

Scheme Name:- Application for Establishment of Dairy Units

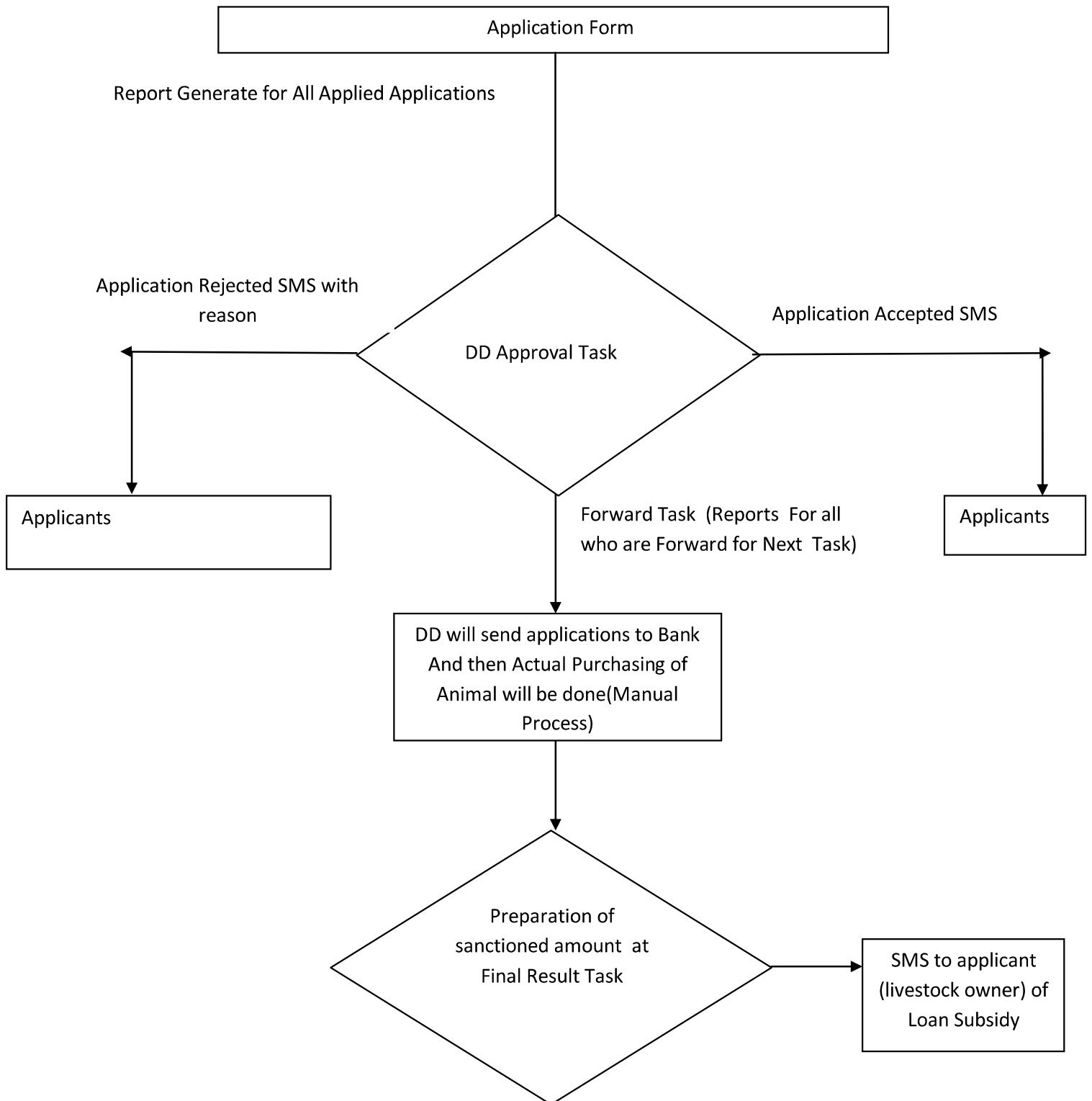
SARAL has been created using Service Plus, a product developed by NIC Delhi which provides a single, unified, metadata-based portal to Citizen and Government alike where