How to begin:-

Open the browser and enter URL: - http://www.oasis.gov.in
Choose District: Select your concern district.

For Students - Choose district where your institution is located
For Students who are studying outside of West Bengal - Choose district of your permanent address
For Officials - Choose your concerned district

- NORTH 24 PARGANAS
- PURBA MEDINIPUR
- HAUHHRAH
- SOUTH 24 PARGANAS
- NADIA
- MURSHIDABAD
- BALDHIAMAN
- Birbhum
- Bankura
- Hooghly
- Alipurduar
- Paschim Medinipur
- Purulia
- Jalpaiguri
- Cooch Behar
- Uttar Dinajpur
- Dakshin Dinajpur
- Malda
- Kolkota
- GTA Darjeeling
- Siliguri Darjeeling
Enter your user name and password for district level.
➤ **Home**: After login into home page you can watch district overview by clicking option in district’s dashboard. Like: Pending Application, Verified Application, Rejected Application etc.
### Non Verified List (New)

- Non verified (new) option for fresh candidates who has been verified from block/municipality level.
Search an Applicant for verification: District level officials can search a candidate by using applicant user id or using several parameters.
Verify: For verify a candidate click on verify option.
Student’s Details: All fees are generated automatically by this web portal. Districts can ‘Verify’ or ‘Reject’ a student as per guidelines from his panel.
Verified List (New): list of Verified students.
Non Verified List (Renew): Non verified (Renew) is working same as Non verified (new) but it's for renewal candidate.
- Verified list (Renew): Verified students list for renewal cases display here.
Rejected list: Students with rejection state in district level display here.
- **Bdo/Ulb Authorization**: It is an overview on number of application, which is submitted/verified from Block /Municipality level.
**Scholarship overview:** - It is an overview on number of application, which is submitted by students’ district wise.
- **Adhaar report:** It is an overview on number of application with Adhaar Card, which is submitted by students’ district wise.
- **Verified overview:** It is an overview on number of application, which is Verified district wise.
➤ **MIS REPORT**: District can generate report as per their requirement.
➤ **Add institute:** - Add an institute to a particular block/municipality.
➢ **Add bank branch:** - Add branch of a bank by selecting a bank name from the list and put ‘branch name’, ‘ifsc code’, ‘micr code’ and just ‘submit’.
Fund requirement (new Student): Fund requirement (newly applied students) shows a general projection of fund on verified students that may be required by district.
Fund requirement (New Student): Fund requirement (for new cases) shows a general projection of fund on verified students that may be required by district.
- **Sanction order**: Sanction order is for addition of an amount to be disbursed, category wise and amount will be deducted from here after billing of students.
- **Bank wise students:** Bank wise students are a list of students who are waiting for disbursement. It shows how many students have an account with a particular bank and how much amount is needed for disbursement.
Bill Preparation:- Bill preparation is a process of billing to generate award list.
Sample of Award List Format

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of the Student</th>
<th>P. No.</th>
<th>Father / Guardian's</th>
<th>Address</th>
<th>Name of the Institution</th>
<th>District</th>
<th>Branch</th>
<th>P. SC Code of Bank</th>
<th>Account No.</th>
<th>Maintenance</th>
<th>Faimly</th>
<th>Other Complaining</th>
<th>Total Amount</th>
<th>Gen</th>
<th>OBC</th>
<th>SC</th>
<th>ST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BAKSHI DAYAL</td>
<td>001</td>
<td>BAKSHI DAYAL</td>
<td>CHANDIGARH</td>
<td>CHANDIGARH PUBLIC SCHOOL</td>
<td>UTtarPradesh</td>
<td>Delhi</td>
<td>000000000000</td>
<td>1234567890</td>
<td>100</td>
<td>200</td>
<td>0</td>
<td>600</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>BADAL SINGH</td>
<td>002</td>
<td>BADAL SINGH</td>
<td>CHANDIGARH</td>
<td>CHANDIGARH PUBLIC SCHOOL</td>
<td>UTtarPradesh</td>
<td>Delhi</td>
<td>000000000000</td>
<td>1234567890</td>
<td>100</td>
<td>200</td>
<td>0</td>
<td>600</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>BAKSHI DAYAL</td>
<td>003</td>
<td>BAKSHI DAYAL</td>
<td>CHANDIGARH</td>
<td>CHANDIGARH PUBLIC SCHOOL</td>
<td>UTtarPradesh</td>
<td>Delhi</td>
<td>000000000000</td>
<td>1234567890</td>
<td>100</td>
<td>200</td>
<td>0</td>
<td>600</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total: 1800
➢ **Track an application:** - Track an application to see the status of application of a particular student.
User Manual for District level officers

Change Password:- Using this menu district can change passwords.

END