SBI Life

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User Manual: Delhi LakhpatiBitiya Scheme

Description	User Manual: Delhi LakhpatiBitiya Scheme application

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About the Software Application:

This software application is designed to facilitate capturing enrollment details of beneficiary of "Delhi LakhpatiBitiya Scheme".

Prerequisite:

1. The beneficiary applicant should be resident of the National Capital Territory of Delhi for at least three years.
2. Annual family income should not exceed ₹ 1,20,000.
3. Pin Code registered in Aadhaar of the beneficiary should be from the list of pin-codes of Delhi.
4. Only two girl child are eligible for this scheme.
5. Documents required:
    a. Aadhaar Card of Girl Child & Father/Mother / Guardian.
    b. Birth certificate of girl child.
    c. Document for 3-year residence proof of Delhi.
    d. Self-declaration/Income Certificate.
    e. One Joint Photograph of the Girl Child with parents.
    f. Immunization Certificate

Modules in scope:

1. Beneficiary Login
    a. Sign Up Process
    b. Beneficiary Registration Form
2. Verifier Login at District Office
3. Approver Login at District Office
4. Admin Login

Login or Sign up and Registration:

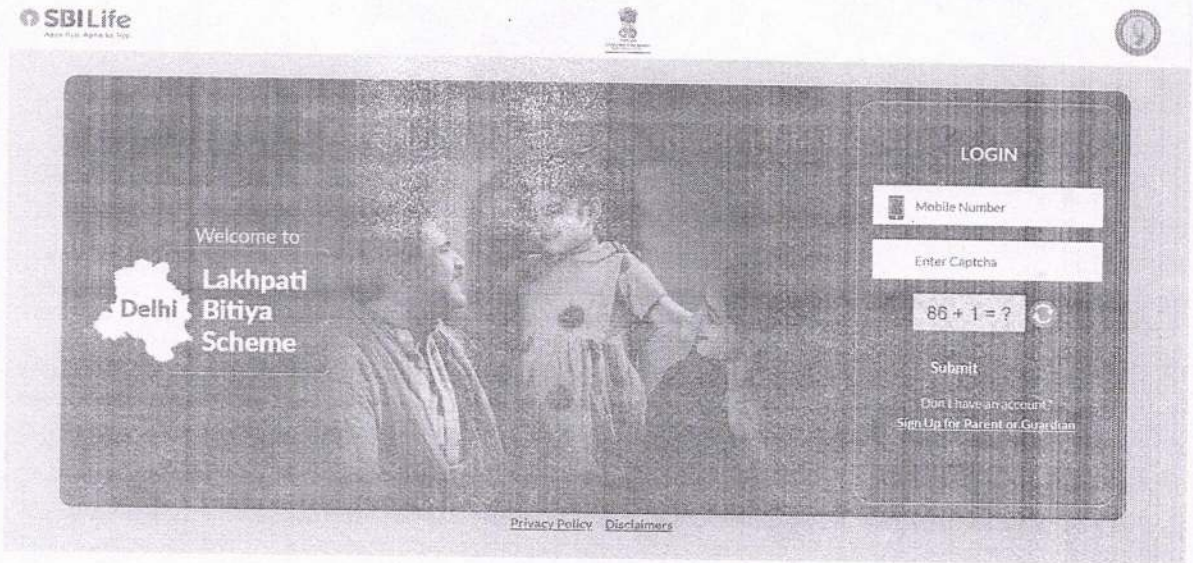
1. Access the application at: https://delhilakhpatibitiyawcd.sbilife.co.in/#/Home

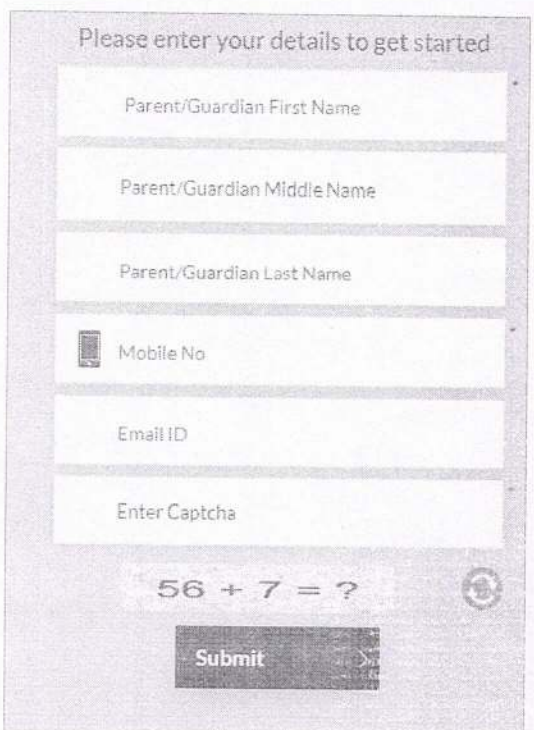
Web Browser: -



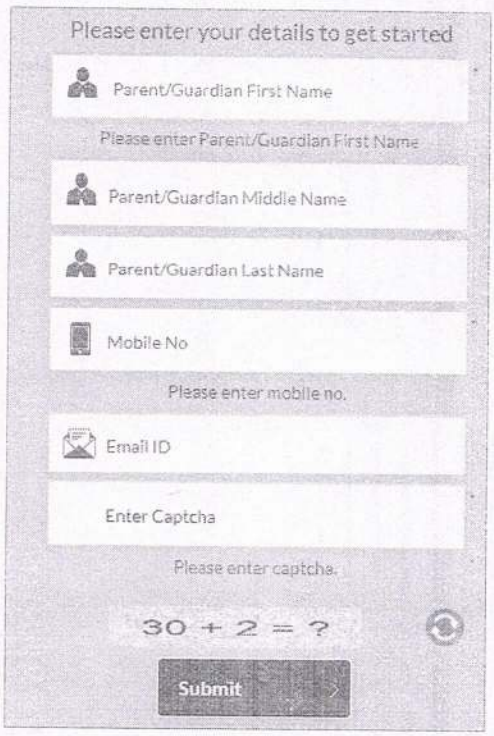
Mobile browser: -

2. URL mentioned in point 1 will be accessible through mobile web browser also. A pop-up notification in browser will be displayed to install the app when URL accessed in Mobile device for the first time.
3. On click of "Install" a pop-up confirmation message displayed on screen with "Install" and "Cancel" button.
4. On click of Cancel the app will not be installed in mobile device.
5. On click of "Install" option from message the application will be installed in user's mobile device and ask user to show the Icon on Screen with "Cancel" and "Add to Home Screen" buttons.
6. On click of "Add to Home Screen" the icon gets created in mobile device and visible with name "ladliDWCDApp". On click of this Icon the app will be opened and home screen with Mobile number and OTP page will be visible to user for login.
7. On click of "Cancel" button the icon will not be added to the home screen and available in all applications.
8. First time user needs to click on "Sign Up for Parent or Guardian" button to register in the application. On click of **Sign Up for Parent or Guardian** below fields will be displayed, on the screen.



