

Scheme Name:- Application for Establishment of Dairy Units

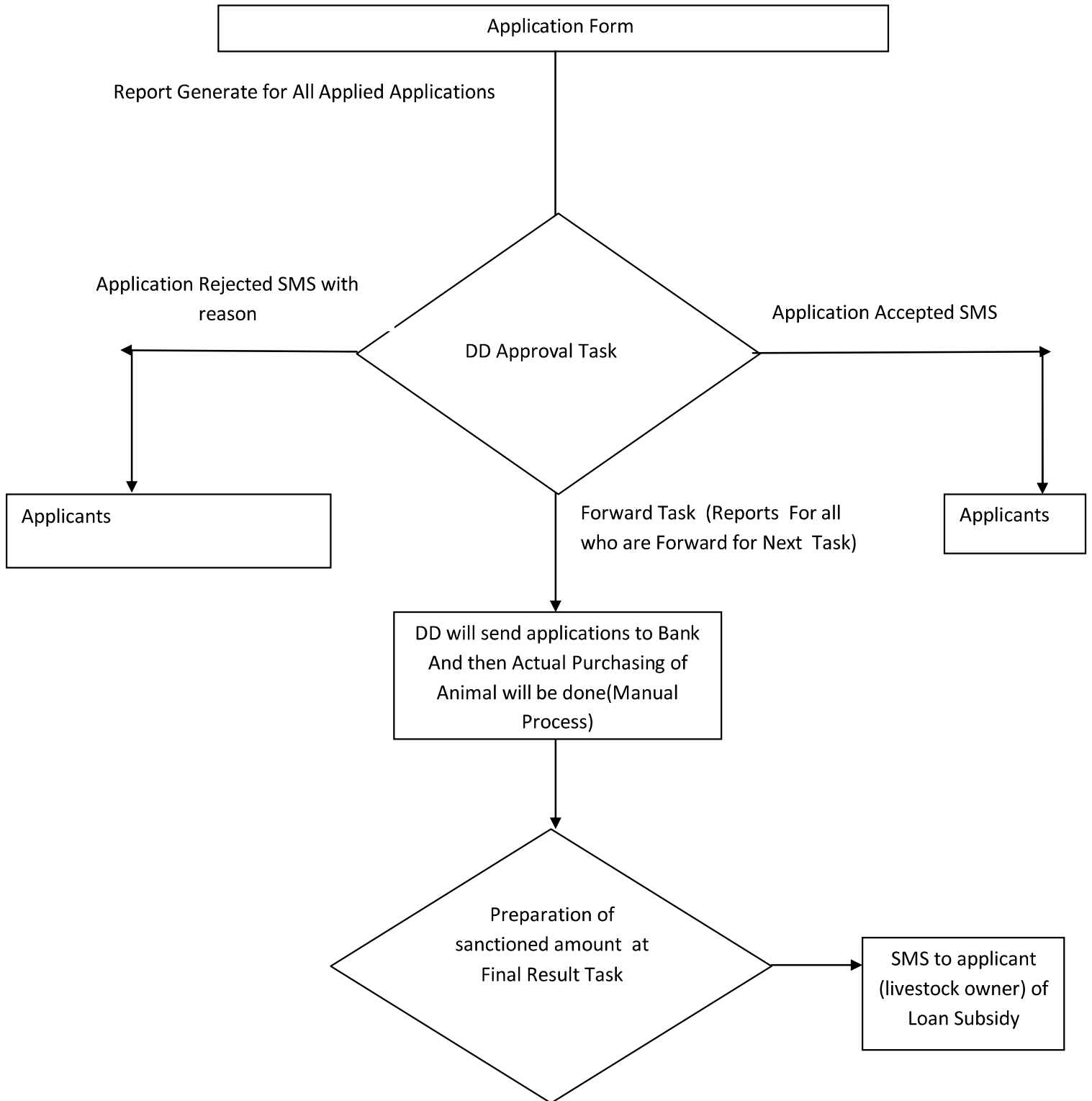
SARAL has been created using Service Plus, a product developed by NIC Delhi which provides a single, unified, metadata-based portal to Citizen and Government alike where any service can be defined, accessed, delivered and monitored. It is a generic application to provide an electronic delivery for all the services.

