

**USER MANUAL**  
**FOR**  
**CLAIMING REIMBURSEMENT**  
**OF GRANT UNDER RTE-2009**  
**SECTION (12)(1)(C)**

## Part-1 (Steps to apply online for Child Care Leave)

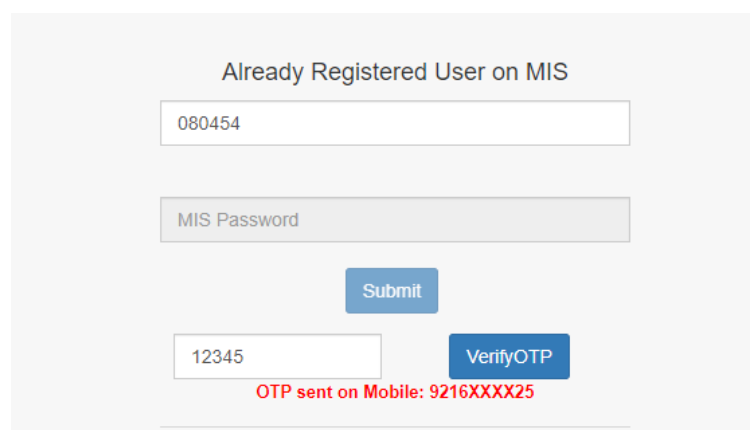
1. Go to URL: [http://117.239.183.208/RTE2009\\_12C\\_ARREAR\\_OCT2024/](http://117.239.183.208/RTE2009_12C_ARREAR_OCT2024/)



2. Login the portal using your credentials i.e. username, password

A screenshot of the login form on the Department of School Education Haryana portal. The page header is identical to the previous screenshot. Below the header, there is a "Notice" section in red text that reads "GENERAL GUIDELINES FOR FILLING THE PORTAL" and "Please use your MIS School UserName and Password". Underneath this, there is a section for "Already Registered User on MIS" which contains two input fields: "MIS Username" and "MIS Password". A blue "Submit" button is located below the password field.

3. To access your account, kindly input your MIS username and password in the designated fields and proceed by clicking the submit button. Upon successful verification of your credentials, a One Time Password (OTP) will be promptly dispatched to your registered mobile number. To complete the authentication process, kindly confirm the SMS by clicking on the "VerifyOTP" button provided below. Thank you for your cooperation.:-



Already Registered User on MIS

080454

MIS Password

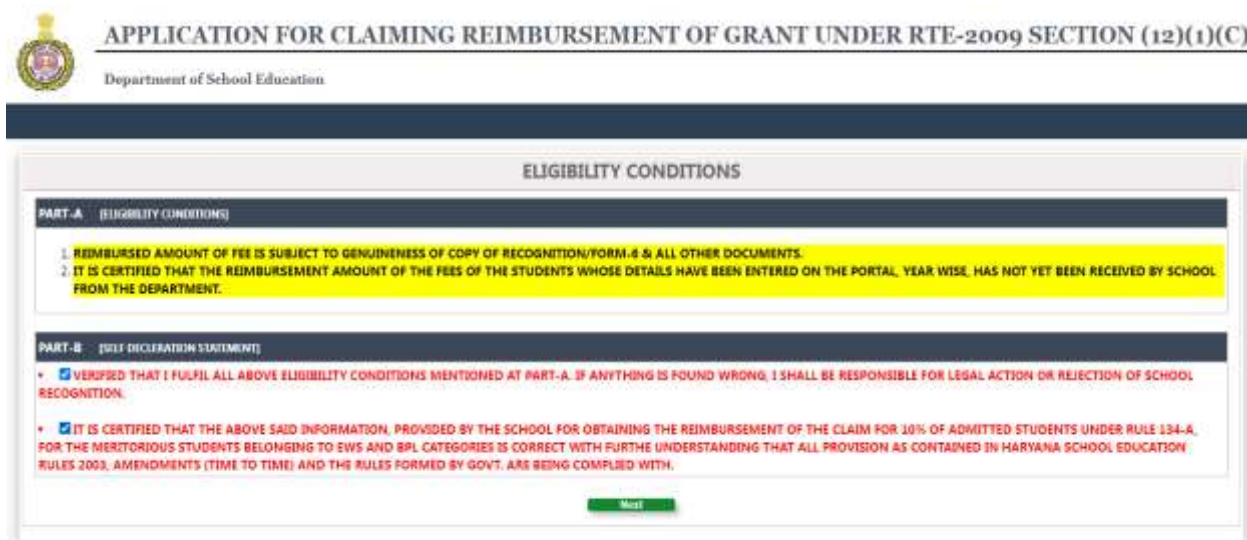
Submit


12345

VerifyOTP

OTP sent on Mobile: 9216XXXX25

5. Once you have verified your OTP, the application will automatically redirect you to the self-declaration page. To continue, simply check the checkbox and click the "Next" button.



