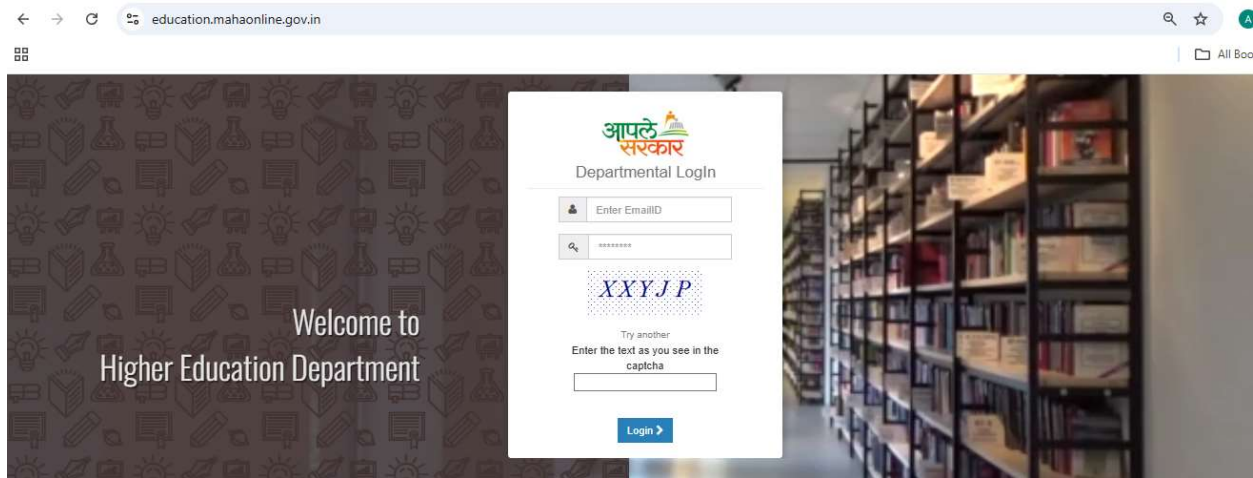
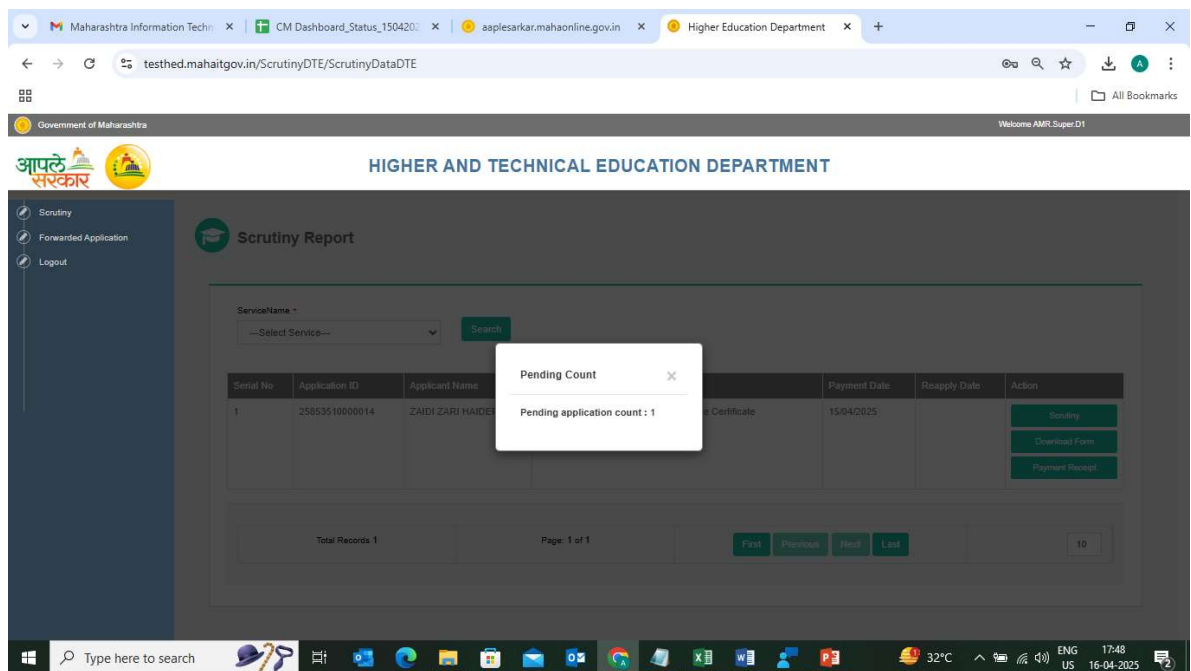


