

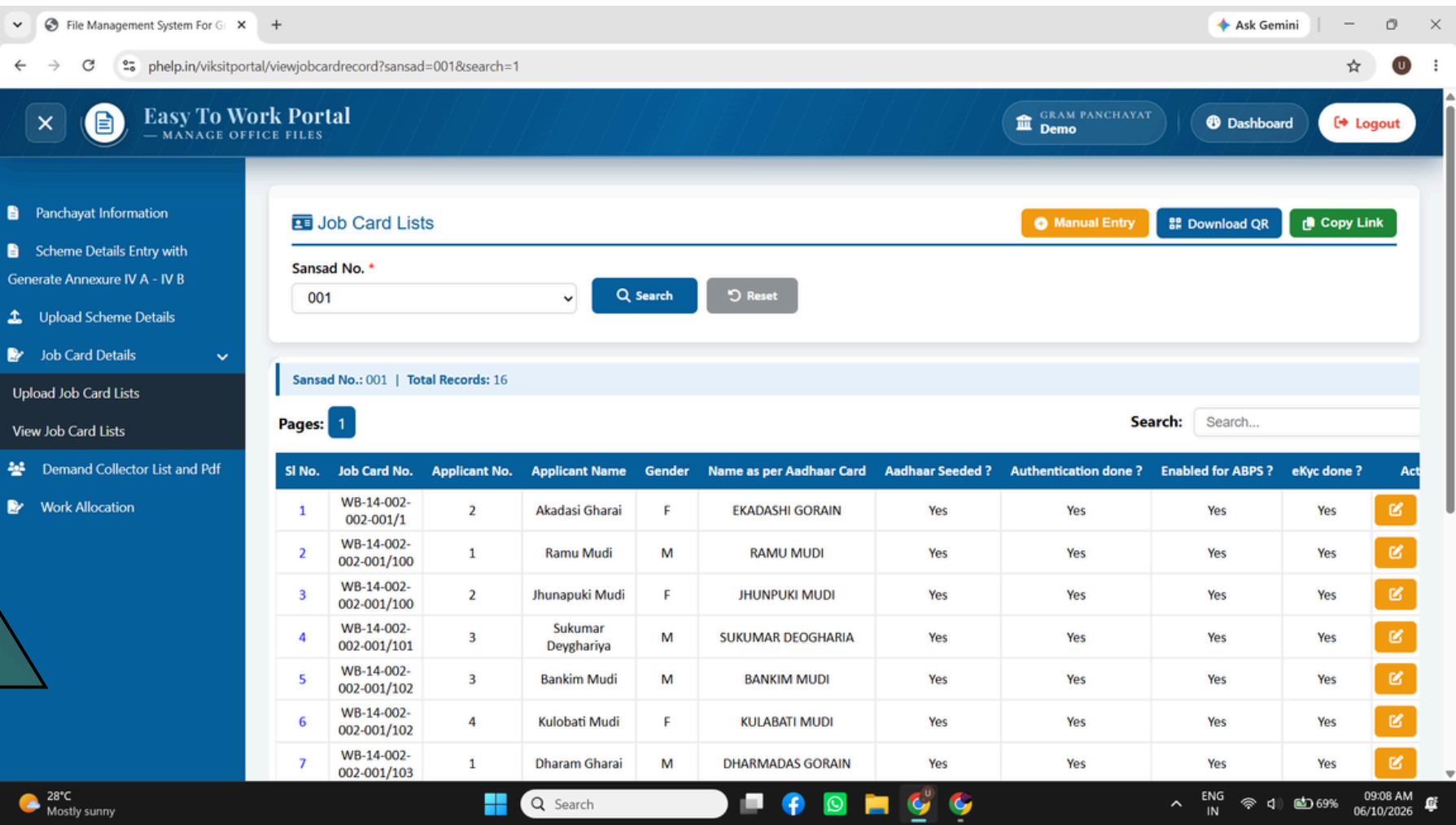
ENG IN 52% 08:57 AM 06/10/2026

In Panchayat Information tab insert Panchayat details such as Office Information. The provided information is used for PDF document generation.