 **APPLICATION FOR CLAIMING REIMBURSEMENT OF GRANT UNDER RTE-2009 SECTION (12)(1)(C)**  
Department of School Education

**ELIGIBILITY CONDITIONS**

**PART-A: [ELIGIBILITY CONDITIONS]**

1. REIMBURSED AMOUNT OF FEE IS SUBJECT TO GENUINENESS OF COPY OF RECOGNITION/FORM-8 & ALL OTHER DOCUMENTS.
2. IT IS CERTIFIED THAT THE REIMBURSEMENT AMOUNT OF THE FEES OF THE STUDENTS WHOSE DETAILS HAVE BEEN ENTERED ON THE PORTAL, YEAR WISE, HAS NOT YET BEEN RECEIVED BY SCHOOL FROM THE DEPARTMENT.

**PART-B: [SELF DECLARATION STATEMENT]**

- VERIFIED THAT I FULFIL ALL ABOVE ELIGIBILITY CONDITIONS MENTIONED AT PART-A. IF ANYTHING IS FOUND WRONG, I SHALL BE RESPONSIBLE FOR LEGAL ACTION OR REJECTION OF SCHOOL RECOGNITION.
- IT IS CERTIFIED THAT THE ABOVE SAID INFORMATION, PROVIDED BY THE SCHOOL FOR OBTAINING THE REIMBURSEMENT OF THE CLAIM FOR 10% OF ADMITTED STUDENTS UNDER RULE 134-A FOR THE MERITORIOUS STUDENTS BELONGING TO EWS AND BPL CATEGORIES IS CORRECT WITH FURTHER UNDERSTANDING THAT ALL PROVISION AS CONTAINED IN HARYANA SCHOOL EDUCATION RULES 2003, AMENDMENTS (TIME TO TIME) AND THE RULES FORMED BY GOVT. ARE BEING COMPLIED WITH.

Next

Upon clicking, the user will be directed to the "Registration Form" where they will find the details (PART-A) of the school retrieved from the Management Information System (MIS) as outlined below:-

The screenshot shows a web form titled "REGISTRATION FORM (PRIVATE SCHOOL ONLY)". The form is divided into sections, with the first section being "PART-A: [SCHOOL DETAILS]". The fields in this section are as follows:

School Code (MIS):	22367
UDISE Code:	0615020007
School Type:	Primary
School Name:	ADYASA PRIMARY SCHOOL DULHERA
School Address:	DULHERA
School PIN Code:	124128
School District:	Jhajar
School Area:	Rural

(PART B) The user is required to enter the APPLICANT/SCHOOL HEAD DETAILS in Part B as specified below. Kindly click on the Save/Next button to continue.

The screenshot shows the second section of the form, "PART-B: [APPLICANT/SCHOOL HEAD DETAILS]". The fields in this section are as follows:

Name of Applicant (School Head/Principal):	Lorim
Applicant Father's name:	Ipsum
Gender:	Male
Date of Birth:	17 October 1990
Aadhaar No:	123465701230
Mobile:	9876657687
Alternate Mobile:	9876657687
E-mail:	lorimipsum@gmail.com

At the bottom of the form, there is a green button labeled "Save/Next".

6) A unique registration ID will be assigned to the school, and you will be redirected to the login page. The user must log in again with the provided credentials and verify OTP.



## Department of School Education Haryana

APPLICATION FOR CLAIMING REIMBURSEMENT OF GRANT UNDER RTE-2009 SECTION (12)(1)(C)  
[ARREAR FOR 2022-23 TO 2023-24]

### Notice

#### GENERAL GUIDELINES FOR FILLING THE PORTAL

**Please use your MIS School UserName and Password**

Already Registered User on MIS

Submit

Activate  
Go to Sett

Already Registered User on MIS

Submit

VerifyOTP

**OTP sent on Mobile: 9216XXXX10,9988XXXX99**

7) The user will then be redirected to the registration form, where a pop-up message will appear instructing them to upload a passport size image and signature of school head.

