



USER GUIDE

Levels

MUNICIPAL LICENSE

Sparrow Softech Pvt .Ltd.

For Technical Support Call : 0651- 7145500

Ext : 575

OR

Drop us mail : ithelpline@sparrowsoftech.com

Imp Note: Web Slides shown in this guide is for illustrative purpose only, actual website may differ...

Level 1- Dealing Assistant

Slide 1...

Jharkhand Municipal System

User Login
Login with your user name and Password

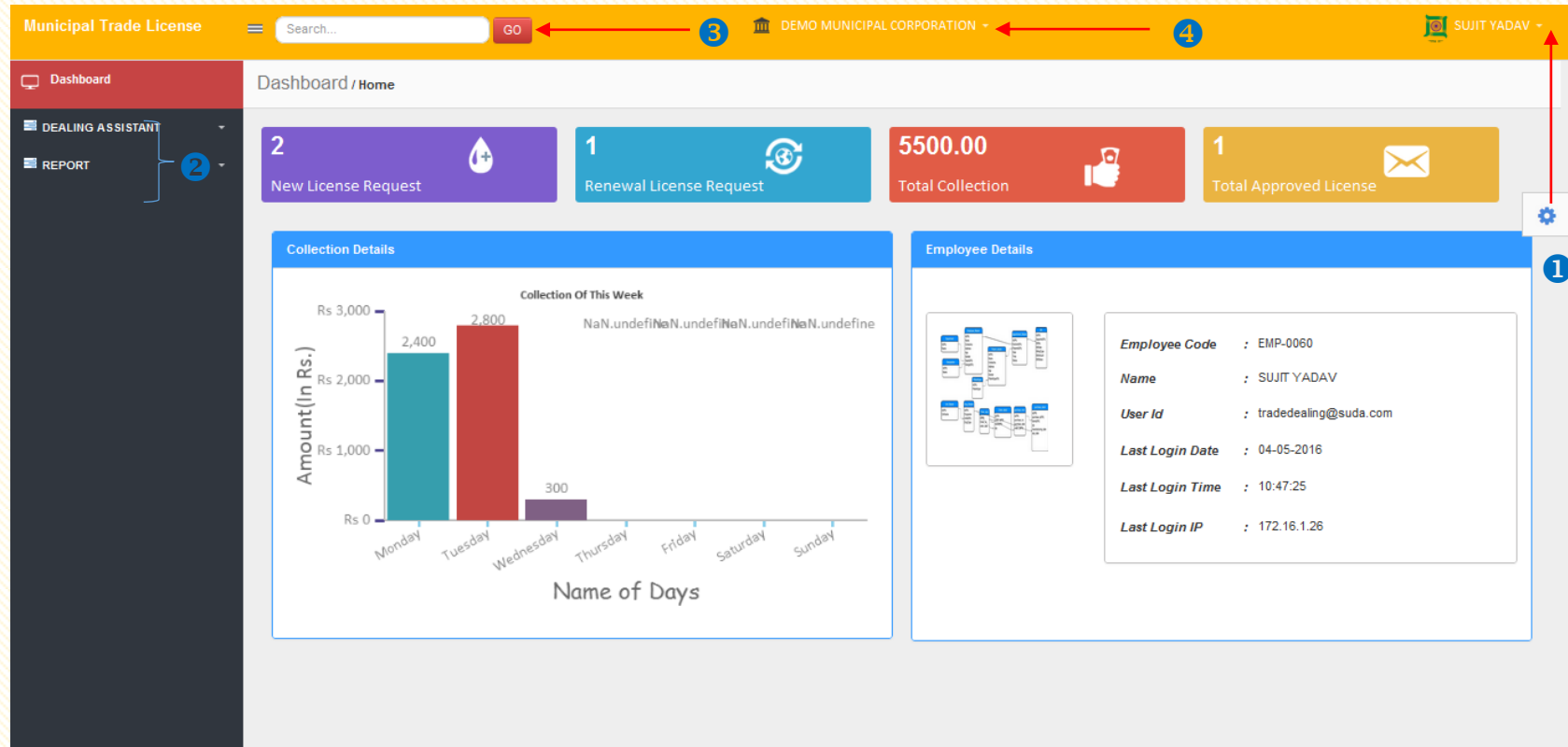
1 → tradedealing@suda.com

2 →

Submit

- Open your internet browser and login to the website –Jharkhandsuda.net/login
- 1 Enter the user id and password to login.
- 2 Click on submit button to login and go to the next step.

Slide 2...



- 1 Click the downwards pointer to see the user profile, settings etc.
- 2 Different menu's having different level rights.
- 3 Search the web application by entering keywords and click GO button
- 4 Click to choose the desired municipal corporation.

Slide 3...

The screenshot shows the 'Municipal Trade License' application interface. The top header is orange and contains the title, a search bar, a 'GO' button, the 'DEMO MUNICIPAL CORPORATION' logo, and the user name 'SUJIT YADAV'. The left sidebar is dark blue and contains a menu with 'Dashboard', 'DEALING ASSISTANT', 'In-Box', 'Sent-Box', 'Back from Top Officer', 'Sent To Citizen', 'Rejected-Box', 'Approved Box', and 'REPORT'. The main content area is white and contains two sections: 'Application For Trade License' and 'Form Land List'. The 'Application For Trade License' section has filters for 'Date From' (01-05-2016), 'Date To' (03-05-2016), 'Ward No' (All), and 'Order By' (Ascending), along with a 'View List' button. The 'Form Land List' section is a table with columns: A. No, Firm Name, Application Type, Applied Date & Time, Remaining Time, and View. A red arrow points from the 'In-Box' menu item to the 'Application For Trade License' section. Another red arrow points from the 'View List' button to the 'Form Land List' table. A third red arrow points from the 'View' link in the 'Form Land List' table to the right.

Application For Trade License

Date From : 01-05-2016 Date To : 03-05-2016
Ward No : All Order By : Ascending
[View List](#)

Form Land List


A. No	Firm Name	Application Type	Applied Date & Time	Remaining Time	View
1490	xcvxz	New Licence	02-05-2016 4:09 pm	1 days 22 hours 48 minutes	View

- 1 Click on In-Box to see the form land list.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.
- 3 Click on view button to view the details of individual form.

Slide 4.....

3

ID PROOF OF TRADE APPLICANT



Verify

Reject

1

Payment Detail

Processing Fee	: 300.00	Payment Through	: CHEQUE
Challan No	: 384	Transaction Date	: 02-05-2016
Bank Name	: fdfdsdfs	Branch Name	: sdfsd
Cheque NO	: 34234234234	Cheque Date	: 1462041000

Receipts

View Challan

View Payment Receipt

2

Remarks:

3

4

Reject

Back To Citizen

Forward

- 1 Click on the Verify or Reject button to approve or decline the application respectively.
- 2 Click on View Challan and View Payment Receipt to see the challan and payment receipt.
- 3 Enter the Remarks to make the forward button clickable and proceed forward .
- 4 Click on the Reject button to put down the faulty application/Back To Citizen button to send the application to the citizen due to some issues in the application from citizen side/ Forward button once the remark is written to approve the application and send it to the next level.

