



# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR CERTIFICATE-  
MUNICIPALITY**

<http://tathyasathi.bangla.gov.in/>

**NIC** एनआईसी  
National  
Informatics  
Centre



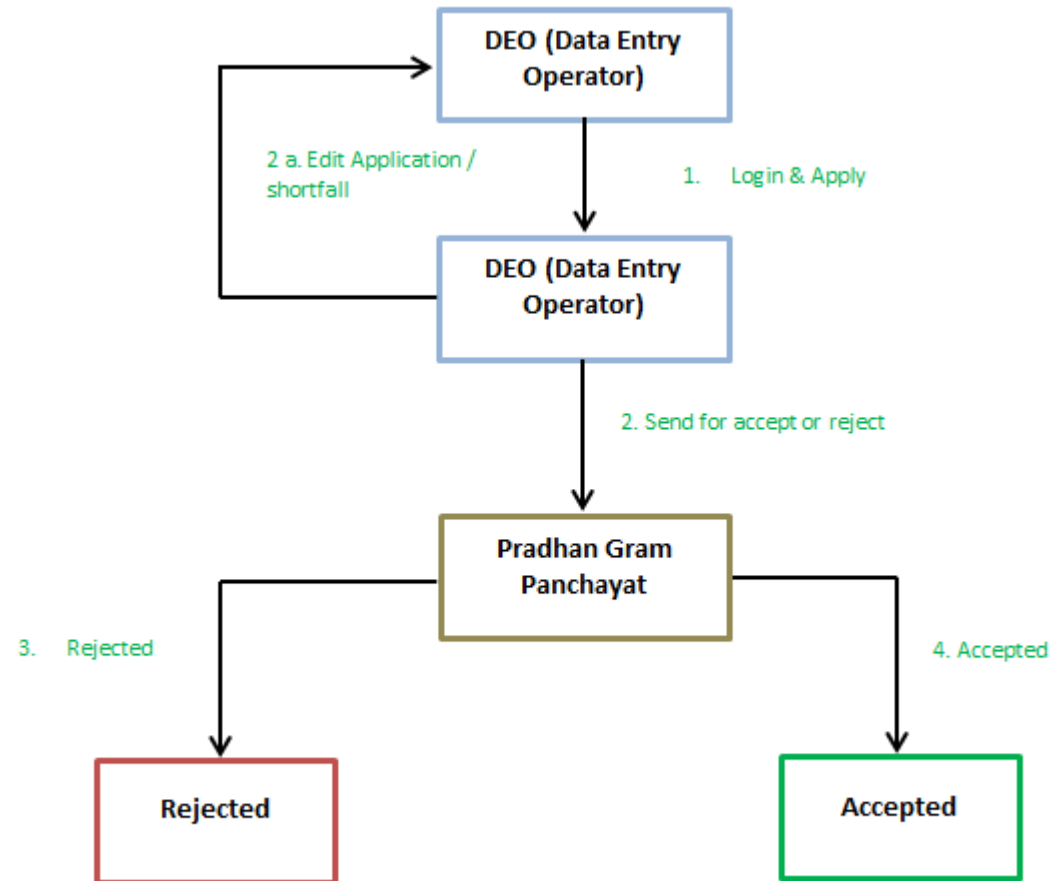
# SERVICE PLUS

**APPLICATION FOR ISSUANCE OF  
LEGAL HEIR CERTIFICATE-  
MUNICIPALITY**

<http://tathyasathi.bangla.gov.in/>

**FLOW CHART**

# FLOWCHART OF THE SERVICE







# SERVICE PLUS

**APPLICATION FOR ISSUANCE OF  
LEGAL HEIR CERTIFICATE-  
MUNICIPALITY**

<http://tathyasathi.bangla.gov.in/>

**SUBMISSION OF APPLICATION  
BY DEO (COMPUTER OPERATOR)**

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

The screenshot displays the ServicePlus web application interface. A 'LOG IN' modal is centered on the screen, featuring the following elements:

- ServicePlus Logo:** Located at the top left of the page, with the tagline 'Metadata-based Integrated eService Delivery Framework'.
- Navigation Bar:** Includes links for 'REQUEST FOR DEMO', 'SELECT STATE', 'LANGUAGE', and a 'LOGIN' button.
- Modal Form:**
  - User ID Field:** A text input field with a yellow background, containing the text '777DN9'.
  - Password Field:** A text input field with a yellow background, containing masked characters '\*\*\*\*\*'.
  - Captcha Field:** A text input field with a yellow background, containing the text '777DN9'.
  - Log In Button:** A green button with a white arrow icon and the text 'Log In'.
  - Forgot Password Link:** A link labeled 'Forgot Password ?' located below the 'Log In' button.
- Background Content:**
  - MAINTAIN CERTIFICATE AND PHOTOGRAPH:** A large heading on the left side of the page.
  - 01 Scan/Upload Documents:** A section with the text 'You can scan and upload your frequently used documents' and an icon of a scanner.
  - 02 Upload Photographs:** A section with the text 'You can upload and use your photographs' and an icon of a camera.
  - 03 Use your documents:** A section with the text 'Uploaded documents are now available for use' and an icon of a folder.
- Footer:**
  - CITIZEN Section:** Includes a 'Register Yourself' button.
  - Newly Launched SERVICES:** A section with a megaphone icon.
  - Find A REPORT Of Interests!:** A section with a list of services.

