<u>User Manual for Jiyo Parsi Portal Medical Assistance (For Beneficiaries)</u>

1.   How to apply

Please read the instructions and procedures carefully before you start filling the online application form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information and upload all required documents before finally submitting the application.

2.   Procedure for filling online application under medical component of the scheme

The process of filling online application for the benefit consists of two parts:

I. One time registration
II. Filling of online application form after registration
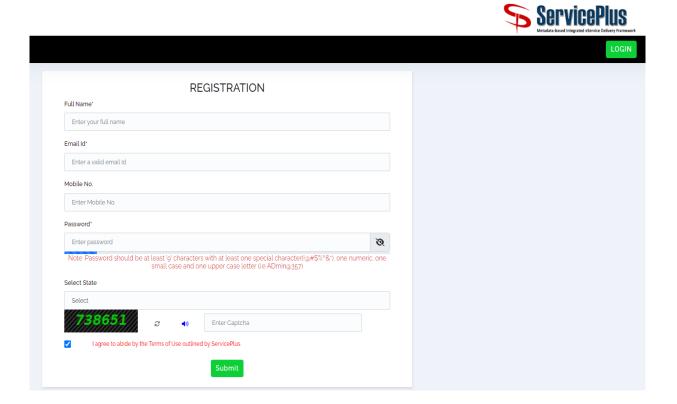
Part-I (One time registration)

i)   Read the instructions given in the portal page carefully before filling up the online 'Registration Form' and 'Application Form'.

ii)   Before proceeding with registration, keep the following information / documents ready:

   a. Mobile Number (to be verified through OTP)
   b. Email ID (to be verified through OTP)
   c. Aadhaar number.

iii)   For registration, click on 'Apply Now' link provided in the 'Portal for Jiyo Parsi Scheme' Section provided on website of the Ministry (https:// minorityaffairs.gov.in > Programme > Special Needs > Jiyo Parsi > Portal for Jiyo Parsi Scheme > Medical Assistance Component Apply Now > Apply For Service).   Alternatively, the applicant can also avail the

services of the weblink:
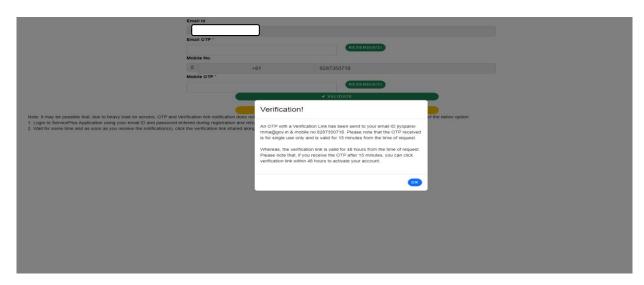https://serviceonline.gov.in/dbt/citizenRegistration.html.

iv) The registration process requires filling up of following information:
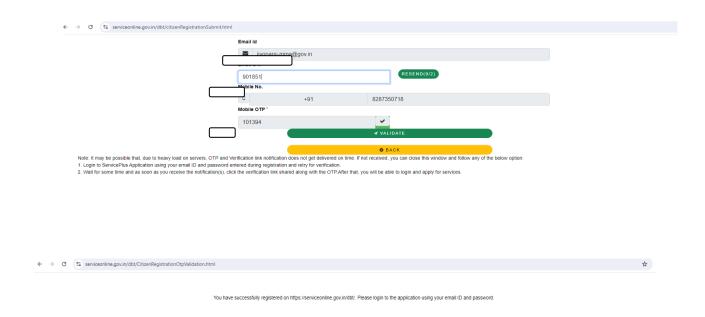   a. Full name
   b. Email Id

   Please note - Your email ID and the mobile number must be in service as these would be verified through OTP. It may also be noted that Ministry of Minority Affairs and the portal will communicate with the applicant through this given email ID and / or mobile number only. Your email ID and mobile number will also be used for retrieval of password / Registration Number as and when required.