any service can be defined, accessed, delivered and monitored. It is a generic application to provide an electronic delivery for all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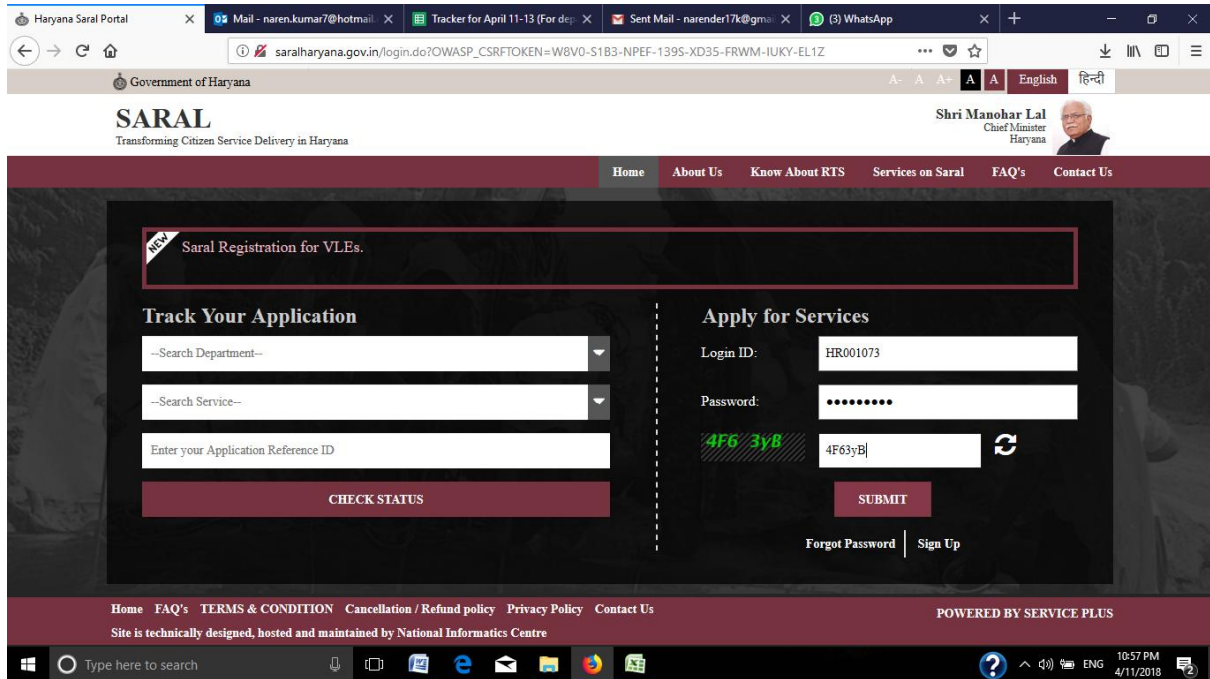
Application for Employment for Scheduled Castes



