

Application for Issuance of Completion Certificate - GP

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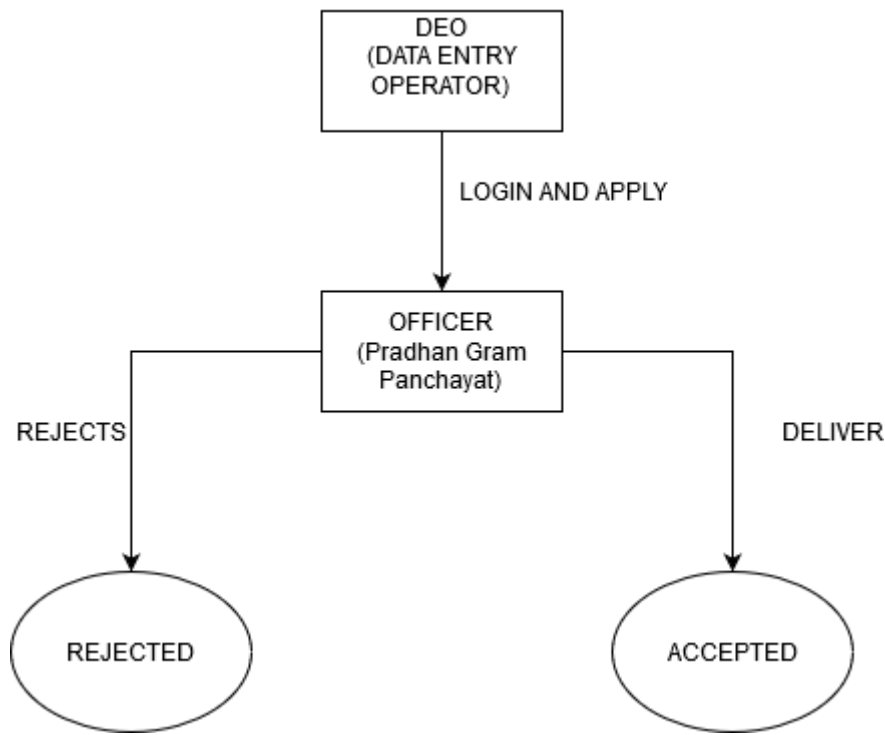
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PANCHAYAT

USER MANUAL

FLOWCHART

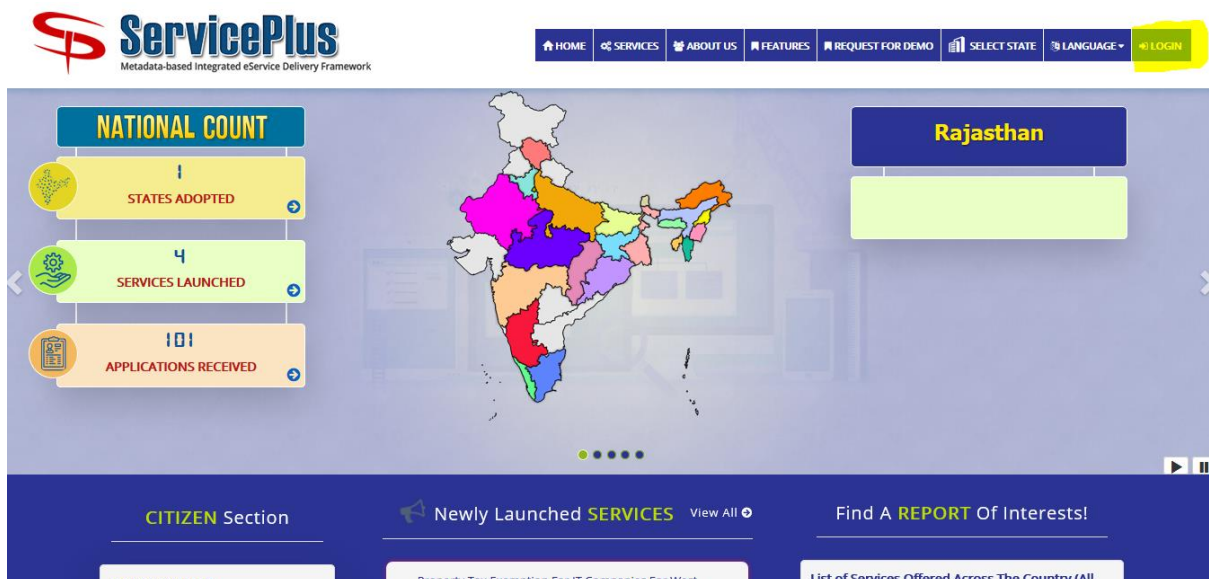


PART I:

SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

STEP 1:

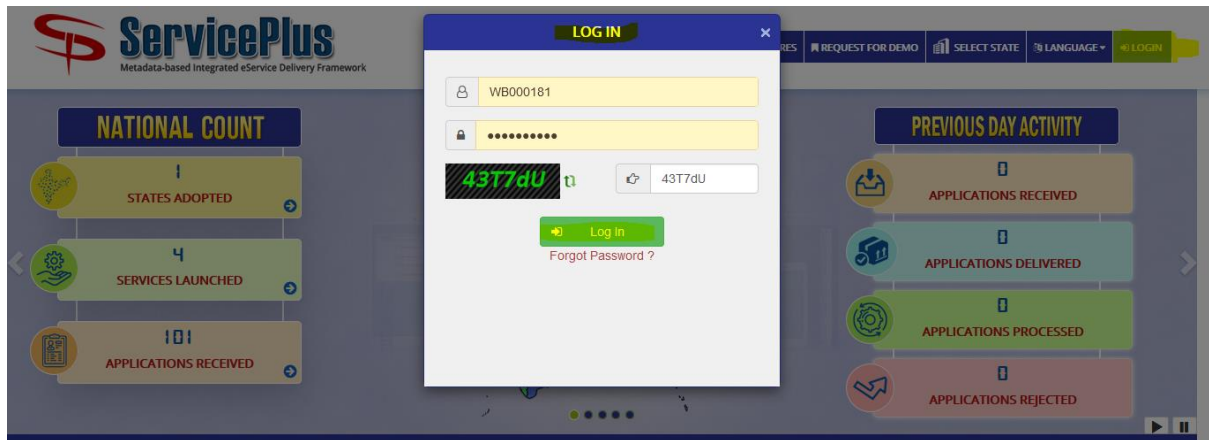
At first login to Service plus web portal: (<http://tathyasathi.bangla.gov.in>)



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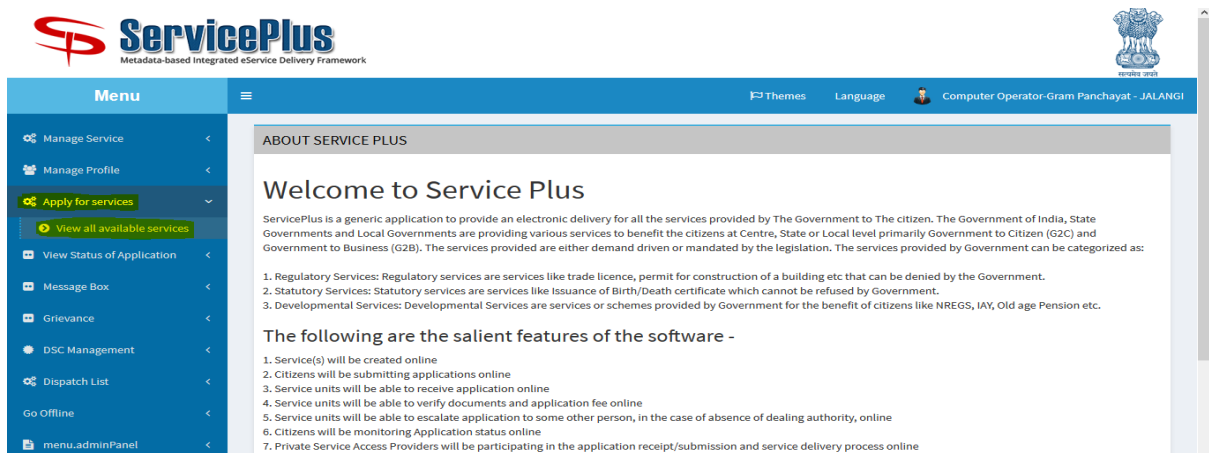
STEP 2:

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



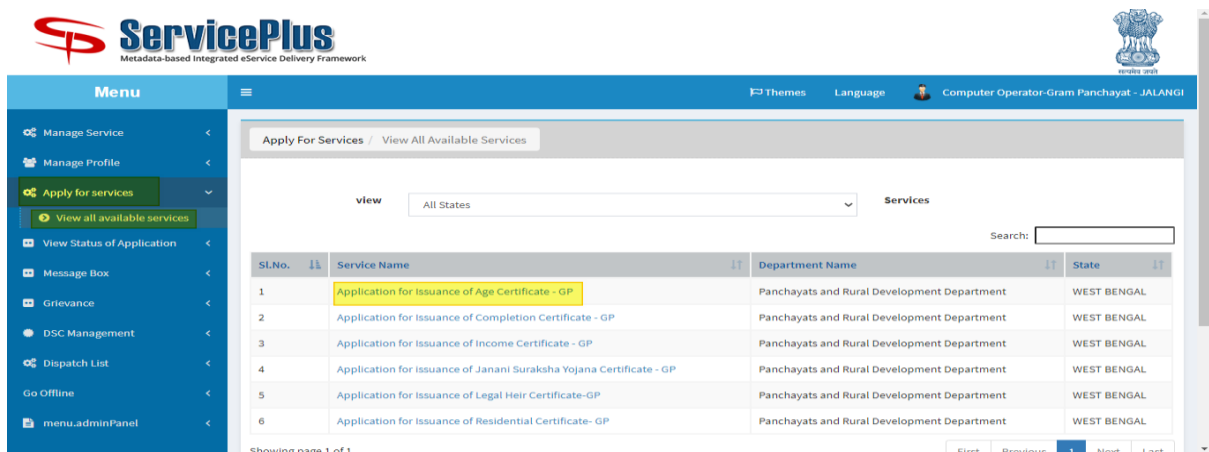
STEP 3:

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 - GP”** to check your application.





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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 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

ThemesLanguageComputer Operator-Gram Panchayat - JALANGI

Application Form – Issuance of Completion Certificate – GP

Name of the Agency *

DILIP KUMAR

E-Mail

dilip@gmail.com

District *

MURSHIDABAD

Gram Panchayat *

JALANGI - Gram Panchayat

Police Station *

PS - JALANGI

Nature of Work *

Supply of Work

Name of the Work *

WORK - 1

NieT No. *

NLTE -2/5

Work Order Memo No *

ORDER -21/2

Work Order Amount *

10000

Final Bill amount (in Rs.) *

10000

Mobile Number

8962123355

Block *

JALANGI

Name of Village *

VILL - JALANGI

Name of the Fund Source *

LIC -1/2

Date of Niet *

01/08/2020

Date of Work Order *

04/08/2020

Date of Completion of Work *

12/08/2020

Additional Details

Apply to the Office *

JALANGI - Gram Panchayat

Word verification

x1q49p

Please enter the characters shown above

x1q49p

Draft

Submit

Close

Reset

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STEP 6:

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



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 Completion Certificate - GP

Name of the Agency :DILIP KUMAR

E-Mail :dlip@gmail.com

Mobile Number :8962123355

District :MURSHIDABAD

Block :JALANGI

Gram Panchayat :JALANGI - Gram Panchayat

Name of Village :VILL - JALANGI

Police Station :PS - JALANGI

Nature of Work :Supply of Work

Name of the Work :WORK -1

Name of the Fund Source :LIC -1/2

NieT No. :NLTE -2/5

Date of Niet :01/08/2020

Work Order Memo No :ORDER -21/2

Date of Work Order :04/08/2020

Work Order Amount :10000

Date of Completion of Work :12/08/2020

Final Bill amount (in Rs.) :10000

Additional Details

Apply to the OfficeJALANGI - Gram Panchayat

Draft Reference No :Draft_AICC-GP/2020/00070

13/8/2020 11:14:24 IST

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

Submit

Edit

Cancel

Click here to initiate new application

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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 'APPLICATION ACKNOWLEDGEMENT' page in the ServicePlus portal. The page includes a header with the ServicePlus logo and a navigation menu on the left. The main content area displays the application acknowledgement details, including the date (13/08/2020), a greeting, and a thank you message. It also provides the application reference number (AICC-GP/2020/00069) and a section for the application summary. At the bottom, there are buttons for 'Print', 'Export to PDF', 'Close', and 'Click here to initiate new application'.

