

User Manual

Upload and View Functionality for DRCC Officials

This document attempts to describe the operational aspects of the application with a view to assist all those DRCC officials who will be using the software. The document provides step-wise instructions for handling various aspects of the application with visual screens for easy and better understanding. It also describes the error messages encountered while working with the application with appropriate action/remedial actions required.

Following objectives will be achieved by DRCC officials by accessing the Web Based Application MNSSBY for all the three schemes :

- Department Login
- First level verification by Multi Purpose Assistant (MPA) : Capture, Upload and View Documents
- Second level verification by Assistant Manager(AM) : View Documents
- Final approval by DPO : View Documents

MPA Screen: Upload/Capture/View Functionality

The minimum system requirements for accessing the website are:

1. Internet Explorer-11.0
2. Intranet Connection

The MPA (Multi Purpose Assistant) opens the web site of the application www.7nishchay-yuvaupmission.bihar.gov.in and performs the following actions.

1. Open the Web site and Click on the Link Department Login.

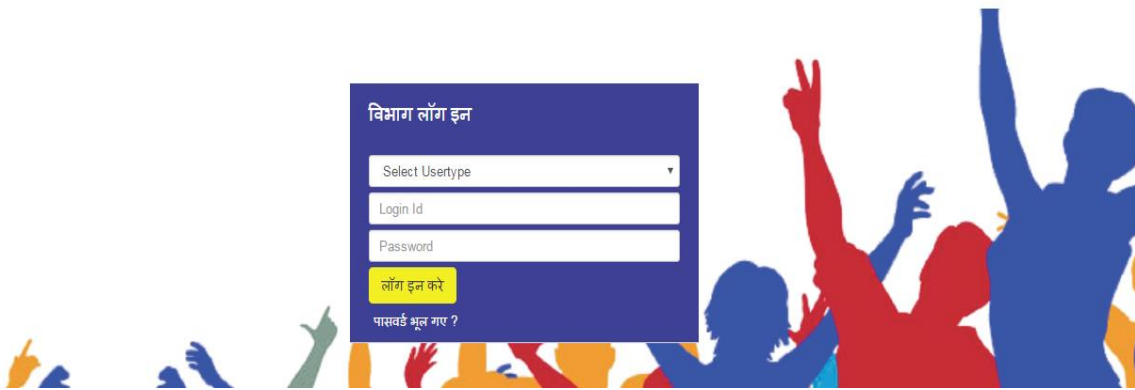
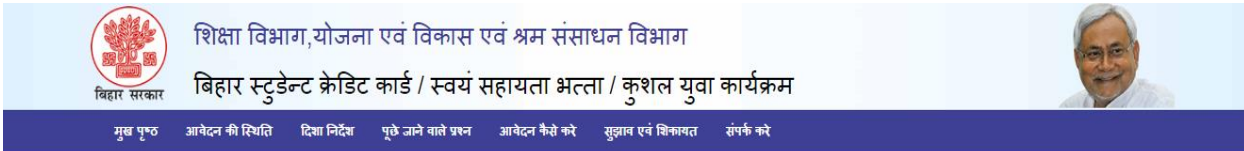


The screenshot displays the Bihar Government website. At the top, the Bihar State Emblem and the text "विहार सरकार" are visible. Below this, a navigation bar contains links: "मुख पृष्ठ", "आवेदन की स्थिति", "दिशा निर्देश", "पूछे जाने वाले प्रश्न", "आवेदन कैसे करे", "सुझाव एवं शिकायत", and "संपर्क करे". The main content area features a yellow banner with the text "विकसित बिहार के 7 निश्चय" and "आर्थिक हल, युवाओं को बल". Below the banner are three icons representing "विहार स्टूडेंट क्रेडिट कार्ड योजना", "मुख्यमंत्री निश्चय स्वयं सहायता श्रमा योजना", and "कुशल युवा कार्यक्रम". On the right side, a dark blue login panel is shown with the text "नया आवेदक पंजीकरण" and "यहां लॉग इन करें". It includes input fields for "User name", "Password", and "Enter Captcha". A CAPTCHA code "3IC64I" is displayed. At the bottom of the login panel, there are two buttons: "लॉग इन करे" and "विभाग लॉग इन", with the latter being circled in red. A link "पासवर्ड भूल गए" is also present.

2. MPA needs to enter the credential in the Login page.

MPA is required to enter :

