User manual- Welfare Module



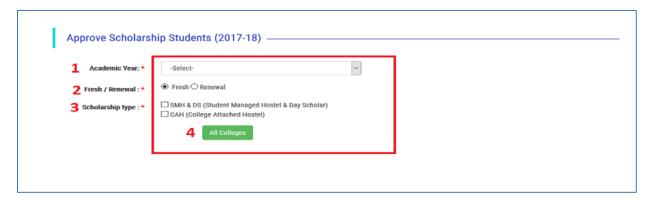
A Smart Education Portal

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1. Scholarship Approvals

- District officer has to login & go to services
- Click on "Approve Scholarship Students"
- Student list approved & forwarded from the principal will fall & display in the District officer login.
 - 1. Select the Academic year from the drop down list.
 - 2. Select FRESH or RENEWAL
 - 3. Select the Scholarship Type
 - 4. To view all the colleges, click on "All Colleges".



By clicking on "ALL COLLEGES", list of colleges will display in the table as shown below.

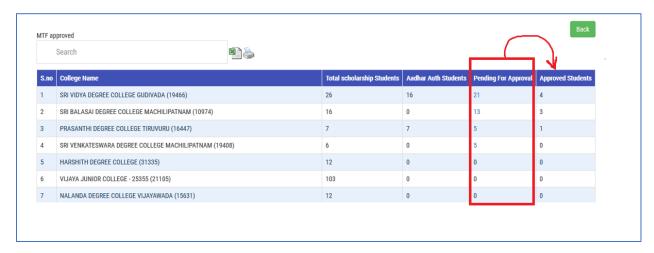
• Click on the "Pending for Approval" to view the pending list of students forwarded by Principal for MTF & RTF sanctions.



- By clicking on "Pending for Approval", the list of students forwarded by Principal for MTF & RTF sanctions will display as shown below.
 - 1. Select the student
 - 2. Click on "Declaration" to declare the student status of eligibility for MTF & RTF



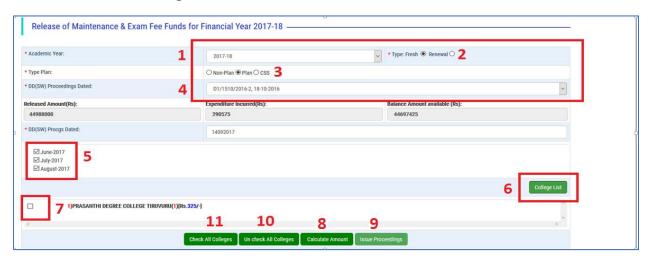
By declaring the selected Students, the students in the column "Pending For Approval "fall into the column "Approved Students" as shown in the below.



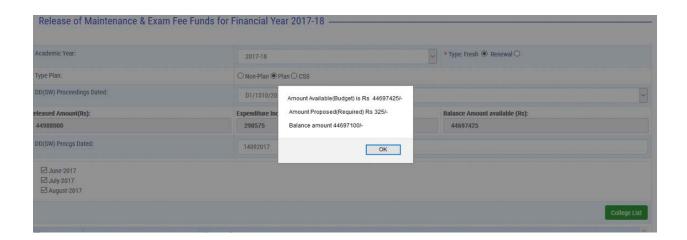
2. MTF Releases

Go to Services & click on "Maintenance and Exam Fee Funds"

- 1. Select the Academic year from the drop down list
- 2. Select FRESH or RENEWAL
- 3. Select the Plan Type
- Select the proceedings date from the list.
 By selecting all the above , Released Amounts, Expenditure Incurred & Balance Amount available fields will Auto populate with amounts as shown below.
- 5. Select the months to which MTF has to release.
- 6. Click on "colleges List" to get all the colleges list.
- 7. Select the colleges to which MTF has to release.

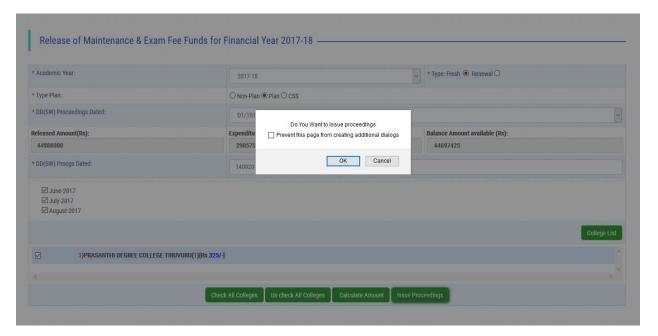


8. Click on Calculate Amount to view the calculated MTF amount for the selected colleges.



9. By clicking "Issue Proceedings" button, popup window showing Amount Available in budget, Amount Proposed for MTF and Balance Amount as shown below.

By clicking OK, a window will display asking to issue proceedings.