   c. Create Password
   d. State
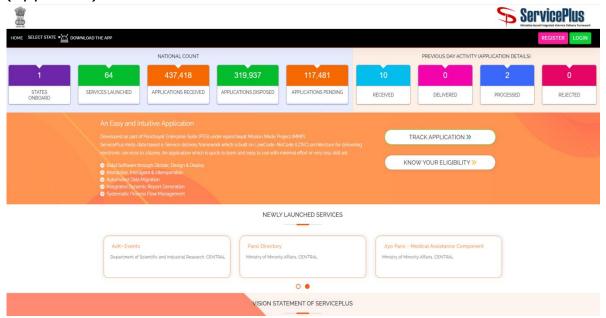   e. Select State
   f. Enter Captcha
   g. Submit

v) Once the basic details provided in registration are saved, you will be required to confirm your mobile number and email ID through OTP. On confirmation, your data will be saved.

vi) Your registration ID / user ID and password (as you created) will be provided to you on your given mobile number and the email ID.

vii) After successful registration, you need to login again using your registered email ID and password on https://serviceonline.gov.in/dbt/loginWindow.do?

viii) To finalize the remaining application form, click on 'Login,' this will lead you to the login page as displayed below. The registered email ID serves as the username, and the password is as created by (applicant).

ix) After clicking on 'Login', users will encounter the following screen.

x) After logging in, users will be redirected to the additional details page.

Part-II (Application form)

i)   Online mandatory scanned documents to be kept ready before filling the application:
   a.   Recent, clear colour passport size photograph (against a plain white background) of the candidate in JPG image (image size should be greater than 100 KB) without wearing dark glasses.
   b.   All certificates in pdf format. (file size should be less than 512 KB.)
   c.   Income certificate from State / District government, Income Tax Return
   d.   Treatment plan
   e.   Doctor prescription
   f.   Cancelled cheque

ii)   Login to online system through your registration ID and password. Registered applicant's name is automatically displayed at the right-hand top corner of the profile.

ABOUT SERVICE PLUS

Welcome to Service Plus

ServicePlus is a generic application to provide an electronic delivery for all the services provided by The Government to The citizen. The Government of India, State Governments and Local Governments are providing various services to benefit the citizens at Centre, State or Local level primarily Government to Citizen (G2C) and Government to Business (G2B). The services provided are either demand driven or mandated by the legislation. The services provided by Government can be categorized as:

1. Regulatory Services: Regulatory services are services like trade licence, permit for construction of a building etc that can be denied by the Government.
2. Statutory Services: Statutory services are services like Issuance of Birth/Death certificate which cannot be refused by Government.
3. Developmental Services: Developmental Services are services or schemes provided by Government for the benefit of citizens like NREGS, IAY, Old age Pension etc.

The following are the salient features of the software -

1. Service(s) will be created online
2. Citizens will be submitting applications online
3. Service units will be able to receive application online
4. Service units will be able to verify documents and application fee online
5. Service units will be able to escalate application to some other person, in the case of absence of dealing authority, online
6. Citizens will be monitoring Application status online
7. Private Service Access Providers will be participating in the application receipt/submission and service delivery process online

iii) In 'Manage Profile' option of menu, you can view, edit your profile and will be able to change the password.

iv) In 'Apply for services' select 'View all available services'.

v) Click on 'Jiyo Parsi - Medical Assistance Component' in search bar.

vi) Upon clicking on service name, you will encounter the following screen. Fill Personal Details and check twice to ensure accuracy. If any discrepancies arise, the same will be highlighted in red text. After filling in all the mandatory details, save the data to proceed to the last part of the application form.
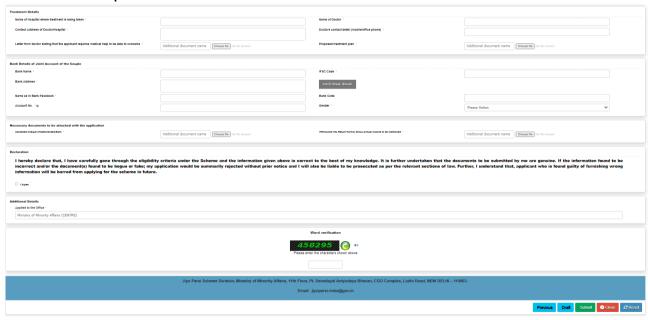
vii) After completing application & declaration, applicant will get the application reference number with which applicant can track their application status by entering the login id credential at the portal.

viii) After carefully reading the declaration, please check 'Preview'. Then click on 'I agree'. Thereafter, click to submit the declaration.

ix) Please do not opt / fill any details in "additional details" option as it is prefilled.

x) Upon successful submission, you will get acknowledgement slip. You may save it take its print-out for future reference.

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