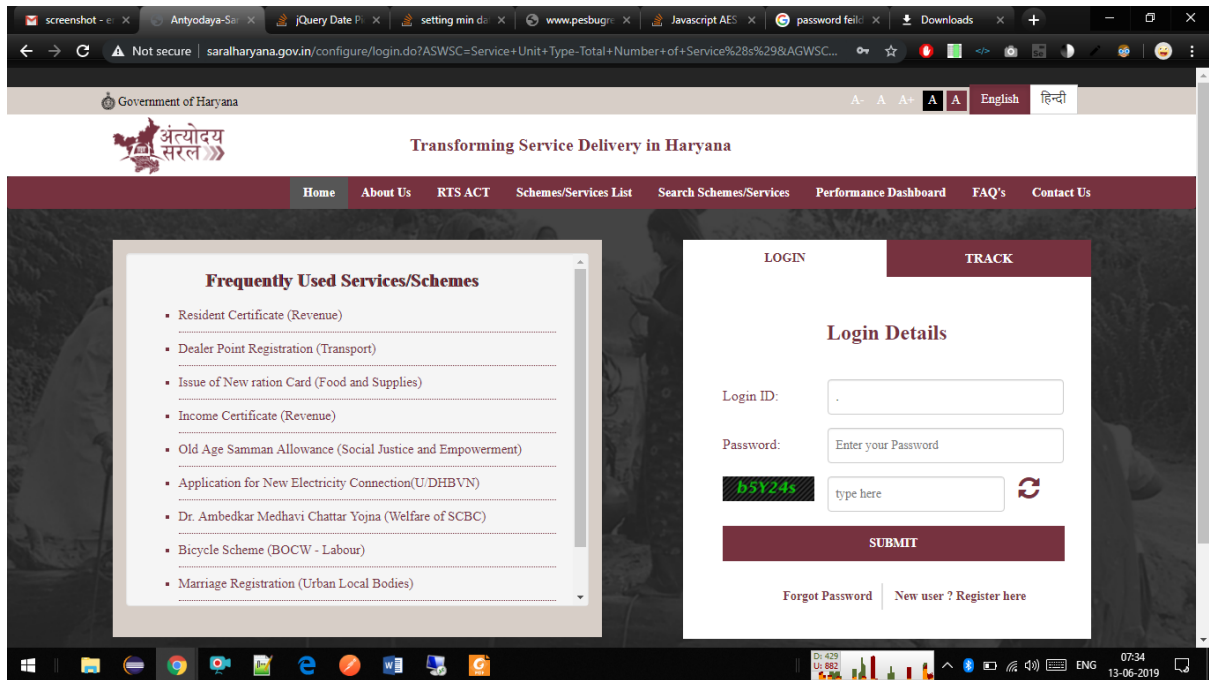


Assign User Role at Deputy Commissioner Office

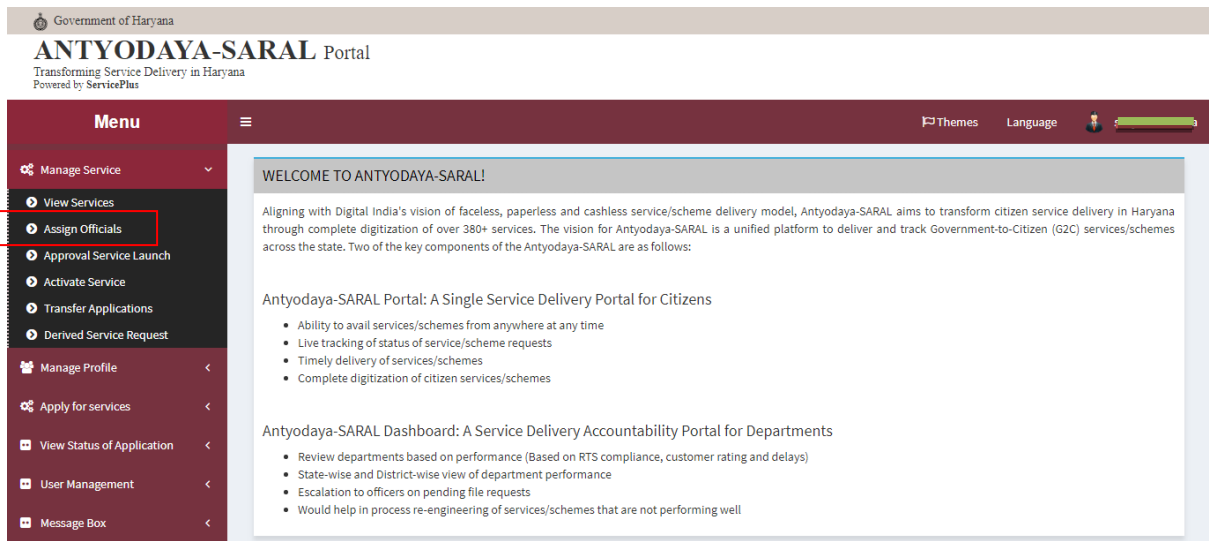
Scheme Name: Financial Assistance for the Marriage of Daughters, Granddaughters and Dependent Sisters of Freedom Fighters of Haryana State

The process involves assigning the users to the tasks of the service.

Step 1: Login to <http://saralharyana.gov.in/configure/>



Step 2: Click on Manage Services and then Click on Assign Official(s)



Assign User Role at Deputy Commissioner Office

Step 3: Select Scheme for which you want to assign officials and users .eg: here select 'Financial Assistance for the Marriage of Daughters, Granddaughters and Dependent Sisters of Freedom Fighters of Haryana State'

Government of Haryana
ANTYODAYA-SARAL Portal
Transforming Service Delivery in Haryana
Powered by ServicePlus

Menu

- Manage Service
 - View Services
 - Assign Officials**
 - Approval Service Launch
 - Activate Service
 - Transfer Applications
 - Derived Service Request
- Manage Profile
- Apply for services
- View Status of Application
- User Management
- Message Box
- Grievance
- Payment Settlement Report

Manage Service / Assign Officials

☐ Frozen/Activated ☐ Online [Get Service](#)

Select Service * Please Select

[Submit](#) [Reset](#) [Close](#)

After select scheme following screen will be visible

Government of Haryana
ANTYODAYA-SARAL Portal
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Menu

- Manage Service
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 - Transfer Applications
 - Derived Service Request
- Manage Profile
- Apply for services
- View Status of Application
- User Management
