

अल्पसंख्याक दर्जा प्रमाणीकरणासाठीचे ॲप्लिकेशन  
[अल्पसंख्याक विकास विभाग]  
Application for Minority Status Certification  
[Minority Development Department]

वापरकर्ता प्रशिक्षण नियम पुस्तिका  
User Training Manual  
(नागरिकांसाठी)  
(For Citizen)  
आवृत्ती 1.0  
Version 1.0



## पूर्वेतिहास

तारीख	उजळणी	निर्मिती	आढावा
०६-०५-२०१३	१.०	अमृता कदम	अंकित भाटिया

## समाविष्ट मजकूर

1	संक्षिप्त परिचय .....	3
2	लक्ष्य वापरकर्ते .....	3
3	सुरूवात .....	4
3.1	एमडीडी ऑनलाईन ॲप्लिकेशनमध्ये (केवळ अर्जदारांनी) स्वयं-नोंदणी करण्याची कार्यपद्धति:.....	4
3.2	ऑनलाईन ॲप्लिकेशन साठी अर्ज करण्याची कार्यपद्धति : .....	7
3.3	अपलोड केलेल्या दस्तऐवजांच्या दुरुस्तीची कार्यपद्धति.....	14
3.4	मंत्रालयात सुनावणीसाठीची कार्यपद्धति .....	16
3.5	अर्ज मंजूर झाल्यानंतर शुल्क भरणेसाठीची कार्यपद्धति .....	16
3.6	यंत्रणेमधून लॉग आऊट करण्याची कार्यपद्धति: .....	17

## 1 संक्षिप्त परिचय

महाऑनलाईन मर्यादित (महाराष्ट्र शासन आणि टाटा कन्सल्टन्सी सर्व्हिसेसचा संयुक्त उपक्रम) द्वारे निर्मित **अल्पसंख्याक दर्जा प्रमाणीकरणासाठीच्या ऑनलाईन ॲप्लिकेशन** ची अंमलबजावणी यशस्वी झाल्याचे घोषित करताना आम्हाला मनःपूर्वक आनंद होत आहे. या यंत्रणेमध्ये अल्पसंख्याक दर्जा प्रमाणीकरणासाठी अर्ज करू इच्छिणाऱ्या संस्थांची नोंदणी, सादर केलेल्या तपशीलांची तसेच संस्थांनी अपलोड केलेल्या दस्तऐवजांची पडताळणी आणि अधिक छाननीसाठी अर्ज पुढे पाठविणे, या बाबींचा समावेश आहे. विविध अहवालांच्या माध्यमातून सक्षम प्राधिकरण, या अर्जांच्या कार्यपद्धतीवर संनियंत्रण ठेवू शकते. इच्छुक वापरकर्त्यांना हे **अल्पसंख्याक दर्जा प्रमाणीकरणासाठीचे ऑनलाईन ॲप्लिकेशन** सक्षमरित्या वापरता यावे, यासाठी या दस्तऐवजाची निर्मिती करण्यात आली आहे. हा दस्तऐवज, यंत्रणेतील विविध कृतींशी संबंधित स्क्रीनशॉट्सच्या साहाय्याने एमडीडी ऑनलाईन ॲप्लिकेशनच्या वापराची कार्यपद्धती टप्प्याटप्प्याने स्पष्ट करतो.

## 2 लक्ष्य वापरकर्ते

एमडीडी ऑनलाईन ॲप्लिकेशन च्या लक्ष्य वापरकर्त्यांसाठी या दस्तऐवजाची निर्मिती करण्यात आली आहे. लक्ष्य वापरकर्ते, अर्थात:

**नागरिक:** हे वापरकर्ते स्वतःची नोंदणी करतील आणि अल्पसंख्याक दर्जा प्रमाणपत्रासाठी ऑनलाईन अर्ज करतील.

वापरकर्त्यांना आपल्या आस्थापनेतील/संघटनेतील कामकाजाचे पूर्व-ज्ञान आहे आणि विंडोज् ऑपरेटिंग सिस्टम तसेच इंटरनेट वापराचे कामचलाऊ ज्ञान आहे, असे गृहित धरले आहे.

### 3 सुरुवात

अर्ज करण्यापूर्वी अर्जदाराने यंत्रणेमध्ये स्वयं-नोंदणी करणे अनिवार्य आहे.

**3.2** एमडीडी ऑनलाईन ॲप्लिकेशनमध्ये (केवळ अर्जदारांनी) स्वयं-नोंदणी करण्याची कार्यपद्धति:

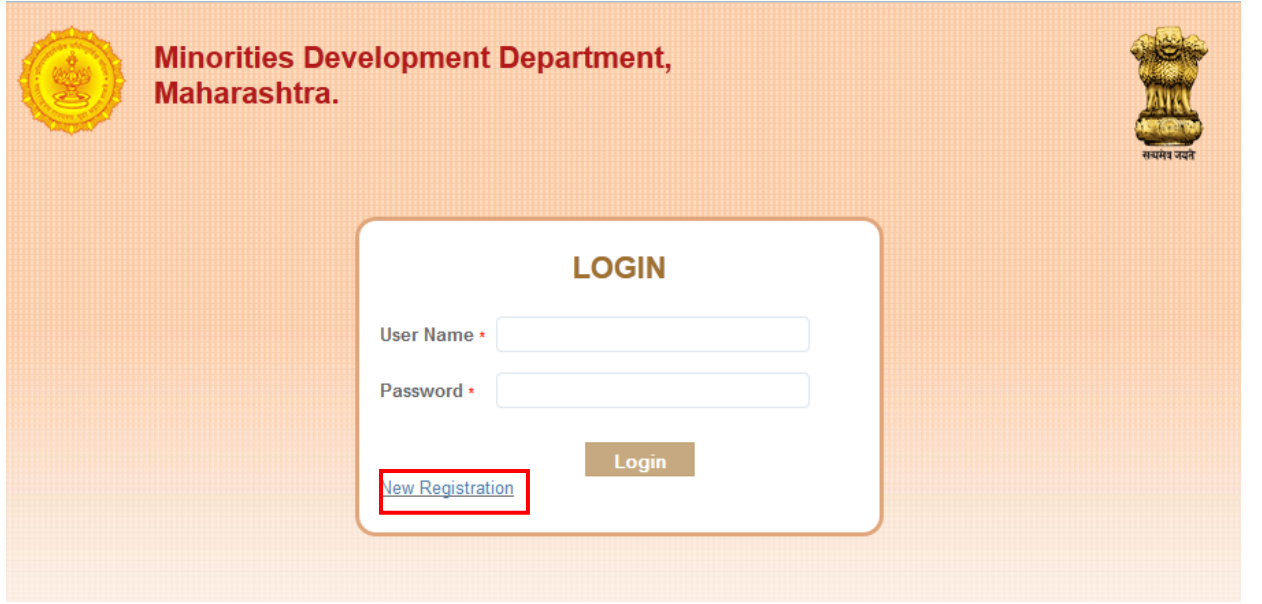
टप्पे:


1. ॲड्रेस लोकेशन बार वर <https://mdd.maharashtra.gov.in> हे युआरएल टाईप करा.
2. खाली दाखविलेले पटल प्रदर्शित होईल.


The screenshot shows the homepage of the Minorities Development Department, Maharashtra. The page has a search bar at the top left, followed by navigation links: Login, Home, Contact Us, Skip to Navigation, Skip to Content, A++, A+, A, A-, A-, and a language selector for Marathi. The main header includes the department's name and logo, and a secondary navigation menu with links: Home, Scheme, Directory, Acts and Rules, Press Release, RTI, Tenders, Budget, FAQ, and Links. The main content area features a large photo of a meeting, a 'Latest News' section, a 'Key Person' section highlighting Mohd. Arif Naseem Khan as the Hon'ble Minister, and an 'Other Links' section with various service links. The footer contains disclaimers, accessibility statements, a sitemap, help, and visitor statistics.

3. वरील पटलावर दिसणाऱ्या 'ऑनलाईन ॲप्लिकेशन फॉर मायनॉरिटी स्टेटस ॲप्लिकेशन' मेनू वर क्लिक करा.

4. खाली दाखविलेले पटल प्रदर्शित होईल. 'नवीन नोंदणी' वर क्लिक करा.



 **Minorities Development Department,  
Maharashtra.**

  
सत्यमेव जयते



**LOGIN**

User Name \*

Password \*

[New Registration](#)

## 5. खाली दाखविलेले पटल प्रदर्शित होईल.


**Minorities Development Department,  
Maharashtra.**


Welcome !