# Job Card Details



In **Upload Job Card Lists** tab Upload Job Card Detail From (Login to "VB G RAM-G" then click on "D.1" then click on "Workers ABPS (Aadhaar Seeding/Authentication/NPCI) Status Report") then upload the excel file and click **Upload** Button



In **View Job Card Lists** tab you can enter job card details manually. Select **Sansad No.** and click on **Search** button to view job card details and can able to **Edit** and **Delete** (Delete Password 2025) Job card detail. You Can **Downlaod QR Code/Copy Link** for Work Demand

# Work Demand Procedure

File Management System For G x Work Demand | phelp.in x + Ask Gemini

phelp.in/viksitportaljobcard/viksitportaljobcardpublic?ref=73bfbe3eebfd7a0e7c25895e47362616&vrpname=Demo+Person1&vrpcontactno=8101656869&startdate=06%2F10%2F2026&enddate=19%2...

 Demo GP

Work Demand | Block: Purulia II

 Demand Details

1 Demand Collector Name

Demo Person1

2 Demand Collector Contact No.

8101656869

3 Demand Start Date

06/10/2026

4 Demand End Date

19/10/2026

5 Sansad No.

001

Q Search

Reset

All set -click Search.

 Application PDF — by Submit Date

 02/10/2026

2 record(s)

Generate PDF

 Job Card Records

Sansad No.: 001

Total: 16

Done: 7

Demand Collector: Demo Person1 (8101656869)

Period: 06/10/2026 to 19/10/2026 ( 14 days)

In View Job Card Lists tab by scanning Downlaoded QR Code/Copied Link, start work demand by entering/selecting (Demand Collector Name, Contact No., Demand Start Date and End Date, Sansad No. then click on Search Button)

 Application PDF — by Submit Date

 02/10/2026

2 record(s)

Generate PDF

 Job Card Records

Sansad No.: 001

Total: 16

Done: 7

Demand Collector: Demo Person1 (8101656869)

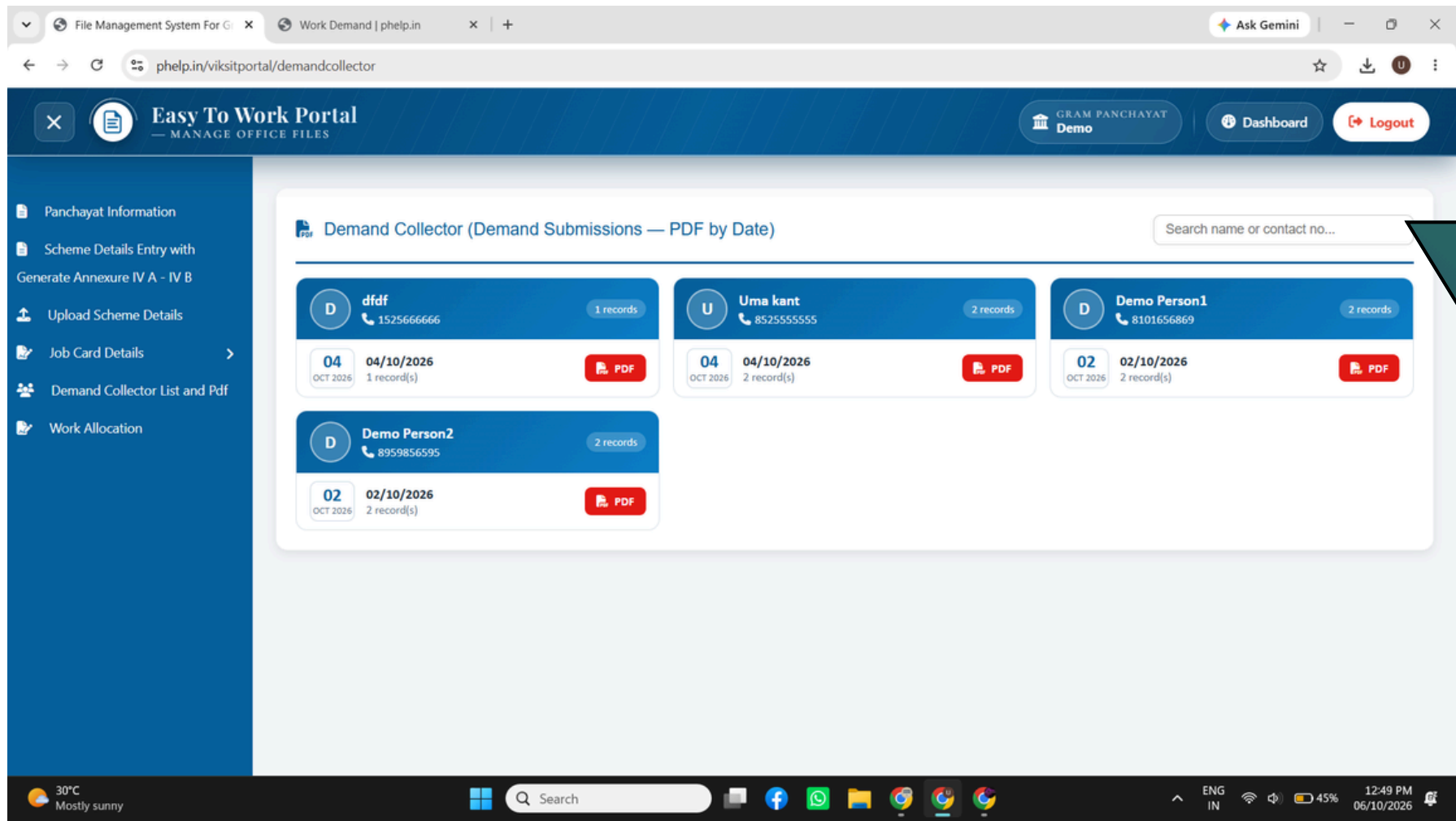
Period: 06/10/2026 to 19/10/2026 ( 14 days)

