



# SERVICE PLUS

**APPLICATION FOR PUJA  
PERMISSION 2021**

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

**NIC** एन आई सी  
National  
Informatics  
Centre



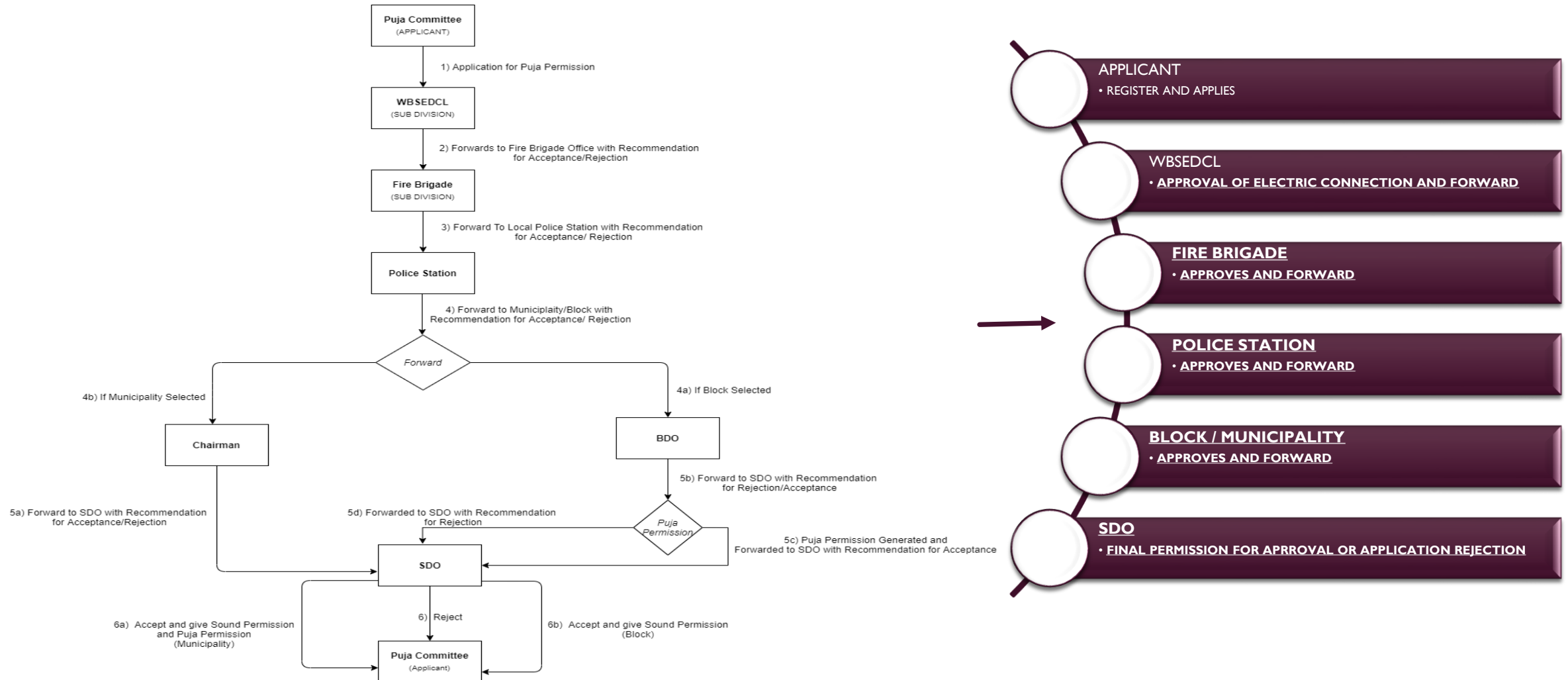
# SERVICE PLUS

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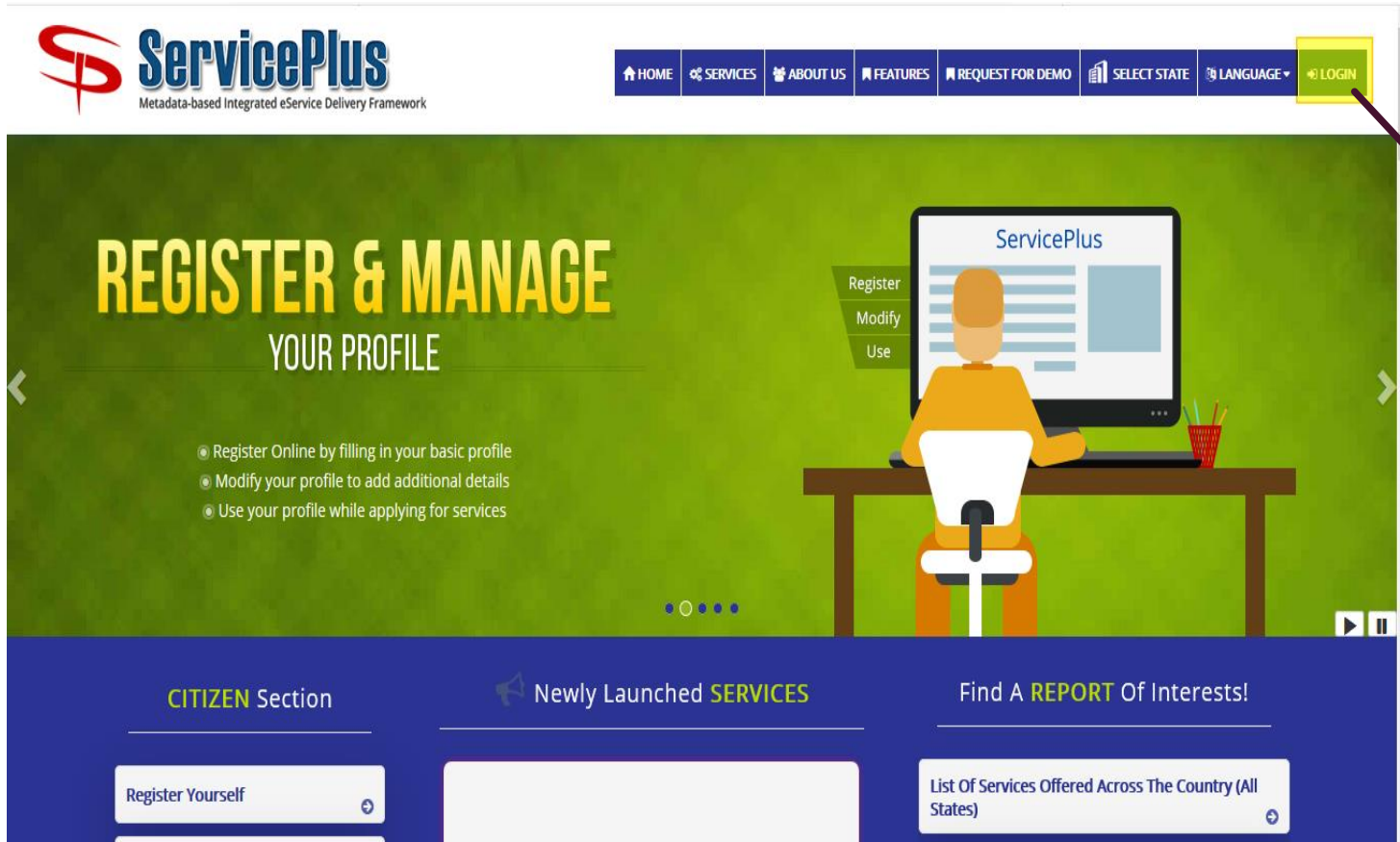
<http://tathyasathi.bangla.gov.in/>

**OFFICIALS LOGIN**

# OFFICIALS LOGIN (PROCESS FLOW)



# OFFICIALS LOGIN (HOW TO APPROVE)



## LOGIN

- AT FIRST GO TO THE URL:  
<http://tathyasathi.bangla.gov.in/>
- GO TO LOGIN



# OFFICIALS LOGIN (HOW TO APPROVE) STEP BY STEP LOGIN AND APPROVAL BY OFFICIALS

The screenshot displays the ServicePlus login page. At the top left is the ServicePlus logo with the tagline 'Metadata-based Integrated eService Delivery Framework'. The main header area contains a 'LOG IN' button and links for 'REQUEST FOR DEMO', 'SELECT STATE', and 'LANGUAGE'. The background features a large banner with the text 'MAINTAIN CERTIFICATION AND PHOTOGRAPHY' and three numbered steps: '01 Scan/Upload Documents', '02 Upload Photographs', and '03 Use your documents'. A central 'LOG IN' modal is open, showing a username field with '777DN9', a password field with masked characters, a captcha field with '777DN9', and a 'Log In' button. Below the button is a 'Forgot Password?' link. The bottom navigation bar includes a 'CITIZEN Section' with a 'Register Yourself' button, a 'Newly Launched SERVICES' section, and a 'Find A REPORT Of Interests!' section with a 'List Of Services Offered Across The Country (All States)' button.

