Khauti Anudan Yojana

Scrutiny Workflow

Tribal Development Department

(Government of Maharashtra)

User Manual

Version 1.0

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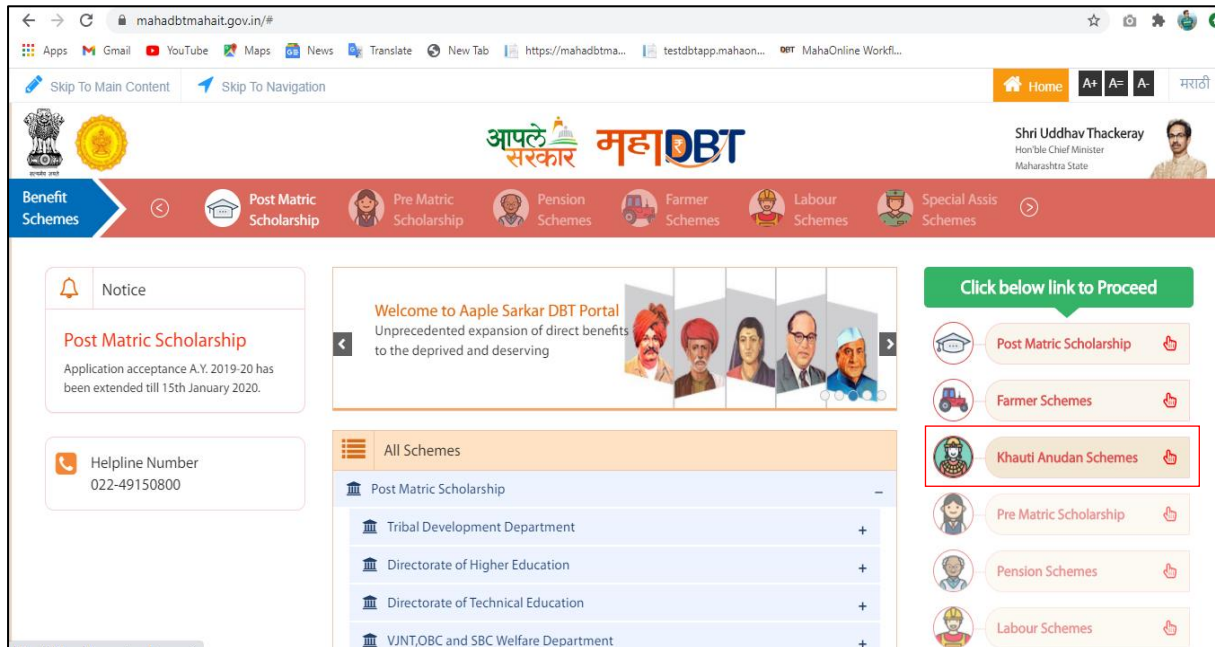
1   PO/ATC Login