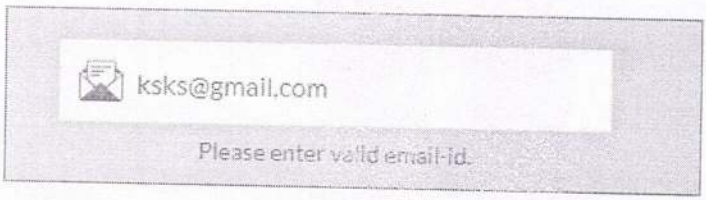


(Image 1)

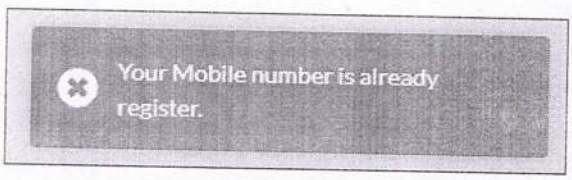


(Image 2)

9. Parent/Guardian First Name and Mobile number are mandatory fields for which validation message will be displayed, in case if the details not entered by user (As shown in image 2).
10. The validation error message will be displayed on the relevant field in case of any error while providing the required details as shown below:



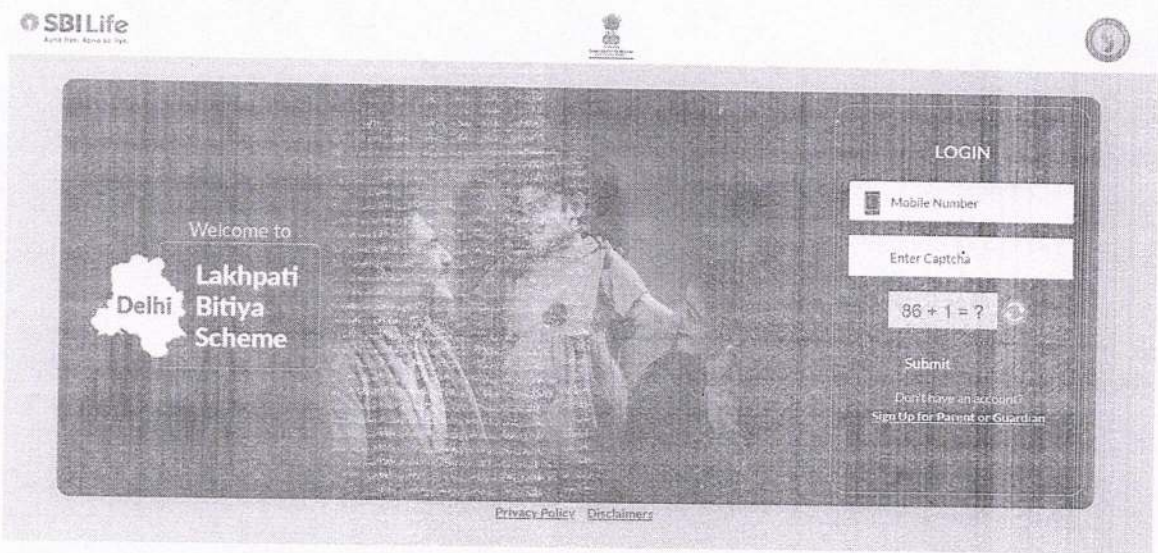
11. If the mobile number is already registered through sign-up process then validation error message will be displayed as shown below:



12. On completion of successful sign-up process; a message as shown below will be displayed on screen:

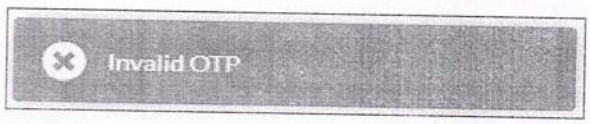


13. After successful completion of the Sign-Up process, user will be able to login in the application on the below screen with the mobile number used during Sign-Up process, captcha displayed on the screen & OTP triggered on the registered mobile number.

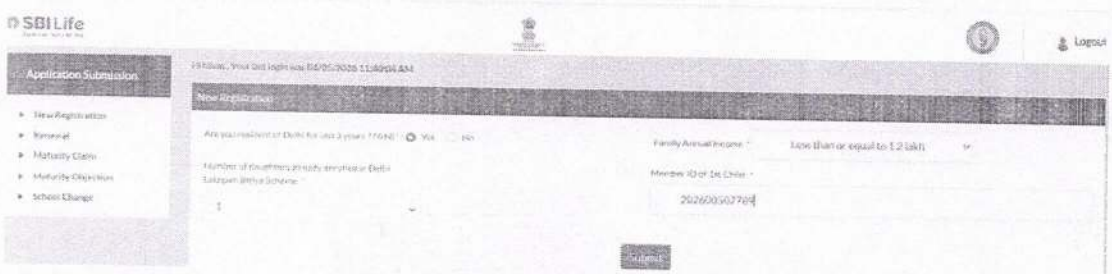




14. Below message will be displayed in case the user enters wrong OTP:

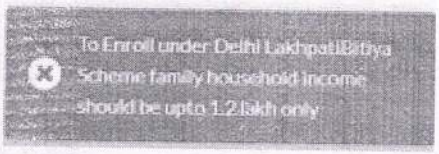


15. Post successful authentication of OTP; user will be navigated to the Ladli registration page as displayed below. The user needs to provide input in the mandatory fields & enter the beneficiary girl child's Aadhaar number.



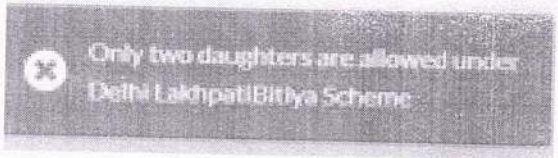
16. As per the prerequisites mentioned; the response to the question displayed as 'Are you resident of Delhi for last 3 years?' should be 'Y' and 'Family Annual Income' 'should be 'Less than or equal to 1.2 Lakh'.
17. If the first two conditions are not met then validation message will be displayed as shown below & user will not be allowed to proceed further.



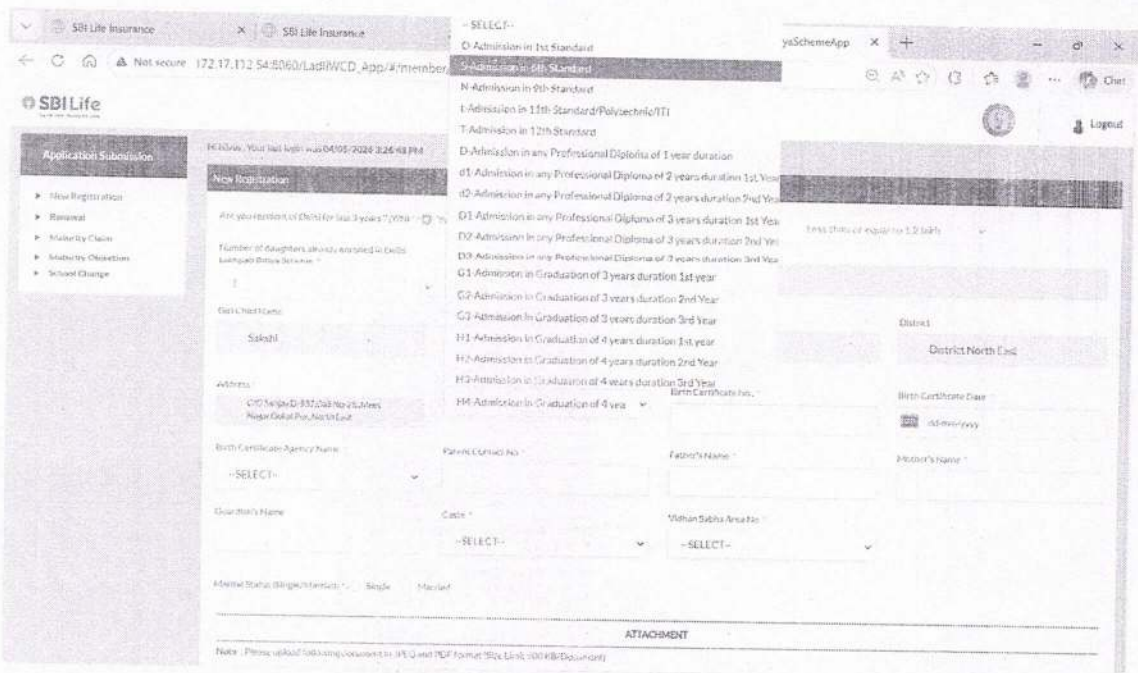


18. Once the first two conditions are met, user needs to enter the details for third condition i.e., "Number of daughters enrolled in Ladli Scheme". The answer to this question should be selected from the dropdown provided on page.

