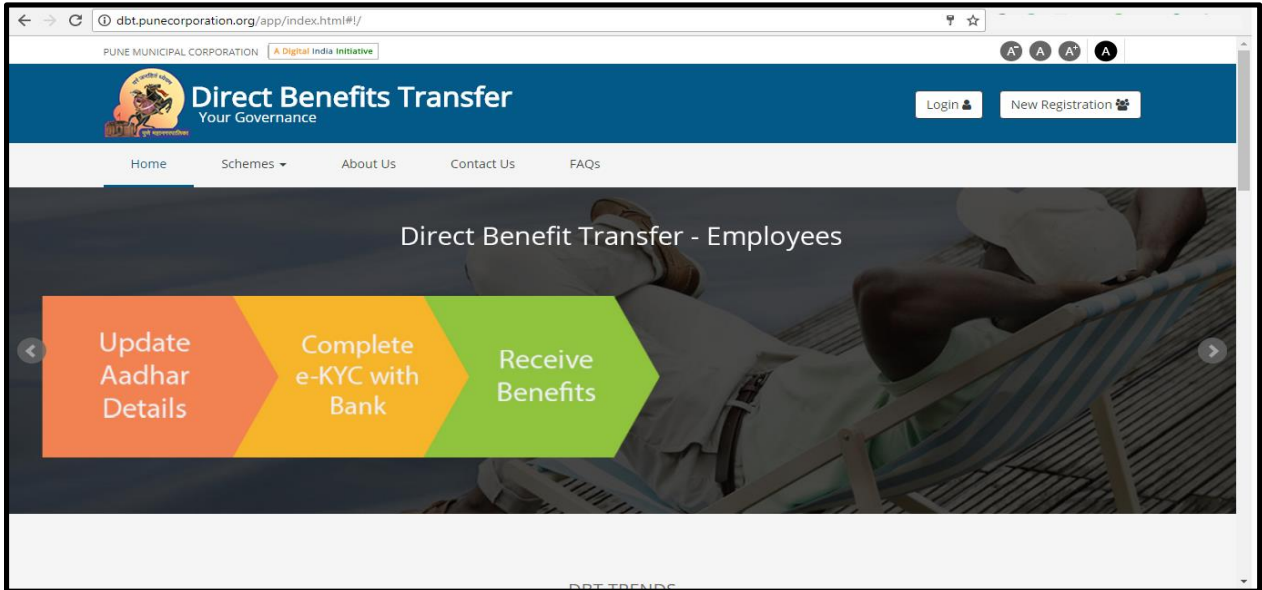




# Citizen User Manual

## 1. Home Page:



- ❖ User will use following link to visit the website of DBT:

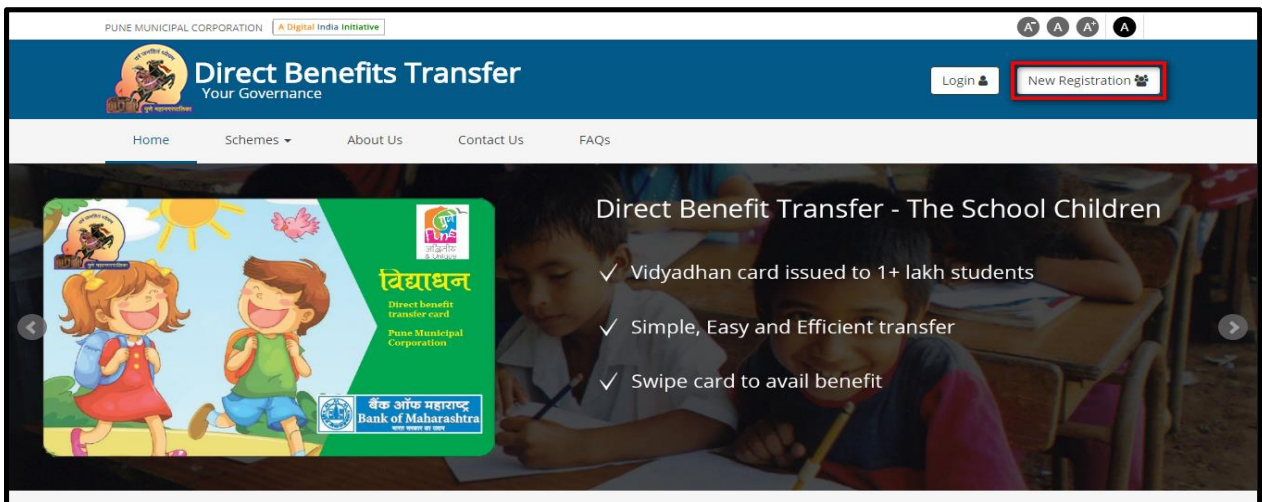
<http://dbt.punecorporation.org>

## 2. New Registration:

- ❖ User will use following link for New Registration :

[http://dbt.punecorporation.org/app/index.html#!/citizen\\_registration](http://dbt.punecorporation.org/app/index.html#!/citizen_registration)

- ❖ User can create a new account for log into the application from this screen.



