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# SPV - USER MANUAL

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User Manual  
Document Version: 1.1

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## 1. Overview

The Special Purpose Vehicle (SPV) administrator is a key platform-level administrator function on the iGOT platform. The document describes how the SPV administrator can:

1. Onboard a central MDO, state
2. Onboard MDO admin, State Admin
3. Onboard other SPV Admin
4. Deactivate and Activate the SPV Admin

## 2. Audience

This user manual has been created to enable SPV Admin to leverage the SPV portal on the iGOT platform to create and manage MDO's and States.

## 3. Key actors

The key actors and roles in managing the SPV portal are the following:

Actor	Description
SPV Admin	The SPV can onboard and organize the creation of ministries, departments and user flow across different MDO's

## 4. Pre-requisites

In order to access the features of the SPV portal, SPV Admin user will need the following:

1. Access to SPV portal: A link to the appropriate SPV portal is needed.

For eg:

Karmayogi user portal link stage: <https://igotkarmayogi.gov.in/>

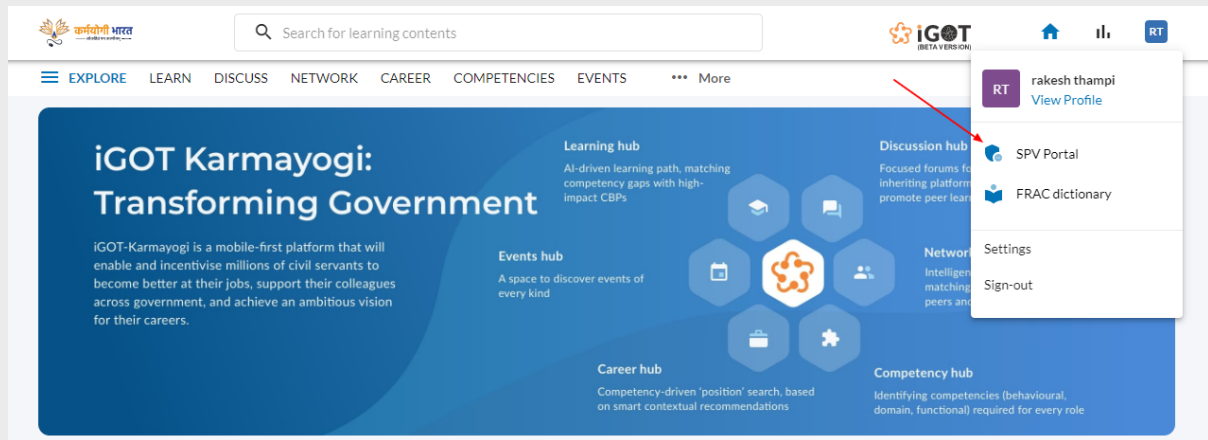
SPV portal: <https://spv.igotkarmayogi.gov.in/>

2. Login credentials with the required roles.

Once the iGOT user account gets created, they will receive an email to reset the password. Users can use the above Karmayogi link to login to the Karmayogi portal.

After login to the Karmayogi user portal and clicking on the profile image on top right, users can see the link and access the various portals like the SPV portal, MDO portal,

CBP portal and the FRAC dictionary based on their roles. When an SPV Administrator login to the portal, they will see the following



## 5. SPV Portal

SPV portal is to organize the creation of ministries, departments and user flow. As the user clicks on the “SPV portal” link from the profile drop down in the Karmayogi portal, they will navigate to the SPV portal. Only SPV admin will have access to the SPV portal.

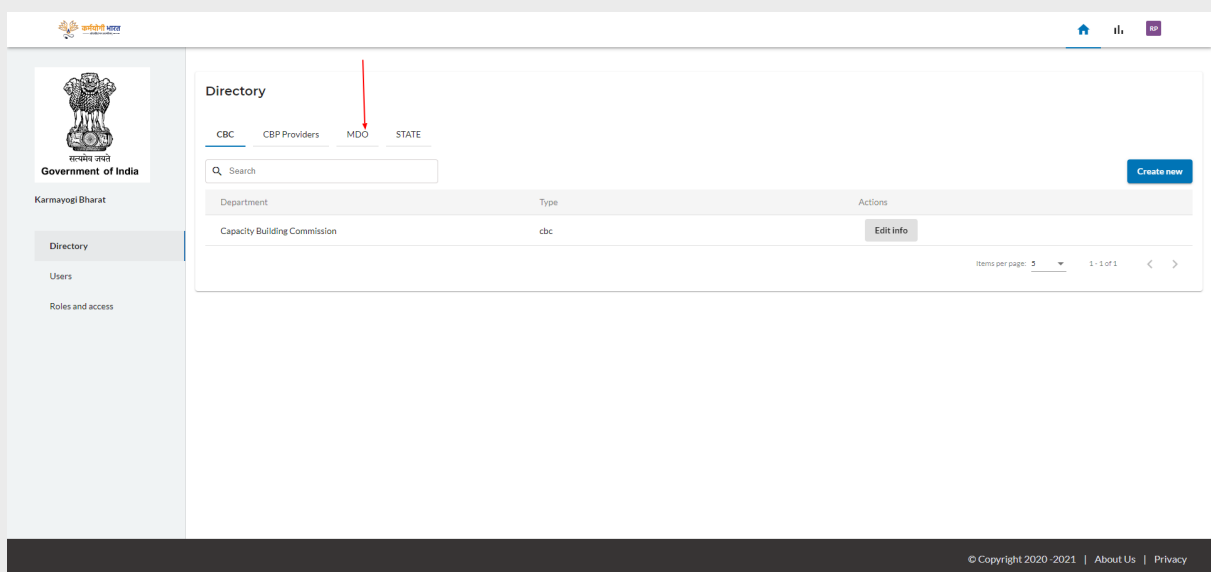
### 5.1 Directory

SPV admin lands on the below screen after login.

