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Maharashtra State Benefits and Services (MahaDBT)

The MahaDBT is an initiative taken by the Government of Maharashtra, which is a unique and simplified platform created for Citizens to help them to avail benefits to the citizens through the schemes.

The main objective of Maharashtra State Benefits and Services (MahaDBT) is to provide Automation, Streamlining & Effective Management of processes related to Application receipt, Processing, Sanction and Disbursement of benefits to the beneficiary account.

1. MahaDBT Features

The main feature of MahaDBT includes:

- Citizens can Register and submit their application form online (For applying state sponsored scholarship schemes) from anyplace, anywhere, anytime.

- Citizens can View/Track the status of their own application by entering the Application Id in the Application Tracking module.

- Uploading of supporting documents (such as Mark sheets, TC Certificate, Caste certificate, Income certificate...etc.,) for easy verification and transparency.

- Applicants will receive SMS and email alerts at various stages of application processing.

- Direct disbursal of benefits to the registered applicants Aadhaar linked Bank Account.

- Easy sanctioning of application process for Sanctioning Authority

- Creation of Role Based Unique Login Id and Password

- Transparency in monitoring of Scholarship by Department / State Government or both.
2. Guidelines for filling the Online Application form on the MahaDBT Portal for Students

- Aadhaar Number is needed from the Academic Session 2017-18 onwards. Students not having Aadhaar number can also register on DBT Portal.

- Applicants are advised to go through the Information Bulletin carefully and acquaint themselves with all requirements to fill-up the scholarship form on MahaDBT Portal.

- It will be the sole responsibility of the applicant to make sure that he/she is eligible to apply (Refer Check eligibility module) and fulfils all the conditions prescribed for the scholarship.

- In case of in-eligibility of the applicant which is detected during any stage by verification by authorities, his/her scholarship will be rejected / cancelled with remarks.

- Applicant must check that all details provided by him/her are correct before final submission as there will be no provision to edit details thereafter.

- Mode of submission of application for scholarship will be through online only. No other mode will be entertained.

- Titles/Labels which carrying * are compulsory fields in Application form. Titles / Labels which carrying star marked (* Required !!) are compulsory fields in Application form.
3. MahaDBT Online Portal Access:

Use any of the installed Browser of your system (Desktop or Laptop). The Supporting browsers are as follows:

<table>
<thead>
<tr>
<th>Browsers</th>
<th>Recommended Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer (IE)</td>
<td>10+</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>55+</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>54+</td>
</tr>
</tbody>
</table>

Enter the valid URL of MahaDBT [http://www.mahadbt.gov.in](http://www.mahadbt.gov.in) & press Enter key to view the MahaDBT Home Page.
4. Home Page/Portal Landing Page:

Following are the features displayed in the Home page/Landing page MahaDBT Portal:

- About Us
- RTI
- Grievance
- Knowledge Bank
- Help
- FAQ
- Flipbook
- Notice Board
- Important Links
- Departments
- Schemes
- Login
• Registration
• Success Story
• Help Desk
• Funds Disbursed
• Registered Users
• Schemes Applied

About us:

The aim of reforming the Government delivery system of benefits by re-engineering the existing process in welfare schemes for simpler and faster flow of information/funds and to ensure accurate targeting of the beneficiaries, avoid duplication and reducing leakages in the existing system.

MahaDBT is the highest priority and focus area of the Government of Maharashtra.

RTI:

An act to provide for delivery of transparent, efficient and timely public services to the eligible persons in the State of Maharashtra and for matters connected therewith or incidental thereto.

Fund Disbursed

Total number of funds disbursed for various schemes are shown here.

Registered User

Total number of users registered in MahaDBT Portal for different schemes are shown here.
Scheme Applied

Total numbers of schemes applied by the registered user are shown here.

![Scheme Applied](image1)

Notice Board

Notice board displays latest Government Schemes and Announcements of various updated schemes.

![Notice Board](image2)

- College applications updated for last term
- New Schemes updated for students
- New Schemes updated for students.
- College applications updated for last term
- New Schemes updated for students

Fig: Notice Board
Important Links:

The external important links are listed under this section, one can access these links by clicking the appropriate link.

![Important Links](image)

Fig: Important Links

Schemes:

The various citizen benefits or the schemes which are announced by the government are listed under the heading “Schemes”, which is visible on the Home page of the portal.

![Schemes](image)

Fig: Schemes
Departments:

The various schemes of different departments are displayed under the heading “Departments”, which is visible in the home page or landing, page of the portal.