## USER ID

- SIGN IN WITH USER ID OF OFFICIALS AS PER FLOW CHART AND APPROVE

## PASSWORD

- WITH THE VALID PASSWORD FOR OFFICIALS ID

## CAPTCHA

- MATCH THE CAPTCHA

## LOGIN

- PRESS THE LOGIN BUTTON

# OFFICIALS LOGIN

(FOLLOW THIS STEP FOR WBSEDCL → FIRE BRIGADE → POLICE STATION  
→ BLOCK / MUNICIPALITY)

The screenshot shows the ServicePlus web application interface. The top header includes the ServicePlus logo, a navigation menu, and user information. The main content area displays the 'Message Box / Inbox' section. Four numbered steps are overlaid on the interface:

- 1. First go to Message Box**: An arrow points from the 'Message Box' option in the left sidebar menu to the 'Message Box / Inbox' header.
- 2. Select Inbox**: An arrow points from the 'Inbox' option in the left sidebar menu to the 'Inbox' part of the 'Message Box / Inbox' header.
- 3. Select your service: Application for Puja Permission 2021**: An arrow points from the 'Application for Puja' dropdown menu to the text.
- 4. Select Task**: An arrow points from the 'Office of the WBSED' dropdown menu to the text.

Below the dropdowns, there are input fields for 'From Date' (01/01/2017), 'To Date' (06/10/2020), and 'App Ref No.'. A green 'Get Data' button is located at the bottom right, with an arrow pointing to it from a box labeled 'Click on Get Data'.

# OFFICIALS LOGIN

(FOLLOW THIS STEP FOR WBSEDCL → FIRE BRIGADE → POLICE STATION  
→ BLOCK / MUNICIPALITY)



**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

Message Box / Inbox

Please select Service \*

Application for Puja

Version No. \*

V-1

Select Task \*

Office of the WBSED

From Date :

01/01/2017

To Date :

06/10/2020

App Ref No.

Get Data

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action	Return to Pool
1	AF-PP/2020/00048	Initiated	Pull	

App Reference Number is unique for each Application

Click on Pull/Take Action

# OFFICIALS LOGIN

(FOLLOW THIS STEP FOR WBSEDCL → FIRE BRIGADE → POLICE STATION  
→ BLOCK / MUNICIPALITY)

## View Processing History

Application Reference Number :	AF-PP/2020/00048
Application Applied Date :	06/10/2020
Application Due Date :	06/10/2020

Action Details:  
The No. of processes the  
Application has gone through

Task Name	User	Received Date	Processed Date	Action Details
Office of the WBSEDCL	Divisional manager -WBSEDCL -Domkal	06/10/2020	NA	Under Processing
Application Submission	Citizen	NA	06/10/2020 20:39:43	Completed

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



# OFFICIALS LOGIN

(FOLLOW THIS STEP FOR WBSEDCL → FIRE BRIGADE → POLICE STATION  
→ BLOCK / MUNICIPALITY)

The screenshot shows the 'Office of the WBSEDCL' interface. On the left is a blue sidebar with menu items: 'Web Service Integration', 'Data Sharing', and 'menu.adminPanel'. The main content area has a form with the following fields and controls:

- Action \***: A dropdown menu with 'Forward' selected. A dark red arrow points from a 'Forward' button in a separate box to this dropdown.
- Recommend \***: Radio buttons for 'Recommendation for Acceptance' (selected) and 'Recommendation for Rejection'.
- Memo No. \***: A text input field containing 'MEMO-1'.
- Remarks \***: A text input field containing 'DELIVER'. A dark red arrow points from a 'Remarks: Reasons for Acceptance/ Rejection' box to this field.
- Buttons**: 'Submit' (green), 'Reset' (blue), 'Cancel' (red), and 'Back to Inbox' (blue).

Four dark red callout boxes provide additional context:

- Forward**: A box pointing to the 'Forward' dropdown in the 'Action' field.
- Recommendation for Acceptance: Here the Officials Forwards the application for approval**: A box pointing to the 'Recommendation for Acceptance' radio button.
- Remarks: Reasons for Acceptance/ Rejection**: A box pointing to the 'Remarks' text input field.
- Submit the Application**: A box pointing to the 'Submit' button.