Pages: 1 Search: Search...

| Sl No. | Demand Status  | Job Card No.          | Applicant Name     | Gender | Name as per Aadhaar | eKyc done? | Start Date | End Date   | Days | Demand Collector Name | Den |
|--------|----------------|-----------------------|--------------------|--------|---------------------|------------|------------|------------|------|-----------------------|-----|
| 1      | Done<br>Locked | WB-14-002-002-001/1   | Akadasi Gharai     | F      | EKADASHI GORAIN     | Yes        | 01/10/2026 | 16/10/2026 | 16   | dfdf                  |     |
| 2      | Done           | WB-14-002-002-001/100 | Ramu Mudi          | M      | RAMU MUDI           | Yes        | 02/10/2026 | 07/10/2026 | 6    | Demo Person1          |     |
| 3      | Done           | WB-14-002-002-001/100 | Jhunapuki Mudi     | F      | JHUNPUKI MUDI       | Yes        | 02/10/2026 | 07/10/2026 | 6    | Demo Person1          |     |
| 4      | Done<br>Locked | WB-14-002-002-001/101 | Sukumar Deyghariya | M      | SUKUMAR DEOGHARIA   | Yes        | 02/10/2026 | 09/10/2026 | 8    | Demo Person2          |     |
| 5      | Done           | WB-14-002-002-        | Bankim Mudi        | M      | BANKIM MUDI         | Yes        | 04/10/2026 | 10/10/2026 | 7    | Uma kant              |     |

