

User Manual – Application for Issuance of Janani Suraksha Yojana Certificate-GP

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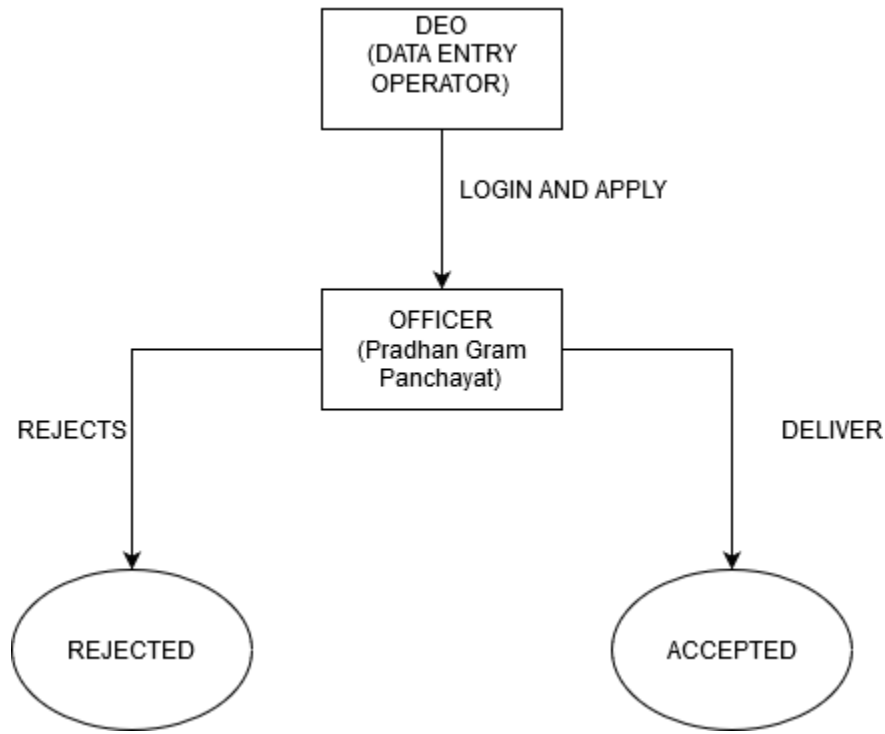
REPORTING AND CERTIFICATE DISPATCH

BY PRADHAN GRAM PANCHAYAT

User Manual – Application for Issuance of Janani Suraksha Yojana Certificate-GP

USER MANUAL

FLOWCHART



PART I:

SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

STEP 1:

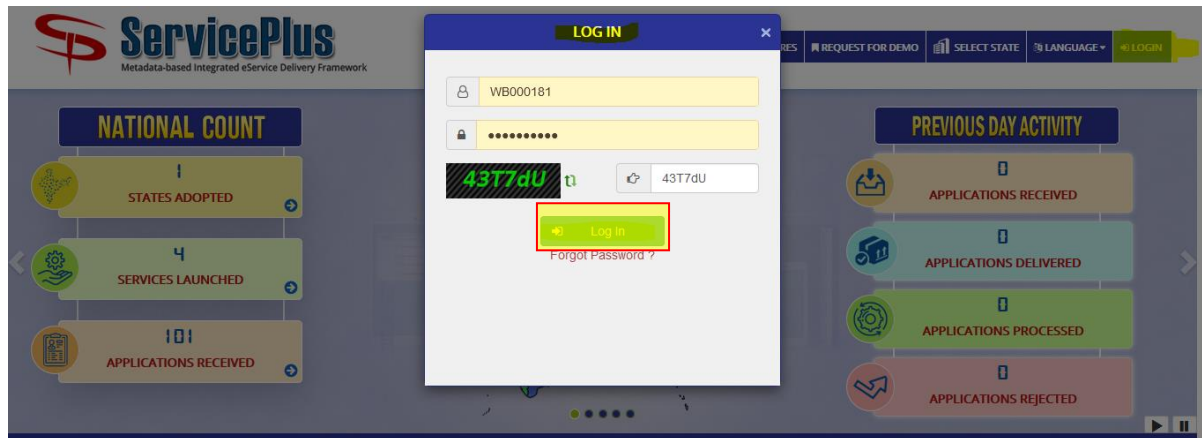
At first login to Service plus web portal: (<http://tathyasathi.bangla.gov.in>)



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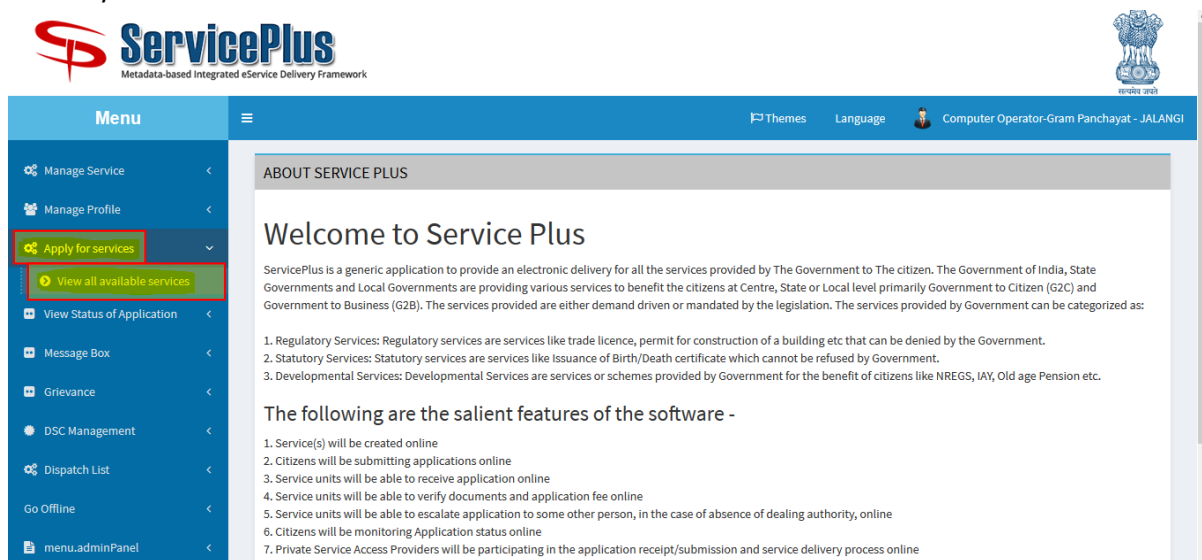
STEP 2:

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



STEP 3:

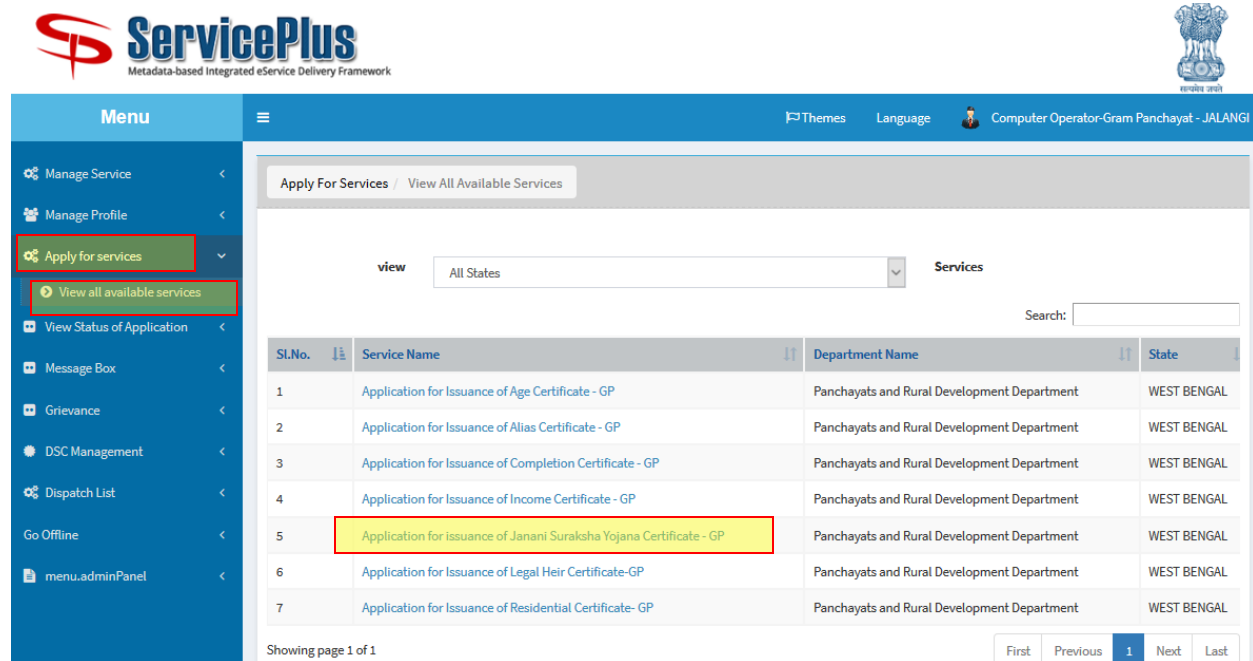
After Logging in select **“Apply for Services”** from the dashboard and select **“View all available services”** to view your submitted service.



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STEP 4:

After selecting “View all available services” now select your “Application for issuance of Janani Suraksha Yojana Certificate - GP” to check your application.



The screenshot shows the ServicePlus application interface. The left sidebar contains a menu with the following items: Manage Service, Manage Profile, Apply for services, View Status of Application, Message Box, Grievance, DSC Management, Dispatch List, Go Offline, and menu.adminPanel. The 'Apply for services' item is highlighted, and its sub-item 'View all available services' is selected. The main content area displays a table of services available for application. The table has columns for SL.No., Service Name, Department Name, and State. The service 'Application for issuance of Janani Suraksha Yojana Certificate - GP' is highlighted in yellow. The table also shows other services like Age Certificate, Alias Certificate, Completion Certificate, Income Certificate, Legal Heir Certificate, and Residential Certificate, all issued by the Panchayats and Rural Development Department in West Bengal.

