



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION
RBTE PUNE

**VIGILANCE SQUAD LOGIN
HELP MANUAL**

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EFFECTIVE FROM WINTER 2023 EXAMINATION

१) गुगल क्रोम मध्ये www.msbtebill.com हे पोर्टल ओपन करून Vigilance Squad लॉगिन करावे लॉगिन युजरनेम आणि पासवर्ड मिळाला नसल्यास चेअरमनच्या मोबाईल वरून ८३०८८२५८६० या नंबर वर वॉट्सअप करावे

Welcome to msbtebill.com

Circulars Institute / Exam Center Login RBTE Login EIMC Login RAC Login DC Login PCDC Login RRAC Login

Vigilance Squad Login

VIGILANCE SQUAD LOGIN

SQUAD0016

Login

२) भरारी पथकाचे ब्लॅक फॉर्मॅट डाउनलोड करून घ्यावे

RBTE - PUNE BILLING WEB APPLICATION

Academic Year : 2022-23 | Exam : Summer-2023

Logged in as : SQUAD0016 | Slot : First Slot

Welcome to MSBTE Billing Portal - User : SQUAD0016 | Slot : First Slot

Profile Setting
(Change Password , Check Bank Account Details)

Squad Attendance
(Fill attendance and Download Duty Certificate)

Upload Reports & Duty Certificate + TADA Claim

Reports
(Consolidated report - Team-wise and Member-wise)

Download Blank Vigilance Formats for
EC/DC/RAC Reports
CCTV Checklist

Welcome to MSBTE Billing Portal - User : SQUAD0016 | Slot : First Slot

Vigilance Squad Blank Reports

Download Blank Formats/Reports

Sr.No.	Format / Report	Download Link
1.	EC Vigilance Format	Download
2.	DC Vigilance Format	Download
3.	RAC Vigilance Format	Download

3) Squad Attendance या मेनू मध्ये जाऊन भरारी पथकाची हजेरी लावावी महत्वाची सूचना : EC , DC आणि RAC व्हिजिट साठी वेगवेगळी हजेरी लावावी त्यासाठी EC-Visit , DC-Visit , RAC-Visit सिलेक्ट करण्यात यावे आणि Proceed बटन प्रेस करावे

Profile Setting Squad Attendance Upload Reports & Duty Certificate + TADA Claim Reports Download Blank Vigilance Formats for EC/DC/RAC Reports CCTV Checklist Logout

Welcome to MSBTE Billing Portal - User : SQUAD0016 | Slot : First Slot

✓ Fill Vigilance Squad Attendance

Slot	First Slot	Select Visit Type	EC-Visit
Select Date of Visit	12/Nov/2023	Select Visited EC/DC/RAC Institute Code	1225 SURYODAYA INSTITUTE OF ENGINEERING & POLYTECHNIC (MAHAGAON), SATARA
Proceed			

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प्रत्येक मेंबर ची हजेरी कन्फर्म करण्यात यावी . जो मेंबर गैरहजर असेल त्याच्यासाठी डिलीट बटन प्रेस करावे

✓ Confirm Vigilance Squad Attendance

Slot : First Slot	Visit Type : EC-Visit	Date of Visit : 12/Nov/2023	Visited Institute Code : 1225 Visited Institute Name : SURYODAYA INSTITUTE OF ENGINEERING & POLYTECHNIC (MAHAGAON), SATARA			
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S.No	Date of visit	Team No	External Squad Name	External Squad Inst Code and Inst Name	Attendance Status	Delete Record
1	12/Nov/2023	SQUAD0016	MIR NIVAS B NARKAR (Chairman)	1224 Dadasaheb Mokashi Polytechnic, Rajmachi	Confirm	Delete
2	12/Nov/2023	SQUAD0016	Vaishali Rajendra Patil (member)	1224 Dadasaheb Mokashi Polytechnic, Rajmachi	Confirm	Delete
3	12/Nov/2023	SQUAD0016	Sunil Maruti Sabale (member)	39 Smt. Premalatai Chavan Polytechnic, Karad	Confirm	Delete

भरारी पथकमधील सदस्यांची हजेरी कन्फर्म किंवा डिलिट करावी

- भरारी पथकमधील सर्व सदस्यांची हजेरी लावावी .
- त्यानंतर ड्युटी सर्टिफिकेट प्रिंट करावे .
- ड्युटी सर्टिफिकेट वर प्रिन्सिपॉल किंवा ऑफिसर इनचार्ज सही आणि शिक्का घ्यावा आणि pdf मध्ये स्कॅन करून घ्यावे

सर्व मेंबर ची हजेरी कन्फर्म केल्यानंतर Print Duty Certificate या लिंक वर क्लीक करून
ड्युटी सर्टिफिकेट प्रिंट काढून त्यावर ऑफिसर इन्चार्ज ची सही आणि शिक्का घ्यावा