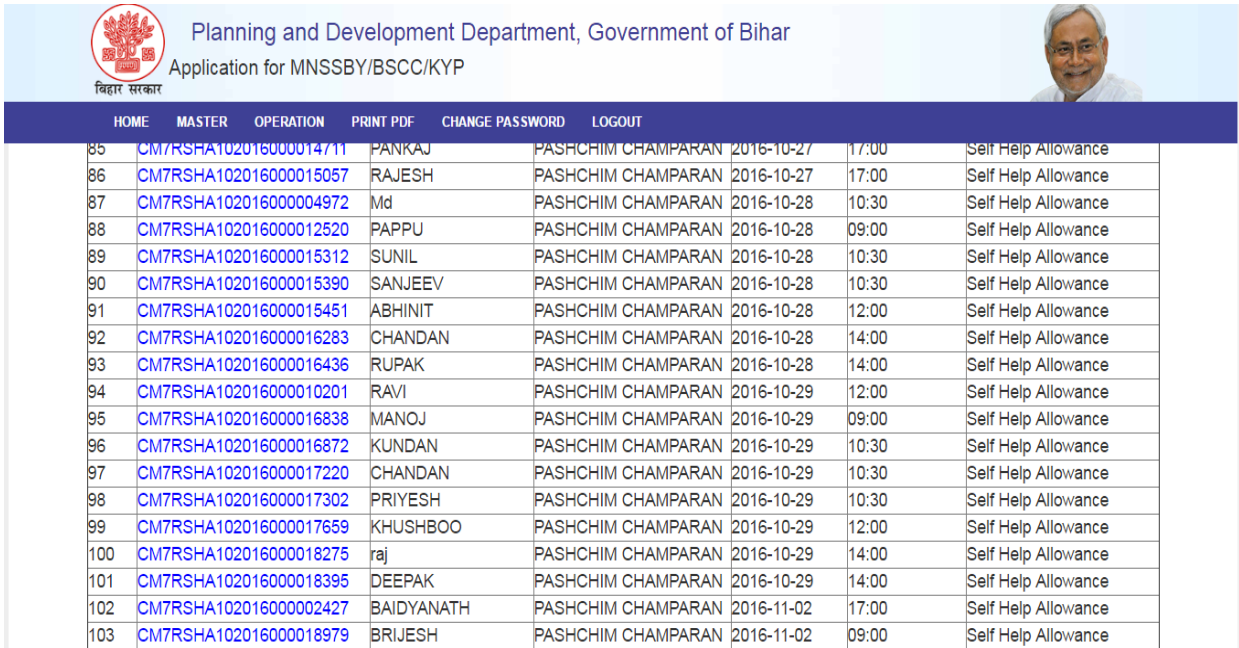
- User type
- Login Id
- Password



3. MPA clicks on Monthly Received Applications and clicks View. MPA view the following options :

- Pending Applications
- Applications reverted by AM

MPA clicks on the link --> Pending Applications

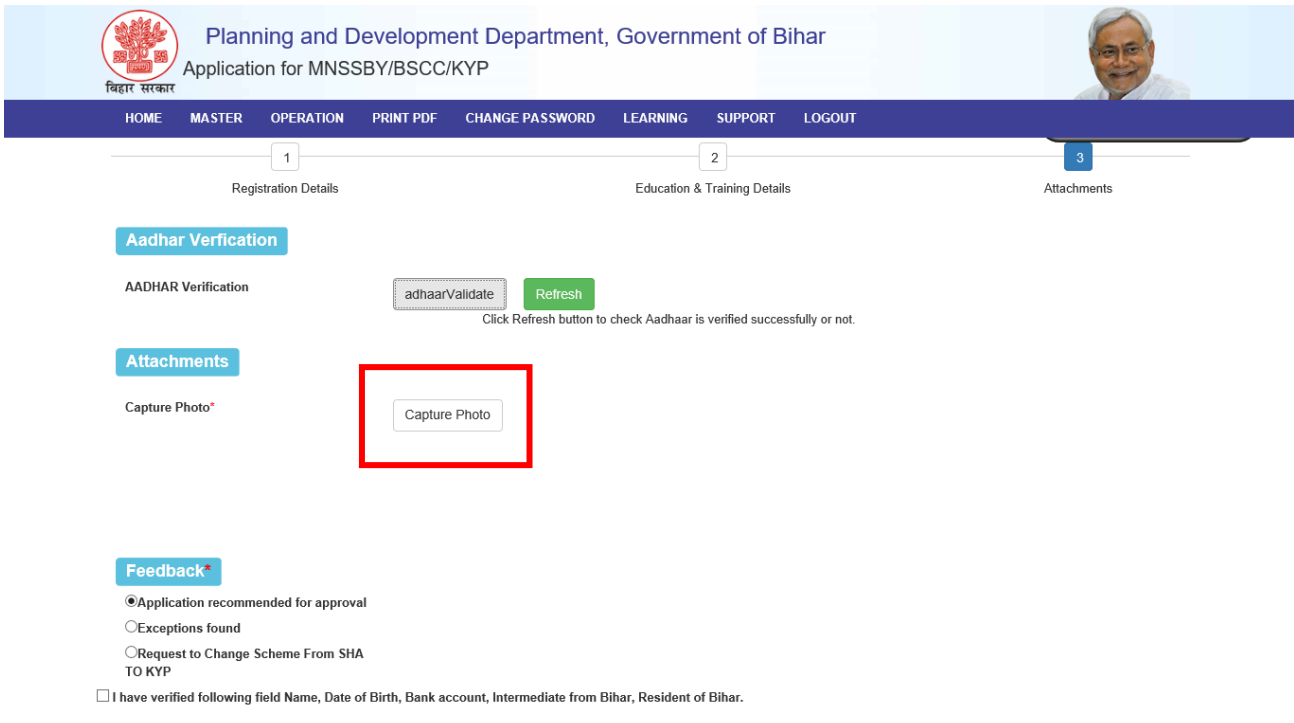


HOME	MASTER	OPERATION	PRINT PDF	CHANGE PASSWORD	LOGOUT				
85	CM7RSHA102016000014711	PANKAJ	PASHCHIM CHAMPARAN	2016-10-27	17:00	Self Help Allowance			
86	CM7RSHA102016000015057	RAJESH	PASHCHIM CHAMPARAN	2016-10-27	17:00	Self Help Allowance			
87	CM7RSHA102016000004972	Md	PASHCHIM CHAMPARAN	2016-10-28	10:30	Self Help Allowance			
88	CM7RSHA102016000012520	PAPPU	PASHCHIM CHAMPARAN	2016-10-28	09:00	Self Help Allowance			
89	CM7RSHA102016000015312	SUNIL	PASHCHIM CHAMPARAN	2016-10-28	10:30	Self Help Allowance			
90	CM7RSHA102016000015390	SANJEEV	PASHCHIM CHAMPARAN	2016-10-28	10:30	Self Help Allowance			
91	CM7RSHA102016000015451	ABHINIT	PASHCHIM CHAMPARAN	2016-10-28	12:00	Self Help Allowance			
92	CM7RSHA102016000016283	CHANDAN	PASHCHIM CHAMPARAN	2016-10-28	14:00	Self Help Allowance			
93	CM7RSHA102016000016436	RUPAK	PASHCHIM CHAMPARAN	2016-10-28	14:00	Self Help Allowance			
94	CM7RSHA102016000010201	RAVI	PASHCHIM CHAMPARAN	2016-10-29	12:00	Self Help Allowance			
95	CM7RSHA102016000016838	MANOJ	PASHCHIM CHAMPARAN	2016-10-29	09:00	Self Help Allowance			
96	CM7RSHA102016000016872	KUNDAN	PASHCHIM CHAMPARAN	2016-10-29	10:30	Self Help Allowance			
97	CM7RSHA102016000017220	CHANDAN	PASHCHIM CHAMPARAN	2016-10-29	10:30	Self Help Allowance			
98	CM7RSHA102016000017302	PRIYESH	PASHCHIM CHAMPARAN	2016-10-29	10:30	Self Help Allowance			
99	CM7RSHA102016000017659	KHUSHBOO	PASHCHIM CHAMPARAN	2016-10-29	12:00	Self Help Allowance			
100	CM7RSHA102016000018275	raj	PASHCHIM CHAMPARAN	2016-10-29	14:00	Self Help Allowance			
101	CM7RSHA102016000018395	DEEPAK	PASHCHIM CHAMPARAN	2016-10-29	14:00	Self Help Allowance			
102	CM7RSHA102016000002427	BAIDYANATH	PASHCHIM CHAMPARAN	2016-11-02	17:00	Self Help Allowance			
103	CM7RSHA102016000018979	BRIJESH	PASHCHIM CHAMPARAN	2016-11-02	09:00	Self Help Allowance			

4. MPA clicks on the Registration Id to open the Application Form

New Attachment Section of MPA screen:

- MPA clicks on the Button -- **Capture Photo** to capture the photo of the applicant



Planning and Development Department, Government of Bihar
Application for MNSSBY/BSCC/KYP

HOME MASTER OPERATION PRINT PDF CHANGE PASSWORD LEARNING SUPPORT LOGOUT

1 Registration Details 2 Education & Training Details 3 Attachments

Aadhar Verification

AADHAR Verification

adhaar/validate Refresh

Click Refresh button to check Aadhaar is verified successfully or not.

Attachments

Capture Photo*

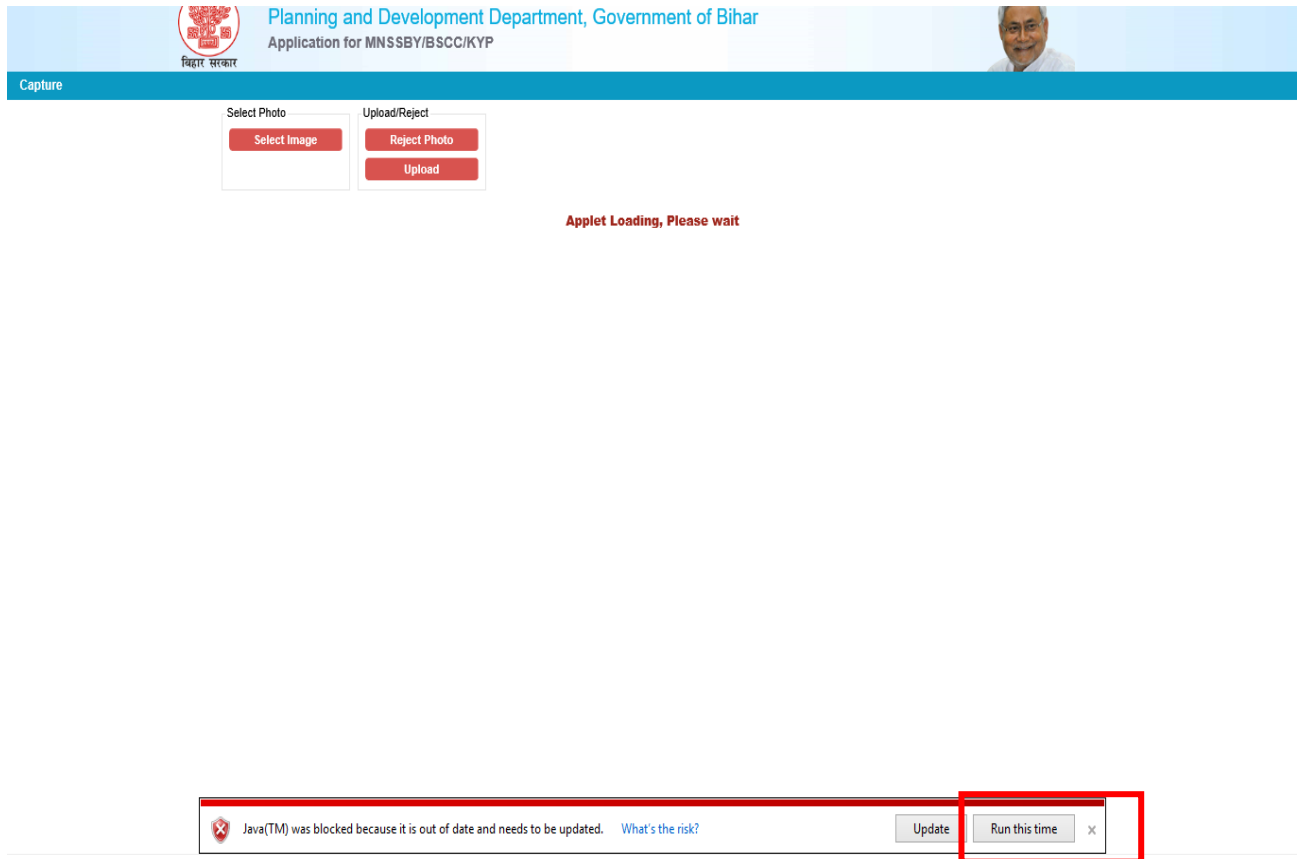
Capture Photo

Feedback*

Application recommended for approval
 Exceptions found
 Request to Change Scheme From SHA TO KYP

I have verified following field Name, Date of Birth, Bank account, Intermediate from Bihar, Resident of Bihar.

