Aaple Sarkar DBT Portal

Aaple Sarkar DBT Portal (Direct Benefit Transfer) is an initiative taken by the Government of Maharashtra, which is a unique Platform for Citizens to help them to avail benefits through the schemes.

The main objective of Aaple Sarkar DBT is for Development of a State DBT and Services Portal as the front end and the work flow management and content management platform as back end to various DBT schemes and services starting with scholarship schemes.

1. Aaple Sarkar DBT Features

The main features of Aaple Sarkar DBT:

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

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

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

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

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

Easy sanctioning of application process for Sanctioning Authority

Creation of Role Based Unique Login Id and Password

Transparency in monitoring of Scholarship by Department / State Government or both.

2. Guidelines for filling the Online Application form on the Aaple Sarkar DBT Portal for Students

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

Applicants are advised to go through the Instructions Bulletin carefully and acquaint themselves with all requirements to fill-up the scholarship form on Aaple Sarkar DBT Portal.

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

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

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

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

Titles / Labels which carrying star marked (* required!) are compulsory fields in Application form.

3. Aaple Sarkar DBT Online Portal Access:

Use any of the installed Browser of your system (Desktop or Laptop).

The Supporting browsers are as follows:

Browsers –

Internet Explorer (IE)

Google Chrome

Mozilla Firefox

Recommended Version

10+ 55+ 54+

Enter the valid URL of Aaple Sarkar DBT http://www.aaplesarkardbt.gov.in & press Enter key to view

the Aaple Sarkar DBT Home Page.

4. Home Page/Portal Landing Page:

Following are the features displayed in the Home page/Landing page – Aaple Sarkar DBT Portal:

About Us

Notice

Grievance

Circulars & Updates

FAQ

User Manuals

Important Links

Departments

Schemes

Login

Registration

Help Desk

Funds Disbursed

Registered Users

Schemes Applied

About us:

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

Aaple Sarkar DBT is the highest priority and focus area of the Government of Maharashtra.

Notice:

Notice board displays latest Government schemes and announcements of various updated schemes.

Grievance:

Grievance option will help citizen send issues and suggestions to the system

Circular & Updates:

Circular & Updates option will display latest circulars and updates released by the government and its bodies

Instructions:

Instructions will display the

FAQ:

FAQ will display the questionnaires related to the portal

User Manuals:

User Manual will be a pdf file displaying all the contents, queries and other portal related questions

Important Links:

Links in the portal related to the schemes as provided by the government. Schemes can be internal and external

Departments:

Names and information of the government departments providing the schemes and the benefits

Schemes:

Scheme information of all the departments for the general information to the citizen

Login:

Login screen to login into the portal for the registered users

Registration:

New user will register on this portal and then get scheme related benefits after login in through the registered username and password.

Help Desk:

Helpline number for the citizen for helping out and communicating via telephone

Funds Disbursed:

Funds disbursed by the government through the various schemes information will be displayed here

Schemes Applied:

Total Schemes applied through the portal information will be displayed under schemes applied.

5. Online Registration for Aaple Sarkar DBT:

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

Online Registration done through the website http://www.aaplesarkardbt.gov.in from any of the internet access point.