This document provides step wise instructions for workflow players (department officials) for handling various aspects of the software with visual screens for easy and better understanding.

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Application for Establishment of Dairy Units



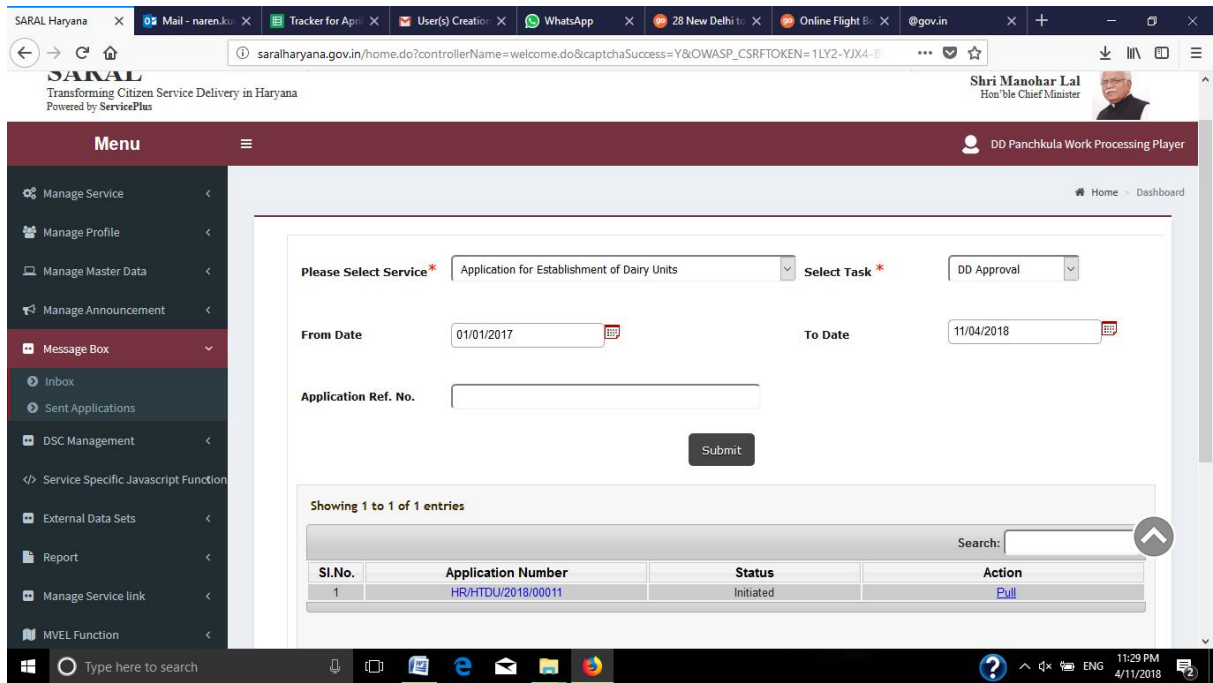
1. Role of Deputy Director Officer (District Level Officer)

Role Description: Deputy Director Officer of Animal Husbandry & Dairying Department at district Level is the first authority to accept and verify the application form who will take action to complete the task and forward it to the Next Step.

