



Scrutiny Portal

Khauti Anudan Yojana

Khauti Anudan Yojana

Scrutiny Workflow

Tribal Development Department

(Government of Maharashtra)

User Manual

Version 1.0

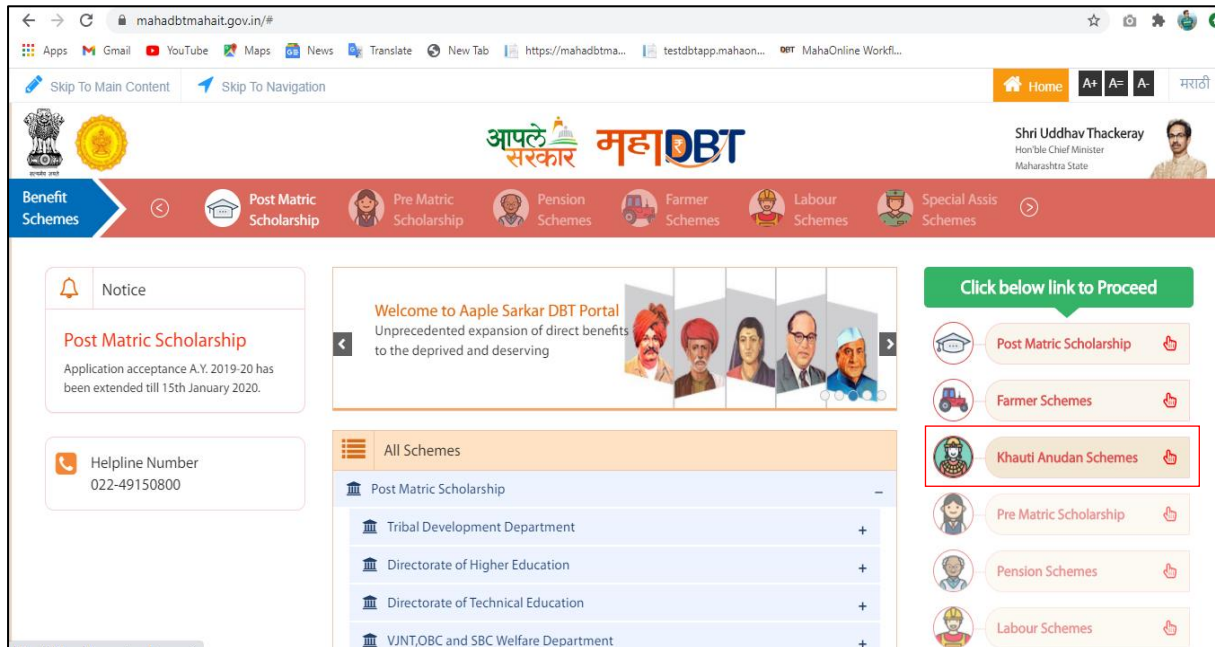
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Khauti Anudan Yojana

