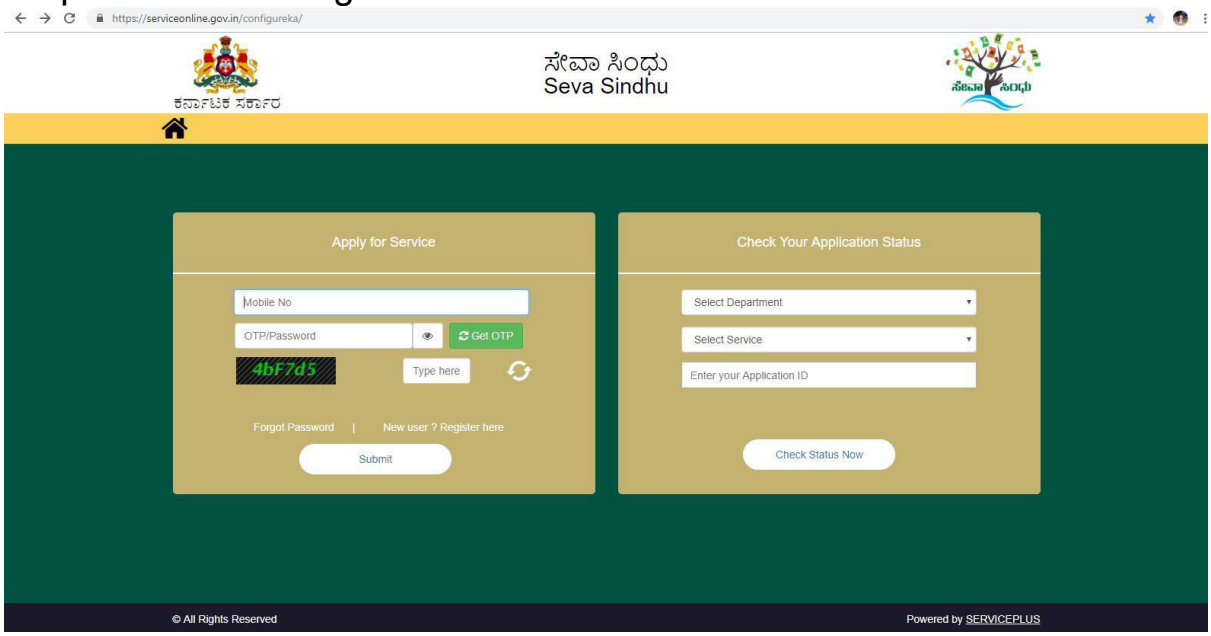
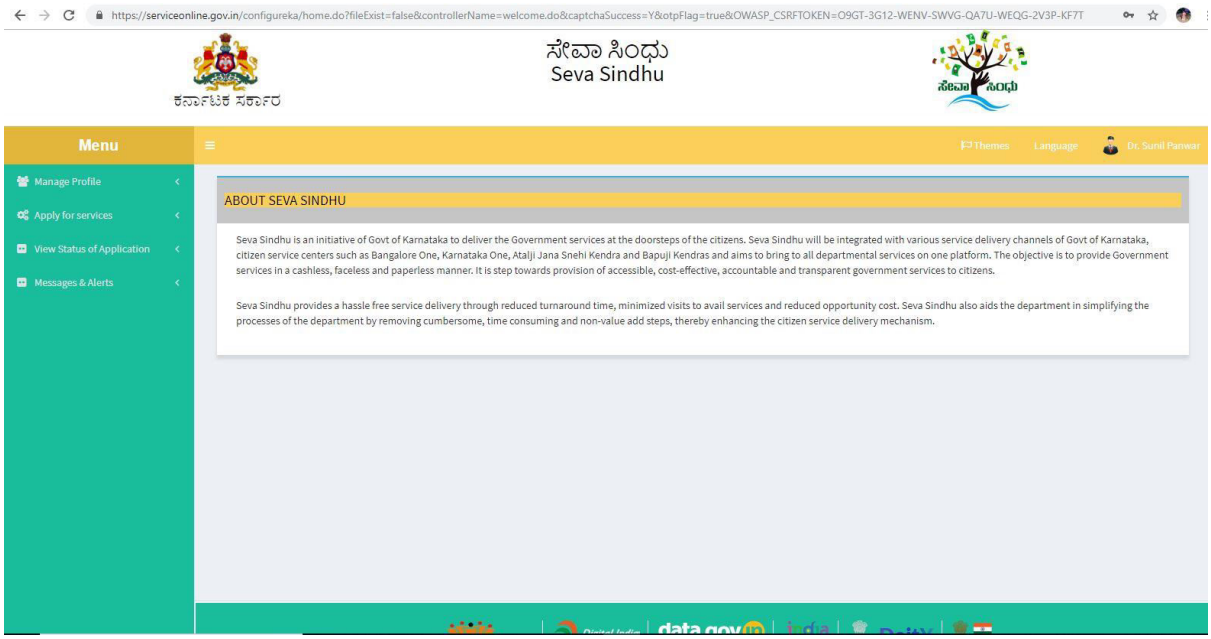
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ
Department of Collegiate Education
ಬೇಬಾಕಿ ಪ್ರಮಾಣ ಪತ್ರಕ್ಕೆ ಅರ್ಜಿ
Application for No Due Certificate

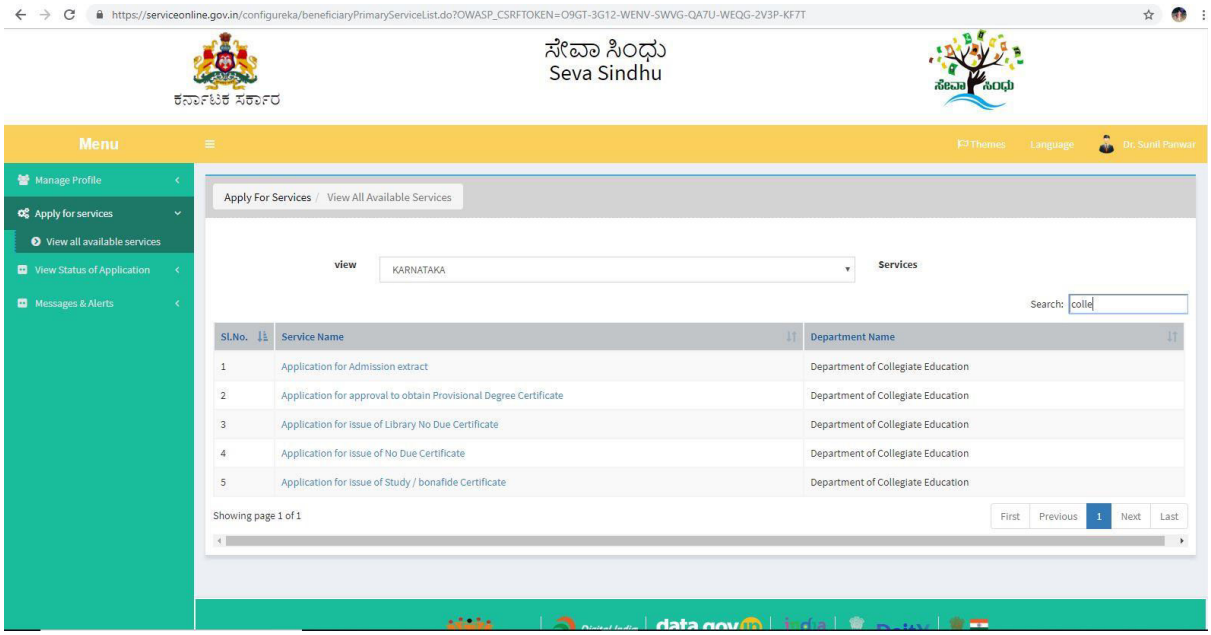
Step 1 : Enter the login details



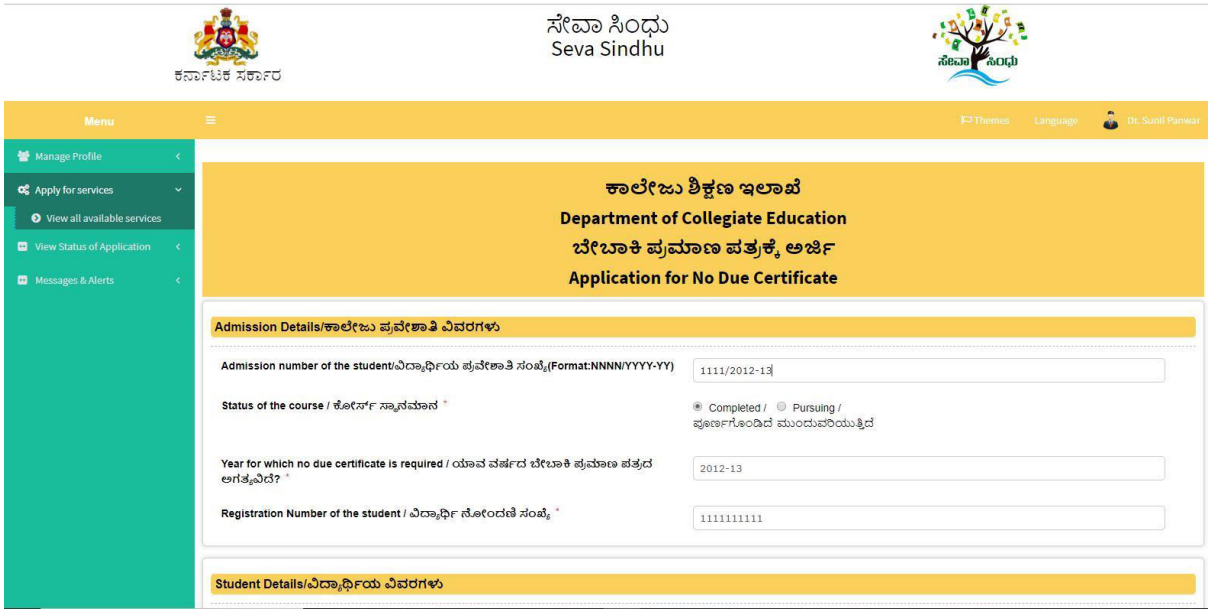
Step 2 : Citizen Login will be displayed