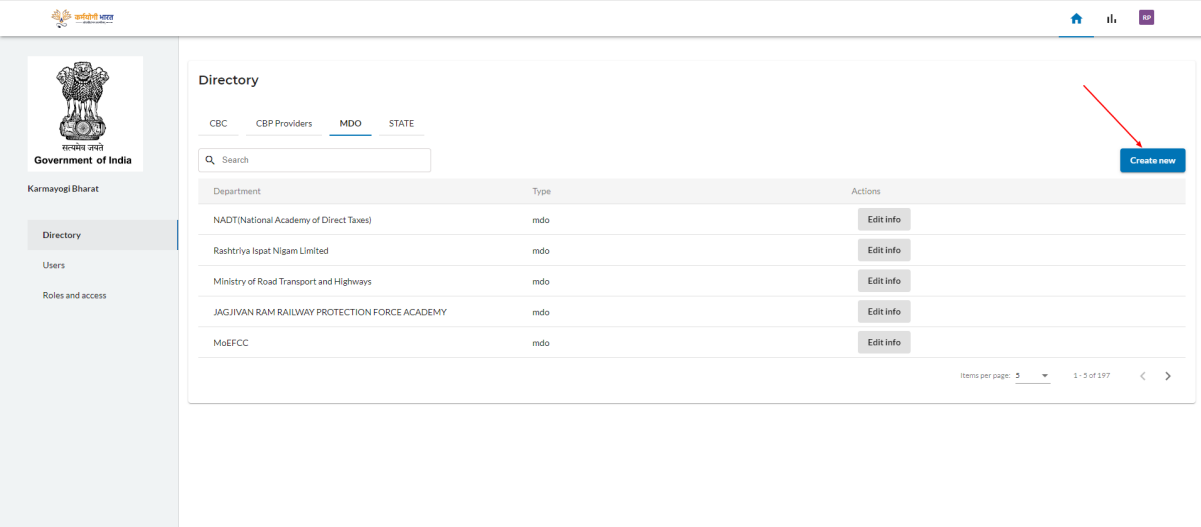
#### 5.1.1 SPV admin: Onboarding a central MDO

Follow the below steps to onboard an MDO

1. Click on the MDO tab



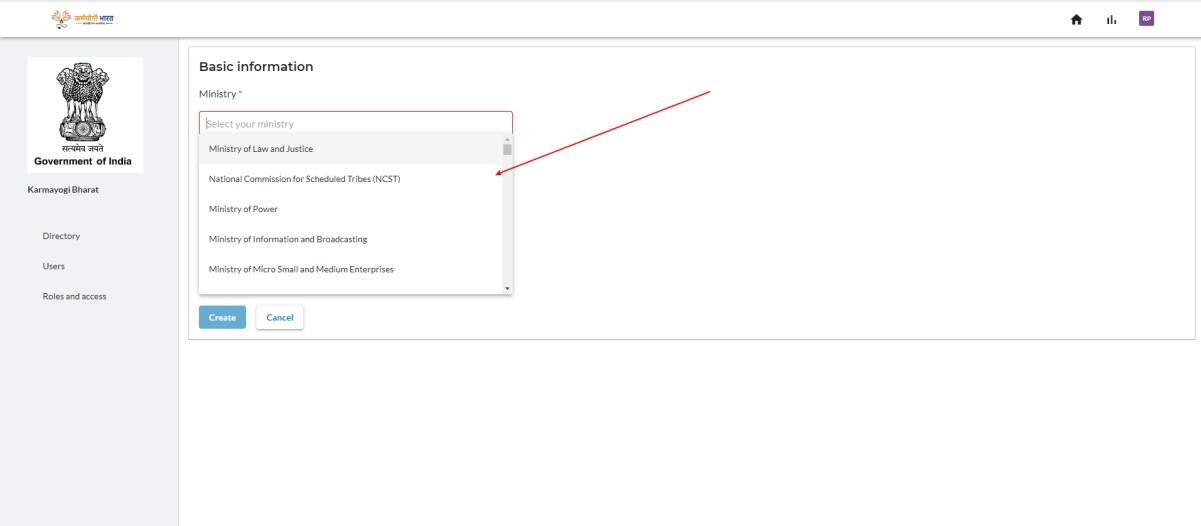
## 2. Click on “Create new”



The screenshot shows the Karmayogi Bharat Directory interface. On the left is a sidebar with the Government of India logo and navigation links: Directory, Users, and Roles and access. The main content area is titled 'Directory' and has tabs for CBC, CBP Providers, MDO, and STATE. A search bar is present. A table lists departments with columns for Department, Type, and Actions. The 'Create new' button is highlighted with a red arrow. The footer contains copyright information and links to About Us and Privacy.