1 PO/ATC Login

- Go to the portal by entering following url- <https://mahadbttmahait.gov.in/>



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

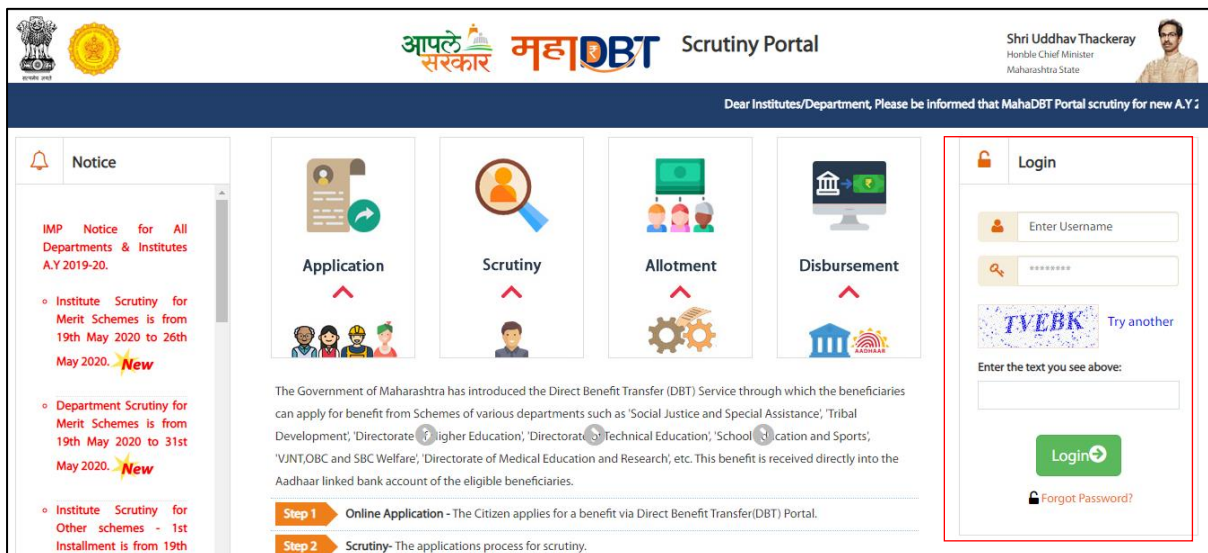


Figure 1-1

- Enter the login Credentials & Captcha

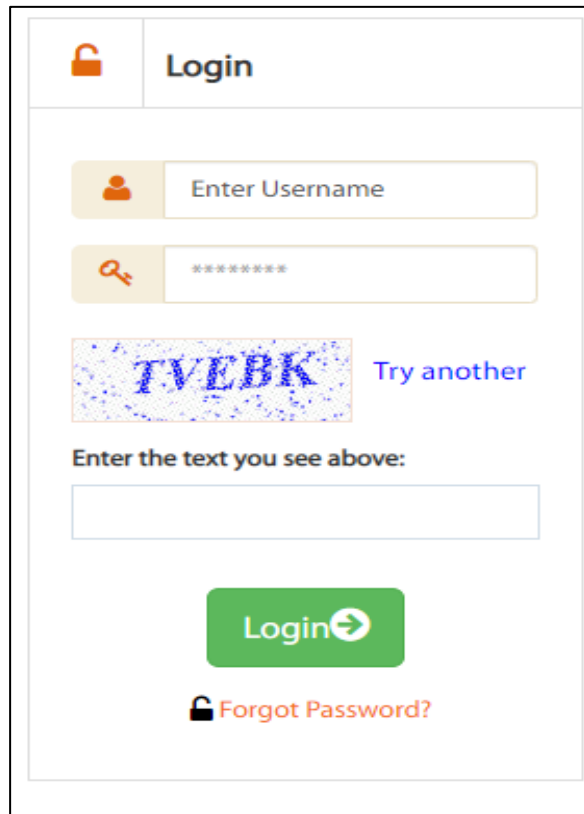




Figure 1-2

- 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  "Try Another" to generate a new CAPTCHA
5. Click  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

Khauti Anudan Yojana

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

Drag a column header here to group by that column

#	Scrutiny	Unique Form No	Applicant Name	Gender	District Name	Taluka Name	Village Name	Post Office	Subcast Name	Category
Click Here		P28GADOTH000070	Tarabai Bapuji Madavi	Female	Gadchiroli	Chamorshi	Ghot	Ghot	Pardhan	Other
Click Here		P28GADOTH000067	mukharu keshav sidam	Male	Gadchiroli	Gadchiroli	Dongargaon Bk	Dongargaon	Gond	Other
Click Here		P28GADOTH000035	Lalita Ramesh Weladi	Female	Gadchiroli	Chamorshi	Ghot	Ghot	Gond	Other
Click Here		P28GADOTH000002	Sarita Mansaram Madavi	Female	Gadchiroli	Desaiganj (Vadasa)	Kondhala	Kondhala	Gond	Other
Click Here		P28GADOTH000077	Madhukar Bhimaji Gavale	Male	Gadchiroli	Gadchiroli	Gurwada	Gurwada	Gond	Other
Click Here		P28GADOTH000086	Bhavika Maroti Sarote	Female	Gadchiroli	Gadchiroli	Gurwada	Gurwada	Gond	Other
Click Here		P28GADOTH000087	Tanba Baliram Gedam	Male	Gadchiroli	Gadchiroli	Gurwada	Gurwada	Pardhan	Other
Click Here		P28GADOTH000090	Kusum Janardhan Puram	Female	Gadchiroli	Gadchiroli	Hirapur	Gadchiroli	Gond	Other

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"

Khauti Anudan Yojana

Tribal Development Department Welcome, PO_Mumbai_Officer Home

आपले सरकार महाDBT Scrutiny Portal Shri Uddhav Thackeray Honble Chief Minister Maharashtra State

Apple Sarkar Direct Benefit Transfer Scrutiny Portal

Home

Khauti Anudan Yojana

Khauti Scrutiny

Khauti Dashboard

Rejected Application List

Approved Application List

Post Matric

Scrutiny

Reports

Departmentwise Deskwise Report

DBT Dashboard

Applications Received

User Manuals

Application Details

Department Name: Tribal Development Department
Scheme Name: Khauti Anudan Yojana
Application No: 2021KAY100000334

Click To View Applicant Details

View Uploaded Documents

Scrutiny Remark *

Rejection Reasons

☐ Incorrect Beneficiary information
☐ Incorrect Bank details
☐ Incorrect Aadhaar details
☐ Incorrect documents submitted

Declaration

☐ Declaration, "Application form has been checked and all documents have been scrutinized."

