Aaple Sarkar MahaDBT Portal

Aaple Sarkar MahaDBT Portal (Direct Benefit Transfer) is an initiative taken by the Government of Maharashtra, which is a unique Platform for farmers to help them to avail benefits through the schemes.

The main objective of Aaple Sarkar MahaDBT is for Development of a State DBT and Services Portal as the front end and the work flow management and content management platform as back end to various DBT schemes and services starting with Agricultural schemes.

1. Aaple Sarkar MahaDBT Features

The main features of Aaple Sarkar MahaDBT:

Farmers can Register and submit their application form online (For applying State and Centrally sponsored agriculture schemes) from anywhere, anytime.

Farmers can View/Track the status of their own application by entering the Application ID in the Application Tracking module.

Uploading of supporting documents (such as 7/12 certificate, 8 A Certificate, Copy of passbook of aadhaar linked bank account, Invoice copy of purchase made…etc.,) for easy verification and transparency.

Applicants will receive SMS and email alerts at various stages of application processing.

Direct disbursal of benefits to the registered applicants Aadhaar linked Bank Account.

Easy sanctioning of application process for Sanctioning Authority

Creation of Role Based Unique Login ID and Password

Transparency in monitoring of Scholarship by Department / State Government or both.

2. Guidelines for filling the Online Application form on the Aaple Sarkar MahaDBT Portal for farmers

Aadhaar Number is needed from the financial year 2018-19 onwards. Farmers not having Aadhaar number can also register on DBT Portal.

Applicants are advised to go through the Instructions Bulletin carefully and acquaint themselves with all requirements to fill-up the agricultural schemes on Aaple Sarkar MahaDBT Portal.

It will be the sole responsibility of the applicant to make sure that he/she is eligible to apply (Refer Check eligibility module) and fulfills all the conditions prescribed for the schemes.

In case of in-eligibility of the applicant, which detected during any stage by verification by authorities, his/her scholarship will be rejected / cancelled with remarks.

Applicant must check that all details provided by him/her are correct before final submission, as there will be provision for edit only if application is sent back for minor changes .

Mode of submission of application for scholarship will be through online only. No other mode will be entertained.

Titles / Labels which carrying star marked (* required!) are compulsory fields in Application form.

3. Aaple Sarkar MahaDBT Online Portal Access:

Use any of the installed Browser of your system (Desktop or Laptop).

The Supporting browsers are as follows:

Browsers –

Internet Explorer (IE)

Google Chrome

Mozilla Firefox

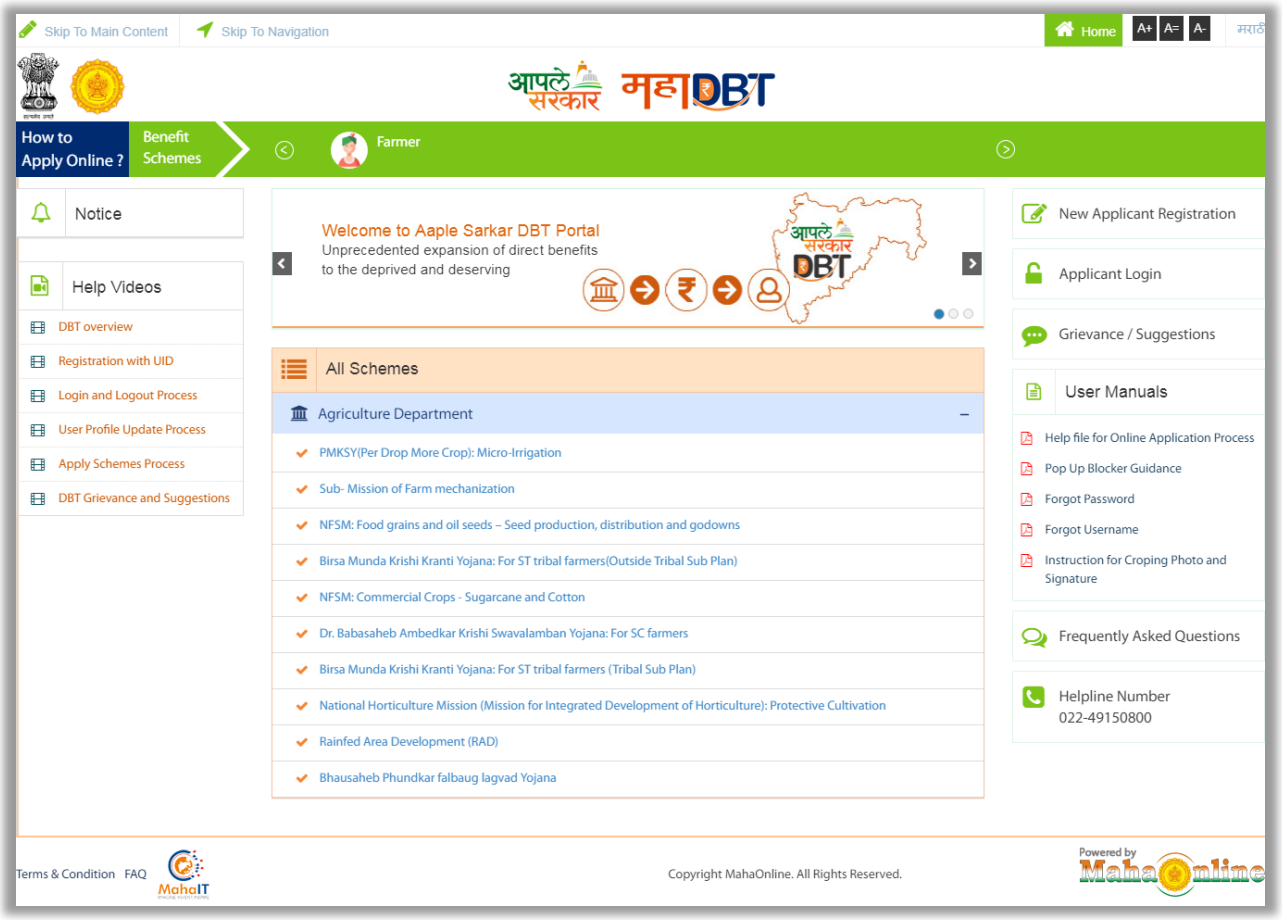
Recommended Version

10+ 55+ 54+

Enter the valid URL of Aaple Sarkar DBT https://mahadbtmahait.gov.in & press Enter key to view

the Aaple Sarkar MahaDBT Home Page.

4. Home Page/Portal Landing Page:



Following are the features displayed in the Home page/Landing page – Aaple Sarkar MahaDBT Portal:

About Us

Notice

Grievance

Circulars & Updates

FAQ

User Manuals

Important Links

Departments

Schemes

Login

Registration

Help Desk

Funds Disbursed

Registered Users

Schemes Applied

About us:

The aim of reforming the Government delivery system of benefits by re-engineering the existing process in welfare schemes for simpler and faster flow of information/funds and to ensure accurate targeting of the beneficiaries, avoid duplication and reducing leakages in the existing system.

Aaple Sarkar MahaDBT is one of the highest priority and focus area of the Government of Maharashtra.

Notice:

Notice board displays latest Government schemes and announcements of various updated schemes.

Grievance:

Grievance option will help farmers send issues and suggestions via the system

Circular & Updates:

Circular & Updates option will display latest circulars and updates released by the government and its bodies

FAQ:

FAQ will display the questionnaires related to the portal

User Manuals:

User Manual will be a pdf file displaying all the contents, queries and other portal related questions

Important Links:

Links in the portal related to the schemes as provided by the government. Schemes can be internal and external

Departments:

Names and information of the government departments providing the schemes and the benefits

Schemes:

Scheme information provided by departments for the general information to the citizen

Login:

Login screen to login into the portal for the registered users

Registration:

New user will register on this portal and then get scheme related benefits after login in through the registered username and password.

Help Desk:

Helpline number for the citizen for helping out and communicating via telephone

Funds Disbursed:

Funds disbursed by the government through the various schemes information will be displayed here

Schemes Applied:

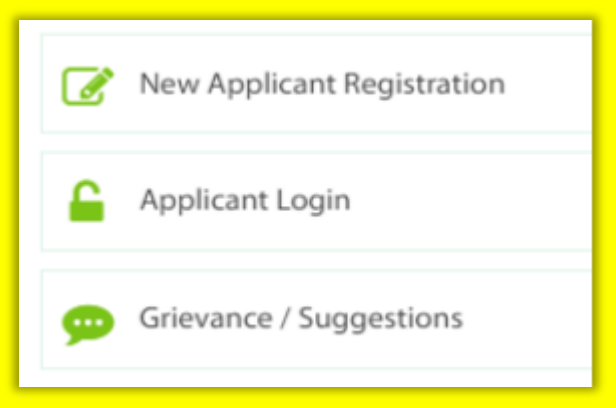
Total Schemes applied through the portal information will be displayed under schemes applied.

5. Online Registration for Aaple Sarkar DBT:

Applicants will be able to register themselves through online registration process.

Online Registration done through the website https://mahadbtmahait.gov.in from any of the internet access point.

New user to Register into the portal, click on —New Applicant Registration button



5.1. Registration using Aadhaar Number

Registration process explained below.

Step 1- Registration Type – Individual / Group

Individual – Single individual farmer should select this option

Group – Registration of Co – operative Societies, Farmer Producer Company, Non-Govt organization, Farmer Group, Entrepreneur

Step 2- Do You Have Aadhaar Card?

If selected —Yes, click on Continue button to continue with Registration process.

Step 2 - Choose Authentication Type - There are two types of authentication available.

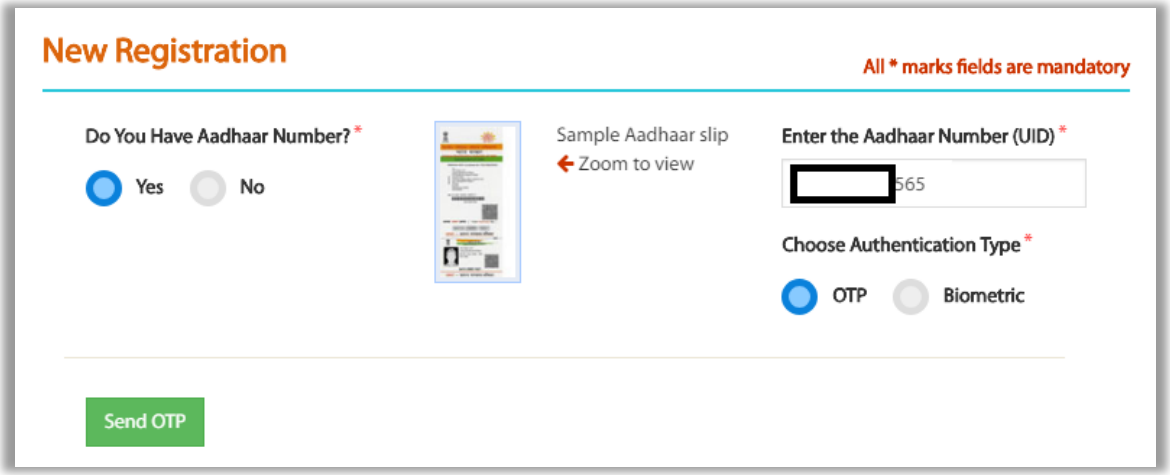
OTP - If the mobile number registered with Aadhaar, then the user can select the

authentication type —OTP

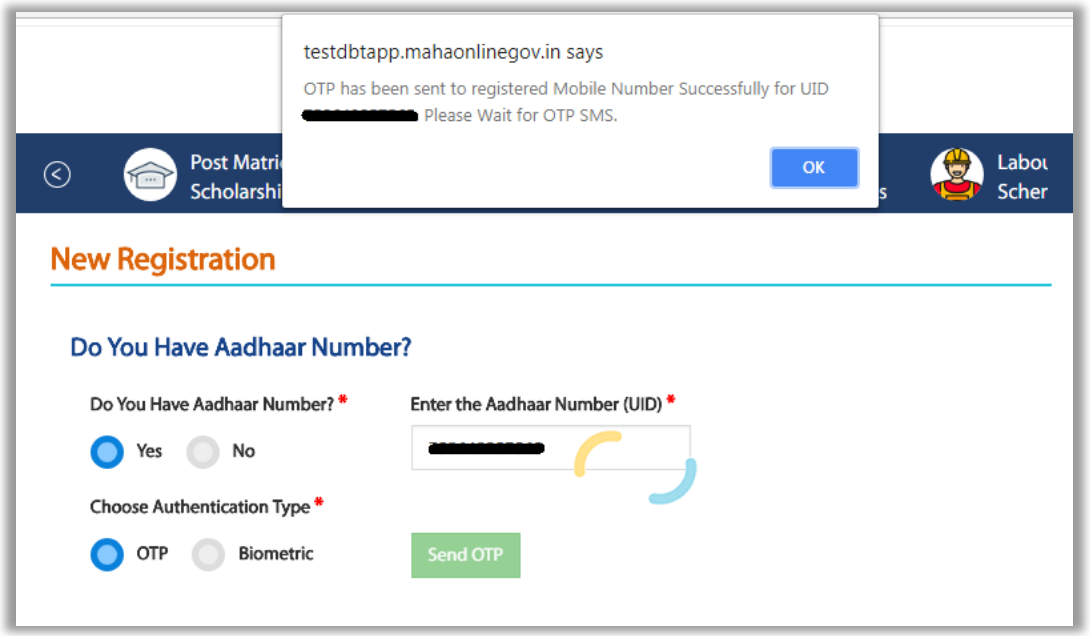
Biometric – If the mobile number not registered with Aadhaar, then the user can select the authentication type as Biometric.

If your Mobile Number is registered with Aadhaar, then choose the authentication type as —OTP .

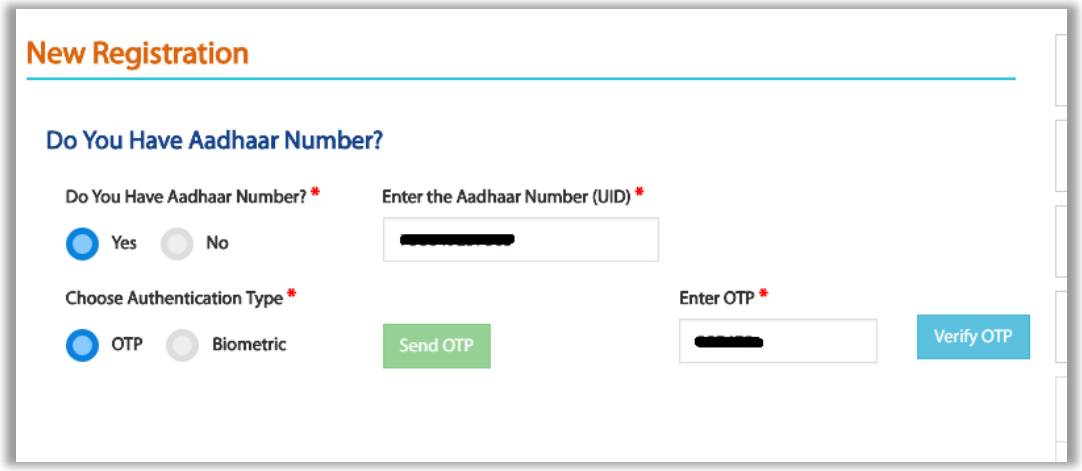
Tick on the consent check box to agree to share your information with Maharashtra government for DBT purpose



Enter Aadhaar number and click on “Send OTP” button. The system validates the aadhaar number and sends the system generated “OTP” to the registered mobile number



An alert message displayed saying that – OTP for Aadhaar authentication has been sent to your Aadhaar linked registered Mobile number. Click on OK button.

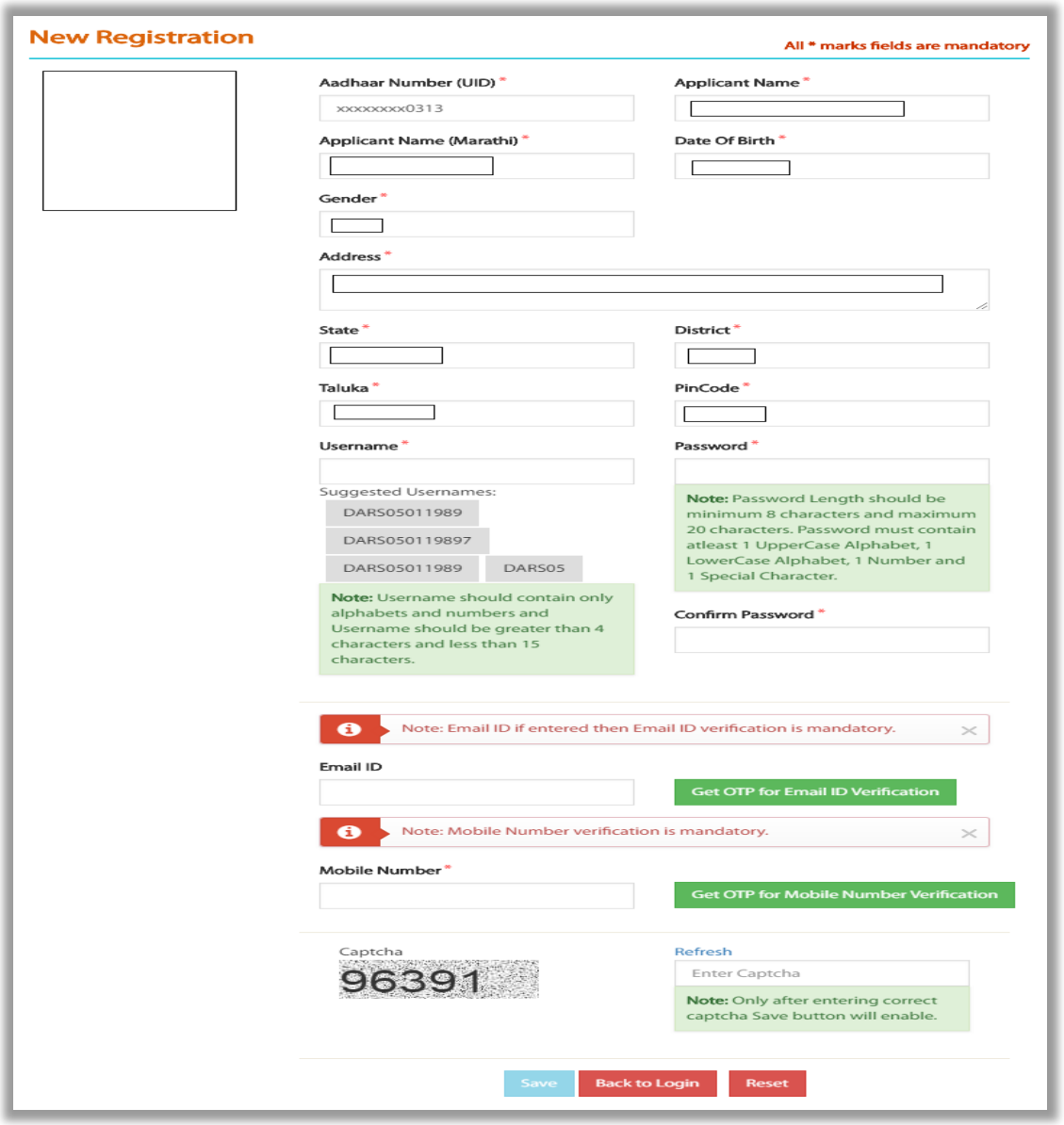


Enter the received OTP in the system and click on —Verify OTP button

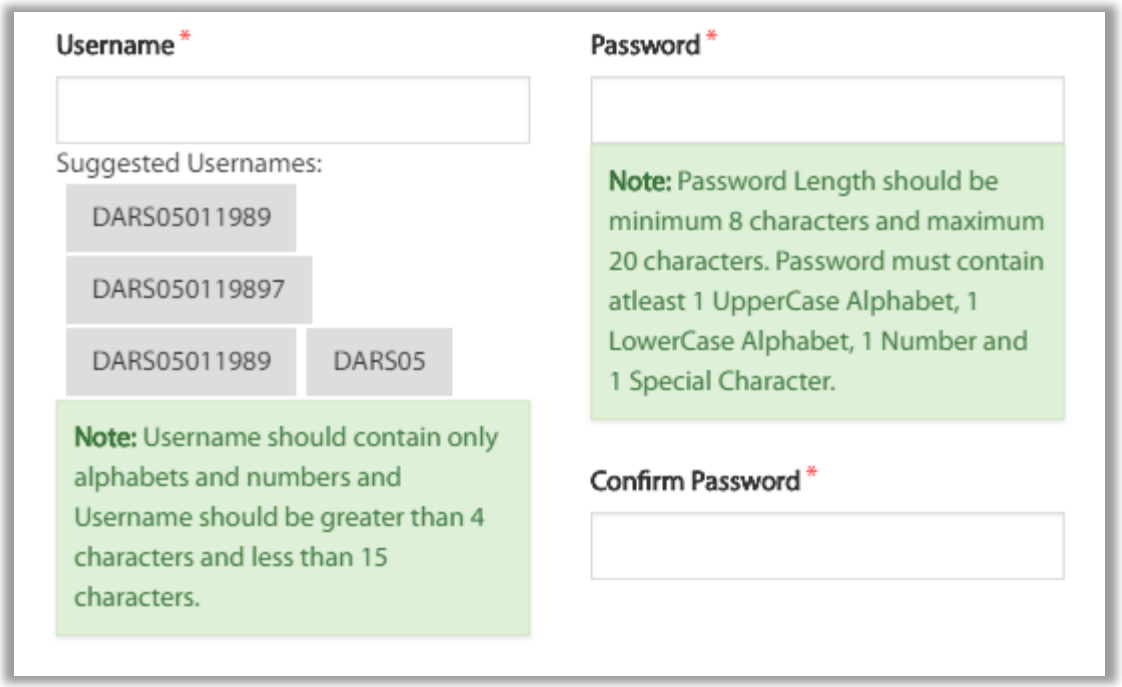
Post successful OTP verification an alert message —Authentication Successful! Please click on continue will be displayed on the screen. Click on OK button to continue with registration

Step 3: Post Successful OTP verification the Applicant details fetched from UIDAI will be auto populated in the Personal details fields Personal Details, Address Details, Bank Details.

