



## **Government of West Bengal**



Web portal for Online application for Scholarship for SC ST & OBC Students in West Bengal

# **User Manual for Inspectors.**

(Block & Municipality level)

**Backward Classes Welfare Department** 

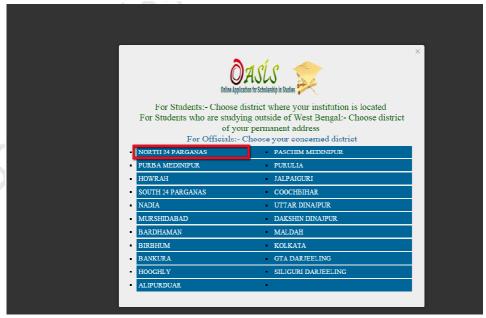


❖ How to begin:-

Open the browser and enter url:- http://www.oasis.gov.in



> To the top of the web browser is login option, click there.

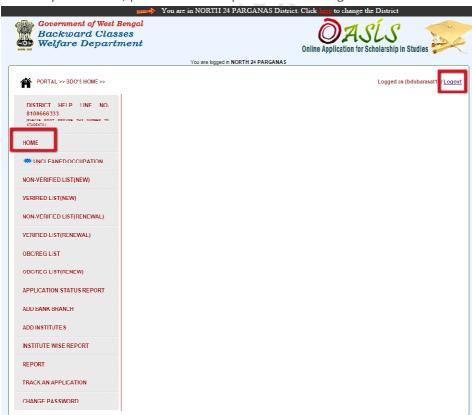


> Then Select your concern district, after that login screen will come.



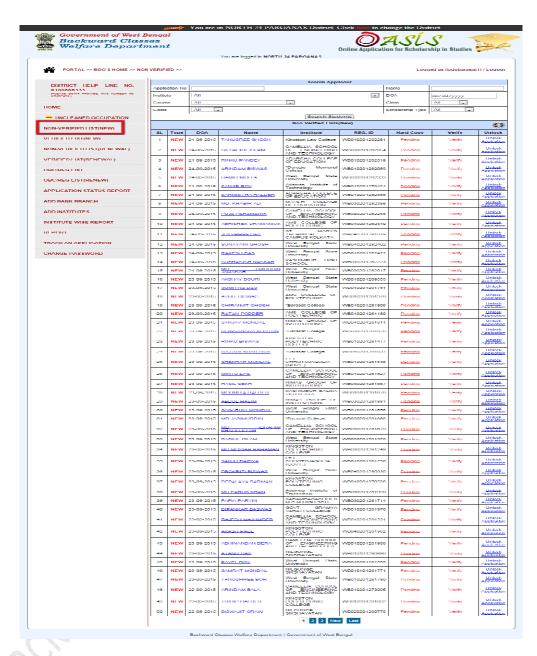


> Put your user id, password and captcha and click login.



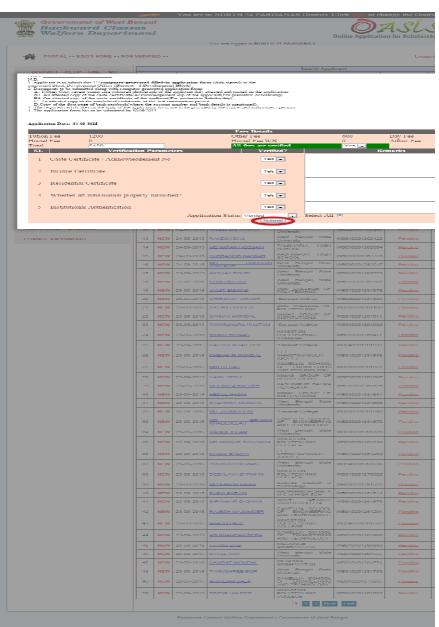
Now you are in welcome page/Dashboard.





Click on Non-Verified List (New) menu option and here you can list of students who have been applied as a fresh candidate under your block/ Municipality. After receiving the hard copy of a student you can search it by using his/her user id, then you have click 'pending' option and its show a alert message 'Receive hard copy?' if you are receive hard copy then click 'ok'. After that click on "Verify "option to verify student details and to send the same to district level for recommendation or for rejection.