The new user to Register into the portal, click on —New Registration‖button

New Applicant Registration

Applicant Login

Institute/Dept/DDO Login

Grievance / Suggestions
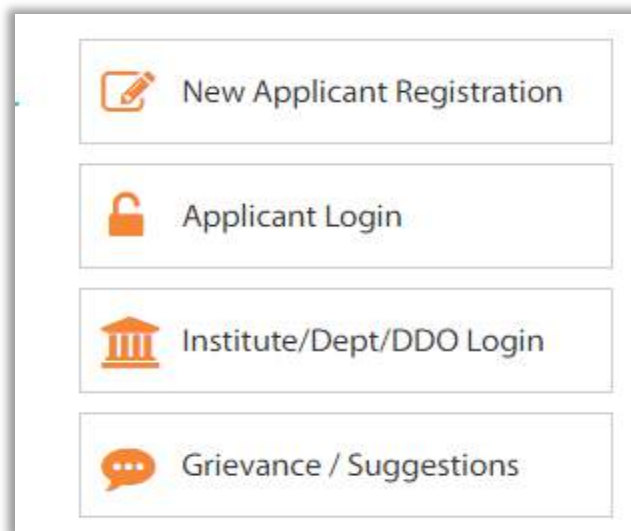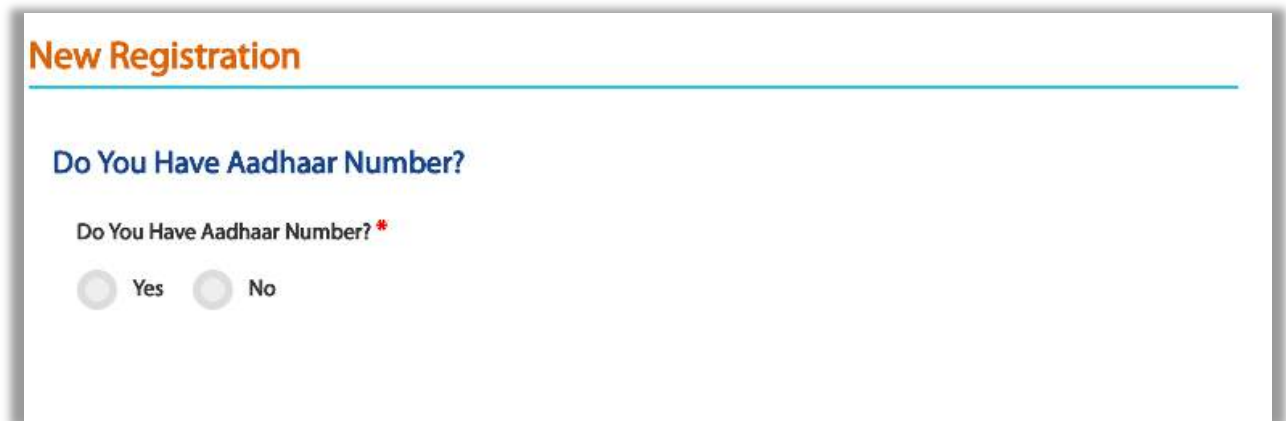
5.1. Registration using Aadhaar Number

Registration process explained below.

Step 1- Do You Have Aadhaar Card?

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

Step 2 - Choose Authentication Type - There are two types of authentication available.

OTP - If the mobile number registered with Aadhaar, then the user can select the

authentication type —OTP‖

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

If your Mobile Number registered with Aadhaar, then choose the authentication type as —OTP‖.

Tick on the consent check box to agree to share your information with Maharashtra government for DBT purpose

Enter Aadhaar number and click on "Send OTP" button. The system validates the aadhaar number and sends the system generated "OTP" to the registered mobile number

An alert message displayed saying that – OTP for Aadhaar authentication has been sent to your Aadhaar linked registered Mobile number. Click on OK button.

New Registration

Do You Have Aadhaar Number?

Do You Have Aadhaar Number? *

○ Yes   ○ No

Enter the Aadhaar Number (UID) *

[▬▬▬▬▬▬▬]

Choose Authentication Type *

● OTP   ○ Biometric

[Send OTP]

Enter OTP *

[▬▬▬▬]

[Verify OTP]

Enter the received OTP in the system and click on —Verify OTP‖ button

Post successful OTP verification an alert message —Authentication Successful! Please click on Continue‖ will be displayed on the screen. Click on OK button to continue with registration

Step 3: Post Successful OTP verification the Applicant details fetched from UIDAI will be auto populated in the Personal details fields Personal Details, Address Details, Bank Details.

If there is any change in the details, the applicant should contact UIDAI to update the relevant information

New Registration

ar Number (UID) *

Applicant Name *

ant Name (Marathi) *

Date Of Birth *

*

Age *

Address *

State *

District *

Taluka *

PinCode *

Username *

Password *

Confirm Password *

Note: Email ID and Mobile Number verification is not mandatory but neccessary to receive updates.