- Message Box
- Payment Settlement Report
- DSC Management
- Department/Local Body Mapping
- Reports
- Dispatch List
- SMS Configuration
- Web Service Integration

Manage Service / Assign Officials

☐ Frozen/Activated ☐ Online [Get Service](#)

Select Service * Financial Assistance for the Marriage of Daughters Granddaughters and Depende

User Role	Assigned Designation	Assign/Replace User	Un-assign User	
Assign User to the Task				
Service Unit Type	Task Name	Assigned Designation	Assign/Replace User	Un-assign User
Office of District Collector - Rural/Urban	Application Submission		Select	
Office of District Collector - Rural/Urban	Dispatch Task		Select	
Office of District Collector - Rural/Urban	Scrutiny of Application by Deputy Commissioner		Select	
Office of District Collector - Rural/Urban	Forward to Deputy commissioner by Sub Divisional Magistrate		Select	

[Submit](#) [Reset](#) [Close](#)

Click on 'Select', following screen will appear:

Assign User Role at Deputy Commissioner Office

Government of Haryana
ANTYODAYA-SARAL Portal
Transforming Service Delivery in Haryana
Powered by ServicePlus

Shri Manohar Lal
Hon'ble Chief Minister

Menu

- Manage Service
- View Services
- Assign Officials
- Approval Service Launch
- Activate Service
- Transfer Applications
- Manage Profile
- Message Box

Assigned Designation

Deputy Commissioner

Show 10 entries

Select	User Name	Designations	Application Count
☒	Dr. Aditya (dckrl@hry.nic.in)	Deputy Commissioner	0

1 of 1 entries

Submit Close

Check the checkbox and Click Submit button

Select the user and click on submit button. You have to do same process for all the visible task.