### Institute/Society Registration

**Institute/Society Basic Details**

Name Of Institute/Society *		<input type="text"/>	
Address Line1 *	<input type="text"/>	Address Line2	<input type="text"/>
State *	MAHARASHTRA ▼	District *	-----Select----- ▼
Pincode *	<input type="text"/>	Phone No.	<input type="text"/>
Mobile No. *	<input type="text"/>	Fax No.	<input type="text"/>
E-Mail Id *	<input type="text"/>		


**Applicant Member Details**

Name *	<input type="text"/>	Designation *	-----Select----- ▼
Address Line1 *	<input type="text"/>	Address Line2	<input type="text"/>
State *	MAHARASHTRA ▼	District *	-----Select----- ▼
Pincode *	<input type="text"/>	Mobile No. *	<input type="text"/>
Landline No.	<input type="text"/>	E-Mail Id *	<input type="text"/>

**ADD**

Sr.No.	Designation	Name	Address	Contact No.	Email ID	Edit/Delete

**Login Details**

UserName *	<input type="text"/>	PassWord *	<input type="password"/>
		Enter a combination of numerals, special characters and alphabets, minimum of 8 characters in length	
Confirm PassWord *	<input type="password"/>		
Type the Code Shown: *		 <input type="text"/>	

Submit
Reset

## 6. मंडळ/संस्थेच्या मुलभूत तपशिलाची नोंद करा.

## 7. सूचना: \* तारांकित क्षेत्रे अनिवार्य आहेत.


8. अर्जासंबंधी प्रतिसाद प्राप्त करण्यासाठी या उपविभागात नोंदणी केलेला भ्रमणध्वनी क्र. आणि ई-मेल पत्ता बरोबर असल्याची खात्री करून घ्या.
9. पुढील उपविभागात अर्जदार सदस्य तपशिलाची नोंद करा.
10. 'अॅड' वर क्लिक करा. एकापेक्षा जास्त सदस्यांची नोंद करण्यासाठी तपशिलांची नोंद केल्यानंतर 'अॅड' बटणावर क्लिक करा.
11. नोंद केलेल्या सदस्यांचा तपशील 'अॅड' बटणाखाली रांगांच्या स्वरूपात दिसू लागेल.
12. संबंधित एडिट/डिलिट लिंकवर क्लिक करून वापरकर्ता आपला तपशील संपादित करू शकतो अथवा वगळू शकतो.
13. किमान एका 'चेअरमन/प्रेसिडेंट' चा तपशील अनिवार्य आहे.
14. लॉग-इन तपशिलाची नोंद करा. भविष्यात पुन्हा लॉग-इन करण्यासाठी लॉग-इन तपशिलाची नोंद स्वतःकडे जतन करा.
15. पासवर्डमध्ये अंक, विशेष चिन्हे, अक्षरे तसेच मोठ्या लिपीतील किमान एका अक्षराचा समावेश असावा आणि त्याची किमान लांबी ८ वर्णांची असावी.
16. 'सबमिट'वर क्लिक करा. 'तुम्हाला निश्चितपणे नोंदणी करायची आहे काय?' असा संदेश दिसू लागेल. तुम्ही 'होय' वर क्लिक करा.
17. वापरकर्त्याला नोंदणी आयडी चा लघुसंदेश प्राप्त होईल.

### 3.2 ऑनलाईन ॲप्लिकेशन साठी अर्ज करण्याची कार्यपद्धति :


पूर्व अट: वापरकर्ता लॉग इन पटलावर असावा.

टप्पे:

1. खाली दाखविलेले पटल प्रदर्शित होईल :



**Minorities Development Department,  
Maharashtra.**




### LOGIN

User Name •


Password •

[New Registration](#)

2. नोंदणीकृत युजरनेम आणि पासवर्डची नोंद करा. लॉग इन बटनावर क्लिक करा.
3. खाली दाखविलेले पटल प्रदर्शित होईल.



**Minorities Development Department,  
Maharashtra.**



List of Registered Institutes    Logout

Welcome ! training 7

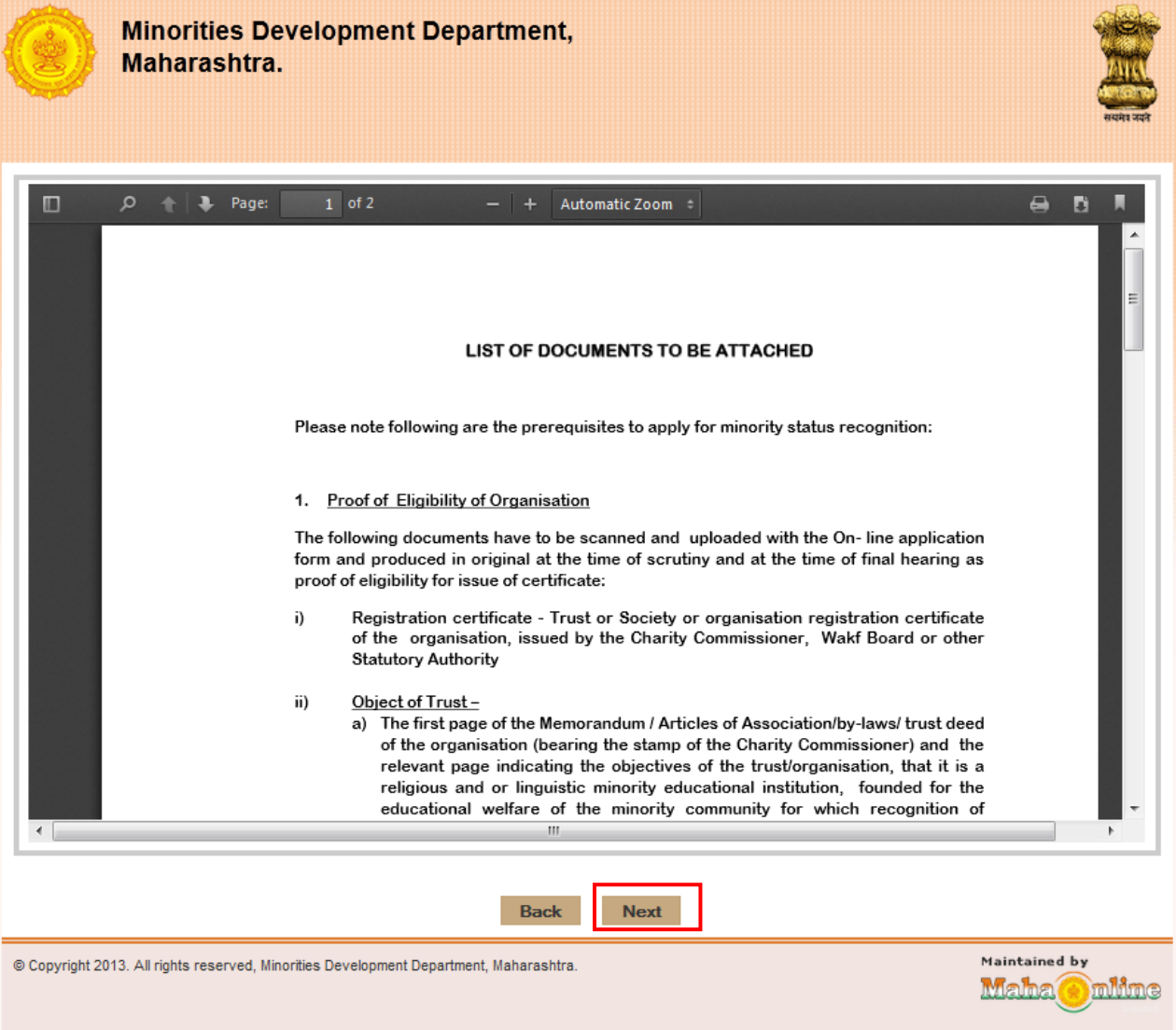
### Show Institute/Society List

Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	view	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	-	View	Apply For Status Certificate

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.

Maintained by  
**MahaOnline**

4. 'दर्जा प्रमाणपत्रासाठी अर्ज करा' वर क्लिक करा.
5. खाली दाखविलेल्या पीडीएफ मध्ये अर्ज सादर करताना स्कॅन करून अपलोड करायच्या दस्तऐवजांची सूची प्रदर्शित होईल.



**Minorities Development Department,  
Maharashtra.**

**LIST OF DOCUMENTS TO BE ATTACHED**


Please note following are the prerequisites to apply for minority status recognition:

1. Proof of Eligibility of Organisation  
The following documents have to be scanned and uploaded with the On- line application form and produced in original at the time of scrutiny and at the time of final hearing as proof of eligibility for issue of certificate:
  - i) Registration certificate - Trust or Society or organisation registration certificate of the organisation, issued by the Charity Commissioner, Wakf Board or other Statutory Authority
  - ii) Object of Trust-
    - a) The first page of the Memorandum / Articles of Association/by-laws/ trust deed of the organisation (bearing the stamp of the Charity Commissioner) and the relevant page indicating the objectives of the trust/organisation, that it is a religious and or linguistic minority educational institution, founded for the educational welfare of the minority community for which recognition of


Back Next

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra. Maintained by MahaOnline

6. 'नेक्स्ट' वर क्लिक करा. खाली दाखविलेले पटल प्रदर्शित होईल.



