



For Citizens

E-Tribe Validity – User Manual

www.etribevalidity.mahaonlinegov.in

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**Tribal Development Department,
Government of Maharashtra
Tribal Research & Training Institute, Pune**

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1) Introduction

In order to simplify the delivery of citizen centric services and in line with the Maharashtra government “e-Governance Policy 2011”, Tribal Development department has identified the entire process of providing caste validity certificate to be made online via eTribe Validity application. This will help not only to provide to citizen services in a speedy and transparent manner but also improve the efficiency of the committees.

Purpose of this Document

This document is intended to guide users to perform verification of Tribe Caste Validity online. It provides detailed descriptions, illustrated with relevant snapshot, of the various activities that can be performed using automated system.

Intended Audience

This document is intended for the users of Tribe Certificate Scrutiny Committee. The intended Users are citizens. It is assumed that the users have prior knowledge of the activities that take place in their organization and possess working knowledge of Windows operating system.

2) Salient Features of eTribe Validity

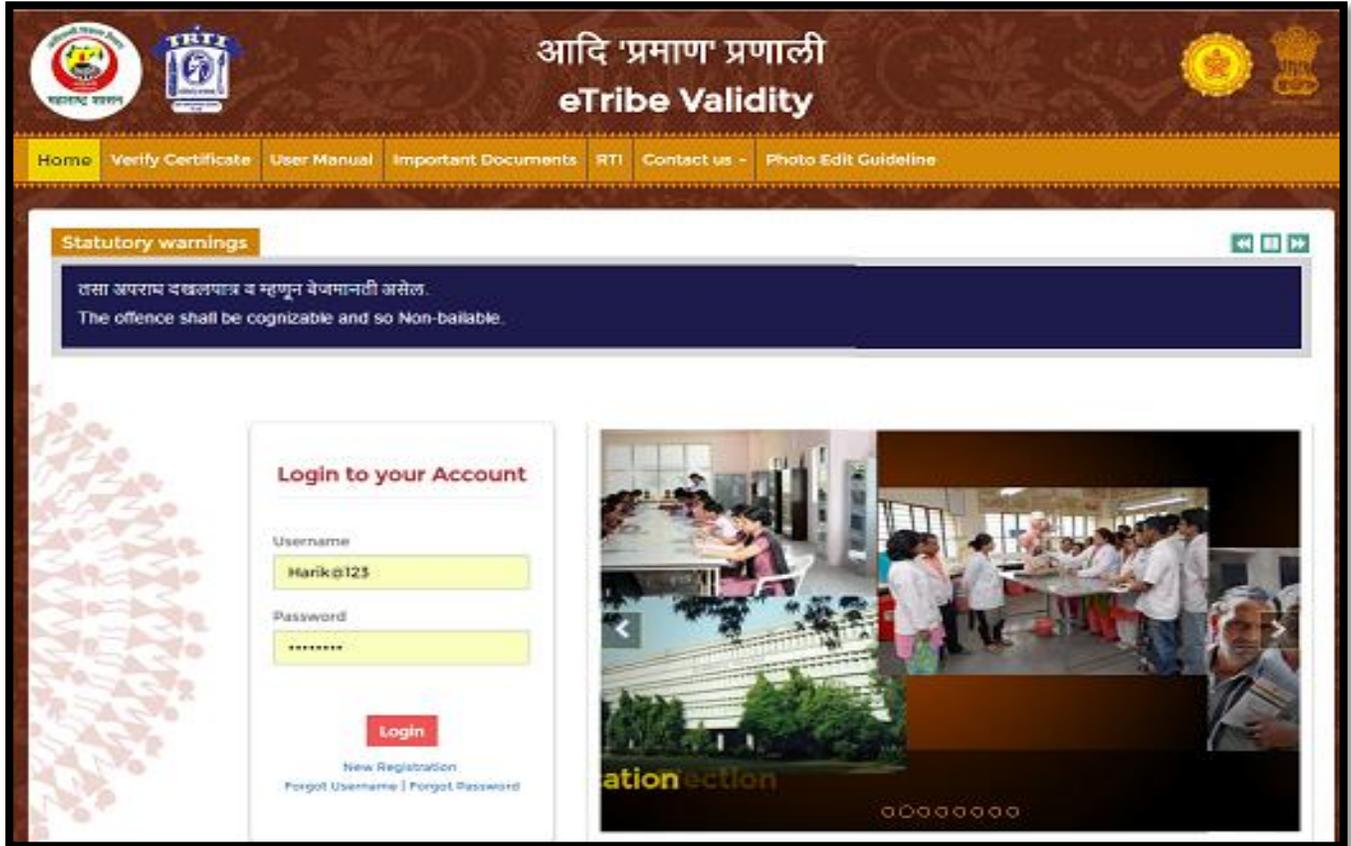
- ✚ Online system for submission of applications for caste validation.
- ✚ E-mail and SMS alert notifications to applicants at every stage.
- ✚ Applicants can verify the status of their applications online.
- ✚ Education, pre-service, service and election requests may be submitted.
- ✚ Auto-redirection to committees based on the applicant's information.
- ✚ Standardized the formats for issuing
 - ⊕ Acknowledgment receipts to the applicants
 - ⊕ Communication to sponsoring authorities and the applicants (including show cause notices)
 - ⊕ Generating valid orders