✓ Confirm Vigilance Squad Attendance

Slot : First Slot	Visit Type : EC-Visit	Date of Visit : 12/Nov/2023	Visited Institute Code : 1225 Visited Institute Name : SURYODAYA INSTITUTE OF ENGINEERING & POLYTECHNIC (MAHAGAON),SATARA			
S.No	Date of visit	Team No	External Squad Name	External Squad Inst Code and Inst Name	Attendance Status	Delete Record
1	12/Nov/2023	SQUAD0016	MIR NIVAS B NARKAR (Chairman)	1224 Dadasaheb Mokashi Polytechnic, Rajmachi	confirmed	Delete
2	12/Nov/2023	SQUAD0016	Vaishali Rajendra Patil (member)	1224 Dadasaheb Mokashi Polytechnic, Rajmachi	confirmed	Delete
3	12/Nov/2023	SQUAD0016	Sunil Maruti Sabale (member)	39 Smt. Premalatai Chavan Polytechnic, Karad	confirmed	Delete

Print Duty Certificate

- भरारी पथकमधील सर्व सदस्यांची हजेरी लावावी .
- त्यानंतर ड्युटी सर्टिफिकेट प्रिंट करावे .
- ड्युटी सर्टिफिकेट वर प्रिन्सिपॉल किंवा ऑफिसर इन्चार्ज सही आणि शिक्का घ्यावा आणि pdf मध्ये स्कॅन करून घ्यावे
- स्कॅन केलेली PDF पुढील मेनू मध्ये अपलोड करावयाचा आहे.

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI
FORMAT OF DUTY CERTIFICATE
(For claiming Incidental Charges and Travelling Allowances)

This is to certify that following vigilance team has attended this office
in respect of official assignment of MSBTE as per MSBTE/RBTE/POLYTECHNIC

Office Order No. _____

Dated ____/____/____ and worked as External vigilance Squad
for Theory Examination (for Exam Center - 1225) - Summer-2023
from ____am/pm of Date 12-11-2023 To ____am/pm of Date 12-11-2023

S.No	Date of visit	Team No	External Squad Name	External Squad Inst Code and Inst Name
1	12/Nov/2023 EC-Visit First Slot	SQUAD0016	MIR NIVAS B NARKAR (Chairman)	1224 Dadasaheb Mokashi Polytechnic, Rajmachi
2	12/Nov/2023 EC-Visit First Slot	SQUAD0016	Vaishali Rajendra Patil (member)	1224 Dadasaheb Mokashi Polytechnic, Rajmachi
3	12/Nov/2023 EC-Visit First Slot	SQUAD0016	Sunil Maruti Sabale (member)	39 Smt. Premalatai Chavan Polytechnic, Karad

Place:

Date:19-11-2023 | 04:29:44 PM

Seal of Exam Center

Signature of Competent Authority
Officer in-Charge Exam Center
(1225)

Form No : 02

Print

1 sheet of paper

Destination: EPSON L380 Series

Pages: All

Copies: 1

Layout: Portrait

Color: Color

More settings

Print Cancel

4) Upload Vigilance Squad Inspection Report & Duty Certificate + TADA Claim या मेनू मध्ये जाऊन भरारी पथकाचे रिपोर्ट्स आणि ड्युटी सर्टिफिकेट अपलोड करावे

6	MR NIVAS B NARKAR Chairman Institute Code :1224	12-11-2023	वितरण केंद्र 0039 ला भेट दिल्याचा अहवाल / रिपोर्ट अपलोड करा Print DC Vigilance Report Print Duty Certificate	Before Applying for TADA , Team has to fill and confirm respective Vigilance Reports for Visit Date : 12/Nov/2023 Apply for TA-DA
	EC-Visit 0039 Smt. Premalatai Chavan Polytechnic, Karad		परीक्षा केंद्र 1225 ला भेट दिल्याचा अहवाल / रिपोर्ट अपलोड करा Upload EC Vigilance Report	
	EC-Visit 1225 SURYODAYA INSTITUTE OF ENGINEERING & POLYTECHNIC (MAHAGAON), SATARA			

व्हिजिट ची वेळ टाईप करून Proceed बटन प्रेस करावे

Upload Vigilance Inspection Reports for Exam : Summer-2023

Team No: SQUAD0016 Visited Institute Code : 1225 Visit Type: EC-Visit Visit Date: 12/Nov/2023

[Go to Home](#)

Enter Visit Timing and Proceed

संस्थेचे/परीक्षा केंद्राचे नाव	SURYODAYA INSTITUTE OF ENGINEERING & POLYTECHNIC (MAHAGAON), SATARA	संस्था क्रमांक	1225
भरारी पथकाने परीक्षाकेंद्रास भेट दिल्याचा दिनांक	12/Nov/2023	वेळ	10 am

[Proceed](#)

Note : Proceed to Upload and Confirm Reports

Discrepancy आणि Copy Case ची माहिती भरावी.

