

User Manual of Police Clearance Certificate of
Maharashtra Police Department

Application for Police Clearance Service

[Maharashtra Police Department]

User Training Manual Version 1.0



(A Joint Venture between Govt. of Maharashtra & TCS)

User Manual of Police Clearance Certificate of
Maharashtra Police Department

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1.Executive Summary

MahaOnline Ltd, a Joint venture company between Government of Maharashtra and TATA Consultancy Services, is pleased to inform successful implementation of 'Police Clearance service'. This system comprise of registration of applicant for character certificate and security guard character certificate. This document is produce in interest of training users willing to use efficiently. Document provides stepwise procedure 'Online Registration for Police Service Service' of using PCS online application with relevant Screen shot of various activities in system.

2.Intended Audience

This Document is intended for the users of PCS online application

3. Getting Started:

3.1 Procedure to Login into PCS Online Application:

Steps:

1. Enter the URL <https://pcs.mahaonline.gov.in> in address location bar.
2. The screen shown below is displayed.

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The screenshot displays the 'Police Clearance Services' page for the Maharashtra Police. The header includes the Maharashtra Police logo and the text 'Police Clearance Services Maharashtra Police'. A navigation menu on the right lists four steps: Step 1 Registration, Step 2 Login, Step 3 Fill Application, and Step 4 Pay Fees. The main content area features a 'Log in' form with fields for 'Enter UserName or Mobile Number' and a 'Login' button. Below the form are links for 'Forgot Password?', 'Registration', and 'If not Verified!!!'. A vertical timeline on the right side of the page indicates the registration process: 'To Register New Candidate, Apply four easy steps' followed by the four steps. The background of the page shows a large, ornate building, likely a police station or government office. At the bottom, a copyright notice reads 'Copyright © 2014 Maharashtra State Police Department. All Rights Reserved'.

3. Click on New Registration

4. Enter the Details of applicant

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The screenshot shows the 'Registration' page of the Police Clearance Services portal. The page has a blue header with a 'Home' link and a 'Registration' tab. The form contains the following fields:

- Aadhaar Number: Text input field.
- Full Name *: Text input field with a sub-label '(First Name Fathers/Husband Name Surname)'. To its right is a 'Full Name (in Marathi) *' text input field.
- Date of Birth *: Text input field.
- Gender *: Dropdown menu with '---Select---' selected.
- District *: Dropdown menu with '---All District---' selected.
- Email ID: Text input field.
- Mobile Number as User Name *: Text input field.
- Password *: Text input field.
- Confirm Password *: Text input field.
- What is Second Number among Following List ? 54, 89, 45: Text input field.

A 'Submit' button is located at the bottom left of the form.

5. Click on Submit Screen below will be displayed.

The screenshot shows the same 'Registration' page as above, but with an 'Information' message box overlaid. The message box contains the following text:

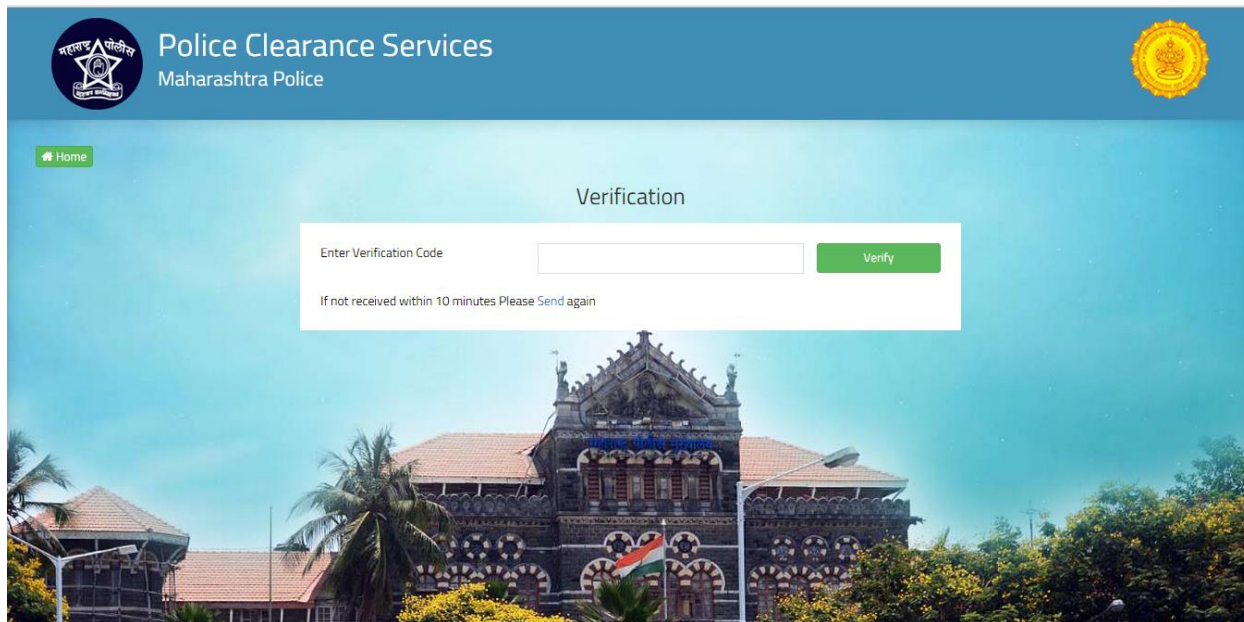
Information
? Verification Code has been sent to your mobile number. Please verify yourself
OK

The form fields are partially obscured by the message box. The 'Full Name' field now contains the text 'prakash'. The 'Date of Birth' field is empty. The 'Gender' dropdown menu is still set to '---Select---'. The 'Email ID' field is empty. The 'Mobile Number as User Name' field is empty. The 'Password' field is empty. The 'Confirm Password' field is empty. The 'What is Second Number among Following List ? 54, 89, 45' field is empty. The 'Submit' button is still visible at the bottom left.

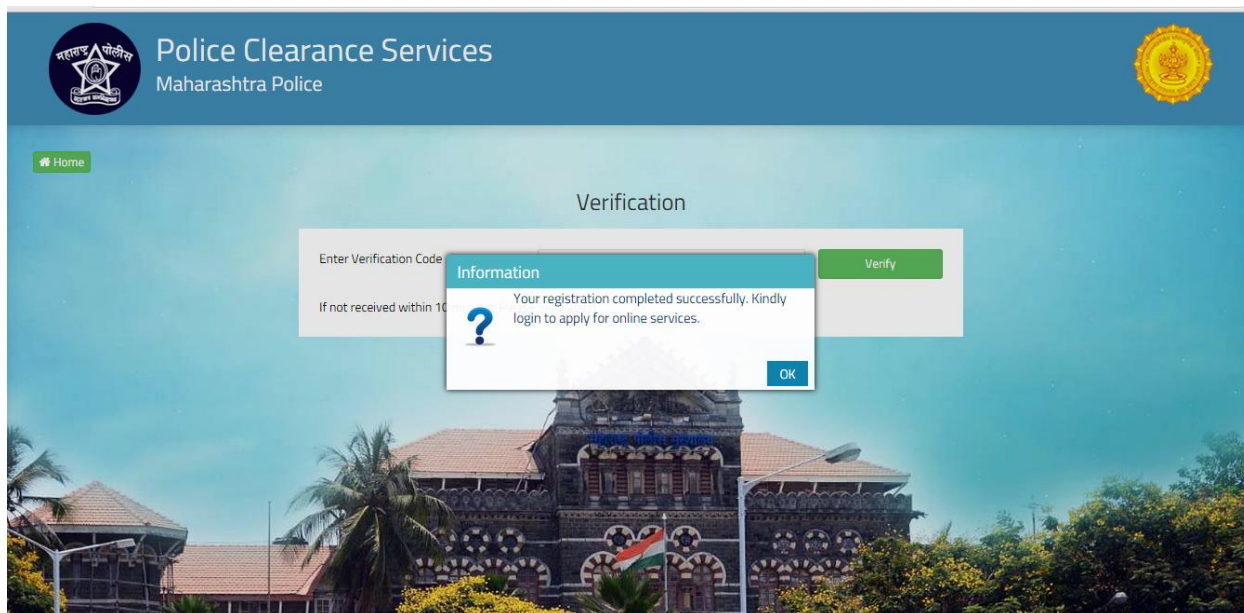
Below the form, there is a red text message: "Password must contain one digit from 0-9; must contain one lowercase characters; must contain one uppercase characters; must contain one special symbol in the list".