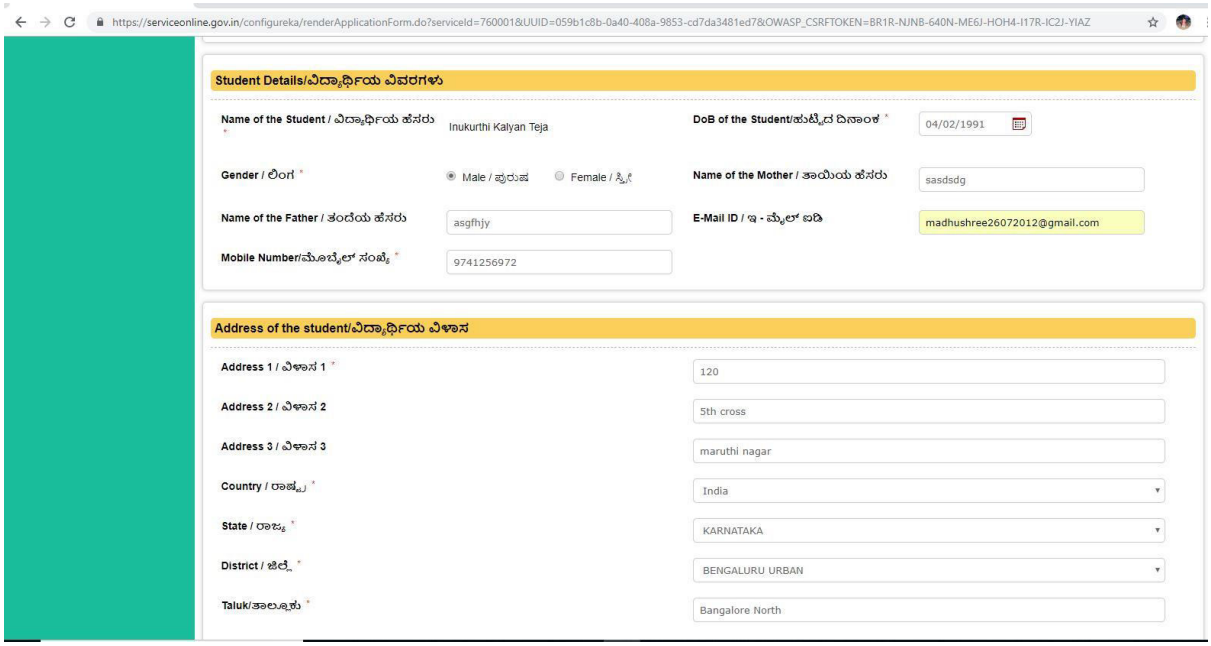
Step 3 : Search the required service and click to open



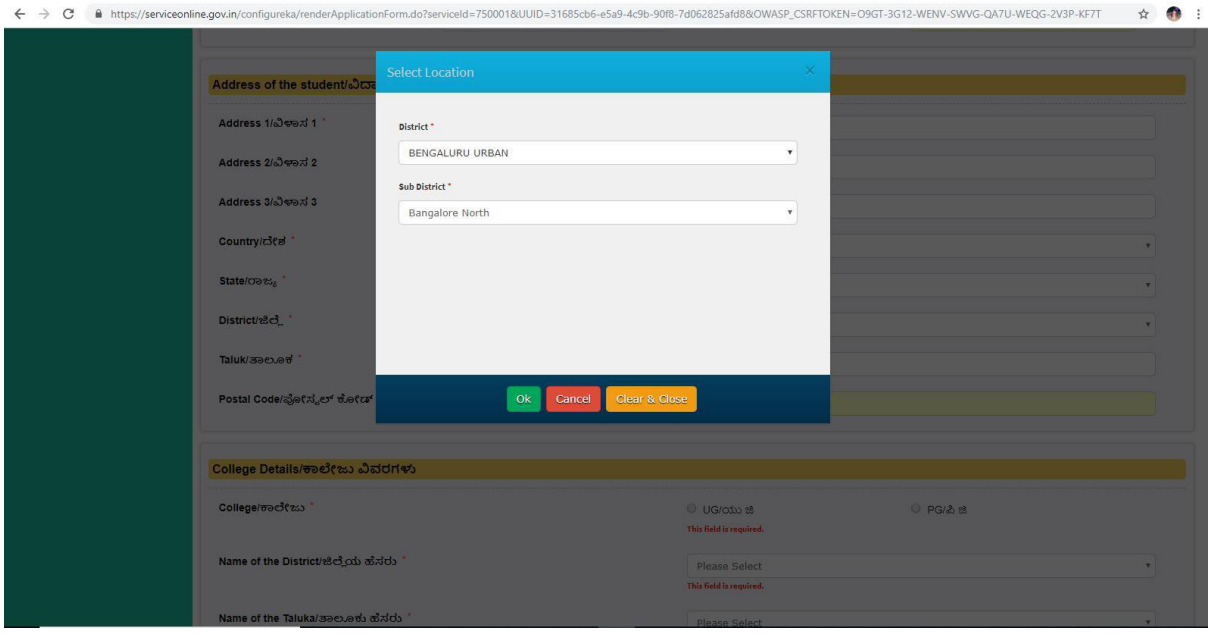
Step 4 : Fill the application form



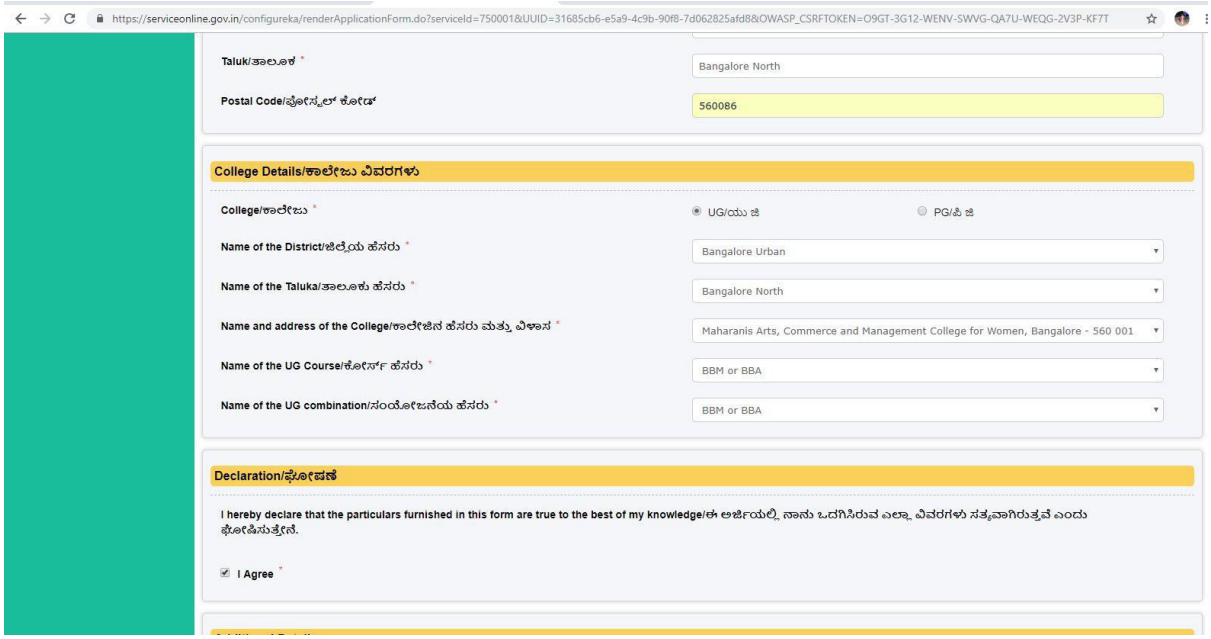
Step 5 : Fill the mandatory details required



