



Innowave IT Infrastructures Ltd.

# **User Manual**

## **Social Welfare**



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<b>Innowave Representative Signature</b>	<b>DMA Representative/Core Team Member Signature</b>



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## 1 Definitions, Acronyms and Abbreviations

Abbreviations	Description
ULB	Urban Local Body
DMA	Director of Municipal Administrator



## 2 Scope

The scope of work is to implement an integrated system for the various services of the urban local bodies situated in the state of Maharashtra. The Municipal Corporations of Thane, Mumbai, Nagpur, Nashik, Pune and Pimpri Chinchwad are excluded from the scope of work.

The scope includes the following:

- software/solution development and implementation
- deployment of solution centrally on cloud
- implementation and maintenance of the system including the support required for cloud hosting at Data Centre

Firstly, the solution should be hosted in Tier-3 data centre for 2 years after GO-Live, and then shall be shifted to State Data Centre of Govt of Maharashtra.



### **3 Introduction to Social Welfare**

Social Welfare is basically for promotion of educational and economic interests of Scheduled Castes, Scheduled Tribes and other weaker sections of the society.

This system will help users to apply for various beneficial schemes as well as keep the history of previously applied schemes.

Below mentioned reports will be generated by the system:

1. Scheme Budget Wise Report
2. Scheme Beneficiary Report
3. Scheme Summary Report



## 4 How to start using this portal

**Note:** This section is all about the overall flow of the application. If user wishes to skip this section and directly jump to the main focused part of this user manual then [click here](#)

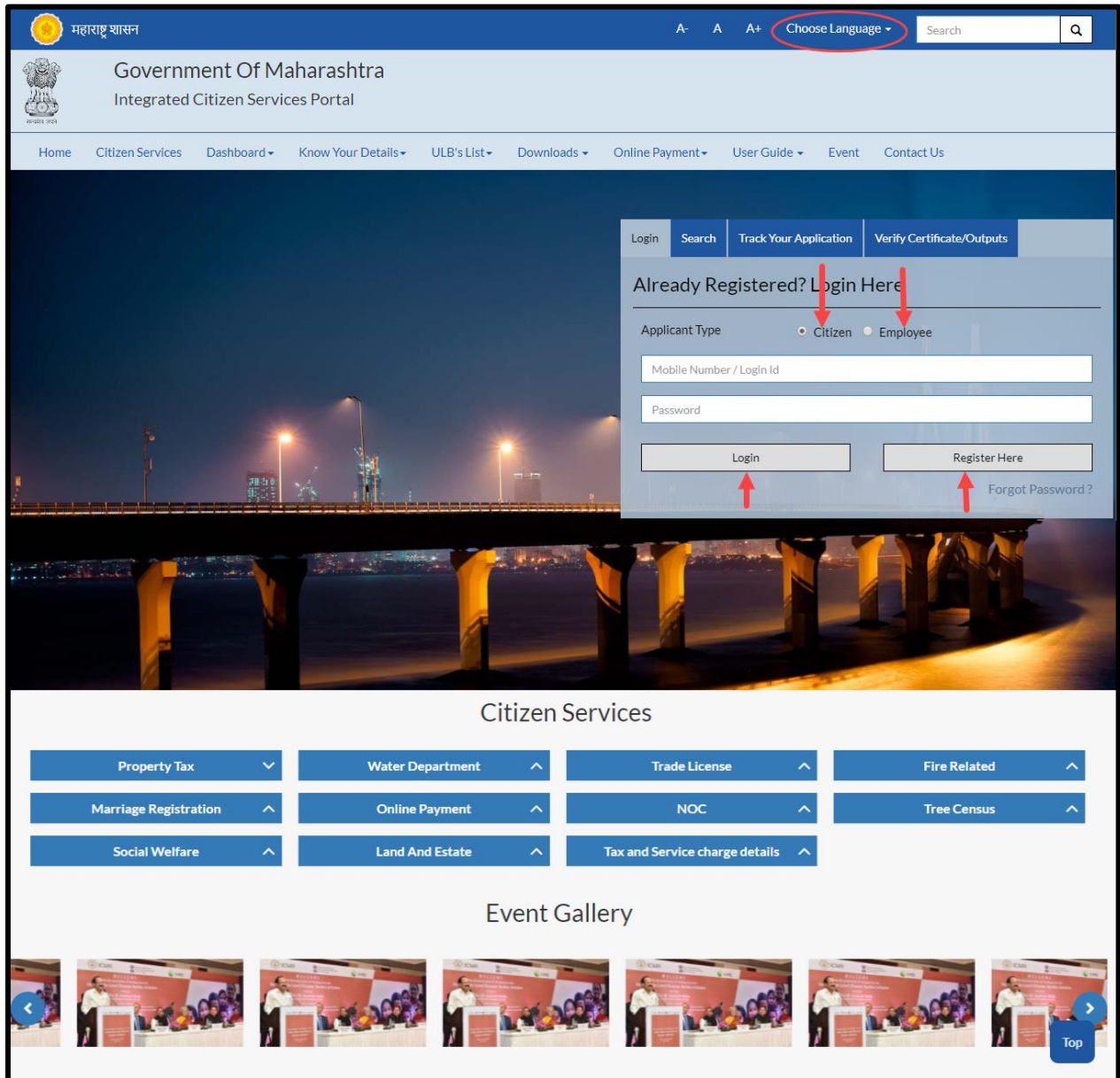
On Google Chrome, type the following address to access the Application

URL: <http://103.249.96.234:8080/MahaULBDev/> (Development URL)

The following home page will appear

**Note:** Provision is given by the system to select the language; user can select either Marathi or English from “**Choose language**” option



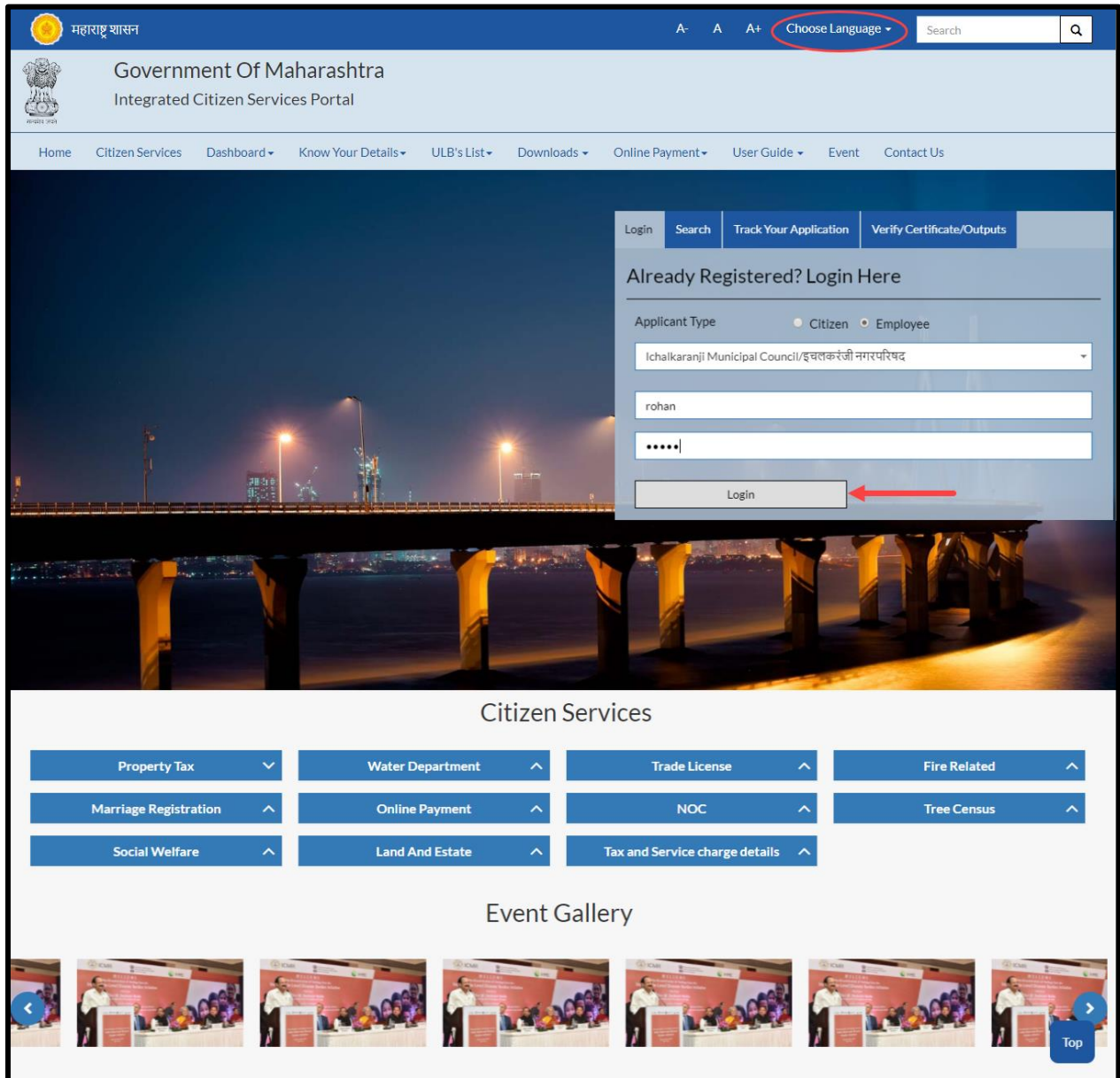


## 4.1 Login Process

### 1.1.1 Registered Citizen/Employee:

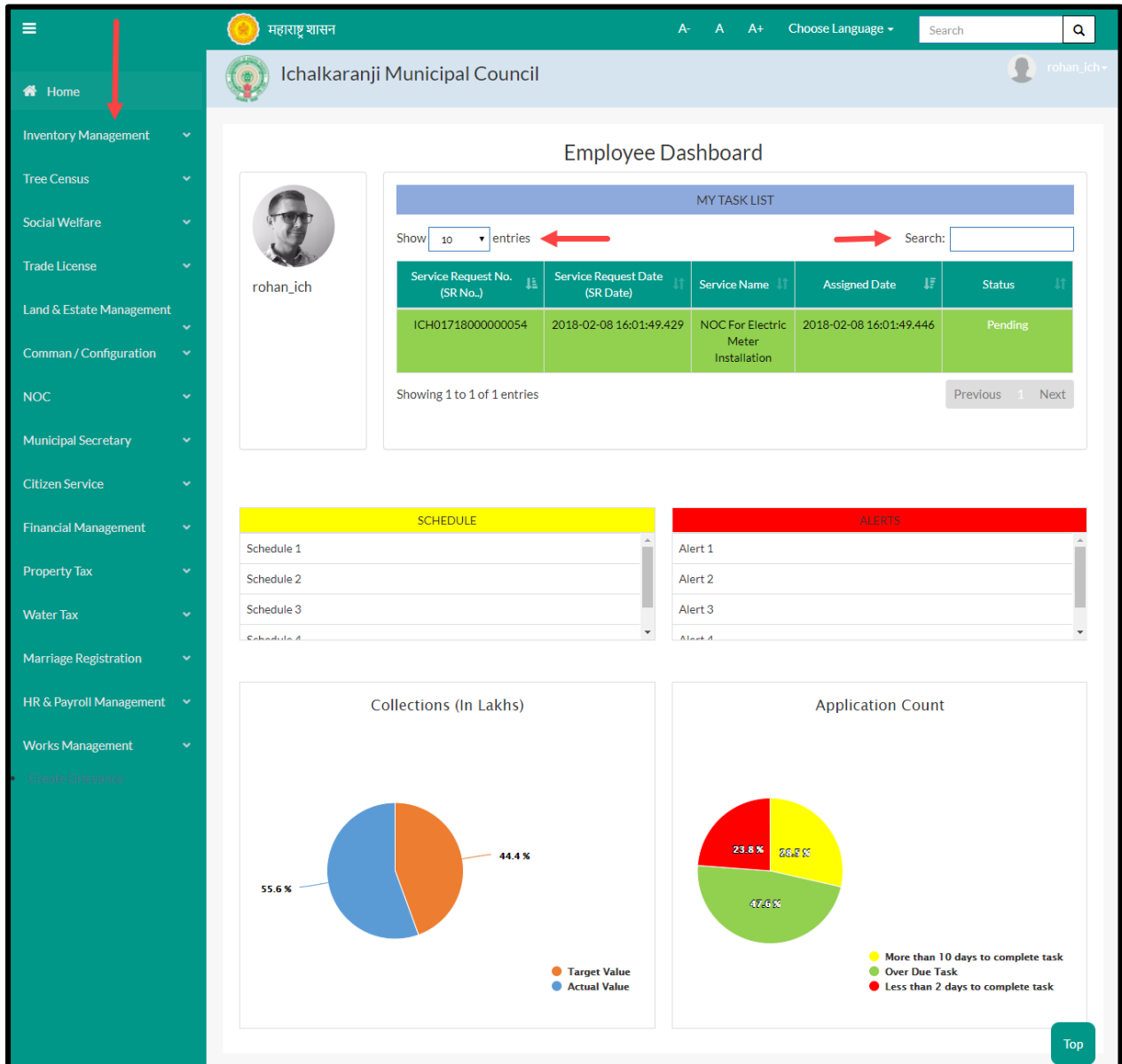
User need to select any one option according to the applicant type, if user is citizen then select “**Citizen**” and if user is employee then select “**Employee**”

Enter the login ID and password as provided and click on “**Login**” button.



**Note:** For citizen login, provision is not given to select the ULB whereas for employee login it is mandatory to select the ULB name.

Follwing screen will appear after sucessful login of Employee



**Employee Dashboard**

rohan\_ich

**MY TASK LIST**

Show 10 entries Search:

Service Request No. (SR No.)	Service Request Date (SR Date)	Service Name	Assigned Date	Status
ICH0171800000054	2018-02-08 16:01:49.429	NOC For Electric Meter Installation	2018-02-08 16:01:49.446	Pending

Showing 1 to 1 of 1 entries Previous 1 Next

**SCHEDULE**

- Schedule 1
- Schedule 2
- Schedule 3
- Schedule 4

**ALERTS**

- Alert 1
- Alert 2
- Alert 3
- Alert 4

**Collections (In Lakhs)**

Category	Percentage
Actual Value	55.6%
Target Value	44.4%

**Application Count**

Category	Percentage
More than 10 days to complete task	23.8%
Over Due Task	47.6%
Less than 2 days to complete task	28.6%

- Employee can view all the modules for which user is having rights in the application on left hand side of the screen as highlighted in above screen
- The count of services displayed in grid of "My Task list" can be changed using "show" option.
- "Search" option is used to search a service amongst n number of service request present in grid.
- The pie chats present at the bottom gives the graphical representation of applicant count and collections (In lakh)



Below is the color significance for both the pie charts

➤ **Collection (In Lakhs)**

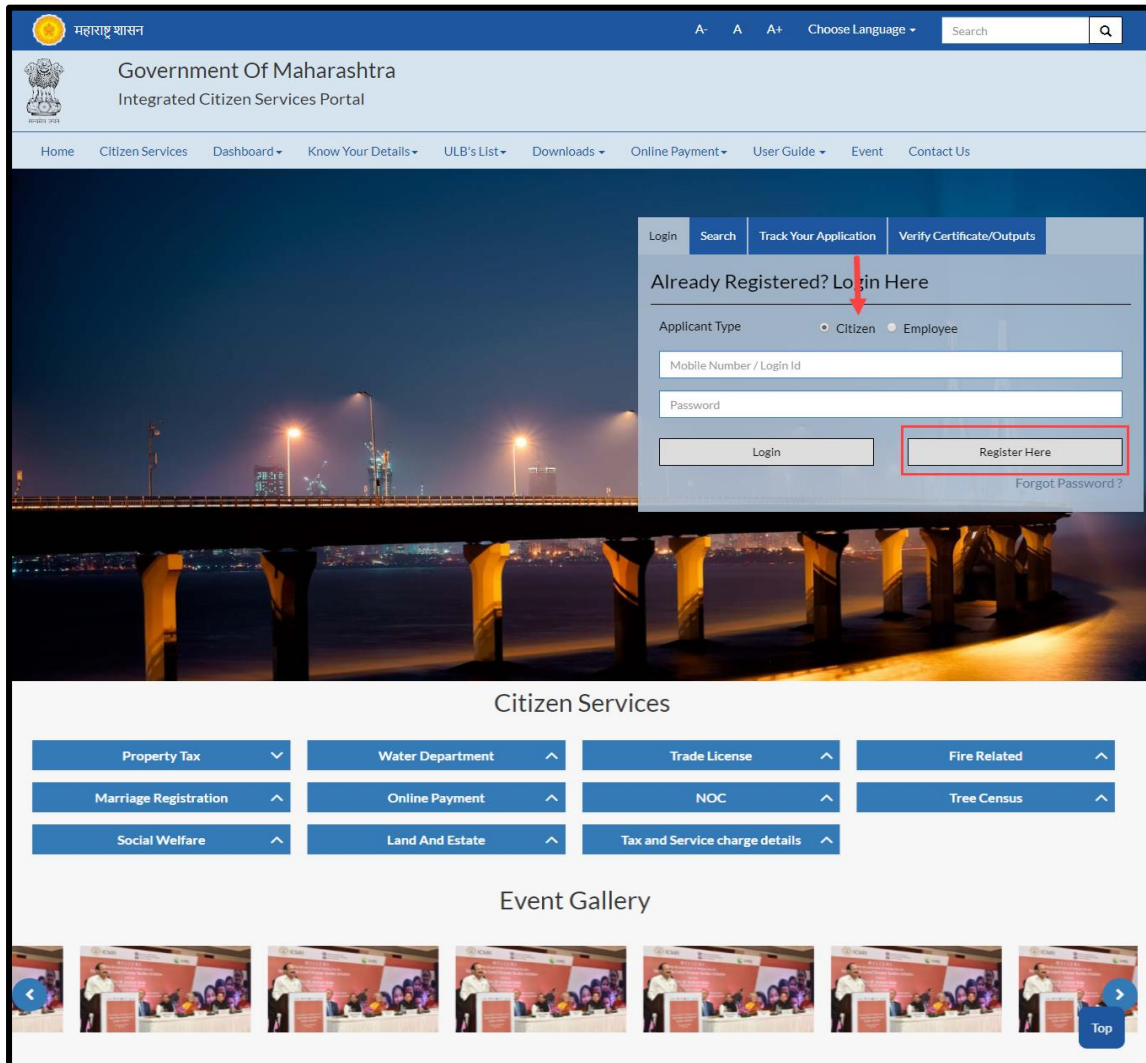
- Blue color – Target Value
- Orange Color – Actual Value

➤ **Application Count**

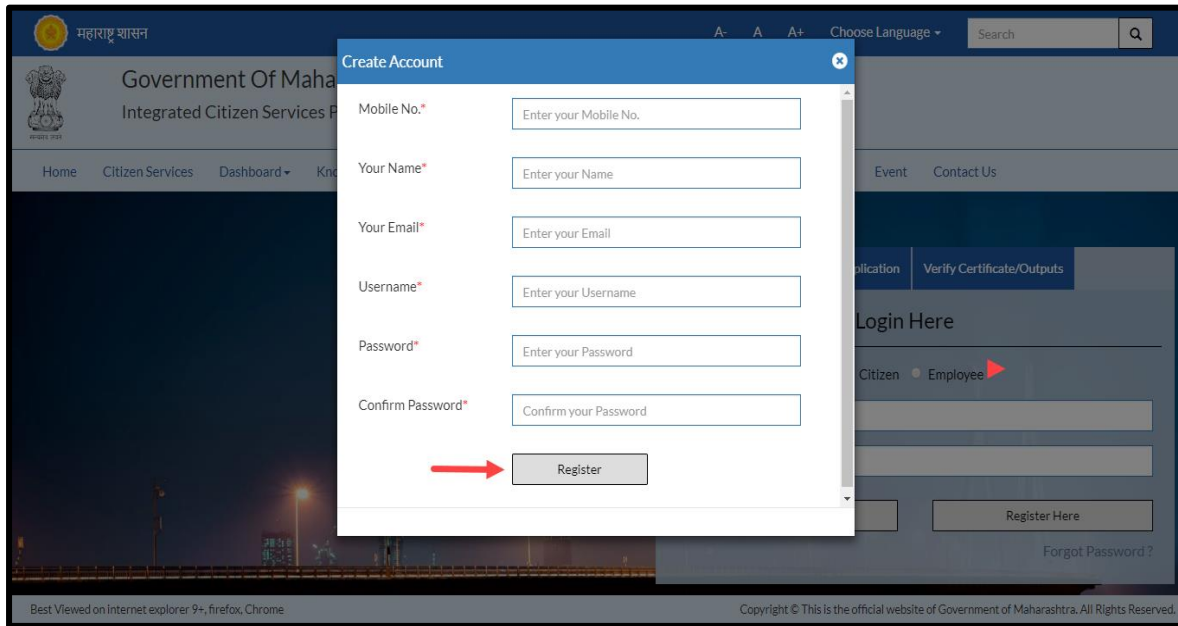
- Green color – Over due task
- Red Color – Less than 2 dasy to complete task
- Yellow Color - More than 10 days to complete task

**1.1.2 Non Registered Citizen:**

If user is a non registered citizen then user can create the account by clicking "**Register here**" option as shown in below screen



When clicked on “**Register Here**” option, below registration form is been displayed by the system



Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Mobile No.	Enter your mobile number
2.	Your Name	Enter your name
3.	Your Email	Enter your Email Id
4.	Username	Enter Username
5.	Password	Enter Password
6.	Confirm Password	Confirm password by re-entering the password

Below screen with entered data is for your reference





**Create Account**

Mobile No.\* 9766785671

Your Name\* Rohan Jadhav

Your Email\* ronujadhav@gmail.com

Username\* ronujadhav@gmail.com

Password\* .....

Confirm Password\* .....

Register

Post entering all the details, click on **“Register”** option

When clicked on register option , OTP generation message will be sent to your registered email ID and mobile no.

