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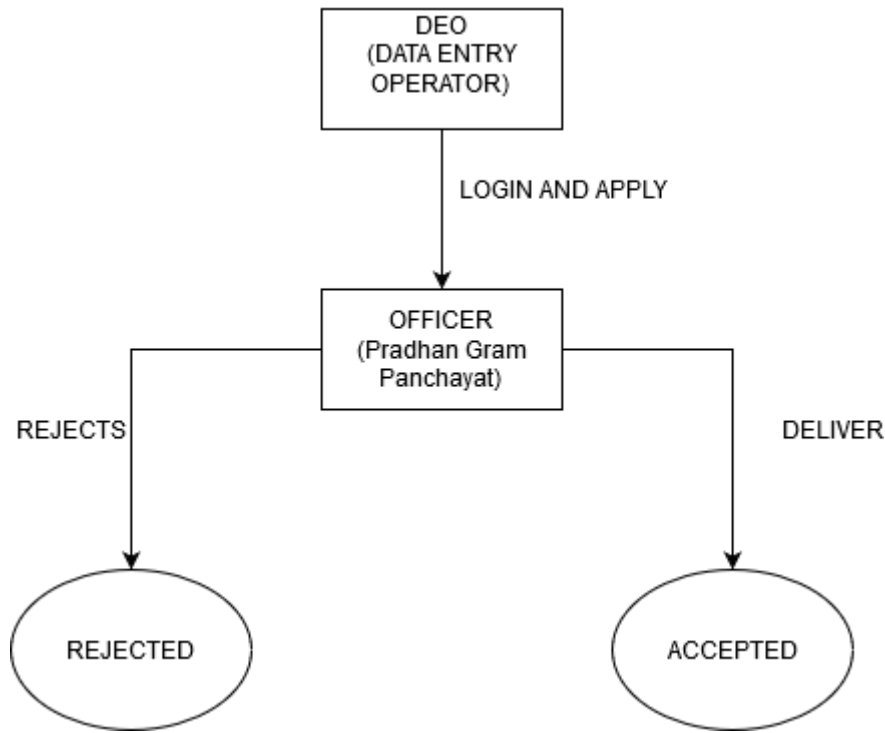
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USER MANUAL