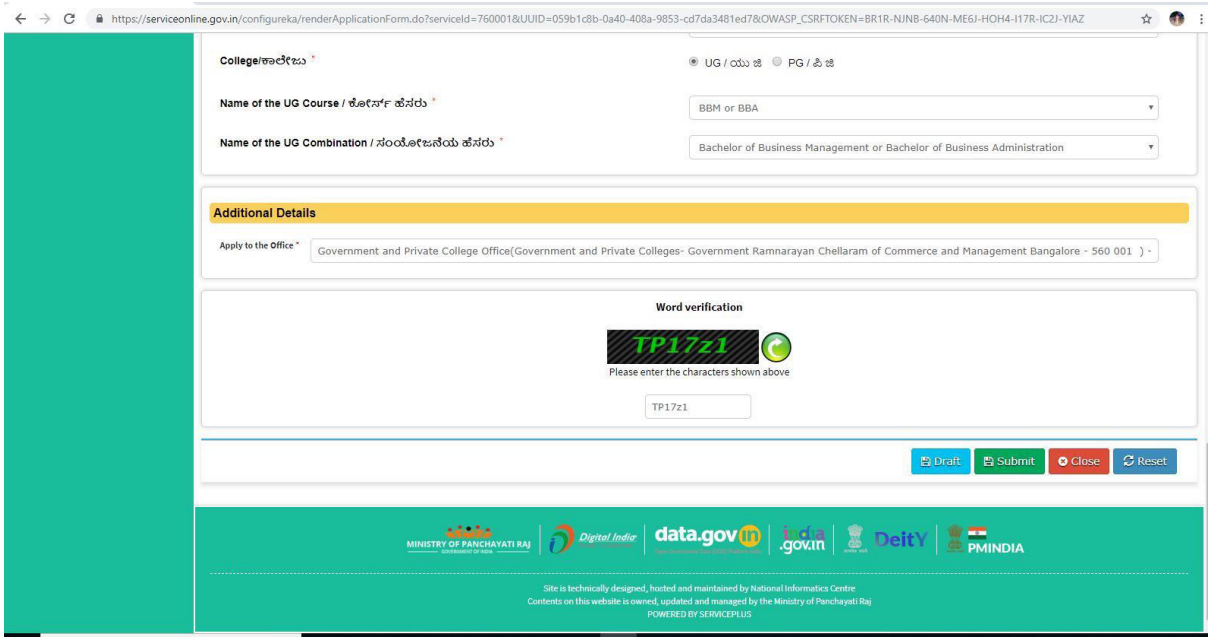
Step 6 : Select the region and click ok



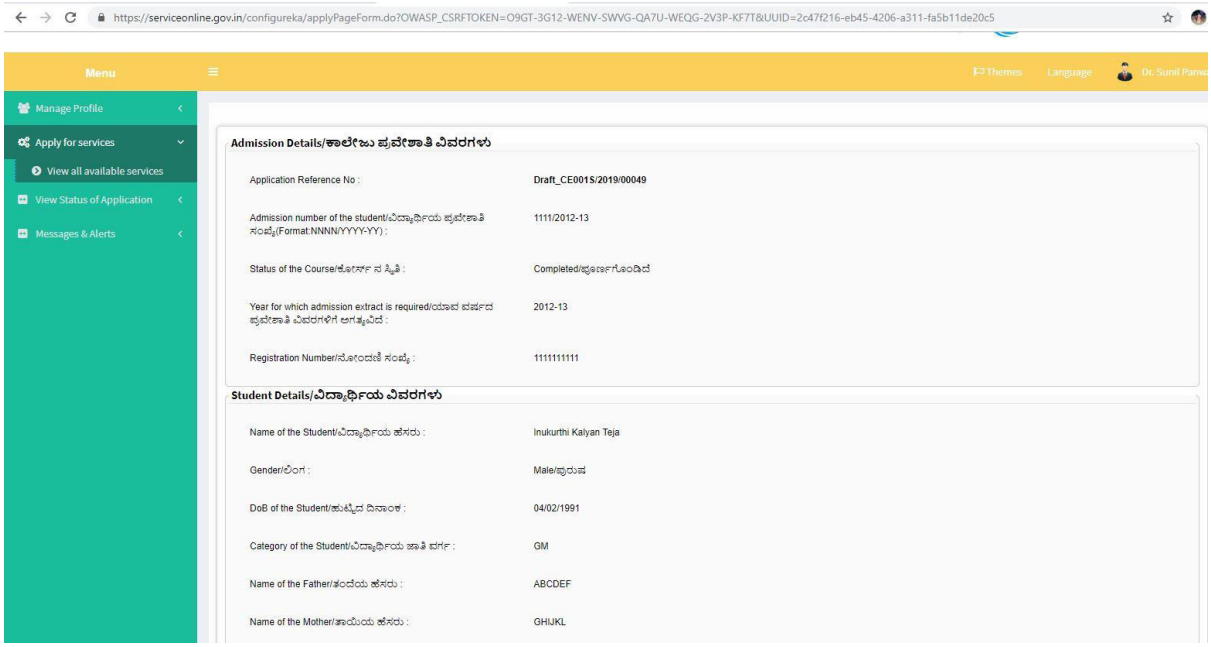
Step 7 : Click on I agree checkbox

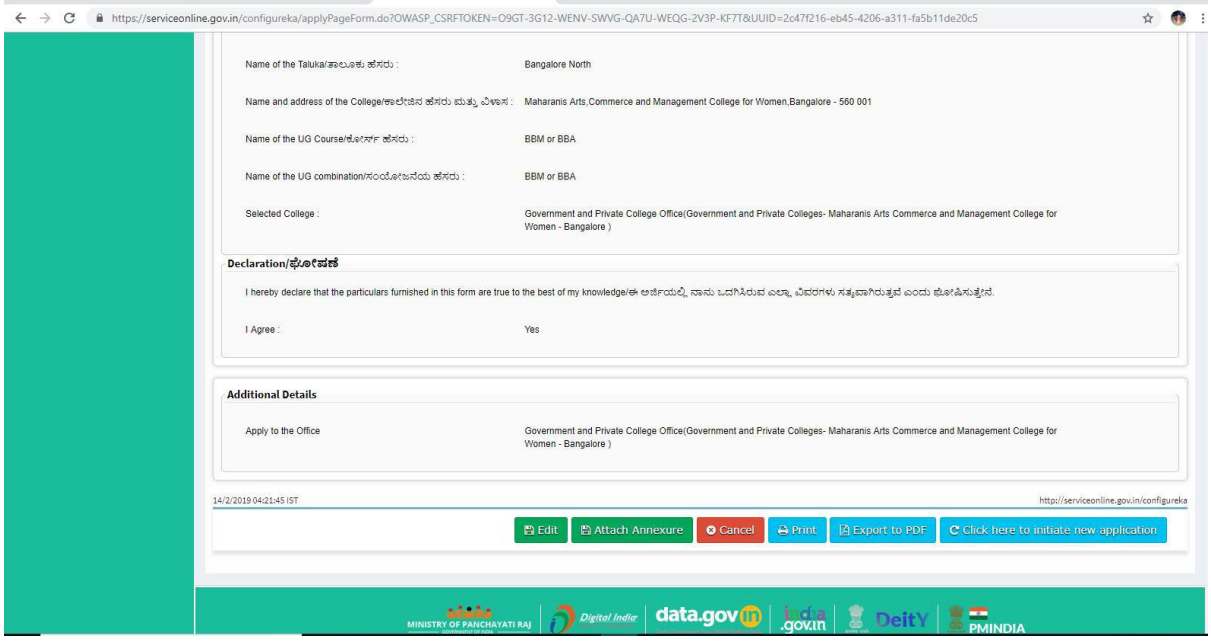


Step 8 : Flill the Captcha code shown below& submit

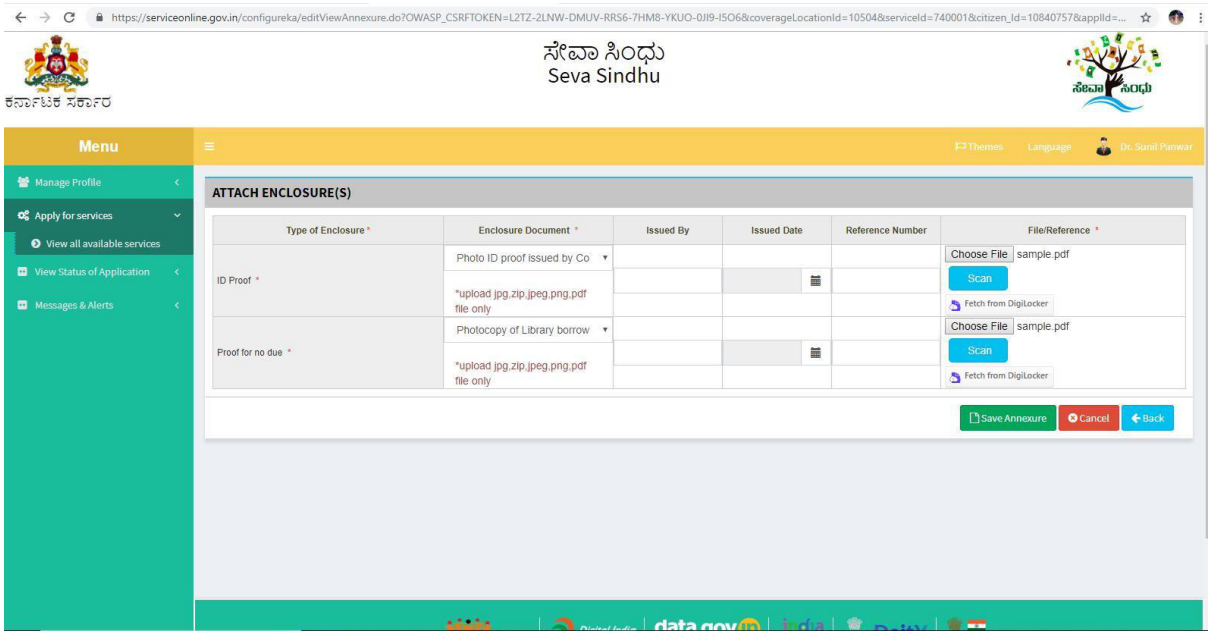


