Scheme Name:- Application for Milk Recording Competition of Murrah Buffalo
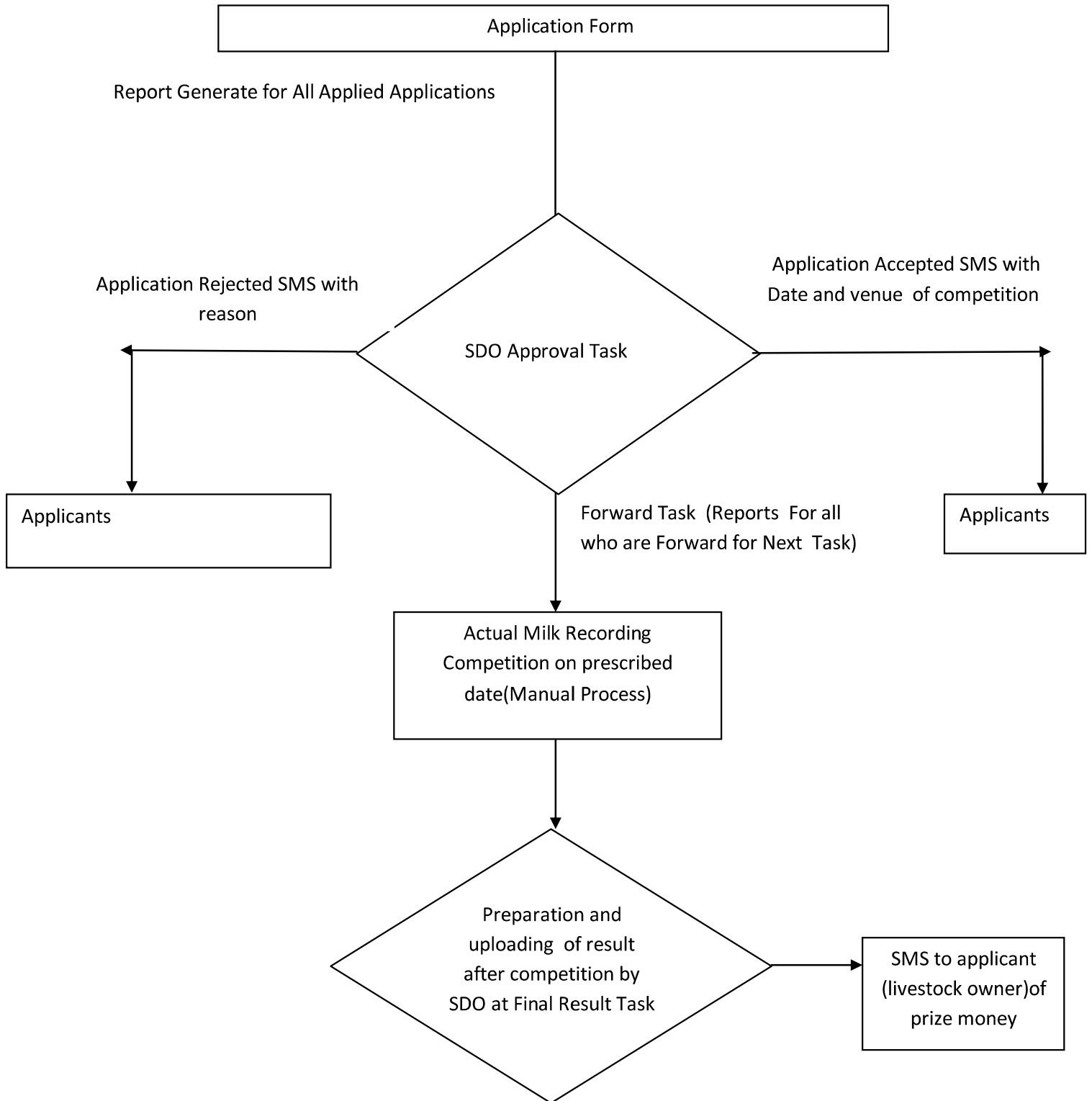
SARAL has been creating using Service Plus, a product developed by NIC Delhi which provides a single, unified, metadata-based portal to Citizen and Government alike where any service can be defined, accessed, delivered and monitored. It is a generic application to provide an electronic delivery for all 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.

