ONLINE APPLICATION SUBMISSION PROCEDURE

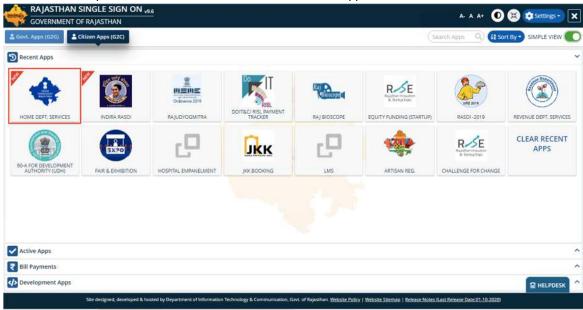
Application for holding a Dramatic Performance and Entertainment (FORM-A) as per Rajasthan Dramatic Performance & Entertainments Rules, 1955

1. Applicant sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.

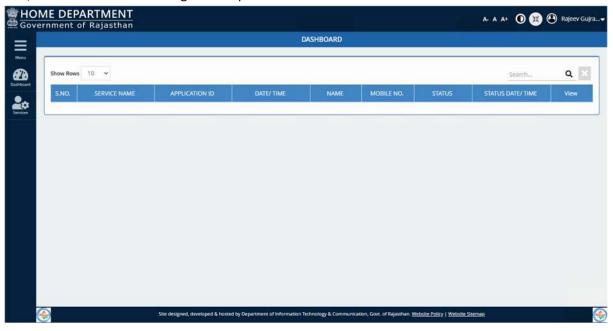


2. After successful sign-in (login), applicant selects "HOME DEPT SERVICES" from the available list of applications as shown in figure below.

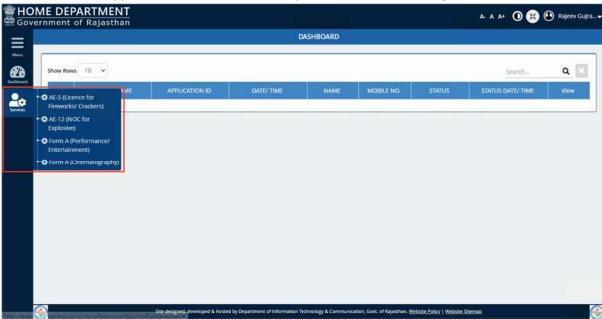
Note: - Before proceeding with this step, applicant need to ensure that his/ her AADHAAR number is updated in his/ her PROFILE in RajSSO system as same shall be verified later during application submission. Also, the mobile number updated in AADHAAR should be available with applicant.



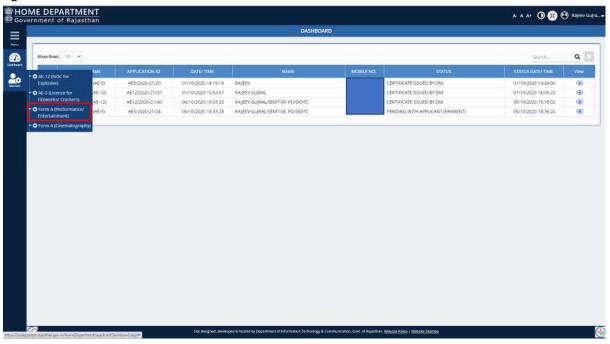
3. Applicant will see the following interface i.e. DASHBOARD where all the applications submitted by him/ her would be listed along with its present status.



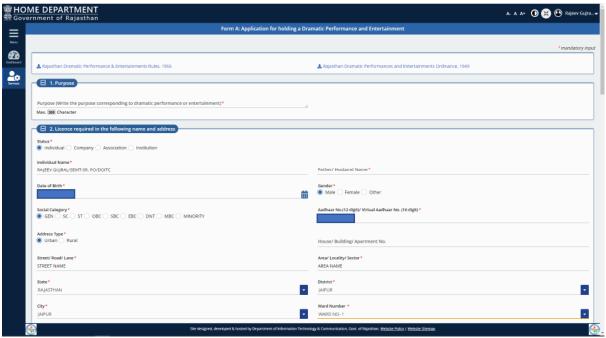
4. Applicant clicks on "SERVICES" on the left side on the menu-bar and then selects the appropriate service for which application is to be submitted by him/ her as shown in figure below.



