



# SERVICE PLUS

## STOCK REQUISITION - ZONAL LEVEL

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

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# SERVICE PLUS

**STOCK REQUISITION -  
ZONAL LEVEL**

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

**APPLICANT PART**

# DISTRICT MAGISTRATE LOGIN (HOW TO APPLY)

The screenshot shows the ServicePlus website. At the top left is the Government of India emblem. Next to it are links for 'HOME' and 'SELECT STATE'. A yellow 'LOGIN' button is highlighted with a red circle, and a red arrow points from it to a callout box on the right. The 'ServicePlus' logo is at the top right, with the tagline 'Metadata-based Integrated eService Delivery Framework'. Below the logo is a vertical sidebar with icons for a desktop, a question mark, and an Android phone. The main content area has a purple header with the text 'An Easy and Intuitive Application'. Below this is a paragraph about the platform being part of the Panchayat Enterprise Suite (PES) and a list of features: Build Software through Dictate, Design & Deploy; Intuitive, Intelligent & Interoperable; Automated Data Migration; Integrated Dynamic Report Generation; and Strong Data Analytics. At the bottom of this section are two buttons: 'TRACK APPLICATION' and 'KNOW YOUR ELIGIBILITY'. The central part of the page displays 'National Count' and 'Previous Day Activity' statistics. The 'National Count' section has three cards: 'States Adopted' (0), 'Services Launched' (17), and 'Applications Received' (81510). The 'Previous Day Activity' section has four cards: 'Received' (8), 'Delivered' (5), 'Processed' (0), and 'Rejected' (0). Each card has a 'View details' link. At the bottom left, there is a 'Newly Launched Services' button with a right arrow.

HOME SELECT STATE LOGIN

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

**An Easy and Intuitive Application**

Developed as part of *Panchayat Enterprise Suite (PES)* under epanchayat Mission Mode Project (MMP).

*ServicePlus* is a unified platform based on multi-tenant architecture for delivering electronic-services to citizens, an application which is quick to learn and easy to use with minimal effort or very less skill set.

- ✓ Build Software through Dictate, Design & Deploy
- ✓ Intuitive, Intelligent & Interoperable
- ✓ Automated Data Migration
- ✓ Integrated Dynamic Report Generation
- ✓ Strong Data Analytics

TRACK APPLICATION KNOW YOUR ELIGIBILITY

**National Count**

States Adopted	Services Launched	Applications Received
0	17	81510

**Previous Day Activity**

Received	Delivered	Processed	Rejected
8	5	0	0

Newly Launched Services

## LOGIN

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



# DISTRICT MAGISTRATE LOGIN (HOW TO APPLY)

The screenshot shows the ServicePlus web application. At the top, there is a header with the Government of India emblem, 'HOME', 'SELECT STATE', and a 'LOGIN' button. The main content area features a large banner with the text 'An Easy and Intuitive Application' and a description of the platform. Below the banner, there are several service categories with checkmarks: 'Build Software through Dictate, Design & Deploy', 'Intuitive, Intelligent & Interoperable', 'Automated Data Migration', 'Integrated Dynamic Report Generation', and 'Strong Data Analytics'. At the bottom, there are buttons for 'TRACK APPLICATION' and 'KNOW YOUR ELIGIBILITY'. A 'Login' modal is open in the center, containing fields for 'User ID' (with a yellow highlight on 'jw62ka'), 'Password' (with a yellow highlight on 'jw62ka'), and a 'CAPTCHA' field (with a yellow highlight on 'jw62ka'). Below the CAPTCHA field is a green 'LOG IN' button and a link for 'Forgot Password?'. The background of the modal shows a dashboard with various statistics and charts.

## USER ID

- SIGN IN WITH USER ID OF DM – ZONAL LEVEL

## PASSWORD

- WITH THE VALID PASSWORD FOR DM ID – ZONAL LEVEL

## CAPTCHA

- MATCH THE CAPTCHA

## LOGIN

- PRESS THE LOGIN BUTTON

# APPLICANT PART (HOW TO APPLY)

The screenshot shows the ServicePlus web application interface. The header includes the ServicePlus logo and the tagline "Metadata-based Integrated eService Delivery Framework". The left sidebar contains a "Menu" with options: "Manage Service", "Manage Profile", "Apply for services", "View all available services", "View Status of Application", "User Management", "Message Box", "Grievance", and "Payment Settlement Report". The main content area displays the "Apply For Services" section with a breadcrumb "View All Available Services". It features a "View" dropdown set to "All States" and a "Services" table. A search bar is located above the table. The table lists two services: "Stock Requisition - Zonal Level" (SL.No. 1) and "Stock Update on Direct Supply / Rejected Items - Zonal Level" (SL.No. 2). Both are from the "Department of Disaster Management & Civil Defence". The first service is highlighted in yellow. At the bottom, there is a pagination bar showing "Showing page 1 of 1" and navigation buttons: "First", "Previous", "1", "Next", and "Last".