Email ID *

Get OPT for Email Verification

Mobile Number *

Get OPT for Mobile Verification

Save   Back to Login   Reset

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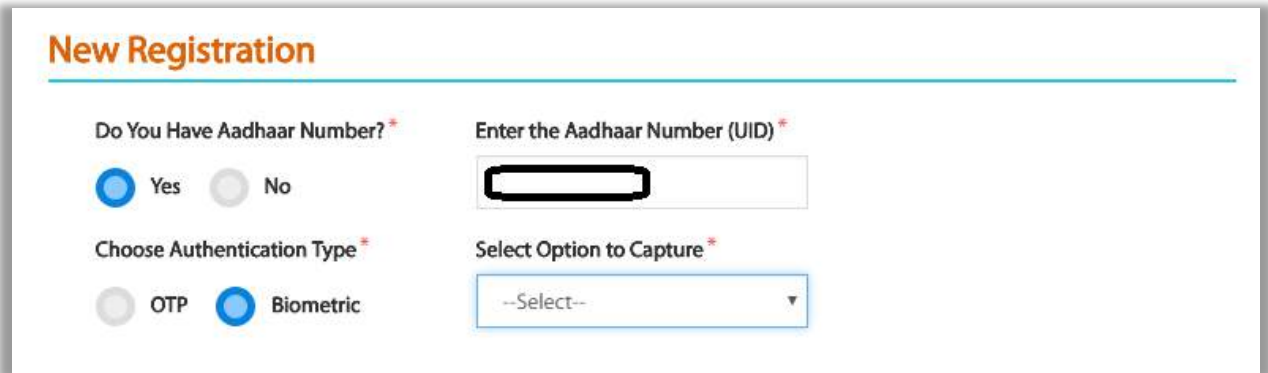
Applicant will enter the User Name, Password, Confirm Password and Captcha and click the Register button.

On clicking the Register button, the system validates entered details and display's the alert message saying that —Profile created successfully.

User can use the registered User Name and Password to login into the Aaple Sarkar DBT portal.

5.2. Registration using Biometric

Step 1- If Mobile Number not registered with Aadhaar, the User can select the

authentication type as Biometric

Make sure that a functional biometric device is attached to the system, which the user using for registration.

Then the user can view the Biometric authentication form - Enter Aadhaar number, User ID, Pass word and confirm password. The User has to put the finger on Biometric device for to get scan and verify.

After successful verification, the User can login with created User ID and Password.

5.3. Registration using Non Aadhaar

Step 1: Click on New Applicant Registration

For Question - Do you have Aadhaar Number? Select —No option and continue

Step 2 : New Registration form page will be displayed -

Enrollment ID Check – The system will ask, —Do you have an Enrolment ID? Click

on —No Button
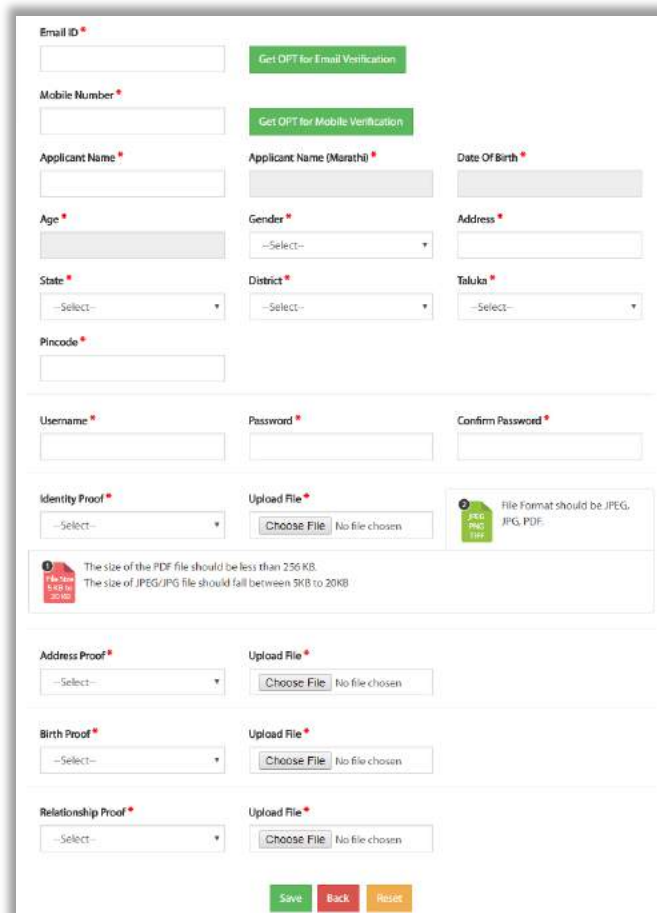
After No button is selected, Book appointment for Aadhaar button should be displayed and on click URL – https://appointments.uidai.gov.in/ should be displayed

