

## Directorate of Fisheries, Karnataka

Following are the list of Services:-

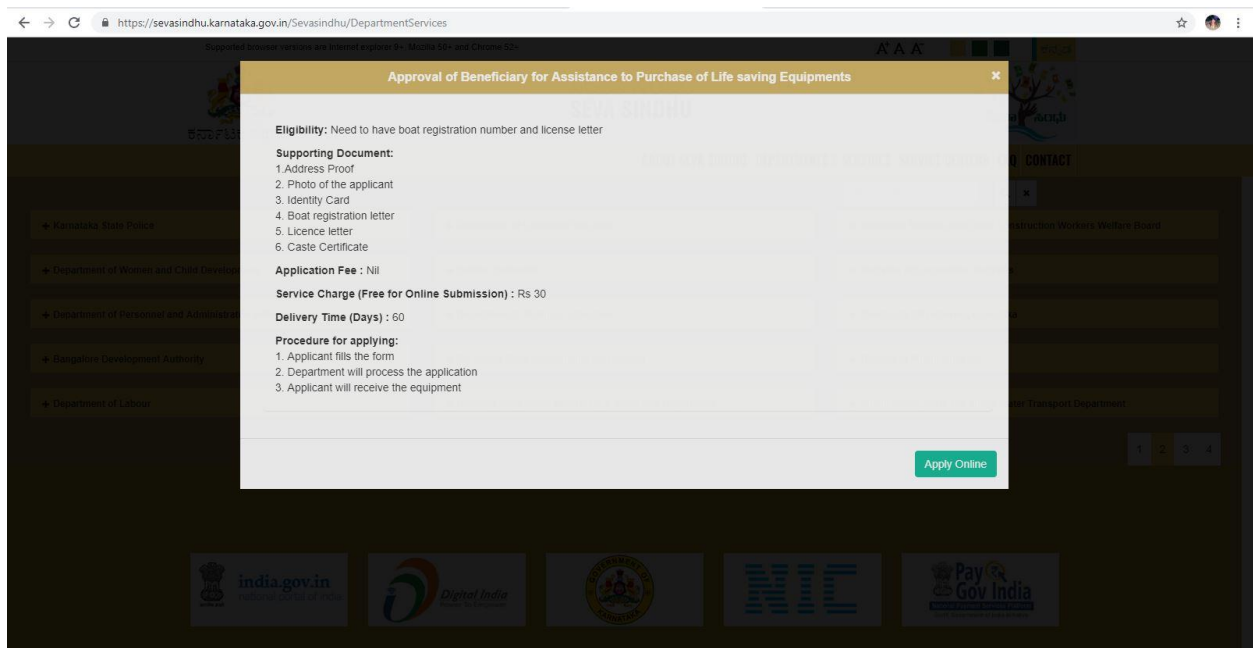
Approval of Beneficiary for Assistance to Purchase of Life saving Equipment's

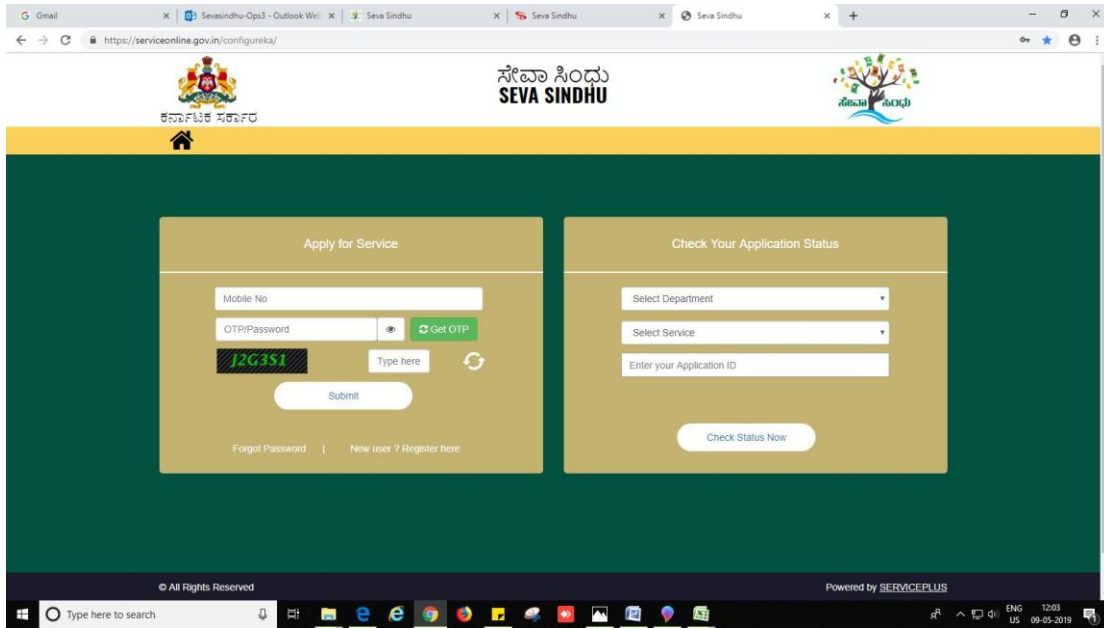
**Application flow of this manual: CITIZEN → REGION OFFICE→DISTRICT OFFICE→ZONE OFFICE→CITIZEN**

