



Nagaland Building and Other Construction Workers' Welfare Board

Department of Labour, Government of Nagaland
Nagaland, Kohima

How to Apply Children Education Allowance Scheme? User Manual for CSC & DEO Version – 1.1

(<https://nbocw.nagaland.gov.in>)

Prepared for: -

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Document Details

Version	Date	Description	Author
1.0	20-Jul-2022	Apply Children Education Allowance Scheme : User Manual for CSC & DEO	NK Square Infotech Private Limited
1.1	30-Aug-22	Add Rectification Required Features in the Claim Application	NK Square Infotech Private Limited



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1. INTRODUCTION

The purpose of this document is to provide a step-by-step instruction for the CSC (Common Service Centre's) Users and DEO (Data Entry Operator) to Apply Children Education Allowance Scheme in Nagaland Building & Other Construction Workers Welfare Board Portal (<https://nbocw.nagaland.gov.in>).

1.1. What is Children Education Allowance Scheme?

Two child of the beneficiary studying from Nursery to Class 10 will be provided ₹500 scholarship per child, per month as children education assistance, subject to renewal of application for every academic session. How to apply? Obtain application form from ALC office, fill the details such as Regd. No., Bank Account No., and details of the child and get it certified in the appropriate column from the Head of the school in which the child is studying (Certification from only the head of the school will be accepted). Copy of relevant pages of Cumulative Records of the child should be sealed and signed by the Head of the School in which the child is studying and should be submitted via CSC or ALC Office using the online service in NBOCWWB Portal.

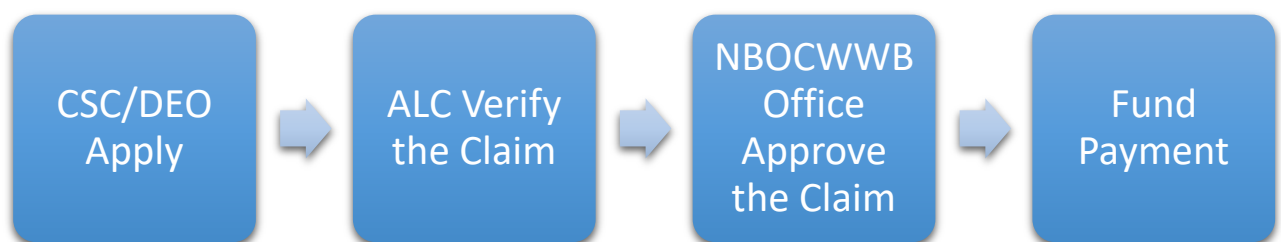
1.2. Checklist

- ✓ Beneficiary Membership Registration Number (Please note that the beneficiary membership should be renewed, verified and active for the current financial year.
- ✓ Application form for the Children Scholarship under NBOCW Welfare Board, Rule 272. (Form should be signed by head of the school)
- ✓ Updated Cumulative Record Book
- ✓ Copy of mark-sheet or result.
- ✓ Other supporting documents (if any)
- ✓ Children details should be updated in the beneficiary nominee list.

2. CLAIM STATUSES

STATUS	DESCRIPTION
Applied	Claim application is successfully submitted.
Verified	Claim application is verified by concern district ALC (Assistant Labour Commissioner)
Under Process	Claim application has been received by NBOCWBB and is under process for further approval.
Approved	Claim application is approved by NBOCWBB.
Rejected	Claim application is rejected by NBOCWBB.
Rectification Required	Claim application requires clarification by the District Assistant Labour Commissioner's Office or NBOCW Welfare Board Office. Refer remarks in the claim status.
Resubmitted	Claim Application has been re-submitted by the CSC or DEO with the rectification request by the ALC or NBOCW Welfare Board Office.

