Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

CONTENTS

Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

FLOWCHART
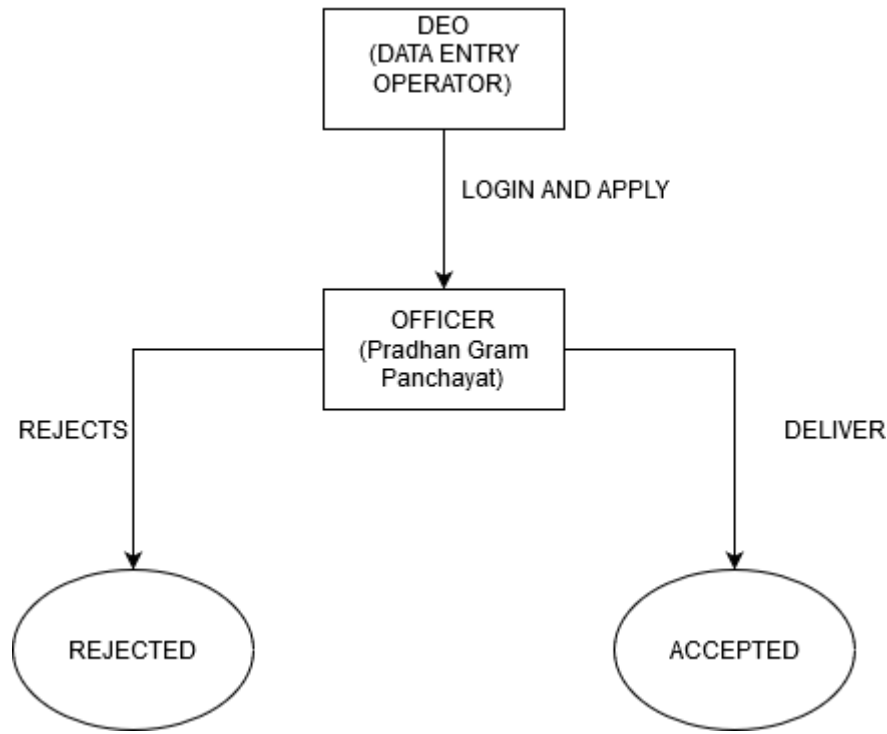
PART I:

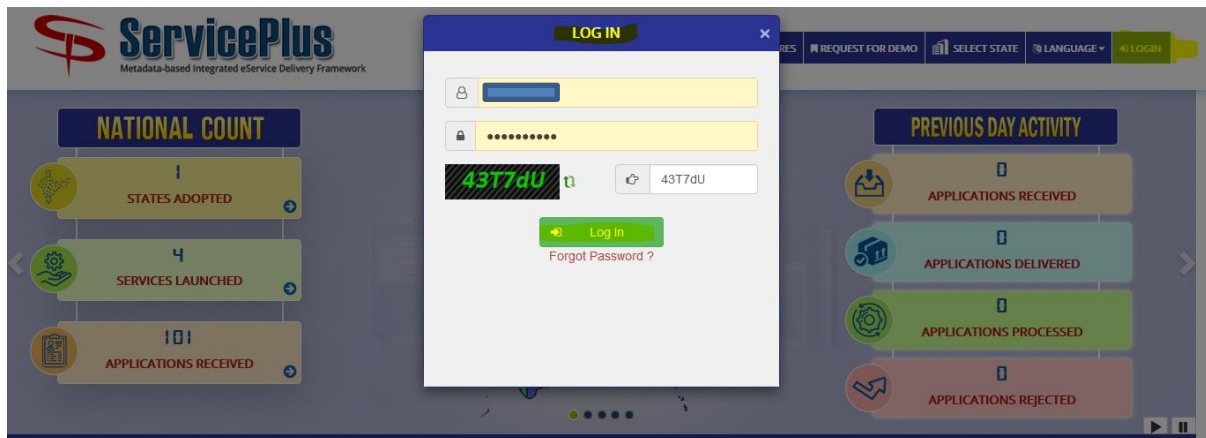### SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

STEP 1:

At first login to Service plus web portal: (http://tathyasathi.bangla.gov.in**)**
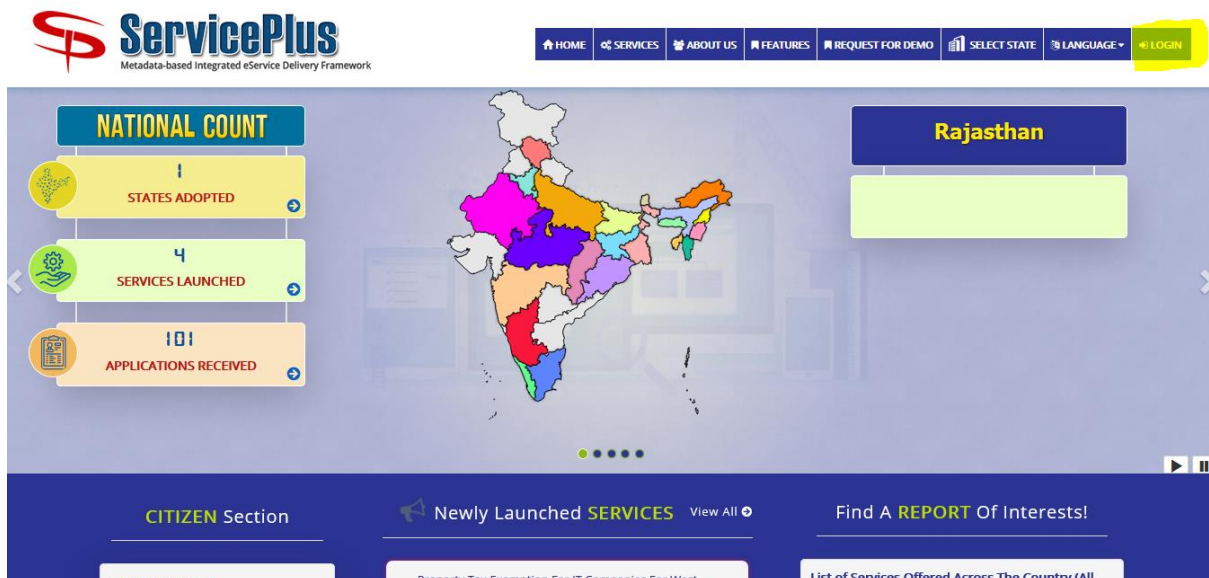
Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

STEP 2:

Login as highlighted with the required credentials such as User ID and Password as shown below with the captcha.

STEP 3:

After Logging In select "**Apply for Services**" from the dashboard and select "**View all available services**" to view your submitted service.

After selecting "**View all available services**" now select your **"Application for Issuance of Electricity Permission Certificate - GP"** to check your application.
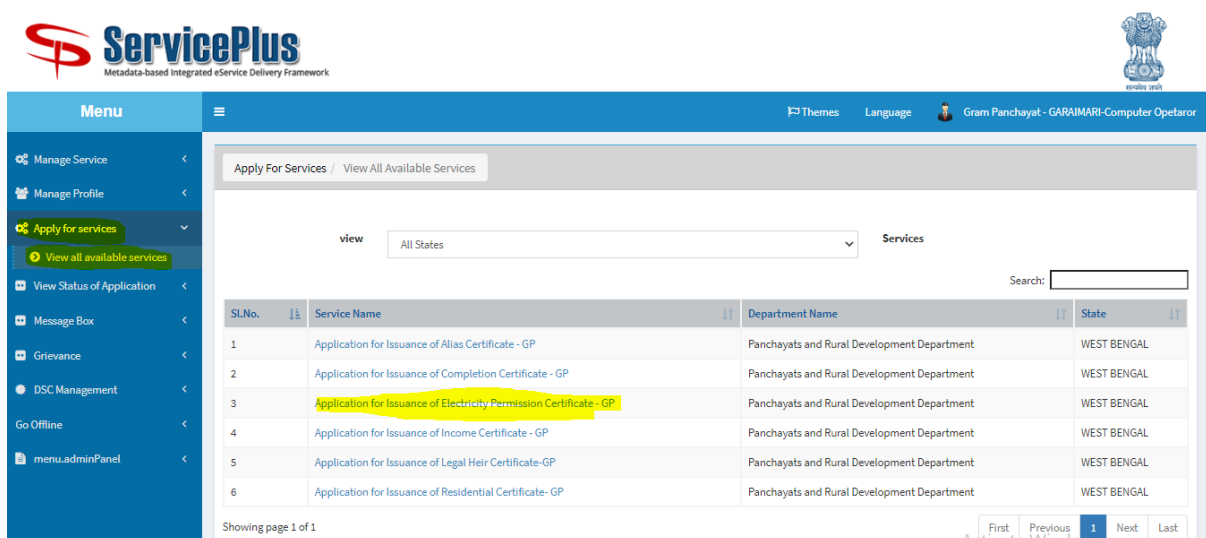
Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

