

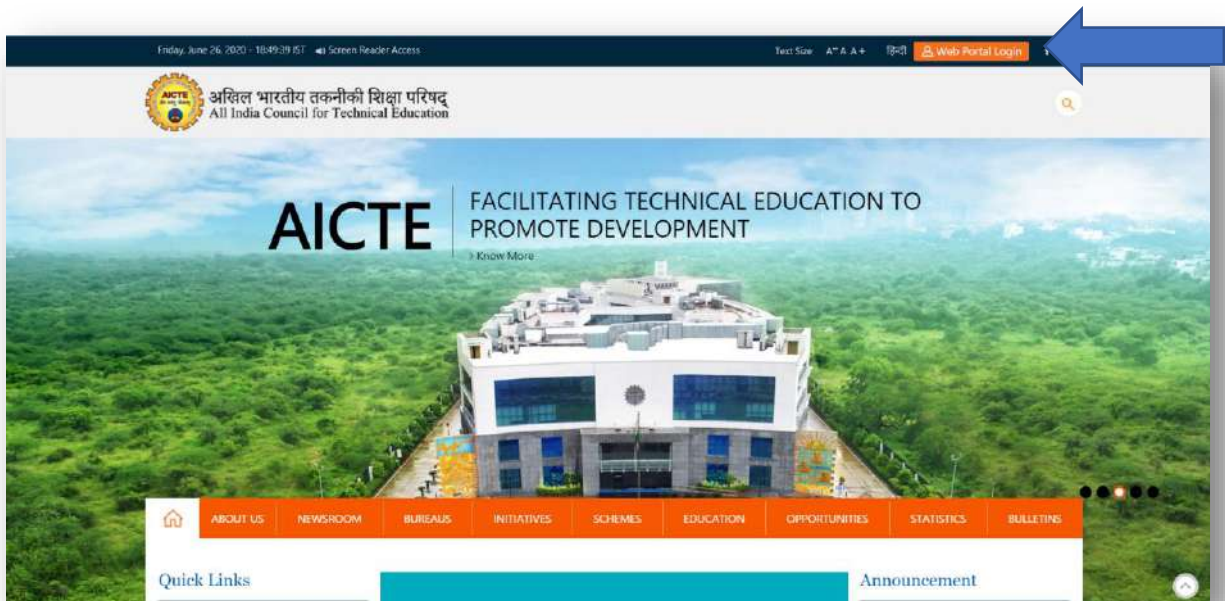
User Manual

For applying online JFDR for Pharmacy Institutions

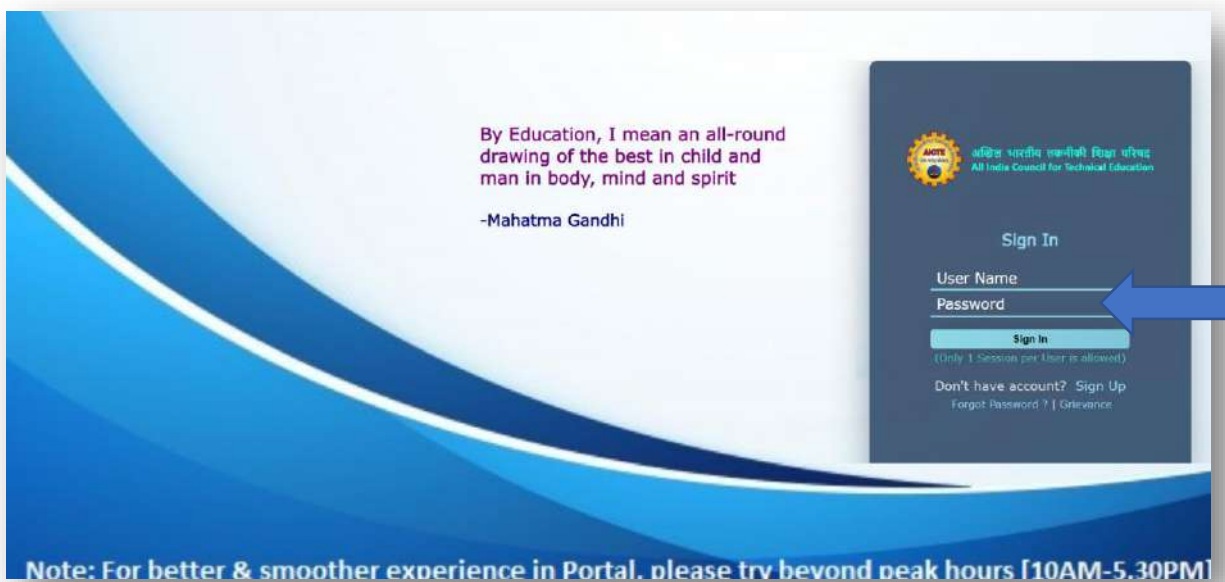
As per the Hon'ble Supreme Court Judgement in respect to Pharmacy Institutions dated :05.03. 2020. Existing Pharmacy Institution Chapter II not willing to continue with AICTE approval.)