Slide 5...

Municipal Trade License Search... GO DEMO MUNICIPAL CORPORATION SUJIT YADAV

Form Forwarded by Dealing Assistant

Date From : 03-05-2016 Date To : 03-05-2016
Ward No : All Order By : Ascending
View List

Form Forwarded by Dealing Assistant

A. No	Firm Name	Application Type	Forwarded By	Forwarding Date & Time	View
1495	infotech	Renewal	Dealing Assistant	03-05-2016 10:59 AM	View

- 1 Click on Sent-Box to see the list of forms forwarded by Dealing Assistant.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.
- 3 Click on view button to view the details of individual form.

Slide 7...

1


→

2

→

3

COPY OF PREVIOUS LICENSE



Verified

No Remarks

Payment Detail

Processing Fee : 700.00

Challan No : 390

Payment Through : CASH

Transaction Date : 03-05-2016

Receipts

View Challan

View Payment Receipt

Remarks

Dealing Assistant

Section Incharge

Assestant CEO

Received Date : 03-05-2016 10:51 AM

Remarks : fg

Sent Back To Citizen : 03-05-2016 10:52 AM

Total Duration : 0 days 0 hours 1 minutes

Received Date : 03-05-2016 10:54 AM

Remarks : gh

Forwaded Date : 03-05-2016 10:57 AM

Total Duration : 0 days 0 hours 3 minutes

- 1 Details of the application.
- 2 Click on View Challan and View Payment Receipt to see the challan and payment receipt.

Slide 8...

Municipal Trade License

Search... GO

DEMO MUNICIPAL CORPORATION

SUJIT YADAV

Dashboard

DEALING ASSISTANT

In-Box

Sent-Box

Back from Top Officer 1

Sent To Citizen

Rejected-Box

Approved Box

REPORT

Form Back from top Officer

Date From : 03-05-2016

Date To : 03-05-2016

Ward No : All

Order By : Ascending

View List 2

Form Back from top Officer

A. No	Firm Name	Application Type	Applied Date & Time	Remaining Time	View
-------	-----------	------------------	---------------------	----------------	------

1 Click on the Back From Top Officer to see the list of forms sent from the top officer i.e Here, top officer is Section Head.

2 Enter the dates and click on view list to see the ward wise list during specific period.

Slide 9...

The screenshot shows the 'Municipal Trade License' system interface. The top navigation bar includes a search bar and the user 'SUJIT YADAV'. The left sidebar contains navigation options: Dashboard, DEALING ASSISTANT, In-Box, Sent-Box, Back from Top Officer, Sent To Citizen (highlighted with a red arrow and circle 1), Rejected-Box, and Approved Box. The main content area displays the 'Sent Back To Citizen List' page. It includes filters for Date From (03-05-2016), Date To (03-05-2016), Ward No (All), and Order By (Ascending). A red arrow points from the 'View List' button (highlighted with a red arrow and circle 2) to the table below. The table has columns for A. No, Firm Name, Application Type, and View.

- 1 Click on Sent To Citizen to see the list of forms sent back to the citizen due to some issues in the form from citizen side.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.

Slide 10...

The screenshot displays the 'Municipal Trade License' web application. The top navigation bar is orange and contains a search bar, a 'GO' button, the text 'DEMO MUNICIPAL CORPORATION', and a user profile for 'SUJIT YADAV'. The left sidebar is dark blue and lists various menu items: 'Dashboard', 'DEALING ASSISTANT', 'In-Box', 'Sent-Box', 'Back from Top Officer', 'Sent To Citizen', 'Rejected-Box' (highlighted with a red arrow and a blue circle with the number 1), 'Approved Box', and 'REPORT'. The main content area is white and features a 'Rejected Form List' section. This section includes filters for 'Date From' (01-05-2016), 'Date To' (03-05-2016), 'Ward No' (All), and 'Order By' (Ascending). A green 'View List' button is located below these filters, with a red arrow pointing to it and a blue circle with the number 2. Below the filters is a table with the following columns: 'A. No', 'Firm Name', 'Application Type', 'Rejected By', 'Rejection Date & Time', and 'View'.

Municipal Trade License Search... GO DEMO MUNICIPAL CORPORATION SUJIT YADAV

Rejected Form List

Date From : 01-05-2016 Date To : 03-05-2016
Ward No : All Order By : Ascending

View List

Rejected Form List

A. No	Firm Name	Application Type	Rejected By	Rejection Date & Time	View
-------	-----------	------------------	-------------	-----------------------	------

- 1 Click on Rejected-Box to see the list of rejected forms.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.

Slide 11...

The screenshot displays the 'Municipal Trade License' web application. The top navigation bar is orange and contains a search bar, a 'GO' button, and the user profile 'SUJIT YADAV'. The left sidebar is dark blue and lists various menu items: 'Dashboard', 'DEALING ASSISTANT', 'In-Box', 'Sent-Box', 'Back from Top Officer', 'Sent To Citizen', 'Rejected-Box', 'Approved Box', and 'REPORT'. The 'Approved Box' is highlighted with a blue circle and a red arrow pointing to it. The main content area is white and features two sections: 'Approved List' and 'Approved Form List'. The 'Approved List' section has filters for 'Date From' (01-05-2016), 'Date To' (03-05-2016), 'Ward No' (All), and 'Order By' (Ascending). A green 'View List' button is present, with a red arrow pointing to it. The 'Approved Form List' section contains a table with columns: 'A. No', 'Firm Name', 'Application Type', and 'View'. The table has one row with the values '1479', 'infotech', and 'New Licence'. A red arrow points to the 'View' link in the table row. A red arrow also points from the 'Approved Box' in the sidebar to the 'Approved List' section.

Approved List

Date From : 01-05-2016 Date To : 03-05-2016
Ward No : All Order By : Ascending

[View List](#)

Approved Form List

A. No	Firm Name	Application Type	View
1479	infotech	New Licence	View

- 1 Click on Approved Box to see the list of approved forms.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.
- 3 Click on view button to view the details of individual form.

Slide 12...