STEP 4:

Now fill in with the valid applicant's details as required.

After filing the details, give the required captcha and submit the form.

STEP 5:

This is preview after which you can re edit it or submit it.

Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

STEP 6:

This is the applicant's acknowledgement slip with App ref-no which can be printed or downloaded as pdf.

PART II:

TRACKING FOR ISSUANCE OF APPLICATION CERTIFICATE: (BY COMPUTER OPERATOR)

STEP 1:

The Applicant's application can be tracked by going to "**View Status of Application**" and selecting "**Track application status**" by providing application ref. no: ********** and selecting "**Get Data**" button.

After getting the lists of data select the preferable Service Name which is delivered.
BY selecting delivered we can get the details of the certificate.

Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

STEP 2:

After selecting delivered a modal pops up with applicant's all details such as their certificate provided, application submission form etc. which can be downloaded for future use.

STEP 3:

This is the demo Certificate.
The QR code and ref: no. is unique.
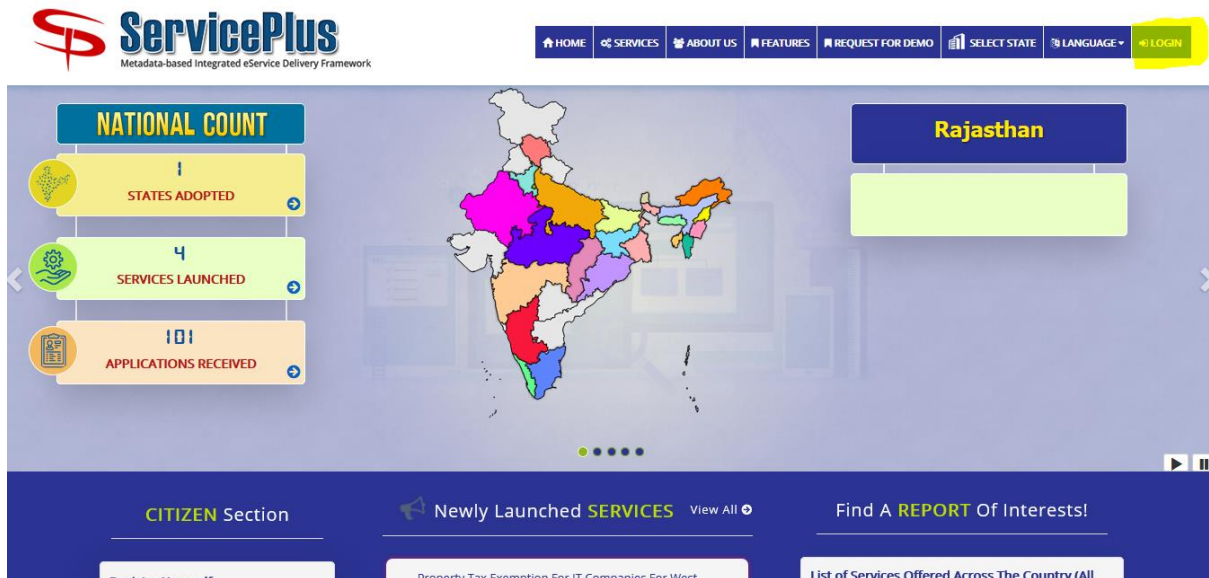
Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

