



Police Verification Report (PVR) System

User Manual

By



National Informatics Centre, Howrah

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Guidelines & Operator Manual For logging into the system (All Users)

A. Procedure for Logging into the system (All Users):

1. First Time Login:

The username for log in is the personal email address that the user will provide to the System Administrator during account creation. A one-time password will be provided to the user which they can find in their mail inbox after successful account creation from the administrator's end. The user when tries to log in with that username and one-time password, needs to change their password for further logging into the system.

2. Forget password:

If the user forgets his/her password, then he needs to head on to the Forget Password option where he/she needs to enter in his/her email address and a onetime password will be sent to his/her email address. By validating that OTP user will be redirected to the reset password portal and from there user can successfully change his/her password.

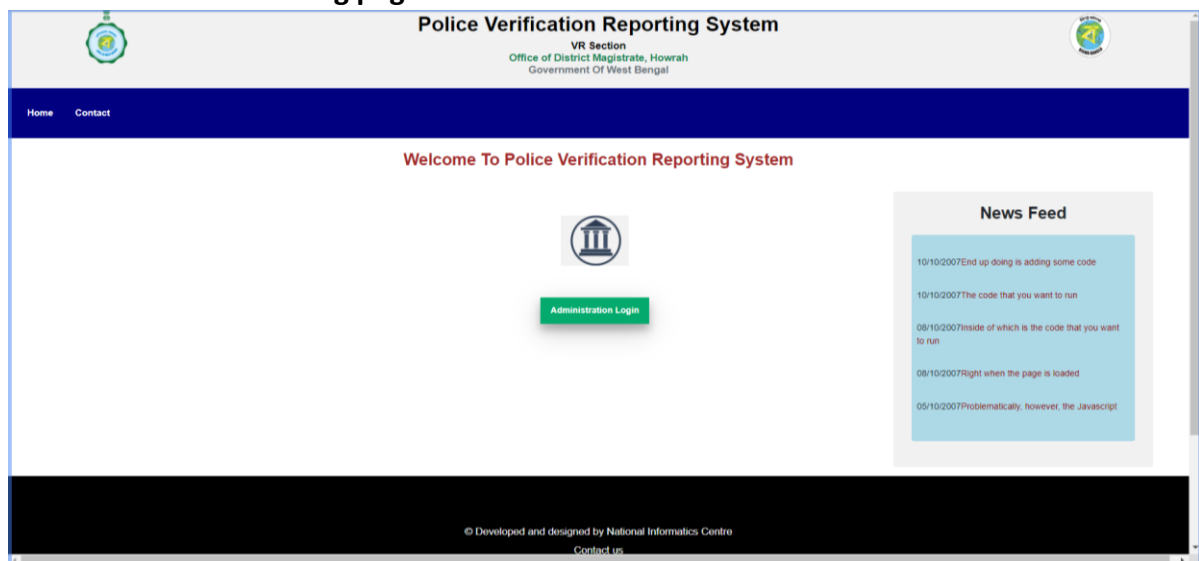
3. User Login:

The user needs to put the login details along with the captcha to bypass the security check and login successfully.

B. Operator Manual for Login:

1. First User:

STEP 1: This is the landing page



STEP 2: User puts email-id, one-time password and captcha for login.

Login for District Administration

The login form is titled "Login for District Administration" and features a user icon at the top. Below the icon, the text "Provide username and password for login" is displayed. The form includes three input fields: "Username" (with a placeholder "Enter Username"), "Password" (with a placeholder "Enter Password"), and a "Captcha" field (containing the text "3¹z5²"). A red asterisk and text "* Captcha is not case sensitive" are positioned below the captcha field. A green "Login" button is located below the password field, and a blue link "forgot password?" is positioned below the login button. A "Forget Password" link is also present. Annotations in blue speech bubbles point to the "Username" field (labeled "Username /Email"), the "Password" field (labeled "Password"), the "Captcha" field (labeled "Captcha"), the "Login" button (labeled "Login"), and the "forgot password?" link (labeled "Forget Password").

Provide username and password for login

Username

Enter Username

Username /Email

Password

Enter Password

Password

Captcha

3¹z5²

* Captcha is not case sensitive

Login

Forget Password

forgot password ?

STEP-3:As this is a new user, so create password for the first time opens so that user can change in the default password for further login.