### Steps for APPLICANT.

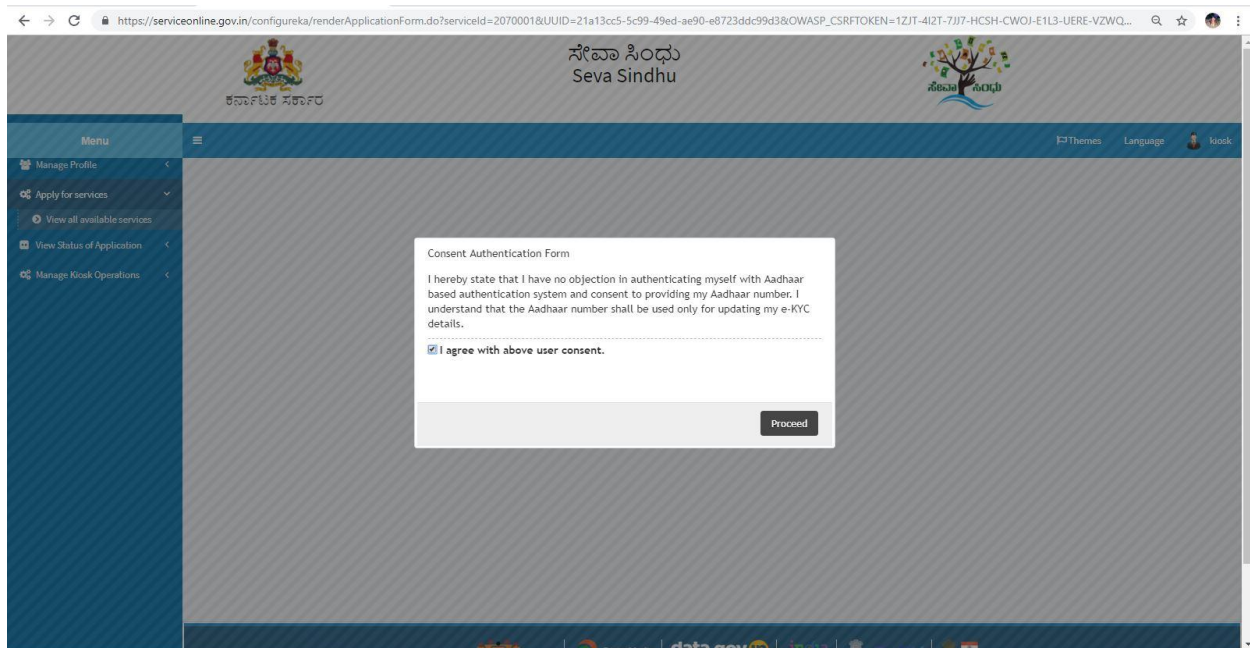
**Ex: Approval of Beneficiary for Assistance to Purchase of Life saving Equipment's**