- Go to the portal by entering following url- https://mahadbtmahait.gov.in/

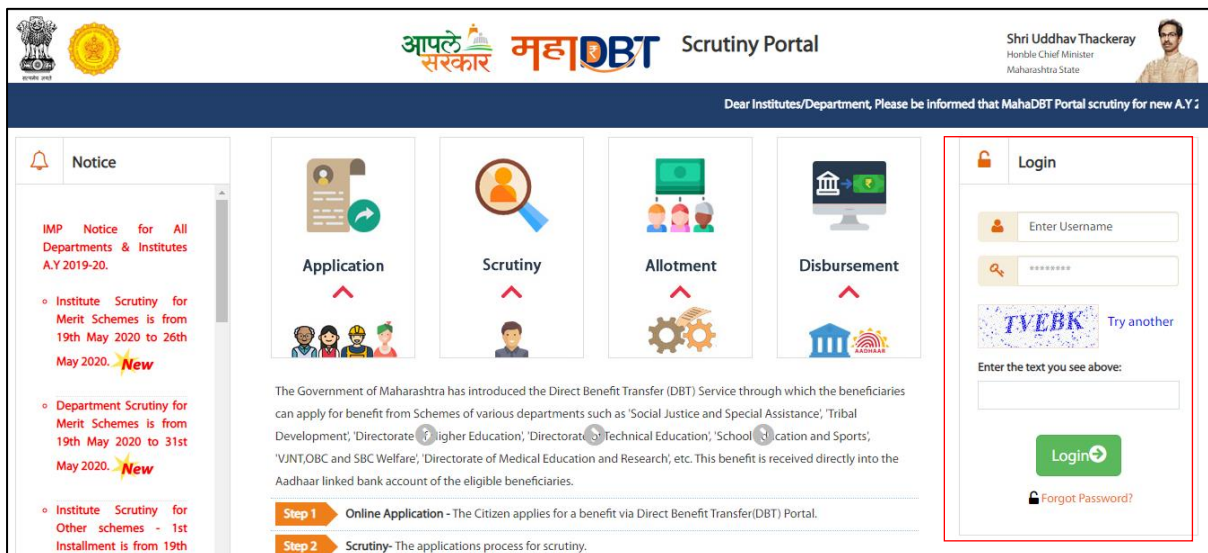- Go to the Login at the right side of the Home Page:

Figure 1-1

- Enter the login Credentials & Captcha
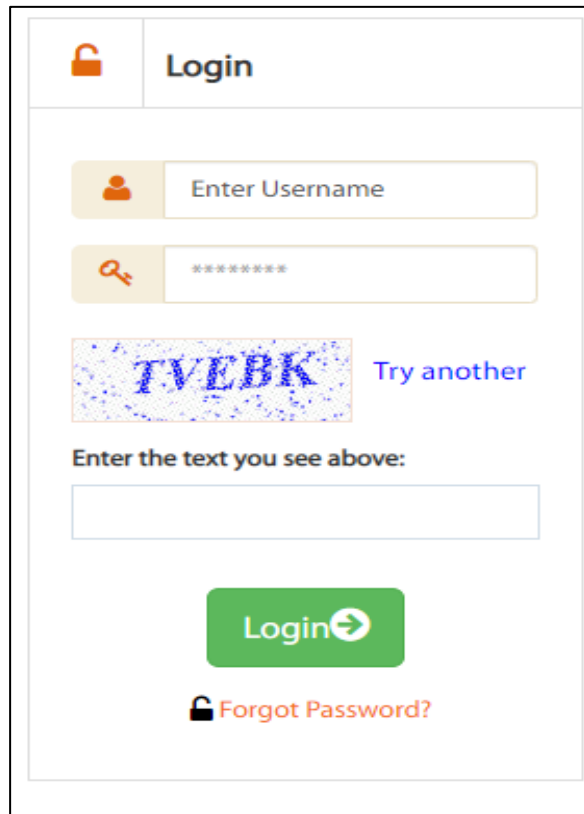
Figure 1-2

- **Enter following details:**

    1. Username *: Enter username
       Enter your PO/ATC username.

    2. Password *: Enter password
       Enter the password that accompanies your username.

    3. CAPTCHA: Enter CAPTCHA code as displayed

    4. Click [icon]”**Try Another”** to generate a new CAPTCHA

    5. Click [Login] to login

2 Application Scrutiny Steps PO/ATC-

- **Home Page-**

- After successful login Home Page will be displayed-

Figure 2-1

- For scrutiny of applications received, PO/ATC needs to click on "**Khauti Scrutiny**"

Figure 2-2

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- After clicking on Khauti Scrutiny list of applications will be displayed

Figure 2-3

- PO Officer can export all the list of applications submitted by DEO's by clicking on "**All DEO Applications**" option.
- PO/ATC can export the list of applications which comes in PO login and pending for scrutiny by clicking on "**Export to XLS**" option.
- For scrutiny of particular application, PO/ATC needs to click on "**Click Here**" option to view the details of application.
- To view the application details and application verification user needs to click on "**Click to View Application Details**"

Figure 2-4

- After clicking on "**Click to View Application Details**" applicant form will be displayed-