Fig: Departments
Help Desk:

Help desk offers a single point of contact/Helping hand for citizens to get assistance to find solutions to common queries, Schemes announced by the government, Registration and so on.

You can find the Helpdesk number and Email Id to know more information with respect to your queries related to MahaDBT

The timings are from Monday to Saturday 9:30 am to 6:00 pm

Success Story:

Success stories of various benefits availed by the citizens are displayed under the heading “Success Story”, also one can write their testimony in this section.
5. Online Registration For MahaDBT:

Applicants will be able to register themselves through online registration process.

- Online Registration can be done through the website http://www.mahadbt.gov.in in any of the internet access point.

- The new user to Register into the portal, click on “New Registration” button in login section.

A new web page requesting to enter the preliminary data as required for the registration is displayed.
5.1 Registration using Aadhaar Number

Step 1- Do You Have Aadhaar Card?

Please select "Yes" and click on Continue button to continue with Registration process.

Step 2- Choose Authentication Type-Two types of authentication types are available here

- OTP - If the mobile number registered with Aadhaar, then the user can select the authentication type “OTP”

- Biometric – If the mobile no not registered with Aadhaar, then the user can select the authentication type as Biometric.

2.a) If your Mobile Number is registered with Aadhaar, then choose the authentication type as “OTP”.

Tick on the consent check box to agree to share your information with Maharashtra government for DBT purpose.
Enter the Aadhaar number and click on “Send OTP” button. The system validates the Aadhaar number and sends the system generated “OTP” on the registered mobile number.

Enter the system generated OTP received and click on “Verify OTP” button.
Post successful OTP verification an alert message “Authentication Successful! Please click on Continue” will be displayed on the screen. Click on OK button to continue with registration.

If the Bank details are not linked with Aadhaar, the alert message will be displayed – “Your Bank Account is not linked with Aadhaar.”
Click on “OK” button to continue with registration.

Post Successful OTP verification the Applicant details fetched from UIDAI will be auto populated in the Personal details fields 2.b) If your Mobile Number is not registered with Aadhaar, then user can choose the authentication type as **Biometric**
Step 3- Post Successful OTP verification the Applicant details fetched from UIDAI will be auto populated in the relevant details fields’ viz. Personal Details, Address Details, Bank Details. If there is any change in the details the applicant should contact UIDAI to update the relevant information.
### Personal Details

**Permanent Address Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>House No.</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td></td>
</tr>
<tr>
<td>Village/Town/City</td>
<td></td>
</tr>
<tr>
<td>Post Office</td>
<td></td>
</tr>
<tr>
<td>Landmark</td>
<td></td>
</tr>
<tr>
<td>Sub District/Taluka</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Pincode</td>
<td></td>
</tr>
</tbody>
</table>

### Bank Details

Continue | Back
Step 4- Creation of Applicant’s Username and Password- Applicant will need to create the User Name and Password to access the system in this step. Applicant will enter the User Name, Password, Confirm Password and Captcha and click the Register button.

On clicking the **Register button**, the system validates entered details and display’s the alert message saying that “Registration Successful. Please login to apply for benefits.”

User can use the registered User Name and Password to login into the DBT portal.
5.2 Registration using Non - Aadhaar

Step 1: Select “No” option and continue

Enrollment ID Check – The system will ask “Do you have an Enrolment ID?” Click on “Yes” Button
a) Verification of Enrollment ID Status—Click on Yes button

The site will redirect the Applicant to Aadhaar site for Enrollment Status check.

Enter the Verified Enrollment Status -

If the Enrollment ID (EID) is Generated, then the user will be redirected to step 2 of Aadhaar registration flow
If the Enrollment ID (EID) is Rejected, the user should start registering on DBT Portal without Aadhaar. User should know the reason of rejection of the Enrollment ID and should search for Aadhaar Permanent Enrollment Center (PEC) and re-enroll for getting the Aadhaar.

