



# SERVICE PLUS

## APPLICATION FOR PUJA PERMISSION

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

**NIC** एन आई सी  
National  
Informatics  
Centre



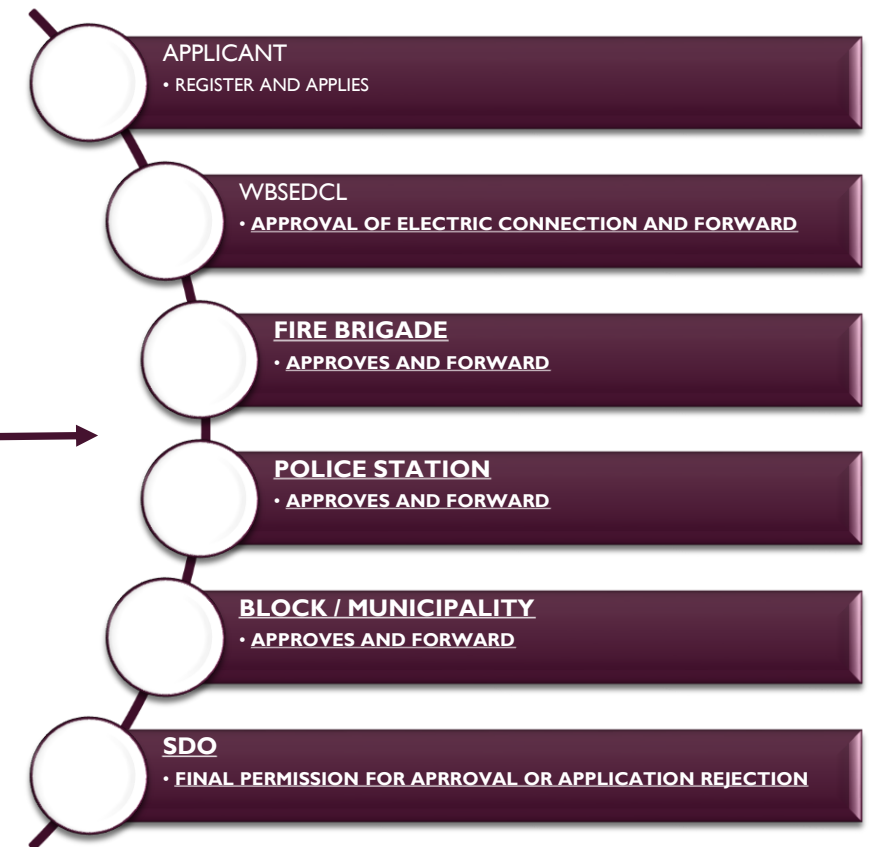
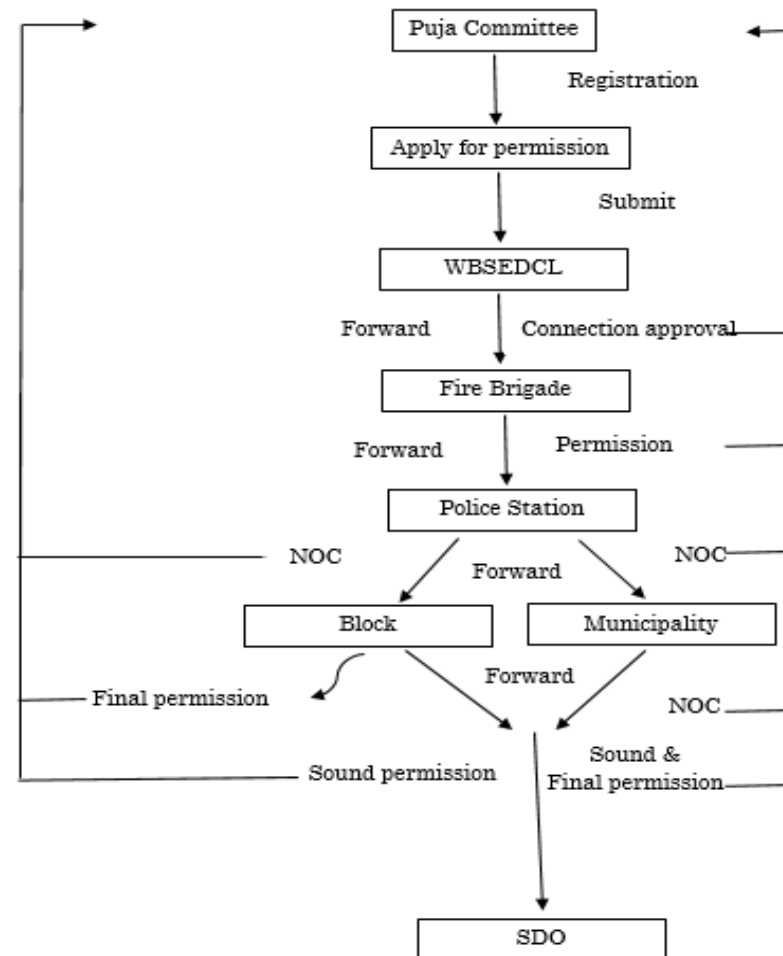
# SERVICE PLUS

**APPLICATION FOR PUJA  
PERMISSION**

<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 navigation links: 'REQUEST FOR DEMO', 'SELECT STATE', 'LANGUAGE', and 'LOGIN'. The background features a large banner with the text 'MAINTAIN CERTIFICATION AND PHOTOGRAPHS' and three numbered steps: '01 Scan/Upload Documents', '02 Upload Photographs', and '03 Use your documents'. A 'CITIZEN Section' at the bottom includes links for 'Register Yourself', 'Newly Launched SERVICES', and 'Find A REPORT Of Interests!'. A 'LOG IN' modal window 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 is a green 'Log In' button and a link for 'Forgot Password?'. The CAPTCHA field shows the text '7T7DN9'.

