

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 disbursement 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 2018-19 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 provision for edit only if application is sent back for minor changes .

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:

Skip To Main Content Skip To Navigation Home A+ A- A- मराठी

आपले सरकार DBT Shri Devendra Fadnavis Hon'ble Chief Minister Maharashtra State

How to Apply Online? Benefit Schemes

Post Matric Scholarship Pre Matric Scholarship Pension Schemes Farmer Schemes Labor Schemes

Notice

New Scheme has been launched by School Education department on dated 01 May 2018
Know More

Click here for Help >>

Circulars & Updates

Direct Benefit Transfer leads to Rs 4155-crore
Read more...

All Direct Benefit Transfers to be linked to Aadhaar by year end
Read more...

Direct benefit transfer to be used for fertiliser subsidy
Read more...

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Read more...

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Read more...

Direct benefit transfer to be used for fertiliser subsidy
Read more...

Welcome to Aaple Sarkar DBT Portal
Unprecedented expansion of direct benefits to the deprived and deserving

All Schemes

- Social Justice and Special Assistance Department +
- Tribal Development Department +
- Directorate of Higher Education +
- Directorate of Technical Education +
- School Education and Sports Department +
- VJNT,OBC and SBC Welfare Department +
- Directorate of Medical Education and Research +
- Minority Development Department +

37 Total Schemes

301 Number of Registrations

1055 Number of Applications

New Applicant Registration

Applicant Login

Institute/Dept/DDO Login

Grievance / Suggestions

User Manuals

Instruction Set for Online Application Process

Pop Up Blocker Guidance

Forgot Password

Offices Contact Details

Instruction for Cropping Photo and Signature

Frequently Asked Questions

Terms & Condition FAQs

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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 via the system

Circular & Updates:

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

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 provided by 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:

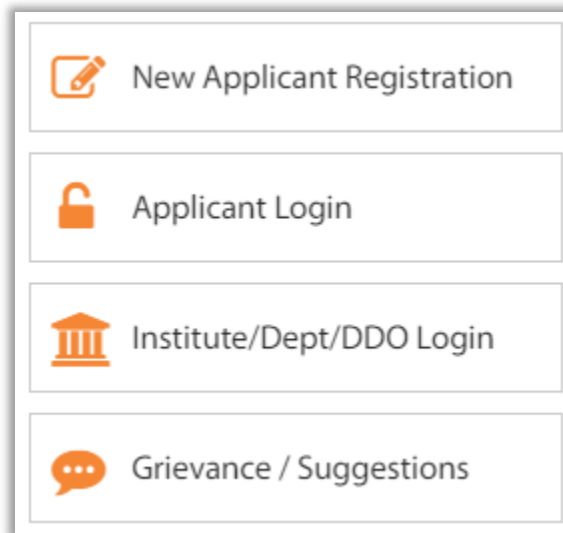
Total Schemes applied through the portal information will be displayed under schemes applied.

5. Online Registration for Aaple Sarkar DBT:

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

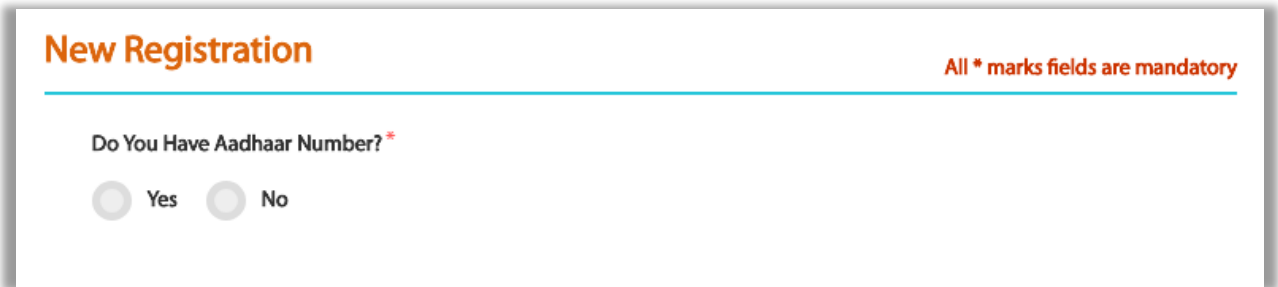
Online Registration done through the website <http://www.aaplesarkar.dbt.gov.in> from any of the internet access point.

New user to Register into the portal, click on —New Applicant Registration button



5.1. Registration using Aadhaar Number

Registration process explained below.



New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? *

Yes No

Step 1- Do You Have Aadhaar Card?

If selected —Yes, 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 number not registered with Aadhaar, then the user can select the authentication type as Biometric.

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


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

New Registration

All * marks fields are mandatory

Do You Have Aadhaar Number? *

Yes No



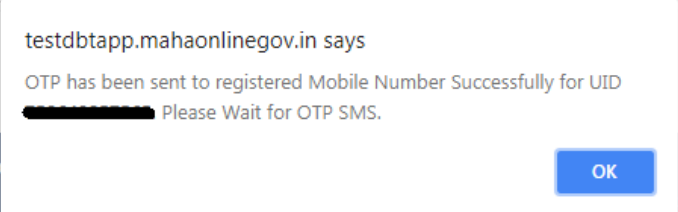
Sample Aadhaar slip
← Zoom to view

Enter the Aadhaar Number (UID) *

Choose Authentication Type *

OTP Biometric

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



testdbtapp.mahaonlinegov.in says
OTP has been sent to registered Mobile Number Successfully for UID
██████████ Please Wait for OTP SMS.

OK

New Registration

Do You Have Aadhaar Number?

Do You Have Aadhaar Number? *

Yes No

Enter the Aadhaar Number (UID) *

Choose Authentication Type *

OTP Biometric

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) *

XXXXXXXXXX

Choose Authentication Type *

OTP Biometric

Enter OTP *

XXXXXX

Send OTP

Verify OTP

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

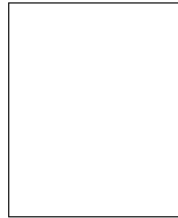
Post successful OTP verification an alert message —Authentication Successful! Please click on Continue will be displayed on the screen. Click on OK button to continue with registration

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

All * marks fields are mandatory



Aadhaar Number (UID) *

xxxxxxxx0313

Applicant Name *

Applicant Name (Marathi) *

Date Of Birth *

Gender *

Address *

State *

District *

Taluka *

PinCode *

Username *

Suggested Usernames:

DARS05011989

DARS050119897

DARS05011989

DARS05

Note: Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.

