

***“Seekho aur Kamao”***

***A Skill Development Initiative for  
Minorities***

**User Manual**

**Prepared by:-Unecops Technologies Ltd  
(Financial Year 2017-18)**

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## 1. Objective

- To bring down unemployment rate of minorities during 12th Plan period.
- To conserve and update traditional skills of minorities and establish their linkages with market.
- To improve employability of existing workers, school dropouts etc. and ensure their placement.
- To generate means of better livelihood for marginalized minorities and bring them in the mainstream.
- To enable minorities to avail opportunities in the growing market.
- To develop potential human resource for the country.

## 2. Audiences

This manual is for website Administrators, Users and Visitors. The Seekho aur Kamao Web-Portal can be found at:

[http:// seekhoaurkamao-moma.gov.in](http://seekhoaurkamao-moma.gov.in)

The screenshot shows the homepage of the Seekho Aur Kamao website. At the top left is the Government of India logo and the text 'भारत सरकार' and 'Ministry of Minority Affairs'. At the top right is the slogan 'सीखो और कमाओ'. Below this is a navigation menu with links: Home, About, Contact Us, News, Forms & Guidelines. The main banner features the title 'सीखो और कमाओ Learn & Earn' and 'SKILLS' in large letters. A central graphic shows a person standing on a block labeled 'JOB' with tools like a wrench and screwdriver. A text box on the right says '“Seekho Aur Kamao” A Skill Development Initiative for Minorities'. Below the banner are three columns: 'About the Scheme' with a description of the program, 'Photo Gallery' with a group photo of trainees, and 'News' with a list of recent updates. At the bottom right is a login section for 'Existing User' with fields for Username, Password, and a captcha. Below the login section are four colored buttons: 'Empowered (PIA's)', 'Management Information System (MIS)', 'Dispersed Regional Agencies', and 'Placement Details of Trainee'. The footer contains the Ministry of Minority Affairs logo, copyright information, and a list of links: Terms & Conditions, Copyright Policy, Contact Us, Disclaimer, Useful Links, and Help.

### 3. Process of Registration – New User Registration

#### 3.1 Step 1 - Open any web browser and enter the URL:

[http:// seekhoaurkamao-moma.gov.in](http://seekhoaurkamao-moma.gov.in)

