

Manual for “Application for Issuance of Residential Certificate- GP”
service

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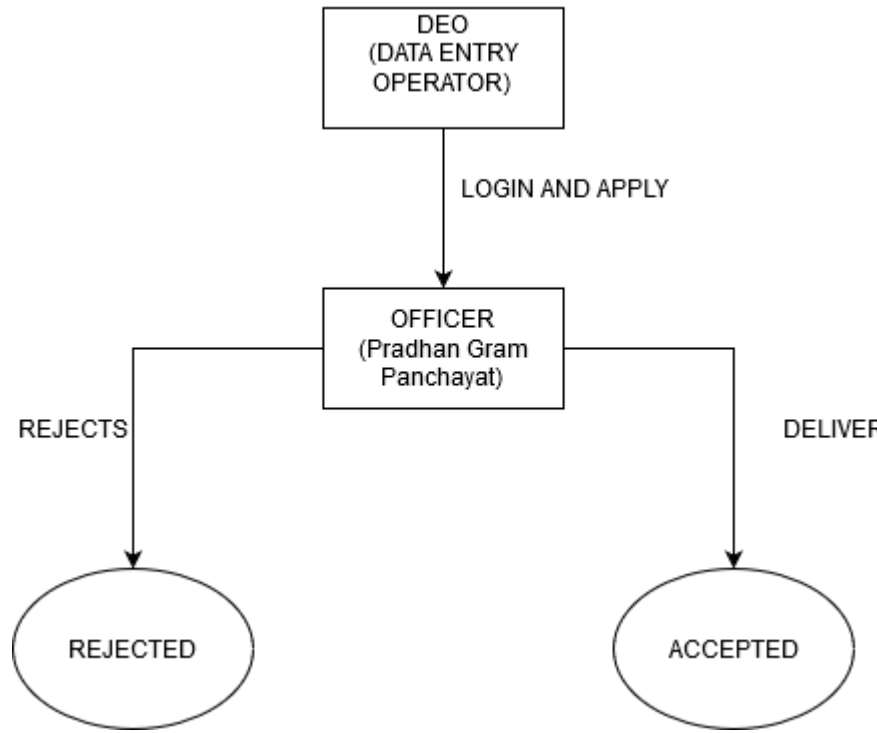
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FLOWCHART

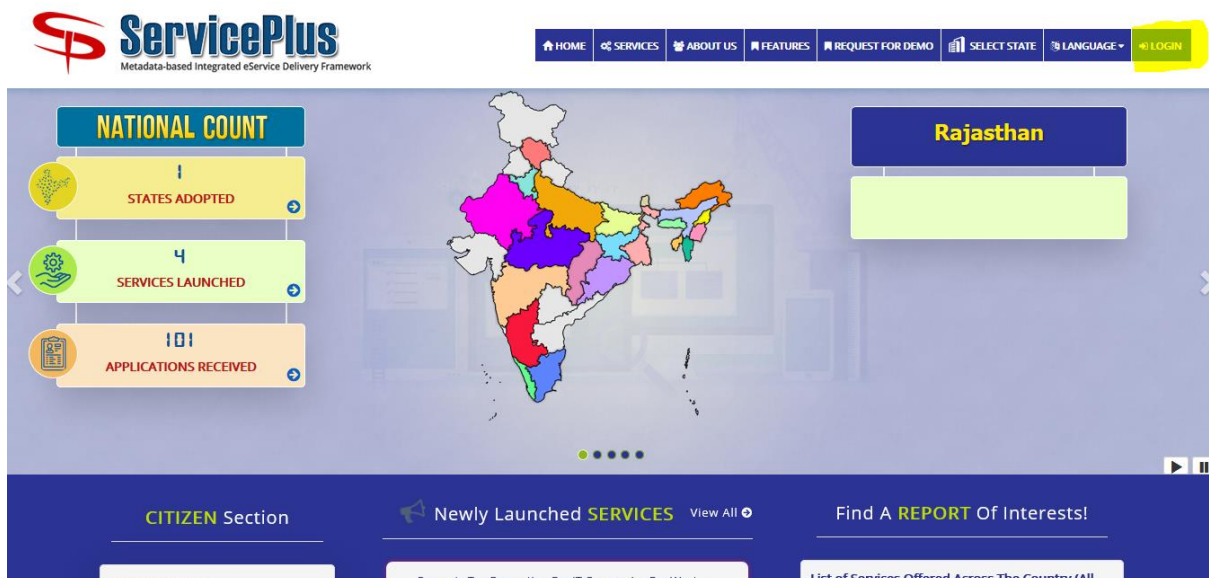


PART I:

SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

STEP 1:

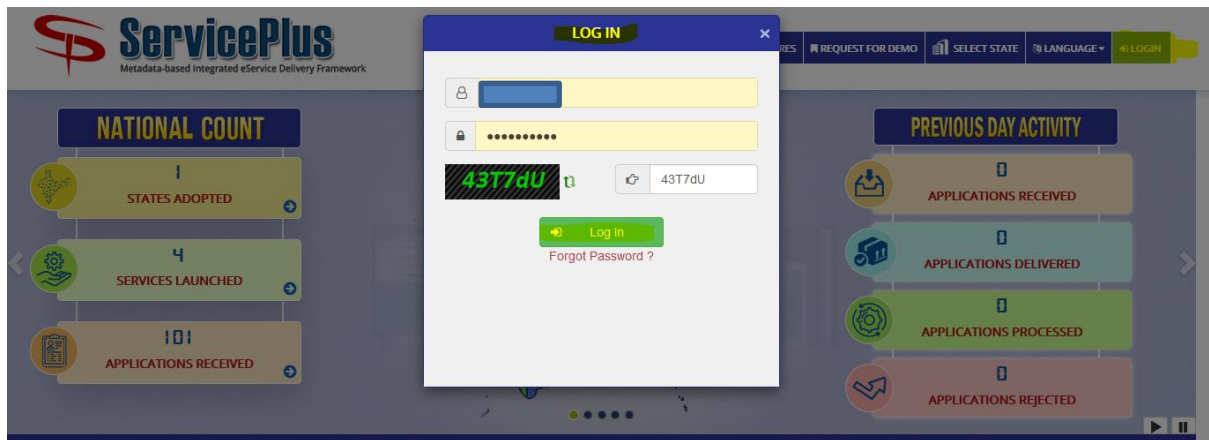
At first login to Service plus web portal: (<http://tathyasathi.bangla.gov.in>)



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STEP 2:

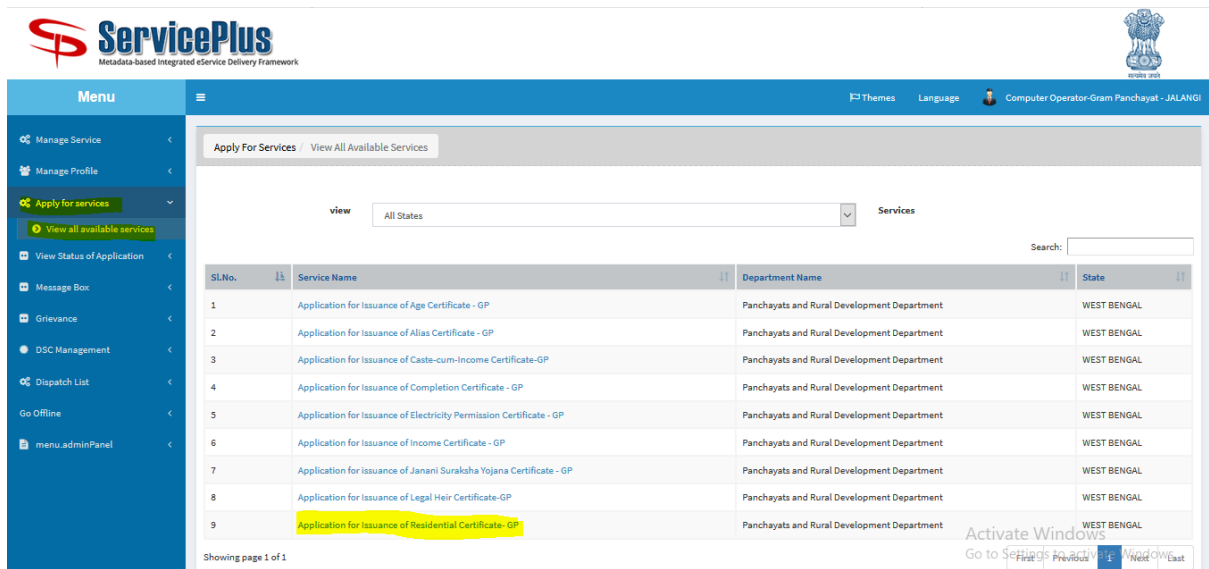
Login as highlighted with the required credentials such as User ID and Password as shown below with the captcha.



