

Application for Issuance of Age Certificate - GP

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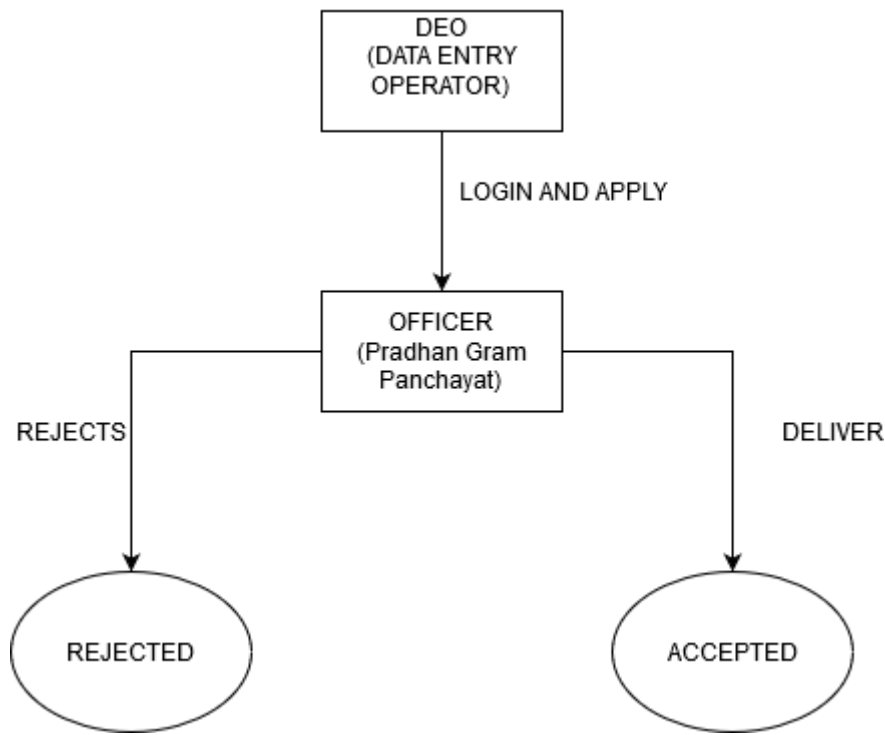
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PANCHAYAT

USER MANUAL

FLOWCHART

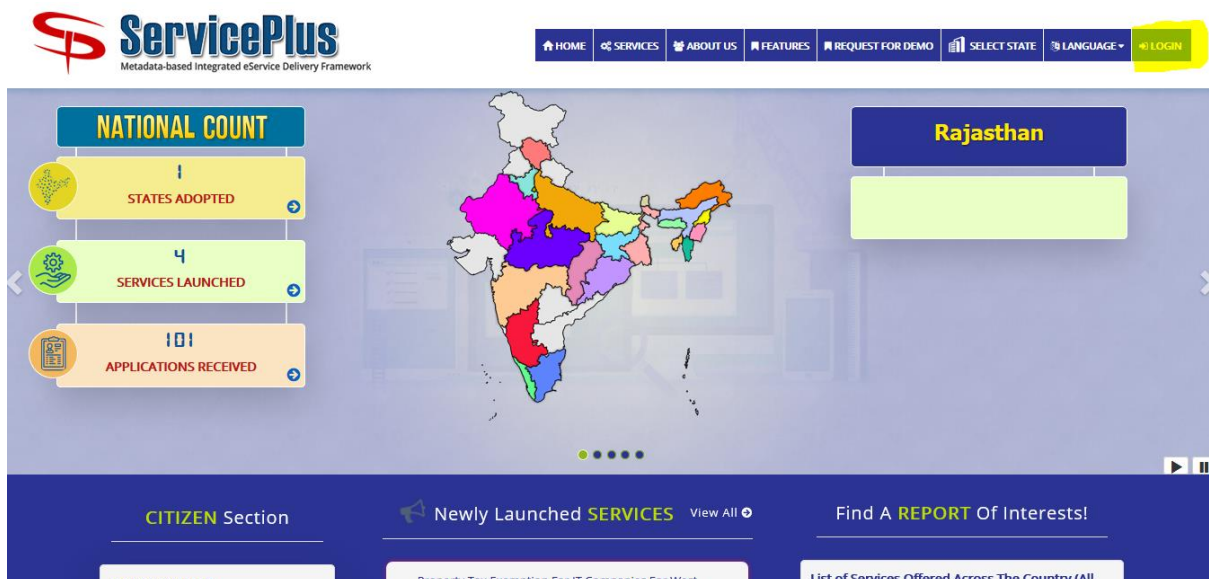


PART I:

SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

STEP 1:

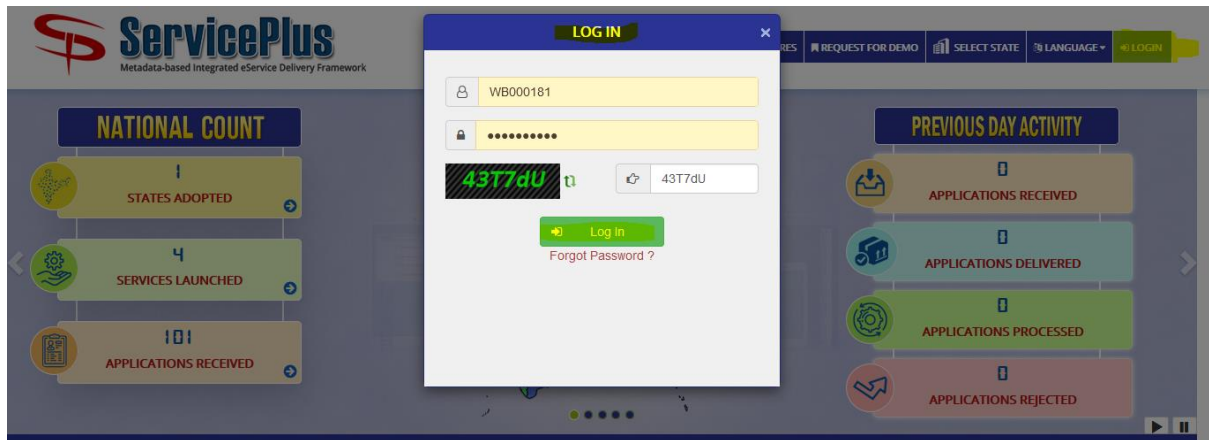
At first login to Service plus web portal: (<http://tathyasathi.bangla.gov.in>)



Application for Issuance of Age Certificate - GP

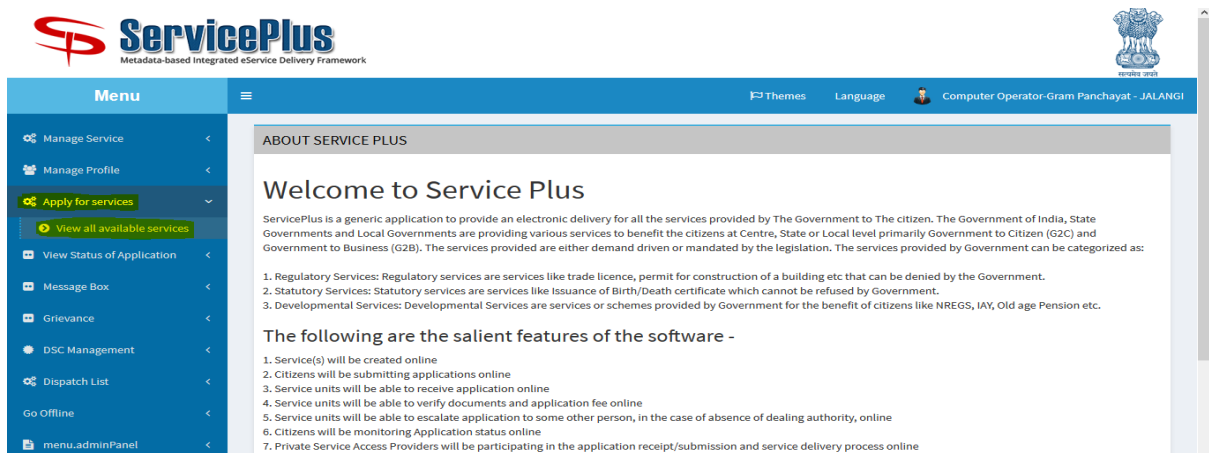
STEP 2:

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



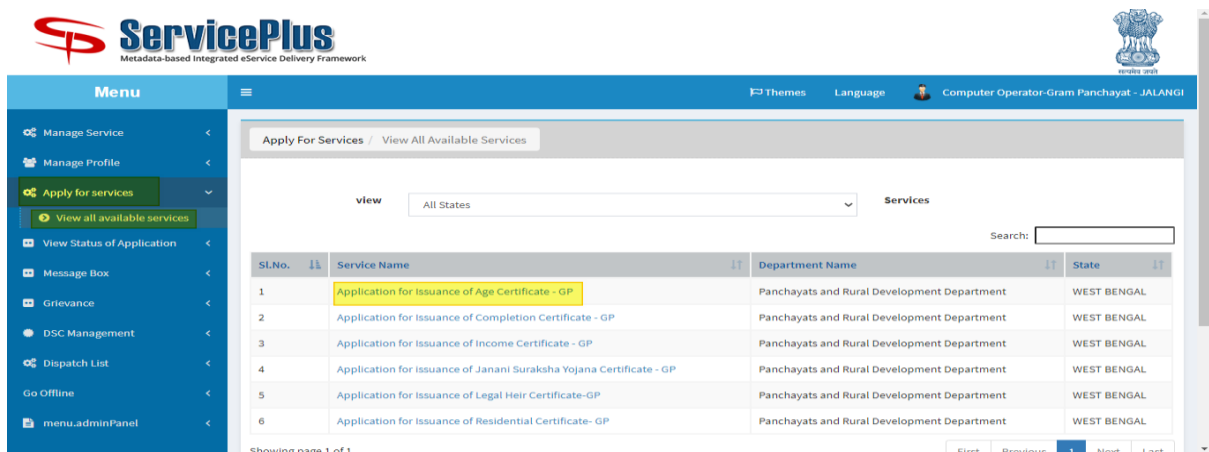
STEP 3:

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 Age Certificate - GP”** to check your application.





Application for Issuance of Age Certificate - GP

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.


Metadata-based Integrated eService Delivery Framework


सर्वोच्च न्यायालय

Menu

Manage Service

Manage Profile

Apply for services

View all available services

View Status of Application

Message Box

Grievance

DSC Management

Dispatch List

Go Offline

menu.adminPanel

Themes

Language

Computer Operator-Gram Panchayat - JALANGI

Application Form - Issuance of Age Certificate

Name of Applicant *

Hemant Yadav

Sex *

Male

Guardian Name *

☒ Father's Name

☐ Mother's Name

☐ Husband's Name

E-Mail

HAEMANT@GMAIL.COM

Name of applicant's father

Prafull Yadav

Mobile Number

9632637378

District *

MURSHIDABAD

Panchayat Samiti *

JALANGI

Gram Panchayat

JALANGI - Gram Panchayat

Name of the Village *

VILL - JALANGI

Post Office *

PO - JALANGI

Date of Birth *

03/02/1993

Present place of residence *

VILL - JALANGI,
PO - JALANGI


Age Proof Document *

Birth Certificate

Marital Status *

Unmarried

Applicant's photo



Browse...

5e58849e25a56-bpfull.png

Age

Years

27

Months


6

Additional Details

Apply to the Office *

JALANGI - Gram Panchayat

Word verification



Please enter the characters shown above

V14S4y

Draft

Submit


Close


Reset

Application for Issuance of Age Certificate - GP

STEP 6:

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


Metadata-based Integrated eService Delivery Framework


सत्यमेव जयते

Menu

Manage Service

Manage Profile

Apply for services

View all available services

View Status of Application

Message Box

Grievance

DSC Management

Dispatch List

Go Offline

menu.adminPanel

Themes

Language

Computer Operator-Gram Panchayat - JALANGI

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

Application Form - Issuance of Age Certificate

Name of Applicant :

Hemant Yadav

Sex :

Male

Guardian Name :

Father's Name

E-Mail :

HAEMANT@GMAIL.COM

Name of applicant's father :

Prafull Yadav

Mobile Number :

9632637378

District :

MURSHIDABAD

Panchayat Samiti :

JALANGI

Gram Panchayat :

JALANGI - Gram Panchayat

Name of the Village :

VILL - JALANGI

Post Office :

PO - JALANGI

Date of Birth :

03/02/1993

Present place of residence :

VILL - JALANGI, PO - JALANGI


Age Proof Document :

Birth Certificate

Marital Status :

Unmarried

Applicant's photo :



Age

Years :

27

Months :