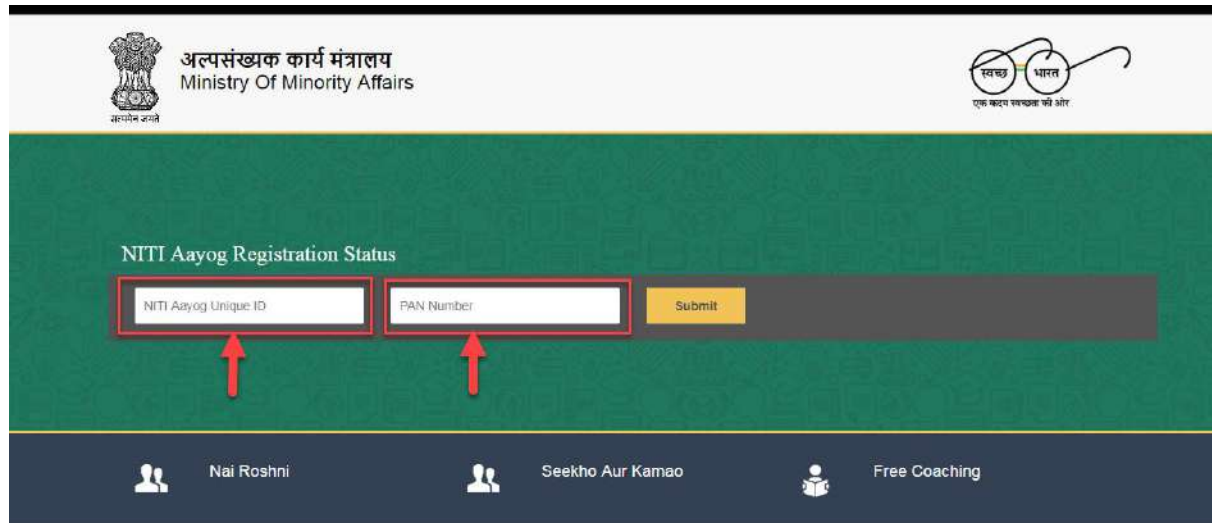


Figure 1 - New Use Registration

### 3.2 Step 2 - Click on “New User Registration” in case of 1st time of Registration.

User will be navigated to new URL

<http://ngogrants-moma.gov.in/Home/NgoDarpanValidation?schemid=Mt9WMFQyWDVWMEgxQTBRM0QzVTRFNw==>



The screenshot shows the 'NITI Aayog Registration Status' form. At the top left is the Ministry of Minority Affairs logo and text. At the top right is the slogan 'एक कदम सचकार को ओर'. The main form area has a green background and contains two input fields: 'NITI Aayog Unique ID' and 'PAN Number', both highlighted with red boxes and red arrows pointing to them. A yellow 'Submit' button is to the right of the fields. The footer has three icons: 'Nai Roshni', 'Seekho Aur Kamao', and 'Free Coaching'.

Figure 2 - NGO Grant Portal

- User Need to enter their NITI Aayog Unique ID and PAN Number. Click on “Submit” button to Display their Information.
- Users need to verify their information and in case any changes required, then User need to Coordinate with NGO Darpan Technical Team.

### 3.3 Step 3 – Click on “Generate OTP” Button to validate the data.

अल्पसंख्यक कार्य मंत्रालय  
Ministry Of Minority Affairs

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

#### NITI Aayog Registration Status

Niti Aayog Unique ID PAN Number Submit

#### NGO Details

Name	Registration Number	PAN Number A*****B	PAN Verify
Mobile	Address	Distict	State
City	Registration Date	Website	Email ID
Organization Type	Scheme Name		

#### Members Details

Name	Designation	PAN	Status	Adhaar	Status	Email
------	-------------	-----	--------	--------	--------	-------

Generate OTP User will have to click on Generate OTP to get same on the phone

Nai Roshni Seekho Aur Kamao Free Coaching

Figure 3 - Generate OTP Screen

- User need to verify that 3 of their Member’s PAN Card are verified in order to process further
- User will click on Generate OTP button
- An OTP will be sent to registered Mobile number if PAN Card of 3 Member are verified.
- User will enter the OTP and click on submit button
- On submission, a system generated password will be sent to Mobile number

### 3.4 Step 4 – Enter NITI Aayog ID as your User Name and Password sent to Mobile number



Figure 4 - Login Screen

- Enter User name(NITI Aayog Unique ID) and Password (sent on Registered Mobile number)
- Enter Captcha Showing on the screen below password field
- Click on “Login” Button



### 3.5 Step 5 - Online Registration page

The screenshot displays the 'Registration of Organization' page. At the top, there is a navigation menu with links: Home, About Us, Contact Us, News, Training Schedule, and Forms. The main form is divided into two columns. The left column contains fields for: Name of Organization, Address of Organization, State (dropdown), City (dropdown), District (dropdown), Pin Code, Phone No., Fax No., Type of organization/Societies (dropdown), Registered No., State of registration (dropdown), City of registration (dropdown), Date of registration (dd/mm/yyyy), Detail of Achievement, and Sectors of expertise. The right column contains fields for: Name of Chairman/President/CEO, Mobile no(CEO), Email id(CEO), Name of Secretary/VP, Mobile no(VP), Email id(VP), Websites, User id, Password, Confirm password, Registration certification (with a 'Browse...' button and 'No file selected' text), Registration valid till (dd/mm/yyyy), and Remarks. Below the form, there is a section for OTP verification with a 'Generate OTP Code' button, a 'Get OTP Code' label, an input field, and 'Registration' and 'Reset' buttons.