**Minorities Development Department,  
Maharashtra.**



List of Registered Institutes
Logout

Welcome | training 7

### Minority Status Application Form

---

**Institutes/ Society Registration Details**

Name of Institution/Society *	<input type="text" value="training 7"/>	Name of Chairman *	<input type="text" value="training 7"/>
Name of Secretary *	<input type="text"/>	Date of Registration *	<input type="text" value="09-05-2013"/>
Registration Act *	<input type="text" value="--Select--"/>	Registration No. *	<input type="text"/>
Registration Office Name *	<input type="text"/>		
Minority Status Applying For *	<input type="text" value="--Select--"/>		

**Institutes/ Society Trustee Details**

Type of Trustee *	<input type="text" value="Current Trustee"/>		
Name of Trustee *	<input type="text"/>	Email ID *	<input type="text"/>
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>
State *	<input type="text" value="MAHARASHTRA"/>	District *	<input type="text" value="--Select--"/>
Mobile No *	<input type="text"/>	Landline No	<input type="text"/>

**ADD**

**Current Trustee Details**

Sr. No.	Trustee Name	Religion	Language	Delete

**Initial Trustee Details**

Sr. No.	Trustee Name	Religion	Language	Delete


**Institutes/ Society Registration Details**

Total no of Trustees or Board of Directors who are looking after the affairs of Institution/Society belong to minority (Religion/Linguistic) *	Current : <input type="text"/>
	Initial : <input type="text"/>
Whether Total no of trustees or Board of Directors who are looking after the affairs belong to minority are above 51% persons. *	Current : <input type="text"/>
	Initial : <input type="text"/>
Whether Inst./Soc. has set out specific objectives in its trust deed/constitution of the trust for overall development of and/or protection of, as also grant of assistance to the person belonging to such minority religious/linguistic? *	<input type="text" value="--Select--"/>
Extra details which applicant Inst. wish to furnish to endorse its claim that the Inst./Soc. is established and administered by Linguistic/Religious Minorities. *	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Place *	<input type="text"/>
Date *	<input type="text" value="09-05-2013"/>

**Upload Document**

**Save**
**Reset**

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.

Maintained by 

## 7. मंडळ/संस्थेच्या तपशिलाची नोंद करा.

Institutes/Society Registration Details				
Name of Institution/Society *	<input type="text" value="training 7"/>	Name of Chairman *	<input type="text" value="training 7"/>	
Name of Secretary *	<input type="text"/>	Date of Registration *	<input type="text" value="09-05-2013"/>	
Registration Act *	<input type="text" value="----Select----"/>	Registration No. *	<input type="text"/>	
Registration Office Name *	<input type="text"/>			
Minority Status Applying For *	<input type="text" value="----Select----"/>			
Institutes/Society Trustee Details				
Type of Trustee *	<input type="text" value="Current Trustee"/>			
Name of Trustee *	<input type="text"/>	Email ID *	<input type="text"/>	
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>	
State *	<input type="text" value="MAHARASHTRA"/>	District *	<input type="text" value="----Select----"/>	
Mobile No *	<input type="text"/>	Landline No	<input type="text"/>	
<b>ADD</b>				
Current Trustee Details				
Sr. No.	Trustee Name	Religion	Language	Delete
Initial Trustee Details				
Sr. No.	Trustee Name	Religion	Language	Delete

8. पुढील उपविभागांत विश्वस्तांच्या तपशिलाची नोंद करा. विद्यमान आणि प्रारंभिक (मूळ) अशा दोन्ही प्रकारच्या विश्वस्तांच्या तपशीलांची भर घालणे अनिवार्य आहे.

9. 'अॅड' वर क्लिक करा. एकापेक्षा अधिक विश्वस्तांची नोंद करताना त्यांचा तपशील नोंदवा आणि त्यानंतर 'अॅड' वर क्लिक करा.

10. नोंद केलेले विश्वस्तांचे तपशील 'अॅड' बटणाखाली रांगेत प्रदर्शित होतील.

11. संबंधित 'एडिट/डिलीट' लिंक वर क्लिक करून वापरकर्ता तपशिलाचे संपादन करू शकेल अथवा ते वगळू शकेल.

**सूचना :** एकूण विश्वस्तांपैकी ५१% विश्वस्त त्याच अल्पसंख्याक गटातील असणे आणि महाराष्ट्राचे रहिवासी असणे, अनिवार्य आहे.

Institutes/Society Registration Details	
* Total no of trustees or Board of Directors who are looking after the affairs of Institution/Society belong to minority (Religion/Linguistic) *	Current : 1 Initial : 1 *
* Whether Total no of trustees or Board of Directors who are looking after the affairs belong to minority are above 51% persons. *	Current YES Initial : YES *
* Whether Inst./Soc. has set out specific objectives in its trust deed/constitution of the trust for overall development of and/or protection of, as also grant of assistance to the person belonging to such minority religious/linguistic? *	--Select-- *
* Extra details which applicant inst. wish to furnish to endorse its claim that the Inst./Soc. is established and administered by Linguistic/Religious Minorities. *	<input type="text"/>
Place *	Date *
<input type="text"/>	09-05-2013
<input type="button" value="Upload Document"/>	
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.

Maintained by  
**MahaOnline**

12. जर संस्था अल्पसंख्याक दर्जा प्राप्त करण्यास पात्र असेल, तर वरील पटलावर दाखविल्याप्रमाणे 'होय' असे दर्शविले जाईल.
13. अर्जाच्या इतर तपशीलाची नोंद करा आणि 'अपलोड डॉक्युमेंट्स' वर क्लिक करा.
14. संस्था/मंडळ अल्पसंख्याक दर्जा प्राप्त करण्यास पात्र नसेल, तर यंत्रणा वापरकर्त्याला कोणताही दस्तऐवज अपलोड करण्याची परवानगी देणार नाही. त्याऐवजी खालील पटलावर दाखविल्याप्रमाणे ड्रॉप डाऊन बॉक्स प्रदर्शित होईल.

Document Details		
Document Name (Scanned Copy)	Upload Documents	Option
Registration certificate: Trust or Society or organisation registration certificate of the organisation, issued by the Charity Commissioner, Wakf Board or other Statutory Authority	219474a1_283_Capital.pdf	Delete
----Select----	<input type="text"/> <input type="button" value="Browse..."/>	Add
<input type="button" value="Save"/> <input type="button" value="Reset"/>		

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.

Maintained by  
**MahaOnline**

15. ड्रॉप डाऊन बॉक्स मधील प्रत्येक सूचिबद्ध बाबीवर क्लिक करा. संगणकावर ब्राऊज करून फाईल सेव्ह करा. त्यानंतर 'अॅड' वर क्लिक करा.

**सूचना:** अर्जदाराला प्रत्येक विद्यमान आणि प्रारंभिक विश्वस्ताचा अल्पसंख्याक तसेच रहिवासाचा पुरावा अपलोड करावा लागेल.


16. सर्व आवश्यक दस्तऐवज अपलोड झाल्यानंतर 'सेव्ह' वर क्लिक करा.

17. एखादा दस्तऐवज अपलोड केलेला नसल्यास यंत्रणा, प्राप्त न झालेल्या दस्तऐवजाची माहिती देणारा संदेश प्रसारित करेल.


18. अर्ज पूर्ण असल्यास 'नोंद यशस्वीरित्या जतन झाली' असा संदेश प्रदर्शित होईल.

19. १५ दिवसानंतर ॲप्लिकेशन आय डी आणि सुनावणीच्या (जेव्हा अर्जदाराला मूळ दस्तऐवजांसह जिल्हाधिकारी कार्यालयात उपस्थित राहावयाचे आहे) तारखेची नोंद असणारा संदेश अर्जदाराच्या नोंदणीकृत भ्रमणध्वनी क्रमांकावर आणि ई-मेल पत्त्यावर पाठविला जाईल.

20. खाली दाखविल्याप्रमाणे खात्यामध्ये लॉग इन केल्यास अर्जाची सद्यस्थिती पाहता येईल.



**Minorities Development Department,  
Maharashtra.**




List of Registered Institutes
Logout

Welcome ! training 7

**Show Institute/Society List**

Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	view	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	09/05/2013	<a href="#">View</a>	Waiting for approval by DC


© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.

Maintained by  



### 3.3 अपलोड केलेल्या दस्तऐवजांच्या दुरुस्तीची कार्यपद्धति

पूर्व अट:

1. नोंदणीकृत भ्रमणध्वनी क्रमांकावर संदेश प्राप्त होईल. 'अपलोड केलेले दस्तऐवज योग्य असल्याचे आढळून आले नाही.'
2. वापरकर्त्याने यंत्रणेमध्ये लॉग इन केलेले असले पाहिजे.



**Minorities Development Department,  
Maharashtra.**




List of Registered Institutes
Logout

Welcome! training 7

#### Show Institute/Society List

Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	view	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	09/05/2013	View	Documents Incomplete

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.


टप्पे:

1. योग्य नसल्याचे आढळून आलेल्या दस्तऐवजांची सूची अर्जदाराच्या नोंदणीकृत ई-मेल पत्त्यावर पाठविली जाईल.

2. वरील पटलावर दाखविल्याप्रमाणे 'अपूर्ण दस्तऐवज' या लिंकवर क्लिक करा.
3. अल्पसंख्याक दर्जा आवेदन अर्ज प्रदर्शित होईल.
4. "दस्तऐवज अपलोड" करा वर क्लिक करा.