# OFFICIALS LOGIN

(FOLLOW THIS STEP FOR WBSEDCL → FIRE BRIGADE → POLICE STATION  
→ BLOCK / MUNICIPALITY)

The screenshot shows the 'Officials Login' interface. On the left is a blue sidebar menu with options: Manage Service, Manage Profile, User Management, Message Box, Inbox, Sent Applications, and Revalidate Payment. The main content area has a header with the 'Se' logo and 'Metadata' text. Below the header, there's a form with a question 'Do you want to digitally sign the document ? \*' and radio buttons for 'Yes' and 'No'. The 'No' button is highlighted. Below this is a section titled 'Document(s) to be generated' with a table containing 'Document Name' and 'Documents'. To the right of the table is a 'View Document' button. At the bottom of the form are five buttons: 'Submit' (highlighted), 'Edit Form', 'View Form', 'Cancel', and 'Back to Inbox'. Five callout boxes with arrows point to specific elements: 'Select Appropriately to Sign or not Sign the document' points to the 'No' radio button; 'Please Click this icon to view the system generated NOC' points to the 'View Document' button; 'SUBMIT THE APPLICATION FOR FINALIZING THE APPROVAL' points to the 'Submit' button; 'Select Edit Form to Re Edit the Decision' points to the 'Edit Form' button; and an unlabeled callout points to the 'View Form' button.

Select Appropriately to Sign or not Sign the document

Please Click this icon to view the system generated NOC

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

SUBMIT THE APPLICATION FOR FINALIZING THE APPROVAL

Select Edit Form to Re Edit the Decision



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# SERVICE PLUS

**APPLICATION FOR PUJA  
PERMISSION 2021**

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

**SUB DIVISION OFFICERS (SDO)  
LOGIN**

**FOR FINAL PERMISSION FOR  
ACCEPTANCE OR REJECTION**

# SUB DIVISIONAL OFFICER (SDO) LOGIN (HOW TO LOGIN)



## LOGIN

- AT FIRST GO TO THE URL:  
<http://tathyasathi.bangla.gov.in/>
- GO TO LOGIN AND LOGIN  
AS SDO

# SUB DIVISIONAL POLICE OFFICER LOGIN (HOW TO PROCESS)

The screenshot shows the ServicePlus web application interface. The left sidebar contains a 'Menu' with options: Manage Service, Manage Profile, User Management, Message Box, Grievance, Payment Settlement Report, DSC Management, Department/Local Body Mapping, Reports, and Department Level Configuration. The 'Message Box' option is highlighted. The main content area shows the 'Message Box / Inbox' section. It includes a form with fields for 'Please select Service \*' (Application for Puja P), 'Version No. \*' (V-1), 'From Date' (01/01/2017), 'To Date' (07/10/2020), and 'App Ref No.'. Below the form is a table with one entry: '1' with 'Application Number' 'AF-PP/2020/00052', 'Status' 'Forwarded', and 'Action' 'Take Action'. A 'Get Data' button is located at the bottom right of the form area. The interface also shows a top header with the ServicePlus logo and a user profile 'SDO-Domkal'.

1. First go to Message Box

2. Select Inbox

3. Select your service:  
Application for Puja Permission 2021

4. Select Task:  
SDO Office

Click on Get Data



# SUB DIVISIONAL POLICE OFFICER LOGIN (HOW TO PROCESS)

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 Indian national emblem. The left sidebar contains a "Menu" with options like "Manage Service", "Manage Profile", "User Management", "Message Box", "Inbox", "Sent Applications", "Revalidate Payment", "Grievance", "Payment Settlement Report", "DSC Management", "Department/Local Body Mapping", "Reports", and "Department Level Configuration". The main content area displays a "Message Box / Inbox" section with filters for "Please select Service \*" (Application for Puja P), "Version No. \*" (V-1), "Select Task \*" (SDO Office), "From Date" (01/01/2017), "To Date" (07/10/2020), and "App Ref No.". A "Get Data" button is present. Below the filters, a table shows one entry with the following data:

Sl.No.	Application Number	Status	Action	Return to Pool
1	AF-PP/2020/00052	Forwarded	Take Action	

Two callout boxes provide instructions: "App Reference Number is unique for each Application" points to the application number, and "Click on Pull/Take Action" points to the "Take Action" button.