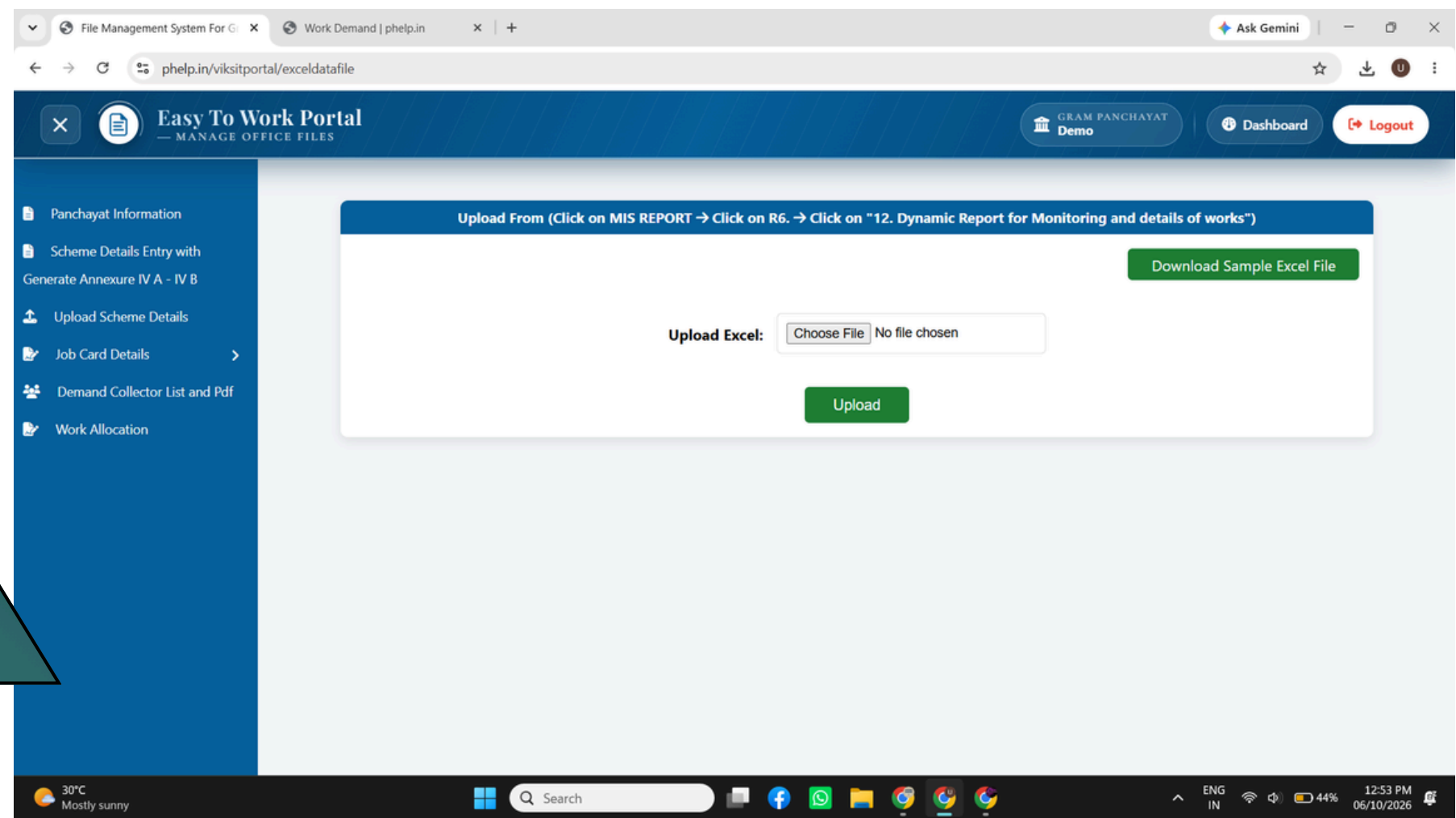
Job Card Records loaded for Work Demand. By selecting "Demand Status" do Work Demand. After Work Demand can Downlaod "Annexure IV A" PDF

# Work Demand Collectors List & Upload Scheme Details



In Demand Collector List and Pdf tab, you can view and download "Annexure IV A" PDF, which is done by Demand Collectors.

In Upload Scheme Details tab, Download "Sample Excel File" for upload Scheme Details From (Click on MIS REPORT then click on R6. then click on "12. Dynamic Report for Monitoring and details of works") then upload the excel file and click **Upload** Button



# New Scheme Entry Details And Work Allocation Lists

File Management System For G x Work Demand | phelp.in x + Ask Gemini

phelp.in/viksitportal/workentry1front

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— MANAGE OFFICE FILES

GRAM PANCHAYAT  
Demo

Dashboard

Logout

For New Scheme Entry

Financial Year \*

Select

Work Code \*

Name of the Work

Work Category Name

Select

Sanction Amount Wages (in Rs.)

