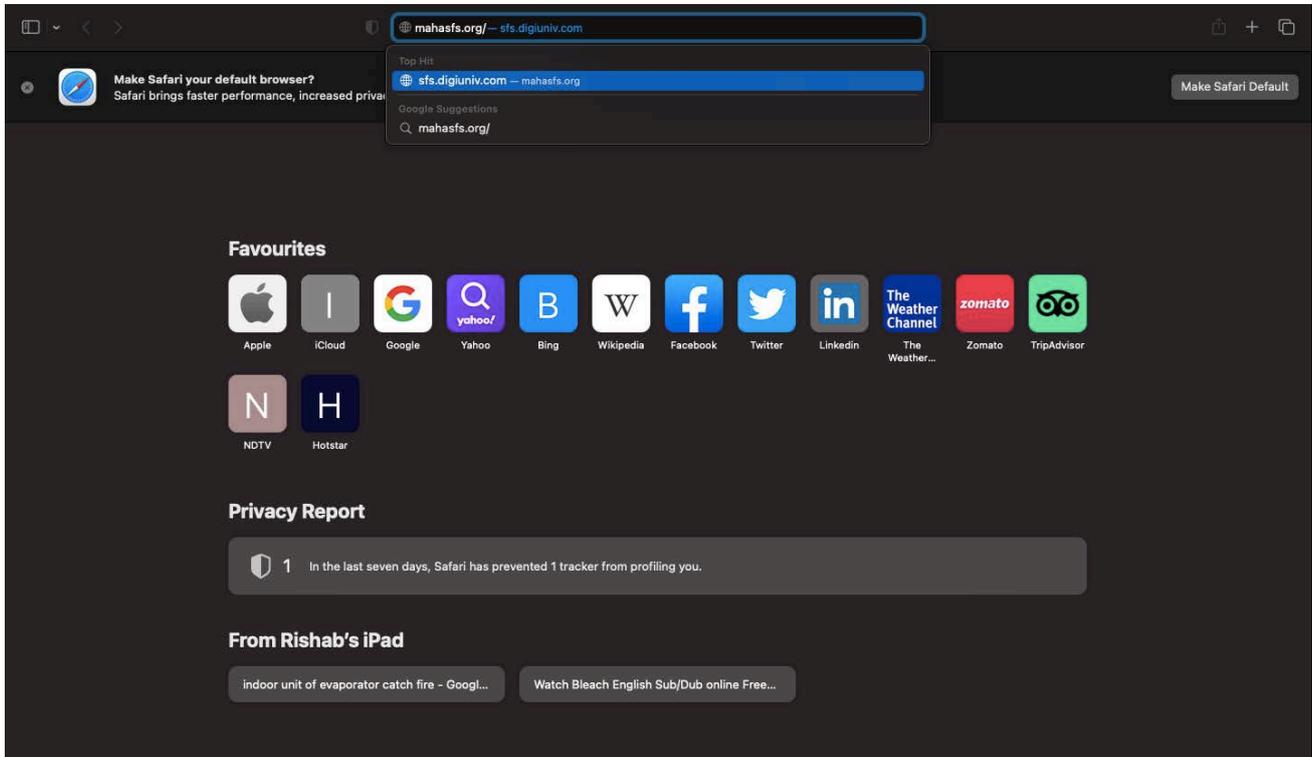


Manual For Sanstha Registration & Application for LOI (Letter of Intent)