4. System displays the screen to capture the photo of the applicant. Click the option "Run this time" to proceed.



Planning and Development Department, Government of Bihar
Application for MNSSBY/BSCC/KYP

बिहार सरकार

Capture

Select Photo

Select Image

Upload/Reject

Reject Photo

Upload

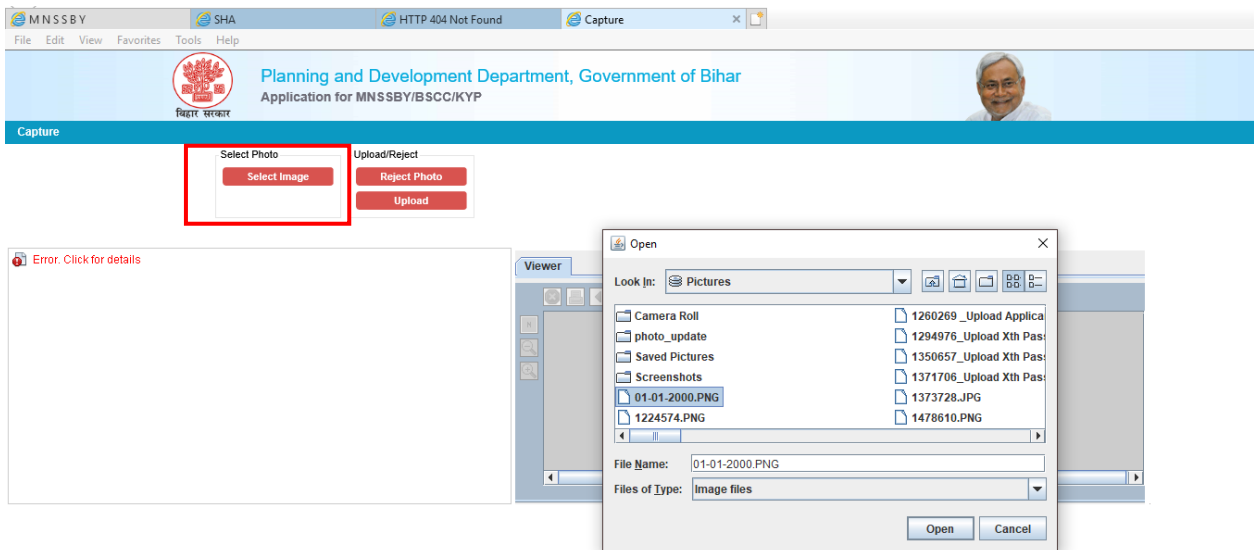
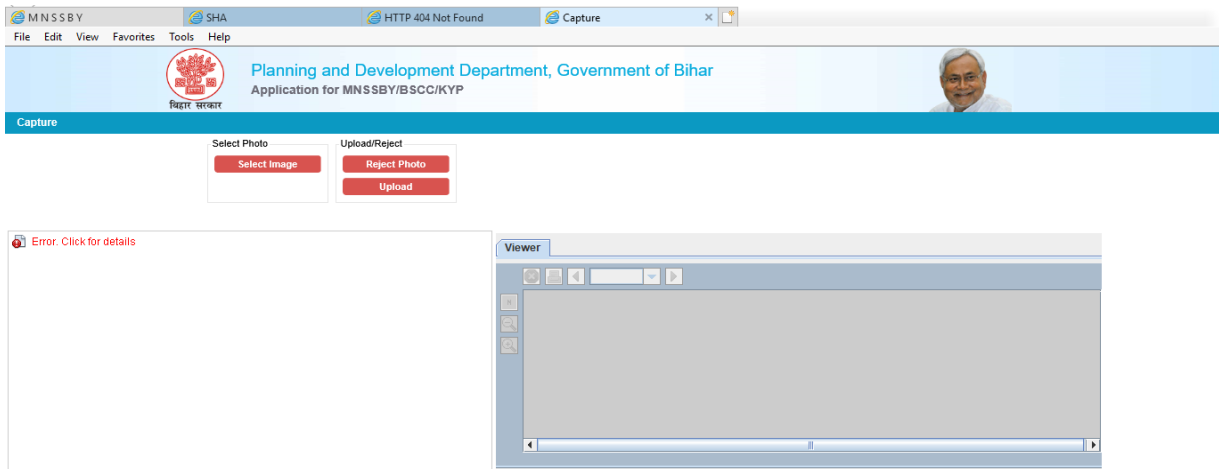
Applet Loading, Please wait

Java(TM) was blocked because it is out of date and needs to be updated. [What's the risk?](#)

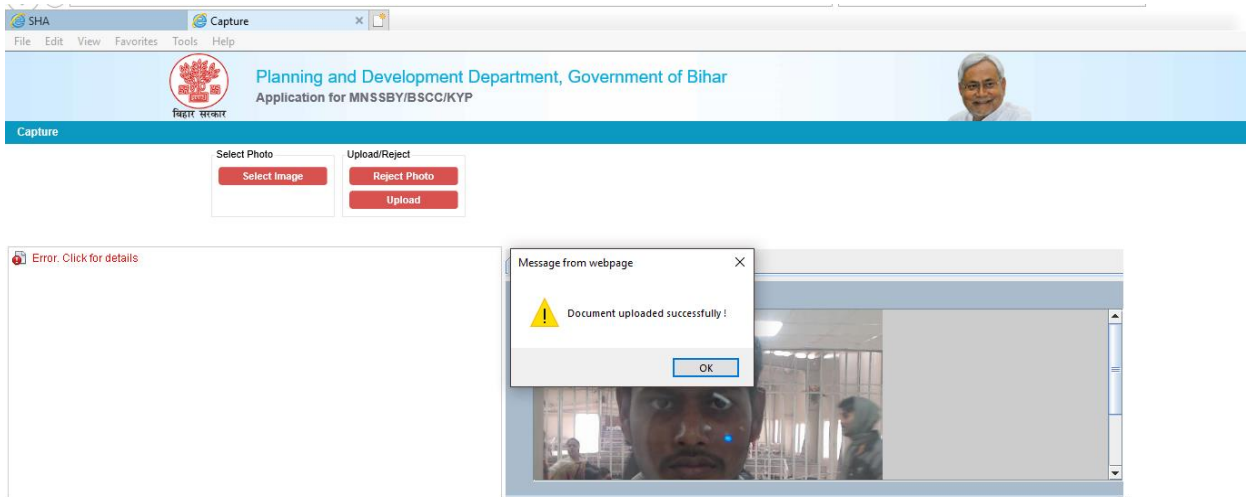
Update Run this time x

5. System will automatically connect to the Device(Camera) with the application to capture the photo of the applicant. Or, User can Click on 'Select Image' option to select the image from a specific location.

Capture Photo : Capture Photo option is given to connect the camera directly with the application. Once the photo is captured, MPA can upload the photo of the applicant.



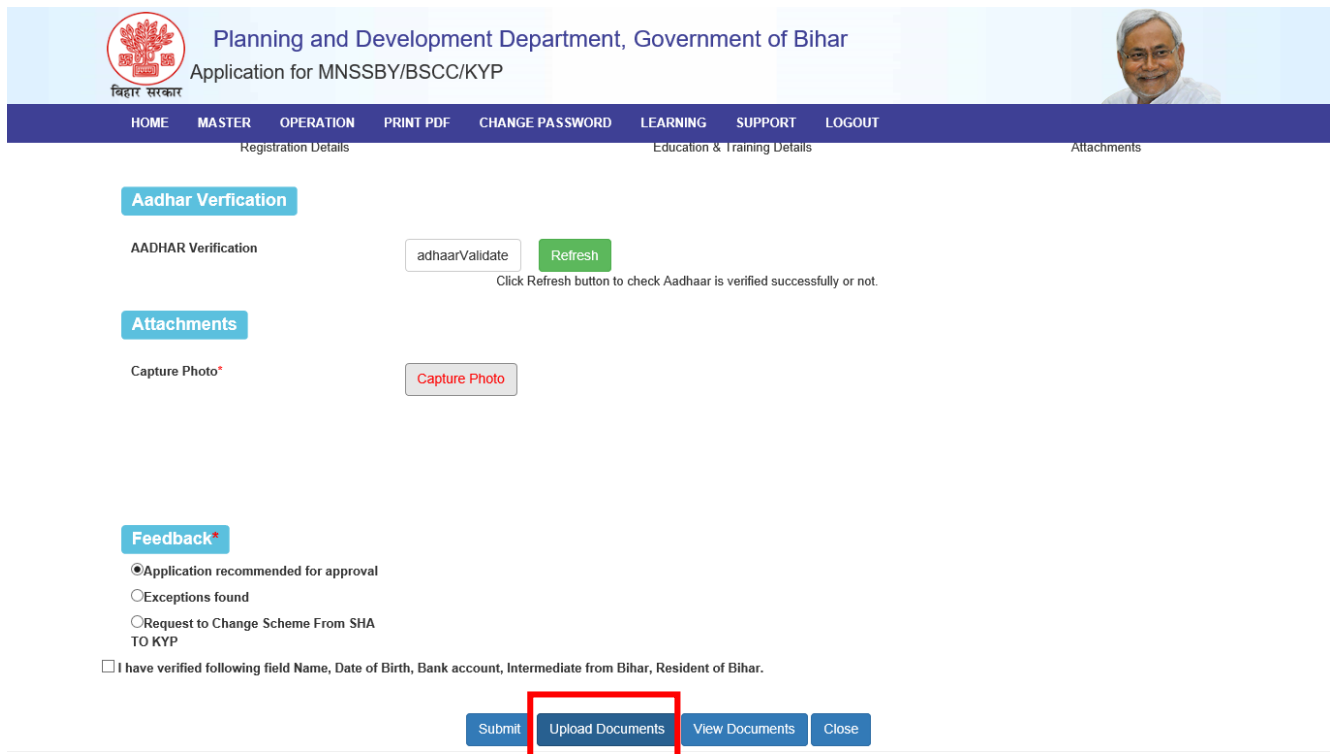
6. After clicking on "Upload" button, System displays the message "Document uploaded successfully".