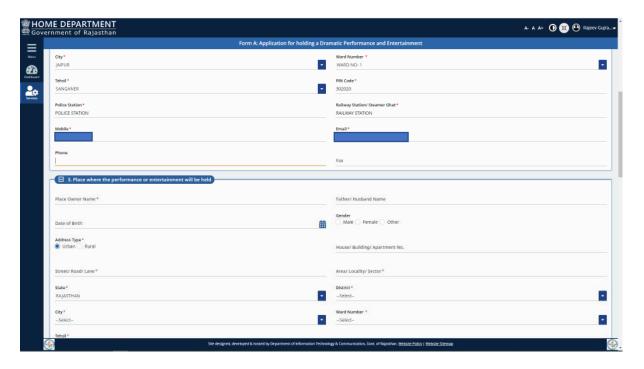
5. For this user manual, applicant will select "FORM-A (Performance/ Entertainment)" as shown in figure below.

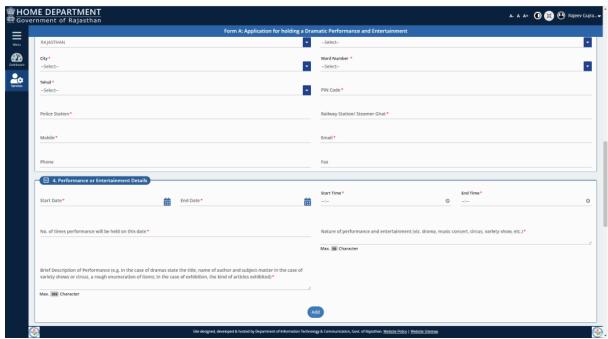


6. Applicant is presented with the self-explanatory and user-friendly Application Form as shown in the figure below wherein all the mandatory fields are marked with *.