Creating New Password For the User **abc-vr@gmail.com**

Create New Password

The "Create New Password" form has two input fields: "New Password" and "Confirm Password". Below these fields are three buttons: "Reset" (red), "Login" (grey), and "Submit" (green). An annotation in a blue speech bubble points to the "New Password" field, labeled "New password set".

New Password

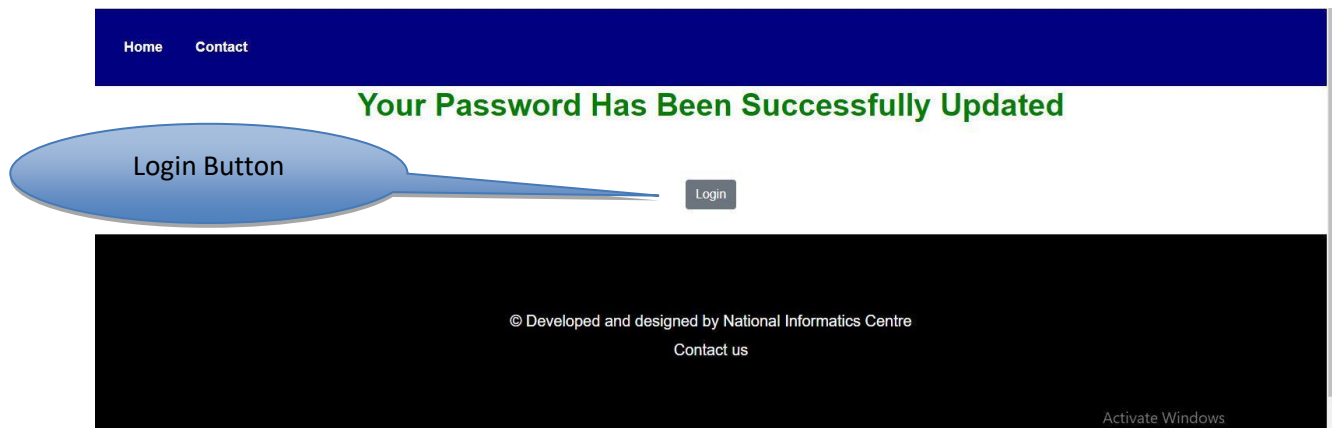
Confirm Password

New password set

Reset Login Submit

WELCOME TO DISTRICT ADMINISTRATION

STEP-3: New User's password will be updated successfully and that user can login from there.



STEP-4: Now User will login.

Login for District Administration

The login form is centered on a white background. It features a user icon at the top, followed by the instruction "Provide username and password for login". Below this are two input fields: "Username" with the placeholder "Enter Username" and "Password" with the placeholder "Enter Password". A captcha image is displayed below the password field, showing the text "3¹25²" overlaid on a wavy pattern. A red note below the captcha states "* Captcha is not case sensitive". At the bottom of the form is a green "Login" button and a blue link for "forgot password ?".

Guidelines for Super Admin

A. Procedure for Super Admin:

The super admin is the prime administrator who have all the important privileges

1. **Privilege:** The super admin can see all the application entries into the portal.
2. **Activity Log:** The admin can see all the activity logs of all users.
3. **Password Change Activity:** The admin can see when the password is changed and can interact accordingly.
4. **Add User:** The admin can also add more users whenever required.
5. **User Monitoring:** The admin can see all the users existing in the system.
6. **Monitoring Report:** Monitoring Report option shows the Quarterly report.
7. **Daily Application Report:** Daily application report shows the daily report of all the applications.

B. Work Flow for Super Admin:

This is a detailed and shown pathway for super admin.

1. Check All Details:



2. Add User:

Add User

Username	<input type="text"/>
Password	<div>This Password is one time password to be sent to the user <input type="text" value="nw8NZaMvY4Y2#sUCSUPERADMIN"/></div>
Office	<input type="text" value="-----Select-----"/>
Department	<input type="text" value="-----Select-----"/>
Designation	<input type="text" value="-----Select-----"/>

