



# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR  
CERTIFICATE-GP**

<http://tathyasathi.bangla.gov.in/>

**NIC** एनआईसी  
National  
Informatics  
Centre



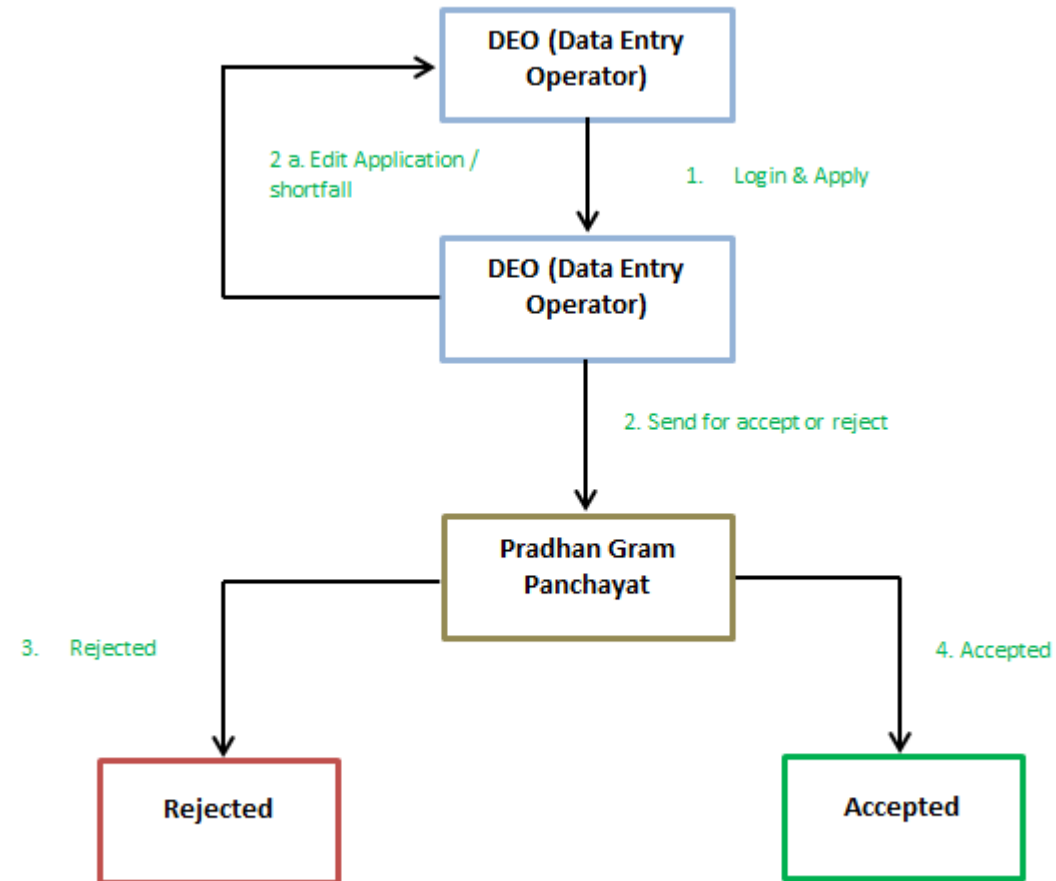
# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR  
CERTIFICATE-GP**

<http://tathyasathi.bangla.gov.in/>

**FLOW CHART**

# FLOWCHART OF THE SERVICE







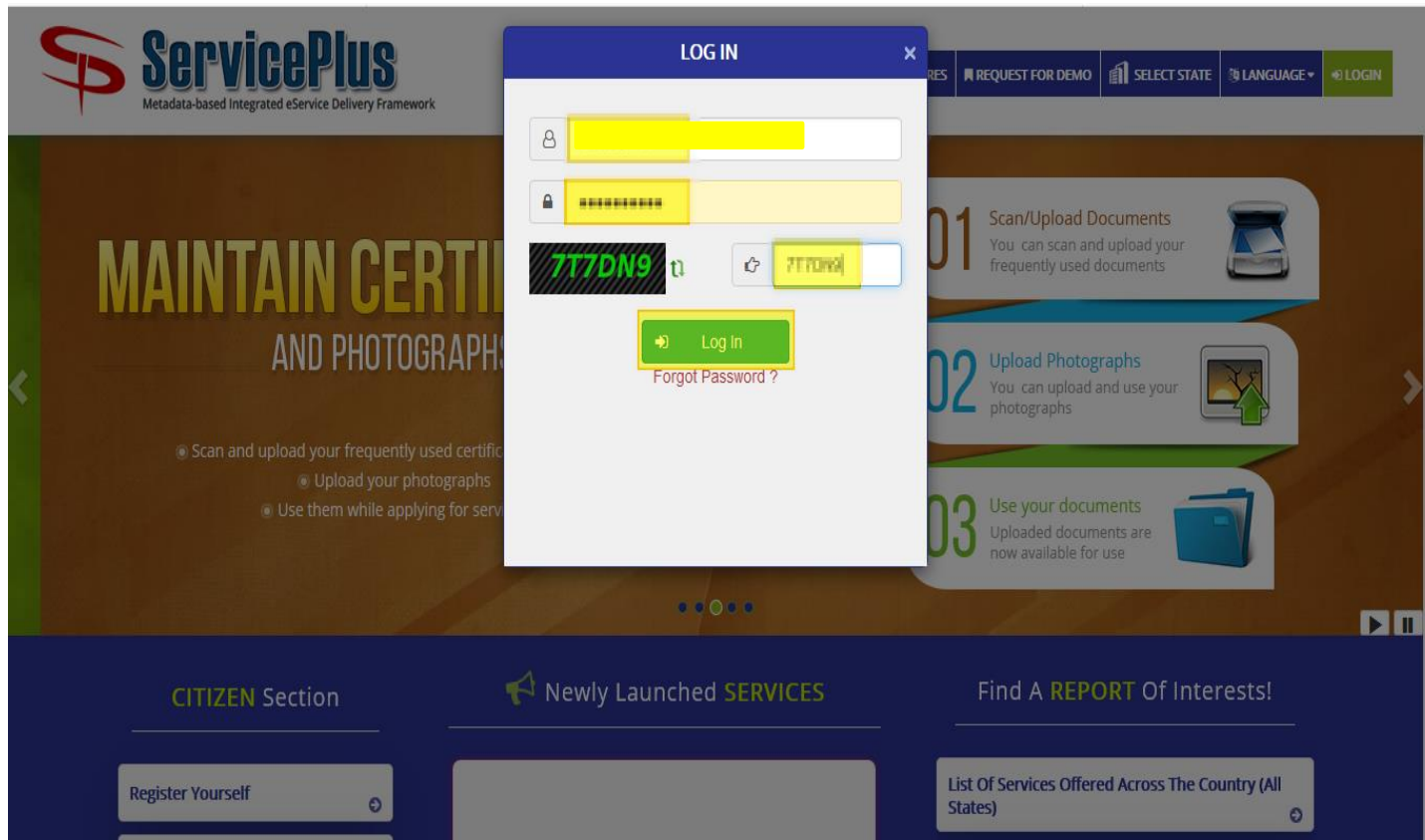
# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR  
CERTIFICATE-GP**

