## 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 <u>'New User? Click here to register'</u> link.

Department of School Education Government of Haryana			<b>X</b> Private Schools P
€ Sign-in		🛃 Sign-up	
User Name Password	User Name	(	New User? Click here to register
86275%	Type Code Here		
Cr Click here in case of forget password?	u senu orr on regitered chian		
Application for Establishment / Upgradation of Private School	Application for Recognition Private School Formal	n of	Other Useful Links  Department of School Education  Childran Oracters
Application for issuance of No Objection Certificate NCC (Will be available seen)	Application for file annual information of Private Sch rom.V(dvalde is Ocenber multi of ex	ools :ry year)	<ul> <li>Chronia Ubctor</li> <li>E-Learning &amp; Entertainment</li> <li>Shiksha Saarthi Magazine</li> <li>New Education Policy 2015</li> </ul>
Denotement of Coloral Education Denod Hannes			

Step 2: Fill the details & Submit:

New registration							
		* Mandatory fields					
*First Name	Middle Name	*Last Name					
Contact details							
*Primary Mobile	Secondary Mobile	*Email Id					
Address details							
*Address Line 1	Address Line 2	Address Line 3					
India	Haryana	*Select District					
Already Registered? Login I	here	A Register					

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



<u>User Login</u>: 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 <u>'Registered</u> <u>Mobile'</u> Number Button

Sign-in      User Name     Sign-in      Veser Name     Password     Password     Password     Type undot     Offer Useful Links      Application for Exceeding of     Physics School      Other Useful Links	Department of School Education Government of Haryana		🌉 Private Schools Po	rtal
Application for Establishment / Upgradation of Private School Other Useful Links	Sign-in User Name Password 86275	User Name  User Name  Verypergeneration  User OTP on Regitered Email	♣ Sign-up New User? Click here to register	
Rest     Fame 8       Application for issuance of No objection Certificate Information of Private Schools Not Will be weaking weaking     Application for file annual Information of Private Schools Not. Vil (Multis to Remark or weaking year)	Application for Establishment / Upgradation of Private School remit Application for issuance of No Objection Certificate NOC Other analitie medi	Application for Recognition of Private School Jume Application for file annual Information of Private Schoo Jume 8 double to Docube want of error	of Other Useful Links • Department of School Education • Chiota Doctor • E-Learning & Entertainment • Sinka Saarthi Magarine • New Education Policy 2015 wet	

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

& Login via OTP	
<ul> <li>OTP has been sent to your register</li> <li>OTP is vald for 10 minutes!</li> </ul>	ed mobile number XXX-XXXX-834. Please enter OTP and submit.
Enter OTP and submit *	Resend OTP
Deck to Login	Submit & Login

## Apply for a new service & submit application

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

Ó	Department of Sch Government of Haryana	ool Education		Citizen	
Show	10 V entries			+ Apply new service Search:	ノ
	Application Type	File#	Last Action Detail	Action \$	
1	NOC	NOC042020738	Application payment challan generated. Waiting for upload payment proof Critizen Test Applicant 29-04-2020 09:55:07 AM	🕍 Logs 🕒 Detail 🤻 Make Payment 🔻	
2	Permission	PSE032020953	Application Drafted Critizen Test Applicant 19-05-2020 10:51:41 AM	Lett Logs 🕼 Edit	

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

Government of Haryana	Citizen Test Applicant
I≡ Available Services	← Back to List
Application for Establishment/Upgradation of Private School (Form-I)	
2 Application for Recognition of Private School (Form-II)	
3 Application for issuance of No Objection Certificate (NOC)	