## USER ID

- SIGN IN WITH USER ID OF DEO

## PASSWORD

- WITH THE VALID PASSWORD FOR DEO ID

## CAPTCHA

- MATCH THE CAPTCHA

## LOGIN

- PRESS THE LOGIN BUTTON

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)



1. First go to Apply for Services



Search Bar:  
Here Application Can be  
Searched By name

2. Select View  
all available  
services

Apply For Services / View All Available Services

view

All States

Services

Search:

Sl.No.	Service Name	Department Name	State
1	Application for Issuance of Legal Heir Certificate- Municipality	Panchayats and Rural Development Department	WEST BENGAL

Showing page 1 of 1

3. Select your service:  
Application for Issuance of Legal  
Heir Certificate-Municipality

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

Menu

Manage Profile

Apply for services

View all available services

View Status of Application

Messages & Alerts

Themes

Language

Application Form – Issuance of Legal Heir Certificate– Municipality

Name of Deceased \*

DILIP KUMAR

Name of the Deceased's Guardian \*

☒ Father's Name

☐ Husband's Name

Name of Applicant's Father

MAHESH KUMAR

Sex \*

☒ Male

☐ Female

E-Mail

dilip@gmail.com

Mobile Number

8962123355

District \*

MURSHIDABAD

Municipality \*

Baharampur

Ward No. \*

44

Police Station \*

PS - Behrampur

Post Office \*

PO - Behrampur

Date of Death \*

Is the exact date of death known? \*

☒ Yes

☐ No

Day \*

19

Month \*

DEC

Year \*

2018

Death Certificate Regn. No. (if any)

DEATH-1/H/2B

Name of Applicant \*

VIJAY SINGH

Applicant's Sex \*

☒ Male

☐ Female

Legal Details

Legal

Sl. No. \*

1

Name of the legal heir \*

RAKESH KUMAR

Relation \*

SON

Age (in years) \*

15

Additional Details

Apply to the Office \*

Baharampur

Word verification

G81bz9

Please enter the characters shown above

G81bz9

Draft

Submit

Close

Reset

## Name of the Deceased

- Deceased Name

## Sex

- Deceased Sex

## Guardian Name

- Guardian name of the Deceased person.

## Mobile

- This is Optional

## Email

- Valid Email Address as this id would get further notification for the application process.

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

**Menu**

- Manage Profile
- Apply for services
  - View all available services
- View Status of Application
- Messages & Alerts

**Themes** **Language**

**Application Form – Issuance of Legal Heir Certificate– Municipality**

**Name of Deceased \***  
DILIP KUMAR

**Name of the Deceased's Guardian \***  
☒ Father's Name  
☐ Husband's Name

**Name of Applicant's Father**  
MAHESH KUMAR

**Sex \***  
☒ Male  
☐ Female

**E-Mail**  
dilip@gmail.com

**Mobile Number**  
8962123355

**District \***  
MURSHIDABAD

**Municipality \***  
Baharampur

**Ward No. \***  
44

**Police Station \***  
PS - Behrampur

**Post Office \***  
PO - Behrampur

**Is the exact date of death known? \***  
☒ Yes  
☐ No

**Date of Death \***

**Day \***  
19

**Month \***  
DEC

**Year \***  
2018

**Death Certificate Regn. No. (if any)**  
DEATH-1/H/2B

**Name of Applicant \***  
VIJAY SINGH

**Applicant's Sex \***  
☒ Male  
☐ Female

**Legal Details**

**Legal**

Sl. No. *	Name of the legal heir *	Relation *	Age (in years) *
1	RAKESH KUMAR	SON	15

**Additional Details**

**Apply to the Office \***  
Baharampur

**Word verification**

  
Please enter the characters shown above

District

- Select the District

Municipality

- Select the Municipality

Ward No

- Ward No.

Police Station

- Police Station

Post Office

- Post office Name



# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

Menu

Manage Profile

Apply for services

View all available services

View Status of Application

Messages & Alerts

Themes

Language

Application Form – Issuance of Legal Heir Certificate– Municipality

Name of Deceased \*

DILIP KUMAR

Name of the Deceased's Guardian \*

☒ Father's Name

☐ Husband's Name

Name of Applicant's Father

MAHESH KUMAR

Sex \*

☒ Male

☐ Female

E-Mail

dilip@gmail.com

Mobile Number

8962123355

District \*

MURSHIDABAD

Municipality \*

Baharampur

Ward No. \*

44

Police Station \*

PS - Behrampur

Post Office \*

PO - Behrampur

Date of Death \*

Is the exact date of death known? \*

☒ Yes

☐ No

Day \*

19

Month \*

DEC

Year \*

2018

Death Certificate Regn. No. (if any)

DEATH-1/H/2B

Name of Applicant \*

VIJAY SINGH

Applicant's Sex \*

☒ Male

☐ Female

Legal Details

Legal

Sl. No. \*

1

Name of the legal heir \*

RAKESH KUMAR

Relation \*

SON

Age (in years) \*

15

Additional Details

Apply to the Office \*

Baharampur

Word verification

G81bz9

Please enter the characters shown above

G81bz9

Draft

Submit

Close

Reset

Date of Death

- Mention Death of Death.

Death Certificate Reg. No.

- Not Mandatory

Applicant's Name & Sex


- Mention Applicant' Name & Sex.

Captcha

- Match the Captcha

Submit

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

 **ServicePlus**  
Metadata-based Integrated eService Delivery Framework

Menu Themes Language

Application not yet submitted. To proceed click on the appropriate button available at the bottom of this page

### Application Form - Issuance of Legal Heir Certificate- Municipality

Name of Deceased :	DILIP KUMAR
Name of the Deceased's Guardian :	Father's Name
Name of the Deceased's Father/ Husband :	MAHESH KUMAR
Sex :	Male
E-Mail :	dilip@gmail.com
Mobile Number :	8962123355
District :	MURSHIDABAD
Municipality :	Baharampur
Ward No. :	44
Police Station :	PS - Behrampur
Post Office :	PO - Behrampur
Is the exact date of death known? :	Yes
Day :	19
Month :	DEC
Year :	2018
Death Certificate Regn. No. (if any) :	DEATH-1/H/2B
Name of Applicant :	VIJAY SINGH
Applicant's Sex :	Male

### Legal Details

Sl. No.	Name of the legal heir	Relation	Age (in years)
1	RAKESH KUMAR	SON	25

### Additional Details

Apply to the Office	Baharampur - Municipality
Draft Reference No :	Draft_AF-ILHC-M/2020/00013

15/10/2020 12:03:22 IST <http://tathyasathi.bangla.gov.in/configure>

[Attach Annexure](#) [Edit](#) [Cancel](#) [Click here to initiate new application](#)

## Draft Mode

- This is the Draft mode of the application.
- Please check before submitting
- If Something goes Wrong go to Edit Option



## Attach Annexure

- By clicking on this button applicant can attach/upload there required documents.