<http://tathyasathi.bangla.gov.in/>

**SUBMISSION OF APPLICATION  
BY DEO (COMPUTER OPERATOR)**

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)



The screenshot shows the ServicePlus website with a 'LOG IN' modal window open. The modal contains the following elements:

- USER ID:** A text input field with a yellow background, containing the text '777DN9'.
- PASSWORD:** A password input field with a yellow background, containing masked characters.
- CAPTCHA:** A CAPTCHA image showing the text '777DN9'.
- Log In Button:** A green button with a white arrow icon and the text 'Log In'.
- Forgot Password Link:** A link labeled 'Forgot Password ?' below the login button.

The background of the website shows the ServicePlus logo, navigation links (REQUEST FOR DEMO, SELECT STATE, LANGUAGE, LOGIN), and a list of services (01 Scan/Upload Documents, 02 Upload Photographs, 03 Use your documents).

## USER ID

- SIGN IN WITH USER ID OF DEO

## PASSWORD

- WITH THE VALID PASSWORD FOR DEO ID

## CAPTCHA

- MATCH THE CAPTCHA

## LOGIN

- PRESS THE LOGIN BUTTON

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

1. First go to Apply for Services

Search Bar:  
Here Application Can be  
Searched By name

2. Select View  
all available  
services

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 Caste-cum-Income Certificate-GP	Panchayats and Rural Development Department	WEST BENGAL
4	Application for Issuance of Completion Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
5	Application for Issuance of Electricity Permission Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
6	Application for Issuance of Income Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
7	Application for issuance of Janani Suraksha Yojana Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
8	Application for Issuance of Legal Heir Certificate-GP	Panchayats and Rural Development Department	WEST BENGAL
9	Application for Issuance of Residential Certificate- GP	Panchayats and Rural Development Department	WEST BENGAL
10	Demo Income Cert - GP	Panchayats and Rural Development Department	WEST BENGAL

3. Select your service:  
Application for Issuance of  
Legal Heir Certificate-GP

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

Application Form - Issuance of Legal Heir Certificate-GP

Name of Deceased *	<input type="text" value="Anik Roy"/>	Name of the Deceased's Guardian *	<input checked="" type="radio"/> Father's Name <input type="radio"/> Husband's Name	Name of Applicant's Father	<input type="text" value="Bijan Roy"/>
Sex *	<input checked="" type="radio"/> Male <input type="radio"/> Female	E-Mail	<input type="text"/>	Mobile Number	<input type="text"/>
District *	<input type="text" value="MURSHIDABAD"/>	Block *	<input type="text" value="JALANGI"/>	Gram Panchayat *	<input type="text" value="JALANGI"/>
Name of Village *	<input type="text" value="Rajhathi"/>	Police Station *	<input type="text" value="Khanakul"/>	Post Office *	<input type="text" value="Bandar"/>
Is the exact date of death known? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Date of Death *	<input type="text"/>	Year *	<input type="text" value="2019"/>
Day *	<input type="text" value="10"/>	Month *	<input type="text" value="OCT"/>	Applicant's Sex *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Death Certificate Regn. No. (if any)	<input type="text" value="NA"/>	Name of Applicant *	<input type="text" value="Rohan Roy"/>		

Legal Details

Legal			
Sl. No. *	Name of the legal heir *	Relation *	Age (in years) *
<input type="text" value="1"/>	<input type="text" value="Sujata Roy"/>	<input type="text" value="Daughter"/>	<input type="text" value="23"/>

Additional Details

Apply to the Office \*

Word verification

29ixW7

Please enter the characters shown above

29ixW7

Activate Windows  
Go to Settings to activate Windows.

## Name of the Deceased

- Deceased Name

## Sex

- Deceased Sex

## Guardian Name

- Guardian name of the Deceased person.

## Mobile

- This is Optional

## Email

- Valid Email Address as this id would get further notification for the application process.

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

Manage Profile

Apply for services

View all available services

View Status of Application

Message Box

Grievance

DSC Management

Reports

Dispatch List

Go Offline

menu.adminPanel

Application Form - Issuance of Legal Heir Certificate-GP

Name of Deceased \*

Anik Roy

Sex \*

☒ Male

☐ Female

District \*

MURSHIDABAD

Name of Village \*

Rajhati

Is the exact date of death known? \*

☒ Yes

☐ No

Day \*

10

Death Certificate Regn. No. (if any)

NA

Name of the Deceased's Guardian \*

☒ Father's Name

☐ Husband's Name

E-Mail

Block \*

JALANGI

Police Station \*

Khanakul

Date of Death \*

Month

OCT

Year \*

2019

Name of Applicant's Father

Bijan Roy

Mobile Number

Gram Panchayat \*

JALANGI

Post Office \*

Bandar

Name of Applicant \*

Rohan Roy

Applicant's Sex \*

☒ Male

☐ Female

Legal Details

Legal

Sl. No. \*

1

Name of the legal heir \*

Sujata Roy

Relation \*

Daughter

Age (in years) \*

23

Additional Details

Apply to the Office \*

JALANGI

Word verification

29ixW7

Please enter the characters shown above

29ixW7

Activate Windows

Go to Settings to activate Windows.