Forward For Approval Application Rejected Application Revert

*All reports last updated on 28-11-2020 00:00:00

Figure 2-4

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

Tribal Development Department Welcome, PO_Gadchiroli_Officer Home

आपले सरकार महाDBT Scrutiny Portal

Benefit Transfer Scrutiny Portal

Home

Post Matric

Scrutiny

Reports

DBT Dashboard

Disbursement Report

Institute

Institute Profile

Khauti Anudan Yojana

Khauti Dashboard

Khauti Scrutiny

Approved Application List

Rejected Application List

User Manuals

Institute Update Profile Manual

Scrutiny-Department Desk 1

Scrutiny-Department Desk 2

Scrutiny-Institute Principal

Scrutiny-Institute Clerk

Application Details

Department Name: Tribal Development Department
Scheme Name: Khauti Anudan Yojana
Unique Form Number: P28GADOTH012007
DEOName DEO_Gadchiroli_02

Personal Details (वैयक्तिक माहिती)

Unique Form Number (विशिष्ट अर्ज क्रमांक) P28GADOTH012007

Aadhaar card available (आधार कार्ड उपलब्ध आहे का?) ☒ Yes (होय) ☐ No (नाही)

Aadhaar Number (आधार कार्ड क्रमांक) 821863772993

Name of the Head of Family (Name as per Aadhaar, if available) (कुटुंब प्रमुखाचे संपूर्ण नाव (नाव आधारकार्ड प्रमाणे)) Povrabai Sukhru Salame

Date of Birth (As per Aadhaar, if available) (जन्मतारीख (आधारकार्ड प्रमाणे)) 01/01/1946

Gender (लिंग (पुरुष/स्त्री/इतर)) ☐ Male ☒ Female ☐ Transgender

Current Address (सध्याचा संपूर्ण पत्ता (गाव/पाडे/पाडा/वाडी))

District (जिल्हा) Gadchiroli Taluka (तालुका) Desaiganj (Vadasa) Village (गाव) Ekalpur

Post Office Name (पोस्ट ऑफिसचे नाव)

Scrutiny Remark *

Rejection Reasons

☐ Incorrect Beneficiary information
☐ Incorrect Bank details
☐ Incorrect Aadhaar details
☐ Incorrect documents submitted

Declaration

☐ Declaration, "Application form has been checked and all documents have been scrutinized."

Forward For Approval Application Rejected Application Revert

*All reports last updated on 01-01-2021 00:00:00

Figure 2-5

Khauti Anudan Yojana

- 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

The screenshot shows the 'Application Details' page of the Khauti Anudan Yojana Scrutiny Portal. The left sidebar contains navigation links for Home, Khauti Anudan Yojana, Khauti Scrutiny, Khauti Dashboard, Rejected Application List, Approved Application List, Post Matric, Scrutiny, Reports, Departmentwise Deskwise Report, DBT Dashboard, and Applications Received. The main content area displays the following information:

- Department Name:** Tribal Development Department
- Scheme Name:** Khauti Anudan Yojana
- Application No:** 2021KAY1000000334

Below this, there is a section for 'Personal Details (वैयक्तिक माहिती)' with fields for Unique Form Number, Aadhaar card availability, Aadhaar Number, Name of the Head of Family, Date of Birth, and Gender. To the right, a table lists uploaded documents:

Document Name	Action
pdf.pdf	

Figure 2-6

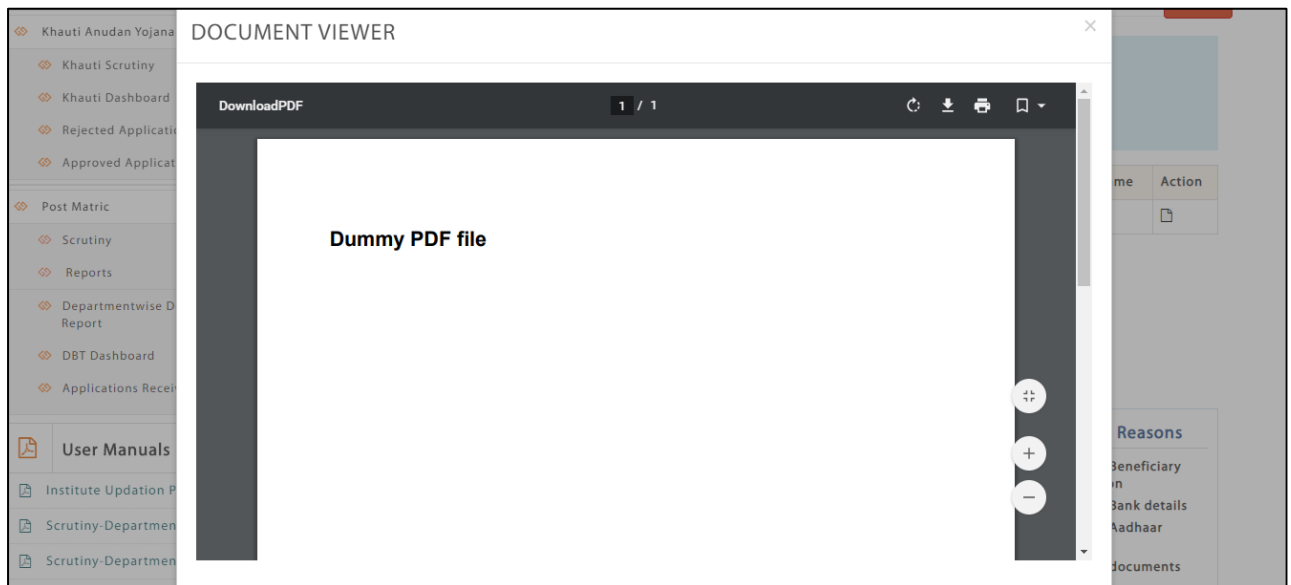


Figure 2-7

- 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)

Khauti Anudan Yojana

PO Scrutiny Screen-

Tribal Development Department

Welcome, PO_Mumbai_Officer

Home

Shri Uddhav Thackeray

Honble Chief Minister

Maharashtra State

Welcome to Aaple Sarkar Direct Benefit Transfer Scrutiny Portal

Home

Khauti Anudan Yojana

Khauti Scrutiny

Khauti Dashboard

Rejected Application List

Approved Application List

Post Matric

Scrutiny

Reports

Departmentwise Deskwise Report

DBT Dashboard

Applications Received

User Manuals

Application Details

Department Name: Tribal Development Department

Scheme Name: Khauti Anudan Yojana

Application No: 2021KAY1000000334

Personal Details (वैयक्तिक माहिती)

Unique Form Number (विशिष्ट अर्ज क्रमांक) *

P01MMSPVT000001

Aadhaar card available (आधार कार्ड उपलब्ध आहे का?) *

☒ Yes (होय)
 ☐ No (नाही)

Aadhaar Number (आधार कार्ड क्रमांक) *

539143378897

Name of the Head of Family (Name as per Aadhaar, if available) (कुटुंब प्रमुखाचे संपूर्ण नाव (नाव आधारकार्ड प्रमाणे)) *

SAURABH RAVINDRA YATAM

Date of Birth (As per Aadhaar, if available) (जन्मतारिख (आधारकार्ड प्रमाणे)) *

24/09/1992

Gender (लिंग (पुरुष/स्त्री/इतर)) *

☒ Male
 ☐ Female
 ☐ Transgender

Current Address (सध्याचा संपूर्ण पत्ता (गाव/पाडे/पाडा/वाडी))

Document Name

Action

pdf.pdf

Rejection Reasons

☐ Incorrect Beneficiary information
 ☐ Incorrect Bank details
 ☐ Incorrect Aadhaar details
 ☐ Incorrect documents submitted

Scrutiny Remark *

Declaration

☐ Declaration, "Application form has been checked and all documents have been scrutinized."

Forward For Approval

Application Rejected

Application Revert

*All reports last updated on 28-11-2020 00:00:00

Back

Figure 2-8

Khauti Anudan Yojana

ATC Scrutiny Screen-

Tribal Development Department

Welcome, ATC_Nagpur

Home

Scrutiny Portal

Shri Uddhav Thackeray

Honble Chief Minister

Maharashtra State

Welcome to Aaple Sarkar Direct Benefit Transfer Scrutiny Portal

Khauti Anudan Yojana

Khauti Scrutiny

Khauti Dashboard

Rejected Application List

Approved Application List

User Manuals

Institute Updation Profile Manual

Scrutiny-Department Desk 1

Scrutiny-Department Desk 2

Scrutiny-Institute Principal

Scrutiny-Institute Clerk

Application Details

Department Name: Tribal Development Department

Scheme Name: Khauti Anudan Yojana

Application No: 2021KAY1000000090

Click To View Applicant Details

View Uploaded Documents

Scrutiny Remark*

Rejection Reasons

☐ Incorrect Beneficiary information

☐ Incorrect Bank details

☐ Incorrect Aadhaar details

☐ Incorrect documents submitted

Declaration

☐ Declaration, "Application form has been checked and all documents have been scrutinized."

Application Approved

Application Rejected

Application Revert

Scrutiny History

Sr.No.	User Name	Designation	Action Date	Remark	Action Taken	Rejection Reason
1	PO_Gadchiroli_Officer	Department Project Officer	02/12/2020	po to atc	Forward For Approval	NA

*All reports last updated on 02-12-2020 00:00:00

Back

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Figure-2-9

10

Khauti Anudan Yojana

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.