Department	Type	Actions
NADT(National Academy of Direct Taxes)	mdo	<a href="#">Edit info</a>
Rashtriya Ispat Nigam Limited	mdo	<a href="#">Edit info</a>
Ministry of Road Transport and Highways	mdo	<a href="#">Edit info</a>
JAGJIVAN RAM RAILWAY PROTECTION FORCE ACADEMY	mdo	<a href="#">Edit info</a>
MoEFCC	mdo	<a href="#">Edit info</a>

## 3. Choose the Ministry from the list



The screenshot shows the 'Basic information' form in the Karmayogi Bharat system. The 'Ministry' field is highlighted with a red box, and a dropdown menu is open, showing a list of ministries. A red arrow points to the 'National Commission for Scheduled Tribes (NCST)' option. The form includes 'Create' and 'Cancel' buttons. The footer contains copyright information and links to About Us and Privacy.

Ministry \*

Select your ministry

- Ministry of Law and Justice
- National Commission for Scheduled Tribes (NCST)
- Ministry of Power
- Ministry of Information and Broadcasting
- Ministry of Micro Small and Medium Enterprises

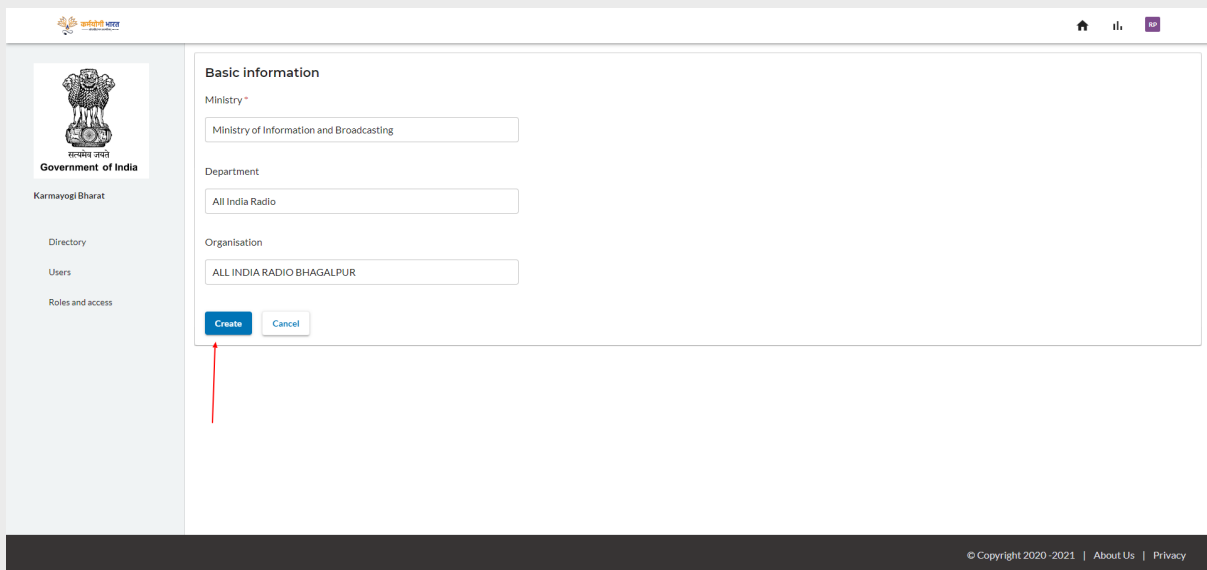
#### 4. Choose the Department from the list

The screenshot shows the Government of India Karmayogi Bharat portal. The left sidebar contains the Government of India logo, the text 'सरकारी जगह Government of India', 'Karmayogi Bharat', and a menu with 'Directory', 'Users', and 'Roles and access'. The main content area is titled 'Basic information' and contains a 'Ministry' dropdown set to 'Ministry of Information and Broadcasting'. Below it, the 'Department' dropdown is open, showing a search bar 'Select your department' and a list of options: 'National Film Development Corporation Ltd', 'NA', 'Doordarshan', 'CBFC', and 'CBFC Thiruvananthapuram'. A red arrow points to the 'National Film Development Corporation Ltd' option. The footer contains the copyright notice '© Copyright 2020-2021 | About Us | Privacy'.

#### 5. Choose the Organization from the list

The screenshot shows the Government of India Karmayogi Bharat portal. The left sidebar is identical to the previous screenshot. The main content area is titled 'Basic information' and contains a 'Ministry' dropdown set to 'Ministry of Information and Broadcasting'. Below it, the 'Department' dropdown is set to 'All India Radio'. The 'Organisation' dropdown is open, showing a search bar 'Select your organisation' and a list of options: 'ALL INDIA RADIO BHAGALPUR', 'ALL INDIA RADIO KOLKATA', 'Civil Construction Wing All India Radio', 'ALL INDIA RADIO CUTTACK', and 'AIR JAMSHEDPUR'. A red arrow points to the 'ALL INDIA RADIO KOLKATA' option. The footer contains the copyright notice '© Copyright 2020-2021 | About Us | Privacy'.