Draft

Submit

Close

Reset

District

- Select the District

Block

- Select the Block

Gram Panchayat

- Select the Gram panchayat

Village

- Village name

Police Station

- Police Station

Post Office

- Post office Name



# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

Manage Profile

Apply for services

View all available services

View Status of Application

Message Box

Grievance

DSC Management

Reports

Dispatch List

Go Offline

menu.adminPanel

Application Form - Issuance of Legal Heir Certificate-CP

Name of Deceased \*

Anik Roy

Sex \*

☒ Male

☐ Female

District \*

MURSHIDABAD

Name of Village \*

Rajhathi

Is the exact date of death known? \*

☒ Yes

☐ No

Day \*

10

Death Certificate Regn. No. (if any)

NA

Name of the Deceased's Guardian \*

☒ Father's Name

☐ Husband's Name

E-Mail

Block \*

JALANGI

Police Station \*

Khanakul

Date of Death \*

Month

OCT

Year \*

2019

Name of Applicant's Father

Bijan Roy

Mobile Number

Gram Panchayat \*

JALANGI

Post Office \*

Bandar

Name of Applicant \*

Rohan Roy

Applicant's Sex \*

☒ Male

☐ Female

Legal

Sl. No. \*

1

Name of the legal heir \*

Sujata Roy

Relation \*

Daughter

Age (in years) \*

23

Additional Details

Apply to the Office \*

JALANGI

Word verification

29ixW7

Please enter the characters shown above

29ixW7

Activate Windows

Go to Settings to activate Windows.

Draft

Submit

Close

Reset

Date of Death

- Mention Death of Death.

Death Certificate Reg. No.

- Not Mandatory

Applicant's Name & Sex

- Mention Applicant' Name & Sex.

Captcha

- Match the Captcha

Submit

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

Menu

- Manage Service
- Manage Profile
- Apply for services
  - View all available services
- View Status of Application
- Message Box
- Grievance
- DSC Management
- Reports
- Dispatch List
- Go Offline
- menu.adminPanel

Themes Language

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

### Application Form - Issuance of Legal Heir Certificate-GP

Name of Deceased :	Anik Roy
Name of the Deceased's Guardian :	Father's Name
Name of the Deceased's Father/ Husband :	Bijan Roy
Sex :	Male
District :	MURSHIDABAD
Block :	JALANGI
Gram Panchayat :	JALANGI
Name of Village :	Rajhati
Police Station :	Khanakul
Post Office :	Bandar
Is the exact date of death known? :	Yes
Day :	10
Month :	OCT
Year :	2019
Death Certificate Regn. No. (if any) :	NA
Name of Applicant :	Rohan Roy
Applicant's Sex :	Male

#### Legal Details

Sl. No.	Name of the legal heir	Relation	Age (in years)
1	Sujata Roy	Daughter	25

#### Additional Details

Apply to the Office	JALANGI - Gram Panchayat
Draft Reference No :	Draft_AFIOLHC-GP/2020/00188

11/9/2020 11:16:10 IST

[Attach Annexure](#) [Edit](#) [Cancel](#) [Click here to initiate new application](#)

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

## Draft Mode

- This is the Draft mode of the application.
- Please check before submitting
- If Something goes Wrong go to Edit Option

## Attach Annexure

- By clicking on this button applicant can attach/upload there required documents.

## Cancel

- To cancel the application

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

**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
- Reports
- Dispatch List
- Go Offline
- menu.adminPanel

Themes Language

**ATTACH ENCLOSURE(S)**

Enclosure(s):

Type of Enclosure *	Enclosure Document *	File Reference *
EPIC/ PAN/ Other documents *	EPIC/ PAN/ Other documents of the all the legal heirs s...	Browse... TEST.pdf Scan Fetch from DigiLocker
EPIC/ PAN/ Other document of the applicant *	EPIC/ PAN/ Other document of the applicant	Browse... TEST.pdf Scan Fetch from DigiLocker
Death Certificate	Death Certificate	Browse... TEST.pdf Scan Fetch from DigiLocker

Document Format

Save Annexure Cancel Back

Go to Settings to activate Windows

## Enclosure Document

- Select from the dropdown for the annexure to be attached.

## Browse

- To select the document

## Save Annexure

- For attaching the and saving the document

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

Name of Applicant : Rohan Roy

Applicant's Sex : Male

## Legal Details

### Legal

Sl. No.	Name of the legal heir	Relation	Age (in years)
1	Sujata Roy	Daughter	23

## Annexure List

- 1) EPIC/ PAN/ Other documents EPIC/ PAN/ Other documents of the all the legal heirs showing linkage with the deceased
- 2) EPIC/ PAN/ Other document of the applicant EPIC/ PAN/ Other document of the applicant
- 3) Death Certificate Death Certificate

## Additional Details

Apply to the Office JALANGI - Gram Panchayat

Draft Reference No : Draft\_AFIOLHC-GP/2020/00188

Submit to finalize  
the application

Submit

Cancel

Click here to initiate new application

Activate Windows  
Go to Settings to activate Windows.

# SUBMISSION OF APPLICATION BY DEO (COMPUTER OPERATOR)

- Mandatory: Submit the acknowledgement slip and show the supporting documents in Original at the Gram Panchayat desk .

**Menu** ≡ Themes Language

**APPLICATION ACKNOWLEDGEMENT**

Application Acknowledgement

Date: 11/09/2020

Dear Sir/Madam,

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

Application Summary

Application Reference Number is AFIOLHC-GP/2020/00176.  
Your application was received by DEO/Webservice mode on 11/09/2020.

Regards  
ServicePlus

**Mandatory:** Submit the acknowledgement slip and show the supporting documents in **Original** at the Gram Panchayat desk.