3. One-time Password Set:

Password

This Password is one time password to be sent to the user

nw8NZaMvY4Y2#sUCSUPERADMIN

4. Generate Monitoring report:

Provide Date Range

Start Date

dd/mm/yyyy



End Date

dd/mm/yyyy



Back

Search

5. Generate Daily Application Report:

Provide Date Range

Start Date

01/01/2022



End Date

24/01/2022



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Search

Application details

FOR THE PERIOD FROM 2022-01-01 TO 2022-01-24

SI No.	Name of Candidates with Address	Name of the Employer with Address	Employer's Memo No. & Date	DM Office memo No.& Date	Receive Date
1	Y Z 46 N Howrah 711101	National Informatics Centre,Howrah ABC Road, Howrah	1234574555 2022-01-02	17264/VR/22 2022-01-24	2022-01-24

Print

Guidelines for Data Entry Operator

A. Procedure for DEO:

1. **New Application:** You can generate new applications.
2. **Check Status:** The Check Status option allows to search the application status in three ways - By Memo No, By Receipt No and By Reference No. He/she can provide the corresponding numbers to search the statuses.
3. **Update Application:** The generated applications can be updated.
4. **Monitoring Report:** Monitoring Report option shows the Quarterly report between the given date range. We can provide the start and end date and search the corresponding quarterly report.
5. **Daily Application Report:** Daily Application Report option shows the Daily report between the given date range. We can provide the start and end date and search the corresponding daily report.

B. Work Flow for DEO:

1. Application Submission:

i. Check all input fields:

The screenshot displays a web form for application submission. It includes the following fields and controls:

- Reference No***: A text input field with a placeholder "--Ref No--".
- Reference Date***: A date input field with a placeholder "dd/mm/yyyy" and a calendar icon.
- Defence Personnel***: A dropdown menu with a placeholder "-----Select-----".
- Send To***: A dropdown menu with a placeholder "-----Select-----".
- Buttons**: Three buttons labeled "Reset" (red), "Back" (grey), and "Submit" (green).
- Additional Fields**: Below the main form, there are additional input fields for a date (dd/mm/yyyy), a dropdown menu (-----Select-----), and an "Aadhar number.." field.
- Footer**: A green "Top ↑" button and a partially visible "Contact*" field.

ii. Send Notification to OCVR

2. Adding Office:

i. Check all input fields

ii. Add Office

[Dashboard](#) [Contact](#)

Add Office

Office/Employer Name

Office Address1

Office Address2

Reset

Back

Submit

3. Updating Applications:

i. Verify or Reject Applications

[Dashboard](#) [Contact](#)

Menu ≡

Logged in as: DATA ENTRY OPERATOR (HOWRAH) ⌵

Application >

Report >

List of Applications(IB Verification Completed) to verify/Reject

Applications to verify/Reject

10 ⌵ entries per page

Search...

Reference No.	Candidate Name	Office Name	Application date	Final Status (Verified/Unverified)	Action
No entries found					

ii. Send notification to OCVR

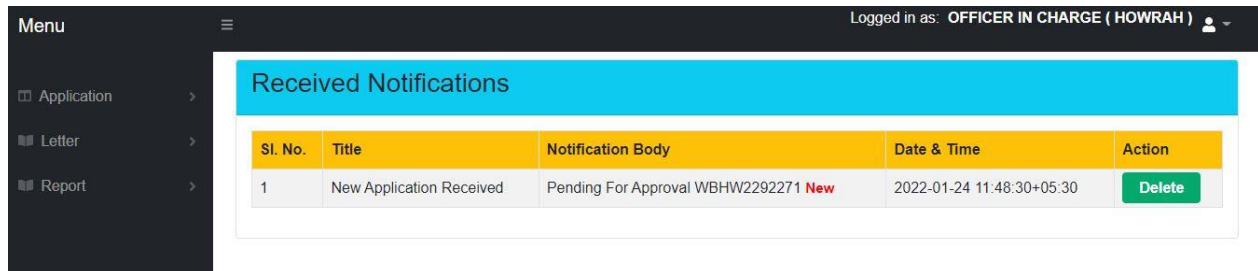
Guidelines for Officer in Charge

A. Procedure for OCVR:

- a. **Check Status:** The Check Status option allows to search the application status in three ways - By Memo No, By Receipt No and By Reference No. He/she can provide the corresponding numbers to search the statuses.
- b. **Add Office:** The Add Office option allows to add any new office. He/she can provide the Office/Employer Name and the Office Address here.
- c. **Verified letter to employer:** The OCVR verifies the letter to the employer.
- d. **Application approval:** This option allows to approve the submitted applications.
- e. **Monitoring Report:** Monitoring Report option shows the Quarterly report between the given date range. We can provide the start and end date and search the corresponding quarterly report.
- f. **Daily Application Report:** Daily Application Report option shows the Daily report between the given date range. We can provide the start and end date and search the corresponding daily report.