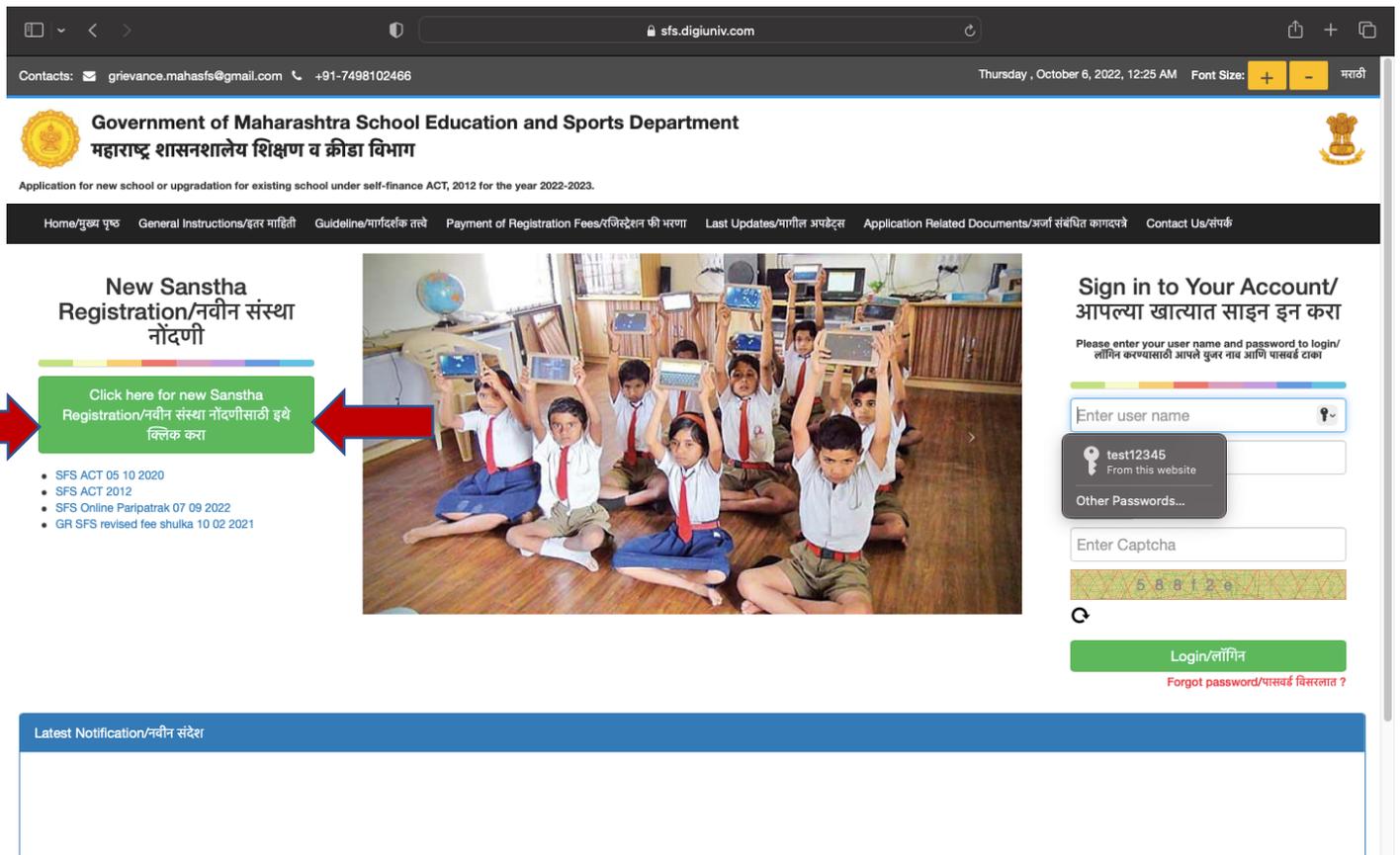
STEP 1

Open the Browser and go to the website <https://mahasfs.org>



STEP 2

SFS website will open, Click on New Sanstha Registration.



STEP 3

Fill in the Information about the New Sanstha and click on Send OTP. You will receive an OTP on your Mobile No. A new Box will appear, fill in the OTP received and click on Verify OTP. Create a unique User-ID and Password and click on Submit Button, which will appear after OTP has been verified.

** Marked fields are mandatory

Registered Sanstha/Trust/Company details

Sanstha Name*	<input type="text"/>	Contact Person Name* (President or Secretary)	<input type="text"/>
Mobile No* (President or Secretary)	<input type="text"/>	Phone No	<input type="text"/>
Website	<input type="text"/>	Email id*	<input type="text"/>
Address Line 2	<input type="text"/>	Address Line 1*	<input type="text"/>
District/City*	<input type="text"/>	State*	<input type="text" value="Select"/>
Sanstha SARAL id (If Available)	<input type="text"/>	PIN*	<input type="text"/>
		Minority Status*	<input type="text" value="Select"/>