Application Details

Department Name: Tribal Development Department
 Scheme Name: Khauti Anudan Yojana
 Unique Form Number: P28GADOTH003329
 DEOName: DEO_Gadchiroli_02

[Click To View Applicant Details](#) [View Uploaded Documents](#)

Scrutiny Remark*

☐ Declaration, "Application form has been checked and all documents have been scrutinized."

[Forward For Approval](#) [Application Rejected](#) [Application Revert](#)

Rejection Reasons

- ☐ Incorrect Beneficiary information
- ☐ Incorrect Bank details
- ☐ Incorrect Aadhaar details
- ☐ Incorrect documents submitted

Figure-3-1

Message!

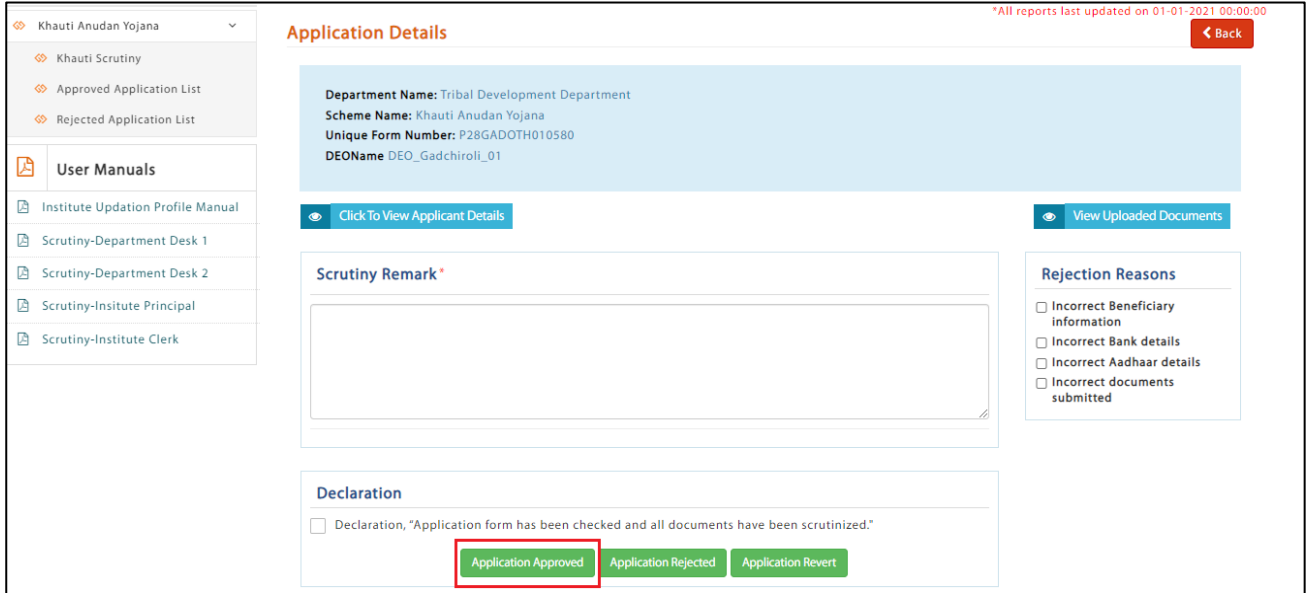
Application is sent for an approval

[OK](#)

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.



Application Details

Department Name: Tribal Development Department
 Scheme Name: Khauti Anudan Yojana
 Unique Form Number: P28GADOT010580
 DEOName: DEO_Gadchiroli_01

[Click To View Applicant Details](#) [View Uploaded Documents](#)

Scrutiny Remark *

Declaration

☐ Declaration, "Application form has been checked and all documents have been scrutinized."

[Application Approved](#) [Application Rejected](#) [Application Revert](#)

Rejection Reasons

- ☐ Incorrect Beneficiary information
- ☐ Incorrect Bank details
- ☐ Incorrect Aadhaar details
- ☐ Incorrect documents submitted

Figure-3-3

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

Tribal Development Department

आपले सरकार

महाDBT

Scrutiny Portal

Shri Uddhav Thackeray

Honble Chief Minister

Maharashtra State

Welcome to Aaple Sarkar Direct Benefit Transfer Scrutiny Portal

*All reports last updated on 29-12-2020 00:00:00

Export to XLS

Home

Khauti Anudan Yojana

Khauti Scrutiny

Khauti Dashboard

Rejected Application List

Approved Application List

Post Matric

Scrutiny

Reports

Departmentwise Deskwise Report

DBT Dashboard

Applications Received

Approved Applications

Drag a column header here to group by that column

#	Application Form	Scrutiny History	Unique Form No	Applicant Name	Gender	District Name	Taluka Name	Village Name	Post Office	Status
	View	View	P02PALOTH000002	karan shah	Female	Palghar	Dahanu	Alkapur	jawhar	Ar
	View	View	P02PALOTH000004	Vanita Dnyaneshwar Vaidya	Female	Palghar	Palghar	Katale	dahanu	Ar
	View	View	P02PALPVT000001	Darpan Bharat Raut	Male	Palghar	Talasari	Ambeshetgaon	dahanu	Ar
	View	View	P16HINOTH000004	Ramrao Maroti Karhale	Male	Hingoli	Basmath	Injangaon	Injangaon	Ar

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.