**Print to keep the Acknowledgement**

**Export to PDF to download as PDF for future reference**





# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR  
CERTIFICATE-GP**

<http://tathyasathi.bangla.gov.in/>

**PROCESS APPLICATION  
BY DEO (COMPUTER OPERATOR) (1<sup>st</sup> Part)**

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

**Menu**

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

**2. Select Service**

Please select Service \* **Application for Issuance**

Version No. \* V-4

Select Task \* **Application Receipt by D**

From Date : 01/01/2017 To Date : 11/09/2020

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

App Ref No. Offline Application Reference No.

**4. Click on Get Data**

**Get Data**

Showing 1 to 3 of 3 entries

No.	Application Number	Status	Action	Return to Pool
	AFIOLHC-GP/2020/00173	Initiated	Take Action	
	AFIOLHC-GP/2020/00174	Initiated	Take Action	
	AFIOLHC-GP/2020/00176	Initiated	<b>Pull</b>	

**1. Click on Message box and then inbox**

**3. Select Task**

**5. PULL**

OWS  
Activate Windows.

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

Message Box

Inbox

Sent Applications

Revalidate Payment

Grievance

DSC Management

Reports

Dispatch List

Go Offline

menu.adminPanel

View Processing History

View Processing History:  
Here Officials can see the All  
the history of Application

Application Receipt by DEO

DEO Action Form

Action \*

☒ Return to Edit Application

☐ Forward

Application Form

Application Form

Name of Applicant

Sex

Remarks \*

Change Name.

Put Remarks

Submit


Submit


Reset

Cancel

Back to Inbox

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

**ServicePlus**  
Metadata-based Integrated eService Delivery Framework



Menu


Manage Service <Manage Profile <Apply for services <View Status of Application <Message Box >Inbox >Sent Applications >Revalidate Payment <Grievance <DSC Management <Reports <Dispatch List <Go Offline <menu.adminPanel <


ThemesLanguage


After successful submission this message will be shown.


Successfully Submitted


Back to Inbox


**MINISTRY OF PANCHAYATI RAJ**  
GOVERNMENT OF INDIA

**Digital India**  
Power To Empower

**data.gov.in**  
Open Government Data (OGD) Platform India

**india.gov.in**

**Deity**

**PMINDIA**

Site is technically designed, hosted and maintained by National Informatics Centre  
Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj  
POWERED BY SERVICEPLUS



# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR  
CERTIFICATE-GP**

<http://tathyasathi.bangla.gov.in/>

**TRACKING & EDITING BY DEO**  
**(COMPUTER OPERATOR)**




# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

The screenshot shows the ServicePlus web application interface. The top header includes the ServicePlus logo, the text 'Metadata-based Integrated eService Delivery Framework', and the Government of India emblem. A left sidebar contains a 'Menu' with 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', and 'Reports'. The main content area features a search section with 'From Date' (11/06/2020) and 'To Date' (11/09/2020) fields, and an 'App Ref No.' field containing 'AFIOLHC-GP/2020/00176'. A 'Get Data' button is located to the right of the search fields. Below the search section is a table with the following data:

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
	Application for Issuance of Legal Heir Certificate-GP	AFIOLHC-GP/2020/00176	11/09/2020	11/09/2020	NA	Waiting for Applicant's Response!

Four numbered callouts provide instructions: 1. View Status Of Application (points to the 'View Status of Application' menu item), 2. Track Application Status (points to the 'Track application status' menu item), 3. Get Data (points to the 'Get Data' button), and 4. Select From And To date (points to the date selection fields). A fifth callout, 'Click On this To know the Status of Application', points to the 'Current Status' column in the table.

# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

**ServicePlus**  
Metadata-based Integrated eService

**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
- Reports
- Dispatch List


### Status of Application

Application Reference Number :	AFIOLHC-GP/2020/00176
Name of the Service :	Application for Issuance of Legal Heir Certificate-GP
Applied By :	DEO-Computer Operator-Gram Panchayat - JALANGI (Gram Panchayat - JALANGI)
Application due Date :	11/09/2020

**\*Action to be taken by an applicant**  
You are required to edit the application form. Please [click here](#) to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	<a href="#">View</a>	<a href="#">Acknowledgement</a>	Completed	NA
2	Application Receipt by DEO	NA	Nil	Return to Edit Application	<a href="#">View</a>


[Click here](#)  
[Close](#)

**Computer Operator-Gram Panchayat - JALANGI**  
[Get Data](#)

Due Date	Current Status
NA	Waiting for Applicant's Response!

Activate Windows

# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

**ServicePlus**  
Metadata-based Integrated eService

**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
- Reports
- Dispatch List

**Status of Application**

**Application Form - Issuance of Legal Heir Certificate-GP**

Name of Deceased *	Amit Roy	Name of the Deceased's Guardian *	Father's Name	Name of the Deceased's Father/Husband *	Bijan Roy
Sex *	Male	E-Mail		Mobile Number	
District *	MURSHIDABAD	Block *	JALANGI	Gram Panchayat *	JALANGI
Name of Village *	Rajhati	Police Station *	Khanakul	Post Office *	Bandar
Is the exact date of death known? *	Yes	Date of Death *			
Day *	10	Month *	OCT	Year *	2019
Death Certificate Regn. No. (if any)	NA	Name of Applicant *	Rohan Roy	Applicant's Sex *	Male
GP Text					

Close

Computer Operator-Gram Panchayat - JALANGI

Get Data

Due Date	Current Status
NA	Waiting for Applicant's Response!

Activate Windows

# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

**Status of Application**

**Additional Details**

Apply to the Office \* JALANGI - Gram Panchayat

**Word verification**

**Pa514w**

Please enter the characters shown above

**Submit** **Reset**

**Enter Captcha**

**Submit**

**Close**

**Service Plus**  
Metadata-based Integration

**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
- Reports


**Operator-Gram Panchayat - JALANGI**

Date	Current Status
	Waiting for Applicant's Response!

