

USER MANUAL

Haryana Government has invited application for Exam of SAS Part- II, 2019. Candidate who has already qualified SAS Part- I exam can only apply for this exam online through Antyodaya Saral Portal i.e. <http://saralharyana.gov.in/>.

1. Firstly, Candidate has to click on "New User/ Register Here" and create his own User ID & Password.
2. Candidate login by using User ID & Password and click on the submit button.

The screenshot displays the Antyodaya Saral Portal website. At the top, there is a header with the Government of Haryana logo, the text "Antyodaya Saral", and the tagline "Transforming Service Delivery in Haryana". Below this is a navigation menu with links: Home, About Us, RTS ACT, Schemes/Services List, Search Schemes/Services, Performance Dashboard, FAQ's, and Contact Us. The main content area is divided into two sections. On the left, under the heading "Frequently Used Services/Schemes", there is a list of services: Resident Certificate (Revenue), Dealer Point Registration (Transport), Issue of New ration Card (Food and Supplies), Income Certificate (Revenue), Old Age Samman Allowance (Social Justice and Empowerment), Application for New Electricity Connection (U/DHBVN), Dr. Ambedkar Medhavi Chamar Yojna (Welfare of SCBC), Bicycle Scheme (BOCW - Labour), and Marriage Registration (Urban Local Bodies). On the right, there is a "LOGIN" section with a "TRACK" tab. The "Login Details" form includes fields for "Login ID" (with the example "citizenhr") and "Password" (with a masked input). Below these fields is a CAPTCHA image showing the text "0D99e5" and a "type here" input field. A "SUBMIT" button is located below the CAPTCHA. At the bottom of the login section, there are links for "Forgot Password" and "New user ? Register here". The footer of the website contains the text "Antyodaya SARAL Helpline - 1800-2000-023" and "7:00 AM - 9:00 PM Monday to Saturday". It also includes a list of links: Home, FAQ's, TERMS & CONDITION, Cancellation / Refund policy, Privacy Policy, Site Map, and Contact Us. The footer also states "Site is technically designed, hosted and maintained by National Informatics Centre." and "POWERED BY SERVICEPLUS". On the right side of the footer, there is a logo for the Department of Electronics & Information Technology, Government of Haryana, and the National Informatics Centre (NIC) logo. The footer also includes the text "Last Updated: March 27, 2019" and "Visitor's Count: 1463178".

3. Click on “View all available Services”

Government of Haryana

ANTYODAYA-SARAL Portal

Transforming Service Delivery in Haryana
Powered by ServicePlus

Menu

- Manage Profile
- Apply for services
- View all available services**
- View Status of Application

Themes Language Citizen Profile Haryana

WELCOME TO ANTODAYA-SARAL!

Aligning with Digital India's vision of faceless, paperless and cashless service/scheme delivery model, Antyodaya-SARAL aims to transform citizen service delivery in Haryana through complete digitization of over 380+ services. The vision for Antyodaya-SARAL is a unified platform to deliver and track Government-to-Citizen (G2C) services/schemes across the state. Two of the key components of the Antyodaya-SARAL are as follows:

Antyodaya-SARAL Portal: A Single Service Delivery Portal for Citizens

- Ability to avail services/schemes from anywhere at any time
- Live tracking of status of service/scheme requests
- Timely delivery of services/schemes
- Complete digitization of citizen services/schemes

Antyodaya-SARAL Dashboard: A Service Delivery Accountability Portal for Departments

- Review departments based on performance (Based on RTS compliance, customer rating and delays)
- State-wise and District-wise view of department performance
- Escalation to officers on pending file requests
- Would help in process re-engineering of services/schemes that are not performing well

MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF HARYANA

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4. Click on the Search Column and write "Exam". Click on SAS Exam.

Government of Haryana

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Themes Language Citizen Profile Haryana

Apply For Services / View All Available Services

view HARYANA Services

Search: exam

SL.No.	Service Name	Department Name
1	SAS Exam	Finance Department

Showing page 1 of 1

First Previous 1 Next Last

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Delhi

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5. On clicking SAS Exam, Page of Download Pre-defined Form/Template will be displayed. From this page, User can See/ download User Manual, Authority Letter and list of required documents.
6. After that, User click on **"Proceed to apply"** button.