FLOWCHART

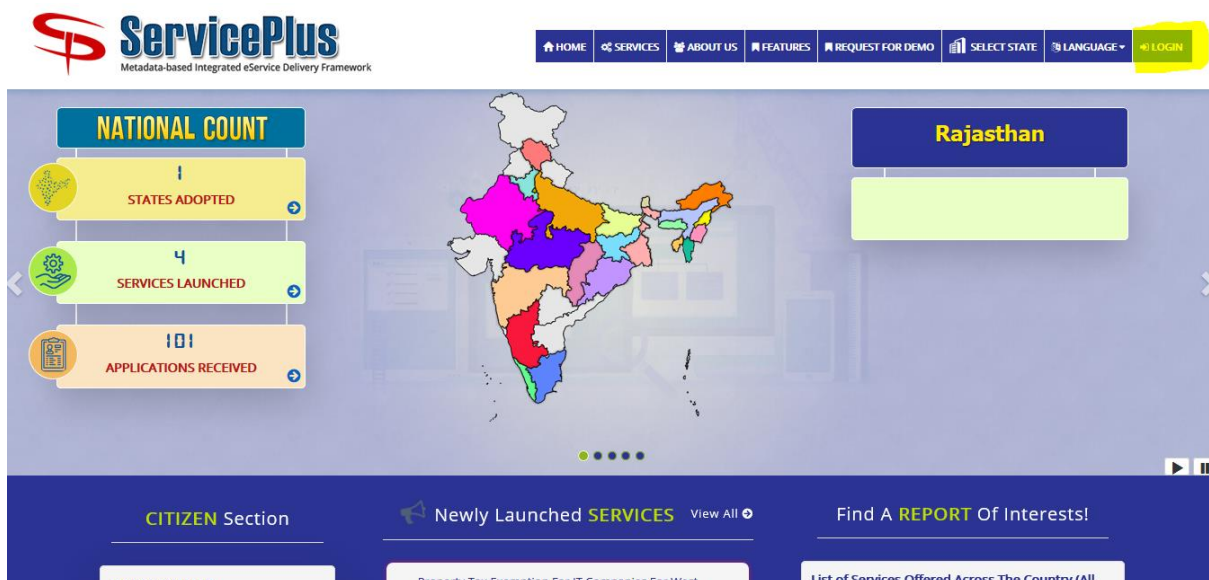


PART I:

SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

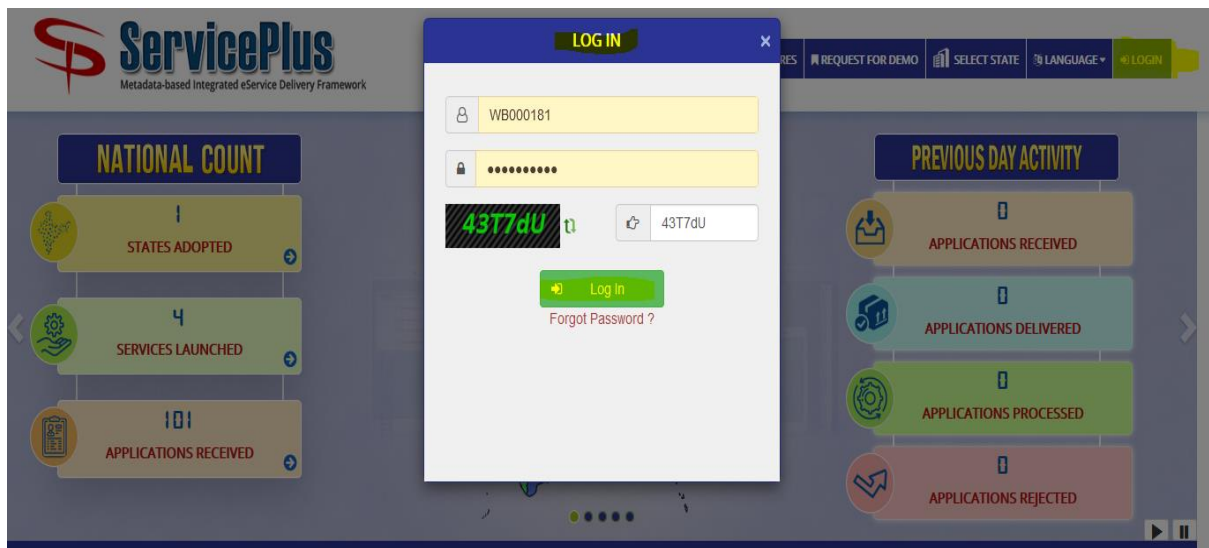
STEP 1:

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



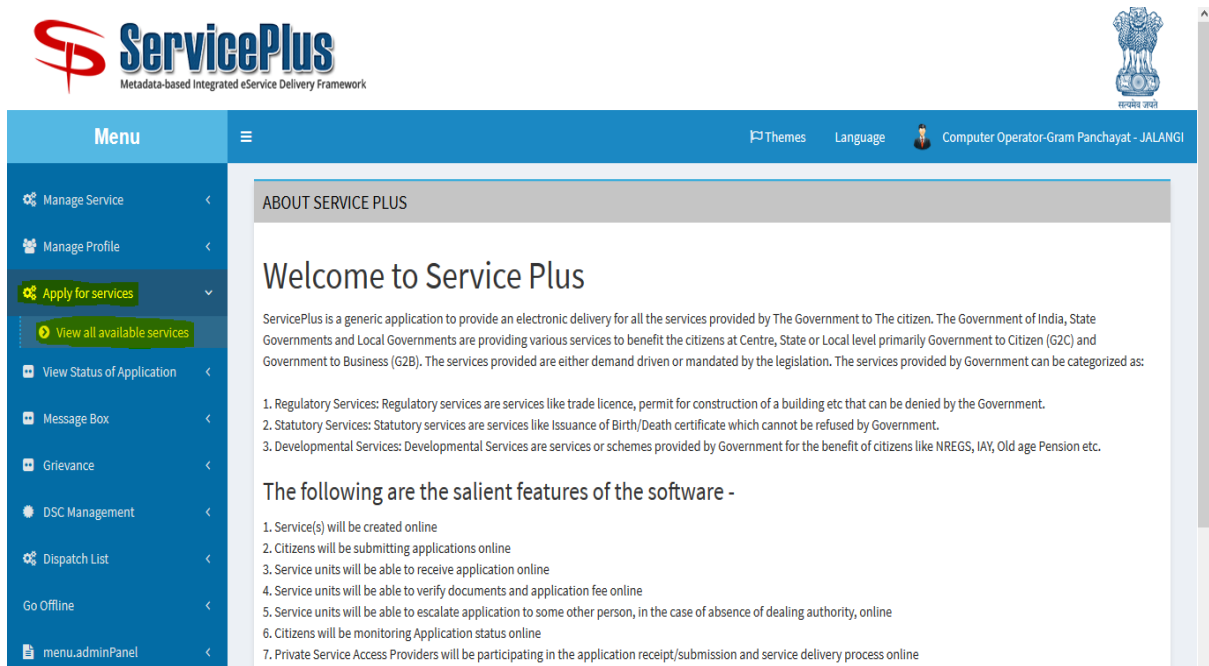
STEP 2:

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 Legal Heir Certificate - GP**” to check your application.



Menu

ThemesLanguageComputer Operator-Gram Panchayat - JALANGI

Manage ServiceManage ProfileApply for servicesView all available servicesView Status of ApplicationMessage BoxGrievanceDSC ManagementDispatch ListGo Offlinemenu.adminPanel

Apply For Services / View All Available Services

viewAll StatesServices

Search:

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

Showing page 1 of 1


FirstPrevious1NextLast

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.

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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 Legal Heir Certificate–GP

Name of Deceased *
Asit Pan

Name of the Deceased's Guardian *
☒ Father's Name
☐ Husband's Name

Name of Applicant's Father
Shyamal Pan

Sex *
☒ Male
☐ Female

E-Mail

Mobile Number

District *
MURSHIDABAD

Block *
JALANGI

Gram Panchayat *
JALANGI - Gram Panch:

Name of Village *
Saspur

Police Station *
Bataspur

Post Office *
Kalandi

Is the exact date of death known? *
☒ Yes
☐ No

Date of Death *
Day *
12
Month *
APR
Year *
2019

Death Certificate Regn. No. (if any)
Fgt55

Name of Applicant *
Asit Pan

Applicant's Sex *
☒ Male
☐ Female

Legal Details

Legal

Sl. No. *
12

Name of the legal heir *
Asit Pan

Relation *
Grandfather

Age (in years) *
29

Additional Details

Apply to the Office *
JALANGI - Gram Panchayat

Word verification

9q6wC1

Please enter the characters shown above

9q6wC1

Draft

Submit

Close

Reset

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

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

STEP 8:

This is the applicant's acknowledgement slip which can be printed or downloaded as pdf.

The screenshot shows the 'APPLICATION ACKNOWLEDGEMENT' page in the ServicePlus portal. The page features the ServicePlus logo and the Government of India emblem. The main content area displays the date '12/08/2020', a greeting 'Dear Sir/Madam,', and a thank you message for using ServicePlus. It confirms that the application for a Legal Heir Certificate-GP has been successfully submitted to JALANGI - Gram Panchayat, WEST BENGAL. Below this, an 'Application Summary' section shows the application reference number 'AFIOLHC-GP/2020/00076'. The page concludes with 'Regards ServicePlus' and buttons for 'Print', 'Export to PDF', 'Close', and 'Click here to initiate new application'.