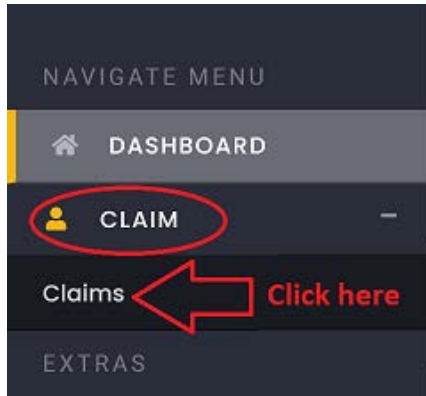
3. PROCESS



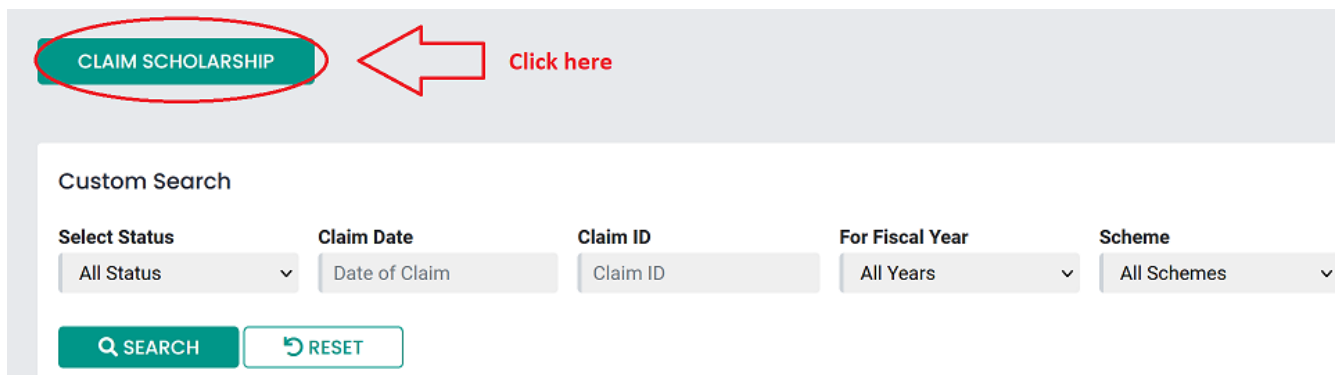
In case if the Claim is rejected, user has to re-apply a fresh claim.

3.1. How to Apply

STEP – 1: Login to the CSC or DEO dashboard, Navigate to **CLAIM > Claims**



STEP – 2: Click on **CLAIM SCHOLARSHIP**. Refer the screenshot below;-



STEP – 3: Enter the Beneficiary Registration Number and Financial Year for which the claim is getting initiated and Click on **“GO”**.

Home
Beneficiary Fund
Beneficiary Scholarship

Scholarship (Children Education Assistance)

Enter Beneficiary Registration No.

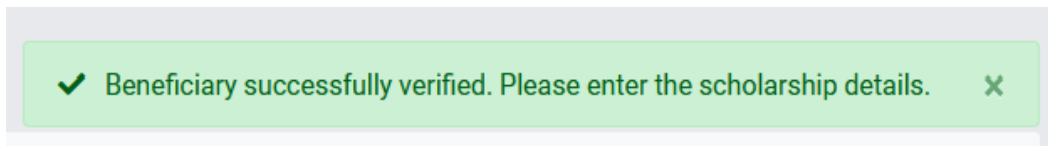
For Year

Information

To Avail for this scheme, the Beneficiary must fullfill the following conditions

- Beneficiary must have renewed for the year for which he/she is applying
- Must have at least one nominee with SON/DAUGHTER relationship updated in the portal.
- All nominees must have their Birth Certificate/Aadhaar card updated in the portal.
- Beneficiary can receive this scheme only once a year.

Once the Beneficiary details is validated by the system it will be redirected to a new page with a confirmation message



STEP – 4: Enter remark if any and select all necessary check-box and options. Refer the screenshot below;-

BENEFICIARY DETAILS				
Name	Reg No	Fund		
Zoile Schuster	NBOCW/KMA/22/0009	Children Education Assistance		

CLAIM DETAILS		
Fiscal year *	Claim date *	Remark
2022-2023	26-07-2022	Enter Remark If any

NOMINEE DOCUMENTS				
*Maximum 2 nominees allowed *Documents must be JPG/PNG format and size should be less than 1000 KB				
Name	Relationship	Class *	Upload Documents	
<input checked="" type="checkbox"/> Waldo	DAUGHTER	Class A		
<input checked="" type="checkbox"/> Trudie	SON	Class 2		
<input type="checkbox"/> Erik	SON	Select Class		

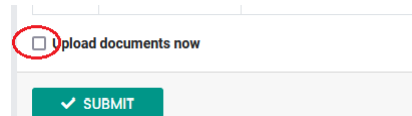
☐ Upload documents now Check if you want to upload document now

Note:

- Only maximum of two child can be selected under the nominee, make sure to select the correct class in order to avoid rejection.
- If you check **Upload Documents Now**, you will be opt to browse and upload all the necessary documents. Refer the screenshot below;