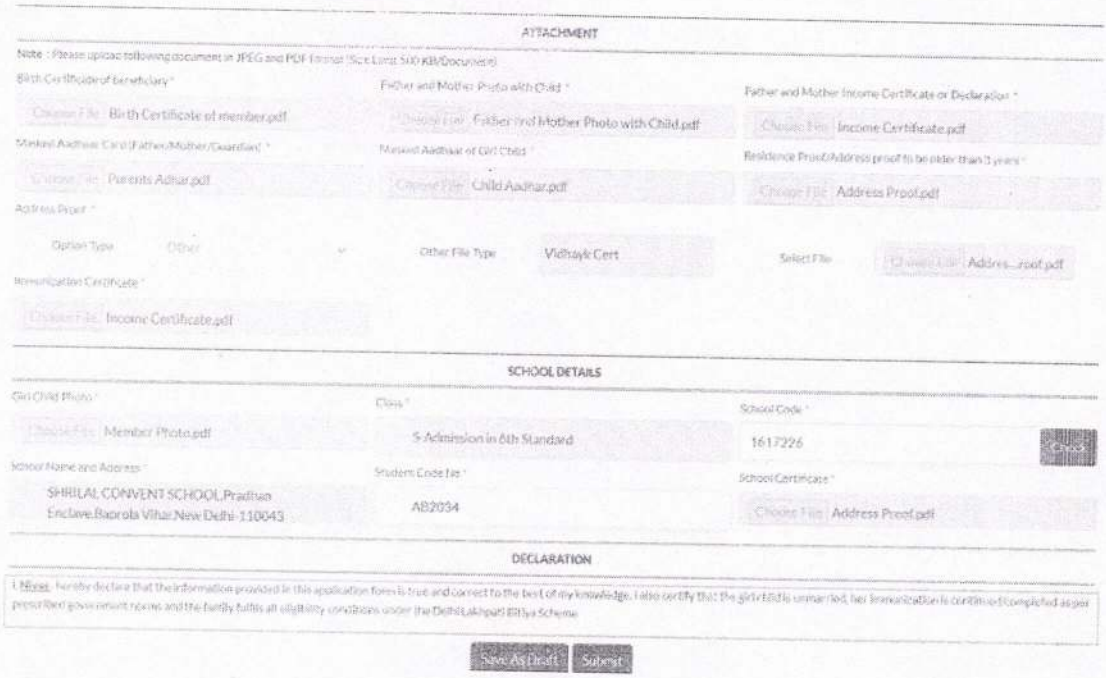
19. If user selects the answer to the question "Number of daughters enrolled in Ladli Scheme" as "0 or 1" then on click of Submit button "Child's Aadhaar No." filed will be visible to proceed further.
20. In case if user selects the answer to the question "Number of daughters enrolled in Ladli Scheme" as "2" then a validation message will be visible as shown below.



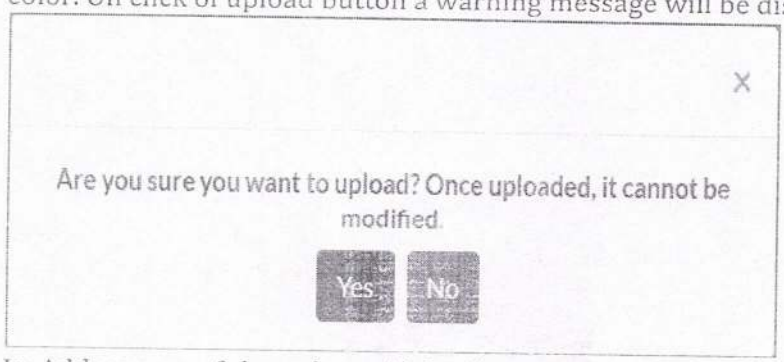
21. Post submission of details mentioned above correctly, on click of 'Submit' button 'Child's Aadhar No' field will be visible for the user to enter, along with a mandatory consent checkbox for E-KYC verification.
22. After successful E-KYC authentication of Aadhar number entered by user; the demographic details will be validated & populated on the screen. If the pin code received as part of the demographic details from UIDAI does not match the Delhi pin code then the user will not be allowed to proceed further.
23. The user needs to fill in the remaining mandatory fields, as shown below, and upload the required documents before submitting the application.
24. User needs to select the current milestone applicable for child if age of the child is > 1. For child between age 0 and 1, default milestone is Birth of Girl child.



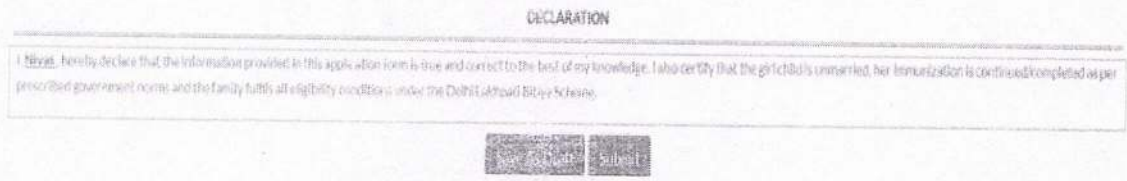
25. The documents must be submitted using the screen below. The attachments should be in JPG or PDF format, with a maximum file size of 500 KB.



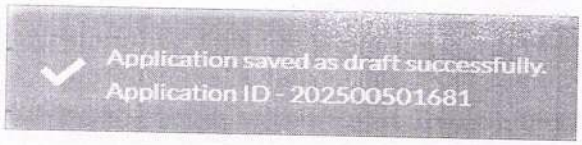
26. Against every upload once document selected, upload button will be visible in blue color. On click of upload button a warning message will be displayed as below.