User Manual for Application Form

3) URL

Access the below URL:

etribevalidity.mahaonline.gov.in



4) New Registration

Applicant will have to complete one time registration process to apply for Validity certificate. Applicant will specify following details during registration:

Steps:

- Click on New Registration link
- Select Purpose for which the Validity certificate is required.
- Enter First name, Middle name and Last name. Female applicant's name should be as per paternal side i.e they should submit details of their Father but not husband.
- Select Gender
- Enter DOB (Non mandatory)
- Enter UID no. if available
- Enter mobile no., email id, Mother's first name of the applicant
- Enter Caste certificate no.
- Enter username. Username must be alphanumeric, atleast 8 characters long and must contain atleast 1 special charater of this(#,\$,@)
- Enter Password. Password must be atleast 8 characters long and must contain atleast one capital alphabet, one small alphabet, one number & one special character.
- Enter captcha
- Click on Submit button to save the details.

Registration Form

Note :-

- ◆ * Indicates mandatory fields
- ◆ Username must be alphanumeric, atleast 8 characters long and must contain atleast 1 special charater of this(#,\$,@)
- ◆ Password must be atleast 8 characters long and must contain atleast one capital alphabet, one small alphabet, one number & one special character.
- ◆ Female applicant's name should be as per paternal side

Citizen Registration

Purpose *

Education

First Name *

Shiv

Middle Name *

Ravi

Last Name *

Lal

First Name(InMarathi)

शिवा

Middle Name(InMarathi)

रावी

Last Name(InMarathi)

लाल

Gender *

Male

Date of Birth

01 Apr 1991

UID (Aadhar Number)

Mobile No *

9898666564

Alternate Mobile No

Email-ID *

shiv@gmail.com

Mother's First Name *

Uma

Mother's First Name (Marathi)

उमा

Caste Certificate No *

38928392323893

User Name *

Shivlal@123

Password *

Confirm Password *

What is Third Number among Following List ? 35, 28, 64



64

Back

Reset

Submit

5) Forgot Username

If Applicant has already registered and if he/she has forgot his/her username then it can be retrieved using Forgot Username screen

Steps:

- Enter mobile no. of the applicant provided during the registration
- Enter email id, First name, middle name and last name
- Enter mothers name
- Enter captcha
- Click on Submit button
- User name will be sent on Applicant's mobile no. and Email

The screenshot shows the 'Forgot User Name' interface. At the top, there are logos for the Government of Maharashtra and TRTI, along with the text 'आदि 'प्रमाण' प्रणाली eTribal Validity'. Below this is a navigation menu with links: Home, Verify Certificate, User Manual, Important Documents, RTI, Contact us, and Photo Edit Guideline. The main form area is titled 'Forgot User Name' and contains several input fields: 'Mobile Number', 'Email-ID', 'First Name', 'Middle Name', 'Last Name', 'Date Of Birth' (with a calendar icon), and 'Mother's Name'. Below these fields is a captcha question: 'What is First Number among Following List ? 79, 610, 20'. There is a refresh button for the captcha and an empty input field for the answer. At the bottom of the form are three buttons: 'Back', 'Reset', and 'Submit'.

6) Forgot Password

If Applicant has already registered and if he/she has forgot his/her password then it can be retrieved using Forgot password screen.