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

Ó	Department of School Government of Haryana	ool Education					Citizen Test Applicant
			APPLICATION FOR ESTABLISHMEN [See Rule 25	T OF NEW : 9(1)]	SCHOOL (FORM-I)		
0%							* Mandatory fields
A	General Information	Type of application *	Please select type of application	~	District *	Please Select	~
▲	Managing Committee	<ul> <li>1. Details of Proposed School</li> <li>A. General</li> </ul>					
A	Committee Members	i. Name of School *			ii. Stage for which	Please Select	~
A	Land Details				Permission/Up- gradation Applied for *		
▲	Building Details				Classes for applied *		0
▲	Class Rooms Detail	iii. Sr. Sec. stage mention stream for	Arts Commerce	Science			
A	Staff Statement	gradation is sought *					
▲	Staff Details	iv. For up-gradation Permanant/Provisional	Please Select	~	iv(a). Order No.		
A	Fee Structure	recognition granted by *	Note: The schools running in the state before 31.03.2007 as tem recognized shall be deemed to have been permitted under this a purpose of recognition or upgradation.	porarily ruke for the			
▲	Fee Details	B. Location Details of School			iv(b). Order Date	dd-mm-уууу	

**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.

Recognition	PSR022020459	Application Locked (Fees is Pending)	Let Logs   /etail  ₹ Make Payment ▼
		Citizen Test Applicant	
		12-03-2020 12:29:14 PM	
₹ Make Payme	nt		
Application	Applicatior	n for establishmennt of private school	
Application No.	PSR112019	1725	
Approximent iter		,25	
Name	Citizen1 Te	st1	
Address	DGSE 5th F	loor IT Cell Panchkula	
	769644430	16	
	test@test.c	:om	
Total Amount	10000		
Payment Mode	Online		
🗲 Back			Make Payment Online 🧿

#### **Online payment:**

GRN	59703577	Date: 07-11-2019		
Department	Education(Secondary)	Type Of Payment	Online	
Type Of Payment Mode		PRAN/GPF/PayeeCode/TIN/ Actt.No./VehicleNo./Taxid(If Any)	PSR112019725	
Office Name	DSE Haryana (16-00-0918)	PAN No.(If Applicable)		
Treasury	PanchkulaT	Full Name	Citizen1 Test1	
Year (Period)			P	anchkula
1. N Particulars(If 2. C Amount In Rs	Charges for ( etBanking : Nill. ebit card amount upto 2,000 : Nill an redit card : 0.9% of amount	Online transaction!	f amount.	

GRN	59703577	Date : 07-11-2019	
Department	Education(Secondary)	Type Of Payment	Online
Type Of Payment Mode		PRAN/GPF/PayeeCode/TIN/ Actt.No./VehicleNo./Taxid(If Any)	PSR112019725
Office Name	DSE Haryana (16-00-0918)	PAN No.(If Applicable)	
Treasury	PanchkulaT	Full Name	Citizen1 Test1
Year (Period)	(2020-19) One Time	Address	DGSE 5th Floor IT Cell Panchkula
Town/City/District		PIN	
SNo.         Budget H           1         0202-01-	lead/Purpose 102-90-51 Other Receipt		Amount in Rs. 10000
Particulars(If Any)	Application fees	Deduct:Commission	0
Amount In Rs	Ten Thousand Rupees	Total/NetAmount	₹ 10000
		1	

<b>O</b> SBI			SBI
STATE BANK MULTI OPTION PAYMENT	SYSTEM		
Please Select Appropriate Card Type	To Avoid Failures (C-Credit Card Options/D For D	ebit Card)	
Net Banking			
SBI Bank Charges: Click Him	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 Hore	Credit Cards Bank Charges: 118.0 Click Hors	
NEFT NEFTRIGS Bank Charges: 0.0 Click Here	나라 UPI Bank Charges: 0.0 Click Here		

