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PANCHAYAT

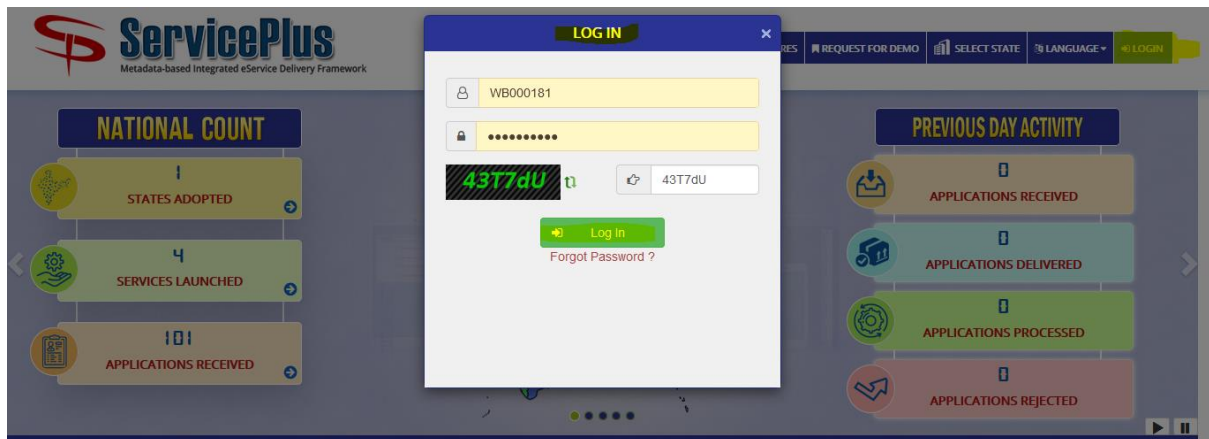
USER MANUAL

PART I:

SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

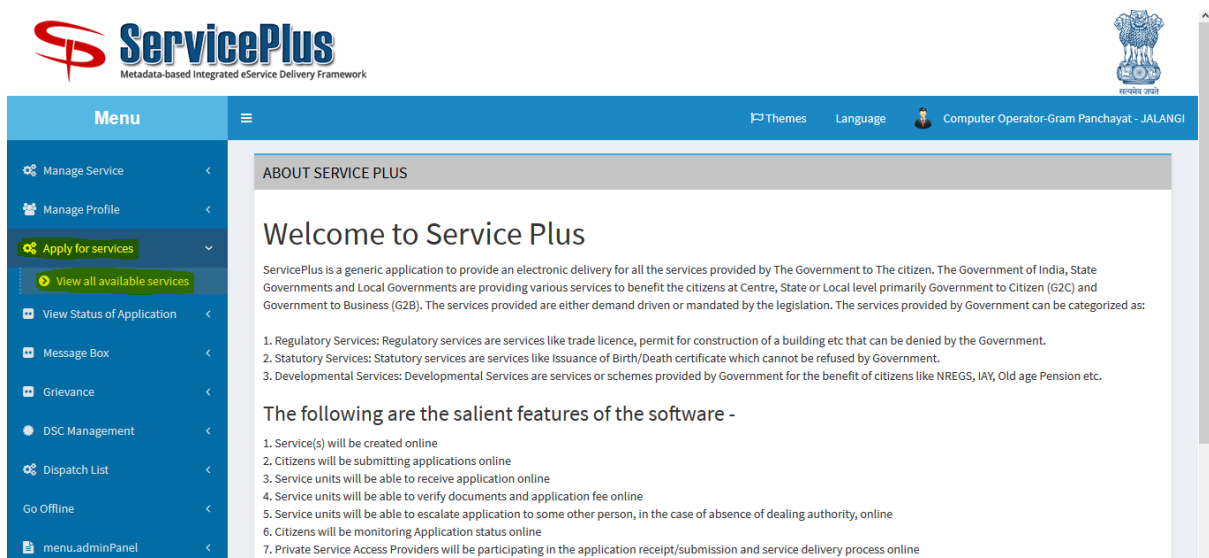
STEP 1:

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



STEP 2:

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



STEP 3:

After selecting “**View all available services**” now select your “**Application for Issuance of Income Certificate**” to check your application.

