Innowave IT Infrastructures Ltd.

User Manual

Social Welfare

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Innowave Representative Signature	**DMA Representative/Core Team Member Signature**

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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

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4 How to start using this portal

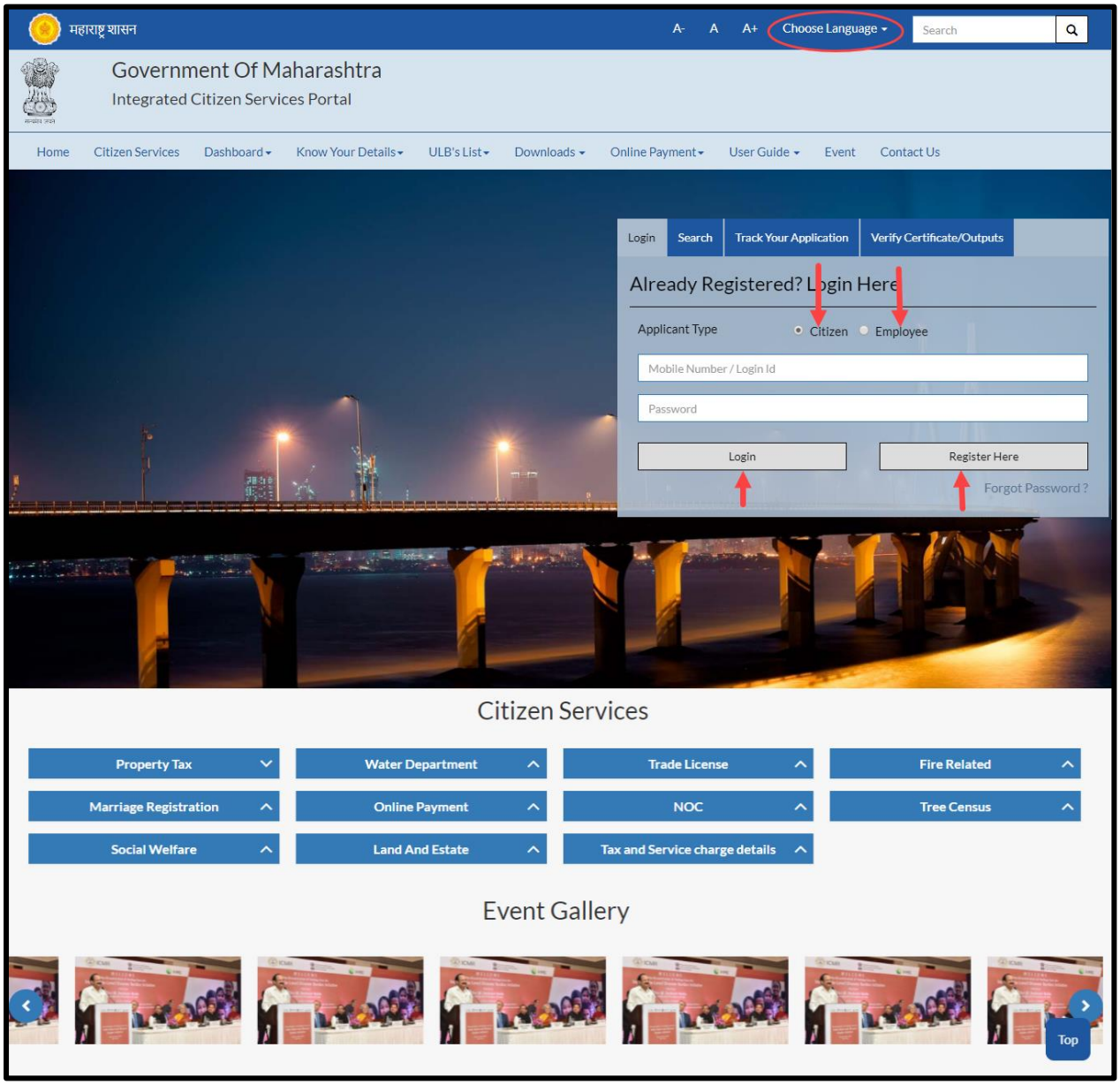
Note: This section is all about the overall flow of the application. If user wishes to skip this section and directly jump to the main focused part of this user manual then click here

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

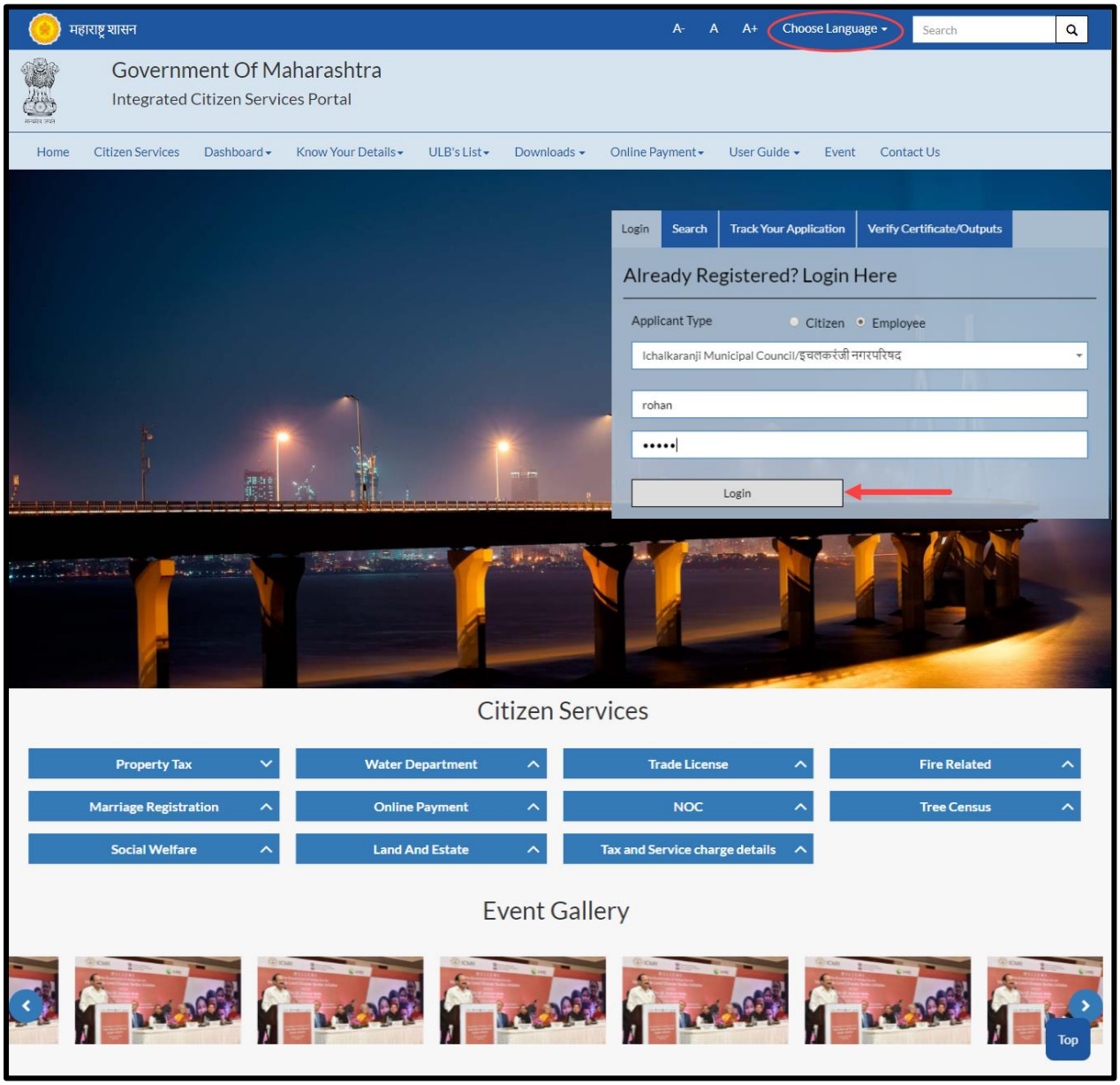


4.1 Login Process

1.1.1 Registered Citizen/Employee:

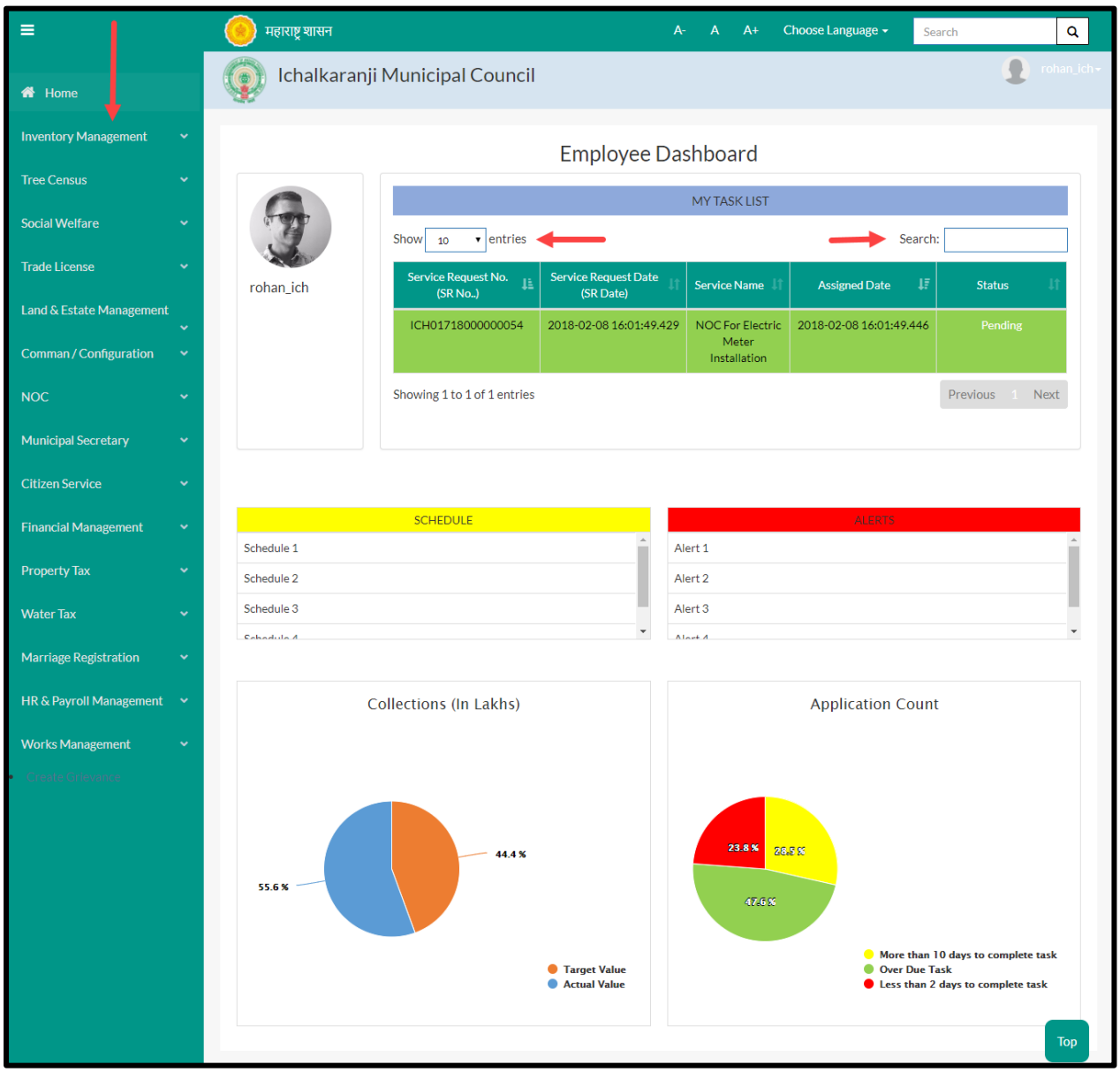
User need to select any one option according to the applicant type, if user is citizen then select "**Citizen**" and if user is employee then select "**Employee**"

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



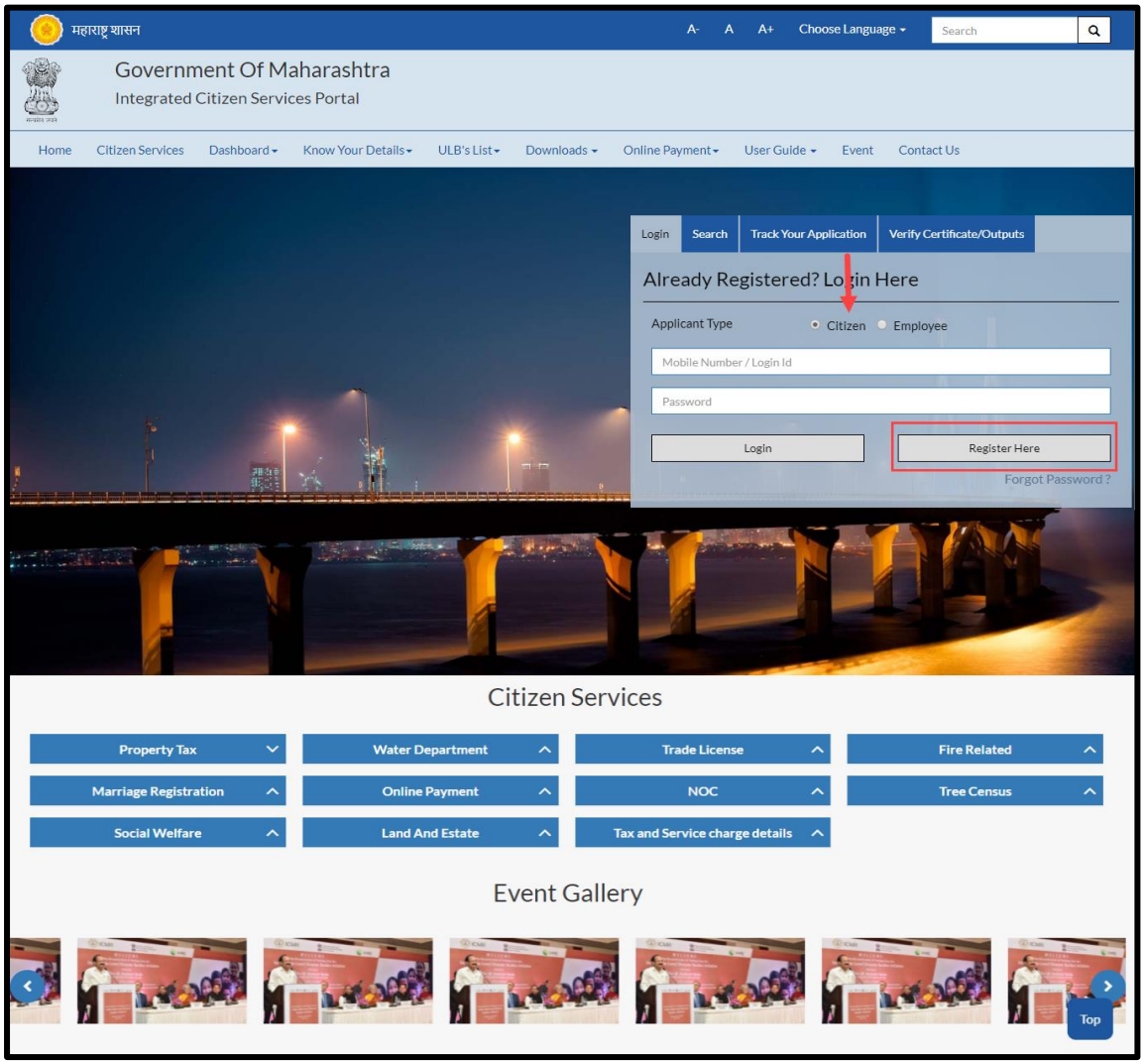
- Employee can view all the modules for which user is having rights in the application on left hand side of the screen as highlighed in above screen
- The count of services displayed in grid of "My Task list" can be changed using "**show**" option.
- "**Search**" option is used to search a service amongst 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

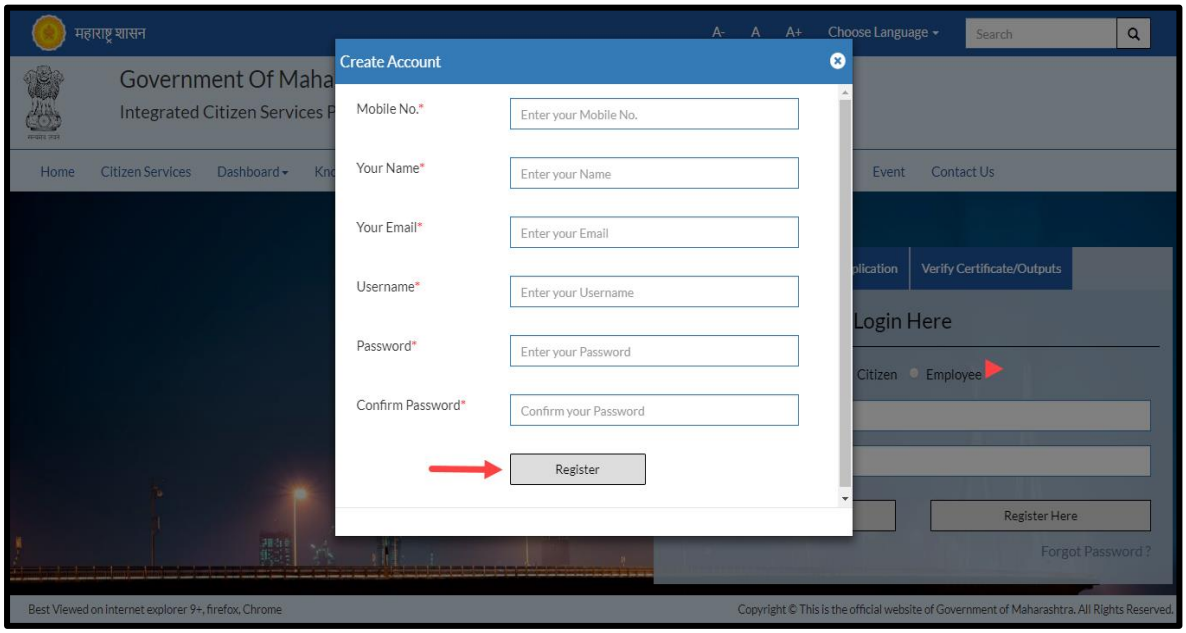
- **Collection (In Lakhs)**
  - Blue color – Target Value
  - Orange Color – Actual Value
- **Application Count**
  - Green color – Over due task
  - Red Color – Less than 2 dasy to complete task
  - Yellow Color - More than 10 days to complete task

