

**User Manual**  
**for processing DBT**  
**w.r.t.**  
**Taruner Swapno Scheme**  
**(2025-2026)**  
**under**  
**Banglar Shiksha Portal**  
**(<https://banglarshiksha.wb.gov.in/>)**

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## Students' Bank Details (Profile) Update in HOI login

Banglar Shiksha | Log in

https://banglarshiksha.wb.gov.in/login

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সভ্যতা আনে মানবিকতা

EDUCATION  
FIRST

Hon'ble Chief Minister

Hon'ble Education Minister

Chief Secretary

Principal Secretary, School Education

Other Stakeholders

LOGIN

User Name

Password

65667

Captcha

Home

Sign In

Fig:1

On the login page, the Head of Institution (HOI) is required to enter their login ID and password. After entering the credentials, the HOI clicks on the "Sign In" button to access the system. Once successfully logged in, the HOI can proceed further in respect of the assigned functionalities within the system.

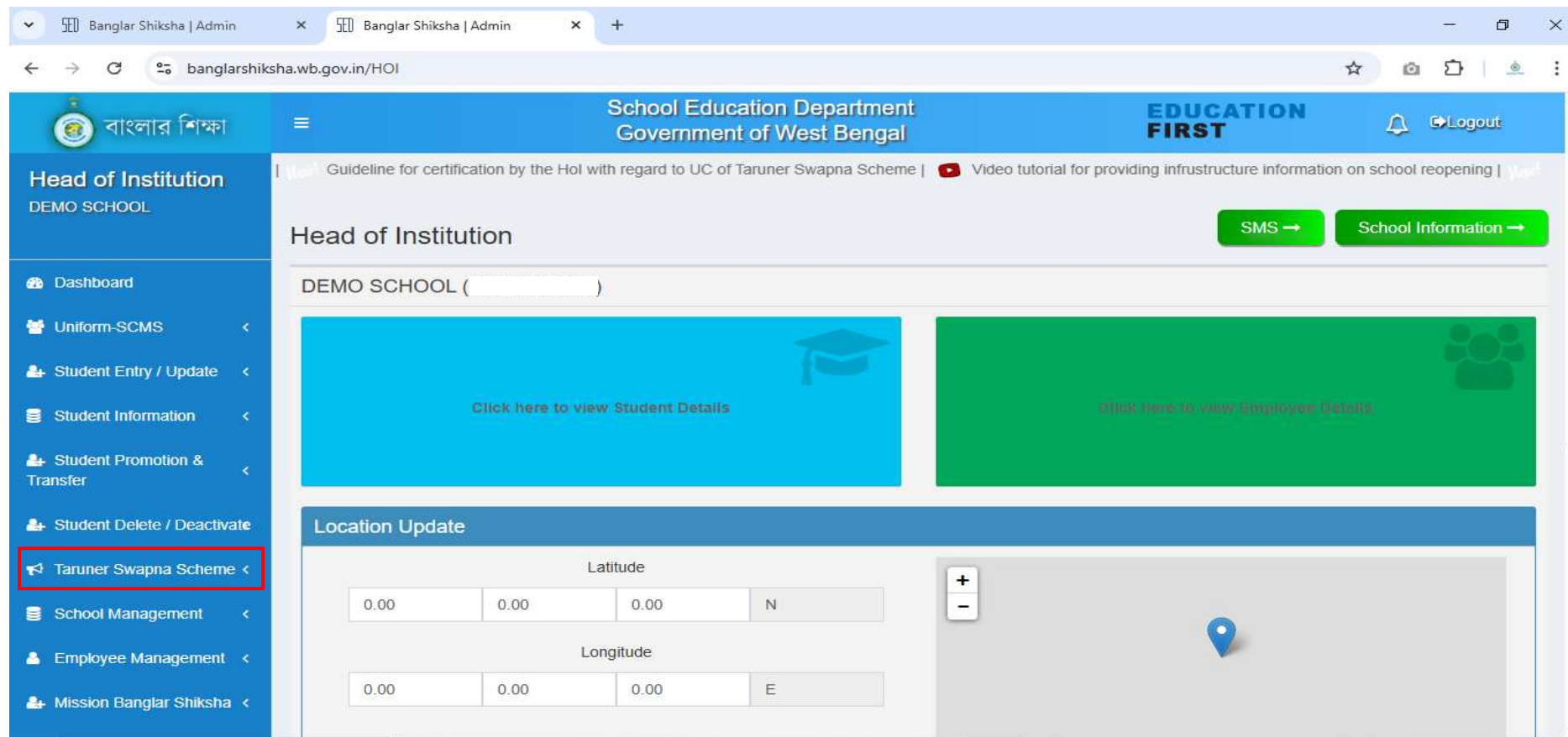


Fig:2

After clicking on the "Sign In" button, the dashboard page opens, displaying an overview of the system's features and functionalities. On the left-hand side of the dashboard, a navigation panel is available with various menu options. From this panel, the user needs to click on the "**Taruner Swapna Scheme**" menu to proceed. This section provides access to all information and management tools related to the Taruner Swapna Scheme, allowing the user to view, update, and handle relevant student or scheme-related data efficiently.

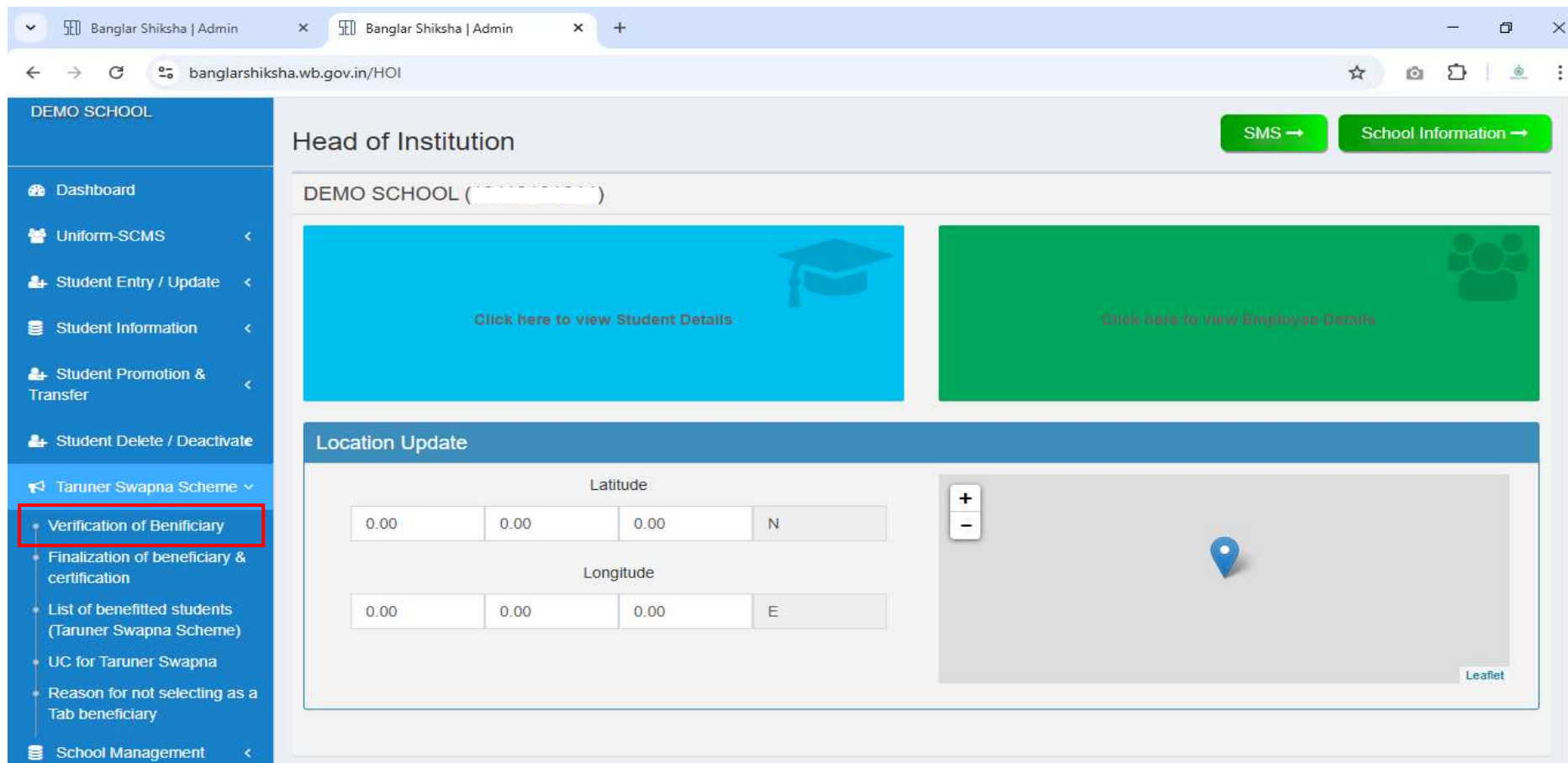


Fig:3

After clicking on the "**Taruner Swapna Scheme**" menu, HoI will have to authenticate himself/herself through Aadhaar OTP. Then a dropdown submenu would appear with multiple options. From this list, the Head of Institution (HOI) will have to select the "**Verification of Beneficiary**" option to proceed to the next step of the process. This section is specifically designed to allow the HOI to view and verify the details of students who are eligible under the Taruner Swapna Scheme. By accessing this option, the HOI can carefully review student information and ensure its accuracy before moving forward with approval or further action.

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Head of Institution

ADHATA HIGH SCHOOL(H.S)

Verification of Beneficiary For Taruner Swapna Scheme Academic Year 2025-26

List of beneficiary

Show 40 entries

Search:

Generate PDF

Sl No.	Student's Code	Student's Name	Guardian Mobile Number	Bank & Contact Update Status	NPCI Status	SI Sent/Approved/Reject Status	Action	Update and send to SI
1	04016419000946	ABHISHEK SHAW	7003379585	Pending	Pending	N/A	Edit Details	Update & Send
2	04016419000926	AMAN ARMANIA	9883553539	Updated	Account is invalid	Approved	Edit Details	Update & Send
3	04016419001080	ANJALI CHOUDHARY	8274921772	Pending	Pending	N/A	Edit Details	Update & Send
4	03451219003313	ANKITA GHOSH	9153133173	Updated	Pending	N/A	Edit Details	Update & Send
5	03198219000141	BAISAKHI BISWAS	9999999999	Pending	Pending	N/A	Edit Details	Update & Send
6	03451219003304	BAITALI GHOSH	9432534884	Pending	Pending	N/A	Edit Details	Update & Send
7	05610319000992	BARSAN NATH	9830839724	Updated	Send to NPCI	N/A	Edit Details	Update & Send
8	02773919004714	DIPTI PRADHAN	8479982395	Updated	Pending	Approved	Edit Details	Update & Send
9	06604723000287	GEDGEGRG WERFEWR	9876745611	Updated	Send to NPCI	N/A	Edit Details	Update & Send
10	06604719005149	JJJJJ	9879789078	Pending	Pending	N/A	Edit Details	Update & Send
11	04016419001064	MADHURI DAS	8479086477	Pending	Pending	N/A	Edit Details	Update & Send
12	05610319001082	MANAS KAR	9051340630	Pending	Pending	N/A	Edit Details	Update & Send

Showing 1 to 28 of 28 entries

Previous 1 Next

Fig:4

After clicking on the "Verification of Beneficiary" menu, the corresponding page opens, providing the Head of Institution (HOI) with access to student records under the Taruner Swapna Scheme. On this page, the HOI can search for a specific student using various criteria such as student code, student name, phone number, and other filters. Initially, the HOI sees a list of all students whose Bank & Contact Update Status, NPCI Status are marked as pending, and SI Sent/Approved/Reject Status are marked as NA. At this stage, the HOI can click on the "Edit Details" button to make necessary changes. This feature enables the HOI to update the student's personal and bank details, ensuring all information is correct and complete. However, if the NPCI Status for a student is shown as "Name Matched & Account is Valid," it indicates that the bank account details have already been successfully verified through NPCI. In such cases, the student's data is considered finalized and locked, meaning no further edits are allowed. As a result, both the "Edit Details" button and the "Update & Send" button are disabled. When HOI click on the **Generate PDF** button the new page is displaying.

Head of Institution  
DEMO SCHOOL

Dashboard
Uniform-SCMS
Student Entry / Update
Student Information
Student Promotion & Transfer
Student Delete / Deactivate
Taruner Swapna Scheme
School Management
Employee Management
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Download
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A L P

Data for Beneficiary Verification (Taruner Swapna Scheme)

Beneficiary Student Details

Select All	Sl.	Student's Name	Student Code	Section	Roll No.	Aadhaar	Father's Name	Guardian's Phone No.	Bank IFSC	Account No.
<input checked="" type="checkbox"/>	1	AMAR DA	11263023000108	B	1	293330694068	GTRE GG	9002529243	UTIB0001583	886344342365667
<input checked="" type="checkbox"/>	2	MANIKA MAL	11263023000012	A	1	766165915499	MONAJ MAL	8981213002	UTIB0000011	067745345435465
<input type="checkbox"/>	3	PQRRE	11263024000029	A	2	915480828461	REWR ERTRET	8947856300	SBIN0000001	06783534545

Showing 1 to 3 of 3 entries

Generate PDF

Activate Windows  
Go to Settings to activate Windows.

Fig:5

After clicking on **Generate PDF** button the above page is open. In this page HOI displaying those student whose bank & contact Update status is updated. HOI select single or multiple student at a time for Generate PDF.



Name of School: DEMO SCHOOL

UDISE Code: 19110101614

Generated on: 19-August-2025 17:05:03

IP: 117.244.253.39

**List of student beneficiaries under Taruner Swapno Scheme for the year 2025-26**

SI No	Student's Name	Student Code	Section	Roll No.	Aadhaar	Father's Name	Guardian's Phone No.	Bank IFSC	Account No.	Signature
1	AMAR DA	11263023000108	B	1	293330694068	GTRE GG	9002529243	UTIB0001583	686344342365867	
2	MANIKA MAL	11263023000012	A	1	766165915499	MONAJ MAL	8981213002	UTIB0000011	067745345435465	

The above listed students of Class-XI have verified the details furnished against their names and confirmed the changes required, if any comparing to the signed bank mandates. The required changes would immediately be updated in Banglar Shiksha Portal considering the timeline set by the authority w.r.t. Taruner Swapno Scheme for the year 2025-26.

Signature of the HM/TIC

Date:

DEMO SCHOOL School

Activate Windows  
Go to Settings to activate

Fig:6

After clicking on Generate PDF button the above PDF is downloaded. In this download page displaying Two student data, because HOI select Two student, if HOI select more data or single data in pdf page displaying single or multiple student data.



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Student Entry / Update

Student Information

Student Promotion & Transfer

Student Delete / Deactivate

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ALP

Update Student's Bank and Contact Details

Student's Basic Information

Student Code: 11263023000108	Status: <span>ACTIVE</span>	Student Name: AMAR DA
DOB: 17-12-2010	Father's Name: GTRE GG	Mother's Name: ADGR CC

Student's Bank Information

Student Details

Student Name\*

AMAR DA

DOB\*

17-12-2010

Fathers Name\*

GTRE GG

Mothers name\*

ADGR CC

Contact Details

Student Mobile Number

8906778889

Aadhaar No of Student \*

293330694068

Confirm Aadhaar No of Student\*

293330694068

Guardian Mobile Number \*

9038436344

Confirm Guardian Mobile Number\*

9038436344

Account Details

Name of the Bank

AXIS BANK

Branch Name \*

JAIGAON

IFSC \*

UTIB0001583

Account Number \*

123456789023334

Confirm Account Number \*

Update Details

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Fig: 7

After clicking the **"Edit Details"** button, the corresponding page opens, allowing the Head of Institution (HOI) to edit the student's information. On this page, the HOI can update various details such as the **student's name**, **date of birth (DOB)**, **Aadhaar number**, **mobile number**, **father's name**, **mother's name**, and **guardian's mobile number**, among other relevant information. Once all necessary updates have been made, the HOI clicks on the **"Update Details"** button to save the changes. Upon successful update, an SMS notification is automatically sent to the **guardian's mobile number**, informing them that the profile data for the student associated with the given student code has been updated. The message also advises the guardian to **contact the HM/TIC of the school for further details**.

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Verification of Beneficiary For Taruner Swapna Scheme Academic Year 2025-26

Sucessfully Updated the details of 04016419001080

List of beneficiary

Generate PDF

Show 40 entries

Search:

Sl No	Student's Code	Student's Name	Guardian Mobile Number	Bank & Contact Update Status	NPCI Status	SI Sent/Approved/Reject Status	Action	Update and send to SI
1	04016419000946	ABHISHEK SHAW	7003379585	Pending	Pending	N/A	Edit Details	Update & Send
2	04016419000926	AMAN ARMANIA	9883553539	Updated	Account is invalid	Approved	Edit Details	Update & Send
3	04016419001080	ANJALI CHOUDHARY	8274921772	Updated	Pending	N/A	Edit Details	Update & Send
4	03451219003313	ANKITA GHOSH	9153133173	Updated	Pending	N/A	Edit Details	Update & Send
5	03198219000141	BAISAKHI BISWAS	9999999999	Pending	Pending	N/A	Edit Details	Update & Send
6	03451219003304	BAITALI GHOSH	9432534884	Pending	Pending	N/A	Edit Details	Update & Send
7	05610319000992	BARSAN NATH	9830839724	Updated	Send to NPCI	N/A	Edit Details	Update & Send
8	02773919004714	DIPTI PRADHAN	8479982395	Updated	Pending	Approved	Edit Details	Update & Send
9	06604723000287	GEDGEORG WERFEWR	9876745611	Updated	Send to NPCI	N/A	Edit Details	Update & Send
10	06604719005149	JJJJJ	9879789678	Pending	Pending	N/A	Edit Details	Update & Send
11	04016419001064	MADHURI DAS	8479086477	Pending	Pending	N/A	Edit Details	Update & Send

Fig:8

After clicking the "**Update Details**" button, a confirmation message box appears on the screen, indicating that the data for the specified student code has been successfully updated. This message confirms that the student's personal and bank information has been accurately saved in the system. Following this update, the Bank Contact Update Status changes from "**Pending**" to "**Updated**," reflecting that the banking details have been modified or verified as part of the update process. The Head of Institution (HOI) can update the student's details multiple times, if needed, as long as the NPCI status remains in "**Pending**." This flexibility allows corrections to be made until the data is officially validated. Once the HOI completes the updates, they must wait for the National Payments Corporation of India (NPCI) to process the submitted information and update the NPCI status accordingly.

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List of beneficiary

Show

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entries

Search:

Generate PDF

Sl No.	Student's Code	Student's Name	Guardian Mobile Number	Bank & Contact Update Status	NPCI Status	Sl Sent/Approved/Reject Status	Action	Update and send to SI
1	04016419000946	ABHISHEK SHAW	7003379585	Pending	Pending	N/A	Edit Details	Update & Send
2	04016419000926	AMAN ARMANIA	9883553539	Updated	Account is invalid	Approved	Edit Details	Update & Send
3	04016419001080	ANJALI CHOUDHARY	8274821772	Updated	Send to NPCI	N/A	Edit Details	Update & Send
4	03451219003313	ANKITA GHOSH	9153133173	Updated	Pending	N/A	Edit Details	Update & Send
5	03198219000141	BAISAKHI BISWAS	9999999999	Pending	Pending	N/A	Edit Details	Update & Send
6	03451219003304	BAITALI GHOSH	9432534884	Pending	Pending	N/A	Edit Details	Update & Send
7	05610319000962	BARSAN NATH	9830839724	Updated	Send to NPCI	N/A	Edit Details	Update & Send
8	02773919004714	DIPTI PRADHAN	8479982395	Updated	Pending	Approved	Edit Details	Update & Send
9	06604723000287	GEDGEDRG WERFEWR	9876745611	Updated	Send to NPCI	N/A	Edit Details	Update & Send
10	06604719005149	JJJJJ	9879789678	Pending	Pending	N/A	Edit Details	Update & Send
11	04016419001064	MADHURI DAS	8479086477	Pending	Pending	N/A	Edit Details	Update & Send
12	05610319001082	MANAS KAR	9051340630	Pending	Pending	N/A	Edit Details	Update & Send

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Fig:9

After the Head of Institution (HOI) updates the bank contact details, HOI must wait for the NPCI status. If the NPCI status appears as "Sent to NPCI," it indicates that the student's details have already been forwarded for verification and are currently under review. At this stage, both the "Edit Details" and "Update & Send" buttons are disabled, meaning no further edits or actions can be performed by the HOI. Therefore, the HOI has nothing to do on this page and must wait until the NPCI completes its verification and provides an updated status.

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ADHATA HIGH SCHOOL(H.S)

Verification of Beneficiary For Taruner Swapna Scheme Academic Year 2025-26

List of beneficiary

Show

40

entries

Generate PDF

Search:

Sl No	Student's Code	Student's Name	Guardian Mobile Number	Bank & Contact Update Status	NPCI Status	SI Sent/Approved/Reject Status	Action	Update and send to SI
1	04016419000946	ABHISHEK SHAW	7003379585	Pending	Pending	N/A	Edit Details	Update & Send
2	04016419000926	AMAN ARMANIA	9883553539	Updated	Account is invalid	Approved	Edit Details	Update & Send
3	04016419001080	ANJALI CHOUDHARY	8274921772	Updated	Account is invalid	Pending	Edit Details	Update & Send
4	03451219003313	ANKITA GHOSH	9153133173	Updated	Pending	N/A	Edit Details	Update & Send
5	03198219000141	BAISAKHI BISWAS	9999999999	Pending	Pending	N/A	Edit Details	Update & Send
6	03451219003304	BAITALI GHOSH	9432534884	Pending	Pending	N/A	Edit Details	Update & Send
7	05610319000982	BARSAN NATH	9830839724	Updated	Send to NPCI	N/A	Edit Details	Update & Send
8	02773919004714	DIPTI PRADHAN	8479982395	Updated	Pending	Approved	Edit Details	Update & Send
9	06804723000287	GEDGEDRG WERFEWR	9876745611	Updated	Send to NPCI	N/A	Edit Details	Update & Send
10	06804719005149	JJJJJ	9879789678	Pending	Pending	N/A	Edit Details	Update & Send
11	04016419001084	MADHURI DAS	8479066477	Pending	Pending	N/A	Edit Details	Update & Send
12	05610319001082	MANAS KAR	9051340630	Pending	Pending	N/A	Edit Details	Update & Send

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Fig:10

After the bank contact details have been updated by the Head of Institution (HOI), they must wait for the NPCI status to be updated. When the NPCI status shows as "Account is invalid," the **SI Sent/Approved/Reject Status** field, which typically displays the status of the student incentive request, changes from "NA" to "Pending". The "Edit Details" button becomes disabled, preventing any further direct edits through that option. In such cases, the HOI should click on the "Update & Send" button to proceed with updating the necessary details. This action initiates the process to correct and resubmit the information for validation, ensuring the data can be reviewed and accepted by SI/S.



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Student's Bank Information

Student Details

Student Name\*

ANJALI CHOUDHARY

DOB\*

30-08-2006

Fathers Name\*

TYUTYY TYUYTU

Mothers name\*

DGGRE ERTRE

Guardian's Name\*

DURGA CHOUDHARY

Contact Details

Student Mobile Number

8274921772

Aadhaar No of Student \*

801119872633

Confirm Aadhaar No of Student\*

801119872633

Guardian Mobile Number \*

8274921772

Confirm Guardian Mobile Number\*

8274921772

Account Details

Name of the Bank

AU SMALL FINANCE BANK LIMITED

Branch Name \*

PAOTA (002199)

IF SC \*

AUBL0002199

Account Number \*

3423432432432423

Confirm Account Number \*

\*\*\*\*\*

Update & Send to SI

Activate Windows

Go to Settings to activate Windows.

Fig:11

After clicking on the "Update & Send" button, the corresponding page opens where the Head of Institution (HOI) can update the student's details. On this page, the HOI is required to review and make the necessary corrections to the student's information, such as bank account details or other related fields. Once the updates are completed accurately, the HOI must click on the "Update & Send to SI" button to save the changes. This step ensures that the corrected information is submitted for further processing and validation.

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Verification of Beneficiary For Taruner Swapna Scheme Academic Year 2025-26

List of beneficiary

Generate PDF

Show 40 entries

Search:

Sl No	Student's Code	Student's Name	Guardian Mobile Number	Bank & Contact Update Status	NPCI Status	SI Sent/Approved/Reject Status	Action	Update and send to SI
1	04018419000946	ABHISHEK SHAW	7003379585	Pending	Pending	N/A	Edit Details	Update & Send
2	04018419000928	AMAN ARMANIA	9883553539	Updated	Account is invalid	Approved	Edit Details	Update & Send
3	04018419001080	ANJALI CHOUDHARY	8274921772	Updated	Account is valid but name not matched	Pending	Edit Details	Update & Send
4	03451219003313	ANKITA GHOSH	9153133173	Updated	Pending	N/A	Edit Details	Update & Send
5	03198219000141	BAISAKHI BISWAS	9999999999	Pending	Pending	N/A	Edit Details	Update & Send
6	03451219003304	BAITALI GHOSH	9432534884	Pending	Pending	N/A	Edit Details	Update & Send
7	05610319000992	BARSAN NATH	9830839724	Updated	Send to NPCI	N/A	Edit Details	Update & Send
8	02773919004714	DIPTI PRADHAN	8479982395	Updated	Pending	Approved	Edit Details	Update & Send
9	06604723000287	GEDGEDRG WERFEWR	9876745611	Updated	Send to NPCI	N/A	Edit Details	Update & Send
10	06604719005149	JJJJJ	9879789678	Pending	Pending	N/A	Edit Details	Update & Send
11	04018419001064	MADHURI DAS	8479066477	Pending	Pending	N/A	Edit Details	Update & Send
12	05610319001082	MANAS KAR	9051340630	Pending	Pending	N/A	Edit Details	Update & Send

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Previous

1

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Fig:12

After the bank contact details have been updated by the Head of Institution (HOI), they must wait for the NPCI status. When the NPCI status shows as **"Account is valid but name not matched"**, the **SI Sent/Approved/Reject Status** field, which typically displays the status of the student incentive request, changes from **"NA"** to **"Pending"**. The **"Edit Details"** button becomes disabled, preventing direct modifications through that option. In such a case, the HOI is required to click on the **"Update & Send"** button to proceed with updating the student's details. This allows the HOI to make the necessary corrections, particularly related to the student's name, and resubmit the information for validation through SI/S.



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Student's Bank Information

Student Details

Student Name\*

ANJALI CHOUDHARY

DOB\*

30-08-2006

Fathers Name\*

TYUTYY TYUTU

Mothers name\*

DGGRE ERTRE

Guardian's Name\*

DURGA CHOUDHARY

Contact Details

Student Mobile Number

8274921772

Aadhaar No of Student \*

801119872633

Confirm Aadhaar No of Student\*

801119872633

Guardian Mobile Number \*

8274921772

Confirm Guardian Mobile Number\*

8274921772

Account Details

Name of the Bank

AU SMALL FINANCE BANK LIMITED

Branch Name \*

PAOTA (002199)

IFSC \*

AUBL0002199

Account Number \*

3423432432432423

Confirm Account Number \*

\*\*\*\*\*

Update & Send to SI

Activate Windows

Go to Settings to activate Windows.

Fig:13

After clicking on the **"Update & Send"** button, the corresponding page opens where the Head of Institution (HOI) can update the student's details. On this page, the HOI reviews the existing information and makes the necessary corrections, especially in cases where the NPCI status indicates issues such as a name mismatch. Once the student details have been accurately updated, the HOI clicks on the **"Update & Send to SI"** button to save and submit the revised information. This ensures that the corrected data is sent for further verification and processing.

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Head of Institution

ADHATA HIGH SCHOOL(H.S)

Verification of Beneficiary For Taruner Swapna Scheme Academic Year 2025-26

List of beneficiary

Show

40

entries

Search:

Generate PDF

Sl No.	Student's Code	Student's Name	Guardian Mobile Number	Bank & Contact Update Status	NPCI Status	Sl Sent/Approved/Reject Status	Action	Update and send to SI
1	04016419000946	ABHISHEK SHAW	7003379585	Pending	Pending	N/A	Edit Details	Update & Send
2	04016419000926	AMAN ARMANIA	9883553539	Updated	Account is invalid	Approved	Edit Details	Update & Send
3	04016419001080	ANJALI CHOUDHARY	8274921772	Updated	Name matched & account is valid	N/A	Edit Details	Update & Send
4	03451219003313	ANKITA GHOSH	9153133173	Updated	Pending	N/A	Edit Details	Update & Send
5	03198219000141	BAISAKHI BISWAS	9999999999	Pending	Pending	N/A	Edit Details	Update & Send
6	03451219003304	BAITALI GHOSH	9432534884	Pending	Pending	N/A	Edit Details	Update & Send
7	05610319000992	BARSAN NATH	9830839724	Updated	Send to NPCI	N/A	Edit Details	Update & Send
8	02773919004714	DIPTI PRADHAN	8479982395	Updated	Pending	Approved	Edit Details	Update & Send
9	06804723000287	GEDGEORG WERFEWR	9876745611	Updated	Send to NPCI	N/A	Edit Details	Update & Send
10	06604719005149	JJJJJ	9879789678	Pending	Pending	N/A	Edit Details	Update & Send
11	04016419001064	MADHURI DAS	8479066477	Pending	Pending	N/A	Edit Details	Update & Send
12	05610319001082	MANAS KAR	9051340630	Pending	Pending	N/A	Edit Details	Update & Send

Fig:14

After the Head of Institution (HOI) updates the bank contact details, HOI need to wait for the NPCI update the verification status. If the NPCI status shows **"Name matched & account is valid,"** it means the student's bank details have been successfully verified and no discrepancies were found. At this point, both the **"Edit Details"** button and the **"Update & Send"** button are disabled, indicating that no further action or updates are required. Therefore, the HOI has nothing to do on this page, as the verification process is complete and the details are confirmed as valid.

List of beneficiary								
<div> <div>Generate PDF</div> <div> <div>Show 40 entries</div> <div>Search:</div> </div> </div>								
Sl No.	Student's Code	Student's Name	Guardian Mobile Number	Bank & Contact Update Status	NPCI Status	SI Sent/Approved/Reject Status	Action	Update and send to SI
1	04016419000946	ABHISHEK SHAW	7003379585	Pending	Pending	N/A	Edit Details	Update & Send
2	04016419000926	AMAN ARMANIA	9883553539	Updated	Account is invalid	Approved	Edit Details	Update & Send
3	04016419001080	ANJALI CHOUDHARY	8274921772	Updated	Account is valid but name not matched	Rejected	Edit Details	Update & Send
4	03451219003313	ANKITA GHOSH	9153133173	Updated	Pending	N/A	Edit Details	Update & Send
5	03198219000141	BAISAKHI BISWAS	9999999999	Pending	Pending	N/A	Edit Details	Update & Send
6	03451219003304	BAITALI GHOSH	9432534884	Pending	Pending	N/A	Edit Details	Update & Send
7	05610319000992	BARSAN NATH	9830839724	Updated	Send to NPCI	N/A	Edit Details	Update & Send
8	02773919004714	DIPTI PRADHAN	8479982395	Updated	Pending	Approved	Edit Details	Update & Send
9	06604723000287	GEDGEDRG WERFEWR	9876745611	Updated	Send to NPCI	N/A	Edit Details	Update & Send
10	06804719005149	JJJJJ	9879789678	Pending	Pending	N/A	Edit Details	Update & Send
11	04016419001064	MADHURI DAS	8479066477	Pending	Pending	N/A	Edit Details	Update & Send
12	05610319001082	MANAS KAR	9051340630	Pending	Pending	N/A	Edit Details	Update & Send

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Fig:15

After the Head of Institution (HOI) updates the bank contact details, they must wait for the NPCI status to be updated. If the “SI Sent/Approved/Rejected Status” is specifically marked as “**Rejected**,” it means the student’s details were not accepted by the Sub Inspector of Schools (SI) due to some issues identified during verification. This rejected status, along with the reason provided by the SI, is visible to the HOI for reference. At this point, the “**Edit Details**” button is disabled, preventing any direct edits to the information. However, the “**Update & Send**” button remains enabled, allowing the HOI to take corrective action. By clicking on the “**Update & Send**” button, the HOI can open the student’s details page, view the rejection reason provided by the SI, and make the necessary corrections.

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Student's Bank Information

Student Details

Student Name\*

ANJALI CHOUDHARY

DOB\*

30-08-2006

Fathers Name\*

TYUTYY TYUYTU

Mothers name\*

DGGRE ERTRE

Guardian's Name\*

DURGA CHOUDHARY

Contact Details

Student Mobile Number

8274921772

Aadhaar No of Student \*

801119872633

Confirm Aadhaar No of Student\*

801119872633

Guardian Mobile Number \*

8274921772

Confirm Guardian Mobile Number\*

8274921772

Account Details

Name of the Bank

AU SMALL FINANCE BANK LIMITED

Branch Name \*

PAOTA (002199)

IF SC \*

AUBL0002199

Account Number \*

3423432432432423

Confirm Account Number \*

\*\*\*\*\*

Update & Send to SI

Activate Windows

Go to Settings to activate Windows.

Fig:16

After clicking on the "Update & Send" button, the corresponding page opens where the Head of Institution (HOI) can update the student's details. On this page, the HOI reviews the existing information and makes the necessary corrections, especially in cases where the NPCI status indicates issues such as a name mismatch. Once the student details have been accurately updated, the HOI clicks on the "Update & Send to SI" button to save and submit the revised information. This ensures that the corrected data is sent for further verification and processing.

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Verification of Beneficiary For Taruner Swapna Scheme Academic Year 2025-26

Successfully Updated AND Send to SI the details of 04016419001080

List of beneficiary

Show 40 entries

Search:

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Sl No.	Student's Code	Student's Name	Guardian Mobile Number	Bank & Contact Update Status	NPCI Status	SI Sent/Approved/Reject Status	Action	Update and send to SI
1	04016419000946	ABHISHEK SHAW	7003379585	Pending	Pending	N/A	Edit Details	Update & Send
2	04016419000926	AMAN ARMANIA	9883553539	Updated	Account is invalid	Approved	Edit Details	Update & Send
3	04016419001080	ANJALI CHOUDHARY	8274921772	Updated	Account is valid but name not matched	Sent to SI	Edit Details	Update & Send
4	03451219003313	ANKITA GHOSH	9153133173	Updated	Pending	N/A	Edit Details	Update & Send
5	03198219000141	BAISAKHI BISWAS	9999999999	Pending	Pending	N/A	Edit Details	Update & Send
6	03451219003304	BAITALI GHOSH	9432534884	Pending	Pending	N/A	Edit Details	Update & Send
7	05610319000992	BARSAN NATH	9830839724	Updated	Sent to NPCI	N/A	Edit Details	Update & Send
8	02773919004714	DIPTI PRADHAN	8479982395	Updated	Pending	Approved	Edit Details	Update & Send
9	09604723000287	GEDGEDRG WERFEWR	9876745611	Updated	Sent to NPCI	N/A	Edit Details	Update & Send
10	06604719005149	JJJJJ	9879789678	Pending	Pending	N/A	Edit Details	Update & Send
11	04016419001084	MADHURI DAS	8479086477	Pending	Pending	N/A	Edit Details	Update & Send

Fig:17

After the **Head of Institution (HOI)** clicks on the **"Update & Send to SI"** button, the system begins the process of resubmitting the corrected student bank details for verification. This action is particularly important in cases where previous submissions were marked as **"Rejected"** due to invalid or mismatched information.