Step 9 : A fully filled form will be generated for user verification

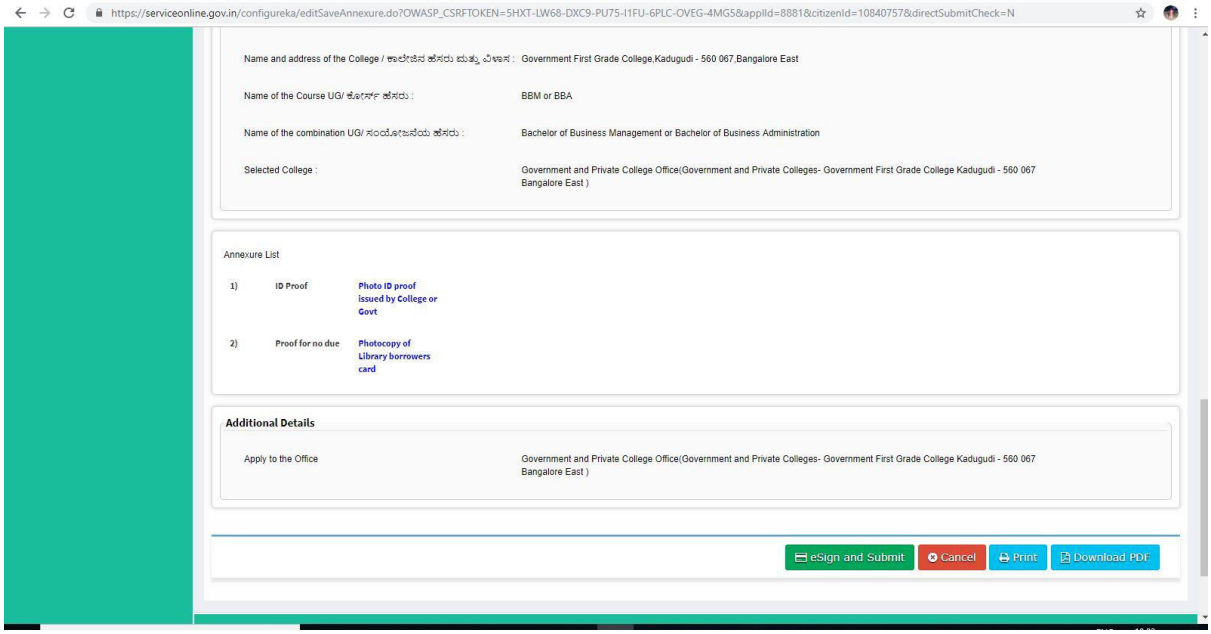




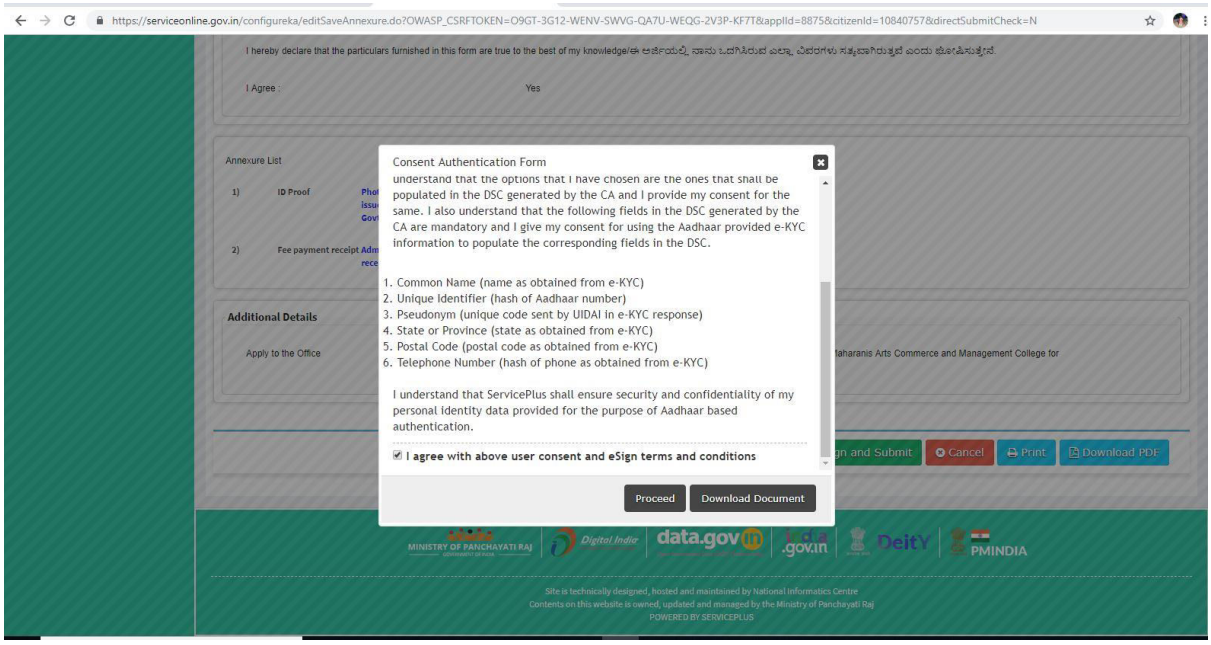
Step 10 : Attach the annextures and save them



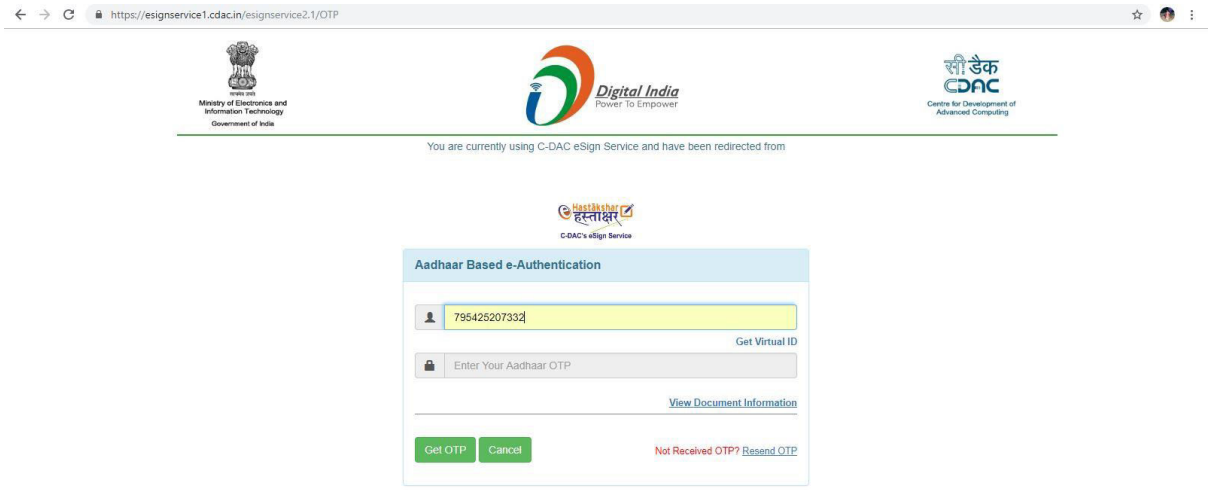
Step 11 : Saved annextures will be displayed