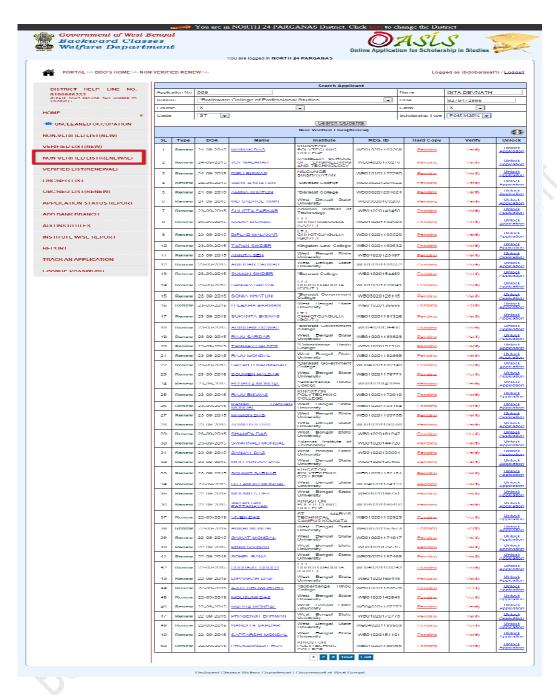
After click 'verify' button, a popup window will be opened and it will show all details of the student and on successful verification of the same, fees will automatically generate through this portal as per schedule.





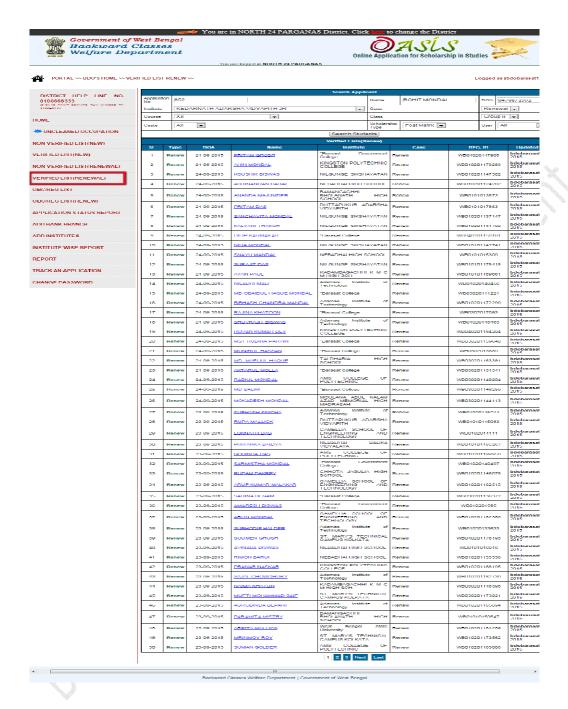
Verified List (New) is a list of students those are verified from concerned block/municipality level





Click Non-Verified List (RENEWAL) menu option and here you can list of students who have been applied as a fresh candidate under your block/ Municipality. After receive hard copy of a student you can search it by using his/her user id, then you have click 'pending' option and its show a alert message 'Receive hard copy?' if you are receive hard copy then click 'ok'. After that click on "Verify "option to verify student details and to send the same district level or for rejection. There is also a 'unlock application' option to unlock student account.





Verified List (RENEWAL) is list of those students you are verified from concerned block/municipality level.





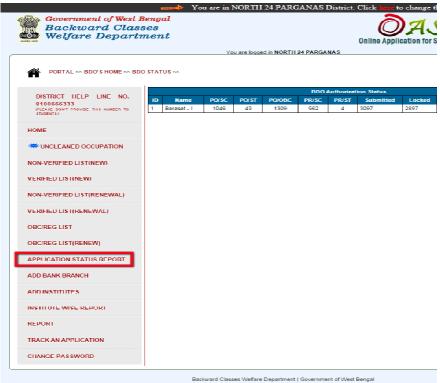
➢ OBC/REG LIST is a list of those fresh candidates, rejected from concerned block/municipality level.