## Cancel

- To cancel the application

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

**Menu**  Themes Language 

**ATTACH ENCLOSURE(S)**

Enclosure(s):

Type of Enclosure *	Enclosure Document *	File/Reference *
Identity Proof of the all the legal heirs showing linkage with the deceased person	<div>Ration Card</div> <div>Document Format</div>	<div>Choose File dummy.pdf</div> <div>Scan</div> <div>Fetch from DigiLocker</div>
Identity Proof of the applicant *	<div>Birth Certificate</div> <div>Document Format</div>	<div>Choose File dummy.pdf</div> <div>Scan</div> <div>Fetch from DigiLocker</div>
Death Certificate *	<div>Death Certificate</div> <div>Document Format</div>	<div>Choose File dummy.pdf</div> <div>Scan</div> <div>Fetch from DigiLocker</div>
Other	<div>Select</div>	<div>Choose File No file chosen</div> <div>Scan</div> <div>Fetch from DigiLocker</div>

Save Annexure

Cancel

Back

## Enclosure Document

- Select from the dropdown for the annexure to be attached.


## Browse

- To select the document

## Save Annexure

- For attaching the and saving the document

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework

ThemesLanguage

**Menu**

- Manage Profile
- Apply for services
- View all available services
- View Status of Application
- Messages & Alerts

Application not yet submitted. To proceed click on the appropriate button available at the bottom of this page

### Application Form - Issuance of Legal Heir Certificate- Municipality

Name of Deceased :	DILIP KUMAR
Name of the Deceased's Guardian :	Father's Name
Name of the Deceased's Father/ Husband :	MAHESH KUMAR
Sex :	Male
E-Mail :	dilip@gmail.com
Mobile Number :	8962123355
District :	MURSHIDABAD
Municipality :	Baharampur
Ward No. :	44
Police Station :	PS - Behrampur
Post Office :	PO - Behrampur
Is the exact date of death known? :	Yes
Day :	19
Month :	DEC
Year :	2018
Death Certificate Regn. No. (if any) :	DEATH-1/H/2B
Name of Applicant :	VIJAY SINGH
Applicant's Sex :	Male

### Legal Details

Sl. No.	Name of the legal heir	Relation	Age (in years)
1	RAKESH KUMAR	SON	15

### Annexure List

- 1) Identity Proof of the all the legal heirs showing linkage with the deceased person [Ration Card](#)
- 2) Identity Proof of the applicant [Birth Certificate](#)
- 3) Death Certificate [Death Certificate](#)

### Additional Details

Apply to the Office	Baharampur - Municipality
Draft Reference No :	Draft_AF-ILHC-M/2020/00013

[Submit](#) [Cancel](#)

Submit to finalize the application

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

- Mandatory: Submit the acknowledgement slip and show the supporting documents in Original at the Gram Panchayat desk .



**Menu**

- Manage Profile
- Apply for services
  - View all available services
- View Status of Application
- Messages & Alerts

**APPLICATION ACKNOWLEDGEMENT**

Application Acknowledgement

Date: 15/10/2020

Dear Sir/Madam,

Thank you for using ServicePlus.  
Your Application for Issuance of Legal Heir Certificate- Municipality has been successfully submitted to Baharampur - Municipality, WEST BENGAL.

Application Summary

Application Reference Number is - AF-ILHC-M/2020/00013.  
Your application was received by Online mode on 15/10/2020.

Regards  
ServicePlus

**Mandatory:** Submit the acknowledgement slip and show the supporting documents in **Original** at the Municipality desk.

**Print to keep the Acknowledgement**

**Export to PDF to download as PDF for future reference**

Print Export to PDF Close





# SERVICE PLUS

## APPLICATION FOR ISSUANCE OF LEGAL HEIR CERTIFICATE- MUNICIPALITY

<http://tathyasathi.bangla.gov.in/>

**PROCESS APPLICATION**  
**BY DEO (COMPUTER OPERATOR) (1<sup>st</sup> Part)**

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

**Menu**

- Manage Profile
- Apply for services
- View Status of Application
- Message Box**
  - Inbox**
  - Sent Applications
  - Revalidate Payment
- DSC Management
- Reports
- Go Offline

**2. Select Service**

Message Box / Inbox

Please select Service \* **Application for Issuance**

Version No. \* **V-1**

Select Task \* **Application Receipt**

From Date : **01/01/2017**

To Date : **15/10/2020**

Select an option to search application

☒ Through Online Reference Number ☒ Through Offline Reference Number

App Ref No.

Offline Application Reference No

**4. Click on Get Data**

**3. Select Task**

**1. Click on Message box and then inbox**

**5. PULL**

1 of 1 entries

	Application Number	Status	Action
1	AF-ILHC-M/2020/00013	Initiated	Pull

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

- Manage Profile <
- Apply for services <
- View Status of Application <
- Message Box >
  - Inbox
  - Sent Applications
  - Revalidate Payment
- DSC Management <
- Reports <
- Go Offline <

Service Name-	Application for Issuance of Legal Heir Certificate- Municipality
Current Task-	Application Receipt by DEO
Application Reference Number-	AF-ILHC-M/2020/00013
Application Received Date-	15-10-2020

[View Processing History](#)

View Processing History:  
Here Officials can see the All  
the history of Application

## Application Receipt by DEO

Action
Action *
<input checked="" type="radio"/> Return to Edit Application
<input type="radio"/> Forward
Year
Death Certificate Regn. No. (if any)
Name of Applicant
Applicant's Sex
Legal Details
Change Name

Select field to be  
edited

For change of any application  
form details  
click "Return to Edit  
Application".

Put Remarks

Submit


[Submit](#)


[Reset](#)

[Cancel](#)

[Back to Inbox](#)

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework



Menu

Manage Service<Manage Profile<Apply for services<View Status of Application<Message Box>Inbox>Sent Applications>Revalidate Payment>Grievance<DSC Management<Reports<Dispatch List<Go Offline<menu.adminPanel<


ThemesLanguage


After successful submission this message will be shown.