Password *

Note: Password Length should be minimum 8 characters and maximum 20 characters. Password must contain atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character.

Confirm Password *

i Note: Email ID if entered then Email ID verification is mandatory. ×

Email ID

Get OTP for Email ID Verification

i Note: Mobile Number verification is mandatory. ×

Mobile Number *

Get OTP for Mobile Number Verification

Captcha

96391

Refresh

Enter Captcha

Note: Only after entering correct captcha Save button will enable.

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.

The form is divided into two main sections: Username and Password. The Username section includes a text input field, a list of suggested usernames, and a note about the format. The Password section includes a text input field, a note about the password requirements, and a Confirm Password field.

Username *

Suggested Usernames:

- DARS05011989
- DARS050119897
- DARS05011989
- DARS05

Note: Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.

Password *

Note: Password Length should be minimum 8 characters and maximum 20 characters. Password must contain atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character.

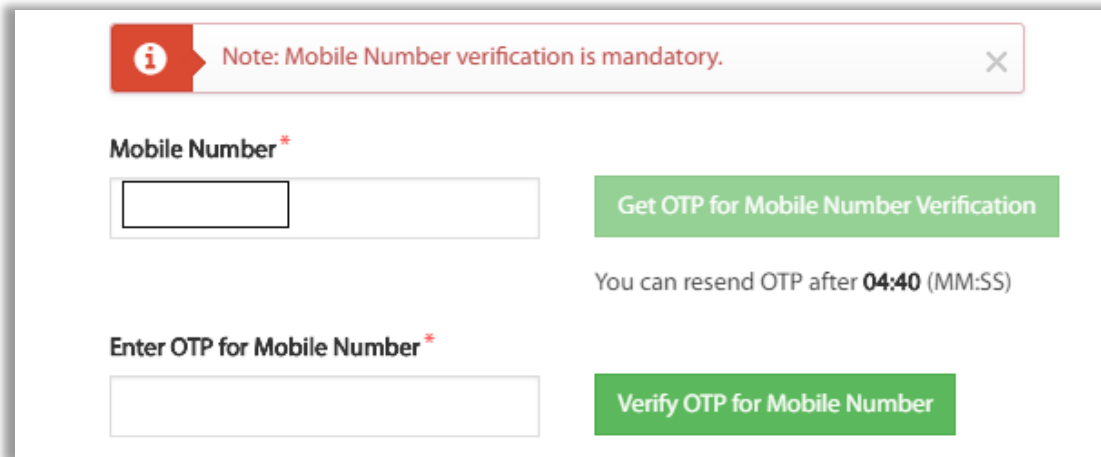
Confirm Password *

For Username, suggestion is also provided which are not used in the system as it should be unique. Also Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.

Password format is also provided in the note section

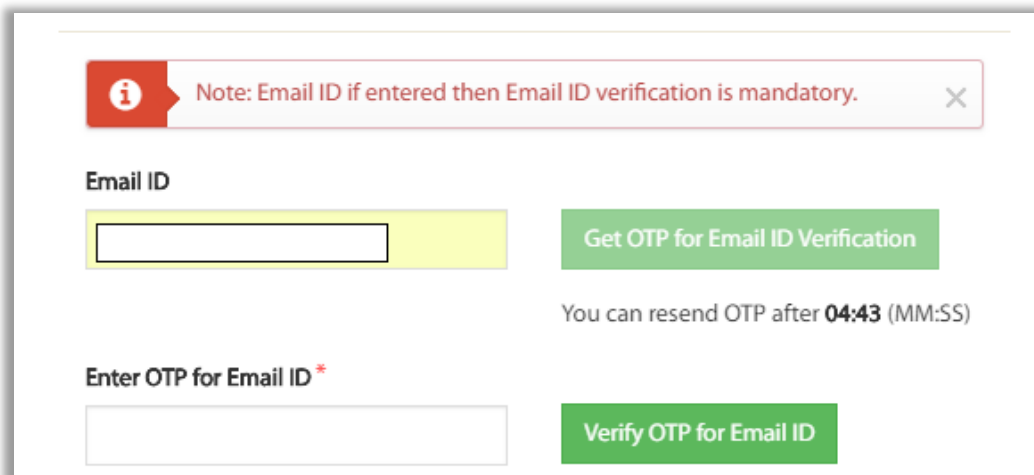
Applicant should enter the User Name, Password, Confirm Password

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click on “Get OTP for Mobile Number Verification”. On click, OTP will be received on the entered mobile number. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Mobile number” button. OTP will be verified for 30 minutes



The screenshot shows a web form for mobile number verification. At the top, there is a red information banner with a white 'i' icon and the text "Note: Mobile Number verification is mandatory." with a close 'x' button. Below the banner, the label "Mobile Number*" is positioned above a white text input field. To the right of the input field is a green button labeled "Get OTP for Mobile Number Verification". Below the input field, the text "You can resend OTP after 04:40 (MM:SS)" is displayed. Further down, the label "Enter OTP for Mobile Number*" is above another white text input field. To the right of this field is a green button labeled "Verify OTP for Mobile Number".

Applicant should enter valid Email – ID and click on “Get OTP for email ID verification”. Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will help the applicant receive time to time updates about the application. For this, Applicant should enter the email ID and click on “Get OTP for Email ID Verification”. On click, OTP will be received on the entered email address. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Email ID” button. OTP will be verified for 30 minutes



The screenshot shows a web form for email ID verification. At the top, there is a red information banner with a white 'i' icon and the text "Note: Email ID if entered then Email ID verification is mandatory." with a close 'x' button. Below the banner, the label "Email ID" is positioned above a white text input field. To the right of the input field is a green button labeled "Get OTP for Email ID Verification". Below the input field, the text "You can resend OTP after 04:43 (MM:SS)" is displayed. Further down, the label "Enter OTP for Email ID*" is above another white text input field. To the right of this field is a green button labeled "Verify OTP for Email ID".

After verification, CAPTCHA should be entered and click on save

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

5.2. Registration using Non Aadhaar

Step 1: Click on New Applicant Registration. Applicant can have multiple Scenarios for Registration as below.

