

ECL SCHOLARSHIP SCHEME

Scholarship and Financial Assistance Management System

Online Application for Coal India Merit/General Scholarship & Financial Assistance towards Technical and Medical education of the direct dependant ward/children of ECL employees.

USER MANUAL (APPLICANTS)

This Application is for ECL Employees only.

To apply for Scholarship / Financial Assistance on behalf of dependent children the Employee must be a registered user of this system. Using valid login details registered employees can enter into the portal for raising new application as well as checking statuses of the submitted applications.

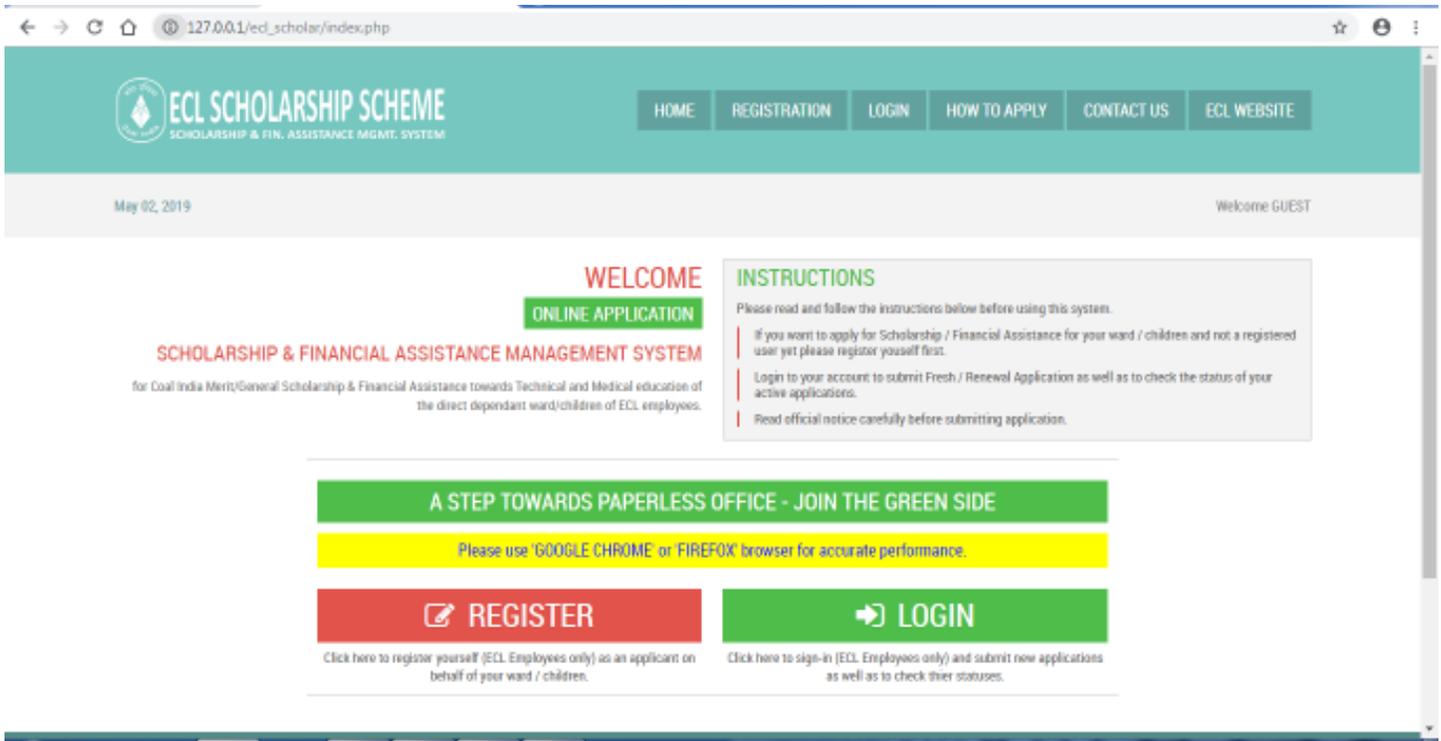
Thus if you are not a registered user please register yourself first

This manual will guide you thoroughly from the Registration to complete application process.