Society Registration Act 1860

Enter Registration No	Registration Date
<input type="text"/>	<input type="text" value="DD/MM/YYYY (31/01/2018)"/>

Public Trust Act 1950

Enter Registration No	Registration Date
<input type="text"/>	<input type="text" value="DD/MM/YYYY (31/01/2018)"/>

Company Act 2013

Enter Registration No	Registration Date
<input type="text"/>	<input type="text" value="DD/MM/YYYY (31/01/2018)"/>

Send OTP *



Send OTP

Create Profile

Create User Name*	<input type="text"/>	Enter Password*	<input type="text"/>
Confirm Password*	<input type="text"/>	Captcha*	<input type="text"/>



STEP 4

Login with User-ID and Password.

Contacts: grievance.mahasfs@gmail.com +91-7498102466 Thursday, October 6, 2022, 12:25 AM Font Size: + - मराठी

Government of Maharashtra School Education and Sports Department
महाराष्ट्र शासनशालेय शिक्षण व क्रीडा विभाग

Application for new school or upgradation for existing school under self-finance ACT, 2012 for the year 2022-2023.

Home/मुख्य पृष्ठ General Instructions/दरम माहिती Guideline/गार्निशक वल्ले Payment of Registration Fees/रनिश्ट्रेशन की भरण Last Updates/पणील अपडेट्स Application Related Documents/अर्ना संबधित कागदपत्रे Contact Us/संपर्क

New Sanstha Registration/नवीन संस्था नोंदणी

Click here for new Sanstha Registration/नवीन संस्था नोंदणीसाठी इथे क्लिक करा

- SFS ACT 05 10 2020
- SFS ACT 2012
- SFS Online Paripatrak 07 09 2022
- GR SFS revised fee shulka 10 02 2021



Sign in to Your Account/आपल्या खात्यात साइन इन करा

Please enter your user name and password to login/लॉगिन करण्यासाठी आपले युजर नाव आणि पासवर्ड टाका

test12345

.....

588f2e

5 8 8 1 2 e

Login/लॉगिन

[Forgot password/पासवर्ड विसरलात ?](#)

Latest Notification/नवीन संदेश

STEP 5

After Login, Click on Sanstha from the Left Menu

Government of Maharashtra School Education and Sports Department grievance.mahasfs@gmail.com +91-7498102466 My Profile

Welcome: TEST SANSTHA Last Login: 06/10/2022 00:27:11 AM

Sanstha's details

Sanstha Name	TEST SANSTHA	Contact Person's Name	RISHAB	Registration Date	16/09/2022
Mobile No		Phone No		Website	NA
Address Line 1	FVN,NV,MVD	Address Line 2	NA	State	MAHARASHTRA
District/City	PUNE	PIN	456987	Sanstha's Registration no	202209160067
Society Registration Act 1860	4563214785	Society Registration Act 1860 Date	01/11/2021	Public Trust Act 1950	655412554555
Public Trust Act 1950 Date	07/12/2021	Company Act 2013	556516535	Company Act 2013 Date	15/02/2022
Minority Type		Minority		Sanstha's SARAL id	NA
Registration Status	Completed	Recommended Status	Approved		

Latest Notifications

School Application Status

Approved	Pending	Rejected	Resubmitted
1	3	0	0

STEP 6

Click on Sanstha Registration from the Left Menu, then click on Add Members

Government of Maharashtra
School Education and Sports Department

grievance.mahasfs@gmail.com +91-7498102466 My Profile

Welcome: TEST SANSTHA

Last Login: 06/10/2022 00:27:11 AM

Step-1 ✓ Sanstha Member

Step-2 ✓ Audit/Bylaws/Schedule-1 Documents Upload

Step-3 ✓ Bank Account detail

Step-4 ✓ Fixed Deposit

Quick Links

- Sanstha
 - Sanstha Registration
 - Print Form
- School
- Grievance
- Certificates

Add Sanstha member's personal details

Add Members

Sr No	Members Name	Designation	Gender	Aadhar No	Email id	Mobile No	Action
1	RAM	Secretary	Male	789654123654	RAM@RAM.COM	7896547896	Delete
2	SHYAM	President	Male	789652365412	SHYAM@SHYAM.COM	9996665558	Delete
3	CHETAN	Member 1	Male	985645874565	CHETAN@CHETAN.COM	6587879865	Delete
4	REEMA	Member 2	Female	666555888777	REEMA@REEMA.COM	9998887774	Delete

Next

STEP 7

Fill in the Information of the Members in the Sanstha One by One and Click Next.