The screenshot shows the 'View All Available Services' page. On the left is a blue sidebar menu with options: Manage Service, Manage Profile, Apply for services (selected), View Status of Application, Message Box, Grievance, DSC Management, Dispatch List, Go Offline, and menu.adminPanel. The main content area has a header 'Apply For Services / View All Available Services'. Below this, there's a 'view' dropdown set to 'All States' and a 'Services' search bar. A table lists available services:

SLNo.	Service Name	Department Name	State
1	Application for Issuance of Completion Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
2	Application for Issuance of Income Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
3	Application for Issuance of Legal Heir Certificate-GP	Panchayats and Rural Development Department	WEST BENGAL
4	Application for Issuance of Residential Certificate- GP	Panchayats and Rural Development Department	WEST BENGAL

Below the table, it says 'Showing page 1 of 1' with pagination buttons: First, Previous, 1 (selected), Next, Last.

STEP 4:

Now fill in with the valid applicant's details as required.

The screenshot shows the 'Applicant Details' form. At the top left is the 'ServicePlus' logo with the tagline 'Metadata-based Integrated eService Delivery Framework'. At the top right is the Government of India emblem and the text 'Computer Operator-Gram Panchayat - JALANGI'. The form fields are as follows:

- Name of Applicant: Avinash Rana
- Son / Daughter / Wife of: C. Rana
- Sex: ☒ Male ☐ Female
- E-Mail: avinashrana55@yahoo.com
- Mobile Number: 1234567890
- State: WEST BENGAL
- District: MURSHIDABAD
- Block: JALANGI
- Gram Panchayat: Kaliganj
- Name of Village: Kaliganj
- Police Station: Kaliganj
- Income of the family: 300000
- Income: ☒ Monthly ☐ Annually
- Amount in Words: Thirty Thousand Only
- Ration Card No.: 1233244344
- Applicant's Photo: [Image placeholder]

STEP 5:

After filing the details, give the required captcha and submit the form.

Dispatch List

Go Offline

menu.adminPanel

PERSONAL DETAILS

Amount in Words :
Thirty Thousand Only

PERSONAL CARD NO. :
1233244344

Applicant's Photo *

Browse

Upload Image

Additional Details

Apply to the Office *
JALANGI - Gram Panchayat

Word verification

8M53Be

Please enter the characters shown above

8M53Be

Draft

Submit

Close

Reset

STEP 6:

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

ServicePlus

Metadata-based integrated e-service Delivery Framework

Computer Operator-Gram Panchayat - JALANGI

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

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

Applicant Details

Name of Applicant :
Avinash Rana

Son / Daughter / Wife of :
C Rana

Sex :
Male

E-Mail :
avinashrana55@yahoo.com

Mobile Number :
1234567890

State :
WEST BENGAL

District :
MURSHIDABAD

Block :
JALANGI

Gram Panchayat :
Kaliganj

Name of Village :
Kaliganj

Police Station :
Kaliganj

Income of the family :
300000

Income :
Monthly

Amount in Words :
Thirty Thousand Only

Ration Card No. :
1233244344

Applicant's Photo :

Additional Details

Apply to the Office
JALANGI - Gram Panchayat

Draft Reference No :
Draft_AIRC-GP/2020/00006

06/5/2020 04:02:38 IST

Save

Edit

Cancel

Initiate a new application

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STEP 7:

This is the applicant's acknowledgement slip with ref-no: AIIC-GP/2020/00006 respectively which can be printed or downloaded as pdf.

View all available services

View Status of Application

Message Box

Grievance

DSC Management

Dispatch List

Go Offline

menu.adminPanel


Application Acknowledgment

Date: 06/05/2020

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

Application Summary

Application Reference Number is AIIC-GP/2020/00006

Your application was received by DEO/Webservice mode on 06/05/2020.

