

Applicant User Guide for CSCs

I) Browser Compliance - All CSCs to connect to <https://swachhbharaturban.gov.in/IHHL> in Internet Explorer browser as CSC Connect option is not available in other browsers like Chrome. The CSC Operator can Click on English or Hindi Option at top Right hand side of the screen to proceed to see the application form in English or Hindi. The Entries are to be done in English.

IIA) Pre-Requisites for filling IHHL Application-

1. Scanned copy of Applicant's Photograph in .jpg extension and file length <50 kb. It is mandatory.
2. Bank Account Details is mandatory.
3. Scanned copy of First Page of Bank Passbook (showing Account Details) in .jpg extension & file length <100 kb. It is also mandatory.
4. The Entries are to be done in English.

III) Authentication of Login Credentials- To apply for IHHL Construction/ Conversion, CSC needs to click on CSC Connect button on Applicant login side of the page.

The screenshot shows the website interface for the Individual Household Latrine (IHHL) application. The browser is Windows Internet Explorer. The page header includes the URL <https://swachhbharaturban.gov.in/IHHL/>, the title "INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION", and the Ministry of Urban Development, Government of India. The date is Wednesday, July 8, 2015, and the language is set to English. The main content area is divided into three columns. The left column contains the "Official Login" section with fields for Login ID, Password, and a code (ev7P8U). The middle column contains a "Pre-Requisites for filling up IHHL Application" section with a list of requirements: Scanned copy of Applicant's Photograph (Mandatory), Bank Account Details (Mandatory), and Scanned copy of First Page of Bank Passbook (showing Account Details). Below this is a link for the "Applicant User Manual (English)" and "आवेदक उपयोगकर्ता मैनुअल (हिन्दी)". The right column contains the "Applicant Login" section with fields for Login ID, Password, and a code (ev7P8U), a "Login" button, a "CSCConnect" button (highlighted with an arrow), and a "New Applicant" link. The "CSCConnect" button is a blue button with a white arrow pointing to it.

This CSC operator will be taken to CSC Portal for user Authentication, and CSC operator may complete the necessary formalities as per next screen displayed below.



When CSC operator types in CSCID, Password & Captcha, the CSC Portal verifies the same and returns authenticated credentials to swachhbharaturban.gov.in portal which will then allow the CSC operator into the IHHL application as an applicant for filling up form on behalf of citizens.

IV) After successful login authentication on CSC Portal the CSC Operator is sent to IHHL application menu options for Application Entry form submission and Constructed Toilet Photo Upload.

IV A) Application Entry - In the First Option Apply, CSC Login details is displayed in Account Detail section of IHHL Application Form. CSC Operator needs to fill all the information related to the applicant as required in form.

(A) In Geographical Particulars

1. State –State Name is displayed as per CSC details received for allowing entry of applications belonging to this state.

2. District – Displays List of Districts in above State. Please Select the District from the list to which the Applicant belongs.

3. ULB Name- After selecting District, click on ULB Name list to display all Urban Local Bodies of this District. Please select ULB Name from list to which the Applicant belongs.

4. Ward No. – After selecting ULB Name, click on Wards list belonging to the selected ULB Name. Please select the Ward No. from the list to which the Applicant belongs. If Applicant's Ward No is not displayed in the list please contact ULB Authority to get it added through the website <https://swachhbharaturban.gov.in>.

Note - All ULBs are again requested to please check the Wards' list in <https://swachhbharaturban.gov.in> by going to State/Cities Option then City Level Information submenu option and click on Ward Name /No. There Select the State, District & ULB & then click on Search Button. If Number of wards are less, please get them added ASAP, if more send a mail to sbm-mud@nic.in for removing the wards. This is urgent, otherwise the citizens have to come back another day to CSC for getting their applications entered online. Every day once the wards list is being updated into IHHL application from the swachhbharaturban.gov.in website.

For adding the wards the nodal officer has to login to <https://swachhbharaturban.gov.in> website and follow the procedure listed above.

INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION
Ministry of Urban Development, Government Of India

Welcome - CSC MEMBER Wednesday, July 8, 2015 Select Language : English

ACCOUNT DETAIL

| | | | |
|---------|----------------------------|---------------|--|
| Name | CSC MEMBER | Mobile Number | |
| Email | shakya234[at]gmail[dot]com | Address | |
| ID Type | | ID Number | |

INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION FORM

1. * Indicate Mandatory fields 2. Photograph should be in jpg format and size should be less than 50kb. 3. Passbook copy should be in jpg format and size should be less than 100kb.

(A) Geographical Particulars

| | |
|--------------|--------|
| 1. State* | Sikkim |
| 2. District* | Select |
| 3. ULB Name* | Select |
| 4. Ward No.* | Select |

(B) Toilet Owner's Particulars

| | | | |
|--|---|-------------------------------|--------|
| 1. Name of Applicant* | | 2. Gender* | Select |
| 3. Father/ Husband's name* | | 4. Mobile No.* | |
| 5. Residential Address* | | 6. Status of Existing Toilet* | Select |
| 7. Aadhar Linked Transfer of Incentive | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 8. Aadhar Number | |

(B) Toilet Owner's Particulars

1. Name of Applicant – Please enter Applicant Name. It is mandatory.
2. Gender – Please select Gender (Male/Female) of Applicant from the list. It is mandatory.
3. Father/ Husband's Name- Please enter Father/Husband's Name of Applicant. It is mandatory.
4. Mobile No – Please enter 10 digits Mobile No of the Applicant for further communication like status of Applicant's Application form processing etc. It is mandatory.
5. Residential Address- Please enter residential address of the Applicant. It is mandatory.
6. Status of Existing Toilet- Please click on status to display the list. Please select one of the options. It is mandatory.
7. Aadhar Linked Transfer of Incentive- Please select an option from the list (Yes/No). Default given is No. *This field is De-Activated.*
8. Aadhar Number- Please enter 12 digits Aadhar Number of Applicant. It is optional.
9. Bank Account Details
 - a. IFSC Code- Please select IFSC Code as per IFSC Code given in passbook of account holder and click on Search. The following details are displayed. Please check that the Name of Bank, Bank City, Bank Branch Name are in order. If no information found, revisit what you have written. As it is alphanumeric, many times O & 0 are interchanged. If still no record found, Contact your ULB Authority with IFSC Code, Name of Bank, Bank City & Bank Branch Name with scanned copy of passbook first page of the account holder for verification. Please give 24 Hours to see updated details.
 - e. Account Number- Please enter Account Number of the Applicant. It is mandatory.
 - f. Confirm Account Number- Please enter Applicant's Account Number again to confirm that Account Number is not wrongly entered. It is mandatory. Cut and Paste is disabled. This has been done to crosscheck & prevent typing mistake on the part of the operator.
 - g. Passbook First Page scanned Copy- Upload scanned copy of Passbook first page which show account holder details. Scanned copy should be in jpg format and size should be less than 100KB. It is Mandatory.
10. Photograph of Applicant – Please upload Photograph of the Applicant with clear visibility. Photograph should be in jpg format and size should be less than 50KB. It is mandatory.
11. Do You want to avail bulk construction of toilets by the ULB through contractor/ Self Help Groups if available – Please select from list (Yes/No). Default given is No. It is mandatory.

https://swachhbharaturban.gov.in/ihhl-staging/IHHLApplication.aspx?PageId=x-imbpSouqrvBupr3lsvx - Windows Internet Explorer

https://swachhbharaturban.gov.in swachhbharaturban...

File Edit View Favorites Tools Help

(B) Toilet Owner's Particulars

1. Name of Applicant* 2. Gender*

3. Father/ Husband's name* 4. Mobile No.*

5. Residential Address* 6. Status of Existing Toilet*

7. Aadhar Linked Transfer of Incentive Yes No 8. Aadhar Number

9. Bank Account Details
 IFSC Code*
 Account Number* Confirm Account Number*

Note: 1. The funds will be transferred through Electronic Transfer.

