

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

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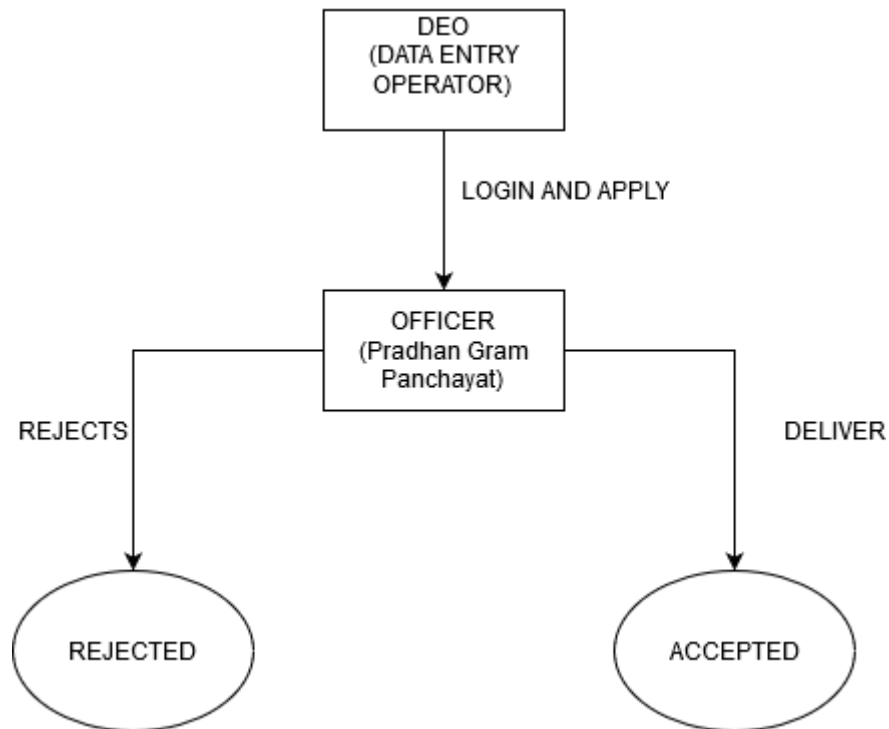
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PANCHAYAT

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USER MANUAL

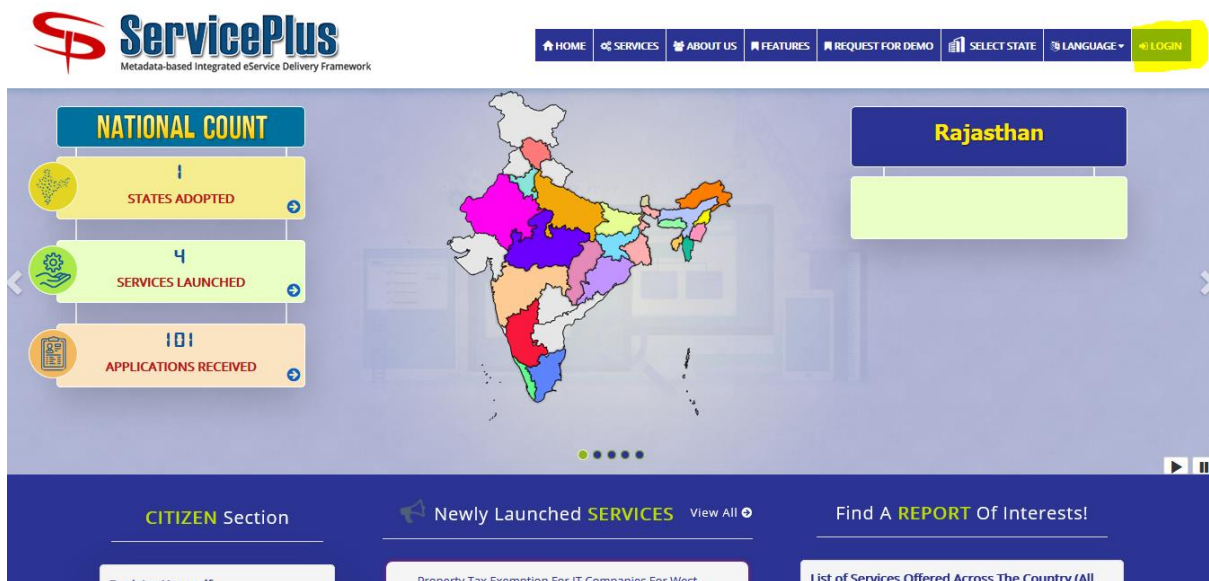


PART I:

SUBMISSION OF APPLICATION: (BY COMPUTER OPERATOR)

STEP 1:

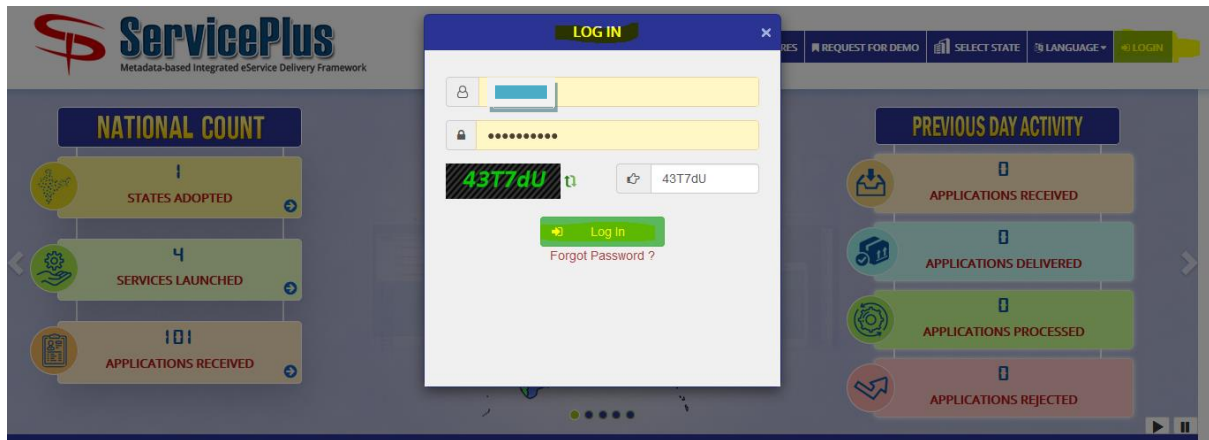
At first login to Service plus web portal: (<http://tathyasathi.bangla.gov.in>)



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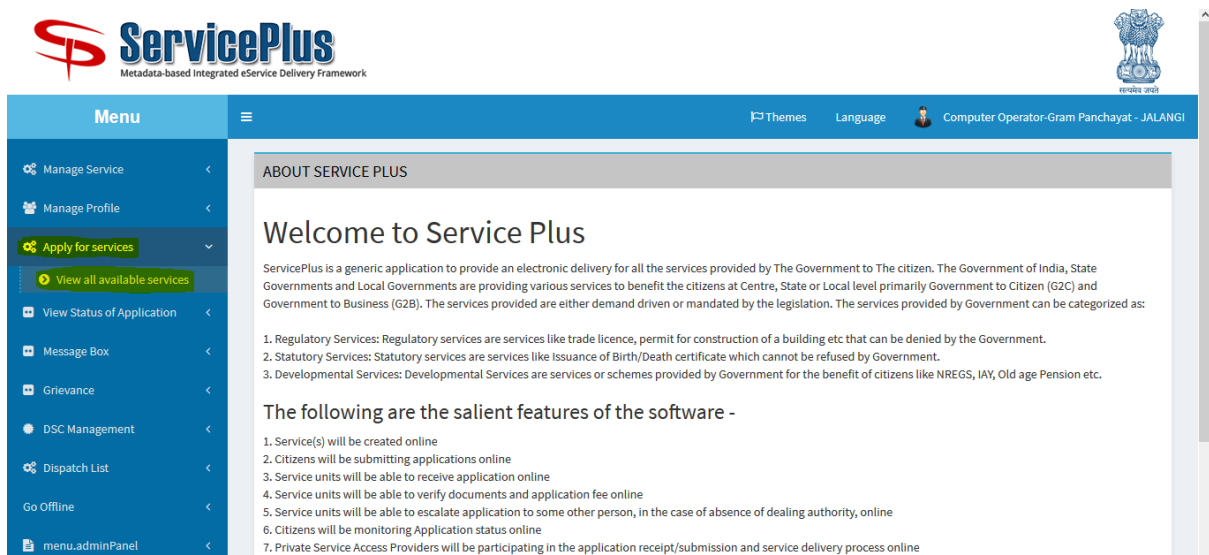
STEP 2:

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



STEP 3:

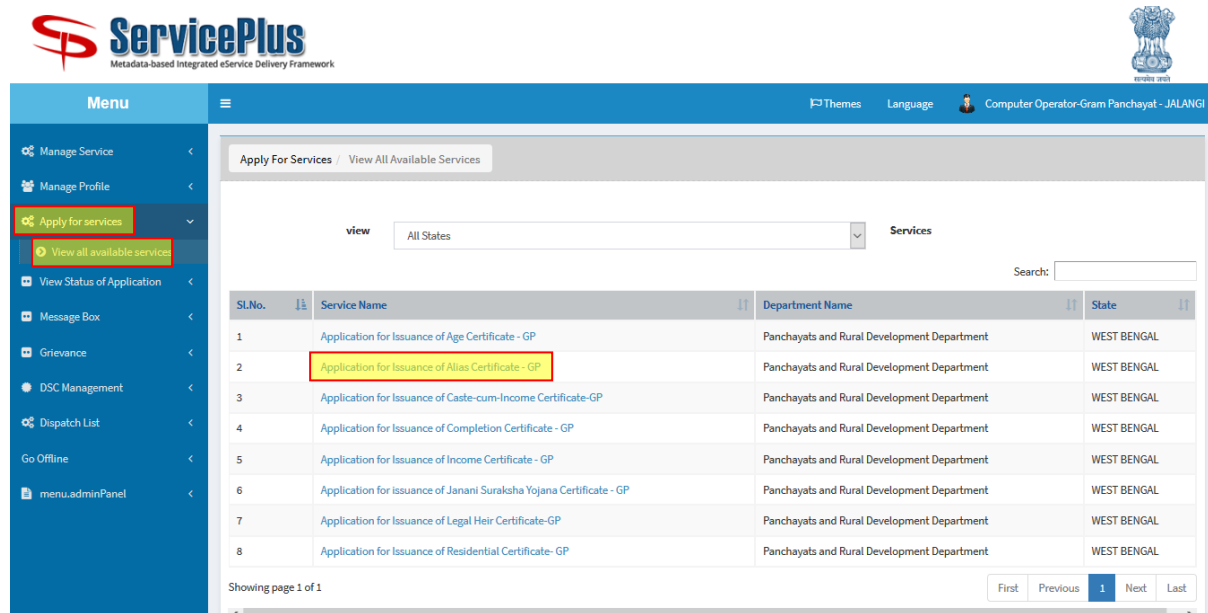
After Logging In select “**Apply for Services**” from the dashboard and select “**View all available services**” to view your submitted service.



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STEP 4:

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



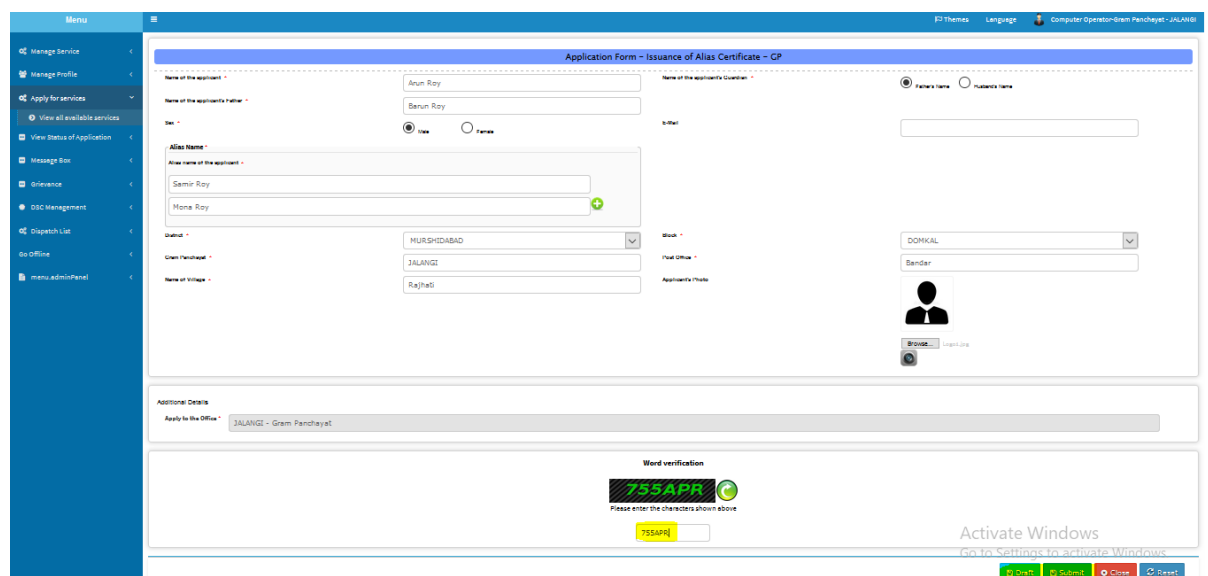
The screenshot shows the ServicePlus web application interface. The left sidebar contains a menu with options like 'Manage Service', 'Manage Profile', 'Apply for services', 'View all available services', 'View Status of Application', 'Message Box', 'Grievance', 'DSC Management', 'Dispatch List', 'Go Offline', and 'menu.adminPanel'. The 'Apply for services' and 'View all available services' options are highlighted. The main content area displays a table of available services. The service 'Application for Issuance of Alias Certificate - GP' is highlighted in the table.

SLNo.	Service Name	Department Name	State
1	Application for Issuance of Age Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
2	Application for Issuance of Alias Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
3	Application for Issuance of Caste-cum-Income Certificate-GP	Panchayats and Rural Development Department	WEST BENGAL
4	Application for Issuance of Completion Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
5	Application for Issuance of Income Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
6	Application for Issuance of Janani Suraksha Yojana Certificate - GP	Panchayats and Rural Development Department	WEST BENGAL
7	Application for Issuance of Legal Heir Certificate-GP	Panchayats and Rural Development Department	WEST BENGAL
8	Application for Issuance of Residential Certificate- GP	Panchayats and Rural Development Department	WEST BENGAL

STEP 5:

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

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



The screenshot shows the 'Application Form - Issuance of Alias Certificate - GP' form. The form contains fields for applicant details, address, and a captcha. The 'Name of the applicant' field is filled with 'Arun Roy'. The 'Name of the applicant's Father' field is filled with 'Barun Roy'. The 'Sex' field is set to 'Male'. The 'Alias Name' field is filled with 'Samir Roy'. The 'District' field is set to 'MURSHIDABAD'. The 'Block' field is set to 'DOKHAL'. The 'Tahsil Office' field is set to 'Bardar'. The 'Name of Village' field is filled with 'Rajhali'. The 'Apply to the Office' field is set to 'JALANGI - Gram Panchayat'. The 'Word verification' field shows the captcha '755APR'.