- System will show a Green Color tick mark if the photo is uploaded successfully.



7. MPA needs to click on the button - **Upload Documents** to upload all the documents of the applicant.



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Planning and Development Department, Government of Bihar
Application for MNSSBY/BSCC/KYP

HOME MASTER OPERATION PRINT PDF CHANGE PASSWORD LEARNING SUPPORT LOGOUT

Registration Details Education & Training Details Attachments

Aadhar Verification

AADHAR Verification

adhaarValidate Refresh

Click Refresh button to check Aadhaar is verified successfully or not.

Attachments

Capture Photo*

Capture Photo

Feedback*

Application recommended for approval

Exceptions found

Request to Change Scheme From SHA TO KYP

I have verified following field Name, Date of Birth, Bank account, Intermediate from Bihar, Resident of Bihar.

Submit Upload Documents View Documents Close

8. System will display all the names of the required documents which are to be uploaded :



विद्यार् सस्कार

Planning and Development Department, Government of Bihar
Application for MNSBY/BSCC/KYP

Scan

Document Type

1. Upload Abasiya Praman patra *
2. Upload Applicant Photo * ✓
3. Upload Aadhar Card *
4. Upload Xth Passing Certificate *
5. Upload XIIth Passing Certificate *
6. Upload Copy of Bank Statement/Pass book *
7. SLC/CLC Certificate *
8. SelfDeclaration *

Scan: Select Scanner, Scan

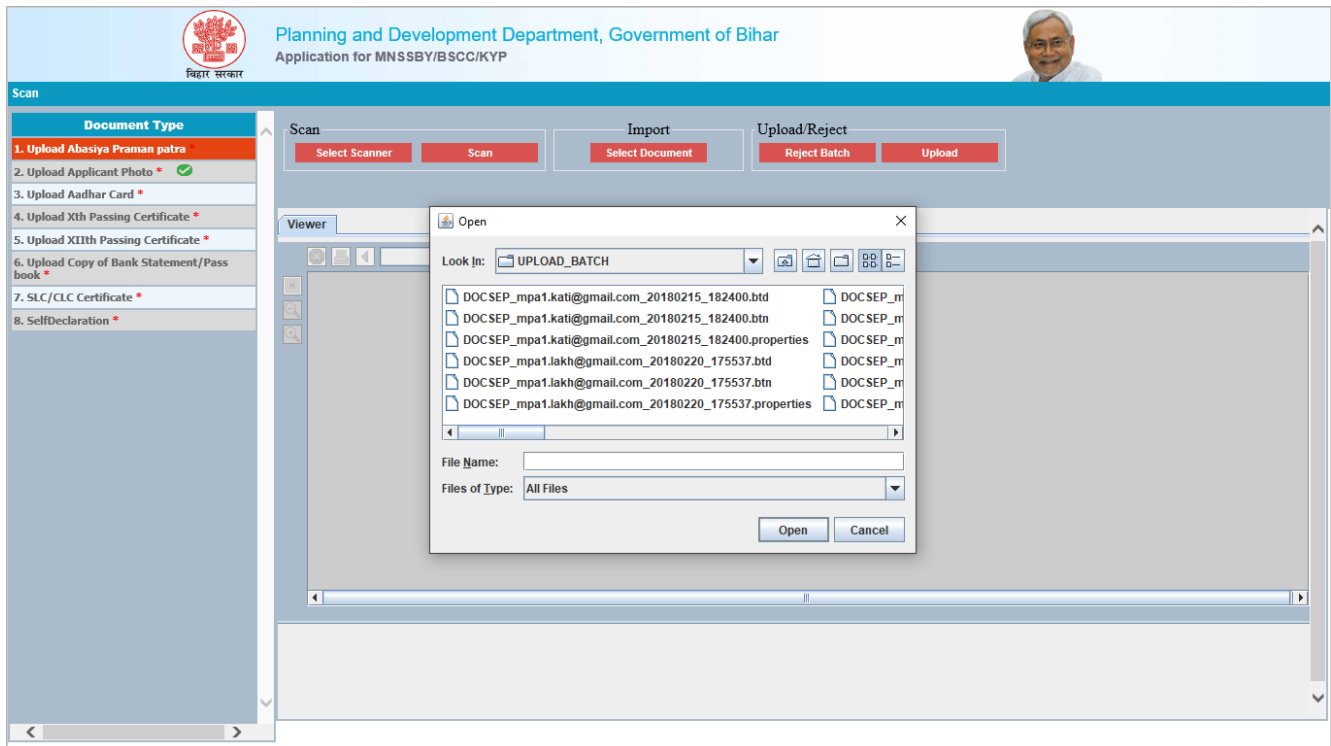
Import: Select Document

Upload/Reject: Reject Batch, Upload

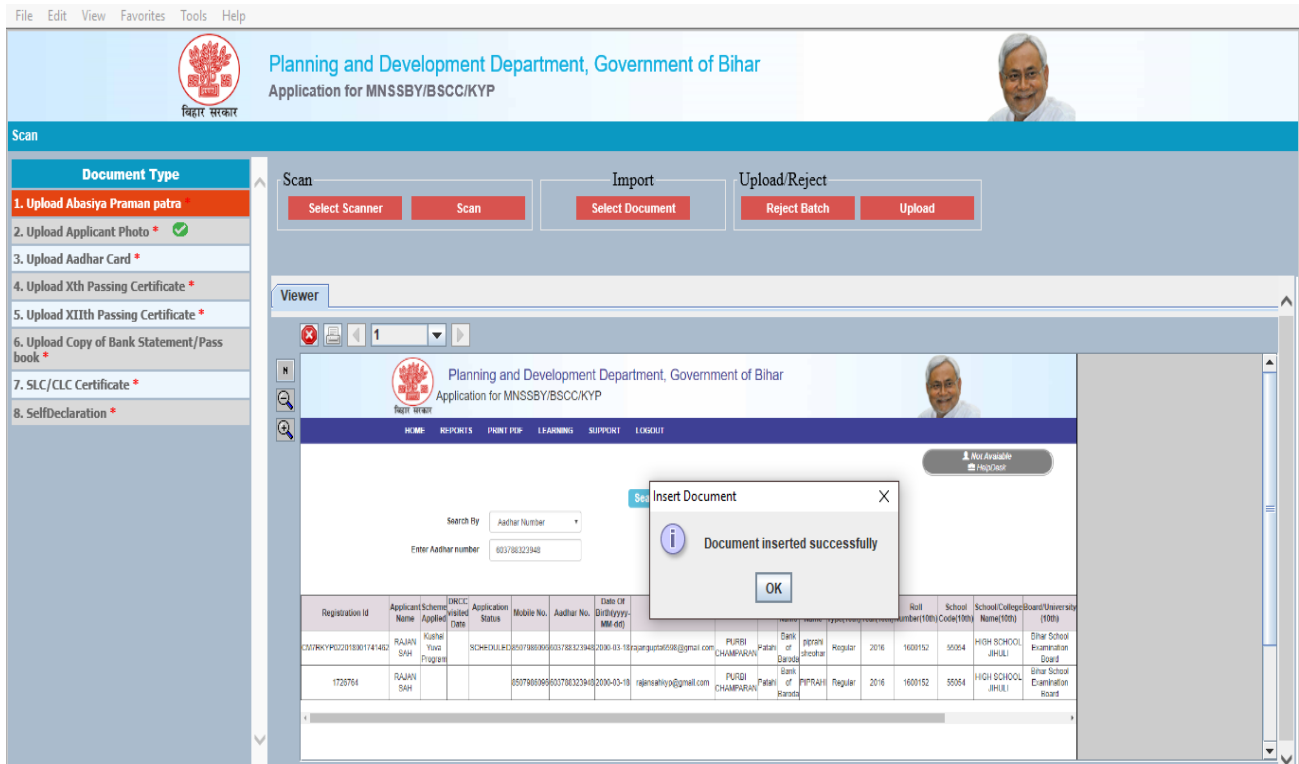
Applet Loading, Please wait

9. MPA Clicks on Upload Abasiya Praman patra or any other document to upload.

- Clicking on **Select Document**, system will allow to select the document from a specific location.