Index

1. Flowchart of Scheme
2. What each official needs to do
    a. Role of Sub Divisional Officer

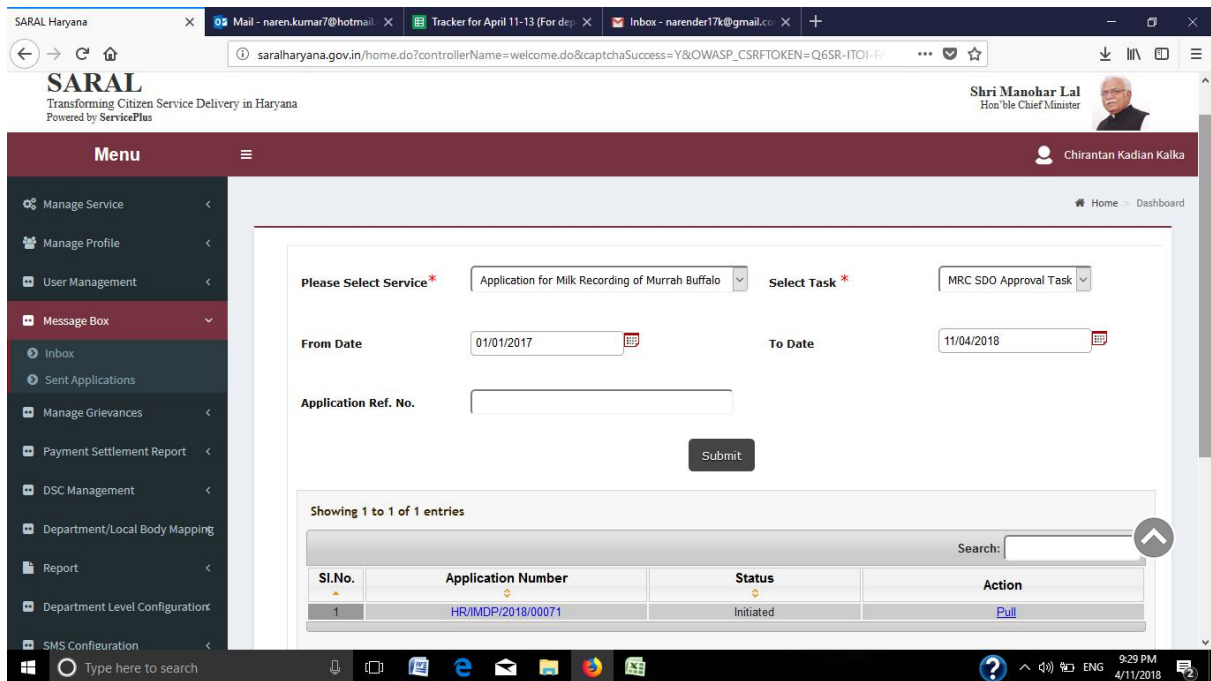# Application for Milk Recording Competition of Murrah Buffalo

Application Form

Report Generate for All Applied Applications

Application Rejected SMS with reason

Application Accepted SMS with Date and venue of competition

SDO Approval Task

Applicants

Forward Task (Reports For all who are Forward for Next Task)

Applicants

Actual Milk Recording Competition on prescribed date(Manual Process)

Preparation and uploading of result after competition by SDO at Final Result Task