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> .



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.

The screenshot shows the SARAL Haryana web application interface. The header includes the SARAL logo and the text 'Transforming Citizen Service Delivery in Haryana'. The user's name 'DD Panchkula jaschj' is displayed in the top right. The main content area features a search form with the following fields: 'Please Select Service*' (Application for Employment Opportunities for Scheduled Castes), 'Select Task*' (SCSP SDO Approval), 'From Date' (01/01/2017), and 'To Date' (12/04/2018). Below the search form is a 'Submit' button and a table showing search results. The table has columns for 'Sl.No.', 'Application Number', 'Status', and 'Action'. One entry is visible with 'Sl.No.' 1, 'Application Number' HR/SCSP/2018/00008, and 'Status' Initiated. A 'Pull' button is next to the entry.

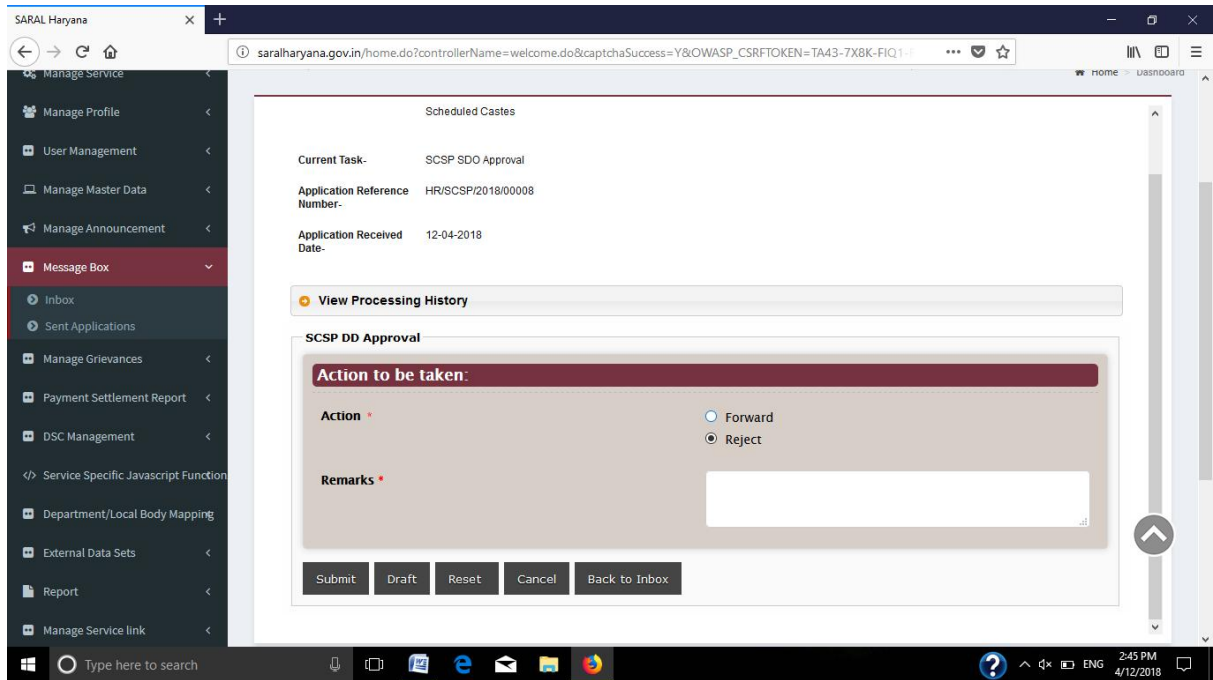
Step 3:- After Click on pull button Task action open for officer, officer can reject or forward application form after view application.

The screenshot shows the 'Action to be taken' form in the SARAL Haryana web application. The form is titled 'SCSP DD Approval' and contains the following information: 'Current Task- SCSP SDO Approval', 'Application Reference Number- HR/SCSP/2018/00008', and 'Application Received Date- 12-04-2018'. Below this is a 'View Processing History' button. The main form area is titled 'Action to be taken:' and includes:

- Action ***: Radio buttons for 'Forward' and 'Reject'.
- User ***: A checkbox for 'DD Panchkula jaschj (Deputy Director Animal Husbandry)'.
- Remarks**: A text input field.