6. Click on OK message screen below will be displayed

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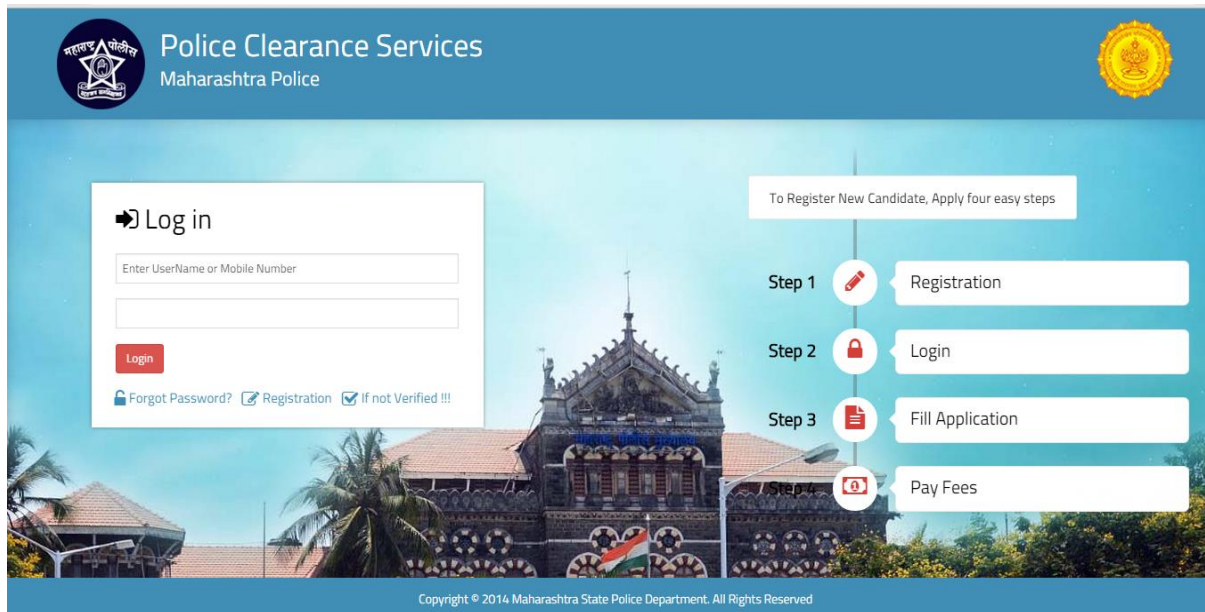