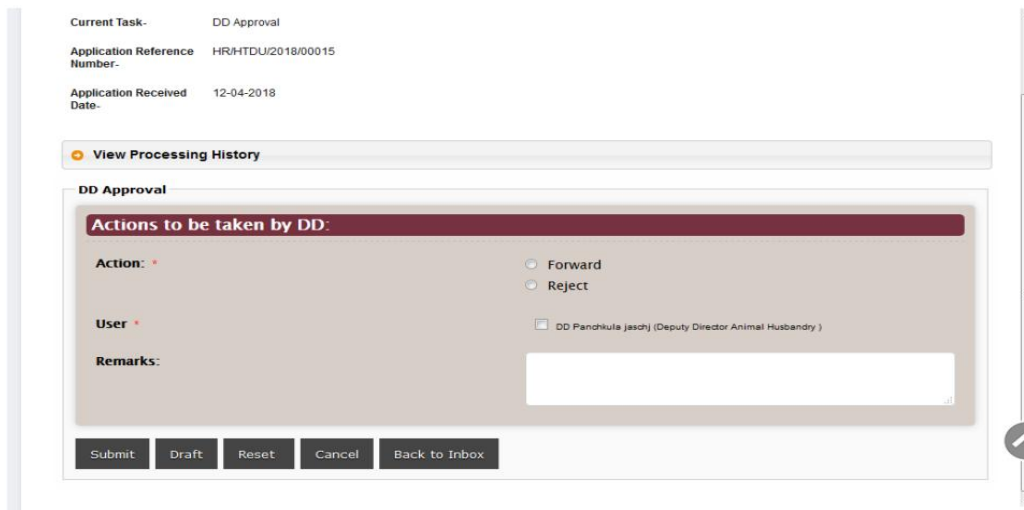
Step 1:- Deputy Director Officer will receive notification of the form submission details on the SARAL Portal: <http://saralharyana.gov.in> .

The screenshot shows the SARAL portal interface. At the top, there is a navigation bar with the SARAL logo and the text "Transforming Citizen Service Delivery in Haryana". To the right, the name and title of the Chief Minister, Shri Manohar Lal, are displayed. Below the navigation bar, there are several menu items: Home, About Us, Know About RTS, Services on Saral, FAQ's, and Contact Us. The main content area is divided into two sections: "Track Your Application" and "Apply for Services". The "Track Your Application" section has a search bar for departments and services, and a field for the application reference ID. The "Apply for Services" section has fields for Login ID (HR001073), Password, and a CAPTCHA (4F6 3yB). There are buttons for "CHECK STATUS" and "SUBMIT". At the bottom, there is a footer with links to Home, FAQ's, TERMS & CONDITION, Cancellation / Refund policy, Privacy Policy, and Contact Us. The site is powered by SERVICE PLUS and is technically designed, hosted, and maintained by the National Informatics Centre. The Windows taskbar at the bottom shows the time as 10:57 PM on 4/11/2018.

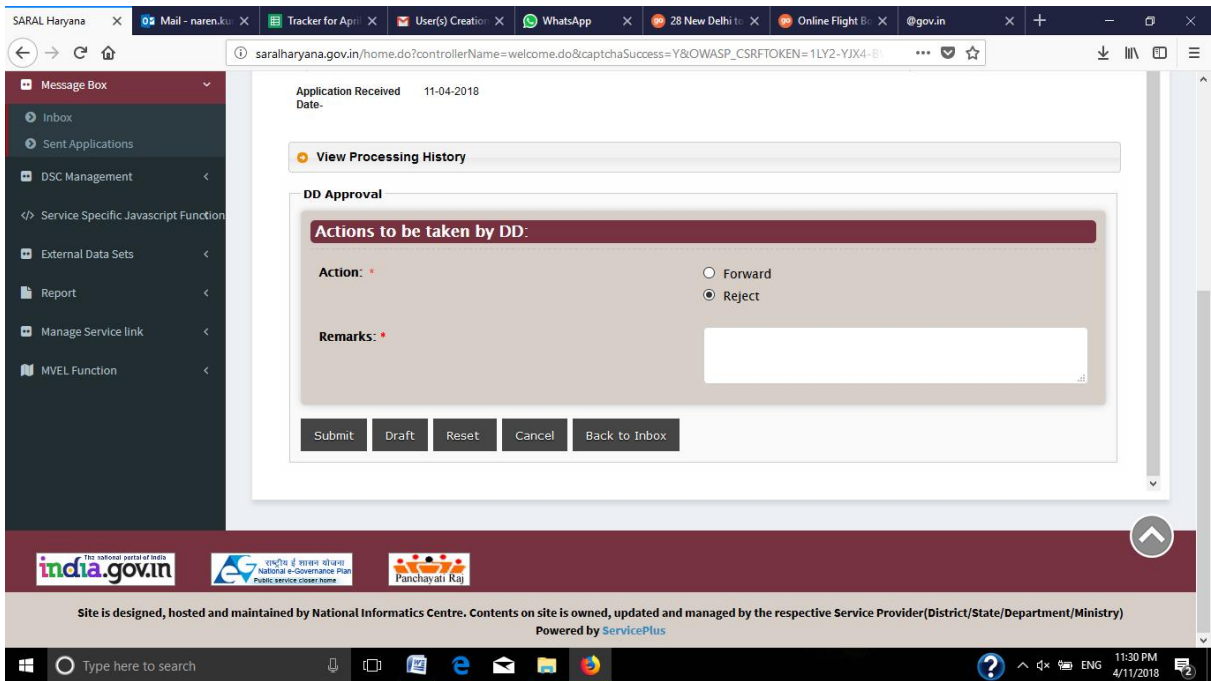
Step 2 :- Click on the Message Box which is on the left side then click on the Inbox button . you will see screen from which select the service and select the task. Then it will show Application Number, Status and Action. You can view the application by clicking on the application number then click on the Pull button after which you can process the application.



