

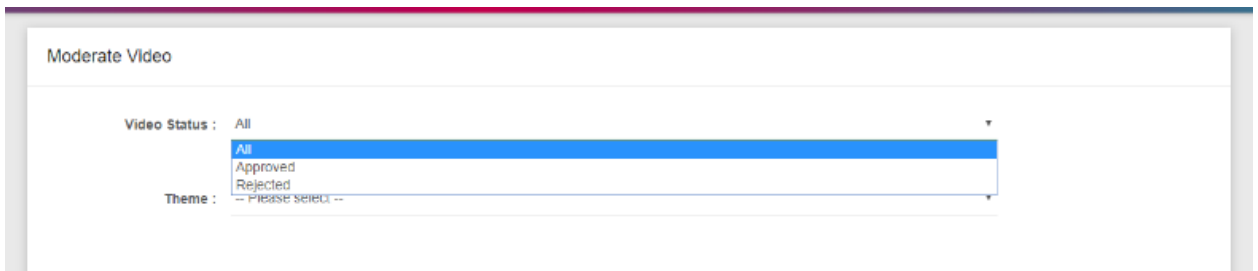
## **Standard Operating Procedure (SOP) for the Moderation of Content**

1. Moderation for the uploaded content will be done through GPDP portal (<https://gpdp.nic.in/>) by the respective nodal officers i.e. State Officials and District officials
2. State/District Official will login into the portal with valid login id and password. After login in menu option a link is available for the moderation of uploaded videos by the citizens.

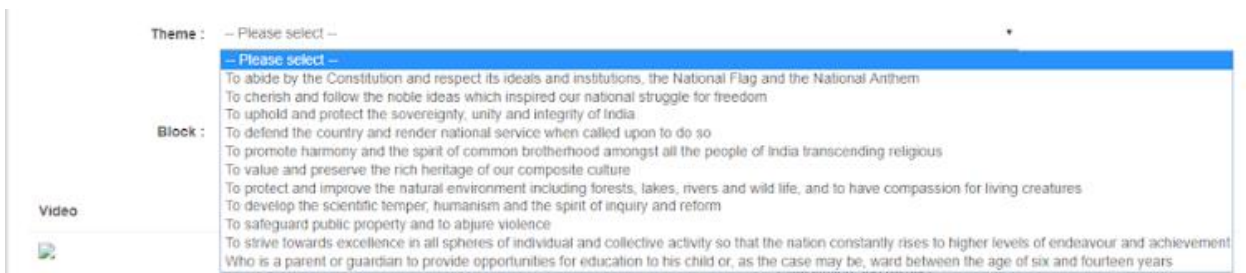


**Figure 1: Link Available in Menu**

3. District official need to select tier as per state hierarchy i.e. Block Panchayat, Gram Panchayat, Approved/Rejected and fundamental duties against which videos have been uploaded by the citizen







**Figure 2: Selection of hierarchy by district**



**Figure 3: Selection of Theme/Fundamental Duties**

4. After selecting the GP details, a table will be displayed on the screen with the following fields.

Uploaded Video (image icon)	Uploaded By	Mobile Number	Uploaded Date	Description	Theme	Reject/Approved	Download

Uploaded Video	Uploaded By	Mobile Number	Uploaded Date	Description	Theme	Reject/Approve	Download
	ajit	8800602328	18/10/2019	Test	To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem	No <input checked="" type="checkbox"/> YES	
	amit	8899775566	18/10/2019	Test2	To cherish and follow the noble ideas which inspired our national struggle for freedom	No <input type="checkbox"/> YES	

**Figure 4: Displaying Videos for moderation**

- As logged in official clicks on the download button, video will get downloaded on local system (Desktop/Laptop). After viewing, the district official can **Approve or Reject** the video.
- The approved video will be further visible in the state nodal official's user and the respective user can take appropriate action similar to as taken by district official i.e. **Approve or Reject** the video.
- The **approved** video by State Nodal Official will be visible to Central Level User/NIRD for finally approval/Rejection.