10. Once the document will be selected , system will display the message "Document Inserted successfully".

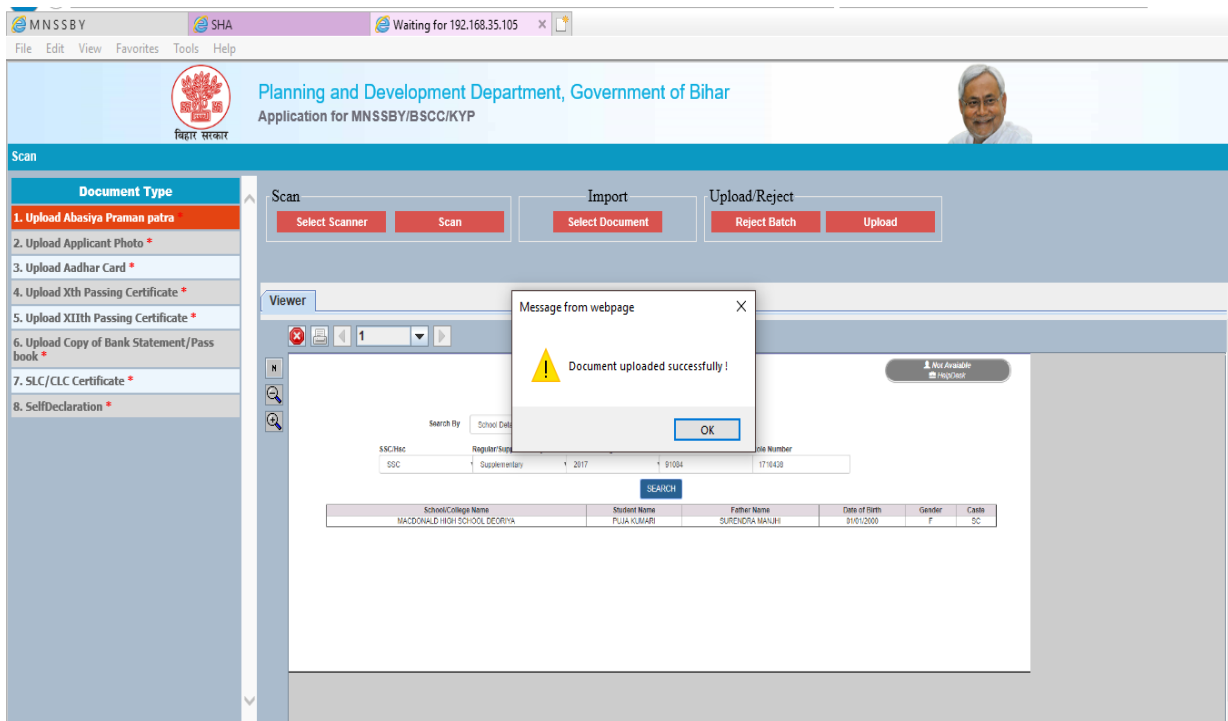


The screenshot shows the 'Planning and Development Department, Government of Bihar' application portal for MNSSBY/BSCG/KYP. The interface includes a navigation menu on the left with document types such as 'Upload Abasiya Praman patra', 'Upload Applicant Photo', and 'Upload Aadhar Card'. The main area features a 'Scan' section with buttons for 'Select Scanner', 'Scan', 'Import', 'Select Document', 'Upload/Reject', 'Reject Batch', and 'Upload'. A 'Viewer' section displays a search form and a table of application records. A modal window titled 'Insert Document' is open, showing the message 'Document inserted successfully' and an 'OK' button.

Registration Id	Applicant Name	Scheme	Applicant Date	Application Status	Mobile No.	Aadhar No.	Date of Birth (YYYY-MM-DD)	Bank Name	Branch	Account Type	Regular	Year	Roll Number (10th)	School Code (10th)	School Name (10th)	Board/University (10th)	
2307KYP2201301141402	RAJAN SAH	Kushal Yash Pragam		SCHEDULED	9507860969	9507860969	2000-03-10	10rajansah09@gmail.com	PURSI CHAMPARAN	Patani of Barah	PERANI school	Regular	2016	1600152	55054	HIGH SCHOOL JHULI	Bihar School Examination Board
1726764	RAJAN SAH				8507860969	9507860969	2000-03-10	rajansah09@gmail.com	PURSI CHAMPARAN	Patani of Barah	PERANI school	Regular	2016	1600152	55054	HIGH SCHOOL JHULI	Bihar School Examination Board

11. On clicking "Upload" button, system displays a message "Document uploaded successfully."

*In case the document size exceeds 300 kb then the a message will be displayed
"Document size exceeds limitation of 300kb" .*

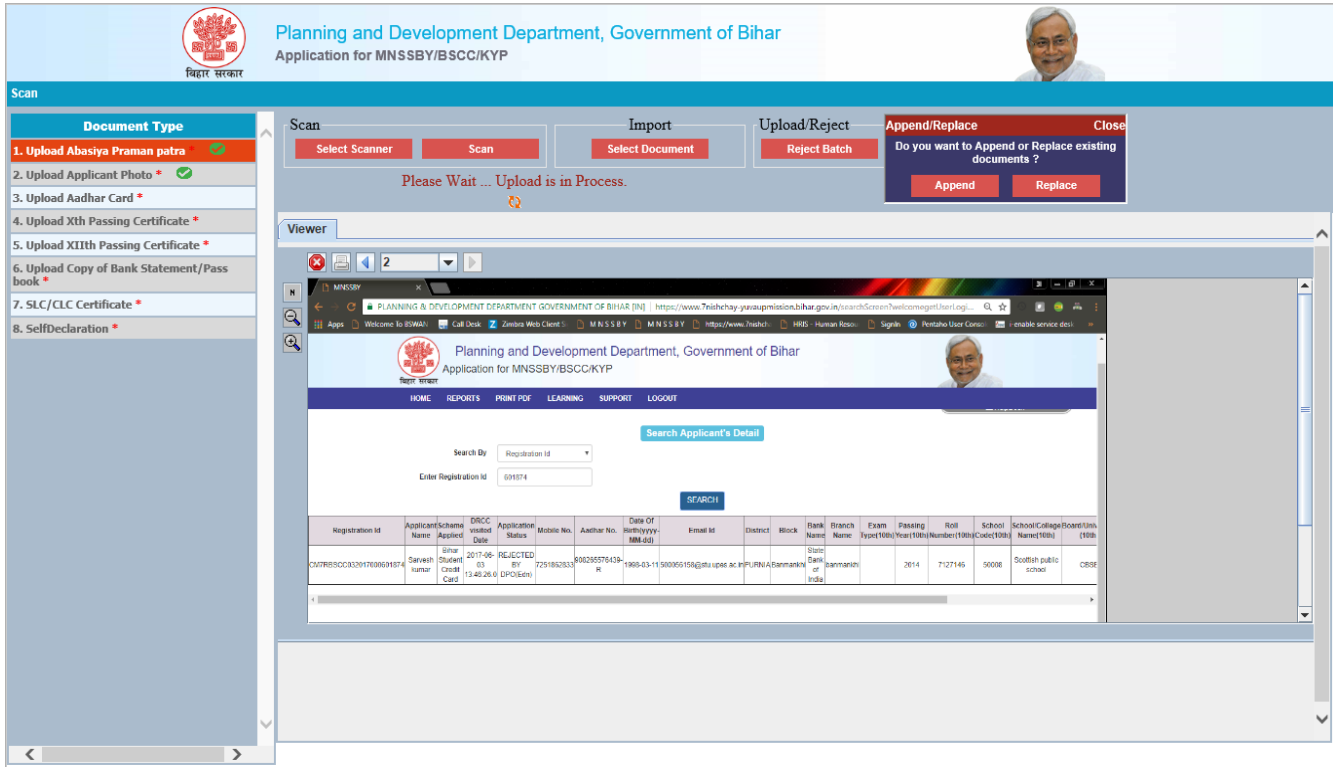


The screenshot shows the MNSBY application interface. The browser window title is "MNSBY" and the address bar shows "SHA" and "Waiting for 192.168.35.105". The application header includes the Government of Bihar logo and the text "Planning and Development Department, Government of Bihar" and "Application for MNSBY/BSCC/KYP". The main interface is divided into three sections: "Scan", "Import", and "Upload/Reject". The "Scan" section has buttons for "Select Scanner", "Scan", "Select Document", "Reject Batch", and "Upload". The "Upload/Reject" section has buttons for "Reject Batch" and "Upload". A "Message from webpage" dialog box is displayed in the center, showing a yellow warning icon and the text "Document uploaded successfully!". Below the dialog box, there is a search form with fields for "School/College Name", "Student Name", "Father Name", "Date of Birth", "Gender", and "Caste". A table of search results is visible below the search form.