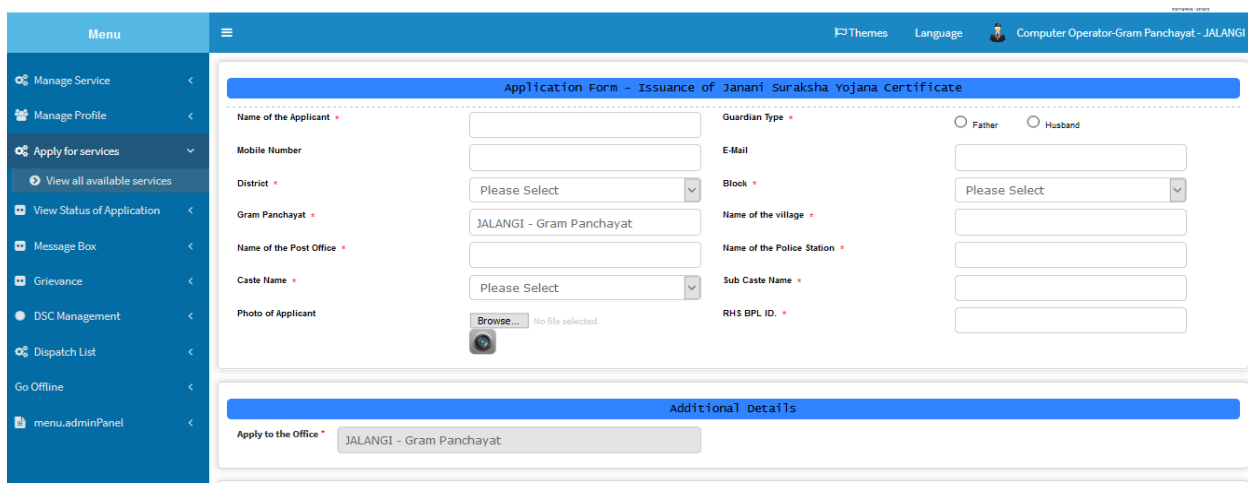
SL.No.	Service Name	Department Name	State
1	Application for Issuance of Age Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
2	Application for Issuance of Alias Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
3	Application for Issuance of Completion Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
4	Application for Issuance of Income Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
5	Application for issuance of Janani Suraksha Yojana Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
6	Application for Issuance of Legal Heir Certificate-GP	Panchayats and Rural Development Department	WEST BENGAL
7	Application for Issuance of Residential Certificate- GP	Panchayats and Rural Development Department	WEST BENGAL

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.

Blank Form:



The screenshot shows the 'Application Form - Issuance of Janani Suraksha Yojana Certificate'. The form is divided into two main sections: 'Application Form' and 'Additional details'. The 'Application Form' section contains fields for Name of the Applicant, Mobile Number, District, Gram Panchayat, Name of the Post Office, Caste Name, Photo of Applicant, Guardian Type (Father or Husband), E-Mail, Block, Name of the village, Name of the Police Station, Sub Caste Name, and RHIS BPL ID. The 'Additional details' section contains a field for 'Apply to the Office' with the value 'JALANGI - Gram Panchayat'.

Application Form - Issuance of Janani Suraksha Yojana Certificate	
Name of the Applicant	Guardian Type
Mobile Number	E-Mail
District	Block
Gram Panchayat	Name of the village
Name of the Post Office	Name of the Police Station
Caste Name	Sub Caste Name
Photo of Applicant	RHIS BPL ID

Additional details	
Apply to the Office	JALANGI - Gram Panchayat

User Manual – Application for Issuance of Janani Suraksha Yojana Certificate-GP

Filled up Sample 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

Themes **Language** **Computer Operator-Gram Panchayat - JALANGI**

Application Form - Issuance of Janani Suraksha Yojana Certificate

Name of the Applicant : Sunita Mahato Guardian Type : ☐ Father ☒ Husband

Name of applicant's Husband : Rabi Mahato


Mobile Number : E-Mail :

District : MURSHIDABAD Block : JALANGI

Gram Panchayat : JALANGI - Gram Panchayat Name of the village : Kandi

Name of the Post Office : Kantanagar Name of the Police Station : Nabagram

Caste Name : Schedule Tribe Sub Caste Name : Munda


Photo of Applicant :  profile11.jpg

RHS BPL ID : WB-21-569-36/452

Additional Details

Apply to the Office : JALANGI - Gram Panchayat

Word verification

3J88qv 

Please enter the characters shown above

3J88qv

STEP 6:

This is preview after which you can re edit it by clicking “Edit” or submit it by clicking “Submit”.

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 Janani Suraksha Yojana Certificate

Name of the Applicant : Sunita Mahato Guardian Type : Husband


Name of applicant's Husband : Rabi Mahato

District : MURSHIDABAD Block : JALANGI

Gram Panchayat : JALANGI - Gram Panchayat Name of the village : Kandi

Name of the Post Office : Kantanagar Name of the Police Station : Nabagram

Caste Name : Schedule Tribe Sub Caste Name : Munda

Photo of Applicant : 

RHS BPL ID : WB-21-569-36/452

Additional Details

Apply to the Office : JALANGI - Gram Panchayat

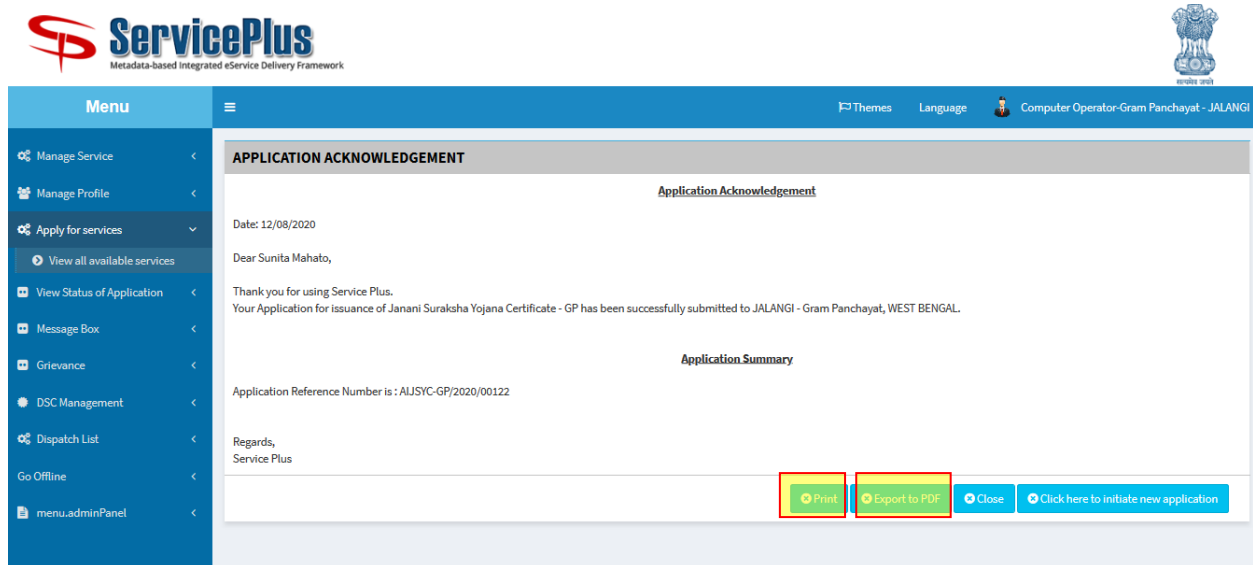
Draft Reference No : Draft_AJJSYC-GP/2020/00131

