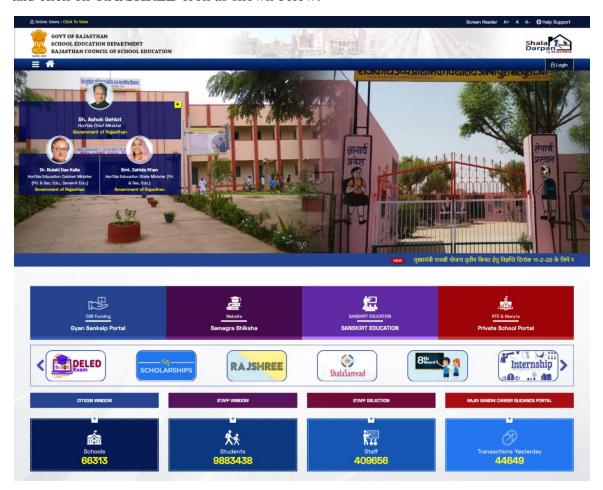
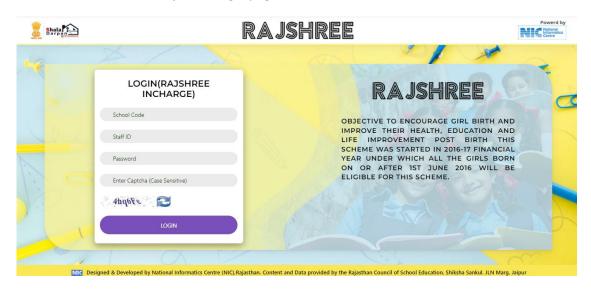
## Rajshree Scheme (User Manual)

To work on 'Rajshree' process please visit ShalaDarpan website - 'http://rajshaladarpan.nic.in/' and click on 'RAJSHREE' icon as shown below.



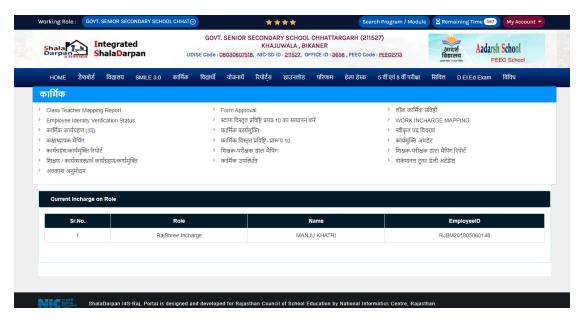
## **RAJSHREE INCHARGE WORK**

This will redirect user to Rajshree Login page as shown below.

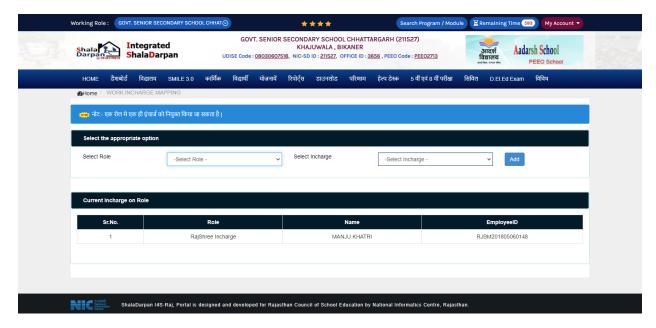


Only those staff users which are made incharge by School for rajshree process will be allowed to login here. Enter School NICID, Staff login ID mapped according to Scheme/Work Incharge Module on School and login as RajShree Scheme Incharge.

\*\*Now to make Rajshree Incharge please Login through School and visit 'WORK INCHARGE MAPPING' under 'कार्मिक' menu as shown below.



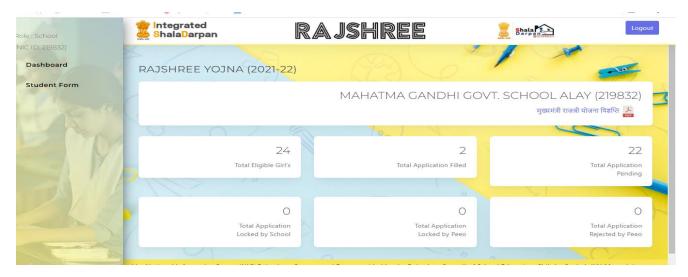
After visiting the page you can select 'Rajshree Incharge' from the list of staff active in that particular school as shown below



This step is important because only 'Rajshree Incharge' will be allowed to work on filling and verification of applications at school level.