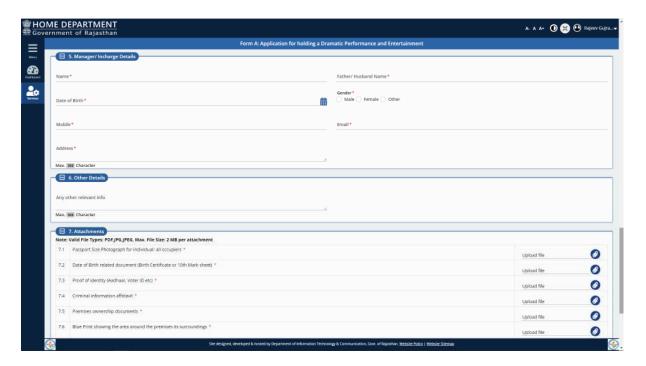


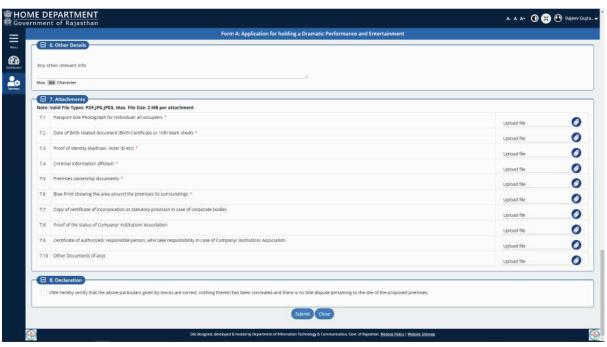




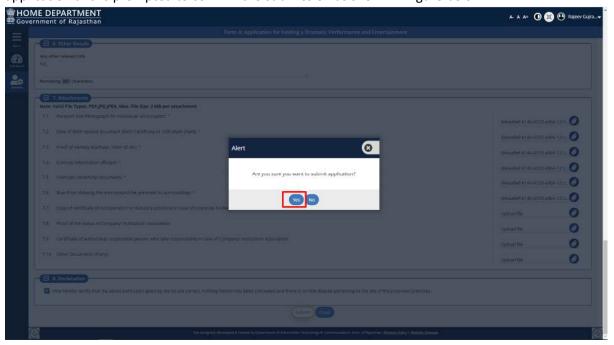




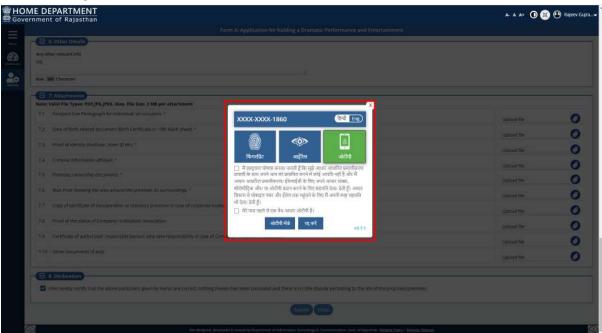




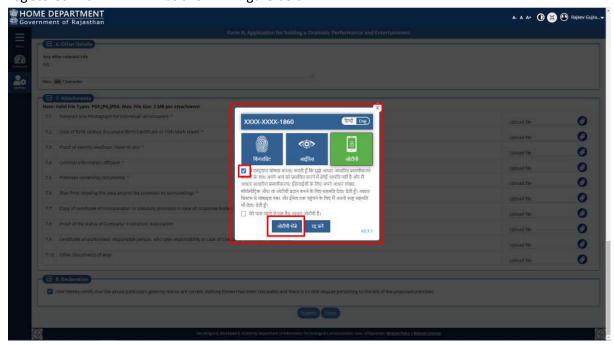
7. After filling all the mandatory inputs, uploading the required supporting documents (attachments) and accepting the declaration as shown above, applicant clicks the SUBMIT button to submit the application and is prompted to confirm the submission as shown in figure below.



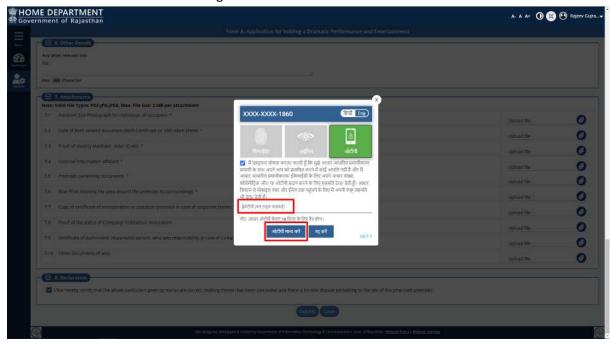
8. Upon clicking the YES button, applicant is re-directed to authenticate his/ her AADHAAR number as shown in figure below.



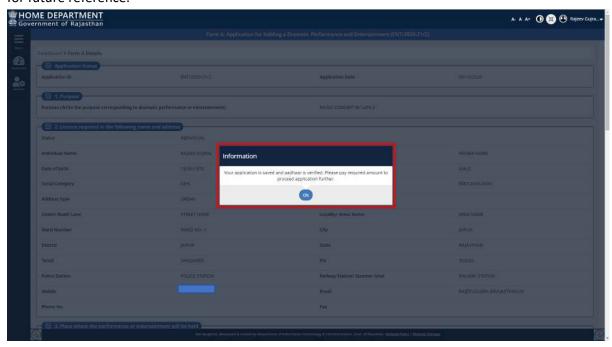
9. Applicant clicks the first checkbox to given his/ her consent for AADHAAR authentication and then clicks on SEND OTP button to receive the SMS containing OTP on his/ her mobile number registered with AADHAAR as shown in figure below.



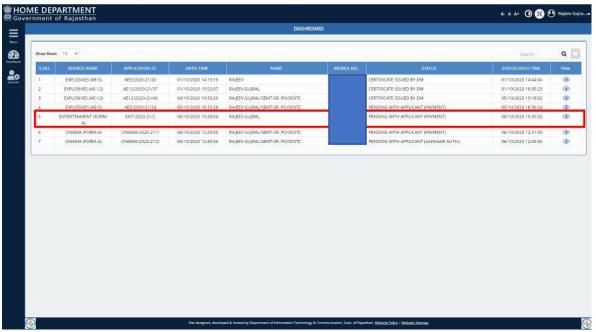
10. Applicant enters the OTP received and then clicks the VERIFY OTP button to validate it from AADHAAR Server as shown in the figure below.



