

Manual for “Application for Issuance of Electricity Permission Certificate - GP” service

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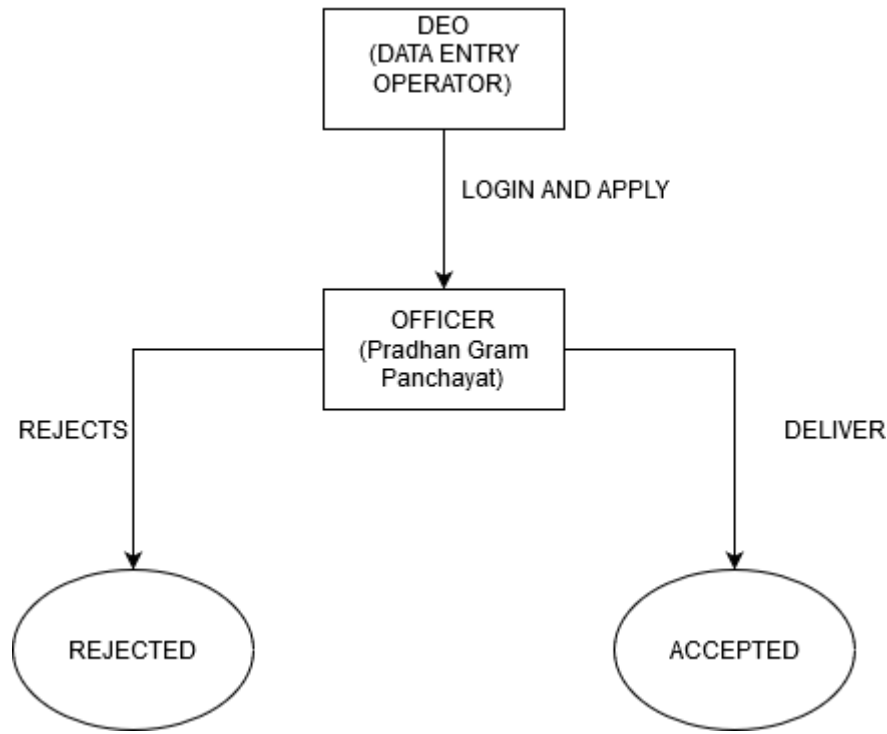
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BY PRADHAN GRAM

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FLOWCHART

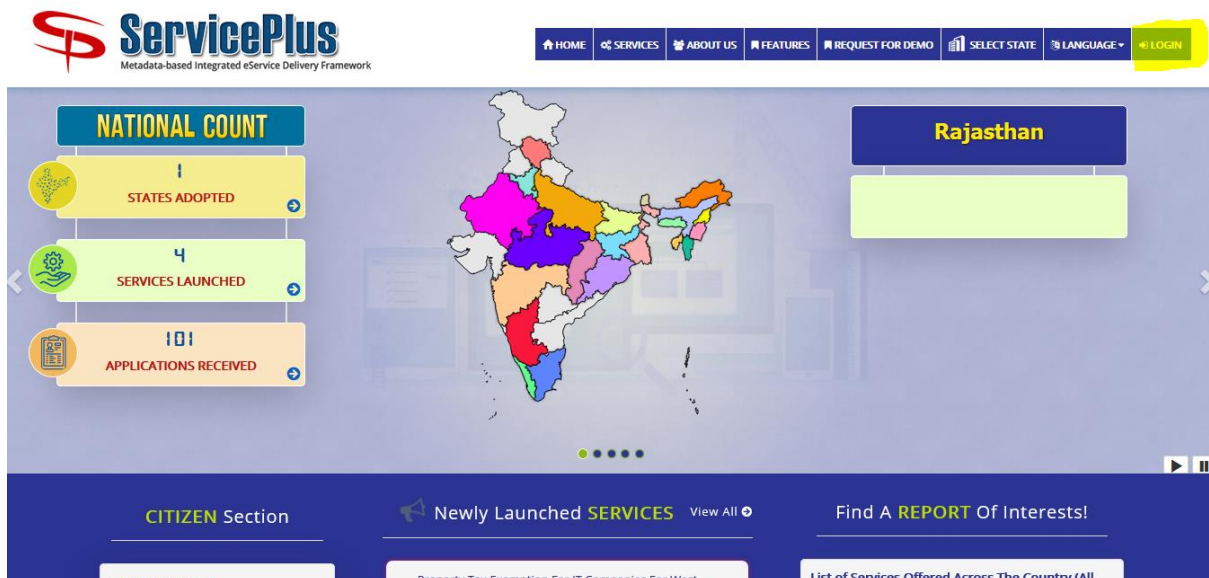


PART I:

SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

STEP 1:

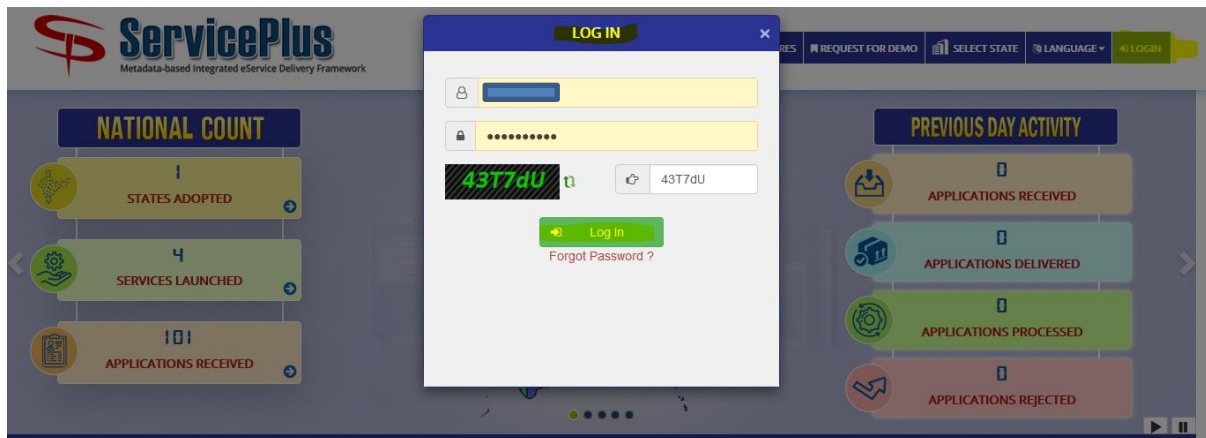
At first login to Service plus web portal: (<http://tathyasathi.bangla.gov.in>)



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STEP 2:

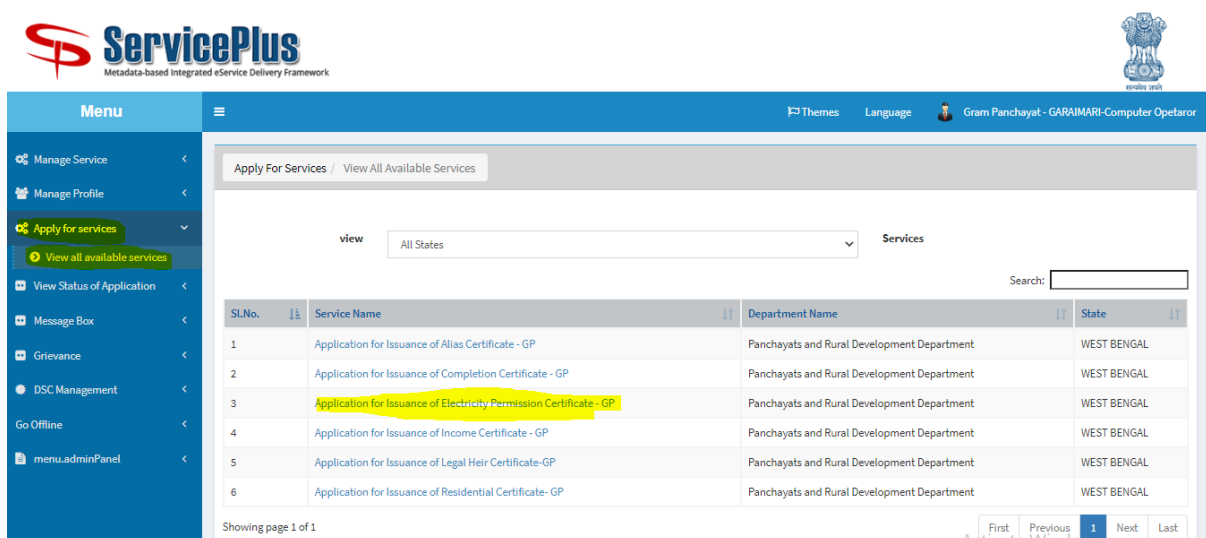
Login as highlighted with the required credentials such as User ID and Password as shown below with the captcha.