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Computer Operator-Gram Panchayat - JALANGI

APPLICATION ACKNOWLEDGEMENT

Date: 12/08/2020

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/2020/00076

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 features the ServicePlus logo and the Government of India emblem. The main content area displays search filters for 'From Date' (29/04/2020) and 'To Date' (29/07/2020), and an 'App Ref No.' (AICCIC-GP/2020/0001). A 'Get Data' button is visible. Below the filters, a table lists the application details.

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Computer Operator-Gram Panchayat - JALANGI

From Date : 29/04/2020 To Date : 29/07/2020

App Ref No. AICCIC-GP/2020/0001

Get Data

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for Issuance of Caste-cum-Income Certificate-GP	AICCIC-GP/2020/00011	29/07/2020	29/07/2020	NA	Delivered

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

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 Legal Heir certificate.

ServicePlus
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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: 29/04/2020 To Date: 29/07/2020 App Ref No: AICCIC-GP/2020/0001

Get Data

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for Issuance of Caste-cum-Income Certificate-GP	AICCIC-GP/2020/00011	29/07/2020	29/07/2020	NA	Delivered

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STEP 3:

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

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Status of Application

Application Reference Number : AICC-GP/2020/00028
Name of the Service : Application for Issuance of Age Certificate - GP
Applied By : DEO-Computer Operator-Gram Panchayat - JALANGI (Gram Panchayat - JALANGI)
Submitted Application Form : View

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


Close

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STEP 4:

A Sample of Income certificate is been provided which can be get by selecting the Legal Heir certificate.

The QR code and ref: no. is unique.



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

Certificate No-AFJOLHC-GP/2020/00076

Date:-12/08/2020

বৈধ উত্তরাধিকারী শাসনপত্র

এজন্য এই শাসনপত্র প্রদান করা হচ্ছে যে শ্রী Asit Pan, পিতা - Shyamal Pan, গ্রাম - Saspur, পোঃ - Kalandi, থানা - Bataspur, জেলা - MURSHIDABAD এই গ্রাম পঞ্চায়েতের স্থায়ী বাসিন্দা। আমি তাকে ব্যক্তিগতভাবে চিনি। তিনি গত 12/04/2019 তারিখে প্রয়াত হয়েছেন এবং তার মৃত্যুর নিবন্ধীকরণ করা হয়েছে, যার এন্ট্রি নং - Fg55.

তার অবশেষে নিম্নলিখিত বৈধ উত্তরাধিকারী হলেন :

S. No.	Name of the legal heir	Relation	Age (in years)
1.	Asit Pan	Grandfather	29

এই শাসনপত্রটি শ্রী Asit Pan -এর আবেদনের ভিত্তিতে প্রদান করা হল।


Legal Heir Certificate

This is to certify that Shri Asit Pan, S/o - Shyamal Pan, residing at Village Saspur, P.O.- Kalandi, P.S. Bataspur, Dist. - MURSHIDABAD is a permanent inhabitant of this Gram Panchayat. He is personally known to me. He died on 12/04/2019 and his death has been recorded vide Regn. No. Fg55.

He died of leaving the following legal heirs :

S. No.	Name of the legal heir	Relation	Age (in years)
1.	Asit Pan	Grandfather	29

This certificate is issued on the basis of the application of Shri Asit Pan.