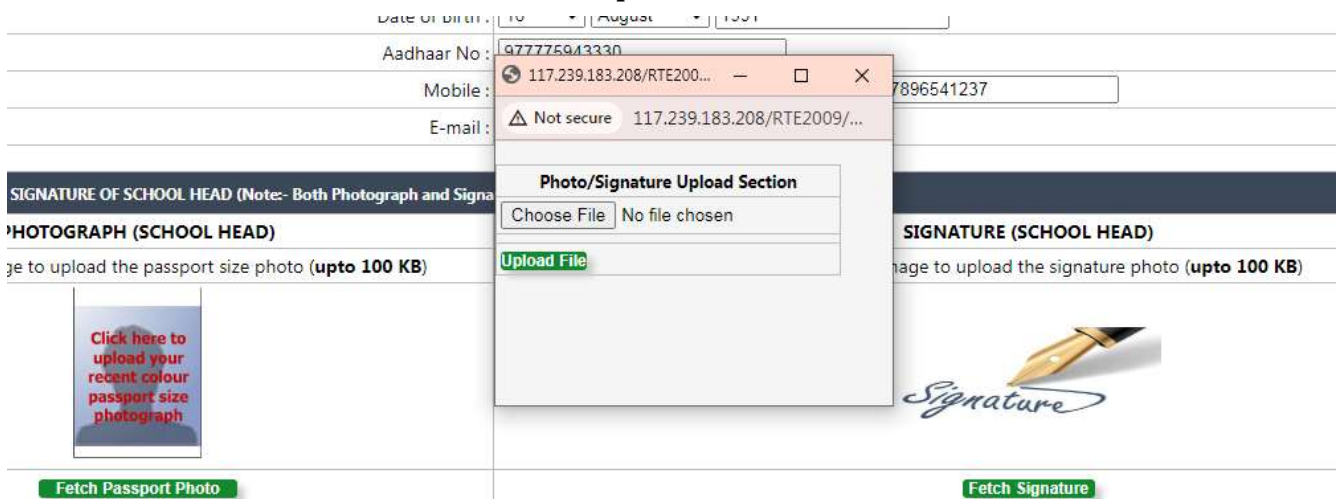


(PART-C) It is mandatory to upload the photo and signature details of the school head. Please upload these images and then click on "Next Page" to proceed. Thank you.

**Step1:**







**Step2:**



Step 3: Upload your photo and signature, which will be displayed as shown below.

PART-C [PHOTOGRAPH & SIGNATURE OF SCHOOL HEAD (Note:- Both Photograph and Signature are mandatory before going to next page)]	
PHOTOGRAPH (SCHOOL HEAD)	SIGNATURE (SCHOOL HEAD)
Click on below image to upload the passport size photo (upto 100 KB)	Click on below image to upload the signature photo (upto 100 KB)
	

8) After completing the initial registration process, the user will be directed to the Bank Account/Recognition/Fee Details page. In **Part A** of the form, you will be required to enter the School Bank Account information. In **Part B**, you will need to provide the School Recognition details.

BANK ACCOUNT/RECOGNITION/FEE DETAILS (NOTE: AMOUNT WILL BE CREDIT IN BELOW BANK DETAILS AFTER RECORD VERIFICATION)	
SchoolCode-22367   SchoolType-Primary   School-IIGYASA PRIMARY SCHOOL DULHERA   District-Jhajjar	
PART-A [SCHOOL BANK ACCOUNT DETAILS]	
Name of Account Holder:	manju
Account No:	12358788
Account Type:	saving
IFSC Code:	hdrk0001
PAN/TAN No:	cqhgq2452
Cancellation Cheque Copy:	 
PART-B [SCHOOL RECOGNITION DETAILS]	
Recognition No:	67507
Recognition Date:	17 February 1990
Recognition Copy (1st to 8th Class):	 
Remarks, if any (upto 100 words):	ne

(PART C) Please provide the school fee details for the sessions 2022-23 and 2023-24 in accordance with Form 6. Once you have entered the information, click the Save button to store the data, and then proceed to the next page by clicking on Go to Dashboard.