SMS to applicant (livestock owner)of prize money

1. Role of Sub Divisional Officer(Sub Division Level Officer)

Role Description: Sub Divisional Officer of Animal Husbandry & Dairying Department at Sub Division 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.
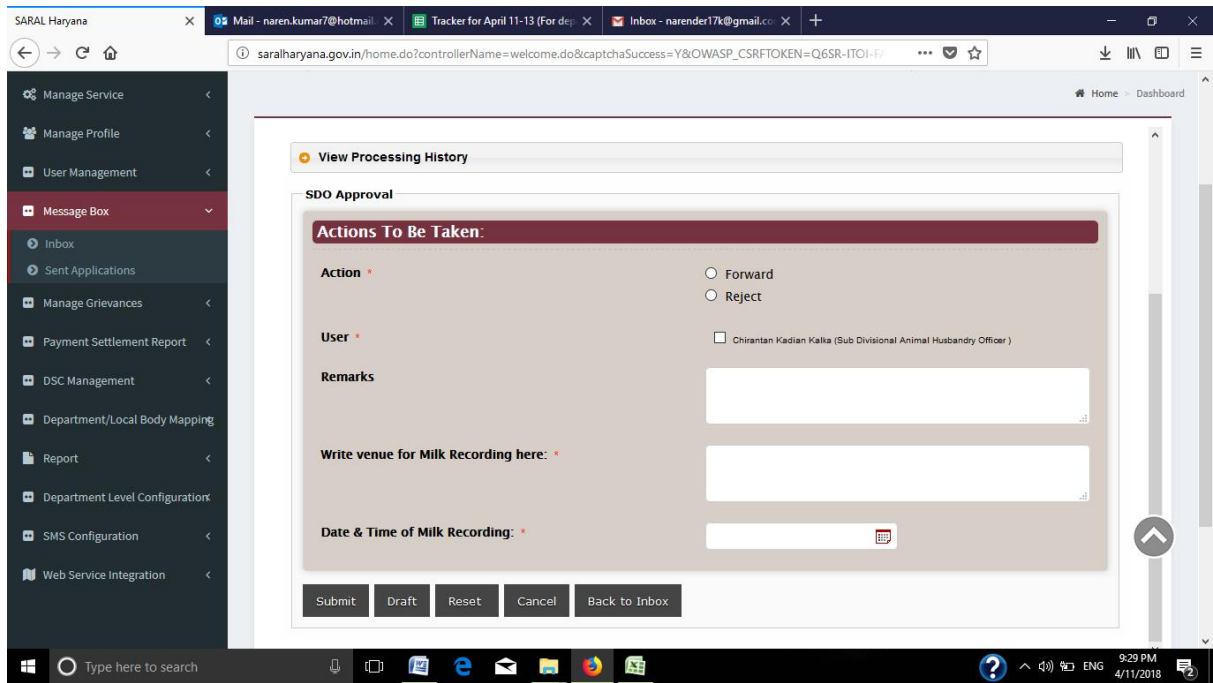
Step 1:- Sub Divisional Officer will receive notification of the form submission details on the SARAL Portal: http://saralharyana.gov.in .
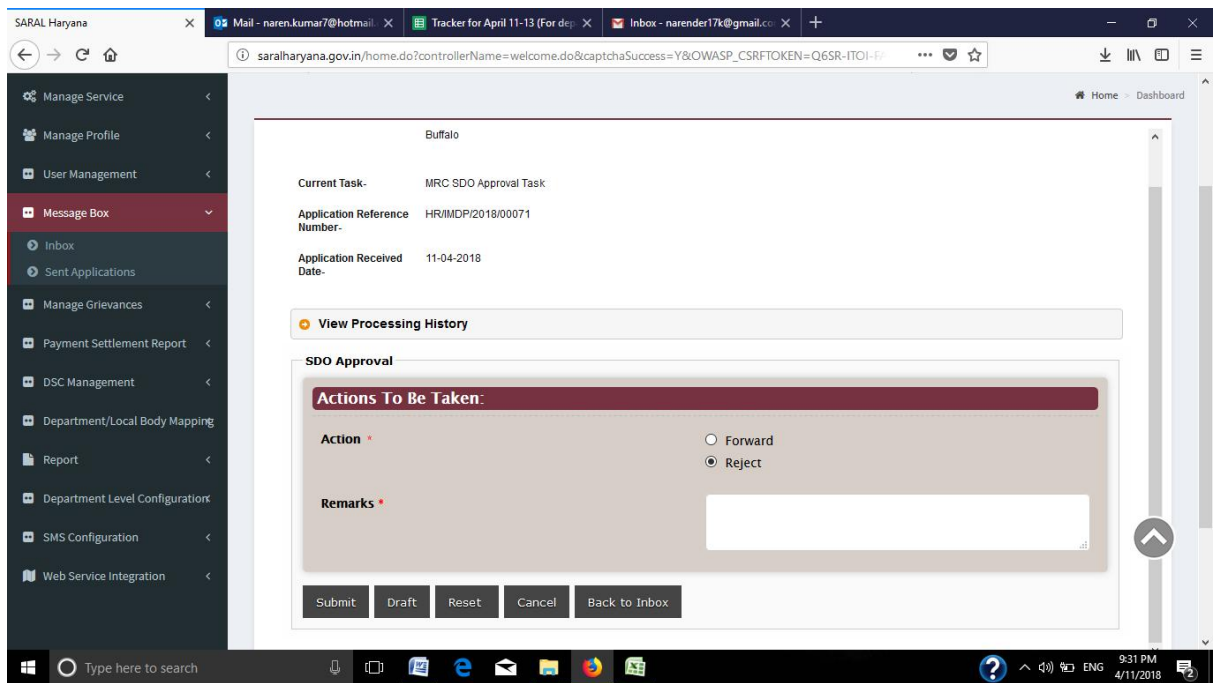