B. Work Flow for OCVR:

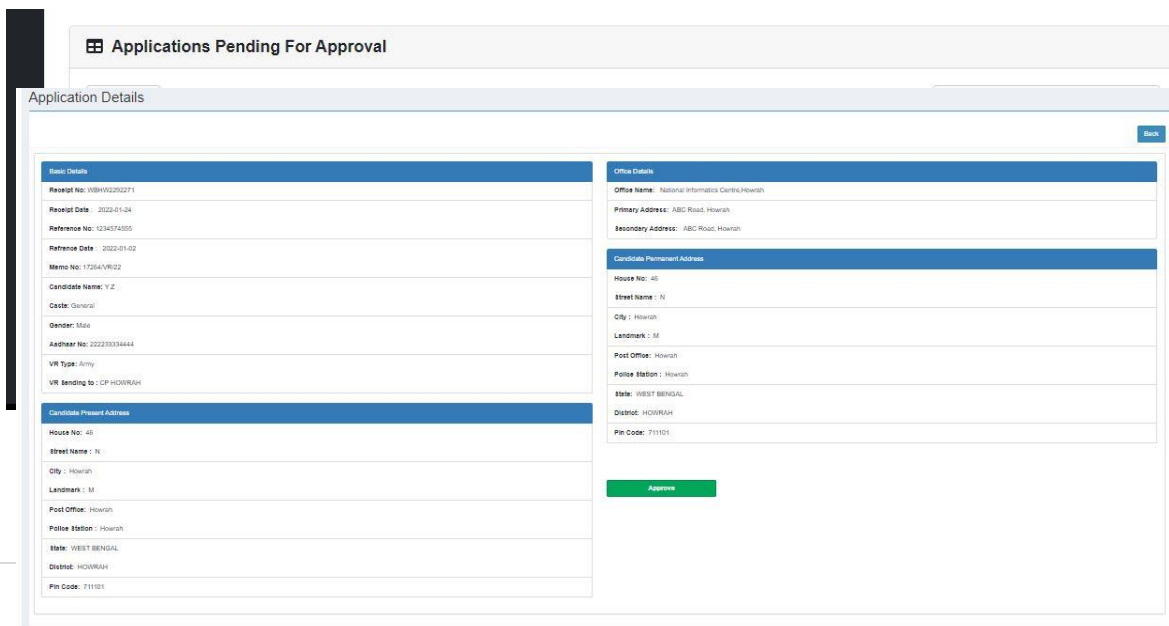
- a. **Application Procedure:**
Notification Generated:



The screenshot shows a web application interface. At the top, a dark header bar contains a 'Menu' button on the left and a user profile 'Logged in as: OFFICER IN CHARGE (HOWRAH)' on the right. A sidebar on the left lists 'Application', 'Letter', and 'Report' with expandable icons. The main content area is titled 'Received Notifications' and contains a table with the following data:

Sl. No.	Title	Notification Body	Date & Time	Action
1	New Application Received	Pending For Approval WBHW2292271 New	2022-01-24 11:48:30+05:30	<button>Delete</button>

i. Approve Application



The screenshot displays the 'Applications Pending For Approval' form. It is divided into two main sections: 'Application Details' on the left and 'Office Details' on the right. The 'Application Details' section includes fields for Receipt No, Receipt Date, Reference No, Reference Date, Memo No, Candidate Name, Gender, Address, and VR Type. The 'Office Details' section includes fields for Office Name, Primary Address, Secondary Address, Candidate Permanent Address, House No, Street Name, City, Landmark, Post Office, Police Station, State, District, and Pin Code. A green 'Approve' button is located at the bottom right of the form.

ii. Send Notification to VR

Caste: General	Street Name : N
Gender: Male	City : Howrah
Aadhaar No: 222233334444	Landmark : M
VR Type: Army	Post Office: Howrah
VR Sending to : CP HOWRAH	Police Station : Howrah
	State: WEST BENGAL
	District: HOWRAH
	Pin Code: 711101

Candidate Present Address
House No: 46
Street Name : N
City : Howrah
Landmark : M
Post Office: Howrah
Police Station : Howrah
State: WEST BENGAL
District: HOWRAH
Pin Code: 711101