**1. First go to Apply for Services**

**Search Bar: Here Application Can be Searched By name**

**2. Select View all available services**

**3. Select your service: Stock Requisition – Zonal Level**

SL.No.	Service Name	Department Name
1	Stock Requisition - Zonal Level	Department of Disaster Management & Civil Defence
2	Stock Update on Direct Supply / Rejected Items - Zonal Level	Department of Disaster Management & Civil Defence

# APPLICANT PART (HOW TO APPLY)

Menu

Manage Service

Manage Profile

Apply for services

View all available services

View Status of Application

User Management

Message Box

Grievance

Payment Settlement Report

DSC Management

Department/Local Body Mapping

Reports

Dispatch List

Department Level Configuration

SMS Configuration

Web Service Integration

Go Offline

Data Sharing

Admin Panel

Scheme Configuration

Share data with Report Tool

Reminder Notification

Themes

Language

Profile

Application Form - Stock Requisition - Zonal

Select your office. \*

State \*

WEST BENGAL

Zonal Office \*

Bardhaman

Click on "Show Opening Balance" to show Current Balance. \*

Show Opening Balance

Opening Balance

Name of Item	Opening Balance
<input type="text"/>	<input type="text"/>

Requisition Item Details

Transaction Date \*

23/12/2020

Challan No. \*

List of Item Name \*

Please Select


Quantity \*

Additional Details

Apply to the Office \*

Line Department - Zonal Office(Zonal- Bardhaman )

Word verification



Please enter the characters shown above

Draft

Submit

Close

Reset

Select your office

Sate

- Select the Department to apply from

Select Office

- This will be auto selected as per the zonal office

Show Opening Balance

- Click on the button to show the opening balance of the particular zonal office

# APPLICANT PART (HOW TO APPLY)

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

**Menu**

- Manage Service
- Manage Profile
- Apply for services
  - View all available services
  - View Status of Application
  - User Management
  - Message Box
  - Grievance
  - Payment Settlement Report
  - DSC Management
  - Department/Local Body Mapping
  - Reports
  - Dispatch List
  - Department Level Configuration
  - SMS Configuration
  - Web Service Integration
  - Go Offline
  - Data Sharing
  - Admin Panel
  - Scheme Configuration
  - Share data with Report Tool
  - Reminder Notification
  - Mobile App Configuration
  - External System Registration

**Application Form - Stock Requisition - Zonal**

Select your office -  
State: WEST BENGAL  
Zonal Office: Bardhaman

Click on "Show Opening Balance" to show Current Balance.  
**Show Opening Balance**

Name of Item	Opening Balance
Sari(Type-1)	100
Children's Garments (Boys)	110
Wrapper(Handloom Wrapper)	130
Sari(100% Cotton)	110
Tarpaulin(HDPE)	102
Wrapper(Male Wrapper)	110
Lungi	125
Special Gratuitous Relief(Ric)	100
Special Gratuitous Relief(Wi)	100
Normal Gratuitous Relief(Wi)	100
Leprosy Gratuitous Relief(Ri)	100
Cash Gratuitous Relief	100
Starvation Gratuitous Relief	100
Gur (Molasses)	100
Fluorescent Reflective Jack	100
Children's Garments (Girls)	100
Bed sheet	100
Sari(Type-3)	100
Disaster Management Kit	100
Blanket(Handloom)	100
Sari(Handloom)	100
Blanket(Cotton)	100
Tarpaulin(LLDPE)	100
Sari	110
Dhuti	95
Pajama Panjabi	130
Soyabean	130
Dal (Pulse)	110
Dignity Kite	102
Salwar Kameez	140
Kurti Leggings	90
Multi grain Protein Mix	110
Biscuits	128
Chira (Pressed rice)	112

**Requisition Item Details**

Transaction Date: 23/12/2020  
List of Item Name: Tarpaulin(LLDPE)  
Challan No.:  
Quantity: 10

**Additional Details**

Apply to the Office: Line Department - Zonal Office(Zonal- Bardhaman)

**Word verification**  
Please enter the characters shown above  
jw62ka

Buttons: Print, Submit, Close, Reset

## Requisition Item Details

## Transaction Date

- This date will be automatically set to today's current date

## Challan No.

- Challan No.
- By typing challan no. the opening balance section will be closed.



## List of Item Name

- Select the appropriate item name to be requisited.

## Quantity

- No. of quantity to be requisited.

# APPLICANT PART (HOW TO APPLY)



Menu

Manage Service

Manage Profile

Apply for services

View all available services

View Status of Application

User Management

Message Box

Grievance

Payment Settlement Report

DSC Management

Department/Local Body Mapping

Reports

Dispatch List

Department Level Configuration

SMS Configuration

Web Service Integration

Go Offline

Data Sharing

Admin Panel

Scheme Configuration

ThemesLanguage

Application Form - Stock Requisition - Zonal

Select your office. \*  
State \*  
WEST BENGAL  
Zonal Office \*  
Bardhaman  
Click on "Show Opening Balance" to show Current Balance. \*  
Show Opening Balance  
Requisition Item Details  
Transaction Date \*  
23/12/2020  
Challan No. \*  
challan-4/l/u  
List of Item Name \*  
Tarpaulin(LLDPE)  
Quantity \*  
10  
Additional Details  
Apply to the Office \*  
Line Department - Zonal Office(Zonal- Bardhaman )  
Word verification  
jw62ka  
Please enter the characters shown above  
jw62ka  
DraftSubmitCloseReset

Verify the Word

- Enter the captcha as written

Submit

- Submit to apply.