Sanction Amount Material (in Rs.)

Sanction Amount Total (in Rs.)

Save

Pages: 1

Financial Year: All

Search: Search...

| Sl No. | Financial Year | Work Code                        | Name of the Work                                                              | Work Category Name                      | Sanction Amount Wages (in Rs.) | Sanction Amount Material (in Rs.) | Sanction Amount Total (in Rs.) | Action |
|--------|----------------|----------------------------------|-------------------------------------------------------------------------------|-----------------------------------------|--------------------------------|-----------------------------------|--------------------------------|--------|
| 7      | 2026-2027      | 3214002002/DP/VB/321002041013238 | Community Block Plantation at Mamurjore Matir Sristi Area                     | Drought Proofing                        | 54316.25                       | 16689.73                          | 72505                          | Action |
| 6      | 2026-2027      | 3214002002/WC/YD/321002041009093 | Construction of Community Water Harvesting Ponds of Matir sristi at mamurjore | Water Conservation and Water Harvesting | 435362.42                      | 18565                             | 456927                         | Action |
| 5      | 2026-2027      | 3214002002/DP/VB/321002041011777 | Community Block Plantation near SWM                                           | Drought Proofing                        | 53923.25                       | 10835.67                          | 65308                          | Action |

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Search

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In the Scheme Details Entry with Generate Annexure IV A - IV B tab, you can add new scheme manually by entering details.

In the Scheme Details Entry with Generate Annexure IV A - IV B tab, click on the Action button to begin. Fill in the blank fields in the Work Details section, then proceed to the Work Allocation Records Section for upload Work Allocation List (Click on Analytics & Reports then State Report then State then District then Block then GP then Click on R3. Work then Click on 2. Employment Exhausted For Work)

File Management System For G x Dashboard | Hostinger x + Ask Gemini

phelp.in/viksitportal/workentry1?id=7

Easy To Work Portal  
— MANAGE OFFICE FILES

GRAM PANCHAYAT  
Demo

Dashboard

Logout

| Financial Year | Work Code *    | Name of the Work | Work Category Name | Sanction Amount Wages (in Rs.) | Sanction Amount Material (in Rs.) | Sanction Amount Total (in Rs.) | Implementing Agency | Place of reporting |
|----------------|----------------|------------------|--------------------|--------------------------------|-----------------------------------|--------------------------------|---------------------|--------------------|
| 2026-2027      | 3214002002/DP/ | Community Bloc   | Drought Proofing   | 54316.25                       | 16689.73                          | 72505                          | Gram Panchayat      |                    |

Update

Work Allocation Records

Upload Excel Records

Manual Entry

Upload Work Alcaton → Click on Analytics & Reports → State Report → State → District → Block → GP → Click on R3. Work → Click on 2. Employment Exhausted For Work

Download Sample Excel File

Upload Excel: Choose File No file chosen

Upload

Generate Viksit Bharat Annexure IV A & Annexure IV B PDF

Work Allocation Period \*

31/07/2026 to 04/08/2026

Select a Work Allocation Start Date to End Date period to enable the PDF buttons. Only the records of the selected period will be included.

Annexure IV A PDF

Annexure IV B PDF

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Search

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# Work Allocation

Work Allocation tab select Scheme List and Sansad No. and click on Search button for load Demand List for Work Allocation. In the Job Card List mark Check Box and Click on Submit Button (*Password of Submit 2025*). Then marked Job Cards is Submitted in that Scheme List which has been already selected for Generate Annexure IV A and Annexure IV B.