STEP 3:

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

After selecting “**View all available services**” now select your “**Application for Issuance of Electricity Permission Certificate - GP**” to check your application.



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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.

Menu

IP Themes Language Computer Operator-Gram Panchayat - JALANGI

Application Form - Issuance of Electricity Permission Certificate

Name of Applicant: Sex: ☒ Male ☐ Female

Name of Applicant's Father: Mobile Number:

Email: District: Block:

Gram Panchayat: Police Station: Name of Village:

Residential Schedule of Land: Khatan No./LR: Deap No./LR:

Business Schedule of Land: ☒ Check Box: Khatan No./LR: Deap No./LR:

Whether Business Address is same as Residential Address: ☒ Name of Business: Applicant's Photo:

Additional Details

Apply to the Office:

Word verification

5pX8t3

Please enter the characters shown above

SpX8t3

Activate Windows

Go to Settings to activate Windows

Draft Submit Close Reset

STEP 5:

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

Menu

Message Box Grievance OSC Management Dispatch List Go Offline menu.adminPanel

Question Name: Father's Name:

Name of Applicant's Father: Mobile Number:

Email: District:

District: Block:

Gram Panchayat: Police Station:

Name of Village: Mouza:

Khatan No./LR: Deap No./LR:

Whether Business Address is same as Residential Address: ☒ Check Box:

Khatan No./LR: Deap No./LR:

Name of Business: Applicant's Photo:

Additional Details

Apply to the Office:

Draft Reference No.:

14/10/2020 09:33:32 IST

Submit Edit Cancel Click here to initiate new application

Activate Windows

Go to Settings to activate Windows

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STEP 6:

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

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: 12/08/2020

Dear Arun Roy,

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

Application Summary

Application Reference Number is AEPC-GP/2020/00080.

Regards
ServicePlus

[Print](#) [Export to PDF](#) [Close](#) [Click here to initiate new application](#)

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.

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
- Go Offline
- menu.adminPanel

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

App Ref No. []

[Get Data](#)

| SNo | Service Name | Application Reference No | Received On | Submission Date | Due Date | Current Status |
|-----|---|--------------------------|-------------|-----------------|----------|----------------|
| 1 | Application for Issuance of Completion Certificate - GP | AIIC-GP/2020/00030 | 09/06/2020 | 09/06/2020 | NA | Delivered |
| 4 | Application for Issuance of Income Certificate - GP | AIIC-GP/2020/00034 | 09/06/2020 | 09/06/2020 | NA | Delivered |
| 2 | Application for Issuance of Residential Certificate- GP | AIRC-GP/2020/00041 | 10/06/2020 | 10/06/2020 | NA | Delivered |
| 3 | Application for Issuance of Legal Heir Certificate-GP | AFIOLHC-GP/2020/00053 | 10/06/2020 | 10/06/2020 | NA | Delivered |
| 6 | Application for Issuance of Electricity Permission Certificate - GP | AEPC-GP/2020/00035 | 30/07/2020 | 30/07/2020 | NA | Delivered |
| 5 | Application for Issuance of Electricity Permission Certificate - GP | AEPC-GP/2020/00036 | 30/07/2020 | 30/07/2020 | NA | Delivered |

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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.

Service Portal

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
- Grievances
- DSC Management
- Offline
- menu.adminPanel

Status of Application

Submitted Application Form : [View](#)

| S.No. | Task Name | Form Details | Issued Document(s) | Status | Remarks |
|-------|------------------------|----------------------|---|-----------|----------------------|
| 1 | Application Submission | View | Acknowledgement | Completed | NA |
| 2 | Issuance Certificate | NA | NOC for Electric Connection | Delivered | View |

Application Reference Number : AEPC-GP/2020/00036

Name of the Service : Application for Issuance of Electricity Permission Certificate - GP

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

Submitted Application Form : [View](#)

[Close](#)

STEP 3:

This is the demo Certificate.
The QR code and ref: no. is unique.