School/College Name	Student Name	Father Name	Date of Birth	Gender	Caste
MACDONALD HIGH SCHOOL DEORIVA	PUJA KUMARI	SURENDRA MAURHI	01/01/2000	F	SC

12. System will highlight the uploaded document by Green tick mark.

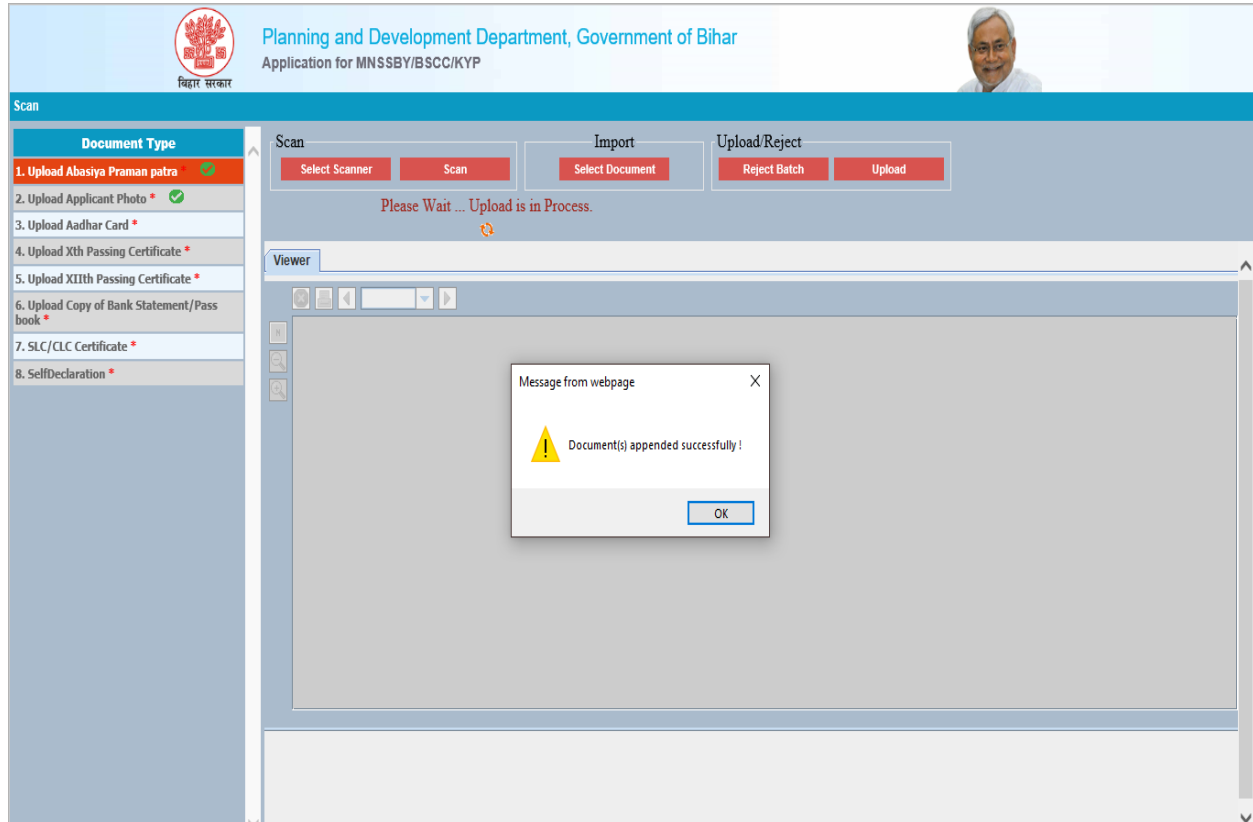
- In case the User uploaded incorrect document, user can re-click the same document type; System will display a message "Do you want to append or replace the existing document".



The screenshot displays the user interface for the Planning and Development Department, Government of Bihar, specifically for the MNSBY/BSCCKYP application. On the left, a 'Document Type' sidebar lists eight categories, with the first one, 'Upload Abasiya Praman patra', highlighted in green and marked with a green checkmark. The main area features buttons for 'Scan', 'Import', 'Upload/Reject', and 'Append/Replace'. A modal dialog is open, asking 'Do you want to Append or Replace existing documents?' with 'Append' and 'Replace' options. Below this, a 'Viewer' window shows a browser view of the application's search page. The search page includes a search bar with 'Registration ID' selected and a 'SEARCH' button. Below the search bar is a table with the following data:

Registration Id	Applicant/Scheme Name	Applicant/ Scheme Applied	BSCCK Applied Date	Application Status	Mobile No.	Aadhar No.	Date of Birth(MM-dd)	Email Id	District	Block	Bank Name	Branch Name	Exam Type	Passing Year	Roll Number	School Code	School/College Name	Board/Inst. Name	Inst. (DOB)
CU79R5CC3X2047600691874	Divyash Kumar	Student Credit Card	2017-06-03	REJECTED BY DPO(S&D)	7251862633	603285576438	1989-03-11	500395158@jhu.upes.ac.in	PURNA	Banmankhi	State Bank of India	Banmankhi		2014	7127146	50008	Scottish public school		CBSE

12. On selection of append , System displays a message "Document appended successfully".



The screenshot displays the user interface of the Planning and Development Department, Government of Bihar, for the application of MNSSBY/BSCC/KYP. The header includes the department's logo and name, and a portrait of a man. The main interface is divided into several sections:

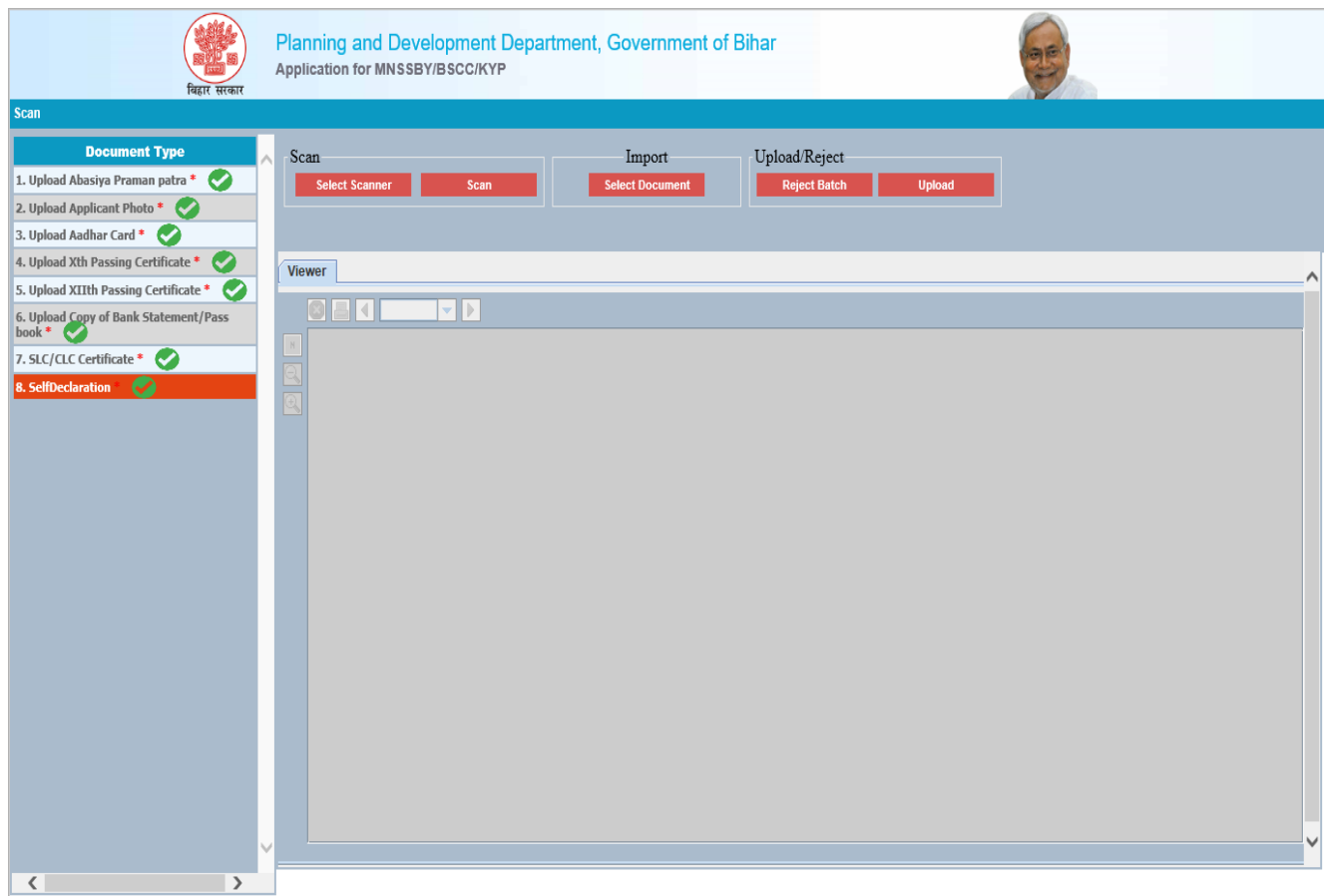
- Document Type:** A list of document types to be uploaded, including Abasiya Praman patra, Applicant Photo, Aadhar Card, Xth and XIIth Passing Certificates, Bank Statement/Pass book, SLC/CLC Certificate, and SelfDeclaration.
- Scan:** A section with buttons for "Select Scanner", "Scan", "Import", "Select Document", "Upload/Reject", "Reject Batch", and "Upload".
- Viewer:** A large area for viewing documents, currently displaying a "Message from webpage" dialog box.