12/8/2020 11:39:25 IST <http://kathiyasathi.bangla.gov.in/configure>

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STEP 7:

This is the applicant's acknowledgement slip with ref-no: AIJSYC-GP/2020/00122 which can be printed or downloaded as pdf respectively.



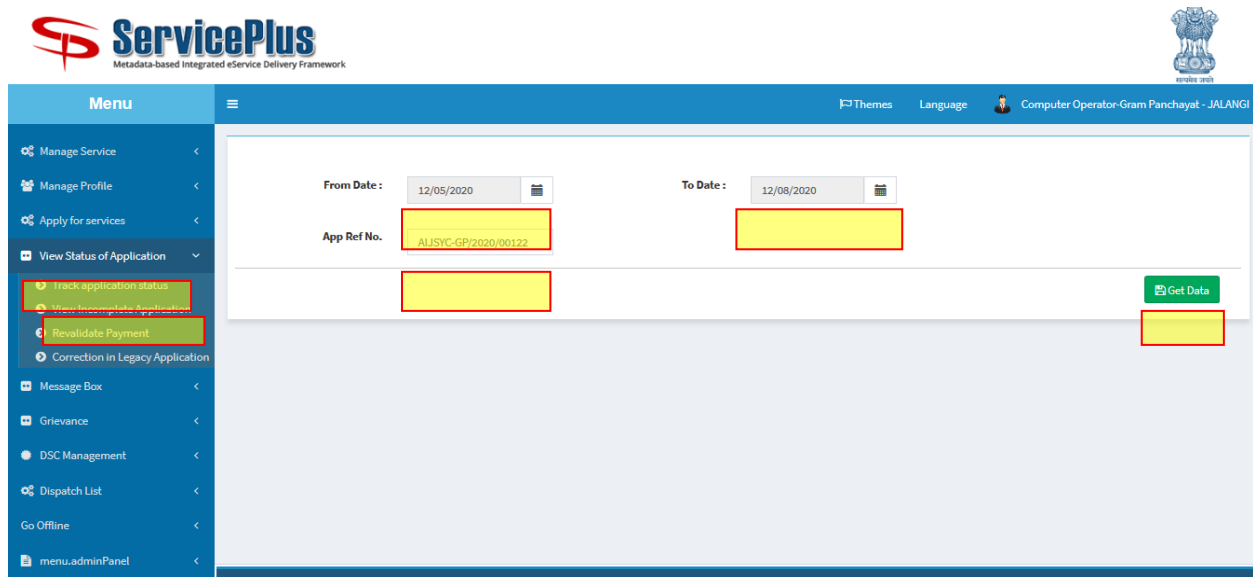
The screenshot shows the 'APPLICATION ACKNOWLEDGEMENT' page in the ServicePlus portal. The page header includes the ServicePlus logo and the text 'Metadata-based Integrated eService Delivery Framework'. The right header shows 'Themes', 'Language', and the user 'Computer Operator-Gram Panchayat - JALANGI'. 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 displays the 'Application Acknowledgement' for the date 12/08/2020, addressed to 'Dear Sunita Mahato'. It thanks the user for using Service Plus and confirms that the application for the Janani Suraksha Yojana Certificate - GP has been successfully submitted to JALANGI - Gram Panchayat, WEST BENGAL. Below this, the 'Application Summary' shows the 'Application Reference Number is : AIJSYC-GP/2020/00122'. 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 "App Ref No." (Application ref. no:) ***** and selecting "Get Data" button.