Figure 5 - Online Registration Page

- New user will be able to view data auto-filled and will have to fill remaining information where Data is missing
- User should not use any Special Character while filling the information.
- User should filled all the mandatory field and upload document wherever is required.
- Will Click on “Generate OTP” button to receive OTP on registered Mobile number
- Will enter OTP in the field provided.
- Will click on “Registration” button to successfully get registered and Password will be received on registered mobile number
- User can also Reset the Information and can fill the details again.

One time password send your mobile and email id

Get OTP Code \*

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**Figure 6 - OTP Generation for New User Registration**

## 4. Process of Registration - Existing User

### 4.1 Step 1 – Click on “Forgot Password” Link as shown below

The screenshot displays the homepage of the 'Seekho Aur Kamao' (Learn & Earn) skill development initiative. The header features the text 'सीखो और कमाओ Learn & Earn' and 'SKILLS' in large letters, with a graphic of a person standing on a block of 'JOB' and a wrench. A banner on the right reads '“Seekho Aur Kamao” A Skill Development Initiative for Minorities'. The main content area is divided into several sections: 'About the Scheme' (text describing the initiative), 'Photo Gallery' (a group of people in a classroom), 'News' (updates on the scheme), and 'Achievements in the Current Year' (recent milestones). On the right side, there is a login form for 'Existing User' with fields for 'Username', 'Password', and 'Enter captcha'. Below the captcha is a 'Login' button and a 'Forgot Password?' link, which is highlighted with a red box and a red arrow pointing to it. At the bottom, there are four navigation buttons: 'Empaneled (PIA's)', 'Management Information System (MIS)', 'Empaneled Inspection Agencies', and 'Placement Details of Trainee'.

Figure 7 - Forgot Password Link

- Click on Forgot Password link to open the Forgot Password page.

## 4.2 Step 2 - Enter your "NITI Aayog ID" as your User Name and Captcha

अल्पसंख्यक कार्य मंत्रालय भारत सरकार  
Ministry of Minority Affairs  
Government of India

सीखो और कमाओ

Home About Contact Us News Forms & Guidelines

Forgot password

User Name:

Enter NITI Aayog Unique ID

Enter Verification Code: 

Enter Captcha as showing

Send Mail

Ministry of Minority Affairs  
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myGov india.gov.in

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Figure 8 - Forgot Password Link

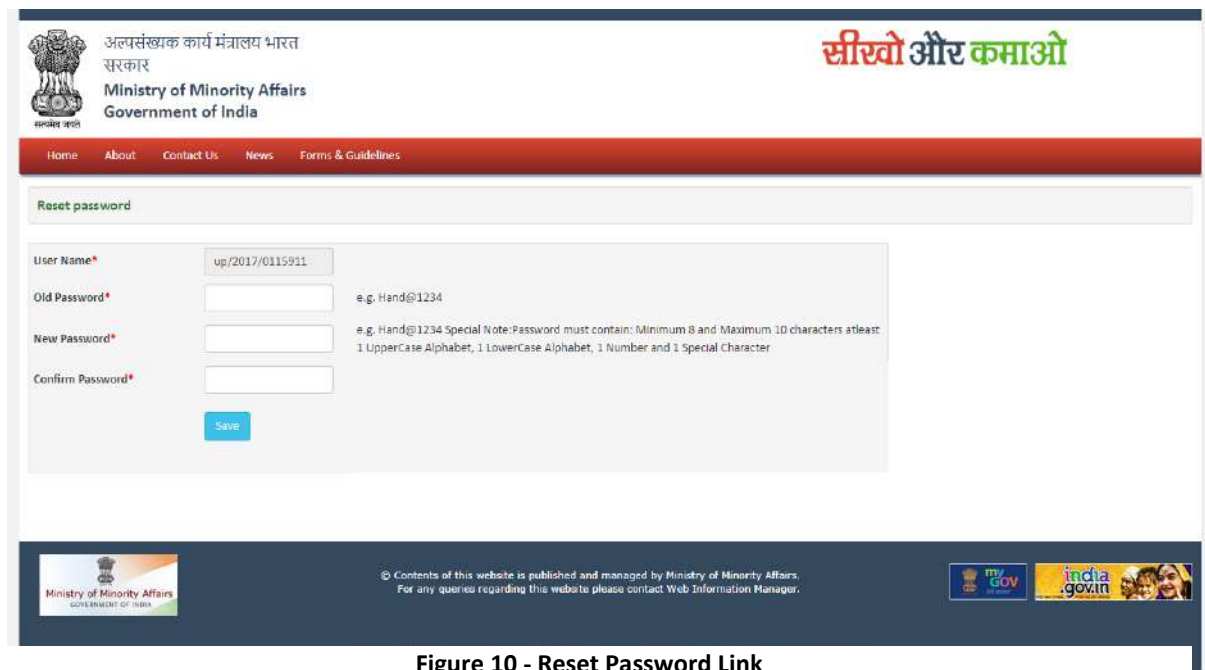
### 4.3 Step 3 –Enter the User Name and Password