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

Certificate No. : AEPC-GP/2020/00060 Date : 12/08/2020

[Click here to download the certificate](#)

এজন্যই এই পত্রিকা প্রদান করা হচ্ছে যে শ্রী Arun Roy, পিতা Bimal roy , গ্রাম- Bandar, থানা- Khankul, জেলা- MURSHIDABAD এই গ্রাম পঞ্চায়েতের স্থায়ী বাসিন্দা। আমি তাঁকে ব্যক্তিগতভাবে চিনি।
তিনি মোতা- Anambag খতিয়ান নং (LR)- Kh-87, দাগ নং (LR)- Daag-987 -এ স্থায়ীভাবে বাস করে আসছেন।

তিনি নিম্ন তালিকা বর্ণিত জমিতে একটি Food Centre ব্যবসা শুরু করতে ইচ্ছুক।
মোতা- Anambag খতিয়ান নং (LR)- Kh-87, দাগ নং (LR)- Daag-987
এই উদ্দেশ্যে তাকে নিম্ন বর্ণিত তারিখের মধ্যে মোতা পাঠানো হবে।

NOC for Electric Connection

This is to certify that Shri Arun Roy, Son of Bimal roy, residing at Village Bandar, P.S. Khankul, Dist. – MURSHIDABAD is a permanent inhabitant of this Gram Panchayat. He is personally known to me.

He is a permanent resident at the following schedule of land:
Mouza- Anambag, Khatian No.(LR)- Kh-87, Daag No.(LR)- Daag-987.

He is willing to start the business of Food Centre in the below mentioned schedule of land.
Mouza- Anambag, Khatian No.(LR)- Kh-87, Daag No.(LR)- Daag-987.
He may be granted the electric connection.

Office seal of the Gram Panchayat

Pradhan
JALANGI - Gram Panchayat

Note: Certificate Invalid Without Photograph

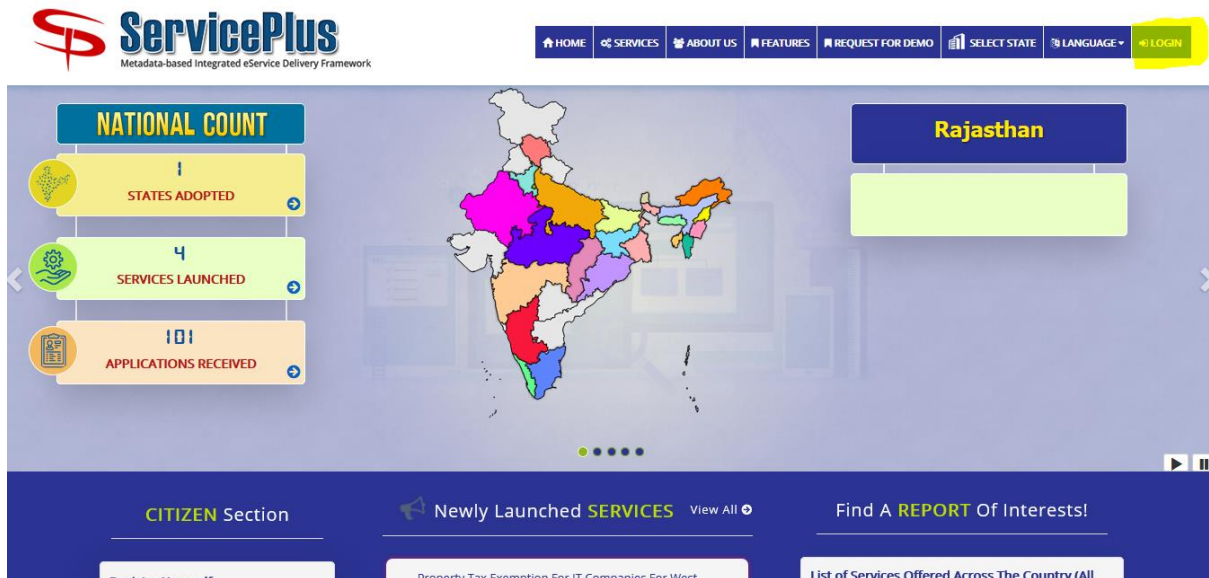
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PART III:

ISSUANCE OF CERTIFICATE: (BY PRADHAN GRAM PANCHAYAT)