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



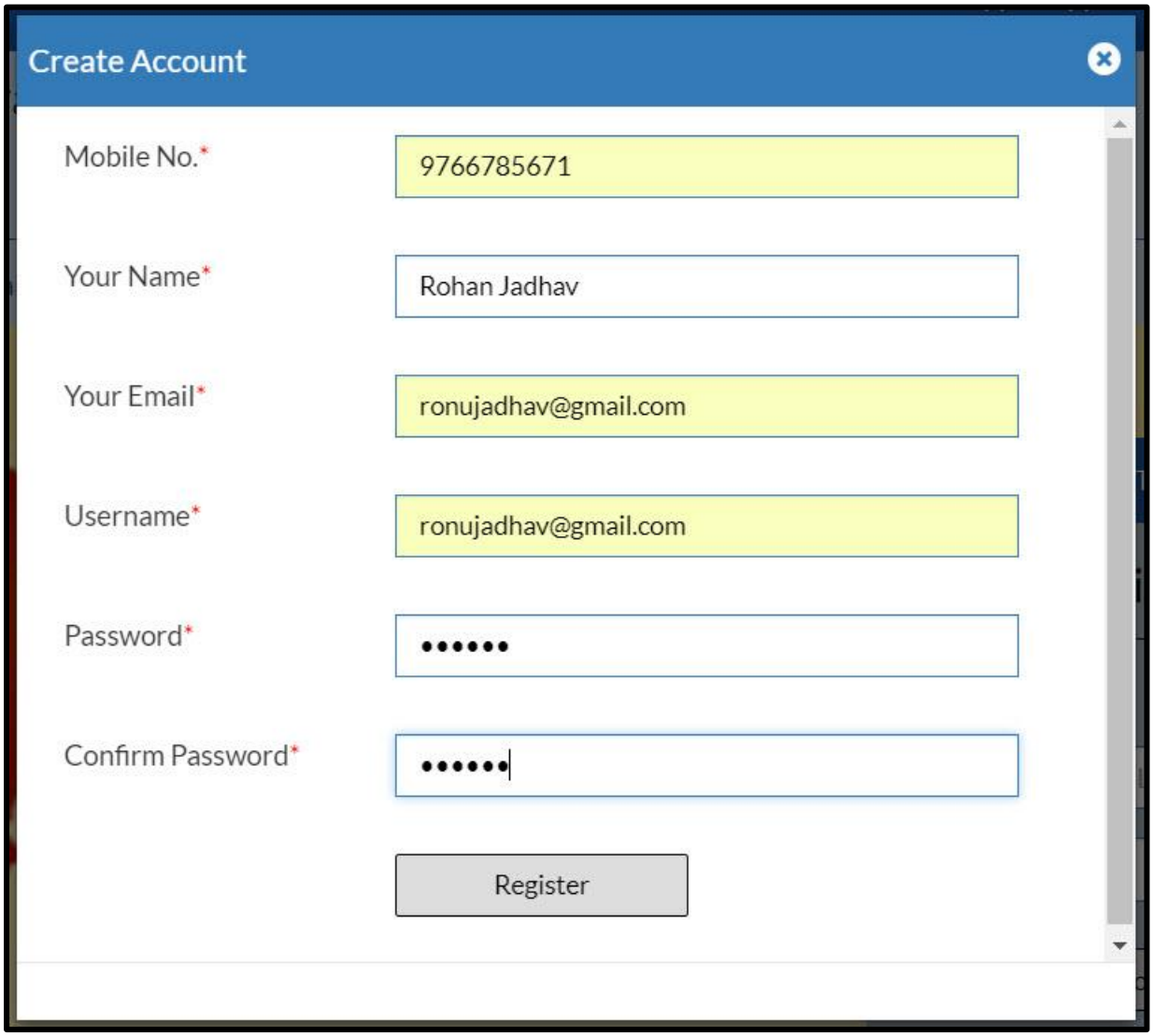
When clicked on "**Register Here**" option, below registration form is been displayed by the system



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



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

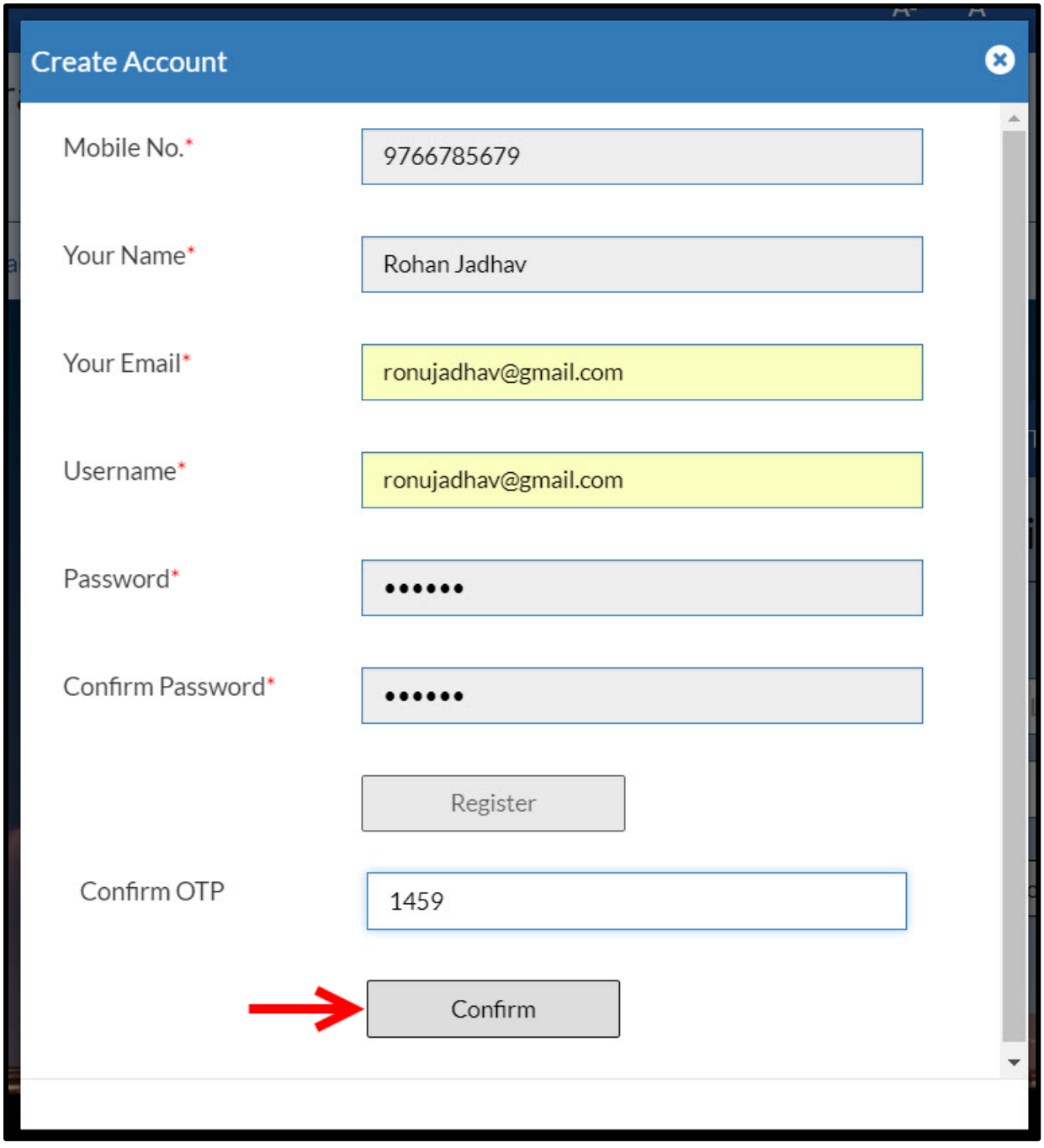
"Your one time OTP is : 1459, and is valid for 30 minutes. This OTP is to be used for the register process"

message will be received on your registered mobile no.

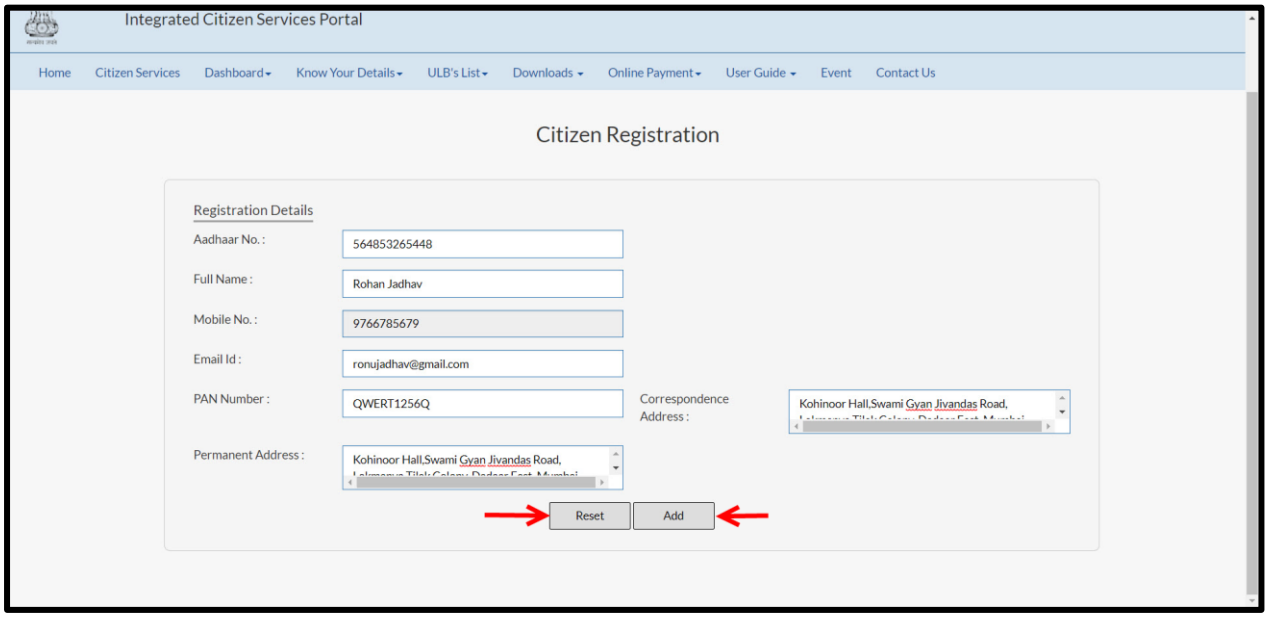
Once the OTP is received , user have to enter the OTP in "**confirm OTP**" field and click on "**confirm**" option.

Note: while entering the OTP "**Register**" option is disabled

Refer the below screen for entering the OTP



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



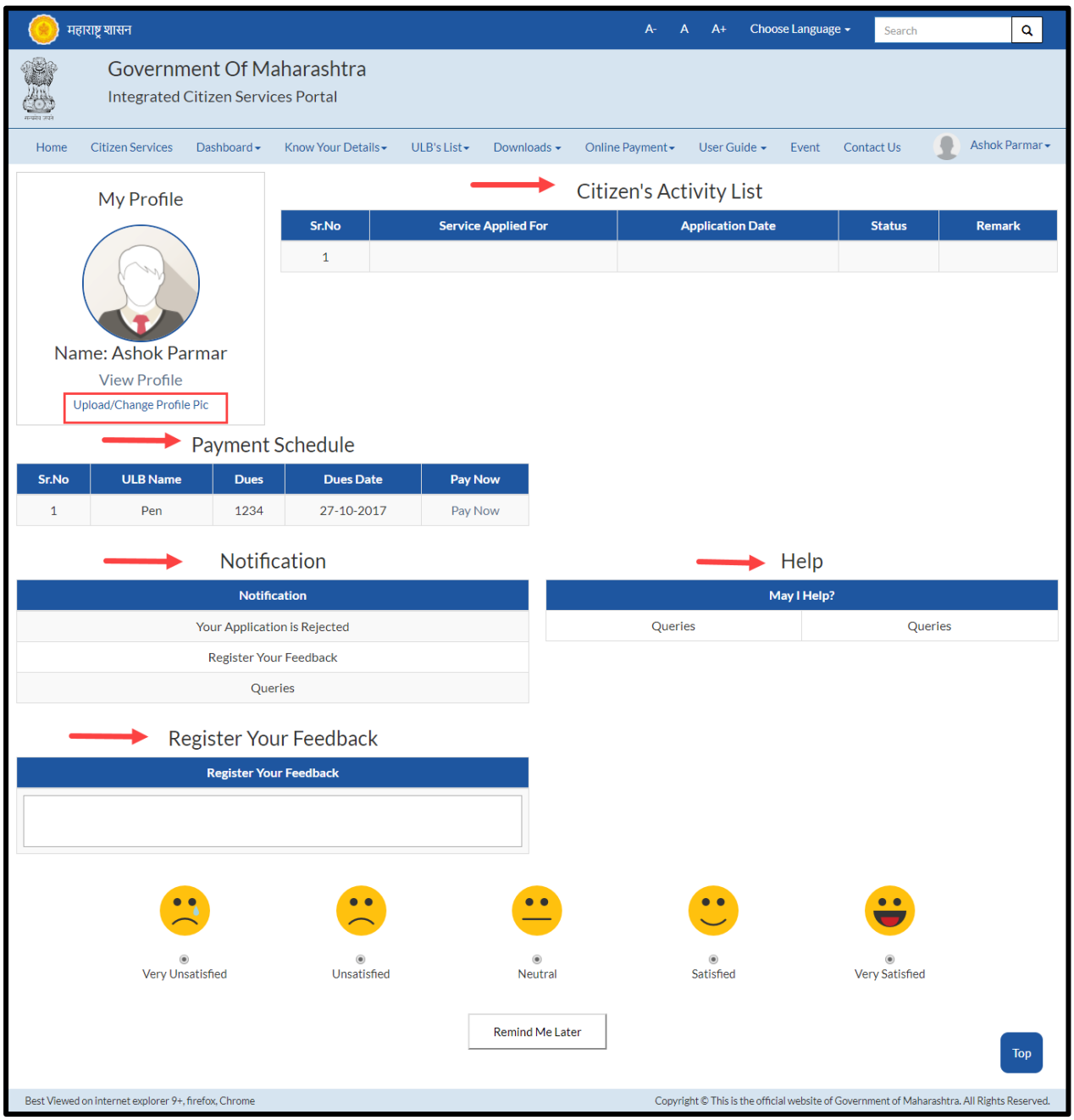
Below is the description of all the fields present on form.

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



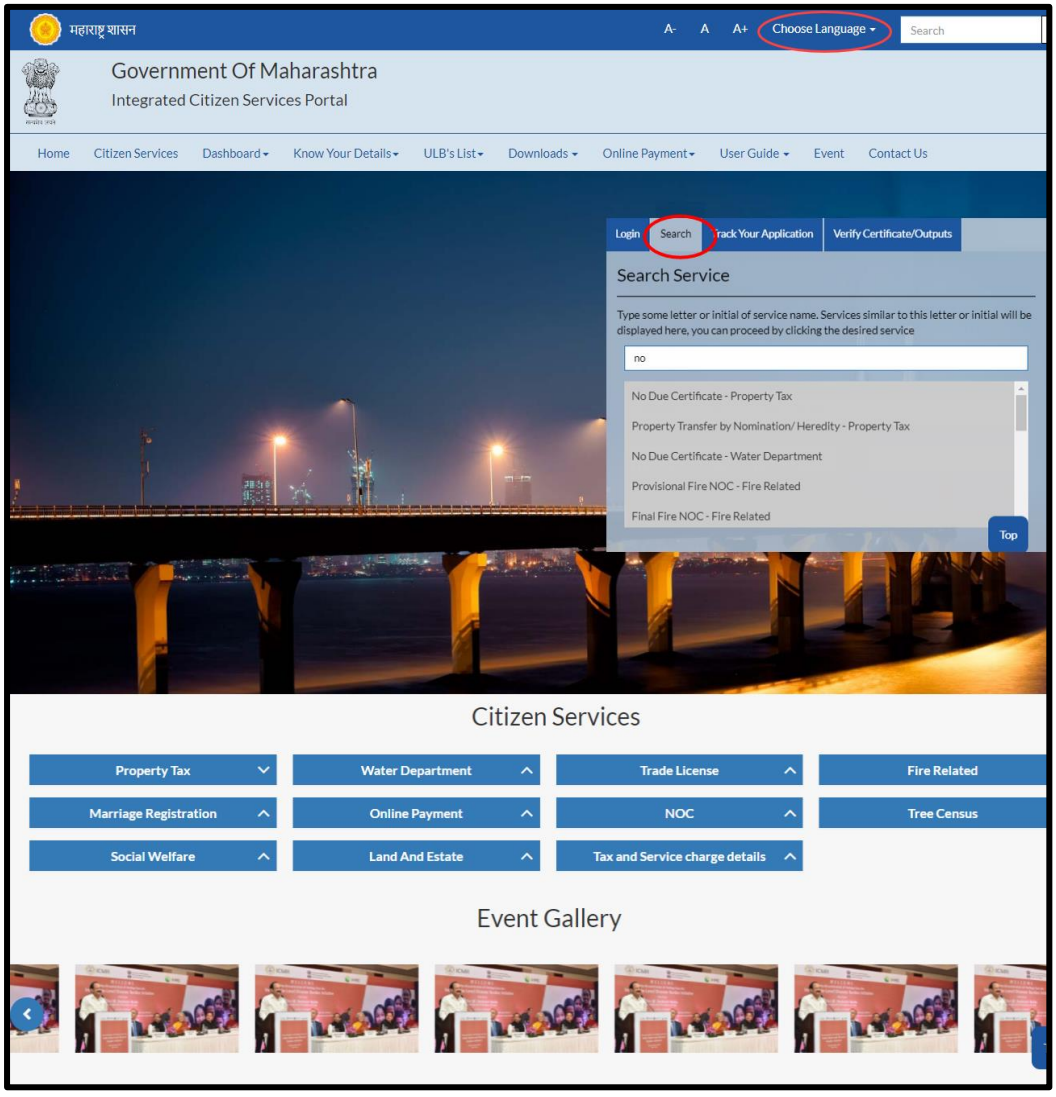
- Citizen can upload/change profile picture by clicking on "**Upload/Change profile pic**" option
- On-going activities of citizen are listed in "**Citizens Activity List**" section
- All the pending payments are displayed in a grid under "**Pending Schedule**" section
- Any application related notification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