## Procedure for Institute/College/Department Login (Desk Logins):

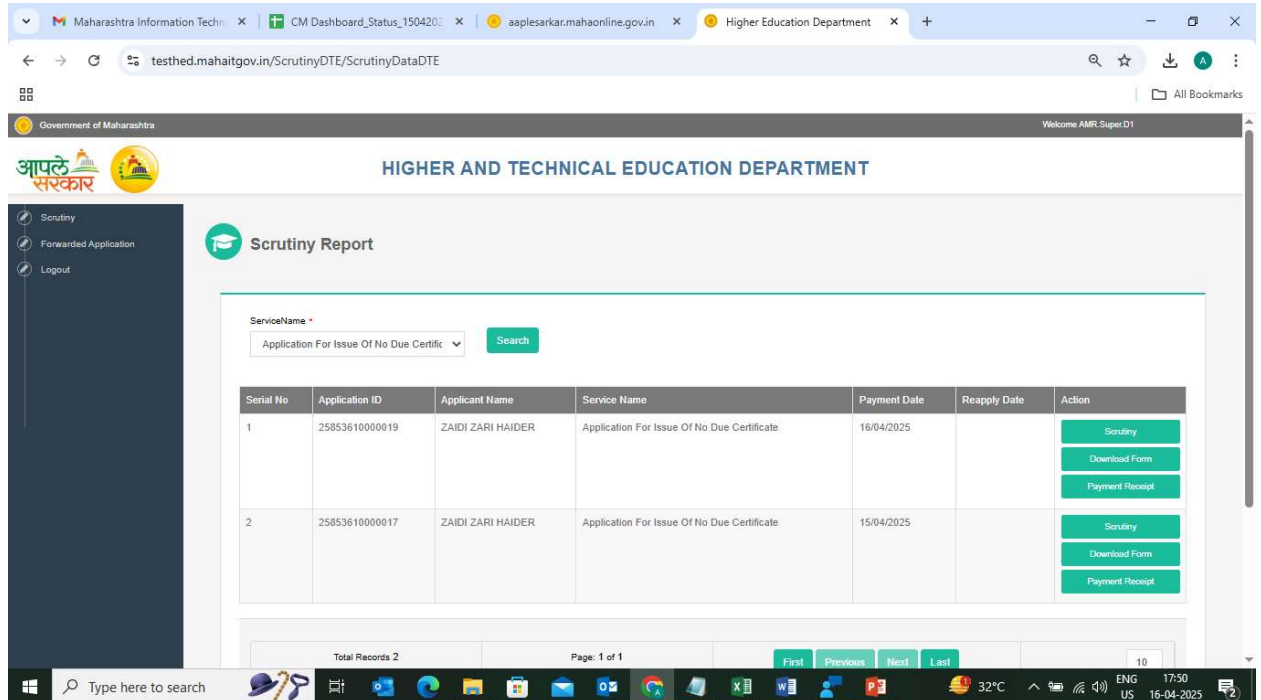
- **Step 1:** Navigate to the <https://education.mahaonline.gov.in/>



- **Step 2:** Enter the department credentials (username, password).



- **Step 3:** Search the Service Name, Check Pending Applications & click on scrutiny.



Government of Maharashtra

WELCOME AMR Super D1

आपले सरकार

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

Scrutiny Report

ServiceName \*

Application For Issue Of No Due Certificate

Search

Serial No	Application ID	Applicant Name	Service Name	Payment Date	Reapply Date	Action
1	25853610000019	ZAIDI ZARI HAIDER	Application For Issue Of No Due Certificate	16/04/2025		<a href="#">Scrutiny</a> <a href="#">Download Form</a> <a href="#">Payment Receipt</a>
2	25853610000017	ZAIDI ZARI HAIDER	Application For Issue Of No Due Certificate	15/04/2025		<a href="#">Scrutiny</a> <a href="#">Download Form</a> <a href="#">Payment Receipt</a>