**Get Data**


**data.gov** **India** **GOV** **Ministry of Panchayati Raj**

# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

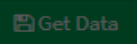
**ServicePlus**  
Metadata-based Integrated eService

**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 <
- Reports <

  
স্বাধীনতা জয়ন্তে

Computer Operator-Gram Panchayat - JALANGI



Due Date	Current Status
NA	Waiting for Applicant's Response!

### Status of Application

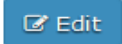

Sl. No.	Name of the legal heir	Relation	Age (in years)
1	Sujata Roy	Daughter	23


**Additional Details**

Apply to the OfficeJALANGI - Gram Panchayat

Draft Reference No :AFIOLHC-GP/2020/00176

11/9/2020 11:54:44 IST



**Attach Annexure**



# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

The screenshot shows the 'Status of Application' window in the ServicePlus system. The window contains three document upload sections, each with a dropdown menu, a 'Document Format' icon, and a 'Preview' link. The first two sections are for 'EPIC/ PAN/ Other documents' and 'EPIC/ PAN/ Other document of the applicant', both with 'EPIC/ PAN/ Other document' selected. The third section is for 'Death Certificate' with 'Death Certificate' selected. A callout points to the 'Death Certificate' dropdown with the text 'Select "Enclosure Document"'. At the bottom right, there is a green 'Save Annexure' button and a blue 'Back' button. A second callout points to the 'Save Annexure' button with the text 'Save Annexure'. A red 'Close' button is located at the bottom right of the window. The background shows a sidebar menu with options like 'Menu', 'Service', 'Profile', 'services', 'Status of Application', 'Track application status', 'Incomplete Application', 'Validate Payment', 'Section in Legacy Application', 'Box', 'nce', 'Management', and 's'.

ServicePlus  
Metadata-based Integrated eService

Menu

Service <

Profile <

services <

Status of Application >

Track application status

Incomplete Application

Validate Payment

Section in Legacy Application

Box <

nce <

Management <

s <

Status of Application

EPIC/ PAN/ Other documents •

EPIC/ PAN/ Other document

Document Format

Preview X

EPIC/ PAN/ Other document of the applicant •

EPIC/ PAN/ Other document

Document Format

Preview X

Death Certificate

Death Certificate

Document Format

Preview X

Save Annexure

Back

Select "Enclosure Document"

Save Annexure

Close

# TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

**ServicePlus**  
Metadata-based Integrated eService

Menu

- Home
- Services
- Application status
- Complete Application
- Payment
- In Legacy Application

1

SN

Due Date

NA

Comput

### Status of Application


applicant


3) Death Certificate [Death Certificate](#)

**Additional Details**

Apply to the Office JALANGI - Gram Panchayat

Draft Reference No : AFIOLHC-GP/2020/00176

 Submit

 Close

Click on Submit

## TRACKING OF APPLICATION STATUS BY DEO (COMPUTER OPERATOR)

- Mandatory: Submit the acknowledgement slip and show the supporting documents in Original at the Gram Panchayat desk .

The screenshot shows a web application interface with a dark blue sidebar on the left containing menu items like 'Application', 'Application status', 'Complete Application', 'Payment', and 'Legacy Application'. The main content area displays a 'Status of Application' window. The window title is 'Status of Application'. The text inside reads: 'Thank you for using ServicePlus. Your Application for Issuance of Legal Heir Certificate-GP has been successfully submitted to JALANGI - Gram Panchayat, WEST BENGAL.' Below this is an 'Application Summary' section with the text: 'Application Reference Number is AFIOLHC-GP/2020/00176. Your application was received by DEO/Webservice mode on 11/09/2020.' This is followed by 'Regards ServicePlus' and a 'Mandatory' instruction: 'Mandatory: Submit the acknowledgement slip and show the supporting documents in Original at the Gram Panchayat desk.' At the bottom of the window are two buttons: 'Print' and 'Export to PDF'. A callout box with the text 'Click To make PDF' points to the 'Export to PDF' button. Another callout box with the text 'Click to Print' points to the 'Print' button. A 'Close' button is located at the bottom right of the window.

ServicePlus  
Metadata-based Integrated eService

nu

Application

Application status

Complete Application

Payment

Legacy Application

1

Computer Operator

Due Date

NA

Status of Application

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

Application Summary

Application Reference Number is AFIOLHC-GP/2020/00176.  
Your application was received by DEO/Webservice mode on 11/09/2020.

Regards  
ServicePlus

**Mandatory:** Submit the acknowledgement slip and show the supporting documents in **Original** at the Gram Panchayat desk.

Print Export to PDF

Click To make PDF

Click to Print

Close



# SERVICE PLUS

**APPLICATION FOR  
ISSUANCE OF LEGAL HEIR  
CERTIFICATE-GP**

<http://tathyasathi.bangla.gov.in/>

**PROCESS APPLICATION  
BY DEO (COMPUTER OPERATOR) (Part-2)**

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

The screenshot shows a web application interface for processing applications. The interface includes a left sidebar menu, a top navigation bar, and a main content area. Five numbered callouts provide step-by-step instructions:

- 1. Click on Message box and then inbox**: Points to the 'Message Box' and 'Inbox' options in the left sidebar menu.
- 2. Select Service**: Points to the 'Please select Service \*' dropdown menu, which is set to 'Application for Issuance'.
- 3. Select Task**: Points to the 'Select Task \*' dropdown menu, which is set to 'Application Receipt by'.
- 4. Click on Get Data**: Points to the 'Get Data' button in the top right corner of the main content area.
- 5. Click on Pull to Process**: Points to the 'Pull' button in the 'Action' column of the application list table.

The main content area displays a form for selecting service and task, and a table of application entries. The table shows 3 entries, all with a status of 'Initiated'.