7. Enter the verification code and Click on Verify screen below will be displayed



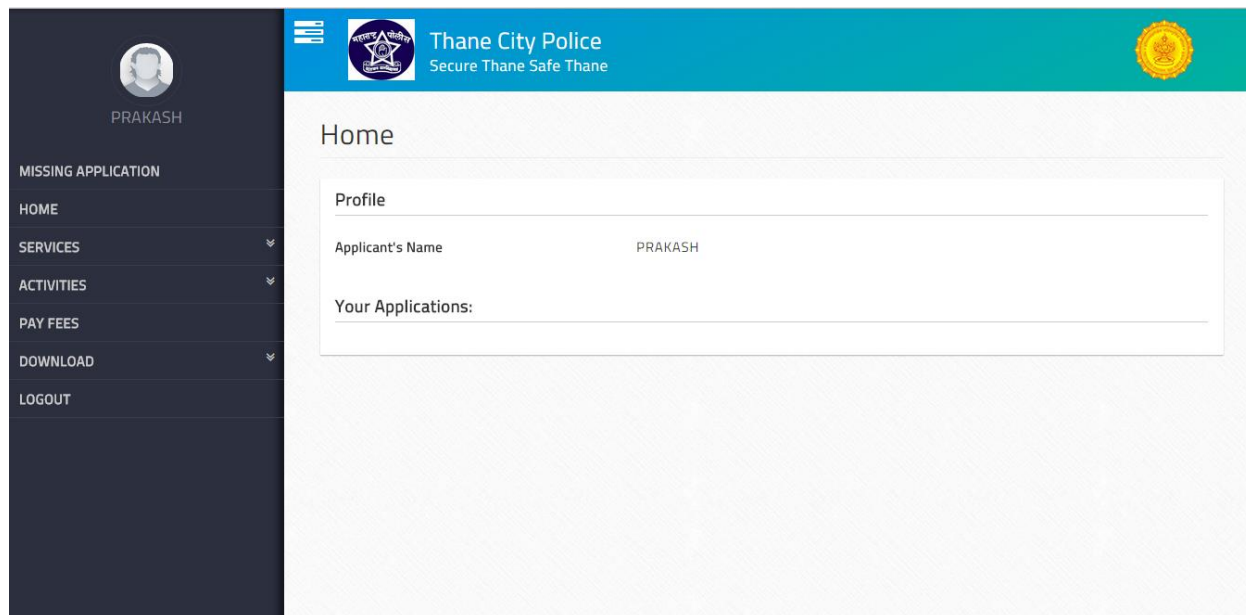
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8. Click on message 'ok' and screen below will be displayed

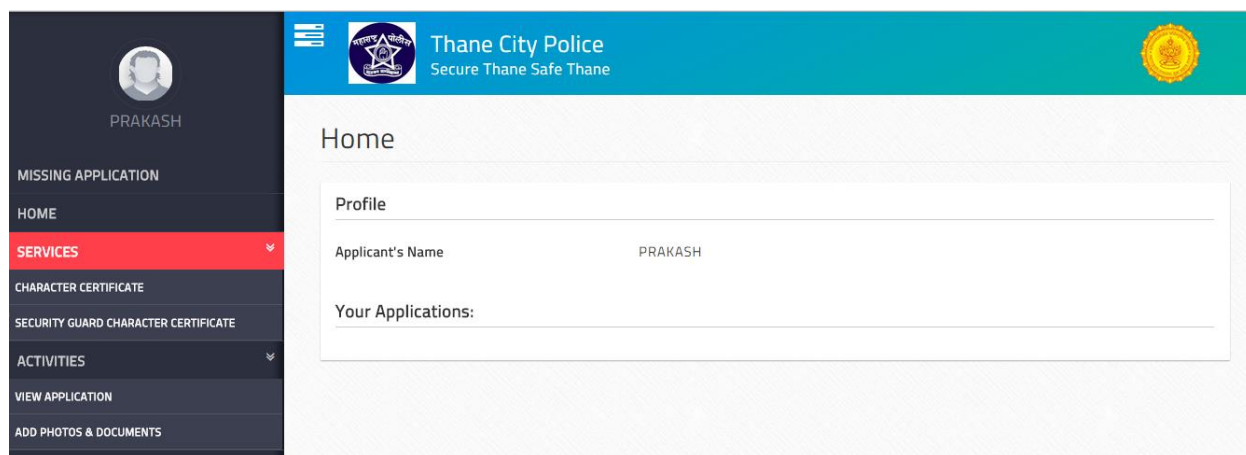


9. Enter Username and password .Screen Below will be displayed

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10. Click on Services tab on left hand side as shown in screen below and choose the service need to apply



11. Click on (for example) character certificate screen below will be displayed

12. Enter Address Information and click on NEXT

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Character Certificate

Address Information | Occupation/Educational Information | **General Information** | Police Station Information