10. Pastbook First Page Scanned Pastbook copy should be in jpg format and size should be less than 100kb.

10. Photograph of Applicant* Photograph should be in jpg format and size should be less than 50kb.

11. Do You want to avail bulk construction of toilets by the ULB through contractor / Self Help Groups if available* Yes No

Open Defecation is the shame on the Nation

NIC @2014. Software application Designed & Developed by National Informatics Centre, Govt. of India. Content Owned and Maintained by Ministry

Once the entry is over the operator clicks on Apply. A Confirmation is asked for, before next page is displayed for Payment Processing. If the operator cancels the confirmation he is brought back to the original form for modifications before submission.

V) Payment Processing – On confirmation following screen is displayed.

INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION
 Ministry of Urban Development, Government Of India

शुद्धता शक्ति

शुद्धता शक्ति

Thursday, July 3, 2015 Select Language: English

Please do not use Back/Forward/Refresh button of your browser during this process.

Name: CSC ID:

Name of Applicant: Father/ Husband's name:

Mobile No. 8978177878

Note: No money needs to be paid by Applicant to CSC for filling this form. This service is paid for by Ministry of Urban Development

NIC @2014. Software application Design

The CSC Operator needs to click on Proceed Button, which takes him to the CSC Portal for Payment Verification. CSC ID is displayed and the CSC operator has to give the wallet password and accept the terms of use before click on Pay Now.

Note - No money is to be taken from Citizens for the application entry by the CSC Operator. Money for IHHL application entry is being paid by Ministry of Urban Development.