Step 2 :- Click on the Message Box which is on the left side then click on the Inbox button . you will see screen from which select the service and select the task. Then it will show Application Number, Status and Action. You can view the application by clicking on the application number then click on 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 accept application Form after view application.
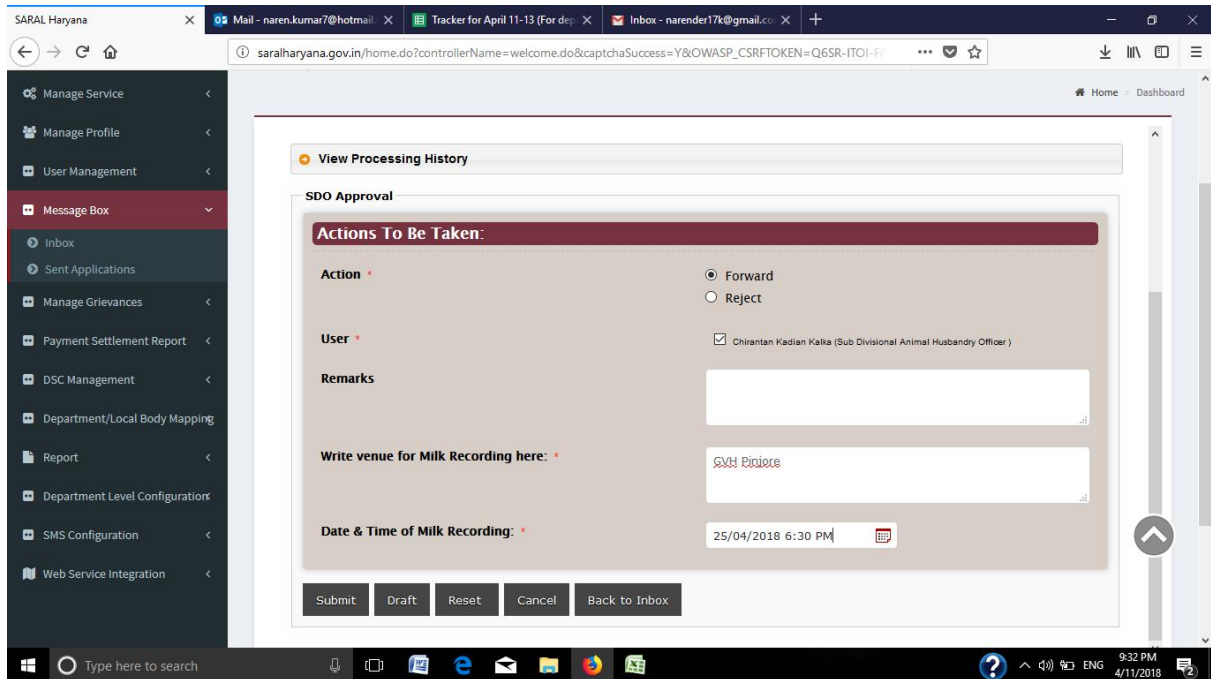
If Officer click on reject radio button than Rejection window open officer give the reason for reject application.