PART III:

ISSUANCE OF CERTIFICATE: (BY PRADHAN GRAM PANCHAYAT)
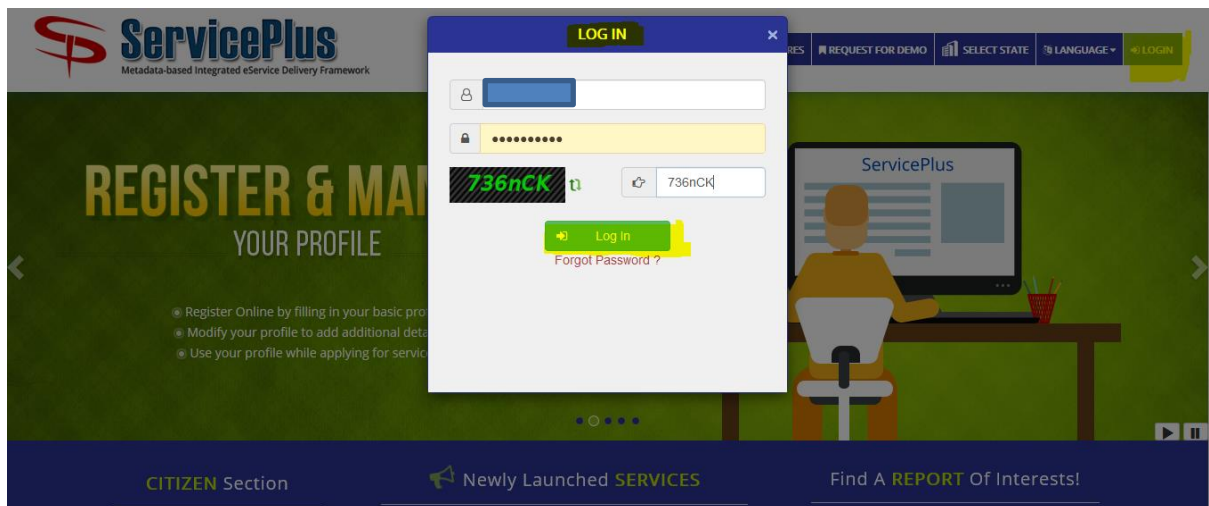
STEP 1:

At first login to Service plus web portal: (http://tathyasathi.bangla.gov.in**)**

STEP 2:

Login as highlighted with the required credentials such as User ID and Password as shown below with the captcha.

Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

STEP 3:

Here the applicant's application can be accepted or rejected by going to "**Message Box**" and selecting "**Inbox**".

Here the Pradhan has to select service "**Application for Issuance of Electricity Permission Certificate - GP**" and fetch data by hitting the button **"Get Data"** which leads to the list of pending applications.

Here "**Application Number**" can be selected to get the applicant's detail and "**Take Action/Pull**" would lead to a new page for issuing the certificate or rejecting it.

STEP 4:

At first see view history then,

By selecting Action of rejecting or delivering the certificate with the respective remark can lead to form rejection or approval.
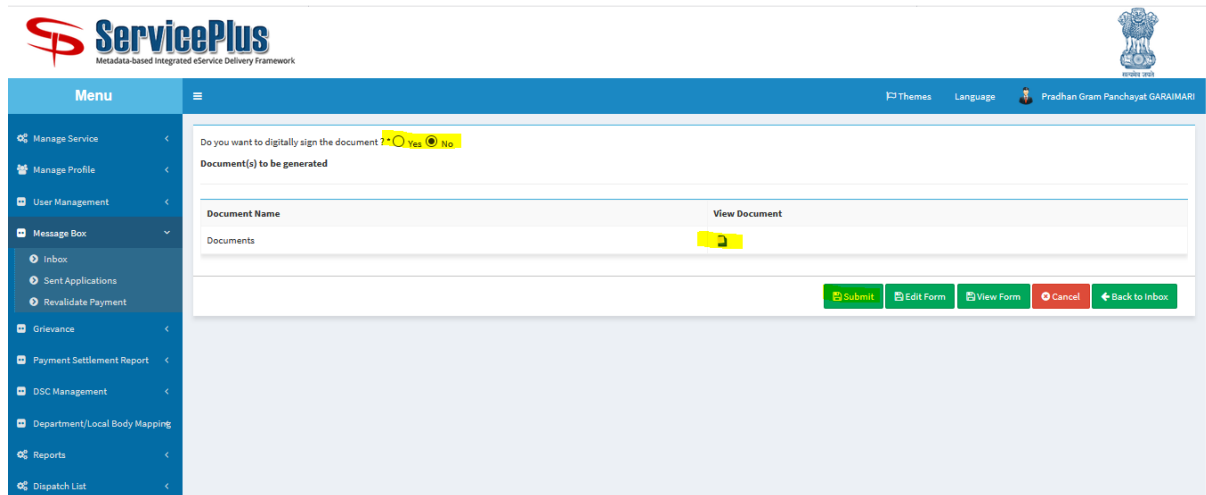
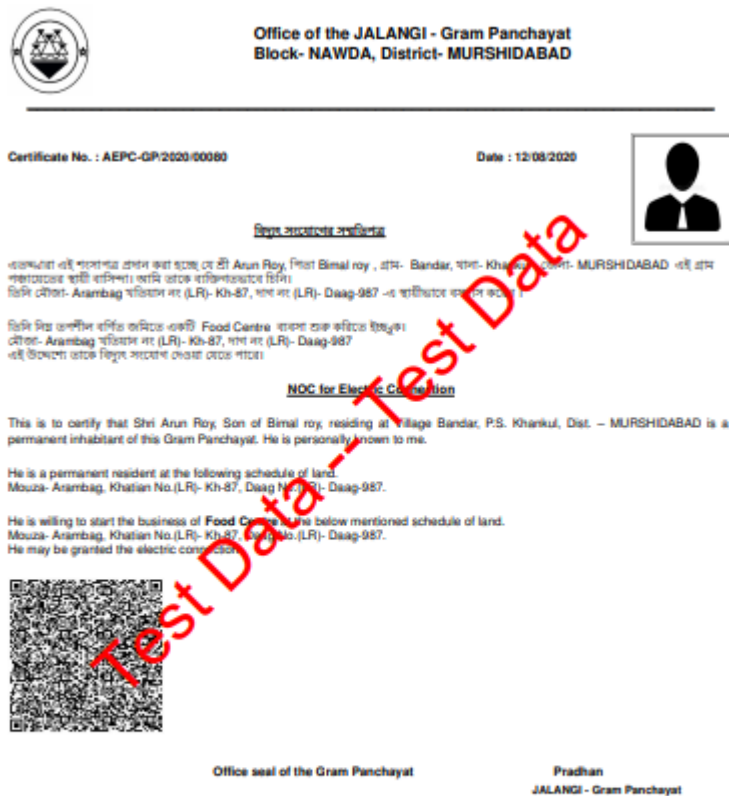# Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

STEP 5:

Certificate can be shown by clicking the Document icon.