Steps

- Enter Username
- Select Date of Birth
- Enter Mother's name
- Enter new Password. Password must be atleast 8 characters long and must contain atleast one capital alphabet, one small alphabet, one number & one special character.
- Re-enter password in Confirm password field
- Enter Captcha
- Click on Submit button

Forgot Password

User Name *

Date of Birth

Mother's First Name *

New Password *

Confirm New Password *

What is Third Number among Following List ? 04, 59, 95

[Back](#) [Reset](#) [Submit](#)

7) Log in to the system:

- User should log in to the system to for Application Form for Caste Verification.
- Before that User should register into system from “New Registration” with required details.
- Some details will reflect to Basic Details page from registration page.
- There are separate links for Forgot User Name & Forgot Password if user required (Refer following screen shot)

- User should log in to the system with correct credentials.



8) Application for Validity

8.1. Applicant's Basic Details

- Click on Application for Validity menu
- Applicant should enter Basic Details in Application Form & save the same. In that Applicant have to verify data like Purpose, Applicant's Name, Gender Etc.
- Enter Certificate Barcode No & Fetch the data. Verify Name on the Caste Certificate after fetching (If available in System).
- Select Marital Status which is Mandatory.
- Enter Communication Address in which Address Line 1, State, District, Taluka, City, Toll/Pada/Wadi,Hamlet & Pincode are Mandatory fields and Address Line 2 is optional one. (refer following screen shots)

Barcode no. will be available for certificates that are obtained Online. Applicant can fetch the details using Barcode no. obtained on Online Caste certificate.

The screenshot shows the 'Application For Validity Certificate' form on the eTribe Validity portal. The page header includes the Maharashtra State Emblem, TRT logo, and the text 'आदि 'प्रमाण' प्रणाली eTribe Validity'. A navigation bar contains 'Home', 'Application For Validity', 'Additional Documents', 'Application Status', and 'Logout'. A sidebar on the left lists various detail sections. The main form area is titled 'Application For Validity Certificate' and contains the following fields:

- Purpose:** A dropdown menu with 'Service' selected.
- Applicants Basic Details:**
 - Applicant Name:** Three input fields containing 'Hari', 'Bhola', and 'Kad'.
 - Gender:** A dropdown menu with 'Male' selected.
 - Date of Birth:** An input field with '01 Apr 1990' and a calendar icon.
 - Marital Status:** A dropdown menu with 'Married' selected.
- Certificate Barcode No:** An input field with a 'Fetch' button next to it.
- Name of the candidate on Caste certificate:** A long input field.

Certificate Barcode No

Fetch

Name of the candidate on Caste certificate

Communication Address

Address Line 1 *

d

Address Line 2

fgggg

State *

MAHARASHTRA

District *

Chandrapur

Taluka *

Rajura

City *

c

Toll/Pada/Wadi/Hamlet *

n

Pincode *

445455

8.2. Applicant's Father Details

- In Father's Details section Father's Name, Mobile No are mandatory. If Father is educated or not educated accordingly fields will be shown in form. Father's Permanent Address is mandatory in which Address Line 1, State, District, Taluka, City, Toll/Pada/Wadi, Hamlet & Pincode are mandatory fields and Address Line 2 is optional one.
- Also from Father's Occupation type fields will be displayed with Mandatory & optional features (refer following screen shots).

Applicant's Father Details

Father Details

Name of applicant's father

First Name *	Middle Name *	Last Name *
<input type="text" value="Bhola"/>	<input type="text" value="Rama"/>	<input type="text" value="Kad"/>
<input type="text" value="भोला"/>	<input type="text" value="राम"/>	<input type="text" value="कड"/>

Father's Date of Birth 

Father's Mobile no *

Education of the applicants Father

Whether Father is educated * Yes No

Father's Permanent Address

Address Line 1 *

add

Address Line 2

State *

MAHARASHTRA

District *

Chandrapur

Taluka *

Chandrapur

City *

m

Toll/Pada/Wadi/Hamlet *

na

Pincode *

489892

Occupation Details of Applicant's father

Occupation Type *

Labour

Occupation

labour

Contact No

8986767676

Address Line 1

Address Line 2

State

--Please Select--

District

--Please Select--

Taluka

--Please Select--

City

Toll/Pada/Wadi/Hamlet

Pincode

8.3. Paternal Relatives Details

- In Paternal Relative Details Applicant must enter all the things as all fields are mandatory in this page. Like Family's Traditional Occupation, Schedule Tribe, God, Mother Tongue, Dialect (If Mother Tongue is selected Marathi) & five surnames of Applicant's Relatives or Communities.
- After entering all details save the page. (refer following screen shot).