In-Box

Sent-Box

Back from Top Officer

Sent To Citizen

Rejected-Box

Approved Box

REPORT

DEMO MUNICIPAL CORPORATION

अनुज्ञप्ति

झारखण्ड नगरपालिका अधिनियम 2011 की धारा 155 (i) एवं 455 (i) के अंतर्गत

संख्या : DEM2050216479
दिनांक : 02-05-2016

श्री / श्रीमती **mukesh** पिता/पति का नाम **adAD**

वार्ड नं. **2412** मुहल्ला **Ranchi**

श्री / श्रीमती **as** पिता/पति का नाम **sdf**

वार्ड नं. **5** मुहल्ला **asfgsdg**

को **DEMO MUNICIPAL CORPORATION** क्षेत्रान्तर्गत

कर्म /प्रतिष्ठान का नाम **infotech**

वार्ड **2** मुहल्ला / बाईलेन में **Ranchi**

के लिए निर्धारित शुल्क **400.00** शब्दों में **Four Hundred** ₹०

विविध रसीद सं. **250,253** दिनांक **02-05-2016**

द्वारा प्राप्त कर वर्ष **02-05-2016 To 31-03-2010** के लिए अनुज्ञप्ति निम्नांकित शर्तों के अधीन प्रदान की जाती है।

नोट :-

- यह अनुज्ञप्ति जिस व्यवसाय के लिए निर्गत की गई है, वही व्यवसाय चलाया जाना है। इसमें यदि परिवर्तन की जाती है, तो निगम से पूर्वानुमति आवश्यक है।
- व्यवसाय स्वतः का परिवर्तन अथवा परिसर वृद्धि की सूचना निगम को देना अनिवार्य है।
- व्यवसाय बंद करने की सूचना पूर्व में ही देना होगा।
- यदि व्यवसाय की प्रकृति के अनुसार अन्य संबंधित विभाग से अनुमति प्राप्त करना आवश्यक है और तत्संबंधी अनुमति जिस अवधि के लिए प्राप्त है उसी अवधि तक के लिए अनुज्ञप्ति मान्य होगा।
- प्रत्येक वर्ष अप्रैल के प्रथम सप्ताह में अनुज्ञप्ति नवीकरण करना आवश्यक होगा।
- अनुज्ञप्ति अवधि समाप्ति के एक माह पूर्व इसके नवीकरण का आवेदन देना अनिवार्य है।
- नवीकरण में विलम्ब होने पर झारखण्ड नगरपालिका अधिनियम 2011 की धारा 459 के अधीन Penalty देय होगा।
- प्रतिष्ठान के सामने अवैध पार्किंग नहीं होनी चाहिए।
- निगम द्वारा निर्धारित स्वतः पर ही कचरा फेंकना सुनिश्चित करेंगे।

निबंधन पदाधिकारी,
DEMO MUNICIPAL
CORPORATION


For More Details Please Visit : www.ranchimunicipal.com
Or Call us at 18001212241 or 0691-7145511

http://172.16.1.13/jharkhandmunicipal/tvl/approved_list.php?cmd=Clear

Print

1 Click on the Print button to print the memo of the approved form when viewed.

Slide 13...

Municipal Trade License DEMO MUNICIPAL CORPORATION  SUJIT YADAV

Dashboard
DEALING ASSISTANT
REPORT
Collection Report **1**
Officer Wise Pending Report
Applied Application List

Collection Summary

Date From : 04-05-2016 Date To : 04-05-2016
Ward No : All **2**

Payment Wise Collection Description

Type	Application	Amount
Cash Payment	1	300.00
Cheque Payment	0	0.00
DD Payment	0	0.00
Total Collection	1	300.00

Application Wise Collection Description

Type	Application	Amount
New License	1	300.00
Renewal License	0	0.00
Amendment License	0	0.00
Surrender License	0	0.00
Total Collection	1	300.00

3

- 1** Click on the Collection Report to see the collection summary.
- 2** Enter the dates and click on View Report to see the ward wise collection list during specific period.
- 3** Click on Print button to print the payment wise collection summary.

Slide 14...

Municipal Trade License Search... GO DEMO MUNICIPAL CORPORATION SUJIT YADAV

Level Wise Pending Forms

Date From : 03-05-2016 Date To : 03-05-2016

Ward No : All

View Report

Pending Forms Summary

Sr No.	Designation Name	No.of Pending Applications	View
1	Dealing Assistant	0	View
2	Section Incharge	0	View
3	Assistant CEO	1	View

1 Click on Officer Wise Pending Report to see the level wise pending forms.

2 Enter the dates and click on View Report to see the ward wise collection list during specific period.

3 Click on the view button to view the forms details.

Slide 14...

The screenshot shows the 'Municipal Trade License' system interface. The top header includes a search bar and the user 'SUJIT YADAV'. The left sidebar contains navigation options: Dashboard, DEALING ASSISTANT, REPORT, Collection Report, Officer Wise Pending Report (highlighted with a red arrow and circle 1), and Applied Application List. The main content area is titled 'Level Wise Pending Forms Detail'. It features filters for Date From (04-05-2016), Date To (04-05-2016), Ward No (All), and Designation (Assistant CEO). A 'View Report' button is highlighted with a red arrow and circle 2. Below the filters is a table with columns: A. No, Firm Name, Ward No., Application Type, and View. The table contains one row with A. No 1498, Firm Name sri public ltd, Ward No 8, and Application Type New Licence. The 'View' link in the last column is highlighted with a red arrow and circle 3.

A. No	Firm Name	Ward No.	Application Type	View
1498	sri public ltd	8	New Licence	View

- 1 Click on Officer Wise Pending Report to see the level wise pending forms and view the pending form summary.
- 2 Enter the dates and click on View Report to see the ward wise collection list during specific period.
- 3 Click on the view button to view the forms details.

Slide 15...

Municipal Trade License

Search... GO

DEMO MUNICIPAL CORPORATION

SUJIT YADAV

Dashboard

DEALING ASSISTANT

REPORT

Collection Report

Officer Wise Pending Report

Applied Application List

Track Application Status

Application No *

1494

1494

Date Wise

From Date To Date

03-05-2016 03-05-2016

OR

Firm Name *

SEARCH

- 1 Click Applied Application List to track application status.
- 2 Enter Application No / Date Range / Consumer Name / Mobile No.
- 3 Click on Search button to track the status of the form.

Slide 16...

Municipal Trade License Search... GO DEMO MUNICIPAL CORPORATION SUJIT YADAV

Dashboard
DEALING ASSISTANT
REPORT
Collection Report
Officer Wise Pending Report
Applied Application List 1

Application Status Back

A. No	Firm Name	Application Type	View
1494	subo pvt	New Licence	2 View

3

- 1 Click on Applied Application List to track application status.
- 2 Click on the view button to view the forms details.
- 3 Click on Back button to go back to the previous menu.

Level 2-Section Head

Slide 1...