# APPLICANT PART (HOW TO APPLY)

The screenshot shows the 'Application Form - Stock Requisition - Zonal' interface. The left sidebar contains a 'Menu' with options: Manage Service, Manage Profile, Apply for services (selected), View all available services, View Status of Application, User Management, Message Box, Grievance, Payment Settlement Report, DSC Management, Department/Local Body Mapping, Reports, Dispatch List, Department Level Configuration, and SMS Configuration. The main form area includes: Application Reference Number: Draft\_SR-ZL/2020/00060; State: WEST BENGAL; Zonal Office: Bardhaman; Opening Balance; Requisition Item Details (Transaction Date: 23/12/2020, Challan No.: challan-4/u, List of Item Name: Tarpaulin(LLDPE), Quantity: 10, Price: 1); Additional Details (Apply to the Office: Zonal Office(Zonal- Bardhaman)). At the bottom, there is a timestamp '23/12/2020 06:32:05 IST' and a URL 'http://tathyasathi.bangla.gov.in/configure'. A row of buttons at the bottom includes 'Edit', 'Attach Annexure', 'Cancel', 'Print', 'Export to PDF', and 'Initiate a new application'.

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

Menu

- Manage Service
- Manage Profile
- Apply for services
- View all available services
- View Status of Application
- User Management
- Message Box
- Grievance
- Payment Settlement Report
- DSC Management
- Department/Local Body Mapping
- Reports
- Dispatch List
- Department Level Configuration
- SMS Configuration

Themes Language

**Application Form - Stock Requisition - Zonal**

Application Reference Number : Draft\_SR-ZL/2020/00060

State : WEST BENGAL

Zonal Office : Bardhaman

**Opening Balance**

**Requisition Item Details**

Transaction Date : 23/12/2020

Challan No. : challan-4/u

List of Item Name : Tarpaulin(LLDPE)

Quantity : 10

Price : 1

**Additional Details**

Apply to the Office : Zonal Office(Zonal- Bardhaman)

23/12/2020 06:32:05 IST

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

Edit Attach Annexure Cancel Print Export to PDF Initiate a new application

## Edit

- 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

# APPLICANT PART (HOW TO APPLY)

**Menu**

- Manage Service
- Manage Profile
- Apply for services
  - View all available services
- View Status of Application
- User Management
- Message Box
- Grievance
- Payment Settlement Report
- DSC Management

**ATTACH ENCLOSURE(S)**

Enclosure(s):

Type of Enclosure *	Enclosure Document *	File/Reference *
Requisition Document *	<div>Requisition Document</div>	<div>Browse... dummy.pdf</div> <div>Scan</div> <div>Fetch from DigLocker</div>
Other	<div>Select</div>	<div>Browse... No file selected.</div> <div>Scan</div> <div>Fetch from DigLocker</div>

Save Annexure

Cancel

Back

## 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

# APPLICANT PART (HOW TO APPLY)

**Menu**

- Manage Service
- Manage Profile
- Apply for services
  - View all available services
- View Status of Application
- User Management
- Message Box
- Grievance
- Payment Settlement Report
- DSC Management
- Department/Local Body Mapping
- Reports
- Dispatch List
- Department Level Configuration
- SMS Configuration
- Web Service Integration
- Go Offline
- Data Changes

**Themes** **Language** 

### Application Form - Stock Requisition - Zonal

Application Reference Number :	Draft_SR-ZL/2020/00060
State :	WEST BENGAL
Zonal Office :	Bardhaman
<b>Opening Balance</b>	

### Requisition Item Details

Transaction Date :	23/12/2020
Challan No. :	challan-4/l/u
List of Item Name :	Tarpaulin(LLDPE)
Quantity :	10
Price :	1

### Annexure List

1) Requisition Document	<a href="#">Requisition Document</a>
-------------------------	--------------------------------------

### Additional Details

Apply to the Office	Zonal Office(Zonal- Bardhaman )
---------------------	---------------------------------

[Submit](#) [Cancel](#) [Print](#) [Download PDF](#) [Initiate a new application](#)

Submit to finalize the application

# APPLICANT PART (HOW TO APPLY)



**Menu**

- Manage Service
- Manage Profile
- Apply for services
  - View all available services
  - View Status of Application
  - User Management
  - Message Box
  - Grievance

ThemesLanguage

Application Acknowledgment

Date: 23/12/2020,  
Dear District Magistrate,  
  
Your application for Stock Requisition - Zonal Level has been successfully submitted.  
Application Reference Number is SR-ZL/2020/00059  
  
Regards,  
ServicePlus

PrintExport to PDFCloseInitiate a new application

Export to Pdf to download as pdf for future reference

Print to keep the Acknowledgement



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# SERVICE PLUS

**STOCK REQUISITION -  
ZONAL LEVEL**

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

**OFFICIAL PART  
(PRINCIPAL SECRETARY)**



# PRINCIPAL SECRETARY LOGIN (HOW TO APPLY)

The screenshot shows the ServicePlus website. At the top left is the Government of India emblem and the text 'HOME SELECT STATE'. A yellow 'LOGIN' button is highlighted with a red arrow pointing to it from a text box on the right. The main header features the 'ServicePlus' logo and the tagline 'Metadata-based Integrated eService Delivery Framework'. The left sidebar contains the text 'An Easy and Intuitive Application' followed by a description of the platform and a list of features. The main content area displays 'National Count' and 'Previous Day Activity' statistics. A red arrow points from the 'Services Launched' card to the 'LOGIN' button in the text box on the right.