List of Enclosures with Application

For any queries contact following officer.
Service Designated Officer:
Name: Gram Panchayat - JALANGI
Address:
Email: vk.sharma87@nic.in
Phone No.:

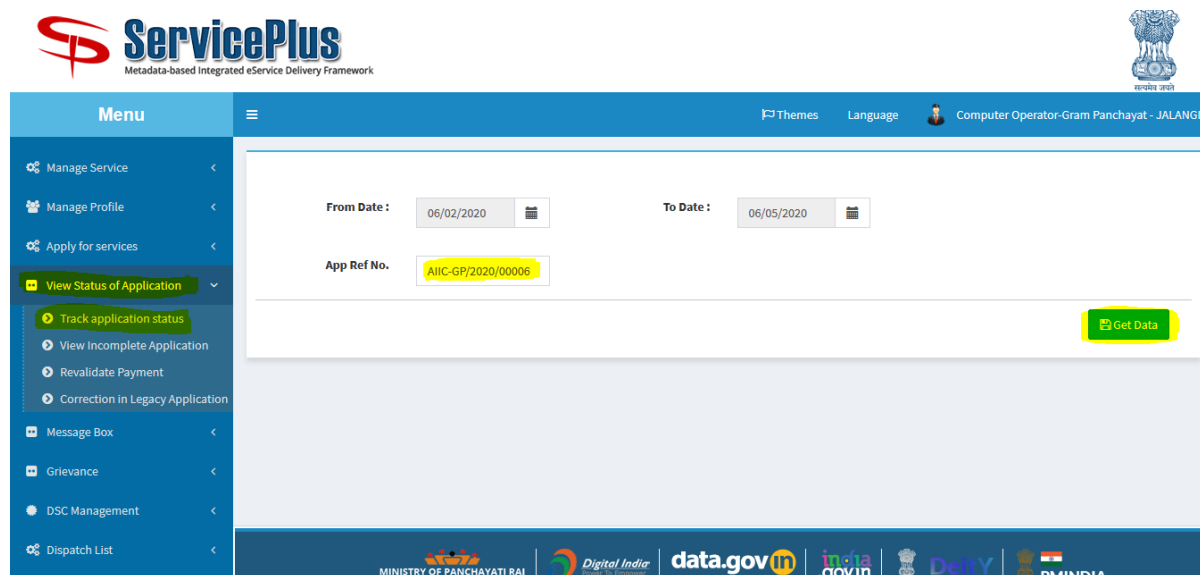
Regards
ServicePlus

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.