The screenshot shows the 'Application Details' page of the Scrutiny Portal. The left sidebar contains a navigation menu with options like Home, Post Matric, Scrutiny, Reports, DBT Dashboard, Disbursement Report, Institute, Institute Profile, Khauti Anudan Yojana, Khauti Dashboard, Khauti Scrutiny, Approved Application List, and Rejected Application List. The main content area displays application details: Department Name: Tribal Development Department, Scheme Name: Khauti Anudan Yojana, Unique Form Number: P28GADOTH003329, and DEOName: DEO_Gadchiroli_02. Below this, there are buttons for 'Click To View Applicant Details' and 'View Uploaded Documents'. A 'Scrutiny Remark' text area is present. On the right, a 'Rejection Reasons' section is highlighted with a red box, containing four checkboxes: 'Incorrect Beneficiary information', 'Incorrect Bank details', 'Incorrect Aadhaar details', and 'Incorrect documents submitted'. A 'Back' button is located at the top right of the application details section.

Figure-4-1

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

This screenshot shows the 'Application Details' page with additional sections. The 'Scrutiny Remark' text area is now visible. Below it, a 'Declaration' section contains a checkbox for 'Declaration, "Application form has been checked and all documents have been scrutinized."' and three buttons: 'Forward For Approval', 'Application Rejected' (highlighted with a red box), and 'Application Revert'. The 'Rejection Reasons' section remains on the right, with the same four checkboxes as in Figure 4-1. The 'Back' button is still present at the top right.

Figure-4-2

Khauti Anudan Yojana

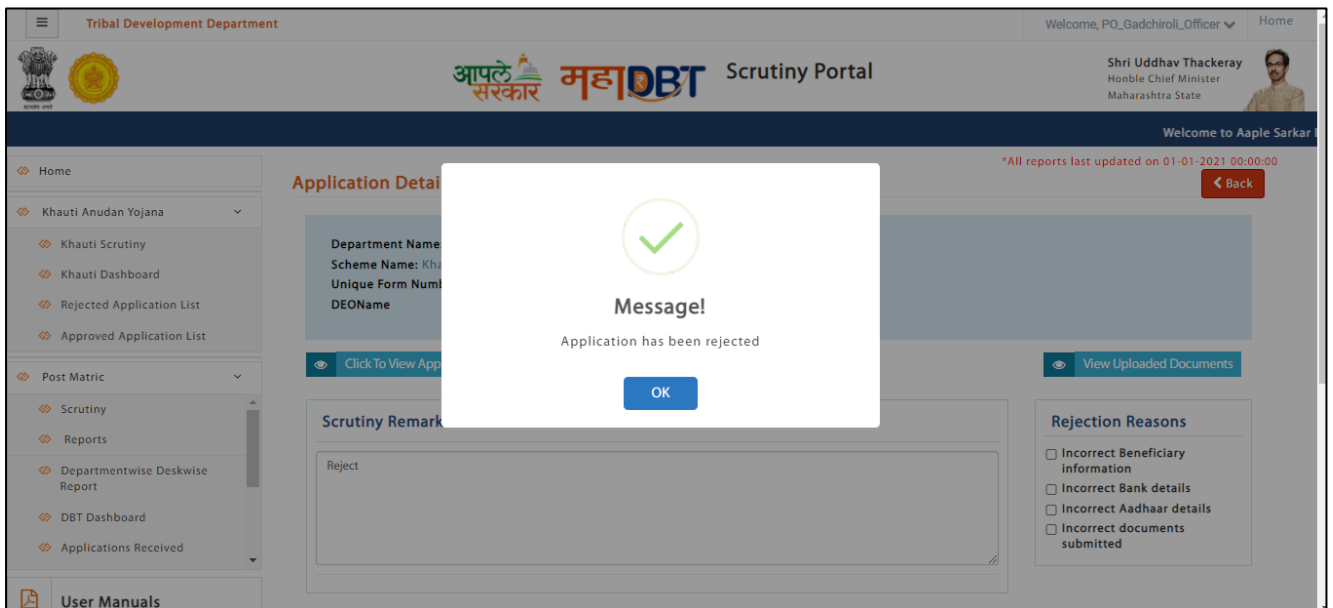


Figure-4-3

- 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.