HOME SELECT STATE LOGIN

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

**An Easy and Intuitive Application**

Developed as part of *Panchayat Enterprise Suite (PES)* under epanchayat Mission Mode Project (MMP).

*ServicePlus* is a unified platform based on multi-tenant architecture for delivering electronic-services to citizens, an application which is quick to learn and easy to use with minimal effort or very less skill set.

- ✓ Build Software through Dictate, Design & Deploy
- ✓ Intuitive, Intelligent & Interoperable
- ✓ Automated Data Migration
- ✓ Integrated Dynamic Report Generation
- ✓ Strong Data Analytics

TRACK APPLICATION KNOW YOUR ELIGIBILITY

Newly Launched Services

**National Count**

States Adopted	Services Launched	Applications Received
0	17	81510
<a href="#">View details</a>	<a href="#">View details</a>	<a href="#">View details</a>

**Previous Day Activity**

Received	Delivered	Processed	Rejected
8	5	0	0
<a href="#">View details</a>	<a href="#">View details</a>	<a href="#">View details</a>	<a href="#">View details</a>

## LOGIN

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

# PRINCIPAL SECRETARY LOGIN (HOW TO APPLY)

The screenshot shows the ServicePlus login page. A modal window titled "Login" is open in the center. The modal contains the following elements:

- A header bar with the text "Login" and a close button (X).
- A user ID input field with a person icon on the left and a yellow highlight. The text "jw62ka" is visible in the background.
- A password input field with a lock icon on the left and a yellow highlight. The text "\*\*\*\*\*" is visible.
- A CAPTCHA image showing the text "jw62ka" with a green checkmark icon to its right.
- A CAPTCHA input field with a yellow highlight containing the text "jw62ka".
- A green "LOG IN" button.
- A link labeled "Forgot Password ?" below the login button.

The background of the page shows the ServicePlus logo and tagline "Metadata-based Integrated eService Delivery Framework". There are also statistics for "Applications Received" (81510) and "Processed" (0) applications.

## USER ID

- SIGN IN WITH USER ID OF PRINCIPAL SECRETARY – STATE LEVEL

## PASSWORD

- WITH THE VALID PASSWORD FOR PRINCIPAL SECRETARY – STATE LEVEL

## CAPTCHA

- MATCH THE CAPTCHA

## LOGIN

- PRESS THE LOGIN BUTTON

# PRINCIPAL SECRETARY LOGIN (HOW TO APPROVE)

The screenshot shows the ServicePlus web application interface. The top header includes the ServicePlus logo and the tagline "Metadata-based Integrated eService Delivery Framework". The left sidebar contains a "Menu" with options: Manage Service, Manage Profile, Apply for services, View Status of Application, User Management, Message Box, Inbox, Sent Applications, and Revalidate Payment. The main content area displays the "Message Box / Inbox" section with filters for "Select Service\*" (Stock Requisition), "Version No.\*" (V-1), "Select Task\*" (Requisition Appr), "From Date" (01/01/2017), "To Date" (23/12/2020), and "App Ref No.". A "Get Data" button is located at the bottom right of the filter section.

1. First go to Message Box

2. Select Inbox

3. Select your service:  
Stock Requisition – Zonal  
Level

4. Select Task:  
Requisition Approval

Click on  
Get Data

# PRINCIPAL SECRETARY LOGIN (HOW TO APPROVE)

**Menu**

Manage Service <

Manage Profile <

Apply for services <

View Status of Application <

User Management <

Message Box >


Inbox

Sent Applications

Revalidate Payment

Grievance <

Payment Settlement Report <

Themes Language 

Message Box / Inbox

Select Service\*  
Stock Requisition

Version No.\*  
V-1

Select Task\*  
Requisition Appr

From Date :  
01/01/2017

To Date :  
23/12/2020

App Ref No.

Get Data

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action	Return to Pool
1	SR-ZL/2020/00059	Initiated	Pull	

App Reference Number is  
unique for each Application

Click on  
Pull/Take Action

# PRINCIPAL SECRETARY LOGIN (HOW TO APPROVE)

Menu

Manage Service

Manage Profile

Apply for services

View Status of Application

User Management

Message Box

Inbox

Sent Applications

Revalidate Payment

Grievance

Reports

Dispatch List

Themes

Language

Service Name-

Current Task-

Application Reference Number-

Application Received Date-

Stock Requisition - Zonal Level

Requisition Approval

SR-ZL/2020/00059

23-12-2020

View Processing History

Application Reference Number :

Application Applied Date :

Application Due Date :