Place *	Thane	Date *	09-05-2013
<b>Upload Document</b>			
<b>Document Details</b>			
Document Name (Scanned Copy)	Upload Documents	Option	
Registration certificate: Trust or Society or organisation registration certificate of the organisation, issued by the Charity Commissioner, Wakf Board or other Statutory Authority	219474a1_283_Capital.pdf	Delete	
Object of trust :The first page of the Memorandum / Articles of Association/by-laws/ trust deed of the organisation (bearing the stamp of the Charity Commissioner) and the relevant page indicating the objectives of the trust/organisation OR application filed for amendment to this effect of its MOM/AOA/by-laws/trust deed to the Charity Commissioner or concerned authority OR scanned copy of notarised affidavit on Rs.100 stamp paper, to this effect in the format in Annexure II.	d489a5c3_283_Capital.pdf	Delete	

5. योग्य नसल्याचे आढळून आलेले दस्तऐवज लाल रंगात प्रदर्शित होतील.
6. खुणा केलेल्या दस्तऐवजांसाठी 'डिलीट' वर क्लिक करा.
7. ड्रॉप डाऊन बॉक्समधून डिलीट केलेल्या दस्तऐवजांची नावे निवडा आणि नवीन फाईल अपलोड करा.
8. 'अपडेट'वर क्लिक करा. नोंद यशस्वीरित्या जतन झाल्याचा संदेश दिसू लागेल. 'ओके' वर क्लिक करा.

सूचना: संदेशाद्वारे प्राप्त तारखेला अर्जदाराने मूळ दस्तऐवजांसह जिल्हाधिकारी कार्यालयात उपस्थित राहावे.

### 3.4 मंत्रालयात सुनावणीसाठीची कार्यपद्धति

1. नोंदणीकृत भ्रमणध्वनी क्रमांकावर संदेश प्राप्त होईल. 'अल्पसंख्याक विभागाकडे अर्ज पाठविण्यात आला आहे. कृपया सुनावणीसाठी — या तारखेला अल्पसंख्याक विभाग, मंत्रालय येथे उपस्थित राहा.'
2. वापरकर्त्याने नमूद केलेल्या तारखेला सर्व मूळ दस्तऐवजांसह मंत्रालयत उपस्थित राहिलेच पाहिजे.

### 3.5 अर्ज मंजूर झाल्यानंतर शुल्क भरणेसाठीची कार्यपद्धति.

#### पूर्व अट:

1. नोंदणीकृत भ्रमणध्वनी क्रमांकावर संदेश प्राप्त होईल. 'अभिनंदन! अल्पसंख्याक दर्जा मान्यतेसाठीचा आपला अर्ज क्र. — मंजूर झाला आहे. कृपया धनाकर्षाद्वारे अथवा ऑनलाईन पद्धतीने रु. ५५०० चा भरणा करा.'
2. वापरकर्त्याने यंत्रणेमध्ये लॉग इन केलेले असले पाहिजे.

Minorities Development Department, Maharashtra.

Site/Login.aspx? class="mahalogo">

List of Registered Institutes Logout

Welcome ! training 7

Show Institute/Society List

Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	View	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	09/05/2013	View	Pay 5500

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.

Maintained by MahaOnline

#### टप्पे:

1. पेमेंट गेटवे अथवा धनाकर्षाद्वारे भरणा करता येईल.

2. धनाकर्ष थेट विभागाकडे सादर करता येईल.

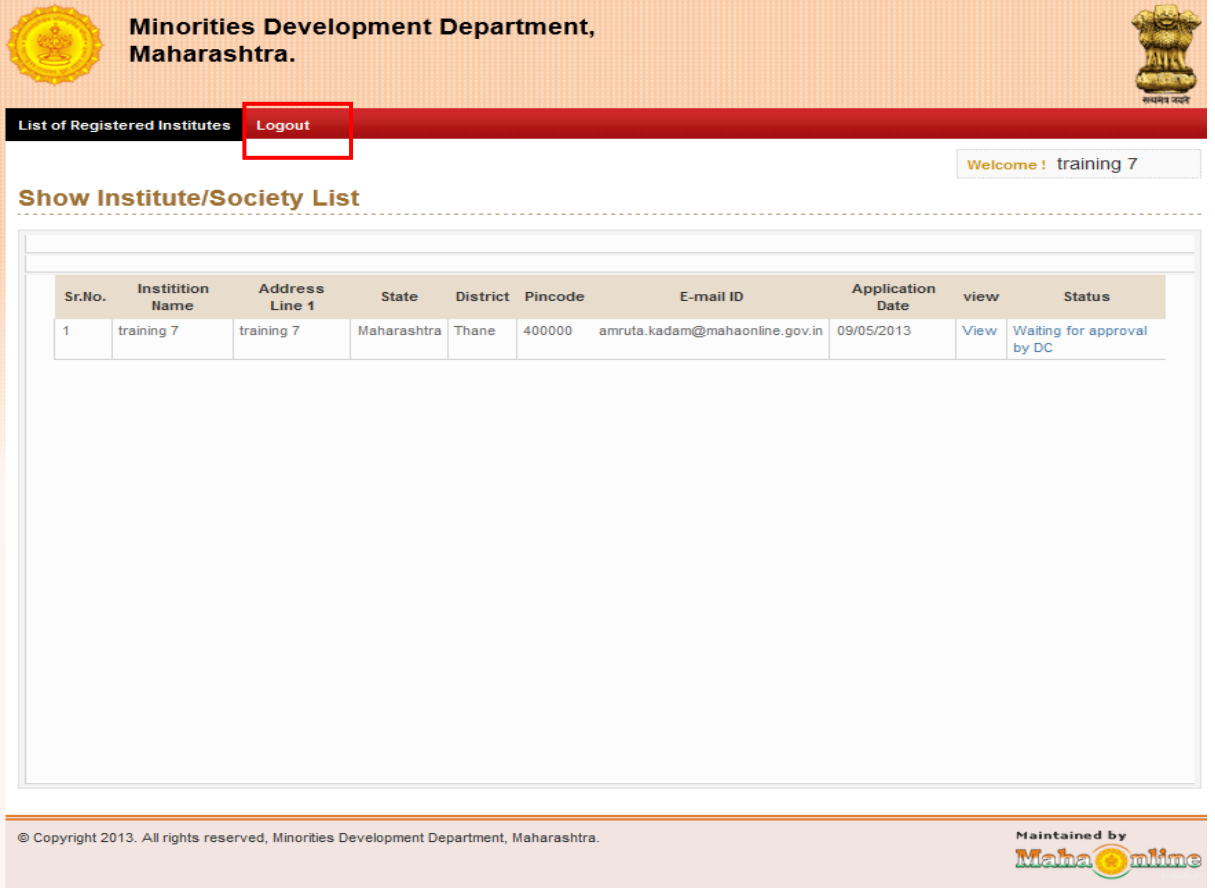
अथवा

2. पेमेंट गेट वे साठी 'रु ५५००/-' ची भरणा करा' वर क्लिक करा. कोणत्याही डेबिट क्रेडिट कार्ड अथवा नेट बँकिंगद्वारे भरणा करता येईल.

### 3.6 यंत्रणेमधून 'लॉग आऊट' करण्याची कार्यपद्धति:

पूर्व अट:

वापरकर्त्याने यंत्रणेमध्ये लॉग-इन केलेले असावे.



The screenshot shows the website interface for the Minorities Development Department, Maharashtra. The header includes the department name and logo. A navigation bar contains 'List of Registered Institutes' and 'Logout' (highlighted with a red box). A welcome message 'Welcome ! training 7' is displayed. Below is a section titled 'Show Institute/Society List' with a table of registered institutes.

Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	view	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	09/05/2013	View	Waiting for approval by DC

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra. Maintained by MahaOnline

टप्पे:

1. कोणत्याही स्क्रीनच्या मेनू बारवरील 'लॉग आऊट' वर क्लिक करा.

----- नियमपुस्तिका समाप्त -----

## Revision History

Date	Revision	Prepared By	Reviewed By
09-05-2013	1.0	Amruta Kadam	Ankit Bhatia

## Table of Contents

<b>1</b>	<b>EXECUTIVE SUMMARY .....</b>	<b>19</b>
<b>2</b>	<b>INTENDED AUDIENCE.....</b>	<b>19</b>
<b>3</b>	<b>GETTING STARTED.....</b>	<b>20</b>
3.1	PROCEDURE FOR SELF REGISTRATION (ONLY FOR APPLICANT) WITH MDD ONLINE APPLICATION: .....	20
3.2	PROCEDURE FOR APPLYING ONLINE APPLICATION:.....	23
3.3	PROCEDURE FOR RECTIFICATION OF UPLOADED DOCUMENT. ....	30
3.4	PROCEDURE FOR HEARING AT MANTRALAYA.....	32
3.5	PROCEDURE FOR PAYMENT OF FEES AFTER APPLICATION IS APPROVED. ....	32
3.6	PROCEDURE FOR LOGGING OUT OF SYSTEM: .....	33

## 1. Executive Summary

MahaOnline Ltd, a Joint venture company between Government of Maharashtra and TATA Consultancy Services, is pleased to inform successful implementation of 'Online application for Minority Status Certification'. This system comprise of registration of Institute willing to apply for Minority Status Certification, verification of details submitted and document uploaded by Institutes and forwarding of application for further scrutinize. And Competent Authority can monitor the application procedures through various reports. This document is produce in interest of training users willing to use 'Online application for Minority Status Certification' efficiently. Document provides stepwise procedure of using MDD online application with relevant Screen shot of various activities in system.