11. Post-successful AADHAAR verification/ authentication, application is saved and a confirmation message is displayed to the applicant as shown in the figure below. In addition to this, system also sends a confirmation message to the applicant using a SMS and an EMAIL which applicant can use for future reference

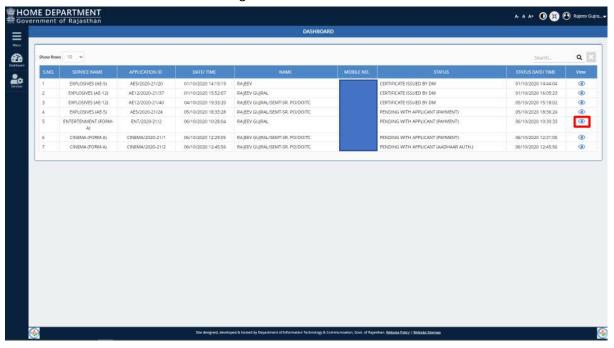


12. Upon clicking the OK button, system redirects the applicant back to DASHBOARD wherein he/ she can now see the application submitted by him/ her along with its current status as PENDING WITH APPLICANT (PAYMENT).

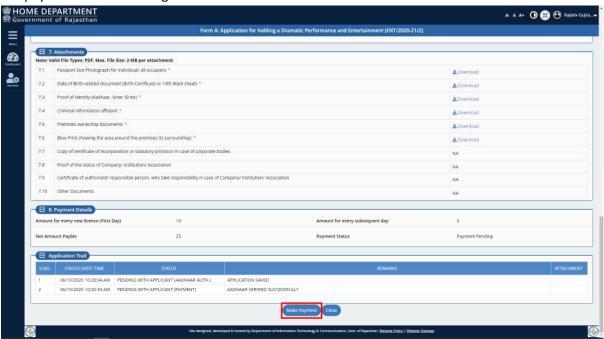


Note: - Applicant can click on the VIEW button (eye symbol on the right side) to see the application and other proceeding details till its disposal by DM. The system also notifies the applicant in real-time using SMS and EMAIL about every action performed by any government officer on his/ her application.

13. Applicant clicks the VIEW button (eye symbol) to open the submitted application for initiating the Online FEE PAYMENT as shown in the figure below.



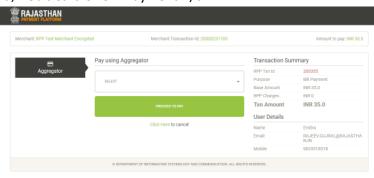
14. Applicant scrolls down to bottom of the application and clicks the FEE PAYMENT button to initiate the payment as shown in figure below.



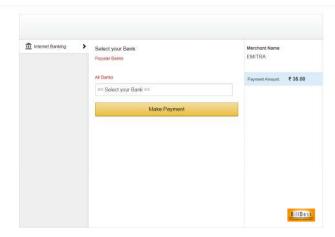
Note: - Applicant must PAY the prescribed FEE Online only failing which application shall be kept pending at the level of Applicant and will not be processed further.



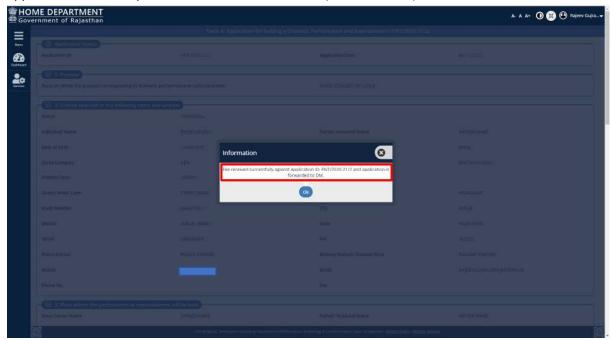
15. Applicant is re-directed to state government's own and most widely being used "Rajasthan Payment Platform (RPP)" interface for making the online FEE payment using his/ her Netbanking Account, Credit Card, Debit Card or UPI Payment A/c.