Once the **"Update & Send to SI"** button is clicked, the **"SI Sent/Approved/Rejected Status"** field is automatically updated. Specifically, the status changes from **"Rejected"** to **"Sent to SI,"** indicating that the corrected data has been successfully forwarded to the appropriate authorities or system interface (SI) for further review and approval.



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ADHATA HIGH SCHOOL(H.S)

Verification of Beneficiary For Taruner Swapna Scheme Academic Year 2025-26

List of beneficiary

Show 40 entries

Search:

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Sl No.	Student's Code	Student's Name	Guardian Mobile Number	Bank & Contact Update Status	NPCI Status	SI Sent/Approved/Reject Status	Action	Update and send to SI
1	04016419000946	ABHISHEK SHAW	7003379585	Pending	Pending	N/A	Edit Details	Update & Send
2	04016419000928	AMAN ARMANIA	9883553539	Updated	Account is invalid	Approved	Edit Details	Update & Send
3	04016419001080	ANJALI CHOUDHARY	8274921772	Updated	Account is valid but name not matched	Approved	Edit Details	Update & Send
4	03451219003313	ANKITA GHOSH	9153133173	Updated	Pending	N/A	Edit Details	Update & Send
5	03198219000141	BAISAKHI BISWAS	9999999999	Pending	Pending	N/A	Edit Details	Update & Send
6	03451219003304	BAITALI GHOSH	9432534884	Pending	Pending	N/A	Edit Details	Update & Send
7	05610319000992	BARSAN NATH	9830839724	Updated	Send to NPCI	N/A	Edit Details	Update & Send
8	02773819004714	DIPTI PRADHAN	8479982395	Updated	Pending	Approved	Edit Details	Update & Send
9	06604723000287	GEDGEDRG WERFEWR	9876745611	Updated	Send to NPCI	N/A	Edit Details	Update & Send
10	06604719005149	JJJJJ	9879789678	Pending	Pending	N/A	Edit Details	Update & Send
11	04016419001064	MADHURI DAS	8479066477	Pending	Pending	N/A	Edit Details	Update & Send
12	05610319001082	MANAS KAR	9051340630	Pending	Pending	N/A	Edit Details	Update & Send

Showing 1 to 28 of 28 entries

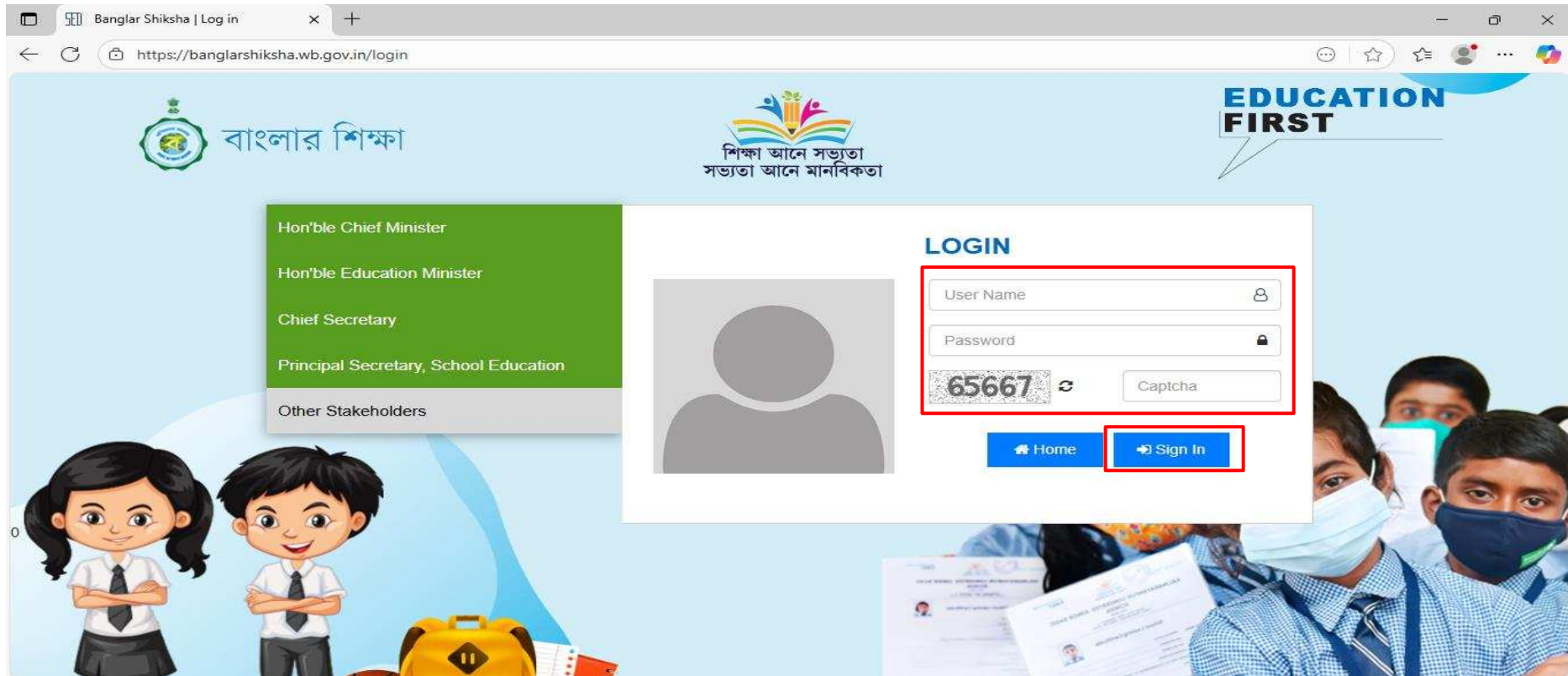
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Fig:18

After the Head of Institution (HOI) updates the bank contact details, HOI must wait for the NPCI update the status. If the "SI Sent/Approved/Rejected Status" the specific status is "Approved," it indicates that the student's details have been successfully verified and accepted. At this stage, both the "Edit Details" button and the "Update & Send" button are disabled, confirming that no further action is required. This means that all necessary steps from the HOI's end have been completed, and the student's details have been successfully approved.



## Students' Bank Details Verification under SI/S login



The screenshot shows the login interface for the Banglar Shiksha system. The page header includes the website name "Banglar Shiksha | Log in" and the URL "https://banglarshiksha.wb.gov.in/login". The main content area features the Banglar Shiksha logo, a list of stakeholders on the left, a central login form, and a background image of students. The login form includes fields for User Name, Password, a Captcha (65667), and buttons for Home and Sign In. The Sign In button is highlighted with a red box.

**Stakeholders:**

- Hon'ble Chief Minister
- Hon'ble Education Minister
- Chief Secretary
- Principal Secretary, School Education
- Other Stakeholders

**LOGIN**

User Name

Password

Captcha

[Home](#) [Sign In](#)

Fig:1

On the login page, the Sub Inspector of Schools (SI) is required to enter their login ID and password to access the system. After entering the correct credentials, the SI clicks on the "Sign In" button to log in. Once successfully logged in, the SI gains access to the student verification interface, where they can review and either approve or reject student details. These details include the student's name, student code, date of birth (DOB), Aadhaar number, mobile number, father's name, mother's name, guardian's mobile number, and other relevant information. The SI plays a crucial role in ensuring that all submitted data is accurate and complete before it proceeds to the next level of verification or processing.

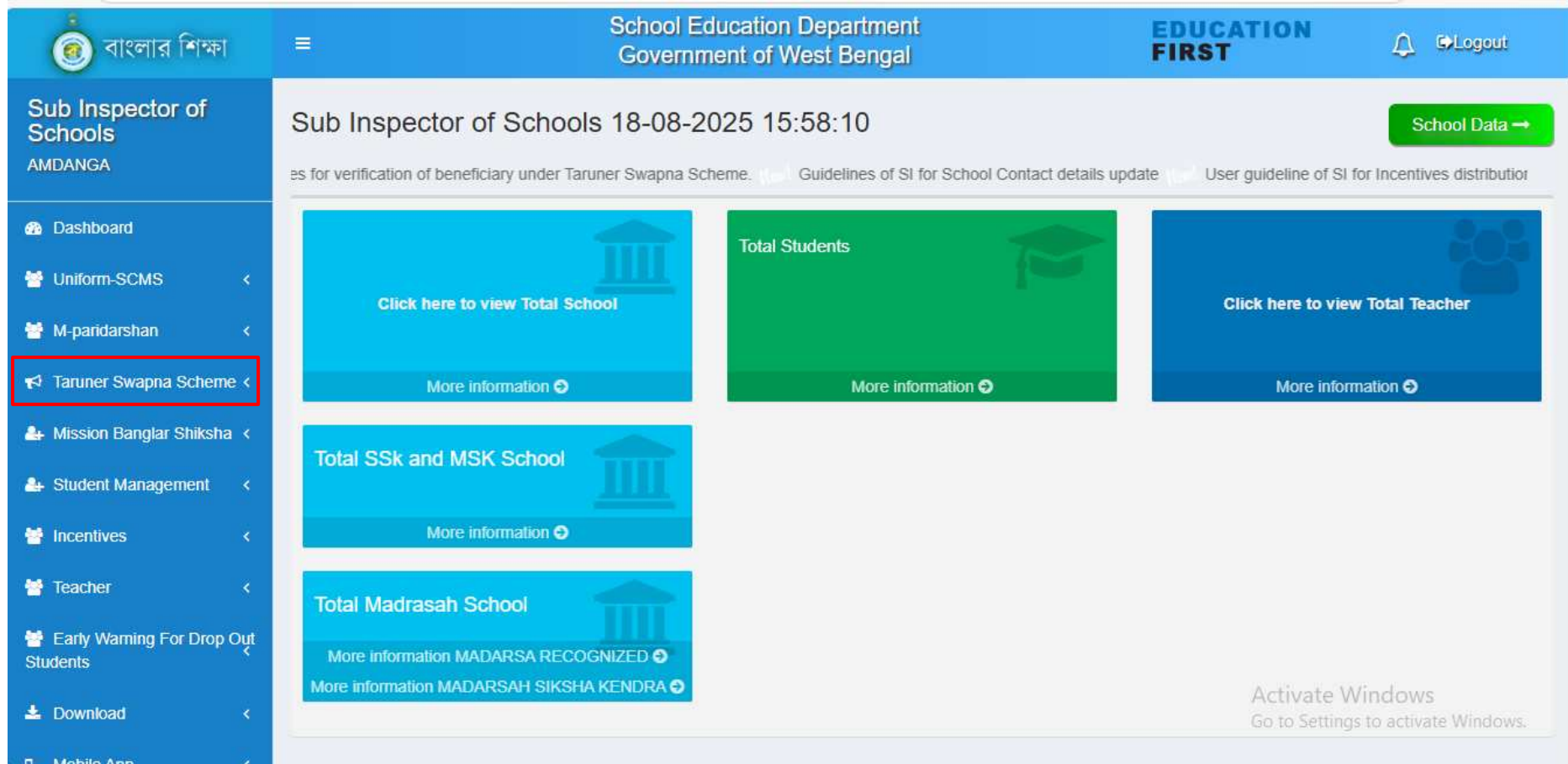


Fig:2

After clicking on the "Sign In" button, the dashboard page opens, presenting an overview of the system's features and functionalities. On the left-hand side of the dashboard, a navigation panel lists various menu options. From this panel, the user selects the "Taruner Swapna Scheme" menu to proceed. This section provides comprehensive access to all information and management tools related to the Taruner Swapna Scheme, enabling the user to efficiently view, update, and manage student details and other scheme-related data.

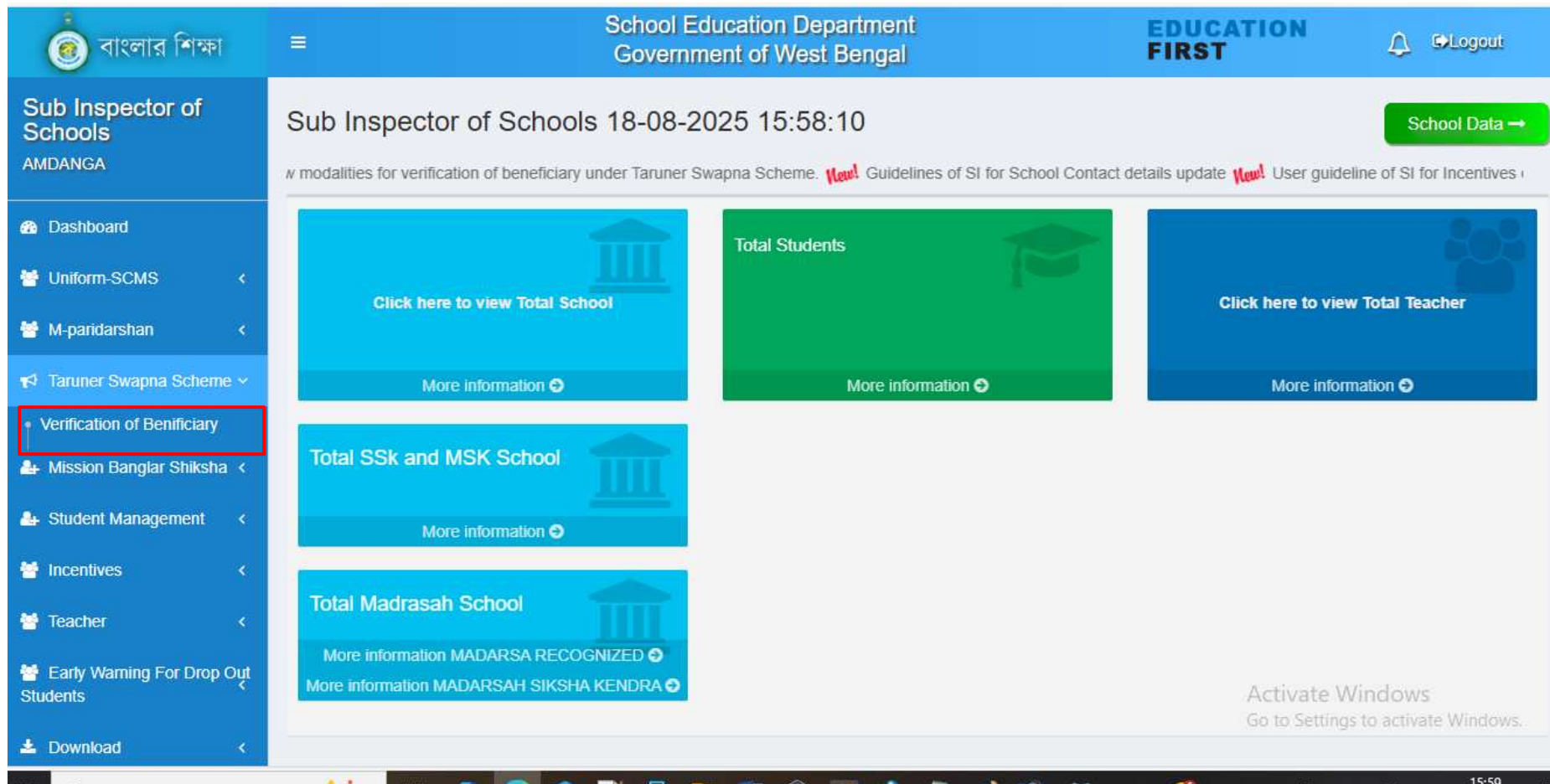


Fig:3

After clicking on the "Taruner Swapna Scheme" menu, a dropdown submenu opens. From this list, the Sub Inspector of Schools (SI) selects the "Verification of Beneficiary" option to proceed to the next step of the process. This section is specifically designed to enable the SI to view and verify the details of students eligible under the Taruner Swapna Scheme. By accessing this option, the SI can carefully review the student information to ensure its accuracy before moving forward with approval or any further necessary actions.

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Show 40 entries

Search:

Sl. No	School Name	DISE code	Total Student NPCI Matched	Total Student NPCI NOT Matched	Total Student Pending	Total Student Approved	Total Student Reject	Action
1	ADHATA F P SCHOOLL	19110100703	0	0	0	0	0	
2	ADHATA GIRLS' HIGH SCHOOL(H.S.)	19110100902	0	0	0	0	0	
3	ADHATA HIGH SCHOOL(H.S)	19110100704	0	4	0	3	0	View Details
4	AMDANGA HIGH SCHOOL (H.S.)	19110109903	1	7	2	2	2	View Details
5	ANOKHA KUNDA PARA JR. HIGH SCHOOL	19110108802	0	0	0	0	0	
6	BAIKUNTHAPUR SATISH SMRITI VIDYAMANDIR (H.S)	19110107802	0	0	0	0	0	
7	BARGACHIA ADARSHA HIGH MADRASAH (H.S)	19110111302	0	0	0	0	0	
8	BERABERIA BHAGIRATH ADARSHA VIDYALAYA (H.S)	19110103503	0	0	0	0	0	
9	BHAGABATI SMRITI VIDYAMANDIR HIGH SCHOOL(H.S.)	19110108401	0	0	0	0	0	
10	BODAI HIGH SCHOOL (H.S.)	19110105102	0	0	0	0	0	
11	DARIAPUR HIGH MADRASAH (H.S.)	19110106102	0	0	0	0	0	
12	ELME NOOR BARKATIA HIGH MADRASAH (H.S)	19110102102	0	0	0	0	0	
13	MADHARPU BRAWLAD SMRITI VIDYARITH (H.S.)	19110102802	0	0	0	0	0	

Fig:4

After clicking on the "Verification of Beneficiary" dropdown submenu, the corresponding page opens where the Sub Inspector of Schools (SI) can view the status of pending students organized by school. On this page, the SI can see a summary that includes the total number of students pending verification, the total number of students approved, and the total number of students rejected. Here if any student are pending show on the Total student pending status. To review specific student details, the SI clicks on the "View Details" button next to the respective student, allowing them to access further information and take necessary actions accordingly.

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Search:

Sl. No	Student Code	Student Name	Student NPCI Matched Status	Activity Status	Action
1	04016419001080	ANJALI CHOUDHARY	Account is valid but name not matched	Pending	View Details
2	02773919004714	DIPTI PRADHAN		Approved	View Details
3	04016419000926	AMAN ARMANIA	Account is invalid	Approved	View Details

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Activate Windows

Go to Settings to activate Windows.

Fig:5

After clicking on the "Approved/Reject" button, the corresponding page opens displaying the student's information. Initially, the student's Activity status is marked as "Pending," indicating that the verification process is not yet complete. To review the detailed information, the Sub Inspector (SI) clicks on the "View Details" button, which allows them to access all relevant student data for careful examination before making a final decision to approve or reject the student's details.



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Beneficiary Details of SANIA SULTANA (06625819010700) For Approve / Reject request

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Student Details

Student Name	SANIA SULTANA	DOB	2006-01-12
Fathers Name	MAFIJUL ISLAM	Mothers name	FATEMA BIBI
Student Mobile Number	8346097356	Aadhaar No of Student	691094362712
Guardian Mobile Number	8346097356	Name of the Bank	BANDHAN BANK LIMITED
Branch Name	BHUBANESWAR	IFSC	BDBL0001030
Account Number	07675464365465		

Approve

Reject

Activate Windows

Go to Settings to activate Windows.

Fig:6

After clicking on the "View Details" button, the next page opens where the Sub Inspector (SI) can take further action on the student's details. On this page, the SI clicks on the "Reject" button to initiate the process of rejecting the student's details after verification. This step allows the SI to formally mark the student's information as not approved, triggering any necessary follow-up actions or notifications.



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Beneficiary Details of KOYEL SAMANTA (00020070010000) For Approve / Reject Request

Student Details

Student Name	KOYEL SAMANTA	DOB	2005-06-10
Fathers Name	KARTIK SAMANTA	Mothers name	KABITA SAMANTA
Student Mobile Number	8653578827	Aadhaar No of Student	859462888278
Guardian Mobile Number	8653578827	Name of the Bank	INDIA POST PAYMENT BANK
Branch Name	CORPORATE OFFICE	IFSC	IPOS0000001
Account Number	768763254354		

Approve

Reject

Reject Reason \*

rejected for student details

Submit Reason

Fig:7

After clicking on the "Reject" button, a text box "Reject Reason" appears on the screen. In this text box, the Sub Inspector (SI) enters the reason for rejecting the student's details. Once the reject reason is provided, the SI clicks on the "Submit Reason" button to finalize the rejection and submit the information for further processing. This ensures that the reason for rejection is recorded and communicated appropriately.

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Student Beneficiary Details Successfully Rejected:- 06625819010685.

School List

Show 40 entries

Search:

Sl. No	School Name	DISE code	Total Student NPCI Matched	Total Student NPCI NOT Matched	Total Student Pending	Total Student Approved	Total Student Reject	Action
1	ADHATA F P SCHOOLL	19110100703	0	0	0	0	0	
2	ADHATA GIRLS' HIGH SCHOOL(H.S.)	19110100902	0	0	0	0	0	
3	ADHATA HIGH SCHOOL(H.S.)	19110100704	0	3	0	2	0	Approved / Reject
4	AMDANGA HIGH SCHOOL (H.S.)	19110109903	1	5	0	2	3	Approved / Reject
5	ANOKHA KUNDA PARA JR. HIGH SCHOOL	19110108802	0	0	0	0	0	
6	RAIKUNTHAPUR SATISH SMPITI	19110107802	0	0	0	0	0	

Fig:8

After clicking on the "Submit Reason" button, a confirmation message appears on the screen. This message informs the Sub Inspector (SI) that the particular student's beneficiary details have been rejected successfully. It serves as an acknowledgment that the rejection process has been completed and the student's status has been updated accordingly.

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Student List

Show 40 entries

Search:

Sl. No	Student Code	Student Name	Student NPCI Matched Status	Student SI Status	Action
1	06625819010700	SANIA SULTANA	✖ NOT Matched	✖ Rejected	View Details
2	06625819010681	RUKSONA KHATUN	✖ NOT Matched	✖ Rejected	View Details
3	06625819010685	KOYEL SAMANTA	✖ NOT Matched	✖ Rejected	View Details
4	06625819010668	ASMINA KHATUN	✖ NOT Matched	✔ Approved	View Details
5	06625819010677	MONIKA KHATUN	✖ NOT Matched	✖ Rejected	View Details

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Activate Windows

Go to Settings to activate Windows.

Fig:9

On the above page, the Sub Inspector (SI) can view the status of the particular student. Here, the SI status for the student is displayed as "Rejected," indicating that the student's details have been reviewed and formally rejected as part of the verification process. This status confirms that the necessary actions regarding the student's information have been completed from the SI's end.

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Student Details

Student Name	SANIA SULTANA	DOB	2006-01-12
Fathers Name	MAFIJUL ISLAM	Mothers name	FATEMA BIBI
Student Mobile Number	8346097356	Aadhaar No of Student	691094362712
Guardian Mobile Number	8346097356	Name of the Bank	BANDHAN BANK LIMITED
Branch Name	BHUBANESWAR	IFSC	BDBL0001030
Account Number	07675464365465		

Approve

Reject

Activate Windows

Go to Settings to activate Windows.

Fig:10

After clicking on the "Proceed" button, the next page opens where the Sub Inspector (SI) can review the student's details. On this page, the SI clicks on the "Approve" button to confirm that the student's information is accurate and verified. This action marks the student's details as approved, allowing the process to move forward to the next stage of verification or processing.

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Student Beneficiary Details Successfully Approved:- 04016419001080.

School List

Show 40 entries

Search:

Sl. No	School Name	DISE code	Total Student NPCI Matched	Total Student NPCI NOT Matched	Total Student Pending	Total Student Approved	Total Student Reject	Action
1	ADHATA F P SCHOOLL	19110100703	0	0	0	0	0	
2	ADHATA GIRLS' HIGH SCHOOL(H.S.)	19110100902	0	0	0	0	0	
3	ADHATA HIGH SCHOOL(H.S)	19110100704	0	4	0	3	0	View Details
4	AMDANGA HIGH SCHOOL (H.S.)	19110109903	1	7	2	2	2	View Details
5	ANOKHA KUNDA PARA JR. HIGH SCHOOL	19110108802	0	0	0	0	0	
6	BAIKUNTHAPUR SATISH SMRITI VIDYAMANDIR (H.S)	19110107802	0	0	0	0	0	
7	BARGACHIA ADARSHA HIGH MADRASAH (H.S)	19110111302	0	0	0	0	0	
8	BERABERIA BHAGIRATH ADARSHA VIDYALAYA (H.S)	19110103503	0	0	0	0	0	
9	BHAGABATI SMRITI VIDYAMANDIR HIGH SCHOOL(H.S.)	19110108401	0	0	0	0	0	
10	BODAI HIGH SCHOOL (H.S.)	19110105102	0	0	0	0	0	
11	DARIAPUR HIGH MADRASAH (H.S.)	19110106102	0	0	0	0	0	
12	ELME NOOR BARKATIA HIGH MADRASAH (H.S)	19110102102	0	0	0	0	0	
13	MADHARPU BRAWLAD SMRITI VIDYARITH (H.S.)	19110102802	0	0	0	0	0	

Fig:11

After clicking on the "Approve" button, a confirmation message appears on the screen. This message informs the Sub Inspector (SI) that the particular student's beneficiary details have been approved successfully. It serves as an acknowledgment that the student's information has been verified and accepted, completing the approval process from the SI's end.



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Search:

Sl. No	Student Code	Student Name	Student NPCI Matched Status	Activity Status	Action
1	04016419001080	ANJALI CHOUDHARY	Account is valid but name not matched	Approved	View Details
2	02773919004714	DIPTI PRADHAN		Approved	View Details
3	04016419000926	AMAN ARMANIA	Account is invalid	Approved	View Details

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Activate Windows

Go to Settings to activate Windows.

Fig:12

On the above page, the Sub Inspector (SI) can view the status of the particular student. Here, the Student Activity Status is displayed as "Approved," indicating that the student's details have been successfully verified and accepted by the SI. This status confirms that the approval process for the student's information has been completed.



## UDIN Login for HOI (Part-I)

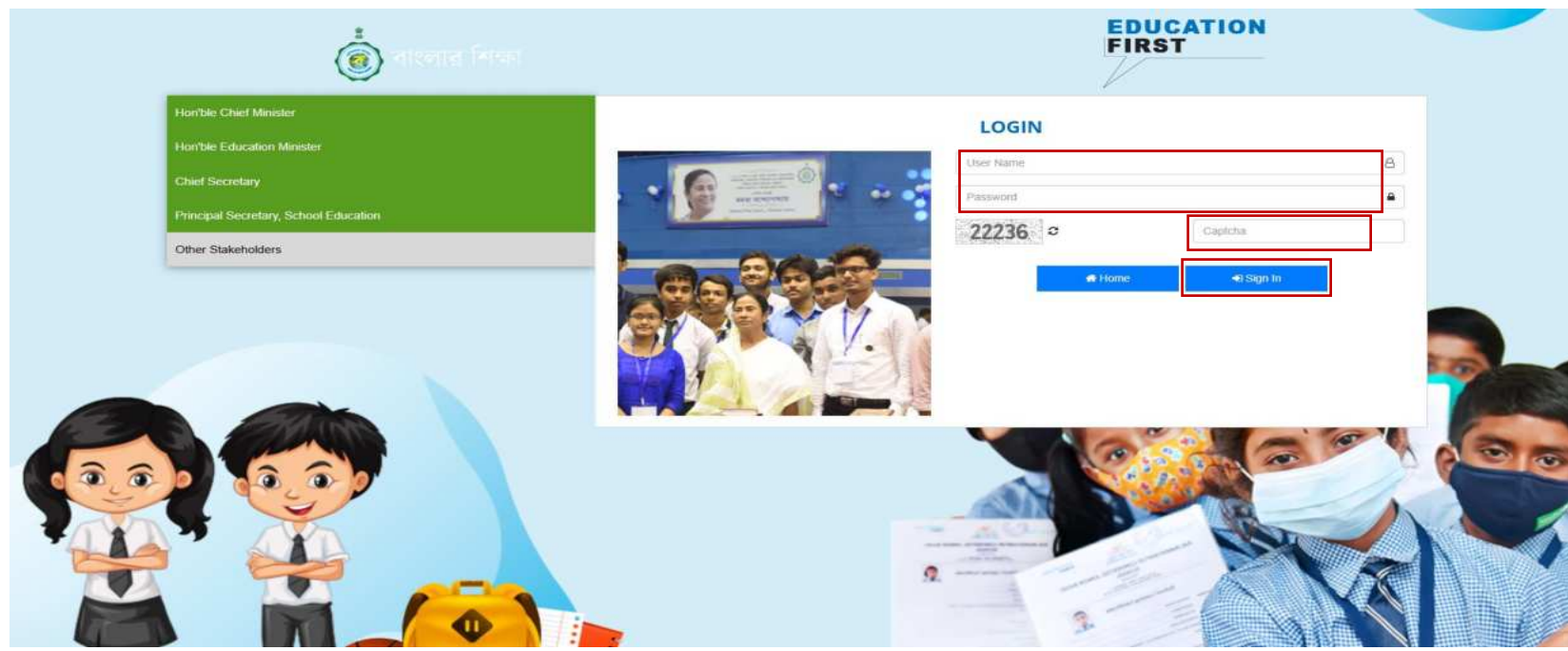


Fig:1

This manual explains the process of generating UDIN (Unique Document Identification Number) for:

- Individual students
- Schools with multiple students, for multiple sessions

The Head of Institution (HOI) acts as the authorized user responsible for generating UDIN numbers. This secure login ensures that only verified personnel can access the UDIN portal, maintaining the integrity and authenticity of issued UDINs.

The HOI begins by navigating to the official **UDIN Login Page**. Entering the **Username** and **Password** confirms the user's identity and grants access. Clicking the **Sign In** button authenticates the credentials. Successful login redirects the user to the next page, which is the **UDIN Dashboard** page.

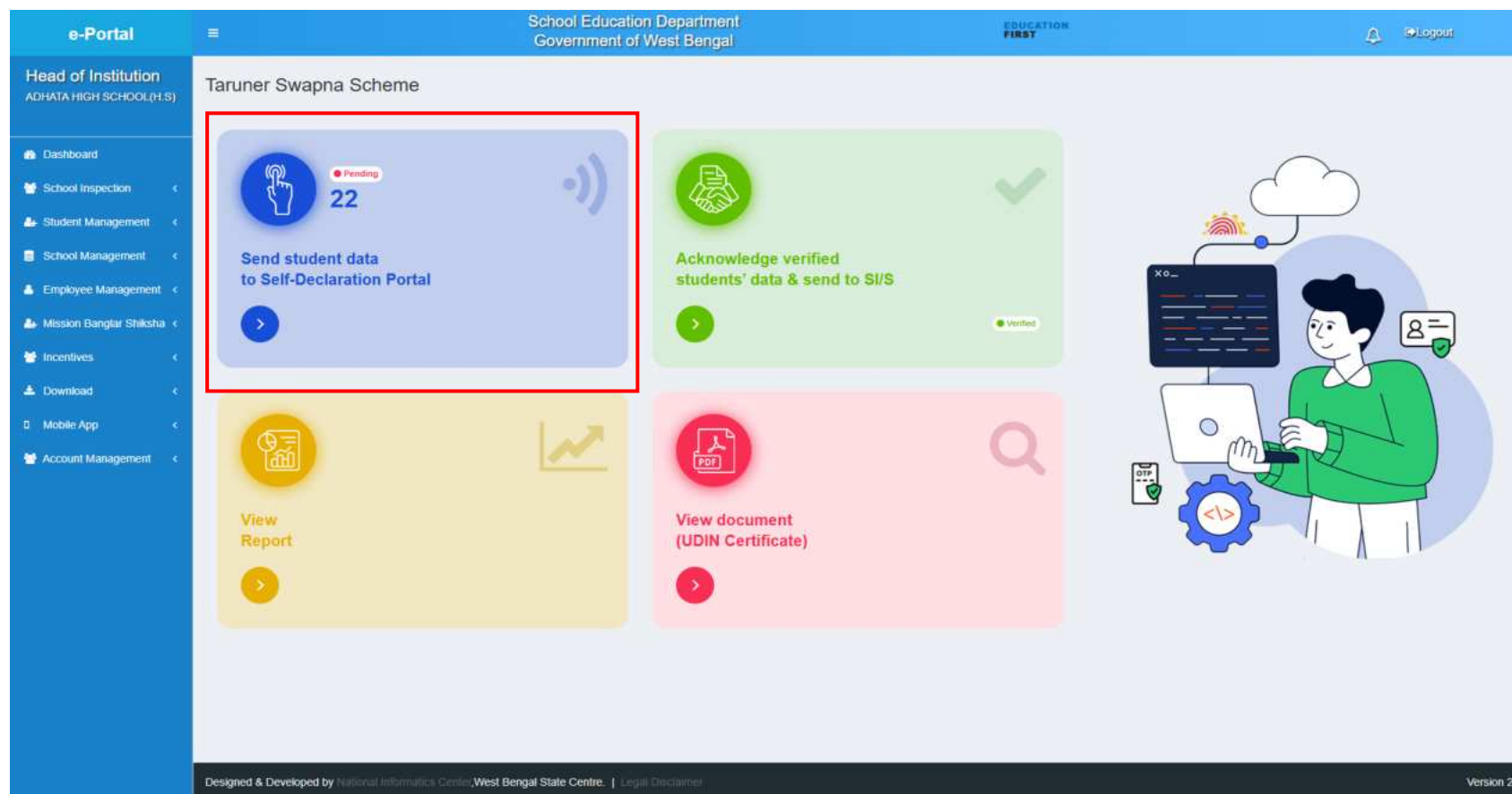


Fig:2

After clicking the **Sign In** button, the user is directed to the **Dashboard** page of the UDIN portal for the **Taruner Swapna Scheme**. Here, the Head of Institution (HOI) must click on the option labeled “**Send student data to Self-Declaration portal/Undertaking portal.**”

This process is designed to maintain transparency and integrity. By sending student data to the Self-Declaration portal, the system confirms that all information is verified and consented to, which protects both the institution and the students from misuse or errors. It also ensures compliance with regulatory standards for issuing UDINs under the scheme.

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Send student beneficiary data to Self-Declaration Portal

List of student beneficiary

Search Student by Code, Name, Phone, etc...

