

Applicant User Manual

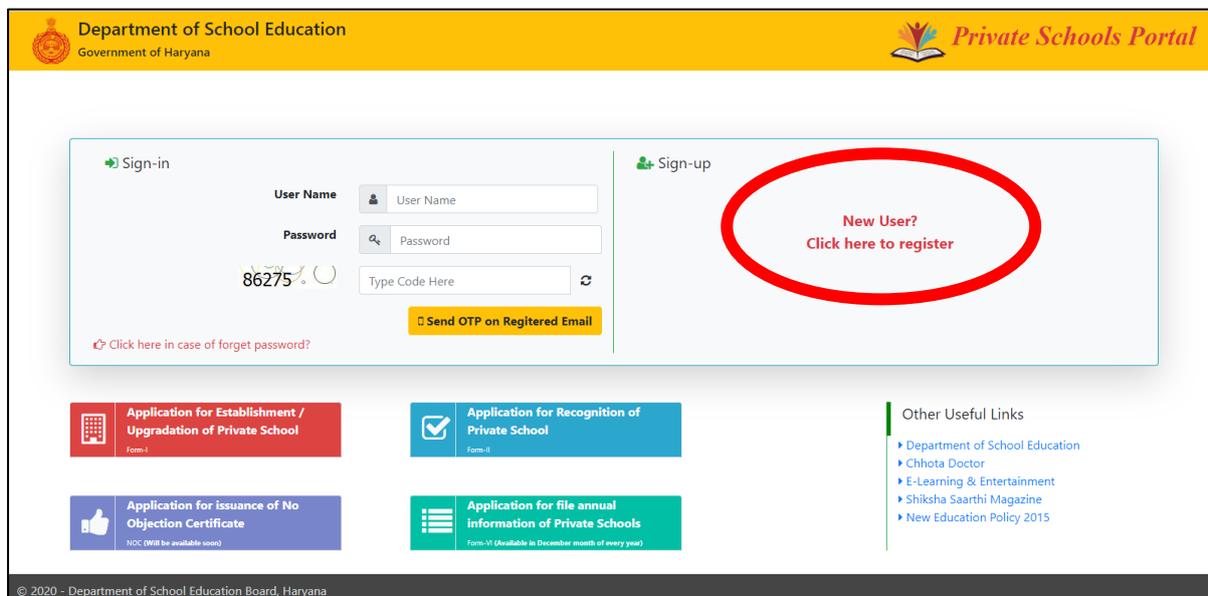
Private School Portal

User Registration & Login

An applicant/school can approach to Private School Portal by clicking the link located on Homepage of website schooleducationharyana.gov.in

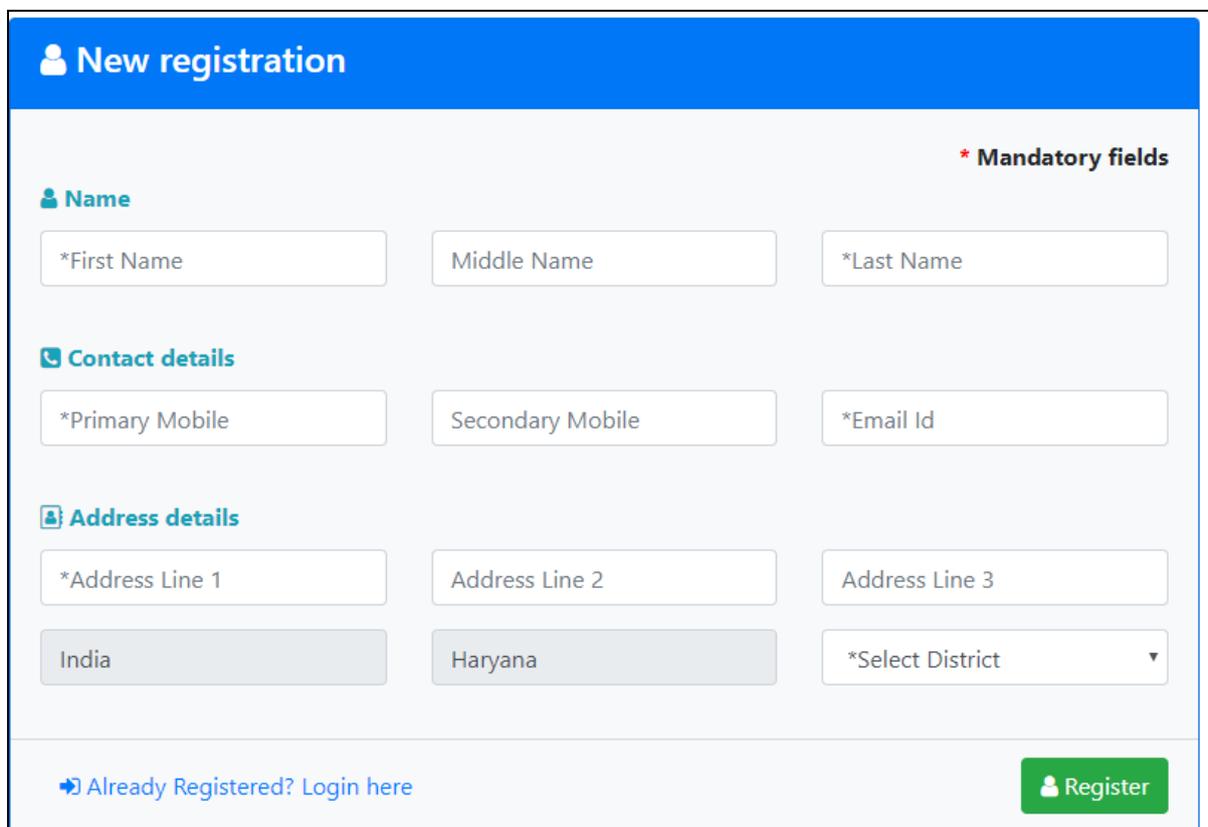
User Registration:

Step 1: Click on [‘New User? Click here to register’](#) link.



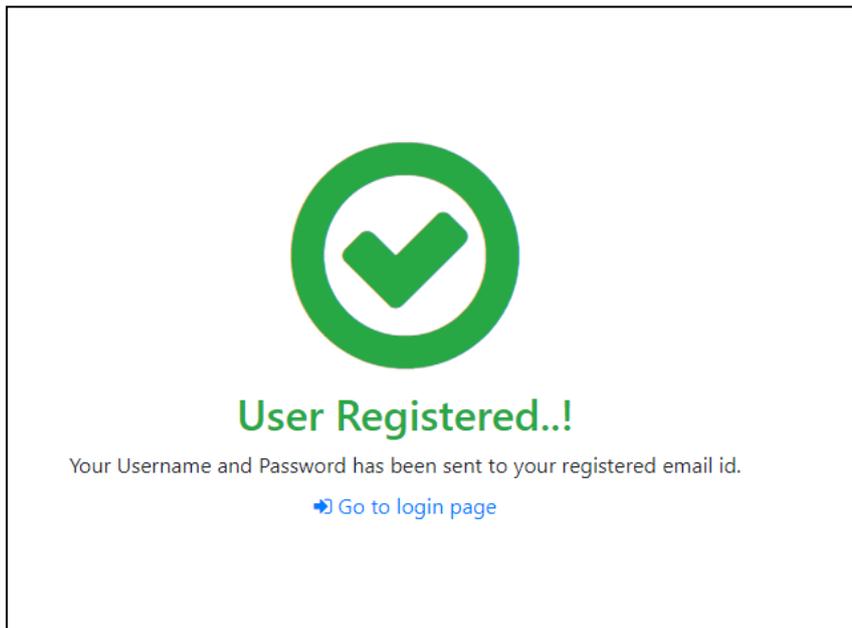
The screenshot shows the homepage of the Private Schools Portal. The header includes the Department of School Education, Government of Haryana, and the Private Schools Portal logo. The main content area features a sign-in and sign-up section. The sign-up section has a red circle around the text "New User? Click here to register". Below the sign-up section are four application buttons: "Application for Establishment / Upgradation of Private School", "Application for Recognition of Private School", "Application for issuance of No Objection Certificate", and "Application for file annual Information of Private Schools". There is also a section for "Other Useful Links" with links to Department of School Education, Chhota Doctor, E-Learning & Entertainment, Shiksha Saarthi Magazine, and New Education Policy 2015. The footer contains the copyright information: © 2020 - Department of School Education Board, Haryana.