Tribal Development Department

Welcome, PO_Gadchiroli_Officer

Home

Shri Uddhav Thackeray
Honble Chief Minister
Maharashtra State

Welcome to Aaple Sarkar

*All reports last updated on 01-01-2021 00:00:00

Back

View Uploaded Documents

Rejection Reasons

- ☐ Incorrect Beneficiary information
- ☐ Incorrect Bank details
- ☐ Incorrect Aadhaar details
- ☐ Incorrect documents submitted

Application Details

Department Name: Khauti Anudan Yojana
Scheme Name: Khauti Anudan Yojana
Unique Form Number: P01MMSOTH000001
DEOName: Kashi Dasharath Bhoir

Click To View Application

Scrutiny Remarks

Reject

Message!

Application has been rejected

OK

Rejected Applications

*All reports last updated on 04-12-2020 00:00:00

Export to XLS

Drag a column header here to group by that column

#	Unique Form No	Applicant Name	Gender	Subcast Name	Sub Category	Rejected by	Date	Application Form	Scrutiny His
	P01MMSOTH000001	Kashi Dasharath Bhoir	Female	Varli	Widow	PO_Mumbai_Officer	26/11/2020	View	View
	P02PALOTH000003	Iochan anil pagdhare	Male	Arrakh	IFR Beneficiary	PO_Dahanu_Officer	27/11/2020	View	View
	P02PALOTH000008	darpan bharat raut	Male	Andh	MGNREGS	PO_Dahanu_Officer	27/11/2020	View	View
	P02PALPAR000001	LOCHAN ANIL PAGDHARE	Male	Arakh		ATC_Thane	27/11/2020	View	View
	P28GADOTH000004	asha vikas madavi	Female	Gond	MGNREGS	PO_Gadchiroli_Officer	24/11/2020	View	View
	P28GADOTH000007	Nirmala Subhash Pendam	Female	Gond	MGNREGS	PO_Gadchiroli_Officer	19/11/2020	View	View
	P28GADOTH000010	Kamalbai Bhavaji Neware	Female	Gond Gowari	MGNREGS	PO_Gadchiroli_Officer	22/11/2020	View	View
	P28GADOTH000014	Pralhad Kashiram Puram	Male	Gond	IFR Beneficiary	PO_Gadchiroli_Officer	22/11/2020	View	View
	P28GADOTH000019	Archana Jayendra koram	Female	Gond	Widow	ATC_Nagpur	22/11/2020	View	View
	P28GADOTH000030	Suresh Sadhu Dhurve	Male	Gond	MGNREGS	PO_Gadchiroli_Officer	24/11/2020	View	View

The number of rows:18

Page 1 of 2 (18 Items) [1] 2

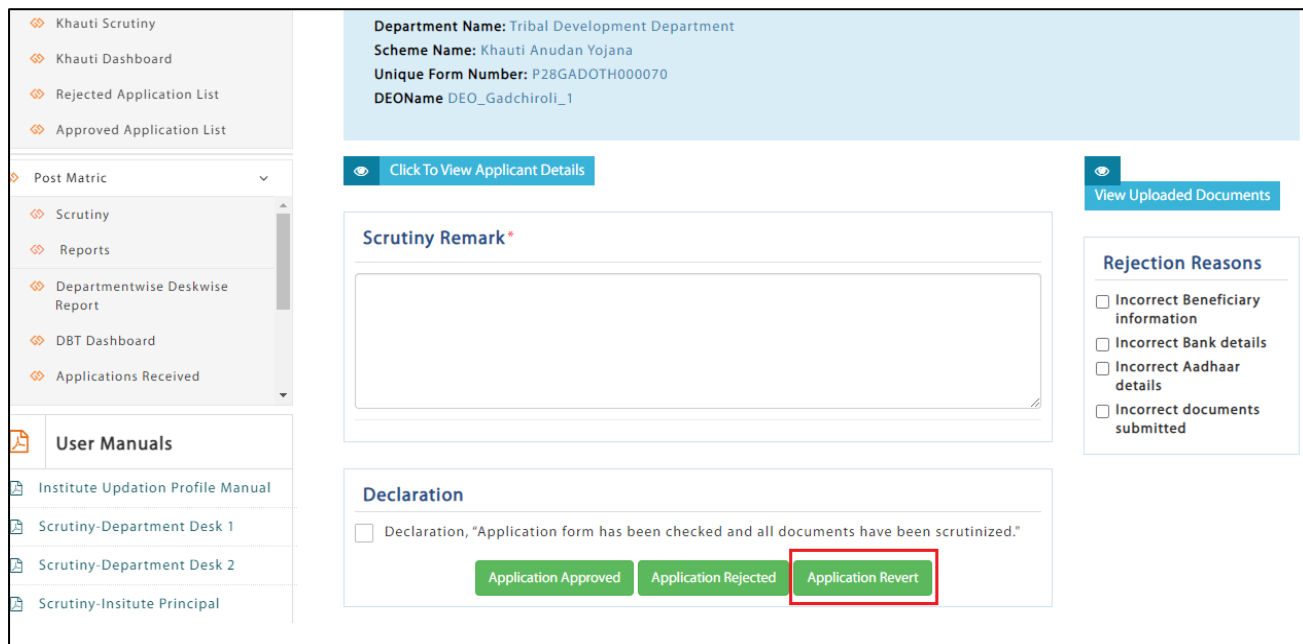
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Figure-4-4