ServicePlus
Metadata-based Integrated eService Delivery Framework

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

APPLICATION ACKNOWLEDGEMENT

Application Acknowledgement

Date: 13/08/2020
Dear Sir/Madam,

Thank you for using ServicePlus.
Your Application for Issuance of Completion Certificate - GP has been successfully submitted to JALANGI - Gram Panchayat, WEST BENGAL.

Application Summary

Application Reference Number is AICC-GP/2020/00069

Regards
ServicePlus

[Print](#) [Export to PDF](#) [Close](#) [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 'View Status of Application' page in the ServicePlus portal. The page includes a header with the ServicePlus logo and a navigation menu on the left. The main content area displays the application tracking details, including filters for 'From Date' (13/05/2020) and 'To Date' (13/08/2020), and the 'App Ref No.' (AICC-GP/2020/00069). A table lists the application details, and a 'Get Data' button is available to track the application status.

ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu

- Manage Service
- Manage Profile
- Apply for services
 - View Status of Application
 - Track application status
 - View Incomplete Application
 - Revalidate Payment
 - Correction in Legacy Application
- Message Box
- Grievance
- DSC Management
- Dispatch List
- Go Offline

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

App Ref No. AICC-GP/2020/00069

[Get Data](#)

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for Issuance of Completion Certificate - GP	AICC-GP/2020/00069	13/08/2020	13/08/2020	NA	Delivered

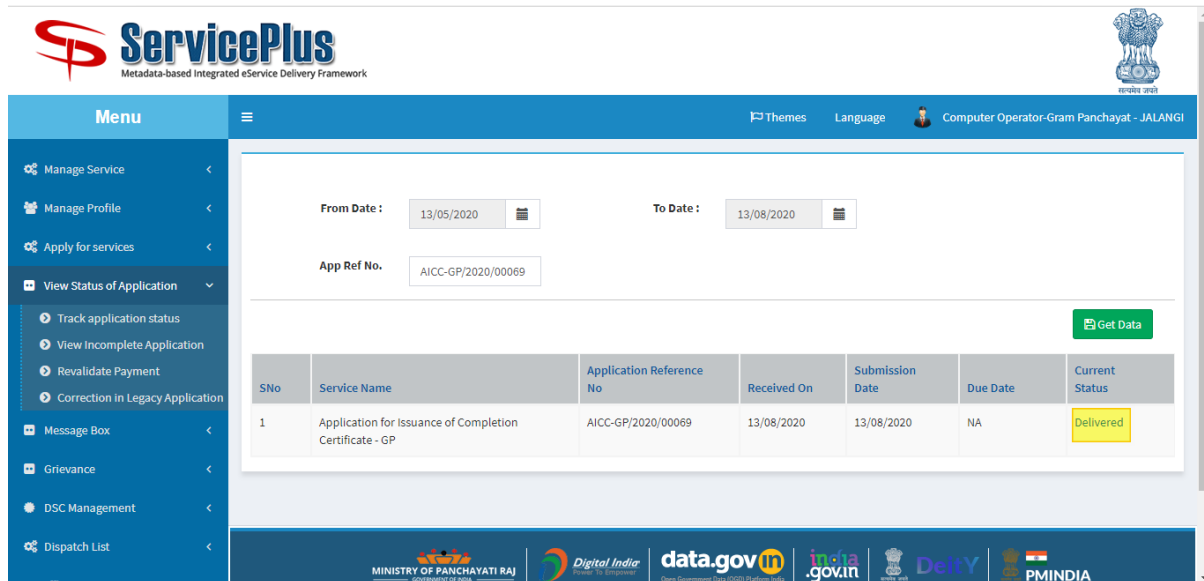
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Application for Issuance of Completion Certificate - GP

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 completion certificate.