Name	Relationship	Class *	Upload Documents			
<input checked="" type="checkbox"/> Waldo	DAUGHTER	Class :	Claim form (Front) * <input type="button" value="Browse..."/> No file selected.	Claim form (Back) * <input type="button" value="Browse..."/> No file selected.	Cumulative/ID Card * <input type="button" value="Browse..."/> No file selected.	Results Document * <input type="button" value="Browse..."/> No file selected.
Supporting Documents <input type="button" value="Browse..."/> No file selected.						
<input checked="" type="checkbox"/> Trudie	SON	Class :	Claim form (Front) * <input type="button" value="Browse..."/> No file selected.	Claim form (Back) * <input type="button" value="Browse..."/> No file selected.	Cumulative/ID Card * <input type="button" value="Browse..."/> No file selected.	Results Document * <input type="button" value="Browse..."/> No file selected.
Supporting Documents <input type="button" value="Browse..."/> No file selected.						

- c. The other option to upload document is via Mobile App. (Android Only). In that case un-check the option for “**Upload Document Now**”



Please Note that Document should be only in PNG or JPG format only.

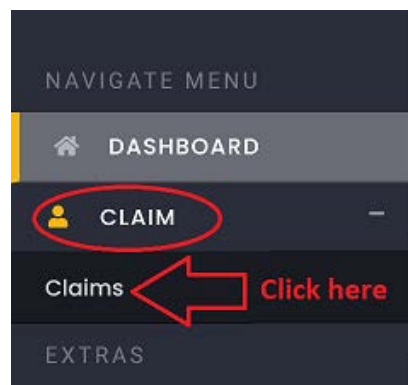
STEP – 5: Upload the document using Mobile Application
Open the mobile App

3.2. Edit Claims

This option can be used to upload document after the claim is applied.

Note: Once the claim is verified by ALC or approved by NBOCWBB edit option will not be available.

Login to the CSC / DEO Dashboard and navigate to **CLAIM > Claims**



Select the Claim ID > **OPTIONS > View**

Claims

Claim ID	Claim Date	Fund	Total Benef.	Status	Status Date	District	Fiscal Year	
CE22070005	27-07-2022	Children Education Assistance	NBOCW/PER/22/0006	Applied	27-07-2022 10:36:42 am	Peren	2022-2023	View OPTIONS
CE22070006	27-07-2022	Children Education Assistance	NBOCW/PER/22/0007	Applied	27-07-2022 10:43:31 am	Peren	2022-2023	OPTIONS
CE22070008	27-07-2022	Children Education Assistance	NBOCW/DMU/22/0001	Applied	27-07-2022 02:11:41 pm	Dimapur	2022-2023	OPTIONS
CE22070003	26-07-2022	Children Education Assistance	NBOCW/PER/22/0004	Applied	26-07-2022 04:26:56 pm	Peren	2022-2023	OPTIONS
CE22070004	26-07-2022	Children Education Assistance	NBOCW/DMU/22/0003	Applied	26-07-2022 04:47:17 pm	Dimapur	2022-2023	OPTIONS

Click on **Edit**


Claim Status

Status	Date	Remark	Updated by
Applied	27-07-2022 10:36:42 am		Testcsc, CSC

Beneficiary List + EXPORT

FID	Benef ID	Reg No	Name	Scheme	Amount	Payment Date	Ref No	Fiscal Year	Bank Imported?
2207270001	2207110443	NBOCW/PER/22/0006	Laurine Heller	Children Education Assistance				2022-2023	No

Nominee List

Name	DOB	Class	Claim Form Front	Claim Form Back	Cumulative/ID Card	Result	Supporting Documents	Birth Certificate	Document Upload QR	
Dora	26-08-2014	Class 10	View	View	View	View	-	View		Edit

It will redirect to a new page to upload the document manually. Refer the screenshot below;-

Edit Scholarship

FUND DETAILS

FID	Reg No	Scheme
2207260009	NBOCW/PER/22/0004	Children Education Assistance

NOMINEE DOCUMENTS

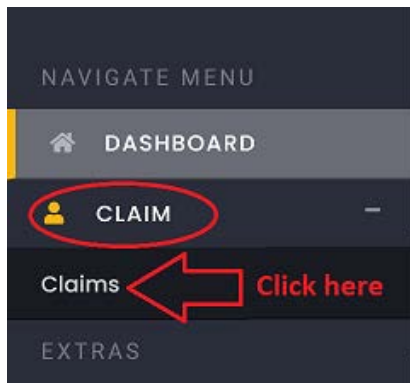
*Documents must be JPG/PNG format and size should be less than 1000 KB