Jharkhand Municipal System

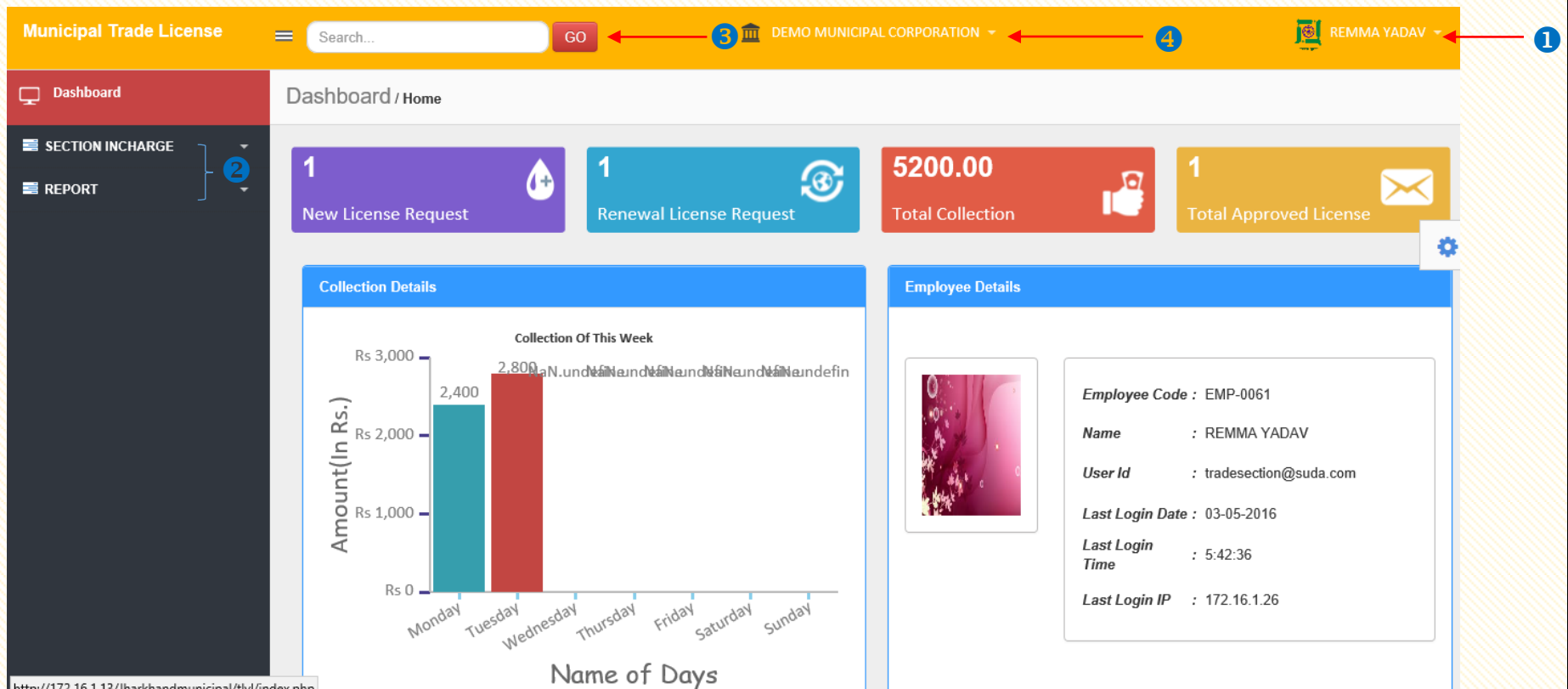
User Login
Login with your user name and Password

1 →

2 →

- Open your internet browser and login to the website –Jharkhandsuda.net/login
- 1 Enter the user id and password to login.
- 2 Click on submit button to login and go to the next step.

Slide 2...



- 1 Click the downwards pointer to see the user profile, settings etc.
- 2 Different menu's having different level rights.
- 3 Search the web application by entering keywords and click GO button
- 4 Click to choose the desired municipal corporation.

Slide 3...

The screenshot shows a web application for 'Municipal Trade License'. The top header is orange and contains a search bar, a 'GO' button, and the text 'DEMO MUNICIPAL CORPORATION'. The left sidebar is dark blue and contains a menu with 'Dashboard', 'SECTION INCHARGE', 'In-Box', 'Sent-Box', 'Back from Top Officer', 'Sent To Back Officer', 'Sent To Citizen', 'Rejected-Box', 'Approved Box', and 'REPORT'. The main content area has a teal header 'Application For Trade License'. Below this, there are filters for 'Date From' (04-05-2016), 'Date To' (04-05-2016), 'Ward No' (All), and 'Order By' (Ascending). A green 'View List' button is present. Below the filters is a table titled 'Section Head Form List' with columns: 'A. No', 'Firm Name', 'Application Type', 'Forwarded By', 'Receiving Date & Time', and 'View'. Three red arrows with numbered callouts point to specific elements: Arrow 1 points to the 'In-Box' menu item; Arrow 2 points to the 'View List' button; Arrow 3 points to the 'View' button in the table header.

Municipal Trade License

Search... GO

DEMO MUNICIPAL CORPORATION

REMMA YADAV

Dashboard

SECTION INCHARGE

In-Box

Sent-Box

Back from Top Officer

Sent To Back Officer

Sent To Citizen

Rejected-Box

Approved Box

REPORT

Application For Trade License

Date From : 04-05-2016

Date To : 04-05-2016

Ward No : All

Order By : Ascending

View List

Section Head Form List

A. No	Firm Name	Application Type	Forwarded By	Receiving Date & Time	View
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- 1 Click on In-Box to see the form land list.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.
- 3 Click on view button to view the details of individual form.

Slide 4...

The screenshot shows a web application interface for payment details and receipts. It includes a 'Payment Detail' section with fields for Processing Fee, Challan No, Bank Name, Cheque NO, Payment Through, Transaction Date, Branch Name, and Cheque Date. Below this is a 'Receipts' section with buttons for 'View Challan' and 'View Payment Receipt'. A 'Remarks' text area is present, and at the bottom are 'Reject', 'Back To Citizen', and 'Forward' buttons. Red arrows and numbers 1, 2, and 3 indicate specific actions: 1 points to the 'View Challan' button, 2 points to the 'Remarks' text area, and 3 points to the 'Forward' button.

Payment Detail	
Processing Fee	: 300.00
Challan No	: 384
Bank Name	: fddfsdfsdf
Cheque NO	: 34234234234
Payment Through	: CHEQUE
Transaction Date	: 02-05-2016
Branch Name	: sdfsd
Cheque Date	: 1462041000

Receipts

[View Challan](#) [View Payment Receipt](#)

Remarks:

[Reject](#) [Back To Citizen](#) [Forward](#)

- 1 Click on View Challan /View Payment Receipt to see the challan and payment receipt.
- 2 Enter the Remarks to make the forward button clickable and proceed forward .
- 3 Click on the Reject button to put down the faulty application/Back To Citizen button to send the application to the citizen due to some issues in the application from citizen side/ Forward button once the remark is written to approve the application and send it to the next level.

Slide 5...

The screenshot shows the 'Municipal Trade License' application interface. The top header is orange and contains a search bar, a 'GO' button, and the text 'DEMO MUNICIPAL CORPORATION'. The left sidebar is dark blue and contains a menu with 'Dashboard', 'SECTION INCHARGE', 'In-Box', 'Sent-Box', 'Back from Top Officer', 'Sent To Back Officer', 'Sent To Citizen', 'Rejected-Box', 'Approved Box', and 'REPORT'. The main content area is white and contains the 'Application For Trade License' form. The form has fields for 'Date From' (01-05-2016), 'Date To' (04-05-2016), 'Ward No' (All), and 'Order By' (Ascending). A green 'View List' button is located below the 'Ward No' field. Below the form is a table titled 'Section Head Form Forwarded List' with columns: A. No, Firm Name, Application Type, Forwarded By, Forwarding Date & Time, and View. The table contains two rows of data. Callout 1 points to the 'Sent-Box' menu item. Callout 2 points to the 'View List' button. Callout 3 points to the 'View' link in the 'View' column of the table.