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

New Registration

Do You Have Aadhaar Number?

Do You Have Aadhaar Number? *

Yes No

New Registration

All * marks fields are mandatory

Do You Have Aadhaar Number? * Yes No

Do you have Aadhaar Enrolment ID? * Yes No

After No is selected - "Do you have Aadhaar Enrollment ID?" is asked

New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? * Yes No

Do you have Aadhaar Enrolment ID? * Yes No

Do you want to know the status of your Enrolment ID? * Yes No

[Check your Aadhaar Status](#) [Generated](#) [Under Process](#) [Rejected](#)

Note:

- 1. Generated: If your Aadhaar Number has been generated then please click on Generated button to continue with the registration using Aadhaar.
- 2. Underprocess: If your Aadhaar Number generation is still in progress then please click on In Progress button to continue registration with Enrolment ID.
- 3. Rejected: If your request for Aadhaar has been rejected then please click on Rejected button to continue registration using Enrolment ID.

If Yes is selected, “Do you want to know the status of Enrollment ID?” is asked and again if Yes is selected, the above screen will get displayed on the Portal UIDAI page will get opened in new tab

If Applicant clicks on “Generated” button then will be proceeded for Registration with Aadhaar number screen

If Applicant clicks on “Under Process” button then will be proceeded for Registration with Non-Aadhaar number screen.

If Applicant clicks on “Rejected” button then will be proceeded for New Registration (Non Aadhaar flow)

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

New Registration

Do You Have Aadhaar Number?

Do You Have Aadhaar Number? *

Yes No

New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? * Do you have Aadhaar Enrolment ID? *

Yes No Yes No

After No is selected - “Do you have Aadhaar Enrollment ID?” is asked and if Yes is selected

New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? * Do you have Aadhaar Enrolment ID? * Do you want to know the status of your Enrolment ID? *

Yes No Yes No Yes No

Again question will be asked, “Do you want to know the status of your Enrollment ID? And if No is selected then New Registration (Non Aadhaar flow) screen will be displayed.

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

New Registration

Do You Have Aadhaar Number?

Do You Have Aadhaar Number? *

Yes No

New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? * Do you have Aadhaar Enrolment ID? *

Yes No Yes No

After No is selected - “Do you have Aadhaar Enrollment ID?” is asked where if user selects No then user is redirected to New Registration (Non – Aadhaar flow)

Step 2 : New Registration (Non Aadhaar) form page will be displayed -

Back to Aadhaar Registration

New Registration (Non Aadhaar)

All * marks fields are mandatory

Do you have Aadhaar Enrolment ID? *

Yes No

Sample Enrolment Slip
← Zoom to view

Book Appointment for Aadhaar

Note: Email ID if entered then Email ID Verification is mandatory.

Email ID

Get OTP for Email ID Verification

Note: Mobile Number verification is mandatory.

Mobile Number*

Get OTP for Mobile Number Verification

User can also click on “Book Appointment for Aadhaar” to get enrolled in Aadhaar Scheme

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click on “Get OTP for Mobile Number Verification”. On click, OTP will be received on the entered mobile number. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Mobile number” button. OTP will be verified for 30 minutes

Applicant should enter valid Email – ID and click on “Get OTP for email ID verification”.
Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will help the applicant receive time to time updates about the application. For this, Applicant should enter the email ID and click on “Get OTP for Email ID Verification”. On click, OTP will be received on the entered email address. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Email ID” button. OTP will be verified for 30 minutes

Step 3 : Enter Further Form details

The form is a registration form for a Non-Aadhaar workflow. It consists of the following fields and instructions:

- Applicant Name ***: Text input field.
- Date Of Birth ***: Text input field.
- Gender ***: Dropdown menu with "--Select--" as the current selection.
- Address ***: Text input field.
- State ***: Dropdown menu with "--Select--" as the current selection.
- District ***: Dropdown menu with "--Select--" as the current selection.
- Taluka ***: Dropdown menu with "--Select--" as the current selection.
- Pincode ***: Text input field.
- Username ***: Text input field. Below it is a green note box: **Note:** Username should contain only alphabets and numbers. Username should be greater than 4 characters and less than 15 characters.
- Password ***: Text input field. Below it is a green note box: **Note:** Password Length should be minimum 8 characters and maximum 20 characters. Password must contain atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character.
- Confirm Password ***: Text input field. To its left is a green circular button with a white right-pointing arrow.

User should enter the basic details in the Non-Aadhaar Workflow

Enter Applicant Name.

Select Date of Birth

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 4 : Upload Identification Proofs required -

1  File Size
5 KB to 20 KB

The size of the PDF file should be less than 256 KB.
The size of JPEG/JPG file should fall between 5KB to 20KB

2  File Format should be JPEG, JPG, PDF.

Identity Proof*

--Select-- No file chosen

Address Proof*

--Select-- No file chosen

Birth Proof*

--Select-- No file chosen

Relationship Proof*

--Select-- No file chosen

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

Step 5:

Instruction for UploadPhoto

- 1** File Size 5 KB to 20 KB
The size of the photograph should fall between 5KB to 20KB
- 2** JPEG PNG TIFF
Photograph Format should be JPEG.
- 3** 160px
The width of the photograph should be 160 pixels.
- 4** 200 px to 212 px
The height of the photograph should fall between 200 to 212 pixels.

Upload Photo *

Choose File No...

Crop Photo

If you dont have photo in this mentioned size you can go throug the below link to upload & crop photo. Steps are as below

- Click on below link to crop photo
- Select option for "Crop photo"
- Upload your photo
- Resize your photo and fit it inside the red mark given
- After resizing click on "crop image". Click on "Download button" to get the photo

[Click here to Crop Photo](#)

Captcha

Refresh

Enter Captcha

Note: Only after entering correct captcha Save button will enable.

[Save](#) [Reset](#)

Here user will upload the photo required according to the Portal's requirement. In case Applicant is not having the image as per requirement, applicant can click on "Click here to Crop Photo" button and on new tab screen will get opened.

Applicant can edit the signature as well as photo and then upload it to the portal.

After the above steps, User needs to enter the CAPTCHA and click on save in order to get Registered.