Figure 2-5

- PO/ATC need to check and verify the entire application form
- To view the uploaded document, PO/ATC needs to click on "**View Uploaded Documents**" and click on document icon to see the uploaded document
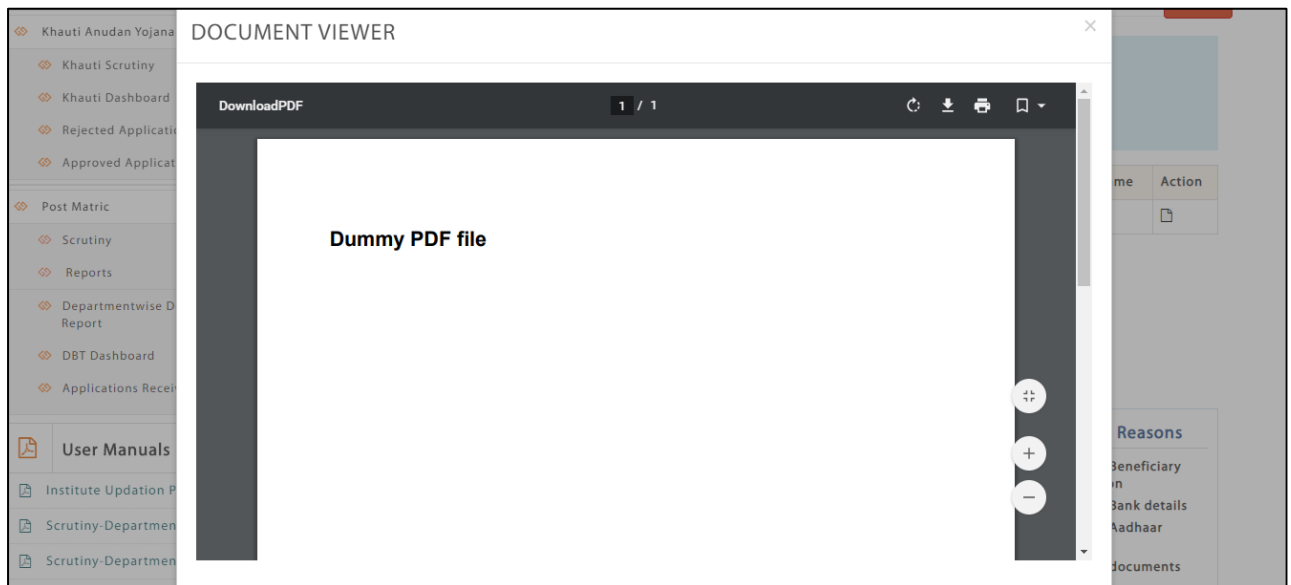

Figure 2-6

Figure 2-7

- After successful scrutiny of application, PO/ATC needs to enter their remarks and check the declaration and take the appropriate action
- For PO-(Forward for Approval/Application Reject/Application Revert)
- For ATC-(Application Approved/Application Rejected/Application Revert)