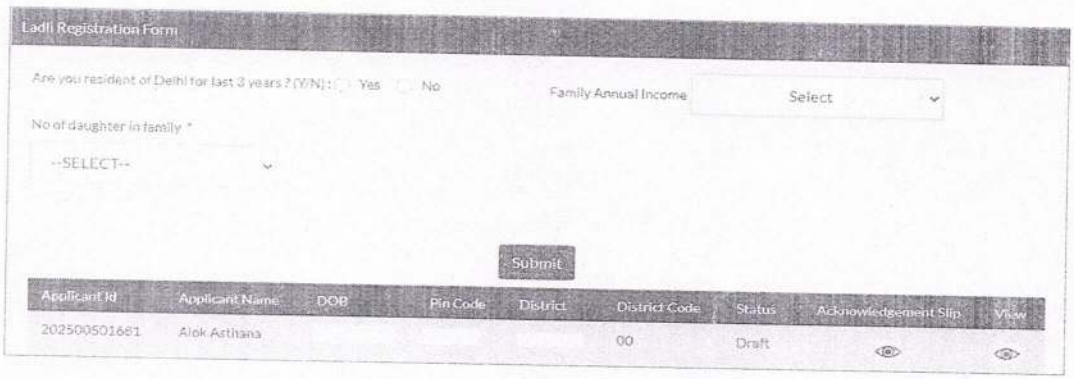


27. In Address proof drop down "Other" as an option available for user. In case if user selected "Other" a free text field will be visible to user in which document name can be entered and against this field user will be able to upload the document.
28. The user should complete the 'Declaration' shown below:

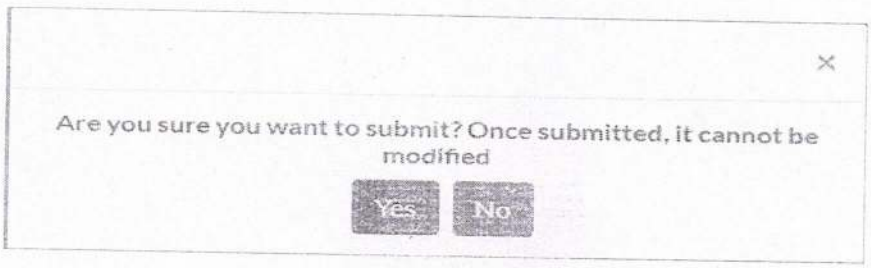


29. Two buttons will be visible on page as "Save as draft" and "Submit" along with declaration details which user needs to fill mandatorily.
30. On click of "Save as draft" button the application details get saved and application ID generated. A Success message will be displayed on screen for the same and application status on dashboard will be visible as "Draft".





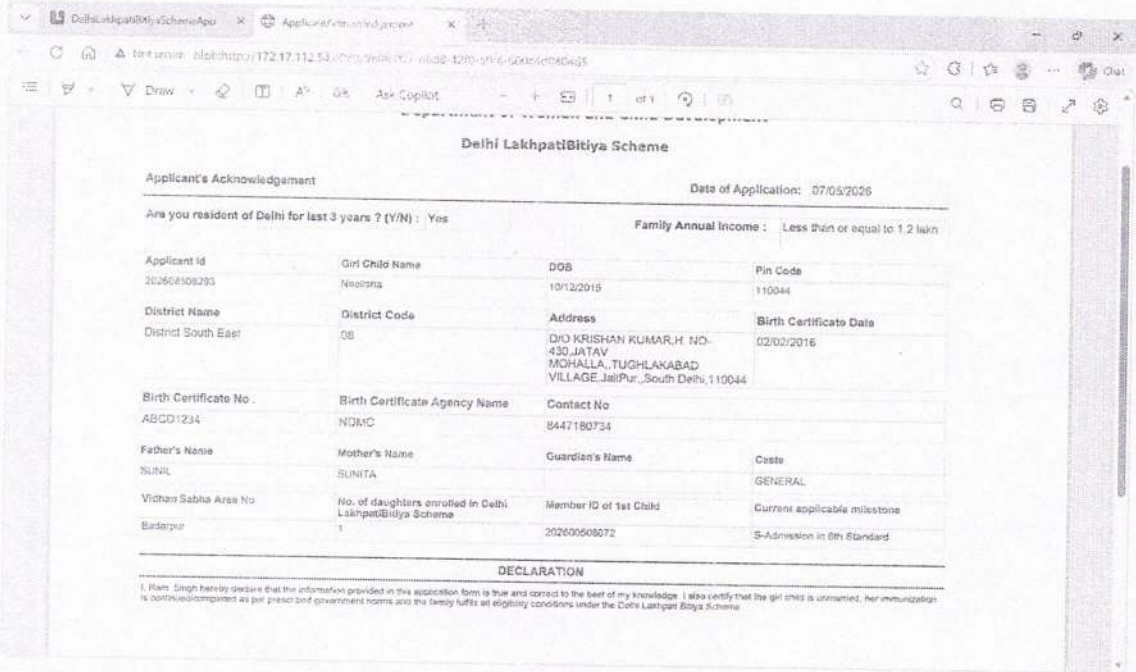
31. User will be able to update the details in draft status of application by clicking on eye button provided in above grid under "View" Column. On click of eye button the application opens in editable mode, if user wants to edit.
32. On click of "Submit" button a warning message will be displayed on screen as given below.



33. Once application submitted a success message will be displayed on screen as shown below along with the 'Application ID' and application will be submitted to the 'Verifier' for verification. (Application status on dashboard will be changed from "Draft" to "IN Process" Post Application Submission.)



34. On landing page, on click of eye button provided in "Acknowledgement Slip" column an "Acknowledgement slip" gets generated and visible in new tab, which user will be able to view and download.



Delhi LakhpatiBitiya Scheme

Applicant's Acknowledgement — Date of Application: 07/05/2026

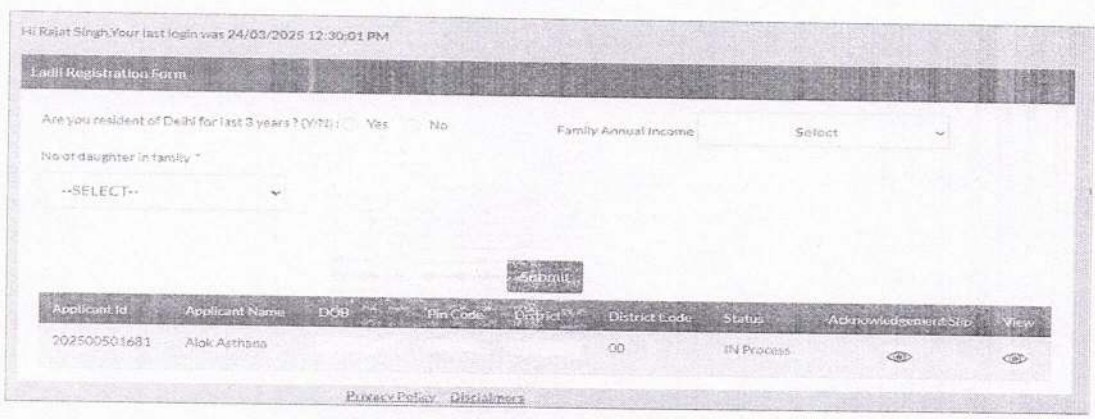
Are you resident of Delhi for last 3 years ? (Y/N) : Yes — Family Annual Income : Less than or equal to 1.2 lakh

Applicant Id	Girl Child Name	DOB	Pin Code
202508508293	Neelima	10/12/2015	110044
District Name	**District Code**	**Address**	**Birth Certificate Date**
District South East	08	D/O KRISHAN KUMAR,H. NO-430,JATAV MOHALLA,,TUGHLAKABAD VILLAGE,,JaitPur,,South Delhi,110044	02/02/2016
Birth Certificate No .	**Birth Certificate Agency Name**	**Contact No**	
ABCD1234	NDMC	8447180734	
Father's Name	**Mother's Name**	**Guardian's Name**	**Caste**
SUNIL	SUNITA		GENERAL
Vidhan Sabha Area No	**No. of daughters enrolled in Delhi LakhpatiBidiya Scheme**	**Member ID of 1st Child**	**Current applicable milestone**
Badarpur	1	202600508072	5-Admission in 6th Standard