6. User Login

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

a) Click on “Applicant Login” button -

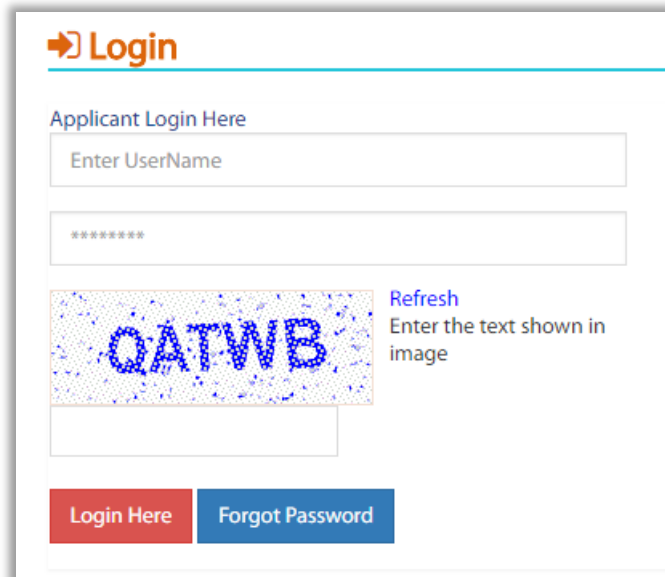
The screenshot displays the Aaple Sarkar DBT Portal homepage. At the top left, a banner reads "Welcome to Aaple Sarkar DBT Portal" with the tagline "Unprecedented expansion of direct benefits to the deprived and deserving" and a row of five portraits. Below the banner is a navigation menu with "All Schemes" and a list of departments: Social Justice and Special Assistance Department, Tribal Development Department, Directorate of Higher Education, Directorate of Technical Education, School Education and Sports Department, VJNT,OBC and SBC Welfare Department, Directorate of Medical Education and Research, and Minority Development Department. On the right side, a vertical sidebar contains several utility buttons: "New Applicant Registration", "Applicant Login", "Institute/Dept/DDO Login", "Grievance / Suggestions", "User Manuals", "Instruction Set for Online Application Process", "Pop Up Blocker Guidance", "Forgot Password", "Offices Contact Details", "Instruction for Cropping Photo and Signature", and "Frequently Asked Questions".

b. Username & Password – Enter the Username and Password as entered during registration.

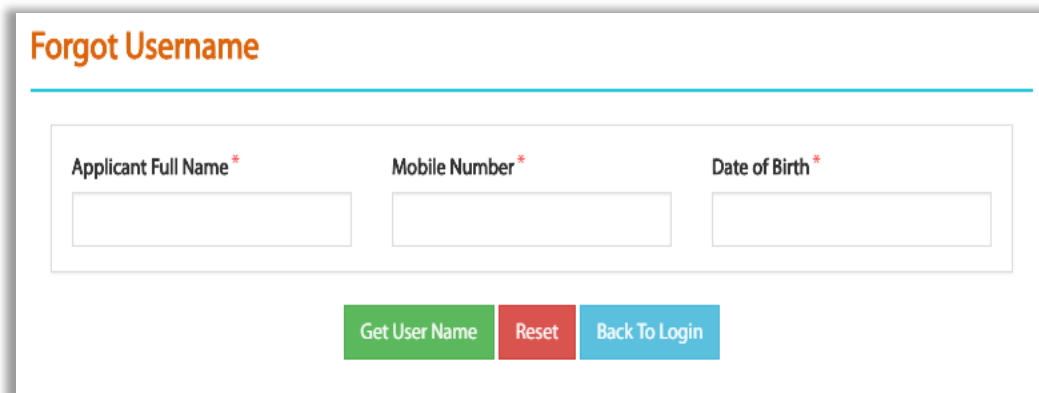
c. Captcha - Enter the valid Captcha and Click on Login

Forgot User Name :

If Applicant Forgets User Name then Click on Forgot User Name button on the Home DBT page.



The screenshot shows a login form titled "Login" with a right-pointing arrow icon. Below the title is the text "Applicant Login Here". There are two input fields: the first is labeled "Enter UserName" and the second is a password field with asterisks. Below the password field is a CAPTCHA image showing the text "QATWB" in a blue, pixelated font. To the right of the CAPTCHA is a "Refresh" link and the instruction "Enter the text shown in image". Below the CAPTCHA is an empty input field. At the bottom of the form are two buttons: "Login Here" (red) and "Forgot Password" (blue).



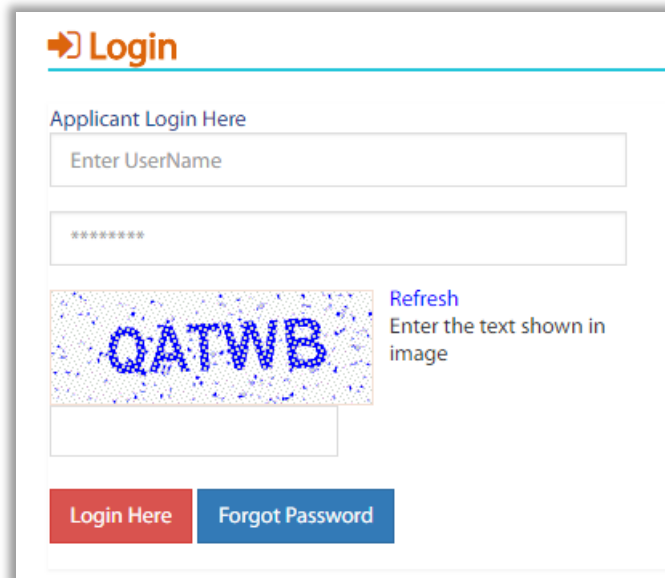
The screenshot shows a form titled "Forgot Username". It contains three input fields: "Applicant Full Name*", "Mobile Number*", and "Date of Birth*". Below these fields are three buttons: "Get User Name" (green), "Reset" (red), and "Back To Login" (blue).

Applicant will have to enter Full Name, Mobile number which is registered on the portal and Date of birth

After entering the details, Click on Get User Name button. Applicant will receive SMS on the Mobile number which was used while registration into the Portal.