Step 2: Fill the details & Submit:



The screenshot shows the "New registration" form. The form is titled "New registration" and has a blue header. The form is divided into sections: "Name", "Contact details", and "Address details". The "Name" section has three input fields: "*First Name", "Middle Name", and "*Last Name". The "Contact details" section has three input fields: "*Primary Mobile", "Secondary Mobile", and "*Email Id". The "Address details" section has three input fields: "*Address Line 1", "Address Line 2", and "Address Line 3". Below these are two dropdown menus: "India" and "Haryana", and a "*Select District" dropdown menu. At the bottom of the form, there is a link "Already Registered? Login here" and a green "Register" button.

Step 3: Applicant will get username & password on registered email-id



User Login: After filling username & password, applicant will get an OTP on his/her registered mobile number. And after fill and submit, applicant will logged-in in the system successfully.

Step 1: Applicant fills his/her username & Password and click on Send OTP on **'Registered Mobile'** Number Button

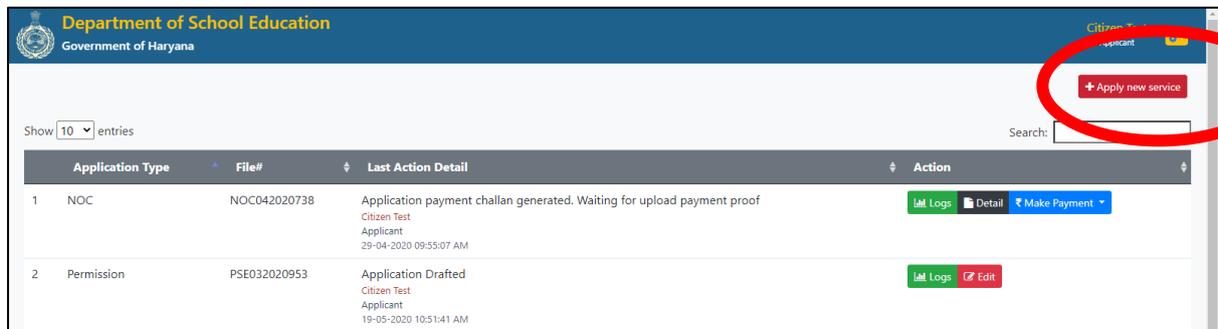
The screenshot shows the "Private Schools Portal" login interface. It features a "Sign-in" section with fields for "User Name" and "Password". A yellow button labeled "Send OTP on Registered Email" is circled in red. To the right, there is a "Sign-up" section with a "New User? Click here to register" link. Below the login fields are several application buttons: "Application for Establishment / Upgradation of Private School", "Application for Recognition of Private School", "Application for issuance of No Objection Certificate", and "Application for file annual Information of Private Schools". A footer at the bottom reads "© 2020 - Department of School Education Board, Haryana".

Step 2: Applicant will fill OTP received on his/her mobile and number and click on **'Submit & login'** button

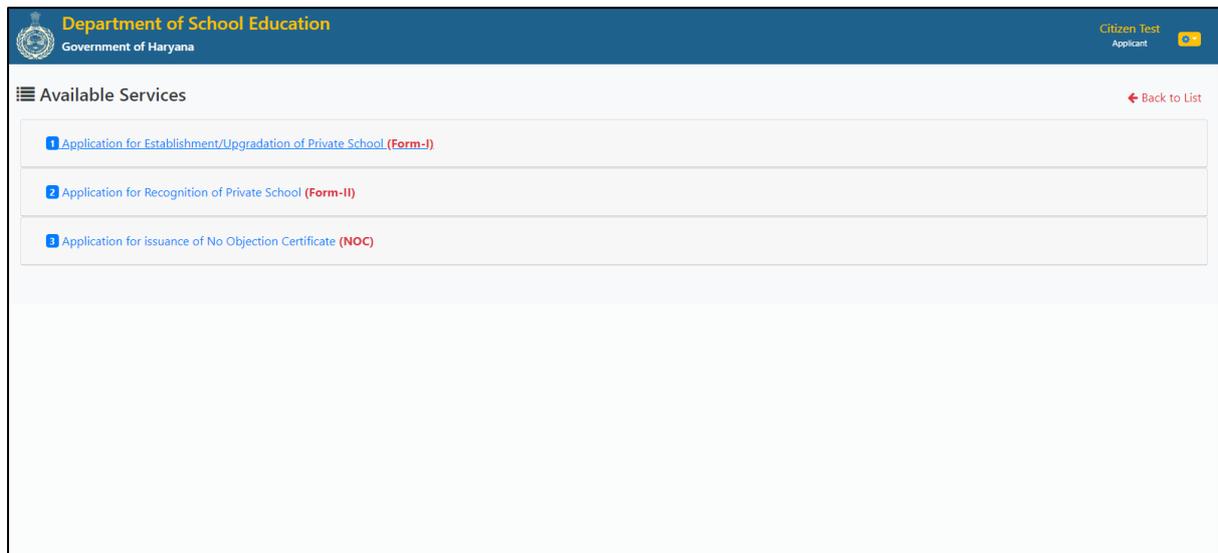
The screenshot shows the "Login via OTP" screen. It has a blue header with the text "Login via OTP". Below the header, it states: "OTP has been sent to your registered mobile number XXX-XXXX-834. Please enter OTP and submit. OTP is valid for 10 minutes..!". There is an input field for the OTP and a "Resend OTP" link. At the bottom, there are two buttons: "Back to Login" and "Submit & Login".