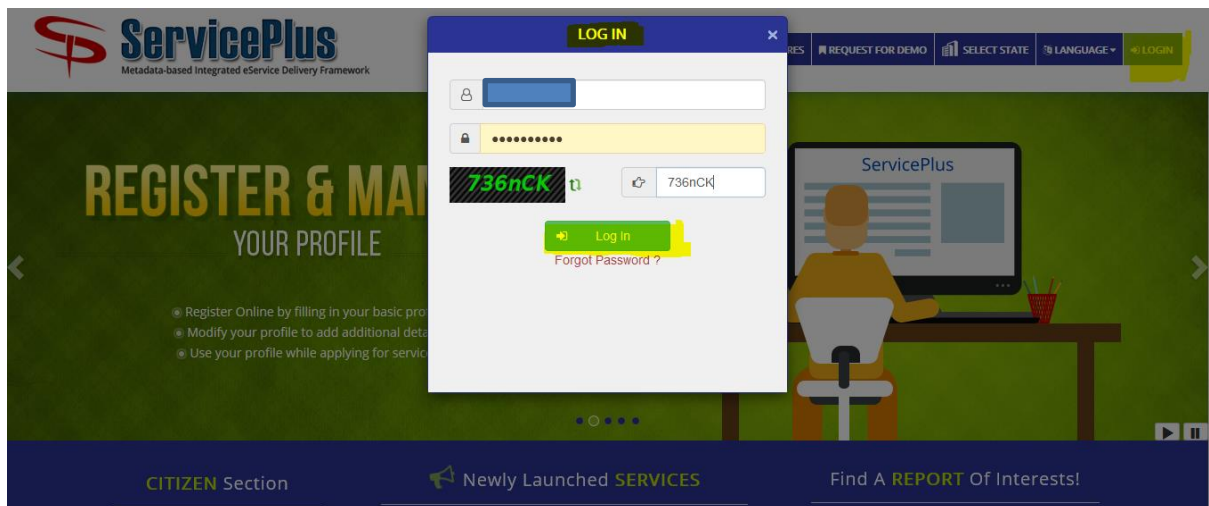
STEP 1:

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.



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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.

ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu

Message Box / Inbox

Please select Service * Application for Issuance of Electricity Permission Certificate - GP

Version No. * V-1

Select Task * Issuance Certificate

From Date : 01/01/2017

To Date : 30/07/2020

App Ref No.

Get Data

Showing 1 to 1 of 1 entries

| SLNo. | Application Number | Status | Action | Return to Pool |
|-------|--------------------|-----------|--------|----------------|
| 1 | AEPC-GP/2020/00036 | Initiated | Pull | |

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.

View Processing History

Application Reference Number : AEPC-GP/2020/00036

Application Applied Date : 30/07/2020

Application Due Date : 30/07/2020

| Task Name | User | Received Date | Processed Date | Action Details |
|------------------------|----------------------------------|---------------|---------------------|------------------|
| Issuance Certificate | Pradhan Gram Panchayat GARAIMARI | 30/07/2020 | NA | Under Processing |
| Application Submission | DEO | NA | 30/07/2020 12:48:38 | Completed |