Select All	Sl No.	Student's Code	Student's Name	Student's Phone No.	Father's Name	Guardian's Phone No.	Bank IFSC	Account No.	Status
<input checked="" type="checkbox"/>	1	04016419000946	ABHISHEK SHAW	7003379585		7003379585			Pending
<input checked="" type="checkbox"/>	2	04016419000926	AMAN ARMANIA	9883553539		9883553539			Pending
<input checked="" type="checkbox"/>	3	04016419001080	ANJALI CHOUDHARY	8274921772		8274921772			Pending
<input type="checkbox"/>	4	03451219003313	ANKITA GHOSH		DEBASISH GHOSH	9153133173	PUNB0174700	1747001700079533	No Action
<input checked="" type="checkbox"/>	5	03198219000141	BAISAKHI BISWAS		KRISHNA BISWAS	9999999999			Pending
<input type="checkbox"/>	6	03451219003304	BAITALI GHOSH	9432534884	PANKAJ GHOSH	9432534884	SBIN0001643	38091758422	No Action
<input checked="" type="checkbox"/>	7	05610319000992	BARSAN NATH			9830839724			Pending
<input checked="" type="checkbox"/>	8	02773919004714	DIPTI PRADHAN			8479982395			Pending
<input checked="" type="checkbox"/>	9	06604723000287	GEDGEDRG WERFEWR	9876745645	RGERGT ERERFEWR	9876745645			Pending
<input checked="" type="checkbox"/>	10	04016419001064	MADHURI DAS	8479066477		8479066477			Pending
<input checked="" type="checkbox"/>	11	05610319001082	MANAS KAR			9051340630			Pending
<input checked="" type="checkbox"/>	12	03470919000430	MOMITA PASWAN	9748941131	SIKKUMAR PASWAN	9748941131			Pending
<input checked="" type="checkbox"/>	13	09310519006856	MST MAMTAJ KHATUN		ROBIUL	9679419672			Pending
<input checked="" type="checkbox"/>	14	09304219004758	OSHIKA PAUL			9674692075			Pending

Showing 1 to 27 of 27 entries

Back

Forward for Self-Declaration

Designed & Developed by National Informatics Centre, West Bengal State Centre. | Legal Disclaimer

Version 2.0

Fig:3

After clicking on “**Send student data to Self-Declaration portal/Undertaking portal,**” the system opens the next page where the Head of Institution (HOI) can select individual student IDs. The HOI may choose one student or multiple students whose beneficiary data needs to be sent to the Self-Declaration Portal.

Once the appropriate student(s) are selected, the HOI clicks the “**Forward for Self-Declaration**” button. This action submits the selected students’ data to the Self-Declaration Portal for further processing.

This step is vital because it formally initiates the verification and declaration process for each student’s data. By forwarding the beneficiary data, the institution confirms that the information is accurate and ready for self-declaration by the student or their guardian. This not only enhances data integrity but also ensures that all necessary consents and declarations are properly recorded before generating the UDIN. It acts as a safeguard to prevent any unauthorized or incomplete data from entering the official records.

Page | 35

# Student Login under Self-Declaration Portal



Fig:1

After the Head of Institution (HOI) completes submitting the student data for Self-Declaration, those students whose data has been successfully forwarded and acknowledged become **eligible for student login**. Respective students will also be informed through SMS with a link through which the portal may be accessed for self-declaration.

This eligibility means that the students' information has passed the initial institutional verification and is now ready for the students themselves to access and complete their part of the process. It signifies a transition of responsibility—from the institution verifying and submitting data to the students confirming and validating their own details. This step ensures that only students with approved data can proceed to log in, safeguarding the system from unauthorized access and maintaining the integrity of the UDIN generation process.

## Send OTP:

Tranurer Swapno

Help Contact

### Student Login

Enter your Student Code (Banglar Shiksha ID) to receive an OTP

Student Code (Banglar Shiksha ID):

06604724000159

**Send OTP ->**

Having trouble logging in?  
Call our helpline at 1800 123 4567

[Back to Home](#)

Fig:2

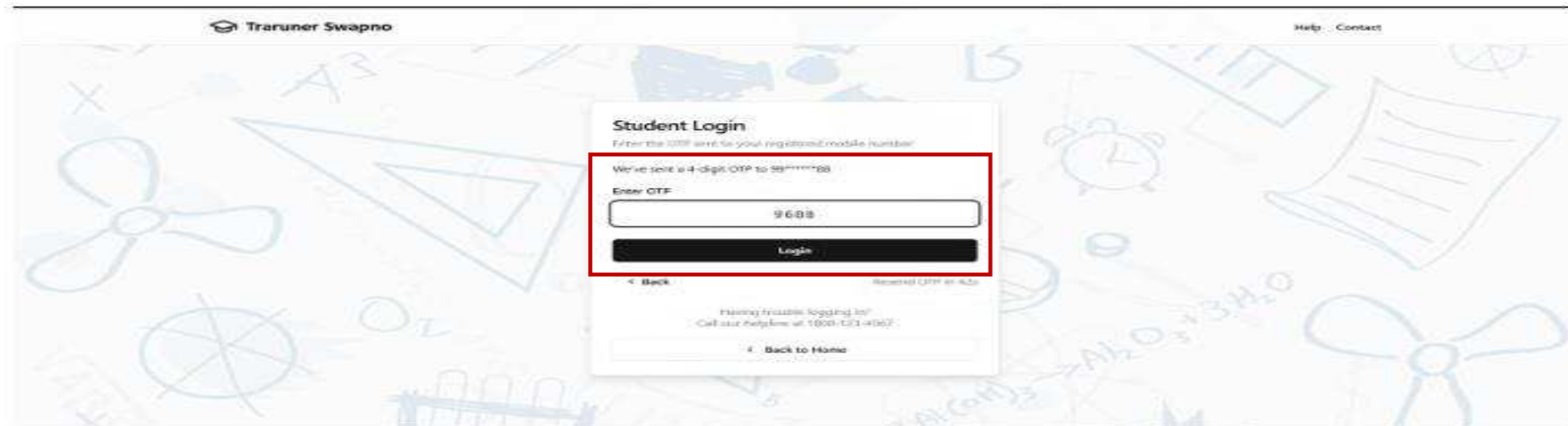
After clicking the **Login** button under Self-Declaration Portal (<https://selfdeclaration.wb.gov.in>), the student is directed to the login page shown above. Here, the student must enter their unique **Student ID** to receive an OTP (One-Time Password).

By entering the student code and clicking the **Send OTP** button, the system initiates a secure verification process by sending the OTP to the student's registered mobile number.

This step serves as a critical security measure to verify the student's identity before granting access to sensitive information. Using an OTP ensures that only the authorized student—who has access to the registered mobile number—can proceed. It protects student data from unauthorized access and maintains the integrity and confidentiality of the UDIN verification and declaration process.



## Verify OTP:



The screenshot shows a web interface for 'Student Login' on a platform called 'Tranmer Swapno'. The page has a light blue background with faint educational icons like a compass, ruler, and chemical formula. A central white box contains the login form. At the top of this box, it says 'Student Login' and 'Enter the OTP sent to your registered mobile number'. Below this, a message states 'We've sent a 4-digit OTP to 9876543210'. There is a text input field labeled 'Enter OTP' with the value '9876' entered. A black 'Login' button is positioned below the input field. At the bottom of the form box, there are links for '< Back' and 'Received OTP in 45s', a message 'Having trouble logging in? Call our helpline at 1800-123-4567', and a 'Back to Home' button. The entire form box is highlighted with a red border.

Fig:3

After the student clicks the **Send OTP** button, the system generates a time-sensitive, unique one-time password and sends it directly to the student's registered mobile number via SMS. The student then receives the OTP on their mobile phone and enters it into the verification field on the OTP verification page. By clicking the **Login** button. If the OTP is valid and matches the one generated, the system authenticates the student and grants access to their account or dashboard. However, if the OTP is incorrect or has expired, the system displays an error message, alerting the student to re-enter the correct OTP or to request a new one to complete the login process. This step ensures secure access and verifies the identity of the student before proceeding.

**Student Information**

Student Name	Class & Section
TEST ASTUDENT	Class 11 A
Roll Number	Academic Year
13	2025
School / Institution	
ADHATA HIGH SCHOOL(H.S) (19110100704)	
Father's Name	Mother's Name
TEST ASTUDENT FATHER	TEST ASTUDENT MOTHER
Guardian Contact	
6202734737	

---

Account Holder Name	Bank Name
TEST ASTUDENT	ICICI BANK LIMITED
IFSC Code	Branch Name
ICIC0001056	SALT LAKE, BIDHAN NAGAR
Account Number	
*****3277	

Fig:4

Once the student enters the verified OTP and clicks the login button, they are taken to the student details page. Here, the student can carefully review their personal information, paying close attention to the background details. This step is crucial to ensure that all the information shown is accurate and current. By verifying these details, the student helps maintain the accuracy and reliability of their records, confirming that their background information is correctly captured in the system before moving forward.

🌐

Declaration Document

Language: English

I, **TEST ASTUDENT**, currently a student of **Class 11** at **ADHATA HIGH SCHOOL(H.S)**, hereby declare that all the details mentioned above are true and correct to the best of my knowledge.

I confirm that my bank account details (**TEST ASTUDENT, ICICI BANK LIMITED, IFSC: ICIC0001056, SALT LAKE, BIDHAN NAGAR**) are accurate and I understand that this information will be used to receive financial assistance under the 'Taruner Swapno' scheme.

I certify that this financial assistance (₹10,000) will be used solely for purchasing a Tablet/Smartphone/PC, which is necessary for my education.

I further understand that providing false information may result in the cancellation of my application and legal action as per government regulations.

🔊 Read Aloud

Your Response

☒ ✓ I accept the declaration

☐ ✗ I do not accept the declaration

Continue

Fig:5


After carefully reviewing the student details, if everything aligns perfectly with the student's actual records, the student confirms acceptance of the declaration. On the other hand, if there are any inconsistencies or mismatches found between the displayed information and the student's real data, the student indicates that the declaration is not accepted. Once the student makes this choice, they move ahead by clicking the continue button to proceed further in the process.

TEST ASTUDENT FATHER	TEST ASTUDENT MOTHER
Guardian Contact: 6202734737	
Account Holder Name: TEST ASTUDENT	Bank Name: ICICI BANK LIMITED
IFSC Code: ICIC0001056	Branch Name: SALT LAKE, BIDHAN NAGAR
Account Number: *****3277	

### Aadhaar Verification

Enter Your 12-digit Aadhaar Number

This is required for identity verification as per government guidelines

 Loading...

[Go Back](#)

Fig:6

Once the student has verified their details and clicked the continue button, they are taken to the next page. Here, they are asked to input their Aadhaar number into the designated field. After entering the Aadhaar number, the student clicks the “Verify Aadhaar” button to initiate the verification process. This step ensures that the student’s identity is further validated through their Aadhaar information before moving forward.

The screenshot displays a web interface for Aadhaar verification. At the top, there are two sections: 'IFSC Code' with the value '12345678' and 'Branch Name' with the value 'Electronic Complex'. Below these, the 'Account Number' is shown as '\*\*\*\*\*3235'. The main section is titled 'Aadhaar Verification' and prompts the user to 'Enter Your 12-digit Aadhaar Number'. A text input field contains the number '857182391079'. Below this, a message states 'OTP sent to mobile linked with 8571\*\*\*\*\*1079'. A large text input field for 'Enter OTP' contains the value '88299'. A 'Verify OTP' button is prominently displayed at the bottom of the form, along with a 'Go Back' link.

Fig:7

Once the student clicks on the **Verify Aadhaar** button, the system navigates to the Aadhaar OTP verification page. Here, the student is guided to enter the OTP that has been sent to their Aadhaar-linked mobile number. To assist the student in identifying the correct mobile number, the page displays the last few digits of the number where the OTP has been delivered. This ensures clarity and helps prevent confusion in case multiple numbers are in use. After receiving the OTP on the specified mobile device, the student inputs it into the designated field. This OTP is then validated by the system to confirm the student's identity through Aadhaar, serving as a secure step in the overall verification process.



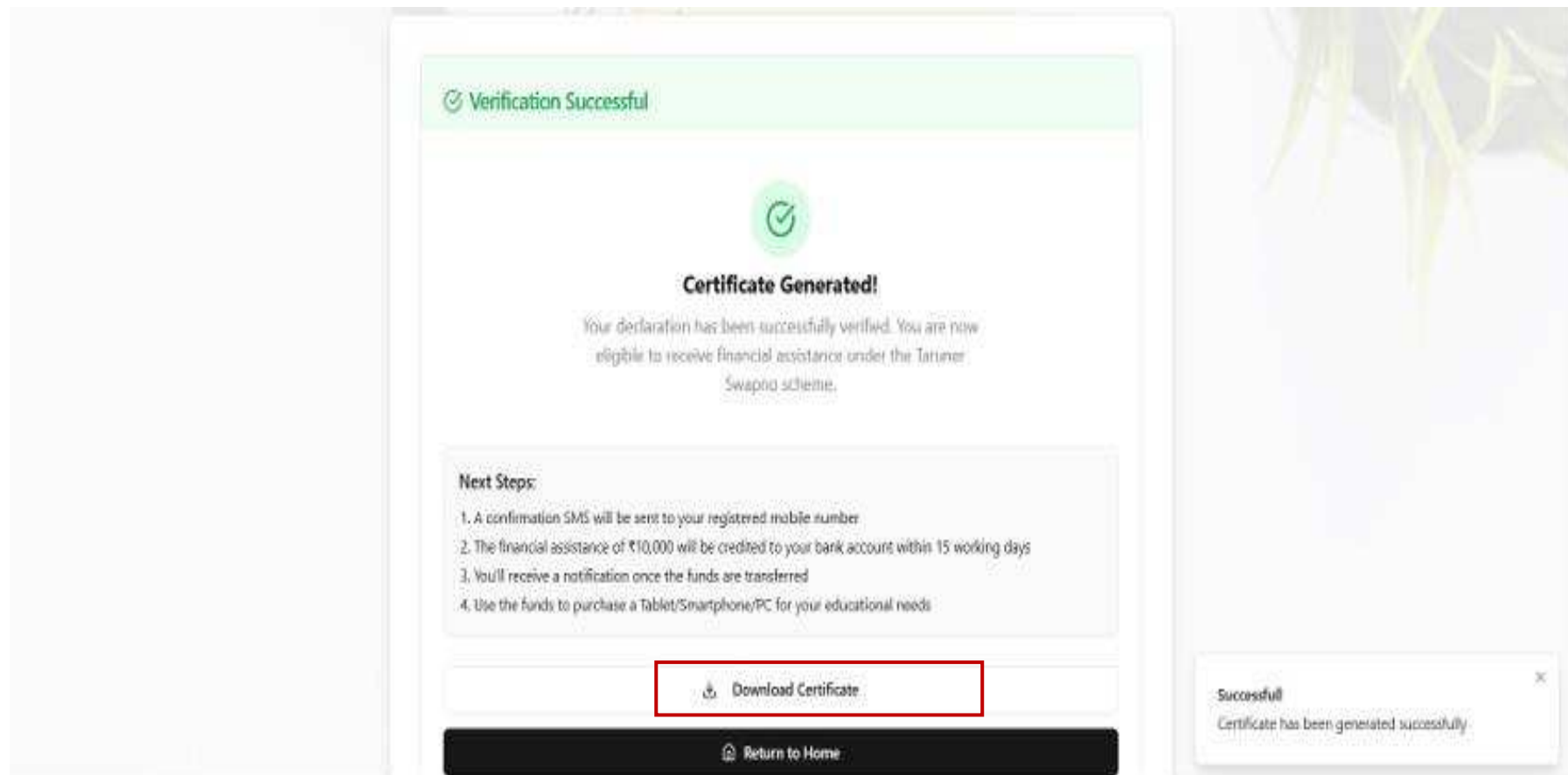


Fig:8

Once the student clicks the **Verify OTP** button, the system completes the Aadhaar verification process and confirms the student's identity. A confirmation message appears, indicating that the verification was successful. This marks the completion of the authentication steps, ensuring the student's credentials are now fully validated. At this point, the system provides the student with an additional option: downloading the **UDIN certificate**. A clearly visible **Download Certificate** button is available on the same page, enabling the student to download and securely store their UDIN certificate. This certificate serves as official proof of verification and may be required for future academic or administrative purposes.

## UDIN Login for HOI (Part-II)

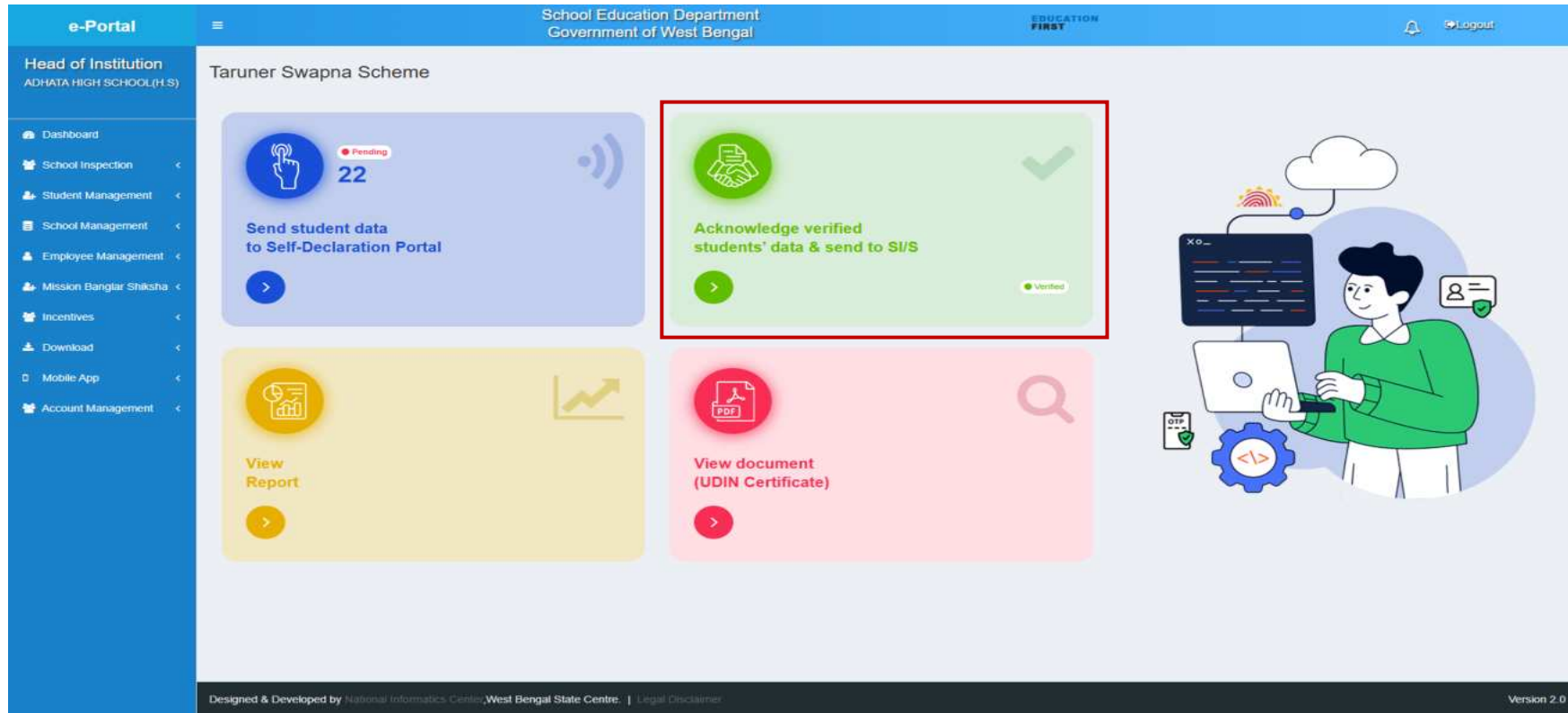


Fig:12

Once the student's verification is successfully completed, their details will be reflected in the system. Click on the **"Acknowledge Verified Students Data & Send to SI/S"** option to proceed.

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Logout

Head of Institution  
ADHATA HIGH SCHOOL(H.S)

Verified Beneficiary Students List (Taruner Swapna Scheme)

Dashboard

School Inspection

Student Management

School Management

Employee Management

Mission Banglar Shiksha

Incentives

Download

Mobile App

Account Management

Beneficiary Student Details

Search Student by Code, Name, Phone, etc...

Select All	SI No.	Student's Code	Student's Name	Guardian's Phone No.	Present Class	Bank IFSC	Account No.	Student's UDIN Number
<input type="checkbox"/>	1	06604724000118	TEST STUDENT	8013533275	CLASS XI	ICIC0001056	123456789012	25-S-SA023534-P-1752652997734

Showing 1 to 1 of 1 entries

Back

Forward to SI

Fig:13

After click on **Acknowledge verified students data & send to SI/S** option the above page is open. This list is designed to display only those students who have passed all stages of verification, ensuring accuracy and eliminating any unverified entries. Each student's entry includes their name and a unique **UDIN number**, serving as a digital identifier for verified status. The **Head of Institution (HOI)** plays a key role at this stage, with the ability to review the list and select students—either individually or collectively—for submission. By clicking the appropriate option, the HOI forwards the verified student data to the **Sub-Inspector (SI)**, triggering the next level of administrative review. This controlled flow not only maintains the integrity of the verification process but also streamlines communication between the school and district-level authorities for further action.

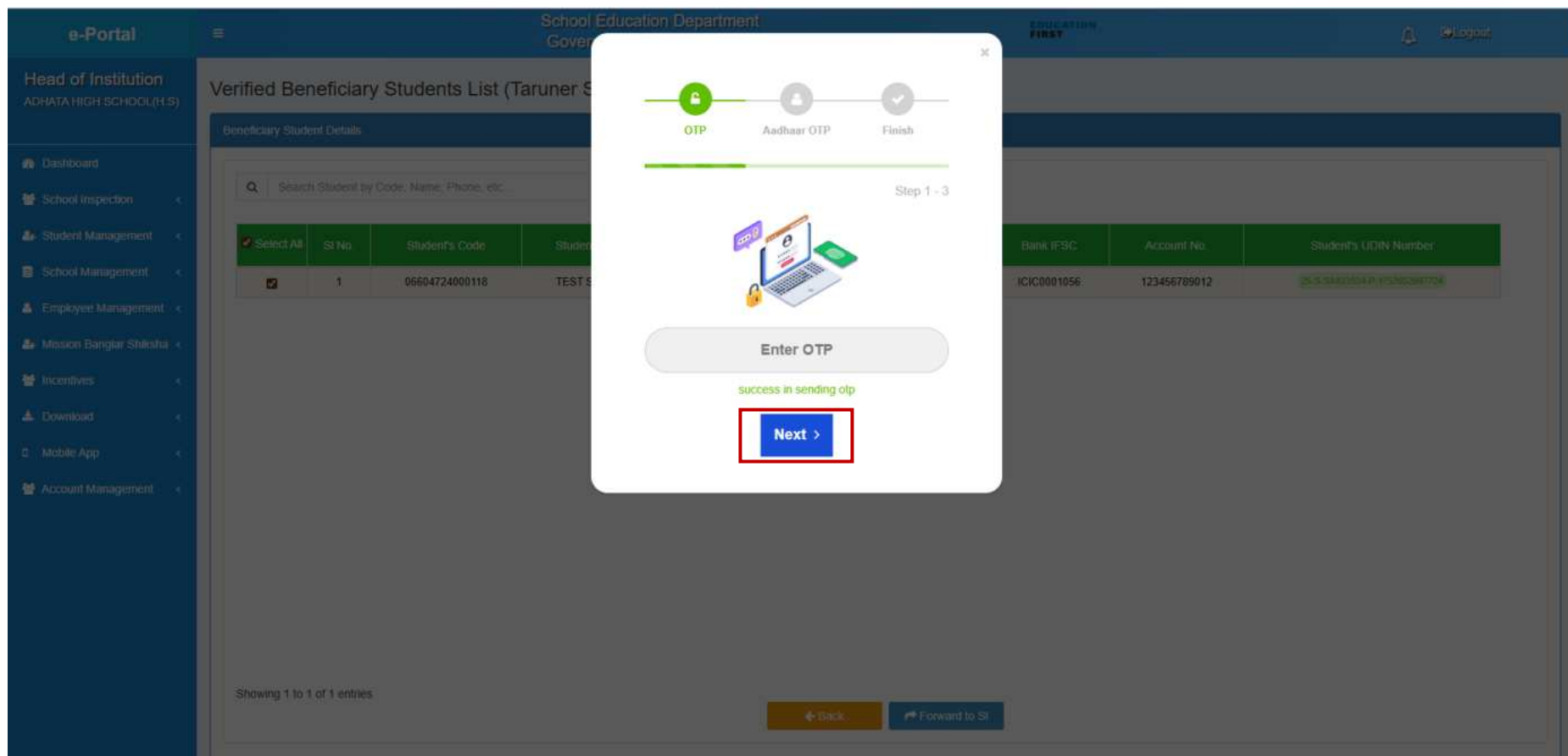


Fig:14

After the **HOI clicks the Forward to SI** button, the system triggers a confirmation step by displaying a message box on the screen. This serves as a security checkpoint to verify the identity of the Head of Institution before allowing any further action. Simultaneously, the system sends a time-sensitive **OTP** to the HOI's registered mobile number. This OTP acts as a digital signature, confirming that the request is coming from an authorized individual. The HOI enters the received OTP into the designated field within the message box and clicks the **Next** button to move forward. This controlled validation process not only ensures that sensitive student data is securely handled, but also maintains an audit trail for accountability. By enforcing OTP-based confirmation, the system safeguards against unauthorized forwarding of verified records to the Sub-Inspector (SI), reinforcing trust and integrity in the data workflow.

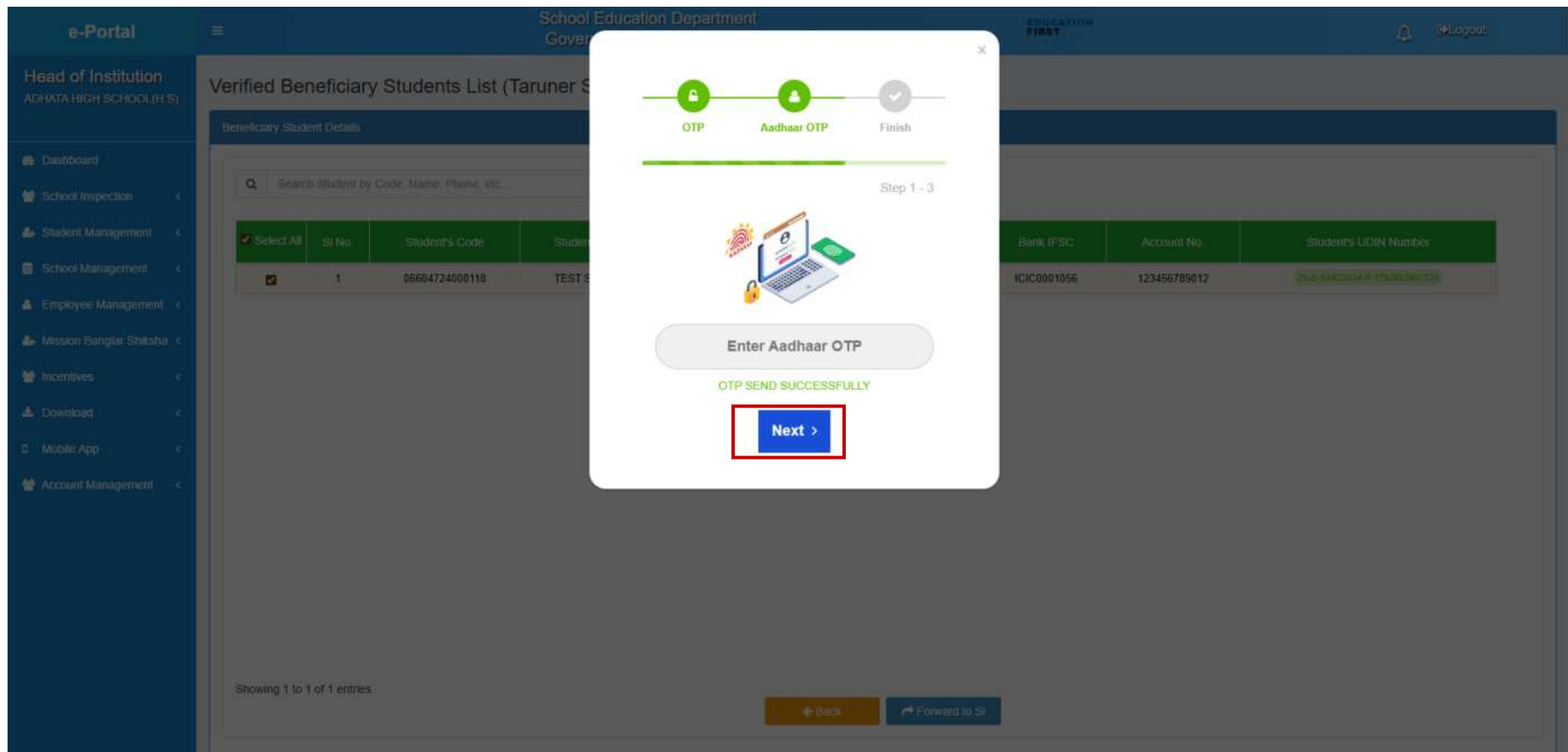


Fig:15

After the HOI clicks the **Next** button, the system presents another message box to continue the multi-factor authentication process. Following the successful entry of the mobile OTP, the system enhances security by sending a second OTP—linked to the HOI’s Aadhaar-registered mobile number. This additional step adds a critical layer of verification, confirming the HOI’s identity with greater certainty. The HOI must enter this Aadhaar OTP into the designated field within the message box. Upon entering the correct Aadhaar OTP and clicking the **Next** button again, the system proceeds to forward the verified student data to the Sub-Inspector (SI). This dual OTP verification process ensures that only authorized institutional heads can authorize data forwarding, thereby protecting sensitive student information and reinforcing the integrity of the verification workflow.



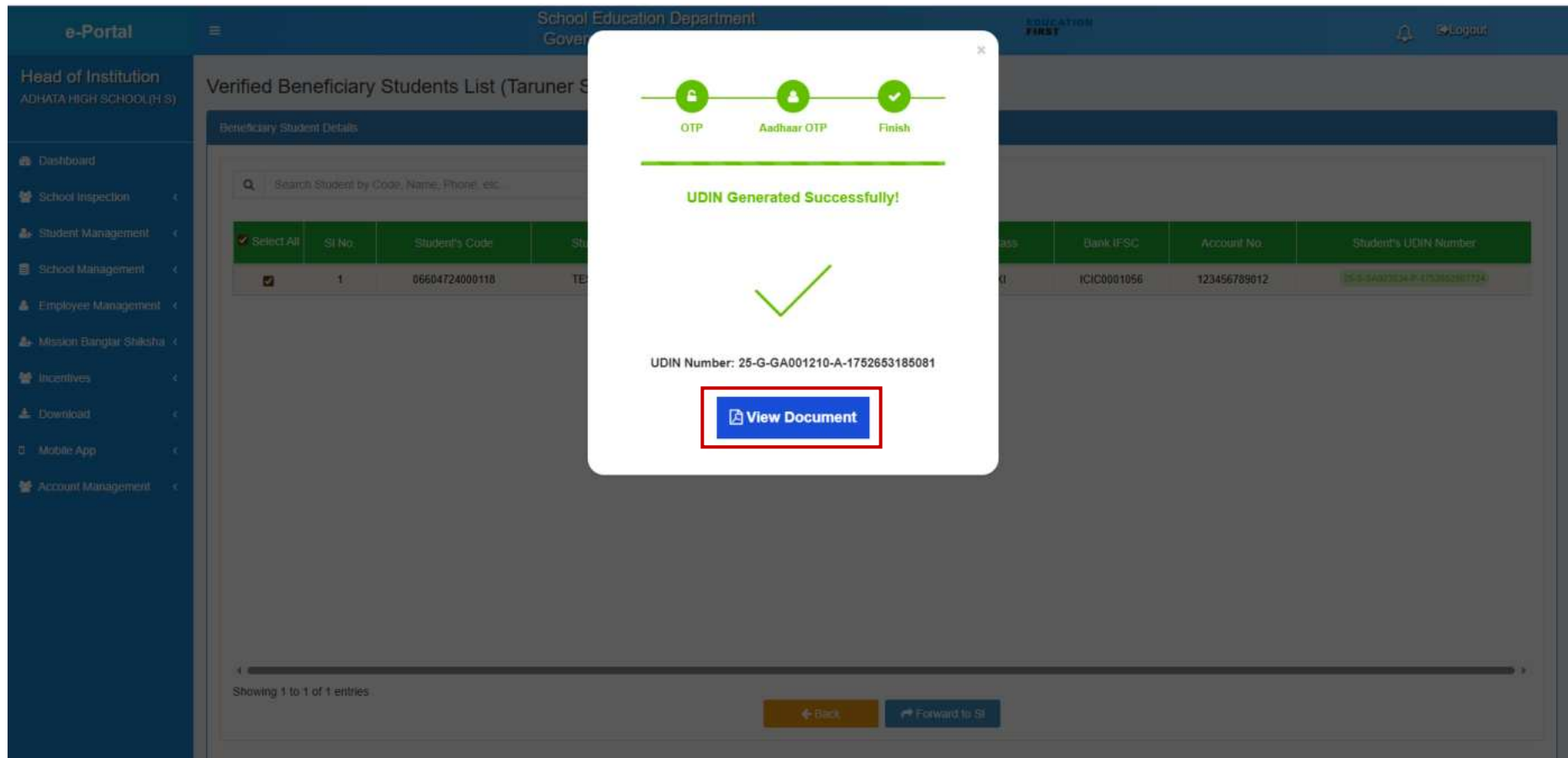


Fig:16

Once the HOI enters the Aadhaar OTP and completes the authentication process, the system proceeds to generate the UDIN successfully. This completion is immediately confirmed by the system, signaling that the entire verification and generation workflow has been finalized. Following this, the HOI is presented with the option to access the generated UDIN certificate through a **View Document** button. By clicking this button, the HOI can open and review the certificate, verifying that all information is correctly captured and accurate before moving forward. This step ensures transparency and gives the HOI confidence in the integrity of the issued document.



Name of the School		ADHATA HIGH SCHOOL(H.S)	
DISE Code		19110100	
Generated on		11-06-2025 15:31:50 PM	

Sl. No.	Student's ID	Student's Name	Student's Phone No.	Fathers's Name	Guardian's Phone No.	Bank IFSC	Account Number
1	0274391900	UJAAN AICH		KAUSHIK AICH	94345032	UTIB000	91801007

This is to certify that out of students studying in class XI in the academic session 2025-2026 in ADHATA HIGH SCHOOL(H.S), 1 students are eligible and willing to receive the financial assistance towards purchasing tablet computer / smart mobile phone and the bank account details of all such students have been captured / updated in the Banglar Shiksha Portal.

I have personally verified all the entries with regard to bank account details of all such eligible students as entered in the Banglar Shiksha Portal comparing to the bank mandates as signed by the students and the parents/guardians concerned along with the supporting documents in this regard and found the entries in the said portal to be correct.



Fig:17

After clicking on the "View Document" button, the above PDF file is downloaded. This document contains detailed information pertaining to a specific school. It includes the **name of the school** along with its corresponding **DISE code**, which uniquely identifies the educational institution in government records. Additionally, the document clearly mentions the **date and time** when it was generated, helping to verify its authenticity and relevance. Each student is identified by a unique **student code**, which ensures accurate tracking of individual records. The PDF also includes the **bank details of the student**, such as the bank name, account number, and IFSC code, which are typically used for scholarship disbursements or other financial transactions related to the student. Furthermore, it lists the **guardian's name** and **contact number**.