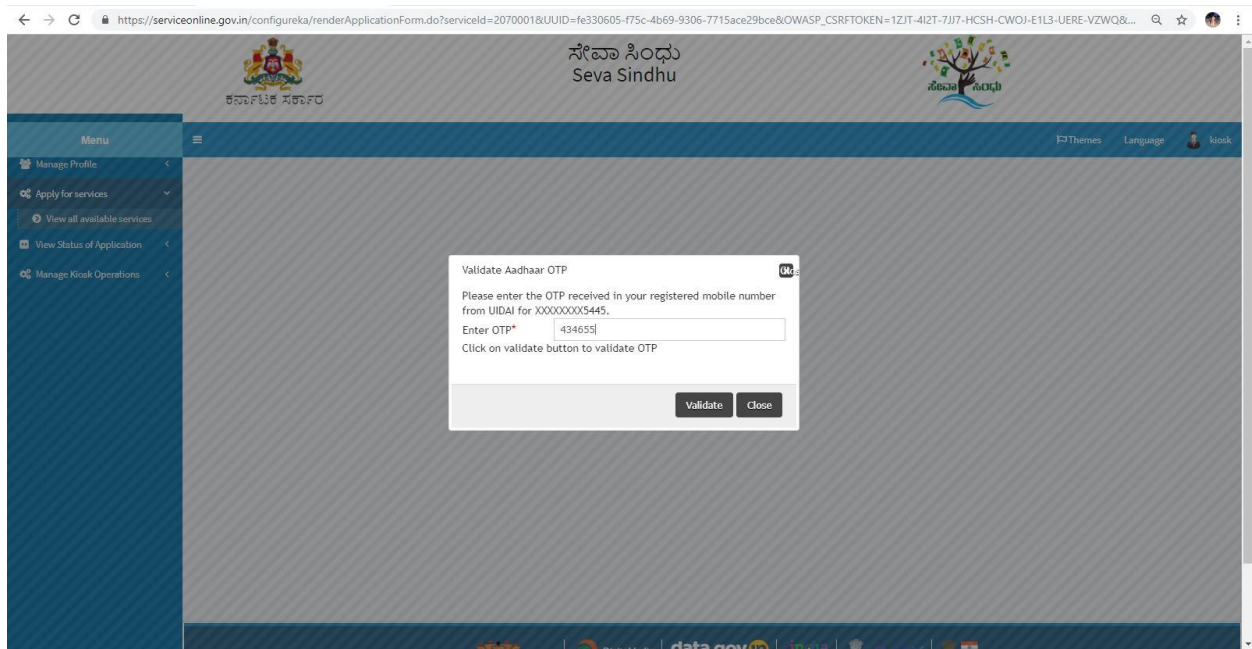
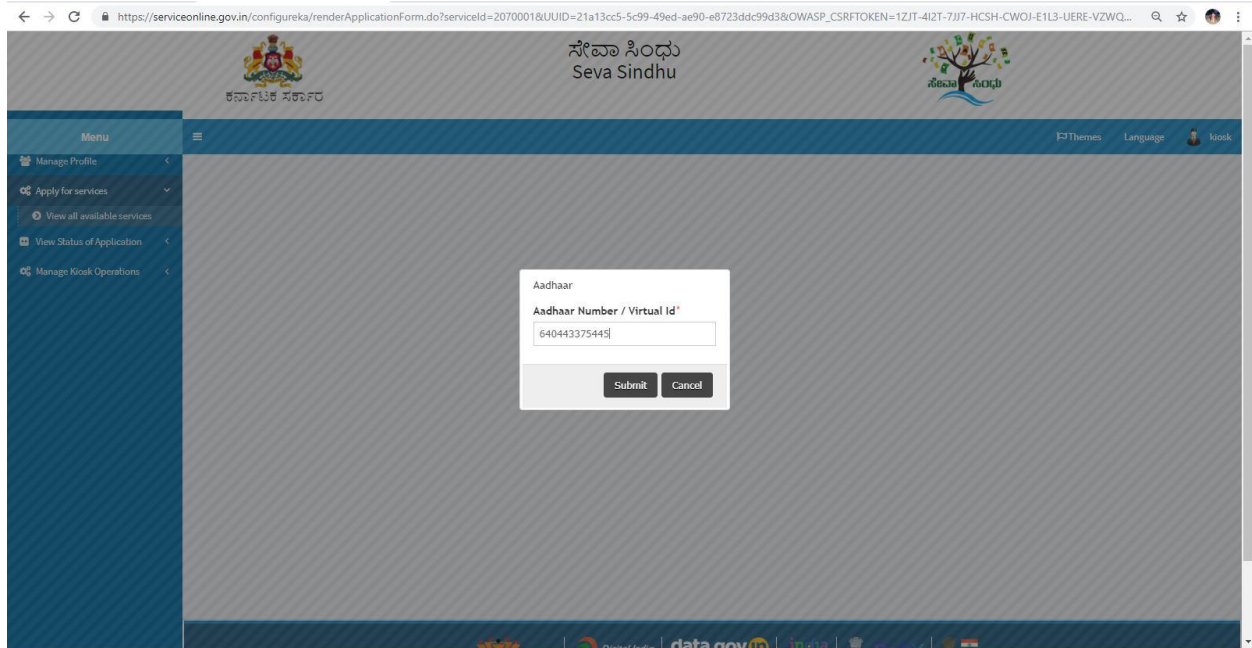
1. Register if new user and login or Login if credentials available.