STEP 3:

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

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



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STEP 4:

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

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

Application Form - Issuance of Residential Certificate- GP

Name of Applicant : Arjun Roy
Sex : ☒ Male ☐ Female
Guardian's name : ☒ Father's Name ☐ Husband's Name
Name of applicant's Father : Surjya Roy
Mobile Number : 9832456111
E-Mail : surya@gmail.com
District : MURSHIDABAD
Block : LALGOLA
Gram Panchayat : JALANGI - Gram Panchayat
Name of Village : Gurbari
Police Station : DashGhara
Post Office : Gurbari-2
Document Type : PAN Card
Document No : ETRADC5445E
No. of years residing in the Gram Panchayat : 5
Applicant's Photo :

Additional Details
Apply to the Office : JALANGI - Gram Panchayat

Word verification
u7D65x
Please enter the characters shown above

Activate Windows
Go to Settings to activate Windows

[Draft](#) [Submit](#) [Close](#) [Reset](#)

STEP 5:

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

Application Form - Issuance of Residential Certificate- GP

Name of Applicant : Arjun Roy
Sex : Male
Guardian's name : Father's Name
Name of applicant's Father : Surjya Roy
Mobile Number : 9832456111
E-Mail : surya@gmail.com
District : MURSHIDABAD
Block : LALGOLA
Gram Panchayat : JALANGI - Gram Panchayat
Name of Village : Gurbari
Police Station : DashGhara
Post Office : Gurbari-2
Document Type : PAN Card
Document No : ETRADC5445E
No. of years residing in the Gram Panchayat : 5
Applicant's Photo :

Additional Details
Apply to the Office : JALANGI - Gram Panchayat

Activate Windows
Go to Settings to activate Windows

[Submit](#) [Edit](#) [Cancel](#) [Click here to initiate new application](#)

STEP 6:

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This is the applicant’s acknowledgement slip with App ref-no which can be printed or downloaded as pdf.

The screenshot shows the ServicePlus web interface. The header includes the ServicePlus logo and the text 'Metadata-based Integrated eService Delivery Framework'. The right header shows the user 'Computer Operator-Gram Panchayat - JALANGI'. The left menu is expanded, showing options like 'Manage Service', 'Manage Profile', 'Apply for services', 'View Status of Application', 'Message Box', 'Grievance', 'DSC Management', 'Dispatch List', 'Go Offline', and 'menu.adminPanel'. The main content area is titled 'APPLICATION ACKNOWLEDGEMENT' and features the Jalangi Gram Panchayat logo. The text reads: 'Date: 12/08/2020', 'Dear Arjun Roy,', 'Thank you for using ServicePlus.', 'Your Application for Issuance of Residential Certificate- GP has been successfully submitted to JALANGI - Gram Panchayat, WEST BENGAL.', and 'Application Reference Number is AIRC-GP/2020/00078'. Below this is an 'Application Summary' section with 'Regards ServicePlus'. At the bottom right are buttons for 'Print', 'Export to PDF', 'Close', and 'Click here to initiate new application'.

PART II:

TRACKING FOR ISSUANCE OF APPLICATION CERTIFICATE: (BY COMPUTER OPERATOR)

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.

After getting the lists of data select the preferable Service Name which is delivered. BY selecting delivered we can get the details of the certificate.

The screenshot shows the ServicePlus web interface for tracking applications. The header and left menu are the same as in the previous screenshot. The main content area has search filters for 'From Date' (12/05/2020), 'To Date' (12/08/2020), and 'App Ref No.' (AIRC-GP/2020/00078). A 'Get Data' button is on the right. Below the filters is a table with the following data:

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for issuance of Residential Certificate- GP	AIRC-GP/2020/00078	12/08/2020	12/08/2020	NA	Delivered

STEP 2:

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

Status of Application

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	Residential Certificate	Delivered	NA

Application Reference Number : AIRC-GP/2020/00078

Name of the Service : Application for Issuance of Residential Certificate- GP

Applied By : DEO-Computer Operator-Gram Panchayat - JALANGI (Gram Panchayat - JALANGI)

Submitted Application Form : [View](#)

[Close](#)

STEP 3:

This is the demo Certificate.
The QR code and ref: no. is unique.