**PART-C [SCHOOL FEE DETAILS - FILL CAREFULLY, THIS WILL CHANGE THE CLAIMED AMOUNT SUMMARY]**

**FEE DETAILS FOR SESSION 2022-23 AS PER FORM-6**

School Fee for Class Pre-School/Nursery in Session 2022-23:	100
School Fee for Class Pre-Primary/KG in Session 2022-23:	100
School Fee for Class 1st in Session 2022-23:	100
<b>Form 6 Copy (Session 2022-23):</b>	 

**FEE DETAILS FOR SESSION 2023-24 AS PER FORM-6**

School Fee for Class Pre-School/Nursery in Session 2023-24:	100
School Fee for Class Pre-Primary/KG in Session 2023-24:	100
School Fee for Class 1st in Session 2023-24:	100
School Fee for Class 2nd in Session 2023-24:	100
<b>Form 6 Copy (Session 2023-24):</b>	 

[Save](#) [Go to Dashboard](#)

8) You are about to be redirected to the dashboard page, where you will find a left menu bar. Please click on "ENTRY Form 2022-23" to provide the necessary details for your child's enrollment in the upcoming 2022-23 session.

← → 🏠 Not secure 117.239.183.208/RTE2009/DashboardSummary.aspx ☆ 📄 ⬇️ 🔍

**APPLICATION FOR CLAIMING REIMBURSEMENT OF GRANT UNDER RTE-2009 SECTION (12)**  
**(1)(C)** Log Out  
Welcome SchoolCode: 22367

Department of School Education

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**DASHBOARD SUMMARY**




**MAIN REGISTRATION**  
 Bank Account/Recognition Details  
**Entry Form (2022-23)**  
 Entry Form (2023-24)  
 Final Submission

PART-A [CLASS WISE REIMBURSEMENT (ARREAR : 2022-23)]				
Class	Students	Student's Stay (Months)	Rate	Reimbursement Amount
				Total Amount: 0.00
PART-B [CLASS WISE REIMBURSEMENT (ARREAR : 2023-24)]				
Class	Students	Student's Stay (Months)	Rate	Reimbursement Amount
				Total Amount: 0.00

9) Under the ENTRY Form 2022-23, you will see the following screen. Please input the student's accurate information and upload the necessary supporting documents in PDF format. After that, click on the ADD button to save the student's record. Repeat this process for each student until all records have been added. Once you have finished adding records for this session, click on the Main Dashboard button to return to the dashboard page.

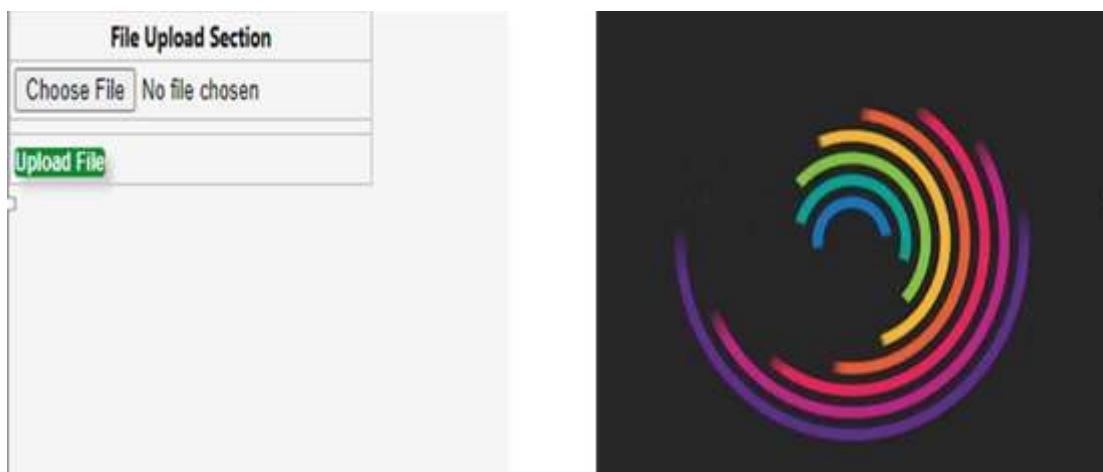
**STUDENT ENTRY FORM (ARREAR SESSION: 2022-23)**