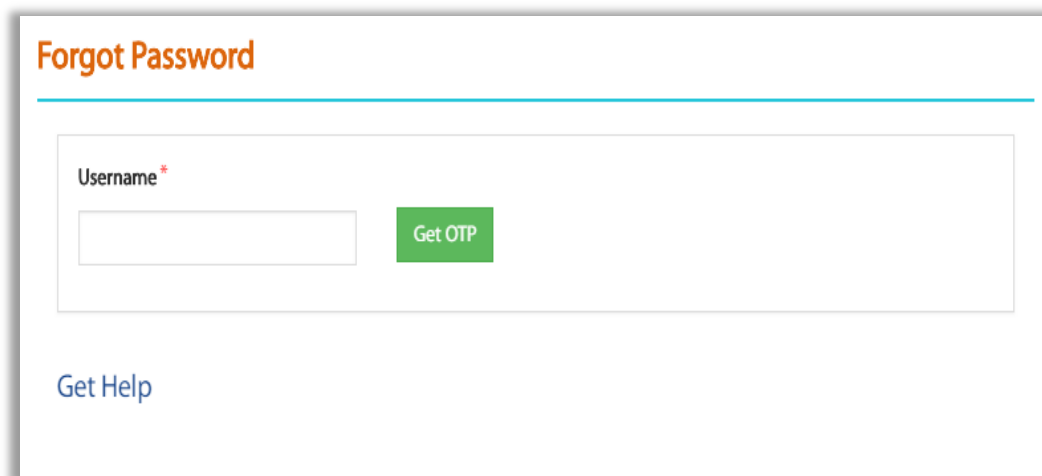
Forgot Password :

If Applicant Forgets Password then Click on Forgot Password button on the Home DBT page.



The screenshot shows a login interface with the following elements:

- Header:** Login (with a right-pointing arrow icon)
- Section:** Applicant Login Here
- Form Fields:**
 - Enter UserName
 - ***** (password field)
 - Refresh (link)
 - Enter the text shown in image (text input field)
- Image:** A CAPTCHA image showing the text "QATWB" in a blue, pixelated font.
- Buttons:** Login Here (red) and Forgot Password (blue)



The screenshot shows a "Forgot Password" page with the following elements:

- Header:** Forgot Password
- Form Fields:**
 - Username* (text input field)
 - Get OTP (green button)
- Link:** Get Help (blue text)

Applicant will have to enter Username as Registered on the Portal

After the above step user will have to click on "Get OTP" button. SMS will be received on Registered mobile number.

User will have to enter OTP. Enter New Password ,Confirm Password and click on Set Password button.

7. User Dashboard:

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

The screenshot displays the user dashboard interface. At the top, there are logos for the Government of Maharashtra and the DBT (Direct Benefit Transfer) scheme. The user's name, Shri Devendra Fadnavis, and his title, Hon'ble Chief Minister, Maharashtra State, are shown in the top right corner. The main navigation bar includes links for 'How to Apply Online?', 'Benefit Schemes', 'Post Matric Scholarship', 'Pre Matric Scholarship', 'Pension Schemes', 'Farmer Schemes', and 'Labour Schemes'. The left sidebar menu contains options for 'Home', 'Profile', 'All Schemes', 'My Applied Scheme(0)', 'My Canceled Scheme (9)', 'Aadhaar Bank Link', 'Click here for Help', 'Grievance / Suggestions', and 'Guidelines'. The main content area shows the 'Profile Status' with a 'Profile Completeness' of 100%. Below this, there is a section for 'Suggested Eligible Schemes (On the basis of Caste, Religion and Income)' which contains a table of various schemes.

Scheme Name	Department Name	Take Action	Download GRs	Tentative Benefits
Maintenance Allowance for student Studying in professional courses.	Social Justice and Special Assistance Department	Apply	PDF	Tentative Benefits
Rajarshri Chhatrapati Shahu Maharaj Merit Scholarship.	Social Justice and Special Assistance Department	Apply	PDF	Tentative Benefits
Post- Matric Scholarship for persons with disability.	Social Justice and Special Assistance Department	Apply	PDF	Tentative Benefits
Rajarshri Chhatrapati Shahu Maharaj Shikshan Shulka Shishyavrutti Scheme.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Assistance to Meritorious Students scholarship.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Education Concession to the Children of Ex-Servicemen.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Eklavya Scholarship.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
State Government Open Merit Scholarship.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Scholarship to Meritorious students possessing Mathematics /Physics	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Government Vidyaniketan Scholarship.	Directorate of Higher Education	Apply	PDF	Tentative Benefits

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 -

The screenshot displays a web interface for updating a profile. At the top right, it shows 'Profile Completeness 100%'. A progress bar below this bar has six segments: 'Personal Information' (highlighted in orange), 'Address Information', 'Other Information', 'Current Course', 'Past Qualification', and 'Hostel Details'. The 'Personal Information' section is expanded, showing a 'Personal Details' sub-section with the following fields: Aadhaar Number (with a value 'xxxxxxxx7565' and an 'Update Profile as per Aadhaar' button), Name, Mobile Number, Email ID, Date of Birth, Age, Gender (dropdown), Applicant Full Name (As Per SSC Marksheet/ L.C.), Parent's Mobile, and Marital Status (radio buttons for Married, Unmarried, Divorcee). Below this is a 'Religion Details' sub-section with a Religion dropdown menu. A sidebar on the left contains navigation links like Home, Profile, All Schemes, My Applied Scheme(0), My Canceled Scheme (9), Aadhaar Bank Link, Click here for Help, Grievance / Suggestions, Guidelines, and various instruction links. A note at the bottom right of the form states 'All * marks fields are mandatory'.

Personal 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)

Note – Applicants registered via Non – Aadhaar flow, should click on “Update Profile as per Aadhaar” as it is mandatory for DBT scheme benefit disbursement. Applicant after acquiring Aadhaar number should enter the number –

The screenshot shows a web interface for updating a profile. At the top, there are three tabs: 'Personal Information' (highlighted in orange), 'Address Information', and 'Other Information'. Below the tabs is a blue bar with the title 'Update Profile'. Underneath is a 'Personal Details' section with a light blue background. It contains a text input field for 'Aadhaar Number' with a red 'Link Aadhaar' button to its right. Below that is a text input field for 'Name *' with a redacted area.

User should click on Link Aadhaar button

Link profile to Aadhaar

Enter the Aadhaar Number (UID) *

Send OTP

Enter OTP *

Verify OTP

After Entering aadhaar number click on send OTP and enter the OTP in the box

Link profile to Aadhaar

Enter the Aadhaar Number (UID) *

Send OTP

Enter OTP *

429005

Verify OTP

Note: The details below are as per Aadhaar. Please verify and in case of any corrections please visit the Aadhaar website or nearest Aadhaar Enrolment Center.

