
SARAL has been developed using Service Plus, a product developed by NIC Delhi which provides a single, unified, metadata-based portal to Citizen.

Grant of financial assistance to Haryana State Freedom Fighters/INA personnel and their widows for the marriages of their daughters and dependent sisters may be given at the rate of Rs. 51,000/- (Rs. Fifty thousand and one hundred ) with immediate effect in each case even though more than one marriage is solemnized in a year.

This document provides step wise instructions for workflow players (department officials) for handling various aspects of the software with visual screens for easy and better understanding.
Work Flow
1. Role of Deputy Commissioner

**Role Description:** Deputy Commissioner is the first authority to accept and verify the application form along with enclosures who will take action to complete the task and forward it to the SDM.

**Step 1:** Deputy Commissioner will login with his/her credentials on the SARAL Portal: [http://saralharyana.gov.in](http://saralharyana.gov.in).
Step 2: Click the Message Box which is on the left side then click the Inbox button. Now select the scheme and the task as in following screen and click Get data button. Then it will show Application Number, Status and Action. Clicking on the application number to view the application and then click on the Pull button.
Step 3: Another window will display where you can view the processing history by clicking on the View Processing History. It will show all the actions that have been taken by the workflow players (department officials) till now on the selected application. If any official has uploaded a report that can also be viewed here. The whole application form filled by citizen/kiosk along with enclosures(if any) can also be viewed here.
Step 4: Perform the action on the form by clicking the radio button **forward** and select the **User** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.
Application successfully submitted.

**Step 5:** Perform the action on the form by clicking the radio button **Send back to applicant to re-upload enclosures** and click on the **Submit button**. Now Application form sent back to Applicant.
### Enclosures

<table>
<thead>
<tr>
<th>Type Of Enclosure</th>
<th>Attached Enclosure</th>
<th>Status</th>
<th>Reason for Rejection</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Proof</td>
<td>Birth Certificate</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advance Receipt (Verified by Manager)</td>
<td>Advance Receipt (Verified by Manager)</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Passbook (issuance without Aadhar card)</td>
<td>Bank Passbook (issuance without Aadhar card)</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marriage Card</td>
<td>Marriage Card</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOC from Freedom Fighter Scheme to Receive Financial Assistance</td>
<td>NOC from Freedom Fighter Scheme to Receive Financial Assistance</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Death Certificate of Freedom Fighter</td>
<td>Death Certificate of Freedom Fighter</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Predefined Template</td>
<td>Freedom Fighter Certificate</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Predefined Template</td>
<td>Freedom Fighter Certificate</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Predefined Template</td>
<td>Freedom Fighter Certificate</td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Predefined Template</td>
<td>Freedom Fighter Certificate</td>
<td>Rejected</td>
<td>Expired</td>
<td></td>
</tr>
</tbody>
</table>
2. Role of SDM (Sub Division Magistrate will forward to tehsildar)

Step 1, 2 and 3: are same as role 1, step 1, 2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward to tehsildar by SDM** and select the **User** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.
3. Role of Tehsildar (Tehsildar will forward to Sub division magistrate)

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button forward to Sub division magistrate, upload the required report and select the User who will receive the application next. Also, enter your remarks (mandatory field) and click on the Submit button.
4. Role of SDM (Sub Division Magistrate will forward to Deputy Commissioner with document)

**Step 1, 2 and 3:** are same as role 1, step 1,2 and 3.

**Step 4:** Perform the action on the form by clicking the radio button **forward to Deputy Commissioner** and upload report. Also, enter your remarks (mandatory field) and click on the **Submit button**.
5. Role of Deputy Commissioner (forward it to the Chief Secretary)

**Step 1, 2 and 3:** are same as role 1, step 1, 2 and 3.

**Step 4:** Perform the action on the form by clicking the radio button **forward it to the Chief Secretary** and upload report. Also, enter your remarks (mandatory field) and click on the **Submit button**.
6. Role of Chief Secretary (will forward to SGA)

**Step 1,2 and 3:** are same as role 1, step 1,2 and 3.

**Step 4:** Perform the action on the form by clicking the radio button **forward** and select the **Task** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

**Note:** If there is need to get enclosures uploaded again due to some reason then click on “Send back to applicant to re-upload enclosures” and follow the step 5 of role 1.
7. Role of Secretary to Government Haryana, General Administration

**Step 1, 2, and 3:** are same as role 1, step 1, 2 and 3.

**Step 4:** Perform the action on the form by clicking the radio button **forward** and select the **Task** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

**Note:** If there is need to get enclosures uploaded again due to some reason then click on **“Send back to applicant to re-upload enclosures”** and follow the step 5 of role 1.
8. Role of Under Secretary Protocol Role Description: Under Secretary Protocol (forward it to the Chairman HSSSS level.)

