
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
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, at least 8 characters long and must contain at least 1 special character of this (#,$,@)
- Enter Password. Password must be at least 8 characters long and must contain at least 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, at least 8 characters long and must contain at least 1 special character of this(#, @)
* Password must be at least 8 characters long and must contain at least 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 (in Marathi) *

शिव

Middle Name (in Marathi) *

रावी

Last Name (in Marathi) *

लल

Gender *

Male

Date of Birth

01 Apr 1991

Mobile No *

9038660004

Alternate Mobile No

Mother's First Name *

Uma

Mother's First Name (Marathi) *

उमा

Email-ID *

shiv@gmail.com

Caste Certificate No *

38028192522389

Confirm Password *

Password *

********

What is Third Number among Following List 7, 38, 28, 64

7

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
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
7) **Log in to the system:**

- User should log in to the system to fill 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.
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).
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
898676767676

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).
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)
### ETRIBE VALIDITY - USER MANUAL FOR CITIZENS

#### Current, Permanent and Ordinary details

<table>
<thead>
<tr>
<th>Since when the applicant is staying at Current address</th>
<th>Is there any house/land at ordinary place</th>
<th>7/12 details</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Apr 2016</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Is Land registered as per Maharashtra Land revenue code-Section 35/36A

#### Details of the person who is staying at Permanent address

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ga</td>
<td>aa</td>
<td>876767565656</td>
</tr>
</tbody>
</table>

[Add New][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)
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)
**Past Educational Details**

Primary Educational details (std 1st to 7th)

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Name of School/Institute</th>
<th>From Date</th>
<th>To Date</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>State</th>
<th>District</th>
<th>Taluka</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>school1</td>
<td>01 Apr 1995</td>
<td>01 Apr 1998</td>
<td>Bandra E</td>
<td>Mumbai</td>
<td>MAHARASHTRA</td>
<td>Mumbai City</td>
<td>Mumbai City</td>
<td>Mumbai</td>
</tr>
</tbody>
</table>

**College Educational Details**

Name of college/Institute

<table>
<thead>
<tr>
<th>Name of college/Institute</th>
<th>From Date</th>
<th>To Date</th>
</tr>
</thead>
</table>

Address Line 1

Address Line 2

State

<table>
<thead>
<tr>
<th>State</th>
<th>District</th>
<th>Taluka</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Please Select--</td>
<td>--Please Select--</td>
<td>--Please Select--</td>
</tr>
</tbody>
</table>

City

<table>
<thead>
<tr>
<th>City</th>
<th>Toll/Pada/Wadi/Hamlet</th>
<th>Pincode</th>
</tr>
</thead>
</table>
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)
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)
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)
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.
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.

11. **Log out from System:**

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