<input type="text"/>	Aadhaar Number (UID) *	<input type="text"/>	Applicant Name *	<input type="text"/>
	xxxxxxxx3528			
	Applicant Name (Marathi) *	<input type="text"/>	Date Of Birth *	<input type="text"/>
	Gender *	<input type="text"/>	Age *	<input type="text"/>
	<input type="text"/>			
	State *	<input type="text"/>	District *	<input type="text"/>
	Taluka	<input type="text"/>	Pincode *	<input type="text"/>
	<input type="button" value="Update Profile"/>		<input type="button" value="Reset"/>	

After verifying OTP successfully, data will be displayed of the applicant on screen. Applicant should verify and click on Update Profile button in order to update the Profile with Aadhaar details.

Caste Details

Caste Details

Caste Category * <input type="text"/>	Caste * <input type="text"/>	Do you have Caste Certificate? * <input checked="" type="radio"/> Yes <input type="radio"/> No
Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it? * <input type="radio"/> Yes <input checked="" type="radio"/> No		
Caste Certificate Number * <input type="text"/>	Issuing District * <input type="text"/>	Applicant Name * <input type="text"/>
Issuing Authority * Sub Divisional Officer(SDO) <input type="text"/>	Caste Certificate * <input type="button" value="Choose File"/> No file chosen <small>(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)</small>	<input type="button" value="View Document"/>
Issuing Date * <input type="text"/>		

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

Income Details

Income Details

Family Annual Income *

Do you have Income Certificate? *

Yes No

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

Yes No

Income Certificate No *

Issuing Authority *

Income Certificate *

No file chosen

(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)

Date of Issue *

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

Domicile Details

Domicile Details

Are you Domicile of Maharashtra? *
 Yes No

Do you have Domicile Certificate (Self)? *
 Yes No

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

Domicile Certificate No *

Applicant Name *

Issuing Authority *
--Select--

Domicile Certificate *
 No file chosen
(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)

Date of Issue *

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

Personal Eligibility Details

Are you Salaried? *

Job Type

Disability of any Type? *

Sibling Number

Personal Eligibility Details

Personal Eligibility Details:

Applicants have to fill all mandatory fields in the form

Are you Salaried?

Job type

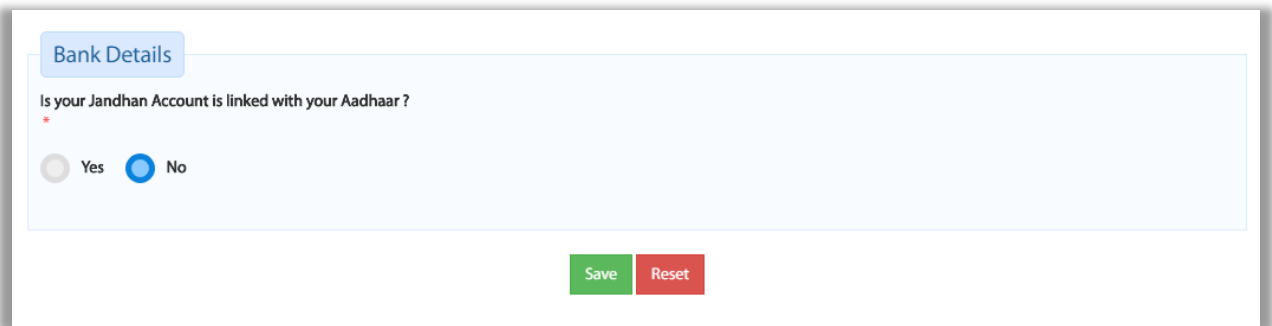
Disability Type

Person with Disability?

Do you have Disability Certificate (Yes/No)

Sibling Number

Bank Details



The screenshot shows a web form titled "Bank Details" with a light blue header. Below the header, the question "Is your Jandhan Account is linked with your Aadhaar ?" is displayed with a red asterisk indicating it is mandatory. There are two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom of the form, there are two buttons: a green "Save" button and a red "Reset" button.

Bank Details:

Is your Jandhan Account linked with your Aadhaar?

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

Profile Completeness **100%**

Personal Information **Address Information** Other Information Current Course Past Qualification Hostel Details

Permanent Address Details All * marks fields are mandatory

Address * State * District *

Taluka * Village Pincode *

Is Correspondence Address same as Permanent?
 Yes No

Correspondence Address Details

Address * State * District *

Taluka * Village Pincode *

Personal Information **Other Information**

Permanent and Correspondence Address Details

Permanent Address Details

Applicants have to fill all mandatory fields in the form

Address

State

District

Taluka

Village

Pincode

If “is Correspondence Address as same as Permanent?” if Yes is selected then Permanent address content details will get copied in Correspondence address. If no is selected, then Applicant will have to manually enter Correspondence Address Details

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 Parent's/Guardian's details relating to –

The screenshot shows a web form interface for 'Parent's/Guardian's Details'. At the top right, there is a 'Profile Completeness' indicator showing 100%. Below this is a progress bar with six steps: Personal Information, Address Information, Other Information (highlighted in orange), Current Course, Past Qualification, and Hostel Details. The main form area is titled 'Parent's/Guardian's Details' and includes a note: 'All * marks fields are mandatory'. The form is divided into two sections: one for the father and one for the mother. Each section contains a question 'Is [Parent] Alive?' with 'Yes' and 'No' radio buttons, a text input field for the parent's name, and a dropdown menu for 'Is Salaried?'. The father's section also includes a dropdown menu for 'Occupation'. At the bottom of the form are 'Save' and 'Reset' buttons.

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

Applicants have to fill all mandatory fields in the form

Is Mother alive? (Yes/No)

Mother Name

Is Salaried?