- ❖ User need to click on **New Registration** Button, to register himself\herself.



# Direct Benefits Transfer

Your Governance

Login

New Registration

- Home
- Schemes
- Track Application
- Know Your Scheme
- About Us
- Contact Us
- FAQs

## User Registration (Parent Information)

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Aadhar Number *	Mobile Number *	Email Id
<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you want Login Id to be same as E-mail Id?	<input type="radio"/> Yes <input type="radio"/> No	
Login Id *	Password *	Confirm Password *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/>		

- ❖ User needs to add all mandatory details on the page and he need to clicks on **Submit** Button to create a new user. Also user will get a SMS on his registered mobile number and email on his registered email Id.
- ❖ After registration user can directly login to the system by clicking on **Login** button.




# Direct Benefits Transfer

Your Governance

Login

New Registration

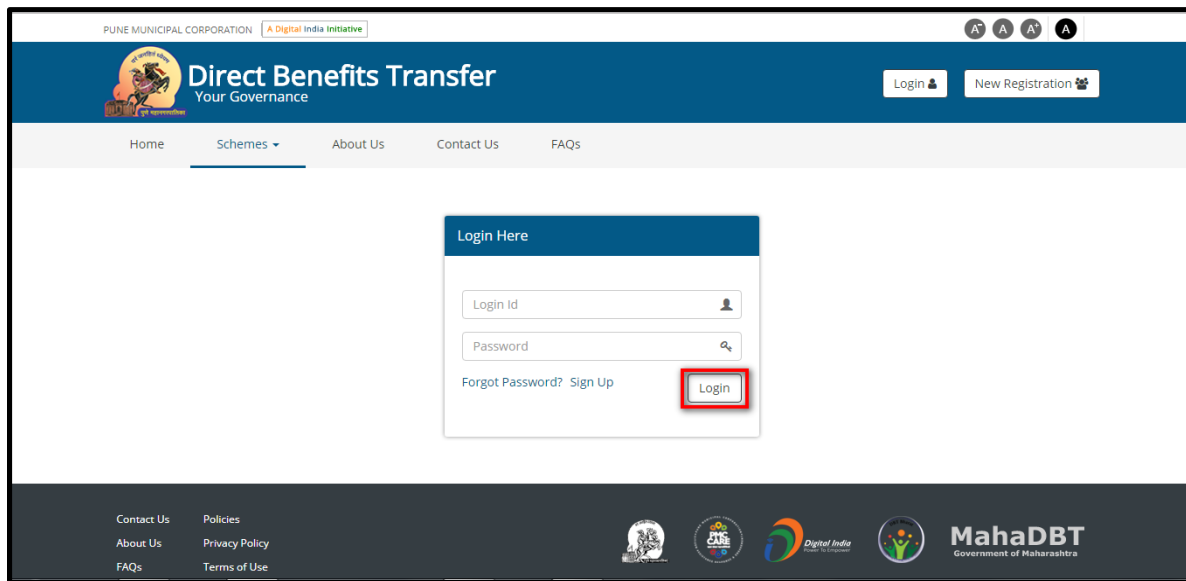
- Home
- Schemes
- Track Application
- Know Your Scheme
- About Us
- Contact Us
- FAQs



## Thank You for Registration.

Please check your registered email for login details.