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

Certificate No: AIRC-GP/2020/00078 Date: 12/08/2020

স্বামী বাসিন্দা শংসাপত্র

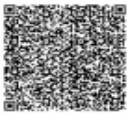
এতদ্বারা এই শংসাপত্র প্রদান করা হচ্ছে যে শ্রী Arjun Roy , পিতা Surjya Roy, গ্রাম - Gurbari, পোস্ট - Gurbari-2, থানা - DashGhara, জেলা - MURSHIDABAD এই গ্রাম পঞ্চায়েতের স্থায়ী বাসিন্দা। আমি তাকে ব্যক্তিগতভাবে চিনি।

তিনি বিগত 5 বছর যাবৎ এই গ্রাম পঞ্চায়েতে বসবাস করছেন। তার (প্রদত্ত পরিচয়পত্র, i.e. PAN Card) নং হল ETRADC5445E।

Residential Certificate

This is to certify that Shri Arjun Roy, S/o Surjya Roy, residing at Village Gurbari, P.O. - Gurbari-2, S. Dash Ghara, Dist. - MURSHIDABAD is a permanent inhabitant of this Gram Panchayat. He is personally known to me.

He has been residing in this Gram Panchayat for 5 yrs. His PAN Card no. is ETRADC5445E.



Office Seal of Gram Panchayat

Pradhan
JALANGI - Gram Panchayat

Note: Certificate Invalid without Photograph.

Test Data - Test Data

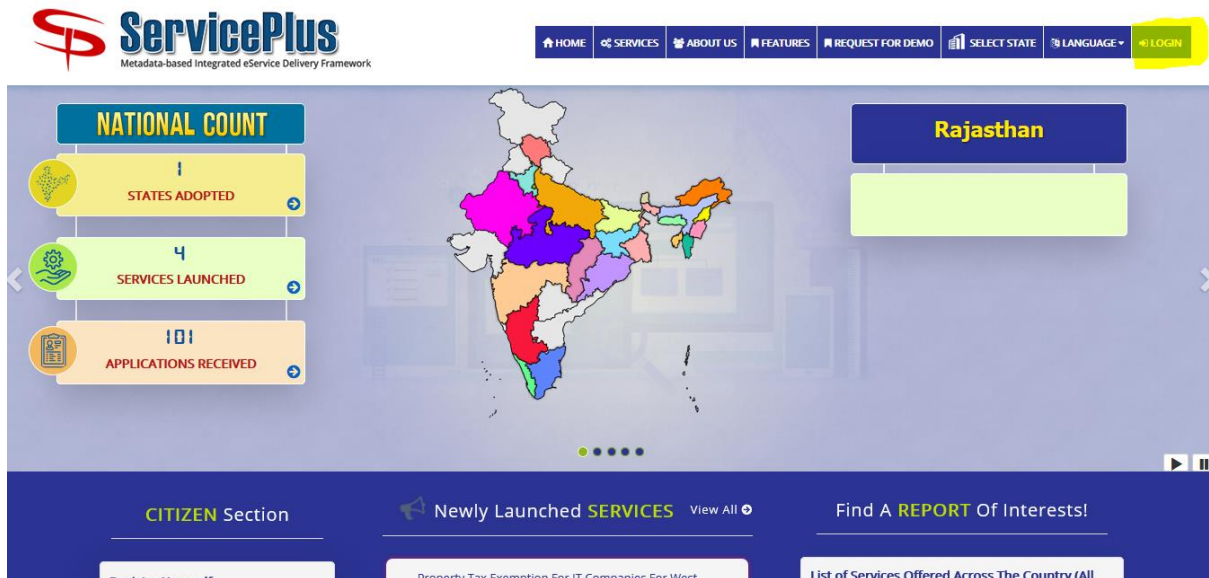
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PART III:

ISSUANCE OF CERTIFICATE: (BY PRADHAN GRAM PANCHAYAT)

