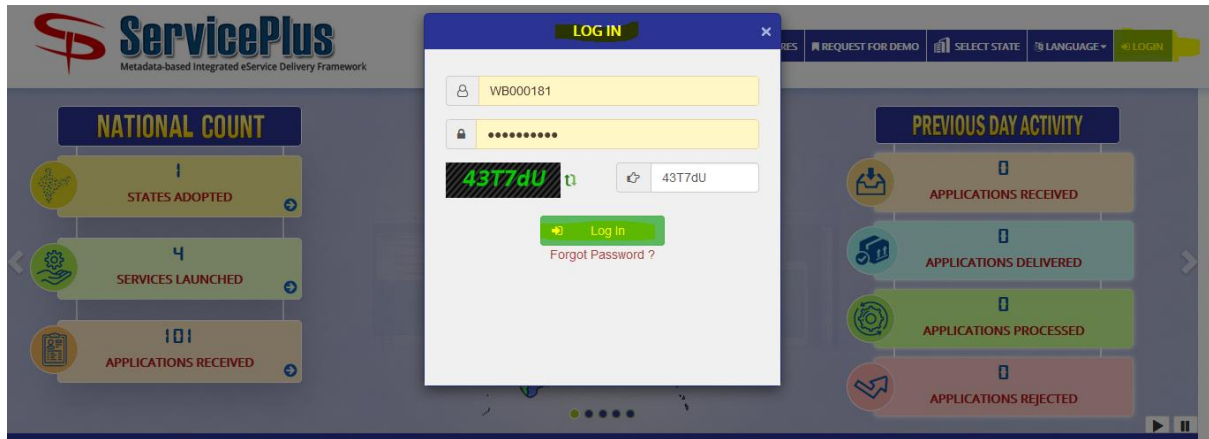


USER MANUAL

APPLICATION FOR FORM SUBMISSION: (By Operator Side)

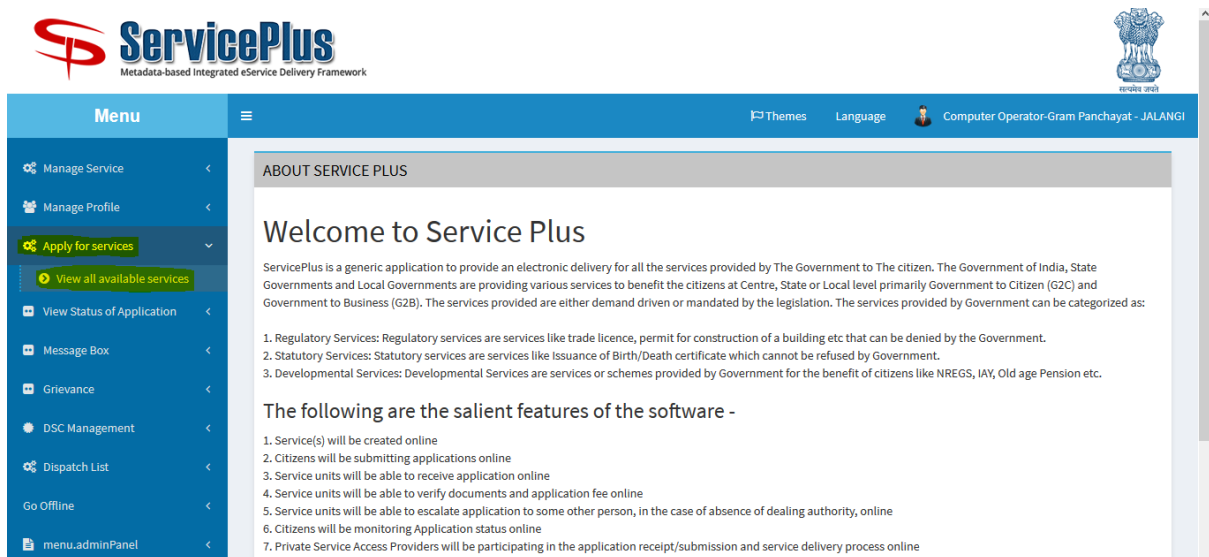
STEP 1:

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” 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 all available services, 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' section. A table lists services with columns: SL.No., Service Name, Department Name, and State. The second row is highlighted in yellow. Below the table, it says 'Showing page 1 of 1' with pagination buttons: First, Previous, 1, Next, Last.

SL.No.	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

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

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: Kalliganj

Name of Village: Kalliganj

Police Station: Kalliganj

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

06/05/2020 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 APPLICATION STATUS:


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


समर्थन जाली


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.

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

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.

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

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.