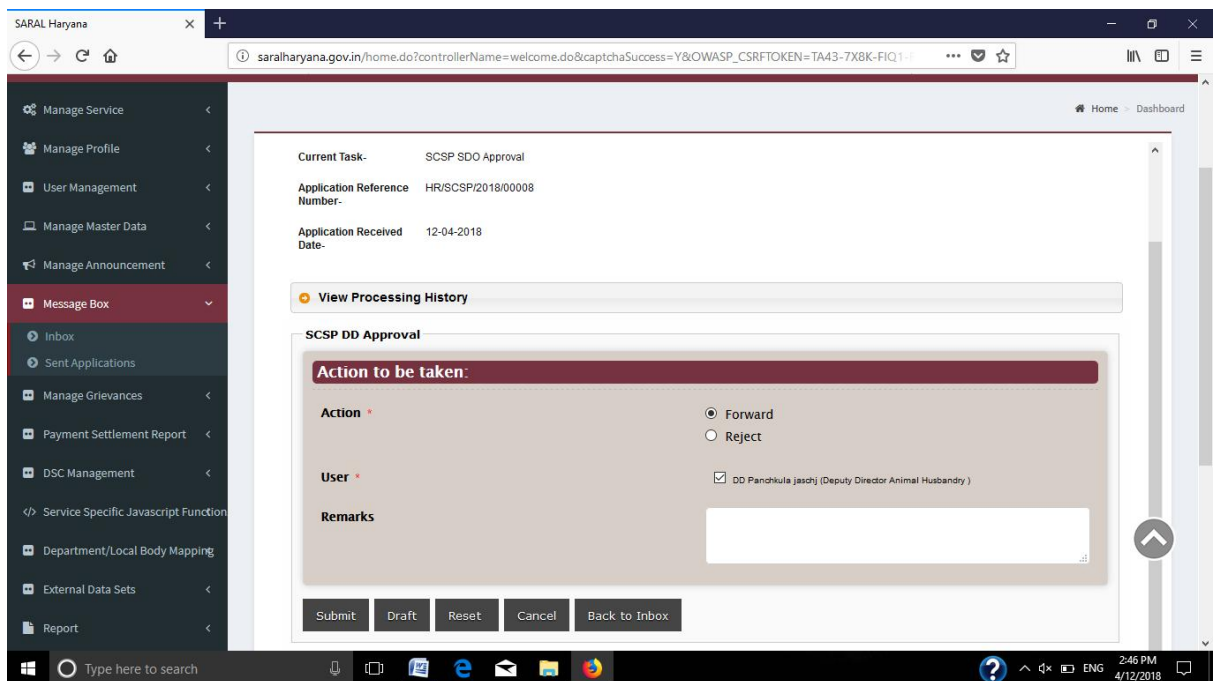
 At the bottom of the form are buttons for 'Submit', 'Draft', 'Reset', 'Cancel', and 'Back to Inbox'.

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



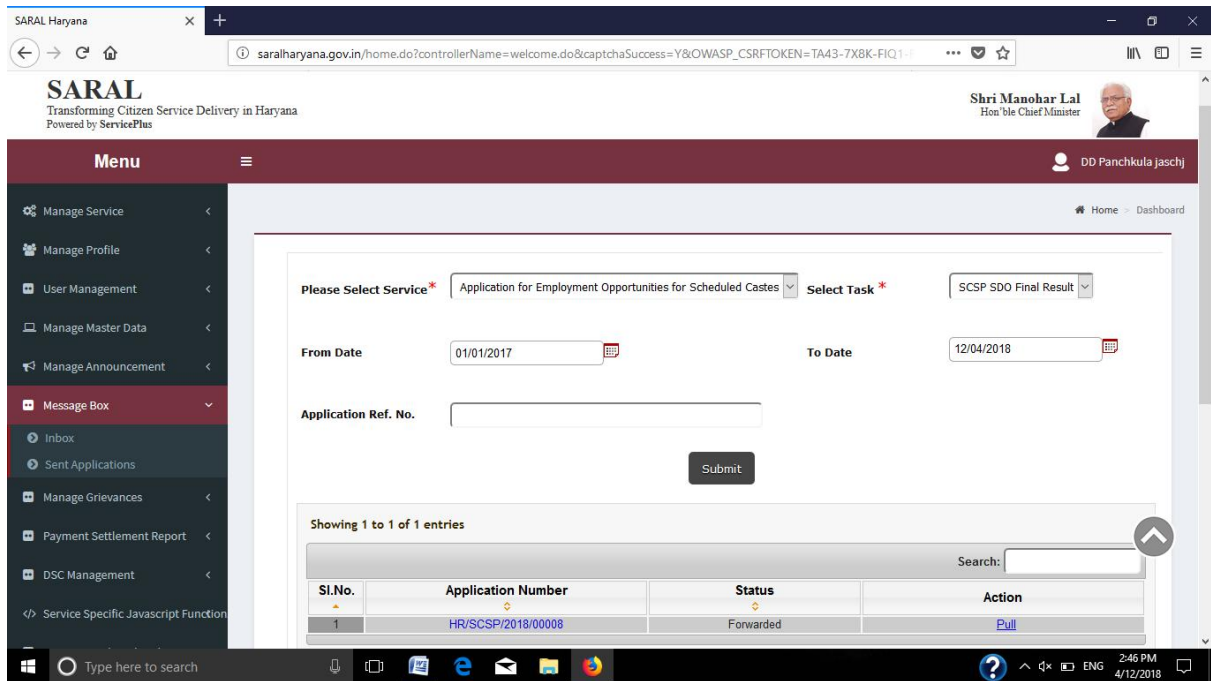
Remarks Show in Report Generate for all Application form, and Reject Reason will be transfer on mobile/phone and email of Applicants, and Application is Rejected.