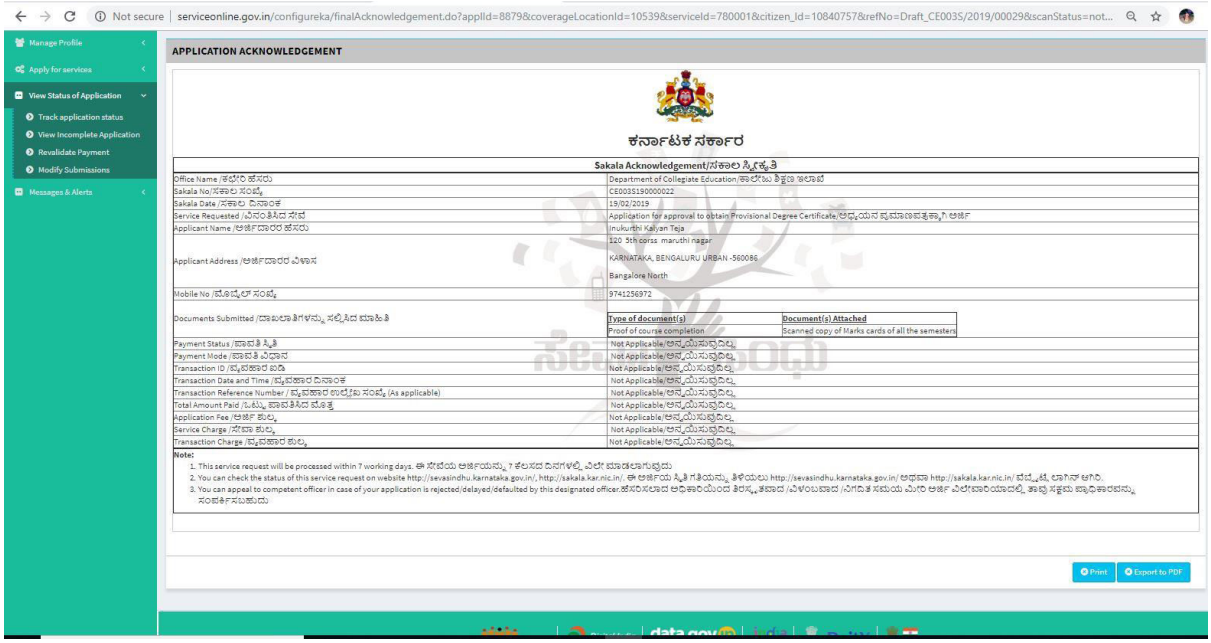
Step 12 : Click on e-sign and proceed



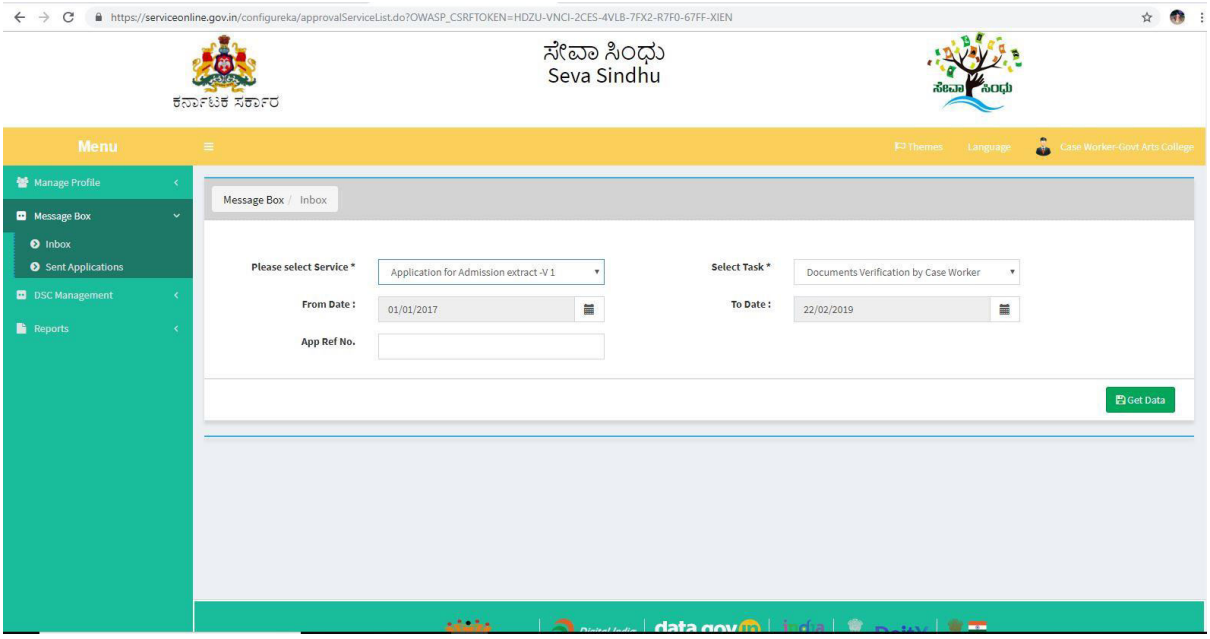
Step 13 : E-sign page will be displayed . Fill adhar number to get OTP and proceed to payment



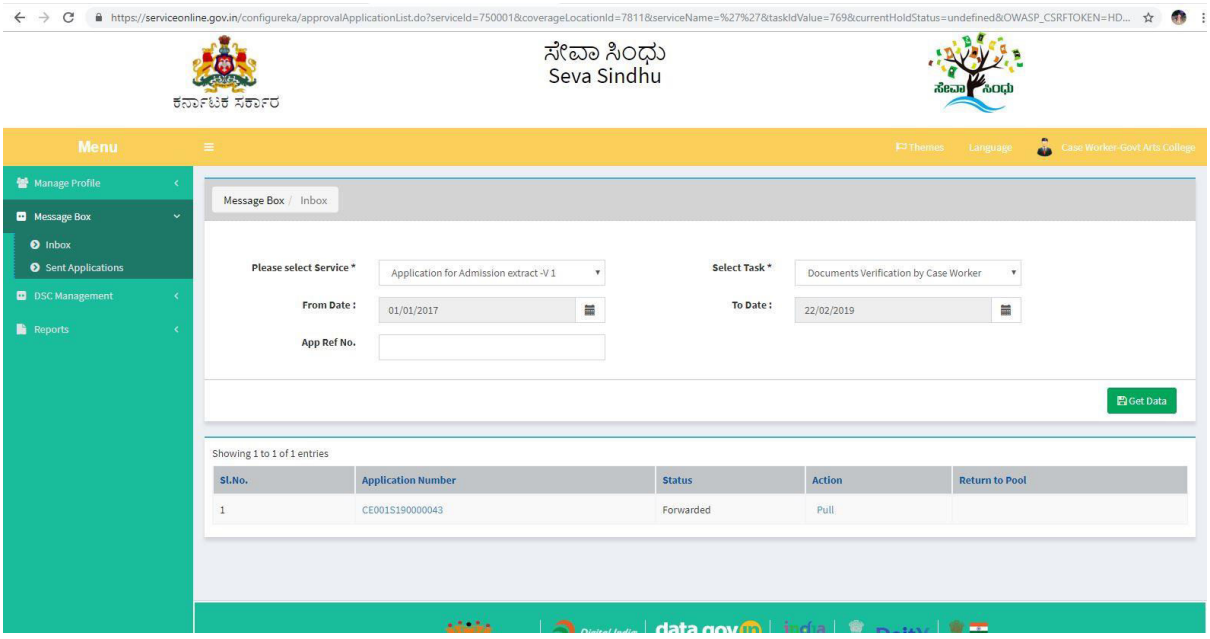
Step 14 :Sakala acknowledgement will be generated.



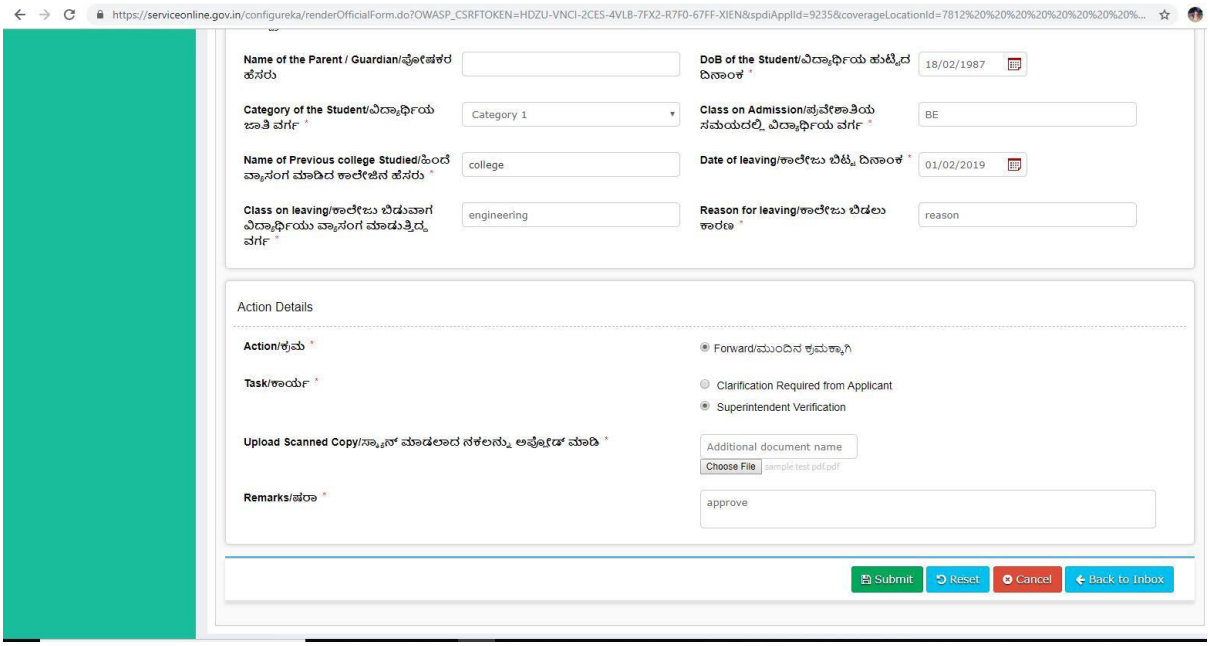
Step 15: Login to the case worker account. Select the service.