Applicant's Paternal Relative Details

Family's Traditional Occupation *	Schedule tribe *
Farming	Tanwar(22) ▼

God/Goddess *	Mother Tongue *	Dialect
Devi	Marathi ▼	Boli

Five Surnames of Applicants relatives or communities *		
ta	ra	ma
pa	sa	

8.4. Address Details:

- In Address Details Applicant should enter Ordinary which is Mandatory in which Address Line 1 , State , District , Taluka , City ,Toll/Pada/Wadi,Hamlet & Pincode are Mandatory fields and Address Line 2 is optional one.
- If Applicant left Ordinary Place then Applicant have to enter Date of Leaving with Reason or if not left ordinary place then Date of Leaving with Reason will be optional one.
- Also Applicant have to enter Current, Permanent and Ordinary details & Details of the person who is staying at Permanent address. And after entering data, the forms should be saved. (refer following screen shots)

Applicant's Current, Permanent And Ordinary Address

Applicant's ordinary place details as on 6th Sept 1950

<p>Address Line 1 *</p> <input style="width: 95%;" type="text" value="Ha"/>	<p>Address Line 2</p> <input style="width: 95%;" type="text"/>	<p>State *</p> <input style="width: 95%;" type="text" value="MAHARASHTRA"/>
<p>District *</p> <input style="width: 95%;" type="text" value="Mumbai City"/>	<p>Taluka *</p> <input style="width: 95%;" type="text" value="Mumbai City"/>	<p>City *</p> <input style="width: 95%;" type="text" value="Mumbai"/>
<p>Toll/Pada/Wadi/Hamlet *</p> <input style="width: 95%;" type="text" value="NA"/>	<p>Pincode *</p> <input style="width: 95%;" type="text" value="477979"/>	

Left Ordinary Place

<p>Whether Applicant has left ordinary place ?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Date of leaving</p> <input style="width: 95%;" type="text" value=""/>	<p>Reason</p> <input style="width: 95%;" type="text"/>
--	---	---

Current, Permanent and Ordinary details

Since when the applicant is staying at Current address *

01 Apr 2016



Is there any house/land at ordinary place

Yes No

7/12 details * Yes No

Is Land registerd as per Maharashtra Land revenue code-Section 36/36A * Yes No

Details of the person who is staying at Permanent address

Name *	Address *	Contact No. *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add New"/>
ga	aa	876767565656	<input type="button" value="Delete"/>

8.5. Certificate Details:

- In Certificate details Applicant should check details which is reflecting after fetching caste certificate data like Certificate No, Certificate Date Etc & enter other mandatory fields.
- Also enter Documents submitted while applying for Certificate. Applicant can add multiple documents for the same. (Refer following screen shots)

DETAILS OF SCHEDULED TRIBE CERTIFICATE

Certificate Details

Certificate No * <input type="text" value="73278728378"/>	Certificate Date * <input type="text" value="01 Apr 2016"/>	Certificate tribe * <input type="text" value="Tanwar(22)"/>
Certificate Issued By * <input type="text" value="SDO mumbai city"/>	District * <input type="text" value="Mumbai City"/>	Tehsil * <input type="text" value="NA"/>
Place of Issue * <input type="text" value="MG road"/>		

Documents submitted while applying for certificate

Document Name *

Sr No	Document Name	
1	Pan Card	Delete

8.6. Education Details:

- In Current Education Details Applicant should enter Name of the Faculty , Year , Name of Educational Institute , Address Line 1 , State , District , Taluka , City , Toll/Pada/wadi/Hamlet & pin code which are mandatory fields. And Contact No of Institute, Institute Email ID & Address Line 2 are optional fields.
- Also enter Past Educational Details in which Primary (Mandatory), Secondary & College Education details required.
- After entering all required data Applicant should save this page. (Refer following screen shots)