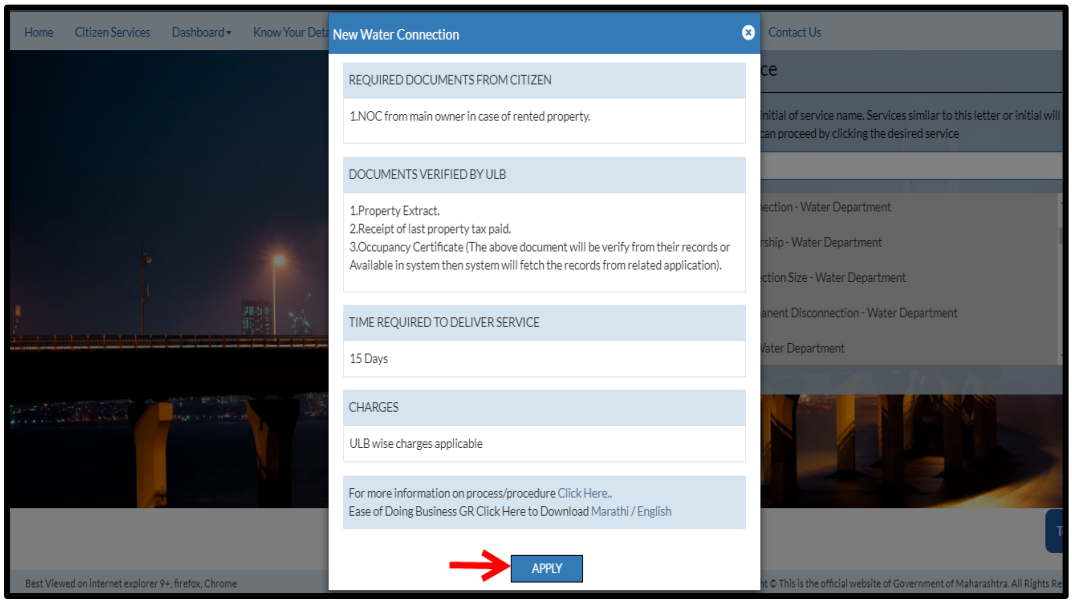
4.2 Search

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,



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

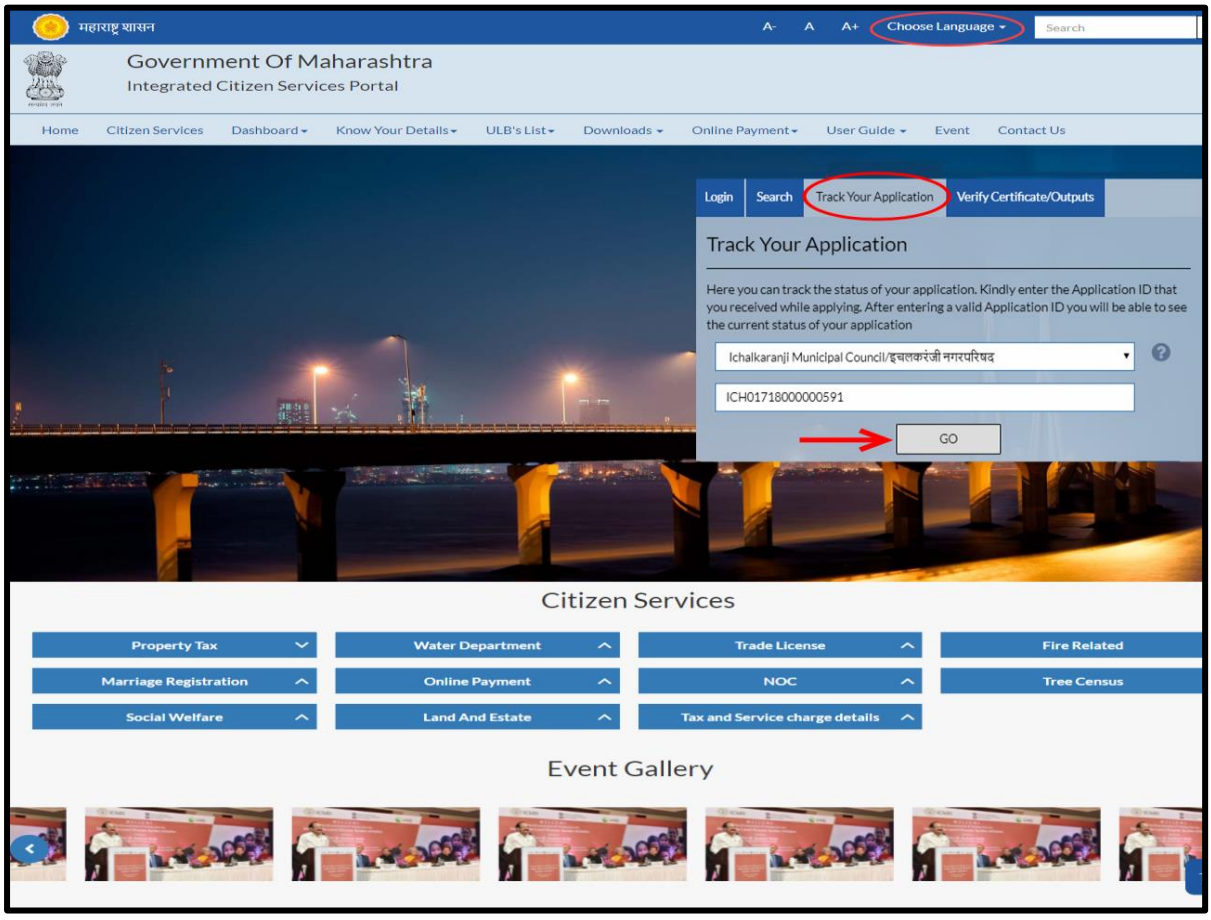


When clicked on "Apply" button, service application page will be opened.

4.3 Track your Application

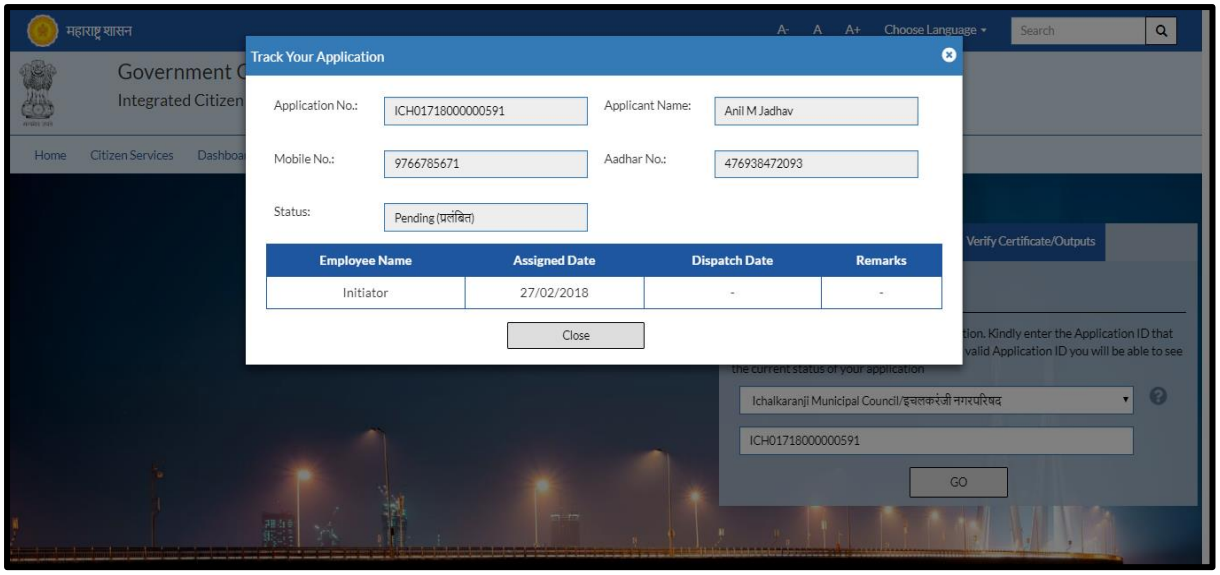
"**Track your application**" option is used to track the status of the application. User can get to know the status by selecting the ULB Name from the dropdown and entering the application ID.

Refer Below Screen



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

Below screen is displayed when clicked on "GO"



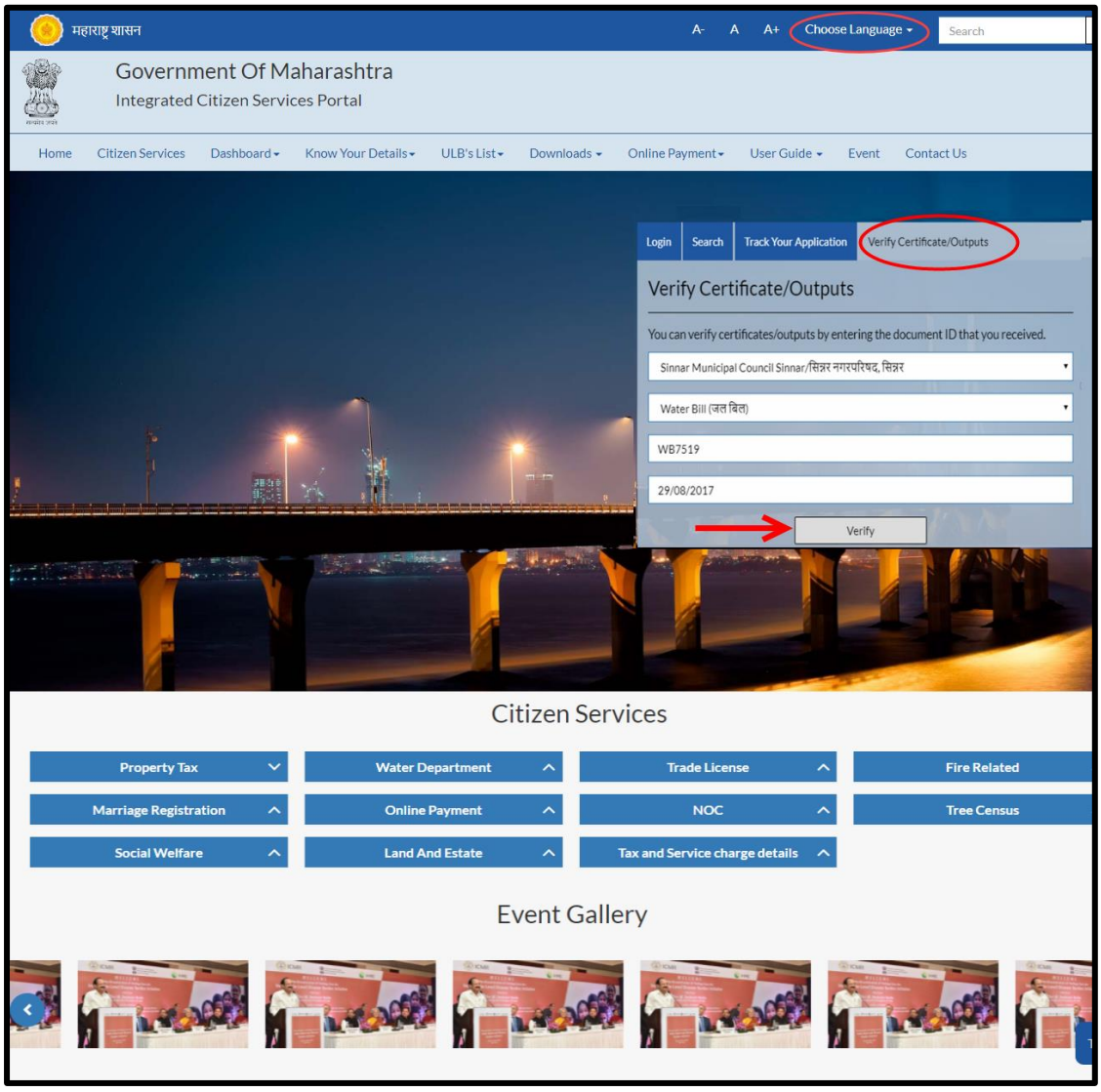
Using this option user can track the status of the application. As seen in above screen the status of application is displayed as "pending"

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.

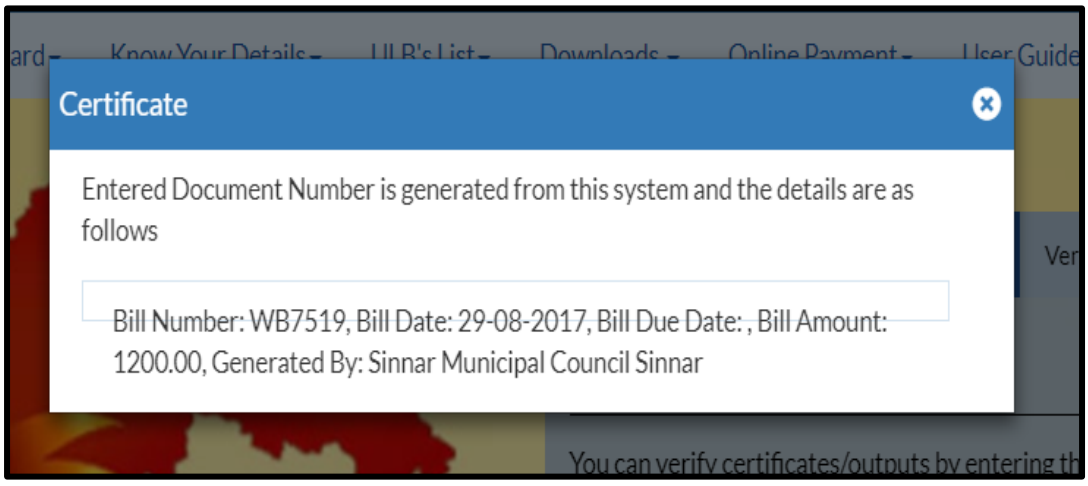
For example: Police officials can use this option to cross check the document of Passport etc.



Below is the description of all the fields present on form

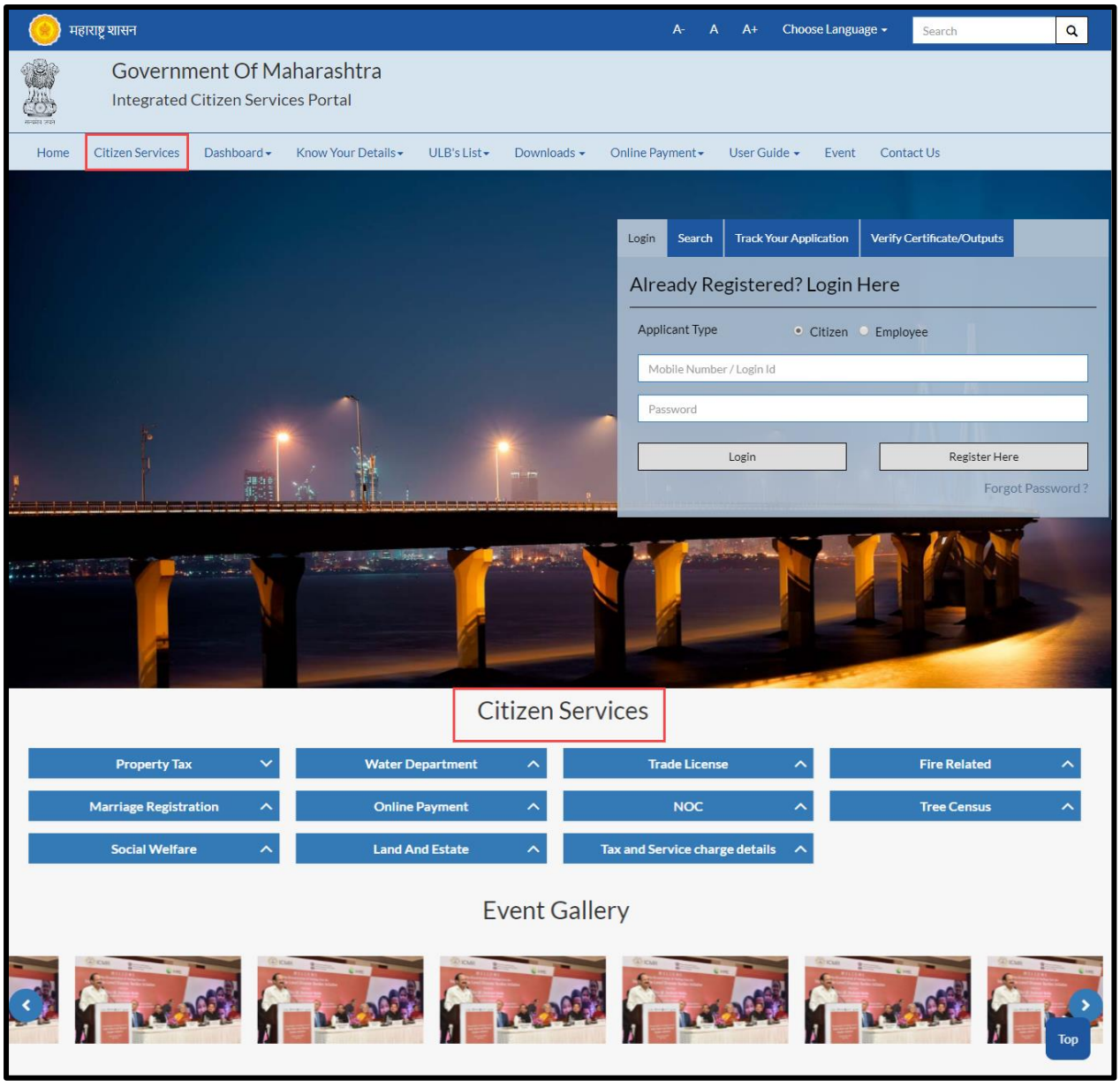
Sr. No	Field Name	Description
Verify Certificate/Output		
1.	ULB	Select ULB from the dropdown
2.	Type of Document	Select the document type from the dropdown (Water Bill/NOC/Property Bill etc.)
3.	Document Number	Enter "Document Number"
4.	Document Date	Select document date from the date picker or enter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

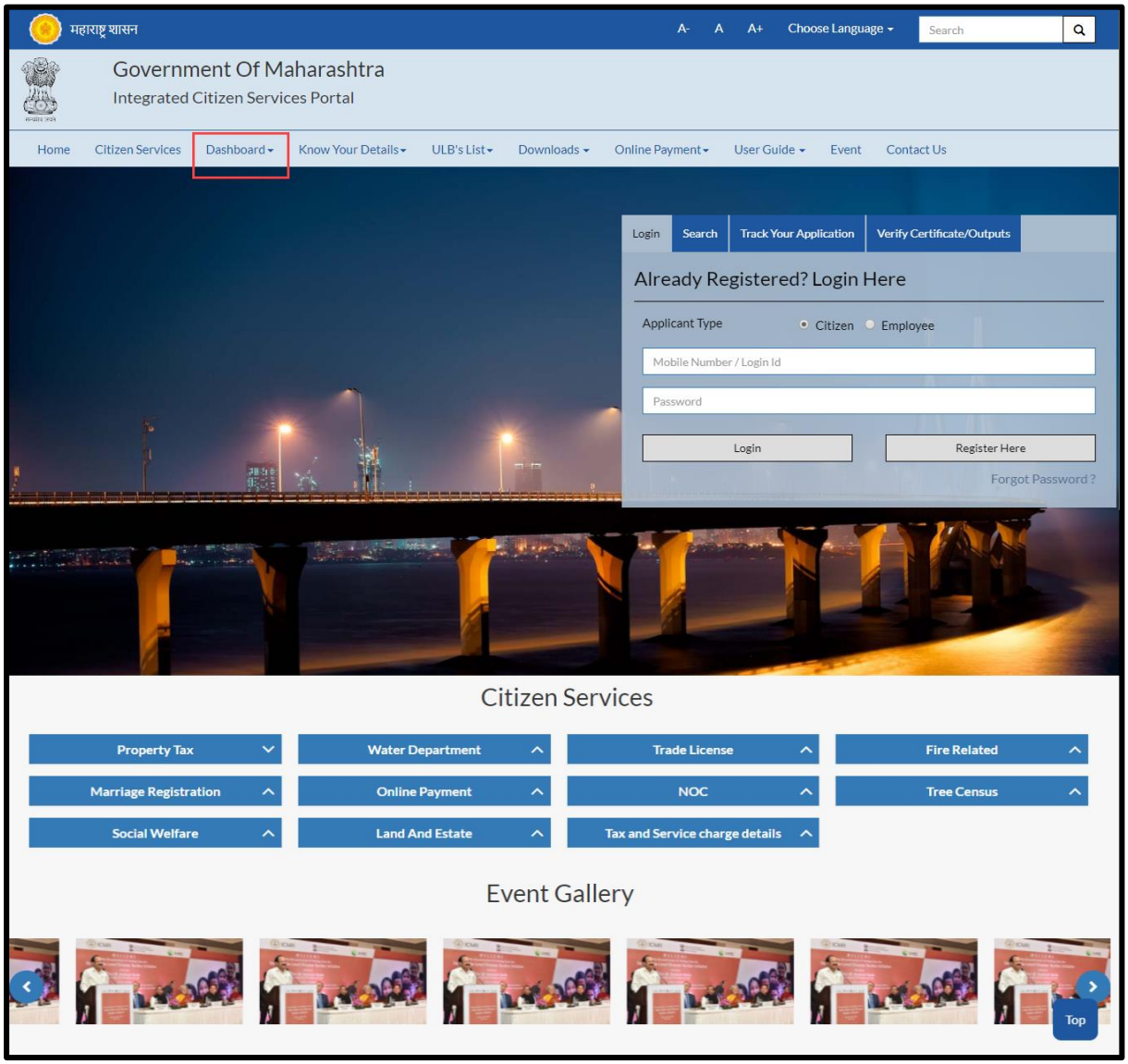
		Application Charges
		Payment Against LOI
7.	Tree Census	Application For Tree Census
8.	NOC	NOC For Hoarding/Banner
		NOC For Mandap/Stall
		NOC For Electric meter installation
		NOC for Road Digging For Cable Installation
		Pool/Snooker Indoor Business NOC
		NOC for fast food on wheels/roads/public 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

