

Standard Operating Procedure for
Chatrapati Shivaji Maharaj Shetkari
Sanman Yojana – 2017

I. Introduction:

Chatrapati Shivaji Shetkari Sanman Yojana is being implemented by the Co-operation Dept. Department has notified the scheme under the State Aadhaar Act 2017. Hence, the application for the Chatrapati Shivaji Shetkari Sanman Yojana - 2017 will be submitted online using a software application based on Aadhaar authentication. **It is advisable that applicant fills up the hard copy of this form first so as to reduce mistakes.**

II. Online Application Procedure

A. Procedure for Registration of Applicant & submission of application form by applicant itself (For digitally literate applicant with access to computer and internet connection):

- i. A link to the scheme portal is provided at <https://aaplesarkar.maharashtra.gov.in>
- ii. On clicking the link for “Chatrapati Shivaji Maharaj Shetkari Sanman Yojana - 2017”, the web portal for application (<http://www.csmssy.in>) shall open in a new tab.
- iii. The applicant can access the registration module, standard operating procedure and Government Resolution and other scheme details on this portal.
- iv. The applicant has to click on “New registration” below the login tab for registering all the applicants and family members individually using Aadhaar based registration or a Non-Aadhaar based registration (in case the applicant or any family member does not have an Aadhaar).
- v. On Clicking “New registration” the system will ask whether the applicant has an Aadhaar number. On selecting “Yes”, the authentication types “OTP” and “Biometric” will be displayed.
- vi. For OTP based authentication, the OTP shall be sent to the mobile number registered/linked with Aadhaar. Please select this option only if applicant has the Aadhaar linked/registered mobile number available with him/her. In case applicants’ mobile number is not linked with Aadhaar, he/she will have to visit his/her nearest Aadhaar Enrolment Centre for linking of mobile number with his / her Aadhaar.
- vii. In case the applicant or any of the desirous family members do not have an Aadhaar, they can register using the non-aadhaar based registration on the portal. However, the applicants must note that in order to avail the scheme benefits it is mandatory to update the Aadhaar number in the portal once the applicant / family member have procured the Aadhaar numbers.
- viii. After the registration through any of the above means is successfully completed, the applicant and his / her family members will have to create individual “user id” and an appropriate “password”.

- ix. The applicant has to login through the applicant's user id and password through the login link available on <http://www.csmssy.in>
- x. The applicant shall have to select the Loan waiver scheme link in the application login and the Loan Waiver application form shall be displayed with basic details entered at the time of registration
- xi. The applicant shall proceed to fill the remaining fields of the application form such as Pan Card Details, Pension PPO details, Loan Details, etc. for each loan availed by the spouse and other family members.
- xii. The system will give alert for reverification before final acceptance of the form
- xiii. On submission of the online form, a system generated acknowledgement form shall be displayed and the applicant shall have to take a printout / save the pdf of the same for future references.
- xiv. It is advised that the applicant remembers his / her user name and password for future references.

B. Procedure for Registration & Submission at the Designated CSC Centres (For Operators)

- i. The list of the nearest CSC centre can access through the portal <http://www.csmssy.in>
- ii. A link to the scheme portal is also provided at <https://aaplesarkar.maharashtra.gov.in>
- iii. On clicking the link for "Chatrapati Shivaji Maharaj Shetkari Sanman Yojana - 2017", the web portal for application (<http://www.csmssy.in>) shall open in a new tab.
- iv. Click on "New registration" below the login tab for registering all the applicants and family members individually using Aadhaar based registration or a Non-Aadhaar based registration (in case the applicant or any family member does not have an Aadhaar).
- v. On Clicking "New registration" the system will ask whether the applicant has an Aadhaar number. On selecting "Yes", the authentication types "OTP" and "Biometric" will be displayed.
- vi. For OTP based authentication, the OTP shall be sent to the mobile number registered/linked with Aadhaar. Please select this option only if applicant has the Aadhaar linked/registered mobile number available with him/her. In case applicants' mobile number is not linked with Aadhaar, he/she will have to visit his/her nearest Aadhaar Enrolment Centre for linking of mobile number with his / her Aadhaar.