Educational Details

Current Educational Details

Name of the Faculty * <input style="width: 90%;" type="text" value="science"/>	Year * <input style="width: 90%;" type="text" value="Fourth Year"/>	Name of Educational Institute * <input style="width: 90%;" type="text" value="DY"/>
Contact No of Institute <input style="width: 90%;" type="text"/>	Institute Email Id <input style="width: 90%;" type="text"/>	
Address Line 1 * <input style="width: 95%;" type="text" value="Nerul"/>		
Address Line 2 <input style="width: 95%;" type="text" value="Navi Mumbai"/>		
State * <input style="width: 90%;" type="text" value="MAHARASHTRA"/>	District * <input style="width: 90%;" type="text" value="Thane"/>	Taluka * <input style="width: 90%;" type="text" value="Thane"/>
City * <input style="width: 90%;" type="text" value="Nerul"/>	Toll/Pada/Wadi/Hamlet * <input style="width: 90%;" type="text" value="NA"/>	Pincode * <input style="width: 90%;" type="text" value="400070"/>

Past Educational Details

I Primary Educational details (std 1st to 7th)

Name of School/Institute *

From Date * 

To Date * 

Address Line 1 *

Address Line 2

State *

District *

Taluka *

City *

Toll/Pada/Wadi/Hamlet *

Pincode *

Sr No	Name of School/Institute	From Date	To Date	Address Line 1	Address Line 2	State	District	Taluka	City
1	school1	01 Apr 1995	01 Apr 1998	Bandra E	Mumbai	MAHARASHTRA	Mumbai City	Mumbai City	Mumbai

III College Educational details

Name of college/Institute

From Date 

To Date 

Address Line 1

Address Line 2

State

District

Taluka

City

Toll/Pada/Wadi/Hamlet

Pincode

8.7. Family Details:

In Family Details Applicant can add Single as well as multiple details having details like First, Middle & Last Name, Relation, and Education. Multiple options will be available if Family member having Tribe certificate. (Like if having validity certificate & using from when etc) (Refer following screen shot)

Applicant's Family details

First Name *

Middle Name *

Last Name *

Relation *

Education *

Whether having Scheduled Tribe Certificate * Yes No

First Name	Middle Name	Last Name	Relation	Rel Education	Edit	Delete
Tilak	Omi	Nikam	Father	NA	Edit	Delete
Usha	Tilak	Nikam	Mother	HSC	Edit	Delete

8.8. Election Details/Service details/Pre-Service details:

- Based on the purpose selected by the applicant during registration, respective additional details should be provided by the Applicant.
- If the Purpose is selected as Election the additional details are “Election details”
- If the purpose is selected as Service, Pre-Service the additional details are accepted in “Service details” tab.

8.9. Sponsoring Authority Details

In Sponsoring Authority Details page Applicant should enter Name of Sponsoring Authority, Address Line 1, State, District, Taluka, City, Toll/Pada/Wadi/Hamlet, Pincode, & Landline No as these fields are mandatory. And fields like Address Line 2, Mobile No, and Email Id & Website are optional. Applicant should save the same after entering above fields. (Refer following screen shot)

Sponsoring Authority Details

Sponsoring Authority Details

Name of Sponsoring Authority *

Address line1 *

Address line2

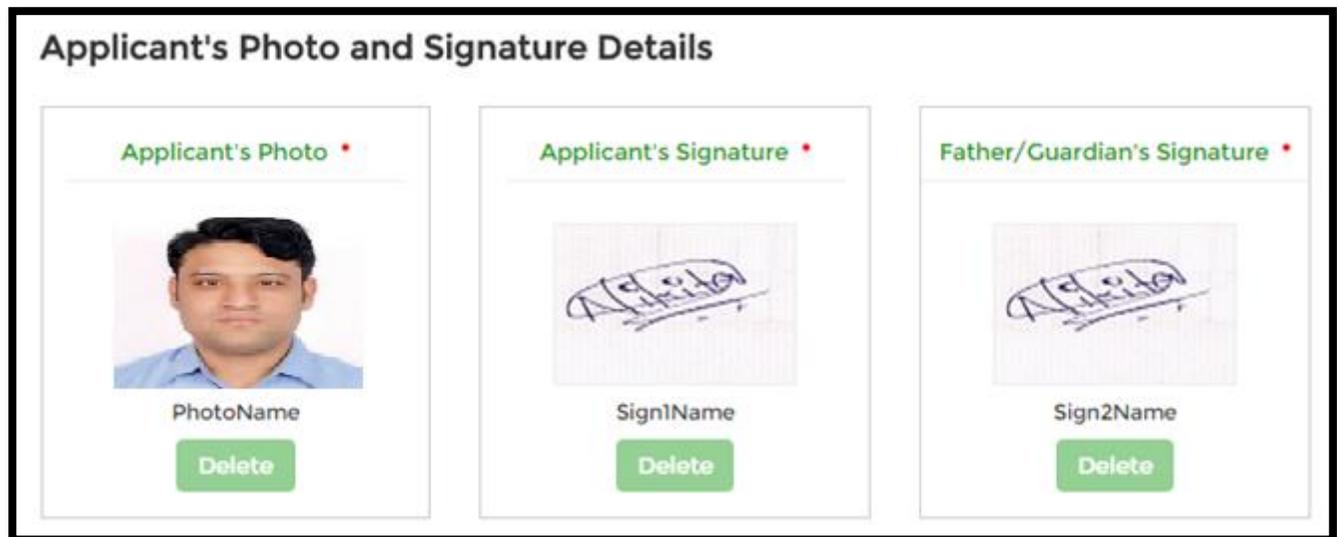
State * <input type="text" value="MAHARASHTRA"/>	District * <input type="text" value="Mumbai City"/>	Taluka * <input type="text" value="Mumbai City"/>
City * <input type="text" value="Mumbai"/>	Toll/Pada/Wadi/Hamlet * <input type="text" value="NA"/>	Pin Code * <input type="text" value="490897"/>
LandlineNo * <input type="text" value="227878787837"/>	MobileNo <input type="text"/>	EmailId <input type="text"/>
Website <input type="text"/>		