Additional Details:
Apply to the Office: JALANGI - Gram Panchayat

Word verification:
755APR

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STEP 6:

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

Application not yet submitted. To proceed click on the appropriate button available at the bottom of this page.

Application Form - Issuance of Alias Certificate - GP

Name of the applicant : Arun Roy
Name of the applicant's Guardian : Father's Name
Name of the applicant's Father : Barun Roy
Sex : Male

Alias Name

Alias name of the applicant :
Sami Roy
Name Roy

District : MURSHIDABAD
Block : DOKKAL
Gram Panchayat : JALANGI
Post Office : Barun
Name of Village : Rajnati
Applicant's Photo :

Additional Details

Apply to the Office : JALANGI - Gram Panchayat

Draft Reference No : Draft_AAC-GP/2020/00054

14/8/2020 09:30:39 IST

Activate Windows
Go to Settings to activate Windows.

Submit Edit Cancel Click here to initiate new application

STEP 8:

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

ServicePlus
Metadata-based Integrated eService Delivery Framework

Themes Language Computer Operator-Gram Panchayat - JALANGI

APPLICATION ACKNOWLEDGEMENT

Application Acknowledgment

Date: 12/08/2020

Dear Arun Roy,

Thank you for using ServicePlus.
Your Application for Issuance of Alias Certificate - GP has been successfully submitted to JALANGI - Gram Panchayat, WEST BENGAL.

Application Summary

Application Reference Number is AAC-GP/2020/00054.

Regards
ServicePlus

Print Export to PDF Close Click here to initiate new application

Activate Windows

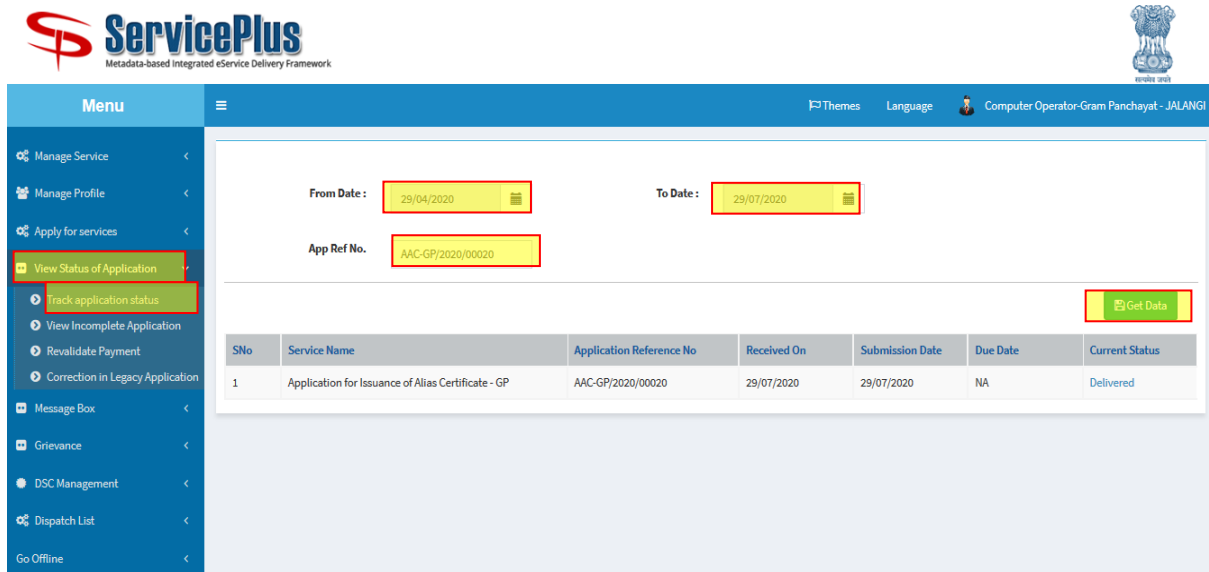
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PART II:

TRACKING FOR ISSUANCE OF APPLICATION 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.



The screenshot displays the ServicePlus web application interface. The left sidebar contains a menu with options like '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', and 'Go Offline'. The 'View Status of Application' option is highlighted. The main content area shows search filters: 'From Date' (29/04/2020), 'To Date' (29/07/2020), and 'App Ref No.' (AAC-GP/2020/00020). A 'Get Data' button is visible. 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 Alias Certificate - GP	AAC-GP/2020/00020	29/07/2020	29/07/2020	NA	Delivered

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 Alias certificate.