SR-ZL/2020/00059

23/12/2020

23/12/2020

Task Name	User	Received Date	Processed Date	Action Details	Bunched Ref No
Requisition Approval	Principal Secretary	23/12/2020	NA	Under Processing	NA
Application Submission	DEO	NA	23/12/2020 18:45:52	Completed	NA

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

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



# PRINCIPAL SECRETARY LOGIN (HOW TO REJECT)

The screenshot displays the 'Requisition Approval Office' interface. On the left is a blue sidebar with navigation links: 'Department Level Configuration', 'SMS Configuration', 'Web Service Integration', 'Go Offline', 'Data Sh...', 'Admin', and 'Scheme Configuration'. The main content area is titled 'Requisition Approval Office' and contains an 'Action Form'. The form has a section labeled 'Action \*' with two radio buttons: 'Forward' and 'Reject'. The 'Reject' radio button is selected. Below the radio buttons is a text input field containing the word 'REJECT'. At the bottom of the form are four buttons: 'Submit' (green), 'Reset' (blue), 'Cancel' (red), and 'Back to Inbox' (blue). Three dark purple callout boxes with arrows point to specific elements: one points to the 'Reject' radio button, another points to the 'REJECT' text in the input field, and a third points to the 'Submit' button.

Department Level Configuration

SMS Configuration

Web Service Integration

Go Offline

Data Sh

Admin

Scheme Configuration

Requisition Approval Office

Action Form

Action \*

☐ Forward

☒ Reject

REJECT

Submit Reset Cancel Back to Inbox

Reject:  
Here the Principal Secretary will reject

Remarks:  
Reason's to Reject

Submit the Application

# PRINCIPAL SECRETARY LOGIN (HOW TO APPROVE)

The screenshot shows the 'Requisition Approval Office' interface. On the left is a sidebar with navigation links: Department Level Configuration, SMS Configuration, Web Service Integration, Go Offline, Reminder Notification, and Mobile App Configuration. The main content area is divided into three sections: 'Action Form', 'Requisition Item Details', and 'Update Stock Details - Zonal'. The 'Action Form' section contains fields for 'Action' (with radio buttons for 'Forward' and 'Reject'), 'Forward To' (with a dropdown menu showing 'D.M - PURBA BARDHAMAN (District Magistrate)' selected), and 'Remarks' (with a text input field containing 'DELIVER'). The 'Requisition Item Details' section contains a 'List of Item Details' dropdown menu showing 'Tarpaulin(LLDPE)' and a 'Quantity' input field with the value '10'. The 'Update Stock Details - Zonal' section contains a text input field with the placeholder 'Click on "Update" button to approve' and an 'Update' button. At the bottom right are four buttons: 'Submit', 'Reset', 'Cancel', and 'Back to Inbox'. Arrows point from numbered callout boxes to specific elements in the interface.

**1. Action: Select Forward**

**2. Forward To: D.M of respective zonal office**

**3. Remarks: Remarks if any.**

**4. List of Item Details: Item Selected which is going to be approved**

**5. Quantity: Edit the quantity if stock is not available.**

**6. Update: Click on "Update" Button to update the data and enable submit button.**

# PRINCIPAL SECRETARY LOGIN (HOW TO APPROVE)

Department Level Configuration

SMS Configuration

Web Service Integration

Go Offline

Data Sharing

Admin Panel

Scheme Configuration

Share data with Report Tool

Reminder Notification

Mobile App Configuration

External System Registration

Requisition Approval Office

tathyasathi.bangla.gov.in says

Stock register of data is successfull!!

OK

Action \*

Forward To \*

Remarks \*

☒ Forward

☐ Reject

☒ D.M - PURBA BARDHAMAN (District Magistrate)

DELIVER

Requisition Item Details

List of Item Details

Tarpaulin(LLDPE)

Quantity \*

10

Update Stock Details – Zonal

Click on "Update" button to approve \*

Update

Submit

Reset

Cancel

Back to Inbox

Click on Ok  
And continue to submit

# PRINCIPAL SECRETARY LOGIN (HOW TO APPROVE)

- Dispatch List <
- Department Level Configuration <
- SMS Configuration <
- Web Service Integration <
- Go Offline <
- Data Sharing <
- Admin Panel <
- Scheme Configuration <
- Share data with Report Tool <
- Reminder Notification <
- Mobile App Configuration <
- External System Registration <

## Requisition Approval Office

### Action Form

Forward To \*

☒ D.M - PURBA BARDHAMAN (District Magistrate)

Remarks \*

DELIVER

### Requisition Item Details

List of Item Details

Tarpaulin(LLDPE) ▼

Quantity \*

10

### Update Stock Details – Zonal

Click on "Update" button to approve \*

Update

- Submit

Submit

Reset

Cancel

Back to Inbox

# PRINCIPAL SECRETARY LOGIN (HOW TO APPROVE)

## Menu

- Manage Service <
- Manage Profile <
- Apply for services <
- View Status of Application <
- User Management <
- Message Box >
- Inbox
- Sent Applications
- Revalidate Payment
- Grievance <
- Payment Settlement Report <
- DSC Management <