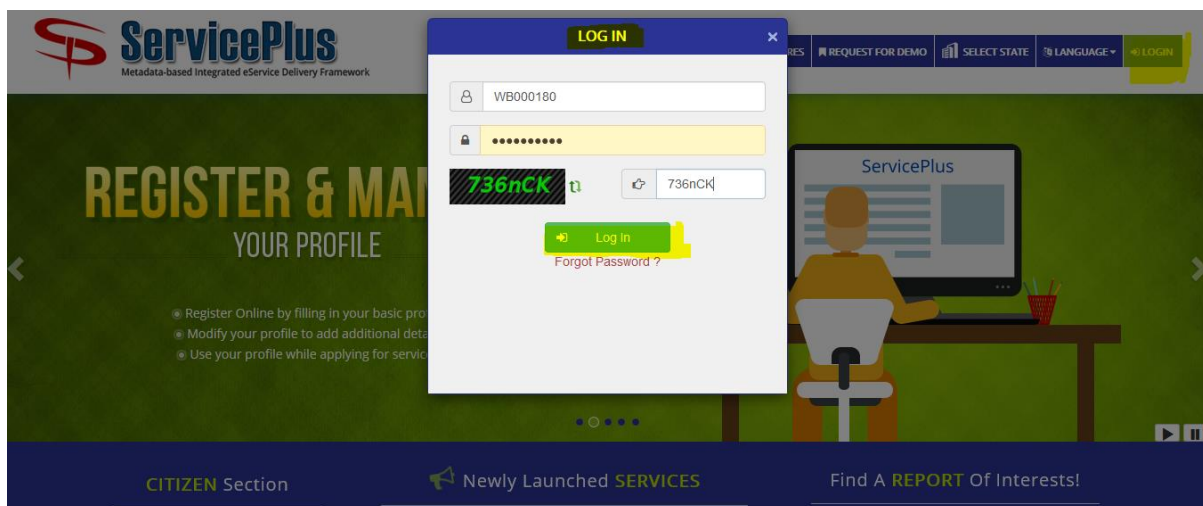


Pradhan
Kaliganj

PROCESSING OF APPLICATION: (By Chairman Gram Panchayat)

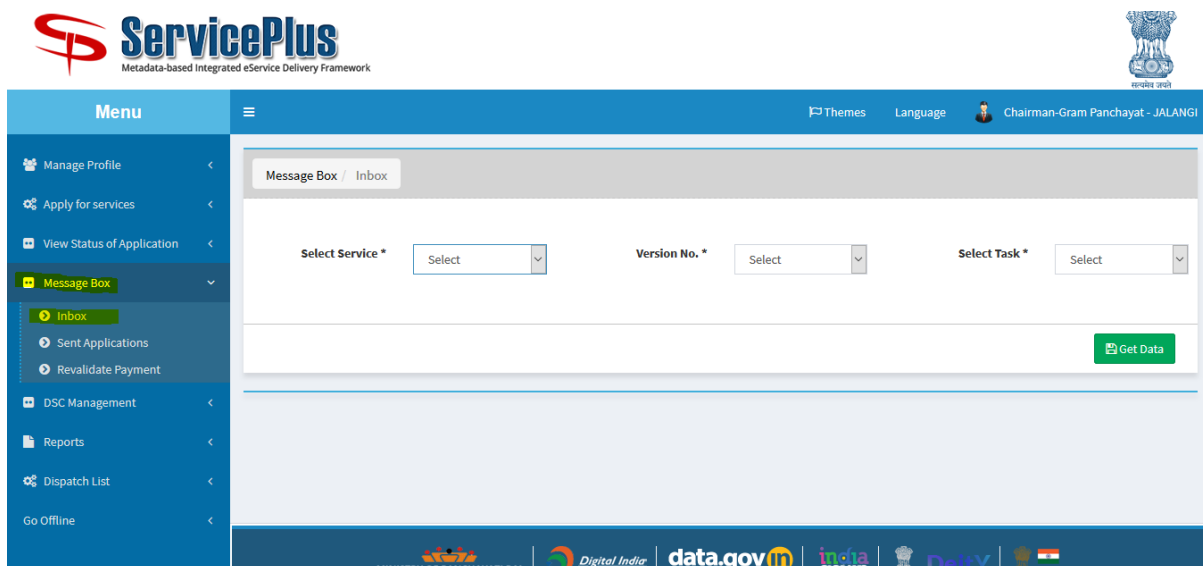
STEP 1:

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



STEP 2:

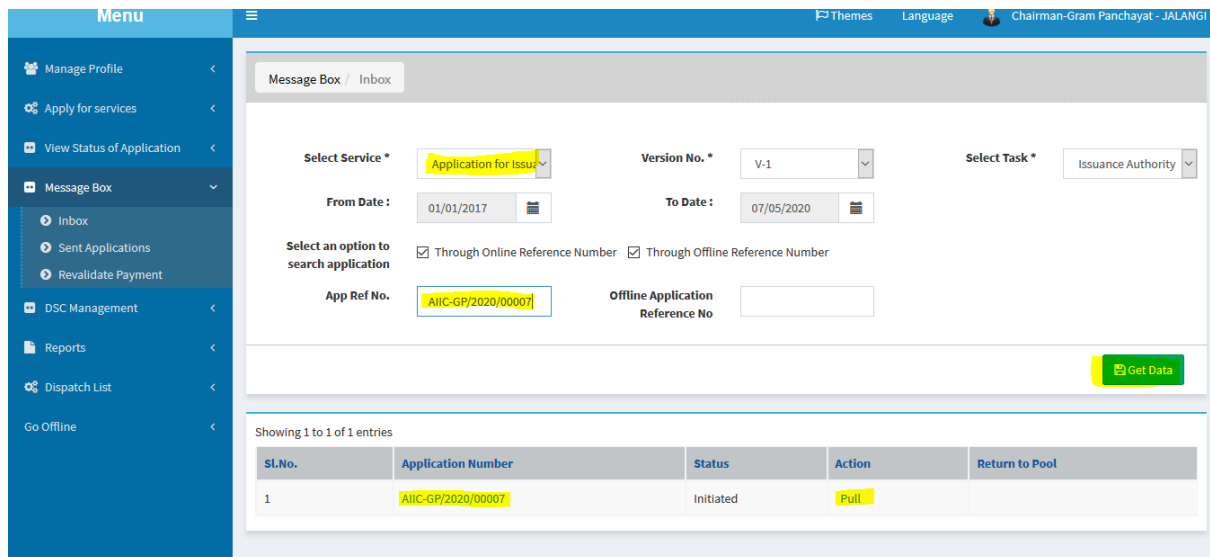
Here the applicant's application can be accepted or rejected by going to "Message Box" and selecting "Inbox".



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 “**Pull**” would lead to a new page for issuing the certificate or rejecting it.

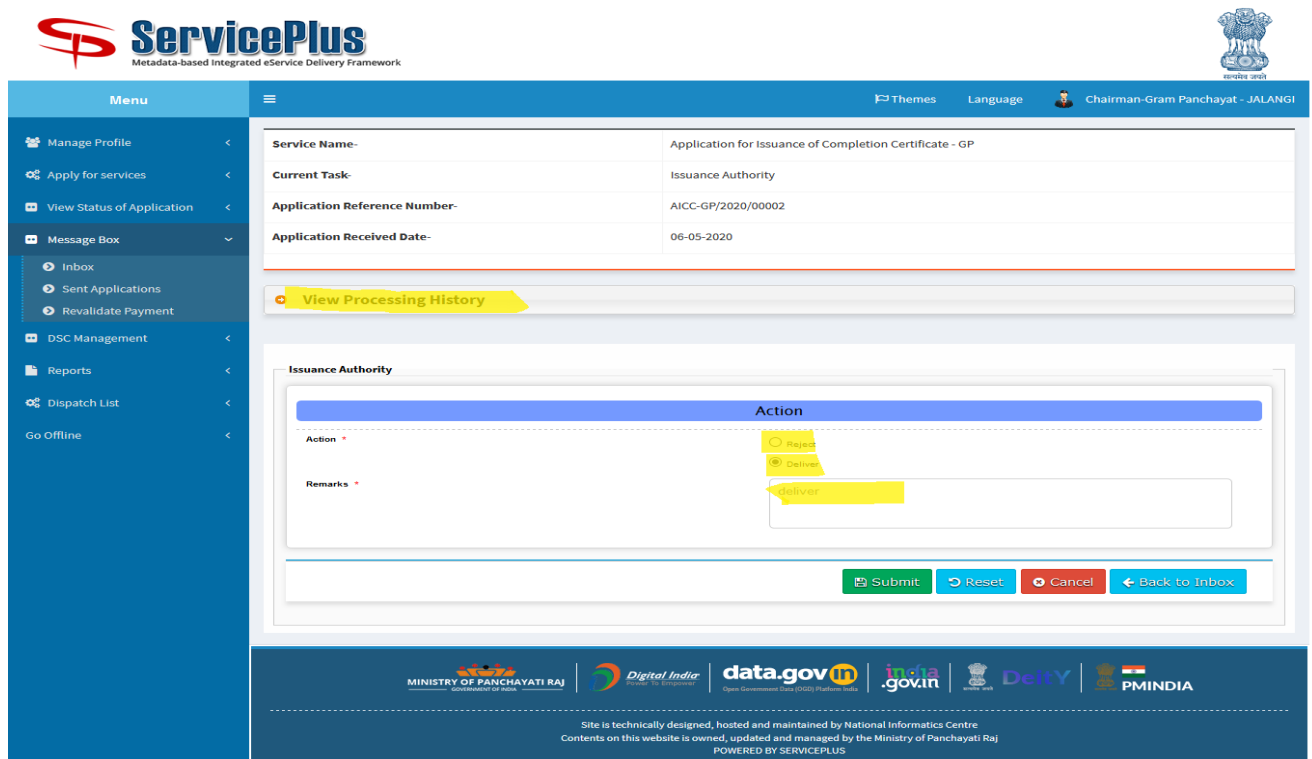


Sl.No.	Application Number	Status	Action	Return to Pool
1	AICC-GP/2020/00007	Initiated	Pull	

STEP 4:

Here we can select “**View Processing History**” which may lead to **step 5**.