Government of Maharashtra
School Education and Sports Department

grievance.mahasfs@gmail.com +91-7498102466 My Profile

Welcome: TEST SANSTHA

Last Login: 06/10/2022 00:27:11 AM

Quick Links

- Sanstha
 - Sanstha Registration
 - Print Form
- School
- Grievance
- Certificates

Add Sanstha Members

* Marked fields are mandatory

Instruction : In this section, all officers under designation are mandatory. Other names are optional.

Member Full Name (first, middle and last name)*

Designation*

Gender*

Aadhar No*

Email id

Mobile No *

Submit

उपरोक्त संस्था कार्यकारी मा.धर्मदाय आयुक्ततां यांचे कडून मान्य व अध्यायवत असून, अनुसूची 1 प्रमाणे आहे. सदर बाबतीत वाद निर्माण झाल्यास सर्वस्वी जबाबदारी उपरोक्त नमूद संस्था चालकांनी राहिल याची हमी देण्यात येते

Sr No	Members Name	Designation	Gender	Aadhar No	Email id	Mobile No	Action
3	CHETAN	Member 1	Male	985645874565	CHETAN@CHETAN.COM	6587879865	Delete
4	REEMA	Member 2	Female	666555888777	REEMA@REEMA.COM	9998887774	Delete

Next

STEP 8

Upload Audit Reports/Registration Certificates/Balance Sheet/Authorization Letter Etc and click next.

Government of Maharashtra
 School Education and Sports Department

 grievance.mahasfs@gmail.com +91-7498102466 My Profile

Welcome: TEST SANSTHA Last Login: 06/10/2022 00:27:11 AM

Step-1

Step-2

Step-3

Step-4

✓ Sanstha Member
✓ Audit/Bylaws/Schedule-1 Documents Upload
✓ Bank Account detail
✓ Fixed Deposit

Registered Sanstha/Trust Audit Report and By-laws Details

Registered Sanstha/Trust Audit Report

Last 3 Year Sanstha Audit Report	Year	Select Option	Upload Document	View Document
Upload Financial year 2021-2022 Audit Report	<input type="text" value="2021-2022"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	Choose File no file selected Upload .pdf file only	✓ View
Upload Financial year 2021-2022 Audit Report	<input type="text" value="2021-2022"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	Choose File no file selected Upload .pdf file only	✓ View
Upload Financial year 2021-2022 Audit Report	<input type="text" value="2021-2022"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	Choose File no file selected Upload .pdf file only	✓ View

Balance Amount As Per Last Audit

Registered Sanstha/Trust By-laws Document

By-laws Document	Document	Upload Document	View Document
Upload By-laws Copy *	Choose File no file selected Upload .pdf file only	✓	View

Society Registration Act 1860

Upload Society Registration Act 1860 Certificate	Document	Upload Document	View Document
Upload Society Registration Act 1860 Certificate *	Choose File no file selected Upload .pdf file only	✓	View

Public Trust Act 1950

Upload Public Trust Act 1950 Certificate	Document	Upload Document	View Document
Upload Public Trust Act 1950 Certificate *	Choose File no file selected Upload .pdf file only	✓	View

Company Act 2013

Upload Company Act 2013 Certificate	Document	Upload Document	View Document
Upload Company Act 2013 Certificate *	Choose File no file selected Upload .pdf file only	✓	View

Memorandum Of Association

Memorandum Of Association	Document	Upload Document	View Document
Memorandum Of Association *	Choose File no file selected Upload .pdf file only	✗	

Latest change report signed by Assistant Charity Commissioner

Latest change report signed by Assistant Charity Commissioner	Document	Upload Document	View Document
Latest change report signed by Assistant Charity Commissioner *	Choose File no file selected Upload .pdf file only	✗	

Latest copy of SCHEDULE I

Latest copy of SCHEDULE I	Document	Upload Document	View Document
Latest copy of SCHEDULE I *	<input type="text" value="Choose File"/> no file selected Upload .pdf file only	<input type="button" value="X"/>	