Figure 9 - Login Page

- User will enter NITI Aayog Unique ID as their User name.
- User will enter “password” received on the registered mobile number.
- User will enter Captcha showing on the screen and will click on Login Button to move to dashboard.
- First time user will ask to reset their password as showing in Figure 10

## 4.4 Step 4 – Reset Password



The screenshot displays the 'Reset password' page on the Ministry of Minority Affairs website. The page header includes the Government of India logo, the text 'अल्पसंख्यक कार्य मंत्रालय भारत सरकार' and 'Ministry of Minority Affairs Government of India', and the slogan 'सीखो और कमाओ'. A navigation bar contains links for Home, About, Contact Us, News, and Forms & Guidelines. The main content area is titled 'Reset password' and contains a form with the following fields and instructions:

- User Name\***: A text box containing 'up/2017/0115911'.
- Old Password\***: A text box with a placeholder 'e.g. Hand@1234'.
- New Password\***: A text box with a placeholder 'e.g. Hand@1234' and a note: 'Special Note: Password must contain: Minimum 8 and Maximum 10 characters atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character'.
- Confirm Password\***: A text box.
- Save**: A blue button.

The footer contains the Ministry of Minority Affairs logo, copyright information: '© Contents of this website is published and managed by Ministry of Minority Affairs. For any queries regarding this website please contact Web Information Manager.', and logos for 'my gov' and 'india.gov.in'.

Figure 10 - Reset Password Link

- User need to Enter Old Password
- User need to enter New password and Confirm password
- Click on “save” button to successively change the password.

## 5. Process of Login

### 5.1 After registration enter the URL:

<http://seekhoaurkamao-moma.gov.in>



Figure 11 - Login Page

#### Steps followed in Figure-11:

- Enter user name (user name is case sensitive)
- Enter password (password created during registration)
- Enter valid captcha details
- Click on login button
- User will get redirected to the Home page after clicking on the button.

## 6. Process of Managing Created Account

After login the screen as shown in figure will appear which will ask for financial year. In order to fill new form users have to select the current financial year i.e. 2017-18. But those users who want to check old reports have to select other financial year present in the dropdown.