Below mentioned screen is the OTP generation message received on registered mobile number

**Screen currently not available**

**“Your one time OTP is : 1459, and is valid for 30 minutes. This OTP is to be used for the register process”**

message will be received on your registered mobile no.



Once the OTP is received , user have to enter the OTP in “**confirm OTP**” field and click on “**confirm**” option.

**Note:** while entering the OTP “**Register**” option is disabled

**Refer the below screen for entering the OTP**

The screenshot shows a mobile application interface for creating an account. The title bar is blue and says "Create Account" with a close button. The form has the following fields:

- Mobile No.\*: 9766785679
- Your Name\*: Rohan Jadhav
- Your Email\*: ronujadhav@gmail.com
- Username\*: ronujadhav@gmail.com
- Password\*: [masked with dots]
- Confirm Password\*: [masked with dots]
- Register: [disabled button]
- Confirm OTP: 1459
- Confirm: [button with a red arrow pointing to it]

Now when clicked on “**Confirm**” option, citizen will be redirected to the Citizen Registration page as shown below





Integrated Citizen Services Portal

Home Citizen Services Dashboard Know Your Details ULB's List Downloads Online Payment User Guide Event Contact Us

### Citizen Registration

**Registration Details**

Aadhaar No.:

Full Name:

Mobile No.:

Email Id:

PAN Number:

Correspondence Address:

Permanent Address:

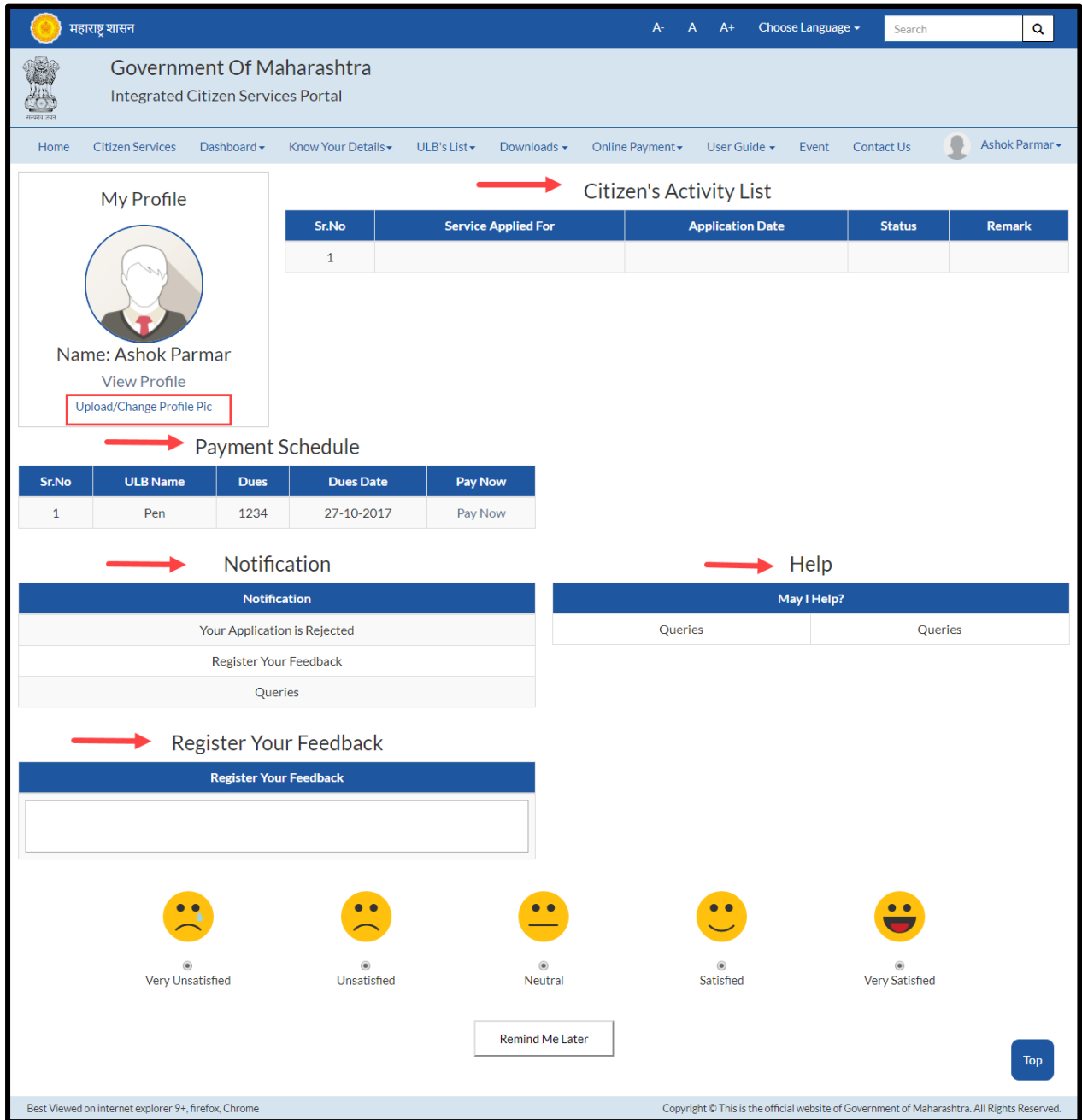
Below is the description of all the fields present on form.

Sr. No	Field Name	Description
1.	Aadhaar No	Enter Aadhaar number
2.	Full Name	Full name will be displayed by the system
3.	Mobile No.	Mobile number will be displayed by the system
4.	Email ID	Email ID will be displayed by the system
5.	PAN Number	Enter PAN number
6.	Correspondence Address	Enter Correspondence Address
7.	Permanent Address	Enter Permanent Address

Post entering all the details, click on “**Add**” option to successfully add the details in the system. When clicked on “add” option citizen will be redirected to the home page as shown below

“**Reset**” option is used to clear the entered data on form

Following screen will be displayed after successful login/Registration of Citizen



The screenshot displays the Government of Maharashtra Integrated Citizen Services Portal. The user is logged in as Ashok Parmar. The main navigation bar includes Home, Citizen Services, Dashboard, Know Your Details, ULB's List, Downloads, Online Payment, User Guide, Event, and Contact Us. The user's profile is visible on the left, with a red box around the "Upload/Change Profile Pic" link. The "Citizen's Activity List" section shows a table with one entry. The "Payment Schedule" section shows a table with one entry. The "Notification" section displays a message: "Your Application is Rejected" with a "Register Your Feedback" link. The "Register Your Feedback" section has a text input field. The "Help" section has a "May I Help?" header and "Queries" links. At the bottom, there are five feedback icons: Very Unsatisfied, Unsatisfied, Neutral, Satisfied, and Very Satisfied, along with a "Remind Me Later" button and a "Top" button.

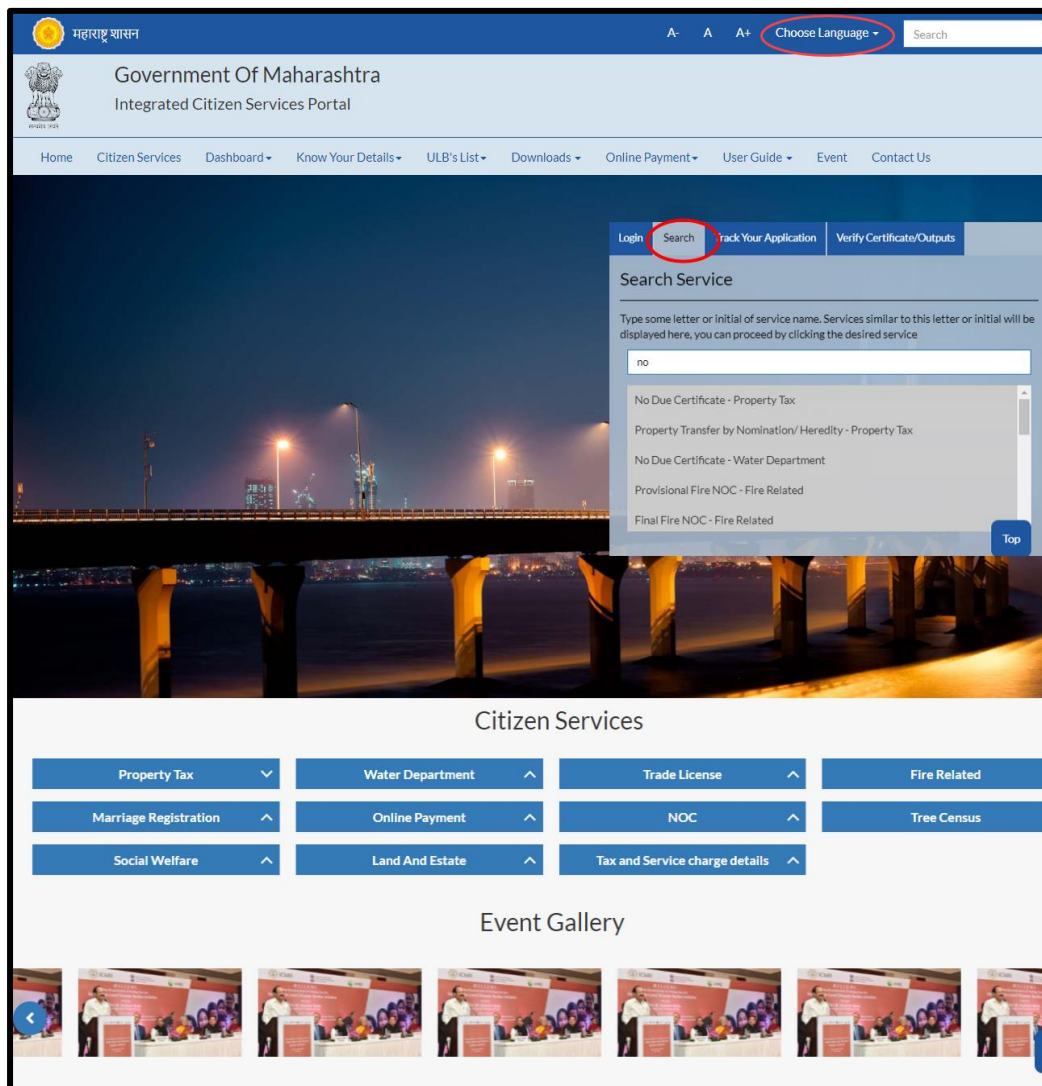
- Citizen can upload/change profile picture by clicking on **“Upload/Change profile pic”** option
- On-going activities of citizen are listed in **“Citizens Activity List”** section
- All the pending payments are displayed in a grid under **“Pending Schedule”** section
- Any application related notification will be displayed under **“Notification”** section

- “**Help**” section will contain a pdf file, wherein bifurcation will be done on basis of module and service explanation will be mentioned module wise.
- Feedback related to any service can be written in “**Register your Feedback**”

## 4.2 Search

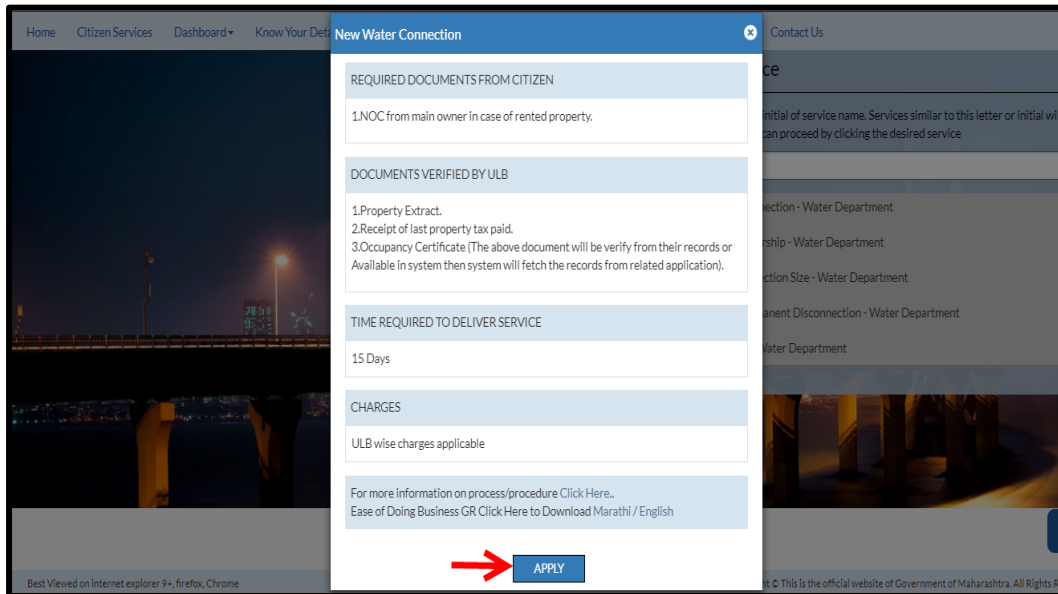
Search option is used to search a service by typing the initial letters of the service or any random letter. Service similar to the entered letters will be displayed in the dropdown.

Refer below screen,



The screenshot displays the Government of Maharashtra Integrated Citizen Services Portal. At the top, there is a navigation bar with the state emblem and the text 'महाराष्ट्र शासन' (Government of Maharashtra) and 'Government Of Maharashtra Integrated Citizen Services Portal'. A search bar is located in the top right corner, with a 'Choose Language' dropdown menu highlighted by a red circle. Below the navigation bar, there is a main menu with options like 'Home', 'Citizen Services', 'Dashboard', 'Know Your Details', 'ULB's List', 'Downloads', 'Online Payment', 'User Guide', 'Event', and 'Contact Us'. The 'Search' option in the main menu is also highlighted by a red circle. The search results are displayed in a dropdown menu, showing a list of services such as 'No Due Certificate - Property Tax', 'Property Transfer by Nomination/ Heredity - Property Tax', 'No Due Certificate - Water Department', 'Provisional Fire NOC - Fire Related', and 'Final Fire NOC - Fire Related'. Below the search results, there is a 'Citizen Services' section with a grid of service categories: Property Tax, Water Department, Trade License, Fire Related, Marriage Registration, Online Payment, NOC, Tree Census, Social Welfare, Land And Estate, and Tax and Service charge details. At the bottom, there is an 'Event Gallery' section with a series of images showing various events.

On clicking any of the service listed in the dropdown, “**Apply**” page will be displayed by the system. User can directly apply for a service using this option



Home Citizen Services Dashboard Know Your Details **New Water Connection** Contact Us

REQUIRED DOCUMENTS FROM CITIZEN

1.NOC from main owner in case of rented property.

DOCUMENTS VERIFIED BY ULB

1.Property Extract.  
2.Receipt of last property tax paid.  
3.Occupancy Certificate (The above document will be verify from their records or Available in system then system will fetch the records from related application).

TIME REQUIRED TO DELIVER SERVICE

15 Days

CHARGES

ULB wise charges applicable

For more information on process/procedure Click Here..  
Ease of Doing Business GR Click Here to Download Marathi / English

**APPLY**

Best Viewed on Internet explorer 9+, Firefox, Chrome

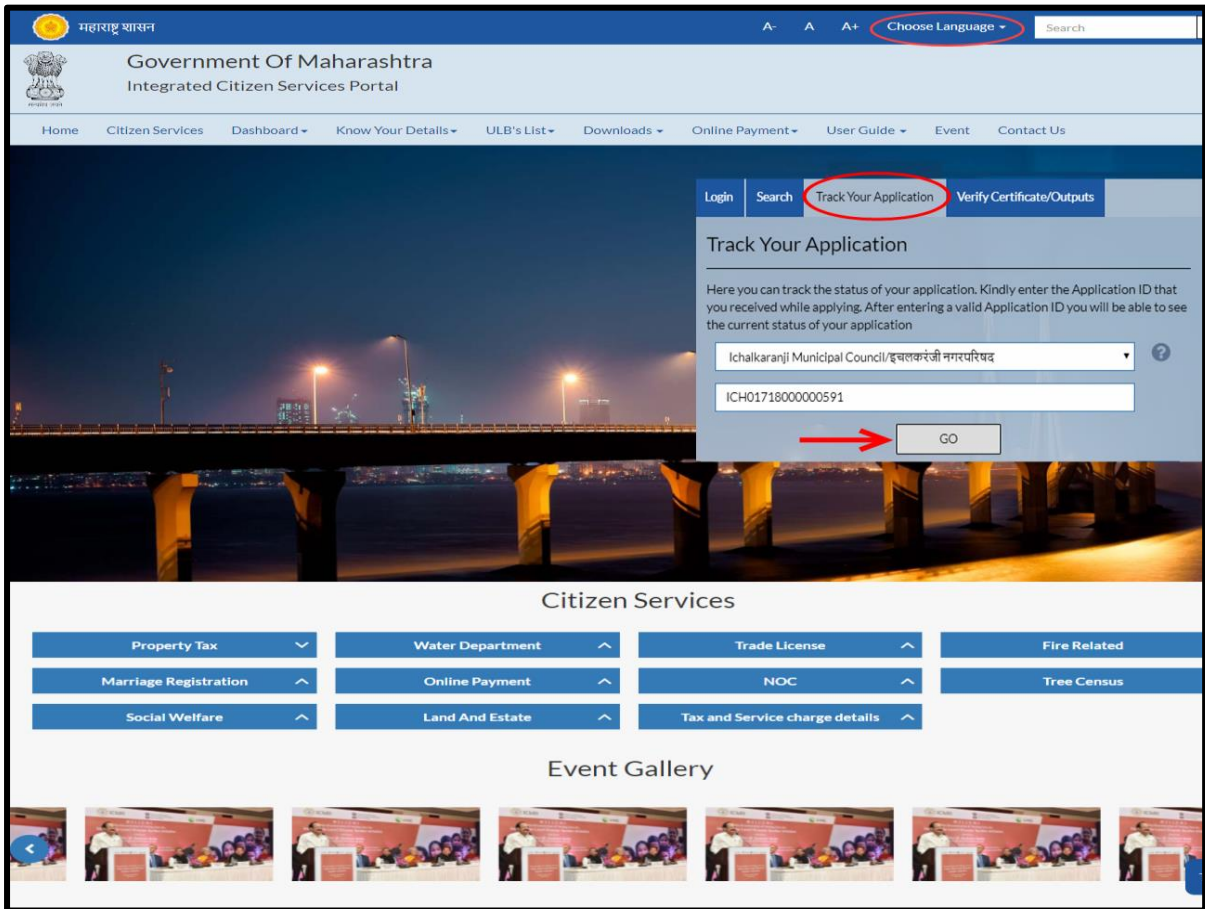
© This is the official website of Government of Maharashtra. All Rights Reserved

When clicked on “Apply” button, service application page will be opened.

### 4.3 Track your Application

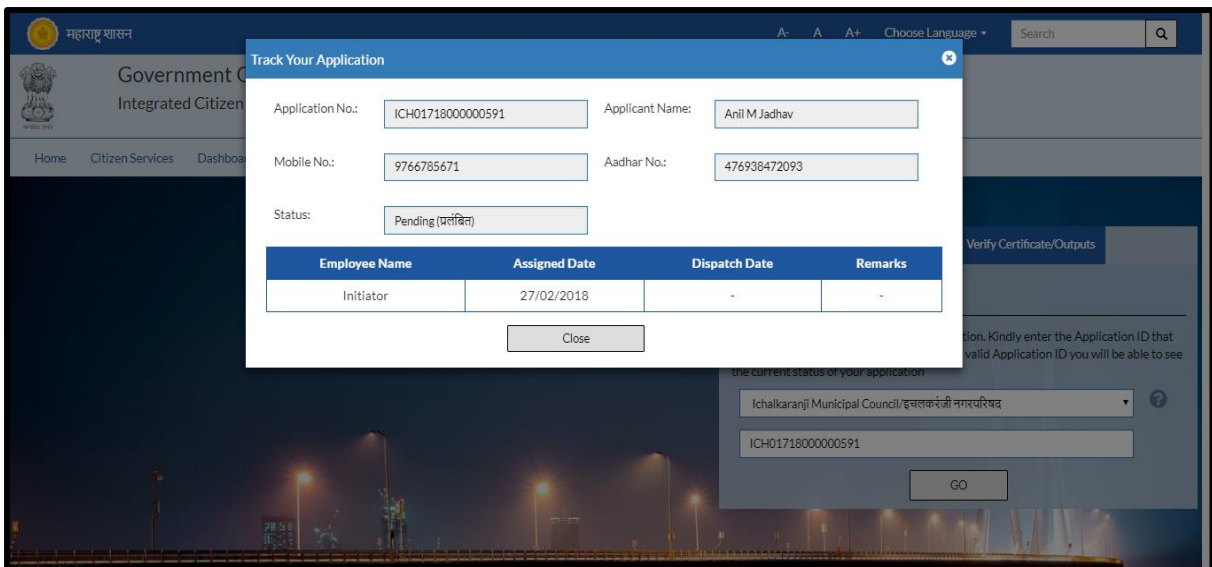
“Track your application” option is used to track the status of the application. User can get to know the status by selecting the ULB Name from the dropdown and entering the application ID.

Refer Below Screen



After entering the application ID click on "Go" button.