If the Enrollment ID (EID) is Under process, the user has to enter the enrolment number (Enrolment Id + Date Timestamp) and click on continue button to proceed with Registration process on DBT Portal.
Step 3: Fill all the mandatory fields in the Registration form

<table>
<thead>
<tr>
<th>Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name *</td>
</tr>
<tr>
<td>Age *</td>
</tr>
<tr>
<td>Email ID *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Family Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father’s Name *</td>
</tr>
<tr>
<td>Mother’s Name *</td>
</tr>
<tr>
<td>Is Father alive? * Yes / No</td>
</tr>
<tr>
<td>Is Mother alive? * Yes / No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>House No. *</td>
</tr>
<tr>
<td>Village / Town / City *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corresponding Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>House No. *</td>
</tr>
<tr>
<td>Village / Town / City *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bank Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Account Number *</td>
</tr>
<tr>
<td>Bank Branch Name *</td>
</tr>
<tr>
<td>Bank IFSC Code *</td>
</tr>
<tr>
<td>Bank Address *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Upload</th>
<th>* Supported file types (.jpg, .pdf, .gif, .jpeg)</th>
</tr>
</thead>
</table>

Note: Continue button will be activated once all the mandatory fields have been filled correctly. If the button has not been activated yet, please go through the form again and fill the required fields.
**Step 4:** Creation of Applicant’s Username and Password-

Fill the User Name & Password and also confirm the password then only you can see the “Register” button.

Click on the Register button and the User will get alert message saying that Profile is created successfully.
5.3 Registration using Non - Aadhaar Number

**Step 1**: Select “No” option on “Do you have Aadhaar Card “ – if you do not have Aadhaar

If you do not have Enrollment ID either – Click on **No**.

Click on “Continue” button to proceed with filling the details in the registration form and to get Register on MahaDBT Portal.
Do you have an Enrolment ID?  

Yes  No

What is Enrolment ID? Enrolment ID (Enrolment Number) is a 12 digit numeric character given to the citizens of India who enrol for Aadhaar.

Clicking on Yes: You will be redirected to Aadhaar website to know your Aadhaar status.

Clicking on No: You will have to proceed with the registration process by manually filling each and every detail and uploading necessary documents. After registration, to apply for any benefit you will have to get all the necessary documents physically verified by respective authorized department officials.

You will have to proceed with the registration process by manually filling each and every detail and uploading necessary documents. After registration, to apply for any benefit you will have to get all the necessary documents physically verified by respective authorized department officials.

Back  Continue
Step 3: Fill all the mandatory fields in the Registration form
**Step 4: Creation of Applicant’s Username and Password**

Fill the User Name & Password and also confirm the password then only you can see the “Register” button.

Click on the Register button and the User will get alert message saying that Profile is created successfully.
5.4 Registration using Non - Aadhaar Number Having Enrolment Id (EID)

**Step 1**: Select “No” option and continue

If the User has Enrolment ID, then click on **Yes**.

Clicking on Yes: You will be redirected to Aadhaar website to know your Aadhaar status.

Clicking on No: You will have to proceed with the registration process by manually filling each and every detail and uploading necessary documents. After registration, to apply for any benefit you will have to get all the necessary documents physically verified by respective authorized department officials.

If the User does not want to check the status of enrolment ID, then Click on **No** and **Continue** button.
Click on “Continue” button to proceed registration form.

**Step 2:** The user will be directed to enter the Aadhaar Enrolment ID - How to generate EID from enrolment number.

The user has to enter the enrolment number (Enrolment Id + Date Timestamp) and click on continue button to proceed with Registration process.

Enter the **28 digit Aadhaar Enrolment ID** and click on continue button.
**Step 3:** Fill all the mandatory fields in the Registration form
**Step 4- Creation of Applicant’s Username and Password**-

Fill the User Name & Password and also confirm the password then only you can see the “Register” button.

Click on the Register button and the User will get alert message saying that Profile is created successfully.
6. User Login

To login into MahaDBT portal, Applicant has to perform following steps.

**Select User Type:** Select User either Resident or Institute

- e.g. Resident: Student or Farmers or any resident for DBT Benefits.
- e.g. Institute: School or College approval authorities.
- e.g. Department: Departmental approval authorities.
b. Username & Password - Login using created Username and Password.

c. Captcha - Enter the valid Captcha and Click Login
7. Forgot Password:

If the User Forgot his/her password then Click on Forgot Password section on the Home DBT page. Then the User has to select Authentication type Mobile number or Email id.

**Select Authentication type: Mobile Number**

Step1: Enter registered mobile number and correct captcha code and click on submit button to get the OTP.

The User will receive an OTP on registered mobile or email on after successful verification of entered details.
**Step 2: Verify OTP**

Enter the system generated OTP which has been send to registered mobile number or email.

![Verify OTP Image]

Note: Please enter OTP received on your registered mobile or email.

System validates the OTP which has been send to registered mobile number or email Id.