## 6. Click on create

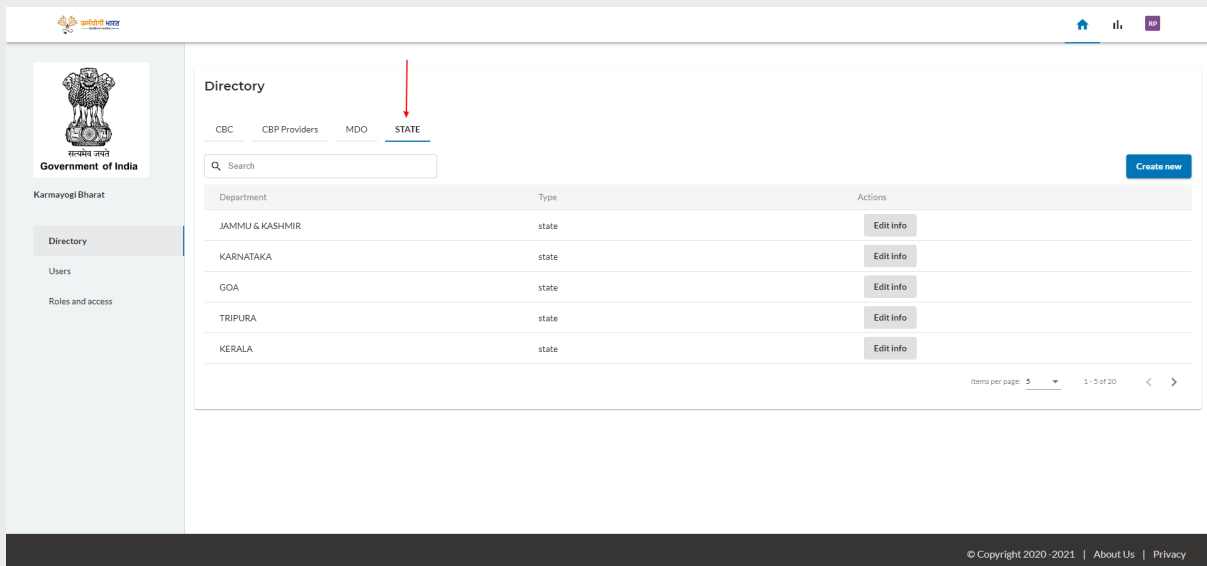


The screenshot shows the 'Basic information' form in the SPV portal. The form has three input fields: 'Ministry' (Ministry of Information and Broadcasting), 'Department' (All India Radio), and 'Organisation' (ALL INDIA RADIO BHAGALPUR). Below the fields are two buttons: 'Create' and 'Cancel'. A red arrow points to the 'Create' button. The left sidebar shows the Government of India logo and navigation links: Karmayogi Bharat, Directory, Users, and Roles and access. The footer contains copyright information: © Copyright 2020 -2021 | About Us | Privacy.

### 5.1.2 SPV admin: Onboarding a state

This section covers the steps involved in onboarding a state and state administrator.

1. Login to the SPV portal.
2. Click on the State tab. Through this tab, the SPV administrator can onboard states, and edit/view the states that are already onboarded.

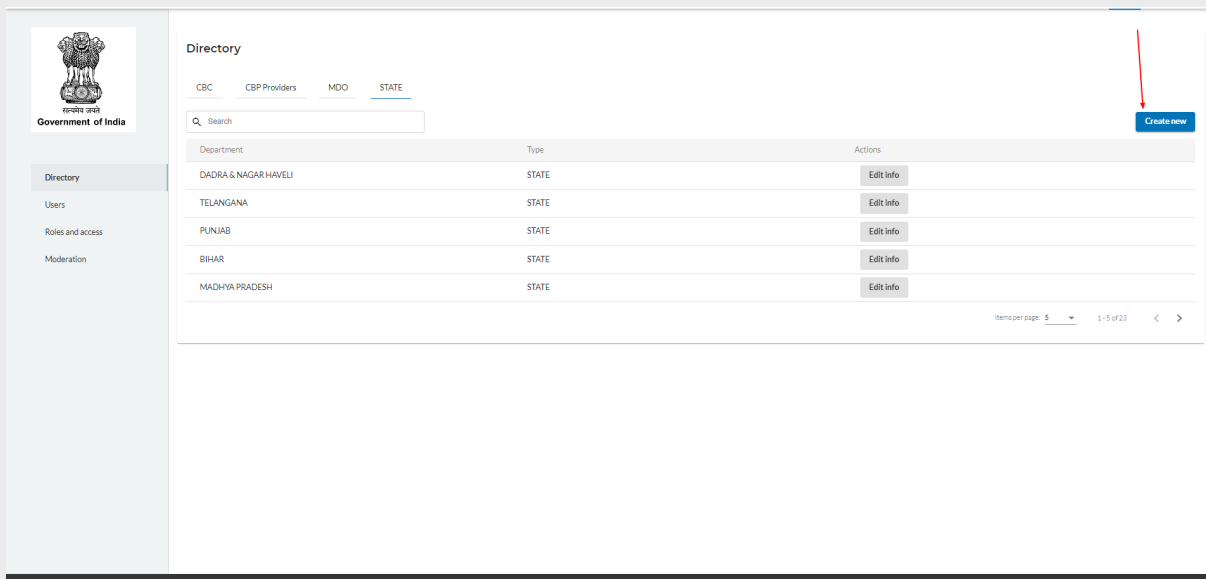


The screenshot shows the 'Directory' page in the SPV portal. The 'STATE' tab is selected, indicated by a red arrow. The table lists the following states:

Department	Type	Actions
JAMMU & KASHMIR	state	Edit info
KARNATAKA	state	Edit info
GOA	state	Edit info
TRIPURA	state	Edit info
KERALA	state	Edit info

The left sidebar shows the Government of India logo and navigation links: Karmayogi Bharat, Directory, Users, and Roles and access. The footer contains copyright information: © Copyright 2020 -2021 | About Us | Privacy.