6

Additional Details

Apply to the Office

JALANGI - Gram Panchayat

Draft Reference No :

Draft_AIAC-GP/2020/00091

12/8/2020 12:19:19 IST

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

Submit

Edit

Cancel

Click here to initiate new application

MINISTRY OF PANCHAYATI RAJ

Digital India

data.gov.in

india.gov.in

Deity

PMINDIA

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Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj
POWERED BY SERVICEPLUS

Application for Issuance of Age Certificate - GP

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 web interface. The header includes the ServicePlus logo, the text 'Metadata-based Integrated eService Delivery Framework', and the user profile 'Computer Operator-Gram Panchayat - JALANGI'. The left menu is expanded, showing options like 'Manage Service', 'Manage Profile', 'Apply for services', 'View Status of Application', 'Message Box', 'Grievance', 'DSC Management', 'Dispatch List', 'Go Offline', and 'menu.adminPanel'. The main content area is titled 'APPLICATION ACKNOWLEDGEMENT' and contains an 'Application Acknowledgment' section with a date of 12/08/2020 and a message to Hemant Yadav. Below this is an 'Application Summary' section with the application reference number AIAC-GP/2020/00079. 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 web interface for tracking applications. The header is the same as the previous screenshot. The left menu is expanded, and 'View Status of Application' is selected, showing sub-options: 'Track application status', 'View Incomplete Application', 'Revalidate Payment', and 'Correction in Legacy Application'. The main content area has search filters for 'From Date' (30/04/2020), 'To Date' (31/07/2020), and 'App Ref No.' (AIAC-GP/2020/00046). 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 Age Certificate - GP	AIAC-GP/2020/00046	31/07/2020	31/07/2020	NA	Delivered

The footer of the page includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, DigiY, and PMINDIA.

Application for Issuance of Age Certificate - GP

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 age certificate.

ServicePlus
Metadata-based Integrated eService Delivery Framework

Computer Operator-Gram Panchayat - JALANGI

From Date : 30/04/2020 To Date : 31/07/2020

App Ref No. : AIAC-GP/2020/00046

Get Data

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for Issuance of Age Certificate - GP	AIAC-GP/2020/00046	31/07/2020	31/07/2020	NA	Delivered

MINISTRY OF PANCHAYATI RAJ Digital India data.gov.in india.gov.in DigiYatra PMINDIA

STEP 3:

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

Status of Application

Application Reference Number : AIAC-GP/2020/00046

Name of the Service : Application for Issuance of Age Certificate - GP

Applied By : DEO-Computer Operator-Gram Panchayat - JALANGI (Gram Panchayat - JALANGI)

Submitted Application Form : View

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


Close

Application for Issuance of Age Certificate - GP

STEP 4:

A Sample of age certificate is been provided which can be get by selecting the age certificate.

The QR code and ref: no. is unique.



Office of the JALANGI - Gram Panchayat
District - MURSHIDABAD

Memo No. - AIAC-GP/2020/00079


শংসাপত্র


এতদ্বারা এই শংসাপত্র প্রদান করা হচ্ছে যে শ্রী Hemant Yadav, পিতা Prafull Yadav, গ্রাম VILL - JALANGI, পোঃ PO - JALANGI -এর বাসিন্দা। জন্ম শংসাপত্র নথিভুক্ত জন্মতারিখটি হল 03/02/1993। জন্মতারিখ অনুযায়ী তার বয়স হল 27 বছর 6 মাস।

শ্রী Hemant Yadav এই শংসাপত্র প্রদানের তারিখ অবধি অবিবাহিত এবং ন গ্রাম VILL - JALANGI, PO - JALANGI ছায়ে পিতার সহিত বসবাস করছেন।

আমি তার ভবিষ্যত জীবনের সুখতা ও সাফল্য কামনা করি।

তারিখ : 12/08/2020






Pradhan
JALANGI - Gram Panchayat

Office Seal of Gram Panchayat.

