

## ACTIVATING THE SERVICE FOR NEW LOCATION (PANCHAYAT):

### STEP 1:

Login as a panchayat department admin (DA) user for particular panchayat.ex-WB000183. Assign the roles one by one by selecting the service as required.

By selecting the service to be activated then the officials of the (Gram Panchayat-Rural) to be selected which would lead to open a pop up window.

Menu

Manage Service / Assign Officials

☒ Frozen/Activated ☐ Online Get Service

Select Service \* Application for Issuance of Income Certificate - GP

Assign Officials Gram Panchayat - Rural

User Role	Assigned Designation	Assign/Replace User	Un-assign User
Designated Officer	CHAIRMAN	<span>Select</span>	

Assign User to the Task

Service Unit Type	Task Name	Assigned Designation	Assign/Replace User	Un-assign User
Gram Panchayat - Rural	Issuance Authority	CHAIRMAN	<span>Select</span>	
Gram Panchayat - Rural	Dispatcher Task	CHAIRMAN	<span>Select</span>	
Gram Panchayat - Rural	Application Submission	Data Entry Operator	<span>Select</span>	

Submit Reset Close

### STEP 2:

Now select all the field like this.

ServicePlus - Mozilla Firefox

tathyasathi.bangla.gov.in/configure/getUserListOfDeptDesigntdOfficer.do?serviceId=1146000

Designation

CHAIRMAN

Show 20 entries Search:

Select	User Name	Designations	Application Count
<input checked="" type="radio"/>	Gram Panchayat - HERAMPUR (kayalprakash28@gmail.com)	CHAIRMAN	0

Showing 1 to 1 of 1 entries Previous 1 Next

Submit Close

Assign User to the Task

Service Unit Type	Task Name	Assigned Designation	Assign/Replace User	Un-assign User
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### STEP 3:

Finally click submit button after selecting all the fields for the application to be activated.

Manage Service / Assign Officials

☒ Frozen/Activated ☐ Online Get Service

Select Service \* Application for Issuance of Income Certificate - GP

**Assign Officials Gram Panchayat - Rural**

User Role	Assigned Designation	Assign/Replace User	Un-assign User
Designated Officer	CHAIRMAN	Gram Panchayat - HERAMPUR-kayalprakash28@gmail.com( CHAIRMAN )	

**Assign User to the Task**

Service Unit Type	Task Name	Assigned Designation	Assign/Replace User	Un-assign User
Gram Panchayat - Rural	Issuance Authority	CHAIRMAN	Gram Panchayat - HERAMPUR-kayalprakash28@gmail.com( CHAIRMAN )	
Gram Panchayat - Rural	Dispatcher Task	CHAIRMAN	Gram Panchayat - HERAMPUR-kayalprakash28@gmail.com( CHAIRMAN )	
Gram Panchayat - Rural	Application Submission	Data Entry Operator	Gram Panchayat - HERAMPUR-Computer Operator-kathiyasathi.bangla@gmail.com( Data Entry Operator )	

Submit Reset Close

### STEP 4:

After successfully submitting the application logout user and re login with panchayat department admin (DA) for particular panchayat.ex-WB000183.

ServicePlus  
Metadata-based Integrated eService Delivery Framework

Menu

Manage Service / Assign Officials

Successfully Submitted

Gram Panchayat - HERAMPUR

State: WEST BENGAL  
Location: HERAMPUR

Role Logout

## STEP 5:

After Re Login select to “Activate Service” and “modify” icon.