Balance Sheet (Last Years)

Balance Sheet (Last Years)	Document	Upload Document	View Document
Balance Sheet (Last Years) *	<input type="text" value="Choose File"/> no file selected Upload .pdf file only	<input type="button" value="X"/>	

Balance amount as per last balance sheet

Authotization Letter by Sanstha (Applicant has power to submit application)

Authotization Letter by Sanstha (Applicant has power to submit application)	Document	Upload Document	View Document
Authotization Letter by Sanstha (Applicant has power to submit application) *	<input type="text" value="Choose File"/> no file selected Upload .pdf file only	<input type="button" value="X"/>	

Letter of undertaking: No disputes in Sanstha members/Court Cases

Letter of undertaking: No disputes in Sanstha members/Court Cases	Document	Upload Document	View Document
Letter of undertaking: No disputes in Sanstha members/Court Cases *	<input type="text" value="Choose File"/> no file selected Upload .pdf file only	<input type="button" value="X"/>	



Next

STEP 9

Fill in the Bank Details / Upload Passbook / Upload Bank Statement and click next.

Government of Maharashtra
School Education and Sports Department

Welcome: TEST SANSTHA

Last Login: 06/10/2022 00:27:11 AM

Step-1 ✓ Sanstha Member

Step-2 ✓ Audit/Bylaws/Schedule-1 Documents Upload

Step-3 ✓ Bank Account detail

Step-4 ✓ Fixed Deposit

* Marked fields are mandatory

Registered Sanstha/Trust's Bank account details

Saving/Current account details*

Bank/Post Office Name*	<input type="text" value="KALA MAHAL"/>	Branch	<input type="text" value="KALA MAHAL"/>
IFSC Code*	<input type="text" value="KALA0000108"/>	Type of Account*	<input type="text" value="Current"/>
Account Number*	<input type="text" value="999888666555444888"/>	Latest updated amount in account*	<input type="text" value="600000.00"/>
Transaction Date*	<input type="text" value="12/09/2022"/>	Instructions: Upload scanned copy of the first page of passbook and page containing current updated entry.*	<input type="text" value="Choose File"/> no file selected Upload .pdf file only ✓
Bank Statement*	<input type="text" value="Choose File"/> no file selected Upload .pdf file only ✓		

Next

Sr No	Bank/Post Office Name	Branch	IFSC Code	Type of Account	Account Number	Latest updated amount in account	Document Type	View
1	KALA MAHAL	KALA MAHAL	KALA0000108	179256	999888666555444888	600000.00	Passbook	view

STEP 10

Click on Add Fixed Deposit

Government of Maharashtra
School Education and Sports Department

grievance.mahasfs@gmail.com +91-7498102466 My Profile

Welcome: TEST SANSTHA Last Login: 06/10/2022 00:27:11 AM

Step-1 ✓ Sanstha Member Step-2 ✓ Audit/Bylaws/Schedule-1 Documents Upload Step-3 ✓ Bank Account detail Step-4 ✓ Fixed Deposit

Quick Links

- Sanstha
 - Sanstha Registration
 - Print Form
- School
- Grievance
- Certificates

Fixed Deposit details

Sr No	Bank/Post Office Name	Branch	Amount In Sanstha Account(Rs.)	Fixed Deposit Certificate Number	Fixed Deposit Start Date	Fixed Deposit Maturity Date	Sanstha Name	Status
1	KALA MAHAL	KALA MAHAL	8000000.00	FGTER7896541FDG	01/09/2021	11/09/2026	TEST SANSTHA	Approv

Print Form

Add Fixed Deposit detail

STEP 11

Fill Fixed Deposit Details, Upload Fixed Deposit Certificate

Government of Maharashtra
Sch

grievance.mahasfs@gmail.com +91-7498102466 My Profile

Quick Links

- Sanstha
 - Sanstha Registrati
 - Print Form
- School
- Grievance
- Certificates

Bank/Post Office Fixed Deposit details

** Marked fields are mandatory

Bank/Post Office name* Bank/Post Office Branch name*

Total Fixed Deposit Amount(Rs)* Fixed Deposit Certificate Number*

Fixed Deposit Start Date* DD/MM/YYYY (31/01/2018) Fixed Deposit Maturity Date* DD/MM/YYYY (31/01/2018)
(Maturity date cannot be less than 36 months from the date of fixed deposit.)

