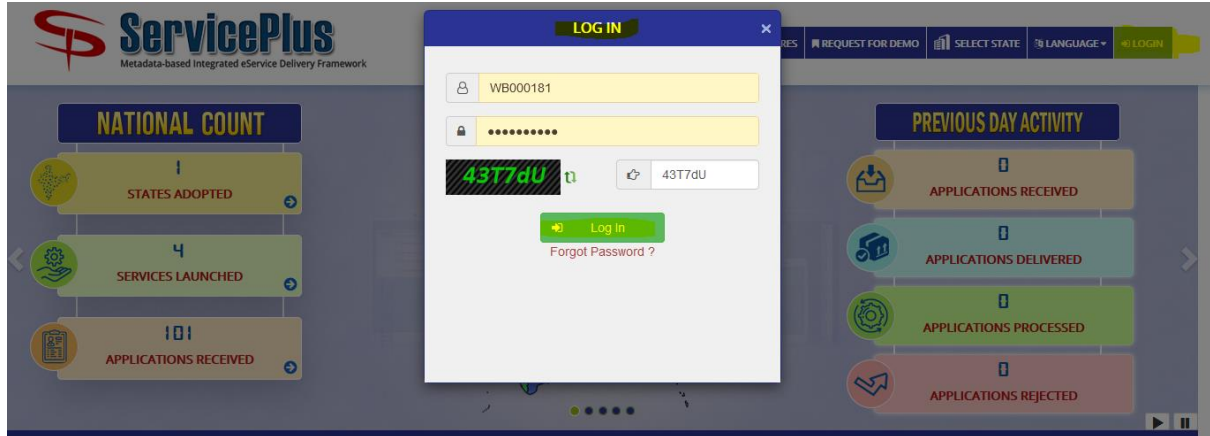


# USER MANUAL

## APPLICATION FOR ISSUANCE OF INCOME CERTIFICATE:

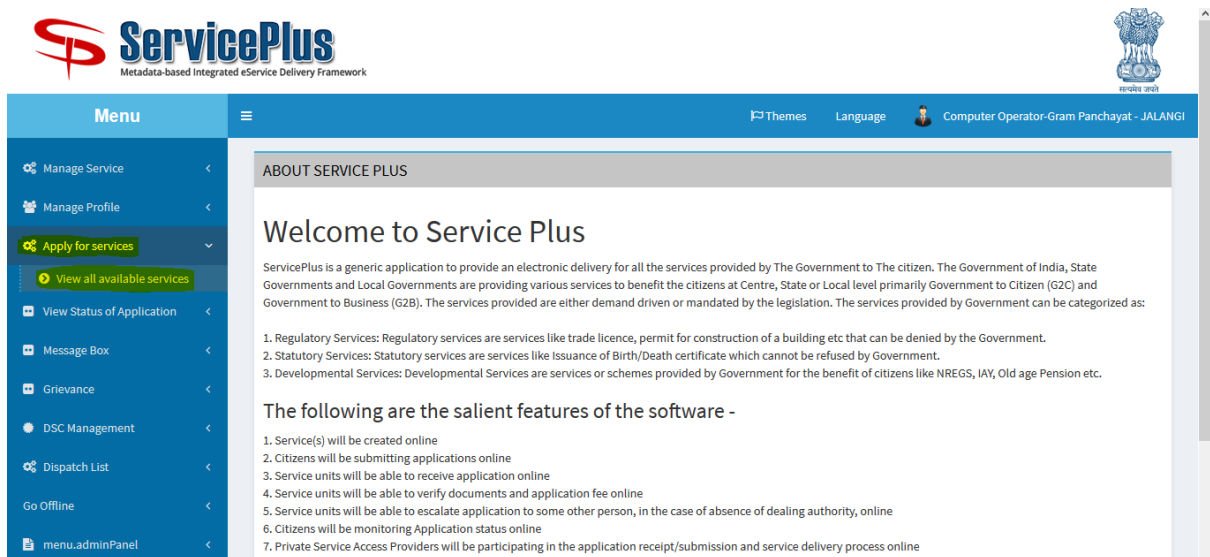
### STEP 1:

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 four services, with the second one highlighted in yellow:

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' and has pagination buttons: First, Previous, 1 (selected), Next, Last.