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

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
- Go Offline
- menu.adminPanel

Themes Language Computer Operator-Gram Panchayat - JALANGI

From Date : 29/04/2020 To Date : 29/07/2020

App Ref No. AAC-GP/2020/00020

Get Data

SNo	Service Name	Application Reference No	Received On	Submission Date	Due Date	Current Status
1	Application for Issuance of Alias Certificate - GP	AAC-GP/2020/00020	29/07/2020	29/07/2020	NA	Delivered

STEP 3:

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

ServicePlus-PreProd AAC-GP_2020_00020.pdf
https://tathyasathi.bangla.gov.in/configure/applicationTrackStatus.do# 90% Search

ServicePlus
Metadata-based Integrated eService Delivery Framework

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
- Go Offline
- menu.adminPanel

Computer Operator-Gram Panchayat - JALANGI

Get Data

Due Date	Current Status
NA	Delivered

Status of Application

Application Reference Number : AAC-GP/2020/00020

Name of the Service : Application for Issuance of Alias 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	Acknowledgement	Completed	NA
2	Issuance Authority	NA	Alias Certificate	Delivered	View

Close

MINISTRY OF PANCHAYATI RAJ

Digital India

data.gov

india.gov.in

Delhi


PMINDIA

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STEP 4:

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

The QR code and ref: no. is unique.


Office of the JALANGI - Gram Panchayat
District - MURSHIDABAD

Memo No.- AAC-GP/2020/00054

শংসাপত্র


এই মর্মে শংসাপত্র দিতেছি যে, গ্রাম পঞ্চায়েতের অন্তর্গত শ্রী Arun Roy পিতা - Barun Roy পক্ষে

S. No.	Alias name of the applicant
1.	Mona Roy
2.	Samir Roy


একই ব্যক্তি এবং তিনি গ্রাম:- Rajhati পোস্ট - Bandar এর স্থায়ী বাসিন্দা। তারকে আমরা চিনি ও জানি।

আমি তার ভবিষ্যত জীবনের সুস্থতা ও সাফল্য কামনা করি।

তারিখ : 12/08/2020



Pradhan
JALANGI - Gram Panchayat



Office Seal of Gram Panchayat.

*Note: Certificate Invalid without Photograph.

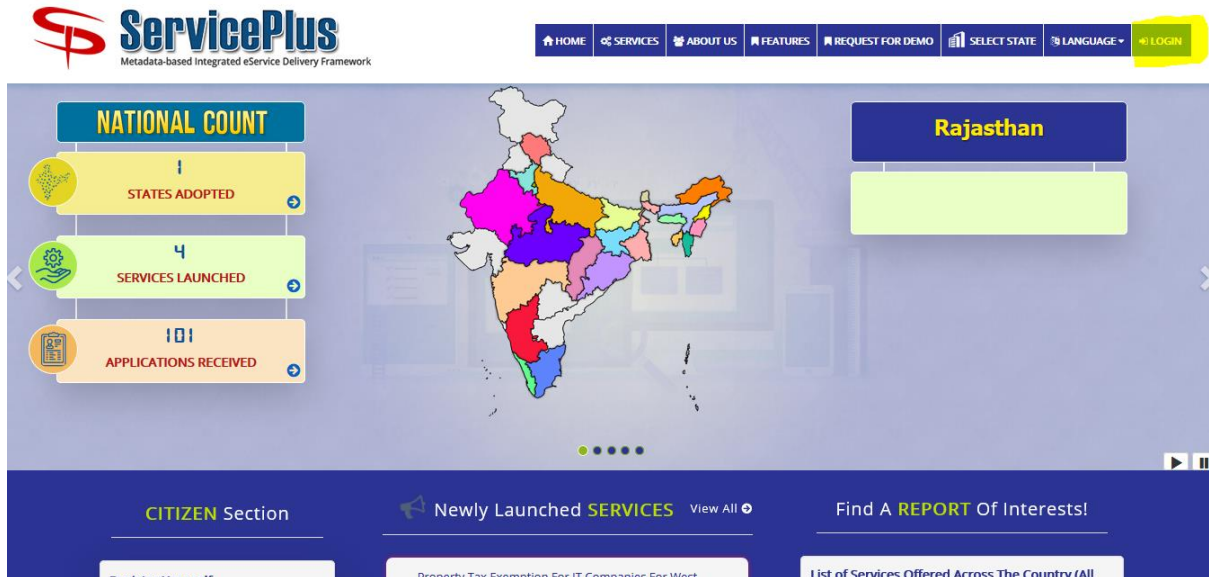
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PART III:

ISSUANCE OF ALIAS CERTIFICATE: (By PRADHAN GRAM PANCHAYAT)