Apply for a new service & submit application

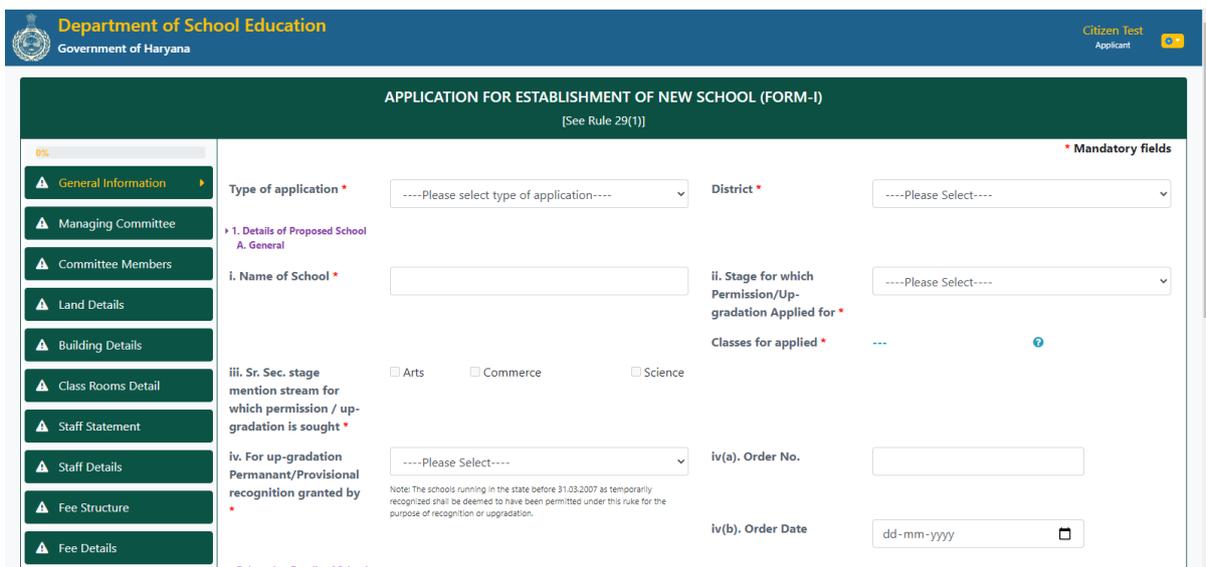
Step 1: Applicant can apply for new service by click the **'Apply New Service'** button on his/her dashboard



Step 2: It will open new window with listing of all available services on portal:



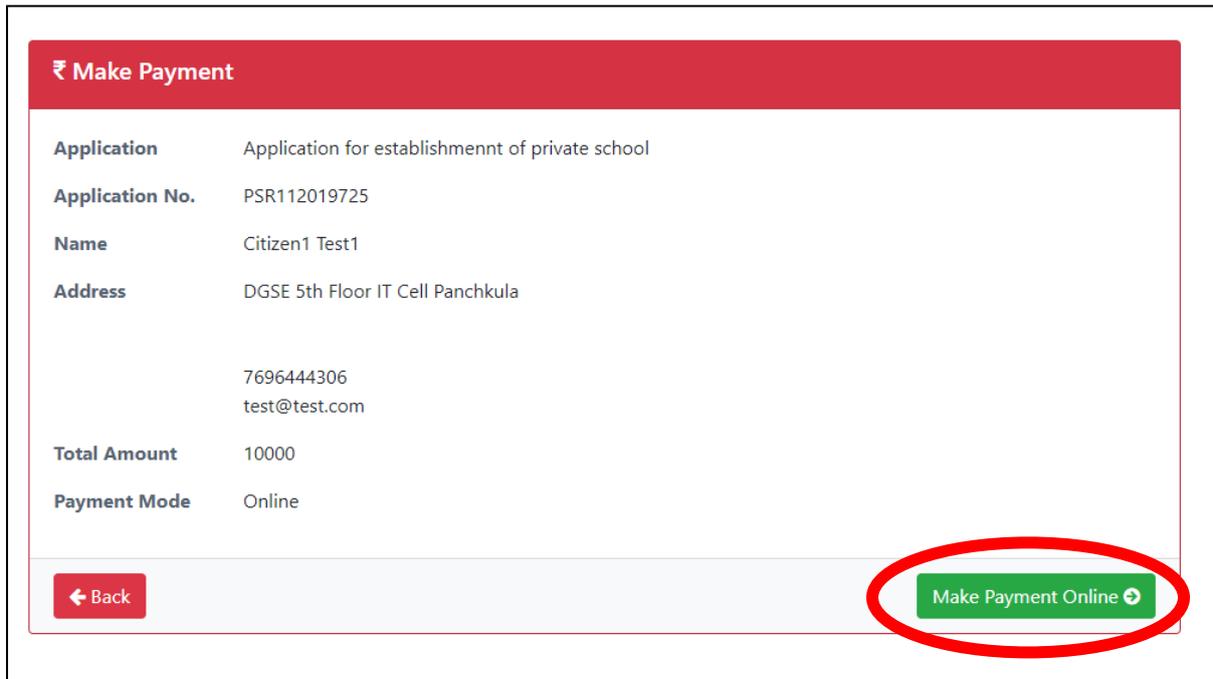
Step 3: Applicant will choose the desired service and fill the application form and upload the required document along with application form:



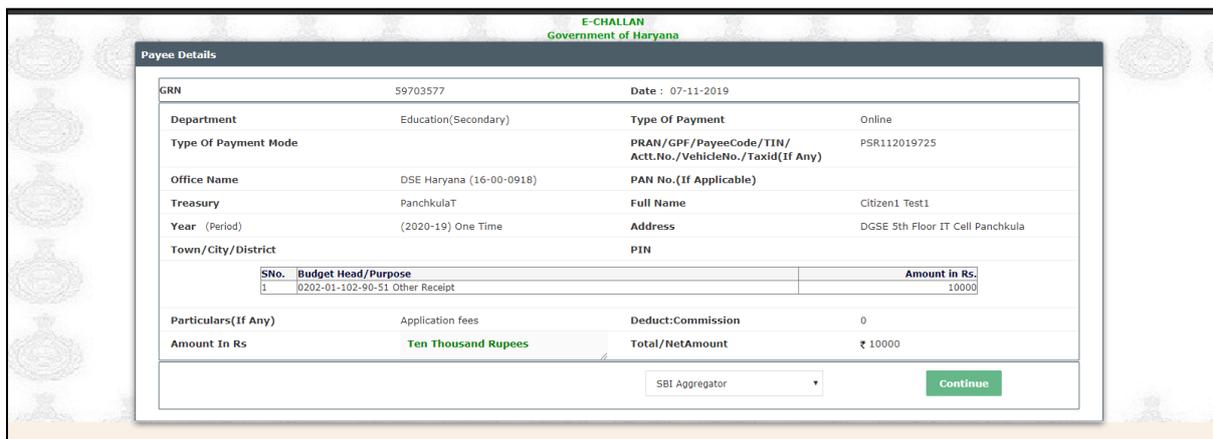
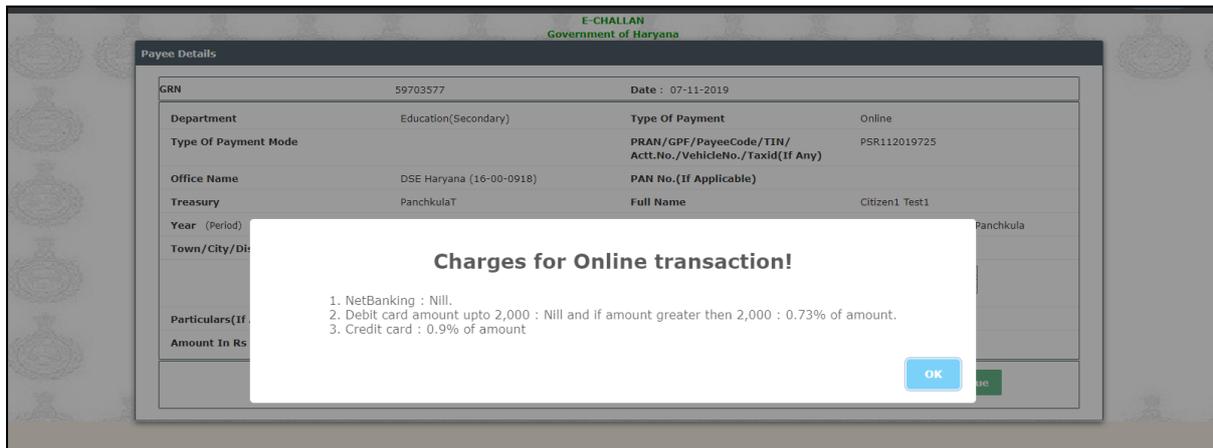
Step 4: After lock the application form, Applicant will pay the application fees by clicking make payment button, there are two modes of pay fees (Online & Offline):