General Information

Applicant Name
PRAKASH

Present Residential Address

Address Care Of
Please s

Address Care Of (In Marathi)

Address of Building

Address of Building (In Marathi)

Address of Street

Address of Street (In Marathi)

13. Enter Occupation/Education information and click on NEXT

Character Certificate

Address Information | **Occupation/Educational Information** | General Information | Police Station Information

Present Occupation/Service

Occupation/Service
Office Clerks

Joining Date
02/01/2015

Post
aa

Address
aaaa

Address(In Marathi)
आत

Telephone
22222222222

Educational Qualification

Sr. No.	Name of School & College	Exam Passed	Date of Leaving	Result
1				Please select
2				Please select

14. Enter General Information and click on Next

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Thane City Police
Secure Thane Safe Thane

Character Certificate

Address Information | Occupation/Educational Information | **General Information** | Police Station Information

General Questions

Visible Identification Mark:

Height (cm):

Weight (kg):

Have you been Arrested/Prosecuted?
 Yes No

Have you been active in Politics?
 Yes No

Certificate Addressed To

Designation:

Company:

15. Enter Police Station Information and click Next

Address Information | Occupation/Educational Information | General Information | **Police Station Information**

Local Police Station Address

District:

Division:

Local Police Station:

I hereby solemnly state that information provided above by me is true and correct.

Place:

Date:

[Save](#)

[← Prev Page](#)

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16. Click on 'SAVE' and screen below will be displayed. Application Id is generated

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The screenshot displays the 'Police Station Information' tab of the application form. The 'Local Police Station Address' section includes dropdown menus for 'District' (Thane City), 'Division' (Dombivali), and 'Local Police Station' (Dombivali P. Station). A 'Place' field contains 'mumbai' and a 'Date' field contains '02/01/2015'. A 'Save' button is visible below the form. A modal window titled 'Information' is overlaid on the form, displaying a success message: 'Your application has been successfully received. Your application ID is THCR011510002'. The modal also includes an 'OK' button. The footer of the page reads 'Copyright © 2014 Maharashtra State Police Department. All Rights Reserved'.

17. Click on 'Ok' screen below will be displayed

The screenshot displays the 'Thane City Police' header with the tagline 'Secure Thane Safe Thane'. The main content area is divided into two sections: 'Photo' and 'Signature'. Each section has a placeholder image and an 'Upload' button. Below these sections, there are three groups of checkboxes for document uploads: Group 1 (School Leaving Certificate), Group 2 (Any 2 documents: Passport, Aadhar Card, Current Bank Pass Book having photo, Election Card, Current Electric/Telephone bill showing applicants name and Address), and Group 3 (Company/Office letter/ self declaration for issue of Verification Certificate).

18. Upload Photo and Signature

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19. Upload Documents (**Tick documents need to be uploaded**) screen below will be displayed

Thane City Police
Secure Thane Safe Thane

PRAKASH

MISSING APPLICATION
HOME
SERVICES
ACTIVITIES
PAY FEES
DOWNLOAD
LOGOUT

School Leaving Certificate
Choose File No file chosen

Passport
Choose File No file chosen

Current Electric/Telephone bill showing applicants name and Address
Choose File No file chosen

Company/Office letter/ self declaration for issue of Verification Certificate
Choose File No file chosen

Save Close

Group 1
 School Leaving Certificate

Group 2 (Any 2)
 Passport Aadhar Card Current Bank Pass Book having photo
 Election Card Current Electric/Telephone bill showing applicants name and Address

Group 3

20. Click on Save screen below will be displayed

HOME
SERVICES
ACTIVITIES
PAY FEES
DOWNLOAD
LOGOUT

Group 1
 School Leaving Certificate

Group 2 (Any 2)
 Passport Aadhar Card Current Bank Pass Book having photo
 Election Card Current Electric/Telephone bill showing applicants name and Address