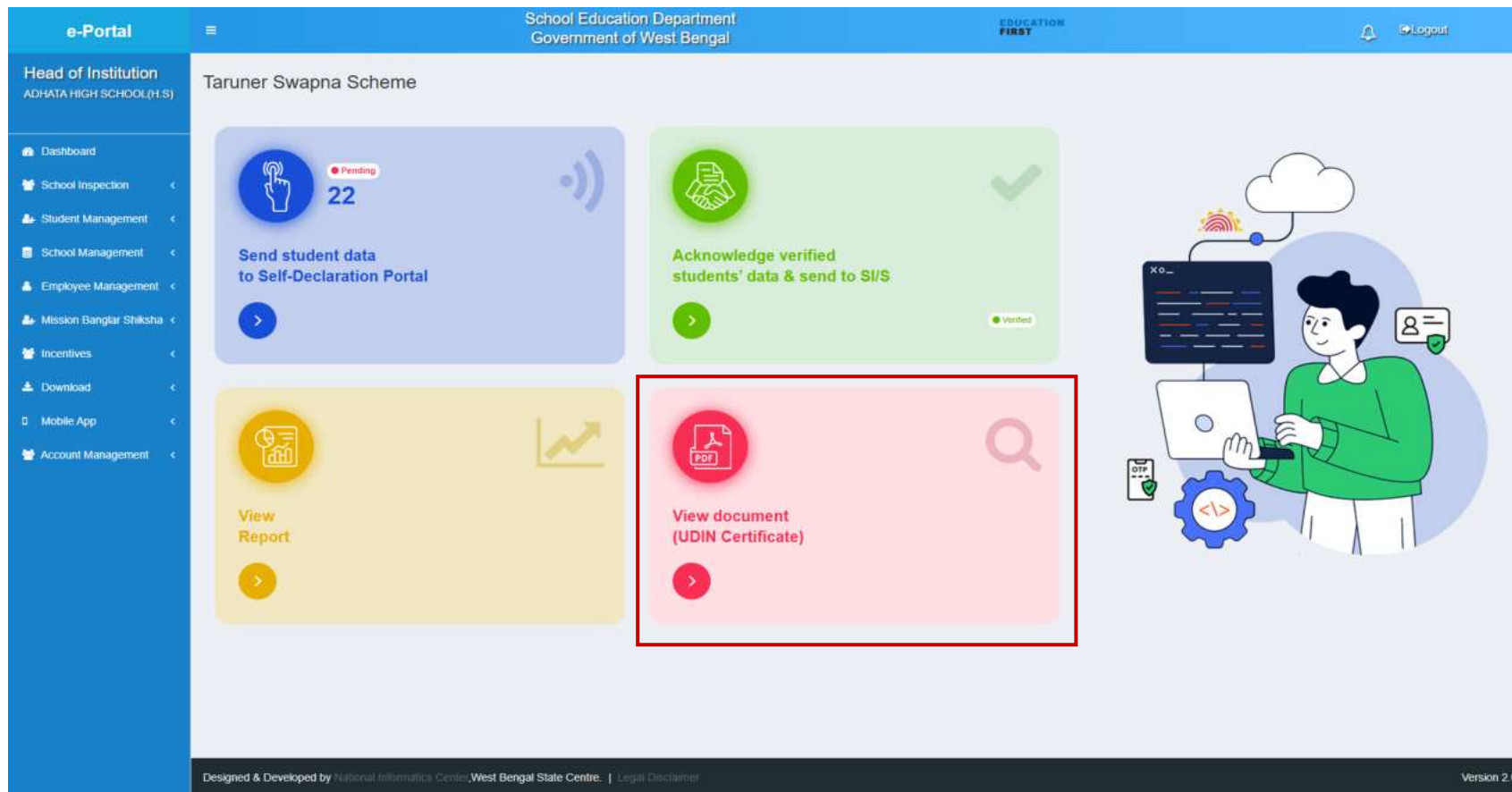


Fig:18

On the **HOI Dashboard** page, the **Head of Institution (HOI)** is provided with various options to manage and review institutional data. Among these options, the HOI can click on the link labelled “**View Document (UDIN Certificate)**” to access specific documentation related to the school. Upon clicking the “**View Document (UDIN Certificate)**” option, a new page opens displaying a **school-wise PDF document** that has been generated with a **Unique Document Identification Number (UDIN)**.

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Head of Institution  
ADHATA HIGH SCHOOL(H.S)

UDIN Documents

Beneficiary Student Details

LOCK

Sl No.	School Name	UDIN No.	Total Student	Document
1	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1750858167721	1	<a href="#">View PDF</a>
2	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1750926631752	1	<a href="#">View PDF</a>
3	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1751539810290	1	<a href="#">View PDF</a>
4	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1752218026510	1	<a href="#">View PDF</a>
5	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1752653185081	1	<a href="#">View PDF</a>

Back

Fig:19

After clicking on **View Document (UDIN Certificate)** option on this page, the Head of Institution (HOI) has the ability to review the comprehensive details tied to each UDIN, including the total count of students linked to that specific UDIN number. To drill down into the finer details of the students associated with an individual UDIN, the HOI can click the **Lock** button adjacent to the UDIN entry. This interaction **unlocks** access to a detailed breakdown, enabling the HOI to thoroughly examine the records of each student under that UDIN. This feature facilitates better oversight and management by presenting the information in a structured and easily navigable format.

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EDUCATION  
FIRST

Logout

Head of Institution  
ADHATA HIGH SCHOOL(H.S)

Dashboard

School Inspection

Student Management

School Management

Employee Management

Mission Banglar Shiksha

Incentives

Download

Mobile App

Account Management

UDIN Documents

Beneficiary Student Details

UNLOCK

Sl No.	School Name	UDIN No.	Total Student	Document
1	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1750858167721	1	<a href="#">View PDF</a>
2	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1750926631752	1	<a href="#">View PDF</a>
3	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1751539810290	1	<a href="#">View PDF</a>
4	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1752218026510	1	<a href="#">View PDF</a>
5	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1752653185081	1	<a href="#">View PDF</a>

Back

Fig:20

When the HOI clicks the **Lock** button, it toggles to a button **Unlock**, signaling that the detailed student view is now active. Simultaneously, the system opens the PDF document containing the student details linked to that UDIN. The HOI is then able to click the **View PDF Document** button to thoroughly examine and verify the students' information in a formal, standardized format. This capability ensures the HOI can accurately cross-verify the data before moving ahead, enhancing the reliability and transparency of the verification process.



## UDIN Login for SI/S

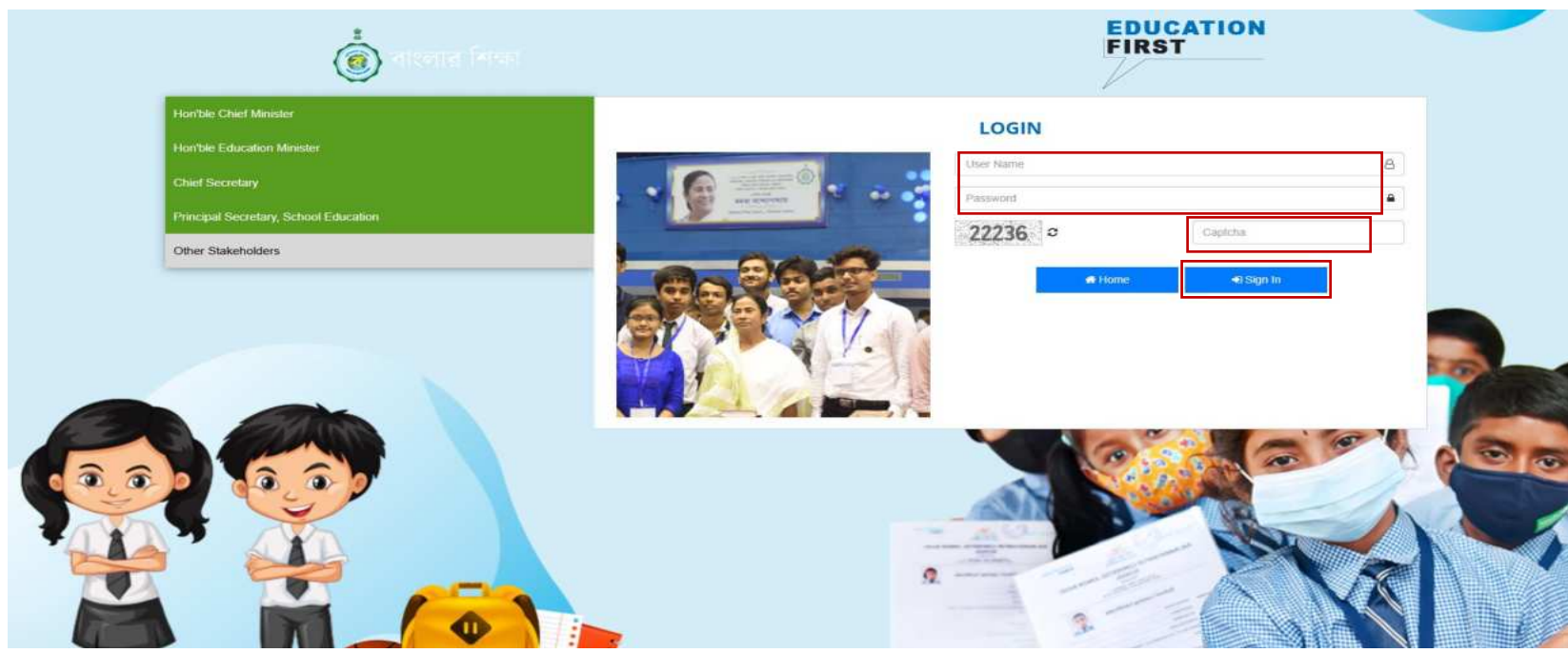


Fig:1

This section of the user manual explains the essential role of the Sub-Inspector of Schools (SI) in ensuring the integrity and accuracy of student data before it reaches the district level. The SI is responsible for accessing school-wise UDIN (Unique Data Identification Number) information, which serves as a critical identifier for each student record. By logging into the system and selecting a specific school, the SI gains visibility into all student data submitted by that school. Their role is not just administrative — it is a quality control checkpoint. The SI carefully reviews each student's information, ensuring completeness, accuracy, and compliance with documentation standards. They hold the authority to approve valid records or reject entries that contain errors or inconsistencies. To manage data efficiently, the SI can take action on individual records or use bulk operations for multiple entries. Once the verification process is done, only the accurate and approved records are forwarded to the District Inspector of Schools (DI), helping maintain data integrity at the district level. This multi-tiered verification process ensures that the student data being used for official and academic purposes is reliable, verified, and free from errors, reflecting a transparent and accountable education data system.

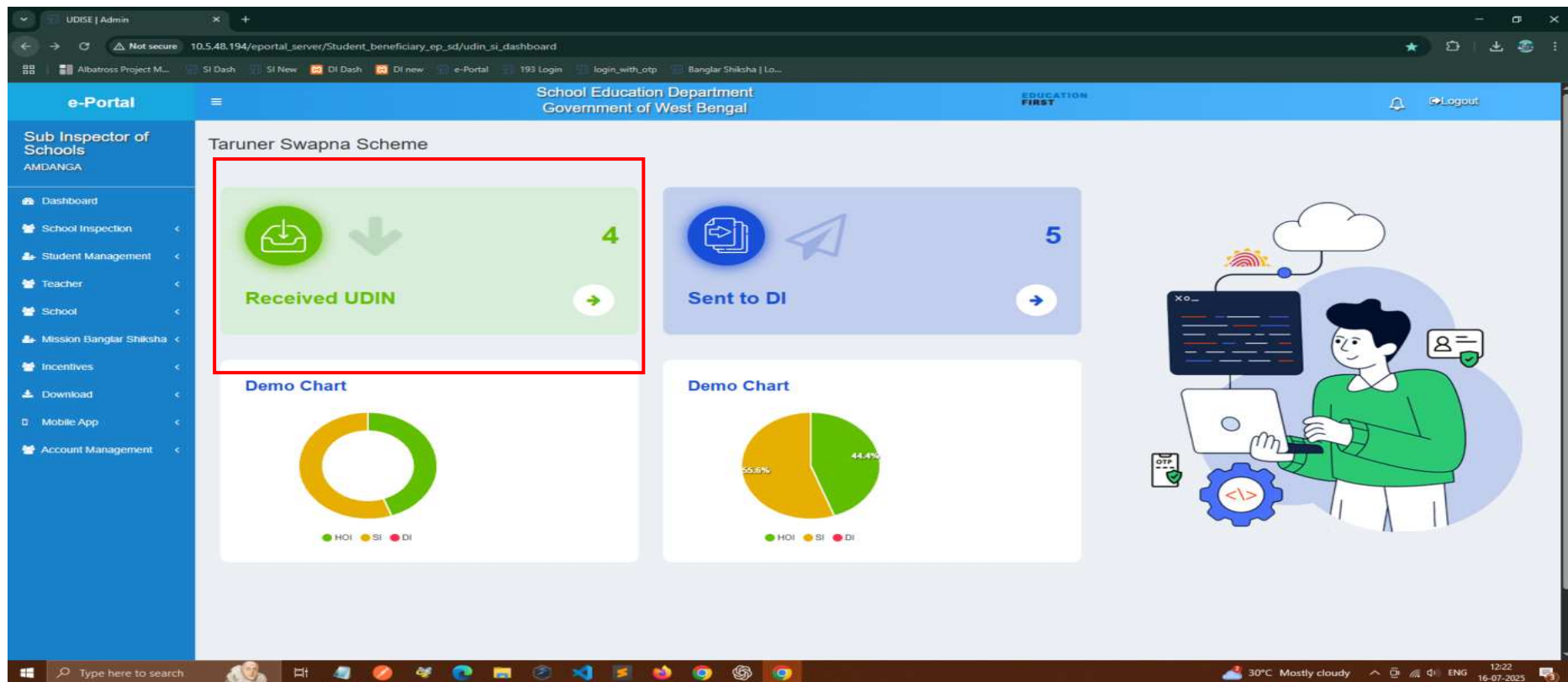


Fig:2

After clicking the **Sign In** button, the SI is directed to the **Dashboard** page of the UDIN portal for the **Taruner Swapna Scheme**. Here, the Sub Inspector of School(SI) must click on the option labeled **“Received UDIN”**

The student data displayed under the **“Received UDIN”** option on the SI dashboard originates directly from the **Head of Institution (HOI)**. This means the HOI plays a key role in gathering and submitting accurate student information. When the HOI sends data for a certain number of students—say, 10—the SI’s dashboard automatically reflects this exact number under “Received UDIN.” This direct data transfer ensures that the SI has a real-time, reliable view of what has been reported by the schools. It creates a clear link of responsibility and accountability between the HOI and the SI, allowing the SI to efficiently track, verify, and manage student records submitted through the Taruner Swapna Scheme.

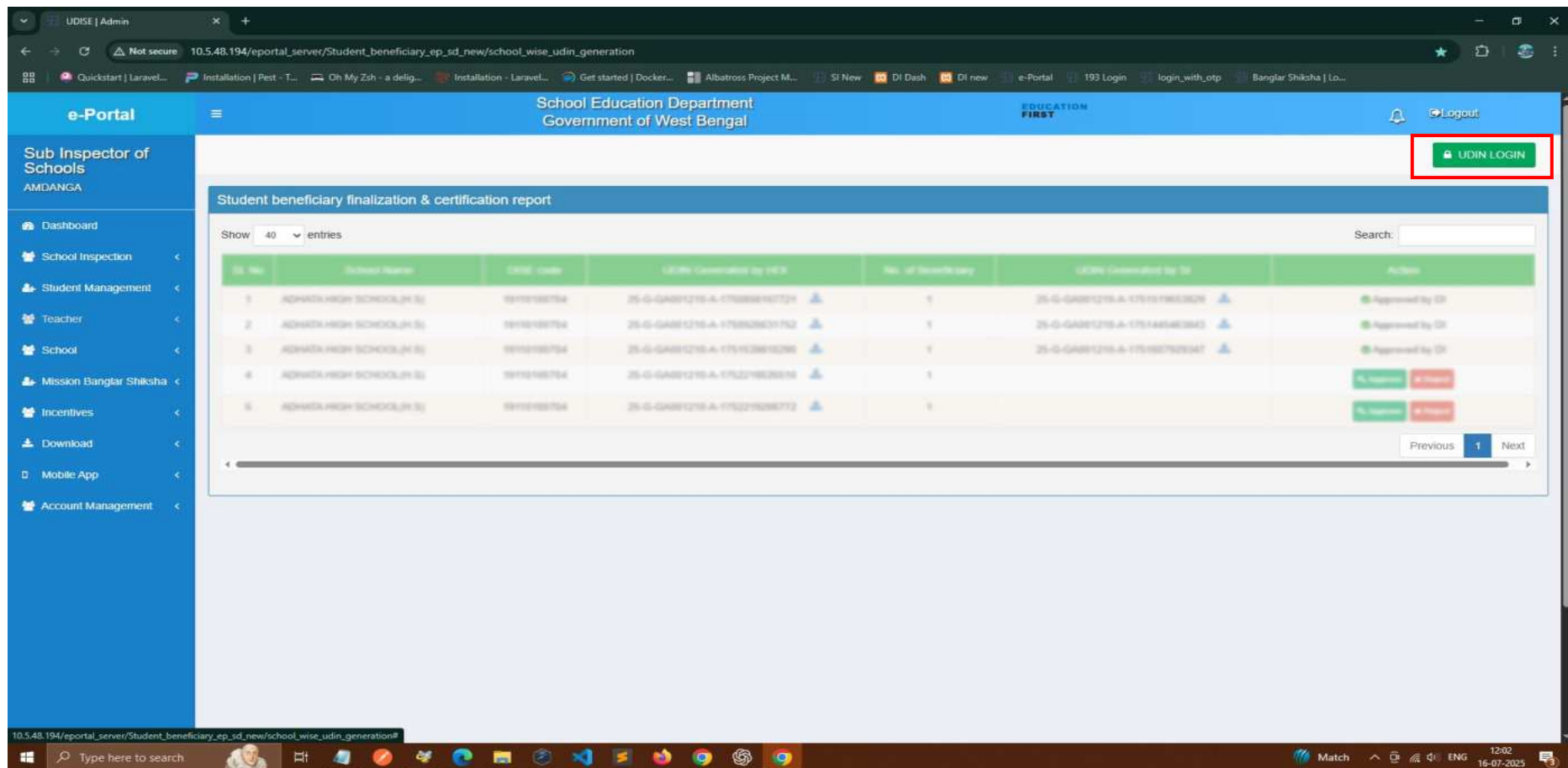


Fig:3

After clicking on the “**Received UDIN**” option, the SI is presented with a page where all the school-wise UDIN data appears blurred. This deliberate design choice serves an important security purpose: to protect sensitive student information and prevent unauthorized access. Even though the SI has access to the overall dashboard, school-wise student details remain concealed until proper authentication is completed. To view detailed school-wise UDIN data, the SI must click on “**UDIN LOGIN**” and re-authenticate themselves. This extra verification step ensures that only authorized personnel can access detailed student records, maintaining data privacy and safeguarding the integrity of the Taruner Swapna Scheme. It reflects a layered security approach, balancing accessibility with strict data protection protocols.

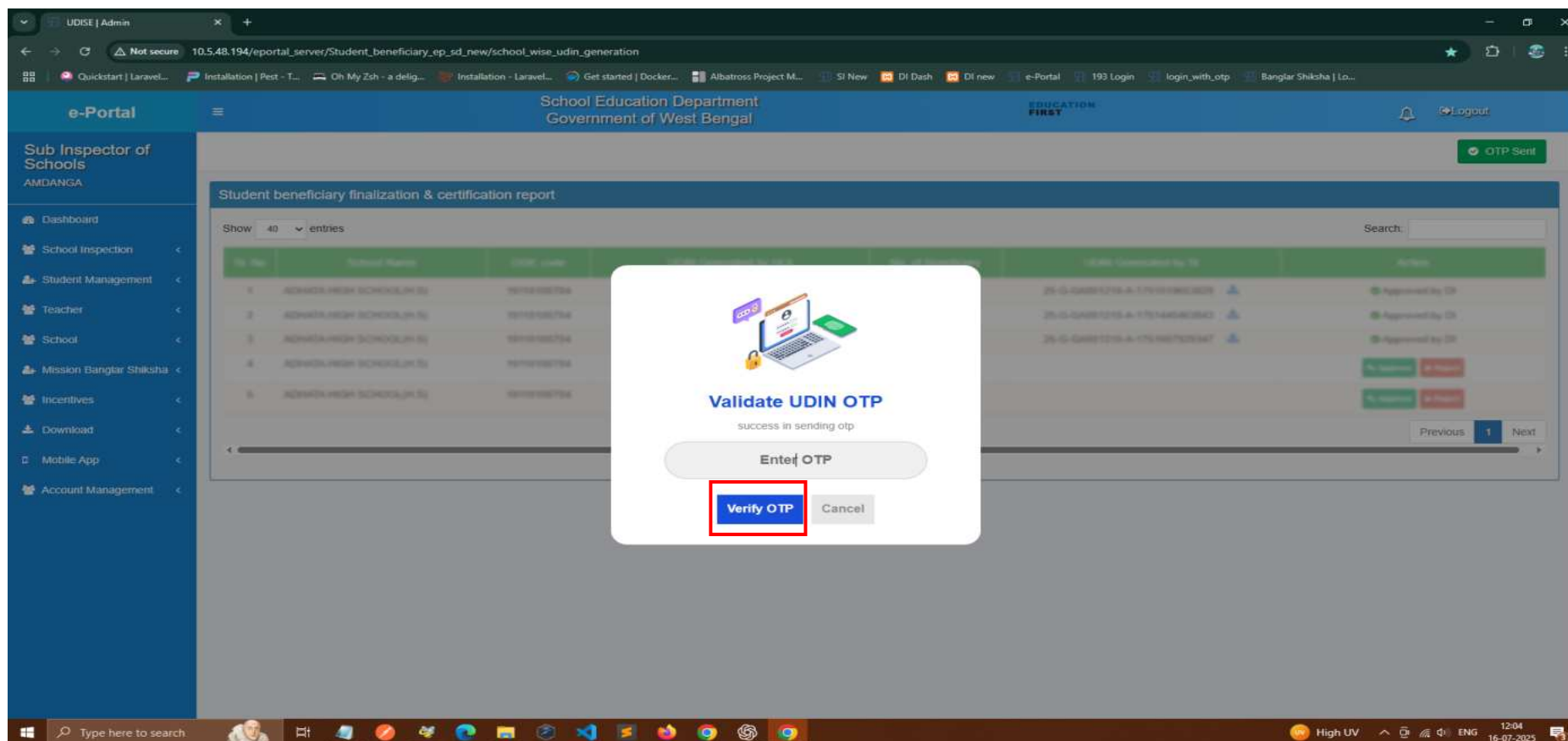


Fig:4

After clicking the “UDIN LOGIN” button, a message box appears prompting the Sub Inspector (SI) to complete an additional security step. At this point, an OTP (One-Time Password) is sent to the SI’s registered mobile number by the UDIN system. This OTP acts as a **second layer of authentication**, confirming the identity of the SI and ensuring that only the authorized user can proceed. By entering the received OTP and clicking the “Verify OTP” button, the SI verifies their access rights, allowing them to securely view the detailed school-wise UDIN data. This mechanism not only protects sensitive student information but also reinforces accountability and trust within the system by preventing unauthorized data access.

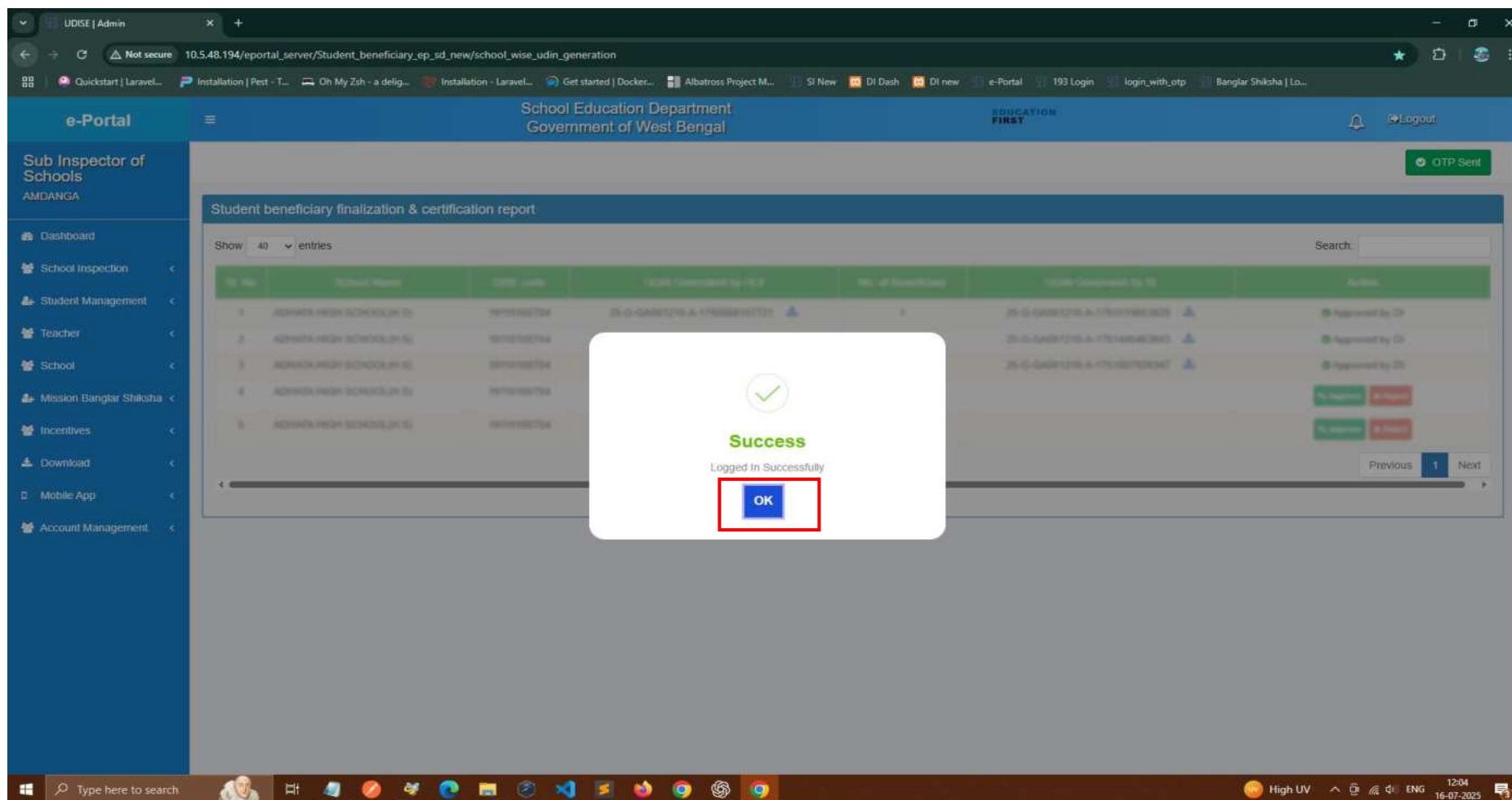


Fig:5

After clicking the “**Verify OTP**” button, a confirmation message box appears indicating that the UDIN OTP has been successfully verified and the UDIN login process is complete. This confirmation signifies that the system has authenticated the SI’s identity and granted secure access to sensitive student data. By clicking the “**OK**” button, the SI acknowledges this verification and proceeds with the next steps in the workflow. This step reinforces the security framework of the portal, ensuring that only verified users can access critical information, thereby maintaining data integrity and safeguarding student privacy throughout the Taruner Swapna Scheme process.



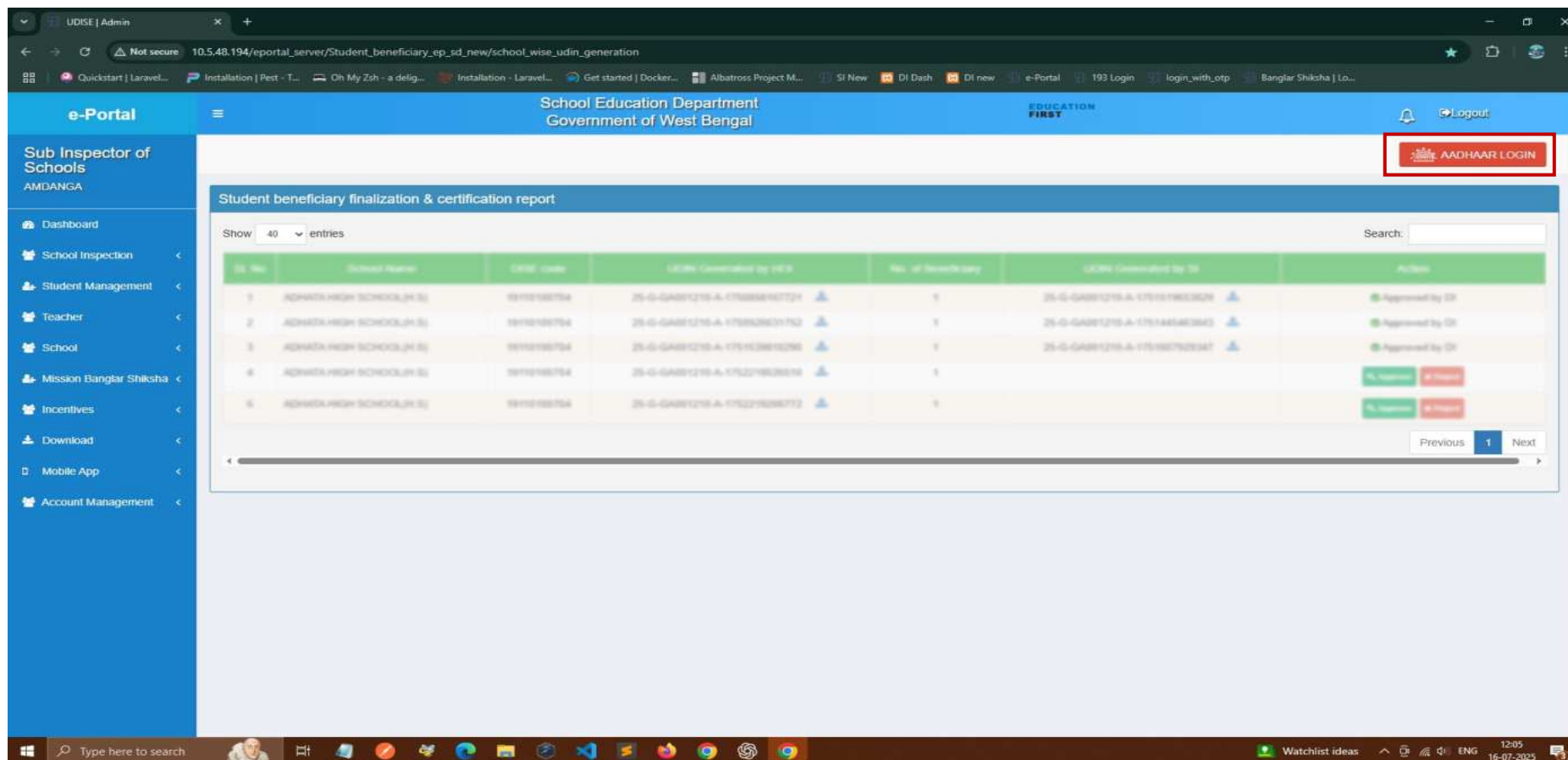


Fig:6

After clicking the **OK** button, the SI is directed to the next page where, despite successful UDIN login, an additional layer of security is required before school-wise student data is displayed. To ensure the utmost protection of sensitive information, the system mandates **Aadhaar OTP verification**. This extra step confirms the SI's identity through a government-backed, unique identification method. By clicking the **"AADHAAR LOGIN"** button, the SI initiates this verification process, which sends an OTP linked to their Aadhaar number. This multi-factor authentication approach strengthens data security, preventing unauthorized access and reinforcing the integrity and confidentiality of student records within the Taruner Swapna Scheme.

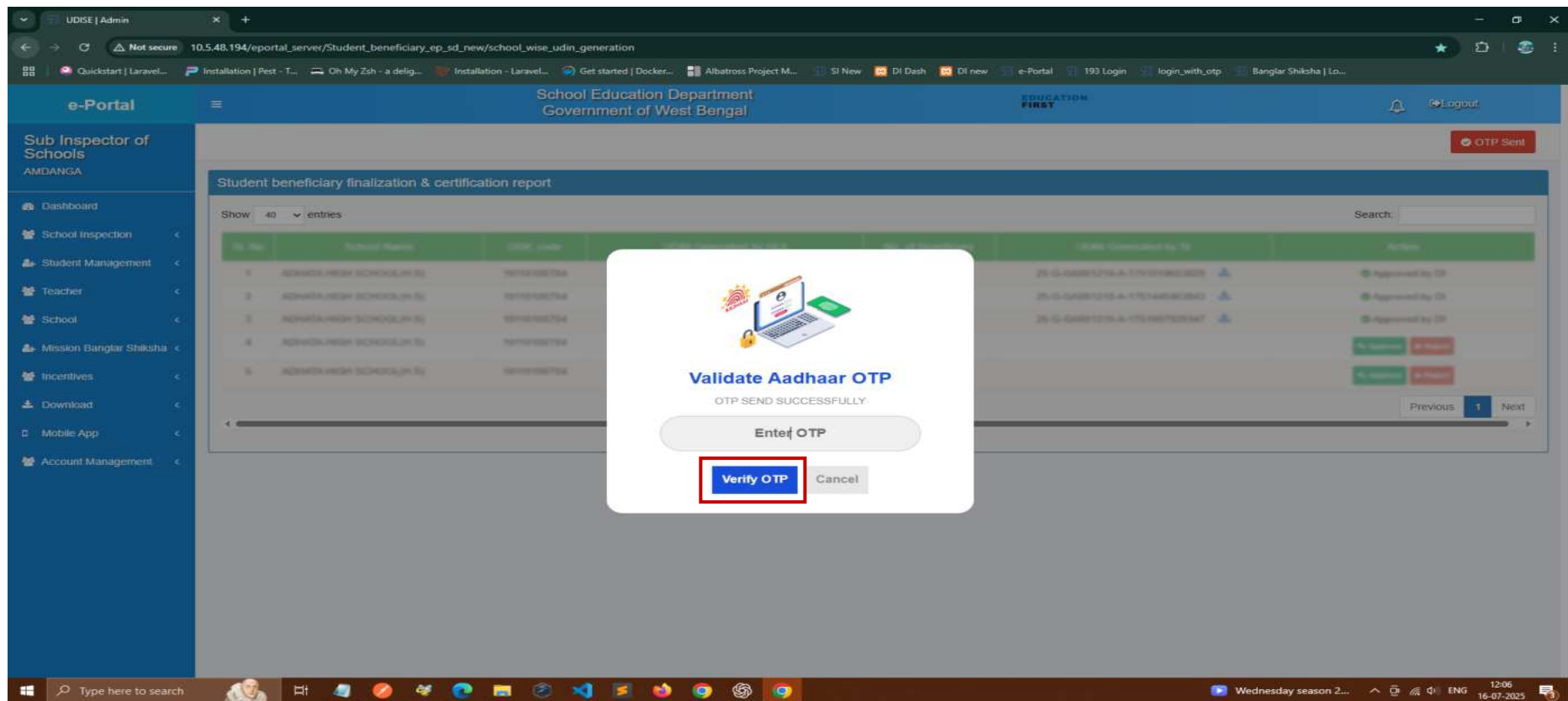


Fig:7

After clicking the “AADHAAR LOGIN” button, a message box appears prompting the SI to enter an OTP. At this stage, the system sends a unique OTP to the SI’s registered mobile number through the Aadhaar authentication platform. This step serves as a robust verification mechanism, linking the SI’s identity directly to their Aadhaar details to ensure authenticity. By entering the received OTP and clicking the “Verify OTP” button, the SI confirms their identity through a secure government-backed process. This additional authentication layer safeguards sensitive school-wise student data, reinforcing strict access control and protecting the privacy of the individuals involved in the Taruner Swapna Scheme.