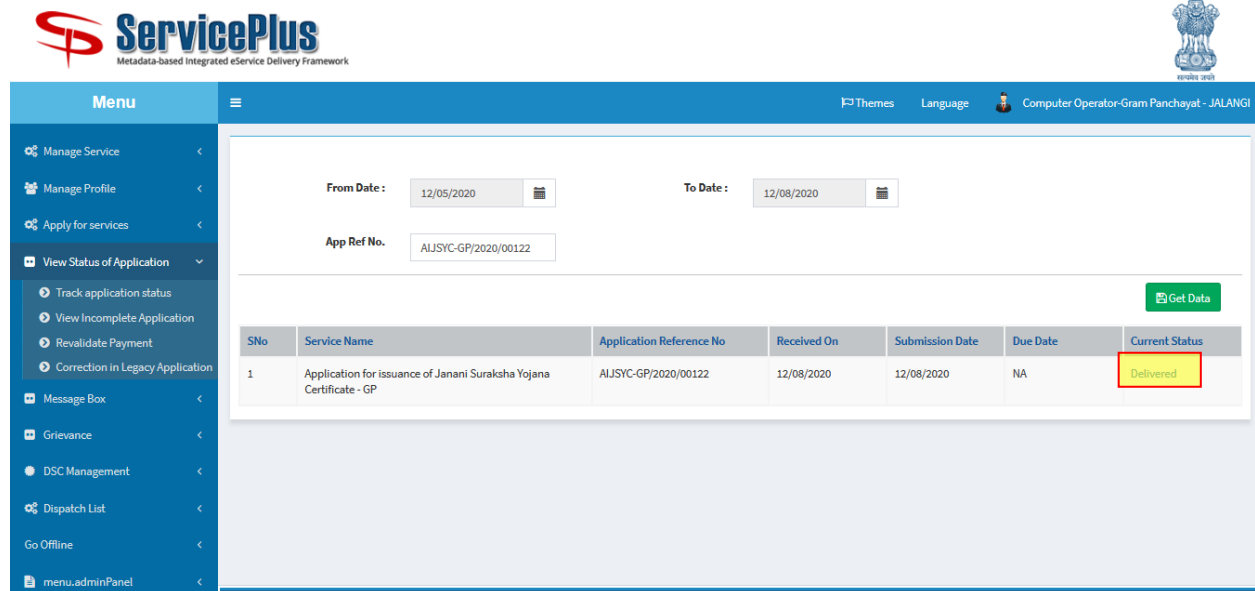
The screenshot shows the 'View Status of Application' page in the ServicePlus portal. The page header is the same as the previous screenshot. The left menu is expanded, showing options like 'Manage Service', 'Manage Profile', 'Apply for services', 'View Status of Application', 'Track application status', 'View incomplete Application', 'Revalidate Payment', 'Correction in Legacy Application', 'Message Box', 'Grievance', 'DSC Management', 'Dispatch List', 'Go Offline', and 'menu.adminPanel'. The main content area displays the 'View Status of Application' form. It has fields for 'From Date' (12/05/2020) and 'To Date' (12/08/2020). Below these, there is a field for 'App Ref No.' with the value 'AIJSYC-GP/2020/00122'. At the bottom right, there is a 'Get Data' button.

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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 Janani Suraksha Yojana certificate.



ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu: Manage Service, Manage Profile, Apply for services, View Status of Application, Message Box, Grievance, DSC Management, Dispatch List, Go Offline, menu.adminPanel

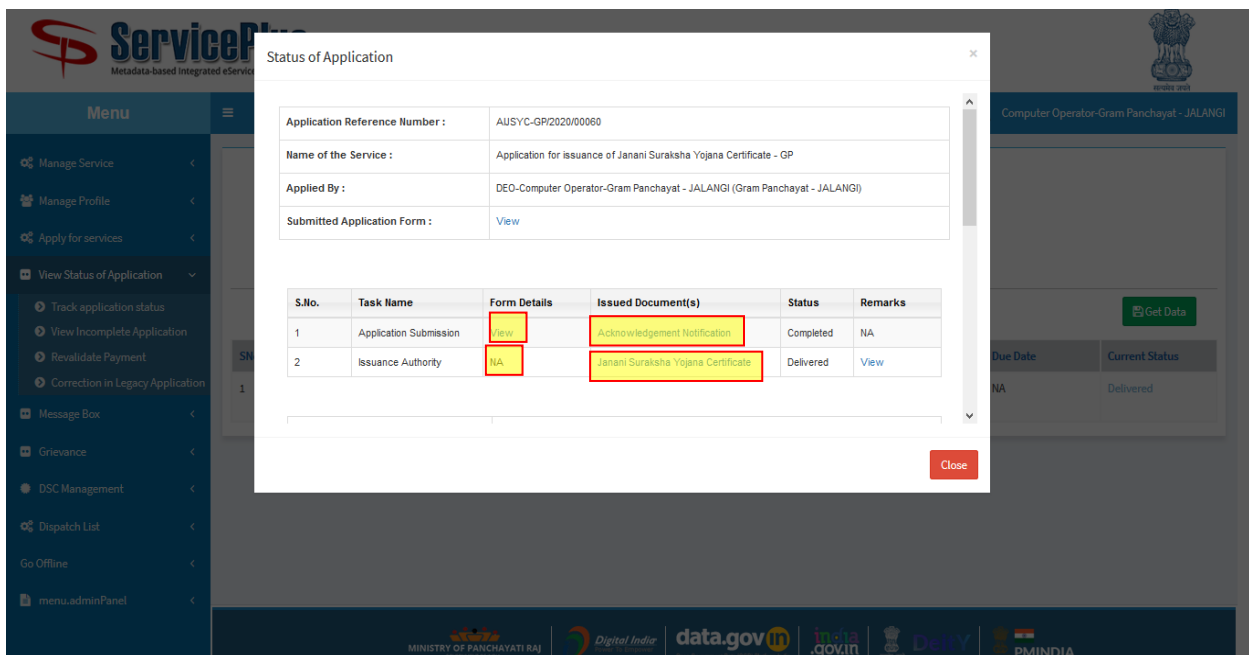
From Date: 12/05/2020 To Date: 12/08/2020 App Ref No.: AIJSCY-GP/2020/00122

Get Data

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for issuance of Janani Suraksha Yojana Certificate - GP	AIJSCY-GP/2020/00122	12/08/2020	12/08/2020	NA	Delivered

STEP 3:

After selecting delivered a modal pops up with applicant's all details such as their 'Janani Suraksha Yojana certificate' provided, 'Submitted Application Form' etc. which can be downloaded for future use.



ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu: Manage Service, Manage Profile, Apply for services, View Status of Application, Message Box, Grievance, DSC Management, Dispatch List, Go Offline, menu.adminPanel

Computer Operator-Gram Panchayat - JALANGI

Get Data

Status of Application

Application Reference Number : AIJSCY-GP/2020/00060

Name of the Service : Application for issuance of Janani Suraksha Yojana 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 Notification	Completed	NA
2	Issuance Authority	NA	Janani Suraksha Yojana Certificate	Delivered	View

Close

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User Manual – Application for Issuance of Janani Suraksha Yojana

Certificate-GP

STEP 4:

A Sample of **Janani Suraksha Yojana certificate** has been provided which can be get by selecting the **Janani Suraksha Yojana certificate**.

