

Help File for Online Application Process

Step-by-step guide for citizens applying on MahaDBT
Government of Maharashtra | mahadbt.maharashtra.gov.in

What is MahaDBT?

MahaDBT (Maharashtra Direct Benefit Transfer) is the Government of Maharashtra's official portal for applying to government scholarships, pensions, and welfare schemes entirely online — without visiting any government office. Visit the portal at mahadbt.maharashtra.gov.in.

Before You Begin

Keep the following ready before starting your application:

- 12-digit **Aadhaar number** (mobile number must be linked to Aadhaar for OTP)
- **Maha ID** — created during registration on the MahaSarathi portal
- Scanned copies of required documents — **PDF, JPG, or JPEG format, max 5 MB each**
- Passport-size photo and signature image (cropped as per guidelines — see separate guide)
- Bank account details linked to Aadhaar via NPCI
- Academic year information (for scholarship schemes)

INFO Use Google Chrome, Microsoft Edge, or Mozilla Firefox (latest version). Disable pop-up blockers before proceeding.

Step-by-Step Application Process

1 Open the Portal

Go to mahadbt.maharashtra.gov.in in your browser. Select your preferred language (Marathi or English) using the toggle at the top-right.

2 Register / Log In

If you are a first-time user, click Register and complete registration on MahaSarathi to get your Maha ID. Existing users: click Login > Citizen Login, select login method (Maha ID, Aadhaar, or without Maha ID), and enter the OTP sent to your registered mobile.

3 Find Your Scheme

After login, click the Apply for Scheme tab on your dashboard. Use the search bar or Department / Scheme Type filters to locate the scheme you wish to apply for. Click the Description icon to view eligibility criteria, or Download GRs for the official Government Resolution.

4 Start the Application

Click Apply next to the scheme. The portal will automatically verify your eligibility. If eligible, select the Academic Year from the dropdown and click Proceed to Apply.

5 Fill the Application Form

Complete all sections of the form. Fields marked * (asterisk) are mandatory. The Smart Auto-fill feature will pre-populate details from linked government databases — review them for accuracy and correct if needed.

6 Upload Documents

Attach all required certificates and supporting files. Each file must be in PDF, JPG, or JPEG format and must not exceed 5 MB. Ensure scans are clearly legible — blurry or cut-off documents will be rejected.

7 Save or Submit

Click Save as Draft to save progress and continue later. Click Preview Application to review before submitting. When ready, click Submit Application. An Application Reference Number (ARN) will be generated — note it down.

8 Track Your Application

Log in and click My Applications to check real-time status. If you face any issue, click the Grievance tab to raise a complaint.

Common Problems and Solutions

Problem	Solution
OTP not received	Check that your Aadhaar-linked mobile number is active and has network signal. Wait 2 minutes and request a new OTP.
Application not saving	Ensure all mandatory (*) fields are filled. Check your internet connection.
Document upload fails	Check file format (PDF/JPG/JPEG only) and size (max 5 MB). Compress the file if needed.
Scheme not visible	You may not meet the eligibility criteria, or the scheme may be closed. Check the scheme description.
Session timeout	The portal logs out after 30 minutes of inactivity. Log in again — your draft is saved.

INFO For further help, raise a Grievance on the portal or contact your nearest Common Service Centre (CSC). Portal: mahadbt.maharashtra.gov.in