Office of Gram Panchayat

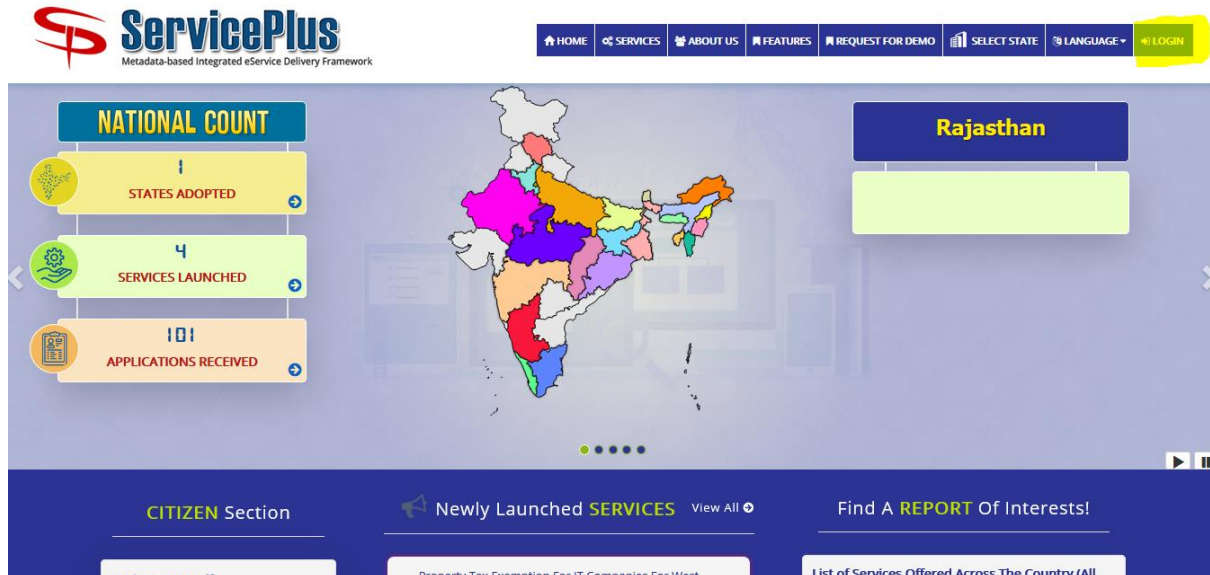
Pradhan
JALANGI - Gram Panchayat

PART III:

ISSUANCE OF LEGAL HEIR CERTIFICATE: (By PRADHAN GRAM PANCHAYAT)

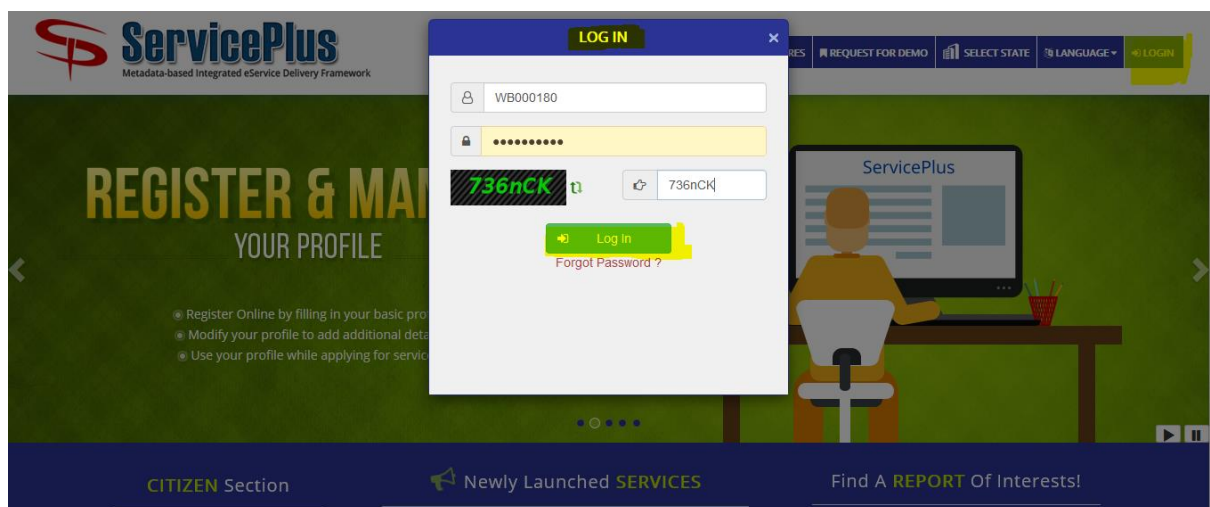
STEP 1:

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.