3. Click on “Create new” to create a new state/union territory.

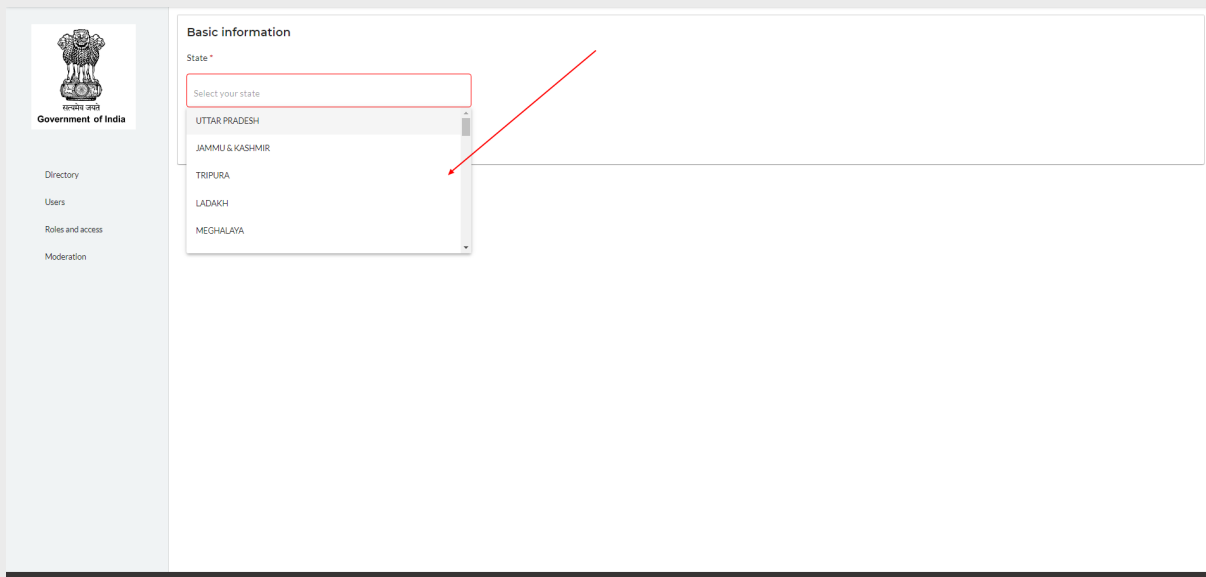


The screenshot shows the 'Directory' page of the Government of India portal. The left sidebar contains the Government of India logo and navigation links: Directory, Users, Roles and access, and Moderation. The main content area has tabs for CBC, CBP Providers, MDO, and STATE. A search bar is present. A table lists states with columns for Department, Type, and Actions. The 'Create new' button is highlighted with a red arrow.

Department	Type	Actions
DADRA & NAGAR HAVELI	STATE	<a href="#">Edit info</a>
TELANGANA	STATE	<a href="#">Edit info</a>
PUNJAB	STATE	<a href="#">Edit info</a>
BIHAR	STATE	<a href="#">Edit info</a>
MADHYA PRADESH	STATE	<a href="#">Edit info</a>

Items per page: 5 1 - 5 of 23 < >

4. Choose the state from the dropdown list.



The screenshot shows the 'Basic information' page of the Government of India portal. The left sidebar contains the Government of India logo and navigation links: Directory, Users, Roles and access, and Moderation. The main content area has a 'State \*' dropdown menu. The dropdown list is open, showing the following options: UTTAR PRADESH, JAMMU & KASHMIR, TRIPURA, LADAKH, and MEGHALAYA. A red arrow points to the dropdown list.