5 Application Revert-

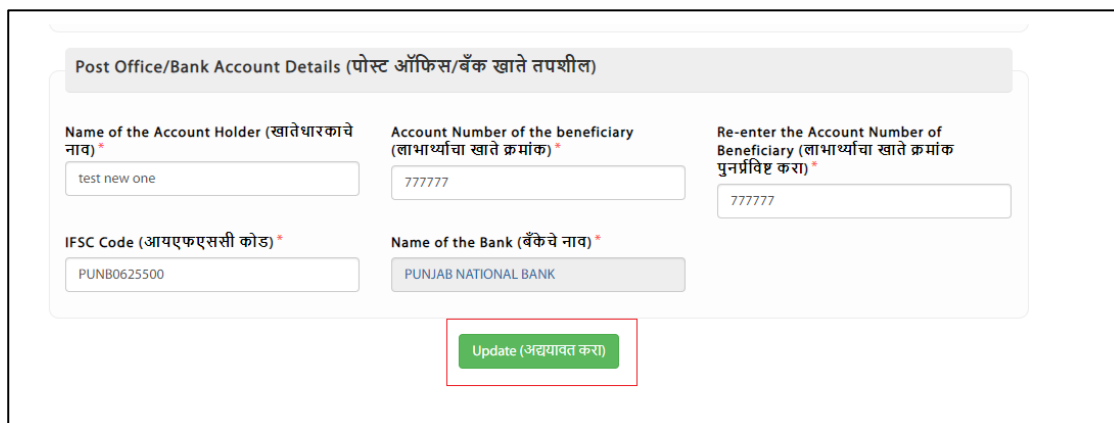
- PO/ATC can revert the application in case of any noncompliance in the application
- PO/ATC need to enter their remarks, check the declaration and click on **“Application Revert”** button
- After clicking on **“Application Revert”** button application will be sent back to DEO login for re-verification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



The screenshot displays the Scrutiny Portal interface. On the left is a sidebar menu with options like 'Khauti Scrutiny', 'Khauti Dashboard', 'Rejected Application List', 'Approved Application List', 'Post Matrix', 'Scrutiny', 'Reports', 'Departmentwise Deskwise Report', 'DBT Dashboard', 'Applications Received', and 'User Manuals'. The main content area shows details for a specific application: Department Name: Tribal Development Department, Scheme Name: Khauti Anudan Yojana, Unique Form Number: P28GADOTH000070, and DEO Name: DEO_Gadchiroli_1. Below this, there are buttons for 'Click To View Applicant Details' and 'View Uploaded Documents'. The 'Scrutiny Remark' section has a text area for entering remarks. The 'Declaration' section has a checkbox for 'Declaration, "Application form has been checked and all documents have been scrutinized."' and three buttons: 'Application Approved', 'Application Rejected', and 'Application Revert' (highlighted with a red box). On the right, there is a 'Rejection Reasons' section with checkboxes for 'Incorrect Beneficiary information', 'Incorrect Bank details', 'Incorrect Aadhaar details', and 'Incorrect documents submitted'.

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 click on **“Update”** button



The screenshot shows the 'Post Office/Bank Account Details' form. It contains fields for 'Name of the Account Holder (खातेधारकाचे नाव)', 'Account Number of the beneficiary (लाभार्थ्याचा खाते क्रमांक)', 'Re-enter the Account Number of Beneficiary (लाभार्थ्याचा खाते क्रमांक पुनर्प्रविष्ट करा)', 'IFSC Code (आयएफएससी कोड)', and 'Name of the Bank (बँकेचे नाव)'. The 'Update (अद्ययावत करा)' button is highlighted with a red box.

Figure 5-2

6	Yes	966666666666	FM six	30/11/2020	Transgender	Husba
---	-----	--------------	--------	------------	-------------	-------

Post Office

Name of the Beneficiary (नाव) *

test new on

IFSC Code (पिन कोड)

PUNB06255

Re-enter the Beneficiary (पुनर्प्रविष्ट करा)

2222222222

Update (अद्ययावत करा)

!

Do you want to update the application?
(अर्ज अद्यतनित करू इच्छिता?)

Please check Information before updating.
(अर्ज अद्यतनित करण्यापूर्वी कृपया भरलेली माहिती तपासून घ्या.)

Save
Cancel

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.