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.
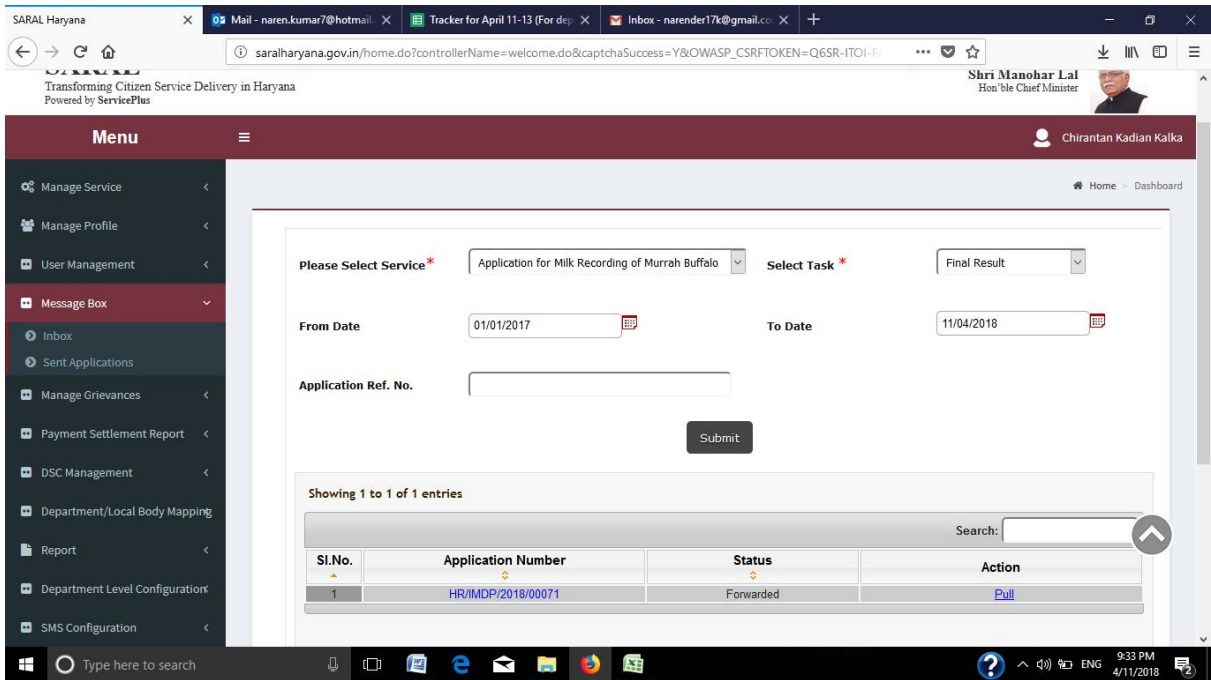
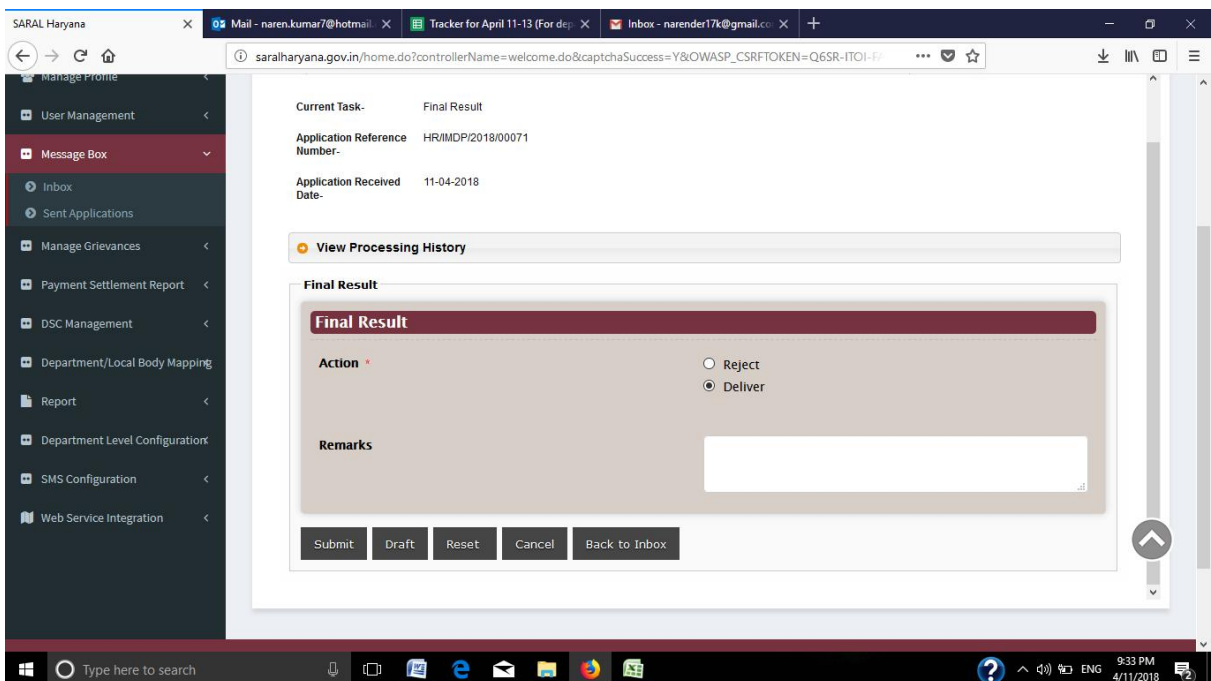## Next Step: if officer click on Forward button than.