If there is any change in the details, the applicant should contact UIDAI to update the relevant information



Step 4- Creation of Applicant's Username and Password - Applicant will need to create the User Name and Password to access the system in this step.

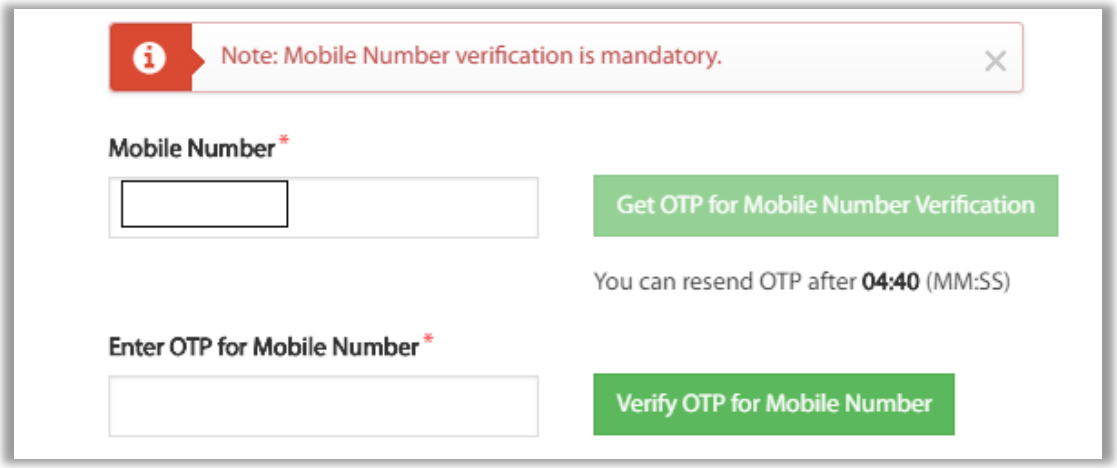


For Username, suggestion is also provided which are not used in the system as it should be unique. Also Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.

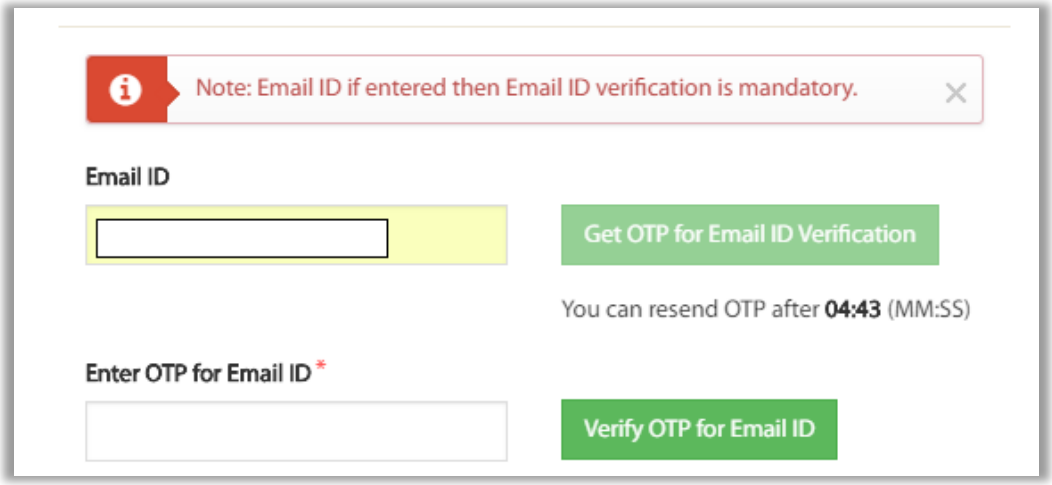
Password format is also provided in the note section

Applicant should enter the User Name, Password, Confirm Password

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click on “Get OTP for Mobile Number Verification”. On click, OTP will be received on the entered mobile number. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Mobile number” button. OTP will be verified for 30 minutes



Applicant should enter valid Email – ID and click on “Get OTP for email ID verification”. Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will help the applicant receive time to time updates about the application. For this, Applicant should enter the email ID and click on “Get OTP for Email ID Verification”. On click, OTP will be received on the entered email address. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Email ID” button. OTP will be verified for 30 minutes



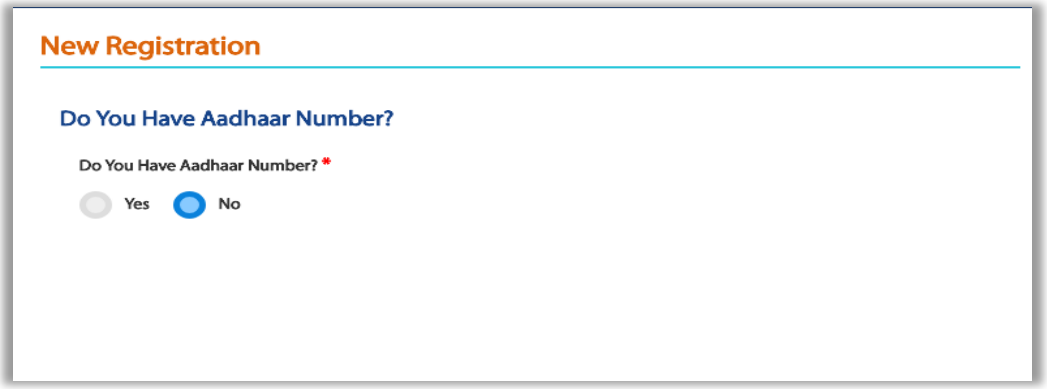
After verification, CAPTCHA should be entered and click on save

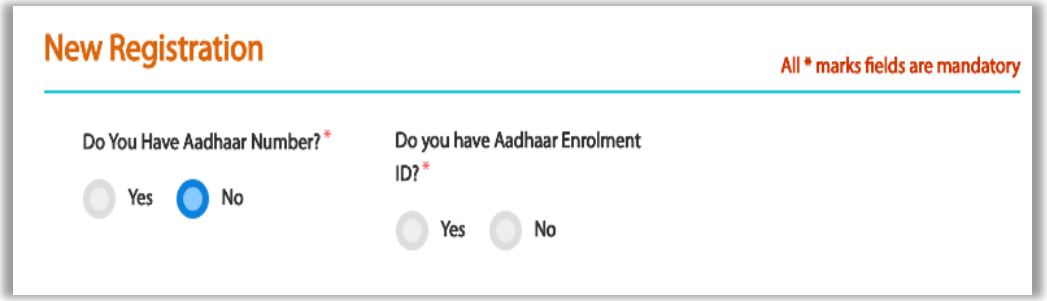
User can use the registered User Name and Password to login into the Aaple Sarkar DBT portal.

5.2. Registration using Non Aadhaar

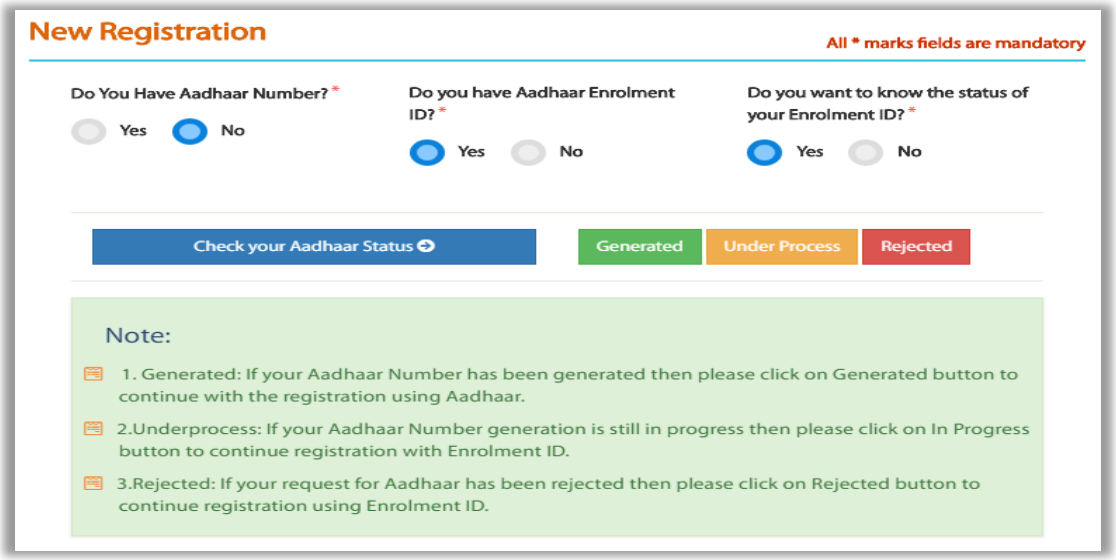
Step 1: Click on New Applicant Registration. Applicant can have multiple Scenarios for Registration as below.

A) For Question - Do you have Aadhaar Number? Select No option and continue





After No is selected - “Do you have Aadhaar Enrollment ID?” is asked



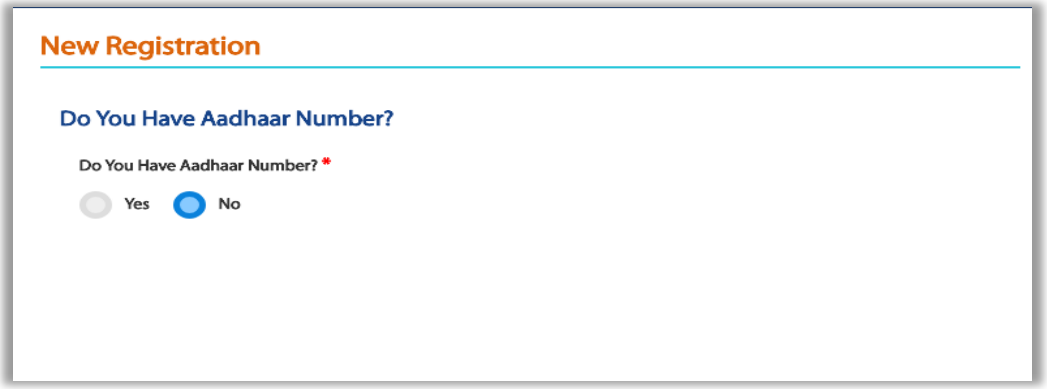
If Yes is selected, “Do you want to know the status of Enrollment ID?” is asked and again if Yes is selected, the above screen will get displayed on the Portal UIDAI page will get opened in new tab

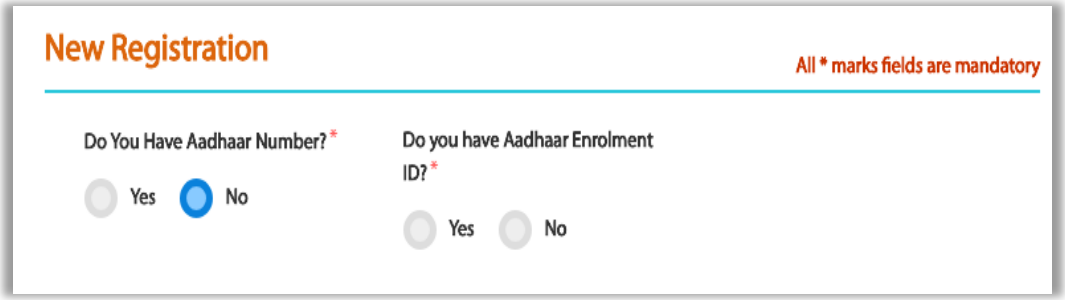
If Applicant clicks on “Generated” button then will be proceeded for Registration with Aadhaar number screen

If Applicant clicks on “Under Process” button then will be proceeded for Registration with Non-Aadhaar number screen.

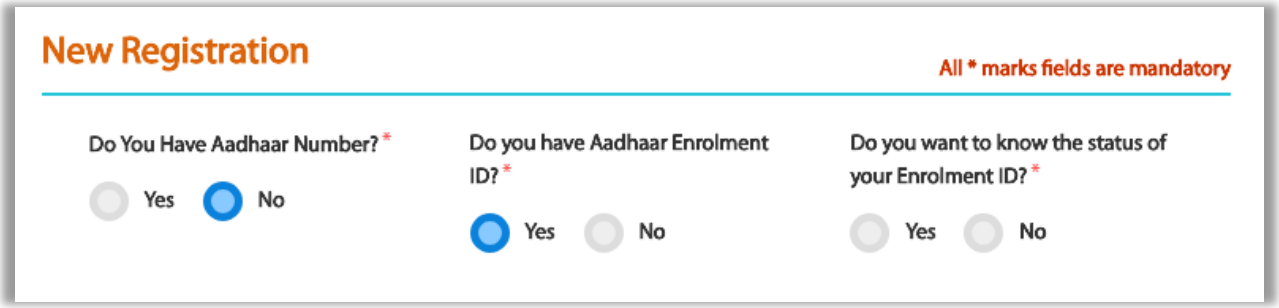
If Applicant clicks on “Rejected” button then will be proceeded for New Registration (Non Aadhaar flow)

B) For Question - Do you have Aadhaar Number? Select —No option and continue



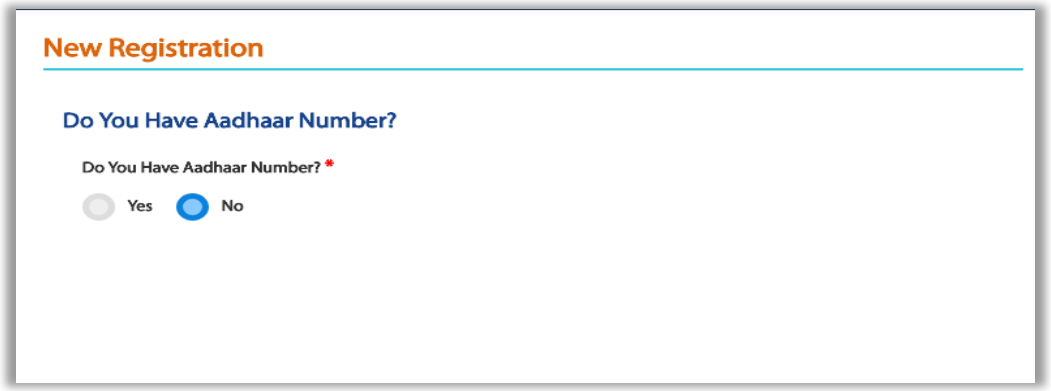


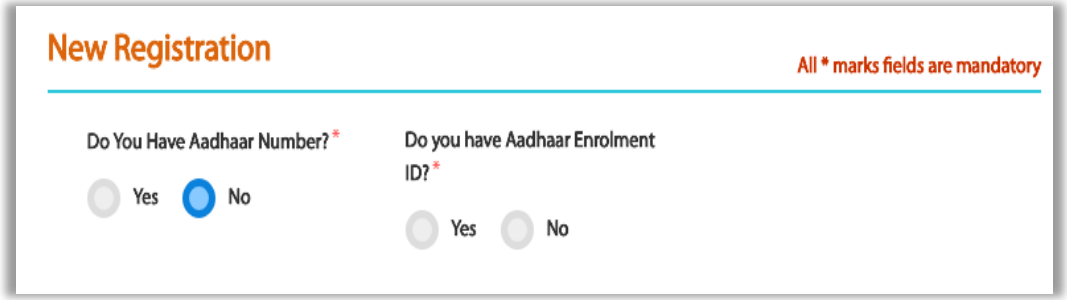
After No is selected - “Do you have Aadhaar Enrollment ID?” is asked and if Yes is selected



Again question will be asked, “Do you want to know the status of your Enrollment ID? And if No is selected then New Registration (Non Aadhaar flow) screen will be displayed.

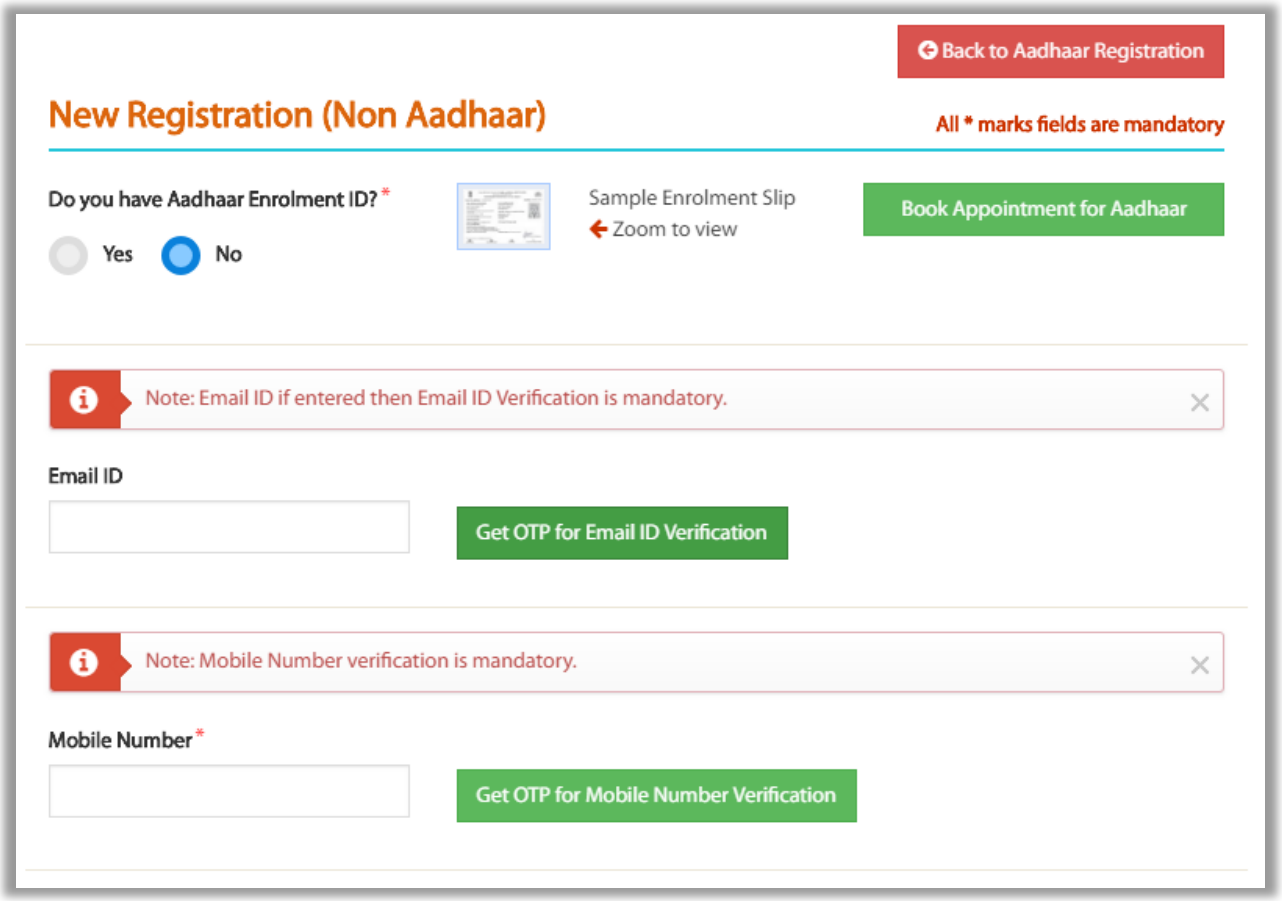
C) For Question - Do you have Aadhaar Number? Select —No option and continue





After No is selected - “Do you have Aadhaar Enrollment ID?” is asked where if user selects No then user is redirected to New Registration (Non – Aadhaar flow)

Step 2 : New Registration (Non Aadhaar) form page will be displayed -



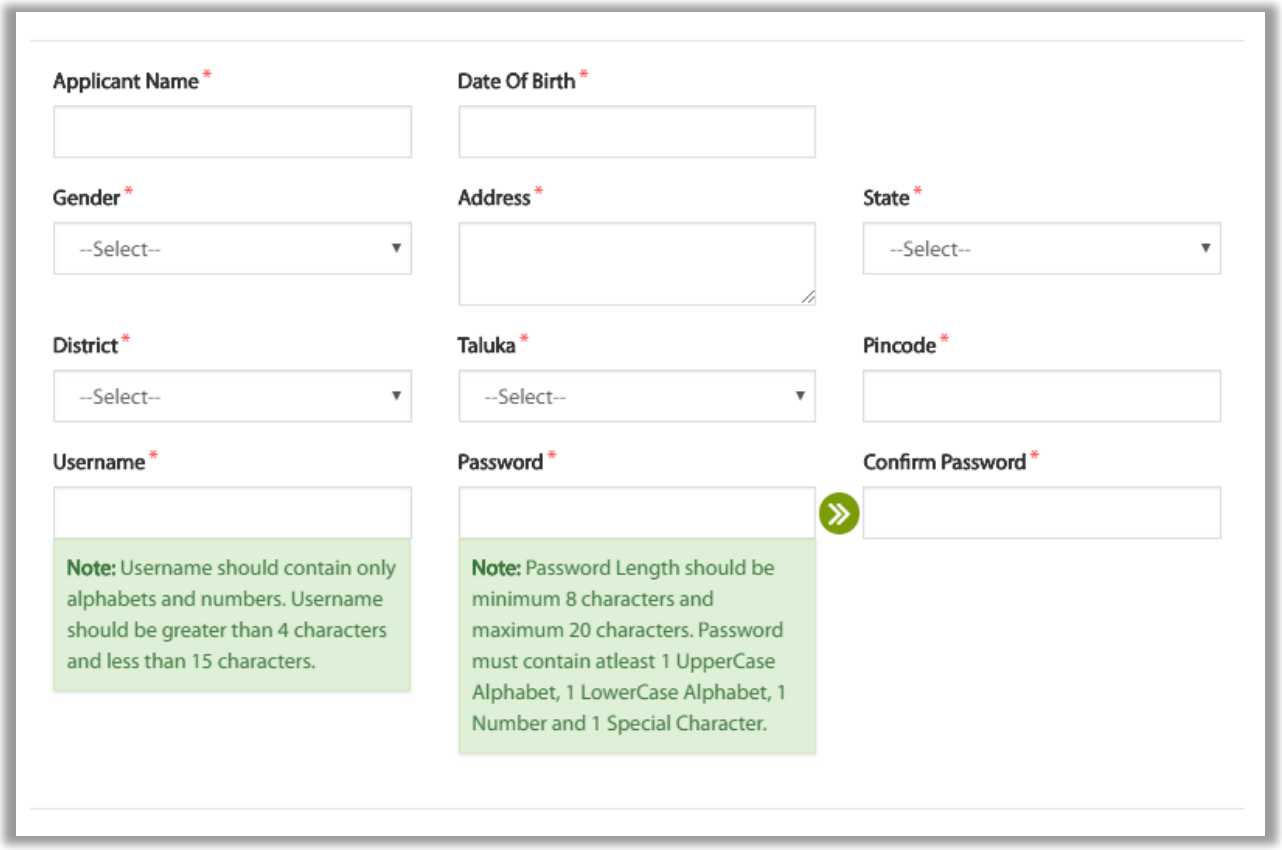
User can also click on “Book Appointment for Aadhaar” to get enrolled in Aadhaar Scheme

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click on “Get OTP for Mobile Number Verification”. On click, OTP will be received on the entered mobile number. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Mobile number” button. OTP will be verified for 30 minutes

Applicant should enter valid Email – ID and click on “Get OTP for email ID verification”.
Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will

help the applicant receive time to time updates about the application. For this, Applicant should enter the email ID and click on “Get OTP for Email ID Verification”. On click, OTP will be received on the entered email address. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Email ID” button. OTP will be verified for 30 minutes

Step 3 : Enter Further Form details



User should enter the basic details in the Non-Aadhaar Workflow

Enter Applicant Name.