This message means  
the action is  
successfully taken

Successfully Submitted

← Back to Inbox





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# SERVICE PLUS

## STOCK REQUISITION - ZONAL LEVEL

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

**DISTRICT MAGISTRATE PART**  
(To accept the requisition)

# DISTRICT MAGISTRATE LOGIN (HOW TO ACCEPT AND DELIVER)

The screenshot displays the ServicePlus web application interface. The left sidebar contains a 'Menu' with options: Manage Service, Manage Profile, Apply for services, View Status of Application, User Management, Message Box, and a sub-menu for Message Box including Inbox, Sent Applications, and Revalidate Payment. The main content area is titled 'Message Box / Inbox' and contains a form with the following fields: 'Select Service\*' (dropdown menu showing 'Stock Requisition'), 'Version No.\*' (dropdown menu showing 'V-1'), 'Select Task\*' (dropdown menu showing 'Zonal Office'), 'From Date:' (calendar icon and date '01/01/2017'), 'To Date:' (calendar icon and date '23/12/2020'), and 'App Ref No.' (text input field). A green 'Get Data' button is located at the bottom right of the form. Four numbered steps are overlaid on the image with arrows pointing to the corresponding UI elements: Step 1 points to the 'Message Box' menu item; Step 2 points to the 'Inbox' sub-menu item; Step 3 points to the 'Stock Requisition' dropdown; and Step 4 points to the 'Zonal Office' dropdown.

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

**Menu**

- Manage Service
- Manage Profile
- Apply for services
- View Status of Application
- User Management
- Message Box**
  - Inbox**
  - Sent Applications
  - Revalidate Payment

**Message Box / Inbox**

**Select Service\*** Stock Requisition -

**Version No.\*** V-1

**Select Task\*** Zonal Office

**From Date :** 01/01/2017

**To Date :** 23/12/2020


**App Ref No.**


**Get Data**

1. First go to Message Box
2. Select Inbox
3. Select your service:  
Stock Requisition – Zonal  
Level
4. Select Task:  
Zonal Office

Click on  
Get Data

# DISTRICT MAGISTRATE LOGIN (HOW TO ACCEPT AND DELIVER)

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

  
सत्यमेव जयते

ThemesLanguage

**Menu**

- Manage Service
- Manage Profile
- Apply for services
- View Status of Application
- User Management
- Message Box
  - Inbox
  - Sent Applications
  - Revalidate Payment
- Grievance
- Payment Settlement Report
- DSC Management

Message Box / Inbox

Select Service\*

Stock Requisition -

Version No. \*

V-1

Select Task\*

Zonal Office

From Date :

01/01/2017

To Date :

23/12/2020

App Ref No.

Get Data

Showing 1 to 1 of 1 entries

Sl.No.	Application Number	Status	Action	Return to Pool
1	SR-ZL/2020/00059	Forwarded	Pull	

App Reference Number is unique for each Application

Click on Pull/Take Action

# DISTRICT MAGISTRATE LOGIN (HOW TO ACCEPT AND DELIVER)

Menu

Manage Service

Manage Profile

Apply for services

View Status of Application

User Management

Message Box

Inbox

Sent Applications

Revalidate Payment

Grievance

Reports

Dispatch List

Themes

Language

Service Name-

Current Task-

Application Reference Number-

Application Received Date-

Stock Requisition - Zonal Level

Zonal Office

SR-ZL/2020/00059

23-12-2020

View Processing History

Application Reference Number :

Application Applied Date :

Application Due Date :

SR-ZL/2020/00059

23/12/2020

23/12/2020

Task Name	User	Received Date	Processed Date	Action Details	Bunched Ref No
Zonal Office	D.M - PURBA BARDHAMAN	23/12/2020	NA	Under Processing	NA
Requisition Approval	Principal Secretary	23/12/2020	23/12/2020 19:25:43	Forwarded	NA
Application Submission	DEO	NA	23/12/2020 18:45:52	Completed	NA

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

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

# DISTRICT MAGISTRATE LOGIN (HOW TO ACCEPT AND DELIVER)

The screenshot shows the District Magistrate Login interface. On the left is a blue sidebar with navigation links: Department Level Configuration, SMS Configuration, Web Service Integration, Go Offline, Data Sharing, Action Form, Update Stock Register, Reminder Notification, Mobile App Configuration, and External System Registration. The main content area is titled 'Zonal Office' and contains an 'Action Form' section. This section has a radio button for 'Action' (set to 'Deliver') and a text field for 'Remarks' containing the word 'deliver'. Below this is an 'Update Stock Register' section with a note: 'Click on "Accept" to button to enable submit button \*'. An 'Accept' button is highlighted with a yellow border. At the bottom right are four buttons: 'Submit' (green), 'Reset' (blue), 'Cancel' (red), and 'Back to Inbox' (light blue). Annotations with arrows point to the 'Deliver' radio button, the 'Remarks' text field, the 'Accept' button, and the 'Submit' button.