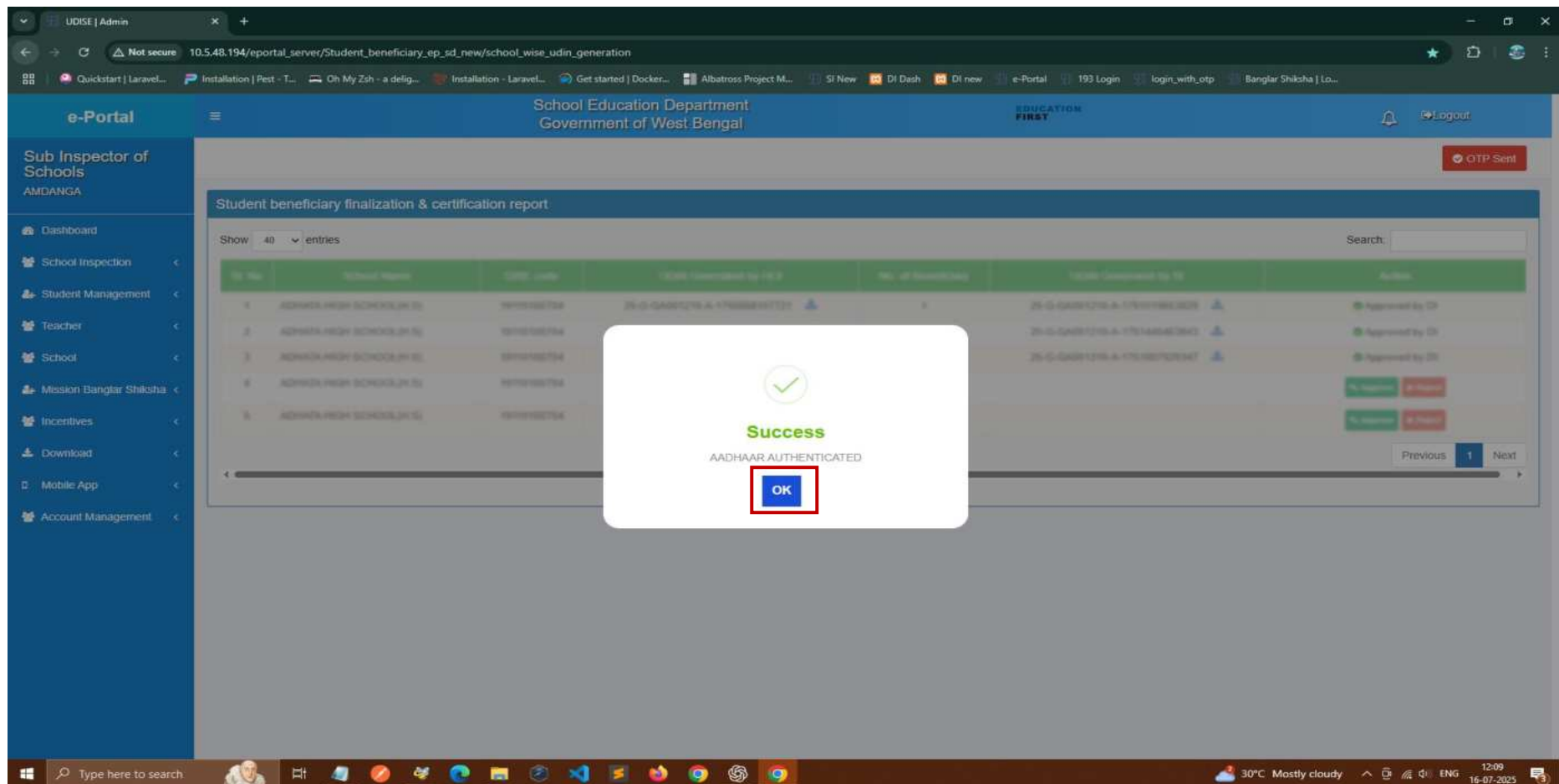


Fig:8

After clicking the “Verify OTP” button, a confirmation message box appears indicating that the Aadhaar OTP has been successfully verified and the SI is now Aadhaar authenticated. This confirmation signifies that the system has securely validated the SI’s identity through a government-backed verification process, granting authorized access to sensitive school-wise student data. By clicking the “OK” button, the SI acknowledges this successful authentication and proceeds further in the workflow. This step not only strengthens data security but also ensures compliance with privacy standards, reinforcing trust and accountability within the Taruner Swapna Scheme’s data access procedures.

The screenshot displays the UDISE Admin e-Portal interface. The header includes the portal name, department, and government. The user is logged in as 'Demo SI Name as Aadhaar'. The main content area shows a table titled 'Student beneficiary finalization & certification report'.

Sl. No	School Name	DISE code	UDIN Generated by HOI	No. of Beneficiary	UDIN Generated by SI	Action
1	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750858167721	1	25-G-GA001210-A-1751519653829	Approved by DI
2	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750926631752	1	25-G-GA001210-A-1751445463843	Approved by DI
3	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1751539810290	1	25-G-GA001210-A-1751607929347	Approved by DI
4	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1752218026510	1		Approve Reject
5	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1752219206772	1		Approve Reject

Fig:9

After clicking on the "Verify OTP" button, the system confirms that both the UDIN and Aadhaar OTPs have been successfully verified, meaning the Sub-Inspector of Schools (SI) has been authenticated securely. Upon successful login and Aadhaar authentication, the SI gains access to view school-wise UDIN data on the portal. From this interface, the SI can review student records associated with each UDIN number and initiate further verification by clicking the "Approve" button for a particular UDIN ID. This step is essential, as it signals the SI's confirmation that the student's data and documents are accurate and complete. Once the SI approves a record, its status is updated and marked for final review by the District Inspector of Schools (DI), who will provide the final approval. This layered verification process ensures data integrity at both the school and district levels. If the SI wishes to end the session, they can securely log out of the UDIN portal by clicking the "UDIN LOGOUT" button, ensuring that sensitive data remains protected and access is properly closed.

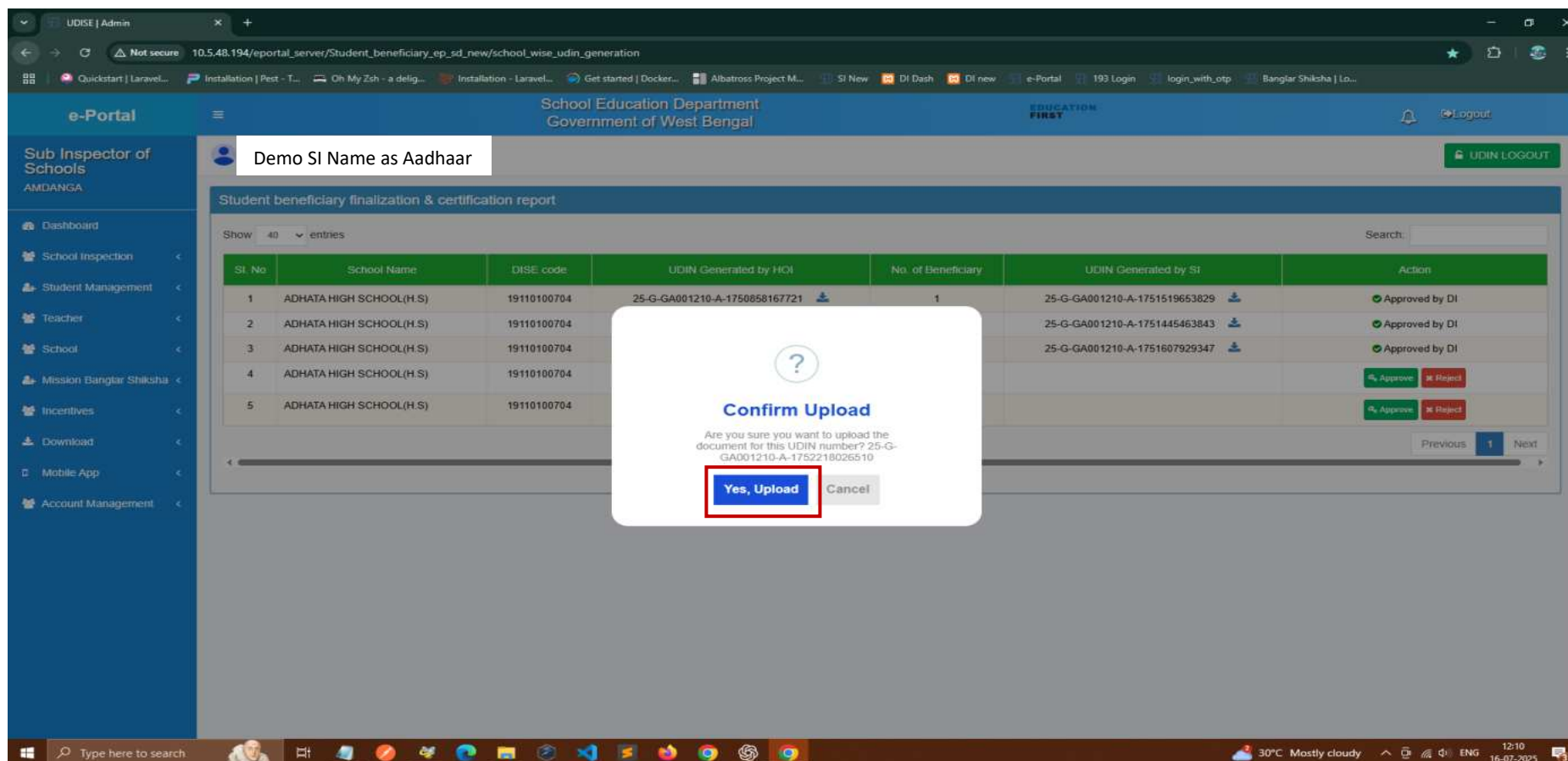


Fig:10

After the Sub-Inspector of Schools (SI) clicks on the "Approve" button, a message box appears on the screen, indicating that a document upload is required for the selected UDIN number. This prompt ensures that the SI is consciously confirming their intent to attach supporting documents, which are necessary to validate the approval of the student record. Clicking on the "Yes, Upload" button allows the SI to proceed with uploading the required documents, marking an important step in the data verification process. This action helps maintain the integrity and authenticity of the student's information and ensures that all approvals are backed by proper evidence before being reviewed at the district level.

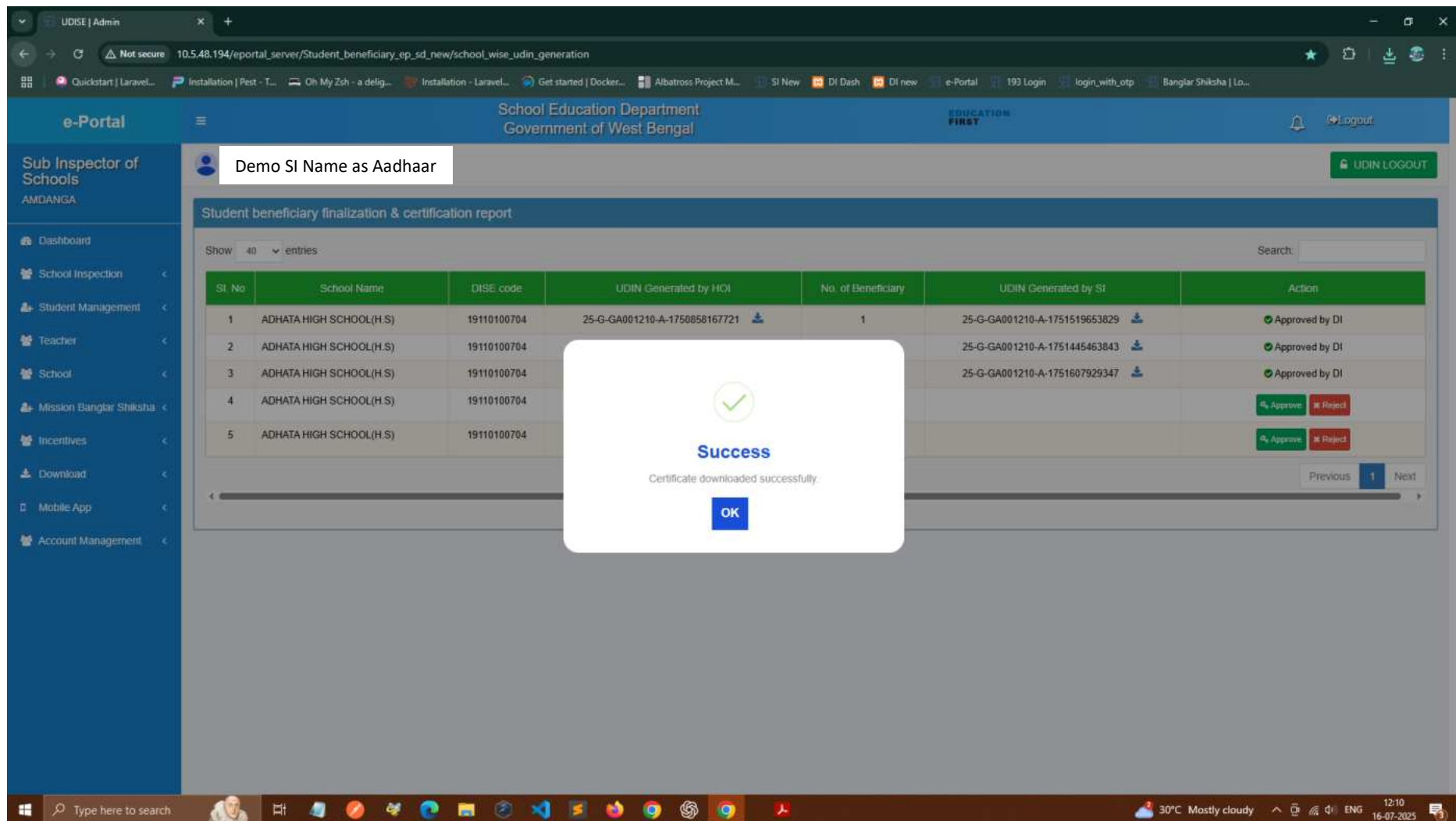


Fig:11

After clicking on the "Yes, Upload" button, a message box appears confirming the next step. If the message box displays a success notification, it means that the certificate has been downloaded successfully. This confirmation reassures the Sub-Inspector of Schools (SI) that the required document is now securely saved, enabling the verification process to proceed smoothly with all necessary records in place.



The screenshot displays the 'e-Portal' interface for the 'School Education Department, Government of West Bengal'. The user is logged in as 'Demo SI Name as Aadhaar'. The main section is titled 'Student beneficiary finalization & certification report'. It features a table with the following columns: Sl. No, School Name, DISE code, UDIN Generated by HOI, No. of Beneficiary, UDIN Generated by SI, and Action. The table contains 5 rows of data for 'ADHATA HIGH SCHOOL(H.S)'. The 'Action' column for the 4th row shows 'Sent to DI' highlighted with a red box. Below the table are pagination controls showing 'Previous', '1', and 'Next'.

Sl. No	School Name	DISE code	UDIN Generated by HOI	No. of Beneficiary	UDIN Generated by SI	Action
1	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750858167721	1	25-G-GA001210-A-1751519653829	Approved by DI
2	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750926631752	1	25-G-GA001210-A-1751445463843	Approved by DI
3	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1751539810290	1	25-G-GA001210-A-1751607929347	Approved by DI
4	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1752218026510	1	25-G-GA001210-A-1752648032205	Sent to DI
5	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1752219206772	1		Approve Reject

Fig:12

After the certificate is successfully downloaded, the status of the UDIN application automatically updates to "Sent to DI." This change indicates that the verified student data has been forwarded to the District Inspector of Schools (DI) for the next level of review and final approval, marking an important step in the data verification workflow.

**e-Portal** School Education Department Government of West Bengal

Sub Inspector of Schools AMDANGA Demo SI Name as Aadhaar UDIN LOGOUT

### Student beneficiary finalization & certification report

Show 40 entries Search:

Sl. No	School Name	DISE code	UDIN Generated by HOI	No. of Beneficiary	UDIN Generated by SI	Action
1	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750858167721	1	25-G-GA001210-A-1751519653829	Approved by DI
2	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750926631752	1	25-G-GA001210-A-1751445463843	Approved by DI
3	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1751539810290	1	25-G-GA001210-A-1751607929347	Approved by DI
4	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1752218026510	1		Approve Reject
5	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1752219206772	1		Approve Reject

Previous 1 Next

Fig:13

If the Sub-Inspector of Schools (SI) identifies any issues or inconsistencies in the student details, they should click on the "Reject" button. This action ensures that inaccurate or incomplete data does not advance further, preserving the integrity and reliability of the student records within the system.

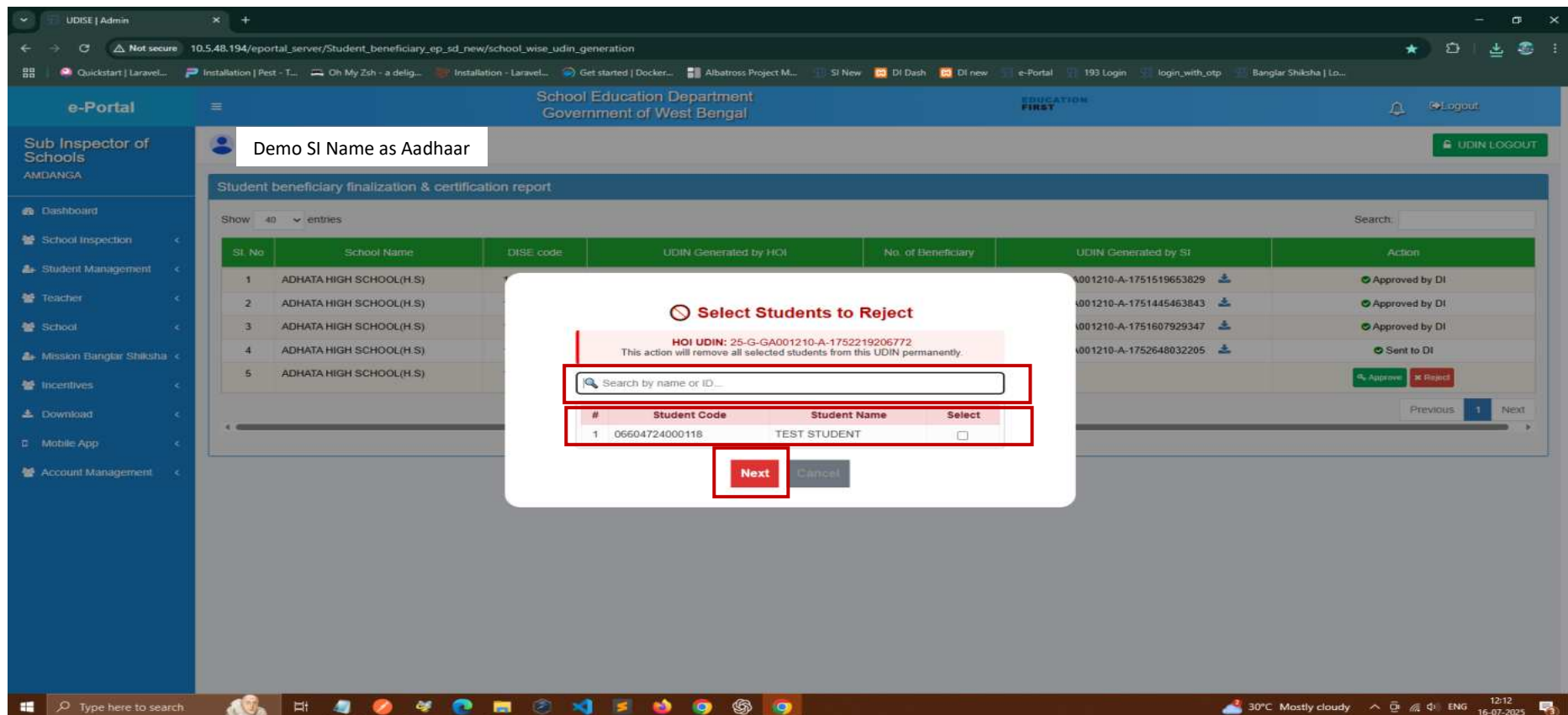


Fig:14

After clicking on the "Reject" button, a message box appears prompting the Sub-Inspector of Schools (SI) to search for the student(s) by either student code or student name. This feature allows the SI to precisely identify the specific student record(s) that require rejection. Once the search results are displayed, the SI can select one or multiple students whose details need to be rejected. After making the selection, clicking the "Next" button advances the process to the subsequent steps required to formally reject the chosen records. This structured approach helps ensure accuracy and accountability in managing student data corrections.

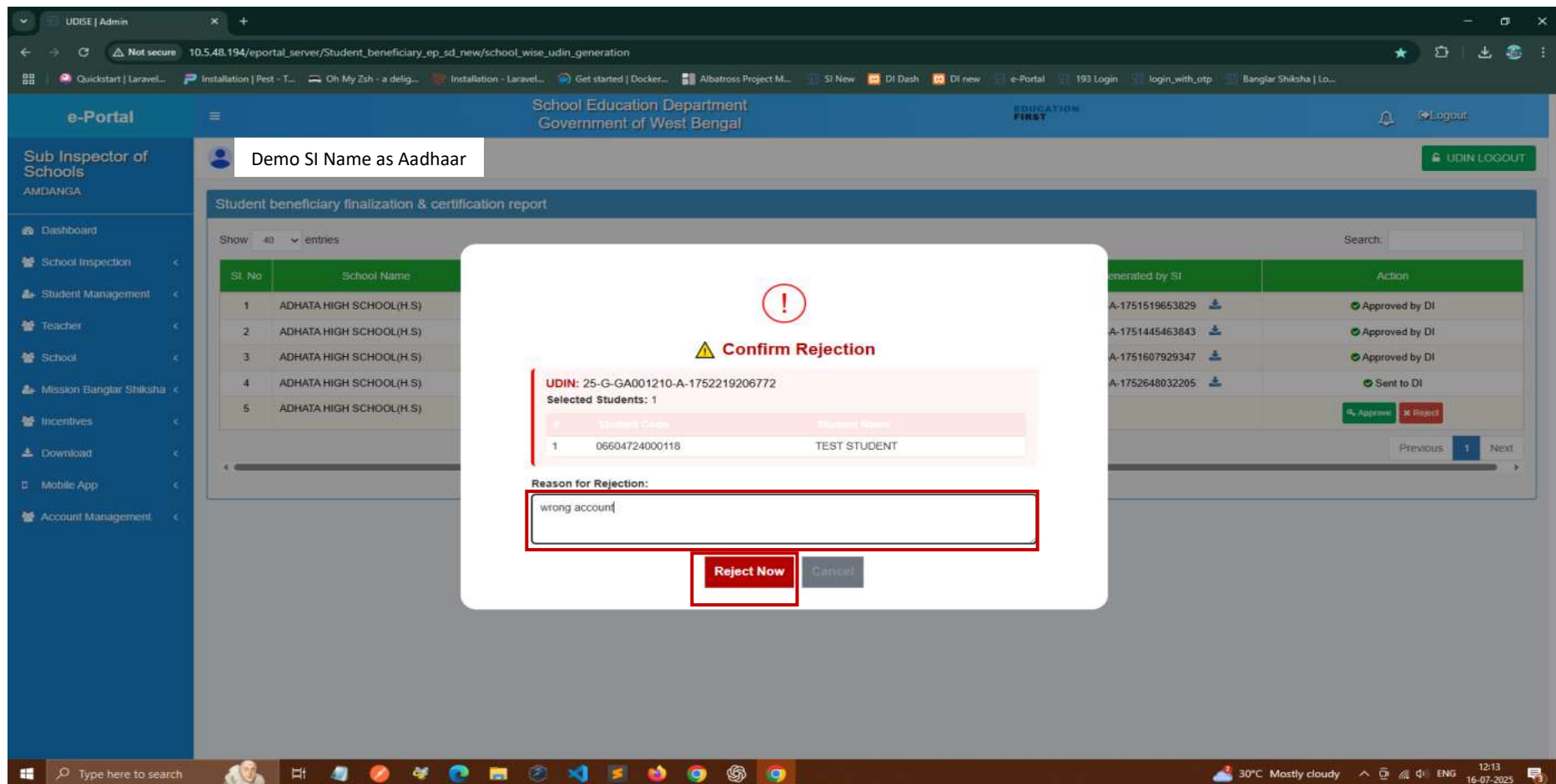


Fig:15

After clicking the "Next" button, a message box appears prompting the Sub-Inspector of Schools (SI) to provide a reason for rejecting the student or multiple student records. This step ensures that every rejection is documented with a clear and valid justification, promoting transparency and accountability in the verification process. Once the rejection reason is entered, the SI clicks on the "Reject Now" button to finalize the rejection of the selected student records, preventing inaccurate or incomplete data from progressing further.

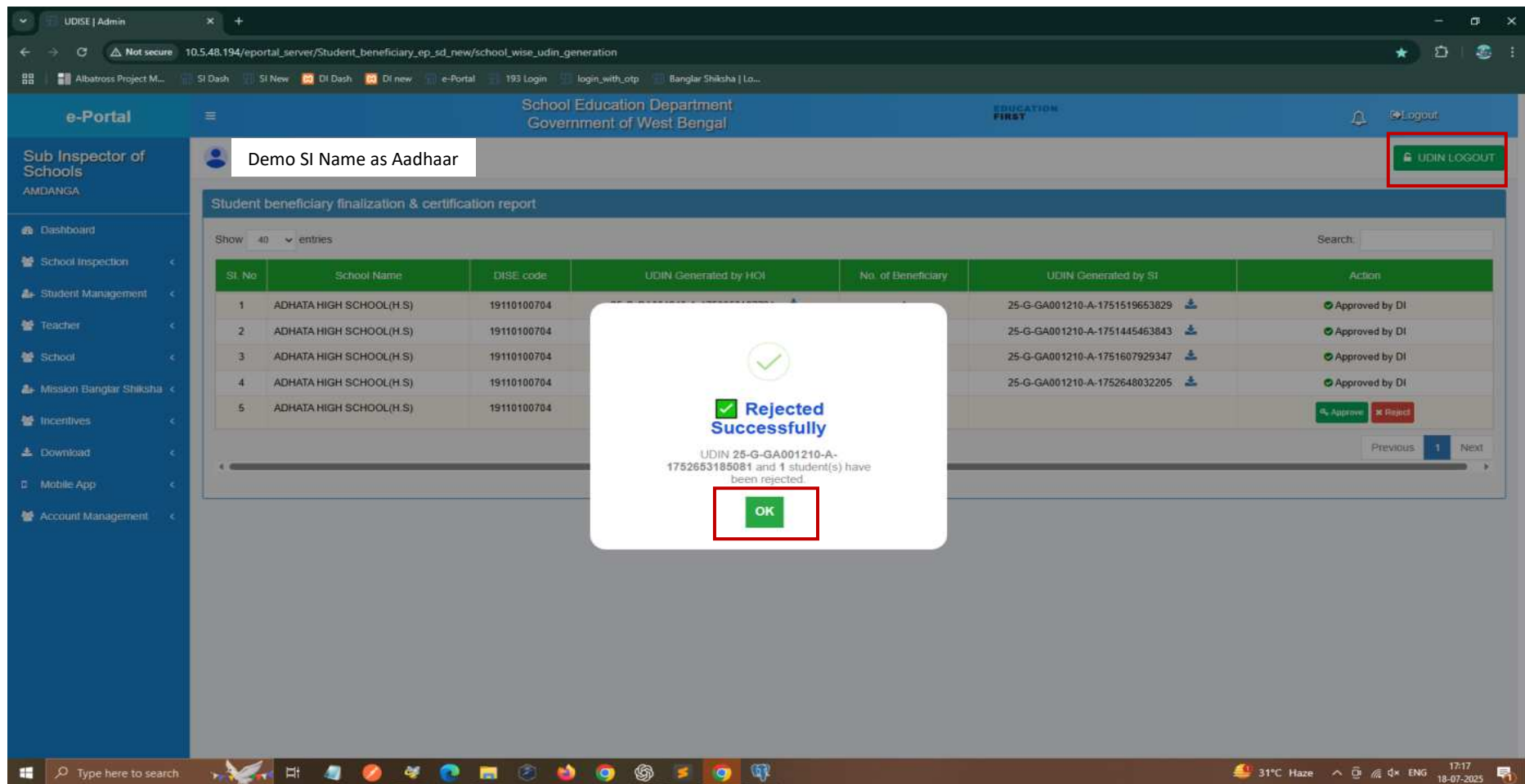


Fig:16

After clicking the "Reject Now" button, a confirmation message box appears to indicate that the rejection process is underway. Once the student records are successfully rejected, a success message is displayed. The Sub-Inspector of Schools (SI) must then click the "OK" button to acknowledge the completion of the rejection. This step ensures that the SI is informed of the successful update, allowing them to proceed confidently with the next tasks while maintaining accurate and reliable student data.

**e-Portal** School Education Department Government of West Bengal

Sub Inspector of Schools AMDANGA

Demo SI Name as Aadhaar

Student beneficiary finalization & certification report

Show 40 entries

St. No	School Name	DISE code	UDIN Generated by HOI	No. of Beneficiary	UDIN Generated by SI	Action
1	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750858167721	1	25-G-GA001210-A-1751519653829	Approved by DI
2	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750926631752	1	25-G-GA001210-A-1751445463843	Approved by DI
3	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1751539810290	1	25-G-GA001210-A-1751607929347	Approved by DI
4	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1752218026510	1	25-G-GA001210-A-1752648032205	Sent to DI

Previous 1 Next

Fig:17

After the student records are successfully rejected, the system returns to the previous page, confirming the completion of the action. The rejected data is then automatically removed from the SI's Student Beneficiary Finalization and Certificate Report tables. This removal ensures that only verified and approved student records are maintained in the final reports, helping to keep the data clean, accurate, and up to date for further processing and certificate issuance.



# UDIN Login for DI/S

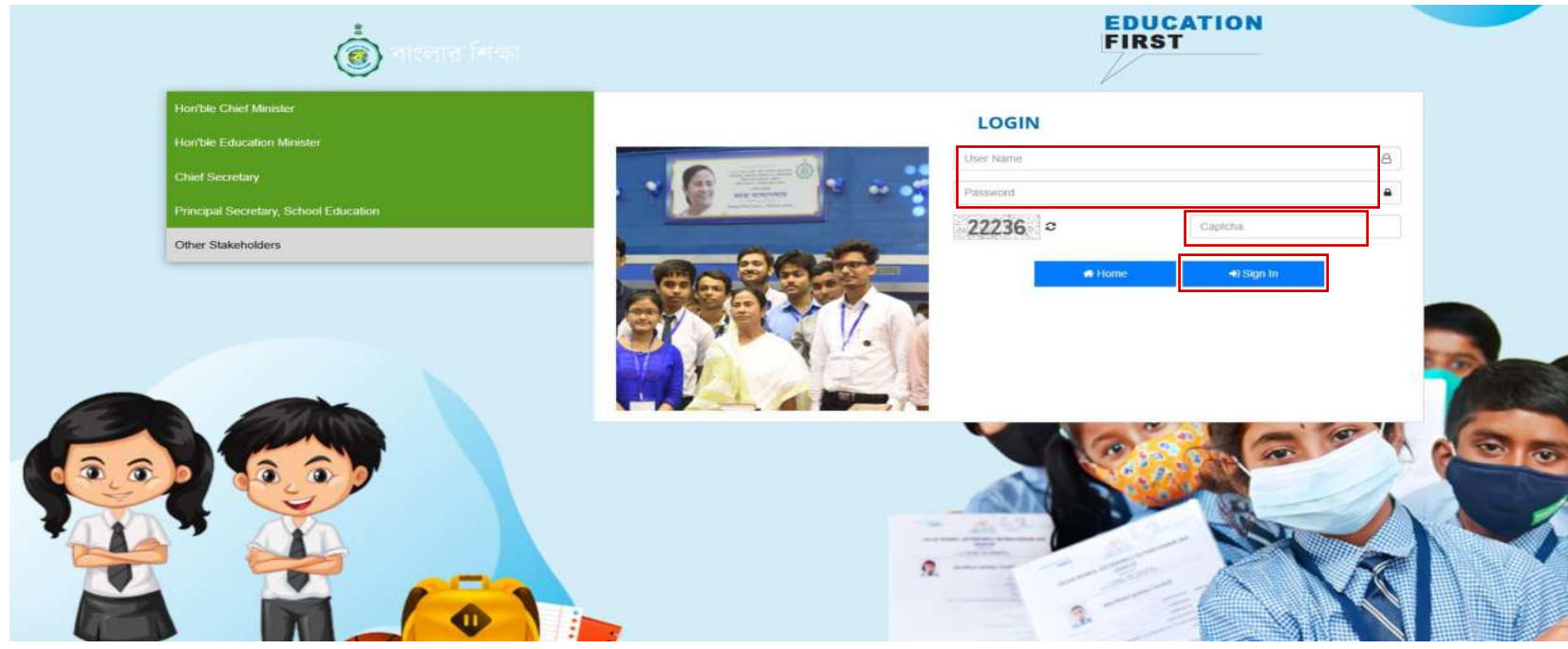


Fig:1

In this user manual, we describe the process through which the District Inspector of Schools (DI) can access school-wise UDIN numbers and view student data that has been forwarded by the Sub-Inspector of Schools (SI). The SI is responsible for the initial verification of student records and holds the authority to approve or reject individual or multiple student entries based on the accuracy and completeness of the data. Once the SI approves the records, they are sent to the DI for further review. At this stage, the DI also has the authority to either approve or reject student data, even if it has already been approved by the SI. This multi-level validation process ensures that only verified and accurate student records are included in official documentation, reinforcing accountability and data reliability across the system.