2. Enter OTP. OTP will be received to the phone no. which was link to entered Aadhaar.
3. Click on 'validate'.





4. Fill all mandatory fields

**Department of Fisheries**  
Approval of Beneficiary For Assistance to Purchase of Life Saving Equipments

**Applicant Form**

Financial Year \* 2018-19  
 District Office \* Bagalkote  
 Taluk Office \* Bagalkote

**Beneficiary Details**

Applicant Name/ಅರ್ಜಿದಾರನ ಹೆಸರು \* Sanjna G Applicant Age/ಅರ್ಜಿದಾರನ ವಯಸ್ಸು \* 25  
 Father/Husband Name / ತಂದೆ/ಹಿಂದಿನ ಹೆಸರು \* xyz Gender/ಲಿಂಗ \* Female/ಸ್ತ್ರೀ  
 Applicant Address Caste/ಜಾತಿ \* GM  
 Address Line 1 / ವಿಳಾಸ1 \* address Full-time fisherman by birth or profession? / ಹುಟ್ಟು ಅಥವಾ ವೃತ್ತಿಯಲ್ಲಿ ಮೀನುಗಾರಿಕೆ ಮಾಡುತ್ತಾರೆಯೇ? \*  Yes/ಹೌದು  No/ಇಲ್ಲ  
 Address Line 2 / ವಿಳಾಸ2 \* Name of the Fishermen Co-operative Society \*  
 Address Line 3 / ವಿಳಾಸ3 \* Address of the Fishermen Co-operative Society \*  
 Country/ರಾಷ್ಟ್ರ \* India Distributing Equipment/ವಿತರಿಸುವ ಸಲಕರಣೆಗಳು \* Distress Alert Transmitter Device

5. Enter 'Captcha'

6. Click on 'submit'.

State/ರಾಜ್ಯ \* KARNATAKA Boat Registration Number/ದೋಣಿಯ ನೋಂದಣಿ ಸಂಖ್ಯೆ \* 2565  
 District/ಜಿಲ್ಲೆ \* BAGALKOT Mobile Number/ಮೊಬೈಲ್ ಸಂಖ್ಯೆ \* 9741256972  
 Pincode/ಪಿನ್ ಕೋಡ್ \* 526892

**Additional Details**

Application Reference Number(Token Number) \* 111  
 Register Number \*  
 Serial Number \*  
 Application Received On \* 17/05/2019  
 Apply to the Office \* Region Office(Fisheries Region- Badami) - Rural/Urban

**Word verification**

2s2zs1  
 Please enter the characters shown above  
 2s2zs1

7. Review the submitted application.

The screenshot shows the 'Applicant Form' page on the Seva Sindhu portal. The page is divided into two main sections: 'Applicant Form' and 'Beneficiary Details'. The 'Applicant Form' section contains the following information:

Application Reference No :	Draft_AF0105/2019/00009
Financial Year :	2018-19
Financial Year :	2018-19
District Office :	Bagalkote
Taluk Office :	Bagalkote
Fishery Zone :	Region Office(Fisheries Region- Badami )

The 'Beneficiary Details' section contains the following information:

Applicant Name/ಅರ್ಜಿದಾರರ ಹೆಸರು :	Sanyra G
Applicant Age/ಅರ್ಜಿದಾರರ ವಯಸ್ಸು :	25
Father/Husband Name / ಪಿತೃ/ಹೆಂಡತಿಯ ಹೆಸರು :	xyz
Gender/ಲಿಂಗ :	Female/ಹೆಣ್ಣು
Caste/ಜಾತಿ :	GM

8. Click on 'attach annexures'.

The screenshot shows the 'Additional Details' page on the Seva Sindhu portal. The page contains the following information:

State/ರಾಜ್ಯ :	KARNATAKA
Boat Registration Number/ಒಳವಾಯು ನೋಂದಣಿ ಸಂಖ್ಯೆ :	2565
District/ಜಿಲ್ಲೆ :	BAGALKOT
Mobile Number/ಸಂಪರ್ಕ ಸಂಖ್ಯೆ :	9741256972
Pincode/ಪಿನ್ ಸಂಖ್ಯೆ :	526692

The 'Additional Details' section contains the following information:

Application Reference Number(Token Number)	111
Register Number	
Serial Number	
Application Received On	17/05/2019
Apply to the Office	Region Office(Fisheries Region- Badami )

At the bottom of the page, there are several action buttons: Edit, Attach Annexure, Cancel, Print, Export to PDF, and Click here to initiate new application.