Successfully Submitted


Back to Inbox


MINISTRY OF PANCHAYATI RAJ  
GOVERNMENT OF INDIA

Digital India  
Power To Empower

data.gov.in  
Open Government Data (OGD) Platform India

india.gov.in

Deity

PMINDIA

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POWERED BY SERVICEPLUS



# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR CERTIFICATE-  
MUNICIPALITY**

<http://tathyasathi.bangla.gov.in/>

**TRACKING & EDITING BY DEO**  
**(COMPUTER OPERATOR)**



# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

The screenshot shows the ServicePlus web application interface. The top header includes the ServicePlus logo, the text 'Metadata-based Integrated eService Delivery', and the Government of India emblem with the motto 'सत्यमेव जयते'. The main navigation menu on the left contains options like 'Manage Profile', 'Apply for services', 'View Status of Application', 'Track application status', 'View Incomplete Application', 'Revalidate Payment', 'Modify Submissions', and 'Messages & Alerts'. The main content area features search filters for 'From Date' (15/07/2020) and 'To Date' (15/10/2020), and an 'App Ref No.' field (AF-ILHC-M/2020/C). A 'Get Data' button is located on the right. Below these filters is a table with application details. The table has columns for SNo, Service Name, Application Reference No, Submission Date, Due Date, and Current Status. One application is listed with a status of 'Waiting for Applicant's Response!'. Numbered callouts guide the user through the steps: 1. View Status Of Application (points to the menu item), 2. Track Application Status (points to the 'Track application status' sub-item), 3. Get Data (points to the 'Get Data' button), and a final instruction 'Click On this To know the Status of Application' (points to the application row).

**1. View Status Of Application**

**2. Track Application Status**


**3. Get Data**

**Select From And To date**

**Click On this To know the Status of Application**

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	Application for Issuance of Legal Heir Certificate- Municipality	AF-ILHC-M/2020/C/00013	15/10/2020	NA	Waiting for Applicant's Response!

# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

**Service Plus**  
Metadata

Menu

Manage Profile

Apply for services

View Status of Application

Track application status


View Incomplete Applications

Revalidate Payment

Modify Submission

Messages & Alerts

Status of Application


Application Reference Number :	AF-ILHC-M/2020/00013
Name of the Service :	Application for Issuance of Legal Heir Certificate- Municipality
Applied By :	
Application due Date :	15/10/2020

\*Action to be taken by an applicant

You are required to edit the application form. Please [click here](#) to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	<a href="#">View</a>	<a href="#">Acknowledgement</a>	Completed	NA
2	Application Receipt by DEO	NA	Nil	Return to Edit Application	<a href="#">View</a>
3	Application for Edit	NA	Nil	Under Process	NA

Close

  
राज्यसेवा जलपो


Page

Get Data

Current Status

Waiting for Applicant's Response!

# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

**SP**  
Metadata

**Menu**

- Manage Profile
- Apply for services
- View Status of Application
  - Track application status
  - View Incomplete Applications
  - Revalidate Payment
  - Modify Submission
- Messages & Alerts

Status of Application

Application Form – Issuance of Legal Heir Certificate Municipality

Name of Deceased *	DILIP KUMAR	Name of the Deceased's Guardian *	Father's Name	Name of the Deceased's Husband *	MAHESH KUMAR
Sex *	Male	E-Mail	dilip@gmail.com	Mobile Number	8962123355
District *	MURSHIDABAD	Municipality *	Baharampur	Card No. *	44
Police Station *	PS - Behrampur	Post Office *	PO - Behrampur		
Is the exact date of death known? *	Yes	Date of Death *			
Day *	19	Month *	DEC	Year *	2018
Death Certificate Regn. No. (if any)	DEATH-1/H/2B	Name of Applicant *	VIJAY SINGH	Applicant's Sex *	Male

Legal Details

Close


Get Data

Current Status

Waiting for Applicant's Response!


Edit that field which has been selected for edit

# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

**SP**  
Metadata

**Menu**

- Manage Profile
- Apply for services
- View Status of Application
  - Track application status
  - View Incomplete Application
  - Revalidate Payment
  - Modify Submission
- Messages & Alerts

  
राज्यसर्वेक्षण  
Page

Get Data

Current Status  
Waiting for Applicant's Response!

Status of Application

Additional Details

Apply to the Office \*Baharampur - Municipality

Word verification

6M4D2k

Please enter the characters shown above

6M4D2k|

Submit

SubmitReset

Enter Captcha

Close

# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

**Status of Application**

1	RAKESH KUMAR	SON	15
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**Additional Details**

Apply to the Office: Baharampur - Municipality

Draft Reference No : AF-ILHC-M/2020/00013

15/10/2020 01:05:34 IST <http://tathyasathi.bangla.gov.in/configure>

**Attach Annexure** **Edit**

**Attach Annexure**

**Close**

**Menu**

- Manage Profile
- Apply for services
- View Status of Application
  - Track application status
  - View Incomplete Application
  - Revalidate Payment
  - Modify Submission
- Messages & Alerts

**Current Status**

Waiting for Applicant's Response!

**Get Data**



# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

The screenshot shows a web application interface for tracking application status. A modal window titled "Status of Application" is open, displaying a form with three sections: "Identity Proof of the applicant", "Death Certificate", and "Other". Each section has a dropdown menu for document selection, a "Document Format" warning icon, and a "Preview" link. The "Other" section also includes a "Choose File" button, a "Scan" button, and a "Fetch from DigiLocker" button. At the bottom of the form, there is a "Save Annexure" button (highlighted in yellow) and a "Back" button. A "Close" button is located at the bottom right of the modal. Two callout boxes are present: one pointing to the "Death Certificate" dropdown with the text "Select 'Enclosure Document'", and another pointing to the "Save Annexure" button with the text "Save Annexure".

**Status of Application**

**Identity Proof of the applicant \***

Birth Certificate  X

Document Format

**Death Certificate \***

Death Certificate  X

Document Format

**Other**

Select  No file chosen

**Get Data**

**Current Status**

Waiting for Applicant's Response!


# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

The screenshot displays a web application interface with a dark blue sidebar menu on the left and a main content area on the right. The sidebar menu includes options like 'Manage Profile', 'Apply for services', 'View Status of Application', 'Track application status', 'View Incomplete Applications', 'Revalidate Payment', 'Modify Submission', and 'Messages & Alerts'. The main content area shows the 'Status of Application' modal, which is a white box with a title bar and a close button. Inside the modal, there is a section titled 'Additional Details' with a table containing two rows: 'Apply to the Office' with the value 'Baharampur - Municipality' and 'Draft Reference No' with the value 'AF-ILHC-M/2020/00013'. Below this table is a large white input field. To the right of the input field is a green 'Submit' button with a white document icon. A purple callout bubble points to the 'Submit' button with the text 'Click on Submit'. A red 'Close' button is located at the bottom right of the modal. The background of the web application shows the 'S' logo, the text 'Status of Application', and the 'Get Data' button. The 'Current Status' section on the right indicates 'Waiting for Applicant's Response!'.