Sl.No.	Application Number	Status	Action	Return to Pool
1	AFIOLHC-GP/2020/00173	Initiated	Take Action	
	AFIOLHC-GP/2020/00174	Initiated	Take Action	
	AFIOLHC-GP/2020/00176	Initiated	Pull	Activate W Go to Setting



# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

DSC Management

Reports

Dispatch List

Go Offline

menu.adminPanel

Action

Action \*

Task \*

Remarks \*

Enclosures

Type Of Enclosure	Attached Enclosure	Status	Reason for Rejection	Remarks
EPIC/ PAN/ Other documents	<a href="#">EPIC/ PAN/ Other documents of the all the legal heirs showing linkage with the deceased</a>	Rejected	Not Clear	
EPIC/ PAN/ Other document of the applicant	<a href="#">EPIC/ PAN/ Other document of the applicant</a>	Accepted		
Death Certificate	<a href="#">Death Certificate</a>	Rejected	Incomplete	

Submit Reset Cancel Back to Inbox

1. Select "forward" button & Application Short Fall Documents

2. Give Remarks

3. Reject The documents & give Reason

4. Click on Submit to forward

submit documents again.

Activate Windows  
Go to Settings to activate Windows.

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

Menu

Manage Service

Manage Profile

Apply for services

View Status of Application

Message Box

Inbox

Sent Applications

Revalidate Payment

Grievance

DSC Management

Reports

Dispatch List

Go Offline

menu.adminPanel

Themes


Language


After successful submission this message will be shown.


Successfully Submitted


Back to Inbox


MINISTRY OF PANCHAYATI RAJ

 Digital India  
Power To Empower

 data.gov.in  
Open Government Data (OGD) Platform India

 india.gov.in

 DeitY

 PMINDIA

Site is technically designed, hosted and maintained by National Informatics Centre  
Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj  
POWERED BY SERVICEPLUS



# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR  
CERTIFICATE-GP**

<http://tathyasathi.bangla.gov.in/>

**UPLOAD SHORTFALL DOCUMENTS  
BY DEO (COMPUTER OPERATOR)**

# UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)

The screenshot shows the ServicePlus web application interface. The top header includes the ServicePlus logo, the text 'Metadata-based Integrated eService Delivery Framework', and the Government of India emblem. A left sidebar contains a 'Menu' with 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', and 'Reports'. The main content area features search filters for 'From Date' (11/06/2020) and 'To Date' (11/09/2020), and an 'App Ref No.' field containing 'AFIOLHC-GP/2020/00176'. A 'Get Data' button is located on the right. Below these filters is a table with application details. The table has columns for SNo, Service Name, Application Reference No, Received On, Submission Date, Due Date, and Current Status. The first row shows an application for 'Issuance of Legal Heir Certificate-GP' with a status of 'Waiting for Applicant's Response'. Callouts provide instructions: '1. View Status Of Application' points to the 'View Status of Application' menu item; '2. Track Application Status' points to the 'Track application status' sub-menu item; '3. Get Data' points to the 'Get Data' button; 'Select From And To date' points to the date filter fields; and 'Click On this To know the Status of Application' points to the 'Waiting for Applicant's Response' status text.

**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
- Reports

**1. View Status Of Application**

**3. Get Data**

From Date : 11/06/2020 To Date : 11/09/2020

App Ref No. AFIOLHC-GP/2020/00176

**2. Track Application Status**


**Select From And To date**

**Click On this To know the Status of Application**

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
	Application for Issuance of Legal Heir Certificate-GP	AFIOLHC-GP/2020/00176	11/09/2020	11/09/2020	NA	Waiting for Applicant's Response

Get Data

# UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)

**Service Plus**  
Metadata-based Integrated eService

**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
- Reports

### Status of Application

Application Reference Number :	AFIOLHC-GP/2020/00176
Name of the Service :	Application for Issuance of Legal Heir Certificate-GP
Applied By :	DEO-Computer Operator-Gram Panchayat - JALANGI (Gram Panchayat - JALANGI)
Application due Date :	11/09/2020

**\*Action to be taken by an applicant**  
You are required to fill in "Applicant Submission Shortfall" and provide enclosure(s). Please [click here](#) to proceed.

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	<a href="#">View</a>	<a href="#">Acknowledgement</a>	Completed	NA
2	Application Receipt by DEO	NA	Nil	Return to Edit Application	<a href="#">View</a>

Click here

Close

Computer Operator-Gram Panchayat

Due Date	Current Status
NA	Waiting for Applicant's

Get

## UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)

**ServicePlus**  
Metadata-based Integrated eService

Menu

Service <  
File <  
Services <  
of Application >  
Application status  
Complete Application  
Payment  
in Legacy Application <  
<  
ment <  
<

Computer Oper

Due Date  
NA

### Status of Application

Applicant Submission Shortfall

Upload Shortfall Document

Please fill "Remarks" first then upload Shortfall Document(s). \*

Remarks

upload document

Submit Reset Cancel

Submit

Close

Put Remarks first

# UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)

**ServicePlus**  
Metadata-based Integrated eService

Menu

of sure  
PAN/  
ments

Application status  
Complete Application  
Payment  
in Legacy Application

SN  
1

Computer C  
Due Date  
NA

### Status of Application

#### Attach Enclosure(s)

of sure	Enclosure Document *	Issued By	Issued Date	Reference Number	File/Reference *
PAN/ ments	EPIC/ PAN/ Other c				Browse... TEST.pdf