**Step 3: Enter the New Password & Confirm Password and click on change Password.**

![Change Password Image]
Select Authentication type: Email

**Step 1:** Enter email ID and correct captcha code and click on submit button to get the OTP.

Note: Please select authentication type and fill all details before clicking on "Submit" button.
You will receive an OTP on mobile and email for after successful verification of entered details.

**Step 2:** Verify OTP

Enter the system generated OTP which has been send to email

Note: Please enter OTP received on your registered mobile or email.
System validates the OTP which has been send to registered mobile number or email ID and email ID will be auto populated.

**Step 3**: Enter the New Password & Confirm Password and click on change Password.
7. User Dashboard Page:

After Successful Login to the Portal, the user will see Welcome page by default.

**Left Panel - Scheme Information**

The following will be shown on the Left panel of the Applicant dash board

1. **SCHEME INFORMATION**

**DEPARTMENT:** The applicant can View, select the respective scheme to apply.

1. **Higher and Technical Department Schemes information:** The applicant can view, select and apply for the Higher and Technical Department schemes from here.
2. Click on **View** button, the respective scheme information will be displayed and the applicant can apply directly to that scheme.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

2. **Minorities Department Schemes information**: The applicant can view, select and apply the
Minorities Department schemes information here.

Click on View button, the respective scheme information will be displayed and the applicant can apply directly to that scheme.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

3. School Education Department Schemes information: The applicant can view the School
Education Department schemes information here.

Click on **View** button, the respective scheme information will be displayed and the applicant can apply directly to that scheme.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

4. **Social Justice and Special Assistance Department Schemes information**: The applicant can view the Social Justice and Special Assistance Department schemes information here.
Click on **View** button, the respective scheme information will be displayed and the applicant can apply directly to that scheme.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

5. **Tribal Department Schemes information**: The applicant can view the Tribal Department schemes information here.
Click on **View** button, the respective scheme information will be displayed and the applicant can apply directly to that scheme.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

**CATEGORY:** All available 40 scheme information is displayed here.
CHECK ELIGIBILITY

The User to fetch relevant schemes that are applicable to the applicant purely on the basis of Eligibility check. The input parameters that are parsed through the Eligibility Business Rules defined in the system.

Input parameters for Scheme Eligibility Check are as follows:
Eligibility Check

1. Post Matric / Pre Matric: (Mandatory field)
   - Pre Matric indicates - Std. 1 to Std. 10
   - Post Matric Indicates-Std. 11th onwards

2. Category:

User has to select Caste category from the Drop-down:
3. Disability: User has to select “Yes” or “No” from dropdown.

4. Domicile of Maharashtra: User has to select “YES” or “NO” for field Domicile of Maharashtra State.

5. Family Income: User has to mention the family Annual Income from all the sources.

6. Belong to minority Community: User has to select “YES” or “NO” whether user belongs to Minority Community.
On Clicking on the Check button, List of eligible schemes will be displayed with benefits against each scheme. The User can apply for specific schemes.

A. **APPLY SCHEMES DEPARTMENT**: The applicant can view the respective department schemes information and apply by clicking the Apply button against the scheme.

1. **Higher and Technical Department**: The applicant can view, select and apply the Higher and Technical Department schemes from here.

Click on **View** button, the applicant can view the chosen following scheme information and
can **Apply** from here.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

Click on **Apply** button, the applicant will be directed to fill the application form.

2. **Minorities Department**: The applicant can view, select and apply the Minorities Department schemes from here.
Click on **View** button, the applicant can view the chosen following scheme information and can **Apply** from here.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

Click on **Apply** button, the applicant will be directed to fill the application form.

3. **School Education Department Schemes information**: The applicant can view, select and apply the School Education Department schemes from here.
Click on **View** button, the applicant can view the chosen following scheme information and can **Apply** from here.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

Click on **Apply** button, the applicant will be directed to fill the application form.

4. **Social Justice and Special Assistance Department**: The applicant can view, select and apply the Social Justice and Special Assistance Department schemes from here.
Click on **View** button, the applicant can view the chosen following scheme information and can **Apply** from here.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

Click on **Apply** button, the applicant will be directed to fill the application form.

5. **Tribal Department:** The applicant can view, select and apply the Tribal Department schemes from here.
2. Click on **View** button, the applicant can view the chosen following scheme information and can **Apply** from here.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

Click on Apply button, the applicant will be directed to fill the application form.
**CATEGORY:** All available 40 schemes will be displayed here. The Applicant can view, select and apply scheme from here also.

Click on **View** button, the applicant can view the chosen following scheme information and can **Apply** from here.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply
Click on **Apply** button, the applicant will be directed to fill the application form.