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
- Dispatch List

Themes Language Computer Operator-Gram Panchayat - JALANGI

From Date : 06/02/2020 To Date : 06/05/2020

App Ref No. AIIC-GP/2020/00006

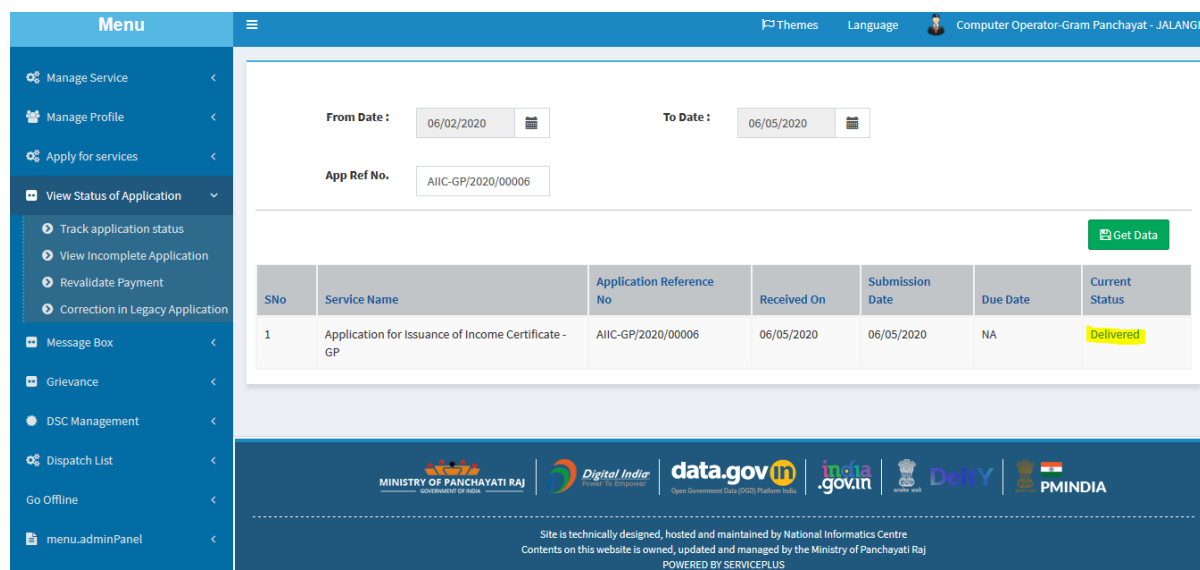
Get Data

MINISTRY OF PANCHAYATI RAJ Digital India data.gov.in india.gov.in DeltY 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 income certificate.



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
- menu.adminPanel

Themes Language Computer Operator-Gram Panchayat - JALANGI

From Date : 06/02/2020 To Date : 06/05/2020

App Ref No. AIIC-GP/2020/00006

Get Data

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for Issuance of Income Certificate - GP	AIIC-GP/2020/00006	06/05/2020	06/05/2020	NA	Delivered

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

STEP 4:

The QR code and ref: no. is unique.



**Office of the Kaliganj
Block - JALANGI, District - MURSHIDABAD**



Letter No.AJIC-GP/2020/00006 Date: 06/05/2020

Income Certificate

This is to certify that Avinash Rana, S/D/W/o - C Rana residing at Village - Kaliganj, P.S. kaliganj, Dist. – MURSHIDABAD is a permanent inhabitant of this Gram Panchayat. He is personally known to me.

His family income does not exceed Rs. 300000 (Thirty Thousand Only) Monthly . His Ration Card no. is 1233244344.



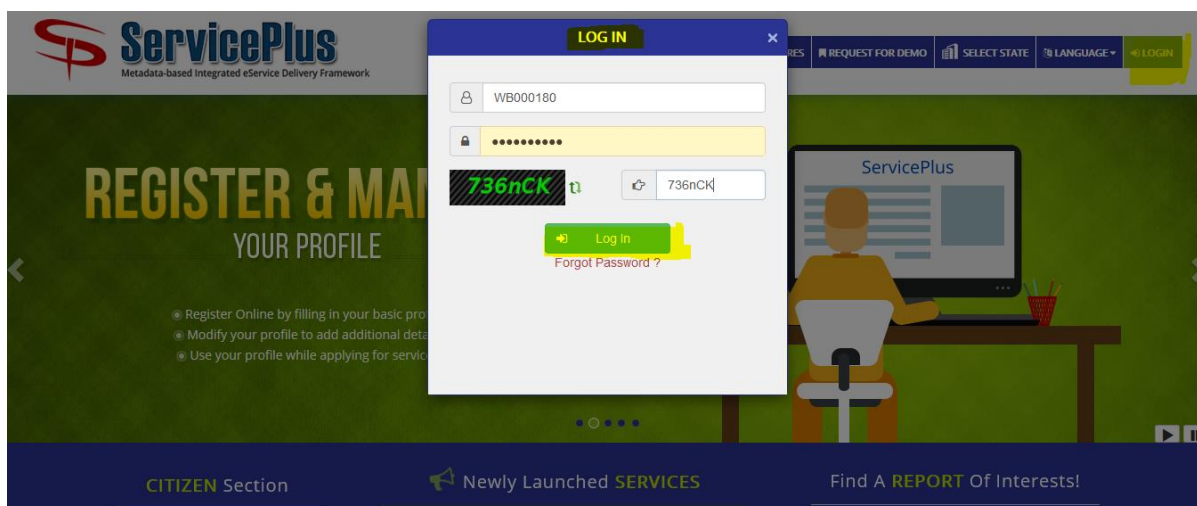
**Pradhan
Kaliganj**

PART III:

ISSUANCE OF INCOME CERTIFICATE: (By CHAIRMAN GRAM PANCHAYAT)

STEP 1:

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



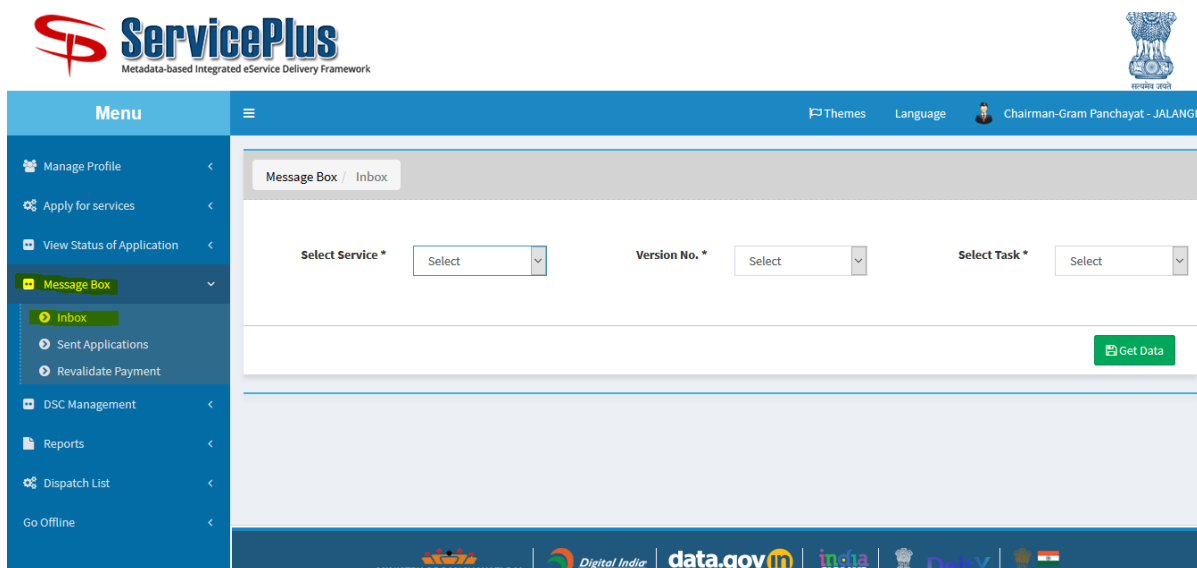
The image shows the ServicePlus login interface. A modal window titled "LOG IN" is displayed over the main banner. The modal contains the following fields and elements:

- User ID field: WB000180
- Password field: Masked with dots
- Captcha field: 736nCK
- Log In button: Green button with a right arrow icon
- Forgot Password? link: Text link below the Log In button

The background banner features the ServicePlus logo, the text "REGISTER & MANAGE YOUR PROFILE", and a list of instructions: "Register Online by filling in your basic profile details", "Modify your profile to add additional details", and "Use your profile while applying for services". The banner also includes navigation links for "REQUEST FOR DEMO", "SELECT STATE", "LANGUAGE", and "LOG IN".

STEP 2:

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



The image shows the ServicePlus Message Box interface. The left sidebar contains a "Menu" with the following items:

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

The main content area displays the "Message Box / Inbox" section. It includes the following elements:

- Select Service *: Dropdown menu with "Select" as the current value
- Version No. *: Dropdown menu with "Select" as the current value
- Select Task *: Dropdown menu with "Select" as the current value
- Get Data button: Green button with a right arrow icon

The footer of the page contains the following logos and text:

- MINISTRY OF PANCHAYATI RAJ
- Digital India
- data.gov.in
- india.gov.in
- Delhi
- GOVERNMENT OF INDIA

STEP 3:

Here the chairman has to select service “**Application for Issuance of Income Certificate**” 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**” would lead to a new page for issuing the certificate or rejecting it.