## 2. Intended Audience

This Document is intended for the users of MDD online application. The intended users are:

**Citizen:** These users will register themselves and apply online for minority status certificate.

It is assumed that the user has prior knowledge of the activities that takes place in their organization and possess working knowledge of Windows Operating System and internet.

### 3. Getting Started

It is mandatory for applicant to 'Self register' with system before applying.

#### 3.2 Procedure for Self registration (only for Applicant) with MDD Online Application:

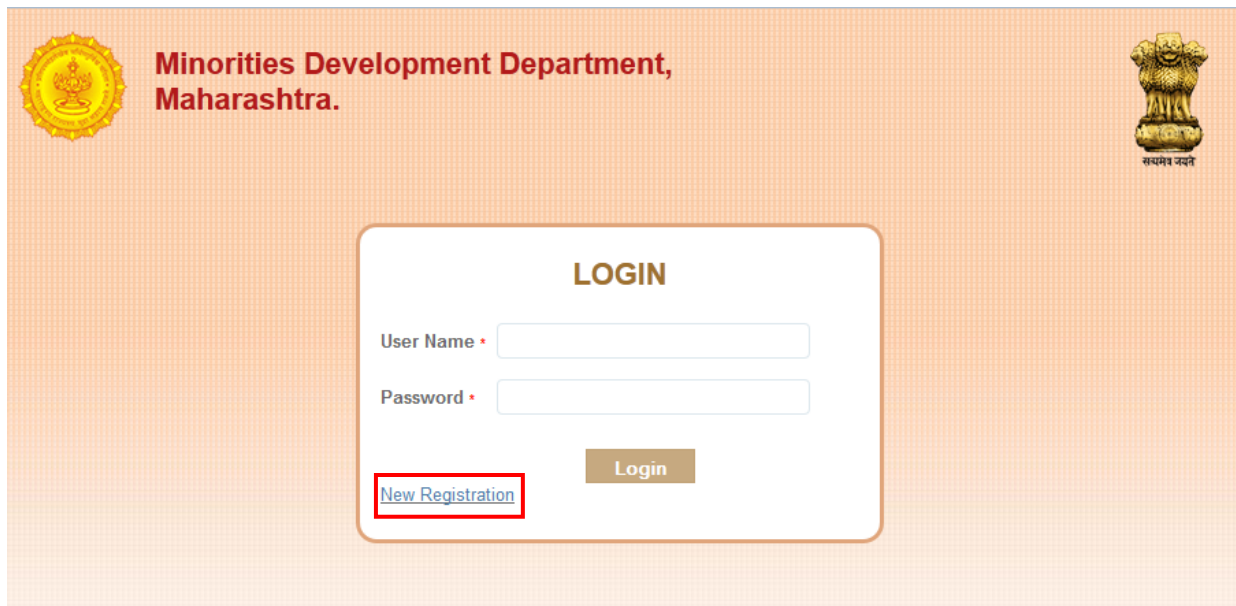
Steps:


1. Enter the URL <https://mdd.maharashtra.gov.in> on address location bar.
2. The screen shown below is displayed.


The screenshot shows the homepage of the Minorities Development Department, Maharashtra. At the top, there is a search bar and a navigation menu with links for Login, Home, Contact Us, Skip to Navigation, Skip to Content, and accessibility options (A++, A+, A, A-, A-). The main header includes the department's logo and name, and the state emblem of India. Below the header is a secondary navigation menu with links for Home, Scheme, Directory, Acts and Rules, Press Release, RTI, Tenders, Budget, FAQ, and Links. The main content area features a large photograph of a meeting, a 'Latest News' section with a 'More News Update' button, a 'Key Person' section featuring Mohd. Arif Naseem Khan, Hon'ble Minister, and an 'Other Links' section. The 'Other Links' section contains several links, with 'Online Application for Minorities Status Certificate' highlighted by a red box. At the bottom of the page, there are disclaimers and policies, an accessibility statement, a sitemap, and help links, along with the text 'Last Reviewed: 15-03-2013' and 'Total Visitors: 8887 Today's Count 5'.

3. Click on 'Online Application for Minority Status Application' menu, as shown in above Screen.

4. The screen shown below is displayed. Click on 'New Registration'.



 **Minorities Development Department,  
Maharashtra.**

  
सत्यमेव जयते

**LOGIN**

User Name •

Password •

[New Registration](#)

5. The screen shown below is displayed.

**Minorities Development Department, Maharashtra.**

Login

Welcome !

### Institute/Society Registration

**Institute/Society Basic Details**

Name Of Institute/Society *	<input type="text"/>		
Address Line1 *	<input type="text"/>	Address Line2	<input type="text"/>
State *	MAHARASHTRA ▼	District *	-----Select----- ▼
Pincode *	<input type="text"/>	Phone No.	<input type="text"/>
Mobile No. *	<input type="text"/>	Fax No.	<input type="text"/>
E-Mail Id *	<input type="text"/>		

**Applicant Member Details**

Name *	<input type="text"/>	Designation *	-----Select----- ▼
Address Line1 *	<input type="text"/>	Address Line2	<input type="text"/>
State *	MAHARASHTRA ▼	District *	-----Select----- ▼
Pincode *	<input type="text"/>	Mobile No. *	<input type="text"/>
Landline No.	<input type="text"/>	E-Mail Id *	<input type="text"/>

**ADD**

Sr.No.	Designation	Name	Address	Contact No.	Email ID	Edit/Delete

**Login Details**

UserName *	<input type="text"/>	PassWord *	<input type="password"/>
		Enter a combination of numerals, special characters and alphabets, minimum of 8 characters in length	
Confirm PassWord *	<input type="password"/>		
Type the Code Shown: *		569823B	<input type="text"/>

**Submit    Reset**

6. Enter basic details of Institute/Society.

7. Note: The fields marked as '\*' are mandatory.

8. Please ensure registered Mobile No. and E-mail Id are correct under this section to receive response related to application.
9. Enter Applicant Member Details in next section.
10. Click on 'ADD'. To enter multiple members, enter their details and click on 'ADD' button.
11. Entered member details will be displayed in grid shown below ADD button.
12. User can edit or delete details by clicking on respective 'Edit/Delete' link.
13. At least one 'Chairman/President' detail is mandatory.
14. Enter Login details. Kindly retain registered details for login in future.
15. Password should be combination of numerals, special character, alphabet with at least one capital letter and minimum 8 character length.
16. Click on 'Submit'. A message will be displayed as 'Are you sure you want to register?' Then click on 'OK'.
17. User will receive SMS of registration id.

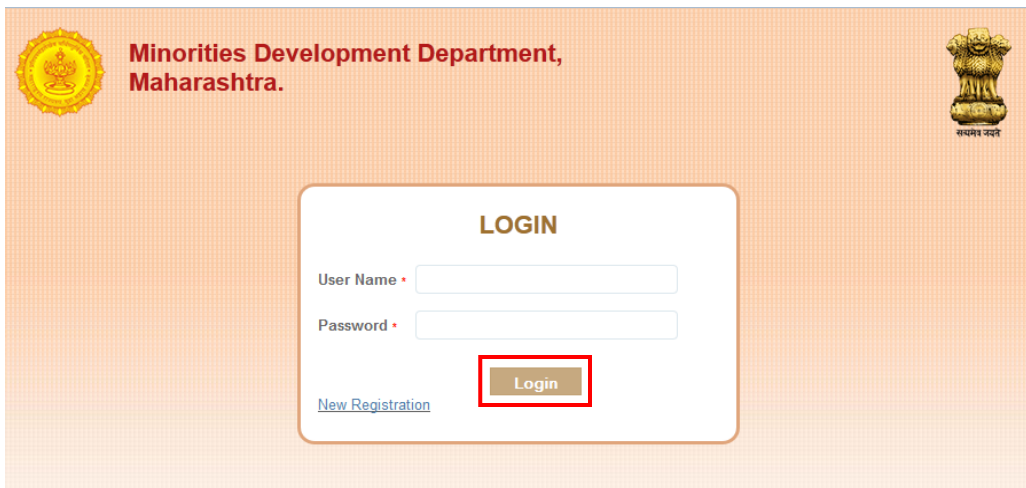
### 3.2 Procedure for applying Online Application:

Pre-requisite:

User should be on Login screen.