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

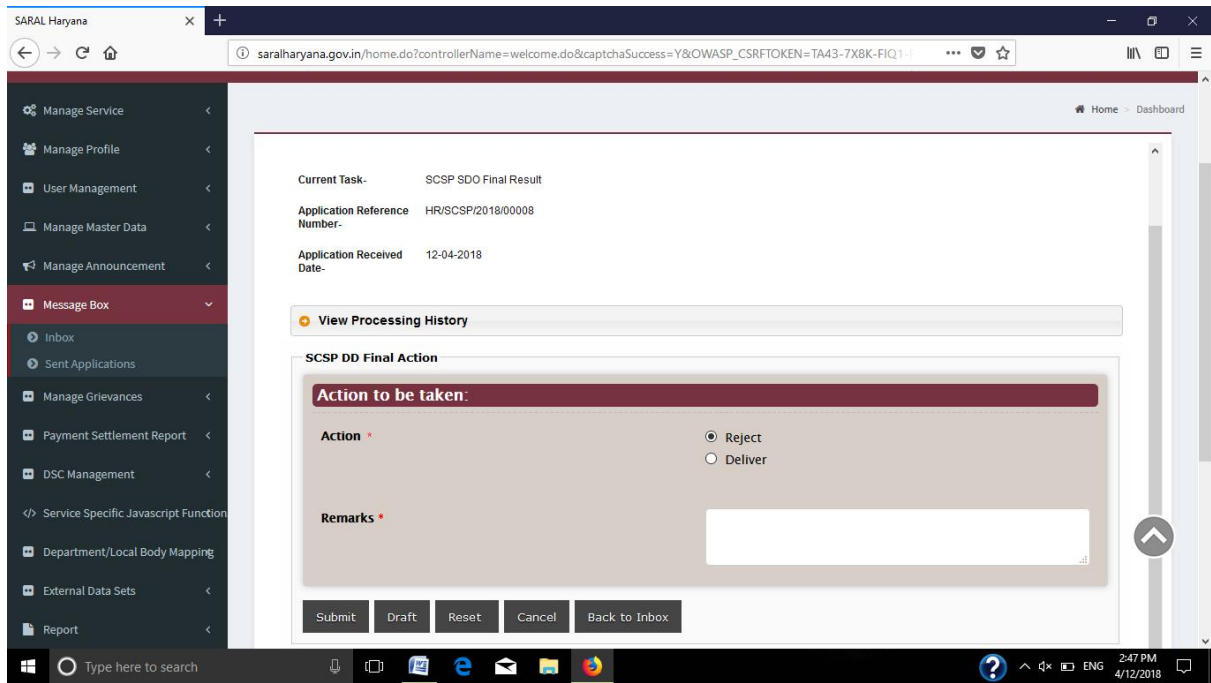


Here now the manual process starts where the concerned DD will take the printout of the application and then re-verify it through the committee(Concerned Vetrinity Surgeon,Sarpanch,SDO or other representative of local body). And after that the application now send to the bank where the bank will again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