SL.No.	Application Number	Status	Action	Return to Pool
1	AICC-GP/2020/00002	Initiated	Take Action	

STEP 4:

Here the chairman has the right to see the applicant’s application form by selecting the certificate icon.

It can be further submitted or edited or cancelled.

Document Name	View Document
Certificate	

STEP 5:

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.

The screenshot displays the ServicePlus web application interface. The header includes the ServicePlus logo and the text 'Metadata-based Integrated eService Delivery Framework'. The user is logged in as 'Chairman-Gram Panchayat - JALANGI'. The left sidebar contains a menu with options like 'Manage Profile', 'Apply for services', 'View Status of Application', 'Message Box', 'DSC Management', 'Reports', 'Dispatch List', and 'Go Offline'. The main content area shows the 'Issuance Authority' form with the following details:

- Service Name: Application for Issuance of Completion Certificate - GP
- Current Task: Issuance Authority
- Application Reference Number: AICC-GP/2020/00002
- Application Received Date: 06-05-2020

Below the form, there is a 'View Processing History' button. The 'Issuance Authority' section shows an 'Action' dropdown with options 'Reject' and 'Deliver', and a 'Remarks' text area. At the bottom, there are buttons for 'Submit', 'Reset', 'Cancel', and 'Back to Inbox'.

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STEP 6:

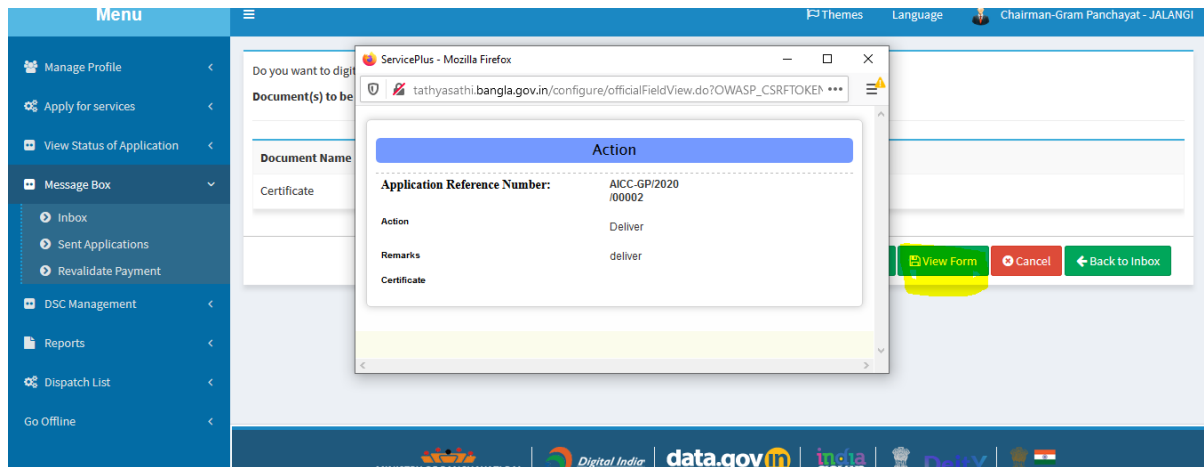
By selecting “**View Processing History**” the application history can be seen such as applied date, issuance authority name with date etc.

The screenshot shows the 'View Processing History' section of the application. It contains a table with application details and a processing history table.