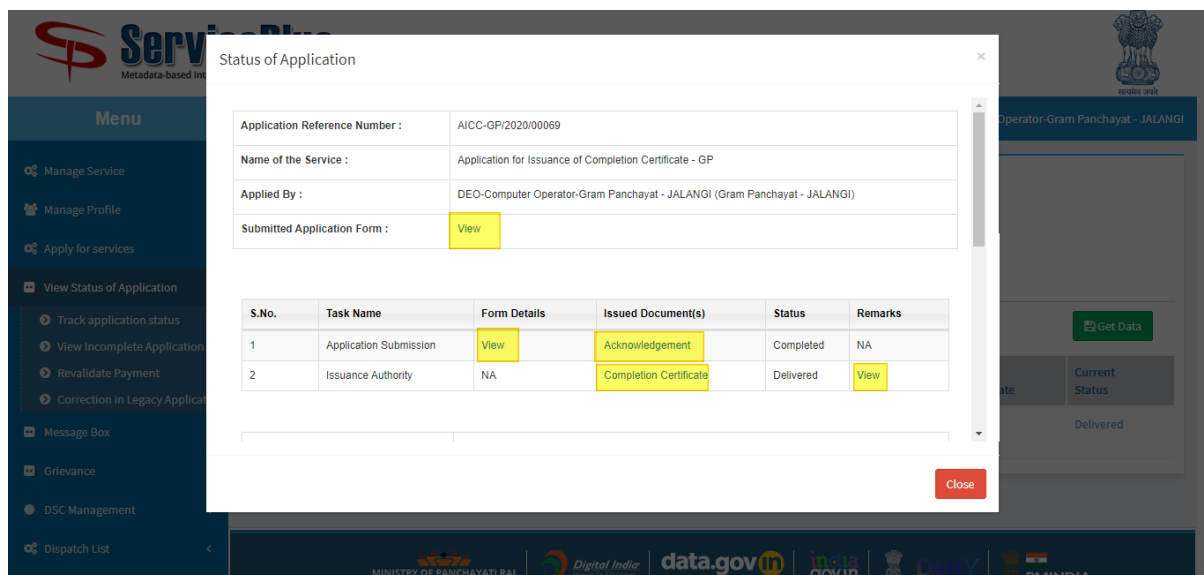


The screenshot shows the ServicePlus application interface. The header includes the ServicePlus logo and the text 'Metadata-based Integrated eService Delivery Framework'. The user is logged in as 'Computer Operator-Gram Panchayat - JALANGI'. The main content area displays filters for 'From Date' (13/05/2020) and 'To Date' (13/08/2020), and an 'App Ref No.' (AICC-GP/2020/00069). 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 - GP	AICC-GP/2020/00069	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 ServicePlus application interface with a modal window titled 'Status of Application'. The modal displays the following details:

- Application Reference Number : AICC-GP/2020/00069
- Name of the Service : Application for Issuance of Completion Certificate - GP
- Applied By : DEO-Computer Operator-Gram Panchayat - JALANGI (Gram Panchayat - JALANGI)
- 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	View

Application for Issuance of Completion Certificate - GP

STEP 4:

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

The QR code and ref: no. is unique.



Office of the JALANGI - Gram Panchayat
Block - JALANGI, District - MURSHIDABAD

Certificate No: AICC-GP/2020/00069


Dated: 13/08/2020

To Whom it May Concern

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

Nature of Work	Supply of Work
Name of the work	WORK-1
Fund source	LIC-1/2
NieY No. & date	NLTE-2/5 Dated - 01/08/2020
Work Order memo & date	ORDER-21/2 Dated - 04/08/2020
Work order amount (in Rs.)	10000
Final Bill amount (in Rs.)	10000
Date of completion	12/08/2020

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



Nirman Sahayak
JALANGI - Gram Panchayat

Pradhan
JALANGI - Gram Panchayat

Office Seal of Gram Panchayat.

Reference No: AICC-GP/2020/00069 To View: <http://itathyasathi.bangla.gov.in/configure/URo/CS82FD8F> Token No: CS82FD8F