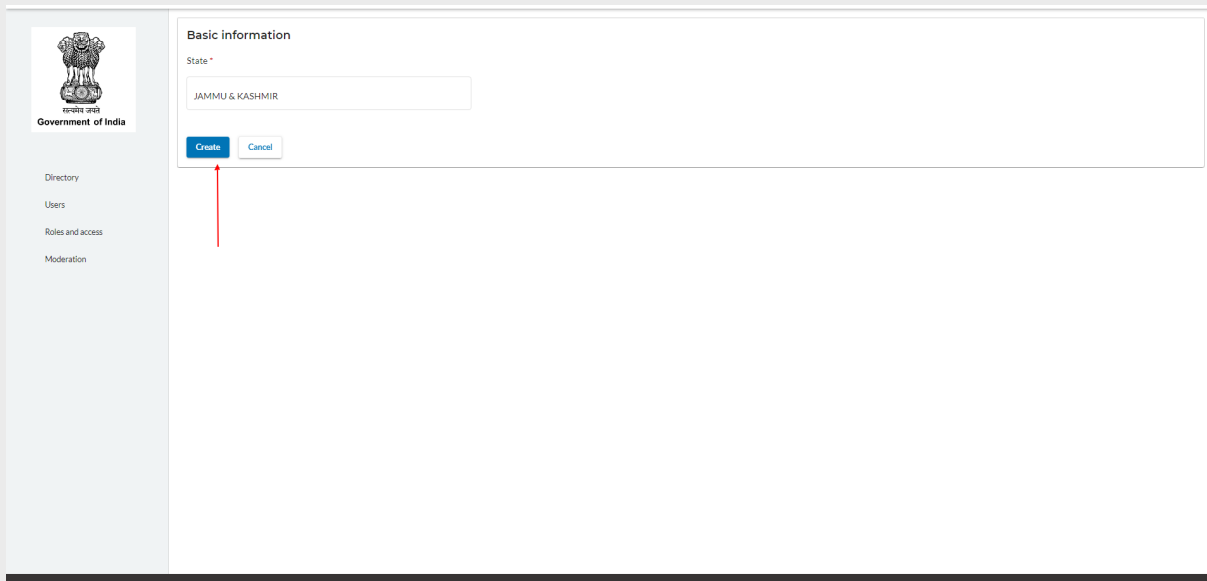
State \*

Select your state

- UTTAR PRADESH
- JAMMU & KASHMIR
- TRIPURA
- LADAKH
- MEGHALAYA



## 5. Click on create



**Basic information**

State \*

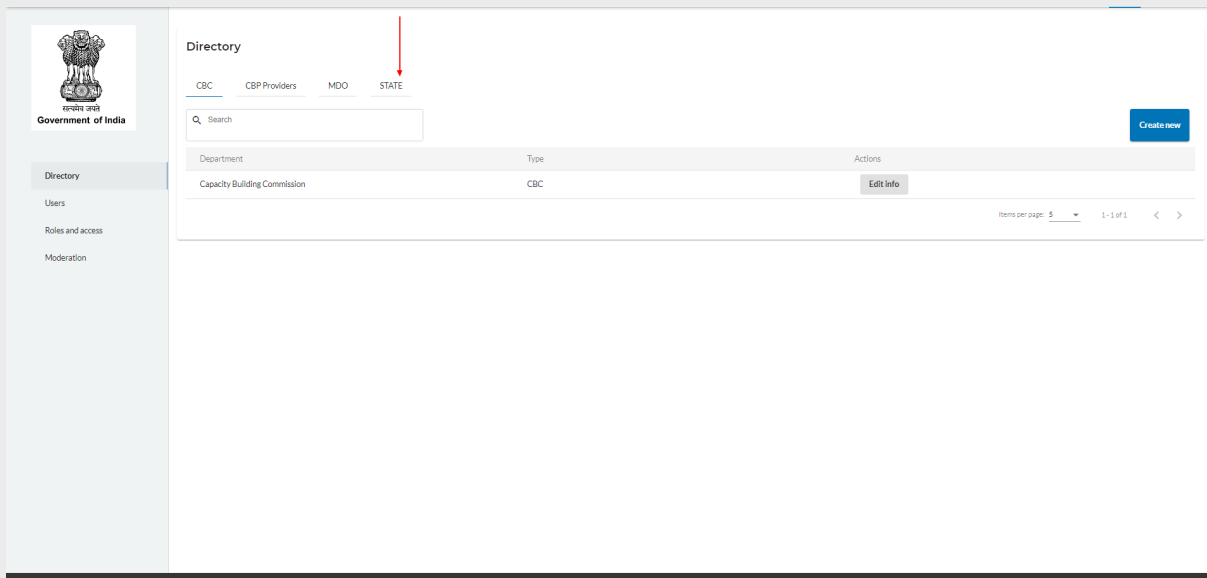
JAMMU & KASHMIR

Create Cancel

### 5.1.3 SPV admin: Onboarding a state admin

Once a state is created, the SPV administrator can onboard a state administrator for that state.