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PO Scrutiny Screen-

Figure 2-8

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ATC Scrutiny Screen-

Figure-2-9

3 Approve Applications

- PO/ATC can approve applications
- Applications approved by PO will be forwarded to ATC for final scrutiny and approval
- To approve the particular application PO need to verify the application and enter remarks and click on "**Forward for Approval**" button.
- After clicking on "**Forward for Approval**" button application will be forwarded to ATC for further scrutiny.
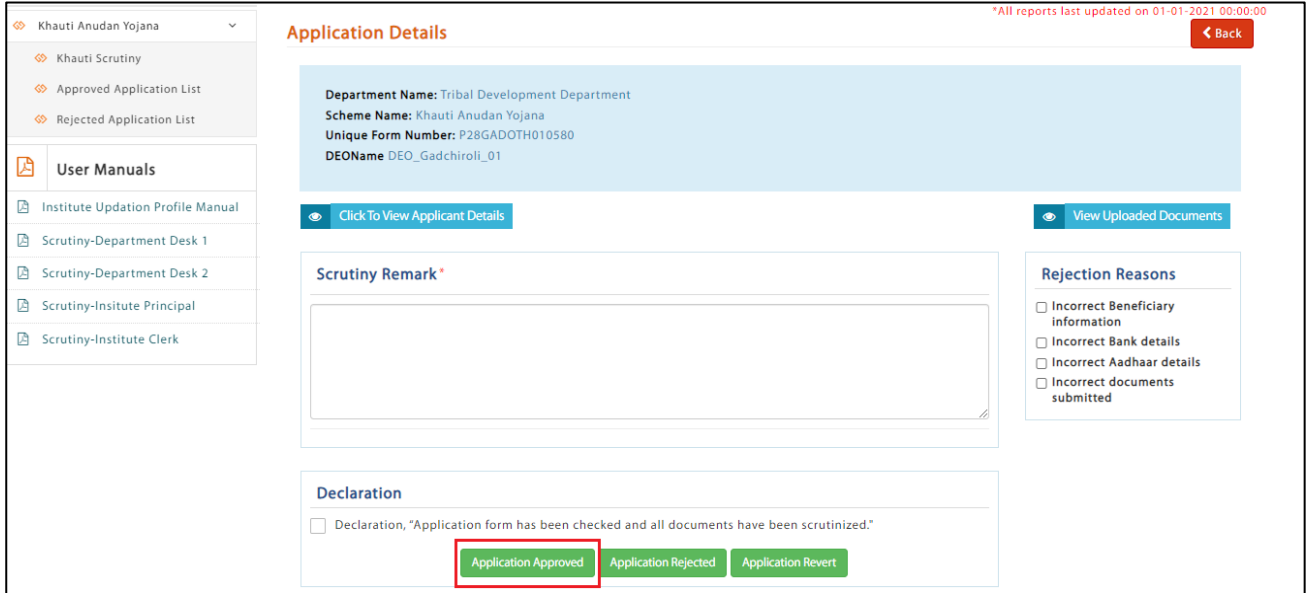
Figure-3-1

Figure-3-2

- On successful approval of application message will be displayed

- Applications received at ATC level, ATC can Approve, Reject or Revert the application.

Figure-3-3

- Once application "**Approved**" by ATC it will be reflected to "**Approved Applications**" list available In PO and ATC login.

Figure-3-4

- To view the approved applications list PO/ATC need to click on "**Approved Applications List**"
- All applications Approved by ATC will be available in this list.
- PO/ATC can also export this list in excel format by clicking on "**Export to Excel**" button.

4 Reject Applications

- PO/ATC can reject application in case of any non-compliance found in application
- To reject the particular application PO/ATC need to select the "**Rejection Reason**" from list provided.

Figure-4-1

- After checking on the appropriate reason PO/ATC need to enter their remarks, check the declaration and click on "**Reject**" button