- vii. For biometric based authentication, please make sure that a functional biometric device is attached to the system on which the registration is being done.
- viii. In case the applicant or any of the desirous family members do not have an Aadhaar, they can register using the non-aadhaar based registration on the portal. However, the applicants must note that in order to avail the scheme benefits it is mandatory to update the Aadhaar number in the portal once the applicant / family member have procured the Aadhaar numbers.
- ix. After the registration through any of the above means is successfully completed, the applicant and his / her family members will have to create an individual “user id” based on availability and an appropriate “password”.
- x. The operator has to login through the applicants user id and password though the login link available on <http://www.csmssy.in>
- xi. The operator shall have to select the Loan waiver scheme link in the application login and the Loan Waiver application form shall be displayed with basic details entered at the time of registration.
- xii. The operator shall proceed to fill the remaining fields of the application form such as Pan Card Details, Pension PPO details, Loan Details, etc.
- xiii. The operator shall refer to the physical form, if brought by the applicant, and complete various fields in the application form available in the portal.
- xiv. Similarly, the operator shall have to fill the details of the spouse and other family members.
- xv. The operator has to ensure that all the details are re-verified before final submission.
- xvi. On submission of the online form, a system generated acknowledgement form shall be displayed and the operator shall have to take a printout of the same and provide it to the applicant.
- xvii. The CSC operator must advise the applicant and his family members to remember their user name and password for future references.

III. Description of Application Form

- i. To ensure ease in filling the application online, the format of the application form (in hard copy) is being made available to the applicants at any of the following places:
 - In leading newspapers in which the form is published
 - Download the form from <http://www.csmssy.in> starting 24th July, 2017
 - Take photocopies of the forms from various places from 24th July, 2017
 - a. Tehsil Office

- b. Collector Office
- c. Assistant Registrar Office
- d. Gram Panchayats
- e. Banks
- f. Primary Agriculture Credit Societies
- g. Aaple Sarkar Seva Kendra (CSC Centres)

- ii. The application form consists of two sides. Side 1 is for the applicants to fill the basic details such as Name, Address, Aadhaar Number / EID, Gender, Date of Birth, Mobile number. All the details sought from Sr. 1 to Sr. 6 are to be filled mandatorily for availing this scheme benefits.

दिनांक: / /		अर्ज क्रमांक:			
(अ)	अर्जदारांचा तपशील	अर्जदार #	पत्नी/पती #	अपत्य -१ (१८ वर्षाखालील) #	अपत्य-२ (१८ वर्षाखालील) #
I	वैयक्तिक माहिती				
१	संपूर्ण नांव (स्वतःचे, वडीलांचे/पतीचे, आडनांव)				
२	आधार क्रमांक/EID*				
३	पत्ता				
४	लिंग (स्त्री/पुरुष)				
५	जन्मतारीख (दिनांक/महिना/वर्ष)				
६	मोबाईल क्रमांक				
७	पॅन क्रमांक (१० अंकी) (असल्यास)				
८	पेन्शन पीपीओ क्रमांक (असल्यास)				
II	पीक/मध्यम मुदत कर्जाचा तपशील				
i)	कर्ज खाते क्रमांक १				
	बँकेचे/वि.का.स. संस्थेचे नांव				
	बँक शाखा				
	बचत खाते क्रमांक				
ii)	कर्ज खाते क्रमांक २				
	बँकेचे/वि.का.स. संस्थेचे नांव				
	बँक शाखा				
	बचत खाते क्रमांक				
iii)	कर्ज खाते क्रमांक ३				
	बँकेचे/वि.का.स. संस्थेचे नांव				
	बँक शाखा				
	बचत खाते क्रमांक				

* टीप: १) सदर योजनेअंतर्गत आधार क्रमांक बंधनकारक असल्याने ते उपलब्ध नसल्यास आधार क्रमांक मिळविण्यासाठी नोंदणी करून त्याबाबतचा नोंदणी क्रमांक (EID) वरील तक्त्यात रकाना क्र.२ मध्ये नमूद करावा.

अर्जदार व पती/पत्नीची माहिती देणे बंधनकारक आहे. अपत्य कर्जदार असेल तरच या रकान्यात माहिती भरावी

- iii. Information in Sr. 7 and 8 is to be filled by the applicant only if applicable.

- iv. The applicant must fill the details of all the loan holders in the family* in a single form

The definition of a family for this scheme would be Self, Spouse and minor children (below 18 years).

- v. The second section of side 1 seeks the loan details of the applicant. The applicants must ensure that they provide the Loan Account Number and the Savings Account Number linked to the respective Loan Account number.

- vi. If the applicant has an Aadhaar number, the applicant shall have to mention the Aadhaar number of self and spouse. In case, the applicant does not have an Aadhaar number, the applicant has to provide documents to establish the identity of the applicant.
- vii. Information in the columns for minor / dependent children has to be filled only if they are loan holders.
- viii. The physical form provides space for adding loan details of only 3 loans and 2 minor / dependent children. In case the applicant or other loan holders in the family have more than 3 loans / 2 minor children, the applicant will have to add another page to the physical application form for filling the additional details.
- ix. It is to be noted that all applicants (desirous of getting benefits under the Scheme) will be required to provide the Aadhaar number and update in the online portal in the future.