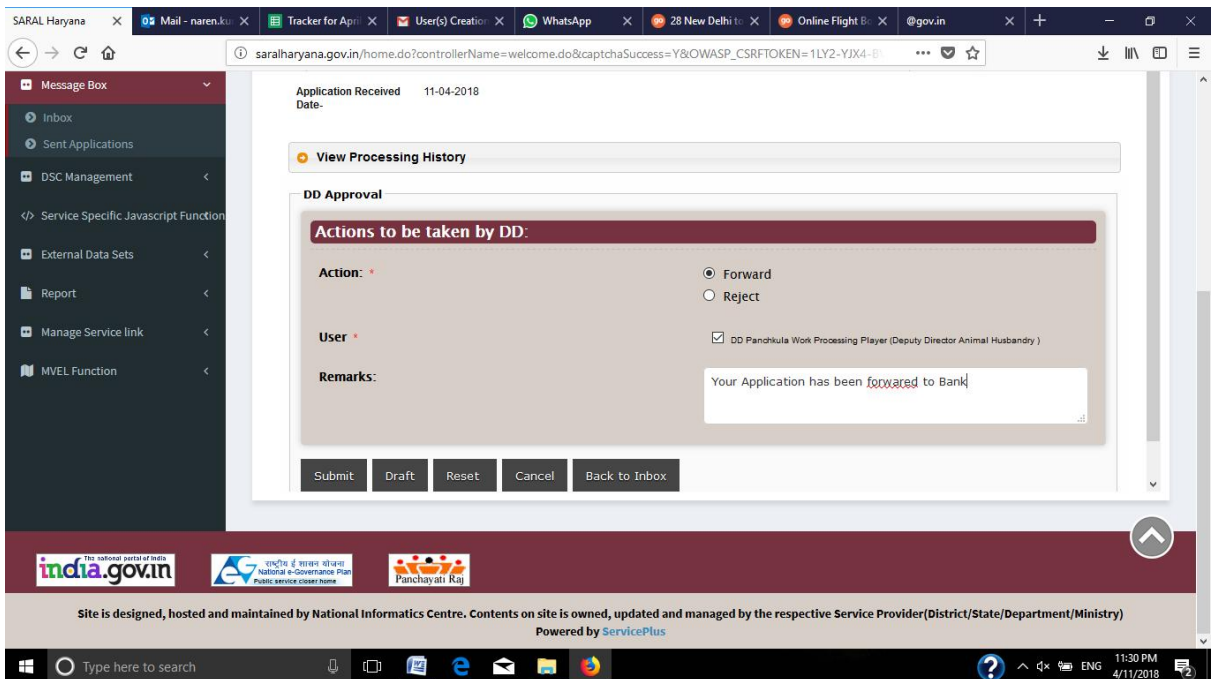
Step 3:- After Click on pull button Task action open for officer, officer can reject or forward application form after view application.



If Officer click on reject radio button than Rejection window open officer give the reason for reject application.