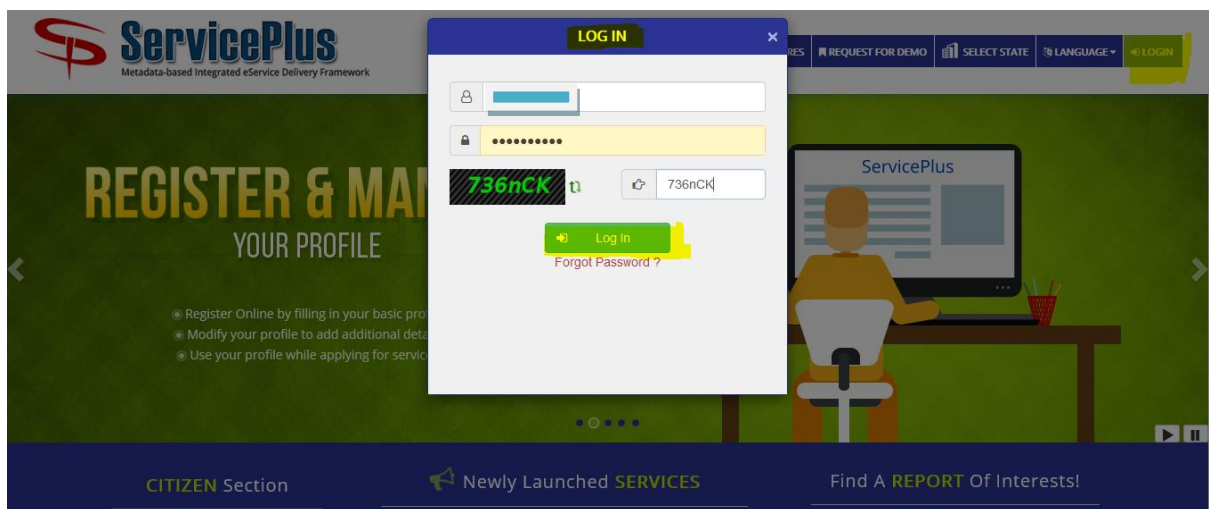
STEP 1:

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**”.

The screenshot shows the ServicePlus web application interface. The left sidebar contains a menu with options: Manage Profile, Apply for services, View Status of Application, Message Box (highlighted), Inbox (highlighted), Sent Applications, Revalidate Payment, DSC Management, Reports, Dispatch List, and Go Offline. The main content area is titled 'Message Box / Inbox'. It features a form with the following fields: 'Please select Service *' (dropdown menu showing 'Application for issuance'), 'Version No. *' (dropdown menu showing 'V-1'), 'Select Task *' (dropdown menu showing 'Issuance Authority'), 'From Date:' (calendar icon), 'To Date:' (calendar icon), and 'App Ref No.' (text input field showing 'AIC-GP/2020/00020'). A green 'Get Data' button is located at the bottom right of the form.

STEP 4:

Here the Pradhan has to select service “**Application for Issuance of Alias 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.

The screenshot shows the ServicePlus web application interface after clicking the 'Get Data' button. The left sidebar is the same as in Step 3. The main content area displays a table with the following data:

SL.No.	Application Number	Status	Action	Return to Pool
1	AAC-GP/2020/00020	Initiated	Pull	

Below the table, there is a footer section with logos for the Ministry of Panchayati Raj, Digital India, data.gov.in, india.gov.in, DigiY, and PMINDIA.

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STEP 5:

Here the Pradhan has the right to see the applicant’s application form by selecting the certificate icon.

It can be further submitted or edited or cancelled.

The screenshot shows the ServicePlus interface. The left menu includes options like Manage Profile, Apply for services, View Status of Application, Message Box, and DSC Management. The main area displays a form for generating a document. It asks if the user wants to digitally sign the document (Yes/No) and shows a table with the document name 'Certificate'. At the bottom, there are buttons for Submit, Edit Form, View Form, Cancel, and Back to Inbox.

STEP 6:

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.

The screenshot shows the ServicePlus interface with the 'View Processing History' section highlighted. It displays a table with application details: Application Reference Number (AAC-GP/2020/00020), Application Applied Date (29/07/2020), and Application Due Date (29/07/2020). Below this is a table showing the task name 'Issuance Authority', user 'Pradhan Gram Panchayat JALANGI', received date '29/07/2020', processed date 'NA', and action details 'Under Processing'. At the bottom, there is an 'Action' section with radio buttons for 'Reject' and 'Deliver', a text input field for 'Remarks', and buttons for Submit, Reset, Cancel, Back to Inbox, and Return to Pool.

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STEP 7:

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 :	AAC-GP/2020/00020			
Application Applied Date :	29/07/2020			
Application Due Date :	29/07/2020			

Task Name	User	Received Date	Processed Date	Action Details
Issuance Authority	Pradhan Gram Panchayat JALANGI	29/07/2020	NA	Under Processing
Application Submission	DEO	NA	29/07/2020 16:54:26	Completed

STEP 8:

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 digitally sign the document?
Document(s) to be generated
Certificate

Action
Application Reference Number: AICC-GP/2020 /00002
Action: Deliver
Remarks: deliver
Certificate

View Form **Cancel** **Back to Inbox**

STEP 9:

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.