Once the rajshree incharge in made now that staff can login through Rajshree portal login using his/her 'Staff Window' login credentials.

This will then redirect to RajShree Dashboard of School (as Shown below)

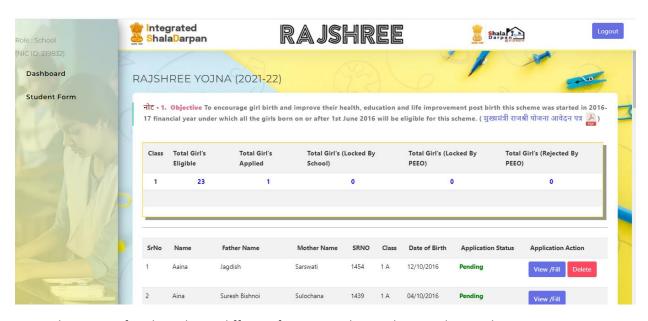


Now using left menu you can view main sub-parts of the process including Dashboard, Student Form, Find PCTS Data and User Manual. Below we have explained each process separately.

## 1. RajShree Student Application Form:

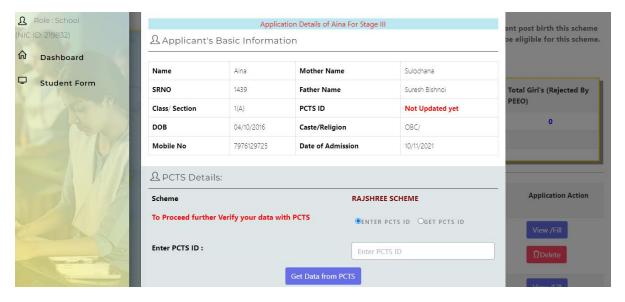
All Eligible Applicant's Count are shown on Rajshree Student Application Form (As per girl's DOB – All students who were born on or after 1<sup>st</sup> June 2016 and rules mentioned in Rajshree scheme).

By click on figures you will get Applicant details below grid



As per the status of each applicant different figures are shown above and using these count user can keep s track of all applications filled or verified by Rajshree Incharge of each School

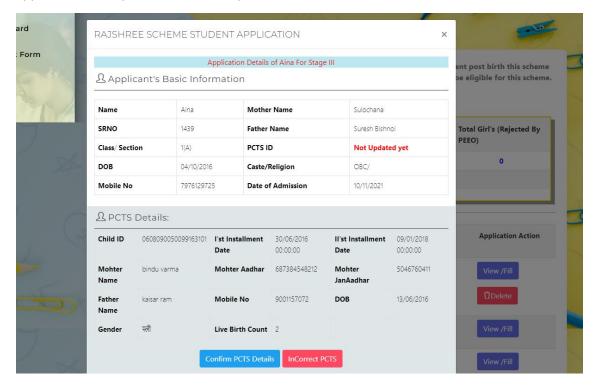
To Fill Application Click on "View/Fill" Button



To start the application filling process first user must extract details of first two installments already paid by Medical & Health Department as only these girls will be allowed to proceed to next step.