Municipal Trade License Search... GO DEMO MUNICIPAL CORPORATION REMMA YADAV

Application For Trade License

Date From : 01-05-2016 Date To : 04-05-2016

Ward No : All Order By : Ascending

View List

Section Head Form Forwarded List

A. No	Firm Name	Application Type	Forwarded By	Forwarding Date & Time	View
1490	xcvxz	New Licence	Section Incharge	03-05-2016 05:45 PM	View
1495	infotech	Renewal	Section Incharge	03-05-2016 10:59 AM	View

- 1 Click on Sent-Box to see the list of forms forwarded by Section Head.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.
- 3 Click on view button to view the details of individual form.

Slide 6...

Municipal Trade License DEMO MUNICIPAL CORPORATION REMMA YADAV

Dashboard

SECTION INCHARGE

In-Box

Sent-Box

Back from Top Officer ①

Sent To Back Officer

Sent To Citizen

Rejected-Box

Approved Box

REPORT

Application For Trade License

Date From : 04-05-2016 Date To : 04-05-2016

Ward No : All Order By : Ascending

②

Section Head From List

A. No	Firm Name	Application Type	Backed By	Receiving Date & Time	View
-------	-----------	------------------	-----------	-----------------------	------

- ① Click on the Back From Top Officer to see the list of forms sent from the top officer i.e Here, top officer is Assistant CEO.
- ② Enter the dates and click on view list to see the ward wise list during specific period.

Slide 7...

Municipal Trade License DEMO MUNICIPAL CORPORATION REMMA YADAV

Dashboard

SECTION INCHARGE

In-Box

Sent-Box

Back from Top Officer

Sent To Back Officer ①

Sent To Citizen

Rejected-Box

Approved Box

REPORT

Application For Trade License

Date From : 04-05-2016 Date To : 04-05-2016

Ward No : All Order By : Ascending

②

Form send to back Officer

A. No	Firm Name	Application Type	Applied Date & Time	View
-------	-----------	------------------	---------------------	------

- ① Click on Sent to Back Officer to see the list of forms sent to the low level officer i.e Here, top officer is Dealing Assistant.
- ② Enter the dates and click on view list to see the ward wise list during specific period.

Slide 8...

Municipal Trade License Search... GO DEMO MUNICIPAL CORPORATION REMMA YADAV

SECTION INCHARGE

- Dashboard
- In-Box
- Sent-Box
- Back from Top Officer
- Sent To Back Officer
- Sent To Citizen** 1
- Rejected-Box
- Approved Box

REPORT

Sent Back To Citizen List

Date From : 01-05-2016 Date To : 04-05-2016

Ward No : All Order By : Ascending

2 View List

A. No	Firm Name	Application Type	View
-------	-----------	------------------	------

- 1 Click on Sent To Citizen to see the list of forms sent back to the citizen due to some issues in the form from citizen side.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.

Slide 9...

The screenshot displays the 'Municipal Trade License' application interface. The top navigation bar is orange and contains a search bar, a 'GO' button, and the text 'DEMO MUNICIPAL CORPORATION'. The user's name 'REMA YADAV' is visible in the top right corner. The left sidebar is dark blue and contains a list of navigation items: 'Dashboard', 'SECTION INCHARGE', 'In-Box', 'Sent-Box', 'Back from Top Officer', 'Sent To Back Officer', 'Sent To Citizen', 'Rejected-Box', and 'Approved Box'. The 'Rejected-Box' item is highlighted with a blue circle and a red arrow pointing to it. The main content area is white and features a 'Rejected Form List' section. This section includes a form with fields for 'Date From' (04-05-2016), 'Date To' (04-05-2016), 'Ward No' (All), and 'Order By' (Ascending). A green 'View List' button is located below the form, with a red arrow pointing to it and a blue circle containing the number 2. Below the form, there is a table titled 'Rejected Form List' with columns: 'A. No', 'Firm Name', 'Application Type', 'Rejected By', 'Rejection Date & Time', and 'View'.

Municipal Trade License Search... GO DEMO MUNICIPAL CORPORATION REMMA YADAV

Rejected Form List

Date From : 04-05-2016 Date To : 04-05-2016
Ward No : All Order By : Ascending

View List

Rejected Form List

A. No	Firm Name	Application Type	Rejected By	Rejection Date & Time	View
-------	-----------	------------------	-------------	-----------------------	------

- 1 Click on Rejected-Box to see the list of rejected forms.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.

Slide 10...

The screenshot displays the 'Municipal Trade License' web application. The top navigation bar is orange and contains a search bar, a 'GO' button, and the user's name 'REMMA YADAV'. The left sidebar is dark blue and lists various menu items: 'Dashboard', 'SECTION INCHARGE', 'In-Box', 'Sent-Box', 'Back from Top Officer', 'Sent To Back Officer', 'Sent To Citizen', 'Rejected-Box', 'Approved Box', and 'REPORT'. The main content area is white and features two sections. The first section, 'Approved List', has filters for 'Date From' (01-05-2016), 'Date To' (04-05-2016), 'Ward No' (All), and 'Order By' (Ascending), along with a green 'View List' button. The second section, 'Approved Form List', contains a table with columns 'A. No', 'Firm Name', 'Application Type', and 'View'. A red arrow points from the 'Approved Box' menu item to the 'Approved List' section. Another red arrow points from the 'View List' button to the 'Approved Form List' section. A third red arrow points from the 'View' link in the table to the right side of the screen.

Municipal Trade License Search... GO DEMO MUNICIPAL CORPORATION REMMA YADAV

Approved List

Date From : 01-05-2016 Date To : 04-05-2016
Ward No : All Order By : Ascending

[View List](#)

Approved Form List

A. No	Firm Name	Application Type	View
1479	infotech	New Licence	View

- 1 Click on Approved Box to see the list of approved forms.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.
- 3 Click on view button to view the details of individual form.

Slide 11....

Municipal Trade License

Search... GO

DEMO MUNICIPAL CORPORATION

REMA YADAV

Dashboard

SECTION INCHARGE

REPORT

Collection Report 1

Officer Wise Pending Report

Applied Application List

Collection Summary

Date From : 04-05-2016

Date To : 04-05-2016

Ward No : All

2 View Report

Payment Wise Collection Description

Type	Application	Amount
Cash Payment	1	300.00
Cheque Payment	0	0.00
DD Payment	0	0.00
Total Collection	1	300.00

Application Wise Collection Description

Type	Application	Amount
New License	1	300.00
Renewal License	0	0.00
Amendment License	0	0.00
Surrender License	0	0.00
Total Collection	1	300.00

Print 3

- 1 Click on the Collection Report to see the collection summary.
- 2 Enter the dates and click on View Report to see the ward wise collection list during specific period.
- 3 Click on Print button to print the payment wise collection summary.

Slide 12....

