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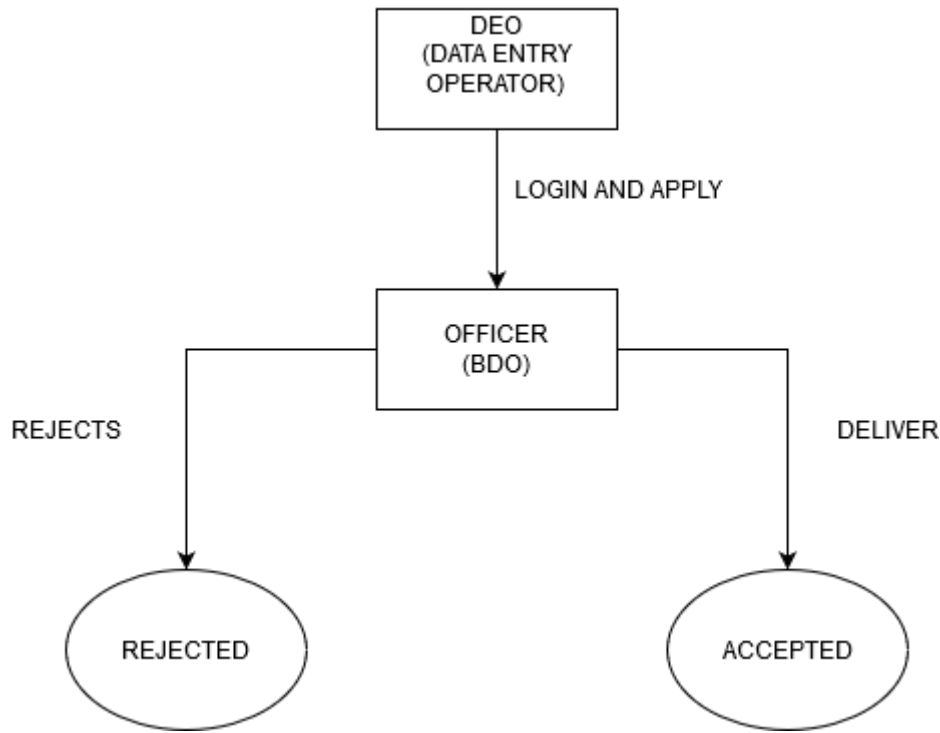
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USER MANUAL

FLOWCHART

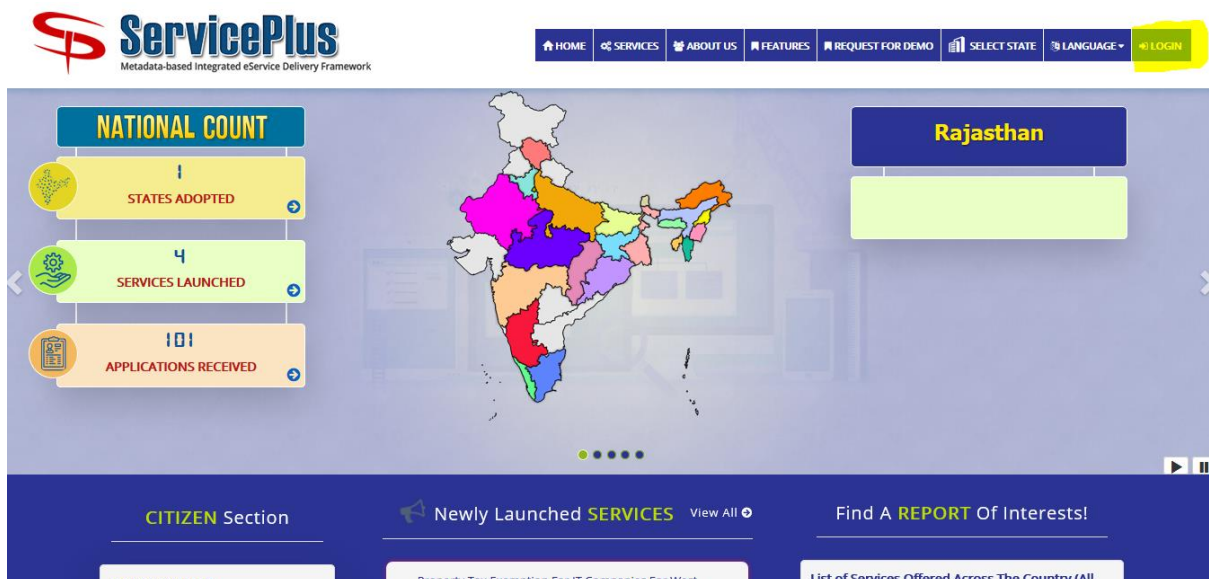


PART I:

SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

STEP 1:

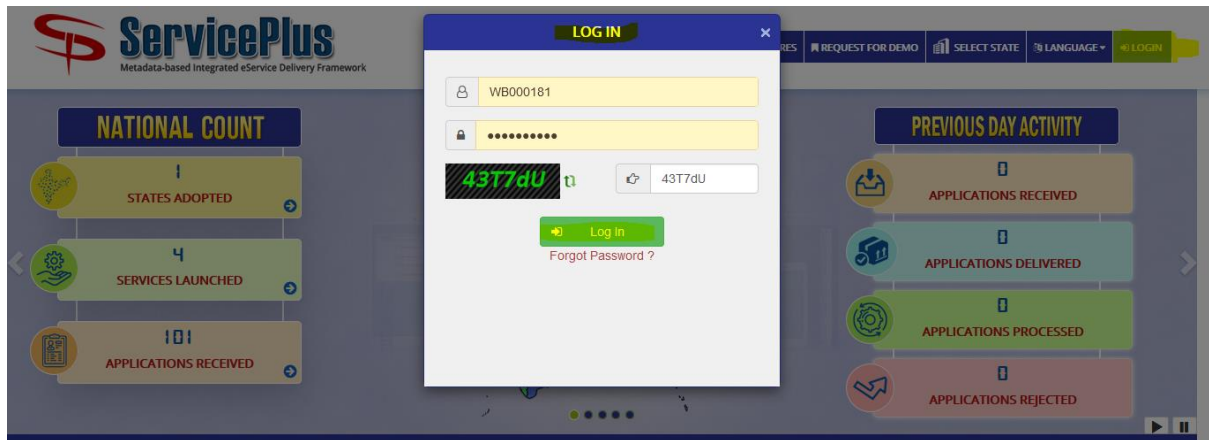
At first login to Service plus web portal: (<http://tathyasathi.bangla.gov.in>)



Application for Issuance of Completion Certificate - Block

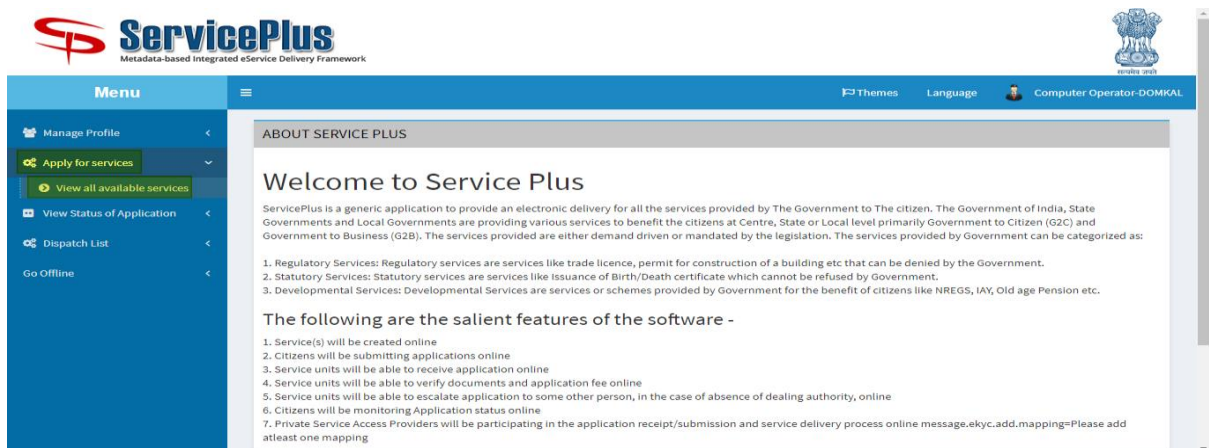
STEP 2:

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



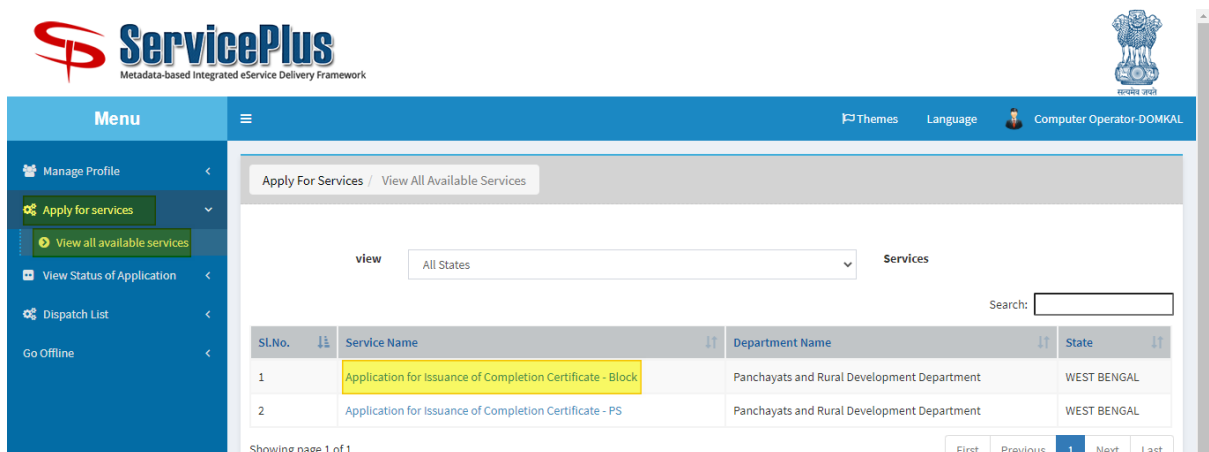
STEP 3:

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



STEP 4:

After selecting “View all available services” now select your “Application for Issuance of Completion Certificate - Block” to check your application.





Application for Issuance of Completion Certificate - Block

STEP 5:

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

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



Menu

Manage Profile

Apply for services

View all available services

View Status of Application

Dispatch List

Go Offline

Themes

Language

Computer Operator-DOMKAL

Application Form - Issuance of Completion Certificate - Block

Name of the Agency *

DILIP KUMAR

E-Mail

dilip@gmail.com

District *

MURSHIDABAD

Police Station *

PS - DOMKAL

Nature of Work *

Supply of Work

Name of the Work *

WORK - 1/2

NieT No. *

NLET 1/2

Work Order Memo No *

ORDER - 5

Work Order Amount *

100000

Final Bill amount (in Rs.) *

100000

Mobile Number

8962123355

Block *

DOMKAL

Name of Village *

VILL - DOMKAL

Name of the Fund Source *

PVT LTD

Date of Niet *

01/08/2020

Date of Work Order *

02/08/2020

Date of Completion of Work *

06/08/2020

Additional Details

Apply to the Office *

DOMKAL - Block

Word verification

R8AL54

Please enter the characters shown above

R8AL54

Draft

Submit

Close

Reset

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Application for Issuance of Completion Certificate - Block

STEP 6:

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



Menu

Manage Profile

Apply for services

View all available services

View Status of Application

Dispatch List

Go Offline

Themes

Language

Computer Operator-DOMKAL

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

Application Form - Issuance of Completion Certificate - Block

Name of the Agency :	DILIP KUMAR
E-Mail :	dilip@gmail.com
Mobile Number :	8962123355
District :	MURSHIDABAD
Block :	DOMKAL
Police Station :	PS - DOMKAL
Name of Village :	VILL - DOMKAL
Nature of Work :	Supply of Work
Name of the Work :	WORK - 1/2
Name of the Fund Source :	PVT LTD
NieT No. :	NLET 1/2
Date of Niet :	01/08/2020
Work Order Memo No :	ORDER - 5
Date of Work Order :	02/08/2020
Work Order Amount :	100000
Date of Completion of Work :	06/08/2020
Final Bill amount (in Rs.) :	100000

Additional Details

Apply to the Office	DOMKAL - Panchayat Samiti
---------------------	---------------------------

Draft Reference No :

Draft_AICC-BLOCK/2020/00035

13/8/2020 12:13:24 IST

http://tathyasathi.bangla.gov.in/configure

Submit

Edit

Cancel

Click here to initiate new application

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Application for Issuance of Completion Certificate - Block

STEP 7:

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

The screenshot shows the ServicePlus application acknowledgement page. The header includes the ServicePlus logo and the Government of India emblem. The left menu has options like 'Manage Profile', 'Apply for services', 'View Status of Application', 'Dispatch List', and 'Go Offline'. The main content area is titled 'APPLICATION ACKNOWLEDGEMENT' and contains an 'Application Acknowledgement' section with a date of 13/08/2020 and a message to DILIP KUMAR. Below this is an 'Application Summary' section with the application reference number AICC-BLOCK/2020/00033. At the bottom, there are buttons for 'Print', 'Export to PDF', 'Close', and 'Click here to initiate new application'.

PART II:

TRACKING FOR ISSUANCE OF APPLICATION CERTIFICATE:

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.