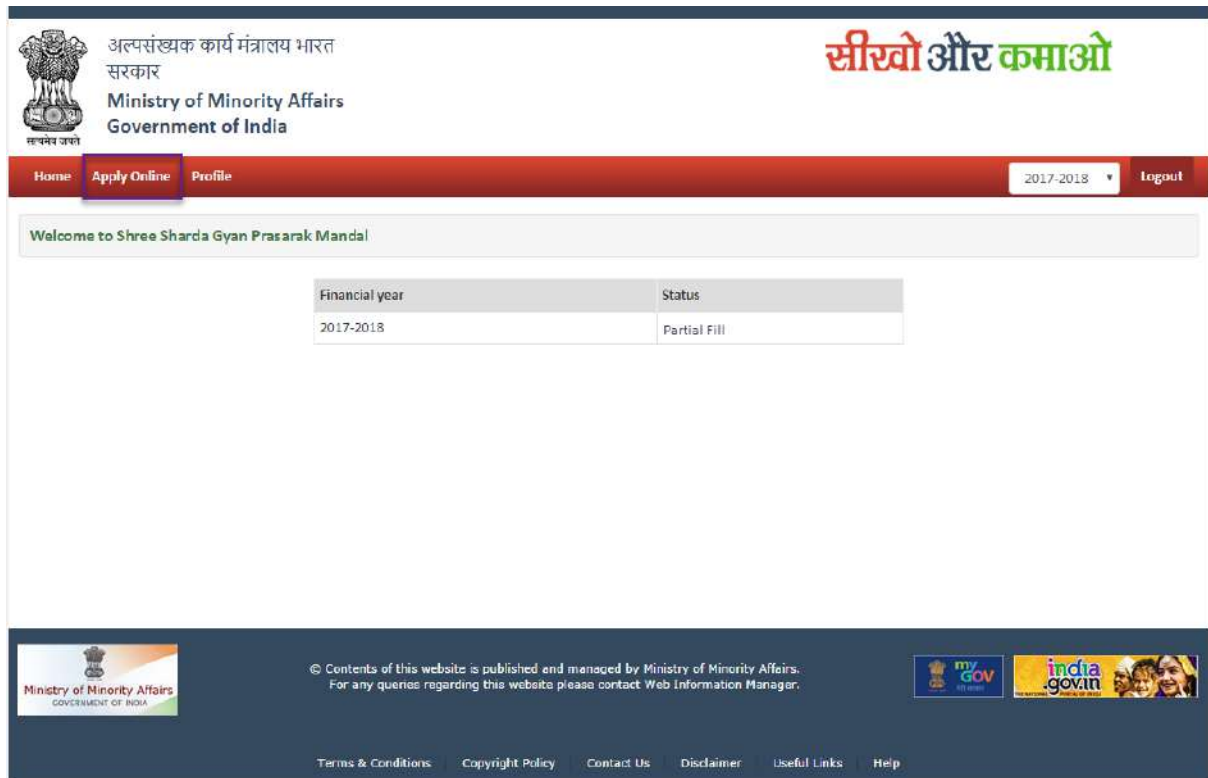
The screenshot displays the user interface of the Ministry of Minority Affairs portal. At the top left, there is the Government of India emblem and the text: 'अल्पसंख्यक कार्य मंत्रालय भारत सरकार' (Ministry of Minority Affairs, Government of India). At the top right, the slogan 'सीखो और कमाओ' (Seekho Aur Kamao) is visible. A 'Logout' button is located in the top right corner. The main content area features a heading 'Select Seekho Aur Kamao Financial Year' and a 'Financial Year' dropdown menu. The dropdown menu is open, showing the following options: '--Select--', '2015-2016', '2014-2015', '2016-2017', and '2017-2018'. The '2017-2018' option is currently selected and highlighted in blue.

Figure 12 - Financial Year



## 7. Process of Apply Online

In order to submit new application, click on the “Apply Online” tab. Now you can see nine forms. Fill them one after other.



The screenshot shows the website interface for the Ministry of Minority Affairs, Government of India. The header includes the national emblem and the text 'अल्पसंख्यक कार्य मंत्रालय भारत सरकार' and 'Ministry of Minority Affairs Government of India'. The slogan 'सीखो और कमाओ' is displayed in Hindi. The navigation menu includes 'Home', 'Apply Online', and 'Profile'. A dropdown menu shows '2017-2018' and a 'Logout' button. The main content area displays a table with the following data:

Financial year	Status
2017-2018	Partial Fill

The footer contains the Ministry of Minority Affairs logo, copyright information, and logos for 'myGov' and 'india.gov.in'. A navigation bar at the bottom includes links for 'Terms & Conditions', 'Copyright Policy', 'Contact Us', 'Disclaimer', 'Useful Links', and 'Help'.