DECLARATION

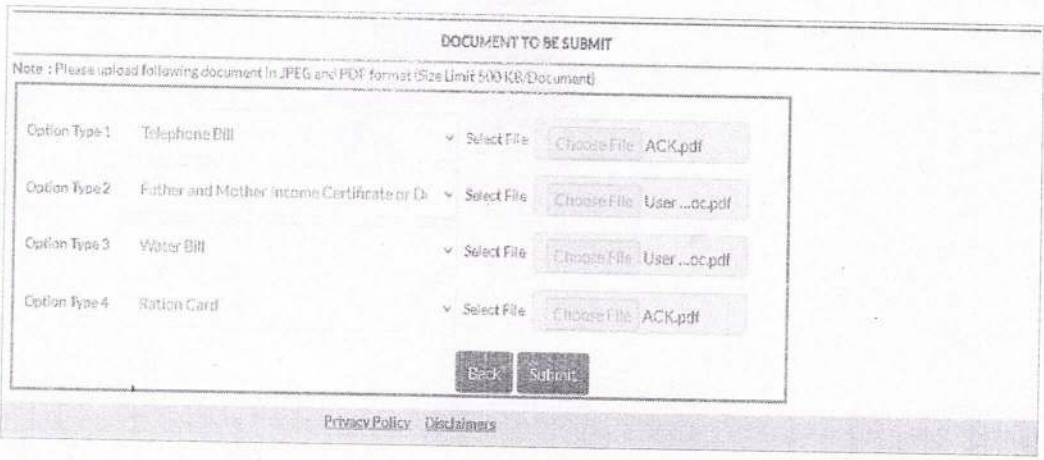
I, Ram Singh hereby declare that the information provided in this application form is true and correct to the best of my knowledge. I also certify that the girl child is unmarried, her immunization is continued/completed as per prescribed government norms and the family fulfils all eligibility conditions under the Delhi Lakhpati Bitiya Scheme.

35. The user can view the status of their successfully submitted application on the landing page each time they log in, as shown below:



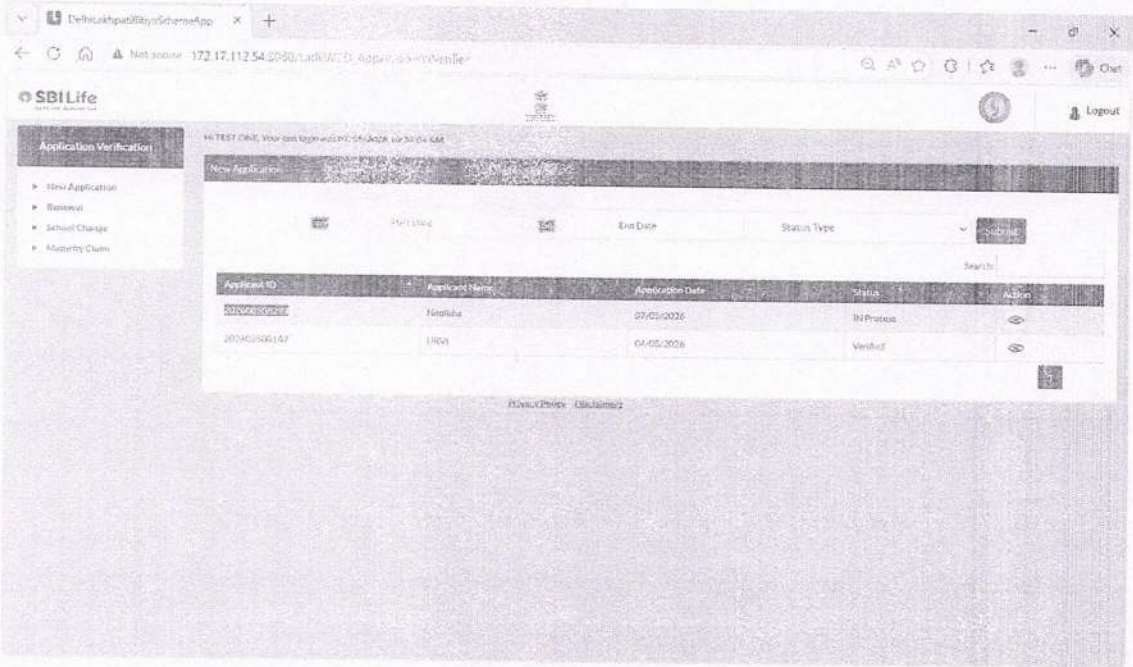
36. The user can view the application and remarks from the approving authority by clicking the eye button provided next to the application.
37. In case of rejection by the verifier/approver, the application is discarded, and the user must submit a new one.

38. For objected applications, the beneficiary will be able to view the application upon login and re-upload the required documents from the screen shown below.

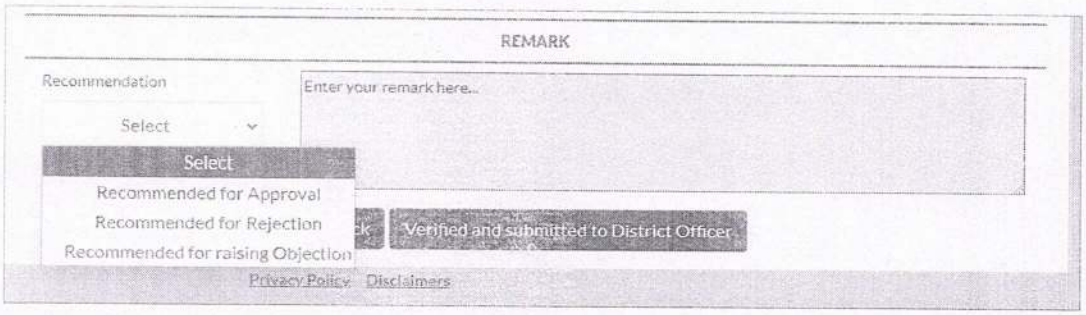


Verifier Login at District Office:

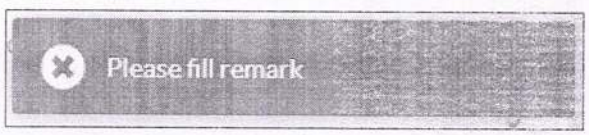
1. Login page for the Verifier and Approver will be same as beneficiary. Login credentials for these roles will be created and managed by Admin. Verifier can login with the mobile number registered by Admin while creating the user through 'User Creation' & OTP triggered on his mobile number.
2. On the basis of the Aadhar pin-code or School PIN code of the beneficiary member; the application will be allocated to the respective linked verifier and approver of the district office. Applications submitted successfully by the beneficiaries will be displayed on the landing page of the Verifier as shown below:



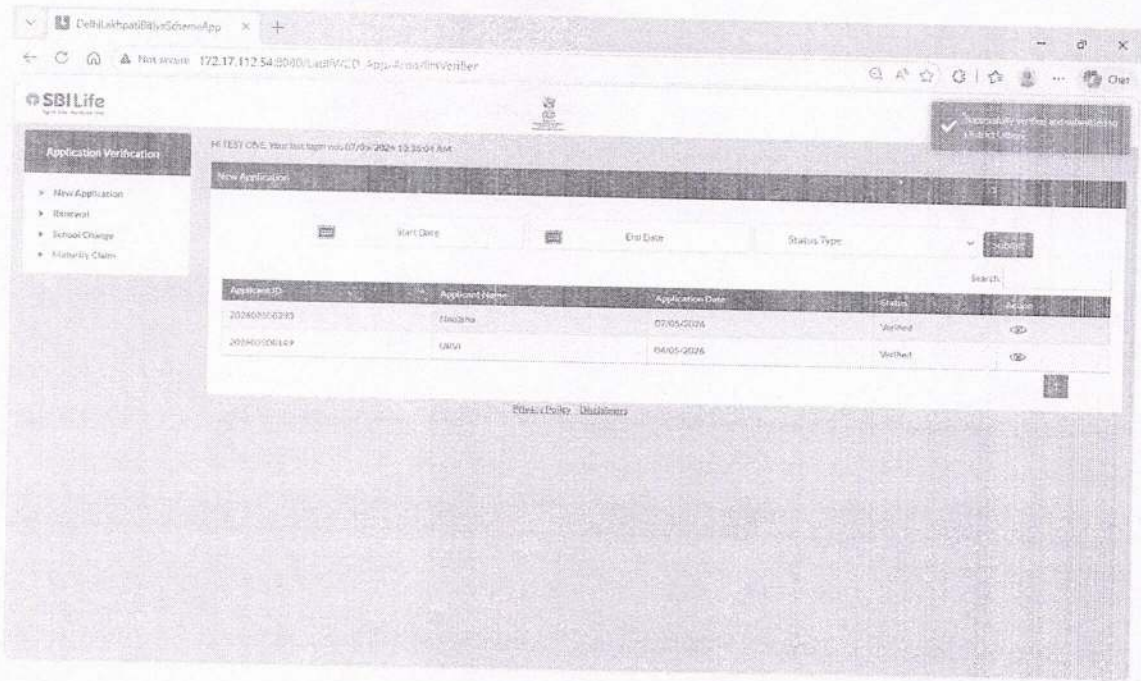
3. Verifier is provided with a facility to check the cases by applying filters provided on screen as "Start Date", "End Date" and "Status Type".
4. The verifier can open the application submitted by the beneficiary & documents attached on click of the eye button available.
5. Verifier can select the 'Remark' from the dropdown field and provide comments in the field 'Enter your remarks here....' as shown below:



6. If the user attempts to "Recommend for raising objection" or "Recommend for Rejection" without providing comments in the remark section, a validation error message will be displayed, as shown below:

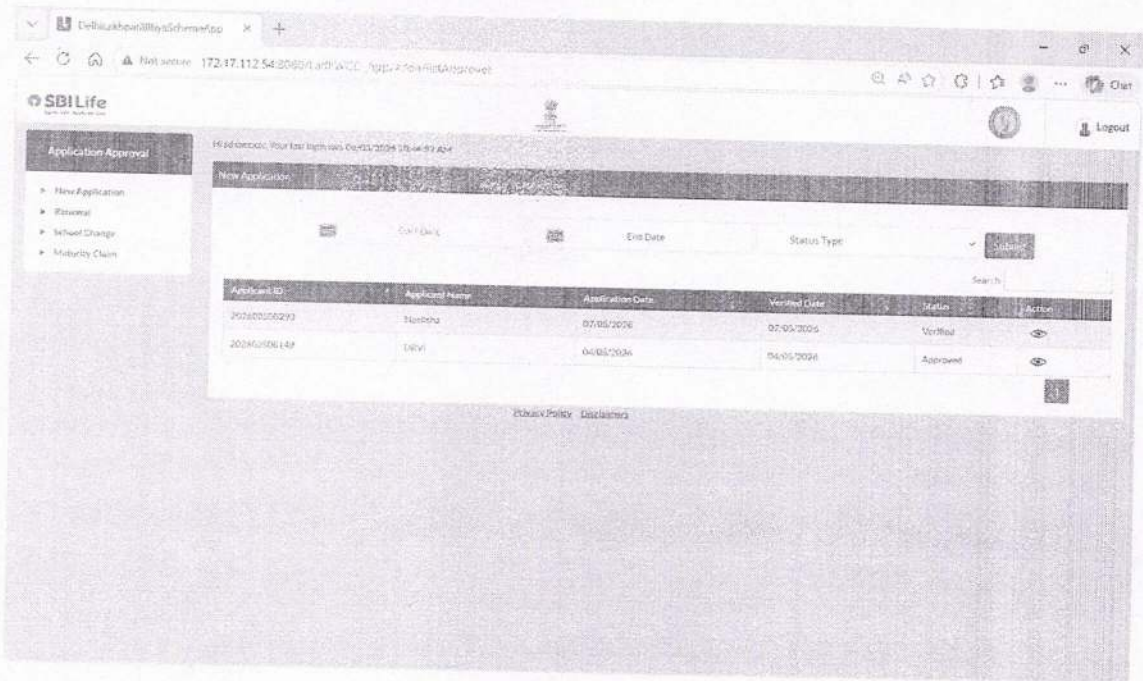


7. The application will be sent to the approver linked to the district office for further action on click of 'Verified and submitted to district officer' as shown below:

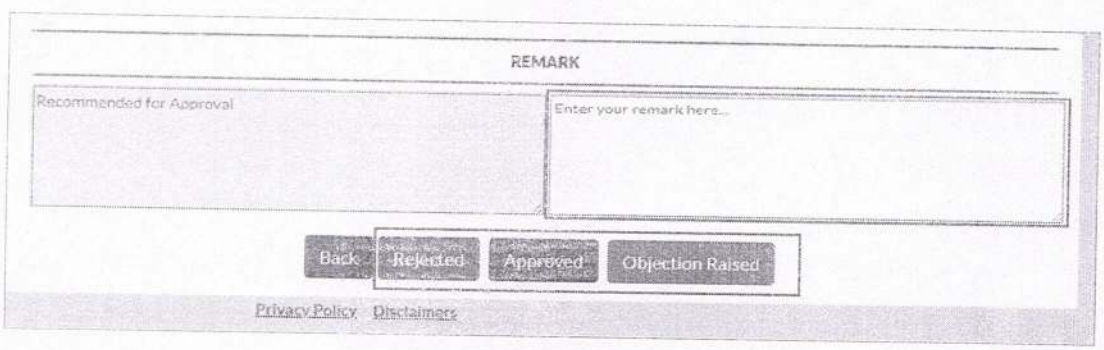


Approver Login at District Office:

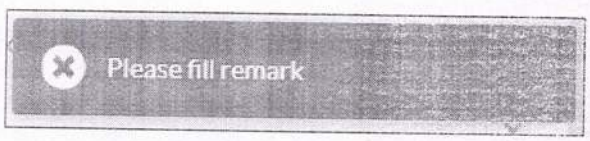
1. Login page for the Verifier and Approver will be same as beneficiary. Login credentials for these roles will be created and managed by Admin. Approver can login with the mobile number registered by Admin while creating the user through 'User Creation' & OTP triggered on his mobile number.
2. On the basis of the pin-code of the beneficiary member; the application will be allocated to the respective linked verifier and approver of the district office. Applications submitted successfully by the verifier will be displayed on the landing page of the Approver as shown below. The approver has the option to filter cases using the 'Start Date,' 'End Date,' and 'Status Type' filters provided on the screen.



3. The approver can open the applications recommended by the verifier linked to his district office & documents attached along with the application on click of an eye button available against each application.
4. The approver can provide comments in the 'Enter your remarks here...' field before clicking the 'Rejected,' 'Approved,' or 'Objection Raised' decision buttons, as shown below. If the decision is not finalized, the approver can click on the 'Back' button for later review and decision.