16. After successful payment, applicant is redirected back to application from RPP and a payment confirmation (successful fee submission) message is displayed as shown in figure below. The application status is updated as "PENDING WITH DM (FIELD REPORT)".



17. This is the end of application submission + online FEE payment by applicant. Now, the application is disposed only by government officers and real-time status updates are notified to applicant through SMS/ Email.

THANK YOU

ONLINE APPLICATION DISPOSAL PROCEDURE

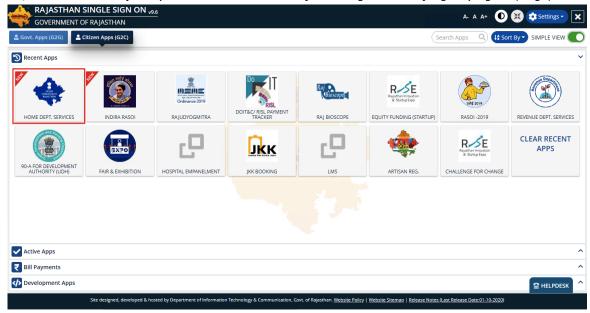
Application for holding a Dramatic Performance and Entertainment (FORM-A) (As per Rajasthan Dramatic Performance & Entertainments Rules, 1955)

1. Designated officer (DM) sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.

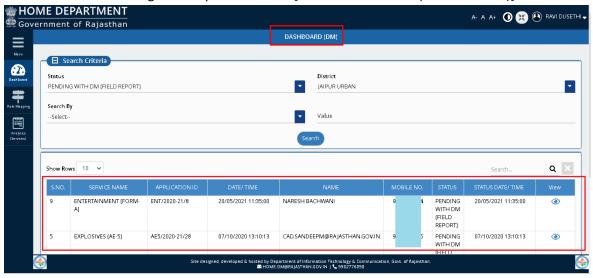


2. After successful sign-in (login), DM selects "HOME DEPT SERVICES" from the list of applications as shown in figure below.

Note: - Before proceeding with this step, DM need to ensure that his/ her AADHAAR number is updated in his/ her PROFILE in RajSSO system as same shall be verified during issuance of digitally signed (eSign) NOC.



3. DM will see the following interface i.e. DASHBOARD where all the applications pending with him/her would be listed along with its present status [PENDING WITH DM (FIELD REPORT)].



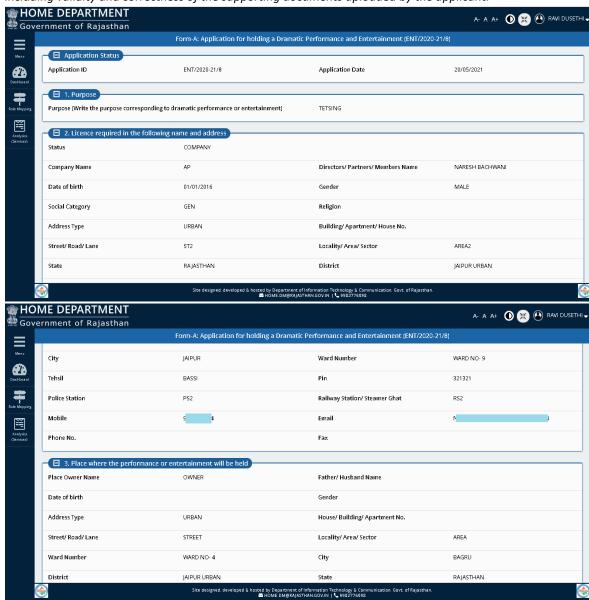
4. DM clicks on the VIEW button (eye symbol on the right-hand side) as shown in the figure below to view the application.