Please follow the below mentioned steps:

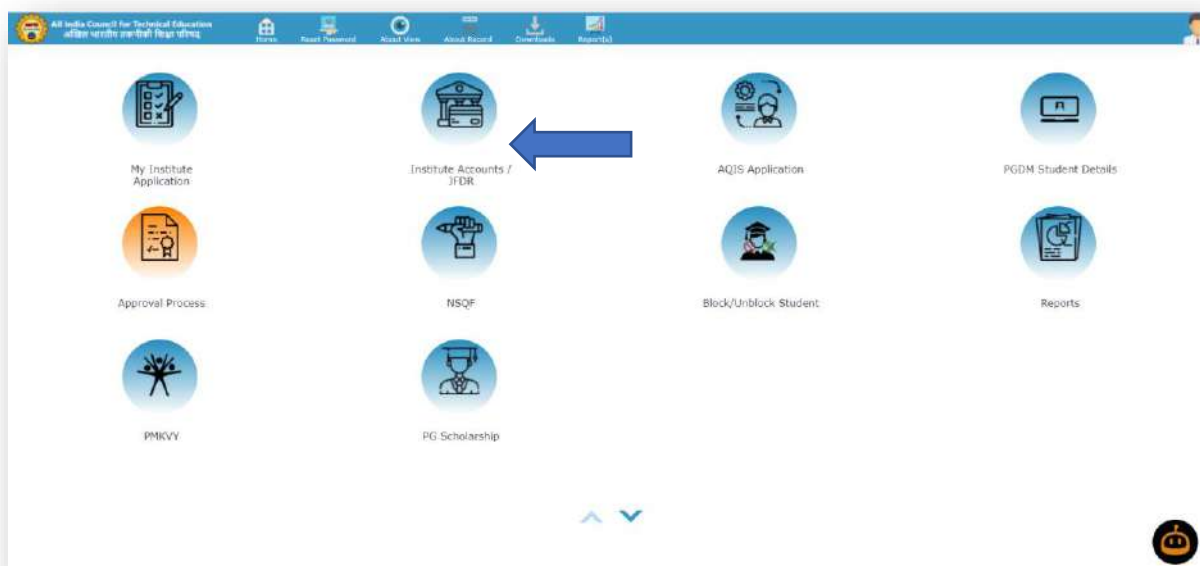
Step 1: Open the AICTE's website @ <https://aicte-india.org/> then click on the Web Portal Login button to open the AICTE's web portal as shown in the attached screenshot.



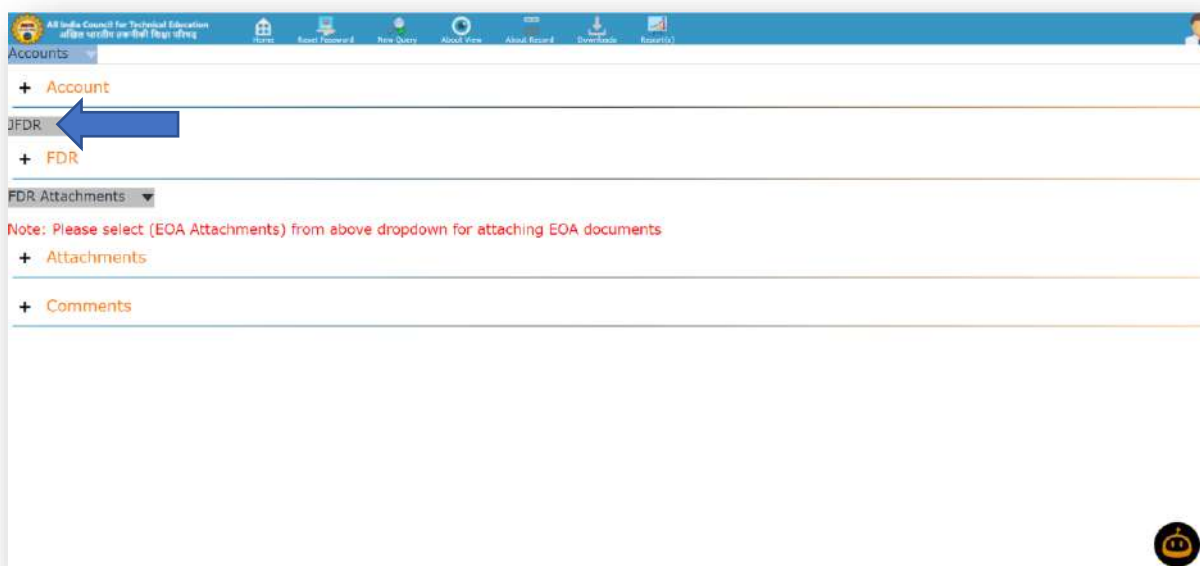
Step 2: Login page will open as shown in the below screenshot. Enter the correct login credentials (provided to the institutions) to open the portal.