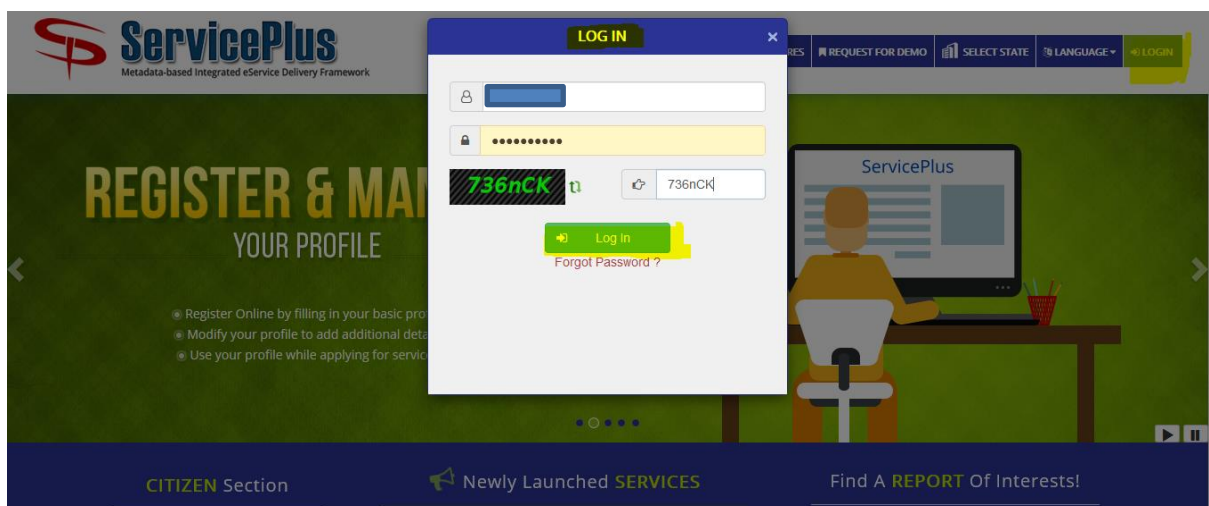
STEP 1:

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.



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STEP 3:

Here the applicant’s application can be accepted or rejected by going to “Message Box” and selecting “Inbox”.

Here the Pradhan has to select service “Application for Issuance of Residential 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

Message Box / Inbox

Please select Service * Application for Issuance of Residential Certificate- GP Version No. * V-3 Select Task * Issuance Authority

From Date : 01/04/2017 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	AIRC-GP/2020/00078	Initiated	Pull	

STEP 4:

At first see view history then,

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

Message Box

Inbox

Sent Applications

Revalidate Payment

DSC Management

Reports

Dispatch List

Go Offline

Application Received Date- 12-08-2020

View Processing History

Application Reference Number : AIRC-GP/2020/00078

Application Applied Date : 12/08/2020

Application Due Date : 12/08/2020

Task Name	User	Received Date	Processed Date	Action Details
Issuance Authority	Pradhan Gram Panchayat JALANGI	12/08/2020	NA	Under Processing

Issuance Authority

Action

Action * Reject Deliver

Remarks

Submit

Reset

Cancel

Back to Inbox

Go to Settings to activate Windows.

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STEP 5:

Certificate can be shown by clicking the Document icon.

Select signed option then submit.

The screenshot shows the ServicePlus application interface. The top header includes the ServicePlus logo and the text "Metadata-based Integrated eService Delivery Framework". The right header shows the user's name "Pradhan 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 displays a confirmation message: "Do you want to digitally sign the document?" with a "Yes" button highlighted. Below this, it says "Document(s) to be generated". A table lists the documents, with one document named "Documents" and a "View Document" link. At the bottom, there are buttons for "Submit", "Edit Form", "View Form", "Cancel", and "Back to Inbox".