Issuance Certificate

Action

Action to be - ☐ Reject ☒ Deliver

Remarks - Delivered

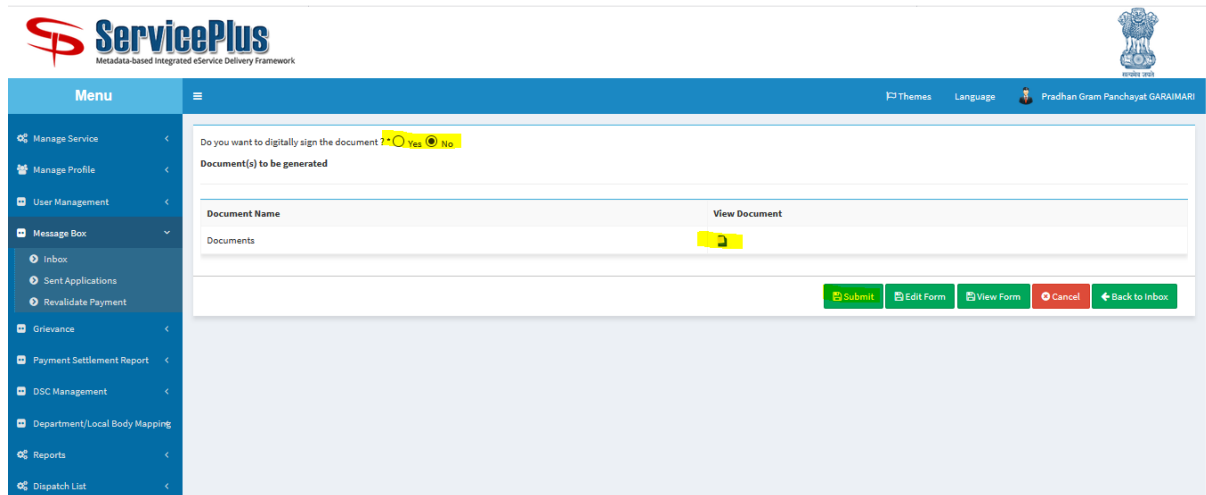
Submit Reset Cancel Back to Inbox

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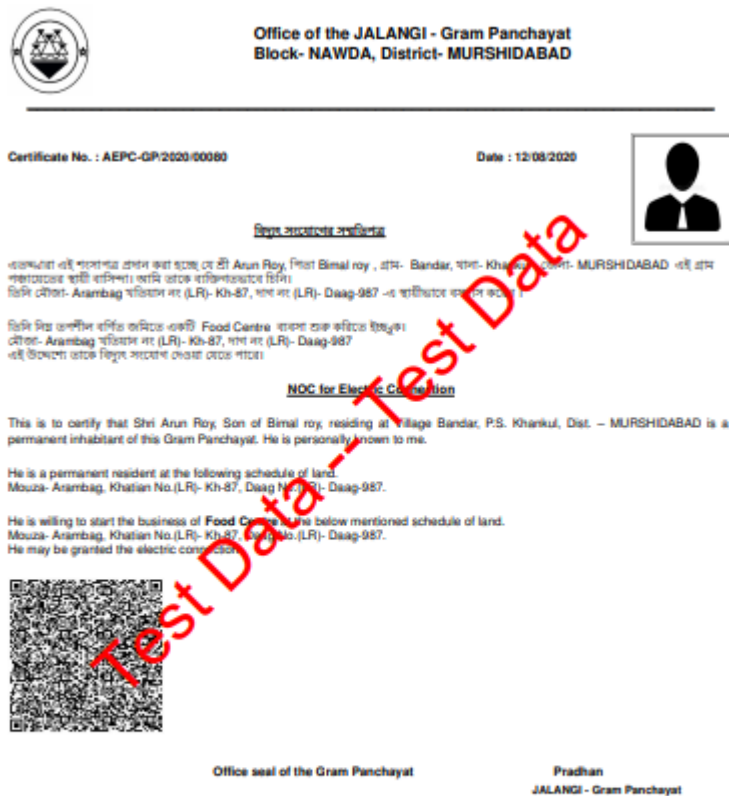
STEP 5:

Certificate can be shown by clicking the Document icon.

Select signed option then submit.



This is the demo certificate.

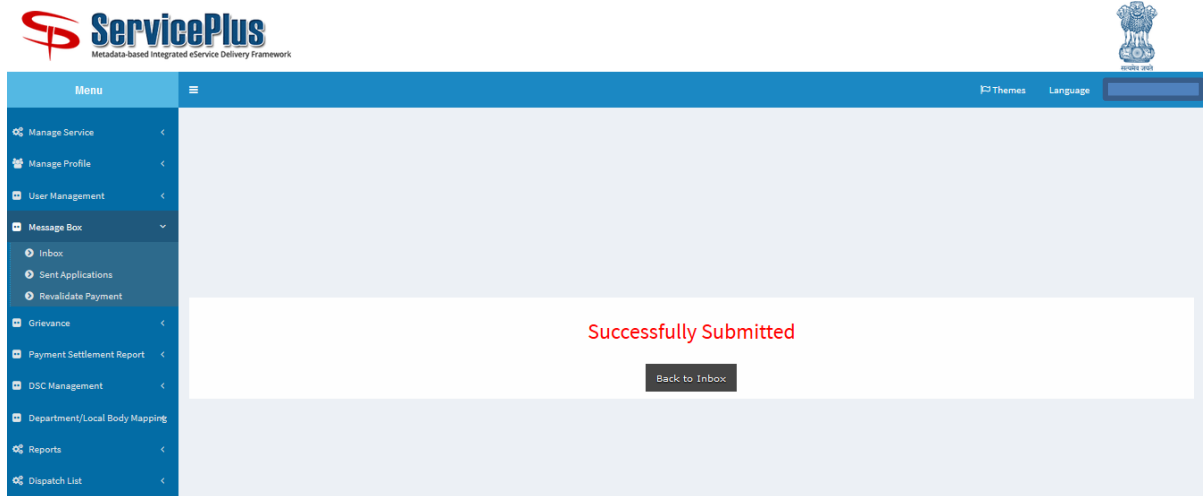


Note: Certificate Invalid Without Photograph

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STEP 6:

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



PART IV:

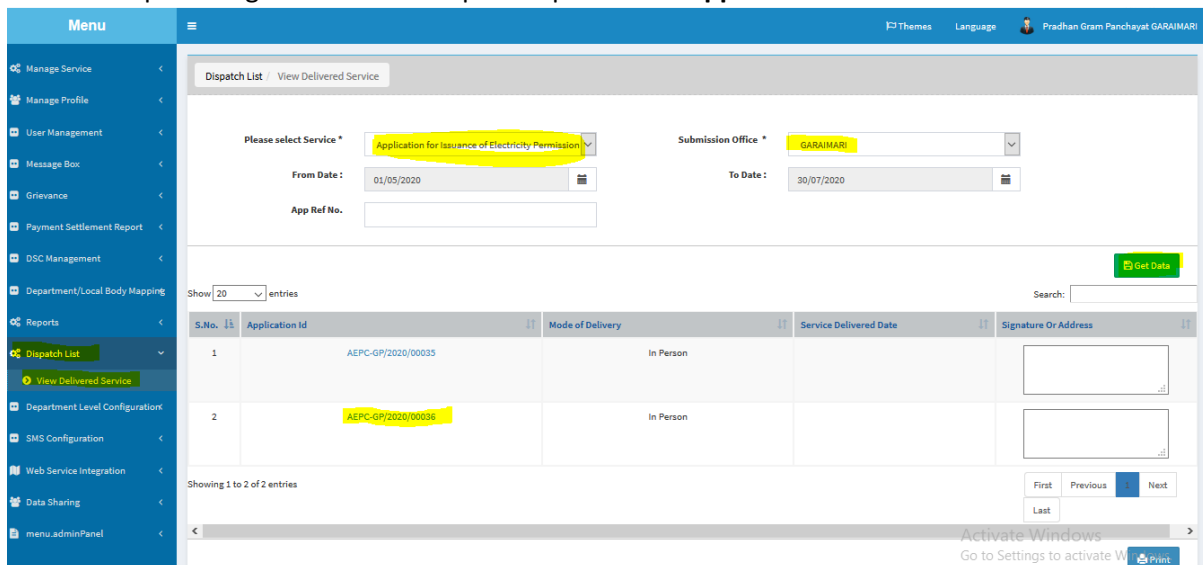
Reporting And Certificate Dispatch: (BY PRADHAN GRAM PANCHAYAT)

STEP 1:

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.



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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 'Dispatch List' section of the application. On the left is a sidebar menu with options like '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', 'SMS Configuration', 'Web Service Integration', 'Data Sharing', and 'menu.adminPanel'. The main area displays a table with columns 'S.No.', 'Application Id', 'Mode of Delivery', 'Service Delivered Date', and 'Signature Or Address'. There are 4 entries shown. A modal window titled 'viewDispatcherOutputCertificate.do - Mozilla Fire...' is open, showing a preview of a certificate. The certificate is from the 'Office of the DOMKAL - Panchayat Samiti' and is for 'Jai Vikas & More'. It includes a QR code and a red 'Test Data - Test Data' watermark. The certificate details include: Name of Work, Name of the work, Total cost, and a list of items with their quantities and rates. The certificate is dated 01/05/2020 and is for the 'DOMKAL - Panchayat Samiti'.

STEP 3:

Select to print from the list.

The screenshot shows the 'Dispatch List' section of the application. The sidebar menu is the same as in the previous screenshot. The main area displays a table with columns 'S.No.', 'Application Id', 'Mode of Delivery', 'Service Delivered Date', and 'Signature Or Address'. There are 2 entries shown. A 'Print' button is visible at the bottom right of the table. The footer of the page contains logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, .gov.in, DigiY, and PMINDIA.