Select Date of Birth

Select Gender from the given dropdown options.

Enter Address of the applicant

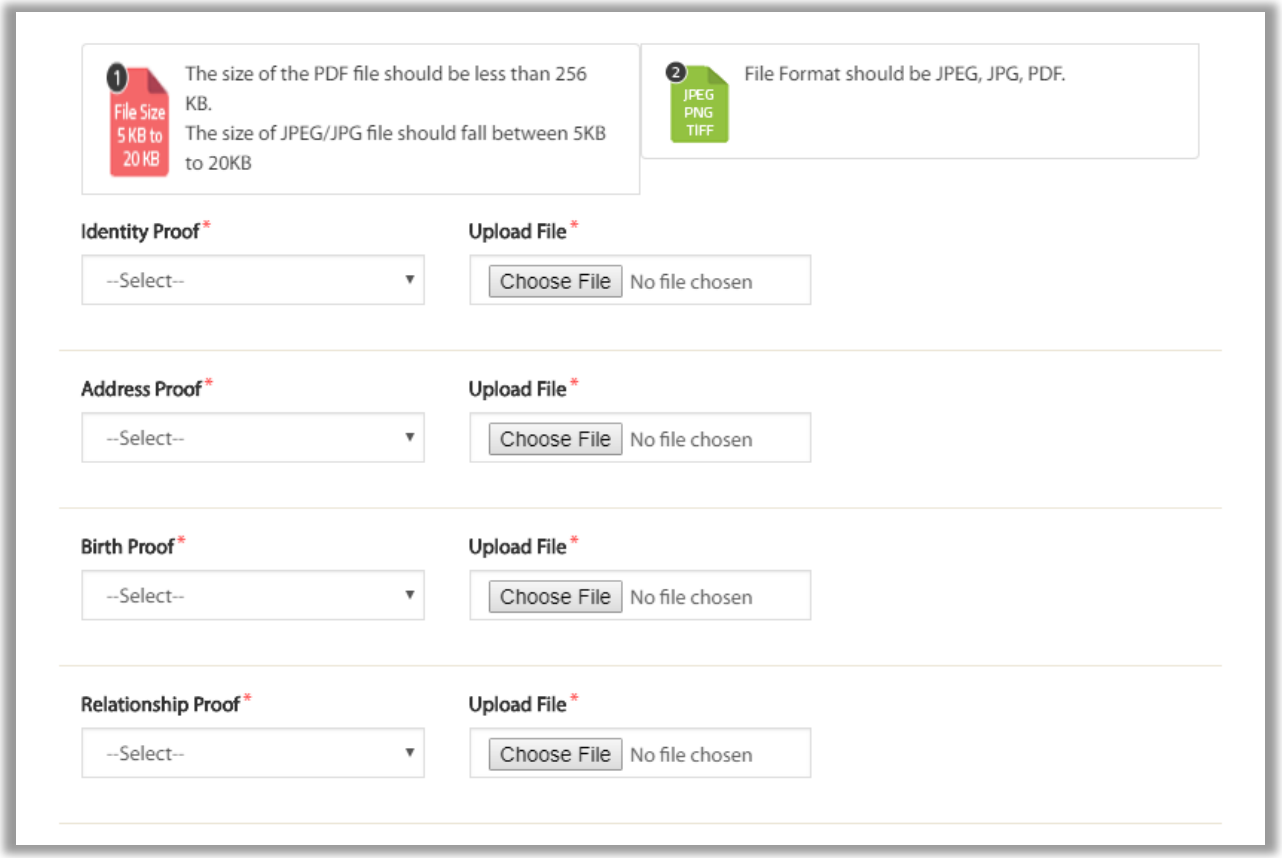
Select State from the dropdown options provided

Select District from the dropdown options. List will be displayed as per the State selected.

Select Taluka from the dropdown options. List will be displayed as per the District selected

Enter Pincode .

Step 4 : Upload Identification Proofs required -



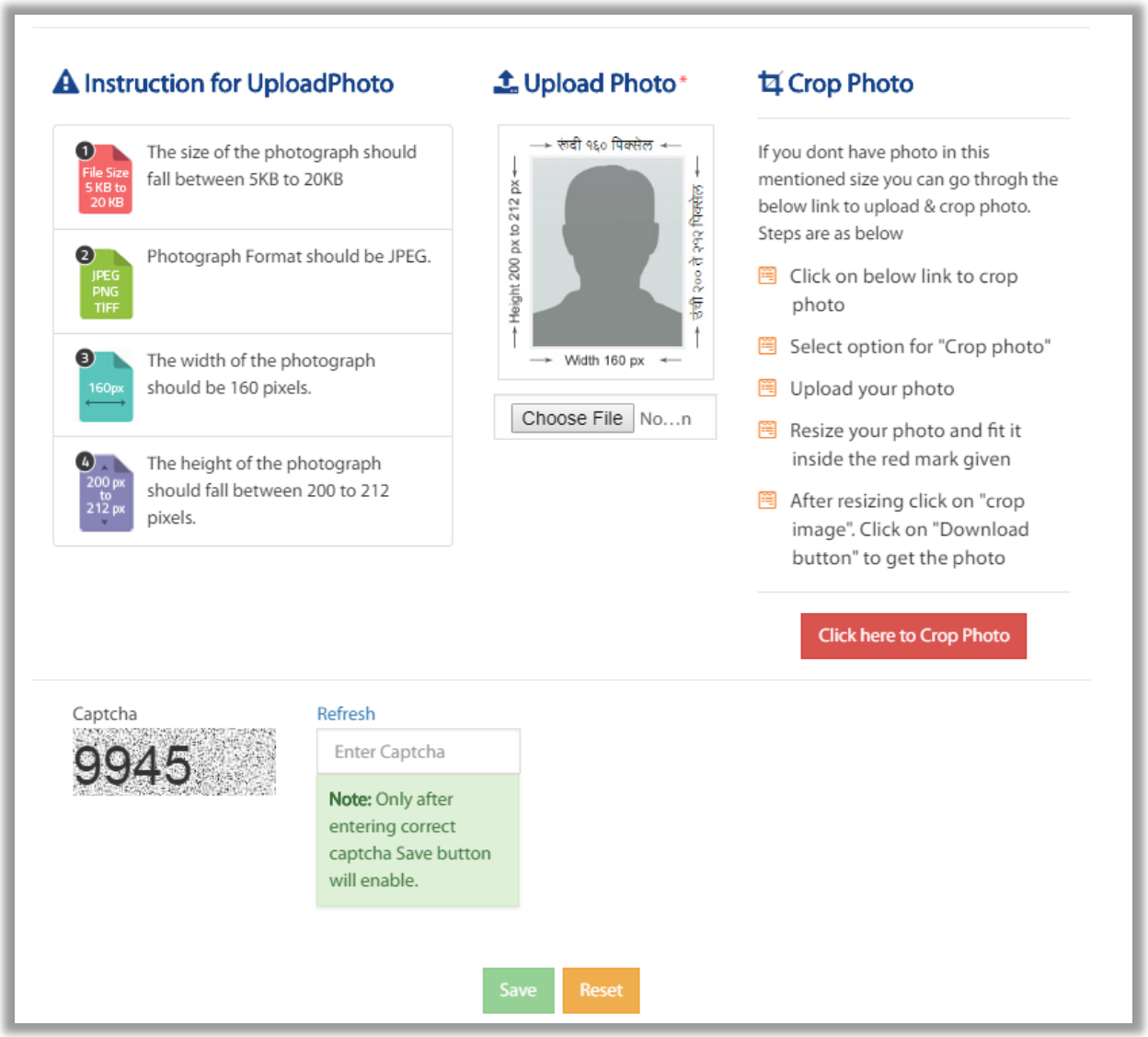
1. Identity Proof - Select from the dropdown values and upload file
   PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

2. Address Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

3. Birth Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

4. Relationship Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

Step 5:



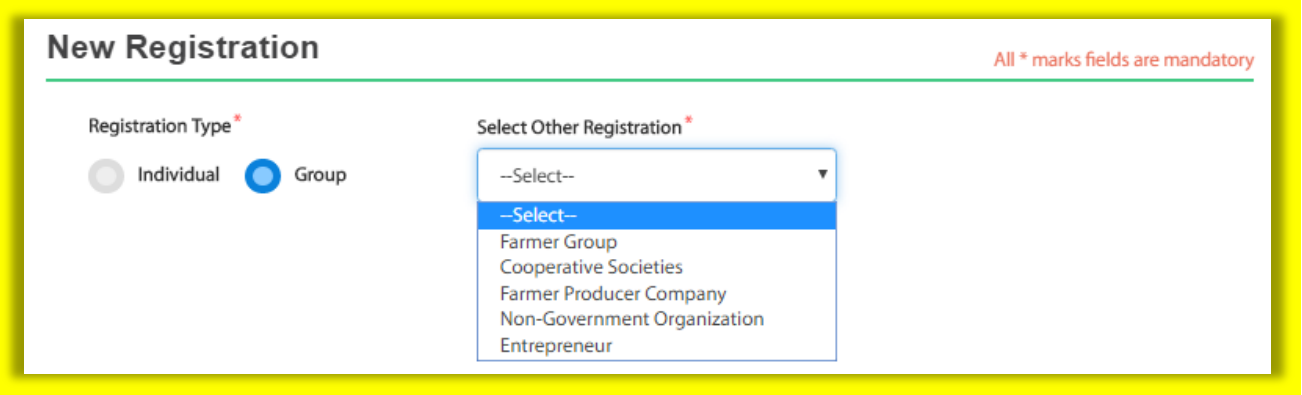
Here user will upload the photo required according to the Portal's requirement. In case Applicant is not having the image as per requirement, applicant can click on "Click here to Crop Photo" button and on new tab screen will get opened.

Applicant can edit the signature as well as photo and then upload it to the portal.

After the above steps, User needs to enter the CAPTCHA and click on save in order to get Registered.

5.3 Registration of Groups

On MahaDBT Portal for Farmers, Registration via Groups is possible with help of groups option. User should select the group radio button and select the group type from