The screenshot displays the 'Municipal Trade License' web application. The top header includes a search bar and the user name 'REMMA YADAV'. The left sidebar contains navigation links: 'Dashboard', 'SECTION INCHARGE', 'REPORT', 'Collection Report', 'Officer Wise Pending Report' (highlighted with a red arrow and circle 1), and 'Applied Application List'. The main content area is titled 'Level Wise Pending Forms' and contains filter fields for 'Date From' (04-05-2016), 'Date To' (04-05-2016), and 'Ward No' (All). A green 'View Report' button (highlighted with a red arrow and circle 2) is located below the filters. Below the filters is a 'Pending Forms Summary' table with the following data:

Sr No.	Designation Name	No.of Pending Applications	View
1	Dealing Assistant	0	View
2	Section Incharge	0	View
3	Assistant CEO	1	View

A red arrow points from the 'View' link in the third row of the table to circle 3.

- 1 Click on Officer Wise Pending Report to see the level wise pending forms.
- 2 Enter the dates and click on View Report to see the ward wise collection list during specific period.
- 3 Click on the view button to view the forms details.

Slide 13....

The screenshot displays the 'Municipal Trade License' system interface. The top header is orange and contains a search bar, a 'GO' button, and the text 'DEMO MUNICIPAL CORPORATION'. The left sidebar is dark blue and contains navigation options: 'Dashboard', 'SECTION INCHARGE', 'REPORT', 'Collection Report', 'Officer Wise Pending Report' (highlighted with a blue circle and arrow 1), and 'Applied Application List'. The main content area is white and contains a 'Level Wise Pending Forms Detail' section. This section has filters for 'Date From' (04-05-2016), 'Date To' (04-05-2016), 'Ward No' (All), and 'Designation' (Assistant CEO). A green 'View Report' button is located below the filters, with a red arrow and blue circle 2 pointing to it. Below the filters is a table with the following data:

A. No	Firm Name	Ward No.	Application Type	View
1498	sri public ltd	8	New Licence	View

A red arrow and blue circle 3 point to the 'View' link in the table. The bottom section of the interface is a dark blue bar with the text 'Applied Application List'.

- 1 Click on Officer Wise Pending Report to see the level wise pending forms and view the pending form summary.
- 2 Enter the dates and click on View Report to see the ward wise collection list during specific period.
- 3 Click on the view button to view the forms details.

Slide 14....

1 →

3 ENCLOSE LAND POSSESSION CERTIFICATE

Verified No Remarks

Payment Detail

Processing Fee	: 300.00	Payment Through	: CASH
Challan No	: 391	Transaction Date	: 04-05-2016

Receipts

[View Challan](#) [View Payment Receipt](#) ← 2

Remarks

Dealing Assistant	Section Incharge	Assistant CEO	
Received Date	: 04-05-2016 10:13 AM	Forwarded Date	: 04-05-2016 10:23 AM
Remarks	: cv	Total Duration	: 0 days 0 hours 10 minutes

- 1 Details of the application.
- 2 Click on View Challan / View Payment Receipt to see the challan and payment receipt .

Slide 15....

The screenshot shows a web application interface for tracking application status. The top header is orange and contains the text "Municipal Trade License", a search bar with "Search..." and a "GO" button, and the text "DEMO MUNICIPAL CORPORATION" with a user profile icon labeled "REMMA YADAV". The left sidebar is dark blue and contains a menu with "Dashboard", "SECTION INCHARGE", "REPORT", "Collection Report", "Officer Wise Pending Report", and "Applied Application List" (highlighted with a blue circle and the number 1). The main content area is white and titled "Track Application Status". It contains three input fields: "Application No *" (with a blue circle and the number 2), "Date Wise" (with "From Date" and "To Date" dropdowns, both showing "04-05-2016"), and "Firm Name *" (with a blue circle and the number 3). A green "SEARCH" button is located below the "Firm Name *" field. Red arrows point from the numbered circles to their respective elements: from the "Applied Application List" menu item to the "Track Application Status" header, from the "Application No *" field to the "Application No *" label, and from the "Firm Name *" field to the "Firm Name *" label.

- 1 Click Applied Application List to track application status.
- 2 Enter Application No / Date Range / Consumer Name / Mobile No.
- 3 Click on Search button to track the status of the form.

Slide 15....

Municipal Trade License

Search... GO

DEMO MUNICIPAL CORPORATION

REMMA YADAV

Dashboard

SECTION INCHARGE

REPORT

Collection Report

Officer Wise Pending Report

Applied Application List

Application Status

A. No	Firm Name	Application Type	View
1494	subo pvt	New Licence	View

Back

- 1 Click on Applied Application List to track application status.
- 2 Click on the view button to view the forms details.
- 3 Click on Back button to go back to the previous menu.

Level 3- Assistant CEO.

Slide 1...

Jharkhand Municipal System

User Login
Login with your user name and Password

tradeassistant@suda.com

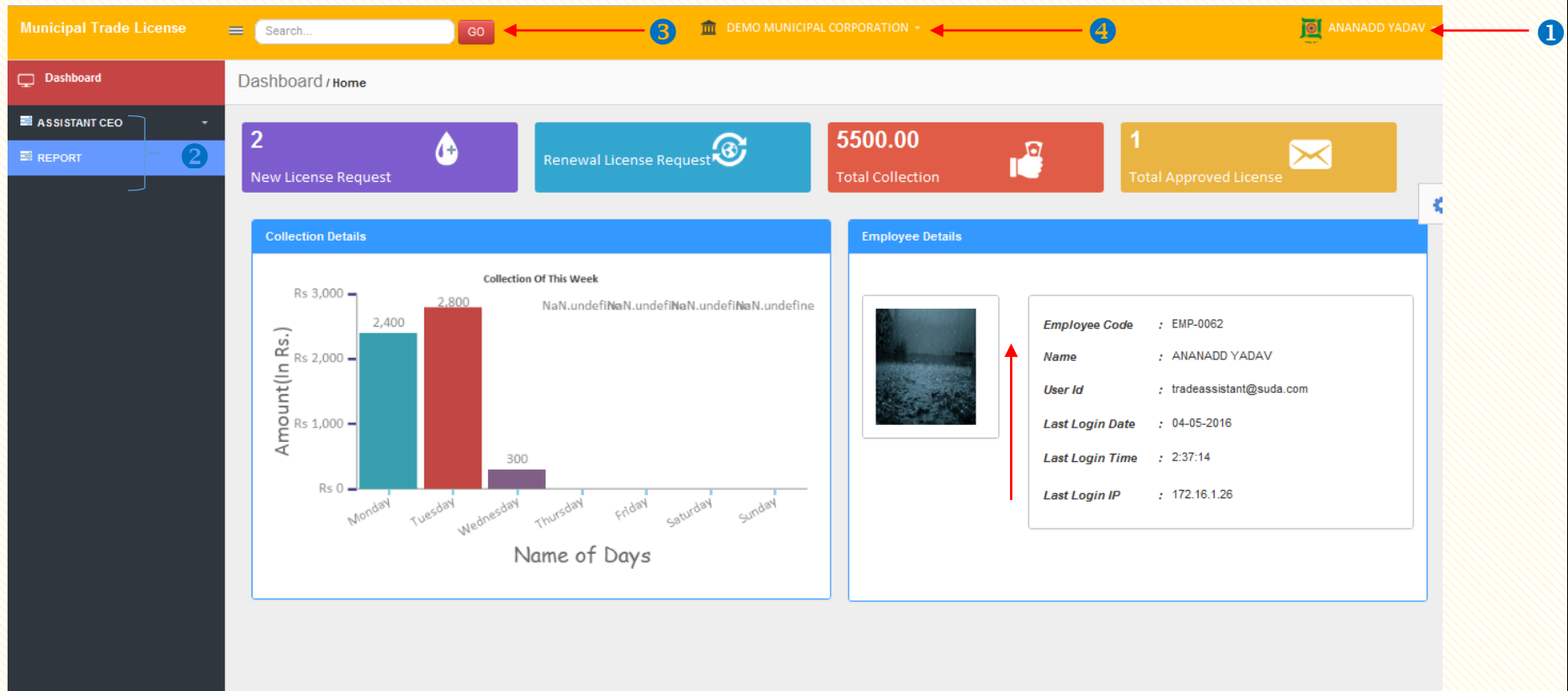
....