Step 3 : Enter Further Form details

Email ID - Enter valid and personal email ID and click on " Get OTP for email Verification".

OTP will be sent to the entered email ID. Enter the received OTP

Note: Email ID verification is not mandatory but neccessary to receive updates.

Email ID *		Enter OTP for Email ID *	
architmestry@gmail.com	Get OPT for Email Verification		Verify OPT for Email

Enter the received OTP in the textbox and click on "Verify OTP for Email" button

Mobile Number - Enter valid and personal mobile number and click on " Get OTP for Mobile Verification".

OTP will be sent to the entered email ID. Enter the received OTP

Mobile Number *		Enter OTP for Mobile Number *	
8976845686	Get OPT for Mobile Verification		Verify OPT for Mobile

Enter the received OTP in the textbox and click on " Verify OTP for Mobile Number" button

Step 4 :

Applicant Name *	Applicant Name (Marathi) *	Date Of Birth *
Age *	Gender *	Address *
	--Select--	
State *	District *	Taluka *
--Select--	--Select--	--Select--
Pincode *		

Enter Applicant Name and then click on Applicant Name (Marathi) .

Applicant Name in marathi will automatically appear.

Select Date of Birth and age will get calculated automatically and displayed in the age textbox.

Select Gender from the given dropdown options.

Enter Address of the applicant

Select State from the dropdown options provided

Select District from the dropdown options. List will be displayed as per the State selected.

Select Taluka from the dropdown options. List will be displayed as per the District selected

Enter Pincode .

Step 5:

Creation of Applicant's Username and Password –

Enter the User Name & Password and confirm the password then enter the proof details –

1. Identity Proof - Select from the dropdown values and upload file
   PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

2. Address Proof - Select from the dropdown values and upload file PDF file should be less than   256kb and size of jpeg/jpg file should be between 5kb to 20kb

3. Birth Proof - Select from the dropdown values and upload file PDF file should be less than   256kb and size of jpeg/jpg file should be between 5kb to 20kb

4. Relationship Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

5. Buttons- a. Save - It will the save the form and user will get registered

   b. Back – It will go back to previous page

   c. Reset- It will clear data from all the fields **4**

5.4. Registration using Non Aadhaar (Enrollment ID flow)

Step 1: Click on New Applicant Registration

For Question - Do you have Aadhaar Number? Select —Yes option and continue

Enrollment ID Check – The system will ask, —Do you have an Enrolment ID? Click on —Yes Button

Enter Enrollment ID and click on " Check your Aadhaar Status". New tab will get opened and in the tab URL – https://resident.uidai.gov.in/check-aadhaar-status

Step 3:

If the Enrollment ID (EID) is Generated, then the user will be redirected to step 2 of Aadhaar registration flow

If the Enrollment ID (EID) is Rejected, the user should start registering on DBT

Portal without Aadhaar.

User should know the reason of rejection of the Enrolment ID and should search for

Aadhaar Permanent Enrolment Center (PEC) and re-enroll for getting the Aadhaar.