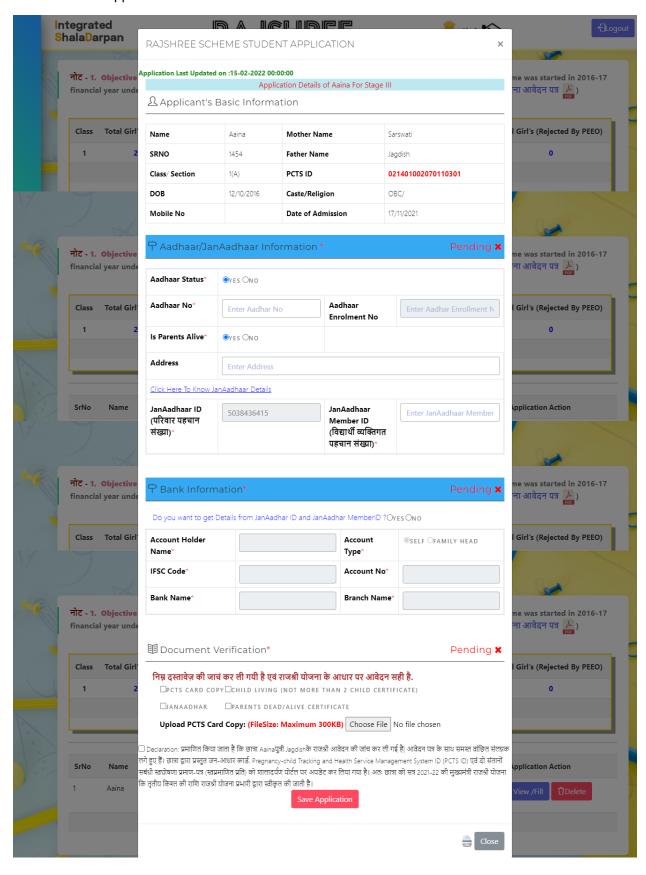
Either incharge can enter PCTS Card ID or to fetch details or can entry Mother's Aadhaar/Mobile/Janaadhaar along with Child's Dob to fetch PCTS Card ID and then using this ID incharge could get childs PCTS details showing first two installments (if paid then only)

Once the data is fetched using above process incharge now need to verify manually then only application could proceed to next step as shown below.



Along with manual verification of PCTS data of child we also do authentication of Janaadhaar to ensure safe and proper identification of actual child under the PCTS ID. If both authentication are successful

then application would automatically show further details other alert message showing error notification will appear on the screen.



After filling details and uploading documents incharge need to check the declaration as mentioned in above screen and then only incharge will be able to 'Save Application' and proceed to verification at school level as shown below.



Using 'Verifiy' button as shown above incharge can verify and forward application to next level which is PEEO of that school.

At any moment Rajshree incharge can find details of PCTS using side menu – 'Find PCTS Details'

## **PEEO WORK**

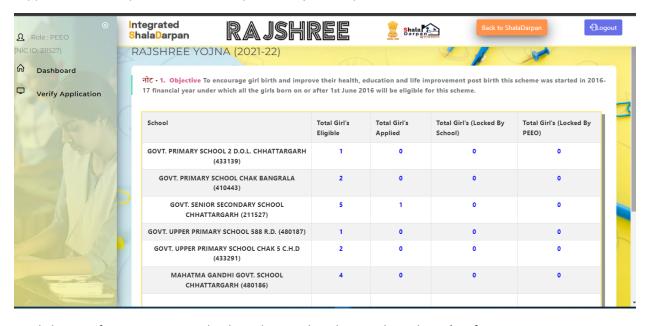
After Rajshree incharge verification, PEEO will now start the next stage of verification using school login. Under Schemes menu 'Rajshree' menu is visible as shown below. By clicking on the button below PEEO will be redirected to the new Rajshree portal.



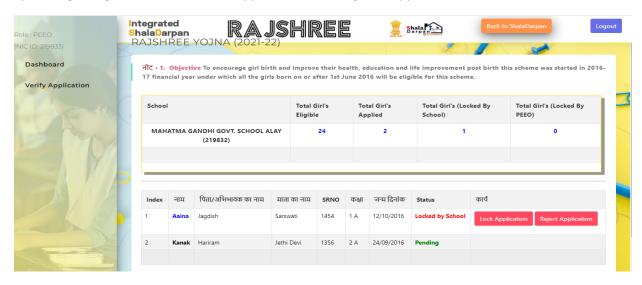
On the new portal all the concerning figures are shown on the 'Dashboard' of PEEO as shown below. Here all the counts of all the mapped Schools .



Using side menu – 'Verify Application' PEEO can easily check mapped schools status at each level (Applied/Verified By School/Verified By PEEO/Rejected By PEEO) as shown below.



By clicking on figures PEEO can check application list along with applicant's information.



Also to view complete filled application PEEO can click on the applicant's Name and view the entire application filled and verified by Rajshree incharge.

Al so if PEEO finds any issue with the details provided by the Rajshree incharge incorrect or improper then PEEO can reject that particular application using 'Reject Application' and also mentioning the reason of rejection from the list as mentioned below.