Open the Official Portal of ECL SCHOLARSHIP SCHEME in your Computer / Mobile browser

The Link / URL will be available in the Official Website of ECL (www.easterncoal.gov.in)

APPLICATION HOMEPAGE



The screenshot shows the homepage of the ECL Scholarship Scheme. The header features the logo and name 'ECL SCHOLARSHIP SCHEME' with the subtitle 'SCHOLARSHIP & FIN. ASSISTANCE MGMT. SYSTEM'. A navigation bar includes links for HOME, REGISTRATION, LOGIN, HOW TO APPLY, CONTACT US, and ECL WEBSITE. The date 'May 02, 2019' and 'Welcome GUEST' are displayed. The main content area is divided into two sections: 'WELCOME' and 'INSTRUCTIONS'. The 'WELCOME' section includes a green 'ONLINE APPLICATION' button and a red 'REGISTER' button. The 'INSTRUCTIONS' section provides a list of steps for users. Below these sections are three horizontal bars: a green one with the text 'A STEP TOWARDS PAPERLESS OFFICE - JOIN THE GREEN SIDE', a yellow one with 'Please use 'GOOGLE CHROME' or 'FIREFOX' browser for accurate performance.', and a red one with a white 'REGISTER' button. To the right of the red bar is a green 'LOGIN' button. Below the buttons are two lines of text explaining the registration and login processes.

WELCOME
ONLINE APPLICATION
SCHOLARSHIP & FINANCIAL ASSISTANCE MANAGEMENT SYSTEM
for Coal India Merit/General Scholarship & Financial Assistance towards Technical and Medical education of the direct dependant ward/children of ECL employees.

INSTRUCTIONS
Please read and follow the instructions below before using this system.
If you want to apply for Scholarship / Financial Assistance for your ward / children and not a registered user yet please register yourself first.
Login to your account to submit Fresh / Renewal Application as well as to check the status of your active applications.
Read official notice carefully before submitting application.