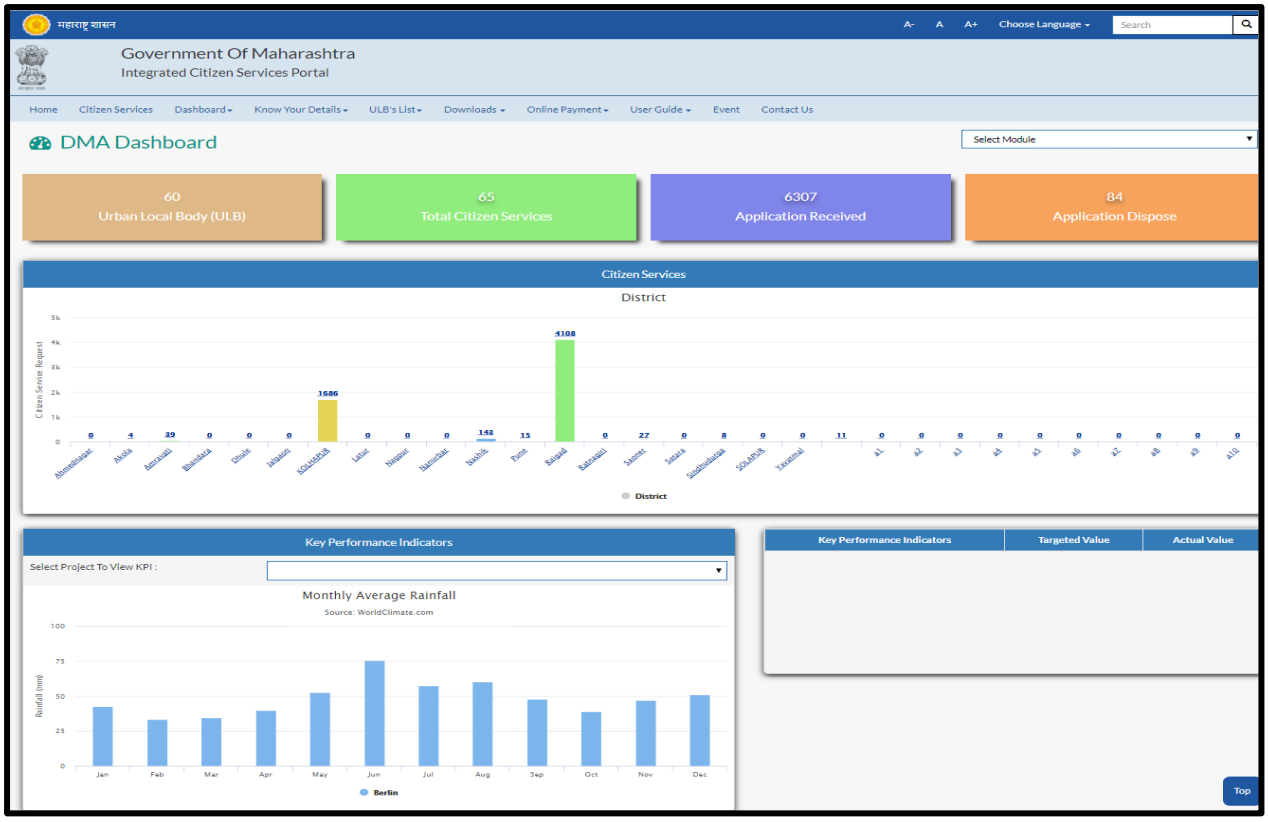
4.6 Dashboard

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**".

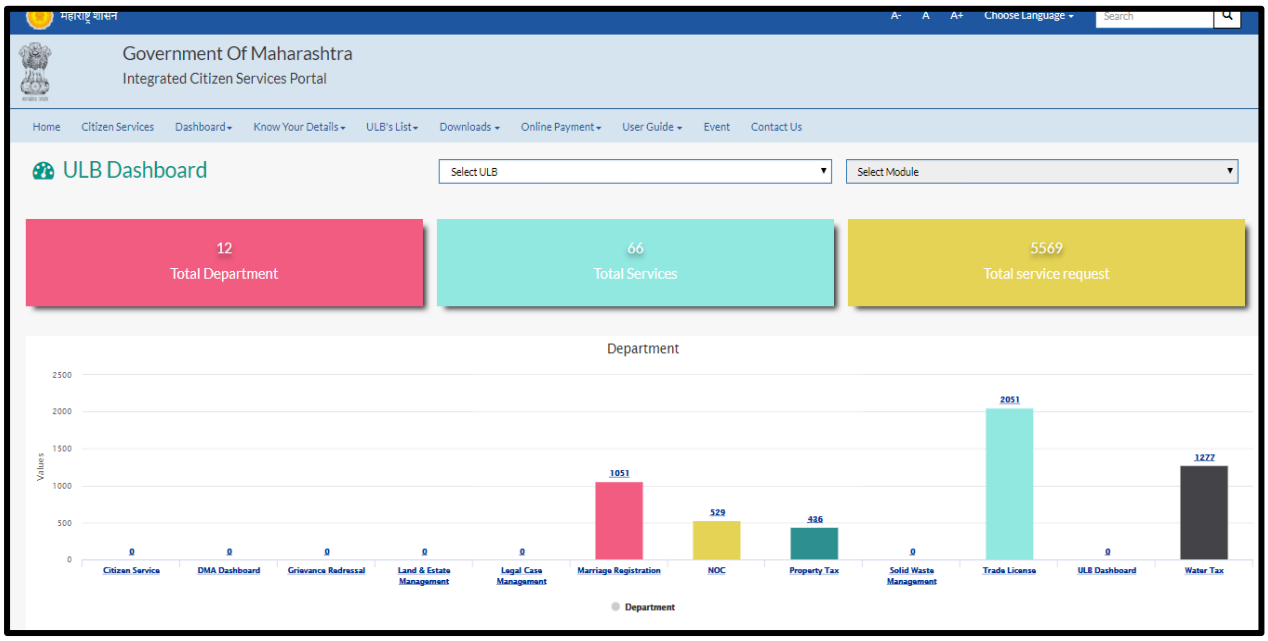
Below is the screen to locate the "**Dashboard**" tab on home screen


महाराष्ट्र शासन
A- A A+ Choose Language
Search
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

On Click of "**DMA Dashboard**" below screen will be displayed



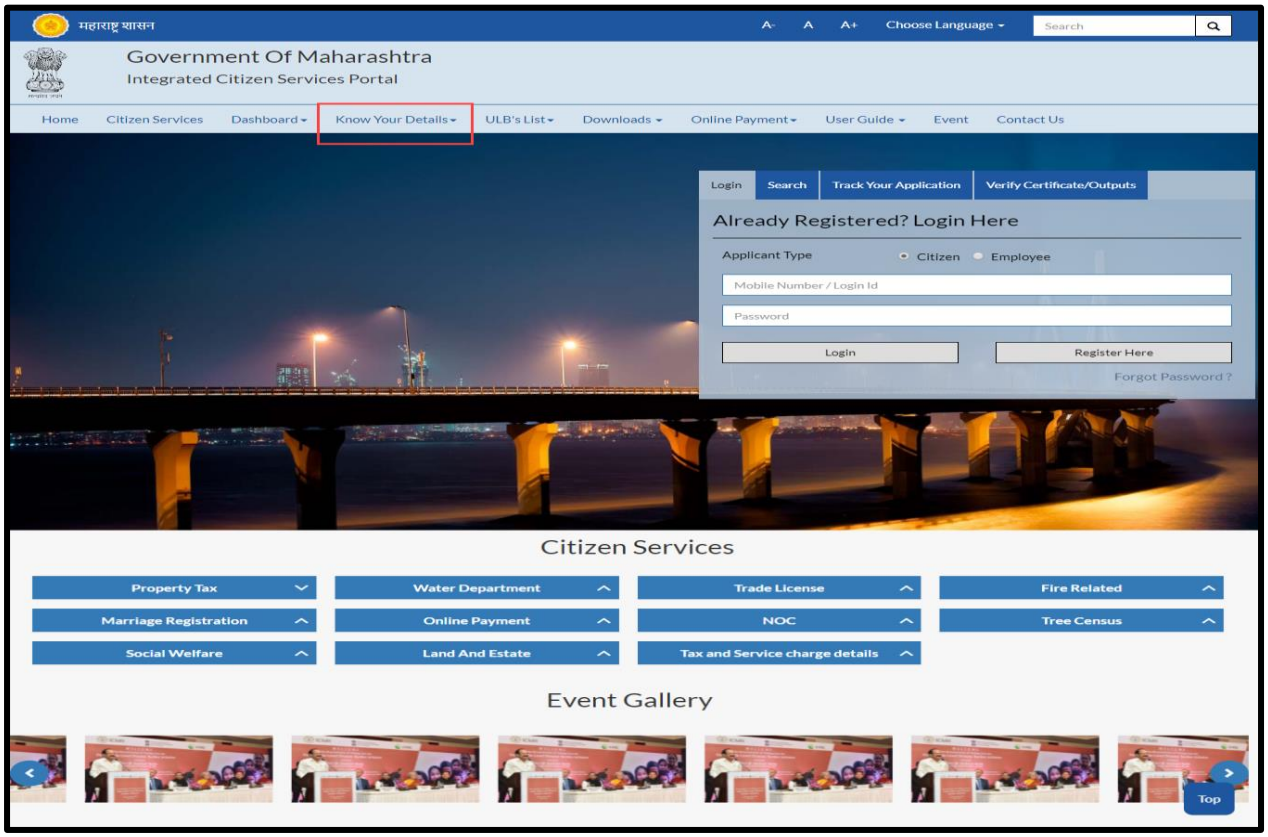
On Click of "**ULB Dashboard**" below screen will be displayed



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

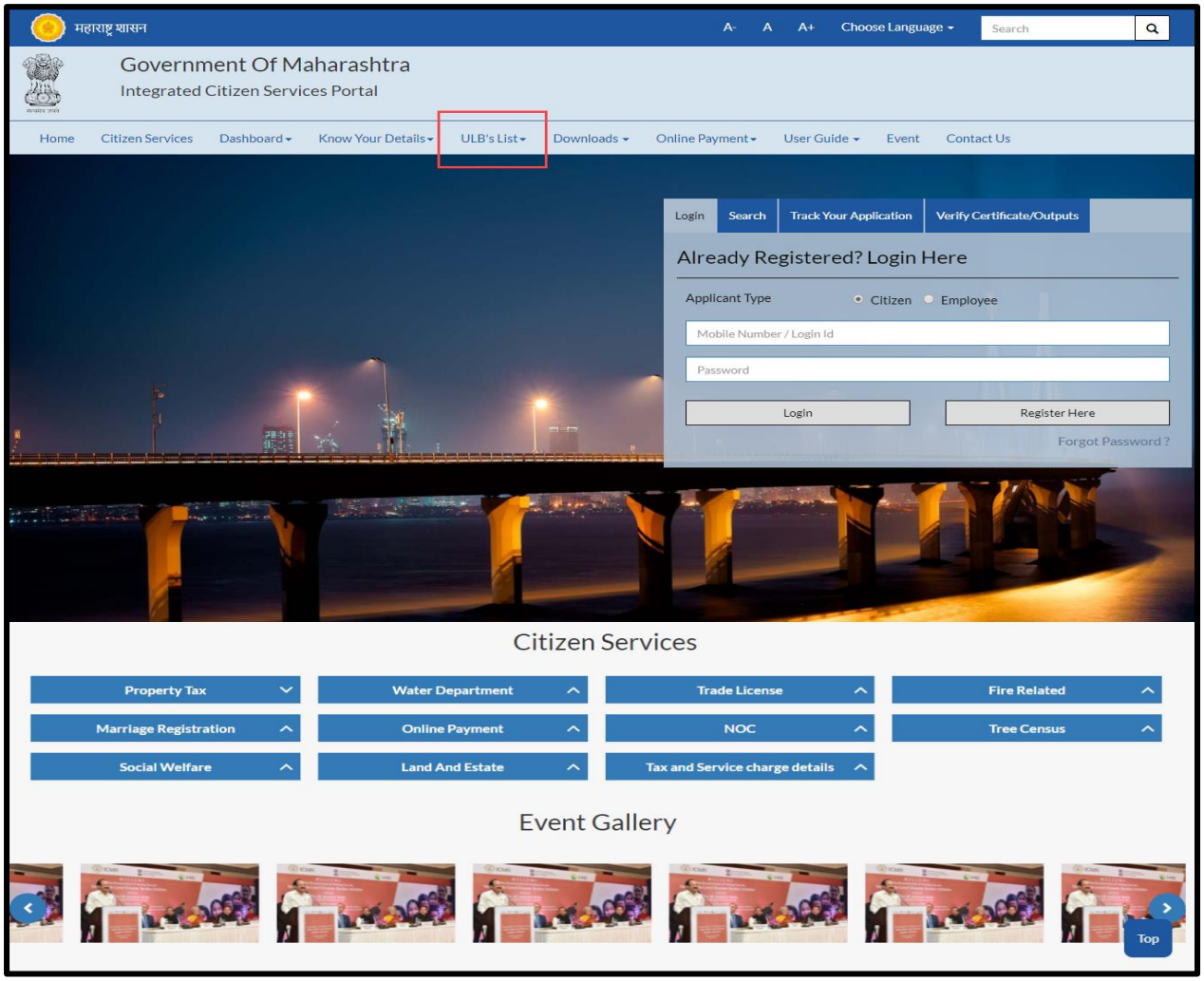
Note: The search parameters will vary on selection of the service

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.

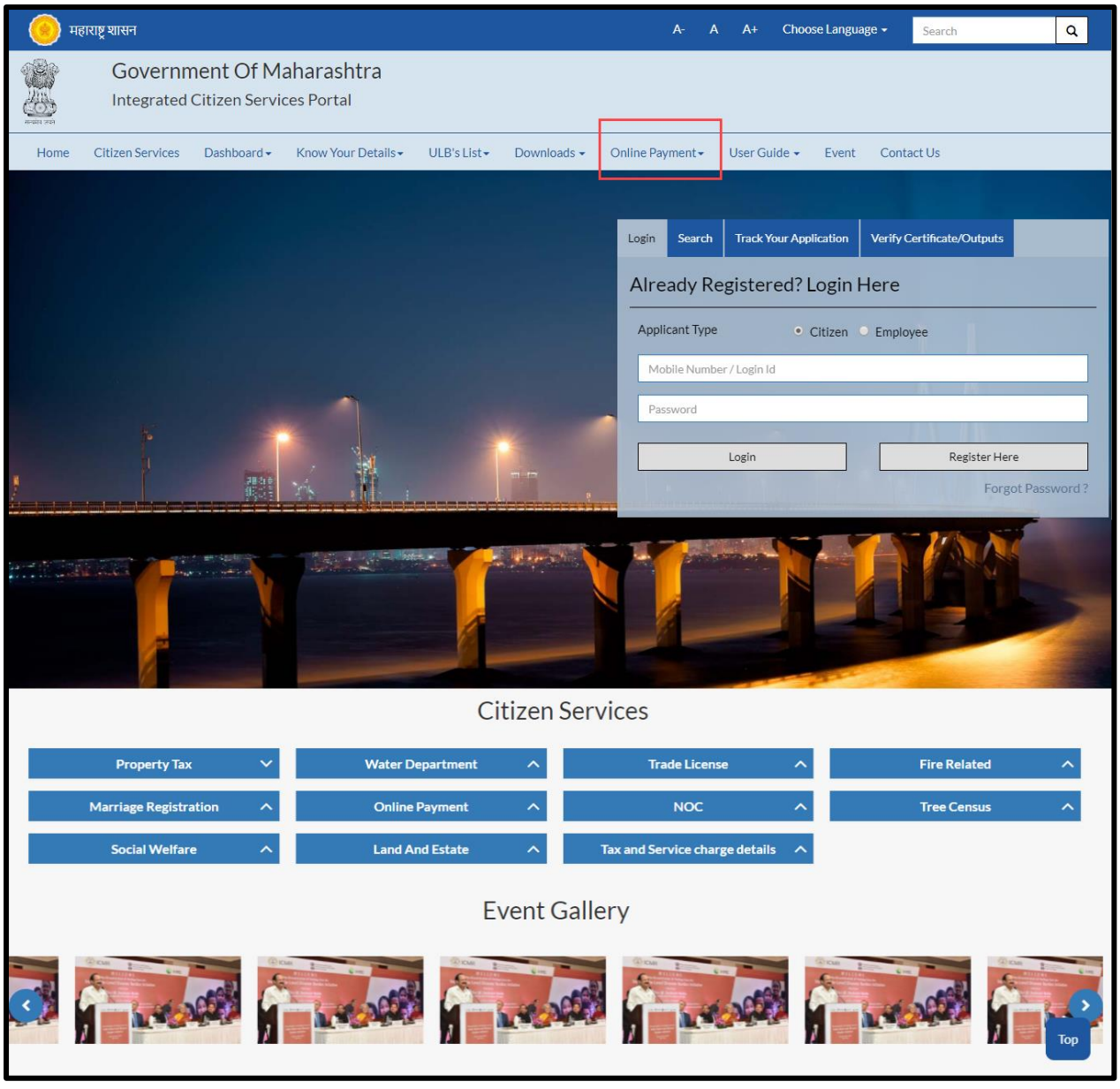
Whereas when clicked on "Roha Municipal Council" and "Alibaug Municipal Council" user will be redirected to the associate home page as per the selection.