Figure-4-2
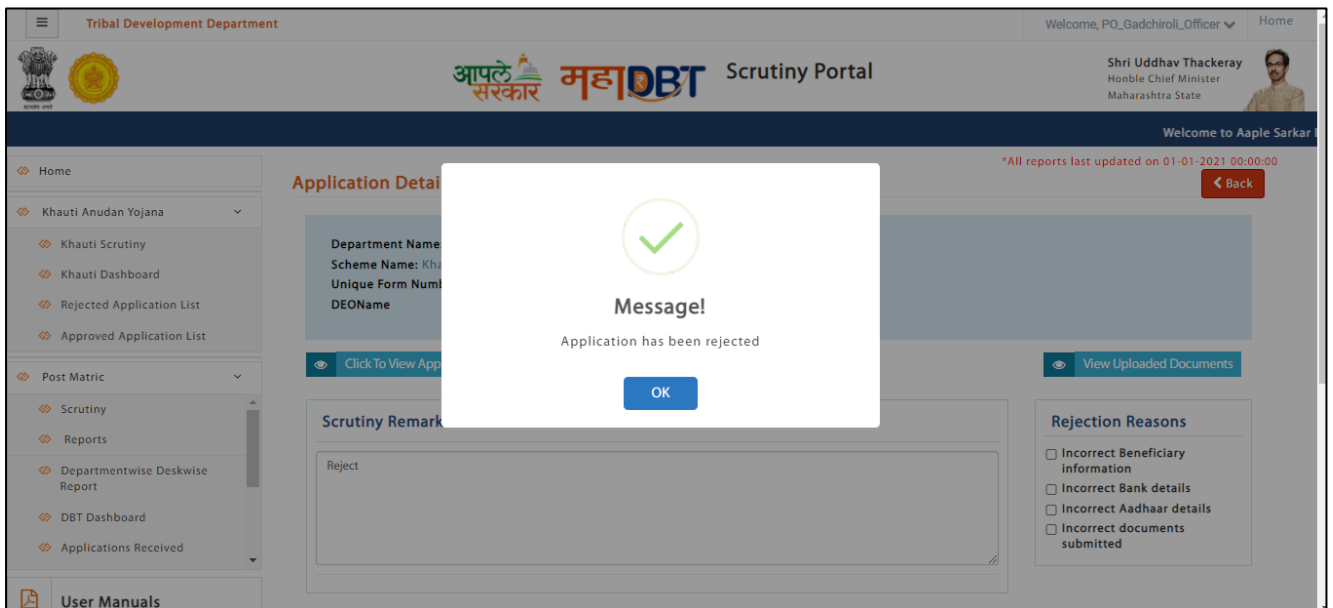
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Figure-4-3

- On successful rejection of application message will be displayed
- To view the Rejected applications list PO/ATC need to click on "**Rejected Applications List**"
- All applications rejected by PO and ATC level will be available in this list.
- PO/ATC can also export this list in excel format by clicking on "**Export to Excel**" button.

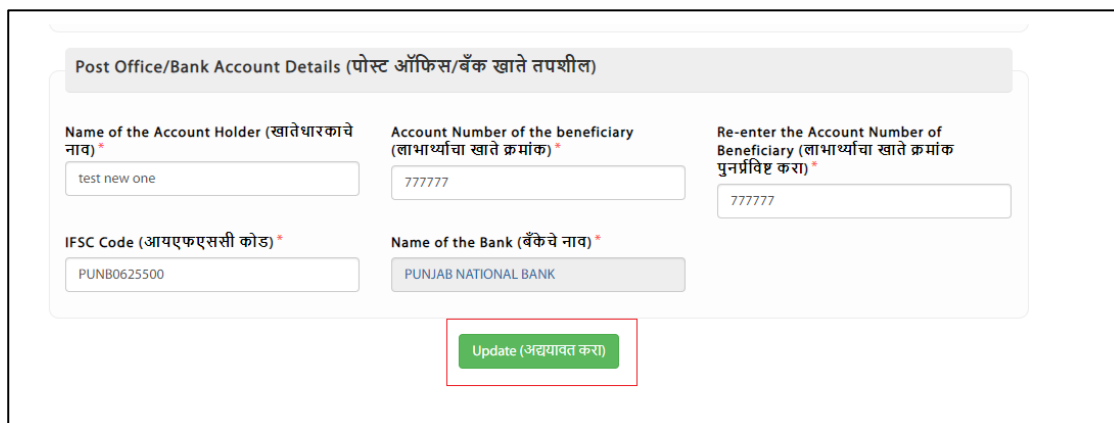**Figure-4-4**

5 Application Revert-

- PO/ATC can revert the application in case of any noncompliance in the application
- PO/ATC need to enter their remarks, check the declaration and click on **"Application Revert"** button
- After clicking on "**Application Revert"** button application will be sent back to DEO login for re-verification and update.

Figure 5-1

- DEO will be able to view the reverted application from PO level
- DEO needs to update the application as required
- After successfully update the application DEO needs to clink on "**Update**" button

Figure 5-2

Figure-5-3

- After clicking on "**Update**" button confirmation message will be displayed and clicking on "**Save**" button application will be updated and forward it to PO for scrutiny.