If the Enrollment Id (EID) is Under process, the user has to Enter the enrolment

number (Enrolment Id +Date Timestamp) and click on —Continue‖ button to proceed

with Registration process on DBT Portal.
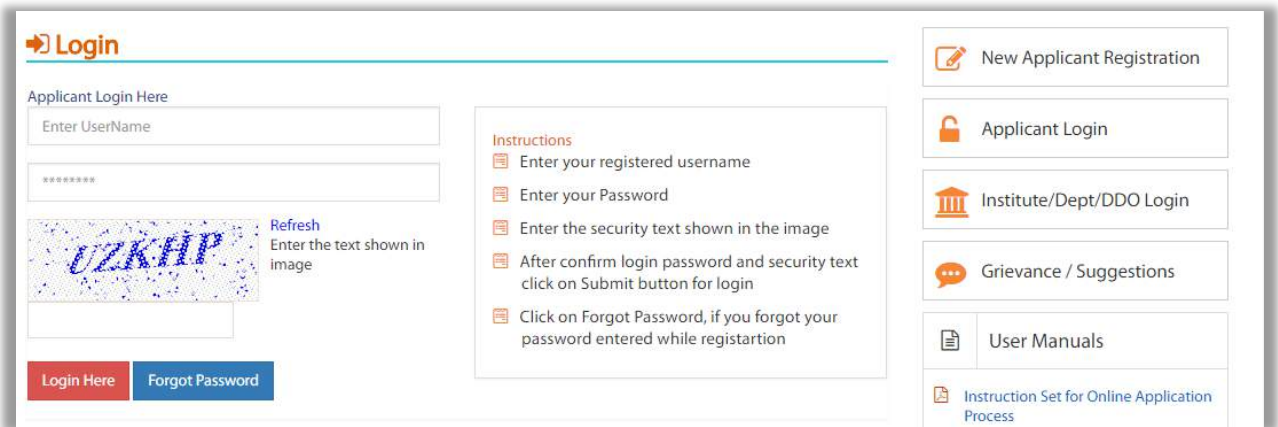
6. User Login

To login into Aaple Sarkar DBT portal, Applicant has to perform following steps.

Select User Type from following options:

e.g. Applicant Login: Student or Farmer or any resident

e.g. Institute/Dept/DDO : School or College / Departmental approval authorities.

b. Username & Password - Login using created/registered Username and Password.

C. Captcha - Enter the valid Captcha and Click on Login

Forgot User Name / Password:

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

Select Authentication type: Mobile Number /Email Step1:

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

The User will receive an OTP on registered mobile or email on after successful verification of entered details. Incase, Multiple records found for the registered mobile number. System checks for DOB.
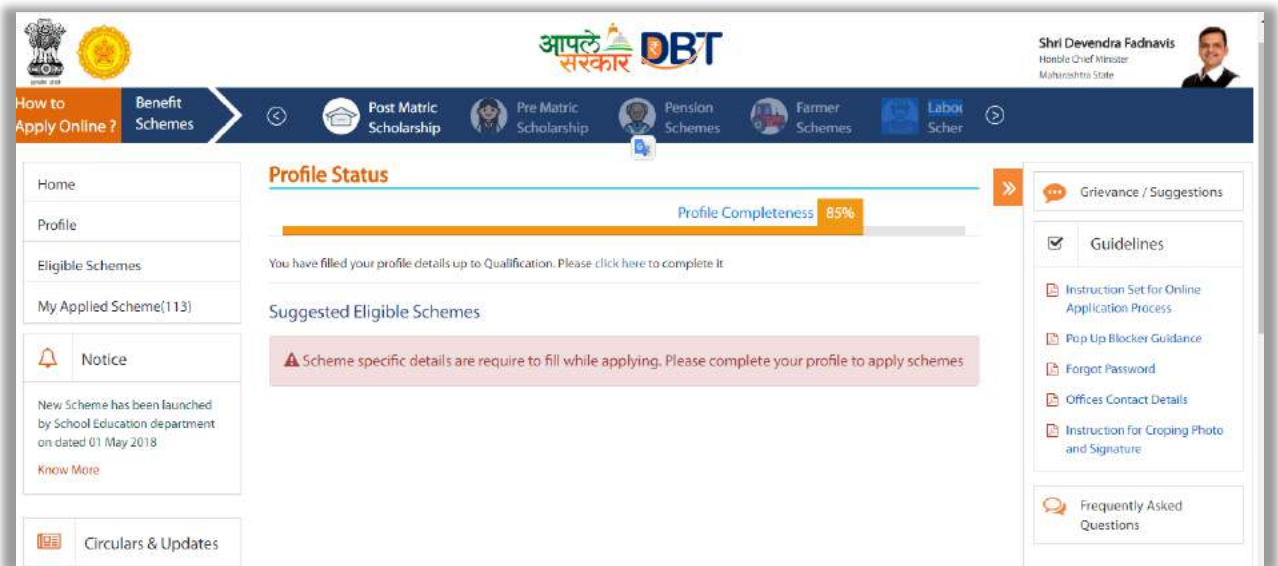
Step 2: Verify OTP