Select signed option then submit.
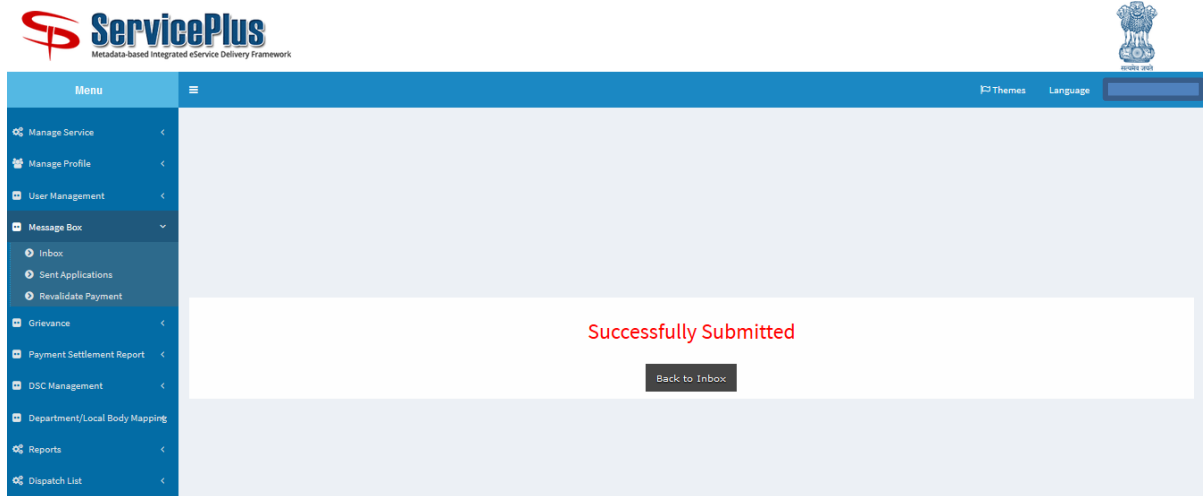

This is the demo certificate.

Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

<u>STEP 6:</u>

Like this other application can be approved or rejected by the Pradhan authority.


PART IV:

Reporting And Certificate Dispatch: (BY PRADHAN GRAM PANCHAYAT)

<u>STEP 1:</u>

Login as Pradhan Gram Panchayat and go to "**Dispatch List**" and select "**View Delivered Services**" which lead to open to get the data.
We can "**select the service**" and we can also get the data in respect of date from "**from date - to date**".
There is a option to get the data in respect of particular "**App Ref No.**" too.
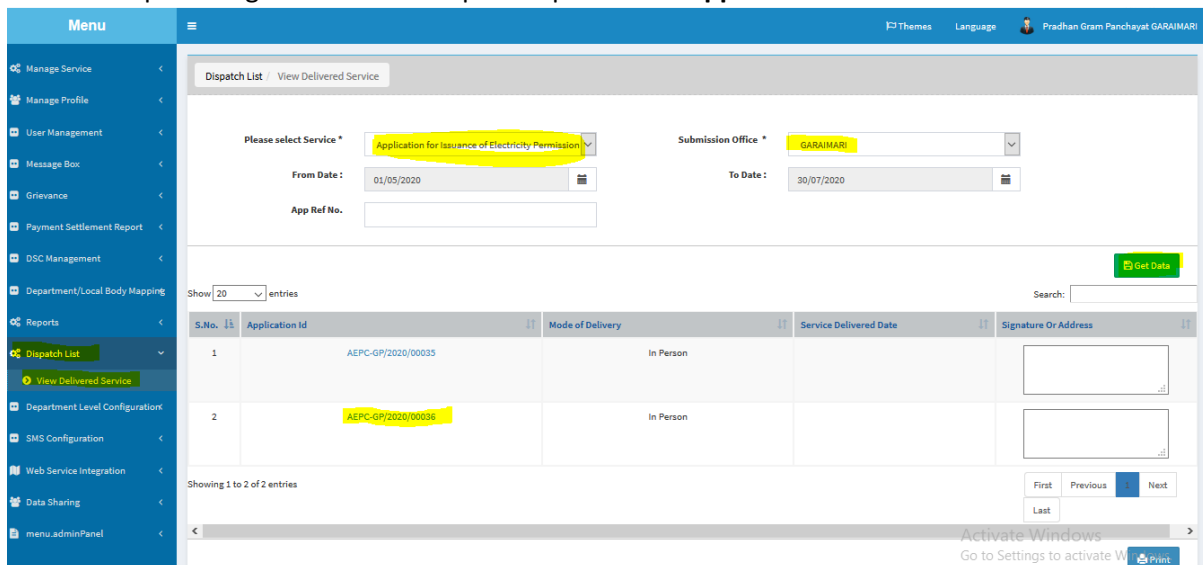
Manual for "Application for Issuance of Electricity Permission Certificate – GP" service

STEP 2:

Select the "**Application ID**" to get the dispatched certificate like below.
We can get a printout by the print button given there.

STEP 3:

Select to print from the list.