The screenshot shows the ServicePlus application tracking page. The header includes the ServicePlus logo and the Government of India emblem. The left menu has options like 'Manage Profile', 'Apply for services', 'View Status of Application', 'Dispatch List', and 'Go Offline'. The main content area is titled 'TRACKING FOR ISSUANCE OF APPLICATION CERTIFICATE' and contains a search form with 'From Date' (13/05/2020), 'To Date' (13/08/2020), and 'App Ref No.' (AICC-BLOCK/2020/00033). Below the search form is a table with the following data:

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for Issuance of Completion Certificate - Block	AICC-BLOCK/2020/00033	13/08/2020	13/08/2020	NA	Delivered

At the bottom of the page, there are logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, Delhi, and PMINDIA.

Application for Issuance of Completion Certificate - Block

STEP 2:

After getting the list of data select the preferable Service Name which are delivered.

BY selecting delivered we can get the details of the completion certificate.

The screenshot shows the ServicePlus application interface. The left menu includes options like 'Manage Profile', 'Apply for services', 'View Status of Application', 'Dispatch List', and 'Go Offline'. The main content area displays filters for 'From Date' (13/05/2020) and 'To Date' (13/08/2020), and an 'App Ref No.' (AICC-BLOCK/2020/001). A 'Get Data' button is present. Below the filters is a table with the following data:

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for Issuance of Completion Certificate - Block	AICC-BLOCK/2020/00033	13/08/2020	13/08/2020	NA	Delivered

STEP 3:

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

The screenshot shows the 'Status of Application' modal window. It displays the following details:

- Application Reference Number : AICC-BLOCK/2020/00033
- Name of the Service : Application for Issuance of Completion Certificate - Block
- Applied By : DEO-Computer Operator-DOMKAL (Panchayat Samiti - DOMKAL)
- Submitted Application Form : View

Below the details is a table with the following data:


S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Acknowledgement	Completed	NA
2	Issuance Authority	NA	Completion Certificate	Delivered	NA

Application for Issuance of Completion Certificate - Block

STEP 4:

A Sample of completion - block certificate is been provided which can be get by selecting the completion certificate.

The QR code and ref: no. is unique.


Office of the Block Development Officer
Block - DOMKAL : District - MURSHIDABAD


Certificate No: AICC-BLOCK/2020/00033Dated: 13/08/2020

To Whom It May Concern

This is to certify that DILIP KUMAR, of Village VILL - DOMKAL, P.S. PS - DOMKAL, Dist. - MURSHIDABAD has been completed the work as detailed below :

Nature of Work	Supply of Work
Name of the work	WORK - 1/2
Fund source	PVT LTD
Nlet No. & Date	NLET 1/2 Dated - 11/08/2020
Work Order memo & Date	ORDER - 5 Dated - 06/08/2020
Work order amount (in Rs.)	100000
Final Bill amount (in Rs.)	100000
Date of completion	06/08/2020

This certificate is issued as per the record available in this office.


Junior Engineer/ Technical Assistant
DOMKAL - Development Block

Block Development Officer
DOMKAL - Development Block

Reference No: AICC-BLOCK/2020/00033 To View: <http://balhiyasathi.bangla.gov.in/configure/t/VRc/61DBBB75> Token No: 61DBBB75

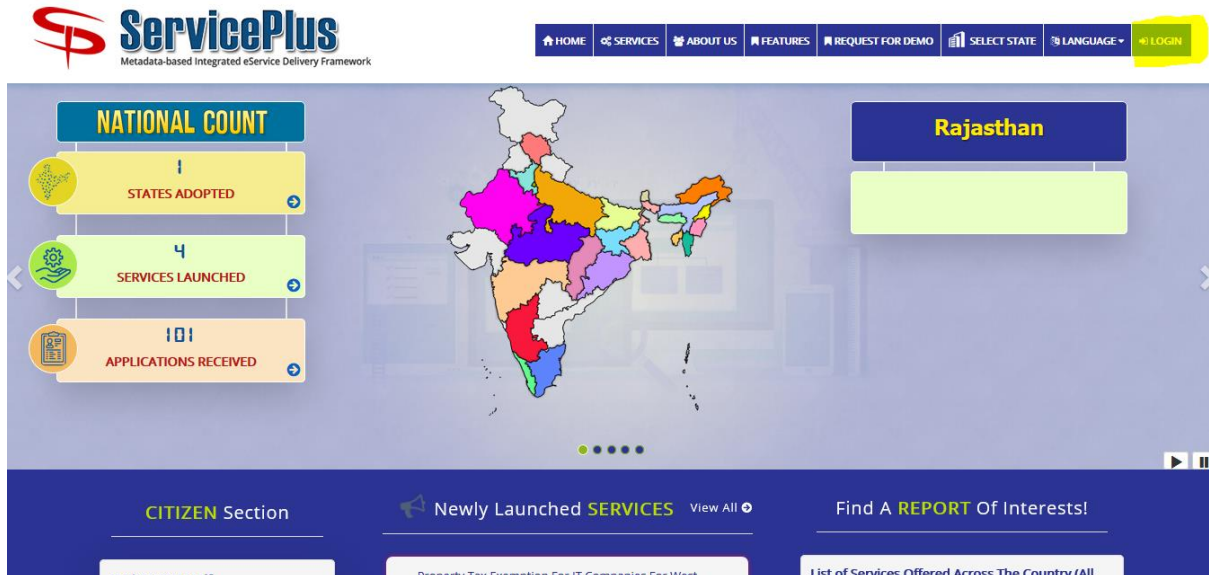
Application for Issuance of Completion Certificate - Block