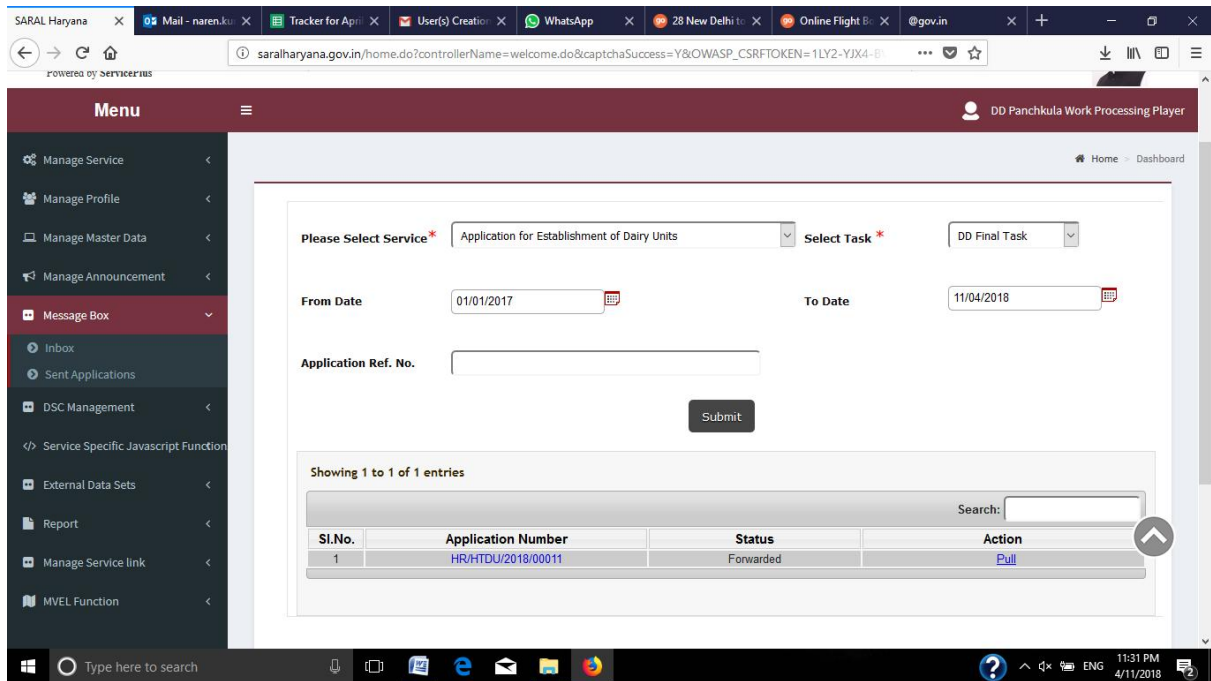
Remarks Show in Report Generate for all Application form, and Reject Reason will be transfer on mobile/phone and email of Applicants, and Application is Rejected.