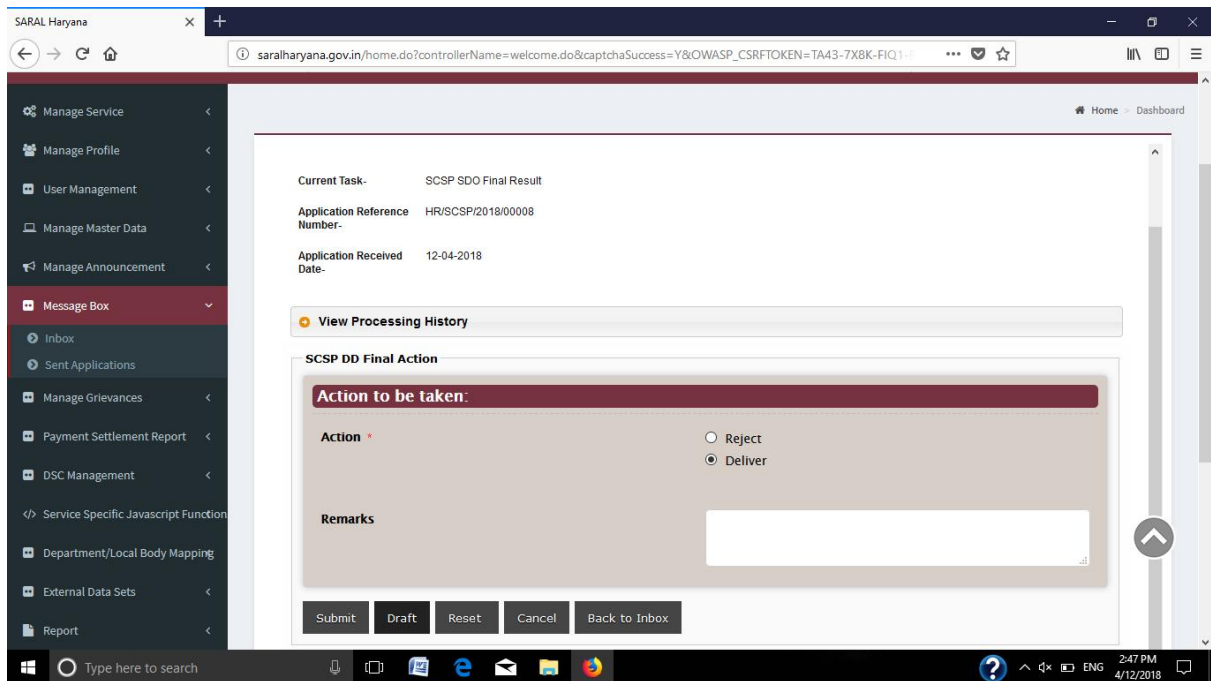
Officer Select Next Task and view the application