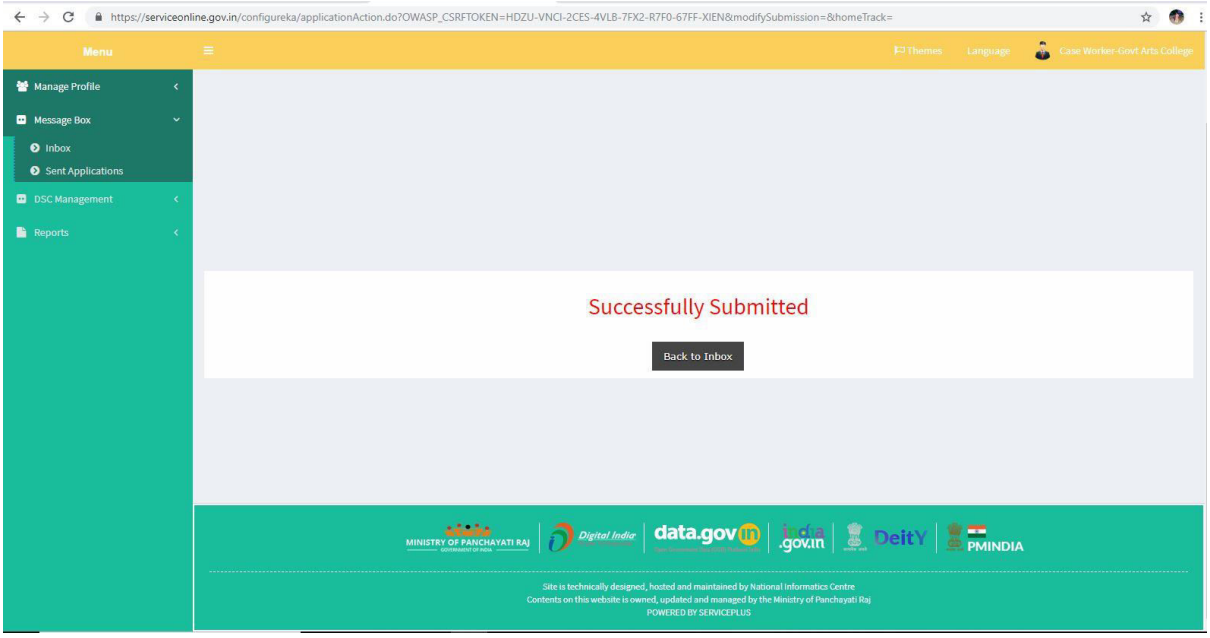


Step 16: Pull the application

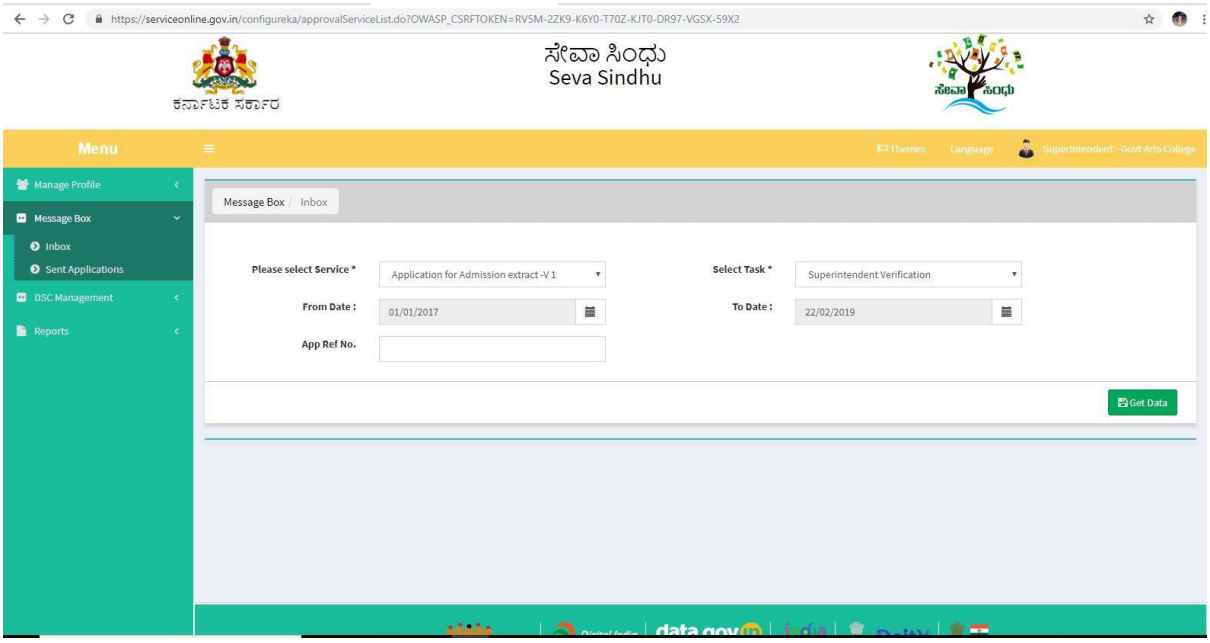


Step 17: Forward it to the superintendent login for further verification

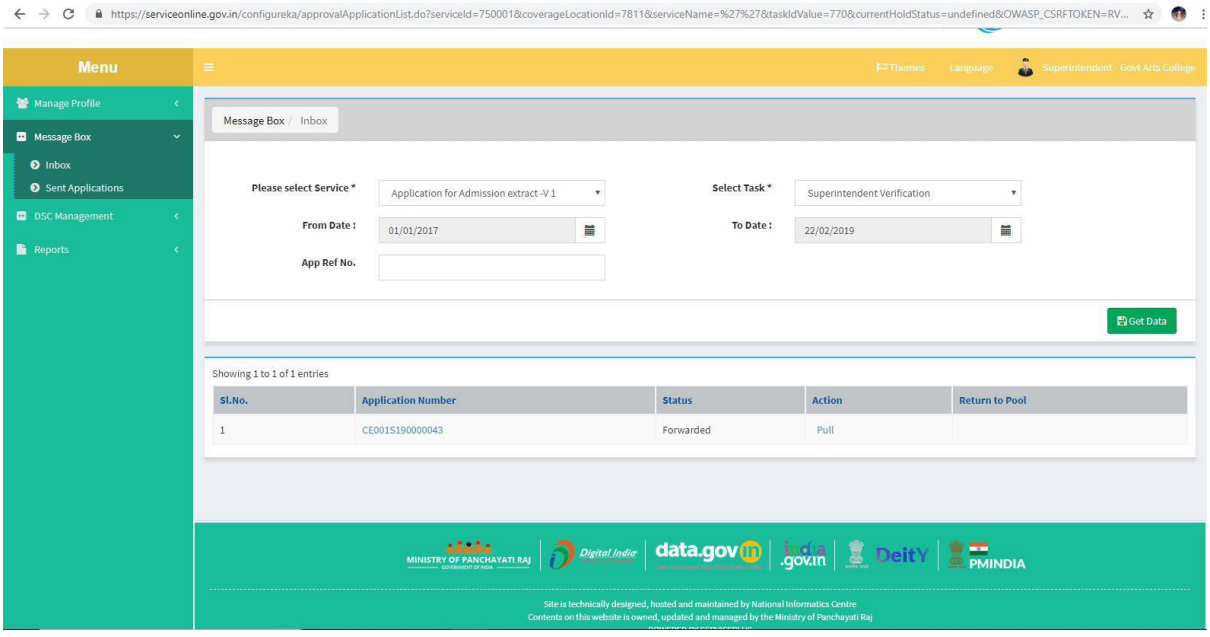




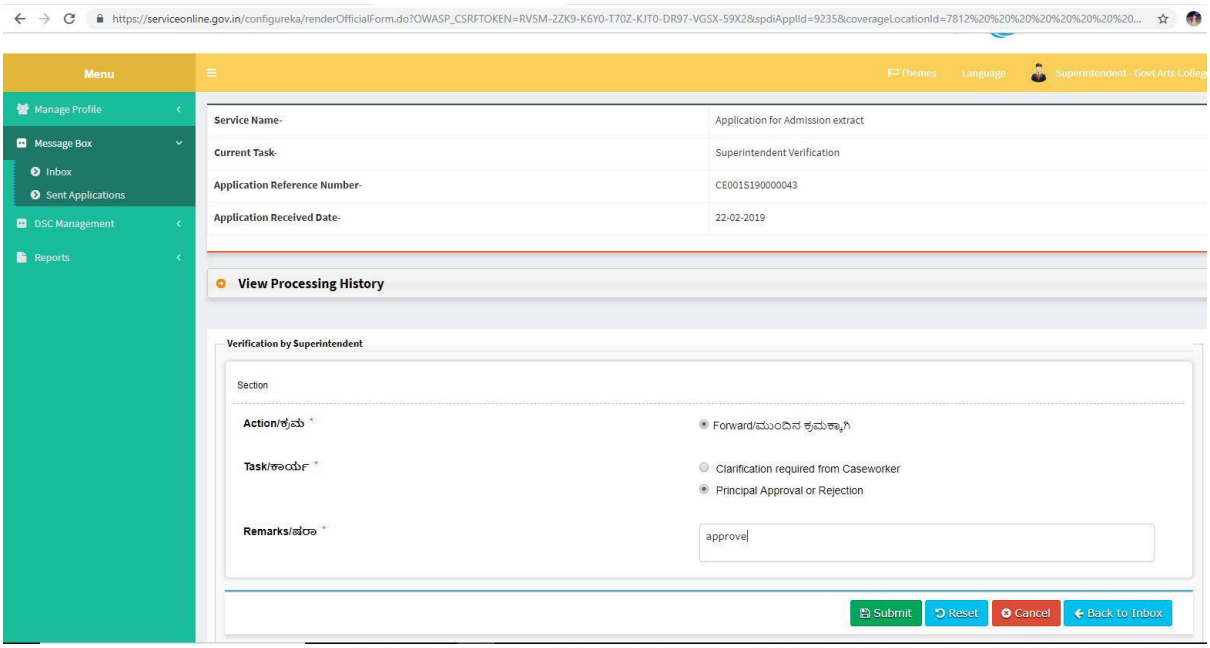
Step 18: Login to the superintendent account . Select the service.