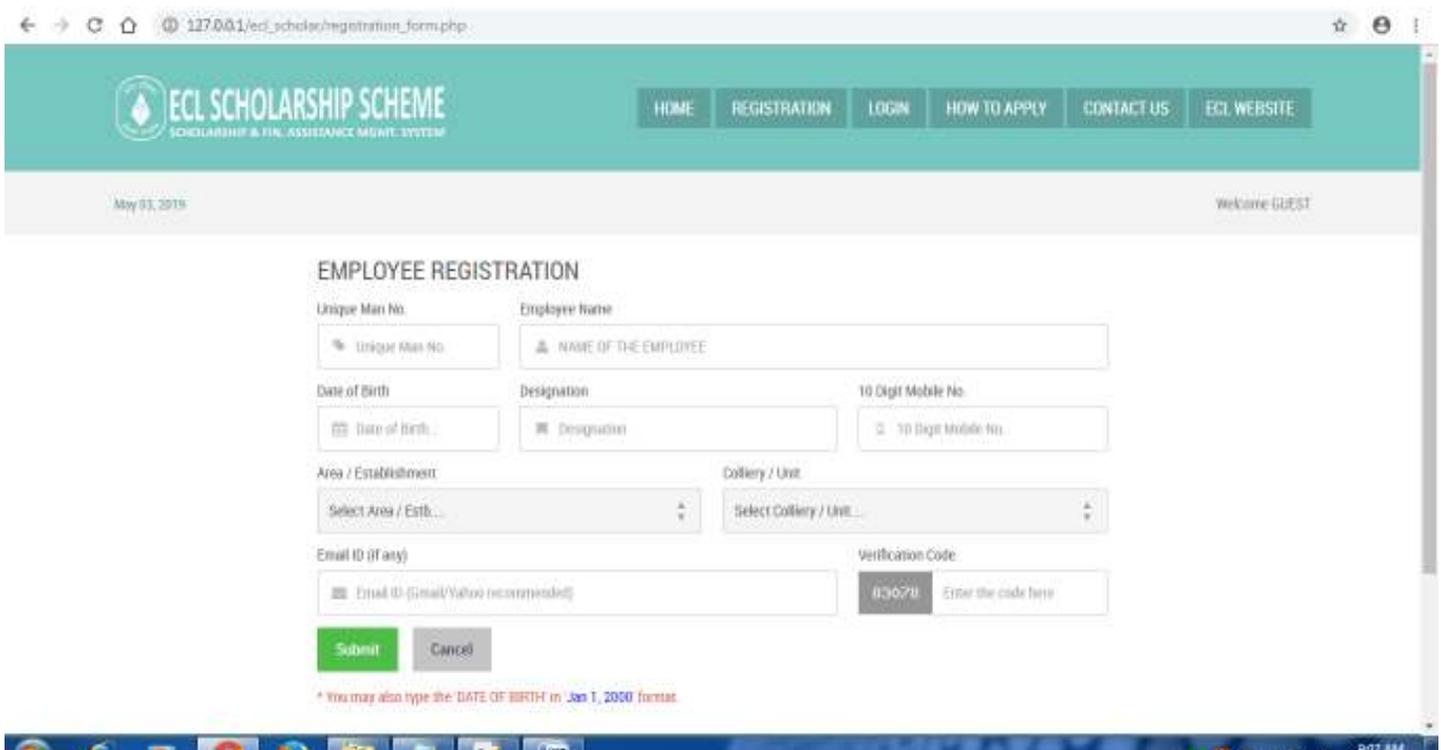
A STEP TOWARDS PAPERLESS OFFICE - JOIN THE GREEN SIDE
Please use 'GOOGLE CHROME' or 'FIREFOX' browser for accurate performance.

REGISTER
Click here to register yourself (ECL Employees only) as an applicant on behalf of your ward / children.

LOGIN
Click here to sign-in (ECL Employees only) and submit new applications as well as to check their statuses.

EMPLOYEE REGISTRATION

To register yourself as an User (Applicant) click on the **'REGISTRATION'** button at the top navigation bar or **'REGISTER'** button at the bottom of the page.



The screenshot shows the 'EMPLOYEE REGISTRATION' form. The header is identical to the homepage. The form fields are: Unique Man No. (text input), Employer name (text input), Date of Birth (date picker), Designation (text input), 10 Digit Mobile No. (text input), Area / Establishment (dropdown menu), Colliery / Unit (dropdown menu), Email ID (if any) (text input), and Verification Code (text input). There are 'Submit' and 'Cancel' buttons at the bottom. A note at the bottom states: '* You may also type the DATE OF BIRTH in Jan 1, 2000 format.'

EMPLOYEE REGISTRATION

Unique Man No.
Employer name

Date of Birth
Designation
10 Digit Mobile No.

Area / Establishment
Colliery / Unit

Email ID (if any)
Verification Code

* You may also type the DATE OF BIRTH in Jan 1, 2000 format.

Fill in the Form properly followed by clicking on 'Submit' button.

The screenshot shows the 'EMPLOYEE REGISTRATION' form on the ECL Scholarship Scheme website. The form fields are as follows:

- Unique Man No.: 123456
- Employee Name: SAMRAT DASGUPTA
- Date of Birth: Sep 17, 1975
- Designation: Application Developer
- 10 Digit Mobile No.: 9333103418
- Area / Establishment: HEADQUARTER
- Gallery / Unit: SANCTORIA HOSPITAL
- Email ID (if any): drj.samarat@gmail.com
- Verification Code: 83078

Buttons: Submit, Cancel

* You may also type the DATE OF BIRTH in 'dd / MM / YYYY' format

On successful registration the following confirmation screen will appear along with the Login Secret Code. Same code will be delivered to your registered Mobile No. and E-mail Id also. This secret code will be used as your login Password. Thus please memorize or preserve this code very carefully.