Step 3: After successfully login, home page of portal will open. Click on the Institute Accounts/JFDR Icon as shown in the below screenshot.



Step 4: On the FDR screen click on the FDR section as shown in the below screenshot.



Step 5: Under the FDR section, please create FDR record by clicking on the + button and fill all the required details in each field as shown in the below screenshot.

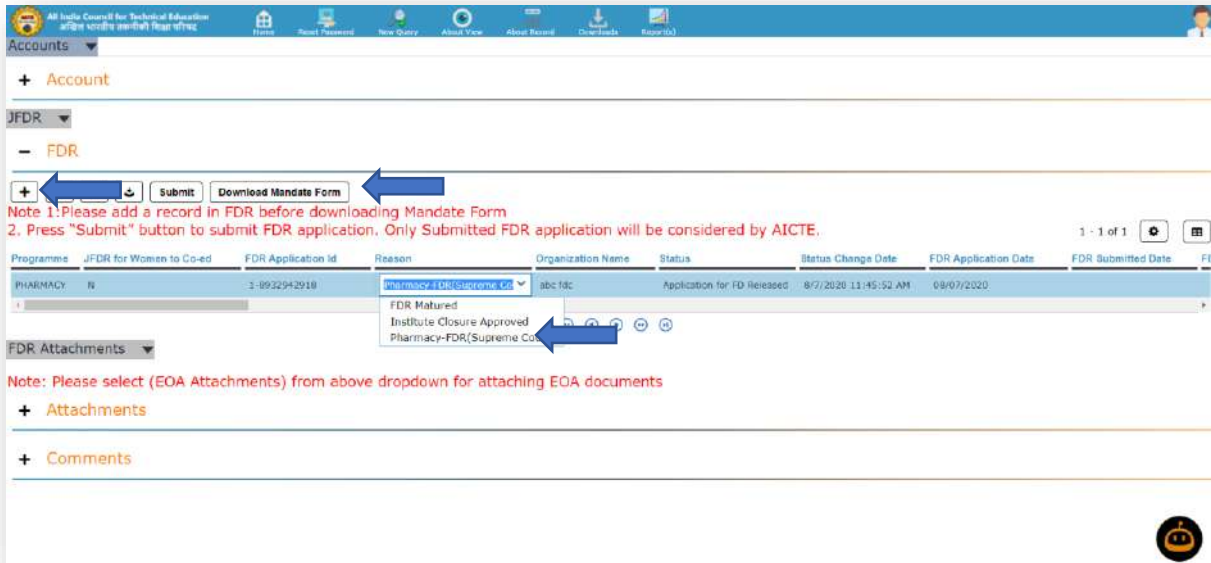
Following Fields are required:

1. Program- Select the Pharmacy program from dropdown.
2. JFDR for Women to Co-ed-Select Y or No from the dropdown.

3. Reason- Select Pharmacy-FDR (Supreme Court) from the dropdown.
4. Organization Name-Enter Organization name in this field.
5. Mode of Payment-Select mode of payment, online or offline as per the FDR amount paid to the AICTE.
6. Bank Name
7. Branch
8. Joint FDR created On
9. Joint FDR Number
10. Joint FDR maturity date
11. Online Payment ID
12. Mode of online Payment
13. Online Transaction Id
14. TPSL Transaction Id
15. Online Amount
16. Online Transaction Date
17. Contact Person Title
18. Contact Person First Name
19. Contact Person Last Name
20. Contact Person Email address
21. Contact Person Mobile Number
22. Trust/Society/ Organization Email Address
23. Shift
24. Level
25. Region

Following Fields are optional:

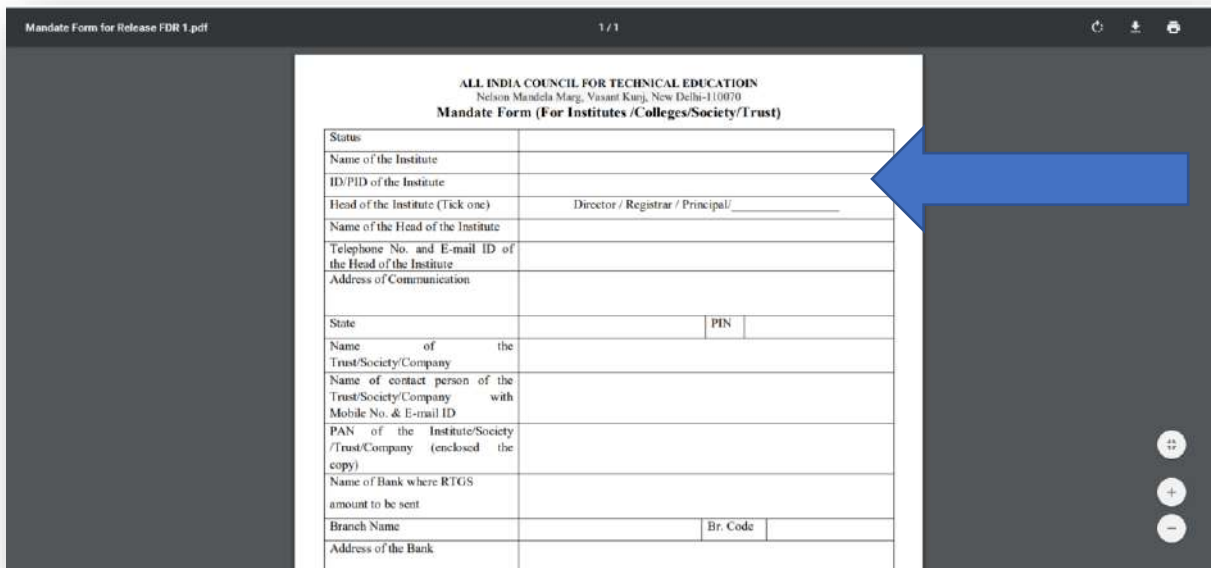
1. RPGF Date (RPGF Date should be less than or equal to JFDR Creation date).
2. RPGF Number.
3. RPGF DD no.



Step 6: Now download the Mandate Form by clicking on the Download Mandate Form as indicated in the above screenshot.

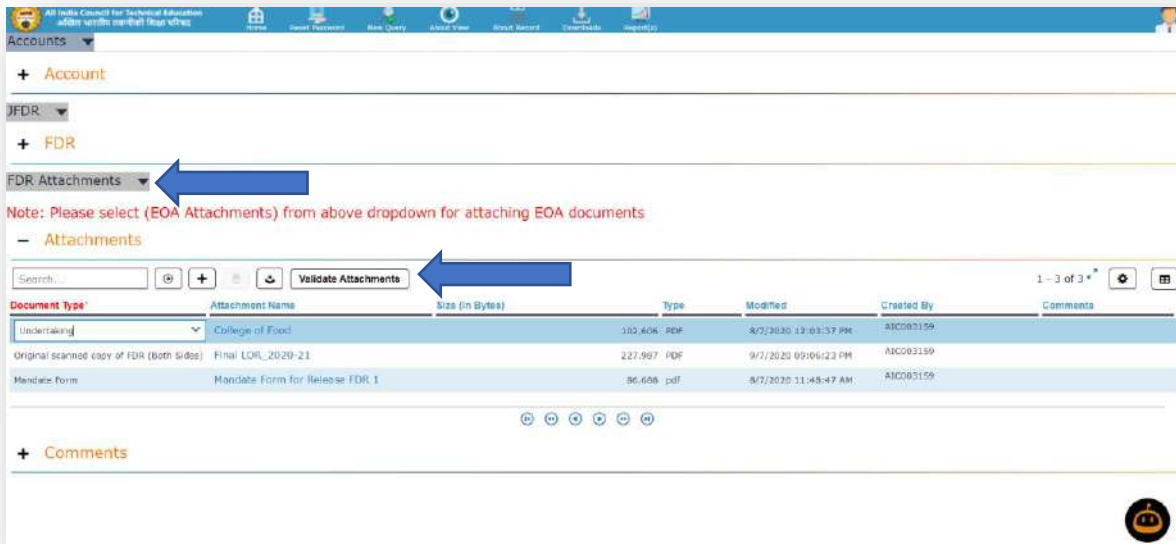
Note: Please add a record in FDR section before downloading Mandate Form

Step 7: Downloaded Mandate Form will be shown as showing in the next screenshot.



Step 8: Please upload the following documents under FDR Attachments and click on the Validate Attachments button.

1. An undertaking, on official letterhead, mentioning that your institute is NOT interested to continue with AICTE Approval and accordingly willing to withdraw FDR from AICTE by mentioning all the details.
2. Original Scanned copy of FDR(Both Side)→If Applicable
3. Mandate Form



Step 9: Now go through the FDR section and click on the Submit button. After successfully submission, submit button will be disabled and application status will be shown as Submitted as indicated in the below screenshot.