The screenshot shows the 'Manage Service' interface. On the left, the 'Menu' sidebar has 'Manage Service' expanded, with 'Activate Service' highlighted. The main content area shows the 'Service List' tab. At the top, there are radio buttons for 'Frozen/Activated' (selected) and 'Online'. A 'Get Service' button is on the right. Below is the 'ADOPTED SERVICE LIST' table. The table has columns: SL.No., Service Name Abbreviation, Service Name, Find details of given service, Defined By, Status, view, Modify, and Status. The first row shows a service with SL.No. 1, Service Name Abbreviation AIIC-GP, Service Name Application for Issuance of Income Certificate - GP, Find details of given service Application for Issuance of Income Certificate - GP, Defined By WB000168, Status Freezed by Service Definer, view icon, Modify icon (highlighted with a yellow box), and Status Change. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

## STEP 6:

Select the service unit in mode of submission tab and fill the address fields and click on ADD button

The screenshot shows the 'APPLICATION SUBMISSION' form. The 'Submission' tab is selected. The form is for 'APPLICATION FOR ISSUANCE OF INCOME CERTIFICATE - GP'. Under 'SUBMISSION MECHANISM', the 'Mode of submission' is 'In Person'. The 'Select Service Unit' dropdown is open, showing 'HERAMPUR' selected. Below this, the 'FOR IN PERSON:' section has fields for 'Address Line 1 \*' (Domkal), 'Address Line 2', 'Address Line 3', 'Postal Code \*' (900123), 'District \*' (MURSHIDABAD), and 'State \*' (WEST BENGAL). At the bottom right, there are buttons for 'ADD', 'Reset', and 'Close'.

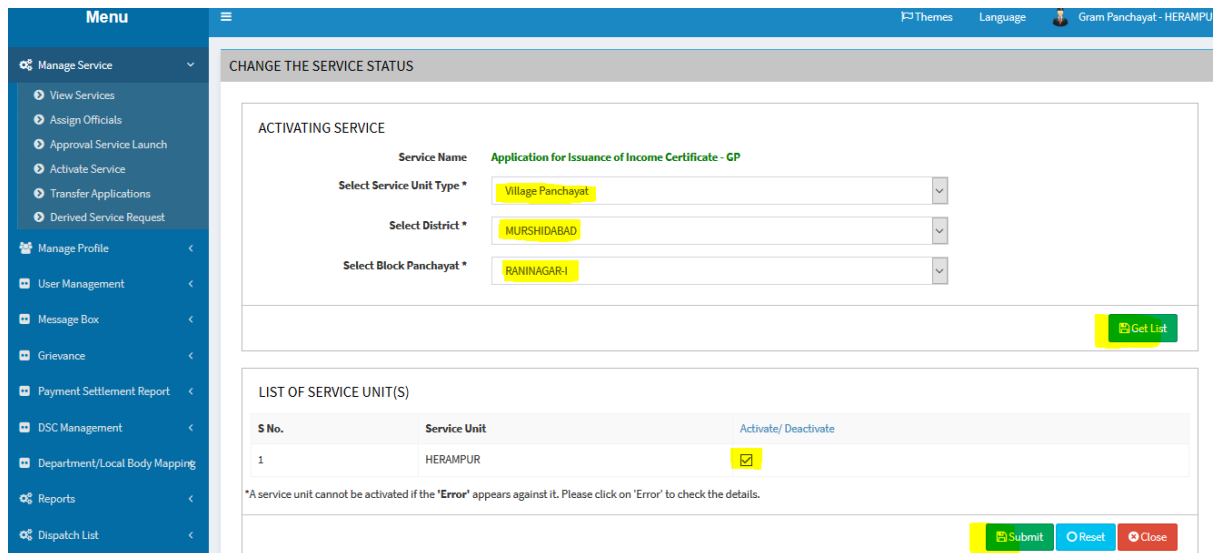
## STEP 7:

And again select “Activate Service” tab and click on “Change”.