Steps:

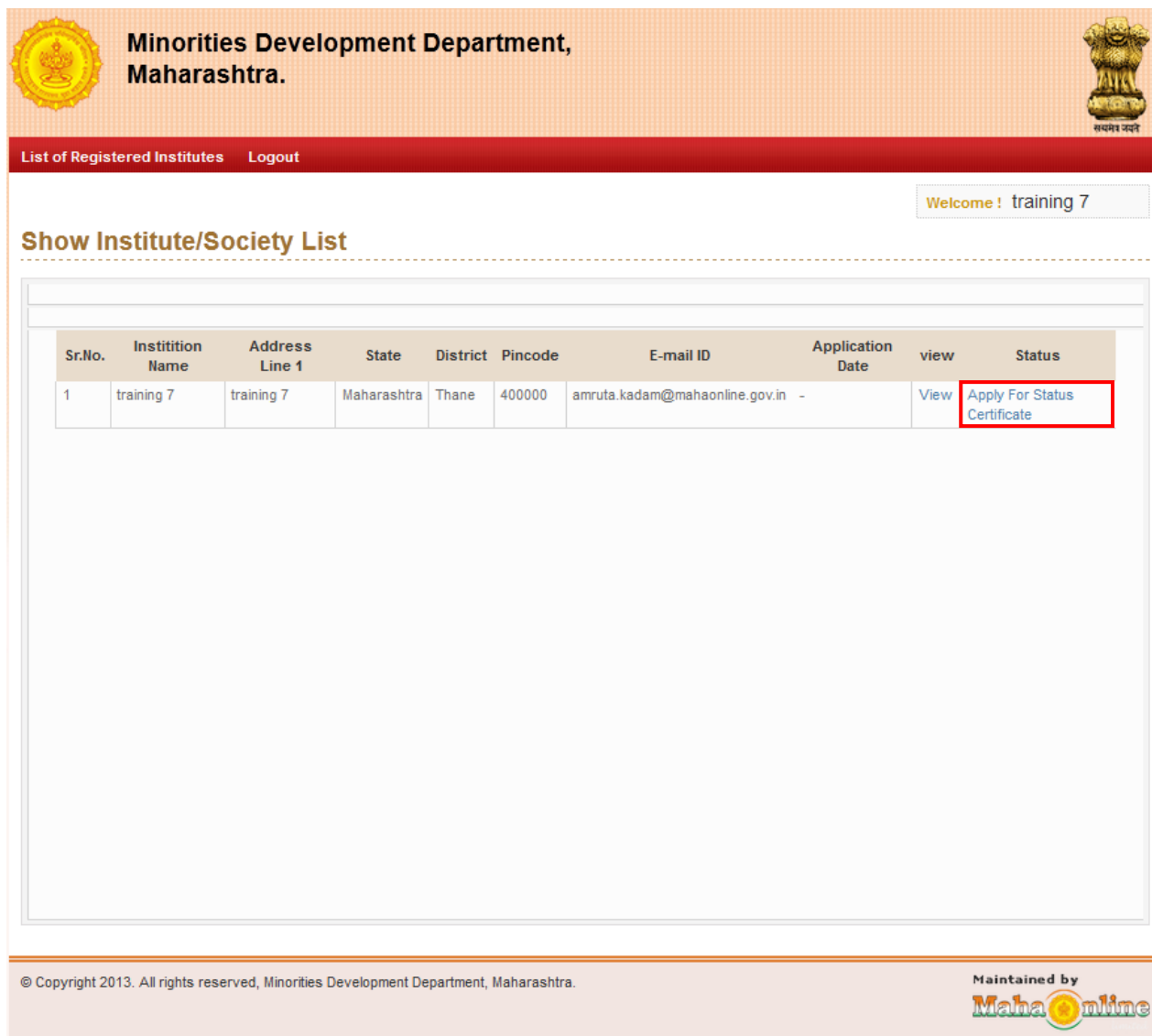
1. The screen shown below is displayed:



The screenshot shows the login interface for the Minorities Development Department, Maharashtra. At the top left is the department's logo, and at the top right is the state emblem of India. The main content area is a white box with a light orange border containing the following elements:

- LOGIN** (centered heading)
- User Name \*** (text label) followed by an input field.
- Password \*** (text label) followed by an input field.
- Login** (button text) inside a button that is highlighted with a red rectangular border.
- [New Registration](#) (blue text link) located below the input fields.

2. Enter the registered username and password. Click on 'Login' button.
3. The screen shown below is displayed.



The screenshot displays the website interface for the Minorities Development Department, Maharashtra. At the top left is the department's logo, and at the top right is the state emblem of India. Below the header, there are navigation links for "List of Registered Institutes" and "Logout". A welcome message "Welcome ! training 7" is shown in the top right corner. The main heading is "Show Institute/Society List". Below this is a table with the following data:

Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	view	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	-	View	Apply For Status Certificate

At the bottom of the page, there is a copyright notice: "© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra." and a logo for "MahaOnline" with the text "Maintained by" above it.

4. Click on 'Apply for Status Certificate'.
5. The PDF shown below will be displayed. You can see the list of scanned document required to be uploaded for submission of application.



Page: 1 of 2 Automatic Zoom


### LIST OF DOCUMENTS TO BE ATTACHED

Please note following are the prerequisites to apply for minority status recognition:


- Proof of Eligibility of Organisation  
The following documents have to be scanned and uploaded with the On- line application form and produced in original at the time of scrutiny and at the time of final hearing as proof of eligibility for issue of certificate:
  - Registration certificate - Trust or Society or organisation registration certificate of the organisation, issued by the Charity Commissioner, Wakf Board or other Statutory Authority
  - Object of Trust -
    - The first page of the Memorandum / Articles of Association/by-laws/ trust deed of the organisation (bearing the stamp of the Charity Commissioner) and the relevant page indicating the objectives of the trust/organisation, that it is a religious and or linguistic minority educational institution, founded for the educational welfare of the minority community for which recognition of

[Back](#) [Next](#)

6. Click on 'Next'. The screen shown below will be displayed.



**Minorities Development Department,  
Maharashtra.**



List of Registered Institutes
Logout

Welcome | training 7

### Minority Status Application Form

**Institutes/Society Registration Details**

Name of Institution/Society *	<input type="text" value="training 7"/>	Name of Chairman *	<input type="text" value="training 7"/>
Name of Secretary *	<input type="text"/>	Date of Registration *	<input type="text" value="09-05-2013"/>
Registration Act *	<input type="text" value="--Select--"/>	Registration No. *	<input type="text"/>
Registration Office Name *	<input type="text"/>		
Minority Status Applying For *	<input type="text" value="--Select--"/>		

**Institutes/Society Trustee Details**

Type of Trustee *	<input type="text" value="Current Trustee"/>		
Name of Trustee *	<input type="text"/>	Email ID *	<input type="text"/>
Address Line 1 *	<input type="text"/>	Address Line 2 *	<input type="text"/>
State *	<input type="text" value="MAHARASHTRA"/>	District *	<input type="text" value="--Select--"/>
Mobile No *	<input type="text"/>	Landline No *	<input type="text"/>

**Current Trustee Details**

Sr. No.	Trustee Name	Religion	Language	Delete


**Initial Trustee Details**

Sr. No.	Trustee Name	Religion	Language	Delete

**Institutes/Society Registration Details**

Total no of trustees or Board of Directors who are looking after the affairs of Institution/Society belong to minority (Religion/Linguistic) *	Current : <input type="text"/>
	Initial : <input type="text"/>
Whether Total no of trustees or Board of Directors who are looking after the affairs belong to minority are above 51% persons. *	Current : <input type="text"/>
	Initial : <input type="text"/>
Whether Inst./Soc. has set out specific objectives in its trust deed/constitution of the trust for overall development of and/or protection of, as also grant of assistance to the person belonging to such minority religious/linguistic? *	<input type="text" value="--Select--"/>
Extra details which applicant Inst. wish to furnish to endorse its claim that the Inst./Soc. is established and administered by Linguistic/Religious Minorities. *	<input type="text"/>
Place *	<input type="text"/>
Date *	<input type="text" value="09-05-2013"/>

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.

Maintained by 

7. Enter the details of Institute/Society.

Institutes/Society Registration Details				
Name of Institution/Society *	<input type="text" value="training 7"/>	Name of Chairman *	<input type="text" value="training 7"/>	
Name of Secretary *	<input type="text"/>	Date of Registration *	<input type="text" value="09-05-2013"/>	
Registration Act *	<input type="text" value="----Select----"/>	Registration No. *	<input type="text"/>	
Registration Office Name *	<input type="text"/>			
Minority Status Applying For *	<input type="text" value="----Select----"/>			
Institutes/Society Trustee Details				
Type of Trustee *	<input type="text" value="Current Trustee"/>			
Name of Trustee *	<input type="text"/>	Email ID *	<input type="text"/>	
Address Line 1 *	<input type="text"/>	Address Line 2	<input type="text"/>	
State *	<input type="text" value="MAHARASHTRA"/>	District *	<input type="text" value="----Select----"/>	
Mobile No *	<input type="text"/>	Landline No	<input type="text"/>	
<b>ADD</b>				
Current Trustee Details				
Sr. No.	Trustee Name	Religion	Language	Delete
Initial Trustee Details				
Sr. No.	Trustee Name	Religion	Language	Delete

8. Enter Trustee Details in next section. It is mandatory to add both Current and Initial (Original) Trustee details.

9. Click on 'ADD'. To enter multiple trustees enter their details and click on 'ADD' button.

10. Enter trustee details will be displayed in grid show below ADD button.

11. User can edit or delete details by clicking on respective 'Edit/Delete' link.

**Note:** It is mandatory that 51% of total trustee should belong to same minority group and should be resident of 'Maharashtra'.