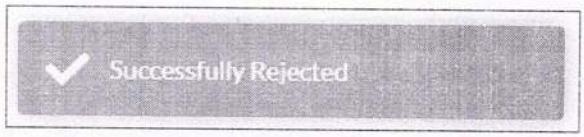


5. If the user attempts to provide decision without providing comments in the remark section, a validation error message will be displayed, as shown below:



6. The application will be approved, rejected, or objected to upon clicking the respective decision button, and a message will be displayed on the screen according to the decision, as shown below:



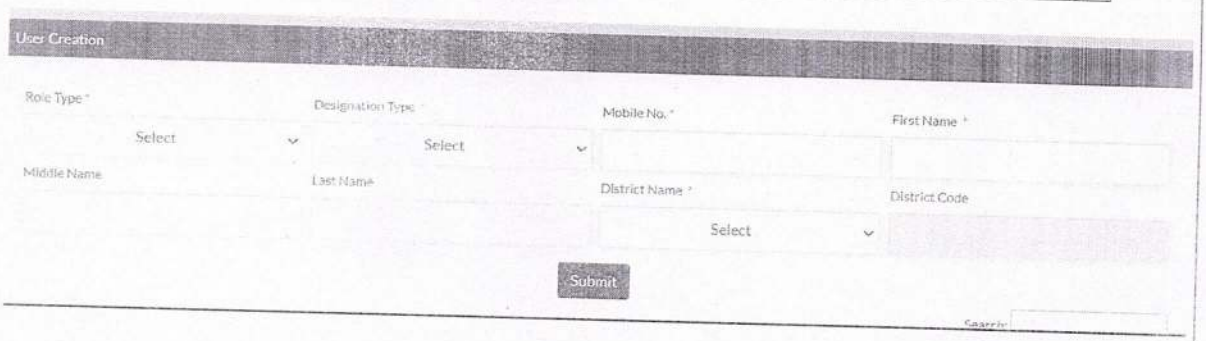




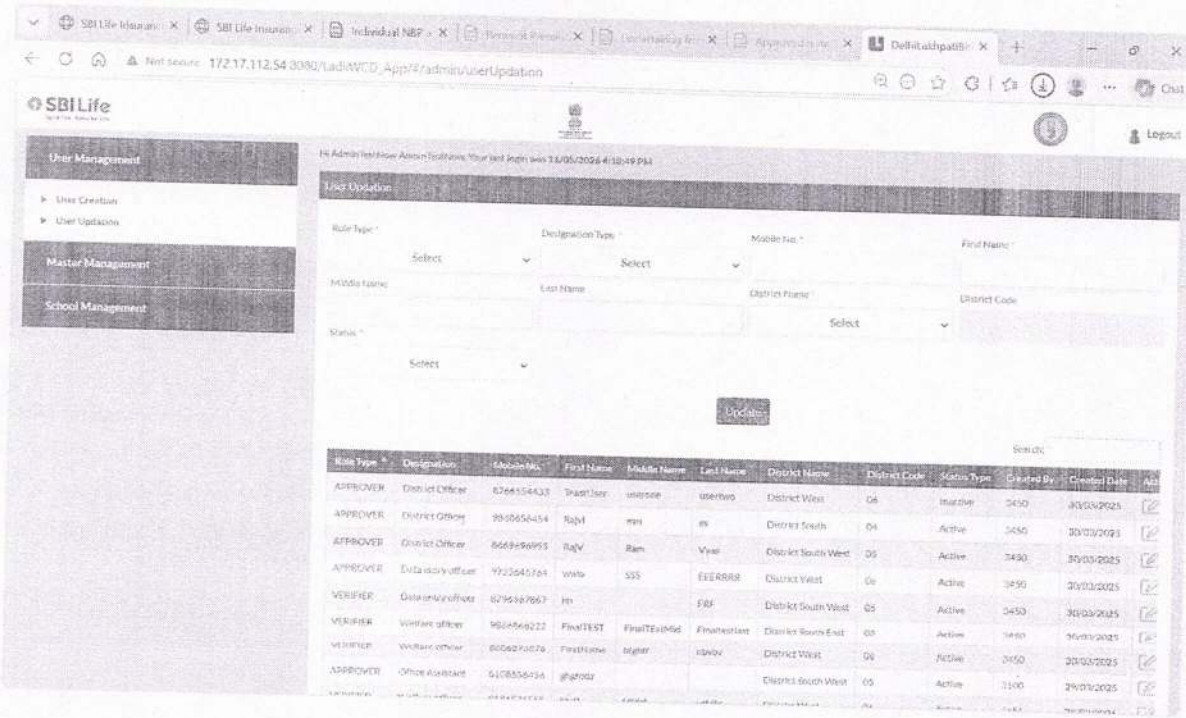
7. The decision provided by approver will be visible in beneficiary user login.

Admin Login:

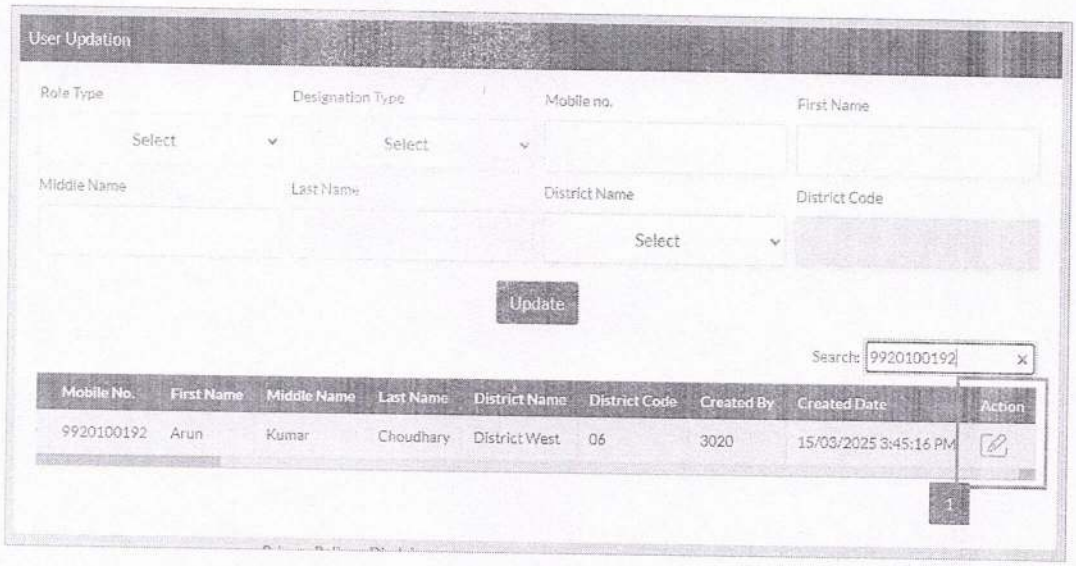
1. The admin will be a superuser who can create & update users i.e. 'Verifier' and 'Approver' and manage the Pin code, Assembly, and District master databases used in the application.
2. The admin login page will be the same as the one for the Verifier, Approver, and Beneficiary. Login credentials for the admin will be created by SBI Life, following the instructions from DWCD. The admin can login using the mobile number registered with SBI Life and an OTP sent on the same mobile number.
3. In Admin login below listed sub modules will be visible.
   a. **User Management**
      i. User Creation
      ii. User Updation
   b. **Master Management**
      i. District
      ii. Assembly
      iii. Pin Code
4. **User Creation:** - The admin will be able to create users as either 'Verifier' or 'Approver' using this menu. Upon clicking this menu, the fields shown in the screenshot below will appear, and the admin is required to fill in all the details and click 'Submit' to create the new user.
   a. All the fields shown in the screenshot below are mandatory.
   b. After clicking the 'Submit' button, a success message will be displayed, and the user will be created.