Status of Application

**Additional Details**

Apply to the Office	Baharampur - Municipality
Draft Reference No :	AF-ILHC-M/2020/00013

 Submit

Click on Submit

Close

Get Data

Current Status

Waiting for Applicant's Response!

## TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

- Mandatory: Submit the acknowledgement slip and show the supporting documents in Original at the Gram Panchayat desk .

The screenshot displays the 'Status of Application' window within the ServicePlus portal. The window title is 'Status of Application'. The main content area shows a confirmation message: 'Your Application for issuance of Legal heir Certificate- Municipality has been successfully submitted to Baharatampur - Municipality, WEST BENGAL.' Below this, an 'Application Summary' section provides the 'Application Reference Number is - AF-ILHC-M/2020/00013.' and states 'Your application was received by [redacted] on 15/10/2020.' The signature 'Regards ServicePlus' is present. A yellow highlighted box contains the instruction: 'Mandatory: Submit the acknowledgement slip and show the supporting documents in Original at the Municipality desk.' At the bottom of the window, there are two buttons: 'Print' and 'Export to PDF'. A callout bubble points to the 'Export to PDF' button with the text 'Click To make PDF'. Another callout bubble points to the 'Print' button with the text 'Click to Print'. A 'Close' button is located at the bottom right of the window. The background shows the ServicePlus portal interface with a sidebar menu containing options like 'Manage Profile', 'Apply for services', 'View Status of Application', and 'Messages & Alerts'. The footer includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, Deity, and PMINDIA.

ServicePlus  
Metadata-based Int

Menu

- Manage Profile
- Apply for services
- View Status of Application
  - Track application status
  - View Incomplete Application
  - Revalidate Payment
  - Modify Submissions
- Messages & Alerts

Status of Application

Your Application for issuance of Legal heir Certificate- Municipality has been successfully submitted to Baharatampur - Municipality, WEST BENGAL.

Application Summary

Application Reference Number is - AF-ILHC-M/2020/00013.

Your application was received by [redacted] on 15/10/2020.

Regards  
ServicePlus

**Mandatory:** Submit the acknowledgement slip and show the supporting documents in **Original** at the Municipality desk.

Print Export to PDF

Click To make PDF

Click to Print

Close

Language

Get Data

Current Status

Waiting for Applicant's Response!

MINISTRY OF PANCHAYATI RAJ  
GOVERNMENT OF INDIA

Digital India  
Power To Empower

data.gov.in  
Open Government Data (OGD) Platform India

india.gov.in

Deity

PMINDIA



# SERVICE PLUS

## APPLICATION FOR ISSUANCE OF LEGAL HEIR CERTIFICATE- MUNICIPALITY

<http://tathyasathi.bangla.gov.in/>

**PROCESS APPLICATION**  
**BY DEO (COMPUTER OPERATOR) (Part-2)**

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

**Menu**

- Manage Profile
- Apply for services
- View Status of Application
- Message Box**
  - Inbox**
  - Sent Application
  - Revalidate Payment
- DSC Management
- Reports
- Go Offline

**2. Select Service**

Message Box / Inbox

Please select Service \* **Application for Issuance**

Version No. \* V-1

Select Task \* **Application Receipt**

From Date : 01/01/2017 To Date : 15/10/2020

Select an option to search application ☒ Through Online Reference Number ☒ Through Offline Reference Number

App Ref No. Offline Application Reference No.

**3. Select Task**

**1. Click on Message box and then inbox**

**5. Click on Pull to Process**


**4. Click on Get Data**

**Get Data**

Application Number	Status	Action	Return
1 AF-ILHC-M/2020/00013	Initiated	Pull	



# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework

ThemesLanguageDEO - Baharampur

**Menu**

- Manage Profile
- Apply for services
- View Status of Application
- Message Box
  - Inbox
  - Sent Applications
  - Revalidate Payment
- DSC Management
- Reports
- Go Offline

**Service Name-**Application for Issuance of Legal Heir Certificate- Municipality

**Current Task-**Application Receipt by DEO

**Application Reference Number-**AF-ILHC-M/2020/00013

**Application Received Date-**15-10-2020

**View Processing History**

**Application Receipt by DEO**

**Action**

Action \*

Forward to \*

Remarks \*

☐ Return to Edit Application

☒ Forward

☒ Applicant Submission Shortfall

☐ Issuance Certificate

Invalid

**Reject Enclosure**

Type Of Enclosure	Attached Enclosure	Status	Reason for Rejection	Remarks
Identity Proof of the all deceased person	<a href="#">Ration Card</a>	Rejected	Invalid	Ration Card not Valid
Identity Proof of the applicant	<a href="#">Birth Certificate</a>	Accepted		
Death Certificate	<a href="#">Death Certificate</a>	Accepted		

3. Reject The documents & give Reason

2. Give Remarks

1. Select "forward" button & Application Short Fall Documents

4. Click on Submit to forward


Submit

Reset


Cancel

Back to Inbox

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)



ServicePlus  
Metadata-based Integrated eService Delivery Framework



सत्यमेव जयते

Menu

Manage Service

Manage Profile

Apply for services

View Status of Application

Message Box

Inbox

Sent Applications

Revalidate Payment

Grievance

DSC Management

Reports

Dispatch List

Go Offline

menu.adminPanel

Themes


Language


After successful submission this message will be shown.