PART III:

ISSUANCE OF COMPLETION CERTIFICATE: (By BDO)

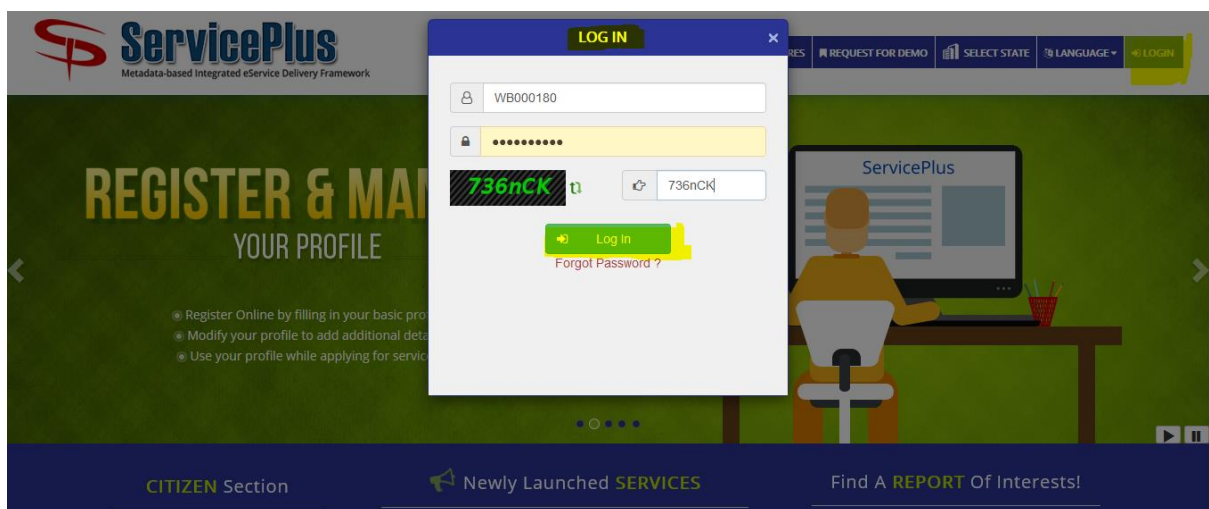
STEP 1:

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.



Application for Issuance of Completion Certificate - Block

STEP 3:

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

ServicePlus
Metadata-based Integrated eService Delivery Framework

Message Box / Inbox

Please select Service * Application for Iss Version No. * V-1 Select Task * Issuance Authorit

From Date : 01/01/2017 To Date : 13/08/2020

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

App Ref No. Offline Application Reference No

Get Data

STEP 4:

Here the Pradhan has to select service **"Application for Issuance of Completion Certificate - Block"** 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.

ServicePlus
Metadata-based Integrated eService Delivery Framework

Message Box / Inbox

Please select Service * Application for Iss Version No. * V-1 Select Task * Issuance Authorit