Release of Maintenance & Exam Fee Funds for Financial Year 2017-18 Amount Released Successfully SC Welfare, Krishna Dist DD(SW) Proceeding No:66 Date: 18-10-2016 Schme Type:P Total Amount(Rs):325/-Sl.no Mess Fee and Exam Fee Proceedings Total Amount(Rs.) 1 College Wise Proceedings for CAH Fee, Exam Fee 2 Bank Wise Proceedings for Mess Fee , Exam Fee 325 3 Department Hostel Proceedings for Mess Charges 325 Proceedings Treasury

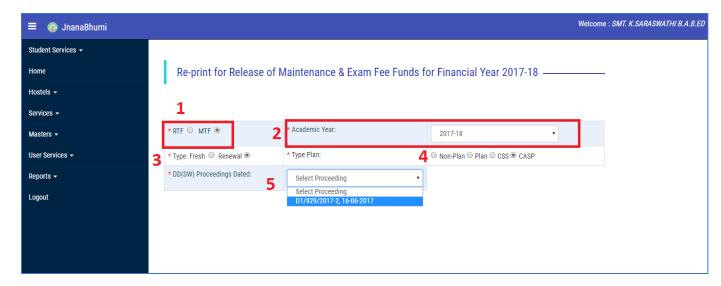
By clicking OK, the amount for MTF released successfully.

2.1. Re-Print & eSign the Proceedings

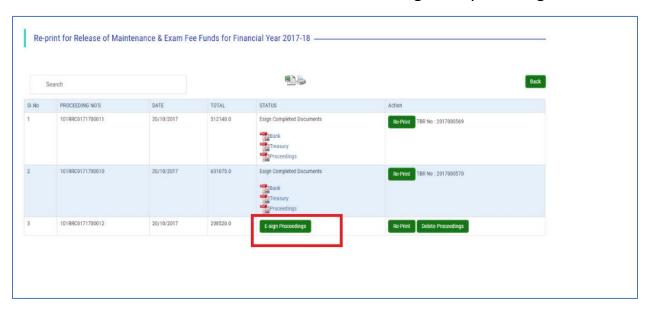
After the MTF approved successfully, the proceedings for the MTF releases are generated. To eSign the generated proceeding follow the steps below.

Go to services & Click on Re-Print Proceedings

- 1. Select RTF or MTF
- 2. Select the Academic year from the drop down list
- 3. Select FRESH or RENEWAL
- 4. Select the Plan Type
- 5. Select the dated proceeding from the dropdown list



List of proceedings will display for further e-Sign process. Click on "ESIGN PROCEEDINGS "and the user redirected to e-mudhra gateway for e-Sign.



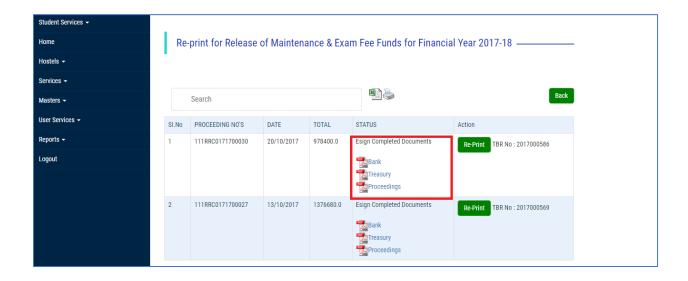
To e-sign the proceedings follow the steps

- 1. Click on Get OTP- an OTP will send to mobile number linked with AADHAAR.
- 2. Enter the CAPTCHA
- 3. Click PERFORM ESIGN to e-Sign the proceedings.



2.2. To view & validate the e-Signed Proceeding

GO to services & click on Reprint Proceedings to view the e-Signed Proceedings



Proceedings of the Joint Director/Deputy Director (SW),

Signature Not Verified Digitally signed by Date: 2017.10.20 12:47:4848T

Procgs Rc. No.111RRC0171700030

Dated. 20-10-2017

Sub:-SWD- Dist.-Edn- JNANABHUMI - Online Sanction of Post Matric Scholarships(Default) Renewal to SC students for the year 2017-18 under CASP - Amount sanctioned under Maintenance Charges and Exam fee. - Orders - Issued