Below screen is displayed when clicked on "GO"



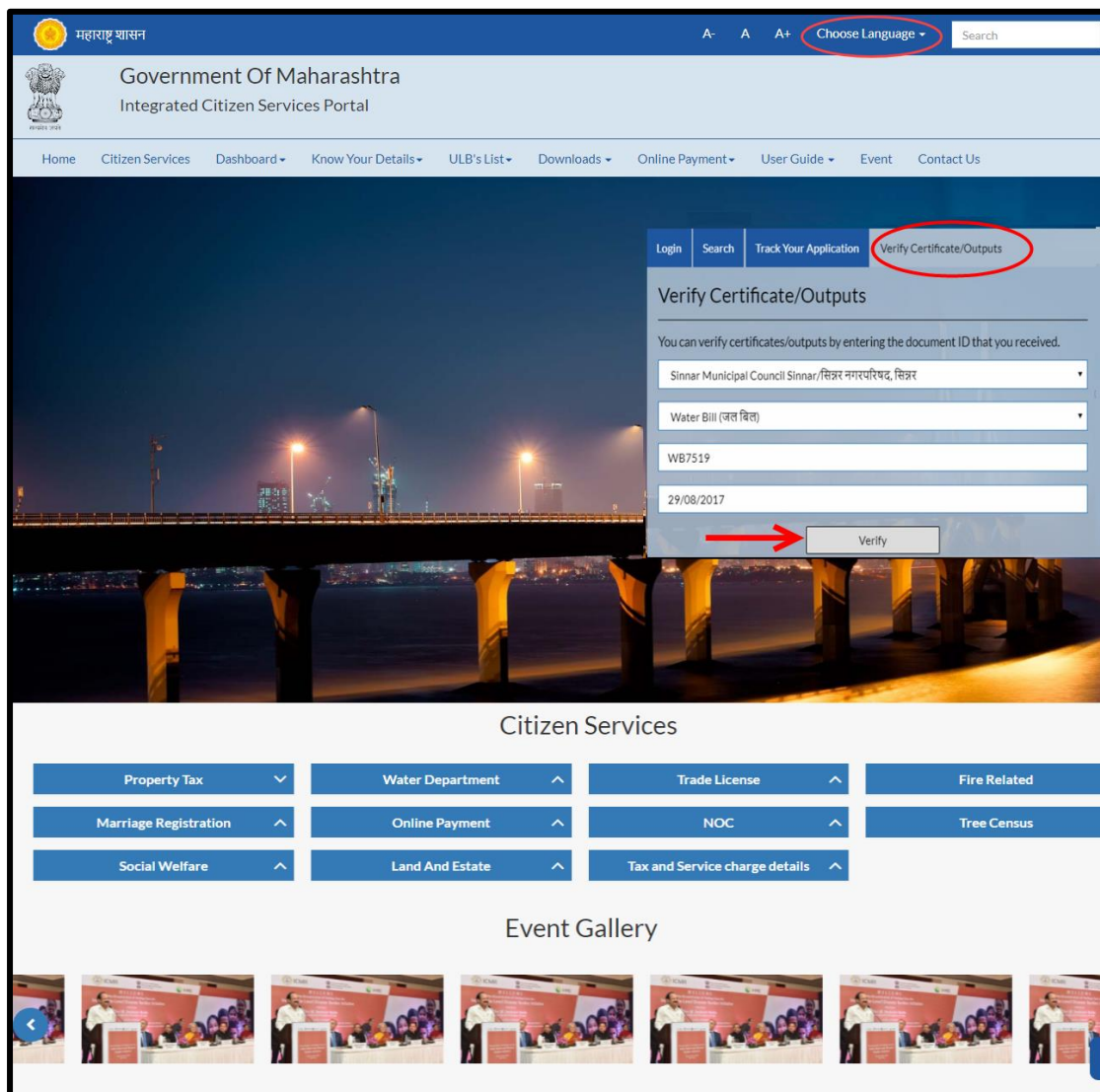
Using this option user can track the status of the application. As seen in above screen the status of application is displayed as "pending"

## 4.4 Verify Certificate/Outputs

“Verify Certificate/Outputs” gives information about the document (Water Bill/NOC/License etc.)

This option is basically of more advantage for any official person who may or may not be the part of the process to verify the documents submitted by an individual.

For example: Police officials can use this option to cross check the document of Passport etc.



The screenshot shows the Government of Maharashtra Integrated Citizen Services Portal. The top navigation bar includes 'Home', 'Citizen Services', 'Dashboard', 'Know Your Details', 'ULB's List', 'Downloads', 'Online Payment', 'User Guide', 'Event', and 'Contact Us'. The 'Verify Certificate/Outputs' option is highlighted in the top right navigation menu. The form below the navigation bar is titled 'Verify Certificate/Outputs' and contains the following fields:

- Dropdown menu: Sinner Municipal Council Sinner/सिन्नर नगरपरिषद, सिन्नर
- Dropdown menu: Water Bill (वत बिल)
- Text input field: WB7519
- Text input field: 29/08/2017
- Submit button: Verify (indicated by a red arrow)

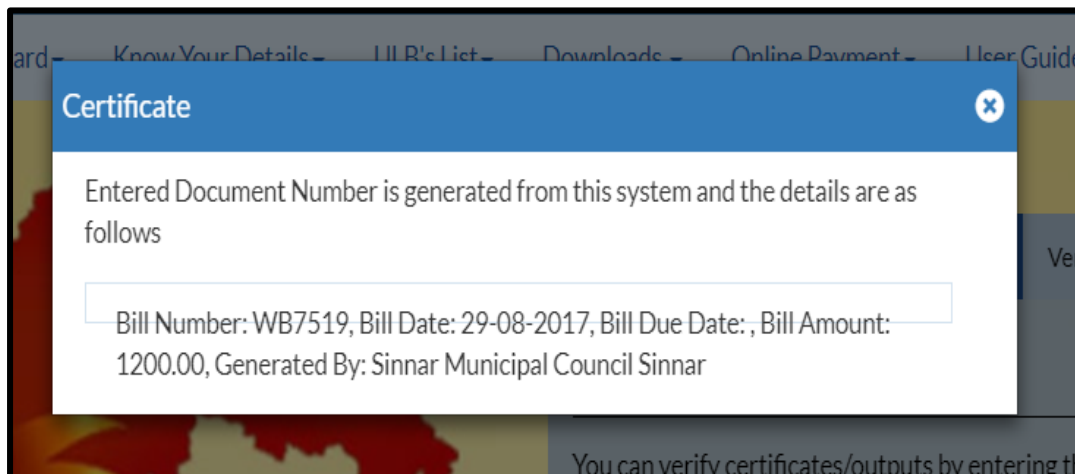
Below the form, there is a 'Citizen Services' section with a grid of buttons for various services: Property Tax, Water Department, Trade License, Fire Related, Marriage Registration, Online Payment, NOC, Tree Census, Social Welfare, Land And Estate, and Tax and Service charge details. Below this is an 'Event Gallery' section showing a series of small images of people at a podium.

Below is the description of all the fields present on form



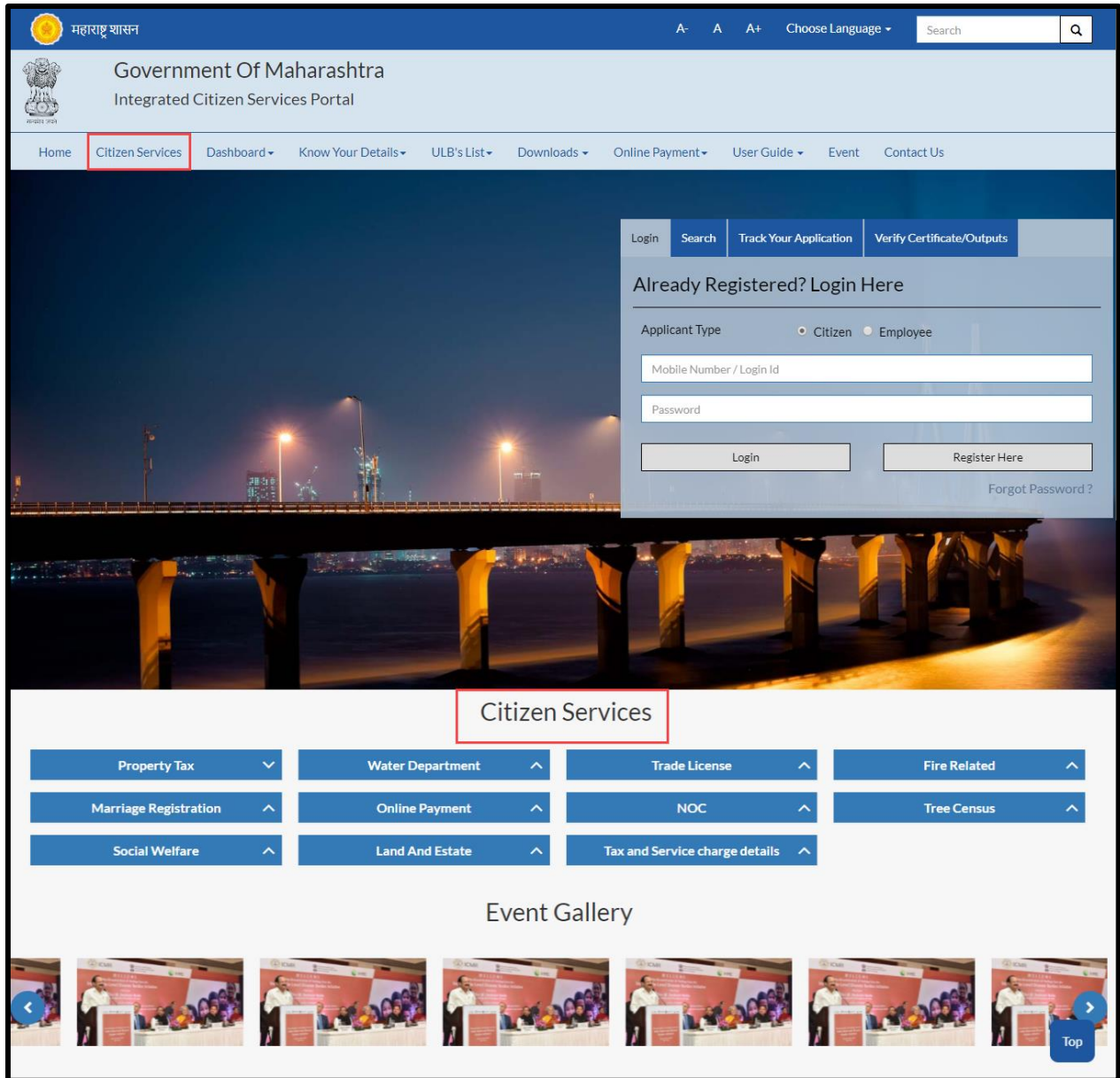
Sr. No	Field Name	Description
<b>Verify Certificate/Output</b>		
1.	ULB	Select ULB from the dropdown
2.	Type of Document	Select the document type from the dropdown (Water Bill/NOC/Property Bill etc.)
3.	Document Number	Enter "Document Number"
4.	Document Date	Select document date from the date picker or enter the date manually

After entering all the required data when clicked on "**Verify**" option below screen will be displayed by the system



#### 4.5 Citizen Service

Citizen can directly apply for any service without registration as well. User can either click on "**Citizen Service**" tab or scroll down the page and select requested Department to apply as shown in below screen



User have to click the department in which the user have to apply for a service, post selection of department click on the service from the dropdown and later click on "Apply" option

**Path:** Department Selection → Service Selection → **"Apply"**

Below mentioned are the services present for respective department





Sr. No	Department Name	Service Name
1.	Property Tax	No Due Certificate
		Extract Of Property
		Exemption for Vacancy of Property
		Self-Assessment
		Objection Registration
		Property Transfer by Nomination/Hereditiy
		Property Transfer by Other modes
		Property Tax Calculator
2.	Water Department	New Water Connection
		Change Of Ownership
		Change Of Connection Size
		Temporary/Permanent Disconnection
		Reconnection
		Change of Usage
		Renewal Of Plumber License
		No Due Certificate
Pay My Dues		
3.	Trade License	Issuance Of License
		Renewal Of License
		Duplicate License
		Transfer Of License By Hereditiy
		Transfer Of License by Other modes
		Cancellation Of License
		Change In Business Name
		Change In Business
		Change In Owner/Partner Name
Increase/Decrease Partner		
4.	Fire Related	Provisional Fire NOC
		Final Fire NOC
		Renewal Of Fire NOC
		Fire Certificate
		Issuance Of Technical Remarks
5.	Marriage Registration	Marriage Registration certificate
		Marriage Registration correction
		Marriage Certificate
		Reissue Of Marriage Certificate
6.	Online Payment	Property Tax Collection
		Water Bill Payment
		License Renewal



		Application Charges
		Payment Against LOI
7.	Tree Census	Application For Tree Census
8.	NOC	NOC For Hoarding/Banner
		NOC For Mandap/Stall
		NOC For Electric meter installation
		NOC for Road Digging For Cable Installation
		Pool/Snooker Indoor Business NOC
		NOC for fast food on wheels/roads/public place
		Medical Business/store NOC
		Meet shop NOC
		NOC for Hospital
		NOC for Tours and Travels
9.	Social Welfare	Application for scheme
10.	Land and Estate	Advertising Hoarding Agreement
		Advertising/Hoarding Renewal Of Agreement
		Advertising/Hoarding Cancellation Of Agreement
		Advertising/Hoarding License Application
11.	Tax and Service Charge Details	Tax Details

**Note: Citizen Services are not applicable for all the modules**

#### 4.6 Dashboard

Dashboard gives the graphical view of reports/application/ services etc. There are two types of dashboards listed in the dropdown namely **"ULB Dashboard"** and **"DMA Dashboard"**.

Below is the screen to locate the **"Dashboard"** tab on home screen



महाराष्ट्र शासन

Government Of Maharashtra  
Integrated Citizen Services Portal

Home Citizen Services **Dashboard** Know Your Details ULB's List Downloads Online Payment User Guide Event Contact Us

Login Search Track Your Application Verify Certificate/Outputs

Already Registered? Login Here

Applicant Type  Citizen  Employee

Mobile Number / Login Id

Password

Login Register Here

Forgot Password ?

### Citizen Services

Property Tax	Water Department	Trade License	Fire Related
Marriage Registration	Online Payment	NOC	Tree Census
Social Welfare	Land And Estate	Tax and Service charge details	

### Event Gallery

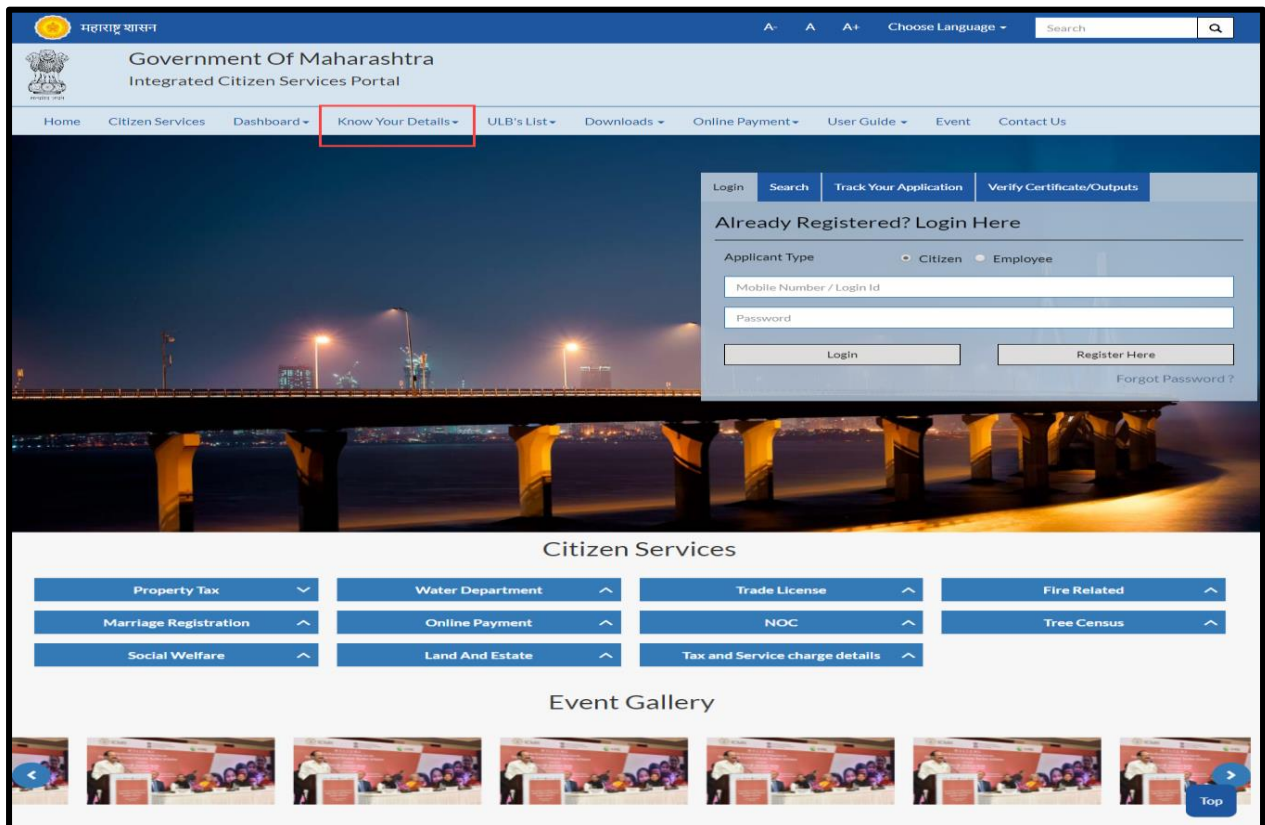
Top



## 4.7 Know Your Details

“**Know Your Details**” tab is used to fetch user details for any request or application from the system on basis of holder name, registration number etc.

Below is the screen to locate the “**Know Your Details**” tab on home screen



User can get to know the details of five services which are listed as below. These services will be present in the dropdown when click on “**Know Your Details**”

- Know Your Property ID
- Know Your Water Connection
- Know Your Trade License
- Know Your Ward and Zone
- Know Your Marriage Registration Number

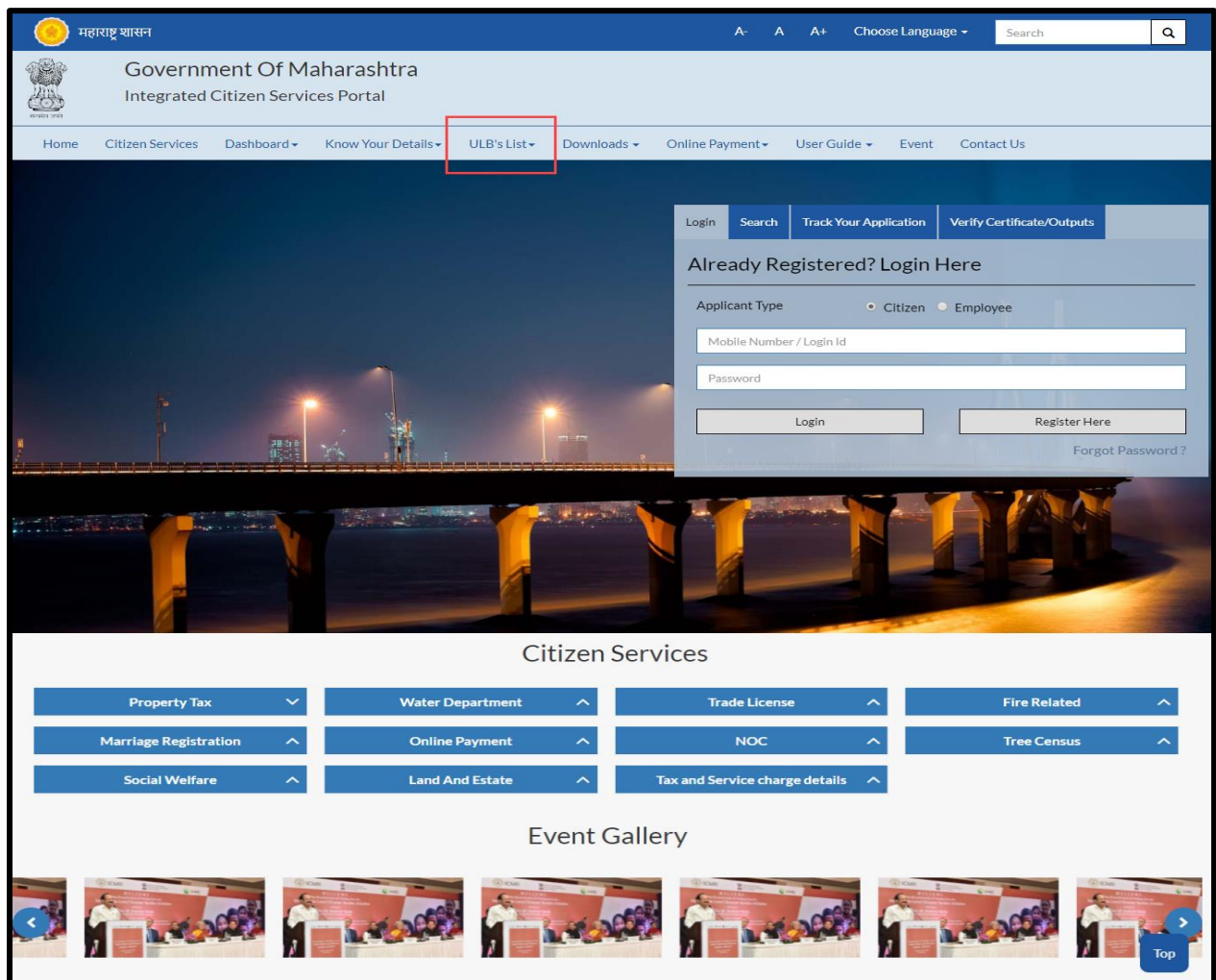
**Note:** The search parameters will vary on selection of the service

## 4.8 ULB's List

This option is basically used to navigate and search the ULB's present in the District, Below is the screen to locate the "ULB's List" option on home screen.

Currently the dropdown values for "ULB list" option are "Roha Municipal Council", "Alibaug Municipal Council" and "View More" ,on clicking the "view more" option, additional ULB's can be selected as per the district and then user will be redirected to the selected ULB home page.

Whereas when clicked on "Roha Municipal Council" and "Alibaug Municipal Council" user will be redirected to the associate home page as per the selection.