If officer click on forward Action, the officer has to select User option and then the officer will mention the Date & Venue of the milk recording that is to be held.

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Success Application Status Message send on mobile of applicants, and application will be send next task.
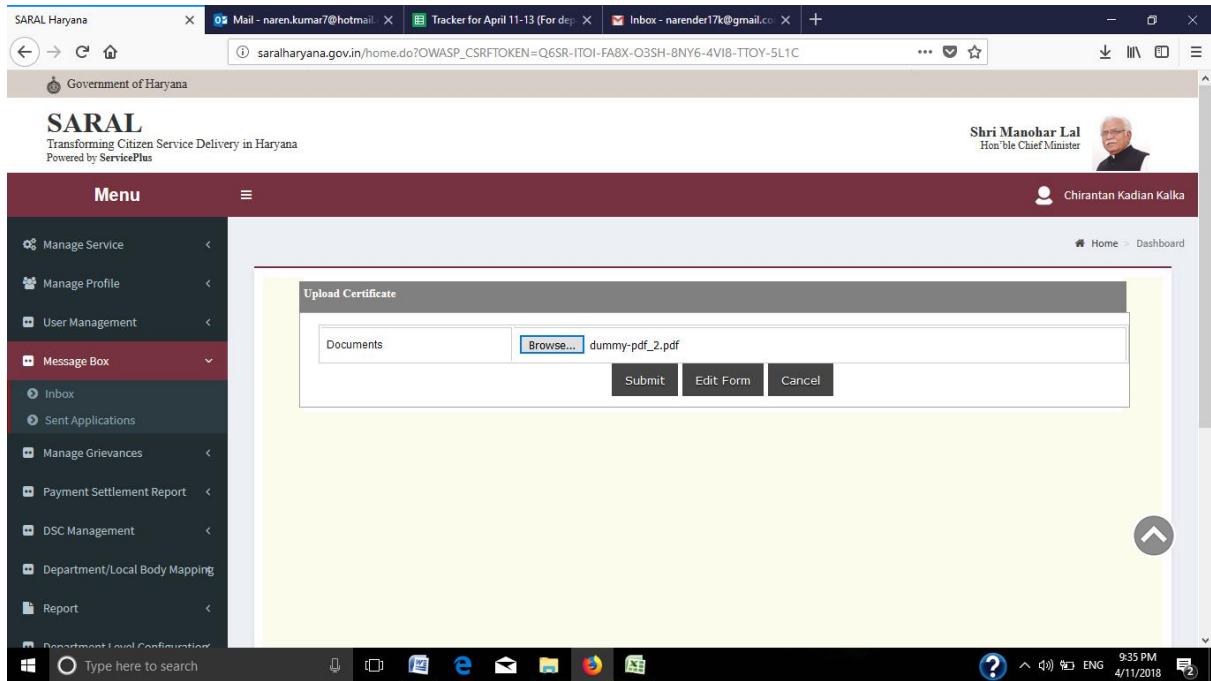
Officer Select Next Task and view the application

After select next task Finally Shortlist & click on pull button than Application form show. If officer want to reject application after milk recording than he can reject application form and give reason in Rejection Message box it's send on applicants mobile number, and if he/she wants to proceed the application further, he/she will click on deliver tab.

If officer select deliver action than application will finally submit to the office and it means the farmer wins the prize. So the officer will now upload the result sheet of the milk recording that was held.

Here is the final submission of the application after uploading the result sheet of the milk recording. The applicant now can check this result sheet by login with SARAL credentials.