STEP 3:

Here the applicant's application can be accepted or rejected by going to **"Message Box"** and selecting **"Inbox"**.

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Pradhan Gram Panchayat JALANGI

Menu

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

Message Box / Inbox

Please select Service * Application for Iss Version No. * V-3 Select Task * Issuance Authorit

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. AIIC-GP/2020/00084 Offline Application Reference No.

Get Data

STEP 4:

Here the Pradhan has to select service **"Application for Issuance of Legal Heir 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

Menu

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

Message Box / Inbox

Please select Service * Application for Iss Version No. * V-3 Select Task * Issuance Authorit

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	AIIC-GP/2020/00084	Initiated	Pull	

STEP 5:

Here the Pradhan has the right to see the applicant's application form by selecting the certificate icon.

It can be further submitted or edited or cancelled.

ServicePlus
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Menu

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

Themes Language Chairman-Gram Panchayat - JALANGI

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

Document(s) to be generated

Document Name	View Document
Certificate	

STEP 6:

By selecting edit button it leads to open this page.

By selecting Action of rejecting or delivering the certificate with the respective remark can lead to form rejection or approval.

ServicePlus
Metadata-based Integrated eService Delivery Framework

Menu

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

Themes Language Pradhan Gram Panchayat JALANGI

Service Name: Application for Issuance of Income Certificate - GP

Current Task: Issuance Authority

Application Reference Number: AIC-GP/2020/00084

Application Received Date: 12-08-2020

Application Reference Number :	Application Applied Date :	Application Due Date :
AIC-GP/2020/00084	12/08/2020	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	NFO	NA	12/08/2020 15:26:17	Completed

Issuance Certificate

Action

Action to be *

☐ Reject ☐ Deliver

Remarks

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 :		AICCIC-GP/2020/00011		
Application Applied Date :		29/07/2020		
Application Due Date :		29/07/2020		
Task Name	User	Received Date	Processed Date	Action Details
Issuance Authority	Pradhan Gram Panchayat JALANGI	29/07/2020	NA	Under Processing
Application Submission	DEO	NA	29/07/2020 13:37:40	Completed

STEP 8:

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



Metadata-based Integrated eService Delivery Framework



सर्वोदय संकल्प

Menu

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

Do you want to digitize this Document(s) to be...

Action

Application Reference Number: AICCIC-GP/2020/00011

Action: Deliver

Documents

Remarks: deliver

View Form

Cancel

Back to Inbox

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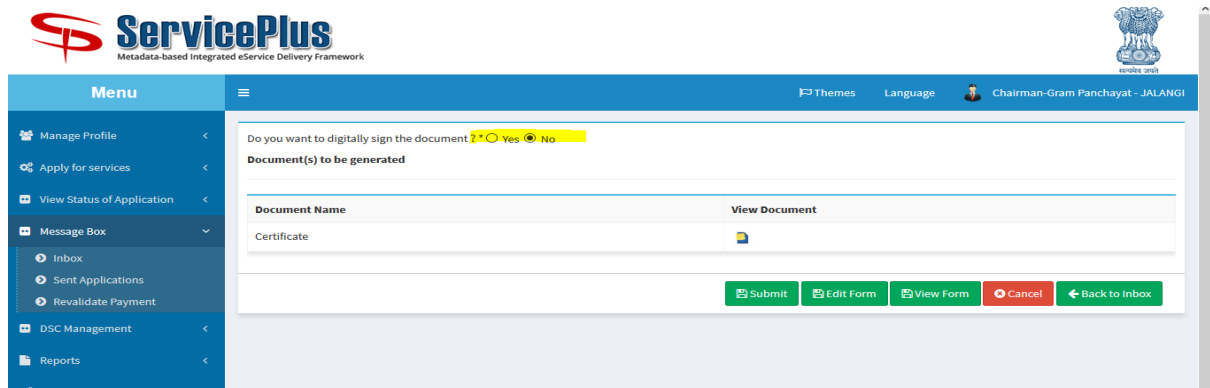
india.gov.in