The screenshot shows the 'Manage Service' interface. On the left, the 'Menu' sidebar has 'Manage Service' expanded, with 'Activate Service' highlighted. The main content area shows the 'Service List' tab. At the top, there are radio buttons for 'Frozen/Activated' (selected) and 'Online'. A 'Get Service' button is on the right. Below is the 'ADOPTED SERVICE LIST' table. The table has columns: SL.No., Service Name Abbreviation, Service Name, Find details of given service, Defined By, Status, view, Modify, and Status. The first row shows a service with SL.No. 1, Service Name Abbreviation AIIC-GP, Service Name Application for Issuance of Income Certificate - GP, Find details of given service Application for Issuance of Income Certificate - GP, Defined By WB000168, Status Freezed by Service Definer, view icon, Modify icon (highlighted with a green box), and Status Change. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

## STEP 8:

And now select the appropriate dropdown value and hit the button **"GET LIST"** which would list the Service unit and check the checkbox to submit.



Menu

Manage Service

- View Services
- Assign Officials
- Approval Service Launch
- Activate Service
- Transfer Applications
- Derived Service Request

Manage Profile

User Management

Message Box

Grievance

Payment Settlement Report

DSC Management

Department/Local Body Mapping

Reports

Dispatch List

Themes Language Gram Panchayat - HERAMPUR

CHANGE THE SERVICE STATUS

ACTIVATING SERVICE

Service Name Application for Issuance of Income Certificate - GP

Select Service Unit Type \* Village Panchayat

Select District \* MURSHIDABAD

Select Block Panchayat \* RANINAGARH

Get List

LIST OF SERVICE UNIT(S)

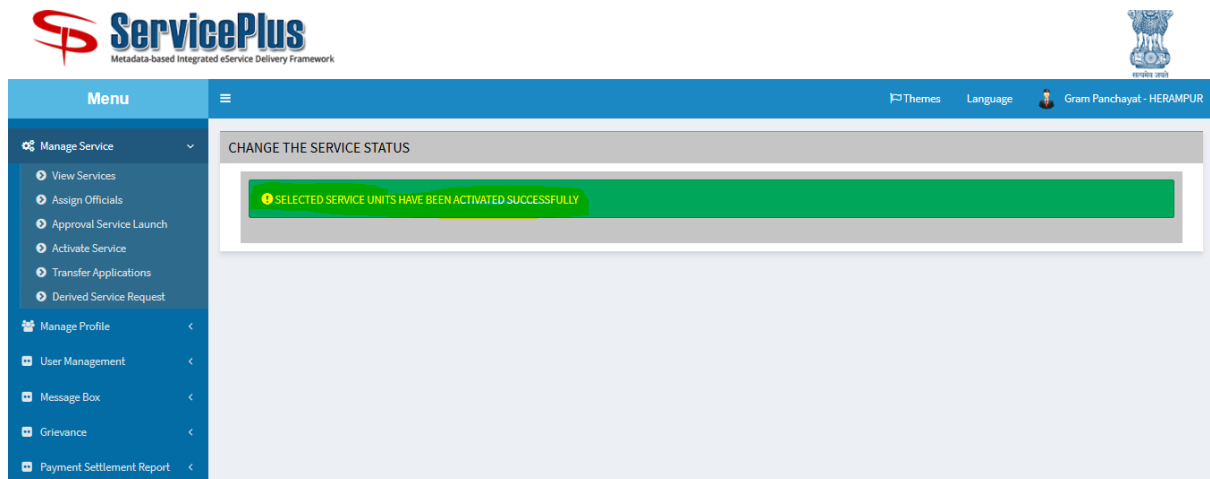
S No.	Service Unit	Activate/ Deactivate
1	HERAMPUR	<input checked="" type="checkbox"/>

\*A service unit cannot be activated if the 'Error' appears against it. Please click on 'Error' to check the details.

Submit Reset Close

## STEP 8:

Finally after submitting the button the application has been activated.



ServicePlus

Metadata-based Integrated eService Delivery Framework

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Themes Language Gram Panchayat - HERAMPUR

CHANGE THE SERVICE STATUS

SELECTED SERVICE UNITS HAVE BEEN ACTIVATED SUCCESSFULLY