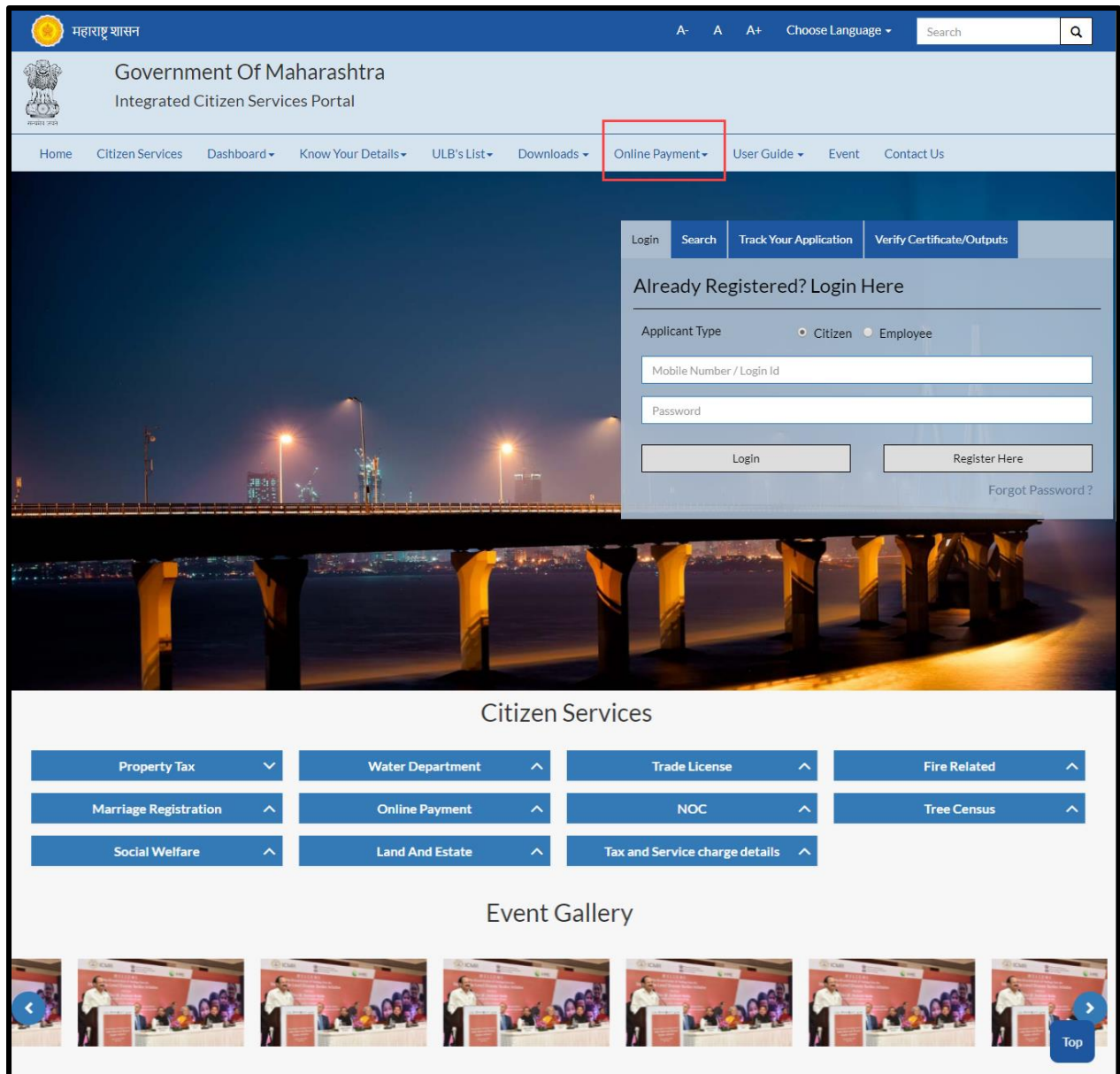




## 4.9 Online Payment

Online Payment option is used to do the payments for a service or application directly. Search will be done on basis of property Number for property Tax module, similarly the search parameter will differ as per service.

Below is the screen to locate the “**Online Payment**” tab on home screen



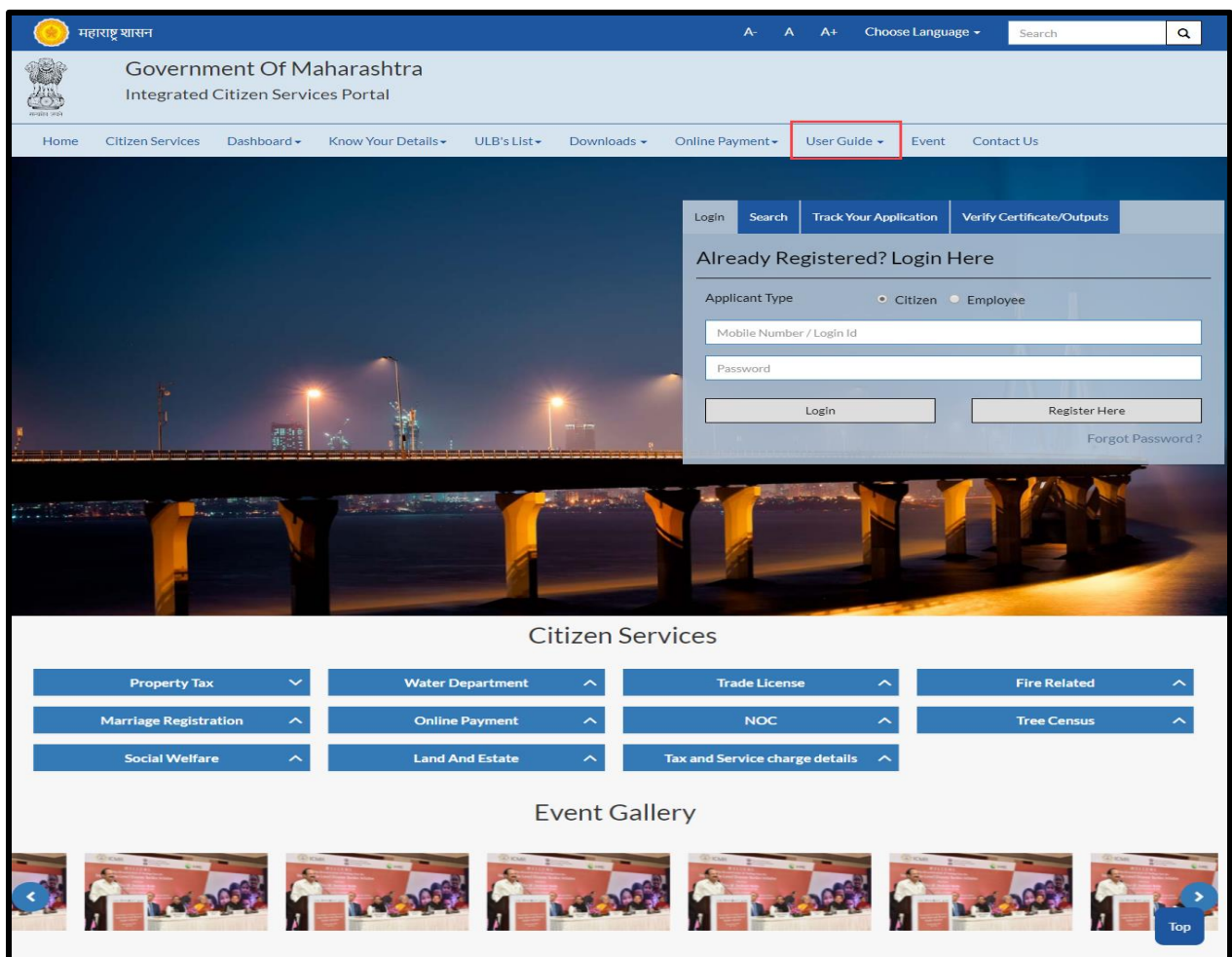
User can do the Online Payment for five services which are listed as below. These services will be present in the dropdown when clicked on “**Online Payment**”

- Property Bill Payment
- Water Bill Payment
- License Renewal
- Application Charges
- Pay Against LOI

#### 4.10 User Guide

The main purpose of “user guide” is to let know the users about the flow and schema of each and every module/service etc. currently present in the application for better understanding of the same.

Below is the screen to locate the “**User Guide**” tab on home screen



“User Manuals”, “Presentations” and “FAQ’s” are present in the dropdown of “User guide” tab

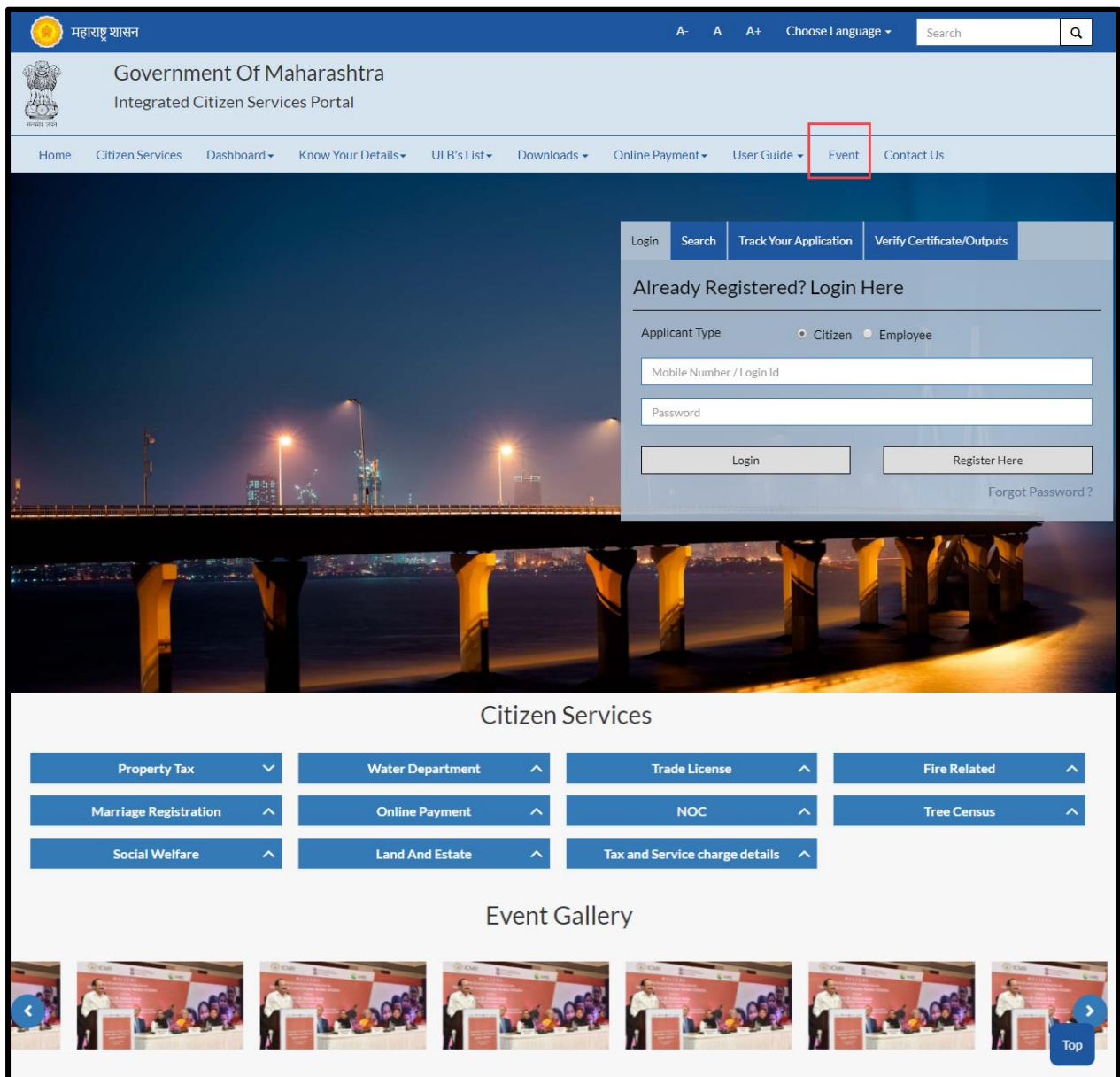


User manuals and presentations will contain the description about module and usage of each and every module.

#### 4.11 Event

Event option is used to make the users aware of the on-going events

Below is the screen to locate the “**Event**” tab on home screen



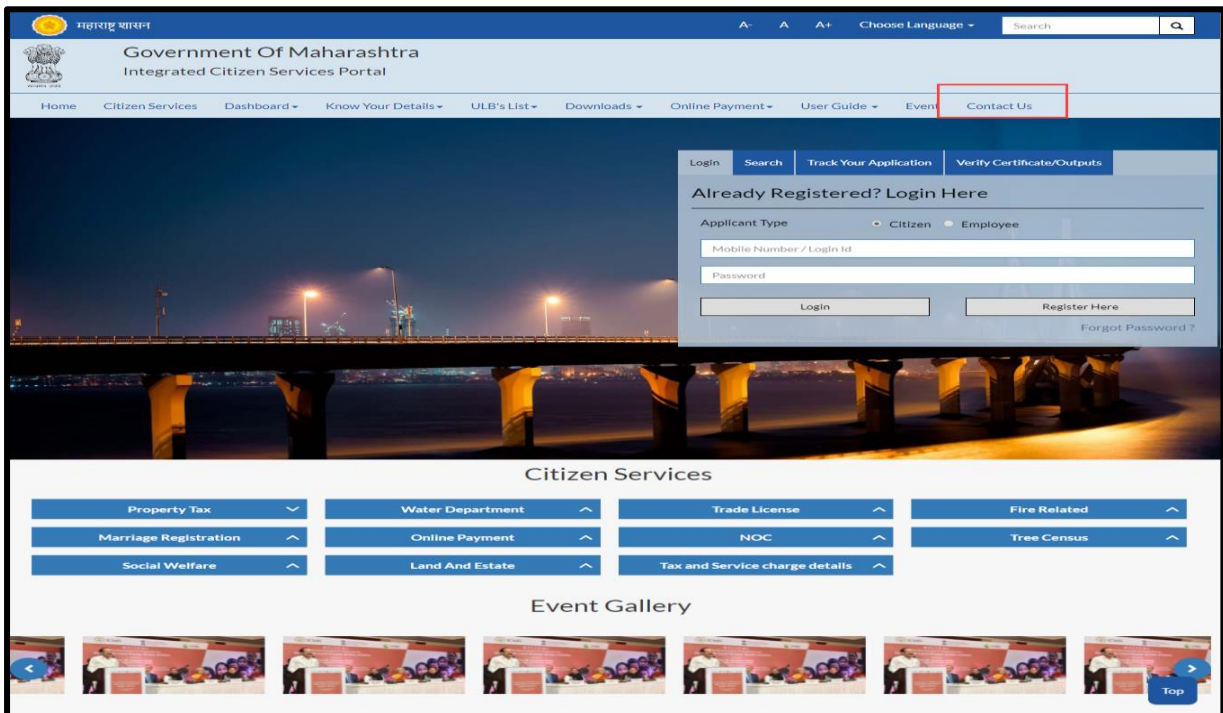
When clicked on “**Event**” option below screen will be displayed



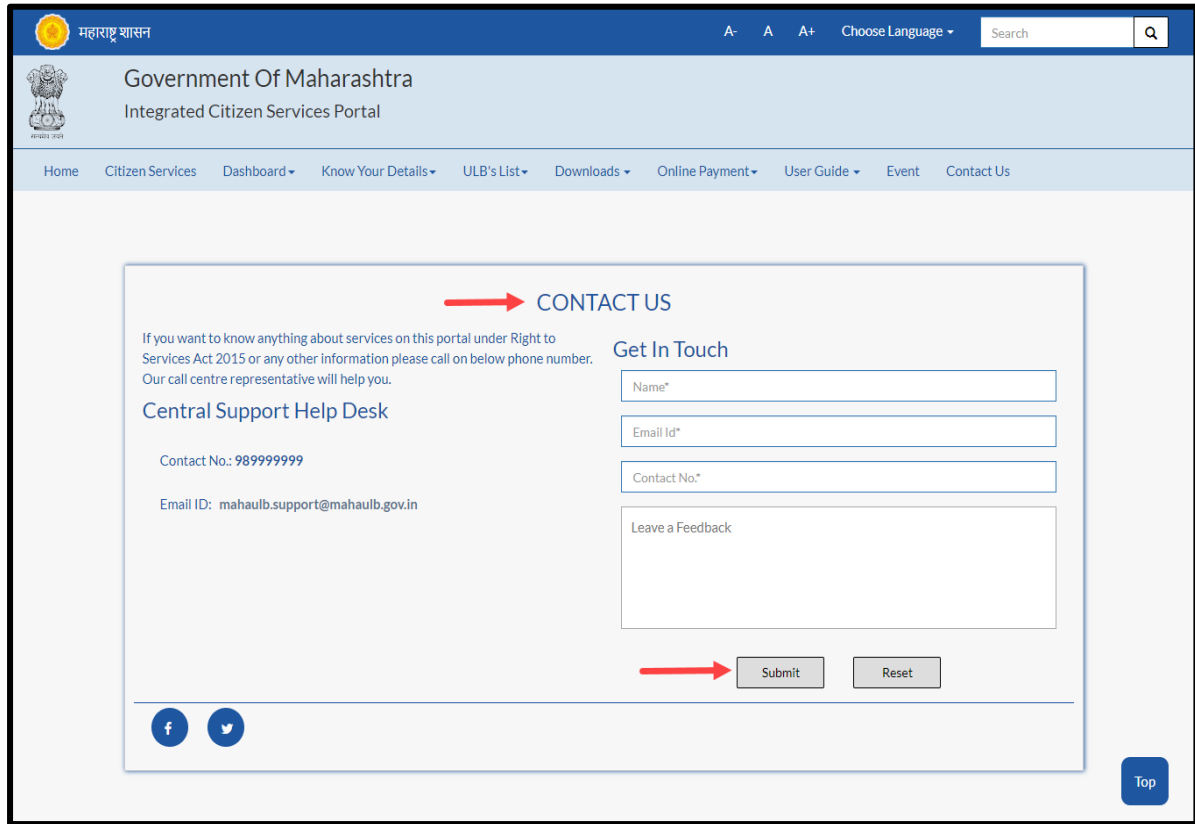
#### 4.12 Contact Us

“**Contact us**” option is given for user privilege, any queries or concerns regarding the application/service” can be registered using this option.

Below is the screen to locate the “**Contact Us**” tab on home screen



Below screens is displayed when clicked on “**Contact Us**” option



Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Name	Enter your name
2.	Email Id	Enter your Email Id
3.	Contact No	Enter your contact number
4.	Leave a feedback	Enter Feedback

Post entering the details click on “**Submit**” button, to reset the entered data click “**Reset**” button

## 5 Masters

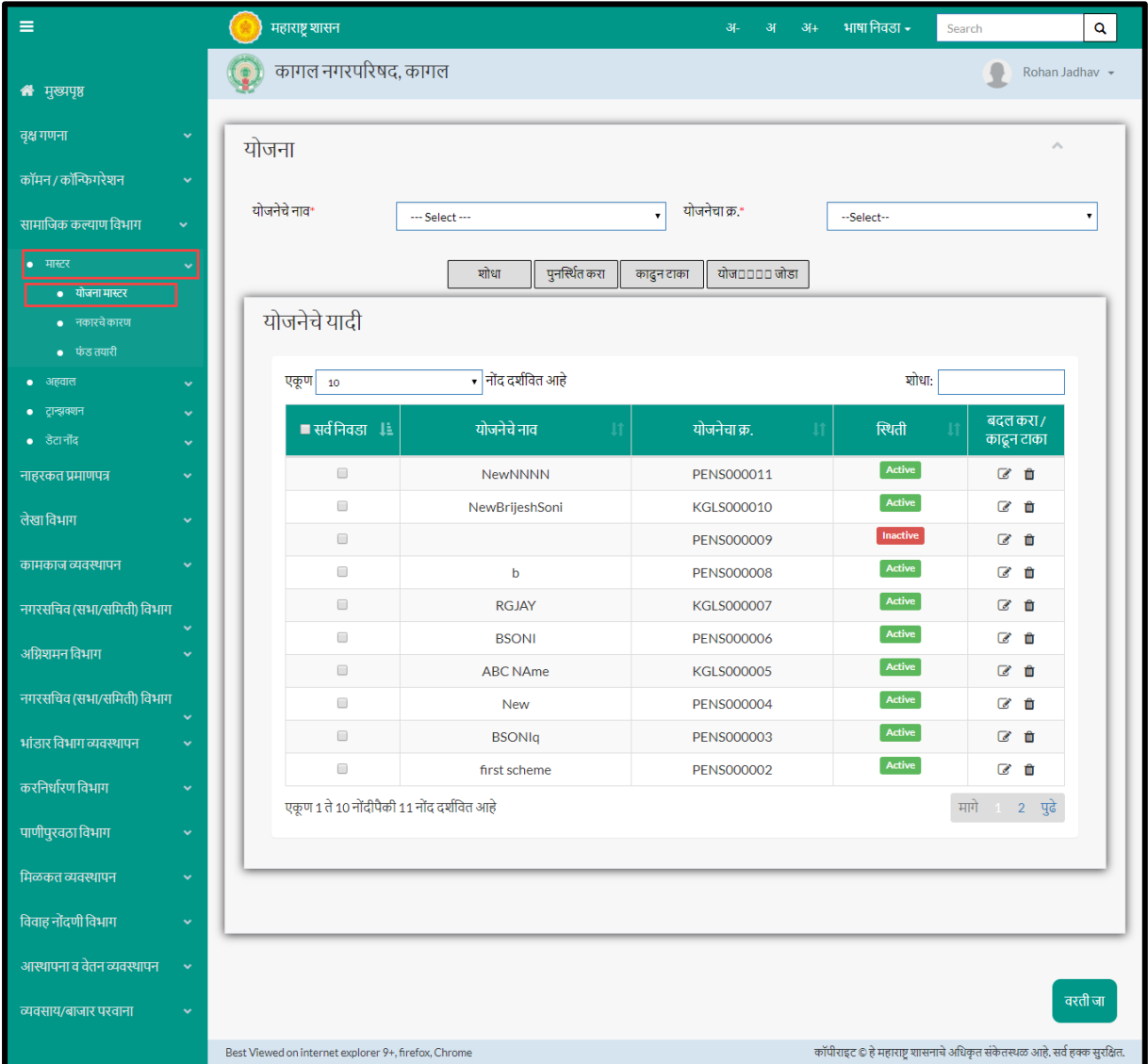
### 5.1 Scheme Master

Schemes given by State Govt. / Central Govt. to be run by ULB are recorded here. System has ability to add, modify and delete the added schemes.