The QR code and Certificate No. is unique.



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



Certificate No. : AIJSYC-GP/2020/00122 **Date : 12/08/2020**

শংসাপত্র

এতদ্বারা এই শংসাপত্র প্রদান করা হচ্ছে যে শ্রীমতি Sunita Mahato, স্বামী - Rabi Mahato, গ্রাম - Kandi, পোঃ - Kantanagar, থানা - Nabagram, জেলা - MURSHIDABAD এই গ্রামপঞ্চায়তের স্থায়ী বাসিন্দা। আমি তাকে ব্যক্তিগতভাবে চিনি। তিনি দারিদ্রসীমার নিম্নে অবস্থিত পরিবারভুক্ত যার RHS BPL Id. হল WB-21-569-36/452

তিনি তপশীল উপজাতি ভুক্ত এবং শ্রেণী হল Munda ।

জননী সুরক্ষা যোজনা প্রকল্পের আওতায় সুবিধা পাওয়ার জন্য তার নাম সুপারিশ করা হচ্ছে।

To Whom It May Concern

This is to certify that Smt. Sunita Mahato, wife of - Rabi Mahato, residing at Village - Kandi, P.O. - Kantanagar, P.S. - Nabagram, Dist. - MURSHIDABAD is a permanent inhabitant of this Gram Panchayat. She is personally known to me. She belongs to BPL family and the RHS BPL Id. is WB-21-569-36/452 .

She belongs to Scheduled Tribe and her sub caste is Munda.

She is recommended for getting benefit under Janani Suraksha Yojana.



Office Seal of Gram Panchayat

Pradhan
JALANGI - Gram Panchayat

User Manual – Application for Issuance of Janani Suraksha Yojana Certificate-GP

PART III:

ISSUANCE OF JANANI SURAKSHA YOJANA CERTIFICATE: (By PRADHAN GRAM PANCHAYAT)

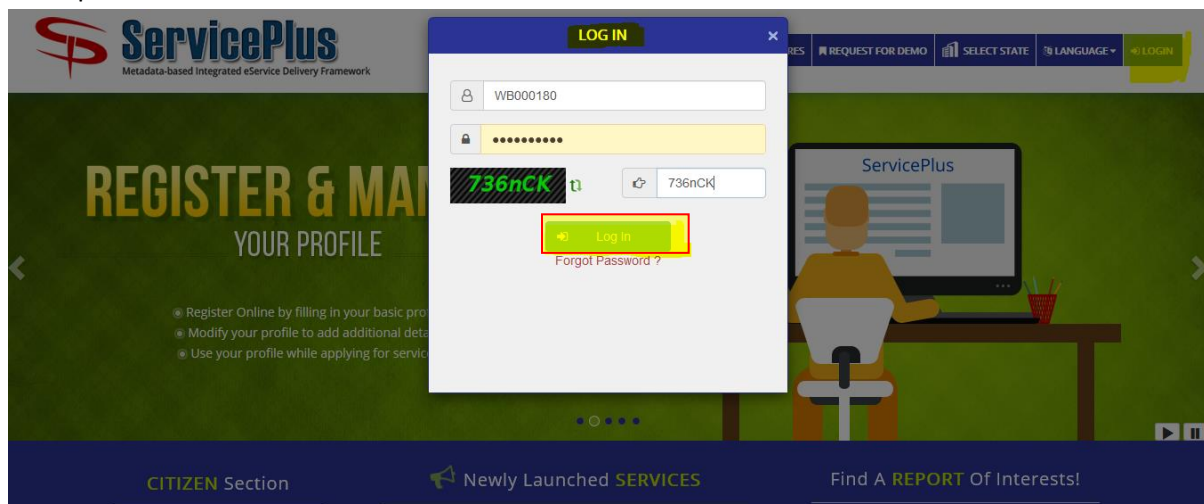
STEP 1:

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.



User Manual – Application for Issuance of Janani Suraksha Yojana 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

Pradhan Gram Panchayat JALANGI

Message Box / Inbox

Please select Service * **Application for issuance** 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. **AUSYC-GP/2020/00122** Offline Application Reference No.

Get Data

STEP 4:

Here the Pradhan has to select service **"Application for issuance of Janani Suraksha Yojana 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

Pradhan Gram Panchayat JALANGI

Message Box / Inbox

Please select Service * **Application for issuance** 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	AUSYC-GP/2020/00122	Initiated	Pull	

User Manual – Application for Issuance of Janani Suraksha Yojana Certificate-GP

STEP 5:

By selecting 'Action' of 'Reject' or 'Deliver' the certificate with the respective remark can lead to form rejection or approval.



Menu

Manage Profile

Apply for services

View Status of Application

Message Box

- Inbox
- Sent Applications
- Revalidate Payment

DSC Management

Reports

Dispatch List

Go Offline

ThemesLanguagePradhan Gram Panchayat JALANGI

Service Name-Application for issuance of Janani Suraksha Yojana Certificate - GP

Current Task-Issuance Authority

Application Reference Number-AJUSYC-GP/2020/00122

Application Received Date-12-08-2020

View Processing History

Application Reference Number :AJUSYC-GP/2020/00122

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 11:41:07	Completed

Issuance Authority

Action Form

Action

- Reject
- Deliver

Remarks

Submit

Reset

Cancel

Back to Inbox

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Delhi

PMINDIA

User Manual – Application for Issuance of Janani Suraksha Yojana

Certificate-GP

STEP 6:

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 viewed or cancelled.

By selecting 'Edit Form' button it leads to open previous page.