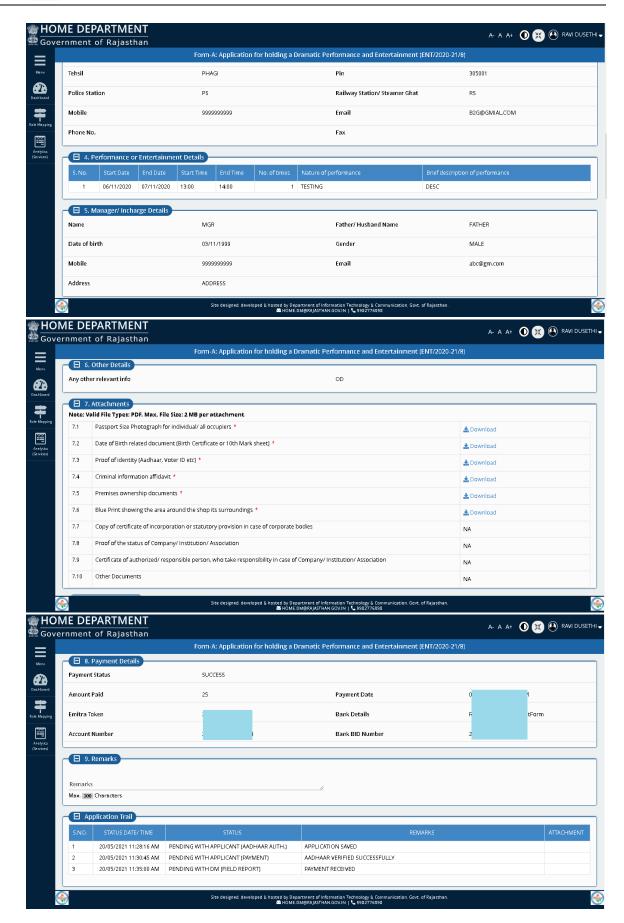


5. Clicking the VIEW button will show the complete application details along with supporting documents (attachments) uploaded the applicant in support of his/ her application.

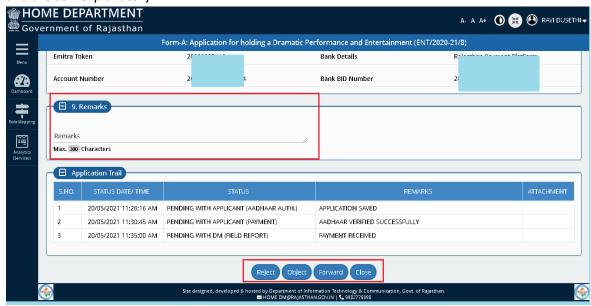
Note: - DM is expected to do the initial scrutiny i.e. review the application thoroughly for completeness including validity and correctness of the supporting documents uploaded by the applicant.







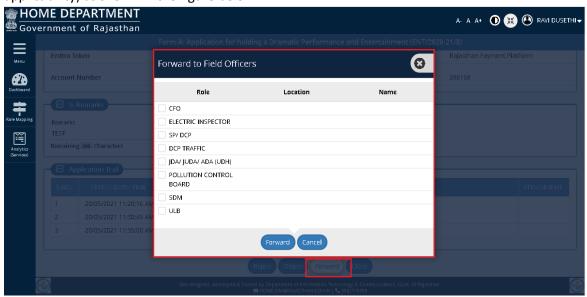
6. Once the initial scrutiny of the application is completed by DM, he/ she can opt for one of the three actions for further processing of the application. These actions are shown in the figure below and are self-explanatory.



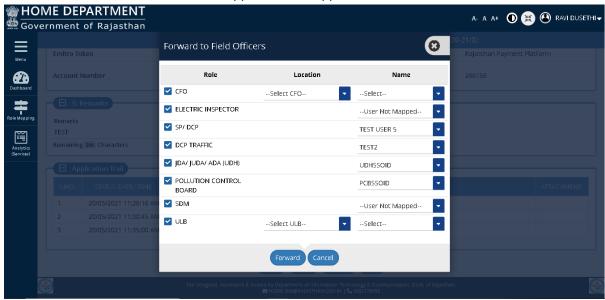
Note: -

- a) "REJECT" For application REJECTION as per REMARKS and/or document uploaded by DM.
- b) "OBJECT" For OBJECTION and sending the application back to applicant for removing the discrepancy (if any), as per REMARKS and/ or document uploaded by DM.
- c) "FORWARD" For forwarding the application to respective fields officers for seeking report and recommendations so as to decide on the disposal of the application received.