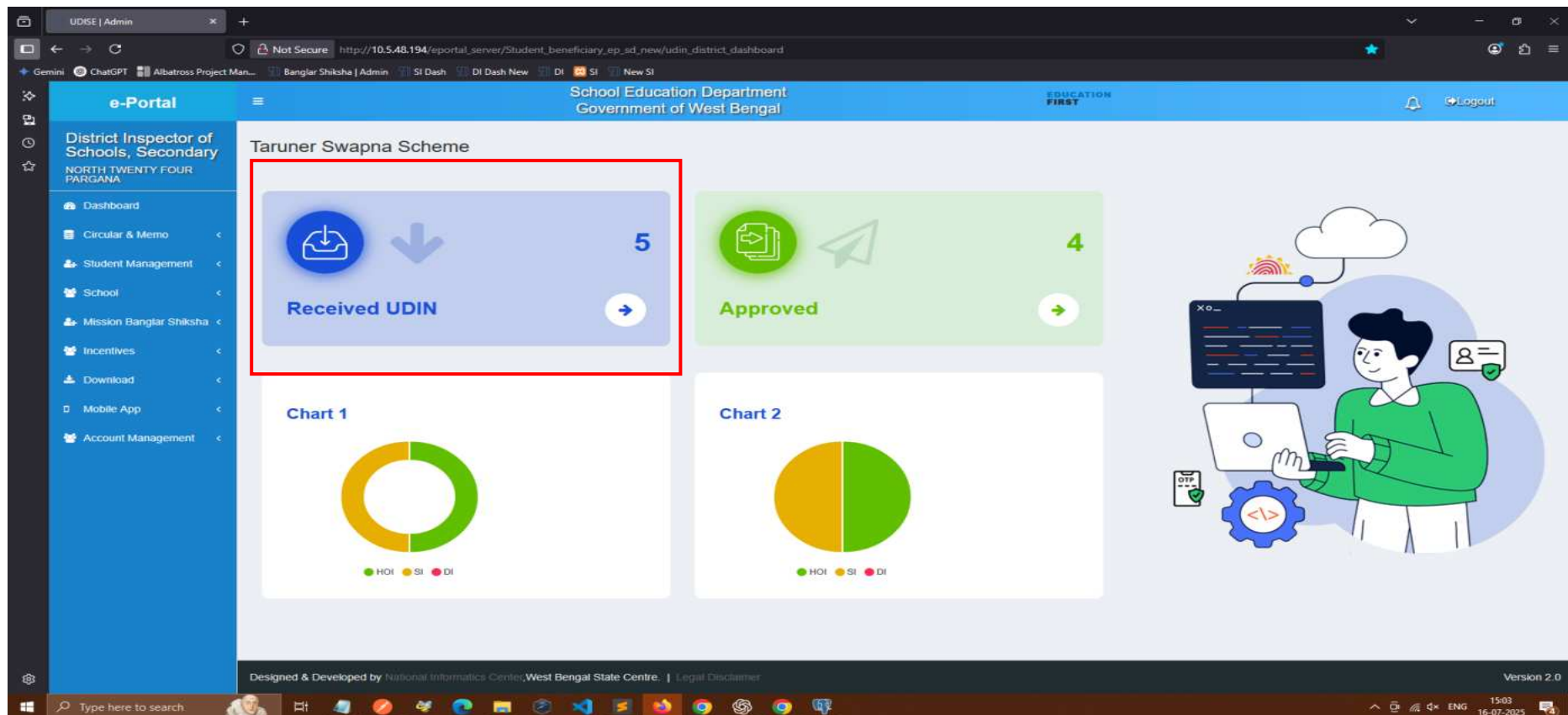


Fig:2

After clicking the **Sign In** button, the District Inspector of Schools (DI) is redirected to the **Dashboard** page of the UDIN portal for the **Taruner Swapna Scheme**. From this dashboard, the DI must select the “**Received UDIN**” option to access student data submitted by Sub-Inspector of Schools (SIs). The records listed under this section represent student data that has been reviewed and forwarded by the SI. For example, if an SI submits data for 10 students, that exact number will be reflected under the DI’s “Received UDIN” section. This system creates a transparent and traceable workflow, where responsibility moves from the Head of Institution (HOI) to the SI, and then to the DI.

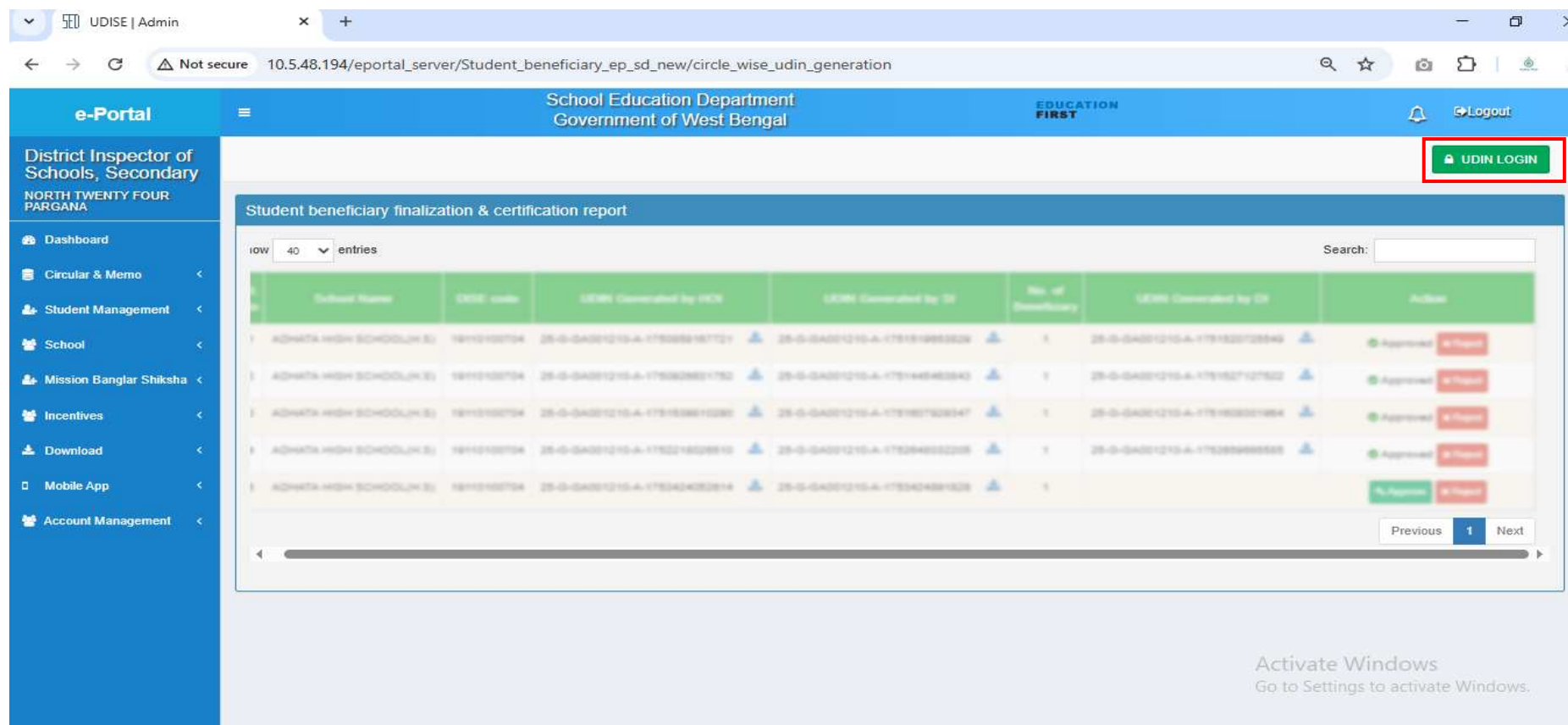


Fig:3

After clicking on the “**Received UDIN**” option, the corresponding page opens, displaying all circle-wise UDIN data. However, the student data appears blurred by default. This is a built-in security measure to protect sensitive student information and ensure that data access is granted only through proper authentication. As a result, no District Inspector of Schools (DI) can view detailed school-wise student data unless they complete the **UDIN LOGIN** process. If the DI wishes to access the specific UDIN data submitted by a school, they must click on the **UDIN LOGIN** button. This step ensures that only authorized users with verified credentials can view or act on individual student records, thereby maintaining confidentiality and data integrity within the system.

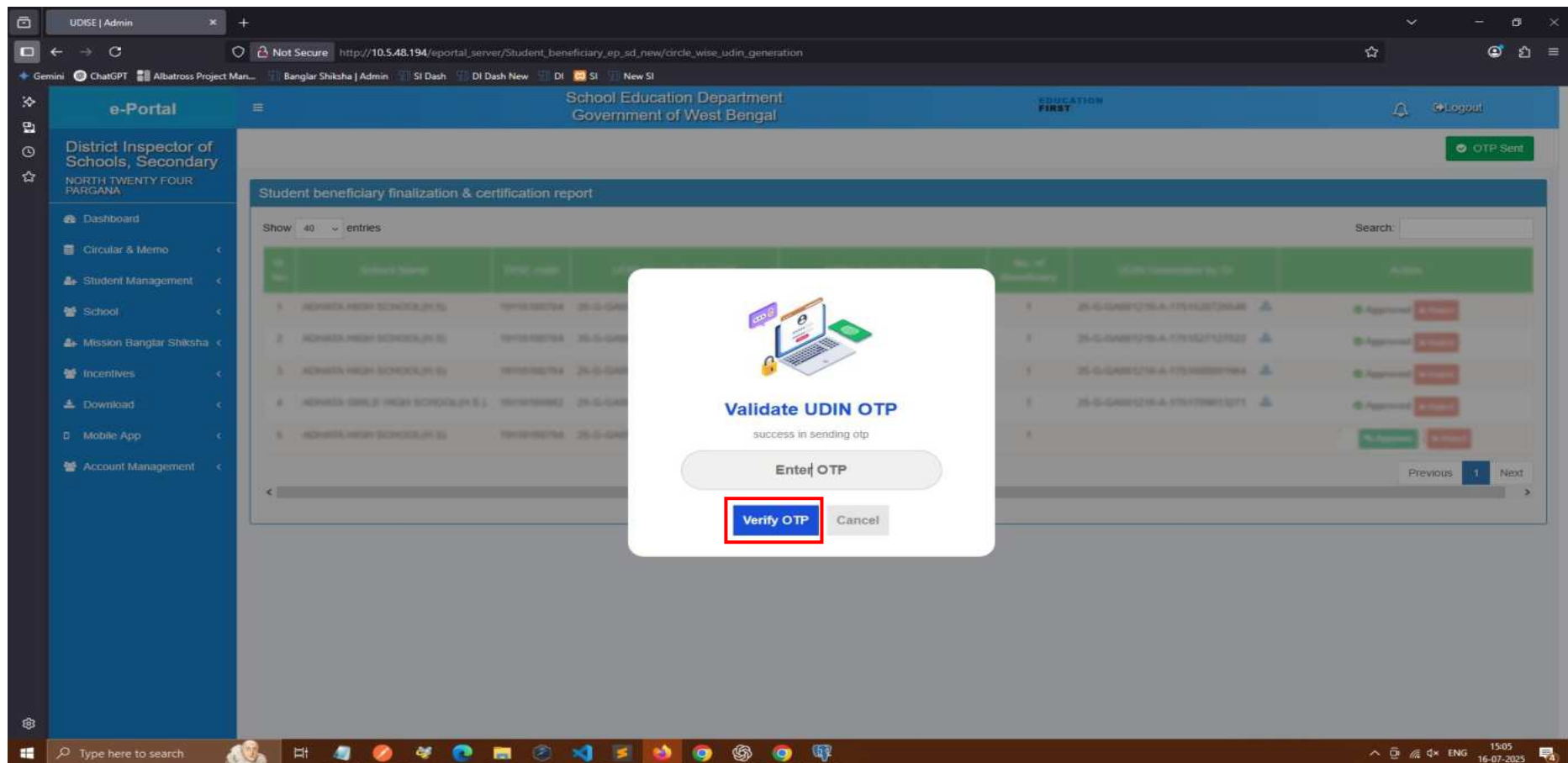


Fig:4

After clicking on the “**UDIN LOGIN**” button, a message box appears prompting the District Inspector of Schools (DI) to enter a One-Time Password (OTP). At this point, the DI receives an OTP on their registered mobile number, sent directly from the UDIN portal. The DI must enter the received OTP into the input field and click the “**Verify OTP**” button to proceed. This additional security step ensures that only the authenticated DI can access sensitive school-wise student data. It reinforces data privacy and prevents unauthorized access, maintaining the confidentiality and integrity of student records within the Taruner Swapna Scheme system.

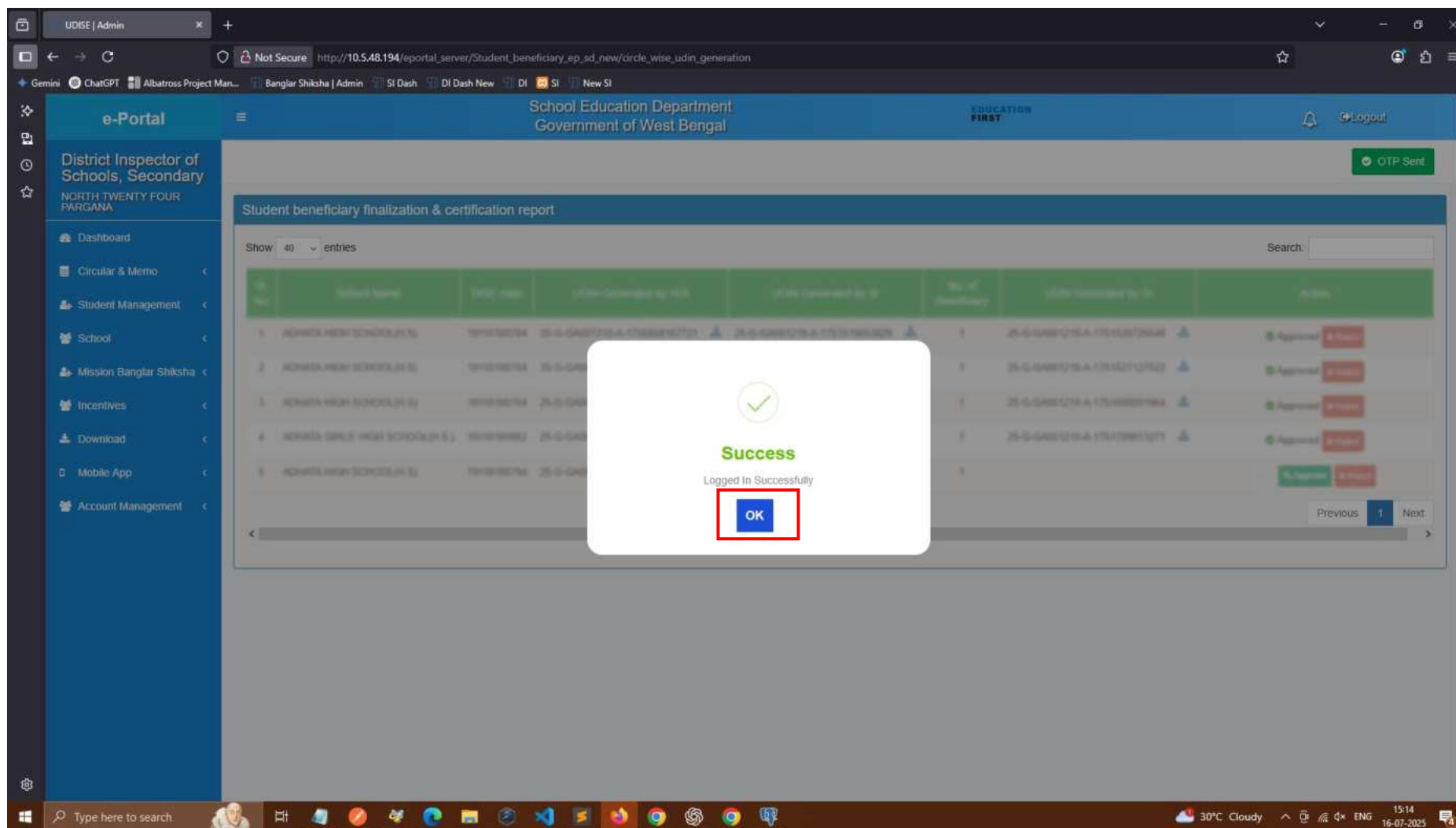


Fig:5

After clicking the “**Verify OTP**” button, a message box appears indicating that the UDIN OTP has been successfully verified and the UDIN login has been completed. This confirmation means the District Inspector of Schools (DI) is now securely authenticated and authorized to access the detailed school-wise student data. To proceed, the DI must click the “**OK**” button. This step ensures that access is granted only after secure verification, protecting the integrity of the system and the confidentiality of student information.

**e-Portal** School Education Department Government of West Bengal **EDUCATION FIRST** Logout

District Inspector of Schools, Secondary NORTH TWENTY FOUR PARGANA

**Student beneficiary finalization & certification report**

Show 40 entries Search:

Sl. No.	School Name	DIST. code	UDIN Generated by HCS	UDIN Generated by DI	No. of Beneficiary	UDIN Generated by DI	Action
1	ADHATA HIGH SCHOOL (S)	19110102704	25-03-04001210-A-1750000107721	25-03-04001210-A-1751010000000	1	25-03-04001210-A-1751000000000	Approved Report
2	ADHATA HIGH SCHOOL (S)	19110102704	25-03-04001210-A-1750000001702	25-03-04001210-A-1751000000000	1	25-03-04001210-A-1751000000000	Approved Report
3	ADHATA HIGH SCHOOL (S)	19110102704	25-03-04001210-A-1751000000000	25-03-04001210-A-1751000000000	1	25-03-04001210-A-1751000000000	Approved Report
4	ADHATA HIGH SCHOOL (S)	19110102704	25-03-04001210-A-1750000000000	25-03-04001210-A-1750000000000	1	25-03-04001210-A-1750000000000	Approved Report
5	ADHATA HIGH SCHOOL (S)	19110102704	25-03-04001210-A-1750000000000	25-03-04001210-A-1750000000000	1	25-03-04001210-A-1750000000000	Approved Report

Previous 1 Next

Activate Windows Go to Settings to activate Windows.

Fig:6

After clicking the “OK” button, the system redirects to the next page. Although the UDIN login has been successfully completed, the District Inspector of Schools (DI) must now complete **Aadhaar OTP verification** to access circle-wise student data. To proceed, the DI must click on the “**AADHAAR LOGIN**” button, which initiates the Aadhaar OTP verification process. This extra level of validation confirms the DI’s identity and reinforces the privacy and security of student data under the Taruner Swapna Scheme.



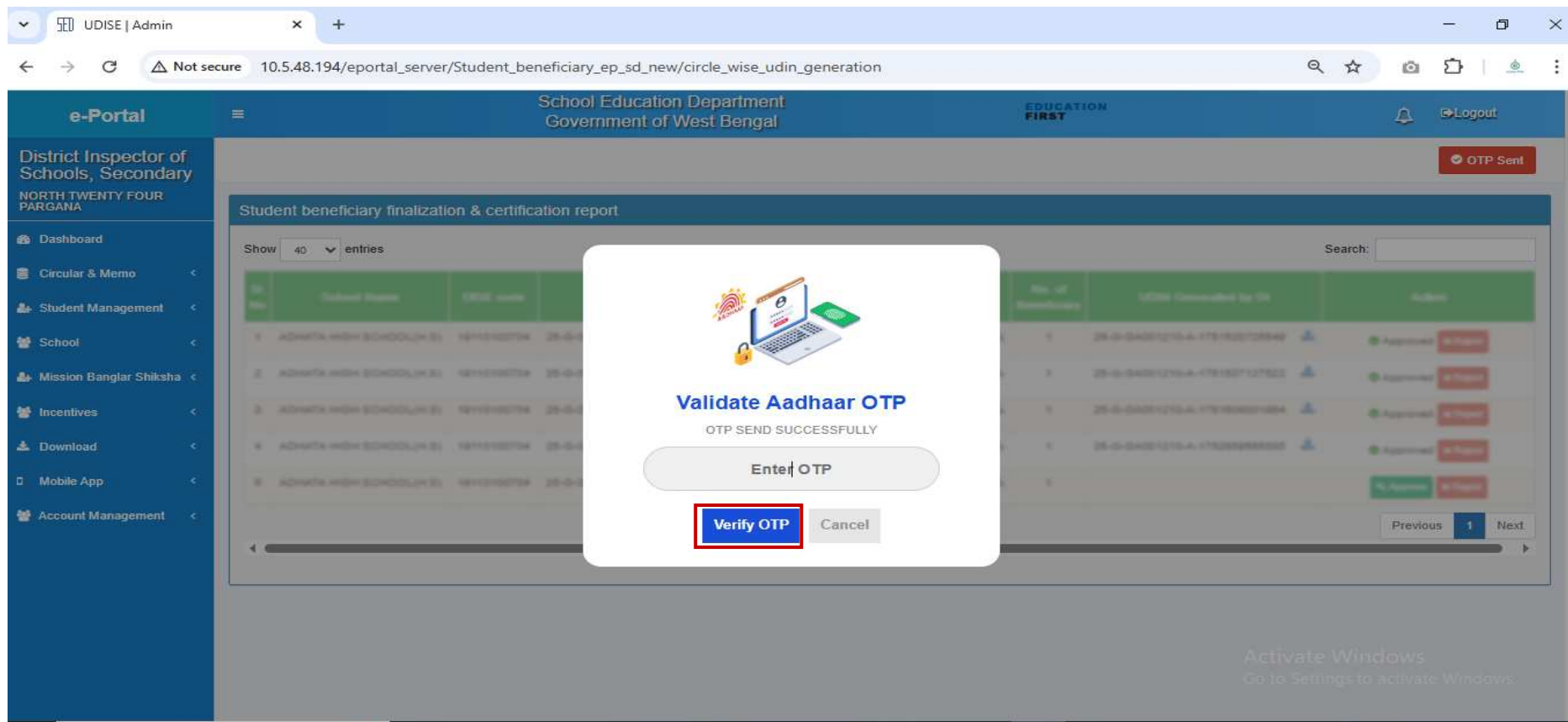


Fig:7

After clicking the “AADHAAR LOGIN” button, a message box appears prompting the District Inspector of Schools (DI) to enter a One-Time Password (OTP). At this point, the DI receives an OTP on their registered mobile number from the Aadhaar authentication system. The DI must enter the received OTP into the provided field and click the “Verify OTP” button to continue. It ensures that only authorized and verified users can proceed, protecting the integrity and confidentiality of the student information.

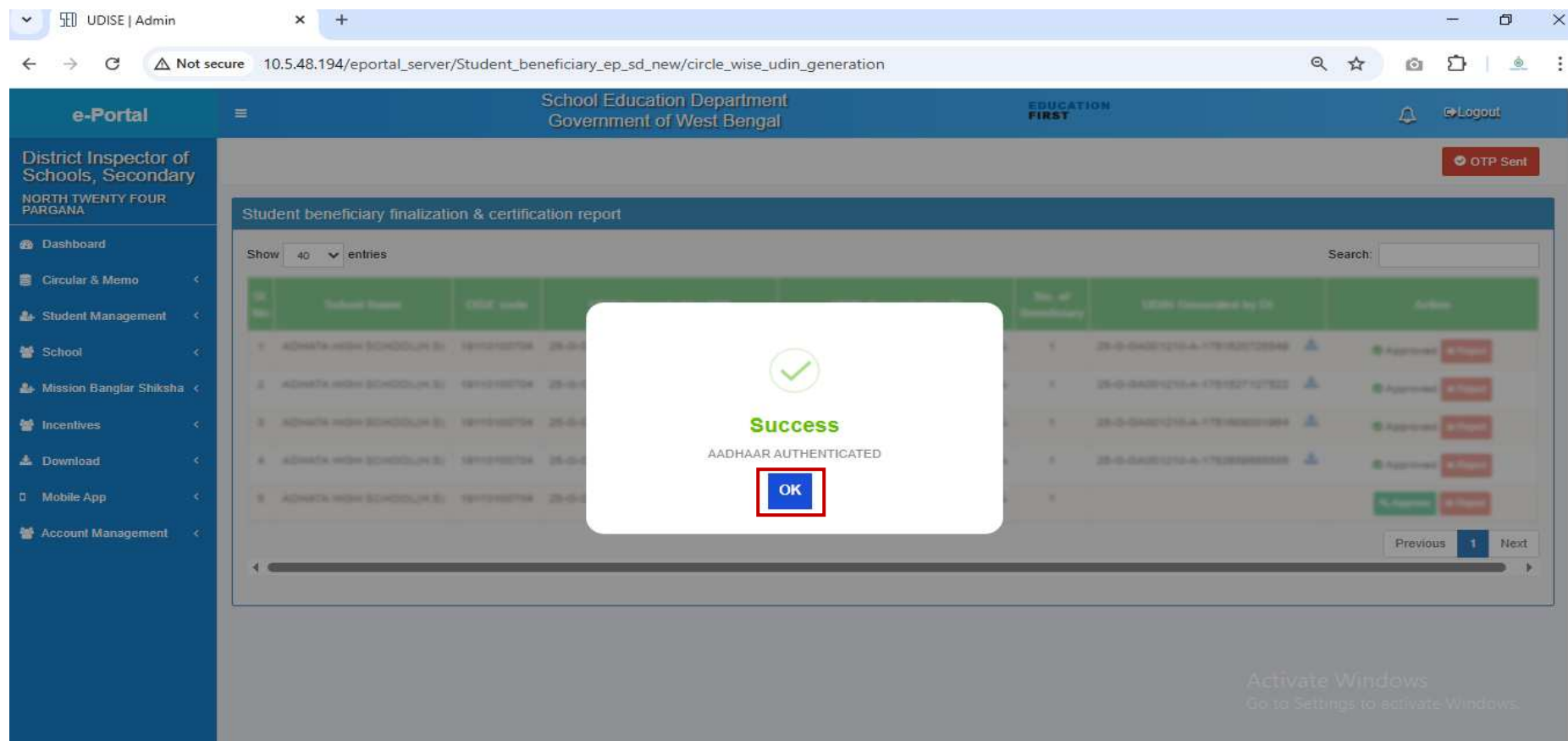


Fig:8

After clicking the “Verify OTP” button, a message box appears indicating that the Aadhaar OTP has been successfully verified and the Aadhaar authentication is complete. By clicking the “OK” button, the DI can proceed to access the circle-wise student data. This additional verification step strengthens data security and ensures that access is granted only to properly authenticated officials, maintaining the privacy and integrity of student information within the Taruner Swapna Scheme.

The screenshot shows the UDISE Admin e-Portal interface. The header includes the School Education Department Government of West Bengal logo and a 'Logout' button. The left sidebar lists various menu items: Dashboard, Circular & Memo, Student Management, School, Mission Banglar Shiksha, Incentives, Download, Mobile App, and Account Management. The main content area displays the 'Student beneficiary finalization & certification report' page. This page features a table with the following data:

Sl. No	School Name	DISE code	UDIN Generated by HOI	UDIN Generated by SI	No. of Beneficiary	UDIN Generated by DI	Action
1	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750858167721	25-G-GA001210-A-1751519653829	1	25-G-GA001210-A-1751520725549	Approved Reject
2	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1750926631752	25-G-GA001210-A-1751445463843	1	25-G-GA001210-A-1751527127522	Approved Reject
3	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1751539810290	25-G-GA001210-A-1751807929347	1	25-G-GA001210-A-1751808001984	Approved Reject
4	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1752218026510	25-G-GA001210-A-1752648032205	1	25-G-GA001210-A-1752659665585	Approved Reject
5	ADHATA HIGH SCHOOL(H.S)	19110100704	25-G-GA001210-A-1753424052614	25-G-GA001210-A-1753424891828	1		Approved Reject

The 'Approved' button for the first row is highlighted with a red box. The 'UDIN LOGOUT' button is also highlighted with a red box. The page includes a search bar and pagination controls at the bottom.

Fig:9

After clicking the **OK** button, the system opens the page confirming that both UDIN and Aadhaar OTPs have been successfully verified. With the DI now securely logged in and authenticated, the portal displays the school-wise UDIN data for review. The District Inspector of Schools (DI) can then examine the records and click the **Approve** button for a particular UDIN ID to initiate further verification. This step ensures that the DI carefully validates the submitted student data before granting final approval, maintaining the accuracy and integrity of the information within the system.

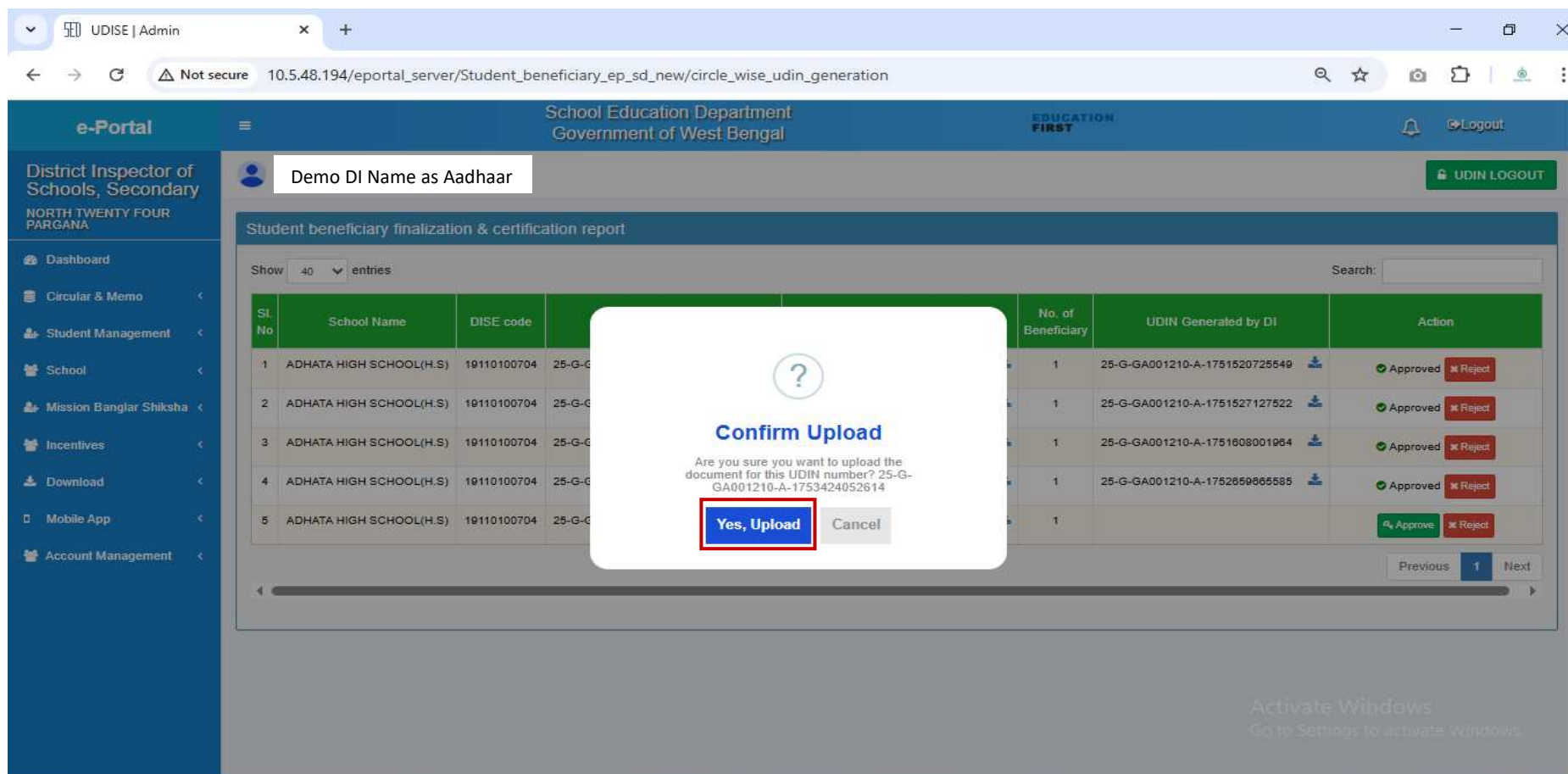


Fig:10

After clicking the **Approve** button, a message box appears indicating that the District Inspector of Schools (DI) needs to upload a supporting document for the selected UDIN number. This prompt confirms that the DI intends to attach necessary evidence to validate the approval. By clicking the **Yes, Upload** button, the DI proceeds with the document upload process, which is a critical step to ensure that each approved UDIN record is backed by proper documentation, reinforcing the accuracy and accountability of the verification process.

The screenshot shows the UDISE Admin e-Portal interface. The browser address bar displays the URL: 10.5.48.194/eportal\_server/Student\_beneficiary\_ep\_sd\_new/circle\_wise\_udin\_generation. The page header includes the School Education Department Government of West Bengal logo and the text "EDUCATION FIRST". The user is logged in as "Demo DI Name as Aadhaar". The main content area is titled "Student beneficiary finalization & certification report". A table lists student beneficiaries with columns for Sl. No., School Name, DISE code, No. of Beneficiary, UDIN Generated by DI, and Action. A success message box is overlaid on the table, stating "Success" and "Certificate downloaded successfully." with an "OK" button. The table contains 5 rows of data for ADHATA HIGH SCHOOL(H.S.) with DISE code 19110100704. The Action column for each row shows "Approved" and "Reject" buttons. The bottom of the page has a footer with "Activate Windows" and "Go to Settings to activate Windows."

Sl. No	School Name	DISE code	No. of Beneficiary	UDIN Generated by DI	Action
1	ADHATA HIGH SCHOOL(H.S)	19110100704	1	25-G-GA001210-A-1751520725549	Approved Reject
2	ADHATA HIGH SCHOOL(H.S)	19110100704	1	25-G-GA001210-A-1751527127522	Approved Reject
3	ADHATA HIGH SCHOOL(H.S)	19110100704	1	25-G-GA001210-A-1751608001964	Approved Reject
4	ADHATA HIGH SCHOOL(H.S)	19110100704	1	25-G-GA001210-A-1752659665585	Approved Reject
5	ADHATA HIGH SCHOOL(H.S)	19110100704	1		Approve Reject

Fig:11

After clicking the **Yes, Upload** button, a message box appears confirming the status of the action. If the message box displays a success notification, it means the certificate has been downloaded successfully. This confirmation reassures the District Inspector of Schools (DI) that the necessary document is securely saved, allowing the verification process to continue smoothly with all required records properly in place.

The screenshot displays the UDISE e-Portal interface. The header shows the School Education Department, Government of West Bengal. The user is logged in as 'Demo DI Name as Aadhaar'. The left sidebar contains navigation options: Dashboard, Circular & Memo, Student Management, School, Mission Banglar Shiksha, Incentives, Download, Mobile App, and Account Management. The main content area is titled 'Student beneficiary finalization & certification report'. It shows a table with 5 entries, each representing a school and its UDIN status. The status for all entries is 'Approved'.