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



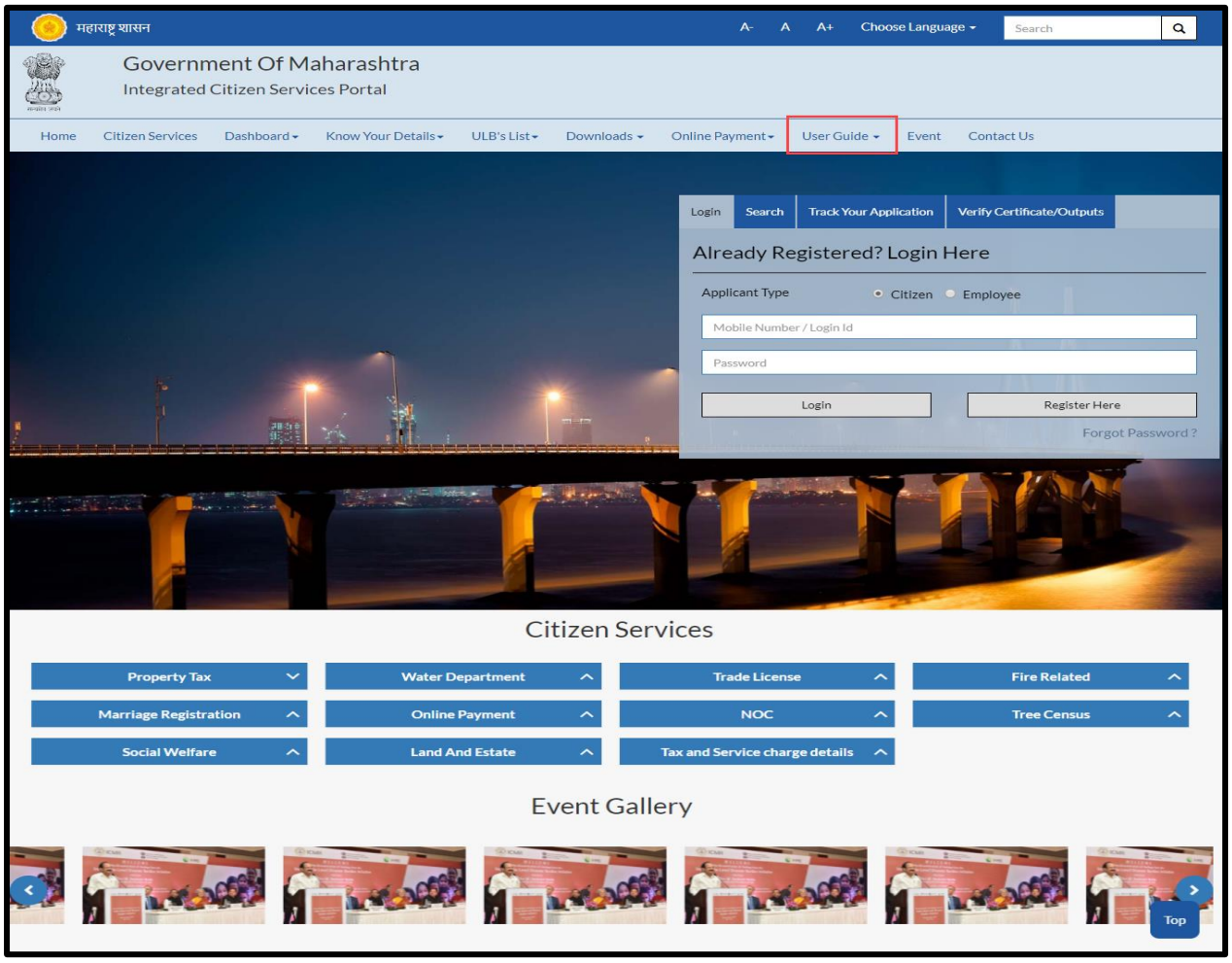
User can do the Online Payment for five services which are listed as below. These services will be present in the dropdown when clicked on "**Online Payment**"

- 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



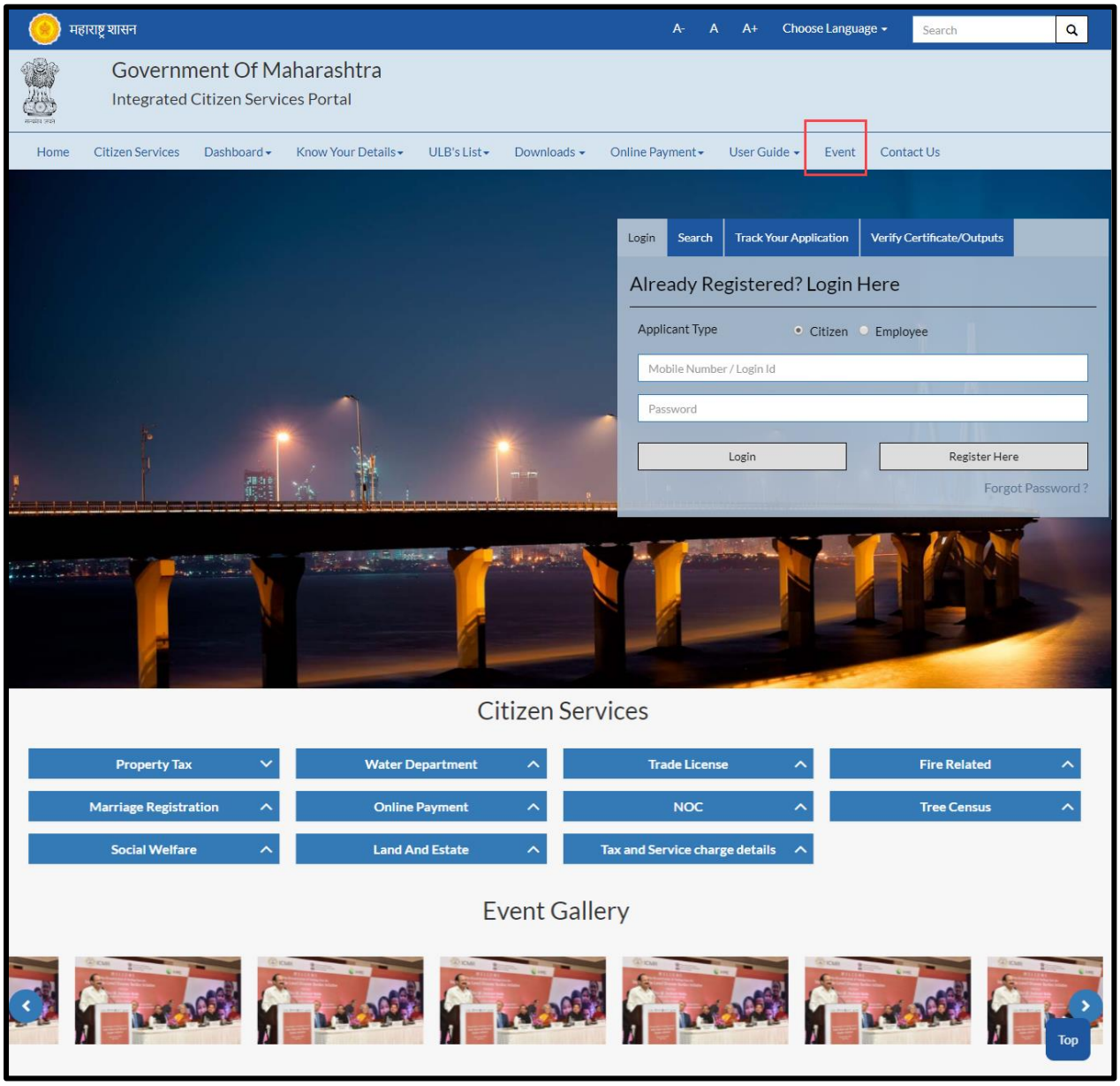
"User Manuals", "Presentations" and "FAQ's" are present in the dropdown of "User guide" tab

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

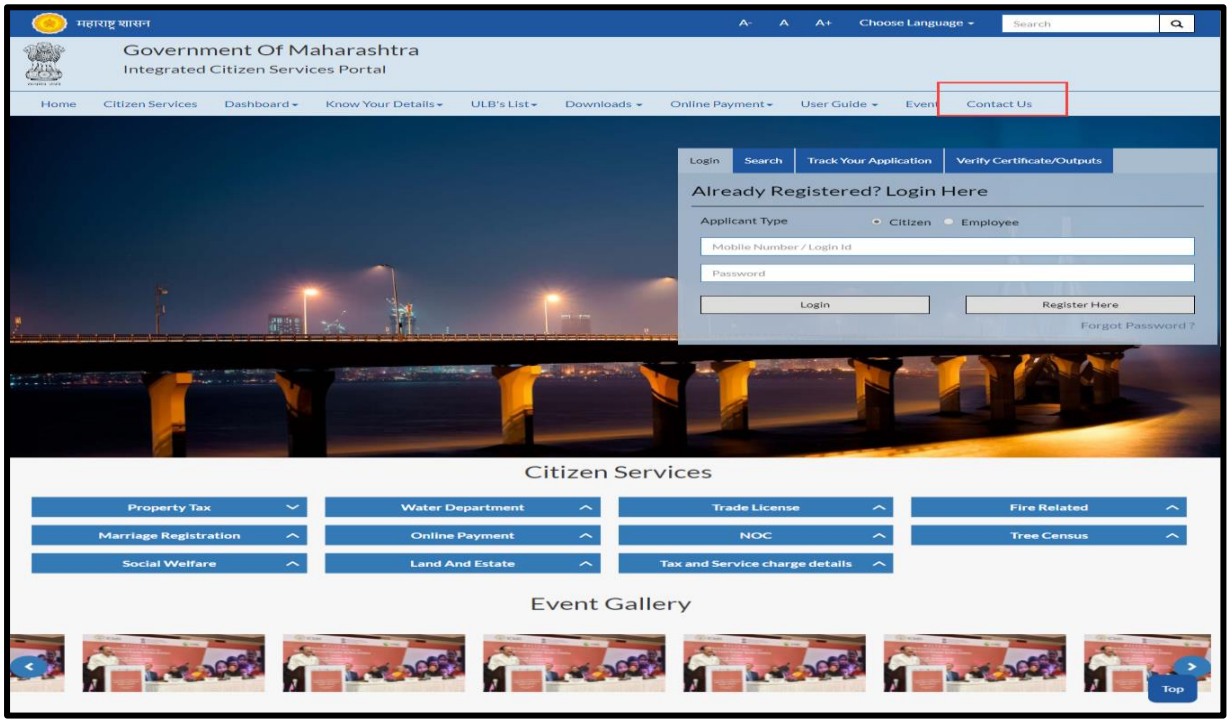


When clicked on "**Event**" option below screen will be displayed

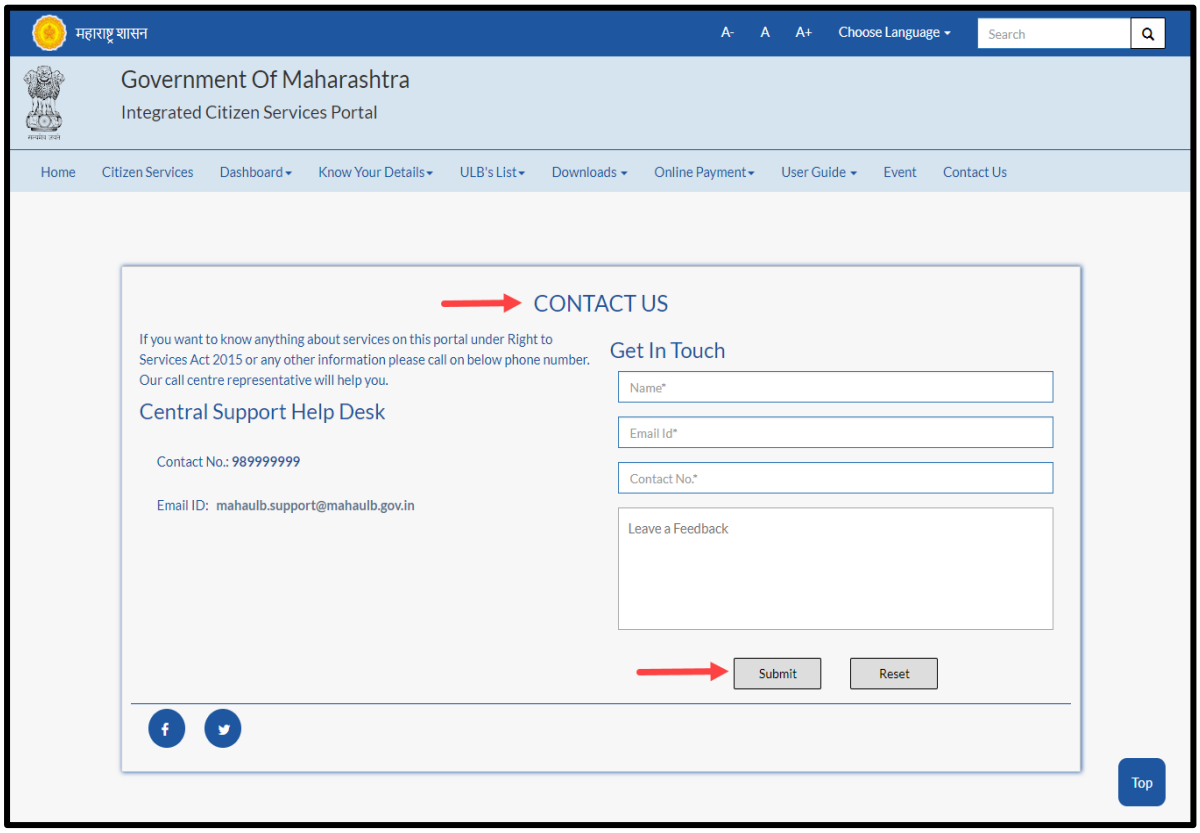
4.12 Contact Us

"**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

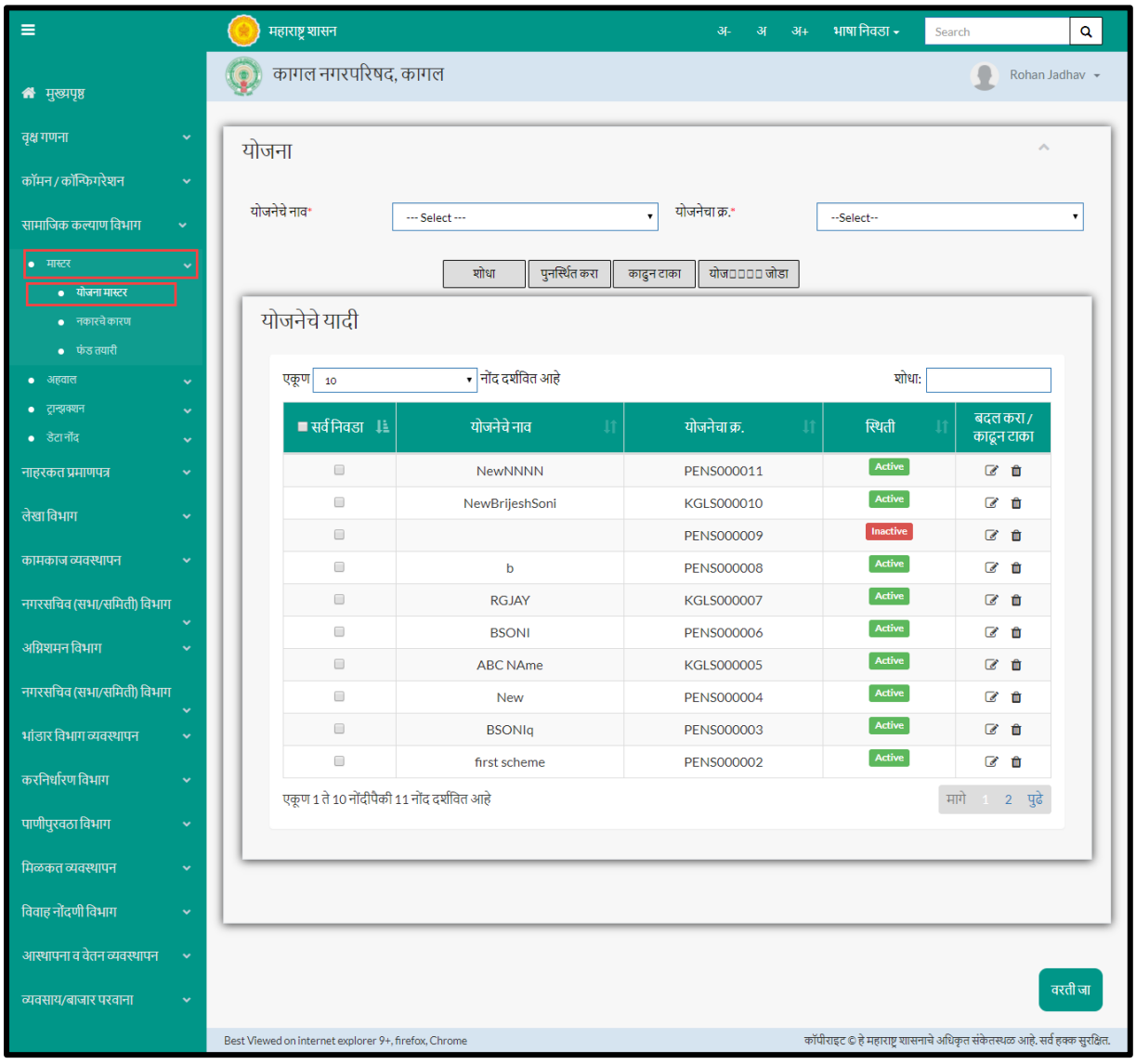
5.1 Scheme Master

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**"



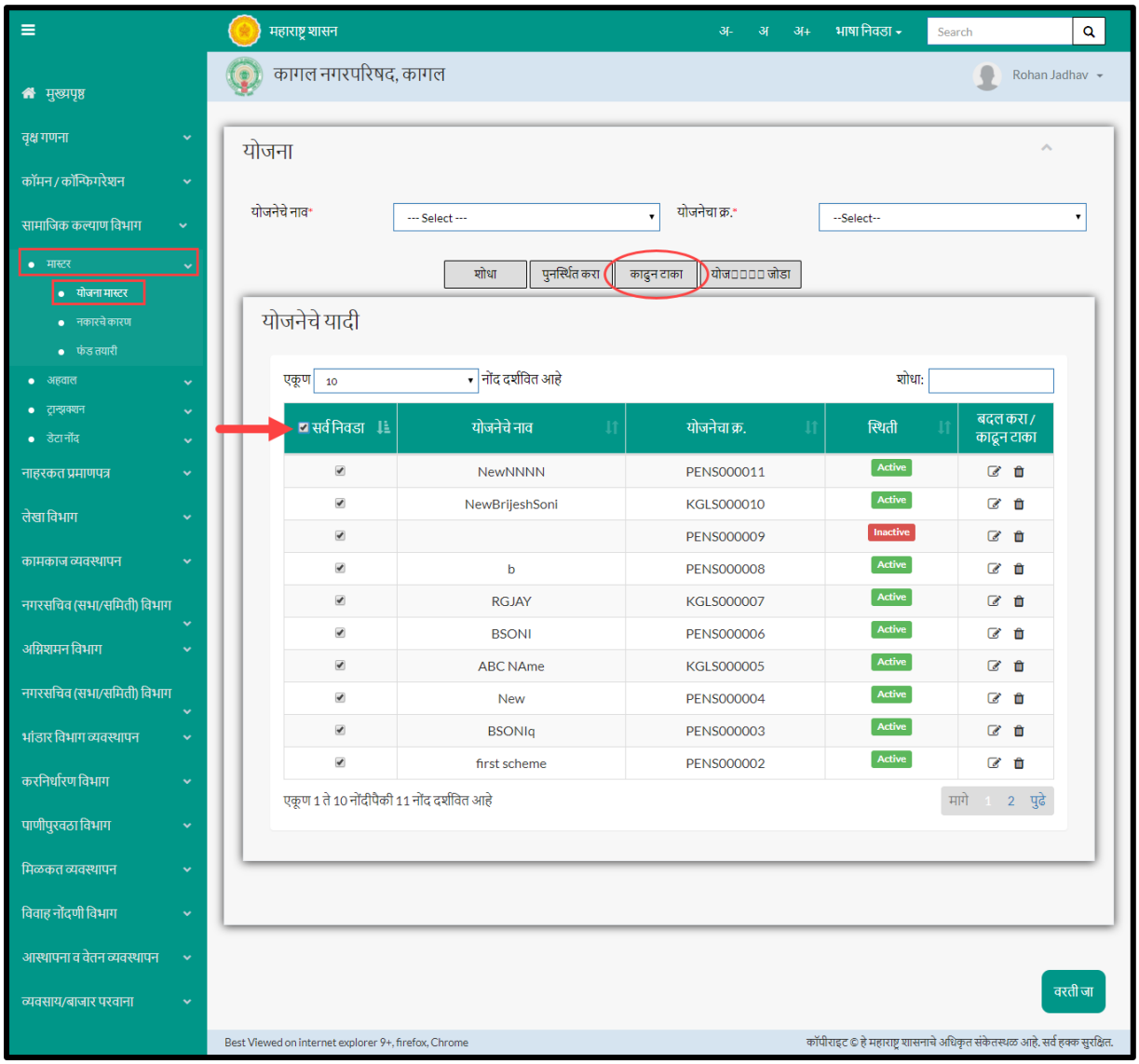
User can search any Scheme through "**Search**" option as well as add a new scheme in the system using "**Add**" option.