User Updation: - Upon clicking this option, a screen as shown below will be displayed, allowing the admin to update user details.



a. The admin will see a list of all users, with the option to search for a specific user using the 'Search' feature available on the screen. Upon a successful search, the admin can update the user's details by clicking the 'Acton' button in the last column of the grid shown below:

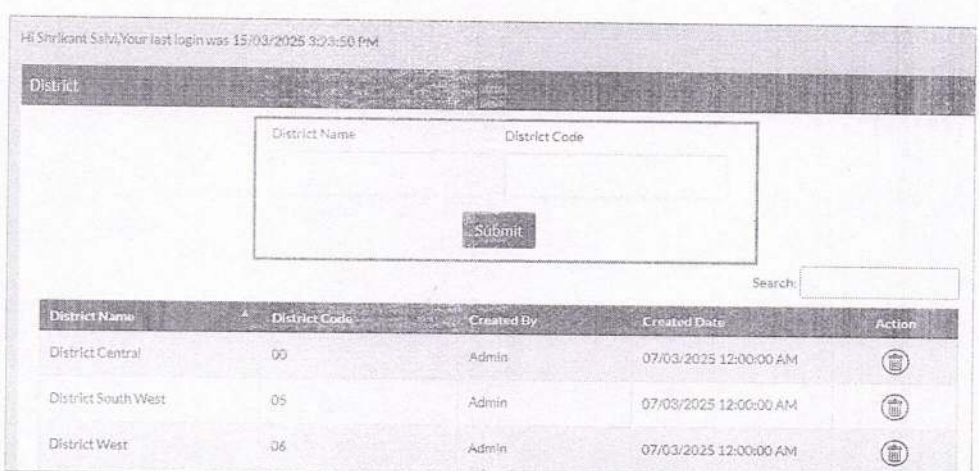


b. Upon clicking the 'Action' button, the selected user's details will open in editable mode. The admin can then update the relevant details and click the 'Update' button to save the changes.

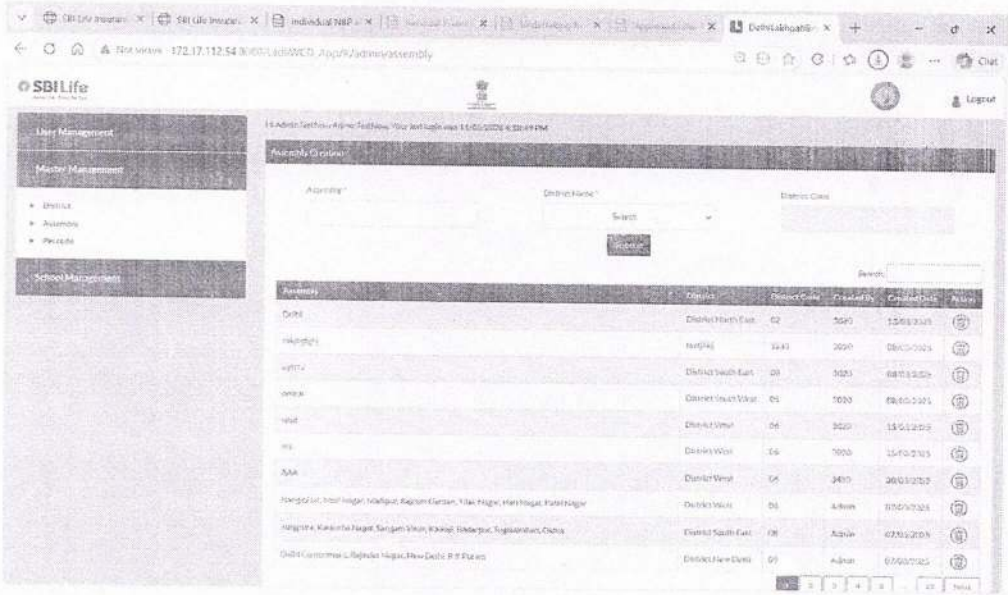
c. A success message will be displayed on screen and edited user will be visible with updated values.

5. **Master Management:** - The admin will be able to manage master data using this menu option. The following menus will be visible to the admin under Master Management:

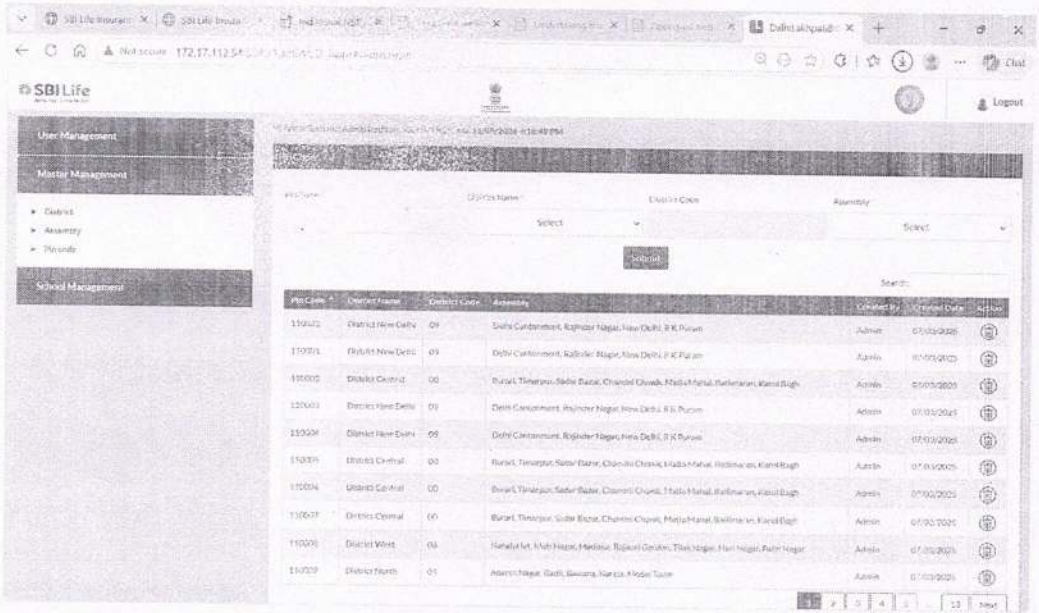
   a. **District: -** Upon clicking this menu, the admin will be able to create a district by entering the 'District Name' and 'District Code'. Once the details are submitted, the newly created district will appear in the grid provided. These details will also be visible in the menu option of 'User Creation' and 'User Updation'. The admin can delete a district office by clicking the delete button in the action column of the grid.



b. **Assembly:** - Upon clicking this menu, the admin will be able to create an assembly under any district. The admin will input the 'Assembly Name' in the assembly field and select the district name associated to the respective assembly to create the new assembly. Once the assembly is created successfully, it will be visible in the menu option of 'User Creation' and 'User Updation'. The admin can delete an assembly by clicking the delete button in the action column of the grid.



c. **Pin Code:** - The admin can create a Pin code in case of any new pin code to be created.



i. To create a Pin code, the admin must enter details such as Pin Code, District Name and Assembly.
ii. Based on the selected district name, the district code will be auto-populated, and the respective assemblies will be filtered in the assembly dropdown.
iii. On the basis of district name selected, district code will be auto populated and respective assemblies will be filtered in dropdown of assembly.
iv. The admin must submit the details to create the new Pin code.
v. Once submitted, the created Pin code will be visible in the menu option of 'User Creation' and 'User Updation'.
vi. The Pin code can be deleted by clicking the 'Delete' button in the Action column of the grid.

******END******