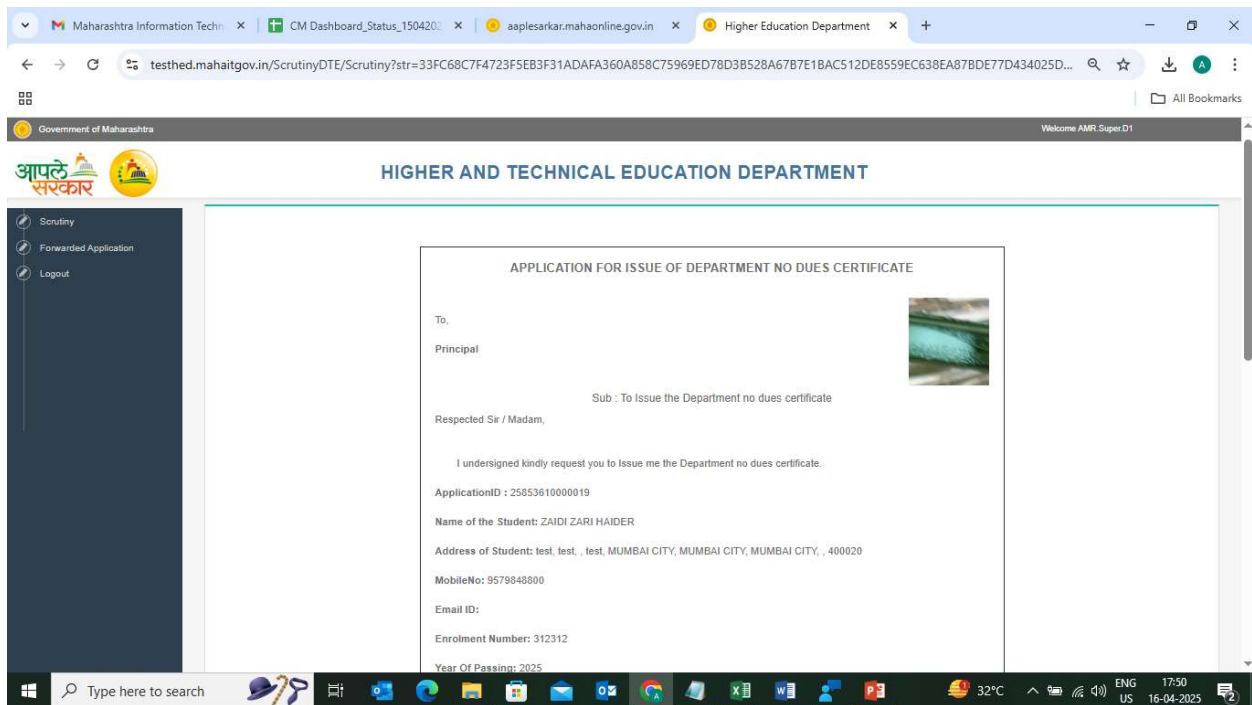
Total Records 2

Page: 1 of 1

First Previous Next Last

10

- **Step 4:** Start Application scrutiny (e.g. Application form, Documents, receipt etc.)



Government of Maharashtra

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आपले सरकार

HIGHER AND TECHNICAL EDUCATION DEPARTMENT

APPLICATION FOR ISSUE OF DEPARTMENT NO DUES CERTIFICATE

To,

Principal

Sub : To Issue the Department no dues certificate

Respected Sir / Madam,

I undersigned kindly request you to Issue me the Department no dues certificate.

ApplicationID : 25853610000019

Name of the Student: ZAIDI ZARI HAIDER

Address of Student: test, test, test, MUMBAI CITY, MUMBAI CITY, MUMBAI CITY, 400020

MobileNo: 9579848800

Email ID:

Enrolment Number: 312312

Year Of Passing: 2025

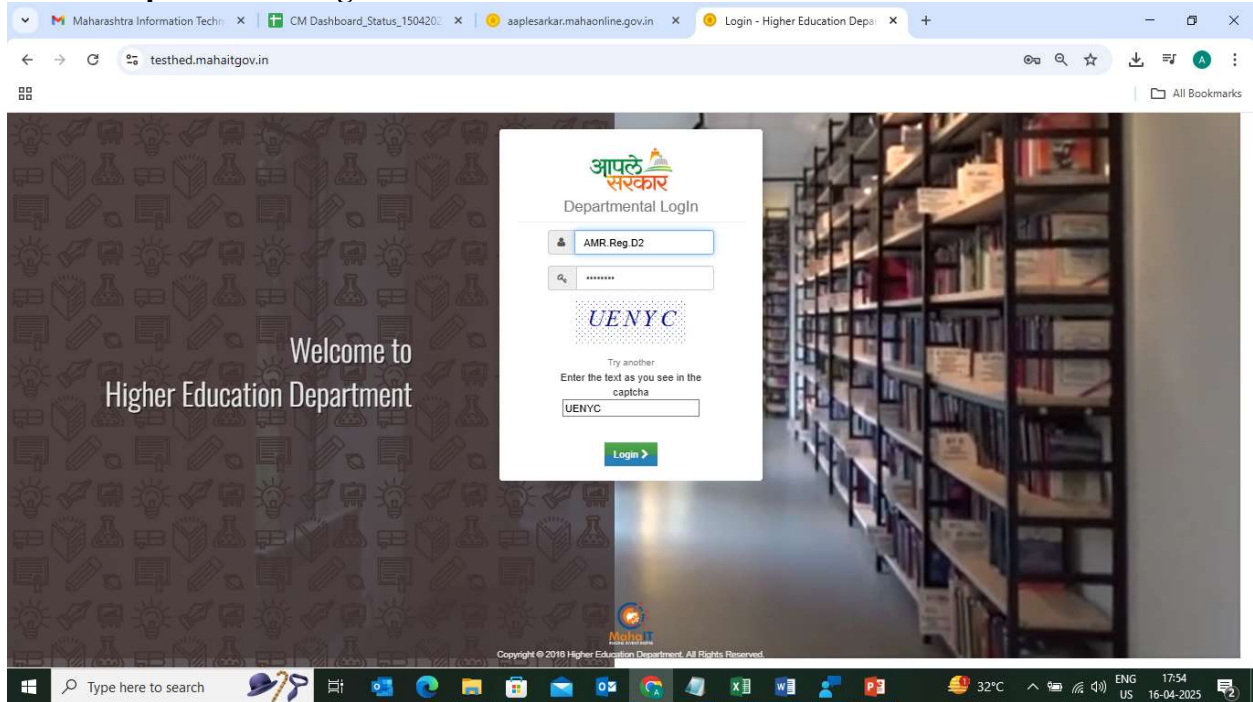
- **Step 5:** Verify applicant/citizen/student-submitted documents and approve/reject the request as per the procedure. Enter detail Remarks for rejection & approval activity.
- **Forward to Desk-2 OR** Sent to Applicant/citizen with remarks in case reject.

The screenshot shows the 'Scrutiny' page of the Higher and Technical Education Department portal. The page has a dark blue sidebar with links for 'Scrutiny', 'Forwarded Application', and 'Logout'. The main content area is titled 'SCRUTINY' and contains a 'Download Form' button. Below this, there are two dropdown menus: 'Select All \*' and 'Application \*'. A 'Remark \*' field contains the text 'Accepted and forwarded to Desk2'. To the right of the remark field is a 'Select file to upload' section with a 'Choose Files' button and the text 'No file chosen'. At the bottom of the form, there are two buttons: 'Forward' and 'Send To Citizen'. The footer of the page includes links for 'Disclaimer and Policies', 'Citizen Charter', 'Accessibility Statement', 'Terms and Conditions', 'Sitemap', and 'Help'. The system clock at the bottom right shows 17:52 on 16-04-2025.