Name	Relationship	Upload Documents
Lewis	DAUGHTER	<div> Claim form (Front) * Browse... No file selected. </div> <div> Claim form (Back) * Browse... No file selected. </div> <div> Cumulative/ID Card * Browse... No file selected. </div> <div> Results Document * Browse... No file selected. </div> <div> Supporting Documents Browse... No file selected. </div>

SUBMIT

4. VIEW & PRINT CLAIM ACKNOWLEDGMENT

Login to the dashboard and navigate to **CLAIMS > Claims**



Go to the claim, select **OPTIONS > View**

Claims

Claim ID	Claim Date	Fund	Total Benef.	Status	Status Date	District	Fiscal Year	
CE22070005	27-07-2022	Children Education Assistance	NBOCW/PER/22/0006	Applied	27-07-2022 10:36:42 am	Peren	2022-2023	View OPTIONS
CE22070006	27-07-2022	Children Education Assistance	NBOCW/PER/22/0007	Applied	27-07-2022 10:43:31 am	Peren	2022-2023	OPTIONS
CE22070003	26-07-2022	Children Education Assistance	NBOCW/PER/22/0004	Applied	26-07-2022 04:26:56 pm	Peren	2022-2023	OPTIONS
CE22070004	26-07-2022	Children Education Assistance	NBOCW/DMU/22/0003	Applied	26-07-2022 04:47:17 pm	Dimapur	2022-2023	OPTIONS

Showing 1 to 4 of 4 records

Under the view, click on “**CLAIM ACKNOWLEDGMENT**”

Claim

[CLAIM ACKNOWLEDGEMENT](#) click to print in PDF

Claim ID	CE22070005
Date of Claim	27-07-2022
Total Beneficiaries	1
Fiscal Year	2022-2023
Scheme	Children Education Assistance
Current Status	Applied
Uploaded On	27-07-2022 10:36:42 am
Uploaded By	Testcsc, CSC

Claim Status

Status	Date	Remark	Updated by
Applied	27-07-2022 10:36:42 am		Testcsc, CSC

Beneficiary List

[EXPORT](#)

Refer the Children Education Allowance Acknowledgment Sample below;-



Apply Children Education Allowance Scheme :
User Manual for CSC & DEO

Version 1.0

Nagaland Building and Other Construction Workers' Welfare Board



GOVERNMENT OF NAGALAND
Office of the
NAGALAND BUILDING AND OTHER CONSTRUCTION
WORKERS' WELFARE BOARD
Directorate of Labour
Nagaland, Kohima - 797001

Children Education Allowance - Claim Acknowledgment

CLAIM DETAILS	
Claim ID	CE22070005
Date (DD-MM-YYYY)	27-07-2022
Fiscal Year	2022-2023
Beneficiary Registration No	NBOCW/PER/22/0006
NOMINEE DETAILS	
NAME	CLASS
Dora	Class 10

5. CHECK CLAIM STATUS

There are two ways to check the claim status;-

- a. Using the CSC or DEO User Account
- b. Using the Public Portal Service

5.1. Check via CSC /DEO Account

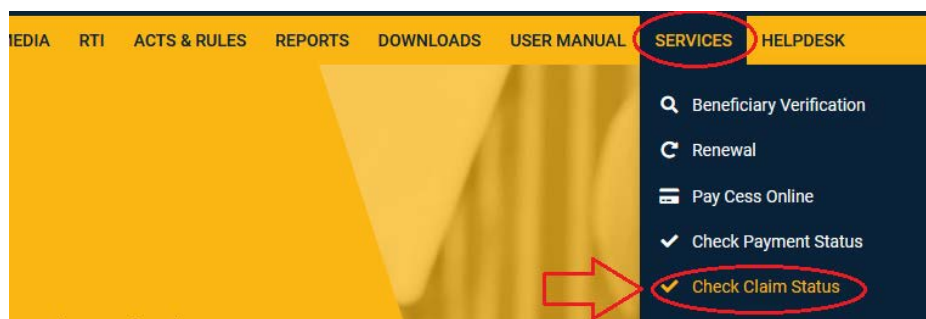
Login to CSC/DEO Account, Navigate to **CLAIM > Claims > OPTIONS > View**

Claim ID	CE22070005
Date of Claim	27-07-2022
Total Beneficiaries	1
Fiscal Year	2022-2023
Scheme	Children Education Allowance
Current Status	Applied
Uploaded On	27-07-2022 10:36:42 am
Uploaded By	Testcsc, CSC

Claim Status			
Status	Date	Remark	Updated by
Applied	27-07-2022 10:36:42 am		Testcsc, CSC

5.2. Check via Public Portal

Go to NBOCWWB Official Portal (i.e. <https://nbocw.nagaland.gov.in/>) and navigate to **SERVICES > Check Claim Status**



Select the Scheme, enter Claim ID, captcha code and click on **“SEARCH”**.