< >

Submit Cancel

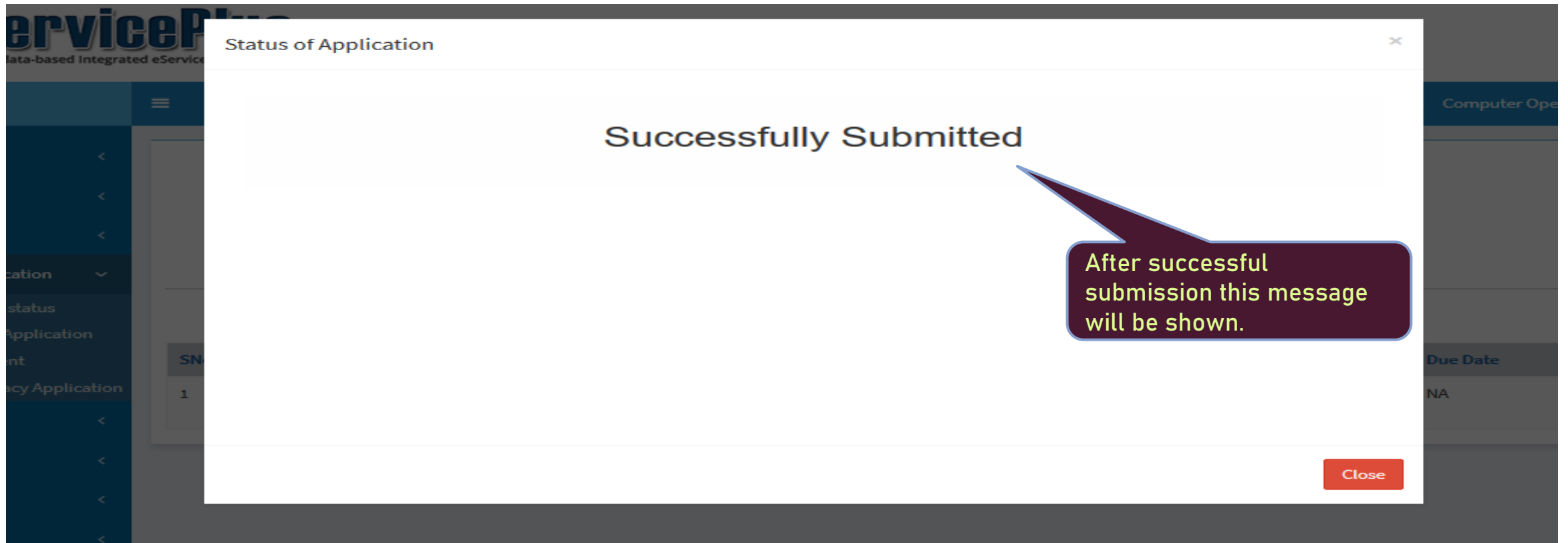
Submit

Click Browse to Upload Document

Close



# UPLOAD SHORTFALL DOCUMENTS BY DEO (COMPUTER OPERATOR)





# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR  
CERTIFICATE-GP**

<http://tathyasathi.bangla.gov.in/>

**PROCESS APPLICATION  
BY DEO (COMPUTER OPERATOR) (3<sup>rd</sup> Part)**

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

The screenshot shows a web application interface for processing applications. The interface includes a sidebar menu, a top navigation bar, and a main content area with a form and a table.

**1. Click on Message box and then inbox**

**2. Select Service**

**3. Select Task**

**4. Click on Get Data**

**5. Click on Pull to Process**

**Form Fields:**

- Please select Service \* (Dropdown: Application for Issuance)
- Version No. \* (Dropdown: V-4)
- Select Task \* (Dropdown: Application Receipt by)
- From Date : (Date: 01/01/2017)
- To Date : (Date: 11/09/2020)
- Select an option to search application:
  - ☒ Through Online Reference Number
  - ☒ Through Offline Reference Number
- App Ref No. (Text input)
- Offline Application Reference No. (Text input)

**Table:**

Showing 1 to 3 of 3 entries

Sl.No.	Application Number	Status	Action	Return to Pool
1	AFIOLHC-GP/2020/00173	Initiated	Take Action	
	AFIOLHC-GP/2020/00174	Initiated	Take Action	
	AFIOLHC-GP/2020/00176	Initiated	Pull	Activate W Go to Setting

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

The screenshot shows a web application interface for processing an application. On the left is a blue sidebar with navigation links: Sent Applications, Revalidate Payment, Grievance, DSC Management, Reports, Dispatch List, Go Offline, and menu.adminPanel. The main content area is titled 'Application Receipt by DEO' and contains a form with the following fields and options:

- Action:** A blue header bar with the word 'Action' in the center.
- Task:** A section with three radio button options: 'Return to Edit Application', 'Forward' (highlighted in yellow), and 'Applicant Submission Shortfall'.
- Remarks:** A text input field containing the word 'ok' (highlighted in yellow).
- Checked with original document ?**: A checkbox labeled 'Yes' which is checked and highlighted in yellow.

At the bottom of the form are four buttons: 'Submit' (green), 'Reset' (blue), 'Cancel' (red), and 'Back to Inbox' (blue). Five numbered callout boxes provide instructions for the process:

1. Click Forward (points to the 'Forward' radio button)
2. Click on Issuance Authority to process (points to the 'Issuance Authority' radio button)
3. Give Remarks (points to the 'Remarks' text field)
4. Select the check box (points to the 'Yes' checkbox)
5. Submit (points to the 'Submit' button)

# PROCESS APPLICATION BY DEO (COMPUTER OPERATOR)

**Menu**


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


[Themes](#) [Language](#)


After successful submission this message will be shown.


Successfully Submitted


Back to Inbox


 **MINISTRY OF PANCHAYATI RAJ**  
GOVERNMENT OF INDIA

 **Digital India**  
Power To Empower

 **data.gov.in**  
Open Government Data (OGD) Platform India

 **india.gov.in**

 **DeitY**

 **PMINDIA**

Site is technically designed, hosted and maintained by National Informatics Centre  
Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj  
POWERED BY SERVICEPLUS



# SERVICE PLUS

**APPLICATION FOR ISSUANCE  
OF LEGAL HEIR  
CERTIFICATE-GP**

<http://tathyasathi.bangla.gov.in/>

**PROCESS APPLICATION  
BY PRADHAN GRAM PANCHAYAT (4<sup>th</sup> Part)**



# PROCESS APPLICATION BY PRADHAN GRAM PANCHAYAT

The screenshot shows the ServicePlus website interface. At the top, the ServicePlus logo is on the left, and navigation links for 'SIGNATURES', 'REQUEST FOR DEMO', 'SELECT STATE', 'LANGUAGE', and 'LOGIN' are on the right. The main banner area features the text 'REGISTER & MANAGE YOUR PROFILE' and a list of three bullet points: 'Register Online by filling in your basic profile', 'Modify your profile to add additional details', and 'Use your profile while applying for services'. A 'LOG IN' modal is centered on the screen, containing fields for 'User ID' (with a yellow highlight), 'Password' (with a yellow highlight), and a 'CAPTCHA' field (with a yellow highlight). Below these fields are a green 'Log In' button and a yellow 'Forgot Password?' link. The bottom of the page has a dark blue footer with sections for 'CITIZEN Section' (containing a 'Register Yourself' button), 'Newly Launched SERVICES', and 'Find A REPORT Of Interests!' (containing a 'List Of Services Offered Across The Country (All States)' button).