**PART-A [STUDENT DETAILS]**

Session	Class	SRN (MIS)	Student's Name	Father Name	Student's Aadhaar No.	Student's Mobile No.	Category	Student's Stay (Months)	Aadhaar Attachment	Income Proof/ PFP/SC/ST Attachment	SLC/ Other Attachment	Activity	
2022-23	PreSchool	123456	Harish reddy	reedyt reddy	353344441111	9456723456	BPL	2				<a href="#">ADD</a>	
418F02_2022-23-1111_Aadhaar.pdf 418F02_2022-23-1111_Income.pdf 418F02_2022-23-1111_SLC.pdf													
Delete	PK	Session	Class	Student SRN (MIS)	Student's Name	Student's Father Name	Student's Aadhaar No.	Student's Mobile No.	Student's Category	Student's Stay (Months)	Aadhaar Doc.	Income/PFP/SC/ST Doc.	SLC/Other Doc.



Pdf Uploading steps:



After uploading the Student's details, the record will be displayed as shown below:-

STUDENT ENTRY FORM (ARREAR SESSION: 2022-23)														
PART-A [STUDENT DETAILS]														
Session	Class	SRN (MIS)	Student's Name	Father Name	Student's Aadhaar No	Student's Mobile No	Category	Student's Stay(Months)	Aadhaar Attachment	Income Proof/ PPP/SC/ST Attachment	SLC/ Other Attachment	Activity		
2022-23	--Class--						--Category--	--Stay--					Apd	
DeletePK	Session	Class	Student SRN (MIS)	Student's Name	Student's Father Name	Student's Aadhaar No	Student's Mobile No	Student's Category	Student's Stay (Month)	Aadhaar Doc	Income/PPP/SC/ST Doc	SLC/Other Doc		
	15	2022-23	PreSchool	123466	hundra neju	reepash neju	333344441111	3456722355	BPL	2	4505f02_333344441111_Aadhaar.pdf	4505f02_333344441111_Income.pdf	4505f02_333344441111_Other.pdf	

10) After completing the previous step, the user will be redirected to the main dashboard. Here, they will find a breakdown of class-wise reimbursements for the Arrear 2022-23 based on the information provided.

Main Registration		DASHBOARD SUMMARY																			
Bank Account/ Recognition Details																					
Entry Form (2022-23)		PART-A [CLASS WISE REIMBURSEMENT (ARREAR : 2022-23)]																			
Entry Form (2023-24)		<table border="1"> <thead> <tr> <th>Class</th> <th>Students</th> <th>Student's Stay (Months)</th> <th>Rate</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>PreSchool</td> <td>1</td> <td>2</td> <td>100.00</td> <td>200.00</td> </tr> <tr> <td colspan="4"></td> <td><b>Total Amount: 200.00</b></td> </tr> </tbody> </table>					Class	Students	Student's Stay (Months)	Rate	Reimbursement Amount	PreSchool	1	2	100.00	200.00					<b>Total Amount: 200.00</b>
Class	Students	Student's Stay (Months)	Rate	Reimbursement Amount																	
PreSchool	1	2	100.00	200.00																	
				<b>Total Amount: 200.00</b>																	
Final Submission		PART-B [CLASS WISE REIMBURSEMENT (ARREAR : 2023-24)]																			
		<table border="1"> <thead> <tr> <th>Class</th> <th>Students</th> <th>Student's Stay (Months)</th> <th>Rate</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td colspan="4"></td> <td><b>Total Amount: 0.00</b></td> </tr> </tbody> </table>					Class	Students	Student's Stay (Months)	Rate	Reimbursement Amount					<b>Total Amount: 0.00</b>					
Class	Students	Student's Stay (Months)	Rate	Reimbursement Amount																	
				<b>Total Amount: 0.00</b>																	

11) Next, proceed to click on the entry form for the 2023-24 session. Fill out the student information for this session following the same steps outlined above.