File Management System For G... x + Ask Gemini

phelp.in/viksportal/workallocation?workid=7&sansad=001&search=1

Easy To Work Portal  
— MANAGE OFFICE FILES

GRAM PANCHAYAT Demo Dashboard Logout

Panchayat Information  
Scheme Details Entry with Generate Annexure IV A - IV B  
Upload Scheme Details  
Job Card Details  
Demand Collector List and Pdf  
Work Allocation

Work Allocation

Name of the Work Sansad No. \*

Community Block Plantation at Mamurjore Matir Sristi Area ( Sansad No.: 001 Search Reset

Work: Community Block Plantation at Mamurjore Matir Sristi Area (3214002002/DP/VB/321002041013238) | Sansad No.: 001 | Total Records: 16

Pages: 1 Demand Status: All Status Search: Search...

| Sl No.                                                                                                                                                                                                                                                                                             | Job Card No.             | Applicant No.         | Applicant Name | Gender         | Name as per Aadhaar Card | Aadhaar Seeded? | Authentication done? | Enabled for ABPS? | eKyc done? |     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------|----------------|----------------|--------------------------|-----------------|----------------------|-------------------|------------|-----|
| 1                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | WB-14-002-002-001/1   | 2              | Akadasi Gharai | F                        | EKADASHI GORAIN | Yes                  | Yes               | Yes        | Yes |
| <div>WORK ALLOCATION DETAILS</div> <div>WORK ALLOCATION START DATE: 01/10/2026</div> <div>WORK ALLOCATION END DATE: 16/10/2026</div> <div>DAYS: 16</div> <div>DEMAND STATUS: Done</div> <div>DEMAND COLLECTOR: ddfd</div> <div>DEMAND COLLECTOR CONTACT NO.: 1525666666</div> <div>ACTION:  </div> |                          |                       |                |                |                          |                 |                      |                   |            |     |
| 2                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | WB-14-002-002-001/100 | 1              | Ramu Mudi      | M                        | RAMU MUDI       | Yes                  | Yes               | Yes        | Yes |
| <div>WORK ALLOCATION DETAILS</div>                                                                                                                                                                                                                                                                 |                          |                       |                |                |                          |                 |                      |                   |            |     |

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Search

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File Management System For G... x + Ask Gemini

phelp.in/viksportal/workallocation?workid=7&sansad=001&search=1

Easy To Work Portal  
— MANAGE OFFICE FILES

GRAM PANCHAYAT Demo Dashboard Logout

Panchayat Information  
Scheme Details Entry with Generate Annexure IV A - IV B  
Upload Scheme Details  
Job Card Details  
Demand Collector List and Pdf  
Work Allocation

002-001/110

WORK ALLOCATION DETAILS

WORK ALLOCATION START DATE

WORK ALLOCATION END DATE

DAYS

DEMAND STATUS

DEMAND COLLECTOR

DEMAND COLLECTOR CONTACT NO.

ACTION

|    |                                     |                       |   |                |   |                |     |     |     |     |
|----|-------------------------------------|-----------------------|---|----------------|---|----------------|-----|-----|-----|-----|
| 15 | <input checked="" type="checkbox"/> | WB-14-002-002-001/112 | 1 | Dharani Mahato | M | DHARANI MAHATO | Yes | Yes | Yes | Yes |
|----|-------------------------------------|-----------------------|---|----------------|---|----------------|-----|-----|-----|-----|

WORK ALLOCATION DETAILS

WORK ALLOCATION START DATE

WORK ALLOCATION END DATE

DAYS

DEMAND STATUS

DEMAND COLLECTOR

DEMAND COLLECTOR CONTACT NO.

ACTION

|    |                                     |                       |   |               |   |                |     |     |     |     |
|----|-------------------------------------|-----------------------|---|---------------|---|----------------|-----|-----|-----|-----|
| 16 | <input checked="" type="checkbox"/> | WB-14-002-002-001/113 | 1 | Sankar Mahato | M | SHANKAR MAHATO | Yes | Yes | Yes | Yes |
|----|-------------------------------------|-----------------------|---|---------------|---|----------------|-----|-----|-----|-----|

WORK ALLOCATION DETAILS

WORK ALLOCATION START DATE

WORK ALLOCATION END DATE

DAYS

DEMAND STATUS

DEMAND COLLECTOR

DEMAND COLLECTOR CONTACT NO.