## 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 profile 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 this step to the 'Message Box' option in the left-hand menu.
- 2. Select Inbox**: An arrow points from this step to the 'Inbox' option under the 'Message Box' menu.
- 3. Select your service: Application for Puja Permission**: An arrow points from this step to the 'Application for Puja' dropdown menu in the 'Please select Service \*' field.
- 4. Select Task**: An arrow points from this step to the 'Office of the WBSED' dropdown menu in the 'Select Task \*' field.

Additional elements visible in the interface include:

- ServicePlus Logo**: Metadata-based Integrated eService Delivery Framework.
- Menu**: A list of options including Manage Service, Manage Profile, User Management, Message Box, Grievance, and Payment Settlement.
- Message Box / Inbox**: The current view, showing a list of messages.
- Please select Service \***: A dropdown menu with 'Application for Puja' selected.
- Version No. \***: A dropdown menu with 'V-1' selected.
- Select Task \***: A dropdown menu with 'Office of the WBSED' selected.
- From Date :** A date picker showing '01/01/2017'.
- To Date :** A date picker showing '06/10/2020'.
- App Ref No.**: A text input field.
- Click on Get Data**: A button labeled 'Get Data' at the bottom right.

# 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

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

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

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 blue header bar with a yellow 'Forward' button below it.
- Recommend**: A section with two radio buttons: 'Recommendation for Acceptance' (selected) and 'Recommendation for Rejection'.
- Memo No.**: A text input field containing 'MEMO-1'.
- Remarks**: A text input field containing 'DELIVER'.
- Buttons**: A row of four buttons at the bottom: 'Submit' (green), 'Reset' (blue), 'Cancel' (red), and 'Back to Inbox' (blue).

Four dark purple callout boxes with arrows point to specific elements:

- Forward**: Points to the yellow 'Forward' button in the Action section.
- Recommendation for Acceptance:** Points to the selected 'Recommendation for Acceptance' radio button.
- Remarks: Reasons for Acceptance/ Rejection**: Points to the 'Remarks' text input field.
- Submit the Application**: Points to the green 'Submit' button.

# OFFICIALS LOGIN

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

The screenshot shows a web application interface for officials. 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 two radio buttons, 'Yes' and 'No'. The 'No' button is highlighted with a yellow box. Below this is a section titled 'Document(s) to be generated' containing a table with columns 'Document Name' and 'View Document'. The 'View Document' column has a yellow box with a document icon. At the bottom of the form are five buttons: 'Submit' (green), 'Edit Form' (green), 'View Form' (green), 'Cancel' (red), and 'Back to Inbox' (green). The 'Submit' button is highlighted with a yellow box. Arrows point from text boxes to these 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 document icon in the 'View Document' column; 'SUBMIT THE APPLICATION FOR FINALIZING THE APPROVAL' points to the 'Submit' button; and 'Select Edit Form to Re Edit the Decision' points to the 'Edit 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



# SERVICE PLUS

## APPLICATION FOR PUJA PERMISSION

<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 user profile 'SDO-Domkal' in the top right corner.

1. First go to Message Box

2. Select Inbox


3. Select your service:  
Application for Puja Permission

4. Select Task:  
SDO Office


Click on  
Get Data



# SUB DIVISIONAL POLICE OFFICER LOGIN (HOW TO PROCESS)



Metadata-based Integrated eService Delivery Framework



राज्यपालिका प्रमुख

ThemesLanguageSDO-Domkal

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

Message Box / Inbox

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

App Ref No.

Get Data

Showing 1 to 1 of 1 entries

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

App Reference Number is unique for each Application

Click on Pull/Take Action

# 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**

**Application Applied Date :** 07/10/2020

**Application Due Date :** 07/10/2020

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

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

The screenshot displays the Sub Divisional Officer Login interface. The top header includes the 'SP Se Metadata' logo on the left, the Government of India emblem and 'सत्यमेव जयते' on the right, and a user profile section for 'SDO DOMKAL' with 'Themes' and 'Language' options. A left-hand 'Menu' lists various functions: Manage Service, Manage Profile, User Management, Message Box (with sub-items: Inbox, Sent Applications, Revalidate Payment), Grievance, Payment Settlement Report, DSC Management, Department/Local Body Mapping, and Reports. The main content area features a form with the question 'Do you want to digitally sign the document ? \* ☐ Yes ☒ No'. Below this is a section titled 'Document(s) to be generated' containing a table with columns 'Document Name' and 'View Document'. The table lists 'Documents' with a document icon. At the bottom of the form are five buttons: 'Submit', 'Edit Form', 'View Form', 'Cancel', and 'Back to Inbox'. Four dark purple callout boxes with white text and arrows provide instructions: 1. 'Select Appropriately to Sign or not Sign the document' points to the radio buttons. 2. 'Please Click this icon to view the system generated NOC' points to the document icon in the table. 3. 'SUBMIT THE APPLICATION FOR FINALIZING THE APPROVAL' points to the 'Submit' button. 4. 'Select Edit Form to Re Edit the Decision' points to the 'Edit 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

# 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

I. Reject:  
Application can be  
rejected by selecting  
reject

2. Remarks:  
Reason for Rejecting

Submit