

# Process Flow for Mukhyamantri Nishchay Swayam Sahayata Bhatta Yojana

List of Documents required:

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Aadhar Card  
Xth Passing Certificate  
XIIth passing Certificate  
Resident Certificate  
Filled Common Application form

Applicant needs to visit website [www.7nischay-yuvaupmission.bihar.gov.in](http://www.7nischay-yuvaupmission.bihar.gov.in)

Applicant needs to click on new registration

Applicant then needs to fill in the Name, Mobile Number and Email ID and type the characters given in the picture below then clicks on "send OTP" button

An OTP message is sent on the email Id and mobile number by SMS. Applicant needs to enter the OTP and clicks on submit button.

A confirmation message is displayed. Applicant needs to confirm if the details are correct.

Successful registration message will be displayed and user name and password will be sent to the user by email and SMS

Applicant then needs to visit the home page [www.7nischay-yuvaupmission.bihar.gov.in](http://www.7nischay-yuvaupmission.bihar.gov.in) and log in using the username and password provided in the email/SMS

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graph TD; A[After login, Applicant has to change his password to password of his choice. At later stage, applicant can change his password from the menu options given after login.] --> B[Applicant has to go to home page and login using his new password]; B --> C[Applicant then needs to fill in the information on the Personal Information Page]; C --> D[After filling all the information, applicant will click on the 'Submit' button. A confirmation message will be displayed. The applicant will click on "ok" to confirm that the details are correct.]; D --> E[Applicant then needs to click on 'next'. This will take the applicant to the screen for selecting the scheme he wants to apply for]; E --> F[Applicant needs to select one of the Schemes for drop down menu to apply. For applying for skilling in KYP, he selects "Kushal Yuva Program" and needs to click on 'apply']; F --> G[Applicant needs to fill the details in the form and sign the declaration]; G --> H[A confirmation message will be displayed and a PDF copy of acknowledgement will get displayed]; H --> I[Applicant can either download the acknowledgement or take a print for the same. The option of download and print will be displayed in the browser window. The PDF copy of the same will also be sent to the applicant by email. Applicant will also receive an SMS which will have registration ID of the applicant.];
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After login, Applicant has to change his password to password of his choice. At later stage, applicant can change his password from the menu options given after login.

Applicant has to go to home page and login using his new password

Applicant then needs to fill in the information on the Personal Information Page

After filling all the information, applicant will click on the 'Submit' button. A confirmation message will be displayed. The applicant will click on "ok" to confirm that the details are correct.

Applicant then needs to click on 'next'. This will take the applicant to the screen for selecting the scheme he wants to apply for

Applicant needs to select one of the Schemes for drop down menu to apply. For applying for skilling in KYP, he selects "Kushal Yuva Program" and needs to click on 'apply'

Applicant needs to fill the details in the form and sign the declaration

A confirmation message will be displayed and a PDF copy of acknowledgement will get displayed

Applicant can either download the acknowledgement or take a print for the same. The option of download and print will be displayed in the browser window. The PDF copy of the same will also be sent to the applicant by email. Applicant will also receive an SMS which will have registration ID of the applicant.

Manager of respective DRCC will then Schedule the appointment for DRCC depending on the capacity of DRCC. Accordingly, an email and SMS goes to the applicant informing them about the date of visit to DRCC.

Applicant will then visit the DRCC on the allocated date with a self attested photocopy of the documents and will be given a token at the gate

On his turn, applicant will go the counter and will submit the documents to Multi purpose assistant (MPA) for verification. MPA will verify the Aadhar and other details, scan the documents and will take photograph of the applicant. On successful completion, MPA will give a acknowledgement slip to the applicant

Application will be then forwarded to Assistant Manager (AM) for review; AM will forward the details to District Planning Officer for approval

District Planning Officer will approve the application and the details are sent by the system to PMU and Bank and a confirmation message is sent to the applicant

At the end of Month DPO authorizes the payment to the beneficiaries using his digital signature and the details are sent to the bank for payment. An SMS will be send to the applicant regarding the same

Beneficiary receives money in his provided account.

Applicant needs to provide confirmation of his eligibility for SHA at the end of every month through Online portal. Facility to do the same through call center and SMS will be provided in future.

All the applicants receiving the Bhatta will compulsorily have to undergo mandatory Kushal Yuva Program training. The bhatta for the last 5 months will be released only when the Labor Department confirm that the training has been successfully completed by the applicant.

The applicant can track his application status at any time by calling the toll free number of the call center or by visiting the website [www.7nischay-yuvaupmission.bihar.gov.in](http://www.7nischay-yuvaupmission.bihar.gov.in)