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

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

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

7. User Dashboard:

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

7.1. Left panel – Menu

The following items shown on the Left panel of the Applicant dashboard after login

1. **Home**

   The applicant will land on Home page after login

   1 Home Page Information: The applicant can view profile completeness status and add or update accordingly.

   User can also view the "Suggested Eligible Schemes" according to the profile as filled up

2. Profile

User will click on profile button in order to fill in details of profile .
Profile is divided into the following categories

1. Personal Information – User will fill in Personal Information details relating to - Personal Details, Domicile Details, Income Details, Personal Eligibility Details, Caste Details -

Personal and domicile details

Personal Details :

Applicants have to fill all mandatory fields in the form

Aadhaar Number

Name

Mobile number

Email ID

Date of Birth

Age

Gender

Religion (Dropdown)

Marital Status (Married/Unmarried)

Domicile Details :

Applicants have to fill all mandatory fields in the form

Are you Domicile of Maharashtra?

Do you have Domicile Certificate (Self/Parents)?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Details

Income Details | **Family Annual Income** *
0.00

Do you have Income Certificate? * Yes / No — Yes selected

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it? * Yes / No — No selected

Income Certificate No *
123

Issuing Authority *
Tahsildar

Income Certificate *
Choose File   No file chosen
(Only .jpeg, .jpg, .pdf files allowed)

View Document

Date of Issue *
15/05/2018

Personal Eligibility Details

Are you Salaried? *
No

Disability of any Type? *
Yes

Disability Type *
Permanent

Person with Disability *
Blindness

Do you have Disability Certificate ? * Yes / No — Yes selected

Does your Certificate have a Barcode? * Yes / No — No selected

Disability Certificate Number *
213

Disability Percentage (Should not less than 40%) *
55

Issuing Authority *
Medical Superintendent

Disability Certificate *
Choose File   No file chosen
(Only .jpeg, .jpg, .pdf files allowed)

View Document

Date of Issue *
15/05/2018

Sibling Number
3 or more

Ration Card *
Choose File   No file chosen
(Only .jpeg, .jpg, .pdf files allowed)

View Document

Income Details and Personal Eligibility Details

Income Details :

Applicants have to fill all mandatory fields in the form

Family Income

Do you have Income Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Here

Personal Eligibility Details:

Applicants have to fill all mandatory fields in the form

Are you Salaried?

Job type

Disability Type

Person with Disability?

Do you have Disability Certificate (Yes/No)

Sibling Number

Caste Details :

Applicants have to fill all mandatory fields in the form

Caste Category

Caste

Sub Caste

Do you have Caste Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Caste Certificate Number

2. Address Information - User will fill in Address Information details relating to –

Permanent and Correspondence Address Details

Permanent Address Details

Applicants have to fill all mandatory fields in the form

Address

State

District

Taluka

Village

Pincode

Correspondence Address Details

Applicants have to fill all mandatory fields in the form

Address

State

District

Taluka

Village

Pincode

3. Other Information – User will fill in Address Information details relating to –

Parent's/Guardian's Details

Parent's/Guardian's Details:

Applicants have to fill all mandatory fields in the form

Is Father alive? (Yes/No)

Father Name

Is Salaried?

Occupation

Is ex-Armed Force Employee?

Posted in Maharashtra

Service Type

Ex-Armed Force Employee/DSSA Certificate

Applicants have to fill all mandatory fields in the form

Is Mother alive? (Yes/No)

Mother Name

Is Salaried?

Occupation

Is ex-Armed Force Employee?