7. Assuming, during initial scrutiny, the application is found to be complete and acceptable, DM clicks on "FORWARD" button for forwarding the application to respective field officers (as per applicability) as shown in the figure below.

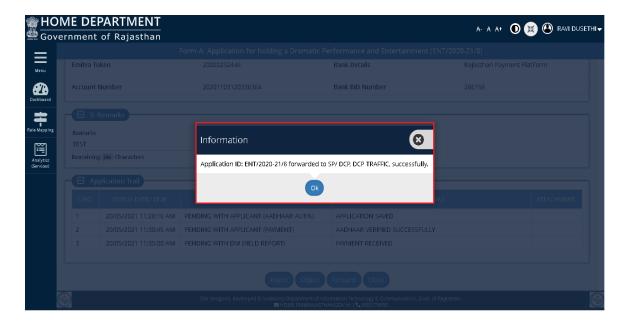


8. On selection of role, respective Location and Name dropdown appears from which DM can select correct Location and SSOID to whom application is supposed to be forwarded.



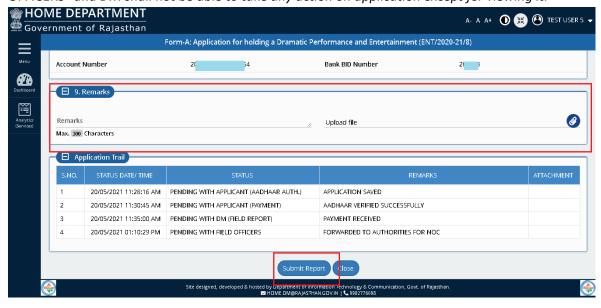
Note: - (1) DM can select authorities for seeking their report and recommendations as well and based on their recommendations, dispose the received application. (2) It is also essential that before forwarding the application to respective officers, DM to ensure that SSOID of respective officers is mapped in the system.

 The application is forwarded in real-time to all selected stakeholders in parallel and application status is updated as "PENDING WITH FIELD OFFICERS" and applicant is notified of this event (SMS/ Email).

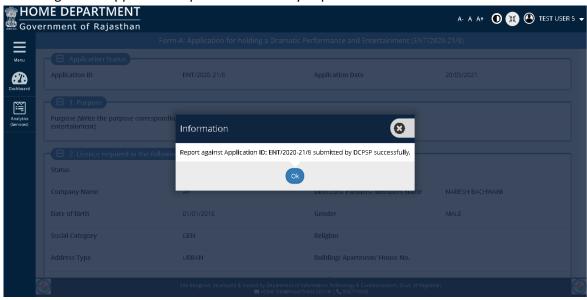


10. All stakeholders who were selected in by DM, will login to the system in exactly same manner as explained in steps above and will upload their report and mention REMARKS (recommendation) and then SUBMIT the application back to DM. Applicant is notified of this event (SMS/ Email).

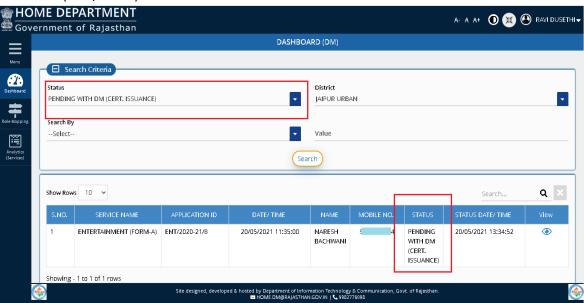
Note: - Once the application if forwarded, unless all of them submit their report and recommendations (shown below), the application status shall remain "PENDING WITH FIELD OFFICERS" and DM shall not be able to take any action on application except for viewing it.



11. Following screen appears on report submission by department officers .



12. Once all officers submit their report and recommendations, the application status will now change to "PENDING WITH DM (CERT. ISSUANCE)" as shown in the figure below. Applicant is notified of this event (SMS/ Email).