The "Message from webpage" dialog box contains a yellow warning icon and the text "Document(s) appended successfully!". An "OK" button is located at the bottom right of the dialog box.

13. System will allow to proceed , once all the mandatory documents are uploaded.

Upload Applicant Photo :

- *If the MPA does not capture the photo from the camera, then MPA can select the photo of the applicant from a specific location by clicking "Upload applicant Photo"*
- *Scan Option : In case the Camera of the center is out of order and MPA has to scan the photo of the applicant , then MPA can use Scan option to upload the photo.*
- *Import Option : Pre-captured photo or Pre-scanned photo can be imported and uploaded from the Import option.*
- *If MPA already captured the photo of the applicant by Capture photo option then he/she does not need to click "Upload applicant photo" in this page, system will allow to proceed.*
- *MPA can also replace the photo of the applicant by Clicking Upload Applicant photo and photo can be replaced successfully.*



Planning and Development Department, Government of Bihar
Application for MNSSBY/BSCC/KYP

बिहार सरकार

Scan

Document Type

1. Upload Abasiya Praman patra * ✓
2. Upload Applicant Photo * ✓
3. Upload Aadhar Card * ✓
4. Upload Xth Passing Certificate * ✓
5. Upload XIIth Passing Certificate * ✓
6. Upload Copy of Bank Statement/Pass book * ✓
7. SLC/CLC Certificate * ✓
8. SelfDeclaration * ✓

Scan


Import

Upload/Reject


Select Scanner Scan Select Document Reject Batch Upload

Viewer

14. If MPA will try to Submit the application without uploading all the documents; System will display the name of the documents in red color which are not uploaded and will request to upload the same. System will not allow to submit the application.



Planning and Development Department, Government of Bihar
Application for MNSSBY/BSCC/KYP



बिहार सरकार

HOME MASTER OPERATION PRINT PDF CHANGE PASSWORD LEARNING SUPPORT LOGOUT

AADHAR Verification

adhaar/validate Refresh

Click Refresh button to check Aadhaar is verified successfully or not.

Attachments

Capture Photo*

Capture Photo **Kindly upload the photo.**

Kindly upload the avasiya praman patra.

Kindly upload the Xth certificate.

Kindly upload the Xlth certificate.

Kindly upload the aadhaar.

Kindly upload the SLC/CLC certificate.

Kindly upload the passbook.

Kindly upload the Self Declaration.

Feedback*

Application recommended for approval

Exceptions found

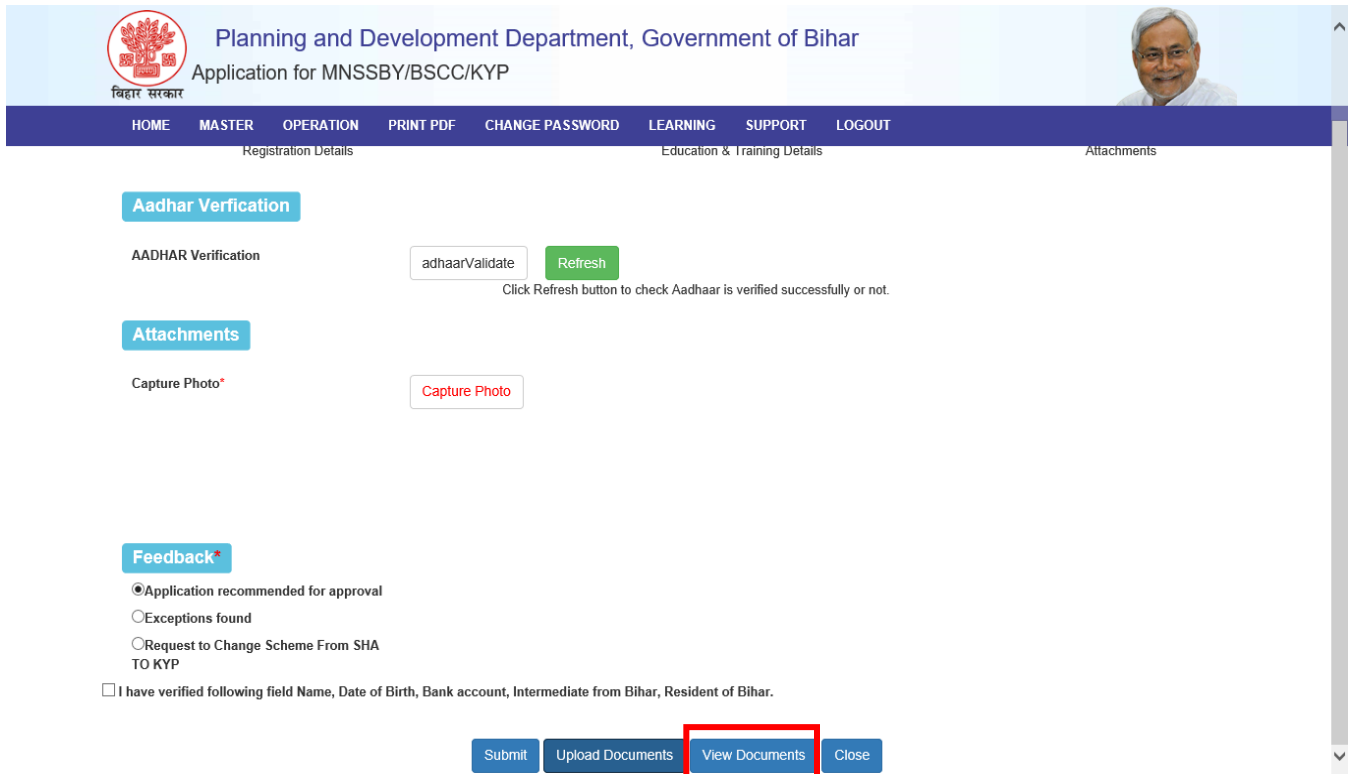
Request to Change Scheme From SHA TO KYP

I have verified following field Name, Date of Birth, Bank account, Intermediate from Bihar, Resident of Bihar.

Submit Upload Documents View Documents Close

15. MPA can view all the uploaded documents by Clicking "View Documents"

- *View documents is not mandatory for MPA*



The screenshot shows the user interface of the MPA application portal. At the top left is the Bihar Government logo with the text "विहार सरकार". The main header reads "Planning and Development Department, Government of Bihar" and "Application for MNSSBY/BSCC/KYP". A navigation bar contains links: HOME, MASTER, OPERATION, PRINT PDF, CHANGE PASSWORD, LEARNING, SUPPORT, LOGOUT. Below this are three tabs: "Registration Details", "Education & Training Details", and "Attachments".

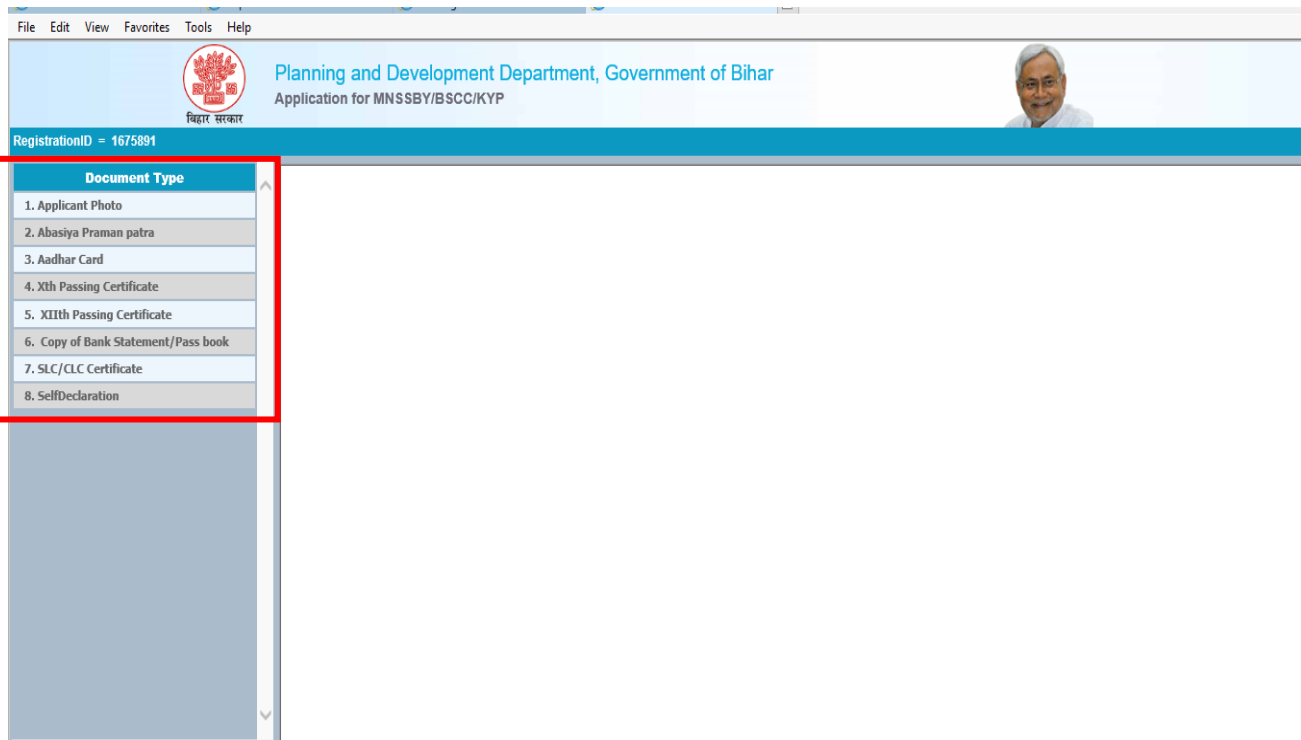
The "Aadhar Verification" section includes an "adhaar/validate" input field, a "Refresh" button, and a note: "Click Refresh button to check Aadhaar is verified successfully or not."