9. Attach annexures. With all mandatory documents and Click on 'save annexure'.

Type of Enclosure	Enclosure Document	Issued By	Issued Date	Reference Number	File/Reference
Address proof of the applicant	Address Proof Document Format				Choose File sample.pdf Scan Fetch from DigLocker
Photo	Color photo passport size Document Format				Choose File sample.pdf Scan Fetch from DigLocker
Identity Card	Driving License Document Format				Choose File sample.pdf Scan Fetch from DigLocker
Boat registration letter	Boat registration letter Document Format				Choose File sample.pdf Scan Fetch from DigLocker
Licence letter	Licence letter Document Format				Choose File sample.pdf Scan Fetch from DigLocker
Caste Certificate	Caste Certificate Document Format				Choose File sample.pdf Scan Fetch from DigLocker

10. Review the annexure after attachment.

**Annexure List**

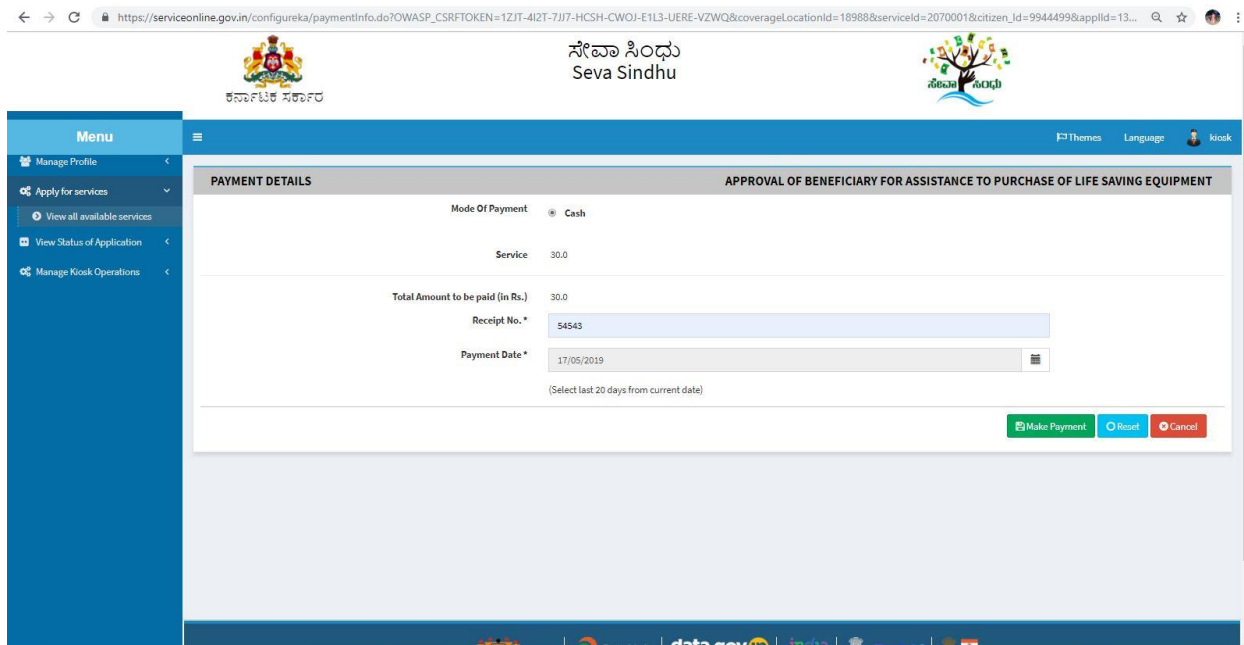
1) Address proof of the applicant	Address Proof
2) Photo	Color photo passport size Max Dimension: 35mm X 45mm
3) Identity Card	Driving License
4) Boat registration letter	Boat registration letter
5) Licence letter	Licence letter
6) Caste Certificate	Caste Certificate

**Additional Details**

Application Reference Number(Token Number)	111
Register Number	
Serial Number	
Application Received On	17/05/2019
Apply to the Office	Region Office(Fisheries Region- Badami)