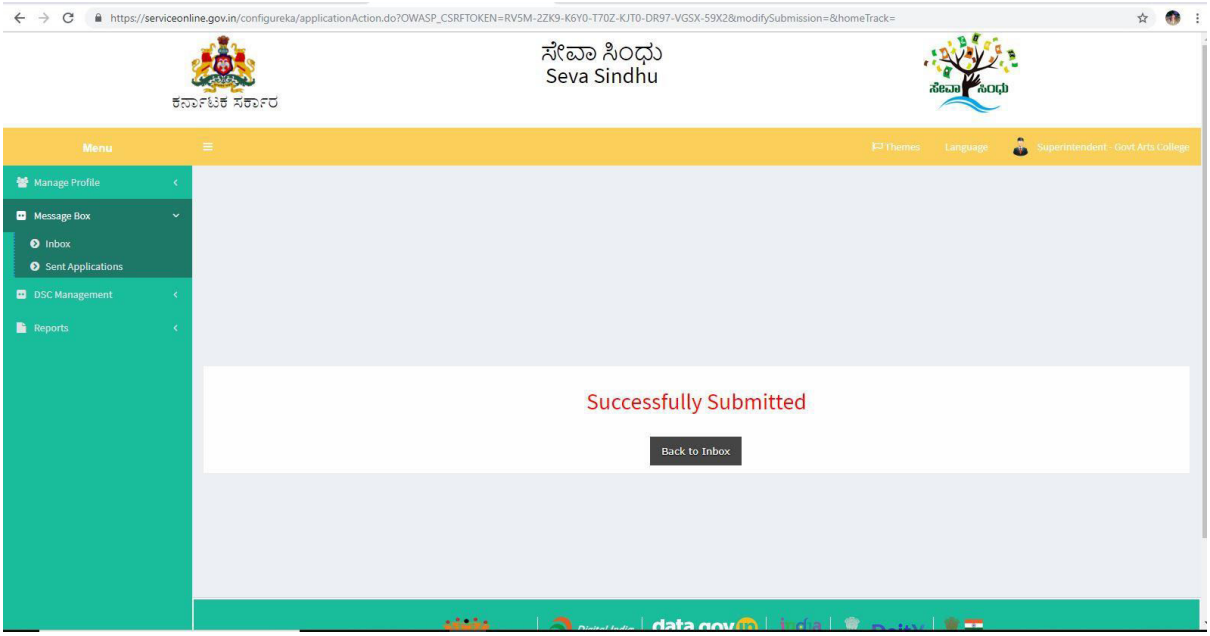


Step 19: Pull the application.

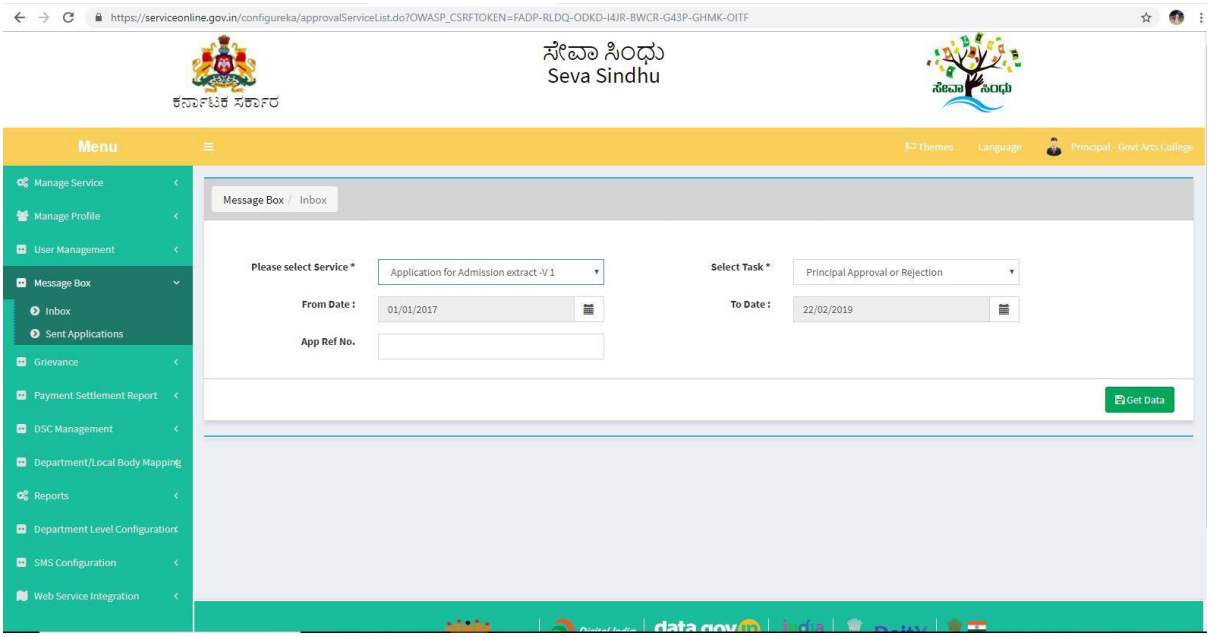


Step 20: Forward it to the Principal for approval. Add remarks if applicable.

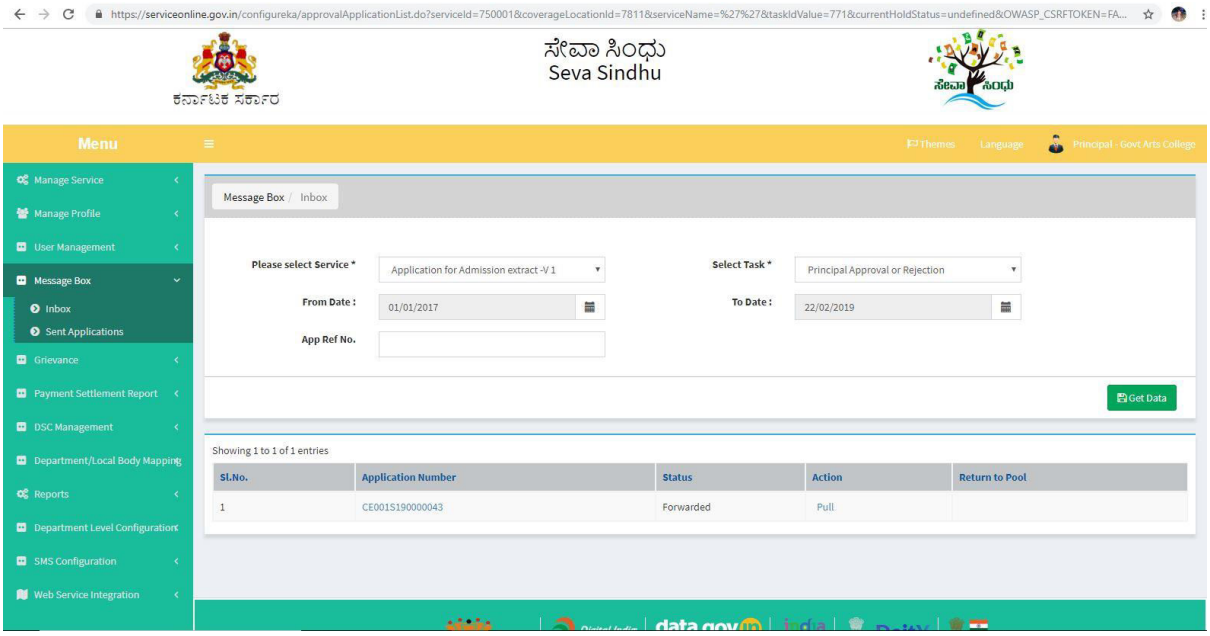




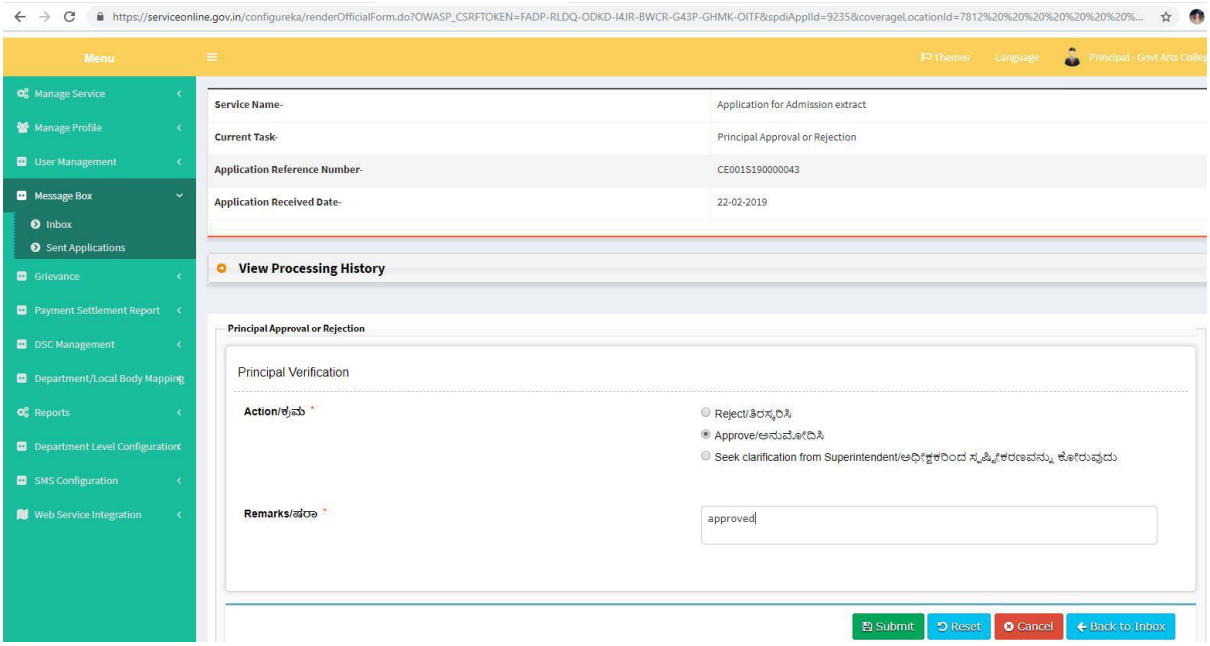
Step 21: Login to the principal account . Select the service.