Task Name	User	Received Date	Processed Date	Action Details
Issuance Authority	Chairman-Gram Panchayat - JALANGI	06/05/2020	NA	Under Processing
Application Submission	DEO	NA	06/05/2020 15:39:44	Completed

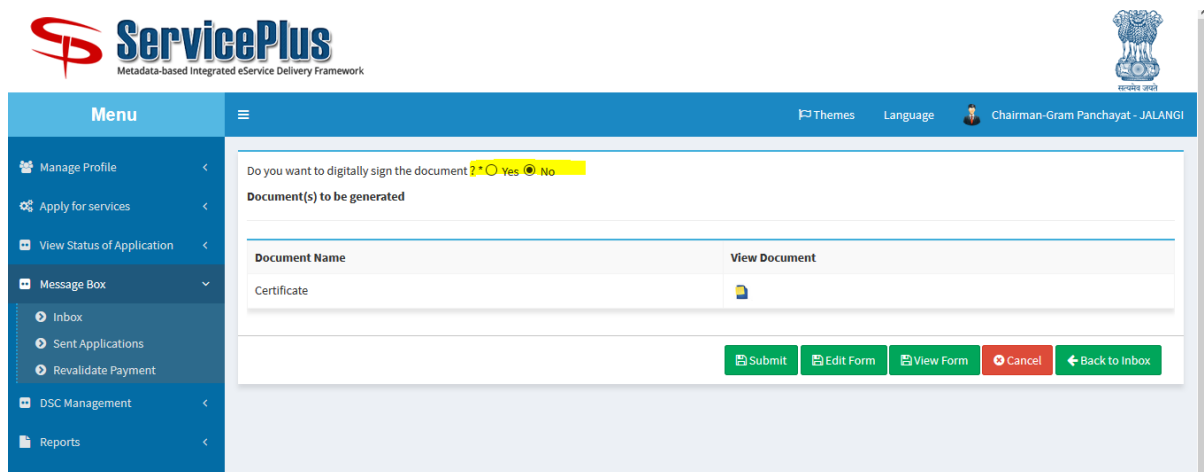
STEP 7:

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



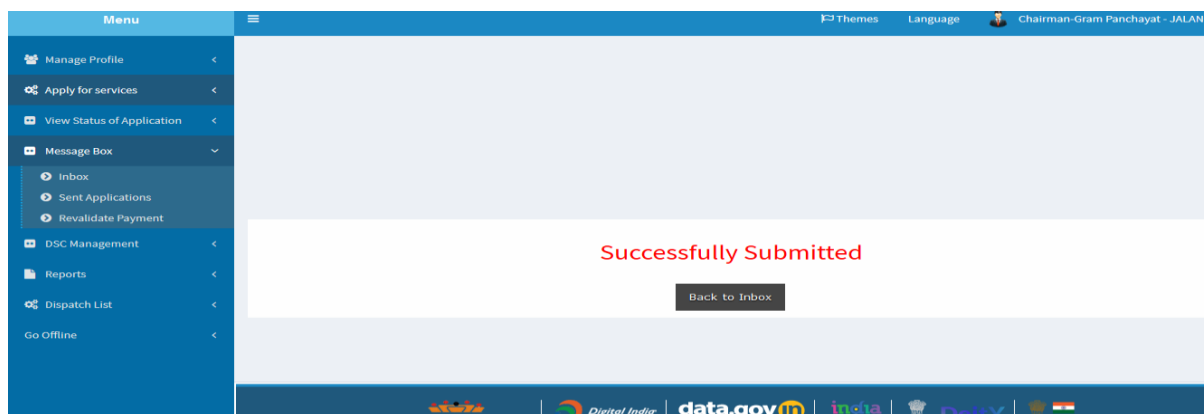
STEP 7:

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 8:

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

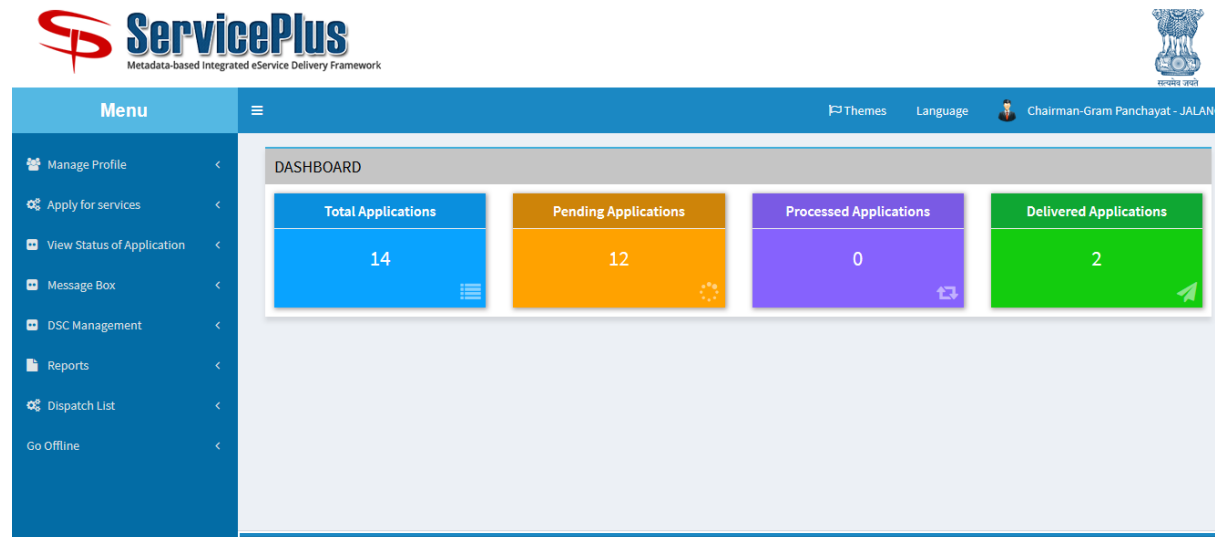


PART IV:

Reporting And Certificate Dispatch: (By CHAIRMAN 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.

The screenshot shows the 'Dispatch List / View Delivered Service' page. It includes filters for 'Select Service *' (Application for Issuance of Income), 'Select Submission Office *' (JALANGI), 'From Date' (11/02/2020), 'To Date' (11/05/2020), and 'App Ref No.'. A 'Get Data' button is present. Below the filters is a table with columns: S.No., Application ID, Mode of Delivery, Service Delivered Date, and Signature Or Address. The table shows one entry with Application ID AIIIC-GP/2020/00012 and Mode of Delivery In Person. A search bar and pagination controls are also visible.

S.No.	Application ID	Mode of Delivery	Service Delivered Date	Signature Or Address
1	AIIIC-GP/2020/00012	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.

The screenshot shows the ServicePlus application interface. On the left is a blue sidebar menu with options: Manage Profile, Apply for services, View Status of Application, Message Box, DSC Management, Reports, Dispatch List (selected), and View Delivered Service. The main area displays the 'Dispatch List' with a table containing one entry with S.No. 1 and Application ID AICC-GP/2020/00004. A modal window titled 'viewDispatcherOutputCertificate.do' is open, showing a certificate from the Office of the JALANGI - Gram Panchayat. The certificate text states that abc Pvt Ltd, of Village Mandi Kola, P.S. JALANGI, Dist. -MURSHIDABAD has been entrusted with the work for construction of a school under a contract against NIST No. dm-1234 dated 01/05/2020 with a work order value memo no. wo-123 dated 04/05/2020. The work order amount was Rs. 1230.00. The work was successfully completed on 05/05/2020. The certificate is signed by the Chairman, Gram Panchayat, JALANGI. A red diagonal watermark 'Test Data -- Test Data' is visible across the certificate. The background shows a partial view of the 'View Delivered Service' page with a 'Get Data' button and a search field.

STEP 3:

Select to print from the list.

The screenshot shows the 'View Delivered Service' page in the ServicePlus application. The left sidebar menu is the same as in Step 2. The main area shows a table with columns: Application ID, Mode of Delivery, Service Delivered Date, and Signature Or Address. The table contains three entries, all with 'In Person' mode of delivery. The first entry has Application ID AICC-GP/2020/00004. A modal window titled 'Application for Issuance of Completion Certificate - GP' is open, showing the details of the selected application. The modal has a 'Print' button at the bottom right. The background shows a partial view of the 'View Delivered Service' page with a 'Get Data' button and a search field.