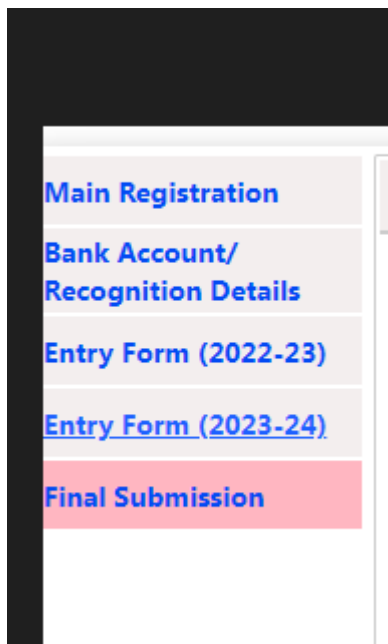
STUDENT ENTRY FORM (ARREAR SESSION: 2023-24)													
PART-A [STUDENT DETAILS]													
Session	Class	SRN (MIS)	Student's Name	Father's Name	Student's Aadhaar No	Student's Mobile No	Category	Student Stay(Months)	Aadhaar Attachment	Income Proof/ PPP/SC/ST Attachment	SLC/ Other Attachment	Activity	
2023-24	PrePrimary	12342	roeta veju	ramesh veju	555544441111	4567898765	BPL	3				ADD	
									4509F02_55544441111_Aadhaar.pdf 4509F02_55544441111_Income.pdf 4509F02_55544441111_Other.pdf				
Delete	PK	Session	Class	Student's SRN (MIS)	Student's Name	Student's Father Name	Student's Aadhaar No	Student's Mobile	Student's Category	Student's Stay (Months)	Aadhaar Doc	Income/PPP/SC/ST Doc	SLC/Other Doc

STUDENT ENTRY FORM (ARREAR SESSION: 2023-24)													
PART-A [STUDENT DETAILS]													
Session	Class	SRN (MIS)	Student's Name	Father's Name	Student's Aadhaar No	Student's Mobile No	Category	Student Stay(Months)	Aadhaar Attachment	Income Proof/ PPP/SC/ST Attachment	SLC/ Other Attachment	Activity	
2023-24	--Class--						--Category--	--Stay--				ADD	
Delete	PK	Session	Class	Student's SRN (MIS)	Student's Name	Student's Father Name	Student's Aadhaar No	Student's Mobile	Student's Category	Student's Stay (Months)	Aadhaar Doc	Income/PPP/SC/ST Doc	SLC/Other Doc
X	10	2023-24	PrePrimary	12342	roeta veju	ramesh veju	941918380616	4567655766	BPL	3	4505F02_941918380616_Aadhaar.pdf	4505F02_941918380616_Income.pdf	4505F02_941918380616_Other.pdf

12) After completing the records for this session, click the Main Dashboard button to return to the dashboard page. Here, you will find a breakdown of reimbursement by class for both sessions.


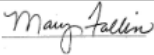
DASHBOARD SUMMARY					
<b>PART-A [CLASS WISE REIMBURSEMENT (ARREAR : 2022-23)]</b>					
Class	Students	Student's Stay (Months)	Rate	Reimbursement Amount	
PreSchool	1	2	100.00	200.00	
				<b>Total Amount: 200.00</b>	
<b>PART-B [CLASS WISE REIMBURSEMENT (ARREAR : 2023-24)]</b>					
Class	Students	Student's Stay (Months)	Rate	Reimbursement Amount	
PrePrimary	1	3	100.00	300.00	
				<b>Total Amount: 300.00</b>	

13. After completing the form, the user must submit it as "Final" by selecting the "Final Submission" option located in the left section of the form, as shown below:



14. When the user clicks on the "Final Submission" link, the applicant will be directed to the "Application Print Preview" page, as shown below:

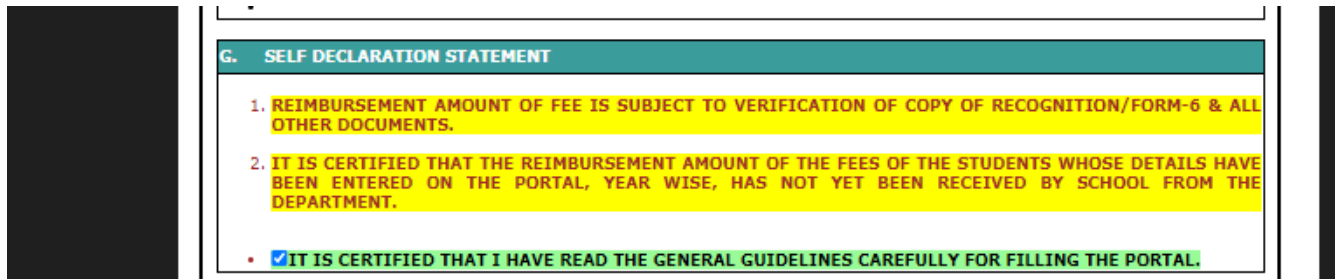
The Application Print Preview page is designed for applicants to review the details they have submitted before making their final submission. This page allows applicants to ensure that all information is accurate and complete before proceeding.