বালাবিবাহ রোধে করুন, কামন
* বালাবিবাহ মাতৃকালীন মৃত্যুর হার বৃদ্ধি করে
* বালাবিবাহের ফলে অপরিণত মাতৃক অসুস্থ শিশুর জন্মের প্রবণতা বাড়ে
* বালাবিবাহ মহিলাদের এইডস্ বা অন্যান্য সংক্রামক রোগ ব্যাধিতে আক্রান্ত হওয়ার সম্ভাবনা বৃদ্ধি করে



বিঃ দ্রঃ - বালাবিবাহ সংক্রান্ত যেকোন সাহায্য বা জিজ্ঞাসার জন্য হেল্পলাইন নম্বর

***Note: Certificate Invalid without Photograph.**

Reference No: AIAC-GP/2020/00079 To View: <http://tathyasathi.bangla.gov.in/configure/ERto/BE9908EB> Token No: BE9908EB

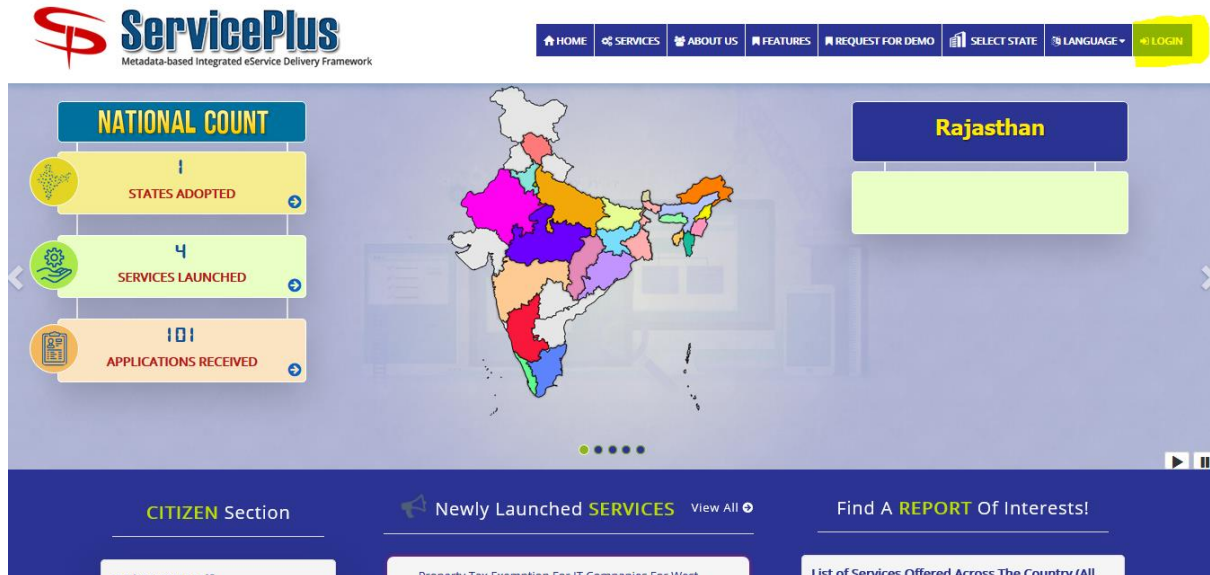
Application for Issuance of Age Certificate - GP

PART III:

ISSUANCE OF AGE CERTIFICATE: (By PRADHAN GRAM PANCHAYAT)

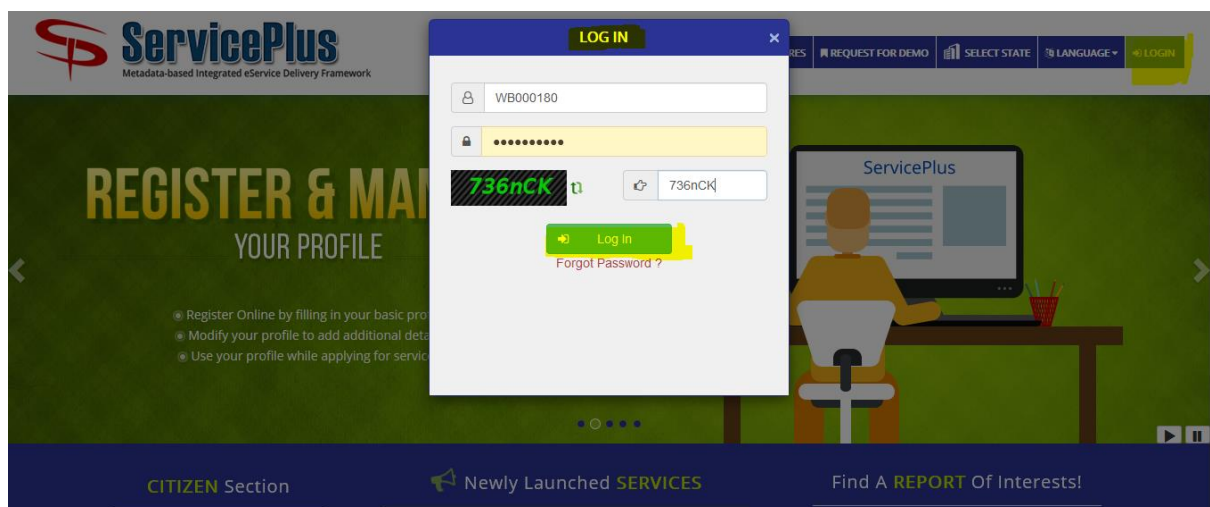
STEP 1:

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.



Application for Issuance of Age Certificate - GP

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 Issuance of Age Certificate Version No. * V-1 Select Task * Issuance Authority

From Date : 01/01/2017 To Date : 12/08/2020

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

App Ref No. AIAC-GP/2020/00079 Offline Application Reference No.

Get Data

STEP 4:

Here the Pradhan has to select service **"Application for Issuance of Age 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.

ServicePlus
Metadata-based Integrated eService Delivery Framework

Message Box / Inbox

Please select Service * Application for Issuance of Age Certificate Version No. * V-1 Select Task * Issuance Authority

From Date : 01/01/2017 To Date : 12/08/2020

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

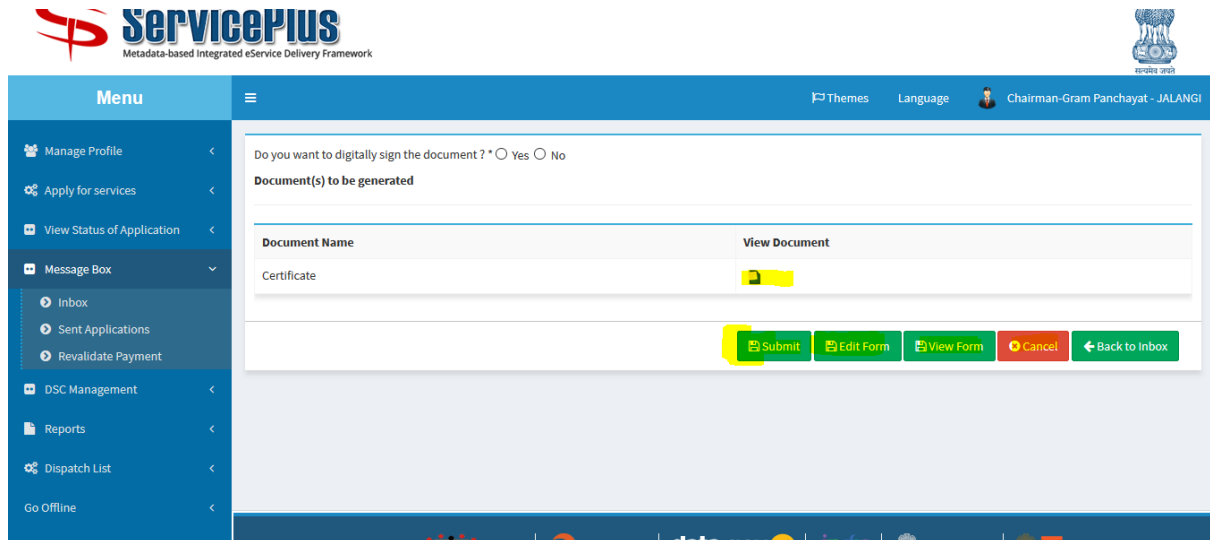
Sl.No.	Application Number	Status	Action	Return to Pool
1	AIAC-GP/2020/00079	Initiated	Pull	