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Menu

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

Do you want to digitally sign the document? ☒ Yes ☐ No
Document(s) to be generated

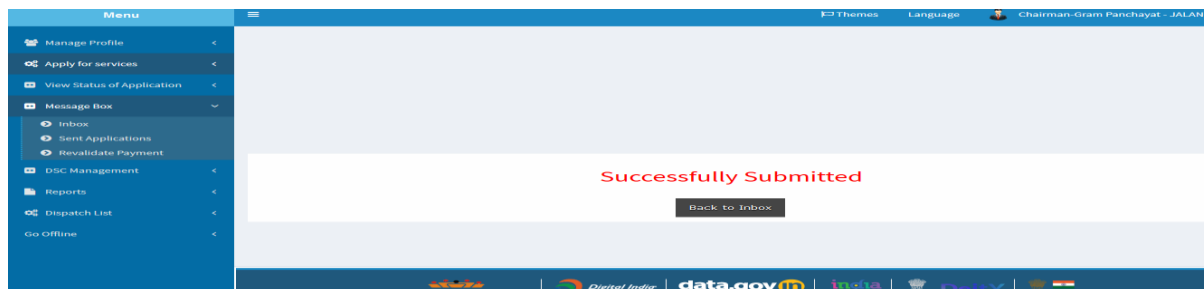
Document Name	View Document
Certificate	

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

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STEP 10:

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

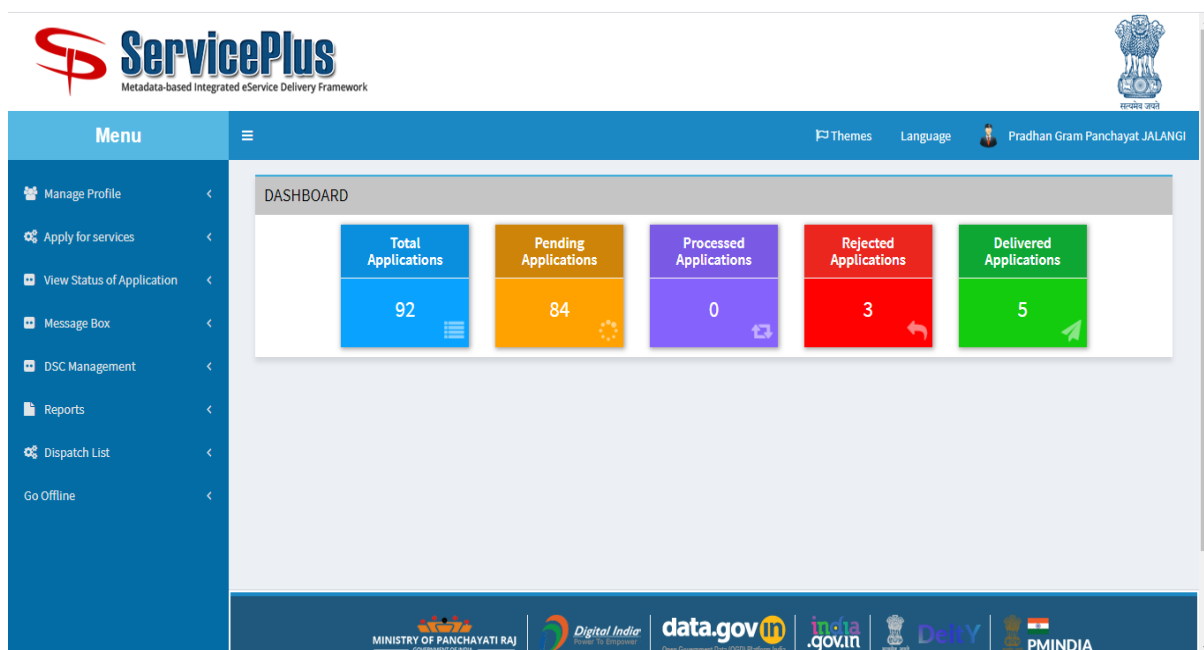


PART IV:

Reporting And Certificate Dispatch: (By PRADHAN GRAM PANCHAYAT)

STEP 1:

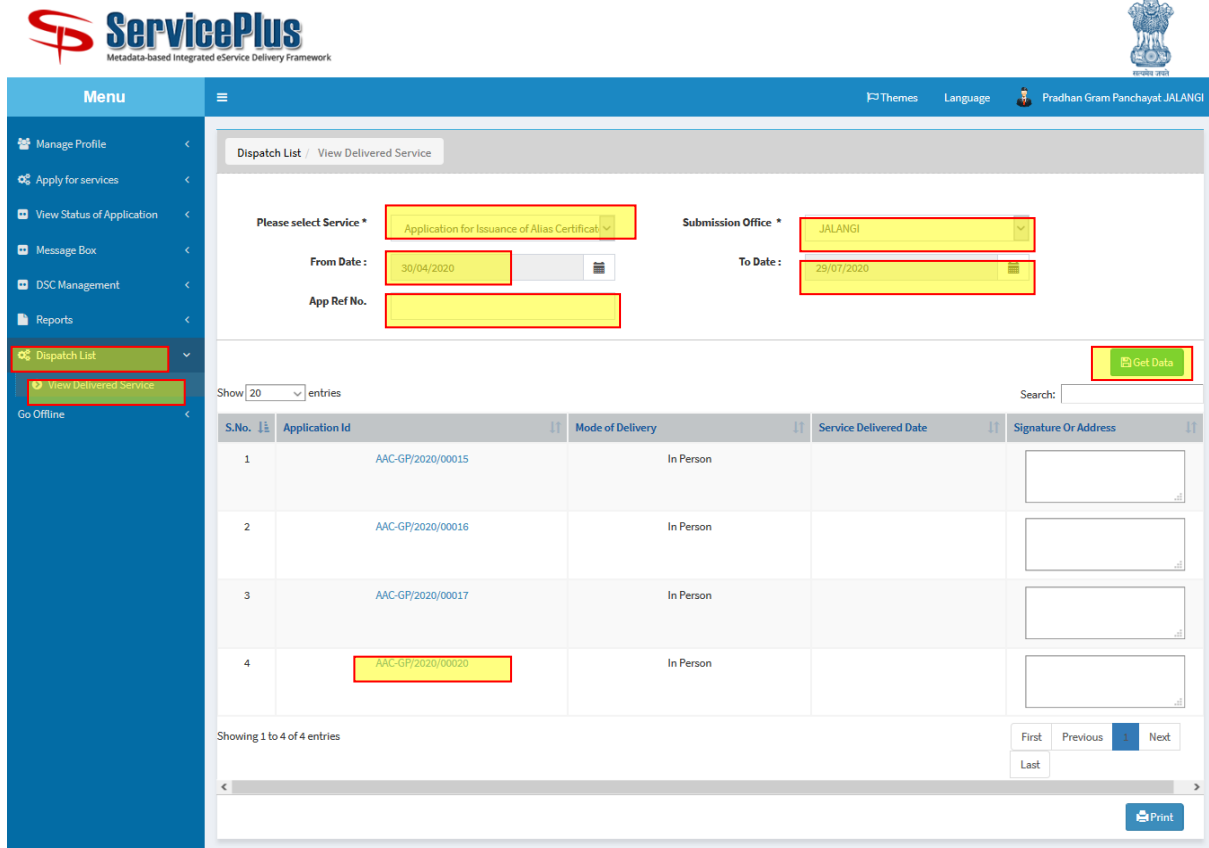
This is the dashboard showing the Total no. of application ,No. of pending Applications, Delivered Applications and Processed Application after login.



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Login and goto **“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”**.

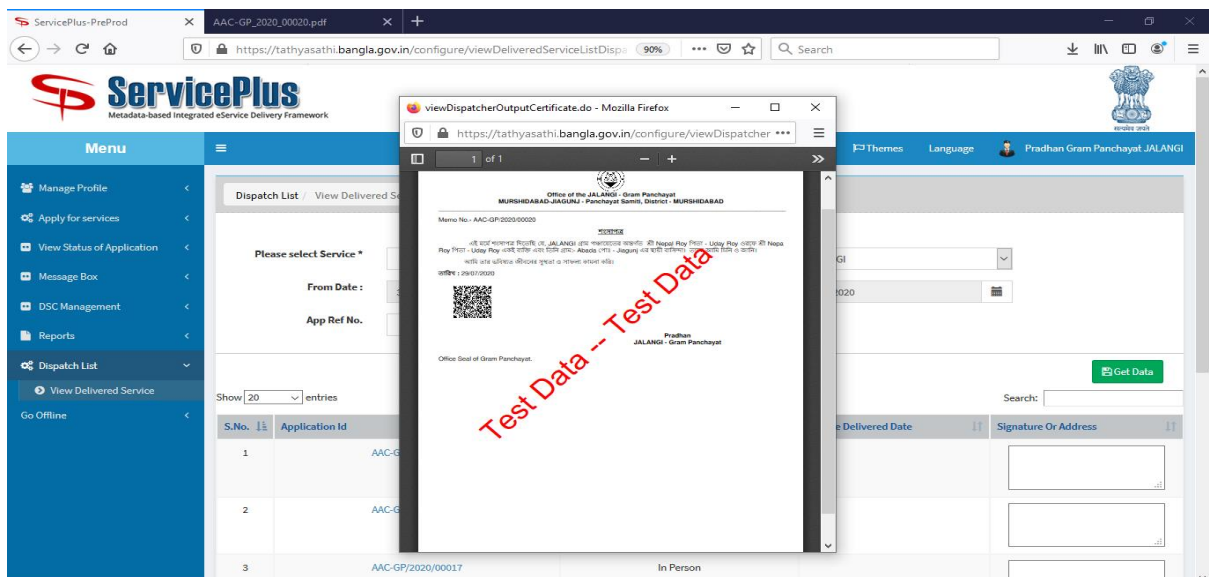
There is a option to get the data in respect of particular “**App Ref No.**” too.



STEP 2:

Select the **“Application ID”** to get the dispatched certificate like below.

We can get a printout by the print button given there.



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STEP 3:

Select to print from the list.