After assigning all the tasks to user , the screen should look like this

Assign User to the Task

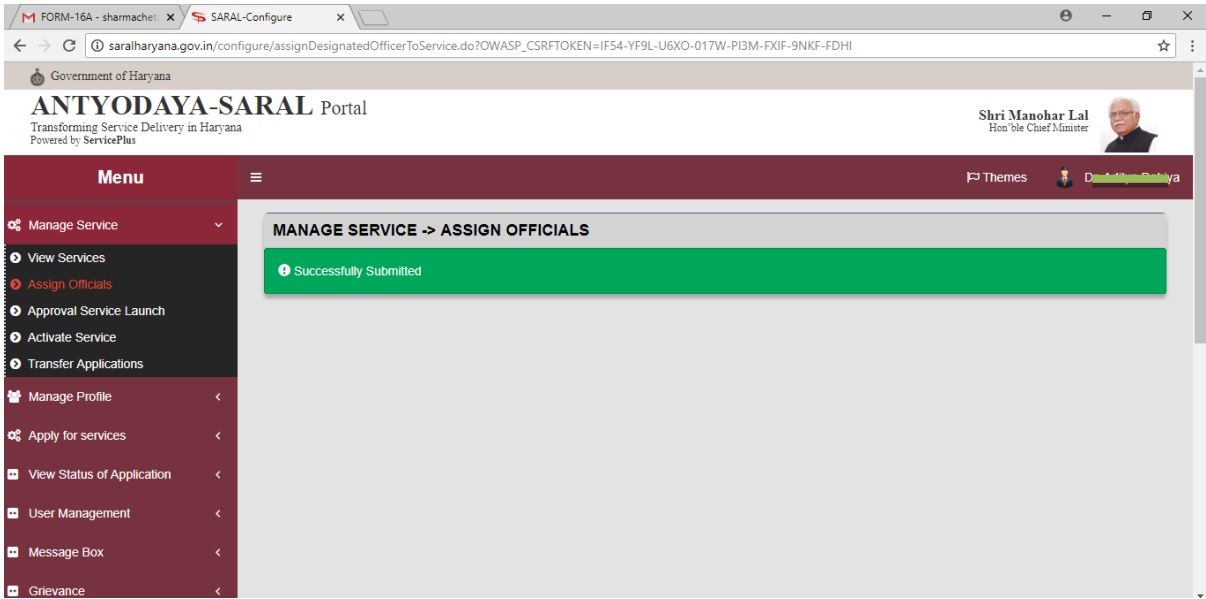
Service Unit Type	Task Name	Assigned Designation	Assign/Replace User	Un-assign User
Office of District Collector - Rural/Urban	Application Submission	Deputy Commissioner	Dr. Aditya -dckrl@hry.nic.in(Deputy Commissioner)	
Office of District Collector - Rural/Urban	Dispatch Task	Deputy Commissioner	Dr. Aditya -dckrl@hry.nic.in(Deputy Commissioner)	
Office of District Collector - Rural/Urban	Scrutiny of Application by Deputy Commissioner	Deputy Commissioner	Dr. Aditya -dckrl@hry.nic.in(Deputy Commissioner)	
Office of District Collector - Rural/Urban	Forward to Deputy commissioner by Sub Divisional Magistrate	Deputy Commissioner	Dr. Aditya -dckrl@hry.nic.in(Deputy Commissioner)	

Showing 1 to 4 of 4 entries

Submit Reset Close

Click on 'Submit' for Final submission.

Assign User Role at Deputy Commissioner Office



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