Figure 13 - Apply Online

## 7.1 Form 1 – Project Location

अल्पसंख्यक कार्य मंत्रालय भारत सरकार  
 Ministry of Minority Affairs  
 Government of India

Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

**Project Location:**

Location:\*  State:\*

District:\*  Is Location Minority

Block/Town:\*  MCB/MCT:\*

**Name of the Trades to be Imparted at the Center:**

SN.	Trade Name	Skill Type	Boys Trainees	Girls Trainees	Total Trainees	Minority Trainees	Name of Certifying agency
1	<input type="checkbox"/> AC Refrigerator	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="checkbox"/> Auto Body Painting	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="checkbox"/> Carpentry	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="checkbox"/> Bakery Products	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="checkbox"/> Catering	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="checkbox"/> Accounts Assistant using Tally (ICT701)	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="checkbox"/> BPO - Non Voice (ICT-705)	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

State State District Block/Town MCB/MCT Is Location Minority Edit

Figure 14 - Project Location

- User need to enter their Project Location information one by one. At a time user can add one project location.
- In Order to add more project location, user need to enter information again and click on save button.
- Once all the project location added, user will click on ‘Next” button to move to next screen for Form 2 submission.

## 7.2 Form 2 – Branches / Centres

अल्पसंख्यक कार्य मंत्रालय भारत  
सरकार  
Ministry of Minority Affairs  
Government of India

सीखो और कमाओ

Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Mandatory criteria for selection:

Note: Own Branches /Centres of the Project implementing Agencies duly approved on SMART

Center/Branch Name \*  Project Location:\*

Smart Registration No:  Registration Date:

Name Of Branch Head:\*  Mobile No \*

Save Reset Next

Note: For multiple Branches/Centers please press submit and fill the form again.

SN.	BranchName	ProjectLocationName	Name Of Branch Head	Mobile No	Smart Registration No	Registration Date	Edit
-----	------------	---------------------	---------------------	-----------	-----------------------	-------------------	------

Figure 15 - Branches/ Centers

- User need to enter their Branch/Centers information one by one and click on save button to save the information.
- In Order to add more Branch/Centers, user needs to enter information again and click on save button.
- User can add multiple Branch/Centers.
- User can also reset the information filled in the screen.
- User will click on “Next” button save the information and move to next screen.

### 7.3 Form 3 – Past Experience (Part 1)

The screenshot displays the 'Past Experience (Part 1)' form on the Ministry of Minority Affairs website. The header includes the government logo and the slogan 'सीखो और कमाओ'. The navigation bar contains links for Home, Apply Online, Profile, and a dropdown for the financial year (2017-2018) with a Logout button. The main menu includes Project Location, Branches/Centers, Past Experience(Part 1) (highlighted), Past Experience(Part 2), Past Placement Records, Professional Engaged, Financial Strength, and Company MoU Details. Below the menu is a section for 'Organization Other Details' with a sub-heading: 'Details about Skill Development Projects funded by Central Ministries /Departments in last three years:'. The form fields are: Financial Year (dropdown menu), Project Name (text input), Sponsoring Ministry /Department (text input), Project Cost (text input), Is Project Minority (checkbox), and Sanction order (file upload button labeled 'Choose File' with 'No file chosen' text). At the bottom right of the form are 'Save', 'Reset', and 'Next' buttons. A message 'No Records Found' is displayed below the form. The footer contains the Ministry of Minority Affairs logo, copyright information, and logos for myGov and india.gov.in. A navigation bar at the very bottom includes links for Terms & Conditions, Copyright Policy, Contact Us, Disclaimer, Useful Links, and Help.

Figure 16 - Past Experience (Part 1)

- User Need to give details about skill development projects funded by Central Ministries/Department in last 3 years.
- User need to fill all the information shows on the screen and click on save button to save the information filled.
- In Order to add more Past Experience for multiple financial years, user needs to enter information again and click on save button.
- In order to move to next screen, user needs to click on the “Next” button.
- User can reset the information in text field
- User can add multiple information also

## 7.4 Form 4 - Past Experience (Part 2)

The screenshot shows the 'Past Experience (Part 2)' form on the Ministry of Minority Affairs website. The form is titled 'Details about Skill Development Projects funded by State Government/UT Administration in last three years :'. It contains the following fields:

- Financial Year: \* (Dropdown menu with "--Select--")
- Project Name: \* (Text input field)
- Sponsoring Ministry /Department: \* (Text input field)
- Is Project Minority (Checkbox)
- Project Cost: \* (Text input field)
- Sanction order: \* (File upload button labeled "Choose File" with "No file chosen" text)

Below the form is a table with the following columns:

Financial Year	Project Name	Sponsoring Ministry	Is Project Minority	Project Cost	Sanction order

The footer of the page includes the Ministry of Minority Affairs logo, copyright information, and navigation links: Terms & Conditions, Copyright Policy, Contact Us, Disclaimer, Useful Links, and Help.