ACTION

Submit

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Search

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# Annexure IV A and Annexure IV B

File Management System For G

Ask Gemini

phelp.in/viksportal/workentry?id=7

Easy To Work Portal

GRAM PANCHAYAT

Dashboard

Logout

Upload

Generate Viksit Bharat Annexure IV A & Annexure IV B PDF

Work Allocation Period \*

31/07/2026 to 04/08/2026

Select a Work Allocation Start Date to End Date period to enable the PDF buttons. Only the records of the selected period will be included.

Annexure IV A PDF

Annexure IV B PDF

Search: Search...

| Sl No | Villages  | Registration ID.      | Worker Name             | Work Allocation Start Date | Work Allocation End Date | Days | Action                                                                                                                                                                  |
|-------|-----------|-----------------------|-------------------------|----------------------------|--------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     |           | WB-14-002-002-001/1   | Kalipada Gharai         | 02/10/2026                 | 07/10/2026               | 6    |   |
| 2     | Belma-III | WB-14-002-002-003/1   | Laxman Chandra Kaibarto | 31/07/2026                 | 04/08/2026               | 5    |   |
| 3     | Belma-III | WB-14-002-002-003/102 | Sudhir kaibarta         | 31/07/2026                 | 04/08/2026               | 5    |   |
| 4     | Belma-III | WB-14-002-002-003/102 | Gandhari kaibarta       | 31/07/2026                 | 04/08/2026               | 5    |   |
| 5     | Belma-III | WB-14-002-002-003/102 | Gandhari kaibarta       | 14/08/2026                 | 29/08/2026               | 16   |   |

30°C

Mostly sunny

Search

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52%

01:23 PM

06/10/2026

By selecting “Work Allocation Period” can Generate Annexure IV A and Annexure IV B

Annexure IV A  
Annexure IV B

Annexure IV A



Application form for work under Viksit Bharat-G RAM G Scheme

To  
Pradhan  
Demo Gram Panchayat  
Purulia II Block  
Purulia District

Sub: Application form for work under Viksit Bharat-G RAM G Scheme

Respected Sir/Madam,  
I/We the following applicants want to work under this scheme. All the details and the period/periods for which work is required are given below:

| Sl No. | Name              | Registration No. of the GRG card | Periods(s) for which employment needed |            |             | Signature / Left Thumb Impression of the applicant |
|--------|-------------------|----------------------------------|----------------------------------------|------------|-------------|----------------------------------------------------|
|        |                   |                                  | From Date                              | To Date    | No. of Days |                                                    |
| 1      | Gandhari kaibarta | WB-14-002-002-003/102            | 14/08/2026                             | 29/08/2026 | 16          |                                                    |

.....

For use of Gram Panchayat

.....

Received the application for work from Sri/Smt. ....

Registration ..... On ..... (date) .....

Signature of Gram Panchayat Official receiving the application /  
Signature of Block level official receiving the application

Annexure IV B



Information regarding allotment of work under Viksit Bharat-G RAM G Scheme

Memo No:..... Date:.....

To,  
Shri / Smt. ....

Sub: Information regarding allotment of work under Viksit Bharat-G RAM G Scheme  
With reference to your applications, you are provided job in the following works:

| Sl No. | Name of the applicant | Registration No. of the GRG Card | Work No.                            | Name of the work                                         | Place of reporting | Implement ing Agency | Date on which to report for work | Remarks |
|--------|-----------------------|----------------------------------|-------------------------------------|----------------------------------------------------------|--------------------|----------------------|----------------------------------|---------|
| 1      | Gandhari kaibarta     | WB-14-002-002-003 /102           | 3214002002 /DP/VB/3210 0204101323 8 | Community Block Plantation at Mamujore Matir Srisli Area |                    | Gram Panchayat       | From 14/08/2026 To 29/08/2026    |         |

Signature of Gram Panchayat Official

Memo No:..... Date:.....

Copy forwarded to the Programme Officer Purulia II Block for information and necessary action.

Signature of Gram Panchayat Official

## Contact Us

**If you have any type of queries related to phelp portal, you can contact us. It's our pleasure to help you.**

**Phone No. 8250112450 / 9002555973**

**Email ID:**  
phelpteam1@gmail.com

**Thank You**