**NOTIFICATION**: Will show the messages for the user who has logged in.
**PENDING FOR ACTIONS(S)** – This section will show the applications which are saved in drafts and the applications which have been send back by relevant authorities for modification. The comments for the relevant authorities can be viewed in Remarks.

**REMARKS:** Comments from approval authorities and application history can be viewed here.
APPLIED SCHEME(S) – Shows the submitted list of applications. The ‘view’ column present in the table shows the respective application status.

View: The applicant can view application status (Approved/Rejected/Modifications Required) here.
APPLICATION TRACKING – The User can track his / her application ID here.

DOCUMENT REPOSITORY: The documents can be stored here.
7.1. Scheme Eligibility Check using Input Parameters

1. Post Matric / Pre Matric: (Mandatory field)
   - Pre Matric indicates- Std. 1 to Std. 10
   - Post Matric Indicates-Std. 11th onwards

2. Category:
User has to select Caste category from the Drop-down:
3. Disability: User has to select “Yes” or “No”.

4. Domicile of Maharashtra: User has to select “YES” or “NO” for field Domicile of Maharashtra State.

5. Family Income: User has to mention the family Annual Income from all the sources.

6. Belong to Minority Community: User has to select “YES” or “NO” whether user belongs to Minority Community.
On Clicking on the Check button, List of eligible schemes will be displayed with benefits against each scheme. The User can apply for specific schemes.
7.2. Pre-Matric Application Form:

Personal Details:
Applicants have to fill all mandatory fields in the form.

- Is it a renewal application?
- Previous Scholarship Application
- Is User Profile Aadhaar Linked?
- Is Bank Account Linked with Aadhaar?
- Do you possess Domicile of Maharashtra? (Select Yes/No from dropdown)
- Do You Have? GRN No. OR SARAL No.
- UDISE Code
- Name
- Mobile No
- Email ID
- Date of Birth
- Age
- Gender
- Name
- Issuing Authority
- Date of Issue
FRESH APPLICATION:

a) The Applicant possess Domicile certificate and the certificate has **Barcode number**, the applicant has to enter Barcode number then the system validates the Barcode.

The Applicant possess Domicile certificate and the certificate has **No Barcode number**, the applicant has to enter the Domicile certificate number, Domicile certificate year and also to upload the Domicile certificate.
RENEWAL APPLICATION: The User has to select Yes for is it a renewal application? Enter the Previous Scholarship Application No.

The Applicant possess Domicile certificate and the certificate has **Barcode number**, the applicant has to enter Barcode number then the system validates the Barcode.
Income Details:

- Annual Family Income
- Issuing Authority
- Date of Issue
- Income Certificate No
- Family Income Certificate (To Upload)

If the User **does not have a Barcode** on the Income Certificate: The applicant has to enter Income certificate number and to upload the Family Income certificate
If the User has a **Barcode** on the Income Certificate – The applicant has to enter the Barcode number for the system to validate Barcode and also to upload the Family Income certificate.
Personal Eligibility Details:

The Applicants have to fill all mandatory fields in the form.

If the User has any Disability (He/she has to select Yes from dropdown.) and if the Disability certificate has No Barcode -

- Disability of any Type?
- Person with Disability
- Disability Type
- Disability Percentage
- Does the certificate have a barcode (Select Yes or No)
- Disability Certificate No.

If the User has any Disability (He/she has to select Yes from dropdown.) and if the Disability certificate has Barcode -
Caste Details

Applicants have to fill all mandatory fields in the form.

- Caste Category
- Caste
- Caste Certificate No
- Issuing District
- Issuing Taluka
- Date of Issue
- Issuing Authority
- Caste Certificate (Upload Document)

If the User does not have a **Barcode** on the Caste certificate, He/she has to upload the Caste certificate and enter the certificate number.

If the User has **Barcode** on certificate, fill the application with “Barcode” and system will validate Barcode.
**Permanent address Details**

Applicants have to fill all mandatory details in the form.

- Address
- District
- Village/City/Town
- Is Correspondence Address same as Permanent? (Select Yes/No radio button)
- State
- Taluka
- Pin code

![Permanent Address Details](image)

**Parents Details:**

The Applicant have to fill all mandatory details in the form.