8.10. Upload Documents:

- In Upload Documents page Enter Outward No & Date after selecting Covering / Sponsoring Letter Upload. Also upload Documents which has been made mandatory in Document master (By Admin Login) such as Caste Certificate, Affidavit Rest other documents such as School leaving certificate, Birth certificate etc are non mandatory documents. System will show pop up message for the same.
- Also Applicant can specify Reasons for Non Availability of the Document & Additional Documents which are optional. Applicant should save this page. (Refer following screen shot)

8.11. Applicant's Photo and Signature:

- Applicant should upload Applicant's Photo, Applicant's Signature & Father/Guardian's Signature.
- Applicant's photo should have Width as 160 pixels and Height between 200 to 212 pixels
- Signature should have Width as 256 pixels and Height as 64 pixels
- Applicant can also delete & upload the same.
- Applicant should save this page. (Refer following screen shot).



8.12. Submit Form:

- Applicant should submit the form after that Application Number will generated. And that will be used till Caste Validation done. Also after Application number generation Applicant will get sms & email on same mobile no & email id which was entered in Applicant Registration form.(Refer below screen shot)

The screenshot displays the 'eTribe Validity' web application interface. At the top, there are logos for the Government of Maharashtra and the Tribal Research Institute (TRI), along with the text 'आदि 'प्रमाण' प्रणाली eTribe Validity'. A navigation bar includes links for Home, Application For Validity, Additional Documents, Application Status, and Logout. The main content area features a sidebar with a list of menu items: Applicant's Basic Details, Father's Details, Paternal Relative Details, Address Details, Certificate Details, Education Details, Family Details, Service Details, Sponsoring Authority Details, Upload Documents, Applicant's Photo, and Submit Form. The central panel is titled 'Submit Application Form' and contains the instruction: 'Instructions : - Application form cannot be edited after submission.' Below this instruction is a green 'Save' button. The user is logged in as 'Welcome, Maya@123'.

9. Application Status:

- Also Applicant can track status of Applicant Application on Application status screen (Tab Given in Header) Refer below Screenshot.
- Applicant can View and Download by clicking on View Form E button.

The screenshot displays the 'Application Status' page of the eTribe Validity portal. At the top, there are logos for the Maharashtra Government and the eTribe Validity system, along with the text 'आदि 'प्रमाण' प्रणाली eTribe Validity' and a user welcome message 'Welcome, Harik@123'. Below the header is a navigation menu with options: Home, Application For Validity, Additional Documents, Application Status, and Logout. The main content area is titled 'Application Status' and contains a table with the following data:

Application No.	Caste Certificate no.	Application Status	View Order	View Certificate	View FormE	Notice	Give Comments
501/509/Ser/042016/100001		Dispatch	Order	Certificate	View FormE	Notice	Comments

10. Additional Documents:

- Applicant can upload Additional Documents by using Additional Documents tab given in header (& same documents will reflected in Document Upload Screen). User should save it.

AdditionalDocuments

DocumentName *

Upload File *

Document Name	Upload File Name

11. Log out from System:

- User should log out of the system after completion of work.