<b>APPLICATION PRINT PREVIEW</b> <b>APPLICATION FOR CLAIMING REIMBURSEMENT OF GRANT</b> <b>UNDER RTE-2009 SECTION (12)(1)(C)</b> <b>[ARREAR FOR 2022-23 TO 2023-24]</b>		
<b>(Note: This application not submitted as final. Please ensure final submission by click on "Final Submit" button given below. Only 'final submitted' application will be considered. Without 'final submission' application will not be considered.)</b>		
A. SCHOOL HEAD DETAILS		
RegistrationID:	C9A1CE0	 
School Head Name:	ABC6567676	
School Head Father Name:	BCD	
Gender:	Male	
Date of Birth:	17-10-1990	
Aadhaar No:	123X687X123X	
Mobile No:	9876657687	Alternate Mobile No: 9876657687
Email-ID:	dsfdff	
Registration Date:	24-09-2024	
Registration IP:	202.164.50.93	
B. SCHOOL DETAILS		
School Code:	22366	
School UDISE:	06150202403	
School Type:	Primary	
School Area:	Rural	
School Name:	JHAKHRA PRIMARY SCHOOL ISMAILPUR	
School Address:	ISMAILPUR,,	
School PinCode:	124103	
School District:	Jhajjar	

Account type:	Saving			
Account IFSC:	5			
PAN No:	ANRPM25XXX			
<b>SCHOOL RECOGNITION DETAILS</b>				
Recognition/NOC No:	ABCD102			
Recognition/NOC Date:	01-01-2024			
Cancellation Cheque Copy:				
Recognition/NOC Copy (1st to 8th Class)				
<b>FEE DETAILS FOR SESSION 2022-23 AS PER FORM-6</b>				
Fee for Class Pre-School/ Nursery :	76767657.00			
Fee for Class Pre-Primary/KG :	20056575.00			
Fee for Class 1st :	10075675.00			
Form 6 Copy (Session 2022-23) :				
<b>FEE DETAILS FOR SESSION 2023-24 AS PER FORM-6</b>				
Fee for Class Pre-School/ Nursery :	100.00			
Fee for Class Pre-Primary/KG :	200.00			
Fee for Class 1st :	100.00			
Fee for Class 2nd :	100.00			
Form 6 Copy (Session 2023-24) :				
<b>D. CLASS WISE REIMBURSEMENT (SESSION : 2022-23)</b>				
Class	Students	Months (Stay)	Rate	Reimbursement Amount
PreSchool	1	12	1730.00	20760.00
1st	2	20	1730.00	34600.00
<b>Total Amount:</b>				<b>55360.00</b>
<b>E. CLASS WISE REIMBURSEMENT (SESSION : 2023-24)</b>				
Class	Students	Months (Stay)	Rate	Reimbursement Amount
PrePrimary	2	6	200.00	1200.00
<b>Total Amount:</b>				<b>1200.00</b>
<b>F. OTHER DETAILS</b>				
Remarks (if any): •				
<b>G. SELF DECLARATION STATEMENT</b>				
<p>1. REIMBURSEMENT AMOUNT OF FEE IS SUBJECT TO VERIFICATION OF COPY OF RECOGNITION/FORM-6 &amp; ALL OTHER DOCUMENTS.</p> <p>2. IT IS CERTIFIED THAT THE REIMBURSEMENT AMOUNT OF THE FEES OF THE STUDENTS WHOSE DETAILS HAVE BEEN ENTERED ON THE PORTAL, YEAR WISE, HAS NOT YET BEEN RECEIVED BY SCHOOL FROM THE DEPARTMENT.</p> <p>• <input checked="" type="checkbox"/> IT IS CERTIFIED THAT I HAVE READ THE GENERAL GUIDELINES CAREFULLY FOR FILLING THE PORTAL.</p>				
<p>Note: Final Submit button will appear after submission of Self Declaration Statement. Be sure while click on button 'Final Submit'</p>				