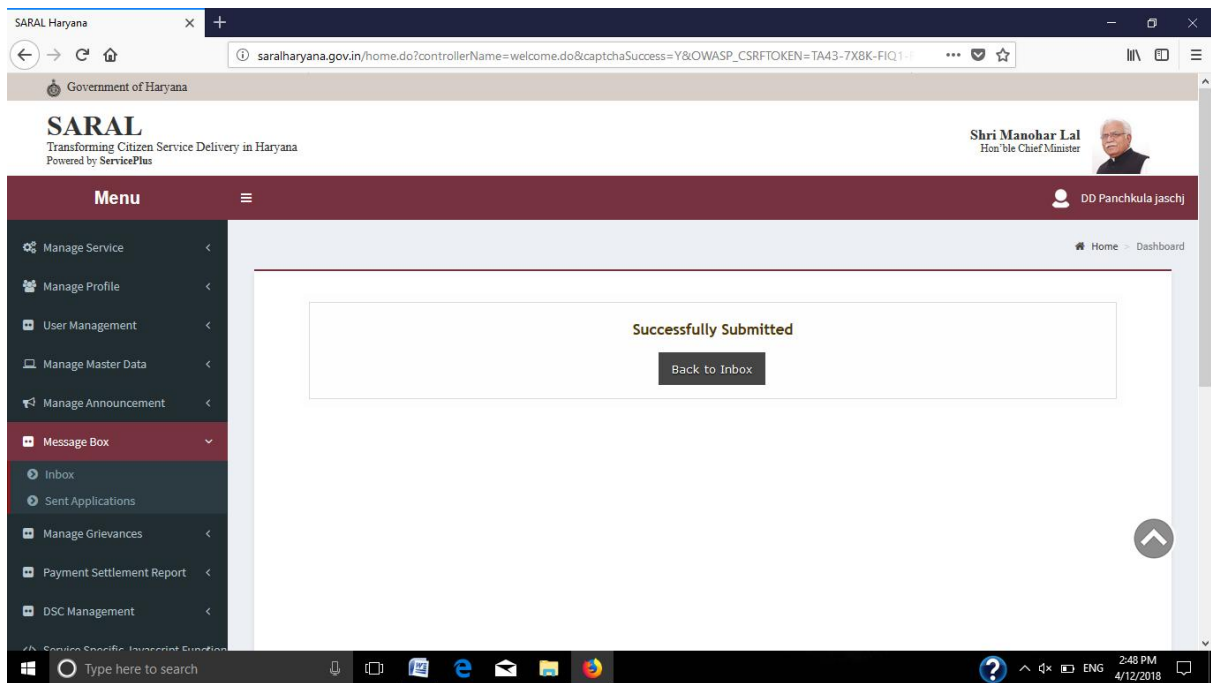
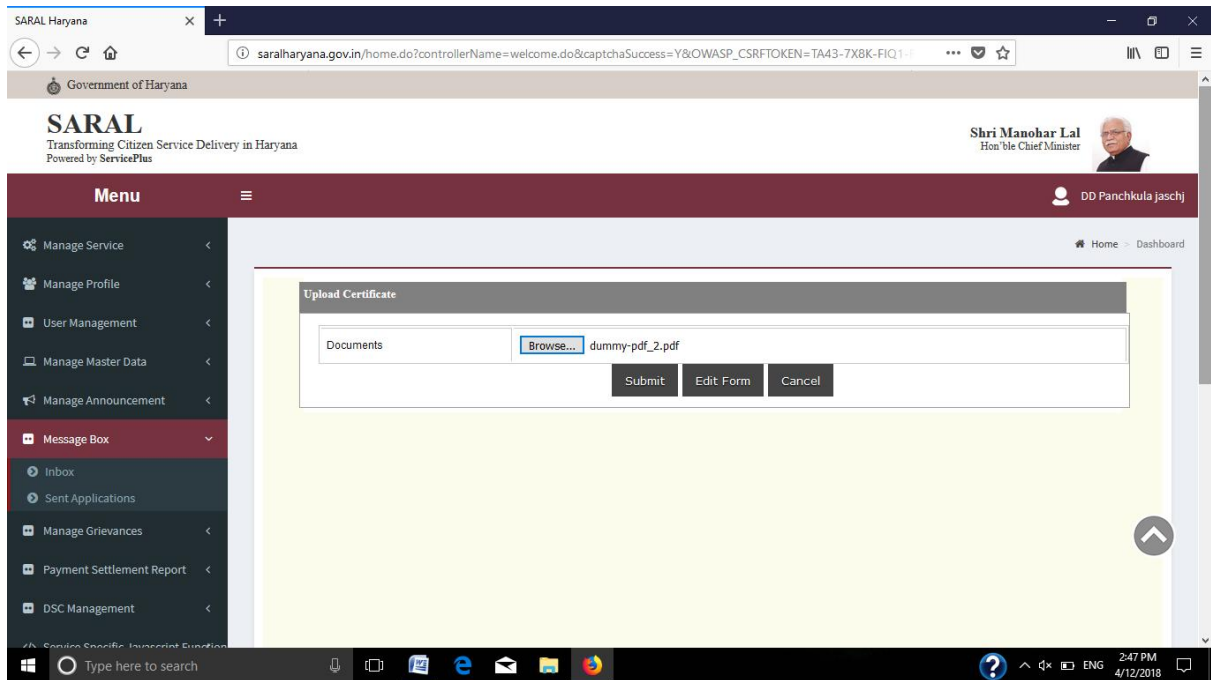
After select next task, click on pull button than Application form show. If bank has rejected the application and officer wants to reject application due to some other valid reason, the concerned officer will reject the application, and a rejection SMS will send to the applicant and if the bank agrees 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.