If applicant opt Online payment mode then he/she can pay via netbanking or via Debit/Credit cards.

Or if applicant opt Offline payment mode then he/she will get a bank challan the he will pay fees in any SBI branch and will upload the payment proof to submit application.



Online payment:



SBI **SBI ONLINE**

STATE BANK MULTI OPTION PAYMENT SYSTEM

Please Select Appropriate Card Type To Avoid Failures (i.e. Credit Card Options) For Debit Card)

Net Banking

SBI
Bank Charges: 0.0
[Click Here](#)

Other Banks
Bank Charges: 0.0
[Click Here](#)

Card Payments

State Bank Debit Cards
Bank Charges: 0.0
[Click Here](#)

Other Bank Debit Cards
Bank Charges: 0.0
[Click Here](#)

Credit Cards
Bank Charges: 118.0
[Click Here](#)

Other Payments Modes

NEFT
NEFT/RTGS
Bank Charges: 0.0
[Click Here](#)

UPI
Bank Charges: 0.0
[Click Here](#)

Offline payment:

₹ Make Payment

Application Application for establishment of private school

Application No. PSR112019725

Name Citizen1 Test1

Address DGSE 5th Floor IT Cell Panchkula

7696444306
test@test.com

Total Amount 10000

Payment Mode Offline (Challan Based)

[← Back](#)
[Generate Challan →](#)

E-CHALLAN Government of Haryana Bank/Treasury City	E-CHALLAN Government of Haryana ASR Debit Only	E-CHALLAN Government of Haryana Remitter Copy
Valid Upto: 06-12-2019 (Cash) 30-11-2019 (Chq./DD) GRN No: 0059677237 Date: 06 Nov 2019 16:28:08 Office Name: 0919-CSE Haryana Treasury: Panchkula Period: (2020-19) One Time Head of Account: 0202-01-102-99-51 Other Receipt Amount ₹ 10000 For SBI Bank Challan to be accepted under fee type -263 PD A/c No: - Deduction Amount ₹ 0 Total Net Amount ₹ 10000 ₹ Ten Thousands Rupees TENDERER'S DETAIL GPF/PRANTRIN/AE no./Vendor/Ref/Trans: PSR112019627 PAN No: - TENDERER'S Name: Nandu gupta Address: 232323 - Particulars: Application fees Cheque/DD- Detail: - Depositor's Signature: - FOR USE IN RECEIVING BANK Bank City No: 06/11/2019 Payment Date: 06/11/2019 Bank: All SBI Branches	Valid Upto: 06-12-2019 (Cash) 30-11-2019 (Chq./DD) GRN No: 0059677237 Date: 06 Nov 2019 16:28:08 Office Name: 0919-CSE Haryana Treasury: Panchkula Period: (2020-19) One Time Head of Account: 0202-01-102-99-51 Other Receipt Amount ₹ 10000 For SBI Bank Challan to be accepted under fee type -263 PD A/c No: - Deduction Amount ₹ 0 Total Net Amount ₹ 10000 ₹ Ten Thousands only TENDERER'S DETAIL GPF/PRANTRIN/AE no./Vendor/Ref/Trans: PSR112019627 PAN No: - TENDERER'S Name: Nandu gupta Address: 232323 - Particulars: Application fees Cheque/DD- Detail: - Depositor's Signature: - FOR USE IN RECEIVING BANK Bank City No: 06/11/2019 Payment Date: 06/11/2019 Bank: All SBI Branches	Valid Upto: 06-12-2019 (Cash) 30-11-2019 (Chq./DD) GRN No: 0059677237 Date: 06 Nov 2019 16:28:08 Office Name: 0919-CSE Haryana Treasury: Panchkula Period: (2020-19) One Time Head of Account: 0202-01-102-99-51 Other Receipt Amount ₹ 10000 For SBI Bank Challan to be accepted under fee type -263 PD A/c No: - Deduction Amount ₹ 0 Total Net Amount ₹ 10000 ₹ Ten Thousands only TENDERER'S DETAIL GPF/PRANTRIN/AE no./Vendor/Ref/Trans: PSR112019627 PAN No: - TENDERER'S Name: Nandu gupta Address: 232323 - Particulars: Application fees Cheque/DD- Detail: - Depositor's Signature: - FOR USE IN RECEIVING BANK Bank City No: 06/11/2019 Payment Date: 06/11/2019 Bank: All SBI Branches