**Final Submit**

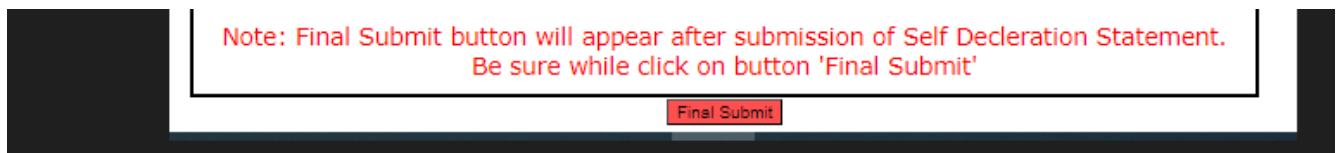
17. After verifying the data submitted by the user, they are required to submit the "Self Declaration Statement" by checking the checkbox provided below:



The screenshot shows a form titled "G. SELF DECLARATION STATEMENT". It contains three numbered items:

1. REIMBURSEMENT AMOUNT OF FEE IS SUBJECT TO VERIFICATION OF COPY OF RECOGNITION/FORM-6 & ALL OTHER DOCUMENTS.
2. IT IS CERTIFIED THAT THE REIMBURSEMENT AMOUNT OF THE FEES OF THE STUDENTS WHOSE DETAILS HAVE BEEN ENTERED ON THE PORTAL, YEAR WISE, HAS NOT YET BEEN RECEIVED BY SCHOOL FROM THE DEPARTMENT.
- IT IS CERTIFIED THAT I HAVE READ THE GENERAL GUIDELINES CAREFULLY FOR FILLING THE PORTAL.

18. When the user checks the self-declaration statement, a "Final Submission" button will appear as shown below:




The screenshot shows a red note: "Note: Final Submit button will appear after submission of Self Declaration Statement. Be sure while click on button 'Final Submit'". Below the note is a red button labeled "Final Submit".

19. When the user clicks on the "Final Submission" button, the Final Submitted Form will appear as shown below:

**APPLICATION PRINT**  
**[ARREAR FOR 2022-23 TO 2023-24]**  
**APPLICATION FOR CLAIMING REIMBURSEMENT OF GRANT**  
**UNDER RTE-2009 SECTION (12)(1)(C)**

[Edit Option](#)

A. SCHOOL HEAD DETAILS		
RegistrationID:	C9A1CE0	 <i>Mang Tallin</i>
School Head Name:	ABC6567676	
School Head Father Name:	BCD	
Gender:	Male	
Date of Birth:	17-10-1990	
Aadhaar No:	123X687X123X	
Mobile No:	9876657687	Alternate Mobile No: 9876657687
Email-ID:	dsfddff	
Registration Date:	24-09-2024	
Registration IP:	202.164.50.93	
Final Submission Date:	07-10-2024	
B. SCHOOL DETAILS		
School Code:	22366	
School UDISE:	06150202403	
School Type:	Primary	
School Area:	Rural	
School Name:	JHAKHRA PRIMARY SCHOOL ISHMAILPUR	
School Address:	ISMALPUR,,	
School PinCode:	124103	
School District:	Jhajjar	
C. SCHOOL BANK ACCOUNT DETAILS		
Name of Account Holder:	erer	
Account No:	2	
Account Type:	Saving	
Account IFSC:	5	
PAN No:	ANRPM25XXX	

20. If the user wishes to edit the final submitted form, they must click on the "Edit Option" button provided below.

**APPLICATION PRINT**  
**[ARREAR FOR 2022-23 TO 2023-24]**  
**APPLICATION FOR CLAIMING REIMBURSEMENT OF GRANT**  
**UNDER RTE-2009 SECTION (12)(1)(C)**

[Edit Option](#)

21. When the user selects the "Edit" option, the Registration Form screen will be displayed, enabling the user to make any required modifications.

## REGISTRATION FORM (PRIVATE SCHOOL ONLY)

### PART-A [SCHOOL DETAILS]

School Code (MIS):	22366
UDISE Code:	06150202403
School Type:	Primary
School Name:	JHAKHRA PRIMARY SCHOOL ISHMALPUR
School Address:	ISHMALPUR
School PIN Code:	124103
School District:	Jhajar
School Area:	Rural

### PART-B [APPLICANT/SCHOOL HEAD DETAILS]

Name of Applicant (School Head/Principal):	ABC6567676		
Applicant Father's name:	BCD		
Gender:	Male		
Date of Birth:	17   October   1990		
Aadhaar No.:	123456791236		
Mobile:	9876657667	Alternate Mobile	9876657667
E-mail:	dsfdoff		