From Date : 01/01/2017 To Date : 13/08/2020

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

App Ref No. Offline Application Reference No

Get Data

Showing 1 to 1 of 1 entries

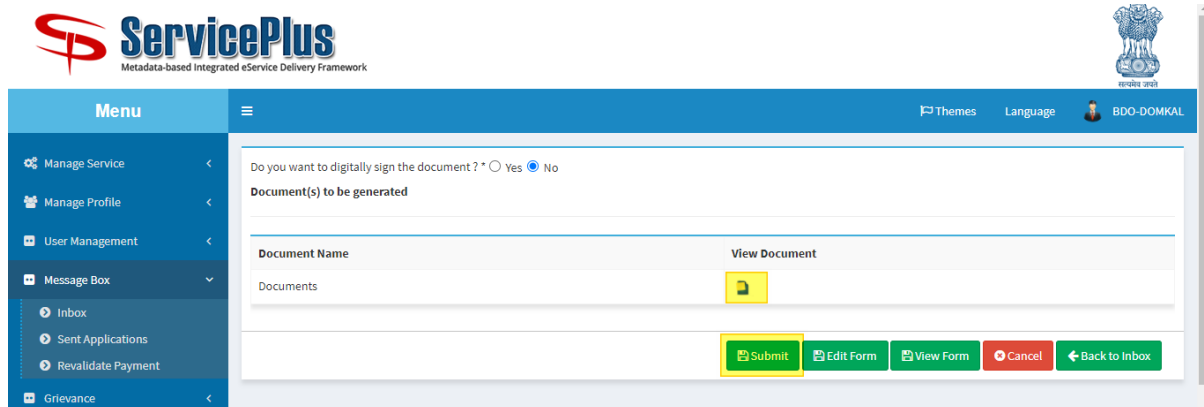
Sl.No.	Application Number	Status	Action	Return to Pool
1	AICC-BLOCK/2020/00033	Initiated	Pull	

Application for Issuance of Completion Certificate - Block

STEP 5:

Here the Pradhan has the right to see the applicant's application form by selecting the certificate icon.

It can be further submitted or edited or cancelled.




ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu

- Manage Service
- Manage Profile
- User Management
- Message Box
 - Inbox
 - Sent Applications
 - Revalidate Payment
- Grievance

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

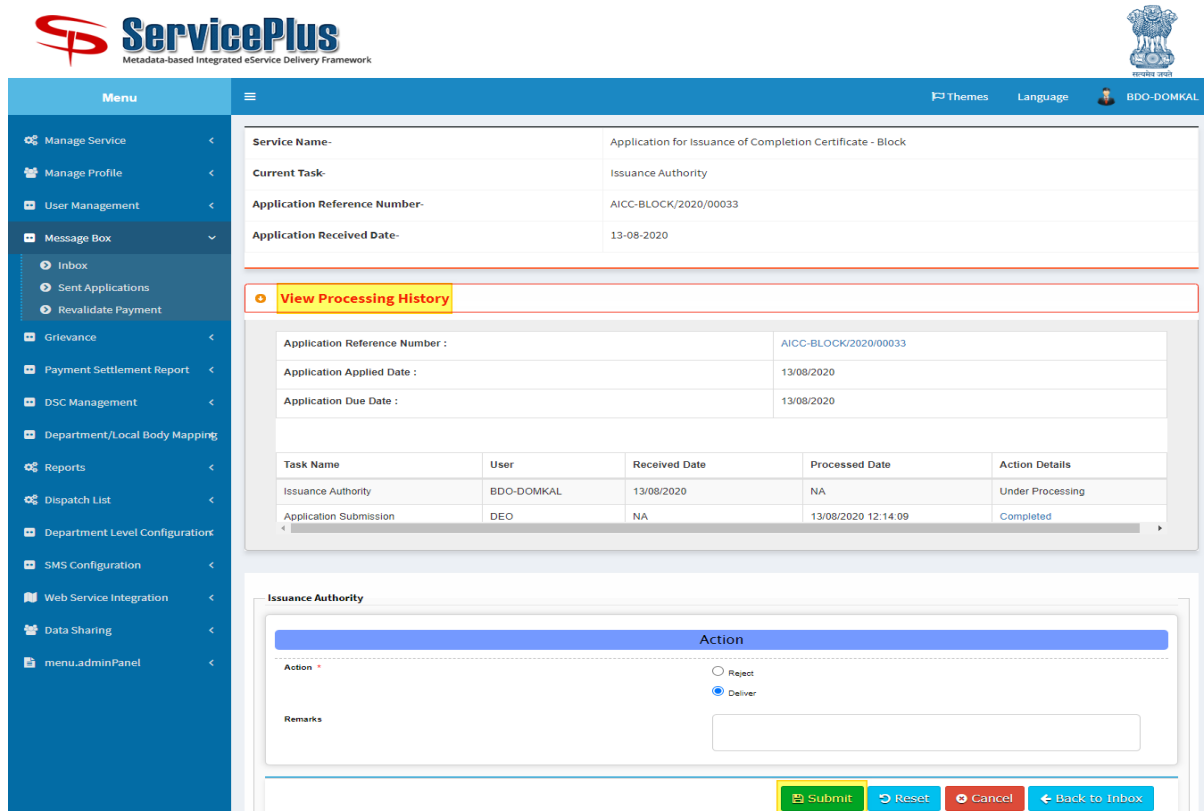
Document(s) to be generated

Document Name	View Document
Documents	

STEP 6:

By selecting edit button it leads to open this page.