Father’s Details: If Father is Alive and salaried

- Is Father Alive? (User has to select Yes/No Radio Button)
- Father Name
- Is Salaried? (Select Yes/No from dropdown)
- Occupation (Select occupation from dropdown)

Mother’s Details: If mother is Alive and salaried

- Is Mother Alive? (User has to select Yes/No Radio Button)
- Mother Name
- Is Salaried? (Select Yes/No from dropdown)
- Occupation (Select occupation from dropdown)
- Occupation certificate (To upload)
If Father and Mother are not alive upload the mother and father Death certificates. Fill the Guardian details and upload the proof of relationship document:

- Guardian Name
- Address
- Is Salaried (Select Yes/No from dropdown)
- Proof of Relationship (Upload the document)
- Occupation (Select occupation from dropdown)
- Occupation certificate (To upload)
After filling the parent details, the applicant has to click on “Save & Next “button

**School Details:**

Applicant have to fill all mandatory fields in the form.

- School Name
- Academic Year
- Admission Date
- Last Year Result
- Studying in Standard
- Grade
After filling the School Details, click on “Save & Next” button

7.3. Pre-Matric and Post-Matric:

Submission Page

If the Applicant missed to fill mandatory fields the system won’t allow the User to submit the application.

Applicant needs to verify the uploaded documents and mandatory fields before to submit the application.
The applicant has to click on submission button. The application ID (e.g. PREAK034170000000079) will be generated and the applicant can see the alert message.

7.4. Post-Matric Application Form:

Personal Details:

Applicants have to fill all mandatory fields in the form.

- Is User Profile Aadhaar Linked?
- Previous Scholarship Application (for renewal)
- Is Bank Account Linked with Aadhaar?
- Do you possess Domicile of Maharashtra? (Select Yes/No radio button)
- Enter Barcode Number
- Does your Certificate have a Barcode? (Select Yes/No radio button)
- Name
- Mobile No
- Email ID
- Date of Birth
- Age
- Gender
- Marital Status
FRESH APPLICATION:

The Applicant possess Domicile certificate and the certificate has **Barcode number**, the applicant has to enter Barcode number then the system validates the Barcode.

The Applicant possess Domicile certificate and the certificate has **No Barcode number**, the applicant has to enter Domicile Certificate Number &year and also to upload the Domicile certificate.
If the Applicant is married, then he/she has to fill the spouse details.
**Renewal application:** The User has to fill the Previous Scholarship Application No.

If the Applicant possess Domicile certificate and the certificate has No **Barcode number**, the applicant has to enter Domicile certificate number and he/she has to upload Domicile Certificate.

The Applicant possess Domicile certificate and the certificate has **Barcode number**, the applicant has to enter Barcode number then the system validates the Barcode.
Income Details:

- Annual Family Income
- Issuing Authority
- Date of Issue
- Income Certificate No
- Family Income Certificate (To Upload)

If the User **does not have a Barcode** on the Income Certificate: The applicant has to enter Income certificate number and to upload the Family Income certificate.
If the User has a **Barcode** on the Income Certificate – The applicant has to enter the Barcode number for the system to validate Barcode and also to upload the Family Income certificate.

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**Personal Eligibility Check:**

Applicant have to fill all mandatory details in the form.

- Are you Salaried? (Select Yes/No from dropdown)
- Job Type (Select Part/Full time from dropdown)
- Disability of any Type? (Select Yes/No from dropdown)
- Disability Type (Select Permanent/Temporary from dropdown)
- Person with Disability (Choose the type of Disability from dropdown)
- Child Number
- Ration Card (To upload)
Caste Details

Applicants have to fill all mandatory fields in the form.

- Caste Category
- Caste
- Caste Certificate No
- Issuing District
- Issuing Taluka
- Date of Issue
- Issuing Authority
- Caste Certificate (Upload Document)

If the User does not have a **Barcode** on the Caste certificate, He/she has to upload the Caste certificate and enter the certificate number.
If the User has **Barcode** on certificate, fill the application with “Barcode” and system will validate Barcode.

**Permanent Address Details:**

Applicants have to fill All Mandatory details Viz:

- Address
- District:
- Village/City/Town
- Is Correspondence Address same as Permanent?
- State
- Taluka
- Pin code

**Permanent address Details**
Applicants have to fill all mandatory details in the form.

- Address
- District
- Village/City/Town
- Is Correspondence Address same as Permanent? (Select Yes/No radio button)
- State
- Taluka
- Pin code

### Parents Details:

The Applicant has to fill all mandatory details in the form.