Read:-1 GO. Ms.No. 90 S.W.(Edn.2) Dept., dated.30-07-2002

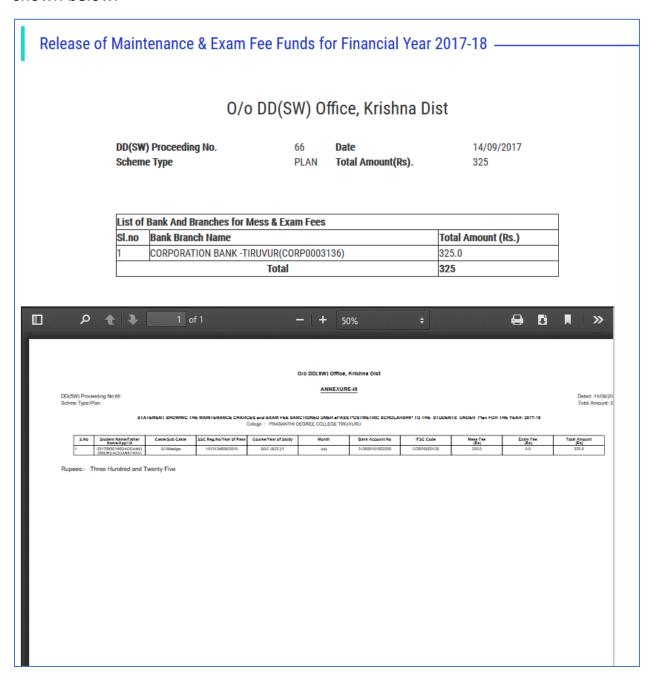
- 2. GO. Ms.No. 143 S.W.(Edn.2) Dept., dated.15-07-2008
- 3.GO. Ms.No. 158 S.W.(Edn.2) Dept., dated.07-08-2008
- 4.Budget Release Procgs Rc.No. D1/929/2017-2 dated. 16-06-2017 of CSW ,AP , Amaravathi
- 5.JNANABHUMI PMS Online recommendations of the Field Officer concerned.
- 6.G.O.Ms.No.103-Social Welfare Department Streamlining of the registration Dated:24-10-2016

ORDER:

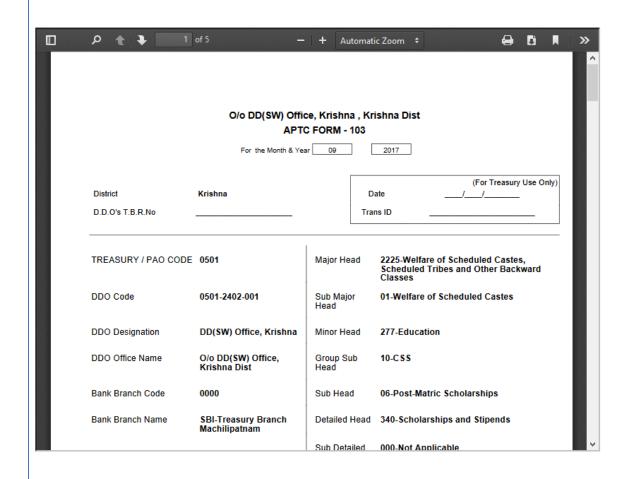
In accordance with the orders issued in the references read above, sanction is hereby accorded for drawal and disbursement of scholarship towards Maintenance Charges and Exam fee for an amount of Rs. 978400/- (Rupees: Nine Lakh Seventy Eight Thousand Four Hundred Rupees Only.) to SC students as shown in the Annexure-III for the year 2017-18 under CASP, as per the colleges mentioned below

No of Palansad

By clicking "Treasury", receipt for Treasury will be generated in PDF format as shown below.



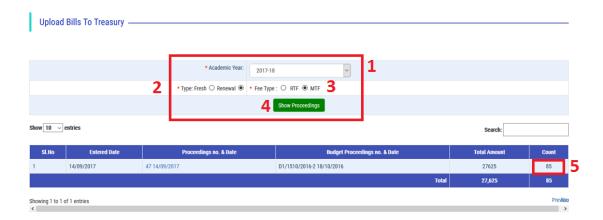
Release of Maintenance & Exam Fee Funds for Financial Year 2017-18 —



3. To upload Bills to Treasury

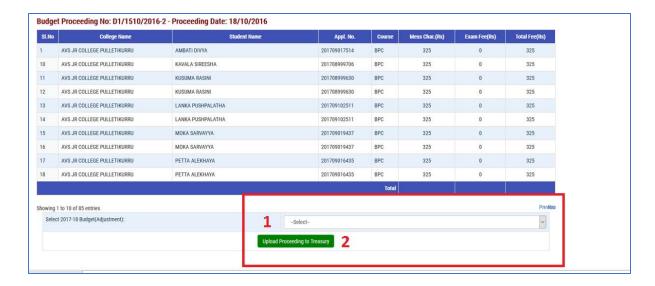
Go to Upload Bills

- 1. Select the Academic year from the list
- 2. Select FRESH or Renewal
- 3. Select RTF or MTF
- 4. By clicking "Show Proceedings", the total no of proceedings will display in the table as shown below.
- 5. By clicking on count , the list of students will display in the table shown below.



4. Uploading Proceedings to Treasury

- 1. Select the budget adjustment from the drop down list.
- 2. Clicking on "Upload proceeding to Treasury "will upload proceedings to treasury.



5. Delete the proceedings

Go to services and click on DELETE THE PROCEEDINGS

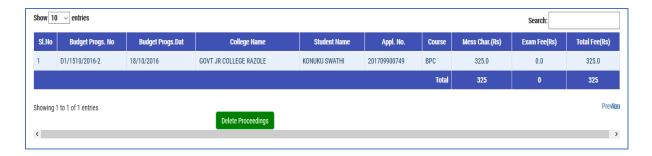
Select the academic year

Select Fresh or Renewal

Select Fee type and click on SHOW PROCEEDINGS

Then click on DELETE PROCEEDINGS





6. Proceeding Status

The status of the generated Proceedings can be view by clicking "Proceedings Status".