Posted in Maharashtra

Service Type

Ex-Armed Force Employee/DSSA Certificate

4. Qualification Information – User will fill in Address Information details relating to

Qualification Information

Past Qualification Information

Applicants have to fill all mandatory fields in the form

Qualification type

Degree

Subject

Completed or Pursuing

State

Board/University

Admission Date

Result

Passing Year

Attempts

Percentage

Course Duration (in months)

Class/Grade

Mode

Upload Marksheet

Was any GAP in this Qualification/Course? (Yes/No)

SrNo	View Document	Action	Delete	Qualification Type	Degree	Year Of Study	Subject	State	Board/University	Resu
1	👁 View Document	✏ Edit	🗑 Delete	Under Graduate Course	Other	Final Year	12th Composite	MAHARASHTRA	Amravati University, Amravati	Passe
2	👁 View Document	✏ Edit	🗑 Delete	Under Graduate Course	Law	Final Year	3 Years LL.B	MAHARASHTRA	University of Mumbai, Mumbai	Passe

After saving qualification details, grid view will be displayed above

5. Hostel Details – User will fill in Address Information details relating to

Hostel Information

In hostel information, if day scholar is selected then no form will be displayed

Hostel Details

Applicants have to fill all mandatory fields in the form

Beneficiary Category (Hosteller/Day Scholar)

State

District

Taluka

Hostel Type

Hostel Name

Is Hostel Aided?

Hostel Address

Date of Admission

Is mess available?

Rent per Month

Hosteller Certificate

6. Course Applied – User will fill in Address Information details relating to Current course

If yes is selected in "Have you applied for foreign course?", the above form will be displayed

Current Course Details

Applicants have to fill all mandatory fields in the form

Have you applied for Foreign Course?(Yes/No) (If yes)

Country

Course

Total Duration of course in year

University Name

QS World University Ranking(Less than equal to 300)

University Address

University Phone Number

University Email ID

Date of Admission

University Admission Letter(Unconditional/Conditional)

Was any GAP in this Qualification/Course? (Yes/No)

Profile Completeness **100%**

Personal Information
Address Information
Other Information
Qualification Information
Hostel Details
Course Applied

Current Course Details

Have You apply for Foreign Course? *

○ Yes ● No

Admission year in college *
--Select--

State *
--Select--

District *
--Select--

Taluka *
--Select--

College Name *
--Select--

Course Name *
--Select--

Year Of Study *
--Select--

Completed Or Pursuing *
--Select--

University Name *
--Select--

Grant Type *
--Select--

College Type *
Aided

Date of Admission *

Was any GAP in this Qualification / Course ? *

○ Yes ○ No

Submit **Reset**

If no is selected in "Have you applied for foreign course?", the above form will be displayed

SrNo	Admission year in college	College Name	Course Name	University Name	Year Of Study	IsCompletedOrContinue	Class/Grade	Date of Admission	Result Date	Action	Del
1	2017	PEN PRIVATE HIGH. SCHOOL	11th Arts	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION	First Year	Pursuing	NA	02/02/16	NA	✎ Edit	🗑

After saving current course details, grid view will be displayed above

Current Course Details

Applicants have to fill all mandatory fields in the form

Have you applied for Foreign Course?(Yes/No) (If No)

Admission year in college

State

District

Taluka

College Name

Course Name

Year of Study

Completed or Pursuing

University Name

Grant Type

College Type

Date of Admission

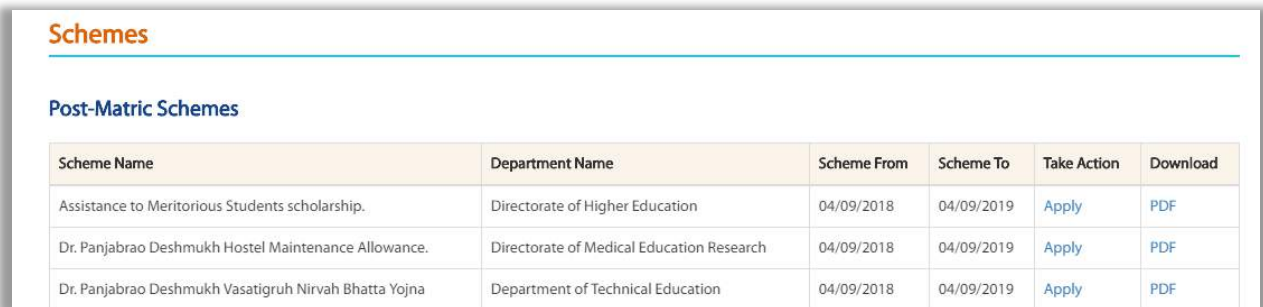Was any Gap in this Qualification/Course? (Yes/No)