Name mentioned in the Fixed Deposit receipt* TEST SANSTHA Upload Fixed Deposit Certificate* Choose File no file selected
Upload .pdf file only

Submit

Deposit Amount for Corpus Fund

STEP 12

After clicking on SUBMIT button, Click on FINAL SUBMIT button to complete Sanstha Registration.

Apply for LOI (Letter of Intent)

STEP 13

Click on School from the Left Menu and select School Details. Click on Apply for School Registration

Government of Maharashtra
School Education and Sports Department

Welcome: TEST SANSTHA

Last Login: 06/10/2022 00:27:11 AM

Quick Links

- Sanstha
- School
- School Details
- Print Form
- Grievance
- Certificates

School details

Advanced Filter +

Show 10 entries

Sr. No	Registration No	Registration Date	District	Name Of School	Type Of School	Sub Type	Status
1		04/10/2022	Ratnigiri	BNVCBVCHMNB	New School	PRIMARY TO SECONDARY 1 TO 10	Pending/ Pending/ Pending
2		04/10/2022	Pune	FIVE STAR SCHOOL	Upgradation of Existing School	HIGHER SECONDARY 11 TO 12	Pending/ Pending/ Pending
3	0310220037	03/10/2022	Amravati	NEW SCHOOL FIVE	New School	PRIMARY TO HIGHER SECONDARY 1 TO 12	Pending/ Pending/ Pending
4		03/10/2022		NEW SCHOOL FIVE	New School	PRIMARY TO HIGHER SECONDARY 1 TO 12	Pending/ Pending/ Pending
5		30/09/2022	Akola	MNFB.JHBCDMW	New School	PRIMARY- 1 TO 5	Pending/ Pending/ Pending
6		24/09/2022		HDBCBD	New School	Primary to Higher Secondary 1 to 12 (Science)	Pending/ Pending/ Pending

Apply for School Registration

STEP 14

Fill in the Name of School. Select New School or Upgradation of Existing School and fill in the rest details as asked. In application type, select Apply for Letter of Intent and click next.

Government of Maharashtra
School Education and Sports Department

Welcome: TEST SANSTHA

Last Login: 06/10/2022 00:27:11 AM

Quick Links

- Sanstha
- School
- School Details
- Print Form
- Grievance
- Certificates

School type details

* Marked fields are mandatory

Name of Proposed School * NEW SCHOOL FIVE

Application for School type * PRIMARY TO HIGHER SECONDARY 1 TO 12

Affiliated Board * CBSE

Minority Status * Yes

Minority Bauddha

School Type * New School

Stream * Arts

Apply For * Apply For Letter of Intent

Minority Type Religious Minority

Minority Certificate No 456987458

Next

STEP 15

Fill in the Address, select Area Type and click next.

Government of Maharashtra
School Education and Sports Department

grievance.mahasfs@gmail.com +91-7498102466 My Profile

Welcome: TEST SANSTHA Last Login: 06/10/2022 00:27:11 AM

Step-1 ✓ School details Step-2 ✓ School Address details Step-3 ✓ Land Details / RTE Details Step-4 ✓ Fixed Deposit details Step-5 ✓ Non Refundable Registration Fees

* Marked fields are mandatory

School Address

Proposed School Address Line 1 *	NMBFJZXNV,DMF	Address Line 2	
Educational Division*	Amravati	District *	Amravati
Taluka*	AMRAVATI	City/Village*	DEORA
PIN*	789654	Cluster	ANTORA
Area Type*	Municipal Corporation Area Class A		

Next

STEP 16

Fill in the Land Details, Upload Land Documents ETC, and click next.