The "Attachments" section has a "Capture Photo*" label and a "Capture Photo" button.

The "Feedback*" section has three radio buttons: "Application recommended for approval" (selected), "Exceptions found", and "Request to Change Scheme From SHA TO KYP". Below this is a checkbox: "I have verified following field Name, Date of Birth, Bank account, Intermediate from Bihar, Resident of Bihar."

At the bottom, there are four buttons: "Submit", "Upload Documents", "View Documents" (highlighted with a red box), and "Close".


16. Clicking on View Documents option, System will display the list of uploaded documents to view.




The screenshot shows a web browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a header for the Planning and Development Department, Government of Bihar. The header includes the department logo, the text "Application for MNSSBY/BSCC/KYP", and a profile picture of a man. Below the header, the text "RegistrationID = 1675891" is displayed. A red box highlights a list of document types:

Document Type
1. Applicant Photo
2. Abasiya Praman patra
3. Aadhar Card
4. Xth Passing Certificate
5. XIIth Passing Certificate
6. Copy of Bank Statement/Pass book
7. SLC/CLC Certificate
8. SelfDeclaration

17. Clicking on the Document type, System will display the uploaded document.



Planning and Development Department, Government of Bihar
Application for MNSSBY/BSCC/KYP



RegistrationID = 1512721
Abasiya Praman patra : Page No. 1

Document Type

1. Applicant Photo
2. Abasiya Praman patra
3. Aadhar Card
4. Xth Passing Certificate
5. XIIth Passing Certificate
6. Copy of Bank Statement/Pass book
7. SLC/CLC Certificate
8. SelfDeclaration

HOME
REPORTS
PRINT PDF
LEARNING
SUPPORT
LOGOUT

Search Applicant's Detail

Search By

Enter Registration Id

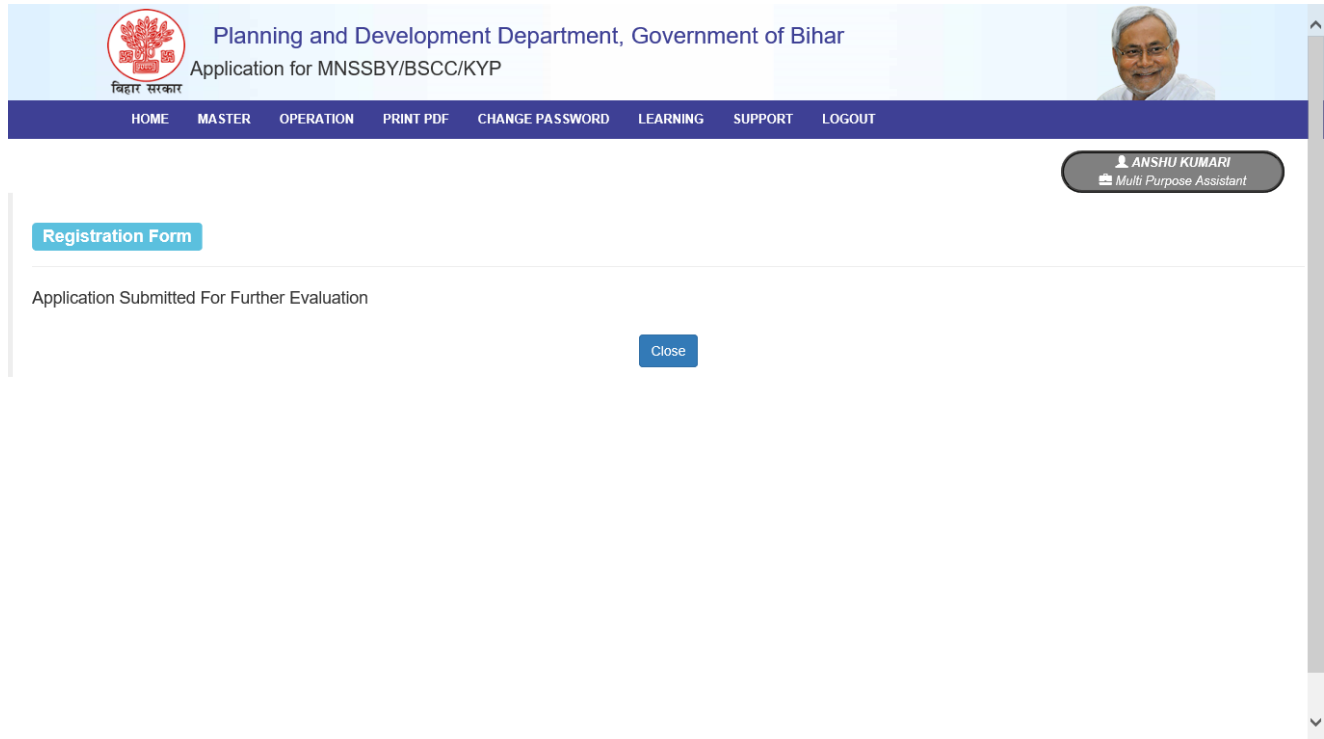
SEARCH

Registration Id	Applicant Name	Scheme Applied	DRCC visited Date	Application Status	Mobile No.	Aadhar No.	Date Of Birth(yyyy-MM-dd)	Email Id	District	Block	Bank Name	Branch Name	Exam Type(10th)	Pass Year(1
CM7RBSCC032017000601874	Sarvesh kumar	Bihar Student Credit Card	2017-06-03 13:46:26.0	REJECTED BY DPO(Edn)	7251862833	908265576439-R	1998-03-11	500056158@stu.upes.ac.in	PURNIA	Banmankhi	State Bank of India	banmankhi		201

Applicant history

Updated By	Updated Date	Status
Kumar Abhishek	2017-07-27	AM Forwarded to DPO reject by TPA
Kumar Abhishek	2017-07-27	Rejected By TPA
Kumar Abhishek	2017-06-03	PENDING FROM TPVA BY AM
Ajit Kumar Jha	2017-06-03	RECOMMEND FOR APPROVAL BY MPA
NA	2017-03-14	SCHEDULED


18. Once the MPA clicks on Submit button, System will display a successful message of submission "Application submitted for further evaluation".



The screenshot displays a web application interface for the Planning and Development Department, Government of Bihar. The header includes the department name and the text "Application for MNSSBY/BSCC/KYP". A navigation menu contains links for HOME, MASTER, OPERATION, PRINT PDF, CHANGE PASSWORD, LEARNING, SUPPORT, and LOGOUT. The user profile is identified as ANSHU KUMARI, Multi Purpose Assistant. A blue button labeled "Registration Form" is visible. A message box displays "Application Submitted For Further Evaluation" with a "Close" button.


19. AM and DPO Screen to View Documents

- View Option is mandatory for AM at DRCC . AM has to view each document to verify.
- AM needs to click on the Button --> View Documents to view the uploaded documents.
- DPO will also get an option --> View Documents to view all the uploaded documents.



बिहार सरकार

Planning and Development Department, Government of Bihar
Application for MNSSBY/BSCC/KYP



HOME MASTER OPERATION REPORTS PRINT PDF CHANGE PASSWORD LEARNING SUPPORT LOGOUT

Bihar PASHCHIM CHAMPARAN Madhubani

Panchayat* Village Name* Post Office*

MATHUA BAGAHWA MADHUBANI

Pincode *

8888888

Residential Address (Rural Urban) (Tick if same as Permanent)

State* District* Block/Nagar Nigam/Nagar Parishad*

Bihar PASHCHIM CHAMPARAN Madhubani

Panchayat* Village Name* Post Office*

MATHUA BAGAHWA MADHUBANI

Pincode *

845404

Attachments

View Documents Next

Note : * represents mandatory field

20. System will display the List of uploaded documents. Clicking on the Document type, uploaded document will be displayed successfully.