The screenshot displays the ANTYODAYA-SARAL Portal interface. A modal window titled "DOWNLOAD PRE-DEFINED FORM/TEMPLATE" is open, providing instructions for downloading documents. The modal contains a table with the following data:

Sl.No.	Document Name	Action
1	SASEXAM	Download
2	Authority Letter	Download

Below the table, there are two buttons: "Proceed to apply" and "Cancel". The background of the portal shows a search bar with the text "Exam" and a department dropdown menu set to "Finance Department".

7. Candidate has to fillup / enters the details on the page of "Application for the State SAS Part II Examination". Firstly, he / she has to select radio button of Department Employee or Board/Corporation/Local Body employee.

← → 🔍 Search the web...

Home | Treasuries & Accounts Division | @gov.in | X | Antyodaya-SARAL Portal | X | +

← → 🔍 Not secure | saralharyana.gov.in/configure/renewApplicationForm.do?serviceId=13940001&OWASP_CSRFTOKEN=ZC7Y-Q3FO-9PZF-VCYQ-ANYO-DAVW-FQAV-59G98UUI...

Government of Haryana

ANTYODAYA-SARAL Portal

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Themes Language Sumit Bahal

Application for the state S.A.S Part II Examination

Candidate Type

☐ Department Employee* Boards/Corporation/Co-operative Institutions/Autonomous Body/Local Body Employee

Application Form

Name of the applicant *	Kavita Dhiman		
Father Name *	Jagdish Chand	Permanent Home Address *	Chandigarh
Home District	Chandigarh	Present Designation *	Registrar
Boards/Corporation/Co-operative Institutions Employees/Autonomous Body/Local Body *	Chaudhary Devi Lal University, Sirsa		
Educational Qualification *	MA		
Date of Birth *	09/07/1983	Age *	35 years 11 months 18 days

Type here to search

ENG 10:23 28-06-2019

8. After filling up complete information along with uploading photo and signature, click on "Submit" button.

Search the web...

Home | Treasuries & Accounts | @gov.in | Antyodaya-Saral Portal

Not secure | saralharyana.gov.in/configure/renderApplicationForm.do?serviceId=13940001&OWASP_CSRFTOKEN=ZCTY-Q3FO-9PZF-VCYQ-ANY0-DAVW-FOAV-59G98UUL...

Whether Medical examination from the Civil surgeon/Character Verification has been done at the time of Joining? ☒ Yes ☐ No

Remarks, If any

Photo(.jpg, .jpeg)

Signature(.jpg, .jpeg)

Choose File

Choose File

Declaration

☒ I Agree

I understand that in the event of passing the State SAS Examination, my services shall be at the disposal of the Finance Department. It is also clarified that the particulars filled in all columns are correct and nothing has been concealed. In case the particulars given in all columns are found incorrect subsequently at a later stage, I shall be liable to disqualification/reversion to my original post.

Additional Details

Apply to the Office: Finance Department

Word verification

8b8sw4

Please enter the characters shown above

8b8sw4

Type here to search

ENG 10:24 28-06-2019

9. The information filled up by Candidate can be view on next page. He / She can click on "Edit" button (if any information is to be corrected). Otherwise he / she click on "Attach Enclosure (s)" button.

Government of Haryana
ANTYODAYA-SARAL Portal
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Menu
Manage Profile
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Home Language Call Center Haryana

Candidate Type

Application Reference No.: Draft_SAS EXAM/2019/00072
Department Employee

Application Form

Unique Code: 0C4BR9
Name of the applicant: GORINDER SINGH
Father Name: RAJ SINGH
Permanent Home Address: # 485, SECTOR-2, ROHTAK
Home District: Bhiwani
Present Designation: Assistant District Attorney
Department: Archaeology and Museums-ARM
Office Address: Sector 30 Chandigarh
Educational Qualification: Graduation
Date of Birth: 07/07/1970
Age: 48 years 11 months 17 days
Date of joining as Regular Employee: 31/03/2003
Branch of the examination for which applying: LAD
Whether officiating or permanent: Permanent
Whether Part-I or Part-II: Part-II
If part-II then give details of year/session in which SAS Part-I qualified: 2017
If part-II then give details of Roll No. in which SAS Part-I qualified: 34765
Last Examination Roll No: 967954
Exemption obtained: Yes
Exemption obtained: if any in which Session/year: 2018
Exemption obtained: if any in which Roll no: 34467
Whether passed Hindi upto Matric standard: Yes
Remarks, if any: Apply for SAS Exam
Photo (jpg, jpeg):
Signature (jpg, jpeg):

Declaration

I understand that in the event of passing the State SAS Examination, my services shall be at the disposal of the Finance Department. It is also clarified that the particulars filed in column 1 to 16 are correct and nothing has been concealed. In case the particulars given in column No.1 to 16 are found incorrect subsequently at a later stage, I shall be liable to disqualification/reversion to my original post.

