

Document # 1.0	Title: SOP for Registration of Beneficiary of Asmita Yojna.
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Purpose: To Register girls of ZP schools of Maharashtra State in Asmita Yojna of age group 11- 19 years via Kendra Chalak (KC).

Details:

- a. KC will require a list of Girls of ZP schools of age group 11- 19 years.
- b. To avail of girl's data will be the responsibility of MSRLM-RDD.
- c. No any charges to collect from Asmita beneficiary girl Childs for registration.

Procedure:

1. Asmita beneficiary Girl Childs will go to KC either KC visited in their school or in their center.
2. Asmita beneficiary will require a mobile number for authentication via OTP.
3. KC will ask her District, Taluka, Village, School Name, Her Name, DoB and UID Number (Optional).
4. KC will Select Concern District/ Taluka/ Village/ ZP School Name and Type beneficiary Girl name and select from list of names in Wildcard Search of Name.
5. Click on Search Button after selection of District/ Taluka/ Village/ ZP School Name and Name
6. A grid list will populate with matching criteria.
7. Select one relevant record form grid list by clicking on select button of concern record.
8. The concern record (Student Name, District, Taluka, Villages and School Name) will auto flow accordingly in registration form except following:
 - a. DOB will be entered by KC by selecting calendar date (to filter beneficiary record b/w 11 to 19 years).
 - b. Beneficiary DoB will be verified with data received form concern School head Master by KC.
 - c. Age will be auto calculate after entry of DoB.

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- d. Beneficiary Photo will be capture and upload by KC
 - e. UID Number will be entered by KC (Optional).
5. KC will enter Mobile Number of concern beneficiary or relevant person of beneficiary for verification.
 6. Verify beneficiary via OTP.
 7. Click on Register Button to get Register in Asmita Yojna.

Kindly follow the below-depicted image for detail process