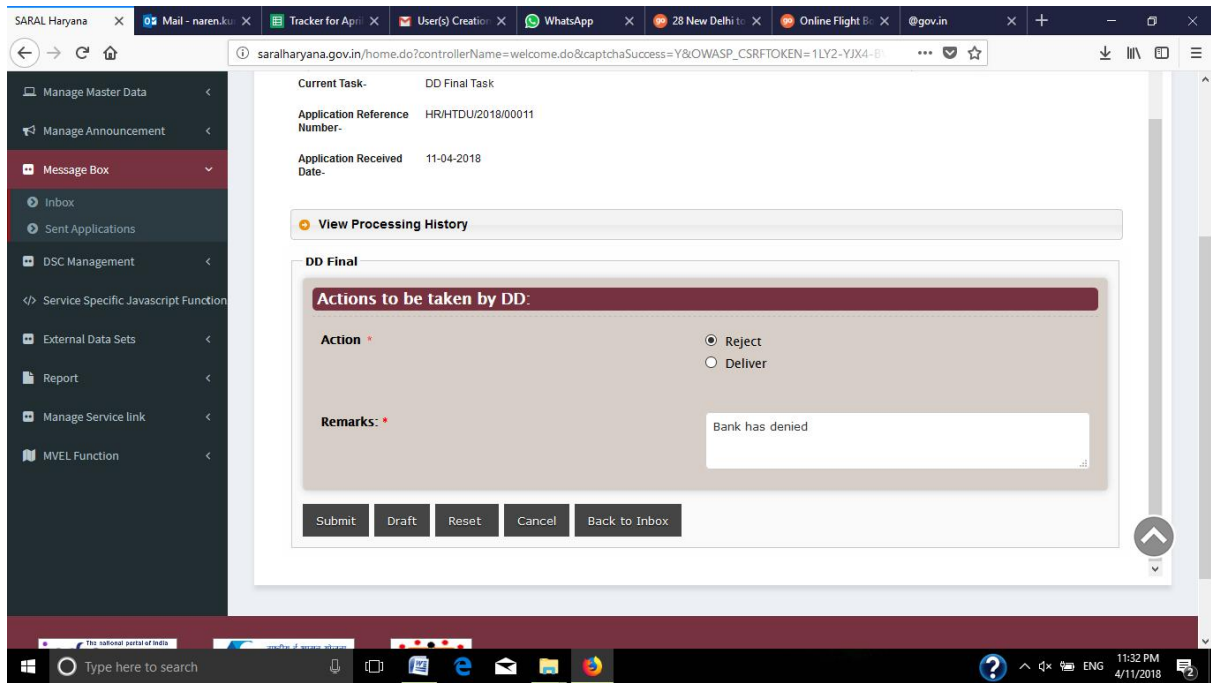
If officer click on forward Action, the officer has to select User option and then the officer will proceed.

Here now the manual process starts where the concerned DD will take the printout of the application and then re-verify it through the committee(Concerned Veterinary Surgeon,Sarpanch,SDO or other representative of local body). And after that the application now send to the bank where the bank will again verify the applicant and then decide whether to approve the loan or not.

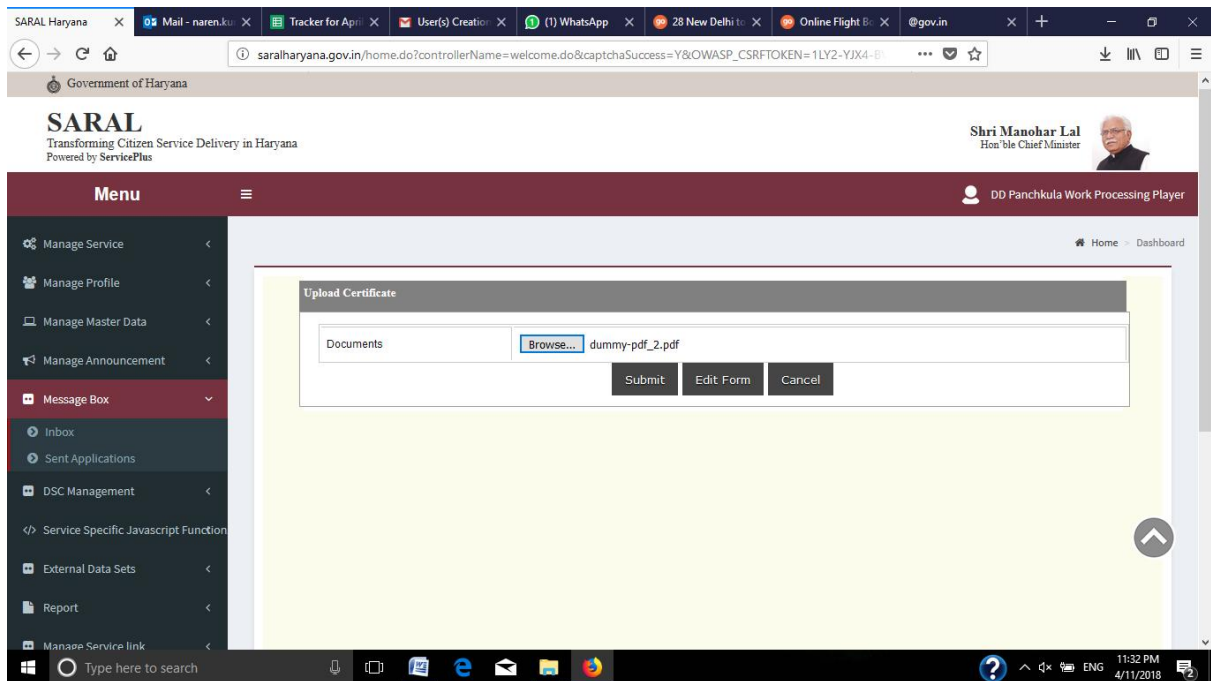
Officer Select Next Task and view the application