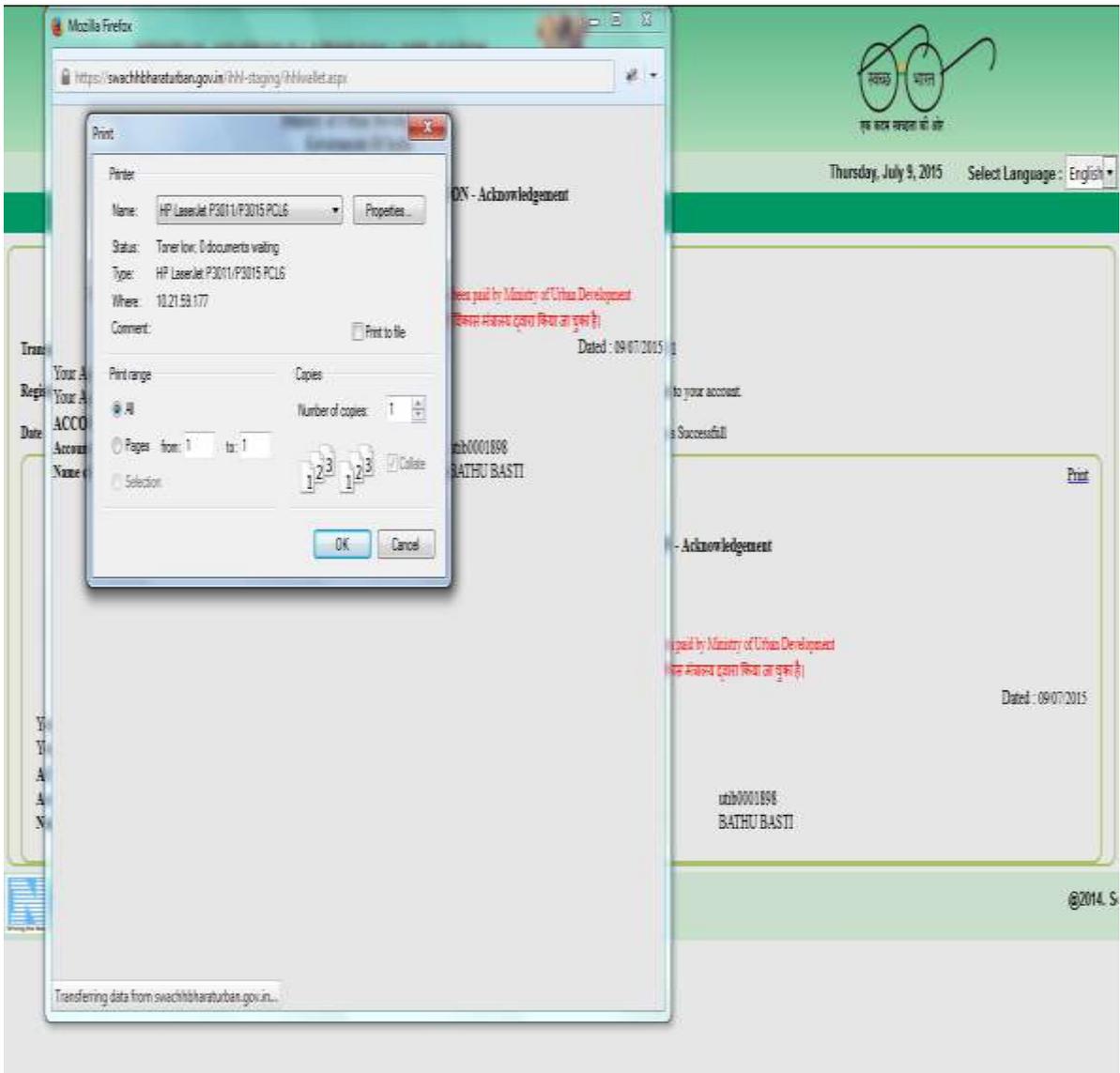


The screenshot shows a web portal interface for the Common Services Centers Scheme. At the top left, there is a logo and the text 'Swachh Bharat National e-Governance Plus COMMON SERVICES CENTERS SCHEME'. The main content area is titled 'PAYMENT DETAILS' and contains the following information:

- Swachh Bharat Amount(Rs.):
- IHL Phase 1 15
- CST ID: [Redacted]
- Wallet Password: [Redacted]
- I have read & accepted terms of use.
-
- At the bottom, it states: 'This payment solution is secured using 128 bit SSL encryption.'

VI) Application Submission Completion - Once the CSC enters the Wallet Password, Double Verification takes place between the Swachhbharaturban.gov.in portal and CSC portal, and once the same is completed, the operator is taken to the next screen to print the acknowledgement slip for the applicant. At this point, the application is submitted successfully.

NOTE - As the CSC Operator is being paid for the printing also, no amount should be charged from applicant and one printout has to be mandatorily given to the applicant. If by chance the print could not be given there is also a print button on the screen for reprinting the acknowledgement slip.



The IHHL Application Acknowledgement slip is generated with Application ID and Bank Account Detail of the applicant as displayed below. It will also give the CSC ID on the acknowledgement slip. Also message related to successful submission of Application with Application ID is sent to the applicant by SMS.

INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION
Ministry of Urban Development, Government Of India




Thursday, July 9, 2015 Select Language : English ▾

[Go Back](#)

PAYMENT DETAILS

| | | | |
|-----------------|------------------------|----------------|-------------------------------|
| Transaction ID | 00000029420907201515 | VLE ID | SK010100211 |
| Registration No | 130809082412327064 | Amount(Rs.) | Already paid to your account. |
| Date | Thursday, July 9, 2015 | Message Status | Transaction is Successful |

Ministry of Urban Development
Government Of India
Swachh Bharat Mission

INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION - Acknowledgement

Note : No money needs to be paid by Applicant to CSC for filling this form. This service has been paid by Ministry of Urban Development.
नमोन नै - अडलक नो दूअ अडलक के डलल नोडुं पैस नोडुं देन है। दूअ सेवक क नुनलन नुडुं डललन नुनलन देनल डललन नुनलन है।

Dated : 09/07/2015

Your Application has been submitted successfully by CSC ID : SK010100211
Your Application ID is 'SK150000063' Dated : July 09, 2015

ACCOUNT DETAIL :

| | | | |
|----------------|-----------|------------------|-------------|
| Account Number | 321123 | IFSC Code | utb0001898 |
| Name of Bank | AXIS BANK | Bank Branch Name | BATHU BASTI |

@2014. Software application Designed & Developed by National Informatics Centre, Govt. of India. Content Owned and

Click on **Go Back** button to clear screen and go back for fresh application entry. Again a fresh Application can be submitted by following the above process for another Applicant.

Part II Constructed Toilet Photo Upload

Step I same as above.