### STEP 4:

Now fill in with the valid applicants 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 <

Amount in Words: Thirty Thousand Only

Ration Card No.: 1233244344

Applicant's Photo \*

Browse

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 eService Delivery Framework

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 <

Themes Language Computer Operator-Gram Panchayat - JALANGI

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

Submit Edit Cancel Initiate a new application

http://tatheyasathi.bangla.gov.in/configure

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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

## TRACKING FOR ISSUANCE OF INCOME 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.

  
Metadata-based Integrated eService Delivery Framework

  
सर्वोच्च न्यायालय


**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


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## 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

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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## STEP 3:

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.

Status of Application

Application Reference Number : AIIC-GP/2020/00006

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

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

Submitted Application Form : View

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	APPLICATION SUBMISSION	Completed	NA
2	Issuance Authority	NA	Income Certificate	Delivered	View

Close

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**STEP 4:**

A Sample of income certificate is been provided which can be get by selecting the income certificate.

The QR code and ref: no. is unique.

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

Letter No: AIC-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.

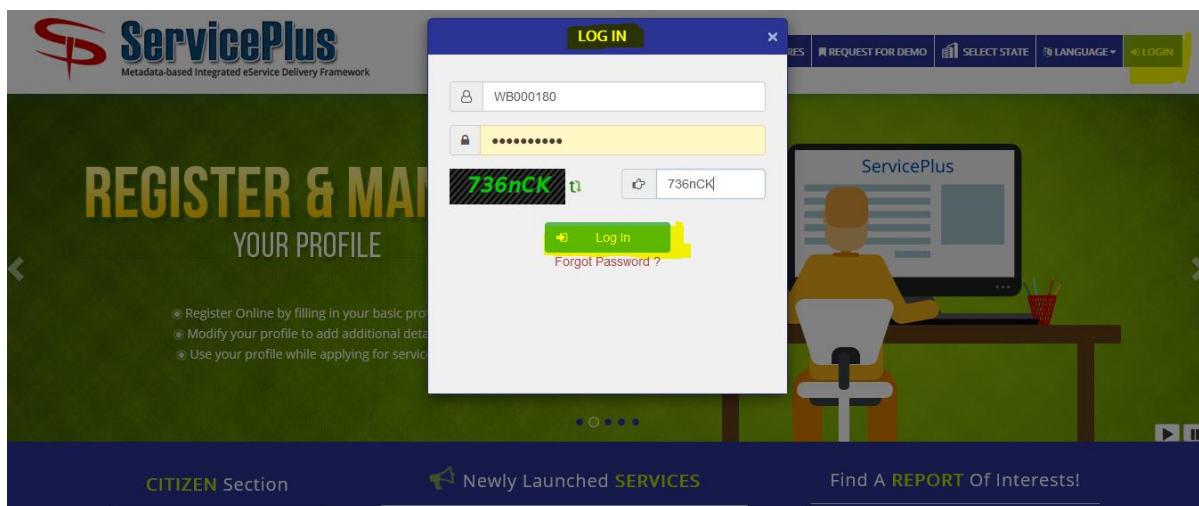


**Pradhan**  
Kaliganj

## ISSUANCE OF INCOME CERTIFICATE: (By Chairman Side)

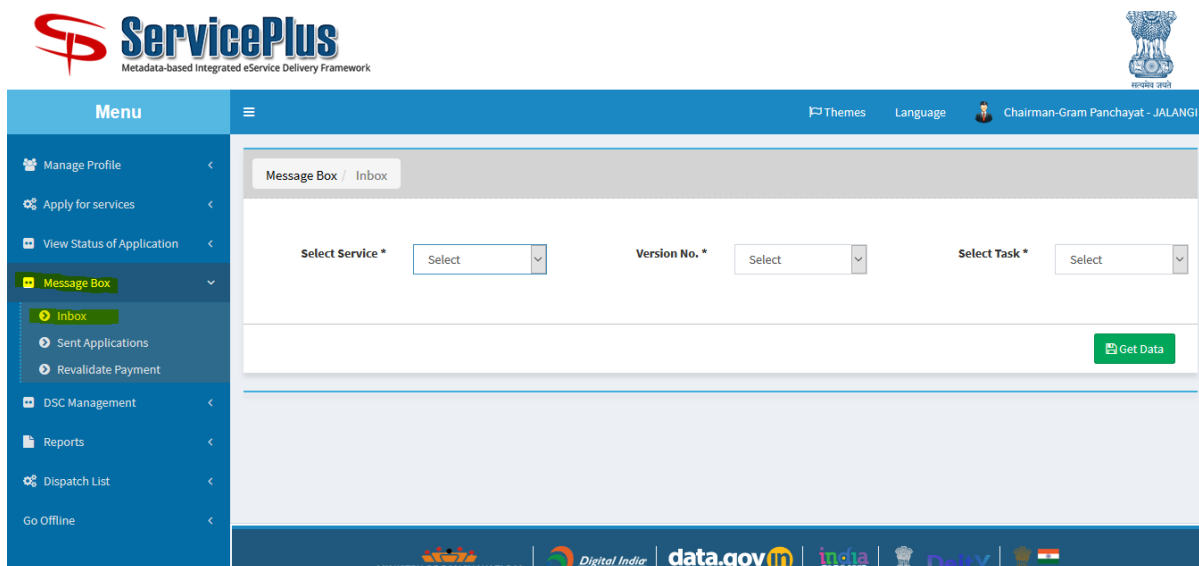
### STEP 1:

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



### STEP 2:

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



### 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.

Message Box / Inbox

Select Service \* **Application for Issuance of Income Certificate** Version No. \* V-1 Select Task \* Issuance Authority

From Date : 01/01/2017 To Date : 06/05/2020

Select an option to search application ☒ Through Online Reference Number ☒ Through Offline Reference Number

App Ref No. [Redacted] Offline Application Reference No. [Redacted]

**Get Data**

Showing 1 to 1 of 1 entries

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

### 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 .

ServicePlus  
Metadata-based Integrated eService Delivery Framework