Successfully Submitted


Back to Inbox


MINISTRY OF PANCHAYATI RAJ  
GOVERNMENT OF INDIA

Digital India  
Power To Empower

data.gov.in  
Open Government Data (OGD) Platform India

india.gov.in

DeitY  
service web

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# SERVICE PLUS

**APPLICATION FOR ISSUANCE OF  
LEGAL HEIR CERTIFICATE-  
MUNICIPALITY**

<http://tathyasathi.bangla.gov.in/>

**UPLOAD SHORTFALL DOCUMENTS  
BY DEO (COMPUTER OPERATOR)**

# UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)

The screenshot shows the ServicePlus web application interface. The left sidebar contains a 'Menu' with options: 'Manage Profile', 'Apply for services', 'View Status of Application' (highlighted), 'Track application status' (highlighted), 'View Incomplete Application', 'Revalidate Payment', 'Modify Submissions', and 'Messages & Alerts'. The main content area has a header with the ServicePlus logo and tagline 'Metadata-based Integrated eService Delivery Framework'. Below the header, there are date selection fields for 'From Date' (15/07/2020) and 'To Date' (15/10/2020), and an 'App Ref No.' field (AF-ILHC-M/2020/0001). A 'Get Data' button is located on the right. Below these fields is a table with columns: SNo, Service Name, Application Reference No, Submission Date, Due Date, and Current Status. The table contains one row with the following data: SNo (blank), Service Name (Application for Issuance of Legal Heir Certificate- Municipality), Application Reference No (AF-ILHC-M/2020/00013), Submission Date (15/10/2020), Due Date (NA), and Current Status (Waiting for Applicant's Response). Callouts provide instructions: '1. View Status Of Application' points to the 'View Status of Application' menu item; '2. Track Application Status' points to the 'Track application status' menu item; '3. Get Data' points to the 'Get Data' button; 'Select From And To date' points to the date selection fields; and 'Click On this To know the Status of Application' points to the 'Waiting for Applicant's Response' status.

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework

**Menu**

- Manage Profile
- Apply for services
- View Status of Application**
- Track application status**
- View Incomplete Application
- Revalidate Payment
- Modify Submissions
- Messages & Alerts

**1. View Status Of Application**

**3. Get Data**

**2. Track Application Status**

**Select From And To date**

**Click On this To know the Status of Application**


**From Date :** 15/07/2020 **To Date :** 15/10/2020

**App Ref No.** AF-ILHC-M/2020/0001

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
	Application for Issuance of Legal Heir Certificate- Municipality	AF-ILHC-M/2020/00013	15/10/2020	NA	Waiting for Applicant's Response


**Get Data**


# UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)

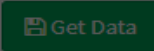
**Service Plus**  
Metadata-based Int

### Menu

- Manage Profile
- Apply for services
- View Status of Application
  - Track application status
  - View Incomplete Application
  - Revalidate Payment
  - Modify Submissions
- Messages & Alerts


  
सत्यमेव जयते

Language 



**Current Status**  
Waiting for Applicant's Response

### Status of Application

Application Reference Number :	AF-ILHC-M/2020/00013
Name of the Service :	Application for Issuance of Legal Heir Certificate- Municipality
Applied By :	
Application due Date :	15/10/2020

**\*Action to be taken by an applicant**  
You are required to fill in "Application Submission Shortfall" and provide enclosure(s). Please [click here](#) to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	<a href="#">View</a>	<a href="#">Acknowledgement</a>	Completed	NA
2	Application Receipt by DEO	NA	Nil	Return to Edit Application	<a href="#">View</a>

Close

**MINISTRY OF PANCHAYATI RAJ**  
GOVERNMENT OF INDIA**Digital India**  
Power To Empower**data.gov.in**  
Open Government Data (OGD) Platform India**india.gov.in****DeltY****PMINDIA**

# UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)

The screenshot displays the 'Service Plus' application interface. A 'Status of Application' window is open, showing the 'Application Submission Shortfall' section. The window has a title bar with a close button (X). Inside, there is a blue header bar that says 'Upload Shortfall Document'. Below this, a message states: 'Please fill "Remarks" first then upload Shortfall Document(s). \*'. There is a text input field labeled 'Remarks' containing the text 'Re Submit'. A yellow callout box points to this field with the text 'Put Remarks first'. Below the input field, there are three buttons: 'Submit' (green), 'Reset' (blue), and 'Cancel' (red). A large purple callout box with the word 'Submit' points to the green 'Submit' button. At the bottom right of the window is a red 'Close' button. The background interface includes a 'Menu' on the left with options like 'Manage Profile', 'Apply for services', 'View Status of Application', 'Track application status', 'View Incomplete Application', 'Revalidate Payment', 'Modify Submissions', and 'Messages & Alerts'. The top right shows the 'Language' dropdown and the user profile. The bottom footer contains logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, DeltY, and PMINDIA.

**Status of Application**

**Application Submission Shortfall**

**Upload Shortfall Document**

Please fill "Remarks" first then upload Shortfall Document(s). \*

Remarks

Re Submit

**Put Remarks first**

**Submit** **Reset** **Cancel**

**Submit**

**Close**

**Menu**

- Manage Profile
- Apply for services
- View Status of Application
  - Track application status
  - View Incomplete Application
  - Revalidate Payment
  - Modify Submissions
- Messages & Alerts

**Language**

**Get Data**

**Current Status**

Waiting for Applicant's Response

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**Digital India**  
Power To Empower

**data.gov.in**  
Open Government Data (OGD) Platform India


**india.gov.in**

**DeltY**

**PMINDIA**



# UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)

**Service Plus**  
Metadata-based Int

**Menu**

- Manage Profile
- Apply for services
- View Status of Application
  - Track application status
  - View Incomplete Application
  - Revalidate Payment
  - Modify Submissions
- Messages & Alerts

Status of Application

Type of Enclosure	Enclosure Document *	Issued By	Issued Date	Reference Number	File/Reference *
Identity Proof of the all the legal heirs showing linkage with the deceased person *	<div>Ration Card</div>				<div>Choose File</div> dum