Application for Issuance of Age Certificate - GP

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

Themes Language Chairman-Gram Panchayat - JALANGI

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

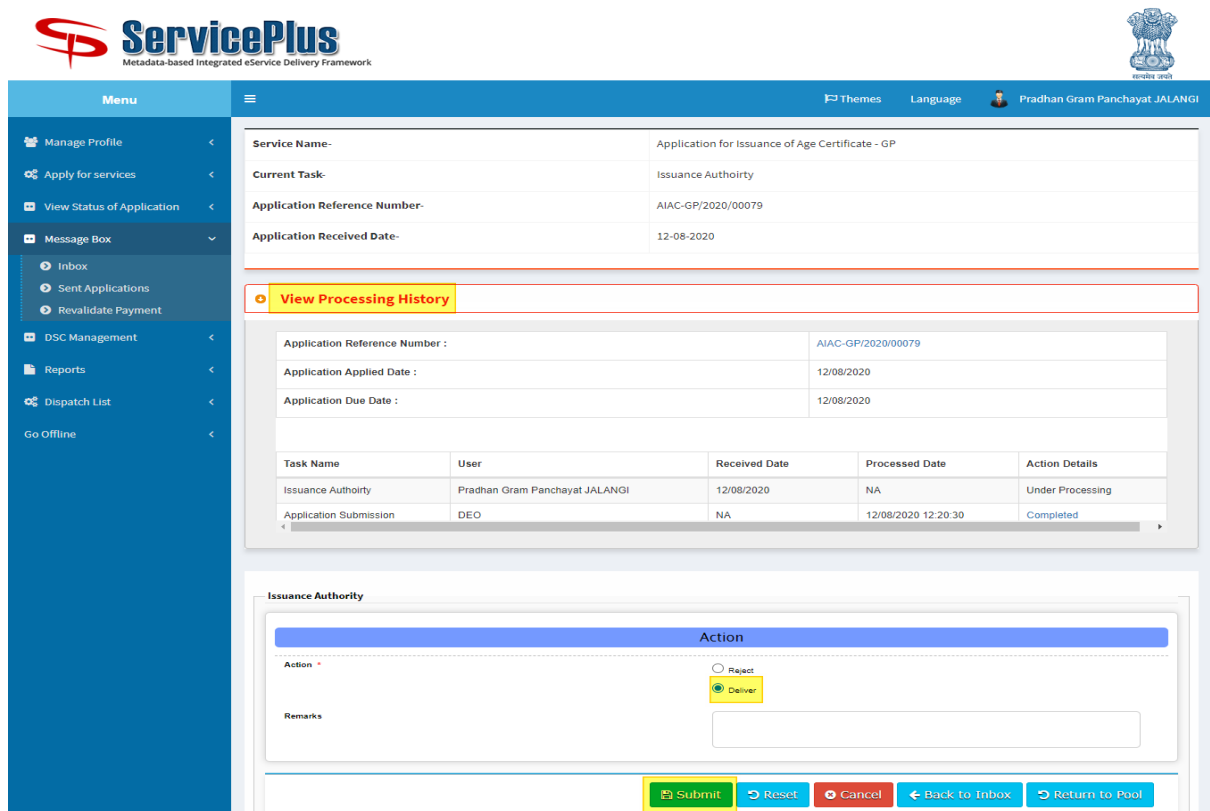
Document(s) to be generated

Document Name	View Document
Certificate	

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

Themes Language Pradhan Gram Panchayat JALANGI

Service Name- Application for Issuance of Age Certificate - GP

Current Task- Issuance Authority

Application Reference Number- AIAC-GP/2020/00079

Application Received Date- 12-08-2020

Application Reference Number :	AIAC-GP/2020/00079
Application Applied Date :	12/08/2020
Application Due Date :	12/08/2020

Task Name	User	Received Date	Processed Date	Action Details
Issuance Authority	Pradhan Gram Panchayat JALANGI	12/08/2020	NA	Under Processing
Application Submission	DEO	NA	12/08/2020 12:20:30	Completed

Issuance Authority

Action

Action *

☐ Reject

☒ Deliver

Remarks

Application for Issuance of Age Certificate - GP

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 :	AIAC-GP/2020/00079			
Application Applied Date :	12/08/2020			
Application Due Date :	12/08/2020			

Task Name	User	Received Date	Processed Date	Action Details
Issuance Authority	Pradhan Gram Panchayat JALANGI	12/08/2020	NA	Under Processing
Application Submission	DEO	NA	12/08/2020 12:20:30	Completed

STEP 8:

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

Menu

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

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

Document(s) to be generated

Document Name

Documents

View Form

Cancel

Back to Inbox

ServicePlus - Google Chrome

Not secure | tathyasathi.bangla.gov.in/configure/officialFieldView.do?OWASP_CSRFTO...

Action

Application Reference Number: AIAC-GP/2020/00079

Action Deliver


Documents

Remarks

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.