1. Login to the SPV portal
2. Click on the state tab



**Directory**

CBC CBP Providers MDO STATE

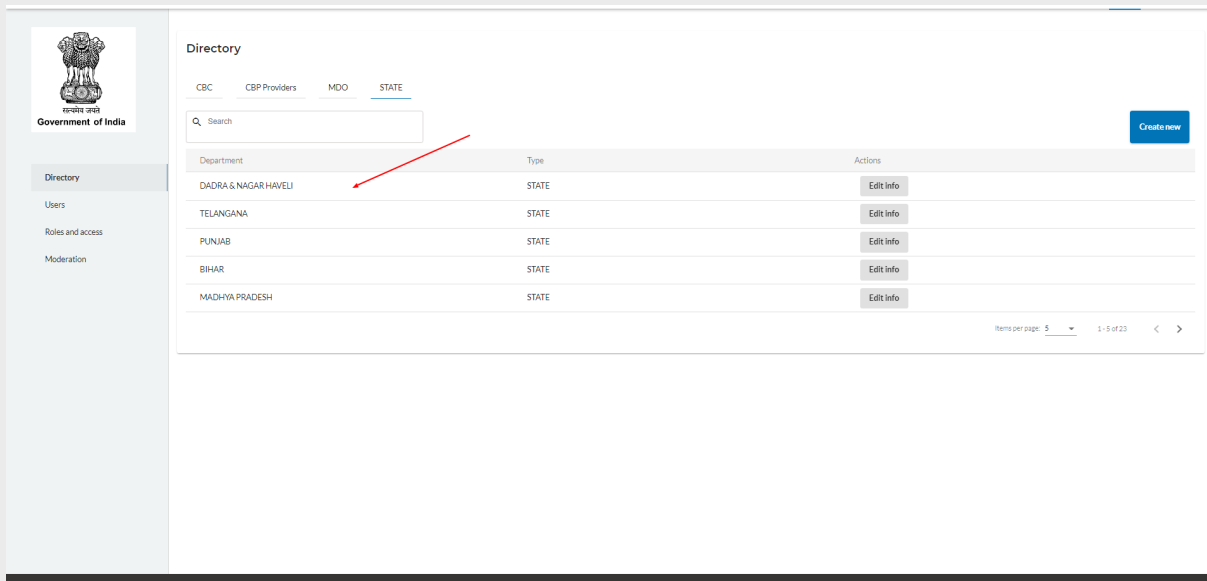
Search

Create new

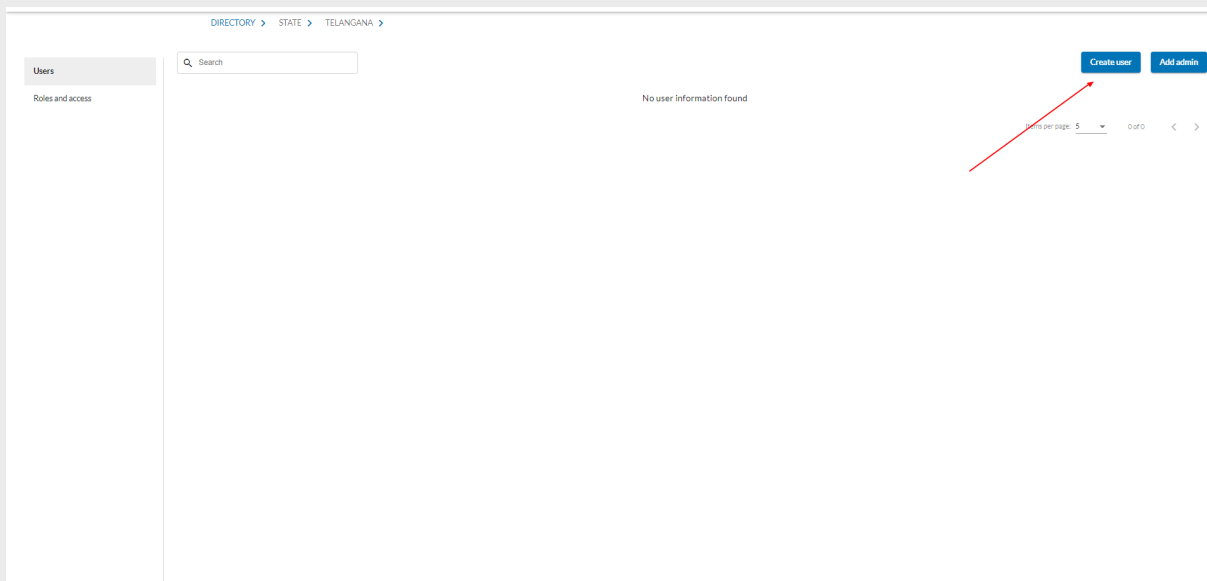
Department	Type	Actions
Capacity Building Commission	CBC	Edit info

Items per page: 5 1 - 1 of 1 < >

3. Click on the state for which the administrator needs to be onboarded.



4. Click on “Create user”



5. Enter the mandatory fields and choose the role(s).

Note: Typically, the state administrator is expected to be a government official. In such cases, it makes sense to enable the PUBLIC role along with the STATE\_ADMIN role. The PUBLIC role gives the government official access to the Karmayogi/learning portal as well.