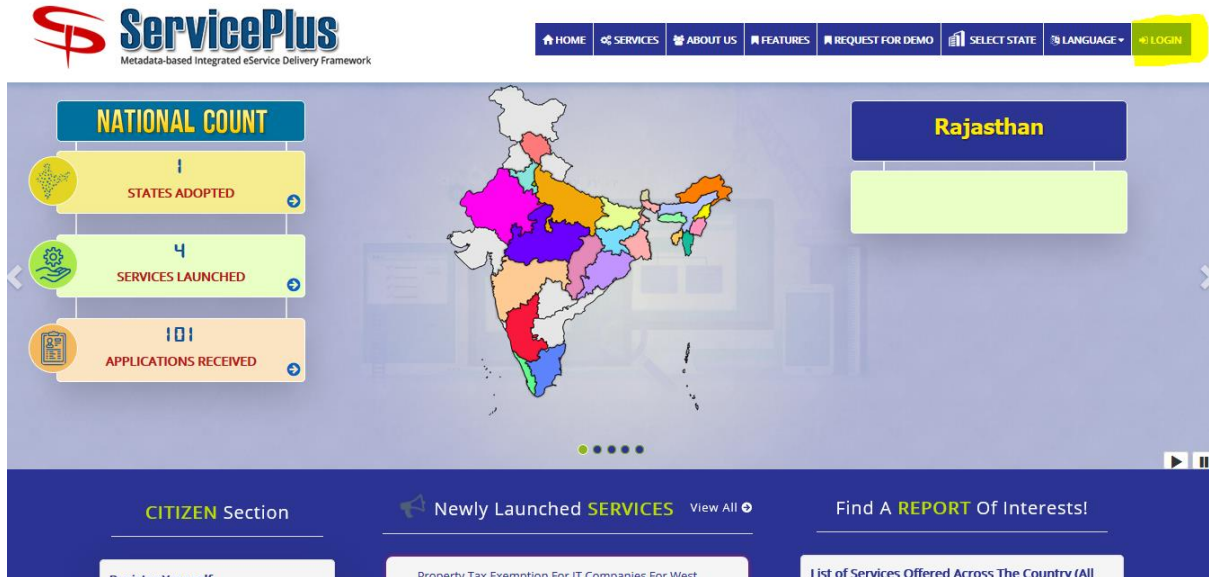
Application for Issuance of Completion Certificate - GP

PART III:

ISSUANCE OF COMPLETION CERTIFICATE: (By PRADHAN GRAM PANCHAYAT)

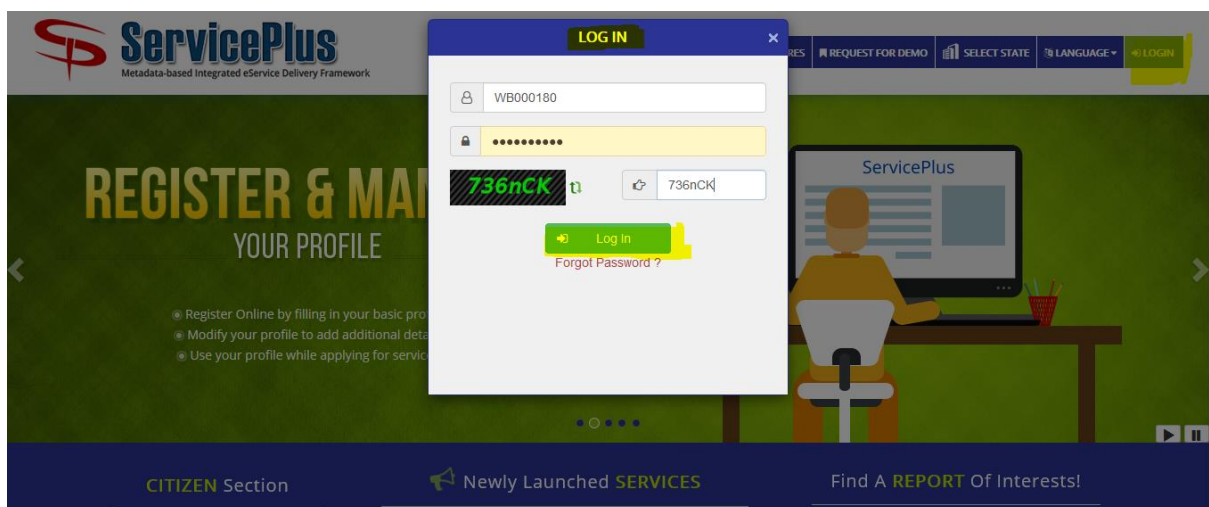
STEP 1:

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 Completion 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 Iss Version No. * V-2 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. AICC-GP/2020/00069 Offline Application Reference No.

Get Data

STEP 4:

Here the Pradhan has to select service **"Application for Issuance of Completion 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 Iss Version No. * V-2 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. AICC-GP/2020/00069 Offline Application Reference No.

Get Data

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action	Return to Pool
1	AICC-GP/2020/00069	Initiated	Pull	

Application for Issuance of Completion 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.

The screenshot shows the ServicePlus application interface. The top header includes the ServicePlus logo, a navigation menu, and user information: 'Chairman-Gram Panchayat - JALANGI'. The main content area displays a form titled 'Do you want to digitally sign the document ? * ☐ Yes ☐ No'. Below this, a section 'Document(s) to be generated' contains a table with one row: 'Certificate' with a 'View Document' button. At the bottom of the form, there are five buttons: 'Submit', 'Edit Form', 'View Form', 'Cancel', and 'Back to Inbox'.