Government of Maharashtra
School Education and Sports Department

grievance.mahasfs@gmail.com +91-7498102466 My Profile

Welcome: TEST SANSTHA Last Login: 06/10/2022 00:27:11 AM

Step-1 ✓ School details Step-2 ✓ School Address details Step-3 ✓ Land Details / RTE Details Step-4 ✓ Fixed Deposit details Step-5 ✓ Non Refundable Registration Fees

* Marked fields are mandatory

Land Details

1:- Type of land*	<input checked="" type="radio"/> Land owned by sanstha <input type="radio"/> Registered LeaseDeed	
2:-Required land for the proposed school (Minimum required land for the proposed school)*	Information : Required Land for proposed School: (1.) For all Municipal Corporations and in areas of all A grade municipalities in the State, minimum 500 Sq.mtr. (2.) In remaining all areas, minimum One Acre/ 4000 Sq.mtr.	
3:- Total Land in R(are), Enter land details in R(are)(Upload Land Documents) Are, basic unit of area in the metric system, equal to 100 square meters and the equivalent of 0.0247 acre *	500 <input type="button" value="Calculation"/>	Upload Land Document* <input type="button" value="Choose File"/> no file selected
4:- Land available for Proposed School out of total land (Upload Hamipatra) *	200 <input type="button" value="Calculation"/>	Upload Hamipatra* <input type="button" value="Choose File"/> no file selected
5:- Whether Land is reserved for school purpose? if yes, (Enter Authority name& Upload Document)	<input type="radio"/> Yes <input type="radio"/> No	Upload Land Document
6:-Whether land is mortgaged? If yes, enter name of the bank and upload latest loan account statement	<input type="radio"/> Yes <input type="radio"/> No Outstanding Loan amount as on date	Upload Latest Loan Account Statement
8:-Upload Photo of the Proposed School land area* Upload only .jpg/.jpeg/.png or .gif file		<input type="button" value="Choose File"/> no file selected
10:-Enter survey number*	123456	
11:-Enter Stamp Registration Number*	123	
12:-Enter Registrar Office*	1234	

Next

STEP 17

Select Fixed Deposit from which amount will be reserved for the school, check the undertaking, and click next.

Government of Maharashtra
School Education and Sports Department

Welcome: TEST SANSTHA

Last Login: 06/10/2022 00:27:11 AM

Step-1 ✓ School details | Step-2 ✓ School Address details | Step-3 ✓ Land Details / RTE Details | Step-4 ✗ Fixed Deposit details | Step-5 ✗ Non Refundable Registration Fees

* Marked fields are mandatory

Fixed Deposit details

School Sub Type* PRIMARY TO HIGHER SECONDARY 1 TO 12

Area Type Muincipal Council Area Class A

Amount of Fixed Deposit Required Rs. 1000000.00

Deposit Amount for Corpus Fund

Show 10 entries Search:

Sr. No	Fixed Deposit No	Fixed Deposit Start Date	Fixed Deposit Closing Date	Bank Name	Branch Name	Total Fixed Deposit Amount	Available Balance	Select Fixed Deposit
1	FGTER7896541FDG	01/09/2021	11/09/2026	KALA MAHAL	KALA MAHAL	8000000.00	2400000.00	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Declaration

I hereby declare that all information furnished in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected, I fully own the responsibility of details of the Registration of the school. The department may then take appropriate action as per the rules and guidelines mentioned in their policy and treat the application as invalid.

STEP 18

Select Payment Mode Online/Offline. Fill in the Details and Upload the Receipt. Click Submit to complete the school registration.

Government of Maharashtra
School Education and Sports Department

Welcome: TEST SANSTHA

Last Login: 06/10/2022 00:27:11 AM

Step-1 ✓ School details | Step-2 ✓ School Address details | Step-3 ✓ Land Details / RTE Details | Step-4 ✓ Fixed Deposit details | Step-5 ✗ Non Refundable Registration Fees

Enter Payment details

click here to pay <https://gras.mahakosh.gov.in/echallan/>

Fee Offline Payment (Fee payment through bank) Fee Online Payment (Fee payment through credit/debit card and net banking)

Enter Fee Related details →

Non refundable registration fee amount Rs.:150000.00

Please refer to the revised GR for school registration fees. [Click here](#) to view the document.

Enter CIN No * 00040572018012547517 Enter GRN * MH009008010201819M

Upload Payment Receipt or Challan Copy: * no file selected

After Submission a registration no will be generated and can be viewed in the School Details Section, by selecting the same from the left menu.