Submit

- Open your internet browser and login to the website – [Jharkhandsuda.net /login](http://Jharkhandsuda.net/login)

- 1 Enter the user id and password to login.
- 2 Click on submit button to login and go to the next step.

Slide 2...



- 1 Click the downwards pointer to see the user profile, settings etc.
- 2 Different menu's having different level rights.
- 3 Search the web application by entering keywords and click GO button
- 4 Click to choose the desired municipal corporation.

Slide 3...

The screenshot shows a web application for 'Municipal Trade License'. The top header is orange and contains a search bar, a 'GO' button, the text 'DEMO MUNICIPAL CORPORATION', and a user profile 'ANANADD YADAV'. The left sidebar is dark blue and contains a 'Dashboard' menu, an 'ASSISTANT CEO' dropdown, and a list of items: 'In-Box' (marked with a red arrow and a blue circle with the number 1), 'Sent To Back Officer', 'Sent To Citizen', 'Rejected-Box', and 'Approved Box'. Below these is a 'REPORT' dropdown. The main content area has a teal header 'Application For Trade License'. It contains two rows of filters: 'Date From' and 'Date To' (both set to '04-05-2016'), 'Ward No' (set to 'All'), and 'Order By' (set to 'Ascending'). A green 'View List' button is to the right of the 'Ward No' filter, with a red arrow and a blue circle with the number 2 pointing to it. Below the filters is a teal header 'Form Land List' followed by a table. The table has columns: 'A. No', 'Firm Name', 'Application Type', 'Forwarded By', 'Receiving Date & Time', and 'View'. The first row of data shows '1498', 'sri public ltd', 'New Licence', 'Section Incharge', and '04-05-2016 10:36 AM'. A red arrow and a blue circle with the number 3 point to the 'View' link in the last column of this row.

A. No	Firm Name	Application Type	Forwarded By	Receiving Date & Time	View
1498	sri public ltd	New Licence	Section Incharge	04-05-2016 10:36 AM	View

- 1 Click on In-Box to see the form land list.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.
- 3 Click on view button to view the details of individual form.

Slide 4...

The screenshot shows a web application interface for 'ENCLOSE LAND POSSESSION CERTIFICATE'. The interface includes a header with a 'View Uploaded File' button and status indicators 'Verified' and 'No Remarks'. Below this is a 'Payment Detail' section with fields for Processing Fee, Challan No, Payment Through, and Transaction Date. A 'Receipts' section contains 'View Challan' and 'View Payment Receipt' buttons. The 'Remarks' section has tabs for 'Dealing Assistant', 'Section Incharge', and 'Assistant CEO', and a form for entering remarks and dates. At the bottom, there is a 'Remarks' text area and a row of buttons: 'Reject', 'Back To Citizen', 'Backward', and 'Approve'. Numbered callouts 1 through 4 point to specific elements: 1 points to the 'Verified' status, 2 points to the 'View Challan' button, 3 points to the 'Remarks' text area, and 4 points to the 'Approve' button.

ENCLOSE LAND POSSESSION CERTIFICATE **View Uploaded File** **Verified** **No Remarks** 1

Payment Detail

Processing Fee	: 300.00	Payment Through	: CASH
Challan No	: 391	Transaction Date	: 04-05-2016

Receipts

View Challan **View Payment Receipt** 2

Remarks

Dealing Assistant Section Incharge Assistant CEO

Received Date : 04-05-2016 10:35 AM **Sent Back Date** : 04-05-2016 10:35 AM

Remarks : h **Total Duration** : 0 days 0 hours 0 minutes

Remarks: 3

Reject **Back To Citizen** **Backward** **Approve** 4

- 1 Click on view upload file to view the uploaded file.
- 2 Click on View Challan / View Payment Receipt to see the challan and payment receipt.
- 3 Enter the Remarks to make the Approve button clickable and proceed forward .
- 4 Click on the Reject button to put down the faulty application/Back To Citizen button to send the application to the citizen due to some issues in the application from citizen side/Backward button to send the application form to the lower level i.e Section Head/ Approve button once the remark is written to approve the application and finalize the procedure.

Slide 5...

Municipal Trade License

Search... GO

DEMO MUNICIPAL CORPORATION

ANANADD YADAV

Dashboard

ASSISTANT CEO

In-Box

Sent To Back Officer 1

Sent To Citizen

Rejected-Box

Approved Box

REPORT

Form send to back Officer

Date From : 01-05-2016

Date To : 04-05-2016

Ward No : All

Order By : Ascending

View List 2

Form send to back Officer

A. No	Firm Name	Application Type	Applied Date & Time	View
-------	-----------	------------------	---------------------	------

- 1 Click on the Sent To Back Officer to see the list of forms sent to the lower level officer i.e Here, officer is Section Head.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.

Slide 6...

Municipal Trade License

Search... GO

DEMO MUNICIPAL CORPORATION

ANANADD YADAV

Dashboard

ASSISTANT CEO

In-Box

Sent To Back Officer

Sent To Citizen

Rejected-Box

Approved Box

REPORT

Sent Back To Citizen List

Date From : 04-05-2016

Date To : 04-05-2016

Ward No : All

Order By : Ascending

View List

Sent Back To Citizen List

A. No	Firm Name	Application Type	View
-------	-----------	------------------	------

- 1 Click on Sent To Citizen to see the list of forms sent back to the citizen due to some issues in the form from citizen side.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.

Slide 7...