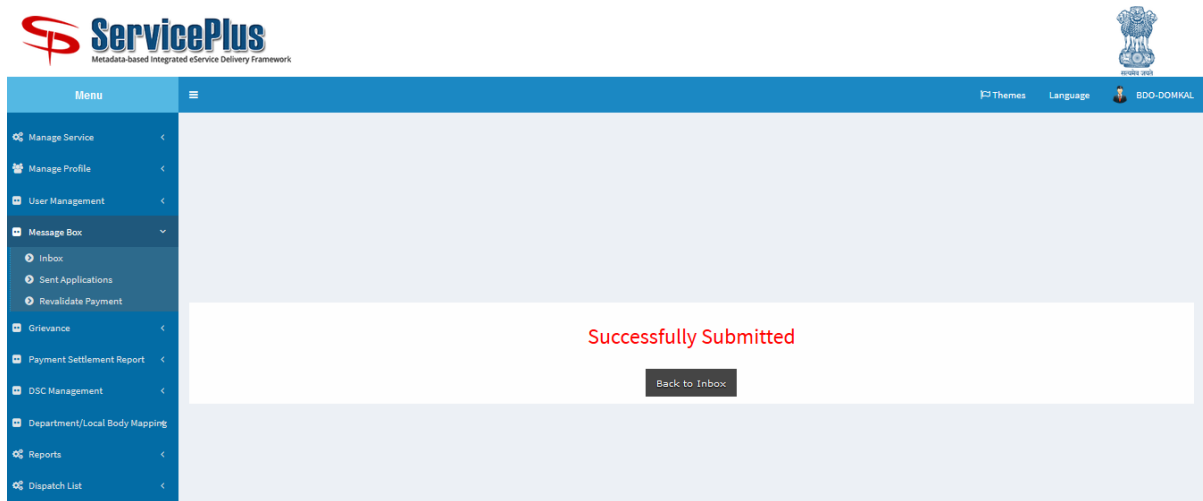
This is the demo certificate.

The screenshot shows a demo Residential Certificate issued by the JALANGI Gram Panchayat. The certificate is dated 12/08/2020 and has the number AIRC-GP/2020/00078. It is issued to Shri Arjun Roy, residing at Village Gurbari, P.O. - Gurbari-2, S. DashGhara, Dist. - MURSHIDABAD. The certificate states that he has been residing in this Gram Panchayat for 5 years and his PAN Card no. is ETRADC5445E. The certificate is signed by the Pradhan of JALANGI Gram Panchayat. A QR code is visible on the left side of the certificate. A large red watermark "Test Data - Test Data" is overlaid diagonally across the certificate.

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STEP 6:

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



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PART IV:

Reporting And Certificate Dispatch: (BY PRADHAN GRAM PANCHAYAT)

STEP 1:

Login as Pradhan Gram Panchayat and go to “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.

S.No.	Application Id	Mode of Delivery	Service Delivered Date	Signature Or Address
1	AIRC-GR/2020/00013	In Person		
2	AIRC-GR/2020/00019	In Person		
3	AIRC-GR/2020/00058	In Person		
4	AIRC-GR/2020/00078	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.

viewDispatcherOutputCertificate.do - Google Chrome

Not secure | tathyasathi.bangla.gov.in/configure/viewDispatcherOutputCe...

viewDispatcherOutputCertificate... 1 / 1

Office of the JALAND - Gram Panchayat
BUDA - LALDOLA, Dist - MURSHIDABAD

Certificate No: AIRC-GR/2020/00078 Date: 12/06/2020

Residential Certificate

This is to certify that Shri Ajay Roy, S/o Suraj Roy, residing at Village Gurban, P.O. - Gurban, Dist. - MURSHIDABAD is a permanent inhabitant of this Gram Panchayat. He is personally known to me. He has been residing in this Gram Panchayat for 5 yrs. His PAN Card no. is ETRADCS4456.

Office Seal of Gram Panchayat Pradhan JALAND - Gram Panchayat

Note: Certificate Invalid without Photograph

Test Data - Test Data

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STEP 3:

Select to print from the list.

The screenshot displays a web application interface for managing service dispatches. 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 content area is titled 'Dispatch List / View Delivered Service'. It features a form with filters: 'Please select Service' (dropdown: Application for Issuance of Residential Certificate- GP), 'Submission Office' (dropdown: JALANGI), 'From Date' (14/05/2020), 'To Date' (12/06/2020), and 'App Ref No.' (text input). A 'Get Data' button is on the right. Below the form is a table with 4 entries. The table columns are S.No., Application Id, Mode of Delivery, Service Delivered Date, and Signature Or Address. The data rows show application IDs AIRC-GP/2020/00013, AIRC-GP/2020/00019, AIRC-GP/2020/00058, and AIRC-GP/2020/00078, all with 'In Person' delivery mode. A 'Print' button is at the bottom right. The footer includes 'Activate Windows'.

S.No.	Application Id	Mode of Delivery	Service Delivered Date	Signature Or Address
1	AIRC-GP/2020/00013	In Person		
2	AIRC-GP/2020/00019	In Person		
3	AIRC-GP/2020/00058	In Person		
4	AIRC-GP/2020/00078	In Person		