Group type is further divided as -

a) Farmer Group

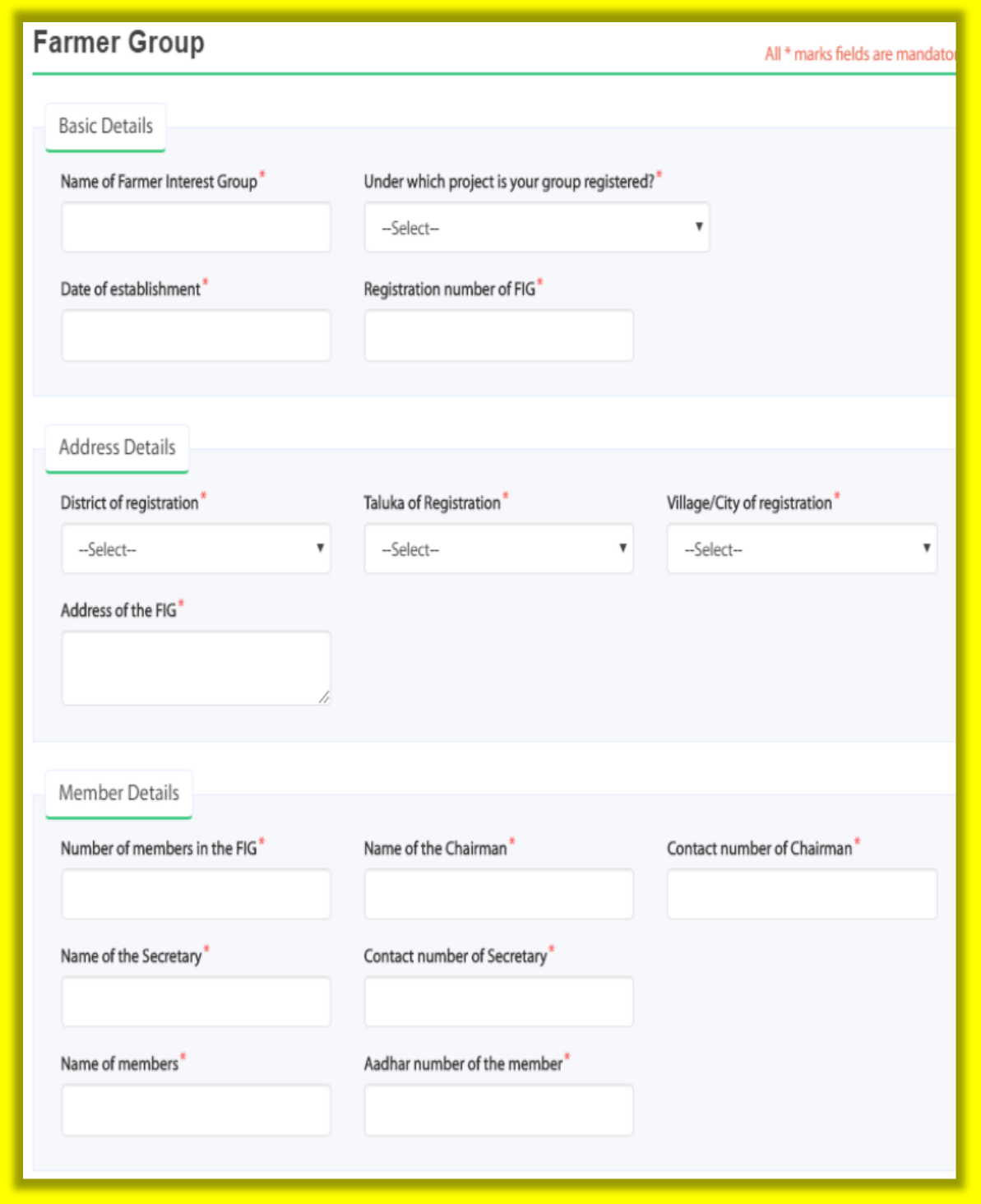
b) Cooperative Societies

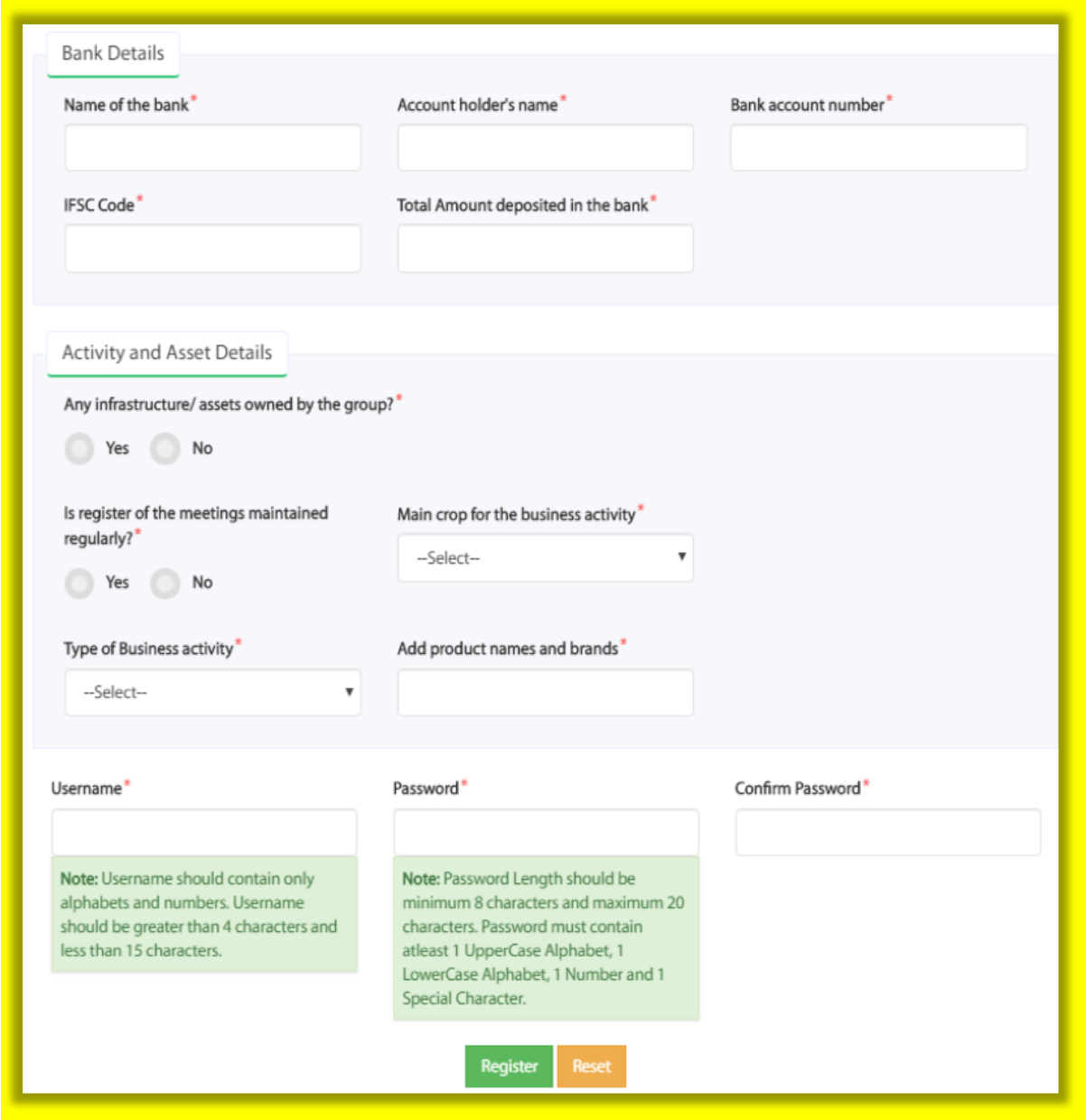
c) Farmer Producer Company

d) Non- Government Organization

e) Entrepreneur

A) Farmer Group –

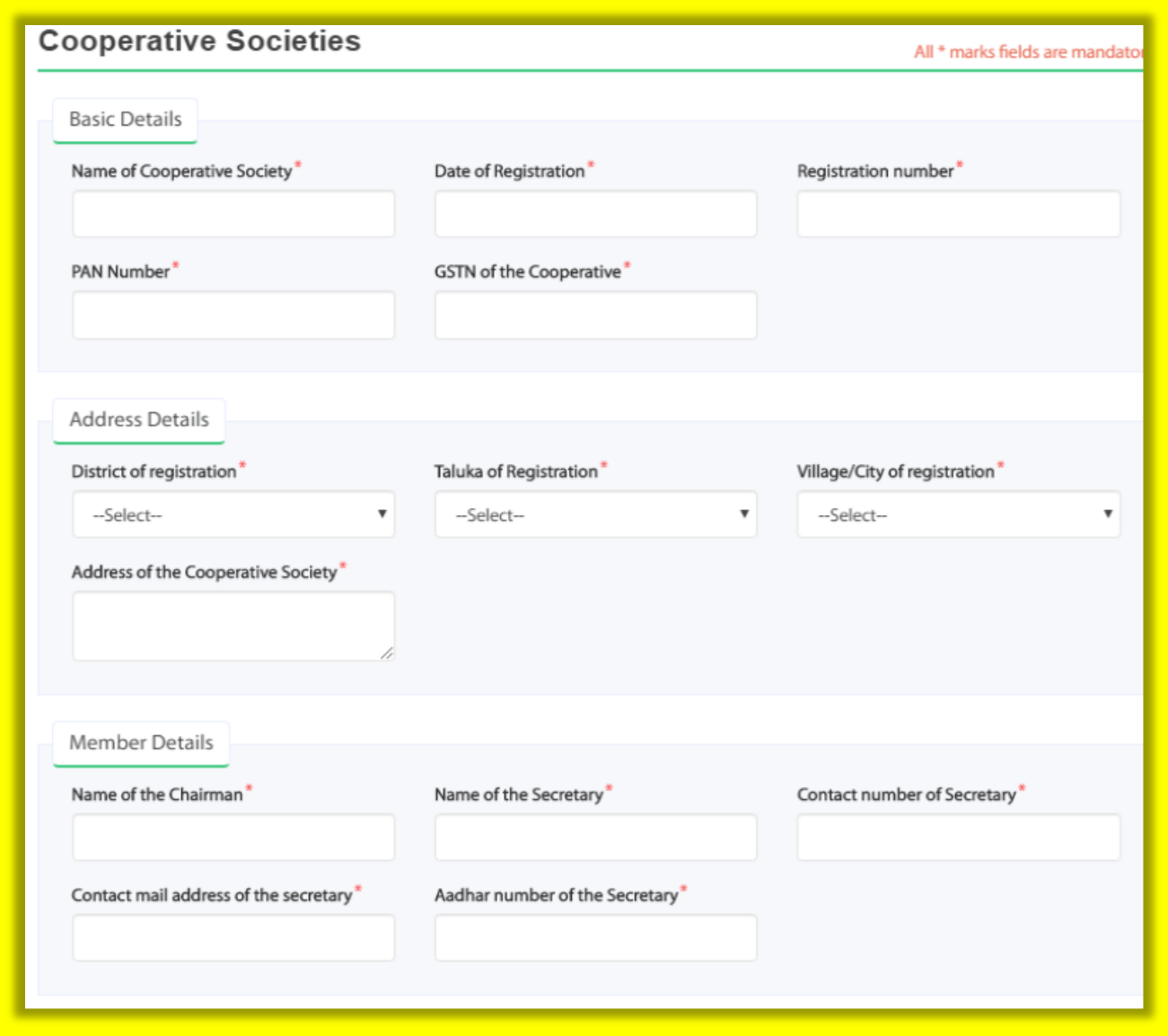


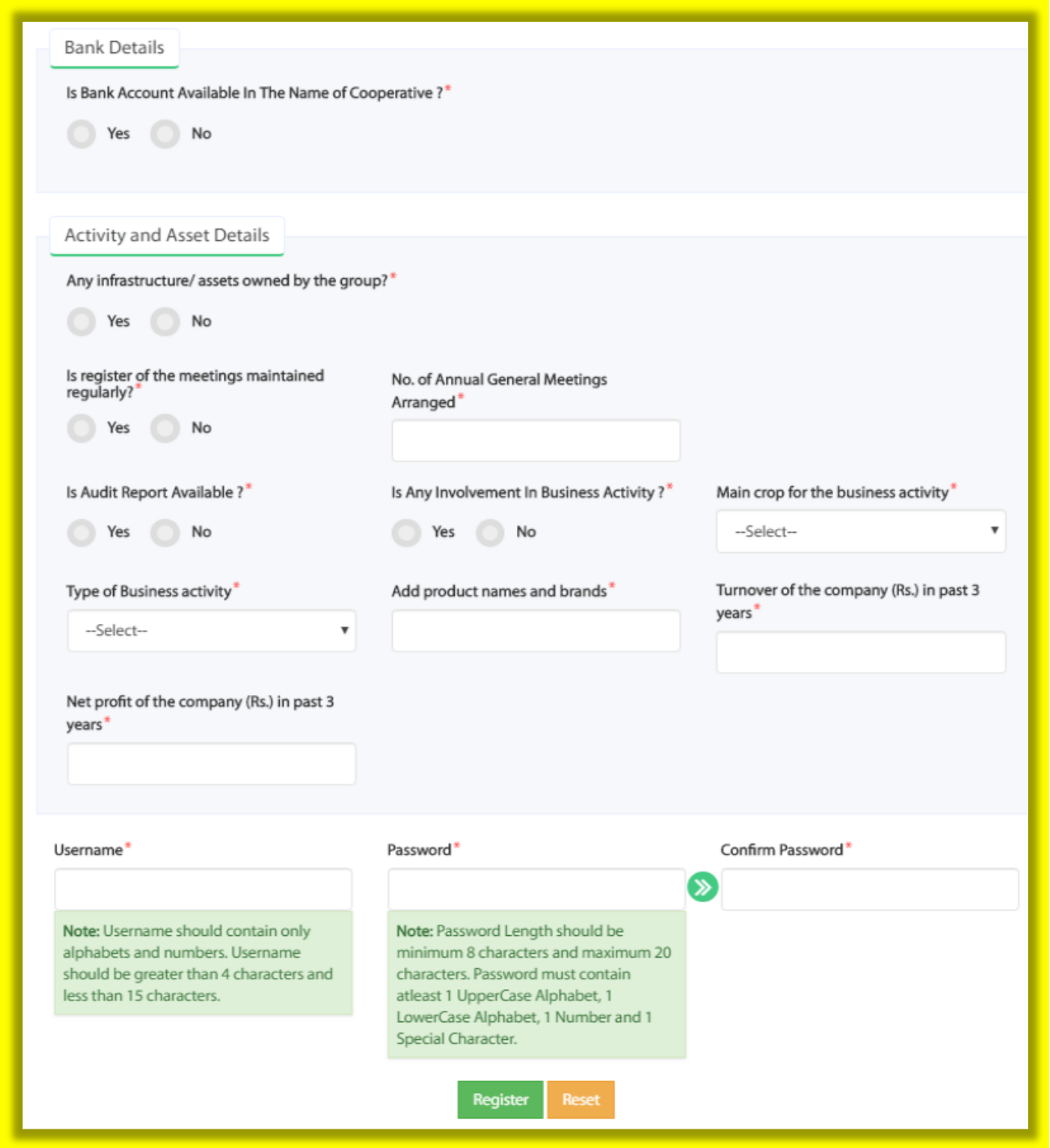


User is required to fill up the details as asked in the form for Farmer group.

After filling the entire form, User should enter the Username and Password and click on Register.

B) Cooperative Societies –

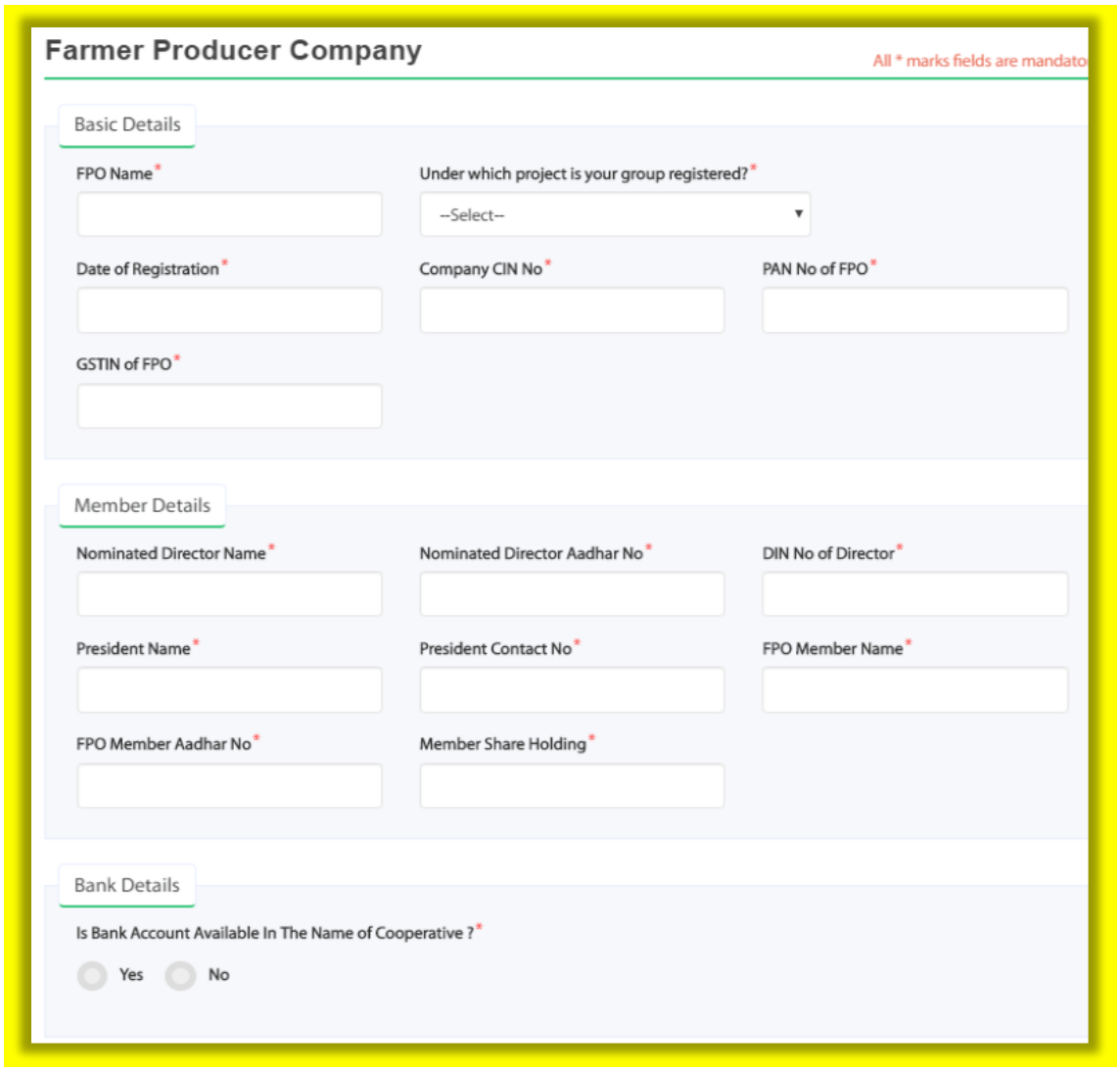


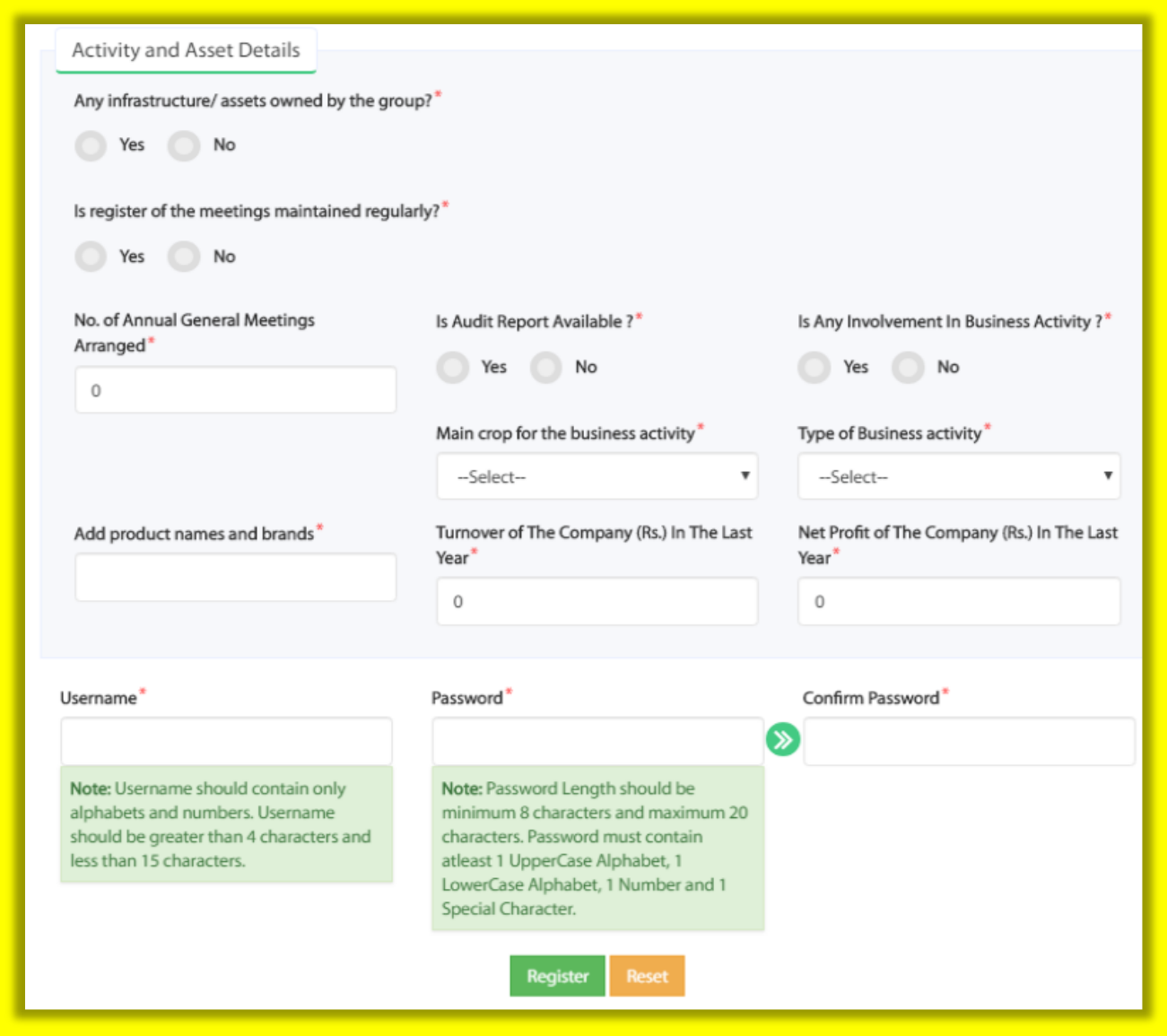


User is required to fill up the details as asked in the form for Farmer group.

After filling the entire form, User should enter the Username and Password and click on Register.

C) Farmer Producer Company –

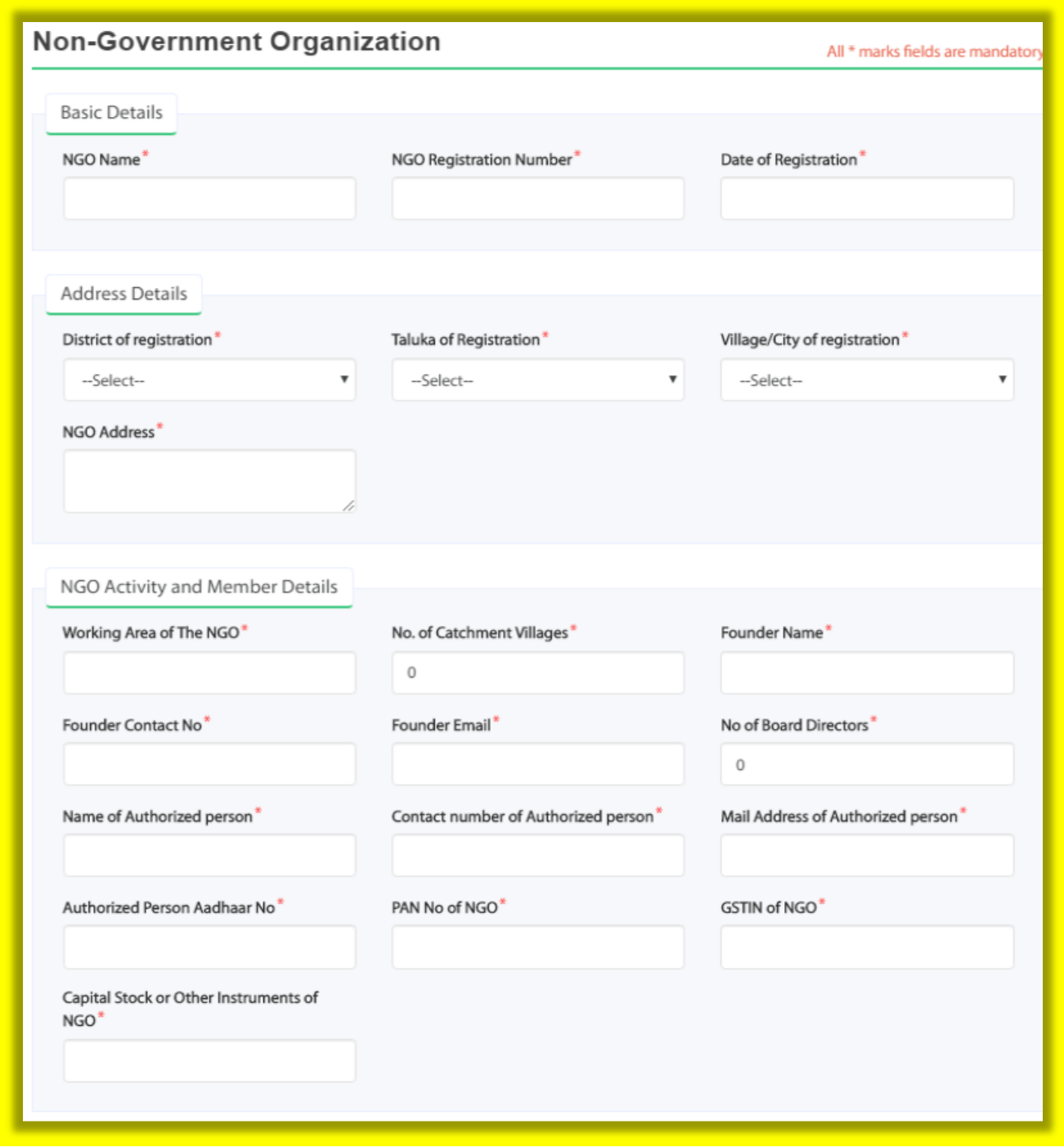


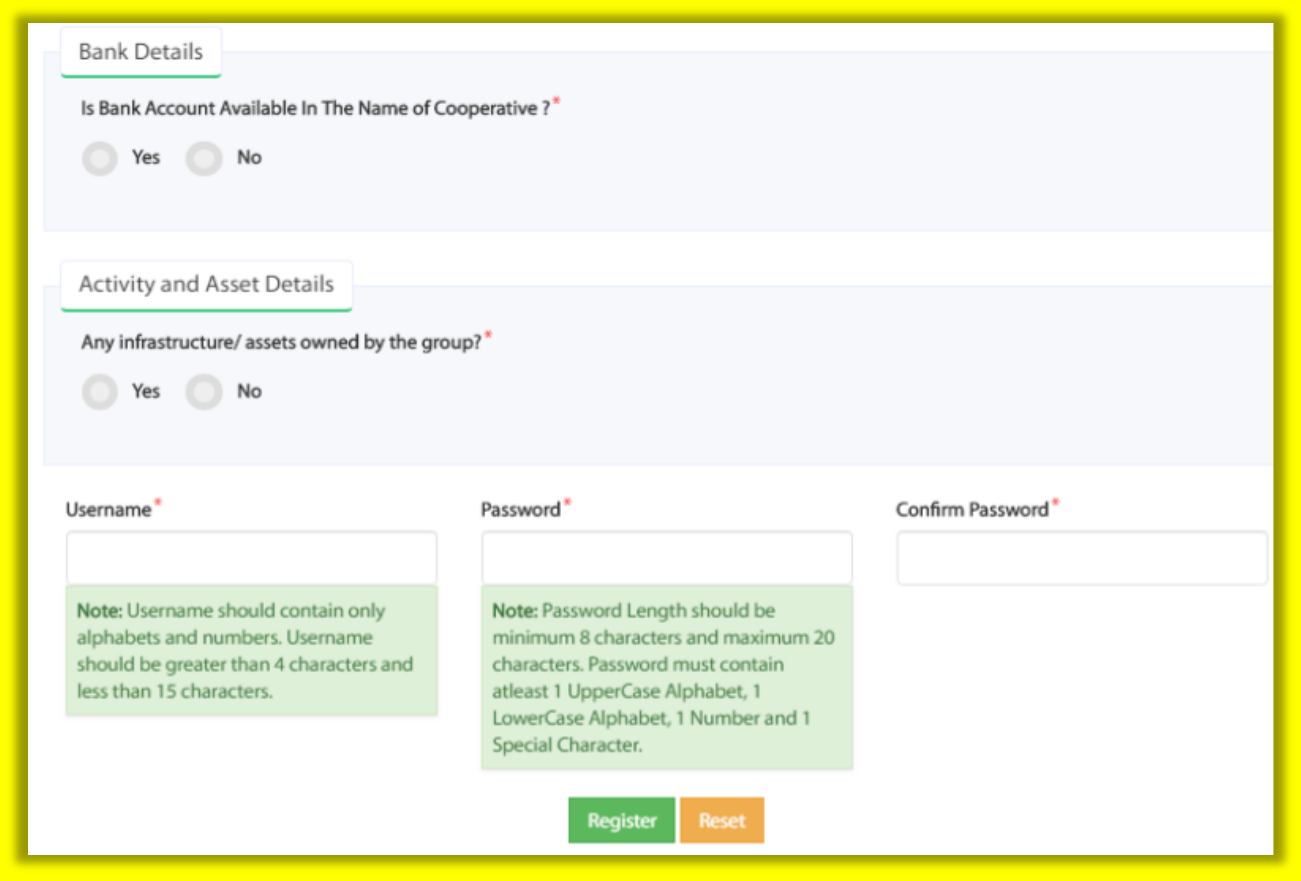


User is required to fill up the details as asked in the form for Farmer group.