The screenshot shows the ServicePlus web application interface. The left sidebar contains a 'Menu' with options: Manage Profile, Apply for services, View Status of Application, Message Box, DSC Management, Reports, Dispatch List, and Go Offline. The main content area displays a form for digital signing. At the top, it asks 'Do you want to digitally sign the document?' with 'Yes' and 'No' radio buttons. Below, it says 'Document(s) to be generated'. A table lists the document: 'Certificate' with a 'View Document' icon. At the bottom, there are buttons: 'Submit', 'Edit Form', 'View Form', 'Cancel', and 'Back to Inbox'.

STEP 7:

By selecting “**View Processing History**” the application history can be seen such as ‘Application Applied Date’, ‘Issuance Authority’ name with date etc.

The screenshot shows the 'View Processing History' section. It displays application details in a table:

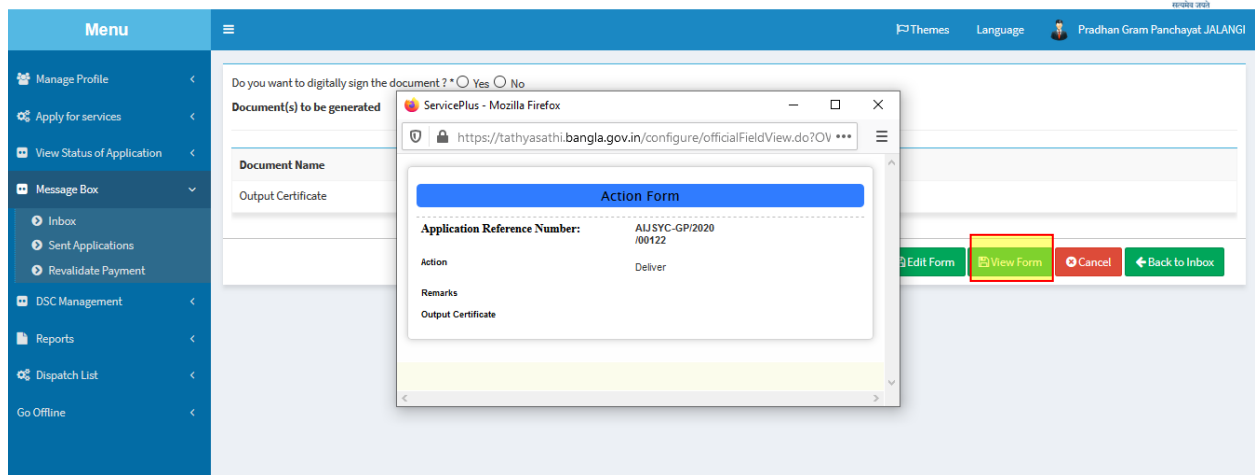
Application Reference Number :	AUSYC-GP/2020/00122
Application Applied Date :	12/08/2020
Application Due Date :	12/08/2020

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 11:41:07	Completed

User Manual – Application for Issuance of Janani Suraksha Yojana Certificate-GP

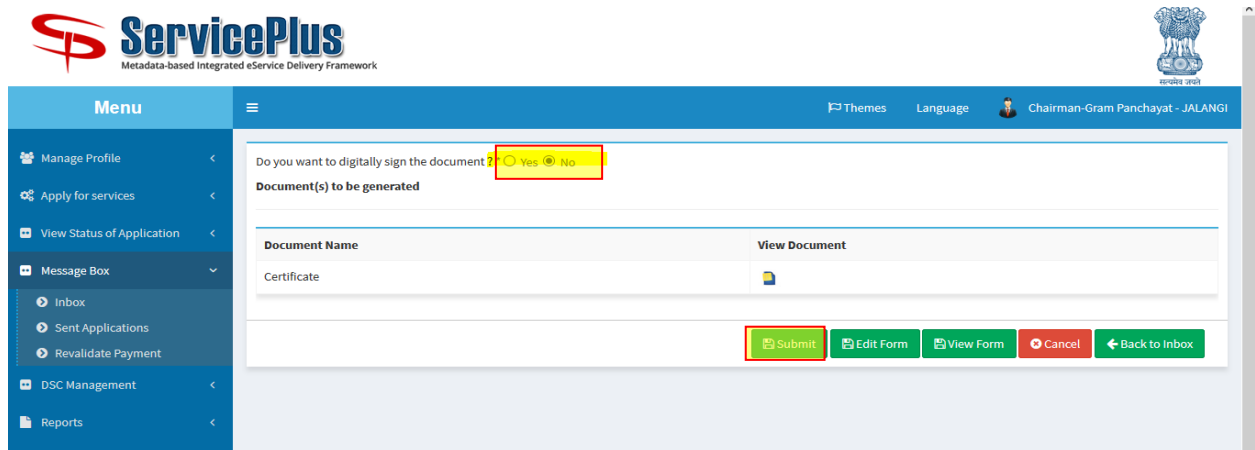
STEP 8:

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



STEP 9:

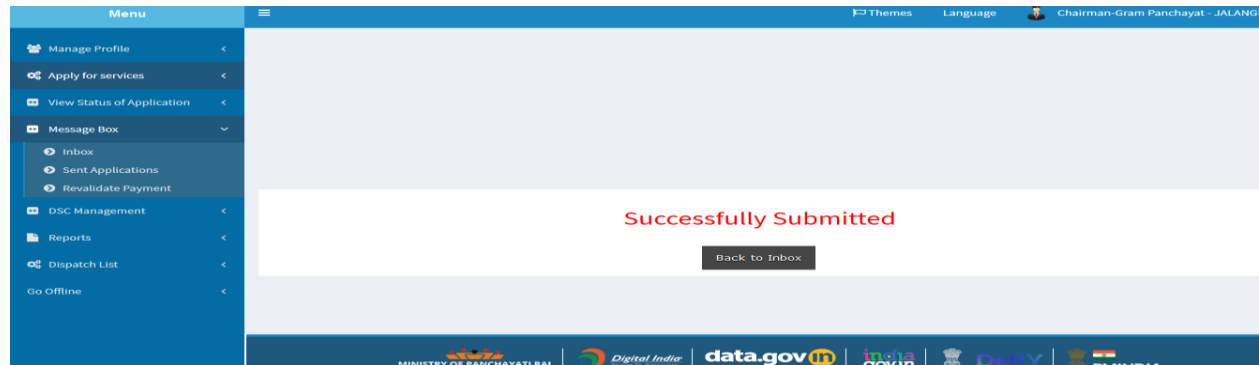
After completion of all this for the final submission would be done by selecting the radio button for getting the digitally signed document or not. Then click “Submit” or other button.



User Manual – Application for Issuance of Janani Suraksha Yojana Certificate-GP

STEP 10:

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

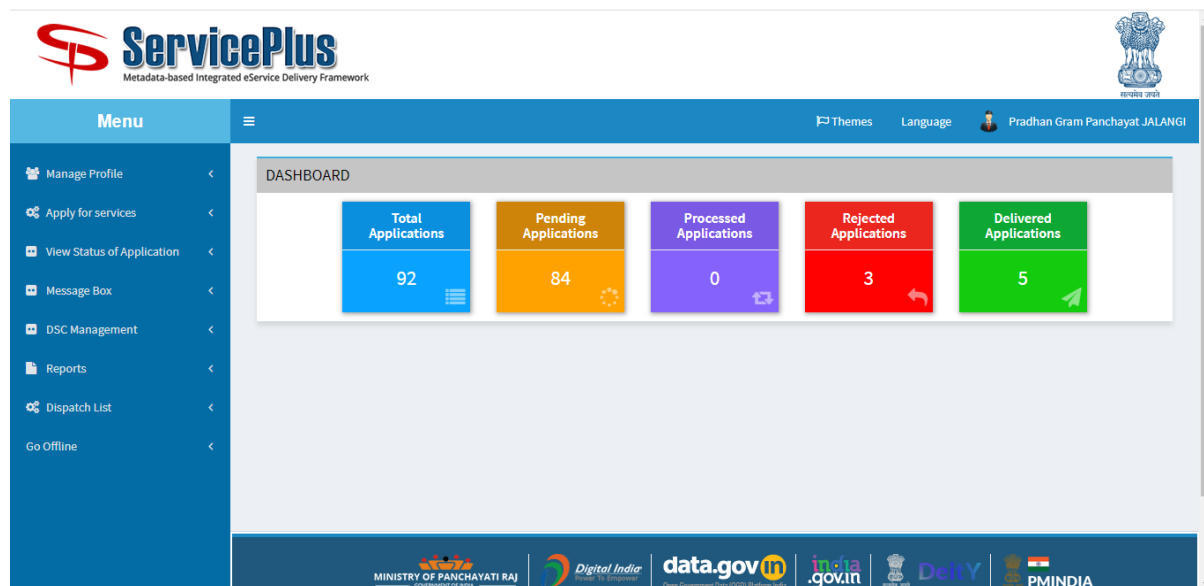


PART IV:

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.



User Manual – Application for Issuance of Janani Suraksha Yojana 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. The left menu has options like 'Manage Profile', 'Apply for services', 'View Status of Application', 'Message Box', 'DSC Management', 'Reports', 'Dispatch List', and 'View Delivered Service'. The main area is titled 'Dispatch List / View Delivered Service'. It contains filters for 'Please select Service *' (Application for issuance of Janani S...), 'Submission Office *' (JALANGI), 'From Date' (14/05/2020), 'To Date' (12/08/2020), and 'App Ref No.'. A 'Get Data' button is present. 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 Application Id 'AIJSYC-GP/2020/00122' and Mode of Delivery 'In Person'.

STEP 2:

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

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

This screenshot shows the 'View Delivered Service' screen with a certificate preview overlay. The certificate is titled 'Office of the - JALANGI - Gram Panchayat Block - JALANGI, District - MURSHIDABAD'. It contains the following text: 'Certificate No.: AIJSYC-GP/2020/00122', 'Date: 12/08/2020', and a signature. The certificate text in Bengali states: 'এজন্যকার এই পাসপোর্ট প্রদান করা হয়েছে যে সীমিত Sunita Mahato, পত্নী - Rabi Mahato, গ্রাম - Kandi, পোস্ট - Kantanagar, থানা - Nabagram, জেলা - MURSHIDABAD এই গ্রাম পঞ্চায়েতের স্থায়ী বাসিন্দা। তিনি স্বাক্ষর করেছেন এবং তার স্বামী Rabi Mahato, P.O. - Nabagram, Dist. - MURSHIDABAD is a permanent inhabitant of this Gram Panchayat. She is personally known to me. She belongs to Scheduled Caste and her sub caste is Munda.' Below this, it says 'To Whom It May Concern' and 'This is to certify that Smt. Sunita Mahato, wife of - Rabi Mahato, residing at Village - Kandi, P.O. - Kantanagar, P.S. - Nabagram, Dist. - MURSHIDABAD is a permanent inhabitant of this Gram Panchayat. She is personally known to me. She belongs to Scheduled Caste and her sub caste is Munda. She belongs to Scheduled Caste and her sub caste is Munda. She is recognized for getting benefit under Janani Suraksha Yojana.' The certificate also features a QR code and the 'Office Seal of Gram Panchayat' and 'Pradhan JALANGI - Gram Panchayat'.

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STEP 3:

Select to print from the list.