## USER ID

- SIGN IN WITH USER ID OF **PRADHAN GRAM PANCHAYAT**

## PASSWORD

- WITH THE VALID PASSWORD FOR **PRADHAN GRAM PANCHAYAT** ID

## CAPTCHA


- MATCH THE CAPTCHA

## LOGIN


- PRESS THE LOGIN BUTTON



# PROCESS APPLICATION BY PRADHAN GRAM PANCHAYAT



ServicePlus  
Metadata-based Integrated eService Delivery Framework



Menu

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

2. Select Service

Please select Service \*  
Application for Issuan

Version No. \*  
V-4

Select Task \*  
Issuance Authority

3. Select Task

From Date :  
01/01/2017

To Date :  
11/09/2020

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

App Ref No.

Offline Application Reference No

4. Click on Get Data

Get Data

1. Click on Message box and then inbox

5. Click on Pull to Process

Application Number	Status	Action	Return to Pool
AFIOLHC-GP/2020/00176	Forwarded	Pull	Activate W Go to Settings

# PROCESS APPLICATION BY PRADHAN GRAM PANCHAYAT

View Status of Application <

Message Box v

Inbox

Sent Applications

Revalidate Payment

Grievance <

DSC Management <

Reports <

Dispatch List <

Go Offline <

menu.adminPanel <

Application Received Date-11-09-2020

View Processing History

Issuance Authority

Action \*

Reject

☒ Deliver

Delivered

Remarks

1. After view processing History Pradhan can either Reject or Deliver the certificate to the Applicant.

2. To deliver Click on Deliver

3. Submit

Submit

Reset

Cancel

Back to Inbox

# PROCESS APPLICATION BY PRADHAN GRAM PANCHAYAT

## 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 <

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


**Document(s) to be generated**


**Document Name**


**View Document**


Documents




 Submit

 Edit Form

 View Form

 Cancel

 Back to Inbox

View generated  
certificate

SUBMIT THE APPLICATION FOR  
FINALIZING THE APPROVAL

Select Edit Form to Re Edit the  
Decision

# PROCESS APPLICATION BY PRADHAN GRAM PANCHAYAT

This is the Demo  
Certificate



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

Certificate No:-AFIOLHC-GP/2020/00176

Date:-11/09/2020

## বৈধ উত্তরসূরী শংসাপত্র

এতদ্বারা এই শংসাপত্র প্রদান করা হচ্ছে যে শ্রী Amit Roy, পিতা - Bijan Roy, গ্রাম - Rajhati, পোস্ট - Bandar, থানা - Khanakul, জেলা - MURSHIDABAD এই গ্রাম পঞ্চায়েতের স্থায়ী বাসিন্দা। আমি তাকে ব্যক্তিগতভাবে চিনি। তিনি গত 10/OCT/2019 তারিখে প্রয়াত হয়েছেন এবং তার মৃত্যুর নিবন্ধীকরণ করা হয়েছে, যার রেজিস্ট্রেশন নং - NA.

তার অবর্তমানে নিম্নোল্লিখিত বৈধ উত্তরসূরীরা হলেন :

S. No.	Name of the legal heir	Relation	Age (in years)
1.	Sujata Roy	Daughter	23

এই শংসাপত্রটি শ্রী Rohan Roy -এর আবেদনের ভিত্তিতে প্রদান করা হল।

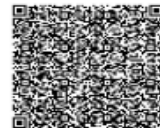
## Legal Heir Certificate

This is to certify that Shri Amit Roy, S/o - Bijan Roy, residing at Village Rajhati, P.O.- Bandar, P.S.-Khanakul, Dist. - MURSHIDABAD is a permanent inhabitant of this Gram Panchayat. He is personally known to me. He died on 10/OCT/2019 and the death has been recorded vide Regn. No. NA.

He died of leaving the following legal heirs :

S. No.	Name of the legal heir	Relation	Age (in years)
1.	Sujata Roy	Daughter	23

This certificate is issued on the basis of the application of Shri Rohan Roy.



Office of Gram Panchayat

Pradhan  
JALANGI - Gram Panchayat

# PROCESS APPLICATION BY PRADHAN GRAM PANCHAYAT

## Menu

- Manage Service <
- Manage Profile <
- Apply for services <
- View Status of Application <
- Message Box >
  - Inbox
  - Sent Applications
  - Revalidate Payment
- Grievance <
- DSC Management <
- Reports <
- Dispatch List <

Themes

After successful submission this message will be shown.

Successfully Submitted

Back to Inbox

# PROCESS APPLICATION BY PRADHAN GRAM PANCHAYAT

View Status of Application <

Message Box >

Inbox

Sent Applications

Revalidate Payment

Grievance <

DSC Management <

Reports <

Dispatch List <

Go Offline <

menu.adminPanel <

Application Received Date-11-09-2020

View Processing History

Issuance Authority

Action

Action \*

☒ Reject

☐ Deliver

Remarks \*

Rejected

Submit

Reset

Cancel

Back to Inbox

1. To Reject Click on Reject

2. Give Remarks

3. Submit

# PROCESS APPLICATION BY PRADHAN GRAM PANCHAYAT

## Menu

- Manage Service <
- Manage Profile <
- Apply for services <
- View Status of Application <
- Message Box >
  - Inbox
  - Sent Applications
  - Revalidate Payment
- Grievance <
- DSC Management <
- Reports <
- Dispatch List <

Themes

After successful submission this message will be shown.

Successfully Submitted

Back to Inbox





THANK YOU