Group 3
 Company/Office letter/ self declaration for issue of Verification Certificate

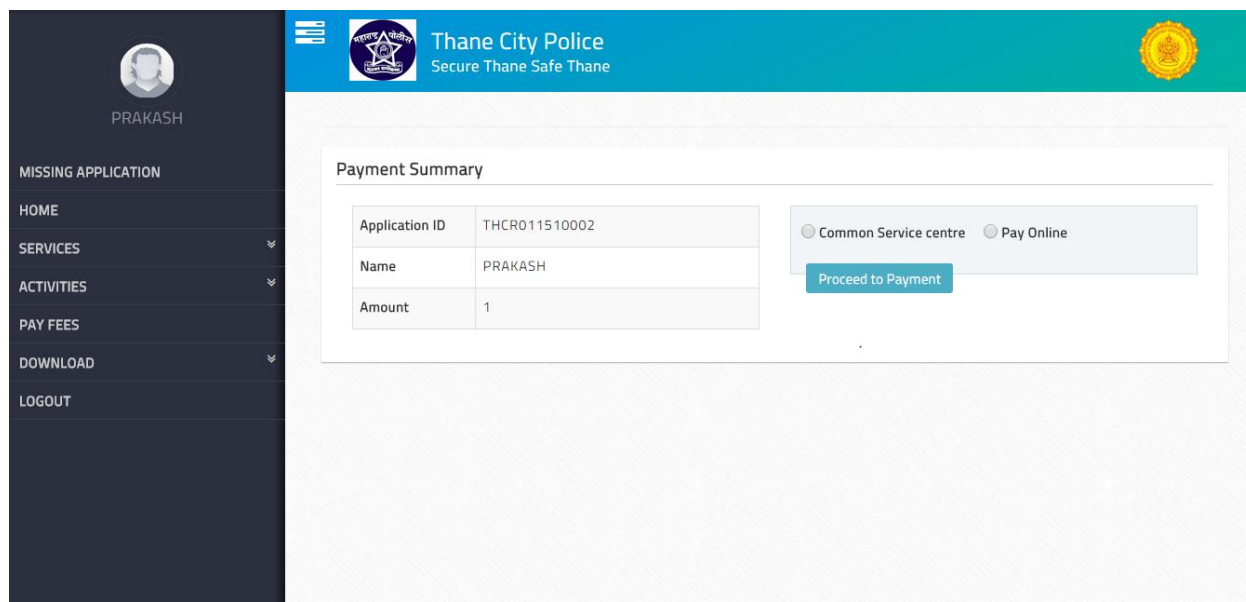
THCR011510002_Document1.jpg
THCR011510002_Document2.jpg
THCR011510002_Document3.jpg
THCR011510002_Document4.jpg

Upload Documents

Continue

21. Click on 'Continue' view the entire form by clicking on 'NEXT' and then click on **Proceed to Payment** tab as shown in screen below

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The screenshot displays the user interface of the Thane City Police portal. On the left is a dark sidebar with a user profile for 'PRAKASH' and a menu with options: MISSING APPLICATION, HOME, SERVICES, ACTIVITIES, PAY FEES, DOWNLOAD, and LOGOUT. The main header is teal with the Thane City Police logo and the slogan 'Secure Thane Safe Thane'. The central content area shows a 'Payment Summary' box with a table of application details and payment options.

Payment Summary	
Application ID	THCR011510002
Name	PRAKASH
Amount	1



Payment mode options: Common Service centre Pay Online

[Proceed to Payment](#)

22. Select payment mode for example **Pay Online**

23. Click on 'Proceed to Payment' pay fees and receipt below will be generated if payment successful.

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RECIPT			
Application No	THCR121420018		
Name of student	JAYESH RAJAN MAHADIK		
Transaction ID	20150103241400095838		
Total	222.47		
Total (In Words)	TWO HUNDRED TWENTY-TWO RUPEES AND FORTY-SEVEN PAISE		
Service	Police Clearance Service		
Date	03/01/2015 12:04:49		