**Action: Deliver**

**Remarks: Reason's if any**

**Click on "Accept" button to update data and enable submit button**

**Action Form**

Action \*

Deliver

Remarks \*

deliver

**Update Stock Register**

Click on "Accept" to button to enable submit button \*

Accept

Submit Reset Cancel 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



# DISTRICT MAGISTRATE LOGIN (HOW TO ACCEPT AND DELIVER)

The screenshot displays the District Magistrate Login interface. On the left is a dark blue sidebar with the following menu items: SMS Configuration, Web Service Integration, Go Offline, Data Sharing, Admin Panel, Scheme Configuration, Share data with Report Tool, Reminder Notification, Mobile App Configuration, and External System Registration. The main content area is titled 'Zonal Office' and contains an 'Action Form'. The form has two fields: 'Action' with a radio button selected for 'Deliver', and 'Remarks'. A white modal box is centered on the screen with the text 'Stock register has been updated and items are added successfully!!' and a yellow 'OK' button. A purple callout box with an arrow pointing to the 'OK' button contains the text: 'Stock Register is successfully added Click on Ok and continue to submit'. Below the form, there is a button labeled 'Accept' and a note: 'Click on "Accept" to button to enable submit button \*'. At the bottom of the form are four buttons: 'Submit', 'Reset', 'Cancel', and 'Back to Inbox'. The footer of the page features logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, .gov.in, DeitY, and PMINDIA.

**Zonal Office**

**Action Form**

Action \* ☒ Deliver

Remarks \*

Stock register has been updated and items are added successfully!!

OK

Click on "Accept" to button to enable submit button \*

Accept

Submit Reset Cancel Back to Inbox

- Stock Register is successfully added  
Click on Ok  
and continue to submit

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# DISTRICT MAGISTRATE LOGIN (HOW TO ACCEPT AND DELIVER)

SMS Configuration <

Web Service Integration <

Go Offline <

Data Sharing <

Admin Panel <

Scheme Configuration <

Share data with Report Tool <

Reminder Notification <

Mobile App Configuration <

External System Registration <

## Zonal Office

### Action Form

Action \*

☒ Deliver

Remarks \*

deliver

### Update Stock Register

Click on "Accept" to button to enable submit button \*

Accept

Submit

Reset

Cancel

Back to Inbox

- Submit to continue

# DISTRICT MAGISTRATE LOGIN (HOW TO ACCEPT AND DELIVER)

The screenshot shows the District Magistrate Login interface. On the left is a blue sidebar menu with the following items: Manage Service, Manage Profile, Apply for services, View Status of Application, User Management, Message Box, and Inbox. The main content area has a header with the 'Se' logo and 'Metadata' text. Below the header, there is a form with the question 'Do you want to digitally sign the document ? \*' and two radio buttons: 'Yes' and 'No'. The 'No' button is selected. Below this is a section titled 'Document(s) to be generated' with a table. The table has two columns: 'Document Name' and 'View Document'. The first row in the table is 'Documents' and it has a yellow button with a document icon. At the bottom of the form, there are five buttons: 'Submit' (green), 'Edit Form' (blue), 'View Form' (orange), 'Cancel' (red), and 'Back to Inbox' (green). 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 for generating certificate' points to the yellow document icon 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 'View Document' points to the 'View Document' column header in the table.

Select Appropriately to Sign or not Sign the document

Please Click this icon for generating certificate

View Document

SUBMIT THE APPLICATION FOR FINALIZING THE APPROVAL

Select Edit Form to Re Edit the Decision

# DISTRICT MAGISTRATE LOGIN

## (A SAMPLE OF GENERATED CERTIFICATE FOR STOCK REQUISITION -ZONAL)

Government Of West Bengal  
Department of Disaster Management & Civil Defence  
Zonal Office(Zonal- Bardhaman )

This is to certified that items mentioned in Application - SR-ZL/2020/00059 with challan no. - challan-4/l/u are delivered from WEST BENGAL - Principal Secretary .

Stock register are updated on 23/12/2020.

### Delivered Item Details

	Item Name	Quantity
1)	Tarpaulin(LLDPE)	10

District Magistrate  
Bardhaman - Zonal



Test Data



**NIC** ताथ्यासथी  
National  
Informatics  
Centre

# SERVICE PLUS

**STOCK REQUISITION –  
ZONAL LEVEL**

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

**TRACKING OF APPLICATION  
(D.M. LOGIN)**

# APPLICANT PART (TRACKING OF APPLICATION)



I. View Status Of Application

Menu

- Manage Profile
- Apply for services
- View Status of Application**
  - Track application status**
  - View Incomplete Application
  - Revalidate Payment
  - Modify Submissions
- Submit Feedback

Themes Language

View Status Of Application / Track Application Status

From Date : 13/08/2020 To Date : 13/11/2020

App Ref No.

Get Data

2. To Track Application Status

Search by  
Application Ref No.