ServicePlus
Metadata-based Integrated eService Delivery Framework



Menu

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

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

Document(s) to be generated

Document Name

Documents

View Document

Submit

Edit Form

View Form

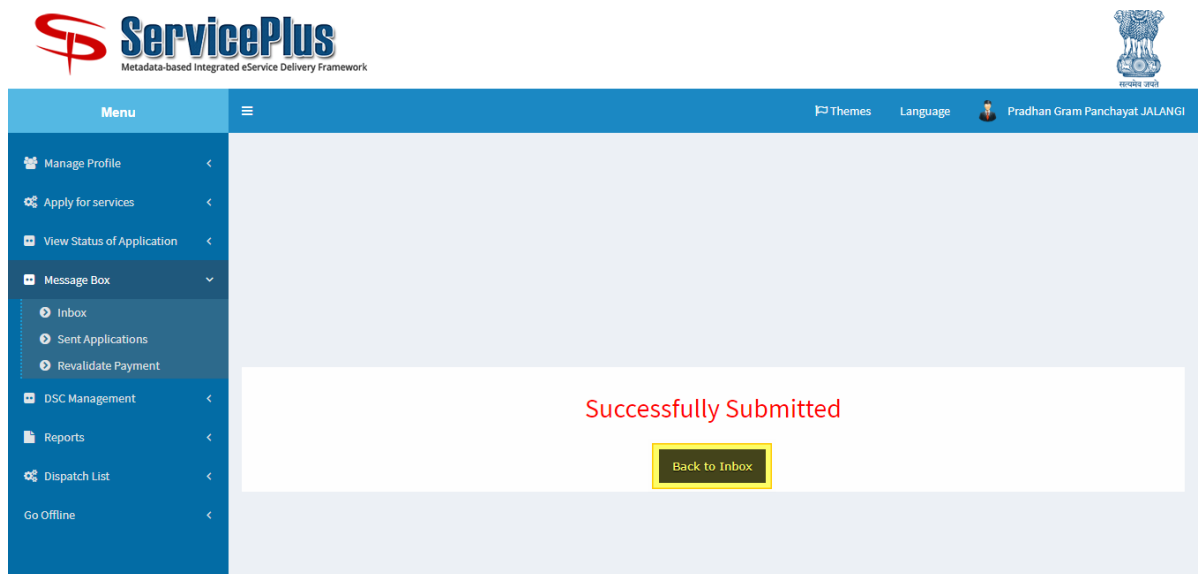
Cancel

Back to Inbox

Application for Issuance of Age Certificate - GP

STEP 10:

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



PART IV:

Reporting And Certificate Dispatch: (By PRADHAN GRAM PANCHAYAT)

STEP 1:

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



Application for Issuance of Age Certificate - GP

Login and goto “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.

The screenshot shows the 'View Delivered Service' interface. On the left is a blue sidebar menu with options: Manage Profile, Apply for services, View Status of Application, Message Box, DSC Management, Reports, Dispatch List (highlighted), View Delivered Service (highlighted), and Go Offline. The main content area has a header with 'Dispatch List / View Delivered Service'. Below this, there are filters: 'Please select Service *' (Application for Issuance of Age Cr), 'Submission Office *' (JALANGI), 'From Date : 14/05/2020', 'To Date : 12/08/2020', and 'App Ref No.' (empty). A 'Get Data' button is on the right. Below the filters is a table with columns: S.No., Application Id, Mode of Delivery, Service Delivered Date, and Signature Or Address. The table shows one entry with S.No. 1 and Application Id AJAC-GP/2020/00079. Below the table is a pagination bar showing 'Showing 1 to 1 of 1 entries' and buttons for First, Previous, 1, Next, Last. A 'Print' button is at the bottom right.

STEP 2:

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

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

The screenshot shows the dispatched certificate for the application AJAC-GP/2020/00079. The certificate is titled 'Office of the JALANGI - Gram Panchayat District - MURSHIDABAD'. It includes a memo number, a date of issue (12/08/2020), and a QR code. The certificate is signed by the Pradhan of JALANGI - Gram Panchayat. A red diagonal watermark 'Test Data -- Test Data' is overlaid on the certificate. The background shows the same 'View Delivered Service' interface as in the previous screenshot.

Application for Issuance of Age Certificate - GP

STEP 3:

Select to print from the list.