In order for submission it has to be selected for proper “**Action**” which is a radio button having to reject the application or deliver it and proper remarks should be given for the action taken.



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STEP 5:

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 :	APCC-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	Completed

STEP 6:

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.









Menu

Themes Language Chairman-Gram Panchayat - JALANGI

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

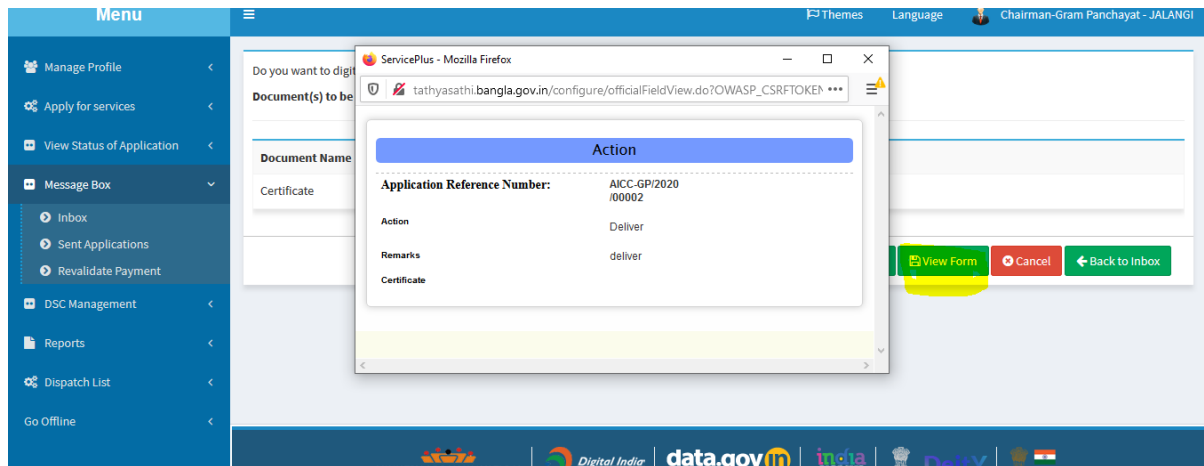
Document(s) to be generated

Document Name	View Document
Certificate	

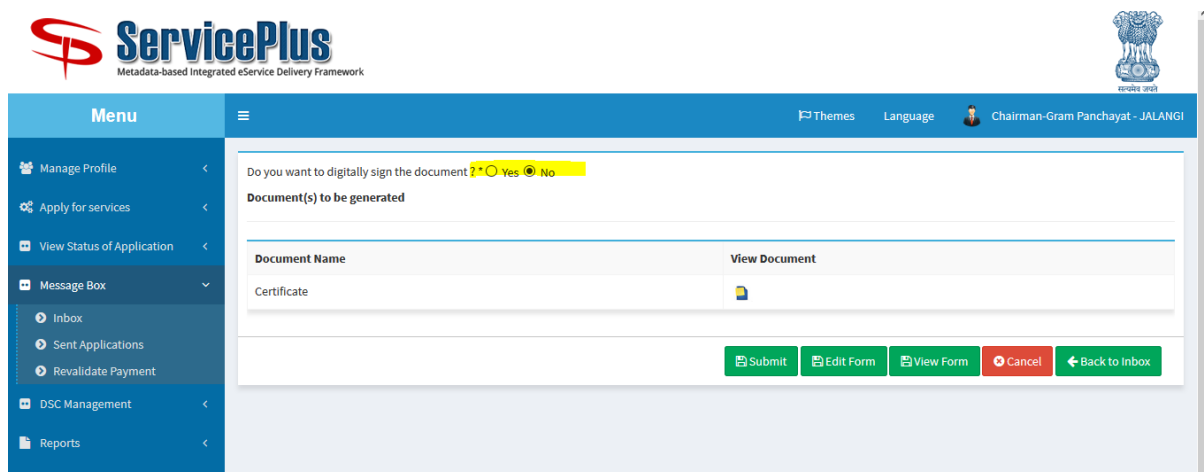
STEP 7:

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.