Step 1, 2 and 3: are same as role 1, step 1, 2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward** and select the **Task** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

**Note:** If there is need to get enclosures uploaded again due to some reason then click on “**Send back to applicant to re-upload enclosures**” and follow the step 5 of role 1.
9. Role of Chairman HSSSS (and forward it to the Superintendent level)

**Step 1, 2 and 3:** are same as role 1, step 1, 2 and 3.

**Step 4:** Perform the action on the form by clicking the radio button **forward to the Superintendent** and enter page no, serial no, upload report. Also, enter your remarks (mandatory field) and click on the **Submit button**

![Image of form](image.png)
10. Role of Superintendent (and forward it to the Assistant level).

Step 1,2 and 3: are same as role 1, step 1,2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward to the Assistant** and enter your remarks (mandatory field) and click on the Submit button.
11. Role of Assistant (and forward it to the Superintendent level).

**Step 1, 2, and 3:** are same as role 1, step 1, 2 and 3.

**Step 4:** Perform the action on the form by clicking the radio button **forward to the Superintendent** and upload report, also enter your remarks (mandatory field) and click on the **Submit button**.
12. Role of Superintendent (and forward it to the Under Secretary Protocol level).

Step 1 and 2: are same as role 1, step 1 and 2.

Step 4: Perform the action on the form by clicking the radio button **forward to the Under Secretary Protocol** and enter your remarks (mandatory field) and click on the **Submit button**.
13. Role of Under Secretary Protocol (and forward it to the Secretary to Government Haryana General Administration level.)

Step 1, 2 and 3: are same as role 1, step 1, 2 and 3.

Step 4: Perform the action on the form by clicking the radio button **forward** and select the Task who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

**Note:** If there is need to get enclosures uploaded again due to some reason then click on “**Send back to applicant to re-upload enclosures**” and follow the step 5 of role 1.
14. Role of Secretary of Government Haryana General Administration (and forward it to the Chief Secretary level).

**Step 1, 2, and 3:** are same as role 1, step 1, 2, and 3.

**Step 4:** Perform the action on the form by clicking the radio button **forward** and select the **Task** who will receive the application next. Also, enter your remarks (mandatory field) and click on the **Submit button**.

**Note:** If there is need to get enclosures uploaded again due to some reason then click on “**Send back to applicant to re-upload enclosures**” and follow the step 5 of role 1.
15. Role of Chief Secretary (and forward it to the Applicant, Deputy Commissioner, AGOT, Chairman Level.)

**Step 1, 2 and 3:** are same as role 1, step 1, 2 and 3.

**Step 4:** Perform the action on the form by clicking the radio button **Approve, Reject Application** and enter your remarks (mandatory field) and click on the **Submit button**.
<table>
<thead>
<tr>
<th>Document Name</th>
<th>DSC Required</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents</td>
<td>Not Required</td>
<td></td>
</tr>
</tbody>
</table>

[Submit] [Edit Form] [View Form] [Cancel] [Back to Inbox]
Output Document (Sanction Letter)

From

Chief Secretary to Govt. Haryana

To

The Treasurer,
Charitable Endowments Haryana,
SCO 909, 2nd Floor, Manimajra,

Application Reference No. HFRFICDEP/2018/00028
Dated: 04/07/2018

Subject: Sanction of Financial Assistance as Kanyadan for the Marriage of Granddaughter of Late Sh. Ram karan Sharma, Freedom Fighters resident of Village Bharawas (145), Tehsil Rewari, District REWARI, State HARYANA.

Kindly refer to the subject noted above.

1. It is informed that application has been received for Financial Assistant from Sh. Ankit Sharma, Son of a Freedom Fighter Late Sh. Ram karan Sharma, resident of Village Bharawas (145), Tehsil Rewari, District REWARI, State HARYANA for Sanction the Financial Assistance Amount for the marriage of Asima Granddaughter of Late Sh. Ram karan Sharma, Freedom Fighter.

2. According to report received form Chairman, Haryana Swatantrata Sainani Samman Samiti, the name of Late Sh. Ram karan Sharma S/o Sh. Devki nandan, stands at Sr. No. 22 on page 234 of the list of Freedom Fighters of FARIDABAD District.

3. After proper examination, Government has sanctioned Financial Assistance Rs. 51,000 (Total Rs. Fifty One Thousand only) as Kanyadaan for the marriage of Asima Granddaughter of Late Sh. Ram karan Sharma Freedom Fighter of Haryana State.

(Deepend Singh Dhesi, IAS)
Chief Secretary to Govt. Haryana