Application Description	Application ID	Status	Actions
Application for Establishment of Private School	PSE102019057	Application payment challan generated. Waiting for upload payment proof	Logs Detail Make Payment
Application for Establishment of Private School	PSE102019110	Document Verified & Forward with Objections	Logs Detail Download Challan Upload Payment proof

upload payment proof

Application Id PSE102019057

Please upload payment proof *

Attachment

Size: 1KB to 30MB
Formats: pdf

[← Go to List](#)
[Upload & Save](#)

Check Status of application and action

logs:

Applicant can check his/her application status by login into his/her account at any time and he/she can also check the each action taken along with remarks by the department and any time by clicking the logs button on his/her dashboard.

Department of School Education
Government of Haryana

Citizen Test Applicant

Sr#	Category	Application No.	Status/Action	Applicant	Date	Actions
1	NOC	NOC042020738	Application payment challan generated. Waiting for upload payment proof	Citizen Test Applicant	29-04-2020 09:55:07 AM	Logs, Detail, Make Payment
2	Permission	PSE032020953	Application Drafted	Citizen Test Applicant	19-05-2020 10:51:41 AM	Logs, Edit
3	Permission	PSE032020953	Application Drafted	Citizen Test Applicant	19-05-2020 10:51:41 AM	Logs, Edit
4	Recognition	PSR032020959	Application Drafted	Citizen Test Applicant	19-05-2020 12:01:12 PM	Logs, Edit
5	Recognition	PSR022020459	Application Locked (Fees is Pending)	Citizen Test Applicant	12-03-2020 12:29:14 PM	Logs, Detail, Make Payment
6	Recognition	PSR022020068	Forward to Assistant for payment verification	Sukhdev Singh Superintendent	06-05-2020 03:56:19 PM	Logs, Detail

Showing 1 to 6 of 6 entries

Application Index

localhost:63362/Dashboards/AppIndexCitizen?AppFormId=0

Department of School Education
Government of Haryana

Citizen Test Applicant

Logs

Show Document Verification Status

Sr#	Date	Action By	Action	Remarks
1	May 6 2020 3:56PM	Sukhdev Singh Superintendent	Forward to Assistant for payment verification	for payment verification
2	Mar 13 2020 11:54AM	Citizen Test Applicant	Application Submitted and Fee Paid Offline	Scan copy of payment challan uploaded
3	Feb 28 2020 2:47PM	Citizen Test Applicant	Application payment challan generated. Waiting for upload payment proof	Application fees challan generated waiting for upload payment proof.
4	Feb 20 2020 4:56PM	Citizen Test Applicant	Application Locked (Fees is Pending)	
5	Feb 20 2020 4:55PM	Citizen Test Applicant	Application Drafted	
6	Feb 20 2020 4:55PM	Citizen Test Applicant	Application Drafted	

Showing 1 to 6 of 6 entries

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Start a search

04:24 PM 09-06-2020

Download final approval Certificate:

Once application get approved by department, Applicant can download final approval certificate by click **Download** button.

Application Name	Token No.	Status	Action
Application for Establishment of Private School	PSE092019987	Application Approved Director Secondary Education Director	Logs Detail Action Download

**Thank
you**