**Father’s Details:** If Father is Alive and salaried

- Is Father Alive? (User has to select Yes/No Radio Button)
- Father Name
- Is Salaried? (Select Yes/No from dropdown)
- Occupation (Select occupation from dropdown)

**Mother’s Details:** If mother is Alive and salaried

- Is Mother Alive? (User has to select Yes/No Radio Button)
- Mother Name
- Is Salaried? (Select Yes/No from dropdown)
- Occupation (Select occupation from dropdown)
If Father and Mother are not alive then upload the mother and father Death certificates.
Fill the Guardian details and upload the proof of relationship document

- Guardian Name
- Address
- Is Salaried (Select Yes/No from dropdown)
- Proof of Relationship (Upload the document)
After filling the parent details, the applicant has to click on “Save & Next” button

**Course Details:** The applicant has to fill all the mandatory fields in the form

- Joining Year
- State
- District
- Taluka
- College Name (Select college name from dropdown)
- Course Name (Select course name from dropdown)
- University Name (Select University name from dropdown)
- Current Course Year
- Grant Type
- Course Type
- Admission Date
- Is Diploma Passed? (Select Yes/No button)
Education Details:

Applicants have to fill all the mandatory fields in the form. Upload all the necessary documents. The system validates all the data.

SSC Details:

- Board (Select Name of the Board from dropdown)
- Oher Board
- Year of Passing
- Month
- Seat Number
- Marks obtained
- Total Marks
- SSC Marks obtained (in %)
- SSC Result
- SSC Marks certificate (Upload Document)

HSC Details:
• Board (Select Name of the Board from dropdown)
• Other Board
• Year of Passing
• Month
• Seat Number
• Marks obtained
• Total Marks
• HSC Marks obtained (in %)
• HSC Result (Select Pass/Fail from dropdown)
• HSC Marks certificate (Upload Document)

After filling up the fields Click on **Save & Next** button to continue with the application form.
Submission Page

It contained summarized details of the Applicant.

- Domicile Certificate
- Caste Certificate
- Father Income Certificate
- Mother Income Certificate
- SSC Certificate
- HSC Certificate

If the Applicant missed to fill mandatory fields the system won’t allow the User to submit the application.

The applicant has to click on submission button. The application ID (e.g. PREAK034170000000079) will be generated and the applicant can see the alert message.
8. Institute Login (College Clerk)
The Institute Clerk will be login with own credentials.

Institute User (College Clerk) Dashboard:
a) After login to the Profile the college clerk will see Welcome page by default.
b) The following fields displayed in the college clerk dash board left panel.

- Notification
- Pending for Actions
- Application Tracking
  - Approved
  - Sanctioned
  - Disbursed
  - Rejected
- MIS Reports

**Notification**: Notifications will show the messages for the User who has logged in.

The college clerk will view the new application which has been sent from the student, Modification requests which has been sent from higher authority with remarks and modified applications from student.

**Pending Applications**: Pending Action will show the list of pending applications. The user will have the facility to filter the list of applications based on provided search parameters.

Clicking on the Application ID, it will open the Application in view mode.
The Institute user (college clerk) view the following details in the **Pending for Modifications form**.
**Application Form:** The student Application can be viewed in the non-editable mode.

The college clerk will verify the application form and if any data not filled or documents not uploaded or any correction in filled data the clerk will send back the application to student.

If you click on the + sign the application will be open in view mode and click on “-” sign so that columns will be collapsed.
**Verification form**: Institute clerk will verify the application and will add comments in Verification remarks column. Once the verification complete the Clerk will tick on Verified check box to confirm the verification.
**Action:** After the verification of the application form, the following actions will be performed by the Institute user.

- Sent to Student
- Sent to college principal
- Reject

**Sent to Student:** If any modification required in the application form the Institute clerk/school clerk/school head master will Sent back application to the student.
Click on submit button for the next level of verification and approval. After the college clerk verification, the application goes to the Principle for Approval. **Sent to Principal:** If the application verified and approved by the school clerk the application will be forwarded to Principal.

**Reject:** If the application verified and Rejected by the school clerk/principal the application will be will Sent back application to the student with Rejection comments.

**Remarks:** The Institute clerk submits his comments in remarks section. (Maximum 200 characters are allowed)

Remarks History: Remarks history can be viewed here.
Click on submit button for the next level of verification and approval. After the college clerk verification, the application goes to the Principle for Approval.

Application Tracking:

Provision to show a list of all the applications. I.e. Approved, Sanctioned, Disbursed, Rejected. The user will have the facility to filter the list of applications based on provided search parameters. Clicking on the application Id and the scheme will open the application in view mode.