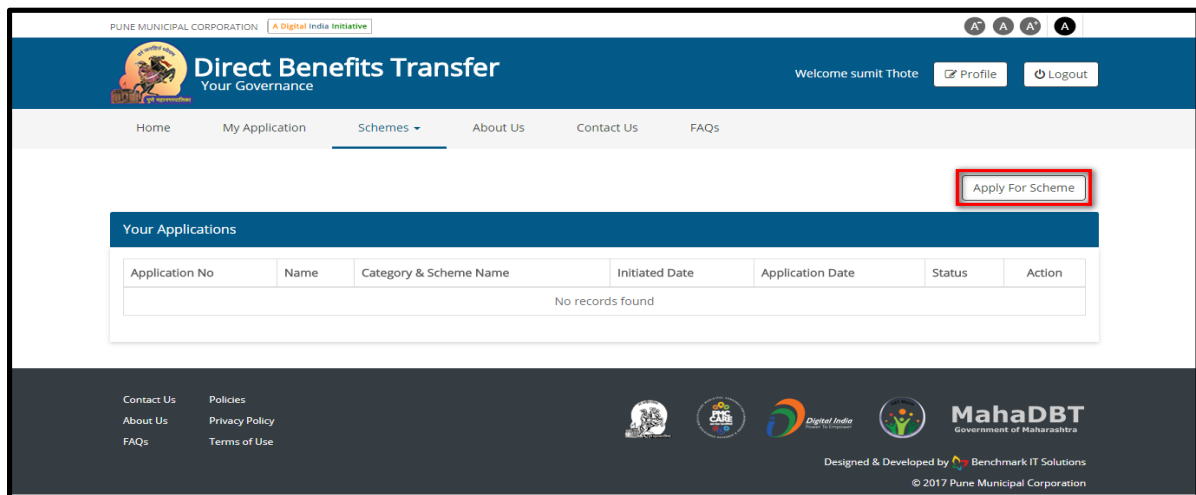
### 3. Login:



- ❖ User will use following link for login:  
<http://dbt.punecorporation.org/app/index.html#!/login>
- ❖ User can login using their username and password on this screen. He needs to add proper login id and password and hit the login button to login into the system.

#### 4. Apply for Scheme:

- ❖ Once the user will logged in



into the system, he will lands on this above page.

- ❖ On click to **Apply for Scheme** button, User can apply for the scheme. User will navigate to below screen.



**Direct Benefits Transfer**  
Your Governance

Welcome abc efg [Profile](#) [Logout](#)

- Home
- My Application**
- My Document
- Schemes
- Track Application
- Know Your Scheme
- About Us
- Contact Us
- FAQs

**Select Department**

For educational schemes please enter student details. For others enter applicant details.

- URBAN COMMUNITY- NAGARVASTI DEVE SCHEME - SAMAJ VIKAS VIBHAG
- SAMAJ KALYAN VIBHAG - HOSTEL

- ❖ User should select the department for which they want to apply. For SDD department User should select **URBAN COMMUNITY- NAGARVASTI DEVE SCHEME - SAMAJ VIKAS VIBHAG**
- ❖ User need to fill the questionnaire for selecting the scheme category.
  - **Did you received any special medal(President Medal, Honorary Medal etc.) from Central or State Government OR are you a freedom fighter?**  
This question is only for citizens applying for bus pass. If they have received any medal please select YES. If not, then NO.

**Select Department**

For educational schemes please enter student details. For others enter applicant details.

- URBAN COMMUNITY- NAGARVASTI DEVE SCHEME - SAMAJ VIKAS VIBHAG
  - Did you received any special medal(President Medal, Honorary Medal etc.) from Central or State Government OR are you a freedom fighter?
    - Yes  No
  - Does applicant have caste certificate?
    - Yes  No
  - Category  Caste
  - Is Applicant Handicap?
    - Yes  No
  - Do you want to apply for 'Lokshahir Annabhau Sathe Scheme for 12th Pass student' OR 'Moulana Abul Kalam Azad Sheme for 10th pass student'?
    - Yes  No
  - Applicant's Gender?
    - Male  Female
  - Birth Date  Age
- SAMAJ KALYAN VIBHAG - HOSTEL

- If not received any medal. User need to fill all other information. After clicking on next user will navigate to next page.
- ❖ On next page category will be already selected and user can select the scheme.



**Direct Benefits Transfer**  
Your Governance

Welcome abc efg [Profile](#) [Logout](#)

- Home
- My Application**
- My Document
- Schemes
- Track Application
- Know Your Scheme
- About Us
- Contact Us
- FAQs

**Select Scheme To Apply**

Scheme Category \*  
Disability Welfare Scheme

Scheme \*  
Select Scheme

❖ After selecting the scheme form will populate and user should fill the required fields marked with red star.

Scheme Category \*  
Disability Welfare Scheme

Scheme \*  
P. M. P. L. free bus pass under disability welfare scheme

**Note:-**

- \* You can apply only one application for any scheme in this Financial Year .
- \* Total years the family lived in pune city should be minimum 3 years.

**Personal Information**

Application Date \*  
09/05/2018

Financial Year \*  
2018-2019

First Name \*

Middle Name

Last Name \*

Birth Date \*  
DD/MM/YYYY

❖ After form completion user should submit the form by clicking on Submit button.

❖ User can perform following actions on this screen.