This system captures the validity of the scheme, along with the funds and beneficiary details of the particular scheme.

**Follow the path:** Department login → Social Welfare → Master → Scheme Master

Below mentioned screen is displayed when clicked on "Scheme Master"



The screenshot shows the 'योजना' (Scheme) management interface. The sidebar menu on the left includes options like 'मुख्यपृष्ठ', 'वृक्ष गणना', 'कॉमन / कॉन्फिगरेशन', 'सामाजिक कल्याण विभाग', 'योजना मास्टर', 'नकारचे कारण', 'फंड तयारी', 'अहवाल', 'ट्रान्झॅक्शन', 'डेवा नोंद', 'नाहरकत प्रमाणपत्र', 'लेखा विभाग', 'कामकाज व्यवस्थापन', 'नगरसचिव (सभा/समिती) विभाग', 'अग्निशमन विभाग', 'नगरसचिव (सभा/समिती) विभाग', 'भांडार विभाग व्यवस्थापन', 'करनिर्धारण विभाग', 'पाणीपुरवठा विभाग', 'मिलकत व्यवस्थापन', 'विवाह नोंदणी विभाग', 'आस्थापना व वेतन व्यवस्थापन', and 'व्यवसाय/बाजार परवाना'. The main content area shows the 'योजना' (Scheme) management screen with search filters, a table of schemes, and a 'वसती जा' (Add) button.

**योजना**

योजनेचे नाव:  योजनेचा क्र.:

**योजनेचे यादी**

एकूण: 10 नोंद दर्शवित आहे शोधा:

सर्व निवडा	योजनेचे नाव	योजनेचा क्र.	स्थिती	बदल करा / काढून टाका
<input type="checkbox"/>	NewNNNN	PENS000011	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	NewBrijeshSoni	KGLS000010	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>		PENS000009	Inactive	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	b	PENS000008	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	RGJAY	KGLS000007	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	BSONI	PENS000006	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	ABCNAme	KGLS000005	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	New	PENS000004	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	BSONIq	PENS000003	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	first scheme	PENS000002	Active	<input type="checkbox"/> <input type="checkbox"/>

एकूण 1 ते 10 नोंदीपैकी 11 नोंद दर्शवित आहे  1 2 पुढे

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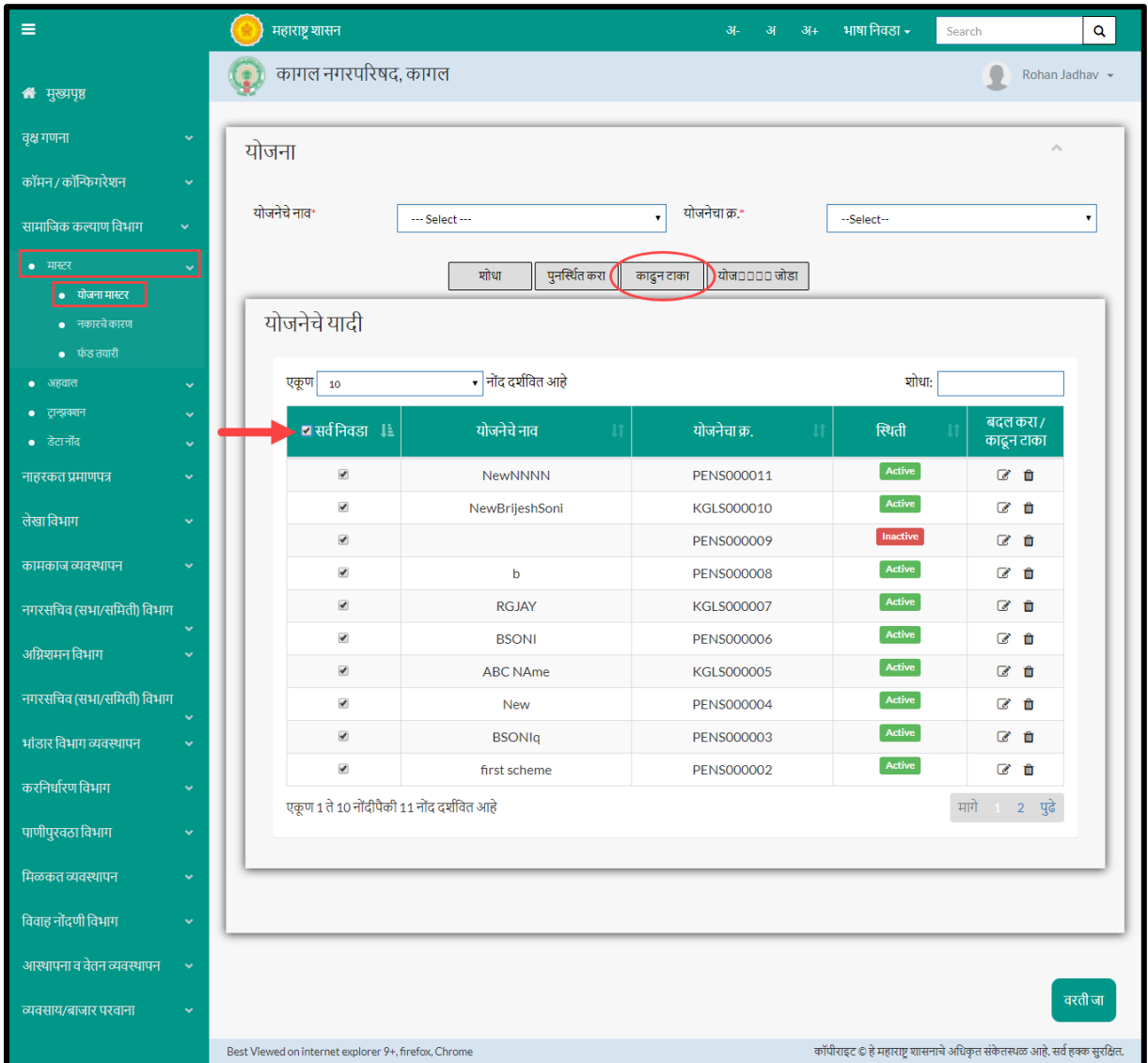
User can search any Scheme through "Search" option as well as add a new scheme in the system using "Add" option.

“Reset” option is used to clear the entered data on form

“Delete” option is used to delete the search record in bulk.

Follow below screens to delete the records in bulk

Click the “select all” section as mentioned in below screen with RED arrow , after that user need to click the delete option as highlighted.



महाराष्ट्र शासन  
कागल नगरपरिषद, कागल  
Rohan Jadhav

मुख्यपृष्ठ  
वृक्ष गणना  
कॉमन / कॉन्फिगरेशन  
सामाजिक कल्याण विभाग  
मास्टर  
योजना मास्टर  
नकारचे कारण  
फंड तयारी  
अहवाल  
ट्रान्झक्शन  
डेवा नोंद  
नाहरकत प्रमाणपत्र  
लेखा विभाग  
कामकाज व्यवस्थापन  
नगरसचिव (सभा/समिती) विभाग  
अग्निशमन विभाग  
नगरसचिव (सभा/समिती) विभाग  
भांडार विभाग व्यवस्थापन  
करनिर्धारण विभाग  
पाणीपुरवठा विभाग  
मिळकत व्यवस्थापन  
विवाह नोंदणी विभाग  
आस्थापना व वेतन व्यवस्थापन  
व्यवसाय/बाजार परवाना





















योजना

योजनेचे नाव: --- Select --- योजनेचा क्र.: --Select--

शोध पुनर्स्थित करा काढून टाका योजनेचा जोडा

योजनेचे यादी

एकूण 10 नोंद दर्शवित आहे शोधा:

<input checked="" type="checkbox"/> सर्व निवडा	योजनेचे नाव	योजनेचा क्र.	स्थिती	बदल करा / काढून टाका
<input checked="" type="checkbox"/>	NewNNNN	PENS000011	Active	 
<input checked="" type="checkbox"/>	NewBrijeshSoni	KGLS000010	Active	 
<input checked="" type="checkbox"/>		PENS000009	Inactive	 
<input checked="" type="checkbox"/>	b	PENS000008	Active	 
<input checked="" type="checkbox"/>	RGJAY	KGLS000007	Active	 
<input checked="" type="checkbox"/>	BSONI	PENS000006	Active	 
<input checked="" type="checkbox"/>	ABC NAmE	KGLS000005	Active	 
<input checked="" type="checkbox"/>	New	PENS000004	Active	 
<input checked="" type="checkbox"/>	BSONIq	PENS000003	Active	 
<input checked="" type="checkbox"/>	first scheme	PENS000002	Active	 

एकूण 1 ते 10 नोंदीपैकी 11 नोंद दर्शवित आहे

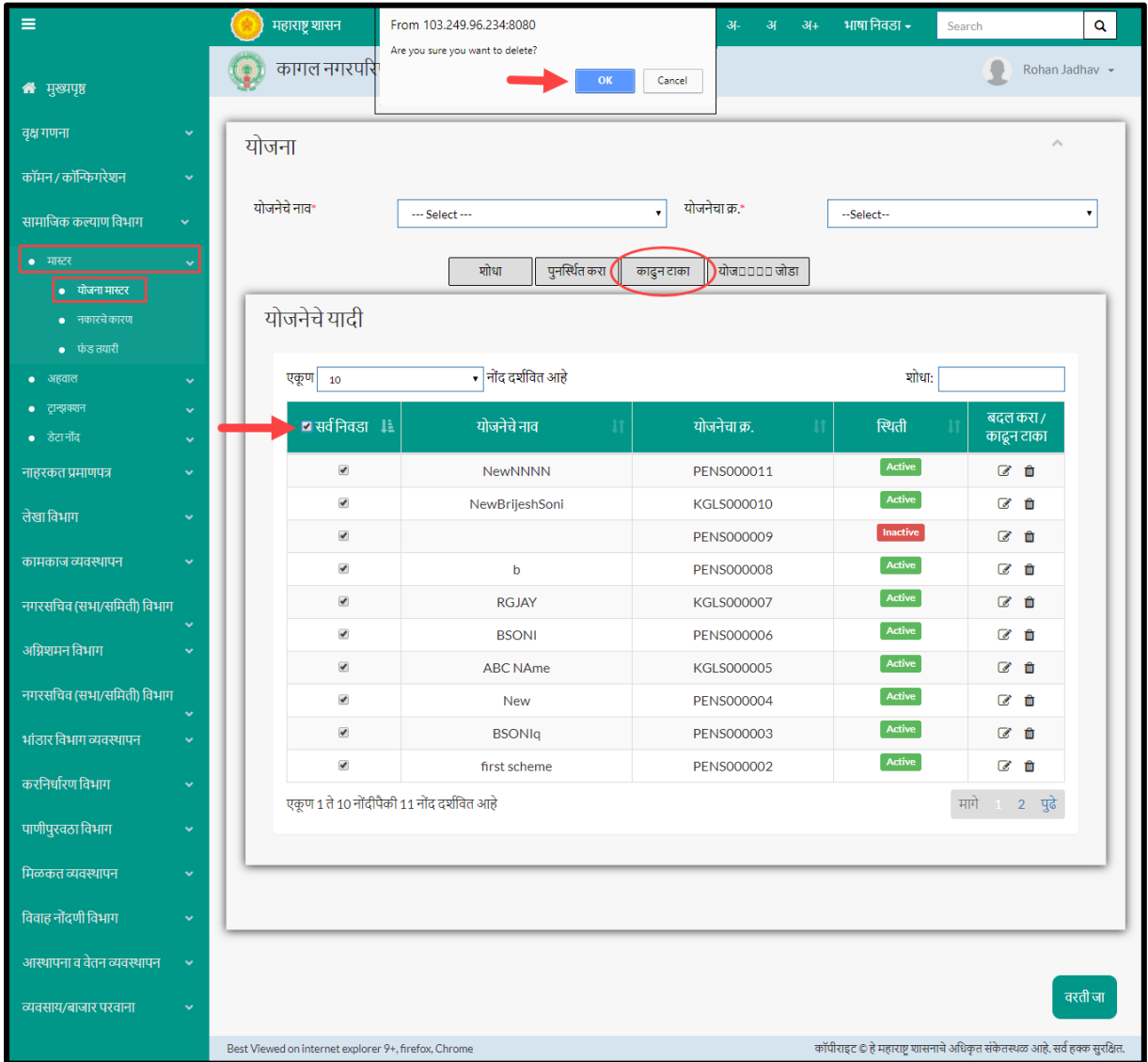
मामे 1 2 पुढे

वरती जा





















Best Viewed on internet explorer 9+, firefox, Chrome

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When clicked on “delete” as highlighted with circle in above screen, a message will be displayed by the system as shown in below screen



The screenshot shows a confirmation dialog box with the text "From 103.249.96.234:8080 Are you sure you want to delete?" and buttons for "OK" and "Cancel". The "OK" button is circled in red. Below the dialog, the "योजना" (Scheme) section is visible, showing a search results table. The table has columns for "सर्व निवडा" (Select All), "योजनेचे नाव" (Scheme Name), "योजनेचा क्र." (Scheme ID), "स्थिती" (Status), and "बदल करा / काढून टाका" (Edit/Delete). The table contains 10 rows of data, with the first row highlighted in green. A red arrow points to the "सर्व निवडा" checkbox in the first row.

सर्व निवडा	योजनेचे नाव	योजनेचा क्र.	स्थिती	बदल करा / काढून टाका
<input checked="" type="checkbox"/>	NewNNNN	PENS000011	Active	 
<input checked="" type="checkbox"/>	NewBrijeshSoni	KGLS000010	Active	 
<input checked="" type="checkbox"/>		PENS000009	Inactive	 
<input checked="" type="checkbox"/>	b	PENS000008	Active	 
<input checked="" type="checkbox"/>	RGJAY	KGLS000007	Active	 
<input checked="" type="checkbox"/>	BSONI	PENS000006	Active	 
<input checked="" type="checkbox"/>	ABC NAmE	KGLS000005	Active	 
<input checked="" type="checkbox"/>	New	PENS000004	Active	 
<input checked="" type="checkbox"/>	BSONIq	PENS000003	Active	 
<input checked="" type="checkbox"/>	first scheme	PENS000002	Active	 

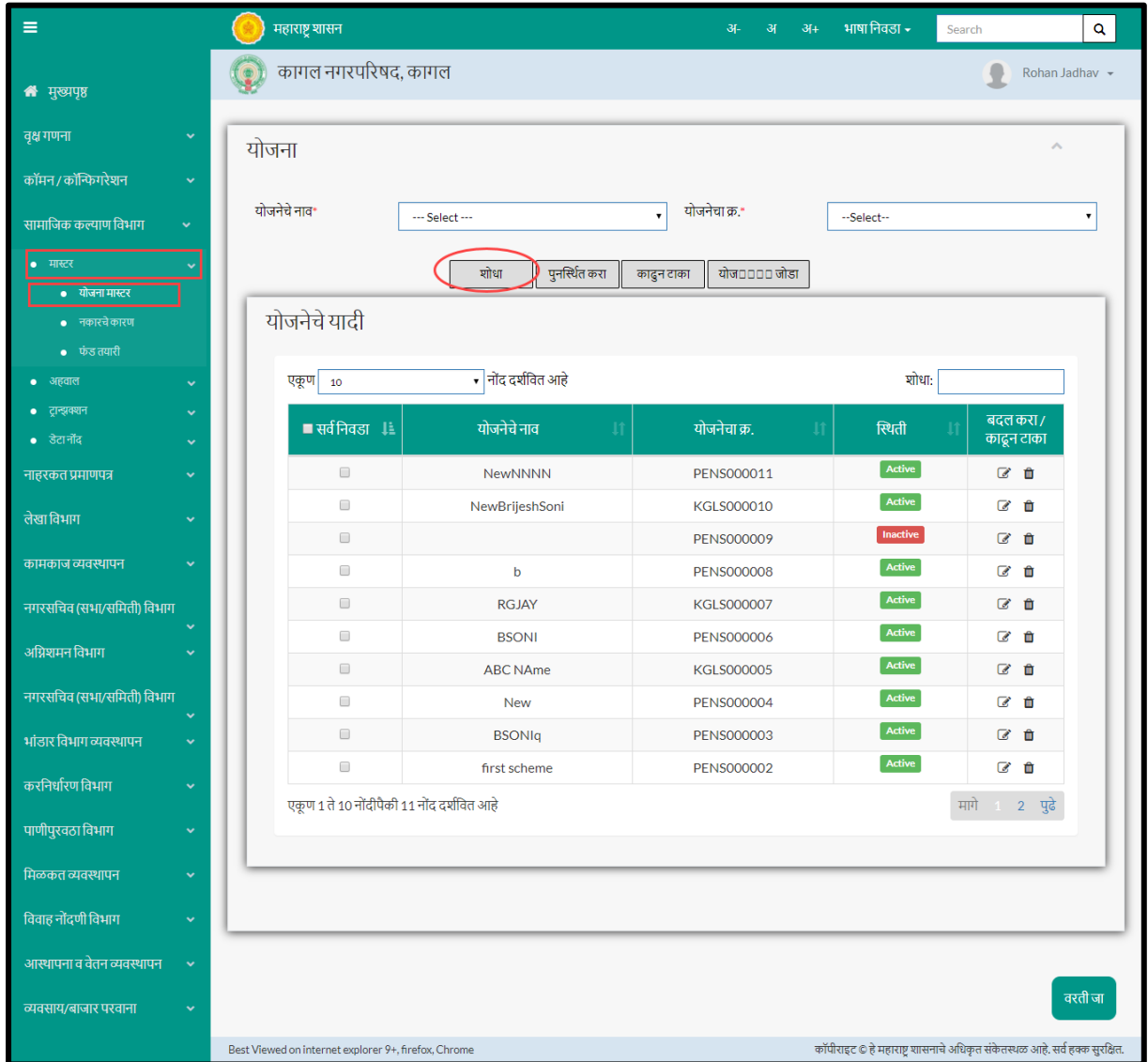
When clicked on "ok" as highlighted with circle in above screen, all the searched records will be deleted in bulk.

Let us go through the entire flow of **search** option

### 5.1.1 SEARCH

Select/Enter required Parameter and Click on "**search**" option.

Below screen will be displayed when clicked on **search** option.



महाराष्ट्र शासन  
कागल नगरपरिषद, कागल  
Rohan Jadhav

योजना

योजनेचे नाव: --- Select --- योजनेचा क्र.: --Select--

शोधा पुनर्स्थित करा काढून टाका योजना जोडा

योजनेचे यादी

एकूण 10 नोंद दर्शवित आहे शोधा:

सर्व निवडा	योजनेचे नाव	योजनेचा क्र.	स्थिती	बदल करा / काढून टाका
<input type="checkbox"/>	NewNNNN	PENS000011	Active	
<input type="checkbox"/>	NewBrijeshSoni	KGLS000010	Active	
<input type="checkbox"/>		PENS000009	Inactive	
<input type="checkbox"/>	b	PENS000008	Active	
<input type="checkbox"/>	RGJAY	KGLS000007	Active	
<input type="checkbox"/>	BSONI	PENS000006	Active	
<input type="checkbox"/>	ABC NAmc	KGLS000005	Active	
<input type="checkbox"/>	New	PENS000004	Active	
<input type="checkbox"/>	BSONIq	PENS000003	Active	
<input type="checkbox"/>	first scheme	PENS000002	Active	

एकूण 1 ते 10 नोंदीपैकी 11 नोंद दर्शवित आहे

मागे 1 2 पुढे

वरती जा

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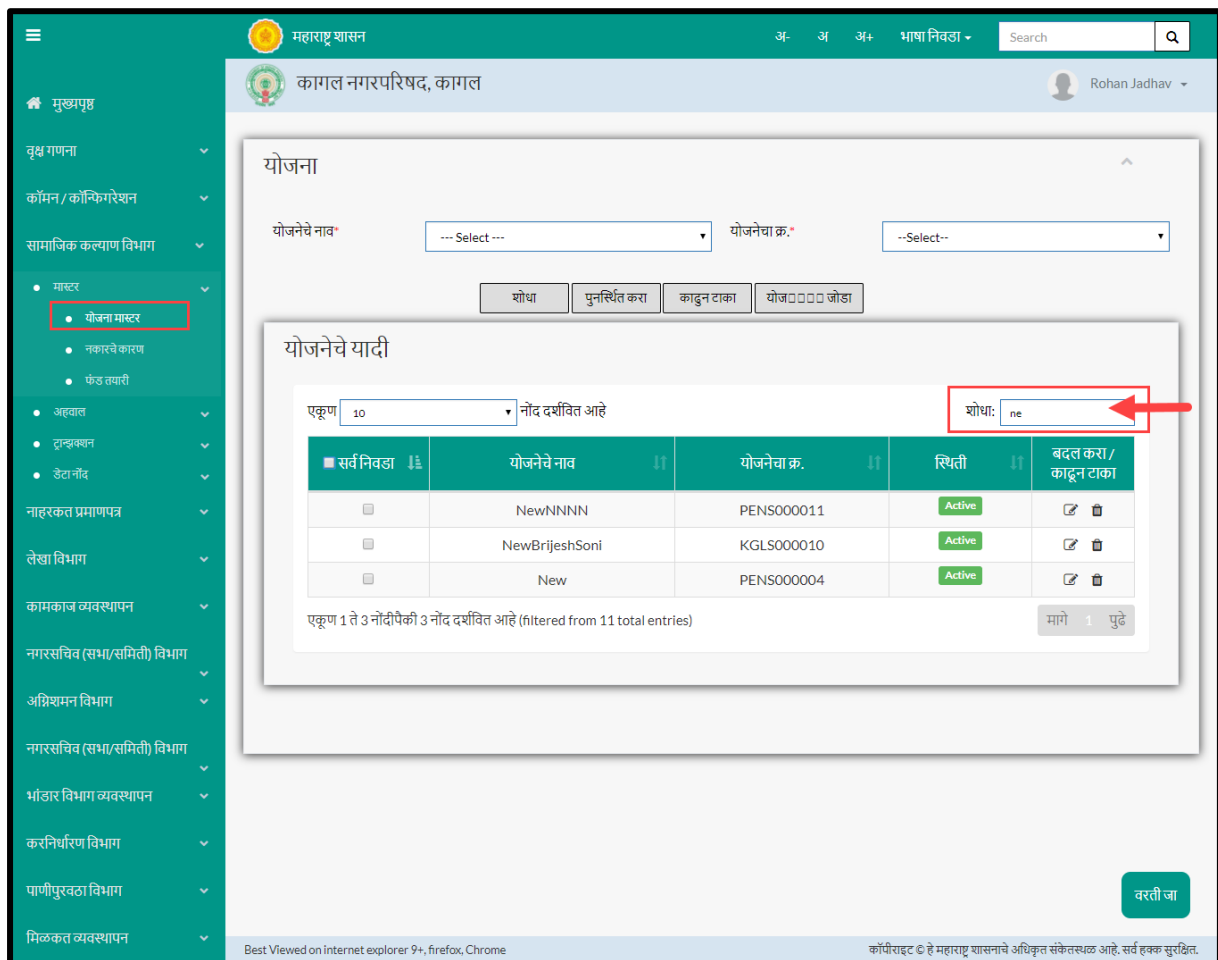
**Note: All parameters are not mandatory for searching the Scheme master, user can select as per the preference, below is the description of each field**

Sr. No	Field Name	Description
1.	योजनेचे नाव	Select Scheme Name from the dropdown (Sanjay Gandhi Niradhar Yojna/ Scholarship for Economically Backward Class etc.). All the added schemes using "add" option will be listed in the dropdown.
2.	योजनेचा क्रमांक	Select Scheme Name from the dropdown (ICHS000002/ ICHS000001/ ICHS000004 etc.)



