

USER MANUAL

Mukhya Mantrir Nijut Moina Aasoni Online Application Process for Students

Students of **Class XI and Class XII** who are eligible for the **Mukhya Mantrir Nijut Moina Aasoni (MMNMA)** are required to submit their applications online through the **DARPAN Portal**.

DARPAN Portal Link: <https://darpan.ahseconline.in>

Please follow the steps given below carefully:

Step 1: Login to the DARPAN Portal

Go to the DARPAN Portal and click on “**Apply Nijut Moina**”.

For Class XI Students: (Use your existing “DARPAN” login credentials)

- Login using your **Mobile Number**.
- Enter your **Date of Birth**.
- Enter your **6-digit PIN**.

For Class XII Students:

- Login using your **Registration Number**.
- Enter your **Date of Birth**.
- Enter the **Default Password: 123456**.

Step 2: Apply for Nijut Moina Aasoni

After successful login:

- Select “**Apply Nijut Moina Aasoni Scheme**”.
- Carefully enter/update all the required information in the application form.
- Check all the information carefully before submitting the form.

Step 3: Aadhaar Authentication

- Students must complete **Aadhaar Authentication** during the application process.
- The students must ensure that the Aadhaar details entered in the application are correct.

Step 4: Enter Bank Account Details

- The student shall Provide the details of her **own bank account details**.
- The bank account should be **seeded with your Aadhaar Number**.
- The **Account Number and IFSC Code** and **Account Holder’s Name** shall be entered carefully.
- The Student shall ensure that the bank account is active and capable of receiving DBT payments.

Step 5: Upload Bank Document

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Upload a clear and readable scanned copy/photo of **any one** of the following documents:

- **Bank Passbook (first page showing account details), OR**
- **Cancelled Cheque.**

Ensure that the account holder's name, account number and IFSC Code are clearly visible.

Step 6: Submit the Application

- Carefully review all the information entered in the application.
- After ensuring that all details are correct, **submit the application.**
- Upon successful submission, an **Acknowledgement Receipt** will be generated.
- **Download and keep the Acknowledgement Receipt safely** for future reference.

Step 7: Check Your Application Status Regularly

Students shall **login to the DARPAN Portal from time to time** to check the status of their application.

If an application is **rejected or returned for correction**, the student must:

- Check the reason for rejection/correction for which the application has been returned.
- Make the necessary corrections in the information/documents.
- **Re-submit the corrected application within the prescribed timeline.**

Important Instructions for Students

- Enter **correct and genuine information** in the application form.
- Check your **Aadhaar, bank account number and IFSC Code** carefully before submission.
- Use a **bank account linked & seeded with your Aadhaar Number.**
- Upload a **clear and readable** bank passbook/cancelled cheque.
- Do not share your **login password/PIN or Aadhaar OTP** with anyone.
- **Do not forget to download and keep the Acknowledgement Receipt** after submission.
- Regularly check the DARPAN Portal until your application is finally approved.

Students are advised to complete the application carefully and within the prescribed timeline to avoid rejection or delay in receiving the benefit under Nijut Moina Aasoni.

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Application Verification Process for Institutions

The **Head of the Institution (HoI)** shall carefully verify the applications submitted by students through the **DARPAN Portal**. The following steps shall be followed to ensure proper and timely verification:

DARPAN Portal Link: <https://darpan.ahseconline.in>

Step 1: Login to the DARPAN Portal

- Open the **DARPAN Portal**.
- Login to the **Institution Section** using the **Institution Code and Password**.
- Ensure that the login credentials are kept confidential.

Step 2: View Student Applications

- Separate verification options will be available for Class XI and Class XII girl students.
- Application under each class, shall be displayed **stream-wise**.
- Select the required Stream and click on “**View/Verify Application**”.
- Open each application and carefully verify all the details and documents submitted by the student.

Step 3: Verify the Application

The HoI shall carefully verify, among other things, the following:

- Student's name and other personal details.
- Aadhaar authentication/status.
- Bank account details.
- Account Number and IFSC Code.
- Whether the bank account is seeded with Aadhaar.
- Uploaded Bank Passbook/Cancelled Cheque.
- Other required information and documents.

If all details are correct and complete:

- The HOI Shall **verify/approve the application** through option available in the DARPAN Portal and forward it to the Inspector of Schools for further verification.