Figure 17 - Past Experience (Part 2)

- User Need to give details about skill development projects funded by state Government/ UT Administration in last 3 years
- User need to fill all the information shows on the screen and click on save button to save the information filled
- In Order to add more Past Experience for multiple financial years, user needs to enter information again and click on save button.
- In order to move to next screen, user needs to click on the “Next” button.
- User can reset the information in text field
- User can add multiple information also

## 7.5 Form 5 - Past Placement Record

अल्पसंख्यक कार्य मंत्रालय भारत सरकार  
Ministry of Minority Affairs  
Government of India

सीखो और कमाओ

Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Past Placement record of the organization for last three years :

Skill Development projects implemented by the PIA in the minority concentrated districts/ blocks in the last three years : \*  No file chosen

Minority youths trained exclusively by the PIA during last three years in projects funded by the Central/State Government : \*  No file chosen

Percentage of trained youths who have been provided employment in organized sector by the PIA after training in last three years : \*  No file chosen

Percentage of candidates placed after 3 months of certification and remain in employment for 1 year out of 12 months of tracking : \*  No file chosen

SN.	Financial Year	Youths Trained	Trained Minority Youth	Placed in the Organized Sector	% of Placement	% of Retention after 12 months of joining	Name of Companies/ Industries where placed.
1	2016-2017	<input type="text" value="1"/> *	<input type="text" value="1"/> *	<input type="text" value="1"/> *	<input type="text" value="1"/> *	<input type="text" value="1"/> *	<input type="text" value="1"/> *
2	2015-2016	<input type="text" value="873"/> *	<input type="text" value="123"/> *	<input type="text" value="575"/> *	<input type="text" value="68"/> *	<input type="text" value="36"/> *	Saket Hardware Industries
3	2014-2015	<input type="text" value="1"/> *	<input type="text" value="1"/> *	<input type="text" value="1"/> *	<input type="text" value="1"/> *	<input type="text" value="1"/> *	<input type="text" value="1"/> *

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Figure 18 - Past Placement Record

- User need to upload document asked in the screen. Validation for Document are:
  - File size should not be more than 1 MB
  - File should be in PDF Format
  - File name should contain max 30 Character and no special Character.
- User need to provide past placement record for last 3 financial Year in the entire column asked.

## 7.6 Form 6 - Profession Engaged

अल्पसंख्यक कार्य मंत्रालय भारत सरकार  
Ministry of Minority Affairs  
Government of India

सीखो और कमाओ

Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

**Professional Engage:**  
Branch or Centre-wise list of Professionals engaged by the organization (Please give separate Tables for each Centre):

SN.	Center/Branch Name	Name Of Professional	Male/Female	Educational Qualification	Experience in skill training (in years)	Regular or Part Time
No Records Found						

Save & Next Reset

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**Figure 19 - Profession Engaged**

- User need to enter Profession engaged information Centre /branch wise.
- In Order to move to next screen, user need to click on “Save & Next” Screen.
-

## 7.7 Form 7 – Financial Strength

अल्पसंख्यक कार्य मंत्रालय भारत सरकार  
Ministry of Minority Affairs  
Government of India

सीखो और कमाओ

Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Financial Strength :

Certificate from practicing Chartered Accountant (preferably the same who has audited the last year financials of the applicant's company) :\* Choose File No file chosen

SN.	Financial Year	AnnualTurnOver	NetWorth	Revenue	Audited Financials Report
1	2016-2017	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No file chosen
2	2015-2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No file chosen
3	2014-2015	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No file chosen

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Figure 20 - Financial Strength

- User need to input financial information and need to upload Audit Financial Report.
  - File size should not be more than 1 MB
  - File should be in PDF Format
  - File name should contain max 30 Character and no special Character.