The data present in the system as per the entered parameter will be displayed in Scheme List section; user can make changes in the fetched entry by clicking on “**Edit**” option as well as delete the scheme by clicking “**delete**” option

In **Scheme List section** also user can search for a scheme by entering initial alphabets of the scheme or any random characters in search field as shown below with red circle



महाराष्ट्र शासन  
अ- अ अ+ भाषा निवडा Search

कागल नगरपरिषद, कागल Rohan Jadhav

मुख्यपृष्ठ  
वृक्ष गणना  
कॉमन / कोऑर्गनेशन  
सामाजिक कल्याण विभाग  
मास्टर  
योजना मास्टर  
नकारचे कारण  
फंड तयारी  
अहवाल  
दृश्यक्षन  
डेटा नोंद  
नाहरकत प्रमाणपत्र  
लेखा विभाग  
कामकाज व्यवस्थापन  
नगरसचिव (सभा/समिती) विभाग  
अग्निशमन विभाग  
नगरसचिव (सभा/समिती) विभाग  
भांडार विभाग व्यवस्थापन  
करनिर्धारण विभाग  
पाणीपुरवठा विभाग  
मिळकत व्यवस्थापन

योजना

योजनेचे नाव: --- Select --- योजनेचा क्र.: --Select--

शोधा पुनर्स्थित करा काढून टाका योजनेचा जोडा

योजनेचे यादी

एकूण 10 नोंद दर्शवित आहे शोधा: ne

सर्व निवडा	योजनेचे नाव	योजनेचा क्र.	स्थिती	बदल करा / काढून टाका
<input type="checkbox"/>	NewNNNN	PENS000011	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	NewBrijeshSoni	KGLS000010	Active	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	New	PENS000004	Active	<input type="checkbox"/> <input type="checkbox"/>

एकूण 1 ते 3 नोंदीपैकी 3 नोंद दर्शवित आहे (filtered from 11 total entries) मागे 1 पुढे

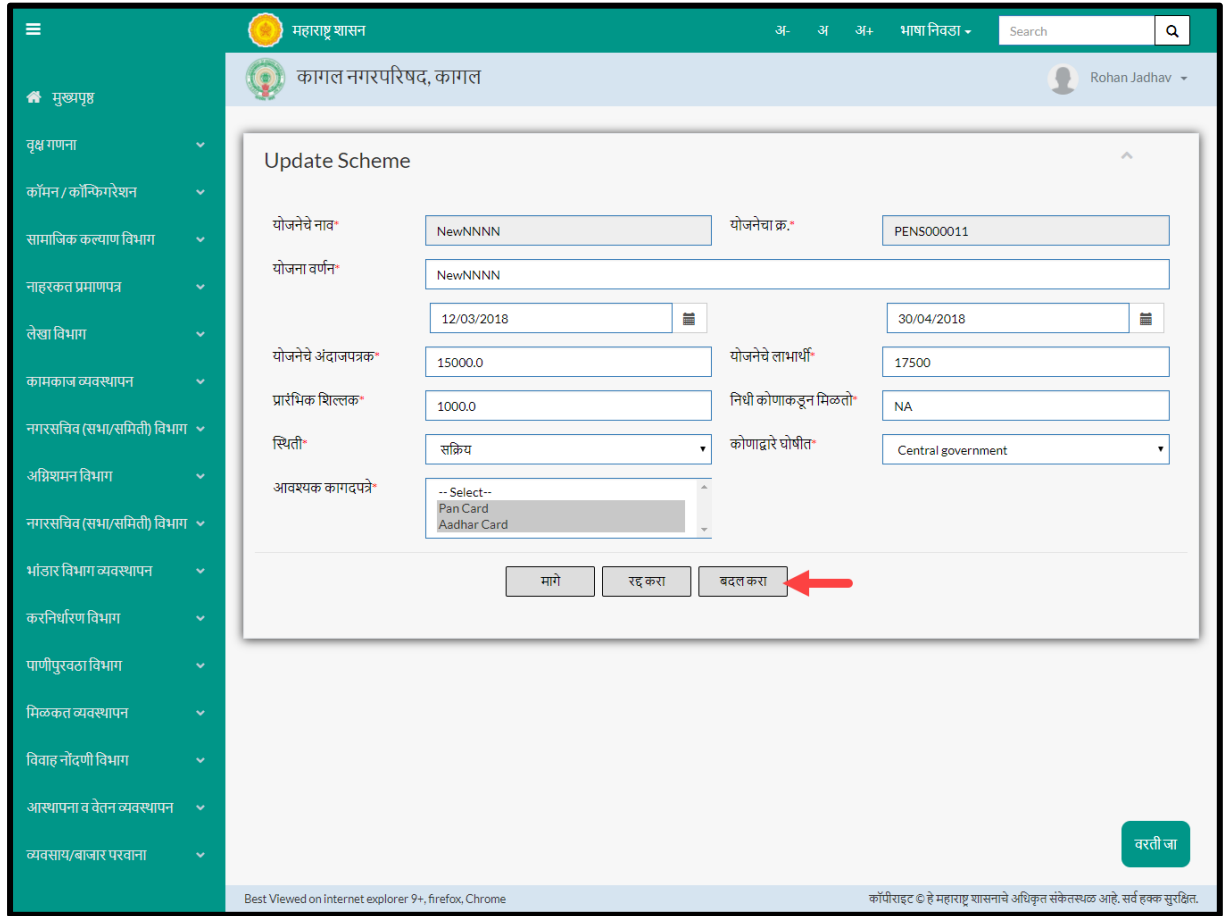
वरती जा

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In above screen, user has entered “**ne**”. So the record which matches the entered character will be displayed in the grid. This functionality makes it easier for the user to search a scheme present in the system.

➤ Below screen appears when clicked on **edit** option





महाराष्ट्र शासन  
कागल नगरपरिषद, कागल  
Rohan Jadhav

Update Scheme

योजनेचे नाव\* NewNNNN योजनेचा क्र.\* PENS000011

योजना वर्णन\* NewNNNN

12/03/2018 30/04/2018

योजनेचे अंदाजपत्रक\* 15000.0 योजनेचे लाभार्थी\* 17500

प्रारंभिक शिल्लक\* 1000.0 निधी कोणाकडून मिळतो\* NA

स्थिती\* सक्रिय कोणाद्वारे घोषित\* Central government

आवश्यक कागदपत्रे\* -- Select --  
Pan Card  
Aadhar Card

मागे रद्द करा बदल करा

वरती जा

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Below is the description given for all the fields present on form

**Note:** Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	योजनेचे नाव	Non editable
2.	योजनेचा क्रमांक	Non editable
3.	योजना वर्णन	Enter scheme description
4.	योजनेचे कालावधी	Select scheme period (from)date from date picker or enter the date manually
5.	योजनेचे कालावधी	Select scheme period (To) date from date picker or enter the date manually
6.	योजनेचे अंदाजपत्रक	Enter Scheme Budget.
7.	योजनेचे लाभार्थी	Enter Scheme Beneficiary. User must enter the group of people for whom the scheme is beneficial, for example "students" in above screen.
8.	प्रारंभिक शिल्लक	Enter Opening Balance

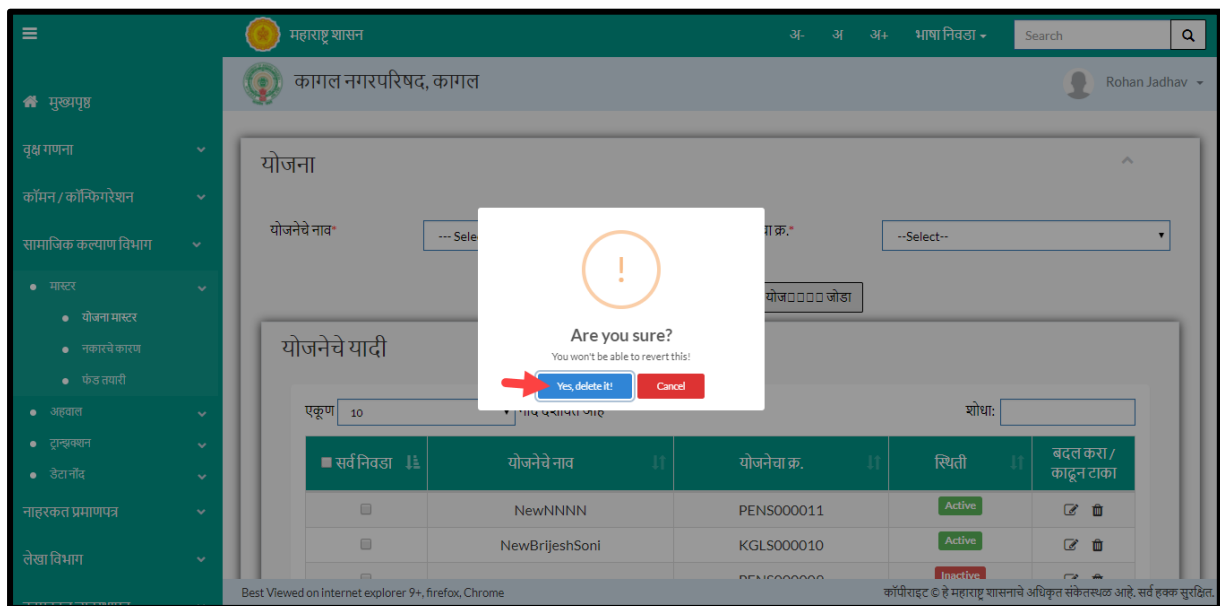
9.	द्वारे कोणाकडून मिळतो	Enter "Status Funded By". For example: State Government/Central Government etc.
10.	स्थिती	Select status from the dropdown (सक्रिय/निष्क्रिय)
11.	कोनाद्वारे घोषित	Select "Announced By" from the dropdown (Central Government/state government etc.)
12.	आवश्यक कागदपत्रे	Select checklist document from the dropdown (Adhar card/pan card etc.)

User can save the edited scheme by clicking the **"update"** button as shown with red colour in above screen, if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Successfully Updated"**

**"Clear"** option is used to clear the entered data on form'

**"Back"** option is used to navigate the previous form

➤ Below screen appears when clicked on **delete** option

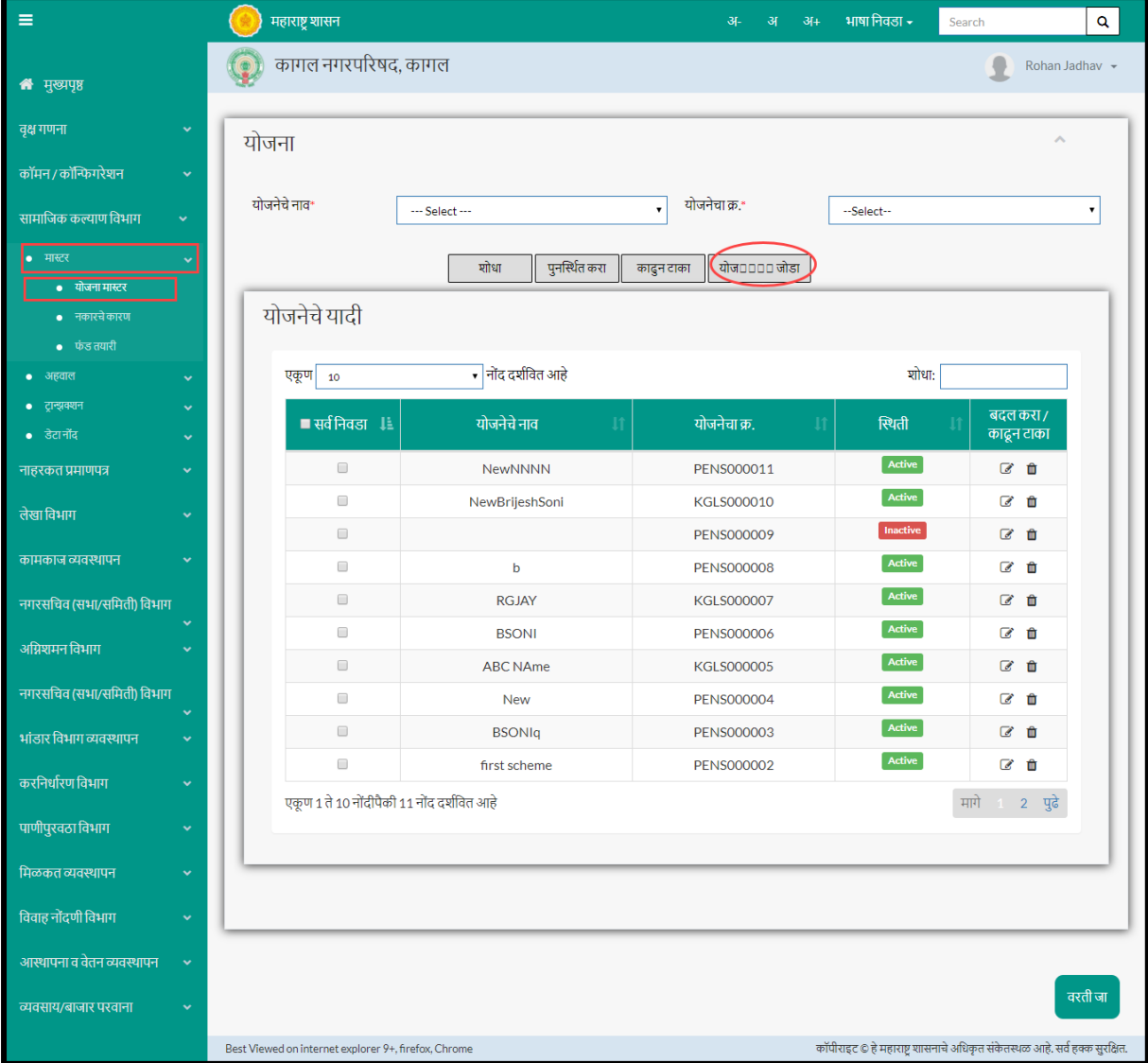


When clicked on **"yes"** the record gets deleted.

Within application the record is ideally inactive; to reactivate the deleted record user need to change the status to active.

### 5.1.2 ADD

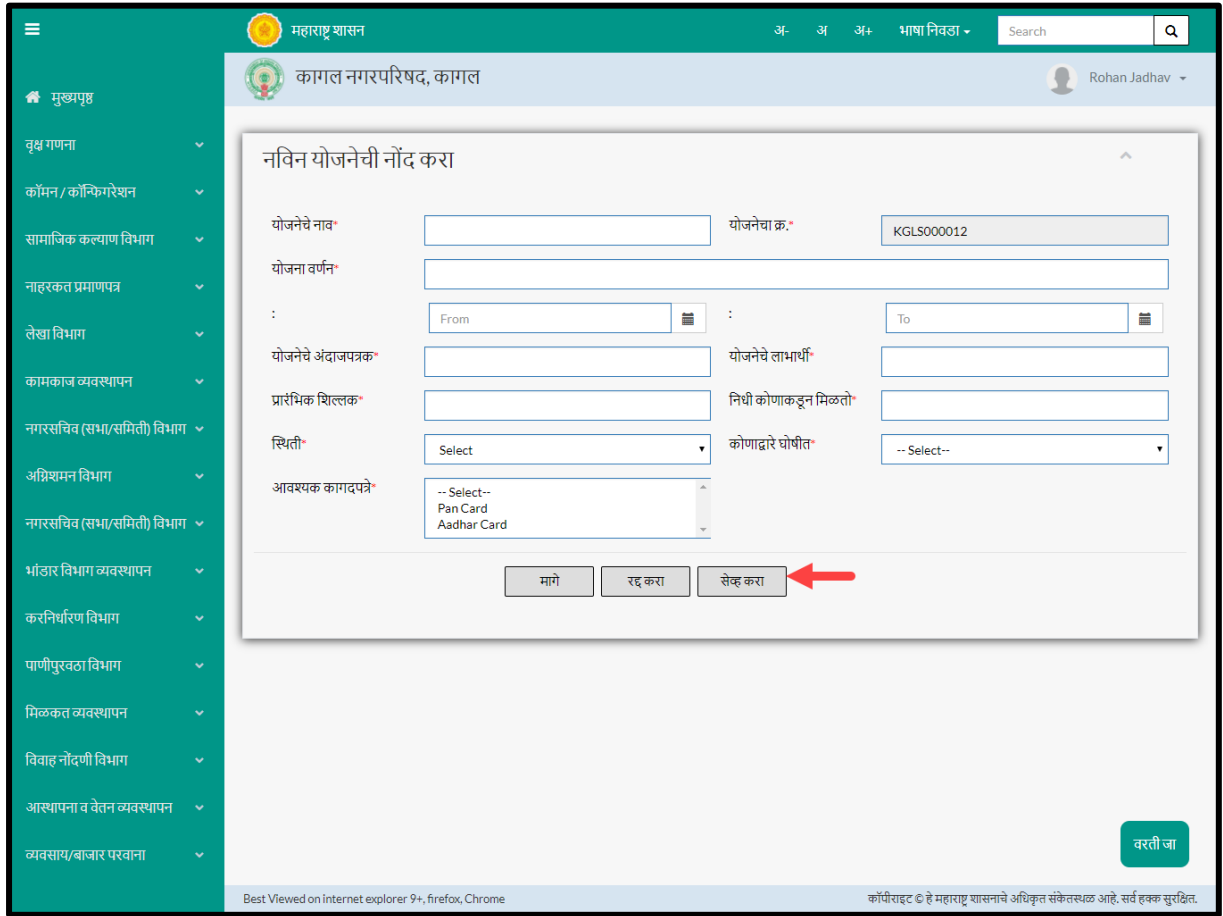
User will have to click on "Add" option to add a new scheme in the system, refer below screen.



The screenshot displays the 'योजना' (Scheme) management interface. The left sidebar contains a menu with 'योजना मास्टर' (Scheme Master) highlighted. The main content area shows a form for adding a new scheme, with the 'योजनेचे नाव' (Scheme Name) and 'योजनेचा क्र.' (Scheme No.) fields. The 'योजनेचे नाव' field is currently empty, and the 'योजनेचा क्र.' field is set to '--Select--'. The 'योजनेचे नाव' field is highlighted with a red circle. Below the form, there is a table of existing schemes.

सर्व निवडा	योजनेचे नाव	योजनेचा क्र.	स्थिती	बदल करा / काढून टाका
<input type="checkbox"/>	NewNNNN	PENS000011	Active	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	NewBrijeshSoni	KGLS000010	Active	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>		PENS000009	Inactive	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	b	PENS000008	Active	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	RGJAY	KGLS000007	Active	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	BSONI	PENS000006	Active	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	ABC NAmE	KGLS000005	Active	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	New	PENS000004	Active	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	BSONIq	PENS000003	Active	<a href="#">✎</a> <a href="#">✖</a>
<input type="checkbox"/>	first scheme	PENS000002	Active	<a href="#">✎</a> <a href="#">✖</a>

Following screen is displayed when clicked on **add scheme** button as highlighted with red circle in above screen



महाराष्ट्र शासन  
कागल नगरपरिषद, कागल  
Rohan Jadhav

मुख्यपृष्ठ

वृक्ष गणना  
कॉमन / कॉन्फिगरेशन  
सामाजिक कल्याण विभाग  
नाहरकत प्रमाणपत्र  
लेखा विभाग  
कामकाज व्यवस्थापन  
नगरसचिव (सभा/समिती) विभाग  
अग्निशमन विभाग  
नगरसचिव (सभा/समिती) विभाग  
भांडार विभाग व्यवस्थापन  
करनिर्धारण विभाग  
पाणीपुरवठा विभाग  
मिळकत व्यवस्थापन  
विवाह नोंदणी विभाग  
आस्थापना व वेतन व्यवस्थापन  
व्यवसाय/बाजार परवाना

नविन योजनेची नोंद करा

योजनेचे नाव\*  योजनेचा क्र.\* KGLS000012

योजना वर्णन\*

From  To

योजनेचे अंदाजपत्रक\*  योजनेचे लाभार्थी\*

प्रारंभिक शिल्लक\*  निधी कोणाकडून मिळतो\*

स्थिती\* Select  कोणाद्वारे घोषित\* -- Select--

आवश्यक कागदपत्रे\* -- Select--  
Pan Card  
Aadhar Card

मागे रद्द करा सेव्ह करा

वरती जा

Best Viewed on internet explorer 9+, firefox, Chrome

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Below is the description given of all the fields present on form

Sr. No	Field Name	Description
1.	योजनेचे नाव	Enter Scheme Name
2.	योजनेचा क्रमांक	Non editable, auto generated by the system.
3.	योजना वर्णन	Enter scheme description
4.	योजनेचे कालावधी	Select scheme period (from)date from date picker or enter the date manually
5.	योजनेचे कालावधी	Select scheme period (To) date from date picker or enter the date manually
6.	योजनेचे अंदाजपत्रक	Enter Scheme Budget.
7.	योजनेचे लाभार्थी	Enter Scheme Beneficiary. User must enter the group of people for whom the scheme is beneficial, for example "students" in above screen.
8.	प्रारंभिक शिल्लक	Enter Opening Balance
9.	द्वारे कोणाकडून मिळतो	Enter "Status Funded By". For example: State Government/Central Government etc.