#### Offline payment:

₹ Make Payme	nt						
Application	Application for establishr	mennt of private scho	ol				
Application No.	PSR112019725						
Name	Citizen1 Test1						
Address	DGSE 5th Floor IT Cell Pa	inchkula					
	7696444306 test@test.com						
Total Amount	10000						
Payment Mode	Offline (Challan Based)						
← Back				Generate Cha	lan 🔿		
Construent           Vield Link         06.13293 (Call)           Vield Link         06.13293 (Call)           Ciffle Ham         06.07273 (Call)           Ciffle Ham         06.07273 (Call)           Ciffle Ham         06.07273 (Call)           Ciffle Ham         06.07273 (Call)           Vield Link         06.07273 (Call)           Vield Link         06.0728 (Call)	a         Amount #         Concerned           a         Amount #         Concerned           a         Concerned         Concerned           a         Concerne         Concerned           a<	Commenter of they be the 11.230% configuration           100.1230% configuration         Calk 1:00           100.1230% configuration         Calk 1:00           100.1230% configuration         Texture           100.1230% configuration         Texture           100.1231% configuration         Texture	Anoret r     Anoret r	Consumed of Horpins Consumed of Horpins Consumer	0 10000 10000 0 10000 100		
ation for Establishment of Private School		PSE102019057	25-09-2019 12:0 Application pay Citizen1 Test1 Citizen	1:29 ment challan generated. Waiting for upload	payment proof	Lad Detail	₹ Make Payment ▼
tion for Establishment of Private School		PSE102019110	07-11-2019 10:2 Document Verifi Assistant Elemen Assistant 16-10-2019 14:5	e:17 ied & Forward with Objections tory Education 7:51		🔟 Logs 📑 l	Download Challan Upload Payment proc

Application Id	PSE102019057		
Please upload payment proof *	ß	Attachement     Size: 1KB to 30MB     Formats: pdf	

# 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.

Ó	Department of Schu Government of Haryana	ool Education		Citizen Test Applicant	•
1	NOC	NOC042020738	Application payment challan generated. Waiting for upload payment proof Let Logs Detail C Make Pay Officent Text Applicant 29-04-2020 09:55:07 AM	ment 🔻	
2	Permission	PSE032020953	Application Drafted Logs CF Edit Critern Text Applicant 19-05-2020 10:51:41 AM		
3	Permission	PSE032020953	Application Drafted Logs CF Edit Criticen Test Applicant 19-05-2020 10:51:41 AM		
4	Recognition	PSR032020959	Application Drafted Logs CF Edit Criticen Test Applicant 19-05-2020 12:01:12 PM		
5	Recognition	PSR022020459	Application Locked (Fees is Pending) Make Pay Criticen Text Applicant 12-03-2020 12-29:14 PM	ment 🔻	
6	Recognition	PSR022020068	Forward to Assistant for payment verification Subday Singh Superintendent 06-05-2020 03:35:19 PM		
Showi	ng 1 to 6 of 6 entries		Prev	ious 1 I	Next

	Application Index	+					- 0 ×
2		/Darbhor	ards/ApplndoxCitizo	2AppEormId=0			* <b>7</b> @ <b>A</b> :
		./Dashboa	inds/Appindexcitize	n:Appronnia=0			
Ó	Government of Harya	Schoo Logs	ol Education	1			Citizen Test Applicant
	Nec	5					
1	NOC	Applic	cation Logs			ke Payment 🔻	
		Sr#	Date	Action By	Action	Remarks	
2	Permission	1	May 6 2020 3:56PM	Sukhdev Singh Superintendent	Forward to Assistant for payment verification	for payment verification	
3	Permission	2	Mar 13 2020 11:54AM	Citizen Test Applicant	Application Submitted and Fee Paid Offline	Scan copy of payment challan uploaded	
	Pacagnitian	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	Recognition	4	Feb 20 2020 4:56PM	Citizen Test Applicant	Application Locked (Fees is Pending)		
5	Recognition	5	Feb 20 2020 4:55PM	Citizen Test Applicant	Application Drafted		ke Payment 🔻
		6	Feb 20 2020	Citizen Test	Application Drafted		
6	Recognition		P54022020068	Applicant Forward to Sukhdev Sin Superintend 06-05-2020	o Assistant for payment verification gh ent 03:56:19 PM	🕍 Logs 📑 Deta	
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### Download final approval Certificate:

Once application get approved by department, Applicant can download final approval certificate by click <u>'Download'</u> button.

Application Name	Token No.	Status	Action
Application for Establishment of Private School	PSE092019987	Appliction Approved Director Secondary Education Director	Lell Logs ■ Detail E Votion LeDownload

# Thank you