Sl No	School Name	DISE code	UDIN Generated by HOI	UDIN Generated by SI	No. of Beneficiary	UDIN Generated by DI	Action
1	ADHATA HIGH SCHOOL(H.S.)	19110100704	25-G-GA001210-A-1750858167721	25-G-GA001210-A-1751519653829	1	25-G-GA001210-A-1751520725549	Approved <input checked="" type="checkbox"/> <input type="checkbox"/> Reject
2	ADHATA HIGH SCHOOL(H.S.)	19110100704	25-G-GA001210-A-1750926631752	25-G-GA001210-A-1751445463843	1	25-G-GA001210-A-1751527127522	Approved <input checked="" type="checkbox"/> <input type="checkbox"/> Reject
3	ADHATA HIGH SCHOOL(H.S.)	19110100704	25-G-GA001210-A-1751539810290	25-G-GA001210-A-1751607929347	1	25-G-GA001210-A-1751608001964	Approved <input checked="" type="checkbox"/> <input type="checkbox"/> Reject
4	ADHATA GIRLS' HIGH SCHOOL(H.S.)	19110100902	25-G-GA001210-A-1751705072971	25-G-GA001210-A-1751706478469	1	25-G-GA001210-A-1751709013271	Approved <input checked="" type="checkbox"/> <input type="checkbox"/> Reject
5	ADHATA HIGH SCHOOL(H.S.)	19110100704	25-G-GA001210-A-1752218026510	25-G-GA001210-A-1752648032205	1	25-G-GA001210-A-1752659665585	Approved <input checked="" type="checkbox"/> <input type="checkbox"/> Reject

Fig:12

After the certificate is successfully downloaded, the status of the UDIN application automatically changes to **Approved**. This update reflects that the verification process has been completed satisfactorily and that the student's record has met all necessary requirements. Changing the status to Approved ensures transparency and marks the application as ready for any subsequent steps within the system.



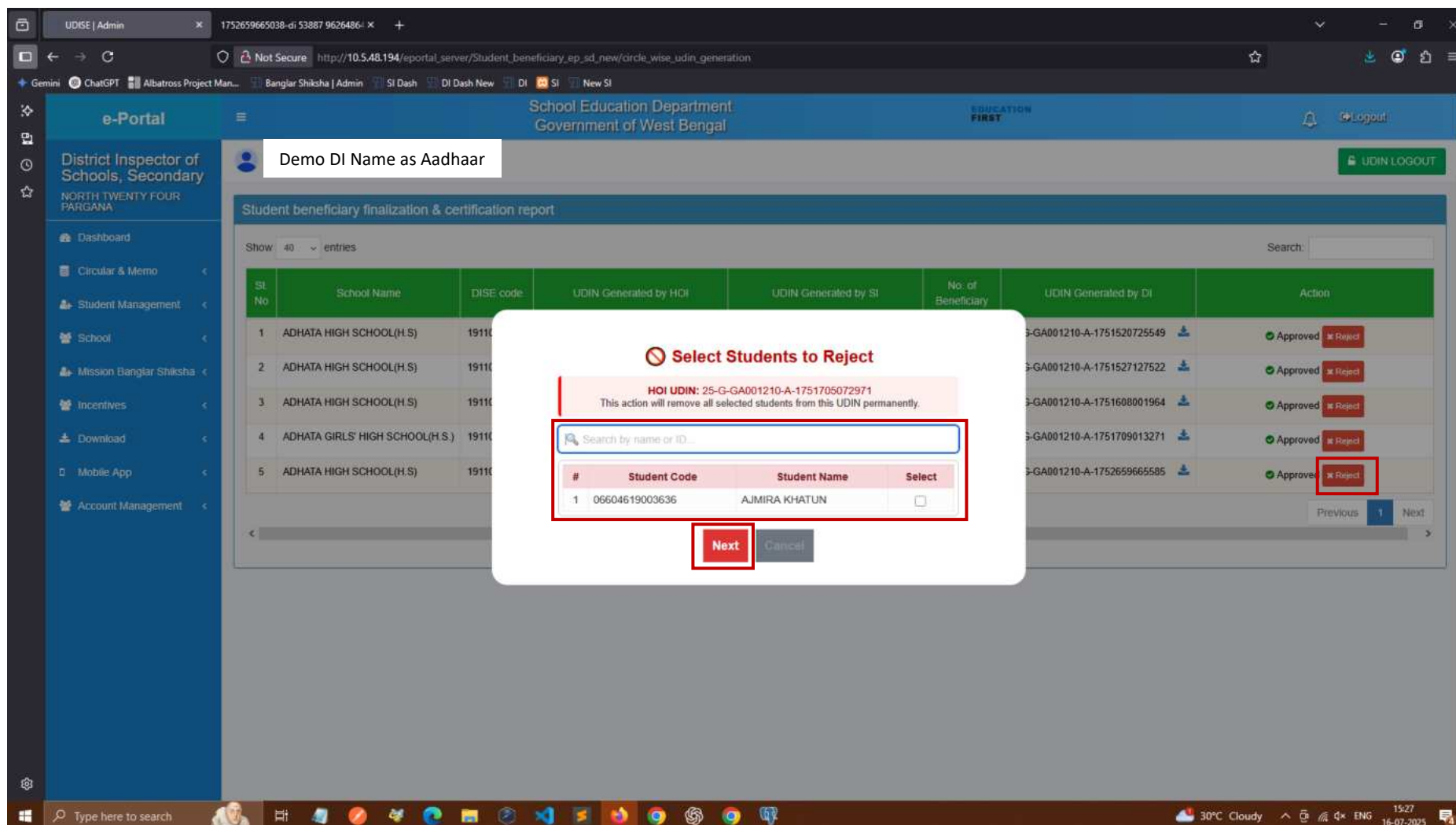


Fig:13

If the District Inspector of Schools (DI) identifies any errors or discrepancies in the student details during verification, they have the authority to reject the record by clicking on the **Reject** button. This action ensures that inaccurate or incomplete information does not proceed further, maintaining the integrity and reliability of the student data within the system. District Inspector of Schools (DI) to search for students by either student code or student name.

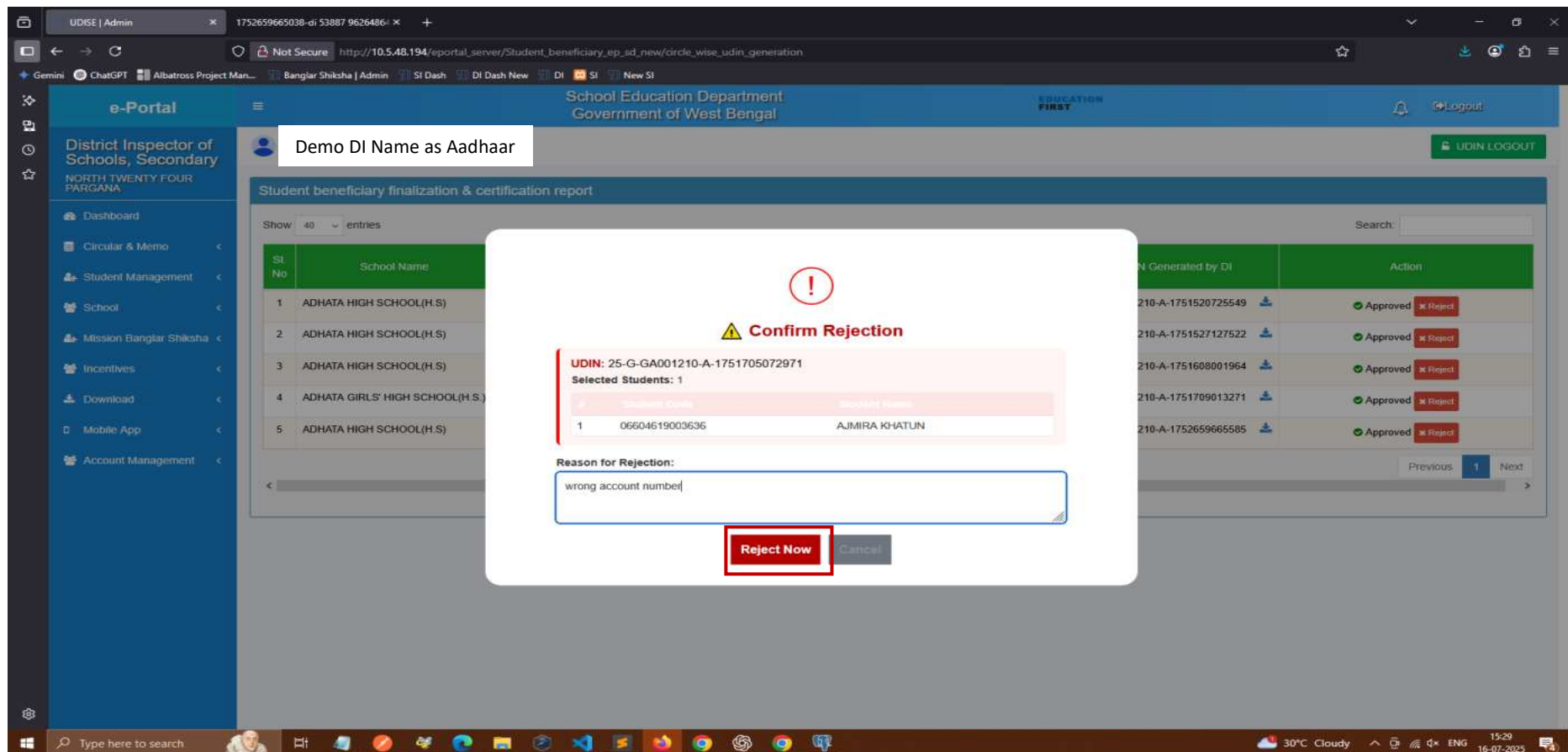


Fig:14

After clicking the Next button, a message box appears prompting the District Inspector of Schools (DI) to accurately identify the specific student records that require rejection. Once the search results are displayed, the DI can select one or multiple students for rejection. Upon making the selection, clicking the Next button advances the process, allowing the DI to complete the required steps to finalize the rejection. This structured workflow ensures a precise, transparent, and accountable approach to managing student data during the verification process.

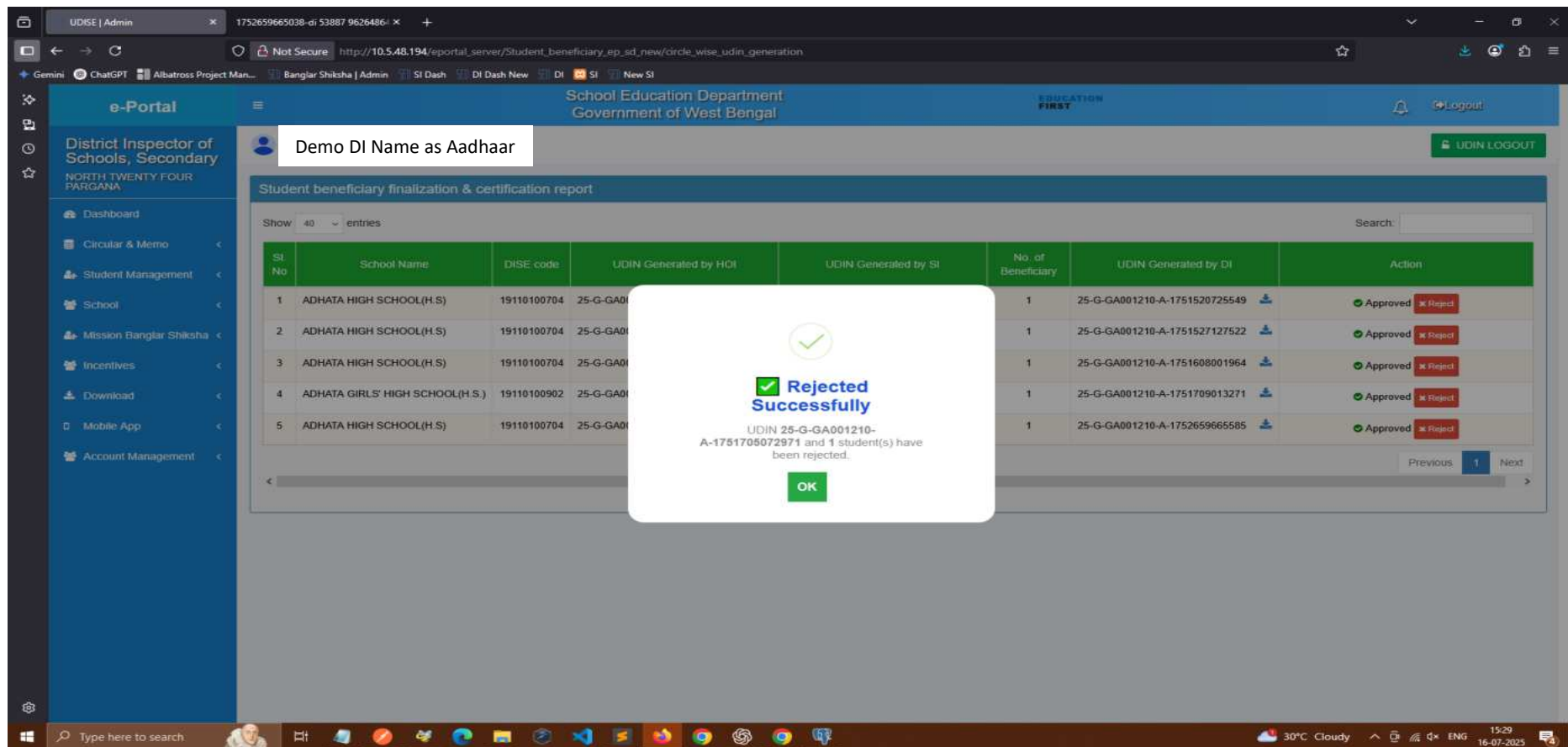


Fig:15

After clicking the **Reject Now** button, the message box updates to display a confirmation message stating "Rejected successfully." It also mentions the specific UDIN number(s) of the student(s) that have been rejected. This confirmation lets the user know exactly which student(s) were rejected. The message box remains visible with this success message until the user closes it or navigates away, providing clear feedback that the rejection action was completed for the mentioned UDIN number(s).

## School Wise Cart Creation at DI/S Login

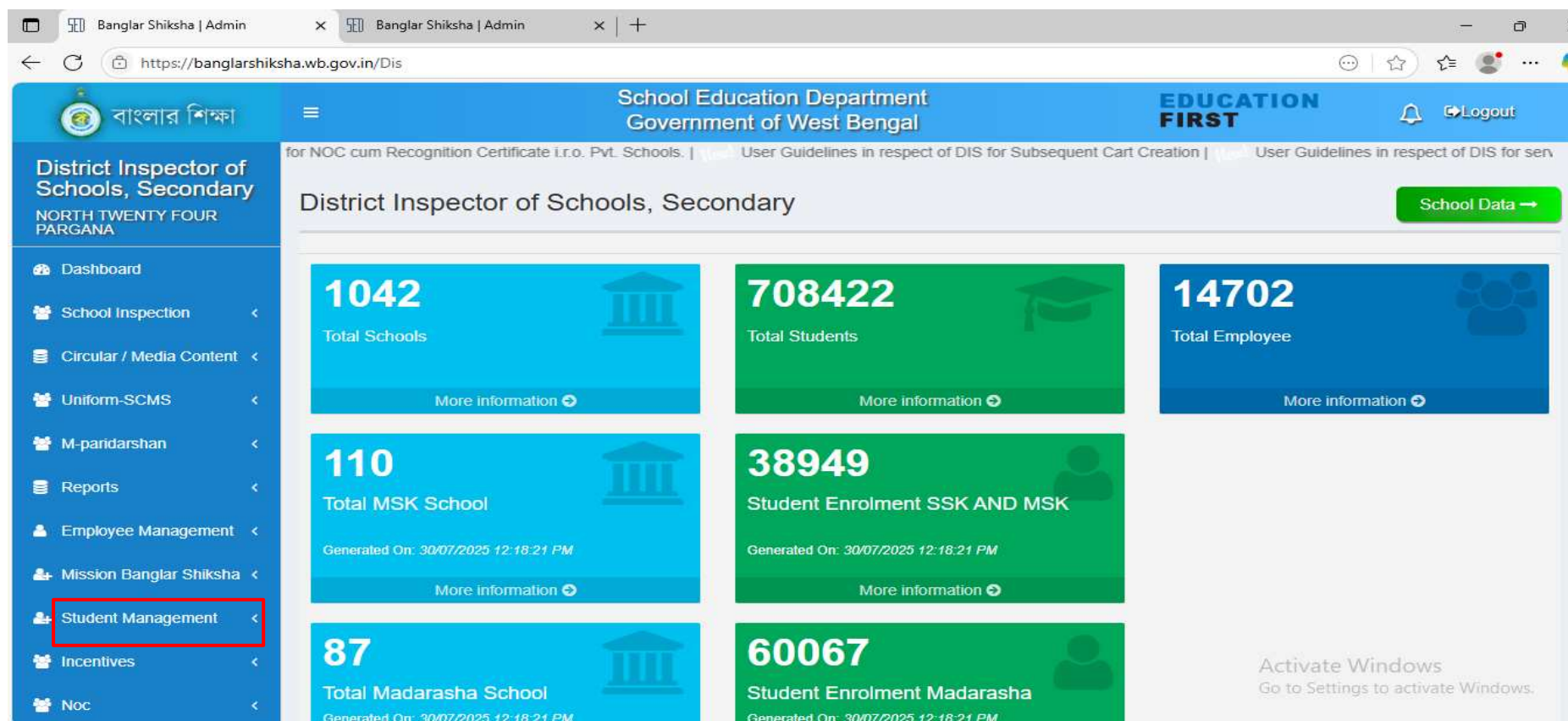


Fig:1

The District Inspector of Schools (DI) logs into the system using his or her login credentials. After a successful login, the above page is displayed. On this page, the DI navigates to the "Student Management" menu located in the main navigation panel. By clicking on the "Student Management" menu, a dropdown list appears with various options. From this list, the DI selects the "Create Cart" section to proceed with managing and organizing student data for further actions, such as initiating payment processes or making corrections.

Not secure

বাংলার শিক্ষা

School Education Department  
Government of West Bengal

EDUCATION FIRST

Logout

District Inspector of Schools, Secondary  
NORTH TWENTY FOUR PARGANA

Dashboard

Awc

2019 Student Mgmt

Circular & Memo

Query Builder

Report

Reports - Enrolment

Reports - Infrastructure

Download

Account Mgmt

### Add School wise UDIN in Cart

View Cart

#### Add UDIN in Cart

Circle Name\* School Name\* UDIN\*

-Please Select- -Please Select- -Please Select-

Add to Cart

#### Added UDIN's in Cart

Show 40 entries Search:

SL NO.	DISE CODE	SCHOOL NAME	UDIN	NO. OF BENEFICIARY	ACTION
No Data Found					

Previous 1 Next

Fig:2

After clicking on the **Create Cart** section, the above page is displayed. Once a UDIN (Unique Document Identification Number) is approved by the District Inspector of Schools (DI), it becomes available to be added to the cart by the DI on this page. In this interface, the DI is required to add items to the cart school-wise. To do so, the DI first selects the **Circle Name**, then the corresponding **School Name**, and finally chooses the **UDIN number** from the list. This UDIN number is the one that has been previously generated and approved by the DI. This process helps in organizing and managing the UDINs effectively at the school level.



Not secure

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School Education Department  
Government of West Bengal

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Logout

District Inspector of Schools, Secondary  
NORTH TWENTY FOUR PARGANA

Dashboard

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2019 Student Mgmt

Circular & Memo

Query Builder

Report

Reports - Enrolment

Reports - Infrastructure

Download

Account Mgmt

### Add School wise UDIN in Cart

View Cart

#### Add UDIN in Cart

Circle Name\* AMDANGA ✓

School Name\* ADHATA HIGH SCHOOL(H.S) ✓

UDIN\* 25-G-GA001210-A-1752659665585 ✓

Add to Cart

#### Added UDIN's in Cart

Show 40 entries

Search:

SL NO.	DISE CODE	SCHOOL NAME	UDIN	NO. OF BENEFICIARY	ACTION
No Data Found					

Previous 1 Next

Fig:3

After selecting all the required documents, the District Inspector of Schools (DI) clicks on the **Add to Cart** button to proceed with the next steps in the process. This action finalizes the selection of documents associated with specific schools and UDINs, ensuring they are grouped correctly for further processing. By adding the selected items to the cart.



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NORTH TWENTY FOUR PARGANA

**Add School wise UDIN in Cart** [View Cart](#)

UDIN - 25-G-GA001210-A-1752659665585 successfully added in cart

**Add UDIN in Cart**

Circle Name\*  School Name\*  UDIN\*

[Add to Cart](#)

**Added UDIN's in Cart**

Show 40 entries Search:

SL NO.	DISE CODE	SCHOOL NAME	UDIN	NO. OF BENEFICIARY	ACTION
1	19110100704	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1752659665585	1	<a href="#">Delete</a> <a href="#">View</a>
TOTAL BENEFICIARY				1	

[Previous](#) [1](#) [Next](#)

Fig:4

After clicking on the **Add to Cart** button, the above page opens. A new UDIN (Unique Document Identification Number) is generated and displayed in a message box as confirmation. This newly created UDIN is also shown in the **Added UDIN in Cart** section of the page. In this section, the District Inspector of Schools (DI) has the option to **view** or **delete** the UDIN as needed. If any changes or verification are required, the DI can remove the UDIN from the cart using the delete option. To proceed with the next steps in the process, the DI clicks on the **View** button, which allows for further actions such as reviewing document details or initiating the final submission.

The screenshot displays a web application interface for the School Education Department, Government of West Bengal. The page title is 'List of beneficiary Students of ADHATA HIGH SCHOOL(H.S)(19110100704)'. The left sidebar contains a menu with options: Dashboard, AWC, 2019 Student Mgmt, Circular & Memo, Query Builder, Report, Reports - Enrolment, Reports - Infrastructure, Download, and Account Mgmt. The main content area shows a 'Students List' table with the following data:

SI No.	Student Code	Student Name	Student's Phone Number	Father's Name	Guardian's Phone Number	Bank IFSC code	Account No.
1	06604724000118	TEST STUDENT	8013533275	DEMO	8013533275	ICIC0001056	123456789012

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and provides navigation links for 'Previous', '1', and 'Next'. The page also features a search bar and a 'Back' button in the top right corner.

Fig:5

After clicking on the **View** button, the above page opens, displaying the details related to the selected UDIN. This page shows **school-wise student information** associated with that particular UDIN. Each school listed under the selected UDIN has its respective student details clearly outlined, allowing the District Inspector of Schools (DI) to review the data thoroughly. This step ensures transparency and accuracy in the documentation process, as it provides a detailed breakdown of how the UDIN is linked to individual students within each school.

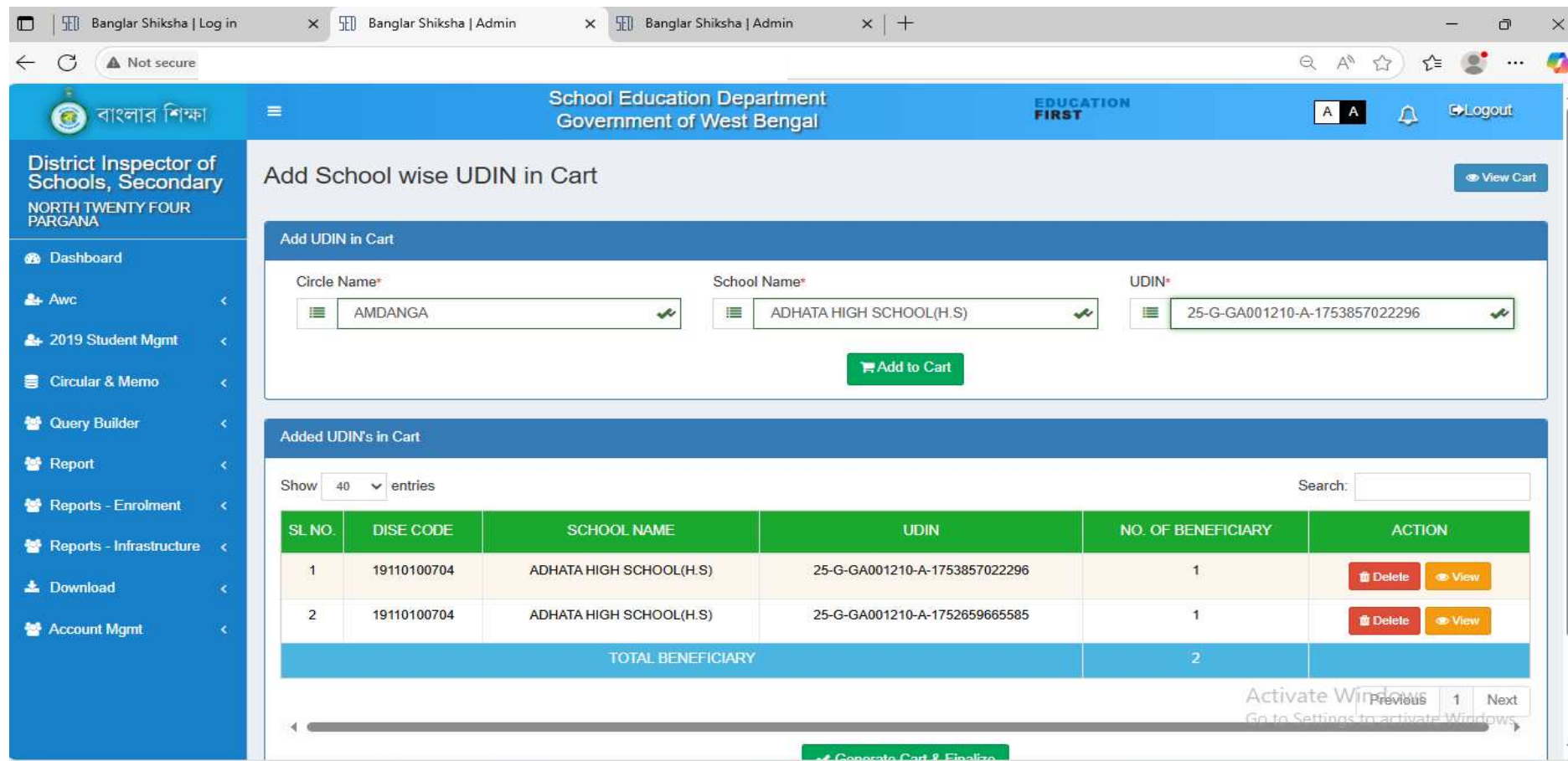


Fig:6

The above figure illustrates that the District Inspector of Schools (DI) cannot add a UDIN number to the cart if it is already present in the **Added UDIN in Cart** section. When attempting to add a duplicate UDIN, the system automatically restricts the action to prevent redundancy and maintain data integrity. This feature ensures that each UDIN is added only once, avoiding confusion or duplication in the documentation process. It helps the DI manage records efficiently by displaying only unique UDIN entries in the cart for further processing.

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NORTH TWENTY FOUR PARGANA

**Add School wise UDIN in Cart** [View Cart](#)

UDIN - 25-G-GA001210-A-1753857022296 already in Cart

**Add UDIN in Cart**

Circle Name\*  School Name\*  UDIN\*

[Add to Cart](#)

**Added UDIN's in Cart**

Show  entries Search:

SL NO.	DISE CODE	SCHOOL NAME	UDIN	NO. OF BENEFICIARY	ACTION
1	19110100704	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1753857022296	1	<a href="#">Delete</a> <a href="#">View</a>
2	19110100704	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1752659665585	1	<a href="#">Delete</a> <a href="#">View</a>

Fig:7

After selecting all the required documents, the District Inspector of Schools (DI) clicks on the **Add to Cart** button to proceed. Upon doing so, the above page opens, displaying a message indicating that the selected UDIN number has **already been added to the cart**. This message serves as a notification to the DI that the specific UDIN is already present in the **Added UDIN in Cart** section and cannot be added again. This prevents duplication and ensures that each UDIN is included only once in the cart. The system's validation helps maintain accurate and organized recordkeeping during the document management process.

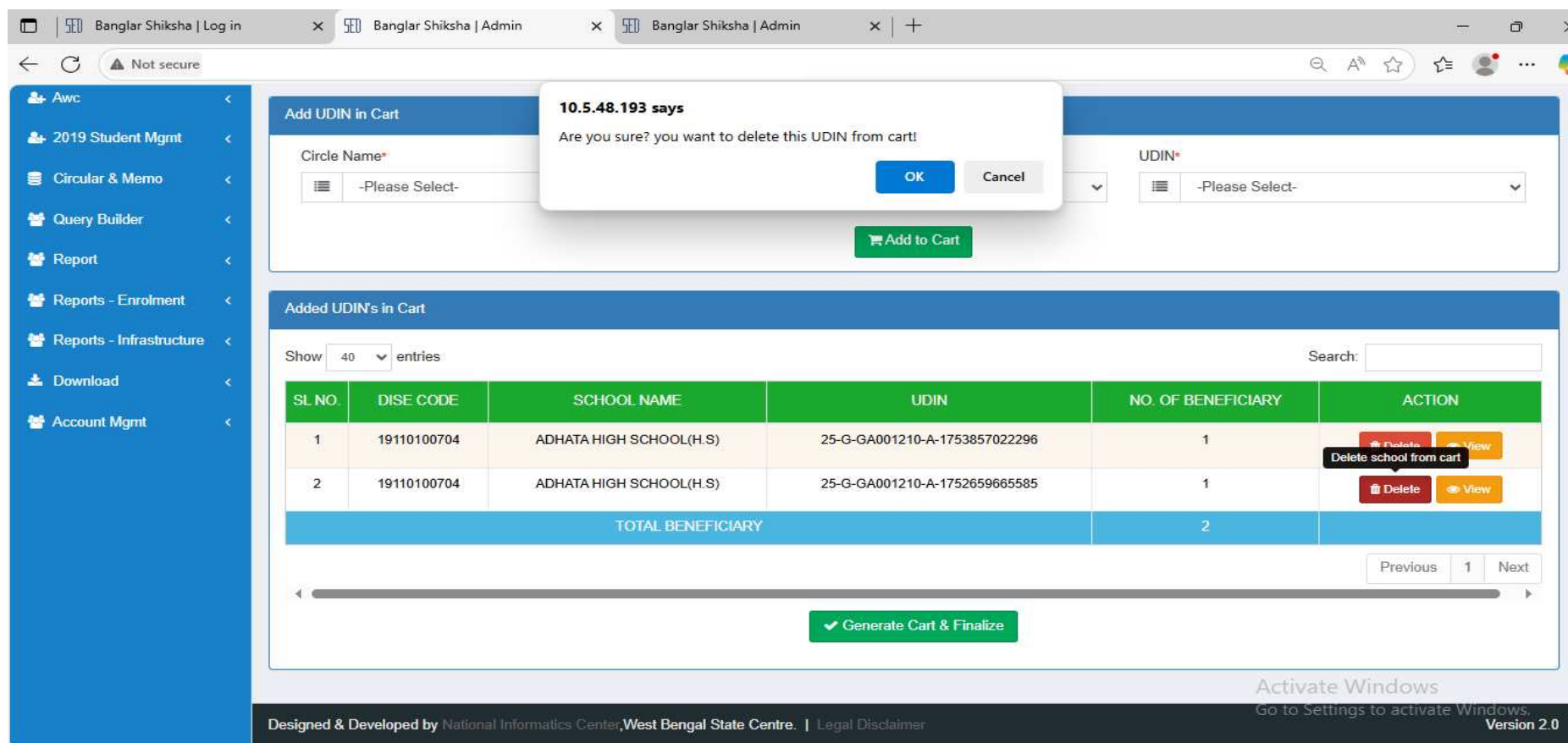


Fig:8

If the District Inspector of Schools (DI) decides to delete a particular UDIN number from the cart, they must click on the **Delete** button next to the corresponding UDIN. Upon doing so, a confirmation message appears on the screen, asking the DI to confirm the deletion. This message ensures that UDINs are not removed accidentally. To proceed with the deletion, the DI must click on the **OK** button in the confirmation dialog. Once confirmed, the selected UDIN is permanently removed from the **Added UDIN in Cart** section, allowing the DI to manage the list accurately and make necessary updates as needed.



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**District Inspector of Schools, Secondary**  
NORTH TWENTY FOUR PARGANA

**Add School wise UDIN in Cart** [View Cart](#)

UDIN - 25-G-GA001210-A-1752659665585 successfully deleted from cart

**Add UDIN in Cart**

Circle Name\*  School Name\*  UDIN\*

[Add to Cart](#)

**Added UDIN's in Cart**

Show  entries Search:

SL NO.	DISE CODE	SCHOOL NAME	UDIN	NO. OF BENEFICIARY	ACTION
1	19110100704	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1753857022296	1	<a href="#">Delete</a> <a href="#">View</a>
TOTAL BENEFICIARY				1	

[Previous](#) [1](#) [Next](#)

Fig:9

After clicking the **OK** button in the confirmation dialog, the delete request is processed, and the above page confirms that the particular UDIN number has been successfully deleted. This means the UDIN has been removed from the **Added UDIN in Cart** section. As a result, the deleted UDIN number is now available again and can be re-added to the cart if needed. This functionality allows the District Inspector of Schools (DI) to make corrections or changes by deleting and re-adding UDINs, ensuring flexibility and accuracy in managing the cart contents.



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**District Inspector of Schools, Secondary**  
NORTH TWENTY FOUR PARGANA

**Add School wise UDIN in Cart** [View Cart](#)

**Add UDIN in Cart**

Circle Name\*  School Name\*  UDIN\*

[Add to Cart](#)

**Added UDIN's in Cart**

Show  entries Search:

SL NO.	DISE CODE	SCHOOL NAME	UDIN	NO. OF BENEFICIARY	ACTION
1	19110100704	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1752659665585	1	<a href="#">Delete</a> <a href="#">View</a>
TOTAL BENEFICIARY				1	

[Previous](#) [1](#) [Next](#)

[Generate Cart & Finalize](#)

Activate Windows  
Go to Settings to activate Windows.

Fig:10

Once the District Inspector of Schools (DI) has added all the required UDIN numbers to the cart, they proceed by clicking on the **Generate Cart & Finalize** button to officially generate the cart. This action marks the completion of the UDIN selection process. The DI has the flexibility to generate a cart containing either a **single UDIN number** or **multiple UDIN numbers**, depending on the requirements. Upon finalization, the selected UDINs are grouped together into a finalized cart, which is then ready for the next stage of processing or submission. This step ensures that all selected documents are properly compiled and locked in for further action.

The screenshot displays the 'Add School wise UDIN in Cart' page in the Banglar Shiksha Admin portal. The interface includes a left sidebar with navigation options like Dashboard, AWC, Student Management, Circular & Memo, Query Builder, Report, and various Reports. The main content area shows a confirmation message: 'Cart - N24-0016-20250730-0026 has been generated & finalized successfully'. Below this, there is a form to 'Add UDIN in Cart' with dropdowns for Circle Name, School Name, and UDIN, and an 'Add to Cart' button. At the bottom, a table titled 'Added UDIN's in Cart' is shown, currently displaying 'No Data Found'.

Fig:11

After clicking on the **Generate Cart & Finalize** button, the above message appears, indicating that a cart number has been successfully created for the UDIN numbers included in that cart. This confirmation signifies that the UDINs are now officially grouped under a specific cart number. To review the details, the District Inspector of Schools (DI) then clicks on the **View Cart** button. This allows the DI to see the complete list of UDINs associated with the generated cart and verify the information before proceeding with any further actions.