Delhi

PMINDIA

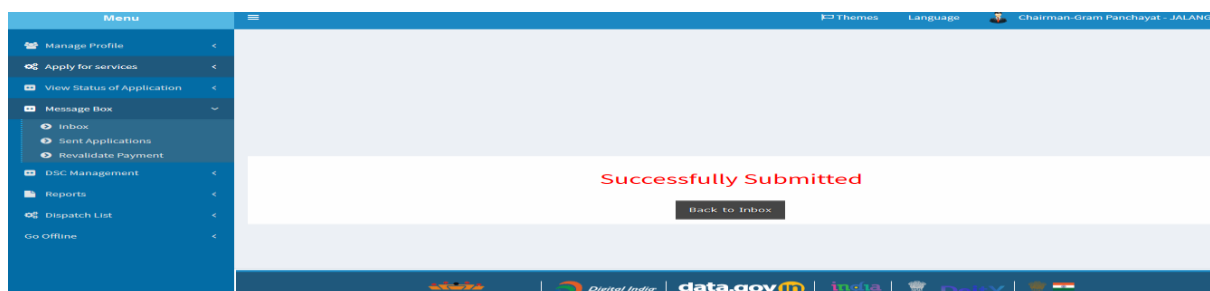
STEP 9:

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.



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.



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.

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Menu

- Manage Profile
- Apply for services
- View Status of Application
- Message Box
- DSC Management
- Reports
- Dispatch List
- View Delivered Service
- Go Offline

Dispatch List / View Delivered Service

Please select Service * Application for Issuance of Legal He... Submission Office * JALANGI

From Date : 14/05/2020 To Date : 12/08/2020

App Ref No. [Empty]

Get Data

Show 20 entries

S.No.	Application Id	Mode of Delivery	Service Delivered Date	Signature Or Address
1	AFIOIHC-GP/2020/00077	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.

ServicePlus
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Menu

- Manage Profile
- Apply for services
- View Status of Application
- Message Box
- DSC Management
- Reports
- Dispatch List
- View Delivered Service
- Go Offline

Dispatch List / View Delivered Service

Please select Service * Application for Issuance of Legal He... Submission Office * JALANGI

From Date : 14/05/2020 To Date : 12/08/2020

App Ref No. [Empty]

Get Data

Show 20 entries

S.No.	Application Id	Mode of Delivery	Service Delivered Date	Signature Or Address
1	AFIOIHC-GP/2020/00077	In Person		

STEP 3:

Select to print from the list.

The screenshot displays a web application interface for a 'Dispatch List'. On the left, a blue sidebar contains a 'Dispatch List' header and two buttons: 'View Delivered Service' and 'Go Offline'. The main content area features a table with columns for 'S.No.', 'Service Delivered Date', and 'Signature Or Address'. A search bar is located at the top right, and a 'Get Data' button is positioned above it. Below the table, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. A 'Print' button is highlighted in yellow at the bottom right of the table area. A print dialog box is open in the center, titled 'Print', showing '1 page' and options for 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). The dialog also includes a 'More settings' dropdown and 'Save' and 'Cancel' buttons at the bottom. The footer of the page contains logos for 'gov.in', 'info.gov.in', 'Deity', and 'PMINDIA', along with text indicating the site is technically designed, hosted, and maintained by the National Informatics Centre, and is owned, updated, and managed by the Ministry of Panchayati Raj. It also mentions 'POWERED BY SERVICEPLUS'.