**Institutes/Society Registration Details**

* Total no of trustees or Board of Directors who are looking after the affairs of Institution/Society belong to minority (Religion/Linguistic) *	Current : 1 Initial : 1 *
* Whether Total no of trustees or Board of Directors who are looking after the affairs belong to minority are above 51% persons. *	Current : YES Initial : YES *
* Whether Inst./Soc. has set out specific objectives in its trust deed/constitution of the trust for overall development of and/or protection of, as also grant of assistance to the person belonging to such minority religious/linguistic? *	--Select-- ▾ *
* Extra details which applicant inst. wish to furnish to endorse its claim that the Inst./Soc. is established and administered by Linguistic/Religious Minorities. *	<input type="text"/>
Place *	Date *
<input type="text"/>	09-05-2013

**Upload Document**

**Save** **Reset**

---

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra. Maintained by 

12. If Institute is eligible for minority status as show in above screen ‘Yes’ will be populated.

13. Enter other details of form and click on ‘Upload documents’.

14. If Institute/Society is not eligible for minority status the system will not allow applicant to upload any document else drop down box will be displayed as screen shown below.


**Upload Document**

**Document Details**

Document Name (Scanned Copy)	Upload Documents	Option
Registration certificate: Trust or Society or organisation registration certificate of the organisation, issued by the Charity Commissioner, Wakf Board or other Statutory Authority	219474a1_283_Capital.pdf	Delete
-----Select----- ▾	<input type="text"/> <b>Browse...</b>	Add

**Save** **Reset**

---

© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra. Maintained by 

15. Click on each item listed in drop down box. Browse the file save on local computer. And then click on 'Add'.

**Note:** Applicant has to upload minority proof and residence proof document for each current and initial trustee.

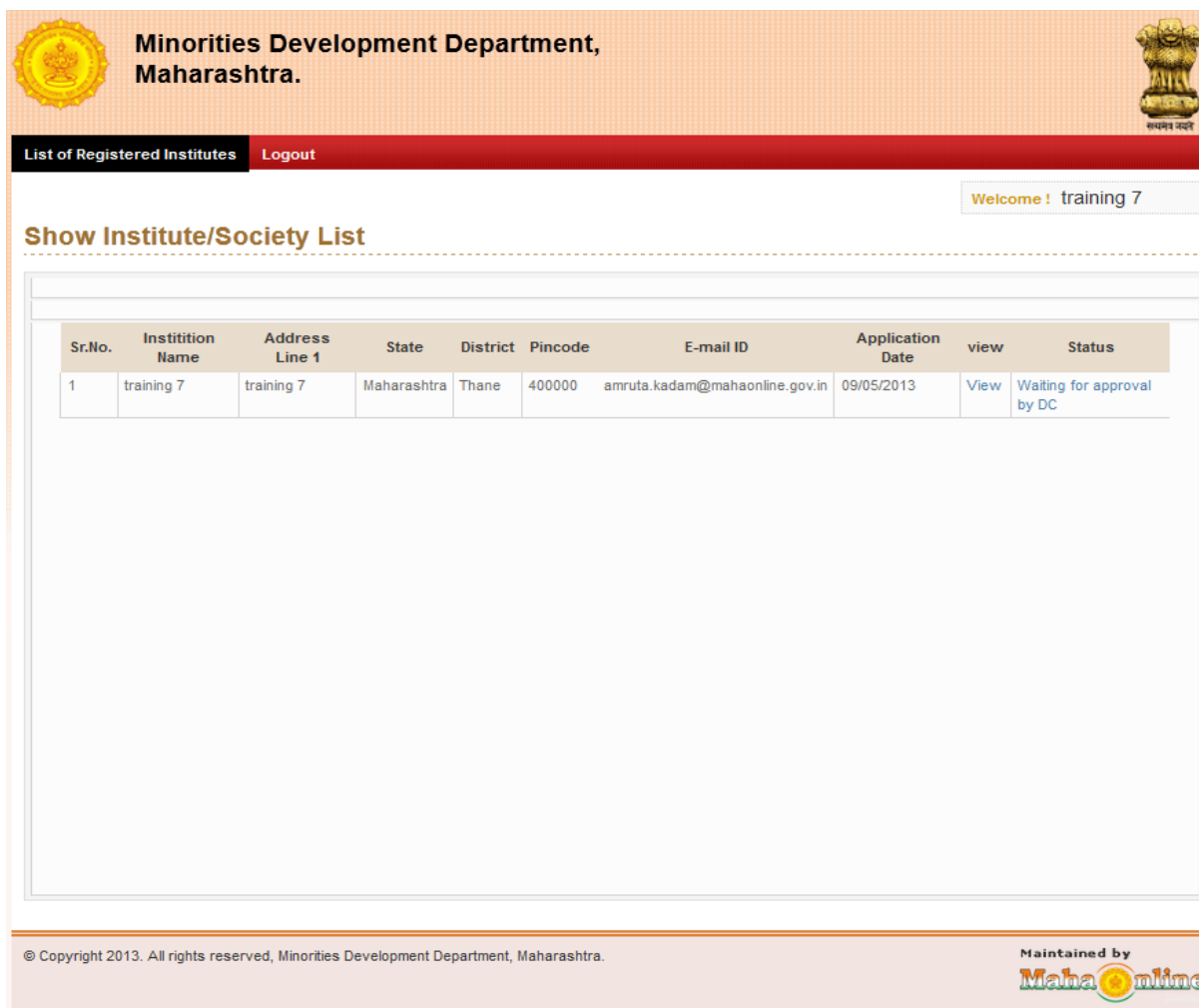
16. All the required document are uploaded click on Save.

17. If any of documents are missing system will display a message box stating missing documents.

18. If application is complete them message will be displayed as 'Record Saved Successfully'.

19. Message stating of application ID and hearing date after 15 days where applicant have to be present at District collector office with original documents would be send on registered mobile no. and e-mail id.

20. Status of application can be viewed on logged in account also as shown below.



The screenshot shows the website interface for the Minorities Development Department, Maharashtra. At the top, there is a header with the department name and logo. Below the header, there are navigation links for 'List of Registered Institutes' and 'Logout'. A welcome message 'Welcome! training 7' is displayed. The main content area is titled 'Show Institute/Society List' and contains a table with the following data:

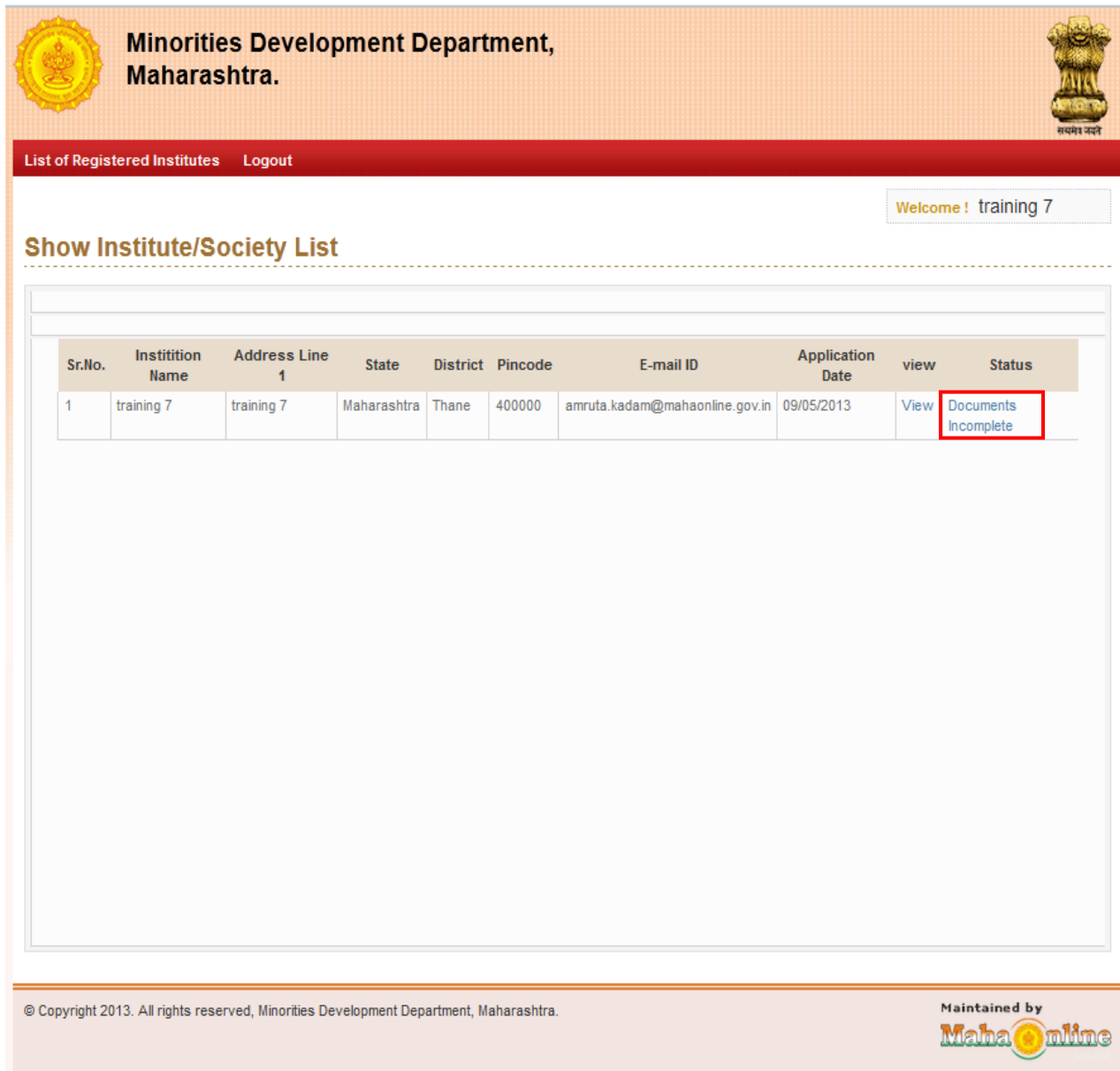
Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	view	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	09/05/2013	<a href="#">View</a>	Waiting for approval by DC

At the bottom of the page, there is a copyright notice: '© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.' and a logo for 'Maintained by MahaOnline'.