Side 2

(ब)	घोषणापत्र	(क)	सदर योजनेनुसार मी कर्जमाफी/प्रोत्साहनपर इतर लाभस पात्र असल्यामुळे मला पुढीलप्रमाणे अनुज्ञेय लाभ मंजूर करण्यात यावेत. खालील अनुक्रमांक (१) ते (४) पैकी जे लागू असेल त्यापुढे ✓ अशी खूण करावी.
	शासन निर्णय दिनांक २८ जून, २०१७ मधील नमुद परिच्छेद (III) मधील खालील (i) ते (viii) पैकी कोणतीही अपात्रता मी धारण करीत नाही.	अ.क्र.	योजनेतील लाभचा तपखिला
i	महाराष्ट्र राज्यातील आजी/माजी मंत्री/राज्यमंत्री, आजी/माजी खासदार/राज्यसभा सदस्य, आजी/माजी विधानसभा/विधानपरिषद सदस्य		
ii	जिल्हा परिषद सदस्य, महानगरपालिका यांचे सदस्य		
iii	केंद्र व राज्य शासनाचे सर्व अधिकारी/कर्मचारी, निमशासकीय संस्थांचे सर्व अधिकारी/कर्मचारी व केंद्र अथवा राज्य शासन अनुदानित संस्थांचे सर्व अधिकारी/कर्मचारी (चतुर्थ श्रेणी कर्मचारी वगळून)	१	कुटुंबाच्या सर्व सदस्यांची मिळून रु. १.५० लाख पेक्षा कमी असणारी मुदल व व्याजासह थकीत रकमेच्या माफिस पात्र <input type="checkbox"/>
iv	शेती बाह्य उत्पन्नातून आयकर भरणाऱ्या व्यक्ती	२	कुटुंबाच्या सर्व सदस्यांची मिळून रु. १.५० लाखपेक्षा जादा असणारी मुदल व व्याजासह थकीत रकमेपैकी रु. १.५० लाखपेक्षा जास्त असणारी माझ्या दिश्याची रकम भरण्याच्या अटीस अधिन राहून रु. १.५० लाख रकमेची माफी मिळणेश पात्र <input type="checkbox"/>
v	निवृत्तीवेतनाधारक व्यक्ती ज्यांचे मासिक निवृत्तीवेतन रुपये पंधरा हजारपेक्षा जास्त आहे (माजी सैनिक वगळून)	३	सन २०१५-१६ आणि सन २०१५-१६ व सन २०१६-१७ मधील पीक कर्जाची विहीत मुदतीत परतफेड केल्यापोटी अनुज्ञेय प्रोत्साहन लाभस पात्र <input type="checkbox"/>
vi	कृषि उत्पन्न बाजार समिती, सहकारी साखर कारखाना, सहकारी सूत गिरणी, नागरी सहकारी संस्था, जिल्हा मध्यवर्ती सहकारी बँका व सहकारी दूध संघ यांचे अधिकारी व पदाधिकारी (अध्यक्ष व उपाध्यक्ष) आणि मजूर सहकारी संस्थांचे अध्यक्ष	४	सन २०१५-१६ पर्यंतच्या पुनर्गठित केलेल्या पीक कर्जासाठी अनुज्ञेय लाभ मिळण्यास पात्र <input type="checkbox"/>
vii	रुपये ३.०० लाखापेक्षा जास्त ढोबळ उत्पन्न असेलेली सेवा कर भरण्यासाठी नोंदणीकृत व्यक्ती		
viii	जी व्यक्ती मुल्यवर्धित कर वा सेवा कर कायदांतर्गत नोंदणीकृत आहे व ज्याची सन २०१६-१७ मधील वार्षिक उलाढाल रु. १०.०० लक्ष किंवा अधिक आहे.		

मी या अर्जात दिलेली अ, ब व क मधील वरील सर्व माहिती माझ्या माहिती व समजुतीनुसार पूर्णतः सत्य असून सदर माहिती खोटी किंवा दिशाभूल करणारी असल्याचे शासनाचे निदर्शनास आल्यास मला प्राप्त झालेली कर्ज माफीची / प्रोत्साहनपर इतर लाभाची रक्कम व्याज / दंडासह परतफेड करण्यास मी बांधील आहे. तसेच याबाबत होणाऱ्या फौजदारी व इतर कायदेशीर कारवाईस मी पात्र राहिन. या अर्जात नमूद केलेली कर्जमाफी / प्रोत्साहनपर लाभ शासन धोरणाप्रमाणेच अनुज्ञेय असेल याची मला जाणीव आहे.