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

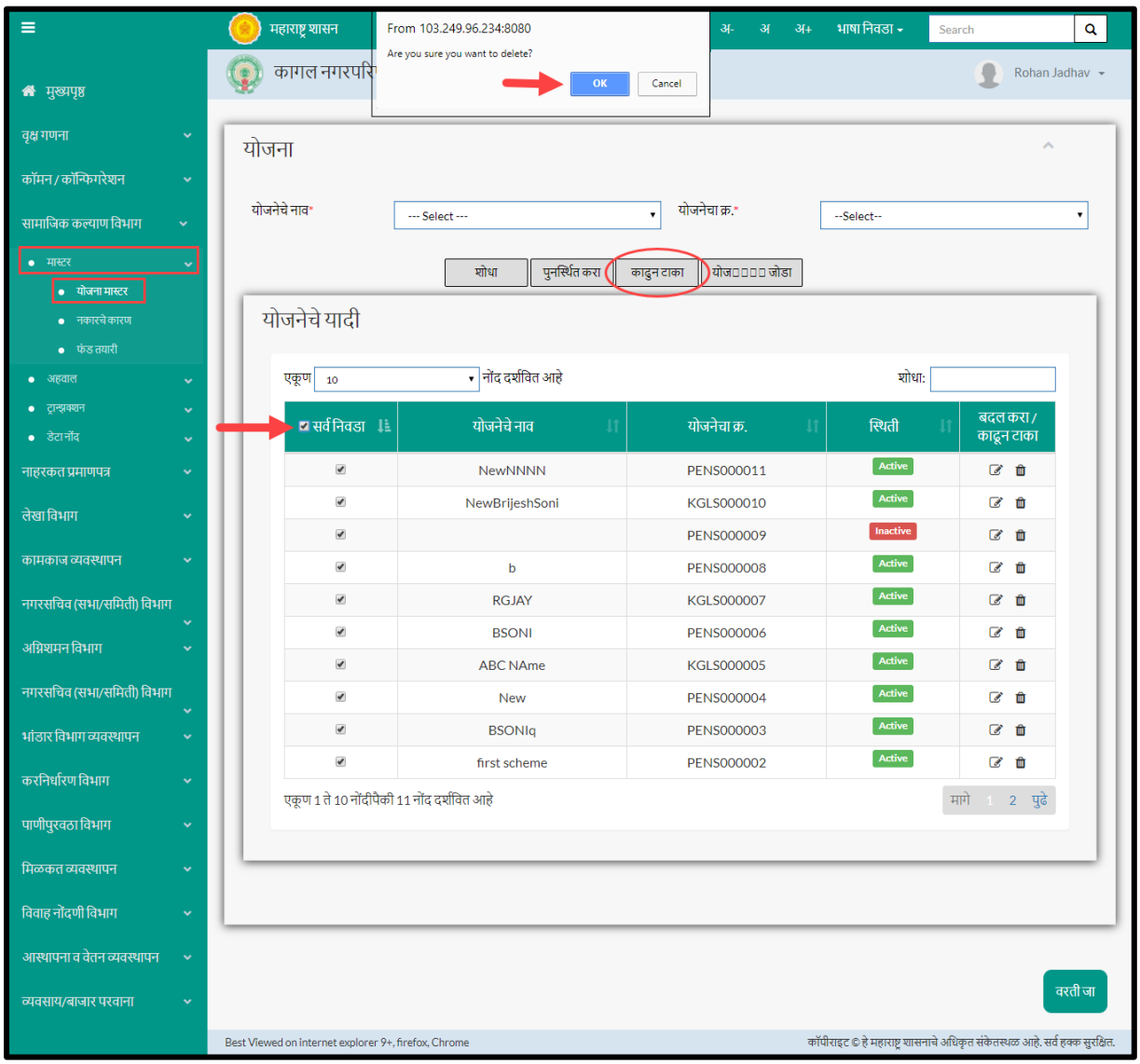
"**Delete**" option is used to delete the search record in bulk.

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.



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



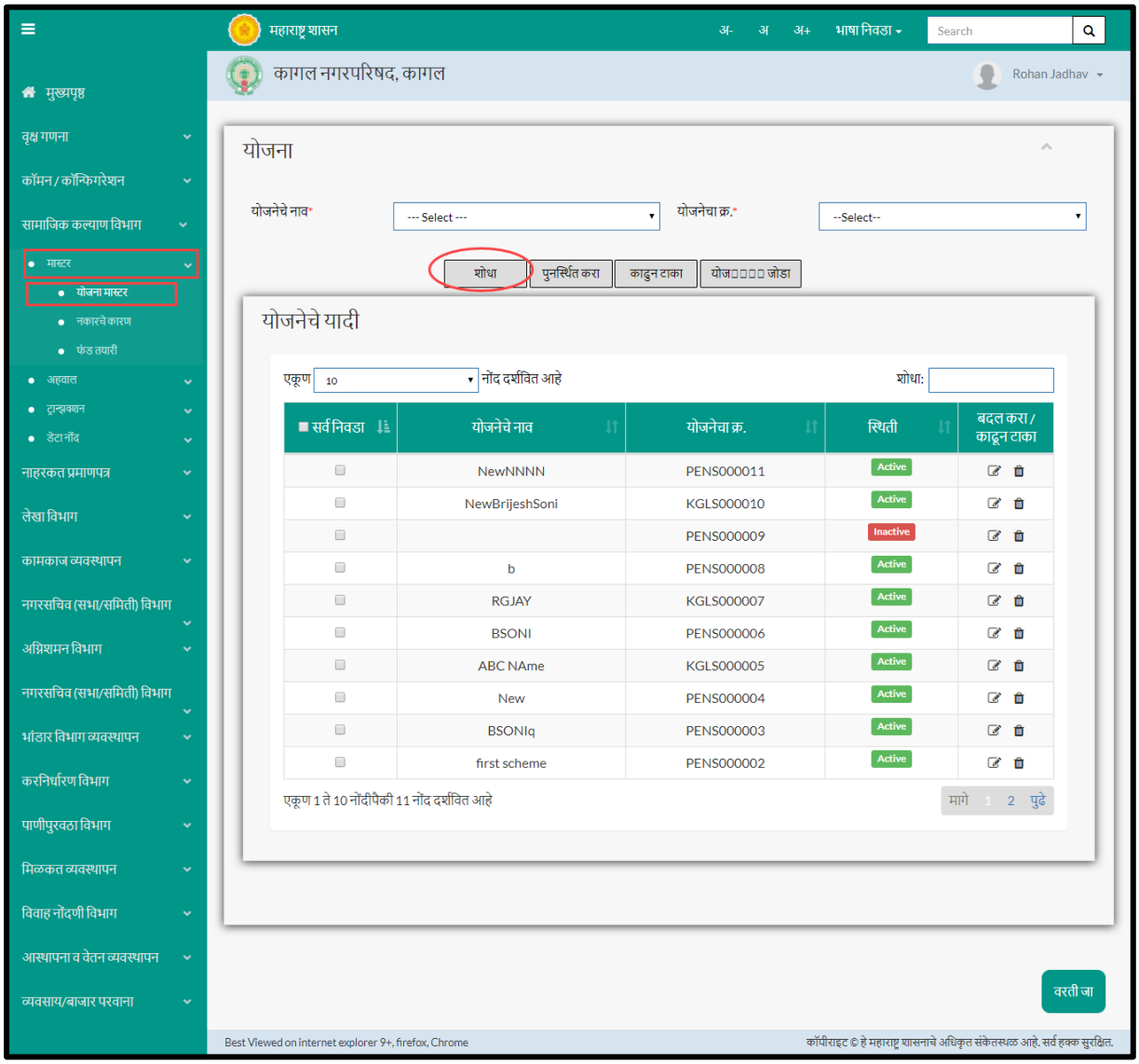
When clicked on "ok" as highlighted with circle in above screen, all the searched records will be deleted in bulk.

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.

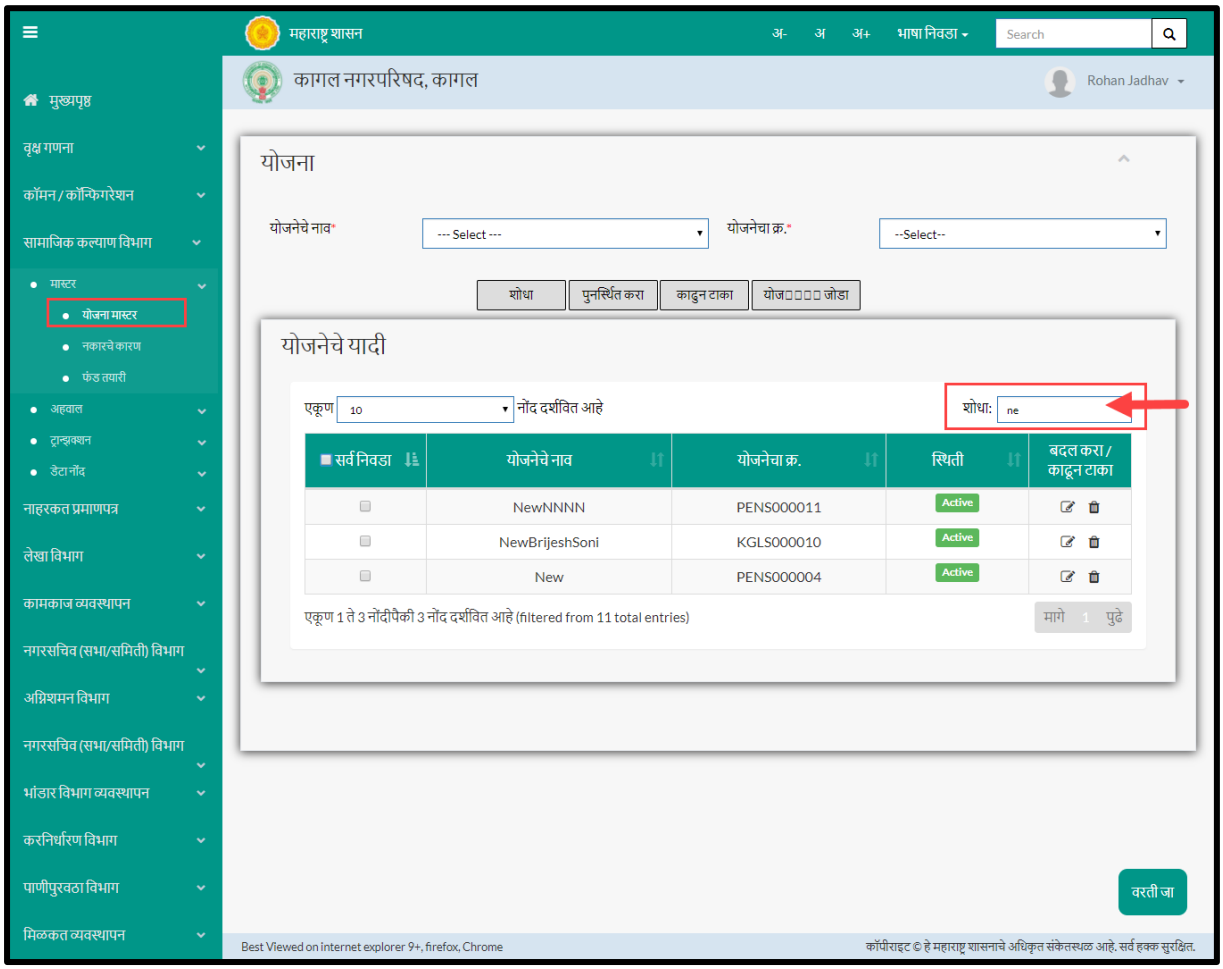


Note: All parameters are not mandatory for searching the Scheme master, user can select as per the preference, below is the description of each field

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.)

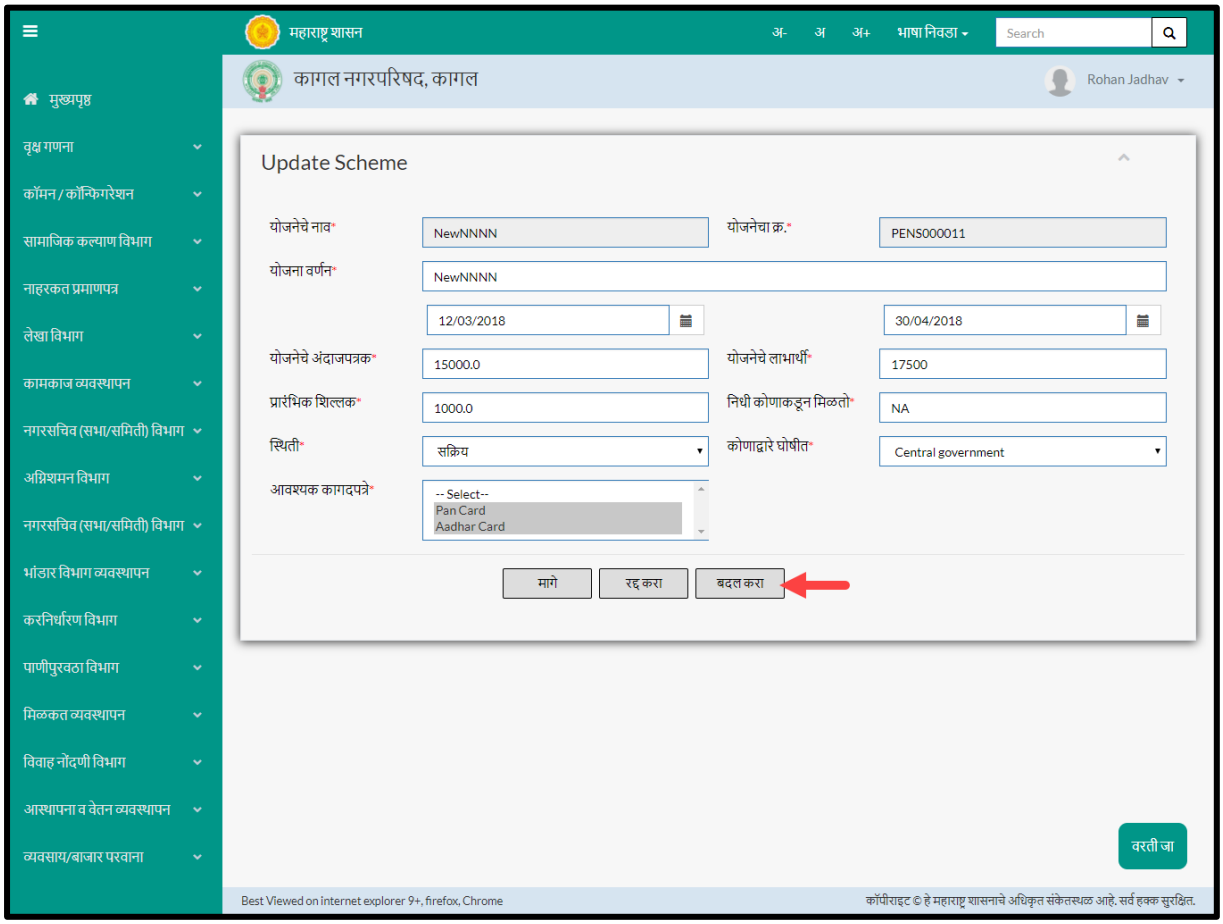
The data present in the system as per the entered parameter will be displayed in Scheme List section; user can make changes in the fetched entry by clicking on "**Edit**" option as well as delete the scheme by clicking "**delete**" option

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



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



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

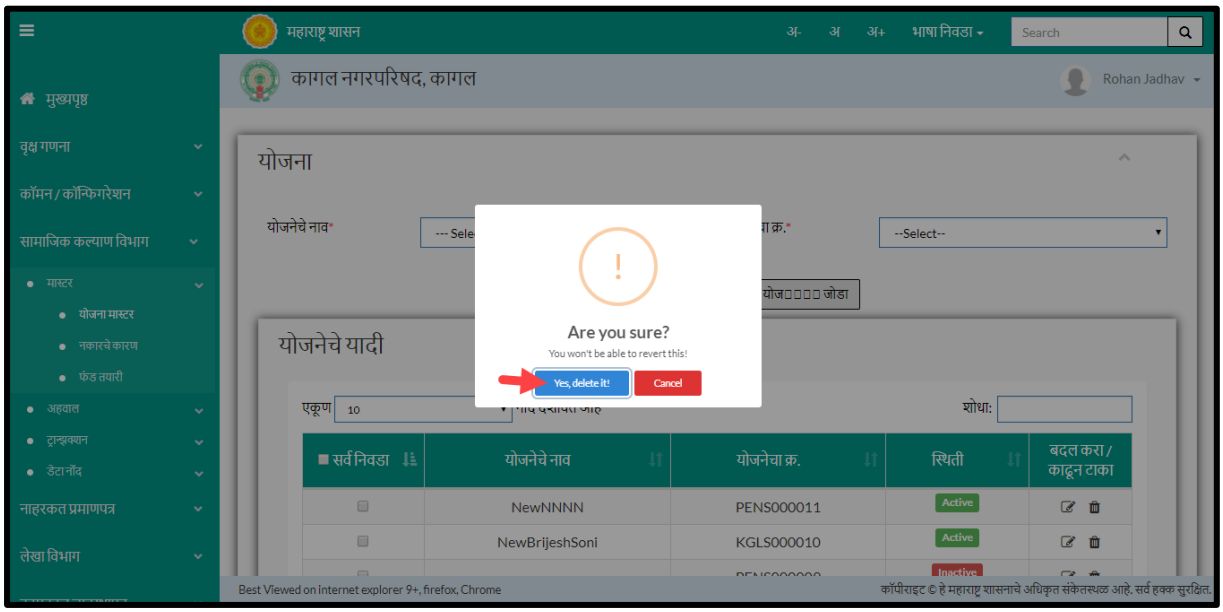
9.	द्वारे कोणाकडून मिळतो	Enter "Status Funded By". For example: State Government/Central Government etc.
10.	स्थिती	Select status from the dropdown (सक्रिय/निष्क्रिय)
11.	कोनाद्वारे घोषित	Select "Announced By" from the dropdown (Central Government/state government etc.)
12.	आवश्यक कागदपत्रे	Select checklist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

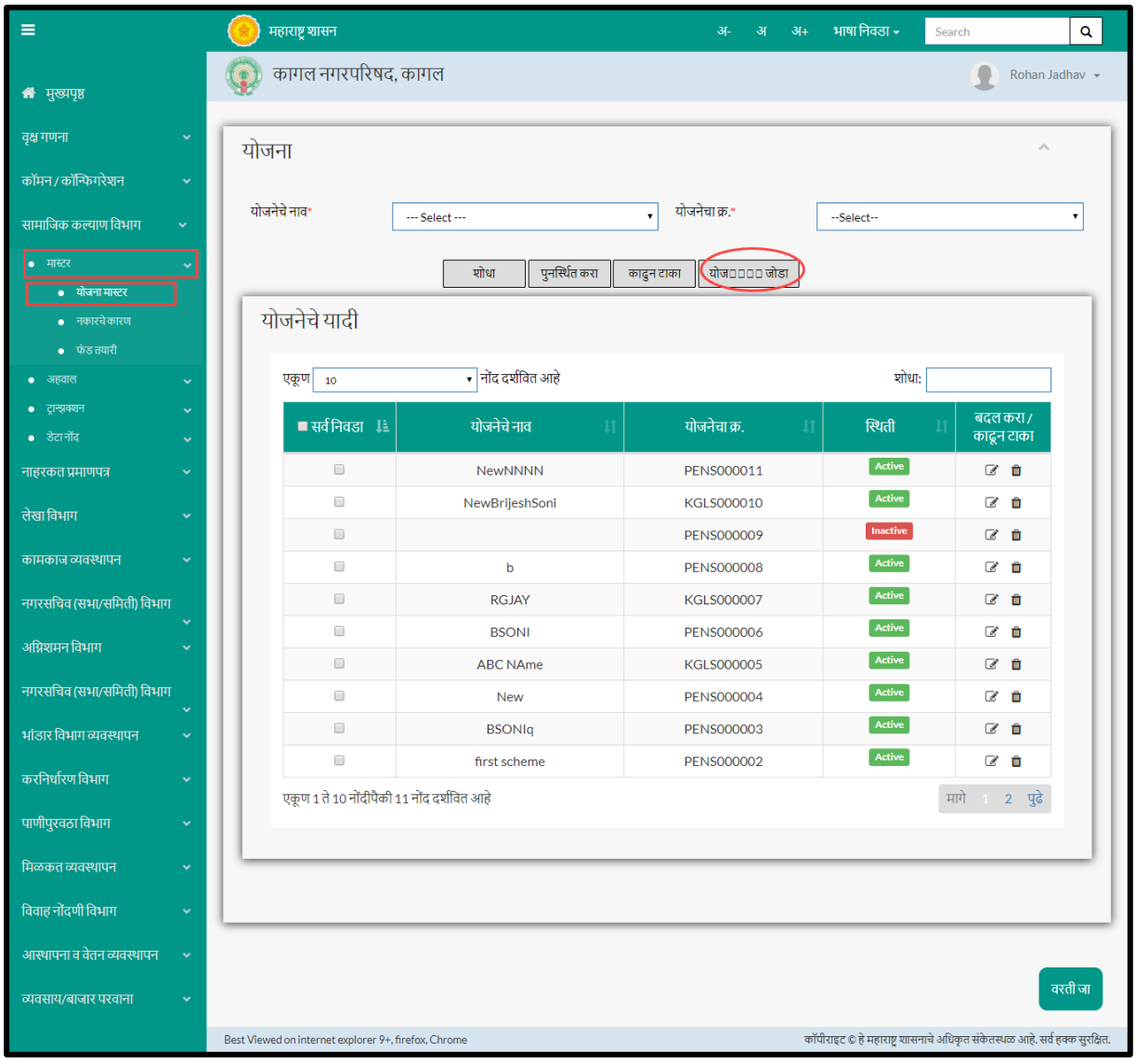


When clicked on "**yes**" the record gets deleted.