After filling the entire form, User should enter the Username and Password and click on Register.

D) Non – Government Organization –

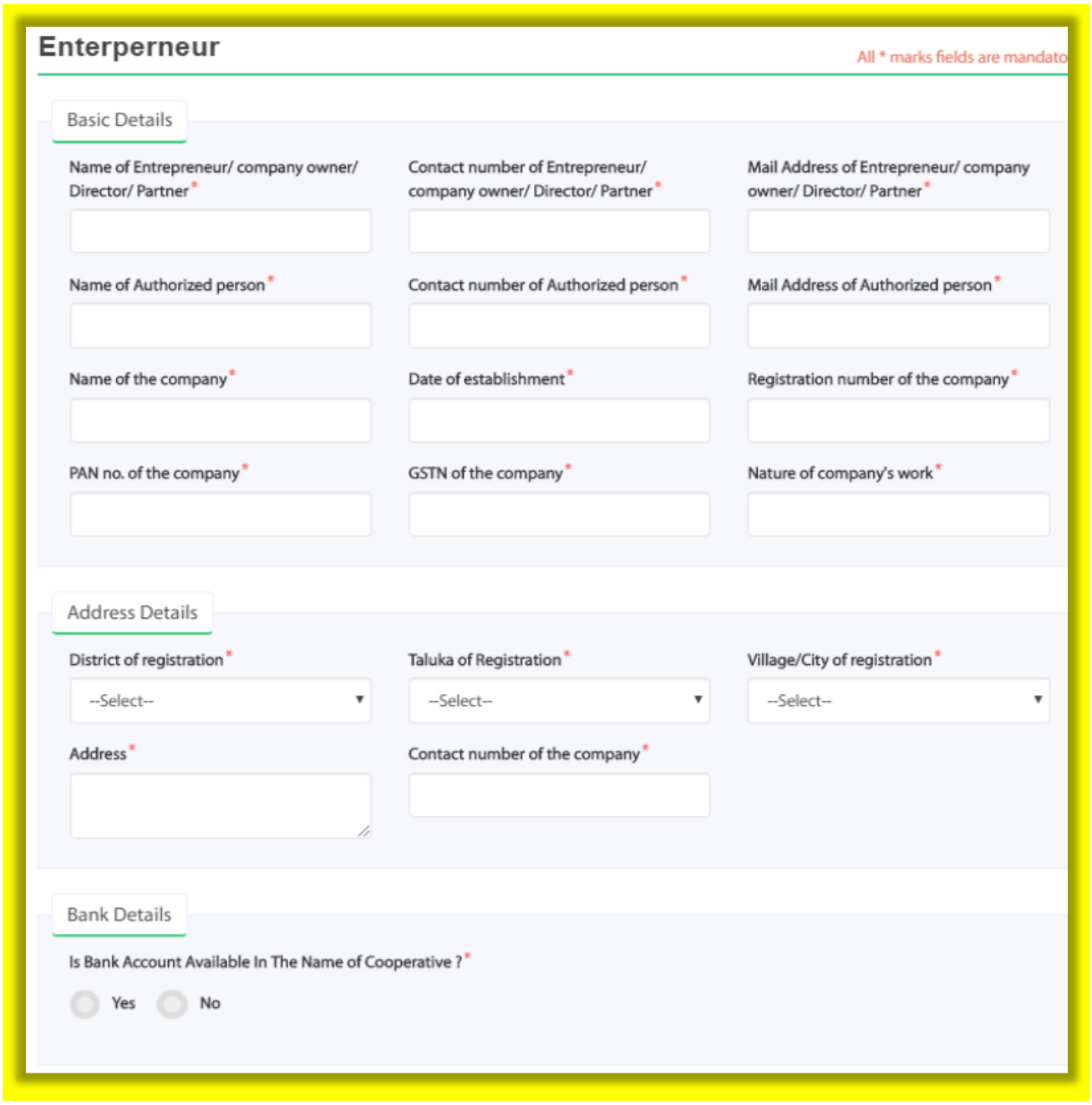




User is required to fill up the details as asked in the form for Farmer group.

After filling the entire form, User should enter the Username and Password and click on Register.

E) Enterpreneur –



Enterperneur

All * marks fields are mandato

Basic Details

Name of Entrepreneur/ company owner/ Director/ Partner *

Contact number of Entrepreneur/ company owner/ Director/ Partner *

Mail Address of Entrepreneur/ company owner/ Director/ Partner *

Name of Authorized person *

Contact number of Authorized person *

Mail Address of Authorized person *

Name of the company *

Date of establishment *

Registration number of the company *

PAN no. of the company *

GSTN of the company *

Nature of company's work *

Address Details

District of registration *

--Select--

Taluka of Registration *

--Select--

Village/City of registration *

--Select--

Address *

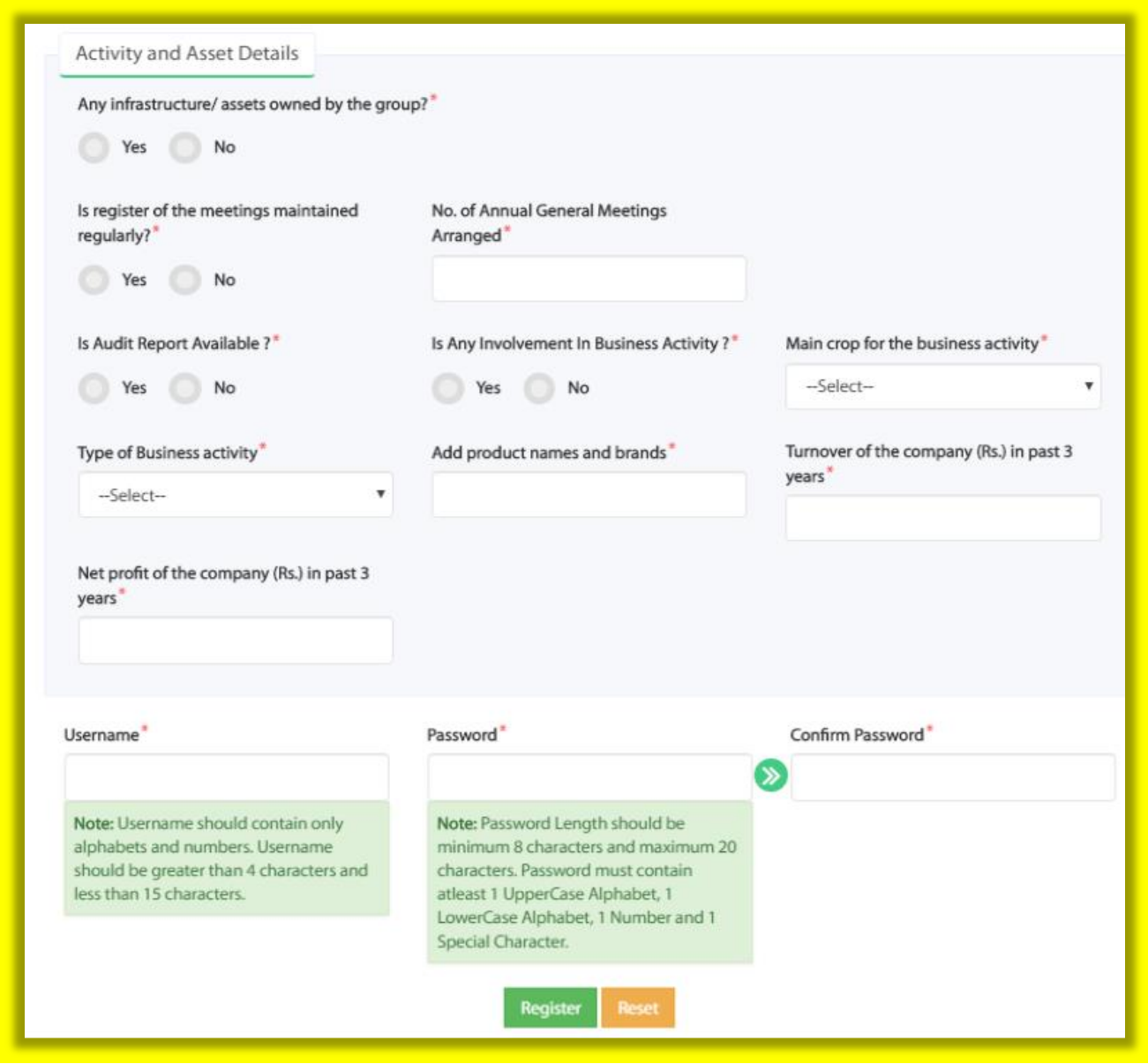
Contact number of the company *

Bank Details

Is Bank Account Available In The Name of Cooperative ? *

Yes

No



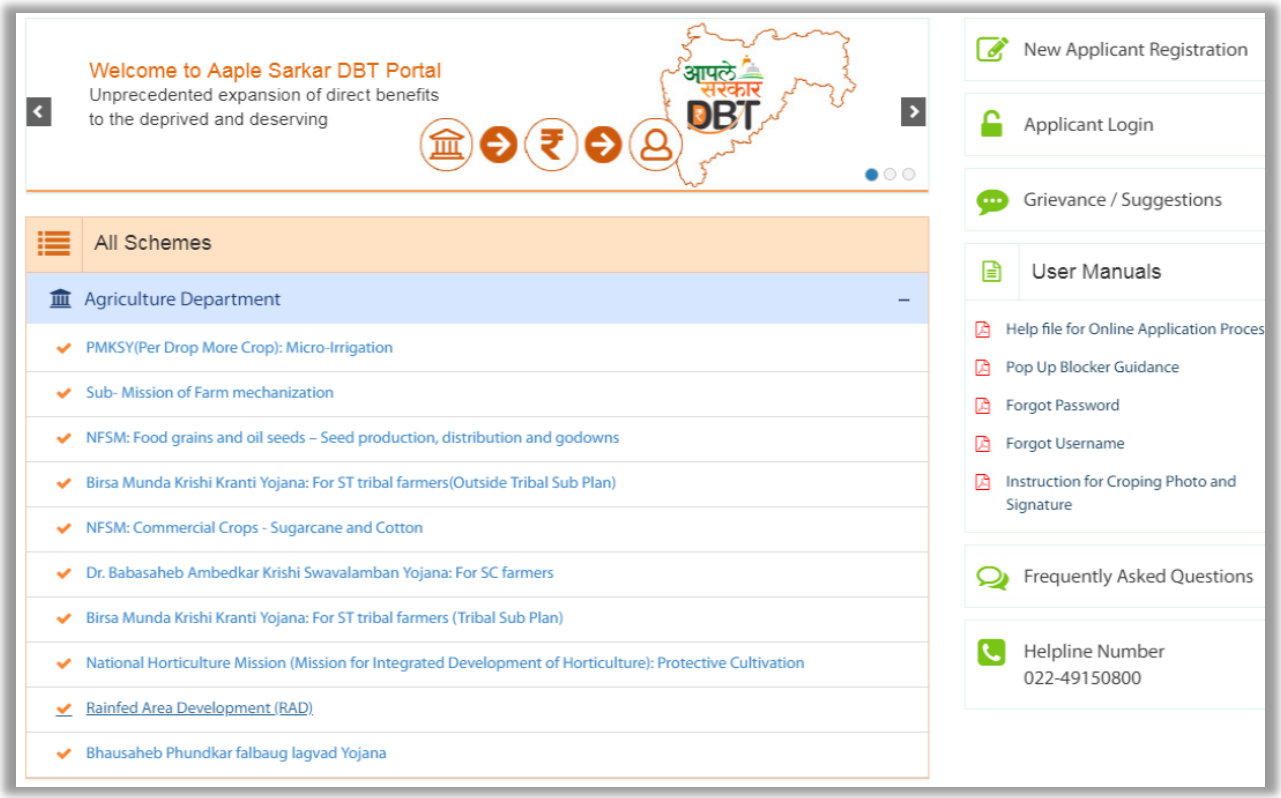
User is required to fill up the details as asked in the form for Entrepreneur.

After filling the entire form, User should enter the Username and Password and click on Register.

6. User Login

To login into Aaple Sarkar DBT portal, Applicant has to perform following steps.

a) Click on “Applicant Login” button -

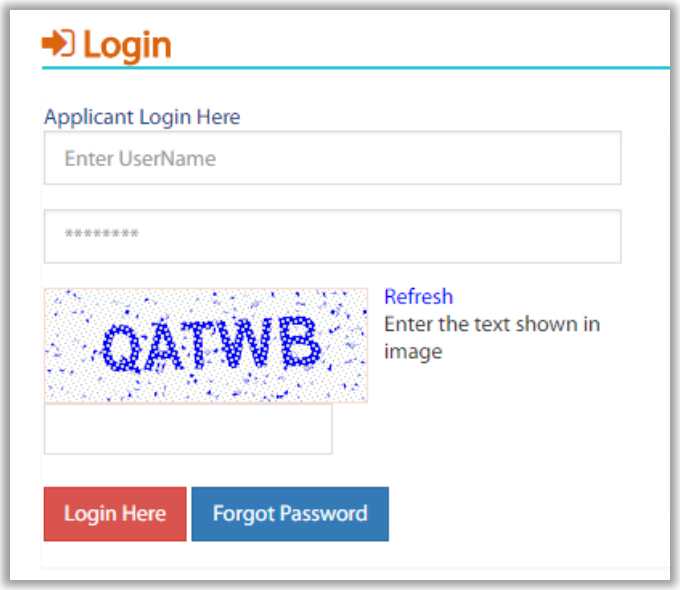


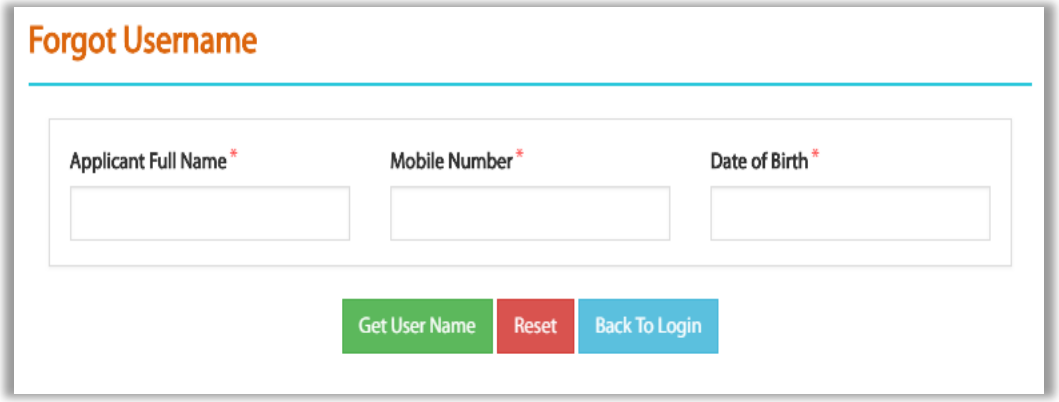
b. Username & Password – Enter the Username and Password as entered during registration.

C. Captcha - Enter the valid Captcha and Click on Login

Forgot User Name :

If Applicant Forgets User Name then Click on Forgot User Name button on the Home DBT page.



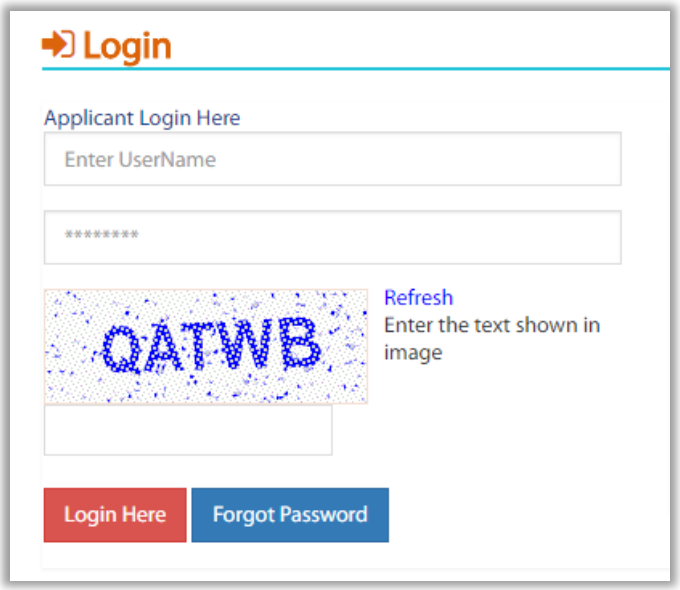


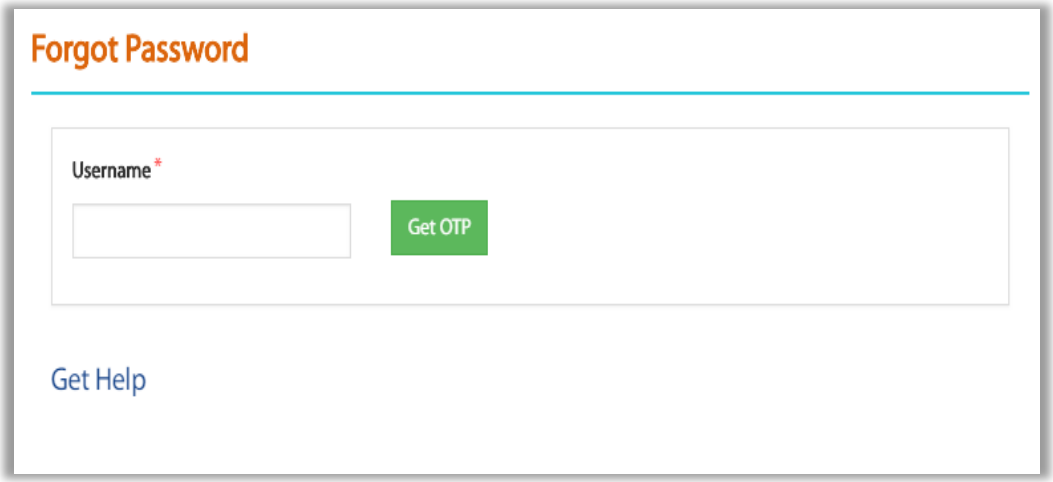
Applicant will have to enter Full Name, Mobile number which is registered on the portal and Date of birth

After entering the details, Click on Get User Name button. Applicant will receive SMS on the Mobile number which was used while registration into the Portal.

Forgot Password :

If Applicant Forgets Password then Click on Forgot Password button on the Home DBT page.





Applicant will have to enter Username as Registered on the Portal

After the above step user will have to click on “Get OTP” button. SMS will be received on Registered mobile number.

User will have to enter OTP. Enter New Password ,Confirm Password and click on Set Password button.

7. User Dashboard:

After Successful Login to the Portal, the user will see Welcome page by default.

7.1. Left panel – Menu

The following items shown on the Left panel of the Applicant dashboard after login

1. Home

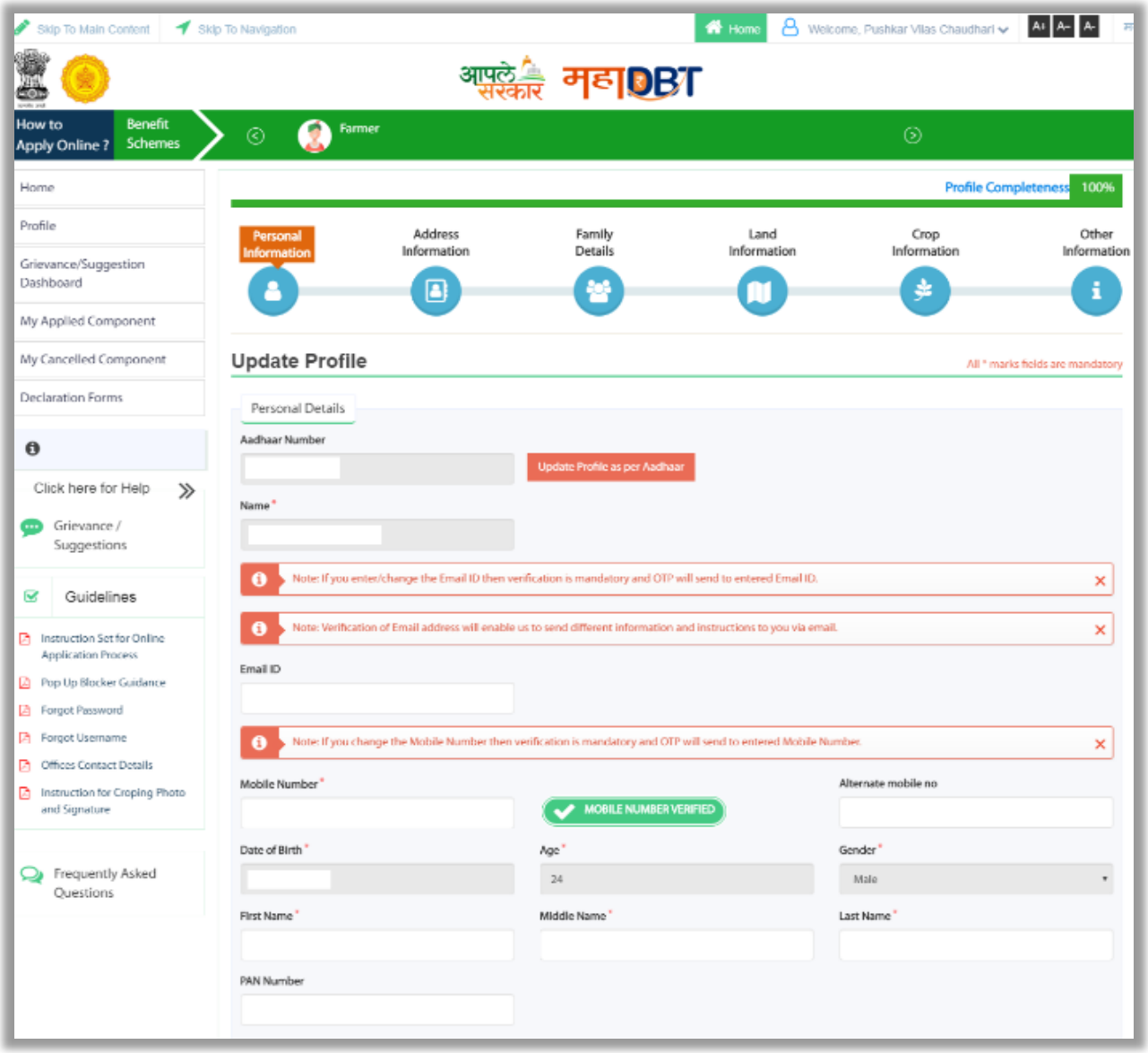
The applicant will land on Home page after login

Home Page Information: The applicant can view profile completeness status and add or update accordingly.