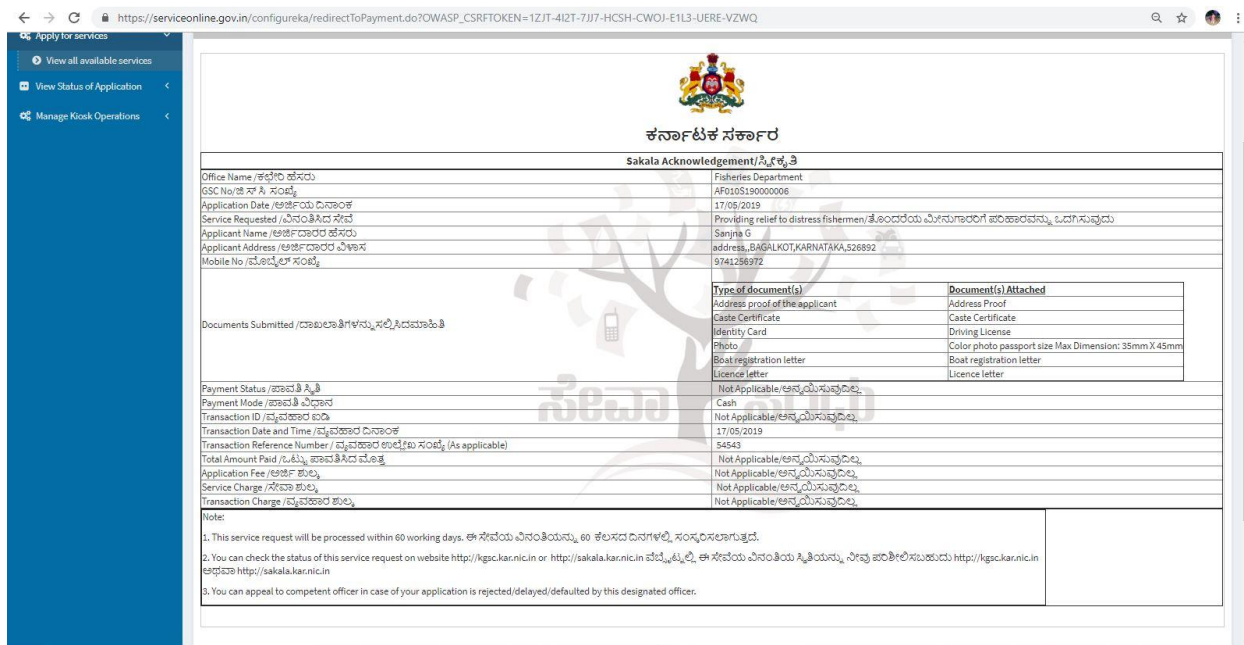


11. Select mode of payment. Click and proceed further.



12. After successful payment, there is a generation of acknowledgement.

13. Either take print or export to PDF.



Successful submission of the application is done from applicant. Log out.

After approval or rejection from the department users, The approval or rejection certificate can be downloaded from 'menu'->'view status of the application'->'view submitted application'->'get data'->search with the application reference no. ->click on the 'delivered' or 'rejected' to get the certificate.



## Steps to be performed by REGIONAL OFFICE (Taluk)

1. Login to Regional officer (taluk) page.
2. Go to->MENU->message box->inbox->please select service->click on 'get data'

The screenshot shows the 'Message Box / Inbox' page. The search criteria are: Service: Approval of Beneficiary for Assistance to Purchase, Task: ADF GRADE-2, From Date: 01/01/2017, To Date: 20/05/2019. A 'Get Data' button is visible. Below the search results, a table shows 2 entries:

SL.No.	Application Number	Status	Action	Return to Pool
1	AF010S190000006	Forwarded	Pull	
2	AF010S190000007	Forwarded	Pull	

3. Click on 'pull'.

The screenshot shows the 'View Processing History' page for an application. The application details are: Service Name: Approval of Beneficiary for Assistance to Purchase of Life saving Equipment, Current Task: ADF GRADE-2, Application Reference Number: AF010S190000006, Application Received Date: 17-05-2019. The 'View Processing History' section shows the following details for 'ADF GRADE 2':

**ADF (GRADE-2)**

**Action \***  Reject  Forward

**Task \***  ADF GRADE-1 or SRADF  Seek Clarification from Applicant

**Remarks \*** forwarded

Buttons: Submit, Reset, Cancel, Back to Inbox

4. Click on 'View Processing History' -> click on 'Completed' to verify the applicant's application.
5. Fill mandatory fields.
6. Write remarks. Click on 'submit'.
7. Successful submission message. Log out or continue the same step for more applications received.