Do you want to digitally sign the document ? \* ☐ Yes ☐ No

Document(s) to be generated

Document Name	View Document
Certificate	



**Submit** **Edit Form** **View Form** **Cancel** **Back to Inbox**



## 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.



Menu

Manage Profile

Apply for services

View Status of Application

Message Box

Inbox

Sent Applications

Revalidate Payment

DSC Management

Reports

Dispatch List

Go Offline

Themes

Language

Chairman-Gram Panchayat - JALANGI

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

View Processing History

Issuance Authority

Action

Action \*

Reject

Deliver

Remarks \*

deliver


Submit


Reset


Cancel


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.

**View Processing History**

Application Reference Number :	AICC-GP/2020/00002			
Application Applied Date :	06/05/2020			
Application Due Date :	06/05/2020			
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	<a href="#">Completed</a>

#### STEP 7:

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

**Menu**

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

Do you want to digit...

Document(s) to be

Document Name

Certificate

ServicePlus - Mozilla Firefox

tathyasathi.bangla.gov.in/configure/officialFieldView.do?OWASP\_CSRFTOKEN=...

Action

Application Reference Number: AICC-GP/2020 /00002

Action Deliver

Remarks deliver

Certificate

View Form

Cancel

Back to Inbox

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### 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.

The screenshot shows the ServicePlus web application interface. The top header includes the ServicePlus logo, the text "Metadata-based Integrated eService Delivery Framework", and the user profile "Chairman-Gram Panchayat - JALANGI". The left sidebar contains a "Menu" with options: Manage Profile, Apply for services, View Status of Application, Message Box (with sub-options: Inbox, Sent Applications, Revalidate Payment), DSC Management, and Reports. The main content area displays a form with the question "Do you want to digitally sign the document?" and radio buttons for "Yes" and "No". Below this is a section titled "Document(s) to be generated" with a table containing one row: "Certificate" under "Document Name" and a "View Document" button. At the bottom of the form are buttons for "Submit", "Edit Form", "View Form", "Cancel", and "Back to Inbox".

### STEP 8:

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

The screenshot shows the ServicePlus web application interface after a successful submission. The top header and left sidebar are the same as in the previous screenshot. The main content area displays a large red text message "Successfully Submitted" and a "Back to Inbox" button. The footer of the page includes logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, India.gov.in, and the Government of India.