ठिकाण :

दिनांक :

संपर्काचा मोबाईल क्रमांक* (बंधनकारक)	अर्जदाराचे नाव	अर्जदाराची स्वाक्षरी/अंगठा

अर्ज भरण्यासंबंधी सूचना

- अर्जदार व पत्नी/पत्नी तसेच १८ वर्षाखालील कर्जदार अपत्यांचीच माहिती भरणे बंधनकारक आहे तसेच या सर्वांच्या आधार कार्डाचा क्रमांक किंवा तो नसल्यास आधार नोंदणी क्रमांक (EID) भरल्या शिवाय अर्ज स्वीकारला जाणार नाही.
- कुटुंबातील सदर सदस्यांनी घेतलेल्या पीक कर्ज / मध्यम मुदत कर्जाचा खाते क्रमांकाचा तपशील नमूद करावा. तपशील नमूद करत असताना जागा अपूरी असल्यास सोबत अर्जाचा नमुना अतिरिक्त जोडून त्यामध्ये सर्व माहिती भरावी. जे संयुक्त कर्जदार असतील त्यामधील प्रत्येकाने स्वतंत्ररित्या अर्ज सादर करावे.
- अर्ज सादर करत असताना अर्जात भरलेल्या माहितीच्या पडताळणी साठी खालील कागदपत्रे सोबत आणावीत.
 - आधार कार्ड/आधार नोंदणी क्रमांक (EID) केल्याबाबतची पोहच.
 - कर्ज खाते पुस्तिका/उतार व बचत खाते पुस्तिका.
 - पॅनकार्ड (असल्यास)
 - आधारकार्ड/पॅनकार्ड/पेन्शन पीपीओ बुक/बँकेचे पासबुक यांची छायांकित प्रत/फोटो कॉपी
- अर्जदाराने आपल्या गावातील/शहरातील अथवा जवळच्या गावातील आपले सरकार सेवा केंद्रात अर्ज सादर करावा, सदर अर्ज मिळाल्याबद्दल संपर्क मोबाईल वर एस.एम.एस. द्वारे कळविण्यात येईल.

- x. Side 2 of the application form mentions the various declarations that the applicant has to make on behalf of himself and family.
- xi. The applicant, spouse and any loan holder minor / dependent children have to sign the application form.

- xii. The filled physical application form along with various documentary evidences should be kept as a ready reference by the applicant before filling up of the. In case the applicants choose to fill the digital form at the Aaple Sarkar Seva Kendra it is mandatory for them to fill this physical form.

IV. Description of Process at Aaple Sarkar Seva Kendras.

- i. The applicant should submit the filled application form along with the photocopies of the Aadhaar Card, Pan Card (If applicable), Bank Savings Passbook to any of the Aaple Sarkar Seva Kendra* nearby him starting 24th July, 2017.

*The list of the centres accepting the application forms are available on <http://www.csmssy.in>

- ii. The Aaple Sarkar Seva Kendra operator / designated authority will receive the application forms along with the supporting documents from 10:00 AM to 5:00 PM.
- iii. The Aaple Sarkar Seva Kendra operator / designated authority will verify the application form and the supporting documents. The operator / designated authority shall have to verify the following in the application form:
 - a. Aadhaar numbers of applicant, spouse and any other loan holder must be mentioned on the form. If the applicant does not possess Aadhaar number, the supporting document indicating the identity
 - b. The operator / designated authority must verify the Aadhaar numbers with the original / photocopy of the Aadhaar card provided by the applicant
 - c. The bank savings account number entered in the form must be verified with the photocopies of the bank passbook submitted by the applicant
 - d. In case the applicant has provided pan card and pension details in the application form, the operator / designated authority must verify the photocopies of the supporting documents submitted
- iv. The applicant will be asked to re-submit the form in case any of the mandatory details are unavailable or are not matching with the supporting documents
- v. In case the application is in order, the operator / designated authority shall provide a token number to the applicant for digitization of the form and Aadhaar authentication of self, spouse and other loan holders in the family. The following rules must be adhered to for allocation of slots:
 - a. The Operator should distribute not more than 30 – 40 tokens per day to avoid any hassles and minimize waiting times of the applicants
 - b. The Operator should ensure that the data digitization and Aadhaar authentication of applicants with tokens is completed on the same day