- **Saved and Next** : User can navigate to the next step/form by clicking on this button if he/she has filled all mandatory and valid details. The information provided by the user will save in the database and user will navigate on the next page of the form (If available) after clicking on this button.
- **Reset** : User can reset the information filled and stay on the same page by clicking on this button.
- **Cancel** : User can cancel the form and navigate to application listing page by clicking on this button











- **Submit** : User can submit the application by clicking on this button. After submitting the application he/she cannot not modify the application and will be navigated to Application listing page. This action will be present only on last page of the form.
- **Back** : User can navigate back to previous form page by clicking on this button.
- **Saved as Draft** : Applications which are not submitted by the user and user had saved as draft will displayed with this status. User can perform below actions for this kind of application

**Note : For all types of schemes there will be multiple form which needs to filled. On all the form above actions will be present.**

## 5. Application Listing:

- ❖ Once the user submitted the application or make it as Save as a draft, all the application is listed in the application listing.

The screenshot displays the 'Your Applications' section of the DBT portal. It features a table with the following data:

Application No	Name	Scheme Name	Application Date	Status	Action
SDD/2017-2018/KV/20/3	sfurti dodal	Financing for CET	03/10/2017	Save & Draft	 
SDD/2017-2018/KV/20/1	sfurti dodal	Financing for CET	30/09/2017	Applied	 
SDD/2017-2018/KV/20/2	sfurti dodal	Financing for private class for the standard 12 std students	30/09/2017	Applied	 
SDD/2017-2018/KV/20/1	sfurti dodal	Financing for CET	30/09/2017	Applied	 

- ❖ User will use following link for View application list:  
<http://dbt.punecorporation.org/app/index.html#!/dashboard>
- ❖ Application will be displayed for below status

- **Saved as Draft** : Applications which are not submitted by the user and user had saved as draft will displayed with this status. User can perform below actions for this kind of application



- i) View - User can view previously saved application details by using this action.
- ii) Edit - User can edit previously saved application details by using this action.
- **Applied** : Application which are submitted by the user will be displayed with this status. User can perform below actions for this kind of application
  - i) View - User can view submitted application details by using this action.
  - ii) Print - User can print submitted application details by using this action and PDF will be generated

## 6. Forget Password:

The screenshot shows a web browser window with the URL [dbt.pmc.gov.in/app/index.html#!/forgot\\_password](http://dbt.pmc.gov.in/app/index.html#!/forgot_password). The page header features the Pune Municipal Corporation logo and the text 'Direct Benefits Transfer Your Governance'. There are 'Login' and 'New Registration' buttons. The main content area displays a 'Forgot Password' form with an 'Email Address' input field, a mail icon, and 'Cancel' and 'Submit' buttons.

- ❖ User will use following link if he/she forgets the password:  
[http://dbt.punecorporation.org/app/index.html#!/forgot\\_password](http://dbt.punecorporation.org/app/index.html#!/forgot_password)
- ❖ User can get the system generated password on his/her registered email id, using that password user can log into the application and reset it from update profile screens.

## 7. Change Password:



The screenshot shows a web browser window with the URL [dbt.pmc.gov.in/app/index.html#!/change\\_password](http://dbt.pmc.gov.in/app/index.html#!/change_password). The page header includes the Pune Municipal Corporation logo, the text "Direct Benefits Transfer Your Governance", and a user greeting "Welcome test testing" with "Profile" and "Logout" buttons. A navigation menu contains "Home", "My Application", "Schemes", "About Us", "Contact Us", and "FAQs". The main content area is titled "Change Password" and contains two input fields: "Password \*" and "Confirm Password \*". Below these fields are "Back" and "Submit" buttons.

- ❖ User will use following link if he/she want to change the password:  
[http://dbt.punecorporation.org/app/index.html#!/change\\_password](http://dbt.punecorporation.org/app/index.html#!/change_password)

## 8. Update Profile:

The screenshot shows a web browser window with the URL [dbt.pmc.gov.in/app/index.html#!/my\\_profile](http://dbt.pmc.gov.in/app/index.html#!/my_profile). The page header is identical to the previous screenshot. The main content area is titled "My Profile" and contains several input fields: "First Name \*" (test), "Middle Name" (t), "Last Name \*" (testing), "Aadhar No. \*" (454545454545), "Email Id" (dgdg@gn.com), "Mobile Number \*" (8989898989), and "Login Id \*" (test45). There is also a "Change Password" link. At the bottom are "Submit" and "Cancel" buttons.

- ❖ User will use following link if he/she want to Edit profile details :  
[http://dbt.punecorporation.org/app/index.html#!/my\\_profile](http://dbt.punecorporation.org/app/index.html#!/my_profile)