## 7.8 Form 8 - Company MOU Details

अल्पसंख्यक कार्य मंत्रालय भारत सरकार  
Ministry of Minority Affairs  
Government of India

सीखो और कमाओ

Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

Organization Other Details

Company/Industry/Institution Name : \*  Address : \*

Required Skills in Company : \*  Date Of Signing \*

Validity Period Of Mou

Valid From \*  Valid To \*

Note: For multiple Company MoU details please press submit and fill the form again.

SN.	Company Name	Address	Required Skills	Date of Signing	Valid From	Valid To

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Figure 21 - Company MOU Details

## 7.9 Form 9 - Organization Other Details

अल्पसंख्यक कार्य मंत्रालय भारत  
 सरकार  
 Ministry of Minority Affairs  
 Government of India

Home Apply Online Profile 2017-2018 Logout

Project Location Branches/Centers Past Experience(Part-1) Past Experience(Part-2) Past Placement Records Professional Engaged Financial Strength Company MoU Details

**Organization Other Details**

**Organization Other Details:**

Whether the PIA Guarantees employment to minimum 75% trained candidates (including 50% in organised sector) after training: \* --Select--

Whether organization has its own website: \* --Select--

Website Url:

Whether organization maintains Management Information System for trainees for last three years: \* --Select--

Management Information System Name :

Whether organization has ever been suspended / blacklisted from any Govt. scheme: \* --Select--

Name Of Blacklisting / suspension Authority:

Date of Blacklisting / suspension

Reason for Blacklisting / suspension:

Date of deletion of name from Suspend / Blacklist:

Willingness of furnish Bank Guarantee: \* --Select--

Whether PIA is affiliated with National Skill Development Corporation (NSDC): \* --Select--

Additional Lists/Documents to be enclosed

Managing Committee of Organization \* Choose File No file chosen

Memorandum of Association/Bye Laws \* Choose File No file chosen

Formate for Undertaking on Non-Judicial Stamp Paper \* Choose File No file chosen

I,  President/Secretary/CEO/Head of , son / daughter / wife of resident of (Address)  hereby declare that the information given above is true to the best of my knowledge.

SN.	Is PIA Guarantee	Is Own Website	Website Url	Is MIS	Is Suspended	Blacklisting Authority	Date Of Blacklist	Reason	Date Of Deletion	Is Furnish Bank Guarantee	Is Affiliated NSDC	Website Home Page	Website Home Page

Ministry of Minority Affairs GOVERNMENT OF INDIA

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Figure 22 - Organization Other Detail

- User need to input complete information and need to upload document wherever required.
  - File size should not be more than 1 MB
  - File should be in PDF Format
  - File name should contain max 30 Character and no special Character.

## 8. Process of Checking Account Status

You can check the status of your form that whether it is completed or partially filled etc.



The screenshot displays the account status screen for the Ministry of Minority Affairs, Government of India. The page features the following elements:

- Header:** Ministry of Minority Affairs, Government of India. Logo: अल्पसंख्यक कार्य मंत्रालय भारत सरकार. Slogan: सीखो और कमाओ.
- Navigation:** Home, Apply Online, Profile. Dropdown menu: 2017-2018. Logout button.
- Welcome Message:** Welcome to Shree Sharda Gyan Prasarak Mandal.
- Table:** A table showing the account status for the financial year 2017-2018, which is 'Complete'. The table is highlighted with a red border.
- Footer:** Ministry of Minority Affairs, Government of India. Copyright notice: © Contents of this website is published and managed by Ministry of Minority Affairs. For any queries regarding this website please contact Web Information Manager. Logos: myGov, india.gov.in. Links: Terms & Conditions, Copyright Policy, Contact Us, Disclaimer, Useful Links, Help.

Financial year	Status
2017-2018	Complete

Figure 23 - Account Status Screen