10.	स्थिती	Select status from the dropdown (सक्रिय/निष्क्रिय)
11.	कोनाद्वारे घोषित	Select "Announced By" from the dropdown (Central Government/ State Government/ ULB)
12.	आवश्यक कागदपत्रे	Select checklist document from the dropdown (Pan Card/ Aadhar Card)

User can save the added scheme by clicking the "**Save**" button as shown with red colour; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Successfully Added**"

"**Clear**" option is used to clear the entered data on form

"**Back**" option is used to navigate the previous form

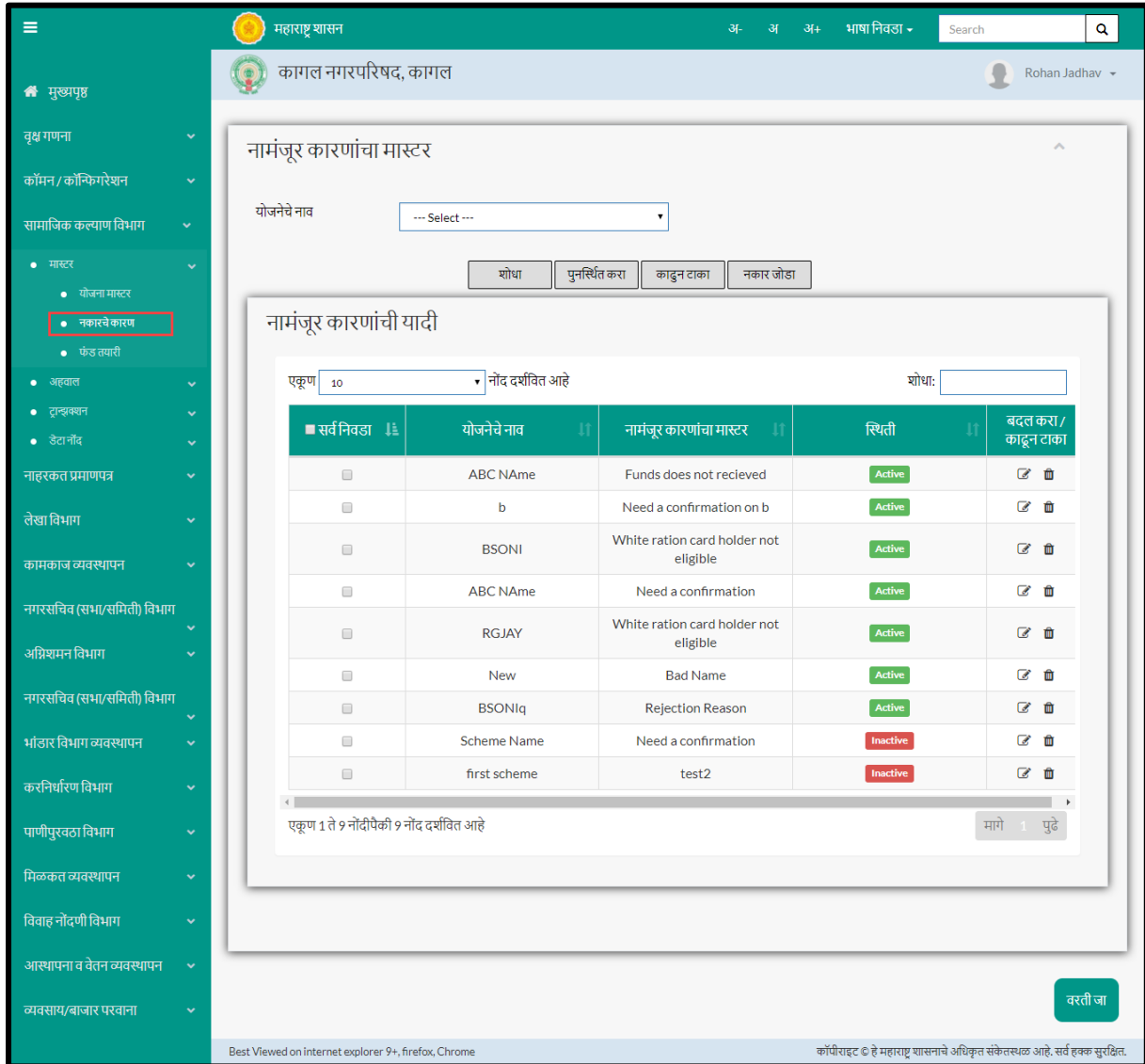
## 5.2 Rejection Reason

Rejection Reason master is used to reject the added scheme from the system.

This system basically captures the reason for rejecting the scheme and in detail explanation of the same.

**Follow the path:** Department login → Social Welfare → Master → Rejection Reason

Below mentioned screen appears when clicked on "**Rejection Reason**"



User can search any rejection reason through “**Search**” option as well as add new “rejection reason” in the system using “**Add**” option.

“**Reset**” option is used to clear the entered data on form.

“**Delete**” option is used to delete the record in bulk.

Firstly let us go through the entire flow of **search** option

### 5.2.1 SEARCH

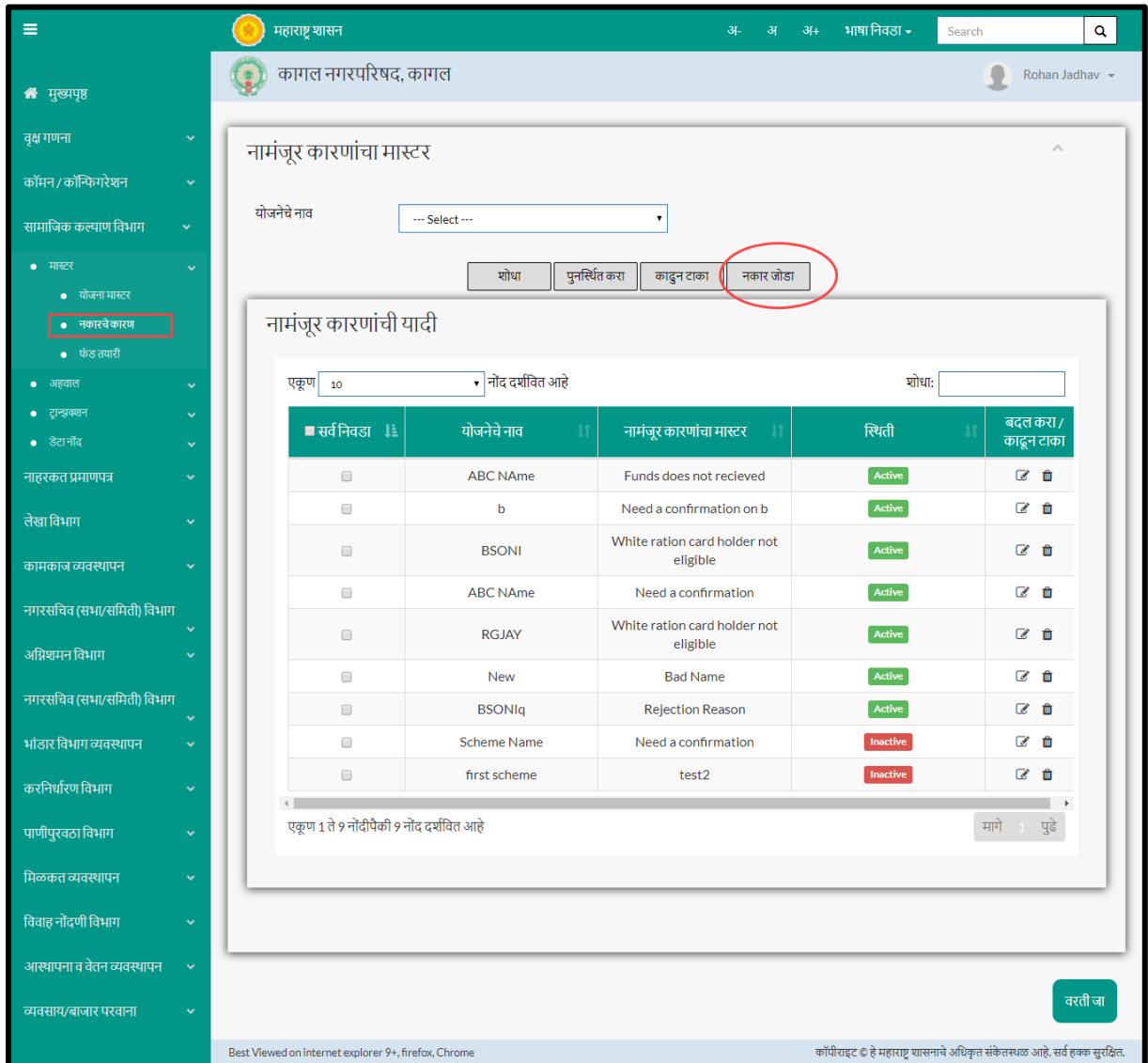
Select/Enter required Parameter and Click on “**search**” option.

Below screen will be displayed when clicked on **search** option.

**Unable to search any record since "scheme name" dropdown is not working, hence cannot describe about edit functionality as well**

## 5.2.2 ADD

User will have to click on **"Add"** option to add a new **"Rejection Reason"** in the system, Refer below screen to locate the add button marked with red circle.



नामंजूर कारणांचा मास्टर

योजनेचे नाव: --- Select ---

शोधा:

नकार जोडा

नामंजूर कारणांची यादी

एकूण 10 नोंद दर्शवित आहे

सर्व निवडा	योजनेचे नाव	नामंजूर कारणांचा मास्टर	स्थिती	बदल करा / काढून टाका
<input type="checkbox"/>	ABC Name	Funds does not recieved	Active	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	b	Need a confirmation on b	Active	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	BSONI	White ration card holder not eligible	Active	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	ABC Name	Need a confirmation	Active	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	RGJAY	White ration card holder not eligible	Active	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	New	Bad Name	Active	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	BSONIq	Rejection Reason	Active	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Scheme Name	Need a confirmation	Inactive	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	first scheme	test2	Inactive	<input type="text"/> <input type="text"/>

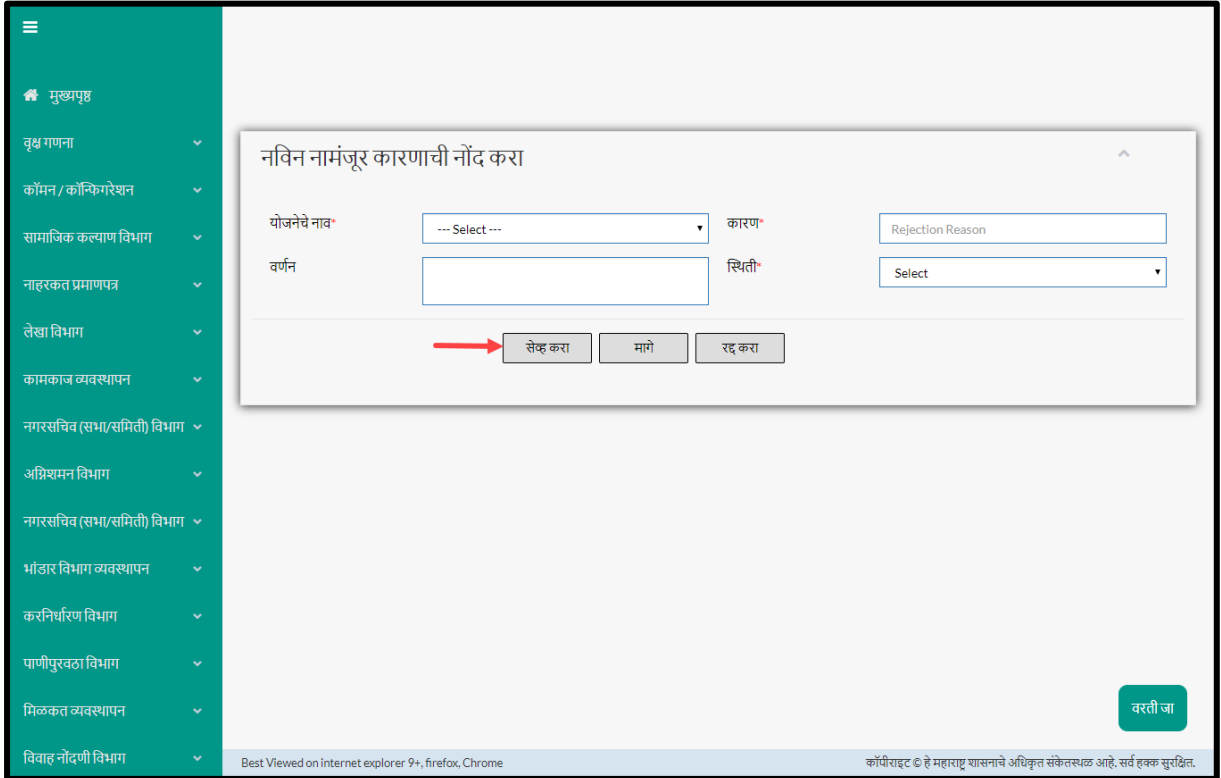
एकूण 1 ते 9 नोंदीपैकी 9 नोंद दर्शवित आहे

मार्गे 1 पुढे

वरती जा

Following screen is displayed when clicked on **add (नकार जोडा)** button as shown with red circle in above screen.





Below is the description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	योजनेचे नाव	"Scheme Name" dropdown not working
2.	कारण	Enter Rejection Reason
3.	वर्णन	Enter description for rejection
4.	स्थिती	Select status from the dropdown (सक्रिय/निष्क्रिय)

User can save the added Rejection Reason by clicking the "**Save**" button as shown with red arrow; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Successfully added**"

"**Clear**" option is used to clear the entered data on form.

"**Back**" option is used to navigate the previous form.



## **5.3 Fund Preparation Master**

Node not working

### **5.3.1 SEARCH**

### **5.3.2 ADD**



## 6 Transaction

### 6.1 Scheme Application

Users can apply for a scheme using scheme application form, various aspects regarding to the scheme are considered in this form such as scheme beneficiary details, Service details (Scheme name, description etc.).

**Follow the path:** Department login→ social Welfare→ Transactions → Scheme Application

Below mentioned screen appears when clicked on "**Scheme Application**"

महाराष्ट्र शासन

कागल नगरपरिषद, कागल

अ- अ अ+ भाषा निवडा

Search

मुख्यपृष्ठ

वृक्ष गणना

कॉमन / कॉन्फिगरेशन

सामाजिक कल्याण विभाग

- मास्टर
- अहवाल
- ट्रान्झॅक्शन
- योजना अर्ज
- डेटा नोंद

नाहरकत प्रमाणपत्र

लेखा विभाग

कामकाज व्यवस्थापन

नगरसचिव (सभा/समिती) विभाग

अग्निशमन विभाग

नगरसचिव (सभा/समिती) विभाग

भांडार विभाग व्यवस्थापन

करनिर्धारण विभाग

पाणीपुरवठा विभाग

मिळकत व्यवस्थापन

विवाह नोंदणी विभाग

आस्थापना व वेतन व्यवस्थापन

व्यवसाय/बाजार परवाना

अर्जदाराचा तपशील

युएलबीचे नाव

अर्जदाराचे नाव\*

अर्जदाराचा पत्ता\*

आधार क्रमांक\*  मोबाइल क्रमांक\*

ठिकाण\*  ईमेल आयडी\*

संघटनेचे नाव (लागू असल्यास)  संघटनेचा पत्ता (लागू असल्यास)

सेवा तपशील

योजना नाव\*

योजना वर्णन

योजनेची घोषणा  लाभार्थी चा हिस्सा

लाभार्थी तपशील

नवीन  सद्यस्थिती

लाभार्थी क्रमांक

आधार क्रमांक\*

नाव\*

जन्म दिनांक\*  लिंग\*

पत्ता\*

सदनिका\*  रस्ता\*

संपर्क व्यक्ती  धर्म\*

जात\*  उपजाती\*

ईमेल आयडी\*

शारीरिक आरोग्य तपशील\*

शेरा

योजनापूर्वक तयार केलेली कागदपत्रे

वरती जा

Best Viewed on Internet explorer 9+, firefox, Chrome

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User has to enter all the mandatory fields to apply for a scheme. Below is the description of all the fields.



Sr. No	Field Name	Description
<b>अर्जदाराचा तपशील</b>		
1.	युएलबीचे नाव	Non editable, will be displayed as per the login
2.	अर्जदाराचे नाव	Enter applicant name i.e. first name, middle name and last name
3.	अर्जदाराचा पत्ता	Enter applicant address
4.	आधार क्रमांक	Enter Aadhar no
5.	मोबाइल क्रमांक	Enter mobile no
6.	ठिकाण	Select locality from the dropdown- <b>currently dropdown not working</b>
7.	इमेल आयडी	Enter Email Id
8.	संघटनेचे नाव (लागू असल्यास)	Enter organization name
9.	संघटनेचे पत्ता (लागू असल्यास)	Enter Organization Address
<b>सेवा तपशील</b>		
10.	योजना नाव	Select scheme name from the dropdown (Sanjay Gandhi Niradhar Yojna/Scholarship for economically backward class etc.)
11.	योजना वर्णन	Auto displayed by the system on basis of scheme name
12.	योजनेची घोषणा	Auto displayed by the system on basis of scheme name
13.	लाभार्थी चा हिस्सा	Auto displayed by the system on basis of scheme name
<b>लाभार्थी तपशील</b>		
<b>Select नवीन' or प्रत्येक्ष from the radio button</b>		
14.	लाभार्थी संख्या	If "new" option is selected then beneficiary number will be auto generated by the system and if "existing" option is selected by the user then search option will be enabled beside the beneficiary number field. <b>Currently search option not working</b>
15.	आधार क्रमांक	Enter Aadhar number
16.	नाव	Enter beneficiary name
17.	जन्म दिनांक	Select date of birth from date picker or enter the date manually



18.	लिंग	Select gender from the dropdown(Male/Female/Transgender/Not stated)
19.	पत्ता	Enter Address
20.	सदनिका	Select Apartment from the dropdown
21.	रस्ता	Select Road from the dropdown
22.	संपर्क व्यक्ती	Enter Contact Person
23.	धर्म	Select Religion from the dropdown (Hindu/Muslim/Jain/others etc.)
24.	जात	Select caste from the dropdown. <b>Dropdown valued are incorrect</b>
25.	उपजाती	Select caste from the dropdown <b>Dropdown valued are incorrect</b>
26.	इमेल आयडी	Enter Email id
27.	शारीरिक आरोग्य तपशील	Enter Physical Health Details
28.	शेरा	Enter Remarks
<b>योजना पुर्वेक तयारकेलेली कागदपत्रे</b>		
<b>Note:</b> scheme wise document list will vary as per the selection of scheme name		
29.	Pan Card	Enter pan card number, user can upload the scan copy of the document using " <b>Choose File</b> " option
30.	Aadhar Card	Enter aadhar card number, user can upload the scan copy of the document using " <b>Choose File</b> " option

User need to click on "save" option as shown with red circle in above screen once all the required data is entered.

If all the validations are fulfilled then a message will be displayed by the system saying "**Created successfully**"

## 7 Data Entry

### 7.1 Beneficiary Data Entry

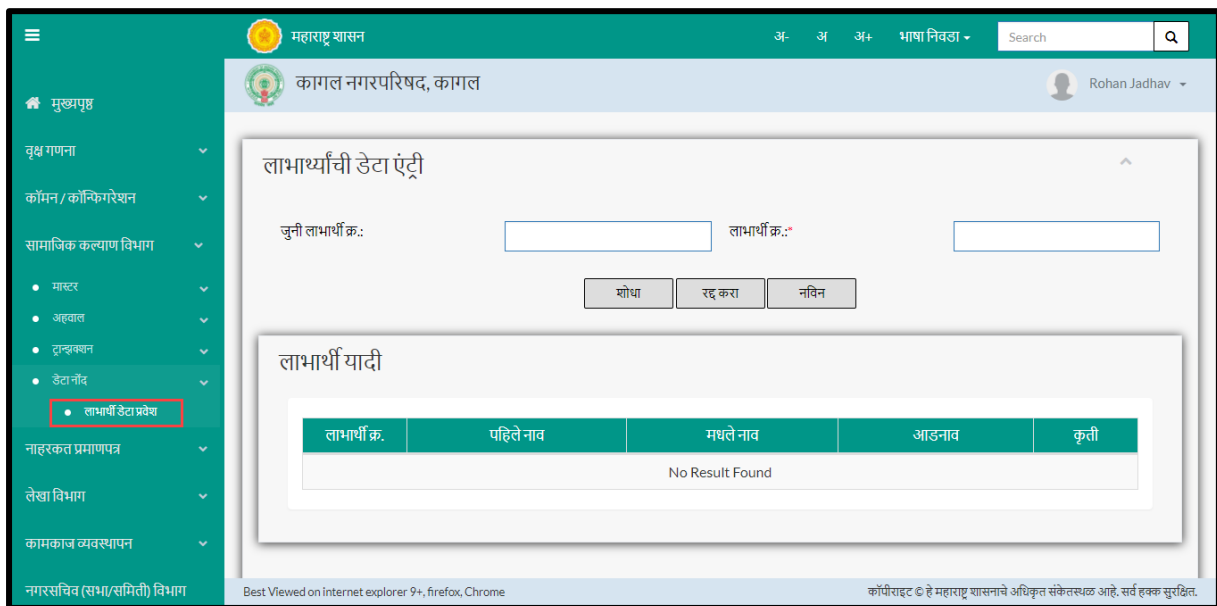
This data entry form helps to maintain the history of previous beneficiaries.