## Steps to be performed by District Officer.

1. Login to District officer page.
2. Go to->MENU->message box->inbox-> Click on 'pull'

The screenshot shows the 'Message Box / Inbox' section of the Seva Sindhu application. The interface includes a left-hand menu with options like 'Manage Service', 'Manage Profile', 'User Management', 'Message Box', 'Inbox', 'Sent Applications', 'Revalidate Payment', 'Payment Settlement Report', 'DSC Management', 'Department/Local Body Mapping', 'Reports', 'Department Level Configuration', 'SMS Configuration', and 'Web Service Integration'. The main content area has filters for 'Please select Service\*' (Approval of Beneficiary for Assistance to Purchase), 'Select Task\*' (ADF GRADE-1 or SRADF), 'From Date' (01/01/2017), and 'To Date' (20/05/2019). Below the filters is a table with one entry:

Sl.No.	Application Number	Status	Action	Return to Pool
1	AF010S19000008	Forwarded	Pull	

3. Click on 'View Processing History' -> click on 'Completed' to verify the applicant's application.
4. Fill mandatory fields.
5. Write remarks. Click on 'submit'.

The screenshot shows a web application interface for the Department of Fisheries. The top navigation bar includes 'Menu', 'Themes', 'Language', and the user profile 'ADF (Gr-1) / SRADF officer'. The main content area displays application details:

- Service Name:** Approval of Beneficiary for Assistance to Purchase of Life saving Equipment
- Current Task:** ADF GRADE-1 or SRADF
- Application Reference Number:** AF010S190000006
- Application Received Date:** 17-05-2019

Below the details is a section titled 'View Processing History'. It shows the 'Assistant Director District' as 'ADF (GRADE-1) / SRADF'. The 'Action' field has radio buttons for 'Reject' and 'Forward', with 'Forward' selected. The 'Task' field has radio buttons for 'Deputy Director of Fisheries' and 'Seek Clarification from Applicant to Asst Director', with 'Deputy Director of Fisheries' selected. The 'Remarks' field contains the text 'forwarded'. At the bottom right, there are buttons for 'Submit', 'Reset', 'Cancel', and 'Back to Inbox'.

6. Successful submission message.

The screenshot shows a web application interface for 'Seva Sindhu'. The top navigation bar includes 'Menu', 'Themes', 'Language', and the user profile 'Labour Inspector- Vallapura Circle'. The main content area displays a large red message: 'Successfully Submitted'. Below the message is a button labeled 'Back to Inbox'. The page also features the Seva Sindhu logo and the text 'ಸೇವಾ ಸಿಂಧು Seva Sindhu'.

## Steps to be performed by Zonal Officer.

1. Login to Zonal officer page.
2. Go to->MENU->message box->inbox-> Click on 'pull'

The screenshot shows the 'Message Box / Inbox' page. At the top, there are filters for 'Please select Service\*' (Approval of Beneficiary for Assistance to Purchase) and 'Select Task\*' (Deputy Director of Fisheries). Below these are date filters for 'From Date' (01/01/2017) and 'To Date' (20/05/2019). A 'Get Data' button is visible. Below the filters is a table with the following data:

Sl.No.	Application Number	Status	Action	Return to Pool
1	AF010S190000006	Forwarded	Pull	

3. Click on 'View Processing History' -> click on 'Completed' to verify the applicant's application.
4. Fill mandatory fields.
5. Write remarks. Click on 'submit'.

The screenshot shows the 'View Processing History' form. It displays the following details:

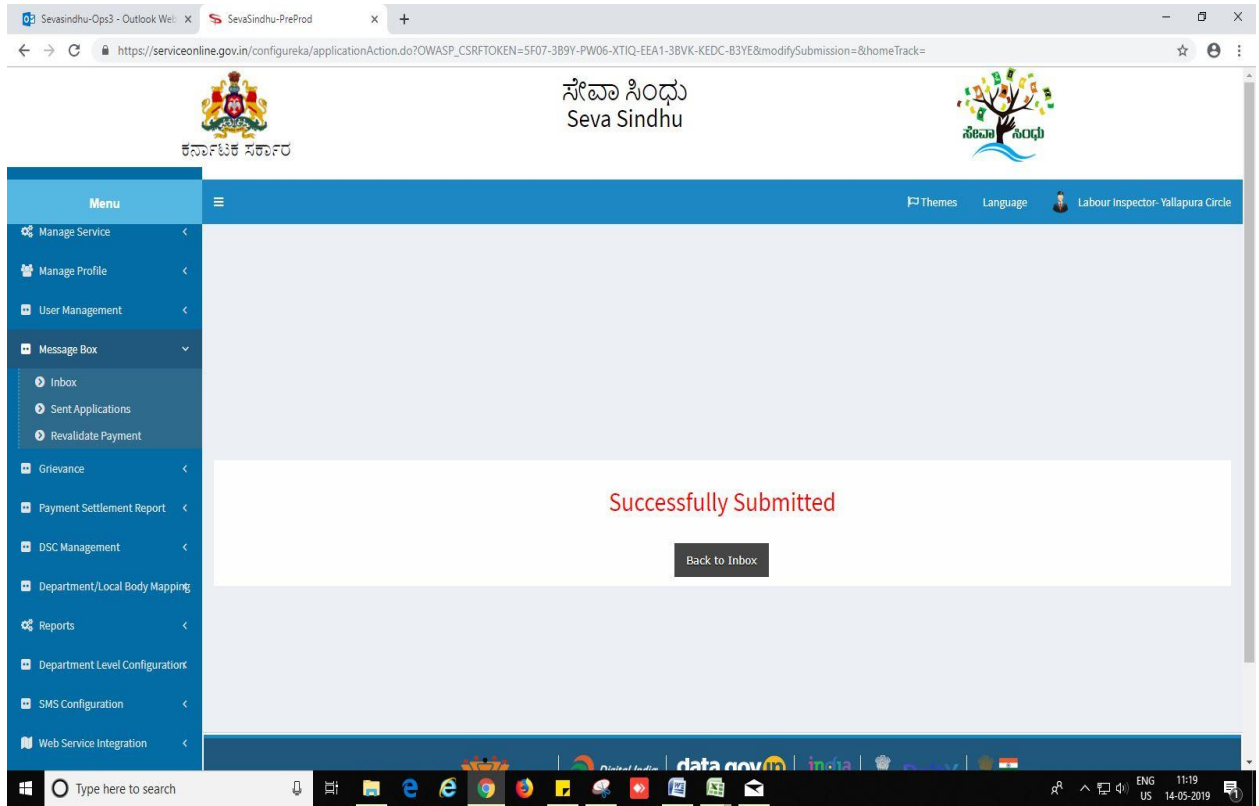
- Service Name: Approval of Beneficiary for Assistance to Purchase of Life saving Equipment
- Current Task: Deputy Director of Fisheries
- Application Reference Number: AF010S190000006
- Application Received Date: 17-05-2019

Below the details, there is a section for 'Deputy Director' with the following options:

- Action:  Reject,  Approve
- Remarks: approved

At the bottom, there are buttons for 'Submit', 'Reset', 'Cancel', and 'Back to Inbox'.

6.Successful submission message.



## Steps APPLICANT's login: approval or rejection certificate

After approval or rejection from the department users, The approval or rejection certificate can be downloaded from 'menu'->'view status of the application'->'view submitted application'->'get data'->'search with the application reference no. ->'click on the 'delivered' or 'rejected' to get the certificate.

The screenshot shows a web application interface. A modal window titled 'Application Form Detail' is open, displaying the following information:

- Name of the Service : Approval of Beneficiary for Assistance to Purchase of Life saving Equipment
- Name of the Applicant : APPLICANT
- Application due Date : 16/07/2019

Below this information is a table with the following columns: S.No., Task Name, Submitted Details by the applicant, Documents generated by the system, Status, and Remarks.

S.No.	Task Name	Submitted Details by the applicant	Documents generated by the system	Status	Remarks
1	Application Submission	<a href="#">View</a>	<a href="#">Acknowledgement</a>	Completed	NA
2	ADF GRADE-2	NA	Nil	Forwarded	NA
3	ADF GRADE-1 or SRADF	NA	Nil	Forwarded	NA
4	Deputy Director of Fisheries	NA	Nil	Approved	NA

The background shows a list of applications with columns for S.No., Service Name, Due Date, and Current Status. The application with S.No. 9 is highlighted, showing a 'Delivered' status.

No need of output certificate. Citizen should carry acknowledgement copy to the office to avail the benefits.

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