# SUB DIVISIONAL OFFICER (SDO) LOGIN (HOW TO PROCESS)

The screenshot displays the SDO Office application processing interface. On the left is a blue sidebar menu with options: Manage Profile, User Management, Message Box (with sub-items: Inbox, Sent Applications, Revalidate Payment), Grievance, Payment Settlement Report, DSC Management, Department/Local Body Mapping, Reports, and Department Level Configuration. The main content area shows application details for 'AF-PP/2020/00053' received on '07-10-2020'. A yellow button labeled 'View Processing History' is highlighted. Below it is a table showing the processing history of the application across different offices and users.

**Current Task-** SDO Office

**Application Reference Number-** AF-PP/2020/00053

**Application Received Date-** 07-10-2020

**View Processing History**

Task Name	User	Received Date	Processed Date	Action Details
SDO Office	SDO-Domkal	07/10/2020	NA	Under Processing
Block Office	BDO-DOMKAL	07/10/2020	07/10/2020 01:23:44	Forwarded
Police Station	Officer in Charge -PS-Domkal	07/10/2020	07/10/2020 01:22:52	Forwarded
of the Fire Brigade	Office-in-Charge Fire Station-Domkal	07/10/2020	07/10/2020 01:21:13	Forwarded
of the WBSEDCL	Divisional manager -WBSEDCL -Domkal	07/10/2020	07/10/2020 01:19:55	Forwarded
ation Submission	Citizen	NA	07/10/2020 01:18:55	Completed

**Action Details:**  
The No. of processes the Application has gone through

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

# SUB DIVISIONAL OFFICER (SDO) LOGIN (HOW TO APPROVE)

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

Department Level Configuration

SMS Configuration

Web Service Integration

Data Sharing

Themes

Language

SDO-Domkal

Application for Puja Permission
SDO Office
AF-PP/2020/00078
09-10-2020

View Processing History

SDO Office

Action

Action \*

Remarks

☐ Reject

☒ Deliver

deliver

Submit

Reset

Cancel

Back to Inbox

I. Deliver:  
Application can be  
delivered to Applicant

3. Remarks:  
Give Remarks

Submit

# SUB DIVISIONAL OFFICER LOGIN (HOW TO APPROVE APPLICATION AND DELIVER TO APPLICANT)

The screenshot displays the Sub Divisional Officer Login interface. On the left is a blue sidebar menu with options: Manage Service, Manage Profile, User Management, Manage Master Data, Manage Announcement, Message Box (with sub-items: Inbox, Sent Applications, Revalidate Payment), Payment Settlement Report, DSC Management, and Department/Local Body Mapping. The main content area has a header with the system logo, 'Metadata', and the user profile 'SDO Haldia'. Below the header, a form asks 'Do you want to digitally sign the document ? \*' with radio buttons for 'Yes' and 'No'. A table titled 'Document(s) to be generated' lists 'Mike Permission' and 'Puja Permission', each with a 'View Document' icon. At the bottom are buttons for 'Submit', 'Edit Form', 'View Form', 'Cancel', and 'Back to Inbox'. Five callout boxes provide instructions: 'Select Appropriately to Sign or not Sign the document' points to the radio buttons; 'Please Click this icon to view the system generated NOC' points to the 'View Document' icons; 'SUBMIT THE APPLICATION FOR FINALIZING THE APPROVAL' points to the 'Submit' button; 'Select Edit Form to Re Edit the Decision' points to the 'Edit Form' button; and an unlabeled box points to the 'View Form' button.

Select Appropriately to Sign or not Sign the document

Please Click this icon to view the system generated NOC

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

Document(s) to be generated

Document Name	View Document
Mike Permission	
Puja Permission	

Submit Edit Form View Form Cancel Back to Inbox

SUBMIT THE APPLICATION FOR FINALIZING THE APPROVAL

Select Edit Form to Re Edit the Decision

# SUB DIVISIONAL OFFICER LOGIN

## (HOW TO APPROVE APPLICATION AND DELIVER TO APPLICANT)

### 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 <
- Department Level Configuration

This message means  
the action is  
successfully taken

Successfully Submitted

Back to Inbox



# SUB DIVISIONAL OFFICER (SDO) LOGIN (HOW TO REJECT)

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

Department Level Configuration

SMS Configuration

Web Service Int

Data Sharing

Themes

Language

SDO-Domkal

Application for Puja Permission	
SDO Office	
AF-PP/2020/00078	
09-10-2020	

View Processing History

SDO Office

Action

Action \*

Reject

Deliver

Remarks \*

reject

Submit

Reset

Cancel

Back to Inbox

1. Reject:  
Application can be  
rejected by selecting  
reject

2. Remarks:  
Reason for Rejecting