The screenshot displays the 'Municipal Trade License' system interface. The top header is orange and contains a search bar, a 'GO' button, and the text 'DEMO MUNICIPAL CORPORATION'. The sidebar on the left is dark blue and contains navigation options: 'Dashboard', 'ASSISTANT CEO', 'In-Box', 'Sent To Back Officer', 'Sent To Citizen', 'Rejected-Box' (highlighted with a red arrow and a blue circle with the number 1), and 'Approved Box'. The main content area is white and contains a 'Rejected Form List' section. This section has filters for 'Date From' (01-05-2016), 'Date To' (04-05-2016), 'Ward No' (All), and 'Order By' (Ascending). A green 'View List' button is located below the filters, with a red arrow pointing to it from a blue circle with the number 2. Below the filters is a table with the following data:

A. No	Firm Name	Application Type	Rejected By	Rejection Date & Time	View
1495	infotech	Renewal	Assistant CEO	03-05-2016 10:59 AM	View

A red arrow points from a blue circle with the number 3 to the 'View' link in the table.

- 1 Click on Rejected-Box to see the list of rejected forms.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.
- 3 Click on View button to see the details of the application form.

Slide 8...

The screenshot displays the 'Municipal Trade License' web application. The top header includes a search bar, a 'GO' button, and the user profile 'ANANADD YADAV'. The left sidebar contains navigation links: 'Dashboard', 'ASSISTANT CEO', 'In-Box', 'Sent To Back Officer', 'Sent To Citizen', 'Rejected-Box', 'Approved Box', and 'REPORT'. The 'Approved Box' link is highlighted with a blue circle and a red arrow pointing to the 'Approved Form List' section. This section contains a table with columns: 'A. No', 'Firm Name', 'Application Type', and 'View'. A row is visible with '1479' as the A. No, 'infotech' as the Firm Name, and 'New Licence' as the Application Type. A blue circle with the number '3' and a red arrow points to the 'View' link in the 'View' column. Above the table, there is a filter section titled 'Approved List' with fields for 'Date From' (01-05-2016), 'Date To' (04-05-2016), 'Ward No' (All), and 'Order By' (Ascending). A green 'View List' button is located below these filters. A blue circle with the number '2' and a red arrow points to this button.

Municipal Trade License Search... GO DEMO MUNICIPAL CORPORATION ANANADD YADAV

Dashboard
ASSISTANT CEO

In-Box
Sent To Back Officer
Sent To Citizen
Rejected-Box
Approved Box
REPORT

Approved List

Date From : 01-05-2016 Date To : 04-05-2016
Ward No : All Order By : Ascending

View List

Approved Form List

A. No	Firm Name	Application Type	View
1479	infotech	New Licence	View

- 1 Click on Approved Box to see the list of approved forms.
- 2 Enter the dates and click on view list to see the ward wise list during specific period.
- 3 Click on view button to view the details of individual form.

Slide 9...

Municipal Trade License DEMO MUNICIPAL CORPORATION ANANADD YADAV

Dashboard
ASSISTANT CEO
REPORT
Collection Report **1**
Officer Wise Pending Report
Applied Application List

Collection Summary

Date From : 04-05-2016 Date To : 04-05-2016
Ward No : All **2**

Payment Wise Collection Description

Type	Application	Amount
Cash Payment	1	300.00
Cheque Payment	0	0.00
DD Payment	0	0.00
Total Collection	1	300.00

Application Wise Collection Description

Type	Application	Amount
New License	1	300.00
Renewal License	0	0.00
Amendment License	0	0.00
Surrender License	0	0.00
Total Collection	1	300.00

3

- 1** Click on the Collection Report to see the collection summary.
- 2** Enter the dates and click on View Report to see the ward wise collection list during specific period.
- 3** Click on Print button to print the payment wise collection summary.

Slide 10...

The screenshot displays the 'Municipal Trade License' system interface. The top header includes a search bar and the user name 'ANANADD YADAV'. The left sidebar contains navigation options: Dashboard, ASSISTANT CEO, REPORT, Collection Report, Officer Wise Pending Report (highlighted with a blue circle and arrow 1), and Applied Application List. The main content area is titled 'Level Wise Pending Forms' and contains filters for 'Date From' (04-05-2016), 'Date To' (04-05-2016), and 'Ward No' (All). A green 'View Report' button is present, with a red arrow and circle 2 pointing to it. Below the filters is a 'Pending Forms Summary' table with the following data:

Sr No.	Designation Name	No.of Pending Applications	View
1	Dealing Assistant	0	View
2	Section Incharge	0	View
3	Assistant CEO	1	View

A red arrow and circle 3 point to the 'View' link for the Assistant CEO row.

- 1 Click on Officer Wise Pending Report to see the level wise pending forms.
- 2 Enter the dates and click on View Report to see the ward wise collection list during specific period.
- 3 Click on the view button to view the forms details.

Slide 11...

The screenshot displays the 'Municipal Trade License' system interface. The top header is orange and contains a search bar, a 'GO' button, the text 'DEMO MUNICIPAL CORPORATION', and a user profile for 'ANANADD YADAV'. The left sidebar is dark blue and lists navigation options: 'Dashboard', 'ASSISTANT CEO', 'REPORT', 'Collection Report', 'Officer Wise Pending Report' (highlighted with a blue circle and number 1), and 'Applied Application List'. The main content area has a teal header 'Level Wise Pending Forms Detail'. Below this, there are filters for 'Date From' (04-05-2016), 'Date To' (04-05-2016), 'Ward No' (All), and 'Designation' (Assistant CEO). A green 'View Report' button is located below these filters, with a blue circle and number 2 next to it. Below the filters is a table with the following data:

A. No	Firm Name	Ward No.	Application Type	View
1498	sri public ltd	8	New Licence	View

A blue circle and number 3 is next to the 'View' link in the table, with a red arrow pointing to it from the right. Another red arrow points from the 'Officer Wise Pending Report' link in the sidebar to the 'View Report' button.

- 1 Click on Officer Wise Pending Report to see the level wise pending forms and view the pending form summary.
- 2 Enter the dates and click on View Report to see the ward wise collection list during specific period.
- 3 Click on the view button to view the forms details.

Slide 12...

Municipal Trade License

Search... GO

DEMO MUNICIPAL CORPORATION

ANANADD YADAV

Dashboard

ASSISTANT CEO

REPORT

Collection Report

Officer Wise Pending Report

Applied Application List

Track Application Status

Application No *

1494

OR

Date Wise

From Date To Date

04-05-2016 04-05-2016

OR

Firm Name *

SEARCH

- 1 Click Applied Application List to track application status.
- 2 Enter Application No / Date Range / Consumer Name / Mobile No.
- 3 Click on Search button to track the status of the form.

Slide 13...

Municipal Trade License

Search... GO

DEMO MUNICIPAL CORPORATION

ANANADD YADAV

Dashboard

ASSISTANT CEO

REPORT

Collection Report

Officer Wise Pending Report

Applied Application List

Application Status

A. No	Firm Name	Application Type	View
1494	subo pvt	New Licence	View

Back

- 1 Click on Applied Application List to track application status.
- 2 Click on the view button to view the forms details.
- 3 Click on Back button to go back to the previous menu.



Sparrow Softech Pvt Ltd.