Occupation

4. Course Applied – User will fill in Current Course details information

Profile Completeness 100%

Personal Information

Address Information

Other Information

Current Course

Past Qualification

Hostel Details

Current Course Details All * marks fields are mandatory

▲ Kindly fill all the details of current pursuing course by chronological orders

Admission year in college *

Institute State *

Institute District *

Institute Taluka *

Qualification Type *

Stream *

College Name / School Name *

Course Name *

CAP ID/Admission Application ID *

Upload CAP ID Certificate *

No file chosen

(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)

Admission Type *

Completed Or Continue *

University Name *

Year Of Study *

Course Type

Is Professional ? *

Gap Years *

Sr.No.	Action	Delete	Admission year in college	College Name / School Name	Course Name	University Name	Year Of Study	Completed	Result
1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

← Other Information
Past Qualification →

5. Past Qualification Information – User will fill in Details relating to Past Qualification Information

Profile Completeness 100%

Personal Information

Address Information

Other Information

Current Course

Past Qualification

Hostel Details

Past Qualification Information All * marks fields are mandatory

ⓘ Kindly Fill SSC And HSC/Diploma Details, Ignore if you already filled

Qualification Type * <input type="text" value="--Select--"/>	Stream * <input type="text" value="--Select--"/>	Completed * <input type="text" value="Completed"/>
Institute State * <input type="text" value="MAHARASHTRA"/>	Institute District * <input type="text" value="--Select--"/>	Institute Taluka * <input type="text" value="--Select--"/>
College Name / School Name * <input type="text" value="--Select--"/>	Course * <input type="text" value="--Select--"/>	Board/University * <input type="text" value="--Select--"/>
Mode <input type="text" value="--Select--"/>		
Admission Year * <input type="text" value="--Select--"/>	Passing Year * <input type="text" value="--Select--"/>	Result * <input type="text" value="--Select--"/>
Percentage * <input type="text" value="0"/>	Attempts * <input type="text"/>	Upload Marksheet * <input type="button" value="Choose File"/> No file chosen <small style="color: red;">(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)</small>

Was any Gap in this Qualification / Course ? *

Yes No

Sr.No.	View Document	Action	Delete	Qualification Type	Stream	Course	Institute State	Board/University	Result	Admission Year	Passing Year	Percentage
1	<input type="button" value="View Document"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="button" value="View Document"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

← Current Course
Hostel Details →

Past 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	Result
1	 View Document	 Edit	 Delete	Under Graduate Course	Other	Final Year	12th Composite	MAHARASHTRA	Amravati University, Amravati	Passed
2	 View Document	 Edit	 Delete	Under Graduate Course	Law	Final Year	3 Years LL.B	MAHARASHTRA	University of Mumbai, Mumbai	Passed

After saving qualification details, grid view will be displayed above

6. Hostel Details – User will fill in Hostel / Day Scholar information

Profile Completeness 100%

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

Hostel Details

Beneficiary Category

Hosteller Day Scholar

State * Maharashtra --Select--

District * --Select--

Taluka * --Select--

Hostel Type * --Select--

Hostel Name *

Is Hostel Aided ? * --Select--

Hostel Address *

Date of Admission *

Is Mess Available ? * --Select--

Rent Per Month * 0

Hosteller Certificate * No file chosen
(Only .jpeg, .jpg, .pdf files allowed)

In hostel information, if day scholar is selected then no form will be displayed. Applicant will click on save button

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

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.

System will suggest schemes to applicant only after filling up the profile to 100 % completeness and on the basis of Caste, Religion & Income.

If clicked on All schemes, System will display all the schemes on the Portal.

3. All Schemes

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

Schemes

Post-Matric Schemes

Department *

Scheme Name

[Search](#)

Scheme Name	Department Name	Application Start Date	Application End Date	Take Action	Download GRs
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 and Research	04/09/2018	04/09/2019	Apply	PDF
Dr.Punjabrao Deshmukh Vastigruh Nirvah Bhatta Yojna(DTE)	Directorate of Technical Education	04/09/2018	04/09/2019	Apply	PDF
Education Concession to the Children Freedom Fighter.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Education Concession to the Children of Ex-Servicemen.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Eklavya Scholarship.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Government of India Post-Matric Scholarship.	Social Justice and Special Assistance Department	04/09/2018	04/09/2019	Apply	PDF
Government Research Adhichatra.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Government Vidyaniketan Scholarship.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Jawaharlal Nehru University Scholarship.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Maintenance Allowance for student Studying in professional courses.	Social Justice and Special Assistance Department	04/09/2018	04/09/2019	Apply	PDF
Merit Scholarships for Economically Backward Class Students.	School Education and Sports Department	04/09/2018	04/09/2019	Apply	PDF
Open Merit Scholarships in Junior College.	School Education and Sports Department	04/09/2018	04/09/2019	Apply	PDF

1 2 3 >

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.

Applied Scheme [Set Schemes Preferences](#)

Note :-Cancel option is only for the Applied scheme (Not for Profile Data)

Note:- Kindly click on Application ID to view scrutiny Details.

Under Scrutiny Applications **Approved Applications** **Rejected Applications**

Application ID	Department Name	Scheme Name	Status	Action	View Form	Tentative Benefits
1819TDS100000747	<input type="text"/>	Post Matric Scholarship Scheme (Government Of India).	Under Scrutiny	Cancel	View	Tentative Benefits

Under Scrutiny Applications –

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

After Application is submitted successfully by applicant, it will be displayed in under Scrutiny Applications section.

Applicant can click on Cancel button if want to take back application form.

Applicant can click on view button if want to view Applicant Details section.

For example - After application is submitted and applicant wants to view the details filled in, it is possible on click on view button under view form and also can take the print out of the form after click of Print button which is present to the bottom of the page

It is also possible, Application is sent successfully but during scrutiny major/minor issue is found. At such stage, Desk officers can send the application back and Applicant can view the application again after login.

Reason for sent back will also be provided by respective officer which will be displayed to the Applicant.

Under Scrutiny Applications		Approved Applications		Rejected Applications		
Application ID	Department Name	Scheme Name	Status	Action	View Form	Tentative Benefits
1819TDS1000000757	Tribal Development Department	Post Matric Scholarship Scheme (Government Of India).	Sent Back To Applicant	Cancel Re-apply	View	Tentative Benefits

Here Applicant should make the necessary changes in the Profile as per the given reason for sent back and click on the Re – apply button under My Applied Scheme option

4.1 Set Scheme Preferences

In the DBT system, applicant can apply for multiple schemes if applicable according to the criteria.

If applicant applies for two schemes, then applicant should give preference as “1” and “2” according to the choice.