Select From And To  
date

3. Get Data

# APPLICANT PART (TRACKING OF APPLICATION)

**Menu**

- Manage Service
- Manage Profile
- Apply for services
- View Status of Application**
  - Track application status
  - View Incomplete Application
  - Revalidate Payment
  - Correction in Legacy Application
- User Management
- Message Box
- Grievance
- Payment Settlement Report
- DSC Management

ThemesLanguage

View Status Of Application / Track Application Status

From Date :23/09/2020

To Date :23/12/2020

App Ref No.SR-ZL/2020/00059

Get Data

Show10entries

Search:

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Stock Requisition - Zonal Level	SR-ZL/2020/00059	23/12/2020	23/12/2020	NA	Delivered

Showing 1 to 1 of 1 entries

Click On Current Status to know the status of Application



# APPLICANT PART (TRACKING OF APPLICATION)

**Service Plus**  
Metadata-based Int

**Menu**

- Manage Service
- Manage Profile
- Apply for services
- View Status of Application
  - Track application status
  - View Incomplete Application
  - Revalidate Payment
  - Correction in Legacy Application
- User Management
- Message Box
- Grievance
- Payment Settlement Report
- DSC Management

**Status of Application**

Application Reference Number : SR-ZL/2020/00059

Name of the Service : Stock Requisition - Zonal Level

Applied By : DEO-D.M - PURBA BARDHAMAN (Zonal Office(Zonal- Bardhaman ) - Line)

Application due Date : 23/12/2020

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	Requisition Approval	NA	Nil	Forwarded	<a href="#">View</a>
3	Zonal Office	NA	<a href="#">Certificate</a>	Delivered	<a href="#">View</a>

Showing 1 to 1 of 1 entries

Click On "Certificate" to download the certificate

Close

Get Data

Current Status

Delivered

First Previous 1 Next Last



# SERVICE PLUS

APPLICATION FOR  
REQUISITION - ZONAL

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

Reporting and  
Certificate Dispatch  
(OFFICIALS LOGIN)

# PRINCIPAL SECRETARY LOGIN

## (HOW TO DELIVER CERTIFICATE BY PRINCIPAL SECRETARY)

The screenshot shows the Principal Secretary Login interface. The left sidebar contains a 'Menu' with options: Manage Service, Manage Profile, Apply for services, View Status of Application, DSC Management, Department/Local Body Mapping, Reports, Dispatch List, View Delivered Service, and Department Level Configuration. The main content area is titled 'Dispatch List / View'. It includes a 'Select Service \*' dropdown set to 'Stock Requisition - Zonal Level', a 'Select Submission Office \*' dropdown set to 'Zonal Office(Zonal- Bardhaman )', 'From Date' (24/09/2020), 'To Date' (23/12/2020), and an 'App Ref No.' field. Below these is a table with columns: S.No., Application ID, Mode of Delivery, Service Delivered Date, and Signature Or Address. The table contains one entry with Application ID 'SR-ZL/2020/00059' and Mode of Delivery 'In Person'. A 'Get Data' button is at the top right, and a 'Print' button is at the bottom right. Numbered steps are overlaid on the interface: 1. Dispatch List- If User cannot download admit card then go to Dispatch List (points to 'Dispatch List' in the menu); 2. View Delivered Services (points to 'View Delivered Service' in the menu); 3. Select your service: Stock Requisition - Zonal (points to the 'Select Service \*' dropdown); 4. Select the submission office (points to the 'Select Submission Office \*' dropdown); Click on App Reference Number to download admit card (points to the Application ID 'SR-ZL/2020/00059'); Click on Get Data (points to the 'Get Data' button).

**Menu**

- Manage Service
- Manage Profile
- Apply for services
- View Status of Application
- DSC Management
- Department/Local Body Mapping
- Reports
- Dispatch List**
- View Delivered Service
- Department Level Configuration

**Dispatch List / View**

Select Service \* **Stock Requisition - Zonal Level**

Select Submission Office \* **Zonal Office(Zonal- Bardhaman )**

From Date : 24/09/2020

To Date : 23/12/2020

App Ref No.

S.No.	Application ID	Mode of Delivery	Service Delivered Date	Signature Or Address
1	<b>SR-ZL/2020/00059</b>	In Person		

Showing 1 to 1 of 1 entries

Search:

**Get Data**

First Previous 1

**Print**


1. Dispatch List- If User cannot download admit card then go to Dispatch List
2. View Delivered Services
3. Select your service: Stock Requisition - Zonal
4. Select the submission office

Click on App Reference Number to download admit card

Click on Get Data

# PRINCIPAL SECRETARY LOGIN

(HERE CERTIFICATE CAN BE DOWNLOADED OR PRINTED FOR FUTURE REFERENCES)

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

### Menu

- Manage Service
- Manage Profile
- Apply for services
- View Status of Application
- User Management
- Message Box
- Grievance
- Payment Settlement Report
- DSC Management
- Department/Local Body Mapping
- Reports

### Dispatch List / View

Select Service

From Date

App Ref No

Show 20 entries

S.No.	Application
1	

1 of 1


https://tathyasathi.bangla.gov.in/configure/viewDispatcherOutp...

Government Of West Bengal  
Department of Disaster Management & Civil Defence  
Zonal Office(Zonal- Bardhaman )

This is to certify that items mentioned in Application - SR-ZL/2020/00059 with challan no. - challan-41/u are delivered from WEST BENGAL - Principal Secretary .  
Stock register are updated on 23/12/2020.

Delivered Item Details	
Item Name	Quantity
1) Tarpaulin(LLDPE)	10

District Magistrate  
Bardhaman - Zonal



Themes Language

Office(Zonal- Bardhaman )

20

Get Data

Search:

Delivered Date Signature Or Address