Submit

Cancel

Close


Language


Get Data


Current Status


Waiting for Applicant's Response


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Power To Empower

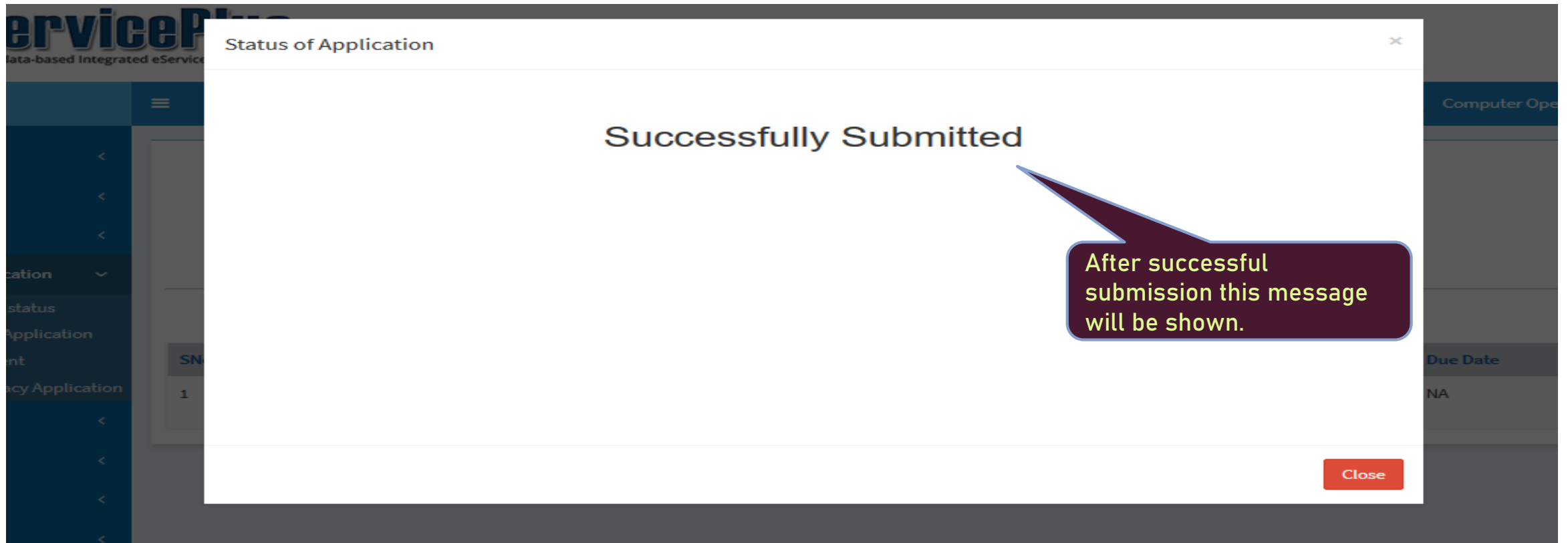
data.gov.in  
Open Government Data (OGD) Platform India

india.gov.in

DeitY

PMINDIA

# UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)





# SERVICE PLUS

## APPLICATION FOR ISSUANCE OF LEGAL HEIR CERTIFICATE- MUNICIPALITY

<http://tathyasathi.bangla.gov.in/>

**PROCESS APPLICATION**  
**BY DEO (COMPUTER OPERATOR) (3<sup>rd</sup> Part)**

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

**Menu**

- Manage Profile
- Apply for services
- View Status of Application
- Message Box**
  - Inbox**
  - Sent Applications
  - Revalidate Payment
- DSC Management
- Reports
- Go Offline

**2. Select Service**

Message Box / Inbox

Please select Service \* **Application for Issuance**

Version No. \* **V-1**

Select Task \* **Application Receipt**

**3. Select Task**

From Date : **01/01/2017**

To Date : **15/10/2020**

Select an option to search application

☒ Through Online Reference Number ☒ Through Offline Reference Number

App Ref No.

Offline Application Reference No

**4. Click on Get Data**

**Get Data**

**1. Click on Message box and then inbox**

1 of 1 entries

	Application Number	Status	Action
1	AF-ILHC-M/2020/00013	Initiated	<b>5. PULL</b> Pull

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)



Menu

Manage Profile

Apply for services

View Status of Application

Message Box

Inbox

Sent Applications

Revalidate Payment

DSC Management

Reports

Go Offline

Themes

Language

DEO - Baharampur

Service Name-

Application for Issuance of Legal Heir Certificate- Municipality

Current Task-

Application Receipt by DEO

Application Reference Number-

AF-ILHC-M/2020/00013

Application Received Date-

15-10-2020

View Processing History

Application Receipt by DEO

Action

Return to Edit Application

Forward

Applicant Submission Sheet

Issuance Certificate

Yes

DELIVER

Forward to \*

Checked with original document ? \*

Remarks \*

3. Give Remarks

4. Select the check box

5. Submit

1. Click Forward

2. Click on Issuance Authority to process

Submit

Reset

Cancel

Back to Inbox

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

**Menu**


- Manage Service
- Manage Profile
- Apply for services
- View Status of Application
- Message Box
  - Inbox
  - Sent Applications
  - Revalidate Payment
- Grievance
- DSC Management
- Reports
- Dispatch List
- Go Offline
- menu.adminPanel


**Themes** **Language**


After successful submission this message will be shown.


## Successfully Submitted


[Back to Inbox](#)


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# SERVICE PLUS

## APPLICATION FOR ISSUANCE OF LEGAL HEIR CERTIFICATE- MUNICIPALITY

<http://tathyasathi.bangla.gov.in/>

**PROCESS APPLICATION**  
**BY MUNICIPALITY(CHAIRMAN)** (4<sup>th</sup> Part)

# PROCESS APPLICATION BY MUNICIPALITY

The screenshot shows the ServicePlus website with a 'LOG IN' modal window. The modal contains fields for User ID and Password, a CAPTCHA image, and a 'Log In' button. The background shows the main website layout with a 'REGISTER & MANAGE YOUR PROFILE' section and a footer with 'CITIZEN Section' and 'Newly Launched SERVICES'.

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework

**REGISTER & MANAGE YOUR PROFILE**

- Register Online by filling in your basic profile
- Modify your profile to add additional details
- Use your profile while applying for services

**LOG IN**

User ID: [Redacted]

Password: [Redacted]

CAPTCHA: 74Qs1N

**Log In**  
Forgot Password ?

**CITIZEN Section**

**Newly Launched SERVICES**

Find A **REPORT** Of Interests!