The Clerk can track the application status here.

Approved: It will display the list of applications which are approved by last approving authorities. I.e. applications which are approved as final.

The clerk will have the facility to filter the list of applications based on provided search parameters. Clicking on the application id the application will open in view mode.
Sanctioned: The Institute can view the list of final sanctioned applications belonging to their institution.

The Institute user will have the facility to filter the list of applications based on provided search parameters. Clicking on the application id the application will open in view mode.
**Disbursed:** The Institute User can view list of final disbursed applications belonging to their institution

The Institute user will have the facility to filter the list of applications based on provided search parameters. Clicking on the application id the application will open in view mode.
Rejected: The Institute User can view the rejected list of applications. Belonging to their Institution

The user will have the facility to filter the list of applications based on provided search parameters. Clicking on the application Id will open the application in view mode.
9. Institute Login (College Principal)
In Login Institute/college Principal have to login with own credentials.

Institute/college Principal have to login with own credentials.

Institute User_College Principal Dashboard:
After login to the Profile the College principal will see the Welcome page by default.

The following fields will be displayed in the college principal dash board left panel.
- Notification
- Pending for Actions
- Application Tracking
  - Approved
  - Sanctioned
  - Disbursed
  - Rejected
- MIS Reports

**Notification**: Notifications will show the messages for the User who has logged in.

The Institute Principal will view the new application which has been sent from the collage clerk, modification requests which has been sent from higher authority with remarks and modified applications from clerk/student.
**Pending Applications:** Pending Action will show the list of pending applications. The user will have the facility to filter the list of applications based on provided search parameters.

Clicking on the Application ID, it will open the Application in view mode.

The Institute user (College Principal) view the following details in the **Pending for Modifications form**.
**Application Form:** The student Application can be viewed in the non-editable mode.

The Principal will verify the application form and if any data not filled or documents not uploaded or any correction in filled data required the Principal will send back the application to Institute clerk.

If you click on the + sign the application will be open in view mode and click on “-“ sign so that columns will be collapsed.
**Verification form**: Institute principal will verify the application and will add comments in Verification remarks column. Once the verification complete principal will tick (√) on Verified check box to confirm the verification.
**Action**: After the verification of the application form, the following actions will be performed by the Institute principal.

- Send to Clerk
- Send to Student
- Send to RO (Department officials)
- Reject

![Pending For Actions](image)

**Sent to college clerk**: If any modification required in the application form the college principal will send back application to the college clerk.

**Sent to RO**: If the application verified and approved by the College principal, the application will be forwarded to next approving authority i.e. Department officials e.g. For Higher and Technical department RO (Regional Officer) is next approving authority after principal in approval process.

**Reject**: If the application verified and Rejected by the college principal the application will be Rejected and the notification will be send to student with Rejection comments.

**Sent to student**: If any modification required in the application form the college clerk will send back application to the student

**Remarks**: The Institute clerk submits his comments in remarks section. (Maximum 200 characters are allowed)
Remarks History: Remarks history can be viewed here.

**Application Tracking:**

Provision to show a list of all the applications. I.e. Approved, Sanctioned, Disbursed, Rejected. The user will have the facility to filter the list of applications based on provided search parameters. Clicking on the application Id and the scheme will open the application in view mode.

The college principal can track the application status here.
**Approved**: It will display the list of applications which are approved by last approving authorities. I.e. applications which are approved as final.

The clerk will have the facility to filter the list of applications based on provided search parameters. Clicking on the application id the application will open in view mode.

**Sanctioned**: The Institute principal can view the list of final sanctioned applications belonging to their institution.

The Principal will have the facility to filter the list of applications based on provided search parameters. Clicking on the application id the application will open in view mode.
**Disbursed:** The Institute User can view list of final disbursed applications belonging to their institution

The Principal will have the facility to filter the list of applications based on provided search parameters. Clicking on the application id the application will open in view mode.

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**Rejected:** The Institute Principal can view the rejected list of applications belonging to their Institution

The user will have the facility to filter the list of applications based on provided search parameters. Clicking on the application Id will open the application in view mode.
**MIS Reports:** These reports show the graphical presentation of specific type of information as per the tasks supported by evidence.

Bar charts and Pie charts reports are available in scholarship module.

**Bar Charts:** The User can see the Bar graph representation, where the total no. of students applied to the schemes by class wise.

![Bar Chart](image1)

**Pie Chart:** Here the User can view the Pie chart, where the % total of applied schemes by scheme wise

![Pie Chart](image2)