2. Profile

User will click on profile button in order to fill in details of profile.
Profile is divided into the following categories

1. Personal Information – User will fill in Personal Information details relating to - Personal Details, Domicile Details, Income Details, Personal Eligibility Details, Caste Details –



Personal details

Personal Details :

Applicants have to fill all mandatory fields in the form

Aadhaar Number - Aadhaar number of registered logged in user will be displayed. If user has done registration via non – aadhaar then the aadhaar number text box will be blank. It is expected that user should link his/her Aadhaar number after they obtain it via aadhaar enrollment

Name

Email ID

Mobile number

Date of Birth

Age

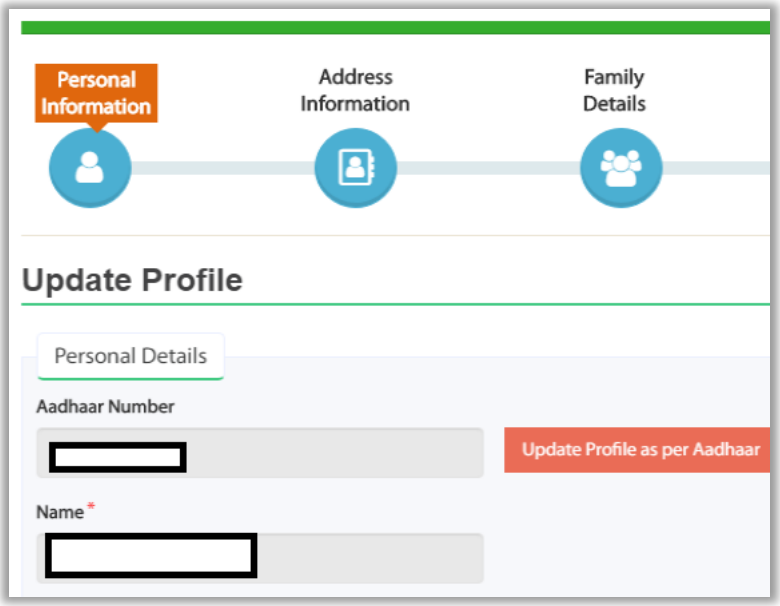
Gender First Name

Middle Name

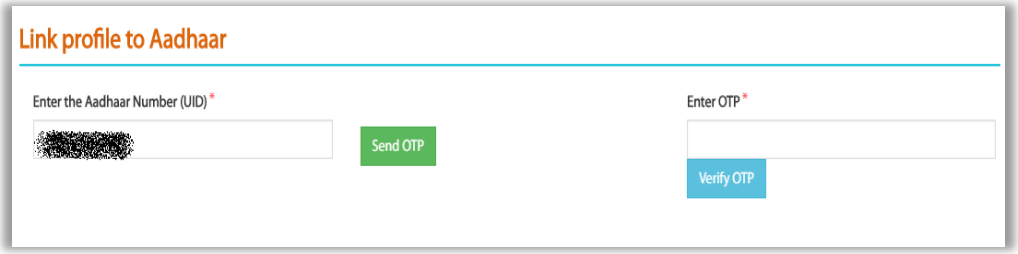
Last Name

PAN number

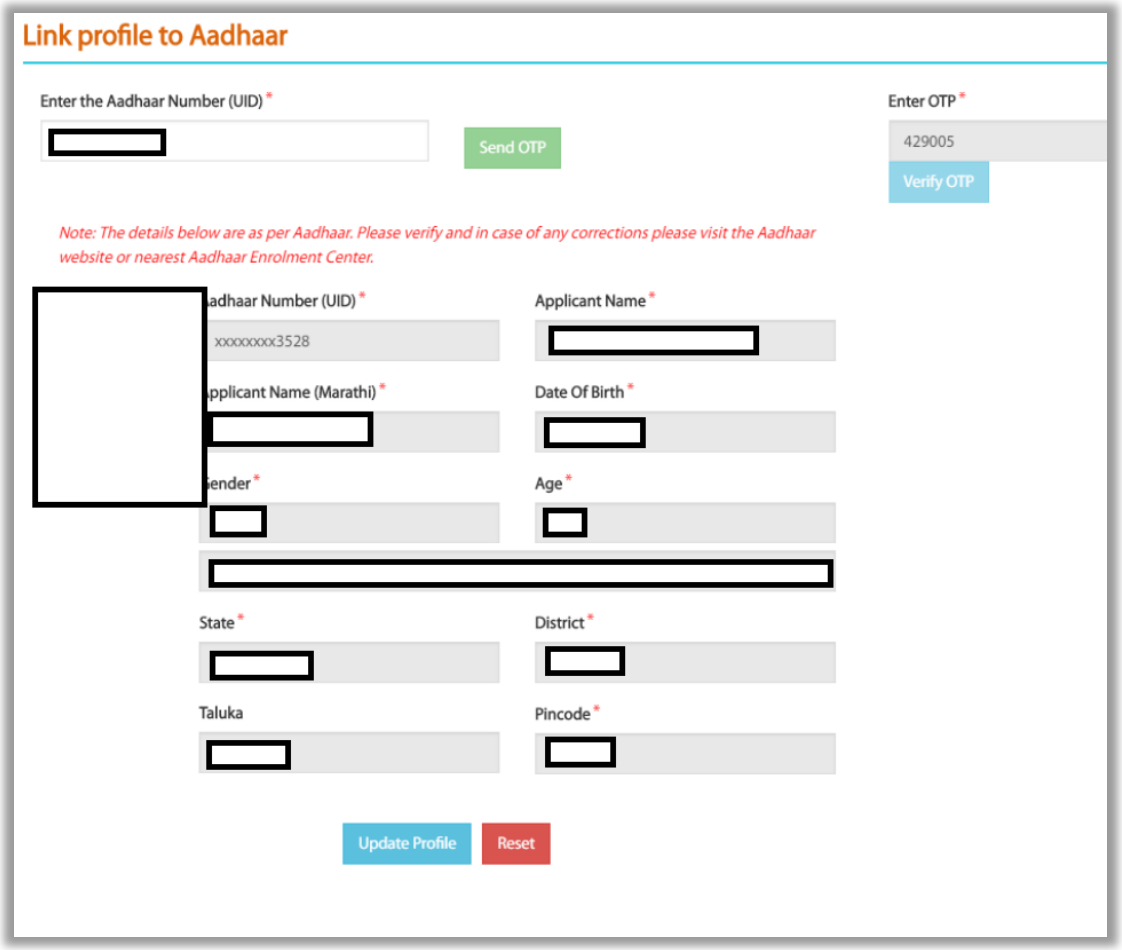
Note – Applicants registered via Non – Aadhaar flow, should click on “Update Profile as per Aadhaar” as it is mandatory for DBT scheme benefit disbursement. Applicant after acquiring Aadhaar number should enter the number –



User should click on Link Aadhaar button

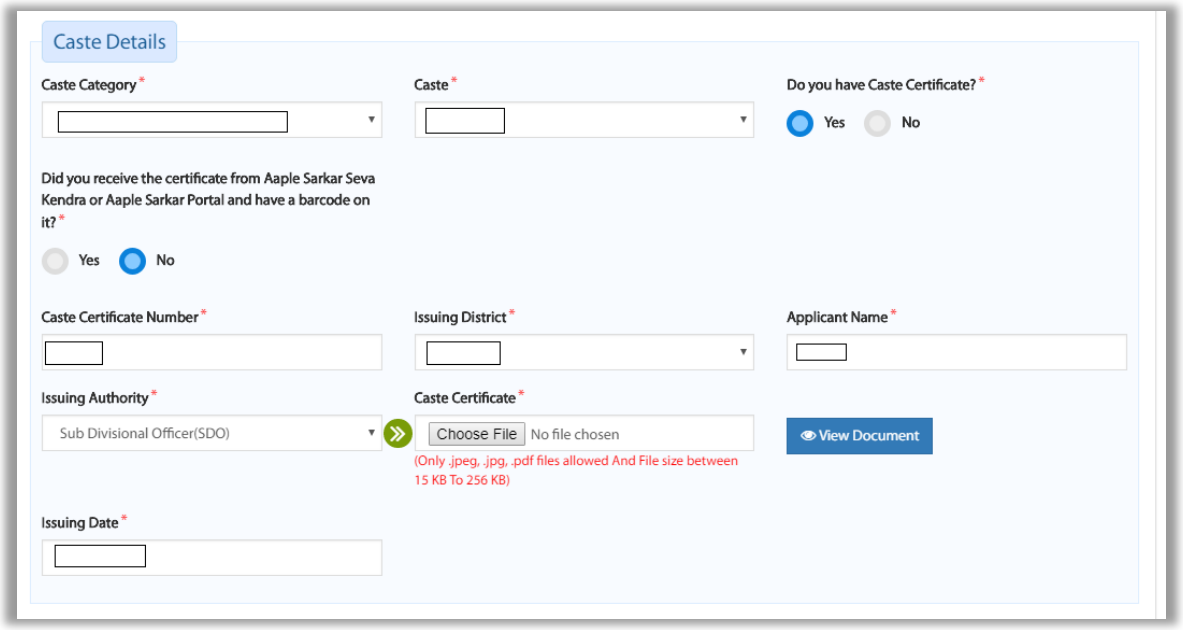


After Entering aadhaar number click on send OTP and enter the OTP in the box



After verifying OTP successfully, data will be displayed of the applicant on screen. Applicant should verify and click on Update Profile button in order to update the Profile with Aadhaar details.

Caste Details



Caste Details :

Applicants have to fill all mandatory fields in the form

Caste Category

Caste

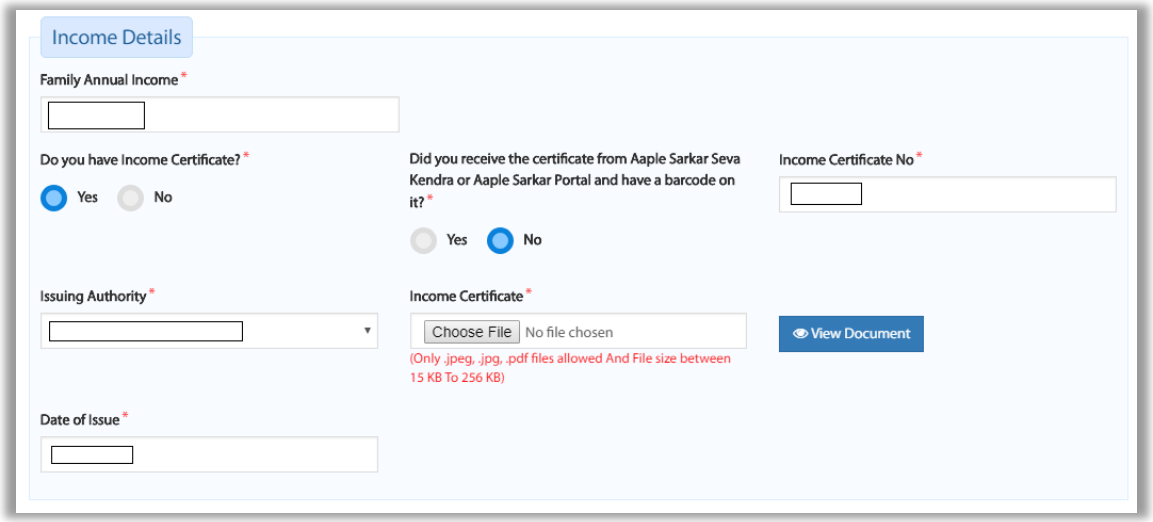
Sub Caste

Do you have Caste Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Caste Certificate Number

Income Details



Income Details :

Applicants have to fill all mandatory fields in the form

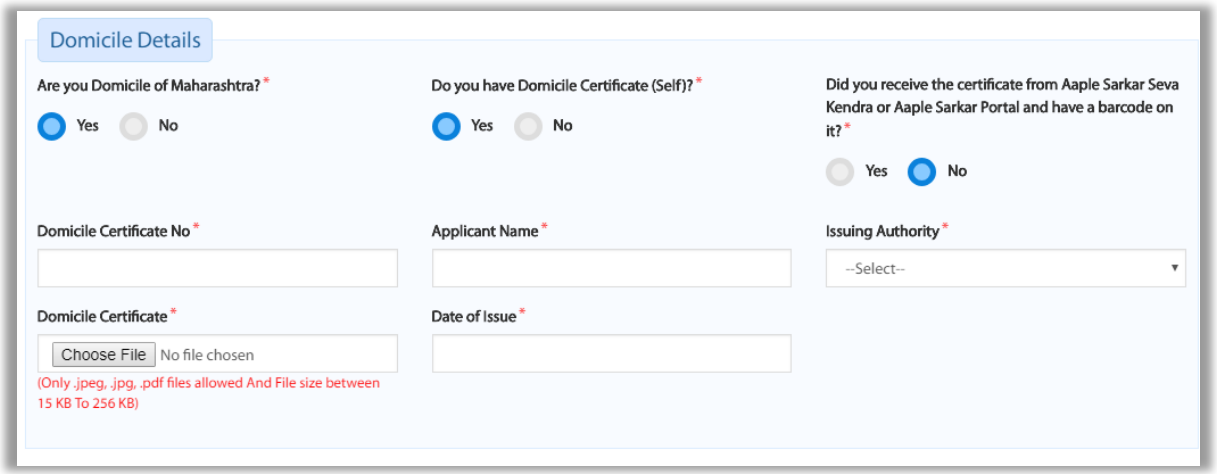
Family Income

Do you have Income Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Here

Domicile Details



Domicile Details :

Applicants have to fill all mandatory fields in the form

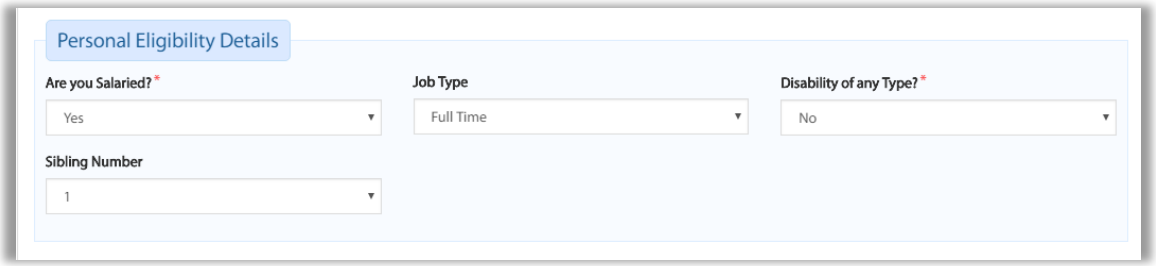
Are you Domicile of Maharashtra?

Do you have Domicile Certificate (Self/Parents)?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Details

Personal Eligibility Details



Personal Eligibility Details:

Applicants have to fill all mandatory fields in the form

Are you Salaried?

Job type

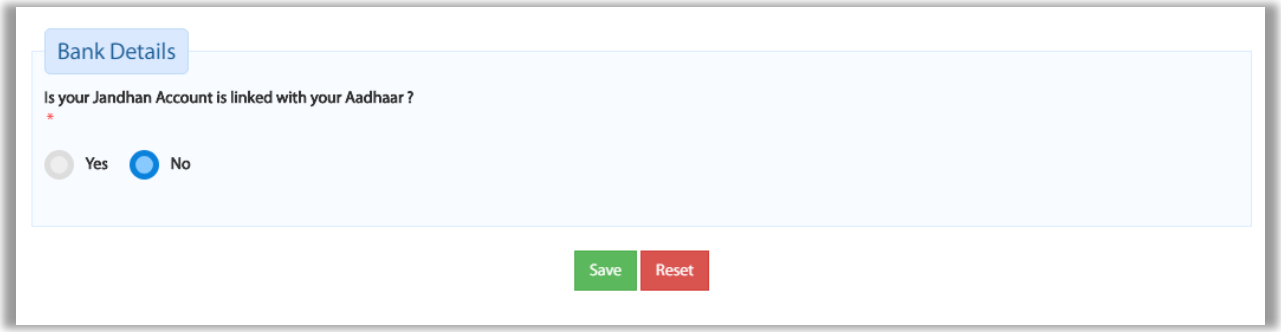
Disability Type

Person with Disability?

Do you have Disability Certificate (Yes/No)

Sibling Number

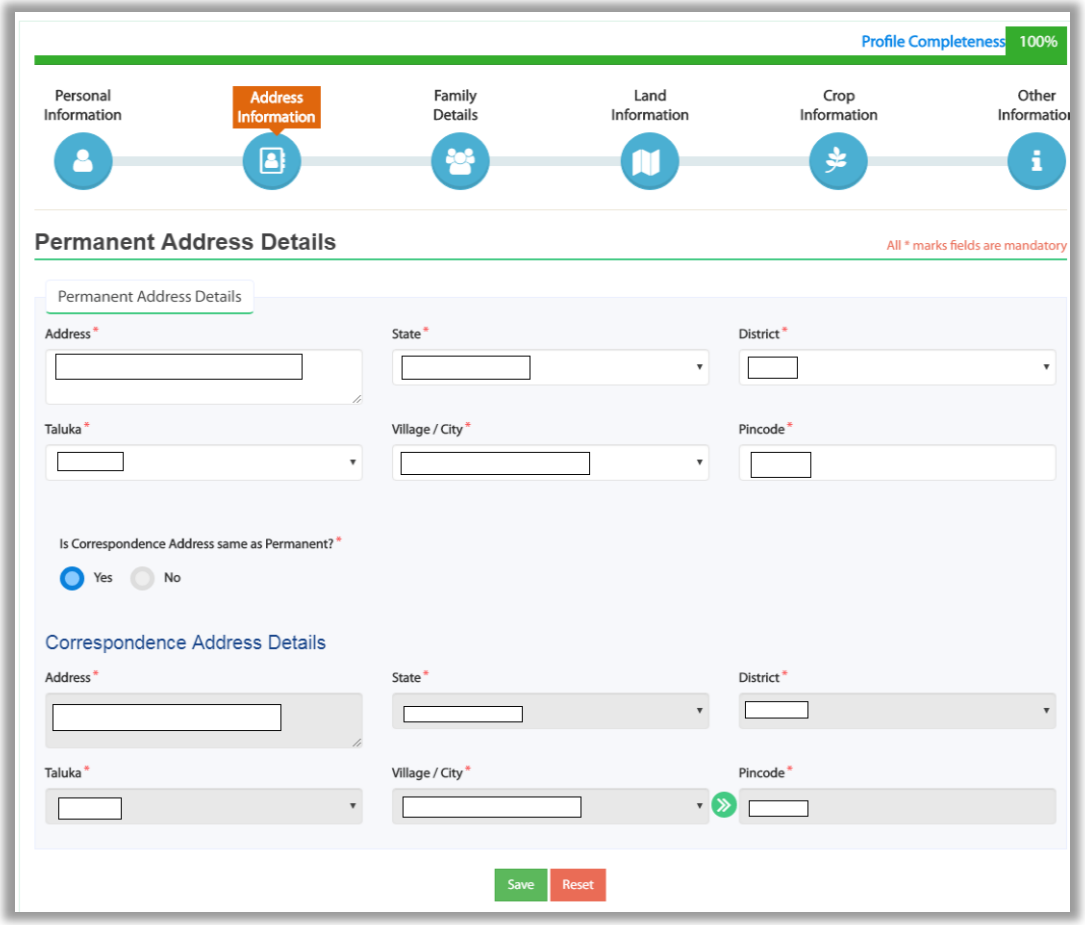
Bank Details



Bank Details:

Is your Jandhan Account linked with your Aadhaar?