IIB) Pre-Requisites for Constructed Toilet Photo Upload -

1. Scanned copy of Applicant's Constructed Toilet Photo with Applicant in the photo in .jpg format extension and file length <100 kb. It is mandatory.

Step III same as above.

IV B) Constructed Toilet Photo upload :

In the Second Menu Option Constructed Toilet Photograph Upload, CSC Login details is displayed at top Left Hand Side of the screen. The CSC Operator needs to fill the Application ID or Name of the applicant and click on Search Button as displayed in the screen below.

The screenshot shows a web application interface for uploading toilet photographs. At the top, it displays 'INDIVIDUAL HOUSEHOLD LATRINE(IHL) APPLICATION' and 'Ministry of Urban Development, Government Of India'. The user is logged in as 'Gelek Tsewang Lachungpa' with application ID 'SKI10100211'. The main heading is 'INDIVIDUAL HOUSEHOLD LATRINE(IHL) APPLICATIONS FOR UPLOAD TOILET PHOTOGRAPH'. Below this, there are two instructions: '1. * Indicate Mandatory fields' and '2. Photograph should be in jpg format and size should be less than 100kb.'. A search form contains two input fields: 'APPLICATION ID' and 'NAME', followed by a 'Search' button. The footer includes the NIG logo and the text '@2014. Software ap'.

If Application Id is given the exact details of the applicant will come, if Applicant name is given then one or more applications matching the search criteria will be displayed and the CSC operator has to view details for exact match for uploading the photo details.



Apply

INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATIONS FOR UPLOAD TOILET PHOTOGRAPH

- 1. * Indicate Mandatory fields
- 2. Photograph should be in jpg format and size should be less than 100kb.

Application ID: Name:

| SNO | Application ID | Name | State | District | ULB Name | Ward No. | |
|-----|----------------|--------|--------|---------------|-------------------|----------|------------------------------|
| 1 | SK150000059 | asdasd | Sikkim | East District | Gangtok (M Corp.) | 1 | Upload Photo |



The photo to be uploaded should be in .jpg format and max file size should be limited to 100 KB.

The screenshot shows the 'INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION' page. At the top, it says 'Ministry of Urban Development, Government Of India'. The user is logged in as 'Gulab Tewang Lachungpa - SK010100211' on 'Monday, July 13, 2015'. The page title is 'INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATIONS FOR UPLOAD TOILET PHOTOGRAPH'. There are two instructions: '1. * Indicate Mandatory fields.' and '2. * Photograph should be in jpg format and size should be less than 100kb.'. Below this is a form with the following fields: 'Application ID' (SK150000029), 'Name of Applicant' (adad), 'Father/ Husband's name' (adadshoda), 'Mobile No.' (7485487746), and 'Photograph of Constructed Toilet' (with a file browser showing 'Shakya_Photo.jpg'). There are 'Submit' and 'Cancel' buttons. The footer includes 'NIE' and '©2014. Software application Design'.

Once the photo is uploaded the operator clicks on Submit button. A Confirmation is asked for, before next page is displayed for Payment Processing. If the operator cancels the confirmation he is brought back to the original form for modifications before submission.

V) Payment Processing – Same as Above

VI) Completion – On completion of Payment processing Toilet Photo uploaded successfully is displayed on the screen and an sms goes to the applicant.

The screenshot shows the 'PAYMENT DETAILS' page. At the top, it says 'INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION' and 'Ministry of Urban Development, Government Of India'. The user is logged in as 'Gulab Tewang Lachungpa - SK010100211' on 'Monday, July 13, 2015'. The page title is 'PAYMENT DETAILS'. There is a 'Go Back' link. The payment details are as follows: 'Transaction ID' (00000910191307201517), 'VLE ID' (SK010100211), 'Registration No' (13081281982819960), 'Amount(Rs.)' (Already paid to your account), 'Date' (Monday, July 13, 2015), and 'Message Status' (Transaction is Successful). A message box at the bottom says 'Toilet photograph uploaded successfully. SMS is being sent to Applicant.'. The footer includes 'NIE' and '©2014. Soft'.