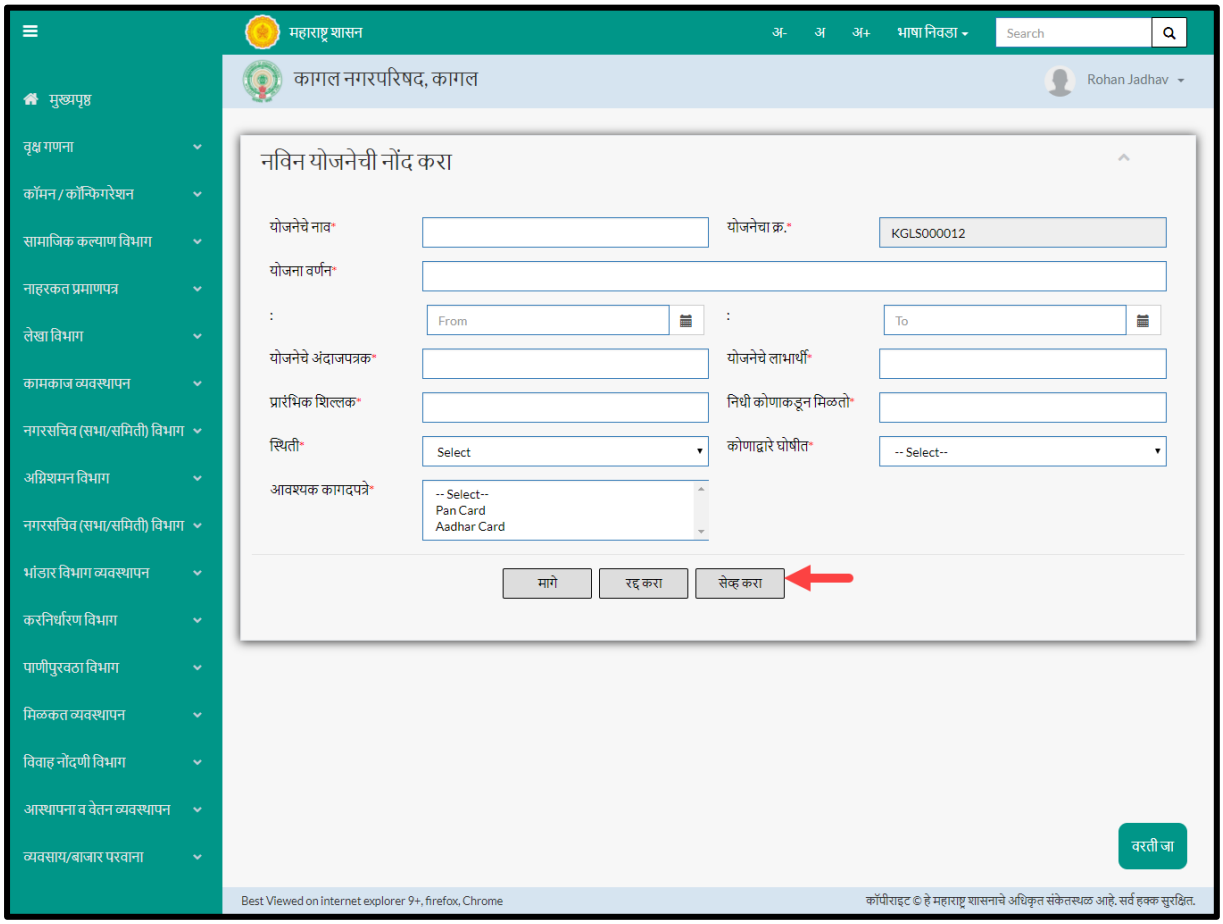
Within application the record is ideally inactive; to reactivate the deleted record user need to change the status to active.

5.1.2 ADD

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



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



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

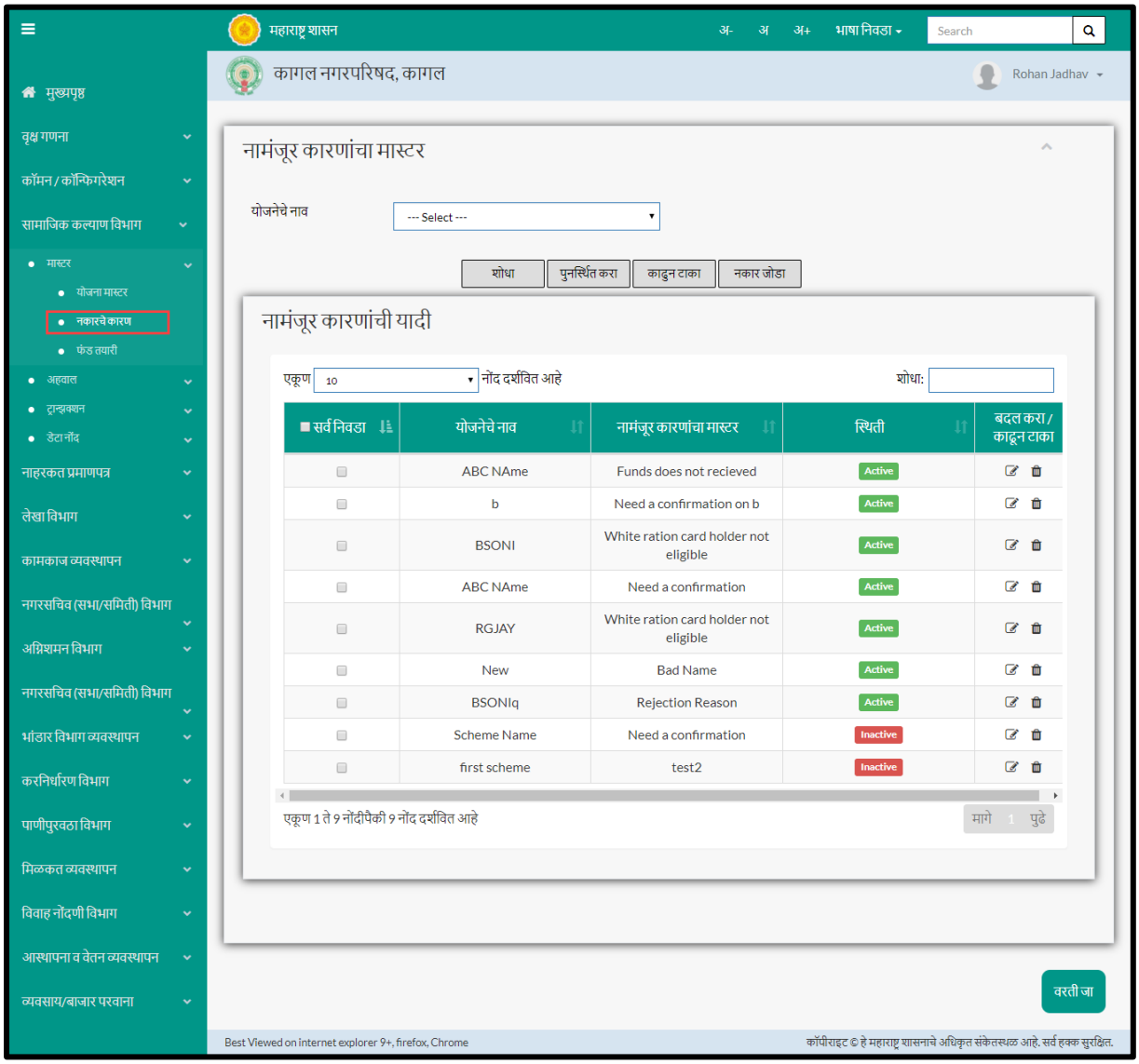
5.2 Rejection Reason

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

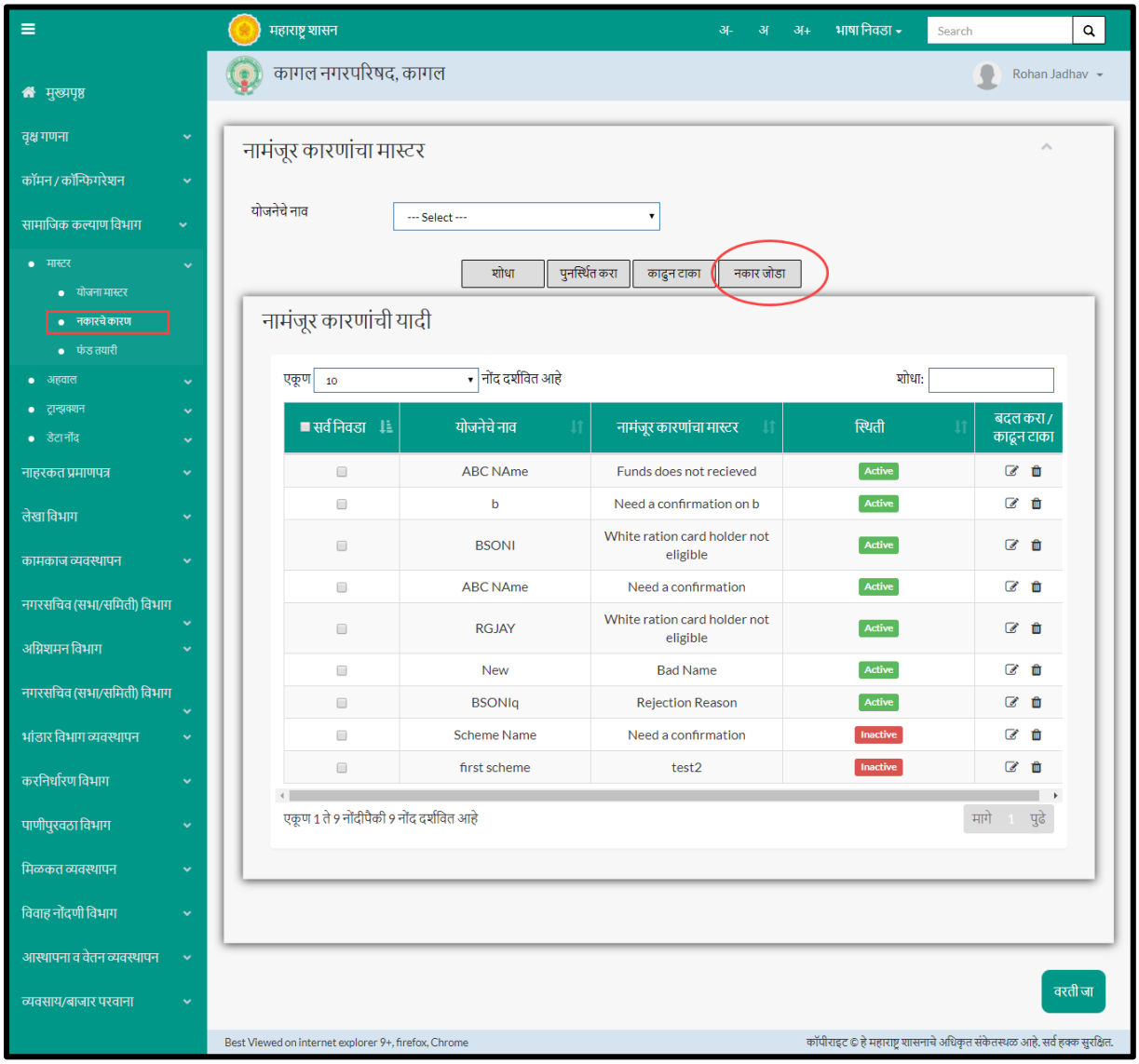
Select/Enter required Parameter and Click on "**search"** option.

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

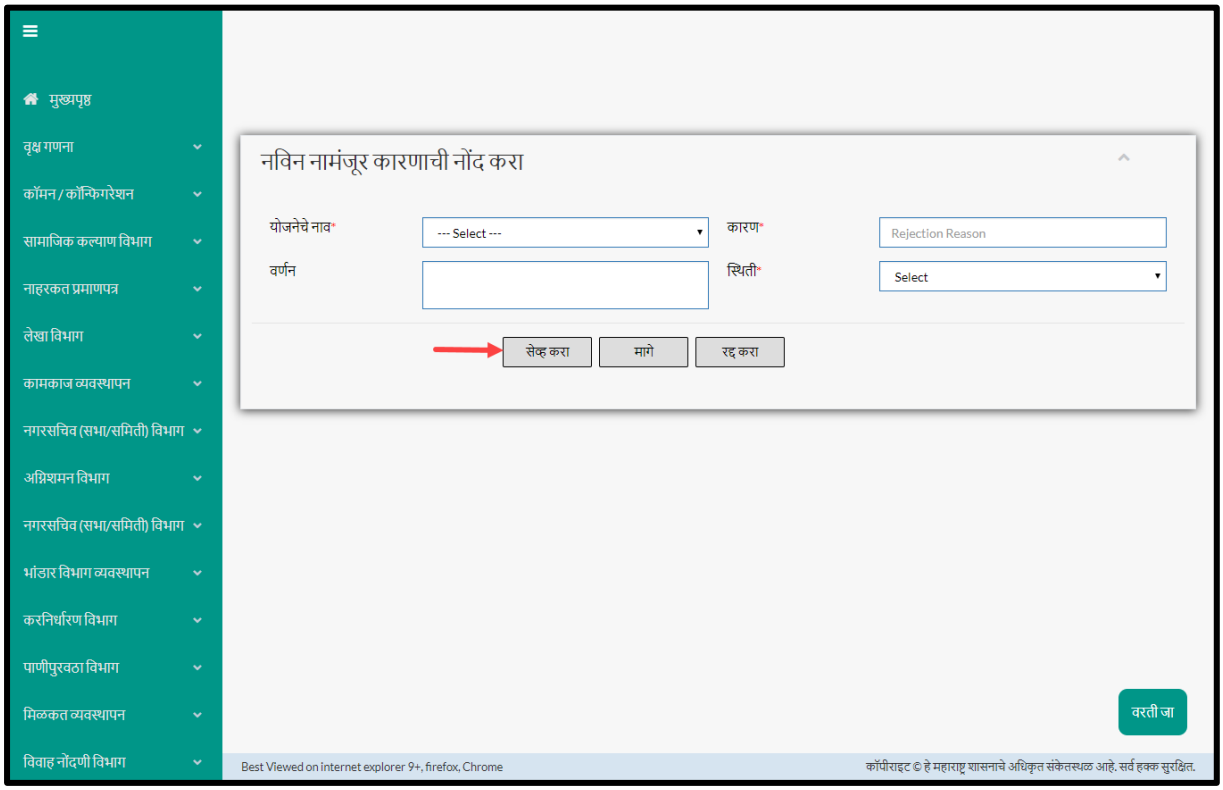
Unable to search any record since "scheme name" dropdown is not wokring, hence cannot desribe about edit functionality as well

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.