By selecting Action of rejecting or delivering the certificate with the respective remark can lead to form rejection or approval.



ServicePlus
Metadata-based Integrated eService Delivery Framework

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
- Data Sharing
- menu.adminPanel

Service Name- Application for Issuance of Completion Certificate - Block

Current Task- Issuance Authority

Application Reference Number- AICC-BLOCK/2020/00033

Application Received Date- 13-08-2020

☒ View Processing History

Application Reference Number :	AICC-BLOCK/2020/00033
Application Applied Date :	13/08/2020
Application Due Date :	13/08/2020

Task Name	User	Received Date	Processed Date	Action Details
Issuance Authority	BDO-DOMKAL	13/08/2020	NA	Under Processing
Application Submission	DEO	NA	13/08/2020 12:14:09	Completed

Issuance Authority

Action

Action *

☐ Reject

☒ Deliver

Remarks

Application for Issuance of Completion Certificate - Block

STEP 7:


By selecting “**View Processing History**” the application history can be seen such as applied date, issuance authority name with date etc.


View Processing History

Application Reference Number :	AICC-BLOCK/2020/00033			
Application Applied Date :	13/08/2020			
Application Due Date :	13/08/2020			
Task Name	User	Received Date	Processed Date	Action Details
Issuance Authority	BDO-DOMKAL	13/08/2020	NA	Under Processing
Application Submission	DEO	NA	13/08/2020 12:14:09	Completed

STEP 8:

By selecting view form a pop up opens which shows the state of the application.


Metadata-based Integrated eService Delivery Framework


BDO-DOMKAL

Menu

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

Do you want to digitize Document(s) to be generated?

Document Name: Documents

Documents

Application Reference Number: AICC-BLOCK/2020/00033

Action: Deliver

Documents

Remarks


View Form


Cancel

Back to Inbox

STEP 9:

After completion of all this for the final submission would be done by selecting the radio button for getting the digitally signed document or not.


Metadata-based Integrated eService Delivery Framework


BDO-DOMKAL

Menu

- Manage Service
- Manage Profile
- User Management
- Message Box
 - Inbox
 - Sent Applications
 - Revalidate Payment
- Grievance

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

Document(s) to be generated

Document Name: Documents

View Document

Documents

Submit

Edit Form

View Form

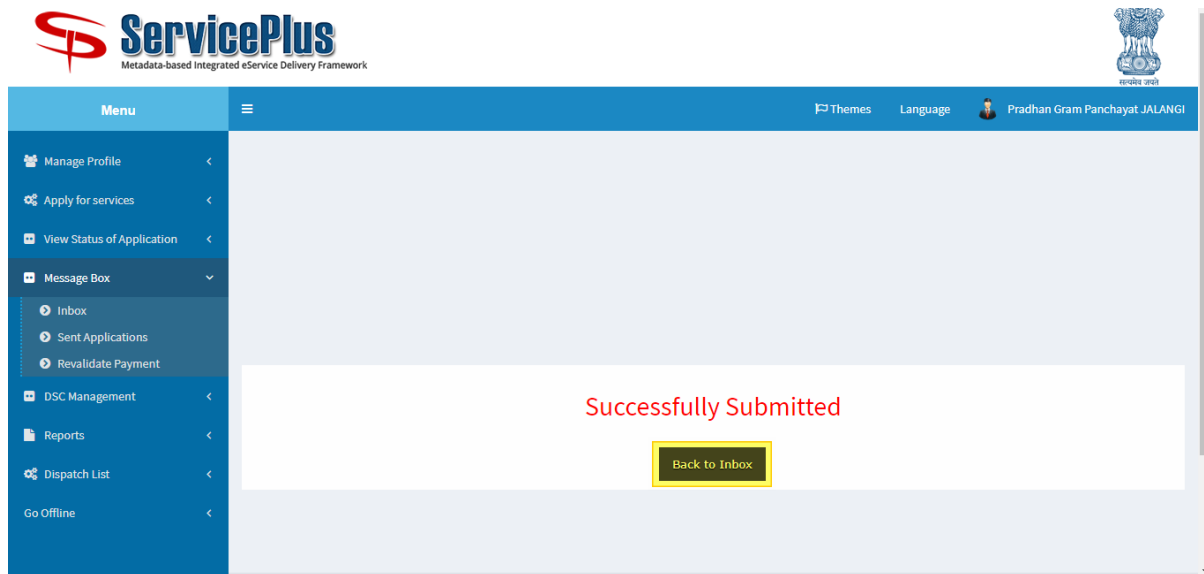
Cancel

Back to Inbox

Application for Issuance of Completion Certificate - Block

STEP 10:

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

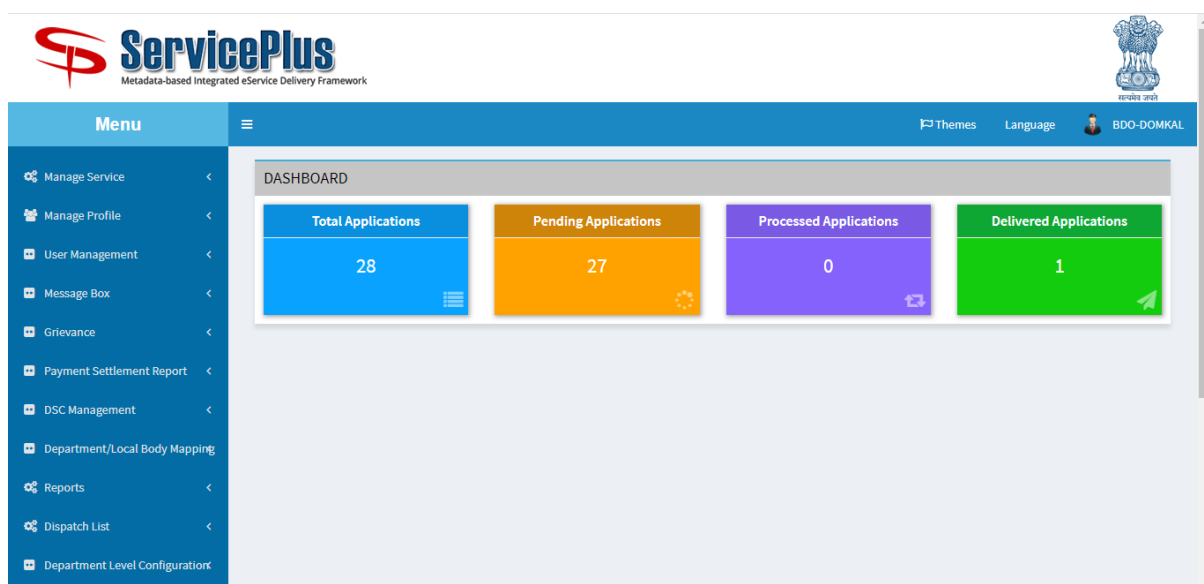


PART IV:

Reporting And Certificate Dispatch: (By BDO)

STEP 1:

This is the dashboard showing the Total no. of application ,No. of pending Applications, Delivered Applications and Processed Application after login.



Login and goto “Dispatch List” and select “View Delivered Services” which lead to open to get the data.

Application for Issuance of Completion Certificate - Block

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.

ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu

- Manage Service
- Manage Profile
- User Management
- Message Box
- Grievance
- Payment Settlement Report
- DSC Management
- Department/Local Body Mapping
- Reports
- Dispatch List
- View Delivered Service
- Department Level Configuration

Dispatch List / View Delivered Service

Please select Service * Application for Issuance of Comp Submission Office * DOMKAL

From Date : 15/05/2020 To Date : 13/08/2020

App Ref No.

Get Data

Show 20 entries Search:

S.No.	Application Id	Mode of Delivery	Service Delivered Date	Signature Or Address
1	AICC-BLOCK/2020/00033	In Person		

Showing 1 to 1 of 1 entries

First Previous Next Last

STEP 2:

Select the “Application ID” to get the dispatched certificate like below.

We can get a printout by the print button given there.

ServicePlus
Metadata-based Integrated eService Delivery Framework

viewDispatcherOutputCertificate.do - Google Chrome

Not secure | tathyasathi.bangla.gov.in/configure/viewDispatcherOutputCe...

Office of the Block Development Officer
Block - DOMKAL, District - MURSHIDABAD

Certificate No: AICC-BLOCK/2020/00033 Dated: 13/08/2020

To Whom It May Concern

This is to certify that DILIP KUMAR, of Village VLL - DOMKAL, P.S. PS - DOMKAL, Dist. - MURSHIDABAD has been completed the work as detailed below:

Nature of Work	Supply of Work
Name of the work	WORK - 1/2
Form source	PWT LTD
W/O No. & Date	NLET 1/2 Dated - 13/08/2020
Work Order memo & Date	ORDER - 5 Dated - 13/08/2020
Work order amount (in Rs.)	100000
Final Bill amount (in Rs.)	100000
Date of completion	06/08/2020

This certificate is issued as per the record available in this office.

Junior Engineer in Charge Assistant
DOMKAL - Development Block

Block Development Officer
DOMKAL - Development Block

Test Data -- Test Data

STEP 3:

Application for Issuance of Completion Certificate - Block

Select to print from the list.