After saving the profile, User can either click on All schemes button or Home button

Home button will display the landing page of the Portal where "Suggested eligible Schemes" according to the Profile will be displayed.

All Schemes will display all the schemes available on the Portal open for Application

3. **All Schemes**

This screen will display all the Post Matric schemes after clicked on All Schemes
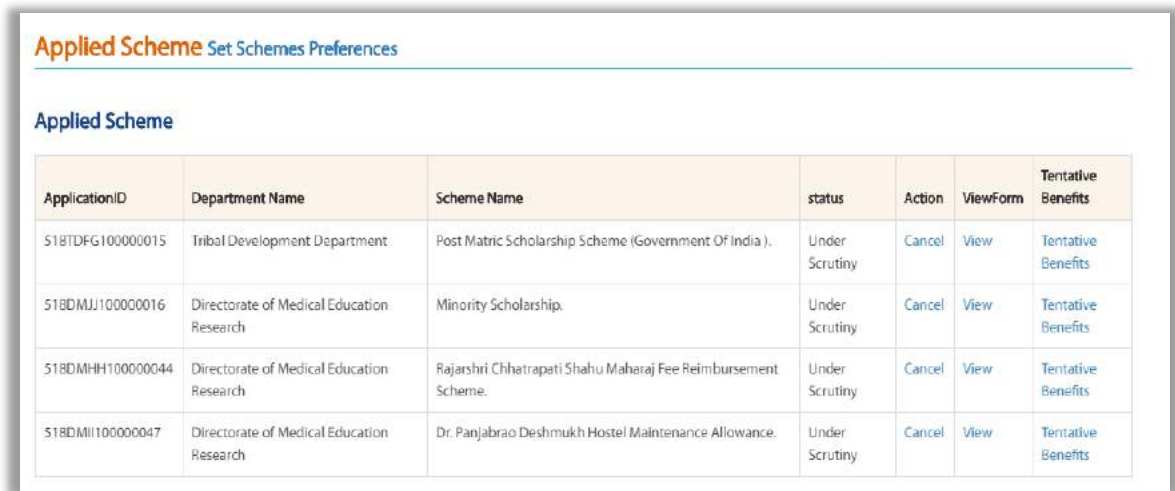
Schemes

Post-Matric Schemes

Scheme Name	Department Name	Scheme From	Scheme To	Take Action	Download
Assistance to Meritorious Students scholarship.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Dr. Panjabrao Deshmukh Hostel Maintenance Allowance.	Directorate of Medical Education Research	04/09/2018	04/09/2019	Apply	PDF
Dr. Panjabrao Deshmukh Vasatigruh Nirvah Bhatta Yojna	Department of Technical Education	04/09/2018	04/09/2019	Apply	PDF

User can either apply for schemes or Click on PDF to view the GR of the schemes

4. My Applied Scheme

In order to check for the total number of schemes applied, applicant should click on applied schemes button.

Under Applied Schemes option, user can view –

1. Application ID
2. Department Name
3. Scheme Name
4. Status
5. Action
6. View Form
7. Tentative Benefits

Under Action column, user can "Cancel" the application which is applied

Under View form column, user can "View" the application which is applied

Under Tentative Benefits column, user can view the "Tentative Benefits" break down in new a window

Applied Scheme

ApplicationID	Department Name	Scheme Name	status	Action	ViewForm	Tentative Benefits
518TDFG100000015	Tribal Development Department	Post Matric Scholarship Scheme (Government Of India).	Under Scrutiny	Cancel	View	Tentative Benefits
518DMJJ100000016	Directorate of Medical Education Research	Minority Scholarship.	Under Scrutiny	Cancel	View	Tentative Benefits