User can search for added beneficiary by entering old beneficiary number or new beneficiary number.

All the identified beneficiaries for a particular scheme are recorded here.

**Follow the path:** Department login→ social Welfare→ Data Entry→ Beneficiary Data Entry

Below mentioned screen appears when clicked on “Beneficiary Data Entry”



User will have to either enter the old beneficiary number (जुनी लाभार्थी संख्या) or the newly added beneficiary number (लाभार्थी संख्या). Post entering the number click on search option.

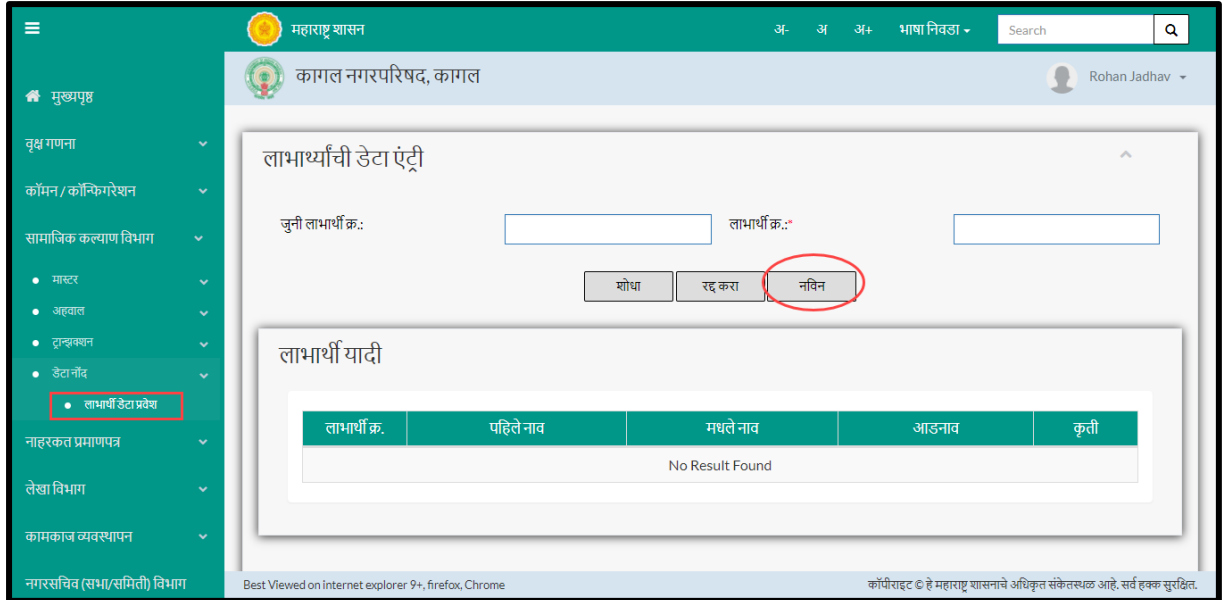
#### 7.1.1 SEARCH

**Currently search functionality not working**



### 7.1.2 ADD

User will have to click on “**Add**” option to add a new beneficiary entry in the system, refer below screen.



महाराष्ट्र शासन

अ- अ- अ+ भाषा निवडा Search

कागल नगरपरिषद, कागल Rohan Jadhav

मुख्यपृष्ठ

वृक्ष गणना

कॉमन / कॉन्फिगरेशन

सामाजिक कल्याण विभाग

- मास्टर
- अहवाल
- ट्रान्झिक्शन
- डेटा नोंद
- लाभार्थी डेटा प्रवेश

नाहरकत प्रमाणपत्र

लेखा विभाग

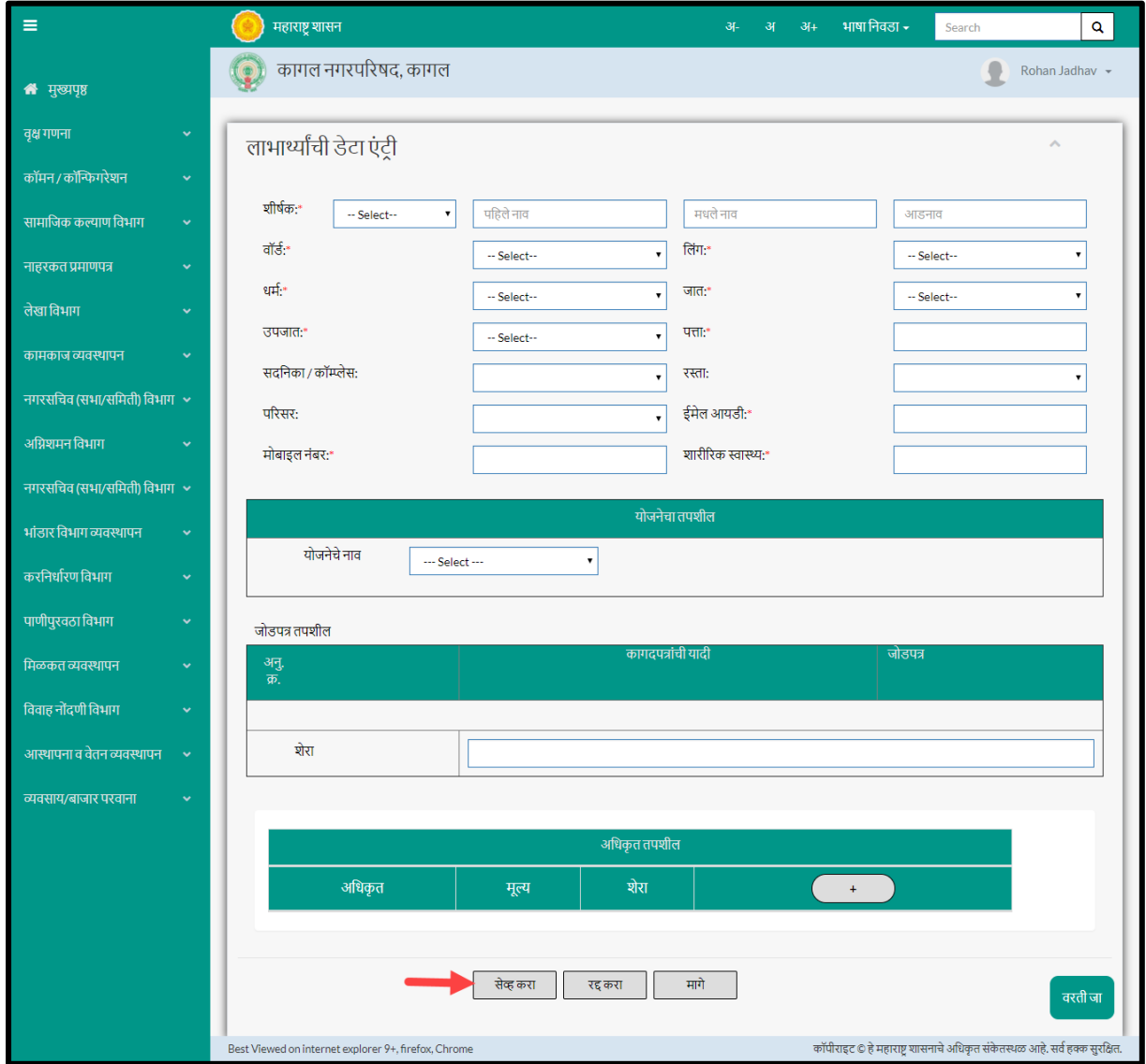
कामकाज व्यवस्थापन

नगरसचिव (सभा/समित्ती) विभाग

Best Viewed on Internet explorer 9+, firefox, Chrome

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Following screen is displayed when clicked on **add** button



महाराष्ट्र शासन  
अ- अ- अ+ भाषा निवडा Search

कागल नगरपरिषद, कागल Rohan Jadhav

### लाभार्थ्यांची डेटा एंट्री

शीर्षक: -- Select-- पहिले नाव मधले नाव आडनाव

वॉर्ड: -- Select-- लिंग: -- Select--

धर्म: -- Select-- जात: -- Select--

उपजात: -- Select-- पत्ता:

सदनिका / कॉम्प्लेस: रस्ता:

परिसर: ईमेल आयडी:

मोबाइल नंबर: शारीरिक स्वास्थ्य:

योजनेचा तपशील

योजनेचे नाव --- Select ---

जोडपत्र तपशील

अनु. क्र.	कागदपत्रांची यादी	जोडपत्र
शेरा		

अधिकृत तपशील

अधिकृत	मूल्य	शेरा	+

सेव्ह करा रद्द करा मागे वरती जा

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Below is the description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	शीर्षक	Select title from the dropdown (श्री/श्रीमती/कुमारी) also enter the first name/middle name and last name
2.	वॉर्ड	Select ward from the dropdown. <b>Dropdown values are incorrect</b>
3.	लिंग	Select gender from the dropdown(Male/Female/Transgender/Not stated)



4.	धर्म	Select Religion from the dropdown (Hindu/Muslim/Jain/others etc.)
5.	जात	Select caste from the dropdown. <b>Dropdown valued are incorrect</b>
6.	उपजात	Select sub caste from the dropdown. <b>Dropdown valued are incorrect</b>
7.	पत्ता	Enter address
8.	सदनिका/कॉम्प्लेस	Select Apartment/Complex from the dropdown
9.	रस्ता	Select Road from the dropdown <b>Dropdown not working</b>
10.	परिसर	Select Locality from the dropdown <b>Dropdown not working</b>
11.	इमेल आयडी	Enter Email Id
12.	मोबाइल नंबर	Enter Mobile Number
13.	शारीरिक स्वास्थ्य	Enter Physical health
<b>योजना तपशील</b>		
14.	योजनेचे नाव	Select scheme name from the dropdown (Sanjay Gandhi Niradhar Yojna/Scholarship for economically backward class etc.)
<b>जोडपत्र तपशील</b>		
<b>Note:</b> scheme wise document list will vary as per the selection of scheme name		
15.	Pan Card	Enter pan card number, user can upload the scan copy of the document using <b>"Choose File"</b> option
16.	Aadhar Card	Enter aadhar card number, user can upload the scan copy of the document using <b>"Choose File"</b> option
17.	शेरा	Enter Remark
<b>अधिकारी तपशील</b>		
<b>Note:</b> Click on "+" icon to add additional column in authority detail		
18.	अधिकृत	Select Authority from the dropdown (Beneficiaries/Central Government/World Bank/ULB)
19.	मूल्य	Enter value
20.	शेरा	Enter Remark



User can save the added beneficiary by clicking the “**Save**” button as shown with arrow in above screen; if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying “**Successfully Added**”.

“**Clear**” option is used to clear the entered data on form.

“**Back**” option is used to navigate the previous form.

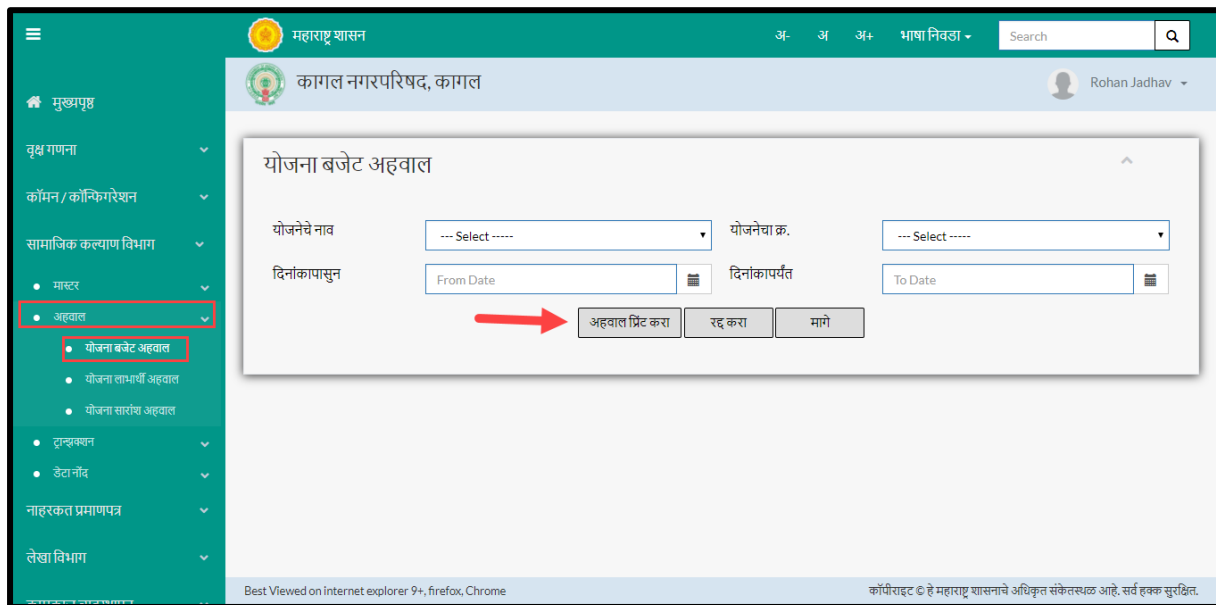
## 8 Reports

### 8.1 Scheme Budget Wise Report

System provides facility to print Scheme Budget Wise Report

**Follow the path:** Department login → Social Welfare → Reports → Scheme Budget Wise Report

Below mentioned screen appears when clicked on “Scheme Budget Wise Report”



**Note:** All parameters are not mandatory for fetching scheme budget, user can select as per the preference, below is the description of each field

Sr. No	Field Name	Description
1.	योजनेचे नाव	Select scheme name from the dropdown (Scholarship for economically backward class/ Sanjay Gandhi Niradhar Yojna/bhgyashir etc.)
2.	योजनेचा क्र.	Select scheme number from the dropdown (ICHS000003/ICHS000005/ICHS000006 etc.)
3.	दिनांकापासून	Select “from date” from date picker or enter the date manually
4.	दिनांकापर्यंत	Select “to date” from date picker or enter the date manually

## Search option not given, directly print option is given

Below report is been displayed when clicked on "Print" button

## System is unable to generate report

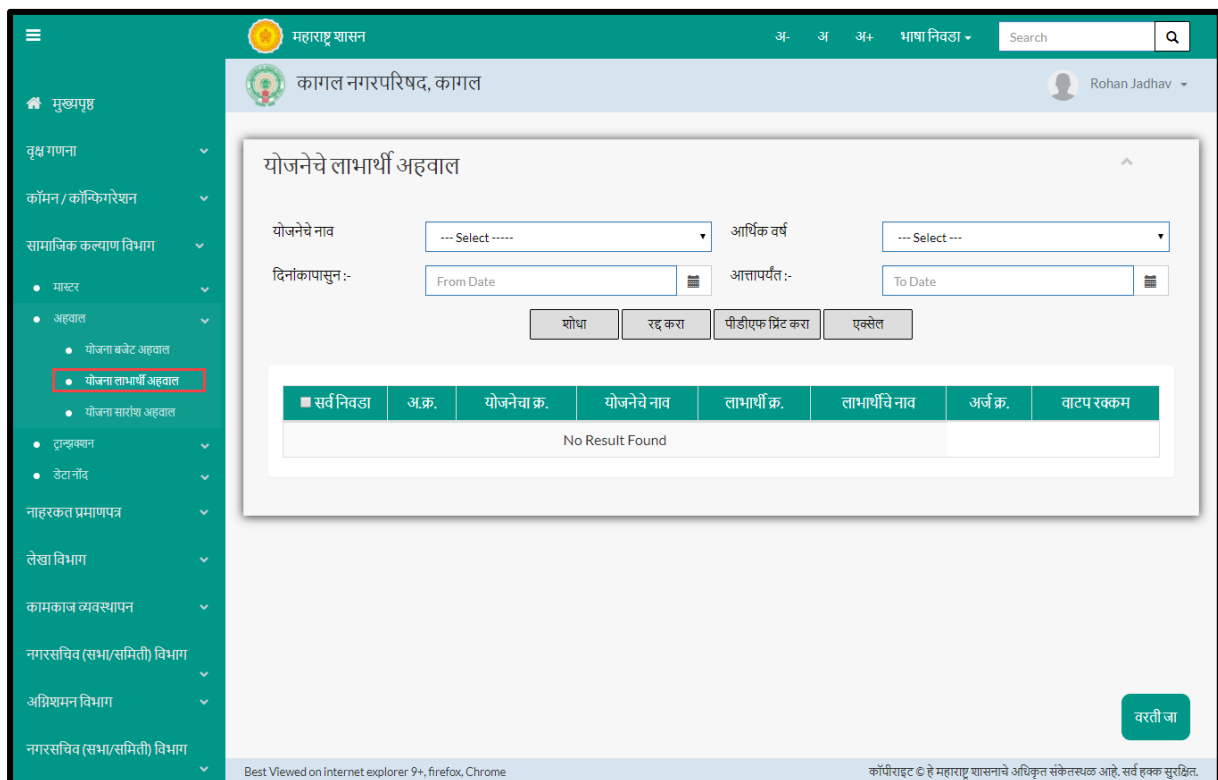
Print screen

## 8.2 Scheme Beneficiary Report

System provides facility to print Scheme Beneficiary Report

**Follow the path:** Department login → Social Welfare → Reports → Scheme Beneficiary Report

Below mentioned screen appears when clicked on "Scheme Beneficiary Report"



**Note:** All parameters are not mandatory for searching scheme beneficiary, user can select as per the preference, below is the description of each field

Sr. No	Field Name	Description
1.	योजनेचे नाव	Select scheme name from the dropdown (Scholarship for economically backward class/ Sanjay Gandhi Niradhar Yojna/bhgyashir etc.)
2.	आर्थिक वर्ष	Select scheme number from the dropdown (2015-2016/2016-2017 etc.)
3.	दिनांकापासुन	Select "from date" from date picker or enter the date manually
4.	आतापर्यंत	Select "to date" from date picker or enter the date manually

### Search option not working

Below report is been displayed when clicked on "Print" button

### System is unable to generate report

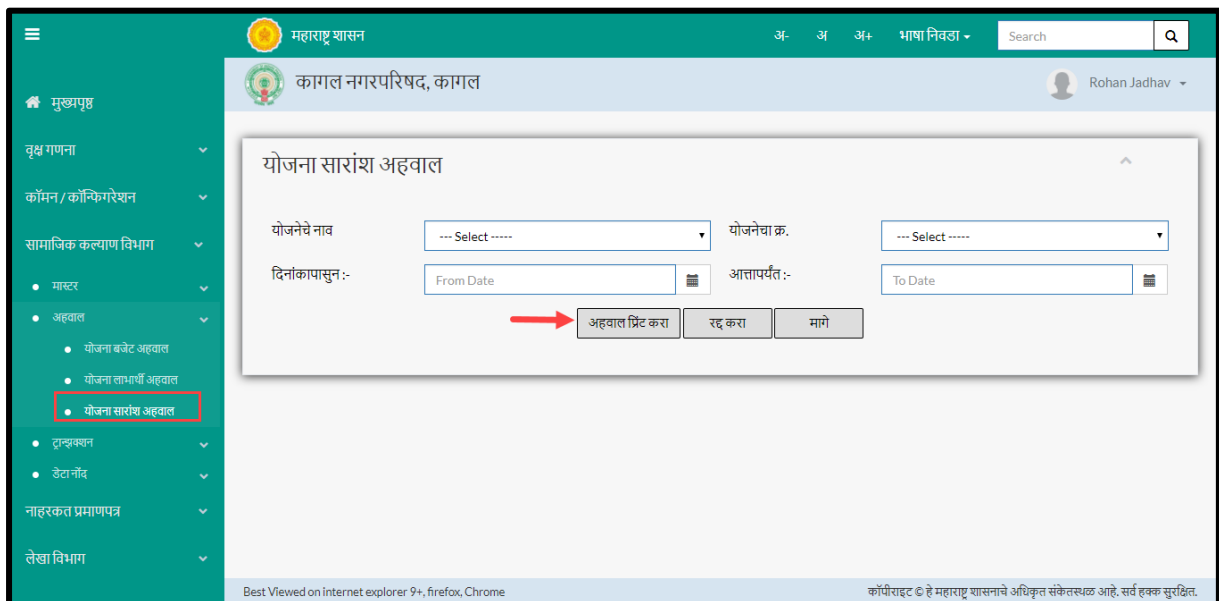
Print screen

## 8.3 Scheme Summary Report

System provides facility to print Scheme Summary Report

**Follow the path:** Department login → Social Welfare → Reports → Scheme Summary Report

Below mentioned screen appears when clicked on "Scheme Beneficiary Report"



The screenshot displays the 'योजना सारांश अहवाल' (Scheme Summary Report) interface. The header includes the Maharashtra Government logo and the user 'Rohan Jadhav'. The main content area features search filters for 'योजनेचे नाव' (Scheme Name) and 'योजनेचा क्र.' (Scheme Number), both with dropdown menus. Below these are date pickers for 'दिनांकापासुन' (From Date) and 'आतापर्यंत' (To Date). A red arrow points to the 'अहवाल प्रिंट करा' (Print Report) button. Other buttons include 'रद्द करा' (Cancel) and 'मागे' (Back). The footer contains copyright information and browser compatibility notes.





**Note: All parameters are not mandatory for fetching scheme beneficiaries, user can select as per the preference, below is the description of each field**

Sr. No	Field Name	Description
1.	योजनेचे' नाव	Select scheme name from the dropdown (Scholarship for economically backward class/ Sanjay Gandhi Niradhar Yojna/bhgyashir etc.)
2.	योजनेचा क्र.	Select scheme number from the dropdown (ICHS000003/ICHS000005/ICHS000006 etc.)
3.	दिनांकापासुन	Select "from date" from date picker or enter the date manually
4.	आतापर्यंत	Select "to date" from date picker or enter the date manually

**Search option not given, directly print option is given**

Below report is been displayed when clicked on "Print" button

**System is unable to generate report**

Print screen