The screenshot shows the 'CONGRATULATIONS...!' confirmation screen. The text reads:

Your MAN No. and Contact details has been registered successfully. Your security Code is:

1556855434

Note down or memorize the above Code. It will be used as your Login Password. Your Unique MAN No. is your Username.

Buttons: Go to Home, Logout

Footer information:

- DISCLAIMER:** Information on this site is believed to be accurate but ECL disclaims any liability for any errors or omissions that may occur from time to time.
- ADDRESS:** EASTERN COALFIELDS LIMITED, Sanctoria, Post, Dushanpur, Dist. Bardwan, W.B., PIN - 713 333
- PHONE / FAX / GRAM:** Phone: (0341) 252002-53, 2520414; Fax: (0341) 2523574; Gram: EASTCOAL

In this position you are now automatically logged in. You can directly go to the Applicant Homepage by clicking on 'Go to Home' button or Exit from the Application by clicking on 'Logout' button. Let's go to Applicant Home.

The screenshot shows the 'ONLINE APPLICATION PORTAL' for the ECL Scholarship Scheme. The header includes the logo and navigation buttons: 'APPLICANT HOME', 'HOW TO APPLY', 'DOWNLOADS', 'CONTACT US', and 'LOGOUT'. The user is logged in as 'SAMRAT DASGUPTA' on 'May 03, 2019'. A profile table shows: Employee Name: SAMRAT DASGUPTA, Date of Birth: September 17, 1975, Designation: Application Developer, Area/Establishment: 30, Unit Name: 110. A 'New Application' button is visible. The 'MY ACTIVE APPLICATIONS' section shows a table with columns: APPLICATION ID, APPL. DATE, NAME OF STUDENT / CANDIDATE, APPLICATION FOR, APPLICATION STATUS, and ACTION. The table is currently empty with the message 'No record found.' Below the table are 'INSTRUCTIONS' and a 'WELCOME' message.

APPLICATION ID	APPL. DATE	NAME OF STUDENT / CANDIDATE	APPLICATION FOR	APPLICATION STATUS	ACTION
No record found.					

The above screen is the Post Login Applicant Homepage of Online Application Portal. There are a few buttons at the top navigation panel. Captions of the buttons are clear enough to understand their functionalities. Now we shall Logout from the system by clicking on 'LOGOUT' button to understand the Login process of the Registered Users/Applicants. On clicking the 'LOGOUT' button the system will end your logged-in session and redirect to the Official Guest Homepage.

The screenshot shows the 'OFFICIAL GUEST HOMEPAGE' of the ECL Scholarship Scheme. The header includes the logo and navigation buttons: 'HOME', 'REGISTRATION', 'LOGIN', 'HOW TO APPLY', 'CONTACT US', and 'ECL WEBSITE'. The user is logged out as 'GUEST' on 'May 03, 2019'. A 'WELCOME' message is displayed. A 'REGISTER' button is highlighted in red, and a 'LOGIN' button is highlighted in green. Below these buttons are instructions for registration and login. A banner at the bottom encourages using Google Chrome or Firefox for better performance.

REGISTER
Click here to register yourself (ECL Employees only) as an applicant on behalf of your ward / children.

LOGIN
Click here to sign-in (ECL Employees only) and submit new applications as well as to check their statuses.

USER (APPLICANT) LOGIN

A registered Employee can enter into the Applicant Homepage using his/her personal Login details i.e., User ID (Unique Man No.) and Password (Secret Code received in Registered Mobile No. and E-mail ID after successful registration). To provide login details the user need to open the Login Form by clicking on 'LOGIN' button at the Top navigation bar or at the bottom of the Guest Homepage.