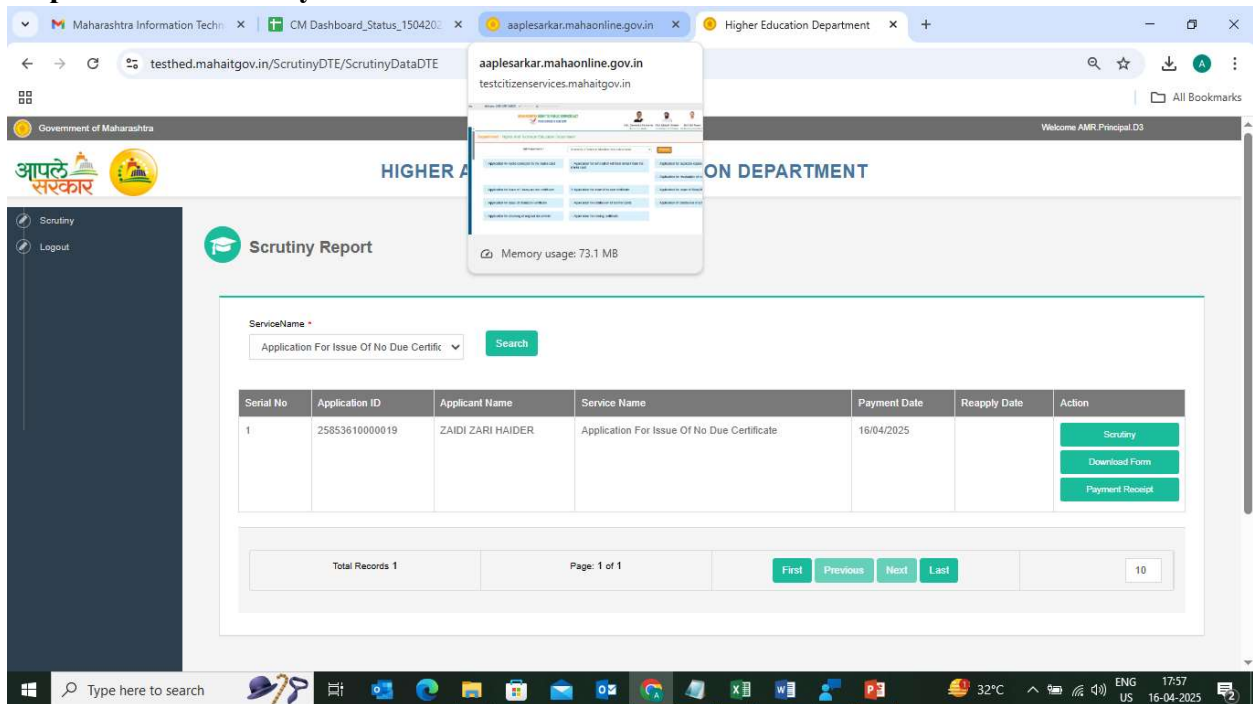
- **Step 6:** Application forwarded to Desk-2

This screenshot shows the same 'Scrutiny' page as the previous one, but with a modal dialog box displayed in the center. The dialog box is titled 'Information' and contains the text 'Application forwarded to desk2 successfully.' with an 'OK' button. The background of the page is dimmed. The 'Forward' button is now disabled. The system clock at the bottom right shows 17:53 on 16-04-2025.

- **Step 7:** Follow same process for Desk-2
- **Step 8:Desk-3 Login**



### Step 9:Desk-3 scrutiny



## Step 10: Desk-3 Approve/Reject with remarks.

The screenshot displays the 'HIGHER AND TECHNICAL EDUCATION DEPARTMENT' scrutiny interface. On the left is a sidebar with 'Scrutiny' and 'Logout' links. The main content area has a 'Download Form' button at the top. Below it, the 'SCRUTINY' section includes a 'Select All' checkbox, an 'Application' dropdown, and buttons for 'View' and 'Download PDF'. A 'Remark' text field and a 'Select file to upload' section with a 'Choose Files' button are also present. A table lists two applications:

Sr.No.	User Name	Action Date	Remark
1	AMR.Reg.D2	16/04/2025	Accepted
2	AMR.Super.D1	16/04/2025	Forwarded to Desk 2

At the bottom of the main area are 'Approve Application' and 'Reject Application' buttons. The browser's taskbar at the bottom shows the date as 16-04-2025 and the time as 17:58.

## DSC (Digital Signature Certificate) Signing Process:

- **Step 1:** Ensure the DSC token is properly installed on the system.
- **Step 2:** For services requiring DSC, you will be prompted to sign the document.
- **Step 3:** Insert the DSC token and enter the PIN associated with the certificate.
- **Step 4:** Verify the signature and confirm that all details are correct.
- **Step 5:** Submit the signed document electronically.