I Agree: Yes

Additional Details

Apply to the Office: Finance Department

29/6/2019 09:52:01 IST <http://saral.haryana.gov.in/configure>

[Edit](#) [Attach Enclosure](#) [Cancel](#) [Print](#) [Export to PDF](#) [Click here to submit new application](#)

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10. On this page, candidate has to fill up the required column and upload a single file of **"Duly signed Authority Letter"** and **"Attested copy of Summery of ACRs"** in PDF format. Maximum size of PDF file is 1 MB.
11. Click on **"Save Annexure"** Button.

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Themes Language Citizen Profile Haryana

ATTACH ENCLOSURE(S)

Enclosure(s):

Type of Enclosure	Enclosure Document	Issued By	Issued Date	Reference Number	File/Reference
Authorised Signatory Document(PDF only)	Authorised Sign Document Format				Choose File estamp_2 Scan Fetch from DigLocker

Save Annexure Cancel Back

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12. Again Candidate can view only complete information along with attached file on next page. On this page, he / she has to click on “Make Payment” button.

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ANTYODAYA-SARAL Portal
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Menu
 Manage Profile
 Apply for services
 View all available services
 View Status of Application

Themes Language Current Profile Haryana

Candidate Type

Application Reference No : Draft_SA3EXAM/2019/00072
 Department Employee

Application Form

Unique Code : 0048RV
 Name of the applicant : GOBINDER SINGH
 Father Name : RAJ SINGH
 Permanent Home Address : # 485 SECTOR-2 ROHTAK
 Home District : Bhiwani
 Present Designation : Assistant District Attorney
 Department : Archeology and Museums-ANM
 Office Address : Sector 29 Chandigarh
 Educational Qualification : Graduation
 Date of Birth : 07/07/1970
 Age : 48 years 11 months 17 days
 Date of joining as Regular Employee : 31/03/2003
 Branch of the examination for which applying : LAD
 Whether officiating or permanent : Permanent
 Whether Part-I or Part-II : Part-II
 If part-II then give details of year/session in which SA3 Part-I qualified : 2017
 If part-II then give details of Roll No. in which SAR Part-I qualified : 34765
 Last Examination Roll No : 987654
 Exemption obtained : Yes
 Exemption obtained, if any in which Session/year : 2019
 Exemption obtained, if any in which Roll no : 34497
 Whether passed kindr upto Metric standard : Yes
 Remarks, if any : Apply for SA3 Exam
 Photo (jpg, jpeg) : 
 Signature (jpg, jpeg) : 

Declaration

I understand that in the event of passing the State SA3 Examination, my services shall be at the disposal of the Finance Department. It is also clarified that the particulars filled in column 1 to 10 are correct and nothing has been concealed. In case the particulars given in column No. 1 to 10 are found incorrect subsequently at a later stage, I shall be liable to Disqualification/Reversion to my original post.

I Agree Yes

Annexure List

1) Authorised Signatory Document(PDF only) Authorised Signatory Document(PDF only)

Additional Details

Apply to the Office Finance Department

Make Payment Print Page Download PDF

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13. Candidate has to make payment of the required fees i.e. Rs. 3000/- by using SBI multi option payment system.



STATE BANK MULTI OPTION PAYMENT SYSTEM

Please Select Appropriate Card Type To Avoid Failures (C-Credit Card Options/D For Debit Card)

Net Banking



SBI

Bank Charges:

[Click Here](#)



Other Banks

Bank Charges: 0.0

[Click Here](#)

Card Payments



State Bank Debit Cards

Bank Charges: 0.0

[Click Here](#)



Other Bank Debit Cards

Bank Charges: 0.0

[Click Here](#)



Credit Cards

Bank Charges: 0.01

[Click Here](#)

Other Payments Modes



NEFT/RTGS

Bank Charges: 0.0

[Click Here](#)



UPI

Bank Charges: 0.0

[Click Here](#)

[Cancel](#)

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Site best viewed in I.E 10 +, Mozilla 30 +, Google Chrome 30 +

14. All the process of apply SAS Part II Exam has been completed. Now the Candidate can take printout of the same.