The screenshot shows the 'MEMBER LOGIN' form on the ECL Scholarship Scheme website. The page header includes the logo and navigation links: HOME, REGISTRATION, LOGIN, HOW TO APPLY, CONTACT US, and ECL WEBSITE. The date 'May 03, 2019' and 'Please Login' are displayed. The login form has two input fields: one for the User ID (containing '123456') and one for the Password (containing '*****'). There are 'Login' and 'Cancel' buttons. A link for 'Admin / N.O. Login' is also present. The footer contains a disclaimer, address (EASTERN COALFIELDS LIMITED, Sanctoria, Post: Dabhergarh, Dist.: Bardwan, W.B., PIN - 713 333), and contact information (Phone: (0341) 2520052-53, 2520414; Fax: (0341) 2523574; Gram: EASTCOAL).

Enter valid member login details followed by clicking on 'Login' button. You will be redirected to Applicant Homepage on successful verification.

The screenshot shows the Applicant Homepage after successful login. The page header includes the logo and navigation links: APPLICANT HOME, HOW TO APPLY, DOWNLOADS, CONTACT US, and LOGOUT. The date 'May 03, 2019' and the user name 'SAMRAT DASGUPTA' are displayed. The main content area features an 'ONLINE APPLICATION PORTAL' section with instructions for Coal India Merit/General Scholarship & Financial Assistance. A 'SCHOLARSHIP & FINANCIAL ASSISTANCE MANAGEMENT SYSTEM' section is also present. An 'INSTRUCTIONS' section provides details on application status and resubmission. A 'MY ACTIVE APPLICATIONS' section shows a table with columns: APPLICATION ID, APPL. DATE, NAME OF STUDENT / CANDIDATE, APPLICATION FOR, APPLICATION STATUS, and ACTION. The table currently shows 'No record found.' A 'New Application' button is located in the top right corner. A user profile table is also visible, showing details for SAMRAT DASGUPTA.

EMPLOYEE NAME	SAMRAT DASGUPTA
DATE OF BIRTH	September 17, 1975
DESIGNATION	Application Developer
AREA / ESTABLISHMENT	30
UNIT NAME	110

APPLICATION ID	APPL. DATE	NAME OF STUDENT / CANDIDATE	APPLICATION FOR	APPLICATION STATUS	ACTION
No record found.					

CREATING NEW APPLICATION

Click on the 'New Application' button to open Application Form.

The screenshot shows the 'ONLINE APPLICATION FORM' for the 'ECL SCHOLARSHIP SCHEME'. The form is for 'FINANCIAL ASSISTANCE' and is a 'Fresh Application'. It is divided into three main sections:

- PERSONAL INFORMATION:** Includes fields for ADHAAR Card No., Name of the Student/Candidate (as on ADHAAR), Date of Birth, Current Age, Sex, Category, Marital Status, Father's Name, Mother's Name, 10 Digit Mobile No., and Email ID (Gmail / Yahoo preferred).
- BANK/POSTAL ACCOUNT DETAILS:** Includes fields for Name of Bank/Postal Account Holder (as on Passbook), Bank/Postal Account No., Bank/Post Office Name & Branch, and Bank IFS Code / Postal Code (PIN).
- DATASHEET FOR FINANCIAL ASSISTANCE:** A section for uploading the financial assistance datasheet.

There are also sections for adding photos and documents:

- PHOTO OF EMPLOYEE:** Add Photo button.
- PHOTO OF CANDIDATE:** Add Photo button.
- ADHAAR DOC, ACC. PASSBOOK, CATEGORY DOC:** Add Document buttons.
- Add Fin. Assistance Datasheet:** Add Document button.

At the bottom, there are buttons for 'Save Application', 'Submit Finally', and 'Cancel'. The footer contains 'DISCLAIMER', 'ADDRESS', and 'PHONE / FAX / GRAM'.

The Application for is divided into three sections.

1. PERSONAL INFORMATION
2. BANK / POSTAL ACCOUNT DETAILS
3. DATASHEET FOR SCHOLARSHIP / FINANCIAL ASSISTANCE

As the applicant requires a few Documents to be uploaded in PDF format only, the whole Application Form may not be filled in and submitted in a single attempt. Considering this in mind the system is equipped with the facility to Save incomplete Application Form.