(Discrepancy नसल्यास NIL टाईप करावे तसेच Copy Case झाली नसल्यास शून्य अंक टाकण्यात यावा)
तसेच भरारी पथक रिपोर्ट आणि ड्युटी सर्टिफिकेट (ऑफिसर इन्चार्ज च्या सही शिक्क्यासहित) खाली

दिलेप्रमाणे अपलोड करावा

खाली दिलेल्या Upload and Confirm बटन वर प्रेस करावे.

एकदा कन्फर्म केलेले रिपोर्ट्समध्ये पुन्हा बदल करता येणार नाहीत त्यामुळे काळजीपूर्वक रिपोर्ट्स अपलोड करण्यात यावे.

Upload Vigilance Inspection Reports for Exam : Summer-2023

[Go to Home](#)

Team No: SQUAD0016 Visited Institute Code : 1225 Visit Type: EC-Visit Visit Date: 12/Nov/2023 Slot : First Slot

Upload Reports

Discrepancy if any
For Example "Copy Case"

Copy Case Found

Copy Case Count

2

Remark

unsatisfactory

Inspection Report PDF

PDF file with max 3 MB

Choose File My Account _ Billing1.pdf

Message : File size less than 3 MB.
You can Upload Now
Scroll down to see Upload and Confirm Button

Receipt

NO 2470234073 CONTACT US 020-47587900

DATE: 12/11/2023

INVOICE NO: 001842340

TO: Shri Software Solutions & Training Centre
2885 Shri Siddhivinayak,
Palan, Maharashtra 410206,
India

INVOICE: ₹1,784.00

Net Banking ₹1,784.00

Previous Balance ₹1,784.00

Received Payment ₹1,784.00

Balance Due (INR) ₹0.00

Term	Product	Amount
1 yr	ORG Domain Transfer	₹1,499.00
	KOVANUE EDUCATION ORG. 1	
Subtotal		₹1,499.00
Taxes		₹112.00
Fees		₹14.00

Duty Certificate PDF

PDF file with max 3 MB

Choose File SQUAD001...Visit 1225.pdf

Message : File size less than 3 MB.
You can Upload Now
Scroll down to see Upload and Confirm Button

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI

FORMAT OF DUTY CERTIFICATE

(For claiming Incident Charges and Travelling Allowances)

This is to certify that following vigilance team has attended this office
in respect of official assignment of MSBTE on per MSBTE/MSBTE/POLYTECHNIC

Office Order No: _____

Dated: 12/11/2023 and worked on External/Visiting Board

For Theory Examination (for Exam Center - 1225) - Summer-2023

From: 12/11/2023 To: 12/11/2023

S.No	Date of visit	Team No	External Squad Name	External Board Head Date and Seat Name
1	12/Nov/2023	SQUAD0016	MSBTE/MSBTE/POLYTECHNIC	1225
2	12/Nov/2023	SQUAD0016	MSBTE/MSBTE/POLYTECHNIC	1225
3	12/Nov/2023	SQUAD0016	MSBTE/MSBTE/POLYTECHNIC	1225

Place: _____

Date: 12/11/2023 (12:28:44 PM) Seal of Exam Center _____

Signature of Competent Authority _____

Upload and Confirm

Note : Once Reports are uploaded can not be changed

5) TADA भरण्यासाठी Apply For TADA या लिंक वर क्लिक करावे

MR NIVAS B NARKAR Chairman Institute Code :1224	12-11-2023	वितरण केंद्र 0039 ला भेट दिल्याचा अहवाल / रिपोर्ट अपलोड करा	<p>All Vigilance Reports have been filled and confirmed for Visit Date : 12/Nov/2023 . Now you can apply for TADA Note : Team can apply TADA one day after Visit Date</p> <p>Apply for TA-DA</p>
	<p>DC-Visit 0039 Smt. Premalatal Chavan Polytechnic, Karad</p> <p>EC-Visit 1225 SURYODAYA INSTITUTE OF ENGINEERING & POLYTECHNIC (MAHAGAON), SATARA</p>	<p>परीक्षा केंद्र 1225 ला भेट दिल्याचा अहवाल / रिपोर्ट अपलोड करा</p>	