2. Address Information - User will fill in Address Information details –



Permanent and Correspondence Address Details

Permanent Address Details

Applicants have to fill all mandatory fields in the form

Address

State

District

Taluka

Village

Pincode

If “is Correspondence Address as same as Permanent?” if Yes is selected then Permanent address content details will get copied in Correspondence address. If no is selected, then Applicant will have to manually enter Correspondence Address Details

Correspondence Address Details

Applicants have to fill all mandatory fields in the form

Address

State

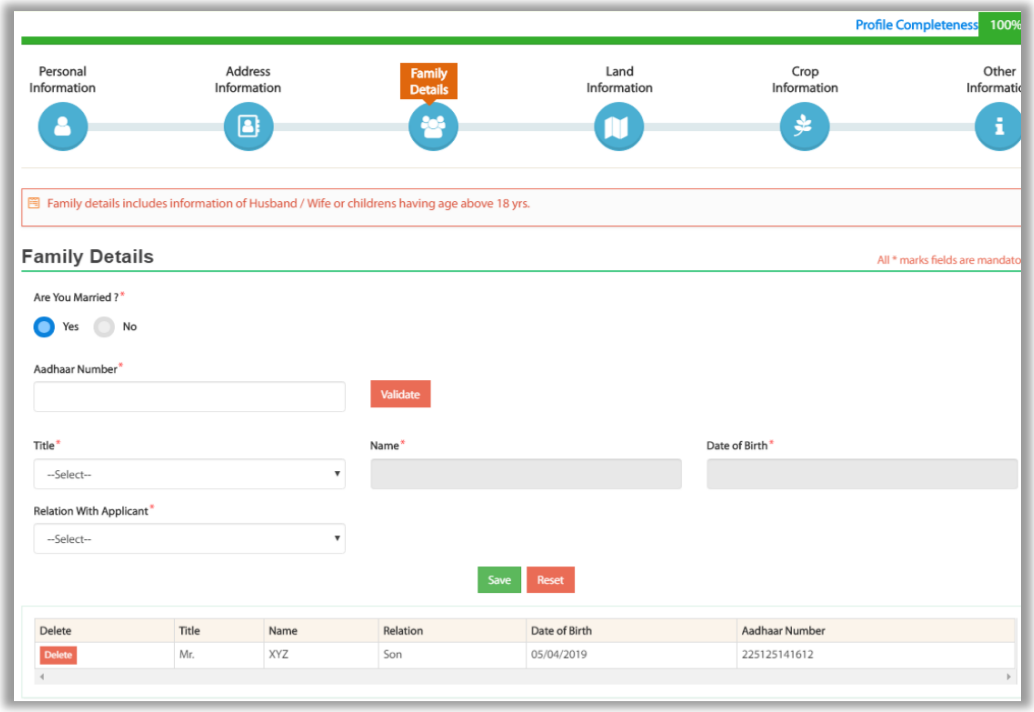
District

Taluka

Village

Pincode

3. Family Details – User will fill in Family details relating to –



Family Details

Family Details:

Applicants have to fill all mandatory fields in the form

Are you Married?

Aadhaar number

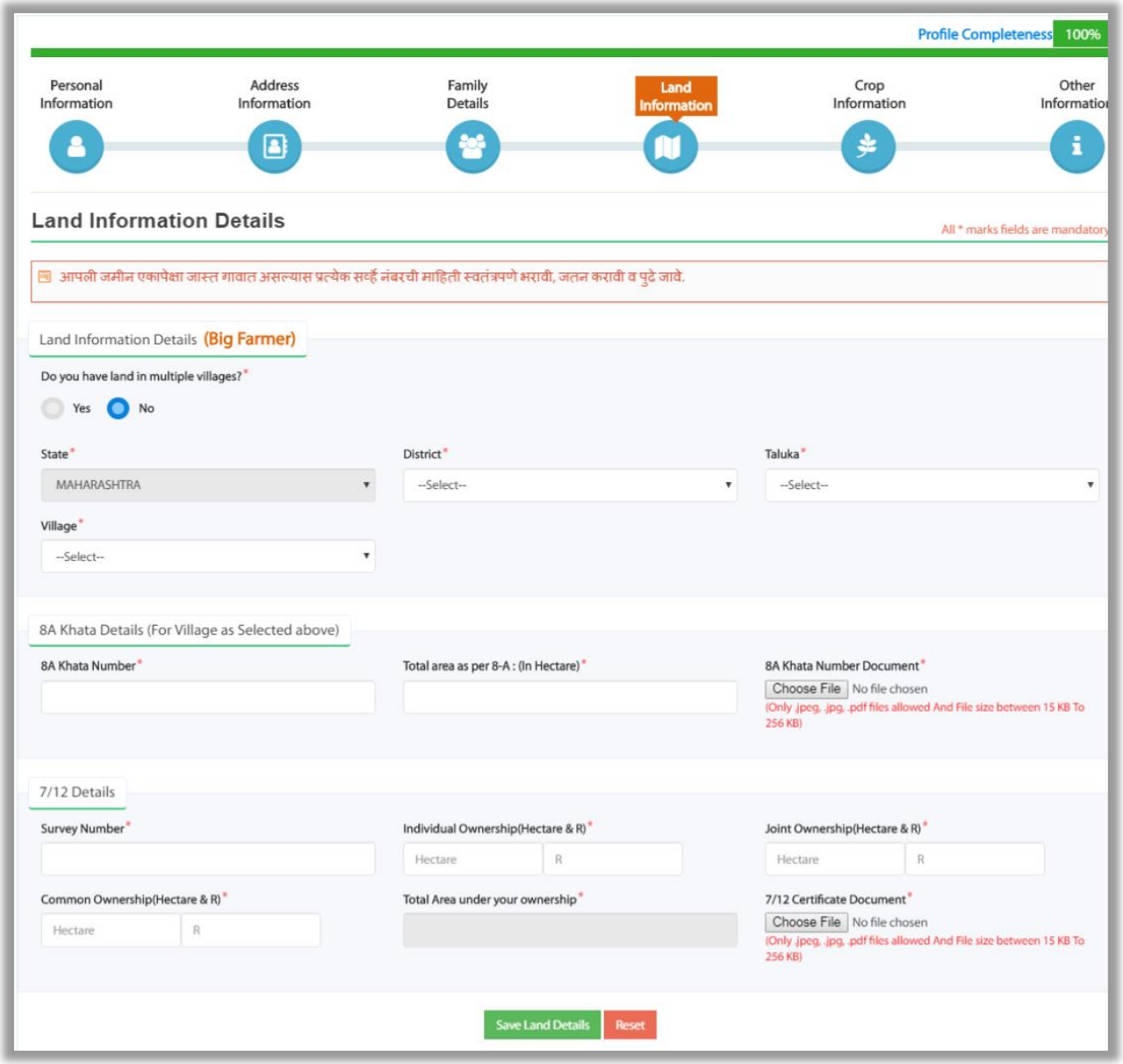
Title

Name

Date of Birth

Relation with Applicant

4. Land Information – User will fill in Land Information relating to –



Land information

Land Information:

Applicants have to fill all mandatory fields in the form

Do you have land in multiple villages? – Farmer should select Yes or No from the Radio button option

State – By default, Maharashtra is selected and uneditable

District – Select district from dropdown where land is located

Taluka – Select Taluka from dropdown for the selected district

Village – Select village for the selected Taluka as above

8A Khata details (For village as selected above)

8A Khata Number – User should enter 8A Khata number

Total area as per 8-A (in Hectare) – User should enter total area as per 8-A

8A Khata number Document – User should upload the 8 A khata number as mentioned

7/12 Details

Survey Number – User should enter the survey number

Individual Ownership (Hectare & R) - User should enter the total area in Hectare and R for individual land ownership

Joint Ownership (Hectare & R) – User should enter the total area in Hectare and R for Joint Land Ownership. If the property is owned by more than one person, it is called joint ownership

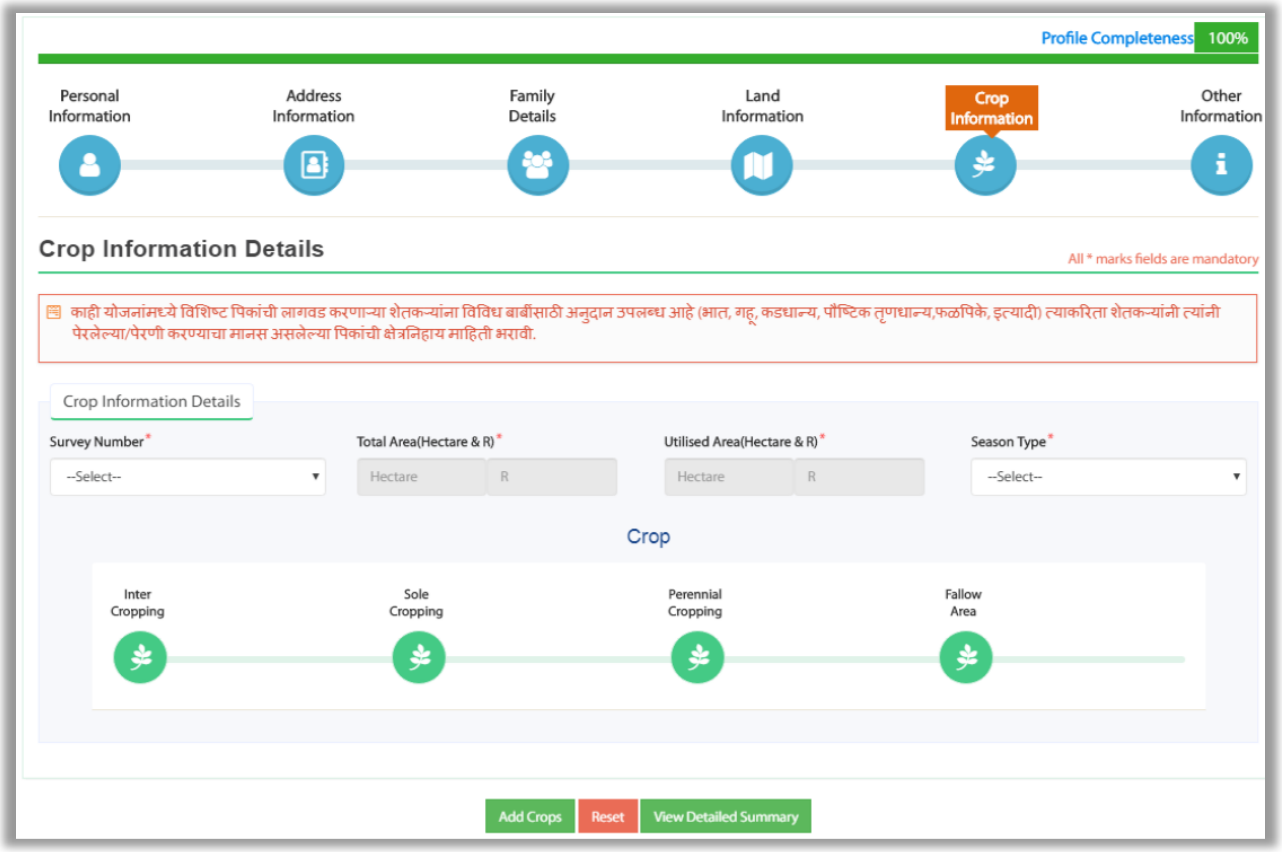
Common Ownership (Hectare & R) - User should enter the total area in Hectare and R for Common land ownership. Common land is land owned collectively by a number of persons

Total Area under your ownership - This field is disabled and total of Individual, Joint and Common ownership will be calculated and displayed

7/12 Certificate Document – User should upload the 7/12 certificate document.

Save Land details button - After entering the data Land information, user should click on this button to save the data

5. Crop Information – User will fill in Crop Information relating to –



Crop Information

Crop Information:

Applicants have to fill all mandatory fields in the form

Crop information Details:

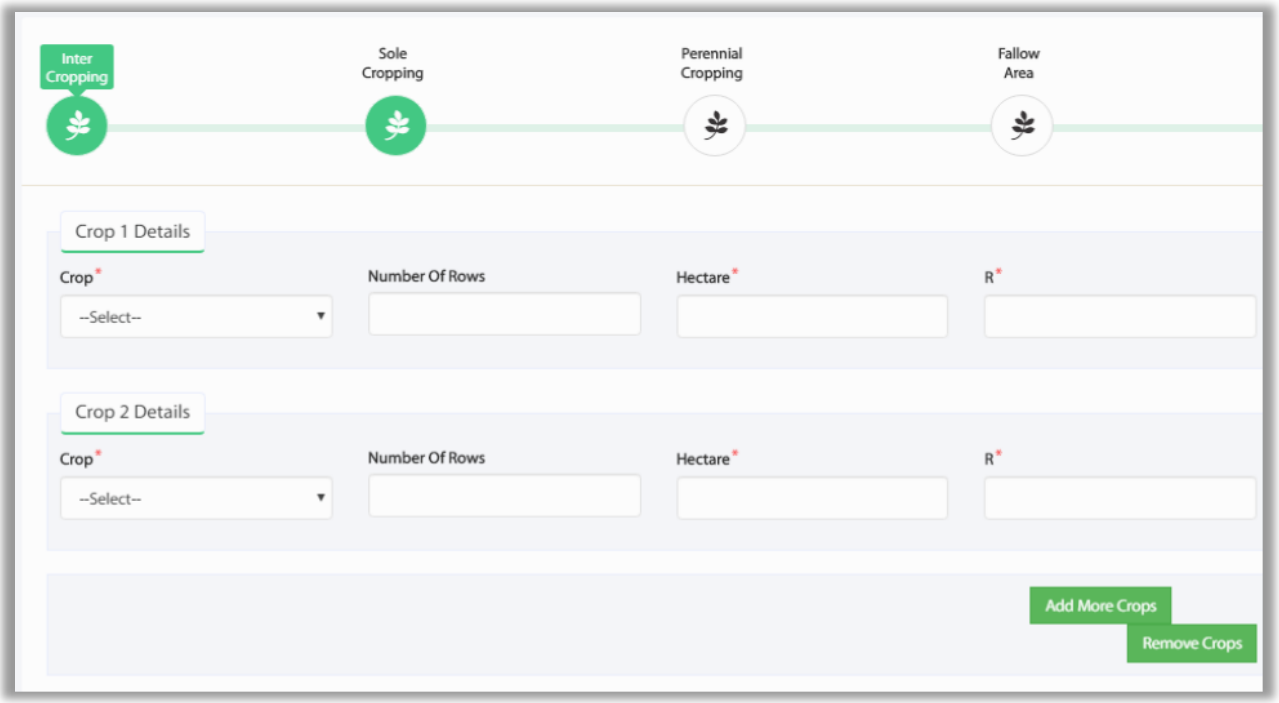
Survey Number – User should select the survey number for which the data of crops will be entered. Survey number will displayed in dropdown as entered user in 7/12 details under Land information.

Total Area (Hectare & R) – This field is calculated from Land information screen in Hectare & R.

Utilised Area (Hectare & R) – Out of the total area related to survey number, the utilized area used for farming will be displayed here automatically

Season Type - This field will display the season type in dropdown

Inter Cropping:



Inter Cropping Screen

User should fill in Mandatory fields

Crop 1 Details:

Crop – Select crop details from dropdown

Number of Rows – User should add number of rows for the crop

Hectare – User should enter the area in hectare for the crop

R – User should enter area in guntha for the crop

Crop 2 Details:

Crop – Select crop details from dropdown

Number of Rows – User should add number of rows for the crop

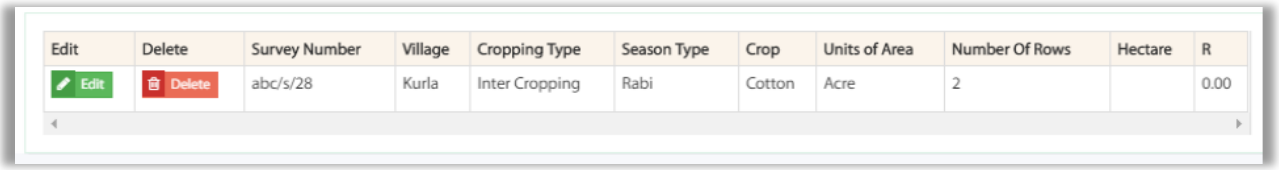
Hectare – User should enter the area in hectare for the crop

R – User should enter area in guntha for the crop

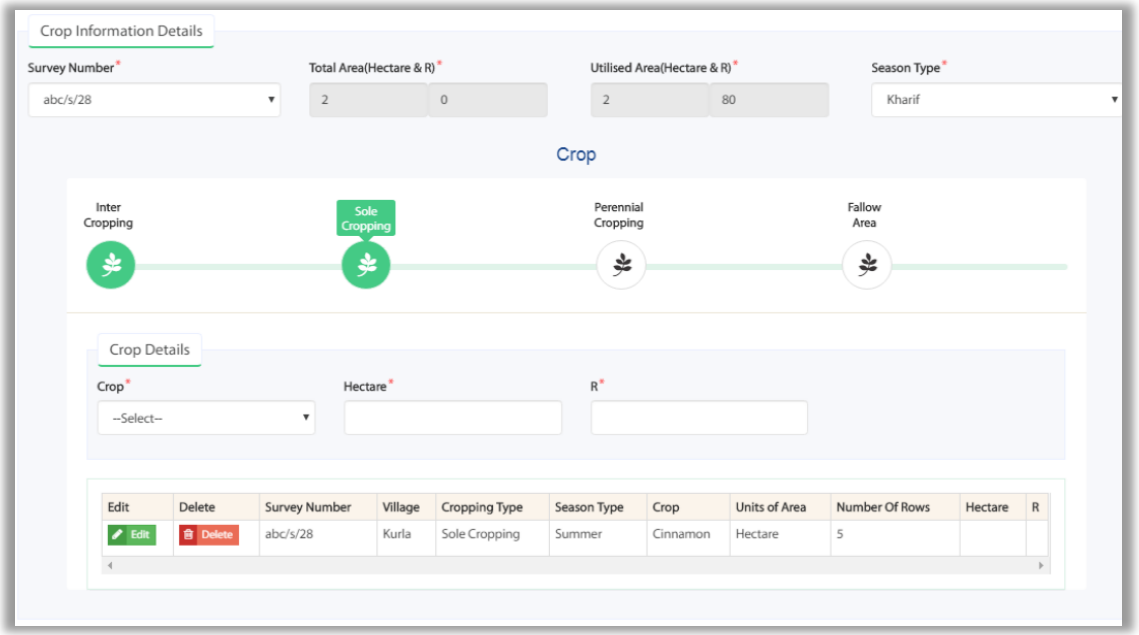
Add More Crops – In order to save the data, user should click on Add more crops button

Remove Crops – In order to remove the saved details, user should click on remove crops button

After adding details, the below grid will be displayed-



Sole Cropping:



Sole Cropping Screen

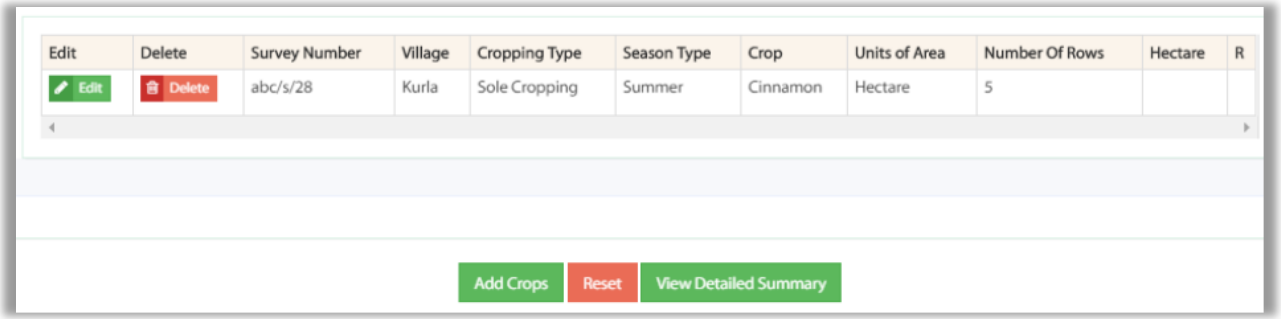
User should fill in Mandatory fields

Crop Details :

Crop – Select crop details from dropdown

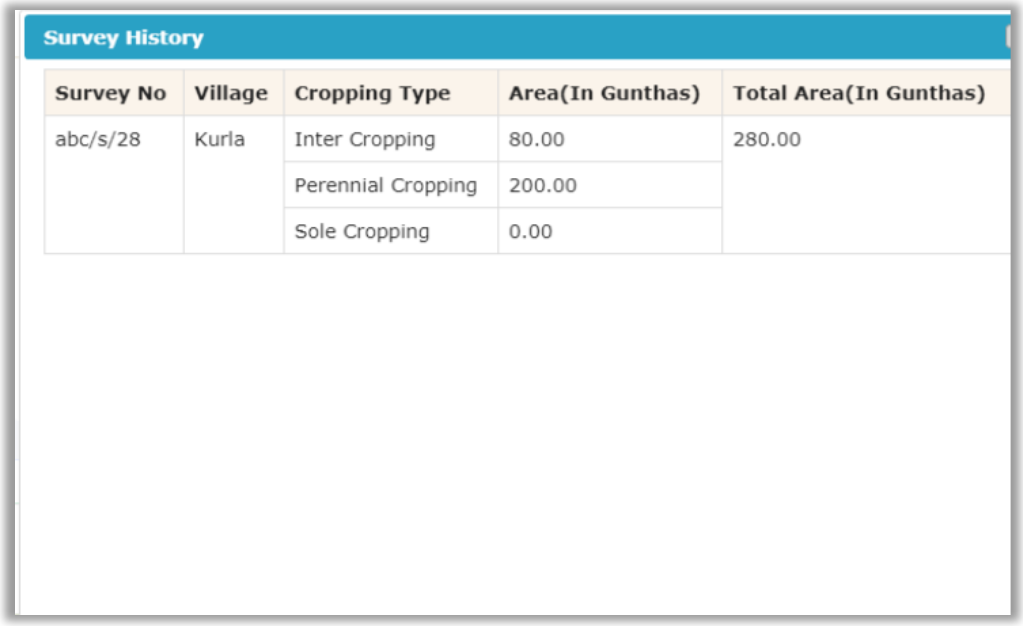
Hectare – User should enter the area in hectare for the crop