Register Yourself

List Of Services Offered Across The Country (All States)

## USER ID

- SIGN IN WITH USER ID OF **MUNICIPALITY**

## PASSWORD

- WITH THE VALID PASSWORD FOR **MUNICIPALITY ID**

## CAPTCHA

- MATCH THE CAPTCHA

## LOGIN

- PRESS THE LOGIN BUTTON

# PROCESS APPLICATION BY MUNICIPALITY



**Menu**

- Manage Service
- Manage Profile
- User Management
- Message Box**
  - Inbox**
  - Sent Applications
  - Revalidate Payment
- Grievance
- Payment Settlement Report
- DSC Management
- Department/Local Body Mapping
- Reports
- Dispatch List
- Department Level Configuration

**2. Select Service**

**3. Select Task**

**1. Click on Message box and then inbox**

**4. Click on Get Data**

**5. Click on Pull to Process**

Message Box / Inbox

Please select Service \* Application for Issuance

Version No. \* V-1

Select Task \* Issuance Certificate

From Date : 01/01/2017

To Date : 15/10/2020

Select an option to search application

☒ Through Online Reference Number ☒ Through Offline Reference Number

App Ref No.

Offline Application Reference No


**Get Data**

Application Number	Status	Action	Return to Pool
AF-ILHC-M/2020/00013	Forwarded	<b>Pull</b>	

# PROCESS APPLICATION BY MUNICIPALITY

**Menu**

- Manage Service
- Manage Profile
- User Management
- Message Box
  - Inbox
  - Sent Applications
  - Revalidate Payment
- Grievance
- Payment Settlement Report
- DSC Management
- Department/Local Body

**Themes** **Language**  **CHAIRMAN - Baharampur**

**Service Name-** Application for Issuance of Legal Heir Certificate- Municipality

**Current Task-**

**Application Reference Number-** 3

**Application Received Date-**

**View Processing History**

**Issuance Certificate**

**Action**

**Action \***

- ☐ Reject
- ☒ Deliver

**Remarks**

**DELIVER**

**Submit** **Reset** **Cancel** **Back to Inbox**

2. To deliver Click on Deliver

3. Submit

1. After view processing History CHAIRMAN can either Reject or Deliver the certificate to the Applicant.

# PROCESS APPLICATION BY MUNICIPALITY

Select Appropriate Signing Option

Menu

Manage Service <

Manage Profile <

User Management <

Message Box >

Inbox >

Sent Applications >

Revalidate Payment >

Grievance <

Payment Settlement Report <


DSC Management <

Department/Local Body Mapping <

Reports <

Do you want to digitally sign the document ? \* ☐ Yes ☒ No

Document(s) to be generated

Document Name	View Document
Documents	

View generated certificate

SUBMIT THE APPLICATION FOR FINALIZING THE APPROVAL

Select Edit Form to Re Edit the Decision

# PROCESS APPLICATION BY MUNICIPALITY

This is the Demo  
Certificate

Office of the Councillors  
of  
Baharampur Municipality  
Dist:- MURSHIDABAD, West Bengal

Certificate No:-AF-ILHC-M/2020/00013

Date:-15/10/2020

## বৈধ উত্তরসূরী শংসাপত্র

এতদ্বারা এই শংসাপত্র প্রদান করা হচ্ছে যে শ্রী DILIP KUMAR, পিতা - MAHESH KUMAR, পোঃ - PO - Behrampur, থানা - PS - Behrampur, জেলা - MURSHIDABAD এই পৌরসভার 44 নং ওয়ার্ডের স্থায়ী বাসিন্দা। আমি তাকে ব্যক্তিগতভাবে চিনি। তিনি গত 19/DEC/2018 তারিখে প্রয়াত হয়েছেন এবং তার মৃত্যুর নিবন্ধীকরণ করা হয়েছে, যার রেজিস্ট্রেশন নং - DEATH-1/H/2B.

তার অবর্তমানে নিম্নোল্লিখিত বৈধ উত্তরসূরীরা হলেন :

S. No.	Name of the legal heir	Relation	Age (in years)
1.	RAKESH KUMAR	SON	15

এই শংসাপত্রটি শ্রী VIJAY SINGH -এর আবেদনের ভিত্তিতে প্রদান করা হল।

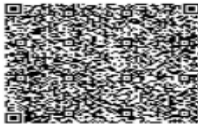
## Legal Heir Certificate

This is to certify that Shri DILIP KUMAR, S/o - MAHESH KUMAR, residing at P.O.- PO - Behrampur, P.S - Behrampur, Dist. - MURSHIDABAD is a permanent resident of Ward No. 44 under this Municipality. He is personally known to me. He died on 19/DEC/2018 and the death has been recorded vide Regn. No. DEATH-1/H/2B.

He died of leaving the following legal heirs :

S. No.	Name of the legal heir	Relation	Age (in years)
1.	RAKESH KUMAR	SON	15

This certificate is issued on the basis of the application of Shri VIJAY SINGH.



Office, Secy of Municipality

Councillors  
Baharampur - Municipality

Test Data - Test Data



# PROCESS APPLICATION BY MUNICIPALITY

## Menu

- Manage Service <
- Manage Profile <
- Apply for services <
- View Status of Application <
- Message Box >
  - Inbox
  - Sent Applications
  - Revalidate Payment
- Grievance <
- DSC Management <
- Reports <
- Dispatch List <

Themes

After successful submission this message will be shown.

Successfully Submitted

Back to Inbox

# PROCESS APPLICATION BY MUNICIPALITY

Menu	
Manage Service	<
Manage Profile	<
User Management	<
Message Box	>
Inbox	
Sent Applications	
Revalidate Payment	
Grievance	<
Payment Settlement Report	<
DSC Management	<
Department/Local Body Mapping	<
Reports	<
Dispatch List	<
Department Level Configuration	<
SMS Configuration	<
Web Service Integration	<

**Service Name-** Application for Issuance of Legal Heir Certificate- Municipality

**Current Task-** Issuance Certificate

**Application Reference Number-** AF-ILHC-M/2020/00013

**Application Received Date-** 15-10-2020

**View Processing History**

**Issuance Certificate**

**Action**

Action \*

☒ Reject

☐ Deliver

REMARKS \*

REJECTED

**Submit** **Reset** **Cancel** **Back to Inbox**

1. To Reject Click on Reject

3. Submit

2. Give Remarks

# PROCESS APPLICATION BY MUNICIPALITY

## Menu

- Manage Service <
- Manage Profile <
- Apply for services <
- View Status of Application <
- Message Box >
  - Inbox
  - Sent Applications
  - Revalidate Payment
- Grievance <
- DSC Management <
- Reports <
- Dispatch List <

Themes

After successful submission this message will be shown.

Successfully Submitted

Back to Inbox



THANK YOU