### 3.3 Procedure for rectification of uploaded document.

Pre-requisite:

3. Message is received on registered mobile no. 'Uploaded documents are not found to be correct'.
4. User should have Login in System.



The screenshot displays the user interface of the MahaOnline application. At the top left, there is a logo and the text "Minorities Development Department, Maharashtra." At the top right, there is a small image of the Ashoka Lion Capital. Below the header, there are navigation links: "List of Registered Institutes" and "Logout". A welcome message "Welcome! training 7" is displayed on the right. The main content area is titled "Show Institute/Society List" and contains a table with the following data:

Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	view	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	09/05/2013	<a href="#">View</a>	Documents Incomplete

At the bottom of the page, there is a copyright notice: "© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra." and a logo for "Maintained by MahaOnline".

Steps:

9. List of document which are not found to be correct would be mailed to applicants registered e-mail id.

10. Click on 'Document Incomplete' Link show in above screen.
11. Minority status Application form will be displayed.
12. Click on 'Upload Documents'.

Place *	Thane	Date *	09-05-2013
---------	-------	--------	------------

**Upload Document**

**Document Details**

Document Name (Scanned Copy)	Upload Documents	Option
Registration certificate: Trust or Society or organisation registration certificate of the organisation, issued by the Charity Commissioner, Wakf Board or other Statutory Authority	219474a1_283_Capital.pdf	Delete
Object of trust :The first page of the Memorandum / Articles of Association/by-laws/ trust deed of the organisation (bearing the stamp of the Charity Commissioner) and the relevant page indicating the objectives of the trust/organisation OR application filed for amendment to this effect of its MOM/AOA/by-laws/trust deed to the Charity Commissioner or concerned authority OR scanned copy of notarised affidavit on Rs.100 stamp paper, to this effect in the format in Annexure II.	d489a5c3_283_Capital.pdf	Delete

13. Document which is not found to be correct will be displayed in red.
14. Click on 'Delete' Link for marked document.
15. Selected deleted document name from drop down box and upload new file.
16. Click on 'Update'. A message will be showed as record saved successfully, click on ok.

Note: Applicant have to be present at District Collector Office with all original documents on date send in message

### 3.4 Procedure for Hearing at Mantralaya.

3. Message is received on registered mobile no. 'Application is forwarded to Minorities Department. Please be present on\_\_\_\_\_ date for hearing in Minority Department, Mantralaya'.
4. User should have to be present on mentioned date with all original documents at Mantralaya.

### 3.5 Procedure for Payment of fees after application is approved.

Pre-requisite:

3. Message is received on registered mobile no. 'Congratulation. Your application \_\_\_\_\_ has been approved for minority status recognition. Kindly make the payment of Rs. 5500 through DD or Online'.
4. User should have Login in System.

The screenshot shows the website interface for the Minorities Development Department, Maharashtra. At the top, there is a header with the department name, a logo, and a navigation bar with 'List of Registered Institutes' and 'Logout'. A welcome message 'Welcome ! training 7' is displayed. Below this is a section titled 'Show Institute/Society List' which contains a table with the following data:

Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	view	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	09/05/2013	View	Pay 5500

The 'Status' cell for the first row is highlighted with a red border. At the bottom of the page, there is a copyright notice and a logo for 'MahaOnline'.

Steps:

3. Payment can be done through Payment Gateway or DD.
4. DD can be submitted directly to department.

OR

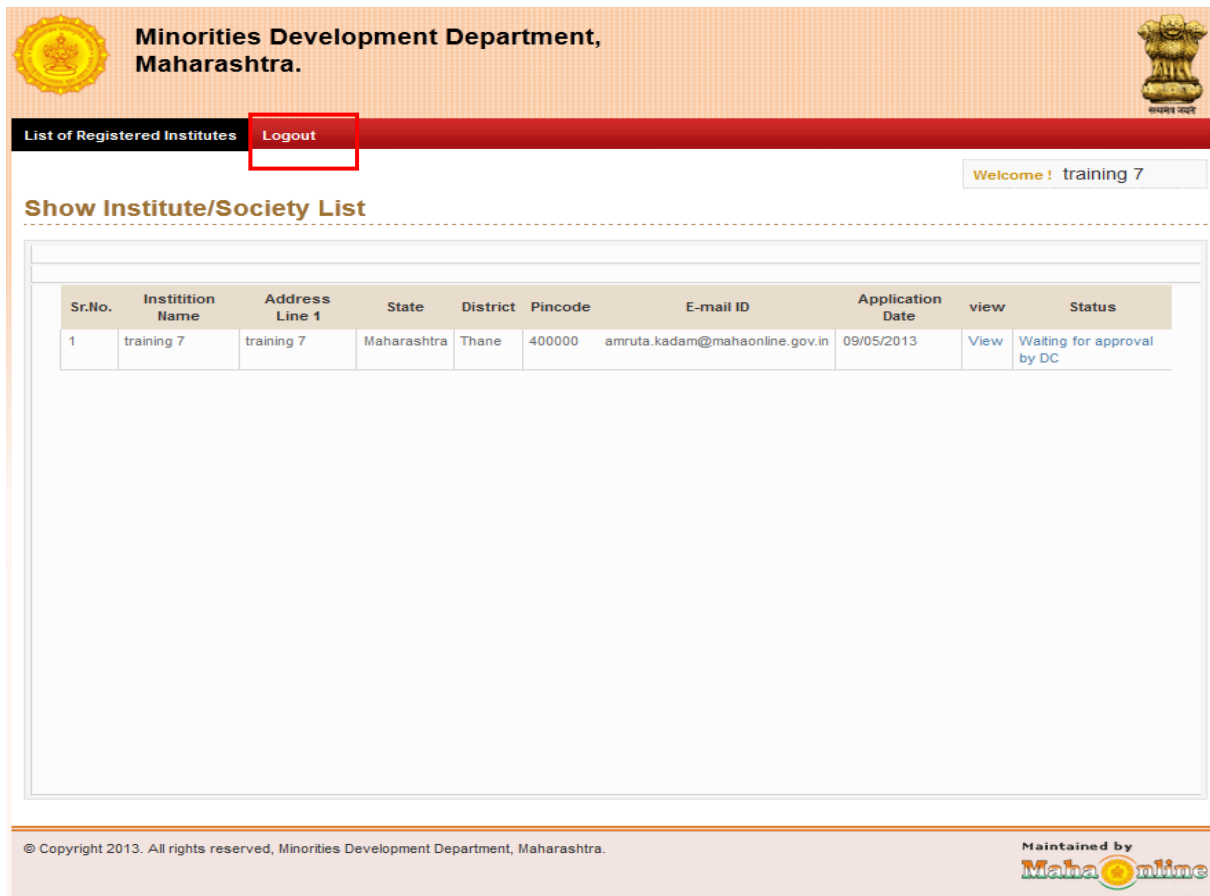
3. For Payment Gateway click on 'Pay Rs. 5500'.

Payment can be done through any Debit/Credit Card or Net Banking.

### 3.6 Procedure for Logging out of System:

Pre-requisite:

User should have Login in System.



The screenshot shows the user interface of the Minorities Development Department, Maharashtra. At the top left is the department's logo and name. At the top right is the state emblem of India. Below the header is a navigation bar with 'List of Registered Institutes' and 'Logout' (highlighted with a red box). A 'Welcome ! training 7' message is displayed on the right. The main content area is titled 'Show Institute/Society List' and contains a table with the following data:

Sr.No.	Institution Name	Address Line 1	State	District	Pincode	E-mail ID	Application Date	view	Status
1	training 7	training 7	Maharashtra	Thane	400000	amruta.kadam@mahaonline.gov.in	09/05/2013	View	Waiting for approval by DC

At the bottom of the page, there is a copyright notice: '© Copyright 2013. All rights reserved, Minorities Development Department, Maharashtra.' and a logo for 'Maintained by MahaOnline'.

Steps:

2. Click on "Logout" present on Menu bar of any of screen.

-----End of Manual-----