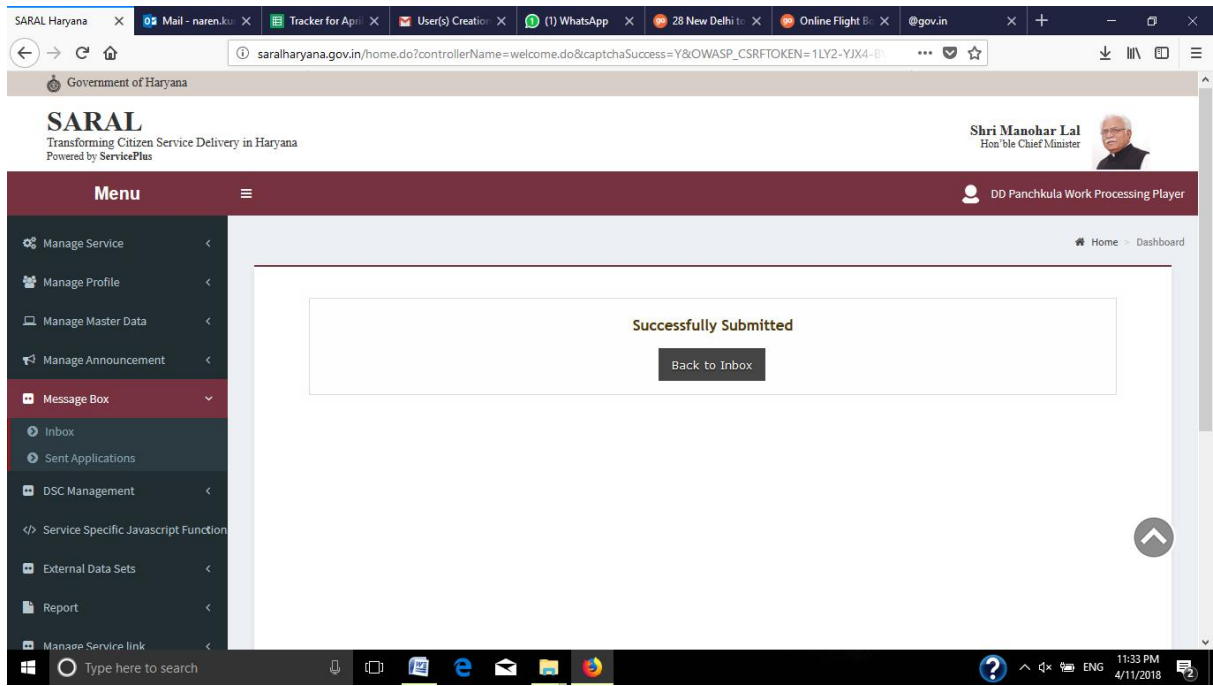
After select next task Finally Shortlist & click on pull button than Application form show. If bank has rejected the application and officer wants to reject application due to some other valid reason, the concerned officer will reject the application, and a rejection SMS will send to the applicant and if the bank agrees to give loan to the applicant,he/she has to proceed with the deliver tab.



If officer select deliver action than application will finally submit to the office and it means the farmer now will receive the loan and now again a manual process starts when to buy animals for the applicant. So the officer will now upload the sanction paper or some other documents that ensure the applicant that he/she will now receive the subsidy soon.



Here is the final submission of the application after uploading the sanction paper or some other documents.



The applicant now can check this sanction paper or other documents by login with SARAL credentials.