**School Education Department  
Government of West Bengal**

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**Cart List for Student Beneficiary**

Wrong IFSC Student List(Class XI) Wrong IFSC Student List(Class XII) **Create New Cart**

**Cart List**

Show 50 entries Search:

SI No.	Cart Name	Total Beneficiary	DRN	IFMS push status	Action
1	N24-0108-20250714-0056	2	Not yet generate Bill	Not yet sent	<a href="#">View</a> <a href="#">Delete</a>
2	N24-0108-20250714-0054	10	Not yet generate Bill	Not yet sent	<a href="#">View</a> <a href="#">Delete</a>
3	N24-0108-20250714-0053	1	Not yet generate Bill	Not yet sent	<a href="#">View</a> <a href="#">Delete</a>
4	N24-0016-20250715-0025	1	Not yet generate Bill	Not yet sent	<a href="#">View</a> <a href="#">Delete</a>
5	N24-0016-20250728-0025	1	202507038701308	Sent	<a href="#">View</a>
6	N24-0016-20250730-0026	1	Not yet generate Bill	Not yet sent	<a href="#">View</a> <a href="#">Delete</a>

Showing 1 to 6 of 6 entries Previous 1 Next

Fig:12

After create a Cart DI click on View Cart button, the above page is open here present created Cart number. Here DI can view and delete that particular cart number against student details. In this page DI can go create new cart page to click on create new cart button. To view this Cart details DI click on View button.

**School Education Department**  
Government of West Bengal

**Added UDIN's in Cart - N24-0016-20250730-0026**

**School List**

Show 50 entries Search:

SL NO.	DISE CODE	SCHOOL NAME	UDIN	NO. OF BENEFICIARY	ACTION
1	19110100704	ADHATA HIGH SCHOOL(H.S)	25-G-GA001210-A-1753857022296	1	<a href="#">View</a>
TOTAL BENEFICIARY				1	

Showing 1 to 1 of 1 entries

Previous 1 Next

Activate Windows  
Go to Settings to activate Windows.

Fig:13

After clicking on the **View** button, the above page opens, displaying the cart-wise summary of the total beneficiaries. This page provides a detailed overview of the number of students or individuals associated with each cart, organized clearly for easy reference. The District Inspector of Schools (DI) can review the total beneficiaries linked to the specific cart, ensuring that all records are accurate and complete before moving forward in the process. This summary helps in monitoring and managing the distribution of UDINs efficiently across different carts.

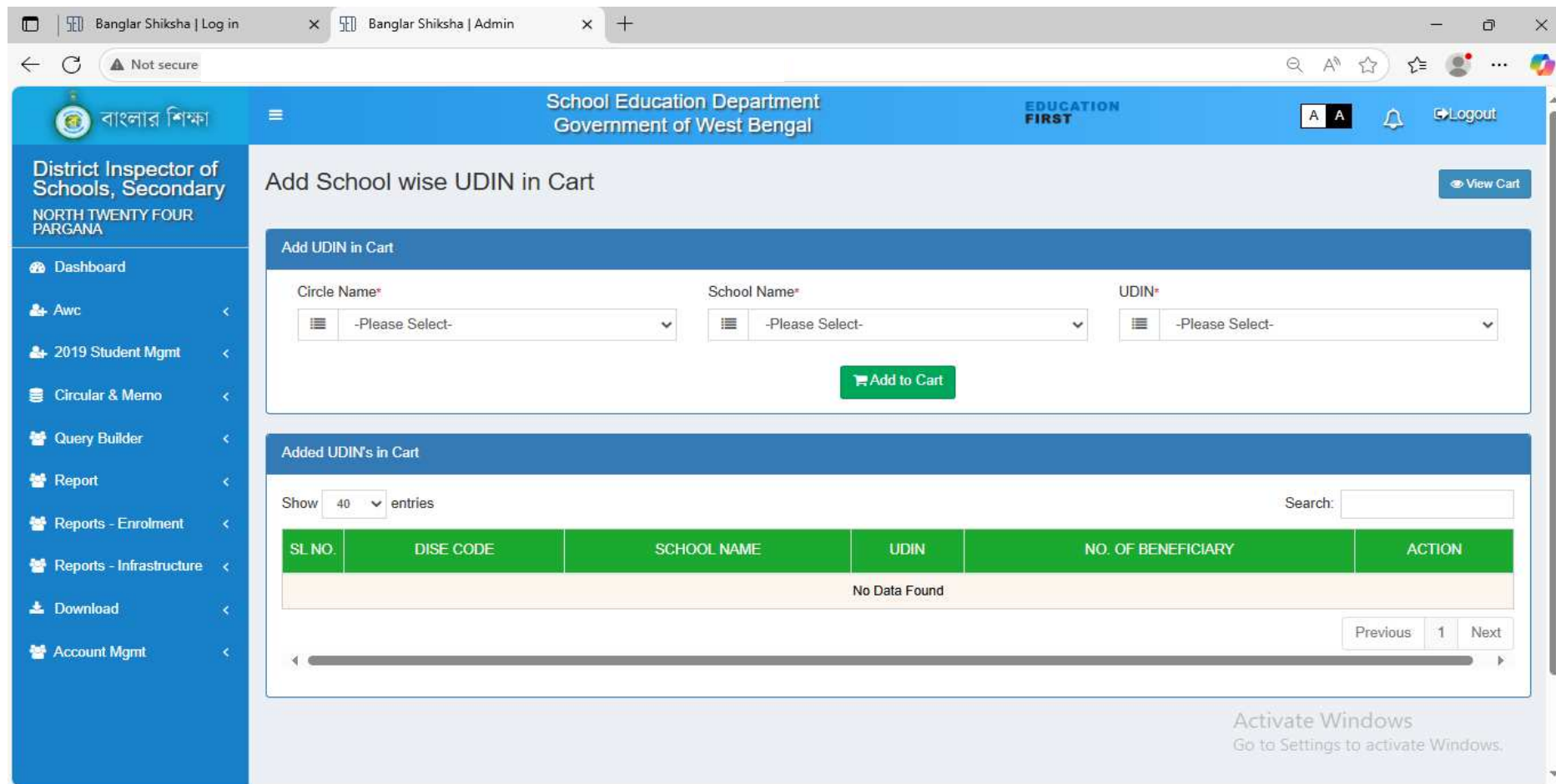


Fig:14

After clicking on the **Create New Cart** button, the above page opens, allowing the District Inspector of Schools (DI) to add new UDINs to the cart. On this page, the DI can select the relevant Circle Name, School Name, and choose the new UDIN numbers to add. This functionality enables the DI to create a fresh cart with newly generated or approved UDINs, organizing them efficiently for further processing. It provides a clear and streamlined interface for managing additional UDIN entries separately from previously created carts.

# Bill and Payment File Transfer through DI/S (SE) login

The screenshot displays the UDISE Admin portal interface. The top navigation bar includes the 'e-Portal' logo, the user's role 'District Inspector of Schools, Secondary', and the region 'NORTH TWENTY FOUR PARGANA'. The main header identifies the 'School Education Department, Government of West Bengal'. The left sidebar contains a menu with options: Dashboard, Circular & Memo, Student Management, School, Mission Banglar Shiksha, Incentives, Download, Mobile App, and Account Management. The main content area is titled 'Bill and Payment Transfer to IFMS' and contains a form titled 'Enter Payment File Details'. This form includes several input fields: 'Select Cart' (a dropdown menu currently showing 'None selected'), 'Bill Date' (a date picker set to '(DD/MM/YYYY)'), 'Bill Number' (a text field with a placeholder 'Enter 6-digit Bill Number'), 'Head of Account' (a dropdown menu showing '-- Select Account --'), 'Gross Amount' (a text field with a placeholder 'Enter Gross Amount'), 'Net Amount' (a text field with a placeholder 'Enter Net Amount'), 'Sanction Date' (a date picker set to '(DD/MM/YYYY)'), 'Issuing Authority' (a text field with a placeholder 'Enter Issuing Authority'), 'Sanction Amount' (a text field with a placeholder 'Enter Sanction Amount'), and 'Sanction Number' (a text field with a placeholder 'Enter 10-digit Sanction Number'). A green button labeled 'Submit Bill & Send to IFMS' is positioned at the bottom right of the form. The browser's address bar shows the URL '10.5.48.194/eportal\_server/Student\_beneficiary\_ep\_sdas/dept\_to\_ifms'.

Fig:1

After the UDIN (Unique Document Identification Number) has been successfully generated and approved by the District Inspector of Schools of Schools (SE), the system will automatically redirect to the cart creation page. At this stage, the DI is required to create a cart in order to proceed with further documentation or processing. On the cart creation page, the DI can view and verify the details of the approved UDIN, such as the document type, reference number, and approval status. To begin the process, the DI should click on the "Create Cart" button, which will generate a new cart ID. The next step involves adding the approved UDIN and any relevant supporting documents to the cart using the "Add Document" option. After selecting or uploading the required files, the DI must fill in the necessary cart details, including the cart name, a brief description, and any remarks if applicable. Once all required fields are completed and the documents have been attached, the DI should click on the "Save" button to successfully create the cart. Depending on the system workflow, the DI may then need to submit the cart for further review or approval. It is important to ensure that only approved UDINs are included in the cart, and that all mandatory information is correctly entered before submission.



**e-Portal** School Education Department Government of West Bengal **EDUCATION FIRST** Logout

**District Inspector of Schools, Secondary**  
NORTH TWENTY FOUR PARGANA

**Dashboard**  
**Circular & Memo**  
**Student Management**  
**School**  
**Mission Banglar Shiksha**  
**Incentives**  
**Download**  
**Mobile App**  
**Account Management**

### Bill and Payment Transfer to IFMS

#### Enter Payment File Details

**Select Cart \***  
4 selected

**Bill Number \***  
☒ N24-0108-20250714-0056  
☒ N24-0108-20250714-0054  
☒ N24-0108-20250714-0053  
☒ N24-0016-20250715-0025  
☐ N24-0016-20250728-0025

**Head of Account \*** Balance in this A/C: ₹0.00

**Issuing Authority \***

**Bill Date \***

**Gross Amount \***

**Net Amount \***

**Sanction Amount \***

**Sanction Number \***

**Submit Bill & Send to IFMS**

Fig:2

On the cart creation page, the District Inspector of Schools of Schools (SE) can select from a list of approved UDIN numbers that were previously approved by them. This list appears in the "Select Cart" section, where multiple UDIN numbers are displayed for selection. However, it is important to note that the DI can select only up to four (4) approved UDIN numbers at a time for inclusion in a single cart. This limitation ensures proper grouping and management of documents within the cart. The DI should carefully review the list, choose the relevant UDINs needed for the specific cart, and proceed with the creation process as per the workflow.

The screenshot displays the 'e-Portal' interface for the School Education Department, Government of West Bengal. The left sidebar lists navigation options: Dashboard, Circular & Memo, Student Management, School, Mission Banglar Shiksha, Incentives, Download, Mobile App, and Account Management. The main content area is titled 'Bill and Payment Transfer to IFMS' and contains a form titled 'Enter Payment File Details'.

The form fields are as follows:

- Select Cart:** A dropdown menu showing '4 selected'.
- Bill Date:** A date field set to '28-07-2025'.
- Bill Number:** A text field containing '355465' (6 / 6 digits).
- Head of Account:** A dropdown menu showing '15-2202-02-110-042-31-02-V'.
- Gross Amount:** A text field showing '₹ 1,40,000'.
- Net Amount:** A text field showing '₹ 1,40,000'.
- Sanction Date:** A date field set to '28-07-2025'.
- Issuing Authority:** A text field containing 'tytyyyyy'.
- Sanction Amount:** A text field showing '₹ 140000' (6 / 9 digits max).
- Sanction Number:** A text field showing '1234567890' (10 / 10 digits).

A green button labeled 'Submit Bill & Send to IFMS' is located at the bottom right of the form, highlighted with a red rectangular box.

Fig:3

After selecting up to four approved UDIN numbers from the "Select Cart" section, the District Inspector of Schools of Schools (SE) (DI) must proceed to fill in the required billing and sanction details. The first step is to select the **Bill Date** and enter the corresponding **Bill Number**. Following this, the DI needs to select the appropriate **Head of Account** from the dropdown menu. Once this selection is made, the system will automatically populate the **Gross Amount** and **Net Amount** fields based on the number of students associated with the selected UDINs. Next, the DI must select the **Sanction Date**, enter the name of the **Issuing Authority**, and input the **Sanction Amount**, which must always be greater than the Gross Amount. The **Sanction Number** should also be entered carefully to complete the sanction details. Once all mandatory fields are accurately filled out, the DI should click the "**Submit Bill & Send to IFMS**" button to forward the cart for processing in the Integrated Financial Management System (IFMS).



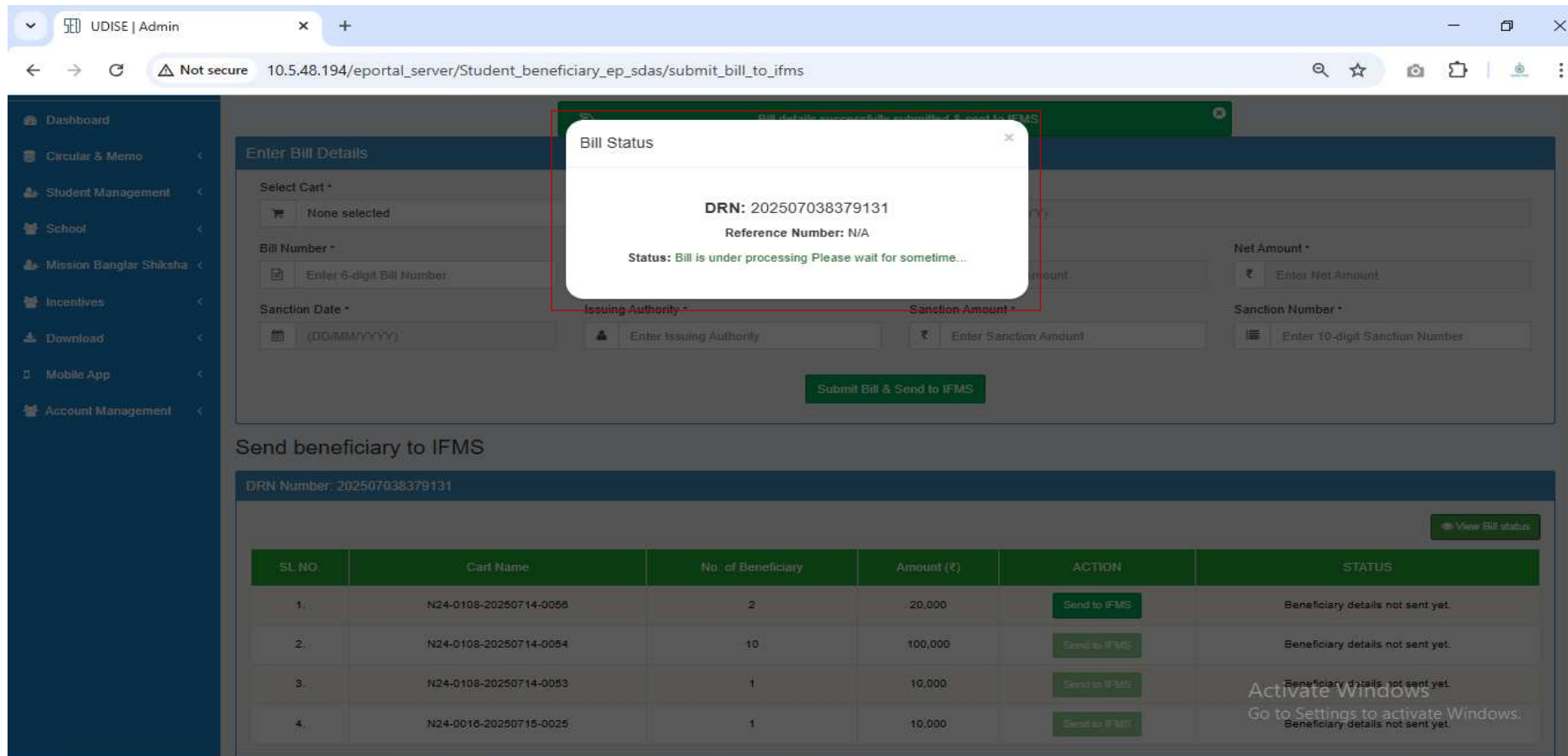


Fig:5

If the District Inspector of Schools of Schools (SE) (DI) needs to check the status of a submitted bill, they can do so by clicking on the **"View Bill Status"** button. Upon clicking this button, a message box will appear on the screen. This message box displays the **DRN (Document Reference Number)** along with the current **Bill Status**, allowing the DI to track whether the bill has been processed, is under review, or is pending at any stage within the system. This feature provides a quick and convenient way to monitor the progress of bills submitted to IFMS without navigating away from the main interface.

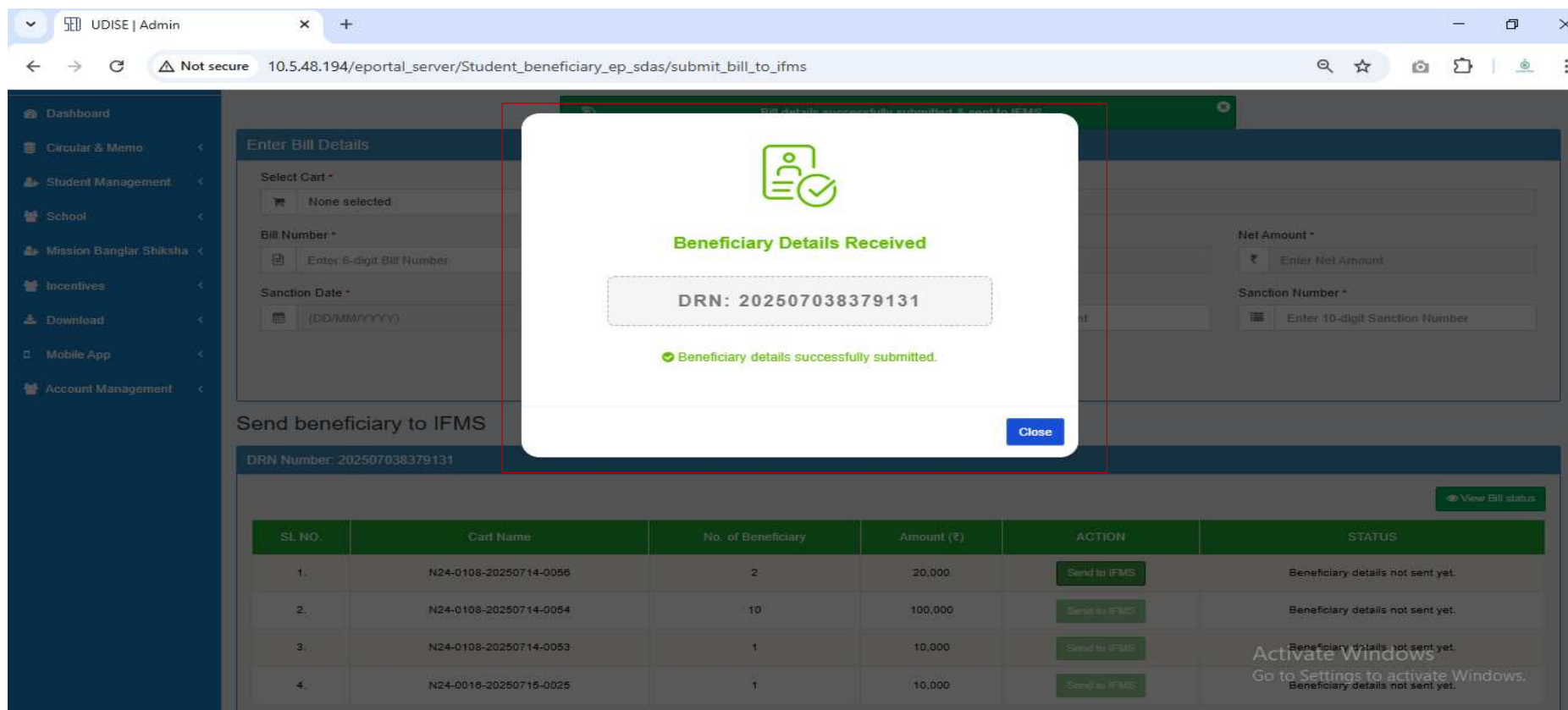


Fig:6

If the District Inspector of Schools of Schools (SE) (DI) needs to send a specific **Cart Number** to the Integrated Financial Management System (IFMS), they can do so by clicking on the "**Send to IFMS**" button associated with that particular cart. Once the button is clicked, a confirmation message box appears on the screen, indicating that the selected cart has been successfully sent. The specified **Cart Number** is then transferred to the **Bill List** section on the **IFMS Payment** page. This action ensures that the cart is now available for payment processing within the IFMS, allowing for further actions such as approval, verification, or disbursement.

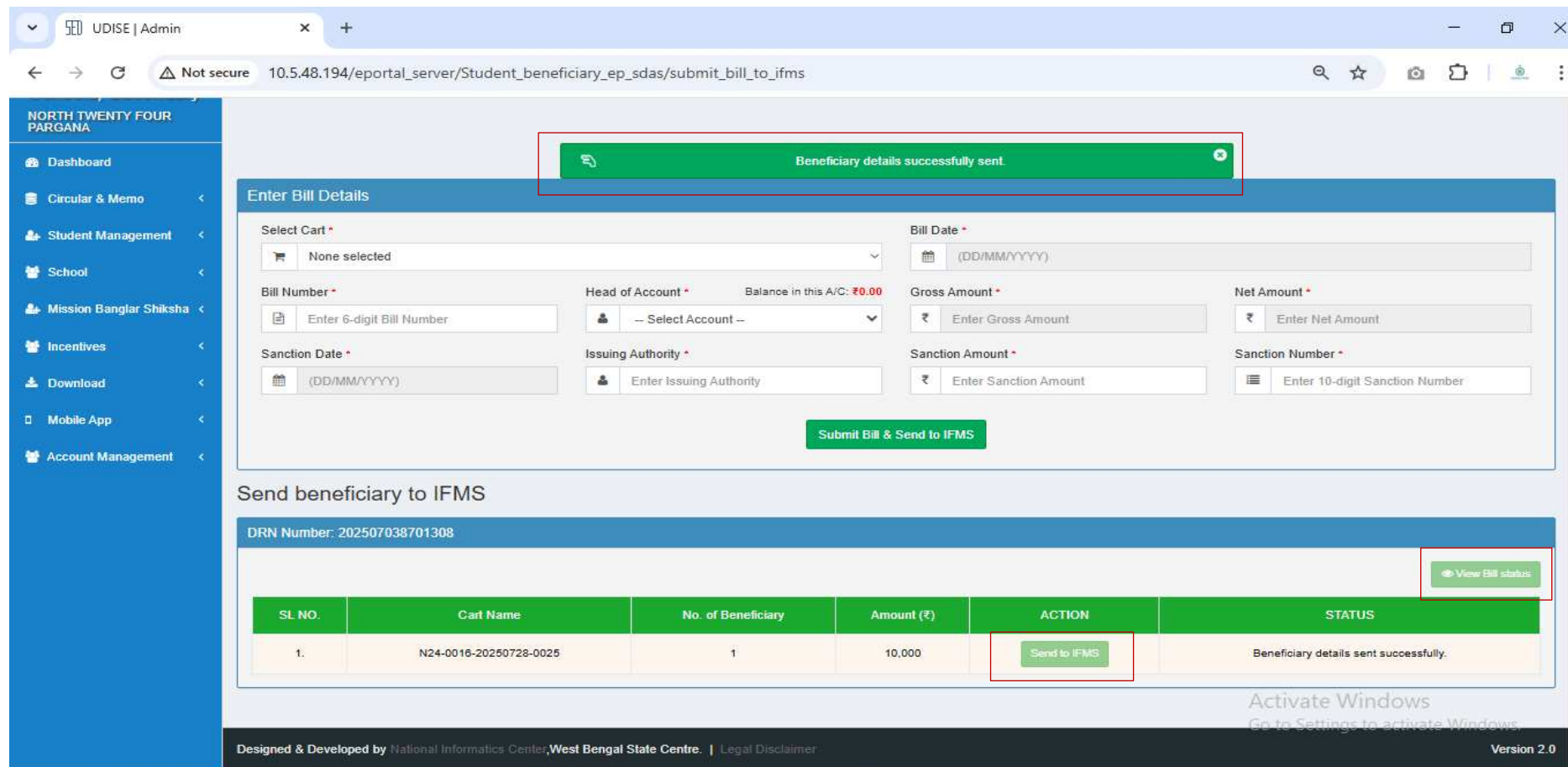


Fig:7

After the District Inspector of Schools of Schools (SE) (DI) clicks on the **"Send to IFMS"** button, the **beneficiary details are successfully sent** to the Integrated Financial Management System. Once this process is completed, the system confirms the successful transmission of data. Following this, both the **"Send to IFMS"** and **"View Bill Status"** buttons become **disabled**, indicating that the information has been locked and is no longer editable. This ensures the integrity of the data sent to IFMS, preventing any further modifications or accidental changes once the beneficiary details have been submitted for payment processing.



## Bill List for Payment through IFMS

The screenshot displays the 'Bill List of IFMS Payment' page within the UDISE Admin portal. The page header includes the 'e-Portal' logo, the user's role 'District Inspector of Schools, Secondary NORTH TWENTY FOUR PARGANA', and the school's name 'School Education Department Government of West Bengal'. The main content area features a 'Payment Summary' section with a table listing payment details. The table has columns for SL NO., DRN, Bill No., Bill Date, No. of Beneficiary, Gross Amount, and Action. A single entry is shown with SL NO. 1, DRN 202507038592724, Bill No. 654654, Bill Date 28.7.2025, No. of Beneficiary 14, and Gross Amount ₹140,000.00. The 'Action' column contains two buttons: 'Bill status' and 'Payment status'. The 'Bill status' button is highlighted with a red rectangle. The page also includes a sidebar with navigation options like Dashboard, Circular & Memo, Student Management, School, Mission Banglar Shiksha, Incentives, Download, Mobile App, and Account Management.

SL NO.	DRN	Bill No.	Bill Date	No. of Beneficiary	Gross Amount	Action
1	202507038592724	654654	28.7.2025	14	₹140,000.00	<a href="#">Bill status</a> <a href="#">Payment status</a>

Fig:1

After the District Inspector of Schools (SE) (DI) clicks on the "Send to IFMS" button, the beneficiary details are successfully transmitted to the Bill List on the IFMS Payment page. This marks the final stage of the process where the DI can review the status of each bill and payment. On this page, the DI has the ability to monitor the **Bill Status** and **Payment Status** for each student. Additionally, the DI can download detailed reports containing the list of students whose payments were successful, as well as those whose payments failed. This ensures clear visibility and efficient tracking of all student payment transactions.

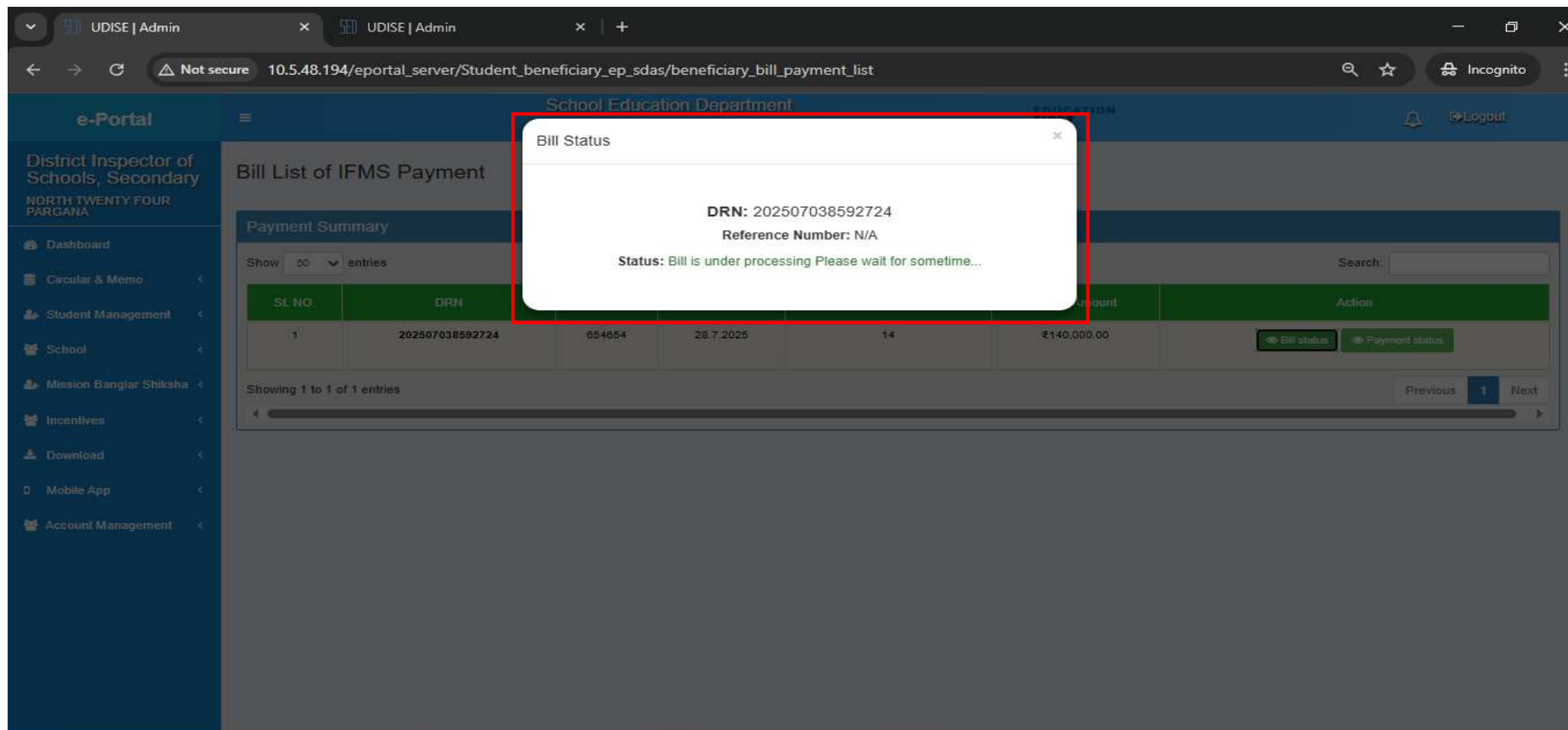


Fig:2

After clicking the **Bill Status** button, a message box appears displaying the **DRN number** along with the current **bill status**. This allows the District Inspector of Schools of Schools (SE) to quickly verify the specific details related to the bill in a clear and concise manner.

**e-Portal** School Education Department Government of West Bengal **EDUCATION FIRST** Logout

District Inspector of Schools, Secondary NORTH TWENTY FOUR PARGANA

**Bill List of IFMS Payment**

Payment Summary

Show 50 entries Search:

SL NO.	DRN	Bill No.	Bill Date	No. of Beneficiary	Gross Amount	Action
1	202507038592724	654654	28.7.2025	14	₹140,000.00	<a href="#">Bill status</a> <a href="#">Payment status</a>

Showing 1 to 1 of 1 entries Previous 1 Next

Fig:3

On the above page, the District Inspector of Schools (DI) can view the payment status of student details. By clicking on the "Payment Status" button, the DI is able to access information related to each student's payment records. Once selected, the system displays both successful and failed payment statuses, allowing the DI to easily monitor and track the financial progress of student transactions. This feature helps ensure transparency and simplifies the process of identifying any payment issues that may require further action.

**IFMS Payment Info**

Success Payment | Failed Payment

**Bill Details**

DRN	Voucher No	Voucher Date	Token No	Token Date	Reference No
202412058000215	20471	12/12/2024	1	12/12/2024	20241205202202

[Download Excel](#)

**Beneficiary Payment Details**

Show 50 entries | Search:

Sl	Student Code	Account No	IFSC Code	Amount	UTR No	Order No	Payment Date
1	49	46493476803	PUNB0035520	60000	UTR00885050	MMAY-2024-3215001-O-4601-4601	12/12/2024

Showing 1 to 1 of 1 entries | Previous 1 Next

Fig:4

After clicking on the "Payment Status" button, the above page opens where the District Inspector of Schools (DI) can view student payment details categorized into two separate sections: Success Payment and Failed Payment. In the "Success Payment" section, the page displays detailed information for each student, including the DRN number, Voucher Number, Voucher Date, Token Number, Token Date, and Reference Number. This allows the DI to clearly track and verify each successful transaction. Additionally, the DI has the option to download all the details of the students with successful payments, making it easier to maintain records or perform further analysis.

The screenshot shows the UDISE Admin e-Portal interface. The top header includes the School Education Department logo and the text 'Government of West Bengal'. The left sidebar contains navigation options such as 'Dashboard', 'Circular & Memo', 'Student Management', 'School', 'Deactivated School List', 'Update School', 'Search School Details', 'Mission Banglar Shiksha', 'Incentives', 'Download', 'Mobile App', and 'Account Management'. The main content area is titled 'IFMS Payment Info' and features two tabs: 'Success Payment' and 'Failed Payment'. The 'Failed Payment' tab is active, displaying 'Failed Payment Details' and an 'IFMS Reference No: 20241205202292'. Below this, there is a table with columns: 'Sl', 'Student Code', 'Account Number', 'IFSC Code', 'Remarks', and 'Action'. The table contains one entry with the following details:

Sl	Student Code	Account Number	IFSC Code	Remarks	Action
1	50	46413478802	MAHB0002008	FBAPI000102 Error in Deformatter	Reverse The Student

Below the table, it says 'Showing 1 to 1 of 1 entries'. There is also a 'Download Excel' button and a search bar.

Fig:5

On the other hand, the "Failed Payment" section displays the details of students whose payments were not successful. The reasons for failure may include incorrect account numbers, wrong IFSC codes, or closed bank accounts submitted under the Taruner Swapna scheme. The District Inspector of Schools (DI) can download the list of students with failed payments for review and correction. To address these issues, the DI can initiate a reversal process by clicking on the "Reverse the Student" button. This allows the DI to resend or correct the student data, ensuring that the payment can be reprocessed accurately and efficiently.

**e-Portal** School Education Department Government of West Bengal

**IFMS Payment Info**

Student reversed and archived successfully

Success Payment Failed Payment

Bill Details

DRN	Voucher No	Voucher Date	Token No	Token Date	Reference No
202412058000215	20471	12/12/2024	1	12/12/2024	20241205202292

Beneficiary Payment Details

Show 50 entries Search:

Sl	Student Code	Account No	IFSC Code	Amount	UTR No	Order No	Payment Date
1	49	46493476803	PUNB0035520	60000	UTR00885050	MMAY-2024-3215001-O-4601-4601	12/12/2024

Showing 1 to 1 of 1 entries

Previous 1 Next

Activate Windows Go to Settings to activate Windows.

Fig:6

After clicking on the "Reverse the Student" button, the above page opens to confirm the action. Once the button is clicked, the selected student's data is successfully reversed and archived in the system. This process ensures that the student record is removed from the list of failed payments and is prepared for resubmission with corrected details. The successful reversal and archiving help maintain accurate records and facilitate the smooth processing of payments under the Taruner Swapna scheme.

**-END-**