TADA फॉर्म खालीलप्रमाणे भरून Save TADA या बटन वर प्रेस करावे

Vigilance Squad TADA Claim

External Vigilance Squad List for TA-DA From this Team

Sr.No.	Name of Staff	Visited Inst code
1	MR NIVAS B NARKAR Chairman	12-11-2023
	<p>DC-Visit 0039 Smt. Premalatal Chavan Polytechnic, Karad</p> <p>EC-Visit 1225 SURYODAYA INSTITUTE OF ENGINEERING & POLYTECHNIC (MAHAGAON), SATARA</p>	
TA/DA Details	Total Distance with Return Journey	Mode of Travel - Bus
	TA amount claimed	Toll Charges (if Any) 0.00
	DA amount claimed	Incidental Charges
	Date Rates : Pune City : 200 , Kolhapur/Solapur City : 160 , All other Cities : 130	
	Upload RCBook/Bill Choose File No file chosen	<p>FOR Private Vehicals Upload RC Book File pdf only FOR Transport Vehicals Upload Bill of Vehical pdf only max size 2MB Attach Toll Charges PDF file with RC-BOOK or Transport Bill RC-Book file किंवा Transport Bill file आणि Toll Charges यांची एकच PDF file तयार करून upload करावी</p>
	Save TADA	Go Back

TADA फॉर्म Edit / Confirm करण्यासाठी खाली दिलेल्या लिंक वर क्लिक करावे

6	MR NIVAS B NARKAR Chairman Institute Code :1224	12-11-2023	<p>वितरण केंद्र 0039 ला भेट दिल्याचा अहवाल / रिपोर्ट अपलोड करा</p> <p>Print DC Vigilance Report</p> <p>Print Duty Certificate</p> <p>परीक्षा केंद्र 1225 ला भेट दिल्याचा अहवाल / रिपोर्ट अपलोड करा</p> <p>Print EC Vigilance Report</p> <p>Print Duty Certificate</p>	<p>Already Applied for TA-DA , Edit or Confirm TADA for Visit Date : 12/Nov/2023</p> <p>Edit / Confirm TA-DA</p>
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TADA Confirm करण्यासाठी Confirm बटन प्रेस करावे

→ [Vigilance Squad Inspection Report / TADA Claim](#)

Squad Name -	MR NIVAS B NARKAR	Squad Designation -	Chairman
Visit Date -	12-11-2023	Squad Member Inst Code :	1224
Visited Inst Details -	<p>0039 - Smt. Premalatai Chavan Polytechnic, Karad</p> <p>1225 - SURYODAYA INSTITUTE OF ENGINEERING & POLYTECHNIC (MAHAGAON),SATARA</p>		
Perticular	Current value	New Value	Edit
Total Dist Claimed	120	<input type="text" value="120"/>	Edit
Mode of Travel	Private Vehical-Petrol	<input type="text" value="Bus"/>	Edit
TA Amt Claimed	1560.00	<input type="text" value="1560.00"/>	Edit
Toll Amount Claimed	0.00	<input type="text" value="0.00"/>	Edit
DA Amount Claimed	130.00	<input type="text" value="130.00"/>	Edit
Incidental Amount Claimed	0.00	<input type="text" value="0.00"/>	Edit
File Uploaded (RC-Book / Transport Bill + Toll Bill)	SQUAD0016-TADABill-1700392031.pdf. Click link to see File	Select New File Choose File No file chosen	Edit
Total Amount Claimed	1690.00		
Once you click on confirm Record Button , Record will not be edited after that at any instance .		Confirm Record GO Back	

TADA Confirm केल्यानंतर TADA फॉर्म आणि Remuneration फॉर्म प्रिंट करावा.

याच पद्धतीने सर्व मॅबर साठी TADA भरण्यात यावा

6	MR NIVAS B NARKAR Chairman Institute Code :1224	12-11-2023	वितरण केंद्र 0039 ला भेट दिल्याचा अहवाल / रिपोर्ट अपलोड करा Print DC Vigilance Report Print Duty Certificate	TA-DA has been confirmed . Now print TADA and Remuneration form for Visit Date : 12/Nov/2023 Print TA-DA Form Print Remuneration Form
	DC-Visit 0039 Smt. Premalatai Chavan Polytechnic, Karad		परीक्षा केंद्र 1225 ला भेट दिल्याचा अहवाल / रिपोर्ट अपलोड करा Print EC Vigilance Report Print Duty Certificate	
	EC-Visit 1225 SURYODAYA INSTITUTE OF ENGINEERING & POLYTECHNIC (MAHAGAON), SATARA			

**व्हिजिलन्स लॉगिन मध्ये काही शंका असल्यास ८३०८८२५८६०
या सपोर्ट नंबर वर संपर्क करावा .**

धन्यवाद ... !!!

**सपोर्ट टीम
msbtebill.com पोर्टल आणि
श्री सॉफ्टवेअर सोल्युशन्स अँड ट्रेनिंग सेंटर**