CHECK CLAIM STATUS

Select Scheme *

Select Scheme

Enter Claim ID *

Enter Claim ID

46662

Enter valid Captcha*

SEARCH

←

Information

- To view your claim status, please enter your claim ID e.g CE22070005 in the search text box, select the scheme, enter the correct captcha code and click the 'Search' button
- If you are unable to see the characters on the captcha image clearly, click on the captcha image to generate a new image

If details found, it will redirect to a new page with the search result.

CLAIM STATUS

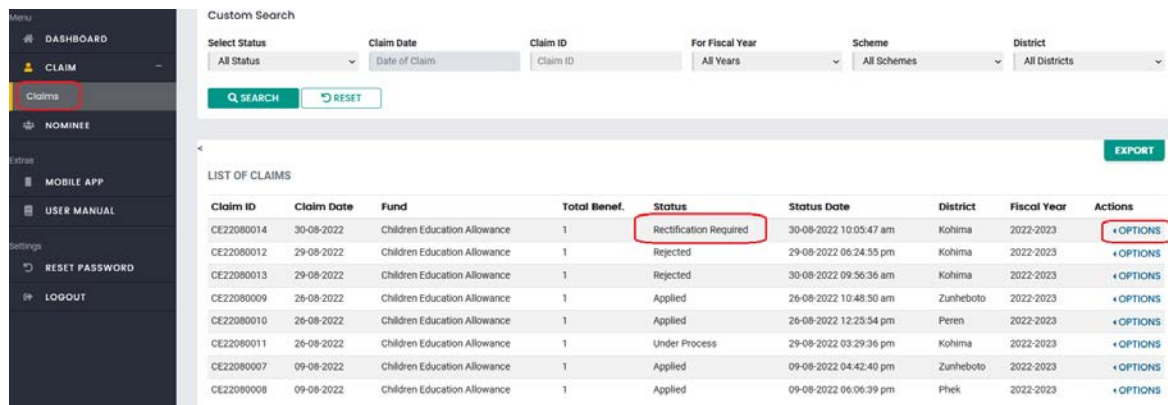
[↶ NEW SEARCH](#)

Your Claim status is **APPLIED**

CLAIM ID	CE22070012
CLAIM DATE	28-07-2022
SCHEME	Children Education Allowance
FISCAL YEAR	2022-2023
CLAIM STATUS	Applied

6. HOW TO RECTIFY AND RESUBMIT CLAIM APPLICATION?

Login to dashboard and navigate to CLAIM > Claims, select the claim application to rectify.



The screenshot shows the 'CLAIMS' section of the dashboard. On the left, a sidebar menu has 'CLAIMS' highlighted. The main area displays a 'LIST OF CLAIMS' table. The table has columns: Claim ID, Claim Date, Fund, Total Benef., Status, Status Date, District, Fiscal Year, and Actions. The 'Status' column for the first row (CE22080014) is 'Rectification Required', which is circled in red. The 'Actions' column for the same row has a '+ OPTIONS' link, also circled in red. Above the table, there are search filters for Status, Claim Date, Claim ID, For Fiscal Year, Scheme, and District.

Firstly rectify and correct the Rectification Request. Once the discrepancy is fixed, use the Resubmit option to re-submit the claim application.



The screenshot shows the 'Claim' details page. At the top, there are two buttons: 'CLAIM ACKNOWLEDGEMENT' and 'RESUBMIT'. The 'RESUBMIT' button is circled in red, and a red arrow points to it from the right. Below the buttons is a table with claim details:

Claim ID	CE22080014
Date of Claim	30-08-2022
Total Beneficiaries	1
Fiscal Year	2022-2023
Scheme	Children Education Allowance
Current Status	Rectification Required
Uploaded On	30-08-2022 09:57:24 am
Uploaded By	Testcsc, CSC

Enter appropriate remark.

Resubmit Claim (CE22080014)

Are you sure you want to resubmit this claim?

Remark *

Issue is corrected.

☒ I hereby declare that the particulars submitted in the claims are correct. *

CONFIRM **BACK**

Confirmation message

✓ Claim successfully resubmitted! ✕



For any technical issues, contact the helpdesk using the given link below;-

Helpdesk: <https://nbocw.nagaland.gov.in/HELPDESK/>