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.

The screenshot shows the ServicePlus application interface. The top header includes the ServicePlus logo, a navigation menu, and user information: 'Pradhan Gram Panchayat JALANGI'. The main content area displays a form titled 'Application for Issuance of Completion Certificate - GP'. The form contains several fields: 'Service Name-', 'Current Task-', 'Application Reference Number-', and 'Application Received Date-'. Below these fields, there is a 'View Processing History' button. The 'View Processing History' section shows a table with columns: 'Task Name', 'User', 'Received Date', 'Processed Date', and 'Action Details'. The table has two rows: 'Issuance Authority' and 'Application Submission'. Below the table, there is an 'Issuance Authority' section with an 'Action' dropdown menu. The 'Action' dropdown has two options: 'Reject' and 'Deliver'. Below the 'Action' dropdown, there is a 'Remarks' text area. At the bottom of the form, there are five buttons: 'Submit', 'Reset', 'Cancel', and 'Back to Inbox'.

Application for Issuance of Completion 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 :	AICC-GP/2020/00069			
Application Applied Date :	13/08/2020			
Application Due Date :	13/08/2020			
Task Name	User	Received Date	Processed Date	Action Details
Issuance Authority	Pradhan Gram Panchayat JALANGI	13/08/2020	NA	Under Processing
Application Submission	DEO	NA	13/08/2020 11:15:47	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

Themes Language Pradhan Gram Panchayat JALANGI

Do you want to digitally sign the document(s) to be generated?

Document(s) to be generated

Document Name

Certificate

Action

Application Reference Number: AICC-GP/2020/00069

Action Deliver



Remarks DELIVER

Certificate

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.



Menu

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

Themes Language Pradhan Gram Panchayat JALANGI

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

Document(s) to be generated

Document Name

View Document

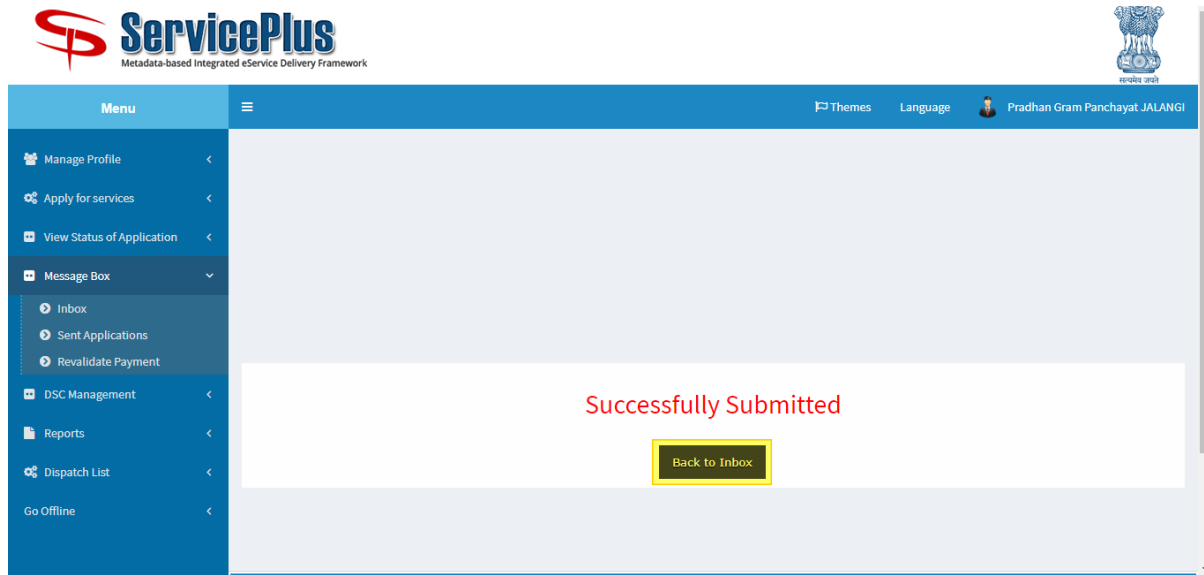
Certificate

Submit Edit Form View Form Cancel Back to Inbox

Application for Issuance of Completion Certificate - GP

STEP 10:

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

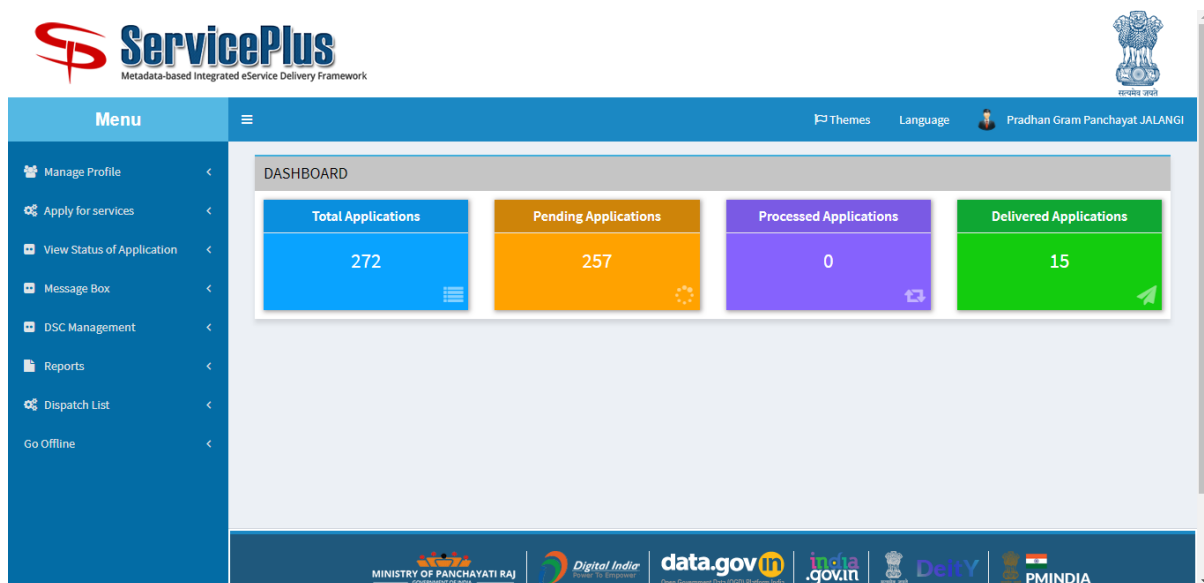


PART IV:

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 Completion 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 ServicePlus web application interface. The top header includes the ServicePlus logo and the text 'Metadata-based Integrated eService Delivery Framework'. The right header shows the user profile 'Pradhan Gram Panchayat JALANGI'. The left sidebar contains a menu with options like 'Manage Profile', 'Apply for services', 'View Status of Application', 'Message Box', 'DSC Management', 'Reports', 'Dispatch List', and 'Go Offline'. The main content area is titled 'Dispatch List / View Delivered Service'. It contains a form with the following fields: 'Please select Service *' (Application for Issuance of Comp), 'Submission Office *' (JALANGI), 'From Date' (15/05/2020), 'To Date' (13/08/2020), and 'App Ref No.' (empty). A 'Get Data' button is located to the right of the form. Below the form, there 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' AICC-GP/2020/00069. The mode of delivery is 'In Person'. The 'Service Delivered Date' and 'Signature Or Address' fields are empty. A 'Show' dropdown is set to '20' entries. A 'Search' field is also present.

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 ServicePlus web application interface with a printout of the certificate overlaid. The printout is titled 'viewDispatcherOutputCertificate.do - Google Chrome' and shows the following details: 'Office of the JALANGI - Gram Panchayat', 'Block - JALANGI, District - MURSHIDABAD', 'Certificate No: AICC-GP/2020/00069', and 'Date: 13/08/2020'. The certificate is issued to 'Shri. B. K. Majumdar'. The work details are: 'Name of work: Supply of Water', 'Work No: 1', 'From Date: 15/05/2020', 'To Date: 13/08/2020', 'Work order amount (in Rs.): 10000', 'Final Bill amount (in Rs.): 10000', and 'Date of completion: 13/08/2020'. The certificate is signed by 'Pradhan Gram Panchayat JALANGI - Gram Panchayat'. A large red diagonal watermark 'Test Data - Test Data' is visible across the printout.

Application for Issuance of Completion Certificate - GP

STEP 3:

Select to print from the list.