**This Application Has Been Approved Successfully
By OCVR**

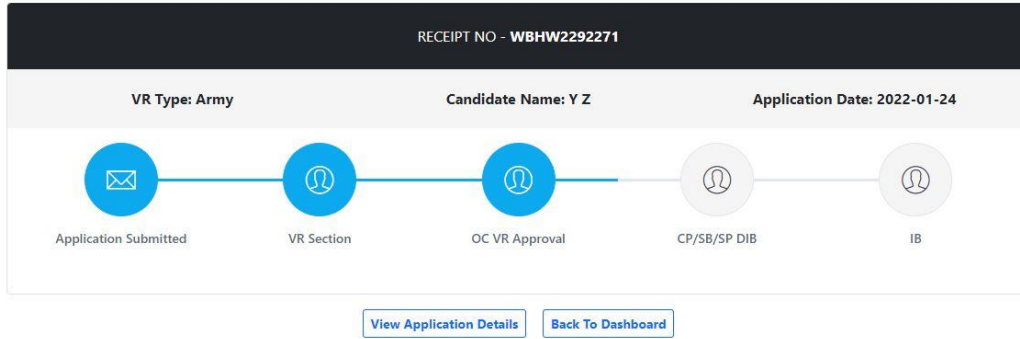
[Generate Letter](#) [Print Application](#)

b. Application Search and Status:

i. Match Search Key(Receipt No.,RefNo.,Memo No.)

Search Application Status

Search By	By Reference No 
Reference No.	<div>-----Select----- By Memo No. By Receipt No By Reference No</div>
	<div>Back Search</div>



ii. Display Application Status

c. Adding Office:

- Application >
- Letter >
 - Verified Letter To Employer
 - Unverified Letter To Employer
- Report >

Verified Non-Defence Letters to Employers

Verified Non-Defence Applications

10 entries per page

Reference No.	Candidate Name	Office Name	Application date	Final Status (Verified/Unverified)	Action
No entries found					

d. Letter:

e. Application Report:

i. **Monitoring Report:**

Provide Date Range

Start Date

01/01/2022



End Date

25/01/2022



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Search

**QUARTERLY REPORT OF POLICE VERIFICATION
FOR EMPLOYMENT PURPOSE
FOR THE PERIOD FROM 2022-01-01 TO 2022-01-25**

Sl No.	Particulars	No.	Remarks
1.	No of cases pending enquiries in the last day of previous quarter.	0	
2.	No of request received during the quarter.	1	
3.	No of enquire report received from D.I.B during quarter under report.		
4.	No of request sent to the employing agencies during quarter under report.		
5.	No of cases pending as on the last day of quarter.	1	
6.	No of report pending more than 120 days.	1	

For District Magistrate Howrah

ii. Daily Application Report:

Provide Date Range

Start Date

01/01/2022



End Date

24/01/2022



Back

Search

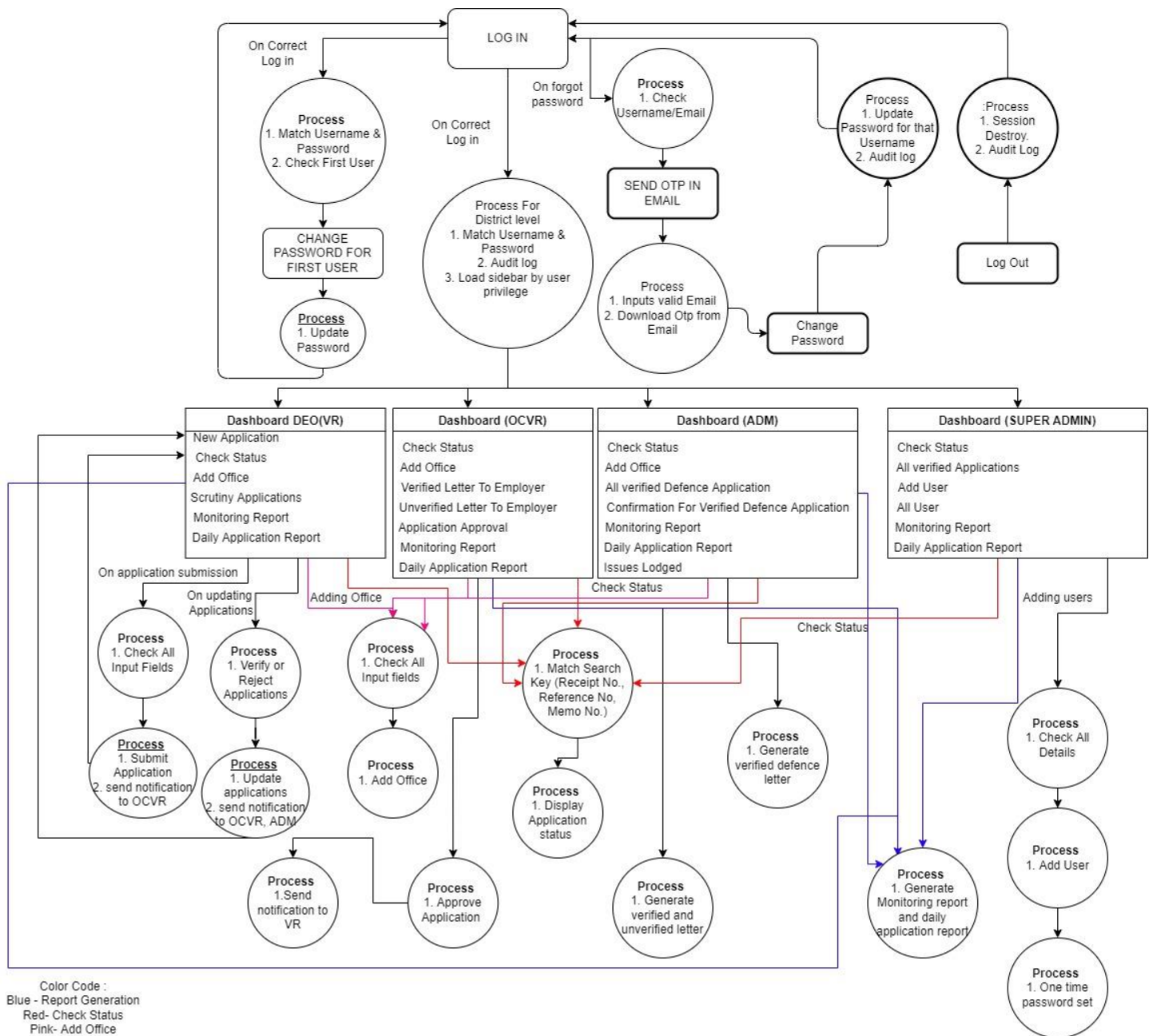
Application details

FOR THE PERIOD FROM 2022-01-01 TO 2022-01-24

SI No.	Name of Candidates with Address	Name of the Employer with Address	Employer's Memo No. & Date	DM Office memo No.& Date	Receive Date
1	Y Z 46 N Howrah 711101	National Informatics Centre,Howrah ABC Road, Howrah	1234574555 2022-01-02	17264/VR/22 2022-01-24	2022-01-24

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User Manual for PVR Portal – Process Flow Diagram




System Requirements

OPERATING SYSTEM	UNIX,LINUX, WINDOWS,MAC-OS
PROCESSOR	1GHz
RAM	2Gb
BROWSER	Chrome,Mozilla Firefox, Microsoft Edge,Internet Explorer, Safari
SERVICES TO BE ENABLED	JavaScript, Cookie, Cache


Contact Us (All Users)

Contact Us can be accessed from the Contact option in the navigation bar which shows the contact details and information about the PVR portal and a feedback form is available for providing issues and feedback by the users.




Police Verification Reporting System

VR Section
Office of District Magistrate, Howrah
Government Of West Bengal




[Home](#) [Contact](#)



About PVR

PVR is a Police Verification Report web app designed by a team under NIC(National Informatics Centre) which eases the manual work of records of schemes through out the district of howrah and boils down to a simple web app.




Email us

[abc\[at\]gmail\[dot\]com](mailto:abc[at]gmail[dot]com)

Necessary Instruction

Please mention PVR-Issues in the subject of your email for easier identification




Call us

[+91-9876543210](tel:+91-9876543210)

Necessary Instruction

Available on all working days from 10am to 5pm. Saturday and Sunday are holidays.



Location

[123, Rishi Bankim, Chandra Rd, Shree Market, Howrah Maidan, Howrah, West Bengal 711101](#)

Necessary Instruction

Available on all working days from 10am to 5pm. Saturday and Sunday are holidays.

Facing Issues? Write us here:

Describe your issues

Send

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