R – User should enter area in guntha for the crop

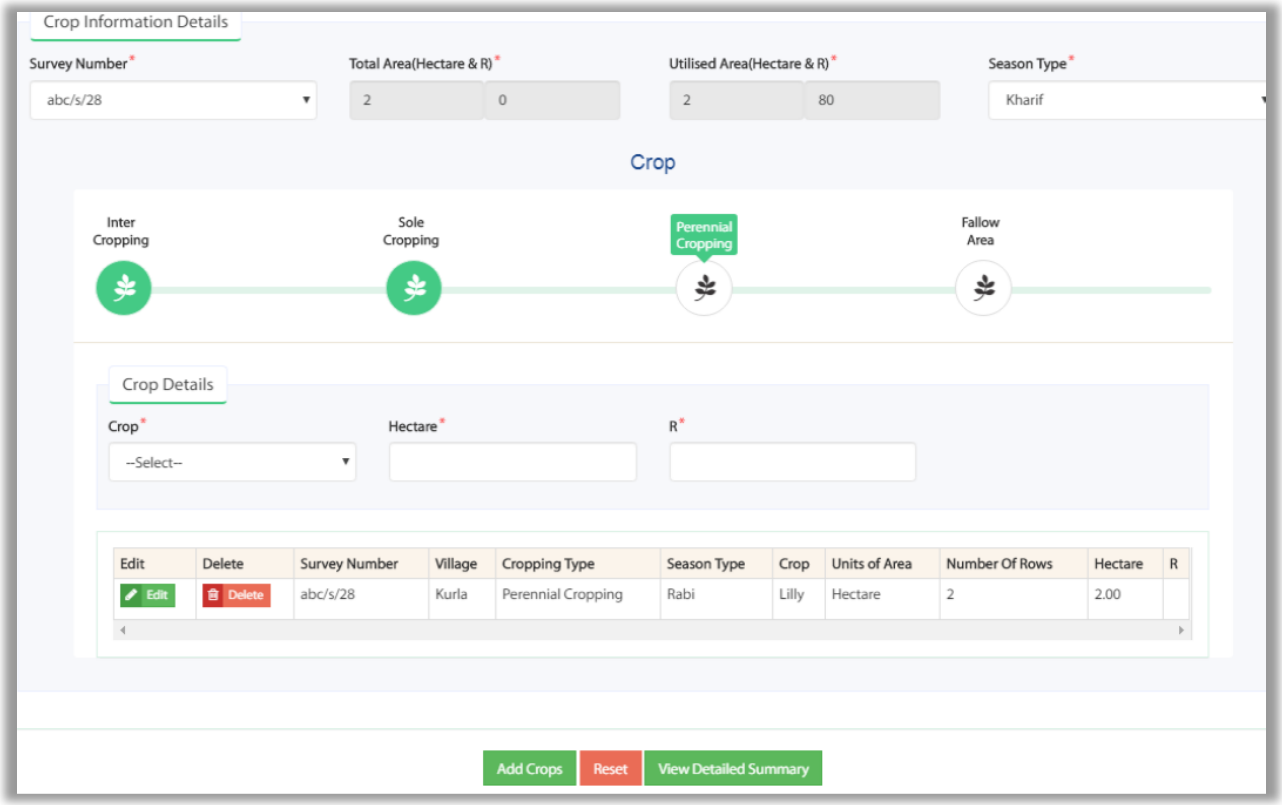


Grid after saving the details

In order to view the detailed summary, click on the View Detailed summary button



Perennial Cropping:



Perennial Cropping Screen

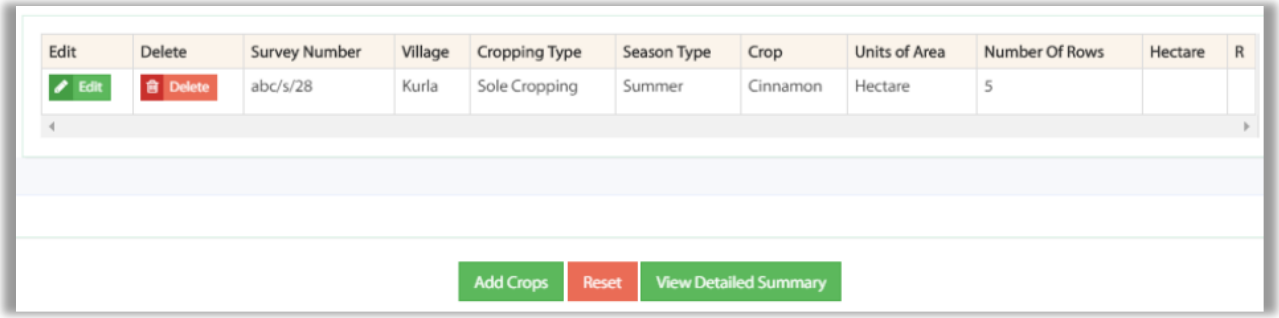
User should fill in Mandatory fields

Crop Details :

Crop – Select crop details from dropdown

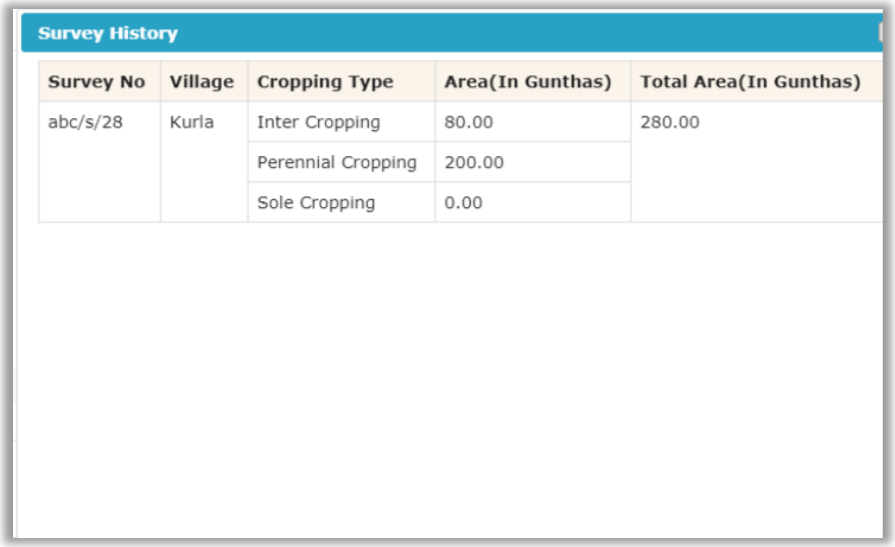
Hectare – User should enter the area in hectare for the crop

R – User should enter area in guntha for the crop

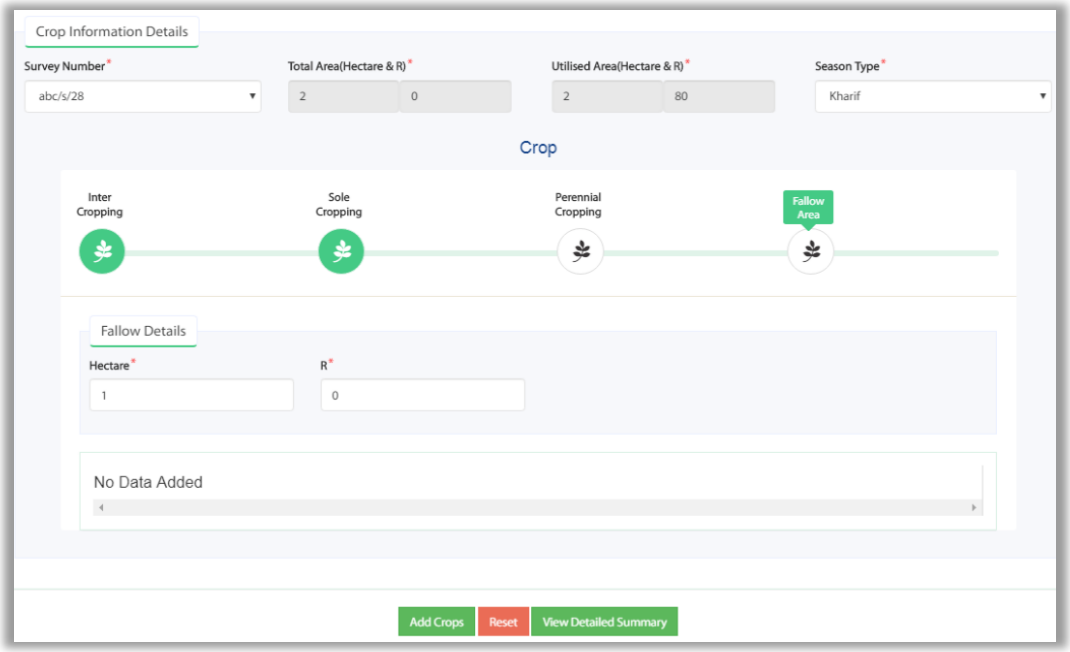


Grid after saving the details

In order to view the detailed summary, click on the View Detailed summary button



Fallow Area:

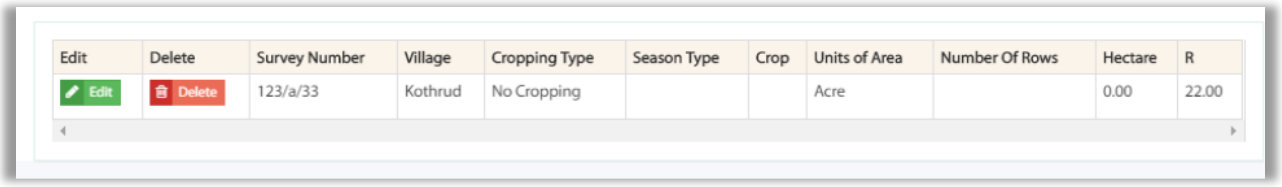


Fallow Area Details screen

User should fill in Mandatory fields

Hectare – User should enter the area in hectare for the crop

R – User should enter area in guntha for the crop



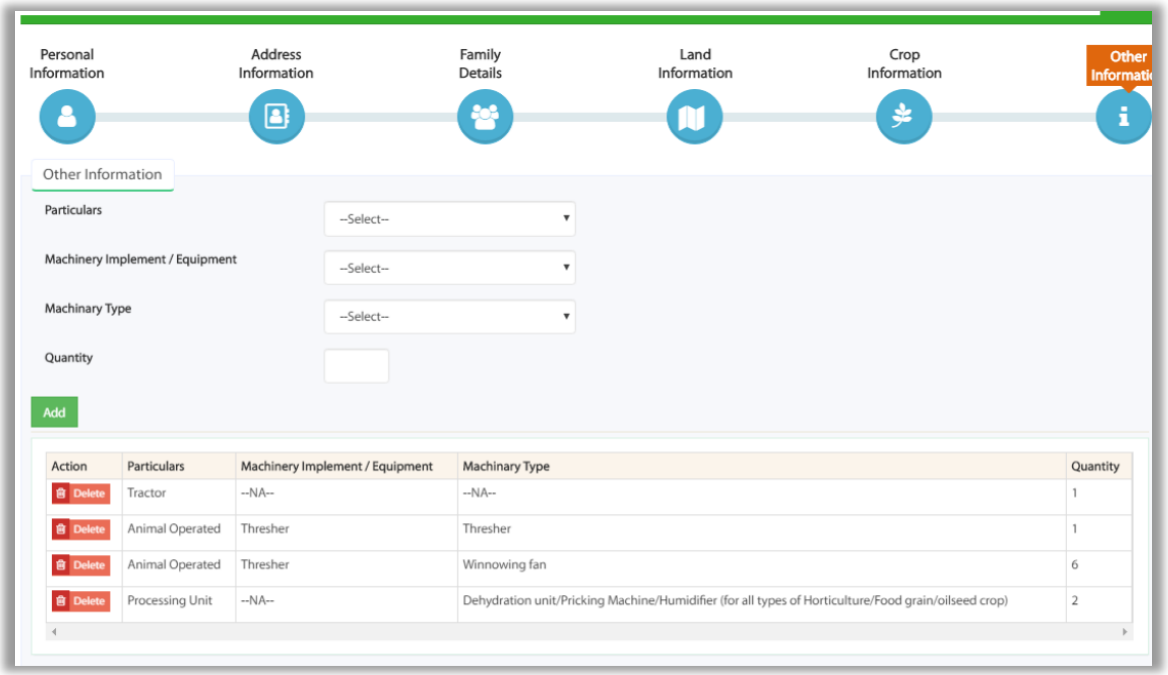
Grid after saving the details

In order to view the detailed summary, click on the View Detailed summary button

Survey History

2334/A	Pimpalgaon Nipani	Inter Cropping	3.00	7.00
		Sole Cropping	4.00	
111/A/B	Pimpri Chinchawad (M Corp.)	Inter Cropping	41.00	41.00
111111	Rajna	Inter Cropping	179.00	200.00
		No Cropping	21.00	
12A/13	Ramnagar	Inter Cropping	110.00	110.00
8888	Ranbothali	Inter Cropping	26.00	26.00
T3333	Rui	Inter Cropping	50.00	60.00
		Sole Cropping	10.00	
343555	Saigaon	Inter Cropping	21.00	23.00
		Sole Cropping	2.00	

6. Other Information – User will fill in Crop Information relating to –



Other Information – other information screen

Other Information:

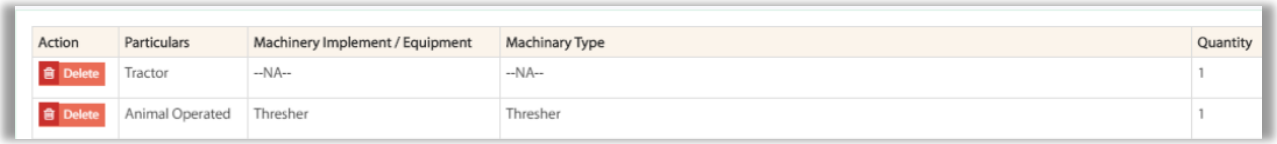
User will add other information related to Farming and land details

Particulars – User should select Particular list from the dropdown values

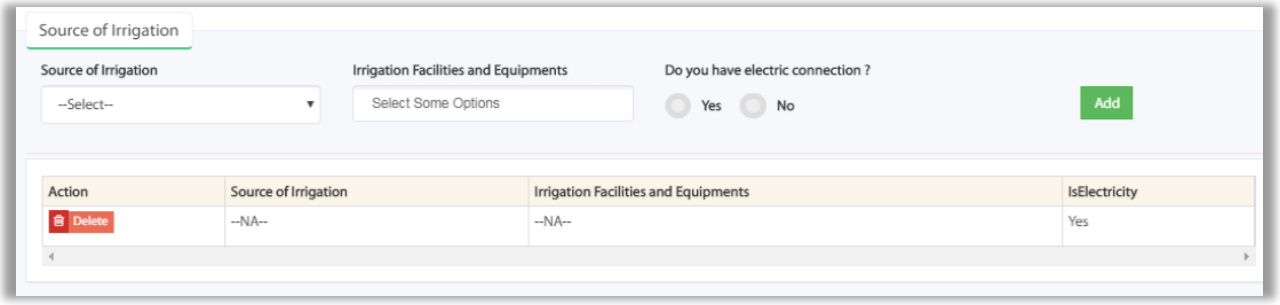
Machinery Implement/Equipment – User should select sub category for Particulars under this dropdown

Machinery Type – User should select sub category type for Machinery Implement/Equipment

Quantity – User should enter Quantity in the text box and click on Add button. User can add multiple entries.



Other information grid after saving data



Source of Irrigation screen

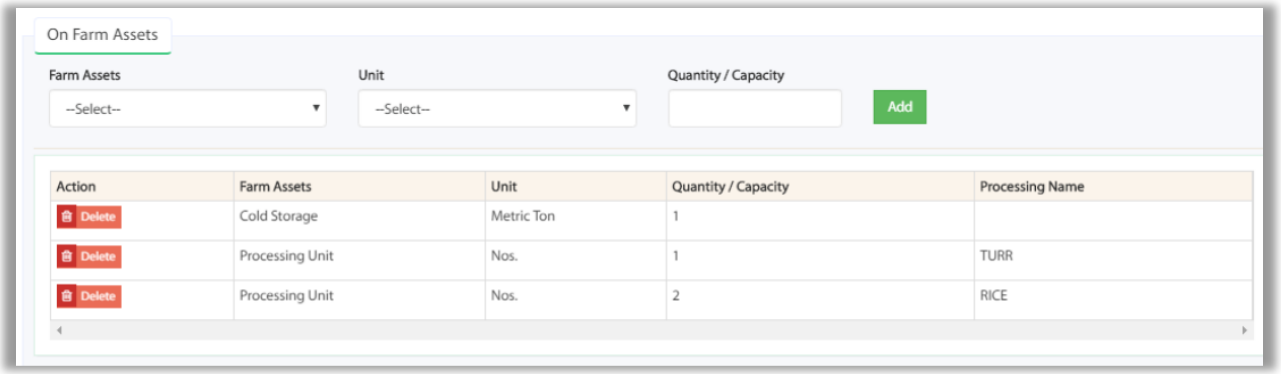
Source of Irrigation:

User will add other information related to Source of irrigation

Source of irrigation – User should select from the dropdown values

Irrigation Facilities and Equipment – User can select multiple values related to source of irrigation

Do you have electric connection? - User can either select yes or no and click on add button User can add multiple entries.



On farm assets

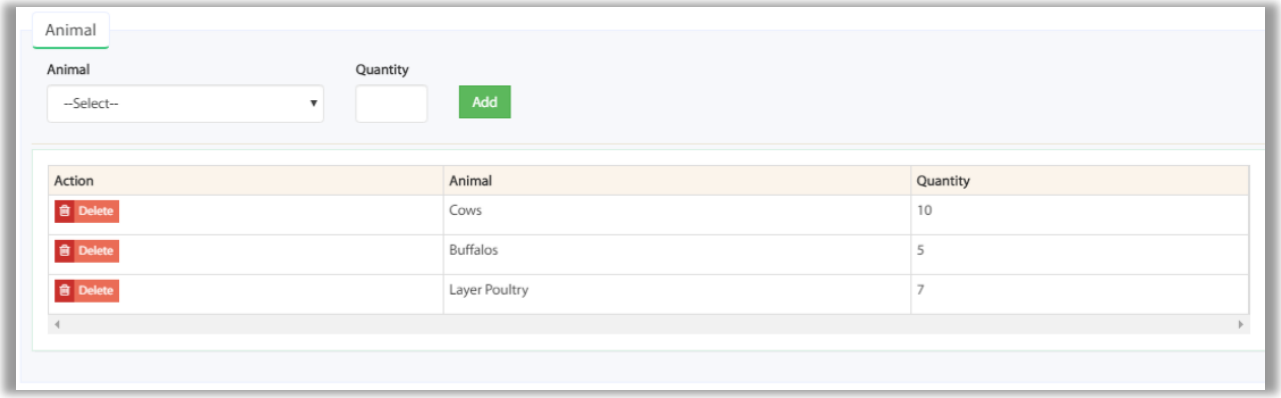
On Farm assets:

User will add other information related to farm assets

Farm Assets – User should select from the given dropdown options

Unit – Unit of measurement will be automatically displayed and is a display on field

Quantity/Capacity – User should enter Quantity/Capacity in the textbox and click on Add. User can add multiple entries.



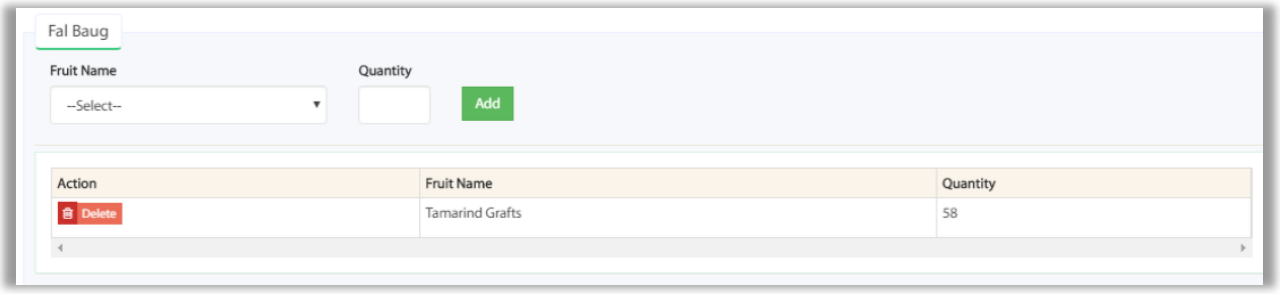
Animal

Animal:

User will add other information related to Farm Animals

Animal – User should select from the list of animals given in the dropdown. User can add multiple entries.

Quantity - User should enter Quantity in the textbox and click on Add



Falbaug

Falbaug:

User will add other information related to Falbaug

Fruit Name – User should select fruit name from the given dropdown list. User can add multiple entries

Quantity – User should enter Quantity in the textbox and click on Add

After entering details till Other Information, Profile Completeness bar will be displayed as 100% as all the tabs and the details are filled by the user