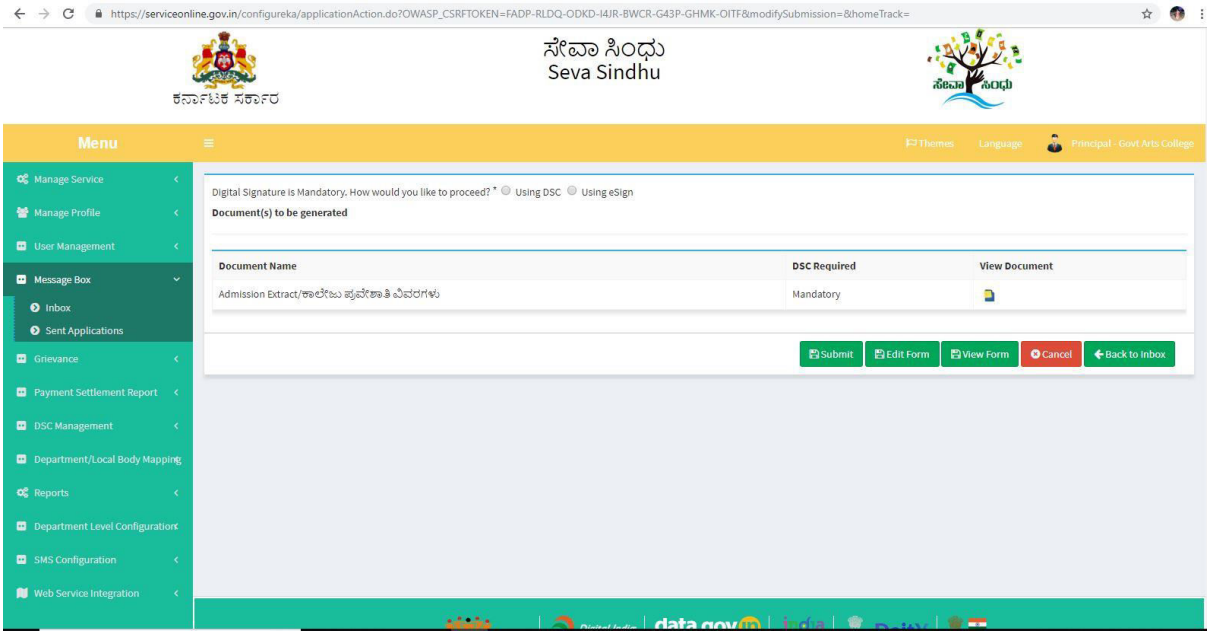
Step 22: Pull the application



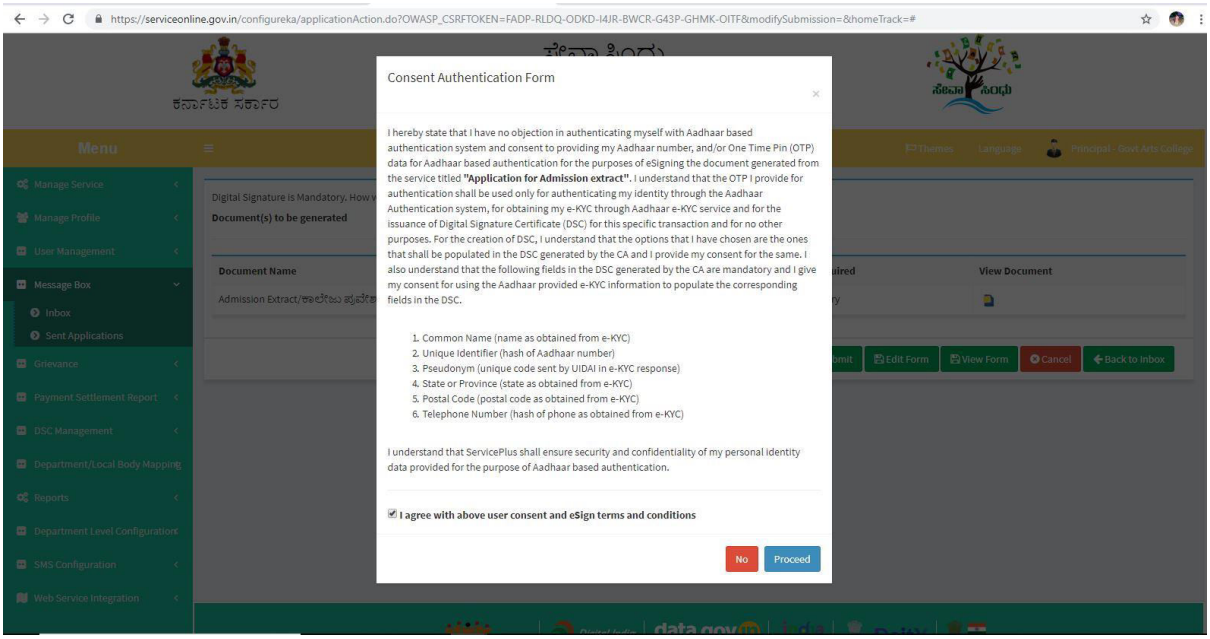
Step 23: Approve / Reject based on the document verified. Add remarks if applicable



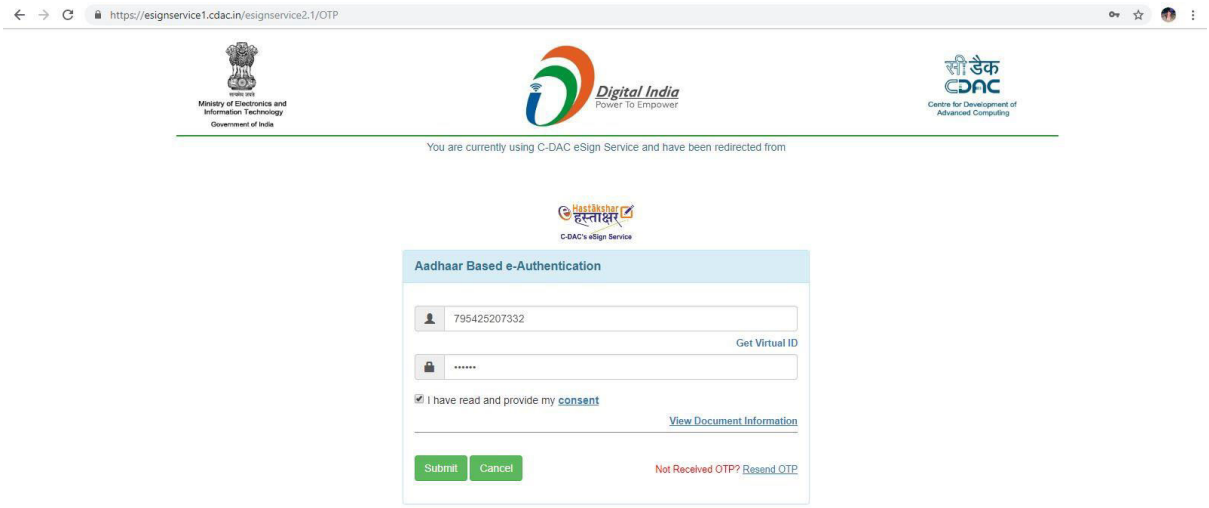
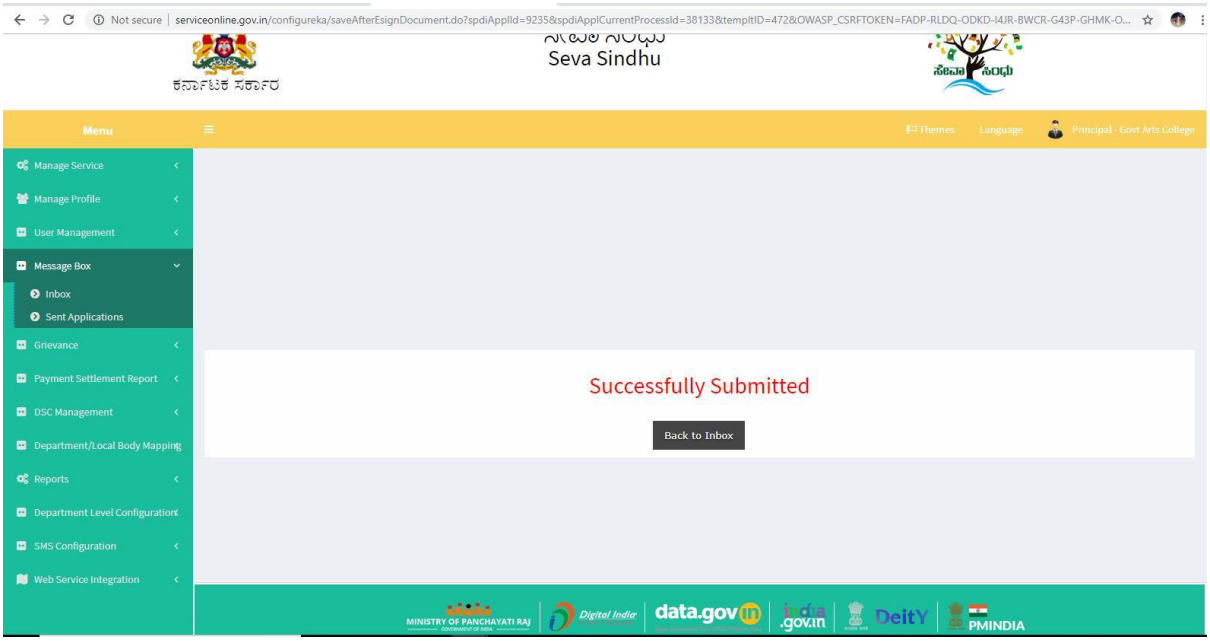
Step 24: Output certificate ill be genrated which can be signed and downloaded.



Step 25: Click on e-sign and proceed



Step 26: Enter adhar number and get otp to login and e-sign the document



Step 27: The doument will be signed.