13. DM will login back to portal to check the recommendations and reports submitted by respective officers and would take one of the three actions as shown in figure below.



14. Assuming that report and recommendations of all officers is found satisfactory by DM and certificate can be issued, DM enters REMARKS and clicks on the "ISSUE CERTIFICATE" button as shown in figure below. For non-satisfactory report from any field officer, DM can alternatively select OBJECT or REJECT button.

Note: - As mentioned earlier, before proceeding with this step, DM need to ensure that his/ her AADHAAR number is updated in his/ her PROFILE in RajSSO system as same shall be verified for issuance of digitally signed (eSign) NOC. Also, the mobile number updated in AADHAAR should be available with DM.



15. System displays a confirmation message to DM as shown in the figure below where DM clicks YES button to continue with certificate issuance.



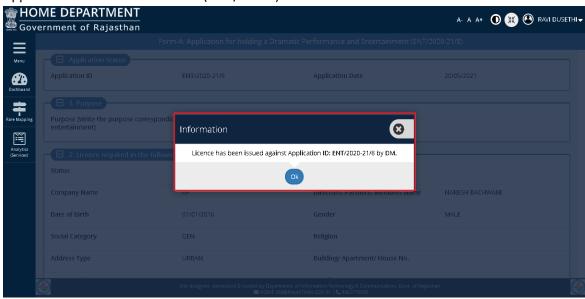
16. System redirects DM to AADHAAR Verification (authentication) page wherein DM selects the first checkbox to give his/ her consent for AADHAAR authentication and then clicks on SEND OTP button to receive the SMS containing OTP on his/ her mobile number registered with AADHAAR as shown in figure below.



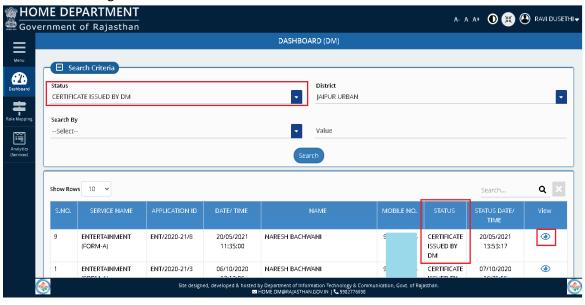
17. DM enters the OTP received and then clicks the VERIFY OTP button to validate it from AADHAAR Server as shown in the figure below.



18. Post-successful AADHAAR verification/ authentication, digitally signed certificate is issued by the system and is also attached to the application. System also presents a confirmation message as shown in the figure below. Application status is now updated as CERTIFICATE ISSUED BY DM. Applicant is notified of this event (SMS/ Email).



19. DM (and Applicant on his dashboard) clicks the VIEW button (eye symbol) to access the certificate as shown in the figure below.

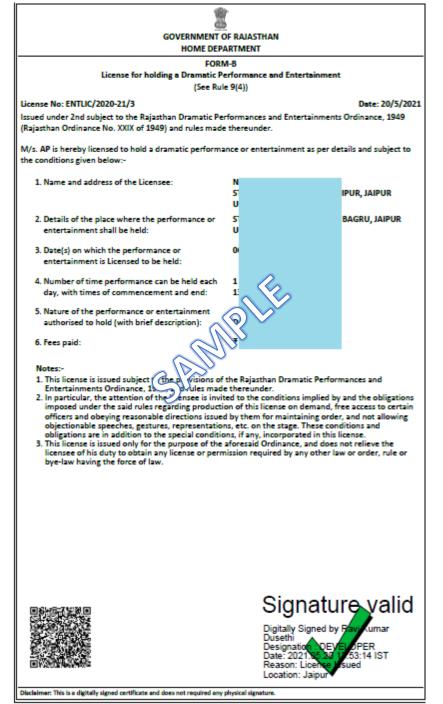


20. DM/ Applicant clicks on the DOWNLOAD button to view/ print the digitally signed certificate as shown in the figure below.





21. The digitally signed certificate is opened in new browser tab as shown in figure below.



---THANK YOU ---