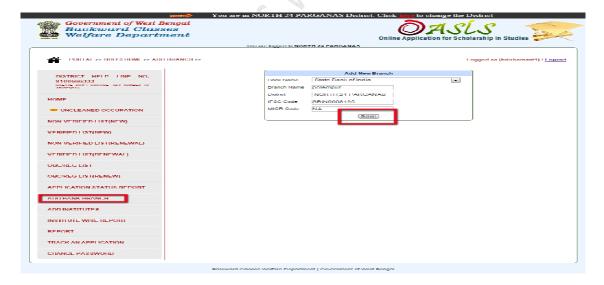


> OBC/REG LIST (RENEW) is a list of those fresh candidates, rejected from concerned block/municipality level.



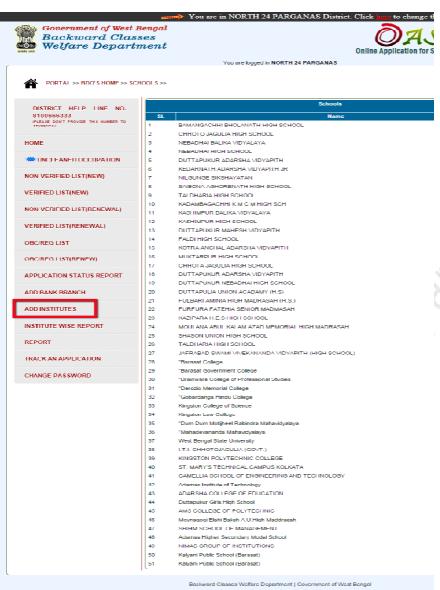


Application status report is an overview of your block/municipality that :How many applications has been submitted, locked, rejected and verified.



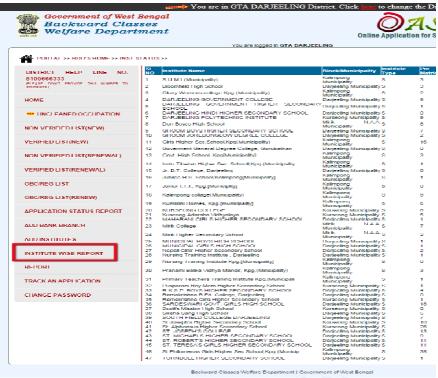
You can add "Bank" / "Branches from Block/Municipality level.



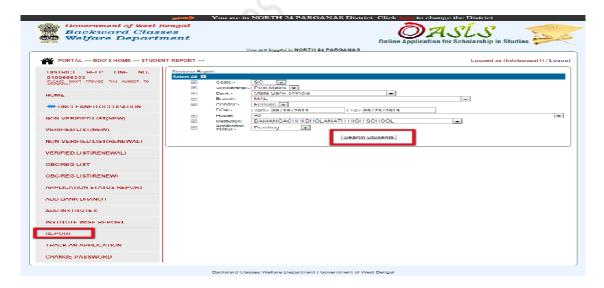


List of all institution under your block/municipality. If you want to add a instution the click **Add New** option and put the desired information and **Submit**.





"INSTITUTE WISE REPORT" application report for is an overview of all institution in your block/municipality.

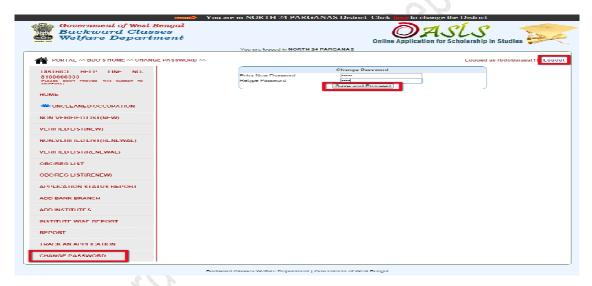


"REPORT", it can be generated from block/Municipality level and here you can get customize MIS report as per your requirement.





From "TRACK AN APPLICATION"; you can get updated position of status of a particular application.



"CHANGE PASSWORD", here block/municipality level can change their password.