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

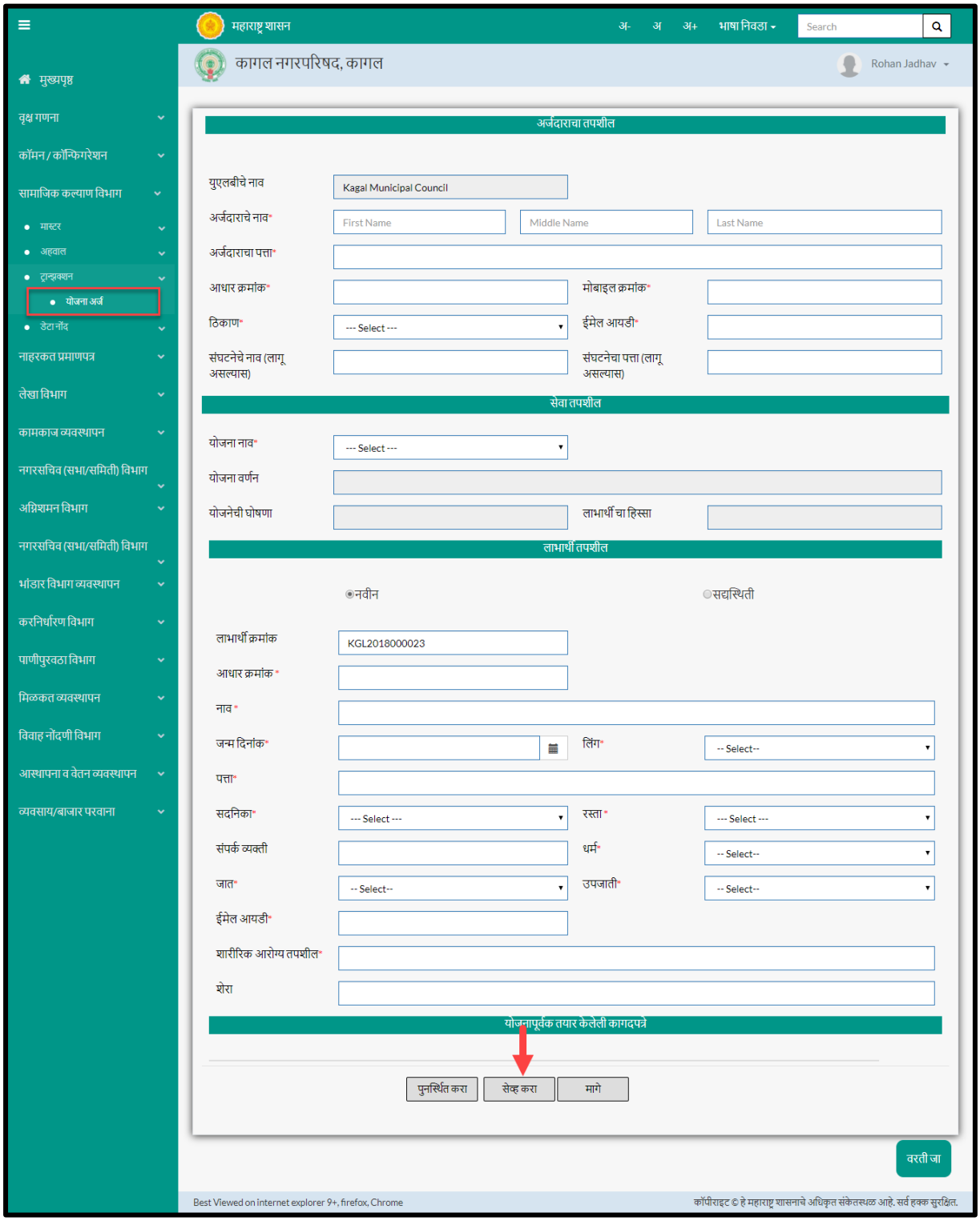
6 Transaction

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**"



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
अर्जदाराचा तपशील		
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- **currently dropdown not working**
7.	इमेल आयडी	Enter Email Id
8.	संघटनेचे नाव (लागू असल्यास)	Enter organization name
9.	संघटनेचे पत्ता (लागू असल्यास)	Enter Organization Address
सेवा तपशील		
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
लाभार्थी तपशील		
Select नवीन' or प्रत्येक्ष from the radio button		
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. **Currently search option not working**
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. **Dropdown valued are incorrect**
25.	उपजाती	Select caste from the dropdown **Dropdown valued are incorrect**
26.	इमेल आयडी	Enter Email id
27.	शारीरिक आरोग्य तपशील	Enter Physical Health Details
28.	शेरा	Enter Remarks
योजना पुर्वेक तयारकेलेली कागदपत्रे **Note:** 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 "**Choose File**" option
30.	Aadhar Card	Enter aadhar card number, user can upload the scan copy of the document using "**Choose File**" 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

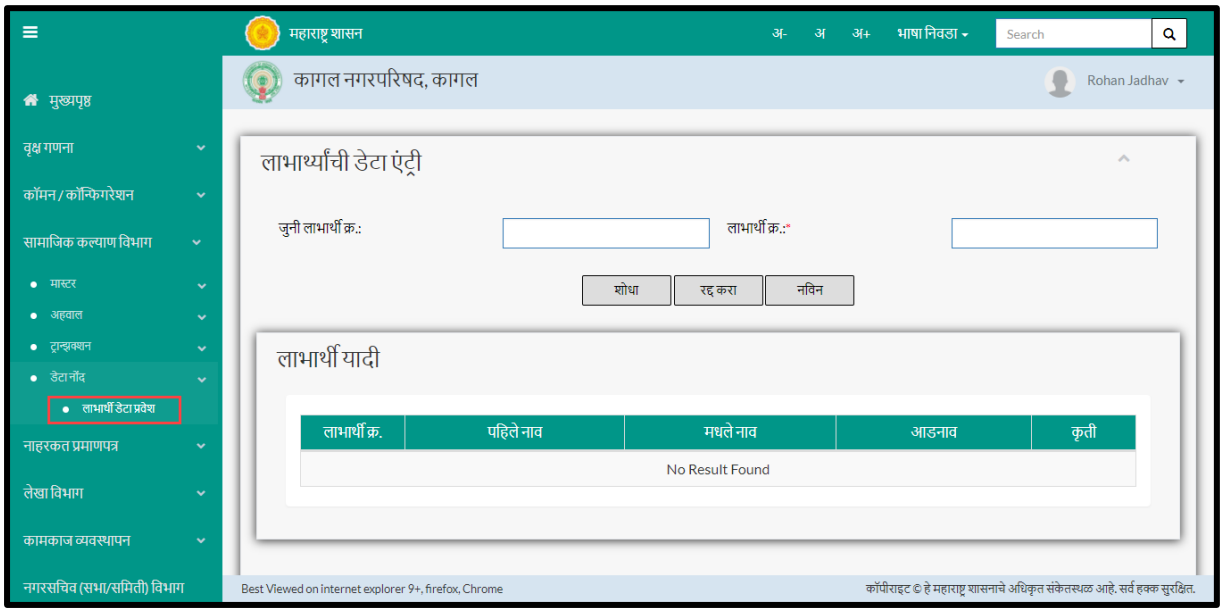
This data entry form helps to maintain the history of previous beneficiaries.

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**"



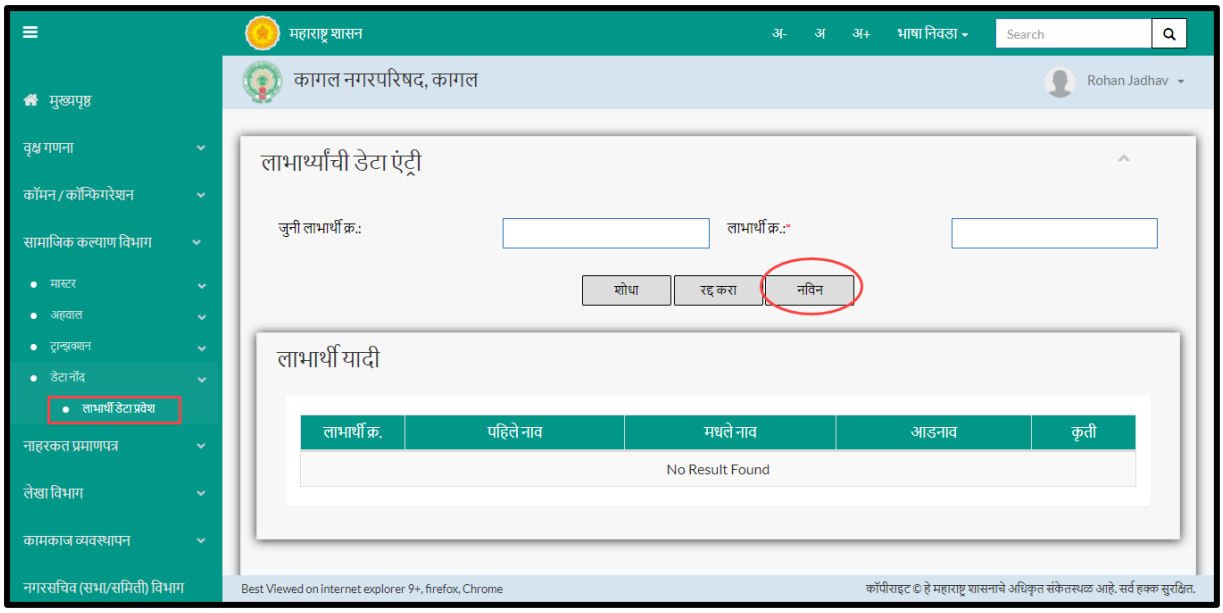
User will have to either enter the old beneficiary number (जुनी लाभार्थी संख्या) or the newly added beneficiary number (लाभार्थी संख्या). Post entering the number click on search option.

7.1.1 SEARCH

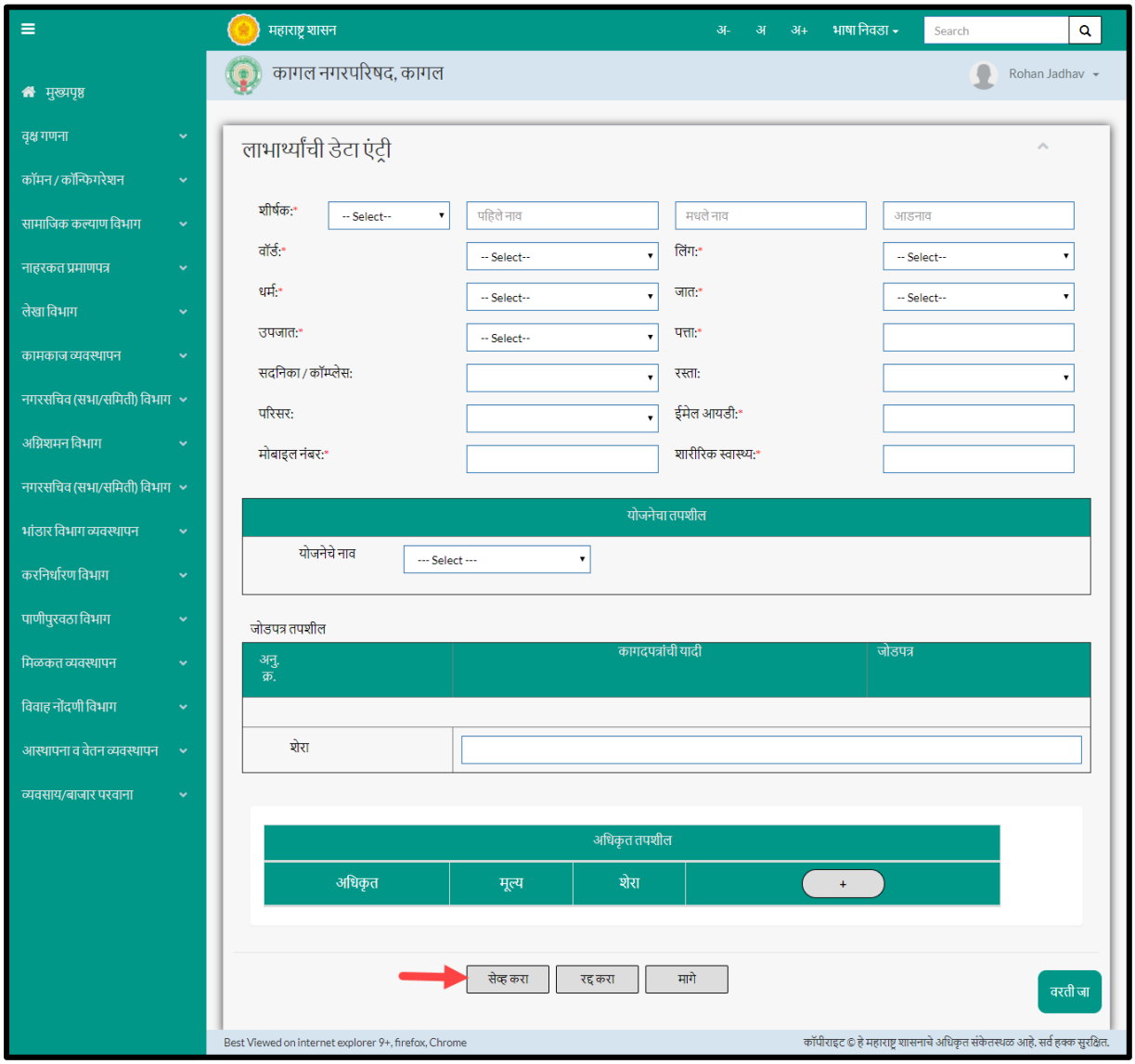
Currently search functionality not working

7.1.2 ADD

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



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



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.	वार्ड	Select ward from the dropdown. **Dropdown values are incorrect**
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. **Dropdown valued are incorrect**
6.	उपजात	Select sub caste from the dropdown. **Dropdown valued are incorrect**
7.	पत्ता	Enter address
8.	सदनिका/कॉम्प्लेस	Select Apartment/Complex from the dropdown
9.	रस्ता	Select Road from the dropdown **Dropdown not working**
10.	परिसर	Select Locality from the dropdown **Dropdown not working**
11.	इमेल आयडी	Enter Email Id
12.	मोबाइल नंबर	Enter Mobile Number
13.	शारीरिक स्वास्थ्य	Enter Physical health
योजना तपशील		
14.	योजनेचे नाव	Select scheme name from the dropdown (Sanjay Gandhi Niradhar Yojna/Scholarship for economically backward class etc.)
जोद्पत्र तपशील **Note:** 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 "**Choose File**" option
16.	Aadhar Card	Enter aadhar card number, user can upload the scan copy of the document using "**Choose File**" option
17.	शेरा	Enter Remark
अधिकारी तपशील **Note:** 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.

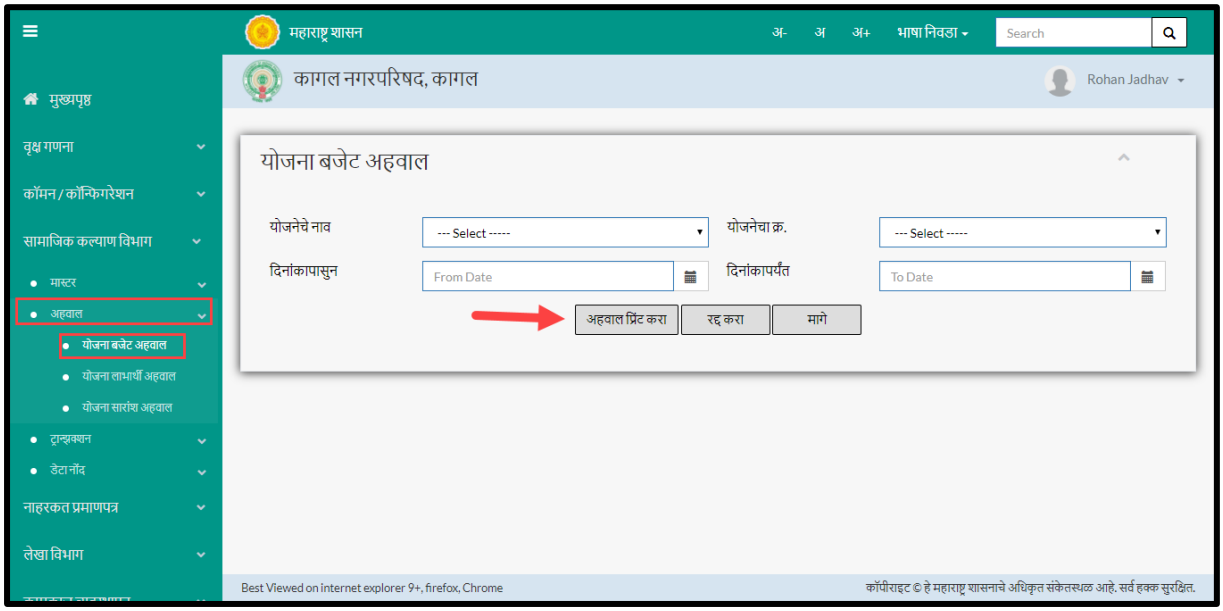
8 Reports

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.	दिनांकापासुन	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

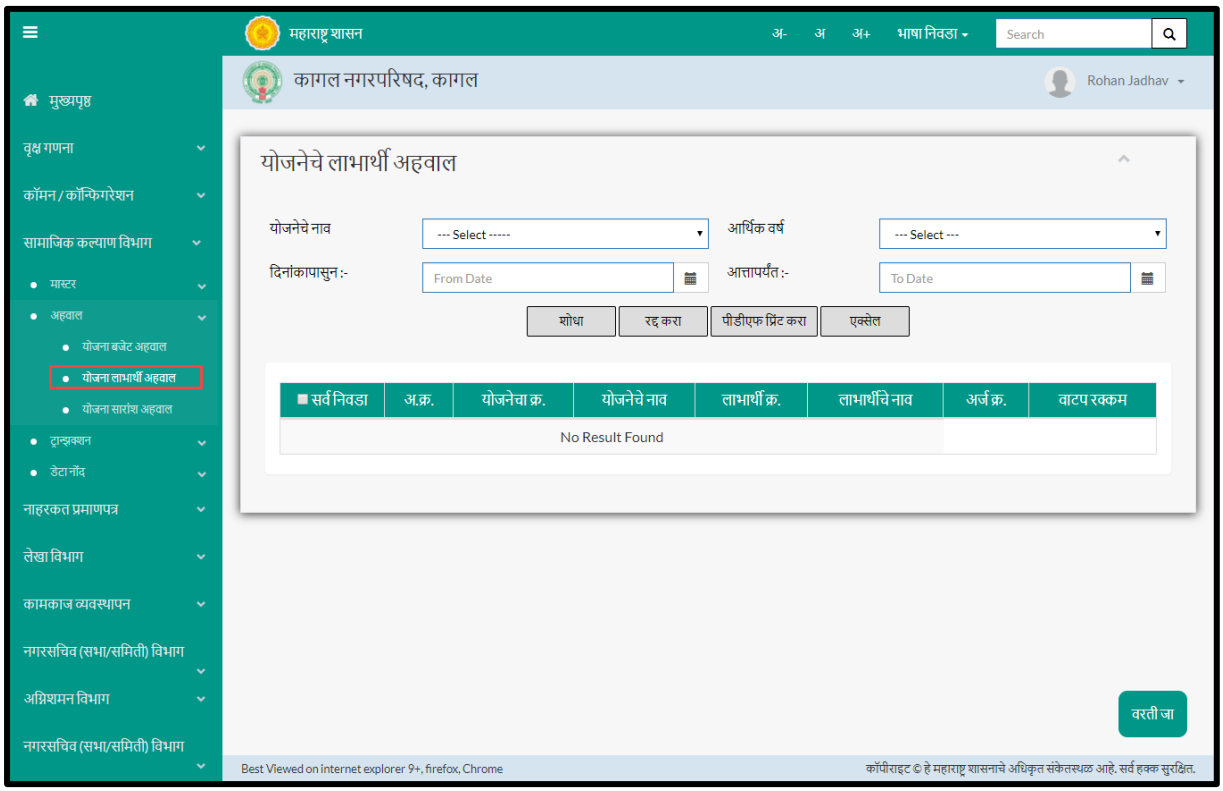
Print screen

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

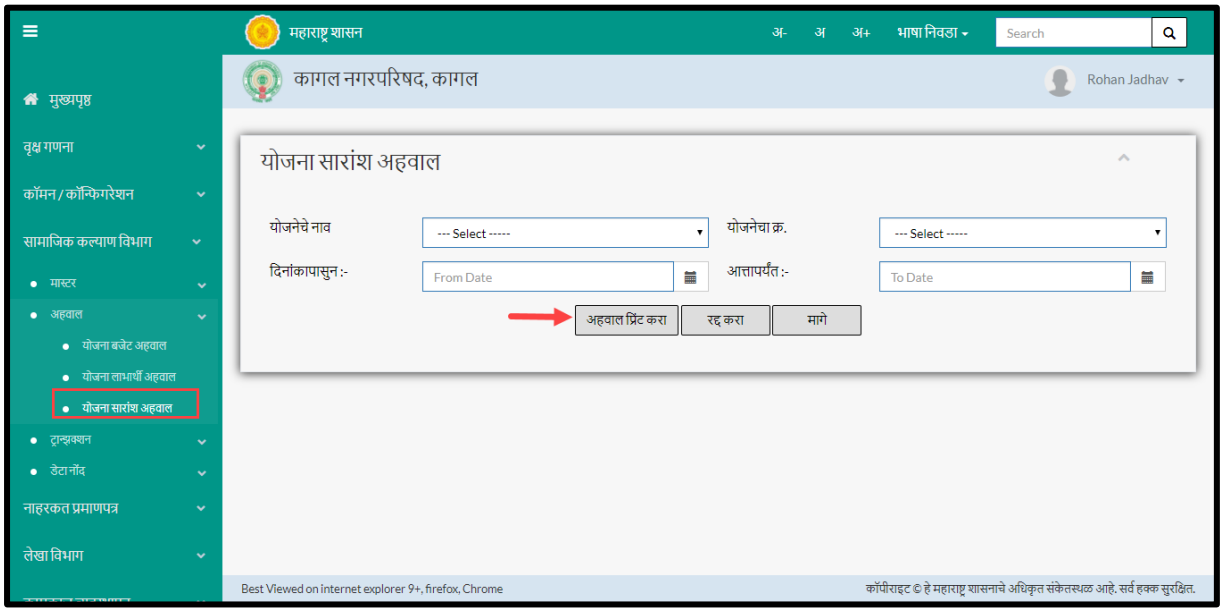
Print screen

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**"



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