Applied Scheme [Set Schemes Preferences](#)

Note :-Cancel option is only for cancelling the Scheme Application. One can cancel the scheme application only if it is pending for scrutiny at Institute Clerk or if it has been sent back to him for modification.

Note:- Kindly click on Application ID to view scrutiny status and details.

Under Scrutiny Applications Approved Applications Rejected Applications

Schemes Preference

Application ID	Scheme Name	Department Name	Scheme Type	Status	Preference Order
1819DHA1000000111	Assistance to Meritorious Students scholarship.	Directorate of Higher Education	Merit	Under Scrutiny	1
1819SEE1000000061	Merit Scholarships for Economically Backward Class Students.	School Education and Sports Department	Merit	Under Scrutiny	2

[Save Preferences](#)

As displayed in above image, both schemes are of type “Merit”, hence user needs to set Preference as “1” or “2” as per the choice

Also For example – Under Tribal development department, if applicant is studying a professional course and if eligible with the other scheme criteria, then applicant can apply for Post Matric Scholarship (GOI) scheme and Vocational Education Maintenance Allowance scheme from the same department.

Applied Scheme [Set Schemes Preferences](#)

Note :-Cancel option is only for cancelling the Scheme Application. One can cancel the scheme application only if it is pending for scrutiny at Institute Clerk or if it has been sent back to him for modification.

Note:- Kindly click on Application ID to view scrutiny status and details.

Under Scrutiny Applications **Approved Applications** **Rejected Applications**

Schemes Preference

Application ID	Scheme Name	Department Name	Scheme Type	Status	Preference Order
1819TDM1000000051	Vocational Education Maintenance Allowance.	Tribal Development Department	Maintenance	Under Scrutiny	<input type="text" value="1"/>
1819TDS1000000051	Post Matric Scholarship Scheme (Government Of India).	Tribal Development Department		Under Scrutiny	<input type="text" value="1"/>

[Save Preferences](#)

As displayed above, user can apply for Maintenance scheme and Scholarship scheme where user can apply simultaneously hence Preference can be set as “1” for both the schemes.

Tentative benefits -

The screenshot displays the 'Scheme Benefits' section of the Post Matric Scholarship Scheme (Government Of India) application portal. The interface features a blue header with the scheme name and a close button. Below the header, the logos for 'आपले सरकार' (Apale Sarkar) and 'DBT' are visible. The main content area lists four benefits, each with a 'Status' field and a 'Redeem' button. The benefits are: Number of Months (₹ 10), Hostel Allowance (₹ 1200.00), Reader Allowance (₹ 240.00), and Escort amount per month (₹ 160.00). A vertical scrollbar is present on the right side of the list.

Benefit	Amount	Status	Action
Number of Months	₹ 10	Status	Redeem
Hostel Allowance	₹ 1200.00	Status	Redeem
Reader Allowance	₹ 240.00	Status	Redeem
Escort amount per month	₹ 160.00	Status	Redeem

Applicant can also view the Tentative benefits by clicking on Tentative benefits button.

These are the Tentative Benefit calculation which are displayed by System as per the Profile filled by the Applicant and as per the scheme applied by applicant.

Approved Applications –

After the successful submission of application from applicant's login. Application will be checked by respective Institute and Department.

After the Application is approved by Desk 2 officer of Department, Status of the Application will change to Approved and will be displayed under Approved Applications tab from Under Scrutiny.

Applied Scheme [Set Schemes Preferences](#)

Note :-Cancel option is only for the Applied scheme (Not for Profile Data)

Note:- Kindly click on Application ID to view scrutiny Details.

[Under Scrutiny Applications](#)
[Approved Applications](#)
[Rejected Applications](#)

No Approved Applications

Rejected Applications –

After the successful submission of application from applicant’s login. Application will be checked by respective Institute and Department.

If under any of the Desk officer Application is rejected, then the application will be displayed under Rejected Applications tab. Rejection can be totally invalid Application or maybe also Fraud applications.

In My Applied Scheme, User can Set Schemes Preferences- Applicant can be eligible for more than one scheme in the Portal. At such situations, User can apply for more than one scheme but Scholarship/Freeship amount will be disbursed into bank account only for one scheme, according to the Preference set by the Applicant.

5. My Canceled Scheme

Applicant can cancel the scheme after successful submission to the respective Institute/School by clicking on Cancel button under Action column in My Applied Scheme option.

Canceled Scheme

Canceled Scheme

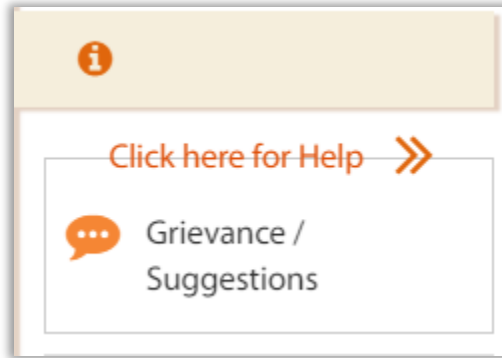
Application ID	Department Name	Scheme Name	Status	View Form
718TDFG100000032	<input type="text"/>	Post Matric Scholarship Scheme (Government Of India).	Application Canceled	View
718TDGH100000014	<input type="text"/>	Tuition Fee & Exam Fee for Tribal Students (Freeship)	Application Canceled	View

Transaction history will be maintained for the Canceled scheme.

7. Grievance/Suggestions –

Applicant May have Grievance (Complaint) / Suggestions for Aaple Sarkar DBT Portal.

In Such scenarios, Applicant should click on Grievance/Suggestions which is displayed after login under left hand side panel of the page.



Grievance / Suggestions

Name *	Mobile Number *
<input type="text"/>	<input type="text"/>
Email ID *	Department *
<input type="text"/>	--Select--
Scheme Name *	Category *
--Select--	--Select--
Grievance / Suggestions Type *	
--Select--	
Comments *	
<input type="text"/>	
Number of characters left: 500	
Enter the text shown in image	Captcha
<input type="text" value="Enter Captcha"/>	
Refresh	
Note: Only after entering correct captcha Save button will enable.	
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>	

Here Applicant will have to fill up all the Mandatory fields –

1. Name
2. Mobile Number
3. Email ID
4. Department
5. Scheme Name
6. Category
7. Grievance/ Suggestions type
8. Comments

Also it is necessary to enter the CAPTCHA, only then Submit button will be enabled.