If any detail is incorrect or the application is incomplete:

- Select “**Submit as Unverified**” and enter a **clear reason** for returning the application.
- Inform the student about the required corrections and ask them to **correct and resubmit** the application within timeline.
- Upon re-submission, the application shall appear under “**Un-Verified Applications**”.
- The HOI shall re-examine the corrected particulars and if found in order, verify and forward the application **to the Inspector of Schools** for further processing.

Step 4: Regularly check Returned Applications

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The HoI shall **regularly log in to the DARPAN Portal** and check for applications **returned/rejected by the Inspector of Schools**, as well as applications **rejected/returned to students for necessary corrections**.

Step 5: Rectify Applications Returned by the Inspector

If an application is returned by the Inspector of Schools, the HOI shall:

1. Open the returned application shown in “Un-Verified Applications” section.
 2. Carefully read the **remarks/instructions** given by the Inspector of Schools.
 3. Ensure that the necessary corrections are made in accordance with such remarks/instructions.
 4. Re-check all corrected details and supporting documents.
 5. **Re-verify and resubmit the application to the Inspector of Schools.**
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Important Instructions for Institutions

- **Every application must be verified carefully** before forwarding it to the next level.
- No application containing **incorrect, incomplete or mismatched information shall be verified/ forwarded.**
- Whenever an application is returned, **clear and specific remarks** shall be recorded, so that the student can easily understand what needs to be corrected.
- The DARPAN Portal shall be checked **regularly** for newly submitted, re-submitted and returned applications.
- Applications returned by the Inspector of Schools shall be **rectified and resubmitted promptly.**
- The HoI shall ensure that applications are processed **within the prescribed timeline** to avoid delay in sanctioning the benefit to eligible students.

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Application Verification Process for Inspector of Schools

1. Login to DARPAN Portal

- The Inspector of Schools shall log in to the **DARPAN Portal** using the login credentials provided by **ASSEB (Division-II)**.
- After successful login, the Inspector shall access the **MMNMA Application Verification** section.

2. View Institution-wise Applications

- Applications that have been **verified and forwarded by the respective Heads of Institutions** shall be reflected in the Inspector's dashboard.
- The applications shall be available separately for **Class XI and Class XII** and arranged **stream-wise**.

3. Select Class and Stream

- The Inspector of Schools shall select the required **Class (XI/XII)**.
- Thereafter, the Inspector shall select the respective **stream one by one**.
- All applications forwarded by the institutions under the selected class and stream shall be displayed.

4. Check Application Status

- Under the **"STATUS"** column, the Inspector of Schools can view the status of applications submitted by the respective institutions.
- The Inspector shall identify applications **pending for verification** and proceed with scrutiny accordingly.

5. Verify Eligibility of the Institution

- The Inspector of Schools shall first verify whether the **institution from which the applications have been submitted is eligible under MMNMA**.
- Confirm that the institution is an **eligible Government/Provincialised/approved Venture institution** covered under MMNMA.
- Applications submitted from **ineligible institutions shall not be approved**.

6. Verify Student Details

- The Inspector shall verify that the applicant is a **girl student**.
- Verify that the student is **duly admitted and enrolled in the concerned institution**.
- The Inspector shall ensure that the **bank account details entered in the application match the details provided in the uploaded bank document**.

7. Verification and Final Action

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- Where the institution is eligible and all relevant application details, including the bank account particulars, are found to be correct, the Inspector shall **verify/approve the application** through the DARPAN Portal.
- Where any discrepancy is noticed, particularly in the **Bank Account Number, IFSC Code, Account Holder's Name, or other essential details**, the application shall be **returned/rejected, as applicable, with appropriate remarks** through the portal.

8. Regular Monitoring of Returned Applications

- The Inspector of Schools shall **regularly log in to the DARPAN Portal** and check the status of applications.
- The Inspector shall specifically monitor applications that have been **returned/rejected and subsequently resubmitted by the Head of the Institution after necessary correction**.
- Such corrected applications shall be **re-examined and re-verified** by the Inspector of Schools **without delay**.
- If the corrections are found satisfactory, the Inspector shall **re-verify and approve/resubmit the application** through the DARPAN Portal for further processing in the **DIDS Portal**.
- The Inspector shall ensure that no eligible applications remain pending due to non-monitoring or delay in processing returned and resubmitted applications.

All concerned shall ensure strict adherence to the prescribed procedure and timeline so the eligible beneficiaries receive the benefit under Mukhya Mantrir Nijut Moina Aasoni without avoidable delay.

**Director
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