**User details**

First name \*  
Type here

Last name \*  
Type here

Email \*  
Type here

Department \*  
TELANGANA

Roles \*

STATE\_ADMIN ☐

PUBLIC ☐

Create user Cancel

## 6. Click on “Create user”

DIRECTORY > STATE > DELHI >

Search

Create user Add admin

Full name	Email	Roles
tiruva sampba	test113@yopmail.com	PUBLICSTATE_ADMIN

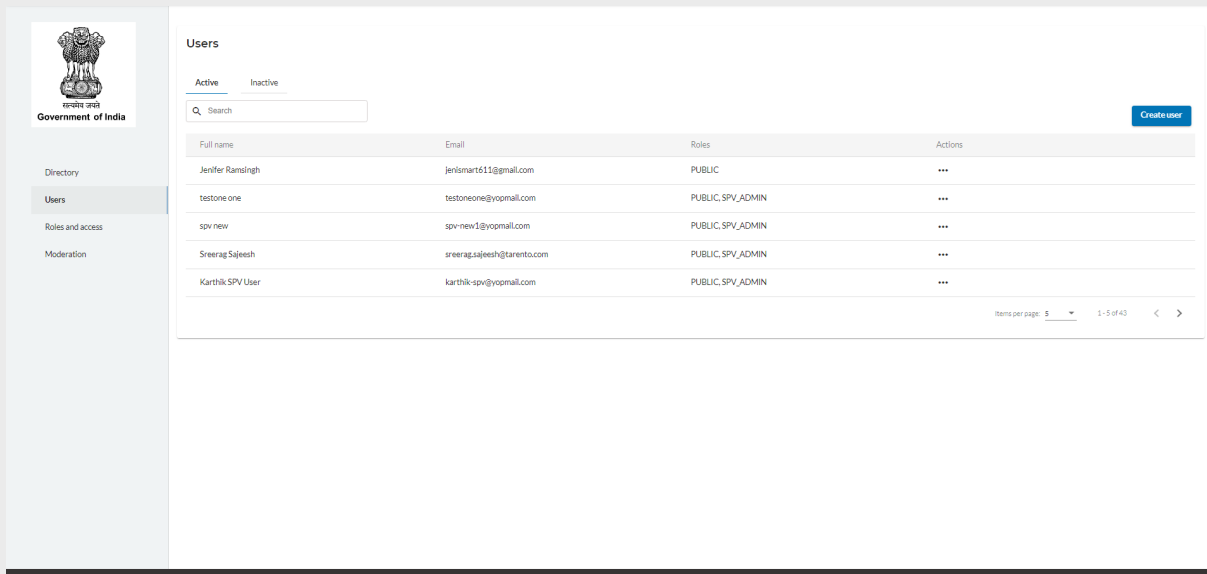
Items per page: 5 1-1 of 1 < >

Note: Since state administrators enjoy administrative privileges and responsibilities, it is critical that they are trained and informed about their onboarding, portal/platform usage and their responsibilities on the platform.

## 5.2 Users

As the SPV admin clicks on the ‘Users’ option in the left side menu, there will be two tabs in the home screen as :

1. Active - SPV admins who are active
2. Inactive - SPV Admins who have been made inactive by the another SPV admin

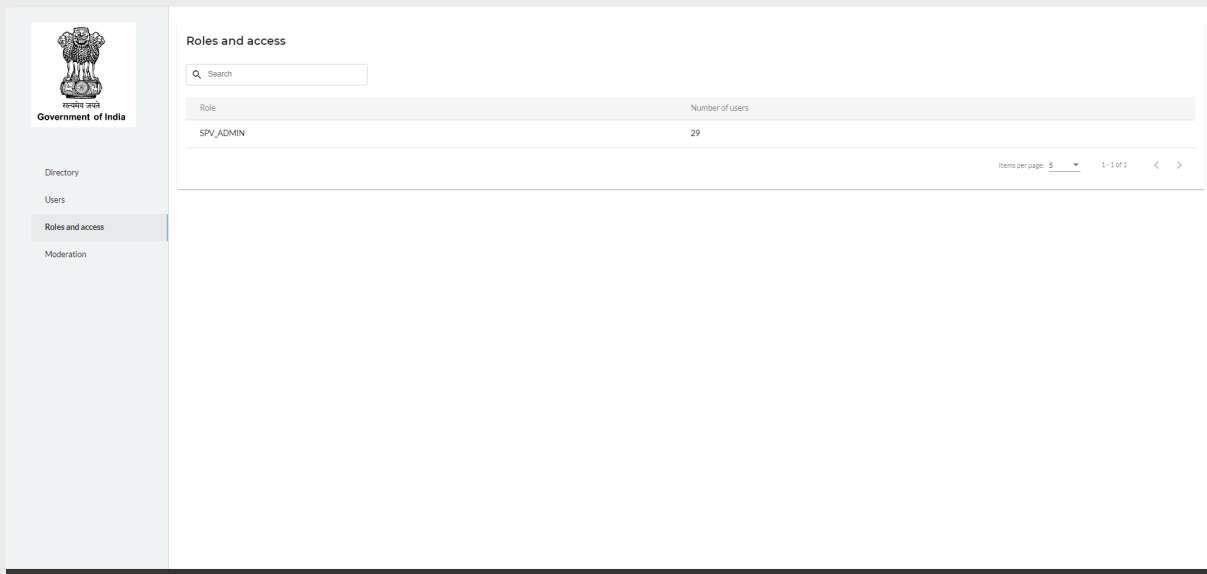


SPV admin can create another SPV Admin by clicking on the “Create new” button, then lands on the below screen. As the admin enters details in all the fields and clicks on “Create user”, a new SPV Admin will be created.

The screenshot shows the 'User details' form. It contains the following fields: 'First name \*', 'Last name \*', 'Email \*', and 'Department \*'. The 'Department' field has a dropdown menu with 'Karmayogi Bharat' selected. Below these fields is a 'Roles \*' section with two checkboxes: 'SPV\_ADMIN' and 'PUBLIC'. At the bottom of the form are two buttons: 'Create user' and 'Cancel'.

### 5.3 Roles and access

SPV admin lands on the below screen by clicking on the “Roles and access” menu in the left pane.



It displays the list of roles and access for the users under logged in SPV.  
As the user clicks on SPV\_Admin, they will see the users for that particular role.

